

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.

<u>Call to Order</u>

1 Approval of Agenda

<u>2 Minutes</u> 2.1 Regular meeting – January 11, 2022 2.2 Special meeting – January 18, 2022 2.3 Special meeting- January 21, 2022

<u>3 Presentations</u> 3.2 Michael Ernst & Al Munroe - Titan Maritime

<u>4 Correspondence – Action Items</u> 4.1 William Kowalksi – Parking at Parish and Orchard Street

<u>5 Correspondence – Information Items</u> 5.1 NSFM – Monday Memo – January 10, 2022 5.2 NSFM – Monday Memo – January 17, 2022 5.3 CNSOPB – Exploration Licenses Update

<u>6 Staff Reports</u> 6.1 Staff Report to Council – January 27, 2022 6.2 Draft Public Engagement Plan – Strategic Plan Review 6.3 Draft Public Engagement Plan – Municipal Boundary Review 6.4 Memo – Appointment of Building Official 6.5 Staff Report – Community Solar Garden Update

<u>7 Council Items</u> 7.1 Draft 2020/21 Financial Statements 7.2 Comfort Stations and Warming Centres

<u>8 Committee Reports</u>
8.1 Asset Management Committee – January 20, 2022 – Draft minutes

a. Draft Amended Asset Management Policy

8.2 Audit Committee – January 20, 2021 – Draft minutes
8.3 Lupenburg County Seriers' Safety Program Monthly Depart – December 20, 2021 – Manthly Perert – December 20, 2021 – De

8.3 Lunenburg County Seniors' Safety Program – Monthly Report – December 2021 8.4 REMO – Minutes – September 20, 2021

9 New Business

<u>10 Closed Session</u> 10.1 MGA 22(2)(e) - contract negotiations The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, January 11, 2022 at 7:00 p.m. broadcast via YouTube live.

Present:

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

Absent: Deputy Mayor F. Kangata (regrets)

Gallery: online

Land Acknowledgement

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<u>1. Agenda</u>

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

2. Minutes

A motion by Councillor Burdick, seconded by Councillor Nowe, **"THAT the minutes of the December 14, 2021 regular meeting of Council be approved as presented." Motion carried.**

3. Presentations

<u>3.1 Stephanie Smits – Municipal Joint Services Board</u> Council received a presentation from Stephanie Smits, Municipal Joint Services Board Outreach and Communications Supervisor, regarding compost contamination. A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT Council forward** the material provided by Ms. Smits be forwarded to the Policy and Strategy Committee." Motion carried.

4. Correspondence – Action

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

A motion by Councillor Burdick, seconded by Councillor Carver, **"THAT Council direct** staff to present a draft Public Engagement Plan for the 2022 Municipal Boundary Review." Motion carried.

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, 2022.
- 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.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT items 5.1 to 5.6 be received and filed." Motion carried.

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

A motion by Councillor Carver, seconded by Council, "THAT Council refer the Proclamation Policy to the Policy and Strategy Committee for review." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council refer the Flag Policy to the Policy and Strategy Committee for review." Motion carried.

A motion by Councillor Burdick, seconded by Councillor Carver, "THAT Council fly the African Nova Scotian flag for the month of February, African Heritage Month." Motion carried.

<u>6. Staff Reports</u>

<u>6.1 Council Report</u> Council received the Staff Report to Council for January 11, 2022.

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

<u>6.2 Request to Discharge Development Agreement – 255 Main Street</u> Council received memo from staff with information to accompany a request to discharge the development agreement for 255 Main Street.

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT Council direct** staff to discharge the Development Agreement MBDA008 at the request of the property owner Mahone Bay Developments Limited and that Council direct staff that no fee will be charged for the discharge of the MBDA008." Motion carried.

6.3 Fire Inspector

Council received a memo from staff advising of the employment of a new Fire Inspector at the Municipality of the District of Lunenburg and requesting that the inspector be appointed for the Town of Mahone Bay as well as part of the developing shared Building and Fire Inspection service in Lunenburg County.

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

<u>6.4 Street Cameras</u>

Council received a staff report with an update and recommendation in relation to the use of cameras for monitoring road conditions in Mahone Bay.

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT Council make the live street camera feeds available to the public via the Town's website."**

Motion carried.

7. Council Items

7.1 Climate and Environment Committee appointments

A motion by Councillor Nowe, seconded by Councillor Feeney, **"THAT Councillor Wilson** and Councillor Carver be appointed to the Climate and Environment Committee and that staff be directed to begin recruitment of public members of the committee." Motion carried.

8. Committee Reports

8.1 Heritage Advisory Committee

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

A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT Council** complete the Municipal Heritage Property Registration process for Town Hall at 493 Main Street." Motion carried.

8.2 Asset Management Committee

Council received the draft minutes of the December 16, 2021 meeting of the Asset Management Committee.

A motion by Councillor Burdick, seconded by Councillor Nowe, **"THAT Council direct** staff to draft a letter to Tim Merry to thank him for his service on the Asset Management Committee." Motion carried.

8.3 Municipal Joint Services Board

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

8.4 Municipal Joint Services Board

Council received the minutes of the September 22, 2021 meeting of the Municipal Joint Services Board.

9. New Business

No new business.

10. Closed Session

A motion by Councillor Wilson at 8:20 pm seconded by Councillor Nowe, **"THAT Council** go into Closed Session to discuss personnel matters and legal advice eligible for solicitor-client privilege, as permitted by the MGA sections 22(c) and (g) respectively." Motion carried.

Council returned to Open Session at 8:45 pm.

Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT Council ratify the** CAO's acceptance of the proposal from AIWUC / CBCL Ltd., to maximum of \$25,000 excluding HST, for ODRC and full-time water/wastewater operations coverage." Motion carried.

Council adjourned upon motion at 8:46 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, January 12, 2022 at 12:04 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

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<u>1. Agenda</u>

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

2. Town Hall Renovation Project

A motion by Councillor Carver, seconded by Councillor Burdick, "**THAT Council direct** staff to provide a recommendation to Council for the inclusion of project management considerations with respect to capital planning and major capital projects in Town policy." Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT the discussion of timing of closed sessions be referred to a future meeting of the Policy and Strategy Committee."** Motion carried.

Council adjourned upon motion at 1:05 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes



A Special Meeting of Town Council for the Town of Mahone Bay was held on Friday, January 21, 2021 at 11:02 am in Council Chambers.

Present:

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

Absent:

Gallery:

Land Acknowledgement

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<u>1. Agenda</u>

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

2. Closed Session

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT Council go into Closed Session at 11:03 am to discuss personnel as permitted by MGA section 22(2)(c)." Motion carried.

Council returned to open session at 11:57 am.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council direct staff to issue an RFQ for a compensation review of all positions with the Town." Motion carried.

Council adjourned upon motion at 11:58 am. 2022-01-21_Meeting Minutes_Council_Special

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

CAO, Dylan Heide





Our Services Include ...

Environmental Response/Clean Up

Salvage

Commercial Diving

Hydrographic Surveying

Engine Maintenance

Treasure Hunting



Channel Buoy Placement/ Recovery - Cape Breton



Since September 2021 the location

and retrieval of Ghost Gear

What is Ghost Gear ?









ALDFG -

Abandoned, lost or otherwise discarded fishing gear

Government of Canada Ghost Gear Recovery Fund

(formal name Sustainable Fisheries Solutions and Retrieval Support Contribution Programme)

• \$8.3 million fund allocated to 26 projects on Atlantic, Pacific coasts and Internationally

4 Components Ghost gear retrieval

Responsible disposal

Technology Development

International Leadership





Ghost Gear keeps on fishing indefinitely, causing entanglement of marine species that can lead to injury and death. We ask that Council consider...

 writing a letter to the Federal Government encouraging continuance of the Ghost Gear Fund

Long Term...

- include shoreline areas in the Litter Incentive Programme
- encourage the responsible disposal of Ghost Gear through coordination at all levels of government, industry and other parties

Thank you for your time and consideration of these requests.

Presented by



To the Mayor Devenne and Council for the Town of Mahone Bay

The aim of our presentation at your January 25 Council meeting is to discuss the Federal Ghost Gear Fund, formally known as the **Sustainable Fisheries Solutions and Retrieval Support Contribution Programme. (SFSRSCP)**

The \$8.3 million dollar fund, established in 2020, supported 26 pilot projects in Canada (East and West coasts), and internationally.

In September 2021 our local company, Titan Maritime, was granted monies by the Federal government to remove abandoned Ghost Gear. Our trained crew acted on this opportunity at short notice, as they had already identified potential sites.

Under SFSRSCP guidelines, removal of Ghost Gear finished on November 30, 2021 and all funding terminates on March 31, 2022.

Our presentation has two objectives. First is to explain the techniques for locating and removing Ghost Gear, and discuss its negative impact on the marine environment.

The second objective has two parts.

Initially we request that Council write a letter to the Hon. Joyce Murray, Federal Fisheries Minister, supporting the continuance of this initial one year fund. Ideally though, a longer term would allow:

- an opportunity to locate and collect a significant amount of the Ghost Gear
- the proper training of staff
- a return on equipment investment for Ghost Gear collection
- the founding of strong research and education programmes
- the establishing of a recycling program

Secondly, if your Municipality has a Litter Clean Up Incentive Programme, we ask Council to consider extending coverage to include Beaches and Coastal areas in the Municipality.

Abandoned, Lost, and Discarded Fishing Gear not only affects the health of our tidal waters, but can also have an impact on the livelihood of many residents who rely on the fishing industry in our coastal communities.

It is common knowledge that Municipal Government is the level most responsive to its residents. We appreciate the opportunity to meet with you to discuss this matter. T*itan Marítíme*

For more information please visit-

Govt. of Canada 'Ghost Gear Fund' site explains the Ghost Gear Fund in detail and identifies projects funded in Canada and abroad.

https://www.dfo-mpo.gc.ca/fisheries-peches/management-gestion/ghostgearequipementfantome/program-programme/projects-projets-eng.html

Ghost Gear Recycling programme, Ocean Legacy Foundation Canada's First 'Marine Debris Solutions Centre™'! <u>https://oceanlegacy.ca/marine-debris-solutions-centre/</u>

<u>www.facebook.com/TitanMaritime/</u> for more photos and videos of Ghost Gear work carried out by Titan Maritime.

Ghost Gear Removal carried out by Titan Maritime

Abandoned aquaculture site gear retrieved at North West Cove, St.Margarets Bay, 55,000lb of nets and traps recovered

200 lobster traps recovered in the Tusket Islands area.

Approximately 15,000 lbs of Polypropylene lines and nets removed from derelict trawlers in Bridgewater and recycled.







Maureen Hughes

Subject: Attachments: FW: Parking at Orchard & Main Screen Shot 2022-01-08 at 10.09.44 AM.png

From: William Kowalski <williamkowalski@gmail.com>
Sent: Saturday, January 8, 2022 10:33 AM
To: Maureen Hughes <Maureen.Hughes@TownofMahoneBay.ca>
Subject: Parking at Orchard & Main

CAUTION: This email originated from an external sender.

Dear Council members,

I'm writing to ask you to discuss the parking situation at the corner of Orchard and Parish, next to the Eastport Financial Group. I live on Orchard St. and use this corner several times per day. Seeing people parked incorrectly here is a daily occurrence, especially during tourist season. I have brought this issue up previously during informal conversations with the RCMP and the town's new bylaw officer, as well as with other members of town administration. Since the situation has not improved, I am now formally requesting that you take action to deal with it.

The issue at this corner is one of safety. Currently, there are three parking spots available here. Two of them are roughly perpendicular to the building, and one of them is parallel. These spots are marked as such with white lines.

However, as you can see from the attached photo, people are in the habit of fitting two cars into the parallel spot. The effect of this is that the ends of these cars are frequently sticking out into Orchard St. and impeding traffic. In the case of very large vehicles, such as pickup trucks, they may actually block more than half the street. Sometimes people are lazy and don't even bother pulling all the way up to the building, so that their cars impede even further. This makes it necessary for cars coming up or down Orchard to avoid these illegally parked vehicles by crowding over to the other side of the street, effectively narrowing Orchard to one lane in that spot.

Although it may not look like much from the photo, this is actually a big problem for people using Orchard St. depending on the size and placement of the vehicles that are parked incorrectly. That corner is now very busy, with traffic to the Biscuit Eater, the Tea Brewery, the town buildings, and the various rental properties there. It's only a matter of time before there's an accident between someone coming out onto Main and someone trying to turn onto Orchard.

I am respectfully requesting that Council order placement of a sign on the wall of Eastport, or directly in front of the building, which clearly states this parallel spot is intended to hold only one vehicle, and that this vehicle *must* be parked parallel to the building. Failure to comply with this regulation should result in ticketing or towing. It would be helpful also if the outline of a car parked correctly could be stenciled onto the pavement, in order to remove any doubt.

Alternatively, please consider removing that parallel parking spot altogether, painting it over with striped yellow lines along with a NO PARKING sign.

I thank you for your attention to this matter. Best, Bill Kowalski 79 Orchard St.

Spot 3 (parallel)

10.10

Spot 2 (perpendicular)

Spot 1 perpendicular)



Maureen Hughes

From: Sent: To: Subject: NSFM Communications <communications@nsfm.ca> Monday, January 10, 2022 3:43 PM Maureen Hughes NSFM's Monday Memo: January 10, 2022

CAUTION: This email originated from an external sender.

View this email in your browser





NOVA SCOTIA FEDERATION OF MUNICIPALITIES

Apply for the 2022 Sustainable Communities Awards

Do you want your municipality to be recognized as a top Canadian sustainability leader? Nominate your community's sustainability project for FCM's 2022 <u>Sustainable Communities Awards.</u>

Award winners will receive local and national recognition for their incredible initiatives.

Canadian cities and communities of all sizes are eligible to apply.

Visit the 2022 SCA website to apply and to access additional information.

Applications are due by March 31, 2022.

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.

Applications for Canada Summer Jobs program now open

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

Submitted from FCM

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

Read the five case studies

Panel Discussion: An African Nova Scotian Community Calling In

Presented by the MacEachen Institute in partnership with <u>Inspiring</u> <u>Communities</u> and the <u>Delmore "Buddy" Daye Learning Institute</u>

This expert panel brings together respected members of the African Nova Scotian community representing a variety of life experiences and knowledge to generate a conversation concerning systemic issues facing the community.

> Wednesday January 19, 2022 6:30 – 7:30 pm Atlantic <u>Event website</u> <u>Click here to register</u>



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NOVA SCOTIA FEDERATION OF MUNICIPALITIES



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

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This email was sent to <u>Maureen.Hughes@TownofMahoneBay.ca</u> <u>why did I get this?</u> <u>unsubscribe from this list</u> <u>update subscription preferences</u> Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada



Maureen Hughes

From:	Town of Mahone Bay Clerk		
Sent:	Monday, January 17, 2022 11:22 AM		
То:	Maureen Hughes		
Subject:	FW: CNSOPB Exploration Licences Update		

From: Info <info@cnsopb.ns.ca> Sent: Monday, January 17, 2022 10:03 AM To: Info <info@cnsopb.ns.ca> Subject: CNSOPB Exploration Licences Update

CAUTION: This email originated from an external sender.

Exploration Licences Update

17/01/2022

BP Canada's EL 2434R

BP Canada Energy Group ULC (BP Canada) has forfeited the \$3 million drilling deposit it paid in 2021 for exploration licence 2434R (EL 2434R). This drilling deposit previously extended Period 1 of the exploration licence to the full nine years permitted by legislation. EL 2434R expired on January 14, 2022 and all lands have reverted to Crown Land.

CNSOPB staff are currently reviewing BP Canada's allowable expenditures application and any work deposit forfeitures will be determined based on the results of that review.

Equinor Canada's ELs 2435 and 2436

Equinor Canada ULC (Equinor Canada) did not drill a validation well on either of its two (2) exploration licences (ELs 2434 and 2435) prior to the expiry of Period 1. As a result, both of these exploration licences expired on January 14, 2022, at the end of Period 1, and all lands have reverted to Crown Land.

Equinor Canada has 30 days from the exploration licences' expiry date to submit an Allowable Expenditures application(s) for consideration. Any work deposit forfeitures for these exploration licences will be determined based on the results of this review.

Information respecting the work deposit forfeitures for these three exploration licences will be posted on the CNSOPB <u>website</u> once known.

Additional Information

Inactive Exploration Licences 2021 Update on BP Canada's Consolidation Exploration Licence 2020 Update on BP Canada's Consolidated Exploration Licence 2019 Update on BP Canada's Consolidated Exploration Licence Notice of Fundamental Decision Notice of Consolidated Licences

About the Board

The Canada-Nova Scotia Offshore Petroleum Board is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities and resources offshore Nova Scotia

NOW and THEN - NOW Lunenburg County Celebrates End

In February 2014 a small group of people met to explore how Lunenburg County could respond to the recommendations of the Ivany Report. Out of those early morning meetings came NOW Lunenburg County; a citizen lead group (Core Team) focused on the economic sustainability of Lunenburg County.

The Core Team eventually arrived at population growth as critical to a viable future for our community, Tina Hennigar was hired as the Population Growth Coordinator in September 2016.

The cross Canada tour in 2017 inviting people to move to Lunenburg County was an audacious and bold strategy to address population growth. Not only did it create interest from across Canada but helped generate excitement and recognition for the work we were undertaking in our own community.

The Tour provided insights on the barriers impacting population growth – inadequate broadband service and lack of physicians and primary health care providers. NOW took on these big issues.

NOW-Net was established. The group developed plans for a community owned cooperative delivering broadband service throughout the county. The group advocated extensively with municipal, provincial and federal governments for improved access and service quality. Internet service and access has improved, still lots of work that needs to be done but more people have been provided with the opportunity for service than prior to 2018.

A local committee, including physicians and Doctors Nova Scotia, helped support and guide the work around physician recruitment and retention. Through our work with the NS Health Authority and Dalhousie University we were able to establish the Longitudinal Integrated Clerkship (LIC) program which introduces medical students to our community by providing training in local hospitals for 48 weeks.

On a daily basis Tina connected with people who were interested in moving here or were newcomers to the area. She helped find housing, schools, volunteer opportunities and employment and for many became their first new friend in Lunenburg County.

In late 2021 NOW came to a fork in the road after two significant events. After two successful years of support our funding request for physician and health care professional recruitment provided by the Health Services Foundation was denied. The Foundation will be undertaking this work on their own. Just prior to Christmas, Tina accepted an offer from the Department of Population Growth, Advanced Skills and Immigration to lead a new initiative. The province is establishing a team of community navigators to work on population growth modeled in many ways on NOW Lunenburg County's approach. Tina will lead the group and provide input to the team on strategy.

And then... after lengthy discussion the Core Team agreed that this is the right time to end our work, celebrate our accomplishments and chronicle what we've learned. We have always believed strongly we should not duplicate the work of others and we look forward to sharing what we've learned.

The influence of NOW's work and learning on population growth will be felt throughout the province through Tina's leadership. Influencing government policy is a significant accomplishment and we believe the fingerprints of NOW will be evident in future population growth campaigns and supporting activities.

Having the community more broadly engaged in physician recruitment and retention was also one of our goals. We believe the Health Services Foundation of the South Shore is stepping up to lead this work.

While there is much to celebrate, for those of us who have been involved from the beginning, the end of NOW is bittersweet. We have met on Wednesdays at 7:30 am for over seven years - we will miss each other and our work. It has been an incredible experience in community engagement, development, and change.

To all of you who have been our cheerleaders, our funders, our allies and confidents THANK YOU. The work could not have been done without your help.

Elspeth McLean-Wile on Behalf of the Core Team Lynn Hennigar, Tina Hennigar Mary Ann Hiltz, Jackie MacDonald Mark Powell and Bill Schurman

Maureen Hughes

From:	Town of Mahone Bay Clerk		
Sent:	Monday, January 17, 2022 11:22 AM		
То:	Maureen Hughes		
Subject:	FW: CNSOPB Exploration Licences Update		

From: Info <info@cnsopb.ns.ca> Sent: Monday, January 17, 2022 10:03 AM To: Info <info@cnsopb.ns.ca> Subject: CNSOPB Exploration Licences Update

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Exploration Licences Update

17/01/2022

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Additional Information

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About the Board

The Canada-Nova Scotia Offshore Petroleum Board is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities and resources offshore Nova Scotia



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
Cou	ncil 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.		n 2021-22; rep	Policy & Strategy oort to Council
2	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			50% Policy & Strategy ncil anticipated

3	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.	accessibility of ahead of 2022	Mar., 2022 75% gress. Staff have consulted with coordinator. Report anticipated 2-23 budget process, for ion (solicitation of donations 2022.
4	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.	MODL Planni	Feb., 2022 75% gress. Discussion initiated with ing staff. Timeline coordinated hone Bay process.
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.	the opportun consideratior will be report	Mar., 2022 75% ave met with MODL to explore hity to partner and are awaiting of proposal by MODL, which ed to Council. Estimate 021-22 budget.

6	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21 Feb., 2022 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.	Notes: MBTCC have been advised of the direction of Council. Members not available			ilable ion of n. place in
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.	Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program			ary for
9	Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.	24-Jun-21 Jan., 2022 Notes: Amended draft asset management plan included with Asset Management Committee Minutes Jan 20, 2022 on Council's Jan 27 meeting agenda.			

	Refer the request from MADE	13-Jul-21	Feb., 2022		75%	
	for Mahone Bay to the planners	Notes: Plann	ers have rece	eived the re	equest	
	for their report to the Planning	and are in communication with the				
	Advisory Committee, and to	applicants in	applicants in the preparation of their report.			
10	the Committee for their	A PIM was he	eld on Octobe	er 7th. Plai	nning	
	recommendation to Council.	staff are collecting further information and				
		will present a	a report to the	e Planning	3	
		Advisory Cor	nmittee.			
				_		
	Staff to initiate a Home	29-Jul-21	Feb., 2022		50%	
11	Charger Pilot Program for	Notes: In Pro	gress. Town s	staff coord	inating	
	electric vehicle owners under	with AREA st	aff on develo	pment of	pilot	
	the Grow the Load Initiative.	program.				
	The property at 342 Main Street	29-Jul-21	Jan., 2022		75%	
	be registered as a Municipal	Notes: Homeowner notified, documents				
12	Heritage Property in the Town	prepared and forwarded to Town solicitor, currently awaiting notification from the				
12	of Mahone Bay.					
		Province that the designation has been				
		registered.				
	Staff to produce a report on the	28-Jul-21	Jul., 2022	Not yet	begun	
13	Town's Procurement Policy.	Notes: To be	coordinated	with hiring	g of new	
		Manager of F	-inance (Trea	surer).		
	Staff to provide a report on the	29-Jul-21	Feb., 2022		75%	
14	Townsuite programs which	Notes: In pro	gress. Waitin	g on addit	tional	
	may be relevant to the Town's	information from Procom (Townsuite		te		
	operations.	provider). Anticipated in February 2022.			022.	
	Staff to apply for Connect2	14-Sep-21	Jan., 2022		75%	
	provincial funding and to also	Notes: Conne	ect2 applicati	on submit	tted;	
	apply to the Federal Active	e Connect2 funding anticipated. Staff preparing Federal Active Transportati			<u>-</u>	
	Transportation Fund to				ation	
15	improve active transportation	prove active transportation Fund application.				
	infrastructure, and active	in				
	transportation safety within					
	the Town of Mahone Bay.					

Г	That minimum standards for	14-Sep-21	Jul., 2022		25%
1	housing be reflected in any	Notes: Initial staff report on housing strate		rategy	
'	housing strategy that the Town	developmen	development included on Dec 14th Coun		uncil
	may develop.	agenda.			
	Council consider reviewing the	14-Sep-21	Feb., 2022		75%
	Town logo and request that	Notes: In progress. Report to be present Council in February, ahead of 2022-23		•	nted to
Ľ	, staff prepare a report on an				
	RFP process to develop a new	budget proc	budget process.		
	logo for the Town of Mahone				
	Bay.				
	Staff to report back to Council	27-Sep-21	Feb., 2022		50%
-	on the cost and anticipated	Notes: In Pro	gress.		
18	revenue of a water connection				
	to the Cleveland property.				
	Staff to provide a report on the	27-Sep-21	Feb., 2022		50%
	costs and anticipated revenue	Notes: In Pro	gress.	_	
19	of extending water and sewer				
	services to the end of Fairmont				
	Street.				
	Defer discussion concerning	28-Oct-21	Mar., 2022	Not yet b	egun
	the issuance of an RFP for the	Notes: Antici	pated in Febr	uary 2022,	
	engagement of engineering	following February Policy & Strategy			
	services and direction to staff	Committee r	neeting.		
	regarding the development of				
	an engagment plan for				
2					
	infrastructure improvements				
	south of Clairmont Street to a				
	later meeting of Council.				

21	Refer Transportation Planning 2022 and Onward to a future meeting of the Policy and Strategy Committee. Direct staff to prepare a report for Council on future capital investment in the Town Hall ahead of the 2022-23 budget process.	recommender meeting age 28-Oct-21 Notes: In pro	Feb., 2022 red to Commit ed for Commi nda. Mar., 2022 gress. Report arch, ahead of	ttee's Februa	25% ted to
23	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.	Notes: In progress. Reimbursement issue			
24	Direct staff to issue an RFP for legal services.	28-Oct-21 Notes:	Mar., 2022	Not yet be	gun
25	Staff to prioritize speed sign installation on Clairmont/Kinburn Street.	09-Nov-21 Dec., 2021 Notes: New permanent speed radar signs now installed on Main and Edgewater Streets. Existing mobile sign has been relocated to Kinburg St. to collect "after" data post installation of speed humps.			
26	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 Notes: Date 1	Feb., 2022 ГBD.	Not yet be	gun

27	Approve the change order from Roscoe Construction for the repaving of the old Fire Station parking lot.		scoe Const.), v	ire Station project vork anticipated in
28	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.		Jan., 2022 ing confirmat dule with Mac	ion of designs / Leod Group.
29	Staff to provide a report highlighting the recommendations of the water system audit for which additional budget allocations would be required for implementation, ahead of the 2022-23 annual budget process.	25-Nov-21 Notes:	Mar. 2022	Not yet begun
30	Staff to schedule a second consultation session with the membership of the fire department regarding the drafting of a Fire Services By- law.	2022. Fire De	pt members i ary meeting. \	

Staff to prepare a letter to the	14-Dec-21	Jan. 2022		\star
Mayors/Wardens and Councils	Notes: Letter	prepared for	signature. Ite	em on
in Lunenburg County	LC Mayors/W	′ardens/Depu	ties meeting	
requesting support for a	agenda for Ja	anuary 2022.		
regional housing needs	-	-		
assessment to be carried out in				
2022 utilizing 2021 census data,				
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.				
Staff to prepare a public	14-Dec-21	Jan. 2022		\star
32 engagement plan for the	Notes: On Co	uncil's Janua	ry 27, 2022	
review of the Strategic Plan.	meeting age	meeting agenda.		
Material provided by MJSB	11-Jan-22	Jan. 2022		+
regarding compost			r the next	
33 contamination be forwarded to	Notes: Added to agenda for the next meeting of the Policy and Strategy			
the Policy and Strategy		or assignmen		
Committee.	committee s	-		
Staff to present a draft public	11-Jan-22	Jan. 2022		\star
34 engagment plan for the 2022	Notes: On Co	uncil's Januai	rv 27. 2022	
Municipal Boundary Review.	meeting age		<i>,</i>	
Refer the Proclamation Policy	11-Jan-22	Jan. 2022		\star
to the Policy and Strategy	Notes: Added to agenda for the next meeting of the Policy and Strategy		or the next	
35 Committee for review.			Strategy	
	Committee f	or assingmen	t to the	
Refer the Flag Policy to the	11-Jan-22	Jan. 2022		\star
Policy and Strategy Committee	Notes: Addec	d to agenda fo	or the next	
for review.	meeting of th	ne Policy and	Strategy	
	Committee f	or assingmen	t to the	
36 Policy and Strategy Committee	Notes: Addec	l to agenda fo		*
36		v. meeting of th	v. meeting of the Policy and	

	Staff to discharge the	11-Jan-22	Feb. 2022		50%
37	Development Agreement MBDA008 at the request of the property owner Mahone Bay Developments Limited and that Council direct staff that no fee will be charged for the discharge of the MBDA008.	registering th	have begun th he discharge c t Agreement.	•	ss of
	Make the live street camera	11-Jan-22	Mar., 2022		50%
38	feeds available to the public via the Town's website.	Notes: In pro	gress		
39	Staff directed to begin recruitment of public members of the Climate and Environment Committee.		Feb. 2022 itment has be expected at C	-	
	Complete the Municipal	11-Jan-22	Mar., 2022		50%
40	+0	Notes: Staff h process.	nave begun th	e regist	ration
	Staff to draft a letter to Tim	11-Jan-22	Jan. 2022		*
41	Merry to thank him for his service on the Asset	Notes: comp	leted		

Chief Administratve	Officer's Report	- Jan 27, 2022

١	COVID-19	CAO monitoring NS EMO updates. Town Office now open to the public. COVID-19 vaccination policy approved by Council December 14, 2021, takes effect February 28, 2022. Confirming vaccination status of staff and fire department members currently in progress.
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	AIM Cohort 2.0 begun November 10th, to run November 2021 through March 2022 with AM Committee participation; next session January 27, 2022. AIM Network annual conference took place Nov 29-Dec 1, 2021 in Dartmouth, NS (Mayor, CAO and Manager of Finance participated).
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 and IT Director. Strategic planning process currently under
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 following review of new draft agreements.

5	Regional Emergency Measures Organization (REMO)	Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monhtly 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). REMO 2022-23 budget anticipated on Council agenda in February 2022.
6	Alternative Energy Resource Authority (AREA)	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 nearly completed, will be online in early February. Federal/Provincial solar gardens funding for Mahone Bay, Berwick and Antigonish was announced publicly on July 8th. Update report on solar garden provided on Council's Jan 27 meeting agenda.

7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	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. New Climate & Energy Program Manager Martha Horsman started in September, 2021. Clean internship program application for 2022-23 submitted.
8	Lunenburg County Accessibility Advisory Committee	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, working closely with Town staff in development of Operational Plan process.

9	Nova Scotia Federation of Municipalities (NSFM)	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's new AM mentoring program for municipal staff. Participated in occassional NSFM videoconference meetings with Provincial representatives in 2021; with new Provincial Gov't CAOs no longer invited to NSFM videoconference meetings (still participating in AMANS videoconference meetings with Deputy Minster / other DMA staff).
10	New Long Term Care Facility	Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St Water/Wastewater upgrades project delayed until Spring.

Manager of Public Works & Transportation's Report - Jan 27, 2022			
1	Streets & Sidewalks	 One new speed radar sign has been installed on Main St and the other new speed radar sign will be installed on Edgewater by no later than Jan 21st. Old remaining Edgewater radar speed sign will then be installed on Kinburn St. by no later than Jan 28th. Old water treatment and new water treatment plant exterior repairs will be conducted by Kaulbach Construction and LRF Masonary. Hoping to have this completetd by the end of this fiscal year with weather pending. Edgewater RRFB's and signage are on site and catch basin installed. Waiting for contractor to install nautical barrier and pour concrete slabs to mount RRFB's. Once RRFB's are installed the crosswalk lines will be painted. 	

		 4. Charging station slabs have been poured and bullards installed. 5. Main St. video camera mounted on Town Hall has been installed and being viewed via Town Hall network. Waiting on a second Bell service line to be installed so camera can be viewed on Town Website. 6. Initial stages of planning for crosswalks at Anglican and Lutheran churches. 7. Initial stages of planning for Bay to Bay trail crosswalk with RRFB's on Main St. and Long Hill Rd. 8. Kinburn/Clairmont speed humps, signage and roadway arrows have been completed.
2	Cemeteries & Open Space	 Bayview Cemetery Fence tender was awarded to Cityzen Developments, fence is currently being contructed at their facility and posts will be installed as soon as weather permits. Dead or dieing trees on Shady lane have been removed with younger and healthier trees still left standing to promote future growth. Town pit off Kinburn St. in initial stages of clean up. Comfort Stations where officially closed as of Jan 4/2022.

Electric Utility Manager's Report - Jan 27, 2022	or
Road to the top of Main Street to allow t	or
Road to the top of Main Street to allow t	or
	orne.
2 - Installed new switches to allow us to change how our circuits are utilised (at recommendation of Strum Engineering in preparation for the new nursing hom coming online.	the J) and
1 Electric Utility 3 - Installed new poles, lines and a transformer for the new fire hall.	
4 – Installed 6 EV chargers at 5 locations around the town.	;
5 - Carried out 2 inspections.	
6 – Installed a camera at the town hall.	
7 – Put up and took down Christmas decorations.	

Wa	Water/Wastewater System Manager's Report - Jan 27, 2022			
٦	Water Supply, Treatment & Distribution	Water system being operated by CBCL Ltd. staff while Water/Wastewater System Manager and System Operator positions are filled. System Manager hired and anticipated to start work in February 2022. System Operator hiring process ongoing.		
2	Sewage Collection & Treatment	Wastewater system being operated by CBCL Ltd. staff while Water/Wastewater System Manager and System Operator positions are filled. System Manager hired and anticipated to start work in February 2022. System Operator hiring process ongoing.		

Clin	Climate & Energy Program Manager's Report - Jan 27, 2022		
		Community GHG Reduction Action Plan	

1	GHG Reduction	into approved 2021-22 budgets. Staff continue to participate in T2050/PCP Initiative. Staff have been working to install 8 electric vehicle chargers throughout the Town. 6 of these chargers are now in place. AREA is coordinating with FLO to bring these online shortly. Signage will be in place indicating that the spaces are for electric vehicle charging only. 'Warning' tickets will be given out to violaters for the first 3 months after the chargers are in place. The final 2 chargers will be installed after the site prep is completed at the new fire station.			
2	Climate Adaptation	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. 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.			

3	Engagement & Stewardship	Outreach will begin soon on the Living Shoreline Project. Staff will coordinate with Coastal Action to update signage at the project site, and share updates on the Town's social media as well as the Mayor's Newsletter		
3	Engagement & Stewardship	Staff are applying to the Clean Leadership Internship Program for funding to hire a student to work on engagement initiatives this summer.		

Fin	Finance Manager's Report - Jan 27, 2022				
١	COVID-19	Staff were recently working remotley for the week of January 10th in relation to decisions made by the Province. Staff are scheduled to return to in-person services at Town Hall starting the week of January 17th.			
2	Provincial Reporting	The SOE-A, SOE-B, CIP have been submitted to the Province. Staff are currently working on the FIR which will be submitted shortly. No other outstanding reporting requirements.			
3	Tax Bills/Tax Sale	Both Interim and Final tax bills have been issued for Fiscal 2021/22. Contact has been made with any properties listed for tax sale, and it does not appears as though we will be conducting a tax sale for these properties in Fiscal 2021/22. However, there is one property from a prior year which straddles the municipal boudary with Mahone Bay the the District of Lunenburg. Staff are working with MODL staff and respective solicitors to deal with this property.			

4	Audit	The DRAFT financial statements have been received by Staff and will be presented to the Audit Committee on January 20th. There have been some dealys with the 2020- 21 audit, and staff will be having discussions with the team at Deloitte to ensure the upcoming 2021-22 audit runs according to schedule.
5	2022-23 Budget	With the 2020-21 Audit now complete, staff will be shifting focus on preparing the 2022- 23 Annual Budget Documents.

Clerk & Deputy CAO's Report - Jan. 27, 2022					
		Maintained communications with			
		contractors as they revise the draft			
1	Plan Review	documents based on feedback from			
-		Steering Team meetings. Anticipating			
		revised drafts following review by Mahone			
		Ray Planning Team			
		Signage and COVID-19 Vaccination Policies			
		were passed at the December 14, 2021			
		Council meeting. Currently continuing work			
2	By-laws and Policies	on Fire Services By-law research in			
		anticipation of a second meeting with the			
		members of the Fire Department.			

3	Communications and Public Engagement	Wrapped up the 2021 weekly Asset Management category communications. Development, coordination, and publishing annual meeting and solid waste collection schedule completed. Annual website updates for meeting schedules, documents, and other important dates. Annual push for dog registration - Finn Morse is dog tag #001 and owners have agreed to the Town's use of his image in promotion. Staff working on annual communications overview. Draft Public Engagement Plans developed for the Strategic Plan Review and the 2022 Municipal Boundary Review. Ongoing production of Mayor's Newsletter, social media and community notification posts; continued support of virtual participation methods for Council and committee meetings.		
5	Council Support	2022 Meeting schedule developed, approved, and published. Preparation of the administrative framework continues for the 2022 Council and committee schedule. Ongoing support of Council and committee meetings. Ongoing support for the development of meeting agendas and document packages and follow up of meetings of Council and committees.		

6	Town Hall Reno	Deputy Clerk continues to act as point person with the construction company for list of deficiencies, etc. Continuing to display Town information and artifacts as part of finalizing the move into the new space.		
7	By-law Enforcement	Staff are pursuing active files.		
8	Human Resources	Reviewing HR policies and manuals including local comparisons. Developing new forms for application for Development Agreements, as well as amendments to Land Use By-law, and Development Permits to improve process for applicants and streamline process among departments.		

By-	aw and Policy Review - Jan 27,	2022		
		Target	Staff to research tree policy/by-	
		30-Mar-21	laws and recommendations	
1 Trees			received regarding Mahone	
			Bay specifically. In context of	
			Plan Review.	
		Target	Staff to review Park By-law in	
2	Park By-law	30-Mar-21	context of Plan Review.	
		Target	Policy approved at the	
3	Off Premises Signage Policy	12-Dec-21	December 12, 2021 Council	
-			meeting.	

		Target	Staff to propare a report on
4	CAO Performance Review	Target	Staff to prepare a report on
		TBD	drafting a CAO Performance
			Review Policy. Pending
	Policy		discussion at Strategy &
			Policy Committee.
		Target	Staff to review Employee
		TBD	Conduct Policy in relation to
			violence in the workplace.
5	Employee Conduct Policy		Pending discussion at
			Strategy & Policy Committee.
		Target	Pending discussion at
6	Council/CAO Relations Policy	TBD	Strategy & Policy Committee.
_			
		Target	Signage Policy approved at the
7	Plastic Signage Policy	14-Dec-21	December 12, 2021 Council
			meeting.
		Target	A Stakeholder PIM was held
	Fire Services	30-Mar-21	with the Fire Department on
			September 13, 2021. Approval at
			Council in December 2022 for
			staff to hold a second meeting
8			with the Fire Department
			membership before presenting
			a draft by-law to Council.
		Target	Pending discussion at
9	Council Policy	TBD	Strategy & Policy Committee.
		Target	Pending discussion at
10	Respectful Workplace Policy	TBD	Strategy & Policy Committee.
		Target	Not yet begun
11	Fees Policy	TBD	

12	Densities Dr. laws	Target	Not yet begun	
12	Penalties By-law	TBD		
		Target	Pending discussion at	
13	Committee Policy	TBD	Strategy & Policy Committee.	
		Target	Final reading passed on July 29,	
14	REMO By-law	29-Jul-21	2021. Currently awaiting	
			Ministerial Approval.	
		Plan Review Underway. Steering Team		
		reviewing draft LUB and MPS for any edits		
15	Land-Use By-law and	before the documents are shared with th		
15	Municipal Planning Strategy	public for the next round of public		
		engagement.		

Serv	vice Statistics - Jan 27, 2022			
		Nov/Dec 21	Darking Tick	ote: 10
		Nov/Dec 21Parking Tickets: 10Notes: Parking enforcement resulted in 10		
		tickets and several warnings in the months		
		of November and December. Areas of		
1	By-law Enforcement	concern brought forward to By-law		
	-	Enforcement include storage containers,		
		follow-up on	a completed	
		Dangerous/L	Insightly file, fa	arm animals.
		Q3 2021	149	CalendarYTD: 391
2	Police Services (founded &	Notes:	· · · · ·	
	SUI occurrences)			
	Mahone Bay & District Fire Department	Apr-Jun	11	-
3		Notes: MVCs: 1; Fire Alarms: 2; Mutual Aid: 4; Medical Calls: 1; Other: 2		
		4; Medical C	alls: 1 ; Other: 2	
	Traffic (Speed Signage)		<u>38 Clearway</u>	<u>/ 9 Pond</u>
		Sept., 2021	ADT (Mon-Fr	i): ADT (Mon-Fri):
			1,289	414
4			<u>38 Clearway</u>	<u>/ 9 Pond</u>
		Oct., 2021	ADT (Mon-Fr	i): ADT (Mon-Fri):
			1,413	534
		Notes: Data from tube counters.		
				YTD:
5	Solid Waste (Tonnage)	Notes: Recyclables = ; Organics = ;		
		Garbage/Other = ; Cardboard = .		
		Leads: 50	Installat	tions: 5
6	HOME Program	Notes: Ambassador engagement (Oct-Nov		
			stallations to re	
		when COVID	-19 guidelines	permit.

		Notes: Water audit report presented to		
		· ·		
		Council's Nov 25, 2021 agenda,		
7	Water Utility		ations report anticipated in	
		-	22. Metrics will be updated after	
		new staff come onboard in February.		
		2021/22 Q3:	2,464,012 kWh	
8	Electrical Utility	2021/22 YTD:	: 8,361,690 kWh	
Ŭ		2020/21 Q3:	2,560,357 kWh	
		2020/21 YTD	: 8,200,888 kWh	
		31/12/2021	Residential: 326; Business: 10;	
			Email: 170; Text: 220	
		2021-11-30	Residential: 319; Business: 10;	
			Email: 164;	
		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	
	CodeRED Registrations	30/06/2021	Residential: 297; Business: 10;	
9			Email: 151; Text: 200	
		31/05/2021	Residential: 294; Business: 10;	
			Email: 151; Text: 197	
		30/04/2021	Residential: 293; Business: 10;	
			Email: 152; Text: 197	
		31/03/2021	Residential: 294; Business: 10;	
			Email: 154; Text: 196	
		28/02/2021	Residential: 290; Business: 10;	
			Email: 153; Text: 192	
		31/01/2021	Residential: 285; Business: 10;	
			Email: 150; Text: 189	
		31/12/2020	Residential: 285; Business: 10;	
			Email: 146; Text: 189	

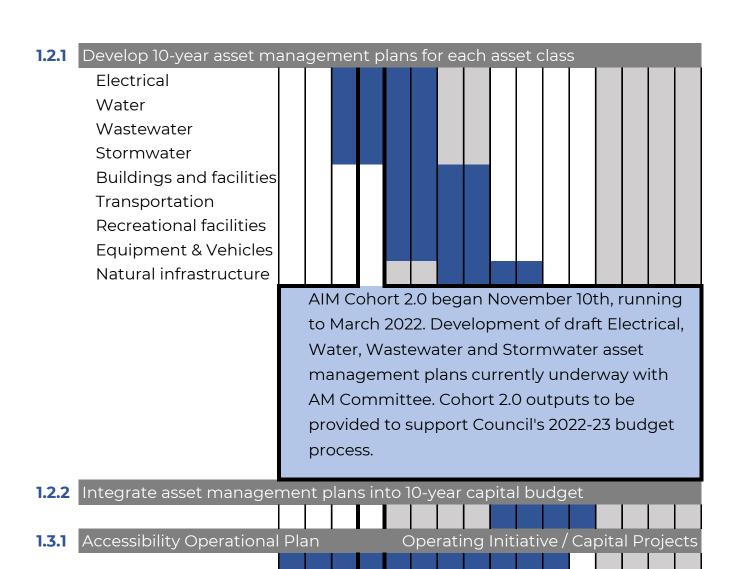
2020-03-31	Residential: 243; Business: 12;
	Email: 134; Text: 157

2021-25 Strategic Plan - Jan 27, 2022

Sustainable Municipal Services

		2021	Ι		20)22			20	23			20	24	
	1 :	2 3	5 4	1	2	3	4	1	2	3	4	1	2	3	4
1.1.1 Undertake water, waste	water	& e	lecti	rical	rat	e st	udi	ies	C	Dpe	rati	ng	Init	iativ	ves
Water															
Wastewater															
Electrical															
	A	REA		ndu	cte	d st	and	ding	g of	fer 1	for	rate	e sti	ıdy	
	С	ons	ulta	ntst	for	ME	Js S	Spri	ng	202	1. S	taff	hav	ve h	ad
	ir	nitia	lme	eetir	ngs	wit	hΒ	DR	No	rth	Am	erio	ca l	nc.	re
	r	ates	stud	y pr	epa	arat	ion	and	d ar	ntic	ipat	te re	epc	ort t	0
	C	our	ncil k	by F	ebr	uar	y 20)22.							
1.1.2 Implement initiatives to	incre	ase	utili	ty d	em	and	k		C)pe	rati	ng	Init	iativ	ves
	C	our	ncil a	ppr	OVe	ed E	EV F	lom	ne C	Chai	rge	r Pil	lot .	July	′
	2	9, 20	021.	Jpd	late	on	Ne	oth	ern	nal	ETS	pil	ot -		
	C	alh	ousi	e st	udy	/ - p	rov	ide	d to	o Co	ouno	cil's	De	c 14	÷
	n	neet	ting.	Dis	cus	ssio	n in	itia	ted	wit	:h F	СМ	re		
	f	und	ing	sup	oor	t fo	r HC	DMI	ΞPr	ogi	ram	n ex	par	nsio	n.
	F	epc	ort to	o Co	uno	cil a	ntio	cipa	tec	l by	Ma	rch	20	22.	

1.1.3 Complete water and was	stewater system diagnostics Operating Initiatives
Water	
	Water Distribution System Audit with Xylem Inc.
	completed, report provided to Council's
	November 25 meeting. Additional report on
	implementation of audit recommendations
	anticipated by March 2022.
Wastewater	
1.1.4 Strategically replace/upg	grade utility infrastructure Capital Projects
Project 1	
Project 2	
Project 3	
	Council has met with new MP, MLA and Minister
	of Municipal Affairs to advocate for Federal and
	Provincial infrastructure funding. Initial project
	to upgrade lines from Main Street to Water
	Treatment Plant (with MacLeod Group)
	underway now, completion expected in Spring
	of 2022. Additional report on water/wastewater
	infrastructure anticipated by February 2022.



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

Equitable & Inclusive Growth

		2021			2022			2023				2024			
	1	2	34	- 1	2	3	4	1	2	3	4	٦	2	3	4
2.1.1 Complete Plan Mahone	Bay	' MP	PS/LU	B Pr	oce	SS				Ope	erat	ing	Ini	tiat	ive
		Cοι	uncil	has	dela	iyec	d ph	nase	e 2	puk	olic				
	engagement process with Upland Planning +														
	Design; draft MPS/LUB documents under														
	development now. Engagement process														
		ant	icipa	ted 1	to b	egir	n by	/ Ma	arcl	h-A	pril	202	22.		
2.1.2 Develop and implement	Но	usir	ng Str	ateg	ЗУ				C	Dpe	rati	ng	Initi	ati	ves
		Init	ial re	port	on	Ηοι	usin	ig S	tra	teg	уD	eve	lopi	me	nt
		pro	video	d to	Cou	ncil	De	ec 14	4, 20	D21.	Dis	scus	sio	าร	
		init	iated	witl	n ot	her	Lur	hen	ıbu	rg C	Cou	nty	uni	ts c	on
		the	poss	ibilit	y of	freg	gior	nala	арр	proa	ich	to h	nous	sing	g.
					_										
2.2.1 Review service levels and	d ali	gn∖	with I	resic	lent	s' al	bilit	y to	o pa	ау			 1		
					6	66									
2.2.2 Explore shared services a	and	par	tners	hips	s tor	etti	ciei	nt s	erv	ice	del	iver	У		
227 Establish is alusive strate		a fai		,icic.				ino		n i o					
2.2.3 Establish inclusive strate	gie	STO		/15101		mu	INIC	гра	i se	rvic	es				
2.2.4 Expand existing infrastru	Icti	iro t		nor	t nla	ann	ed (aro	\ <u>\</u> /tk		Car	pita	l Dr	oie	cts
Project 1			.0 30p					910	vvci					JC	
Project 2															
2.3.1 Align staff capacity, capi	tal a	and	opera	atino	a pla	ans	wit	h st	trat	eai	c pl	an			
		202	21-22 a	annu	ual k	bud	get	pro	oce	ss p	orov	vide	S		
			oortu					•		•				gic	
			n revi	-											
		-	ordir												

2.3.2 Update policies and by-laws for effective governance and Plan implementation

To date in 2021-22 the following policies and bylaws have been adopted or amended: Climate & Environment Committee Terms of Reference, OH&S Policy, Signage Policy, Vaccination Policy, By-law to Repeal Dangerous & Unsightly By-law, REMO By-law (amended), Wildlife Feeding Bylaw.

2.3.3 Prioritize public engagement processes supporting Plan implementation

2.3.4 Regularly review progress and continually improve strategic plan

Public Engagement Plan for first annual Strat Plan review to Council at Jan 27th meeting.

Environmental Leadership

	2021		2022			20	23			202	24	
	1 2 3	4 1	23	4	1	2	3	4	1	2	3	4
3.1.1 Community Greenhouse	Gas (GH	G) Red	uction	Acti	on l	Pla	pe	ratiı	ng l	niti	ativ	/es
	Imple	ementa	ntion o	f Cor	nm	iuni	ty (Gree	enh	ous	e G	ias
	(GHC	i) Redu	ction A	Actio	n pl	lan	pro	cee	edin	g a	pac	ce.
	On D	ec 14th	Coun	cil ap	opro	ove	d Te	erm	s of	:		
	Refer	rence fo	or Clim	ate a	& Er	nvire	onr	ner	nt			
	Com	mittee	to revi	ew t	he (SHC	S Re	edu	ctio	n A	cti	on
	Plan	and red	comme	end	upc	late	es to	o Co	ound	cil.		
3.1.2 Expand home heating p	rogram					(Оре	erat	ing	Init	iati	ive
3.1.3 Expand electric vehicle of	harging	infrastr	ucture	2				Cap	oital	l Pro	oje	cts
	Equi	oment	receive	ed, ir	nsta	llat	ion	s co	mp	lete	ed k	су
	staff	in 6 loc	ations	(tov	/n h	all,	ma	rina	a, cla	airm	nor	nt
		t, MBC,			,				-	-		
	charg	gers to	be inst	alleo	d at	the	e fire	e st	atio	n w	/he	n
	the s	ite prep	peratio	n is (com	nple	etec	d. Si	gna	ige	to l	be
	insta	lled and	d char	gers	to k	be b	prou	ıgh	t on	line	e in	
	the c	oming	weeks	. Pro	mo	tior	ר of	EV	cha	arge	ers	is
	in ful	l swing	; expec	cted	to i	ncre	eas	e or	nce	cha	arge	ers
	come	e online	e (end o	ofJa	nua	ary 2	202	2).				

3.1.4 Invest in renewables (e.g	., community solar garden) Capital Project								
	Federal/Provincial funding accouncement for								
	community solar gardens took place at Michael								
	O'Connor Memorial Bandstand July 8, 2021.								
	Contribution agreement signed, work to begin								
	on site Spring 2022. Community Open House								
	took place November 4th, 2021. Solar panels to								
	be delivered to Halifax beginning in January.								
	Update report provided on Council's January								
	27th meeting agenda.								
3.1.5 Support regional initiativ	es that contribute GHG reducti@perating Initiatives								
	Ongoing discussions concerning regional								
	transit system; Mayor participated in panel at								
	Citizens for Public Transit AGM, along with								
	representatives of other LC municipal units.								
3.2.1 Develop and implement	policies / by-laws supporting adaptation measures								
S.2.1 Develop and implement	policies / by-laws supporting adaptation measures								
3.2.2 Invest in infrastructure (s	horeline and stormwater manageme@apital Project								
3.3.1 Urban Forest Manageme	ent Plan (including parks) Operating Initiative								
3.3.2 Invest in infrastructure (s	traight pipes) and land acquisitions Capital Projects								
Project 1									
	Straight pipes elimination projects to be								
	included in Water/Wastewater Infrastructure								
	report to Council in February 2022.								
Project 2									

3.3.3 Encourage recognition of	of the value of natural assets Operating Initiatives
	Public education campaign planned for late
	winter RE plantings around utility lines. Natural
	assets initiatives funded and planned for 2022
	(to be supported by Clean intern if received).

2021-22 Budget - Operating Initiatives - Jan 27, 2022

		Budget	YTD							
	2021 Asset	\$12,000	\$5,214		75%					
1	Management Project	Notes: AIM Network Cohort Program 2.0 began Nov 10,								
		2021 (expected to run Mar. 2022).								
	Accessibility	\$25,000	\$0		25%					
2	Operational Plan	Notes: Initial me	eetings underway	with MoO	C/Lunenburg					
		County Accessi	bility Coordinator (MoC).						
		\$4,000	\$O		25%					
		Notes: Commu	nity Works Prograr	n fundin	ig now					
		anticipated, sta	ff working with NS	CC to ide	entify					
3	Park Cemetery	opportunities w	/ith students. Hirin	g proces	S					
3	Mapping Project	anticipated for	a March start so th	at mapp	ing can be					
		completed in a	completed in advance of foliage which has interfered							
		with GIS capabi	ilities in person.							
		\$31,000	\$3,726		50%					
4	MPS/LUB Update -	Notes: Currently underway with Upland Planning and								
	Year 2	Design.								
		\$30,000	\$O		25%					
5	Housing Strategy	Notes: Outreach begun to other Lunenburg County								
	Development	units concernin	ig possible regiona	lapproa	ch.					
		\$60,000	\$20,335		75%					
		Notes: Water au	udit with Xylem Inc	. comple	eted. Report					
	Mator System	included on No	vember 25 Council	Mtg. age	enda. Staff					
6	Water System	following up on recommendations (identified leaks);								
	Diagnostics	recommendation	ons report anticipa	ted to Co	ouncil by					
		March 2022.								

		¢5,000	¢o							
	Electric Litility Dete	\$5,000	\$0		25%					
7	Electric Utility Rate	Notes: Initial meetings underway with BDR North America Inc. (selected via AREA's request for standing								
	Study		elected via AREA's	request f	or standing					
		offer process).								
	Electric Utility "Grow	\$12,000	\$8,545		25%					
8	the Load" Initiatives		Notes: EV home charger pilot approved July 29, 2021,							
		will be launched Q4 2021-22.								
		\$50,000	\$O		25%					
	Electrical System	Notes: Existing	transformers asses	sed for r	multi-year					
9	Diagnostics	replacement pl	an to meet federal	requirer	ments. RFP					
	Diagnostics	for transformer	replacements und	ler devel	opment.					
		· · · · · · · · · · · · · · · · · · ·	D							
	2021-22 Budg	et - Capital	Projects - Jar	127,20)22					
<u> </u>										
		Town Ge	neral							
		Budaet	YTD							
		Budget \$200,000	YTD \$289,962.00		*					
	Repair/Renovate	\$200,000		prt on pro	oject					
1	Repair/Renovate Town Hall Facility	\$200,000 Notes: Work co	\$289,962.00	•	oject					
1	Repair/Renovate Town Hall Facility	\$200,000 Notes: Work co	\$289,962.00 mpleted; final repo	•	oject					
۱		\$200,000 Notes: Work co provided to Cou	\$289,962.00 mpleted; final repo uncil's Oct 28th me	•						
1		\$200,000 Notes: Work co provided to Cou \$120,000	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00	eting.	50%					
1		\$200,000 Notes: Work co provided to Cou \$120,000 Notes: Cherry La	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree	eeting.	50% leted.					
1		\$200,000 Notes: Work co provided to Cou \$120,000 Notes: Cherry La Funding applica	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co	eeting. et) compl mponent	50% leted. ts submitted					
1	Town Hall Facility	\$200,000 Notes: Work cou provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra	eeting. et) compl mponent affic calm	50% leted. ts submitted ning (speed					
1	Town Hall Facility Transportation	\$200,000 Notes: Work cou provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) comple	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December.	eeting. et) compl mponent affic calm Crossing	50% leted. ts submitted ning (speed us at Kedy's					
1	Town Hall Facility	\$200,000 Notes: Work cou provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) complet Landing, Luthe	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me	eting. et) compl mponent affic calm Crossing edical Cli	50% leted. ts submitted ning (speed gs at Kedy's nic, along					
1	Town Hall Facility Transportation	\$200,000 Notes: Work con provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) complet Landing, Luther with trail crossin	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me ng at Long Hill Roa	eting. et) compl mponent affic calm Crossing edical Cli ad and M	50% leted. ts submitted ning (speed gs at Kedy's nic, along ain Street					
1	Town Hall Facility Transportation	\$200,000 Notes: Work con provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) complet Landing, Luther with trail crossin	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me	eting. et) compl mponent affic calm Crossing edical Cli ad and M	50% leted. ts submitted ning (speed gs at Kedy's nic, along ain Street					
1	Town Hall Facility Transportation	\$200,000 Notes: Work con provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) complet Landing, Luther with trail crossin	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me ng at Long Hill Roa	eting. et) compl mponent affic calm Crossing edical Cli ad and M	50% leted. ts submitted ning (speed gs at Kedy's nic, along ain Street					
1	Town Hall Facility Transportation	\$200,000 Notes: Work cou provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) comple Landing, Luther with trail crossin underway for su	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me ng at Long Hill Roa ubstantial complet	eeting. et) compl mponent affic calm Crossing edical Cli ad and M ion by M	50% leted. ts submitted ning (speed gs at Kedy's nic, along ain Street arch 31st.					
	Town Hall Facility Transportation Project 2021-22	\$200,000 Notes: Work con provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) complet Landing, Luther with trail crossin	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me ng at Long Hill Roa	eeting. et) compl mponent affic calm Crossing edical Cli ad and M ion by M	50% leted. ts submitted ning (speed gs at Kedy's nic, along ain Street					
1	Town Hall Facility Transportation	\$200,000 Notes: Work cou provided to Cou \$120,000 Notes: Cherry La Funding applica / underway. Cla humps) comple Landing, Luther with trail crossin underway for su	\$289,962.00 mpleted; final repo uncil's Oct 28th me \$1,059.00 ane (one-way stree ations for other co irmont/Kinburn tra eted in December. ran Church and Me ng at Long Hill Roa ubstantial complet	eeting. et) compl mponent affic calm Crossing edical Cli ad and M ion by M	50% leted. ts submitted ning (speed gs at Kedy's nic, along ain Street arch 31st.					

			\$10,000	\$0.00	Not Ye	et Beg	un			
	4	Install New Sewer Services (as needed)	Notes: As requi	red.						
ľ		Replace Lift Station	\$12,000	\$0.00	Not Ye	et Beg	un			
	5	Pump (Small Pump)	Notes: Coordina	ated with lift station	n repaii	rs proje	ect.			
ſ			\$349,800	\$4,439.00	Not Y	et Beg	un			
		Sea Level Rise/Storm	Notes: 2020-21 (operating initiatve	for dev	elopm	ent of			
I	6	Protection	educational ma	iterials including 3[D mode	el - sup	porting			
		(Edgewater St.)	Coastal Action	oilot - completed (p	project	websit	te live).			
		Durahasa D\(far	\$30,000	\$0.00	Not Ye	et Beg	un			
	7	Purchase EV for Demonstration	Notes: Report to Council anticipated in Febuary 2							
			\$5,805,686	\$10,362.00			25%			
	8	Solar Garden Development	Notes: ICIP funding contribution agreement signed, work to begin on site Spring 2022. Community Open House took place November 4th, 2021. Solar panels to be delivered to Halifax beginning in January. Update report provided on Council's January 27th meeting agenda.							
	9	Fix/Repair Bayview Cemetery Fence	Beautification a Tender closed N Developments. 2022. Discussion components - e	\$0.00 anticipated under and Streetscaping p Nov 17th, awarded t Completion expec n of potential addit eligible for BSP func tary Committee m	orograr to Cytiz ted by ional p ding - a	m. Req en March roject anticip	31,			

		\$6,000	\$8,687.00		\star				
	Renovate Comfort		on of heaters and	l insulation co	mpleted.				
10	Station for Year	Comfort Stations approved to operate until Christmas							
	Round Use		Report anticipate						
		February 2022.							
		\$10,000	\$0.00	Not Yet Be	gun				
11	Drill Well at VIC (as	Notes: As requir			-				
	needed)	notes. / S requi							
		\$40,000	\$0.00		25%				
12	Lift Station Repairs	Notes: RFP for v	vork under develo	opment with (CBCL				
		Ltd., to be issue	d in early 2022.						
-		\$10,000	\$9,354.00		*				
17	Chood Ciana	, ,	ns installed on Ed	gewater Stree	et and				
13	Speed Signs	Main Street.		5					
				_					
		\$32,000	\$4,985.00		75%				
14	PAA Pilot Project	Notes: Project is in final stages of completion with staff implementing the recommendations of the final							
					าลไ				
			fication of chemic \$180.00	cal building.	75%				
		\$12,000 \$180.00 75% Notes: Cigarette butt recyclers have been installed. 10							
15	Waste Receptacles	Dog Waste receptacles / bag dispensers have been							
		installed.							
		\$20,000	\$0.00	Not Yet Be	ann				
			lub beautificatior						
16	Aquatic Garden	entrance complete; signage to be designed over							
	Entrance	winter. Additional access considerations pending							
		accessibility sta	ndards.						
		\$5,000	\$3,129.00		*				
17	Wharf Repairs (as	Notes: Rockwal	l Repairs & Wheel	Guard install	ed.				
	needed)								
		\$20,000	\$0.00	Not Yet Be	gun				
		Notes: Staff hav	e prepared and s						
18	Bandstand - Phase 3	planned fundin	g applications. If f	funding is obt	ained				
		work could begin Spring 2022 for 2022 season.							

		\$15,000	\$12,335.00	75%		
19	Town Hall Furnishings - Furniture &	· · ·				
		Notes: Furnishings, furniture and equipment installed.				
	Equipment	Staff following up on additional input from Council.				
20		\$50,000	\$5,214.00	25%		
	Home Heating	Notes: Dalhousie modelling report on applicability of				
	Program - Town	ETS / water heating project completed. Staff are				
	Portion	investigating options for a program review with FCM.				
21	Line Replacement - Fairmont to Civic 794	\$448,350	\$0.00	Not Yet Begun		
		Notes: Waiting on ICIP Funding				
	Main					
22	Line Replacement - Cherry Lane to Long	\$1,355,725	\$0.00	Not Yet Begun		
		Notes: Waiting on ICIP Funding				
	Hill Rd.					
			t 0.00			
23	Line Replacement -	\$163,705 \$0.00 Not Yet Begun				
	Main St. West - Civic 5	Notes: Waiting on ICIP Funding				
	to Civic 147					
	Line Replacement - Long Hill Rd. to WTP	\$782,145	\$0.00	Not Yet Begun		
24		Notes: Waiting on ICIP Funding				
25	Line Extension - Main St. East - Civic 932 to	\$132,965	\$0.00	Not Yet Begun		
		Notes: Waiting on ICIP Funding				
	Civic 994					
26	Replace Culverts on Longhill Rd.	\$10,638	\$9,589.00			
		Notes: All culverts and ends installed. Laneway asphalt being installed late November.				

Fire Services								
ı	Build New Fire Station	\$3,052,000	\$1,778,675.00		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/March 2022.						
		-						
-	New Digital Radio's and Pagers	\$12,500	\$0.00	rod Sho	75%			
2		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		75%			
		Notes: iPads ha	ve been ordered th	nrough B	ell. Should			
		be arriving shortly.						
5	New Bunker Gear	\$15,600	\$15,883.00		25%			
		Notes: New boots have been ordered to replace						
		expired gear. More gear will be ordered in the coming						
	BA Face Masks with Glasses	\$5,000	\$2,828.00		75%			
6		Notes: Masks and glasses interest have been ordered.						
Water Utility								
	Connection of New Water Services	\$5,000	\$0.00	Not Yet	Begun			
1		Notes: As required.						
		\$5,000	\$0.00	Not Yet	Begun			
2	2 Replace Hydrants as Needed Notes: As required.							
	Install Water Meters	\$3,000	\$0.00	Not Yet	Begun			
3	as Required	Notes: As required.						
	Install Corrosion	\$10,000	\$0.00	Not Yet	Begun			
4	Coating in Chemical Room	Notes:						

		\$13,000	\$9,014.29		25%
5	Deadend Flushings - System Extremities	Notes: EQ received, will be installed in Spring 2022.			
	Install Security	\$4,000	\$0.00	Not Ye	et Begun
6	Cameras	Notes:			
	Install Level Control	\$2,500	\$0.00	Not Ye	et Begun
7	Valves	Notes:			
	Flow Meter at Water	\$3,000	\$716.13	Not Ye	et Begun
8	Treatment Plant	Notes:			
		\$5,000	\$0.00	Not Ye	t Begun
9	Rebuild Pump #1	Notes:			
	Repair Roof on Old Water Pump House	\$4,500	\$0.00		et Begun
10		Notes: All quotes have been gathered. Approval			
_		pending.	\$0.00	Not Vo	
11	Exterior Walls at	\$15,000 \$0.00 Not Yet Begun Notes: All quotes have been gathered. Approval			
	11Water TreatmentNotes: All quotes have been gatherePlantpending.				
	Replace Compressor	\$9,500	\$0.00		et Begun
12	at Water Treatment Plant	Notes: All quotes have been gathered. Approval pending.			
	Line Replacement -	\$448,350	\$1,223.00	Not Ye	t Begun
13	Fairmont to Civic 794 Main	4 Notes: Waiting on ICIP Funding			
	Line Replacement -	\$1,355,725	\$3,105.12	Not Ye	et Begun
14	Cherry Lane to Long Hill Rd.	Notes: Waiting	on ICIP Funding		
	Line Replacement -	\$163,705	\$2,424.00	Not Ye	t Begun
15	Main St. West - Civic 5 to Civic 147	5 Notes: Waiting on ICIP Funding			

16	Line Replacement - Long Hill to Water Treatment Plant		\$1,604.44 on ICIP Funding	Not Yet Begun	
17	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965 \$1,441.00 Not Yet Begun Notes: Waiting on ICIP Funding			
18	Service Extensions - Fairmont St.	\$100,000 Notes: Staff rep	\$0.00 orts to be presente	Not Yet Begun ed to Council.	
		Electric L	Jtility		
1	Pole / Line Replacement as Required	\$25,000 Notes: As requir	\$1,380.00 red.	25%	
2	New Lines from Longhill to Blockhouse	\$60,000 \$59,375.35 * * * * * * Notes: Work completed in November with Himmelman Utility Consulting.			
3	Pad Mount Transformers	\$100,000 \$0.00 10 10 10 10			
4	Replacement of Edgewater Street Lamps	\$20,000 Notes: Funding	\$0.00 application submi	Not Yet Begun itted.	
5	New Digital Meters (As Needed)	\$11,000 Notes: As requir	\$0.00 red.	Not Yet Begun	
6	Home Heating Program (Utility Portion)	\$50,000 Notes: See note	\$0.00 above (Town Port	Not Yet Begun ion).	
7	New Transformers (As Needed)	\$35,000 Notes: As requir	\$0.00 red.	Not Yet Begun	



Town of Mahone Bay Public Engagement Plan Template

Presented to Council: January 27, 2022

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- o Timely;

- Accessible;
- Transparent;
 - Appropriately scaled;

NATURE OF ENGAGEMENT

• Matter for which public engagement is being sought:

Annual Review of the Town of Mahone Bay Strategic Plan 2021-2025

• How input will be used:

Input from the public will be taken into consideration by Council when conducting their annual review of the Strategic Plan.

• Identified stakeholders:

Taxpayers of the Town of Mahone Bay, residents of the Town of Mahone Bay, utility customers, public members of Town committees, staff, and MBTCC

Impact of the matter on stakeholders:

The Strategic Plan review has the potential to impact tax rates, priority setting of capital projects, utility rates, by-law and policy direction, and the feeling of community direction and priority in Mahone Bay.

• Timeline for engagement / decision:

Engagement to take place starting at the end of January and submissions to be received by February 14, 2022, a hearing-style session will be held on February 15th, and a report to be presented to Council at the February 24, 2022 regular Council meeting.

• What information is required to participate and where is it available: Information will be shared via the Town website, facebook, the Mayor's Newsletter, posters in Town, and the *Community Notices from the Town*, and *Messages from Town Council* message boards on the Town's mass notification system (CodeRED).

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

Due to the high case counts and public health directives to urge caution, engagement will be held by inviting comments to be submitted, via email or paper write-in, and a public session to receive comments will be held using the Town's electronic meeting platform.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:



Notes: <u>A public hearing style session will be held for</u> <u>members of the public to submit their comments for Council</u> <u>consideration</u>

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

Notes: <u>no – due to pandemic precautions</u>

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

Notes:

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

Notes: _Written submissions will be received via email, mail, or in-person

Engagement by representation including the appointment of members of the public to Town committees; **Notes:** <u>Notices will be forwarded to public members of Town</u> <u>committees</u>

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

Notes: <u>Information on the Strategic Plan, and the ways in</u> which to participate in the public engagement will be shared via the Town's website and facebook, and the Town's mass notification system (CodeRED); a notice of the public session will be run in the local paper_____

Other:

Notes: _____

REQUIRED RESOURCES

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

The Strategic Plan and the Strategic Plan Reporting will be posted on the Town website, with social media links to the location on the website, and information shared will advise that printed copies are available by request or at Town Hall.

• Required resources and costs:

Use of the Town's existing information-sharing media, the Town's online survey tool, the Town's mass communication network, the Town's online meeting platform, and an estimated 20 hours of staff time.



Town of Mahone Bay Public Engagement Plan Template

Presented to Council: January 27, 2022

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;

- o Accessible; o Transparent;
 - Appropriately scaled;

NATURE OF ENGAGEMENT

 Matter for which public engagement is being sought: 2022 Municipal Boundary Review

How input will be used:

Input from the public will be taken into consideration by Council when making their recommendation to the Nova Scotia Utility and Review Board.

• Identified stakeholders:

Taxpayers of the Town of Mahone Bay, Mahone Bay electorate.

Impact of the matter on stakeholders:

Structure of governance in Mahone Bay, public expenditure, composition of local government in Mahone Bay

• Timeline for engagement / decision:

February 2022 – May 2022

NB: The Nova Scotia Utility and Review Board will conduct a public hearing after the Town's public engagement process is completed and that is a separate opportunity from that which is outlined in this document.

• What information is required to participate and where is it available:

Information on what the 2022 Municipal Boundary Review is and the potential impacts on the governance of the Town of Mahone Bay, information on the public engagement process, both that of the Town and the NSUARB, and information on how public comments will be received and used.

This information will be housed on our website, included in the Mayor's newsletter as a regular monthly feature, and notices on social media, the Town's mass notification system (Community Message Boards: Notices from Council, and Community Notices from the Town) and posted notices in Town will refer members of the public to where the information is housed on the Town's website, with the option to contact staff for more information about the process and to share comments.

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

The public health directives surrounding the ongoing pandemic are a factor in planning this engagement process and staff will be mindful of trends when setting up the various aspects of this process, including potential in-person discussions, the possibility of an in-person community discussion, and other factors which may arise in response to directives from Provincial Health authorities.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

Public hearing;

Notes: <u>no – a formal public hearing is part of the NSUARB</u> process, and not anticipated as a part of this process.

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

Notes: _Staff will plan a public discussion meeting held in May, but will be prepared to host a session virtually if required at the time due to pandemic safety guidelines.

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

Notes: _An online survey tool will be used to gather response from residents in the lead-up to the community discussion,

and residents will also have the opportunity to submit comments electronically; staff will monitor the public health guidelines to determine if the final public session will need to be held online.

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

Notes: <u>Printed notices to be sent via Canada Post; written</u> <u>submissions will be accepted via paper (mail or drop-off) and</u> <u>email</u>

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

Notes: _____

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

Notes: _Information about the Municipal Boundary Review process as well as the opportunities to submit comments will be shared via the Town's website and facebook, and the Town's mass notification system (CodeRED) ____

Other:

Notes: _____

REQUIRED RESOURCES

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

Information about the Municipal Boundary Review process and goals will be posted on the Town's website and communicated directly to members of the public via a regular monthly feature in the Mayor's newsletter. Social media and printed posters will refer members of the public to the information on the website or how to receive paper copies of the information.

Information on how to submit comments and ask questions will be shared by the same means.

• Required resources and costs:

Use of the Town's existing information-sharing media, the Town's online survey tool, the Town's mass communication network, the Town's online meeting platform, and an estimated 40 hours of staff time. A series of printed posters, as well as a printed engagement form will be mailed to all members of the community staff expect that these will be able to be prepared in-house.



MEMORANDUM

TO:	Council
FROM:	Maureen Hughes, Town Clerk & Deputy CAO
DATE:	January 27, 2022
RE:	Appointment of Fire Inspector

The Town of Mahone Bay has been advised by the Municipality of Chester that they have hired a new Level 1 Building Official, Jim Holt.

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. Holt as a Building Inspector. This appointment at Council then allows staff to pursue the necessary steps to ensure that Mr. Holt will be able to perform building inspections in the Town of Mahone Bay.

It is therefore recommended that at the January 27, 2022 meeting of Council that the following motion be approved:

THAT Jim Holt be appointed as a Building Inspector for the Town of Mahone Bay effective January 27, 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: Solar Garden Project Update January 27th, 2022

General Overview:

The purpose of this report is to provide Council with an update on the status of the Community Solar Garden project.

Background:

The Alternative Resource Energy Authority (AREA) received Low Carbon Communities funding to research the community solar garden project in 2019. On behalf of Mahone Bay, Berwick, and Antigonish, AREA applied for funding for three Community Solar Projects. In July 2021 the federal and provincial funding was announced for all three of the Towns' solar garden projects. AREA is serving as the general contractor for the projects.

On March 27th, 2021 the Town Council approved the adoption of a Greenhouse Gas Reduction Action Plan, which can be viewed on the Town's website. The installation of a community solar garden was recommended as Action per #5 of the GHG Reduction Action Plan. The Community Solar Garden will be built at the Mahone Bay wastewater treatment facility site, located at 918 Main St. A site plan is shown in Appendix A.

Analysis:

Community Open House

The Town of Mahone Bay in coordination with AREA held an open house on the Community Solar Garden on November 4th 2021. Approximately 100 people attended the open house. Of the three open house events, it was the most well attended Community Solar Garden open house. Feedback was positive, and residents of Mahone Bay were curious and enthusiastic about the project. Common conversations revolved around the price of a subscription, the timeline, and the location.

Subscription Model

AREA has been reviewing existing models for subscriptions and solar gardens throughout Canada and the United States. Mahone Bay Electric Utility customers will be encouraged to participate in the Community Solar Garden, while the Town maintains ownership. AREA will recommend a subscription model to Council.

Current Status and Timeline

Preparations for the Community Solar Garden are well underway. The majority of the solar photovoltaic (PV) panels for the Mahone Bay Community Solar Garden arrived in Halifax January 20th, 2022 and have cleared customs. The remaining container of solar PV panels are scheduled to arrive in February. The panels will be stored offsite in a secure warehouse for up to 10 months, when they will be transported to the construction site.



First shipment of solar panels arriving in Halifax

Design optimization and preliminary engineering studies are also currently taking place. These are scheduled to be completed by GP Joule in March, 2022. Light site preparation work will be completed this winter. This will include survey work, tree clearing and pile foundation testing. Strum Engineering Associates Ltd. is completing a site survey, which is expected to be complete by Jan. 26th, 2022. Once the survey is complete, GP Joule will begin the initial site clearing. The construction phase of the project is slated to begin in March 2022 and is expected to last approximately 12-18 months. Construction is scheduled to be complete by the fall of 2023 (Appendix B).

Service Corridor

A service corridor must be established for transmission of electricity from the solar garden to the substation on School Street; this would consist of transmission lines and poles along with a service road which staff would use to access the lines. Three options are being considered for the service corridor from the intersection of Pine Grove Street and Fauxburg Road to the site. An approximation of these service corridor routes is shown in Appendix C.

Service corridor A is the most direct route to the Community Solar Garden site, however use of this land will require the Town to obtain easements or direct title to intervening properties. Service corridor B and C have been developed by Staff as alternative service corridor routes, following discussions with impacted property owners.

Wetland delineation work performed by Hemmera Envirochem Inc. has determined that service corridor B would result in increased costs and environmental damage due to the added length and the increased presence of wetland habitat along the route (presented in Appendix D and E with corridor A described as Route 1 and corridors B and C – which would follow much the same route - described as Route 2). Service corridor C would additionally require staff to seek approval from the Department of Lands and Forestry for the use of the land along the rails to trails. Initial cost estimates show corridors B and C would likely cost approximately \$250,000 more than corridor A, all things considered.

Staff recommend confirming service corridor A due to lower environmental impacts. Council's confirmation will enable staff to move ahead with final designs and cost estimates for the service corridor, as well as to communicate to impacted property owners – who have previously been advised of the Town's plans in the regard and have had discussions with staff concerning the potential acquisition of lands by the Town – as to next steps to be taken by the Town including potential expropriation of necessary lands for the service corridor (the expropriation process is straight-forward and ensures fair compensation to property owners).

Strum Consulting is currently completing design work preparing for powerline upgrades and installation necessary for the Community Solar Garden. This includes preparing to install the new powerline along the service corridor route. If a service corridor route is not approved by February 2022, Strum will have to pause their preparations, which could cause a delay in the construction timeline.

Financial Analysis:

On November 12th, 2021 Council voted to have the Town of Mahone Bay's representatives to the AREA Board sign the contribution agreement with the Province for the solar garden project. 73% of the funding for this project is provided from federal and provincial sources. The Town is expected to contribute the final 27% of the funding for the project. The estimated total cost of the project is \$5,805,686, which includes a healthy 20% contingency fund. When complete, the Community Solar Garden will supply the Town with cost effective, sustainable energy at a lower rate then the utility could purchase from the market.

Climate Analysis:

Electricity has been identified as the largest contributor of greenhouse gases in Mahone Bay. Increasing our supply of municipally owned renewable energy is an integral part of the Town's Greenhouse Gas Reduction Action Plan. Action #5 of the GHG Reduction Action Plan notes that the target for the Town is to have the Mahone Bay's grid electricity produced by 100% renewable by 2030. Ellershouse windfarm already supplies approximately 40% of the energy for the Town, and once completed the Community Solar Garden will produce up to 18% of Mahone Bay's energy.

Links to Strategic Plan:

3. Environmental Leadership:

- 3.1 Reduce Community Greenhouse Gas Emissions
- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

THAT Council approves service corridor route A for the Community Solar Garden and that staff be directed to write to impacted property owners providing the rationale for this decision and the steps to be followed by the Town for acquisition of the necessary lands.

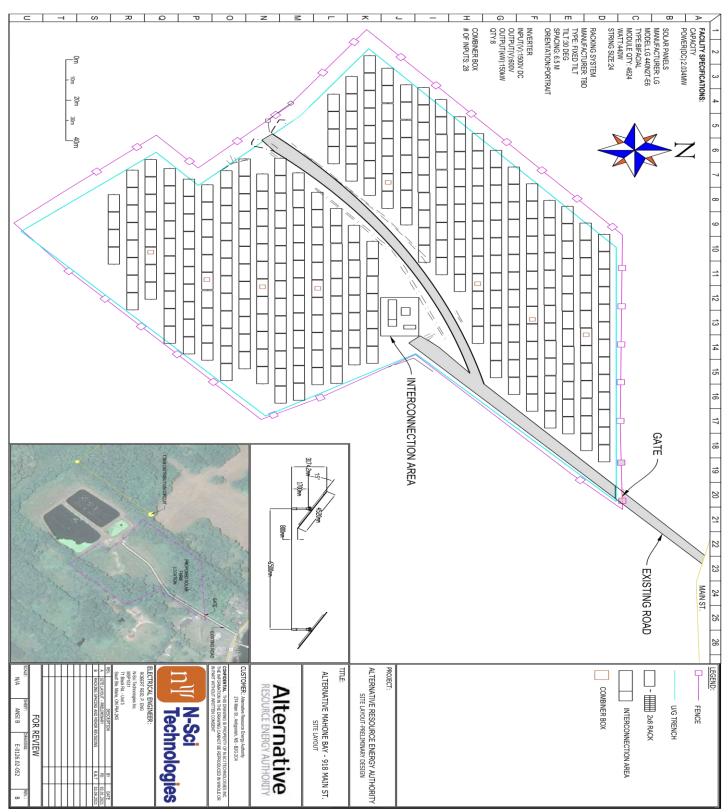
Attached for Council Review:

Appendices A-E

Respectfully submitted,

Mattuffer

Martha Horsman Climate and Energy Program Manager



Appendix A: Community Solar Garden Site Plan

Appendix B: Mahone Bay Community Solar Garden Timeline

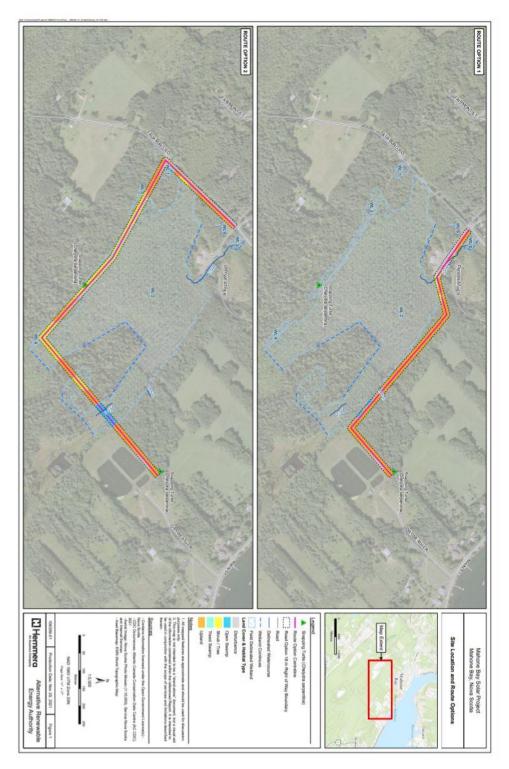
Schedule

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 2022

LNTP Engineering & Testing			
Jan. – Mar 2022			
Construction Contract Mar 2022			
Module Delivery Jan. – Mar 2022			
	Construction		
	Apr. 2022 – Oct. 2023		
Ambassadors			
Apr. – Jun. 2022			
	Digital Marketing		
	Jan. 2022 - Ongoing		
		Alternative Resource Energy Authority	1
		Mahone Bay Schedule - Jan. 2022	

Appendix C: Proposed Service Corridor Routes





Appendix D: Hemmera Wetland Delineation

Route Option	Wetland ID	Wetland Size (ha)	Area of Wetland within Easement (ha)	Approximate Compensatior Cost Estimate
Route 1	WL2	13.88	0.13	\$8,982
Route 1	WL5	0.10	<0.01	\$201
	Route 1 Total	0.13	\$9,183	
	WL1	0.11	0.04	\$3,046
	WL2	13.88	0.50	\$34,866
Route 2	WL3	0.48	0.31	\$21,835
	WL4	0.10	0.06	\$3,935
Route 2 Total			0.91	\$63,682

Appendix E: Hemmera Wetland and Habitat Comparison

Route Option	Forest Type ^(a)	Area (ha)
	Upland	1.26
Davita 4	Treed/Shrub Swamp	0.09
Route 1	Open Swamp	0.03
	Total	1.38
	Upland	1.04
	Treed Swamp	0.03
Route 2	Treed/Shrub Swamp	0.91
	Open Swamp	0.14
	Total	2.51

(a) Upland Forest Type included SP3 (Red Pine, White Pine) and SP9 (Red Oak) forest types.

Town of Mahone Bay January 20th, 2022 Asset Management Committee Meeting



The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, January 20th, 2022 at 12:00 p.m. via videoconference.

Present:

Mayor D. Devenne CAO D. Heide Manager of Finance L. Wentzell Manager of Public Works & Transportation J. Uhlman Climate & Energy Coordinator M. Horsman B. Lewis D. Waterfield A. St Onge Councilor R. Nowe

Absent:

P. Sharp Deputy Mayor F. Kangata (Regrets)

Gallery: NONE

Approval of Agenda

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

Approval of Minutes

A motion by Councilor R. Nowe, seconded by, D. Waterfield **"THAT the minutes of the December 16th, 2021 Asset Management Committee be approved as presented."** Motion carried.

AIM Network 2.0 Cohort Program Update

CAO D. Heide presented the proposed amendments to the Asset Management Policy as identified by the Committee at the December 16th meeting. Committee members discussed the updates and the content of the draft Policy.

A motion by D. Waterfield and seconded by A. St Onge **"THAT the** Committee recommend to Council that the Asset Management Policy be amended as presented." Motion carried.

Discussion then turned to the continued review and updating of the level of service spreadsheet to support Cohort 2.0 participation.

Training Opportunities

Committee members were encouraged to participate in upcoming AIM Cohort 2.0 sessions

Next Meeting Date

The next meeting is scheduled for February 17th, 2022 at 12:00 PM

Committee Membership

It was discussed that there is currently one position available on the Asset Management Committee.

The meeting adjourned upon motion at 2:00 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Committee Secretary, Luke Wentzell



Town of Mahone Bay Asset Management Policy

1.0 Purpose

In accordance with Council decision-making this asset management policy provides direction for implementing of organization-wide Asset Management processes for the Town of Mahone Bay<mark>. Strategic plans, budgets, service levels and risks will be considered</mark> to ensure public assets are managed in a proactive and sustainable manner for current and future generations.

2.0 Strategic Alignment

The principles in this asset management policy and our asset management planning will align with our Strategic Plan; Municipal Planning Strategy; Integrated Community Sustainability Plan; Municipal Climate Change Action Plan; Community Greenhouse Gas Reduction Action Plan; Harbour Flood Prevention and Shoreline Enhancement Plan; and any other such plans that are adopted by Council.

3.0 Scope

This policy applies to assets owned and managed by the Town of Mahone Bay including:

- Electrical generation & distribution system;
- Water treatment & distribution system;
- Wastewater collection & treatment system;
- Stormwater drainage systems;
- Buildings and facilities including those leased by the Town to thirdparties;
- Transportation systems including streets and sidewalks;
- Recreational facilities, trails, green spaces and cemeteries;
- Equipment & Vehicles including Fire Department; and
- Natural infrastructure.

This policy does not apply to:

- Assets belonging to third-parties used in the delivery of Town services under contract with the Town (RCMP, etc.); or,
- Assets owned by intermunicipal corporations to which the Town is a member (MJSB, AREA, etc.).

4.0 Guiding Principles

4.1 Future service levels will be determined in consultation with the community; a transparent and responsive process will inform level of service objectives that balance community expectations and regulatory requirements with risk, affordability and available resources.

4.2 The Town will implement systematic asset management processes and appropriate asset management best-practices across all Departments and take into account their inter-relationships. Processes will specifically acknowledge and account for interconnections between Land Use Planning and management of Town assets.

4.3 Our asset management decision-making will consider:

- i. The needs of both current and future generations and potential challenges associated with changing community demographics and expectations related to service delivery;
- ii. The potential impacts of climate change and how the frequency and severity of climactic events may directly affect levels of service; and
- iii. The possibilities to reduce community greenhouse gas emissions through asset management decisions; and,
- iv. The socio-cultural, environmental, and economic factors and implications when making and implementing asset management decisions.

4.4 Future life cycle costs including disposal will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets; funding requirements and reserve policies will be integrated with asset management planning.

4.5 The Town recognizes the value of asset management planning in improving information for decision-making and commits to implementing asset management processes. The Town commits to the integration of asset management systems and community engagement.

5.0 Roles and Responsibilities

Town Council is responsible for adopting the Asset Management Policy and related policies for ensuring that sufficient resources are applied to manage the Town's assets.

The Chief Administrative Officer is responsible for leading the implementation of the Asset Management Policy and related policies across all Town departments.

Department Managers are responsible for leading the adoption of the Asset Management Policy and related policies within their departments and for allocating appropriate resources to its implementation and associated requirements.

Town Staff are responsible for observing the requirements of the Asset Management Policy and related policies and for participating in such Asset Management initiatives as may be pursued by the Town.

6.0 Review

The Asset Management Policy will be reviewed annually prior to the end of the fiscal year.



A meeting of the Audit & Finance Committee for the Town of Mahone Bay was held on Thursday, July 22, 2021 at 7:00 p.m. via video conferencing.

Present:

Mayor D. Devenne (Chair) Councillor A. Burdick Councillor J. Feeney Councillor K. Wilson B. Lewis D. Haley CAO D. Heide (Secretary) Manager of Finance L. Wentzell

<u>Absent</u>: Deputy Mayor F. Kangata (with regrets) Councillor P. Carver (with regrets) Councillor R. Nowe (with regrets)

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.

Call to Order

The meeting was called to order at 7:03 p.m.

1. Approval of Agenda

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

2. Approval of Minutes – January 21, 2021

A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT the minutes of the January 21, 2021 meeting be approved as presented."** Motion carried.

<u>– February 10, 2021</u>

A motion by Councillor Feeney, seconded by D. Haley, **"THAT the** minutes of the February 10, 2021 meeting be approved as presented." Motion carried.

<u>– February 23, 2021</u>

A motion by Councillor Feeney, seconded by B. Lewis, **"THAT the minutes of the February 23, 2021 meeting be approved as amended to reflect the attendance of Aaron Long and Sean Fleming (AREA) as guests."** Motion carried.

3. Review of Q1 Statements (Town, Water, and Electric)

Manager of Finance Luke Wentzell presented Q1 2021-22 financial reports for Town General, Water Utility and Electric Utility. Members discussed the timing of committee meetings and agreed it would be valuable to schedule quarterly meetings in 2022, timed to review each quarter's financial reports.

4. Discussion on Future Reporting Goals

Opportunities to improve reporting through the use of software tools were discussed.

A motion by D. Haley, seconded by B. Lewis, **"THAT the Committee recommend to Council that staff be directed to reach out to Procom to arrange a demonstration for the Audit & Finance Committee of Townsuite programs** which may be relevant to the Town's operation." Motion carried

5. 2020-21 Audit Status

Finance manager updated committee members on preparations for the 2020-21 audit which gets underway July 26, 2021 and advised that the delay on the preparation of MJSB statements may impact the timing for the Town's statements as well. Members agreed it would be desirable to include ample time to review the draft statements in September prior to the meeting scheduled for their recommendation to Council.

6. Training for Committee Members

Audit Committee training is on its way, Luke Wentzell reported receiving the link and will send it out to members as soon as possible.

8. Adjournment

A motion by Councillor Wilson, seconded by B. Lewis, **"THAT the meeting be adjourned."** Motion carried

The meeting was adjourned on motion at 8:24 PM.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor D. Devenne

Dylan Heide, Committee Secretary



Lunenburg County Seniors' Safety Program Monthly Report - December 2021

Report prepared: January 17, 2022

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

Nature of Referrals	December	Service in Municipal Units	December
Supports needed	76	MODC	29%
Reported elder abuse	25	MODL	30%
Driving decisions/transportation	5	Mahone Bay	4%
Personal safety	12	Lunenburg	5%
Health & wellness	60	Bridgewater	31%
Supports needed – hoarding	9	Other/Unknown	1%
Precarious housing concerns	47	Data to Date	December
Assistance with forms/applications	19	Total # of clients	98
Financial management/hardship	14	# of new referrals	44
Reported scams/fraud	4	# of clients receiving service	79
Housing repair	5	# of home visits/door step visits	53
Reported domestic violence risk	4	# of closed files	41
Legal issues	7		
Equipment needs	4		
Need of financial trustee	3		
Social isolation and loneliness	4		

LCSSP UPDATES:

- Community outreach projects: Santa's for South Shore Seniors, Santa's for Seniors, Flourish Centre Giving Tree and Mama Pita Bears. Thank you to everyone who participated in these heart-filled programs.
- LCSSP P2P Digital Literacy for Lunenburg County, New Horizons grant project ongoing.
- Seniors' Legal Navigator Phase 2, Law Foundation of NS grant application has been submitted for consideration.
- LCSSP: Home Management Navigator, Age-Friendly Communities Grant application has been submitted for consideration.
- The LCSSP will see a staff reduction in January 2022 as we no longer have funding for part-time Coordinator hours. This change may impact service availability and response times. We ask for your patience and understanding as we continue to strive for funding.

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. Precarious housing, medication and transportation costs were supported during this period of reporting (\$320). A generous donation of \$1,000 has been received from Earth Angels. The December 30th, 2021 balance is: \$1,154.68.

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















Municipality of the District of Lunenburg

Minutes of a Meeting of the REMO Advisory Committee Via Tele/Video Conference Monday, September 20, 2021 – 1:30 p.m.

Attendance:

Municipality of the District of Chester Warden Allen Webber Deputy Warden Floyd Shatford, Vice-Chair Tara Maguire, Deputy Chief Administrative Officer Municipality of the District of Lunenburg Mayor Carolyn Bolivar-Getson Deputy Mayor Martin Bell Tom MacEwan, Chief Administrative Officer Alex Dumaresq, Deputy Chief Administrative Officer Rachel Hiltz, AEC Chris Kennedy, Fire Services Coordinator Town of Bridgewater Mayor David Mitchell Councillor Wayne Thorburne Tammy Crowder, Chief Administrative Officer Town of Lunenburg **Deputy Mayor Peter Mosher** Bea Renton, Chief Administrative Officer Town of Mahone Bay Mayor David Devenne, Chair

Dylan Heide, Chief Administrative Officer

Regrets

Councillor Michelle Greek, Municipality of the District of Lunenburg Mayor Matt Risser, Town of Lunenburg Councillor Richard Nowe, Town of Mahone Bay Councillor Penny Carver, Town of Mahone Bay Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester Deputy Mayor Andrew Tanner, Town of Bridgewater Councillor Susan Sanford, Town of Lunenburg

NS EMO

Rhonda Matthews, Emergency Management Preparedness Officer

Staff

Angela Henhoeffer, REMO Coordinator Joanne Powers, Executive Assistant

1. CALL TO ORDER

Deputy Warden Shatford called the meeting to order at 1:30 p.m.

2. APPROVAL OF AGENDA – ADDED ITEMS

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

3. APPROVAL OF MINUTES – July 19, 2021

Moved by Deputy Mayor Bell, seconded by Warden Webber that the Minutes of July 19, 2021, REMO Advisory Committee meeting be approved as circulated. Motion carried.

4. BUSINESS ARISING FROM MINUTES

4.1 Emergency Management By-laws as Part of the Emergency Management Municipal Evaluation

Ms. Henhoeffer advised that the Town of Lunenburg, the Town of Mahone Bay, and the Municipality of the District of Lunenburg Council's have passed the updated version of the Regional Emergency Management By-law. The Municipality of District of Chester and the Town of Bridgewater Councils have yet to pass the new by-law.

5. NEW BUSINESS

5.1 REMO Website Launch and Presentation

Ms. Henhoeffer provided a presentation of the new REMO website (<u>www.LunenburgREMO.ca</u>). She noted that in the case of an emergency, the landing page would change in appearance. The images would be transparent with red over top and would say "emergency update". When clicked, that would lead to a page where all the updates were provided. In addition, a button would appear on every page that would also say "emergency update".

The toolbar at the top of the landing page is broken into categories based on the pillars of emergency management: mitigation, preparedness, response, and recovery. There is also a resource category. Ms. Henhoeffer reviewed what topics were covered under each of the categories.

Ms. Henhoeffer emphasized the importance of the Comfort Centre and Emergency Shelters page under the Response Category. It explains what a Comfort Centre is as well as the difference between it and an Emergency Shelter. The page includes an interactive map that shows the location of the Comfort Centres and the Emergency Shelter.

There is a new Facebook page under "LunenburgREMO".

6. NS EMO UPDATES

Ms. Matthews had no update from the Province.

7. REMO COORDINATOR UPDATES

Ms. Henhoeffer reported the following:

- 1. Three quotes have been received for Comfort Centre signs. Once it is finalized the Comfort Centres will be given the choice of a single or double-sided sign.
- 2. Thank You Certificates went out to everyone who volunteered at the Pop-Up COVID Testing sites.
- 3. Presentation/topic for next month.

8. ADDED ITEMS

- 9. NEXT MEETING Monday, November 15, 2021 1:30 p.m.
- 10. ADJOURNMENT

There being no further business at 2:00 p.m., it was moved by Mayor Mitchell, seconded Mayor Bolivar-Getson that the meeting adjourn. Motion carried.