



## TOWN COUNCIL AGENDA

March 8, 2022

7:00 p.m.

YouTube Live

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

### Call to Order

### 1 Approval of Agenda

### 2 Minutes

2.1 Regular Meeting – February 24, 2022

### 3 Presentations

#### 4 Correspondence – Action Items

4.1 Jenny Sandison, President, Mahone Bay Garden Club – Flower Baskets

4.2 Jenny Sandison, President, Mahone Bay Garden Club - Request for Assistance

a. Sketch of Garden Now

b. Sketch of Proposed Changes

4.3 Andrew Tanner, Saltbox Brewing Co. - Permanent Patio Expansion

#### 5 Correspondence – Information Items

5.1 NSFM – Monday Memo – February 22, 2022

5.2 NSFM – Monday Memo – February 28, 2022

5.3 Jenny Sandison, President, Mahone Bay Garden Club – Update

5.4 Warden Eleanor Roulston, Municipality of East Hants – NSFM dues increase.

5.5 1792 Project Team – 230<sup>th</sup> anniversary of founding of Freetown.

### 6 Staff Reports

6.1 Staff Report to Council – March 8, 2022

6.2 Staff Report – Public Works Department Relocation

6.3 Staff Report – Public Participation in Planning Policy

6.4 Staff Report – Hydrant Clearing

6.4 Staff Report – Video Surveillance Policy

### 7 Council Items

7.1 Deputy Mayor Kangata – Council support for Ukraine on social media.

### 8 Committee Reports

8.1 Policy and Strategy Committee – February 28, 2022 – Draft Minutes

8.2 Electric Utility Resources Sharing Adv. – March 1, 2022 – Draft Minutes

### 9 New Business

### 10 Closed Session

10.1 MGA22(2)(e) - contract negotiations

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, February 24, 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  
CAO, D. Heide  
Deputy CAO, M. Hughes

**Absent:**

**Gallery:** online

**Land Acknowledgement**

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

**1. Agenda**

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

**2. Minutes**

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT the minutes of the February 8, 2022 regular meeting of Council be approved as presented.”** **Motion carried.**

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT the minutes of the February 15, 2022 special meeting of Council be approved as presented.”** **Motion carried.**

### **3. Presentations**

No presentations.

### **4. Correspondence – Action**

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

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council appoint Councillor Wilson as the Town’s representative and liaison on the Mahone Bay Tourism and Chamber of Commerce.”** Motion carried.

4.2 Heidi Walsh Sampson – Town of Mahone Bay Solar Garden Project.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council defer the discussion of this piece of correspondence to the discussion of the staff report later on the agenda which references this piece of correspondence.”** Motion carried.

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

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to provide a recommendation concerning the creation of a bylaw prohibiting the sale of hate symbols in the Town of Mahone Bay, if that is a legal possibility.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council defer item 4.3 to a meeting of Council following the April 2022 meeting of the Policy and Strategy Committee.”** Motion carried.

### **5. Correspondence – Information Items**

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

5.2 NSFM – Monday Memo – February 7, 2022

5.3 NSFM – Monday Memo – February 14, 2022

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

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

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT correspondence items number 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 24, 2022.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council direct staff to prepare a letter to the other municipal units in Lunenburg County citing the recent RFP from the Province for the development of a province-wide housing needs assessment and initiating discussion on the development of a joint housing strategy for Lunenburg County on the basis of this regional needs assessment.”** **Motion carried.**

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

### **6.2 Jubilee Park Pond**

Council received a staff report with information on 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.

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT Council direct staff to prepare a report on the potential for an outdoor refrigerated ice surface and costs associated to be forwarded to the 2022/23 budget process.”** **Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council refer the report on the Jubilee Park Pond to the budget process.”** **Motion defeated.**

### **6.3 Correspondence: Town of Mahone Bay Solar Garden Project**

Council received a staff report with a summary of correspondence received and sent, regarding the Town's community solar garden project.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council accept this report for information.”** **Motion carried.**

### **6.4 2022-23 ICIP Application**

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

A motion by Councillor Nowe, seconded by Councillor Feeney, **“THAT Council direct staff to obtain updated cost estimates to support a 2022-23 application to the ICIP Green – Environmental Quality Stream including cost estimates for the Main Street Utilities Rehabilitation & Improvement and Waterline Rehabilitation and Wastewater System Extension projects.”** Motion carried.

#### 6.5 2022-23 Budget Meeting Schedule

Council received a staff report with a recommendation concerning the meeting schedule for the 2022-23 annual budget process and agreed to new budget meeting dates in June and July, replacing those previously scheduled for April.

### **7. Council Items**

No Council items.

### **8. Committee Reports**

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

A Heritage Property Hearing was held to provide the opportunity for the owners of the property recommended for Municipal Heritage Property registration. The property in question is 493 Main Street, Town Hall.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council complete the Heritage Property Registration of 493 Main Street.”** Motion carried.

#### 8.2 Heritage Advisory Committee

Council received the draft minutes of the February 9, 2022 meeting of the Heritage Advisory Committee.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council defer the heritage grant request from the owners of 77 Edgewater Street to the 2022/23 budget.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“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.

#### 8.3 Asset Management Committee

Council received the draft minutes from the February 17, 2022 meeting of the Asset Management Committee.

#### 8.4 Audit and Finance Committee

Council received the draft minutes of the February 17, 2022 meeting of the Audit and Finance Committee.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council direct staff to produce quarterly financial reports for review of the Audit and Finance Committee within five weeks of the quarter’s end.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, **“THAT Council direct staff to schedule the follow-up session with Deloitte as offered in the Management Letter to the 2020-21 Audit.”** Motion carried.

#### 8.5 SSHAC

Council received the minutes of the December 1, 2021 meeting of South Shore Housing Action Coalition.

#### 8.6 Lunenburg County Seniors’ Safety Program

Council received the 2021 Annual Report from the Lunenburg County Seniors’ Safety Program.

#### 8.7 Lunenburg County Seniors’ Safety Program

Council received the January 2022 monthly report from the Lunenburg County Seniors’ Safety Program.

### **9. New Business**

No new business.

### **10. Closed Session**

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

**Council returned to open session at 9:54pm.**

#### Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Councillor Burdick, **“THAT Council accept the proposal from MC Advisory in the amount of \$5,000 to conduct a compensation review.”** Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council authorize a one-time honorarium supplement for the Town’s archivist.”** **Motion carried.**

**Council adjourned upon motion at 9:56pm.**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

**TOWN OF MAHONE BAY**

Clerk, Maureen Hughes

Feb 15, 2022

Dear Mayor Devenne and Town Council,

The Garden Club has been partnering with the Town for many years to improve the appearance of Mahone Bay. But when we look around in the summer months something seems to be missing. In Bridgewater and Western Shore gaily coloured flower baskets hang from the lamp posts of the main street. For many years Mahone Bay also displayed wonderful hanging flower baskets. What happened?

As an organisation the Garden Club would willingly make a contribution towards the cost and maintenance of maybe two baskets. I am sure many of the businesses would do the same. Can we ask you to direct the Department of Parks and Green Spaces to look into the feasibility of bringing back this most worthwhile contribution to the look of our Town.

We would also be very pleased to be able to “buy a bench” if the cost is within our budget.

Yours sincerely

Jenny Sandison (President Mahone Bay Garden Society)



Feb 15, 2022

Dear Mayor Devenne and Town Council,

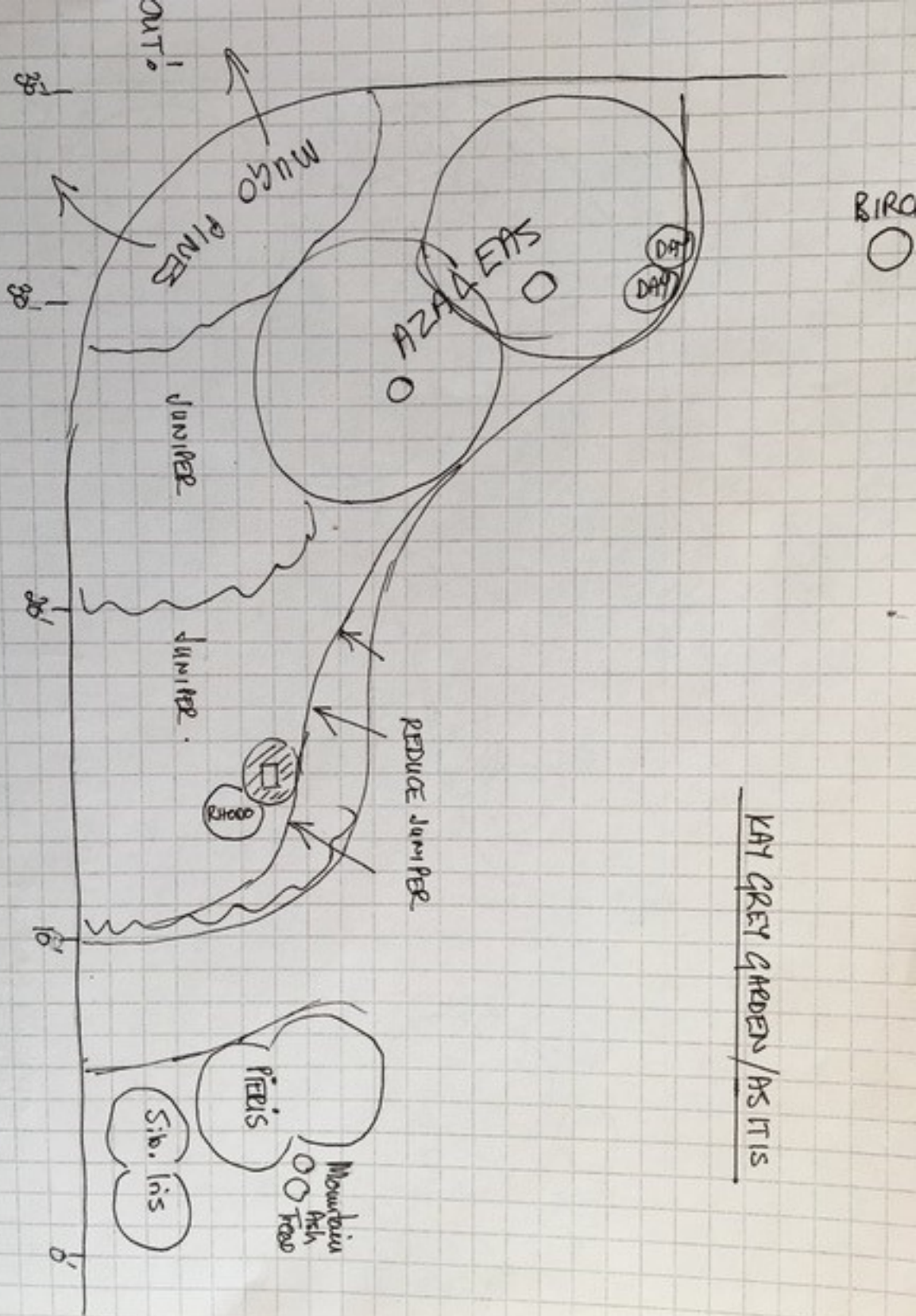
Last spring the Mahone Bay Garden Society had some help from the Town to renovate the beds at the approach to the Aquatic Gardens. We think it was a great success! Now we have turned our attention to the planting known as the Kay Gray Garden at the eastern end of the church parking lots.

Most of the original plants here are fine but the Mugo Pine on the corner with the street is straggly and unkempt and needs replacing. Could we ask Parks and Green Spaces to again help us out by removing the Mugo Pine and adding some quality topsoil to that corner. It isn't a big job at all and the back hoe would do the job very quickly. Then we will plant it up with Catmint and Reed Grass and the whole area there would look so much better.. I attach a diagram of the idea.

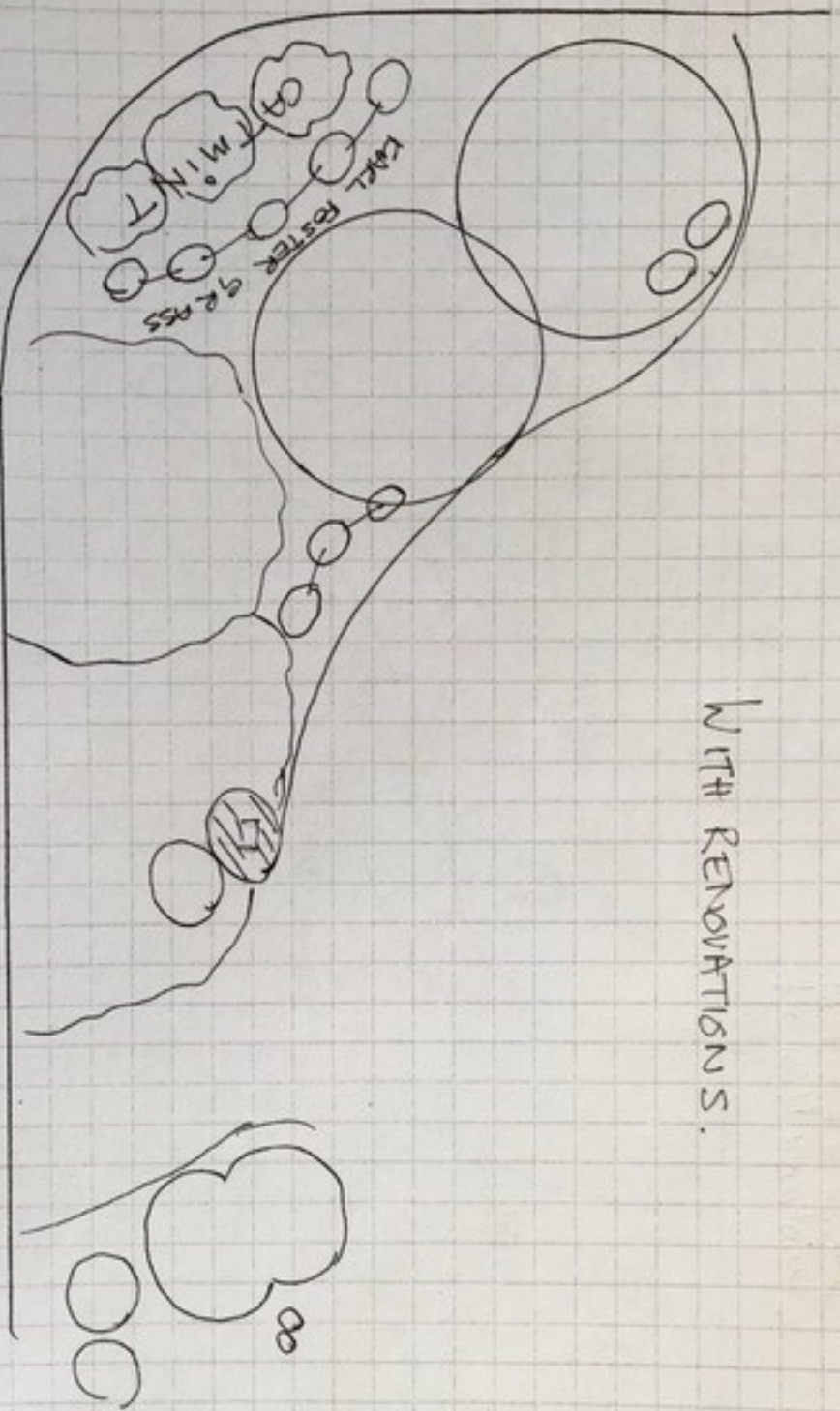
Yours sincerely

Jenny Sandison ( President. Mahone Bay Garden Society)

KAY GREY GARDEN/AS IT IS



WITH RENOVATIONS.



**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Tuesday, February 22, 2022 4:19 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: Tuesday, February 22, 2022

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## Mass Casualty Commission Community Support

**From the Mass Casualty Commission team**

[Community Information Package](#): This document is intended to help communities and community organizations know what to expect for the upcoming proceedings. It outlines the Commission's work, how to prepare, and what to expect. Please feel free to share this with your staff or other organizations you work with.

**Share Your Experience:** The Commission has launched a public survey to provide an opportunity for the public to share their experiences and perspectives about the April 2020 mass casualty events in Nova Scotia. We want to hear from people across Nova Scotia, across Canada and beyond. These submissions will assist the Commission in understanding the broader effects of the mass casualty and will be used to inform the recommendations that will help to make communities across Canada safer. The survey will be open until the end of the day on March 8, and there are options if people would rather speak to someone directly to share their experience. Please invite people to participate in the Share Your Experience survey

at <https://masscasualtycommission.ca/proceedings/share-your-experience>.

**Mental Health Support:** We know the information the Commission will be sharing could be difficult for many people. Sometimes thinking, reading or hearing about a distressing or emotionally overwhelming experience can remind us of circumstances that are upsetting or disturbing. If community members you are working with are struggling in any way and would like help finding mental health, grief, or any wellness support, please refer them to these resources:

- **211 Nova Scotia:** Offering 24/7 assistance in over 100 languages, 211 can be reached by calling or texting 2-1-1. They also offer email and live chat on their website at <https://ns.211.ca>. Their trained staff will be able to connect you directly to the right services for your needs. You can call for yourself or if you have concerns or questions about support for someone else.
- **Nova Scotia Provincial Crisis Line:** If you or a loved one of any age are experiencing distress and overwhelming emotions at any time, you can call the Nova Scotia Provincial Crisis Line 24/7 at 1-888-429-8167. They can also provide the contacts for other crisis services outside of Nova Scotia.
- **Kids Help Phone:** For individuals between the ages of 5 and 20, the Kids Help Phone can provide confidential support 24/7. Call 1-800-668-6868 or text "CONNECT" to 686868.

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## MARK YOUR CALENDARS!

### NSFM Virtual Regional Meetings: Hosted on Zoom

Meeting details and agenda to follow.

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

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

More information on registering coming soon.

## Call for Applications for Infrastructure Canada

Infrastructure Canada is now accepting applications for the Capital Projects stream of the Rural Transit Solutions Fund. Eligible applicants can seek up to \$3 million to help cover capital; and up to \$5 million to support zero-emission transit solutions.

Applications for the Capital Project stream will be accepted until midnight, Pacific time, April 7, 2022 through the online applicant portal, which can be accessed on Infrastructure Canada's [website](#).

## Reporting Fire Incidents

The Fire Marshall requests support and co-operation to meet a shared responsibility for fire reporting. Fire Chiefs have been provided with access to information for recently introduced online reporting system.

[View the letter here](#)

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# canoe

“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

[Report on housing needs across Nova Scotia expected by year's end](#)

## Upcoming Events



# Rules of Order and Meeting Processes Workshop – for Elected Officials

This session is a joint initiative with AMANS

Friday, March 25, 2022 @ 9:30 a.m. – 3:00 p.m.

**Location:** Louis Millett Community Complex, New Minas, NS

**Cost to attend:** Early Bird rate until March 11: **\$250**. After March 11: **\$300**.

[Learn more and sign up here](#)

**Only a few spots left!**



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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](mailto:info@nsfm.ca)

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**Kelly Redden**

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**Subject:** NSFM's Monday Memo: February 28, 2022

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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

## [NSFM Organizational Change Outline](#)

View the PDF above for an in-depth explanation of the proposed changes to NSFM's organizational structure.

[Members are encouraged to reach out to NSFM with any feedback on the proposed changes.](#)

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## NSFM Restructuring Meeting - Pictou County

NSFM Board Members Lennie White and Debbie Wadden will be joined by CEO Juanita Spencer from 6-7PM on Thursday, March 10th, in the Pictou Wellness Centre's Advocate room.

The region-wide presentation will feature an explanation of the NSFM restructuring plan and an opportunity to provide feedback. All municipal elected officials and CAOs in the area (New Glasgow, Stellarton, Trenton, Municipality of Pictou County, Town of Pictou, and Westville) are invited to attend.

To assist with planning, please RSVP at [info@nsfm.ca](mailto:info@nsfm.ca)

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## Showcasing Municipal Success Stories at Spring Conference

Back by popular demand, the NSFM is planning to showcase three municipal success stories as part of the May Spring Conference. Assuming covid restrictions are lifted as planned, this year we plan to be in-person! The session will be held on May 5th from 10:45 a.m. – 11:45 a.m. at White Point Beach Resort. More information on the conference program, accommodations, etc. will be forthcoming.

Showcasing municipal success stories is one of our most highly rated sessions at past events. The opportunity to share what your municipality and community have done with your municipal colleagues is inspiring. Is there a new initiative or process that was put in place due to covid restrictions that you are now keeping? Do you have a creative collaborative program with a neighbouring municipality? An innovative community project? We'd love to hear about it!

If interested, please email your proposed submission outlining specifically what you plan to speak about. The Spring Conference Planning Committee will select the presenters from the submissions received.

[Please email your submission to jwebber@nsfm.ca](mailto:jwebber@nsfm.ca) by **March 11, 2022**.

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# Rules of Order and Meeting Processes Workshop – for Elected Officials

This session is a joint initiative with AMANS

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**Location:** Louis Millett Community Complex, New Minas, NS

**Cost to attend:** Early Bird rate until March 11: **\$250**. After March 11: **\$300**.

[Learn more and sign up here](#)

**Only a few spots left!**

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## Sign up for GMF's newest Municipal Energy Roadmap e-learning series

Submitted from FCM

GMF's next course in the Municipal Energy Roadmap e-learning series is starting soon - **Incentive and financing options for building energy upgrades**. In this latest course, learn about financing and incentive programs that could help you tackle GHG reductions in your community. Deepen your knowledge of programs and models across Canada and develop your own community-scale solutions with practical lessons and relevant examples. The course starts March 7, 2022.

[Sign up for the course.](#)

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# canoe

“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

### Register Today for NSFM Regional Meetings!

#### NSFM Virtual Regional Meetings: Hosted on Zoom

Meeting details and agenda to follow.

Region	Date	Time	
Cape Breton-Strait Area	Friday, April 8 <sup>th</sup>	1:00 p.m. – 2:30 p.m.	<a href="#">REGISTER HERE</a>
South Shore-HRM	Monday, April 11 <sup>th</sup>	1:00 p.m. – 2:30 p.m.	<a href="#">REGISTER HERE</a>

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Valley	Monday, April 25 <sup>th</sup>	1:00 p.m. – 2:30 p.m.	<a href="#">REGISTER HERE</a>

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

## Environment and Climate Change Canada Webinar on Reducing Methane Emissions from Canada's Municipal Solid Waste Landfills

**Date:** March 8, 2022

**Time:** 1:30pm-3:00pm EST

**Language:** English with simultaneous French interpretation

**Registration:** [Register here.](#)

Additional information on this consultation is available on the [consultation webpage](#).



NOVA SCOTIA FEDERATION  
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Feb 15, 2021

Dear Mayor Devenne and Town Council,

Greetings from the Mahone Bay Garden Club. My last letter is to keep you abreast of our activities in the Town in 2021. Even with Covid we were able to do some work on the Town's gardens.

We were so pleased that the Town was able to help us renovate the two beds at the approach to the Aquatic Gardens. They are now replanted and mulched and should be easy to maintain for years to come.

We also did some revisions in the Town Hall planting due to the depredations of the deer. We find there isn't so much colour as in the first year before the deer discovered the bed. We have removed some daylilies and planted Siberian Iris in their place. We have plans to add more deer resistant plants in the spring.

We also plan to do some switching of plants in the beds adjacent to the flagpole as this area is quite a challenge being very dry and suffering from being trodden on.

We have maintained all the areas and the Peace Garden and Aquatic Garden and Museum Garden as well. All the plantings seem to be doing well and the public is always appreciative when we are on site.

We hold an annual Plant Sale to raise funds for all these initiatives.

Warm Regards

Jenny Sandison (President)





March 1, 2022

Mayor Amanda McDougall, President  
Nova Scotia Federation of Municipalities  
Suite 1304, 1809 Barrington Street  
Halifax, NS  
B3J 3K8

Sent via email: ammcDougall@cbrm.ns.ca

President McDougall,

We are in receipt of the Nova Scotia Federation of Municipalities (NSFM) member dues renewal invoice. Following receipt of this invoice we reached out to Ms. Spencer to request information around the rate increases; these increases for East Hants have been 41% from 2019 to 2022 with a 14% increase this year over last. Thank you to Ms. Spencer for her response.

East Hants Council expressed concern at their February 23<sup>rd</sup> meeting around dues, transparency and NSFM's accountability to its members. As we are accountable to our taxpayer to understand our costs, we respectfully request that the NSFM provide its members with communication around the drivers of any future increases.

We thank the NSFM for its work and look forward to a continued relationship.

Regards,

Eleanor Roulston  
Warden, Municipality of East Hants  
Cc: NSFM Membership



Dear Mayor and Council.

Thank you once again for your participation in marking January 15, 2022 as the 230th anniversary of 15 ships departing the harbour of Halifax, the largest single return of people of African descent to the continent of Africa. The acknowledgement on social media through proclamations and other notifications are a forward step on this long road to racial justice that includes a deeper understanding of Nova Scotia's history.

Mayor Yvonne Aki-Sawyerr, Freetown, Sierra Leone has shared the importance of this history as it continues to connect us. **Please add your town's proclamations on social media platforms linking to the celebrations of the founding of Freetown on 11th March, 1792. Letters of congratulations on behalf of your town acknowledging the 230th anniversary of arrival would also be welcome in Freetown! Please share these messages with us for the 'Book of Letters'.**

Mayor Yvonne Aki-Sawyerr wrote, " The weeklong city-wide celebrations, scheduled to take place from 7th to 13th March, 2022 will include a day of reflection, a symposium and thanksgiving services. The celebrations will reflect on our history and progress as a city, looking at those who were already inhabitants, those who came as freed slaves and the current generation of Freetonians. "

#1792Project has also received an email from Mr. Adrian Labor, on the Mayor's planning committee who intends to include messages from Principal Karen Hudson and students as part of the arrival commemoration of the 15 ships.

" On March 11, the day the settlers marched to the large cotton tree to establish Freetown, the Mayor will have ceremonial events at the Wharf and the Cotton tree. A large banner with the names of the ships will be mounted at the Wharf. For a dramatic effect, we can have a similar large water bottle with copies of the letters (to be read) in it come ashore as part of the ceremony. It will be filmed and shared back with you." Please consider sending your proclamations to the planning committee in Freetown to be included in the "Message in the Bottle" part of the ceremony. Proclamations can be mailed to [aqlabor@gmail.com](mailto:aqlabor@gmail.com) .



*#1792Project Team*







## Report to Council March 8, 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
<b>Council Assignments to Staff</b>				
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	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.				

2	<p>Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal</p>	08-Sep-20	Apr., 2022	<p><b>See Below</b></p> <p>Notes: Updated direction was provided by Council Jan 27, 2022; see below for status.</p>
3	<p>Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.</p>	08-Sep-20	Mar., 2022	<p> <b>75%</b></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>
4	<p>Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.</p>	26-Nov-20	Mar., 2022	<p> <b>75%</b></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%	<p>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.</p>
6	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Mar., 2022		25%	<p>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.</p>
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			<p>Notes: Staff in contact with MBTCC Chair, meeting to take place in March, 2022.</p>
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	Mar., 2022		75%	<p>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).</p>




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	Apr., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Planners have received the request and are in communication with the applicants in the preparation of their report. A PIM was held on October 7th. Planning staff are collecting further information and will present a report to the Planning Advisory Committee 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	<div><div></div><div></div><div></div><div></div><div></div></div>	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	Mar., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Homeowner notified, documents prepared and forwarded to Town solicitor, currently awaiting notification from the Province that the designation has been registered.
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	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Waiting on additional information from Procom (Townsuite provider), recommendations from Deloitte, and hiring of new Manager of Finance (Treasurer).




<b>14</b>	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	Mar., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Connect2 application submitted; Connect2 funding anticipated. Staff preparing Federal Active Transportation Fund application.
<b>15</b>	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: Initial staff report on housing strategy development included on Dec 14th Council agenda.
<b>16</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Report anticipated to Council's Mar 24th meeting, ahead of 2022-23 budget process.
<b>17</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In Progress.
<b>18</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In Progress.


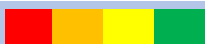

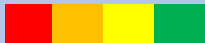

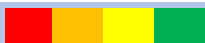


19	Defer discussion concerning the issuance of an RFP for the engagement of engineering services and direction to staff regarding the development of an engagement plan for transportation and infrastructure improvements south of Clairmont Street to a later meeting of Council.	28-Oct-21	Mar., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Recommendation to Council included in Feb 28 Policy & Strategy Committee meeting minutes.
20	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Report anticipated to Council's Mar 24th meeting, ahead of 2022-23 budget process.
21	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures awaiting hiring of new Manager of Finance.
22	Direct staff to issue an RFP for legal services.	28-Oct-21	Apr., 2022	Not yet begun		Notes:
23	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	May., 2022	Not yet begun		Notes: Date TBD.


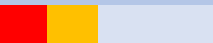







<b>24</b>	Approve the expenditure for the line upgrade to/from the water treatment plant in the amount of \$375,690 out of the existing project budget for Main Street water line improvements.	09-Nov-21	Mar., 2022	<div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Awaiting confirmation of designs / project schedule with MacLeod Group.
<b>25</b>	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	Apr., 2022	<div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: New Water/Wastewater System Manager started Feb 1st; report anticipated in April, 2022 (ahead of the 2022-23 budget process).
<b>26</b>	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	Mar., 2022	<div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: Staff have begun the process of registering the discharge of the Development Agreement.
<b>27</b>	Make the live street camera feeds available to the public via the Town's website.	11-Jan-22	Mar., 2022	<div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress; camera installed, dedicated internet connection set up, staff working on web access.
<b>28</b>	Staff directed to begin recruitment of public members of the Climate and Environment Committee.	11-Jan-22	Mar. 2022	<div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Recruitment has begun and applications expected at Council in March.

29	Complete the Municipal Heritage Property Registration process for Town Hall at 493 Main Street.	11-Jan-22	Mar., 2022		<b>75%</b>
		Notes: Following the Heritage Property Hearing on February 24, 2022, staff can complete the final steps of the Heritage Property Registration.			
30	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	Mar., 2022		<b>50%</b>
		Notes: In progress.			
31	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		<b>50%</b>
		Notes: In progress.			

32	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		<b>75%</b>
Notes: Survey launched and information on the engagement plan published in the February and March 2022 editions of the Mayor's Newsletter. Notifications sent out via Town's mass notification system and advertisement for Public Hearing forwarded to local newspaper.					
33	Approve the Public Engagement Plan for the Municipal Boundary Review as presented.	27-Jan-22	May, 2022		<b>50%</b>
Notes: Education pieces included in February and March editions of newlster; special website page developed.					
34	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Apr., 2022	<b>Not yet begun</b>	
Notes:					
35	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.	27-Jan-22	Apr., 2022		<b>25%</b>
Notes: Staff have reached out to Mahone Bay Soccer Club/Mahone Bay Centre Society to begin negotiations on the draft management agreement.					

36	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.	27-Jan-22	Mar., 2022		<b>50%</b>
		Notes: In progress.			
37	Staff to prepare a report for Council's February 24, 2022 Council meeting concerning the clearing of snow around fire hydrants.	08-Feb-22	Mar., 2022		
		Notes: Report included on Council's March 8th Meeting agenda.			
38	Staff to develop a policy regarding surveillance cameras within the Town of Mahone Bay.	08-Feb-22	Mar., 2022		
		Notes: Report included on Council's March 8th Meeting agenda.			
39	Appoint Councillor Wilson as the Town's representative and liaison on the Mahone Bay Tourism and Chamber of Commerce.	24-Feb-22	Apr., 2022		
		Notes: Letter has been sent to Mr. Anderson, Chair of MBTCC.			
40	Direct staff to provide a recommendation concerning the creation of a by-law prohibiting the sale of hate symbols in the Town of Mahone Bay, if that is a legal possibility.	24-Feb-22	May., 2022	<b>Not yet begun</b>	
		Notes:			
41	Defer item 4.3 to a meeting of Council following the April 2022 meeting of the Policy and Strategy Committee.	24-Feb-22	May., 2022		<b>25%</b>
		Notes: this item has been added to the draft agenda for the May 10, 2022 Council correspondence.			

42	Prepare a letter to the other municipal units in Lunenburg County citing the recent RFP from the Province for the development of a province-wide housing needs assessment and initiating discussion on the development of a joint housing strategy for Lunenburg County on the basis of this regional needs assessment.	24-Feb-22	Mar., 2022	<b>Not yet begun</b>
43	Direct staff to prepare a report on the potential for an outdoor refrigerated ice surface and costs associated to be forwarded to the 2022/23 budget process.	24-Feb-22	Apr., 2022	<b>Not yet begun</b>
44	Direct staff to obtain updated cost estimates to support a 2022-23 application to the ICIP Green-Environmental Quality Street including cost estimates for the Main Street Utilities Rehabilitation & Improvement and Waterline Rehabilitation and Wastewater System Extension projects.	24-Feb-22	Mar., 2022	 <b>25%</b> Notes: In progress. Report anticipated to Council's Mar 24th meeting, ahead of April 1 application deadline.
45	Defer the heritage grant request from the owners of 77 Edgewater Street to the 2022/23 budget.	24-Feb-22	Jun., 2022	 <b>50%</b> Notes: Forwarded to the finance department for 2022/23 budget consideration.

<b>46</b>	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.	24-Feb-22	Apr., 2022		<b>50%</b>	Notes: In progress.
<b>47</b>	Direct staff to produce quarterly financial reports for review of the Audit and Finance Committee within five weeks of the quarter's end.	24-Feb-22	Mar., 2022			Notes: Direction relayed to staff.
<b>48</b>	Direct staff to schedule the follow-up session with Deloitte as offered in the Management Letter to the 2020-21 Audit.	24-Feb-22	Apr., 2022		<b>25%</b>	Notes: Staff have been in contact with Deloitte in this regard and will follow up with committee members concerning potential meeting dates.
<b>49</b>	Accept the proposal from MC Advisory in the amount of \$5,000 to conduct a compensation review.	24-Feb-22	Apr., 2022		<b>25%</b>	Notes: Compensation review underway with MC Advisory, completion anticipated in April.
<b>50</b>	Council authorize a one-time honorarium supplement for the Town's archivist.	24-Feb-22	Apr., 2022		<b>25%</b>	Notes: In Progress.

**Chief Administrative Officer's Report - Feb 24 (Next Update Mar 24, 2022)**

<b>1</b>	<b>COVID-19</b>	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.
<b>2</b>	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	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.
<b>3</b>	<b>Municipal Joint Services Board (MJSB)</b>	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	<b>Riverport Electric Shared Service Committee</b>	<p>Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, net metering program, etc..</p> <p>Currently drafting agreements for consideration of Council / Commission.</p> <p>Coordinating on utility asset management and planned rate study. Shared Service Committee meetings expected to resume in March.</p>
5	<b>Regional Emergency Measures Organization (REMO)</b>	<p>Dorian claim signed off with the Province.</p> <p>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.</p> <p>New REMO website launched (linked from Town website). REMO 2022-23 budget approved at Council's Feb 8th meeting.</p>



6	<b>Alternative Energy Resource Authority (AREA)</b>	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	<b>Lunenburg County Accessibility Advisory Committee</b>	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	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	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	<b>New Long Term Care Facility</b>	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 (Next Update Mar 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.

		<p>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.</p> <p>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.</p> <p>6. Still waiting on final quote for Anglican, Lutheran churches and Medical center crosswalks.</p> <p>7. Final stages of approval for equipment and signage for Bay to Bay trail crosswalk.</p> <p>8. In the initial stages working with Bell and Irving to have communications and Propane services installed at new fire hall.</p>
<b>2</b>	<b>Cemeteries &amp; Open Space</b>	<p>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.</p> <p>2. We will pick up where we dropped off cleaning the town pit in the spring.</p> <p>3. We still have a sever problem with graffittti within the tonw and we are seeing more and more of it every day. I would recommend not installing any more signs within the town until our artis is found as everywhere we look a Mahone Bay asset has been tagged.</p>

## Electric Utility Manager's Report - Feb 24 (Next Update Mar 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 (Next Update Mar 24, 2022)

1	<b>Water Supply, Treatment &amp; Distribution</b>	<p>New manager started Feb 1st, with new Operator starting early March. CBCL assisting with daily operations and annual report data collection.</p> <p>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.</p> <p>New Spare Raw water pump and motor received and onsite at Pump House.</p>
		<p>Regular monitoring and maintenance activities continued. Permanent installation of PAA dosing line completed. Testing and Troubleshooting with CBCL continues.</p> <p>Annual Video inspection of lift station</p>

2

**Sewage Collection & Treatment**

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.

## Climate & Energy Program Manager's Report - Feb 24 (Next Update Mar 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 place indicating that the spaces are for electric vehicle charging only. "Warning" tickets will be given out to violators 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	<b>Climate Adaptation</b>	<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	<b>Engagement &amp; Stewardship</b>	<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 (Next Update Mar 24, 2022)**

<b>1</b>	<b>COVID-19</b>	Staff were recently working remotley for the week of January 10th in relation to decisions made by the Province. Staff are scheduled to return to in-person services at Town Hall starting the week of January 17th.
<b>2</b>	<b>Provincial Reporting</b>	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.
<b>3</b>	<b>Tax Bills/Tax Sale</b>	Both Interim and Final tax bills have been issued for Fiscal 2021/22. Contact has been made with any properties listed for tax sale, and it does not appears as though we will be conducting a tax sale for these properties in Fiscal 2021/22. However, there is one property from a prior year which straddles the municipal boudary with Mahone Bay the the District of Lunenburg. Staff are working with MODL staff and respective solicitors to deal with this property.

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

## Clerk & Deputy CAO's Report - Feb 24 (Next Update Mar 24, 2022)

1	<b>Plan Review</b>	Completing final staff reviews of revised draft documents to be shared to Engagement Steering Team for recommendation to Council .
2	<b>By-law and Policy Development</b>	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	<b>Communications and Public Engagement</b>	<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 &amp; 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	<b>Council Support</b>	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	<b>Development of Internal Documents</b>	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	<b>By-law Enforcement</b>	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	<b>Park Cemetery Mapping Project</b>	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	<b>Capacity and Effectiveness Initiative</b>	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	<b>Safety Program Implementation</b>	Work continues on development of regulations for Safety Manual draft.
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By-law and Policy Review - Feb 24 (Next Update Mar 24, 2022)			
1	<b>Trees</b>	<b>Target</b>	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
		26-May-22	
2	<b>Park By-law</b>	<b>Target</b>	Staff to review Park By-law in context of Plan Review.
		26-May-22	
3	<b>CAO Performance Review Policy</b>	<b>Target</b>	Draft policy to be presented to Council's April 28, 2022 regular meeting.
		Apr-28-22	
4	<b>Employee Conduct Policy</b>	<b>Target</b>	Staff to review Employee Conduct Policy in relation to violence in the workplace. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
5	<b>Council/CAO Relations Policy</b>	<b>Target</b>	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
6	<b>Fire Services</b>	<b>Target</b>	Second stakeholder PIM held with Fire Department members on February 10, 2022 - follow up for feedback expected in late February/early March.
		30-Mar-22	

7 Surveillance Camera Policy		Target	Not yet begun.
		30-Mar-22	
8	Council Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
9	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
10	Fees Policy	Target	Not yet begun
		TBD	
11	Penalties By-law	Target	Not yet begun
		TBD	
12	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
13	REMO By-law	Target	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval.
		29-Jul-21	
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 - Feb 24 (Next Update Mar 24, 2022)

1	By-law Enforcement	<b>Jan. 2022   Parking Tickets: 0</b>		
		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)	<b>Q3 2021</b>	<b>149</b>	<b>CalendarYTD: 391</b>
		<b>Notes:</b>		
3	Mahone Bay & District Fire Department	<b>Apr-Jun</b>	<b>11</b>	<b>-</b>
		<b>Notes: MVCs: 1; Fire Alarms: 2; Mutual Aid: 4; Medical Calls: 1; Other: 2</b>		
4	Traffic (Speed Signage)	<b>Sept., 2021</b>	<b><u>38 Clearway</u></b> ADT (Mon-Fri): 1,289	<b><u>9 Pond</u></b> ADT (Mon-Fri): 414
		<b>Oct., 2021</b>	<b><u>38 Clearway</u></b> ADT (Mon-Fri): 1,413	<b><u>9 Pond</u></b> ADT (Mon-Fri): 534
		<b>Notes:</b> Data from tube counters.		
		<b>YTD:</b>		
5	Solid Waste (Tonnage)	<b>Notes:</b> Recyclables = ; Organics = ; Garbage/Other = ; Cardboard = .		
6	HOME Program	<b>Leads: 50</b>	<b>Installations: 5</b>	
		<b>Notes:</b> Ambassador engagement (Oct-Nov 2020) and installations to resume in 2022 when COVID-19 guidelines permit.		



7	Water Utility	<b>Notes:</b> 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	<b>2021/22 Q3:</b> 2,464,012 kWh <b>2021/22 YTD:</b> 8,361,690 kWh <b>2020/21 Q3:</b> 2,560,357 kWh <b>2020/21 YTD:</b> 8,200,888 kWh	
9	CodeRED Registrations	31/1/2022	<b>Residential: 336; Business:10; Email: 176; Text: 231</b>
		31/12/2021	<b>Residential: 326; Business: 10; Email: 170; Text: 220</b>
		2021-11-30	<b>Residential: 319; Business: 10; Email: 164;</b>
		31/10/2021	<b>Residential: 310; Business: 10; Email: 158; Text: 213</b>
		30/9/2021	<b>Residential: 308; Business: 10; Email: 156; Text: 208</b>
		31/08/2021	<b>Residential: 297; Business: 10; Email: 150; Text: 200</b>
		31/07/2021	<b>Residential: 298; Business: 10; Email: 151; Text: 201</b>
		30/06/2021	<b>Residential: 297; Business: 10; Email: 151; Text: 200</b>
		31/05/2021	<b>Residential: 294; Business: 10; Email: 151; Text: 197</b>
		30/04/2021	<b>Residential: 293; Business: 10; Email: 152; Text: 197</b>
		31/03/2021	<b>Residential: 294; Business: 10; Email: 154; Text: 196</b>
		28/02/2021	<b>Residential: 290; Business: 10; Email: 153; Text: 192</b>
		31/01/2021	<b>Residential: 285; Business: 10; Email: 150; Text: 189</b>

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

# 2021-25 Strategic Plan - Feb 24, 2022 (Next Update Mar 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



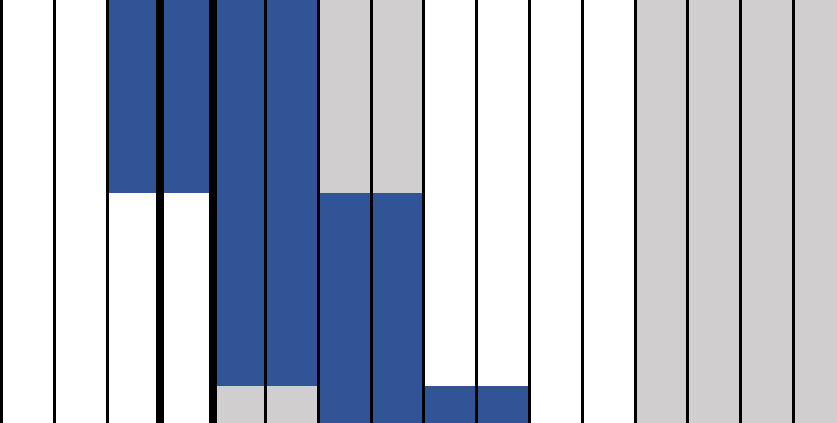
Project 3



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



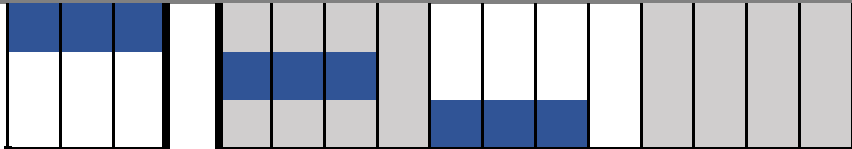
New shared Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC. Meeting with Town staff re development of Mahone Bay Accessibility Operational Plan.

### 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.

<b>2.1.2</b>	<b>Develop and implement Housing Strategy</b>	<b>Operating Initiatives</b>
		<p>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).</p>
<b>2.2.1</b>	<b>Review service levels and align with residents' ability to pay</b>	
<b>2.2.2</b>	<b>Explore shared services and partnerships for efficient service delivery</b>	
<b>2.2.3</b>	<b>Establish inclusive strategies for provision of municipal services</b>	
<b>2.2.4</b>	<b>Expand existing infrastructure to support planned growth</b>	<b>Capital Projects</b>
	Project 1	
	Project 2	
<b>2.3.1</b>	<b>Align staff capacity, capital and operating plans with strategic plan</b>	
		<p>2021-22 annual budget process provides opportunity to consider first annual strategic plan review and align financial resources accordingly.</p>
<b>2.3.2</b>	<b>Update policies and by-laws for effective governance and Plan implementation</b>	
		<p>To date in 2021-22 the following policies and by-laws have been adopted or amended: Climate &amp; Environment Committee Terms of Reference, OH&amp;S Policy, Signage Policy, Vaccination Policy, By-law to Repeal Dangerous &amp; Unsightly By-law, REMO By-law (amended), Wildlife Feeding By-law.</p>





<b>3.1.3</b>	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>
<b>3.1.4</b>	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>
<b>3.1.5</b>	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>
<b>3.2.1</b>	Develop and implement policies / by-laws supporting adaptation measures		
<b>3.2.2</b>	Invest in infrastructure (shoreline and stormwater management)	Capital Project	
<b>3.3.1</b>	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 (Next Update Mar 24, 2022)

		Budget	YTD					
1	2021 Asset Management Project	\$12,000	\$5,214	<div><div></div><div></div><div></div><div></div><div></div></div>				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	<div><div></div><div></div><div></div><div></div><div></div></div>				25%
		Notes: Initial meetings underway with MoC/Lunenburg County Accessibility Coordinator (MoC).						
3	Park Cemetery Mapping Project	\$4,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>				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	<div><div></div><div></div><div></div><div></div><div></div></div>				50%
		Notes: Currently underway with Upland Planning and Design.						
5	Housing Strategy Development	\$30,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>				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).						


<b>6</b> Water System Diagnostics	\$60,000	\$20,335		<b>75%</b>
	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.			
<b>7</b> Electric Utility Rate Study	\$5,000	\$0		<b>25%</b>
	Notes: Initial meetings underway with BDR North America Inc. (selected via AREA's request for standing offer process).			
<b>8</b> Electric Utility "Grow the Load" Initiatives	\$12,000	\$8,545		<b>25%</b>
	Notes: EV home charger pilot approved July 29, 2021, will be launched Q4 2021-22.			
<b>9</b> Electrical System Diagnostics	\$50,000	\$0		<b>25%</b>
	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 (Next Update Mar 24, 2022)

### Town General

	Budget	YTD	
<b>1</b> Repair/Renovate Town Hall Facility	\$200,000	\$289,962.00	<div><div></div><div></div><div></div><div></div><div></div></div> ★
	Notes: Work completed; final report on project provided to Council's Oct 28th meeting.		
<b>2</b> Transportation Project 2021-22	\$120,000	\$1,059.00	<div><div></div><div></div></div> <b>50%</b>
	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.		
<b>3</b> Security Cameras	\$4,000	\$0.00	<b>Not Yet Begun</b>
	Notes:		
<b>4</b> Install New Sewer Services (as needed)	\$10,000	\$0.00	<b>Not Yet Begun</b>
	Notes: As required.		
<b>5</b> Replace Lift Station Pump (Small Pump)	\$12,000	\$0.00	<b>Not Yet Begun</b>
	Notes: Coordinated with lift station repairs project.		
<b>6</b> Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$4,439.00	<b>Not Yet Begun</b>
	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	<div></div>	<div></div>	<div></div>	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	<div></div>	<div></div>	<div></div>	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	<div></div>	<div></div>	<div></div>	<div></div> ★
		Notes: Installation of heaters and insulation completed. Comfort Stations approved to operate until Christmas break this year. 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	<div></div>	<div></div>	<div></div>	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	<div></div>	<div></div>	<div></div>	<div></div> ★
		Notes: New signs installed on Edgewater Street and Main Street.					

14	PAA Pilot Project	\$32,000	\$4,985.00	<div><div></div><div></div><div></div></div>	75%
		Notes: Project is in final stages of completion with staff implementing the recommendations of the final report for modification of chemical building (supported by remaining PCAP funding).			
15	Waste Receptacles	\$12,000	\$180.00	<div><div></div><div></div><div></div><div></div></div>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	
		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	<div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Furnishings, furniture and equipment installed. Staff following up on additional input from Council.			
20	Home Heating Program - Town Portion	\$50,000	\$5,214.00	<div><div></div><div></div><div></div><div></div><div></div></div>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: All culverts and ends installed. Laneway asphalt being installed late November.			
Fire Services					
1	Build New Fire Station	\$3,052,000	\$1,778,675.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Construction of Phase 1 is well underway. The addition of Phase 2 pushed back the timeline marginally for an expected completion date of February/March 2022.			
2	New Digital Radio's and Pagers	\$12,500	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: New radios have been ordered. Should be arriving shortly.			
3	Replace Pumper Truck	\$675,000	\$0.00	Not Yet Begun	
		Notes: Staff are working on preparing a Tender document for procurement of a new Pumper Truck.			



4	iPads for Fire Vehicles	\$2,700	\$0.00	<div><div></div><div></div><div></div></div>	75%
		Notes: iPads have been ordered through Bell. Should be arriving shortly.			
5	New Bunker Gear	\$15,600	\$15,883.00	<div><div></div><div></div><div></div></div>	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	<div><div></div><div></div><div></div></div>	75%
		Notes: Masks and glasses interest have been ordered.			
Water Utility					
1	Connection of New Water Services	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
2	Replace Hydrants as Needed	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
3	Install Water Meters as Required	\$3,000	\$0.00	Not Yet Begun	
		Notes: As required.			
4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun	
		Notes:			
5	Deadend Flushings - System Extremities	\$13,000	\$9,014.29	<div><div></div><div></div><div></div></div>	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	<div><div></div><div></div><div></div></div>	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	<div><div></div></div>		25%
		Notes: In Progress.				
11	Exterior Walls at Water Treatment Plant	\$15,000	\$0.00	<div><div></div></div>		25%
		Notes: In Progress.				
12	Replace Compressor at Water Treatment Plant	\$20,000	\$0.00	<div><div></div></div>		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	<div><div></div><div></div><div></div><div></div><div></div></div>		25%
	Notes: As required.					
2	New Lines from Longhill to Blockhouse	\$60,000	\$59,375.35	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	
	Notes: Work completed in November with Himmelman Utility Consulting.					
3	Pad Mount Transformers	\$100,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	
	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.					



**Town of Mahone Bay**  
**Staff Report**  
**RE: Public Works Department**  
**Relocation**  
**March 8, 2022**

**General Overview:**

The purpose of this report is to inform Council of the need to relocate Public Works Department operations and to present a related recommendation.

**Background:**

After the present fire hall (184 Kinburn) was erected in the late 60's the fire department moved from 21 Aberdeen Lane to their present location. After they vacated 21 Aberdeen Lane the Public Works Department took over the building as their first depot and have been there ever since. Unfortunately, as time passed by the building started to deteriorate and money was not invested in maintenance, Public Works equipment became larger, and additional equipment was required as levels of service increased.

After assessing the building's condition and size it would not be beneficial or economical to remain at this location due to the overwhelming structural repairs that would be required and the size of land it sits upon as it would limit us to increasing the size of the garage.

Although there are other options available to the Town, such as construction of a new facility, on consideration by staff it appears to make the most sense to relocate the Public Works Department and it's equipment to the old fire hall at 184 Kinburn St., with the fire department vacating this facility in 2022.

**Analysis:**

The following are some of the most concerning details that best demonstrate the current condition of the current Public Works building and the need to relocate operations.

The outside asphalt siding is severely weathered and in the places, where it is deteriorated or even missing, the water is infiltrating the walls and creating mold.



The foundation is eroding and the concrete floor is severely deteriorated.



A catch basin located inside the garage seems to be tied into the town's storm water system, but this has not been confirmed.



The two huge wooden garage doors have been repaired several times over the years and has affected their structural integrity which makes them very difficult to open and close manually. There have been occurrences where Public Works staff have been injured due to the doors extreme weight and worn mechanisms when trying to lift or close.





The front man door and frame needs replacing.



In many places the garage door casings have separated from the exterior walls and are deteriorating.



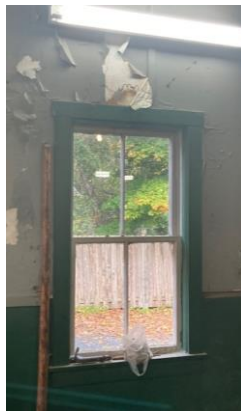
Many of the outside windows are rotten and leak which introduces more water into the walls.



The existing main electrical service panel is located above the front man door and does not meet current electrical code. There are also several large hole openings leading from behind the panel to the outside. This is a serious safety concern for our town employees and to the public.



Various areas on the inside walls show signs of leakage and damage.



Another major consideration is the size of the garage as it is extremely undersized to store the current Public Works Department equipment. It is also too small to work in once a few pieces of equipment have been parked. When any service or repair is required to the equipment staff need to plan around the weather as equipment can only be worked on outside due to the large size of the equipment compared to the small size of the garage. Rainy days are when you want to work on your equipment and sunny days focusing on the town's property maintenance but unfortunately that is not typically possible with the current facility.

Also since the loss of one garage bay at Town Hall with the renovation of that building, we have even less space so we have rented storage space outside of town to store our remaining landscaping equipment that is not being used in winter.

In the winter months staff don't have enough room to store all the snow removal equipment (two skid steers with their snow removal attachments, the one-ton plow truck, the five-ton plow truck, and the backhoe).



Due to the lack of storage space the Public Works team must clean the snow off their vehicles, defrost the windshields and warm up the equipment before any blades are dropped or salt is spread before they can begin removing snow at the beginning of a storm. This can take up to 30 minutes to accomplish depending on the equipment that is required and the current weather conditions, which is time that staff could be out fighting the storm instead of preparing equipment.

The current building is far from being properly insulated and very hard to heat due to an outdated oil furnace. This and the tight confines make it impossible to ensure the vehicles are thoroughly rinsed off after each storm, which extends the life expectancy of the equipment.

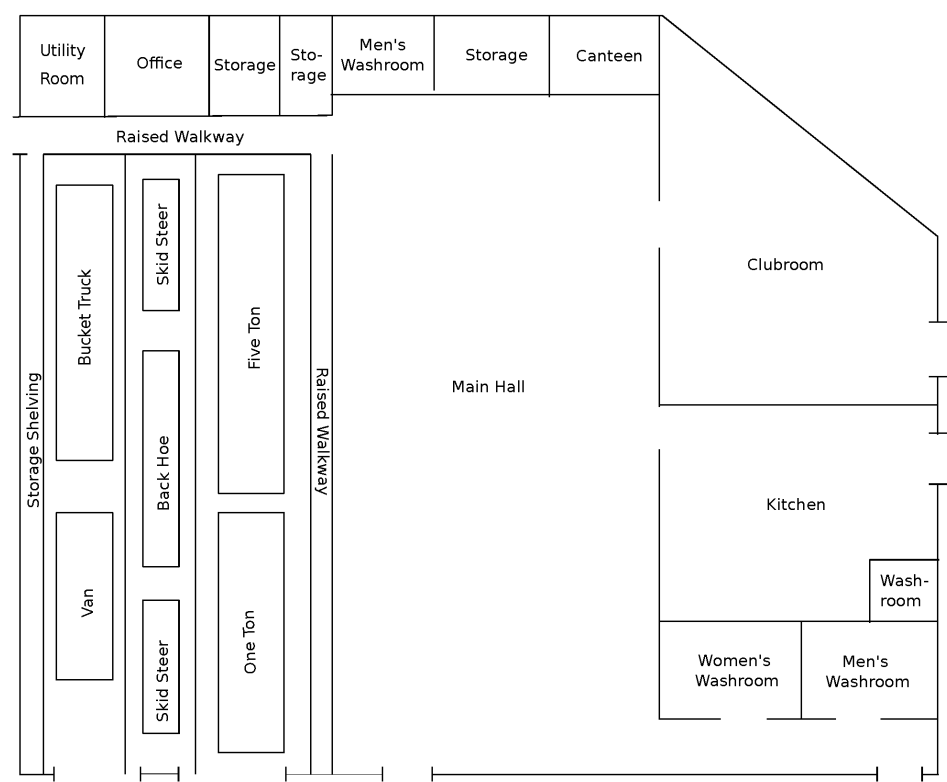
Relocation to the old fire hall at 184 Kinburn St., would consolidate Public Works Department operations as the salt shed and works yard are already located off Kinburn/Hawthorn. Relocating these operations out of the downtown would also contribute to a reduction in traffic and activity on already tight Aberdeen Street.

In addition to the need to relocate Public Works Department operations as laid out above, there are additional benefits to the Town in moving Public Works Department operations as this will both free up existing parking (Public Works staff vehicles would no longer park at Town Hall) and potentially make the back lot (where the current garage is located) available as additional parking, which will be further addressed in another staff report on the Town Hall that has already been requested by Council and is anticipated later this month.

Staff's recommendation would be for Council to approve the Public Works Department to take possession of the old fire hall at 184 Kinburn St., and to relocate Public Works Department operations there, as it would be an excellent location for storing and maintaining all the Public Works equipment. The two-bay garage would accept all the Public Works equipment plus one Electrical department bucket truck. In addition to the



bays, the remainder of the old fire hall building would provide space for preventative maintenance and repairs, storage of parts and supplies (including for the water/wastewater and electrical utilities as needed), and various other work.



*Old fire hall showing Public Works equipment*

**Financial Analysis:**

The new Public Works depot would be used to store heavy equipment, house the Public Works staff, provide parts storage and perform preventative maintenance to all the equipment. Relocation to the current fire hall building at 184 Kinburn St. brings some challenges and risks that will need to be identified and mitigated against during the early stages of the project and doing so could prevent escalating costs as were encountered with the recent Town Hall renovation. We would need to identify the needs, plan the space (concept design), and provide a budget for the overall project for Council’s consideration, prior to receiving approval to proceed.

Staff are suggesting obtaining the noted services from a project management firm and have estimated a cost of \$12,000. It may be possible to obtain these services from Vigilant Management Inc. as an addition to their contract for project management services in

relation to the Fire Station Project. Getting moving on this phase now would support moving on to the construction phase in 2022-23.

### **Climate Analysis:**

Additional space for Public Works Department operations would support future projects and initiatives such as electrification of Public Works equipment, which contribute to the Town's climate objectives. The elimination of the current garage would eliminate emissions related to the oil furnace there; the old fire station building is currently heated with a combination of oil and electrical heat, which would be reviewed in the recommended project development work outlined above.

### **Strategic Plan:**

#### **2.3. Governance to Meet Expectations of our Growing Community**

- Align staff capacity, capital and operating plans with strategic plan.

### **Recommendation:**

It is recommended that,

THAT Council direct staff to contract for project development / project management services in relation to the proposed relocation of Public Works Department operations to the former fire hall building.

Respectfully submitted,



**Jonathan Uhlman**

*Public Works and Transportation Manager*





## **Town of Mahone Bay**

Staff Report

RE: Amended Public Participation in  
Planning Policy

March 8, 2022

### **General Overview:**

This report is to provide Council with information on the impact of Bill 58, amending sections of the Municipal Government Act, in particular section 204, pertaining to Public Participation program and Engagement Program in relation to the preparation of planning documents.

### **Background:**

Bill 58, An Act to Amend Chapter 18 of the Acts of 1998, the Municipal Government Act, and Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, was introduced to the Nova Scotia Legislature; specifically this Act is relevant to the Town of Mahone Bay in that clause 5 amends section 204 of the Municipal Government Act, the section that refers to an engagement policy.

### **Analysis:**

#### Existing Public Participation Program

MGA 204 (existing)

204(1) A council shall adopt, by policy, a public participation program concerning the preparation of planning documents.

(2) A council may adopt different public participation programs for different types of planning documents.

(3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.

The Town of Mahone Bay passed a Public Participation in Planning Policy in February 2019 (attached) which ensured that the Town was in compliance with MGA s204. Bill 58 has introduced a further requirement to adopt an engagement program for engaging with abutting municipalities.

## Bill 58 Amendment

**Clause 5 Chapter 18 is further amended by adding immediately after Section 204 the following Section:**

**204A(1) A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopting or amending a municipal planning strategy.**

**(2) Subject to the regulations, the content of an engagement program is at the discretion of the council.**

**(3) The Minister may make regulations respecting the content of an engagement program**

**(4) The exercise by the Minister of the authority contained in subsection (3) is regulations within the meaning of the Regulations Act.**

The regulations imposed by Bill 58 come into effect with the publication of a new Planning Strategy, a process currently in the early stages of development and public consultation in Mahone Bay, which makes this an important issue for the Town of Mahone Bay to address. Further to that, an ad-hoc staff committee consisting of representatives from each of the five municipal units in Lunenburg County has been discussing this direction from the province, and how a process might best be developed in Lunenburg County to ensure that the letter and the spirit of Bill 58 are being followed. Discussion at the staff level focused on the best way to approach these amendments procedurally and each unit was then left to come up with the best fit for their own municipality.

In the Town of Mahone Bay, staff are recommending an amended Public Participation in Planning Policy, specifically the introduction of Clause 3.3.1 to clarify that the Town would include the Municipality of the District of Lunenburg, as the municipality that abuts the Town's boundaries, during the preparation of planning documents:

3.3.1 No less than five (5) business days prior to the date of the Public Information Meeting the notice of the Public Information Meeting shall be forwarded for information to the abutting municipality.

## Further Amendments

While reviewing the existing Public Participation in Planning Policy, staff considered how the policy informs the public about the process by which planning

documents are prepared, and have suggested the addition of clause 3.7, which references the Public Hearing, a process which is dictated by section 205 of the Municipal Government Act and was therefore not included in the original policy, but staff feel that a reference to the public hearing will better represent the full process to the public.

**3.7 A Public Hearing will be held in accordance with Section 205 of the Municipal Government Act.**

Staff also identified a clerical error in section 3.3 which is included as a suggested housekeeping amendment in a draft revision.

### **Financial Analysis:**

There are no financial implications for the adoption of an amended Public Participation in Planning Policy. The suggested amendments bring clarity to the public and compliance with Bill 58 with negligible staff time.

### **Links to Strategic Plan:**

2.3 Governance to Meet Expectations of our Growing Community

- Update policies and by-laws to support effective governance and strategic plan implementation

### **Recommendation:**

It is recommended, that at the March 24, 2022 meeting of Council

**THAT Council adopt the amended Public Participation in Planning Policy.**

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



Attached: Appendix A – Public Participation in Planning Policy

Appendix B – DRAFT amended Public Participation in Planning Policy



## **Town of Mahone Bay**

### **Public Participation in Planning Policy**

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#### **1.0 Purpose**

The purpose of this policy is to establish a public participation program for the planning documents for the Town of Mahone Bay, in accordance with Section 204 of the Municipal Government Act of Nova Scotia which requires that Council provide for public input into the review of planning documents by holding one or more public meetings prior to Council giving notice of its intention to adopt a planning document.

#### **2.0 Scope**

The Public Participation in Planning Policy applies to the preparation, revision and amendment of all planning documents for the Town of Mahone Bay.

Planning documents means a municipal planning strategy, land-use by-law, development agreement or subdivision by-law.

#### **3.0 Process**

- 3.1 Any proposed preparation, revision or amendment of a planning document will first be aired to the public at a regular or special meeting of Council.
- 3.2 When the Town Council directs staff to consider the proposed preparation, revision or amendment of a planning document staff will schedule a Public Information Meeting with respect to the proposal.
- 3.3 No less than five (5) business days prior to the date of the Public Information Meeting shall be published in a newspaper circulating in the Town of Mahone Bay, on the Town website and by posting a notice at the Town Office. The notice shall state the time, date and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.
- 3.4 The purpose of the Public Information Meeting(s) is to provide an opportunity for the public to comment, make suggestions, discuss and receive information with respect to the proposal.

- 3.5 Members of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.
- 3.6 The Public Information Meeting will be conducted by staff, and the staff responsible for the preparation of the planning document(s) shall attend the meeting and prepare a written report to be provided to the Planning Advisory Committee outlining the views expressed at the meeting and recommendations with respect to the public views so expressed.

**Clerk's Annotation for Official Policy Book**

Date of Notice to Council Members of Intent  
to Consider {7 days minimum notice}:

February 12, 2019

Date of Passage of Policy:

February 28, 2019

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date





### Public Participation in Planning Policy

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3.3.1 No less than five (5) business days prior to the date of the Public Information Meeting the notice of the Public Information Meeting shall be forwarded for information to the clerk of the abutting municipality.

3.4 The purpose of the Public Information Meeting(s) is to provide an opportunity for the public to comment, make suggestions, discuss and receive information with respect to the proposal.

3.5 Members of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.

3.6 The Public Information Meeting will be conducted by staff, and the staff responsible for the preparation of the planning document(s) shall attend the meeting and prepare a written report to be provided to the Planning Advisory Committee outlining the views expressed at the meeting and recommendations with respect to the public views so expressed.

3.7 A Public Hearing will be held in accordance with Section 205 of the Municipal Government Act.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider  
[minimum 7 days notice]      March 8, 2022

Date of Passage of Policy      \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date



## **Town of Mahone Bay**

Staff Report

RE: Hydrant Clearing

March 8<sup>th</sup>, 2022

### **General Overview:**

This report is provided in response to Council's direction to staff to prepare a report concerning the clearing of snow around fire hydrants.

### **Background:**

At the regular meeting of Council on Feb 8<sup>th</sup> the following motion was passed:

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.

### **Analysis:**

Public Works Department snow and ice control operations are carried out in accordance with the Snow & Ice Control Policy (linked below), which as it pertains to fire hydrants reads as follows:

#### **11.0 Fire Hydrants**

Town resources will be applied for the purposes of flagging those fire hydrants, which may potentially become buried as a result of Town snow and ice control measures. Typically, this task will be implemented in early December, and flagging devices will be removed and stored for re-use in late March.

At times when fire hydrants become excessively covered with snow, thus rendering them inaccessible by Fire Department personnel, the Town's backhoe, skid steer and hand shovels will be utilized to dig out hydrants. The removal of snow from fire hydrants will be completed as required.

The intent of the policy is to balance various priorities for snow and ice control operations and as such alteration of the policy – such as would be required to increase the priority placed on clearing hydrants – should consider how this

would impact the rest of the policy and the resultant levels of service (such as with respect to clearing streets, sidewalks or Town facilities).

This is Manager of Public Works & Transportation, Jonathan Uhlman's first winter with the Town and he has been asked to consider any recommendations he may have for amendment of the Snow & Ice Control Policy. The recommendation of staff is that the Manager of Public Works & Transportation should be asked to prepare a staff report on potential amendment of the Snow & Ice Control Policy in the summer of 2022, taking into account the experience of the past winter. Provisions concerning fire hydrants can be reviewed in light of Council's concerns at that time.

For the remainder of this winter season it should be noted that flagging devices for hydrants were implemented last fall in accordance with the Policy, Town staff continue to promote voluntary clearing of hydrants by nearby residents, the Fire Chief is in regular communication with Town staff if the Department has a concern regarding access to a specific hydrant, and if any residents have concerns regarding a specific hydrant they can contact the Town office in this regard and Public Works will respond in accordance with the Policy.

#### **Financial Analysis:**

If the Town's Snow & Ice Clearing Policy is amended to increase the priority assigned to hydrants this will result in decreasing another priority, unless additional resources are to be applied. To affect an increase in priority without a reduction in service levels additional resources may be needed for plowing. Contracting for hydrant clearing for example, could be an option if the hydrants were rated higher relative to streets and sidewalks.

#### **Climate Analysis:**

No climate impacts are anticipated.

#### **Strategic Plan:**

##### **2.3. Governance to Meet Expectations of our Growing Community**

- Update policies and by-laws to support effective governance and strategic plan implementation

**Recommendation:**

It is recommended,

THAT Council direct staff to produce a report on the Town's snow and ice control operations including recommendations to revise the Snow & Ice Control policy, following the conclusion of seasonal operations.

**Attached for Council Review:**

- [Snow & Ice Control Policy](#)

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO

### **General Overview:**

This report is to provide Council with a draft Video Surveillance Policy as requested by motion at the February 8, 2022 regular meeting of Council.

### **Background:**

At the February 8, 2022 regular meeting of Council, the minutes of the January 27<sup>th</sup> meeting of the Police Advisory Board were received at Council, including a recommendation that Council develop a policy regarding surveillance cameras within the Town of Mahone Bay; that recommendation was supported by Council and staff were directed to prepare a draft for the consideration of Council.

### **Analysis:**

At the January 27, 2022 meeting of the Police Advisory Board, in discussion of the quarterly report from the RCMP, conversation included the planned installation of "trail cameras" on behalf of Town staff in an attempt to identify the source of the recent influx of graffiti that has been observed by the Town's public works crew.





When the matter was referred to Council, Council expressed a desire to be able to discuss the ways in which surveillance cameras might be used in Mahone Bay. As part of the research into such policies, staff reviewed the existing surveillance policies in the province of Nova Scotia to determine the existing standards for the deployment of surveillance cameras to oversee municipal property, and how other communities have defined the use and protection of the images obtained. Staff have identified that municipal policies do not extend to the legitimate use of surveillance by the RCMP in the execution of their duties as part of a lawful investigation but do outline guidelines for how and when a municipality may choose to use surveillance cameras as part of their efforts to ensure safety and security of citizens and municipal property.

While the issue of a surveillance camera policy has been raised most recently by a discussion of a specific issue that is happening in Mahone Bay, the issue of surveillance cameras has been raised in the past by residents who have concerns about the use of off-highway vehicles on Town property. The implementation of a surveillance policy would have further reaching implications than the graffiti that is currently top of mind for Town staff.

As such, a draft policy has been developed (attached) for Council's review and for consideration to adopt.



**Financial Analysis:**

There are no financial implications for the adoption of the attached Video Surveillance Policy, as the staff time associated with adhering to the guidelines within would fall within the existing duties of staff involved in the retention and protection of records, and the potential review of information pertaining to the vandalism and/or destruction of property is an unfortunate existing duty for public works. The costs of surveillance cameras would only be incurred if it was determined that a need existed.

The financial effects of this policy may prove to be a cost saving if the judicious use of surveillance cameras is able to cut back on the staff time and material costs associated with restoration and repair of damaged and/or stolen Town infrastructure.

**Links to Strategic Plan:**

2.2 Provide Equitable Services to Support Growth

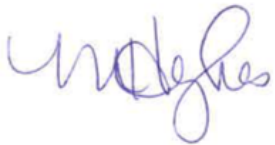
Dedicate ourselves to the continued improvement of services and responsiveness.

**Recommendation:**

It is recommended, that at the March 24, 2022 meeting of Council

**THAT Council adopt the Video Surveillance Policy.**

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Attached: Appendix A – DRAFT Video Surveillance Policy



## **1.0 Purpose**

The purpose of this policy is to enhance the safety and security of employees, members of the public and Town property while minimizing privacy intrusion. The appropriate use of video surveillance, combined with other safety and security measures, is an effective and sometimes necessary means of achieving these purposes. This policy will also ensure clarity for the public and employees of the Town with respect to the purposes for which video surveillance may be used.

## **2.0 Scope**

2.1 This policy applies to the video surveillance system and video records administered by the Town; it does not apply to video recordings gathered in other circumstances (e.g. recordings of Council meetings and cameras for road conditions).

2.2 For the purposes of this policy, the Town's environment includes all streets, public places, land and buildings that are owned or leased by the Town or its utilities.

## **3.0 Policy Statement**

3.1 Subject to this policy, the Chief Administrative Officer has the sole authority to oversee and coordinate the use of any video surveillance system on municipal property.

3.2 The Town recognizes the need to balance an individual's right to protection of privacy against the Town's duty to promote a safe environment for all citizens, and to protect Town property.

3.3 Any video surveillance system implemented under this policy will be designed and operated in a manner that minimizes privacy intrusion and that is reasonably necessary to achieve the lawful goals of the Town.

3.4 The Town shall only use a video surveillance system for the following purposes:

- 3.4.1 to record unlawful acts and breeches of Town security
- 3.4.2 to ensure public health and safety;
- 3.4.3 to prevent or deter unlawful acts and breaches of Town security; and
- 3.4.4. to aid law enforcement investigations

## **4.0 Guiding Principles**

4.1 Surveillance cameras may be located in various locations through the Town at various dates and times and during various events at the discretion of Management. The cameras shall be located on or near Town property or other Public Property. The location shall generally be where there have been breaches of Town By-laws or the Municipal Government Act or it is suspected that there may be.

4.2 If a violation of Town By-laws of the Municipal Government Act has occurred or is suspected to have occurred upon reasonable grounds, then the recordings may be viewed by the Chief Administrative Officer (CAO) or designate to determine if there has been a violation and the identity of the person or persons can be determined.

4.3 If a violation has occurred, and the CAO or designate are unable to determine the identity of the person or persons violating the Town By-law of Municipal Government Act, then the recordings may be viewed by such other persons approved by Council in order to attempt to determine their identity.

4.4 The recordings and information on the person or persons alleged to have committed the offense will be retained in order to provide evidence for any prosecution or otherwise for the enforcement of the By-law or Municipal Government Act as provided for in the By-law or the Municipal Government Act.

4.5 In the event that no violations of Town By-laws or the Municipal Government Act has occurred or are suspected to have occurred, then the recordings will automatically be erased after five (5) business days subject to the provisions of section 4.6 of this policy.

4.6 If upon reviewing the recordings it is believed that an offense may have occurred under Federal or Provincial Statute, then the Town Solicitor shall be consulted for an opinion and the recordings may then be provided to the appropriate authority (RCMP) for use in an investigation or prosecution. In other cases, the recordings shall be provided to the RCMP upon receipt from them of an appropriate subpoena or other Court Order requiring the production of the recordings. The recordings may also be provided to the RCMP upon a formal written request with an appropriate explanation but such request shall first be referred to Council for its consideration.

4.7 Any information and/or images recorded by the surveillance cameras are to be treated as confidential and private information unless required for use in prosecution or other enforcement of the By-law, as provided for in the By-law or the Municipal Government Act and shall not be made available for viewing by the public or other employees of the Town unless there is specific authorization by Council or if the request has been made in relation to and in compliance with the provisions of the Freedom of Information and Protection of Privacy Act.

4.8 A record shall be kept by the CAO of all use or viewings of the recordings as provided for herein.

## **5.0 Installation**

5.1 The decision to install a camera system on Town property shall be made by the Chief Administrative Officer, or at the direction of Council.

5.2 When considering the installation of a surveillance camera on Town property, the following criteria shall be considered and documented by the Chief Administrative Officer or delegate:

5.2.1. The existence of demonstrated and significant safety or security concerns at the location or at similar locations, where placement of a camera system is being proposed;

5.2.2 what measures, other than the installation of a camera system, are available to address identified safety or security concerns;

5.2.3 whether measures other than the installation of a camera system would be effective in addressing the identified safety or security concerns;

5.2.4 the operational requirement of the Town; and

5.2.5 any other criteria deemed relevant by the Chief Administrative Officer

5.3 Where circumstances require the immediate installation of a camera system, the criteria in section 5.2 shall be reviewed as soon after the installation as is practicable and adjustments, up to and including removal, will be made if required in respect of the installation once the review is complete.

5.4 Where a camera system is permanently installed on Town property, the Chief Administrative Officer shall post signage in a conspicuous place in proximity to the system, advising that the area is monitored by a camera system, the authority for doing so, the principal purpose(s) for which the digital recordings is intended to be used, and the telephone number of someone who can answer questions about the collection of digital recordings.

5.4.1 If a sign cannot be physically posted in a conspicuous place in proximity to the surveillance camera system, it shall be posted in the general vicinity.

5.4.2 Where a number of cameras are placed in a location it shall be sufficient to display a single sign in a conspicuous place at or near the entry point advising those entering the location that it is being monitored by surveillance camera.

5.5 A surveillance camera shall not be installed in areas where employees or members of the public have a higher expectation of privacy, including with a washroom or changeroom.

5.6 A surveillance camera(s) shall, to the extent possible, be focused on the location identified as having safety or security concerns, and the ability to adjust or manipulate the camera system to focus on spaces not intended to be monitored shall, to the extent possible, be restricted.

5.7 The cameras shall not be located upon or primarily directed toward private property unless prior permission has been obtained from the owner of said property.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	<u>March 8, 2022</u>
Date of Passage of Policy	
<hr/>	<hr/>
Town Clerk	Date



A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, February 28, 2022 at 7:00 p.m. via videoconferencing.

Present:

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

Gallery: 0

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

**1. Approval of Agenda**

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

**2. Minutes**

A motion by Councillor Carver, seconded by Councillor Feeney, **"THAT the minutes of the November 22, 2021 meeting be approved as presented."** **Motion carried.**

**3. Transportation Planning 2022**

Committee members reviewed the Transportation Update Staff Report which was received at the October 28, 2021 regular meeting of Council and referred to the Policy and Strategy Committee.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT the committee recommend that Council direct staff to proceed with the transportation project in the 2021-22 budget with the inclusion of the three-way stop at Pleasant Street and Main Street”** Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT the Policy and Strategy Committee recommend that Council refer discussion of a Request for Proposals for engineering services in relation to the intersection of Main Street and Edgewater Street to the 2022/23 Budget Process.”** Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT the committee recommend that Council direct staff to initiate discussions with the Nova Scotia Liquor Commission concerning potential cyclist and pedestrian safety improvements to their property on Main Street.”** Motion carried.

#### **4. Environmental Correspondence from L. Carrigan**

The committee reviewed the correspondence from Lara Carrigan, dated May 21, 2021, in which the writer expressed concerns regarding the emissions from RPS.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT the committee recommend that Council direct staff to forward the letter from Ms. Carrigan to RPS and the appropriate contacts within the Department of the Environment and request a response from the Department of the Environment regarding the environmental concerns that have been raised, and advise Ms. Carrigan of the direction of Council.”** Motion carried.

#### **5. Next meeting**

##### **5.1 Items referred to Committee**

A motion by Councillor Feeney, seconded by Councillor Feeney, **“THAT the committee refer the issue of Compost Contamination and By-law amendments to Council and recommend that Council direct staff to prepare a staff report and a draft amended Solid Waste By-law for the review of Council.”** Motion carried.

##### **5.2 Agenda items for recommendation to Council**

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT the committee recommend to Council that the next agenda of the Policy and Strategy Committee include the Proclamation Policy; the Timing of Closed Sessions; and the Flag Policy.”** Motion carried.

### 5.3 Date and Time

The next meeting of the Policy & Strategy Committee will be held on March 28, 2022 at 7:00 p.m.

**The meeting adjourned by motion at 9:31 p.m.**

**TOWN OF MAHONE BAY**

Chair, Mayor David Devenne

**TOWN OF MAHONE BAY**

Clerk, Maureen Hughes

**TOWN OF MAHONE BAY AND RIVERPORT ELECTRIC LIGHT COMMISSION**  
**ELECTRIC UTILITY RESOURCES SHARING ADVISORY COMMITTEE (SSAC)**  
**MEETING AGENDA**  
10:00 a.m., March 1, 2022  
TOMB Council Chambers



**Minutes**

Tuesday, March 1st, 2022, TOMB Council Chambers

**Attendees:** TOMB - Dylan Heide, Kelly Wilson

RELC – Brian Kennefick, Jane Henson, Nancy Bain

- Dylan called the meeting to order at 10:15 AM.
- Kelly motioned to accept the agenda presented, Brian 2<sup>nd</sup>, motion carried.
- Kelly volunteered for Chair position, all voted in favor.
- Jane volunteered for Vice-Chair position, all voted in favor.
- Dylan motioned to accept the minutes dated 2<sup>nd</sup>, March 2, 2020, Jane 2<sup>nd</sup>, motion carried.

- **Proposed new draft sharing agreement**

*Define process/timeline – Determine how to present joint issues*

- a) SSAC define objectives for new agreement and develop strategic framework;
- b) Recommend to Council/Commissioners, new draft agreement be developed (confirming SSAC role in drafting);
- c) Staff (Dylan and Nancy) develop draft, amended as needed by SSAC;
- d) Recommend draft agreement to Council/Commissioners (potential joint meeting), amend as needed.

- **Closed Session – MGA 22(2)(c) Personnel Matters**

Dylan moved to close session at 10:57, Brian 2<sup>nd</sup>. Committee emerged from closed session at 11:47.

- Brian motioned to adjourn the meeting, Jane 2<sup>nd</sup>, motion carried.

**Next meeting:** February 11<sup>th</sup>, 9:00 am Council Chambers

Minutes written by Nancy Bain, RELC, Manager. \_\_\_\_\_