



TOWN COUNCIL AGENDA

January 11, 2022

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – December 14, 2021

3 Presentations

3.1 Stephanie Smits, MJSB – Compost Contamination

(a) Compost Contamination Report

4 Correspondence – Action Items

4.1 Bruce Kiley, Nova Scotia Utility and Review Board – 2022 Municipal Boundary Review

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – December 13, 2021

5.2 Karen Pinsent, The Season of Father Christmas organizing committee – Thank you

5.3 NSFM – Monday Memo – January 4, 2021

5.4 Lamar Eason, Bayview Community School – Thank you Letter

5.5 Jack Bezanson, CAMA President – Pandemic Leadership

5.6 Donna Jewers, Nova Scotia Department of Justice – Contract Policing

5.7 Wayn Hamilton, African Nova Scotian Affairs – Proclamations of African Heritage Month 2022

a. Civic Proclamation Application

6 Staff Reports

6.1 Staff Report to Council – January 11, 2022

6.2 Memo - Request to Discharge Development Agreement – 255 Main Street

6.3 Memo - Appointment of Fire Inspector

6.4 Staff Report – Street Cameras

7 Council Items

7.1 Mayor Devenne – Climate and Environment Committee appointments

8 Committee Reports

8.1 Heritage Advisory Committee – Draft Meeting Minutes – December 8, 2021

8.2 Asset Management Committee – Draft Meeting Minutes – December 16, 2021

8.3 Municipal Joint Services Board – Minutes – July 28, 2021

8.4 Municipal Joint Services Board – Minutes – September 22, 2021

9 New Business

10 Closed Session

10.1 MGA 22(2)(c) personnel matters

10.2 MGA 22(2)(g) legal advice eligible for solicitor-client privilege

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, December 14, 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 Carver, "THAT the agenda be approved as amended to include a closed session item on personnel matters, as permitted by the Nova Scotia Municipal Government Act section 22(2)(c)."

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

3.1 Louis Desgrosseilliers and Jill Johnson, Neothermal Energy Storage

Council received a presentation from Louis Desgrosseilliers of Neothermal Energy Storage regarding the electric thermal storage (ETS) system which Neothermal has developed and for which they have been working with the Town of Mahone Bay on their pilot project.

3.2 James Renouf and Kelly Humphries

Council received a presentation from Jamie Renouf and Kelly Humphries regarding their intention to request a zoning amendment to permit a larger commercial building than the current zoning allows, to enable them to build a private child psychology practice on the lot, as well as the necessary parking.

4. Correspondence – Action

4.1 David Murdoch, Lunenburg County Seniors' Safety Partnership Society – Support for Provincial Funding Request.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council write to Hon. Barbara Adams, Minister of Seniors and Long-Term Care, indicating support for the request from the Lunenburg County Seniors' Safety Partnership for stable and reliable Provincial funding.”**
Motion carried.

4.2 Christine McClare, Region 6 Solid Waste Management – Budget approval

A motion by Wilson, seconded by Nowe, **“THAT Council approve Region 6 Solid Waste Management's 2022-23 Budget in the amount of \$130,174.95, with the Town of Mahone Bay's share being \$1,490.85.”**
Motion carried.

5. Correspondence – Information Items

5.1 David Brumwell – 66 Clairmont Street Development.

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, **“THAT the correspondence from Mr. Brumwell be directed to the Planners and the PAC.”**

Motion carried.

5.2 NSFM – Monday Memo – November 23, 2021.

5.3 NSFM – Monday Memo – November 30, 2021

5.4 Hon. John A. Lohr, Municipal Affairs and Housing – Work Commencing on Municipal and Village Code of Conduct Regulations

5.5 NSFM – Monday Memo – December 6, 2021

A motion by Councillor Nowe, seconded by Councillor Carver, “**THAT items 5.2 to 5.5 be received and filed.**” Motion carried.

6. Staff Reports

6.1 Council Report

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

A motion by Councillor Feeney, seconded by Councillor Wilson, “**THAT Council accept the Staff Report to Council for December 14, 2021 for information.**” Motion carried.

6.2 Signage Policy

Council received an updated staff report with an amended Signage Policy, as directed by Council at the November 25, 2021 meeting of Council.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, “**THAT Council adopt the Signage Policy as presented.**” Motion carried.

6.3 Vaccination Policy

Council received an updated staff report and draft Vaccination Policy, as directed by Council at the November 25, 2021 meeting of Council.

A motion by Councillor Carver, seconded by Councillor Burdick, “**THAT Council adopt the draft COVID-19 Vaccination Policy as amended to change the effective date to February 28, 2022.**” Motion carried.

6.4 Terms of Reference – Climate & Environment Advisory Committee

Council received a staff report with an expanded Terms of Reference for the proposed Climate & Energy Advisory Committee for the Town of Mahone Bay.

A motion by Councillor Burdick, seconded by Councillor Feeney, “**THAT Council approves the terms of reference for the Climate and Environment Committee as a schedule of the Committee By-law as amended to include language allowing stakeholders from areas of the Municipality of the District of Lunenburg abutting the Town, or members of academic or non-profit organizations with an environmental mandate, as public members.**” Motion carried.

6.5 Solar Garden Consultations

Council received a report on the Community Solar Open Houses that were held in each AREA community.

6.6 Financial Condition Indicators

Council received the Municipal Profile and Financial Condition Indicators Results for 2019-20 from the Department of Municipal Affairs and Housing.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT the Financial Conditions Indicators be referred to the February 2022 meeting of the Audit and Finance Committee.”** Motion carried.

6.7 Fire Services Draft By-law

Council received a staff report regarding the process of the development of a Fire Services By-law.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council direct staff to schedule a second consultation session with the membership of the fire department regarding the drafting of a Fire Services By-law.”** Motion carried.

6.8 Water Treatment Plant Compressors

Council received a staff report with an update and recommendations in relation to the budgeted purchase of compressors for the Town's water treatment plant.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council increase the 2021-22 budget allocation for the purchase of Water Treatment Plant compressors to \$20,000.”** Motion carried.

6.9 Housing Strategy Development

Council received a staff report with information related to the development of a housing strategy, as per Council's 2021-25 Strategic Plan.

A motion by Councillor Burdick, seconded by Councillor Carver, **“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, supporting the development of a regional housing strategy, and requesting that they join the Town of Mahone Bay in jointly approaching the provincial Department of Municipal Affairs and Housing to support this initiative.”** Motion carried.

6.10 Fire Services Mutual Aid Agreement

Council received a staff report to accompany the draft fire services mutual aid agreement developed by the Municipality of the District of Lunenburg.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, **“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, pending clarification of the incorporation status of the Fire Department.”** Motion carried.

7. Council Items

7.1 Regional Anti-Racism and Anti-Discrimination Committee

A motion by Councillor Carver, seconded by Councillor Wilson, **“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.”**

Motion carried.

8. Committee Reports

8.1 Policy and Strategy Committee

Council received the draft minutes of the November 22, 2021 meeting of the Policy and Strategy Committee.

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

Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, **“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 Feeney, seconded by Councillor Nowe, **“THAT the next agenda of the Policy and Strategy Committee include Transportation Planning 2022 and Environmental Correspondence from Lara Carrigan.”** Motion carried.

8.2 Lunenburg County Seniors Safety Program

Council received the November 2021 monthly report from the Lunenburg County Senior Safety Program.

9. New Business

No new business.

10. Closed Session

A motion by Councillor Wilson at 9:28 pm seconded by Councillor Nowe, “**THAT Council go into Closed Session to discuss personnel matters, as permitted by the MGA section 22(c).**”
Motion carried.

Council returned to Open Session at 9:50 pm.

Council adjourned upon motion at 9:52 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

Compost Contamination

Mahone Bay Council Meeting
January 11, 2022



Compostable bags, bio-degradable and oxo-biodegradable bags are problematic



Organics being shred



Bags tangled in
grinder



Compostable bags visible in curing compost pile (windrow)



Paper cup contamination





Organics
screener
removes
contaminants



Contamination removed by screener



Bag fragments and plastic visible after screening



Thank you

Questions?



Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8

Phone: (902) 543-2991 Fax: (902) 530-5189

A Joint Services Board



Report to:	Members of the MJSB		
Submitted by:	Stephanie Smits Supervisor - Outreach & Communications		
Date:	November 24, 2021		
Subject:	Compostable Bag & Fast-Food Packaging Contamination in Organics		
	Decision [X]	Direction []	Information []

Recommendation:

The Municipality of Lunenburg, Town of Bridgewater and Town of Mahone Bay Councils review draft amendments proposed for their respective Solid Waste Bylaws: amendments include banning biodegradable bags from the organics stream and defining paper fast-food packaging lined with poly coating as landfill.

If passed Staff will implement the outlined outreach strategy to inform residents and businesses of these changes

Background

Several sources of contamination were identified within the organics stream during the September 22, 2021 MJSB meeting. The contaminants discussed cause processing issues and decrease the quality of finished compost produced at the Lunenburg Regional Community Recycling Centre (LRCRC). The items identified include:

- Plastic-like compostable bags, biodegradable bags and oxo-biodegradable bags
- Paper drink cups (plastic liner)
- Paper fast food bowls (plastic liner)
- Waxy drink cups (heavy wax layer)

Discussion

Waste bylaw amendments have been drafted which would ban the use of plastic-like compostable bio-degradable and oxo-biodegradable bags in the organics stream. The above-mentioned fast-food packaging is defined as garbage in these amendments.

LRCRC Site Regulations would require amendment listing the same items.

Outreach & Education Plan

- Notify bag vendors of bylaw changes
- Notify food vendors in MJSB units of bylaw changes
- MJSB COO notify Town of Lunenburg and Municipality of Chester of changes, for their consideration
- 6-month period until effective date: communicate changes to residents and business sector through MJSB and MJSB partner units' social media, print ads, radio, municipal newsletters, handouts to LRCRC customers
- Provide sample paper liners to residents and businesses
- Attach info stickers to green carts regarding changes and effective date
- Do weekly "countdown" ads for one month until enforcement date

Considerations

Paper bin liners, paper leaf bags, boxboard (cracker boxes) and newspaper (flyers) break down reliably in the organics stream and can be used as alternatives to contain organics in the green cart, when needed.

Enforcement could be used at the end of the six-month period if compostable bags were still used or identified packaging was observed in green carts or commercial organics loads.

The Town of Lunenburg and Municipality of Chester send organics to the LRCRC for processing. Both areas allow compostable bags in their green cart programs; it is unknown whether these areas would support a bag ban and rejection of identified non-compostable fast-food packaging. Waste Bylaw changes would be required for enforcement within both areas.



Nova Scotia Utility and Review Board

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December 10, 2021

dylan.heide@townofmahonebay.ca

Town of Mahone Bay
c/o Chief Administrative Officer
PO Box 530
Mahone Bay, NS B0J 2E0

Dear Mr. Heide:

S. 369 of the Municipal Government Act – 2022 Municipal Boundary Review

Section 369 of the *Municipal Government Act* requires councils of every town and municipality to apply to the Nova Scotia Utility and Review Board in 2022 to “confirm or to alter the number and boundaries of polling districts and the number of councillors.” All councils must conduct a study into the number of councillors and into the reasonableness and fairness of the number and boundaries of polling districts before making the application to the Board.

Enclosed is a copy of a User Guide prepared by the Board to provide guidance to towns and municipalities in the preparation of their applications. This information is also available on the Board’s website: <https://nsuarb.novascotia.ca/> under the Municipal Boundaries page.

Also, enclosed is a copy of Board’s *Municipal Government Act Rules (Rules)*. *Rule 27* sets out the information that is required to be filed by towns and municipalities which have polling districts or wards (to be completed on Form C). *Rule 28* sets out the requirements for towns which have no polling districts or wards (Form D).

If you have questions about the application process, please contact the undersigned. Please confirm receipt of this letter.

Yours very truly,

Bruce Kiley
Chief Clerk of the Board

Encl.

USER GUIDE

Statutory requirements for applications

Every eight years since 2006, the council of every municipality and town in the province must study the number and boundaries of its polling districts, their fairness and reasonableness and the number of councillors. After it completes the study, and before the end of the year, the council must apply to the Board to confirm or to change the number and boundaries of polling districts and the number of councillors. For towns that elect councillors at large, an application must be filed with the Board to confirm or change the number of councillors.¹

The Board must consider several factors to decide the number and boundaries of polling districts, including the number of electors, relative parity of voting power, population density, community of interest and geographic size.² To determine the number of councillors for a town, the Board must consider the population and geographic size of the town.³ The position of mayor is not included in the number of councillors and does not fall within the scope of the Board's review.⁴

Recommended two-step process for study

In past decisions, the Board provided specific guidance to municipalities and towns about municipal boundary applications.

Council may decide to hire a consultant or third party to do the required study, but it does not have to. Many councils direct senior municipal staff to conduct the study, in some cases aided by committees which include members from the public.

The Board recommends a two-step process. At the first stage, council should decide the desired number of councillors (i.e., the size of council). Questions about the distribution of polling districts should be addressed in a second stage.

Deciding the size of council involves considering the desired style of the council, the governance structure of the council, and a determination of an effective and efficient number of councillors. The style of government should not be decided until adequate public consultation has occurred. The size of council and its governance structure is a matter which can then be decided by council in an informed debate.

Once the number of councillors and polling districts is decided, the task becomes one of distributing the polling districts, balancing the number of electors, relative parity of voting power, population density, community of interest and geographic size.⁵ As with the number of polling districts, public consultation is essential to a successful boundary setting process.

¹ *Municipal Government Act*, S.N.S. 1998, c. 18, s. 369. Part XVI of the *Municipal Government Act* applies to the Halifax Regional Municipality (*Halifax Regional Municipal Charter*, S.N.S. 2008, c. 39, s. 364).

² *Municipal Government Act*, s. 368(4).

³ *Municipal Government Act*, s. 368(5).

⁴ The definition of "councillor" means a council member other than the mayor (*Municipal Government Act*, s. 3(p)).

⁵ *Municipal Government Act*, s. 368(4).

Ideally, the public consultation process should mirror the two-step process outlined above, but the Board recognizes that for smaller municipalities or towns (or in instances where the first round of consultation has shown a preference to substantively maintain the status quo, including its boundaries), a second round of public consultation may not be practical or necessary.

Public consultation

Public consultation is an inherent part of the required study. The type and amount of consultation is within council's discretion, but it should give members of the public an opportunity to express their views on the size of their council, upon the location of boundaries for town wards or municipal polling districts, or whether a town should be divided into wards, should that be applicable. Giving the public an opportunity to provide its valuable input is a key part of the decision-making process leading to an application by a municipality or town.

Relative parity of voting power

The target variance for relative parity of voting power should be $\pm 10\%$ from the average number of electors per polling district or ward. The municipality or town must justify any variance exceeding this target in its application to the Board. The larger the proposed variance, the greater the burden on the municipal unit to justify the higher variance from the average number of electors. Factors that may support higher variances include the need to accommodate population density, community of interest or geographic size.

Polling district boundary descriptions

The municipal unit must supply descriptions of the existing and proposed municipal polling districts (or the wards in the case of towns). In most cases, the descriptions are in written form, which is acceptable to the Board. However, in recent years, municipalities and towns have asked to provide the descriptions of their polling districts or wards using digital GIS technology.

The Board will accept digital mapping descriptions instead of text descriptions, but in addition to filing a large hard copy map showing all polling districts, the Board also requires individual digital mapping for each polling district or ward. The individual mapping is to be filed by way of hard copy (8.5 x 11-inch format) and electronically (JPEG). The Board is mindful that due to differences in the size of the respective polling districts, the relative scale on each of the maps may differ.

Regardless of the format adopted by a municipality or town, the description must be able to address any inquiry made by electors or municipal election staff during a municipal election. The scale of any digital mapping descriptions must be able to respond to any inquiry.

Hearing - general procedure

When an application is received, the Clerk of the Board will contact the municipality or town to schedule a public hearing. Once the hearing date is confirmed, a notice of hearing will be prepared by the Clerk of the Board and published twice in a local newspaper. The notice will invite members of the public to apply to participate in the hearing as a formal intervenor or to comment on the application by way of providing a letter of comment or registering to speak in person at the hearing. The Board will bill the municipality or town for the cost of these advertisements. The Board will also direct the municipality or town to post the notice of hearing on their social media accounts.

When no change to the number of polling districts and councillors is requested, and no member of the public has contacted the Board to oppose the application or to request to speak at the hearing, the Board may hold the public hearing by telephone or video conference. When the application requests a change to the number of polling districts and councillors, or if there is a material change proposed to the boundaries of the polling districts, the Board will likely conduct the public hearing in person. However, the Board reserves the right to decide the format of the hearing in each case.

The Board normally holds in-person public hearings in the municipality or town where the application arises. Outside HRM, Board hearings are usually held in municipal council chambers or other rooms within the municipal building.

Municipalities or towns do not have to be represented by legal counsel but may do so. Most do not, and their applications are presented by one or more of the following: Mayor, Warden, Chief Administrative Officer, Clerk, Chair of the local boundary review committee, etc.

At the public hearing itself, the Board member or panel chair opens the hearing by briefly describing the application and then asking the parties to identify themselves. The Board's hearings are all recorded electronically by a Board hearing clerk who is also responsible for handling the exhibits filed and discussed during the hearing.

During the public hearing, the town or municipality presents evidence through the examination of its witnesses. Each witness is first sworn in or affirmed (whichever their preference) to testify. In the case of municipal boundary hearings, the evidence is typically in the form of a presentation by a municipal official, including a discussion of the study or consultation undertaken by the municipal unit, any report prepared by the applicant, and details contained in the application. After the municipal unit has presented its application, the Board will usually ask questions related to the application. The Board may ask for more information or data to be filed as an undertaking after the hearing.

After the application is presented, the Board will open the hearing to any groups who have formally intervened in the matter and any members of the public who may have comments, either in support or opposed to the application. The Board or the municipal unit representative may ask questions to the intervenors or members of the public who have given comments. At the end of such comments, the town or municipality will be given an opportunity to respond to any concerns or issues raised by the public and to make any final submissions summarizing the key points of their application.

Most municipal boundary review hearings take one or two hours.

Board Decision

The Board normally issues a written decision within 60 days of the hearing. The Board will also issue an Order giving effect to the approved number of councillors and polling districts, and to the boundaries of the polling districts. Where text descriptions are used for the polling districts or wards, the Board may require the municipal unit to submit an electronic WORD or PDF version of the descriptions.

This consolidation is unofficial and is for reference only. For the official version of the regulations, consult the original documents on file with the [Office of the Registrar of Regulations](#), or refer to the [Royal Gazette Part II](#).

Regulations are amended frequently. Please check the list of [Regulations by Act](#) to see if there are any recent amendments to these regulations filed with our office that are not yet included in this consolidation.

Although every effort has been made to ensure the accuracy of this electronic version, the Office of the Registrar of Regulations assumes no responsibility for any discrepancies that may have resulted from reformatting.

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**Municipal Government Act Rules
made under Section 12 of the
Utility and Review Board Act
S.N.S. 1992, c. 11
N.S. Reg. 114/2017 (July 10, 2017)
amended to N.S. Reg. 89/2021 (effective May 31, 2021)**

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- 1 These rules are made pursuant to Section 12 of the *Utility and Review Board Act* and apply to appeals and applications under the *Municipal Government Act* and appeals under the *Halifax Regional Municipality Charter*.

Short title and object

- 2 (1) These rules may be cited as the *Municipal Government Act Rules*.
- (2) The object of these rules is to secure the just, speedy and economic determination of every appeal or application.

Definitions

- 3 In these rules

- (a) “Act” means the *Municipal Government Act* or the *Halifax Regional Municipality Charter* (“Charter”), as the context requires;
- (b) “agent” means a person who has been lawfully authorized to act on behalf of an applicant or an appellant;
- (c) “Board” means the Nova Scotia Utility and Review Board;
- (d) “Clerk” means the Clerk of the Board;
- (e) “decision” includes a refusal, failure or neglect to make the decision sought;
- (f) “holiday” means Saturday or a holiday as defined in the *Interpretation Act*, s. 7(1)(j);
- (g) “person” includes an unincorporated organization, a corporation and the heirs, executors, administrators or other legal representatives of a person;
- (h) “proceeding” includes any application, appeal, matter or thing that the Board has jurisdiction to hear or determine under the Act;
- (i) “written evidence” includes reports, documents, letters, appraisals, hard copies of overhead projection sheets, calculations and other data which a party intends to present as evidence at the hearing or pre-hearing;
- (j) “audio-visual evidence” includes photographs, maps, audio tapes, videos, charts, models, overlays and computer generated images which a party intends to present as evidence at the hearing or pre-hearing.

General

- 4 (1) Where procedures are not provided for in these rules or in an enactment, the Board may do whatever is necessary and permitted by law to enable it to effectively and completely adjudicate on the matter before it.
- (2) The Board may dispense with, amend, vary or supplement, with or without a hearing, all or part of these rules at any time by making a procedural order, if it is satisfied that the special circumstances of the appeal or application so require, or it is in the public interest to do so.
- (3) The Board may make directions on procedure and procedural orders which shall govern the conduct of a specific appeal or application.
- (4) The Board may extend or abridge the time fixed by these rules or otherwise fixed by the Board, and may do so of its own initiative or in response to a motion by any party whether or not the motion to extend or abridge the time is made after the time so fixed has expired.
- (5) Unless otherwise specified, where these rules or a Board order make reference to the number of days between two events, not expressed to be clear days, the number of days shall be calculated by excluding the day on which the first event happens and including the day on which the second event happens. If the last day falls on a day the Board offices are closed, the time shall automatically be extended to the next business day.
- (6) No appeal or application before the Board shall be defeated or affected by any technical objection or by any objection based upon defects in form or procedure.

Filing of Notice of Appeal, application or other documents

- 5 (1) Any Notice of Appeal, application or other document to be filed with the Board shall be filed with the Clerk.
- (2) A Notice of Appeal or application shall be in writing and shall be signed by the appellant, the applicant, or the agent or solicitor acting on their behalf.
- (3) Any document to be filed with the Board, including a Notice of Appeal or application, shall be filed with the Clerk by any of the following methods:
- (a) delivering a copy to the Clerk at the Board’s office;
 - (b) mailing a copy to the Clerk;
 - (c) transmitting a copy to the Clerk via fax or e-mail; or
 - (d) such other manner as the Board may determine.
- (4) A Notice of Appeal under the Act must be filed with the Board within 14 days after the date prescribed in s. 249 of the Act or s. 264 of the Charter, except when the 14th day falls on a holiday, in which case the Notice of Appeal must be filed with the Board on the next day that is not a holiday. (The date of filing of a Notice of Appeal has been interpreted as the date, up to midnight, that the document is actually received by the Board (not the date it is sent), and that the Board has no power to grant extensions).

- (5) All documents filed shall be date-stamped by the Board and any document, other than a Notice of Appeal or other document the filing of which is required by the Act, filed with the Board after 2:00 p.m. or on a holiday shall be considered to have been filed on the next working day.
 - (6) In all cases where documentary evidence is offered, the Board, in lieu of requiring the originals thereof to be filed, may accept true copies of such evidence or such parts of the same as may be relevant, or may require such evidence to be transcribed as part of the record.
 - (7) When a document is filed with or served on the Board by e-mail transmission, a hard copy or fax of the document shall be provided to the Board within one day thereafter.
 - (8) When a document is filed with or served on the Board by e-mail transmission or fax, the sender shall obtain an acknowledgement from the Clerk of its receipt. At the Board's discretion, electronic files may be deemed to be the official record; the requirement to file paper copies of documents may be waived.
- 5A** (1) In cases where pre-filed documentary evidence is to be filed in a proceeding, including in responses to Information Requests, electronic hyperlinks to, or within, such evidence may be used, subject to the following conditions:
- (a) where the filing party intends to rely on such evidence as part of its direct evidence in the matter, a PDF copy of the document, or of the relevant excerpt (if appropriate), and the purpose of such excerpt, shall also be provided to the Board and to the other parties, as part of the evidentiary record in the matter.
 - (b) where the electronic hyperlink in ~~subsection~~ [clause] (a) is to a video or audio recording, the party must file an MPEG or MP3 file or other authorized form of video or audio recording that can be accessed through the Board's electronic case management system. The filing must also be accompanied by a brief statement setting out the portion of the video or audio recording which is being relied on and the purpose of the evidence.
 - (c) where the filing party has provided electronic hyperlink evidence and intends to rely on such hyperlink evidence during cross-examination at a hearing, a hard copy of the hyperlinked document does not need to be pre-filed, but a PDF and/or hard copy of any excerpt being used in cross-examination shall be available for reference during the hearing.
- (2) Notwithstanding ~~subsection~~ [clause] (1)(a), no copy of the document is required to be filed where:
- (a) the evidence filed by a party is in response to an Information Request, unless a copy of the document is requested by the Board or another party; or
 - (b) the reference is to prior Board or Court decisions, to statutes or regulations, to filings of parties with the Board in other matters, or where used in referencing testimony or reports of an expert witness in other matters not directly being relied upon in the present matter.
- (3) Nothing in this rule waives the requirements upon a party where opinion evidence or an expert's report is filed in a proceeding.

Service of documents

- 6** (1) Where any document is required to be served on another person, service shall be effected by any of the following methods:
- (a) personal service upon the person;
 - (b) delivering a copy to the person's proper address;
 - (c) sending a copy by ordinary mail addressed to the person at his or her proper address;
 - (d) transmitting a copy to the person via fax or e-mail, where the person has provided a fax number or e-mail address; or
 - (e) such other manner as the Board may determine.
- (2) Where a person has indicated that he or she shall be represented by an agent or counsel, service of a document, including a Notice of Appeal, shall be effected upon that person's agent or counsel by any of the methods listed in subsection (1).
- (3) Service of any document, including a Notice of Appeal or application, may be proved by affidavit, oral testimony, or both.
- (4) When a document is served on a person by e-mail transmission, a hard copy or fax of the document shall be provided within a reasonable period thereafter if requested by the recipient.

Confidential documents

- 7** (1) Subject to subsection (2), all documents filed in respect of an appeal or application shall be placed on the public record.
- (2) A party may request that all or any part of the document be held in confidence by the Board, which request shall be placed on the public record.
- (3) The burden of satisfying the Board that a document should be held in confidence is on the party claiming confidentiality.
- (4) Any request for confidentiality shall
- (a) include a summary of the nature of the information in the document;
 - (b) state

- (i) the reasons for the request, including the details of the nature and extent of the specific harm that would result if the document were publicly disclosed, and
 - (ii) any objection to placing an abridged version of the document on the public record, and the reasons for such an objection; and
- (c) be filed with the Board and served on the parties.
- (5) Where a party has made a request under subsection (2), the document shall be held in confidence unless the Board orders otherwise.
- (6) A party may object to a request for confidentiality by filing an objection and serving the objection on the parties.
- (7) An objection shall state the reasons
 - (a) why the party requires disclosure of the document; and
 - (b) why disclosure would be in the public interest.
- (8) The party claiming confidentiality will have an opportunity to reply to any objection.
- (9) The Board may decide the issue with or without a hearing. Where the Board holds a hearing, the Board may direct that the hearing be held in the absence of the public.
- (10) In ruling on a request for confidentiality the Board shall consider
 - (a) whether the document may disclose matters involving public security;
 - (b) whether the document may disclose sensitive financial, commercial or personal matters in relation to which the desirability of avoiding disclosure in the interest of any person affected outweighs the desirability of adhering to the principle that documents be available to the public; or
 - (c) such other matters as the Board deems appropriate.
- (11) The Board may
 - (a) order that the document be held in confidence by the Board;
 - (b) order that the document be placed on the public record;
 - (c) order that an abridged version of the document be placed on the public record;
 - (d) order that the document be made available to a party to the proceeding, who has a good faith interest in accessing the confidential information and who would not otherwise be in conflict of interest, on such terms as the Board considers appropriate, including the signing of a confidentiality undertaking in a form approved by the Board;
 - (e) order that the document be withdrawn; and
 - (f) make any other order the Board may deem to be in the public interest.
- (12) Where the Board rejects a claim for confidentiality, the party claiming confidentiality may, within seven (7) days of receiving the Board's ruling, or such other time as the Board may allow, notify the Board in writing that
 - (a) if the party has filed an appeal or application, the appeal or application is withdrawn; or
 - (b) if the party is an intervenor, the intervention is withdrawn.
- (13) Where a party provides written notice to the Board pursuant to subsection (12), if the document is on file with the Board, the Board shall immediately return the documents for which confidentiality was claimed.

Amendment of documents

- 8 Subject to Section 9, a document received by the Board may be amended at any time with leave of the Board.
- 9 A Notice of Appeal may not be amended for the purpose of adding appellants.

Admission of facts

- 10 (1) The parties to any proceeding before the Board may, by admission in writing filed with the Board, agree upon the facts or any of the facts involved therein, which admission, if filed, shall be regarded and used as evidence at the hearing.
- (2) The Board may require such additional evidence as it may deem necessary.

Information requests

- 11 (1) In applications related to annexation, amalgamation and dissolution of a town, the Board may provide for information requests necessary to
 - (a) clarify evidence filed by a party;
 - (b) simplify the issues;
 - (c) permit a full and satisfactory understanding of the matters to be considered; or

- (d) expedite the appeal or application.
 - (2) An Information Request shall be in accordance with Schedule A and shall
 - (a) be directed to the party from whom the response is sought;
 - (b) number the questions consecutively, or as otherwise directed by the Board, in respect of each item of information requested;
 - (c) list the name, address and telephone and fax numbers of persons who may be contacted in case clarification of questions is required; and
 - (d) be forwarded to the party from whom a response is sought, with copies being sent simultaneously to the Board and all other parties.
 - (3) An Information Request shall not be directed to any party upon whose behalf no evidence has been filed, without leave of the Board or consent of the party from whom a response is sought.
 - (4) A party seeking leave under Rule 11(3) shall, within any time limit fixed by the Board, file with the Board and serve on the party to whom the Information Request is directed, the proposed Information Request and the reasons therefore.
 - (5) The Board shall not grant leave pursuant to Rule 11(3) unless the party to whom the Information Request is directed has been given an opportunity to comment on the proposed Information Request.
- 12**
- (1) Subject to Rule 12(3), where an Information Request has been directed to a party that party shall file a Response to Information Request within the time fixed by the Board.
 - (2) A Response to Information Request shall be in accordance with Schedule B and shall
 - (a) provide a full and adequate response to each question;
 - (b) state the question at the beginning of each response;
 - (c) begin each response on a new page;
 - (d) number each response to correspond with each item of the Information Request;
 - (e) specify which witness or which member of a witness panel prepared the response;
 - (f) file and serve the Response to Information Request as directed by the Board; and
 - (g) set out the date on which the Response to Information Request is filed and served.
 - (3) A party who is unable or unwilling to provide a full and adequate response to a question in an Information Request shall file and serve a response
 - (a) where the party contends that the information requested is not relevant, setting out specific reasons in support of that contention;
 - (b) where the party contends that the information necessary to provide an answer is not available or cannot be provided with reasonable effort, setting out the reasons why the information is unavailable and providing any alternative available information that the party considers would be of assistance to the party directing the information request;
 - (c) where the party contends that the information sought is of a privileged nature, setting out the reasons why it is considered privileged;
 - (d) where the party contends that the information sought is of a confidential nature, requesting that it be held in confidence, or not filed, pursuant to Rule 7; and
 - (e) otherwise explaining why such a response cannot be given.
 - (4) Where a party is not satisfied with the response provided or objects to a claim of privilege, the party may apply to the Board for direction.

Preliminary hearings

- 13**
- (1) In any appeal or application, the Board may, on its own initiative or at the request of any party, hold a preliminary hearing to deal with any matter that may aid in the disposition of the hearing, including to
 - (a) consider any preliminary motion for an order dismissing the appeal or application on the grounds that the Board lacks jurisdiction to hear the appeal or application, that an appellant is not an aggrieved person, that a Notice of Appeal was filed too late, or for other reasons that may appear;
 - (b) determine any question as to the admissibility of any evidence;
 - (c) clarify or simplify the issues;
 - (d) consider the necessity or desirability of an amendment to the Notice of Appeal, application, or any other document;
 - (e) consider the participation by interested persons;
 - (f) consider a request for access to information in the custody or control of any party;
 - (g) consider the possibility of obtaining agreements to facts and to documents that will avoid unnecessary proof;

- (h) fix dates for the hearing and for any procedural steps to be completed by the parties;
 - (i) make any directions for the pre-filing of witness lists or expert witness statements and reports (except as otherwise provided for in these rules), or direct further disclosure where necessary; and
 - (j) determine issues of confidentiality, including any need to hold a part of the hearing in the absence of the public, or to seal documents.
- (2) Unless otherwise ordered by the Board, it shall not be necessary to give notice of a preliminary hearing by advertisement in a newspaper.
 - (3) Following the preliminary hearing, the Board may make an order giving such directions as the Board deems advisable.
 - (4) The Board member who presides at a preliminary hearing shall not be deemed to be seized of the appeal or application, and any subsequent hearing related to the appeal or application may be heard by that member or any other member.
 - (5) Where a party intends to request dismissal of an appeal or application pursuant to ~~subsection~~ [clause] (1)(a) herein, the party shall seek a preliminary hearing to deal with the issue.
 - (6) Where a party requests a preliminary hearing to seek an order, including an order relating to ~~subsection~~ [clause] (1)(a), and intends to present written or visual evidence at that preliminary hearing in support of the granting of that order, the party shall provide a copy of such evidence to any other party and to the Board, not less than five business days before the preliminary hearing. Any other party, who intends to present written or visual evidence at the preliminary hearing, shall provide a copy of such evidence to all other parties, and to the Board, not less than one business day prior to the preliminary hearing.
 - (7) Notwithstanding subsection (6), where a preliminary hearing is convened to determine whether an appellant is an aggrieved person, the person seeking standing as an aggrieved person shall first file the written or visual evidence sought to be relied upon at the preliminary hearing.

Disclosure of evidence before hearing

14 Subject to Rule 15,

- (1) An appellant, or a party who filed an application, who intends to present written or audio-visual evidence at a hearing shall provide a copy of such evidence to all other parties and to the Board, as directed by the hearing order referred to in Rule 16(4).
- (2) Any other party who intends to present written or audio-visual evidence at a hearing shall provide a copy of such evidence to all other parties and to the Board, as directed by the hearing order referred to in Rule 16(4).
- (3) Evidence so disclosed will be considered to be evidence before the Board, unless a party objects.

Disclosure of expert reports

15 Notwithstanding Rule 14,

- (1) Unless a copy of a report containing the full opinion of an expert, including the essential facts on which the opinion is based, a summary of the expert's qualifications, and a summary of the grounds for each opinion expressed, has been served on each party and filed with the Board, as directed by the hearing order referred to in Rule 16(4), the evidence of the expert shall not be admissible at the hearing without leave of the Board.
- (2) If the report of an expert does not comply with the requirements of subsection (1), the Board may, on the application of another party, make an order requiring the party providing the report to comply with that subsection.
- (3) Where a copy of the report has been filed and delivered as provided in subsection (1), the expert shall be required to attend at the hearing unless all other parties give notice that they do not require the attendance of the expert at the hearing, which notice shall be given as soon as is reasonably possible.

Hearing date

16 (1) The Clerk, in consultation with the parties, shall attempt to set a date for the hearing of the appeal or application.

- (2) Where the parties cannot reach agreement as to a date, the Chair shall set a date for the hearing.
- (3) The Clerk shall notify the parties of the date of the hearing.
- (4) The Board may issue a hearing order setting the date for the hearing and containing directions on disclosure and procedure.

Hearings

17 (1) Hearings may be conducted in an informal manner and need not follow the strict rules of practice and procedure required in a court of law.

- (2) The Board may, at its discretion, conduct a hearing or preliminary hearing in person, in writing or by teleconference, video conference or by any other electronic means.
- (3) At the hearing of an appeal or application, the appellant or applicant shall present its evidence first, and after the evidence of all other parties is given, shall have the right to reply.
- (4) A party may call and examine witnesses, cross-examine opposing witnesses and present arguments and submissions.
- (5) The Board may receive in evidence any statement, document, information or matter that, in the opinion of the Board, may assist it to deal with the matter before the Board whether or not the statement, document, information or matter is given or produced under oath or would be admissible as evidence in a court of law.

- (6) A party may be represented before the Board by counsel or an agent.
- (7) A hearing may be adjourned from time to time by the Board on reasonable grounds on its own motion or at the request of any party.
- (8) The Board, whenever it deems it desirable, may require briefs to be filed by the parties within such time as the Board may prescribe.

Informal settlement conference

- 18** (1) The Board may, on its own motion or at the request of any party, hold an informal settlement conference in relation to any appeal or application.
- (2) An informal settlement conference will be presided over by a Board member (the “Presiding Board Member”), and shall be subject to the following provisions:
- (a) participation by a party is voluntary;
 - (b) the parties may attend the informal settlement conference with, or without, legal counsel; or
 - (c) when a party is represented by legal counsel, however, that legal counsel must, unless the Board otherwise directs, participate in the informal settlement conference.
- (3) In the course of the informal settlement conference, the Presiding Board Member may offer opinions to the parties about the likely outcome, in the view of that member, if the appeal or application proceeds to a hearing on the merits, and alternative procedures which may be available to the parties.
- (4) The informal settlement conference will be confidential. Any information or documents provided or exchanged during the conference, and any suggestion for resolution of the issues, or any offer to settle, made during the conference, shall remain confidential, and not be disclosed in evidence in the present or any subsequent proceeding, nor be placed in the Board file, unless the party who provided the information or document, or who made the suggestion or offer, consents to such disclosure and to the manner of such disclosure.
- (5) Any notes made by the Presiding Board Member during the informal settlement conference will remain confidential, and will not be released to any person or admitted into evidence in any proceeding.
- (6) The Presiding Board Member may not participate in the hearing of the appeal or application, unless otherwise requested by all parties involved in the informal settlement conference.
- (7) (a) An agreement between the parties may, depending upon the circumstances of the particular proceeding, and the nature of the proceeding itself, include
- (i) withdrawal of an appeal or application,
 - (ii) withdrawal of opposition to an appeal or application,
 - (iii) agreement between the parties as to certain facts,
 - (iv) agreement between the parties that certain issues are to be included, or excluded, from the hearing on the merits, or
 - (v) such other agreement between the parties as the Board finds acceptable.
- (b) If, as a result of the informal settlement conference, the parties are able to reach agreement with respect to certain matters, but not with respect to others, the Presiding Board Member may prepare a statement summarizing the points of agreement and disagreement, which will be distributed to the parties, and thereafter (with the consent of the parties) placed in the Board file for the information of the Board member or members who may eventually conduct a hearing on the merits with respect to the remaining issues.
- (8) If, as a result of the informal settlement conference, an agreement is reached between the parties with respect to all or any of the issues, procedural or substantive, in the appeal or application, and the parties agree that an order of the Board may be appropriate in relation to that agreement, then the Presiding Board Member may take appropriate action, including:
- (i) making an order to implement any matter agreed upon between the parties,
 - (ii) holding a hearing, with the consent of all parties, immediately or otherwise, or
 - (iii) scheduling a hearing, with the consent of all parties, to be held by another Board member, to consider any issues relating to the public interest or requirements of the governing legislation, including notice to possible intervenors, before issuing any order which implements such agreement.

Audio and video recording of hearings

- 19** (1) Audio and video recording of an oral or electronic hearing which is open to the public may be permitted on conditions the Board considers appropriate.
- (2) The Board may refuse to permit the recording of all or any part of an oral or electronic hearing if, in the opinion of the Board, such coverage would inhibit specific witnesses or disrupt the proceeding in any way.
- (3) Where recording is allowed, the following shall apply unless otherwise directed by the Board:
- (a) only equipment which does not produce distracting sound or light shall be used;
 - (b) where possible, existing audio systems present in the hearing room shall be used;

- (c) media personnel shall not move about while the hearing is in progress; and
- (d) equipment shall be positioned unobtrusively before the hearing begins and shall not be relocated while the hearing is in progress.

Subpoenas

- 20** (1) At the request of a party, the Board may issue a subpoena, which shall be signed by the Clerk and sealed with the Board's seal.
- (2) A subpoena issued pursuant to subsection (1) shall be issued in the form prescribed by the Board and may set out the names of any number of persons required to appear before the Board.
- (3) No person served with a subpoena is required to appear before the Board pursuant to the subpoena unless the person has been paid or tendered conduct money in an amount sufficient to cover the person's reasonable fees and traveling expenses as fixed by the Board from time to time.
- (4) A subpoena shall be served personally on the person to whom it is directed at least two clear business days before the date on which the person is to appear.

Destruction of exhibits

- 21** (1) A person who has submitted exhibits to the Board may request that the Board return the exhibits.
- (2) The Board, at the end of six months from the date of the final order in the proceedings, provided no appeal or judicial review has been commenced within that time, may return requested exhibits and may destroy any remaining exhibits.

Costs

- 22** Costs shall be governed by the Board's *Cost[s] Rules* and ~~Section~~ [subsections] 250A(6) and (7) of the Act or ~~Section~~ [subsections] 266(6) and (7) of the Charter.

Planning appeals

- 23** (1) A planning appeal to the Board under Section 247 of the Act or Section 262 of the Charter shall be by notice in writing and shall contain
- (a) the name of the appellant;
 - (b) the name of the person making the decision;
 - (c) the date of the decision;
 - (d) the date that public notification of the decision was given; or the date on which written notice of the decision was received; or the date on which the decision is deemed to have been refused;
 - (e) a brief summary of the decision or a copy of the decision;
 - (f) the address of the appellant or the name and address of an individual upon whom documents or notices relating to the appeal may be served;
 - (g) a phone number at which the appellant or the individual referred to in ~~paragraph~~ [clause] (f) may be reached during normal business hours and a fax number, if available; and
 - (h) reasons for appealing.
- (2) A Notice of Appeal may be in Form A (for an appeal from the decision of a municipal council) or Form B (for an appeal from the decision of a development officer).
- 24** (1) A Notice of Appeal shall be accompanied by the written undertaking of the appellant, his solicitor, or his agent, agreeing to pay the costs of advertising the Notice of Public Hearing for the appeal, and agreeing to keep the list of names and addresses of assessed owners, which will be provided, confidential, and not to disclose it to any person, nor use it for any purpose, not related to the planning appeal.
- (2) Where a Notice of Appeal filed with the Board is not accompanied by the required written undertaking, the Board may extend the time for filing such undertaking, provided however that such extension of the time shall not exceed 7 days from the date of filing the Notice of Appeal.
- (3) Failure by the appellant, his solicitor, or his agent to file the written undertaking shall not preclude the Board from setting the appeal down for hearing, advertising the Notice of Public Hearing, and thereafter recovering the cost of such advertisement from the appellant.
- 25** When more than one Notice of Appeal is filed with the Board, arising out of the same decision, or affecting the same matter, the Board may require the several appellants, or their solicitors or agents, to file a joint undertaking agreeing to pay the cost of advertising a Notice of Public Hearing, and agreeing to keep the list of names and addresses of assessed owners, which will be provided, confidential, and not to disclose it to any person, nor use it for any purpose, not related to the planning appeal.
- 26** (1) Pursuant to s. 250A(1) of the Act or s. 266(1) of the Charter, the municipality which is responsible for the decision which is the subject of the appeal shall, within 14 business days of being notified by the Board of the filing of the Notice of Appeal, file with the Clerk and with any other party, the complete electronic and hard copy of the Appeal Record and an electronic copy of the relevant Municipal Planning Strategy, Land Use By-law, Zoning By-law, Subdivision By-law or Subdivision Regulations.
- (2) An Appeal Record shall consist of the following:
- (a) a table of contents;
 - (b) the application;

- (c) the decision under appeal;
 - (d) a copy of the advertisements for any public hearing held relating to the subject of the appeal;
 - (e) a copy of the minutes of any public hearing respecting the subject of the appeal;
 - (f) a copy of the minutes of any council meeting at which the subject of the appeal was discussed;
 - (g) a copy of any report, letter, submission, recommendation or other matter respecting the subject of the appeal which was submitted to or was considered by council or the Development Officer, excluding any legal opinion prepared for the municipality for which privilege is claimed; and
 - (h) a copy of the publication of the notice of the decision; or a copy of the written notice which was sent to the applicant.
- (3) The pages of the Appeal Record shall be numbered.
- (4) Nothing in this Section shall be deemed to prejudice the right of any party to inspect and obtain copies of any documents prior to the time that the Appeal Record is to be filed.
- (5) In the case of an appeal from a decision of the Provincial Director of Planning or a Provincial Development Officer, the Appeal Record shall be prepared and filed by the Provincial Director of Planning or the Provincial Development Officer who made the decision.
- 27 (1) Upon receipt of the Notice of Appeal, the Clerk shall schedule a preliminary hearing to be held within 14 business days.
- (2) The Clerk shall publish in the newspaper a Notice of Public Hearing advising the public that a Notice of Appeal has been filed with the Board, and advising that any aggrieved person has the right to intervene and participate in the public hearing.
- (3) Upon receipt of a list of assessed owners from the Clerk, the appellant shall, within three business days, serve a copy of the Notice of Public Hearing on all assessed owners of land within a distance of 500 feet of the property which is the subject of the appeal.
- (4) The Board may require the appellant to serve such other persons as the Board determines necessary with a copy of the Notice of Public Hearing.
- (5) Any aggrieved person wishing to intervene in the public hearing shall file a notice with the Board advising of his or her intention to participate in the hearing.
- 28 (1) Pursuant to s. 250A(2) of the Act, or s. 266(2) of the Charter, a hearing must begin within 45 days from the filing of the Appeal Record unless the Board determines that it is necessary in the interests of justice for the hearing to begin at some later time or unless all the parties agree that the hearing may begin at some later time.
- (2) In the event that the Board directs the filing of post-hearing written submissions, such submissions must be filed with the Board, pursuant to s. 250A(5) of the Act or s. 266(5) of the Charter, within 14 days after the close of the hearing unless the Board determines that it is necessary in the interests of justice for such submissions to be submitted at some later time or unless all the parties agree that the submissions may be filed at some later time.
- (2A) A hard copy of submissions, is not required by the Board, unless specifically directed by the Board.
- (2B) A Book of Authorities or any case, is not required to be filed electronically or by paper, if they are available online. A list of the authorities and citations should be included at the end of the submissions. Specific paragraphs relied upon should be included in the text.
- (3) Pursuant to s. 250A(3) of the Act or s. 266(3) of the Charter the Board shall render its decision within 60 days after the close of submissions by the parties, unless the Board otherwise states at the close of the hearing or unless it is necessary in the interests of justice.

Municipal boundaries

- 29 (1) An application under Section 368 or 369 of the Act by a municipality which has been divided into polling districts shall contain the following information:
- (a) a list of the polling districts in the municipality and the number of councillors elected from each;
 - (b) a brief description of each polling district, including the names of the larger communities, its geographic size, any relevant geographic features, and any factors which establish a particular community of interest in the polling district;
 - (c) the latest available population statistics for the municipality and for each polling district; and
 - (d) a table which shows the following information from the most recent municipal election:
 - (i) the number of electors in each polling district,
 - (ii) the total number of electors in the municipality,
 - (iii) the percentage of the total number of electors in each polling district,
 - (iv) the average number of electors per councillor for the municipality,
 - (v) the number of electors per councillor for each polling district, and the number by which it exceeds or is less than the average number of electors per councillor,

- (vi) the number expressed as a percentage by which the number of electors per councillor in each polling district exceeds or is less than the average number of electors per councillor.
 - (2) Where the application is to confirm the number and boundaries of the existing polling districts and the number of councillors to be elected therefrom, it shall contain the reasons why the status quo should continue.
 - (3) Where the application is to change the number or boundaries of the polling districts or the number of councillors elected therefrom, or both, it shall contain an outline of the proposed changes, reasons for the changes, a table similar to that referred to in ~~subsection~~ [clause] (1)(d) which shows an estimate of the elector statistics which will result if the change is approved.
 - (4) The application shall be signed by the mayor/warden and the clerk of the municipality and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the clerk of the municipality to be a true copy of the resolution.
 - (5) An application may be in Form C.
- 30** (1) An application under Section 368 or 369 of the Act by a town which has not been divided into wards or polling districts shall contain the following information:
- (a) the number of councillors;
 - (b) the geographic size of the town;
 - (c) the latest available population statistics for the town;
 - (d) the total number of electors in the most recent municipal election;
- (2) Where the application is to confirm the number of councillors, it shall contain the reasons why the status quo should continue.
 - (3) Where the application is to change the number of councillors, it shall contain an outline of the proposed changes and the reasons for the proposed changes.
 - (4) The application shall be signed by the mayor and the clerk of the town and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the clerk of the town to be a true copy of the resolution.
 - (5) An application may be in Form D.
- 31** (1) Every application shall be accompanied by
- (a) a copy of any advertisement soliciting input from the public in conducting the study;
 - (b) a copy of the minutes of any council meeting and public hearing respecting the study or application;
 - (c) a map showing the boundaries of the existing polling districts;
 - (d) a description of the boundaries of the existing polling districts;
 - (e) where the application is to change the number or boundaries of the polling districts, a map showing the boundaries of the proposed polling districts and a description of the boundaries of the proposed polling districts;
 - (f) such additional information as Council determines.
- (2) Where an application under Section 358 (amalgamation or annexation), Section 368 (polling districts), or Section 394 (dissolution of a town) of the Act is made, the application shall contain, to the extent possible, the information outlined in Rules 29, 30 and 31(1) above, including Forms E and F, depending upon the nature of the application.

32 These *Municipal Government Act Rules* shall take effect upon proclamation of *An Act to Amend Chapter 18 of the Acts of 1998, the Municipal Government Act*, S.N.S. 2008, c. 25, and shall only apply to appeals filed on or after the said proclamation date. [sic]

[Please note: In accordance with subsection 3(6) of the *Regulations Act*, a regulation that is not filed within seven days after it is made comes into force on the day which it is filed with the Registrar of Regulations.]

These *Municipal Government Act Rules* were made by the Nova Scotia Utility and Review Board at a Board meeting held on the 29th day of June 2017, and replace and supersede all previous *Municipal Government Act Rules*.

sgd: Bruce A. Kiley
Bruce A. Kiley
Clerk of the Board

[Please note: Square brackets in Schedules A and B do *not* indicate editorial corrections made by the ORR. They are part of the schedules.]

Schedule A – Information Request(s)

Matter No. M_____

Nova Scotia Utility and Review Board

In the matter of: The Act

- and -

In the matter of: insert **application** / **matter** name

Information Requests

[insert whether **Non-Confidential** / **Confidential** / **Redacted**]

To: insert party name or counsel name
by e-mail: [insert email address]

From: insert name of party – e.g. Nova Scotia Utility & Review Board

Responses due: [as directed by pre-hearing order or the Board Clerk]
e.g. Wednesday, December 14, 2017

Copies: [as directed by pre-hearing order or the Board Clerk]
e.g. 1 electronic copy (PDF searchable)
XX hard copies

Contact person: [insert individual's name, address, telephone/fax numbers of persons who may be contacted in case clarification of questions is required]

Issued at Halifax, Nova Scotia, this day of , 20 .

Clerk of the Board

Questions:

1. [questions to be numbered consecutively]
2. etc.

Schedule B – Response(s) to Information Request(s)

Matter No. M_____

Nova Scotia Utility and Review Board

In the matter of the Act

- and -

In the matter of an application [name of applicant]

Response(s) to Information Request(s)

To: [name of party (or Board) requesting information]

From: [name of party information requested from]

Question 1. [repeat the question asked]

Response 1. [response – attach any schedules and attachments relating to this response]

**** [each response must start on a separate page and must include the heading as above]**

[date that response is filed with the Board]

FORM A (Decision of Council)

Nova Scotia Utility and Review Board

In the matter of: an appeal under Section 247 of the *Municipal Government Act* or Section 262 of the *Halifax Regional Municipality Charter*

Notice of Planning Appeal

Take notice that _____
(state name(s) of person(s) appealing)

has/have made an appeal from a decision made by _____
(municipal council)

on _____ respecting property located at _____
(date) (address)

in the County of _____, which decision states:
(or attach a copy of the decision)

Notice of the decision was published in the newspaper on _____.
(date)

Section [Subsection] 250(1) of the *Municipal Government Act* or ~~Section~~ [subsection] 265(1) of the *Halifax Regional Municipality Charter* provide that an aggrieved person or an applicant may only appeal on the grounds that the decision “does not reasonably carry out the intent of the municipal planning strategy” (“MPS”).

Specify each policy of the MPS which you allege council has not reasonably carried out the intent of and briefly describe how they have failed to do so:

(Attach additional pages if necessary)

Dated at _____, Nova Scotia this _____ day of _____, 20____.

Appellant, Solicitor or Agent

Contact information:

Mailing address:

(street)

home phone: _____

(city, province)

work phone: _____

(postal code)

fax number: _____

e-mail address: _____

Undertakings

The appellant(s) agree(s) to pay the costs of any advertising of the Notice of Public Hearing for the appeal.

Appellant, solicitor or agent

The appellant **and** solicitor or agent further undertake to keep the list of names and addresses of owners, which will be provided, confidential, and not disclose it to any person, nor use it for any purpose, not related to this planning appeal. The appellant **and** solicitor or agent further undertake to dispose of the personal information at the conclusion of this matter.

Appellant or agent

Solicitor or agent for the appellant (if applicable)

FORM B (Decision of the Development Officer)

Nova Scotia Utility and Review Board

In the matter of: an appeal under Section 247 of the *Municipal Government Act* or Section 262 of the *Halifax Regional Municipality Charter*

Notice of Planning Appeal

Take notice that _____
(state name(s) of person(s) appealing)

has/have made an appeal from a decision made by _____
(name of development officer)

on _____ respecting property located at _____
(date)

in the County of _____, which decision states (or attach a copy of the decision):

Written notice of the decision was received on _____
(date)

Section [Subsection] 250(2) of the *Municipal Government Act* or Section [subsection] 265(2) of the *Halifax Regional Municipality Charter* provide that an applicant may only appeal a refusal to issue a development permit on the grounds that the decision of the development officer does not comply with the land-use by-law or a development agreement.

Describe how the decision of the development officer fails to comply with the land-use by-law or the development agreement

(Attach additional pages if necessary)

Dated at _____, Nova Scotia this _____ day of _____ 20____.

Appellant, Solicitor or Agent

Contact information:

Mailing address:

_____ home phone: _____

_____ work phone: _____
(street)

_____ fax number: _____
(city, province)

_____ e-mail address: _____
(postal code)

Undertakings

The appellant(s) agree(s) to pay the costs of any advertising of the Notice of Public Hearing for the appeal.

Appellant, solicitor or agent

The appellant **and** solicitor or agent further undertake to keep the list of names and addresses of owners, which will be provided, confidential, and not disclose it to any person, nor use it for any purpose, not related to this planning appeal. The appellant **and** solicitor or agent further undertake to dispose of the personal information at the conclusion of this matter.

Appellant or agent

Solicitor or agent for the appellant (if applicable)

FORM C

Nova Scotia Utility and Review Board

In the matter of: an application pursuant to Section 368 or 369 of the *Municipal Government Act*

The Council of the Municipality of _____ makes application to the Nova Scotia Utility and Review Board to:

- ☐ confirm the number and boundaries of polling districts
- ☐ confirm the number of councillors
- ☐ alter the number and boundaries of polling districts
- ☐ alter the number of councillors

1. There are at present _____ polling districts in the Municipality and _____ councillors.
2. The following is a brief outline of each polling district in the Municipality, including the names of the larger communities, the geographic size, any relevant geographic features, and any factors which establish a particular community of interest in the polling district:

Polling District 1:

3. The latest population statistics for the Municipality are as follows:

Polling District

Population

TOTAL:

4. The following table shows the results from the last municipal election which was held on
__/
m d y

Polling District	Number of Electors	% of Total Electors	Variation from the Average Number of Voters	
			#	%

Total number of electors:

Total number of councillors:

Average number of electors per councillor:

5. The number and boundaries of the polling districts and the number of councillors elected therefrom should be confirmed for the following reasons:

OR

5. a) The following changes to the number and boundaries of the polling districts and the number of councillors to be elected therefrom are proposed:
- b) The reasons for these proposed changes are as follows:
- c) The following table shows an estimate of the voter statistics which will result if the changes are approved by the Board:

Polling District	Number of Electors	% of Total Electors	Variation from the Average Number of Voters	
			#	%

Total number of electors:
Total number of councillors:
Average number of electors per councillor:

Dated at _____)
County of _____)
this _____ day of _____)
20 _____,)
)
)
)
)

Mayor/Warden

Clerk

FORM D

Nova Scotia Utility and Review Board

In the matter of: an application pursuant to Section 368 or 369 of the *Municipal Government Act* for use by towns which do not have polling districts or wards

The Council of the Town of _____ makes application to the Nova Scotia Utility and Review Board to

- ☐ confirm the number of councillors
- ☐ alter the number of councillors

1. There are at present _____ councillors in the town.
2. The geographic size of the town is _____
3. The latest population statistics for the town are _____
4. The number of electors from the last municipal election which was held on _____ ~~are~~ [is] _____ month/day/year
5. The number of councillors elected should be confirmed for the following reasons:

OR

5. a) The following changes to the number of councillors to be elected are proposed:
- b) The reasons for these proposed changes are as follows:

Dated at _____)
County of _____)
this _____ day of _____)
20 _____,)
)
)
)
)

Mayor/Warden

Clerk

FORM E

Nova Scotia Utility and Review Board

In the matter of: an application pursuant to Section 358 of the *Municipal Government Act*

- ☐ the Minister
- ☐ Municipality([ic]s) or Town(s) of _____
- ☐ the greater of ten percent or one hundred of the electors in the area proposed to be amalgamated or annexed

makes application for:

- ☐ amalgamation
- ☐ annexation

An application for a preliminary order shall include:

- 6.* The boundaries and the geographic size (including maps if available) of the area proposed to be amalgamated or annexed sufficient to identify the area is _____
- 7.* An estimate of the population of the area proposed to be amalgamated or annexed _____
- 8.* The total assessed value of taxable property and occupancy assessments in the area proposed to be amalgamated or annexed is _____
- 9.* The proposed effective date of amalgamation or annexation is _____

[*Numbering as in original.]

The applicant should attach the following information to this application:

5. Where the area is or contains a village, the audited financial statements of the village for the fiscal year immediately preceding the year in which the application is made;
6. A brief statement of the reasons for the application; and
7. Such other matters as the applicant considers relevant to this application.

Dated at _____)
County of _____)
this _____ day of _____)
20 ____, _____)
)
)
)
)

Mayor/Warden

Clerk

* Agent

* Authorized agent or representative of the applicant electors

**** The applicant shall serve a copy of the application for a preliminary order on the clerk of any municipality that would be affected by the annexation or amalgamation if granted, on the Minister and on such others as the Board directs.**

FORM F

Nova Scotia Utility and Review Board

In the matter of the *Municipal Government Act*

An application to dissolve a town under s. 394 is being made by:

- ☐ the Minister
- ☐ the council of the town; or
- ☐ ten percent of the electors of the town

Application for preliminary order (s. 395):

The application for a preliminary order shall include:

- ☐ a copy of any advertisement soliciting input from the public on the application;
- ☐ a copy of the minutes of any council meeting, public hearing or public meeting respecting the application;
- ☐ if a plebiscite(s) has been held with respect to the application, the date of such plebiscite(s), the question asked and the results of the plebiscite(s);
- ☐ a map showing the boundaries of the town;
- ☐ a description of the boundaries of the town;
- ☐ the geographic size of the town and the latest population statistics for the town;
- ☐ present number of councillors in the town;
- ☐ the boundaries of the town proposed to be dissolved;
- ☐ the total assessed value of taxable property and occupancy assessments in the town;
- ☐ the audited financial statements of the town for the fiscal year immediately preceding the year in which the application was made;
- ☐ a brief statement of the reasons for the application; and
- ☐ such other matters as the applicant considers relevant to the application

Dated at _____, Nova Scotia, this _____ day of _____, 20____.

Mayor

Clerk

**** The applicant shall serve a copy of the application for a preliminary order on the clerk of the town, the clerk of the district municipality to which the town would revert if dissolved and on such others as the Board directs.**

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, December 13, 2021 4:13 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: Dec 13, 2021

CAUTION: This email originated from an external sender.

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Department of Environment and Climate Change Move Forward on EPR Legislation

The Province announced Friday plans to consult with NSFM and other stakeholders on details around forthcoming Extended Producer Responsibility this coming January. This move [aligns with the NSFM resolution on EPR, and is a major win for municipalities.](#)

[Read the release here.](#)

NSFM Wins API Award of Excellence for the Nova Scotia Main Streets Assessment Method with FBM

These awards honour the best in professional planning work undertaken by

members in communities and regions across Newfoundland and Labrador, New Brunswick, Nova Scotia, and Prince Edward Island.

[Learn more about the Main Streets program here](#)

2022 Municipal Boundary Review

Section 369 of the Municipal Government Act requires councils of every town and municipality to apply to the Nova Scotia Utility and Review Board in 2022 to “confirm or to alter the number and boundaries of polling districts and the number of councillors.”

All municipalities and towns in the province are being advised of this application process via letter.

Members are urged to contact Bruce Kiley, Chief Clerk of the Board with questions regarding the process.

[Read the complete letter here.](#)

African Heritage Month 2022 Funding Applications Now Open

African Nova Scotian Affairs (ANSA) is committed to providing municipalities with financial and advisory support. An application for up to \$500 is now available for members wishing to hold a Municipal Proclamation of African Heritage month. There is an expectation that your civic proclamation will be a collaboration/partnership with the community.

[View the Proclamation Application](#)

Please complete the application and forward it to ANSA on or before December 17th, 2021.

[Learn more about the proclamations here](#)

In The News

[Nova Scotia preparing to make producers pay for plastic, paper and packaging waste](#)

[Supreme Court rules Annapolis County land deal illegal](#)

[COVID-19: N.S. announces 40 cases of Omicron variant, gathering limits tightening](#)



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

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OF MUNICIPALITIES**



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

info@nsfm.ca

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

December 10, 2021

Mayor, Council and Staff
Town of Mahone Bay
493 Main Street
Mahone Bay, NS B0J 2E0

Subject: Town Christmas Beautification

From the organizing committee and on behalf of businesses, sincere thanks to the Town of Mahone Bay for prompt response and great support of town beautification for The Season of Father Christmas.

From a meeting on November 4, allocated festival budget covered the cost of trees and greenery for Town assets. As well, new lamppost banners were installed along Edgewater.

The Season of Father Christmas came together quickly this year, with the helpful partnership of the Mahone Bay Centre. Much was accomplished in a short time, doing what we could with available resources.

Goals for 2022 are already happening.

In the New Year, we will look for time to gather as businesses and volunteers and will look to the Town, with good planning time, to shape next year's Christmas in Mahone Bay opportunity together.

Kind regards,

Karen Pinsent
(for) The Season of Father Christmas organizing committee

cc: Mahone Bay business community
Mahone Bay Centre Society

The Season of Father Christmas, November 26 – December 24, 2021
Presented by the Mahone Bay Centre Society, 45 School Street

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, January 4, 2022 3:20 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: January 4, 2022

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



Happy New Year from NSFM!

All the best from the board and staff at the Nova Scotia Federation of Municipalities.

Applications for Canada Summer Jobs program now open

Lahey Forestry Report Now Available

In 2018, Professor William Lahey authored a report on the state of the forest in Nova Scotia entitled Independent Review of Forest Practices in Nova Scotia, which included 45 recommendations. The Government of Nova Scotia responded and accepted those recommendations and has since been working on initiatives and projects to implement the triad model of ecological forestry.

Review the report here: [Ecological Forestry - Government of Nova Scotia, Canada](#)



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

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

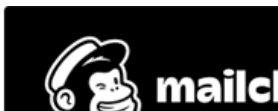
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BAYVIEW COMMUNITY SCHOOL
110 Clearway Street
Mahone Bay, Nova Scotia BOJ 2E0
902 624-2120

January 5, 2022

To Our Generous Supporters:

On behalf of the Bayview Community School's Fundraising Committee we would like to thank you kindly for the generous donation to our online auction.

It takes many people in order to run our school programs and with people like yourself and your contributions, it becomes a reality. The money raised for the school will assist in providing events, activities and special guests for the benefit of education for the students.

We thank you again for your generosity and we appreciate your support.

Yours in education,

Lamar Eason
Bayview Community School Principal

January 4th, 2022

Jack Benzaquen
President / Président

Cory Bellmore
First Vice-President /
Première vice-présidente

Beverly Hendry
Second Vice-President /
Deuxième vice-présidente

Tony Kulbisky
Treasurer / Trésorier

Jake Rudolph
Past President /
Président sortant

Dawn Chaplin,
Director / Directrice

Vincent Lalonde
Director / Directeur

Jamie Paik
Director / Directrice

Mike Dolter
Director / Directeur

Gary Kent
Director / Directeur

Brenda Orchard
Director / Directrice

Marc Melanson
Director / Directeur

Jennifer Goodine
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E-Mail / Courriel:
admin@camacam.ca

www.camacam.ca

Dylan Heide
CAO
Town of Mahone Bay
PO Box 530
Mahone Bay, NS
B0J 2E0

Dear Dylan,

As a valued member of the Canadian Association of Municipal Administrators (CAMA), I would like to take this opportunity to thank you for your leadership during the pandemic.

Communities across our country have experienced an unprecedented challenge over the past two years dealing with the COVID-19 pandemic. All sectors, public and private, pulled together to take care of our vulnerable citizens and maintain basic services for all our residents. This required dedication, hard work, creativity, and unwavering spirit from us all. Behind the scenes it also required an immense amount of coordination.

As a CAO, we know the amount of effort and ingenuity it has taken for you to lead your staff throughout the pandemic. The strength of your municipal team directly impacted your residents in the most important and fundamental ways. You have guided your staff through a long and stressful period when you yourself have been under tremendous pressure. You played a critical role in your community's success. Your leadership has not gone unnoticed. Please know how proud we are of your efforts.

Unfortunately, there is no end in sight, and we will continue to be relied upon to provide leadership to our communities to the best of our ability and I know you will have continued success in helping your staff and citizens get thru this very difficult time in our history.

All the best to you and your team as we look forward to 2022.

Sincerely,



Jack Benzaquen
CAMA President

cc Mayor David Devenne & Council

Maureen Hughes

Subject: FW: Contract Policing in Nova Scotia

From: Jewers, Donna <Donna.Jewers@novascotia.ca>

Sent: January 5, 2022 12:04 PM

Subject: Contract Policing in Nova Scotia

CAUTION: This email originated from an external sender.

Happy New Year Chief Administrative Officers in Nova Scotia! I hope everyone is well and had a safe holiday.

Contract policing with RCMP continues to be a subject that we are all interested in for our beautiful province. You might like to know that Public Safety Canada's new Federal Minister Mendicino, received the mandate letter from the Office of the Prime Minister on December 16, 2021: <https://pm.gc.ca/en/mandate-letters/2021/12/16/minister-public-safety-mandate-letter>

Among the many items of interest, there is specific mention of a review of contract policing.

Your provincial Department of Justice representatives on the National Contract Management Committee, Hayley Crichton, Executive Director for Public Safety and Security Division and Stephen Ong, Director of Contracts, continue to work closely with the committee on the two specific items in the mandate letter:

- Conduct an assessment of contract policing in consultation with provinces, territories, municipalities, Indigenous partners, and stakeholders.
- Engage with provinces, territories and municipalities that contract RCMP services to better connect the RCMP with community social support workers.

The province will keep you informed as this rolls out in 2022, in addition to when confirmation is received regarding the new Collective Agreement for RCMP Regular Members.

Regards,

Donna Jewers

RCMP Liaison

Nova Scotia Department of Justice

1690 Hollis Street, PO Box 7

Halifax, NS B3J 2L6

902-266-8261 – Cell Phone

✉ donna.jewers@novascotia.ca

MEMORANDUM

Date: November 23rd, 2021

FROM: Wayn Hamilton, Executive Director
African Nova Scotian Affairs (ANSA)

TO:

CC:

SUBJECT: African Nova Scotian Affairs Support Mechanism for Civic/Municipal
Proclamations of African Heritage Month 2022

As you know, February is African Heritage Month in Nova Scotia. For the past several years, African Nova Scotian Affairs (ANSA) has worked with municipalities to support civic/municipal proclamations.

To provide context to the significance of African Heritage Month, I am providing enclosed overview for your perusal. I have also included information on our funding program that will aid your Municipality with hosting a proclamation event in your area. Should you require additional information or wish to speak directly with a Program Administration Officer, please contact our office at (902) 424-5555.

As we enter the 9th year of the International Decade for People of African Descent (DPAD) 2015-2024, I hope you will also give consideration to initiatives and activities that advance the pillars of the decade (Recognition, Justice and Development), and create opportunities for learning and sharing in your communities.

For more information on the decade, please visit ANSA's website at <https://ansa.novascotia.ca/>.

Please note, the deadline for funding applications is December 17th, 2021.

Wayn Hamilton, Executive Director

Attachments

African Heritage Month in Nova Scotia Past and Present (An Overview)

Historical Background

In 1926 Carter G. Woodson (1875-1950) organized Negro History Week which was a series of events promoting the accomplishments of people of African descent. Dr. Woodson was a Black historian, educator and publisher from New Canton, Virginia. He chose February to honor the birthdays of Emancipator and Orator Frederick Douglass (February 14) and the U.S President Abraham Lincoln (February 12). African Heritage Month emerged from this background.

In 1984, under the leadership of Terry Symonds (Halifax North End Library Youth Worker), a small committee began Black History Week in metro Halifax. In subsequent years, the committee was able to develop and deliver a number of activities; and in 1994 an organizational structure was created (the Black History Month Association) for the dedication, development and promotion of African Heritage Month across the province.

The celebration of African Heritage Month is currently in its 4th decade in Nova Scotia.

Creation of the African Heritage Month Information Network (AHMIN)

In 2006, African Nova Scotian Affairs (ANSA) formed the African Heritage Month Information Network (AHMIN) for several reasons:

- (1) to create a mechanism for partnership opportunities for ANSA regarding involvement in the communications and promotions of African Heritage Month (AHM);
- (2) to provide government an opportunity to demonstrate to all Nova Scotians it's strong support to the month;
- (3) to ensure the growth of AHM activities across the province by increasing collaborations among African Nova Scotian organizations, as well as non-African Nova Scotian groups, institutions, local governments and businesses and
- (4) to build a province-wide calendar of events, co-ordinate information sharing, and distribution



African Nova Scotian Affairs

Current Roster

The African Heritage Month Information Network (AHMIN) is a partnership with African Nova Scotian Affairs. The current AHMIN members are:

- African Nova Scotian Music Association - Lou Gannon, President
- African Nova Scotian North-Central Network - Crystal States, Regional Educator, Black Educators Association
- African Nova Scotian Southwest Network - Brenda Francis, Regional Educator, Black Educators Association
- *Black Cultural Centre - Russell Grosse, Executive Director – Current AHMIN co-lead*
- Black History Month Association - Tracey Jones-Grant & Crystal Mulder - co-chair's, BHMA
- Cumberland African Nova Scotian Association - Elizabeth Cooke-Sumbu, Executive Director
- Valley African Nova Scotian Development Association - Robert Ffrench, Executive Director
- Zone 7 African Cultural Heritage Awareness Association – Lorraine Reddick, Councilor
Desmond and Tara Reddick

Key Functions of the AHMIN

Currently, the main tasks undertaken by the AHMIN are:

- Participate on various sub-committees including but not limited to: poster design, distribution, and thematic consideration.
- Be a key resource for information and or 'co-partnering' with municipalities, other civic entities for civic launches, community events and businesses.
- Be the regional hub for poster distribution.

The AHMIN continues to increase its reach and functions in support and promotion of African Heritage Month. The goal of the AHMIN is to expand these functions in the years ahead.

Key Functions for ANSA

Currently, ANSA is the government co-lead of the AHMIN. Along with providing leadership, ANSA is responsible for:

- Arranging and coordinating the provincial government's launch of African Heritage Month at the Provincial Legislature;
- Providing financial support for the graphic design, printing and distribution of AHM poster;
- Liaising with AHMIN and various municipalities for their localized individual civic proclamation launches;

African Nova Scotian Affairs

- Providing departmental and government content for social media and e-information portals to the communities and media outlets;
- Maintain the AHM calendar of events;
- Assisting with AHMIN meetings, consultations, issue resolution and
- Providing funding support via ANSA's Grants and Contributions application process to community groups to stage AHM activities.

Background to Municipal/Civic Proclamation Launches

In 2004, ANSA held the inaugural reading of the African Heritage Month proclamation in the Red Chamber at Province House. Similar events were also held in Sydney and Halifax (HRM).

Over the years, ANSA has been working to expand the awareness and understanding of African Heritage Month across the province. We have used unique and innovative ways for all Nova Scotian to be informed about various activities and we are constantly striving to create and maintain positive relationships with community groups, institutions and various levels of government.

ANSA has provided resources to formulate the African Heritage Month Information Network which is our attempt at ensuring the month has a pan-provincial perspective. This allows information sharing and partnerships to develop that help the Information Network be a credible partner for working with various local municipal officials.

Current Profile of Civic Proclamations

Since 2004 the number of civic proclamation launches has expanded. The majority of civic pronouncements are fully developed events with content and context. They are a collaborative opportunity with the African Nova Scotian community and include not only the reading of a 'localize civic proclamation' but also an informal reception at the end of the program for the general public.

We realize that civic officials can play a key role in promoting and acknowledging the month in a variety of ways. However, according to community feedback, hosting or co-hosting the reading of an African Heritage Month Proclamation yields more favorable opportunities to build positive relationships.



African Nova Scotian Affairs

African Heritage Month Civic Proclamation Application

Overview:

Civic/Municipal Proclamation launches are different from celebratory community events.

By defining the Proclamations as an event allows 'publicly' elected representatives the opportunity to read a proclamation declaring their recognition of the month; whereas a community celebratory event does not carry the symbolism nor authority of a civic edict.

This funding application can support your event up to \$500. It is important that you complete the request and forward the completed application it to ANSA **on or before December 17th, 2021**.

There is the expectation that your civic proclamation will be a collaboration/partnership with the community. It is our hope that we can work in advance of the month and identify within the African Heritage Month Information Network a community partner you can collaborate with in planning a virtual African Heritage Month Proclamation.

Please note: Requests for Minister's participation must be submitted 3 weeks before your event and will be accommodated based on his availability.

Part A: Organizational Profile

Applying

Organization: (official
name – cheque will be
made payable to applying
organization)

NS Joint

Registration No.: (if
applicable)

Project Contact:

(must be easily reachable)

Civic Proclamation

Project Contact

Person:

Contact Work

Phone:

Alternate Contact

Phone:

Contact Email:

Organization

URL/website:

Name of Civic

Official:

(if different than person
identified above)

Mailing /

Organization

Address: (all

correspondence will be
sent to address identified)

Name of

Community

Partner:

Part B: This section must be fully completed.

Date, time, location or virtual platform of Proclamation has been scheduled: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ Time: _____ Location: _____
Letter of invitation sent to Minister of African Nova Scotian Affairs or designate to participate in the event (see sample)	Copy Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of proposed program for the proclamation Note: Event should include Renditions of "O Canada" and "Lift Every Voice"	Copy Attached <input type="checkbox"/> Yes <input type="checkbox"/> No

Part C: Please confirm your Civic Proclamation event details.

Important Note: For any and all events please refer to the [Nova Scotian COVID-19 website](https://novascotia.ca/coronavirus/) for the most up-to-date guidelines. <https://novascotia.ca/coronavirus/>

Draft of proposed Civic Proclamation text (see sample) * Please consider the African Heritage Month Information Network or a local community organization in your area as co-host	Copy Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Photographer for the event Images submitted may be used on our website *The images can be submitted as a high resolution .jpeg, .tiff, or .gif. Images embedded in a Word or PDF file are not acceptable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inform and invite media outlets to the proclamation Please note: It is expected the municipalities will send out a media release for African Heritage Month to the various media outlets in their region. Any promotion for the event must acknowledge "Support4Culture" funding contributed to the event.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Refreshments will be part of the event	<input type="checkbox"/> Yes <input type="checkbox"/> No

After your event, please:

- ☐ Submit a one-page report describing the event with at least three (3) ceremonial photos with signed photo release forms indicating participants in the photo (Please see Sample)

Note:

- ☐ **Failure to submit a post-event report will disqualify applicant in subsequent years.**

Application must be signed

_____	_____	_____
Signature	Position	Date
_____	_____	
Civic Staff Responsible for event	Date	

All civic proclamation applications must be received by December 17th, 2021.

Please complete and submit by email to: josephine.tommy@novascotia.ca

Sample – Invitation letter

***Please note: Requests for the Minister's participation will be accommodated based on his availability. Requests are to be emailed directly to:
ANSAMINISTER@novascotia.ca***

(LETTERHEAD or RETURN ADDRESS)

Honourable Pat Dunn
Minister of African Nova Scotia Affairs
African Nova Scotia Affairs
1741 Brunswick St., 3rd floor
PO Box 2691
Halifax, NS
B3J 3B7

(DATE)

Sent via email: ANSAMINISTER@novascotia.ca

Dear Minister Dunn:

On behalf of (MUNICIPALITY/TOWN/CIVIC ENTITY) I would like to invite you or a designate to participate in the African Heritage Month 2022 Proclamation and poster unveiling event. The event will be held on (DATE) in the (VENUE NAME & LOCATION). The event begins at (TIME). A reception open to the public will follow. Please see the attached order of service/program.

If you have any questions, please contact (CONTACT NAME) at 902-XXX-XXXX or by e-mail at (E-MAIL ADDRESS).

Sincerely,

SIGNATURE

(TYPED NAME)

(TITLE)

CC: Josephine.tommy@novascotia.ca

Sample - Order of Service/Program

Welcome / Introductions –

Greetings from the host community – Senior Elected Official/ Senior Civic Administrator

Anthems - Oh Canada (French/English) & Lift Every Voice

Libation Ceremony - (optional)

Reading of the Proclamation – Senior Elected Official/ Senior Civic Administrator

Unveiling of poster – MP, Mayor, MLA, Minister of ANSA (other dignitaries e.g. civic official, provincial, municipal, federal or community members)

Remarks –

Entertainment -

Regional Highlights - (optional)

Closing -

National Anthems	
<p>O Canada</p> <p>O Canada! Our home and native land! True patriot love in all thy sons command. With glowing hearts we see thee rise, The True North strong and free! From far and wide, O Canada, we stand on guard for thee. God keep our land glorious and free! O Canada, we stand on guard for thee. O Canada, we stand on guard for thee.</p>	<p>Lift Every Voice</p> <p>Lift every voice and sing, till earth and Heaven ring, Ring with the harmonies of liberty; Let our rejoicing rise, high as the listening skies, Let it resound loud as the rolling sea. Sing a song full of the faith that the dark past has taught us, Sing a song full of the hope that the present has brought us; Facing the rising sun of our new day begun, Let us march on till victory is won.</p> <p>God of our weary years, God of our silent tears, Thou Who hast brought us thus far on the way; Thou Who hast by Thy might, led us into the light, Keep us forever in the path, we pray. Lest our feet stray from the places, our God, where we met Thee. Lest our hearts, drunk with the wine of the world, we forget Thee. Shadowed beneath Thy hand, may we forever stand, True to our God, true to our native land</p>

Sample - Proclamation

WHEREAS February is recognised internationally as African Heritage Month -a time to recognise and salute the many contributions and ongoing achievements of people of African Descent all over the world

and

WHEREAS we are in the 9th year of the International Decade for People of African Descent

WHEREAS this year's theme

THEREFORE, be it resolved that I, _____, do hereby proclaim the month of February to be African Heritage Month. I encourage residents, businesses and community groups to participate in the activities and celebrations, and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

Posting your event on the ANSA calendar of events

Please note: Requests for the Minister's participation will be accommodated based on his availability.

Please visit the ANSA website (ansa.novascotia.ca) to complete an online form to have your event posted to the ANSA Calendar.

It is important to submit the form at least two weeks prior to the event date. The direct link to the form is: <https://ansa.novascotia.ca/content/event-submission>

Questions you will be asked to complete the form are:

- Title of the Event:
 - Date:
 - Time:
 - Location:
 - Cost (if applicable):
 - Brief Description:
- Event Contacts (please provide two, if possible):
 - First Contact Name:
 - First Contact Phone:
 - First Contact Email:
 - Second Contact Name:
 - Second Contact Phone:
 - Second Contact Email:
- Event Organizer:
 - Organization's Mailing Address:
- Other relevant Information:

Required Photo Release

Please note: Permission must be obtained in writing by all who appear in the photo before the image can be shown on the ANSA and/or any Government website.

Date: _____

Name: _____

Address: _____

Phone: _____

I hereby grant the Province of Nova Scotia the right and permission to copyright and/or use and/or publish photographic pictures/videos of me.

I understand that my privacy will be fully protected by Nova Scotia's Freedom of Information and Protection of Privacy Act. Any personal information collected about me will not be used for any other purpose.

I hereby waive the right to inspect and/or approve the finished photographs/videos or printed/published matter that may be used with such photographs/videos.

I hereby warrant that I am of full age and competent to contract in my own name in so far as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof.

Participant's signature (parent or guardian if subject is under 18 years)



Report to Council January 11, 2022

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.



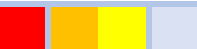
Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Mar., 2022	<div><div></div></div> 50%
Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.				





2	<p>Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal elections.</p>	<div> <div>08-Sep-20</div> <div>Feb., 2022</div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>50%</div> </div> <p>Notes: To be discussed at Policy & Strategy Committee; report to Council anticipated thereafter.</p>
3	<p>Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.</p>	<div> <div>08-Sep-20</div> <div>Mar., 2022</div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>75%</div> </div> <p>Notes: In progress. Staff have consulted with accessibility coordinator. Report anticipated ahead of 2022-23 budget process, for implementation (solicitation of donations campaign) in 2022.</p>
4	<p>Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.</p>	<div> <div>26-Nov-20</div> <div>Jan., 2022</div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>75%</div> </div> <p>Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.</p>



5	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.
6	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.
7	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.
8	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	Jan., 2022	<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 January for implementation in the Spring of 2022 (if approved).

9	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>	75%	Notes: In Progress. Report anticipated to meeting of Council in January, coordinated with AIM Network Cohort 2.0 Policy Review.
10	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>	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.
11	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> ★		Notes: Staff have reached out to Independent Store who has indicated their support, awaiting response from property owner. NRCAN funded EV chargers now installed. Location will be considered for future round, if applicable.
12	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>	50%	Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.
13	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21	Jan., 2022	<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.
14	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Feb., 2022	Not yet begun		Notes:

15	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).
16	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	Jan., 2022	<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.
17	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: Initial staff report on housing strategy development included on Dec 14th Council agenda.
18	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	Feb., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
19	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.
20	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>	50%	Notes: In Progress.

21	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	  Notes: Letters to MLA Corkum Greek and Public Works Minister Kim Masland sent.
22	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	Feb., 2022	Not yet begun Notes: Anticipated in February 2022, following January Policy & Strategy Committee meeting.
23	Refer Transportation Planning 2022 and Onward to a future meeting of the Policy and Strategy Committee.	28-Oct-21	Jan., 2022	 75% Notes: Referred to Committee; recommended for Committee's January meeting agenda.
24	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., 2022	Not yet begun Notes:

25	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	Jan., 2022		75%	Notes: In progress. Reimbursement issued. Staff working with MODL.
26	Direct staff to issue an RFP for legal services.	28-Oct-21	Feb., 2022	Not yet begun		Notes:
27	Staff to prioritize speed sign installation on Clairmont/Kinburn Street.	09-Nov-21	Dec., 2021		50%	Notes: Speed sign on Main St. now installed. Technical issues with new Edgewater St. sign to be rectified shortly. Existing mobile sign will be relocated to Kinburg St. for two months, to collect "after" data post installation of speed humps.
28	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.
29	Approve the installation of up to six speed humps on Kinburn and Clairmont Streets.	09-Nov-21	Dec., 2021			Notes: Incorporated into annual paving contract (Town & Country); installation completed in December 2021.
30	Approve the change order from Roscoe Construction for the repaving of the old Fire Station parking lot.	09-Nov-21	Apr., 2022		50%	Notes: Incorporated into Fire Station project contract (Roscoe Const.), work anticipated in Spring of 2022.

31	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	Jan. 2022	 75% Notes: Awaiting confirmation of designs / project schedule with MacLeod Group.
32	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	25-Nov-21	Feb. 2022	Not yet begun Notes:
33	Staff write to Hon. Barbara Adams, Minister of Seniors and Long-Term Care, indicating support for the request from the LCSSP for stable and reliable Provincial funding.	14-Dec-21	Jan. 2022	 Notes: Letter sent.
34	Staff to schedule a second consultation session with the membership of the fire department regarding the drafting of a Fire Services By-law.	14-Dec-21	Feb. 2022	Not yet begun Notes: Not yet begun. COVID-19 considerations.

35	Staff to prepare a letter to the Mayors/Wardens and Councils in Lunenburg County requesting support for a regional housing needs assessment to be carried out in 2022 utilizing 2021 census data, supporting the development of a regional housing strategy and requesting that they join the Town of Mahone Bay in jointly approaching the provincial Department of Municipal Affairs and Housing to support this initiative.	14-Dec-21	Jan. 2022	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
36	Staff to prepare a letter for the Mayor's signature advising the mayors of MODL, TOL and TOB as well as the Warden of MODC 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.	14-Dec-21	Jan. 2022	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Letter prepared.
37	Staff to prepare a public engagement plan for the review of the Strategic Plan.	14-Dec-21	Jan. 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Expected to be included on the January 27, 2022 agenda.

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

Manager of Public Works & Transportation's Report - 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. Landscaping 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.
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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>
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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]

1.1.4	Strategically replace/upgrade utility infrastructure	Capital Projects
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[illegible]

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

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

[illegible]

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

1.2.2 Integrate asset management plans into 10-year capital budget

Frequency	Count
Never	1
Rarely	1
Sometimes	1
Often	4
Always	4

1.3.1	Accessibility Operational Plan	Operating Initiative / Capital Projects
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New shared Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC. Meeting with Town staff re development of Mahone Bay Accessibility Operational Plan.

1.3.2 Improve transportation infrastructure to support healthy living@capital Projects

Project 1

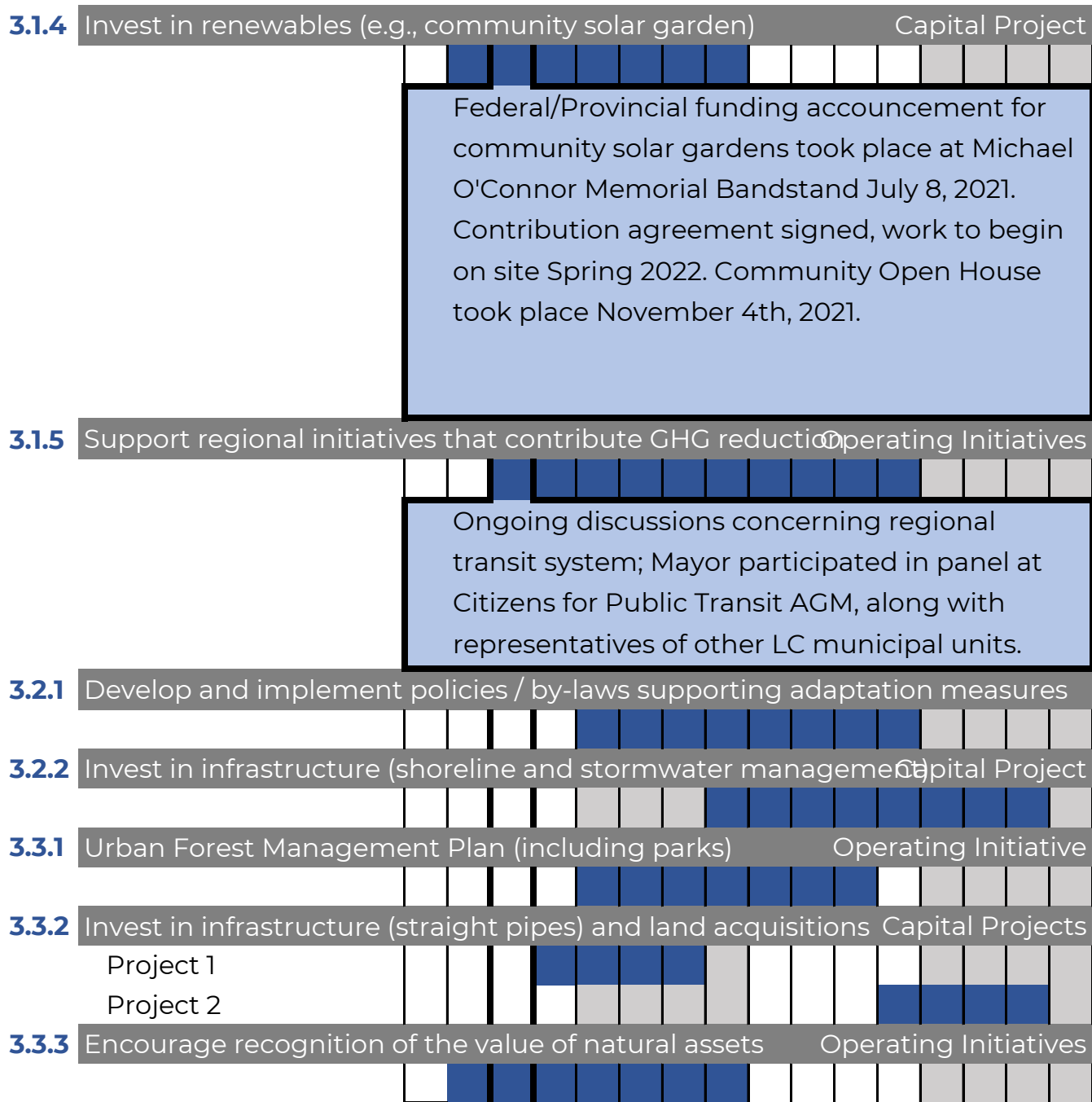
Project 2

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>	
		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>	
		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>	<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.		



MEMORANDUM

TO: Town Council

FROM: Garth Sturtevant, MCIP, LPP, Senior Planner

DATE: January 11, 2022

RE: Request to Discharge Development Agreement at 255 Main Street

A request has been submitted by the owner of 255 Main Street (Mahone Bay Developments Limited) requesting a discharge of an existing Development Agreement (MBDA008). This agreement was signed in 1993 to permit *"the use of 40% of the main building to be used for tourist-related retail sales including but not limited to the creation, display and sale of hooked rugs and related supplies and products;"*. At the time the agreement was signed, the property was located in the R1 Zone, which did not allow retail sales without an approved Development Agreement.

Since this time, the retail use has ceased and the zoning on the property has changed to Restricted Commercial (RC). The RC zone permits *"art and craft shops and associated workshops"*. The retail use would be permitted under this zoning, however the current owner has applied and received a Development Permit to change the use of the land to solely residential. In addition, the owner has subdivided the property, resulting in 5 lots being created.

Presently, the Development Agreement remains in effect, although it is no longer required for the current land use activity. Additionally, the Development Agreement has been carried forward and applies to each of the 5 lots created through subdivision.

The property owner has submitted a letter (copy attached), requesting Council discharge the Development Agreement. The Municipal Government Act provides a process for discharging a Development Agreement as outlined in Section 229. The Development Agreement itself also contains terms at Section 7 which clarify the process and reasons to undertake a discharge.

A Motion of Council is required to discharge Development Agreement MBDA008 for 255 Main Street.

If Council determines they wish to proceed with a discharge, consideration should also be given to who will cover the cost of the discharge. This may be something Council wishes to cover or may wish to consult with the Town Solicitor to determine an appropriate fee to charge the property owner.

RECOMMENDATION

It is recommended, that at the January 11, 2022 meeting of Council:

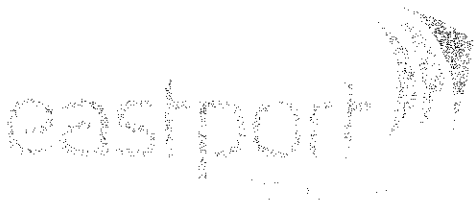
THAT Council direct staff to discharge Development Agreement MBDA008 at the request of the property owner Mahone Bay Developments Limited.

AND

THAT Council direct staff to recover the cost of deregistration of MBDA008 from the property owner. **OR**

THAT Council direct staff that no fee will be charged for the discharge of the MBDA008.





*Eastport Financial Group
P. O. Box 270
3 Edgewater St
Mahone Bay, NS
B0J 2E0*

January 13, 2021

Town Council
Town of Mahone Bay
Attention: Mr. Garth Sturtevant, MCIP, LPP

RE: Discharging of Development Agreement 255 Main St, Mahone Bay

Dear Garth:

I have recently purchased property at 255 Main Street, Mahone Bay and as the registered owner, I am requesting the current development agreement that includes both commercial and residential zoning be discharged and converted to residential zoning for said use.

Enclosed is a copy of the initial rendering of my proposed site plan for an 8 unit multi residential development. I am currently awaiting plans from Berrigan Survey whom I have engaged to do a detailed site plan, including topo spot elevation, subdivision of the existing house and proper to scale site plan for the 8 unit development.

A handwritten signature in black ink, appearing to read "Jonathan Lewis", with a large, sweeping flourish above it.

Jonathan Lewis

This Development Agreement made in triplicate this 19 day of May, A.D., 1993

BETWEEN: CAROL ANN HARVEY-CLARK of LUNENBURG COUNTY in the Province of Nova Scotia,
being an owner of lands described in Schedule "A" attached hereto,
hereinafter called the "Developer"

and

SCOTIA MORTGAGE CORPORATION, a body corporate
hereinafter called the "Mortgagee"

Of the One Part

and

THE TOWN OF MAHONE BAY a body corporate, incorporated under the provisions of the
Towns Act

hereinafter called "The Town"

of the other part

WHEREAS the Mortgagee intends to establish a rug hooking studio, encompassing retail sales of supplies and finished products and related products and the teaching, display and creation of hooked rugs on the property described in Schedule "A"; and

WHEREAS the property described in Schedule "A" is situated within an area designated both Residential and Tourist Commercial Development Agreement Area on the Future Land Use Map of the Municipal Planning Strategy; and

WHEREAS the property described in Schedule "A" is situated within an area zoned Residential Single and Two Family (R1) on the Zoning Map of the Land Use By-law; and

WHEREAS Policy 7.4 of the Municipal Planning Strategy and Part 8 of the Land Use By-law provide that a property which is designated Tourist Commercial Development Agreement Area on the Future Land Use Map of the Municipal Planning Strategy and zoned Residential Single and Two Family (R1) may be developed for new tourist-related retail activities by Development Agreement; and

WHEREAS the Town by resolution of Town Council passed at a meeting on the 13th day of April, 1993, approved the proposed development subject to the execution of this Development Agreement by the parties hereto; and

WHEREAS the Mortgagee is an owner of the property described in Schedule "A".

Now this Agreement witnesseth that in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. Use of Buildings and Land

That the development on the property described in Schedule "A", hereinafter sometimes called the property, shall be limited to:

- a) the use of forty percent (40%) of the existing main building for tourist-related retail sales including but not limited to the creation, display and sale of hooked rugs and related supplies and products;
- b) all other uses allowed by the Land Use By-law, in accordance with the provisions of the Land Use By-law,

2. External Appearance of Building

That the external appearance of the existing structure not be substantially altered by changing either structural or design elements.

3. Parking and Driveways

- 3.1 That parking spaces for four (4) vehicles be developed and maintained as shown on Schedule "B".
- 3.2 That the driveways be located as shown on Schedule "B".
- 3.3 That the parking spaces and driveways shown on Schedule "B" be maintained in accordance with the following requirements:
 - (a) the parking spaces and driveway shall be maintained with a porous and stable surface that is treated to prevent the raising of dust or loose particles;
 - (b) any lights for illumination of the parking spaces shall be so arranged as to divert the light away from streets, adjacent lots and buildings;
 - (c) each parking space shall measure at least ten (10) feet in width and twenty (20) feet in length.
 - (d) driveway directional signs shall be located so as to improve traffic flow.

4. Signs

- 4.1 That one ground sign no larger than twenty (20) square feet in sign area on each side be permitted and that this sign be located as shown on Schedule "B".
- 4.2 That one flat wall sign no larger than twenty four (24) square feet be permitted and that this sign be mounted on the accessory structure to the rear of the main building as shown on Schedule "B".
- 4.3 That all other signs shall conform to the requirements of the Land Use By-law.

5. Screening and Landscaping

- 5.1 That the existing hedgerow shown on Schedule "B" be maintained.
- 5.2 That this hedgerow be increased with a mix of coniferous and deciduous plantings sufficient to screen the use from the adjacent residential property.
- 5.2 That the property be well maintained and neat.

6. Changes and Alterations

- (a) That all matters in this Agreement not specified in Subclause 6(b) below are substantial matters which shall not be changed or altered except by amendment to this Agreement in the form of a further Development Agreement.
- (b) That the following matters are not substantial matters and may be changed or altered without amendment to this Agreement, but with the written consent of Town Council, provided that Town Council determines that the changes do not significantly alter the intended effect of these aspects of the Agreement:
 - i) the size and appearance of the structure may be altered to allow additions such as but not limited to porches, bay windows, and covered entryways.
 - ii) the location of parking spaces, driveways and signs.
 - iii) the percentage of the main building used for tourist-related retail sales.
 - iv) all landscaping and screening elements.

7. Termination of Agreement

- (a) That this Agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to the Planning Act, whereupon the Land Use By-law shall apply to the lands described in Schedule "A"; and
- (b) That the Council of the Town may discharge this Agreement if the use described herein has not been commenced within twelve (12) months of the date of this Agreement; and
- (c) That the Town of Mahone Bay retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts; and
- (d) That this Agreement shall enure to the benefit of, and be binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the mortgagee, her heirs, executors, administrators, and assigns, the owner or owners from time to time of the property described in Schedule "A", until discharged.

8. Compliance with Other By-laws and Regulations

That nothing in this Agreement shall exempt the Mortgagee from complying with other By-laws or Regulations in force within the Town, including the Building By-law, or from obtaining any license, permission, permit, authority or approval required thereunder.

9. Application of Land Use By-law

That without restricting the generality of the foregoing, permitted developments of land and buildings as defined in the Land Use By-law for the Zone in which the property is located are not subject to the conditions of this Agreement, and are subject to the requirements of the Land Use By-law.

10. Mortgagee

As the Mortgagee, by virtue of a Mortgage or Mortgages, is the holder of the legal title to the lands which are the subject of this Development Agreement (or is the holder of an interest in the equity of redemption), the Mortgagee is hereby executing this Agreement to give effect thereto and for the purpose of ensuring that the Agreement applies to the property, PROVIDED NEVERTHELESS the Mortgagee shall not, by reason only of its execution of this Agreement, be obligated to fulfill the obligations of the developer here. For greater certainty, the parties agree that the Mortgagee shall be deemed to be an owner of the property which is subject to the Agreement for the purposes of Section 77(2) of the Planning Act R.S.N.S. 1989, Chapter 346 as amended.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their hands and seals and corporate seals respectively on the day and year first above written.

In the presence of:

[Signature]
WITNESS

Carol Ann Harvey-Clark
CAROL ANN HARVEY-CLARK

TMA Le May
WITNESS

SCOTIA MORTGAGE CORPORATION

per:

[Signature]
L. D. SEURR

TMA Le May
WITNESS

TOWN OF MAHONE BAY

per:

[Signature]
MAYOR

TMA Le May
WITNESS

per:

[Signature]
TOWN CLERK

Schedule "A"

LOT 3

All that certain lot, piece or parcel of land situate, lying and being on the northern side of West Main Street, in the Town of Mahone Bay, Lunenburg County, Nova Scotia which is, and is intended to be, the southern portion of those lands described as the lands of Shirley K. MacKenzie by a deed recorded at the registry of deeds for the municipality of Lunenburg at Bridgewater in book 364, at page 557, under number 5374. The herein described lot is shown as LOT 3 (remainder lot) on a plan of subdivision of lands of Shirley K. MacKenzie located on the Long Hill Road at Mahone Bay, Lunenburg County, Nova Scotia said plan being plan number 90-03-342 dated 11 March, 1990 as prepared by Gerald D. Eisnor, NSLS #525. The herein described lot being more particularly bounded and described as follows:

Beginning at a survey marker set at an iron bar found on the northern limits of West Main Street, and being 20 feet from the center line thereof, at the southeastern corner of lands of Donald Burgoyne, said marker being the southwestern corner of the herein described lot and is hereinafter referred to as the Place of Beginning.

Thence N 20°-34'-18" W along the eastern boundary of lands of Donald Burgoyne a distance of 230.86 feet to a survey marker set at the southwestern corner of LOT 2;

Thence N 68°-00'-00" E along the southern boundary of LOT 2 a distance of 340.99 feet to a survey marker set on the southwestern limits of the Long Hill Road;

Thence S 42°-27'-20" E along the southwestern limits of the Long Hill Road a distance of 60.42 feet, more or less, or to a point at the intersection of the southwestern limits of the Long Hill Road with the western limits of lands of the Canadian National Railway;

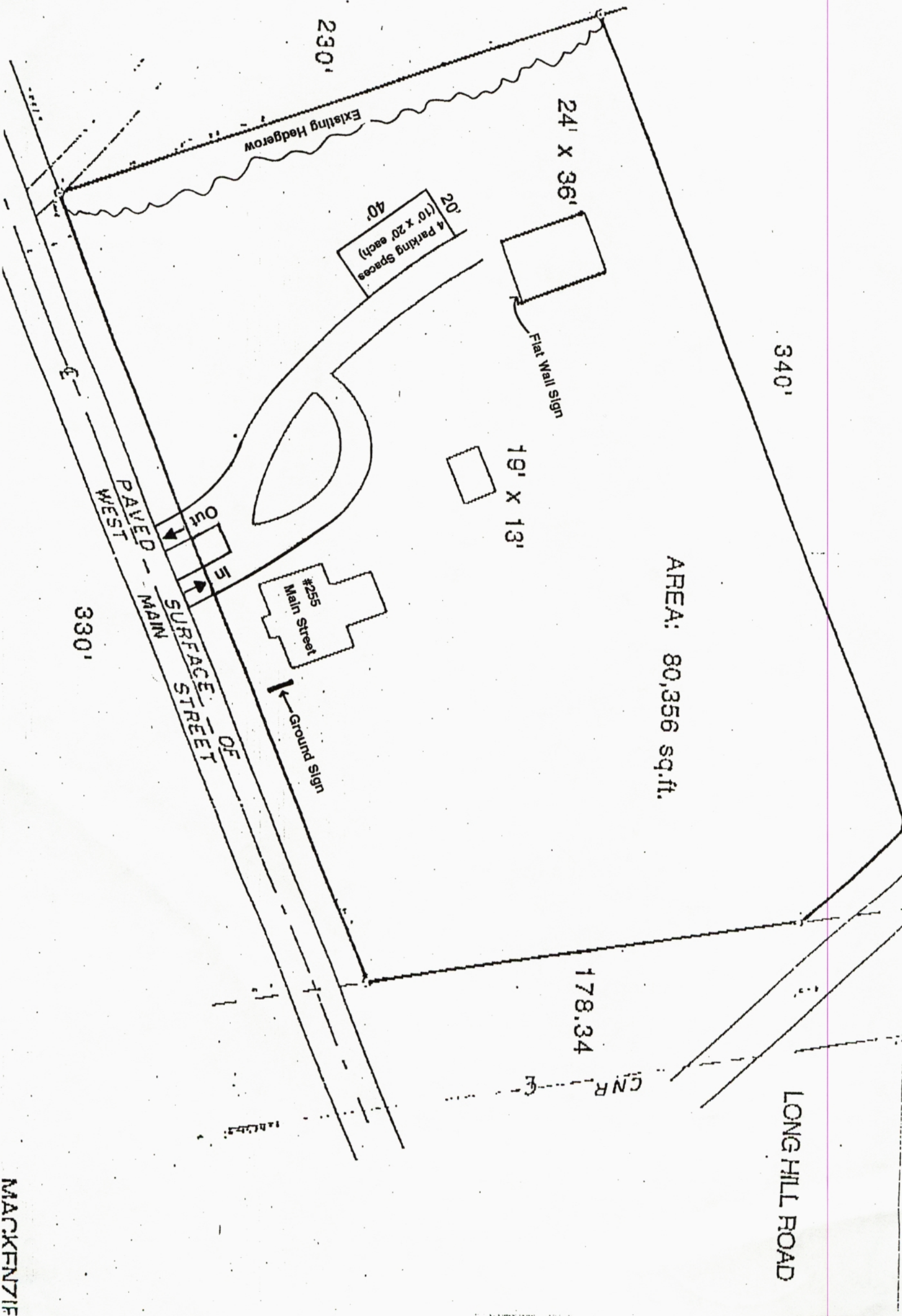
Thence S 09°-44'-36" E along the western limits of lands of the Canadian National Railway a distance of 178.34 feet, more or less, or to a point at the intersection of the western limits of lands of the Canadian National Railway with the northern limits of West Main Street, and being 20 feet from the centerline of said street;

Thence S 68°-01'-00" W along the northern limits of West Main Street, and remaining 20 feet from the centerline thereof, a distance of 330 feet, more or less, or to the Place of Beginning.

The enclosed area of the above described lot is 80,356 square feet, more or less.

The bearings are magnetic for the year 1972.

SCHEDULE "B"



AFFIDAVIT OF STATUS

CANADA

PROVINCE OF NOVA SCOTIA

COUNTY OF LUNENBURG, N.S.

I, CAROL ANN HARVEY-CLARK, make oath and say as follows:

- 1: THAT I am the developer in the foregoing indenture and am of the full age of nineteen (19) years;
2. THAT I am now and intend to be at the date of closing a resident of Canada within the meaning of the Income Tax Act (Canada);
3. THAT for the purpose of this, my Affidavit, "spouse" means either a man or a woman who:
 - (a) are married to each other
 - (b) are married to each other by a marriage that is voidable and has not been annulled by a declaration of nullity; or
 - (c) have gone through a form of marriage with each other, in good faith, that is void and are cohabitating or have cohabited with the preceding.

4. THAT I am not a spouse

SWORN TO to at Mahone Bay

In the County of Lunenburg

Province of Nova Scotia

this 19 day of May

A.D., 1993 before me,

Kyle R. Hiltz

Kyle R. Hiltz

Commissioner of Oaths

KYLE R. HILTZ

A COMMISSIONER OF THE SUPREME
COURT OF NOVA SCOTIA

)

)

)

)

)

)

)

)

Carol Ann Harvey-Clark

I CERTIFY that on the _____ day of _____, 19____,

the _____ in the

foregoing _____, signed and executed it in my presence and

I have signed as witness to such execution.

A Commissioner of the Supreme Court
of Nova Scotia.

I CERTIFY that on the day of 19 ,
the in the
foregoing , signed and executed it in my presence and
I have signed as witness to such execution.

.....
A Commissioner of the Supreme Court
of Nova Scotia.

A Commissioner of the Supreme Court
of Nova Scotia

Province of Nova Scotia
County of Lunenburg

I hereby certify this is a true copy
of an instrument recorded in the
Registry of Deeds Office at Bridgewater in
the County of Lunenburg, N. S., in Book
No. 549 Page 129 the 10th
day of August A.D., 1993
as Document Number 5871 Certified
by my hand and seal this 10th day
of August A.D., 1993

Joan Plunkett (deputy)
Registrar of Deeds for the Registration
District of Lunenburg County

MICHAEL O. BAKER
A Notary of the Supreme
Court of Nova Scotia



MEMORANDUM

TO: Council

FROM: Maureen Hughes, Town Clerk & Deputy CAO

DATE: January 11, 2022

RE: Appointment of Fire Inspector

The Town of Mahone Bay has been advised by the Municipality of the District of Lunenburg that their employee, Bruce Parks, has been qualified as a level 2 certified Fire Inspector.

As the municipalities in Lunenburg County work toward a shared building and fire inspection service, and currently support each other in staffing in the event of staff turnover and/or absences, staff request that Council appoint Mr. Parks as a Fire Inspector and Administrator for Dangerous and Unsightly Properties. This appointment at Council then allows staff to pursue the necessary steps to ensure that Mr. Parks will be able to perform fire inspections in the Town of Mahone Bay, should his services be required.

It is therefore recommended that at the January 11, 2022 meeting of Council that the following motion be approved:

THAT Bruce Parks be appointed as a Fire Inspector and Administrator for Dangerous and Unsightly Properties for the Town of Mahone Bay effective January 11, 2022 and until such time as that appointment is revoked.

Respectfully submitted,

Maureen Hughes

Town Clerk & Deputy CAO





Town of Mahone Bay

Staff Report

RE: Street Cameras

January 11th, 2022

General Overview:

This report is intended to provide Council with an update and recommendation in relation to the use of cameras for monitoring road conditions in Mahone Bay.

Background:

The Town's Public Works Department is responsible for snow and ice removal and clearing on all streets and roads within Mahone Bay's boundaries. Staff need to monitor road conditions to inform operational plans for snow and ice removal and clearing (improving efficiency and reducing call-out costs for staff). A common practice for monitoring road conditions is the use of street cameras which can be reviewed by staff live as required (recording is not required for road conditions monitoring). Public Works has installed a street camera at Town Hall, and identified the old fire hall as another ideal location.

Analysis:

Currently, street camera feeds can be viewed by staff only, however it would be a simple matter to make these feeds available to the public via the Town website. The Nova Scotia Department of Public Works makes road conditions feeds publicly available for numerous locations throughout Nova Scotia (which can be viewed at <https://novascotia.ca/tran/cameras/all.asp>).



View from Town Hall road conditions camera

Financial Analysis:

MJSB IT recommends separate internet access for public camera feeds for security, which would cost approximately \$900 per year per location.

Climate Analysis:

Making the live street camera feed(s) available to the public would have no particular climate impact.

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council make the live street camera feeds available to the public via the Town's website.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

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. This may include stakeholders from areas of the Municipality of the District of Lunenburg abutting the Town, or members of academic or non-profit organizations with an environmental mandate.

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

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

Present:

Councillor Joseph Feeney (chair)

Councillor Alice Burdick

Bill Degrace

Ann MacPhail

Annette St Onge

Deborah Trask, Heritage Researcher

Councillor Penny Carver (Alternate)

Kelly Redden, Deputy Clerk

Kevin Barrett, Coordinator of Provincial Heritage Property Program

Absent:

1. Approval of Agenda

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

2. Minutes

Approval of the minutes of the October 13, 2021 meeting of the Heritage Advisory Committee was deferred to the committee's next meeting as the minutes were not provided to committee members ahead of this meeting.

3. Streetscape Designation Discussion

Kevin Barrett presented on the process to establish a Streetscape Designation. The committee discussed both Streetscape Designation that is a collection of individual designations and Heritage Conservation Districts which is a collective value of properties.

4. Insuring Heritage Properties

Kevin Barrett presented on issues that have been facing home owners when insuring their heritage properties.

5. Heritage House Sold – 97 Edgewater Street

Councillor Feeney will visit with the new homeowners. Ms. Redden will provide Councillor Feeney with a document package for the homeowners.

6. Recording of Deborah's Talk

The committee discussed the possibility of having a professional videographer record Ms. Trask's Mahone Bay heritage talk. Councillor Feeney and Ms. Redden will acquire some quotes to complete the project and consider funding options.

7. Town Hall's Heritage Designation

A motion by Ms. St Onge, seconded by Councillor Burdick, "THAT the Heritage Advisory Committee recommend that council complete the Municipal Heritage Registration process for Town Hall, 493 Main Street". Motion carried.

The meeting adjourned by motion at 6:48pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden



The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, December 16th, 2021 at 12:01 p.m. via videoconference.

Present:

Mayor D. Devenne
Councilor R. Nowe
CAO D. Heide (acting Secretary)
Manager of Public Works & Transportation J. Uhlman
Climate & Energy Coordinator M. Horsman
B. Lewis
D. Waterfield
A. St-Onge
P. Sharpe

Absent:

Deputy Mayor F. Kangata (Regrets)
Manager of Finance L. Wentzell (Regrets)

Gallery: NONE

Land Acknowledgement

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

Approval of Agenda

A motion by Councilor R. Nowe, seconded by B. Lewis, **"THAT the agenda be approved as presented."** **Motion carried.**

Approval of Minutes

A motion by D. Waterfield, seconded by B. Lewis, **"THAT the minutes of the November 18th, 2021 Asset Management Committee be approved as presented."** **Motion carried.**

3 AIM Network Cohort Program Update

3.1 Step One: policy renewal (draft amended Asset Management Policy)

Committee members reviewed draft amended asset management policy prepared by staff. There was significant discussion of how climate mitigation

could be factored into the Town's AM program. Committee members also discussed interconnections between AM and land-use planning; at the Committee's next meeting a further amended draft will be considered with proposed additional wording relating to land-use planning and AM. It was noted that several new document references also need to be added to section 2.0 of the policy.

3.2 Step Two: level of service review

Committee members reviewed the level of service spreadsheet previously developed for AIM Cohort 1.0. CAO D. Heide highlighted how the results of the Cohort 1.0 level of service exercised were incorporated into the development of Fact Sheets for each asset class, and in turn into the draft asset management plans currently under development. Members provided feedback to update the spreadsheet, which will be completed at the committee's next meeting, for reference in the current AIM Cohort 2.0 process.

4 Town-owned Property Assets

CAO D. Heide provided a brief report on town-owned property assets, focusing on those with unspecified municipal purpose (not currently used in the delivery of Town services). Members discussed and agreed to the value of including reference to the management of land assets in the Town's AM plans; in particular the rationale for the ownership and management of lands in the Town's watershed should be reflected in the AM plan for water assets.

5 Training Opportunities

Committee members discussed potential training opportunities for 2022 including the annual AIM conference planned to take place in PEI in September 2022.

6 Committee Membership

A motion by Councilor R. Nowe, seconded by B. Lewis, **"THAT the Committee recommend to Council that staff be directed to draft a letter to Tim Merry, thanking him for his service on the committee."**

Next Meeting Date

The next meeting is scheduled for January 20th, 2022 at 12:00 PM.

The meeting adjourned upon motion at 2:05 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

CAO, Dylan Heide

DRAFT

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Virtual

Wednesday, July 28, 2021 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

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

TOWN OF BRIDGEWATER

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

TOWN OF MAHONE BAY

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

REGRETS

ALSO IN ATTENDANCE WERE

Ken Smith, Interim COO (virtually)
Derrick Foster, IT Project Coordinator
Eric Corkum, Site Manager LRCRC
Christine McClare, Region 6
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:32 p.m.

2. APPROVAL OF AGENDA – Added Items

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

3. APPROVAL OF MINUTES OF JUNE 23, 2021, MEETINGS AS CIRCULATED

Moved by Councillor Moore, seconded by Councillor Feeney, that the Minutes of the June 23, 2021, Municipal Joint Services Board meeting be approved as circulated. Carried.

5.1 Presentation EPA – Christine McClare

Christine McClare, Region 6, presented Extended Producer Responsibility (EPR).

She explained EPR is an environmental policy which makes a producer responsible for the post-consumer stage of a product's life cycle. She noted 82% of Canadian consumers resided in jurisdictions that have EPR for Printed Paper and Packaging (PPP).

She noted materials covered under PPP include:

- Printed Paper (Kleenex, cereal, boxboard)
- Yogurt containers, glass containers
- Plastic film, plastic liner around paper towel, etc

Basically, anything currently collected in your blue bag.

Mrs. McClare explained in the proposed EPR model for PPP in Nova Scotia, municipalities can;

- Use existing infrastructure/human resources
- Municipalities have the right to opt out
- Maintain or improve current level of curbside service
- Apply to residential PPP
- Allow time for planning and transition

She noted small business who meet the following criteria would be exempt:

- Revenue under 2 million
- Supplying less than 1 tonne of PPP to NS residents annually
- Single storefront in NS and are not supplied by or operated as part of a franchise
- Newspapers and registered charities

Mrs. McClare advised this program will be harmonized with other Canadian EPR programs. There will be monitoring and compliance to ensure a level playing field.

D. Mayor Tanner noted NSFM issued a list of priorities to each of the partners and EPR was on the list. It is on the elections dashboard which is part of the NSFM website.

Councillor Feeney inquired if the legislation does follow through, where would the funding flow to, the province. Is the money paid by producers put in an escrow account.

Mrs. McClare advised it is built into regulation in other provinces where they have an administrative body, Canadian Stewardship Services Alliance for other provinces that have brought this in. They, in turn, funnel it through to the municipalities.

Councillor Feeney inquired about the mechanics of funding, is it based on population like the gas tax?

Mrs. McClare explained it would likely be based on volume/weight of product you are handling. What you have to pay for to manage the material.

Mayor Mitchell inquired if the money flows through the stewardship the to municipalities, would it then flow through the Municipal Joint Services Board to be distributed to the partners.

Mayor Bolivar-Getson asked if it would first flow through Region 6 then down to the municipalities.

Mrs. McClare explained it would be an agreement between a municipality and a third-party organization.

Mrs. McClare left the meeting at 7:05 pm.

4. AGENDA ITEMS CARRIED FORWARD

4.1 Director of IT - Update

Derrick Foster, IT Project Coordinator, advised there was a security issue this past week, an employee's account was compromised. The employee noticed some suspicious activity in their email and notified the IT Department. Mr. Foster noted the IT Department was able to quickly eliminate the threat. In the process of reviewing audit logs there is no indication of intrusion or impact to our internal network.

Mr. Foster advised our current version of office 365 doesn't give us all of the tools that we could have available to us to help minimize this type of breach. That would require changing our office type to a slightly higher version which would allow us to implement some items that would seriously reduce the potential of this. This would include:

- 2-factor authentication
- Geographical restriction for user logins

He advised the Municipality of the District of Lunenburg is working on implementation of an intranet for staff.

D. Mayor Tanner noted geographic constraints would be an issue for some users in the organization as travel and working remotely becomes common.

Mr. Foster explained, his understanding of the product is IT would be able to restrict / unrestricted by region or on a per employee basis; notified if travelling for example.

IT projects underway:

- District of Shelburne changing over to laser fiche, TOMB considering as well.
- New phone system (migration to EastLink phone system) for TOB
- TOMB moving forward with phone system
- LCLC replaced network infrastructure
- YMCA Fundy forced to vacate location, setting up in new location

Mayor Mitchell asked if we are seeing an increase in email threats where they get into the system.

Mr. Foster advised no, we are seeing an increase in the volume of emails coming through; mostly looking for you to buy gift cards or have you send money, not get into our system. Our current office 365 gives us audit ability but no alarm ability for straight

hacks. He noted the cyber training program is helping, 3-5 people would be reporting phishing emails in the past, that has increased to approximately 60 reports in one morning.

Mayor Bolivar-Getson inquired if the IT Department wants employees to report phishing emails.

Mr. Foster advised yes.

Mr. Foster left the meeting at 7:16 pm.

6. IN CAMERA

At 7:16 p.m., it was moved by, Councillor Feeney seconded by Mayor Mitchell, that the Municipal Joint Services Board go In Camera to discuss the following items:

6.1 Landfill Cartage RFP

Carried.

Municipal Joint Services Board In Camera in session.

At 7:39 p.m.; it was moved by Mayor Mitchell seconded by, Councillor Feeney that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

Moved by, Councillor Moore seconded by D. Mayor Tanner, to post the RFP subject to legal input incorporating the flexibility with respect to “grace period” as noted in the report. Carried.

4.2 Social Media Report

Mr. Smith explained at the May 26, 2021, Board meeting, the COO presented a draft Social Media Policy for the Municipal Joint Services Board. The outcome of the discussion was that the COO would “update the draft Social Media Policy and circulate to the Board members for approval”.

Mr. Smith inquired if this policy was for staff or staff and Board members.

He noted he would like the Board to consider the Social Media Policy template obtained from the AMANS, tailoring for our organization. As well, remove the Social Media Policy for staff from the Municipal Joint Services Board Personnel Policy, Network Acceptable Use.

The Board discussed the Social Media Policy.

Mayor Bolivar-Getson noted we should move forward with the updated AMANS version.

Mr. Smith advised he will update the AMANS Social Media Policy with what the Board discussed this evening and put on the September Agenda for the Board to review.

Moved by, Mayor Mitchell seconded by Councillor Now, to direct staff to update the Social Media Policy based on the AMANS version, and encourage staff to use their own social media content. Carried.

4.3 COO Update

Circulated with the Agenda was an update on activities at the Waste Site and the Municipal Joint Services Board.

Mr. Smith noted the new Controller, Katherine Williams, will start work on August 3, 2021, beginning on a part-time basis for the month of August and full-time on September 7, 2021.

He advised he has made arrangements with the Auditors to review the audited Financial Statement and Management Letter in August at the Finance Committee meeting so the new Controller and Interim Controller can be available. He noted that a date and time in the latter part of August is to be finalized.

He explained there are 2 RFQ's to be issued, one for Audit Services and one for Fixed Green Carts.

He advised he and Eric Corkum will be meeting with the President of Scotia Recycling and his Director of Sales and Marketing in Coldbrook on August 6 and at our site for a tour on August 5 to discuss the contract, reporting back to the Board in September.

Mr. Smith advised he and Mr. Corkum met with Dan MacDougall and Christine Rafuse from Keizer Meadow; re: transportation, the contract, Sustane Technology and HRM.

- **Financial Summary**

Circulated with the Agenda was a copy of the Financial Summary.

Mr. Smith advised draft statements were sent to the Directors of Finance for the partners for information.

He noted there was an operating surplus of approximately \$400,000 for the year.

Mr. Smith briefly noted the Comparative Financial Overview for the 3 months ended June 30, 2021, versus June 30, 2020, circulated with the agenda. He noted from April-June there were no significant differences over last year.

5. NEW BUSINESS:

5.2 Audit Services Report

Mr. Smith advised the term of Audit Engagement Services expires in 2021.

A copy of his report was circulated with the agenda as well as a copy of a draft RFQ Audit Services.

He noted the previous contract term was for 4 years. He noted that the Procurement Policy section 17.6 makes references to a 5-year period for professional contracts for RFP's.

Mr. Smith advised the approved budget for Audit Services for 2021-22 is \$8,000.

Moved by, D. Mayor Tanner seconded by Councillor Feeney, Motion to approve a new RFQ for Auditing Services for a 5-year term starting in the 2021-22 fiscal year period. Carried.

5.3 Signing Authority

Mr. Smith advised we currently we do not have a delegated authority to discuss with our Canada Revenue Agency (CRA) Business Account or even access information on our account. The past process has been for the COO to be the delegated authority with CRA regarding our Business Account.

He suggested adding Katherine Williams, Controller, and an additional staff, Tammy Nauss, as a delegated authority with CRA.

Moved by, Councillor Feeney seconded by Councillor Conklin, to approve Katherine Williams and Tammy Nauss as delegated authorities with CRA as of August 5, 2021, and July 28, 2021, respectively. Carried.

Moved by, Councillor Feeney seconded by Councillor Conklin, to delete the names of Slew K. Secord and Jennifer Keating-Hubley as of July 28, 2021. Carried.

Moved by, Councillor Feeney seconded by Mayor Bolivar-Getson, to approve Katherine Williams as the system administrator for the MJSB accounts with TD Bank. Carried.

Mr. Smith asked if the Board would be interested in an orientation session at the Waste Site in the fall.

D. Mayor Tanner requested a plan for a Strategic Planning Session for the September meeting.

7. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

8. CORRESPONDENCE

9. ADDED ITEMS:

10. Next Meeting Date – September 22, 2021

11. ADJOURNMENT

There being no further business at 8:23 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Moore, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



KEN SMITH, INTERIM COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Virtual
Wednesday, Sept 22, 2021 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

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

TOWN OF BRIDGEWATER

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

TOWN OF MAHONE BAY

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

REGRETS

Mayor Mitchell, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Ken Smith, Interim COO (virtually)
Stephanie Smits, Public Outreach (virtually)
Katherine Williams, Controller (virtually)
Ashley Chase, Human Resources Officer (virtually)
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

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

Mayor Devenne began by acknowledging that we are gathered today in Mi'kma'ki, the ancestral present and future territory of the Mi'kma'ki people. Today we gather with the intent provided by the living peace and friendship treaties with respect, cooperation, and coexistence.

2. APPROVAL OF AGENDA – Added Items

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

3. APPROVAL OF MINUTES OF July 28, 2021, MEETINGS AS CIRCULATED

Moved by Councillor Moore, seconded by Councillor Statton, that the Minutes of the July 28, 2021, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. AGENDA ITEMS CARRIED FORWARD

4.1 COO Update

Mr. Smith introduced Katherine Williams, Controller, for the Municipal Joint Service Board.

Mr. Smith updated the Board on his activities since the last meeting. He noted the following:

- An unused loading ramp was sold to Scotia Recycling for \$10,000
- Meeting with Scotia Recycling resulted in a collaborative process created with both Scotia Recycling and GE Environmental involved with us to reduce the percentage of residual ending up in landfill
- A developer had expressed interest in developing a solar farm at the waste site assuming there was adequate acreage available
- Discussions with MODL staff involved in sustainability regarding ways to improve waste management procedures and waste site operations
- The presentation by Ed Nix regarding Cyber Security has been delayed

- Meeting with Becky Druham and the Chair on September 27, 2021, to discuss EPR. The key purpose is to give an overview of our Site and exchange information regarding the challenges of EPR

D. Mayor Tanner suggested letting Ms. Druham know the NSFM Board is going after EPR, it hasn't made the mandate letters and we're not pleased.

Councillor Statton inquired why MLA Susan Corkum-Greek wasn't invited.

Councillor Statton suggested meeting with MLA Susan Corkum-Greek.

Mayor Devenne noted he has been speaking with Susan Corkum-Greek and proposed to give her a call in the morning to see if she would be available, if she isn't available, then an invite for a future date.

5. NEW BUSINESS:

5.1 Bio-degradable Bags – Bylaw Changes

Ms. Stephanie Smits reported the Waste Site has been processing organics since 1996. She noted compostable bags & fast-food packaging is problematic in contamination of the organics.

She explained she is going to identify some of the main ones that we see and as part of that, suggest bylaw amendments in addressing them.

She noted the Waste Site has identified several items which cause wide-spread organics contamination:

- Plastic-like compostable bags, biodegradable bags and oxo-biodegradable bags
- Paper drink cups (plastic liner)
- Paper fast food bowls (plastic liner)
- Waxy drink cups (heavy wax layer)

Mrs. Smits advised compostable, bio-degradable and oxo-biodegradable bags are major contaminants in the organics waste stream as they become entangled in organics grinding equipment during primary processing. She added paper takeout cups and bowls have also been identified as contaminants, these items are lined with plastic which remains intact during processing.

She advised the Municipal Joint Services partners could exclude the noted contaminants from the organics stream though amendments of the Waste Bylaw, these contaminants could be categorized as garbage items.

Ms. Smith advised the Site processes approximately 7,000 metric tonnes of organics per year. This is the amount that comes in through the green cart program. The site also processes commercial organics. Approximately 2,100 metric tonnes of contaminants are screened out per year. It costs the Site \$79 per metric tonnes to ship out the residual.

She explained bylaw amendments would be required to remove plastics from the organic stream. Any changes made to the partners' bylaws would also impact the Town of Lunenburg and the District of Chester as their organics are brought to the Site and they still allow compostable plastics bags in their compost carts.

She noted there are no drafted bylaw amendments at this time.

Ms. Smits suggested a six-month phase in approach for notifying residents and businesses of the changes. She added enforcement could be used at the end of the six-month period.

Mayor Bolivar-Getson inquired what the time frame for banning plastics would be.

Ms. Smits advised the start would be a motion tonight to direct staff to draft amendments for the bylaw, 1st and 2nd council readings, a phased in approach, soft launch, a progressive 6 week approach for education.

Mayor Bolivar-Getson noted a presentation for Councils would be a good idea.

Mayor Bolivar-Getson inquired if Sustane Technology would be able to handle the fast-food cups, bowls, ect.

Ms. Smits noted possibly they could pelletize.

Councillor Feeney noted with the future improvements to the quality of compost the Board should consider a higher price point.

Moved by, Councillor Moore seconded by D. Mayor Tanner, to direct staff to draft the motion that will be considered by the members of the Municipal Joint Services Board through their councils to enact such a bylaw change. Carried.

Ms. Smits left the meeting at 7:35 pm.

5.2 Covid-19 Phase V

Ms. Ashley Chase advised Phase 5 of Nova Scotia's re-opening plan is anticipated to take place on October 5, 2021. Because a number of safety measures will be relaxed, including gathering size and physical distancing, the Municipal Joint Services Board will require internal protocol for staff, board members and visitors.

She noted this protocol is intended to meet the employers' obligations under the Occupational Health and Safety Act to provide a safe workplace for employees and those who attend on our sites.

Mayor Bolivar-Getson inquired if this protocol is the same as the other units are using.

Ms. Chase noted it is similar to the Municipality of the District of Lunenburg

Mayor Bolivar-Getson inquired if someone will be checking for vaccination proof.

Councillor Moore inquired how we are going to enforce the new protocol.

Ms. Chase noted there is no requirement to show proof of vaccination. However, they will be required to wear a mask. There is an enforcement piece where an individual could be asked to leave the facility if they refuse to wear a mask.

Ms. Chase advised this is an internal administration protocol and not a policy change as the rules could change quickly.

Ms. Chase left the meeting at 7:25 pm.

5.3 Audited Financial Statement and Management Letter

Ms. Katherine Williams advised that the Finance Committee had recommended approval of the Financial Statement to the Board. They also directed staff to provide a report to the Board addressing the management letter.

Ms. Williams reviewed the consolidated financial statement.

Ms. Williams advised there were some costs, C & D, asphalt, and wood grinding, that were deferred from last year, those costs will appear in this year's financials.

Councillor Feeney advised the Finance Committee supported recommending to the Board full approval of the audited financial statements. There was only one issue the auditors raised which was around the separation of responsibility, which is a gap many small organizations face. He noted now that the Ms. Williams is in place as the Controller, she and the future COO can look at what can be done to mitigate any risk.

Moved by, Councillor Feeney seconded by Councillor Conklin, that the Board accept the audited 2020-21 Financial Statements as presented and forward the information to the partners. Carried.

Response to Management Letter

Ms. Williams reviewed the management letter.

She noted the deficiencies noted in the management letter were the same points noted back to 2015.

Ms. Williams explained segregation of duties are difficult in a small organization.

She noted an item in the internal control letter, sick time accrual wasn't being completed by a actuary. She advised the cost of an actuary would be measured against the relative risk of misstatement of sick time.

Mayor Bolivar-Getson declared a conflict of interest with Grant Thornton.

Councillor Feeney noted the Finance Committee discussed completing a facility cost closing review. The value in the Financial Statement of \$600,000 to close the waste site is unrealistic. A third-party consultant could give us a better number for closing costs for next year's financials.

5.4 1st Quarter Report

Ms. Williams reviewed the 1st Quarter Report, a copy was circulated with the Agenda.

She noted she will include consolidated financials and a balance sheet in upcoming quarterly reports.

D. Mayor Tanner inquired if a costing review for our IT non-partners will be done. Will the fees for IT non-partners be increasing this year.

Mr. Muise noted the costs for non-partners are total recovery. The fees charged to non-partners will be increasing.

D. Mayor Tanner inquired if the fees per hour will be increasing.

Mr. Muise noted all fees charged to non-partners are all inclusive, the increases are based on CPI yearly.

Councillor Thorburne inquired about the insurance costs.

Ms. Williams noted there have been significant costs increases over the last year. She added she hasn't had the opportunity to review the insurance policy to determine why the increase has occurred.

Councillor Thorburne inquired about the lower power costs.

5.5 RFQ – Audit Services

Mayor Bolivar-Getson declared a conflict of interest.

Ms. Williams reported the current 4-year contract for audit services has expired with the fiscal year ended March 31, 2021. She added an RFP was issued for audit services from qualified registered Municipal Auditors for a 5-year term.

Ms. Williams explained three qualified submissions were received: Baker Tilly, Deloitte and Grant Thornton.

Firm	Proposed Fee*					Admin Fee 7%	TOTAL
	21-22	22-23	23-24	24-25	25-26		
Baker Tilly	9,000	9,500	10,000	10,500	11,000	**	50,000
Deloitte	7,500	8,500	9,500	10,500	11,500	3,325	50,825
Grant Thornton	12,000	12,300	12,500	12,800	13,000	4,382	66,982

*Not including other fees, incidentals

****No 7% admin fee with Baker Tilly; possibility of travel costs to a maximum of \$500/year**

Ms. Williams advised the overall ranking after reference checks was:

- Baker Tilly 95.5%
- Deloitte 87.5%
- Grant Thornton 75.5%

She noted she is recommending the Board approve Baker Tilly as the external auditor for the Municipal Joint Services Board for a five-year term commencing 2021-22 fiscal year.

Councillor Moore inquired how long Grant Thornton has been completing the audit.

Ms. Williams noted since the inception of the Municipal Joint Services Board.

The Board discussed the submission for audit services.

Moved by, Councillor Feeney seconded by D. Mayor Tanner, to approved Baker Tilly as the external auditor for the Municipal joint Services Board for a five-year term commencing 2021-22 fiscal year. Carried.

5.6 COO Recruitment Process – Search Committee

Mr. Smith advised a search committee is required as part of the recruitment process for the new COO. This committee will interview short-listed candidates as identified by Gerald Walsh Associates Inc.

He noted during the previous COO search a committee was formed with Mayor David Devenne, Mayor Carolyn Bolivar-Getson, Councillor Claudette Garland and Councillor Bill McInnis.

Moved by, D. Mayor Tanner seconded by Councillor Nowe that the Board appoint Mayor Bolivar-Getson, Mayor, Mitchell, Mayor Devenne Search Committee with CAO Tammy Crowder and Interim COO Ken Smith participating as non-voting resource to the committee. Carried.

5.7 September 30 Holiday

Mr. Smith noted he needs a motion by the Board for the consent given by email on August 17, 2021 to take September 30, 2021, as a paid holiday.

Moved by, Councillor Moore seconded by Councillor Conklin, to approve September 30, 2021, as a paid holiday for staff. Carried.

Moved by, Councillor Feeney seconded by Councillor Nowe that the Board give notice pursuant to Section 48 of the Municipal Government Act, that at the November 28, 2021, Board meeting, the Board will consider amendments to the Personnel Policy to insert September 30 as a Statutory Holiday. Carried.

5.8 Social Media Policy

Mr. Smith noted at the July 28, 2021, Board meeting a motion was passed to direct staff to update the Social Media Policy based on the AMANS version.

Circulated with the Agenda was the AMANS Social Media Policy tailored for the Municipal Joint Services Board.

Mr. Smith noted the Social Media section in the Code of Conduct (section 2a) of the Personnel Policy and would be modified to make it consistent with the Board's newly adopted policy.

Moved by, Councillor Feeney second by D Mayor Tanner, that the Board approve the draft Social Media Policy as documented in Appendix A. Carried.

Moved by, Councillor Feeney seconded by Councillor Thorburne to give direction to the COO to update the section noted as "Social Media" in the Code of Conduct section of the Personnel Policy. Carried.

5.9 Strategic Planning

Mr. Smith advised at the May 26, 2021, Board meeting the former COO advised that the Finance Committee had discussed strategic planning noting that \$15,000 had been included in the 2021-22 budget for creating a strategic plan over 2 to 3 sessions later in the year. He noted there was a suggestion at the July 28, 2021, meeting for the COO to bring a plan back to the Board for undertaking a strategic plan.

Mr. Smith noted he spoke with numerous individuals who might fit the role of a facilitator.

He advised there are considerations which should be addressed by the Board before undertaking a strategic plan;

- Do we undertake a strategic plan involving all council members from the 3 partner units or do we leave it for the Board with the other council members taking part as stakeholders in the gathering of information phase;
- How extensive do we want the plan. For example, undertake a concise strategic priority approach versus a more comprehensive process;
- Do we wait until the new COO is in place or do we start now; and
- What are we trying to accomplish.

Mr. Smith suggested that a sub-committee should be formed to address the points raised and report back at the November 24, 2021, meeting before sourcing a facilitator.

The Board discussed strategic planning and the pros and cons of sole sourcing versus issuing an RFP.

Mayor Devenne requested the COO confer with the CAOs to identify an appropriate facilitator who would then lead the entire board in a discussion to establish our strategic priorities for the foreseeable future.

Moved by, Councillor Feeney seconded by Councillor Nowe, that the COO will coordinate with the CAOs to select an appropriate candidate to facilitate a discussion with the Board on a strategic plan. Carried.

6.0 Orientation

Mr. Smith noted Board members haven't had an orientation session since November 2016. He noted the newest Board members were appointed in the fall of 2020.

He noted the report was completed before the newest Covid-19 numbers came out. He suggested delaying the orientation until the new year.

6.1 Cartage Tender

Mr. Smith noted as outlined in the report we only received one response to the RFP Landfill Cartage Tender #2014-004 Letter of Extension.

He explained with the original tender in 2014 the price for landfill was \$8.88 which was a drop of \$2.50 from the previous. When the tender came in GE Environmental really under bid Littles. The board really benefitted from a great contract over the years.

Mr. Smith advised the price quoted is significantly higher than the current pricing. He added the current rate for landfill is \$10.56 per metric tonne and the new rate is \$26.81 per metric tonne, increasing approximately 3% each year.

He noted we are going to be \$18,000 over budget for this year.

The Board discussed the RFP Landfill Cartage Tender.

Moved by, Councillor Feeney seconded by Councillor Conklin, That the transportation services for landfill and construction and demolition waste transfer contract effective December 1, 2021, to March 31, 2026, be awarded to GE Environmental based on the pricing outlined in the submitted schedule. Carried.

7. IN CAMERA

At 8:46 p.m., it was moved by, Councillor Conklin seconded by D. Mayor Tanner, that the Municipal Joint Services Board go In Camera to discuss the following items:

7.1 Scotia Recycling

Carried.

Municipal Joint Services Board In Camera in session.

At 9:10 p.m.; it was moved by Councillor Moore seconded by, D. Mayor Tanner that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

8. RECOMMENDATIONS/REFERRALS FROM COMMITTEES


9. CORRESPONDENCE

10. ADDED ITEMS:

11. Next Meeting Date – November 24, 2021

12. ADJOURNMENT

There being no further business at 9:12 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Thorburne, to adjourn the meeting. Carried.


MAYOR DEVENNE, CHAIR
KEN SMITH, INTERIM COO