



TOWN COUNCIL AGENDA

November 9, 2021

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – October 28, 2021

2.2 Special Meeting – November 1, 2021

3 Presentations

3.1 Michael Graves, United Way – Maritime Bus Service Update

4 Correspondence – Action Items

4.1 Karen Pinsent, Father Christmas Season – Request for Town Beautification Support

5 Correspondence – Information Items

5.1 Sue Brumwell – Clairmont Street Development

5.2 Barbara Minard – Cherry Lane One-Way Street

5.3 NSFM – Monday Memo – November 1, 2021

5.4 NSFM – Resolutions Report

6 Staff Reports

6.1 Staff Report to Council – November 9, 2021

6.2 Staff Report – Signage Policy

6.3 Staff Report – OH&S Policy

7 Council Items

7.1 Mayor Devenne – Committee application

8 Committee Reports

8.1 Policy and Strategy Committee – Draft Minutes – October 25, 2021

8.2 Police Advisory Board – Draft Minutes – October 28, 2021

a. RCMP Quarterly Report

9 New Business

10 Closed Session

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



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, October 28, 2021 at 7:00 p.m. 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 Carver, seconded by Councillor Nowe, **"THAT the agenda be approved as presented."** **Motion carried.**

2. Minutes

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

3. Presentations

Coastal Action Foundation

Council received a presentation from Samantha Batallia, of Coastal Action Foundation, with an update on the Mahone Bay Living Shoreline Project.

4. Correspondence – Action

No 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 Street.

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT Council receive and file correspondence items 5.1 – 5.4.; that the letter from Chris and Katie Iyoupe be referred to the Planners, that a letter be sent to Chris and Katie Iyoupe to thank them for their letter and advise that their letter is being forwarded to the Planning staff, and that the letter from Tait MacDonald be referred to the Plan Mahone Bay project.”

Motion carried

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for October 28, 2021.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council accept the Staff Report to Council for October 28, 2021 for information.” Motion carried.

6.2 Signage Policy

Council received a staff report with a requested recommendation concerning the regulation of temporary signage, including election signage. The policy will be added to the next Council agenda for Council’s consideration and possible adoption.

6.3 Transportation Update

Council received a staff report with an update on the status of transportation projects and related directives.

A motion by Councillor Wilson, seconded by Councillor Burdick, “THAT Council direct staff to install three traffic calming devices, speed humps at appropriate locations on Clairmont and Kinburn.” Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council direct staff to reach out to the Department of Transportation and Infrastructure Renewal to evaluate the potential for speed reduction below 50km/h.”** Motion carried.

A motion by Councillor Nowe, seconded by Councillor Feeney, **“THAT a letter be sent from the Mayor to our MLA, Hon. Susan Corkum-Greek, to advise that the Town is submitting a request to the Department of Transportation and Infrastructure Renewal for a speed reduction to lower than 50km/h and that we are aware that a private member’s bill has been proposed that would allow municipalities to make this change themselves.”** Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council defer discussion concerning the issuance of an RFP for the engagement of engineering services and direction to staff regarding the development of an engagement plan for transportation and infrastructure improvements south of Clairmont Street to a later meeting of Council.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council refer Transportation Planning 2022 and Onward to a future meeting of the Policy and Strategy Committee.”** Motion carried.

6.4 Report of the Clerk

Council received the Report of the Clerk following the Public Hearing to receive comments from the Public on the Town of Mahone Bay By-law to Repeal the Dangerous/Unsightly Buildings By-law which was held at 6:30pm on October 28, 2021.

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

6.5 Fire Department Quarterly Report

Council received the Quarterly Report from the Mahone Bay and District Volunteer Fire Department.

6.6 Occupational Health and Safety Policy

Council received a staff report to accompany a draft Occupational Health and Safety Policy.

6.7 Electric Vehicle Chargers

Council received a staff report with an update on the plan to install electric vehicle chargers in the Town of Mahone Bay and to suggest an additional alternate location for Council's approval.

A motion by Councillor Burdick, seconded by Councillor Nowe, **"THAT Council approve the Clearway/Main parking spot as an additional alternate Electric Vehicle charger location."**
Motion carried.

6.8 Town Hall Renovations

Council received a staff report on the conclusion of the Town Hall Renovation Project.

A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT Council direct staff to prepare a report for Council on future capital investment in the Town Hall ahead of the 2022-23 budget process."**
Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **"THAT Council direct staff to fund any difference between the budget allocation for the Town Hall Renovation Project and the final cost of the project from Capital Reserve."**
Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **"THAT further discussion of the Town Hall Renovation be referred to a special meeting of Council."**
Motion carried.

7. Council Items

7.1 Mayor Devenne - Committee Application

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT Council appoint David Lesiuk to the Police Advisory Board."**
Motion carried.

7.2 Councillor Wilson - Vaccination Policy

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

8. Committee Reports

8.1 Heritage Advisory Committee

Council received the draft minutes of the October 13, 2021 meeting of the Heritage Advisory Committee.

8.2 Asset Management Committee

Council received the draft minutes of the October 21, 2021 meeting of the Asset Management Committee.

8.3 South Shore Housing Action Coalition

Council received the draft minutes of the October 6, 2021 meeting of the South Shore Housing Action Coalition.

A motion by Councillor Nowe, seconded by Councillor Carver, **"THAT the committee reports be accepted for information."** **Motion carried.**

9. New Business

No new business.

10. Closed Session

A motion by Councillor Wilson at 9:58 pm seconded by Deputy Mayor Kangata, **"THAT Council go into Closed Session to discuss the contract negotiations, and litigation or potential litigation, as permitted by the MGA sections 22(2)(e) and (f) respectively."** **Motion carried.**

Council returned to Open Session at 10:50 pm.

Business Arising From Closed Session

A motion by Councillor Wilson, seconded by Councillor Nowe, **"THAT Council approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg."** **Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **"THAT Council direct staff to issue an RFP for legal services."** **Motion carried.**

Council adjourned upon motion at 10:50 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

DRAFT



A Special Meeting of Town Council for the Town of Mahone Bay was held on Monday, November 1, 2021 at 12:06 pm in Council Chambers.

Present:

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

Absent:

Councillor A. Burdick (with regrets)

Gallery: 0

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1. Agenda

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

2. Closed Session

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council go into Closed Session at 12:07 pm to discuss contract negotiations as permitted by MGA section 22(2)(e)." Motion carried.

Council returned to open session at 1:22 pm.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT Council rescind the October 12, 2021 motion to approve the Town of Mahone Bay's representative to the AREA Board to sign the contribution agreement for the solar garden project as requested." Motion carried.

A motion by Councillor Nowe, seconded by Councillor Feeney, “THAT Council approve the signing of the contribution agreement for the solar garden project as presented.”
Motion carried.

Council adjourned upon motion at 1:23 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

CAO, Dylan Heide



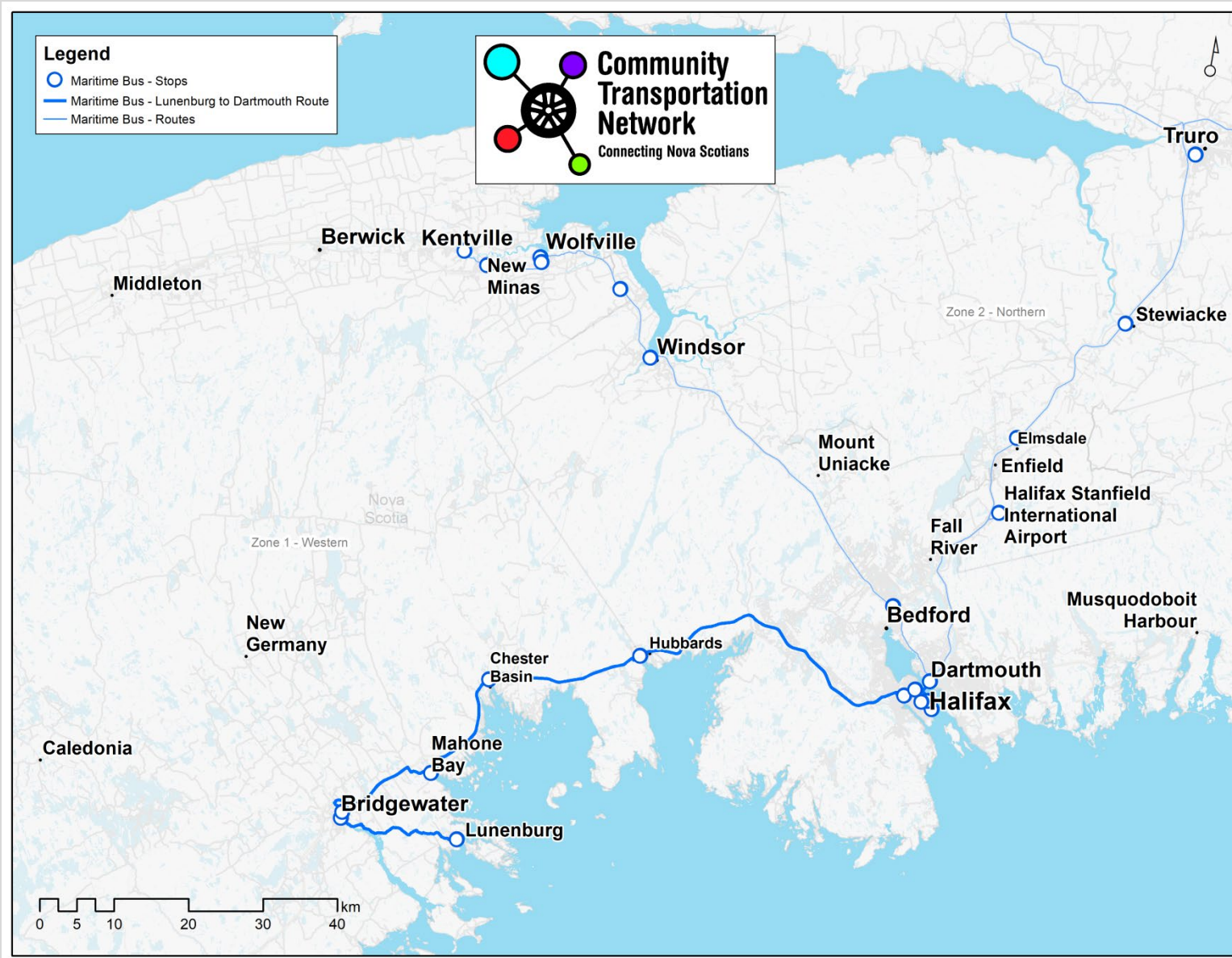
Bus for Us



Bringing Transportation Options to the South Shore



Bus for Us Routes



Connections to Queens Transit are available by request. Call Queens Transit for further information.

**A formal bus service
from the South Shore to
Halifax ended in 2012.**

**Leaving Lunenburg County and the South
Shore without a regular bus service to
Halifax.**



**This made it
difficult for
residents who
are
transportation
insecure to
access safe,
reliable and
affordable
transportation.**



Chronicle Herald March 23, 2020. - Eric Wynne

Regional Transit choices available in Lunenburg County:



Family, friends, neighbours
Taxi (\$120 one way)
Chester Community Wheels
VON on the Move
Private Shuttle Services



**With the support of many
Community Organizations
Maritime Bus started a
daily passenger and parcel
bus service serving the
residents of Lunenburg
County on September 10,
2018**

**Lunenburg, Bridgewater,
Mahone Bay, Chester Basin,
Hubbards, Halifax,**



Why are people using the bus?

Medical and other appointments, meetings, shopping, travel, connecting with family and friends.



10,285 rides since September 2018

Average 308 rides per month.

This includes the COVID months.



There is a need for this service.

Where are the riders from?

Cumulative 2018 to present

Town of Lunenburg	1616 Riders	17%
South Shore Centre/ Bridgewater Mall	617 Riders	7%
Bridgewater Esso	1961 Riders	22%
Town of Mahone Bay	576 Riders	6%
Chester Basin	386 Riders	4%
Hubbards	98 Riders	1%

Package Delivery

2 packages = 1 rider



Government health labs use the bus to transport tests and specimens.

Funeral homes use the bus service.

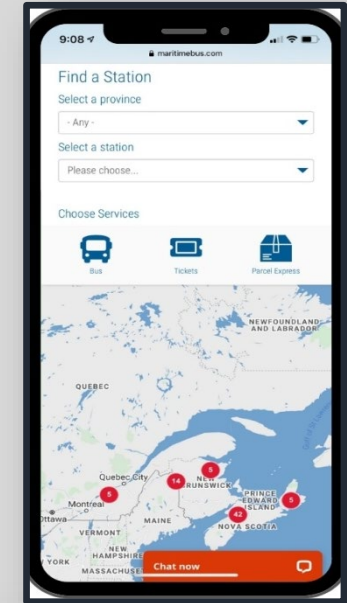
Environmental Departments use the bus to ship water tests to labs in the city for testing.

Canadian Blood Services use the bus to transport blood to Regional Hospitals.

Services provided by Maritime Bus



Wheel Chair Accessible
Reduced Mobility Assistance
Personal Assistants Ride free
Wi-Fi
The “Last Mile Service”



Do you have appointments in Halifax but no way to get there?
Try Maritime Bus' “Last Mile” service!

For more info: www.maritimebus.com; 1-800-575-1807



Making Connections from rural Nova Scotia to Halifax

Promotion

Facebook (Maritime Bus and United Way of Lunenburg County)



Print and Post e-mail to 390 Recipients (Business, Government, Councils, NP's)



Hand Delivery of Bus Schedules to 365 + Locations in 17 Lunenburg County Communities.

NEW Lunenburg County to Halifax Bus Schedule




Lunenburg to Halifax to Lunenburg (7 days a week)

Leave Lunenburg Esso at	9.00 am	Arrive Maritime Bus Terminal	10.50 am
Leave Halifax Bus Terminal	3.55 pm	Arrive Lunenburg Esso	5.45 pm

Sample fare (Same day return)

Adult \$58.11 Student/Senior \$49.99

Connections:

- To the bus that leaves Halifax at 10:55am to **Halifax Airport**, Truro, New Glasgow, Antigonish.
- To the bus that leaves Halifax at 12 noon to the rest of the network including the **Halifax Airport**, Nova Scotia, New Brunswick, and PEI.
- To the bus that leaves Halifax at 12 noon for Wolfville.
- To the bus that leaves Halifax at 3 pm for Cape Breton.

Reservations www.maritimebus.com or call 1-800-575-1807

Current Funding Sources

Pre-Pandemic:

Maritime Bus Fare Box Revenue: 65%

Provincial Government Revenue: 35%

Pandemic:

Maritime Bus Fare Box Revenue: 42%

Provincial Government Revenue: 58%



How can You Help?

Encourage Staff to use the bus for Halifax meetings.

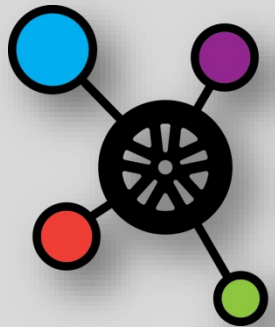
Promote in your Municipal Newsletters.

Promote and encourage taking the bus at every opportunity.

Our Partners



United Way
Lunenburg County



**Community
Transportation
Network**
Connecting Nova Scotians



Questions?

The Season of Father Christmas
Mahone Bay
November 26 – December 24, 2021

November 2, 2021

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

Subject: Town Christmas Beautification

This is a request to the Town of Mahone Bay to provide support for our business community efforts to add opportunity in the shoulder season with a new Town Christmas Beautification Program. Added to this year is that our businesses are rebuilding out of the pandemic closures.

The former Father Christmas Festival has evolved. On November 26, The Season of Father Christmas will arrive in Mahone Bay.

The Mahone Bay Centre Society will lead the charge, supplying insurance coverage, accounting services and supporting meeting space.

Our 2021 program for The Season of Father Christmas will see:

- Opening outdoor Community Tree Lighting on November 26
- Encourage visitation and commerce in a safe environment, with provincial covid-19 regulations followed
- Decorated businesses and residences
- Return of the “Win Your Wish List” contest
- Reindeer Fun Run/Walk (pending Town approval)

We are in transition. Volunteers continue to help, however, they are aging. Reduced budget support from local business is anticipated in 2021.

There is an opportunity for the Town to rally with businesses and residents in a tangible way, creating a festive unity.

... 2/

Proposed Town Christmas Beautification Program

- Install a lighted Christmas tree in the Town Bandstand and garland loops along the railing. T. Ernst Forest Products would donate the tree. Lights and red bows from the Father Christmas inventory. The tree would be lit simultaneously with the Town Christmas Tree on November 26.
- Supply and install:
 - Banners for “The Season of Father Christmas” on the lamp posts along Edgewater Street. Banners without dates could be reused. Red bows for the lamps from the Father Christmas inventory.
 - Wreaths on light poles along Main Street. 27 each, 30-inch diameter wreaths is the count from previous years. Red bows from the Father Christmas inventory.
 - Decorations at the Visitor Information Centre: Lighted trees, garland; wreaths. Supply and install trees and greenery. Install items from Father Christmas inventory - Santa figure for the VIC roof and Red Christmas Post Box.
 - Decorate Town Hall
 - Garland and trees on bridge adjacent to Kinburn Pharmasave, with lights and red bows from Father Christmas inventory. Garland on railing of bridge at Keddy’s Landing, with red bows from Father Christmas inventory.

Together, we can raise the profile of our beautiful town, and show that Joy is in Season in Mahone Bay!

Sincerely,

Karen Pinsent (Lead for)
The Season of Father Christmas

With: Lynn Hennigar, Chair, Mahone Bay Centre Society; Vicki Bardon, Suttles & Seawinds; Don Sheehan, Amos Pewter; Michelle Johnson, SeaMist Studios/FireWorks BBQ; Nancy Petrie, Oak Island Resort and Conference Centre; George Anderson, Saltbox Brewery; Fleur Lawrence, Northern Sun Gallery & Gifts; Michelle LaPorte, Thrift Ahoy; Max Sheehan, Amos Pewter

[The Season of Father Christmas, November 26 – December 24, 2021](#)

[Presented by the Mahone Bay Centre Society, 45 School Street](#)

Kelly Redden

Subject: FW: Clairmont Street Development, Mahone Bay.

From: Susan Brumwell <suebrumwell@eastlink.ca>
Sent: Monday, October 25, 2021 9:51 AM
To: planning@chester.ca; Kim Boutilier <Kim.Boutilier@TownofMahoneBay.ca>; Crystal Berringer <Crystal.Berringer@TownofMahoneBay.ca>; Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>
Subject: Clairmont Street Development, Mahone Bay.

CAUTION: This email originated from an external sender.

Hi,

Thank you for sending me the plans for the proposed apartment building development on Clairmont Street.

Having now studied the plans, I feel this building, which is going to be extremely visible from the street, is in my opinion, very much out of keeping with the street scape. The Quilnan condo building and the existing apartment building on Cara Lane, which are high density housing are much more discreet in their setting. A lower density building would be more suited to this location, which is right in the middle of town.

There also seems to be no provision at all for visitor parking, delivery vehicles etc etc. Street parking is often at a premium in the summer now, and this will only add to it. The added strain to the existing water and sewer systems must also be seriously considered. Plus, this is not the only possible additional multi unit building planned in the town. The development behind the post office, and possible additions to the Mahone Bay Trading building, and possible developments in the large area behind the Mahone Bay trading building, all now owned by Bob Youden, will also add to the strain on the existing infrastructure of the town.

I fully agree that the town needs more affordable housing. However I do not believe this is the way to provide it. We need affordable housing for more young families, where as this is aimed at mainly seniors.

I feel that this proposed 48 unit apartment building is not appropriate in its current form, at this location. Too many large apartment buildings will very much alter the character of the

Town of Mahone Bay which we, who are lucky enough to live here and the many visitors all love.

Regards
Sue Brumwell

476 Main Street, Mahone Bay

Mayor Hevenne
Town of Mahone Bay Coastal
Staff of Mahone Bay

I want to express my thanks for
the change made on Cherry Lane
Now that it is a one-way stre
it is a lot safer. I know this
involved a lot of work and I wa
you to know it is appreciated
This is making our children
and elderly people, like myself
a lot safer I have noticed
big differences in the traffic
since this happened. Please acc
my sincere thanks.

Barbara Minard
Aberdeen Lane

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Friday, October 22, 2021 2:58 PM
To: Maureen Hughes
Subject: 2021 Final Report on Resolutions Now Available

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

In preparation for this year's annual Fall conference, [please review this brief Resolution Report.](#)

As set out in the NSFM Resolution Policy, resolutions remain in place for three years. Therefore, these resolutions will remain in place for one more year.

While the COVID-19 pandemic brought about new challenges and accomplishments, progress continues to be made on these priorities.

NSFM is now focusing on opportunities for continued progress with the newly elected provincial government.

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



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Resolutions Report

NSFM Annual Conference Report, Nov 3rd-4th, 2021

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Update on Resolutions	2

Update on Resolutions

NSFM is now working on the priorities of our membership with the newly elected Progressive Conservative (PC) government. Former PC governments have demonstrated a notable willingness to collaborate with NSFM. When the PC Party was in the position of official opposition, NSFM made sure to share information on current work and priorities with them. That Premier Houston himself, prior to the election, communicated directly with NSFM regarding the issue of housing, is further indication of a viable relationship between the current government and NSFM. Going forward, our focus is to seize further collaborative opportunities and sustain advocacy on our resolutions and other goals. A progress update on each of our top 5 priorities can be found below.

1. Funding for Roads

Mandate Letters given to the Minister of Municipal Affairs and Housing and the Minister of Public Works make clear **that funding for the Gravel Road Reconstruction Program and the Rural Impact Mitigation Fund will be doubled this year**. More permanent funding arrangements will be determined by the mandated renegotiation of a Memorandum of Understanding (MOU) and review of the Municipal Government Act (MGA). As presented at the spring conference, the provincial/municipal Roads Committee has been meeting since 2018 and has produced a **Municipal-Provincial Roads Handbook** and **new funding proposals** to reformulate current cost-sharing arrangements. The work of this committee will support informed and forward-thinking proposals in the aforementioned renegotiation and review.

2. Municipal Funding

Along with additional funding for roads, the Premier has also mandated the Minister of Municipal Affairs and Housing **to double the equalization payments to municipalities** while the MOU renegotiation takes place. Due to our efforts to reconcile expenditure responsibilities with necessary revenue raising capacities to avoid downloading, new funding for municipalities may arise from this renegotiation. The PC government has proposed a new deed transfer tax and a levy on assessed property value for property owners who do not pay taxes in Nova Scotia. In their election campaign, the PC party stated that the proceeds resulting from this tax and levy would be a point of consideration in MOU renegotiation.

NSFM has requested provincial support in the form of a **50/50 cost share** for all municipal projects required to comply with the Accessibility Act. We continue to work closely with the Accessibility Directorate to ensure our membership is consulted on emerging legislation and directives, such as the Built Environment Standards.

3. Modernization

Municipal Modernization is a broad concept that includes i) flexible funding from the province to allow for regional planning, ii) modernizing the MGA and the HRM Charter to account for today's municipal challenges, and iii) equipping municipalities with the discretion necessary to collaborate in response to common challenges and opportunities. Three developments that indicate progress on this resolution are the **Municipal Code of Conduct Committee** drafting its Terms of Reference in September, the **mandated MOU renegotiation**, and the **review of the MGA**. Together, these developments provide an opportunity for positive and comprehensive change in the interest of municipalities.

4. Extended Producer Responsibility for Printed Paper and Packing (EPR for PPP)

The PC government plans to pursue federal funding programs that will enhance environmental and economic sustainability in partnership with municipalities. While there is no clear indication that EPR for PPP will be included among reforms aimed at environmental and economic sustainability, NSFM's well-researched case for EPR sets us up well to push the envelope on this issue. A bill on EPR for PPP has been introduced in the Nova Scotian Legislature by a member of the opposition party and EPR for PPP legislation has recently been passed in New Brunswick. These developments call for attention to the important work done by NSFM in the interest of allocating expenditure responsibilities appropriately in the important matter of sustainable waste management.

5. Capped Assessment Program (CAP)

A review of the CAP was acknowledged in the partnership agreement of the former Liberal government. Though the need for review is less acknowledged by the current PC government, Premier Houston was a member of the all-party committee that recently reviewed NSFM's proposal to eliminate the CAP. In order to ensure that this resolution is given due attention, this issue has already been raised in communication with the current government.

Conclusion

There are clear signs that NSFM priorities are on the radar of the new government. **As this government sets out to make a positive impact on Nova Scotia as whole, NSFM is already directing attention to how our priorities are a necessary part of this process.** The big conversations ahead, regarding the MOU and MGA, hold promise of collaborative responses to long-running concerns. NSFM will continue to advocate, facilitate, and collaborate in the interest of all municipalities as these conversations unfold.

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, November 1, 2021 1:39 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: Nov 1, 2021

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



It's Virtual Conference Week!

We are looking forward to welcoming you on November 3rd and 4th through the Pheedloop Event platform for our virtual conference. We have an exciting two days of sessions, speakers and networking lined up for you.

For those who registered, your login information will be sent to you tomorrow, November 2nd.

You can review the conference information [HERE](#).

Thanks to our conference sponsors



Register for AGM and Caucus Meetings

AGM - November 5th 9:00 a.m. - 10:30 a.m.	CLICK HERE TO REGISTER FOR THE AGM
Rural Caucus - November 5th 11:00 a.m. - 12:00 p.m.	CLICK HERE TO REGISTER FOR THE RURAL CAUCUS MTG
Towns Caucus - November 5th 1:00 p.m. - 2:00 p.m.	CLICK HERE TO REGISTER FOR THE TOWNS CAUCUS MTG
Regional Caucus - November 5th 2:30 p.m. - 3:30 p.m.	CLICK HERE TO REGISTER FOR THE REGIONAL CAUCUS MTG

Attendance is open to all members, free of charge.

All elected municipal officials (and only elected officials) are eligible to vote.

We will be using the polling feature in zoom for the votes – this means you must access the zoom platform by PC, iPad, tablet or smart phone in order to vote. **You will not be able to vote if you join by phone.**



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home, condo and tenant's
insurance.

Get a quote and see how much you could save!

Go to tdinsurance.com/NSFM

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

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8249-0320

Upcoming Events

Supporting Marginalized Citizens' Wellbeing During a Pandemic: The Critical Role of Municipal Parks and Recreation Departments

Nov. 18, 10:00 -11:00 a.m., via ZOOM

This session will highlight the important role of the municipal recreation departments in navigating community crisis, discuss how and why recreation provisions were redesigned within the Town of Kentville during the pandemic, and the role and benefit of partnerships in delivering recreation provisions during a community crisis.

This webinar is part of the NSFM Webinar Series and is being offered free of charge to NSFM Members. [Please register here by Nov. 15.](#)



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



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

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This email was sent to Maureen.Hughes@TownofMahoneBay.ca

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





Report to Council November 9, 2021


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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Nov., 2021	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 75%
2	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Dec., 2021	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 50%

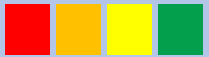




3	<p>Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal</p>	<div> <div>08-Sep-20</div> <div>Dec., 2021</div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>50%</div> </div> <p>Notes: To be discussed at Policy & Strategy Committee; report to Council anticipated thereafter.</p>
4	<p>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.</p>	<div> <div>08-Sep-20</div> <div>Jan., 2021</div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>75%</div> </div> <p>Notes: In progress. Budget line included in 2021-22 budget with staff report to follow (initiating public donation campaign and confirming siting process).</p>
5	<p>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.</p>	<div> <div>26-Nov-20</div> <div>Dec., 2021</div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>75%</div> </div> <p>Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.</p>

6	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimate included in 2021-22 budget.			
7	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator has started work and is working to coordinate the development of Accessibility Operational Plans for Lunenburg County municipalities.			
8	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>	75%
		Notes: MBTCC have been advised of the direction of Council. Members not available to attend in June/July due to resumption of business activities following lockdown. MBTCC proposing this meeting take place in February/March 2022, with newly elected MBTCC executive.			
9	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>	75%
		Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted in November for implementation in the Spring of 2022 (if approved).			

10	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>	50%	Notes: In Progress. Report anticipated to meeting of Council in December, coordinated with AIM Network Cohort 2.0 Policy Review.
11	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	Dec., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	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.
12	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.
13	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:
14	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.

15	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>	25%	Notes: Funding anticipated from Dept. of Municipal Affairs, tender issued closing Nov 17 with results to be reviewed with Cemetery Committee and recommended to Council.
16	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Nov., 2021	Not yet begun		Notes:
17	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>	75%	Notes: In progress.
18	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>	75%	Notes: Connect2 application submitted. Staff preparing Federal Active Transportation Fund application.
19	Repeal the Dangerous/Unsightly Buildings By-law.	14-Sep-21	Oct, 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Repealed October 28, 2021. Notification sent to Province.
20	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:

21	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				
22	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%
23	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				
24	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 By-law.	27-Sep-21	Oct., 2021	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
25	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	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

26	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	 	Notes: Winterization of comfort stations completed and letter has been sent.
27	Receive and file correspondence items 5.1 -5.4, that the letter from Chris and Katie Iyoupe be referred to the Planners, that a letter be sent to Chris and Katie Iyoupe to thank them for their letter and advise that their letter is being forwarded to the Planning Staff, and that the letter from Tait MacDonald be referred to the Plan Mahone Bay project.	28-Oct-21	Oct., 2021	 	Notes: Completed.
28	Direct staff to install three calming devices, speed humps at appropriate locations on Clairmont Street and Kinburn Street.	28-Oct-21	Nov., 2021	 50%	Notes: Work anticipated to take place in November 2021. Anticipated Connect2 funding will contribute to cost.
29	Direct staff to reach out to the Department of Transportation and Infrastructure Renewal to evaluate the potential for speed reduction below 50km/h.	28-Oct-21	Nov., 2021	Not yet begun	Notes:

30	Letter be sent from the Mayor to our MLA, Hon. Susan Corkum-Greek, to advise that the Town is submitting a request to the Department of Transportation and Infrastructure Renewal for a speed reduction to lower than 50km/h and that we are aware that a private member's bill has been proposed that would allow municipalities to make this change themselves.	28-Oct-21	Nov., 2021	Not yet begun			
		Notes:					
31	Defer discussion concerning the issuance of an RFP for the engagement of engineering services and direction to staff regarding the development of an engagment plan for transportation and infrastructure improvements south of Clairmont Street to a later meeting of Council.	28-Oct-21	Jan., 2021	Not yet begun			
		Notes:					
32	Refer Transportation Planning 2022 and Onward to a future meeting of the Policy and Strategy Committee.	28-Oct-21	Dec., 2021				
		Notes: Committee meeting date TBD.					
33	Direct staff to prepare a report for Council on future capital investment in the Town Hall ahead of the 2022-23 budget process.	28-Oct-21	Jan., 2021	Not yet begun			
		Notes:					

34	Direct staff to fund any difference between the budget allocation for the Town Hall Renovation Project and the final cost of the project from Capital Reserve.	28-Oct-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
	Notes:					
35	Further discussion of the Town Hall Renovation be referred to a special meeting of Council.	28-Oct-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
	Notes:					
36	Council appoint David Lesiuk to the Police Advisory Board.	28-Oct-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
	Notes: Mr. Lesiuk has been informed of the appointment.					
37	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.	28-Oct-21	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		25%
	Notes: In progress.					
38	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		25%
	Notes: In progress.					
39	Direct staff to issue an RFP for legal services.	28-Oct-21	Jan., 2021	Not yet begun		
	Notes:					

Chief Administrative Officer's Report - Oct. 28, 2021

1	COVID-19	CAO monitoring NS EMO updates. Town Office now open to the public. Staff have prepared for further phases of Provincial reopening plan; visitors to the office will be permitted unmasked in public area of front office, masks will continue to be required for all staff / visitors in remainder of the Town Office (excepting private office spaces).
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	Funding for participation in AIM Cohort 2.0 approved by Council in 2021-22 budget; currently awaiting confirmation of final format and schedule for Cohort 2.0 (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	Municipal Joint Services Board (MJSB)	<p>Regular MJSB meetings continue via Teams. New MJSB Comptroller in place, hiring process continues for new COO. Strategic planning session anticipated in Oct/Nov. MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue but staff do not anticipate until 2022-23. HR Shared Service (MoDL/TOB with ToMB) up and running. Town staff participated in performance management project to standardize and enhance Town's performance management practice. Currently working with MJSB IT on optimizing our staff use of existing software and implementing time and attendance program for staff.</p>
4	Riverport Electric Shared Service Committee	<p>Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, net metering program, etc.. Currently drafting agreements for consideration of Council / Commission. Coordinating on utility asset management and planned rate study. Shared Service Committee meetings expected to resume in Fall of 2021 (having been temporary discontinued due to Riverport Board turnover).</p>

5	Regional Emergency Measures Organization (REMO)	<p>Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO procedures in consultation with CAOs. Training opportunities for staff /Council (ICS 100-200) identified in coming months (delayed by COVID-19 restrictions). Standardized procedures for comfort stations and emergency shelters - which can be utilized for fire station - now being implemented. New REMO website launched (linked from Town website).</p>
6	Alternative Energy Resource Authority (AREA)	<p>Weekly AREA staff meetings continue by phone. Power imports continue under annual agreement for 2021. BUTU applications for 2022 submitted. HOME (Heatpump Options Made Easy) program launched Oct 1, 2020; year-one evaluation planned for Oct/Nov. EV charger installations anticipated to take place in Fall of 2021. Federal/Provincial solar gardens funding for Mahone Bay, Berwick and Antigonish was announced publicly on July 8th. Staff anticipating formalization of funding arrangements and finalization of plans for the community solar garden project by October 2021 (to be followed by public open house November 4).</p>

7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	<p>Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into 2021-22 budgets approved May 27. Staff continue to participate in T2050/PCP Initiative. Staff report re GHG Reduction Plan Implementation on Council's June 24 meeting agenda, recommendations adopted by Council and underway. New Climate & Energy Program Manager Martha Horsman started in September, 2021.</p>
8	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. With Council approval of draft Lunenburg County Accessibility Plan - and approval of other participating councils - Operational Plan development can proceed in 2021-22; staff currently discussing options to cooperate with neighboring units. Province has extended legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans to April 1, 2022. Included in 2021-22 operating budget. New Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC in September.</p>

9	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's new AM mentoring program for municipal staff. Participated in NSFM Virtual Spring Conference May 6-7, 2021 and AMANS Virtual Spring Conference June 9-11, 2021. NSFM call scheduled for October 27, 2021.</p>
10	New Long Term Care Facility	<p>Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St..</p>

Manager of Public Works & Transportation's Report - Oct. 28, 2021

1	Streets & Sidewalks	<p>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. Landscaping has slowed and equipment is slowly being taken offline for the season.</p>
2	Cemeteries & Open Space	<p>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.</p>

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

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

1	GHG Reduction	Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into approved 2021-22 budgets. Staff continue to participate in T2050/PCP Initiative.
2	Climate Adaptation	<p>Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. A website has been developed to provide residents information and updates, and a sign is posted at the site. The website can be viewed at mahonebaylivingshoreline.com. Geotechnical work was completed by Coastal Action Sept. 22nd and 23rd.</p> <p>Equipment from the marina was accidentally placed on the Coastal Action TD Tree Days project site at the public works yard on Hawthorn, resulting in some damage to saplings. Staff worked with Public Works and Coastal Action to remove the equipment without further damaging anymore trees. The remaining trees have been flagged – some new saplings may be planted – and large rocks are being placed around the perimeter of the site to prevent the trees from being driven over in the future.</p>
		The first Bike Day event took place on August 21st and was a success. A grant

3	Engagement & Stewardship	<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	COVID-19	<p>Staff are now working in the office 5 days a week with increased COVID-19 safety measures in place including plexiglass barriers, an exit door, and door buzzer to control the number of customers in at one time.</p>
2	Provincial Reporting	<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	Tax Bills/Tax Sale	<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	Audit	<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	2021-22 Budget	<p>Fiscal 2021-22 Budget was Approved on May 27th.</p>

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

1	Plan Review	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.
2	By-laws and Policies	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.
3	Communications and Public Engagement	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.
4	Council Support	Ongoing support of Council and committee meetings.

5	Records Management System	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.
6	Town Hall Reno	Staff have been working on the set up of work spaces and Council chambers .

By-law and Policy Review - October 28, 2021

1	Trees	Target	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
		25-Nov-21	
2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		25-Nov-21	
3	Off Premises Signage Policy	Target	Staff to review Off Premises Signage Policy in context of Plan Review.
		25-Nov-21	
4	CAO Performance Review Policy	Target	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
		TBD	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
6	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	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Steering Team reviewing draft LUB and MPS for any edits before the documents are shared with the public for the next round of public engagement.	

Service Statistics - 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	<u>38 Clearway</u> ADT (Mon-Fri): 1,289	<u>9 Pond</u> ADT (Mon-Fri): 414
		Oct., 2021	<u>38 Clearway</u> ADT (Mon-Fri): 1,413	<u>9 Pond</u> ADT (Mon-Fri): 534
		Notes: Data from tube counters.		
5	Solid Waste (Tonnage)	Dec. 2020	77.60	YTD: 774.44
		Notes: Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		

6	HOME Program	Leads: 50	Installations: 5
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in 2021 when COVID-19 guidelines permit.	
7	Water Utility	Pumped	Q4 (monthly average): 17,176,667 Litres
		Treated	Q4 (monthly average): 15,165,667 Litres
		Sold	Q4 (monthly average): 5,549,300 Litres
		Notes: Water audit underway.	
8	Electrical Utility	Domestic	Q4: 2,638,308 kWh; YTD: 6,727,676 kWh
		Commercial	Q4: 263,053 kWh; YTD: 596,194 kWh
		Industrial	Q4: 1,508,000 kWh; YTD: 4,727,392 kWh
9	CodeRED Registrations	30/9/2021	Residential: 308; Business: 10; Email: 156; Text: 208
		31/08/2021	Residential: 297; Business: 10; Email: 150; Text: 200
		31/07/2021	Residential: 298; Business: 10; Email: 151; Text: 201
		30/06/2021	Residential: 297; Business: 10; Email: 151; Text: 200
		31/05/2021	Residential: 294; Business: 10; Email: 151; Text: 197
		30/04/2021	Residential: 293; Business: 10; Email: 152; Text: 197
		31/03/2021	Residential: 294; Business: 10; Email: 154; Text: 196
		28/02/2021	Residential: 290; Business: 10; Email: 153; Text: 192
		31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189

		31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189
		2020-03-31	Residential: 243; Business: 12; Email: 134; Text: 157

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2021-25 Strategic Plan - Oct. 28, 2021 (Next Update Nov 25)

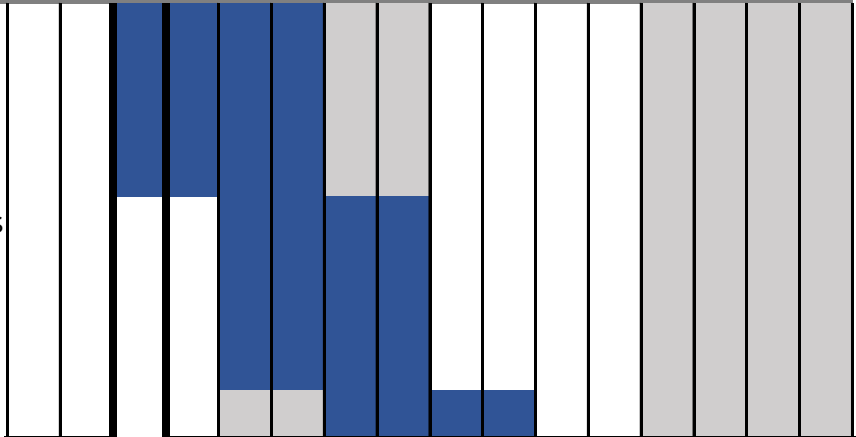
Sustainable Municipal Services

[illegible]

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

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

Electrical
Water
Wastewater
Stormwater
Buildings and facilities
Transportation
Recreational facilities
Equipment & Vehicles
Natural infrastructure



AIM Cohort 2.0 to begin November 10th, running to February 2022. Development of draft Electrical, Water, Wastewater and Stormwater asset management plans currently underway with AM Committee.

1.2.2 Integrate asset management plans into 10-year capital budget



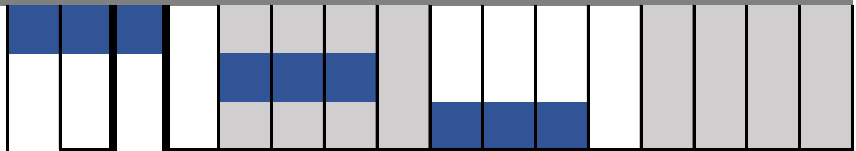
1.3.1 Accessibility Operational Plan Operating Initiative / Capital Projects



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

1.3.2 Improve transportation infrastructure to support healthy livin@capital Projects

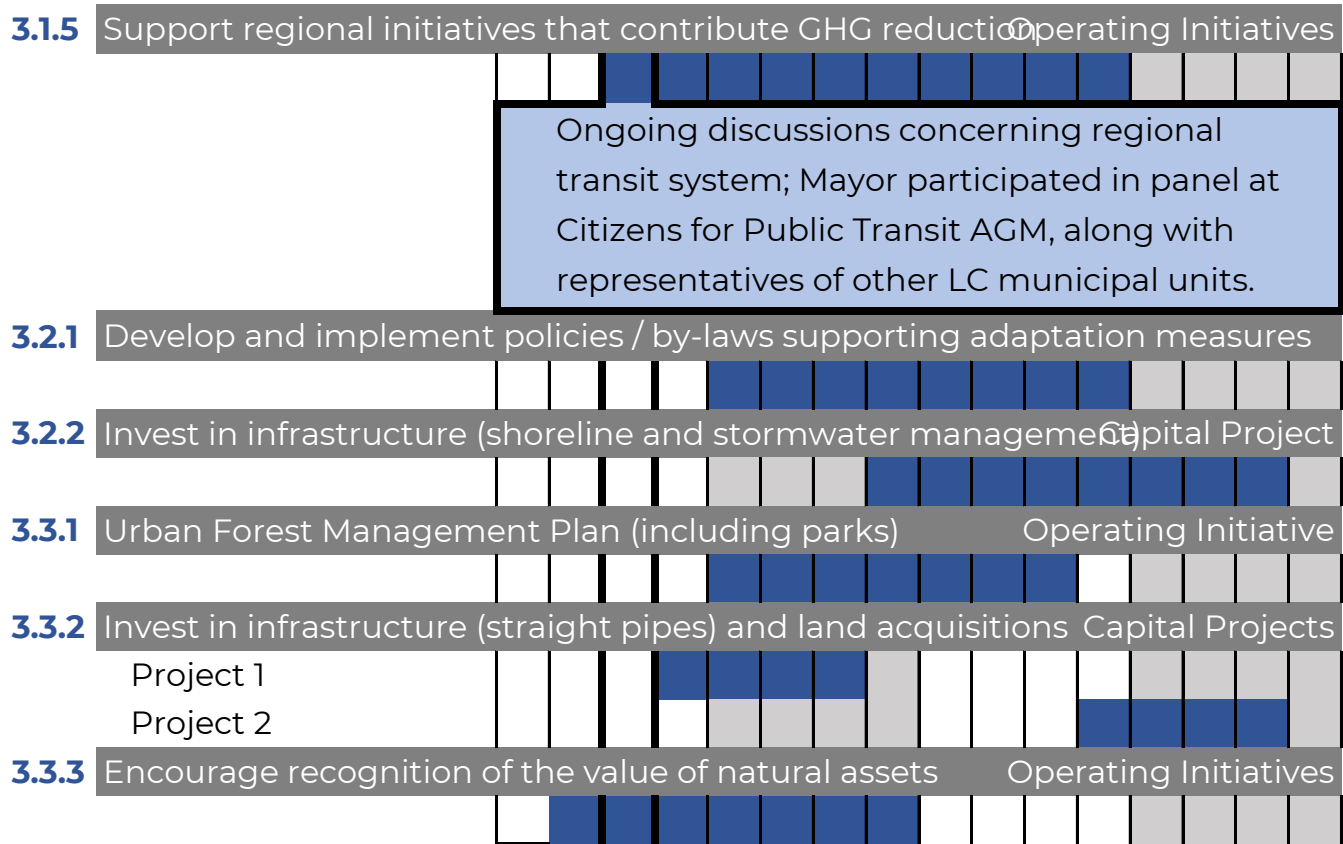
Project 1
Project 2
Project 3



2021-22 project underway with Cherry Lane one-way configuration in Sept., grant applications submitted to Canada Community Revitalization Fund and Connect2 Program, and underway for Federal Active Transportation fund. Initial traffic calming improvements to Kinburn / Clairmont anticipated in November, per Council direction. Priorities for future year transportation projects to be discussed at upcoming Policy & Strategy Committee meeting.

Equitable & Inclusive Growth

	2021				2022				2023				2024			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
2.1.1	Complete Plan Mahone Bay MPS/LUB Process								Operating Initiative							
	■	■	■	□	□	□	□	□	□	□	□	□	□	□	□	□
	Council has delayed phase 2 public engagement process with Upland Planning + Design; draft MPS/LUB documents under development now. Engagement process anticipated in January - February 2022.															
2.1.2	Develop and implement Housing Strategy								Operating Initiatives							
	□	□	■	■	■	■	■	■	■	■	■	■	■	■	■	■
2.2.1	Review service levels and align with residents' ability to pay															
	□	□	□	■	■	■	■	■	■	■	■	■	■	■	■	■
2.2.2	Explore shared services and partnerships for efficient service delivery															
	■	■	■	■	■	■	■	■	■	□	□	□	□	□	□	□
2.2.3	Establish inclusive strategies for provision of municipal services															
	□	□	□	■	■	■	■	■	■	■	■	□	□	□	□	□
2.2.4	Expand existing infrastructure to support planned growth								Capital Projects							
Project 1	□	□	□	□	■	■	■	■	□	□	□	□	□	□	□	□
Project 2	□	□	□	□	□	□	□	□	□	□	□	□	■	■	■	■
2.3.1	Align staff capacity, capital and operating plans with strategic plan															
	□	□	□	■	□	□	□	■	□	□	□	■	□	□	□	□




2021-22 Budget - Operating Initiatives - Oct. 28, 2021 (next update Nov 25)

		Budget	YTD					
1	2021 Asset Management Project	\$12,000	\$0	<div><div></div></div>				25%
		Notes: AIM Network Cohort Program 2.0 begins Nov 10, 2021 (expected to run Feb. 2022).						
2	Accessibility Operational Plan	\$25,000	\$0	Not Yet Begun				
		Notes: Initial meetings underway with MoC/Lunenburg County Accessibility Coordinator (MoC).						
3	Park Cemetery Mapping Project	\$4,000	\$0	<div><div></div></div>				25%
		Notes: Community Works Program funding now anticipated, staff working with NSCC to identify opportunities with students.						
4	MPS / LUB Update - Year 2	\$31,000	\$0	<div><div></div></div>	<div><div></div></div>			50%
		Notes: Currently underway with Upland Planning and Design.						
5	Housing Strategy Development	\$30,000	\$0	Not Yet Begun				
		Notes:						
6	Water System Diagnostics	\$60,000	\$0	<div><div></div></div>				25%
		Notes: Water audit underway with Xylem Inc.. Report anticipated to November 25 Council Mtg..						
7	Electric Utility Rate Study	\$5,000	\$0	<div><div></div></div>				25%
		Notes: Initial meetings underway with BDR North America Inc. (selected via AREA's request for standing offer process).						
8	Electric Utility "Grow the Load" Initiatives	\$12,000	\$0	<div><div></div></div>				25%
		Notes: EV home charger pilot approved July 29, 2021.						
9	Electrical System Diagnostics	\$50,000	\$0	Not Yet Begun				
		Notes: Existing transformers assessed for multi-year replacement plan to meet federal requirements.						

2021-22 Budget - Capital Projects - Oct. 28, 2021 (next update Nov 25)

Town General

		Budget	YTD	
1	Repair/Renovate Town Hall Facility	\$200,000	\$346,029.76	<div><div></div><div></div><div></div><div></div><div></div></div> ★
	Notes: Work completed; final report on project provided to Council's Oct 28th meeting.			
2	Transportation Project 2021-22	\$120,000	\$1,059.00	<div><div></div></div> 25%
	Notes: Cherry Lane (one-way street) completed. Funding applications for other components submitted / underway. Update report provided to Council's Oct 28th meeting. Kinburn/Clairmont Traffic calming and Keddy's Landing pedestrian crossing planned for November.			
3	Security Cameras	\$4,000	\$0.00	Not Yet Begun
	Notes:			
4	Install New Sewer Services (as needed)	\$10,000	\$0.00	Not Yet Begun
	Notes: As required.			
5	Replace Lift Station Pump (Small Pump)	\$12,000	\$0.00	Not Yet Begun
	Notes:			
6	Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$4,333.00	Not Yet Begun
	Notes: 2020-21 operating initiative for development of educational materials including 3D model - supporting Coastal Action pilot - completed (project website live).			
7	Purchase EV for Demonstration	\$30,000	\$0.00	Not Yet Begun
	Notes:			

8	Solar Garden Development	\$5,805,686	\$35.46	<div><div></div><div></div><div></div><div></div><div></div></div>	5%
		Notes: ICIP funding for solar garden approved. Contribution agreement between Mahone Bay, Berwick, Antigonish and the Province to be signed as soon as possible. Work continues re service corridor, additional design details. Installation of equipment anticipated to begin in the Spring of 2022.			
9	Fix/Repair Bayview Cemetery Fence	\$50,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Funding anticipated under Provincial Beautification and Streetscaping program. Request for Tender closing Nov 17th.			
10	Renovate Comfort Station for Year Round Use	\$6,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Installation of heaters and insulation completed. Comfort Stations approved to operate until Christmas break this year.			
11	Drill Well at VIC (as needed)	\$10,000	\$0.00	Not Yet Begun	
		Notes: As required.			
12	Lift Station Repairs	\$40,000	\$0.00	Not Yet Begun	
		Notes: RFP for work under development, to be issued in November.			
13	Speed Signs	\$10,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Signs ordered for Edgewater St. and Main St.; will be installed in November.			
14	PAA Pilot Project	\$32,000	\$3,959.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Project is in final stages of completion with staff implementing the recommendations of the final report for modification of chemical building.			
15	Waste Receptacles	\$12,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: In progress.			

16	Aquatic Garden Entrance	\$20,000	\$0.00	Not Yet Begun	
		Notes: Garden club beautification of Clairmont entrance complete; signage to be designed/installed over winter. Additional access considerations pending accessibility standards.			
17	Wharf Repairs (as needed)	\$5,000	\$3,129.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div> ★
		Notes: Rockwall Repairs & Wheel Guard installed.			
18	Bandstand - Phase 3	\$20,000	\$0.00	Not Yet Begun	
		Notes: Staff have prepared and submitted two of three planned funding applications.			
19	Town Hall Furnishings - Furniture & Equipment	\$15,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Furnishings, furniture and equipment installed. Staff following up on additional input from Council.			
20	Home Heating Program - Town Portion	\$50,000	\$0.00	Not Yet Begun	
		Notes: Dalhousie modelling report on applicability of ETS / water heating project completed, to be presented to Council in November.			
21	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$0.00	Not Yet Beaun	
		Notes: Waiting on ICIP Funding			
22	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			
23	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			
24	Line Replacement - Long Hill Rd. to WTP	\$782,145	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			

25	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			
Fire Services					
1	Build New Fire Station	\$3,052,000	\$307,543.00	<div><div></div><div></div><div></div></div>	75%
		Notes: Construction of Phase 1 is well underway. The addition of Phase 2 pushed back the timeline marginally for an expected completion date of February 2022			
2	New Digital Radio's and Pagers	\$12,500	\$0.00	Not Yet Begun	
		Notes:			
3	Replace Pumper Truck	\$675,000	\$0.00	Not Yet Begun	
		Notes: Staff are working on preparing a Tender document for procurement of a new Pumper Truck.			
4	iPads for Fire Vehicles	\$2,700	\$0.00	Not Yet Begun	
		Notes:			
5	New Bunker Gear	\$15,600	\$0.00	Not Yet Begun	
		Notes: As required.			
6	BA Face Masks with Glasses	\$5,000	\$0.00	Not Yet Begun	
		Notes:			
Water Utility					
1	Connection of New Water Services	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
2	Replace Hydrants as Needed	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
3	Install Water Meters as Required	\$3,000	\$0.00	Not Yet Begun	
		Notes: As required.			

4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun
	Notes:			
5	Deadend Flushings - System Extremities	\$13,000	\$0.00	Not Yet Begun
	Notes:			
6	Install Security Cameras	\$4,000	\$0.00	Not Yet Begun
	Notes:			
7	Install Level Control Valves	\$2,500	\$0.00	Not Yet Begun
	Notes:			
8	Flow Meter at Water Treatment Plant	\$3,000	\$0.00	Not Yet Beaun
	Notes:			
9	Rebuild Pump #1	\$5,000	\$0.00	Not Yet Begun
	Notes:			
10	Repair Roof on Old Water Pump House	\$4,500	\$0.00	Not Yet Begun
	Notes:			
11	Exterior Walls at Water Treatment Plant	\$15,000	\$0.00	Not Yet Begun
	Notes:			
12	Replace Compressor at Water Treatment Plant	\$9,500	\$0.00	Not Yet Begun
	Notes:			
13	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			

15	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			
16	Line Replacement - Long Hill to Water Treatment Plant	\$782,145	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			
17	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding			
18	Service Extensions - Fairmont St.	\$100,000	\$0.00	Not Yet Begun	
		Notes: Staff reports to be presented to Council.			
Electric Utility					
1	Pole / Line Replacement as Required	\$25,000	\$0.00	Not Yet Begun	
		Notes: As required.			
2	New Lines from Longhill to Blockhouse	\$60,000	\$0.00	<div><div></div></div>	25%
		Notes: RFP for work closed Sept. 24, 2021. Work to take place in November.			
3	Pad Mount Transformers	\$100,000	\$0.00	<div><div></div><div></div></div>	50%
		Notes: In progress.			
4	Replacement of Edgewater Street Lamps	\$20,000	\$0.00	Not Yet Begun	
		Notes: Funding application submitted.			
5	New Digital Meters (As Needed)	\$11,000	\$0.00	Not Yet Begun	
		Notes: As required.			
6	Home Heating Program (Utility Portion)	\$50,000	\$0.00	Not Yet Begun	
		Notes: See note above (Town Portion).			
7	New Transformers (As Needed)	\$35,000	\$0.00	Not Yet Begun	
		Notes: As required.			



Town of Mahone Bay

Staff Report

RE: Signage Policy

October 28th, 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 8th, 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 9th, 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)

-

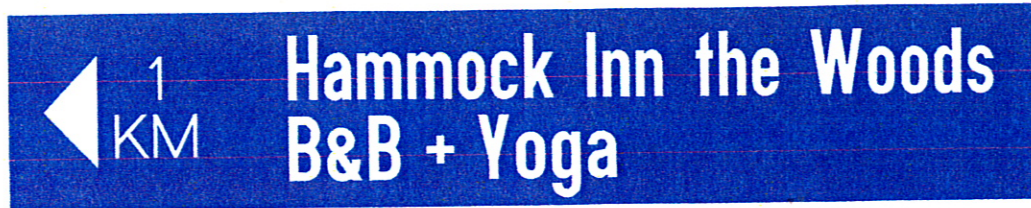
OFF-PREMISES UNIFORM SIGN POLICY

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: 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

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, October 25, 2021 at 7:06 p.m.

Present:

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

Gallery:

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

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT the minutes of the July 27, 2021 meeting be approved as presented."** **Motion carried.**

3. Committee Policy

3.1 Age Friendly Community Committee and Economic Development Committee.

Committee members reviewed the Town of Mahone Bay Committee Policy in particular the Age Friendly Community Committee and the Economic Development Committee.

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, **“THAT the committee recommend that Council formally eliminate the Age Friendly Community Committee and the Economic Development Committees.”** Motion carried.

3.2 Climate Action Committee

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT the committee recommend that Council direct staff to develop a revised terms of reference for a Climate Action Committee to be presented to Council.”** Motion carried.

4. Council/CAO Relationship

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT this agenda item be forwarded to the next meeting of the Policy and Strategy Committee.”** Motion carried.

5. Next meeting

5.1 Assign referred item to long-term schedule

Low Income Tax Exemption Eligibility has been added to the schedule for Policy and Strategy Committee.

5.2 Agenda items for recommendation to Council

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, **“THAT the committee recommend to Council that the next agenda of the Policy and Strategy Committee include the committee policy and the CAO/Council relationship.”** Motion carried.

5.3 Date and Time

The next meeting of the Policy & Strategy Committee will be held on November 22, 2021 at 7:00pm.

The meeting adjourned by motion at 9:07 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

Clerk, Maureen Hughes

The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, October 28, 2021 at 12:03 p.m. via videoconferencing.

Present:

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

Absent: Angus Smith

Land Acknowledgement

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

Approval of Agenda

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

Minutes

A motion Deputy Mayor Kangata, seconded by Mr. Dawson, **"THAT the minutes of the July 29, 2021 meeting of the Police Advisory Board be approved as presented."** **Motion carried.**

Speed Sign Statistics

The committee was informed that while the Town had ordered two new speed signs, the wrong units were delivered and the correct signs are expected within the next couple of weeks. Of the two speed signs that had been in use, one is no longer serviceable and the other has been repaired and is now back in service. Once the three signs are all in place,

speed signs will become permanent on Main Street and Edgewater Street and the third sign will go into regular rotation.

The CAO forwarded traffic counter data to members in the committee prior to the meeting and discussed the way that traffic counters are used to obtain data which is used as part of the regular review of traffic in Mahone Bay.

A motion by Deputy Mayor Kangata, seconded by Mr. Dawson, **“THAT the committee recommend that Council direct staff to prioritize speed sign installation on Clairmont/Kinburn Street.”** **Motion carried.**

Presentation of Police Reports

Cpl. John Payne presented the RCMP Quarterly Report for July to September 2021. Discussion following the presentation of the report focused on District plans to increase community policing and what citizens should do when they have a complaint for the RCMP.

New Business

PAB Training

The Clerk advised members that training for PAB members is now available as a virtual session and a digital poll will be sent to committee members to find a time that works for a special training session prior to the next meeting of the Police Advisory Board.

COVID-19

The Clerk advised committee members that the Town Hall is now opened to the public again, and that the Town is polling committees about their preferences in respect to continuing to meet virtually or returning to in-person meetings. The committee decision was to continue with virtual meetings for the time being.

RCMP Service Fees

The Provincial Police Service Agreement will be shared with committee members and this matter will be added to the agenda of the January 2022 Police Advisory Board meeting.

Next Meeting: January 2022 – date and time to be forwarded once the 2022 Meeting Schedule is finalized.

The meeting adjourned upon motion at 1:11 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Town Clerk, Maureen Hughes

DRAFT



Town of Mahone Bay Quarterly Statistics

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type		2021	2021	Amount of Change	Calendar Year to Date 2021
		Q3	Q2		
		Current	Previous		
Crimes Against Persons					
Offences Related to Death	0	0	0	0	
Sexual Offences	1	0	1	1	
Assault	1	1	0	2	
Kidnapping/Hostage/Abduction	0	0	0	0	
Robbery	0	0	0	0	
Extortion / Intimidation	0	0	0	0	
Criminal Harassment	2	1	1	3	
Indecent Harassing Comm.	1	2	-1	3	
Uttering Threats	0	0	0	0	
Property Crime					
Arson	0	0	0	0	
Break and Enter	0	0	0	0	
Unlawfully in a Dwelling House	0	0	0	0	
Theft Over	0	0	0	0	
Theft of Motor Vehicle	0	0	0	0	
Theft of Other MV / Motorcycle	0	0	0	0	
Take MV w/o Consent	0	0	0	0	
Theft Under	1	1	0	2	
Shoplifting	0	1	-1	1	
Theft (mail, bicycle, et al)	0	0	0	0	
Theft from Motor Vehicle	0	4	-4	4	
Possession of Stolen Goods	0	0	0	0	
Fraud	3	3	0	6	
Identity Theft	0	1	-1	1	
Mischief	10	6	4	16	
Drug Enforcement					
Possession	0	0	0	0	
Trafficking	0	0	0	0	
Import/Export	0	0	0	0	
Production	0	0	0	0	
Other	0	0	0	0	



Town of Mahone Bay Quarterly Statistics

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2021	2021	Amount of Change	Calendar Year to Date 2021
	Q3	Q2		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Impaired by Alcohol	4	2	2	6
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	0	1	-1	1
Fail to Stop or Remain	0	0	0	0
Seatbelt Violation	4	3	1	7
Intersection Violation	2	8	-6	10
Speeding Violation	22	17	5	39
Insurance Violation	2	1	1	3
Road Side Suspension (Alcohol)	0	0	0	0
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	1	0	1	1
Collision - Reportable	9	2	7	11
Collision - Non Reportable	1	1	0	2
Off-Road Vehicle Collision	1	0	1	1
Municipal By-laws	0	1	-1	1
Other Traffic Offence/Violation	23	41	-18	64
Other Traffic Related Duties	0	0	0	0
Checkstop	10	13	-3	23
Other				
911 Call	2	3	-1	5
Breach of Court Order	0	0	0	0
Liquor Act	2	0	2	2
Mental Health Act	2	2	0	4
Missing Person	2	0	2	2
Municipal Bylaw - Other	2	0	2	2
Other	31	22	9	53
Suspicious P V P	5	0	5	5
Trespass At Night	1	0	1	1
HPA (COVID-19) - Offences only	1	7	-6	8
HPA (COVID-19) - Other activities	0	3	-3	3
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	2	18	-16	20
Total Founded & SUI Occurrences	149	166	-17	315
Total Occurrences*	158	176	-18	334

*Includes Unfounded and Unsubstantiated