



TOWN COUNCIL AGENDA

February 24, 2022

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 February 8, 2022 – Regular Meeting

2.2 February 15, 2022 – Special Meeting

3 Presentations

4 Correspondence – Action Items

4.1 George Anderson, Mahone Bay Chamber of Commerce – Appointment of a Council member to liaise with the Chamber.

4.2 Heidi Walsh Sampson – Town Mahone Bay Solar Garden Project

4.3 Peter Julian, MP – Request to for support of Bill C-229

5 Correspondence – Information Items

5.1 Christopher McCreery, NS Protocol Office – Order of Nova Scotia

5.2 NSFAM – Monday Memo – February 7, 2022

5.3 NSFAM – Monday Memo – February 14, 2022

5.4 NSFAM – Government Seeks Feedback on 20 Agencies, Boards, and Crown Corporations

5.5 Mayor Matt Risser, Town of Lunenburg – Anti-Racism Regional Approach

6 Staff Reports

6.1 Staff Report to Council February 24, 2022

6.2 Staff Report – Jubilee Park Pond

6.3 Staff Report – Correspondence: Town of Mahone Bay Solar Garden Project

6.4 Staff Report – 2022-23 ICIP Application

6.5 Staff Report – 2022-23 Budget Meeting Schedule

7 Council Items

8 Committee Reports

8.1 Hearing – Registration of 493 Main Street as a Municipal Heritage Property

a. Statement of Significance – 493 Main Street

8.2 Heritage Advisory Committee – February 9, 2022 – Draft minutes

8.3 Asset Management Committee – February 17, 2022 – Draft Minutes

8.4 Audit and Finance Committee – February 17, 2022 – Draft Minutes

8.5 SSHAC – December 1, 2021 – Minutes

8.6 Lunenburg County Seniors' Safety Program – 2021 Annual Report

8.7 Lunenburg County Seniors' Safety Program – January 2021 Report

9 New Business

10 Closed Session

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

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, February 8, 2022 at 7:00 p.m. broadcast via YouTube live.

Present:

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

Absent:

CAO, D. Heide (regrets)

Gallery: online

Land Acknowledgement

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

1. Agenda

A motion by Councillor Burdick, seconded by Councillor Feeney, **“THAT the agenda be approved as amended to include the addition of a closed session to discuss contract negotiations.”**
Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT the minutes of the January 24, 2022 special meeting of Council be approved as presented.”**
Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the minutes of the January 25, 2022 special meeting of Council be approved as presented.”**
Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT the minutes of the January 27, 2022 regular meeting of Council be approved as presented.”**

Motion carried.

3. Presentations

No presentations.

4. Correspondence – Action

4.1 Avery Bain, Dynamite Trail Association – Signage Request

The Deputy CAO informed council that there is already a plan to install this type of signage.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, **“THAT Council direct staff to respond to the letter from Dynamite Trail Association to inform them that there is a plan in place to install signs as requested and that signage will be placed at all crossing locations.”**

Motion carried.

4.2 Alex Dumaresq, MODL – 2022/23 REMO Operating Budget

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council approve the REMO Budget for the fiscal year 2022/23 in the amount of \$146,3000 with the Town of Mahone Bay’s share being \$3,686.60.”**

Motion carried.

4.3 Janice Wentzell, AMANS – Municipal Engagement Sessions Anti-Racism Legislation.

4.4 Hon. John A. Lohr, Department of Municipal Affairs and Housing – Call for Applications.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, **“THAT Council direct staff to prepare a staff report about the proposed application.”**

Motion carried.

5. Correspondence – Information Items

5.1 NSFM – Monday Memo – January 25, 2022.

5.2 NOW Lunenburg County – NOW and THEN.

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT council direct staff to write a letter to Elspeth McLean-Wile of NOW Lunenburg County to congratulate them on their work and accomplishments.”**

Motion carried.

- 5.3 Hon. Bradley Johns, Minister of Justice and Attorney General – Accessibility Act.
5.4 Connor Veinot, MB Fire Department – MBDFD Elected Officers 2022
5.5 NSFM – Monday Memo – January 31, 2022.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, “THAT items 5.1 to 5.5 be received and filed.” Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for February 8, 2022.

6.2 ACCESS-Ability Application

Council received a staff report which provided a recommendation concerning application to the 2022 Community ACCESS-Ability Program from the Provincial Department of Communities, Culture, and Heritage.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council direct staff to apply to the Provincial Community ACCESS-Ability Program for funding to support accessibility improvements to the Aquatic Gardens Park, Sports Field, and Ballfield.”** Motion carried.

6.3 Communities on the Move Application

Council received a staff report with an overview of the Provincial Communities on the Move Pilot and to outline how Mahone Bay could benefit from this program.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council direct staff to apply for the Communities on the Move Pilot Program with the intention of supporting the salary cost of a term employee.”** Motion carried.

6.4 Temporary Borrowing Resolution Renewal (Solar Garden)

Council a staff report with a summary of the requirements to renew the Temporary Borrowing Resolution for the Solar Garden beyond a 12-month period.

A motion by Councillor Feeney, seconded by Councillor Wilson:

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Mahone Bay subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute; and,

WHEREAS clause 66(4)(b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Mahone Bay borrow a sum or sums not exceeding Two Million Seven Hundred Thousand Dollars (\$2,700,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Mahone Bay to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Two Million Seven Hundred Thousand Dollars (\$2,700,000) in total from any chartered bank or trust company doing business Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council table this motion.”** **Motion carried.**

7. Council Items

7.1 Federal Government's Ghost Gear Fund

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council direct staff to send the letter included in the meeting package, including optional suggested paragraph, to Honourable Joyce Murray, Minister of Federal Fisheries, requesting the extension of the Ghost Gear Fund program until at least 2027.”**

Motion carried.

7.2 Snow Clearing

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council direct staff to prepare a report for Council’s February 24, 2022 Council meeting concerning the clearing of snow on Jubilee Park Pond.”** **Motion carried.**

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council direct staff to prepare a report for Council’s February 24, 2022 Council meeting concerning the clearing of snow around fire hydrants.”** **Motion carried.**

7.3 Budget Parameters

Councillor Wilson discussed what information can be provided to the staff who will be arranging 2022/23 budget documents to set budget parameters. It was agreed that the previously scheduled March 29, 2022 budget meeting would be allotted for discussion about expectations for the 2022/23 budget process.

8. Committee Reports

8.1 Audit and Finance Committee

Council received the draft minutes of the January 27, 2022 meeting of the Audit and Finance Committee.

8.2 Police Advisory Board

Council received the draft minutes of the January 27, 2022 meeting of the Police Advisory Board, as well as the RCMP Quarterly Report from September – December 2021.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council direct staff to develop a policy regarding surveillance cameras within the Town of Mahone Bay.”** **Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council write to the Department of Justice requesting the ability to recommend and appointment to the Department in place of the Ministerial Appointment which remains vacant.”** **Motion carried.**

9. New Business

No new business.

10. Closed Session

A motion by Councillor Wilson, seconded by Councillor Burdick, **“THAT Council go into closed session at 9:00 pm to discuss contract negotiations as permitted by MGA section 22(2)(e).”** **Motion carried.**

Council returned to open session at 10:07pm

Council adjourned upon motion at 10:07pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

DRAFT



A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, February 15, 2022 at 12:00 pm via video conference.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor J. Feeney
Councillor A. Burdick
Councillor P. Carver
Councillor R. Nowe
Councillor K. Wilson (left at 12:28)
CAO, D. Heide
Town Clerk & Dep. CAO, M. Hughes

Absent:

Gallery: online

Land Acknowledgement

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1. Agenda

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT the agenda be approved as presented.”** **Motion carried.**

2. Temporary Borrowing Resolution - Renewal

A motion by Councillor Feeney, seconded by Councillor Wilson:

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Mahone Bay subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute; and,

WHEREAS clause 66(4)(b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Mahone Bay borrow a sum or sums not exceeding Two Million Seven Hundred Thousand Dollars (\$2,700,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Mahone Bay to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Two Million Seven Hundred Thousand Dollars (\$2,700,000) in total from any chartered bank or trust company doing business Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion carried.

2. Closed Session

A motion by Councillor Burdick, seconded by Councillor Wilson, **“THAT Council go into Closed Session at 12:10 pm to discuss contract negotiations as permitted by MGA section 22(2)(e).”**

Motion carried.

Council returned to open session at 1:05 pm.

Council adjourned upon motion at 1:05 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

To: His Worship the Mayor and Members of the Mahone Bay Town Council

From: George Anderson, Chair, Chamber of Commerce

Re: Appointment of a Council Member to liaise with the Chamber

Date: February 10, 2022

The relationship between the Chamber and the Town is one of the important features of economic development for our Town and we at the Chamber have an ambitious two year agenda which requires close co-ordination with the Town at all levels.

To further this relationship I write on behalf of the Board of the Chamber to respectfully request that Council designate one of your members to act as a initial point of contact and liaison with the Chamber.

I look forward to your reply.

Sincerely,

George Anderson
Chairman
Chamber of Commerce, Mahone Bay

January 30, 2022

Town of Mahone Bay
Nova Scotia

Attention: Mayor David Devenne
Deputy Mayor Francis Kangata
CAO Dylan Heide
Town Council

Dear sirs/mesdames

Re: Town Mahone Bay Solar Garden Project

We write in connection with planned solar garden project on the municipal property surrounding the sewage treatment plant in Mahone Bay (**Proposed Site**).

We write on behalf of ourselves and the owners of the neighbouring properties (**Neighbouring Property Owners**) located in immediate proximity to the Proposed Site:

- Professor Heidi Walsh-Sampson and Mr. Tony Sampson, 906 Main Street;
- Dr. Mojgan Mahmoodi and Dr. Reza Ghaffari, Main Street;
- Dr. Eva Barkova and Quentin Casey, 932 Main Street;
- Mr. Michael Nowlan and Mrs. Christine Nowlan, 882 Main Street; and
- Dr. Kim Baines, 922 Main Street.

Each of the Neighbouring Property Owners is a directly affected party for the purposes of challenging the site selection process for the Proposed Site.

Request:

On behalf of the Neighbouring Property Owners, we write to request the following:

1. **Halt Construction.** Construction of the solar garden project (**Project**) be halted until a meaningful dialogue can be had between the Neighbouring Property Owners, the Mayor, Deputy Mayor and the CAO;
2. **Information regarding the size, scale and safety of the Solar Project.** The Town provide the Neighbouring Property Owners with the following information:
 - a. **Details of the Project.** All information and documents relating to the size, scale, scope of the Project including specifics pertaining to:
 - i. **Inverter.** Type and location of the planned inverter.
 - ii. **Energy storage on site.**
 - iii. **Transmission path** of energy generated on the Proposed Site.
 - iv. **Location of the tie-in** to the electrical grid.
 - v. Confirmation that there will be **no transmission lines** going toward Main Street down the access road.
 - vi. **Buffer plan and details.**

- vii. **Safety plan for containment of a battery leak.**
 - b. **Details Site Selection Process.** All information and documents relating to the site selection process including submissions by interested parties, consultants and staff reports.
 - c. **Environmental Assessments of the Proposed Sites.**
 - d. **Permits, Site Plans or Development Agreements.** Any information or documents related to planning permits, site plans, variances or development agreements made in relation to the Proposed Site and the Project.
 - e. **Related contracts.** All contracts relating to the development and sale of electricity from the Proposed Site.
 - f. **Notices and Minutes of the Meetings where Council decisions were made related to the Project.**
3. **Increased Setback.** The setback of the Solar Panel Arrays be increased to 500m from the boundaries of the Neighbouring Property Owners.

Background:

We have lived at 906 Main Street, Mahone Bay for 15 years. On Thursday morning, January 27, 2022, I was lecturing online from my home office above my garage when there was a ruckus outside so loud that I could hardly continue. My husband came in extremely upset to explain that there was a 20 ton digger knocking the century trees down along our property line. He had approached the engineer operating the digger who was surprised that we had not been informed that there was to be a solar garden generating 60 kilowatts constructed on the adjacent land extending 6 metres from our property line for 3 acres. He was extremely apologetic and provided us with the number of the lead engineer. Despite being the property most directly affected, this was the first time that we had heard of this project.

We immediately called the lead engineer and he was also extremely apologetic and agreed that we should have been notified. He said he would contact the Town right away. Shortly thereafter, we received a call from the Town's Climate and Energy Project Manager about the project. She apologized for the oversight and indicated that we were overlooked but the remaining neighbours had been contacted and were okay with the Project. We have since been in contact with our neighbours and they view the interaction differently. I asked for confirmation of the scope of the Project, and she informed us that it would be 6 Megawatts and that it had already been approved by Council but was unable to advise me of when.

This call with the Climate and Energy Project Manager occurred at 1:33 pm on Thursday, January 27, 2022. Even though I had asked for all information on the Project, the decision-making process and whether the Proposed Site had been approved by resolution of Council, the Climate and Energy Project Manager failed to mention that the Solar Garden Project was on the Council Agenda for a meeting scheduled that very evening. I asked for the CAO to call us.

At 2:33 pm on Thursday, January 27, 2022, the CAO called back and spoke to my husband. He apologized for not informing us but advised that there had been a public hearing and claimed the project was a permitted use of the land. My husband expressed our concerns about how the trees

were being wastefully knocked down, about the safety of the Project and the impact on property values. He also explained that we had long planned to build our retirement home on the rear of our property and that this would make that impossible. My husband indicated that we needed more information about the Project. Again, even though the Solar Garden Project was on the Council Agenda for a meeting scheduled to happen 4 hours later, the CAO failed to mention this. Thereby depriving us of the opportunity to make a submission to Council and be heard.

As the owners of a residential property bordering the Proposed Site, we are concerned about the unknown health risks associated with the Project technology, the nuisance associated with the Project, the interference with the use and enjoyment of their land and the potential negative impact on the value of their property. We are disappointed by the lack of notice as we were prevented from the opportunity to be heard during the decision-making process. We intend to challenge the decision to locate the Project on the Proposed Site in close proximity to our house.

On Friday, January 28, 2022, we met with our neighbours, the Mahmoodi-Ghaffaris. They advised us that the first they were aware of the Project was back in December when the Town Clerk contacted them regarding their previously filed subdivision request to indicate that a decision had not been made yet. In their subdivision request, they had stated their intention to subdivide and build their retirement home on the rear portion of their property and requested use of the access road. At no point were the Mahmoodi-Ghaffaris informed that the Project would be constructed up to their property line rendering their request for subdivision to build a retirement home moot. The next they heard was when they were left a phone message on Wednesday evening asking them to check the ribbons marking the line of their property. Contrary to what had been conveyed to us, the Mahmoodi-Ghaffaris disputed the property line and objected to the location of the Project along the border of their property as well. The Mahmoodi-Ghaffaris are concerned about the unknown health risks associated with the Project technology, the nuisance associated with the Project, the interference with the use and enjoyment of their land and the potential negative impact on the value of their property. The Mahmoodi-Ghaffaris were not provided with notice or the opportunity to be heard on how the location of the Project on the Proposed Site will affect their substantive legal rights.

On Friday, January 28, 2022, we also met with our other neighbour, Quentin Casey, and he also indicated that he was unaware that the location of the Project would be in such close proximity to our residential houses. He and his spouse, Eva Barkova, are concerned about the impact of the Project on the Proposed Site. The Barkova-Caseys were also not provided with notice or the opportunity to be heard on how the location of the Project on the Proposed Site will affect their substantive legal rights.

On Sunday, January 30, 2022, I met with Christine Nowlan. She and her husband, Mike Nowlan, own another neighbouring property located at 882 Main Street, Mahone Bay. Like the other Neighbouring Property Owners, they are directly affected by the Project. They also have not had any prior knowledge or contact from Town of Mahone Bay staff regarding the location of the Project on the Proposed Site until they were asked to check the tag lines. The Nowlans are concerned about the unknown health risks associated with the Project technology, the nuisance associated with the Project, the interference with the use and enjoyment of their land and the potential negative impact on the value of their property. The Nowlans were also not provided

with notice or the opportunity to be heard on how the location of the Project on the Proposed Site will affect their substantive legal rights.

We have also been in contact with Dr. Kim Baines, property owner at 922 Main Street. Dr. Baines advised us that she received an email from the Climate and Energy Project Manager on January 21, 2022 advising that construction was about to begin on the Project. Dr. Baines is currently out of the Province and presumed that there had been previous notice sent in hard copy. Dr. Baines shares our concerns that proper process has not been followed.

For clarity, each of the Neighbouring Property Owners fully supports the Solar Garden Project but do not consent to it being located so close to our respective homes. We are fulltime residents of this Town and have legitimate concerns about the construction of this project mere metres from our homes. Between the Neighbouring Property Owners, there are 5 young children living on properties directly affected by this decision to site the Solar Project on the Proposed Site.

Concerns

Our concerns are as follows:

- **Lack of information.** The only notice that we were aware of was for a public hearing which indicated that the likely site would be on Pine Grove Street and Fauxburg Road. Local online news articles quoted the Mayor as saying the preliminary site had been identified as mostly uninhabited part of the community with a brownfield property nearby which is owned by RPS Composites Ltd and located on Fauxburg Road. Newspaper articles also indicated that there would be additional public consultation at which point, as directly affected parties, we would expect notice and the opportunity to participate. As noted, Town Staff could not tell me when the Project had been approved Council on the Proposed Site. In addition, we received varying numbers for the total output for the Project and publicly available information is not consistent with information communicated by Staff on January 27, 2022.

In any event, at whatever point the site selection changed, public notice must have fallen short of the mark or been fundamentally defective as all of the Neighbouring Property Owners were completely unaware that this Project was occurring literally in their backyards.

- **Health concerns.** A 6 Megawatt solar 'garden' is a euphemism for a power plant where both the large-scale generation, storage and transmission of energy will occur. There is limited research on the long-term health effects of living in close proximity to this type of project. The Neighbouring Property Owners are concerned about the impact of the Project on the health of their families who will be living in close proximity to rows of the large bleacher style arrays.
- **Unsightliness.** The solar project will consist in arrays similar to large bleachers in rows covering three acres which will be highly visible from the road and the water. The proposed siting of the bleacher structures supporting the solar panel arrays in close proximity to our property will irrevocably change the nature of our residential home.

- **Buffer.** The CAO indicated to my husband that if we were concerned about appearances a buffer could be planted. This does not make any sense. *Why, then, would the Town send a 20 ton digger to knock over century trees along the entire border of our property?* No buffer that is planted now will achieve the protection that the existing trees already provided for another 25 years. In fact, they took down trees that belonged to us and are clearly on our side of their own survey line. We attach photos of the rampant destruction caused on Thursday and Friday.
- **Climate goals.** It also begs the question of, if this is intended to assist the Town in meeting its Climate Action goals, *why would the Town completely destroy a mature forest of carbon sequestering trees in the process of testing the site for construction that may not even occur?*
- **Reflection.** As noted, the arrays are intended to be large bleacher style structures with the panels attached. If they are constructed within the proposed 6 metres of our property line, we will be subjected to the reflective glare in our home from sunrise until sundown. In addition, our long-held plan to construct our retirement home on the rear portion of our property would mean that we would wind up being only 10.5 meters from this nuisance. For the Mahmoodi-Ghaffaris, the situation would be similar.
- **Decreased Property Value.** The construction of this power generation site along the border of the residential zoned property of Main Street will have a negative effect on the values of our personal residences and limit our ability to use and enjoy our properties. We all experience these negative effects differently:
 - **The Sampsons:** We have 15 years of our lives invested in our home which is our largest physical asset. We not only live on this property but is a part of our personal financial plans for retirement security. When we had our land surveyed in 2016 by Berrigan Surveyors, we did so with the intention of planning for our retirement home and possibly subdividing for sale. We were informed that with the size and location of our property it could easily be subdivided into 3 building lots. We intended to keep the flag lot for ourselves so that we could build high to enjoy the spectacular views of the bay. The construction of the Project at our property line renders this land unusable from a residential perspective causing significant financial harm to us personally.
 - **Mahmoodi and Ghaffari family-** Our neighbours also planned to build a retirement house on the back portion of their property and submitted a request for subdivision to the Town in the fall of 2021. This makes it even more baffling that Town proceeded with siting a largescale project immediately on the border of this land.
 - **The Nowlans-** Our neighbours had plans for the rear portion of their property which will be negatively impacted by the siting of the Project on the Proposed Site.
 - All of the Neighbouring Property Owners can anticipate the financial value of their current properties to decrease if the Project is constructed below the crest of the hill on the Proposed Site.

- **Nuisance.** This type of project involves considerable construction which will be disturbing to the neighbouring private properties for the duration of the build phase. However, once it is completed there will be noise associated with pivoting solar panels tracking the sun. In addition, there will be the reflection from the panels interfering with the use and enjoyment of our own lands.

Legal issues related to complaint

Institution Zone Requirements. The Proposed Site is zoned IN- Institutional. The Minimum Lot *Frontage* for a new lot in the IN Zone is 21 m or 70 ft. Presumably, the Solar Project will require a new PID meaning that at a minimum any construction must begin at least 21 m from the street. At the point nearest our property, that would make the construction of the bleacher style arrays not feasible as the road angles up and to the right making our property more of a pie wedge. To build at that point would require either a variance or Site Plan Approval under the Town's Land Use By-law. As such the Neighbouring Property Owners were all entitled to notice from the Development Officer pursuant to Section 2.20 of the Town's Land Use By-Law. As previously established, none of the Neighbouring Property Owners has received any notice from the Town.

We also note that the Neighbouring Property Owners are each an "aggrieved person" for the purposes of the *Municipal Government Act* which includes

- (i) an individual who bona fide believes the decision of the council will adversely affect the value, or reasonable enjoyment, of the person's property or the reasonable enjoyment of property occupied by the person, [...]

MPS concerns. The Proposed Site is located on land zoned **IN- Institutional**. The Neighbouring Properties surrounding the Proposed Site on all sides are zoned either Residential or Residential Unserviced. Pursuant to section 2.1.3 of the Town's Municipal Planning Strategy, it states:

It is the policy of Town Council to:

[...]

- ii) control land use and development in a manner that will reduce conflicts between incompatible uses and that will not overburden existing services.

[...]

- iv) encourage the preservation of the architectural and cultural heritage of the Town and to minimize any impact of change or new development that would negatively affect this heritage.

[...]

- vi) encourage development that is compatible with the Town's role as an historic scenic community.

- vii) protect the aesthetics and environment of the harbour and waterfront and to maximize access to the water.

The construction of an industrial scale energy generation plant in close proximity to our homes is not compatible with the surrounding residential uses. Moreover, the construction of rows of large bleacher style structures supporting solar array panels of 1.8 m x 1.2 m on Main Street within clear view of the road and the water is not compatible with architectural heritage of the Town and its role as an historic scenic community; Nor does this protect the aesthetics and environment of the harbour and waterfront when large, reflective bleacher style arrays will be viewed from boats.

Previous conflict relating to incompatible uses. The Proposed Site has been the subject of a previous conflict regarding incompatible uses. In 1996, the previous owner of 906 Main Street successfully sued the Town of Mahone Bay for a landslide caused from the construction of the existing sewer treatment plant. The land on the crest of the hill is so soft that the simple act of having diggers there triggered a landslide that cleared a section of the hill of vegetation and destroyed the homeowner's inground pool. Although the default judgement was set aside on procedural grounds, the lawsuit was settled for six figures when it became clear the municipal unit would be found liable for nuisance. This would support that there is a history of conflict surrounding the Town's use of this site and more caution should have been exercised when contemplating it during the site selection process.

Small-scale projects only. Another indicator of the incompatible uses of the Proposed Site for the Solar Garden Project with the surrounding neighbouring properties is demonstrated in section 4.2 of the Municipal Planning Strategy which states that on RU zoned land development and land use only small-scale agricultural, forestry, commercial and industrial uses in conjunction with residential uses. The Project is not small-scale. In fact, it exceeds the energy needs of the Town and is intended to act as an expansion of the Town's utility to provide for the sale of electricity.

Architectural control. The location of the Project within 6 m of the borders of the Neighbouring Property Owners is incompatible with the Architectural Control of the Town's Municipal Planning Strategy. The Architectural Control Area is intended to capture land fronting on Main Street from 255 Main Street at the corner of Long Hill Road easterly to the Town border at Maders Cove. The Architectural Control Area Map appears to indicate that the border angles upward through the Proposed Site along the crest of the hill indicating Council's stated desire to maintain the historical character of the Main Street façade.

Pursuant to section 4.5 of the MPS, it states that

“it is apparent even to the casual observer that the appearance of the majority of structures within these areas contributes significantly to the overall attraction of the Town.

Within these areas there are many architecturally and historically significant buildings. Council recognizes the importance of these structures to the Town's identity and to its continuing prosperity as a tourism destination. Incremental changes to sites and structures in these areas in the future could result in the loss of the present atmosphere.”

Section 4.5.3 of the Town's MPS requires that the Town's Land Use By-Law include provisions controlling new construction as well as alterations of and additions to existing structures in order to ensure that these developments are compatible with the established character of the area.

The Neighbouring Property Owners respectfully submit that the construction of a large-scale industrial energy generation site on the Proposed Site within view of Main Street would detract from the present atmosphere and would be incompatible with the established character of the area.

Transmission vs. Generation and Storage of Energy. We acknowledge that pursuant to section 4.7.3 of the Town's MPS, the policy of Council permits the transmission, distribution and treatment facilities of all utilities, including but not limited to streets, sewer, water, electricity, telephone, data cable and gas utilities in all zones. However, we distinguish between the transmission of electricity and the large-scale generation of energy and its storage. The proposed Project is a large-scale power plant intended to be constructed in close proximity to the residential homes of families with small children. This does not appear consistent with the intent of this section to permit the running of power lines and water and sewer pipes.

Procedural Irregularities.

Improper Use of *In Camera* Proceeding. According to the Minutes of the January 27, 2022 Council Meeting the following occurred:

“6.5 Solar Garden Project Update Council received a staff report providing an update on the status of the Community Solar Garden project. Discussion on the recommendation was deferred to Closed Session.”

In other words, despite speaking to both the Climate Energy Planner and the CAO earlier that same day where we specifically requested all information on the Community Solar Garden Project, Council received a report from Staff and went *in camera* to a closed session.

It is trite law, to say that decisions of municipal councils in this country are not valid if held in secret. There are only very limited circumstances in which municipal councils may move to closed sessions. Pursuant to section 22 of the *Municipal Government Act*

22 (1) Except as otherwise provided in this Section, council meetings and meetings of committees appointed by council are open to the public.

(2) The council or any committee appointed by the council may meet in closed session to discuss matters relating to:

- (a) acquisition, sale, lease and security of municipal property;
- (b) setting a minimum price to be accepted by the municipality at a tax sale;
- (c) personnel matters;
- (d) labour relations;
- (e) contract negotiations;
- (f) litigation or potential litigation;
- (g) legal advice eligible for solicitor-client privilege;
- (h) public security.

The receipt of Staff Report and a discussion of its contents are not permitted grounds to move to a closed session pursuant to the Act. Given that there were no legitimate grounds for going *in camera*, we request disclosure of the discussion that occurred at the closed session pertaining to the Solar Garden Project on January 27, 2022. In the absence of this information, the Neighbouring Property Owners intend to file a complaint with the NSUARB.

Right to be heard. The construction of the Project on the Proposed Site affected the substantive legal rights of the Neighbouring Property Owners. The Town had a legal obligation to provide notice to the Neighbouring Property Owners of its intention to site the Project in close proximity to their homes. We had the right to make submissions to Council, the decision-makers, and to have our concerns heard. The complete failure to engage with the Neighbouring Property Owners gives rise to procedural fairness and natural justice issues.

Above all, as your neighbours and long-time residents of this Town, we deserved more respect than we were shown. We ask that each person involved in the decision-making process related to this Project ask themselves if they would want their children or grandchildren living next to a large-scale energy generation site with technology that has yet to have long term research on the health risks; This is not one or two panels- it is a 3 acre farm. We also ask that you each consider whether you would want to look out your back window at rows of large gymnasium height bleachers with solar panel arrays reflecting back at you 6 m from your property line. If you can't honestly answer yes to those questions, then you shouldn't be asking that of your neighbours and your constituents.

We request an immediate meeting to see if a solution can be reached in short order. In the alternative, we will have no choice but to file an appeal of the decision of the site selection with the NSUARB.

Should the Project proceed on the Proposed Site within 6 metres of the borders of the Neighbouring Property Owners, we intend to seek damages for nuisance and interference with the use and enjoyment of our respective lands.

Yours truly,



Heidi Walsh Sampson, BA, Post Bacc (Social Policy), LLB, LLM, CIC.C

Cc: Tony Sampson
Dr. Mojgan Mahmoodi
Dr. Reza Ghaffari
Quentin Casey
Dr. Eva Barkova
Dr. Kim Baines
Christine Nowlan
Michael Nowlan

From: [Julian, Peter - Riding 1D](#)
To: [Julian, Peter - Riding 1D](#); [Mah, Doris \(Julian, Peter - MP\)](#); [Gesner, Lindsay \(Julian, Peter - MP\)](#)
Subject: (Nova Scotia) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229
Date: Tuesday, February 15, 2022 3:08:33 PM

CAUTION: This email originated from an external sender.

Dear Mayors and Councils,

Everyone deserves to live in safety and dignity. Everyone has the right to feel welcomed and respected in their community. Yet, during the pandemic, racist incidents reported to police have increased at an alarming rate. Tragically, we have seen an increase in Islamophobia, anti-Semitism, racism, homophobia, transphobia and misogyny in our society. We see rising racism against Indigenous people, Black, Asian and other racially marginalized communities, while symbols of hate continue to be displayed and sold across our country.

Last week, I re-tabled my [Private Member's Bill C-229](#), *An Act to Amend the Criminal Code (banning symbols of hate)*, to prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. It is a tool designed to address the growing violence and hate that we are seeing in many Canadian communities.

Thank you to those who joined the call in the previous Parliament for Bill C-229. Today, I am seeking your continued support for this legislation. To those who did not have a chance to show your support in the last parliament, I am seeking your endorsement. This is an opportunity to join tens of thousands of Canadians in calling on the federal government and all MPs to ban the sale and display of hate symbols.

[FOR IMMEDIATE RELEASE - NDP bill would ban hate symbols](#)

Allowing these symbols of hatred to be sold in stores or publicly displayed is threatening for people who have been, and continue to be, targets of violence and oppression.

As we've seen in the past two weeks, during protests around the *Convoy for Freedom*, Canadians witnessed vile and hateful genocidal displays of hate symbols such as Nazi swastikas and the flying of Confederate flags at the very center of Canadian democracy.

With hate crimes on the rise across Canada, we must do everything we can to stop the spread of hate in our communities. Municipalities across the country are seeing the same trend in hate crimes. Hate and associated extremist ideology is spreading like wildfire on the Internet. Even today, many Canadians are saddened by the lack of recourse against the display of symbols that incite hatred. The time for rhetoric is over: the time for action is now.

Banning symbols of hatred like swastikas or Klu Klux Klan insignia, flags such as the standards of Nazi Germany from 1933 to 1945 and those of the white supremacist

Confederate States of America from 1861 to 1865, is an important step the federal government should take now for all Canadians to feel safe and secure against hate.

I am seeking your support and public endorsement in the 44th Parliament to urge the federal government and all MPs to support Bill C-229

Please consider using the following text:

*On behalf of _____(Number of residents),
_____(Name of the municipality) endorses MP Peter
Julian's Private Member's Bill C-229 - Banning Symbols of Hate Act.*

I hope that I can count on you and your council to endorse Bill C-229. Thank you very much for your consideration. I look forward to hearing back from you soon.

If you have questions and require further information, please feel free to contact my assistant Doris Mah, at 604-353-3107 peter.julian.c1d@parl.gc.ca.

Sincerely,

Peter Julian, MP
New Westminster - Burnaby

Chers Messieurs les Maires, Mesdames les Maires, Mesdames et Messieurs membres des conseils municipaux,

Chacun mérite de vivre dans la sécurité et la dignité. Chacun a le droit de se sentir accueilli et respecté dans sa collectivité. Pourtant, pendant la pandémie, les incidents racistes signalés à la police se sont multipliés à un rythme alarmant.

Tragiquement, nous avons constaté une augmentation de l'islamophobie, de l'antisémitisme, du racisme, de l'homophobie, de la transphobie et de la misogynie dans notre société. Nous constatons une hausse du racisme envers les personnes autochtones, noires et asiatiques et d'autres groupes racialement marginalisés, tandis que des symboles haineux continuent d'être affichés et vendus à l'échelle du pays.

La semaine dernière, j'ai déposé de nouveau le [projet de loi d'initiative parlementaire C-229](#), Loi modifiant le Code criminel (interdiction des symboles de haine), qui vise à interdire à quiconque de vendre et d'exposer des symboles qui fomentent la haine et la violence à l'égard de groupes identifiables. Il s'agit d'un outil pour combattre la montée de la violence et de la haine dans les communautés à travers le Canada.

Je remercie tous ceux et celles qui ont soutenu le projet de loi C-229 lors de la 43^e législature. Aujourd'hui, je sollicite de nouveau votre appui.

A ceux et celles qui n'ont pas eu l'occasion de l'appuyer auparavant, j'espère pouvoir compter sur votre soutien pendant cette 44^e législature. C'est l'occasion de vous joindre à des dizaines de milliers de Canadiens et Canadiennes pour demander au gouvernement fédéral et à tous les député.es d'interdire la vente et l'exposition de symboles haineux.

[POUR DIFFUSION IMMÉDIATE – Un projet de loi du NPD interdirait les symboles haineux](#)

Donner libre cours à la vente en magasin et à l'exposition publique de ces symboles haineux s'avère une menace inquiétante pour les personnes qui ont déjà été, et continuent d'être, la cible de violence et d'oppression ou qui le sont encore.

Depuis deux semaines, les Canadiennes et les Canadiens ont vu des manifestants du « convoi de la liberté » brandir d'odieux symboles génocidaires et haineux, tels que des croix gammées nazies et des drapeaux confédérés, au cœur même de la démocratie canadienne.

Les crimes haineux étant en hausse partout au Canada, nous devons faire tout ce qui est en notre pouvoir pour arrêter la propagation de la haine dans nos collectivités. Partout au pays, les municipalités constatent la même tendance en matière de crimes haineux. La haine et l'idéologie extrémiste qui l'accompagne se répandent comme une traînée de poudre sur Internet. Encore aujourd'hui, de nombreux Canadiens et Canadiennes sont attristés par l'absence de recours contre l'affichage de symboles qui incitent à la haine. Le temps de la rhétorique est révolu : le moment est venu d'agir.

Interdire les symboles de haine comme les croix gammées ou les insignes du Ku Klux Klan, les drapeaux comme les étendards de l'Allemagne nazie de 1933 à 1945 et ceux de la suprématie blanche des États confédérés d'Amérique de 1861 à 1865, est une mesure importante que le gouvernement fédéral devrait prendre maintenant pour que l'ensemble de la population canadienne se sente en sécurité et à l'abri de la haine.

Je sollicite votre appui et votre soutien public au cours de la 44^e législature pour inciter le gouvernement fédéral et tous les député.es à appuyer le projet de loi C-229.

Je vous propose d'utiliser la résolution suivante :

*Au nom de ses _____(nombre de résidents) résidents,
_____(nom de la municipalité) soutient le projet de loi C-229, Loi sur l'interdiction des symboles de haine, d'initiative parlementaire du député Peter Julian.*

Je vous remercie de l'attention que vous porterez à ma demande. J'espère pouvoir compter sur votre soutien et recevoir bientôt de vos nouvelles.

Merci beaucoup pour votre considération. N'hésitez pas à contacter mon adjointe Doris Mah au 604-353-3107 peter.julian.c1d@parl.gc.ca si vous avez besoin de plus

amples informations.

Sincères salutations,

Peter Julian, député
New Westminster—Burnaby

Office of Peter Julian, MP (New Westminster-Burnaby) | Bureau du député Peter Julian (New Westminster-Burnaby)

New Democratic Party | Nouveau Parti démocratique

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

Je reconnait que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

New Westminster is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'wa:ní'ən' (Kwantlen), Katzie, kwikwəłwəḿ (Kwkwetlem), xʷməθkʷəyəm (Musqueam), Stó:lō, scəwaθn məsteyəxʷ (Tsawwassen), and Tsleil-Waututh.

Burnaby is located on the ancestral and unceded homelands of the hənq̓əminəm and Skwxwú7mesh speaking peoples as well as all Coast Salish peoples.

(TEL) 613.992.4214 | (CELL) 613.222.4074 | FAX) 613.947.9500

UFCW | TUAC

 **Help save paper - do you need to print this email?**

 **Économisons le papier – est-il vraiment nécessaire d'imprimer ce courriel?**

"My friends, love is better than anger. Hope is better than fear.
Optimism is better than despair. So let us be loving, hopeful and optimistic. And we'll change the world."

-Jack Layton, 1950-2011

« Mes amis, l'amour est cent fois meilleur que la haine. L'espoir est meilleur que la peur.
L'optimisme est meilleur que le désespoir. Alors aimons, gardons espoir et restons optimistes. Et nous changerons le monde. »

-Jack Layton, 1950-2011

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Order of Nova Scotia

Mayor David Devenne
Town of Mahone Bay
PO Box 530
Mahone Bay, Nova Scotia
B0J 2E0

January 28, 2022

Dear Mayor Devenne,

I have been asked by the Chancellor of the Order of Nova Scotia, His Honour the Honourable Arthur J. LeBlanc, to remind you that nominations to the Order of Nova Scotia may be made up until Friday March 18th 2022.

As a leader in your community, you are in an exceptional position to help recognize the work of exemplary citizens and those who have contributed to the life and vibrancy of our province.

Enclosed, please find a brochure on the Order, which includes a nomination form, for your guidance. You can also download further information about the Order, along with electronic nomination forms via novascotia.ca/iga/order.asp Should you require additional information or material, please do not hesitate to contact Ms. Angela Dennison, Coordinator of the Order of Nova Scotia Program at (902) 424-4199, or angela.dennison@novascotia.ca. You may also contact me directly at 902-424-7050, or christopher.mccreery@novascotia.ca.

This closing date for 2022 nominations is Friday March 18th. The Lieutenant Governor and Advisory Council very much appreciate your assistance in this matter.

With all kind regards,

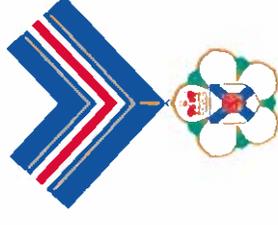
Yours sincerely,

Christopher McCreery, MVO, PhD
Secretary of the Order of Nova Scotia

NOVA SCOTIA

Protocol Office

.../encl



Who should I nominate?

You should consider nominating a person who has made an outstanding contribution to the cultural, social, or economic well-being of our province.

It is a special way to honour someone you respect and admire.

How do I nominate someone?

Complete the attached nomination form.

Assemble the supporting materials listed in the form's checklist — including letters in support of your nomination from three other people. Send your complete nomination to the Provincial Protocol Office.

Only one nomination form is required for each nomination.

How are recipients chosen?

An independent group called the Order of Nova Scotia Advisory Council recommends the appointment of members to the Order

after considering the nominations.

Up to six appointments are made each year, but a sixth recipient must be between the ages of 16–25 years.

When is the nomination deadline?

Your completed nomination must be received or post-marked by the third Friday in March to be considered for that calendar year.

Nomination guidelines

Biographical Information: Include the nominee's residential and educational history, work achievements, community involvement, and recognitions, awards, and publications

Letter of Nomination: Include reasons for nomination, area of outstanding achievement, and the benefit of the achievement to the province or community.

Contact us

Secretary of the Order of Nova Scotia

One Government Place, Barrington Level
1700 Granville Street
Halifax, Nova Scotia B3J 1X5

Mailing Address:

PO Box 1617
Halifax, Nova Scotia B3J 2Y3
Tel: 902-424-2467 Fax: 902-424-4309
orderofnovascotia@novascotia.ca

For more information on the Order of Nova Scotia, past recipients, and the Advisory Council, please visit novascotia.ca/iga/order.asp

What is the Order of Nova Scotia?

The Order of Nova Scotia is the highest honour awarded by the province. It recognizes Nova Scotians for outstanding contributions or achievements.

Members of the Order of Nova Scotia have distinguished themselves in many fields and have brought honour and prestige to themselves and to Nova Scotia.

Who is eligible for the Order?

Any Canadian citizen who is a present or former long-term resident of Nova Scotia is eligible for nomination. Public officials may not be nominated while in office — members of the Senate, members of a municipal council, MPs, MLAs, judges. The Order may be awarded posthumously, if the person is nominated within one year of their death. Organizations, groups, or couples may not be nominated; the Order is for individuals only.

At a formal ceremony, the Lieutenant Governor of Nova Scotia, in the name of the Crown, presents each recipient with an insignia.

Order of Nova Scotia NOMINATION FORM



Please type or print clearly.

The person I am nominating is:

Preferred Salutation

Between the ages of 16–25

Full name

Email

Phone(daytime)

Phone(evening)

Phone (mobile)

Town/county

**For posthumous nominations,
please fill out the additional information:**

Date of death

Contact person

Email

Phone(daytime)

Phone(evening)

Phone (mobile)

My name is:

Preferred Salutation

Full name

Email

Phone(daytime)

Phone(evening)

Phone (mobile)

Mailing address

I have included the following required components on 8.5” by 11” single-sided pages, typed with a font no smaller than 11pt:

- this completed and signed nomination form
- one-page signed letter of nomination from nominator
- one-page biography of the nominee
- 3 one-page signed letters in support of this nomination
- additional support materials — up to 4 single-sided pages

Nominations must be complete by the deadline to be eligible for consideration in the current year. Do not bind or staple materials. Do not submit videos. Original copies of official documents or photographs will NOT be returned.

Personal information provided on this form is collected by the Nova Scotia Protocol Office under the authority of the Order of Nova Scotia Act. We collect

and use personal information provided to assess the eligibility of the nominee and to notify successful nominee/nominator of the Order of Nova Scotia.

We only use and disclose personal information when necessary to administer the Order of Nova Scotia Act, when authorized by the nominee, or when otherwise required by law.

How did you learn about the Order of Nova Scotia?

- Facebook
- Twitter
- YouTube
- other social media
- Television advertising
- Television coverage
- Newspaper advertising
- Newspaper coverage
- Radio or other media coverage
- Government website
- MLA/MP Office
- Public library
- Access Nova Scotia Centre

By signing this document, I verify that

- I have read the attached rules and regulations for nominating an individual for the Order of Nova Scotia.
- The information provided is complete and accurate to the best of my knowledge and meets the criteria for eligibility.
- Materials supporting my nomination have been included in the package I am forwarding.

Signature _____

Date

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, February 7, 2022 4:25 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: February 07, 2022

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Correspondence from Minister Lohr



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

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-42

February 1, 2022

Dear Mayors, Wardens and Commission Chairs:

Re: Call for Applications - Investing in Canada Infrastructure Pro

I am pleased to let you know that the Province will soon be accesse the Green – Environmental Quality Stream of the Investing in C Program.

When you are preparing to apply for funding, please remember the wastewater, drinking water or solid waste categories will be must meet provincial and/or federal regulations where applicabl

Applications will be accepted between February 4, 2022, and Ap and your councils or commissions will consider potential project consideration.

Further details regarding the application process will be sent to coming days.

Sincerely,

[Read the plain text letter here](#)

Mass Casualty Commission Resources

For those who were not able to join us for the Mass Casualty Commission NSFAM/AMANS Discussion on February 3rd - the workshop presentation, recording, and additional resources are available through the links below.

- [Mass Casualty Commission Discussion Presentation](#)
- [Webinar Recording](#)

Additional Resources

- [Mass Casualty Commission Website](#)
- If you have any follow-up questions, ideas, or suggestions for the Commission, please connect with [Sarah Simpson via email](#) or phone: (902) 394-3562

[Youth Forums Canada Funding Opportunity](#)

[Call for Applications – Investing in Canada Infrastructure Program](#)

[View more information here.](#)

Municipal Finance Corporation Seeks Input

You are invited to share your ideas about how to make the Nova Scotia Municipal Finance Corporation and other Crown corporations, agencies, and offices, operate as efficiently and effectively as possible.

The Nova Scotia Municipal Finance Corporation is one of 20 organizations participating in a review currently underway by the Province of Nova Scotia. Your input on roles and responsibilities, accountability and governance, and efficiency will help these organizations continue to align with, and meet, your needs and needs of all Nova Scotians.

Please visit <https://surveys.novascotia.ca/AgencyOfficeCrownInput> and share your thoughts. You may answer some of or all the questions, or you may skip to the end and share only general thoughts. You can also submit your comments in writing to the Office of Planning and Priorities at:

Office of Planning and Priorities
P.O. Box 2125
Halifax NS B3J 3B7
(902-424-5630)

The deadline to complete the survey is February 15, 2022.

Green Municipal Fund Council Seeking New Chair

From FCM

This is a unique opportunity to contribute to municipal sustainable development at a strategic level - and play a key role in the exciting growth of the Green Municipal Fund (GMF). If you have a deep knowledge of the Canadian Municipal Sector, including opportunities for strategic capital investments to drive GHG reductions, we encourage you [to learn more and apply](#).

The GMF Council is comprised of 18 sustainability champions who provide strategic leadership and share their professional knowledge and expertise to

advance the Fund.

The position is open to the general public as well as individuals from the municipal sector. The deadline for applications is **Sunday, February 20, 2022** at midnight (ET).



“Getting on board with the Canoe Procurement trade program has been one of the highlights of our year so far. Tim could not be more helpful, from making introductions to following up to ensure we have exactly what we needed, we would not be benefiting enormously from this program if it wasn’t for his insight and assistance. This program has such value in terms of cost savings, time management, addressing sustainability and we look forward to taking advantage of several more of the offers available this fiscal year. If you need it, it is probably available through this program!”

-Town of Truro-

To learn more about Canoe Procurement contact client relations manager [Tim Elms](#)

Upcoming Events

Equity and Anti-Racism Legislation Engagement Sessions

The Office of Equity and Anti-Racism is seeking input on pending Equity and Anti-Racism Legislation. The proposed engagement sessions are virtual, 90-minute meetings.

Learn more and sign up at the link above.

Professional Development for Elected Officials

The AMANS is pleased to be offering a variety of virtual and potentially in-person information sessions and professional development opportunities. If you are interested in registering for any of the sessions, the details and registration links can be found below, as well as on our [website](#).

Financial Management For Elected Officials

This skills-based, three-part module is intended to improve your skills in budget review, financial decisions, and communication about important financial matters. It will build awareness and understanding of setting budget priorities and making financial decisions, among other skills.

Part I-Setting Operating and Capital Budget Priorities
February 28 @10-11:30

- Legislative framework and Council's role in municipal finance
- Relationship between the strategic plan and budget priorities

Part II-Financial Statements and Reports
March 2 @ 10-11:30

- Interpreting Financial Statements & Reports

Part III- Monitoring Budgets
March 4 @ 10-11:30

- Monitor budgets and make appropriate adjustments
- Asking staff important financial questions

- Identifying and setting priorities
- Operating and Capital Budgets
- Decision making
- Ensure proper Financial Controls are in place
- Financial Condition Index
- Communicating budget decisions to the public

Facilitator: Greg Herrett, CPA, CA, CAO, Town of Amherst

Co-Facilitator: Bonnie Coulter, CPA, CA, Director of Corporate Services, Town of Truro

February 28, March 2nd & 4th, 2022 (10:00 – 11:30 a.m.)

Virtual Workshop using the Zoom Platform| All sessions are interconnected, so attending all three is essential.

Registration Cost: The cost to attend is \$300 if you register before February 14 and \$350 after February 14, 2022

[Registration for this Workshop can be found here](#)

This Workshop can only accommodate 25 registrants and is on a first-come, first-serve basis.



Feel confident with preferred rates from TD Insurance.

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

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

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

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



Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, February 14, 2022 4:26 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: February 14, 2022

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MARK YOUR CALENDARS!

NSFM Virtual Regional Meetings: Hosted on Zoom

Meeting details and agenda to follow.

Region	Date	Time
Cape Breton-Strait Area	Friday, April 8 th	1:00 p.m. – 2:30 p.m.
South Shore-HRM	Monday, April 11 th	1:00 p.m. – 2:30 p.m.
Southwestern Shore	Thursday, April 14 th	1:00 p.m. – 2:30 p.m.
Colchester/Cumberland/Pictou/East Hants	Friday, April 22 nd	1:00 p.m. – 2:30 p.m.
Valley	Monday, April 25 th	1:00 p.m. – 2:30 p.m.

[Not sure which region you are in? Click HERE](#)

More information on registering coming soon.

Mayors, Wardens, CAOs Follow-Up

Thanks to all who attended last weeks meeting. The slide decks from the presentations can be found here:

[Provincial Presentation](#)

[Regional Chairs Presentation](#)

[The portal for providing individual responses on EPR for PPP will close April 11, 2022.](#)

DIVERT NS BOARD SEEKING MUNICIPAL REPRESENTATIVE

From Divert NS

Divert NS, a leader and champion of environmental stewardship, is seeking a **MUNICIPAL REPRESENTATIVE** to add to its Board of Directors. A key focus for the Board is increasing the diversity of its directors to better reflect the diverse communities we serve. We encourage members of equity-seeking groups to apply, as we have a desire to have more inclusive engagement at our board and organization.

If you are a current elected municipal representative, with a passion and experience in the solid waste or environmental sector we want to hear from you!

All candidates should demonstrate the following:

- Understanding of board governance, including the general operating principles of a board.

- Interest and willingness to champion change to move the organization forward with strategic plans.
- Ability to think and manage strategically at a board level.
- Willingness to engage with stakeholders and be receptive to different viewpoints.
- Ability to act in the best interest of Divert NS.
- High level of integrity and ethics as related to the administration of public institutions and their role.

The Board strives to balance skills and expertise to meet mandates and ensure effective governance, with province-wide representation for stakeholders.

Please apply in confidence to the Board Chair, care of Angie Crowe Jeffrey:

Human Resources, Divert NS

35 Commercial Street, Suite 400, Truro NS B2N 3H9

Email: hr@divertns.ca / Fax: 902-897-3256

The posting will remain active until positions are filled.

Divert NS is a not-for-profit corporation that helps drive the culture of recycling and reduction in Nova Scotia.

For full posting and more information on Divert NS, please visit www.DivertNS.ca.

Promoting Civic Engagement Among Youth

The Federal Anti-Racism Secretariat, has launched a [Call for Proposals](#) (CFP) for the Canada Service Corps (CSC). The CSC promotes civic engagement among young people (ages 15 to 30) through access to meaningful volunteer service opportunities that help them gain essential life skills and experience.

The objective of this CFP is to continue to scale-up the CSC and strengthen diversity. It identifies the engagement of **Indigenous and historically marginalized youth** as a key

program focus.

Organizations can apply between February 8, 2022, to March 22, 2022, at 3:00 p.m. Eastern Daylight Time (EDT), to four program streams:

- [Service Placements National Stream](#)
- [Service Placements Regional Stream](#)
- [Micro-grants Stream](#)
- [Micro-grants Diversity Stream](#)

Municipal Finance Corporation Seeks Input

You are invited to share your ideas about how to make the Nova Scotia Municipal Finance Corporation and other Crown corporations, agencies, and offices, operate as efficiently and effectively as possible.

The Nova Scotia Municipal Finance Corporation is one of 20 organizations participating in a review currently underway by the Province of Nova Scotia. Your input on roles and responsibilities, accountability and governance, and efficiency will help these organizations continue to align with, and meet, your needs and needs of all Nova Scotians.

Please visit <https://surveys.novascotia.ca/AgencyOfficeCrownInput> and share your thoughts. You may answer some of or all the questions, or you may skip to the end and share only general thoughts. You can also submit your comments in writing to the Office of Planning and Priorities at:

Office of Planning and Priorities
P.O. Box 2125
Halifax NS B3J 3B7

(902-424-5630)

The deadline to complete the survey is **February 15, 2022**.

HCi3 Grant Program: Call for Expressions of Interest

- The grant program is officially open and accepting expressions of interest until March 11, 2022.
- [On February 16, 2022 – Hci3 is hosting a webinar from 2-3 p.m.](#)
- Project and its benefits must be located in Halifax Regional Municipality.

Avian Influenza Information

Environment & Climate Change Canada's Canadian Wildlife Service is working with partners to share information on the ongoing Highly Pathogenic Avian Influenza (AI) outbreak in Atlantic Canada.

There are important ways that community members across Nova Scotia can help, such as:

- Reporting sick or dead birds to the NS Department of Natural Resources & Renewables hotline (1-800-565-2224), and
- Minimizing transmission between birds by refraining from handling wild birds and feeding ducks and gulls. Feeding encourages wild birds to congregate around food sources and can increase the probability of transmission.

Learn more about Avian Influenza:

- [Fact sheet - avian influenza](#)
- [Avian Influenza Virus Background](#)

- [Bi-weekly Avian Influenza in Canada reports](#)
- [Wild birds and avian influenza – Handling guidelines - Canada.ca](#)



“Getting on board with the Canoe Procurement trade program has been one of the highlights of our year so far. Tim could not be more helpful, from making introductions to following up to ensure we have exactly what we needed, we would not be benefiting enormously from this program if it wasn’t for his insight and assistance. This program has such value in terms of cost savings, time management, addressing sustainability and we look forward to taking advantage of several more of the offers available this fiscal year. If you need it, it is probably available through this program!”

-Town of Truro-

To learn more about Canoe Procurement contact client relations manager [Tim Elms](#)

In The News

[In Memoriam: Francis Dorrington](#)

Dorrington was the first African Nova Scotian to be elected to the NSFM board.

Upcoming Events

Accessibility Directorate's Virtual Gathering for Prescribed Public Sector Bodies

This meeting will take place tomorrow, Tuesday, February 15th, from 10am-12pm. Topics include PPSB obligation deadlines, standard development, and built environment.

[If you have not yet registered and would like to attend, please register here.](#)

After registering, you will receive a confirmation email with information about joining the meeting.

Equity and Anti-Racism Legislation Engagement Sessions

The Office of Equity and Anti-Racism is seeking input on pending Equity and Anti-Racism Legislation. The proposed engagement sessions are virtual, 90-minute meetings.

Learn more and sign up at the link above.

Professional Development for Elected Officials

From AMANS

Register by Thursday, February 17th at 4:30 pm, to receive early bird registration rates for the following workshops:

- [Finance Management for Elected Officials](#)
- [Financial Management 1: Strategy, Statements, and Budgets for Municipal Managers](#)
- [Financial Planning 101](#)
- [Turning Down the Heat: Communication Tips for Handling Challenging Conversations](#)

Once the deadline has passed, you will no longer be able to register at this special rate. To find out more information and to take advantage of the early bird rates, please visit our website: <https://www.amans.ca/upcoming-events-february-to-april-2022.html>

Hurry and register now, as you don't want to miss out on these special rates!



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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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Maureen Hughes

From: David Atchison <datchison@amans.ca>
Sent: Monday, February 14, 2022 4:28 PM
To: AMA Maritime List Serve
Subject: [PROBABLE-SPAM] Government Seeks Feedback on 20 Agencies, Boards and Crown Corporations

CAUTION: This email originated from an external sender.

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members.

To reply privately to the sender – please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

Good Afternoon AMANS Members,

The Province is inviting Nova Scotians to share their thoughts and ideas to strengthen 20 provincial entities.

A survey opened February 1, 2022, to seek input on the powers, duties, roles and responsibilities, accountability, oversight and governance, structure and programs of agencies, boards and Crown corporations. The feedback will help inform decisions about how they align with the needs of Nova Scotians.

The 20 entities selected for review are arm's-length organizations and include:

- Art Gallery of Nova Scotia
- Arts Nova Scotia
- Creative Nova Scotia Leadership Council
- Develop Nova Scotia
- Halifax-Dartmouth Bridge Commission
- Harbourside Commercial Park Inc.
- Innovacorp
- Invest Nova Scotia Board
- Nova Scotia Business Inc.
- Nova Scotia Crop and Livestock Insurance Commission
- Nova Scotia Farm Loan Board
- Nova Scotia Fisheries and Aquaculture Loan Board
- Nova Scotia Gaming Corporation
- Nova Scotia Lands Inc.
- Nova Scotia Liquor Corporation
- Nova Scotia Municipal Finance Corporation
- Perennia Food and Agriculture Incorporated
- Public Archives of Nova Scotia
- Resource Recovery Fund Board Inc.
- Sherbrooke Restoration Commission

Nova Scotians can provide feedback on all organizations or select the ones they want to comment on. The survey will remain open until February 15 and is available at:

<https://surveys.novascotia.ca/AgencyOfficeCrownInput>

Kind Regards,

David

David Atchison | Senior Policy Analyst

Association of Municipal Administrators, Nova Scotia | 1304-1809 Barrington Street, Halifax NS, B3J 3K8

Phone 1 (902) 225-2288 | Email datchison@amans.ca Web www.amans.ca www.nsmunicipalwellness.ca

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www.explorelunenburg.ca

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902-634-4410

ELECTRIC UTILITY
902-634-4410

FIRE DEPARTMENT
902-634-8343

PUBLIC WORKS
902-634-8992

RECREATION
902-634-4006

FACSIMILIE
902-634-4416

February 11, 2022

Lunenburg County Mayors, Warden, and CAOs

Re: Anti-Racism Regional Approach

Dear colleagues,

At the Lunenburg Town Council Meeting of February 8, 2022, the following motion was passed:

Motion: moved and seconded that the Town of Lunenburg advise the mayors of the Town of Bridgewater, the District of Lunenburg, and the Town of Mahone Bay as well as the Warden of the District of Chester that the Town of Lunenburg supports in principle the proposal for a regional anti-racism and anti-discrimination committee and that the Town of Lunenburg will include consideration of financial support for the implementation of the proposed committee in our 2022/23 Budget deliberations. Motion carried.

I look forward to discussing next steps on this initiative at an upcoming Mayors, Warden, and CAOs meeting.

Sincerely,

Mayor Matt Risser
Town of Lunenburg, NS

cc: Mayor Bolivar-Getson, Mayor Devenne, Mayor Mitchell, and Warden Webber; CAO Crowder, CAO Hyde, Interim CAO Malloy, and CAO McEwan

UNESCO World Heritage Site



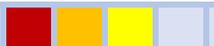
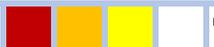
**Report to Council
February 24, 2022**

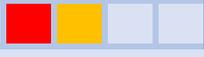
This Report to Council is intended to provide the Mahone Bay Town Council with a high-level summary of staff progress towards Council's direction to staff. As per the Town Council Policy, the report will be provided at each regular meeting of Council. The Report to Council is a living document and will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

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

<p>2</p>	<p>Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal</p>	<p>08-Sep-20</p>	<p>Apr., 2022</p>	<p>See Below</p>
<p>Notes: Updated direction was provided by Council Jan 27, 2022; see below for status.</p>				
<p>3</p>	<p>Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.</p>	<p>08-Sep-20</p>	<p>Mar., 2022</p>	<p> 75%</p>
<p>Notes: In progress. Staff have consulted with accessibility coordinator. Report anticipated ahead of 2022-23 budget process, for implementation (solicitation of donations campaign) in 2022. Staff recently discussed with MBTCC executive who expressed support for the program.</p>				
<p>4</p>	<p>Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.</p>	<p>26-Nov-20</p>	<p>Mar., 2022</p>	<p> 75%</p>
<p>Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.</p>				

5	Staff to contact MODL as a follow-up to the letter to their Council requesting a partnership with MODL which would enable Mahone Bay residents to be eligible for the ProKIDS program.	09-Feb-21	Mar., 2022		75%
		Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimate included in 2021-22 budget.			
6	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Mar., 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.	27-May-21	Mar., 2022		
		Notes: New MBTCC executive appointed in February 2022. Staff have relayed Council's request for a meeting. Correspondence from MBTCC on Council's Feb 24th meeting agenda; staff recommend Council replies requesting a date/dates for proposed meeting, to take place in March.			

8	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	Feb., 2022		75%
		Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted in February for implementation in Spring/Summer of 2022 (if approved).			
9	Refer the request from MADE for Mahone Bay to the planners for their report to the Planning Advisory Committee, and to the Committee for their recommendation to Council.	13-Jul-21	Mar., 2022		75%
		Notes: Planners have received the request and are in communication with the applicants in the preparation of their report. A PIM was held on October 7th. Planning staff are collecting further information and will present a report to the Planning Advisory Committee if/when information is available from the Developer.			
10	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Mar., 2022		75%
		Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.			
11	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21	Feb., 2022		75%
		Notes: Homeowner notified, documents prepared and forwarded to Town solicitor, currently awaiting notification from the Province that the designation has been registered.			
12	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Jul., 2022	Not yet begun	
		Notes: To be coordinated with hiring of new Manager of Finance (Treasurer).			

13	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Feb., 2022		75%	Notes: In progress. Waiting on additional information from Procom (Townsuite provider), recommendations from Deloitte, and hiring of new Manager of Finance (Treasurer).
14	Staff to apply for Connect2 provincial funding and to also apply to the Federal Active Transportation Fund to improve active transportation infrastructure, and active transportation safety within the Town of Mahone Bay.	14-Sep-21	Feb., 2022		75%	Notes: Connect2 application submitted; Connect2 funding anticipated. Staff preparing Federal Active Transportation Fund application.
15	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jul., 2022		25%	Notes: Initial staff report on housing strategy development included on Dec 14th Council agenda.
16	Council consider reviewing the Town logo and request that staff prepare a report on an RFP process to develop a new logo for the Town of Mahone Bay.	14-Sep-21	Mar., 2022		75%	Notes: In progress. Report to be presented to Council in March, ahead of 2022-23 budget process.
17	Staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.	27-Sep-21	Mar., 2022		50%	Notes: In Progress.
18	Staff to provide a report on the costs and anticipated revenue of extending water and sewer services to the end of Fairmont Street.	27-Sep-21	Mar., 2022		50%	Notes: In Progress.

19	Defer discussion concerning the issuance of an RFP for the engagement of engineering services and direction to staff regarding the development of an engagement plan for transportation and infrastructure improvements south of Clairmont Street to a later meeting of Council.	28-Oct-21	Mar., 2022	Not yet begun			Notes: Anticipated in March 2022, following February Policy & Strategy Committee meeting.	
20	Refer Transportation Planning 2022 and Onward to a future meeting of the Policy and Strategy Committee.	28-Oct-21	Feb., 2022					Notes: Referred to Committee; on Committee's February 28th meeting agenda.
21	Direct staff to prepare a report for Council on future capital investment in the Town Hall ahead of the 2022-23 budget process.	28-Oct-21	Mar., 2022				25%	Notes: In progress. Report to be presented to Council in March, ahead of 2022-23 budget process.
22	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	July., 2022				75%	Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures awaiting hiring of new Manager of Finance.
23	Direct staff to issue an RFP for legal services.	28-Oct-21	Mar., 2022	Not yet begun			Notes:	

24	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	Mar., 2022	Not yet begun
25		09-Nov-21	Mar., 2022	 75%
26	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	Mar. 2022	 25%
27	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.	11-Jan-22	Feb. 2022	 50%
28	Make the live street camera feeds available to the public via the Town's website.	11-Jan-22	Mar., 2022	 75%

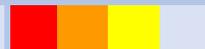
Notes: Date TBD.

Notes: Awaiting confirmation of designs / project schedule with MacLeod Group.

Notes: New Water/Wastewater System Manager started Feb 1st; report anticipated in April, 2022 (ahead of the 2022-23 budget process).

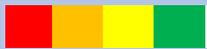
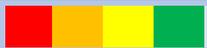
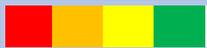
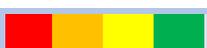
Notes: Staff have begun the process of registering the discharge of the Development Agreement.

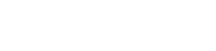
Notes: In progress; camera installed, dedicated internet connection set up, staff working on web access.

29	Staff directed to begin recruitment of public members of the Climate and Environment Committee.	11-Jan-22	Mar. 2022		75%
		Notes: Recruitment has begun and applications expected at Council in March.			
30	Complete the Municipal Heritage Property Registration process for Town Hall at 493 Main Street.	11-Jan-22	Mar., 2022		50%
		Notes: Staff have begun the registration process.			
31	Staff to communicate with the owner of the business at the Old Station, at the corner of Main Street and Orchard Street, regarding the installation of parking signage and that thereafter the signage shall be enforced by the Town.	27-Jan-22	Feb., 2022		50%
		Notes: In progress.			
32	Affirm the direction that was given to staff in September 2022 that staff draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration and that Council would set a target date for the receipt of said policy for the April 28, 2022 Council meeting.	27-Jan-22	Apr., 2022		50%
		Notes: In progress.			

33	Approve the Public Engagement Plan for the Strategic Plan Review with the addition of digital engagement including online polls or surveys with an extension of the engagement timeline until the end of March 2022.	27-Jan-22	Mar., 2022		50%
		Notes: Survey launched and information on the engagement plan published in the February 2022 edition of the Mayor's Newsletter.			
34	Approve the Public Engagement Plan for the Municipal Boundary Review as presented.	27-Jan-22	May, 2022		25%
		Notes: First education regarding the process released in the February edition of the Mayor's newsletter.			
35	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Apr., 2022	Not yet begun	
		Notes:			
36	Staff to craft a letter to the Mahone Bay United Soccer Club and the Mahone Bay Centre informing them of Council's intent to ensure capital funding is allocated within the 2022/23 budget to address the replacement of culvert and other infrastructure required that will address water management issues, on and adjacent to the Town land known colloquially as the "soccer field". This funding is estimated to be approximately \$11,000.	27-Jan-22	Feb., 2022		
		Notes: Letter sent.			

<p>37</p>	<p>Staff to complete negotiation and establish terms and conditions whereby the Mahone Bay Soccer Club/Mahone Bay Centre will have a contractual responsibility to provide scheduling, management, and ongoing maintenance of the field and that same be provided to Council for approval.</p>	<p>27-Jan-22</p>	<p>Apr., 2022</p>		<p>25%</p>
<p>Notes: Staff have reached out to Mahone Bay Soccer Club/Mahone Bay Centre Society to begin negotiations on the draft management agreement.</p>					
<p>38</p>	<p>Approve 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.</p>	<p>27-Jan-22</p>	<p>Feb., 2022</p>		<p>50%</p>
<p>Notes: In progress.</p>					
<p>39</p>	<p>Respond to the letter from Dynamite Trail Association to inform them that there is a plan in place to install signs as requested and that signage will be placed at all crossing locations in Mahone Bay.</p>	<p>08-Feb-22</p>	<p>Feb., 2022</p>		<p></p>
<p>Notes: Completed</p>					

40	Approve the REMO Budget for the fiscal year 2022/23 in the amount of \$146,300 with the Town of Mahone Bay's share being \$3,686.60.	08-Feb-22	Feb., 2022		★	Notes: Notice of approval sent to REMO.
41	Staff to prepare a report about the proposed application to the ICIP Program from DMAH.	08-Feb-22	Feb., 2022		★	Notes: Report on Council's Feb 24th meeting agenda.
42	Staff to write a letter to Elspeth McLean-Wile of NOW Lunenburg County to congratulate them on their work and accomplishments.	08-Feb-22	Feb., 2022		★	Notes: Completed.
43	Staff to apply to the Provincial Community ACCESS-Ability Program for funding to support accessibility improvements to the Aquatic Gardens Park, Sports Field, and	08-Feb-22	Feb., 2022		★	Notes: Application submitted for Feb 14, 2022 deadline.
44	Staff to apply for the Communities on the Move Pilot Program with the intention of supporting the salary cost of a term employee.	08-Feb-22	Feb., 2022		★	Notes: Application submitted for February 22, 2022 deadline.
45	Staff to send the letter included in the meeting package, including optional suggested paragraph, to Hon Joyce Murray, Minister of Federal Fisheries, requesting the extension of the Ghost Gear Fund program until at least 2027.	08-Feb-22	Feb., 2022		★	Notes: Completed.

<p>46</p>	<p>Staff to prepare a report for Council's February 24, 2022 Council meeting concerning the clearing of snow on Jubilee Park Pond.</p>	<p>08-Feb-22</p>	<p>Feb., 2022</p>		
<p>Notes: Report on agenda for Council's February 24th meeting.</p>					
<p>47</p>	<p>Staff to prepare a report for Council's February 24, 2022 Council meeting concerning the clearing of snow around fire hydrants.</p>	<p>08-Feb-22</p>	<p>Mar., 2022</p>		<p>50%</p>
<p>Notes: Report anticipated in March 2022.</p>					
<p>48</p>	<p>Staff to develop a policy regarding surveillance cameras within the Town of Mahone Bav.</p>	<p>08-Feb-22</p>	<p>Apr., 2022</p>		<p>25%</p>
<p>Notes: Research has begun.</p>					
<p>49</p>	<p>Council write to the Department of Justice requesting the ability to recommend an appointment to the Department in place of the Ministerial Appointment which remains vacant</p>	<p>08-Feb-22</p>	<p>Feb., 2022</p>		
<p>Notes: Completed.</p>					

Chief Administrative Officer's Report - Feb 24, 2022

1	COVID-19	CAO monitoring NS EMO updates. COVID-19 vaccination policy approved by Council December 14, 2021, takes effect February 28, 2022. All Town staff and MBDFD members vaccinated status confirmed.
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 March 10, 2022. AIM Network annual conference took place Nov 29-Dec 1, 2021 in Dartmouth, NS (Mayor, CAO and Manager of Finance participated). 2022 conference anticipated to take place in PEI in September.
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 / assessment of solid waste services currently under

4	Riverport Electric Shared Service Committee	<p>Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, net metering program, etc.. Currently drafting agreements for consideration of Council / Commission. Coordinating on utility asset management and planned rate study. Shared Service Committee meetings expected to resume in March.</p>
5	Regional Emergency Measures Organization (REMO)	<p>Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established. 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 approved at Council's Feb 8th meeting.</p>

6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. Power imports continue under annual agreement for 2022. BUTU applications for 2023 submitted. HOME (Heatpump Options Made Easy) program launched Oct 1, 2020; year-one evaluation underway now (staff anticipate a joint application to FCM to support evaluation and further program development). EV charger installations completed and online, with the exception of new Fire Station location. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish; update report on solar garden provided on Council's Jan 27 meeting agenda.
7	Lunenburg County Accessibility Advisory Committee	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. Lunenburg County Accessibility Plan approved by all five units. Province extended legislative deadline for the development and approval of Accessibility Plans to April 1, 2022; Lunenburg County units accomplished this ahead of time. New Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC in September. Operational Plan development proceeding with Lunenburg County Accessibility Coordinator; staff currently discussing options to cooperate with neighboring units. Funding for Operational Plan Included in 2021-22 operating budget.

8	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 occasional NSFM videoconference meetings.
9	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 - Feb 24, 2022

1 **Streets & Sidewalks**

1. Both new speed radar signs have been installed on Edgewater and Main. The other third speed radar has been installed on Kinburn.

2. Old water treatment and new water treatment plant exterior repairs will be conducted by Kaulbach Construction and J Mason Contracting. Hoping to have this completed by the end of this fiscal year with weather pending.

3. 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. All weather pending.

4. Charging stations have all been installed. The only Public Works item remaining is erecting signage which requires frost out of ground to install sign posts.

5. Main St. video camera mounted on Town Hall has been installed. Bell service line was installed so camera can be viewed on Town Website. Kelly and IT hoping to go live soon.

6. Still waiting on final quote for Anglican, Lutheran churches and Medical center crosswalks.

7. Final stages of approval for equipment and signage for Bay to Bay trail crosswalk.

8. In the initial stages working with Bell and Irving to have communications and Propane services installed at new fire hall.

2 Cemeteries & Open Space

1. Bayview Cemetery Fence tender was awarded to Cityzen Developments, fence is currently being constructed at their facility and posts will be installed as soon as weather permits.

2. We will pick up where we dropped off cleaning the town pit in the spring.

3. We still have a severe problem with graffiti within the town and we are seeing more and more of it every day. I would recommend not installing any more signs within the town until our artist is found as everywhere we look a Mahone Bay asset has been tagged.

Electric Utility Manager's Report - Feb 24, 2022

1 Electric Utility

- 1 - Upgraded the main line from Long Hill Road to the top of Main Street to allow for the increased load of the new nursing home.
- 2 - Installed new switches to allow us to change how our circuits are utilised (at the recommendation of Strum Engineering) and in preparation for the new nursing home coming online.
- 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.
- 8 - Carried out repairs after a storm. We only had one tree related issue during this storm which shows the importance of the tree trimming we have been doing recently and will continue to do.

Water/Wastewater System Manager's Report - Feb 24, 2022

1

Water Supply, Treatment & Distribution

New manager started Feb 1st, with new Operator starting early March. CBCL assisting with daily operations and annual report data collection.

Regular monitoring and maintenance activities continued. Routine or as required flushing of water mains was conducted in various locations throughout the water distribution system. Dead end flush unit install Edgewater Street scheduled; second unit has been delivered, installation date TBD. Plans to continue with NRW recommendations once weather is permitting. New Fire Hall is now connected and service is turned on. Seasonal water main flushing scheduled for April/May 2022. WTP Replacement air compressor on order, delivery mid March.

New Spare Raw water pump and motor received and onsite at Pump House.

2	Sewage Collection & Treatment	<p>Regular monitoring and maintenance activities continued. Permanent installation of PAA dosing line completed. Testing and Troubleshooting with CBCL continues. Annual Xylem inspection of lift station pumps completed. CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations. Removal of discontinued chlorine equipment from WWTP control building 75% complete. Finish Spring 2022. Door modifications of chemical room WWTP for PAA tote delivery pending. CBCL assisting with data collection for annual NSE reporting.</p>
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Climate & Energy Program Manager's Report - Feb 24, 2022

1 GHG Reduction

Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into approved 2021-22 budgets. Staff continue to participate in T2050/PCP Initiative (final session scheduled for Feb 22).

Staff have been working to install 8 electric vehicle chargers throughout the Town. 7 of these chargers are now in place, and 6 of them are online and able to be used. Signage will be in placed indicating that the spaces are for electric vehile charging only. "Warning" tickets will be given out to violaters for the first 3 months after the chargers are in place. The final charger will be installed after the site prep is completed at the new fire station. Preliminary survey work and site clearing has taken place at the site of the new Community Solar Garden. Panels for the garden have arrived and are being stored offsite. The Town has committed to ongoing communication and discussion of the project with neighbouring

2	Climate Adaptation	<p>Staff have connected with members of CanmetENERGY-Ottawa, Natural Resources Canada who expressed an interest in performing research related to GHG reduction, using Mahone Bay as a case study.</p> <p>Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. Geotechnical work completed this fall was successful, and further construction is expected to begin this spring. Their construction work has gone to tender.</p>
3	Engagement & Stewardship	<p>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</p> <p>Staff applied to the Clean Leadership Internship Program for funding to hire a student to work on engagement initiatives this summer, and the application was approved. Hiring for the position is now underway.</p>

Finance Manager's Report - Feb 24, 2022

1	COVID-19	Staff were recently working remotely 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 appear 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 boundary 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 delays 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 - Feb. 24, 2022

1	Plan Review	Completing final staff reviews of revised draft documents to be shared to Engagement Steering Team for recommendation to Council .
2	By-law and Policy Development	Amended Asset Management Policy approved at January 27, 2022 meeting of Council. Second Stakeholder PIM conducted with Fire Department members on February 9, 2022. Staff directed to prepare a draft Surveillance Camera policy for the review of Council.
3	Communications and Public Engagement	<p>Public Engagement Plans approved in January 2022 for Strategic Plan Review and Municipal Boundary Review. Survey has launched for Strategic Plan Review and staff will be reaching out to Council to schedule a Hearing in March 2022. Education component of Municipal Boundary Review has begun and will continue in March, with a survey to be launched in April and leading to a public session in May 2022. "Adopt a Fire Hydrant" campaign developed and launched for snow clearing, and staff are working with the Climate & Energy Program Manager to develop a communications plan to increase information in the community about the upcoming solar farm project.</p> <p>Communications campaign continues regarding the EV Chargers; currently waiting for the go-ahead to launch next phase of campaign regarding use and parking. Communications launched regarding the</p>

5	Council Support	Ongoing support of meetings of Council and Committees of Council. Staff completing Heritage Registration for Town Hall property; Cemetery Committee working on the replacement of the fence at the Bayview Cemetery; Watershed Risk Assessment underway; various tasks associated with Special Council meeting scheduling and support.
6	Development of Internal Documents	Research and coordination for the redevelopment of a Human Resources Manual for the Town of Mahone Bay; development of new forms and processes for facility bookings and planning matters.
7	By-law Enforcement	Staff have recently closed two files in respect to livestock; staff have worked with the development of signage and an education/ticketing campaign regarding the EV Chargers. Work underway on revising internal Enforcement Procedures. Staff are pursuing active files.
8	Park Cemetery Mapping Project	Position posting to be published this month so that GIS work can start as soon as snow starts to subside and before foliage interferes with GIS equipment. Position funding included in project for Natural Asset Mapping, for which the Town has received provincial funding.
9	Capacity and Effectiveness Initiative	Staff calendar for coordination of projects and human resources has been created; shared drive for management team developed; leave management system being brought online via existing payworks system.

10	Safety Program Implementation	Work continues on development of regulations for Safety Manual draft.
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By-law and Policy Review - Feb. 24, 2022			
1	Trees	Target 26-May-22	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
2	Park By-law	Target 26-May-22	Staff to review Park By-law in context of Plan Review.
3	CAO Performance Review Policy	Target Apr-28-22	Draft policy to be presented to Council's April 28, 2022 regular meeting.
4	Employee Conduct Policy	Target TBD	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
5	Council/CAO Relations Policy	Target TBD	Pending discussion at Strategy & Policy Committee.
6	Fire Services	Target 30-Mar-22	Second stakeholder PIM held with Fire Department members on February 10, 2022 - follow up for feedback expected in late February/early March.

7	Surveillance Camera Policy	Target 30-Mar-22	Not yet begun.
8	Council Policy	Target TBD	Pending discussion at Strategy & Policy Committee.
9	Respectful Workplace Policy	Target TBD	Pending discussion at Strategy & Policy Committee.
10	Fees Policy	Target TBD	Not yet begun
11	Penalties By-law	Target TBD	Not yet begun
12	Committee Policy	Target TBD	Pending discussion at Strategy & Policy Committee.
13	REMO By-law	Target 29-Jul-21	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval.
14	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Steering Team reviewing draft LUB and MPS for any edits before the documents are shared with the public for the next round of public engagement.	

Service Statistics - February 24, 2022

1	By-law Enforcement	Jan. 2022 Parking Tickets: 0		
		Notes: Parking enforcement resulted in several warnings but no tickets. Two active files regarding farm animals in town, one closed in January; open file on storage container; referrals regarding cars parked on road obstructing snow removal and one vehicle towed. Preparation of educational tickets for when EV Chargers come online.		
2	Police Services (founded & SUI occurrences)	Q3 2021	149	CalendarYTD: 391
		Notes:		
3	Mahone Bay & District Fire Department	Apr-Jun	11	-
		Notes: MVCs: 1; Fire Alarms: 2; Mutual Aid: 4; Medical Calls: 1; Other: 2		
4	Traffic (Speed Signage)	Sept., 2021	<u>38 Clearway</u> ADT (Mon-Fri): 1,289	<u>9 Pond</u> ADT (Mon-Fri): 414
		Oct., 2021	<u>38 Clearway</u> ADT (Mon-Fri): 1,413	<u>9 Pond</u> ADT (Mon-Fri): 534
		Notes: Data from tube counters.		
		YTD:		
5	Solid Waste (Tonnage)	Notes: Recyclables = ; Organics = ; Garbage/Other = ; Cardboard = .		
		YTD:		
6	HOME Program	Leads: 50	Installations: 5	
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in 2022 when COVID-19 guidelines permit.		

7	Water Utility	Notes: Water audit report presented to Council's Nov 25, 2021 agenda, recommendations report anticipated in February 2022. Metrics will be updated after new staff come onboard in February.																										
8	Electrical Utility	2021/22 Q3: 2,464,012 kWh 2021/22 YTD: 8,361,690 kWh 2020/21 Q3: 2,560,357 kWh 2020/21 YTD: 8,200,888 kWh																										
9	CodeRED Registrations	<table border="1"> <tr> <td data-bbox="719 657 933 751">31/1/2022</td> <td data-bbox="933 657 1453 751">Residential: 336; Business:10; Email: 176; Text: 231</td> </tr> <tr> <td data-bbox="719 751 933 846">31/12/2021</td> <td data-bbox="933 751 1453 846">Residential: 326; Business: 10; Email: 170; Text: 220</td> </tr> <tr> <td data-bbox="719 846 933 940">30/11/2021</td> <td data-bbox="933 846 1453 940">Residential: 319; Business: 10; Email: 164;</td> </tr> <tr> <td data-bbox="719 940 933 1035">31/10/2021</td> <td data-bbox="933 940 1453 1035">Residential: 310; Business: 10; Email: 158; Text: 213</td> </tr> <tr> <td data-bbox="719 1035 933 1129">30/9/2021</td> <td data-bbox="933 1035 1453 1129">Residential: 308; Business: 10; Email: 156; Text: 208</td> </tr> <tr> <td data-bbox="719 1129 933 1224">31/08/2021</td> <td data-bbox="933 1129 1453 1224">Residential: 297; Business: 10; Email: 150; Text: 200</td> </tr> <tr> <td data-bbox="719 1224 933 1318">31/07/2021</td> <td data-bbox="933 1224 1453 1318">Residential: 298; Business: 10; Email: 151; Text: 201</td> </tr> <tr> <td data-bbox="719 1318 933 1413">30/06/2021</td> <td data-bbox="933 1318 1453 1413">Residential: 297; Business: 10; Email: 151; Text: 200</td> </tr> <tr> <td data-bbox="719 1413 933 1507">31/05/2021</td> <td data-bbox="933 1413 1453 1507">Residential: 294; Business: 10; Email: 151; Text: 197</td> </tr> <tr> <td data-bbox="719 1507 933 1602">30/04/2021</td> <td data-bbox="933 1507 1453 1602">Residential: 293; Business: 10; Email: 152; Text: 197</td> </tr> <tr> <td data-bbox="719 1602 933 1696">31/03/2021</td> <td data-bbox="933 1602 1453 1696">Residential: 294; Business: 10; Email: 154; Text: 196</td> </tr> <tr> <td data-bbox="719 1696 933 1791">28/02/2021</td> <td data-bbox="933 1696 1453 1791">Residential: 290; Business: 10; Email: 153; Text: 192</td> </tr> <tr> <td data-bbox="719 1791 933 1942">31/01/2021</td> <td data-bbox="933 1791 1453 1942">Residential: 285; Business: 10; Email: 150; Text: 189</td> </tr> </table>	31/1/2022	Residential: 336; Business:10; Email: 176; Text: 231	31/12/2021	Residential: 326; Business: 10; Email: 170; Text: 220	30/11/2021	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	30/06/2021	Residential: 297; Business: 10; Email: 151; Text: 200	31/05/2021	Residential: 294; Business: 10; Email: 151; Text: 197	30/04/2021	Residential: 293; Business: 10; Email: 152; Text: 197	31/03/2021	Residential: 294; Business: 10; Email: 154; Text: 196	28/02/2021	Residential: 290; Business: 10; Email: 153; Text: 192	31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189
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2021-25 Strategic Plan - Feb 24, 2022

Sustainable Municipal Services

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.1.1	Undertake water, wastewater & electrical rate studies	Operating Initiatives															
	Water																
	Wastewater																
	Electrical																
		<p>AREA conducted standing offer for rate study consultants for MEUs Spring 2021. Staff have had initial meetings with BDR North America Inc. re rate study preparation and anticipate report to Council by March 2022 and completion of rate study is anticipated by late June.</p>															
1.1.2	Implement initiatives to increase utility demand	Operating Initiatives															
		<p>Council approved EV Home Charger Pilot July 29, 2021. Update on Neothermal ETS pilot - Dalhousie study - provided to Council's Dec 14 meeting. Discussion initiated with FCM re funding support for HOME Program expansion. Report to Council anticipated by April 2022.</p>															

1.1.3 Complete water and wastewater 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 April 2022.

Wastewater

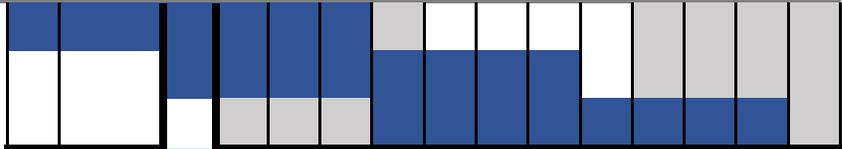


1.1.4 Strategically replace/upgrade utility infrastructure Capital Projects

Project 1

Project 2

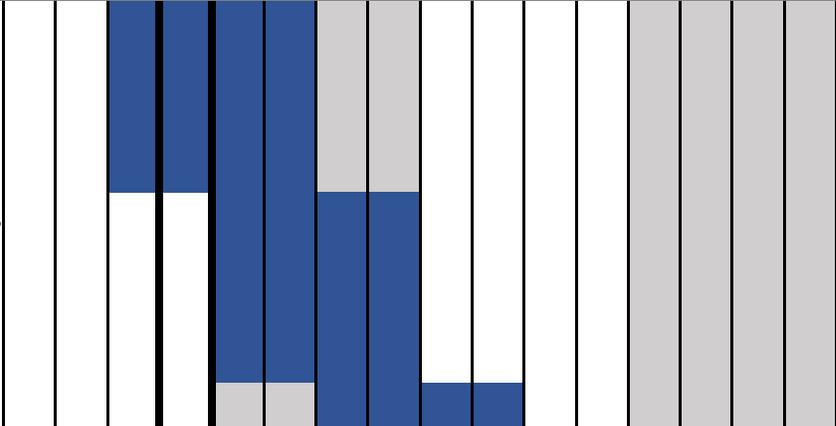
Project 3



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 - for ICIP Application - on Council's Feb 24th meeting agenda

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

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



AIM Cohort 2.0 began November 10th, running to March 2022. Development of draft Electrical, Water, Wastewater and Stormwater asset management plans currently underway with AM Committee. Cohort 2.0 outputs to be provided to support Council's 2022-23 budget process.

1.2.2 Integrate asset management plans into 10-year capital budget



1.3.1 Accessibility Operational Plan

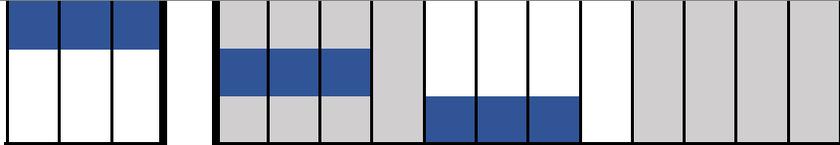
Operating Initiative / Capital Projects



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

1.3.2 Improve transportation infrastructure to support healthy living Capital Projects

- Project 1
- Project 2
- Project 3



2021-22 project underway with Cherry Lane one-way configuration in Sept., grant applications submitted to Canada Community Revitalization Fund and Connect2 Program, and underway for Federal Active Transportation fund. Initial traffic calming improvements to Kinburn / Clairmont (speed humps) completed. Crossings at Kedy's Landing, Lutheran Church and Medical Clinic, along with trail crossing at Long Hill Road and Main Street underway for substantial completion by March 31st (weather permitting). Priorities for future year transportation projects to be discussed at upcoming Policy & Strategy Committee meeting.

Equitable & Inclusive Growth

2021				2022				2023				2024			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

2.1.1 Complete Plan Mahone Bay MPS/LUB Process Operating Initiative



Council has delayed phase 2 public engagement process with Upland Planning + Design; draft MPS/LUB documents under development now. Engagement process anticipated to begin by March-April 2022.

2.1.2 Develop and implement Housing Strategy Operating Initiatives

Initial report on Housing Strategy Development provided to Council Dec 14, 2021. Discussions initiated with other Lunenburg County units on the possibility of regional approach to housing. Provincial RFP issued for conduct of needs assessments for all areas of NS (utilizing 2021 census data).

2.2.1 Review service levels and align with residents' ability to pay

2.2.2 Explore shared services and partnerships for efficient service delivery

2.2.3 Establish inclusive strategies for provision of municipal services

2.2.4 Expand existing infrastructure to support planned growth Capital Projects

- Project 1
- Project 2

2.3.1 Align staff capacity, capital and operating plans with strategic plan

2021-22 annual budget process provides opportunity to consider first annual strategic plan review and align financial resources accordingly.

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

To date in 2021-22 the following policies and by-laws 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 By-law.

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 approved at Council's Jan 27th meeting and underway for completion by end of March.

Environmental Leadership

2021				2022				2023				2024			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

3.1.1 Community Greenhouse Gas (GHG) Reduction Action Plan Operating Initiatives



Implementation of Community Greenhouse Gas (GHG) Reduction Action plan proceeding apace. On Dec 14th Council approved Terms of Reference for Climate & Environment Committee to review the GHG Reduction Action Plan and recommend updates to Council. First annual report to be presented to Committee when consituted.

3.1.2 Expand home heating program Operating Initiative



3.1.3	Expand electric vehicle charging infrastructure	Capital Projects
<p>Equipment received, installations completed by staff in 6 locations (town hall, marina, clairmont street, MBC, main street). The remaining 2 chargers to be installed at the fire station when the site preparation is completed. Chargers now online, signage to be installed shortly. Promotion of EV chargers will continue.</p>		
3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project
<p>Federal/Provincial funding announcement 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 delivered to Halifax in January. Update report provided on Council's January 27th meeting agenda.</p>		
3.1.5	Support regional initiatives that contribute GHG reduction	Operating Initiatives
<p>Ongoing discussions concerning regional transit system; Mayor participated in panel at Citizens for Public Transit AGM, along with representatives of other LC municipal units.</p>		
3.2.1	Develop and implement policies / by-laws supporting adaptation measures	
3.2.2	Invest in infrastructure (shoreline and stormwater management)	Capital Project
3.3.1	Urban Forest Management Plan (including parks)	Operating Initiative

3.3.2 Invest in infrastructure (straight pipes) and land acquisitions Capital Projects

Project 1



Straight pipes elimination projects included in staff report re 2022-23 ICIP application on Council's February 24th meeting agenda.

Project 2



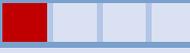
3.3.3 Encourage recognition of the value of natural assets Operating Initiatives



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). Trees Canada grant for historic orchard rehabilitation submitted.

2021-22 Budget - Operating Initiatives - Feb 24, 2022

		Budget	YTD					
1	2021 Asset Management Project	\$12,000	\$5,214					75%
		Notes: AIM Network Cohort Program 2.0 began Nov 10, 2021 (expected to run Mar. 2022). Community Works funding anticipated for natural asset data collection (funding can be expended until Fall 2022).						
2	Accessibility Operational Plan	\$25,000	\$0					25%
		Notes: Initial meetings underway with MoC/Lunenburg County Accessibility Coordinator (MoC).						
3	Park Cemetery Mapping Project	\$4,000	\$0					25%
		Notes: Community Works Program funding now anticipated, staff working with NSCC to identify opportunities with students. Hiring process anticipated for a March start so that mapping can be completed in advance of foliage which has interfered with GIS capabilities in person.						
4	MPS / LUB Update - Year 2	\$31,000	\$3,726					50%
		Notes: Currently underway with Upland Planning and Design.						
5	Housing Strategy Development	\$30,000	\$0					25%
		Notes: Outreach begun to other Lunenburg County units concerning possible regional approach. Confirmation from Province that they will undertake regional needs assessment for Lunenburg County municipalities (using 2021 census data).						

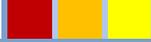
6 Water System Diagnostics	\$60,000	\$20,335		75%
Notes: Water audit with Xylem Inc. completed. Report included on November 25 Council Mtg. agenda. Staff following up on recommendations (identified leaks); recommendations report anticipated to Council by April 2022.				
7 Electric Utility Rate Study	\$5,000	\$0		25%
Notes: Initial meetings underway with BDR North America Inc. (selected via AREA's request for standing offer process).				
8 Electric Utility "Grow the Load" Initiatives	\$12,000	\$8,545		25%
Notes: EV home charger pilot approved July 29, 2021, will be launched Q4 2021-22.				
9 Electrical System Diagnostics	\$50,000	\$0		25%
Notes: Existing transformers assessed for multi-year replacement plan to meet federal requirements. First batch of replacement transformers acquired. RFP for additional transformer replacements under development.				

2021-22 Budget - Capital Projects - Feb 24, 2022

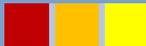
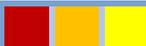
Town General

		Budget	YTD		
1	Repair/Renovate Town Hall Facility	\$200,000	\$289,962.00		
		Notes: Work completed; final report on project provided to Council's Oct 28th meeting.			
2	Transportation Project 2021-22	\$120,000	\$1,059.00		50%
		Notes: Cherry Lane (one-way street) completed. Funding applications for other components submitted / underway. Clairmont/Kinburn traffic calming (speed humps) completed in December. Crossings at Kedy's Landing, Lutheran Church and Medical Clinic, along with trail crossing at Long Hill Road and Main Street underway for substantial completion by March 31st.			
3	Security Cameras	\$4,000	\$0.00	Not Yet Begun	
		Notes:			
4	Install New Sewer Services (as needed)	\$10,000	\$0.00	Not Yet Begun	
		Notes: As required.			
5	Replace Lift Station Pump (Small Pump)	\$12,000	\$0.00	Not Yet Begun	
		Notes: Coordinated with lift station repairs project.			
6	Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$4,439.00	Not Yet Begun	
		Notes: 2020-21 operating initiative for development of educational materials including 3D model - supporting Coastal Action pilot - completed (project website live).			

7	Purchase EV for Demonstration	\$30,000	\$0.00	Not Yet Begun			
		Notes: Report to Council anticipated in March 2022.					
8	Solar Garden Development	\$5,805,686	\$10,362.00			25%	
		Notes: ICIP funding contribution agreement signed, work to begin on site Spring 2022. Community Open House took place November 4th, 2021. Solar panels delivered to Halifax beginning in January. Update report provided on Council's January 27th meeting agenda.					
9	Fix/Repair Bayview Cemetery Fence	\$50,000	\$0.00			25%	
		Notes: Funding anticipated under Provincial Beautification and Streetscaping program. Request for Tender closed Nov 17th, awarded to Cytizen Developments. Completion expected by March 31, 2022. Discussion of potential additional project components - eligible for BSP funding - anticipated at February Cemetary Committee meeting.					
10	Renovate Comfort Station for Year Round Use	\$6,000	\$8,687.00				
		Notes: Installation of heaters and insulation completed. Comfort Stations approved to operate until Christmas break this year. Report anticipated to Council in March 2022.					
11	Drill Well at VIC (as needed)	\$10,000	\$0.00	Not Yet Begun			
		Notes: As required.					
12	Lift Station Repairs	\$40,000	\$0.00			25%	
		Notes: RFP for work under development with CBCL Ltd., to be issued in March of 2022.					
13	Speed Signs	\$10,000	\$9,354.00				
		Notes: New signs installed on Edgewater Street and Main Street.					

14 PAA Pilot Project	\$32,000	\$4,985.00		75%
	Notes: Project is in final stages of completion with staff implementing the recommendations of the final report for modification of chemical building (supported by remaining PCAP funding).			
15 Waste Receptacles	\$12,000	\$180.00		75%
	Notes: Cigarette butt recyclers have been installed. 10 Dog Waste receptacles / bag dispensers have been installed.			
16 Aquatic Garden Entrance	\$20,000	\$0.00	Not Yet Begun	
	Notes: Garden club beautification of Clairmont entrance complete; signage to be designed over winter. Additional access considerations pending accessibility standards / Community ACCESS-Ability Funding Application.			
17 Wharf Repairs (as needed)	\$5,000	\$3,129.00	 	
	Notes: Rockwall Repairs & Wheel Guard installed. Engineering assessment completed on North wall in December and condition monitoring underway.			
18 Bandstand - Phase 3	\$20,000	\$0.00	Not Yet Begun	
	Notes: Staff have prepared and submitted two of three planned funding applications. If funding is obtained work could begin Spring 2022 for 2022 season.			
19 Town Hall Furnishings - Furniture & Equipment	\$15,000	\$12,335.00		75%
	Notes: Furnishings, furniture and equipment installed. Staff following up on additional input from Council.			
20 Home Heating Program - Town Portion	\$50,000	\$5,214.00		25%
	Notes: Dalhousie modelling report on applicability of ETS / water heating project completed. Staff are investigating options for a program review with FCM.			

21	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.			
22	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.			
23	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.			
24	Line Replacement - Long Hill Rd. to WTP	\$782,145	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.			
25	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.			
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				
1	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.			
2	New Digital Radio's and Pagers	\$12,500	\$0.00	 75%
	Notes: New radios have been ordered. Should be arriving shortly.			
3	Replace Pumper Truck	\$675,000	\$0.00	Not Yet Begun
	Notes: Staff are working on preparing a Tender document for procurement of a new Pumper Truck.			

4	iPads for Fire Vehicles	\$2,700	\$0.00		75%
		Notes: iPads have been ordered through Bell. Should be arriving shortly.			
5	New Bunker Gear	\$15,600	\$15,883.00		75%
		Notes: New boots have been ordered to replace expired gear. More gear will be ordered in the coming			
6	BA Face Masks with Glasses	\$5,000	\$2,828.00		75%
		Notes: Masks and glasses interest have been ordered.			
Water Utility					
1	Connection of New Water Services	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
2	Replace Hydrants as Needed	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
3	Install Water Meters as Required	\$3,000	\$0.00	Not Yet Begun	
		Notes: As required.			
4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun	
		Notes:			
5	Deadend Flushings - System Extremities	\$13,000	\$9,014.29		25%
		Notes: EQ received, will be installed in Spring 2022.			
6	Install Security Cameras	\$4,000	\$0.00	Not Yet Begun	
		Notes:			
7	Install Level Control Valves	\$2,500	\$0.00	Not Yet Begun	
		Notes:			
8	Flow Meter at Water Treatment Plant	\$3,000	\$716.13		50%
		Notes: In Progress.			

9	Rebuild Pump #1	\$5,000	\$0.00	Not Yet Begun
		Notes:		
10	Repair Roof on Old Water Pump House	\$4,500	\$0.00	 25%
		Notes: In Progress.		
11	Exterior Walls at Water Treatment Plant	\$15,000	\$0.00	 25%
		Notes: In Progress.		
12	Replace Compressor at Water Treatment Plant	\$20,000	\$0.00	 25%
		Notes: Council amended budget for purchase of two compressors. Compressors purchased, to be delivered/installed soon.		
13	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$1,223.00	Not Yet Begun
		Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.		
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$3,105.12	Not Yet Begun
		Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.		
15	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$2,424.00	Not Yet Begun
		Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.		
16	Line Replacement - Long Hill to Water Treatment Plant	\$782,145	\$1,604.44	Not Yet Begun
		Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.		
17	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$1,441.00	Not Yet Begun
		Notes: Waiting on ICIP Funding, report on Council's Feb 24th meeting agenda.		
18	Service Extensions - Fairmont St.	\$100,000	\$0.00	Not Yet Begun
		Notes: Staff reports to be presented to Council.		

Electric Utility				
1	Pole / Line Replacement as Required	\$25,000	\$1,380.00	   25%
	Notes: As required.			
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	    
	Notes: Completed			
4	Replacement of Edgewater Street Lamps	\$20,000	\$0.00	Not Yet Begun
	Notes: Funding application submitted.			
5	New Digital Meters (As Needed)	\$11,000	\$0.00	Not Yet Begun
	Notes: As required.			
6	Home Heating Program (Utility Portion)	\$50,000	\$0.00	Not Yet Begun
	Notes: See note above (Town Portion).			
7	New Transformers (As Needed)	\$35,000	\$0.00	Not Yet Begun
	Notes: As required.			

General Overview:

The purpose of this report is to inform Council of the different levels of service that the Public Works Department could provide to ensure the Jubilee Park Pond is safe to skate on, as well as the costs and liabilities that are associated with these levels.

Background:

Town staff were approached several weeks ago about the prospect of an individual volunteering his services to maintain the Jubilee Park Pond by clearing and flooding the pond when required. Staff assessed the town's responsibility for due diligence to ensure the public's safety and how they would be informed of the conditions. This included contacting the town's insurance carrier (BFL Canada) and discussing with our account manager Edmund Nix. Ed explained there are several ways to approach closing an ice-skating surface to the public but strongly recommended not handing it over to volunteers as our insurance would not be transferable in the case of an accident, as they are not town employees.

On the understanding that any level of service with respect to the Pond could only be a Public Works function staff have defined different levels of service and the liabilities/costs associated with these services. The additions at each level are highlighted for reference.

Level 0:

1. As currently managed the ice is used at skaters' risk and a posted sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.

Level 1:

1. Post a sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.
2. Daily core drills in several spots around the perimeter and down the center, record results and hang "Pond is Closed for Skating" if found unsafe.
3. Daily move barricades around unsafe areas (inlet and outlet water streams) to ensure areas are not used for skating and then document.

4. Daily Inform town website administrator that ice is unsafe for use when required and post on town website.

Level 2:

1. Post a sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.
2. Daily core drills in several spots around the perimeter and down the center, record results and hang "Pond is Closed for Skating" if found unsafe.
3. Daily move barricades around unsafe areas (inlet and outlet water streams) to ensure areas are not used for skating and then document.
4. Daily Inform town website administrator that ice is unsafe for use when required and post on town website.
5. Daily inspect and remove snow from pond with town owned snow blower as required.
6. Daily inspect and move boundary posts as required at each corner of the cleared skating area to signify the boundaries of the safe skating zone and then document. This would also be used as a marker to ensure the ice safe skating zone does not increase in size overnight.
7. Daily inspect and remove snow and ice from access paths to skating area as required and then document.
8. Daily inspection of benches and if they are positioned at the head of the walking path to the skating area and then document.

Level 3:

1. Post a sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.
2. Daily core drills in several spots around the perimeter and down the center, record results and hang "Pond is Closed for Skating" if found unsafe.
3. Daily move barricades around unsafe areas (inlet and outlet water streams) to ensure areas are not used for skating and then document.
4. Daily Inform town website administrator that ice is unsafe for use when required and post on town website.
5. Daily inspect and remove snow from pond with town owned snow blower as required.
6. Daily inspect and move boundary posts as required at each corner of the cleared skating area to signify the boundaries of the safe skating zone and then document. This would also be used as a marker to ensure the ice safe skating zone does not increase in size overnight.
7. Daily inspect and remove snow and ice from access paths to skating area as required and then document.

8. Daily inspection of benches and if they are positioned at the head of the walking path to the skating area and then document.
9. Daily inspect and check for cracks and gouges on skating surface, flood with water when required and then document. Hang "Pond is Closed for Skating" signage if ice surface is found unsafe.

Analysis:

If Public Works takes ownership of levels 0 or 1 (ice thickness) then the liability aspect ends at that level. This means that if a member of the public decides to clear and/or flood the ice surface without our agreement, the Town would not be held accountable for the ice surface conditions, only ice thickness.

Once we start maintaining ice at level 2 and 3, we do provide a higher service standard, but we also place ourselves at a higher risk of liability and incur higher maintenance costs. It is important to note that we need a minimum of eight (8) inches of ice to skate safely (BFL Canada and the Canadian Red Cross) so we would be required to inspect the ice 7 days a week and perform the required maintenance as required and then document. Two Public Works employees would always need to be present when conducting levels 1, 2 or 3 of service due to safety concerns and a snow blower that would also need to be purchased if we conducted levels 2 and 3 (Approx.: \$2,000 capital purchase).

Financial Analysis:

The following cost estimates are for 1 month at 7 days a week, staff recommend budgeting for four months (Dec, Jan, Feb, Mar) annually, once Council has determined the desired level of service.

Level 0 Monthly Estimated Costs:

- Zero additional cost

Level 1 Monthly Estimated Costs:

- 84 hours actual person hours
- \$2,376 (two employees with 3-hour call in on weekends)
- Diesel - \$140

Level 2 Monthly Estimated Costs:

- 168 actual person hours
- \$3,996 (two employees with 3-hour call in on weekends)

- Diesel/gas and salt - \$560

Level 3 Daily Estimated Costs:

- 280 actual person hours
- \$6,160 (two employees with 3-hour call in on weekends)
- Diesel/gas and salt - \$840

It should be noted that the actual person hours required for level 2 or 3 would likely necessitate adding additional staff capacity to the Public Works Department.

As well during winter storm events (and for at least two days thereafter) the Public Works team's highest priority is ice and snow removal from streets and sidewalks which closes the ice-skating surfaces as inspections and maintenance will not be performed until staff become available to do so.

Recommendation:

It is recommended, in consideration of the above as well as our changing climate, that we continue to maintain the Jubilee Park Pond Ice skating surface at level 0.

Respectfully submitted,



Jonathan Uhlman

Public Works and Transportation Manager





Town of Mahone Bay

Staff Report

RE: Correspondence - Town of Mahone Bay Solar Garden Project

February 24th, 2022

General Overview:

This report is intended to provide Council with a summary of correspondence received and sent, in regard to the Town's community solar garden project.

Background:

Following the last Solar Garden Project Update report provided to Council's Jan 27th meeting, correspondence dated Jan 30th was received from Heidi Walsh-Sampson (attached), cc'ing other property owners neighboring the site of the Town's community solar garden project.

Analysis:

A response was sent to Ms. Walsh-Sampson dated Feb 15th, 2022 (attached), cc'ing neighboring property owners. As noted in this response, project design work continues. Subsequent updates in this regard will be provided to Council, as well as to the neighboring property owners.

Financial Analysis:

There is no additional financial implication to this update on correspondence received and sent.

Climate Analysis:

Once completed the Community Solar Garden will produce up to 18% of Mahone Bay's energy, significantly reducing our community's GHG emissions.

Strategic Plan:

3.1 Reduce Community Greenhouse Gas Emissions

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Jan 30th Letter
- Feb 15th Letter

Respectfully Submitted,

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

Dylan Heide, Town of Mahone Bay CAO

January 30, 2022

Town of Mahone Bay
Nova Scotia

Attention: Mayor David Devenne
Deputy Mayor Francis Kangata
CAO Dylan Heide
Town Council

Dear sirs/mesdames

Re: Town Mahone Bay Solar Garden Project

We write in connection with planned solar garden project on the municipal property surrounding the sewage treatment plant in Mahone Bay (**Proposed Site**).

We write on behalf of ourselves and the owners of the neighbouring properties (**Neighbouring Property Owners**) located in immediate proximity to the Proposed Site:

- Professor Heidi Walsh-Sampson and Mr. Tony Sampson, 906 Main Street;
- Dr. Mojgan Mahmoodi and Dr. Reza Ghaffari, Main Street;
- Dr. Eva Barkova and Quentin Casey, 932 Main Street;
- Mr. Michael Nowlan and Mrs. Christine Nowlan, 882 Main Street; and
- Dr. Kim Baines, 922 Main Street.

Each of the Neighbouring Property Owners is a directly affected party for the purposes of challenging the site selection process for the Proposed Site.

Request:

On behalf of the Neighbouring Property Owners, we write to request the following:

1. **Halt Construction.** Construction of the solar garden project (**Project**) be halted until a meaningful dialogue can be had between the Neighbouring Property Owners, the Mayor, Deputy Mayor and the CAO;
2. **Information regarding the size, scale and safety of the Solar Project.** The Town provide the Neighbouring Property Owners with the following information:
 - a. **Details of the Project.** All information and documents relating to the size, scale, scope of the Project including specifics pertaining to:
 - i. **Inverter.** Type and location of the planned inverter.
 - ii. **Energy storage on site.**
 - iii. **Transmission path** of energy generated on the Proposed Site.
 - iv. **Location of the tie-in** to the electrical grid.
 - v. Confirmation that there will be **no transmission lines** going toward Main Street down the access road.
 - vi. **Buffer plan and details.**

- vii. **Safety plan for containment of a battery leak.**
 - b. **Details Site Selection Process.** All information and documents relating to the site selection process including submissions by interested parties, consultants and staff reports.
 - c. **Environmental Assessments of the Proposed Sites.**
 - d. **Permits, Site Plans or Development Agreements.** Any information or documents related to planning permits, site plans, variances or development agreements made in relation to the Proposed Site and the Project.
 - e. **Related contracts.** All contracts relating to the development and sale of electricity from the Proposed Site.
 - f. **Notices and Minutes of the Meetings where Council decisions were made related to the Project.**
3. **Increased Setback.** The setback of the Solar Panel Arrays be increased to 500m from the boundaries of the Neighbouring Property Owners.

Background:

We have lived at 906 Main Street, Mahone Bay for 15 years. On Thursday morning, January 27, 2022, I was lecturing online from my home office above my garage when there was a ruckus outside so loud that I could hardly continue. My husband came in extremely upset to explain that there was a 20 ton digger knocking the century trees down along our property line. He had approached the engineer operating the digger who was surprised that we had not been informed that there was to be a solar garden generating 60 kilowatts constructed on the adjacent land extending 6 metres from our property line for 3 acres. He was extremely apologetic and provided us with the number of the lead engineer. Despite being the property most directly affected, this was the first time that we had heard of this project.

We immediately called the lead engineer and he was also extremely apologetic and agreed that we should have been notified. He said he would contact the Town right away. Shortly thereafter, we received a call from the Town's Climate and Energy Project Manager about the project. She apologized for the oversight and indicated that we were overlooked but the remaining neighbours had been contacted and were okay with the Project. We have since been in contact with our neighbours and they view the interaction differently. I asked for confirmation of the scope of the Project, and she informed us that it would be 6 Megawatts and that it had already been approved by Council but was unable to advise me of when.

This call with the Climate and Energy Project Manager occurred at 1:33 pm on Thursday, January 27, 2022. Even though I had asked for all information on the Project, the decision-making process and whether the Proposed Site had been approved by resolution of Council, the Climate and Energy Project Manager failed to mention that the Solar Garden Project was on the Council Agenda for a meeting scheduled that very evening. I asked for the CAO to call us.

At 2:33 pm on Thursday, January 27, 2022, the CAO called back and spoke to my husband. He apologized for not informing us but advised that there had been a public hearing and claimed the project was a permitted use of the land. My husband expressed our concerns about how the trees

were being wastefully knocked down, about the safety of the Project and the impact on property values. He also explained that we had long planned to build our retirement home on the rear of our property and that this would make that impossible. My husband indicated that we needed more information about the Project. Again, even though the Solar Garden Project was on the Council Agenda for a meeting scheduled to happen 4 hours later, the CAO failed to mention this. Thereby depriving us of the opportunity to make a submission to Council and be heard.

As the owners of a residential property bordering the Proposed Site, we are concerned about the unknown health risks associated with the Project technology, the nuisance associated with the Project, the interference with the use and enjoyment of their land and the potential negative impact on the value of their property. We are disappointed by the lack of notice as we were prevented from the opportunity to be heard during the decision-making process. We intend to challenge the decision to locate the Project on the Proposed Site in close proximity to our house.

On Friday, January 28, 2022, we met with our neighbours, the Mahmoodi-Ghaffaris. They advised us that the first they were aware of the Project was back in December when the Town Clerk contacted them regarding their previously filed subdivision request to indicate that a decision had not been made yet. In their subdivision request, they had stated their intention to subdivide and build their retirement home on the rear portion of their property and requested use of the access road. At no point were the Mahmoodi-Ghaffaris informed that the Project would be constructed up to their property line rendering their request for subdivision to build a retirement home moot. The next they heard was when they were left a phone message on Wednesday evening asking them to check the ribbons marking the line of their property. Contrary to what had been conveyed to us, the Mahmoodi-Ghaffaris disputed the property line and objected to the location of the Project along the border of their property as well. The Mahmoodi-Ghaffaris are concerned about the unknown health risks associated with the Project technology, the nuisance associated with the Project, the interference with the use and enjoyment of their land and the potential negative impact on the value of their property. The Mahmoodi-Ghaffaris were not provided with notice or the opportunity to be heard on how the location of the Project on the Proposed Site will affect their substantive legal rights.

On Friday, January 28, 2022, we also met with our other neighbour, Quentin Casey, and he also indicated that he was unaware that the location of the Project would be in such close proximity to our residential houses. He and his spouse, Eva Barkova, are concerned about the impact of the Project on the Proposed Site. The Barkova-Caseys were also not provided with notice or the opportunity to be heard on how the location of the Project on the Proposed Site will affect their substantive legal rights.

On Sunday, January 30, 2022, I met with Christine Nowlan. She and her husband, Mike Nowlan, own another neighbouring property located at 882 Main Street, Mahone Bay. Like the other Neighbouring Property Owners, they are directly affected by the Project. They also have not had any prior knowledge or contact from Town of Mahone Bay staff regarding the location of the Project on the Proposed Site until they were asked to check the tag lines. The Nowlans are concerned about the unknown health risks associated with the Project technology, the nuisance associated with the Project, the interference with the use and enjoyment of their land and the potential negative impact on the value of their property. The Nowlans were also not provided

with notice or the opportunity to be heard on how the location of the Project on the Proposed Site will affect their substantive legal rights.

We have also been in contact with Dr. Kim Baines, property owner at 922 Main Street. Dr. Baines advised us that she received an email from the Climate and Energy Project Manager on January 21, 2022 advising that construction was about to begin on the Project. Dr. Baines is currently out of the Province and presumed that there had been previous notice sent in hard copy. Dr. Baines shares our concerns that proper process has not been followed.

For clarity, each of the Neighbouring Property Owners fully supports the Solar Garden Project but do not consent to it being located so close to our respective homes. We are fulltime residents of this Town and have legitimate concerns about the construction of this project mere metres from our homes. Between the Neighbouring Property Owners, there are 5 young children living on properties directly affected by this decision to site the Solar Project on the Proposed Site.

Concerns

Our concerns are as follows:

- **Lack of information.** The only notice that we were aware of was for a public hearing which indicated that the likely site would be on Pine Grove Street and Fauxburg Road. Local online news articles quoted the Mayor as saying the preliminary site had been identified as mostly uninhabited part of the community with a brownfield property nearby which is owned by RPS Composites Ltd and located on Fauxburg Road. Newspaper articles also indicated that there would be additional public consultation at which point, as directly affected parties, we would expect notice and the opportunity to participate. As noted, Town Staff could not tell me when the Project had been approved Council on the Proposed Site. In addition, we received varying numbers for the total output for the Project and publicly available information is not consistent with information communicated by Staff on January 27, 2022.

In any event, at whatever point the site selection changed, public notice must have fallen short of the mark or been fundamentally defective as all of the Neighbouring Property Owners were completely unaware that this Project was occurring literally in their backyards.

- **Health concerns.** A 6 Megawatt solar 'garden' is a euphemism for a power plant where both the large-scale generation, storage and transmission of energy will occur. There is limited research on the long-term health effects of living in close proximity to this type of project. The Neighbouring Property Owners are concerned about the impact of the Project on the health of their families who will be living in close proximity to rows of the large bleacher style arrays.
- **Unsightliness.** The solar project will consist in arrays similar to large bleachers in rows covering three acres which will be highly visible from the road and the water. The proposed siting of the bleacher structures supporting the solar panel arrays in close proximity to our property will irrevocably change the nature of our residential home.

- **Buffer.** The CAO indicated to my husband that if we were concerned about appearances a buffer could be planted. This does not make any sense. *Why, then, would the Town send a 20 ton digger to knock over century trees along the entire border of our property?* No buffer that is planted now will achieve the protection that the existing trees already provided for another 25 years. In fact, they took down trees that belonged to us and are clearly on our side of their own survey line. We attach photos of the rampant destruction caused on Thursday and Friday.
- **Climate goals.** It also begs the question of, if this is intended to assist the Town in meeting its Climate Action goals, *why would the Town completely destroy a mature forest of carbon sequestering trees in the process of testing the site for construction that may not even occur?*
- **Reflection.** As noted, the arrays are intended to be large bleacher style structures with the panels attached. If they are constructed within the proposed 6 metres of our property line, we will be subjected to the reflective glare in our home from sunrise until sundown. In addition, our long-held plan to construct our retirement home on the rear portion of our property would mean that we would wind up being only 10.5 meters from this nuisance. For the Mahmoodi-Ghaffaris, the situation would be similar.
- **Decreased Property Value.** The construction of this power generation site along the border of the residential zoned property of Main Street will have a negative effect on the values of our personal residences and limit our ability to use and enjoy our properties. We all experience these negative effects differently:
 - **The Sampsons:** We have 15 years of our lives invested in our home which is our largest physical asset. We not only live on this property but is a part of our personal financial plans for retirement security. When we had our land surveyed in 2016 by Berrigan Surveyors, we did so with the intention of planning for our retirement home and possibly subdividing for sale. We were informed that with the size and location of our property it could easily be subdivided into 3 building lots. We intended to keep the flag lot for ourselves so that we could build high to enjoy the spectacular views of the bay. The construction of the Project at our property line renders this land unusable from a residential perspective causing significant financial harm to us personally.
 - **Mahmoodi and Ghaffari family-** Our neighbours also planned to build a retirement house on the back portion of their property and submitted a request for subdivision to the Town in the fall of 2021. This makes it even more baffling that Town proceeded with siting a largescale project immediately on the border of this land.
 - **The Nowlans-** Our neighbours had plans for the rear portion of their property which will be negatively impacted by the siting of the Project on the Proposed Site.
 - All of the Neighbouring Property Owners can anticipate the financial value of their current properties to decrease if the Project is constructed below the crest of the hill on the Proposed Site.

- **Nuisance.** This type of project involves considerable construction which will be disturbing to the neighbouring private properties for the duration of the build phase. However, once it is completed there will be noise associated with pivoting solar panels tracking the sun. In addition, there will be the reflection from the panels interfering with the use and enjoyment of our own lands.

Legal issues related to complaint

Institution Zone Requirements. The Proposed Site is zoned IN- Institutional. The Minimum Lot *Frontage* for a new lot in the IN Zone is 21 m or 70 ft. Presumably, the Solar Project will require a new PID meaning that at a minimum any construction must begin at least 21 m from the street. At the point nearest our property, that would make the construction of the bleacher style arrays not feasible as the road angles up and to the right making our property more of a pie wedge. To build at that point would require either a variance or Site Plan Approval under the Town's Land Use By-law. As such the Neighbouring Property Owners were all entitled to notice from the Development Officer pursuant to Section 2.20 of the Town's Land Use By-Law. As previously established, none of the Neighbouring Property Owners has received any notice from the Town.

We also note that the Neighbouring Property Owners are each an "aggrieved person" for the purposes of the *Municipal Government Act* which includes

- (i) an individual who bona fide believes the decision of the council will adversely affect the value, or reasonable enjoyment, of the person's property or the reasonable enjoyment of property occupied by the person, [...]

MPS concerns. The Proposed Site is located on land zoned **IN- Institutional**. The Neighbouring Properties surrounding the Proposed Site on all sides are zoned either Residential or Residential Unserviced. Pursuant to section 2.1.3 of the Town's Municipal Planning Strategy, it states:

It is the policy of Town Council to:

[...]

- ii) control land use and development in a manner that will reduce conflicts between incompatible uses and that will not overburden existing services.

[...]

- iv) encourage the preservation of the architectural and cultural heritage of the Town and to minimize any impact of change or new development that would negatively affect this heritage.

[...]

- vi) encourage development that is compatible with the Town's role as an historic scenic community.

- vii) protect the aesthetics and environment of the harbour and waterfront and to maximize access to the water.

The construction of an industrial scale energy generation plant in close proximity to our homes is not compatible with the surrounding residential uses. Moreover, the construction of rows of large bleacher style structures supporting solar array panels of 1.8 m x 1.2 m on Main Street within clear view of the road and the water is not compatible with architectural heritage of the Town and its role as an historic scenic community; Nor does this protect the aesthetics and environment of the harbour and waterfront when large, reflective bleacher style arrays will be viewed from boats.

Previous conflict relating to incompatible uses. The Proposed Site has been the subject of a previous conflict regarding incompatible uses. In 1996, the previous owner of 906 Main Street successfully sued the Town of Mahone Bay for a landslide caused from the construction of the existing sewer treatment plant. The land on the crest of the hill is so soft that the simple act of having diggers there triggered a landslide that cleared a section of the hill of vegetation and destroyed the homeowner's inground pool. Although the default judgement was set aside on procedural grounds, the lawsuit was settled for six figures when it became clear the municipal unit would be found liable for nuisance. This would support that there is a history of conflict surrounding the Town's use of this site and more caution should have been exercised when contemplating it during the site selection process.

Small-scale projects only. Another indicator of the incompatible uses of the Proposed Site for the Solar Garden Project with the surrounding neighbouring properties is demonstrated in section 4.2 of the Municipal Planning Strategy which states that on RU zoned land development and land use only small-scale agricultural, forestry, commercial and industrial uses in conjunction with residential uses. The Project is not small-scale. In fact, it exceeds the energy needs of the Town and is intended to act as an expansion of the Town's utility to provide for the sale of electricity.

Architectural control. The location of the Project within 6 m of the borders of the Neighbouring Property Owners is incompatible with the Architectural Control of the Town's Municipal Planning Strategy. The Architectural Control Area is intended to capture land fronting on Main Street from 255 Main Street at the corner of Long Hill Road easterly to the Town border at Maders Cove. The Architectural Control Area Map appears to indicate that the border angles upward through the Proposed Site along the crest of the hill indicating Council's stated desire to maintain the historical character of the Main Street façade.

Pursuant to section 4.5 of the MPS, it states that

“it is apparent even to the casual observer that the appearance of the majority of structures within these areas contributes significantly to the overall attraction of the Town.

Within these areas there are many architecturally and historically significant buildings. Council recognizes the importance of these structures to the Town's identity and to its continuing prosperity as a tourism destination. Incremental changes to sites and structures in these areas in the future could result in the loss of the present atmosphere.”

Section 4.5.3 of the Town's MPS requires that the Town's Land Use By-Law include provisions controlling new construction as well as alterations of and additions to existing structures in order to ensure that these developments are compatible with the established character of the area.

The Neighbouring Property Owners respectfully submit that the construction of a large-scale industrial energy generation site on the Proposed Site within view of Main Street would detract from the present atmosphere and would be incompatible with the established character of the area.

Transmission vs. Generation and Storage of Energy. We acknowledge that pursuant to section 4.7.3 of the Town's MPS, the policy of Council permits the transmission, distribution and treatment facilities of all utilities, including but not limited to streets, sewer, water, electricity, telephone, data cable and gas utilities in all zones. However, we distinguish between the transmission of electricity and the large-scale generation of energy and its storage. The proposed Project is a large-scale power plant intended to be constructed in close proximity to the residential homes of families with small children. This does not appear consistent with the intent of this section to permit the running of power lines and water and sewer pipes.

Procedural Irregularities.

Improper Use of *In Camera* Proceeding. According to the Minutes of the January 27, 2022 Council Meeting the following occurred:

“6.5 Solar Garden Project Update Council received a staff report providing an update on the status of the Community Solar Garden project. Discussion on the recommendation was deferred to Closed Session.”

In other words, despite speaking to both the Climate Energy Planner and the CAO earlier that same day where we specifically requested all information on the Community Solar Garden Project, Council received a report from Staff and went *in camera* to a closed session.

It is trite law, to say that decisions of municipal councils in this country are not valid if held in secret. There are only very limited circumstances in which municipal councils may move to closed sessions. Pursuant to section 22 of the *Municipal Government Act*

22 (1) Except as otherwise provided in this Section, council meetings and meetings of committees appointed by council are open to the public.

(2) The council or any committee appointed by the council may meet in closed session to discuss matters relating to:

- (a) acquisition, sale, lease and security of municipal property;
- (b) setting a minimum price to be accepted by the municipality at a tax sale;
- (c) personnel matters;
- (d) labour relations;
- (e) contract negotiations;
- (f) litigation or potential litigation;
- (g) legal advice eligible for solicitor-client privilege;
- (h) public security.

The receipt of Staff Report and a discussion of its contents are not permitted grounds to move to a closed session pursuant to the Act. Given that there were no legitimate grounds for going *in camera*, we request disclosure of the discussion that occurred at the closed session pertaining to the Solar Garden Project on January 27, 2022. In the absence of this information, the Neighbouring Property Owners intend to file a complaint with the NSUARB.

Right to be heard. The construction of the Project on the Proposed Site affected the substantive legal rights of the Neighbouring Property Owners. The Town had a legal obligation to provide notice to the Neighbouring Property Owners of its intention to site the Project in close proximity to their homes. We had the right to make submissions to Council, the decision-makers, and to have our concerns heard. The complete failure to engage with the Neighbouring Property Owners gives rise to procedural fairness and natural justice issues.

Above all, as your neighbours and long-time residents of this Town, we deserved more respect than we were shown. We ask that each person involved in the decision-making process related to this Project ask themselves if they would want their children or grandchildren living next to a large-scale energy generation site with technology that has yet to have long term research on the health risks; This is not one or two panels- it is a 3 acre farm. We also ask that you each consider whether you would want to look out your back window at rows of large gymnasium height bleachers with solar panel arrays reflecting back at you 6 m from your property line. If you can't honestly answer yes to those questions, then you shouldn't be asking that of your neighbours and your constituents.

We request an immediate meeting to see if a solution can be reached in short order. In the alternative, we will have no choice but to file an appeal of the decision of the site selection with the NSUARB.

Should the Project proceed on the Proposed Site within 6 metres of the borders of the Neighbouring Property Owners, we intend to seek damages for nuisance and interference with the use and enjoyment of our respective lands.

Yours truly,



Heidi Walsh Sampson, BA, Post Bacc (Social Policy), LLB, LLM, CIC.C

Cc: Tony Sampson
Dr. Mojgan Mahmoodi
Dr. Reza Ghaffari
Quentin Casey
Dr. Eva Barkova
Dr. Kim Baines
Christine Nowlan
Michael Nowlan



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townofmahonebay.ca

Via Email to: walsh.heidi@gmail.com

Attention:

Professor Heidi Walsh-Sampson and Mr. Tony Sampson
Dr. Mojgan Mahmoodi and Dr. Reza Ghaffari,
Dr. Eva Barkova and Mr. Quentin Casey,
Mr. Michael Nowlan and Mrs. Christine Nowlan,
Dr. Kim Baines

February 15th, 2022

RE: *Town of Mahone Bay Community Solar Garden Project*

Dear Professor Walsh-Sampson and Neighbouring Property Owners,

Thank you all for meeting with us at Town Hall last week as well as for your letter dated January 30th, 2022 expressing your concerns regarding the Town's Community Solar Garden project. We appreciated the opportunity to hear your questions and concerns regarding the planned Community Solar Garden. I have compiled the following information in response to concerns and requests expressed in both your letter to Council and at the subsequent meeting at Town Hall on February 7th, 2022.

Site Selection and Timeline

The Community Solar Garden project has been in development by the Town of Mahone Bay over several years. Initial research for the for the project was completed for the Town by Alternative Resource Energy Authority (AREA) staff in 2019, and subsequently AREA applied for funding for the project on behalf of the Town. The first public presentation on the project took place at the regular advertised meeting of Council on April 25th, 2019, citing 918 Main St. as one of two sites under consideration; the meeting package including the presentation from AREA staff concerning the project can be found on the Town's website: https://www.townofmahonebay.ca/uploads/1/3/0/6/130665195/2019-04-25_meeting_package_council.pdf

Funding for the project was announced by MP Bernadette Jordan and MLA Lohnes-Croft with Mayor Devenne on July 8th, 2021. Between the initial presentation in 2019 and the funding approval in 2021, as AREA staff developed the project, the Reinforced Plastic Systems Ltd. site on Fauxburg Road was ruled out as the Town was unable to secure a lease or purchase agreement for this site; this left 918 Main St. as the remaining project site. Town Council signed the funding contribution agreement for the project in November, 2021. An open house was held at the Mahone Bay Legion on Nov. 4th, 2021. This

open house was advertised via a direct mail notice to all residents, social media promotion, the Mayor's newsletter, posters at various locations throughout the community, and a notification through the Town's CodeRED community notification system and provided general information on the project, identifying the site at 918 Main St.. Throughout the development of the project and including the recent meeting of Council on January 27th, 2022 Council has engaged in closed session discussions where appropriate, for accepted grounds including contract negotiations and the acquisition of municipal property.

918 Main St. is zoned Institutional, and is currently in use for a utility purpose, as it is the current site of the Town's wastewater treatment facility. Zoning and necessary legal setbacks are being considered in the site design (fence being 1.2m from the property line and the solar modules/racking 3.5m from the property line). Staff have analyzed the Municipal Planning Strategy maps and determined that the site is outside of the architectural control zone. Considerable concern was expressed by neighbouring property owners about the visual impacts of building the Community Solar Garden at 918 Main St.. As the current Wastewater Treatment Facility located on the site is not visible from Main St, it is not expected that the Community Solar Garden will have any visual impact at street level.

Site Design and Construction

The work that is currently taking place at 918 Main St consists of preliminary surveys, site clearing, and geotechnical testing, which is necessary to inform the final site design. Currently, the project is still in the site design phase. The Town Council is committed to providing time for a dialogue with neighbouring property owners during this design phase. Site design activities will also provide the opportunity for consideration of access issues and the potential improvement of the access road from Main St., for the Town and potentially adjacent properties.

Construction is anticipated to begin in early April 2022, and continue through the Fall of 2023. Any permits required for construction will be obtained as needed (none have yet been requested / issued). I have included a preliminary design depiction below, but please note that there will be changes made before construction begins.

The Community Solar Garden is a 1.86MWdc / 1.50MWac project. All electricity generated will be purchased by the Town's electrical utility supplying approximately 16% of Mahone Bay's electricity consumption. According to the current design plans, the Community Solar Garden will consist of approximately 4,224 solar photovoltaic panels. These panels will be 2.14m from the ground at their highest point, and will be installed at a 15-degree tilt. Once installed, the panels will be on stationary racking. The panels will not track or rotate to follow the sun, so there will be no anticipated ongoing noise from the site once the construction is complete. While solar panels are commonly thought of as large mirror-like reflectors, they are actually designed to absorb light and not reflect it. This means there will be very little reflection or glare from the panels.

The plan for the Community Solar Garden does not currently involve batteries or energy storage. There will be ten (10) 150kW SMA High Peak 3 inverters at the site, located at the

back of the project area, in front of the wastewater lagoons. There will be a new transmission line built for the Community Solar Garden, instead of using the existing infrastructure which runs down the site access road to Main St. The new line will connect to the rear of the Community Solar Garden and will cut across to Fauxburg Rd. and from there to the School St. substation.



Pictured is the preliminary Community Solar Garden site design overlaid onto Google Maps imagery.

Impacts on the Neighbouring Properties

Understandably, there is concern about the view from the properties neighbouring the Community Solar Garden. This will be considered during the site design process.

While some variances to the required setback (of 3.5m from the property line for panels/racking) may be considered by the Town in the final grading plan, mitigation of visual impacts will predominantly be achieved through a combination of site grading and screening. In addition to the planned fencing we anticipate including 'buffer' vegetation as well as adjusting the grading of the site to ensure that neighbouring properties do not have an unsightly view of the Community Solar Garden. Removal of existing vegetation was necessary prior to regrading and replanting of vegetation is planned to provide a visual buffer.

Specifics on the plan to screen the site will be made available once the final site design work is complete and, as discussed at Town Hall, will take into account the view of the site from the second story of a hypothetical residence built at the necessary setback from the property line adjacent to the Community Solar Garden site. The site design will also consider the storm water and runoff impacts of regrading the property. The Town will work to ensure that any runoff is directed into appropriate stormwater infrastructure, and neighbours do not see any negative impacts from additional runoff onto their properties.

Environmental and Health Concerns

While solar projects are exempt from environmental assessments in Nova Scotia, the Town has put considerable thought into minimizing the environmental impacts of constructing the Community Solar Garden. One of the considerations when selecting the site location at 918 Main St. was that the location is already currently being used for a utility purpose (the wastewater treatment plant). Much of the site was already clearcut when the wastewater treatment plant was built, meaning that fewer mature trees would need to be disturbed when the site was cleared. Work was also completed to identify the extent of wetlands on the site. Due to the presence of large wetlands on the rear of the 918 Main St. property, locating the Community Solar Garden at the front of the property on the Main Street side of the lagoons was deemed to have the lowest environmental impact.

The Town has set an ambitious goal of replacing 100% of the grid electricity with green energy by 2030 which aligns with the Province's direction to all electrical utilities to source 80% of total power consumption from renewable sources. The Community Solar Garden will provide a local, safe, and environmentally friendly source of energy for the Town.

Please see the following sources for information on the evidence informed environmental and health benefits of solar power:

Canadian Public Health Association: <https://www.cpha.ca/renewable-energies-background-document>

US Department of Energy: <https://www.energy.gov/eere/solar/downloads/environmental-and-public-health-benefits-achieving-high-penetration-solar> and <https://www.nrel.gov/docs/fy16osti/65628.pdf>

NC Clean Energy Technology Center: https://nccleantech.ncsu.edu/wp-content/uploads/2018/05/Health-and-Safety-Impacts-of-Solar-Photovoltaics-2017_white-paper.pdf

Environment Canada: https://publications.gc.ca/collections/collection_2015/ec/En84-88-2012-eng.pdf

Be assured that the Town Council has heard your concerns in this regard. The Town commits to presenting final draft site plans for your review, to engaging in further discussion in this regard, and to notifying you of any permit applications in relation to the

site. I understand this letter may not have addressed all of your concerns in relation to the project, but I hope it has provided some added clarity on the goals of the project, site selection, design and construction, and the Town's intentions to mitigate impacts on neighbouring properties. Please feel free to reach out to me with any additional or follow-up questions or concerns.

Sincerely,



Dylan Heide
Town of Mahone Bay CAO





Town of Mahone Bay

Staff Report

RE: 2022-23 ICIP Application

February 24th, 2022

General Overview:

This report is intended to provide Council with information and to request Council's direction with respect to the preparation of an application to the Investing in Canada Infrastructure Program for fiscal 2022-23.

Background:

At their regular meeting on February 8th, 2022, Council received a letter dated February 1st from the Honourable John Lohr, Minister of Municipal Affairs & Housing, announcing that the Province would soon be accepting applications under the Green – Environmental Quality stream of the Investing in Canada Infrastructure Program (ICIP). Applications in the wastewater, drinking water and solid waste categories will be accepted until April 1, 2022.

Council directed staff to prepare a report concerning potential ICIP application, providing Council with background information.

The Town of Mahone Bay previously applied for ICIP Green – Environmental Quality stream funding for water/wastewater projects in 2019. An initial report was provided to Council in this regard on January 16, 2019 (attached), on receipt of which Council passed a resolution prioritizing two projects for application (attached) as required by ICIP program guidelines. It was subsequently reported to Council on October 29, 2019, in a report entitled "YTD Review of 2019-20 Capital Projects", that the Town had been unsuccessful in obtaining ICIP funding in that round of applications:

"The Town submitted two applications for major water / wastewater project funding to the Investing in Canada Infrastructure Program in January of 2019. A letter in response to these applications has been received (attached as appendix F). The Town's applications have not been approved in 2019-20 as a decision was made only to fund wastewater treatment projects this round. There will likely be additional rounds of funding under this program in the relatively near future, possibly even in 2020-21, however there is no guarantee, as we have just seen, and the water / wastewater projects for which the Town applied are major priorities for Council (including some potentially time-sensitive components).

Time-sensitive components which the Council may wish to proceed with in the absence of ICIP funding support include the planned sewer

line extension on Main St. (picking up remaining straight-pipe outflows) and the upgrade of water and wastewater infrastructure on Main St. between the Town's reservoir and Longhill Road (serving the proposed new nursing home). Excluding projected ICIP funding the Town (general and water utility) had planned to spend \$1,483,148 on water and wastewater projects between 2019-20 and 2020-21. Main St. water / wastewater upgrades are estimated at \$1,509,000 including net HST while the Main St. sewer extension is estimated at \$121,306 including net HST; together the projects total \$1,630,306. Options to cover the \$147,158 shortfall should Council wish to proceed with both projects include contribution to water / wastewater upgrades by the McLeod Group (nursing home) and/or contributions to the sewer extension from adjacent property owners (a local improvement by-law would be required). Any projects not approved to proceed without ICIP funding could be moved ahead to future years for potential ICIP funding applications, however Council would need to consider the general and water utility debt loads following implementation of any water / wastewater projects in 2019-20 / 2020-21."

Early in fiscal 2020-21 the Town was given to understand another call for ICIP Green – Environmental Quality stream applications might be forthcoming. To prepare for potential application updated estimates were obtained (June 17, 2020 estimates report from KVM Consultants Ltd. attached). There was no call for ICIP applications in 2020-21, however the Town's 2021-22 annual budget approved May 27, 2021 included the following allocations (contingent on application for and receipt of 73% Federal/Provincial funding under ICIP):

- Line Replacement Fairmont to 794 Main St.
\$869,700 (Water = \$448,350 / WW = \$448,350)
- Line Replacement Cherry Lane to Long Hill Rd.
\$2,711,450 (Water = \$1,355,725 / WW = \$1,355,725)
- Line Replacement Main St. West (Civic 5 - Civic 147)
\$327,410 (Water = \$163,705 / WW = \$163,705)
- Line Replacement Long Hill Rd. to Water Treatment Plant
\$1,564,290 (Water = \$782,145 / WW = \$782,145)
- Line Extension Main St. East (Civic 932 to Civic 994)
\$265,930 (Water = \$132,965 / WW = \$132,965)
- Line Extensions Edgewater to Town Boundary
\$927,110 (Water = \$463,555 / WW = \$463,555)

Subsequent the approval of the 2021-22 budget, at its regular meeting on November 9, 2021, the Town Council passed the following motion:

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT the Town 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."

Motion carried.

This \$375,690 would be split between the Water Utility and Town General (wastewater) and is to be supported by an additional \$334,394 contribution from the MacLeod Group (owners of the new nursing home adjacent to the water treatment plant on Main St.) for a total of \$710,084. This would presumably reduce the \$1,564,290 budgeted for line replacement on Main St. from Long Hill Rd. to the water treatment plant by a corresponding amount. As the Town's contribution for the portion of work from Main St. to the Water Treatment Plant represents ~53% of the cost rather than the anticipated 27% under ICIP, the overall cost to the Town to complete the original project will have increased (from \$422,358 to \$606,326).

Analysis:

Current application guidelines for the ICIP Green – Environmental Quality stream specify that for applications to be considered, the following must be adhered to:

- A maximum of two applications will be accepted;
- A joint application will be considered as one application from each municipality;
- Projects must be prioritized via a Resolution of Council dated after April 1, 2021. If Council cannot meet to prioritize projects before the April 1, 2022, closing date, please indicate in your application submission email, the date that Council will meet to set the priorities;
- A detailed project cost estimate must be attached;
- Applications (including the Environmental and Aboriginal Consultation Information Requirements Questionnaire (ACES) must be fully completed with all requested information;
- A KML file must be included in the project submission showing the project location, please refer to the attached KML guide);
- Only projects that can start in 2022-23 or 2023-24 and be completed before March 31, 2027, will be considered.

Staff require direction from Council as to which potential projects will be prioritized for application to this round of ICIP funding.

Financial Analysis:

On receipt of direction from Council as to the potential projects which will be prioritized for application to this round of ICIP funding updates will be obtained for components being included in the 2022-23 ICIP application (an updated estimates letter will be requested). Council will then need to adopt a resolution prioritizing these projects for ICIP application, citing the updated cost estimates, prior to April 1st, 2022, for staff to proceed with the application.

Climate Analysis:

The replacement of depreciated water lines is anticipated to reduce non-revenue water loss. The audit of non-revenue water loss conducted for the Town in 2021 by Xylem Inc. concluded that targeted reduction in water system losses could reduce GHG emissions resulting from water treatment by as much as 22.6 Tonnes of CO2 per year (of an estimated 61.7 Tonnes attributable to the Town's water treatment).

Strategic Plan:

- 1.1. Improve Performance of Town-Owned Utilities
 - o Strategically replace/upgrade utility infrastructure

Recommendation:

It is recommended,

THAT Council direct staff to obtain updated cost estimates to support 2022-23 application to the ICIP Green – Environmental Quality stream.

Attached for Council Review:

- January 16, 2019 Staff Report
- Certified Resolution – Jan 16, 2019
- 2020 KVM Consultants Ltd. estimates report

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report re 2019 ICIP Project Application(s)

– Green: Environmental Quality Category

January 16, 2019

General Overview:

The intent of this staff report is to present background information and analysis to assist Council in providing direction to staff regarding the projects for which we will be applying for funding under the Investing in Canada Infrastructure Program (ICIP) current call for project applications in the Green: Environmental Quality Category (i.e. water / wastewater projects).

Background:

The current ICIP funding window for project applications in the Green: Environmental Quality Category was announced Nov 22nd by Municipal Affairs Minister Chuck Porter with an application deadline of Jan 18th. The combined Federal / Provincial contribution under this program will be 73.33%. Information on this call for application is attached as Appendix A.

The Town of Mahone Bay may submit up to two projects (which may themselves be combinations of the projects described herein) for consideration, providing they can reasonably be completed by Mar 31st, 2021. Staff expect further ICIP funding windows for projects of other categories over the next several years; it will likely be at least 3-5 years before another such water/wastewater project intake is announced (during which time Staff will renew the current long-term capital plan, applying an asset management lens). The funding process is competitive; should the Town apply for two projects it is possible only one will be approved.

Under the Environmental Quality category, a project must meet at least one of the following outcomes to be eligible: 1) increased capacity to treat and/or manage wastewater and stormwater; 2) increased access to potable water; and/or 3) increased capacity to reduce and/or remediate soil and/or air pollutants. Staff have identified five potential water / wastewater projects which meet these criteria. These projects were identified based on a review of the 2008 Infrastructure Review Study (attached as Appendix B), condition data compiled by the recent provincial Asset Management Pilot, the 2018 straight pipes study (attached as Appendix C) and noted operational / customer issues.

The five eligible projects identified by Staff include:

- 1) East Main Waterline Rehabilitation
- 2) West Main (Cherry Lane to Long Hill) Utilities Rehabilitation
- 3) West Main Water Extension
- 4) West Main (Long Hill to Town Boundary) Utilities Rehabilitation
- 5) East Main Straight Pipes Wastewater Extension

The first four projects on this list required external estimates which Town Staff obtained from KVM Consultants. The pre-design Cost Estimates Report and associated sketches, as submitted by KVM Consultants, dated January 11, 2019, is attached as Appendix D. External estimates for project five – the East Main wastewater extension to address identified straight pipe outflows – were included in the 2018 study (page 8).

Analysis:

Director of Operations Derrick MacKenzie provides the following analysis concerning the projects included in the pre-design Cost Estimates Report from KVM Consultants:

Project #1:

The undertaking of this project should address intermittent discolored water complaints we have been receiving the past couple of years from nearby residents.

Also, this project proposes an increase in the size of water main from 150 mm to 250 mm diameter which is a step ahead in terms of improving fire flows in the area.

Further, this section of water main is approximately 70 years old and is approaching the end of its serviceable life span.

Project #2:

The undertaking of this project should address intermittent complains from local residents who have experienced sewer back-ups resultant from roots in laterals and in the main which decrease the carrying capacity of the pipes and can lead to temporary blockages. The project proposes the replacement of the sewer main, manholes, and laterals in this section of Town, which upon recent camera inspections is shown to suffer from problems such as significant groundwater infiltration at pipe joints, cracked pipe and roots growing inside the main and services laterals.

The undertaking of this project should address intermittent complains from local residents who have experienced flooding from storm water run-off. The project proposes the replacement of the existing underground storm water pipe with a new large diameter storm sewer running from the intersection of Clearway & Main St. to 416 Main St. This aspect of the project may need to be modified in the event an easement through private property can not be obtained. The age of the existing underground storm water pipe is in the vicinity of 40 year; the pipe is mainly corrugated steel pipe and it is approaching the end of its serviceable life span.

This project proposes an upgraded water main of 300 mm diameter in place of the existing 200 mm main which is a step ahead in terms of improving fire flows in the area. The existing water main is approximately 70 years old and is approaching the end of its serviceable life span.

The project proposes the replacement of a section of the raw water transmission main which is approximately 70 years old and is approaching the end of its serviceable life span.

Project #3:

The undertaking of this project should improve the volume of water received by residents living in the immediate area. At present, residents in the affected area complain of low flow and pressure. The existing main and service laterals have been shown to have restriction/decrease in the pipe diameter created by corroding galvanized steel fittings used to install the pipe.

Project #4:

The undertaking of this project would see substantial upgrades to water infrastructure in the area including replacement of a section of the raw water transmission main. Both water and sewer infrastructure in the area are approximately 70 years old and approaching the end of their serviceable life span. Implementation of this project would improve fire flows in the area, and benefit the potential development of a new nursing home near 210 Main St. (the developer may provide a capital contribution to this project).

In terms of the 4 projects identified in the Capital Costs Estimates report by KVM Consultants, I believe the project most positively impactful on the community would be implementation of Project #2.

Rationale for project five is included in the 2018 study.

Financial Analysis:

Town Staff have completed the following analysis of capital costs associated with the five identified projects. No operating impacts have been included in the analysis below and few are anticipated; potential operating impacts – all positive – could include reduced losses of treated water due to minor leaks in depreciated lines (projects 1, 2, 3, and 4) and reduced stormwater inflow to wastewater treatment (projects 2 and 4). Also not included in the analysis below is any reference to potential MacLeod Group contribution to project four.

#	PROJECT	Value	Borrowing	Annual Cost	Tax Rate	Water Rate
1	E. Main Waterline	\$890,602	\$326,458	\$16,323	0.00	6.60%
2	Cherry Lane to Long Hill	\$2,607,150	\$955,674	\$47,784	1.59	6.44%
3	W. Main Water Extension	\$327,458	\$120,033	\$6,002	0.00	2.43%
4	Long Hill to W. Boundary	\$1,501,718	\$550,468	\$27,523	0.69	5.57%
5	E. Main Straight Pipes	\$120,711	\$44,247	\$2,212	0.11	0.00%
	TOTAL	\$5,447,639	\$1,996,880	\$99,844	2.39	21%

*See attached spreadsheet – Appendix E – for additional financial analysis / calculation detail.

Project costs will be split between the Water Utility and Town General (wastewater and stormwater). As of March 31st, 2018 the Water Utility was carrying \$693,620 of Debt. It is forecast that the Debt load of the Utility as of March 31st, 2019 will be \$635,320. The balance of the Water Depreciation Reserve is estimated to be approximately \$120,000 as of March 31st, 2019. Staff recommend the Town not draw on the Depreciation Reserve to fund the identified projects as maintaining a balance is important in responding to unforeseen expenses.

Following submission of the ICIP funding application(s) the Town's contribution(s) would be approved for the 2019-20 capital budget (including carry-over to 2020-21 as required), and would subsequently be included in the next available Municipal Finance Corp debenture issue.

The 2019-2021 water rate study which is currently underway for submission to the Nova Scotia Utility & Review Board (NSUARB) for new rates effective July 1st, 2019 will factor in all costs to the Water Utility associated with approved projects. Separate NSUARB applications will still be required for any capital projects in excess of \$250,000.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 *21st Century Infrastructure*

- **Asset Management**
- **Optimize efficiency of Utilities**
- **Meet and exceed standards for water and wastewater**

Recommendation:

THAT Council approve one or more of the identified projects for application to the Investing in Canada Infrastructure Program – Green: Environmental Quality Category (assigning priority accordingly) and direct staff to submit application(s) to the Department of Municipal Affairs by the January 18th, 2019 deadline.

Attached for Council Review:

- ICIP Program Information
- 2008 infrastructure Study
- 2018 Straight Pipes Study
- Pre-Design Cost Estimates Report
- Financial Analysis Spreadsheet

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



**TOWN OF MAHONE BAY
RESOLUTION ON
INVESTING IN CANADA INFRASTRUCTURE PROGRAM – GREEN: ENVIRONMENTAL QUALITY
CATEGORY APPLICATIONS**

THEREFORE BE IT RESOLVED by the Council of the Town of Mahone Bay that Council approves the following projects for application to the Investing in Canada Infrastructure Program – Green: Environmental Quality Category with priority assigned as follows:

- Priority #1 - Main Street Utilities Rehabilitation & Improvement - \$4,108,868;
- Priority #2 - Waterline Rehabilitation and Wastewater System Extension - \$1,338,772;

and directs staff to submit the necessary applications to the Nova Scotia Department of Municipal Affairs by the January 18th, 2019 deadline.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed by the Town Council of the Town of Mahone Bay at a duly called meeting held on the 16th day of January, 2019.

GIVEN under the hand of the Chief Administrative Officer and under the seal of the said Town this 18th day of January, 2019.

David Devenne, Mayor

Kelly Redden, Acting Town Clerk



Town of Mahone Bay
493 Main Street
Mahone Bay, Nova Scotia
B0J 2E0

Attn: Dylan Heide, CAO
Derrick MacKenzie, Director of Public Works

Re: Capital Cost Estimates – Municipal Infrastructure

In response to your request for scale of magnitude cost estimates we offer the following.

1.0 Understanding

The Town of Mahone Bay is considering applications for infrastructure funding. All four projects are located on various sections of Main Street. Project overviews follow with details of proposed works and the basis of cost estimates provided later in this letter report.

- Project # 1 includes watermain replacement from Fairmount Street southerly along Main Street to Civic 794.
- Project # 2 includes watermain, sanitary and storm sewer replacement between Cherry Lane and Long Hill Road.
- Project # 3 includes small diameter waterline replacement along Main Street west from Civic 5 to Civic 147 located at the Town boundary.
- Project # 4 includes watermain and sanitary sewer replacement between Long Hill Road and Civic 147 and watermain replacement from Main Street to the water treatment plant and reservoir.
- Project # 5 includes water main and sanitary sewer extension along Main Street East, between civics # 932 and # 994.
- Project # 6 includes watermain extension and small diameter pressure sewer along Edgewater Street from existing services in Edgewater to civic # 255 Maders Cove

All six projects are shown schematically on the attached civic address mapping.

51 COBEQUID ROAD
SUITE 202
LOWER SACKVILLE
NOVA SCOTIA
B4C 2N1

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FAX: (902) 864-3632

kvmconsultants
@eastlink.ca

www.kvmcon.ca

Town of Mahone Bay
Municipal Infrastructure Cost Estimates



2.0 Opinion of Probable Costs of Construction

The 2019 probable costs for each project follows. The estimates include 15% construction contingency and a 7 to 10% allowance for consulting fees.

Project #	Estimated Costs	HST (15%)	Total
1	\$860,000	129,000	\$989,000
2	\$2,600,000	\$390,000	\$2,990,000
3	\$314,000	\$47,100	\$361,100
4	\$1,500,000	\$225,000	\$1,725,000
5	\$255,000	\$38,250	\$293,250
6	\$889,000	\$133,350	\$1,022,350

3.0 Project Details:

Project # 1:

In greater detail this project will include:

- New 250 mm watermain complete with valves, hydrants and water service laterals.
- Installation of new concrete curb and sidewalk from Feaubeaux Street southerly to Civic 794. This will include widening of the paved surface to accommodate parallel parking where feasible.
- Reinstatement of all surface features disturbed during underground services installation.

Project # 2:

In greater detail this project will include:

- New 300 mm watermain complete with valves, hydrants and water service laterals between Cherry Lane and Long Hill Road.
- New 200 mm raw watermain from Clearway Street to Long Hill Road.
- New 250 mm sanitary sewer complete with manholes and sewer laterals from Cherry Lane to Long Hill Road.
- New large diameter storm sewer from Clearway Street to Civic 416 and then to Ernst Brook. This component will require an easement over private property.
- Reinstatement of all surface features disturbed during underground services installation.

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Project # 3:

In greater detail this project will include:

- New 50 mm waterline complete with water service laterals between Civics 147 and 15.
- Reinstatement of all surface features disturbed during underground services installation.

Project # 4:

In greater detail this project will include:

- New 300 mm watermain complete with valves, hydrants and water service laterals between Long Hill Road and the water treatment plant and reservoir.
- New 200 mm watermain complete with valves, hydrants and water service laterals between Civics 201 and 147.
- New 200 mm raw watermain from Long Hill Road to the water treatment plant and reservoir.
- New 200 and 250 mm sanitary sewer including manholes and service laterals from Long Hill Road to Civic 147.
- Reinstatement of all surface features disturbed during underground services installation.

Project # 5

In greater detail this project will include:

- New 150 mm watermain complete with valves, hydrants and water service laterals to property line at Civics 932 to 994.
- New 200 mm sanitary sewer including manholes and service laterals to property line at Civics 932 to 994.
- Reinstatement of all surface features disturbed during underground services installation.

Project # 6

In greater detail this project will include:

- New 150 mm watermain complete with valves, hydrants and water service laterals along Edgewater Road from Civic # 77 to Civic # 225.
- New 50 mm septic tank effluent sewer including service laterals to the property line

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from the intersection of Edgewater and Parish Street to Civic # 225

- Reinstatement of all surface features disturbed during underground services installation

4.0 Basis of Estimates

The cost estimates include a 15 % construction contingency and a 7 to 10 % allowance for consulting fees. Consulting fees will reflect the project complexity and construction duration.

The above estimates are based on conceptual layouts prepared with 1:2000 scaled topographic mapping with 2.0m contours. The mapping is based 1989 aerial photography and therefore may not be representative of current conditions.

Detailed design of the proposed works may identify underground utility crossing conflicts which could result in the need to revisit the concepts and corresponding estimated costs.

The estimates do not include land purchases or right-of-way acquisitions.

Estimates of trench rock excavation are approximation based on previous experience in the Town. The true costs of trench rock excavation will only be known when the projects are constructed.

KVM Consultants has no control over the cost of labour and materials, the contractor's method of determining prices, or competitive bidding or market conditions. This opinion of probable cost of construction is made on the basis of contractor's progress applications, experience, qualifications and best judgment of the professional consultant familiar with the construction industry. KVM Consultants cannot and does not guarantee that proposals, bids or actual construction costs will not vary from this or subsequent cost estimates.

If you have any questions or comments on the above please call at your convenience.

Yours truly,

A handwritten signature in black ink that reads 'Kent V. Morash'. The signature is written in a cursive style with a large, sweeping flourish at the end.

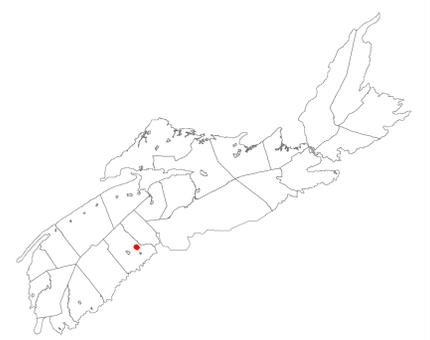
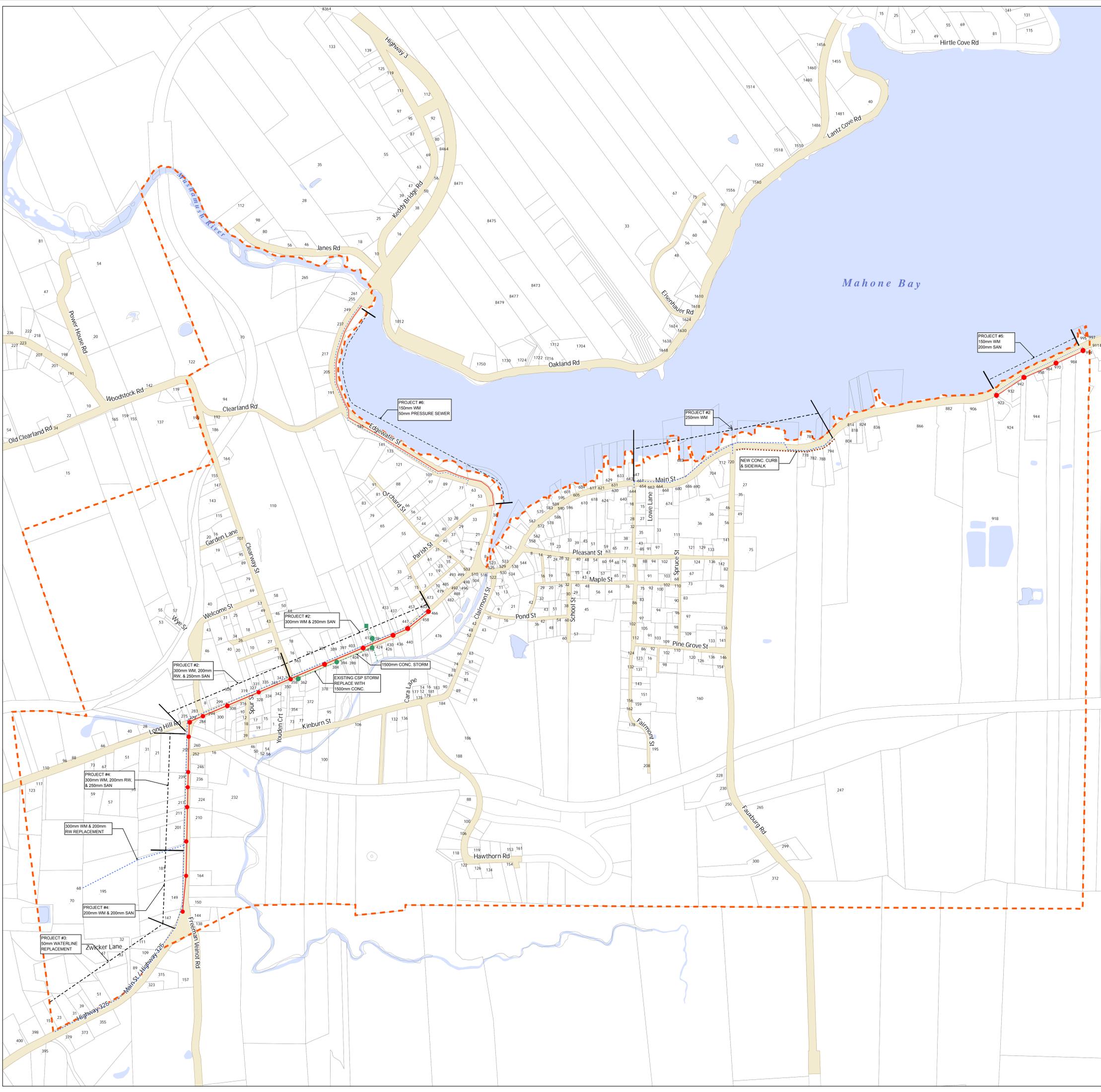
Kent V. Morash, B.Sc, P.Eng.
KVM/mtm

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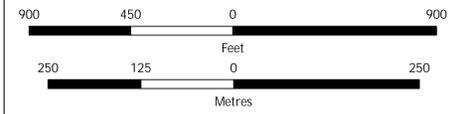
www.kvmcon.ca



Representation of the Town of Mahone Bay in Nova Scotia
Scale: 1:3,500,000



Scale: 1:3,500



- Civics
- Maintained Public Streets
- Properties
- - - Town of Mahone Bay Boundary
- Water

- Colour Codes
- (Existing) Storm Sewer
 - (Proposed) Storm Sewer
 - (Proposed) Sanitary Sewer
 - (WM) Water Main
 - (RW) Raw Water

Rev:	Description:	Date:
4	Updated	15/01/21
3	Updated	13/03/12
2	Updated to include Youden Crt (Private)	11/07/15
1	Updated	10/07
0	Showing public streets and civic numbers	08/01/16

TOWN OF MAHONE BAY

Civic Address Map

From Date: 14/12
To Date: 15/01
Date Printed: 15/01/21

Status: Exists
Project ID: n/a
Classification #: 05400-55

Source: Digital Base Map Data from Service Nova Scotia and Municipal Relations
Prepared by the Municipality of the District of Chester
Coordinate System/Datum: UTM NAD83 CSRS
ZONE 20N

Map Disclaimer: Information shown on these drawings is compiled from numerous sources and may not be complete or accurate. The Municipality of the District of Chester is not responsible for any errors, omissions or deficiencies in these drawings.

Digital Folders and File Name:
Map Library\Mahone Bay Town\ Facilities Buildings and Structures\CivicAddressMap_Municipal_TOMB\CivicAddressMap_Municipal_TOMB_34x42"

Actual Map Size: w 42" x h 34"



Town of Mahone Bay

Staff Report

RE: 2022-23 Budget Meeting Schedule

February 24th, 2022

General Overview:

This report is intended to provide Council with a recommendation concerning the meeting schedule for the 2022-23 annual budget process.

Background:

The 2022 meeting calendar previously approved by Council – attached – included budget meeting dates in March and April. With the recent departure of the Town's Manager of Finance it was agreed that the annual budget process for fiscal year 2022-23 would be delayed until the new Manager of Finance was hired and had the opportunity to participate in final budget development and presentation to Council.

Analysis:

It is anticipated that the hiring process for the Manager of Finance will take place in April with the new hire likely to start work in May. Council typically breaks for August. Staff recommend scheduling budget meetings to begin late in June and run into July.

Department managers and the CAO, supported by finance department staff, will begin preparation of the budget, gathering necessary information for compilation and presentation by the new Manager. The 2022-23 budget will be the Manager's top priority when they begin work.

Financial Analysis:

There is no additional cost associated with rescheduling the budget meetings.

Recommendation:

It is recommended,

THAT Council direct staff to amend the 2022 meeting schedule to reflect the new budget meeting dates.

Attached for Council Review:

- 2022 Meeting Schedule

Respectfully Submitted,

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

Dylan Heide, Town of Mahone Bay CAO

2022 Council & Committee Meeting Schedule

IMPORTANT NUMBERS

Emergency.....911
 Police902-634-8674
 Power/Water/Sewer Interruption....902-624-8327
After Hours - Power/Water/Sewer
 After 4:30pm call.....902-543-3251

- Council
 - Budget Mtg. (proposed dates in **RED** text)
 - Heritage Advisory Committee
 - Police Advisory Board
 - Planning Advisory Committee
 - Watershed Advisory Committee
 - Committee
- Policy & Strategy Committee
 - Audit & Finance Committee
 - Cemetery Committee
 - Asset Management Committee
 - Office Closed

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Please see the Reverse for the 2022 Solid Waste Collection Schedule

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

Present:

Councillor Joseph Feeney (chair)

Councillor Alice Burdick

Bill Degrace

Ann MacPhail

Annette St Onge

Deborah Trask, Heritage Researcher

Councillor Penny Carver (Alternate)

Kelly Redden, Deputy Clerk

Kevin Barrett, Coordinator of Provincial Heritage Property Program

Absent:

1. Approval of Agenda

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

2. Minutes

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

3. Streetscape Designation Discussion

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

4. Insuring Heritage Properties

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

5. Heritage House Sold – 97 Edgewater Street

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

6. Recording of Deborah’s Talk

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

7. Town Hall’s Heritage Designation

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

The meeting adjourned by motion at 6:48pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden



STATEMENT OF SIGNIFICANCE

Description

The building at 493 Main Street is a two-and-one-half storey wood framed, wood-clad structure set back from the main street near the central cross-roads of Mahone Bay's central commercial district. The main part of the structure, thought to have been built between 1860 and 1865, reflects classical revival or Georgian style. Two three-storey additions – a squared tower enclosing the main entrance at the centre of front elevation, and a large ell at the rear – were built circa 1910.

Heritage Value

The heritage value of 493 Main Street lies in its continuous use as a public building since about 1865 – first as a hotel and later as the Town Hall; in its association with the commercial development of Mahone Bay; and, in the capacity of its remaining neo-classical and late Victorian features to represent evolving architectural style in Mahone Bay.

The site of 493 Main Street was clearly marked as the “Hotel Lot” (Lot 20) on the 1860 Plan of Division of John Mader's large mill land estate property. Four men – Henry Ernst, James Zwicker, Henry Zwicker, and Edward James – had bought Lot 20 in 1848 and sold it in 1865 with “buildings and improvements” to Peter Jodrey. After Jodrey's insolvency, the property was sold to Ebenezer Frail in 1875. By 1884, when Ebenezer's widow, Jane Frail, put her properties in trust before she remarried, the hotel was referred to as “Laurie House.” It was known as Laurie House or the Millett Hotel throughout the ownership of James Benjamin Millett 1884 until 1900. By 1904 it was known as the Aberdeen Hotel and remained so until its sale in 1934 to the Town of Mahone Bay for use as its Town Hall.

In its history as a hotel, 493 Main Street was at the centre of commercial and social life of the growing town. It outgrew its original one-quarter acre lot and spread to include an adjoining one-eighth acre lot where a huge barn and stable were erected. In its more recent history as Town Hall, the building continues as a focus for its citizens.

The building at 493 Main Street is one of four five-bay Georgian structures in the Town of Mahone Bay. Although the central Georgian section has lost many of its early features – the original six-over-six windows, the central door with transom and sidelights, and the two chimneys have all disappeared – those that remain establish the neo-classical style popular in the late 1800's. The early twentieth century is evoked by the two major additions – the front tower and the rear ell – which were built at a time when railroad expansion brought increased commercial activity and tourist travel.

STATEMENT OF SIGNIFICANCE (continued)

Character Defining Elements

Character-defining elements of 493 Main Street relate to architectural features characteristic of neo-classical/Georgian and late Victorian building styles:

- symmetrical five-bay façade;
- simple cornices over windows;
- two-over-two windows;
- friezeboard, baseboard, corner pilasters and return eaves;
- belts of decorative shingling on tower;
- gable roof lines on main section;
- roof lines on rear ell;
- moulded roof-line trim throughout.

Owners:

- 1848 – 1865 Four Blockhouse farmers and property speculators:
Henry Ernst – Grandson of Christian Ernst; bro. in law to James Zwicker
James Zwicker – Son of Valentine Zwicker; cousin of Henry Zwicker.
Henry Zwicker – Great grandson of Peter Zwicker; cousin of James
Edward James – Became MLA for Lunenburg County, 1878 - 1882*
- 1865 – 1875 Peter Jodrey*
- 1875 – 1884 Jane and Ebenezer Frail*
- 1884 – 1900 Mary Ann and James Benjamin Millet, (Executor – son, Rupert Millett)*
- 1900 – 1904 Abraham and Laura Ernst*
- 1904 – 1910 Rosena and James Langille*
- 1910 – 1928 Elsie, William and Frederick Penney*
- 1928 – 1934 Sheriff and Austin Spidle (public auction)*
- 1934 – Town of Mahone Bay*

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, February 9, 2022 at 5:30 p.m. via video conferencing.

Present:

Councillor Joseph Feeney (chair)

Councillor Alice Burdick

Bill Degrace

Ann MacPhail

Annette St Onge

Deborah Trask, Heritage Researcher

Councillor Penny Carver (Alternate)

Kelly Redden, Deputy Clerk

Kevin Barrett, Coordinator of Provincial Heritage Property Program

Absent:

Mayor David Devenne (regrets)

CAO, Dylan Heide (regrets)

1. Approval of Agenda

A motion by Mr. Degrace, seconded by Ms. St. Onge, "THAT the agenda be approved as amended to add the meeting minutes of the October 13, 2021 to the agenda for approval."

Motion carried.

2. Minutes

A motion by Ms. St. Onge, seconded by Councillor Burdick, "THAT the minutes of the October 13, 2021 meeting of the Heritage Advisory Committee be approved as presented."

Motion carried.

A motion by Councillor Burdick, seconded by Ms. MacPhail, "THAT the minutes of the December 8, 2021 meeting of the Heritage Advisory Committee be approved as presented."

Motion carried.

3. Grant Request – 77 Edgewater Street

A motion by Ms. St. Onge, seconded by Councillor Burdick, "THAT the committee recommend that Council defer the heritage grant request from the owners of 77 Edgewater Street to the 22/23 budget."

Motion carried.

4. Recording of Ms. Trask’s Talk – Review Quote

The committee received a quote to professionally record Ms. Trask’s talk – The Evolution of Mahone Bay.

A motion by Councillor Burdick, seconded by Mr. Degrace, **“THAT the committee recommend that council approve the expenditure of \$1,322.50 for the recording of a talk by the Town’s Heritage Researcher, Deborah Trask. This amount to come from the committee’s budget for the 2021/22 fiscal year.”** Motion carried.

5. Potential Heritage Properties

Ms. Trask provided the committee with a list of properties that could potentially be registered as Municipal Heritage Properties.

Committee members will forward Ms. Redden their top two potential heritage properties by March 1st and she will combine them and add the list to the next council committee agenda.

The meeting adjourned by motion at 6:32pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden



The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, February 17th, 2022 at 12:04 p.m. via videoconference.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councilor R. Nowe (arrived at 12:15 PM)
CAO D. Heide (Acting Secretary)
Manager of Public Works & Transportation J. Uhlman (left at 1 PM)
Climate & Energy Coordinator M. Horsman
B. Lewis
D. Waterfield (left at 1:30 PM)
A. St Onge
P. Sharp

Absent: NONE

Gallery: NONE

Land Acknowledgement

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

Approval of Agenda

A motion by B. Lewis, seconded by D. Waterfield, **"THAT the agenda be approved as presented."** **Motion carried.**

Approval of Minutes

A motion by D. Waterfield, seconded by, B. Lewis, **"THAT the minutes of the January 20th, 2022 Asset Management Committee be approved as presented."** **Motion carried.**

AIM Network 2.0 Cohort Program Update

3.1 Step One: policy renewal

CAO D. Heide and Mayor Devenne related to the members that Council had adopted the amended Policy as recommended by the Committee on January 27, 2022.

3.2 Step Two: level of service review

Committee members continued to work through the update to the level of service spreadsheet from 2019, led by CAO D. Heide. It is anticipated that this update will be completed at the Committee's next meeting.

Training Opportunities

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

Next Meeting Date

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

Committee Membership

There is currently one vacant position for a public member on the Asset Management Committee.

The meeting adjourned upon motion at 2:06 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Acting Secretary, Dylan Heide

A special meeting of the Audit & Finance Committee for the Town of Mahone Bay was held on Thursday, February 17, 2022 at 7:04 p.m. via video conferencing.

Present:

Mayor D. Devenne (Chair)
Deputy Mayor F. Kangata
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
B. Lewis
D. Haley
CAO D. Heide (Secretary)

Absent:

Councillor A. Burdick (with regrets)

Gallery: NONE

Land Acknowledgement

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

Call to Order

The meeting was called to order at 7:04 p.m.

1. Approval of Agenda

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

2. Approval of Minutes:

Jan 20th, 2022

A motion by Councillor Feeney, seconded by D. Haley, **“THAT the minutes of the January 20th, 2022 Audit & Finance Committee be approved as amended to the point of order raised by D. Haley regarding the Feb 23, 2021 minutes.”**

Motion carried.

Jan 27th, 2022

A motion by Councillor Feeney, seconded by D. Haley, **“THAT the minutes of the January 27th, 2022 Audit & Finance Committee be approved as amended to the point of order raised by D. Haley regarding the Feb 23, 2021 minutes.”**

Motion carried.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, **“THAT the Committee recommend to Council that staff be directed to produce quarterly financial reports for review of the audit & finance committee within five weeks of the quarter’s end.”**

Motion carried.

Notice of Motion D. Haley

D. Haley informed the Committee of his intent to introduce a motion to amend the terms of reference for the committee to change the name to Finance & Audit Committee and to otherwise amend the terms of reference for the committee.

3 Review of 2020-21 Electrical Utility Financial Statements and Discussion of Electrical Utility

A motion by Councillor D. Haley, seconded by Councillor Wilson, **“THAT discussion on the electrical utility be deferred until the Rate Study from BDR has been received.”**

Motion carried.

4 Follow-up to 2020-21 Audit: Discussion of Management Letter

A motion by D. Haley, seconded by Deputy Mayor Kangata, **“THAT the committee recommend to Council that staff be directed to schedule the follow-up session with Deloitte as offered in the Management Letter to the 2020-21 Audit.”**

Motion carried.

5 2021-22 Q3 Financial Reports

Committee members discussed the Q3 financial reports for 2021-22.

6 2021-22 Major Capital Projects

Committee members discussed the status of major capital projects undertaken in 2021-22.

7 Townsuite Modules

Deferred to the next meeting of the Committee.

8 2019-20 Provincial Financial Condition Indicators Report

Deferred to the next meeting of the Committee.

Adjournment

A motion by B. Lewis, seconded by Deputy Mayor Kangata, **“THAT the meeting be adjourned.”**

Motion carried

The meeting was adjourned on motion at 9:12 PM.

TOWN OF MAHONE BAY

Chair, Mayor D. Devenne

TOWN OF MAHONE BAY

Committee Secretary, Dylan Heide



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

South Shore Housing Action Coalition (SSHAC)

Zoom Meeting Minutes, December 1, 2021; 1:30-3:30 pm

Present: Francis Kangata, Helen Lanthier, Jeff Conrad, Jackie MacDonald, Elizabeth Bailey, Jennifer Gagnon, Abdella Asaaf, Jack Fancy, Stacey Colwell, Penny Carver, David Murdoch, Alice Burdick, Kelly Goudie, Lynn Hennigar, Darren Shupe, Sandra Statton, Mark Powell

1. Welcome and Introductions

- ✓ Francis offered a land acknowledgment.
- ✓ Attendees introduced themselves. Welcome to new attendees Sandra Statton (MODL), Lynn Hennigar Mark Powell, Maritime Housing Options.

2. Agenda and minutes from October meeting approved by consensus

3. SSHAC strategic goals and action plan (February 2021) – review and update:

- Francis reviewed SSHAC’s mission and guiding principles.
- He briefly reviewed the action plan that was developed in February 2021 and clarified that today’s session was about review and updating.
- Do we continue our advocacy role? What does advocacy mean for us?
- Do we have a common understanding of our role to “facilitate action”? What does “action” mean? Should our action be more focused? How can we focus more on what *can* be done from a capacity point of view?
- How can we support tenants’ rights?
- Is there energy within SSHAC to form a network of local partners to learn about and eventually develop housing?
- How can the new coordinated access system, hosted by the South Shore Open Doors Association (SSODA), help us to identify priority areas for housing?
- Is the “Build Together” project through the Coady Institute a resource for us? Can it do a presentation to SSHAC? It was clarified that several members of SSHAC have been involved in their community consultation sessions, Nancy Green is on its Engagement Team, and Helen has met with that Team as well. The project is ending in early January 2022, but there will be a transition team moving forward with the development of a provincial Community Housing Association.
- Three online meeting rooms were set up and attendees were assigned to a group for 30 minutes, facilitated by a member of the Planning Committee. “**Are there focus areas where we are not currently active that we should explore?**”

Group 1

- It should be about actually getting housing built

- The Municipal working group has been held back first by COVID getting all the attention, then by municipal and Provincial elections. Now is the time to get that group energized and working again
- The Tenants and Landlord groups has been frustrated by the inability to move much. There is a need for more advocacy on that front, particularly in the area of promoting directly to tenants their rights and how to address issues
- It may be difficult to get alignment between SSHAC and the ideology of member organizations that are working on the day to day impacts of housing needs or running some kind of housing agency.
- The agencies need to break the cycle of housing need. To break a cycle you need housing stock, but that alone won't do it.
- Need to work with individuals to increase their personal capacity (training, financial literacy, address needs, etc.)
- The SSHAC action plan would need to have more of a focus on people needing housing than on the need for housing, and that might not be the interest of the overall SSHAC membership
- The housing need is broader than the definition of affordable housing the group is currently using. Affordable housing for low income is only a part of it, housing is becoming unaffordable for higher income groups as well, and models are needed to address that problem
- No one model is going to address all of the housing issues in the area
- SSHAC can continue to be a representative voice in lobbying, facilitating, etc. if they encompass a broader perspective
- There is a need in the area of people that can afford monthly rents, but don't have enough ability to collect a down payment so will never be able to move to home ownership
- Comparison of SSHAC to Lunenburg County NOW (in response to a question)
- NOW is primarily business people who just show up from interest, not to represent any particular position or point of view
- There is a bias for action, no particular interest in research
- Move quickly, try things, move on
- They have a paid coordinator who can take on projects and move the bar on things that matter to the group
- On the housing front the coordinator is now working to connect people coming here from their various campaigns to housing that is, or may become, available in the community
- Perhaps SSHAC should think more about an "Opportunity" plan, and less about an action plan
- If there was more of a bias for action, what would get dropped and what would move to the front?
- Instead of a plan that was built on things we think "need to be done", what if we had a plan that was built on what we think "can get done"?

- Perhaps the new Coordinated Access Program at SSODA will give us some examples of things that the group can actually move on soon
- People may have specific, concrete, doable things and still need help
- Capital funds seem to be more available than in the past
- Groups may not have enough time/capacity (so need project managers, consultants, etc.)
- Technical skills may be lacking – could SSHAC help groups leverage engineers, planners, architects, builders, etc.?

Group 2

- Discussion about whether the Municipal group is viable, as it has experienced process challenges. Perhaps regularly scheduled in-person meetings would work better, rather than trying to get everyone there.
- SSHAC presentations to Councils?
- The item on becoming more engaged with the community has had minimal action. SSHAC can place more focus on the needs of rural communities. It can continue to act as a “connector” for other groups/agencies.
- SSHAC could be more active in terms of development supports – workshops, arranging technical supports, etc.
- SSHAC could take on the role to meet with all of the MLAs from the area and give them briefings
- Leadership role action item – SSHAC will act in its role as the advisory body for the coordinated access system.
- Advocacy to promote housing as a human right?
- Research and monitoring – partnering with the coordinated access system to collect data.
- Ongoing relationship with CMHC – Werner Hofstatter has offered to do a presentation.

Group 3

- Could help people navigate issues with the tenancy board
- Possibly be more active in actual housing development
- Potential to be actively involved with tenant support programs, e.g., have funds to help people deal with rental arrears
- Spend some time figuring out what is the role for municipalities in the new provincial housing organization that is being formed

General Discussion

- The group was asked if there was a general interest in doing actual housing development
 - There was support moving on some of the “how to” things that might help organizations that want to do development – technical workshops and grant information sessions for example.
 - There did not seem to be strong support for SSHAC becoming an actual housing developer.

- It was noted that there is a general need for Project Managers that can help move projects
- There was an offer to have someone that has recently managed a housing development (like Tina Connors from New Ross) do a presentation on what the process is.
- The idea was put forward that SSHAC could be more active in terms of playing a “connector” role – helping people that are interested in actual development get together and collaborate.
- It was noted that as the province ramps up building more public funded housing (nursing homes and Housing NS stock), that this will potentially reduce the contractors and trades people available to work on private and non-profit projects.

4. **Working Group Reports**

- The Bridgewater Catholic Church is interested in putting in place several “tiny shelters” for the winter of 2022. Officials from the Town of Bridgewater have been engaged in the discussion.
- The planning group has been meeting regularly. Jeff Conrad is now on that group, and spots are still available if others are interested. A debrief of this meeting will be held later in the month. The group was asked if they wished to continue meeting every other month. There seemed to be interest and support for meeting every month, but with a “business” meeting one month, and a workshop or development session on alternating months.
- Mark Powell reported that his group has 5 houses in the planning stage, with an interest to do more in the long term. He asked if SSHAC would be willing to distribute a survey to its members that would eventually be shared publicly, with a target audience of renters who cannot afford to buy. The planning team agreed to review it when it was ready.
- A question was asked about updating the 2017 needs assessment. Discussion focused on the new Census information and on what needs assessment the province will put in place as part of the Minister’s mandate letter
- MODL reported that they had done a housing workshop with Council 2 weeks earlier. They reviewed available federal and provincial information. Council is interested in moving forward with further survey work this fiscal year but would prefer to do it in concert with others in the area.
- Mahone Bay Municipal Council met with the Minister of Housing, his Executive Assistant, and the Deputy Minister recently. There was not a lot of concrete discussion on rural housing needs or plans. The Minister was sending a clear message that new housing work would be a mixed model type approach.
- The idea was advanced that perhaps SSHAC should present to the regular meeting of South Shore Mayors, Wardens, and CAOs. The suggestion was made that this would only be appropriate at a time when SSHAC had something of substance to report, and a specific request to make of the group

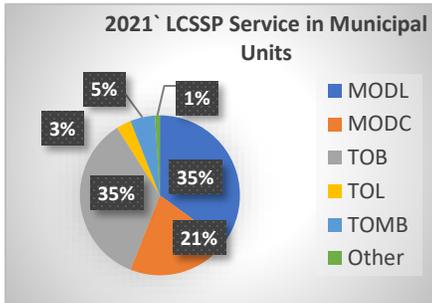
Next Meeting will be on Wednesday, February 2 at 1:30.

Lunenburg County Seniors' Safety Program (LCSSP) 2021 Annual Report

A project of the Lunenburg County Seniors' Safety Partnership Society

Prepared by: Chris Acomb, SSC, February 8, 2022

The LCSSP is a free community-based service that works collaboratively with Bridgewater Police Service, RCMP, and many community partners to help address the safety concerns of older adults residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, educational programs, community presentations and one to one service. This service has become an integral part of the community response to the pandemic.



Collaboration & Building Partnerships: Through collaboration and growing partnerships, we have been able to better serve clients and our community at large. Board members and/or staff participate in Aging Well Together Coalition, South Shore Housing Action Coalition, Single Entry Access – Smart Cities Challenge, the LCSSPS and NS Seniors' Safety Program networking opportunities. Partnerships also include two local organizations that have participated in the Senior Friendly™ program - on-site safety surveys. Community outreach projects have been another way to build connections while supporting needs.

Staffing: One full-time and one part-time Coordinator were employed for most of 2021 thanks to funding partners, emergency funding provided by DOS and the Law Foundation of NS. Efforts to secure funding for future part-time Coordinator hours is underway.

Presentations & Projects: We hosted one 6-week Seniors' Safety Academy in partnership with the Flourish Centre and expert presenters. We presented to MODL, MODC, Town of Mahone Bay, Town of Lunenburg, BPS Commission, 100 Bluesosers Who Care, St. Vincent de Paul, NSCC students, the Health Services Foundation Board and hosted a Chester Bank of NS information booth. Subjects included, the SSP, scams/frauds, technology, health/wellbeing, elder abuse, legal topics and more. World Elder Abuse Awareness Day campaign was held with masks provided by DOS given away.

P2P Digital Literacy for Lunenburg County, New Horizon's Grant: Through one-to-one service and group presentations we assisted with basic online safety, completing forms, navigating social media and more. We connected with partners providing computer education programs and leveraged services. Many clients were able to experiment safely with technology while filling out forms in the comfort of their home with the support of the Coordinator all thanks to the technological equipment provided by this grant.

Seniors' Legal Navigator Project, Law Foundation of NS Grant: The data collected during this project identified key areas where more information and resources are needed. We created the well-received, 'Legal Awareness Campaign'; a monthly informative email distributed to partners, highlighting important legal topics and resources.

Home Visits: The *Workplace COVID-19 Prevention Plan: LCSSP Home Visits* has been revised as needed to support safe home visit protocol. The importance of carrying out home visits/door-step deliveries continued through 2021. We are one of few services to offer home visits. This makes our service an asset to other organizations as we can assist clients directly.

2021 LCSSP Statistics	Total
Client Base	1339
New Referrals	459
Home Visits/Drop Offs	392
Presentation Participation	150
Vial of Life™ Distributed	75
Community Outreach Projects	416

NEW: LCSSP reporting frequency will change to quarterly (January, April, July and October).



Lunenburg County Seniors' Safety Program (LCSSP) 2021 Annual Report

A project of the Lunenburg County Seniors' Safety Partnership Society

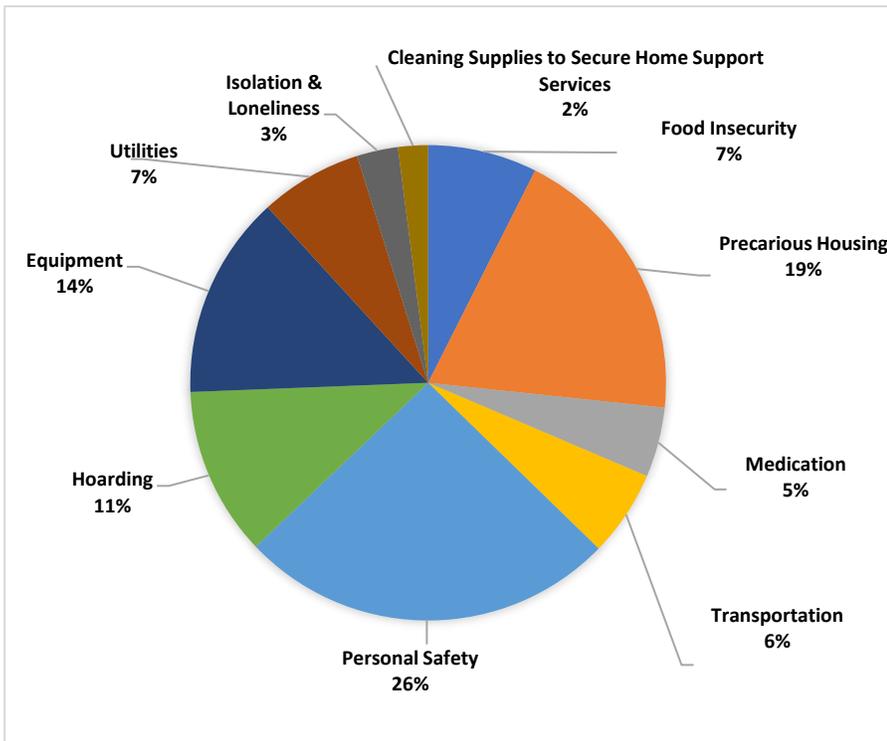
Prepared by: Chris Acomb, SSC, February 8, 2022

Nature of Referrals: We experienced increased referrals from other agencies and organizations to help meet needs of seniors. For example, co-funding financial hardship needs, getting equipment to clients, helping a client get cleaning equipment and/or addressing hoarding situations to secure home support and medication delivery. There was an increase in risk of home takeovers and elder abuse as older adults offered housing and other support to loved ones in need. Precarious housing needs of older adults evicted because their homes are selling or being made into Air BnB's; or needing to move because of relationship discord increased. Legal disputes over land, property and/or finances rose this year.

Personal safety needs have increased due to reduced supports, increased isolation and difficult relationship dynamics. Scams and fraud; in particularly around telephone solicitation/romance scams continued to be a concern. The need for assistance to secure supports while isolating became more challenging as service availability fluctuated and volunteers were unavailable. Financial hardship created pressure as older adults try to modify their budget to address challenges presented by the pandemic. We continued to see the need for help navigating the pandemic; information/public health regulations, getting vaccines and safety equipment. Friends/family from out of province also accessed our service to help check in on loved ones here in Nova Scotia.

2021 LCSSP Client Emergency Contingency Fund (CECF): The emergency support needs of our senior community continue. This year we experienced a continuation of themes first seen in 2021. Such as increased needs for equipment and personal safety as well as providing help to mitigate precarious housing risk.

The ripple effect of assistance is at times unmeasurable. For example, the CECF may assist one client with housing clean-up which mitigates their risks, improves wellbeing and quality of life. That clean-up can also reduce risk for the whole neighbourhood as fire risks, air quality and rodent control are impacted. Thank you to the United Way and many other organizations and individuals who help make this fund possible over the years.



2021 LCSSP CECF

Thanks to the support of organizations within our community we have been able to increase the support provided by the CECF and have experienced expanded collaborative partnerships with other groups offering support.

2021 Financial Support:

\$20.00, Private donation/2 PC gift cards
\$100.00, UW donation/10 PC gift cards
2,000.00, United Way Community Grant

We accept donations but are unable to provide a receipt.

12/31/21 Balance: \$354.68

NEW: LCSSP reporting frequency will change to quarterly (January, April, July and October).



Lunenburg County Seniors' Safety Program (LCSSP) 2021 Annual Report

A project of the Lunenburg County Seniors' Safety Partnership Society

Prepared by: Chris Acomb, SSC, February 8, 2022

2021 LCSSP Funding Breakdown:

- LCSSP core funding is provided by five municipalities, United Way of Lunenburg County and the Department of Seniors.
- One-year project funding for the 2019-2020 LCSSP Seniors' Legal Navigator was received from the Law Foundation of NS (\$28,231.00). Some of these funds were carried over into 2021, with the foundations' approval.
- LCSSP – P2P Digital Literacy Lunenburg County one-year project, funded by a New Horizons grant (\$4,100).
- Additional funding is required to maintain staffing requirements to meet the needs of the community.

Additional Funding:

- United Way of Lunenburg County Grant: Client Emergency Contingency Fund (CECF)- \$2,000
- Dept. of Seniors Emergency Funding: \$200 (WEAAD campaign – cost of masks)

Lunenburg Seniors' Safety Advisory Partnership Society Budget (as at December 31 st , 2021)			
	2021-2022 BUDGET	2021-2022 ACTUAL	VARIANCE Pos (Neg)
REVENUE			
Province of NS Seniors	25,000	25,000	0
Municipal Contributions	27,169	26,639	-530
Other Revenue	19,185	9,921	-9,264
Interest Income	0	0	0
Transfer from Reserves **	18,182	0	-18,182
	89,536	61,560	-27,976
EXPENSES			
Salaries (to Dec. 18/21)	60,086	44,189	15,897
PT Wages (to Dec. 18/21)	21,000	20,538	462
DoS emergency fund	0	0	0
Facility Rentals	200	0	200
Professional Development	250	0	250
Vehicle Maintenance (gas posted to Nov. 2021)	2,500	255	2,245
Office Equipment	0	0	0
Travel	1,000	596	404
Cell Phones	1,500	399	1,101
Hospitality	200	60	140
Materials	300	2,881	-2,581
Insurance	2,000	2,080	-80
Clothing Allowance	0	0	0
Honorariums	500	51	449
	TOTAL	71,050	18,486
	NET	-9,490	-9,490
<p>*In addition to the Municipal Contribution of \$4,784, the Town of Bridgewater also provides the following in-kind services: provision of vehicle (excluding gas, insurance & repairs), clothing, office space, supervision, accounting services, computer & employment management (payroll, HR, etc.)</p> <p>**Budgeted reserves are currently held by LSSAPS. The Reserves currently held by the Town will depend on the final balance at year end.</p>			

NEW: LCSSP reporting frequency will change to quarterly (January, April, July and October).





Lunenburg County Seniors' Safety Program Monthly Report - January 2022

Report prepared: February 7, 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:

This month we experienced an increase in the number of referrals pertaining to health and wellness, precarious housing, the need for supports and elder abuse. Assistance to complete grants, legal needs and financial hardship was also requested. Information dissemination around public health regulations, accessing test kits, vaccines and what to do if you believe you've been exposed increased. The Seniors' Care Grant has brought questions as seniors and their loved ones try to understand what meets funding criteria and requirements. We have also begun to receive requests for assistance with tax preparation as well.

Service in Municipal Units	January
MODC	17%
MODL	42%
Mahone Bay	3%
Lunenburg	3%
Bridgewater	34%
Other/Unknown	1%
Data to Date	January
Total # of clients	93
# of new referrals	46
# of clients receiving service	57
# of home visits/door step visits	16
# of closed files	18

LCSSP updates:

- We ask for patience and understanding as staff reduction to one full-time Coordinator has created extended wait-times for service and availability. Additional funding is being investigated.
- LCSSP - P2P Digital Literacy for Lunenburg County, New Horizons grant project ongoing.
- The SLN Phase 2, Law Foundation of NS grant application, although well-received, was not approved.
- LCSSP: Home Management Navigator, AFC Grant application has been submitted for consideration.
- January 18th, 2022 – Aging Well Together Coalition Meeting attended.
- January 26th, 2022 – LCSSPS board meeting attended.
- Coordinator was unable to attend other scheduled meetings and/or educational opportunities this month due to high demand of service.
- **NEW:** LCSSP reporting frequency will change to quarterly (January, April, July and October).
- A 2021 LCSSP Annual Report capturing highlights will be available soon.

LCSSP Client Emergency Contingency Fund (CECF):

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 January 30th, 2022 balance is: \$1,154.68.

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

