



## TOWN COUNCIL AGENDA

October 28, 2021

7:00 p.m.

YouTube Live

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**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 – October 12, 2021

### 3 Presentations

3.1 Coastal Action Foundation – Mahone Bay Living Shoreline

### 4 Correspondence – Action Items

### 5 Correspondence – Information Items

5.1 Tait MacDonald – Short Term Rental Concerns

5.2 Jeff Phillips, MBTCC - Concerns

5.3 Media Release – Province Takes Action to Increase Housing, Protect Tenants

5.4 Chris and Katie Iyoupe – Concerns regarding proposed development for 66 Clairmont St.

### 6 Staff Reports

6.1 Staff Report to Council – October 28, 2021

6.2 Staff Report – Signage Policy

6.3 Staff Report – Transportation update

6.4 Report of the Clerk – By-law to Repeal Dangerous and Unsightly Buildings By-law

6.5 Fire Department Quarterly Report

6.6 Staff Report – Occupational Health and Safety Policy

6.7 Staff Report – Electric Vehicle Chargers

6.8 Staff Report – Town Hall Renovation

### 7 Council Items

7.1 Mayor Devenne – Committee Application

7.2 Councillor Wilson – Vaccination Policy

7.3 Councillor Wilson – Town Hall Renovation

### 8 Committee Reports

8.1 Heritage Advisory Committee – Draft Minutes – October 13, 2021

8.2 Asset Management Committee – Draft Minutes – October 21, 2021

8.3 South Shore Housing Action Coalition – Draft Minutes – October 6, 2021

### 9 New Business

### 10 Closed Session

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

10.2 MGA 22(2)(f) - litigation or potential litigation

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, October 12, 2021 at 7:03 p.m. via video conference and broadcast via YouTube live.

**Present:**

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

**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 Burdick, seconded by Councillor Wilson, **"THAT the agenda be approved as amended to include a closed session item under public security, MGA 22(2)(h), and two notices of motion under New Business."** Motion carried.

**2. Minutes**

A motion by Councillor Nowe, seconded by Councillor Carver, **"THAT the minutes of the September 27, 2021 regular meeting of Council be approved as presented."** Motion carried.

**3. Presentations**

No presentations.

**4. Correspondence – Action**



#### 4.1 Sandra Conrad – All Ages Cycling Route.

A motion by Councillor Carver, seconded by Councillor Burdick, “THAT Council direct staff to reply to the letter with an update on the status of the project described in Ms. Conrad’s letter.” Motion carried.

### **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

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

### **6. Staff Reports**

#### 6.1 Council Report

Council received the Staff Report to Council for October 12, 2021.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council accept the Staff Report to Council for October 12, 2021 for information.”** Motion carried.

#### 6.2 Climate Action Committee

Council received a staff report with a proposed Terms of Reference for a Climate Action Advisory Committee for the Town of Mahone Bay.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council refer the Climate Action Committee Staff Report to the next meeting of the Policy and Strategy Committee.”** Motion carried.

#### 6.3 Fire Station Temporary Borrowing Renewal

Council received a staff report with a summary of the requirements from the Department of Municipal Affairs to renew all Temporary Borrowing Resolutions that extend beyond a 12-month period.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, **“THAT Council approve the attached Temporary Borrowing Resolution Renewal for the Fire Station Project in the amount of \$4,456,600.”** Motion carried.

#### 6.4 Staff Report – Winterization of Comfort Stations

Council received a staff report to

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

#### **7. Council Items**

No Council items.

#### **8. Committee Reports**

##### 8.1 Lunenburg County Senior Safety Program

Council received the September monthly report from the Lunenburg County Senior Safety Program.

##### 8.2 Municipal Joint Services Board

Council received the minutes from the March 24, 2021 meeting of the Municipal Joint Services Board.

##### 8.3 Municipal Joint Services Board

Council received the minutes from the May 26, 2021 meeting of the Municipal Joint Services Board.

##### 8.4 REMO

Council received the minutes of the July 19, 2021 meeting of the Regional Emergency Management Organization (REMO) Advisory Committee.

##### 8.5 Oakland Lake Watershed Advisory Committee

Council received the draft minutes of the October 4, 2021 meeting of the Oakland Lake Watershed Advisory Committee.

#### **9. New Business**

##### Notice of Motion

Councillor Wilson provided notice that at the next meeting of Council he will make a motion or cause a motion to be made that Council to appoint a small temporary subcommittee to review the activity and procedures that surround the Town Hall

renovation project, and another to introduce a motion in respect to Covid vaccination for staff and Council.

#### **10. Closed Session**

A motion by Councillor Nowe at 8:19pm seconded by Councillor Burdick, **“THAT Council go into Closed Session to discuss the acquisition, sale, lease and security of municipal property, and contract negotiations, and public security, as permitted by the MGA sections 22(2)(a)(e) and (h) respectively.”** Motion carried.

**Council returned to Open Session at 9:43 pm.**

#### **Business Arising From Closed Session**

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council approve the Town of Mahone Bay’s representatives to the AREA Board to sign the contribution agreement for the solar garden project as requested.”** Motion carried.

**Council adjourned upon motion at 9:45 pm.**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

**TOWN OF MAHONE BAY**

Clerk, Maureen Hughes



# LIVING SHORELINE PROJECT

MAHONE BAY, NS

2020 – 2023



**Building a Resilient Future**





# 2020 Climate Adaptation Partners

## Bluenose Coastal Action

**Flood Protection and Shoreline Stabilization Project:** Using natural infrastructure – including a living shoreline, artificial headlands, tidal wetland and a raised dyke – to protect people and businesses in Mahone Bay, N.S., from flooding and coastal erosion.

## Credit Valley Conservation

**Piloting a Smart Blue Roof to Adapt and Respond to Extreme Events:** Piloting a smart blue roof to evaluate real-world performance to reduce flooding and urban heat islands by capturing rainwater until it evaporates, drains to harvesting tanks, or gradually flows into the stormwater system.

## Evergreen

**Climate-Ready Schools:** Creating new school ground design guidelines that integrate natural infrastructure to prevent flooding and protect against heat waves and high winds. The guidelines are being developed in consultation with 14 school board partners in Ontario, Manitoba and Nova Scotia.

## Fondation en environnement et en développement durable (led by CRE-Capitale)

**Quebec City: Creating a Green Sponge City:** Developing and implementing a natural rainwater management and urban greening strategy in priority areas in Quebec City to protect people from flooding and extreme heat. Both ecological and social benefits will be measured to scale initiatives to other areas and municipalities.

## Gathering Voices Society

**Building Adaptive Community Fire Programs:** Piloting and testing a proactive fire management program with two Indigenous communities in British Columbia. The program involves landscape surveying, prescribed burning, mechanical thinning and landscape monitoring and evaluation

# MAHONE HARBOUR FLOOD PREVENTION AND SHORELINE ENHANCEMENT PLAN

Mahone Bay, Nova Scotia

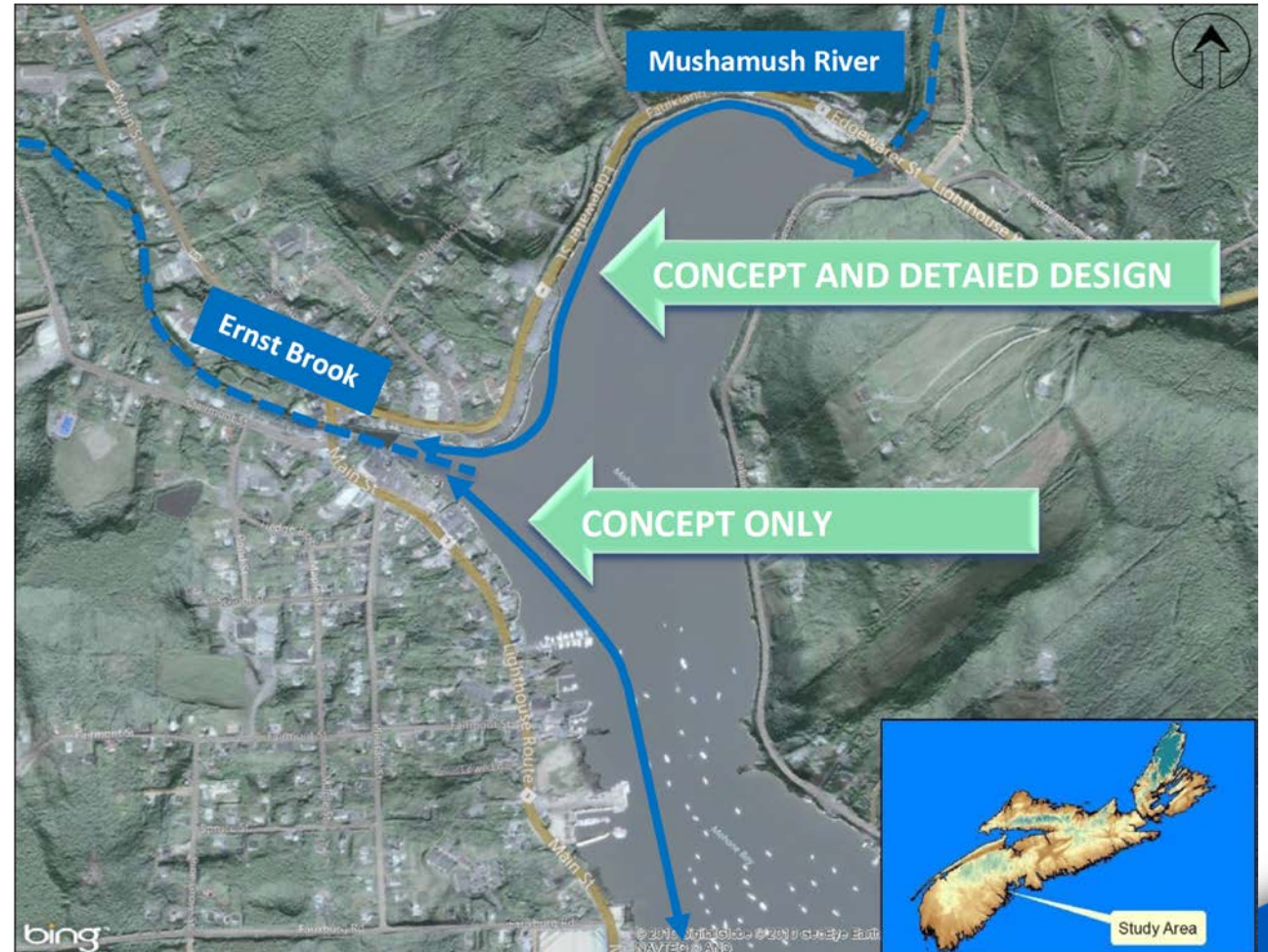
Final Report



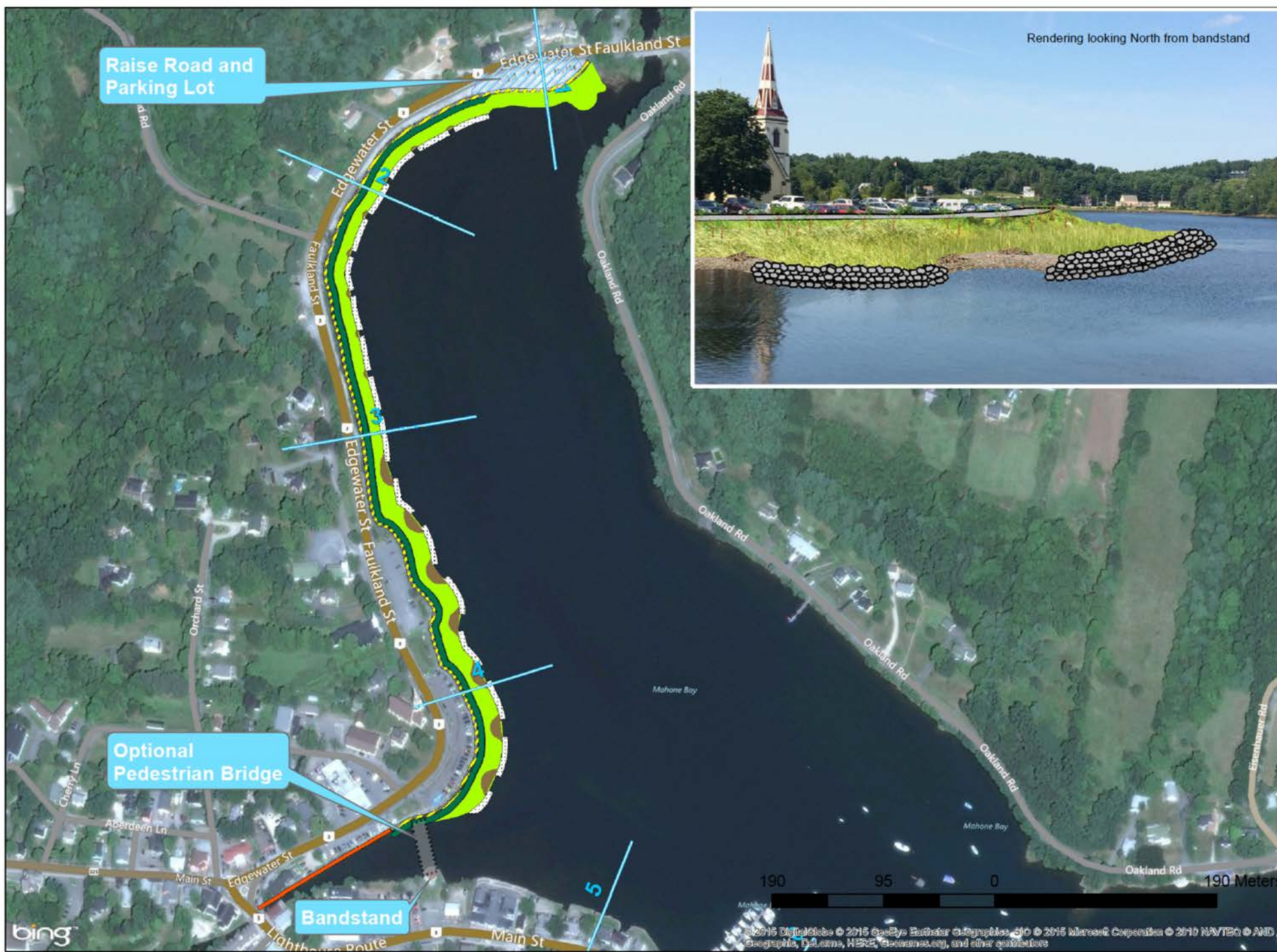
**CBCL LIMITED**

Consulting Engineers

Prepared for







Rendering looking North from bandstand

**Legend:**

- Raised Retaining Wall
- Rock Sills
- Embankment
- Marsh
- Waterfront Trail
- Pocket Beach



**Figure 3.8**

**North Shoreline  
Schematic Plan View  
Including Living  
Shorelines Concept**

Date: December 2015  
CBCL Project #: 151016.00









## Phase 1

We are excited to announce that we will be piloting a living shoreline project throughout the next two years in Mahone Bay to help protect a 60 m stretch of our shoreline. Stay tuned for project renderings, and details about the research being conducted at the pilot site!

## Living Shoreline Benefits

Tidal Wetland

Rock Sills

Vegetated Bank

- Buffers the effects of storms and wave energy
- Protects shoreline from flooding and erosion
- Enhances the function of coastal habitats
- Improves water quality

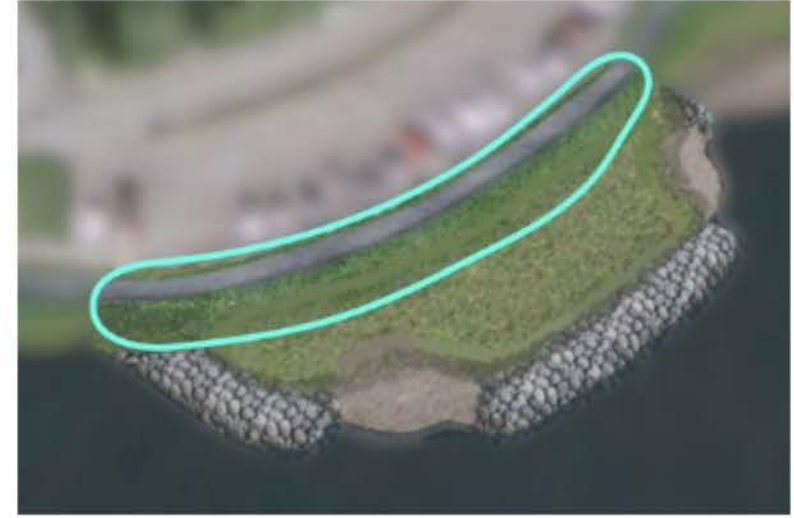
## Living Shoreline Components



**Rock Sills**



**Tidal Wetland**



**Vegetated Bank**



## PROJECTED IMPACT

- Erosion and Flood Protection
- Set Precedent
- Scalable
- Behaviour Change and Education

## PROGRESS TO DATE

- Created Preliminary Designs
- Acquired Permits
- Geotechnical Study
- Harvested Plant Stock
- Created Project Website and Sign
- Collected Baseline Data









## Mahone Bay Living Shoreline

We are excited to announce that we will be piloting a living shoreline project throughout the next two years in the Mahone Bay Harbour to help protect a 60 m stretch of Mahone Bay's shoreline from flooding and erosion. This project builds on the conceptual designs produced by CBCL in 2016 in the [Flood Prevention and Shoreline Enhancement Plan](#).

# MAHONE BAY LIVING SHORELINE



TransCoastal  
Adaptations  
Centre for Nature-Based Solutions

TOWN OF  
Mahone Bay



### Phase 1

We are excited to announce that we will be piloting a living shoreline project throughout the next two years in Mahone Bay to help protect a 60 m stretch of our shoreline. Stay tuned for project renderings, and details about the research being conducted at the pilot site!

To learn more visit the website:

[www.mahonebaylivingshoreline.com](http://www.mahonebaylivingshoreline.com)

Questions? Send us an email at [climate@townofmahonebay.ca](mailto:climate@townofmahonebay.ca)

### Living Shoreline Benefits

#### Tidal Wetland

#### Rock Sills

#### Vegetated Bank

- Buffers the effects of storms and wave energy

- Protects shoreline from flooding and erosion

- Enhances the function of coastal habitats

- Improves water quality

Look out for Project updates posted here!









# NEXT STEPS

## Kelly Redden

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**Subject:** FW: Short term rentals

-----Original Message-----

From: Tait MacDonald <macdonaldtait@gmail.com>

Sent: Thursday, October 14, 2021 12:41 PM

To: Kelly Redden <Kelly.Redden@TownofMahoneBay.ca>

Subject: Re: Short term rentals

Hi again Kelly. My address is 8 Wye street , Mahone Bay.

Based on the UK experience in coastal towns , It is becoming more and more financially advantageous to convert your residence or long term rental property to short term Airbnb and move inland to a larger town. (In our case, Bridgewater) When you move, you take your purchasing power for basic goods and services with you. This in turn forces small town businesses to move with you or focus on tourist interest /needs. This in turn makes it less attractive/ affordable to live in small town year round.

Tait MacDonald



Mayor David Devenne  
Town of Mahone Bay  
493 Main Street  
PO Box 530  
Mahone Bay, NS B0J 2E0

15<sup>th</sup> October 2021

Dear Mayor Devenne,

With us moving into the final phase of the Provinces Reopening plan and “living with COVID”, I would like to take this opportunity in thanking you personally for the support, guidance and leadership you have ably demonstrated during this particularly challenging period. Your continued support of the business community, while dealing with the transition of new Council members, together with the many and varied issues facing the town, is both appreciated and acknowledged.

As you know, in January of this year we sought Council’s agreement for several project requests to be included within the 2021 budget and, while you were unsuccessful in securing funds for the majority, it was rewarding to hear of the Council’s recent approval to extend opening of the Comfort Stations until Christmas 2021, together with looking at the prospect of winterizing the stations for the future. As mentioned at the meeting, this is a beneficial move for both the residential and business communities, enabling the easing of pressure on the small local businesses and aids in enhancing the wider visitor experience. My thanks to the CAO, Dylan Heide, for producing the report supporting this move and for the majority of Council in approving this vital and much needed change in policy.

However, one matter that did cause some measure of concern was the issue regarding the planned joint meeting between the Town Council and the MBTCC Board. One Councillor stated that the Chamber had put this meeting off for nearly a year, giving him “pause to consider” any requests for assistance, while another suggested that, “Something was going on in Chamber...”. I am sure you will acknowledge that these unsubstantiated comments do little to enhance the progressive and supportive relationship that we possess between both parties.

In order to correct the inconsistencies and innuendo brought forward, I would ask that the following be brought to Council’s attention:

1. The meeting between both Council and MBTCC was originally scheduled for 30<sup>th</sup> June 2021 at 0900am, following a request by Council at their meeting of 27<sup>th</sup> May 2021, with the sole intention of discussing the potential for a renewed agreement in respect of the operation of the Visitor Information Centre. As advised by the Town Clerks email to me of 2<sup>nd</sup> June 2021, at no time was this meeting intended to discuss our request for inclusion of items within the 2021/22 budget.

2. Unfortunately, this meeting fell shortly after the announced Phase 1 Reopening Plan of 16<sup>th</sup> June, leading to all businesses having to “scramble” in order to prepare for opening. Consequently, the meeting was postponed until Fall of 2021 due to necessary unavailability of Board members.
3. As you are aware, the MBTCC and Town of Mahone Bay (TOMB) have continued the policy of regular quarterly meetings. These have been held, despite COVID, with the attendance of the CAO, Town Clerk, MBTCC Chair and Secretary. At no time was anything held back regarding policy and planning, providing TOMB with a clear view of the MBTCCs intentions and activities, with equal openness from the Towns staff. For this, our sincere thanks to both Dylan Heide and Maureen Hughes for their input and guidance during this past two years of uncertainty and challenge.

Again, there has at no time been any measure of subterfuge in order to keep TOMB uninformed as to MBTCC progress.

4. Collaborative work on certain projects e.g. Wayfinding, has been successfully undertaken between the TOMB and MBTCC, with monetary contributions being agreed by the MBTCC. When submitting our bid for project inclusion within the 2021/22 budget the MBTCC, understanding that funding of these projects may be cost prohibitive to TOMB, offered funding support if required. This was substantiated by the CAO when the TOMB recently requested MBTCC support in putting its case for ACOA Funding.
5. Circumstances, again, intervened with the latest postponement of the joint MBTCC/Council meeting. This has been due to MBTCC Board members being unavailable through focusing on their businesses in order to make the most of the remaining season. This is not avoidance, but necessity to recover lost income during 2020, a factor I would have hoped the relevant Council members would have appreciated. Additionally, as pointed out by yourself and the CAO, with me stepping down as Chair next year and the prospect of a new Board being elected, it would have been inappropriate to hold a meeting with people that may no longer be available?

At our latest quarterly meeting with the CAO and Town Clerk, news of changes within the Board and future outlook were discussed, which led to the request for inclusion of the Comfort Stations at the recent Council meeting as ACOA funding may not be forthcoming. Again, my thanks to you, the CAO and Councillors who took the step of supporting the proposal by Councillor Wilson, together with the acceptance that the MBTCC Board is currently going through a transitory phase prior to the 2022 AGM. I trust that this letter firmly establishes the goals of MBTCC and its continued commitment to the development of the Town of Mahone Bay, through its links with its Council, business and residential communities when, I am sure, the 2022 MBTCC Board of Management will accept your offer to meet and establish a shared commitment for growth and prosperity.

Jeff Phillips  
Chair

## Maureen Hughes

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**From:** Janice Wentzell <jwentzell@amans.ca>  
**Sent:** Wednesday, October 20, 2021 4:06 PM  
**To:** AMA Maritime List Serve  
**Subject:** MUNICIPAL AFFAIRS/HOUSING/SERVICE NOVA SCOTIA/INTERNAL SERVICES--Province Takes Action to Increase Housing, Protect Tenants

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MUNICIPAL AFFAIRS/HOUSING/SERVICE NOVA SCOTIA/INTERNAL SERVICES--Province Takes Action to Increase Housing, Protect Tenants

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Affordable, safe housing is crucial for a healthy society, quality of life, attracting new residents, social equity and growing the economy. Nova Scotia needs to build more housing and the Province is taking steps to get more homes built quickly.

"The housing crisis is real and Nova Scotians expect us to act," said Premier Tim Houston. "We'll do what needs to be done to make sure Nova Scotians can afford a place to call home. We will not wait."

Creating more affordable housing will take time. In the coming weeks, the Province will introduce interim residential rent-cap legislation to protect tenants once the state of emergency ends. This will limit residential rent increases to 2 per cent per year and will be in effect until December 31, 2023, while more supply is built.

The government will spend nearly \$35 million to support over 1,100 new affordable housing units across the province.

During this House session, the government will introduce legislation to create a planning task force to focus on faster planning and development approvals for large residential projects in HRM.

Employers say they're having trouble finding enough skilled tradespeople. The Province will work to recruit and retain more apprentices, and review the training ratio for apprentices to create more opportunities for them and ease the skilled labour shortage. The government will also eliminate the provincial portion of personal income tax on the first \$50,000 of annual income for construction trades workers under the age of 30.

Increasing student housing is another important way to help relieve the overall community housing shortage. The Province will build new residences at three NSCC campuses and create a province-wide student housing strategy.

The planning task force chair will be appointed by the Minister of Municipal Affairs and Housing, and membership will come from the Province and the municipality. It will focus on analyzing and approving large residential developments in the Halifax area.

The Province is identifying a list of provincially-owned properties that can be used for housing. Staff will work with community groups, municipalities and others to get projects underway on these lands as quickly as possible.

The Province will also create a regional transportation group, including engineers and planners from the municipality and the Province, to create a master transportation plan for HRM. This group will review roads, ferries and public transit to ensure the transportation system is set up for rapid residential growth in the coming years.

Inclusionary zoning, a planning tool that requires or encourages affordable housing in a new development, will be added to the Halifax Regional Municipality Charter and the Municipal Government Act this House session.

The Province will also meet with municipalities across the province to discuss other possible measures that will support affordable housing, such as better regulation for short-term rental units and flexibility in taxation to encourage development.

#### Quotes:

"We can't solve the affordable housing crisis without building more places for people to live. We will work with HRM to quickly approve new developments, so more people have a safe place to live in our province's largest city."

- John Lohr, Minister of Municipal Affairs and Housing

"We've heard from many Nova Scotians who are worried they won't be able to afford their rent when the state of emergency ends. This interim rental cap will help keep those people housed while we work on long-term solutions."

- Colton LeBlanc, Minister of Service Nova Scotia and Internal Services

"This is great news for our students. We look forward to working with government to increase housing options near our campuses."

- Don Bureaux, President, Nova Scotia Community College (NSCC)

#### Quick Facts:

-- as of July 1, Nova Scotia's population had increased from 942,970 to 992,055 over the last five years

-- as of October 2020, there were 401,990 private households in Nova Scotia

-- of the private households in Nova Scotia, 61,008 were private apartment units located in properties with three or more units, and 52,244 are located in HRM

-- HRM's vacancy rate is at 1.0 per cent; the average rental rate increased by 4.1 per cent in 2020

-- Minister Lohr's mandate letter includes a commitment to identify a full inventory of lands owned by the Province in the first three months, identify other areas that could be used for housing, and work to implement the recommendations of the Nova Scotia Affordable Housing Commission

Additional Resources:

A Healthy Nova Scotia: Solutions for Housing and Homelessness:

<https://beta.novascotia.ca/documents/solutions-housing-and-homelessness>

Mandate letter of the Minister of Municipal Affairs and Housing:

[https://novascotia.ca/exec\\_council/letters-2021/ministerial-mandate-letter-2021-MAH-EMO-MR.pdf](https://novascotia.ca/exec_council/letters-2021/ministerial-mandate-letter-2021-MAH-EMO-MR.pdf)

Report and recommendations of the Nova Scotia Affordable Housing Commission:

<https://beta.novascotia.ca/documents/affordable-housing-report-spring-2021>

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Media Contacts: Krista Higdon

Municipal Affairs and Housing

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Email: [Krista.Higdon@novascotia.ca](mailto:Krista.Higdon@novascotia.ca)

Blaise Theriault

Service Nova Scotia and Internal Services

Cell: 902-476-5092

Email: [Blaise.Theriault@novascotia.ca](mailto:Blaise.Theriault@novascotia.ca)

\*\*end of message\*\*

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You are currently subscribed to amans as: [maureen.hughes@townofmahonebay.ca](mailto:maureen.hughes@townofmahonebay.ca) To unsubscribe send a blank email to leave-703543-

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## Maureen Hughes

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**From:** Katie Sharp <katiesharp10@yahoo.com>  
**Sent:** Thursday, October 21, 2021 8:10 PM  
**To:** Maureen Hughes  
**Subject:** Concerns regarding proposed development for 66 Clairmont St.

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

Dear Mayor, Devenne, town council members, CAO, Deputy CAO, Emily Statton and the Planning Advisory Committee

My name is Chris Iyoupe, and I am writing you with my wife Katie about our concerns regarding the development proposal for 66 Clairmont St. We live at 74 Clairmont St. with our two young children and share a property line with 66 Clairmont. I will start by stating that we support development of affordable housing, but we are overly concerned with the size of the proposed building compared to the lot it will sit on. The plans show that the building will be only 15ft from our property line, run 138ft of the property (basically our entire property) and tower 45ft high, with all units facing our property having balconies.

There are some concerns that we feel will negatively affect us and our community because of these parameters and ask that you do not enter into this proposed development agreement for 66 Clairmont St. for the following reasons.

1. The buildings proximity to our property, combined with the length and height of the building will block the morning sunlight that our property currently experiences. With this affecting the dampness of our yard, it will also be a complete wind block creating a humid hot environment in the summer. We are a low-income family who live in a 120-year-old home that requires maintenance. The Developers proposed building will put greater stress on the upkeep of our Home. Sunlight and air movement are 2 primary things that help prevent structures from rotting. We would like to ask MADE provide a 3D model to show the impact on the street and our property. We feel this will greatly impact our family's mental health and quality of life.
2. The complete lack of privacy we will experience having 20 or so units looking directly into our windows and our entire backyard is one of our biggest concerns. Our two children and their friends play outside all the time, and we feel this gives complete strangers very easy access to them. We chose to buy our home in Mahone Bay because it was a small town where you knew all your neighbors and felt comfortable letting your kids play outside, go to the park, and walk themselves to school as they get older. This development will NOT support that feeling. We request that if it is approved the developer be required to put a 10ft high privacy fence at the ground level that he in fills to.



### 3. The flooding of our property.

Since the 6ft of infilling done on the 26unit building on Cara Ln, our backyard along with our neighbours' experience major puddling. Allowing infilling on 66 Clairmont St will increase that puddling and disrupt the natural flow of water. We would also like to state that Ernst Brook has flooded our backyard a few years ago and allowing 66 Clairmont to build up the land without also building up our land will disrupt the natural flow of water causing our property to flood more.

With the underground parking and the size of the proposed development we are concerned that the only place for rainwater to drain will be into our back yard. Our neighbors on the other side of us have experienced this from the developers last project he built bordering their property. We would like to request rain gutters. The Building on Cara Ln does not currently have them on the side facing our property.

4. Light pollution. The Patios, walkways, Balconies need lighting. We request no walkway or balconies along our property line, and balconies are kept to a minimum on the street.

5. Impact on the natural environment. We have a lot of wildlife that calls our property and the surrounding properties home, a building of this magnitude will impact their habitats and potentially the Ernst River.

### Concerns that impact the surrounding area

1. Congestion on the street. Clairmont is already a busy essential street, with the fire hall, the baseball field, the playground, the pool, cyclists' access to the trails, and the tennis courts. Every family friendly activity in town is accessed from this street. As residents for 8 years, we feel adding at least another forty-eight residents traveling everyday is an overly concerning safety issue, especially with the playground right across the way. Mahone Bay has done great at attracting young families to the area, we see it every day. But something needs to be done to reduce the speed and number of cars on Clairmont. Locals know to avoid main st in the summer and they do that by traveling Clairmont and Kinburn. The liquor store and the Pharmasave are also located in the area, also increasing traffic volume. Increasing the population of the elderly on our street also creates a greater need for snow removal and sidewalk cleaning. Our town has sometimes struggled with this on Kinburn and Clairmont, which can lead to slips and falls and injuries. There is also a winter parking ban which really limits where residents can park.

2. We would like to ask the town to have a good long look at how this building impacts the Greenhouse Reduction Plan. Adding 48 units potentially 200 residents impact our electrical, transportation, solid waste, wastewater, and building CO<sub>2</sub>e. We believe based on the amount of property and units MADE has in the town that we can safely say that they contribute a lot of residential CO<sub>2</sub>e.

2 years of construction is a long time and a lot of carbon output. During a time where carbon output has such a long term lasting impact on our environment.

3. Demolishing current building on 66 Clairmont. We would like to ask that before the building comes down the town makes sure it is not filled with Rats and Mice? There has been no upkeep on the structure for 7 years at least a dozen Pigeons that live in the roof and other Birds live in the soffits. Some of us have stone basements, rats and disease are not something we should have to deal with when this building comes down.

#### Land use bylaw, Municipal Planning Strategy issues

1. Density 48 units is too many for the size of the lot.
2. Site Plan Parking LUB says 1.5 per unit. Building of this size need to provide parking for visitors and unloading and off-loading passengers on site not on the street this building shows 48 spots underground and none above ground where are visitors and residents supposed to park if a resident has more then one car?
3. Parking spots for loading spaces handicap and EHS, Maintenance workers, Cleaners
4. Architectural Merit The building does not fit in on the street in comparison to the other houses on the street
5. Impact on Adjacent properties and neighborhood.
6. Illumination- Lighting and windows will light up our property
7. Impact on Town Services Snow Removal Where will they put the snow it can't be put on street or by the river.

In closing we are also asking the town to not allow the LUB amendment to rezone 66 Clairmont St. from institutional to residential. The proposed development is far to large to fall under the current residential bylaws. A building of this size would be a first for Mahone Bay and we feel that the bylaws need to be updated, and

such developments need to have their own bylaws put in place to make sure that the town, developers, and citizens are clear on what is allowed and what is respectful for everyone.

Respectfully

Chris & Katie Iyoupe

74 Clairmont st

Mahone Bay NS

Below are the names and addresses of citizens of Mahone Bay who are in support of this letter and the requests that we have made.

1. Erin Murley, 33 Zwicker Lane, Mahone Bay
2. Scott Sanford, 33 Zwicker Lane, Mahone Bay
3. Kimberly Whynot, 90 Clairmont St. Mahone Bay
4. Paige Ferguson, 335 Main St. Mahone Bay
5. Emily Roy, 96 Fauxburg Rd. Mahone Bay
6. Katie Condon, 143 Fairmont St. Mahone Bay
7. Joan Parks, 476 Main St. # 207, Mahone Bay
8. Mary Beth Eldridge, 476 Main St. Mahone Bay
9. Bruce Flinn, 476 Main St. Mahone Bay
10. Anjel Van Damme, 476 Main St. Mahone Bay
11. Nona Alexander, 476 Main St. Mahone Bay
12. Maria Butts, 28 Pleasant St. Mahone Bay
13. Jodi Butts, 28 Pleasant St. Mahone Bay
14. Chelsea Haughn, 20 Garden Lane, Mahone Bay

15. Chris Berkeley, 78 Clairmont St. Mahone Bay
16. Crystal Berkeley, 78 Clairmont St. Mahone Bay
17. Mike Soares, 119 Hawthorn
18. Andres Young, 75 Clairmont St. Mahone Bay
19. Phill Young, 75 Clairmont St. Mahone Bay
20. Suzanne Lohnes Croft, 381 Main St. Mahone Bay
21. Jane Smith, 126 Pine Grove St. Mahone Bay
22. Knut Weissbach, 126 Pine Grove St. Mahone Bay
23. Deborah McGhee. 476 Main St. Mahone Bay
24. Dea Sagnella, 38 School St. Mahone Bay
25. Moira Devereaux, 38 School St. Mahone Bay
26. Veryan Haysom 195 Fairmont St. Mahone Bay
27. Becky Atkinson 109 Spruce St. Mahone Bay
28. Dave Thomson, Maple St. Mahone Bay
29. Hailey Thomson, Maple St. Mahone Bay
30. Rosemary MacEachen, 81 Clairmont St. Mahone Bay
31. Al MacEachen, 81 Clairmont St. Mahone Bay
32. Katie Westhaver, 133 Hawthorn Rd. Mahone Bay
33. Gary Macey, 384 Main St. Mahone Bay
34. Anya Holloway, 384 Main St. Mahone Bay
35. Carol Nicoll, 43 Pond St. Mahone Bay
36. 424 Main St. Ap 1, Mahone Bay
37. Jill Smith, 562 Main St. Mahone Bay
38. Tim Merry, 143 Fairmont St. Mahone Bay
39. Valerie Header, 195 Fairmont St. Mahone Bay








## Report to Council October 28, 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.


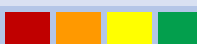



Goal	Objective	Assigned	Target	% Completion
<b>Council Assignments to Staff</b>				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Oct., 2021	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <b>75%</b>
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> <b>50%</b>

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	
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	 <b>50%</b>
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	Nov., 2021	 <b>75%</b>

Notes: Staff report on Council's October 28th regular meeting agenda.

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

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

6	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Nov., 2021		75%	<p>Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.</p>
7	Staff to proceed with engineering designs and update associated cost estimates for 2020-21 Transportation Project, for consideration in 2021-22 budget process.	28-Jan-21	Oct., 2021			<p>Notes: Staff report on Council's October 28th regular meeting agenda.</p>
8	Staff to contact MODL as a follow-up to the letter to their Council requesting a partnership with MODL which would enable Mahone Bay residents to be eligible for the ProKIDS program.	09-Feb-21	Nov., 2021		75%	<p>Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimate included in 2021-22 budget.</p>
9	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Nov., 2021		25%	<p>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.</p>







<b>10</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Staff report on Council's October 28th regular meeting agenda.
<b>11</b>	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	Mar., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	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.
<b>12</b>	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	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	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).
<b>13</b>	Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.	24-Jun-21	Dec., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In Progress. Report anticipated to meeting of Council in December, coordinated with AIM Network Cohort 2.0 Policy Review.

14	Refer items 4.2 and 4.3 concerning traffic issues in the town of Mahone Bay to the Traffic Authority requesting a report to Council regarding ways to address the noted issues, including costs for temporary traffic enforcement staff.	13-Jul-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: Staff report on Council's October 28th regular meeting agenda.				
15	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	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		50%
		Notes: Planners have received the request and are in communication with the applicants in the preparation of their report. A PIM was held on October 7th. Planning staff are collecting further information and will present a report to the Planning Advisory Committee.				
16	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	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		50%
		Notes: Staff have reached out to Independent Store who has indicated their support, awaiting response from property owner.				
17	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:				
18	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		75%
		Notes: Homeowner notified, documents prepared and forwarded to Town solicitor, currently awaiting notification from the Province that the designation has been registered.				

<b>19</b>	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	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: Funding anticipated from Dept. of Municipal Affairs, tender will be issued shortly with results to be reviewed with Cemetery Committee and recommended to Council.
<b>20</b>	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Nov., 2021	<b>Not yet begun</b>		Notes:
<b>21</b>	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>	<b>50%</b>	Notes: In progress.
<b>22</b>	Staff to respond to Captain Boudreau referencing the upcoming staff report regarding traffic issues.	14-Sep-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Completed.
<b>23</b>	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>	<b>75%</b>	Notes: Connect2 application submitted. Staff preparing Federal Active Transportation Fund application.
<b>24</b>	Repeal the Dangerous/Unsightly Buildings By-law.	14-Sep-21	Oct, 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: First reading given September 27, 2021, required hearing scheduled for Oct 28.

25	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:
26	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					
27	Staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.	27-Sep-21	Nov., 2021	<div></div>	<div></div>	<div></div>	<div></div>	25%	Notes: In Progress.
28	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					
29	Staff to send a thank you letter to Cathy and Sebastian Andreu for their thank you letter.	27-Sep-21	Oct., 2021	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Notes:
30	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	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	

<b>31</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Hearing scheduled and advertisements will appear in the community in the near future.
<b>32</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Flag was raised on September 30th.
<b>33</b>	Staff to reply to the letter [RE all ages cycling route] with an update on the status of the project described in Ms. Conrad's letter.	12-Oct-21	Nov. 2021	<b>Not yet begun</b>		Notes:
<b>34</b>	Refer the Climate Action Committee Staff Report to the next meeting of the Policy and Strategy Committee.	12-Oct-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Added to the agenda for the October 25th meeting of the Committee.
<b>35</b>	Approve the attached Temporary Borrowing Resolution Renewal for the Fire Station Project in the amount of \$4,456,600.	12-Oct-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Signed Temporary Borrowing Resolution Renewal has been forwarded.

36	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 station for 2021 be extended until the Christmas holiday; and that a letter be written to MBTCC Chair Jeff Phillips informing him of such.	12-Oct-21	Oct., 2021		50%
Notes: Staff have begun preparations for winterization and letter has been sent.					

Chief Administrative Officer's Report - Oct. 28, 2021		
1	<b>COVID-19</b>	CAO monitoring NS EMO updates. Town Office now open to the public. Staff have prepared for further phases of Provincial reopening plan; visitors to the office will be permitted unmasked in public area of front office, masks will continue to be required for all staff / visitors in remainder of the Town Office (excepting private office spaces).
2	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	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 (confirmed to run November 2021 through February 2022 with AM Committee participation). AIM Network annual conference rescheduled to Nov 29-Dec 1, 2021 in Dartmouth, NS.

3	<b>Municipal Joint Services Board (MJSB)</b>	<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	<b>Riverport Electric Shared Service Committee</b>	<p>Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, net metering program, etc.. Currently drafting agreements for consideration of Council / Commission. Coordinating on utility asset management and planned rate study. Shared Service Committee meetings expected to resume in Fall of 2021 (having been temporary discontinued due to Riverport Board turnover).</p>

5	<b>Regional Emergency Measures Organization (REMO)</b>	<p>Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO procedures in consultation with CAOs. Training opportunities for staff /Council (ICS 100-200) identified in coming months (delayed by COVID-19 restrictions). Standardized procedures for comfort stations and emergency shelters - which can be utilized for fire station - now being implemented. New REMO website launched (linked from Town website).</p>
6	<b>Alternative Energy Resource Authority (AREA)</b>	<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 November 4).</p>



<p><b>7</b></p>	<p><b>FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative</b></p>	<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 &amp; Energy Program Manager Martha Horsman started in September, 2021.</p>
<p><b>8</b></p>	<p><b>Lunenburg County Accessibility Advisory Committee</b></p>	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. With Council approval of draft Lunenburg County Accessibility Plan - and approval of other participating councils - Operational Plan development can proceed in 2021-22; staff currently discussing options to cooperate with neighboring units. Province has extended legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans to April 1, 2022. Included in 2021-22 operating budget. New Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC in September.</p>

9	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	<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. NSFM call scheduled for October 27, 2021.</p>
10	<b>New Long Term Care Facility</b>	<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 - Oct. 28, 2021

<b>1</b>	<b>Streets &amp; Sidewalks</b>	Winter works vehicles are still undergoing maintenance activities. All driveway culverts on Long Hill road have been installed. Cherry Lane has officially become a one way street. Pet waste stations are being installed in 9 locations. Speed radar signs had arrived but were sent back since as the wrong ones were shipped. Clean up of Public Works garage to help store some of the winter maintenance equipment. Purchase of one used salt spreader to create redundancy for the back of Dodge 1 ton. Received almost all quotes for both Old and New Water Treatment plant building upgrades. Landscapping has slowed and equipment is slowly being taken offline for the season.
<b>2</b>	<b>Cemeteries &amp; Open Space</b>	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 - Oct. 28, 2021

1	<b>Water Supply, Treatment &amp; Distribution</b>	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. NRW project step testing scheduled for October 25,26,27, 2021. Service leak repair completed. Water connection installation underway for new Fire Hall; pressure testing and disinfection planned. Seasonal watermain flushing scheduled for october 20 & 21, 2021.
2	<b>Sewage Collection &amp; Treatment</b>	Regular monitoring and maintenance activities continued. Permanent installation of PAA dosing line completed. Annual Xylem inspection of lift station pumps completed. Removal of discontinued chlorine equipment from WWTP control building 75% complete. Door modifications of chemical room WWTP for PAA tote delivery pending.

## Climate & Energy Program Manager's Report - Oct. 28, 2021

1	<b>GHG Reduction</b>	Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into approved 2021-22 budgets. Staff continue to participate in T2050/PCP Initiative.
2	<b>Climate Adaptation</b>	<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 <a href="http://mahonebaylivingshoreline.com">mahonebaylivingshoreline.com</a>. 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>
		The first Bike Day event took place on August 21st and was a success. A grant

3	<b>Engagement &amp; Stewardship</b>	<p>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 - Oct. 28, 2021		
1	<b>COVID-19</b>	<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>
2	<b>Provincial Reporting</b>	<p>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.</p>

3	<b>Tax Bills/Tax Sale</b>	<p>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.</p>
4	<b>Audit</b>	<p>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.</p>
5	<b>2021-22 Budget</b>	<p>Fiscal 2021-22 Budget was Approved on May 27th.</p>



## Clerk & Deputy CAO's Report - Oct. 28, 2021

<b>1</b>	<b>Plan Review</b>	Steering Team meetings held September 22nd, October 5th and 18th to obtain direction for changes to be made to drafts before being shared with the public for the next round of public engagement.
<b>2</b>	<b>By-laws and Policies</b>	REMO by-law was passed on July 29, 2021; Town staff are still awaiting Ministerial approval. First reading was provided at the September 27th Council meeting for a By-law to Repeal the Dangerous/Unsightly Premises By-law; a Public Hearing and consideration of second reading is scheduled for October 28th. Currently working on Trees Policy, Safety Policy, and Fire Services Policy.
<b>3</b>	<b>Communications and Public Engagement</b>	Continued weekly communication about Asset Management in the Town. Public education campaigns included: where to get information on the Town government; Cherry Lane becoming a one-way street; and special waste collections. Specific communications included fall water main flushing; traffic and service interruption due to installation of water at new fire station build; the raising of the Mi'kmaq Grand Council flag; the October 7th Public Information Meeting; and the Heritage Plaquing ceremony. Communications for the October 28th Council meeting.
<b>4</b>	<b>Council Support</b>	Ongoing support of Council and committee meetings.

<b>5</b>	<b>Records Management System</b>	With the move back into Town Hall conversion of paper records into digital records has recommenced. Staff working on the development of a One-Drive based shared server for Town records.
<b>6</b>	<b>Town Hall Reno</b>	Staff have been working on the set up of work spaces and Council chambers .

By-law and Policy Review - October 28, 2021			
<b>1</b>	<b>Trees</b>	<b>Target</b>	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
		25-Nov-21	
<b>2</b>	<b>Park By-law</b>	<b>Target</b>	Staff to review Park By-law in context of Plan Review.
		25-Nov-21	
<b>3</b>	<b>Off Premises Signage Policy</b>	<b>Target</b>	Staff to review Off Premises Signage Policy in context of Plan Review.
		25-Nov-21	
<b>4</b>	<b>CAO Performance Review Policy</b>	<b>Target</b>	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
		TBD	
<b>5</b>	<b>Employee Conduct Policy</b>	<b>Target</b>	Staff to review Employee Conduct Policy in relation to violence in the workplace. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	

6	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
7	Plastic Signage Policy	Target	Staff report on October 28, 2021 Council agenda.
		25-Nov-21	
8	Dangerous and Unsightly	Target	First reading was given on September 27, 2021. A Public Hearing, followed by consideration final reading, will be held on October 28, 2021.
		28-Oct-21	
9	Fire Services	Target	A Stakeholder PIM was held with the Fire Department on September 13, 2021.
		25-11-21	
10	Council Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
11	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
12	Fees Policy	Target	Not yet begun
		TBD	
13	Penalties By-law	Target	Not yet begun
		TBD	
14	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
15	REMO By-law	Target	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval.
		29-Jul-21	
16	Safety Policy	Target	Safety policy to be developed to support safety manual currently in production by Town staff.
		09-Nov-21	

17	<b>Land-Use By-law and Municipal Planning Strategy</b>	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.
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Service Statistics - October 28, 2021				
1	By-law Enforcement	Sep-21	Parking Tickets: 5	
		Notes: Parking enforcement continues to be the largest part of the enforcement file, with particular issues surrounding parking on Orchard Street between Main and Parish. Another area being monitored is the construction site on Longhill Road but no tickets have been issued to date. Other files include a mobile vendor issue with wastewater management, an open/abandoned well, and management of vegetation which had become a pedestrian impediment.		
2	Police Services (founded & SUI occurrences)	Q2 2021	143	CalendarYTD: 242
		Notes: Q3 2021 report not yet received.		
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)	Sept., 2021	<b>38 Clearway</b> ADT (Mon-Fri): 1,289	<b>9 Pond</b> ADT (Mon-Fri): 414
		Oct., 2021	<b>38 Clearway</b> ADT (Mon-Fri): 1,413	<b>9 Pond</b> ADT (Mon-Fri): 534
		Notes: Data from tube counters.		
5	Solid Waste (Tonnage)	Dec. 2020	<b>77.60</b>	<b>YTD: 774.44</b>
		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	

<b>9</b>	<b>CodeRED Registrations</b>	<b>30/9/2021</b>	<b>Residential: 308; Business: 10; Email: 156; Text: 208</b>
		<b>31/08/2021</b>	<b>Residential: 297; Business: 10; Email: 150; Text: 200</b>
		<b>31/07/2021</b>	<b>Residential: 298; Business: 10; Email: 151; Text: 201</b>
		<b>30/06/2021</b>	<b>Residential: 297; Business: 10; Email: 151; Text: 200</b>
		<b>31/05/2021</b>	<b>Residential: 294; Business: 10; Email: 151; Text: 197</b>
		<b>30/04/2021</b>	<b>Residential: 293; Business: 10; Email: 152; Text: 197</b>
		<b>31/03/2021</b>	<b>Residential: 294; Business: 10; Email: 154; Text: 196</b>
		<b>28/02/2021</b>	<b>Residential: 290; Business: 10; Email: 153; Text: 192</b>
		<b>31/01/2021</b>	<b>Residential: 285; Business: 10; Email: 150; Text: 189</b>
		<b>31/12/2020</b>	<b>Residential: 285; Business: 10; Email: 146; Text: 189</b>
		<b>2020-03-31</b>	<b>Residential: 243; Business: 12; Email: 134; Text: 157</b>



## **Town of Mahone Bay**

Staff Report

RE: Signage Policy

October 28<sup>th</sup>, 2021

### **General Overview:**

This report is intended to provide Council with requested recommendation concerning the regulation of temporary signage including election signage.

### **Background:**

At the regular meeting of Council on September 8<sup>th</sup>, 2020 the following motion was passed:

“THAT Council direct 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.” Motion carried.

In reviewing Town by-laws and policies with respect to signage it was determined that the Town approaches the regulation of signage on private property distinctly from signage on property owned or leased by the Town.

Signage on private property is primarily regulated by the Land Use By-law (LUB) which concerns itself principally with commercial signage (the Streets and Sidewalks By-law also contains provisions respecting awnings and signs overhanging public roads and sidewalks). Commercial signage advertising for a business located on a different property from where the signage is placed is generally prohibited by Section 14.2.6 Off-premises Advertising. Non-commercial signage located on private property (such as election signs) is generally not regulated by the LUB. Amendment of the by-law would be required to alter the Town’s approach to regulation of signage on private property. The Town is currently undergoing a Plan Review (reviewing and updating our Municipal Planning Strategy and Land Use By-Law) with Upland Planning + Design. It is anticipated that the current provisions regarding off-premises advertising will be carried forward and additional consideration has been given to the regulation of sandwich board signage.

Signage on Town property has been regulated by the Off-premises Uniform Signage Policy (attached). This Policy was enacted in 2004 to regulate signage on Town property, providing an approved mechanism for businesses to request the installation of commercial signage on Town property. In practice only a single instance of this uniform commercial signage remains



(on Edgewater Street at Clearland Road). Non-uniform temporary commercial signage not in compliance with existing policy is to be removed by staff though it does occasionally appear in various high-visibility locations. There are several instances of non-commercial third-party signage which has been permitted on Town property, particularly that belonging to the Mahone Bay Museum, Mahone Bay Tourism & Chamber of Commerce, and Mahone Bay Area Lions Club. Election signs typically appear on a temporary basis in various high-visibility locations on Town property during Federal, Provincial and Municipal elections and as non-commercial signage it has not traditionally been regulated by the Town.



### **Analysis:**

This report focuses on the potential regulation of private signage on Town property, including temporary signage (both commercial and non-commercial), exploring opportunities to reduce the use of temporary signage. Regulation of signage on private property (including temporary election signage) is possible under the Land Use By-Law and Council could choose to pursue this further through the Plan Review process.

The 2004 Off-premises Uniform Signage Policy is outdated and requires updating, presenting the opportunity to increase restrictions concerning temporary signage. The Policy already prohibits all non-uniform commercial signage on Town property (and as noted above the uniform signage mechanism has not been significantly utilized in the past and is further obsoleted by the Town's recent wayfinding signage project). Federal and

Provincial election signage regulations specifically note the option for municipalities to regulate the placement of this signage. A draft Signage Policy developed by staff for Council's consideration in this regard is attached as an appendix to this staff report.

**Financial Analysis:**

The draft Signage Policy has no direct financial implications to the Town.

**Climate Analysis:**

A reduction in the use of temporary signage, in particular election signage, equates to a reduction in waste, in turn contributing to a reduction in community greenhouse gas emissions.

**Strategic Plan:**

3.1 Reduce Community Greenhouse Gas Emissions

- Implement community Greenhouse Gas (GHG) Reduction Action Plan (Action 12 supports reduction in plastic waste)

**Recommendation:**

It is recommended, that after due consideration, at its regular meeting on November 9<sup>th</sup>, 2021,

**THAT Council adopt the Signage Policy as presented.**

**Attached for Council Review:**

- Draft Policy and Schedule A
- Existing Off-premises Uniform Signage Policy

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO

## **1.0 Statement**

The Town of Mahone Bay intends to regulate by policy the placement of private signage on Town property including road shoulders, posts and utility poles.

## **2.0 Purpose**

The Town of Mahone Bay seeks to minimize the use of temporary private signage (commercial, elections, etc.) to:

- Reduce plastic waste impacts on landfills and oceans.
- Reduce visual clutter in the Town.
- Contribute to more equitable and accessible elections by reducing the need for candidates to secure significant funding for the production of signs to be erected on public property.

## **3.0 Scope**

This policy will apply on all property owned or leased by the Town. The Signage Policy will repeal and supersede any and all previous policies held by the Town of Mahone Bay regarding private signage on Town property.

## **4.0 Provisions**

No private signage may be installed on Town property, including but not limited to road shoulders, posts and utility poles, with the following exceptions:

- Overhanging signage on a commercial premises permitted by the Traffic Authority under the Streets and Sidewalks By-law / Land Use By-law.
- Sandwich board signage permitted by the Traffic Authority under the Land Use By-law.
- Other such non-commercial private signage as has received expressed approval by motion of Council, as listed in Schedule A to this policy.

Signage installed without approval under this section will be removed.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider  
[minimum 7 days notice]    October 28, 2021    \_\_\_\_\_

Date of Passage of Policy    \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

## **Schedule A**

- Off-premises Commercial Sign (T. Ernst Forest Products / Labyrinth Walk with GRACE) at Edgewater Street / Clearland Road\*
  - \*Permitted under prior (now repealed) Off-Premises Uniform Signage Policy
- Third-party Commercial signage installed on Town-owned waste receptacles (various locations)\*
  - \*Permitted under contract with receptacles supplier
- Mahone Bay Museum signage on Edgewater Street near VIC and Main Street near Freeman Veinot Road turn loop
- Mahone Bay Tourism & Chamber of Commerce signage on Edgewater Street near VIC and Main Street near intersection with Fauxburg Road
- Mahone Bay Area Lions Club signage on Edgewater Street near VIC and Main Street (near Freeman Veinot Road turn loop and near Waste treatment facility laneway)

-

## **OFF-PREMISES UNIFORM SIGN POLICY**

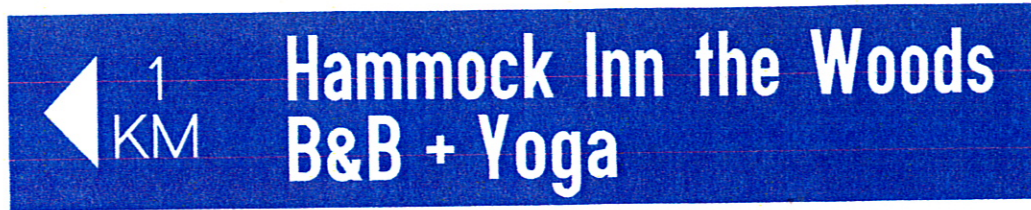
This Policy shall be known as the Off-premises Uniform Sign Policy of Council and replaces the former Off-premises Direction Sign Policy adopted by Council on 13 April 2004.

1. The intent of this policy is to create a system for signs which show the direction to those businesses and services which cater to the travelling public, in order to assist the travelling public in finding specific services and business establishments.
2. Signs may be installed only on Town property along Highway 3 and Highway 325 at street intersections where a change in direction is necessary to get to the business establishment, and no signs may be installed for establishments straight ahead on the same route number.
3. No sign post shall be installed, and no utility pole shall be used, for these direction signs unless the specific location and design have been approved by Council on a recommendation from the Director of Operations.
4. The Town may assist in the installation of any sign posts required for these direction signs.
5. The sign posts and individual signs will be installed, owned and maintained by the business community of the Town of Mahone Bay, represented by the Mahone Bay and Area Chamber of Commerce and its successor bodies.
6. The dimensions of individual signs shall not exceed four feet long by 9 inches high, and no individual business shall have more than two such signs within the Town.
7. There shall be no direction signs for individual businesses at the intersection of Main Street (Highway 325 and Highway 3) with Edgewater Street (Highway 3). Direction signs at this intersection shall identify types or classes of business.
8. The colours, dimensions and font used on the signs shall conform to the Off-Premises Uniform Sign Policy Sign Specifications dated February 2007 and attached to this policy.
9. Where, in the opinion of the Director of Operations, there is no location at a particular intersection which is on Town property and which does not create a safety hazard, signs which otherwise conform with this policy may be erected on immediately adjacent private property at that intersection with the consent of the property owner and the consent of the Director of Operations.

February 2007



OFF-PREMISES UNIFORM SIGN POLICY SIGN SPECIFICATIONS



Maximum  
18 inches

Maximum 7 feet

Sign boards

Letter Font: Helvetica or similar

Letter colour: reflective white

Background Colour: P.M.S. 280 or similar (e.g. sapphire blue)

Content: business name, direction arrow and distance (kilometres) only

Posts:

Post size: 4" x4" wood or similar dimensions in other materials

Post colour: Para Paints p-688-4 or similar (e.g. Accolade 'sundance')





**Town of Mahone Bay**  
Staff Report  
RE: Transportation Update  
October 28<sup>th</sup>, 2021

**General Overview:**

This report is intended to update Council on the status of transportation projects and related directives.

**Background:**

The 2020-21 capital budget adopted May 13, 2020 included a \$100,000 allocation for transportation projects. Projects would be selected by Council, informed by the 2019 [Bikeway Concept Designs Report](#) and 2020 [CBCL Transportation Plan Report](#), staff would seek to leverage Town funds with external funding to support additional projects. Council prioritized a number of projects for implementation (see attached poster and cost estimates) however staff were unsuccessful in obtaining external funding in 2020-21.

The 2021-22 capital budget adopted May 27, 2021 included \$120,000 for transportation projects. To date in 2021 the intersection of Main Street and Clearway Street has been converted to an all-way stop and Cherry Lane has been made one-way only from Main Street to Orchard Street.



Cherry Lane



Main/Clearway Intersection

Staff also implemented the Community Wide Bicycle Route Engagement Plan approved by Council February 9, 2021 with a staff report provided to Council September 14, 2021 (see attached). Council subsequently directed staff to apply for Connect2 Program funding from the NS Dept. of Energy to support implementation of transportation projects to support cycling on Kinburn St. and Clairmont St., offering a safer alternative to Main St..

## **Analysis:**

On July 13, 2021 Council directed staff to apply to the Canada Community Revitalization Fund (CCRF) to fund the implementation of various priority projects in the downtown intended to support commercial / tourism activity and post-COVID-19 economic revival. Components include:

### Accessible new crosswalks

- Medical Centre crossing
- Cherry Lane crossing
- Kedy's Landing crossing
- Lutheran Church crossing
- Town Hall crossing
- Trail crossing at Long Hill & Main

### Edgewater to Main bridge and waterfront walkways

Proposed accessible pedestrian bridge across Ernst Brook (Edgewater Street to Main Street) improving accessibility in the downtown, connecting Main St. bandstand with Edgewater St. public washrooms.



Proposed Edgewater St. Crossing

Existing Edgewater St. Walkway

Staff await confirmation of the status of the Town's CCRF application or the possibility that the application could be considered under another ACOA program (as CCRF was a one-off funding program related to COVID-19).

On May 27, 2021 Council directed staff to look into potential traffic calming measures on Clairmont Street and Kinburn Street in consideration of recent the improvements on Main Street intended to reduce vehicle speeds. In anticipation of potential Connect2 Program funding to implement traffic calming measures on Kinburn St. and Clairmont St., as well to inform potential application to the Federal Active Transportation Fund, staff have reviewed options presented in prior reports.





Clairmont St.



Kinburn St.

Bicycle Nova Scotia, in their 2019 Bikeway Concept Designs Report, observed Average Annual Daily Traffic (AADT) of 605 vehicles/day on Clairmont and 680 vehicles/day on Kinburn with 85th percentile speeds of 49 km/h on Clairmont and 46 km/h on Kinburn. The route was identified as a potential safe cycling route due to the low volume of traffic however traffic calming measures were recommended to reduce speed.

CBCL Ltd., in their 2020 Transportation Plan Report recommended a combination of signage identifying the need to slow down for cyclists and the installation of speed humps (or speed cushions if preferred by Fire Dept.); raised crossings could also be incorporated such as to the proposed multi-unit development at 66 Clairmont. CBCL Ltd. recommended against approaching the Province for a reduction in speed limit to 30 km/h due to enforcement challenges.



Speed Humps



Speed Cushions

Staff have prepared a map of proposed traffic calming measures (see attached) some or all of which could be implemented with Connect2 Program funding.

Alternatively staff could reach out to the Province to support the implementation of Advisory Cycling Lanes and/or a reduction in the posted speed limit to 30 km/h as recommended by Bicycle Nova Scotia. Advisory Cycling Lanes have recently been piloted by the City of Ottawa. One challenge with the implementation of Advisory Cycling Lanes on Clairmont Street would be the necessary elimination of on-street parking (which is heavily used during events at the Town ballfield).



City of Ottawa re Advisory Cycling Lanes

Staff have recently been in contact with NS TIR regarding proposed changes on highway approaches to Mahone Bay as outlined in the CBCL Ltd. Transportation Plan Report.

Bicycle Nova Scotia further recommends a wayfinding kiosk and bike racks be provided at the Western end of public parking lot on Clairmont Street, to support access to the downtown by cyclists. Connect2 funding could be used to implement this recommendation along with traffic calming measures.



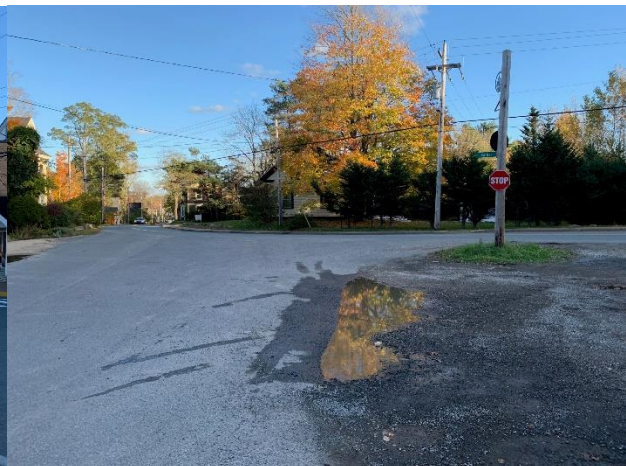
In addition to the ongoing improvement of transportation infrastructure, in 2021 Council has received several pieces of correspondence from residents concerning traffic issues, which have been referred to staff for review.

Correspondence from Heather Tunnah and David Stephens concerned parking issues in the downtown, respectively proposing time-limited parking on Main St. and a no parking zone on Pleasant St. near the intersection of Main St.. Consideration was paid to parking management in the 2020 CBCL Ltd. Transportation Plan Report where it was noted that development of a Parking Management Plan, with varied restrictions on parking and stopping in different areas of the downtown, would reduce conflicts and support the efficient flow of traffic. In addition to new signage, etc. (estimated by CBCL Ltd. at \$32,000) the implementation of such a Plan would require a considerable increase in enforcement resources. The Town currently employs a by-law enforcement officer for 8 hours per week to perform various by-law enforcement duties; at minimum a full-time by-law enforcement officer would be required (CBCL Ltd. estimated at \$50,000 per year). Council may wish to consider parking management further in the 2021-22 budget process.

Additional correspondence was received from Capt. Lou Boudreau, citing concerns regarding speeding on Main Street near the intersection with Long Hill Road. In the 2020 Transportation Plan Report CBCL Ltd. recommended the Town investigate options to modify the intersections of Main St. and Long Hill Road and Main St. and Edgewater St.. Intended to address potential safety issues with the intersections, including with pedestrian and trail crossings, modification of the Main St. / Long Hill Road intersection could also contribute to a reduction in speed in that area of Main Street. Additionally the installation of permanent speed signage on Main Street, entering Mahone Bay from the direction of Blockhouse, may contribute to a reduction in speed.



Edgewater / Main Intersection



Longhill / Main Intersection



Police enforcement remains the primary means of addressing speeding issues and residents are advised to report their concerns in this regard directly to the RCMP. Council may wish to further discuss speeding enforcement with the RCMP.

The transportation projects prioritized in 2020-21 were concentrated to the South of Clairmont Street with Council intending to revisit recommendations for the South side of town, including Pleasant St., Fairmont St., and Fauxburg Road, in the future with additional public engagement. Staff have recently been contacted by residents proposing additional crossings of Main St. at the Mahone Bay Civic Marina and the intersection of Main St. and Clairmont St. which could be further explored through the engagement process, to inform Council's prioritization of transportation projects for 2022.

### **Financial Analysis:**

The implementation of transportation projects takes place within approved budget allocations with staff applying for external funding to supplement. Staff are awaiting confirmation of Connect2 and CCRF (or alternative) funds and preparing an additional application to the Federal Active Transportation Fund.

### **Climate Analysis:**

Supporting residents and visitors to make active transportation choices including cycling reduces contributes to a reduction in community greenhouse gas emissions. Action #7 of the Community GHG Reduction Action Plan specifies the Town's intention to pursue transportation infrastructure improvements supporting active transportation.

### **Strategic Plan:**

#### **1.3 Improve Accessibility of Public Infrastructure**

- Strategically improve transportation infrastructure to support healthy living.

### **Recommendation:**

It is recommended,

THAT Council direct staff to issue a Request for Proposals for engineering services in relation to the intersections of Main Street and Long Hill Road and Main Street and Edgewater Street; and,

THAT Council direct staff to develop an engagement plan for transportation infrastructure improvements South of Clairmont Street; and if so desired,

THAT Council direct staff to reach out to the Dept. of Transportation and Infrastructure Renewal to evaluate the potential for Advisory Cycling Lanes and speed reduction below 50 km/h.

**Attached for Council Review:**

- 2020 Transportation Project Poster
- CBCL Cost Estimates
- Bicycle Engagement Report
- Traffic Calming Map

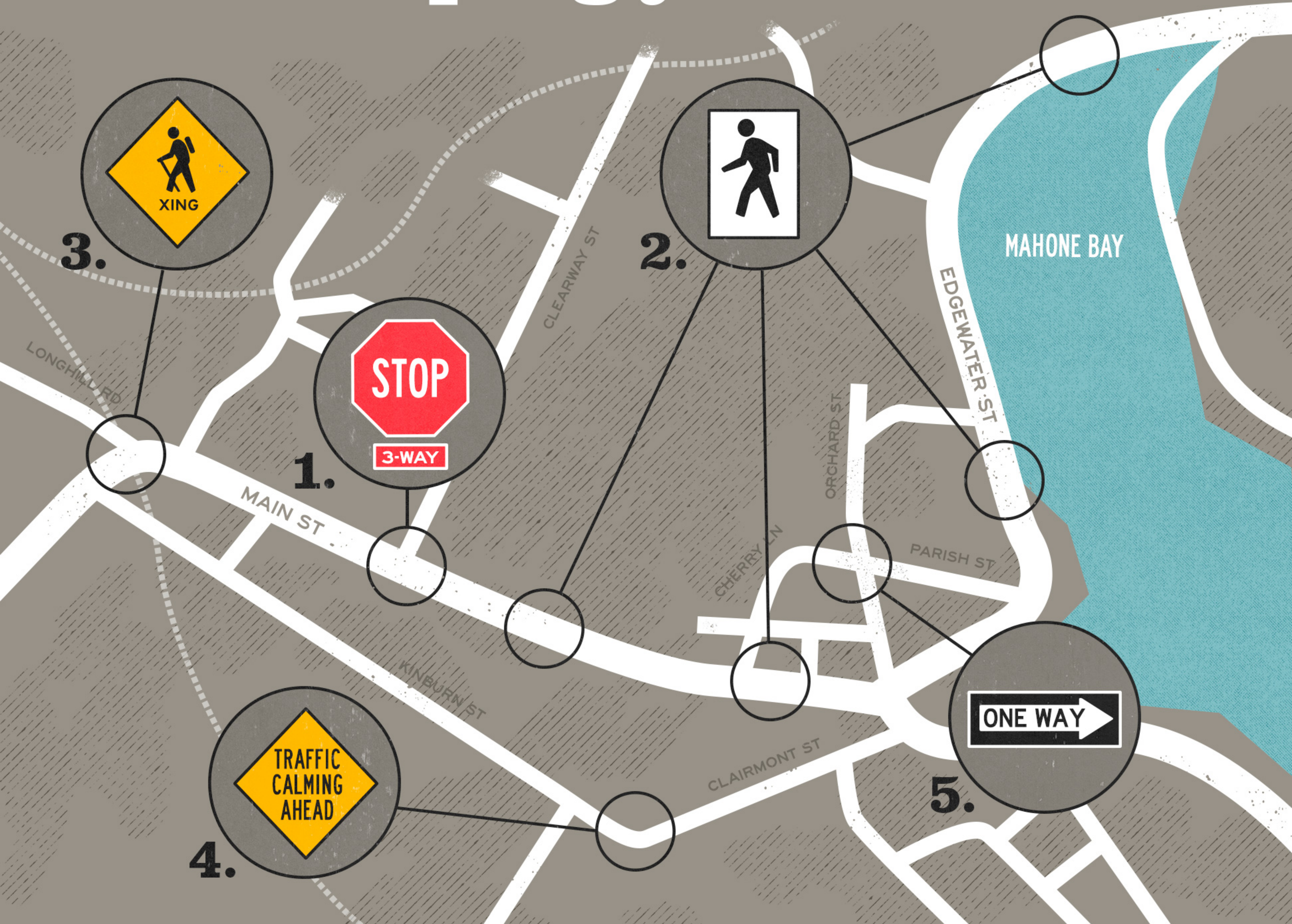
**Respectfully Submitted,**

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

Dylan Heide  
Town of Mahone Bay CAO



# Keeping things moving and keeping you safe!



## The Town 2020 Transportation Project

1. New 3-way Stop at Clearway Street at Main Street intersection.
2. New Pedestrian Crosswalks at:
  - o Medical Centre (crossing Main Street)
  - o Cherry Lane (crossing Main Street)
  - o Town Hall (crossing Main Street)
  - o Lutheran Church (crossing Edgewater Street)
  - o Keddy's Landing (crossing Edgewater Street)
3. Improved Trail Crossing at Long Hill Road at Main Street intersection.
4. New Traffic Calming Measures on Clairmont Street and Kinburn Street.
5. Changing Cherry Lane to One-Way and Orchard Street to one-way (to Parish Street) with Parish Street serving as the exit for both.

The Town Council has heard from the citizens of Mahone Bay and consulted with the experts. Now we're proposing some changes to make our streets safer and encourage walking and cycling options.





**OPINION OF PROBABLE CONSTRUCTION COSTS**  
**Town of Mahone Bay 2020-21 Transportation Project**  
**Town of Mahone Bay, NS**

<b>DATE:</b>	July 9, 2020
<b>CBCL FILE No.:</b>	201061.00
<b>PREPARED BY:</b>	Archie T
<b>EST. DESCRIPTION:</b>	Class D

No.	DESCRIPTION	UNIT	UNIT COST	EST. QTY.	TOTAL
<b>101</b>					
<b>1</b>	<b>Mob, Demob, Bonds, Insurance, Pre-Construction</b>				
1.1	Mobilization, Bonds, Insurance, Pre-Construction Management	LS	\$ 5,000	1	\$ 5,000
1.2	Traffic Control	Days	\$ 1,200	16	\$ 19,200
<b>2</b>	<b>CROSSWALKS</b>				
2.1	Medical Centre Crossing at Main Street	LS	\$ 7,000	1	\$ 7,000
2.2	Cherry Lane Crossing at Main Street	LS	\$ 7,000	1	\$ 7,000
2.3	Town Hall Crossing at Mian Street	LS	\$ 7,000	1	\$ 7,000
2.4	Luthern Church Crossing at Edgewater Street	LS	\$ 7,000	1	\$ 7,000
2.5	Keddy's Landing Crossing at Edgewater Street	LS	\$ 7,000	1	\$ 7,000
2.6	New 3 Way Stop at Clearwater and Main	LS	\$ 8,000	1	\$ 8,000
2.7	Improved Trail Crossing at Long Hill Road at Main Street Intersection	LS	\$ 21,000	1	\$ 21,000
2.8	New Traffic Calming Measures on Clairmont & Kinburn Street	LS	\$ 19,000	1	\$ 19,000
2.9	Change Cherry Lane to One-Way & Orchard Street to Parish Street	LS	\$ 19,200	1	\$ 19,200
<b>SUB-TOTAL - DIRECT &amp; INDIRECT CONSTRUCTION COSTS</b>					<b>\$ 126,400</b>
<b>3</b>	<b>CONTINGENCIES and ALLOWANCES</b>				
3.1	Design Development Contingency (see Note 1)	5%			\$ 6,320
3.2	Construction Contingency (see Note 2)	5%			\$ 6,320
3.3	Escalation / Inflation (Based on 2020 Dollars) (see Note 3)	N/A			N/A
3.4	Location Factor (see Note 4)	N/A			N/A
3.5	Engineering & Geotechnical	10%			\$ 12,640
<b>TOTAL CONSTRUCTION COSTS with CONTINGENCIES, HST NOT INCLUDED</b>					<b>\$ 152,000</b>

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORESEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1** A Design Development Contingency is for the necessary growth of qtls, increase material labour costs as the work is better defined
- Note 2** A Construction Contingency is for the cost of additional work that is over and above the original tendered construction contract price.
- Note 3** The Escalation/Inflation is provided for anticipated increases in construction costs from the time budget to time of Tender
- Note 4** The Location Factor is variances between costs at the location of the project and historical costs data used to prepare the budget.
- Note 5** Note that for the above UNIT RATE FORMAT General Contractor, Fees, Overheads and Profit are included in each unit cost.

Form CBCL .035 Rev 2



**Town of Mahone Bay**  
**Staff Report**  
**Re: Community-Wide Cycling Route**  
**September 14<sup>th</sup>, 2021**

**General Overview:**

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

**Background:**

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

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

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

**Analysis:**

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

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



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

### **Financial Analysis:**

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

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

### **Climate Analysis:**

Promoting and enabling active transportation in Mahone Bay is an important part of reducing the Town's current 4,348 tonnes of CO<sub>2</sub>e being emitted the from the transportation sector. According to Natural Resource Canada, the average Canadian vehicle releases about 4600kg of CO<sub>2</sub> into the atmosphere per year, about 118g CO<sub>2</sub>/km. Improving bicycle infrastructure in Mahone Bay to make active transportation safer and more accessible will encourage community members to choose low carbon options of transportation such as walking, biking, e-biking, and rolling instead of driving. Investing in community-wide cycling routes will help Mahone Bay achieve the low carbon scenarios targeted in the GHG Action Plan and will help the Town transition to a low carbon community by 2050.

### **Links to Strategic Plan:**

### **3. Environmental Leadership:**

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

### **Recommendation:**

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

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

Respectfully submitted,



**Katherine Dorey**

**Climate and Energy Program Manager**





**Town of Mahone Bay**  
**Public Engagement Plan: Community-Wide Bicycle Route**

**Presented to Council: Jan 28, 2021**

**SUMMARY REPORT**

**GUIDING PRINCIPLES**

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;
- Accessible;
- Transparent;
- Appropriately scaled;

**NATURE OF ENGAGEMENT**

- **Matter for which public engagement is being sought:**  
Development of a community-wide all-ages cycling route.
- **How input will be used:**  
To inform project design and Council's prioritization of projects.
- **Identified stakeholders:**  
Residents and ratepayers of the Town of Mahone Bay. Businesses / Tourism operators / Mahone Bay Tourism & Chamber of Commerce (MBTCC). Bicycle tourists / visitors / Provincial cycling community (Bicycle Nova Scotia). Local trail organizations. Provincial Departments of Energy & Mines, Transportation & Infrastructure Renewal and Natural Resources.
- **Impact of the matter on stakeholders:**  
Implementation of cycling route intended to have a beneficial impact on cycling in Mahone Bay, increasing access to active transportation infrastructure (and in-turn access to various community destinations), facilitating active transportation, and supporting economic activity.

- **Timeline for engagement / decision:**

Phase 1: February – March, 2021: Public Information

Engagement activities focused on increased awareness of Town plans.

Phase 2: April – July, 2021: Project Development

Participatory engagement to develop 2021-22 project - within parameters established by Council's annual budget process – for application to Department of Energy & Mines Connect2 Program.

- **What information is required to participate and where is it available:**

CBCL Transportation Plan Report (2020); and,

Bicycle NS Bikeway Concept Designs Report (2019). Will be made available via Town website.

Additional informational materials to be developed to support participation.

- **Particular circumstances (including states of emergency and public health directives):**

COVID-19 public health directives limiting in-person gatherings.

## **ENGAGEMENT TOOLS**

Which public engagement tools will be utilized:

- ☐ **Public hearing;**

**Notes:** \_\_\_\_\_

- ☐ **In-person meetings, round-table discussions, town halls, open houses, or workshops;**

**Notes:** \_\_\_\_\_

**✘ Digital engagement which may include webinars, message boards / discussion forums, and online polls or surveys;**

**Notes:** During phase 2 one or more public webinars / video discussions are proposed with participation of stakeholders. Written input would be collected throughout phase 2 via digital means.

**Summary Report:** On June 22<sup>nd</sup>, 2021 a virtual zoom session was held to discuss Bicycle Nova Scotia's, Blue Route Hubs Project and proposed route through Town. This session also reviewed the survey responses received from the written engagement under the next section. Unfortunately, the zoom session attracted little attendance despite being advertised through social media and the Mayors Newsletter. A recording of the session was available on the Town Website for review. **Appendix A** includes a copy of the presentation used for the session.

**✘ Written engagement which may include written submissions, email feedback, mail-in surveys, polls and workbooks;**

**Notes:** In addition to digital means, written input would be collected throughout phase 2 in mail-in format.

**Summary Report:** Leading up to the zoom session, Staff had developed an online survey to determine where people are cycling within Town, what barriers there are, and which of the Blue Route Hubs concepts were preferred by cyclists. The data from this survey was presented during the zoom session and additional email feedback was also received. **Appendix B** includes a summary of the survey data and **Appendix C** includes all of the emailed feedback received.



**✘ Engagement by representation including the appointment of members of the public to Town committees;**

**Notes:** Reach out to identified stakeholders to establish a project advisory team in phase 2 (meeting remotely), to assist with project development. This project team could potentially also support project implementation if funding were received.

**Summary Report:** Stakeholders were engaged to participate in the survey and provide feedback on the proposed Blue Route. A Project Advisory Team will be formed in September to develop the funding application.

**✘ Providing information through the media, websites, social media, and other channels;**

**Notes:** Phase 1 would focus on increasing awareness of Town plans via information posted on the Town website, on social media, and in locations in the community. Staff will seek to leverage stakeholder networks for improved reach.

**Summary Report:** The Town posted regularly regarding the Blue Route Hubs proposed concepts, advertised the virtual public engagement session to provide more information. Staff also compiled a list of email addresses from last years GHG Survey that stated they wanted to be kept up to date on Active Transportation initiatives. This email list was provide the Blue Route and CBCL documents for review, a link to participate in the online survey, and were invited to the virtual zoom session.

## ✕ Other:

**Notes:** Potential for “cycle engagement” activities in phase 2 as weather improves. Cycle tours / organized rides through community could raise awareness and encourage input concerning issues and opportunities.

**Summary Report:** Bike Day in Mahone Bay was organized on August 21<sup>st</sup>. The was a great event partnered with Bicycle Nova Scotia, and MODL. Cyclers arrived at Jubilee Park for a Safety talk followed by a 9km guided tour around Town. After cycling around Town, riders were prompted to provide feedback and ask questions about Active Transportation Upgrades around Town. **Appendix D** highlights the feedback received during this event. Attendees were also prompted to fill out the online survey and submit written feedback.

## REQUIRED RESOURCES

- **Communication plan to inform the public about the public engagement plan and opportunities to provide input:**

Information will be posted on the Town website, on social media, and in the community. Staff will leverage stakeholder networks for improved communications reach.

Phase 2 “cycle engagement” activities may benefit from additional promotion.

- **Required resources and costs:**

Communications activities throughout, support for / participation with project advisory team, organizing, promoting and executing one or more webinars / video discussion sessions, and compiling input received for presentation to Council estimated 50 hours staff time. Advertising and promotional costs estimated at \$300.00.

### **Cost Summary:**

- To date \$178.65 was spent on promotional material and Bike Day supplies.
- \$121.35 of remaining funds can be used toward promotion and development of the project advisory team and funding application.

## **APPENDIX A: Online Open House Presentation Slides**



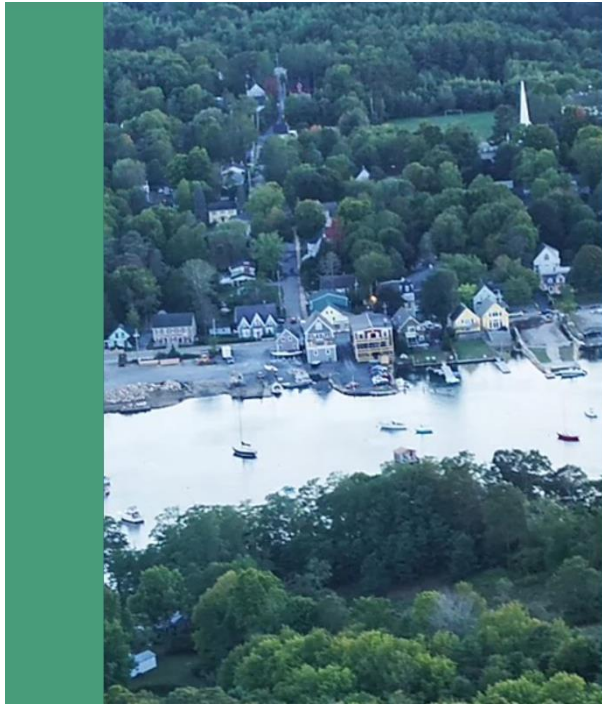
## Welcome To The Virtual Open House

### Community-Wide Bicycle Route

Tonight's presentation will review:

- Bicycle route survey results
- Bicycle NS's concept report
- Feedback and alternatives provided from stakeholders





# The Blue Route Hubs Bikeway Project

In collaboration with:



## Main Goals

Develop proposal and apply for funding to improve infrastructure for cycling in Mahone Bay

- 1) Encourage active transportation
- 2) Residents of all ages and abilities feel comfortable riding
- 3) Safely connect to the school and trail system.



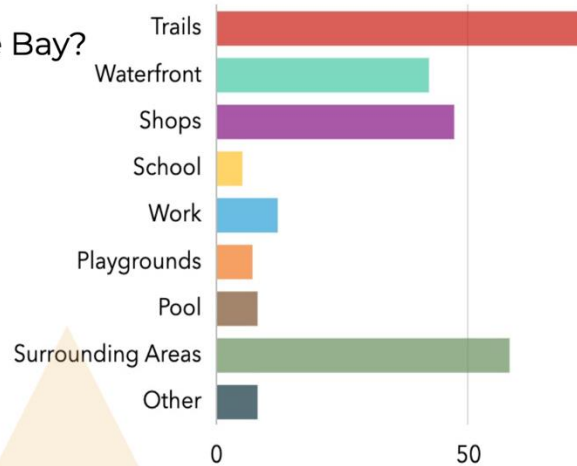
## Community-Wide Bicycle Route Survey (80 Responses)

Why do you bike in Mahone Bay?

- 50% Recreation/Exercise
- 50% Transportation and Recreation/Exercise



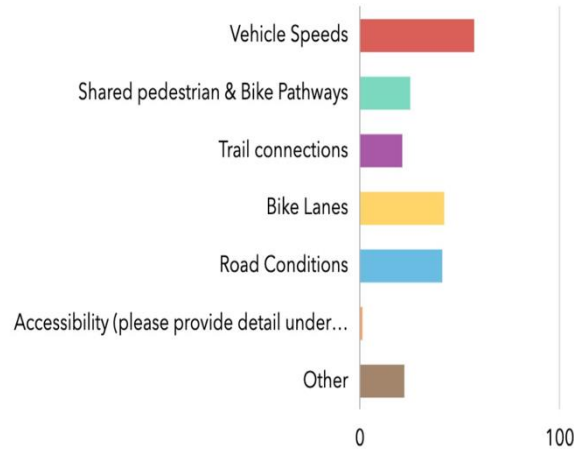
Where do MB cyclists go?





# Current Barriers to Cycling

## Survey responses



## Main Suggestions To Reduce Barriers to Cycling

- Reduced speed limits throughout town.
- Requests for safer crosswalks.
- Route mapping.
- Direct and convenient bikeways



## Overview: Concept Bike Route

### Connection to School

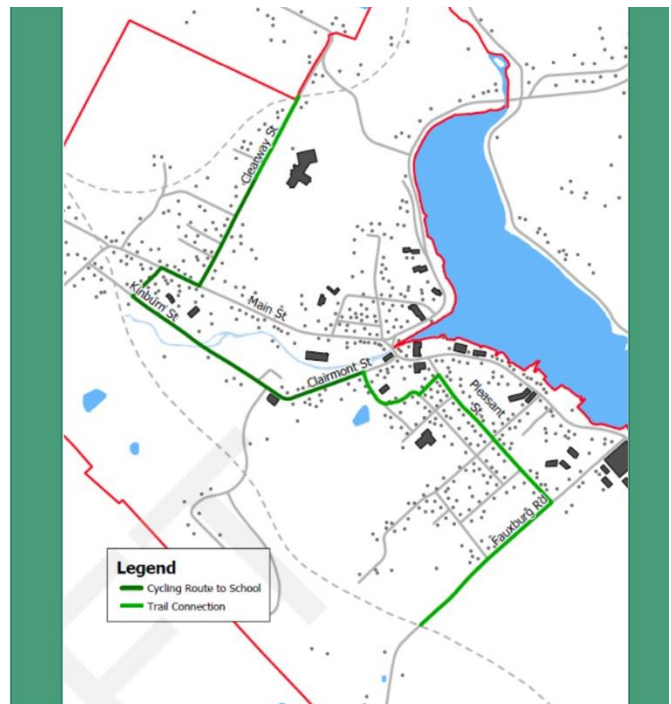
- Through Clearway St., Main St., Kinburn St. and Clairmont St.

### Trail Connection

- Through Clairmont St., Pond Rd., Pleasant St. and Fauxburg Rd.

### General Design Guidelines:

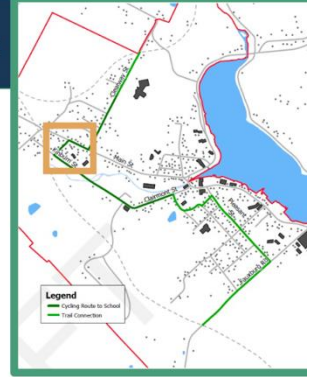
- Slower vehicle road speeds allow for un-separated bike lanes on roads.
- High vehicle road speeds should have separated cycling lanes.
- Traffic calming in all bikeway areas.



## Kinburn Street and Clearway Street Connection

### Design Concept

- Develop a multi-use pathway.
- Cyclists already use this frequently as an informal path to Kinburn Street and Main Street.



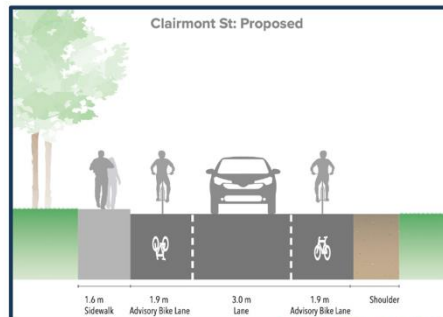
### Feedback

- Lots of support for this section from survey respondents

## Kinburn Street and Clairmont Street

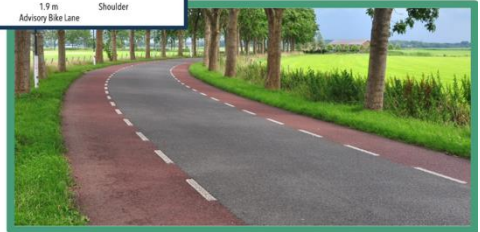
### Design Concept

- Advisory bicycle lanes.
- Transition to shared bike/car operation around curve.



### Survey Suggestions

- Reduce speed and add traffic calming measure on Kinburn St.
- Add crosswalk markings between the Bay Trail crossing on Kinburn St.
- Multi-Use Path to accommodate pedestrians as well along Kinburn St.



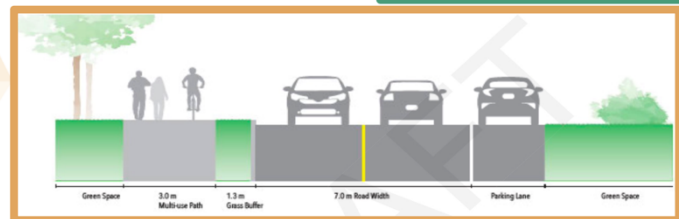
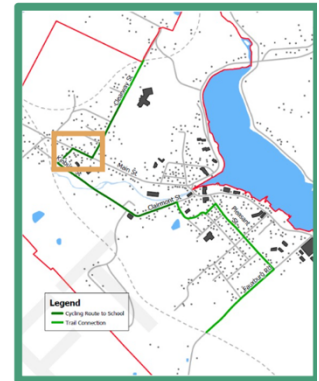
# Main Street

## Ideas

- Waterfront, mixed use separated boardwalk along Main Street.
- Connect a bike path along Main Street towards Maders Cove.
- Add a 3 way stop on Main Street where the Bay Trail currently intersects.
- Speed reduction along Main Street to 30 km/h.
- Paved shoulder along Main Street.
- Preserve vegetation and mature trees.

## Design Concept

- Multi-use path along south side of the street.
- Safer intersections and crosswalks for both pedestrians and bicycles.



# Clearway Street

## Suggestions and Ideas

- Over 50% of survey respondents consider this an appealing bikeway location
- Could facilitate commuting to school

## Design Concept

- School and Bay Trail access
- Multi-use path along east side from Main Street to Dynamite Trail



# Edgewater Road

## Ideas

- Paved shoulders along Edgewater
- Bikeway access to Oakland Road
- Multi-use waterfront path





## Fauxburg Road and Pleasant Street

### Suggestions and Concepts

- Traffic calming measures
- Shared bike/roadway
- Connection to Bay-to-Bay Trail
- Pavement markings



Curb Extensions



Speed Bumps

## Design Feedback So Far

### What concepts do you like?

East-West connection of Kinburn and Clairmont Street with advisory bike lanes.

North-South connection of Kinburn to Clearway via multi-use path.

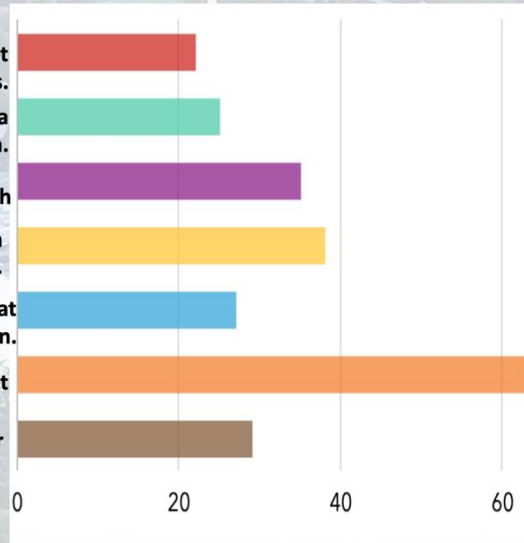
Reduce speed limits to 30km/h

Multi-use path on Clearway connecting Main Street and Dynamite Trail.

Raised Intersection/traffic slowing measures at Main street and Clearway Intersection.

Waterfront multi-use path along Edgewater Street

Other





## Next Steps

- Staff will compile an engagement report of all feedback received for Council.
- Concept ideas and feedback will be used to develop a funding application to the Department of Energy and Mines Connect2 Program.



# THANK YOU Questions?



[townofmahonebay.ca](http://townofmahonebay.ca)



## **APPENDIX B: Survey Data Summary & Open House Presentation**

## Overview:

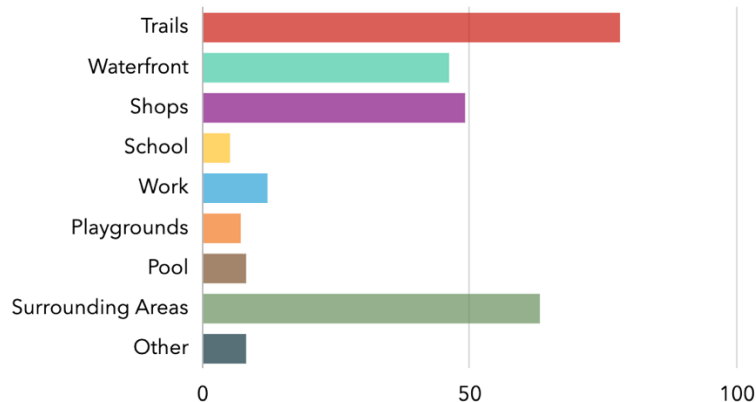
Discussing the community wide bicycle route plans for Mahone Bay. Reviewing bicycle survey results and suggestions/feedback based on original concept design done by Bike NS.

## Blue Routes Hubs Bikeway Project: Bike route across NS

- Main goal with this project in Mahone Bay: apply for funding to make active transportation more accessible, encourage it within the community.
- Currently we are still in the first steps of putting together a proposal and engaging with public to find out what they would like to see.

## Overview survey results

- Most people are cycling for recreation and exercise, and about half are using them for transportation as well (to shops, work, etc.).
- People from surrounding areas also answered survey, showing interest in bike lanes to facilitate ease of access in between communities
- People primarily cycling waterfront, trails and to surrounding areas.



*Figure 1: Where do Mahone Bay Cyclists Go?*

## Current Barriers from cycling (from survey)

- Road vehicle speeds are too high. This was also observed in last years transportation planning report.
- Main suggestions included reducing speed limits and adding route mapping for easy navigation.

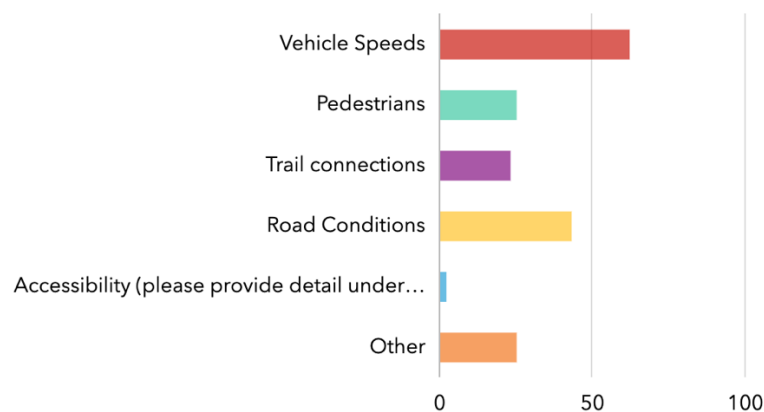


Figure 2: Current Barriers To Cycling in Mahone Bay

### Bike NS Report Overview

- Main streets include Kinburn, Clearway, Pleasant, Clairmont
- Design Guidelines: Roads with low vehicle speed (identified in Report) can have unseparated bike lanes, roads with high vehicle speed need larger infrastructure and separated bike lanes.
- Traffic calming measures recommended everywhere

### Suggestions and feedback: section by section

#### 1) Kinburn and Clairmont Street

- *Report: Advisory bike lanes recommended.*
- Residents would prefer other traffic calming measures and reducing speed limits.
- Adding crosswalk at the Bay trail crossing Kinburn street.
- Multi use path to accommodate pedestrians.

#### 2) Kinburn and Clearway Straight Connection

- *Report: concept connection through NSLC parking lot*
- People already use this as a throughway for active transportation
- Lots of positive reviews and reinforcement from survey

#### 3) Main Street

- *Report: No bike lanes suggested*
- Main suggestions had to do with areas outside the proposed section connecting to Clearway Street.
- Connecting a bike path from Maders Cove.
- Speed reduction along main street to 30 km/h.
- Paved shoulders along all of Main Street.
- Preserving vegetation and mature trees (Talking Trees organization commented about tree removal plan in report).

- Protected bike lanes along main street to encourage more interaction with restaurant and retail business.

#### 4) Clearway Street

- Positive review from survey respondents
- Can facilitate commuting to school and accessing trails.

#### 5) Edgewater Road

- People are in favour of a multiuse path.
- Take advantage of Mahone Bay scenic views.
- Connecting to a (concept) pedestrian bridge to Oakland Road.
- Not in plan at all but lots of interest for it.

#### 6) Fauxburg Road and Pleasant Street

- *Report: Traffic calming measures*
- *Report: Connection to Bay-to-Bay Trail*

### Overall Recommendations

- Waterfront multiuse path was strongly favoured above all, however designs for this are not currently in plan
- Clearway Street MUP was favoured as well

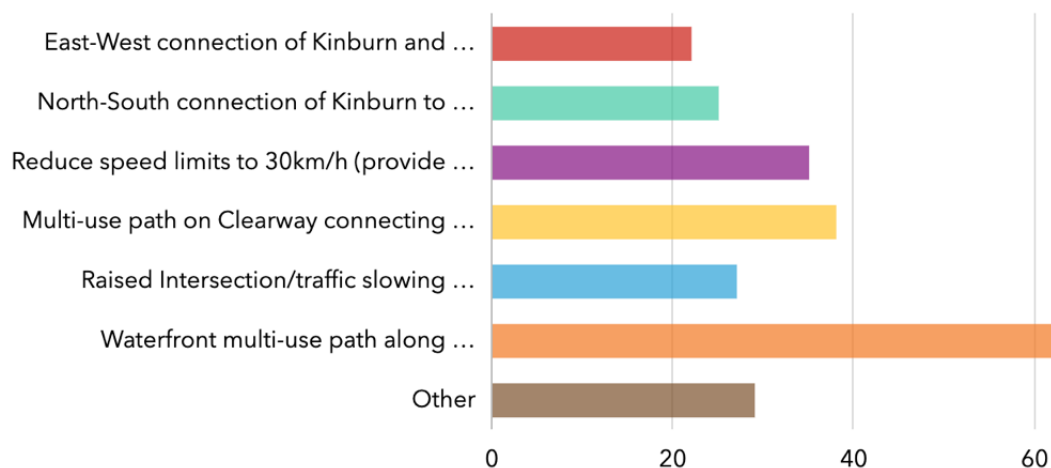


Figure 3: Final Survey Results 1

Answers	Count	Percentage
East-West connection of Kinburn and Clairmont Street with advisory bike lanes.	22	27.16%
North-South connection of Kinburn to Clearway via multi-use path.	25	30.86%
Reduce speed limits to 30km/h (provide street names under "other")	35	43.21%
Multi-use path on Clearway connecting Main Street and Dynamite Trail.	38	46.91%
Raised Intersection/traffic slowing measures at Main street and Clearway Intersection.	27	33.33%
Waterfront multi-use path along Edgewater Street.	63	77.78%
Other	29	35.8%
		Answered: 81 Skipped: 0

Figure 4: Final Survey Results 2

## What ideas and concepts would facilitate active transportation in Mahone Bay?

- All options that included protected bike lanes through the main streets of town were favoured.
  - o Especially favoured along main street and edgewater
- Guidance (mapping) is strongly suggested.
- Overall speed reduction on main roads
- Promotion of e-bikes is important.
- Bike Racks along Main Street

Protected bike lanes where possible.	1
protected bike lanes on the main streets through town	1
Promote e-biking	1
Good guidance, maybe a roadmap for bicycles	1
designated bike lanes on the roads, especially connecting the bike trails and along the waterfront to avoid the major road intersection	1
Dedicated bike path along the main commercial roadways would encourage more restaurant and retail business.	1

## Next Steps

- Compiling feedback and highlight favoured routes,



- Concept ideas will help form proposal for funding application by the end of 2021.
- Connect 2 Funding Application

## **APPENDIX C: Email Feedback Received**

## 1)

As a cyclist who attended the bike rally on Saturday, the best thing for cycling in Mahone Bay, that would bring more cycling business to the town and benefit shops, restaurants etc, would be move the Edgewater parking area along the waterfront (already an eyesore) to an area more inland from the waterfront, where there could also be an information kiosk and washrooms. Then transform the existing parking area along the waterfront into a pedestrian boardwalk plus bike route with benches, maybe even a bridge for pedestrians and bikes over the Maggie Maggie where it enters the ocean to avoid that whole road intersection maybe over to the gazebo. Much better for visitors for walking, taking photos etc than having a parking lot there. Cyclists need to be able to avoid that whole Edgewater/Main St. intersection as it is very dangerous (for pedestrians and vehicles too!) Thanks, Jill

## 2)

After reading through the draft plan, we began the survey but did not find it helpful, so are providing the following feedback.

- At present, pedestrians outnumber cyclists within the town and on the trails.
- Narrow shoulders and vegetation overgrowth currently make it unsafe for pedestrians or cyclists to connect with the trail via Fauxburg, Clearland, Kinburn, and to some extent Edgewater St.
- Most walkers and cyclists prefer to make circular routes rather than backtrack, and it's those connector streets that make such routings possible.
- Improvements to the above mentioned roads should be a priority and should ensure enhanced safety for pedestrians as well as cyclists.
- Most serious cyclists use road bikes and enter the town via Edgewater St., yet access to, from and on Edgewater is ignored in this plan?
- Trail and road bike riders sometimes park in town and do circuits that include to or from the Oakland Rd via Edgewater.
- Therefore connection between Edgewater and the trail via Clearland Rd is pertinent.
- We are in favour of reduced speeds on Clairmont, Kinburn, Pleasant streets and Fauxburg Rd., but can say from personal experience that speed humps can be maddening for drivers! They are also a serious impediment to snow clearing and emergency vehicles as well as a detriment to patient safety in ambulances.
- Only those living on speed hump streets will be forced to endure the discomfort, because others will avoid them. Installation of speed humps will simply divert much of the traffic onto Main, Maple, Fairmount, Spruce and Pine Grove streets.

- I don't see a diagram of speed hump placement but perhaps "Your Speed" display signs along with police enforcement, to increase driver awareness, might be a less costly and more appropriate option?
- In summary, we feel that the proposed or modified plan should be implemented gradually. Considering that streets with sidewalks are already relatively safe, we think that priority upgrades should be made to the connector streets; Kinburn, Fauxburg, Clearland and Edgewater.

### **3)**

Good afternoon,

I applaud the initiative to provide safe and accessible bicycle routes in Mahone Bay with connections to the Trail.

I have 2 comments:

1) Whatever the final plan is, I strongly advocate for the trees and wish for the least disturbance to them. As I write this, it is over 34 degrees outside and we need every tree we have and we need many more.

2) Despite the data collected on the speeds and traffic volumes on Kinburn Street, it is very clear that the vehicles drive at excessive speed to the danger of everyone, the children, the elderly, the families out for a stroll. (And I am not even including as comment, the drag-racing that takes place on Kinburn).

The construction of the fire hall has increased heavy traffic. Also, I imagine that drivers use Kinburn instead of Main Street because they can speed at will.

### **4)**

To the Mahone Bay Town Council

Re: Bikeway Project

I support the proposal in principle because I believe in active transportation but I have a difficult time finding a comprehensive plan for active transportation in Mahone Bay. This seems piecemeal. I also want to know what this will add to my tax bill. Can the Town afford it?

The following are my comments on the proposed Project:

1. Emphasize walking over biking. It is cheaper all around, easier and safer. The Town is highly walkable
2. Capitalize on the Rumrunners Trails and encourage their use.



3. My initial impression was that the bikeway proposal looks like a route through downtown Mahone Bay for cyclists on the Rumrunners trail system who would otherwise by-pass the downtown. I am not opposed to this but I do wonder about priorities and, more important, whether it is the totality of what is planned for active transportation. I hope not. I would feel a lot easier about this particular project if I knew that it formed only part of a comprehensive and phased plan to make it safer and easier for residents to walk and cycle throughout the whole community and into its core. I also believe there are cheaper and more direct active transport routes from the Trails to Downtown Mahone Bay.
4. My initial impression was that the objective of developing a bicycle route to school for students comes across as secondary; it does not come across as an at-heart proposal for active transportation to school. The proposed route does nothing for any cyclist living north and east of Clairmont and Kinburn Streets, i.e., those living on Main Street West, Edgewater, Parish, Orchard, Aberdeen, and Cherry Lane. If the proposal were really about children being encouraged to actively get themselves to school on a safe route there would be a plan to accommodate those living north and east of Clairmont and Kinburn. The proposed route also does nothing for school children living on Long Hill Road and Main Street west of the liquor store. There is no analysis of how people living off the proposed route are to be accommodated – how they will be able to enjoy the benefit of a safe bike ride to school or how they can safely feed into the proposed route.
5. The data collection section of the report has only a partial relationship to the project. The statistics are almost exclusively about vehicular traffic. If we are considering safe biking to school, the fundamental, unanswered research questions are: How many Bayview pupils who live in Town ride to school; how many more would be allowed by their parents or guardians to ride to school using a “safe bike route”, and how many more would actually ride to school? I do not see where these questions were asked or answered.
6. Given that safety is the primary concern and given that vehicular traffic poses the greatest threat to bike safety, I believe the priority in designing bikeways should be to keep cyclists, particularly school children, off the streets and when that is not possible to route cyclists onto the least busy streets to the extent that it is reasonable to do so.
7. In relation to the Pleasant Street / Fauxburg Road portion of the proposed bikeway, the CBCL report notes that “Pleasant Street and

Fauxburg Road carry relatively significant vehicular traffic, functioning as de facto local collector roads.” When safety is the primary concern, the safest route from the Trail/Fauxburg intersection to Clairmont is: Fauxburg to Pine Grove, Pine Grove to Fairmont, around the eastern end of the playing field and along the path behind Pond Street which comes out at the entrance to Jubilee Park, through the playground and onto Clairmont. The next safest alternative is Fauxburg to Pine Grove, Pine Grove to Spruce, Spruce to Maple and Maple to Hedge Row. If the route has to be along Pleasant, it would be safer if the link to Clairmont via Hedge Row and Pond Street were to go from Pond through the entry to Jubilee Park and through the Tiny Tots playground to Clairmont. Coupled with that, again with a safe bike route in mind, consider making Hedge Row one way from Pleasant to Pond and making Maple one way running down hill from School to Hedge Row.

8. I am opposed to the notion of a curb extender at the Pleasant/Main intersection. Given that the Proposal intends to avoid encouraging cyclists to travel from Pleasant to Clairmont via Main street, this seems unnecessary and unrelated to the bikeway. The actual proposal is not clear. If adopted, it would make this already problematic intersection more difficult to navigate.
9. With reference to the failure to accommodate those Bayview students who live north and east of Clairmont/Kinburn and my belief that the safest routes are those that avoid streets, I suggest that the path that runs behind the School and Mahone Manor on Cherry Lane be properly developed into a safe walking and biking route. There is a steep hill that might pose some concern but this route is accessible to the neighbourhoods northeast of Clairmont and Kinburn without having to travel along West Main Street or having to cross Main to get to the Clairmont bikeway.

I am sending these comments by e-mail because the survey was not structured so as to accommodate them.

Respectfully submitted,

**5)**

Just need to add my voice and dismay at the dedicated bike path idea - Mahone Bay's streets are too narrow and are already congested with walkers and cars. A place for bikers to park off the trail and then walk into town might make sense, but I am not in favour of any dedicated lanes.

Thanks so much and have a great day!

## 6)

To the Mahone Bay Town Council

Submission on Bikeway Concept Designs for Bicycle Route to School and Bay-to-Bay Trail (September 2019)

11 June 2021

This submission to Council is made by Talking Trees, an informal group of citizens who advocate for the protection of the Town's trees and urban canopy. Talking Trees takes no position on the bike route but we do have a concern about the potential impact of the proposed design on some of our Town's large, healthy, mature trees. Specifically, we oppose the proposed removal of "4-5 mature trees" on the south side of West Main Street in the vicinity of the NSLC in order to accommodate the proposed multi-use link between Clearway and Kinburn streets.

The Design Concept discusses the crossing of Main Street at the Clearway intersection as part of the multi-use link between Clearway and Kinburn streets and says, at page 14:

"The multi-use path could be developed on the south or north side of [Main] street, but the south side is the recommended option. Either side would have impacts to existing roadside uses. On the north side, two parallel parking stalls as well as some trees would need to be removed, and, on the south side, 4-5 mature trees would be impacted. However, the advantage to the south side is that the existing pedestrian crossing at Clearway Street can be used. Using this crossing would be more intuitive for all road users (pedestrians, cyclists and cars), since it is at an intersection." (Our emphasis.)

The proposed multi-use path, which involves widening and buffering the existing sidewalk on the south side of Main Street, (from 1.5 meters to 3 meters plus a 1.3 meter grass buffer adjacent to the road, as illustrated on page 30) has made no attempt to accommodate the mature roadside trees. The concept simply calls for their removal.

We believe the section of multi-use path along the south side of Main Street should and can be re-designed so as to save the trees in this area. There are three options:

1. The proposed multi-use path can be narrowed by eliminating the proposed grass buffer and could encircle the Ash at the entry to the NSLC lot.

2. The multi use path could be re-located and reconfigured so that healthy mature trees do not have to be removed. One of our members assessed that section of the multi-use path. The two old Locusts that are closest to the street are starting to die and may soon pose dangers. These two could be removed but the other 2 Locusts and the Ash tree nearest the NSLC entry should be preserved. This can be done by re-routing the multi-use link as shown in the attached rough sketch. This re-routing offers a safer crossing of the NSLC driveway and also eliminates any need to remove the small, mature multi-stemmed trees on the easterly side of the NSLC property.
3. If sticking to the proposed route is an absolute necessity for some reason and re-designing this section of the multi-use path so as to accommodate bikers, pedestrians and trees is not possible, it should be simple enough to require that bikers walk themselves and their bikes for the short distance between the Clearway crosswalk and the eastern boundary of the NSLC lot.

We ask that if the Town Council approves the recommended multi-use link between Clearway and Kinburn streets, the decision to do so explicitly requires re-design of the multi-use path along Mains Street for the specific purpose of protecting the healthy trees in this area from harm or removal.

As a separate, esthetic issue, if work is being done in this area, consideration should be given to straightening the hydro line if possible. It has a big, ugly jog that would look even worse in the absence of the large, mature trees.

In conclusion we note that the Design Concept has budgeted for trees. We assume this is for planting and not for removal as nothing is allocated in respect of the Main Street portion. While we encourage as much tree planting as is reasonable, we emphasise that the first and least expensive approach is to retain existing trees. If the second of the above options is adopted, please note that it proposes that two new trees be planted to replace the 2 Locusts which we suggest could be removed. We request that the Town consult Talking Trees and other stakeholders about all tree planting associated with this initiative if or when it proceeds to implementation.

Respectfully submitted,  
Talking Trees per:



7)

Katherine, I applaud your outreach on green objectives / improved recreational opportunities and have completed the requested bike survey. However, I have concerns that it does not allow enough space to discuss some issues. I will provide some of them here.

The Economic Development committee, before it was disbanded, identified lack of parking and Main Street congestion as the largest complaints for both businesses and residents. Any bike path plan that restricts on street parking during peak tourist seasons (with the exception of a few narrow places on Main) on adjacent side streets or narrows lanes will be subject to great resistance and will not be supported. The streets proposed for the bike route would not be good candidates for one way traffic consideration.

You must also be careful about how you treat Claremont / Kinburn and Pleasant Streets as these two roads provide bypasses relieving congestion on Main Street. Pleasant Street was actually constructed to be a bypass and is heavily used for trucks, business people, and commuters avoiding the narrow part of Main towards Maders Cove or headed to Lunenburg. When you introduce speed bumps and stop signs on streets, you actually create more noise for residential neighborhoods caused by vehicles slowing / stopping and starting / accelerating. Enforced reduced speed limits is more effective to make our streets safer. If we reduce speed limits where bikes will be present to 30 km and actually enforce them by issuing speeding tickets to the small minority of offenders, the safety of our streets will be greatly improved at very minimal cost to the Town.

I am an avid cyclist and just bought an e-bike and fully support safer bike routes but would like to point out that there is a much larger population of Mahone Bay residents who walk around town than bike and any plan needs to take this into consideration. Walkers are year around (I suspect they outnumber cyclists 20:1) where cycling is very seasonal. We are fortunate to have a Town that provides many essential services all within walking distance yet our sidewalks are dangerous (sloped driveway accesses and in need of repair) and not suitable for residents with walking disabilities. We also need to focus more on safe crosswalks like we have done on Main and Clearway. (Edgewater / Parish, Pleasant / Main, Edgewater / Main, etc.) Roads like Kinburn are very popular for walkers as they give residents flat surfaces to walk on. Any designated paths need to be multi-use, pedestrian first and not just for biking.

The reason I am writing you this email is that although I am very supportive of bike paths, your survey comes across as pro cycling and does not allow residents the opportunity to raise concerns and issues with proposed cycling plans.

**8)**

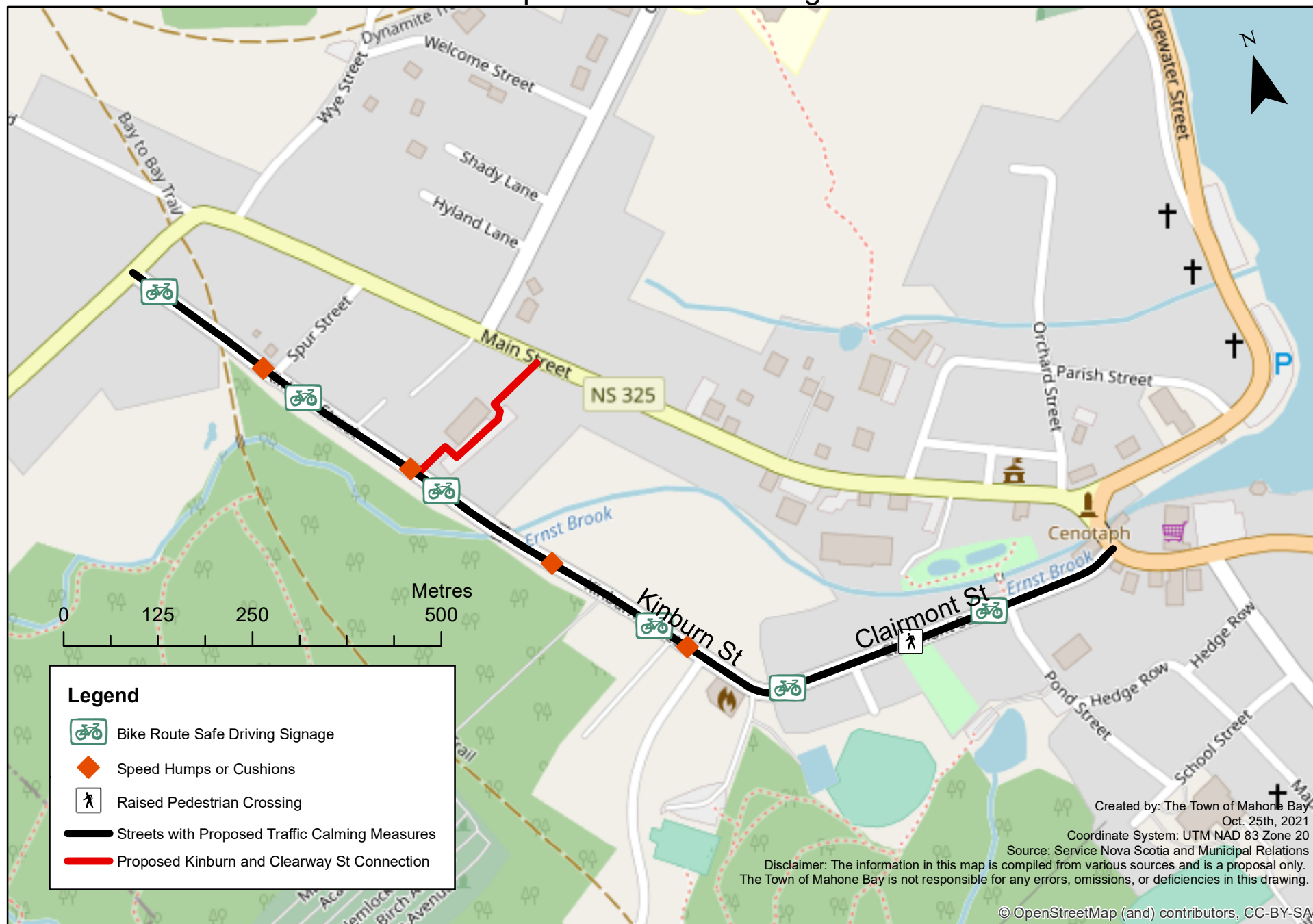
Thank you for reaching and I did complete the survey. I applaud the desire to improve infrastructures including reducing speed limits in order to facilitate a safe and accessible alternative especially for young people and for those who might feel uncomfortable navigating roads in our town in our current condition. Thank you again.

## **APPENDIX D: Bike Day Comments**

### Comments from public about BNS Proposed Bikeway Route

- 1) Increase priority of sidewalks
  - a. Edgewater Street → separated bike and walkway to improve shoreline
  - b. Shouldered bikeway
- 2) TIR → Town boundary to Maders Cove
  - a. Widen paved shoulder
- 3) Proposed route is too indirect
  - a. People (especially recreational cyclists) are going to continue to bike along Edgewater and Main Street
  - b. Bike linfastructure aren't needed along quite side streets
- 4) Proposed route is inconvenient for group rides
  - a. Road bikers don't use trail anyways
  - b. People won't divert off main roads (or they would already be doing it!
- 5) E-bike future
  - a. Convert cars to e-bikes
  - b. What government grants are available?

# Proposed Traffic Calming





# **Mahone Bay & District Fire Department**

Report from July1 to September 30,2021

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

During this quarter the Department respond to 22 calls for assistance

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

July 13 Mahone Bay

August 15 Mahone Bay

August 26 Oakland

## **Fire Alarms**

August 14 Mahone Bay

August 16 Mahone Bay

August 17 Mahone Bay

August 17 Mahone Bay

September 7 Clearland

September 21 Mahone Bay

September 21 Mahone Bay

September 29 Mahone Bay

## **Medical Calls**

September 28 Maders Cove

## **Other Calls**

July 4 Mahone Bay Structure Fire

July 25 Maders Cove Beach Fire

August 19 Maders Cove Assist RCMP Beach Fire

August 24 Clearland Vehicle Fire

August 27 Martin's River Vehicle Fire

## **Mutual Aid**

July 1 Blockhouse Brush Fire

July 1 Martin's River Structure Fire

August 2 Chester Grant Structure Fire

August 16 MVC Martin's River

September 5 ATV Fire Martin's River

First off I would like to thank council for the approving of the fire helmets that we are purchase as we recruited a few new firefighters but we are always looking for more members to join the fire service. We recently had all of our ladders tested and inspected, we had a few operating emergency repairs done to our tanker that put us over budget.

Very Exciting watching the progress no the new fire station we cant wait to be in it soon. Hopefully soon we will be able to order our new fire engine. It was a pleasure to work with council the past 10 months and look forward to working together in the future, I wish to keep serving and protecting the Mahone Bay & District Fire Department service ares.

If anyone has any questions please feel free to contact me.

Thank You  
Your Fire Chief  
Connor Veinot





## **Town of Mahone Bay**

Staff Report

RE: Occupational Health and Safety Policy

October 28, 2021

### **General Overview:**

This report is to provide Council with a draft Workplace Health and Safety Policy in accordance with the Nova Scotia Occupational Health and Safety Act.

### **Background:**

Town staff have been working to bring the Town into alignment with the Nova Scotia Occupational Health and Safety Act. The 2021/22 Town of Mahone Bay Business Plan references the implementation of a safety program for the Town of Mahone Bay. Town staff have been working with a safety consultant to develop a workplace safety program and Council's adoption of an Occupational Health and Safety Policy is a crucial step in empowering these safety guidelines.

### **Analysis:**

The Occupational Health and Safety Act of Nova Scotia includes the requirement that employers provide equipment, training, and supervision to "ensure the health and safety of persons at or near the workplace" (s.13a) and specifically that "where five or more employees are regularly employed by an employer other than a constructor or contractor... the employer shall prepare and review, at least annually, a written occupational health and safety policy, in consultation with the committee or representative" (s.27). As the Town has less than twenty regular employees, a Joint Occupational Health and Safety (JOHS) Committee is not required (s.29) but in the absence of a JOHS Committee, as the Town does have more than five regular employees, a health and safety representative is required to be identified; staff have identified a safety representative and have started to implement safety precautions and procedures which have been developed through the process with the external safety consultant.

To meet the requirements of the Occupational Health and Safety Act, and to empower the necessary safety program, staff have prepared a draft Occupational Health and Safety Policy for the review of Council; the attached policy includes the requirements for such a policy as outlines in s.27(3) of the Act.

Staff are working toward the implementation of the new safety program by the end of the fiscal year with potential to obtain Construction Safety Association of Nova Scotia certification in 2022.

### **Financial Analysis:**

The implementation of a safety program has prompted a review of the safety training, personal protective equipment, and additional safety equipment which are required to bring Town staff and worksites into alignment with the Occupational Health and Safety Act. Expenditures will be in accordance with established budgets, with recommendations for any new allocations provided to Council's annual budget process.

### **Links to Strategic Plan:**

2.3 Governance to Meet Expectations of our Growing Community

Engage the community and govern consistently with Council's values

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

### **Recommendation:**

It is recommended, that at the November 9, 2021 meeting of Council

**THAT Council approve the Occupational Health and Safety Policy as presented.**

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO





## 1.0 Statement

The Town of Mahone Bay is committed to providing a healthy and safe working environment and to actively work toward the prevention of occupational illness and injury. To express that commitment, the Town has issued this policy on workplace safety.

## 2.0 Purpose

The Town of Mahone Bay will promote a culture where employees are supported and encouraged to contribute to health and safety programs and initiatives. As an employer, the Town will create and maintain a safe and healthy workplace and demonstrate due diligence by sharing the responsibility for the health and safety of persons at the workplace. The Town will take every reasonable precaution to provide a safe and healthy working environment by applying and abiding by the Nova Scotia Occupational Health and Safety Act and all relevant Regulations.

## 3.0 Scope

This policy will apply to all Town employees and at all work sites for which the Town is responsible.

## 4.0 Responsibilities

1. Council is responsible to adopt an Occupational Health and Safety Policy and instruct staff to adhere to its principles.
2. The Chief Administrative Officer is responsible to ensure the Town is protected by an effective, legally compliant Occupational Health and Safety Program that has been developed in consultation with the Safety Representative.
3. Town Managers will implement all relevant parts of the Occupational Health and Safety Program and will ensure that all Town work sites are safe and that employees are adequately trained and advised of actual or potential hazards.
4. Town employees will cooperate with management in implementing the Occupational Health and Safety Program and will follow all occupational health and safety processes and procedures, taking steps to protect their health and that of other persons at or near the workplace, including reporting any hazards to their Manager.

5. The Safety Representative will monitor the implementation of the Occupational Health and Safety Program and advise the CAO of any way the Program may be improved.

## 5.0 General

1. The Town will make available safety procedures and rules and ensure that all employees have access to the Nova Scotia Occupational Health and Safety Act, applicable regulations, and any other necessary safety documents.
2. The Town will appoint a Safety Representative from among the employees.
3. The Town will identify hazards and where possible eliminate the possibility of occupational illness or injury
  - a. Where it is not possible to eliminate a hazard, the Town will make safety training, equipment, devices, and materials for personal protection available to relevant staff.
4. The Town will ensure employees receive necessary safety training.

### Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider  
[minimum 7 days notice]     October 28, 2021     \_\_\_\_\_

Date of Passage of Policy     \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date



**Town of Mahone Bay**  
**Staff Report**  
**Re: Electric Vehicle Charger Update**  
**October 28<sup>th</sup>, 2021**

**General Overview:**

The purpose of this report is to provide Council with an update on the plan to install electric vehicle charges in the Town of Mahone Bay and to suggest an additional alternate location for Council's approval.

**Background:**

On March 25<sup>th</sup>, 2021 the Town Council approved the adoption of a Greenhouse Gas Reduction Action Plan, which [can be viewed on the Town's website](#). On May 27<sup>th</sup>, 2021 Council passed the Town's 2021-22 operating and capital budgets, including a number of projects and initiatives linked to the GHG Reduction Action Plan. The installation of electric vehicle chargers was included as per Action #9 of the GHG Reduction Action Plan.

On behalf of all Atlantic Canada municipal electric utilities, Saint John Energy submitted an application to the Zero-Emission Vehicle Infrastructure Program offered through NRCan in September 2019. This funding has been awarded and will cover 50% of the costs to install 104 chargers across all the included municipalities. AREA staff assisted with coordinating the participation of Mahone Bay, Berwick and Antigonish. Eight of these charges will be in Mahone Bay. To qualify for this funding, the charges must be installed and available for public use by Dec. 31, 2021.

**Analysis:**

The following locations have been proposed for electric vehicle charging stations:

- 1.) Town Hall – single charger
- 2.) Marina – single charger
- 3.) Mahone Bay Center – single charger
- 4.) Clairmont Street - dual charger
- 5.) Fire Station – dual charger
- 6.) Nick's Your Independent Grocer – single charger

These locations were chosen based on the ease of install, to provide full coverage of the Town with chargers, and to make use of the most heavily trafficked public parking areas. Pictures of these locations are included in the appendix of this document.

Chargers placed on private property require further license agreements with the third party. Draft agreements have been developed by Town staff, in coordination with AREA staff. While it is expected that these license agreements will be completed without issue, staff feel it is prudent to select an additional location on town property, in case a license agreement cannot be completed in time. Staff recommend one of the established parking spots on Clearway St/Main St (Appendix G) be used as a backup location. This location is a convenient, established parking spot within a walkable distance to the downtown core. If installation of chargers at the Mahone Bay Centre or Nick's Your Independent Grocer did not take place under the current initiative, it could still take place at a later time.


### **Financial Analysis:**

50% of the costs (up to a limit of \$4,381 per connector) will be provided by the Zero-Emission Vehicle Infrastructure Program grant. Financial resources contributed from the utility will make up the additional 50% of costs; estimated to be \$30,000. Additional utility and public works staff time will be needed to install and maintain the chargers.

The cost of this project was approved in the Town's 2021-22 operating and capital budgets. There is no additional cost proposed here for the EV charging locations and the Project is still within its original budget.

### **Climate Analysis:**

Transportation has been identified as the second largest contributor of greenhouse gases in Mahone Bay. Increasing green infrastructure and encouraging the use of electric vehicles within the town is an important step in reducing our carbon footprint. The high proportion of renewable energy used by the Town's electric utility compared to most of Nova Scotia makes the use of electric vehicles especially appealing for those looking to reduce their carbon footprint. Placing electric vehicle chargers in convenient locations throughout Mahone Bay will make them easy and convenient to use, facilitating their maximal use by EV owners.



**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 Clearway/Main parking spot as an additional alternate EV charger location.

**Attached for Council Review:**

Appendix – Images of Charger Locations

Respectfully submitted,



**Martha Horsman**

**Climate and Energy Program Manager**





## Appendix A

### Town Hall Electric Vehicle Charger Location



## Appendix B

### Marine Electric Vehicle Location





## Appendix C

### Mahone Bay Centre Electric Vehicle Charger Location



## Appendix D

### Clairemont St. Electric Vehicle Charger Location





## Appendix E

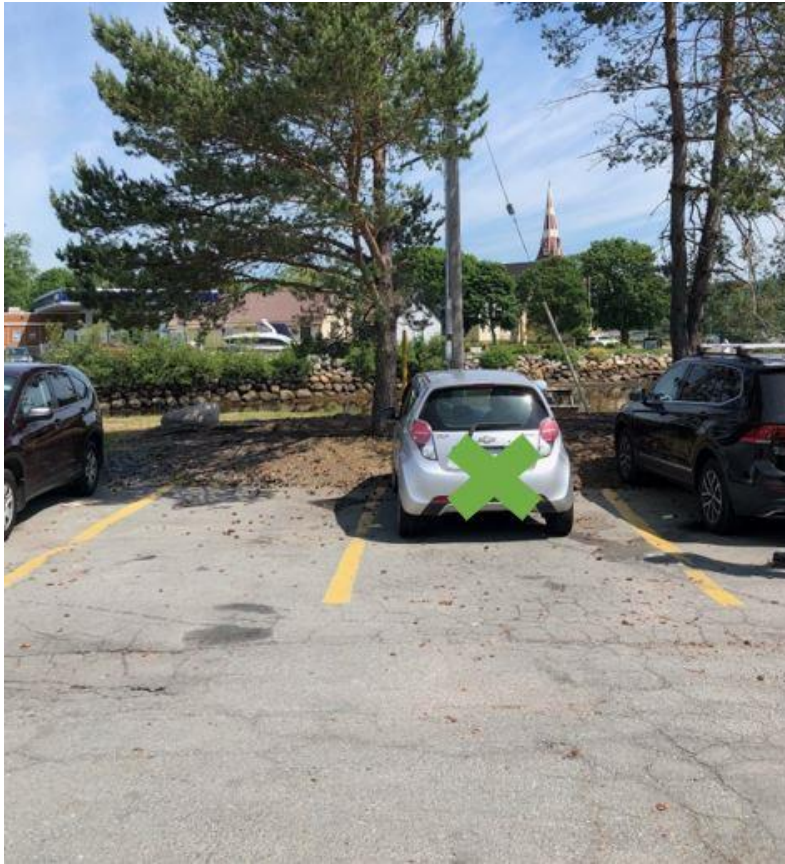
### Fire Station Electric Vehicle Charger Location





## Appendix F

Nick's Your Independent Grocer Electric Vehicle Charger Location



## Appendix G

Proposed Alternate Electric Vehicle Charger Location at Clearway St/Main St





**Town of Mahone Bay**  
Staff Report  
RE: Town Hall Renovation  
October 28<sup>th</sup>, 2021

**General Overview:**

This report is intended to update Council on the conclusion of the Town Hall Renovation Project.

**Background:**

The Town of Mahone Bay has operated from the Town Hall building located at 493 Main Street for over a century (originally meeting in the building when it was a hotel, eventually purchasing the building in 1934). The building is three-stories and includes 6,282 sq. feet of office space.



Historic Mahone Bay Town Hall

The first floor of the Town Hall building was renovated in 2009 at a cost of \$112,956. In 2018 the Town received a letter from our Fire Inspector, citing a number of safety concerns with the building. Valuation and additional condition assessments were undertaken and reported to Council. Staff were also directed to consider alternative options for the location of the Town Hall.

In development of the 2019-20 capital budget the Town Council considered various options for the Town Hall building as well as for the Fire Station/Hall. External estimates were obtained for a) construction of new office space coordinated with a new Fire Station build (~\$1,000,000 for Aprx. 4,200 sq. feet), b) conversion of the existing Fire Hall building contingent on a new Fire

Station/Hall build and the relocation of the Mahone Bay and District Fire Dept. from the building (~\$848,000 for 3,782 sq. feet), and c) lease of equivalent space in another non-Town-owned building if appropriate space could be obtained (~\$70,000 /year).

It was determined by Council that \$100,000 would be included in the 2019-20 capital budget for renovation of the building to address deficiencies and facilitate effective use of the office space by Town staff. The goal of these renovations would be to enable Town operations to remain in the building in the short-to-medium-term while a new Fire Station (and potential Hall) were to be constructed.

### **Timeline of Renovation Project**

- **May 11, 2019:** Council approved 2019-20 capital budget allocating \$100,000 for renovation of the Town Hall.
- **2019-20:** Preliminary design work took place including MJSB IT support to design wiring upgrades (preliminary designs included in April 21, 2020 report to Council) and external funding sources were sought for additional accessibility improvements (not in the scope of work).
- **May 13, 2020:** Council approved 2020-21 capital budget carrying forward \$100,000 allocation from 2019-20 budget.
- **Summer 2020:** Potential external funding identified to support renovations to first floor office necessary in consideration of COVID-19 (barriers, additional exit door, access controls) as well as accessibility improvements to the second floor (Enabling Accessibility Fund (EAF) application submitted July 2020). Poster developed to inform public of the need for renovation of the Town Hall building (see attached).
- **Fall/Winter 2020:** Request for Proposals for Renovation of the Town Hall building issued December 21<sup>st</sup>, 2020 (see attached). Bidders' walkthrough of building provided. Tender closed in January, proposals evaluated by staff and summary presented to Council.
- **February 9, 2021:** Council awarded contract for renovation of the Town Hall building to Mid-Valley Construction for \$134,760 + HST, on the basis of Request for Proposals documentation (an increase from budgeted).
- **Spring/Summer 2021:** Construction took place with Mid-Valley identifying various out of scope work for approval by Council, notably additional repairs to electrical wiring (\$44,799 + HST) and to address water damage (\$36,225 + HST).
- **May 27, 2021:** Council approved 2021-22 capital budget increasing projected cost for project to \$258,478 (\$58,478 expended in 2020-21 and a further \$200,000 allocated for 2021-22); still awaiting confirmation of previously applied for EAF funding and confirmation of Smart Restart funding (COVID-19) eligibility.

- **June 2021:** Council approved Mid-Valley to proceed with accessibility improvements to the second floor (\$57,460 + HST) without EAF funding.
- **Fall 2021:** Project essentially complete, staff have reviewed minor deficiencies with Mid-Valley Construction.
- **October 28, 2021:** Report on renovation project provided to Council.

Pre-Renovation and Post-Renovation images attached as appendices.

### **Analysis:**

The Town Hall Renovation Project has now concluded. The Town Hall building has undergone substantial renovation, addressing deficiencies and safety issues, improving the functionality of the space for Town operations, and increasing the efficiency of the building and reducing its carbon footprint. The renovations have enabled Town staff to continue operating safely from the building for at least the short-to-medium-term. The project also cost considerably more than budgeted.

On review, the scope of work included in the Request for Proposals did not encompass necessary repairs to the building, the extent of which should have been better foreseen by Town staff. The numerous scope increases experienced with the Mid-Valley Construction contract evidence a failure in project management on the part of Town staff. The Town of Mahone Bay is a small municipal unit and lacks the capacity to self-manage a project of this scale, a lesson learned for future projects where an external project management firm should be engaged at an early stage (as was done with the Fire Station/Hall project). To further address limited capacity to undertake major capital projects in the future staff are pursuing shared service arrangements for engineering services and procurement services with other municipal units in Lunenburg County.

Though the results of the project are impressive it should be acknowledged that the Town Council might have taken a different course of action with respect to the renovations, had the full cost of the work been understood ahead of the work commencing in 2021.

Future considerations for the Town Hall building in the short-to-medium-term include completing the transition away from fossil fuels, improving pedestrian access to the property from Main Street, façade renewal, and the potential relocation of Public Works operations (enabling an expansion of public / staff parking on the property).

Staff plan to offer tours of the newly renovated Town Hall building to the public during Municipal Awareness Week 2021 (Nov 22-26), in accordance with Provincial COVID-19 protocols.



**Financial Analysis:**

Regarding projected external funding sources, in the case of the funds for COVID-19 related renovations the Town did receive anticipated funds (\$43,651 under the Safe Restart Agreement) however it was later clarified that these funds could not be applied to capital renovations (they are still the Town's to expend and were budgeted as revenue in the annual budget). With respect to funding for accessibility improvements the Council knowingly decided to proceed with the ramp component without the Enabling Accessibility funding (\$48,846), which was still potentially pending, due to the priority placed by the Council on accessibility of the Town Hall building.

The final breakdown of costs for the project provided by Mid-Valley Construction (\$349,159.36 + HST) is attached as an appendix to this report.

Also attached as an appendix to this report is the Manager of Finance report from September 14, 2021, recommending the total cost of the project be financed from capital reserve. This recommendation is reflected below.

**Climate Analysis:**

The Town Hall building is more energy efficient as a result of the project with improved windows and additional heat pumps on the third floor (and replacement of existing depreciated heat pumps). Staff are working with Atlantic Heating and Cooling to develop further recommendations to fully transition the building off fossil fuels by 2030 in line with the Town's Community GHG Reduction Action Plan.

**Strategic Plan:**

The Town Hall Renovation project arose from the high priority placed by the prior Council on facilities investment which was reflected in the strategic plan of the day. Lessons learned from this project include an acknowledgement of limited capacity for project management, connecting with the current Council's 2021-25 Strategic Plan:

**2.3 Governance to Meet Expectations of our Growing Community**

- **Align staff capacity, capital and operating plans with strategic plan**

**Recommendation:**

It is recommended, per the Manager of Finance's report presented September 14<sup>th</sup>, 2021,

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

**Attached for Council Review:**

- Town Hall Renovation Poster
- Request for Proposals Documents
- Pre-Renovation Pictures
- Post-Renovation Pictures
- Final Invoice – Mid-Valley Construction
- Manager of Finance Report, Sept. 14, 2021

**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

# Town Hall needs an overhaul.

## A RETURN TO FUNCTION

We've outgrown and outpaced our space. In order for Town staff to work efficiently, significant renovations are required.

## SOMEHOW EVEN MORE GREEN

No one can accuse Town Hall of not being green but it's time we made it eco-friendly too. Our renovation will find new efficiencies and reduce the municipality's carbon footprint.

## SAFETY FIRST

Changing times require changes to familiar spaces. To keep staff and visitors safe with the onset of COVID-19, we're applying what we've learned and making some changes.

## ACCESSIBILITY GRANTED

Town Hall has heritage charm but accessibility has never been given the priority it deserves. Our planned update will ensure that it meets all modern standards.

## A municipal building worthy of civic pride.

493 Main Street needs updating. Renovations will make Town Hall a safe, functional, and efficient workplace again and for a lot less than a new facility. We're presented with a rare opportunity to make improvements while our staff continue to work remotely where possible. Soon Town Hall will meet the needs of the staff, council, and the people of Mahone Bay!



## **TOWN OF MAHONE BAY**

REQUEST FOR PROPOSALS

# **Town Hall Renovations**

Issued: December 21<sup>st</sup>, 2020

Town of Mahone Bay  
P.O. Box 530  
493 Main Street  
Mahone Bay, NS B0J 2E0

Closing: 4:30 PM, January 15<sup>th</sup>, 2021

## Town Hall Renovations – Request for Proposals

### **1. INFORMATION TO PROPONENTS**

#### **1.1 Scope of Proposals**

The Town of Mahone Bay seeks proposals from qualified proponents for renovation of the Town Hall at 493 Main, St..

#### **1.2 Questions & Clarifications**

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Proposal.

Questions relating to this proposal must be received by January 11<sup>th</sup>, 2021 before 4:30 p.m. and can be submitted as per the provisions of Section 1.4 - Town Contact Person(s).

Responses to all questions will be shared with all known proponents to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends and holidays excepted). A clarification does not form part of the Proposal document.

Any modifications to the document will be in the form of an addendum which will be issued to all known proponents and provided on the provincial procurement website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

#### **1.3 Delivery and Closing Date for Proposals**

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

The proposal is to be submitted in a sealed envelope clearly marked with the proposal name, number and directed to the attention of the appropriate contact on or before the closing date and time.



## Town Hall Renovations – Request for Proposals

Proponents must submit three hard copies of the proposal and a suitable electronic copy for distribution. Your proposal must be written in ink or type-written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent.

Fax or e-mail proposals are not acceptable.

Proposals shall not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All proposals shall become the property of the Town.

It is the responsibility of each Proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

Sealed proposals in an envelope, including the attached document (Schedule “A”) should be clearly marked as to contents and will be received **on January 15<sup>th</sup>, 2021 between 8:30 AM and 4:30 PM.**

Proposals will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

### **1.4 Town Contact Person(s)**

Questions with respect to this Request for Proposal should be directed to Dylan Heide, Chief Administrative Officer via email to [dylan.heide@townofmahonebay.ca](mailto:dylan.heide@townofmahonebay.ca).

### **1.5 Evaluation Criteria**

Each Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this RFP document.

#### **a. Completeness**

Adherence to the Proposal Submission Requirements provided in Section 2.3 of the Terms of Reference – completeness and thoroughness of proposal submitted.

## Town Hall Renovations – Request for Proposals

b. **Qualifications, References & Prior Work**

Team qualifications, references and examples supplied in accordance with Proposal Submission Requirements provided in Section 2.3 of the Terms of Reference.

c. **Suitability & Quality of Approach**

Describe the approach proposed to deliver on the Scope of Work detailed in Section 2.2 of the Terms of Reference.

d. **Timeframes & Schedule**

Provide a project timeline that reflects your proposed approach/process and demonstrates your ability to meet the schedule requirements for this project, including any applicable milestones.

e. **Cost**

Proposal costs as per Proposal Submission Requirements provided in Section 2.3 of the Terms of Reference.

Proponent Name	Completeness (5%)	Qualifications, References & Prior Work (20%)	Suitability & Quality of Approach (20%)	Timeframes & Schedule (15%)	Cost (40%)	Total Score (of 100%)

Following the evaluation and development of a short list, Proponent interviews may be requested which will be considered in addition to previous scoring.

## Town Hall Renovations – Request for Proposals

### **1.6 Rejection of Proposals**

The Town reserves the right to reject any and/or all proposals received. The Town will not necessarily accept the lowest price Proposal. Any implication that the lowest price Proposal will be accepted is hereby expressly negated. The Town is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a Proposal does not constitute acceptance of any proposal.

### **1.7 Reservation of Right**

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town, nor shall proponents have the right to withdraw a Proposal once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Proposals:

- a) The Town's past experience with the Proponent and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Proponent;
- d) The manner in which the Proponent provides services to others; and,
- e) The experience and qualification of the Proponent's senior management and project management.

The Town may, in its sole discretion, accept any proposal or any portion of any proposal that may be considered in the best interests of the Town or reject any proposal which does not fully satisfy the above consideration to its satisfaction. This includes the right to

## Town Hall Renovations – Request for Proposals

accept a proposal that is not strictly compliant with the instructions in this RFP document.

The Town reserves the right to negotiate after the RFP Closing Date with any Proponent to finalize service arrangement in the best interests of the Town. The Town shall not be bound by trade or custom in dealing with and/or evaluated the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP in a manner most favourable to the Town.

In submitting a proposal, the Proponent has accepted the reservations of rights as set out herein and agrees to be bound by the same.

### **1.8 Governing Law**

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

## Town Hall Renovations – Request for Proposals

### **2. TERMS OF REFERENCE**

#### **2.1 Project Background**

The Town of Mahone Bay seeks proposals from qualified proponents for renovation of the Town Hall at 493 Main, St..

Renovation of the Town Hall is intended to address accessibility issues, increase energy efficiency, improve staff and public safety (in particular in consideration of COVID-19), and support effective continued use of this historic building which hosted the first meeting of the Mahone Bay Town Council in 1919. 2020-21 is an appropriate year for renovations to the building as many Town staff are working remotely or partially remotely as a result of the COVID-19 pandemic. Renovations will take place over the winter of 2020-21 to be completed on or before April 30<sup>th</sup>, 2021 (weather permitting).

Building walkthrough will be conducted at 9 AM on Thursday, January 7<sup>th</sup>, 2021. Contact [dylan.heide@townofmahonebay.ca](mailto:dylan.heide@townofmahonebay.ca) in advance with the names of any personnel planning to attend; additional walkthroughs to follow as required to accommodate numbers, in consideration of public health directives regarding COVID-19.

Proposals will be opened immediately at 4:30 PM on January 15<sup>th</sup> with award decision to be announced as soon as possible thereafter. Work related to this Request for Proposals to begin following the award of contract, in coordination with successful contractor. It is anticipated that interior work will begin immediately with exterior work taking place as weather permits. Work will be coordinated to minimize disruption for staff needing to access the building, in particular the first-floor office.

#### **2.2 Scope of Work**

The project includes the renovation of the Mahone Bay Town Hall building in accordance with the specifications presented in:



## Town Hall Renovations – Request for Proposals

Schedule B – Description

Schedule C – Drawings

Schedule D – Data Drawings

This project will include the following deliverables:

- 1) Renovations as per Schedules B, C and D; and,
- 2) Coordination of all required permits for the construction; and,
- 3) Provision of warranty for all work and materials for a period of one (1) year as per the below.
  - a. Warranty coverage shall be provided by a guarantee warranty on all materials and workmanship for a period of one (1) year from the date of completion.
  - b. The Contractor shall warrant and guarantee, for a period of one (1) year from the date of completion, all work performed and called for in Section 2.2, including any additional work approved and accepted as an extra to the Contract.

The Contractor shall at his/her own expense, rectify any defects latent or patent that arise, as a result of poor, or improper, workmanship or defective materials, fixtures or apparatus during this one (1) year period.

Neither the payment thereunder, nor any provisions in the Contract shall relieve the Contractor from the responsibility for faulty materials or workmanship which shall appear during this one (1) year period.

- c. Notwithstanding the provisions of this article, if any statute in force in the Province of Nova Scotia creates a more extended liability for faulty materials or workmanship, the provisions of such statutes shall apply.
  - d. For the purposes of this article, completion of the project shall be the date of project handover.

## Town Hall Renovations – Request for Proposals

### **2.3 Proposal Submission Requirements**

The proponent(s) proposal submission must include the following information:

- A company profile and description of corporate experience with successful similar projects;
- CV's of all members of the project team, including area of expertise and previous relevant work experience;
- Understanding of the project;
- Proposed project approach, methodology and work plan which clearly outlines milestones and timelines to demonstrate how the work will be completed in the most timely manner possible;
- Itemized budget and payment schedule (including HST and any expenses);
- Proof of General Commercial Liability insurance and Workers' Compensation Board of Nova Scotia Certificate of Insurance along with any safety certification obtained;
- Three references (municipal clients preferred); and,

#### Schedule "A"

Schedule "A" to this document is relevant information that is required and the form or replica must be completed and submitted with your proposal to be considered complete.

Please submit your Proposal **on January 15<sup>th</sup>, 2021 between 8:30 AM and 4:30 PM** to Dylan Heide, Chief Administrative Officer for the Town of Mahone Bay at:

Dylan Heide  
Chief Administrative Officer  
Town of Mahone Bay  
493 Main Street, PO Box 530  
Mahone Bay, Nova Scotia  
B0J 2E0

Town Hall Renovations – Request for Proposals

**SCHEDULE “A”**

**COVER SHEET FOR PROPOSAL**

**Company Name:**

---

**Company Address:**

---

**Contact Information:**

---

**Key Contact for Proposal:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name of Request for Proposal:**

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**Documents Attached:**

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## **Schedule B - Mahone Bay Town Hall Renovations**

### **Scope of Work Description**

1. Data lines and wall jacks to be installed/tested/repaired including:
  - Adding new network cables and wall jacks throughout the third-floor workspaces to accommodate the office expansion / renovation;
  - Adding new network cables and wall jacks on the first and second floors where there are not enough existing cables/jacks available for current staff and their equipment;
  - Including a second data line at each new location;
  - Testing / repairing existing network cables and jacks where feasible – replacing where necessary;

The Town's IT service will oversee the work.

Scope of Work – First Floor:

#### **2. Modify existing stair to Second Floor.**

- Reduce stair width to 3'-6" wide allowing for new staircase to third floor.
- Work includes new wall, metal handrails, renovations to existing stair treads and risers.

**Reference Schedule C Figure 1**

#### **3. New Exterior Door.**

- Provide insulated metal exterior door 32"x 80" c/w frames and hardware.
- Door to have 24"x24" single hung window suitable for pass through capabilities.

**Reference Schedule C Figure 1**

#### **4. Modify existing Plexiglas swing gate for stair security.**

**Reference Schedule C Figure 1**

5. Refer to Data wiring diagram (Schedule D) for number and type of data services required.

## Scope of Work – Second Floor:

### **6. Modifications to existing washroom.**

- Existing washroom will be enlarged to provide conformance with requirements for barrier free access to washroom facilities.
- Work will include demolition of existing partition and new wall constructed to provide a 5' uninterrupted turning circle within the washroom space. A new hand sink will be located to comply with clearances required between toilet and walls etc.. Handrails will be installed as required. New access door will be installed as per accessibility requirements. Electrical upgrades to be made as required. Finishes to be repaired as required.

### **Reference Schedule C Figure 2**

### **7. Renovations to General Office and Council Chambers.**

- Existing walls to be strapped, insulated, and vapor barrier provided under new gypsum board that will provide the required fire rating of the space usage.
- New partitions to be constructed to create Office and Lunch Room area. Walls to be of 2x4 construction with ½" gypsum board finish and sound insulated with R15 batt insulation.
- Lunch Room to be supplied with 6 foot counter unit and 3 feet upper storage cabinet space. A single SS sink will be installed in counter. It is assumed that all new plumbing will be run vertically to furnace room below.
- New window inserts to be installed ( approx.. 30" x 52" ) and trims modified to suit new wall finishes.
- Existing stair guardrail will be eliminated, stair opening modified and new wall between second floor and third floor will be constructed.
- Coffee Area in Chambers Meeting Room to be demolished and rebuilt as Storage Area as shown on the related drawing.
- All new gypsum board to receive 1 coat of primer and two finish coats of Beauty Tone paint. Paint color to be decided by owner.
- Relocate door opening to Council Chambers. Electrical switches and thermostat to be located on wall as required.
- New staircase to be installed between second and third floor.
- Carpet to be removed and replaced with sheet vinyl flooring throughout second floor.



- Electrical outlets and wiring to be upgraded to suit new office layout and new data ports to be installed as required. Redundant electrical / data material will be removed or capped.

### **Reference Schedule C Figure 2**

Refer to Data wiring diagram (Schedule D) for number and type of data services required.

Scope of Work – Third Floor:

#### **8. Renovations to Office area**

- Walls to be strapped, insulated, and vapor barrier provided under new gypsum board that will provide the required fire rating of the space usage.
- Ceiling tiles to be removed. Ceilings to receive vapour barrier and gypsum board finish.
- All new gypsum board to receive 1 coat of primer and two finish coats of Beauty Tone paint. Paint color to be decided by owner.
- New window inserts to be installed and trims modified to suit new wall finishes.
- New guardrail to be installed around new stairwell opening.
- Carpet to be removed in office areas and replaced with sheet vinyl flooring. Vinyl flooring to be provided in storage and areas.
- Electrical outlets and wiring to be upgraded to suit new office layout and new data ports to be installed as required. Redundant electrical / data material will be removed or capped.
- Heat pump heating and air conditioning unit installed.

### **Reference Schedule C Figure 3**

#### **9. Director Of Operations Office**

- Walls to be strapped, insulated and vapour barrier provided under new gypsum board finish.
- All new gypsum board to receive 1 coat of primer and two finish coats of Beauty Tone paint. Paint color to be decided by owner.
- Floor: carpet to be removed and replaced with sheet vinyl flooring.
- Window inserts to be installed and trims modified to suit.
- Electrical wiring and data service to be upgraded as required.
- Heat pump and air conditioning unit installed

## **10. Storage Areas**

- Walls and ceiling to be repainted.
- Floors to be tiled or sheet vinyl

## **11. Office Area 2**

- Walls to be strapped, insulated and vapour barrier provided under new gypsum board finish.
- All new gypsum board to receive 1 coat of primer and two finish coats of Beauty Tone paint. Paint color to be decided by owner
- Floor to be carpeted.
- Window insert to be installed. One unit has been replaced. Trim to be modified to suit.
- Electrical wiring and data upgrades as required
- Heat pump and air conditioning unit installed.

Refer to Data wiring diagram (Schedule D) for number and type of data services required.

Scope of Work – Exterior:

## **12. Roofing**

Replace damaged or worn shingles as required to make roofs water tight.

## **13. Siding**

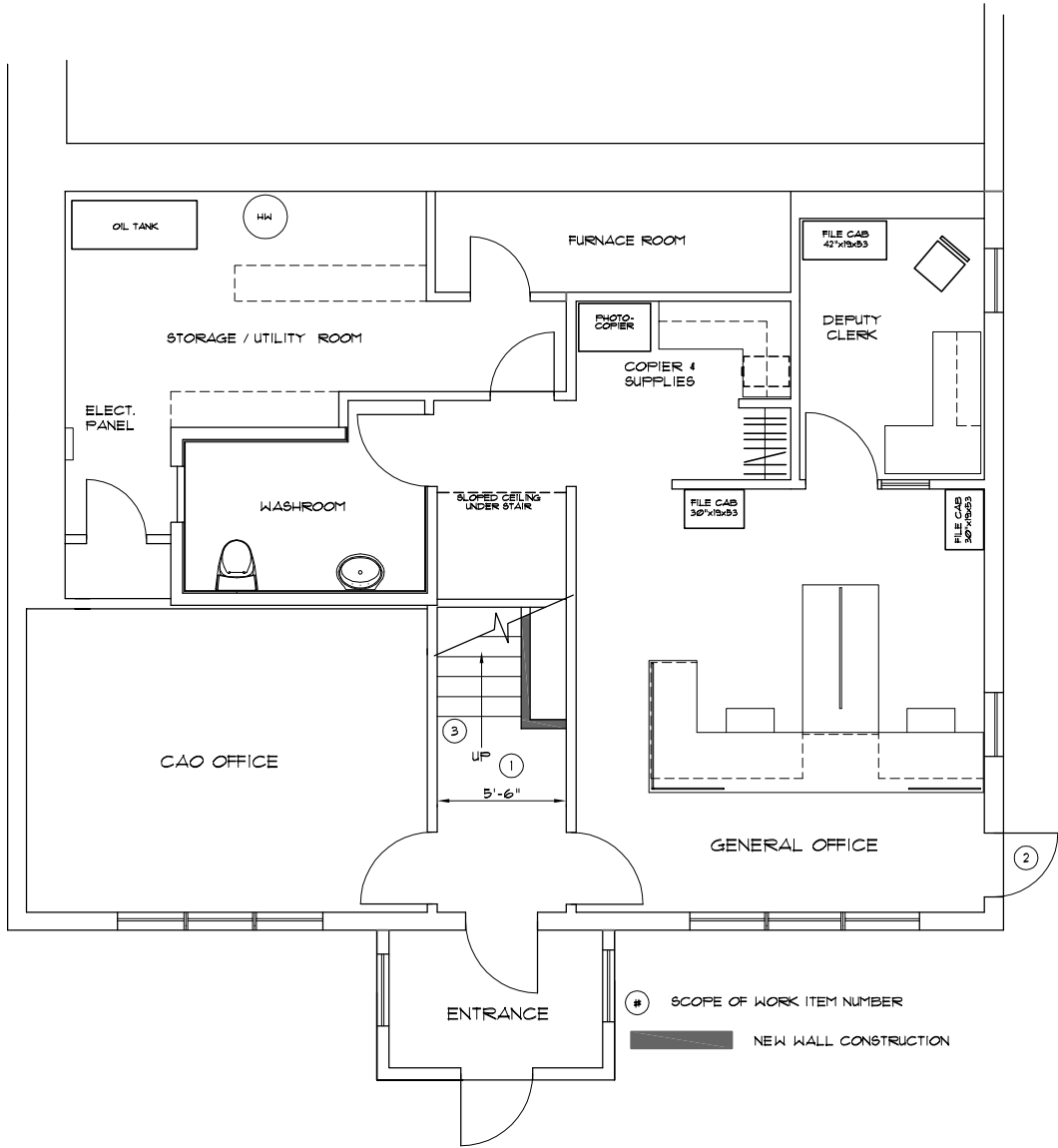
Remove damaged wood siding at wall adjacent to top of fire escape. Provide proper flashing as required to make water tight. Prime and paint to match existing.

## **14. Rain Gutters**

Replace damaged rain gutters with continuous 5" metal gutter to match existing. Reroute any downspouts that are currently subjecting wood siding to water damage.

- 15.** Ceiling areas (3) damaged by roof leak to be repaired. Existing gypsum board tile to be removed, insure areas are dry and replace with new gypsum board, fire rated where required. Seams to be taped and sanded and painted.
- 16.** As part of a regular maintenance schedule for the building, the boiler room piping sleeves shall be filled with fire rated compound, loose soffits and fascia reattached, emergency light installed or inspected, heating boiler inspected, air quality inspections on all floor levels. Oil tank is 12 years old and insurance coverage on building be reviewed to confirm age of tank is acceptable.

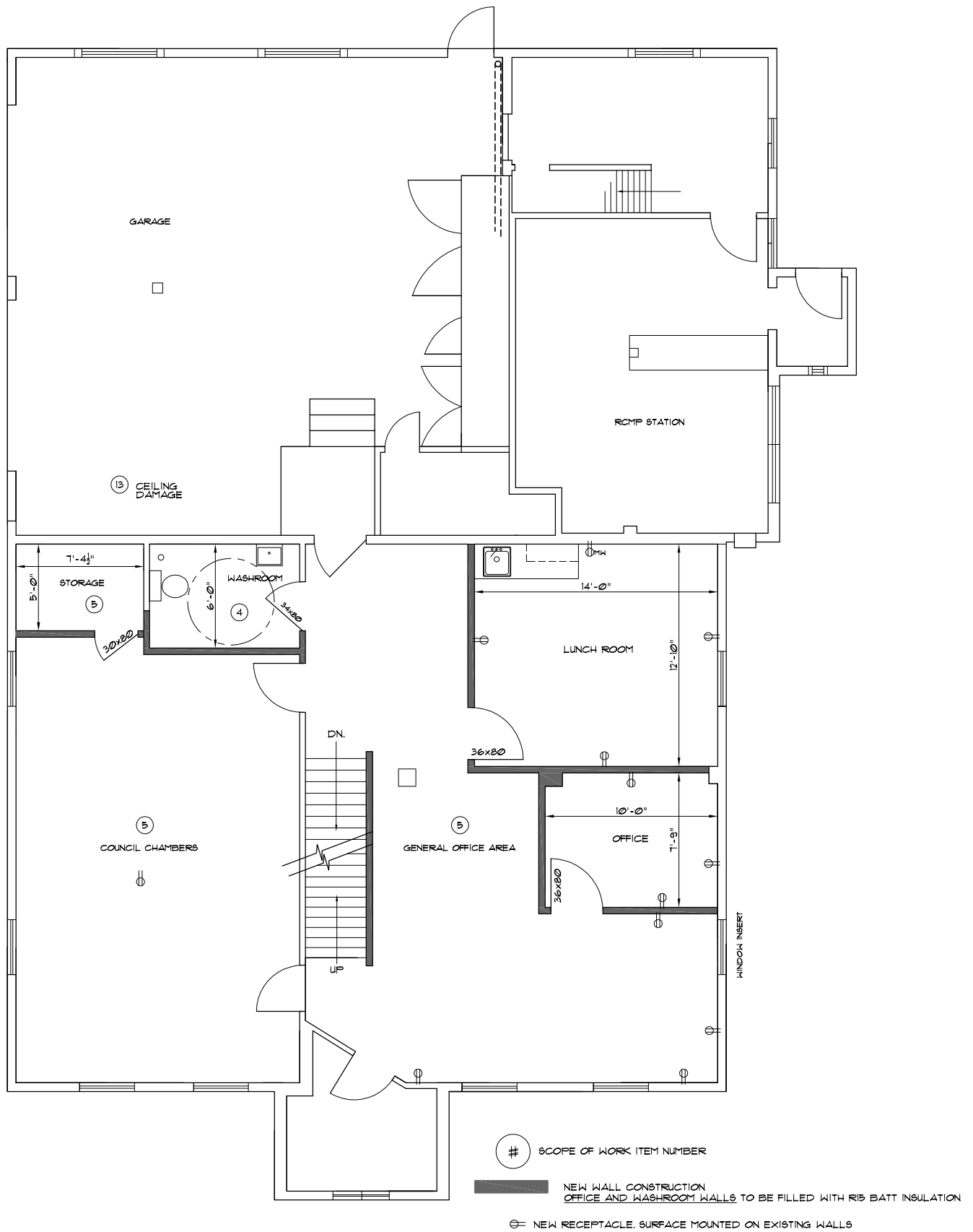
# Schedule C



## MAIN FLOOR PLAN

SCALE: 1/8" = 1'-0"

FIGURE 3



## SECOND FLOOR PLAN

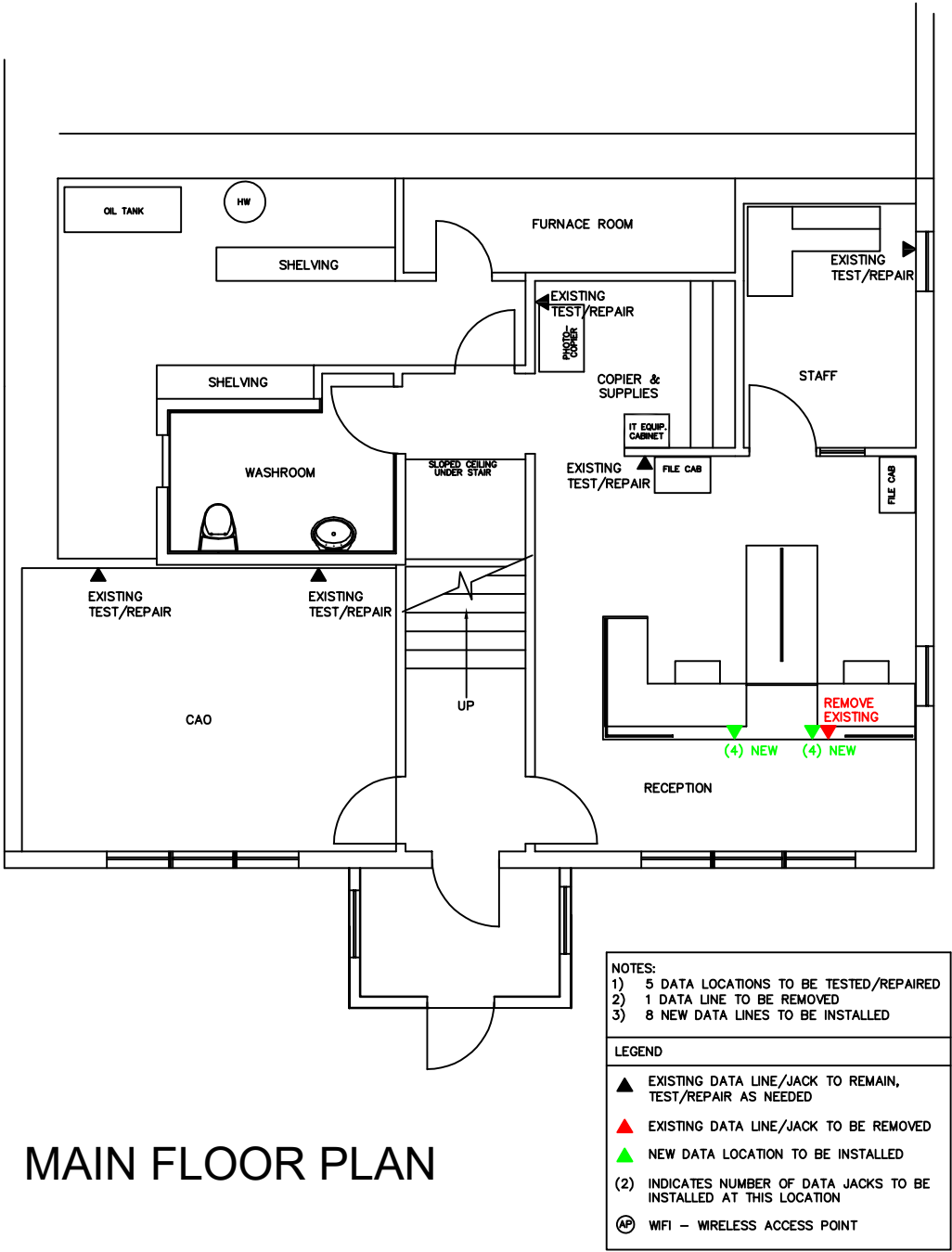
SCALE: 1/8" = 1'-0"

FIGURE 2

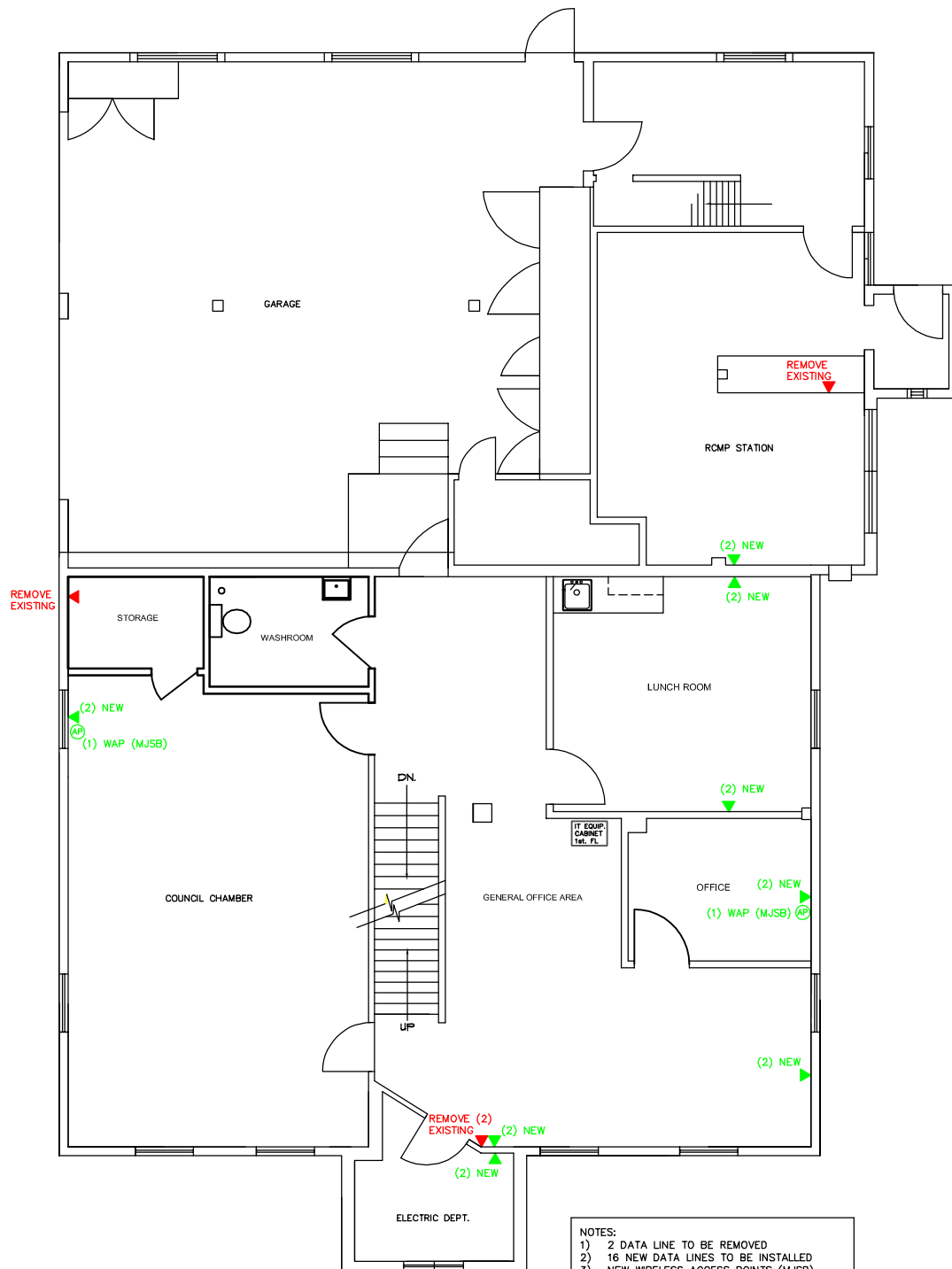




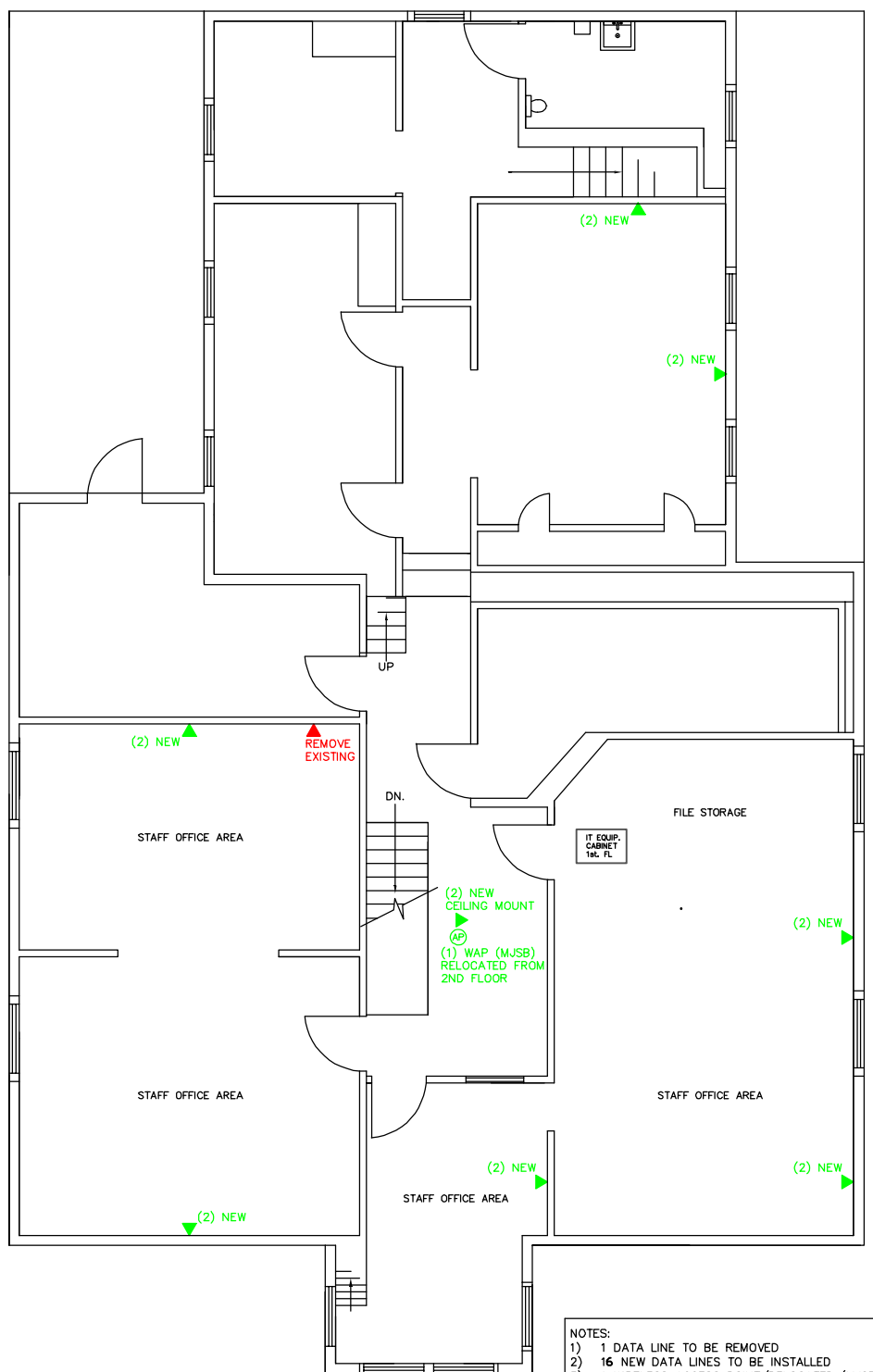
# Schedule D



MAIN FLOOR PLAN



## SECOND FLOOR DATA



### THIRD FLOOR DATA



**TOWN OF MAHONE BAY**

REQUEST FOR PROPOSALS

## **Town Hall Renovations**

### **ADDENDA #1**

Issued: January 11th, 2021

**PLEASE NOTE THE SUBMISSION DEADLINE FOR THIS REQUEST FOR PROPOSALS HAS BEEN EXTENDED TO 4:30 PM ON JANUARY 22, 2021.**

**1. See below clarifications to Schedule B provided in the RFP package:**

#### **Scope of Work - First Floor:**

##### **Item 3 New Exterior Door in General Office**

Provide and install an insulated metal or fiberglass door , 32"x 80 " with metal frame. Color Black to match existing front entry door. Door to be provided with 24"x24" ( approx.. ) single hung glazing unit suitable for pass through capabilities. Black pull handle and keyed deadbolt.

Existing hot water baseboard heating to be removed as required to allow for door installation.

Exterior grade to be leveled to provide walkway from front parking to door entrance.

#### **Scope of Work - Second Floor:**

##### **Item 7 – Renovations to General Office and Council Chambers**



### Existing wall treatment

Exterior walls: 1x3 horizontal strapping, ¾" Styrofoam insulation between strapping, 6 mil vapor barrier, ½" gypsum board

Interior walls: 1x3 horizontal strapping, ½" gypsum board

### Lunch Room

Kitchen Cabinets: IKEA Sektion units, Axstad door and drawer fronts. Hedra pulls

Base unit – 3 doors, 3 equal drawers

Wall unit – 2 doors, 2 shelves

Laminate countertop with bullnose leading edge. Laminate color by owner.

SS sink from existing Council Chambers to be relocated to new Lunchroom counter

### Window Inserts

9 units required approximately 30" x 52". Contractor to site measure each unit prior to ordering.

Relocate existing Heat Pump wall unit to General Office Area location to the right of new Office.

### New Doors

Hollow core, painted, brushed nickel hardware

### Flooring

All new flooring to be 5mm thick, 20 mil wearing layer, plank LVT . Flooring will be installed as a floating system with appropriate underlay.

Color and texture selection of flooring will be by owner.

## **Scope of Work - Third Floor:**

### **Item 8 – Renovations to Office area**

Existing wall treatment as per Second Floor except Storage Area

Provide metal, round profile handrail for new stair. Provide 40" high metal guardrail around new stair opening. Powdercoat black finish.

### Flooring

All new flooring to be as per Second Floor

### Window Inserts

10 units required approximately 30" x 52". Contractor to site measure prior to ordering.

## **Scope of Work – Exterior:**

### **Item 12 – Roofing**

Remove

### **Item 13 – Siding**

Remove

### **Item 14 – Rain Gutters**

Allow for 8 feet of new rain gutter at top of fire escape location.

### **Item 15**

Remove requirement for ceiling repair in Garage Area shown on Second Floor Plan.

- 2. Full Hazardous Materials Assessment on Mahone Bay Town Hall (493 Main Street, Mahone Bay, Nova Scotia) will be made available to successful bidder upon awarding the contract.**













B72  
Reports + Receipts  
September 30/2011  
BB BOX

RM610069  
CRC00872.1

1























































OPERATIONS & FACILITIES

























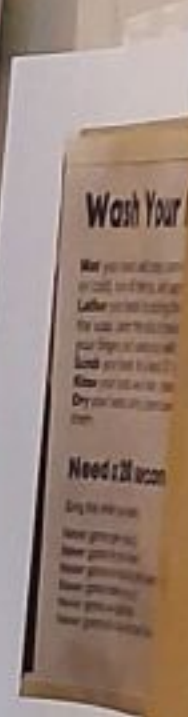
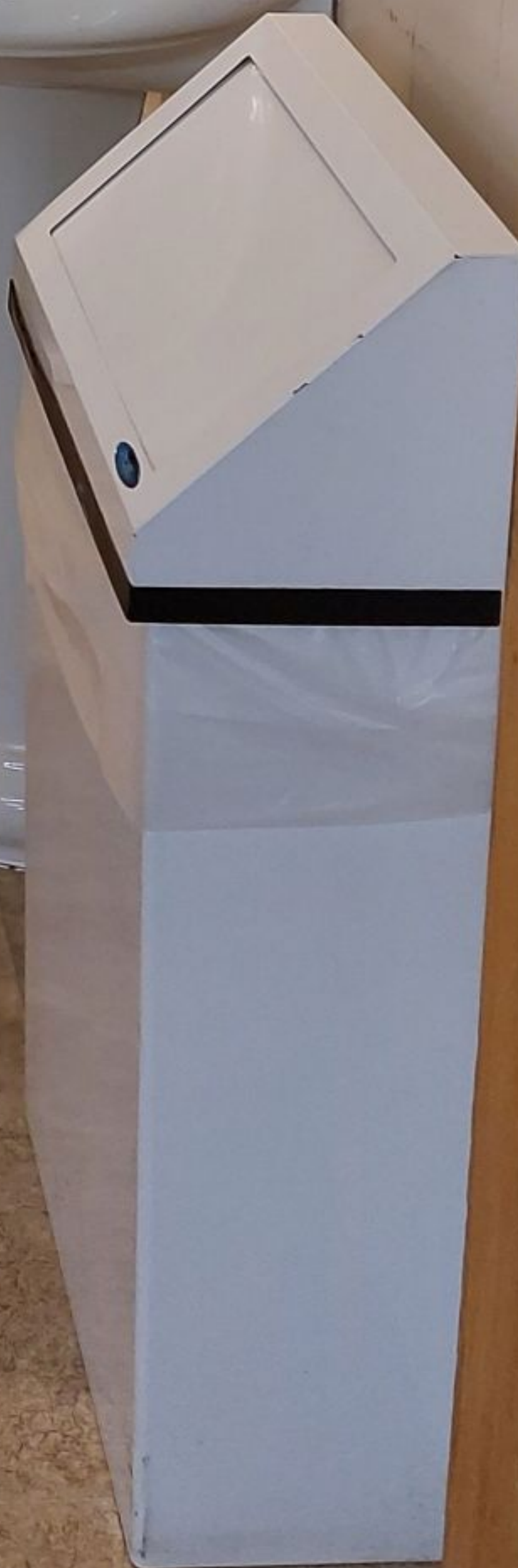














































M.B. POLICE







































  
**EMPLOYEES ONLY**  
Beyond This Point





















## **Town of Mahone Bay**

Staff Report

RE: Town Hall Renovation Project

September 14, 2021

### **General Overview:**

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

### **Background:**

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

### **Financial Analysis:**

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

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

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

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



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

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

**Recommendation:**

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

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

Respectfully submitted,

Luke Wentzell

Manager of Finance





<div>MID VALLEY CONSTRUCTION (1997) LIMITED P.O. Box 276 Kingston,N.S. B0P 1R0 <div>Phone: (902) 765-6312 Fax: (902) 765-0703</div></div>		<div></div> <div></div> <div>Mahone Bay Town Hall</div> <div>Renovations</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>DateSeptember 30, 2021</div>				
<div>Town of Mahone Bay 493 Main Street Mahone Bay, NS B0J 2E0</div>		<div>Claim Period</div> <div>From:1-Apr-21To: 27-Sep-21</div>				
Item	Description	LS Price	Completed Last Claim %/ Qty	\$ Value	Completed To-Date Qty/%	\$ Value
	Mobilization	4,500.00	100%	4,500.00	100%	4,500.00
	Third Floor					
	Demolition	2,100.00	100%	2,100.00	100%	2,100.00
	Ceiling	4,900.00	100%	4,900.00	100%	4,900.00
	Walls	8,500.00	100%	8,500.00	100%	8,500.00
	Install New Windows	5,900.00	100%	5,900.00	100%	5,900.00
	Electrical	13,750.00	100%	13,750.00	100%	13,750.00
	Crackfill & Paint	8,500.00	100%	8,500.00	100%	8,500.00
	New Stairwell	4,800.00	100%	4,800.00	100%	4,800.00
	Flooring	8,427.00	100%	8,427.00	100%	8,427.00
	Second Floor					
	Demolition	1,250.00	100%	1,250.00	100%	1,250.00
	Gutter	850.00	100%	850.00	100%	850.00
	New Walls & Framing	4,786.00	100%	4,786.00	100%	4,786.00
	Electrical	13,750.00	90%	12,375.00	100%	13,750.00
	Plumbing	22,492.00	95%	21,367.40	100%	22,492.00
	Install New Windows	5,100.00	100%	5,100.00	100%	5,100.00
	Walls - Strap/Drywall/ Fill & Paint	6,300.00	100%	6,300.00	100%	6,300.00
	New Floorrng & Baseboard Trim	5,805.00	100%	5,805.00	100%	5,805.00
	Install New Kitchen	1,950.00	100%	1,950.00	100%	1,950.00
	First Floor					
	Re-Build Stairwell	3,500.00	100%	3,500.00	100%	3,500.00
	New Data Line	1,800.00	100%	1,800.00	100%	1,800.00
	New Exterior Door (Covid 19 Renovations)	4,300.00	100%	4,300.00	100%	4,300.00
	Plumbing	1,500.00	100%	1,500.00	100%	1,500.00
		134,760.00				
	Additional Work					
1	First floor exterior entrance - new operator	4,635.30	100%	4,635.30	100%	4,635.30
1	Building Security	963.00	100%	963.00	100%	963.00
2	Supply & Install New Windows	3,287.95	100%	3,287.95	100%	3,287.95
3	Kitchenette	794.40	100%	794.40	100%	794.40
4	Electrical - Knob & Tube Disconnect & Re-wire	44,799.19	100%	44,799.19	100%	44,799.19
5	(33) New Light Fixtures	4,140.00	100%	4,140.00	100%	4,140.00
6	Weathershield Insulation in Office 1	1,725.00	100%	1,725.00	100%	1,725.00
7	Supply & Install (2) 18,000 BTU Heat Pumps	10,488.00	100%	10,488.00	100%	10,488.00
8	Supply & Install Windows in the Tower	150.00	100%	150.00	100%	150.00
9	Repair Front Side of Building Due to Rot	36,225.00	100%	36,225.00	100%	36,225.00
11R1	Aberdeen Street Exit	24,188.00	100%	24,188.00	100%	24,188.00
11R3	Aberdeen Street Exit	33,272.00	100%	33,272.00	100%	33,272.00
12	Drywall & Insulate the Fire Escape Route	2,520.00	100%	2,520.00	100%	2,520.00
13	Electrical & Structured Cabling	10,200.00	100%	10,200.00	100%	10,200.00
14	Gutter & Fascia Repairs	1,175.00	100%	1,175.00	100%	1,175.00
15	Paint Main Floor	4,976.00	100%	4,976.00	100%	4,976.00
16	3rd Office and Area # 2 - Strapping, Drywall & Fill	1,600.00	100%	1,600.00	100%	1,600.00
17	Replace Rotten Beam in Garage	3,986.40	100%	3,986.40	100%	3,986.40
18	East Side of Garage Roof	3,922.35	100%	3,922.35	100%	3,922.35
19	Additional Window Insert	750.00	100%	750.00	100%	750.00
20	Hunter Douglas Blinds	3,325.00	100%	3,325.00	100%	3,325.00
22	Garage Attic Insulation	1,110.00	100%	1,110.00	100%	1,110.00
23	Chimney Work	4,363.20	100%	4,363.20	100%	4,363.20
24	Paint Wheelchair Ramp	906.00	100%	906.00	100%	906.00
25	Garage Ceiling	2,982.00	100%	2,982.00	100%	2,982.00
26	Spray Foam Insluation in Basement	4,789.00	100%	4,789.00	100%	4,789.00
27	T&M Office Extras & Hand Rail on Fire Escape	2,160.57	100%	2,160.57	100%	2,160.57
28	Painting Garage Floors	336.00	100%	336.00	100%	336.00
29	Supply & Install Exterior Door Buzzer	630.00	0%	0.00	100%	630.00
	TOTAL EXTRAS:	214,399.36				
	REVISED CONTRACT VALUE	349,159.36		346,029.76		349,159.36
				Cumulative Amount		\$349,159.36
				10% Holdback		\$0.00
				Previous Certificates		\$346,029.76
				Total Claim This Period		\$3,129.60
				HST 15%		\$469.44
				Total Payable		\$3,599.04





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

**Recommendation:**

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

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

Respectfully submitted,

Luke Wentzell

Manager of Finance





## Covid 19, Vaccination Protocol for Employees

As we all know, Covid 19 has caused severe disruption to businesses and other enterprises across the world for the last 20 months or so.

It is now, as many have pointed out, a pandemic of the unvaccinated.

Businesses and governments across Canada and much of the world have responded to this health and safety challenge by issuing vaccination requirements (mandates) for their staff.

Accordingly, in the interest of ensuring a safe working environment for all employees of the Town of Mahone Bay, and also a safe environment for our customers/taxpayers, I would like to propose the following motion:

**THAT Council direct staff to prepare a draft COVID-19 Vaccination Policy, requiring full immunization of all Town employees, including Councillors, to be presented to Council no later than the November 25, 2021 Council meeting and implemented no later than January 31, 2022.**



## Town Hall Renovations

In order to properly understand what happened over the eighteen months of the Town Hall renovation project, including how we could go from a modest, cost shared proposal to a totally TOMB funded renovation costing nearly \$400k and to identify where there might be policy or procedural gaps that need to be corrected I would like to propose the following motion:

**That Council appoint a small subcommittee to review the entire “Town Hall Renovation” project, from initial proposal to final report (which is forthcoming). This committee to be composed of three members and they shall be appointed by the mayor in consultation with the deputy mayor and the CAO. In particular this subcommittee shall review all processes and procedures that were involved in the initial proposal as well as the changes that took place as scopes of work were developed (by who and with what direction), attendant budgets were developed, and contractors were chosen.**

**The goal of the review will be to understand where policy or procedural deficiencies or gaps may exist that allowed a project to morph from a modest, shared cost accessibility project to a (still relatively modest) renovation project (as approved in Q1 of 2021) to eventually a completely town funded renovation costing nearly \$400K.**

**This committee shall report to council not later than the last regular council meeting of February 2022 with its recommendations for remedial action, if any.**



A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, October 13<sup>th</sup> at 5:30 p.m. via video conferencing.

Present:

Councillor Alice Burdick  
Bill Degrace  
Ann MacPhail  
Annette St Onge  
Deborah Trask, Heritage Researcher  
Mayor David Devenne  
Councillor Penny Carver (Alternate)  
Kelly Redden, Deputy Clerk

Absent:

Councillor Joseph Feeney

1. Approval of Agenda

Councillor Burdick assumed the role of chair in Councillor Feeney's absence.

A motion by Ms. MacPhail, seconded by Mr. Degrace, "THAT the agenda be approved as presented." Motion carried.

2. Minutes

A motion by Mr. Degrace, seconded by Ms. St. Onge, "THAT the minutes of the September 8, 2021 meeting be approved as presented." Motion carried.

3. Heritage Property Plaquing Ceremony – 342 Main Street

Ms. Redden updated the committee on preparations for the event.

4. Heritage Property Sold – 97 Edgewater Street

This item will be added to the agenda for the next committee meeting.

Mr. Degrace asked that insurance of heritage properties be added to the agenda of the next HAC meeting.



The meeting adjourned by motion at 6:18 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden





The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, October 21st, 2021 at 12:05 p.m. via videoconference.

**Present:**

Mayor D. Devenne  
Councillor R. Nowe  
Deputy Mayor F. Kangata  
CAO D. Heide  
Manager of Public Works & Transportation J. Uhlman  
Climate & Energy Coordinator M. Horsman  
Water & Wastewater System Manager Meghan Rafferty  
B. Lewis  
D. Waterfield

**Absent:**

Manager of Finance L. Wentzell  
T. Merry

**Gallery:** NONE

**1 Approval of Agenda**

A motion by Councillor Nowe, seconded by D. Waterfield, **"THAT the agenda be approved as presented."**

**Motion carried.**

**2 Approval of Minutes**

A motion by Councillor Nowe, seconded by D. Waterfield, **"THAT the minutes of the July 15th, 2021 Asset Management Committee be approved as presented."**

**Motion carried.**

**3 Draft Water Assets Management Plan Review**

Committee members reviewed compiled draft asset management plan for water assets with assembled staff. Numerous notes were made for revision to the draft document. Discussion will also inform the AIM Cohort 2.0 process.



#### **4 Wastewater Assets Priority (Risk) Mapping**

Committee members discussed mapping of wastewater assets for inclusion in the draft asset management plan for wastewater assets, to be presented to a future meeting.

#### **5 AIM Network Cohort Program 2.0**

CAO updated Committee members on the anticipated AIM Network Cohort Program 2.0, now anticipated to run November 2021 through February 2022. Members were enthusiastic about participation in the planned workshops which will take place between the committee's regular meetings.

#### **6 Training Opportunities**

CAO highlighted the opportunity for Committee members to participate in the AIM Network annual asset management conference taking place in Dartmouth November 29<sup>th</sup> to December 1<sup>st</sup> 2021.

#### **7 Next Meeting Date**

November 18<sup>th</sup>, 2021 at 12:00 PM

**The meeting adjourned upon motion at 1:39 PM**

**TOWN OF MAHONE BAY**

---

Mayor David Devenne

**TOWN OF MAHONE BAY**

---

CAO, Dylan Heide





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

## South Shore Housing Action Coalition (SSHAC)

Zoom Meeting Minutes

October 6, 2021

1:30-3:30 pm

**Present:** Francis, Helen, Kacy, Jackie, Barbara, Elizabeth, David, Abdella, Jack, Lisa, Myra, Kathryn, Stacey, Penny, David, Alice, Kathryn, Jeff Conrad, Fay Patey, Werner, Kelly, Nathalie Vogel, Tatiana Morren Fraser (Guest Presenter)

**Regrets:** Nancy, Lorraine

### 1. Welcome and Introductions

- ✓ Francis offered a land acknowledgment.
- ✓ Attendees introduced themselves. Welcome to new attendees Fay Patey and Jeff Conrad.
- ✓ Welcome to Tatiana Morren Fraser, our guest presenter.

### 2. Agenda approved by consensus

### 3. Presentation: Tatiana Morren Fraser,

Helen introduced Tatiana, the Director of Housing Strategy and Transformation, Housing Nova Scotia.

*Note that the slide presentation is attached. Contact information for many of the programs are included in the slide presentation.*

Tatiana

- ✧ presented context and details of the cross sectoral, cross governmental “big picture” of housing in the province
- ✧ attempted to connect the dots using the housing spectrum slide, and the three levels of housing governance (federal, provincial, municipal)
- ✧ offered information about the National Housing Strategy (NHS) and the parameters and targets of the bilateral agreement among the provinces with the federal government
- ✧ provided details about Nova Scotia’s three-year action plan(s)
- ✧ outlined **provincially delivered NHS programs:**
  - i. Regional Housing Authorities/public housing
  - ii. New supply of rentals, preservation of existing rental, and one time provincial funding from the Rapid Housing Initiative
  - iii. Rent supplement programs (portable, non-portable, and community housing)
  - iv. Programs for homeowners
- ✧ outlined **federally-delivered NHS programs:**
  - i. Funding for new supply



- ii. Funding to modernize existing supply and
- iii. Resources for community housing providers - Community Housing Transformation Centre and Community Based Tenant Initiative

- ✧ discussed new support for the community housing sector from Housing Nova Scotia in the form of an enhanced focus on community housing growth & capacity building
- ✧ Questions for Tatiana included a need for a rural voice, the lack of data in rural communities, and a request for information regarding funding for municipal housing needs assessments - her responses indicated that the rural voice is always present in their discussions, and that there is some movement on data collection and assistance for needs assessments - contact Stephan Richard at [stephan.richard@novascotia.ca](mailto:stephan.richard@novascotia.ca); comments were made and received regarding transportation as a “pre-requisite” for funding and that it effectively eliminates application approvals for many rural areas (Werner clarified that there are housing projects all over the province where transportation systems have not been the overriding factor); questions regarding accessing funding from the Community Housing Growth Fund, the Community Housing Transformation Centre and federal funding for Coordinated Access Systems - contact information will be provided if not already included in the slide presentation.

4. **Lisa Ryan - Coordinated Access System - update to SSHAC as its Community Advisory Board.** The team has been providing input into a detailed operational guide for the coordinated access system. It is almost ready. A new non-profit, South Shore Open Doors Association (SSODA), has been formed to host the system, if funding is awarded to it by the Town of Bridgewater. Once funding is procured (from a variety of sources), SSODA will hire an Executive Director to begin implementation of the system. If you have any questions, contact Lisa or Helen.

#### 5. Updates from Working Groups

- **Municipal Councillors Group** - waiting for information about provincial funding for municipal housing needs assessments. There appears to be a lot of interest from developers regarding affordable housing projects. A question about long term affordability was raised - Werner replied that operating agreements can determine the parameters of that. Francis will be SSHAC’s liaison with this group.
- **Advocacy** (Jackie and Kelly) - preparing a letter to submit to government regarding strengthening the Residential Tenancies Act; developing a position statement on rent control; working on making online modules available for renters and landlords regarding landlord/tenant relationships. Francis will be SSHAC’s liaison with this group. Fay would like to join this group. Helen will send her email info to them.
- **Planning Group** (Francis, Helen, Lorraine, Jack) - Francis is now taking the lead of the planning group; the group will contact Ariella Aburto regarding another conversation about TESS ; it will request a presentation by Werner Hofstatter (CMHC); and consider how we can incorporate justice, equity, diversity, inclusion, and reconciliation into SSHAC’s work

#### 6. Next Meetings

- Working Group meetings alternate months (if a decision is made by the group to do so)
- December 1, 1:30-3:30 - whole meeting of SSHAC (via Zoom from Francis); the meeting will primarily be about a review of last year’s strategic plan, and a “re-visioning” of SSHAC.

Meeting adjourned at 3:40 pm.