
The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, November 25, 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 Feeney, seconded by Councillor Nowe, **"THAT the agenda be approved as amended to include a report of the meetings held with the Minister of Municipal Affairs."** Motion carried.

2. Minutes

A motion by Councillor Wilson, seconded by Councillor Burdick, **"THAT the minutes of the November 25, 2021 regular meeting of Council be approved as presented."** Motion carried.

3. Presentations

No presentations.

4. Correspondence – Action

No correspondence action items.

5. Correspondence – Information Items

5.1 Anjel Van Damme & Vince Brandolini – 66 Clairmont Street Development.

5.2 Elna Wiles – 66 Clairmont Street.

5.3 Pamela Browne – 66 Clairmont Street.

5.4 Laurel Haslett – 66 Clairmont Street.

5.5 Nona Alexander – 66 Clairmont Street.

5.6 Logan Webb, NS Public Works Highway Programs – Response to Request to Sand Highway 3 within Watershed.

5.7 Judy Savin – 66 Clairmont Street.

5.8 Darrell Dawson – 66 Clairmont Street.

5.9 Jean Rattray – 66 Clairmont Street.

5.10 NSFM – Monday Memo – November 8, 2021

5.11 NSFM – Monday Memo – November 15, 2021

5.12 Dennis and Sandra Jones – 66 Clairmont.

A motion by Councillor Feeney, seconded by Councillor Wilson, “THAT Council refer items 5.1 – 5.5, 5.7 – 5.9, and 5.12 to the Planners.” Motion carried.

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, “THAT Council refer item 5.6 to the Oakland Lake Watershed Advisory Committee, and that items 5.10 and 5.11 be received and filed.” Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for November 25, 2021.

6.2 Town of Mahone Bay Meeting Schedule 2022

Council reviewed a draft Meeting Schedule for 2022.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council approve the 2022 Town of Mahone Bay Meeting Schedule as amended.”** Motion carried.

6.3 Vaccination Policy

Council reviewed and discussed a staff report and draft vaccination policy presented as directed by Council at the October 28, 2021 regular meeting of Town Council. This draft policy - amended to reflect Council's discussions – will be added to the agenda of the next regular Council meeting for consideration.

6.4 Water System Loss Audit

Council received a staff report with the findings of the recent audit conducted to quantify losses in the Town's water system.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to provide a staff report highlighting the recommendations of the water system audit for which additional budget allocations would be required for implementation, ahead of the 2022-23 annual budget process.”** Motion carried.

7. Council Items

7.1 Mayor Devenne – Committee Application

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council appoint Patricia Sharpe to the Asset Management Committee.”** Motion carried.

7.2 Recreation Funding

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council approve a grant to MODL in the amount of the Legion rental costs for the Mahone Bay Seniors' Fun & Fitness class with the intention of reducing the fees charged, and that this grant be implemented as soon as possible.”** Motion carried.

8. Committee Reports

8.1 Asset Management Committee

Council received the draft minutes of the November 18, 2021 meeting of the Asset Management Committee.

8.2 Oakland Lake Watershed Advisory Committee

Council received the draft minutes of the November 15, 2021 meeting of the Oakland Lake Watershed Advisory Committee.

8.3 Lunenburg County Senior Safety Program

Council received the October 2021 Monthly Report for the Lunenburg County Senior Safety Program.

8.4 Municipal Joint Services Board

Council received the minutes of the June 23, 2021 meeting of the Municipal Joint Services Board.

8.5 Municipal Joint Services Board

Council received the minutes of the July 28, 2021 meeting of the Municipal Joint Services Board.

9. New Business

9.1 Mayors, Wardens, Deputies, and CAOs Meeting

Council received a verbal report from Deputy Mayor Kangata regarding the discussion at the meeting of Lunenburg County Mayors, Wardens, Deputies, and CAOs of expanding the Town of Bridgewater Anti-Racism Task Force to a regional committee.

Councillor Carver provided a notice of motion that she will either move or cause to be moved at the next meeting, a motion to send correspondence to the Town of Bridgewater indicating that the Town of Mahone Bay is interested in pursuing discussion about a Regional Anti-Racism Task Force.

9.2 Meetings with Minister John Lohr

Mayor Devenne provided an update on two recent meetings with the Hon. John Lohr, Minister for Municipal Affairs and Military Relations, on November 16, 2021 at the Town of Mahone Bay, and November 17, 2021 at a virtual meeting hosted by the Nova Scotia Federation of Municipalities (NSFM).

10. Closed Session

A motion by Deputy Mayor Kangata at 9:09 pm seconded by Councillor Nowe, **“THAT Council go into Closed Session to discuss contract negotiations, as permitted by the MGA section 22(2)(e).”**
Motion carried.

Council returned to Open Session at 9:30 pm.

Business Arising From Closed Session

A motion by Councillor Nowe, seconded by Councillor Burdick, **“THAT Council approve Change Orders 21 – 24 for the Fire Station Build project for a total cost of \$23,096.85.”**
Motion carried.

Council adjourned upon motion at 9:35 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

DRAFT



Electric Thermal Storage for
Central Heating Systems

Town of Mahone Bay - Neothermal ETS Feasibility Study Results



www.neothermal.ca



[@Neothermal_Inc](https://twitter.com/Neothermal_Inc)



Bridgewater, Nova Scotia

Louis Desgrosseilliers
Co-founder, CEO

Jill Johnson
Co-founder, Bus. Dev.

NEOTHERMAL ETS

An integrated, supplemental **off-peak electric thermal storage (ETS)** system to electrify fuel-fired residential boilers and furnaces, creating a **net-zero ready** hybrid heating solution. It reduces fuel use by up to 90%, lowering GHG emissions and monthly energy bills, and functions in all cold climate conditions.



*Neothermal ETS 2019 Prototype Integrated with Oil
Forced-Air Furnace in Halifax, NS, CAN*



Neothermal ETS 2021 Module Design Concept

SPECIFICATIONS

- Modular electric thermal storage – typically 4 modules per home (32 kWh) – equal to 2.5x PowerWall 2
- Measures 27"x33"x70", ~150 kg per module
- Integrates with central heating ("set and forget" configuration) and smart Demand Response (DR) control
- Low-power electrical supply (5.6 kW/23 A/240 VAC) and delivers high thermal discharge rates of 10-15 kW
- Designed for cold climates – uses indoor equipment only that are unaffected by weather
- 90-95% AFUE (annual fuel utilization efficiency)



Neothermal ETS 2021 module design concept

BACKGROUND

- Jan. 14, 2020 – Neothermal team presents to TMB council on concept for joint pilot project
- TMB issues letter of support for collaboration on development of Pilot Project and funding applications
- TMB staff and Neothermal explore Federation of Canadian Municipalities (FCM) funding programs
 - FCM requires projects to demonstrate at least 10% reductions in both whole-home energy use and GHG emissions

BACKGROUND

- Neothermal obtains financial support from TMB and Atlantic Canada Opportunities Agency (ACOA) to complete a Feasibility Study to evaluate energy and GHG reduction potential of Neothermal ETS
- In-kind assistance was also provided by Natural Resources Canada CanmetENERGY-Ottawa and Alternative Resource Energy Authority (AREA) on behalf of TMB
- Neothermal contracted the Renewable Energy Storage Lab at Dalhousie University to deliver the feasibility study, which was conducted by Dr. Lukas Swan and Dr. Nathaniel Pearre

SCOPE AND OBJECTIVES

- Characterize oil-heated and oil domestic hot water (DHW) single family home archetypes in 3 increments of size in Mahone Bay, NS
- Evaluate energy, GHG, and cost of energy impacts of using only Neothermal ETS to partially electrify space heating in TMB oil-heated home archetypes
- Evaluate impacts of using Neothermal ETS in combination with installation of electric hot water tank to replace oil-heated hot water tank (ETS used to pre-heat DHW tank)

SCOPE AND OBJECTIVES

Criteria for individual home energy simulations (pass/fail):

1. 10% reduction in whole-home energy use
2. 10% reduction in whole-home GHG emissions

Evaluate estimated electricity grid demand impacts of mass deployment in TMB oil-heated homes (conversion of 41 oil-heated homes) for three cases:

- Neothermal ETS as only measure
- Neothermal ETS combined with electric hot water tank
- Electric hot water tank as only measure

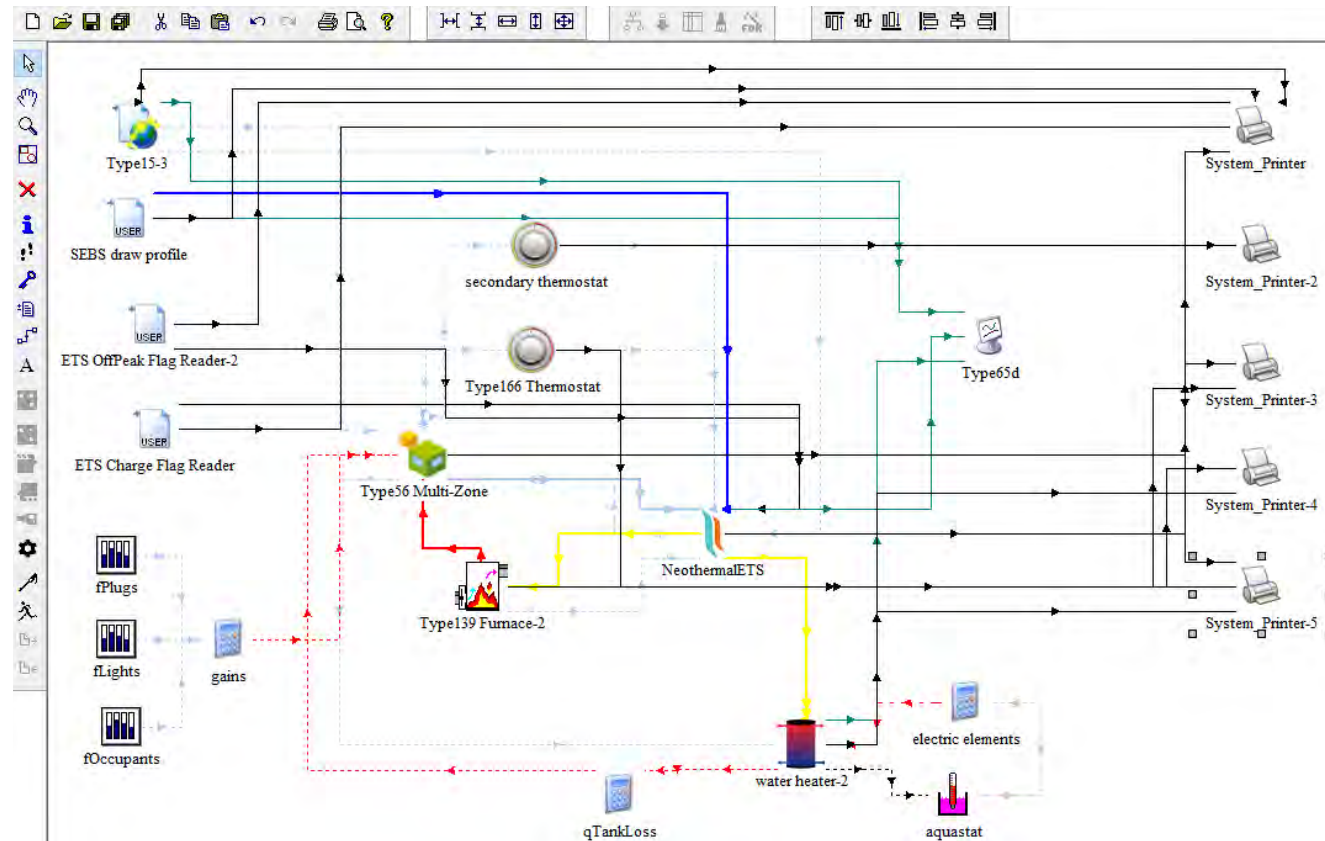
METHODOLOGY

- Characterized distribution of TMB house constructions and heating system types from TMB survey data, property registry, and electric utility data
- Deduced size distribution of heating energy demand (space and DHW heating combined) of oil-heated homes by studying billed energy use of electric-heated homes

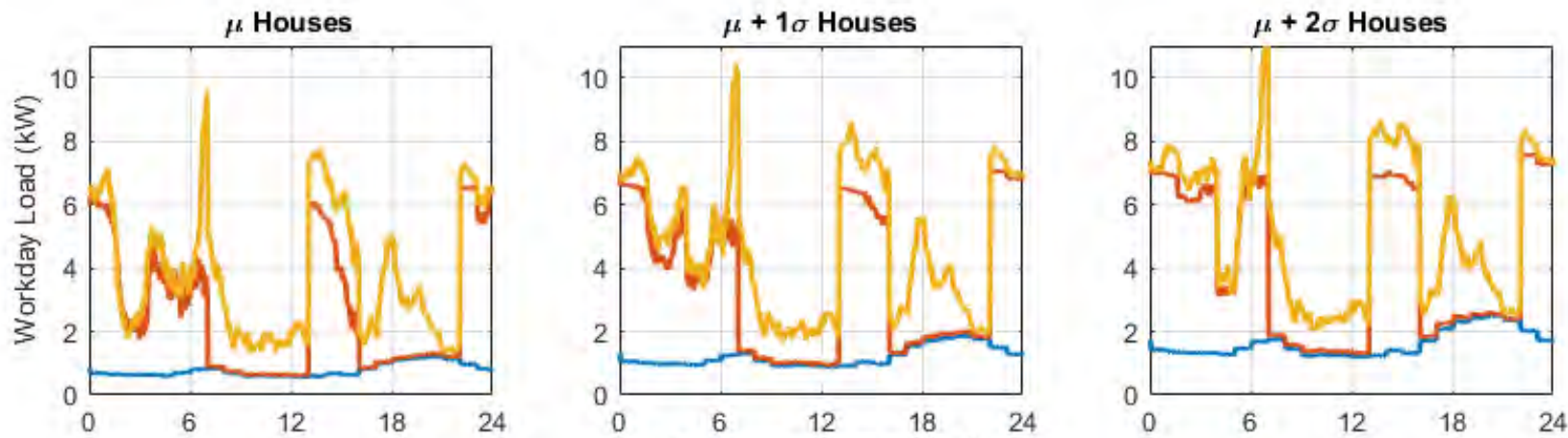
	Heating Energy Demand (kWh/y)	Equivalent Oil Use (L/y)
Average TMB oil-home	14,000	2,100
Larger TMB oil-home	19,300	2,700
Largest TMB oil-home	24,800	3,300

METHODOLOGY

- Tailored a home energy model in commercial software TRNSYS to represent time-varying energy use in TMB oil-heated homes with and without Neothermal ETS or Neothermal ETS + electric hot water tank



KEY FINDINGS



- Electricity use in oil-heated homes low and steady (blue line)
- ETS very effective at confining new electricity use to off-peak and mid-peak periods (red line)
- Addition of electric hot water tank diminishes off-peak and mid-peak trend of ETS – reducing net cost savings to the homeowner and increasing grid peak demand (yellow line)
- **Further improvement warranted of ETS control of DHW on-peak avoidance**

ETS used for space heating only

- 3-5% whole-home energy reductions (**6-10%** for space heating only)
(Criterion #1 Failed)
- 15-17% whole-home GHG reductions (28-31% for space heating only)
(Criterion #2 Passed)
- 50-54% whole-home fuel shifting (74-91% for space heating only)
- up to \$300/y savings with low oil price (\$0.90/L); up to \$700/y savings with mid oil price (\$1.10/L); and up to \$1,000/y savings with high oil price (\$1.30/L)

ETS + electric domestic hot water tank

- 16-21% whole-home energy reductions (**Criterion #1 Passed**)
- 28-36% whole-home GHG reductions (**Criterion #2 Passed**)
- 71-82% overall fuel shifting (72-90% fuel shifting for space heating only)
- up to \$600/y savings with low oil price (\$0.90/L); up to \$1,200/y savings with mid oil price (\$1.10/L); and up to \$1,700/y savings with high oil price (\$1.30/L)

KEY FINDINGS

Grid impacts

- ETS-only is most favourable to TMB grid operations
- New energy sales are 14-64x greater than peak load increases

	ETS-only	DHW-only	ETS+DHW
Electricity Sales	<u>4.3-6.4%</u> ↑	2.1-4.2% ↑	6.7-10.7% ↑
Monthly Peak Load	<u>0.1-0.3%</u> ↑	0.8-1.2% ↑	1.8-3.1% ↑
Electricity Sales:Peak Load (revenue to cost ratio)	<u>14-64</u>	1.8-5.3	2.2-5.9

NEXT STEPS

- TMB staff is working with Neothermal to identify funding opportunities for the next phase for ETS + electric hot water tank conversions of 5-10 oil-heated homes
- Neothermal to raise private capital to contribute to project and build market delivery capacity
- Recruit in-kind and financial project partners (e.g., Efficiency NS, NRCan CanmetENERGY-Ottawa, NSCC, Dalhousie University)

Louis Desgrosseilliers, PhD
Louis.d@neothermal.ca

Jill Johnson, MA
Jill.johnson@neothermal.ca

Bridgewater, Nova Scotia
www.neothermal.ca



© Neothermal Energy Storage Inc. 2021

Proposed Zone Amendment

Harogate Investments Ltd.
Presented by
Jamie Renouf & Kelly Humphries

About us...

- **Jamie Renouf**
 - I am the owner of Harogate Investments Ltd. which holds the land in question. I'm a Resource teacher at the Junior High at Bayview Community School and I've been living on Hyson Point Road in Oakland for the last 15 years.
- **Kelly Humphries**
 - I am the owner of a newly formed company, Threshold Psychology Group Inc., and I've been working as a School Psychologist for the South Shore Centre for Education for the last 15 years.

Proposed Use

- We are seeking approval to build a one-story, slab on grade, wood-frame structure of approximately 2000 - 2500 square feet to house a Commercial building with parking for approximately 15 cars.
- The building is currently being designed by an architect and will blend in with the surroundings
- The building will be purpose-built as the home of Threshold Psychology Group Inc. - a Child Psychology Practice.
- Prior to construction, we'll be subdividing the land into approximately 11 lots, although the current phase will only involve the development of Lot 1.

Lot 2, Old Clearland Road
PID 60602315

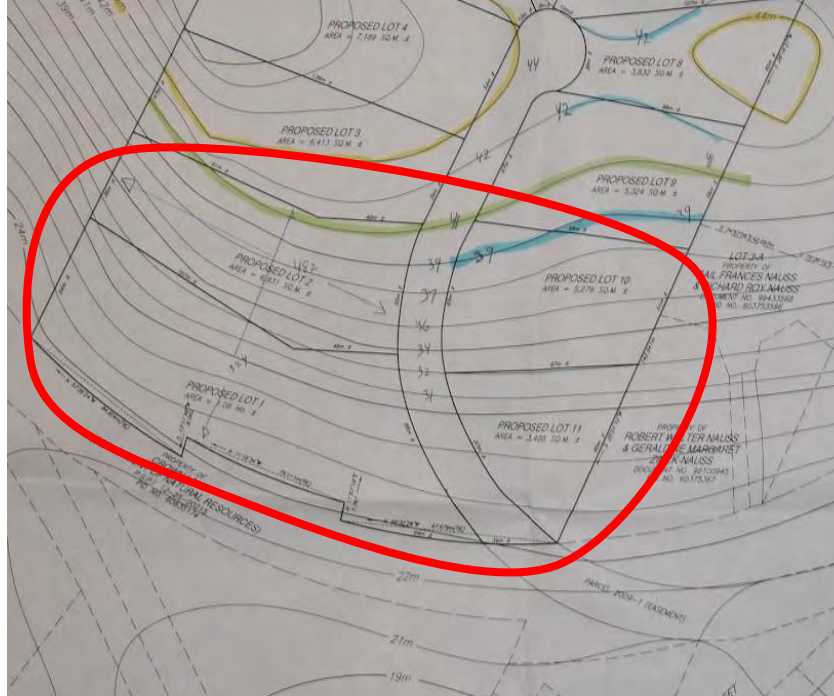


Approximation of Approved Easement

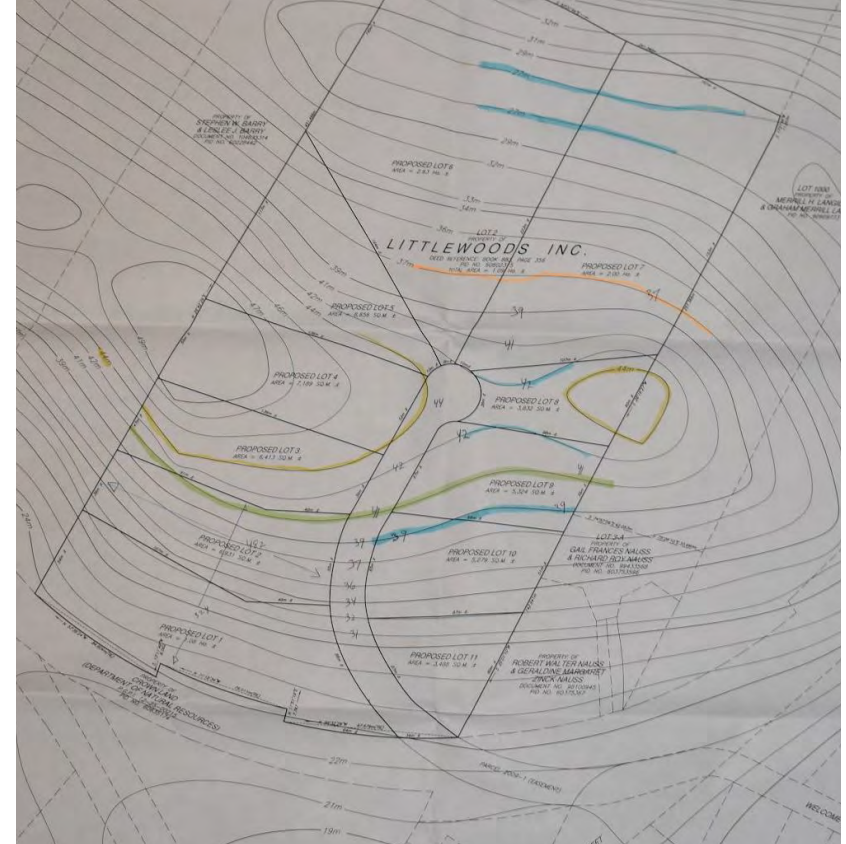


[illegible]

Current Proposed Development



Potential Future Development



Seniors' Safety Program - Support for Provincial Funding Request

Mayor Bolivar-Getson, Municipality of the District of Lunenburg
Mayor Devenne, Town of Mahone Bay
Mayor Mitchell, Town of Bridgewater
Mayor Risser, Town of Lunenburg
Warden Webber, Municipality of the District of Chester

Dear Mayors, Warden and Members of Councils:

As the recently elected chair of the Lunenburg County Seniors' Safety Partnership Society, I am reaching out to introduce myself and to re-introduce the subject of municipal funding contributions to the operations of the Seniors' Safety Program.

We are deeply grateful for the financial support received from the county's five municipalities and for the many municipal expressions of appreciation for the program's varied services. Municipal funding was first established in 2014 when the program sought to increase staffing from 0.5 FTE to 1.0 FTE in response to increasing service demands. All five municipal units stepped up to provide the amounts requested, amounts that were based proportionally on population. With that amount assured, we were able to create a full time Seniors' Safety Coordinator position. In the seven years since then, we have used occasional reserves and project grants to provide additional part-time contracted staffing to address steadily growing service demands.

Since 2014 there has been only one increase in municipal funding, a 2% increase in 2018 which has continued to provide a total of \$27,000 from the municipalities. The same year the province increased its grant from \$20,000 to \$25,000 making municipal and provincial contributions almost equal. That basic core funding has been supplemented by contributions from the Lunenburg County United Way that have decreased over the years from \$10,000 to the current \$5000.

Now, in preparation of our 2022/2023 budget, with increasing costs and no financial reserves, at a time when our service statistics warrant the need for 2.0 FTE staff positions, we are facing the prospect of reduced staffing complement with resulting reduction in service. With this in mind, we intend to approach our five municipalities by end of January 2022 with a request for increased contributions. In doing so, we are heartened by the fact that our local United Way has pledged to increase their contribution to match any percentage increase made by the municipalities.

Recognizing the provincial responsibility for services such as we provide, we want to assure you that we communicated the need for increased funding to Department of Seniors officials during the previous government, and this month are again submitting a similar request to the new Minister with copies to the three local MLAs.

Attached you will find a copy of our letter to Minister Adams. We are requesting that your Council consider sending a message to the Minister in support of our request for increased provincial funding for Seniors' Safety Programs.

Yours sincerely,

David Murdoch
Chair, Lunenburg County Seniors' Safety Partnership Society
Phone 902 277 0766



November 29th, 2021

Hon. Barbara Adams,
Minister of Seniors and Long-Term Care,
Government of Nova Scotia

Dear Minister Adams,

As chair of the Lunenburg County Seniors' Safety Partnership Society, I am pleased to congratulate you on your appointment as Minister of the Department of Seniors and Long-Term Care, a newly formed department that is sure to provide you and your staff with exciting opportunities to foster dynamic, collaborative relationships amongst people and departments that were previously housed separately. I look forward to learning more about your re-organized department and about the part that the Seniors' Safety programs will play in the new configuration.

Since my appointment as chair of our Society, I've learned about the high esteem in which our Seniors' Safety Program is held by community partner organizations – well over 100 local, regional and provincial organizations. I am proud of the contribution that our 1 FTE Coordinator, with occasional help from contracted staff, has made to the safety, health and well-being of some of the 21,000 people age 55+ who live in Lunenburg County via community education and one-to-one direct service.

I am proud ... and concerned.

Concerned because I've learned about significant gaps and barriers in the resource network for older adults, gaps that our Seniors' Safety Coordinator is frequently called upon to address. Seniors' Safety Programs have been characterized as "crack fillers" because they help vulnerable older adults navigate the uncharted spaces between service boundaries: they arrange supports for frail elderly persons on home care waiting lists; they help ensure required standards are met so that home care can be implemented (everything from arranging for a mop to having a hoarding situation cleaned out); they assist people transitioning from Income Assistance when they lose their support worker and financial coverage for medical and dietary needs; they help locate and fill out forms that ensure that income is not interrupted. They respond to the increasing number of seniors who are precariously housed or who are homeless.



Concerned because our referrals doubled between 2018 and 2020 and because municipal and provincial funding has been unchanged since 2018. The core of our operating budget is derived from the provincial Seniors' Safety grant (\$25,000), contributions from all five municipalities in the county totalling \$27,000, and \$5000 from the United Way.

Concerned because the reasons for referral have become more serious and more complex: our Coordinator assists with issues such as homelessness, hoarding, mental health, elder abuse, financial hardship, lack of supports, suicide, and food insecurity among others.

Careful budgeting and creative grant-writing enable us to hire part-time staff intermittently to supplement the work of our 1.0 FTE permanent Coordinator. This year, having exhausted our reserves, without knowing what funding will come from the Department of Seniors, and without knowing municipal decisions on our requests for increased funding until May or June, we must prepare a bare bones 2022/23 budget that will necessitate a reduction in the service we can provide. Seniors will be caught in the gaps. Seniors will suffer.

Municipalities have expressed reluctance to increase funding to Seniors' Safety without seeing a provincial increase. We want to tell them that the province is stepping up with more funds to support the health and well-being of seniors. The Lunenburg County United Way has pledged to increase their grant by the same percentage as any municipal increases, a heartening show of local support that hinges in part on increased provincial funding.

We are seeking the soonest possible assurance that the province will increase the base funding for Seniors' Safety Programs, and implement a funding formula that recognizes the extra burdens on programs in counties with larger populations and/or geographic areas.

Yours sincerely,

A handwritten signature in black ink, appearing to read "D. Murdoch", on a light blue background.

David Murdoch

Chair, Lunenburg County Seniors' Safety Partnership Society



A handwritten signature in black ink, appearing to read "Penny Carver".

Penny Carver
Councillor, Town of Mahone Bay
Past Chair, Lunenburg County Seniors' Safety Partnership Society

cc

Deputy Minister, Paul LaFleche

Assoc. Deputy Minister, Tracey Barbrick

Faizel Nanji, Executive Director, Dept. of Seniors

Jacqueline Campbell, Policy Analyst, Dept. of Seniors

Lunenburg MLA, Minister Hon. Susan Corkum Greek

Lunenburg West MLA, Minister Hon. Becky Druhan

Chester-St Margarets MLA, Danielle Barkhouse



PO Box 639 / 45 School St, Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Valda.Walsh@Region6SWM.ca

Dylan Heide
Town of Mahone Bay
PO Box 530
493 Main St.
Mahone Bay, NS B0J 2E0

December 7, 2021

RE: Budget Approval 2022-23

Dear Mr. Heide,

On Friday, December 3, 2021, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2022 – March 31, 2023.

The following motion was passed:

MOTION: to recommend approval of the 2020-21 Region 6 Inter-Municipal Committee Budget in the amount of \$788,025 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

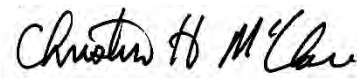
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2020 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink, appearing to read "Christine H. McClare". The signature is fluid and cursive, with the first name "Christine" being more prominent.

Christine H. McClare BA Psych
Regional Coordinator

encl.

Region 6 Solid Waste Management

INCOME	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,732	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	26,793	89,425	89,425	89,425
Services	450	450	0	0
Sub-total	\$ 74,618	\$ 213,553	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	76,664	76,664	87,000	75,000
Diversion ¹	322,400	460,000	440,000	310,000
Municipal Approved Programs	61,600	80,500	80,500	80,500
Interest	883	883		
Sub-total	\$ 461,547	\$ 618,047	\$ 607,500	\$ 465,500
Municipal Contribution				
Municipal Billing ²	36,146	93,227	93,227	109,422
Sub-total	\$36,146	\$93,227	\$93,227	\$109,422
TOTAL	\$ 572,310	\$ 924,827	\$ 913,830	\$ 788,025

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2021-22 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program ³	5,775	16,794	30,000	7,431

On June 12, 2020 Region 6 Inter-Municipal Committee approved \$30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.

This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal as per motion of the committee to extend the program deadline to March 31 2023.



Region 6 Solid Waste Management

EXPENSES	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	26,422	52,845	65,000	77,077
Coordinator Benefits	6,219	12,437	10,327	12,856
Travel (Coordinator)	50	1,000	5,500	4,500
Training and conference	261	521	2,040	2,000
Office Rental & Cleaning ⁴	5,367	10,734	9,978	10,000
Cell phones	498	995	1,100	1,100
Internet/Phone/Fax	686	1,372	1,300	1,300
Office supplies and services	1,036	2,073	3,500	3,500
Advertising	-	-	500	-
Computer/materials	508	1,015	3,000	1,500
Insurance	2,436	3,426	3,400	3,500
Administration	-	9,390	9,390	9,390
Legal & Auditor ⁵	9,173	9,866	9,866	10,000
Sub-total	\$ 52,655	\$ 105,675	\$ 124,901	\$ 136,723
EDUCATION				
Education salary	25,719	51,437	53,330	59,459
Educator Benefits	5,432	10,864	9,474	9,918
Travel (education)	4,527	9,054	10,500	10,500
Advertising	-	-	2,500	1,500
R6RECYCLES	9,727	12,000	12,000	11,000
Program materials ⁶	606	1,211	4,200	4,000
Sub-total	\$ 46,010	\$ 84,566	\$ 92,004	\$ 96,377
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	76,664	87,000	87,000	75,000
Diversion ¹	-	440,000	440,000	310,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	\$ 76,664	\$ 696,925	\$ 696,925	\$ 554,925
TOTAL	\$ 175,329	\$ 887,166	\$ 913,830	\$ 788,025
Revenue/Expenditure	\$ 396,981	\$ 37,661	-\$ 0	\$ -



Region 6 Solid Waste Management

Notes to BUDGET:

1. Diversion Credits - \$4,314,000 available Provincial, down from 5.5 million previously. Region 6 is estimated to receive 7.25% of this based on waste diverted from landfill.

2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$ estimate will be increased by the \$20,753 2020-21 deficit.

Actual to be billed to municipal members will be **\$130,174.95**

3. Inter-Municipal Program (transfer) – June 15, 2020 Region 6 approved a public bins program from the Future Projects Reserves. The value approved was \$30,000 or any part thereof. Although the program was approved in F2021, there were still funds available, and were carried forward an additional year. The remaining funds will return to reserves without a motion to extend the deadline.

4. Office Rental and Cleaning have been combined into one line on the budget, this amount includes \$9,500 for the office rental and \$500 for cleaning.

5. Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit. For the coming year, we will need to go to tender for a new audit contract and the budgeted value has been increased for the probable cost increase to come with a new contract.

6. Program materials - it is no longer a requirement to track individual event costs. All event line items (Environment Week, Waste Reduction Week, etc) are now collapsed into one line 'Program Materials'.

TABLE 1: Municipal billing 2022-23				
<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2022-23</i>
Shelburne Shared Services	6,562	6,562	7.25%	\$ 9,443.04
Town of Bridgewater	8,532	8,532	9.43%	\$ 12,277.97
Town of Mahone Bay	1,036	1,036	1.15%	\$ 1,490.85
Municipality of Lunenburg	24,863	24,863	27.49%	\$ 35,779.08
Municipality of Barrington	6,646	6,646	7.35%	\$ 9,563.92
Town of Clark's Harbour	758	758	0.84%	\$ 1,090.80
Municipality of Chester	10,432	10,432	11.53%	\$ 15,012.16
Town of Lunenburg	2,263	2,263	2.50%	\$ 3,256.57
Region of Queens Municipality	10,351	10,351	11.44%	\$ 14,895.60
West Hants Regional Municipality	19,016	19,016	21.02%	\$ 27,364.96
Total	90,459	90,459	100.00%	\$ 130,174.95



From: [DavePC](#)
To: [Kelly Redden](#)
Subject: Proposed building at 66, Clairmont Street.
Date: Friday, November 19, 2021 10:59:25 AM

CAUTION: This email originated from an external sender.

Hi Kelly

I would like to share my views on the proposed 5 storey building at 66, Clairmont Street, Mahone Bay.

Just to put things in perspective, I believe, Mr. Bob Youden has been a true asset for Mahone Bay. His vision to develop attractive and affordable housing, for many people, has been first class and has helped many people. His properties also add to the coffers of our beautiful Town of Mahone Bay.

My wife and I moved into the Quinlan building last year. Before we purchased it, we knew that Bob was going to build on the land at 66, Clairmont Street, opposite our condo, Both of us have no reason to object to a building on that site. In fact we welcome it.

However, we were unaware that the proposed building would be so enormous. Massively out of character for such a prominent street, in our town.

If this 5 storey building goes ahead on Clairmont Street, which is right in the centre of the town, how long will it be before the the old Nursing Home and the Mahone Bay Trading building, both on Main Street, become 5 storey or more, very visible monstrosities? At what point does Mahone Bay lose its identity of one the prettiest places in Canada, and just become another boring town. We are reliant on our tourist traffic, which brings many people and prosperity to the area, which we have to consider when approving these types of buildings.

Clairmont Street already has parking issues throughout the summer. There appears to be no parking on the site, for the extra vehicles this building will generate. The underground parking will be taken up by the forty eight apartments. No other vehicles can park in this parking area.

My understanding is, there are more 5 storey buildings on the way. Our beautiful, stunningly attractive, town of Mahone Bay, (one of the most captivating and enchanting towns in Canada) is in danger of becoming, another boring place to visit.

Bob Youden, once said to me, that when he tried to develop the sports field next to the Community Centre, he was the most 'unpopular' man in Mahone Bay. In my mind he has never been that. He has great vision and I wish him well in all his endeavours.

I humbly ask Mr. Bob Youden, to think again, and in the visible locations in the centre of town build 3 storey maximum units. I also ask, our elected town counsellors to consider the wishes of the Townsfolk and keep our Beautiful Mahone Bay, Beautiful.

Dave Brumwell.
Suite 107,
476 Main Street,
Mahone Bay.
9022041972

Kelly Redden

From: Maureen Hughes
Sent: Monday, November 22, 2021 3:55 PM
To: Kelly Redden
Subject: FW: NSFM's Monday Memo: Nov 22, 2021

Follow Up Flag: Follow up
Flag Status: Flagged

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, November 22, 2021 2:26 PM
To: Maureen Hughes <Maureen.Hughes@TownofMahoneBay.ca>
Subject: NSFM's Monday Memo: Nov 22, 2021

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Happy Municipal Awareness Week!

Celebrated from Nov 22-28, Municipal Awareness Week is an opportunity to highlight the important work happening at the local government level and encourage citizens to participate in municipal government and elections.

[Please reach out to NSFM if you have any activities you'd like to have featured!](#)



NSMF is hosting a Holiday Reception for members in their Regions. Please select your region below for details.

If you have any difficulty registering, please contact info@nsfm.ca

Please RSVP by November 26.

[South Western Shore Region](#)

[South Shore-HRM Region](#)

[Valley Region](#)

[Cape Breton-Strait Region](#)

[Colchester, Cumberland, Pictou, East Hants Region](#)

[Webinar Rewind: Supporting Marginalized
Citizens Wellbeing During a Pandemic](#)

Missed the chance to attend NSFM's latest webinar? Watch a replay on YouTube, alongside an archive of other past NSFM webinars and events!



ISANS Positive Messaging Campaign

ISANS has embarked on a positive messaging campaign to welcome newcomers to Nova Scotia. This campaign was presented during NSFM Regional Caucus Meetings during the last Fall Conference.

[For more information, visit the campaign website.](#)

Internet for Nova Scotia Initiative

Fall 2021 Update

An update on the progress of the Internet for Nova Scotia Initiative from
Develop NS



TD Insurance | Ready
Meloche Monnex | for you | 



**Feel confident
with preferred
rates from
TD Insurance.**

Employees could save on car,
home, condo and tenant's
insurance.

Get a quote and see how much you could save!
Go to tdinsurance.com/NSFM

The TD Insurance Meloche Monnex home and auto insurance program is underwritten by Primum Insurance Company and distributed in Quebec by Meloche Monnex Insurance and Financial Services Inc., Damage Insurance Agency, and in the rest of Canada by TD Insurance Direct Agency Inc. Our address: 50 Place Crémazie, 12th Floor, Montréal, Québec H2P 1B6.

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

* The TD logo and other trademarks are the property of The Toronto-Dominion Bank or its subsidiaries.

8249-0320



**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

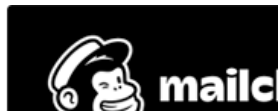
Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

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

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

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



Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, November 29, 2021 3:47 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: Nov 29, 2021

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



NSMF is hosting a Holiday Reception for members in their Regions. Please select your region below for details. *Members can bring a guest to the event, if so desired - please ensure to book two tickets while registering.*

If you have any difficulty registering, please contact info@nsfm.ca

[South Western Shore Region](#)

[South Shore-HRM Region](#)

[Valley Region](#)

[Cape Breton-Strait Region](#)

[Colchester, Cumberland, Pictou, East Hants Region](#)



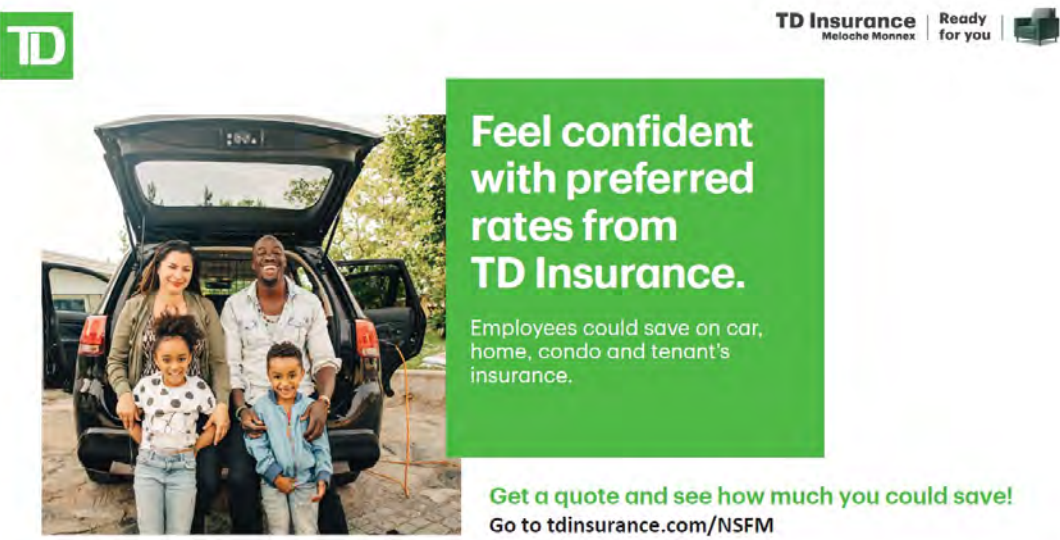
ISANS Positive Messaging Campaign

ISANS has embarked on a positive messaging campaign to welcome newcomers to Nova Scotia. This campaign was presented during NSFM Regional Caucus Meetings at the last Fall Conference.

[For more information, visit the campaign website.](#)

FCM Release Report:

Partners for Canada's Recovery: Municipal solutions for Canada's 44th Parliament



TD Insurance
Meloche Monnex

Ready for you

Feel confident with preferred rates from TD Insurance.

Employees could save on car, home, condo and tenant's insurance.

Get a quote and see how much you could save!
Go to tdinsurance.com/NSFM

The TD Insurance Meloche Monnex home and auto insurance program is underwritten by Primum Insurance Company and distributed in Quebec by Meloche Monnex Insurance and Financial Services Inc., Damage Insurance Agency, and in the rest of Canada by TD Insurance Direct Agency Inc. Our address: 50 Place Crémazie, 12th Floor, Montréal, Québec H2P 1B6.

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

* The TD logo and other trademarks are the property of The Toronto-Dominion Bank or its subsidiaries.

8249-0320

Trade, Tips & Tools

As many units are responding to flooding issues, [Grainger has prepared various categories and product offerings for support within the flood response.](#)

Anyone interested in taking advantage of NSFM's trade purchase programs through Canoe may [contact Client Relations Manager Tim Elms.](#)



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

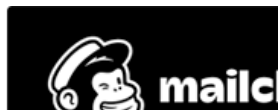
Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

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

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

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





**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

November 30, 2021

Work Commencing on Municipal and Village Code of Conduct Regulations

Municipal Elected Officials and Municipal Administrators:

I recognize that many of you have been waiting patiently on updates related to municipal codes of conduct regulations. Today, I am pleased to be sharing the most recent status of the project and what we hope to achieve in the next year.

As you may be aware, in 2017 the *Municipal Government Act* (MGA) and the *Halifax Regional Municipality Charter* (HRMC) were amended to add a requirement for municipalities and villages to establish a code of conduct for elected officials. The MGA and HRMC were further amended in 2021 to add additional provisions regarding codes of conduct, including the requirement for municipalities to hire a third-party investigator to investigate alleged breaches and to enable councils to discuss alleged breaches in-camera. Neither the 2017 nor the 2021 amendments have been proclaimed as regulations are required to support their implementation.

In order to develop the regulations related to municipal codes of conduct in a thoughtful and collaborative manner, we have chosen to establish a Code of Conduct Working Group (CCWG). This working group has a mandate of developing recommendations on the content to be included in the municipal codes of conduct regulations. These recommendations will focus on the content to be included in a municipal code of conduct as well as possible sanctions for a breach. The CCWG has representation from the Department of Municipal Affairs and Housing (DMAH), the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators, Nova Scotia (AMANS), and the Association of Nova Scotia Villages (ANSV) and will function similarly to the Joint Municipal Accountability and Transparency Committee (JMAT). The representatives will be from a regional, a rural, a town and a village to ensure accurate representation across Nova Scotia's municipalities which assures various sizes and unique needs are captured. The NSFM, AMANS and ANSV have already determined the individuals they will be appointing to the CCWG. We will work closely with the NSFM, AMANS and ANSV to set up an initial meeting to begin this important work soon.

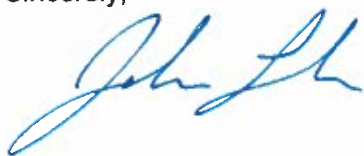
It is important the recommendations developed by the CCWG are supported by municipalities and villages in Nova Scotia. Therefore, once the CCWG has developed their recommendations on the content, DMAH will consult with all municipalities and villages on the proposal. It is difficult to predict when the recommendations will be finalized by the CCWG. However, we will keep you apprised of their progress and look forward to your participation during consultations.

Page Two
Municipal Officials and Administrators

I recognize how important this work is to all municipalities and villages in Nova Scotia and would like to thank you for your patience while we determine the most appropriate path forward to complete this work in a collaborative and thoughtful manner. I look forward to reviewing the proposed recommendations from the CCWG and associated consultation feedback.

If you have any questions, please do not hesitate to reach out to our Department.

Sincerely,



Minister
Honourable John A. Lohr

- c. Nova Scotia Federation of Municipalities
 - Association of Municipal Administrators of Nova Scotia
 - Association of Nova Scotia Villages
- aj

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, December 6, 2021 2:29 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: Dec 6, 2021

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM Holiday Receptions Cancelled

We regret to inform those who have registered for our holiday receptions that they have been canceled. We appreciate everyone who expressed an interest in attending.

Seniors Care Grant

The Seniors Care Grant will be an annual reimbursement program of up to \$500 to help cover the costs of household services. It can be used to reimburse costs for such things as snow removal, home repairs, lawn care, grocery delivery, and more. It is available to homeowners and renters.

Applicants can submit online at www.novascotia.ca/seniorscaregrant or by paper. Paper applications will be available at MLA offices as well as Access

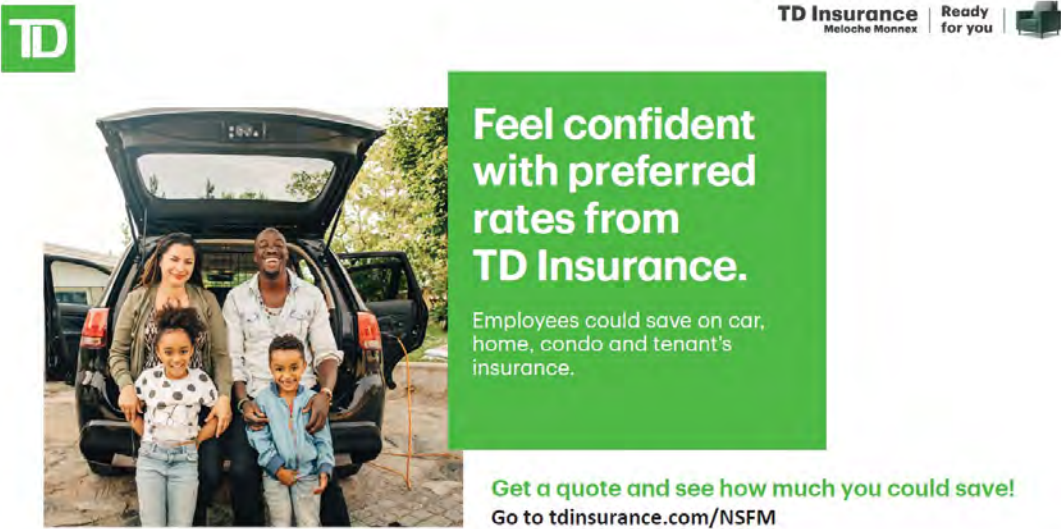
Nova Scotia Offices starting on December 1st. Applicants have until May 31, 2022, to apply for the grant.


How Data Can Help You Adapt to the Impacts of Climate Change

Submitted from FCM

Environment and Climate Change Canada's Canadian Centre for Climate Services and FCM's Municipalities for Climate Innovation Program developed a series of five case studies highlighting how communities from coast to coast to coast are using climate data to strengthen their local climate processes.

[Read the five case studies](#)



TD Insurance | Ready for you | 

Feel confident with preferred rates from TD Insurance.

Employees could save on car, home, condo and tenant's insurance.

Get a quote and see how much you could save!
Go to tdinsurance.com/NSFM

The TD Insurance Meloche Monnex home and auto insurance program is underwritten by Primum Insurance Company and distributed in Quebec by Meloche Monnex Insurance and Financial Services Inc., Damage Insurance Agency, and in the rest of Canada by TD Insurance Direct Agency Inc. Our address: 50 Place Crémazie, 12th Floor, Montréal, Québec H2P 1B6.

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

* The TD logo and other trademarks are the property of The Toronto-Dominion Bank or its subsidiaries.

8249-0320



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

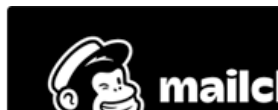
Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

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

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

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





Report to Council December 14, 2021

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



Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Dec., 2021	<div><div></div><div></div><div></div><div></div><div></div></div> ★
		Notes: Combined with Letter to MLA / Public Works Minister noted in #22 below.		
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	Jan., 2022	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.		





3	Staff to 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 elections.	<div> 08-Sep-20 Jan., 2022 <div> <div></div> <div></div> <div></div> <div></div> </div> 50% </div> <p>Notes: To be discussed at Policy & Strategy Committee; report to Council anticipated thereafter.</p>
4	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.	<div> 08-Sep-20 Jan., 2022 <div> <div></div> <div></div> <div></div> <div></div> </div> 75% </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	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.	<div> 26-Nov-20 Jan., 2022 <div> <div></div> <div></div> <div></div> <div></div> </div> 75% </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	Jan., 2022	<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	Feb., 2022	<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 renewed 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	Dec., 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 December 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	Jan., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	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	Jan., 2022	<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	Dec., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Staff have reached out to Independent Store who has indicated their support, awaiting response from property owner. NRCAN funded EV chargers must be installed by Dec 31st; staff proceeding with alternate location (for this round).
13	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Jan., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.
14	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21	Dec., 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	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Jan., 2022	Not yet begun		Notes:

16	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Jan., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Waiting on additional information from Procom (Townsuite provider).
17	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	Dec., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Connect2 application submitted; Connect2 funding anticipated. Staff preparing Federal Active Transportation Fund application.
18	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Staff report on housing strategy development included on Dec 14th Council agenda.
19	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	Jan., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.
20	Staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.	27-Sep-21	Jan., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
21	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	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In Progress.

22	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	Dec., 2021	
23	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.	28-Oct-21	Jan., 2022	Not yet begun Notes:
24	Refer Transportation Planning 2022 and Onward to a future meeting of the Policy and Strategy Committee.	28-Oct-21	Jan., 2022	 50% Notes: Referred to Committee; recommended for Committee's January meeting agenda.
25	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	Feb., 2021	Not yet begun Notes:

26	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	Dec., 2021		75%	Notes: In progress. Reimbursement issued. Staff working with MODL.
27	Direct staff to issue an RFP for legal services.	28-Oct-21	Jan., 2022	Not yet begun		Notes:
28	Defer consideration of the Signage Policy until the December 14, 2021 meeting of Council at which time staff will provide a revised draft to include acceptable locations on public property for municipal election signage.	09-Nov-21	Dec., 2021		★	Notes: Revised draft on Dec 14 Council meeting agenda.
29	Staff to develop a revised terms of reference for a Climate Action Committee to be presented to Council.	09-Nov-21	Dec., 2021		★	Notes: Revised terms of reference on Dec 14 Council meeting agenda.
30	Staff to prioritize speed sign installation on Clairmont/Kinburn Street.	09-Nov-21	Dec., 2021		50%	Notes: Speed sign on Main St. to be installed next week. Technical issues with new Edgewater St. sign to be rectified shortly. Existing mobile sign will be relocated to Kinburg St. for two months.

31	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21	Feb., 2022	Not yet begun
		Notes: Date TBD.		
32	Approve the installation of up to six speed humps on Kinburn and Clairmont Streets.	09-Nov-21	Dec., 2021	 50%
		Notes: Incorporated into annual paving contract (Town & Country); installation anticipated early December (signage in place).		
33	Approve the change order from Roscoe Construction for the repaving of the old Fire Station parking lot.	09-Nov-21	Dec., 2021	 50%
		Notes: Incorporated into Fire Station project contract (Roscoe Const.), work anticipated early December.		
34	Approve the expenditure for the line upgrade to/from the water treatment plant in the amount of \$375,690 out of the existing project budget for Main Street water line improvements	09-Nov-21	Dec. 2021	 75%
		Notes: Awaiting confirmation of designs / project schedule with MacLeod Group.		
35	Staff to provide a report highlighting the recommendations of the water system audit for which additional budget allocations would be required for implementation, ahead of the 2022-23 annual budget process.	25-Nov-21	Feb. 2022	Not yet begun
		Notes:		

Chief Administrative Officer's Report - Nov. 25, 2021 (Next update Jan 27, 2022)

1	COVID-19	CAO monitoring NS EMO updates. Town Office now open to the public. COVID-19 vaccination policy included on Council's November 25 meeting agenda.
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	AIM Cohort 2.0 begun November 10th, 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)	MJSB meetings continue on bi-monthly basis for the time being. New MJSB Comptroller in place, hiring process continues for new COO. Strategic planning postponed to 2022.
4	Riverport Electric Shared Service Committee	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 2022.

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 underway now. 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 ASAP. Public open house conducted November 4; engagement summary report anticipated.</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)	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's new AM mentoring program for municipal staff. Participated in NSFM Virtual Spring Conference May 6-7, 2021 and AMANS Virtual Spring Conference June 9-11, 2021.
10	New Long Term Care Facility	Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St..

Manager of Public Works & Transportation's Report - Nov. 25, 2021 (Next update Jan 27, 2022)

1 Streets & Sidewalks

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

2 Cemeteries & Open Space

Staff have completed the installation of new wayfinding signage at various locations throughout the community. Removal of dead trees in Bayview Cemetery with Town's tree contractor has been completed. Dead tree at MB/Oakland town limits has been removed. Dead tree limbs have been removed from 590 Main St property. Trunk will be removed later this fall. Quotes for new fencing at Bayview cemetery are still being gathered.

Electric Utility Manager's Report - Nov. 25, 2021 (Next update Jan 27, 2022)

1 Electric Utility

The Main Street line upgrade was completed including one of the engineer's recommendations to help supply power to the new nursing home without future issues. The new fire hall is close to completion and should be getting the transformer installed next week. We have finished our meter changes for the year.

Water/Wastewater System Manager's Report - Oct. 28, 2021 (position currently vacant)

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 - Nov. 25, 2021 (Next update Jan 27, 2022)

1	GHG Reduction	<p>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.</p> <p>Staff have been working to install 8 electric vehicle chargers throughout the Town. The install will begin shortly and will be completed before December 31, 2021.</p>
---	----------------------	---

2	Climate Adaptation	<p>Staff have connected with members of CanmetENERGY-Ottawa, Natural Resources Canada who expressed an interest in performing research related to GHG reduction, using Mahone Bay as a case study.</p> <p>Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. Geotechnical work completed this fall was successful, and further construction is expected to begin this spring.</p>
3	Engagement & Stewardship	<p>The Town's Connect2 grant application for the All-ages Cycling Route Infrastructure Improvement Project was approved.</p> <p>A stewardship initiative and engagement strategy was created by our summer student, Sarah Parolin. As part of the community engagement strategy, messaging regarding the environmental benefits of shopping local this holiday season will be in the December Mayor's Newsletter. This will also be shared on the Town's social media in early December.</p> <p>An open house for the Solar Garden initiative was held on November 4th. More than 90 community members attended, and comments and feedback to staff were positive.</p>



Finance Manager's Report - Nov. 25th, 2021 (Next update Jan 27, 2022)

1	COVID-19	Staff continue working in the office 5 days a week with increased COVID-19 safety measures in place including plexiglass barriers, an exit door, and door buzzer to control the number of customers in at one time.
2	Provincial Reporting	The SOE-A, SOE-B, CIP, and FIR have all been released by the Province. Finance Staff are currently working to have all reports completed by required deadlines.
3	Tax Bills/Tax Sale	Both Interim and Final tax bills have been issued for Fiscal 2021/22. There are a few accounts which fall within the criteria for Tax Sale, but contact have been made with impacted parties, and staff are in the process of developing payment plans for these
4	Audit	The 2020-21 Financial Audit is coming to a close. There have been a number of dealys this year due to various circumstances which is why the Audit is not yet at a close. Staff are expecting to soon be receiving DRAFT Financial Statements, and will soon be re-scheduling the meeting date for the Audit Committee to review the DRAFT Financial
5	2022-23 Budget	In the coming months, staff will be working on a Year End Financial Projection and Capital Project Update Report. These reports will start the discussion for the Fiscal

Clerk & Deputy CAO's Report - Nov. 25, 2021 (Next update Jan 27, 2022)

1	Plan Review	Steering Team meeting held on November 2nd and final comments forwarded to contractor. Awaiting edited drafts for review of Steering Team before being forwarded to Council for approval and release to public for next round of public engagement.
2	By-laws and Policies	Dangerous/Unsightly Buildings By-law was repealed and a the Safety Policy was passed on November 9, 2021. Fire Services By-law is still underway as staff coordinate with the Office of the Fire Marshall. Staff are still waiting for Ministerial approval on the REMO by-law passed on July 29, 2021.
3	Communications and Public Engagement	Continued weekly communication about Asset Management in the Town and where to get information about the Town. Specific communications to push out into the public have included leak detection, the Solar Garden Open House, planned Electric outages for line upgrades for the Nursing Home, Leaf and Yard Waste Clean up, and closures at the Comfort Stations as part of the winterization project.
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	Council desks is now complete with the delivery of the final, corner, pieces of the board table set up. Staff are currently researching the installation of a second monitor in Chambers. The Centennial Mayor's Gallery has now been hung up in the second-floor hallway at Town Hall. Discussions underway for establishing a "Mayor's Office" in the former CAO's office on the first floor of Town Hall.

By-law and Policy Review - November 25, 2021 (Next update Jan 27, 2022)			
1	Trees	Target 21-Jan-21	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
2	Park By-law	Target 01-Feb-21	Staff to review Park By-law in context of Plan Review.

3	Off Premises Signage Policy	Target	Council received a draft signage policy at the October 28, 2021 and November 9, 2021 meetings of Council; the item was returned to staff for amendment. To be added to the December 12, 2021 Council agenda.
		12-Dec-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	Council received a draft signage policy at the October 28, 2021 and November 9, 2021 meetings of Council; the item was returned to staff for amendment. To be added to the December 12, 2021 Council agenda.
		14-Dec-21	
8	Dangerous and Unsightly	Target	A By-law to Repeal the Town of Mahone Bay Dangerous/Unsightly Buildings By-law was approved at the October 28, 2021 meeting of Council.
		28-Oct-21	

9	Fire Services	Target	A Stakeholder PIM was held with the Fire Department on September 13, 2021.
		14-Dec-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	Approved at the November 9, 2021 meeting of Council.
		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 - November 25, 2021 (Next update Jan 27, 2022)

1	By-law Enforcement	Oct-21	Parking Tickets: 3	
		Notes: Parking enforcement resulted in 3 tickets and several warnings. Other matters for the month of October included ongoing complaints about delivery trucks on Long Hill Road, farm animals, follow up on a dangerous/unsightly demolition, and reports of farm animals on Main Street.		
2	Police Services (founded & SUI occurrences)	Q3 2021	149	CalendarYTD: 391
		Notes:		
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	38 Clearway ADT (Mon-Fri): 1,289	9 Pond ADT (Mon-Fri): 414
		Oct., 2021	38 Clearway ADT (Mon-Fri): 1,413	9 Pond 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 report on Nov 25 agenda.	
8	Electrical Utility	Domestic	Q4: 2,638,308 kWh; YTD: 6,727,676 kWh
		Commercial	Q4: 263,053 kWh; YTD: 596,194 kWh
		Industrial	Q4: 1,508,000 kWh; YTD: 4,727,392 kWh
9	CodeRED Registrations	31/10/2021	Residential: 310; Business: 10; Email: 158; Text: 213
		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
		31/03/2020	Residential: 243; Business: 12; Email: 134; Text: 157

2021-25 Strategic Plan - Nov. 25, 2021 (Next update Jan 27, 2022)

Sustainable Municipal Services

[illegible]

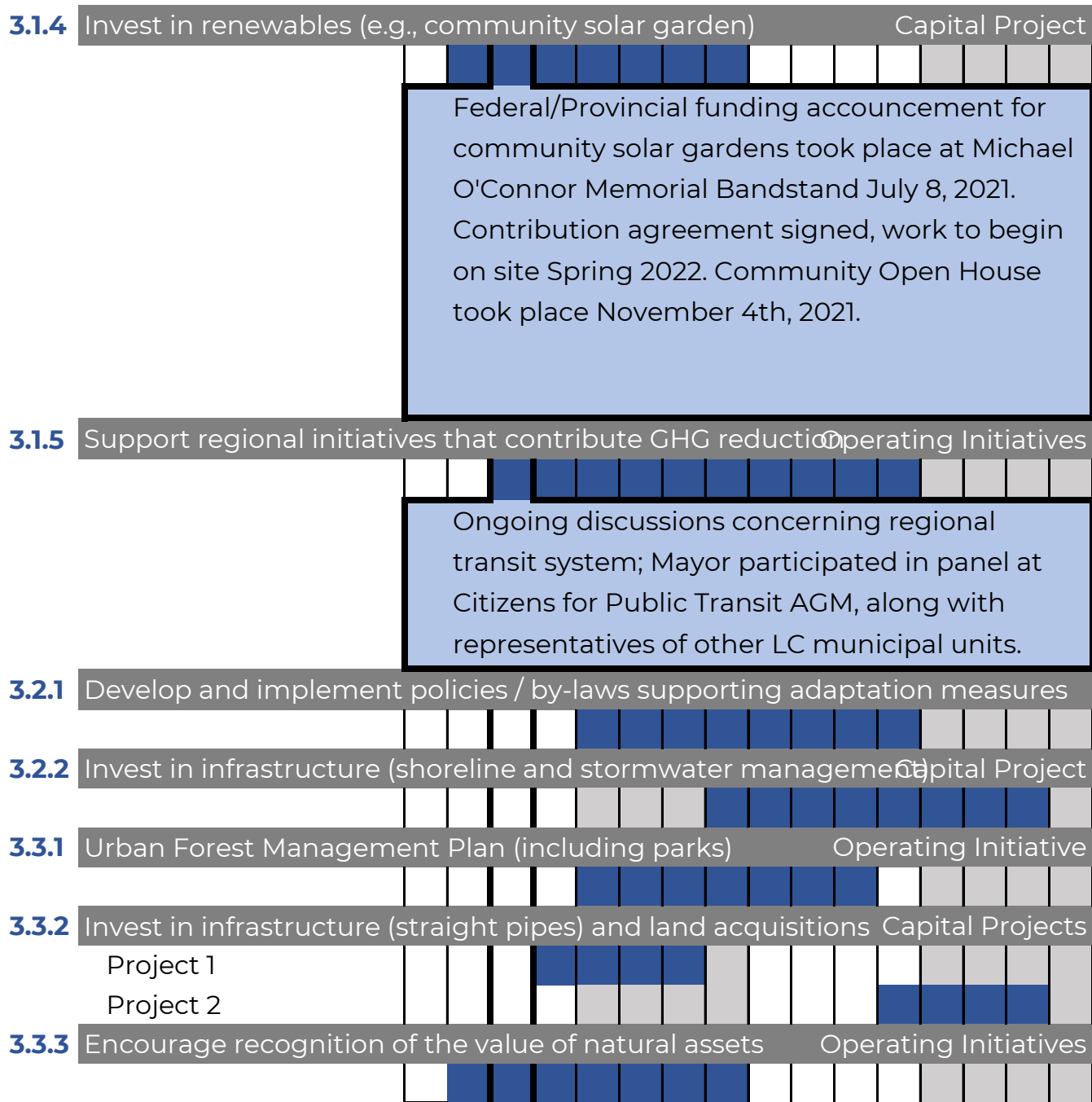
1.3.2

- 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 by end of 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															
	□	□	■	■	■	■	■	■	■	■	□	□	□	□	□	□



2021-22 Budget - Operating Initiatives - Nov. 25, 2021 (Next update Jan 27, 2022)

		Budget	YTD					
1	2021 Asset Management Project	\$12,000	\$0	<div><div></div></div>				25%
		Notes: AIM Network Cohort Program 2.0 began 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>	<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	\$9,385	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	75%
		Notes: Water audit with Xylem Inc. completed. Report included on November 25 Council Mtg. agenda. Staff following up on recommendations (identified leaks).						
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, will be launched Q4 2021-22.						

9	Electrical System Diagnostics	\$50,000	\$0	<div><div></div></div>				25%
		Notes: Existing transformers assessed for multi-year replacement plan to meet federal requirements. RFP for transformer replacements under development.						
2021-22 Budget - Capital Projects - Nov. 25, 2021 (Next update Jan 27, 2022)								
Town General								
		Budget	YTD					
1	Repair/Renovate Town Hall Facility	\$200,000	\$289,962.00	<div><div></div></div>	<div><div></div></div>	<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: Coordinated with lift station repairs project.						
6	Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$4,439.00	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: Report to Council anticipated in January 2022.					
8	Solar Garden Development	\$5,805,686	\$10,362.00	<div><div></div></div>			5%
		Notes: ICIP funding for solar garden approved. Contribution agreement between Mahone Bay, Berwick, Antigonish and the Province signed. 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>			25%
		Notes: Funding anticipated under Provincial Beautification and Streetscaping program. Request for Tender closed Nov 17th, awarded to Cytizen Developments.					
10	Renovate Comfort Station for Year Round Use	\$6,000	\$4,155.00	<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	<div><div></div></div>			5%
		Notes: RFP for work under development with CBCL Ltd., to be issued in early December.					
13	Speed Signs	\$10,000	\$0.00	<div><div></div><div></div><div></div></div>			75%
		Notes: Signs ordered for Edgewater St. The correct signs arrived on Nov 9th but radar did not come with Bluetooth capabilities for downloading data. Installation now scheduled for early Decemeber.					
14	PAA Pilot Project	\$32,000	\$4,985.00	<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: Cigarette butt recyclers have been installed. 10 Dog Waste receptacles / bag dispensers have been installed.			
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	\$12,335.00	<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	\$5,214.00	Not Yet Begun	
		Notes: Dalhousie modelling report on applicability of ETS / water heating project completed, to be presented to Council's Dec 14 meeting.			
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				
26	Replace Culverts on Longhill Rd.	\$10,638	\$9,589.00	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: All culverts and ends installed. Laneway asphalt being installed late November.				
Fire Services						
1	Build New Fire Station	\$3,052,000	\$1,018,555.00	<div><div></div><div></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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	
		Notes: New radios have been ordered. Should be arriving shortly.				
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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	
		Notes: iPads have been ordered through Bell. Should be arriving shortly.				
5	New Bunker Gear	\$15,600	\$2,219.65	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	
		Notes: New boots have been ordered to replace expired gear. More gear will be ordered in the coming				

6	BA Face Masks with Glasses	\$5,000	\$2,453.00	<div><div></div><div></div><div></div></div>	75%
		Notes: Masks and glasses interest have been ordered.			
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	\$689.00	<div><div></div><div></div><div></div></div>	25%
		Notes: EQ received.			
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: All quotes have been gathered. Approval pending.			

11	Exterior Walls at Water Treatment Plant	\$15,000	\$0.00	Not Yet Begun
	Notes: All quotes have been gathered. Approval pending.			
12	Replace Compressor at Water Treatment Plant	\$9,500	\$0.00	Not Yet Begun
	Notes: All quotes have been gathered. Approval pending.			
13	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$1,223.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$1,441.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			
15	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$2,424.00	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	\$6,794.00	<div><div></div><div></div><div></div><div></div><div></div></div> ★
	Notes: Work completed in November with Himmelman Utility Consulting.			
3	Pad Mount Transformers	\$100,000	\$0.00	<div><div></div><div></div><div></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 [updated Dec 14th, 2021]

[Staff were directed to include language in the draft policy permitting municipal election signs in designated locations on Town property; see attached updated policy document]

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 [Updated Dec 14th, 2021]
- Existing Off-premises Uniform Signage Policy
- [Images of proposed designated locations]

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

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.
- Official municipal election signage in the following designated locations:
 - Edgewater Street – Greenspace adjacent to Comfort Station
 - Main Street – Bridge over Ernst Brook
 - Main Street – Green Verge in front of Town Hall
 - Main Street – Greenspace adjacent to turning loop (Blockhouse boundary)
 - Main Street – Green Verge in front of Mahone Bay Civic Marina
- 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.

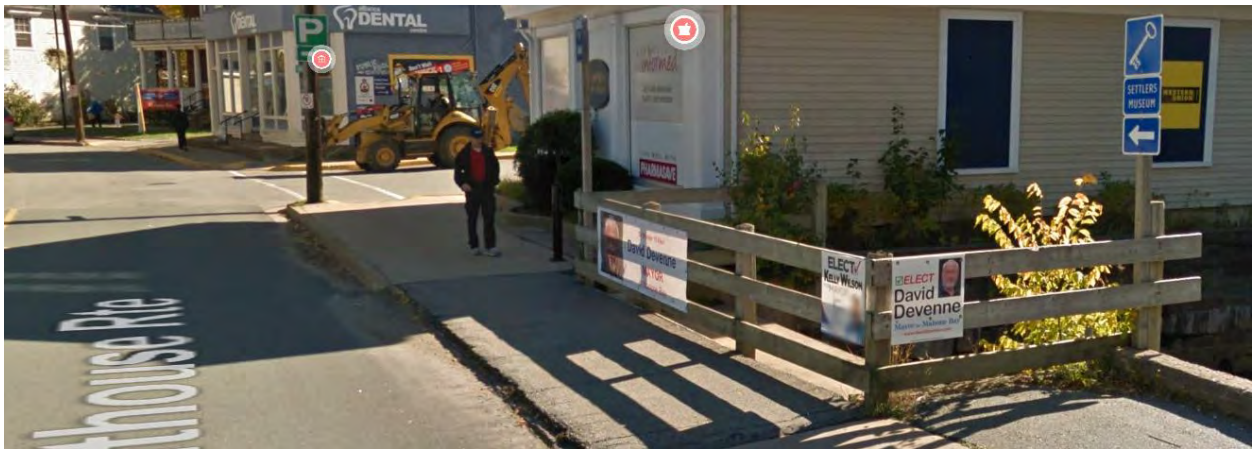
1. The intent of this policy is to create a system for signs which show the direction to those businesses and services which cater to the travelling public, in order to assist the travelling public in finding specific services and business establishments.
2. Signs may be installed only on Town property 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

Edgewater Street – Greenspace adjacent to Comfort Station



Main Street – Bridge over Ernst Brook



Main Street – Green Verge in front of Town Hall



Main Street – Greenspace adjacent to turning loop (Blockhouse boundary)



Main Street – Green Verge in front of Mahone Bay Civic Marina





Town of Mahone Bay

Staff Report

RE: COVID-19 Vaccination Policy

Nov 25th, 2021 [updated Dec 14th, 2021]

[Staff were directed to revise the draft policy to remove references to Boards, confirm the definition of “fully vaccinated” and introduce provisions to ensure vaccinations remain current, and to introduce distinctions between the consequences of non-compliance for employees, Council, volunteers, and committee members; see attached updated policy document]

General Overview:

This report is intended to provide Council with a draft COVID-19 Vaccination Policy for consideration.

Background:

At the regular meeting of Council on October 28th, 2021 the following motion was passed:

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

Analysis:

Staff have reviewed municipal COVID-19 vaccination policies and best practices throughout Nova Scotia in developing the draft COVID-19 Vaccination Policy for Council's consideration. The draft policy is attached to this staff report.

Financial Analysis:

No significant financial impact is anticipated.

Climate Analysis:

No significant climate impact is anticipated.

Strategic Plan:

Not applicable.

Recommendation:

It is recommended that, after due consideration at the regular meeting on December 14th,

THAT Council adopt the draft COVID-19 Vaccination Policy as presented.

Attached for Council Review:

- Draft COVID-19 Vaccination Policy [Updated Dec 14th, 2021]

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

1.0 Statement

The Town of Mahone Bay is committed to providing a safe working environment for our employees, Council, and members of the public with whom we interact. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to provide the Town's expectations and requirements of staff, Council, volunteers, **Board**, and committee members with respects to COVID-19 vaccination requirements so as to protect all workers and the public we serve.

2.0 Scope

This Policy applies to all Town of Mahone Bay employees, Council, volunteers, **Board**, and committee members regardless of workplace or worksite location, including those who are working remotely. This Policy does not apply to members of the public who are accessing Town services and programs however Town staff may require proof of vaccination status from members of the public in accordance with Provincial directives.

The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises.

3.0 Definitions

"Fully vaccinated" means receipt of 1 dose of a vaccine authorized as a 1 dose vaccine series such as Janssen plus 14 days, or 2 doses of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days, or a complete series of any other World Health Organization authorized series of COVID-19 vaccine such as Sinopharm or Sinovac plus 14 days. **To demonstrate full vaccination an acceptable copy of the Nova Scotia COVID-19 Vaccination Record (or other acceptable record if vaccinated outside of Nova Scotia) must be produced.**

"Not fully vaccinated" means no receipt of any vaccine dose or receipt of 1 dose of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days.

"Vaccine" means a vaccine against COVID-19 that has been approved by either the Public Health Agency of Canada or the World Health Organization.

4.0 Provisions

4.1. The Town of Mahone Bay will require all employees, Council, volunteers, **Board**, and committee members to be fully vaccinated against COVID-19 and provide proof of

vaccination by January 31, 2022. Proof of vaccination records will be kept confidential and used only as required to administer the Policy.

4.2. Those who cannot be vaccinated based on an approved written medical exemption may request an exemption from the CAO, by providing the appropriate documentation from a qualified medical professional as determined by the Province of Nova Scotia. If the exemption request is accepted by the CAO, those people must participate in the Rapid Testing Program. At-home testing kits will be available at no cost to employees participating in the Rapid Testing Program.

4.3. Employees who fail to comply with the requirements of this policy by January 31, 2022 will be placed on an immediate unpaid leave of absence and may be subject to disciplinary action, up to and including dismissal. Volunteers – including volunteers with Societies operating on Town property and firefighters with the Mahone Bay & District Fire Department – who fail to comply with the requirements of this policy by January 31, 2022 will be placed on an immediate suspension. Council and Committee members who fail to comply with the requirements of this policy by January 31, 2022 will be prohibited from attending meetings in person.

4.4. Based on operational needs, positions vacated by the unpaid leaves of absence may be temporarily filled.

4.5. Vaccinations will be only one part of the employer's steps to maintain a safe workplace. The Town of Mahone Bay may continue to implement other measures, such as wearing a mask and physical distancing even if the Province discontinues those steps.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] November 25, 2021

Date of Passage of Policy _____

Town Clerk

Date



**Town of Mahone Bay
Staff Report
Re: Climate & Environment Advisory
Committee
December 14th, 2021**

General Overview:

The purpose of this report is to provide Council with an expanded Terms of Reference for the proposed Climate & Environment Advisory Committee for the Town of Mahone Bay.

Background:

On March 25th, 2021 the Town Council approved the adoption of a Greenhouse Gas Reduction Action Plan, which can be viewed on the Town's website. The formation of a Climate Action Advisory Committee was recommended as per Action #15 of the GHG Reduction Action Plan. Terms of Reference for a Climate Action Advisory Committee were presented to Council on October 21st, 2021. Council then directed staff to expand the terms of reference to ensure the committee was reflective of the environmental leadership goals and actions contained in Council's 2021-25 Strategic Plan.

Analysis:

The attached draft Terms of Reference have been amended as per Council's direction, with the proposed committee retitled the Climate & Environment Advisory Committee.

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

Financial Analysis:

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

Climate Analysis:

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

Links to Strategic Plan:

3. Environmental Leadership:

3.1 Reduce Community Greenhouse Gas Emissions

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

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

Attached for Council Review:

Proposed Climate & Environment Advisory Committee Terms of Reference

Respectfully submitted,



Martha Horsman

Climate and Energy Program Manager



Climate & Environment Advisory Committee

Terms of Reference

Background

The overall purpose of the Climate & Environment Advisory Committee as determined by Council is to provide leadership and guidance on climate change mitigation, adaptation, and environmental stewardship initiatives. The committee provides feedback and engages in community outreach on issues and projects related to environmental sustainability within the Town.

Committee Mandate

The responsibilities of the Climate & Environment Advisory Committee shall include:

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

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

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

The Climate & Environment Advisory Committee shall generally meet quarterly.

Committee Membership

The membership of the Climate & Environment Advisory Committee shall include:

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

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

COMMUNITY SOLAR OPEN HOUSES

AREA and Thinkwell Shift hosted a Community Solar open house event in each town during September and October.

Customers were drawn to the event through direct mail pieces, social media posts, posters and radio interviews. In Mahone Bay, additional attendance is linked to the instant message notification on the day of the event.

We had overwhelmingly positive support for the Community Solar Gardens in each community. The most common conversations revolved around the price of a subscription, the timeline for launch and the location. Numerous customers asked if we would be back in an Open House format when the details of the subscription were ready.

Attendance:

- Antigonish - 90
- Berwick - 80
- Mahone Bay - 100

The event layout, poster visuals, and opportunity to speak with informed staff and council were complimented repeatably by attendees.

The Community Solar Gardens address the negatives or inconveniences (such as contractor management, maintenance, insurance) for attendees who had previously investigated rooftop solar.

The subscription price and bill credit was the most common question asked, but was unable to be answered at the event. The expectation set with participants was to join the mailing list so we can update them once the details are available.

Once the subscription models have been finalized and approvals received from the UARB, AREA staff will present a customer engagement strategy to roll out the subscriptions, publically.

3

Total number of Open House Events

270

Total number of attendees

158

Pledges received

The open-house events offered an opportunity to showcase AREA and the towns' projects and customer programs. Still, most importantly, the events brought a range of people together, re-establishing a sense of community. Customers appreciated the chance to talk to staff and council, and most indicated that they would attend any future open-house events.



**Sun. Save.
Repeat.**





Municipal Report

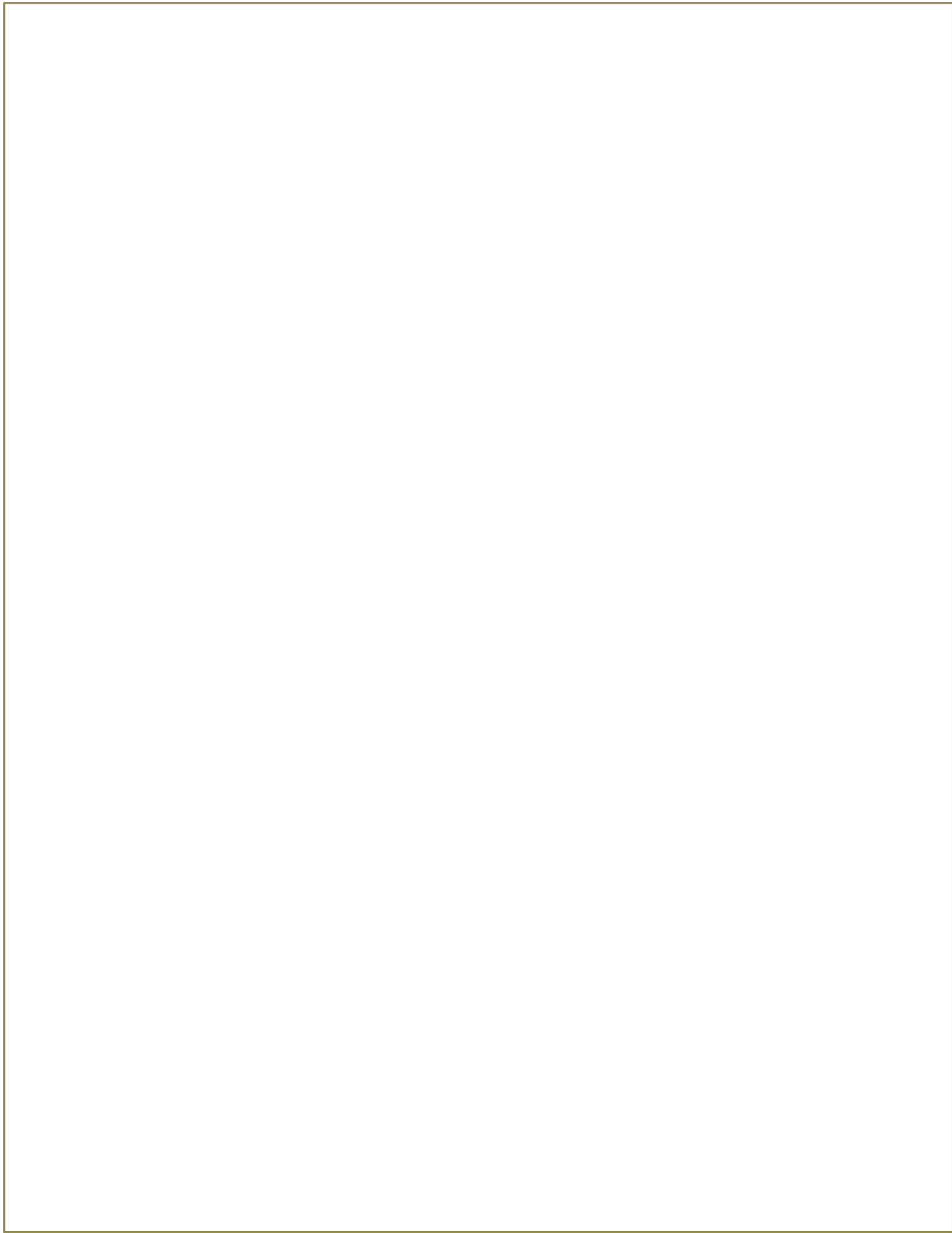


Town of Mahone Bay

**Department of Municipal Affairs
and Housing**

Municipal Profile and
Financial Condition Indicators Results

2019-20



Municipal Profile and Financial Condition Indicators Report

2019-2020 Fiscal Period

Table of Contents

	Introduction
	Chapter 1 - Municipal Profile Information <ul style="list-style-type: none">• Municipal Location and Size• Population Information and Demographic Trends• Number of Dwelling Units• Median Household Income• Employment Rate• Education Level
	Chapter 2 - Assessment Information <p>Information regarding uniform assessment* trends, dependence, and percentage of median household income required to pay the average tax bill.</p> <ul style="list-style-type: none">• Three-year change in Uniform Assessment• Highest Reliance on a Single Business or Institution• Residential Tax Effort• Residential and Commercial Uniform Assessment 5-Year Trend <p><i>*Uniform Assessment is taxable property assessment plus the capitalized value of payments made to municipalities in lieu of taxes.</i></p>
	Chapter 3 - Financial Information <ul style="list-style-type: none">• Revenue Information - revenue by source (consolidated and operating fund), percentage of revenue reliance on government transfers, and percentage of tax revenue not collected.• Expenditures Information - expenses by fund (consolidated and operating fund) and operating reserve as a percentage of expenses.• Accumulated Surplus (Deficit) Information - accumulated surplus (deficit) by fund, annual surplus (deficit) and number of annual deficits in the last 5 years.• Debt Information - Longterm debt, bank indebtedness and percentage of revenue used for debt principle and interest payments.
	Chapter 4 - Financial Condition Indicators <p>The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention. Thirteen indicators consisting of:</p> <ul style="list-style-type: none">• 4 key performance indicators;• 6 financial indicators that concern management and debt; and• 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.
	Appendices <ul style="list-style-type: none">• List of additional municipal data located on the Nova Scotia Open Data Portal• Municipality’s website contact information
	Contact Information

Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

For example, the snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.



Chapter 1 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Profile Highlights

About the Municipality

Name:	Town of Mahone Bay
County:	Lunenburg County
Approximate size:	3 km ²
Number of dwellings:	652
Government:	7 elected councillors (including the Mayor)



Figure 1- Location of Municipality

Population Highlights

Population 2016:	1,040
Population 5-year trend:	+10.3%
County 5-year trend:	-0.4%
Demographic trend:	Aging
Up to 19 Yrs.	14%
20 to 59 Yrs.	39%
Over 60 Yrs.	47%

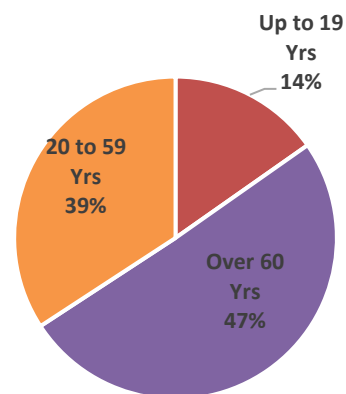


Figure 2 - Age Breakdown

Population Trends

Population:	1,040
Provincial population:	0.1%
20-year trend:	Growing [supported by Figure 3 below]
Age Trend:	Majority between 50-79 years of age [supported by Figure 4 below]

Population Trend from 1996 to 2016

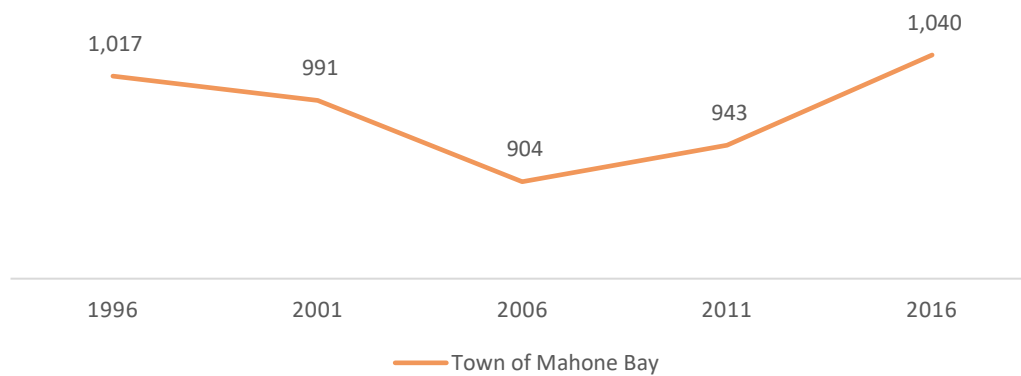


Figure 3 - Population from 1996-2016. Source: Statistics Canada

2016 Population by Age

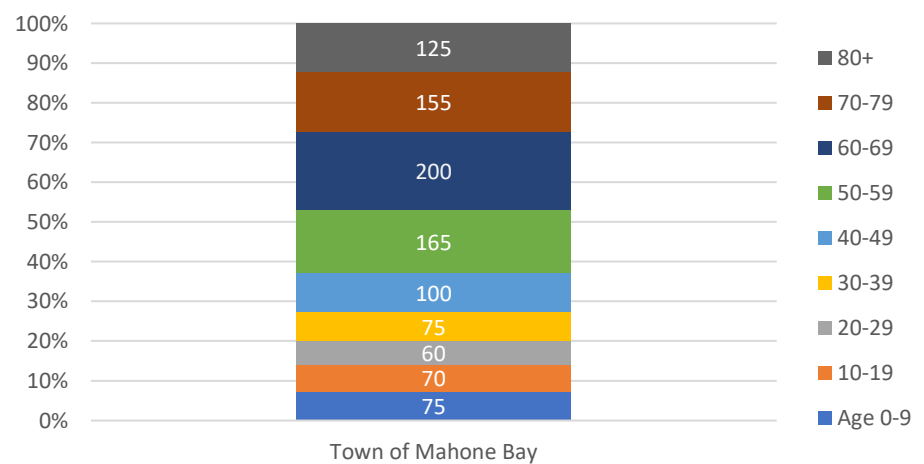


Figure 4 - Population by Age for 2016. Source: Statistics Canada

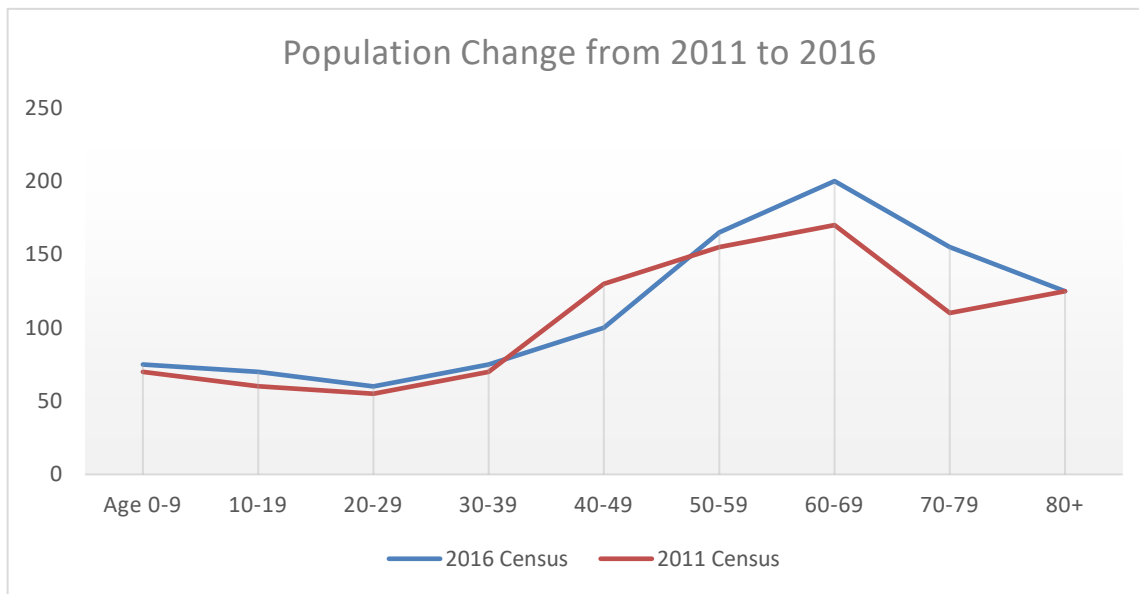


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most towns in Nova Scotia, the majority of Mahone Bay's citizens are between the ages of 50 and 79.

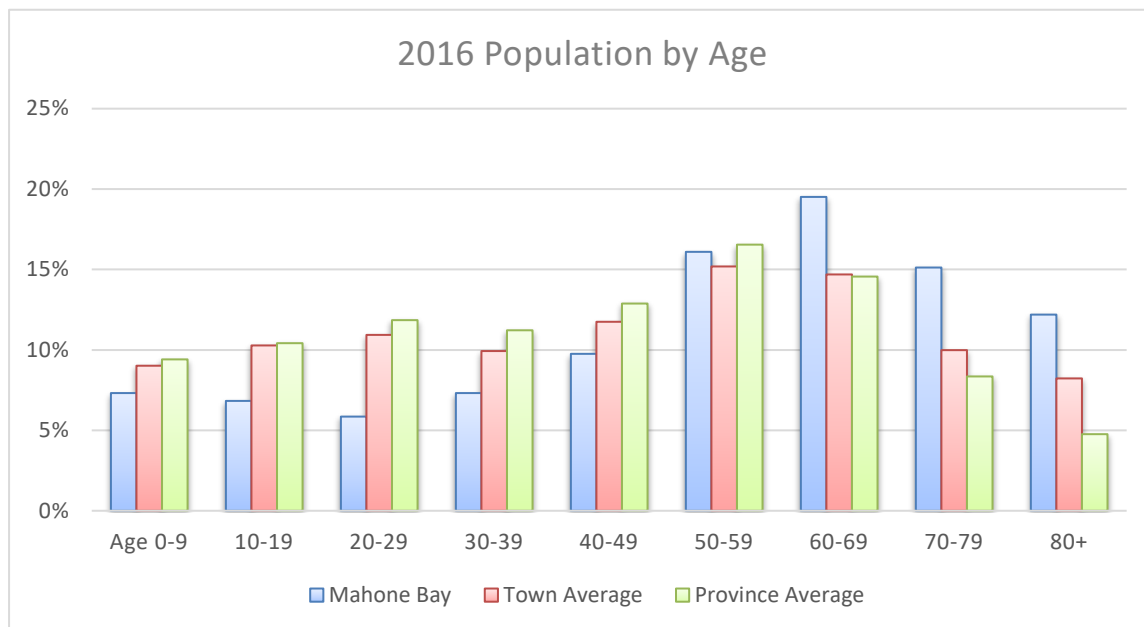


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	2016 Census	2011 Census	+/-	Town Average
<i>Median Household Income</i>	\$53,035	\$49,158	\$3,877	\$48,934
<i>Employment Rate</i>	44.8%	45.7%	-0.9%	48.3%
<i>Education Beyond High School</i>	63.0%	58.5%	4.5%	52.0%

Source: 2011 and 2016 Statistics Canada

Median household income: Mahone Bay's median household income is higher than the provincial town average, and it has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The Town of Mahone Bay's employment rate is below the provincial town average, and it has declined.

Education level: Mahone Bay's education level is higher than the provincial town average and has increased since 2011.

Chapter 2 - Assessment Information



Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in uniform assessment[1]:	3.4%	growth keeps pace with cost living
Highest reliance on a single business or institution:	1.4%	not dependent (low risk)
Residential Tax Effort:	5.0%	limited flexibility (moderate risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

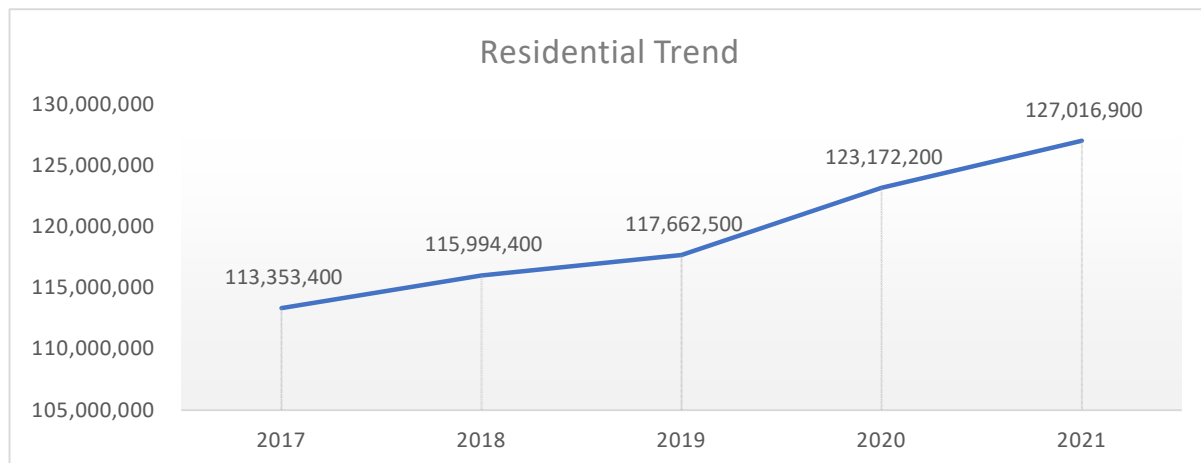


Figure 7 - Residential assessment value over the last five years. Source: 2016-2020 Statement of Estimates - Assessment

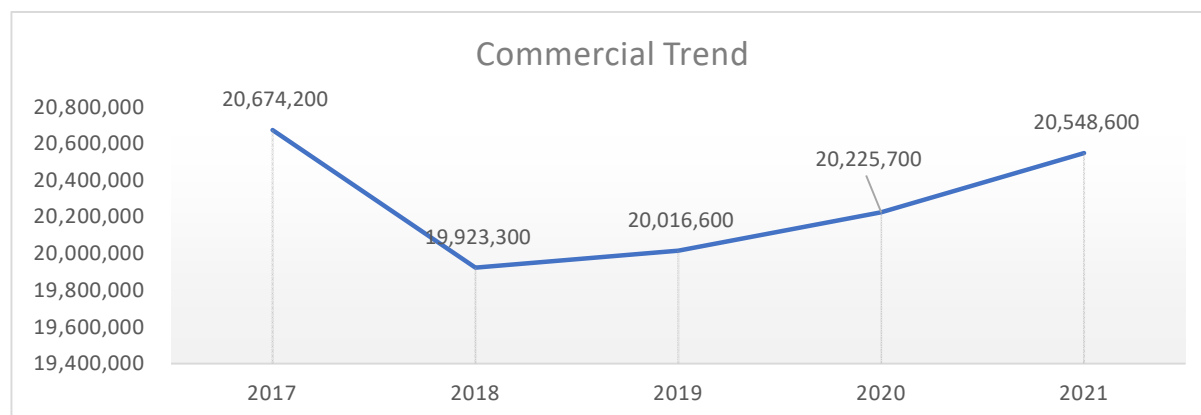


Figure 8 - Commercial assessment value over the last five years. Source: 2016-2020 Statement of Estimates - Assessment

[1] Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - Alternative Resource Energy Association (AREA) (10%)
 - Cemetery
 - Water Utility

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.²

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	After deadline ³
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

² Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th.

Financial Highlights

Revenue

Total consolidated revenue:	\$6.2 million
Revenue generated from own source revenue *:	\$5.9 million
Total operating revenue:	\$2.7 million
Largest operating revenue:	78%
	Net property taxes and payments in lieu of taxes

Expenses

Total consolidated expenses:	\$5.8 million
Total operating expenses:	\$2.1 million
Largest operating expense:	31%
	General government services

Annual Surplus

Annual consolidated surplus (deficit):	\$417 thousand
Consolidated accumulated surplus (deficit):	\$15.7 million
Annual operating surplus (deficit):	\$210 thousand

Debt

Total consolidated long-term debt:	\$6.3 million
Total general capital fund long-term debt:	\$1.0 million
Operating fund bank indebtedness:	nil

* Consolidated revenue excluding government transfers

Revenue:

\$6.2 M

2020 Consolidated Revenue

Total consolidated revenue:	\$6.2 million
Largest revenue:	\$2.7 million
	Electric fund revenues
Revenue generated from own revenue:	95%

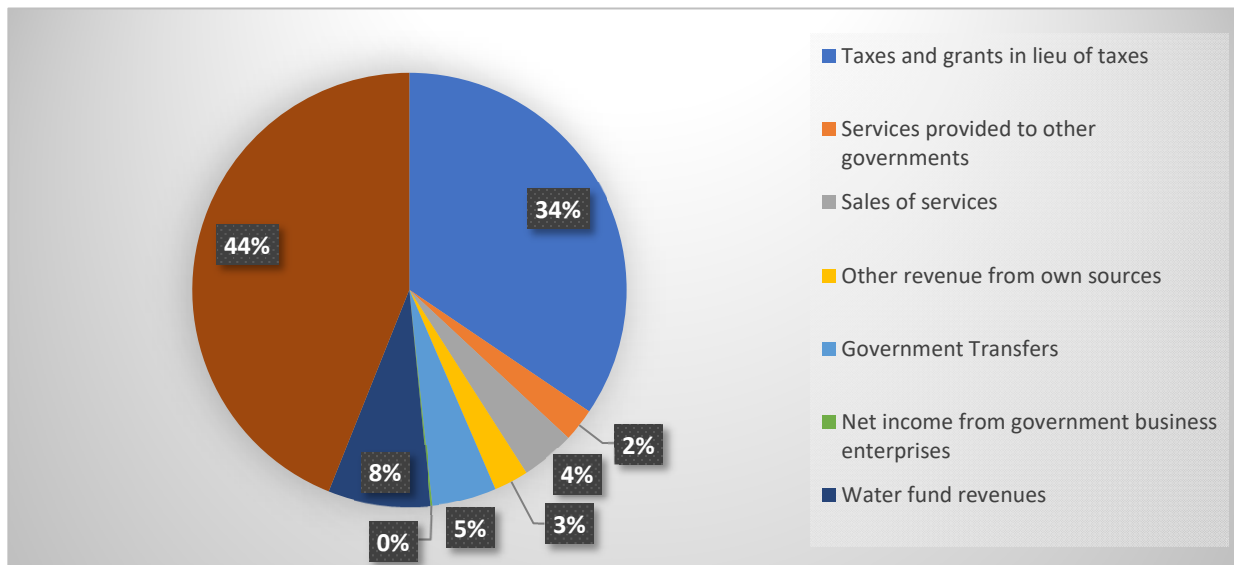


Figure 9 - Consolidated Revenue Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's consolidated revenue divided into categories.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	\$2.1 million
Services provided to other governments	\$2.2 million
Sales of services	\$0.2 million
Other revenue from own sources	\$0.2 million
Government Transfers	\$0.3 million
Net income from government business enterprises	\$0.0 million
Water fund revenues	\$0.5 million
Electric fund revenues	\$2.7 million

\$2.7 M 2020 General Operating Revenue

Total operating revenue:	\$2.7 million
Largest operating revenue:	78%
	Net property taxes and payments in lieu of taxes
Uncollected Taxes:	7.7%
Reliance on Government Transfers:	2.3%

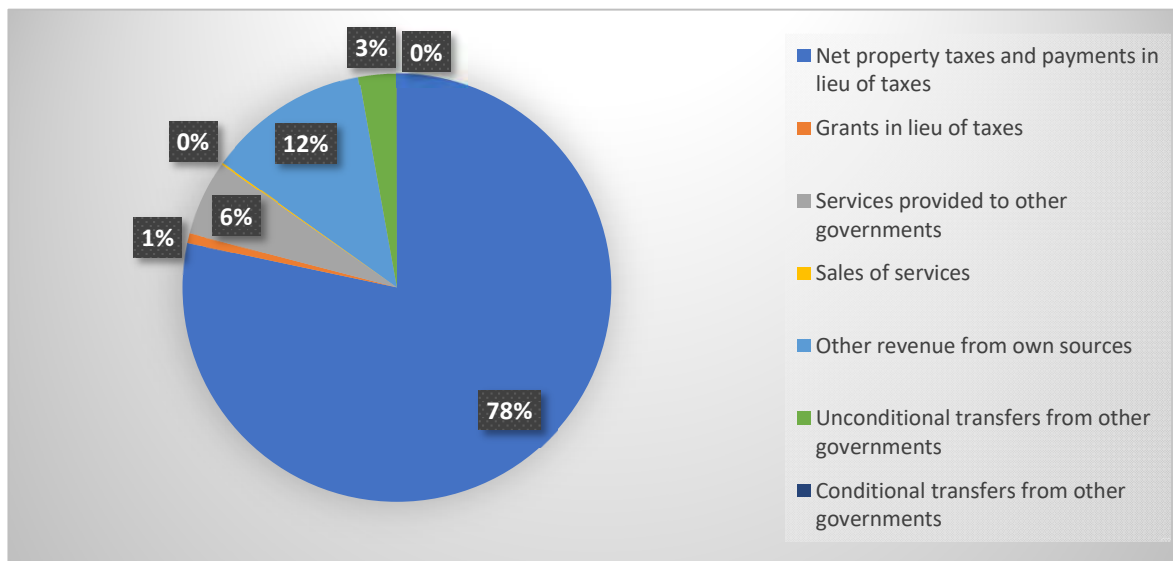


Figure 10 - General Operating Fund Revenue Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's operating fund revenue divided into categories.

	Operating Revenue
Net property taxes and payments in lieu of taxes	\$2.1 million
Grants in lieu of taxes	\$.0 million
Services provided to other governments	\$.2 million
Sales of services	\$.0 million
Other revenue from own sources	\$.3 million
Unconditional transfers from other governments	\$.1 million
Conditional transfers from other governments	\$.0 million

Expenses:

\$5.8 M 2020 Consolidated Expenses

Total consolidated expenses:

\$5.8 million

Largest expense:

45%

Electric fund expenses

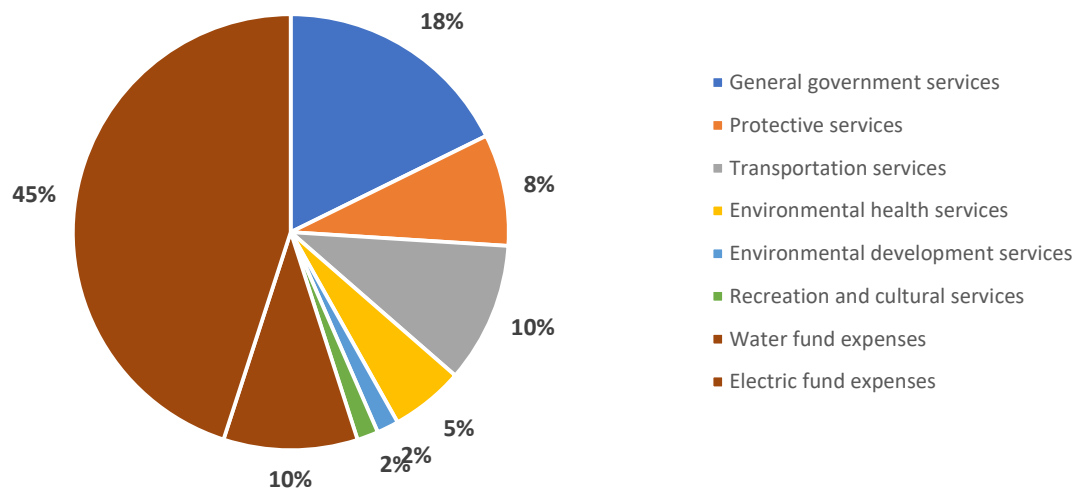


Figure 11 - Consolidated Expenses Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

	Consolidated Expenses
General government services	\$1.0 million
Protective services	\$0.5 million
Transportation services	\$0.6 million
Environmental health services	\$0.3 million
Public health services	nil
Environmental development services	\$0.1 million
Recreation and cultural services	\$0.1 million
Water fund expenses	\$0.6 million
Electric fund expenses	\$2.6 million

\$2.1 M 2020 General Operating Expenses

Total operating expenses:	\$2.1 million
Largest operating expense:	31%
	General government services
Operating reserves as a percentage of total operating expenses:	4.9%

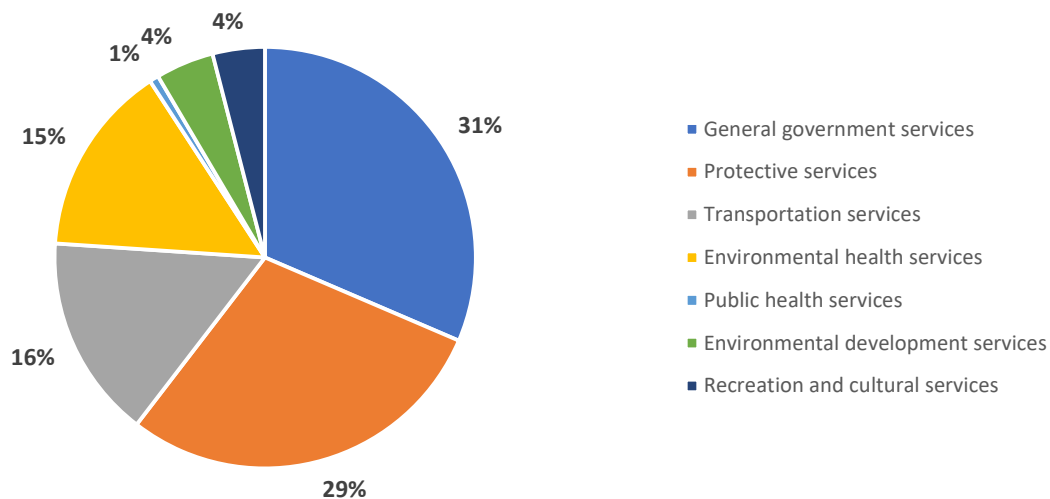


Figure 12 - General Operating Fund Expenses Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's operating expenses divided into categories.

	Operating Expenses
General government services	\$.7 million
Protective services	\$.6 million
Transportation services	\$.3 million
Environmental health services	\$.3 million
Public health services	\$.0 million
Environmental development services	\$.1 million
Recreation and cultural services	\$.1 million
Extraordinary or special items	nil

The graph below shows the expense by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

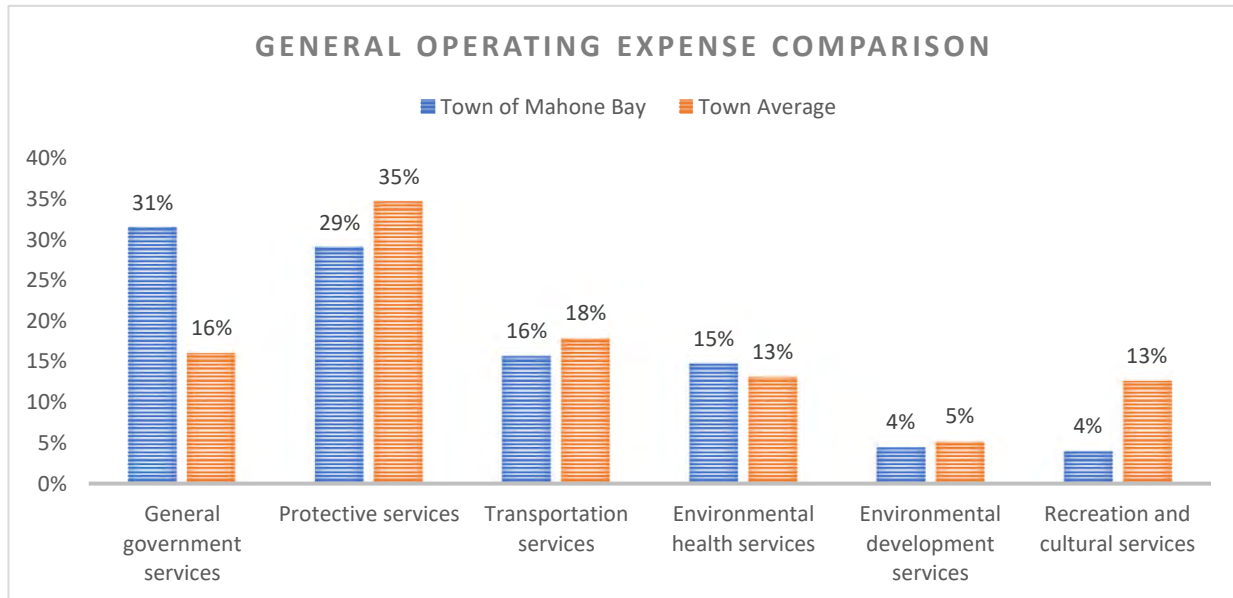


Figure 13 - Comparison of General Fund Expenses to Provincial Town Average. Source: 2019-20 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - Expenses

Note: Annual surplus is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit):	\$417 thousand
Consolidated accumulated surplus (deficit):	\$15.7 million
Annual operating surplus (deficit):	\$210 thousand
Number of operating deficits in the last 5 years:	0

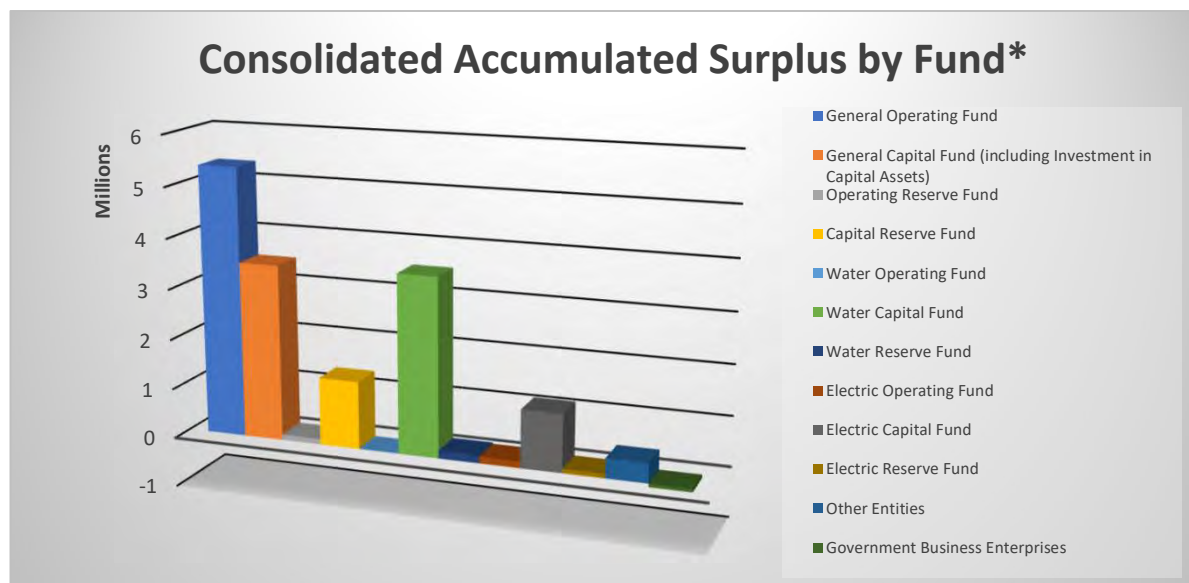


Figure 14 - Consolidated Accumulated Surplus by Fund. Source: 2019-20 Financial Information Return

*The Breakdown of the Consolidated Accumulated Surplus submitted by the Municipality does not currently agree to their Audited Financial Statements. The Department will work with the Municipality to resolve the variance.

Debt

Total consolidated long-term debt:	\$6.3 million
Total general capital fund long-term debt:	\$1.0 million
Debt Service Ratio:	4.3%
Operating fund bank indebtedness:	nil
Outstanding operating debt as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers:	0.0%

Chapter 4 - Financial Condition Indicators: House Model



The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality's revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**) ; and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 10-13 FCIs meet low risk threshold;
- moderate risk (**yellow**) : 8-9 FCIs meet low risk threshold; and
- high risk (**red**): 7 or less FCIs meet low risk threshold.

Overall Assessment

Overall Assessment for: Town of Mahone Bay

Financial Condition: **Moderate risk**

The overall Financial Condition Index assessment for the Town of Mahone Bay is Moderate risk

This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

Comparison: The majority of towns are moderate risk.(see chart below)

OVERALL RESULTS FOR TOWNS FOR 2019-20



Financial Condition Indicators Highlights

Overall Assessment

Yellow (moderate risk)

The overall Financial Conditions Index assessment for the Town of Mahone Bay is yellow (moderate risk). This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

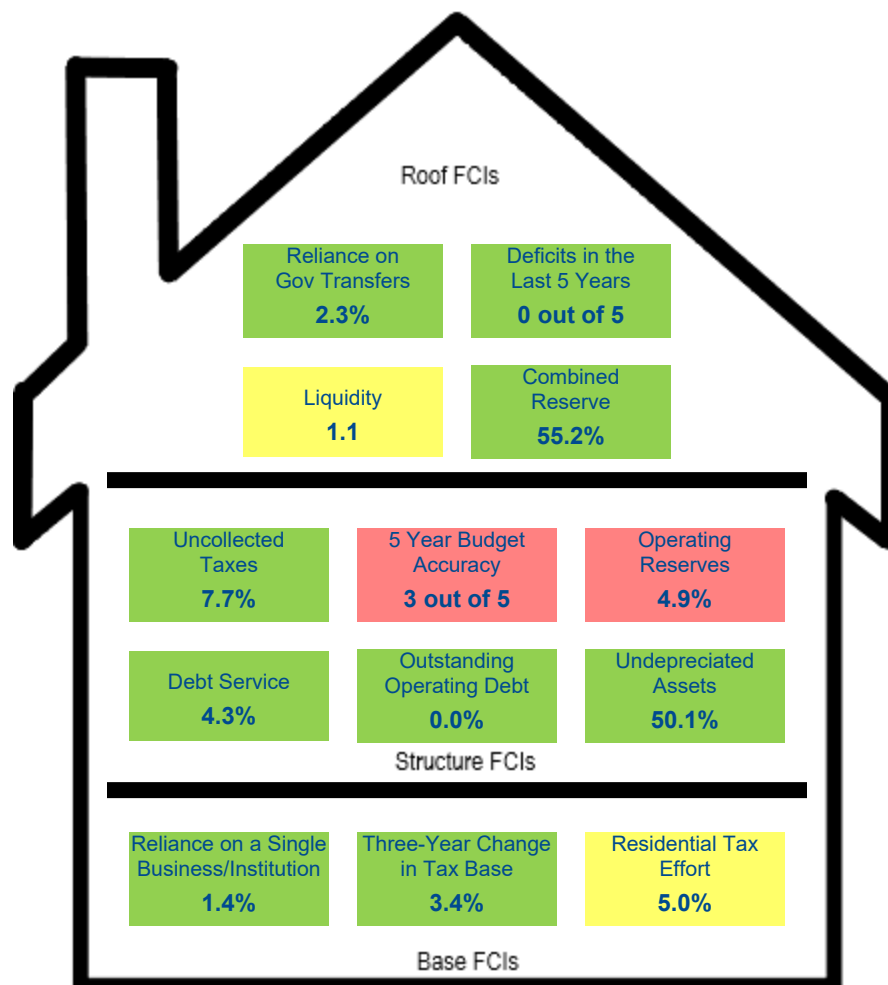
As shown in the House model below, Mahone Bay's FCIs are comprised of:

Low Risk (green): 9 Indicators

Moderate Risk (yellow): 2 Indicators

High Risk (red): 2 Indicators

Details on the individual FCI assessments and the Municipality's specific challenges are provided below.



Two-Year Comparison of Financial Condition Indicators

BASE	2020	2019	+/-
3-year Change in Tax Base	● 3.4%	● 4.5%	-1.1%
Reliance on a Single Business or Institution	● 1.4%	● 1.4%	0.0%
Residential Tax Effort	● 5.0%	● 4.9%	0.1%

STRUCTURE

Uncollected Taxes	● 7.7%	● 6.7%	1.0%
5 Year Budget Accuracy	● 3/5	● 4/5	-1
Operating Reserves	● 4.9%	● 10.6%	-5.8%
Debt Service	● 4.3%	● 3.4%	0.9%
Outstanding Operating Debt	● 0.0%	● 0.0%	0.0%
Undepreciated Assets	● 50.1%	● 52.2%	-2.1%

ROOF

Deficits in the Last 5 Years	● 0/5	● 0/5	0
Liquidity	● 1.1	● 3.5	-2.4
Reliance on Government Transfers	● 2.3%	● 5.8%	-3.6%
Combined Reserve	● 55.2%	● 46.7%	8.5%

* For 3-year Change in Tax Base, CPI % change for 2020 is 3.2% and for 2019 is 5.2%

The Base FCI Indicators

Reliance on a Single Business or Institution

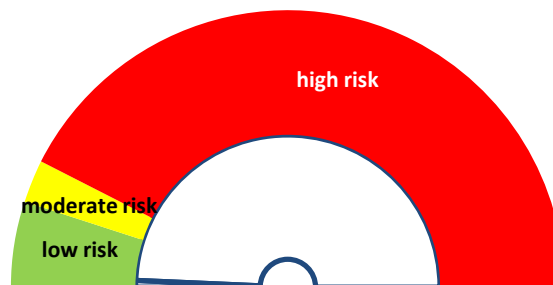
2020 Results: **Low risk 1.4%**
The largest single commercial or institutional account is only 1.4% of the Municipality's total Uniform Assessment.

What does it mean? The Municipality is showing no vulnerability in this area.
The Municipality's tax base is not dependent on one single business or institution.

Calculation:
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 1.4\%$$

Risk Thresholds:

-  Low: Less than 10%
-  Moderate: 10% to 15%
-  High: Greater than 15%



Three-Year Change in Tax Base

2020 Results: **Low risk** **3.4%**

What does it mean?

Growth is above the CPI % change of 3.2%.

The municipality's tax base is strong to cover the cost of municipal services and programs.

Calculation:

$$\frac{\text{Current Uniform Assessment} - \text{Uniform Assessment 3 Years Prior}}{\text{Uniform Assessment 3 Years Prior}} = 3.4\%$$

Risk Thresholds:

	Low: Equal or above CPI% Change
	Moderate: Below CPI % Change, but not negative growth
	High: Negative growth

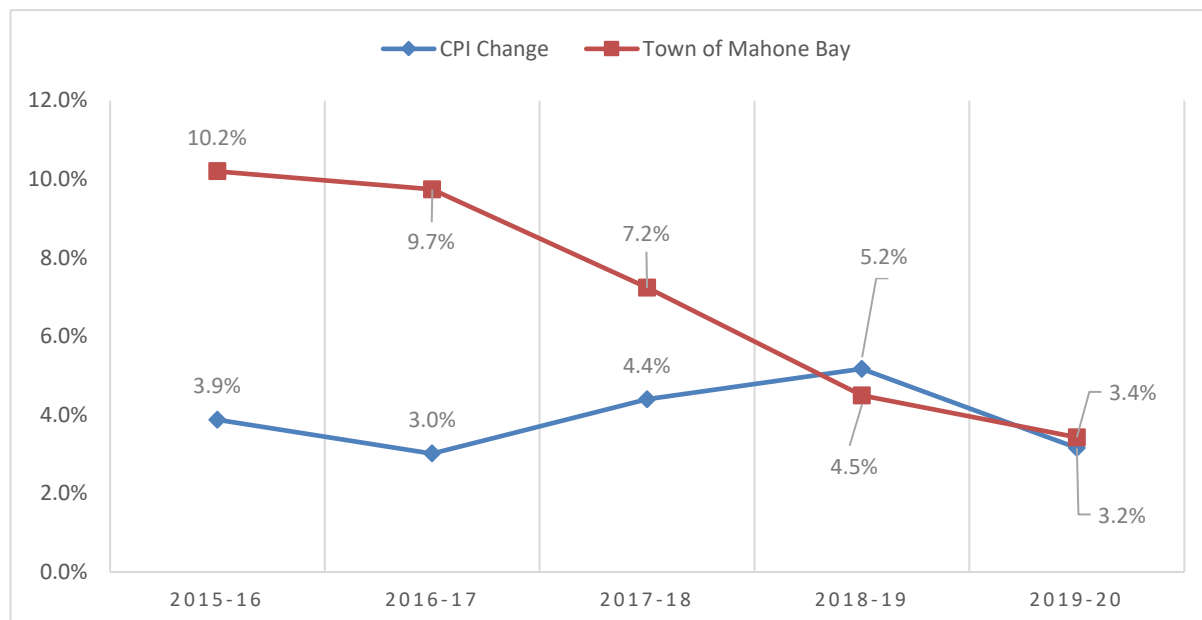


Figure 15- Three-year change in Uniform Assessment in comparison to three-year change in CPI for the last 5 years
Source: Statement of Estimates-Assessment and Statistics Canada

Residential Tax Effort




2020 Results: **Mod risk 5.0%**
5% of median household income is required to pay the average tax bill.

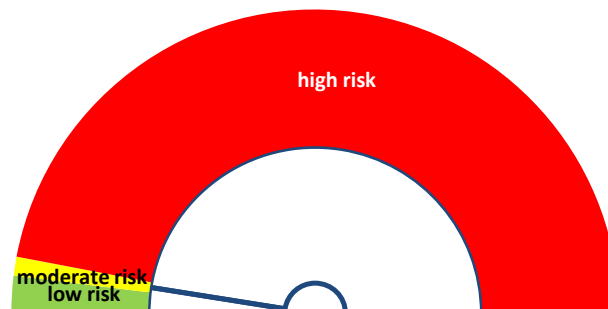
What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:
$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 5.0\%$$

Risk Thresholds:

	Low: Less than 4%
	Moderate: 4% to 6%
	High: Greater than 6%



FCI Indicators - Structure (Management) Indicators

Debt Service

2020 Results:

Low risk 4.3%

4.3% of own source revenue is spent on principal and interest payments.




What does it mean?

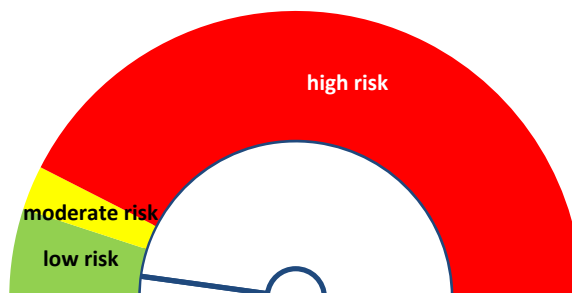
With adequate cash flow, the Municipality has the potential for flexibility to increase borrowing levels to help finance future capital expenditures

Calculation:

$$\frac{\text{Principal and Interest Paid on Long-term Debt}}{\text{Total Own Source Operating Revenue}} = 4.3\%$$

Risk Thresholds:

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



Outstanding Operating Debt

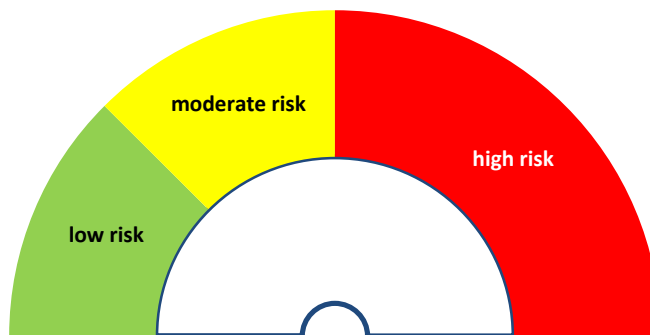
2020 Results: **Low risk** **0.0%**

What does it mean? The Municipality is not carrying any operating debt.

Calculation:
$$\frac{\text{Total Outstanding Operating Debt}}{\text{Total Own Source Operating Revenue}} = 0.0\%$$

Risk Thresholds:

	Low: Less than 25%
	Moderate: 25% to 50%
	High: Greater than 50%



Operating Reserve

2020 Results: High risk 4.9%

What does it mean?

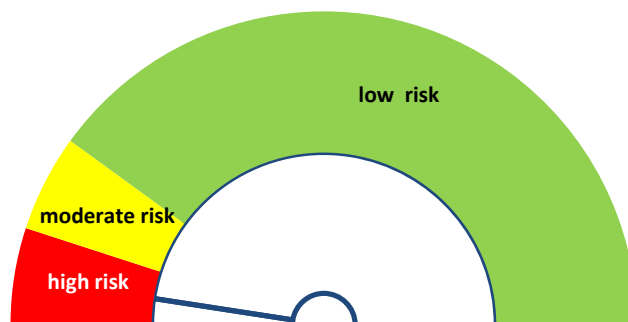
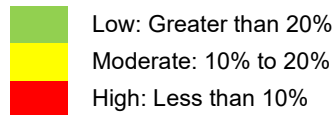
The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.

Calculation:

$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 4.9\%$$

Risk Thresholds:



Uncollected Taxes

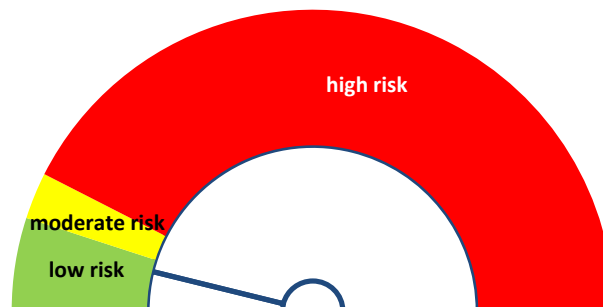
2020 Results: **Low risk** **7.7%**

What does it mean? The Municipality is managing tax revenue collection.

Calculation:
$$\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 7.7\%$$

Risk Thresholds:

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



Undepreciated Assets

2020 Results: **Low risk** **50.1%**

What does it mean?




This indicator estimates that the Municipality's capital assets have 50.1% of useful life remaining.

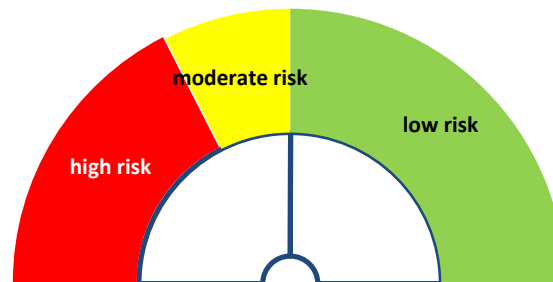
Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation:

$$\frac{\text{Total Net Book Value of Capital Assets}}{\text{Gross Costs of Capital Assets}} = 50.1\%$$

Risk Thresholds:

	Low: Greater than 50%
	Moderate: 35% to 50%
	High: Less than 35%



5-Year Budget Accuracy

2020 Results: **High risk** 3 of the last 5 years, actual expenditures were within +/- 5% of budget

What does it mean? The Municipality did not consistently maintain expenditure spending within budget limits.

Calculation:
$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}}$$

Risk Thresholds:

	Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variance were within +/- 5% of each other
	Moderate: 4 out of 5 years, expenditures were within +/- 5%
	High: Less than 4 out of 5 years, expenditures were within +/- 5%

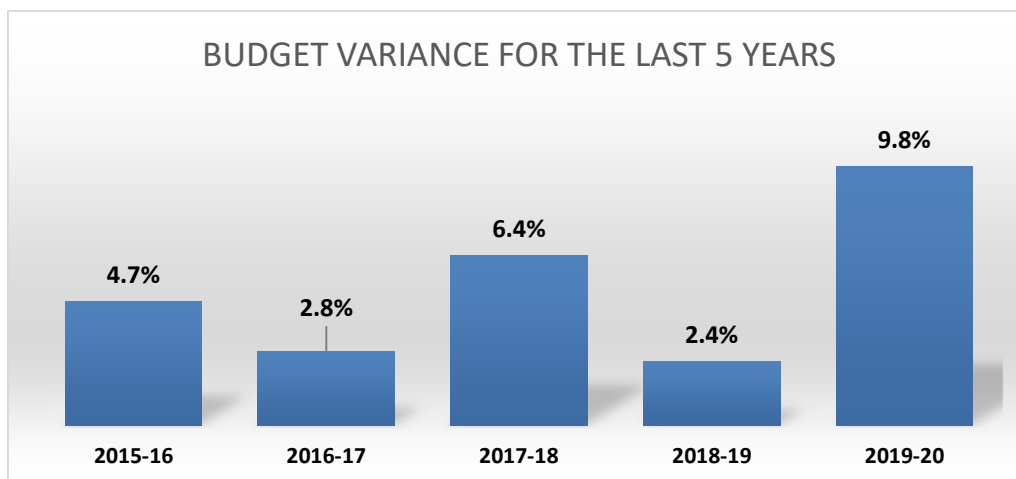


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates- Budget

FCI - Roof (Key Performance) Indicators -

the ability to meet current and future needs in a balanced and independent manner

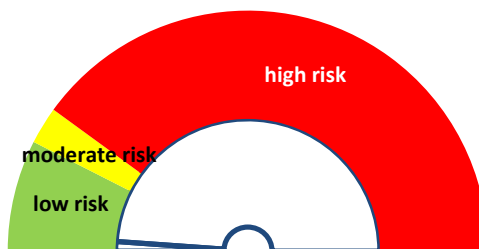
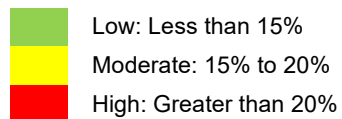
Reliance on Government Transfers

2020 Results: **Low risk** **2.3%**

What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 2.3\%$$

Risk Thresholds:



Number of Deficits in the Last 5 Years

2020 Results: **Low risk** 0 Operating deficits in the last five years

What does it mean? Deficits are important indications of financial health. The result indicates that the municipality is able to meet its needs in a balanced manner and maintain a balanced budget

Calculation: The number of non-consolidated operating deficits in the last five years = 0

Risk Thresholds:

- Low: 0 in the last 5 years
- Moderate: 1 or more in the last 5 years
- High: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

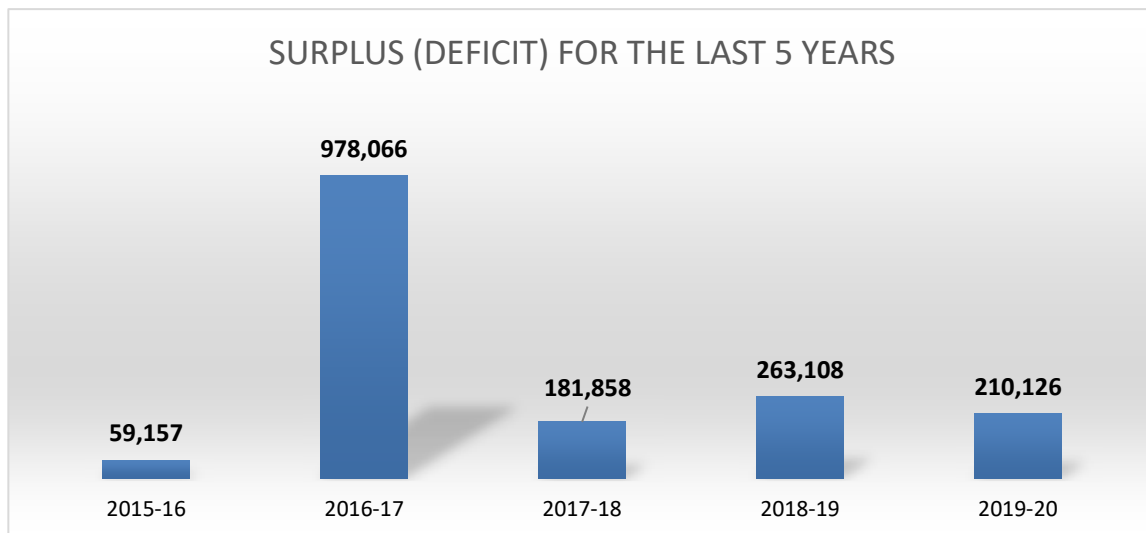


Figure 17- Annual operating fund surplus (deficit) for the last 5 years. Source: Financial Information Return

Liquidity

2020 Results: **Mod risk** **1.1**

What does it mean?

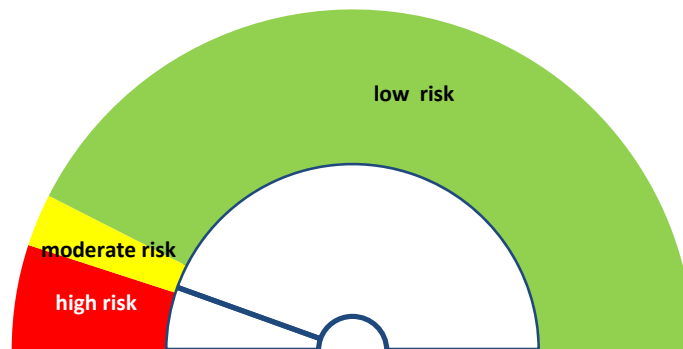
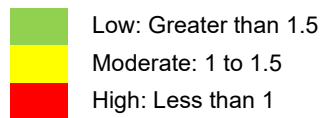
Liquidity is key to financial performance.

The result indicates that the municipality is somewhat able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation:

$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.1$$

Risk Thresholds:



Combined Reserves

2020 Results: **low risk** **55.2%**

What does it mean?




This result indicates that the Municipality does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects

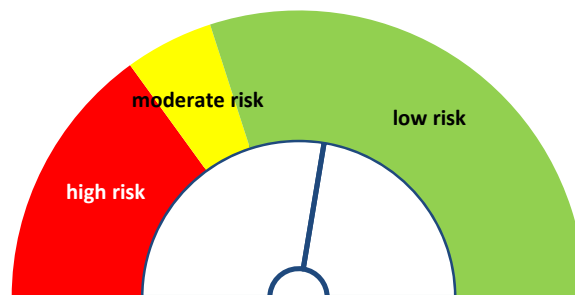
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation:

$$\frac{\text{Total Operating and Capital Reserves}}{\text{Total Operating Expenses plus Amortization Expense}} = 55.2\%$$

Risk Thresholds:

	Low: Greater than 40%
	Moderate: 30% to 40%
	High: Less than 30%



Appendix I - Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Appendix II - Municipal Website

Municipal website is **townofmahonebay.ca**

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- Audited Financial Statements
- Approved Operating Budget
- Quarterly Municipal Expense Report
- Quarterly Municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development: municipalfinance@novascotia.ca



Town of Mahone Bay

Staff Report

RE: Fire Services By-law

December 14, 2021

General Overview:

This report is to provide Council with an update on the process of the development of a Fire Services By-law for the Town of Mahone Bay and provide a recommendation for the next steps in the process.

Background:

On October 13, 2021 staff conducted a Stakeholder Public Information Meeting with the members of the Mahone Bay and District Fire Department to get feedback from the individuals who are providing fire protection for the Town of Mahone Bay and other communities in the fire services area as the first step in the development of a Fire Services By-law for the Town of Mahone Bay. [Feedback from members is included/summarized as an appendix to this report]

Since that time, staff have been researching Fire Services By-laws of other municipalities in which a volunteer fire department functions as a department of the Town, relevant provincial legislation, recommendations, and guidelines in relation to fire services in the province of Nova Scotia, as well as continuing to receive feedback from members of the fire department.

Analysis:

Basis for the development of a Fire Services By-law

The Municipal Government Act of Nova Scotia s296 provides authority for a municipality to develop policy respecting fire department and emergency service providers, and s294 requires that fire departments be registered in the municipality in which they are operating and must provide the municipality with specifics regarding the emergency services that they provide. As an incorporated Town which receives fire protection service from one department, the importance of having a Fire Services By-law as the basis for this process.

The authority granted under the MGA s296 for a municipality to create such a by-law includes specific inclusions:

- a. Requirements and procedures for registration*

- b. Personnel policies with respect to those members who are employees of the municipality*
- c. The manner of accounting to the council for the use of funds provided by the municipality*
- d. An annual meeting to report to the public respecting fire and emergency services*
- e. Such other matters as are necessary and expedient for the provision of emergency services in the municipality*

As these are all subjects which have arisen from discussion with the volunteer fire fighters providing this service to the tax payers and fire rate payers of Mahone Bay and area. The adoption of a Fire Services By-law will provide authority and transparency to the public in respect to how public funds are spent to provide fire services, provide clarity of process for those who volunteer in the community, and provide the legislative basis for processes and procedures which support the volunteers who provide fire protection for the residents and property owners of the Town of Mahone Bay, as well as those in the fire services area whose fire tax rate funds support this service.

Development Process

The provision of fire services and the many intertwining legislations which are relevant to this by-law have involved a lot of research. Staff have connected with a professional resource through the assistance of the Office of the Fire Marshall. With the lessons learned from the research, and progress in preparation of the draft by-law, staff recommend that another consultation be scheduled with the members of the Mahone Bay Fire Department to review potential provisions of the draft by-law, prior to Council considering giving first reading to a draft. Staff recommend that this second consultation be scheduled for early January 2022, with presentation of a draft by-law to Council anticipated later that month.

Next Steps

It is anticipated that the new by-law will include a process by which Council will confirm the appointment of officers, as well as provisions to support the development of internal policies and/or general operating guidelines by the department pertaining to officer roles. This creates a time-sensitivity in that under the current processes of the Department, the annual selection of officers would normally take place in January.

Based on the understanding that a by-law will soon be enacted which will require Council confirmation of officer appointments, staff recommend that Council

communicate to the Fire Department that the annual appointment of officers be deferred until the adoption of the new Fire Services By-law, which staff anticipate before the end of the fiscal year. Current officer appointments would presumably be extended until the new structure was established by adoption of the by-law.

Financial Analysis:

There are no financial implications for the development of a Fire Services By-law; it is expected that the by-law would create a structure by which financial processes between the Town and the Fire Department would be more clearly outlined and therefore facilitate improvement in financial practices.

Links to Strategic Plan:

- 1. Sustainable Municipal Services
 - Deliver efficient, progressive, and affordable services to our community, ensuring our prosperity for the years to come.

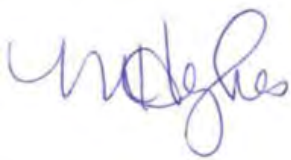
Recommendation:

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

THAT Council direct staff to schedule a second consultation session with the membership of the fire department regarding a draft Fire Services By-law.

THAT Council request that the Mahone Bay and District Volunteer Fire Department defer their planned annual appointment of officers as a new Fire Services By-law will establish a process whereby the membership nominates individuals to Council for officer appointments, which would be confirmed by motion of Council.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



Stakeholder Public Information Meeting

Fire Services By-law



Why a Fire Services By-law?

To make it clear what is expected in terms of fire services for the town and fire service area:

- Town Council
- Fire Department (including officers and volunteers)
- Public (Fire Service Rate Payers)

To facilitate the drafting of new Fire Department regulations/procedures (commonly referred to in the past as “department bylaws”).



Tonight's Goal:

To hear your thoughts

We want to know the thoughts of the people doing the job **(you)** before we start to work on a draft by-law.

Commonly referenced in Fire Services By-laws:

Who receives service

- Service territory + Mutual Aid agreements
- Under what conditions

Structure and Staffing

- Officers and roles of each
- Qualifications
- Expectations
- Conflict resolution/disciplinary action
- Veterans and Honorary Members
- Recognition of Members

Financials

- Rate setting
- Capital Funding



What do you think?

What do you think should be included?

What would be helpful to clarify?

- For you?
- For existing/new firefighters?
- For members of the public?
- For Council?

Next Steps

- Staff will put together a draft by-law for Council to consider – this will be sent back to staff to revise as needed.
- There will be public input and another opportunity for Department members to provide feedback.
- When Council have a by-law that they are happy with, it will go to a public hearing before consideration for final approval (before being passed).
- Once a by-law is in place, staff can work with the Department to update internal regulations/procedures (in accordance with the new by-law).



Further thoughts?

You can contact me directly:

Maureen.Hughes@townofmahonebay.ca

902-624-9321

Or you can contact Town Hall and they will get a message to me:

clerk@townofmahonebay.ca

902-624-8327



THANK YOU



townofmahonebay.ca

clerk@townofmahonebay.ca

Fire Services Bylaw

Stakeholder PIM – October 13th Fire Hall

In attendance: CAO, Town Clerk, Mayor Devenne, Councillor Carver, Councillor Feeney, approx 20 – 30 fire department members

Feedback during meeting:

- Relationship with the Town
 - o Better notification
 - o What is required (reports, presentation to Council)
 - o How does the Town support the FD administration
- Assistance with Internal Regulations
 - o Help drafting new
 - o How to get passed, approved and 'registered'
 - o Well structured and clear for everyone
 - o When and how do changes get made
- Membership
 - o Office of the Fire Marshall - Qualifications
 - o Training
 - o Better definition of roles of officers
 - o Attendance
 - o Cap # members
 - o Active members/inactive/honourary
 - o Junior Fire Department
- Procedures
 - o Truck maintenance
 - o Use of the building
 - o How do people go on the floor
 - o Getting PO#s
 - o Safety procedures
- Better notification
- Definition of roles
- Work with existing Fire Department "By-laws"
- Qualifications
- Meetings and Meeting procedures
- Moving into the new fire station is an opportunity to start fresh

Feedback following the PIM

Firefighter cited new legislation brought in by MacNeil government – firefighters do not have to have a certain percentage of meeting attendance or response to fire calls

- 5 trainings and 5 meetings – to make it legal

Recognition – can carry across from different departments

Dispute resolution is required

Support Roles

Criminal records checks should be required

Valid driver's license

Only a member of one fire department

Physical requirements?

Reference to other Fire Department General Operating Guidelines



Town of Mahone Bay

Staff Report

RE: WTP Compressors

December 14th, 2021

General Overview:

This report is intended to provide Council with an update and recommendation in relation to the budgeted purchase of compressors for the Town's water treatment plant.

Background:

The annual budget approved by Council on May 27th, 2021 included an allocation for the purchase of an air compressor for the water treatment plant (the plant's two compressors operate alternately).

This budget allocation was recommended by staff to replace a compressor which was showing signs of failure. The compressor has failed and it is the opinion of staff that a replacement for the remaining compressor will be needed soon. Both compressors date to the plant's construction in 2006 and outlived their projected useful life of 10 years.

Analysis:

Staff recommend purchasing two compressors now, rather than purchasing one now in accordance with the approved budget allocation, and another in 2022-23. Funding for the purchase of these compressors would be drawn from the water utility's depreciation reserve. The second compressor would not have to be installed immediately but would be on hand for replacement when needed.

Financial Analysis:

The 2021-22 annual budget included an allocation of \$9,500 for the purchase of a compressor. Staff recommend increasing this allocation to \$20,000 to cover the purchase of two compressors. The projected Water Depreciation Reserve balance at Mar 31, 2022 (per the 2021-22 budget) is \$358,570.

Climate Analysis:

The purchase of an additional compressor for the water treatment plant would have no particular climate impact.

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council increase the 2021-22 budget allocation for the purchase of WTP compressors to \$20,000.

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Housing Strategy Development

December 14th, 2021

General Overview:

This report is intended to provide Council with information related to the development of a housing strategy, as per Council's 2021-25 Strategic Plan, as well as to seek Council's direction on the development of the strategy.

Background:

The [2021-25 Strategic Plan](#) (approved by Council June 3, 2021) includes the following with respect to the development of a Housing Strategy:

2.1 Support Housing Supply to Meet the Needs of Growing Community

Support population growth with an increased number of dwelling units by implementing a Town Housing Strategy that fosters housing affordability, reduces the number of households in core housing need, and preserves our built heritage.

Strategic Actions:

- Develop and implement Housing Strategy with affordability as its focus

Key Measurable Results:

- 10% population increase with diversity in age, ethnicity and income.
- Increased supply of affordable housing (costing less than 30% of Mahone Bay's median household income) to 25% of total housing units.

The timeline for development and initial implementation of the strategy is shown as Q3 fiscal 2021 to Q4 fiscal 2023.

Council included an allocation of \$30,000 for housing strategy development in the 2021-22 operating budget.

In Q1 and Q2 of 2021-22 Council has also given subsequent directions re:

- Connecting with MODL planning staff with regards to housing and land use; and,
- Incorporating Minimum Standards for rental housing into the housing strategy.

Prior to the development of the 2021-25 Strategic Plan, housing had been the topic of staff reports dated Nov 28, 2019 ([re Housing Committee](#)) and Jan 28, 2021 ([re Housing Call for Proposals](#)), which informed the need for a Mahone Bay housing strategy as reflected in the 2021-25 Strategic Plan.

The South Shore Housing Action Coalition – of which the Town is a member, along with the other municipal units in Lunenburg County – has also done considerable work in recent years which would inform the development of a Mahone Bay housing strategy. In particular, a regional housing needs assessment was carried out in 2016 with Mahone Bay as one of the participating communities (available [HERE](#)) and a housing policy toolkit for municipalities was developed (available [HERE](#)).

Housing supply and affordability were significant issues in the recent Provincial and Federal elections and Provincial and Federal priorities for housing will significantly inform the development of a Mahone Bay housing strategy.

The Provincial Government in particular has unveiled a new “Solutions for Housing and Homelessness” position document since the recent election, laying out the priorities and approach of the new government (available [HERE](#)); the prior NS Housing Action Plan is available [HERE](#), for reference.

It is worth noting that the Province’s new approach includes amending the Municipal Government Act (MGA) to introduce “flexibility in taxation that will encourage affordable housing development”; we don’t yet know what form this will take, but potentially it will include giving Municipalities the ability to provide a property tax rebate for private developers on some defined form(s) of housing development.

The Federal Government has put a significant focus on housing in recent years, with a well-defined national housing strategy (detailed [HERE](#)). The federal Canada Mortgage and Housing Corporation (CMHC) provides additional guidance to municipalities on the development of local housing strategies (available [HERE](#)).

Both Provincial and Federal approaches to housing – particularly as regards financial partnerships with municipalities – tend to focus on “shovel-ready” projects on public lands.

Analysis:

In preparation for the development of a Mahone Bay housing strategy staff have reviewed numerous municipal strategy documents and guidance documents developed in various jurisdictions (for example [What is a Local](#)

[Housing Strategy and Why is it Important](#) and [Key Steps to Develop a Local Housing Strategy](#), from the American community of practice Local Housing Solutions). All local housing strategies reviewed began with a needs assessment including public engagement, followed by vision and goal setting, definition of actions, and progress measures. A needs assessment is therefore the first component of strategy development to be considered.

As noted above, a prior housing needs assessment for Mahone Bay was undertaken by the South Shore Housing Action Coalition in 2016 ([Mahone Bay needs assessment excerpt](#)). This assessment consists of statistical information (from the 2016 federal census) and public input gathered through engagement activities (a targeted phone survey carried out at the regional level).

The 2016 needs assessment includes the most recent census data currently available. Housing data from the recent 2021 census will be made available from Statistics Canada in 2022, in particular September 21st is scheduled as the release date for “Canada’s Housing Portrait” (census data release schedule available [HERE](#)). Public input informing the 2016 needs assessment is now five years old and could be updated via another targeted survey (potentially carried out again at the regional level) or other engagement activities (staff could develop a draft engagement plan at Council’s direction, in accordance with the Town’s [Public Engagement Policy](#)).

In proceeding with the development of a housing strategy for Mahone Bay Council needs to determine whether the 2016 needs assessment is sufficient or whether a new needs assessment will be conducted. If a new needs assessment is undertaken to inform the housing strategy staff strongly recommend utilizing the 2021 census data rather than 2016 data. While awaiting the release of the census data in the Fall of 2022 new public input could be collected.

Before proceeding with a new needs assessment the potential for a regional approach should be explored, particularly if there is an interest in conducting another targeted survey of residents in all participating units. Per prior reporting from the Town’s SSHAC Board member (Councillor Burdick) it is understood that the Town of Bridgewater is interested in carrying out a new needs assessment and further that SSHAC would support such a regional approach to undertaking a new needs assessment. Recent comments from the Deputy Minister of Municipal Affairs and Housing indicate that the Province would also be supportive of a regional approach to housing needs assessments. As such a regional housing needs assessment would be undertaken in 2022, agreement between participating municipal units (and potentially the Province as a funder) would be needed as soon as possible.

Financial Analysis:

The 2021-22 budget included \$30,000 for housing strategy development. Depending on Council's direction on the conduct of a needs assessment, this budget allocation – presuming it is carried over to 2022-23 – will be substantially more than would be required for this initial component, leaving remaining funds to support future strategy components (vision and goal setting, definition of actions, and progress measures), via contracted or term resources. If a needs assessment were to be carried out regionally Provincial funding may further defray the Town's costs for this component.

Climate Analysis:

The development of a Mahone Bay housing strategy presents potential opportunities for climate action to be explored.

Strategic Plan:**2.1 Support Housing Supply to Meet the Needs of Growing Community**

- Develop and implement Housing Strategy with affordability as its focus

Recommendation:

It is recommended,

THAT Council direct staff to prepare a letter to the Mayors/Wardens and Councils in Lunenburg County requesting their support for a regional housing needs assessment to be carried out in 2022 utilizing 2021 census data, and for jointly approaching the provincial Department of Municipal Affairs and Housing to support this initiative.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Fire Services Mutual Aid Agreement

December 14th, 2021

General Overview:

This report is intended to provide Council with the draft fire services mutual aid agreement development by the Municipality of the District of Lunenburg.

Background:

The Municipality of the District of Lunenburg, the Town of Bridgewater and the Town of Mahone Bay – and their respective fire departments - provide fire services to adjacent areas. To supplement each other's capacity to provide fire services to our respective areas, particularly on occasions of major or simultaneous events, mutual aid has traditionally been provided between departments.

Analysis:

Chris Kennedy, Fire Services Coordinator for the Municipality of the District of Lunenburg, has led the process of developing a new fire services mutual aid agreement, updating historical arrangements which have been in place between the departments for decades. The draft agreement is attached as an appendix to this report. Staff recommend the Town of Mahone Bay and the Mahone Bay and District Fire Department sign this agreement.

Financial Analysis:

The draft fire services mutual aid agreement has no direct financial implications to the Town.

Climate Analysis:

The draft fire services mutual aid agreement has no direct climate implications to the Town.

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council approve the signing of the draft fire services mutual aid agreement by the Town of Mahone Bay and the Mahone Bay and District Fire Department.

Attached for Council Review:

- Draft fire services mutual aid agreement

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

MUTUAL AID - FIRE SERVICES AGREEMENT

THIS AGREEMENT is made this __06__ day of ____December, 2021.

AMONG:

MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a municipal body corporate pursuant to the Municipal Government Act;

-and-

TOWN OF BRIDGEWATER, a municipal body corporate pursuant to the Municipal Government Act;

-and-

TOWN OF LUNENBURG, a municipal body corporate pursuant to the Municipal Government Act;

-and-

TOWN OF MAHONE BAY, a municipal body corporate pursuant to the Municipal Government Act;

-and-

BLOCKHOUSE AND DISTRICT FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

BRIDGEWATER FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

CONQUERALL BANK FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

CORNWALL & DISTRICT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

DAYSPRING & DISTRICT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

DISTRICT 1 AND 2 FIRE COMMISSION, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia

-and-

HEBBS CROSS FIRE DEPT, a body corporate pursuant to the Societies Act;

-and-

HEBBVILLE FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

HEMFORD & DISTRICT FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

INDIAN POINT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

ITALY CROSS, MIDDLEWOOD & DISTRICT FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

LAHAVE FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

LAPLAND AND DISTRICT FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

LUNENBURG & DISTRICT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

MAHONE BAY FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

THE FIRE PROTECTION COMMISSIONERS FOR THE DISTRICT OF MARTIN'S RIVER, a body corporate pursuant to the Societies Act and/or incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

MADERS COVE FIRE PROTECTION COMMISSION, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

MIDVILLE AND DISTRICT FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

NEW GERMANY VOLUNTEER FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

NORTHFIELD DISTRICT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

OAKHILL & DISTRICT FIRE DEPARTMENT, a body corporate pursuant to the Societies Act;

-and-

PETITE RIVIERE VOLUNTEER FIRE DEPARTMENT, a body corporate pursuant to the Societies Act.

-and-

PLEASANTVILLE & DISTRICT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

RIVERPORT FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

TRI DISTRICT FIRE/RESCUE, a body corporate pursuant to the Societies Act.

-and-

UNITED COMMUNITIES FIRE DEPARTMENT, incorporated by an Act of the Nova Scotia Legislature and/or the Rural District Fire Act of Nova Scotia;

-and-

WALDEN VOLUNTEER FIRE DEPARTMENT, a body corporate pursuant to the Societies Act.

-and-

WILEVILLE FIRE DEPARTMENT, a body corporate pursuant to the Societies Act.

(hereinafter referred to collectively as “the Fire Departments”)

WHEREAS the Municipality of the District of Lunenburg, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg are enabled by Part 10 of the *Municipal Government Act* to provide fire and emergency services;

AND WHEREAS the Municipality and the Towns have caused the Fire Departments (including fire commissions) to be registered with their respective municipal units in order to provide such fire and emergency services;

AND WHEREAS the Fire Departments have had, for many years, an existing and effective mutual aid system in place within the Municipality and the Towns;

AND WHEREAS a fire or other emergency could affect any Town or community in the Municipality to such a degree that the resources of a local Fire Department would be inadequate to cope with the situation;

AND WHEREAS the Municipality, the Towns and the Fire Departments wish to make pre-arrangements for the quickest possible reaction in support of any one Fire Department or community which may be affected or threatened by fire or emergency and require assistance.

WITNESS that in consideration of the mutual promises and covenants contained herein, the parties, both individually and collectively, agree to and with one another as follows:

RESPONSE TO CALL

1. Subject to the availability of fire fighters and equipment, each Fire Department will respond to a call for assistance with such fire fighters and equipment as may be requested by any other Fire Department in a fire or emergency.

CHIEF'S AUTHORITY – RESPONDING DEPARTMENT

2. The Chief of the Fire Department receiving a request for assistance shall have the sole discretion to determine what assistance can be given and what fire fighters and equipment can be made available, and shall have the right to request withdrawal of such assistance when and to the extent that, in the assisting Chief's judgment, circumstances and their responsibilities require them to do so, and such request shall not be unreasonably refused by the Chief of the Fire Department which requested the assistance.

REQUEST FOR ASSISTANCE

3. Any call for fire fighting or emergency assistance purporting to be made by the Chief of any Fire Department shall constitute a request for such assistance pursuant to this Agreement, and such calls for mutual aid shall specify the type and extent of aid required.

LINE OF AUTHORITY

4. At the fire or emergency scene the assisting Fire Department shall remain under the direction of its Chief at the fire scene who shall make himself at the disposal of the Chief of the Fire Department requesting assistance.

PERIOD OF ASSISTANCE

5. For the purposes of this Agreement, the period of assistance shall be deemed to commence immediately upon arrival of the first vehicle of the assisting Fire Department at the fire or emergency site and to end upon its release or termination of duties, exclusive of any period during which its equipment may be immobilized at the fire scene by reason of accident or mechanical breakdown and during which it may be prevented by mechanical defects or deficiencies in its equipment from useful employment in fighting the fire or responding to the emergency.

MUTUAL ASSISTANCE RECIPROCAL

6. All Fire Departments hereto agree that mutual assistance at fire or emergencies is reciprocal and that no demand will be made by any Fire Department for monetary reward.

NO CLAIMS FOR LIABILITY

7. No Fire Department shall have nor assert any claim against any other Fire Department or the Municipality for loss, damage or injury to personnel or property attributable to the performance of this agreement.

INDEMNITY BY REQUESTING DEPARTMENT

8. Other than for matters associated with ownership and operation of vehicles, the Fire Department requesting the assistance shall indemnify and save harmless any Fire Department rendering the assistance from and against any and every claim or demand by a person not a party to this Agreement that:

(a) is based on an event that occurs during a period of assistance as defined in Paragraph 5; and

(b) is attributable to or, in any way, connected with the performance by either party of its obligations under this agreement;

CHIEF – EXPANDED MEANING

9. In this Agreement the expression “Chief” means in the absence of such officer, their designate, their deputy or any other person discharging their duties or responsibilities for the time being.

PROCEDURE FOR TERMINATION

10. (a) This Agreement shall remain in force from the effective date until it is terminated, and it may be terminated at any time by any Fire Department giving to the Municipality a written notice naming therein a date at least three (3) months from the giving of such notice upon which this Agreement is to terminate, and on the date so named this Agreement shall be at an end for the Fire Department but not otherwise, and without prejudice, to any Fire Department arising hereunder prior to its termination.

(b) The Municipality shall upon receipt of such notice forthwith send a copy of such notice to all the other Towns and Fire Departments who are parties to this Agreement.

RESPONSIBILITY OF CHIEFS

11. The Chiefs of the Fire Departments shall be responsible for such mutual consultation and the adoption of such measures as they deem expedient in order to familiarize the fire fighters of each Fire Department with the fire and emergency risks and the fire protection or emergency facilities available to meet them in the area for which any other Fire Department hereto is responsible.

NON-INCORPORATED DEPARTMENTS

12. The Fire Department within certain Towns and/or communities may not be incorporated but are part of the town and/or community services and the Towns and/or Municipality in executing this Agreement do so on behalf of their respective Fire Departments. Similarly, incorporated fire commissions in executing this agreement do so on behalf of the fire department in their jurisdictions.

COUNTERPARTS

13. This agreement may be executed in counterparts and is binding upon all signatories hereto whether any intended signatory shall not have executed this Agreement.

ADDITIONAL PARTIES

14. Other municipalities, towns, villages, fire commissions or fire departments may become parties to this Agreement by executing a schedule to this Agreement including their willingness to abide by the terms and conditions contained herein.

IN WITNESS WHEREOF this Agreement has been executed and, where appropriate, the corporate seal has been affixed by the Municipality, the Towns and by the Fire Departments.

SIGNED, SEALED AND DELIVERED

in the presence of

Witness

)
)
)
)
)
)
)
)
)
)

**MUNICIPALITY OF THE DISTRICT
OF LUNENBURG**

Per:

Per:

Witness

) **TOWN OF BRIDGEWATER**
)
)
) _____
) Per:
)
) _____
) Per:

Witness

) **TOWN OF LUNENBURG**
)
)
) _____
) Per:
)
) _____
) Per:

Witness

) **TOWN OF MAHONE BAY**
)
)
) _____
) Per:
)
) _____
) Per:

Witness

) **BLOCKHOUSE AND DISTRICT FIRE**
) **DEPARTMENT**
)
)
) _____
) Per:
)
) _____
) Per:

_____)	BRIDGEWATER FIRE DEPARTMENT
)	
)	
)	
Witness)	_____
)	Per:
)	
)	_____
)	Per:

_____)	CONQUERALL BANK FIRE
)	DEPARTMENT
)	
)	
)	
Witness)	_____
)	Per:
)	
)	_____
)	Per:

_____)	CORNWALL & DISTRICT FIRE
)	DEPARTMENT
)	
)	
)	
Witness)	_____
)	Per:
)	
)	_____
)	Per:

_____)	DAYSRING & DISTRICT FIRE
)	DEPARTMENT
)	
)	
)	
Witness)	_____
)	Per:
)	
)	_____
)	Per:

$$\begin{pmatrix} \cdot \\ \cdot \\ \cdot \\ \cdot \\ \cdot \\ \cdot \\ \cdot \\ \cdot \end{pmatrix}$$
$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \end{array}$$
$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \end{array}$$
$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \\) \end{array}$$

Witness

) **INDIAN POINT FIRE DEPARTMENT**
)
)
)
)
) _____
) Per:
)
) _____
) Per:

Witness

) **ITALY CROSS, MIDDLEWOOD & DISTRICT FIRE DEPARTMENT**
)
)
)
) _____
) Per:
)
) _____
) Per:

Witness

) **LAHAVE FIRE DEPARTMENT**
)
)
) _____
) Per:
)
) _____
) Per:

Witness

) **LAPLAND AND DISTRICT FIRE DEPARTMENT**
)
)
) _____
) Per:
)
) _____
) Per:

)	LUNENBURG & DISTRICT FIRE
)	DEPARTMENT
)	
)	
_____)	_____
Witness)	Per:
)	
)	_____
)	Per:

)	MAHONE BAY FIRE DEPARTMENT
)	
)	
)	_____
_____)	Per:
Witness)	
)	
)	_____
)	Per:

)	THE FIRE PROTECTION
)	COMMISSIONERS FOR THE
)	DISTRICT OF MARTIN’S RIVER
)	
)	
)	_____
_____)	Per:
Witness)	
)	
)	_____
)	Per:

)	MADERS COVE FIRE PROTECTION
)	COMMISSION
)	
)	_____
_____)	Per:
Witness)	
)	
)	_____
)	Per:

$$\begin{pmatrix}) \\) \\) \\) \\) \\) \\) \end{pmatrix}$$
$$\begin{pmatrix}) \\) \\) \\) \\) \\) \\) \\) \end{pmatrix}$$
[illegible]

))))))))

Witness

$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \\) \end{array}$$

Per: _____

Per: _____

Witness _____

$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \end{array}$$

Per: _____

Per: _____

Witness _____

$$\begin{pmatrix}) \\) \\) \\) \\) \\) \\) \end{pmatrix}$$

Per: _____

Per: _____

Witness

$$\begin{array}{c}) \\) \\) \\) \\) \\) \\) \end{array}$$

Per: _____

Per: _____

Witness

) **UNITED COMMUNITIES FIRE**
) **DEPARTMENT**
)
)
)
) _____
) Per:
)
)
) _____
) Per:

Witness

) **WALDEN VOLUNTEER FIRE**
) **DEPARTMENT**
)
)
)
) _____
) Per:
)
)
) _____
) Per:

Witness

) **WILEVILLE FIRE DEPARTMENT**
)
)
) _____
) Per:
)
)
) _____
) Per:

December 14, 2021

MOTION by Councillor Penny Carver re: Anti-Racism and Anti-Discrimination

THAT council direct staff to prepare a letter for the Mayor's signature advising the mayors of the District of Lunenburg, the Town of Lunenburg and the Town of Bridgewater, as well as the Warden of the Municipality of Chester, that the council of the Town of Mahone Bay supports in principle the proposal for a regional anti-racism and anti-discrimination committee and that the Town of Mahone Bay will include consideration of financial support for the implementation of the proposed committee in our 2022-23 budget deliberations.

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, November 22, 2021 at 7:05 p.m.

Present:

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

Gallery: 0

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

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT the minutes of the October 25, 2021 meeting be approved as presented."** Motion carried.

3. Committee Policy

A motion by Councillor Wilson, seconded by Councillor Carver, **"THAT the committee recommend that Council take the opportunity during the review of the Strategic Plan to review the alignment of the committee structure in relation to that Strategic Plan."** Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT the committee recommend that Council direct staff to prepare a public engagement plan for the review of the Strategic Plan.”** Motion carried.

4. Council/CAO Relationship

Members of the committee discussed examples of policies from the province of Ontario in respect to Council/Relationships and how that compares to the provisions included in the Province of Nova Scotia Municipal Government Act.

5. Next meeting

5.1 Assign referred item to long-term schedule

Transportation planning 2022 and onward was referred to this committee at the October 28, 2021 meeting of Council; committee members referred the issue to the 2022 schedule of topics.

5.2 Agenda items for recommendation to Council

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT the committee recommend to Council that the next agenda of the Policy and Strategy Committee include Transportation Planning 2022 and Environmental Correspondence from Lara Carrigan.”** Motion carried.

5.3 Date and Time

The next meeting of the Policy & Strategy Committee will be determined when the Town of Mahone Bay 2022 Meeting Schedule is approved by Council.

The meeting adjourned by motion at 9:19 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

Clerk, Maureen Hughes

Lunenburg County Seniors' Safety Program

Monthly Report - November 2021

Report prepared: December 7th, 2021

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

Nature of Referrals	November	Service in Municipal Units	November
Supports needed	63	MODC	21%
Reported elder abuse	19	MODL	36%
Driving decisions/transportation	4	Mahone Bay	5%
Personal safety	10	Lunenburg	5%
Health & wellness	52	Bridgewater	32%
Supports needed – hoarding	9	Other/Unknown	1%
Precarious housing concerns	38	Data to Date	November
Assistance with forms/applications	13	Total # of clients	121
Financial management/hardship	9	# of new referrals	23
Reported scams/fraud	4	# of clients receiving service	79
Housing repair	4	# of home visits/door step visits	22
Reported domestic violence risk	4	# of closed files	42
Legal issues	4		
Equipment needs	3		
Need of financial trustee	4		
Social isolation and loneliness	1		

LCSSP UPDATES:

- 2/11/21 – Last class of the Flourish – LCSSP Seniors' Safety Academy was held. Thank you to the many participants and presenters.
- 2/11/21 – LCSSP Coordinators presented to members of Saint Vincent de Paul Society.
- Senior Friendly Program™ on-site check-ins were carried out with two local organizations, the new MODL building (10/11/21) and the Bridgewater United Church (15/11/21).
- 24/11/31 – LCSSPs presented to the Board of the Health Services Foundation of the South Shore
- Nov. LCSSP LAC focus – Adult Capacity & Decision-Making Act & the Protection of Persons in Care Act.
- LCSSP - P2P Digital Literacy for Lunenburg County –New Horizons grant project ongoing. This project has been especially helpful for those in rural communities without access to technology.
- 23/11/21 - SSC's attended Aging Well Together (AWT) Coalition meeting.
- Seniors' Legal Navigator Phase 2, Law Foundation of NS grant application has been submitted.
- LCSSP helped to connect 40 older adults with Secret Santa programs and the Flourish Giving Tree!

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. Clothing and necessities for someone being taken into care, housecleaning to reduce fire hazard and transportation costs were supported during this period of reporting (\$39.07). The November 30th, 2021 balance is: \$474.68.

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

