

TOWN COUNCIL AGENDA March 24, 2022 7:00 p.m. YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

- 2.1 Special Meeting March 7, 2022
- 2.2 Regular Meeting March 8, 2022

3 Presentations

3.1 David Murdoch and S/Sgt Victor Whalen - Seniors' Safety Advisory Partnership

4 Correspondence - Action Items

- 4.1 Nick Pavlinic Reoccurring Graffiti Concerns
- 4.2 First Responders' Wellness Symposium Sponsorship Opportunities
- 4.3 Chris Pelham, Senior Wheels Association Request for a letter of support
 - a. Rural Transit Solutions Fund Application Guide

5 Correspondence - Information Items

- 5.1 NSFM Monday Memo March 7, 2022
- 5.2 Hon. Kim Masland, Department of Public Works Request to lower speed limit.
- 5.3 NSFM Monday Memo March 14, 2022
- 5.4 Mike Falt Resignation from Fire Department
- 5.5 Elvis Hirtle Resignation from Fire Department

6 Staff Reports

- 6.1 Staff Report to Council March 24, 2022
- 6.2 Staff Report Public Participation in Planning Policy
- 6.3 Staff Report Video Surveillance Policy
- 6.4 Staff Report 2021/22 Write Offs
- 6.5 Strategic Plan Review Public Engagement
 - a. Report of the Clerk Strategic Plan Review Public Engagement Hearing
 - b. Public Engagement Plan Report
- 6.6 Staff Report Town Owned Electric Vehicle
- 6.7 Staff Report Town Council Policy Amendment

7 Council Items

- 7.1 Mayor Devenne Appointments to Climate & Environment Committee
- 7.2 Councillor Carver Donation to the Red Cross Ukraine Humanitarian Crisis appeal

8 Committee Reports

- 8.1 Asset Management Committee March 17, 2022 Draft Minutes
- 8.2 Oakland Lake Watershed Advisory Committee March 14, 2022 Draft Minutes
- 8.3 Cemetery Committee March 4, 2022 Draft Minutes
- 8.4 Elect Utility Resource Sharing Adv Committee March 11, 2022 Draft Minutes

9 New Business

10 Closed Session

- 10.1 MGA(2)(e)- contract negotiations
- 10.2 MGA(2)(c) personnel matters



A Special Meeting of Town Council for the Town of Mahone Bay was held on Monday, March 7, 2022 at 12:04 pm via videoconference.

Present:

Mayor D. Devenne

Deputy Mayor F. Kangata

Councillor P. Carver

Councillor J. Feeney

Councillor R. Nowe (left at 12:21)

Councillor K. Wilson

CAO, D. Heide

M. Horsman, Climate & Energy Program Manager

A. Long, AREA General Manager

S. Fleming, AREA Project Development Manager

L. Wright, AREA Program & Operations Officer

Absent:

Councillor A. Burdick (with regrets)

Gallery: 0

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 Wilson, seconded by Councillor Feeney, "THAT the agenda be approved as presented."

Motion carried.

2. Closed Session

A motion by Councillor Nowe, seconded by Councillor Feeney, "THAT Council go into Closed Session at 12:06 pm to discuss contract negotiations as permitted by MGA section 22(2)(e)."

Motion carried.

Council returned to open session at 1:03 pm. Council adjourned upon motion at 1:04 pm.

Mayor, David Devenne

CAO, Dylan Heide

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

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor A. Burdick
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide
Deputy CAO, M. Hughes
Lenta Wright, AREA (9:20)

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.

International Women's Day 2022

Mayor Devenne began the meeting with an acknowledgement that March 8, 2022 is International Women's Day and read the following into the minutes:

To mark International Women's Day 2022 we celebrate the women in municipal government and encourage others to become involved. The Town of Mahone Bay benefits from the experience and perspective of women who sit on committees of Council and two female elected officials: Councillor Alice Burdick and Councillor Penny Carver.

The first woman on Council in Mahone Bay was Councillor Barbara Curry in 1982; the first, and only, female mayor in Mahone Bay was Mayor Virginia Uhlman, elected in 1996. The only time that there have been more than two women on Council was when Councillors Lila O'Connor(1988-1993; 2000-2012), Cathie Slaughenwhite-Nowe (2000 – 2008), and Virginia Uhlman (1988-2012) were elected for the 2004 – 2008 Council term. Other women who have served on Council have been: Donna Conrad (1985-1998); Margaret Hennigar (1985-1988); Lynn Hennigar

(1996-2000; 2012-2018); Simone Chia-Kangata (2016-2017); and Colleen O'Neill (2017-2020).

Anyone who wants to know more about serving on a Committee of Council, or running for a seat on Town Council is encouraged to reach out to Town staff and we would be happy to chat and help connect you with resources and information.

Today, we thank the women who serve the electors of Mahone Bay: Councillor Alice Burdick; Councillor Penny Carver; Susan Maples (Cemetery Committee); Katherine McCarron (Planning Advisory Committee/ Plan Mahone Bay Steering Team); Ann McPhail (Heritage Advisory Committee); Annette St. Onge (Heritage Advisory Committee & Asset Management Committee); Patricia Sharpe (Asset Management Committee); and Kara Turner (South Shore Regional Library Board).

1. Agenda

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

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT the minutes of the February 24, 2022 regular meeting of Council be approved as presented."

Motion carried.

3. Presentations

No presentations.

4. Correspondence - Action

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

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council direct staff to respond to the letter from the Garden Society suggesting that they collaborate with the MBTCC on their proposal for flower baskets and that the Society submit a grant application if they wish to request financial support for that project from the Town."

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council direct staff to reach out to the recipients of last year's grants and remind them of the March 31, 2022 grant application deadline to apply for funding under the Grants to Organizations Policy."

Motion carried.

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

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT Council direct staff to thank Ms. Sandison for the update on the work of the garden club and to work with the Garden Club with upgrades on the Kay Gray Garden at the eastern end of the church parking lots on Edgewater Street."

Motion carried.

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

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council refer the request from Saltbox Brewing Co. for a permanent patio expansion to the Planners and copy the correspondence to the members of the Planning Advisory Committee."

Motion carried.

<u>5. Correspondence – Information Items</u>

- 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 230th anniversary of founding of Freetown.

A motion by Councillor Carver, seconded by Councillor Wilson, "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 March 8, 2022.

A motion by Councillor Burdick, seconded by Councillor Wilson, "THAT Council accept the Staff Report to Council for information."

Motion carried.

6.2 Public Works Department Relocation

Council received a staff report to present a recommendation about relocating the Public Works department.

A motion by Deputy Mayor Kangata, seconded by seconded by Councillor Feeney, "THAT Council defer the discussion of the former fire hall to a special council meeting to be held before the first Council meeting in April."

Motion carried.

6.3 Public Participation in Planning Policy

Council received a staff report on Bill 58 amending the Municipal Government Act sections regarding the public participation program respecting the presentation of planning documents, as well as a draft amended Public Participation in Planning Policy. The draft policy will appear on the March 24, 2022 regular meeting of Council for the consideration of Council.

6.4 Hydrant Clearing

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

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT Council direct staff to produce a report on the Town's snow and ice control operations including recommendations to revise the Snow and Ice Control policy, following the conclusion of seasonal operations."

Motion carried.

6.5 Video Surveillance Policy

Council received a staff report with a draft Video Surveillance Policy as requested by Council at the February 8, 2022 meeting of Council. The draft policy will appear on the March 24, 2022 regular meeting of Council for the consideration of Council.

7. Council Items

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

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **"THAT Council** direct staff to post on the Town's social media page a message of support for the people of the Ukraine in this time of war."

Motion carried.

8. Committee Reports

8.1 Policy and Strategy Committee

Council received the draft minutes of the February 28, 2022 meeting of the Policy and Strategy Committee.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "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 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 Feeney, seconded by Councillor Burdick, "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."

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "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 Environment regarding the environmental concerns that have been raised, and advise Ms. Carrigan of the direction of Council."

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council direct staff to prepare a staff report and a draft amended Solid Waste By-law for the review of Council."

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "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.

8.2 Electric Utility Resources Sharing Advisory Committee

Council received the draft minutes of the March 1, 2022 meeting of the Town of Mahone Bay and Riverport Electric Light Commission Electric Utility Resources Sharing Advisory Committee.

9. New Business

No new business.

10. Closed Session

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council go into closed session at 9:22 pm to discuss contract negotiations as permitted by MGA section 22(2)(e)."

Motion carried.

Council returned to open session at 10:44 pm.

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council approve AREA staff to resume discussions with staff at the Department of Municipal Affairs in respect to the ICIP Funding for the community solar gardens to confirm the eligibility of additional assets and the recovery of AREA staff time spent on the projects."

Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council approve AREA staff to proceed with negotiations with GP Joule on the basis of the solar garden layout presented at the November 4, 2021 Solar Garden Open House and in the January 27, 2022 Solar Garden Update Staff Report."

Motion carried.

Council adjourned upon motion at 10:46 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes



A project of Lunenburg County Seniors' Safety Partnership Society

Increased Demand

- COVID
- Home visits
- Fraud
- Abuse

- Lunenburg County
 SENIORS'
 Safety Program
- P/T position ended Dec 2021

Require Increased Funding

- Support increased demand
- Provide stability
- Retain staff
- Reduce burnout
- Support policing



Current budget

- •\$25k NS / \$27k councils / \$5k UW

 This budget = reduced staff hours
- Proposed budget
- •\$25k+\$25k NS /
 - \$47.5k councils / \$8.4k UW







Let's do it together!



Thank you for your support. 902-543-3567



Town of Mahone Bay 493 Main St, Mahone Bay, NS B0J 2E0

February 21, 2022

Dear Mayor Devenne and Council;

Re: \$952 Grant Request - Lunenburg County Seniors' Safety Program

We are profoundly grateful that municipalities have written to the Minister and to local MLA's expressing support for increased provincial funding to the Lunenburg County Seniors' Safety Program. We are aware that the municipal advocacy has been heard throughout the department and that Seniors' Safety Programs are held in high regard.

However, we are also aware that the new government is holding tight on budget numbers for FY 22/23 with no increases anticipated for consideration until NS FY 23/24. Until then our provincial allocation will continue at \$25,000 per year. Without additional financial resources, we are at risk of continued staffing reductions at a time when demand is at an all-time high.

Shortage of funds has already forced us to lay off our part-time Coordinator for Q4 of 2021/22 thereby leaving Chris Acomb, our FT Coordinator, to deal alone with ever-increasing referrals. We know that this situation is untenable but it is our reality – and yours – unless our funding picture changes. For it to change, we need your help.

Our only confirmed funding for FY 2022/23 is the annual \$25K from the Dept. of Seniors and Longterm Care (DoS<C) plus a guaranteed contribution of \$5000 from the United Way with a conditional increase tied to any municipal increase (see attached letter). The combined municipal contributions currently are \$27,169.00 and we are asking you to increase that total in your budget considerations for FY 2022/23.

In the meantime, there is one other avenue available to us via the DoS<C to support our core functions – we will apply immediately for surplus funds from NS FY 2021/22. The problem is that there is no certainty that this application will succeed and the timing of a response to this request would likely come after municipal budget deliberations. There are also opportunities to apply for project funding from a variety of sources – for example the Law Foundation of Nova Scotia and the South Shore Health Services Foundation – but they do not address our need for ongoing operational funding that would support the minimum 1.5 staffing complement required.

While awaiting a response from the province regarding our pending application, and with recognition that this is a substantial request, we are asking that you include the amount of \$952 in your budget planning as a pledge of your municipality's contribution to the Lunenburg County Seniors' Safety Program for FY 2022/23. We are asking all five municipalities to budget a proportionately similar increase.

We are writing now in advance of an in-person presentation to your council so that you have our proposed figures available early for your budget discussions. We would be pleased to answer any questions you may have by phone, email or at a presentation.

Sincerely,

David Murdoch

Chair, Lunenburg County Seniors' Safety Partnership Society

Phone: 902 277 0766

Attachment: Letter from United Way of Lunenburg County

From: Nick F

To: Town of Mahone Bay Clerk

Subject: Agenda item for next town council meeting **Date:** Sunday, March 6, 2022 6:20:24 PM

CAUTION: This email originated from an external sender.

Hello! My name is Nick Pavlinic and my spouse and I live at 30 Clearway Street, Mahone bay Nova Scotia B0J2E0.

I would kindly like to request in the next town council meeting the recent and reoccurring issue of graffiti throughout the town. In particular if there is anything that can be done in a coordinated effort with the help of residents (via rewards, increased penalties, surveillance, etc).

We all love the beauty of the town and it is sad to see it defaced.

Thank you! Nick



FIRST RESPONDERS' WELLNESS SYMPOSIUM "KEEPING STRONG PEOPLE STRONG"

First Responders' Wellness Symposium C/O DC Danny MacPhee 45 Exhibition Drive, Bridgewater B4V 0A6

February 2022,

Dear

First responders and front-line workers often face tough, unexpected, and sometimes horrifying situations in life. That, along with Covid-19, has brought about undue stress to many of them. They have been feeling the brunt of this pandemic due to mandatory over time, working short staffed, and public outrage, to mention a few things. In many of those workplaces, morale is very low, burnout is happening, and people are leaving jobs they used to love. They don't feel they have the support of their leaders. The fall out from this is family breakup, sick time and yes, even suicide in some cases.

The First Responders' Wellness Symposium is an opportunity for all to join to learn about complete mind, body, financial and spiritual wellness. The Symposium will focus on wellness and resilience, not just the occupational injuries that so many have although topics such as PTSD and other OSI's will indeed be talked about. What can people do to build up their resistance so they become more resilient during times of crisis and therefore can recover much quicker?

We are a non-profit society committed to the health and wellbeing of veterans and first responders.

The event will take place on September 24th, 2022, from 8 am. to 5 p.m. at the Nova Scotia Community College, 75 High St Bridgewater N.S. For more info, visit www.firstresponderwellness.ca Your support of the First Responders' Wellness Symposium would go much further than this one event. Whether monetary or through an in-kind donation. Every bit counts as we support our veterans and first responders.

Sponsorship Opportunities:

Bronze Sponsor - \$100-\$249 For your sponsorship you will receive social media mentions.

Silver Sponsor - \$250-\$499 For your sponsorship you will receive the above plus your name on our brochure and website.

Gold Sponsor - \$500-\$999 – For your sponsorship you will receive the above plus you will also have the opportunity for your business to have space on site to promote yourself, organization or product.

Platinum Sponsor - \$1000+ - For your sponsorship you will receive the above plus you will have the right to have your name/logo on all event promotion/media. Example: The 2022 (your name here), First Responders' Wellness Symposium.

Thank you for your time and consideration of our request. Cheques can be sent to the above address. For any questions, contact Wendy or Danny.

Sincerely,

Wendy Rafuse, Chairperson Email: wendyrafuse@gmail.com

Danny MacPhee, Vice Chairperson
Email: Danny.Macphee@bridgewaterpolice.ca



89 Craigview Dr. Glen Haven Nova Scotia, Canada B3Z 2S5 Telephone (902) 717-6291

March 11, 2022

Mayor David Devenne and Members of the Council of the Town of Mahone Bay

Dear Mayor Devenne-and members of Mahone Bay Town Council:

My name is Chris Pelham, and I am a consultant engaged by Senior Wheels Association, the accessible transportation system in Bridgewater, to assist them expand their area of operation to include the entirety of the Municipality of the District of Lunenburg, potentially including the Towns of Mahone Bay and Lunenburg.

While we are in the beginning stages of our feasibility and implementation planning, we have recently become aware of the Federal "Rural Transit Solutions Fund" that is designed to provide financial support for initiatives such as ours. It is our intention to make application to this fund for support related to the acquisition of the necessary vehicles to affect this expansion. We will seek support to acquire four (4) vans, two of which will be wheelchair accessible. I am attaching the guidelines for that program.

While we have just recently been advised of this program, the deadline for submission is April 7, 2022, thus the urgency of this request.

It would be extremely helpful if we were able to include in our submission, a letter of support from the Town of Mahone Bay.

I would be happy to attend future meetings of council and engage with the Town as we progress through the planning and implementation stages.

I would be happy to answer any questions you may have at this time.

Yours sincerely

Chris Pelham

On behalf of Senior Wheels Assocation

(902) 717-6291



Canadä

Rural Transit Solutions Fund

Application Guide for the Capital Stream of the Rural Transit Solutions Fund

This publication is available upon request in accessible formats.

Contact: Communications Branch

Infrastructure Canada 180 Kent Street, Suite 1100 Ottawa, Ontario K1P 0B6

National information line on infrastructure: 613-948-1148

Toll free number: 1-877-250-7154

TTY: 1-800-465-7735 Email: info@infc.gc.ca

This publication is available at https://www.infrastructure.gc.ca/rural-trans-rural/applicant-guide-demandeur-eng.html.

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Aussi disponible en français sous le titre: Guide de demande pour le volet Immobilisations du Fonds pour les solutions de transport en commun en milieu rural.



Table of Contents

Objective	4
Call for applications	5
Who can apply for Rural Transit Solutions Fund Capital Contributions?	5
Available funding for Capital projects	6
Eligible capital activities	6
Ineligible expenses	7
Process for capital applications	7
What is required in the application?	7
Can a project involve other partners?	8
What is the cost limit of a capital project?	9
Maximum program contribution	9
Capital project deadlines	10
Additional application considerations	10
Climate considerations	10
Accessibility requirements	11
Environmental Assessment	11
Duty To Consult	11
Required Documents	12
Additional supporting documentation	12
Reporting	13
How to apply	13
Deadline for submission of Capital applications	13
Decision for Capital applications	13
Contact Information	13
Annex A – Guidance for Completing the Application Form	14
Project Identification (Page 1 of the application form)	14
Lead Applicant (Page 1)	14
Lead Applicant Contacts (Page 2)	15
Applicant Details (Page 2)	15



	Partner Organizations (Page 2)	16
	Project Location (Page 4)	17
	Project Details (Page 5)	17
	Other Requirements (Page 8)	21
	Duty to Consult with Indigenous Peoples and Impact Assessment Act Requirements (Page 9)	21
	Environmental Assessment (EA) & Aboriginal Consultation (AC) (Page 12)	22
	EA-AC Checklist (Page 12)	23
	EA-AC Questionnaire (Page 15)	29
	Climate Considerations (Page 18)	36
	Project Estimated Cost (Page 19)	39
	Projected start date (Page 20)	41
	Required Documents (Page 20)	41
	Maintenance and Ongoing Operations (Page 20)	43
	Attestation, Privacy Notice Statement and Confidentiality, and Signature (Page 21)	43
Α	nnex B - Ineligible expenses	45
Α	nnex C — Definitions	46

Objective

On February 10, 2021, the Prime Minister, Minister of Infrastructure and Communities, and Minister of Environment and Climate Change announced \$5.9 billion in new funding for public transit and active transportation over 5 years, beginning in 2021-22, with a permanent annual envelope of \$3 billion ongoing beginning in 2026-27. As part of that commitment, \$250 million, (over 5 years, beginning in 2021-22) was identified for the Rural Transit Solutions Fund.

The Rural Transit Solutions Fund aims to help develop new and support existing public transit solutions in rural and remote, Northern and Indigenous communities. It supports locally-driven solutions to help Canadians in these areas with their day-to day activities — e.g., getting to work, school, appointments, run errands or visit loved ones. A minimum of 10% of the total \$250 million funding envelope for Rural Transit Solutions Fund will be allocated to projects that benefit Indigenous populations and communities.

Applicants are encouraged to contact the Infrastructure Canada team by e-mail at RTSF-FSTCR@infc.gc.ca or call toll free at 1-833-699-2280 to obtain answers to any questions about the Fund or the application process.

Call for applications

Infrastructure Canada's Rural Transit Solutions Fund invites eligible organizations to apply for funding in two streams: Planning and Design Projects grants and Capital Projects contributions. For the Capital Projects stream, applications will be accepted until midnight, Pacific time on April 7, 2022.

Communities that have a public transit plan in place that would benefit from support toward capital purchases, are invited to apply for a Rural Transit Solution Fund Capital Projects stream contribution of up to \$3,000,000 for conventional solutions, or up to \$5,000,000 if the project incorporates zero-emission transit solutions. These capital projects must be completed within two years of a successful applicant signing a contribution agreement.

Proposed capital projects could support a range of modes of eligible transport, including traditional solutions such as fixed-route buses, as well as non-traditional solutions such as ride-share and on-demand services requiring the purchase of minivans, small craft, non-motorized and zero-emission fleets, shared fleets, the construction of intermodal hubs, the installation of charging stations or the purchase of software.

Information relating to the application process and eligibility for the Capital Projects stream contributions are found below.

Who can apply for Rural Transit Solutions Fund Capital Contributions?

Municipal, local and regional governments such as service districts; Provinces and Territories; and Indigenous organizations can apply for funding. Not-for-profit organizations are eligible to apply for capital funding, if they have documented support (e.g., a letter or council resolution etc.) from a municipal, local or regional government or Indigenous organization. The complete list of eligible applicants is:

- 1. Municipalities, local and regional governments established under provincial or territorial statute, including service districts
- 2. Provinces or Territories
- 3. Public sector bodies that are established by or under provincial or territorial statute, or by regulation, or are wholly-owned by a province, territory, municipal or regional government, including but not limited to:
 - a. Municipally-owned corporations;
 - b. Provincial or territorial organizations that deliver municipal; and,
 - c. Any **other** form of local governance that exists outside of the municipality description.



- 4. Indigenous governing bodies, including but not limited to:
 - a. A band council within the meaning of section 2 of the *Indian Act*;
 - b. A First Nation, Inuit or Métis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation; and,
 - c. A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure.
- 5. Federally or Provincially incorporated not-for-profit organizations whose mandate is to improve Indigenous outcomes, organizations serving Indigenous communities living in urban centers and First Nations living off-reserve
- 6. Indigenous development corporations
- 7. Federally or Provincially incorporated Not-for-profit organizations (when an application is submitted on behalf of any primary eligible recipients listed as 1-6 above).

Please note that individuals; private citizens; and federal entities, including federal Crown corporations are ineligible.

While for-profit organizations are not eligible to apply under the Rural Transit Solutions Fund, they may work with an eligible organization (as identified above) to facilitate implementation of a rural public transit solution. For such projects, the ownership of the associated transit infrastructure or rolling stock must remain with the eligible applicant organization.

Due to the diversity of Canadian communities and public transit needs, municipalities are eligible to apply to the Rural Transit Solutions Fund. Applicants must demonstrate how their projects will meet the needs of their communities, how they define themselves as rural, and demonstrate how their projects meet the merit criteria listed on pages 6 and 7 of this guide.

Available funding for Capital projects

Contributions of up to \$3,000,000 or up to \$5,000,000 if the project incorporates zero-emission solutions, are available under the Rural Transit Solutions Fund Capital Projects stream. Federal funding will be provided in accordance with program parameters and with the terms outlined in the contribution agreement, once a contribution agreement is signed.

Eligible capital activities

For the Rural Transit Solutions Fund, eligible capital expenditures are those considered to be direct and necessary for the successful implementation of a public transit solution deemed to be within the parameters of an eligible project and are incurred by an eligible recipient. Eligible capital expenditures can include:

- Construction or procurement of bus stops, buses, minivans, small craft, etc.;
- Procurement of zero-emission buses or vehicles;



- Engineering, and consultation fees, including fees associated with maintenance, building, renovating or improving fixed capital assets (e.g.: garage, bus station, etc.) during the period of the project;
- Costs associated with data collection, the evaluation of projects and information exchange and dissemination of the results of the project in relevant fora, at the regional, national or international levels; and
- Other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by Infrastructure Canada.

Contracts for professional services or for the procurement of asset(s), that are considered eligible expenses under the Capital Projects stream, should be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, and in a manner which is acceptable to the Government of Canada.

Ineligible expenses

A number of expenses **are ineligible** for reimbursement through the Rural Transit Solutions Fund. Please pay particular attention to any costs that are ineligible. These include, but are not limited to:

- Proposed solutions that rely on air travel as a means of serving the community;
- Expenditures incurred before a signature of a contribution agreement and all expenditures related to agreements or contracts signed prior to project funding approval, with the exemption of costs related to consultations with Indigenous peoples; and,
- Expenditures related to cost overruns or incurred for cancelled projects or project components.

For a complete list of ineligible expenses please consult *Ineligible expenses* found in Annex B.

Process for capital applications

What is required in the application?

Applicants are asked to ensure a complete application form and provide the required documentation outlined in the form to be considered for funding under the Rural Transit Solutions Fund Capital Projects stream. Applications must provide sufficient information for Infrastructure Canada to review the proposal against all criteria outlined in the table below.

Merit Criteria	DESCRIPTION
Community	Proposal describes the proposed service, the population (size and
demand for rural	demographics) that is expected to use the service and what transit services are
transit solution	currently available to them, if any. The proposal should provide an understanding of the community/area and its needs. When possible, please provide any relevant sources of information (e.g.: city documents, Statistics Canada, public consultations).

Inclusiveness benefits to local community	 Proposal describes the vulnerable populations in the community/area and how they currently access transit services, if any. Proposal explains how the rural transit solution will contribute to improve the quality of life and safety of various groups in the community/area and close the socio-economic gaps that currently exist. 	
Potential for economic impact	 Proposal explains how the rural transit solution will contribute to the economy of the community/area, including, for example: Estimates concerning the impacts of the project on the number of jobs, the income of the individuals and other economic benefits. How local businesses and business associations could be engaged and contribute to the success of public transit in your community/area. 	
Environmental impact	 Proposal has community/area implementation strategies to encourage an increasing number of people to use public transit. When applicable, how the project will reduce GHG emissions or how the rural transit solution will integrate clean or zero-emission technologies. 	
Viability	 Proposal describes the objectives and how success will be measured. Proposal explains strategies that could be put in place to support the long-term viability of the project, including potential sources of funds (fares, local and provincial government support, contribution from local businesses, etc.) 	
Locally driven	Proposal explains how the community is expected to support the rural transit solution. This could include letters of support, and/or the participation of local organization(s) in the planning and delivery of the project. Proposal describes the nature of the delivery partnership or partnerships that has been established at various levels, including with neighboring communities, regional governments, existing transit organizations, etc. Proposal may include strategies to maintain and expand local support.	

Can a project involve other partners?

Infrastructure Canada encourages applications for projects that connect communities.

For projects involving more than one organization, the application must identify a **lead applicant** (the organization responsible for overall management and coordination of activities) and include information regarding the roles and responsibilities of each partner organization.

A single application, from the lead applicant, must be submitted for consideration under the Capital Projects stream to Infrastructure Canada by the deadline.

An eligible organization can work with a private sector service provider to facilitate implementation of a rural transit solution. However, a private sector service provider cannot be considered a partner if they are expected to directly benefit from federal funding. An eligible organization can hire a private sector service provider to support the transit solution (e.g., operating the bus(es)), but this should be considered a contract, not a partnership. For such projects, the ownership of the associated transit infrastructure or rolling stock must remain with the eligible organization.

What is the cost limit of a capital project?

There is no limit to the cost of a capital project, however, the maximum contribution from the Rural Transit Solutions Fund is limited to \$3,000,000 for conventional solutions, or up to \$5,000,000 if the project incorporates zero-emission solutions.

Applicants must provide a budget/cashflow document that details the expenditures planned for their project, as well as additional funds a project is pursuing and expected to receive. Annex A provides additional information on how to prepare these required documents.

A Contribution Agreement will be signed by the eligible recipients and indicate the conditions under which federal contribution installment payments will be made.

Infrastructure Canada will not provide additional payment for costs overruns.

Maximum program contribution

In the project application, applicants will be required to indicate what, if any, additional funds a project would expect to receive.

As outlined below, the total potential Infrastructure Canada and federal government funding from all Government of Canada sources would vary depending on the eligible organization type. The total Canadian government funding (the stacking limit), including federal, provincial or territorial, and municipal government funding, will not exceed 100% of total eligible expenditures.

The maximum Rural Transit Solutions Fund Capital Projects stream contribution, maximum federal contribution, and maximum total Government of Canada funding (all levels) of total eligible costs are outlined below. Applicants should be mindful of the maximum program contribution limits associated with the Rural Transit Solutions Fund if they are applying to multiple programs. Similarly, applicants are encouraged to become familiar with stacking limits for other funding programs of interest.

Eligible organization	Maximum Rural Transit Solutions Fund contribution (% of capital expenses)	Maximum Federal Contribution from all sources (% of capital expenses)	Total Canadian (federal provincial, territorial, and municipal) Government stacking (% of capital expenses)
Appli <mark>cant is</mark>			
located in a			
province or is a	80%	80%	100%
not-for-profit			
organization			
Applicant is			
located in a			
territory and/or	100%	100%	100%
an Indigenous			
recipient			
Applicant is a			
provincial	40%	40%	100%
government			
Applicant is a			
territorial	75%	75%	100%
government			

Capital project deadlines

Capital purchases must be completed within two years of a successful applicant signing a contribution agreement under the Rural Transit Solutions Fund's Capital Projects stream.

Additional application considerations

Climate considerations

Public transit is important to allow Canada to meet its greenhouse gas emissions reduction targets. The Rural Transit Solutions Fund will consider the efforts of communities to come forward with rural transit solutions that rely on zero-emission projects. Infrastructure Canada recognizes that zero-emission vehicles are often more expensive. As such, the maximum contribution for zero-emission projects is \$5,000,000.

The information that could be provided by the applicants include the following:

- All of the climate-influenced natural hazards (such as flooding, wildfire, extreme heat, permafrost
 thaw, coastal erosion etc.) that the project location is, or is expected to become at risk or
 vulnerable to over the entire lifespan of the project due to climate change. This could include a
 description of the area where the project will be located (e.g., is it near any bodies of water or
 coasts, areas historically subject to flooding, forested areas, permafrost areas, etc.).
- All of the climate change parameters (e.g., increasing precipitation, heatwaves, lightning events, etc.) that were considered to identify any climate hazards to the capital project.
- Any climate data, climate reports or plans that were consulted to identify any potential climate hazards. For assistance in accessing or understanding future climate data, applicants can reach out to resources like the Canadian Centre for Climate Services.
- Plans to implement measures that increase the resilience of your project and address the climate impacts facing your project and your community.

Accessibility requirements

When applicable, capital projects must meet or exceed the highest published accessibility standard (e.g., the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12, or newer), in addition to applicable provincial or territorial building codes, and relevant municipal by-laws.

Environmental Assessment

Depending on where the project is located, an environmental impact assessment may be required prior to undertaking certain activities such as the construction or the expansion of an existing infrastructure. Applicants are responsible for providing information to determine whether their project may require an environmental impact assessment under the federal *Impact Assessment Act (IAA)*, Modern Treaties or Northern Regimes. A provincial or territorial environmental assessment may also be required. If you are unsure, consult with your provincial or territorial government for their environmental assessment requirements and the Impact Assessment Agency of Canada for federal requirements. For projects that may require-a federal impact assessment, Infrastructure Canada will communicate with applicants to seek additional information if required.

Duty To Consult

Infrastructure Canada has an obligation to determine whether or not the project requires consultation with Indigenous peoples based on the information provided by the applicant. Infrastructure Canada will assess the projects with potential for adverse impact on Aboriginal or Treaty rights of Indigenous people and will identify if there is a duty to consult. Before confirming the federal contribution to a project,

Infrastructure Canada may require additional information to assess potential impacts of projects on the constitutionally protected rights of Indigenous peoples, and ensure that those potentially affected Indigenous communities are notified, consulted and, where required, accommodated. Infrastructure Canada will rely, to the extent possible, on the engagement activities of the proponent with Indigenous peoples to assist the Crown in meeting its legal duty to consult and, where appropriate, accommodate. Costs associated with engagement and consultation are eligible expenditures and applicants should plan to include these costs in their project estimates.

Required Documents

In addition to providing the information requested in the application form, the following documents are required at the application intake stage, as applicable.

- These include letters of support, as required, from:
 - o **Financial Contributors:** All partners providing in-kind or financial contributions included in the total cost of the project must provide a letter of support to attest to this contribution.
 - Collaborators: All partners that play a role in the design and delivery of the transit solution (including community-based organizations, special interest groups, business associations, etc.) are encouraged to provide a letter of support to elaborate community transit needs and/or demonstrate support for the proposed transit solution.
 - o Indigenous Development Corporations and Not-For-Profit Organizations: All organizations applying in support of other eligible recipients must provide a letter of support or other documentation (e.g., a council resolution etc.) from a primary eligible recipient (e.g., municipal, local or regional government or Indigenous organization) indicating support for the proposed transit solution.
 - o **Organizations Serving Indigenous Communities:** All organizations with a mandate to improve Indigenous outcomes must provide a letter of support from the Indigenous community they are serving to confirm this mandate.
- An estimated budget/cash flow document for your project.
- For not-for-profit organizations: proof of incorporation status.

Additional supporting documentation

Please note that Infrastructure Canada may request additional information, if applicable, as a part of the review process, including:

- Letters of support from other financial investors/cost-sharing organizations;
- Transit plan/municipal plan

Reporting

All recipients of funding will be required to provide progress reports to Infrastructure Canada for the duration of the capital project. The reports allow Infrastructure Canada to follow advancement of the project and track results for Canadians. The details of reporting will be included in the Contribution Agreement.

How to apply

The initial call for applications for the Rural Transit Solutions Fund's Capital Projects stream will involve the completion of an application form that is available on Infrastructure Canada's website via the applicant portal, where organizations must create a profile. Please visit "How to Apply" on the Rural Transit Solutions Fund web page on Infrastructure' Canada's website for instructions: https://www.infrastructure.gc.ca/rural-trans-rural/application-eng.html.

Applicants may contact Infrastructure Canada officials with any questions, including those related to completing their applications, by email at RTSF-FSTCR@infc.gc.ca or toll free at 1-833-699-2280.

Deadline for submission of Capital applications

The application deadline for capital projects is midnight, Pacific time, April 7, 2022.

Decision for Capital applications

Applicants may be contacted for additional information throughout the review process, as necessary. Funding decisions will be communicated as soon as possible to all applicants.

Contact Information

For questions about the Rural Transit Solutions Fund or the application process, please contact Infrastructure Canada officials by email at RTSF-FSTCR@infc.gc.ca or toll free at 1-833-699-2280.

For more information on the Permanent Public Transit Fund, as well as Infrastructure Canada and its other programs, visit the Infrastructure Canada website at www.infrastructure.gc.ca.

Annex A – Guidance for Completing the Application Form

All eligible applicants who are interested in the Rural Transit Solutions Fund's (RTSF) Capital Projects stream are invited to complete the application form located on the Infrastructure Canada website at: https://www.infrastructure.gc.ca/rural-trans-rural/application-eng.html

Applicants must complete all fields in the application form so that Infrastructure Canada can assess your application. Page 6 of this Capital Projects stream applicant guide outlines the merit criteria against which applications will be assessed. Applicants should keep these in mind when preparing their applications. Detailed instructions on how to complete an application are outlined below.

Application Section	Instructions on how to complete this section		
Project Identification (Page 1 of the application form)			
Project Title:	In 300 characters or less, please provide a concise but meaningful project title. The title should include the location of your project.		
	For example: "Purchase of a zero-emission vehicle to provide on-demand transportation service [Community name, Province or Territory]."		
Lead Applicant (Page 1)			
Lead Applicant Name:	Provide the legal name of the organization that will receive funds and oversee the delivery of the project.		
Mailing Address:	Provide the mailing address of the lead organization, including the postal code.		
Eligible Organization Type:	Select the applicable type of organization from the drop-down menu.		
	Note: Only those listed are eligible to apply to the Fund.		

If your organization is an Indigenous governing body, development corporation or an incorporated not-for-profit mandated to improve Indigenous outcomes/serving Indigenous communities, please choose correct group:

If you selected, Indigenous governing body, development corporation or an incorporated not-for-profit mandated to improve Indigenous outcomes/serving Indigenous communities you must complete this section.

Please select the appropriate Indigenous Population(s) - e.g., First Nation, Inuit, Métis, Multiple Indigenous Groups and Other.

If 'Multiple Indigenous Groups' or 'Other, please specify the implicated population(s) in the space provided.

Lead Applicant Contacts (Page 2)

1.1	(3 /
Primary Contact Full Name:	Provide the name (Last, First) for a primary contact person
	from the lead applicant organization.
Primary Contact Email Address:	Provide the email address for the primary contact.
Secondary Contact Full Name:	Provide the name (Last, First) of a back-up contact person
	from the lead applicant organization.
Secondary Contact Email	Provide the email address for the secondary contact.
Address:	

Applicant Details (Page 2)

Are you partnering with other organization(s) to deliver the project?

If you select "Yes", please complete Partner Organizations section of the form.

Note for clarification on how to complete this section:

- An eligible organization can work with a private sector service provider to facilitate implementation of a rural transit solution. However, a private sector service provider cannot be considered a partner if they are expected to directly benefit from federal funding.
- An eligible organization can hire a private sector service provider to support the transit solution (e.g.,

operating the bus(es)), but this should be considered a contract, not a partnership. Paid contractors and/professional service providers should not be identified in this section. The roles and responsibilities of each partner organization(s) must be articulated. If there is insufficient room to provide the requested information, you may include it in a separate document as an attachment with your application form. Partner Organizations (Page 2) Provide the legal name(s) of the organization(s) that will Legal Name of Partner Organization(s): contribute to the delivery of the proposed project. Note: if you are partnering with more than one organization, please describe each partner and their roles. The form provides placeholders for this information for up to three project partners. Partner Organization(s) Type: For each partnering organization(s), select the applicable type of partner organization. If the lead applicant is an Indigenous governing body, Indigenous development corporation or, an Incorporated not-for-profit organization mandated to improve Indigenous outcomes/serving Indigenous communities, please select the appropriate Indigenous population(s) - e.g., First Nation, Inuit, Métis, Multiple Indigenous Groups and Other. If 'Multiple Indigenous Groups' or 'Other, please specify the implicated population(s) in the space provided. Please describe the role of the In 300 characters or less, please provide a brief description partner on this project: of the mandate of the partner organization(s) along with

their roles and responsibilities in the delivery of the
proposed project.

Project Location (Page 4)

Please specify where the community transit solution will operate in (within which municipality(ies)/region(s)/tow n(s)):

List all the municipalities/regions/towns where the project will be implemented (e.g. within Community A only, or from Community A to Community B, C, etc.). Please also identify coordinates for the headquarters/main hub of the proposed transit solution in this section.

Project Details (Page 5)

Please describe the project you are undertaking:

Provide a short and precise description of the project. Your description should include the following information:

- Capital assets that you propose to purchase (e.g., number of vehicle(s), charging station(s), and infrastructure that will be built such as bus station(s)). It is important to align these purchases with the eligible capital expenses;
- The rationale for the project, if possible, based on analysis such as needs assessment and options analysis; and,
- How these assets will advance your community's existing transit system and improve the lives of your targeted ridership, or alternatively, how these assets will contribute to the establishment of community public transit solutions.

Will your project serve Indigenous populations?

If yes, select the Indigenous population(s) (e.g., First Nation, Inuit, Métis, Multiple Indigenous Groups and Other) that will be served by your proposed project.

If 'Multiple Indigenous Groups' or 'Other' is selected, please specify the implicated population(s) in the space provided.

How will this project be developed with Indigenous peoples. Please explain:	If your proposed project will serve Indigenous peoples, please describe how (process and timelines) Indigenous peoples have been/will be involved in its development.
Describe the direct and ongoing benefits that this project will bring to Indigenous people:	Please describe the direct and ongoing results/outcomes that are expected to benefit Indigenous people in the project's development and implementation.
Please choose your project type (select all that apply):	Please select all that apply. If 'Other' is selected, please specify in the space provided.
	Note: The option to use the text box only becomes available if 'Other' is selected from the list.
Type of capital assets: specify	Please describe the asset(s) that will be acquired. This includes make(s) and models (e.g. for minivans and zero-emission buses).
	If there is insufficient space to provide the requested information, please provide a separate document as an attachment containing this information with the application form.
Number of capital assets: specify	Please itemize each asset(s) by number to be acquired and type. (e.g., 4 vans, 3 buses, etc.)
Please describe the current level of access to public transportation options in the community:	Please provide information on any existing transit systems serving the municipality (ies)/region(s)/town(s) implicated in your proposed transit solution. This information should include the type of systems (e.g., fixed route, on demand service, intercity, etc.), number of buses/vehicles and the annual ridership.
	Please identify how your current public transit system serves vulnerable populations, as well as any gaps. If possible, you should list the sources of information (e.g., studies, reports, and public consultations, etc.) that support your analysis.

Please describe the community population, including any vulnerable populations, that is expected to use the proposed service:	Please provide examples of the vulnerable populations that are expected to benefit from the project. Please identify, if possible, how you determined these vulnerable populations will benefit from the capital project (e.g., studies, reports, and public consultations, etc.). Sources of information could include, but are not limited to, municipal documents, Statistics Canada or surveys. Note: Vulnerable populations include but are not limited to Indigenous peoples, racialized peoples, youth, persons with
	disabilities, seniors, linguistic minorities, newcomers to Canada (immigrants, refugees), women, persons experiencing poverty, persons experiencing homelessness, and LGBTQ2+.
Please explain any benefits that are expected for the local community from the rural transit solution. As applicable, include quality of life, safety and security, and/or access to employment opportunities:	Describe the expected benefits to the targeted population(s) because of the implementation of the project. Include as many aspects of the benefits as possible in this description. Please identify, if possible, how these benefits were identified (e.g., studies, reports, public consultations, etc.).
Please explain how the rural transit solution is expected to contribute to the economy of the community:	Describe the potential economic benefits expected from of the implementation of the proposed project. Examples may include, but are not limited to: access to employment and job creation; access to services; education/training; and increased economic activities for local businesses.
Please explain how the proposed system will include measures to encourage more people to use public transit:	Describe planned efforts or strategies to encourage/promote the adoption of the proposed transit solution by the community (e.g., increase ridership), including strategies targeting vulnerable populations. If possible, please describe how you decided on these "efforts" to encourage/promote the adoption of the public

	transit solution (e.g., studies, reports, public consultations, etc.). Please also describe any design characteristics that would support adoption of the proposed transit solution, such as ease, comfort, safety, time sensitivity, utility, enjoyment, and affordability.
Please explain how the project will be managed, how success will be measured and the strategies that have been considered to maintain the transit solution beyond the proposed capital purchase(s):	 Please explain how the project will be managed, including: The overarching governance structure/management team; Objectives/milestones for the implementation of the project; Policies and procedures for the procurement of the asset(s); Where you intend to procure your assets; How budget/cashflow will be monitored and reported on to ensure project remains on budget and in alignment with potential federal funding; The long-term continuance plan, outlining sources of funds for the sustainability of the project, including how ongoing costs are expected to be covered (e.g., insurance, licensing and permit, fuel, training, and maintenance, etc.); and The evaluation framework, including project outcomes and performance measurement strategy that demonstrates how data collected will be used to improve the transit solution over time.
Does your proposed project plan address specific challenges outlined in your Municipal Plan or alternate local community planning	If yes is selected, please explain any linkages the proposed project has to a transit plan (e.g., municipal/regional/feasibility studies or local municipal, and regional strategies/plans).
documentation?	Please provide any web links to your strategy/plan(s) with reference to page or location in the documents.

Please provide details on community and stakeholder engagement activities that have been conducted in relation to the project, including those that have included Indigenous peoples, if applicable:

Please provide information on previous community and stakeholder engagement activities (type of activity, date, location, audience) and how they contributed to the development of the proposed project. Examples might include education and awareness activities or input from targeted outreach/meetings/consultations. Outline specifically how the proposed project addresses the outcomes/results from those engagement activities. This would include how the proposed project addresses feedback or input from vulnerable populations and Indigenous peoples. Please also describe any other plans or opportunities for engagement that you anticipate in the future.

Other Requirements (Page 8)

As applicable, does the project meet or exceed the highest published accessibility standard (e.g., the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12, or newer), in addition to applicable provincial or territorial building codes, and relevant municipal by-laws?

Please answer yes, no, unsure or unknown or N/A.

Duty to Consult with Indigenous Peoples and Impact Assessment Act Requirements (Page 9)



All projects must comply with the

Impact Assessment Act and the Canadian Environmental Assessment Act, 2012, Indigenous consultations and accommodation obligations, and modern treaty obligations.

Project type and scope (please check all that apply):

Please select the boxes as appropriate to identify the scope of project (Levels 1, 2 and 3).

For reference:

Impact Assessment Act: https://laws.justice.gc.ca/eng/acts/l-2.75/page-1.html

Canadian Environmental Assessment Act, 2012: https://laws-lois.justice.gc.ca/eng/acts/c-15.21/page-1.html

Environmental Assessment (EA) & Aboriginal Consultation (AC) (Page 12)

Detailed Environmental
Assessment Project Description

For projects described as Level 2, 3 or not described in the application form, please describe the project purpose, components, associated works, undertakings/activities and schedule. When describing the project components and activities (e.g., clearing, demolition of existing works, excavation or drilling, dredging, decommissioning etc.), please provide a description of the environment where this work is taking place. For example, are the works and related undertakings taking place on developed land (e.g., deforested, built-up, or agricultural land), or land that

This question is asking for a detailed project description in the text box provided. When describing the project purpose include details related to any increases in infrastructure capacity, if the project includes replacement or repairs to existing infrastructure, or if new infrastructure will be developed or increase an existing building footprint. This section can also describe how the project may benefit Indigenous groups or the environment.

Please include a detailed breakdown per component, including the size of project components (in square meters). When describing project activities be as descriptive as possible (e.g., clearing vegetation, scrubbing, grading, demolition of existing works, excavation or drilling, dredging, new construction, retrofitting, repairing or rehabilitating, expansions of buildings or infrastructure footprint, or decommissioning existing structures etc.).

Please provide a description of the environment where this work is taking place. For example, are the works and related undertakings taking place on developed land (e.g., deforested, built-up, or agricultural land), or land that is forested, vegetated, or previously undeveloped? It is

is forested, vegetated or previously undeveloped? It is important to describe any work taking place near water and to indicate who owns and controls the land that will be affected by the project. Clearly indicate the size of the project (e.g., new construction, expansions) and project activities (e.g., area to be cleared) in m².

important to describe any work taking place in water, over water, near water, or under a water body and the distance of works from any waterbodies. Also, describe the lands where the project is located and indicate who owns and controls the land that will be affected by the project.

Clearly indicate the size of the project (e.g., new construction, expansions include size of building footprint), various project components (e.g., new trails include length in m or km) and project activities (e.g., size of area to be cleared) in m².

EA-AC Checklist (Page 12)

 Is the project located on federal lands (includes Indian Reserve lands)? This question is asking if the project or any of its components or project activities are located on federal lands. **Federal lands**, as defined in the *Impact Assessment Act*, includes:

- a) Lands that belong to Canada, that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories, or Nunavut;
- b) The following lands and areas: (i) the internal waters of Canada, in any area of the sea not within a province, (ii) the territorial sea of Canada, in any area of the sea not within a province, (iii) the exclusive economic zone of Canada, and (iv) the continental shelf of Canada; and,
- c) Reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

Source: https://laws.justice.gc.ca/eng/acts/l-2.75/page-1.html#h-1160082



Examples of federal lands are: Department of National Defense lands, Transport Canada lands, Port Authority lands, Parks Canada lands, Indian Reserve lands, and National Wildlife Areas.

 Is the project located in a Migratory Bird Sanctuary, National Wildlife Area or Marine Protected Area? All National Wildlife Areas are federal lands. A Migratory Bird Sanctuary, or Marine Protected Area could be a federal land, but this depends on who owns the lands and may need to be investigated further by federal authorities.

Migratory Bird Sanctuary – An area which provides safe refuge for migratory birds in the terrestrial and marine environment, managed by The Canadian Wildlife Service of Environment and Climate Change Canada. They are listed under the Schedule in the Migratory Bird Sanctuary Regulations (https://laws-

lois.justice.gc.ca/eng/regulations/c.r.c., c. 1036/page-1.html), which prescribe rules and prohibitions regarding the taking, injuring, destruction or molestation of migratory birds or their nests or eggs in the sanctuaries. Hunting of listed species under the Act is not permitted in any Migratory Bird Sanctuary

(https://www.canada.ca/en/environment-climate-change/services/migratory-bird-sanctuaries/locations.html).

National Wildlife Area – An area which are created and managed for the purposes of wildlife conservation, research, and interpretation. Environment and Climate Change Canada uses an ecosystem approach to manage and plan for National Wildlife Areas. National Wildlife Areas can only be designated on lands owned by the federal government (i.e. federal land). (https://www.canada.ca/en/environment-climate-change/services/national-wildlife-areas/locations.html)

Marine Protected Area – A part of the ocean that is legally protected and managed to achieve the long-term

		conservation of nature. Further information about Marine Protected Areas: https://www.dfo-mpo.gc.ca/oceans/mpa-zpm/info-eng.html
3.	Does the project include works in-water (includes streams, rivers, lakes, ponds, wetlands)?	This question asks if the project or any associated works will take place within a waterbody. This includes but is not limited to: shoreline work below the high-water mark, installation of underwater cable or piping, blasting shoreline/embankment areas, installation of bridge or dock piers in-water, and the placement of fill in a waterbody. A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout, or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act. (https://laws-lois.justice.gc.ca/eng/acts/f-14/FullText.html).
4.	Is the project and works within 15m of a water body?	A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act. (https://laws-lois.justice.gc.ca/eng/acts/f-14/FullText.html).
5.	Is the project and works taking place on undeveloped or undisturbed land?	An Undeveloped land is land not cleared of vegetation, in a natural state, and not currently used for human purposes. Undeveloped lands include undeveloped shorelines, riverbanks or gullies, grasslands, forested areas, and scrub/brush areas. An Undisturbed land is land in its natural state and not currently used for human purposes.
		A Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were

		previously cleared and used for agricultural purposes, brownfields, railways, or road right of way.
6.	Does the project require vegetation clearing in the province of Quebec? (removal of vegetation that has not previously been cleared).	Vegetation clearing is the intensive removal of undisturbed vegetation including trees, stumps, logs, bush, shrubs, and grasses, including tree root systems, and requires the use of heavy equipment or industrial machinery for clearing and grubbing an area. This does not include removing vegetation in previously developed areas, manicured lawn or turf areas, or grassed ditches.
		Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way (ROW).
		Vegetation removal includes the removal of lawn or turfed areas or grass from ditches and is not considered vegetation clearing. Vegetation removal is less intensive than vegetation clearing as it is not occurring in an undisturbed or a undeveloped area.
7.	Does the project involve the placement of temporary or permanent fill in a water body?	Fill may include soil, clay, stone, or rock as well as other substances being used for the purpose of structure development or isolation of the worksite.
		A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the <i>Fisheries Act</i> . (https://laws-lois.justice.gc.ca/eng/acts/f-14/FullText.html).
8.	Does the project require excavation in any of the following locations,	Typically, excavation requires the use of heavy machinery to move earth and prepare a construction site.

	Ontario, Prince Edward Island or Quebec?	If the project requires the use of heavy machinery to excavate select "Yes". If the project does not require the use of heavy machinery to excavate select "No". When it is unclear if excavation is required, please select "Unknown".
9.	Does the project involve the disturbance of known or suspected subsurface contamination?	This question is asking if the project requires disturbance of known or suspected subsurface contamination or removal of any contaminated soils or contaminated areas (e.g. removal of old inground storage tanks or removal of old railroad ties).
		Subsurface Contamination is any addition of undesirable substances to soils and/or groundwater caused by human activities is considered to be contamination (e.g. Landfill leachate, leaking gasoline storage tanks, leaking septic tanks, and accidental spills).
10.	Will the project involve the removal of, or cause damage to, any structure or resource that is of known historical, archaeological, paleontological or architectural significance?	This question is asking if the project will either damage a structure of known historical, archaeological, paleontological, or architectural significance or if the project requires the removal of one of the above (e.g., removal of a historical building, damage an area of known archaeological significance).
11.	Will the project cause a change to migratory birds or nests, as defined in subsection 2(1) of the Migratory Birds Convention Act, 1994?: https://laws-lois.justice.gc.ca/eng/acts/m-7.01/page- 1.html#docCont	This question is asking whether there is any potential to impact migratory birds and/or their nests. Key questions to consider include whether construction activities will be taking place during migratory birds nesting season and whether nesting birds could be impacted and whether project activities, such as tree cutting or vegetation removal could cause damage to migratory birds and/or their nests? The Migratory Bird Convention Act provides a description of a Migratory bird and includes the sperm, eggs, embryos, tissue cultures, and parts of the bird: https://laws-lois.justice.gc.ca/eng/acts/m-7.01/ ;

A **Nest** means the nest of a migratory bird and includes parts of the nest.

12. Will the project cause a change to wildlife cause an impact to wildlife species, or the residences or

species, or residences or critical habitats of wildlife species as defined in subsection 2(1) of the Species at Risk Act: https://laws-lois.justice.gc.ca/eng/acts/s-15.3/page-1.html#h-434504 that are listed in Schedule 1 of that Act?

The question is asking if the project will result in a change or cause an impact to wildlife species, or the residences or critical habitats of wildlife species listed in the *Species at Risk Act:* https://laws.justice.gc.ca/eng/acts/S-15.3/. Changes could include alteration, disturbance, or destruction of wildlife species or habitat that could result in impacts to individuals of a species or that could have impacts at the population level.

A list of species can be found here using the Species at Risk Public Registry: https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html

Wildlife Species as defined in the Species at Risk Act refers to a species, subspecies, variety or geographically or genetically distinct population of animal, plant, or other organism, other than a bacterium or virus, that is wild by nature and (a) is native to Canada; or (b) has extended its range into Canada without human intervention and has been present in Canada for at least 50 years:

https://laws.justice.gc.ca/eng/acts/S-15.3/

Residence means a dwelling-place, such as a den, nest, or other similar area or place, that is occupied or habitually occupied by one or more individuals during all or part of their life cycles, including breeding, rearing, staging, wintering, feeding, or hibernating.

Critical Habitat means the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species' critical habitat in the recovery strategy or in an action plan for the species.

13. Is your project within 10 km of an Indian Residential School Site?

If the project is located within 10 km of an Indian Residential School site, please select "Yes". If the project is taking place on an Indian Residential School site or within a residential school building, please select "Yes".

Given the recent discoveries of unmarked graves across Canada, Infrastructure Canada is looking to identify, at an early stage, any projects that may fit into this category to ensure these projects are identified.

A list of Indian Residential School sites in Canada is available on

Wikipedia: https://en.wikipedia.org/wiki/List of Indian residential schools in Canada.

EA-AC Questionnaire (Page 15)

1. Is the project located on federal lands?

If "Yes" is selected, is the project taking place on Indian Reserve Lands? And if "Yes" is selected again, provide name of reserve and land code (if applicable).

This question is asking if the project or any of its components or project activities are located on federal lands and Indian Reserve lands.

A **Federal land** as defined in the *Impact Assessment Act* (https://laws.justice.gc.ca/eng/acts/I-2.75/page-1.html#h-1160082)),

- a) lands that belong to Canada, that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut;
- b) the following lands and areas: (i) the internal waters of Canada, in any area of the sea not within a province, (ii) the territorial sea of Canada, in any area of the sea not within a province, (iii) the exclusive

		economic zone of Canada, and (iv) the continental shelf of Canada; and c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the <i>Indian Act</i> (https://laws-lois.justice.gc.ca/eng/acts/i-5/) and all waters on and airspace above those reserves or lands.
		The sub question asks that if the project is taking place on federal lands is the project located on Indian Reserve lands. When a project is taking place on Indian Reserve lands the next sub question asks for the name of the reserve and if there is a land code associated with the reserve.
2.	Indicate if the project will result in any of the following:	Rehabilitation/Retrofits are works done to existing infrastructure.
	Rehabilitation/Retrofit, New Construction, Expansion of existing Infrastructure, Expansion of	New Construction is the development of new infrastructure (e.g., construction of a new building, new park or new roadway).
	fleet vehicles.	Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, or construction of a new level on an existing building (vertical expansion does not increase building footprint).
		Expansion of fleet vehicles refers to the purchase of additional fleet vehicles.
3.	Does the project involve construction of a new	If "Yes" is selected, indicate the size of project area in m².
	physical asset or the expansion of an existing physical asset (vehicle storage, expansion/new utilities infrastructure)?	The question asks if the project will result in a new physical asset (I.e., new physical infrastructure of any kind) or if there will be an expansion of an existing physical asset.

		Construction of a new physical asset is the development of new infrastructure, which can include the construction of a new building or a new park or new roadway. Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, or construction of a new level on an existing building. If the building is being expanded only vertically (adding another level to an existing building) please indicate the expansion is vertical. Any expansion that results in an increase in the footprint of an existing building is considered an expansion.
1	project involve n clearing?	If "Yes" is selected, indicate the size of area to be cleared of vegetation in m ² .
		Vegetation clearing is the intensive removal of undisturbed vegetation including trees, stumps, logs, bush, shrubs, and grasses, including tree root systems, and requires the use of heavy equipment or industrial machinery for clearing and grubbing an area. This does not include removing vegetation in previously developed areas, manicured lawn or turf areas, or grassed ditches.
		Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way.
		Vegetation removal includes the removal of lawn or turfed areas or grass from ditches and is not considered vegetation clearing. Vegetation removal is less intensive than vegetation clearing as it is not occurring in an undisturbed or an undeveloped area.
5. Is the proj or disturb	ject on developed ed land?	The question asks if the project, or any associated project works, will take place on developed or disturbed lands.

A **Developed land** is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way (ROW). An Undeveloped land is land not cleared of vegetation, in a natural state, not currently used for human purposes. Undeveloped lands include undeveloped shorelines, riverbanks or gullies, grasslands, forested areas, and scrub/brush areas. A **Disturbed land** is land that has been altered by humans and includes physical disturbance of the surface layer. An **Undisturbed land** is land in its natural state and not currently used for human purposes. If "Yes" is selected, indicate the size of area to be excavated 6. Does the project involve in m². excavation? Typically, excavation requires the use of heavy machinery to move earth and prepare a construction site. If the project requires the use of heavy machinery to excavate select "Yes". If the project does not require the use of heavy machinery to excavate select "No". If "Yes" is selected, describe the nature of the works in 7. Does the project involve works in water? water. Works in water include: shoreline work below the high-water mark, installation of underwater cable or piping, blasting shoreline/embankment areas, installation of bridge or dock piers in-water, and the placement of fill in a waterbody. Water includes the following types of water bodies: a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not

	include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act. (https://laws-lois.justice.gc.ca/eng/acts/f-14/FullText.html). When there are works in water the sub-question asks for a description of the work or activities that will take place in water.
8. Does the project involve works within 15 m of a water body?	The question asks if the project, or any associated project works such as vegetation clearing for site preparation, a new outbuilding, installation of fencing, or creating a new walking trail will take place within 15 meters of a water body. A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act. (https://laws-lois.justice.gc.ca/eng/acts/f-14/FullText.html)
9. Does the project involve the operation of a motor vehicle on water (water taxi, vessel, ferry, etc.)?	The question asks if the project will involve the use or operation of a motorized vehicle (e.g. boat or vessel) on water. The sub-question asks for details to be included on the route and use of the vehicle.
10. Has the project been assessed by the Impact Assessment Agency of Canada (https://www.canada.ca/en /impact-assessment- agency.html) to determine	If "Yes" is selected, provide the response from the Impact Assessment Agency of Canada explaining their review. The question asks if the project was submitted to the Impact Assessment Agency of Canada to review for any requirements related to the Impact Assessment Act. (https://laws.justice.gc.ca/eng/acts/I-2.75/page-1.html#h-1160082)

if there is a federal EA requirement?	
11. Does the project have any requirements related to the <i>Impact Assessment</i> Act?(https://laws.justice.gc. ca/eng/acts/I-2.75/page- 1.html)	The Impact Assessment Agency of Canada is responsible for conducting impact assessments under the Impact Assessment Act (https://laws.justice.gc.ca/eng/acts/l-2.75/page-1.html). The Impact Assessment Act outlines a process for assessing the impacts of major projects and projects carried out on federal lands or outside of Canada.
	Projects that are listed on the Physical Activities Regulations (https://laws-lois.justice.gc.ca/eng/regulations/SOR-2019-285/FullText.html) of the Impact Assessment Act are very likely to have a requirement under the Impact Assessment Act.
	Projects that are taking place on federal lands (lands belonging to Canada such as Department of Defense land, Transport Canada land, and Indian Reserve land) could have a requirement under Section 82 of the <i>Impact Assessment Act</i> .
12. Is the project described on the <i>Physical Activities</i> Regulations of the <i>Impact</i> Assessment Act?	The question asks if the project is listed on the <i>Physical Activities Regulations</i> (https://laws-lois.justice.gc.ca/eng/regulations/SOR-2019-285/FullText.html) of the <i>Impact Assessment</i> Act. Projects that are listed on the Physical Activities Regulations of the <i>Impact Assessment Act</i> are very likely to have a requirement under the <i>Impact Assessment Act</i> . (https://laws.justice.gc.ca/eng/acts/I-2.75/page-1.html) If "Yes" is selected, the sub-question asks if have you provided the Impact Assessment Agency of Canada (https://www.canada.ca/en/impact-assessment-agency.html) with a project description as per Section 10(1) of the <i>Impact Assessment Act</i> .

Г	
	The sub-question asks if a project description was provided
	to the Impact Assessment Agency of Canada for their
	review.
13. Does the project have any	If "Yes" is selected, please identify which Modern Treaty,
requirements related to a	Self-Government Agreement, or Northern EA Regime from
Modern Treaty, Self-	the drop-down menu options.
Government Agreement, or	
Northern EA Regime?	Modern treaties negotiated with Indigenous groups (after
	1975) may include consultation and participation
	requirements, ownership of lands, wildlife harvesting rights,
	financial settlements, participation in land use and
	management in specific areas, self-government, resource
	revenue sharing and measures to participate in the Canadian
	economy, and preparations for when the agreement takes
	effect (such as implementation planning).
	Different forms of governance or self-government have been
	negotiated in Canada. One example is the <i>Nunavut</i>
	Agreement, a modern treaty where the self-government
	aspirations of Inuit are expressed through public government.
	(https://www.rcaanc-
	<u>cirnac.gc.ca/eng/1100100032275/1529354547314</u>)
	The environmental assessment process in Canada's parthern
	The environmental assessment process in Canada's northern
	territories is based on a unique co-management approach,
	rooted in the legal and cultural frameworks of land claims
	agreements with Indigenous peoples.
	Additional information on Indigenous rights is available on the
	Crown-Indigenous Relations and Northern Affairs Canada
	website. (https://www.canada.ca/en/crown-indigenous-
	relations-northern-affairs.html)
	- S.E.E. S. H. S.
14. Has there been	If "Yes" is selected, please list all Indigenous groups that
engagement with	have been notified of the project.
Indigenous groups about	
the project?	
· ,	

This question asks if any Indigenous groups including Aboriginal groups, First Nations, Metis, and Inuit were provided with information about the project. Were any groups contacted through email, letter, or phone calls? Were there any meetings held with Indigenous groups to get their feedback and opinions on the project? If yes, please provide all related documentation. Attach any records of consultation, meeting minutes, letters of support, a Band Council Resolution, or consultation transcripts with your application form. 15. Have concerns been raised This question asks if any Indigenous groups (First Nations, by Indigenous groups? Metis, or Inuit) indicated they had concerns or were opposed to the project or to any of the project components or activities. Provide context to the issues raised. 16. Does the recipient attest If "Yes" is selected, using the text box justify how concerns that all concerns have been have been addressed (refer to where concerns have been addressed? addressed in consultation record). This question asks to confirm that all concerns raised by Indigenous groups were resolved in some way. If all concerns were addressed please answer "Yes". If there are outstanding concerns please answer "No". If the applicant is

Climate Considerations (Page 18)

Based on current and futurelooking climate data, is the project in a location that is, or is expected to become, at risk or vulnerable to climateinfluenced natural hazards such as flooding, wildfire risk, extreme heat, permafrost thaw or coastal erosion? If yes, provide a brief description of the current and future climate risks facing the project over its entire lifespan:

unsure if concerns are addressed please answer "No".

To determine any climate hazards, consult future climate data, and/or any municipal, regional, or provincial climate reports or plans such as:

- Climate Atlas of Canada: https://climateatlas.ca/
- Climate Data for a Resilient Canada: https://climatedata.ca/

- Platform for the Analysis and Visualization of Climate
 Science: https://ouranosinc.github.io/pavics-sdi/
- The Canada Centre for Climate Services also helps guide Canadians in their understanding and use of climate data by providing direct access to climate experts through the Climate Services Support Desk. The Support Desk can be reached by email at info.cccs-ccsc@canada.ca, by phone at 1-833-517-0376, or through the Canadian Centre for Climate Services: https://www.canada.ca/en/environment-climate-change/services/climate-change/canadian-centre-climate-services.html
- Annex H of Infrastructure Canada's Climate Lens General Guidance includes additional resourcesincluding Regional Climate Data, National climate reports and flood maps: https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html#annexH

For a process and methodology for assessing the climate hazard for your project you may wish to consult Infrastructure Canada's Climate Lens General Guidance Annex G: https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html#annexG

Provide a brief list of all the climate change parameters (e.g., increasing precipitation, heatwaves, lightning events etc.) that were considered in your analysis of current and future climate risks:

To determine any climate hazards, consult future climate data, and or any municipal, regional, or provincial climate reports or plans such as:

- Climate Atlas of Canada: https://climateatlas.ca/
- Climate Data for a Resilient Canada:
 https://climatedata.ca/
- Platform for the Analysis and Visualization of Climate Science: https://ouranosinc.github.io/pavics-sdi/
- The Canada Centre for Climate Services also helps guide Canadians in their understanding and use of climate data by providing direct access to climate experts through the Climate Services Support Desk.
 The Support Desk can be reached by email at

info.cccs-ccsc@canada.ca, by phone at 1-833-517-0376, or through the Canadian Centre for Climate Services: https://www.canada.ca/en/environment-climate-change/services/climate-change/canadian-centre-climate-services.html

 Annex H of Infrastructure Canada's Climate Lens General Guidance_includes additional resources including Regional Climate Data, National climate reports and flood maps.

(https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html#annexH)

For a process and methodology for assessing the climate hazard for your project you may wish to consult Infrastructure Canada's Climate Lens General Guidance Annex G: https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html#annexG

Are you planning to implement measures that increase the resilience of your project, and address the climate impacts facing your project and your community?

If yes, describe or provide examples of project elements that have been implemented to address the project's identified climate risks and increase the climate resiliency of your community and/or your project:

Climate adaptation measures can include:

- **Building Materials**: This refers to the use of building materials that will enhance the overall resilience of your structure.
- **Design Consideration**: This refers to any action taken to the design of the infrastructure such as building using climate resilient guidelines or standards.
- Operations and Maintenance: This refers to any management strategies and/or policies to address climate risks, such as a wildland fire risk management strategy.
- Natural/ Green Infrastructure: Infrastructure Canada generally defines natural infrastructure as the use of naturally occurring resources or engineered use of natural resources to provide adaptation or mitigation

services to the gradual and/or sudden impacts of climate change or natural hazards. This could include the use of shade trees to address heat waves and increasing temperatures.

If you identified climate risks but have not presented any planned resilience measures, please provide an explanation: For examples of resilience measures consult:

- The Climate Resilient Buildings and Core Public Infrastructure Initiative:
 https://www.infrastructure.gc.ca/plan/crbcpi-irccipb-eng.html
- International Institute for Sustainable Development's report: Advancing the Climate Resilience of Canadian Infrastructure: https://www.iisd.org/publications/climate-resilience-canadian-infrastructure

Project Estimated Cost (Page 19)

Estimated Total Project Cost:

Please indicate how much the project is expected to cost in total.

Researching and documenting cost estimates is helpful for understanding the long-term financial implications of acquisitions. Acquiring an asset imposes financial obligations over the entire life cycle of the asset. Obtaining quotes could also inform you of the availability of assets and may influence the design of a capital project.

To determine the total project costs, applicants should complete research on, including obtain quotes where applicable:

- a. Estimated costs of acquiring the assets;
- Estimated costs associated with ensuring the regulatory obligations are met and associated costs are accounted for (e.g., provincial and territorial transit obligations; applicable provincial or territorial building codes, and relevant municipal by-laws);



	 c. Estimated operation expenses (e.g., licensing and permits, driver training, etc.); d. Estimated maintenance costs; and, e. Contingencies. Applicants are required to submit a budget/cashflow document as part of the application. These documents will help present a more accurate total estimated project cost. An applicant may be asked to provide these supporting documents in relation to the budget later.
Requested Federal Contribution:	Please state the total funding request under the Rural Transit Solutions Fund.
Applicant's Share of Total Cost:	Please indicate your financial contribution as a share of the total estimated cost. This refers to the amount of total costs that your organization will contribute and that is not part of the federal funding being requested.
Please provide sources for each additional shares, if any:	If your project has other sources of funding, please list the name of each contributor, the contribution amount and confirm that funding has been secured by selecting the check box.
	When applying for funding, applicants must indicate what, if any, government funds a project is expected to receive. Please indicate the name of the other contributors and funding from other sources (e.g., federal, provincial, other municipalities and other partners) and confirm if these funds are secured. The total Canadian government funding, including federal, provincial or territorial, and municipal government funding, cannot exceed 100% of total eligible expenditures.
	Letter(s) from the third-party organization(s) confirming their financial support must be included with the application. In the case of in-kind contributions (e.g., expertise or consulting services), a monetary value must be

	placed on the contribution and outlined in a letter by the organization providing the contribution. See Required Documents section below.
Fiscal Year (FY) 2022-2023 2023-2024 2024-2025	Please indicate the cash flow amounts for each fiscal year and if the funding is secured (resources have been allocated/budgeted) for each fiscal year, as applicable. Fiscal year is defined as the period beginning April 1 of a calendar year and ending March 31 of the following calendar year.
Is your organization currently, or will your organization be, the owner of the asset or asset(s):	 If "No" or "N/A", please specify: The legal owner of the asset(s); and Who will retain ownership of the asset(s) following the completion of the project?

Projected start date (Page 20)

Projected start date:
Projected end date, if
applicable:

Please provide the project's approximate start and end date in the format day/month/year. Capital purchases must be completed within two years of a successful applicant signing a contribution agreement.

Required Documents (Page 20)

Please provide the following	3
documents:	

Attach required documents, as requested. Please organize your documents by category and submit each category as a single attachment(s).

Letter(s) of Support:

Please attach the following as required:

- Financial Contributors: All partners providing in-kind or financial contributions included in the total cost of the project must provide a letter of support to attest to this contribution.
- Collaborators: All partners that play a role in the design and delivery of the transit solution (including community-based organizations, special interest

- groups, business associations, etc.) are encouraged to provide a letter of support to elaborate community transit needs and/or demonstrate support for the proposed transit solution.
- Indigenous Development Corporations and Not-For-Profit Organizations: All organizations applying in support of other eligible recipients must provide a letter of support or other documentation (e.g., a council resolution etc.) from a primary eligible recipient (e.g., municipal, local or regional government or Indigenous organization) indicating support for the proposed transit solution.
- Organizations Serving Indigenous Communities: All organizations with a mandate to improve Indigenous outcomes must provide a letter of support from the Indigenous community they are serving to confirm this mandate.

Budget/Cash Flow:

- Please provide an estimated budget and cashflow document for your project. Please include the following in your budget and cashflow documents:
 - A breakdown for the components such as the acquisition of capital assets, total estimated expenditures, estimated eligible expenditures;
 - Forecasted/actual sources of funding (e.g., provincial, territorial, municipal or local governments);
 - Fiscal year breakdown of eligible costs;
 anticipated financial forecasts.

For not-for-profit organizations, additional information regarding previous year' budget/cashflow statements may be sought to support viability assessments relating to maintenance and ongoing costs and to validate sound financial management practices.

Note: A template budget/cash flow document can be made available to you upon request.

Proof of Incorporation status:

 Not-for-profit organizations must provide a copy of their articles of incorporation, plus validation that the organization is active, along with contact information.

Other documents that may be requested, as applicable, by Infrastructure Canada:

- Letters of support from other financial investors/cost-sharing organizations;
- Transit plan/municipal plan

Note: When you click 'submit' on your completed application form, it will generate an email to send the form to Infrastructure Canada. You will be able to add any other attachments to this email.

Maintenance and Ongoing Operations (Page 20)

Does your organization have the capacity to maintain the operations of asset(s) for a period of 5 years?

Please check this attestation box to confirm that your organization will have the financial capacity to maintain the operations of asset(s), as well as the programs and/or services. If your organization has the financial capacity to maintain the operation of asset(s), for a period of 5 years, as well as the program and/or services please check the box.

Attestation, Privacy Notice Statement and Confidentiality, and Signature (Page 21)

Please read. The Capital Projects Stream application form
must be signed by an official authorized to do so on behalf
of the eligible organization or entity (the lead applicant). An
application without signature will not be assessed.

Annex B - Ineligible expenses

IMPORTANT NOTICE: The following list of ineligible expenses is only indicative to allow applicant to estimate the federal contribution, it is not an exhaustive list.

- Proposed solutions that rely on air travel as a means of serving the community;
- Expenditures **incurred before project funding approval** and all expenditures related to agreements or contracts signed prior to project funding approval;
- Expenditures related to cost overruns or incurred for cancelled projects;
- Expenditures related to purchasing land, buildings and associated real estate and other fees;
- Leasing land, buildings, equipment and other facilities except for equipment related to the construction of the project;
- **Furnishings and non-fixed assets** which are not essential for the operation of the asset/project;
- General repairs and maintenance of a project and related structures;
- On-going operations, insurance, maintenance and/or electricity and fuel costs associated with the operations of capital assets
- Services on works normally provided by an eligible recipient, incurred during implementation of the project, except those specified as eligible expenditures;
- Taxes for which the eligible recipient is eligible for a tax rebate and all other costs eligible for rebates;
- Financing, interests paid and Legal fees;
- Expenditures related to any good and services which are received through donation or inkind contribution; and,
- **Employee costs**, except for incremental costs which pertain solely to the implementation of the project.

Annex C — **Definitions**

Term	Explanation
Charging stations	An electric vehicle charging station is equipment that
	connects an electric vehicle to a source of electricity to
	recharge electric cars, neighborhood electric vehicles and
	plug-in hybrids.
Fixed route service	Is defined as a service provided on a repetitive, fixed-schedule
	basis along a specific route with busses stopping to pick up
	and deliver passengers to specific locations; each fixed-route
	trip services the same origins and destinations.
Indigenous governing body	A council, government or other entity that is authorized to act
	on behalf of an Indigenous group, community or people that
	holds rights recognized and affirmed by section 35 of the
	Constitution Act, 1982. Indigenous peoples of Canada has the
	meaning assigned by the definition Aboriginal peoples of
	Canada in subsection 35(2) of the <i>Constitution Act</i> , 1982.
Intermodal hubs/intermodal	An intermodal hub or intermodal transit facility gathers many
(transit) facilities	modes of transportation together and is strategically located
	to increase destination alternatives. Intermodal hubs/facilities
	can help to improve mobility for a city and a region.
Low-carbon technology	Low and zero carbon technology (LZC) is the term given to
	technologies that emit low levels of Carbon Dioxide (CO2)
	emissions, or no net CO2 emissions.
Mobility-as-a-Service	Mobility as a Service (MaaS) is the integration of various
	forms of transport services into a single mobility service
	accessible on demand. To meet a customer's request, a MaaS
	operator facilitates a diverse menu of transport options, be
	they public transport, ride-, car- or bike-sharing, taxi or car
	rental/lease, or a combination thereof.
Municipal Plan/alternate local	A municipal development plan (sometimes referred to as a
community planning	community sustainability plan) is a framework used by
documentation	municipalities or other local government bodies to address
	long-term community development, land use, and growth.
On-demand services	On-Demand services enables passengers to book their
(Demand-response)	journey at a convenient time (during service operating hours),
	and to be picked up from an agreed location.

An arrangement in which a paragraph to the in-
An arrangement in which a passenger travels in a private
vehicle free or for a fee, especially as arranged by means of a
website or application.
Refers to vehicle assets (e.g., car, minivan, bus, small craft,
and train) with the exception of an aircraft(s).
The Fund acknowledges the diversity of rural and remote
communities in Canada and avoids the application of an
arbitrarily established population size in the definition of rural
populations. It will be up to each applicant to demonstrate
the rural character of the communities served by their
project.
A Transportation Master Plan integrates existing and future
land-use planning and the planning of transportation
infrastructure with the principles of environmental
assessment planning. Many Transportation Master Plans at
the regional and local levels emphasize that increased use of
transit is a key component of an integrated transportation
strategy that considers all modes of travel.
Vulnerable populations include but are not limited to,
Indigenous peoples, racialized peoples, youth, persons with
disabilities, seniors, linguistic minorities, newcomers to
Canada (immigrants, refugees), women, persons experiencing
poverty, persons experiencing homelessness, and LGBTQ2+.

Kelly Redden

From: NSFM Communications < communications@nsfm.ca>

Sent: Monday, March 7, 2022 4:14 PM **To:** Town of Mahone Bay Clerk

Subject: NSFM's Monday Memo: March 7, 2022

CAUTION: This email originated from an external sender.

View this email in your browser



Organizational Change outline now on NSFM website

Thank you to all of our members who have been giving their feedback on the proposed organizational changes.

To help guide you through the process, you can now <u>visit the Organizational Change</u> <u>section on our website</u>, where you can find updates, infographics, and a downloadable version of the change outline. We will also be archiving all of our communications and presentations regarding the proposed changes on this web page.

As we move further through the process, we would like to encourage you to <u>continue</u> <u>submitting your feedback and questions.</u>

Your input is important to us as we examine how we can better serve our membership.

NSFM Organizational Change Meeting Pictou County - This Thursday!

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

The region-wide presentation will feature an explanation of the NSFM Organizational Change 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

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 will return to 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.

At past events, showcasing municipal success stories has been one of our most highly rated sessions. 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 by March 11, 2022.

AMANS Model Council Videoconferencing Policy

From AMANS

The Ministerial Direction that enables virtual meetings during the State of Emergency will be terminated when the current State of Emergency (SOE) is lifted. It is anticipated that the SOE will be lifted by the end of March 2022.

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The Association of Municipal Administrators, NS has long supported the operations of Nova Scotia municipalities through the development of model by-laws, policies, best-practices and through the provision of objective policy advice in support of evidence-based decision-making.

Here you will find the AMANS Model Council Videoconferencing Policy. The model policy has been reviewed by Burchell MacDougall LLP. As always, AMANS encourages all users of our model by-laws and policies to consult with their own municipal solicitor prior to adoption.

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!

New RFP For Wind and Solar Energy Providers

Read the full release here for project details

The RFP will close to bids in early May 2022, Project awards and announcements are likely to occur in late July 2022. Projects must be built and producing energy by December 31, 2025.

Projects can earn additional points in the scored criteria for letters of support from interested parties such as municipal governments.

<u>For information on how to engage with the projects click here</u> or to view the <u>Frequently Asked Questions click here</u>

REGISTER NOW: FCM's Municipal Stream at GLOBE Forum 2022

From FCM

From March 29-31, FCM will present Local Solutions to Net-Zero, a special municipal stream at GLOBE Forum 2022—North America's longest-running sustainable innovation summit. FCM's workshops will focus on practical ways to reduce emissions and tackle Canada's climate challenges at the local level.

Register for FCM's Stream

IRCC Launches Newcomer Services Promotional Toolkit

From Immigration, Refugees, and Citizenship Canada

Members are invited to use and share the tools included in this <u>promotional</u> toolkit to engage newcomers about the services available to help them settle in Canada.

Don't hesitate to contact IRCC if you have any questions.



"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 th	1:00 p.m. – 2:30 p.m.	REGISTER HERE
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Colchester/Cumberland/Pictou/East Hants	Friday, April 22 nd	1:00 p.m. – 2:30 p.m.	REGISTER HERE
Valley	Monday, April 25 th	1:00 p.m. – 2:30 p.m.	REGISTER HERE

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 - TOMORROW!

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.

Employment Practices Liability Webinar: Claims, Cases, and Coverage

From Intact Public Entities

Employers face challenges every day that can lead to legal liability such as unlawful dismissal, harassment, and discrimination.

Speakers: Amanda McBride, Partner, McBride & Shields and Tracy Eso, Risk Assessment and Solutions Manager, Intact Public Entities

Join Intact Public Entities on March 22nd to discuss the current landscape of EPL with Amanda and Tracy in a 90-minute webinar presentation. This webinar will address the following topics:

 The EPL insurance product: What it can do and what it can't do – coverages in general

- Recent EPL claims
- The disconnect between the ESA and common law damages
- Discrimination claims
- The Right to Disconnect Law: How employers can best comply with the new law
- COVID-19 and its impact on employers and claims the importance of having an SOP

We encourage you to submit questions regarding EPL in advance of the presentation. Questions can be added when registering for the session.

City clerks, administrators and elected officials will benefit from what promises to be a robust and informative discussion.

Event Details:

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Register Now

If you have any questions regarding this webinar, please email marina.cosentino@intactpublicentities.ca.









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

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PD Box 186, Halifax, Nova Scotia, Canada B3J 2N2

FFB 1 6 2022

His Worship David Devenne Mayor of Mahone Bay PO Box 530, 493 Main St. Mahone Bay, NS B0J 2E0

Dear Mayor Devenne:

Thank you for your letter of December 14, 2021, regarding the lowering of speed limits below 50km/h on municipal and provincial streets in and near the Town of Mahone Bay.

As per the *Nova Scotia Motor Vehicle Act*, the lowering of speed limits below 50km/h on municipal streets requires approval by the Provincial Traffic Authority (PTA), Michael Croft, P.Eng. (michael.croft@novascotia.ca). Typically, the Municipal Traffic Authority submits requests for speed limits below 50km/h along with any required analysis. To initiate this process, I recommend your Traffic Authority contact Mr. Croft.

With respect to roads outside the Town of Mahone Bay, speed limits are assessed by the District Traffic Authority (DTA), usually upon requests for speed limit changes from various sources.

In Lunenburg County the DTA is Doug Pulsifer (doug.pulsifer@novascotia.ca). Currently there are no provincial roads posted at a speed limit below 50km/h. Studies have shown lowering speed limits below 50km/h, with no corresponding physical changes to the street, have minimal impacts on travel speeds.

Thank you for your interest in road safety.

Sincerely,

Kim D. Masland Minister

Kelly Redden

From: NSFM Communications < communications@nsfm.ca>

Sent: Monday, March 14, 2022 3:57 PM

To: Town of Mahone Bay Clerk

Subject: NSFM's Monday Memo: March 14, 2022

Follow Up Flag: Follow up Flag Status: Flagged

CAUTION: This email originated from an external sender.

View this email in your browser



Organizational Change Member Meetings This Week!

On Wednesday February 2, 2022, the Board of Directors, and CEO Juanita Spencer, provided an overview of proposed organizational changes aimed at better positioning NSFM to achieve the objectives of our membership. Since that time, we have been receiving your feedback and further refining our concepts and communications relating to the changes. You can view documentation on the NSFM Organizational Change section of our website. We will continue to meet with councils across the province and would also like to provide two additional opportunities for members to attend a virtual presentation.

Members who were unable to attend the February 2nd prestation, those who have further questions, or those interested in a progress update, are invited to attend on either Wednesday March 16th from 6:00 p.m. -7:00 p.m. or Thursday March

17th from 6:00 p.m. -7:00 p.m. Board members and staff will be available for questions and feedback on both evenings.

Zoom links were disbursed via email on Wednesday, March 9, and will be provided once again prior to each meeting.

If you have any questions, please contact us at info@nsfm.ca

NSFM Municipal Group Insurance Committee Call for Members

Background:

NSFM and AMA are re-establishing an Oversight Committee for the Group Insurance program currently underwritten by Intact Insurance. Approximately 70 per cent of municipalities participate in the program, along with a number of Villages. The purpose of the Oversight Committee will be to work with our current brokers (Gallagher and Broker Link) to communicate information regarding the public sector insurance landscape to our members. We are seeking two elected officials to participate in quarterly meetings with a view to ensuring members are informed about issues relating to municipal insurance.

Qualifications:

- Knowledge of corporate or municipal insurance
- Experience with large, complex contractual agreements
- Knowledge of the Request for Proposal (RFP) process
- Risk management experience

Tasks and Time Commitment:

- Quarterly virtual meetings
- Ensuring the group insurance program meets the needs of members
- Determining areas of improvement for the program
- Reviewing and comparing information provided by brokers relating to underwriters
- Directing an RFP process if required
- Identifying and reporting issues of interest for members relating to municipal insurance
- Supporting NSFM and AMA staff with coordinating information materials and information sessions for members

Application Process:

<u>Please submit a Expression of Interest, including relevant experience to Dani Coffey,</u> Director of Operations

Deadline:

April 11, 2022

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Apply for FCM's 2022 Sustainable Communities Awards

From FCM

Time is running out to apply to FCM's Sustainable Communities Awards (SCA).

Nominate your community's sustainability project today! Visit the SCA page to learn about the five award categories: Natural Asset Management, Climate Change Mitigation, Waste, Affordable Housing Retrofit, and Community Buildings Retrofit.

Canadian cities and communities of all sizes are eligible. Applications are due by March 31, 2022.



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NOVA SCOTIA FEDERATION OF MUNICIPALITIES







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

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Nova Scotia
Federation
Halifax
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Mahone Bay & District Fire Department 184 Kinburn Street, Mahone Bay N.S. BOJ 2E0

Michael Falt 1453 Big Lots Road Lunenburg N.S. BOJ 2CO March 14, 2022

To Whom It May Concern:

Effective immediately, I hereby give my resignation to the Mahone Bay & District Fire Department as an active Firefighter that has over 20 years firefighting of which over 4 years with this Department. I will be honorary firefighter from this point on.

Sincerely,

Michael M. Falt

Town of Mahone Bay I am returning all my stuff to the fire department. I am going honorary. There is too much bullshit back there and no one wants wants to deal with it. No one wants to follow the by laws. Elvis Hurtle



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.

Goa	Objective	Assigned	Target	% Completion
Cou	ıncil Assignments to Staff			
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.		n 2021-22; rep	Policy & Strategy Fort to Council

	Staff to draft a CAO	08-Sep-20	Apr., 2022	See Below	
	Performance Review Policy	Notes: Updat	ed direction w	as provided by	
	that includes a detailed procedure, or procedure options, for how regular CAO	Council Jan 2	7, 2022; see be	low for status.	
2	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				
3	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	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.			
4	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	MODL Planni		on initiated with ine coordinated ess.	

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.	Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimate included in 2021-22 budget.				
6	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	Operation Pl Accessibility and is working developmen	Apr., 2022 e incorporated i an. Lunenburg (Coordinator has ng to coordinate t of Accessibility nenburg County	County s started w e the / Operatior	rork	
7	Staff to invite the MBTCC to meet with Council to discuss the basis for a potential renewed agreement in respect to operation of the VIC.	27-May-21 Mar., 2022 Notes: Meeting between Council and MBTCC executive took place March 7th.				
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.	Initiative application did not receive approval. Canada Cultural Spaces Program				

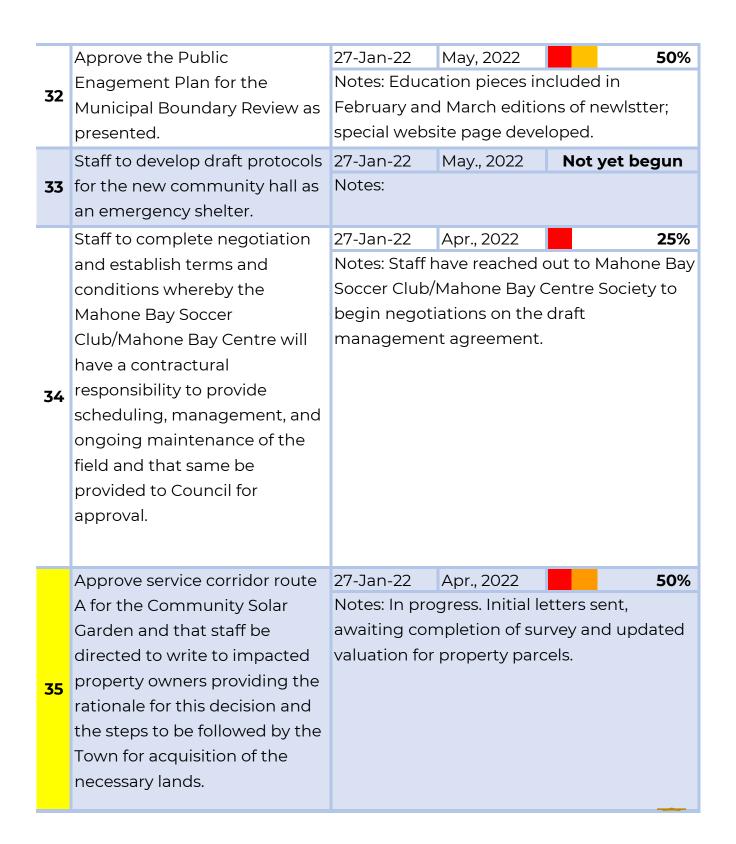
9	Refer the request from MADE for Mahone Bay to the planners for their report to the Planning Advisory Committee, and to the Committee for their recommendation to Council.	and are in co applicants in A PIM was he staff are colle will present a Advisory Con available fron	mmunication the preparated on Octobe ecting further a report to the nmittee if/wh m the Develo	n with the tion of their r er 7th. Plann r information e Planning nen informat	report. ing and ion is
10	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21 Apr., 2022 75% Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.			
11	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21 Mar., 2022 🔭 🗙 Notes: Registration complete.			
12	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21 Notes: To be Manager of F			
13	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	e 29-Jul-21 Jun., 2022 Notes: In progress. Waiting on additiona			

	Staff to apply for Connect2	14-Sep-21	Mar., 2022 75 %		
	provincial funding and to also	Notes: Conne	ect2 application submitted;		
	apply to the Federal Active	Connect2 fui	nding anticipated. Staff		
	Transportation Fund to	preparing Federal Active Transportation			
14	improve active transportation	Fund application.			
	infrastructure, and active				
	transportation safety within				
	the Town of Mahone Bay.				
	·				
	That minimum standards for	14-Sep-21	Jul., 2022 50%		
	housing be reflected in any	Notes: Initial	staff report on housing strategy		
	housing strategy that the Town	developmen	t included on Dec 14th Council		
15	may develop.	agenda. Lett	ers regarding regional housing		
		strategy development sent to all Lun			
		County units	s (Jan 25, Mar 22).		
	Council consider reviewing the	14-Sep-21	Apr., 2022 75 %		
	Town logo and request that	Notes: In progress. Report anticipated to Council's April 12th meeting, ahead of 2022-			
16	staff prepare a report on an				
10	RFP process to develop a new	23 budget pr	rocess.		
	logo for the Town of Mahone				
	Bay.				
	Staff to report back to Council	27-Sep-21	Apr., 2022 50 %		
	on the cost and anticipated	Notes: In Pro	ogress.		
17	revenue of a water connection				
	to the Cleveland property.				
	Staff to provide a report on the	27-Sep-21	Apr., 2022 50%		
	costs and anticipated revenue	Notes: In Pro	ogress.		
18	of extending water and sewer				
	services to the end of Fairmont				
	Street.				

19	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 Apr., 2022 75% Notes: In progress. Report anticipated to Council's April 12th meeting, ahead of 2022- 23 budget process.				
20	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.	Staff working	July., 2022 gress. Reimbug with MODL; ures awaiting Finance.	discussion o	f tax	
21	Direct staff to issue an RFP for legal services.	28-Oct-21 Notes:	Apr., 2022	Not yet be	egun	
22	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21 Notes: Date 1	Мау., 2022 ГВD.	Not yet be	egun	
23	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.		Mar., 2022 ing confirmat dule with Mac	_		

	Staff to provide a report	25-Nov-21	Apr., 2022			50%
	highlighting the	Notes: New V	Vater/Wastev	vater Sy	ystem	
	recommendations of the water	Manager started Feb 1st; report anticipated				ated
	system audit for which	in April, 2022 (ahead of the 2022-23 budget				
24	additional budget allocations	process).				
	would be required for					
	implementation, ahead of the					
	2022-23 annual budget					
	process.					
	Staff to discharge the	11-Jan-22	Apr., 2022			50 %
	Development Agreement	Notes: Staff h	nave begun th	e proc	ess of	
	MBDA008 at the request of the	e registering the discharge of the Development Agreement.				
	property owner Mahone Bay					
25	Developments Limited and					
	that Council direct staff that no					
	fee will be charged for the					
	discharge of the MBDA008.					
	Make the live street camera	11-Jan-22	Mar., 2022			75%
	feeds available to the public via	, and the second				
26	the Town's website.		ternet connec			staff
		working on v			. J. J. J	
	Staff directed to begin	11-Jan-22	Mar. 2022			*
	recruitment of public members	Notes: Nomi	nation of men	nbers c	n Cou	ıncil's
27	of the Climate and	March 24th meeting agenda.				
	Environment Committee.					
	Complete the Municipal	11-Jan-22	Mar., 2022			75%
	Heritage Property Registration		ge Property F	learing	ı took	
28			2022, registra	_		
20	Main Street.	r ebruary 24,	ZUZZ, registra	cioii ui	idei W	uy.
	I .					

	Staff to communicate with the	27-Jan-22	Mar., 2022		50%	
29	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.	Notes: In pro			3070	
	Affirm the direction that was	27-Jan-22	Apr., 2022		50%	
30	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.	·	gress. Report a	·	pated to	
31	Approve the Public Engagement Plan for the Strategic Plan Review with the addtion 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 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. Report on Council's March 24th meeting agenda.				



	Direct staff to provide a	24-Feb-22	May., 2022	Not yet begun
36	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.	Notes:		
37	Defer item 4.3 to a meeting of Council following the April 2022 meeting of the Policy and Strategy Committee.		ne May 10, 202	25% added to the draft 22 Council
38	Prepare a letter to the other municipal units in Lunenburg County citing the recent RFP form the Province for the develpment 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 Notes: Letter	Mar., 2022 s sent.	
39	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 Notes:	Apr., 2022	Not yet begun

	Direct staff to obtain updated	24-Feb-22	Mar., 2022		75%
	cost estimates to support a	Notes: In pro	gress. Update	ed cost e	estimates
	2022-23 application to the ICIP	will be provid	ded to Counci	l as soor	n as
	Green-Environmental Quality	possible (pric	ority-setting n	notion r	equired by
	Streat including cost estimates	April 1st, 2022	2).		
40	for the Main Street Utilities				
	Rehabilitation & Improvemnet				
	and Waterline Rehabilitation				
	and Wastewater System				
	Extension projects.				
	Defer the heritage grant	24-Feb-22	Jun., 2022		50%
41	request from the owners of 77		irded to the fi		-
	Edgewater Street to the	for 2022/23 b	udget consid	eration.	
	2022/23 budget.				
	Approve the expenditure of	24-Feb-22	Apr., 2022		50%
	1,322.50 for the recording of a	Notes: In pro	gress.		
/2	talk by the Town's Heritage				
42	Researcher, Deborah Trask.				
	This amount to come from the				
	committee's budget for the 2021/22 fiscal year.				
	Direct staff to schedule the	24-Feb-22	Apr., 2022		25%
	follow-up session with Deloitte	Notes: Staff h	nave been in c	contact	with
43	as offered in the Management	Deloitte in th	nis regard and	l will foll	ow up with
43	Letter to the 2020-21 Audit.	committee n	nembers con	cerning	potential
		meeting date	es.		
	Accept the proposal from MC	24-Feb-22	Apr., 2022		50%
44	Advisory in the amount of		ensation revi		· ·
	\$5,000 to conduct a	MC Advisory,	completion a	anticipat	tea in April.
	compensation review.				
	Council authorize a one-time	24-Feb-22	Apr., 2022		25%
45	honorarium supplement for	Notes: In Pro	gress.		
	the Town's archivist.				

	Staff to respond to the letter	08-Mar-22	Mar. 2022	
	from the Garden Society	Notes: Completed		
	suggesting that the Garden			
46	Society collaborate with the			
	MBTCC on their proposal for			
	flower baskets and that they			
	can submit a grant request if			
	they wish to request financial			
	support for that project.			
	Staff to reach out to the	08-Mar-22	Mar. 2022	
47	recipients of last year's grants	Notes: Comp	leted	
	and remind them of the March			
	31, 2022 grant application			
	deadline to apply for funding			
	under the Grants to			
	Organizataions Policy.			
	Staff to thank Ms. Sandison for	08-Mar-22	Mar. 2022	
	the update on the work of the	Notes: Corres	spondence has been sent.	
	garden club and to work with			
48	the Garden Club with upgrades			
	on the Kay Gray Garden at the			
	eastern end of the church			
	parking lots on Edgewater			
	Street.			
	Refer the request from Saltbox	08-Mar-22	Mar. 2022	
	Brewing Co. for a permanent		equest has been forwarded and	
49	patio expansion to the		staff will present a report when	
	Planners and copy to		of the necessary information	
	correspondence to the	from the app	olicant.	
	members of the Planning			
	Defer the discussion of the	08-Mar-22	Apr. 2022 75%	
	former fire hall to a special	Notes: A spe	cial council meeting date has	
50	council meeting to be held	been set.		
	before the first Council			
	meeting in April.			

	Staff to produce a report on the	08-Mar-22	Jun., 2022	Not yet begun
51	Town's snow and ice control operations including	Notes:		
52	Staff to post on the Town's social media page a message of support for the people of Ukraine in this time of war.	08-Mar-22 Notes: Poste	Mar. 2022 d on March 9,	2022.
53	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.	08-Mar-22 Notes: In pro	Sep., 2022 gress.	50%
54	Refer the 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.	08-Mar-22 Notes: In pro	Jun., 2022 gress.	50%
56	Staff to initiate discussions with the Nova Scotia Liquour Commission concerning potential cyclist and pedestrian safety improvements to their property on Main Street.	08-Mar-22 Notes: In pro	Apr., 2022 gress.	50%

	Staff to forward the letter from	08-Mar-22	Apr., 2022		50%
57	Ms. Carrigan to RPS and the appropriate contacts within the Department of the Environment and request a response from the Department of Environment regarding the environmental concerns that have been raised, and advise Ms. Carrigan of the direction of Council.	Notes: In pro	gress.		
58	Staff to prepare a staff report and a draft amended Solid Waste By-law for the review of Council.	08-Mar-22 Notes: On the	Mar. 2022 e March 24, 20	22 agenda.	
59	The next agenda of the Policy & Strategy Committee include the Proclamation Policy, the Timing of Closed Sessions, and the Flag Policy.		Mar. 2022 da has been se	et.	*
60	Approve AREA staff to resume discussion with staff at the Department of Municipal Affairs to confirm the recoversy of muncipal assets and AREA staff time.	08-Mar-22 Notes: In pro	Apr., 2022 gress.		25%

Approve AREA staff to resume discussion with staff at the Department of Municipal Affairs in respect to the ICIP Funding for the community solar gardents to confirm the eligibility of additional assets and the recovery of AREA staff time spent on the projects.

O8-Mar-22 Apr., 2022

Notes: In progress.

Chief Administratve Officer's Report - Mar 24, 2022

	COVID-19	COVID-19 vaccination policy approved by
		Council December 14, 2021, took effect
1		February 28, 2022. All Town staff and MBDFD
·		members vaccinated status confirmed.
		Provincial state of emergency for COVID-19
		ended Mar 21, 2022.
		AIM Cohort 2.0 workshops now complete,
	Atlantic Infrastructure	staff working with AIM on Cohort 2.0 final
	Management (AIM) Network	deliverables, coordinating with AM
2	Asset Management Cohort	Committee. 2022 conference anticipated to
	Program	take place in PEI in September. Data
		collection on natural assets to begin in April.
		New MJSB Comptroller in place, hiring
	Municipal Jaint Comissa	process continues for new COO and IT
3	Municipal Joint Services	Director. Strategic planning process /
	Board (MJSB)	assessment of solid waste services currently
		under discussion.
		Shared Service Committee met March 2 and
4	Riverport Electric Shared	11, 2022. Currently defining process for new
-	Service Committee	agreement. Next meeting March 24.

5	Regional Emergency Measures Organization (REMO)	Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monhtly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established. Coordinator continues to review and improve REMO procedures in consultation with CAOs. Training opportunities for staff /Council (ICS 100-200) in April 2022. Standardized procedures for comfort stations and emergency shelters - which can be utilized for fire station - now being implemented. New REMO website launched (linked from Town website). REMO 2022-23 budget approved at Council's Feb 8th meeting.
6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. Power imports continue under annual agreement for 2022. BUTU applications for 2023 submitted. HOME (Heatpump Options Made Easy) program launched Oct 1, 2020; year-one evaluation underway now (staff anticipate a joint application to FCM to support evaluation and further program development). EV charger installations completed and online, with the exception of new Fire Station location (anticipated by end of March). AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council.

7	Lunenburg County Accessibility Advisory Committee	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. Lunenburg County Accessibility Plan approved by all five units. Province extended legislative deadline for the development and approval of Accessibility Plans to April 1, 2022; Lunenburg County units accomplished this ahead of time. New Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC in September. Operational Plan development proceeding with Lunenburg County Accessibility Coordinator; staff currently discussing options to cooperate with neighboring units. Funding for Operational Plan Included in 2021-22 operating budget.
8	Nova Scotia Federation of Municipalities (NSFM)	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's new AM mentoring program for municipal staff. Participated in occassional NSFM videoconference meetings. Anticipated to join AM Working Group panel/presentation at 2022 NSFM Spring conference.
9	New Long Term Care Facility	Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St Water/Wastewater upgrades project delayed until Spring.

Manager of Public Works & Transportation's Report - Mar 24, 2022

- 1. Ditching and culvert repair at Civic # 239 and 932 Main St.
- 2. Edgewater RRFB's and signage for Kedy's crossing 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.
- 3. All quotes for Anglican, Lutheran churches and Medical center crosswalks have been received. Town and Country will be attempting to install by the end of March.

 4. RRFB's and associated signage has been ordered for Pay to Pay trail crosswalk (Main
- ordered for Bay to Bay trail crosswalk (Main at Long Hill) and other trail crossing throughout the town.

1 Streets & Sidewalks

2	Other	1. Most of Old water treatment concrete walls have been repaired but still waiting on roofing replacement. Also waiting on caulking repairs on New water treatment plant. 2. All charging stations and associated signage has been installed. 3. Fire Station: Scope visits have been completed by Bell and Irving. Irving to have tanks installed and tested by no later than March 18/22. Still waiting on confirmation from Bell on install date.

Electric Utility Manager's Report - Mar 24, 2022

Weather presented challenges this month for line extension projects. Our Apprentice was on course for the month. .•Cut some trees near the sewer plant for the upcoming solar garden project.•Ran a new service to 16 school street •Removed old wires at 163 Clearway street after a storm •Cut trees on Wye street that were interfering with our lines .•Repaired a service at 437 Main Street •Install a pole and 2 new yard lights at the NSLC, this was after complaints from a neighbour, we removed the lights that they had an issue with.

1 Electric Utility

·We started repairing the post lights on Edgewater Street but are still waiting for parts to arrive. ·Carried out two electrical inspections ·Read 18 meters .·Finished setting poles Wye Street. Contracted Strum Engineering for a Load Analysis for the remaining 2 circuits. Contracted Strum to prepare a sketch to show a double-circuit tangent pole framing design which would allow the existing single-phase circuit to be attached at Pine Grove St.

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

Water Supply, Treatment & Distribution

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

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

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

Regular monitoring and maintenance activities continued. Permanent installation of PAA dosing line completed. Testing and Troubleshooting with CBCL continues. Annual Xylem inspection of lift station pumps completed. CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations. Removal of discontinued chlorine **Sewage Collection &** 2 equipment from WWTP control building Treatment 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 - Mar 24, 2022

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, and have had the baseline emission assessment accepted by the program.

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. Since Jan 1st, 2022 the chargers have been used for 49 minutes, providing 4.857 kWh of energy. Signage is now in place at the working chargers indicating that the spaces are for electric vehile charging only. "Warning" tickets will be given out to violaters for the first 3 months after the chargers are in place. The final charger will be installed after the site prep is completed at the new fire station. Preliminary survey work and site clearing has taken place at the site of the new Community Solar Garden. Panels for the

garden have arrived and are being stored

site. Staff are in ongoing communication

service corridor.

offsite. Council has approved a layout for the

with residents regarding the project and the

1 GHG Reduction

2	Climate Adaptation	Staff have connected with members of CanmetENERGY-Ottawa, Natural Resources Canada who expressed an interest in performing research related to GHG reduction, using Mahone Bay as a case study. Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. Geotechnical work completed this fall was successful, and further construction is expected to begin this spring.
3	Engagement & Stewardship	Outreach will begin soon on the Living Shoreline Project. Staff will coordinate with Coastal Action to update signage at the project site, and share updates on the Town's social media as well as the Mayor's Newsletter 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. The intern is expected to start in mid May.

Finance Manager's Report -

Waiting on new manager

Clerk & Deputy CAO's Report - March 24, 2022

1	Plan Review	Completing final staff reviews of revised draft documents to be shared to Engagement Steering Team for recommendation to Council.
2	By-law and Policy Development	Draft amendment to Public Participation in Planning Policy and Draft Video Surveillance Policy presented at March 8, 2022 Council meeting; both on the agenda for March 24th and Council's consideration. Draft amendment to Council Policy presented to March 24th Council meeting in consideration of end of State of Emergency. Draft Amended Solid Waste By-law presented to Council March 24th for consideration of first reading.

Final stages of Strategic Plan Review communications for public engagement - survey extended until March 15th and Hearing scheduled for March 24th at 6:30pm, immediately prior to regular Council meeting. Posters in town and pushing information out on facebook. Education campaign continues for Municipal Boundary Review; page developed on Town's website, ongoing references in Mayor's Newsletter, and survey poster, and mail-out prepared. Push on facebook increasing with shift from education to engagement (seeking input).

Communications and Public Engagement

Publication of recent jobs with the Town:
Office Clerk (successfully filled); Data
Technician position for Natural Assets and
Cemetery Mapping projects (deadline
extended); and Clean Leadership Internship
through Clean Foundation. Preparation for a
regular feature on solar garden for reliable
and consistent community information.
Ongoing public information regarding
Adopt a Hydrant, Dog tags/leashes/stoop &
scoop, winter parking, and no plastic in
compost. Ongoing information sharing
regarding new Climate and Environment
Committee.

		Ongoing support of mostings of Court ill and
5	Council Support	Ongoing support of meetings of Council and Committees of Council. Staff completing Heritage Registration for Town Hall property with Land Registry (Heritage Property Hearing held February 24th); Cemetery Committee working on the replacement of the fence at the Bayview Cemetery; Watershed Risk Assessment underway; information about change in dates for budget meetings.
6	Development of Internal Documents	Research and coordination for the redevelopment of a Human Resources Manual for the Town of Mahone Bay; development of new forms and processes for facility bookings and planning matters continues.
7	By-law Enforcement	Staff have recently re-opened a file in respect to livestock; staff have begun education/ticketing campaign regarding the EV Chargers. Work underway on revising internal Enforcement Procedures. Staff are pursuing active files.

8	Park Cemetery Mapping Project	Position posting published - deadline extended to March 18th. GIS work anticipated as soon as snow starts to subside and before foliage interferes with GIS equipment. Position funding included in project for Natural Asset Mapping, for which the Town has received provincial funding.
9	Capacity and Effectiveness Initiative	Key staff training for leave management system being brought online via existing payworks system. Target date for implementation April 1st; training for staff users of new process anticipated before fully operational.
10	Safety Program Implementation	Work continues on development of regulations for Safety Manual draft.
11	Projects	Meetings members of Executive and Advisory Board of new MBTCC regarding plans for upcoming year. Plans to "officially" launch new Events Guide with the provincial re-opening.

By-	law and Policy Review - Mach 2	24, 2022					
		Towart	Chaff to wassamely two and in what				
		Target	Staff to research tree policy/by-				
,	Troop	26-May-22	laws and recommendations				
1	Trees		received regarding Mahone				
			Bay specifically. In context of				
			Plan Review.				
2	Park By-law	Target	Staff to review Park By-law in				
	,	26-May-22	context of Plan Review.				
		Target	Draft policy to be presented to				
3	CAO Performance Review	Apr-28-22	Council's April 28, 2022 regular				
	Policy		meeting.				
		Target	Staff to review Employee				
	Employee Conduct Policy	TBD	Conduct Policy in relation to				
			violence in the workplace.				
4			· ·				
			Pending discussion at				
			Strategy & Policy Committee.				
		Target	Pending discussion at				
5	Council/CAO Relations Policy	TBD	Strategy & Policy Committee.				
		Target	Second stakeholder PIM held				
_	- * 6 *	28-Apr-22	with Fire Department				
6	Fire Services		members on February 10, 2022 -				
			follow up for feedback				
		Target	Drait presented to Council on				
7	Surveillance Camera Policy	30-Mar-22	March 8, 2022; will appear on				
		5 2 . 101 22	agenda March 24th for Council				
		Target	Pending discussion at				
		TBD	Strategy & Policy Committee.				
8	Council Policy		Draft Amendment in respect				
			to end of State of Emergency				
			to end of State of Emergency				

	Doon outfiel Workenlage Delieve	Target	Pending discussion at				
9	Respectful Workplace Policy	TBD	Strategy & Policy Committee.				
10	Face Deliev	Target	Not yet begun				
10	Fees Policy	TBD					
11	Penalties By-law	Target	Not yet begun				
l ''	Penalties by-law	TBD					
		Target	Pending discussion at				
12	Committee Policy	TBD	Strategy & Policy Committee.				
	REMO By-law	Target	Final reading passed on July 29				
13			2021. Currently awaiting				
		29-Jul-21	Ministerial Approval.				
		Plan Review Underway. Steering Team					
	Land-Use By-law and		aft LUB and MPS for any edits				
14	Municipal Planning Strategy	before the documents are shared with t					
	, 3	public for the	e next round of public				
	Solid Waste By-law	Target	Referred to staff March 8, 2022.				
15	Amendment	28-Apr-22	Draft on agenda for March 24,				
			2022 regular meeting.				
		Target	Draft presented to Council on				
16	Public Participation in	30-Mar-22	March 8, 2022; will appear on				
	Planning Policy		agenda March 24th for Council consideration.				
			consideration.				

Service Statistics - Mar 24, 2022

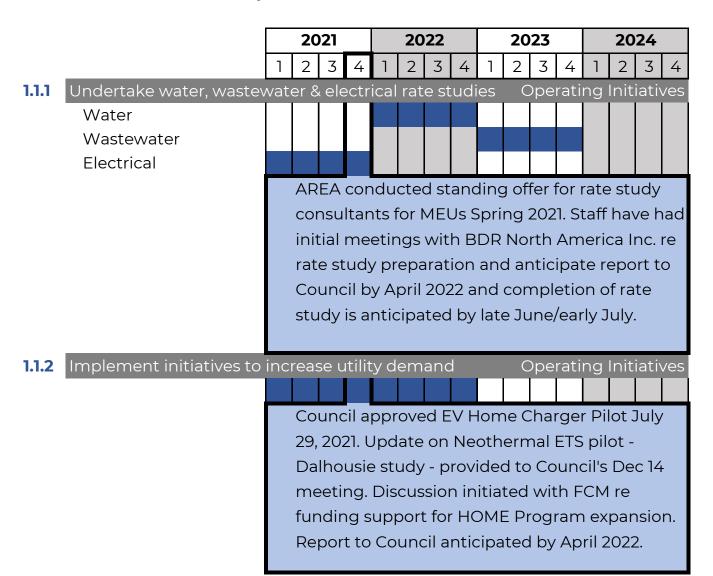
		Feb. 2022 Parking Tickets: 1								
1	By-law Enforcement	Notes: Dealing with issues of vehicles parke on streets and blocking winter road maintenance, regular patrols around town, open file on storage container, continued issue between neighbours regarding parking, ongoing collaboration with Development and Public Works regarding active files.								
2	Police Services (founded & SUI occurrences)	Q3 2021	149	CalendarYTD: 391						
	,	Notes:								
3	Mahone Bay & District Fire	Apr-Jun	11	-						
	Department	Notes: MVCs	:: ၢ; Fire Alarm	ns: 2; Mutual Aid:						
		Mar., 2022		Kinburn eed 34 km/h						
4	Traffic (Speed Signage)	Notes: New o		ewater and Main)						
		being formatted for reporting.								
F	Colid Mosto (Towns and)			YTD:						
5	Solid Waste (Tonnage)	Notes: Recyc	clables = ; Orga	anics = ;						
		Leads: 50	Installa	tions: 5						
		Notes: Ambassador engagement (Oct-Nov								
6	HOME Program	2020) and installations to resume in								
		Spring/Summer 2022.								
	I									

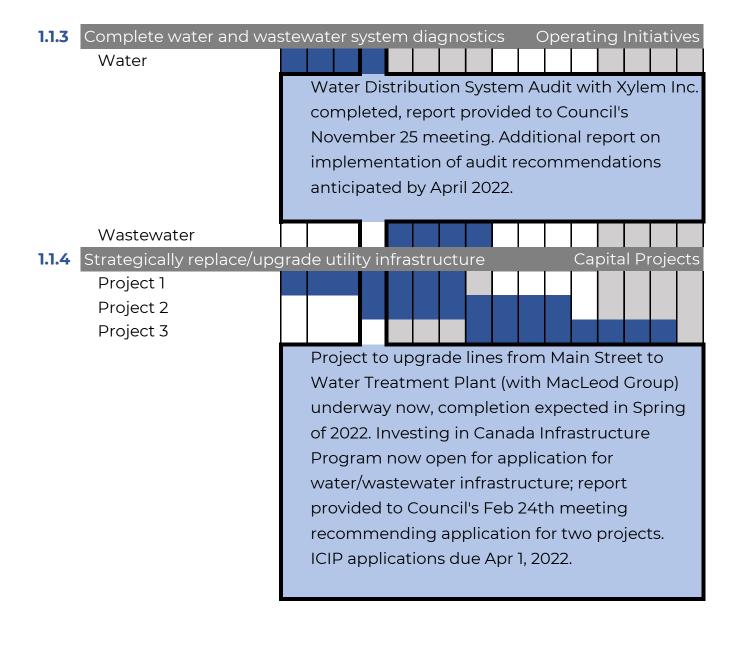
		Notos: \Mata	r audit rapart procepted to						
	Water Utility	Notes: Water audit report presented to Council's Nov 25, 2021 agenda,							
		recommendations report anticipated in April							
7									
		,	at new staff are onboard).						
			nis report will also be updated in						
		April.	2 464 012 kWh cold						
			2,464,012 kWh sold : 8,361,690 kWh sold						
8	Electrical Utility	-	· ·						
			2,560,357 kWh sold						
		1	8,200,888 kWh sold						
		28/2/2022	Residential: 356; Business:11;						
		31/1/2022	Email: 187; Text 244						
		31/1/2022	Residential: 336; Business:10;						
		31/12/2021	Email: 176; Text: 231						
		31/12/2021	Residential: 326; Business: 10 Email: 170; Text: 220						
		2021-11-30	Residential: 319; Business: 10;						
		2021-11-30	Email: 164;						
		31/10/2021	Residential: 310; Business: 10;						
		31,10,2021	Email: 158; Text: 213						
		30/9/2021	Residential: 308; Business: 10;						
		30/3/2021	Email: 156; Text: 208						
		31/08/2021	Residential: 297; Business: 10;						
		0.,00,202.	Email: 150; Text: 200						
		31/07/2021	Residential: 298; Business: 10;						
			Email: 151; Text: 201						
9	CodeRED Registrations	30/06/2021	Residential: 297; Business: 10;						
			Email: 151; Text: 200						
		31/05/2021	Residential: 294; Business: 10;						
			Email: 151; Text: 197						
		30/04/2021	Residential: 293; Business: 10;						
			Email: 152; Text: 197						
		31/03/2021	Residential: 294; Business: 10;						
			Email: 154; Text: 196						
		28/02/2021	Residential: 290; Business: 10;						
			Email: 153; Text: 192						

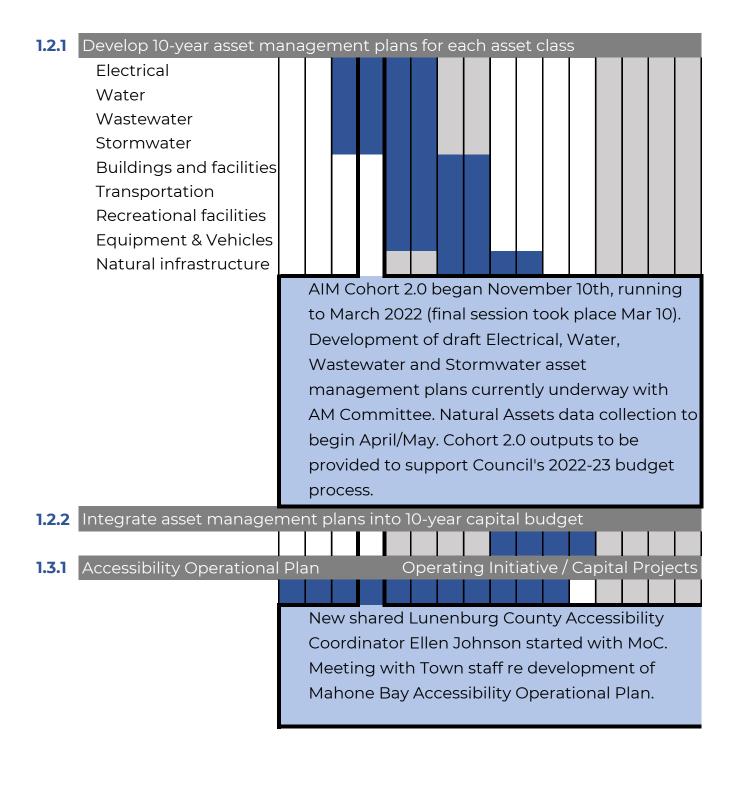
31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189
31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189
2020-03-31	Residential: 243; Business: 12;
	Email: 134; Text: 157

2021-25 Strategic Plan - Mar 24, 2022

Sustainable Municipal Services



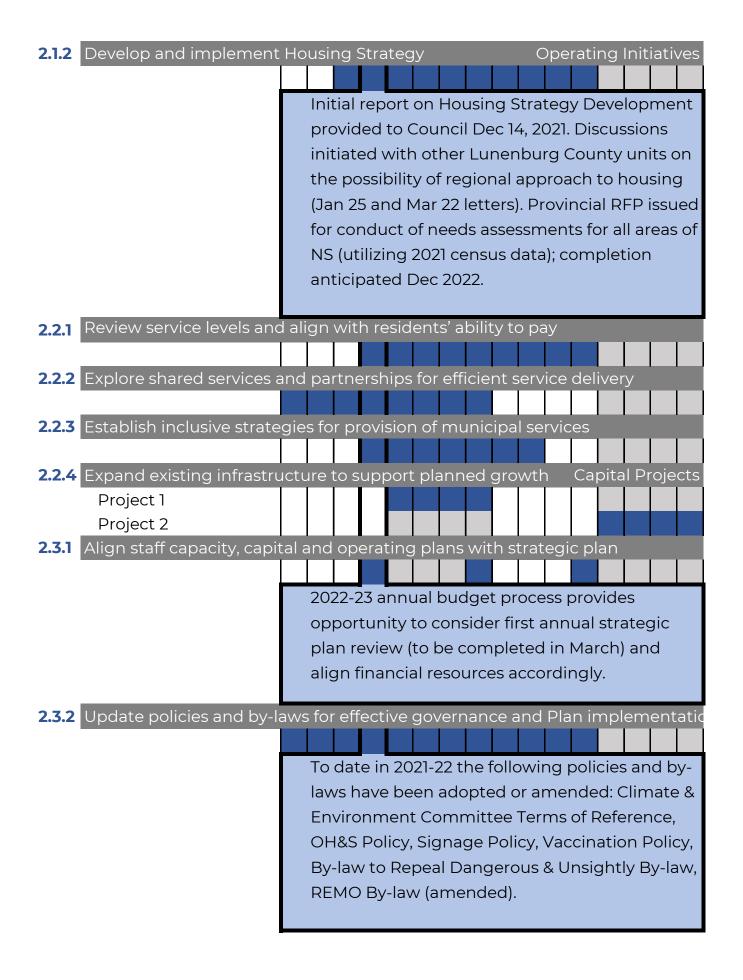


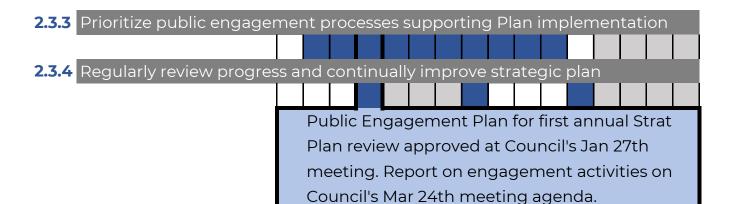


1.3.2 Improve transportation infrastructure to support healthy livingapital Projects Project 1 Project 2 Project 3 2021-22 project underway with Cherry Lane oneway configuration in Sept., grant applications submitted to Canada Community Revitalization Fund and Connect2 Program, and underway for Federal Active Transportation fund; Connect2 funding anticipated. Initial traffic calming improvements to Kinburn / Clairmont (speed humps) completed. Crossings at Anglican Church, Lutheran Church and Medical Clinic underway for substantial completion by March 31st (weather permitting). Kedy's and Main/Long Hill crossings underway for completion in April. Pleasant/Main 3-way stop configuration added to project Mar 8th; engineering design to begin shortly.

Equitable & Inclusive Growth

	2021		2022		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 I	Вау	MF	PS/L	UB	Pr	oce	SS				Оре	erat	ing	Ini	tiat	ive
		Со	unc	il h	as c	dela	yec	d ph	nase	e 2 _l	pub	olic				
		en	gag	jem	ent	pr	oce	SS V	vith	ı Up	olar	nd F	lan	nin	g +	
		De	sigı	ո; d	raft	MF	PS/L	_UB	do	cur	ner	nts (und	ler		
		de	velc	pm	nen [.]	t no	ow.	Eng	gag	em	ent	pro	oces	SS		
		ant	ticip	oate	ed t	o b	egii	n by	/ Ap	oril-	Ma	y 20)22.			





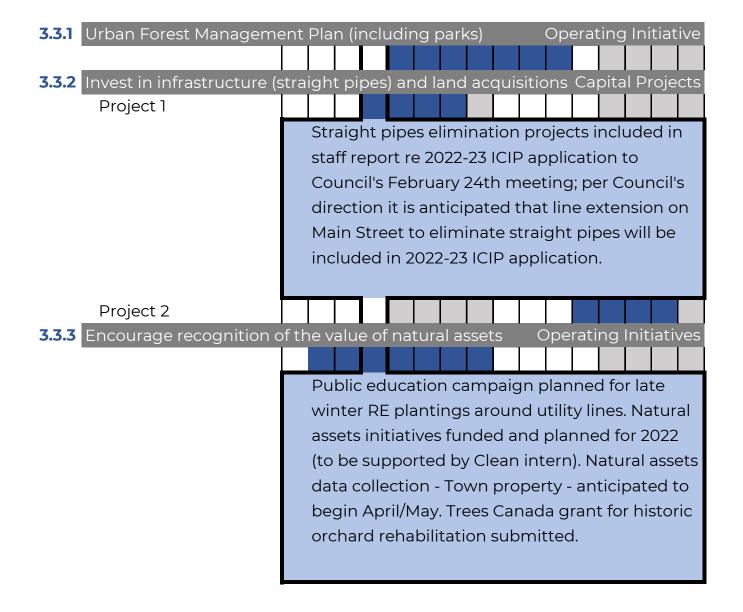
Environmental Leadership

r																
	2021			2022				2023				2024				
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.1.1 Community Greenhouse	Ga	s (C	CHC	i) Re	edu	ıctio	on A	\cti	on	Pla	фе	rati	ng	Initi	iati	ves
		Im	pler	nei	ntai	tior	of	Cor	nm	nun	ity (Gre	enh	ous	se C	Gas
		(GF	HG)	Red	duc	tion	n Ad	ctio	n p	lan	pro	cee	edir	ng a	рас	ce.
		•	•						•		•		าร 0		•	
							ima		•							
		Co	mm	nitte	e t	o re	evie	w t	he (GHO	G R	edu	ıctio	on A	\cti	on
													oun			
													ers (
			•										irst		2112	
																1
	report to be presented to Committee when															
		cor	nsit	ute	d.											
3.1.2 Expand home heating pr	ogı	ram	1								Ор	erat	ing	Ini	tiat	ive

Ongoing discussions concerning regional transit system; Mayor participated in panel at Citizens for Public Transit AGM, along with representatives of other LC municipal units.

3.2.1 Develop and implement policies / by-laws supporting adaptation measures

3.2.2 Invest in infrastructure (shoreline and stormwater managemeសង្pital Project



	2021-22 Budget	- Operating	Initiatives -	Mar 24	, 202	22			
F		Budget	YTD		_				
		\$12,000	\$5,214			75%			
			work Cohort Prog	gram 2.0 b	egan	Nov 10,			
		2021 (expected	to run Mar. 2022)	. Commur	nity W	Vorks			
1	2021 Asset	funding anticip	ated for natural a	asset data	colle	ction			
	Management Project	(funding can be	e expended until	Fall 2022);	; data				
		collection to be	gin April/May.						
		\$25,000	\$0			25%			
			eetings underwa	y with Mo	C/Lur	nenburg			
2	Accessibility Operational Plan	County Accessibility Coordinator (MoC).							
		Recommendation will be provided to Council's 2022-23							
		budget process	•						
	Dark Camatan	\$4,000	\$0			25%			
3	Park Cemetery	Notes: Commur	nity Works Progr	am fundir	ng no	W			
	Mapping Project	anticipated; dat	a collection to be	egin April/	'May.				
	MDC / 111D 11 1 1 1	\$31,000	\$3,726			50%			
4	MPS / LUB Update -	Notes: Currently	y underway with	Upland Pl	lannir	ng and			
	Year 2	Design.							
		\$30,000	\$0			25%			
		Notes: Outreach	n begun to other	Lunenbu	rg Co	unty			
		units concernin	g possible regior	nal approa	ich.				
	Housing Strategy	Confirmation fr	om Province tha	t they will	unde	ertake			
5	Development	regional needs	assessment for L	.unenburg	g Coui	nty			
	·	municipalities (using 2021 censu	ıs data), ar	nticipa	ated			
		complete by De	ec 2022.						

		\$60,000	\$20,335		75 %	
6		Notes: Water au	ıdit with Xylem Ir	nc. completed	d. Report	
	\\\	included on No	vember 25 Counc	cil Mtg. agenc	da. Staff	
	Water System		recommendatio			
	Diagnostics		ons report anticip	•	•	
		April 2022.			ich by	
		7 (PI II 2022.				
		\$5,000	\$0		25%	
	Electric Utility Rate	Notes: Initial me	eetings underway	y with BDR N	orth	
7	Study	America Inc. (se	lected via AREA's	s request for s	standing	
	Stady	offer process), re	eport to Council a	anticipated in	April.	
	_, , , ,	\$12,000	\$8,545		50%	
8	Electric Utility "Grow	Notes: EV home	charger pilot ap	proved July 2	9, 2021,	
	the Load" Initiatives	will be launched Q4 2021-22.				
		\$50,000	\$0		50%	
		Notes: Existing	transformers asse	essed for mul	ti-year	
		replacement plan to meet federal requirements. First				
	Electrical System	batch of replacement transformers aquired. RFP for				
9	Diagnostics	additional transformer replacements under				
		development. Report to Council re system diagnostics				
		anticipated in April.				
	2021-22 Budg	et - CapitaL	Projects - Ma			
	2021-22 Budg	et - Capitai i	Projects - Ma	ai 2 - 7, 2022	2	
		Town Ge	neral			
		Budget	YTD			
		\$200,000	\$289,962.00			
	Repair/Renovate	Notes: Work co	mnlatad: final rar	port on projec		
1	repair/removace				t	
1	Town Hall Facility		ıncil's Oct 28th m		t	

			\$120,000	\$1,059.00		50%
	2	Transportation Project 2021-22	Notes: Cherry Lane (one-way street) completed. Funding applications for other components submoduled / underway. Clairmont/Kinburn traffic calming (spourper) completed in December. Crossings at Keel Landing, Lutheran Church and Medical Clinic, alor with trail crossing at Long Hill Road and Main Street underway for substantial completion by March/Appleasant/Main intersection added by Council Mar 2022.			
r			\$4,000	\$0.00	Not Y	et Begun
	3 Security Cameras		Notes:			
		Install Novy Covyor	\$10,000	\$0.00	Not Y	et Begun
	Install New Sewer Services (as needed)		Notes: As required.			
		Replace Lift Station	\$12,000	\$0.00	Not Y	et Begun
	5	Pump (Small Pump)	Notes: Coordina	ated with lift station	n repaii	rs project.
			\$349,800	\$4,439.00	Not Y	et Begun
		Sea Level Rise/Storm	Notes: 2020-21 operating initiatve for development of			
	6	Protection		terials including 3[
		(Edgewater St.)	Coastal Action p	oilot - completed (p	oroject	website live).
		Durchaco EV/for	\$30,000	\$0.00	Not Y	et Begun
	7	Purchase EV for Demonstration	Notes: Report on Council's Mar 24th meeting agenda.			

		\$5,805,686	\$1,250,000.00		25%	
			ling contribution a	greemer	nt signed,	
			n site Spring 2022.	_		
	Solar Garden		ce November 4th, 2			
8	Development		ifax beginning in J		·	
	Beverapririent		on Council's Janua	_	·	
		agenda.		ary 27 cm	110001119	
		ageriaa.				
		\$50,000	\$0.00		50%	
			anticipated under	Provincia	al	
		Beautification a	nd Streetscaping _I	orogram.	Request for	
		Tender closed N	lov 17th, awarded t	o Cytizer	1	
	Fix/Repair Bayview	Developments.	Completion expec	ted by Ap	oril 2022	
9	Cemetery Fence	(BSP funding extension granted). Discussion of				
	Cernetery Ferice	potential additional project components - eligible for				
		BSP funding - begun at March Cemetary Committee				
		meeting.				
		\$6,000	¢0.607.00			
	Renovate Comfort		\$8,687.00	ngulation	completed	
10	Station for Year	Notes: Installation of heaters and insulation completed. Comfort Stations approved to operate until Christmas				
10	Round Use	break this year. Report anticipated to Council in April				
	Round Ose	2022.	report articipated	i to court	Спптдрп	
		\$10,000	\$0.00	Not Yet	Beaun	
11	Drill Well at VIC (as		<u> </u>			
	needed)	Notes: As required.				
		\$40,000	\$0.00		25%	
12	Lift Station Penairs		\$0.00 vork under develor	oment wi		
12	Lift Station Repairs	Notes: RFP for v	<u> </u>	oment wi		
12	Lift Station Repairs	Notes: RFP for v Ltd., to be issue	vork under develor d in April of 2022.	oment wi		
		Notes: RFP for v Ltd., to be issue \$10,000	vork under develor d in April of 2022. \$9,354.00		th CBCL	
12	Lift Station Repairs Speed Signs	Notes: RFP for v Ltd., to be issue \$10,000	vork under develor d in April of 2022.		th CBCL	

		\$32,000	\$4,985.00		75%
			in final stages of	completion	
			:he recommenda	_	
14	PAA Pilot Project		fication of chemic		
			emaining PCAP f		nded to
		2022/23).	J	3,	
		\$12,000	\$180.00		75%
			e butt recyclers ha	eve been ins	
15	Waste Receptacles	_	eptacles / bag disp		
		installed.	, ,		
		\$20,000	\$0.00	Not Yet B	egun
			lub beautification		
	Aquatic Garden	entrance comp	lete; new signage	design pen	ding.
16	Entrance	Additional acces	ss considerations	pending acc	cessibility
		standards / Con	nmunity ACCESS	-Ability Func	ling
		Application.			
		\$5,000	\$3,129.00		*
	Wharf Repairs (as needed)	, ,	Repairs & Wheel	Guard insta	lled.
17		Engineering ass	sessment comple	ted on North	n wall in
		December and condition monitoring underway.			
		\$20,000	\$0.00	Not Yet B	egun
		Notes: Staff hav	e prepared and s	ubmitted tw	o of three
18	Bandstand - Phase 3	planned fundin	g applications. If 1	funding is ob	otained
		work could beg	in Spring 2022 fo	r 2022 seasoı	n.
	Tarres Hall Erresialsin se	\$15,000	\$12,335.00		*
10	Town Hall Furnishings	Notes: Furnishings, furniture and equipment installed.			
19	- Furniture &				
	Equipment				
		\$50,000	\$5,214.00		25%
				. 11	
	Home Heating	Notes: Dalhousi	e modelling repo	rt on applica	ability of
20	Home Heating Program - Town		e modelling repo ting project comp	• •	-
20		ETS / water hea	•	oleted. Staff	are

_						
	Line Replacement -	\$448,350	\$0.00	Not Yet Begun		
21	Fairmont to Civic 794	Notes: Waiting on ICIP Funding, application to be				
	Main	submitted by A				
	Line Replacement -	\$1,355,725	\$0.00	Not Yet Begun		
22	Cherry Lane to Long	Notes: Waiting	on ICIP Funding, a	pplication to be		
	Hill Rd.	submitted by A	pr 1, 2022.			
	Line Replacement -	\$163,705	\$0.00	Not Yet Begun		
23	Main St. West - Civic 5	Notes: Waiting	on ICIP Funding, a	pplication to be		
23	to Civic 147	submitted by A	pr 1, 2022.			
	Line Depleasement	\$782,145	\$0.00	Not Yet Begun		
24	Line Replacement -	Notes: Waiting	on ICIP Funding, a	pplication to be		
	Long Hill Rd. to WTP	submitted by Apr 1, 2022.				
	Line Extension - Main	\$132,965	\$0.00	Not Yet Begun		
25	St. East - Civic 932 to Civic 994	Notes: Waiting on ICIP Funding, application to be				
		submitted by A	pr 1, 2022.			
	Replace Culverts on Longhill Rd.	\$10,638	\$9,589.00			
26		Notes: All culverts and ends installed. Laneway asphalt				
	Lorigriii Ku.	being installed	late November.			
		Fire Serv	vices			
		\$3,052,000	\$1,778,675.00	75%		
		Notes: Construction of Phase 1 is well underway. The				
1	Build New Fire Station		se 2 pushed back t			
		marginally for an expected completion date of mid-				
		April 2022.				
	New Digital Radio's	\$12,500	\$0.00			
2	and Pagers	Notes: Radios purchased and received.				
		фспп 000	40.00	N. I. V. I. D		
		\$675,000	\$0.00	Not Yet Begun		
3	Replace Pumper		_	OFD on preparing a		
	Truck	Tender document for procurement of a new Pumper				
		Truck.				

		\$2,700	\$0.00			
4	iPads for Fire Vehicles		<u> </u>	aived		
	ii dds for r iic veriicies	Notes. IF das pa	renased and rece	iived.		
		\$15,600	\$15,883.00		*	
5	New Bunker Gear	Notes: New boo	ts and gear ordei	red and red	eived.	
	BA Face Masks with	\$5,000	\$2,828.00			
6	Glasses	Notes: Masks ar	nd glasses ordere	d and recei	ved.	
		Water U	tility			
	Compostion of Nove	\$5,000	\$0.00	Not Yet	Begun	
1	Connection of New Water Services	Notes: As requir	red.			
	Doplace Hydrapts as	\$5,000	\$0.00	Not Yet	Begun	
2	Replace Hydrants as Needed	Notes: As requir	red.			
_	Install Water Meters	\$3,000	\$0.00	Not Yet	Begun	
3	as Required	Notes: As required.				
	Install Corrosion	\$10,000	\$0.00	Not Yet	Begun	
4	Coating in Chemical Room	Notes:				
		\$13,000	\$9,014.29		50%	
5	Deadend Flushings - System Extremities	Notes: EQ receiv	ved, will be install	ed in Sprin	g 2022.	
	Install Security	\$4,000	\$0.00	Not Yet	Begun	
6	Cameras	Notes:				
	la stall I aval Cantual	\$2,500	\$0.00	Not Yet	Begun	
7	Install Level Control Valves	Notes:				
	Flow Meter at Water	\$3,000	\$716.13		50%	
8	Treatment Plant	Notes: In Progre	ess.			

		\$5,000	\$0.00	Not Yet I	Begun	
9	Rebuild Pump #1	Notes:				
		*	40.00			
	Repair Roof on Old	\$4,500	\$0.00		75%	
10	Water Pump House	Notes: In Progre				
	<u> </u>	·	·	_		
	Exterior Walls at	\$15,000	\$0.00		75%	
11	Water Treatment	Notes: In Progre	ess.			
	Plant					
	Replace Compressor	\$20,000	\$0.00		75%	
12	at Water Treatment	Notes: Council a	amended budget f	or purcha	se of two	
'-	Plant	·	ompressors purch	ased, to be	9	
	T Idiric	delivered/instal	led soon.			
	Line Replacement -	\$448,350	\$1,223.00	Not Yet I	Begun	
13	Fairmont to Civic 794	Notes: Waiting on ICIP Funding, application to be				
	Main	submitted by Apr 1, 2022.				
	Line Replacement -	\$1,355,725	\$3,105.12	Not Yet I		
14	Cherry Lane to Long	Notes: Waiting on ICIP Funding, application to be				
	Hill Rd.	submitted by Apr 1, 2022.				
	Line Replacement -	\$163,705 \$2,424.00 Not Yet Begun				
15	Main St. West - Civic 5	Notes: Waiting	pplication	to be		
	to Civic 147	submitted by A				
	Line Replacement -	\$782,145	\$1,604.44	Not Yet I		
16	Long Hill to Water	Notes: Waiting on ICIP Funding, application to be				
	Treatment Plant	submitted by Apr 1, 2022.				
	Line Extension - Main	\$132,965	\$1,441.00	Not Yet I	Begun	
17	St. East - Civic 932 to	Notes: Waiting on ICIP Funding, application to be				
	Civic 994	submitted by A	pr 1, 2022.			
	Service Extensions -	\$100,000	\$0.00	Not Yet I		
18	Fairmont St.	Notes: Staff rep	orts to be presente	ed to Cour	ncil.	

		Electric U	Itility			
	Pole / Line	\$25,000	\$1,380.00	75%		
1	l Replacement as	Notes: As required.				
	Required					
	New Lines from	\$60,000	\$59,375.35			
2	2 Longhill to	Notes: Work co	mpleted in Novem	ber with		
	Blockhouse	Himmelman Ut	ility Consulting.			
	Pad Mount	\$100,000	\$0.00			
3	Transformers	Notes: Completed				
	Transionners					
	Replacement of	\$20,000	\$0.00	25%		
4	4 Edgewater Street	Notes: Funding application submitted. Missing lamp at				
	Lamps	Lutheran crossi	ng to be replaced	for crosswalk		
	_ New Digital Meters	\$11,000	\$0.00	Not Yet Begun		
5	(As Needed)	Notes: As required.				
	(As Needed)					
	Home Heating	\$50,000	\$0.00	Not Yet Begun		
e	6 Program (Utility	Notes: See note above (Town Portion).				
	Portion)					
	. 5.61511)	¢75,000	¢0.00	Mar War Barra		
	_ New Transformers (As	\$35,000	\$0.00	Not Yet Begun		
7	7 Needed)	Notes: As required.				



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 the 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 Amendement

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

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: <u>February 28, 2019</u>						
 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 and 206 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] <u>March 8, 2022</u>					
Date of Passage of Policy					
Town Clerk Date					



Town of Mahone Bay

Staff Report RE: Video Surveillance Policy March 8, 2022

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 27th 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

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, the n 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					
Town Clerk	Date				



Town of Mahone Bay

Staff Report RE: 2021-22 Write Offs March 24th, 2022

General Overview:

This staff report is to provide Council with a recommendation relating to the annual write-off of uncollectable accounts.

Background:

At year-end the outstanding accounts of the Town are reviewed by staff to determine chance of collection. Outstanding amounts with low chance of collection are sent to the Province. If the Province is successful in collecting payment, the Town will receive a portion of the funds received. However, as the chance of collection is low, the Town's auditors require that these amounts be written-off as not to overstate receivables at year end.

Analysis:

Staff have prepared the attached write-off list for Council review.

Financial Analysis:

Uncollectable accounts recommended for write-off in 2021-22 total \$2,118.49 (\$1,701.87 from the Electric Utility and \$416.62 from the Water Utility).

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council write-off accounts in the amount of \$2,118.49 (\$1,701.87 from the Electric Utility and \$416.62 from the Water Utility) as presented.

Attached for Council Review:

- 2021-22 Write-Offs List

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO



Report of the Clerk 2021-2025 Strategic Plan Annual Review March 24, 2022

Report of the Clerk to Council

A Public Hearing was held on March 24, 2022 to receive verbal and written submissions regarding the 2022 annual review of the Town of Mahone Bay 2021-2025 Strategic Plan.

Six members of the public were in attendance via the Town's YouTube Channel; No members of the public presented comments to the Hearing; Six submissions were received prior to the hearing; and No submissions were received at the hearing

The hearing adjourned at 6:49 p.m.

Respectfully submitted,

Maureen Hughes Town Clerk & Deputy CAO



Town of Mahone Bay

Staff Report RE: Strategic Plan Review Public Engagement Plan March 24, 2022

General Overview:

This report is to provide Council with a final report on the results of the Public Engagement in respect to the 2022 Strategic Plan Review.

Background:

At the January 27, 2022 regular Council meeting, the Strategic Plan Review Public Engagement Plan was approved, with the following motion:

THAT Council 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.

Analysis:

Information Required to Participate

Information was shared on the Town's website with the development of a specific page for the Public Engagement Process. The Strategic Plan, the Progress Report and the Survey link were included on this page and all public communication directed the public to this page for information.



A graphic was created to increase recognition of this ongoing engagement process and was used in the Mayor's Newsletter, posted notices, facebook, the webpage, and the notices section on the Town's website.

Information on the project was posted on the Notice Board on the Town website, featured in both the February and March editions of the Mayor's

Newsletter with a dedicated column in each explaining the process and how to participate, in posters at the Post Office and Town Hall, in a message sent via CodeRED to those who registered for the *Community Notices from the Town* and

Messages from Council message boards, and once a week on the Town's Facebook page.

<u>Public Hearing</u>

A Public Hearing was set for March 24th at 6:30pm and included in the poster on the Strategic Plan Review Public Engagement Process, facebook, the noticeboard on the Town website, the notice shared via CodeRED, and in the March edition of the Mayor's newsletter. A special hearing notice was also run in the local paper for two consecutive weeks.

Online Survey

A four-question online survey was developed and the information was shared via the February and March editions of the Mayor's newsletter, the Town's facebook page, the Notice Board on the Town's website, the special Strategic Plan webpage on the Town website, the poster at Town Hall and the Post Office, and the message shared via CodeRED.

The survey was originally designed to close on March 1st but was extended to March 15th as only six respondents had participated by the end of February. When the survey was closed on March 15th 12 responses were collected from respondents with verified connections – business or residency - to the Town of Mahone Bay.

Trends in responses indicated that the parts of the Strategic Plan that respondents were most in agreement with were in respect to environmental leadership and addressing aging infrastructure; those aspects with which respondents showed most concern was the lack of specific coastal protection actions and the goals for development and population increase. Respondents were satisfied with the progress on the Strategic Plan for the most part but that was not a universal opinion. The complete listing of responses, organized by question, is attached to this report as Appendix B.

Written Engagement

Written submissions were welcomed via all of the above noted engagement tools. No written comments had been received by the end of day on the deadline for Council documents (March 17, 2022).

Engagement by Representation

An email was sent to all public members of Town Committees to advise of the process and welcome their comments.

Financial Analysis:

The original public engagement plan presented to Council estimated 20 hours of staff time; this was a good estimate of the time required. Neglected from the original plan submitted to Council was the \$400 cost of running the Public Hearing ads in the local newspaper.

Links to Strategic Plan:

2.3 Governance to Meet Expectations of our Growing Community.

Prioritize public engagement processes supporting strategic plan implementation.

Recommendation:

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

THAT Council accept this report for information.

Respectfully submitted,

Maureen Hughes

Town Clerk and Deputy CAO

Attached: Appendix A - Public Engagement Plan

Appendix B – Survey Reponses



Town of Mahone Bay Strategic Plan Review Public Engagement Plan

Presented to Council: January 27, 2022

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

o Meaningful;

o Informed;

o Timely;

- Accessible;
- Transparent;
- Appropriately scaled;

NATURE OF ENGAGEMENT

Matter for which public engagement is being sought:

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

How input will be used:

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

Identified stakeholders:

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

Impact of the matter on stakeholders:

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

• Timeline for engagement / decision:

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

- What information is required to participate and where is it available: Information will be shared via the Town website, facebook, the Mayor's Newsletter, posters in Town, and the *Community Notices from the Town*, and *Messages from Town Council* message boards on the Town's mass notification system (CodeRED).
- Particular circumstances (including states of emergency and public health directives):

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

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

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

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

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

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

Notes: ___Amended by Council to include an online survey__

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

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

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

Notes: _Notices will be forwarded to public members of Town committees
Providing information through the media, websites, social media, and other channels;
Notes: _Information on the Strategic Plan, and the ways in
which to participate in the public engagement will be shared
via the Town's website and facebook, and the Town's mass
notification system (CodeRED); a notice of the public session
will be run in the local paper

Other:			
Notes:			

REQUIRED RESOURCES

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

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

• Required resources and costs:

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

<u>Strategic Plan Review Survey - Responses</u>

Do the priorities listed in the Strategic Plan align with your priorities for Mahone Bay? Why or why not?

- No ...top priority is fixing infrastructure issues regarding water/wastewater on Main St.
- 2. Priorities listed are fine but leave out public transit which climate change will make an increasing necessity.
- 3. Yes
- 4. Yes
- 5. Thank you for the opportunity to comment. I agree with all 3 priorities. Affordable housing is critical given that long term rental units in town are limited and rent can be restrictive for long time residents looking to downsize and stay in town. Shifting to more sustainable and 'green' resources is also important in the face of climate change, extreme weather patterns, the towns proximity to the shore line and increasing costs to energy. Environmental leadership has become increasingly important and it is great to see Mahone Bay incorporating this as a priority
- 6. Yes for the most part. As parents of 2 young kids its great to see our town do what they can to help the environment.
- 7. For the most part the strategies are worth pursuing to make the Town accessible, affordable, green, etc., but not enough emphasis is put on coastal protection.
- 8. The priorities look good
- 9. Yes
- 10. Yes they do
- 11. Yes. Mostly. As always, some people seem to believe that growth is always a good thing. I agree that we need the tax dollars to deliver services and maintain infrastructure but any growth must be

- undertaken with great thought and careful planning so as not to destroy or change the things about the town that are already an asset. Any new housing, whether affordable or otherwise needs to consider the current size (width) of the streets and what effect increased traffic will have on different neighbourhoods. Also, speeding is a problem on many town streets, not just Kinburn/Clairmont.
- 12. No, the attraction of Mahone Bay, as evidenced in other surveys, its small town feel. We do not need or want moves to increase density in the central core or somehow manipulate the numbers of those welcome to live here I.e. 10% increase in diversity (how could that be possibly managed? You can come, you can't). Equally, aspirations to develop affordable housing are not supported by any proposals to extend the servicing of the towns unserviced lands. Of course these are lands which at least are more affordable and might be able to support lower cost housing. That said the Town by itself cannot produce affordable housing, as defined, without substantial financial support from senior levels of government. Also not servicing available lands directly impacts the density level that such land can support I.e. the opposite of the plans objective. In the area of built heritage there is one short reference to heritage. This is odd because Mahone Bay's economic future is largely tied to tourism - stores restaurants etc. This is significantly supported by the historic appearance of the town, but only receives lip service in the plan. Both Lunenburg and Wolfville have protected historic areas. Mahone Bay needs one before more of our heritage is lost. As to more "mechanical" needs, a number of important areas are listed. However, there is only token movement on waterfront storm/flood protection (plan developed 5 years ago). Without this protection much of Mahone Bay is highly vulnerable and rebuilding costs would be huge. Neither is there progress on gaining control of

mooring in the harbour another main feature of the town that would benefit both residents and visitors. Blame for lack of movement on the above issues is usually directed at other levels of government. If this is where the problems lie then more forthright town demands are needed and action taken.

What part of the Strategic Plan do you agree with?

- 1. All but not in the order listed
- 2. See response to previous question
- 3. I agree with most of plan, time lines seem aggressive in respect to staffing and cost
- 4. Mahone Bay electrical plan and environmental plan
- 5. In no particular order, I strongly agree with 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3
- 6. Lagree with it
- 7. None of it is disagreeable so all of the stated proposals I agree with to varying degrees
- 8. I like the idea of being able to call Council to account for the progress/lack of progress on the items show in Table 1 Sustainable Municipal Services ahead of the next municipal election
- 9. It appears repairing a broken infrastructure ie Is possibly going to be done. This is imperative before other initiatives such as adding housing etc.
- 10. Everything looks reasonable.
- 11. Recognizing our natural assets and maintaining them and improving and sustaining them.
- 12. Environmental improvements are a responsible direction in world terms and to some degree in managing costs. However, they are secondary to actual management of the town's future as a place to live, as discussed above.

Is there anything that you feel is missing in the Strategic Plan or something that you would like to see change?

- 1. I feel that although the strategic plan addresses some very important issues, the order of priority has not been met.
- 2. Public transit
- 3. a Human resources plan. Who does what

- 4. No
- 5. It is unclear how the four Key Measurable Results address areas of the key priority Environmental Leadership. Stewardship of the Natural Environment, which includes deliverables related to the towns urban forest, would benefit by having a separate measurable result, particularly in light of the towns plan for land acquisitions, developing an urban forestry plan, and increased affordable housing (which will require more significant construction and disturbance to land).
- 6. I would not like to see anything change for say. I am however concerned about the the way we add low income housing and growing the populaton. Large apartment buildings are the only way you can add low income familys to mahone bay the prices of propertys in this town aren't affordable. I feel as someone whos going to be severly affected by a Large apartment. We need better protection in our bylaws.i would like to see apartments fit the scale neighborhood and if they are going to be large buildings they should be set back from the street and not be built so that they invade peoples privacy or devalue there neighbors property.
- 7. Section 3.2 (Adapt Community Infrastructure to Climate Change) does not address the immediate threat of storm wave and surge damage to harbour infrastructure, public and private facilities and harbour assets (recreational and commercial). Future projects to enhance this important Town asset are also threatened; marina expansion, Living Shoreline Project, three churches preservation, etc.
- 8. I'd like to see the projects shown in 1.1.4 and 1.3.2 of Table 1 defined. What are they? For instance, Project 1 in 1.1.4 should be approaching 70% completion. What is it? How's it going? On budget? On time? Did Project 2 in 1.1.4 kick off in Q4/21 as shown? Did Project 1 in 1.3.2 finish on time and on budget at the end of Q3/21? Has it done what it was intended to do?
- 9. Again, top priority is to repair waste water, and pipes before allowing more building.
- 10. There's one section I'm not sure about. 1.3.2. says "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." Does that mean there will be safer pedestrian crossing in those areas? Because right now it's definitely a problem if you live on Cherry Lane and want to get across Main Street safely, and if you want to follow the trail across the road at that sharp corner at the end of Main Street, where there is very poor visibility for pedestrians and cars

- going around the bend. Oh, on other thing is I expected to see more information about the waterfront naturalization project.
- 11. personally I hate bullshit. Calling a Solar generating station or plant a "Solar Garden" is bullshit. Call it what it is and stop trying to make it sound all hearts and flowers like in grade 2. I think people deserve honesty.
- 12. Yes, see first comments. The plan should focus on maintaining the existing character of Mahone Bay. Don't focus on growing it. Don't focus on diversity. We don't have a problem and don't want create one through the imposition of residency criteria. Otherwise protect our built heritage. Actively encourage volunteers the town does not function without them.

How do you feel about the progress that has been made on the Strategic Plan in the first eight months?

- 1. I don't believe that they have
- 2. Hard to judge
- 3. All things considered (Covid) very well
- 4. Fine
- 5. What has been reported looks like very good progress to date.
- 6. I feel good about it as long as you are doing it within your budget and not handicapping yourselves so that you are spending money based on future expectations of growth.
- 7. Progress is hard to judge but since it appears to be going forward, that is positive.
- 8. How can I answer this given my input in Question 3. above?
- 9. Out of 10.. I'd give a five It seems that on some issues, things are a bit slow.
- 10. Looks pretty good to me!
- 11. The "devastation" of the trees on Pine Grove street was appalling. The only notice we had was a note in the mayor's newsletter. The contractor said he came around and personally spoke with all the land holders affected. This is a boldfaced lie. 5 of our neighbours all stated the same thing. No one came by to explain things. Then, the contractor starting cutting which obviously drew the residents on the street out to see what was going on. The contractor then said he was there to "trim" the trees in preparation for the Solar generating station. He clearly said he was not going to just top the trees. He then proceeded to top the trees. By then enough of our neighbours were on the street and the cutting was interupted. A representative of the town and the Mahone Bay/riverport electrical utility appeared and again misrepresented what

was happening. Several of our trees were savaged terribly so we asked them to just cut them down. We were then told that it was not in the contract. The town's representative, (Johnathon Uhlman?) (I don't know him but I believe he took over when Derek Mackenzie retired) said they would return and do that later. We are still waiting. Additionally, there is a pile of brush from the trimming that still sits beside the road where it was cut 8 months or so ago. Also, stormwater drainage needs to be examined. There are properties that accumulate stormwater now due to development that did not take this into consideration when the development was happening. Do we need to wait for a child to drown before action is taken? The "calming" of traffic on Kinburn/clairmont street was undertaken in the cheapest and quickest way to quiet complaining residents. I'm sure the speed humps work but a multi step plan that won't affect the town's fire trucks from quickly responding to a call would be much more desirable. Reducing the speed limit throughout the town would be helpful. Understanding that the speeders would just ignore that anyway, the police might then be able to charge them (when caught) with stunting as the lower speed will increase the amount by which they're exceeding the speed. The lower speed limit would also increase pedestrian traffic safety everywhere. Was photo-radar looked into? Are the police actually making speed traps in the town? Fauxburg road is terrible for speeding drivers. Many are not residents of the town, they are just flying down Fauxburg road to get to main street or Pleasant street and then out to the 103. Particularly in the summer, motorcycles fly up and down the road and we just sit and listen, waiting to hear the crash when a deer walks out in front of one of these guys. Finally, a nuisance noise bylaw is badly needed. We have a neighbour who constantly starts his chainsaw or woodsplitter each evening throughout the summer and fall at 5:30pm just as the neighbourhood is trying to sit down and relax in our backyards and on our decks. this usually continues for 2 or 3 hours. I tried speaking to him about but was told to "F*** off". Understanding that work does happen and have to happen sometimes beyond the workday hours a noise bylaw should be in place to stop the constant offenders who habitually assault us audibly with their selfishness and disregard for anyone else. If this is the way progress is going to happen then I give it a failing mark.

12. Not encouraged



Town of Mahone Bay Staff Report Re: Town Owned Electric Vehicle March 24th, 2021

General Overview:

The purpose of this report is to provide Council with guidance relating to purchasing an electric vehicle for Town use.

Background:

On March 25th, 2021 the Town Council approved the adoption of a Greenhouse Gas Reduction Action Plan, which can be viewed on the Town's website. Action #7 of the GHG Reduction Action Plan recommends that the Town encourages vehicle electrification. This Action also directed staff to explore options for obtaining an electric vehicle for municipal operations, to reduce the Town's corporate emissions and serve as an example to community members.

Analysis:

Financial Analysis:

The 2021-22 annual budget allocates \$30,000 for the purchase of a municipal electric vehicle. This purchase was originally planned for 2020-21 but was delayed due to the onset of COVID-19.

Pricing for electric vehicles varies, with new vehicles starting around \$30,000. There are both Provincial and Federal rebates available for electric vehicle purchases. The maximum rebate available from Nova Scotia for the purchase of a new electric vehicle is \$3,000. As of July 5th, 2021, these rebates will be applied instantly at participating electric vehicle dealerships. The federal rebate for an electric vehicle with a base price of under \$45,000 is \$5,000 and is also applied at the dealership at the time of the purchase. Reduced provincial incentives are also available for used electric vehicles (up to \$2,000), but federal incentives are restricted to new vehicles at this time.

There are multiple electric vehicle options with a base price under \$45,000. Examples of electric vehicle options in this price range include:

1. **Nissan Leaf:** 100% electric vehicle with two battery options. A base model with a 40kWh battery has a range of 240km and starts at \$37,498. The alternative battery option is a 62Kwh battery will increase the range to 363km, with a base price of \$40,698.

- 2. **Chevrolet Bolt:** 100% electric vehicle with a range of 417km and a base price of \$38,198.
- 3. **Kia Nero:** 100% electric vehicle with a range of 385km and a base price of 44,995.

The cost of charging an electric vehicle varies by electricity rates, the make and model of the vehicle, and the type of charger being used. Research shows that charging an electric vehicle is significantly less expensive then purchasing gas. The CAA Driving Cost Calculator allows you to compare the expected fuel costs of different vehicles in Nova Scotia. This tool indicates that travelling 20,000 km in a Nissan Leaf will cost approximately \$638.74, where driving 20,000 km in a Nissan Kicks will cost approximately \$2,233.32 in gas. This tool is consistent with information from Nova Scotia Power, which indicates that driving an electric vehicle will save you up to \$2,000 a year in fuel costs.

Inventory and Supply

Purchasing an electric vehicle at this time may result in a delay due to supply shortages. An <u>article</u> by Global News in Jan. 2022 indicates that customers may need to wait 6 months – 1 year for their electric vehicle, while All EV Canada Inc. is advising that purchasing a new electric vehicle can mean a wait of up to 18 months. Transport Canada also indicates that electric vehicle inventory is low, noting in a 2021 study (Zero Emission Vehicle Availability Estimating Inventories in Canada: 2020/2021 Update) that while inventory of electric vehicles is increasing, the majority of car dealerships in Canada have no inventory of electric vehicles.

Climate Analysis:

Purchasing an electric vehicle for municipal use aligns with Action #7 of the Greenhouse Gas Reduction Action Plan. Transportation is the second highest source of emissions in Mahone Bay. A dedicated electric vehicle for municipal use would allow Town Staff and Council to reduce the environmental impact of work-related travel and become community leaders in transitioning away from fossil fuels. Using an electric vehicle in Mahone Bay would take advantage of our green energy, which is already 84% non-emitting. This means that charging up here results in even fewer emissions then it would throughout the rest of the province.

Municipal Use

Town staff and Council members often travel for Town related purposes. In 2021, Staff and Council claimed \$3,521.72 in milage for Town related travel. This amount is significantly smaller than what would be typical for the Town, as travel has been reduced due to Covid 19. Town records indicate that the milage claims from Staff and Council totaled \$27,817.29 in 2019, and \$29,073.46 in 2018. As Covid restrictions ease throughout the province, it is anticipated that milage claims will rise closer to pre-pandemic levels. Utilizing a municipal electric vehicle for trips within the county (or for longer trips where there is an available charging station) would significantly reduce milage claims. Considering the reduced costs for charging over fuel use, the Town could reasonably expect several thousand dollars in cost-savings each year, relative to the current reimbursement of mileage.

Additional Uses

Council can explore options to extend use of the electric vehicle to Town residents in the effort to encourage the adoption of electric vehicles in Mahone Bay.

Potential public uses could include offering the vehicle for Town committee members for committee related travel or offering it to residents who wish to test drive an electric vehicle. This would provide an educational opportunity for residents to learn more about electric vehicles and would be similar to how electric municipal vehicles are being used in other municipalities. For example, in the municipality of Tracadie where an electric vehicle has been purchased for municipal use and is also available for committee members (with the long-term goal of making the vehicle available to residents through a car share program).

Should Council wish to explore these options, Staff will need to further investigate the insurance requirements for allowing Town residents to drive a Town-owned vehicle. Preliminary contact with the Town's insurance provider indicates that this would require the Town to purchase garage liability insurance, which would likely result in a higher insurance premium. Additionally, this would require staff time to maintain records such as resident's driver's license, time out on the road with the vehicle, and perform inspections on the vehicle pre/post loan. This exploration by staff could take place after the vehicle has been ordered as any public use would be in addition to the anticipated municipal use of the vehicle.

Links to Strategic Plan:

3. Environmental Leadership:

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

Recommendation:

It is recommended,

THAT Council instructs Staff to investigate options for the purchase of an electric vehicle for municipal use and that a recommendation to purchase a specific vehicle be presented to Council as soon as possible for approval.

Attached for Council Review:

Respectfully submitted,

Martha Horsman

Mathytes

Climate and Energy Program Manager



Town of Mahone Bay

Staff Report RE: Council Policy March 24, 2022

General Overview:

This report is to provide Council with information regarding anticipated changes in the way that virtual meetings are permitted in the province of Nova Scotia, and a draft policy amendment for the consideration of Council.

Background:

Mahone Bay Town Council enacted a Town Council policy in 2019 under which a provision was made for members to participate in a meeting via electronic measures; that policy was updated during the State of Emergency which was enacted due to the COVID-19 pandemic in order to be more responsive to the realities of having to work entirely remotely. As the Province of Nova Scotia is removing restrictions imposed as part of public safety guidelines due to the pandemic, staff feel that it is wise to review the Town's provisions for conducting virtual meetings to ensure that the policy best reflects what has been learned during the pandemic.

Analysis:

The Mahone Bay Town Council policy does provide an opportunity to hold Council meetings remotely "due to extenuating circumstances" and notes that meetings would ordinarily be held in person. The policy outlines that the same standard applies to meetings of Committees of Council and staff recommend that the policy reflect more flexibility for holding meetings by electronic means, and for committees in particular.

Over the past two years, in addition to the gathering limits and distancing requirements included in the public health guidelines, Town Hall has undergone extensive renovations and individuals have been compelled to isolate due to close contact, etc.; the flexibility enabled by the State of Emergency has allowed Council and committee meetings to proceed as scheduled without interruption. In this time staff have also observed that virtual meetings have provided greater access to the public as committee volunteers, as well as committee members from outside the Town such as representatives on the Police Advisory Board, the Watershed Advisory Board, and the general convenience provided by being able to attend a meeting without leaving family (encountering childcare issues) or work.

Since the development and implementation of the Town Council Policy, the Municipal Government Act has been amended to specifically reference virtual meetings and it is therefore the recommendation of staff that the Town Council Policy be amended to reference the Municipal Government Act which provides guidelines to ensure public notification and transparency. The draft amendment does retain the maximum number of meetings by which a member of Council will be permitted to attend electronically without leave of Council, when it is the norm for meetings of Council to be held in person.

Financial Analysis:

There are no financial implications for the adoption of the attached amended Town Council Policy.

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 April 12, 2022 meeting of Council

THAT Council adopt the Town Council Policy as amended.

Respectfully submitted,

Maureen Hughes

Town Clerk and Deputy CAO

Attached: Appendix A – Draft Amended Town Council Policy

Append B – Municipal Government Act s19

APPENDIX A



Town Council Policy

1.0 Purpose

The purpose of this policy is to provide a standard set of guidelines concerning the procedures of Council and Town Council meetings. This policy will provide Council, staff and community members with a reference for Council procedures, meeting schedules, and roles and responsibilities of Council members.

All meetings of Council must be held in accordance with the Municipal Government Act.

2.0 Scope

The Town Council Policy applies to all members of Town Council as well as Town staff and any members of the public in attendance or participating in a Town Council meeting and meetings of Town Council Committees (except as noted in the Town of Mahone Bay Committees policy).

The Town Council Policy will repeal and supersede any and all previous policies held by the Town of Mahone Bay regarding and/or governing Town Council and Town Council meetings.

3.0 Council

Town Council: Council shall consist of seven elected members; five Councillors, a Deputy Mayor and a Mayor.

Organization of Council: At the first meeting of Council after a regular or special election, the Council shall meet and administer the required oaths and appoint one of their number to be Deputy Mayor.

Responsibilities of Council: Members of council are expected to review pre-meeting packages provided, attend Council meetings and committee meetings as scheduled, respond to correspondence and attend special events. Council members are to conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay.

The Council provides direction on the administration of the Town to the Chief Administrative Officer. All council members are required to vote during meetings and any non-vote will be deemed as a vote against the issue. No individual Council member shall instruct or give direction to an employee of the Town.

Appointment of Deputy Mayor: The candidate who received the most votes at the polls of the municipal election shall be appointed Deputy Mayor on their consent to this

appointment. If the person appointed as Deputy Mayor ceases to be a member of Council, or if the candidate who received the most votes does not consent to the appointment, then the member of Council who received the next highest number of votes at the most recent election shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

If those nominated for Council are acclaimed, then the Councillor with the longest service on Council shall be appointed Deputy Mayor, on their consent to this appointment. In the event that this isn't possible, the selection will be made by motion of Council. If the person appointed as Deputy Mayor ceases to be a member of Council then the member of Council with the next longest service on Council shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

Responsibilities of Deputy Mayor: The Deputy Mayor will act in the absence or inability of the Mayor or in the event that the office of Mayor becomes vacant.

Responsibilities of Mayor: The Mayor will preside over meetings of Council. Prior to the meeting, the Mayor will consult with the CAO concerning the meeting agenda. The Mayor shall monitor the administration and government of the Town. The Mayor may call a special meeting should an issue arise that requires immediate attention. Where the Mayor determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances. The Mayor shall also act as a public spokesperson in the media; if required, this can be designated to another member of Council or staff.

4.0 Council Meetings

Regular Council Meetings: The Council meeting schedule is determined by Council, the CAO and the Town Clerk on an annual basis. No notice is provided for regular meetings.

Special Council Meetings: The Town Council shall hold Special Council meetings as may be necessary or expedient for the transaction of Town business. Special Council meetings will follow the same procedures as regular Council meetings. The CAO shall give the public three business days notice of special meetings by posting at the Town Hall and on the Town website. Failure to provide public notice does not invalidate the meeting.

Emergency Meetings: Emergency meetings are Special Council meetings held in response to an emergency as determined by the Mayor.

Meeting Calendar: There will be a meeting calendar available to Council and the public by January 2nd of each year, posted at the Town Hall and on the Town website. This calendar will list all regular meetings of the Town Council and council committees.

Council Meeting Packages: The Town Clerk shall distribute a Council package containing all the relevant documents for each regular or special meeting including: an agenda; minutes; documents corresponding to delegations or Council items; and staff reports or other materials necessary to the meeting as per the agenda. The Council

package will be distributed a minimum of three business days prior to the meeting. For special meetings these timelines may be reduced. Council meeting packages for regular meetings will be posted on the Town website three business days in advance of the Council meeting; special meeting packages will be posted in advance if possible. Closed session materials that are pre-distributed to Council members or circulated in closed session are deemed confidential information and shall not be released to the public; physical and electronic copies are to be destroyed following the meeting.

Agenda: Draft agendas for Council meetings are completed through consultation between the CAO and Town Clerk. Agenda items may be added by Council members, Town staff and the public as specified in this policy.

Council agendas are posted on the Town website and in pre-determined public locations three business days prior to the Council meeting.

Minutes: At regular meetings of Council, except when Council resolves to defer the approval of minutes for a maximum of one additional meeting, the minutes of the previous regular meeting and subsequent special meetings will be reviewed and after all necessary corrections and amendments have been made, the minutes shall be approved by Council. To facilitate this process draft minutes will be circulated five business days prior to each regular meeting and the Town Clerk will bring an updated version reflecting any suggested corrections to the meeting for approval. The minutes shall be restricted to a record of the date, location, time, Council members and staff present, and the outcomes and actions taken on all agenda items. The approved minutes will be signed by the Clerk and the Mayor, or their designates. The original, signed and sealed minutes shall be kept by the Clerk. Within three business days of approval, minutes will be uploaded onto the Town website.

Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and uploaded to the Town of Mahone Bay's video platform for public viewing and information. Audio recordings will be taken as a backup but will not generally be saved. Closed sessions will not be recorded. The approved written Minutes for meetings, presented to Council by the Town Clerk, remain the official record of Council meetings.

Delegations will be advised that the meetings are recorded.

Staff: The Chief Administrative Officer and the Town Clerk will generally be in attendance at meetings of Council. The CAO will assist and inform Council, the Clerk will keep a record of the meeting and may, at the discretion of the Clerk, appoint recording secretaries as appropriate. Other members of staff may be present at the invitation of Council, as directed by the CAO.

Quorum: As per the Section 20 of the Municipal Government Act quorum will be achieved by a majority of the maximum number of persons that may be elected to Council. In the case of quorum not being met within 15 minutes of the appointed meeting time, or if quorum is lost during a meeting, the meeting will be adjourned and rescheduled.

Chairperson: Once quorum is met, the Mayor, if physically in attendance, will chair the meeting. If the Mayor is not expected to be present or is not present within 15 minutes of the meeting's starting time, the Deputy Mayor shall take the chair and preside during the meeting or until the arrival of the Mayor. If neither the Mayor nor Deputy Mayor is physically in attendance within fifteen minutes of the meeting's starting time, the Chief Administrative Officer shall call the meeting to order and the Councillors present shall appoint one of the members the Chair and they will preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

The Chair may vote on any motion but may not introduce motions. If the Chair wishes to introduce a motion they may request that another member of Council temporarily take the Chair; this will be recorded in the minutes.

Breaks: Once a meeting has exceeded 2 hours, the Chair will entertain a motion for a 15 minute break.

Order of Business: The order of business at a regular or special Council meeting shall generally adhere to the following structure:

- a) The Chair will call the meeting to order;
- b) Approval of the meeting agenda;
- c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since the last regular Council meeting;
- d) Presentations from the Public;
- e) Correspondence actionable items;
- f) Correspondence information items;
- g) Consideration of reports of staff;
- h) Motions or items brought forward by Council;
- i) Reports from Council Committees and external boards and commissions of which the Town is a member
- j) New Business;
- k) Closed session if required;
- I) Adjournment.

Public Input Session: The fifteen (15) minutes prior to the Call to Order of regular Council meetings will be allocated for a public input session. Members of the public who have comments to make will be asked to state their place of residence and will be allotted an equal share of the time allotted for public comments.

The minutes will reflect the name and residence of those who speak as well as the general topic about which they spoke. No motions or decisions shall be introduced by Council at the public information session; Council members may raise items under New Business as per the provisions of this policy.

Approval of Agenda: At the beginning of each Council meeting, Council shall approve the meeting's agenda. At this time an item can be added by a Council member under the category of New Business. If an item is deemed to be of a time-sensitive nature it may be added under Items brought forward by Council with a motion to amend the agenda, if this motion fails the item may still be added under New Business.

Presentations: Organizations or individuals are able to make presentations, in person, at Town Council meetings. A maximum of two presentations can be scheduled for any one meeting of Council unless emergency situations exist or there is cause for more presentations as determined by the CAO and Mayor.

Presentations must generally submit a completed Presentation Application Form (attached as a schedule to this policy) to the Clerk for approval a minimum of five business days prior to the Council meeting; applications are available at Town Hall and on the Town website. Invited presenters will not be requested to complete the presentation form and may be afforded more time at the discretion of the Chair.

Approved presentations are allotted 10 minutes to present to Council; if more time is needed for special consideration, a special meeting can be scheduled to receive the presentation of a delegation.

The Chair shall interrupt the presentation when the 10 minute timeframe is exceeded and ask direction from Council on whether the presentation shall continue. If the Chair rules that the presentation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

No motions or decisions shall be introduced by Council concerning a delegation's requests at the same Council meeting as the presentation save for motions to refer an issue to a Council Committee or to staff.

Correspondence: Correspondence to Council and/or correspondence requiring the attention of Council will be placed on the agenda in two categories; Action (for correspondence requiring a response of Council) or Information. Correspondence must have a full name, address or place of residence, and contact information included; anonymous correspondence will not be accepted. For a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received by the Town Clerk no later that five business days before the meeting.

Staff Reports: Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. A report on tasks previously assigned by Council will be provided on each agenda. The CAO will respond to questions regarding the reports.

Policy Approval Process: Policies proposed for adoption, amendment or repeal shall be circulated to Council by the CAO and will then be presented for discussion at the next meeting of Town Council. The policy will then be presented for consideration at the next meeting of Council that is held no less than seven (7) days following the date received for consideration and will appear on the agenda under Staff Reports.

By-Law Approval Process: By-laws proposed for adoption, amendment or repeal shall be presented at a meeting of Council and given first reading by motion. At least fourteen

days before a by-law is read for a second time, notice of Council's intent to consider the by-law shall be published in a newspaper circulating in Town, posted at the Town Hall and posted on the Town website. The notice shall state the object of the by-law, the date and time of the hearing provided for public input, and of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected. Council will schedule a hearing prior to second reading, generally immediately prior to the Council meeting where second reading is on the agenda. Only Council members present at the hearing may vote on the motion for second reading. On receiving second reading a notice of the By-Law's adoption, amendment or repeal shall be published in a newspaper circulating in Town.

Town Council Committee Reports: Town Council Committee Reports will be presented by one of the Council members who sits on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council for their review in the Council package following their preparation. The Council member will present only the critical highlights of the meetings and motions or items requiring Council action or direction.

Items brought Forward by Council: Any member of Council may bring forward items of business or interest for consideration by Council. Motions can be made on these items during the meeting. To add a Council item to the agenda Council members must contact the Town clerk in writing in a minimum of five business days prior to the meeting date requesting the item be added; the Council member must provide sufficient background information for inclusion in the meeting package.

Staff will provide Outlook invitations to Council members for all regular meetings of Council in a calendar year by January 2nd of that year; once accepted, Council members will receive an automated reminder to submit agenda items one week prior to each meeting.

New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Town Clerk for submission to Council in the next Town Council meeting package. Under New Business, Council members may bring forward items of interest to Council and the public and/or ask questions of the CAO.

Closed Sessions: The Council may meet in closed session to discuss matters relating to:

- a. Acquisition, sale, lease and security of municipal property;
- b. Setting a minimum price to be accepted by the municipality at a tax sale;
- c. Personnel matters;
- d. Labour relations;
- e. Contract negotiations;
- f. Litigation or potential litigation;
- g. Legal advice eligible for solicitor-client privilege;
- h. Public security;

No decision shall be made in closed session except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Town.

The meeting minutes will note the reason Council met in closed session and the duration, but no other information.

5.0 Meeting Procedures

- 5.1 Motions, Voting and Speaking:
- a) All motions shall be decided by majority vote of those present. An abstention will be considered a vote against the motion. If a motion fails to secure a majority of yes votes it will be considered to have failed.
- b) A motion may be withdrawn by the mover at any time, with the consent of the seconder, before the Council has voted on it.
- c) Prior to beginning a vote on any motion a Council member may request a role-call vote. If a role call is so requested the Chair will read each member's name in alphabetical order by surname and the member will reply with a yes or no vote.
- d) When any question is before Council only the following motions can be made:
 - i) A motion to amend the original motion;
 - ii) A motion to refer the question to any committee;
 - iii) A motion to defer the consideration of the question to a time specified by motion;
 - iv) A motion that the question be put to a vote;
- e) A motion that the question be put to a vote shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote will not itself be put to a vote until every Council member who has not spoken on the question and wishes to speak has been heard.
- f) Once a motion has been put to a vote the same motion will not be reintroduced for Council's consideration unless significant new information has been provided to Council. The Council will vote to reconsider a motion prior to the motion itself being put before Council.
- g) The Chair will start every question by asking "Is Council ready for the question?" and if no Council member speaks, the chair shall ask the question, after which no Council member is permitted to speak on the motion. A motion must be seconded before it is debated or discussed.
- h) The following questions will be decided without debate:
 - i) A motion to reconsider;
 - ii) A motion to allow any person other than the Council Members or CAO to address the Council;

- iii) A motion to adjourn.
- i) Every Council member, prior to speaking on any question or motion, will raise their hand and wait to be acknowledged by the Chair before speaking. If more than one Council member raises their hand to speak at the same time, the Chair shall decide will be allowed to speak first.
- j) No Council member may speak more than twice, without the permission of Council, on any motion except to explain a misconception of their remarks. The mover of a motion shall have the right to reply and sum up in closing the debate; this shall be for a maximum of two minutes and shall not count against the limit of two opportunities to speak on a motion.
- k) No Council member shall speak more than two minutes upon any matter at one time, without the leave of Council.

5.2 Points of Order:

- a) It shall be the duty of the Chair, and the privilege of Council members, to call any Council Member to order, who violates any rules contained in this policy. A point of order must be decided before the subject under consideration can proceed.
- b) When a Council member is called to order, the Council member shall remain seated and silent until the point is determined.
- c) A point of order is not debatable amongst other members of Council, unless the Chair invites discussion in an effort to assist in making a ruling. If the Chair permits discussion of a point of order, no member of Council is permitted to speak more than once.
- d) Decisions of the chair on points of order or procedure are not debatable but are appealable by any member of Council. When an appeal is made from the decision of the Chair, the Chair shall simply state the question, "Shall the decision of the Chair be sustained?" which shall be voted on without debate.
- e) If a Council member resists the rules of Council, intentionally obstructs the business of Council or disobeys the decisions of the Chair, or of Council on appeal, on any question of order or practice, after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the member of Council may be ordered by the Chair to leave the Council table provided that a majority vote of Council sustains the expulsion.

If the Council member refuses to leave the table, the Chair may order the member of Council be expelled and excluded from the Council Chambers. Such member of Council may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.

f) If any question arises that is not provided for by applicable legislation or this policy, it shall be decided according to the ruling of the Chair.

5.3 Attendance at Council Meetings:

- a) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting of Council shall observe silence and order in Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council will be called to order by the Chair, and, if they fail to comply, will be expelled from Council Chambers by the Chair; a majority vote of Council shall be required to sustain the expulsion. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers, with or without conditions. An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town of Mahone Bay to leave the premises.
- b) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting conducted by means of electronic facilities who disturb the proceedings of Council and fail to comply when called to order by the Chair, as per 5.3 (a) of this policy, will be expelled from the electronic meeting by being disconnected and/or ejected from the meeting. Such member of the public may, by vote of Council, may be permitted to re-join the meeting, as meeting technology permits, with or without conditions.

6.0 General

Questions: For 10 minutes following a Council meeting, there will be an opportunity for the public in attendance to ask questions of Council. Questions must be related to the meeting's agenda. Council members are not obligated to answer.

Professional Conduct: All Council members, staff and members of the public are encouraged to maintain professional standards of conduct during all meetings of Town Council. Abusive language or actions can result in expulsion from the meeting, Council Chambers and/or the building. Threatening language, violence, or destruction of property can result in intervention by the RCMP.

Conflict of Interest: Any Council member with a conflict of interest related to motion or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare this conflict. If this conflict occurs in open session, the Council member must excuse themselves from the Council table during the time which the topic is under consideration; if this conflict occurs in closed session, the Council member must excuse themselves from the meeting room during the time which the topic is under consideration. The Clerk will record the date, Councillor's name and the topic of conflict, to be filed with the Council minutes.

Conducting Meetings by Electronic Facilities: A Council or council committee meeting may be conducted by means of electronic facilities as permitted by MGA(19A), when a

member of Council is unable to attend in person. When it is the norm that Council meetings are held in person, electronic participation by a member will be permitted for a maximum of two (2) consecutive regular meetings of Council without leave of Council.

A Council member participating by means of an electronic facility is deemed to be present at the meeting, can be counted toward quorum and can vote, including casting the deciding vote in the event of a tie. If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.

A person can only participate electronically in a closed portion of a meeting if they assure Council that they are in a secure location where no other parties can view or hear any part of the closed session. Under no circumstances is any portion of the closed session to be recorded.

While it will generally be the norm that meetings of Council and council committee meetings are held in person, in the event that an in-person meeting is not possible due to extenuating circumstances, a remote meeting may be called as permitted by MGA(19A) and in such case the same expectations of public notice, transparency, and opportunity for public participation as laid out elsewhere in this policy will be maintained as for a physical meeting (via live broadcast on the Town of Mahone Bay's video platform). When a Council meeting will be conducted remotely using electronic facilities this information will be included on the agenda for public information.

Clerk's Annotation for Official Policy Book				
Date of notice to Council Members of Intent to Consider [minimum 7 days notice] <u>March 24, 2022</u>				
Date of Passage of Policy				
Town Clerk Date				

- (4) The council may prescribe, by policy, additional duties and responsibilities of the deputy mayor or deputy warden.
- (5) The deputy mayor or deputy warden has all the power and authority and shall perform all the duties of the mayor or warden when the deputy mayor or warden is notified that
 - (a) the mayor or warden is absent or unable to fulfil the duties of mayor or warden; or
 - (b) the office of mayor or warden is vacant. 1998, c. 18, s. 16; 2006, c. 40, s. 3.

Mayor or councillor resignation

- 17 (1) The mayor or a councillor may resign from office at any time by delivering to the clerk a signed resignation and such a resignation is effective on delivery by the clerk to the next meeting of the council.
- (2) A resignation may not be withdrawn once it has been delivered to the clerk.
- (3) A mayor or councillor who ceases to be ordinarily resident in the municipality ceases to be qualified to serve as mayor or as councillor.
- (4) A mayor or councillor who, without leave of the council, is absent from three consecutive regular meetings of the council, ceases to be qualified to serve as mayor or as a councillor.
- **(4A)** Subsection (4) does not apply to a mayor or councillor who is absent for fifty-two or fewer consecutive weeks due to parental accommodation during a pregnancy or commenced within one year of a birth or adoption.
- (5) When a seat on the council becomes vacant, the clerk shall report the facts to the council.
- (6) Notwithstanding subsection (3), where a mayor or councillor has the approval of the council, a mayor or councillor may be ordinarily resident outside the municipality but within the Province for one period of not more than six months in a term. 1998, c. 18, s. 17; 2004, c. 7, s. 2; 2018, c. 17, s. 2.

Employment restriction for former council member

18 No council member may be employed by the municipality while a council member or for a period of six months after ceasing to be a council member. 1998, c. 18, s. 18.

Council meetings

19 (1) Notice of regular council meetings is not required.

- (2) In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the dispatch of business at such time and place as the council determines, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.
- (3) Where the mayor or warden determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances.
- (4) The clerk shall call a meeting of the council when required to do so by the mayor or warden or upon presentation of a written request signed by a majority of the councillors.
- (5) When calling a meeting pursuant to subsection (4), the clerk shall give at least two days public notice of the meeting.
- (6) Where the council fails to meet at any time determined by law, it is not dissolved, but may hold future meetings as if there had been no failure.
- (7) A meeting of the council is not an illegal or invalid meeting by reason only of
 - (a) a failure to give notice; or
 - (b) meeting elsewhere than provided in the by-laws, a policy or a notice of meeting. 1998, c. 18, s. 19; 2004, c. 7, s. 3.

Virtual meetings

- 19A (1) Where a procedural policy of the council so provides, a council meeting or council committee meeting may be conducted by electronic means if
 - (a) at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted;
 - (b) the electronic means enables the public to see and hear the meeting as it is occurring;
 - (c) the electronic means enables all the meeting participants to see and hear each other; and
 - (d) any additional requirements established by regulation have been met.
- (2) Where a procedural policy of the council so provides, a council member or council committee member may participate in a council meeting or council committee meeting through electronic means if
 - (a) the electronic means enables the public to see and hear the member as the meeting is occurring;
 - (b) the electronic means enables all meeting participants to see and hear each other; and

- (c) any additional requirements established by regulation have been met.
- (3) A council member participating in a council meeting or council committee meeting by electronic means is deemed to be present at the meeting.
- (4) The notice to the public referred to in clause (1)(a) must be given by
 - (a) publication in a newspaper circulating in the municipality;
 - (b) posting on the municipality's publicly accessible Internet site and in at least five conspicuous places in the municipality; or
 - (c) such other method permitted by regulation.
- (5) Notwithstanding clause (1)(a), where the mayor or warden determines that there is an emergency, a meeting may be conducted by electronic means without notice or with such notice as is possible in the circumstances.
 - (6) The Minister may make regulations
 - (a) respecting council meetings and council committee meetings conducted by electronic means;
 - (b) respecting the participation of a council member or council committee member in a council meeting or council committee meeting by electronic means.
- (7) The exercise by the Minister of the authority contained in subsection (6) is a regulation within the meaning of the *Regulations Act.* 2021, c. 14, s. 1.

Quorum of council

- 20 (1) A majority of the maximum number of persons that may be elected to the council is a quorum for every meeting of the council.
- (2) Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.
- (3) Where the number of council members is reduced due to vacancies in a council's numbers below the number required for a quorum, the remaining council members may make a decision at a meeting of council if
 - (a) there are at least three remaining council members; and
 - (b) a majority of the remaining council members is present at the meeting,

but the council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.

Maureen Hughes

From: Penny Carver

Sent:Tuesday, March 15, 2022 9:58 AMTo:Maureen Hughes; Dylan HeideCc:Town of Mahone Bay CouncilSubject:Motion - Funds for Ukraine

Good morning,

After reading the FCM message today that urges municipalities to consider providing financial support to the relief efforts in Ukraine, I would like to propose a motion at the March 24th Council meeting that Council approve a donation of \$5000.00 to the Red Cross' Ukraine humanitarian crisis appeal.

Maureen, could you please add this item to the agenda for March 24th?

Thanks!

Penny

Penny Carver

Councillor, Town of Mahone Bay

Town of Mahone Bay March 17th, 2022 Asset Management Committee Meeting



The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, March 17th, 2022 at 12:05 p.m. via videoconference.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councilor R. Nowe
CAO D. Heide (Acting Secretary)
Manager of Public Works & Transportation J. Uhlman
Climate & Energy Coordinator M. Horsman
B. Lewis
A. St Onge
P. Sharp

Absent:

D. Waterfield (with regret)

Gallery: NONE

Land Acknowledgement

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

Approval of Agenda

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

Approval of Minutes

A motion by B. Lewis, seconded by, P. Sharpe, "THAT the minutes of the February 17th, 2022 Asset Management Committee be approved as presented."

Motion carried.

AIM Network 2.0 Cohort Program Update

3.1 Step One: policy renewal

As reported to the February 17, 2022 meeting of the Committee, Council adopted the amended Policy as recommended by the Committee on January 27, 2022.

3.2 Step Two: level of service review

Committee members continued to work through the update to the level of service spreadsheet from 2019, led by CAO D. Heide. Update was completed and CAO D. Heide will finalize and provide to AIM Network staff as part of the Cohort Program.

Committee members discussed the potential for public surveying concerning levels of service and it was agreed this would be added to the agenda for the Committee's next meeting.

3.3 Step Three: risk mapping for remaining asset classes

Committee members returned to the risk mapping exercises begun in the Fall of 2021, discussing transportation and stormwater assets (water and wastewater were discussed previously). Electrical assets risk mapping will be discussed at the Committee's next meeting.

Training Opportunities

AIM Cohort 2.0 sessions have now wrapped up. Additional information on the AIM Network annual conference – anticipated in September 2022 – will be provided to members when available.

Committee Membership

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

Next Meeting Date

The next meeting is scheduled for April 21st, 2022 at 12:00 PM.

The meeting adjourned upon motion at 2:04 PM

TOWN OF MAHONE BAY	TOWN OF MAHONE BAY	
Mayor David Devenne	Acting Secretary, Dylan Heide	



The special meeting of the Oakland Lake Watershed Advisory Committee for the Town of Mahone Bay was held on Monday, March 14, 2022 at 2:00 p.m. using video conferencing.

Present:

Councillor Richard Nowe (Chair)
Councillor Penny Carver
Tom Ernst
Byung Jun Kang, MODL Planner
Darren Shupe, MODL Senior Planner
Dylan Heide, CAO
Scott Hoyt, Water/Wastewater System Manager
Kelly Redden, Deputy Clerk

Absent:

Michael Allen (regrets) Kacy DeLong, MODL Councillor

Approval of Agenda

A motion by Councillor Carver seconded by Tom Ernst, "THAT the agenda be approved as presented."

Motion carried.

Minutes

A motion by Councillor Carver, seconded by Tom Ernst, "THAT the minutes of the November 15, 2021 meeting of the Oakland Lake Watershed Advisory Committee be approved as presented."

Motion carried.

MODL Consultation, Policies Concerning Drinking Water Protection and Zoning MODL Planner Byung Jun Kang and MODL Senior Planner Darren Shupe presented to the committee.

The committee will arrange a special meeting to go over MODL's proposed changes to their Land Use Bylaw and provide feedback in regard to protection of the Town's watershed. Ms. Redden will forward the committee the presentation documents from MODL and potential dates for the committee to meet.

The meeting adjourned by motion at 3:00pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor Richard Nowe

Kelly Redden, Deputy Clerk



A meeting of the Cemetery Committee for the Town of Mahone Bay was held on Friday, March 4, 2022 at 11:30 a.m. via video conferencing.

Present:

Councillor Joseph Feeney
Mayor David Devenne
B. Morse
Dylan Heide, CAO
Jonathan Uhlman, Manager of Public Works & Transportation
Kelly Redden, Deputy Clerk

Absent:

Deputy Mayor Francis Kangata S. Maples (regrets)

1. Approval of Agenda

A motion by Mr. Morse, seconded by Mayor Devenne, "THAT the agenda be approved as amended to add 'Forestry Letter' under new business."

Motion carried.

2. Minutes

A motion by Mayor Devenne, seconded by Mr. Morse, "THAT the minutes of the November 19, 2022 meeting be approved as amended to indicate that the meeting took place in council chambers and not virtually."

Motion carried.

3. Operations Report

Jonathan Uhlman, Manager of Public Works & Transportation, provided the Operations Report to the committee. It was reported that significant progress has been made on the Bayview fence project by contractor Cityzen Developments.

4. Finance Report

Mr. Heide updated the process for the 2022 budget deliberations. The committee will discuss at their June meeting.

5. Old Business

a. Park Cemetery Mapping Project

Mr. Heide provided the committee with an update on the mapping project. A grant has been awarded to pay for a term position, the responsibilities of that position will include completing this project.

b. Update - Fix/Repair Bayview Cemetery Fence

This item was covered in Mr. Uhlman's Operations Report. Mr. Heide informed the committee that the grant for this project has been extended.

c. Fee Review

This item was deferred to the next meeting of the committee.

d. Quote to Pave Park Street

Mr. Uhlman provided the committee, for their information, with quotes to pave Park Street. Staff will provide Council with recommendations in the 2022-23 budget process.

6. New Business

a. Options for Use of Excess Grant Funds at Bayview Cemetery

Ms. Redden provided the committee with options to spend excess grant funds. These options include a new sign for above the entrance, an interpretive sign and new entrance posts. Ms. Redden will provide the committee with a quote for a wood pillar option for the cemetery entrance.

b. Sign for Pauper's Grave at Park Cemetery

The committee asked Ms. Redden to get a quote for signage for the area. Ms. Redden will see if there is a name option other than "pauper's grave".

c. Plot Deed Expiry

Ms. Redden provided an update to the committee. The Town's solicitor does not believe that it is possible for plot deeds to be amended to add an expiry clause. She will forward the email from the Town's solicitor to committee members.

d. Donation Recognition Ideas

The committee discussed options for recognizing donations. This item will come to the committee's next meeting.

e. Forestry Letter

Mr. Heide explained the request from a property owner bordering Park Cemetery. Staff will get more details on this request. This item will come back to the committee's next meeting.

Discussion at next meeting:

Donor Recognition

Quote – Sign for pauper's grave

Fee review

Forestry Letter

The meeting adjourned by motion at 12:44pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

TOWN OF MAHONE BAY AND RIVERPORT ELECTRIC LIGHT COMMISSION

ELECTRIC UTILITY RESOURCES SHARING ADVISORY COMMITTEE (SSAC)
MINUTES

FRIDAY, 9:00 a.m., March 11, 2022 TOMB Council Chambers



Minutes

Attendees: Dylan Heide (TOMB), Kelly Wilson (TOMB), Brian Kenefick (RELC), Jane Henson (RELC), Nancy Bain

- Kelly called the meeting to order at 9:05 AM.
- Jane motioned to accept the agenda presented, Brian 2nd, motion carried.
- Brian motioned to accept the 2nd March, 2022, minutes, Jane 2nd, motion carried.

NEW DRAFT SHARING AGREEMENT

• Review process approval – Council / Commission

Dylan advised TOMB Council have approved the following process:

SSAC Process:

- Define objectives for new agreement
- Develop strategic framework
- Staff (Dylan and Nancy) develop draft, amended as needed by SSAC
- Recommend draft agreement to Council/Commissioners amend as needed.

Jane advised RELC Board have approved the above process. Strategy discussed to draft new agreement rather than amend current, with pertinent sections included in new agreement.

 <u>Define objectives for new agreement and develop strategic</u> framework

Members brainstormed objectives for new agreement as follows:

- Solidify relationship RELC & TOMB sustainability/stability
- Efficiencies | duplications
- Shared inventory
- Cost savings
- Coordinate long term planning
- Shared vision for the future 80% renewable (AREA)
- Budget/capital coordination
- Staff management coordination of HR Policy, training, enhanced automation
- Quality of service put metrics together to include "up time", turn around time for services, response time to outages, etc.
- Shared procurement Common procurement practice, bulk rates, inventory management
- Capital projects Capturing what we have today to inform future capital needs, long term plan, asset management project – GIS, planned preventative maintenance
- Rate Study Coordination

Next meeting: March 24^h. 10:00 am Council Chambers

• Brian motioned to adjourn the meeting, Jane 2nd, motion carried.

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Minutes written by Nanc	W Bain Rei (Manader	