



A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, April 12, 2022 at 12:00pm in Council Chambers.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor J. Feeney (virtual)
Councillor A. Burdick
Councillor P. Carver
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide
Climate & Energy Program Manager, M. Horsman (virtual)
Development Officer, H. Archibald (virtual)
Town Solicitor, J. Mailman (virtual)
AREA, L. Wright
AREA, S. Fleming
Deputy Clerk, K. Redden

Absent:

Gallery: online

Land Acknowledgement

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

1. Agenda

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

2. Solar Garden Project Update

Lenta Wright, Program and Operations Advisor for AREA, gave council an update on the Solar Garden Project.

3. Closed Session

A motion by Councillor Burdick, seconded by Councillor Wilson, "THAT Council go into Closed Session at 12:22pm to discuss contract negotiations and litigation or potential litigation as permitted by MGA section 22(2)(e) and section 22(2)(f)."

Motion carried.

Council returned to open session at 1:54pm.

Council adjourned upon motion at 1:55pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, April 12, 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 R. Nowe
Councillor K. Wilson
Councillor J. Feeney
CAO, D. Heide
Deputy Clerk, K. Redden

Absent:

Gallery: online

Land Acknowledgement

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

1. Agenda

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT the agenda be approved as amended to defer items 6.5, 6.8 and 7.3 to the next council meeting."
Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT the minutes of the March 24, 2022 regular meeting of Council be approved as presented."
Motion carried.

A motion by Councillor Burdick, seconded by Councillor Wilson, "THAT the minutes of the March 29, 2022 special meeting of Council be approved as presented."
Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT the minutes of the April 4, 2022 special meeting of Council be approved as presented." **Motion carried.**

3. Presentations

4. Correspondence – Action

4.1 John Davis, Clean Ocean Committee – Regulatory Oversight for Upcoming Offshore Renewable Energy Projects.

A motion by Councillor Feeney, seconded by Councillor Nowe “THAT item 4.1 be received and filed.” Motion carried.

4.2 First Responders’ Wellness Symposium – Sponsorship Opportunities.

A motion by Councillor Feeney, seconded by Councillor Carver, “**THAT Council defer this item to the 2022/23 budget deliberation process to be evaluated under grants.**” Motion carried.

4.3 Rachel Whynot, Autism Support Coordinator – Request to Share Information about Autism Acceptance Month.

A motion by Councillor Feeney, seconded by Councillor Carver, “**THAT Council direct staff to hang the poster provided in town hall and promote Autism Acceptance Month on the Town’s Facebook page.**” Motion carried.

5. Correspondence – Information Items

5.1 John Somers, Environment and Climate Change – Coastal Protection Public Consultation Report

5.2 NSFM – Monday Memo – March 21, 2022

5.3 Nick Barr, DMAH – Extended Fire Fighter Presumptive Coverage

5.4 NSFM – Monday Memo – March 28, 2022

5.5 NSFM – Monday Memo – April 4, 2022

A motion by Councillor Nowe, seconded by Councillor Burdick, “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 April 12, 2022.

A motion by Councillor Carver, seconded by the Deputy Mayor Francis Kangata, “**THAT staff only include ‘Council Assignments to Staff’ in the first Staff Report to Council of each month.**” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, “**THAT Council accept the Staff Report to Council as presented.**” Motion carried.

6.2 Solid Waste Management By-law Amendment

Council received a staff report with suggested amendments to the Town of Mahone Bay's Solid Waste Management By-law.

A motion by Councillor Burdick, seconded by Councillor Feeney, **"THAT Council provide first reading to the amended Solid Waste Management By-law as presented and schedule a Public Hearing in advance of the second reading of the by-law."**

Motion carried.

6.3 Council Policy Amendment

Council received a staff report with suggested amendments to the Town of Mahone Bay's Council Policy.

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT Council adopt the Town Council Policy as amended."**

Motion carried.

6.4 Fire Services By-law Process

Council received a staff report providing an update on the progress of the development of a Fire Services By-law.

A motion by Councillor Nowe, seconded by Councillor Feeney, **"THAT Council accept this report for information."**

Motion carried.

6.5 Town Logo - Deferred to Apr 28, 2022

6.6 Vaccination Policy Update

Council received a staff report with a recommended amendment of the Town's Vaccination Policy in consideration of the end of the Provincial state of emergency for COVID-19.

A motion by Councillor Nowe, seconded by Councillor Burdick, **"THAT Council direct staff to amend the draft amended COVID-19 Vaccination Policy maintain the vaccination requirement for Mahone Bay & District Fire Department members."**

Motion carried.

6.7 Electric Utility Rate Study

Council received a staff report that provided Council with an update concerning the planned electric utility rate study.

A motion by Councillor Feeney, seconded by the Councillor Wilson, **“THAT Council direct staff to proceed with the electrical utility rate study as proposed by AREA with BDR, in collaboration with MEU partners, at a cost of \$16,000, to be reflected in the draft 2022-23 annual budget.”**
Motion carried.

6.8 Comfort Stations Update - Deferred to Apr 28, 2022

6.9 Power Lines at Sports Field

Council received a staff report that provided Council with options in relation to the anticipated upgrade of power lines located at the Town’s sports field.

A motion by Councillor Wilson, seconded by the Councillor Nowe, **“THAT Council direct staff to proceed with Option 3, running the upgraded line under the Sports Field.”**
Motion carried.

7. Council Items

7.1 Mayor Devenne - Appointments to Climate and Environment Committee Chair

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council appoint Councillor Carver as Chair of the Climate and Environment Advisory Committee.”**
Motion carried.

7.2 Mayor Devenne - Appointment to the Lun. County Accessibility Advisory Committee

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT Council supports the Lunenburg County Accessibility Nominating Committee in appointing Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with a term expiring September 1, 2022.”**
Motion carried.

7.3 Councillor Carver - Communication from Mayors/Wardens, Deputies & CAOs - Deferred to Apr 28, 2022

7.4 Councillor Wilson - Funding for Seniors’ Safety Advisory Partnership

A motion by Councillor Wilson, seconded by Councillor Burdick, **“THAT Council contribute \$1,000 to the Lunenburg County Seniors’ Safety Program and that the contribution be made annually unless changed by motion.”**
Motion carried.

8. Committee Reports

8.1 Policy and Strategy Committee

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

A motion by Councillor Wilson, seconded by the Councillor Carver, **“THAT Council direct staff to present Council with an amended flag policy stipulating that the Town fly the Acadia First Nations Flag on a permanent Town pole, that when applicable the Town follow the federal practice of flying the flag at half mast, that the African Nova Scotian flag be flown in the month of February, that requests from individuals will be considered, and that Council be permitted to fly specific flags at their discretion in which case the Town will assume the associated costs.”** Motion carried.

A motion by Councillor Burdick, seconded by the Councillor Carver, **“THAT Council direct staff to present Council with a proposed schedule for fixed special meeting dates for the 2022 calendar year.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by the Councillor Carver, **“THAT Council direct staff to present Council with a revised budget meeting schedule, to include one meeting for budget presentation and two daytime sessions for deliberations.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by the Councillor Burdick, **“THAT Council set the April meeting of the Policy and Strategy Committee to April 25th, to discuss the review of the Strategic Plan.”** Motion carried.

8.2 Planning Advisory Committee

Council received the draft minutes of the April 5, 2022 meeting of the Planning Advisory Committee.

A motion by Councillor Nowe, seconded by the Deputy Mayor Francis Kangata, **“THAT Council amend the Land Use By-law to rezone the property at 66 Clairmont Street (PID 60374063) to Residential.”** Motion carried.

8.3 Oakland Lake Watershed Advisory Committee

Council received the draft minutes of the April 4, 2022 meeting of the Oakland Lake Watershed Advisory Committee.

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT Council direct staff to write to Municipality of the District of Lunenburg planning staff, as a submission to their consultative process concerning Drinking Water Protection and Zoning, that Land-Use provisions for the Oakland Lake Watershed should:**

- provide clarity as to whether regulations governing property partially within the Watershed would only apply to the portion of the property that is within the Watershed zone; and,

- ensure the Town is notified when a property sells within the Oakland Lake Watershed or when a Development Permit application for a property within the Watershed is received.

Motion carried.

8.4 Municipal Joint Services Board

Council received the minutes of the November 24, 2021 meeting of the Municipal Joint Services Board.

9. New Business

CAO Dylan Heide informed council that many councils in Nova Scotia are going back to meeting remotely as a result of rising COVID-19 case numbers.

10. Closed Session

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, “**THAT Council go into closed session at 9:12pm to discuss contract negotiations, personnel matters and litigation or potential litigation as permitted by MGA section 22(2)(c) (e) and (f) respectively.**”

Motion carried.

Council returned to open session at 10:17pm.

Council adjourned upon motion at 10:17pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Deputy Clerk, Kelly Redden



A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, April 19, 2022 at 12:02pm via videoconference.

Present:

Mayor D. Devenne

Deputy Mayor F. Kangata

Councillor J. Feeney (virtual)

Councillor P. Carver

Councillor R. Nowe

Councillor K. Wilson

CAO, D. Heide (left at 1:01pm)

Town Clerk & Deputy CAO, M. Hughes

Absent: Councillor A. Burdick (regrets)

Gallery: online

Land Acknowledgement

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1. Agenda

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

2. Non-Resident Tax

Council discussed correspondence that they have received regarding public feedback regarding the proposed provincial tax for non-resident property owners.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council direct staff to prepare a letter addressed to the Premier with copies to the Minister of the Department of Municipal Affairs and Housing, the Minister of Finance, the MLA for Lunenburg, the Mayors and Wardens of Lunenburg County, and the Chair of the Nova Scotia Federation of Municipalities, expressing the Town of Mahone Bay's opposition to the proposed provincial tax for non-resident property owners, to be presented to Council at the April 28, 2022 regular Council meeting." Motion carried.

3. Closed Session

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council go into Closed Session at 12:36 pm to discuss personnel matters as permitted by MGA section 22(2)(c)." Motion carried.

Council returned to open session at 1:06 pm.

Council adjourned upon motion at 1:07 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

Mahone Bay & District Fire Department

Quarterly report from October 1 2021 to December 31 2021

During this quarter the Department respond to 12 calls for assistance

Fire Calls

October 12 Mahone bay, Brush fire.

October 21 Mahone Bay, Furnace fire.

November 18 Mahone Bay (Hwy 103) Smoke sighting

November 19 Mahone Bay (Hwy 103) Smoke sighting

Fire Alarms

October 7, Mahone Bay.

Medical Calls

November 8 Mahone Bay.

November 15 Mahone Bay.

December 25 Maders Cove

Downed power Lines / Tree on line

December 23 Maders Cove.

Mutual Aid

Oct 9 Blockhouse (Hwy 103) Tractor trailer fire.

Oct 24 Chester, Structure fire.

December 1 Oakhill, Structure fire.

Summery

Unfortunately I have no comments for this period as I was not chief at the time.

Regards,

Adam Ekins

Mahone Bay & District Fire Department

Quarterly report from January 1 2022 to March 31 2022

During this quarter the Department respond to 22 calls for assistance

Motor Vehicle Collision

February 10, Oakland.

February 17 Hwy 103. February 25 Hwy 103.

March 7 Clearland.

Fire Calls

February 6 Mahone Bay, Chimney Fire.

February 11 Mahone Bay, illegal burn.

February 15 Mahone Bay Electrical fire.

Fire Alarms

January 15 Mahone Bay.

January 17, Mahone Bay.

February 2, Mahone Bay.

February 7 Mahone Bay.

February 14 Mahone Bay.

February 16 Mahone Bay.

February 19 Mahone Bay.

Medical Calls

February 10, Maders Cove.

March 7 Mahone Bay

Downed power Lines / Tree on line

January 14, Oakland.

January 15, Clearland.

March 12 Maders Cove.

Technical Rescue

January 25, Mahone Bay.

Mutual Aid

January 14. Martins River (Hwy103) Vehicle off road.

March 6. Lunenburg Structure fire.

Summery

I would like to thank the town staff for their continued work on the new fire hall, as you can imagine the department is eager to start operating from the new facility.

We have had 3 new people join the department and have handed out other applications, it is hoped the new facility will help increase recruitment.

The department is hoping that the tender for new truck purchase can soon be issued as we have a complete list of truck specifications and are just waiting on the consultant to be hired. New trucks are currently around 450 days away from delivery after the pre production meeting with a manufacturer and costs are increasing as you can well imagine. I have been contacted by the insurance underwriters looking for an updated list of equipment.

If anyone has any questions at any time please feel free to contact me.

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

Here's why we need you: Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,

Paul Gregory
Senior Oceans Campaigner

Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.

**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

Maureen Hughes

Subject: FW: New Taxation law

From: [REDACTED] >
Sent: April 15, 2022 5:54 PM
To: Kelly Wilson <Kelly.Wilson@townofmahonebay.ca>
Subject: New Taxation law

CAUTION: This email originated from an external sender.

Dear Kelly,

Marsha Fields here. I hope you and your family are doing well and negotiating these troubling times. Somehow I didn't run into you and Marilyn when I was home last August through October. But looking forward to being home mid May for 6 mos.

Now for the business at hand. When you have the opportunity I would like to have your input on this matter of taxation. This is going to be a terrible blow economically in the long run for Mahone Bay and Lunenburg County. After speaking with numerous friends and acquaintances, there is a reoccurring theme. We are totally betrayed and unwanted in our own community. This is a prime example of taxation without representation. "Every additional dollar we pay in tax will be less we will have to spend in our local communities" and or they are going to sell their homes. This will only lead to driving the tax base up for the local population. It is true that NS has issues with affordable housing. In the US we live in a community of 16,000 people that is a seasonal town with seasonal residents. Many of whom are Canadian. And we also have an affordable housing crisis. The thing is, my property in MB is not really affordable housing nor are the properties of the others I have spoken to. I love MB, and since being there since 2004, I surely don't look like a real estate speculator. I contribute my time and support many important causes in our community. Three years ago we personally had a 57% tax increase, over a 36 month period at 410 Main. That in itself was outrageous, but we accepted this, as we love our home and friends. Our plan has always been to pass our home down to Nathan, hoping he will have a family someday to reap the joy of Nova Scotia. That is in no way feasible with a property tax of over \$1,000. per month.

I would appreciate your feedback and any insights you may have.

Best to Marilyn.

Regards,
Marsha

[REDACTED]

Sent from my T-Mobile 4G LTE Device

**Mahon Bay Tourism and Chamber of Commerce
165 Edgewater Street, Mahone Bay**

April 22, 2022

Members of Town Council
Town of Mahone Bay
493 Main Street,
Mahone Bay

Dear Members of Council:

**Request for Letter of Support
Re Application under the Discover N.S. Community-Led Placemaking Program**

Considering the Mahone Bay business community's constrained financial climate resulting from the impact of the pandemic, the Mahone Bay Tourism and Chamber of Commerce (MBTCC) discussions intensified about the need to effectively market the town's inter-woven fabric of economic, environmental, cultural, and social wellbeing, thus integrating, and leveraging the Town's community assets. As such, MBTCC has developed a plan to market the Town's full complement of attractions which include not only the business community but also the many additional features Mahone Bay has to offer.

The overall objectives of the plan are:

- To provide an environment where visitors and residents can enjoy the social, cultural, historical, and recreational amenities available in the Town of Mahone Bay
- To promote longer visitor stays in the town to tourist seeking diverse interests and activities
- To increase consumer spending and job creation

The first phase of the MBTCC's plan focuses on the Town's Aquatic Gardens Park. The Park is a beautiful space that displays various aquatic plants; however, the garden is at a stage where it is ready for upgrades. The MBTCC has prepared and submitted a proposal/application to the above noted programme. The application if approved will be used to revitalise and re-shape the Town's Aquatic Gardens Park.

The project does require a financial contribution and based on preliminary discussions with citizens, a contribution of up to \$15,000 is expected. In addition, MBTCC will further support this initiative for the signage with a \$1,500 contribution, a promotional campaign with hardcopy distributed from our Visitor Information Centre, e-brochures, and social media.

Phase one project activities will include:

- Upgrades to the Park will infill areas where needed (on the Quinlan side); excavate, install gravel, and compact where needed; install 6' wide concrete sidewalks.
- Purchase and install decorative lighting which will be used to light the site in the evenings.

- Purchase and installation of park benches.

Lighting will enhance the beauty of the garden and provide a pleasant place for visitors and residents to quickly visit and experience. The garden will also serve as a venue for special events, e.g., the Mahone Bay Scarecrow Festival's popular Pumpkin Walk during the fall event.

The MBTCC is respectfully requesting the Town of Mahone Bay's, Town Council to support their effort to revitalise the Town's economy through the implementation of this project, by way of a *Letter of Support*. If at all possible, the MBTCC would like to send this to the Community-Led Pacemaker Program by the end of April.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Anderson', written over a horizontal line.

George Anderson, President

Mahone Bay Tourism and Chamber of Commerce



Develop Nova Scotia
Old Red Store, Historic Properties
Suite 301 - 1875 Upper Water St
Halifax, Nova Scotia
B3J 1S9

Re: Application under the Community-Led Placemaking Program

Please accept this application to re-vitalize and re-shape an underperforming public space in our community. The space is known locally as the Water Garden Park and will be re-branded as the Aquatic Garden Park. (AGP)

The Water Garden Park occupies an area just off Main Street and has been maintained by the Mahone Bay Garden Club. It is beautiful spot beside the Marry Merry River and has great potential for more extensive summer and winter use. To date, it has lacked a larger, unifying forward vision. It has also been hampered by the lack of nighttime lighting, inadequate signage, benches and walkway improvements. Because the basic footprint is already there, using the grant to make these installations will be quick and relatively inexpensive. A budget request is attached.

The vision for the new Aquatic Garden Park will be to create a public gathering place for visitors and festivals as well as creating a Monet-like vista in the actual water which will invite photographers and painters to create plain-air art. Artist conception photos of the place together with a vision following Monet's gardens in Giverny, France. This is a unique feature in our area and will attract visitors to our Town which has suffered from the COVID-19 pandemic.



In addition, with the installation of solar lighting the Aquatic Garden Park will be used to host the children's Pumpkin Walk, a popular feature of the annual Scarecrow festival, which lost its venue last year. The Pumpkin Walk was a signature feature of the Scarecrow event drawing visitors from all over the Province. In addition, lighting and benches will be used as part of our Father Christmas festival to create Santa's Village for children. This should rival the Pumpkin Walk in time.



One of the objectives of the MBTCC is to create more public art. The Aquatic Garden Park qualifies as art on its own but will also host additional public art as time goes on and as more funds become available through community fund-raising. It is also anticipated that an outdoor art market will operate on site during the summer months.

The MBTCC is prepared to make a grant in support of this initiative for the signage portion of this project and to ensure that brochures advertising the locale are available in our Visitor Information Centre and to take on general advertising of the project.

MBTCC has also convened a broadly based and inclusive Project Advisory Committee. The Committee consists of local stakeholders and advises the Beautification Committee of the MBTCC on priorities and installation design.



The Water Garden Park is located on land owned by the Town of Mahone Bay. Preliminary discussions with Town officials indicate enthusiasm and support for this project. A formal endorsement awaits the next Council meeting on April 28 but we are submitting now to make the submission deadline. The application will be subject to the letter of Council support to be sent after April 28.

In summary, we believe this application hits all the targets for your program.

1. It will definitely support Main Street economic recovery by enhancing and promoting visitor interest in the Aquatic Gardens
2. The improvements are quick and easy to install
3. The installation of benches and broader use of the locale will create a place for people to gather
4. The structure and membership of the Advisory Committee will ensure inclusive community involvement.

Included are:

1. The proposed budget. In addition, the MBTCC will make a grant to the project of \$1,500 to create signs in Town and promote/advertise the facility.

Aquatic Park Garden			
Park upgrades including installation of concrete sidewalks	33724.70	5058.71	38783.41
Purchase and installation of lights	10000.00	1500.00	11500.00
6 Park benches (including concrete pads)	5100.00	765.00	5865.00
Contribution	-1500.00		-1500.00
Total:	47324.70	7323.71	54648.41

2. Current water garden shots in spring and fall
3. Ultimate vision of the water garden following Monet's garden's at Giverny for guidance and inspiration. The Garden Club of Mahone Bay will continue to maintain and cultivate the water site.

Best Regards,

George Anderson
Chair, MBTCC

April 3, 2022

Hon. Susan Corkum Greek
97 Kaulback Street, Suite 201
P.O. Box 220
Lunenburg, NS
B0J 2C0 susancorkumgreekmla@gmail.com

Danielle Barhouse, MLA
MLA Office Suite #3
4080 Highway #3
Chester, NS
B0J 1J0 barkhousemla@gmail.com

Hon. Becky Druhan
373 King Street, PO Box 286
Bridgewater, NS
B4V 1B1 beckydruhan.mla@eastlink.ca

Nolan Young, MLA
164 Water Street
Shelburne, NS
B0T 1W0 nolan.young@shelburnemla.ca

Hon. Kim Masland
271 Main Street
P.O. Box 1206
Liverpool, NS
B0T 1K0 Kim.maslandmla@gmail.com

Dear Members,

Re: Nova Scotia Non-Resident Property Tax and Non-Resident Provincial Deed Transfer Tax.

I am writing to express my concern and offer comments regarding the pending tax measures brought forward in the recently announced budget.

It is my opinion that the unintended consequences of this legislation will negatively impact our local economy and lifestyle in unforeseen ways and do little to generate new housing opportunities, whether affordable housing or even attainable housing outside of HRM.

Non-resident property ownership is the highest form of tourism that we as a province offer and provides a promising future to many people who wish establish a life here.

I have been very fortunate to have been able to live in Mahone Bay, a community in which we have been a part of since 1754. It was my choice to return here after university and several years of travel. Since returning in 1984, I have almost exclusively worked in the real estate, property management and for the past 24 years in residential construction industry.

I have worked creating opportunities through land development, building and maintained housing stock as well as manage properties. In life, I have welcomed non-residents as immediate neighbours. These owners have contributed in many tangible and intangible ways: as tax payers, employers, consumers and supporters of local business, charitable organizations and cultural experiences. They have willingly mentored many young Nova Scotians who have benefitted from a new point of view and respect Nova Scotia's on-going commitment to environmental and ecological practices. They have become our biggest promoters!

These owners do not burden the health care system or rely on public education. Their commitment to our communities has fueled economic growth in the service, hospitality and cultural sectors.

I assure you that any slow down in the non-resident marketplace will be felt immediately as it was for many during the COVID-19 border closures. Talk to retailers, tradesman, artisans, restaurant owners and almost every creator of jobs in our region and they will share stories of the importance of non-resident, second home owners.

Many Nova Scotians had to leave the province to reach their potential. Out migration has been a challenge for Nova Scotia since confederation. Many of these Nova Scotians maintain long held properties with and plan to return or preserve properties for future generations.

As a former Mahone Bay Town councillor I know that levelling of taxation based on property valuations is a municipal matter. In my opinion this new legislation is setting a dangerous precedent at a time when the province and municipalities don't have a clear understanding on what to do with the CAP assessment model.

A property tax of \$2 per \$100 of assessed value of residential properties owned by non-residents on top of the existing municipal rates will more than double ownership costs and do nothing create more housing.

Properties owned by non-residents are except from the capped assessment program and many of only benefit from seasonal garbage collection and poor road maintenance. Non-resident ownership already pays more and receive less services.

Whereas the province does not have a beneficial ownership data base we will not know if owners are Nova Scotia residents. I predict that many non-resident owners and buyers will have good legal and accounting advisors to help them circumnavigate the legislation.

Many non-resident owners already have addresses in Nova Scotia and continue to benefit from capped assessments when they don't reside here. New residents of Nova Scotia retaining addresses in other provinces to keep access to health care and to avoid disadvantaged income tax levels. The issues are many. Solutions complicated

In my opinion a more impactful and immediate measure is more regulation and expanded taxation on of vacation home rentals (Airbnb, VRBO, etc.). These measures need to apply to all ownership including Nova Scotians. It is a complex issue affecting primarily Canadian non-resident ownership as international tax law covers income earned by non-residence of Canada.

A property tax structure that would increase the burden on multi-national companies that own hundreds of thousands of acres of provincial woodlands would be another preferred place to start to raise property tax revenue.

Mahone Bay, like other municipal units in the province have benefitted from the implementation of a deed transfer tax legislation. Money raised through deed transfer tax stays in the community in which it is collected.

I support a non-resident deed transfer tax in principle, with a rate to be determined, but would direct all funds to the Western Regional Housing Authority to increase and improve their housing portfolio. Money collected in this region needs to stay here.

I feel it is a fair, equitable consumption tax and the cost of doing “business”. It may impact one’s ability to finance a property through a lender and will lead to downward price adjustments as the value of the hard asset may fall.

Finance Minister MacMaster and his team may think that the increased taxes will bring in enough revenue to make housing more available to Nova Scotians and support those struggling to find a place to live but more units are on their way.

If he means more subsidized housing, he should say that.

There are currently over 1,000 residential units in the planning stages in Lunenburg and Queens County. They cannot happen fast enough and due to factors out of our immediate control such as planning and zoning restrictions, increasing demands of building code regulations driving construction costs up, inflation, labour shortages and supply chain issues it is going to take awhile.

As you are aware these challenges are not only a Nova Scotian problem !

Thank you for your consideration.

Norman Whynot

680 Main Street | Post Office Box 347 | Mahone Bay | Nova Scotia | B0J2E0

1.90254.0964 kinburn@eastlink.ca



Office of the Warden
The Municipality of Chester
151 King St, PO Box 369
Chester, NS B0J 1J0

Phone: (902) 275-3554
Fax: (902) 275-4771
www.chester.ca

[/ChesterMunicipality](#)
[@chestermun](#)

April 7, 2022

Honourable Tim Houston
One Government Place – 7th floor
1713 Barrington Street
Halifax, Nova Scotia B3J ZA4

Via Fax: 902-424-0667

Dear Premier Houston:

The Council of the Municipality of the District of Chester discussed the proposed non-resident Provincial property tax; and the proposed non-resident Provincial deed transfer tax announced as part of the Province's 22/23 budget. Council understands that the initiative's stated intent is to make housing more attainable and available. However, no information and data has been made publicly available that clearly defines the problem; or demonstrates how the initiative will solve it.

These proposed initiatives should be abandoned so that alternative and refined measures can be developed with insight provided by municipalities; relevant business sectors and associated business associations such as Real Estate and Tourism; and the community.

There are many other reasons why Council opposes the initiative:

1. The annual \$2.00 per \$100 rate is exorbitant. The Municipality has over 1,200 property tax accounts where tax bills are mailed out of province. The assessed value of the properties matched to these accounts could result in an increase up to \$5 million in property tax in our municipality – by far the single largest property tax increase ever levied for our communities.
2. The Province is encroaching into the municipal tax base with this form of direct provincial property taxation. Property tax room will be lost to municipalities that already rely heavily on property taxation and do not have authority to levy income or other more progressive taxes.
3. If the initiative is intended to address housing supply, then the funding raised should be directed to the creation of housing supply and should remain in the

NOVA SCOTIA'S TREASURE

municipality where it is collected to be invested in projects that will see an increase in attainable and affordable housing.

4. The Council does not anticipate that the properties impacted in our municipality are aligned with the stated attainable housing goals. In other words, most properties sold as a result of the new \$2.00 per \$100 tax rate are not likely to be properties relevant to the stated goal.
5. Seasonal property ownership by non-residents has been a long-standing activity in our communities including generational ownership of property. These community members contribute to social, recreational, cultural, and other activity which creates significant positive economic impacts in our Municipality and throughout rural Nova Scotia. Many of these community members contribute their time and money to community organizations and facilities. Council is particularly concerned that this has not been considered and may be lost. Council is also concerned that new construction activity being planned by non-residents will be cancelled.

The Council does support the goal of increasing the amount of attainable housing in our Municipality, and in the Province. Your government's increased focus on this core function is positive. Council is taking its own steps to support this goal in areas that are core to municipal responsibilities.

We intend to invest more in core infrastructure that supports new and expanded residential development. We recently doubled the budget for a progressive low-income property tax exemption program for homeowners. We have amended our Municipal Planning Strategy to support a variety of housing options. An enhanced regulatory framework to manage/dampen the rapid growth of the sharing economy (Air BnB) in our region is also being explored. Council has also approved \$100,000 in funding to a not-for-profit affordable housing initiative in New Ross and has agreed to waive development fees for this proposed project.

Council is supportive of solutions that solve problems. However, the current proposal has too many unanswered questions and will likely create negative consequences disproportionate to the positive consequences.

Please take the time necessary to develop solutions that will achieve government's goal of providing attainable and affordable housing for Nova Scotia residents.



Yours truly,



Allen Webber
Warden, Municipality of the District of Chester

Copy: Minister of Finance, Allan MacMaster
Minister of Municipal Affairs & Housing, John Lohr
MLA Chester-St. Margaret's, Danielle Barkhouse
President, Nova Scotia Federation of Municipalities, Amanda McDougall



Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, April 11, 2022 4:37 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: April 11, 2022

Follow Up Flag: Follow up
Flag Status: Flagged

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Have you registered for the NSFM Spring Conference at White Point Beach Resort?

There are still spots left. Don't miss out on the early bird registration fee! Registration is on a first-come, first-served basis.

**Evolution
of Local
Government**

May 4th – 6th

[Check out the program and
register here!](#)

Provincewide Housing Needs Assessment Underway

REMINDER: Comment period for discussion paper on reducing methane emissions from Canada's municipal solid waste landfills closes April 13

Develop Nova Scotia Launches Community-Led Placemaking Program

The program aims to provide funding, assistance and capacity-building support to various groups across Nova Scotia in support of tactical placemaking projects in their community.

Submission Deadline: April 26, 2022 at 4:00PM AST. Please note, successful teams will be asked to join a kick-off meeting for the full morning of May 2, 2022, so please save the date and block off your calendar.

FCM statement on the 2022 federal budget



canoe

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

-Town of Truro-

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

Upcoming Events

Register Today for NSFM Regional Meetings!

NSFM Virtual Regional Meetings: Hosted on Zoom

Members will receive the agenda via email prior to their meeting.

Region	Date	Time	
Southwestern Shore	Thursday, April 14 th	1:00 p.m. – 2:30 p.m.	REGISTER HERE

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](#)



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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To: Chair, Law Amendment Review Committee

From: George Anderson C.M., M.A., LL.D

Re: Increase in Property Taxes for Non-Nova Scotia Residents, Bill 149

Dear Chair and Committee members,

I write to you as someone involved in housing policy for more than 30 years. My credentials to address this matter are cited below.

The proposed tax will not achieve the objective of easing the housing problems of Nova Scotians. Not a single new, affordable home or rental property will be produced. This is because our current housing issues are not caused by the purchase by non-residents of high priced housing. The main causes of our current housing challenges are the lack of affordable rental accommodation occasioned in part by the removal of stock from the existing supply and its conversion to Air B&B's, lack of supply of moderately priced home owner stock, general inflation in the economy which drives capital to hard asset purchases like housing, historically low interest rates which fuel demand, and restrictive land use by-laws at the municipal level which frustrate timely development and add to the costs of building.

These are the issues which urgently need to be addressed to ease our housing problems. This amendment does nothing on that score and is in fact a measure which singles out a few people who cannot vote but who contribute greatly to the communities in which they live in the summer and most vacation times. Many of these non-resident buyers are former Nova Scotians who left the Province to seek employment when there were not enough good jobs being generated by our provincial economy and now wish to return . It is bad tax policy to discourage this.

Let fairness and effectiveness be the guiding principles of our tax policy. In this respect it is demonstrably true that non-resident owners are not only paying high property taxes already but they also have invested heavily in improving their homes. This has generated strong local employment in the building trades and significant HST income resulting from their purchases of appliances and other home improvement goods and services. No recognition of this aspect of non-resident ownership forms a part of this Bill.

This Amendment should be abandoned. But If it is to pass then fairness dictates that some recognition be given to housing investment by non-residents who preserved and upgraded the existing housing stock. it seems right to consider a graduated tax offset to the extent of provincial HST already paid to improve these homes. If the proposed amendment could be altered to allow deductibility of provincial HST on home improvements already made this would ease the punitive nature of this tax measure.

I would be pleased to elaborate on this at your convenience

Respectfully submitted,

George Anderson
7626 Highway 3,
Martin's River, N.S,
902-624-0862

George Anderson is a former President and CEO of Canada Mortgage and Housing Corporation, co-author of the Saskatchewan Housing Corporation Act, recipient of the Order of Canada (2002) for contributions to low and moderate income housing , a former Vice-President of Mortgage Lending for National Trust and Victoria and Grey Trust, and former member of the Board of Parklane Homes, Vancouver, Co-Chair of the Canada-US Joint Committee on Housing and Urban Affairs and Head of Delegation for Canada to the United Nations Centre for Human Settlements -Year of Shelter for the Homeless.



Office of the Warden

April 11, 2022

Honourable Tim Houston, Premier
Office of the Premier
7th Floor, One Government Place
1700 Granville Street
Halifax, NS
B3J 1X5

Re: CFA TAXES

Dear Honourable Premier:

At a public meeting held April 6, 2022, Council expressed its unanimous opposition to both the non-resident property tax and the non-resident deed transfer tax that were announced as part of the 2022/2023 Provincial Budget. Although the Municipality supports the objective of making more affordable housing available to our residents, our Council believes that the method being used here by your Government is way off the mark, and will likely prove to be very costly to the Province, especially to Municipalities in rural areas on a go forward basis.

Council is asking that your Government abandon your **CFA TAX** initiative. If the real goal is making more affordable housing available for NS Residents, then we would ask you to bring all stakeholders together to come up key initiatives that do not unfairly attack our residents who live here for periods of the year, and happen to have a full-time residency elsewhere.

Here are some points to consider:

- 1) In Nova Scotia, Municipalities have very few tools that it can call its own when it comes to revenue generation. Two of those tools have been the deed transfer tax and property taxes. Now the Provincial Government is reaching into the municipal toolbox and using tools that are specific to municipalities to raise funds for the Province. If the Federal Government was reaching into the Provincial toolbox of revenue generators, your government wouldn't be too happy about it, and that should give you a sense of why our Municipality stands in opposition to this.

Cont'...



- 2) Our deed transfer tax is 1% of the purchase price. Our base tax rate is 77 cents per \$100 of assessment. We use every tool in our toolbox to keep those fees and taxes low, including generating less than 40% of our total revenues from taxation. We do this so we can attract more residents to our communities, to keep the cost of living as low as possible for all those who live here, and to stem the tide of outmigration. For a Municipality struggling to stabilize and grow our population, your CFA TAX likely killed all those efforts.
- 3) The annual \$2.00 per \$100.00 of assessment for an additional property tax is simply exorbitant! Compare this to our .77 tax rate and it is quite evident that these new taxes are unfair to our part time residents. For a \$250,000.00 assessment, the part time resident will pay us a base tax amount of \$1,925.00 and now will pay the Province an additional \$5,000.00 in property taxes. And it's not so much about the people that will come here, as they will make that decision with the knowledge about the new CFA TAXES that they will face. But it's patently unfair to those who have made that decision to have a secondary home in Nova Scotia prior to these new taxes being implemented. The deal for those when they made that purchase in Guysborough, was \$1,925.00 with potential marginal increases from the Municipality going forward, not the 'sledge hammer' new CFA Tax that you've implemented.
- 4) Out of Province home purchasers make investments in our communities! If they buy a vacation property or a secondary home, they pay taxes, they buy services, they buy goods, and they contribute to the community through their volunteer work and in other ways to help build our communities. Some make significant investments in business or they take properties that are run down, or have no development potential, and make them into something that everyone can be proud of. Let me give you two quick examples:
 - a) We have an investor from Ontario who happened upon Guysborough almost 30 years ago, fell in love with the place, bought a vacation property, and over time has invested more than \$20,000,000.00 into Guysborough, and the Province as a whole. The family is a wonderful addition to our community, has employed a large number of our residents over the years, and has become a producer and exporter of NS goods. Think about all of the Provincial and Municipal Taxes that this family has contributed to our economy, on top of the jobs and social investments into our communities. About two years ago, the same proprietor bought, what is likely a retirement home in

Cont'...



the center of Guysborough, and now with these two residential properties, will pay tens of thousands of dollars in additional taxes in the coming years. That wasn't the deal this family signed up for when they came here almost 30 years ago, and it is patently unfair, simply patently unfair!

- b) About 5 years ago, a couple from Ontario who had family connections to our Municipality decided to buy a retirement home in the Shiretown of Guysborough. They didn't buy a traditional home, they bought a post office building from Canada Post, a large towering structure on the main street of Guysborough that had a 'town square type of clock' that wasn't working. Likely the building wouldn't have found a purchaser and would eventually have encountered a wrecking ball. What did this family do? They hired local carpenters, plumbers, and electricians, bought buildings supplies from the local hardware store, spent hundreds of thousands of dollars to restore, including the clock, and today it is a beautifully restored residential home. Now their thank you, is an additional unwelcome bill from the Provincial Government, and more so it's the messaging that you're sending them. As a side note to this story, when we were looking to host a reception for 10 Resident Doctors from Dalhousie in January of this year, guess who stepped up to host them. Yes, this family did. They understand the importance of recruiting health professionals to rural communities, and are a partner in helping us do that.

- 5) Our Council are closest to the housing situation in the Municipality of the District of Guysborough. Our Councillors do not believe that the intention of the new CFA TAXES is going to fix the problem that the Provincial Government believes it's going to fix in a Municipality like Guysborough. We have more than 2100 square kms of land, with a population of 4600 people. We need more housing options for those who can least afford to buy or rent a home, and our Municipality is willing to contribute to those conversations with both the Federal and Provincial levels of government, the levels of government who have traditionally held the responsibility for affordable housing. Levying new taxes on those who invest in our communities, and who have previously invested under a different set of rules, will not solve the affordable housing problem, in rural communities like Guysborough.

Cont'...



Mr. Premier, sometimes what works in urban areas, have unintended negative consequences in rural areas like Guysborough. We are asking you to rescind your decision on the new CFA Tax model and to engage stakeholders in direct conversations that can positively impact the affordable housing file in all areas of the Province.

I look forward to hearing from you.

Sincerely,

Vernon Pitts

Warden

C. Honourable Allan MacMaster, Minister of Finance

Honourable Greg Morrow, Minister & MLA

Ms. Amanda MacDougall, President, NSFM

John MacKinnon, President AMANS

NSFM Municipalities



United Way
Lunenburg County
Improving Lives Locally

April 11, 2022

Town of Bridgewater
Town of Lunenburg
Town of Mahone Bay
Municipality of Chester
Municipality of the District of Lunenburg

Dear Mayors, Warden, and Councillors,

Re: Community funding grants

On behalf of our volunteer Board of Directors and Citizens Review Panel please find enclosed information related to recent United Way of Lunenburg County community funding initiatives.

This year saw a record \$216,358 invested in 31 Lunenburg County based programs and community groups. In addition, we also operate an additional 10 programs. We are grateful to our workplace payroll deduction campaign sites, individual and corporate donors for making this possible. If your municipal unit runs a workplace campaign thank you.

We have provided the funding information based on impact and geographic areas. If you or your staff know of a resident that could use one or more of the services provided, please direct them to the appropriate agency or connect them to 211 or the United Way at office@lunenburgcounty.unitedway.ca or 902-530-3072.

If you have any questions or require additional information please do not hesitate to reach out.

Sincerely,

Michael Graves
Coordinator
The United Way of Lunenburg County

Local giving. Local results.



When you donate to the United Way of Lunenburg County you help
make positive things happen in your community.

For our 2022/2023 - Allocation period

The United Way of Lunenburg County invested \$216,358 in 31 programs

We also operate an additional 10 free programs

Funded programs that will assist residents of

LUNENBURG COUNTY

Includes the Towns of Bridgewater, Lunenburg, Mahone Bay, The Municipalities of Chester and Lunenburg

211 Information and Referral **(211)**

Big Brothers Big Sisters - In School Mentoring

Bikes for Kids – Teens and Adults Too

Coats for Kids - Teens and Adults Too

Free iPhones and Laptops for Vulnerable People

Free LCLC Swimming and Skating Passes for Financially Stressed Families

Free Recreational Passes for Individuals Living with Low Income and Mental Health Issues

HB Studios Snoezelen Room Subsidy Program

HB Studios Sports Centre Accessibility Subsidy Program

Hinchinbrook Farm Volunteer Training

LCLC Free Skating Helmets to Borrow Program

LCLC Free Skates to Borrow Program

Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward Awareness Campaign

RootED School Food Project

Schools Plus Crock Pot Cooking Program

Schools Plus Food for Thought Weekend Food Support Program

Schools Plus School Fuel Transportation Support Program

Senior Safety Coordinator

Senior Safety Program Emergency Contingency Fund

Society of Saint Vincent de Paul Helping Neighbours-in-Need Program

South Shore Regional Library - Caring Call Reaching Out Program

South Shore Sexual Health Centre - Summer Openings

VON Meal Support and Delivery Program

YMCA Free Grocery Delivery Service

YMCA King Street Youth Centre and Leadership Program

YMCA Youth Activity and Sport Programs

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Better Together Family Resource Centre Buccaneer Bay/ Heritage House 4H

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Senior Wheels

TOWN OF BRIDGEWATER

Better Together Family Resource Centre 4H - BES 4H Afterschool Club

Free Bridgewater Transit Passes

Hillside Pines for Special Care - Virtual Reality (VR) System

O'Regan Subaru / Bridgewater Outdoor Pool and Free Family Swims

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Senior Wheels

Improving lives locally.

www.lunenburgcounty.unitedway.ca

MUNICIPALITY OF CHESTER

Bonnie Lea Farm - The Magic of Music
Chester Community Wheels
Musical Friends at St. Stephen's Anglican Parish
New Ross Community Centre After School Program
Our Health Centre – Thrive Mental Health Program
Shoreham Village - Montessori Method Therapeutic Tools Program
Through the Years Day Care and Community Centre – Superheroes United



United Way
Lunenburg County

Programs that benefit residents of Region of Queens Municipality

211 Information and Referral **(211)**
Big Brothers Big Sisters In School Mentoring
Bikes for Kids Teens and Adults Too
Coats for Kids Teens and Adults Too
Hinchinbrook Farm
Plow, Rake, Mow and Stack it Forward” Community Engagement Campaign
Schools Plus Crock Pot Cooking
Schools Plus Food for Thought Weekend Food Program
Schools Plus Fuel Transportation Support Program
South Shore Regional Library - Caring Call Reaching Out Program
South Shore Sexual Health Centre
YMCA Youth Programs

The United Way of Lunenburg County Community Asset Purchases

THESE PREVIOUSLY PURCHASED COMMUNITY ASSETS ARE STILL PROVIDING BENEFITS TO OUR COMMUNITY

Buster the Bus School Bus Safety Program
Bonny Lea Farm Industrial Shredders (2)
ARK Crew Cab Truck Purchase
New Hope Playing Surface in Western Shore
North River Recreational Concrete Pad
Riverport and District Community Room Furnishings (chairs, tables, audiovisual system)
New Ross School Community Recreational Facility
Forties Community Centre (chairs)
Lunenburg County Sexual Health Centre Education Support Program (SHIFT)
Bonny Lea Farm Ground Maintenance Training Riding Mower
Pinegrove Outdoor Play Association Community Park
Through the Years Community Centre and Day Care Specialized Recreational Equipment
Vogler's Cove Community Centre Equipment Purchase (chairs)
Vogler's Cove Community Centre Library
Lunenburg County Lifestyle Centre – Aquatics for All Adaptive Devices
Freeman House Community Kitchen
Emergency Stretcher and Vital Signs Monitor at South Shore Regional Hospital
Rooted School Food Program Kitchen Equipment
iPhones for Music Therapy at Local Nursing Homes

For 2022/2023

The United Way of Lunenburg County invested \$216,358 in 31 local programs **We operate an additional 10 programs**

Not all community members have the opportunity to create a vibrant life. Many people struggle to achieve a sustainable livelihood because they have vulnerabilities that place them at risk and face barriers at accessing opportunities and support. Recognizing this, the United Way chooses to focus its efforts on individuals and groups in our community that are vulnerable to a variety of social and systemic barriers. Priority populations in a community vary according to local circumstances, but often include people dealing with or at risk of poverty, abuse or stigmatization related to race, country of origin, culture, disability, age or sexual orientation. The United Way of Lunenburg County directs funding to the following focus areas: All That Kids Can Be, Poverty to Possibility and Healthy People, Strong Communities.

ALL THAT KIDS CAN BE programs received funding totaling \$117,650

The United Way is giving children and youth the support they need to get a great start in life, do well in school, and reach their full potential.

Helping kids participate in sport, recreational or cultural activities - \$16,750

- PRO Kids Town of Bridgewater
- PRO Kids Municipality of Lunenburg
- YMCA Youth Activity and Sport Programs
- Bikes for Kids - Over 450 bikes given away to kids of financially stressed families
- FREE LCLC swimming and skating passes for financially stressed families every year
- FREE used sports equipment exchanges (hockey and soccer)

Providing a safe place for youth to grow and socialize - \$44,000

- Better Together Family Resource 4H Clubs (3)
- Musical Friends at St. Stephen's Anglican Parish in Chester
- New Ross Community Centre After School Program
- YMCA King Street Youth Centre and Leadership Program

Helping our communities' vulnerable youth - \$5,000

- Big Brothers Big Sisters In School Mentoring

Helping families who are food insecure - \$34,400

- RootED School Food Project
- Schools Plus Crock Pot Cooking Program
- Schools Plus Food for Thought Weekend Food Program

Helping children and youth with special needs - \$11,500

- HB Studios Snoezelen Subsidized Subsidy Usage Passes
- Hinchinbrook Farm Volunteer Training

Sexual Health Information and Support - \$6,000

- Sexual Health Centre – Summer Openings

FROM POVERTY TO POSSIBILITY programs received funding totaling \$22,500

The United Way is helping to meet the basic needs of our community's most vulnerable people, giving every Canadian the opportunity to realize a better future.

Basic income maintenance support programs - \$22,500

- Society of Saint Vincent de Paul Helping Neighbours-in-Need Program
- Schools Plus School Fuel Transportation Support Program

Providing life changing opportunities for people living on low income – These are \$0 cost programs

Free Recreational Passes for low-income individuals with mental health issues.
Free iPhones for vulnerable low-income individuals. (278 since May 2017)
Free iPhones for nursing home music therapy programs. (30 since May 2017)
Free laptops for vulnerable low-income individuals. (32 since May 2017)
Coats for Kids – Teens and Adults Too (Because everyone deserves to be warm in winter.)

HEALTHY PEOPLE, STRONG COMMUNITIES programs received funding totaling \$75,708

The United Way is helping to create vibrant neighbourhoods, where everyone experiences a sense of belonging and connection to one another.

Helping to create inclusive community spaces - \$12,985 (The family that plays together, stays together.)

O'Regan Subaru Outdoor Pool / Bridgewater Outdoor Pool Free Swims
Free Skates to borrow at the LCLC (Free to anyone who needs them.)
Free Skating Helmets to Borrow at the LCLC
HB Studios Sports Centre Accessibility Program
Through the Years Community Centre – Superheroes United

Connecting people and communities through transportation networks - \$12,500

Senior Wheels
Chester Community Wheels

Talking about mental health - \$6,000

Our Health Centre – Thrive Mental Health Program

Helping to keep our seniors safe and in their homes - \$36,163

Lunenburg County Senior Safety Coordinator
Lunenburg County Senior Safety Program – Emergency Contingency Fund
Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward – volunteer to help a senior
South Shore Regional Library Caring Call Reaching Out Program
VON Meal Support and Delivery Program
YMCA Home Grocery Delivery Service

Providing new experiences to adults and seniors - \$6,300

Bonnie Lea Farm The Magic of Music
Hillside Pines for Special Care Virtual Reality (VR) system
Shoreham Village Montessori Method Therapeutic Tools

Helping to provide information and resources - \$2,260

211 Information and Referral **211**

Making positive things happen in Lunenburg County takes more than good intentions and the contributions of a few. It takes everyone doing what they can because everyone shares in the benefits of a happy, healthy, and safe community where no one is left behind.

To find out more about how the United Way of Lunenburg County is putting your donations to work helping Lunenburg County kids, youth, families, women, seniors and communities, to see our community impact videos, to see the requirements necessary to obtain a grant, to sign up for our e-newsletter and/or to make a secure online donation please visit our website at www.lunenburgcounty.unitedway.ca. Please direct questions to office@lunenburgcounty.unitedway.ca.

WHAT DOES LOCAL LOVE LOOK LIKE?

United Way Lunenburg County is a volunteer driven organization with two roles. One is to motivate donors and raise money to provide the financial resources needed to affect change in our community. The other is to seek out organizations and help create the dynamics and partnerships that will affect positive social change right here in Lunenburg County.

Here are some of the projects your generous donations have made possible:

FREE RECREATIONAL ACTIVITIES

Free Public Swimming
Free Aquatics

135 North Park St. Bridgewater. Visit www.unityway.ca or call 902-530-4100 to check for current times. Expires Aug 31/2018.

FREE ACCESS TO THE WALKING TRACK

145 Glen Allen Drive, Bridgewater. Call 902-540-5348 or visit www.unityway.ca for the most current walking times. Expires Aug 31/2018.

FREE DAY PASS TO ALL YMCA ACTIVITIES
(includes gym, yoga and aquatics)

75 High Street, Bridgewater. Sign in to all day pass to offer. Call 902-543-9622 or visit www.yunenburgcounty.org for more information. Expires Aug 31/2018.

FREE MORNING SKATES AVAILABLE FOR INDIVIDUALS 55 years or older

Offered at four locations. Call 902-756-4272 for more info or visit www.unityway.ca Expires Aug 31/2018.

FREE RECREATIONAL ACTIVITIES PASS

A JOINT PROJECT OF
United Way Lunenburg County
and
Lunenburg County Recreation
Promoting health through recreation

Recreational Activities
Contact group scheduling programs for any changes to programming.

LCRC
Free public swimming, Free Aquatics, Free public skating, Free curling, hb studios Sports Centre, Free walking track access.

YMCA
Free day passes to all activities, Free morning space in classes, 55 years and older only, Town of Bridgewater, Free activities offered, Free to updated info sheet.

ENJOY A FREE SWIM ON US!

For public swim times please visit www.lcrlc.ca or call 902-530-4100

For public skating times please visit www.unityway.ca or call 902-530-4100

135 NORTH PARK STREET, BRIDGEWATER

Expires Aug 31/2018

ENJOY A FREE SKATE ON US!

For public skating times please visit www.unityway.ca or call 902-530-4100

135 NORTH PARK STREET, BRIDGEWATER

Expires Aug 31/2018

Donate your used smartphone to connect someone to a better future.

United Way Lunenburg County

A smartphone can help open a whole new world of for people living in or on the edge of poverty.

OWNING A SMART PHONE CAN HELP:

- Curb loneliness by providing a modern form of communication to connect with friends and family;
- Increase the ease of job searching and create employment opportunities;
- Decrease vulnerability in emergency situations.

United Way of Lunenburg County, together with their community partners, will distribute the refurbished smartphones to qualified, low income people in our region. Your phone could help save a life in so many ways.

Community Partners: Employment Solutions Society, Freeman House, Harbour House, Second Story Women's Centre, Schools Plus and United Way of Lunenburg County.

DROP OFF:
Collection box, Centre Court of Mail. Place your phone in the provided bag and drop box. Please ring the phone dial.

Plow it Forward
NEIGHBOURS HELPING NEIGHBOURS

Plow it Forward this Winter "Adopt" a senior neighbour and help with their snow removal.

Uncleared snowfall prevents seniors from getting groceries, mail, medications and daily care on which they depend. Seniors clearing their own snow puts them at serious risk of broken bones, heart attacks and stroke.

Does a senior or disabled neighbour's house remain unplowed after a storm?

A neighbour may need your help and your act of kindness could save a life. Volunteer to shovel as an individual, family, business or school. Knock on a neighbour's door, and spread care and compassion in your community.

PART OF THE NEIGHBOURS HELPING NEIGHBOURS INITIATIVE

United Way Lunenburg County

"Every kid deserves a bike to ride."

Support United Way of Lunenburg County Bikes for Kids.

United Way Lunenburg County

FREE USED HOCKEY EQUIPMENT

PICK UP WHAT YOU NEED. EXCHANGE. DROP OFF WHAT YOU DON'T.

MON. AUG 21 4:00-9:00PM

@theCLCC (Lunenburg County Lifestyle Centre) in conjunction with SKATE registration

While you're there get a fresh start on your winter gear! Drop off your old gear and get a fresh start on your winter gear! Drop off your old gear and get a fresh start on your winter gear!

EARLY EQUIPMENT DROP OFF (UNTIL AUGUST 20) @ 2 LOCATIONS

Centre Court, Bridgewater Mall
Near to Sport Store, "Open Skating Session" - Open drop off equipment and receive a clean skate and your 2018 Skate Check Card.

HELPING TO MAKE SPORTS MORE AFFORDABLE FOR FAMILIES

For more information please contact: office@lunenburgcounty.unityway.ca or by calling Michael Graves 902-531-4794 or Trishie Walker 902-531-2576.

Free Skates to Borrow
borrow skate clean return

Back in the Game

This program brought to you by

United Way Lunenburg County

SKATE SHARPENING

UNITED WAY BUILD IT!

GENTLY USED SOCCER EQUIPMENT EXCHANGE

PICK UP WHAT YOU NEED. EXCHANGE. DROP OFF WHAT YOU DON'T.

Now at the HB Studios Sports Centre!

Lunenburg County changes are helping more accessible for

Do you find it hard to pay for soccer registration and equipment?

United Way Lunenburg County is a major funder of PRO Kids. Contact them for financial assistance. Both our communities and children prosper when kids and youth are involved in sport, recreational and cultural activities.

United Way Lunenburg County

Join the United Way Lunenburg County. It helps make positive things happen in your life like this gently used sport equipment exchange.

office@lunenburgcounty.unityway.ca or call 902-530-3072 (voice mail)



Cost effective programs that work because of partnerships with the local business community and the ongoing support of our volunteers.

Partnering with local businesses and organizations for the greater good of the community.

- The United Way of Lunenburg County also provides financial support to the **Bridgewater Outdoor Pool** in partnership with O'Regan's Subaru and the Barracuda Swimming Club. Now in our sixth year. This money is used to ensure the continued operation of the outdoor pool and to provide many opportunities for free swims.
- **211 NS.** The United Way is a founding partner of this organization, and we contribute to its operation. The Provincial Government is also heavily invested in this organization. 211 helps to connect you to the information that matters to you and your family.

Low cost/ no cost programs operated by the United Way of Lunenburg County

- **FREE SINGLE USE SWIMMING/SKATING PASSES** to the LCLC. 1,000 free passes are distributed through the SSRSB each year and are given to the school Principals and Guidance Counselors as well as local community groups who are encouraged to give them to lower income students and their families. (Children and parents). Multiple usage is encouraged. "The family that plays together, stays together."
- **FREE SKATES TO BORROW** at the LCLC. We built a storage unit and filled it with a wide variety of skates to borrow. These skates are available to anyone. Just borrow, skate, clean and return. This program compliments the program above.
- **BIKES FOR KIDS.** – Since 2013 over 560 free refurbished bikes have been distributed to local kids, youth, families, and adults who would struggle financially to purchase one.
- **USED SPORTS EQUIPMENT EXCHANGE.** We make available used hockey and soccer equipment to anyone who needs it. Free hockey equipment giveaways happen every August at the LCLC. Free soccer equipment is available at the HB Studios Sports Centre.
- **PLOW IT FORWARD, RAKE IT FORWARD, MOW IT FORWARD AND STACK IT FORWARD** – Working with other community groups we help to encourage abled bodied citizens to help our less abled bodied seniors and the disabled with some outdoor chores like snow shoveling, raking, mowing and wood stacking. This program is directed towards lower income individuals. This can be done as a family, business, school or individual.
- **FREE SMARTPHONES AND LAPTOPS** – We collect used smartphones and laptops and provide them to marginalized people in our community. There are many marginalized and vulnerable people that due to poverty or unique circumstances are unable to participate in a world connected via the internet and therefore benefit from all the opportunities, information and support that this world could provide. We believe that a smartphone can be a valuable tool that could enable people to reach out for the help, support, and the resources they need to succeed. These people could be women fleeing family violence, people with mental health issues, at risk youth, people looking for jobs or people that do not have access to the internet because of their current home location or because they don't have a permanent home. We always encourage people to take advantage of the growing number of FREE wi-fi hotspots in the area. Since May 2017, 280 iPhones and 32 laptop computers have been distributed.
- **FREE REFURBISHED IPHONES** used for personalized music programs (music streaming services) for elders living in nursing homes and who are suffering from Dementia, Alzheimer's, and other affects of ageism. 30 iPhones distributed to 3 TOB Nursing homes + Mahone Bay, New Germany, and Chester.
- **FREE RECREATION PASSES** for 100 low-income individuals with mental health issues. Passes include access to the YMCA, The LCLC for swimming, skating and yoga.
- **FREE BRIDGEWATER TRANSIT PASSES** for low-income residents in the Town of Bridgewater.

It is worth noting that the 10 programs above operate on less than \$2,000 year. That is great value for your charity investment dollar.

Local giving. Local results.

From: [Regional Chairs](#)
To: [Cyril A. MacDonald](#); [Vernon Pitts](#); [Robert Parker](#); [Mancini, Tony](#); [Martha Armstrong](#); [Wayne Thorburne](#); [Scott McLean](#); [Linda Gregory](#); [Mary Commo](#)
Cc: [cc: Amanda M. McDougall](#); [Juanita Spencer](#); [Mooers, Eva W](#); [Francis Campbell](#); [Roschell Clarke](#); [Nicole Latimer](#); [Tanya Williams](#); [Deborah Searle](#); [Darlyne Proctor](#); [Brenda Rioux](#); [Andrea Trask](#); [Philopoulos, Andrew](#); [Betts, Shannon](#); [Andrew Garrett](#); [Christine McClare](#); [Gus Green](#); [Amy Hillyard](#); [Alanna McPhee](#); [Jeff MacCallum](#); [Chuck McKenna](#); [Ashley D David](#); [Robert Kenney](#); [Parker, Maylia Kempt](#)
Subject: Fwd: Municipal Response - Batteries, Lighting & Additional Electronics
Date: April 11, 2022 3:16:48 PM

CAUTION: This email originated from an external sender.

Hi everyone,

Please find below, Chair MacDonald's response sent to NSECC staff supporting further EPR programs such as the proposed additions for batteries, lighting, and more electronics along with more suggested EPR programs needed in NS and adopted in other provinces.

Andrea

----- Forwarded message -----

From: **Regional Chairs** <nsregionalchairs@gmail.com>
Date: Mon, Apr 11, 2022 at 3:04 PM
Subject: Municipal Response - Batteries, Lighting & Additional Electronics
To: Robert Kenney <robert.kenney@novascotia.ca>
Cc: Chuck McKenna <chuck.mckenna@novascotia.ca>, Ashley D David <Ashley.David@novascotia.ca>, Regional Chairs <nsregionalchairs@gmail.com>, Andrea Trask <atrask@easthants.ca>, Andrew Garrett <andrewg@vwrn.com>

Greetings Bob, Chuck & Ashley,

Thank you for the opportunity to provide comment on additional Extended Producer Responsibility (EPR) programs and the expansion of the electronics stewardship program already implemented in Nova Scotia. Municipalities strongly and collectively support the addition of any EPR programs for materials that pose safety and environmental hazards in our solid waste facilities.

Batteries: Lithium ion batteries have been known to cause fires in solid waste collection vehicles, material recovery facilities and landfills in Nova Scotia. We strongly support an EPR program for rechargeable and single use batteries and are hopeful a program will provide greater access for our citizens to recycle batteries and that cost recovery for municipalities is included to offset the labour costs needed to safely separate lithium ion batteries.

Lighting: Mercury containing lighting such as fluorescent lamps and compact fluorescent lamps pose a health hazard to municipal staff working at our facilities. Previously, the

collection and processing of lamps by Emera demonstrated that there were a large number of mercury containing lamps in need of safe disposal. A new program to manage lamps in Nova Scotia is welcome.

Additional Electronics: The addition of a variety of electronic appliances to complement the existing electronics recycled through EPRA is welcomed by municipalities as a means of further diverting materials from landfills. Municipalities support programs with simple messaging (ex. if it has a cord it is accepted into the program) and align with national programs.

Additional items that also pose health hazards to solid waste staff, environmental pollution and/or high costs to municipalities to manage are also strongly encouraged. These include items widely regulated in other provinces, including:

Residential Sharps: Needles and lancets routinely show up on recycling sorting lines, in illegal dumps and in the residual waste stream causing serious health concerns to staff. Additionally, continuous glucose monitors (CGMs such as Dexcom) and flash glucose monitors (such as Libre) are more routinely used by both Type 1 and Type 2 diabetics, and insulin pump insertion devices, all contain sharps and should be considered under such a program.

Agricultural Sharps: There is no program provided to the agricultural community to dispose of needles safely. Instead, farmers are known to mix these in their regular garbage or discard them on their own property.

Hazardous Chemicals: Municipalities support EPR legislation for other residential hazardous chemicals managed through municipal household hazardous waste facilities including herbicides, pesticides, fungicides.

Pressurized Tanks: Single use pressurized tanks used for gases such as propane, oxygen and helium are very costly for municipalities to process and should be covered through an EPR program.

The opportunities for EPR are extensive (fire extinguishers, flares, more tires etc) however those noted above have ranked higher in need during discussions with municipal staff and facility operators.

The Regional Chairs again thank you and the great staff at NSECC for your ongoing support and cooperation in bringing new regulations to best serve the residents of Nova Scotia.

Sincerely,

Cyril MacDonald

Chair, NS Regional Chairs Committee

--

NS Solid Waste-Resource Regional Chairs Committee
P.O. Box 895
Kentville, NS
B4N 4H8

**Nova Scotia Solid Waste-
Resource Management
Regional Chairs Committee**

REGION 1

Cyril MacDonald
Chair

REGION 2a

Vernon Pitts

REGION 2b

Robert Parker

REGION 3

Mary Commo

REGION 4

Tony Mancini

REGION 5

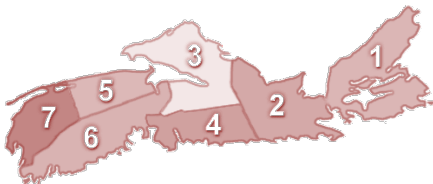
Martha Armstrong

REGION 6

Wayne Thorburne

REGION 7

Linda Gregory
Vice Chair



April 11, 2022

Honourable Tim Halman
Minister of Environment & Climate Change

via Email

Re: Municipal Response to Engagement on Extended Producer
Responsibility for Printed Paper and Packaging in Nova Scotia

Dear Minister Halman,

On behalf of the Nova Scotia Solid Waste Regional Chairs Committee (Regional Chairs), the Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators Nova Scotia (AMA), thank you for the opportunity to provide comments on Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP).

This submission is a consensus of the municipal perspective from across the province, which was first established by a unanimous motion at NSFM in 2018 and solidified with the municipal proposal for EPR for PPP submitted to government in 2019.

Reaching this point has been a long journey. There are now many strong examples of EPR for PPP across Canada that we are learning from. What we have heard, loud and clear, is that **strong regulation and a goal of continuous improvement is crucial to the success of a program for all parties**. Since the announcement of this targeted stakeholder engagement, we have valued the conversations and transparency between our working group and staff from your department. We feel this cooperation will lend to development of regulations to best serve the residents of Nova Scotia.

We would like to remind you that **Nova Scotia has a mature recycling program with proven success**. Residents expect to maintain the level of service and ease of access to curbside recycling they have been provided for over 20 years. Programs are consistent across the province in terms of two-stream, bag-based, bi-weekly recycling collection, with minimal exception. Consistency was not the case in most parts of the country. Nova Scotia is also unique in that we have landfill bans on specific materials that are obligated as PPP and these must be considered in the development of new regulations. Municipalities have invested heavily in meeting these bans through development of robust collection and successful education programs. It is expected that industry will operate with the same diligence.

The response below follows the format presented by NSECC staff during the stakeholder engagement sessions.

Q1. Do you agree that these elements should be part of an EPR for PPP program in NS?

Full Producer Responsibility

Municipalities support an EPR program that is fully funded by producers. Strong regulation, with careful consideration given to the approach defined in the regulations is critical. Strength in oversight and accountability is important to municipalities.

In reviewing program models across Canada, we have heard that an industry submitted plan (BC model) is not necessarily the best approach; plans become outdated fast and are not as straightforward to enforce. The Ontario approach of establishing a third-party oversight body which sets strong targets and a more robust monitoring and compliance oversight is preferred by municipalities.

Residential PPP Obligated

The definition of what type of material is considered 'residential' must be clear and must include single and multi-unit properties.

As Nova Scotia's Solid Waste regulations were implemented in the late 1990's, municipalities recognized a gap in collection services that allowed small businesses (especially in rural areas) to participate in source separation programs, essential to preventing banned material from going to landfill. There are limited options for commercial waste hauling services, especially in rural parts of the province making source separation cost prohibitive.

As such, it is requested that the regulations include consideration for small businesses which currently rely on municipal curbside collection services and generate material types and quantities within household limits.

Municipalities recognize that more information is needed on the number of businesses impacted by this, as well as the relative tonnage and are willing to work with the province to determine these quantities in order to best negotiate with industry. Our counterparts in BC identified this as a significant missed opportunity.

First Right of Refusal for municipalities

Offering first right of refusal for collection services, and provision of education services to municipalities is supported. Municipalities have long provided this service and will continue to provide them for garbage and organics collection. Given the long-standing success and effectiveness of our education programs, it is recommended that municipalities continue to play a role in educating all residential properties, even those services by a private hauler (i.e., multi-residential).

It is our understanding that education incentives from PROs are specifically for operational collection issues (i.e., not currently covered by Divert NS funding) and would cover expenses such as Hotline customer service and targeted education relative to contamination. Nova Scotia's integrated solid waste system requires a higher level of education and compliance to ensure municipalities are providing due diligence to keep banned material (including obligated PPP) from landfill disposal. This includes municipal led education to multi-unit residential properties receiving private collection. Flat-rate education incentives, strictly tied to the

collection of obligated materials, does not reflect full costs. Compensation should reflect actual costs and not be a flat-rate incentive. This will better reflect local conditions, both urban and rural, without over or under valuating rates.

We recognize EPR is a major shift of responsibility for municipalities as it means we could be operating under a commercial contract and see industry working closely with municipalities to ensure efficiencies in subcontracting collection, contract oversight, as well as provision of 'hotlines' to address customer service.

Beyond first right of refusal for collection, municipalities may wish to bid on other operational components including processing, and this option should be recognized within the regulations.

Use existing infrastructure where practical

Existing municipal infrastructure must be included in the provision of services. In instances where existing infrastructure is no longer needed, NSECC should set-up a reserve account to help municipalities decommission and redevelop sites.

A full responsibility program must also include a plan to compensate municipalities for storage/bulking of obligated material at transfer stations and transportation to processing facilities, where applicable, in areas where municipalities are providing collection or receiving obligated materials.

Consideration of handling IC&I recyclables with residential materials (where needed)

It is critical that reasonable access to recycling processing or receiving facilities be available to ICI customers, even if they continue to pay a tipping fee.

Since 1998, Nova Scotia has had landfill bans in place to encourage diversion. Businesses have implemented source separation programs to ensure compliance with these bans and the subsequent municipal by-laws that support them. In many cases, municipalities and waste authorities are the sole operator of a Material Recovery Facility (MRF), or drop-off facility in a region and rules for ICI customers mirror residential requirements.

Packaging-like household products obligated (e.g., pie plates)

Packaging-like household products must be obligated as residents do not distinguish between different sources – a package is a package; a bag is a bag; a pie plate is a pie plate.

Recognizing there are many 'material-like' products left in the waste stream that could be diverted given stronger market conditions, municipalities support that regulations be flexible for future inclusion of additional packaging-like products provided they can be processed by brand owners to maximize diversion. i.e., Laundry hampers, retired organics carts, storage totes.

Small businesses are exempt

Municipalities agree that exemptions should be implemented to lessen the impact to small businesses and registered charities. Businesses with up to \$2 million in gross revenue, and/or who generate 1 tonne or less of packaging, should be considered for business exemptions. The conditions of any exemptions must be clear in the regulations, including any requirement for reporting.

Q2. What is your preferred approach for the following elements of an EPR program for PPP program in NS?

Financial exemption (de minimus)

Per the previous section, we agree that a maximum de minimus of \$2 million should be considered.

No decrease in service levels

Maintaining curbside collection of obligated materials is important to municipalities. Residents in Nova Scotia have participated in a curbside recycling program for over 20 years and expect this level of service to be maintained and transitioned to an extended producer stewardship program seamlessly.

Two-stream recycling with a minimum of bi-weekly collection is the standard in Nova Scotia. Most rural municipalities offer collection to small IC&I to the same or similar limits as residents to maximize recycling efforts and provide cost-effective diversion. Including recycling from small IC&I collected curbside is needed.

Maintaining or expanding the current sort list as a minimum standard for curbside collection, including collection of plastic film and foam polystyrene, is important to municipalities.

Municipalities recognize that glass containers create contamination and operational challenges for recycling processors. It is preferable that glass be kept in the curbside collection program to maximize diversion and meet provincial disposal ban. Transitioning glass food containers to the deposit refund program is an option municipalities would consider supporting.

Timelines to allow for transition

Nova Scotia has an established, mandatory, recycling system that is adaptable to a full responsibility program. Municipalities feel an urgency to move swiftly with regulations but recognize adequate time and flexibility is needed to allow for a smooth transition and to allow for existing municipal contracts to switch over.

Municipalities feel strongly that a transition to a full producer responsibility system be implemented in a maximum of 2.5 years from end of consultation. Municipalities are open to a staggered timeline if necessary.

Requirements to include in a dispute resolution proves

Municipalities favour regulation identifying the requirement for dispute resolution clauses in service contracts. Regulations must clearly define responsibilities of each party such that responsibility is further reflected in contracts. Inclusion of provisions for arbitration is recommended.

Newspaper obligations

The inclusion of newspapers is recommended by municipalities with an option for in-kind advertising as a means of funding their obligated materials. Municipalities recommend a review of the approach taken in BC, whereby the province contributes funding to the Producer Responsibility Organization, and in turn, receives in-kind advertising credits from the newspaper industry.

Flyers must be included in the regulation as obligated materials and not be exempt from financial responsibilities.

Q3. Do you support inclusion of the following additional elements now or in the future phase of an EPR for PPP program in NS?

Material specific targets

To maximize recovery of packaging, we support the development of material specific targets. These targets need to be set high and measurement be based on the quantity of material processed (not what has been collected).

Regardless if targets can be met by higher diversion rates achieved in more densely populated areas, it is essential that a standard level of service continues to be provided across the province.

Recycling collection service at schools (K-12)

Municipalities agree that consideration should be given to collection from K-12 schools.

Whereas the waste generated in schools has a similar composition to residential waste, an EPR for PPP program should be considered in this sector. It must be understood that schools typically have a higher contamination rate in their source separation programs, therefore flexibility must be allowed.

Consider GHG emissions in plan development

As supported by the Environmental Goals and Climate Change Reduction Act, Nova Scotia has set an ambitious climate change target of net zero emissions by 2050 and a waste reduction target of 300 kg per person disposal rate by 2030. We feel it is important that both of these targets be reflected in EPR regulations, showing the correlation between waste reduction and GHG mitigation.

Regulations and the subsequent governance/oversight model should facilitate leadership at the provincial level to move us towards a circular economy.

Third party oversight to deliver robust transparency and compliance

As previously stated, municipalities feel strength in oversight and accountability are critical components to be included in EPR regulation. This relates both to operation of the program, achievement of targets and accountability of downstream markets. Quality end-markets are essential to ensure the success of programs. Options for local (i.e. within Nova Scotia or Atlantic Canada) processing are currently limited, but should be developed with a goal of improving circularity.

The Resource Productivity and Recovery Authority (RPPRA) in Ontario has strong, transparent, and professional oversight. The involvement of technical advisory committees provides opportunities to identify areas for improvement and ensures ongoing municipal engagement. We feel a version of this model would foster continued collaboration between the oversight organization, industry, and municipalities.

Public space recycling (streetscapes)

While provision of additional receptacles in public spaces is a goal, we would like to see regulations be open to further exploring this opportunity in the future. This source of material has a high contamination rate and it is felt more data is needed to fully understand how to overcome barriers.

Option to account for PPP in the composting stream

Municipalities are open to considering material that currently appears in our composting stream for inclusion in EPR for PPP programs. This includes material such as boxboard which is repurposed to contain wet food waste as an alternative to purchasing other bin liners.

We recognize there are challenges in quantifying the amount of product captured in this stream, and on what basis funding should be paid. Municipalities are open to working with industry to determine a feasible approach.

Recognition of compostable within a program cannot be seen as a work-around for producers to bypass paying into a program. One of the principles of EPR is design for the environment. If compostable packaging (consistent with existing municipal infrastructure) is developed as a result of this, regulations must recognize there is still a cost to manage regardless of which stream it is captured in. 'A package is a package'.

Furthermore, biodegradable plastic alternatives for packaging is a growing industry that is currently causing significant confusion in the recycling system and contamination issues for the organics stream in Nova Scotia. Municipalities would support adding biodegradable plastics as either a standalone material on the landfill ban list, or add to the definition under the ban for plastic bags already in place, to reduce both the confusion and contamination issues.

While we are currently focused on PPP, we also recognize other priorities both now and on the horizon. We are open to expanding to more types of EPR (i.e. hazardous waste). As requested by NSECC staff we will be submitting feedback on this as a separate letter.

In closing, we would again thank NSECC for the opportunity to share our feedback in this format. We have valued being part of the conversation. This level of cooperation between municipalities and the province will ensure we have the strongest EPR program to best serve our residents.


Regards,

A handwritten signature in black ink, appearing to read 'C. MacDonald'.

Cyril MacDonald, Chair
NS Solid Waste Regional Chairs Committee

A handwritten signature in black ink, appearing to read 'A. McDougall'.

Amanda McDougall, President
Nova Scotia Federation of Municipalities

A handwritten signature in blue ink, appearing to read 'J. MacKinnon'.

John MacKinnon, President
Association of Municipal Administrators Nova Scotia

cc: Honourable John Lohr, Minister of Municipal Affairs and Housing
Paul LaFleche, Deputy Minister, Municipal Affairs and Housing
Nova Scotia Solid Waste Regional Chairs Committee Members
Juanita Spencer, Chief Executive Officer, NSFM
Janice Wentzell, Executive Director, AMANS
Andrea Trask, Chair, Nova Scotia Managers & Directors Committee
Andrew Garrett, Chair, Nova Scotia Regional Coordinators Committee

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, April 19, 2022 4:27 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: Tuesday, April 19, 2022

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM Launches Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) Committee

The Minister of Municipal Affairs and Housing has been mandated to renegotiate the current Service Exchange Agreement with municipalities and to review the Municipal Government Act (MGA). This represents an exciting opportunity to address long-standing issues and support local governments confronting modern-day challenges. In response, the Nova Scotia Federation of Municipalities (NSFM) Board of Directors struck a committee of municipal leaders to engage with the province through this process.

SERMGAR will engage with NSFM members to hear their input on the current municipal/provincial landscape. Using these insights, and a variety of other tools and resources, the committee will advise the Department of Municipal Affairs and Housing in a collaborative and forward-thinking fashion. The negotiations and review are expected

to take approximately two years to complete, and the committee will be providing regular progress reports to NSFM members.

Nova Scotia Federation of Municipalities to Deliver Sustainable Communities Challenge Fund

Our role in the Sustainable Communities Challenge Fund (SCCF) is a fulsome one. We will be working with the province to develop the funding guidelines, review applications, and award funding. We have engaged Deloitte for their expertise in standing up complex grants administration systems as well as Prime Creative for their marketing and communications experience. NSFM will hire three additional staff dedicated to the delivery of the SCCF. Debbie Nielsen, our previous Infrastructure and Sustainability Officer, has accepted the position of Lead Program Manager for the SCCF and will bring her years of experience in the climate-change space to bear on this significant initiative.

NSFM Spring Conference Early Bird Fee Deadline this Friday!

There are still spots left. Don't miss out on the early bird registration fee! Registration is on a first-come, first-served basis.

**Evolution
of Local
Government**

May 4th – 6th

[Check out the program and register here!](#)

Develop Nova Scotia Launches Community-Led Placemaking Program

The program aims to provide funding, assistance and capacity-building support to various groups across Nova Scotia in support of tactical placemaking projects in their community.

Submission Deadline: April 26, 2022 at 4:00PM AST. Please note, successful teams will be asked to join a kick-off meeting for the full morning of May 2, 2022, so please save the date and block off your calendar.

FCM Release 2022 Federal Budget Analysis



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

of several more of the offers available this fiscal year. If you need it, it is probably available through this program!"

-Town of Truro-

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

In The News

[Proponents seek targeted solutions from two N.S. housing studies](#)

['It's just been a win-win': More Maritime municipalities are trying out a 4-day workweek](#)

[Nova Scotia to conduct studies on affordable housing needs](#)

Upcoming Events

Register Today for NSFM Regional Meetings!

NSFM Virtual Regional Meetings: Hosted on Zoom

Members will receive the agenda via email prior to their meeting.

Region	Date	Time	
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](#)

REGISTER NOW: COMMUNITY IMPACT SECTOR DAY OF RECOGNITION

You're invited to a special virtual event to celebrate and recognize the contributions of the Community Impact (Nonprofit) Sector in Nova Scotia.

When: April 29, 2022, 1-3PM

Where: [Online Event, via Eventbrite](#)

Join United Way Halifax in celebrating the people and the impact organizations (nonprofits) that tirelessly serve our province, strengthening our quality of life and delivering a range of vital services to meet the needs of those in Nova Scotia.



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

info@nsfm.ca

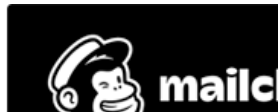
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Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada



Maureen Hughes

Subject:

FW:

From: Kayser Manuel <mkw699977@gnspe.ca>

Sent: April 19, 2022 3:05 PM

To: Richard Nowe <Richard.Nowe@TownofMahoneBay.ca>

Subject:

CAUTION: This email originated from an external sender.

Kayser Manuel
Bayview Community School
110 Clearway Street
Mahone Bay, NS
B0J 2E0

April 23, 2022

Richard Nowe
493 Main Street
Mahone Bay, NS
B0J 2E0

Dear Mr. Nowe,

I am a grade 9 student at Bayview Community School. I am writing you today to raise awareness about the new crosswalks being installed around town. I think this is a great plan. I have been doing some of my own research as part of a school projects and am a concerned resident.

Through my work I have found that the ladder design of crosswalk has the highest visibility for oncoming traffic. I also feel as though the overhead amber lights that blink are effective. There should also be signs put in place that indicate there are new crosswalks in town.

If you have any questions about my research or have any additional questions about what I have found please feel free to send an email to: mkw699977@gnspe.ca.

I am happy to see these crosswalks being installed as I had actually planned on doing this project about exactly the same thing. I think this will be an important addition and will make our town that much safer.

Thank you for taking the time to read this letter,
Kayser

Maureen Hughes

From: Barr, Nick <Nick.Barr@novascotia.ca>
Sent: Friday, April 22, 2022 4:02 PM
To: AMA Maritime List Serve
Cc: Juanita Spencer
Subject: Non-Resident Tax Questions

CAUTION: This email originated from an external sender.

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Hi Folks!

We just wanted to send out a reminder to folks so that you know where to go when you're looking for information about the non-resident deed transfer tax and non-resident property tax.

The Nova Scotia Government webpage is at:

<https://novascotia.ca/finance/en/home/taxation/tax101/non-resident-deed-transfer-tax-and-property-tax.html>

Please direct any questions to NSDeedTransferTax@novascotia.ca or NSPropertyTax@novascotia.ca

Have a great weekend everyone!

Nick



Nicolas A. Barr, B.Sc., J.D.
Director, Governance & Advisory Services

Maritime Centre, Floor 8 North, 1505 Barrington Street
PO Box 216, Halifax, NS B3J 2M4
☎ (902) 424-4656
✉ Nick.Barr@novascotia.ca



You are currently subscribed to amans as: maureen.hughes@townofmahonebay.ca
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Report to Council April 28, 2022

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





Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	June., 2022	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: To be discussed at Policy & Strategy Committee in 2022-23; report to Council anticipated thereafter.		





2	Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal elections.	08-Sep-20	Apr., 2022	See Below Notes: Updated direction was provided by Council Jan 27, 2022; see below for status.
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.	08-Sep-20	May., 2022	 75% 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.	26-Nov-20	May., 2022	 75% Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.





5	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator has started work and is working to coordinate the development of Accessibility Operational Plans for Lunenburg County municipalities.
6	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted in May for implementation in 2022 (if approved).
7	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Apr., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.
8	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Jul., 2022	Not yet begun		Notes: To be coordinated with hiring of new Manager of Finance (Treasurer).
9	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Waiting on additional information from Procom (Townsuite provider), recommendations from Deloitte, and hiring of new Manager of Finance (Treasurer).

10	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Initial staff report on housing strategy development included on Dec 14th Council agenda. Letters regarding regional housing strategy development sent to all Lunenburg County units (Jan 25, Mar 22). Regional housing strategy staff meeting anticipated in late early May, following on Council's Mar 22nd Letter.
11	Staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.	27-Sep-21	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
12	Staff to provide a report on the costs and anticipated revenue of extending water and sewer services to the end of Fairmont Street.	27-Sep-21	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
13	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	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress; staff waiting on remaining quotations. Report anticipated to Council's May 10th meeting, ahead of 2022-23 budget process.
14	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	July., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures awaiting hiring of new Manager of Finance.
15	Direct staff to issue an RFP for legal services.	28-Oct-21	Jun., 2022	Not yet begun		Notes:





16	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21	May., 2022	Not yet begun			
		Notes: Date TBD.					
17	Approve the expenditure for the line upgrade to/from the water treatment plant in the amount of \$375,690 out of the existing project budget for Main Street water line improvements.	09-Nov-21	Jul., 2022	<div><div></div><div></div><div></div></div>		75%	
		Notes: Awaiting confirmation of designs / project schedule with MacLeod Group. Work on site likely to begin in May.					
18	Staff to provide a report highlighting the recommendations of the water system audit for which additional budget allocations would be required for implementation, ahead of the 2022-23 annual budget process.	25-Nov-21	May., 2022	<div><div></div><div></div><div></div><div></div></div>		75%	
		Notes: New Water/Wastewater System Manager started Feb 1st; staff have now caught up with water system audit contractor. Report anticipated in May, 2022 (ahead of the 2022-23 budget process).					
19	Staff to discharge the Development Agreement MBDA008 at the request of the property owner Mahone Bay Developments Limited and that Council direct staff that no fee will be charged for the discharge of the MBDA008.	11-Jan-22	May., 2022	<div><div></div><div></div><div></div><div></div></div>		75%	
		Notes: Staff have begun the process of registering the discharge of the Development Agreement.					
20	Complete the Municipal Heritage Property Registration process for Town Hall at 493 Main Street.	11-Jan-22	May., 2022	<div><div></div><div></div><div></div><div></div></div>		75%	
		Notes: Heritage Property Hearing took place February 24, 2022, registration underway.					


21	Staff to communicate with the owner of the business at the Old Station, at the corner of Main Street and Orchard Street, regarding the installation of parking signage and that thereafter the signage shall be enforced by the Town.	27-Jan-22	May., 2022		75%	Notes: In progress. Staff in communication with owner, signage to be erected in May.
22	Affirm the direction that was given to staff in September 2022 that staff draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration and that Council would set a target date for the receipt of said policy for the April 28, 2022 Council meeting.	27-Jan-22	Apr., 2022			Notes: Staff Report included on Council's Apr 28, 2022 meeting agenda.
23	Approve the Public Engagement Plan for the Municipal Boundary Review as presented.	27-Jan-22	May, 2022		50%	Notes: Education pieces included in February and March editions of newsletter; special website page developed.
24	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Jun., 2022		25%	Notes: AEC now doing preliminary work in this regard with REMO.

25	Staff to complete negotiation and establish terms and conditions whereby the Mahone Bay Soccer Club/Mahone Bay Centre will have a contractual responsibility to provide scheduling, management, and ongoing maintenance of the field and that same be provided to Council for approval.	27-Jan-22	Jun., 2022		25%	Notes: Staff have reached out to Mahone Bay Soccer Club/Mahone Bay Centre Society to begin negotiations on the draft management agreement, meetings in this regard planned for May.
26	Approve service corridor route A for the Community Solar Garden and that staff be directed to write to impacted property owners providing the rationale for this decision and the steps to be followed by the Town for acquisition of the necessary lands.	27-Jan-22	May., 2022		75%	Notes: In progress. Initial letters sent, awaiting completion of survey and updated valuation for property parcels.
27	Direct staff to provide a recommendation concerning the creation of a by-law prohibiting the sale of hate symbols in the Town of Mahone Bay, if that is a legal possibility.	24-Feb-22	Jul., 2022		Not yet begun	Notes:
28	Defer item 4.3 (request to support Bill C-229) to a meeting of Council following the April 2022 meeting of the Policy and Strategy	24-Feb-22	May., 2022		75%	Notes: This item has been added to the draft agenda for the May 10, 2022 Council correspondence.

29	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	Jun., 2022	Not yet begun	Notes:
30	Defer the heritage grant request from the owners of 77 Edgewater Street to the 2022/23 budget.	24-Feb-22	Jun., 2022	 75%	Notes: Forwarded to the finance department for 2022/23 budget consideration.
31	Approve the expenditure of \$1,322.50 for the recording of a talk by the Town's Heritage Researcher, Deborah Trask. This amount to come from the committee's budget for the 2021/22 fiscal year.	24-Feb-22	Apr., 2022	 75%	Notes: In progress. Recording took place in April.
32	Direct staff to schedule the follow-up session with Deloitte as offered in the Management Letter to the 2020-21 Audit.	24-Feb-22	May., 2022	 50%	Notes: Staff have been in contact with Deloitte in this regard and will follow up with committee members concerning potential meeting dates.
33	Accept the proposal from MC Advisory in the amount of \$5,000 to conduct a compensation review.	24-Feb-22	Apr., 2022	 75%	Notes: Compensation review completed, to be presented to Council in April 2022.
34	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.	08-Mar-22	Jun., 2022	Not yet begun	Notes:

35	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	Sep., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Improvement of crossings at Kedy's, Lutheran and Anglican Churches, Medical Clinic and Long Hill Trail nearly completed.
36	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	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
37	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	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
38	Approve AREA staff to resume discussion with staff at the Department of Municipal Affairs to confirm the recovery of muncipal assets and AREA staff time.	08-Mar-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
39	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.	08-Mar-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.

40	Correspondence from Hon. Kim Masland [RE: Request to lower speed limit] be forwarded to the Provincial Traffic Authority and that the Town request a town-wide reduction of the speed limit to 40km/hr.	24-Mar-22	Apr., 2022	Not yet begun	Notes:
41	Staff to advise MODL of the Town of Mahone Bay's intent to make Town residents aware of the availability of the ProKIDS program and that this direction replaces prior direction regarding the ProKIDS program.	24-Mar-22	Apr., 2022	Not yet begun	Notes:
42	Staff to prepared a report on an Electric Vehicle car sharing program to be presented to the Climate and Environment Committee.	24-Mar-22	Sep., 2022	Not yet begun	Notes:
43	Staff to hang poster provided in town hall and promote Autism Acceptance Month on the Town's Facebook page.	12-Apr-22	Apr., 2022	 	Notes: Poster hung in town hall on April 13th and information posted to Facebook on April 20th.
44	Staff to amend the draft amended COVID-19 Vaccination Policy to maintain the vaccination requirement for Mahone Bay & District Fire Department Members.	12-Apr-22	Apr., 2022	 	Notes: Amended policy on agenda for regular meeting of Council Apr 28, 2022.

49	Staff to present Council with a revised budget meeting schedule, to include one meeting for budget presentation and two daytime sessions for deliberations.	12-Apr-22	Apr., 2022	<div><div></div><div></div><div></div><div></div></div>		Notes: Report on agenda for regular meeting of Council Apr 28, 2022.
50	Staff to write to MODL planning staff, as a submission to their consultative process concerning Drinking Water Protection and Zoning [as articulated by motion].	12-Apr-22	Apr., 2022	Not yet begun		Notes:

Chief Administrative Officer's Report - Apr 28, 2022						
1	COVID-19	COVID-19 vaccination policy approved by Council December 14, 2021, took effect February 28, 2022. Amended policy on Council's Apr 28 meeting agenda for consideration. All Town staff and MBDFD members vaccinated status confirmed. Provincial state of emergency for COVID-19 ended Mar 21, 2022.				
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	AIM Cohort 2.0 workshops now complete, staff working with AIM on Cohort 2.0 final deliverables, coordinating with AM Committee. 2022 conference anticipated to take place in PEI in September. Data collection on natural assets to begin in May.				

3	Municipal Joint Services Board (MJSB)	New MJSB Comptroller in place, hiring process continues for new COO and IT Director.
4	Riverport Electric Shared Service Committee	Shared Service Committee last met April 13th, next meeting May 3rd.
5	Regional Emergency Measures Organization (REMO)	Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established. Coordinator continues to review and improve REMO procedures in consultation with CAOs. 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)	<p>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. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council. Rate study work with BDR now initiated.</p>
7	Lunenburg County Accessibility Advisory Committee	<p>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. 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 (audits) Included in 2021-22 operating budget, will be carried forward into 2022-23.</p>

8	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's new AM mentoring program for municipal staff. Participated in occasional NSFM videoconference meetings.</p> <p>Participating in Working Group panel/presentation at 2022 NSFM Spring conference (May 5).</p>
9	New Long Term Care Facility	<p>Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St..</p> <p>Water/Wastewater upgrades project delayed until Spring expected to resume in May.</p>

Manager of Public Works & Transportation's Report - Apr 28, 2022

1

Streets & Sidewalks

1. All concrete work completed at 4 of the new 5 crosswalks. Both sets of RRFB's are installed at Keddy's Landing and Long Hill Road trail crossing. All sign polls installed. All trail crossing signs installed. Just waiting on good weather to spray crosswalk strips. Once sprayed the remaining crosswalk signs will be erected. Four of the five new crosswalks will be sprayed the week of April 25th with only one remaining which is across from the Lutheran church. Delivery of the new street light by the Lutheran parking lot will not be until mid May. Once installed last crosswalk strips will be sprayed.
2. Smaller pot holes repairs ongoing.
3. Jubilee Pond culvert replacement: Meeting with Dept of Environment and Dorey's Construction completed. Waiting for culvert sizing and installation plan and pricing from Dorey's/Berrigans to schedule summer removal and install.
4. Town sidewalk and street sweeping to be scheduled in the next month.

2	Other	<ol style="list-style-type: none">1. Old water treatment concrete walls have been repaired and asphalt roofing stripped, sealed and strapped. Waiting for steel to arrive. Still waiting on caulking repairs on New water treatment plant.2. Fire Station: Propane tanks have been installed, phone lines have been transferred, Building and fire alarm security is being monitored.3. Mowing Services, Janitorial, Clothing and Asphalt Patching RFPs and tenders posted and/or closed. Remainder of a wards to occur the week of the April 25th.4. Spring cleanup started at both cemeteries, playground, ballfield and bandstand.5. Bayview fence to be completed by the end of June.6. Winter equipment neutralizing from winter snow and ice removal ongoing.
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Electric Utility Manager's Report - Apr 28, 2022

1 Electric Utility

15 days lost in staff time due to Covid.
Soccer field - awaiting equipment list and site scope from Strum.
NSCC Student - 5 week work placement from April 25 - May 23.
Preparation of Transformer Supply | Disposal RFP.
Preparation of Vegetation Management Tender.
Preparation Tender Voltage Regulator.
Received & discussed Load Flow Analysis from Strum.
Preparation Staff Evaluations.

Technician tasks: Meter Reads – 11
Site Scopes – 3
Tree trimming – 2
Power outages – 1
Street light repairs – 3
Service changes – 1
Investigated power line issues
Worked on the Wye street line extension - should finish up April 20
Worked on the safety manual
Took truck in for service
Counted inventory

Water/Wastewater System Manager's Report - Apr 28, 2022

1

Water Supply, Treatment & Distribution

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

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

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

2	Sewage Collection & Treatment	<p>Regular monitoring and maintenance activities continued. Permanent installation of PAA dosing line completed. Testing and Troubleshooting with CBCL continues. Annual Xylem inspection of lift station pumps completed. CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations. Removal of discontinued chlorine equipment from WWTP control building 75% complete. Finish Spring 2022. Door modifications of chemical room WWTP for PAA tote delivery pending. CBCL assisting with data collection for annual NSE reporting.</p>
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Climate & Energy Program Manager's Report - Apr 28, 2022

1 GHG Reduction

Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into approved 2021-22 budgets. Staff continue to participate in T2050/PCP Initiative, and have had the baseline emission assessment (Milestone 1) accepted by the program. Milestone 2 and 3 are now submitted for approval.

All 8 electric vehicle chargers are now online and available for public use. Signage is now in place at the working chargers indicating that the spaces are for electric vehicle charging only. "Warning" tickets will be given out to violaters for the first 3 months after the chargers are in place. Preliminary survey work and site clearing has taken place at the site of the new Community Solar Garden. Panels for the garden have arrived and are being stored offsite. Council has approved a layout for the site. Staff are in ongoing communication with residents regarding the project and the service corridor. The Clean Foundation has been awarded provincial funding to perform fleet assessments with several municipalities, to help understand how municipal vehicles can be transitioned to electric vehicles. Mahone Bay will be participating in this study.

2	Climate Adaptation	<p>Staff have connected with members of CanmetENERGY-Ottawa, Natural Resources Canada who expressed an interest in performing research related to GHG reduction, using Mahone Bay as a case study.</p> <p>Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. Geotechnical work completed this fall was successful, and further construction is expected to begin this spring pending final funding approval.</p>
3	Engagement & Stewardship	<p>Outreach will begin soon on the Living Shoreline Project. Staff will coordinate with Coastal Action to update signage at the project site, and share updates on the Town's social media as well as the Mayor's Newsletter. The project will begin soon, pending final funding approval.</p> <p>Staff applied to the Clean Leadership Internship Program for funding to hire a student to work on engagement initiatives this summer, and the application was approved and an intern has been hired to begin on May 16th. Council members and residents have been selected for the Climate and Environment Advisory Committee. The first meeting will be scheduled in the next few weeks.</p>

Finance Manager's Report -

Waiting on new manager

Clerk & Deputy CAO's Report - April 28, 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

An amended Public Participation in Planning Policy was adopted by Council on March 24, 2022. The draft Video Surveillance Policy was first presented to Council on March 8, 2022 and at the March 24, 2022 meeting of Council the draft policy was forwarded to the Policy and Strategy Committee for further discussion. An amended Council Policy was adopted at the April 12, 2022 regular Council meeting. A draft amended Solid Waste Management By-law was given first reading at the April 12, 2022 regular Council meeting. A draft CAO Performance Review Policy appears on the April 28, 2022 regular Council meeting.

3

Communications and Public Engagement

Completed Public Engagement Portion of the Strategic Plan Review with a Hearing in advance of the March 24, 2022 Council meeting and a final report presented to Council on the regular agenda. Education campaign continues for Municipal Boundary Review; page maintained on Town's website, ongoing segment in Mayor's Newsletter, and survey online survey launched, mail-out in final week of April, public engagement session schedule for May 16th at 7pm at the new fire hall.

Publication of recent jobs with the Town: Data Technician position for Natural Assets and Cemetery Mapping projects (offer of employment accepted); Clean Leadership Internship through Clean Foundation; and Manager of Finance. Launched a new regular feature in newsletter on solar garden for reliable and consistent community information. Increased information going into the community regarding EV Chargers with all chargers now online. Ongoing public information regarding Dog tags/leashes/stoop & scoop, and increased frequency of information regarding keeping plastic out of the compost to align with Council consideration of amended Solid Waste By-law. Communication of information regarding Solid Waste By-law Public Hearing and Re-zoning Public Hearing has begun with posters and advertisements to the local paper; will

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	An offer of employment has been accepted and work on the cemetery mapping is expected to begin in May to avoid GIS/GPS signal interference due to foliage in the cemetery which has proven to be the most significant challenge to the completion of this project.

9	Capacity and Effectiveness Initiative	Key staff training for leave management system being brought online via existing payworks system. Target date for implementation has been delayed due to issues with trainer availability at the level of the provider; 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	Staff are working with Vigilant to ensure final details are in order and all equipment is in place for the new Fire Hall, including procurement of work station essentials, fire evacuation and fire safety plans.

By-law and Policy Review - April 28, 2022			
1	Trees	Target 29-Sep-22	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
2	Park By-law	Target 29-Sep-22	Staff to review Park By-law in context of Plan Review.
3	CAO Performance Review Policy	Target Apr-28-22	Draft policy on agenda for Council's April 28, 2022 regular meeting.
4	Employee Conduct Policy	Target TBD	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.

5	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
6	Fire Services	Target	Staff to coordinate with Fire Department Investigative Committee to determine existing procedures to be referenced in a draft by-law for Council consideration.
		07-Jun-22	
7	Surveillance Camera Policy	Target	Draft presented to Council on March 8, 2022; at March 24th Council meeting referred to Policy and Strategy Committee.
		TBD	
8	Council Policy	Target	Pending discussion at Strategy & Policy Committee. Draft Amendment in respect to end of State of Emergency approved at April 12, 2022 Council meeting.
		TBD	
9	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
10	Fees Policy	Target	Not yet begun
		TBD	
11	Penalties By-law	Target	Not yet begun
		TBD	
12	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
13	REMO By-law	Target	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval.
		29-Jul-21	
		Plan Review Underway. Steering Team reviewing draft LUB and MPS for any edits	

14	Land-Use By-law and Municipal Planning Strategy	before the documents are shared with the public for the next round of public engagement.	
15	Solid Waste By-law Amendment	Target	Given first reading at April 12, 2022 regular Council meeting. Public Hearing to be set for May in advance of second reading.
		26-May-22	
16	Public Participation in Planning Policy	Target	Amended Policy adopted at March 24, 2022 regular meeting of Council.
		30-Mar-22	
17	Flag Policy	Target	Flag policy referred to staff for amendment as per Council direction at April 12, 2022 Council meeting.
		26-May-22	
18	Vaccination Policy	Target	Draft amended policy presented to Council on April 12, 2022; consideration of policy as amended on agenda for April 28, 2022 regular Council meeting.
		28-Apr-22	
19	Facilities Booking Policy	Target	Policy to provide clarification for booking of Town-owned facilities and repeal any existing administrative policies from the past to be presented for Council consideration.
		26-May-22	

Service Statistics - April 28, 2022

1	By-law Enforcement	Mar-22	Parking Tickets: 7	
		Notes: Noted increase in traffic in town. Six educational tickets have been to be issued for parking in EV Charger spaces. Completed file regarding a non-compliant storage container; container has been removed. Regular patrols continue in town and on trails. Re-opened file on farm animals and has now been closed again. Ongoing issue between neighbours regarding parking has been deferred as a civil matter. Evening patrols have resulted in parking ticket being issued. Followed up on a report of a business operating without required permits and approvals.		
2	Police Services (founded & SUI occurrences)	Q1 2022	66	CalendarYTD: 66
		Notes:		
3	Mahone Bay & District Fire Department	Apr-Jun	11	-
		Notes: MVCs: 1; Fire Alarms: 2; Mutual Aid: 4; Medical Calls: 1; Other: 2		
4	Traffic (Speed Signage)	Mar., 2022	100 Kinburn Av. Speed 34 km/h	
		Notes: New counters (Edgewater and Main) being formatted for reporting.		
5	Solid Waste (Tonnage)			YTD:
		Notes: Recyclables = ; Organics = ; Garbage/Other = ; Cardboard = .		

6	HOME Program	Leads: 50	Installations: 5			
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in Spring/Summer 2022.				
7	Water Utility	Notes: Utility staff are updating water and wastewater metrics for this report.				
8	Electrical Utility	2021/22 Q3: 2,464,012 kWh sold				
		2021/22 YTD: 8,361,690 kWh sold				
		2020/21 Q3: 2,560,357 kWh sold				
		2020/21 YTD: 8,200,888 kWh sold				
9	EV Chargers	April 2022	25 Charging Sessions	45 Hrs / \$69.19	238 kWh	
10	CodeRED Registrations	31/3/2022	Residential: 356; Business: 356; Email: 187; Text: 244			
		28/2/2022	Residential: 356; Business:11; Email: 187; Text 244			
		31/1/2022	Residential: 336; Business:10; Email: 176; Text: 231			
		31/12/2021	Residential: 326; Business: 10;			
		30/11/2021	Residential: 319; Business: 10;			
		31/10/2021	Residential: 310; Business: 10;			
		30/9/2021	Residential: 308; Business: 10;			
		31/08/2021	Residential: 297; Business: 10;			
		31/07/2021	Residential: 298; Business: 10;			
		30/06/2021	Residential: 297; Business: 10;			
		31/05/2021	Residential: 294; Business: 10;			
		30/04/2021	Residential: 293; Business: 10;			
		31/03/2021	Residential: 294; Business: 10;			
		28/02/2021	Residential: 290; Business: 10;			
		31/01/2021	Residential: 285; Business: 10;			
		31/12/2020	Residential: 285; Business: 10;			
		31/03/2020	Residential: 243; Business: 12;			

2021-25 Strategic Plan - April 28, 2022

Sustainable Municipal Services

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.1.1	Undertake water, wastewater & electrical rate studies	Operating Initiatives															
	Water																
	Wastewater																
	Electrical																
		AREA conducted standing offer for rate study consultants for MEUs Spring 2021. Staff have had initial meetings with BDR North America Inc.. Council approved proceeding with BDR rate study April 12th; completion of rate study is anticipated by July. Water utility rate study will get underway with hiring of new Manager of Finance.															
1.1.2	Implement initiatives to increase utility demand	Operating Initiatives															
		Council approved EV Home Charger Pilot July 29, 2021, to be launch Summer 2022. Update on Neothermal ETS pilot - Dalhousie study - provided to Council's Dec 14 meeting. Discussion initiated with FCM re funding support for HOME Program expansion; working with other MEUs on possible joint review/expansion. Report to Council anticipated in May 2022.															

1.1.3 Complete water and wastewater system diagnostics Operating Initiatives

Water



Water Distribution System Audit with Xylem Inc. completed, report provided to Council's November 25 meeting. Additional report on implementation of audit recommendations anticipated in May 2022.

Wastewater

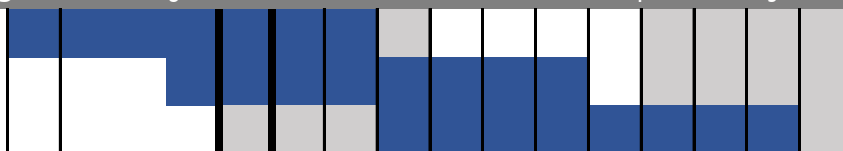


1.1.4	Strategically replace/upgrade utility infrastructure	Capital Projects
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Project 1

Project 2

Project 3



Project to upgrade lines from Main Street to Water Treatment Plant (with MacLeod Group) underway now, completion expected by Summer 2022. Investing in Canada Infrastructure Program applications approved by Council March 29th have been submitted. Flood Risk Infrastructure Investment Program application being considered for stormwater upgrades on Fairmont St., coincident with drainage improvement at sports field; report anticipated to Council's May 10 meeting.

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

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

AIM Cohort 2.0 began November 10th, running to March 2022 (final session took place Mar 10). Development of draft Electrical, Water, Wastewater, Stormwater and Transportation asset management plans currently underway with AM Committee. Natural Assets data collection to begin in May. Cohort 2.0 outputs to be provided to support Council's 2022-23 budget process.

1.2.2 Integrate asset management plans into 10-year capital budget

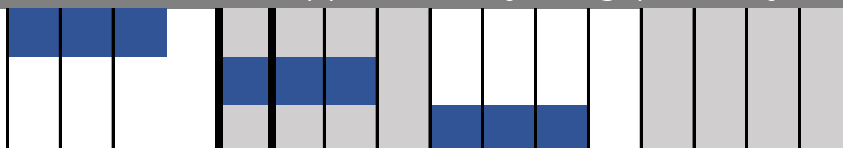
1.3.1 Accessibility Operational Plan

Operating Initiative / Capital Projects

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

1.3.2 Improve transportation infrastructure to support healthy living@capital Projects

Project 1
Project 2
Project 3



2021-22 project underway with Cherry Lane one-way configuration in Sept., grant applications submitted to Canada Community Revitalization Fund, Connect2 Program, and Federal Active Transportation fund; Connect2 funding anticipated. Initial traffic calming improvements to Kinburn / Clairmont (speed humps) completed. Crossings at Anglican Church, Lutheran Church, Medical Clinic, Kedy's Landing, and Main/Long Hill crossings underway for completion in May. Pleasant/Main 3-way stop configuration added to project Mar 8th; engineering design to begin shortly.

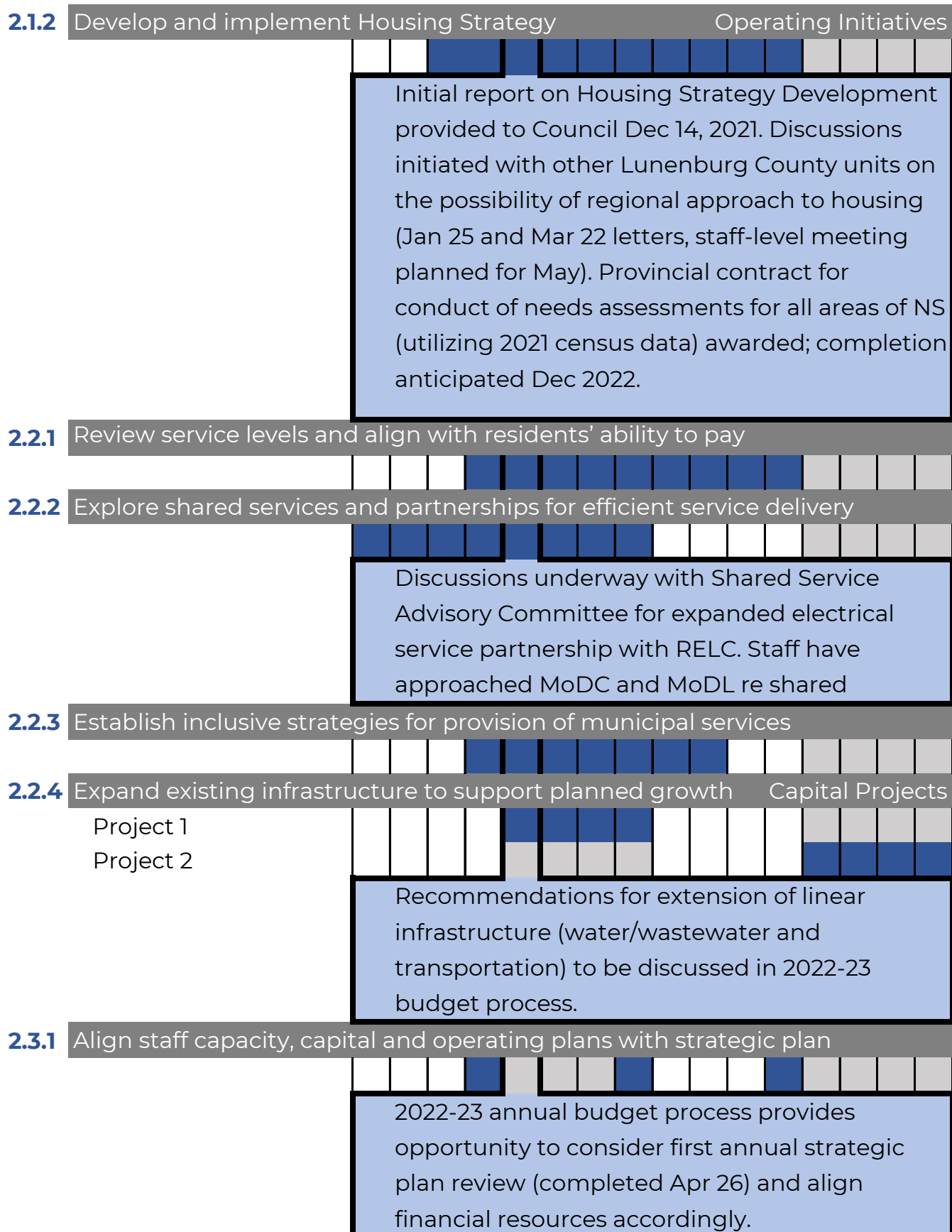
Equitable & Inclusive Growth

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

2.1.1 Complete Plan Mahone Bay MPS/LUB Process Operating Initiative



Council has delayed phase 2 public engagement process with Upland Planning + Design; draft MPS/LUB documents under development now. Engagement process anticipated to begin by May-June 2022 with Plan Mahone Bay process to be completed in Fall 2022.



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



In 2021-22 the following policies and by-laws were adopted or amended: Climate & Environment Committee Terms of Reference, OH&S Policy, Signage Policy, Vaccination Policy, By-law to Repeal Dangerous & Unsightly By-law, REMO By-law (amended).

2.3.3 Prioritize public engagement processes supporting Plan implementation





2.3.4 Regularly review progress and continually improve strategic plan



Public Engagement Plan for first annual Strat Plan review approved at Council's Jan 27th meeting. Report on engagement activities on Council's Mar 24th meeting agenda. Referred to Policy & Strategy Committee meeting Apr 26th, devoted to Strat Plan review. Review now completed; recommendations to be delivered to Council's May 10th meeting.

Environmental Leadership

	2021				2022				2023				2024			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.1.1	Community Greenhouse Gas (GHG) Reduction Action Plan Operating Initiatives															
	Implementation of Community Greenhouse Gas (GHG) Reduction Action plan proceeding apace. On Dec 14th Council approved Terms of Reference for Climate & Environment Committee to review the GHG Reduction Action Plan and recommend updates to Council. First annual report to be presented to Committee's initial meeting in June.															
3.1.2	Expand home heating program Operating Initiative															
	Staff working on proposal for joint FCM-supported review and expansion of HOME Program with other MEU partners. Report anticipated to Council in May 2022.															
3.1.3	Expand electric vehicle charging infrastructure Capital Projects															
	Equipment received, installations completed at all locations (town hall, marina, clairmont street, MBC, main street, fire station). Chargers now online. Promotion of EV chargers will continue.															

3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project
	 <div data-bbox="623 239 1459 793"> <p>Federal/Provincial funding announcement for community solar gardens took place at Michael O'Connor Memorial Bandstand July 8, 2021. Contribution agreement signed, work to begin on site Spring 2022. Community Open House took place November 4th, 2021. Solar panels delivered to Halifax in January. Update report provided on Council's January 27th meeting agenda. Direct mailout update distributed to residents in March.</p> </div>	
3.1.5	Support regional initiatives that contribute GHG reduction	Operating Initiatives
3.2.1	Develop and implement policies / by-laws supporting adaptation measures	
3.2.2	Invest in infrastructure (shoreline and stormwater management)	Capital Project
3.3.1	Urban Forest Management Plan (including parks)	Operating Initiative
	 <div data-bbox="623 1598 1459 1711"> <p>Natural assets data collection - including street trees inventory - anticipated to begin in May.</p> </div>	

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

Project 1



Line extension on Main Street to eliminate straight pipes included in 2022-23 ICIP application.

Project 2









3.3.3 Encourage recognition of the value of natural assets Operating Initiatives





Public education campaign planned for late winter RE plantings around utility lines. Natural assets initiatives funded and planned for 2022 (to be supported by Clean intern). Trees Canada grant for historic orchard rehabilitation submitted.

2021-22 Budget - Operating Initiatives - April 28, 2022



	Budget	YTD		
1 2021 Asset Management Project	\$12,000	\$5,214		75%
	Notes: AIM Network Cohort Program 2.0 began Nov 10, 2021 (expected to run Mar. 2022). Community Works funding anticipated for natural asset data collection (funding can be expended until Fall 2022); data collection to begin May.			
2 Accessibility Operational Plan	\$25,000	\$0		50%
	Notes: Meetings underway with MoC/Lunenburg County Accessibility Coordinator (MoC). Recommendation will be provided to Council's 2022-23 budget process.			
3 Park Cemetery Mapping Project	\$4,000	\$0		25%
	Notes: Community Works Program funding now anticipated; data collection to begin May.			
4 MPS / LUB Update - Year 2	\$31,000	\$3,726		50%
	Notes: Currently underway with Upland Planning and Design. Completion anticipated Fall 2022.			
5 Housing Strategy Development	\$30,000	\$0		25%
	Notes: Outreach begun to other Lunenburg County units concerning possible regional approach. Confirmation from Province that they will undertake regional needs assessment for Lunenburg County municipalities (using 2021 census data), anticipated complete by Dec 2022.			

6	Water System Diagnostics	\$60,000	\$20,335	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Water audit with Xylem Inc. completed. Report included on November 25 Council Mtg. agenda. Staff following up on recommendations (identified leaks); recommendations report anticipated to Council by May 2022.			
7	Electric Utility Rate Study	\$16,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Rate Study now underway with BDR North America Inc. (selected via AREA's request for standing offer process).			
8	Electric Utility "Grow the Load" Initiatives	\$12,000	\$8,545	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: EV home charger pilot approved July 29, 2021, will be launched Q1 2022-23.			
9	Electrical System Diagnostics	\$50,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Existing transformers assessed for multi-year replacement plan to meet federal requirements. First batch of replacement transformers acquired. RFP for additional transformer replacements under development. Report to Council re load analysis - with associated recommendations - on Council's Apr 28th meeting agenda.			
2021-22 Budget - Capital Projects - April 28, 2022					
Town General					
		Budget	YTD		
1	Repair/Renovate Town Hall Facility	\$200,000	\$289,962.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Work completed; final report on project provided to Council's Oct 28th meeting. Waiting on quotes from Kaulbacks Construction and Atlantic Heating and Cooling for report on any outstanding work for next 10 years, anticipated in May 2022.			

2	Transportation Project 2021-22	\$120,000	\$1,059.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Cherry Lane (one-way street) completed. Funding applications for other components submitted / underway. Clairmont/Kinburn traffic calming (speed humps) completed in December. Crossings at Kedy's Landing, Lutheran Church and Medical Clinic, along with trail crossing at Long Hill Road and Main Street underway for substantial completion in April. Additional Connect2-funded cycling improvements (NSLC, etc.) still anticipated in 2022-23. Pleasant/Main intersection added by Council Mar 8, 2022.			
3	Security Cameras	\$4,000	\$0.00	Not Yet Begun	
		Notes:			
4	Install New Sewer Services (as needed)	\$10,000	\$0.00	Not Yet Begun	
		Notes: As required.			
5	Replace Lift Station Pump (Small Pump)	\$12,000	\$0.00	Not Yet Begun	
		Notes: Coordinated with lift station repairs project.			
6	Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$4,439.00	Not Yet Begun	
		Notes: 2020-21 operating initiative for development of educational materials including 3D model - supporting Coastal Action pilot - completed (project website live). Coastal Action pilot proceeding in 2022-23.			
7	Purchase EV for Demonstration	\$30,000	\$0.00	Not Yet Begun	
		Notes: Report provided to Council Mar 24th. Staff focusing on potential for EV carshare program instead, at Council's direction.			

8	Solar Garden Development	\$5,805,686	\$1,250,000.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: ICIP funding contribution agreement signed, work to begin on site Spring 2022. Community Open House took place November 4th, 2021. Solar panels delivered to Halifax beginning in January. Update report provided on Council's January 27th meeting agenda.			
9	Fix/Repair Bayview Cemetery Fence	\$50,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Funding anticipated under Provincial Beautification and Streetscaping program. Request for Tender closed Nov 17th, awarded to Cytizen Developments. Rewarded tender to Cityzen Developments was revoked and awarded to Capital Fencing. Project to be completed by the end of June (BSP funding extension granted). Discussion of potential additional project components - eligible for BSP funding - begun at March Cemetary Committee meeting.			
10	Renovate Comfort Station for Year Round Use	\$6,000	\$8,687.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Installation of heaters and insulation completed. Comfort Stations approved to operate until Christmas break this year. Report to Council provided in April 2022.			
11	Drill Well at VIC (as needed)	\$10,000	\$0.00	Not Yet Begun	
		Notes: As required.			
12	Lift Station Repairs	\$40,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: RFP for work under development with CBCL Ltd., to be issued by May of 2022.			
13	Speed Signs	\$10,000	\$9,354.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: New signs installed on Edgewater Street and Main Street.			

14	PAA Pilot Project	\$32,000	\$4,985.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Project is in final stages of completion with staff implementing the recommendations of the final report for modification of chemical building (supported by remaining PCAP funding, extended to 2022/23).			
15	Waste Receptacles	\$12,000	\$180.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Cigarette butt recyclers have been installed. 10 Dog Waste receptacles / bag dispensers have been installed.			
16	Aquatic Garden Entrance	\$20,000	\$0.00	Not Yet Begun	
		Notes: Garden club beautification of Clairmont entrance complete; new signage design pending. Additional access considerations pending accessibility standards / Community ACCESS-Ability Funding Application.			
17	Wharf Repairs (as needed)	\$5,000	\$3,129.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Rockwall Repairs & Wheel Guard installed. Engineering assessment completed on North wall in December and condition monitoring underway. Monthly North wall measurements ongoing. Hoping to schedule repairs in the 2022-23 fiscal year.			
18	Bandstand - Phase 3	\$20,000	\$0.00	Not Yet Begun	
		Notes: Staff have prepared and submitted two of three planned funding applications. If funding is obtained work could begin Spring 2022 for 2022 season (more likely in Fall 2022 for 2023 season).			
19	Town Hall Furnishings - Furniture & Equipment	\$15,000	\$12,335.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Furnishings, furniture and equipment installed.			

20	Home Heating Program - Town Portion	\$50,000	\$5,214.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Dalhousie modelling report on applicability of ETS / water heating project completed. Staff are investigating options for a program review with FCM, report to Council anticipated in May.			
21	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
22	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
23	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
24	Line Replacement - Long Hill Rd. to WTP	\$782,145	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
25	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$0.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
26	Replace Culverts on Longhill Rd.	\$10,638	\$9,589.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: All culverts and ends installed. Laneway asphalt being installed late November.			
Fire Services					
1	Build New Fire Station	\$3,052,000	\$1,778,675.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Construction is substantially complete with handover anticipated by May 2022. Grand Opening planned for late May.			
2	New Digital Radio's and Pagers	\$12,500	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Radios purchased and received.			

3	Replace Pumper Truck	\$675,000	\$0.00	Not Yet Begun		
		Notes: Staff are working with MBDFD on preparing a Tender document for procurement of a new Pumper Truck.				
4	iPads for Fire Vehicles	\$2,700	\$0.00	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
		Notes: iPads purchased and received.				
5	New Bunker Gear	\$15,600	\$15,883.00	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
		Notes: New boots and gear ordered and received.				
6	BA Face Masks with Glasses	\$5,000	\$2,828.00	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
		Notes: Masks and glasses ordered and received.				
Water Utility						
1	Connection of New Water Services	\$5,000	\$0.00	Not Yet Begun		
		Notes: As required.				
2	Replace Hydrants as Needed	\$5,000	\$0.00	Not Yet Begun		
		Notes: As required.				
3	Install Water Meters as Required	\$3,000	\$0.00	Not Yet Begun		
		Notes: As required.				
4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun		
		Notes:				
5	Deadend Flushings - System Extremities	\$13,000	\$9,014.29	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	50%
		Notes: EQ received, will be installed in Spring 2022.				
6	Install Security Cameras	\$4,000	\$0.00	Not Yet Begun		
		Notes:				
7	Install Level Control Valves	\$2,500	\$0.00	Not Yet Begun		
		Notes:				

8	Flow Meter at Water Treatment Plant	\$3,000	\$716.13	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: In Progress.			
9	Rebuild Pump #1	\$5,000	\$0.00	Not Yet Begun	
		Notes:			
10	Repair Roof on Old Water Pump House	\$4,500	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: In Progress.			
11	Exterior Walls at Water Treatment Plant	\$15,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: In Progress.			
12	Replace Compressor at Water Treatment Plant	\$20,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Council amended budget for purchase of two compressors. Compressors purchased, to be delivered/installed soon.			
13	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$1,223.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$3,105.12	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
15	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$2,424.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
16	Line Replacement - Long Hill to Water Treatment Plant	\$782,145	\$1,604.44	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
17	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$1,441.00	Not Yet Begun	
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
18	Service Extensions - Fairmont St.	\$100,000	\$0.00	Not Yet Begun	
		Notes: Staff reports to be presented to Council.			

Electric Utility						
1	Pole / Line Replacement as Required	\$25,000	\$1,380.00	<div><div></div><div></div><div></div></div>		75%
	Notes: As required.					
2	New Lines from Longhill to Blockhouse	\$60,000	\$59,375.35	<div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>	
	Notes: Work completed in November with Himmelman Utility Consulting.					
3	Pad Mount Transformers	\$100,000	\$0.00	<div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>	
	Notes: Completed					
4	Replacement of Edgewater Street Lamps	\$20,000	\$0.00	<div><div></div><div></div><div></div><div></div></div>		25%
	Notes: Funding application submitted. Missing lamp at Lutheran crossing to be replaced for crosswalk					
5	New Digital Meters (As Needed)	\$11,000	\$0.00	Not Yet Begun		
	Notes: As required.					
6	Home Heating Program (Utility Portion)	\$50,000	\$0.00	Not Yet Begun		
	Notes: See note above (Town Portion).					
7	New Transformers (As Needed)	\$35,000	\$0.00	Not Yet Begun		
	Notes: As required.					



Town of Mahone Bay

Staff Report

RE: Town Logo

April 12th, 2022

General Overview:

This staff report is intended to provide Council with information on the anticipated process for development of a new logo for the Town.

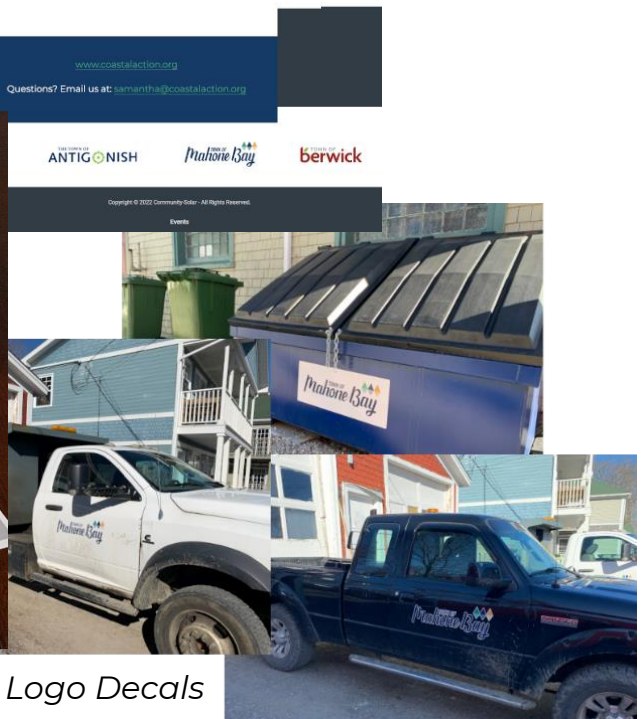
Background:

The current Town logo was one of two designs developed for the Town of Mahone Bay by Skysail Brand Marketing and Design for consideration as a corporate logo. It was officially adopted by Council in the Fall of 2019. The Town's corporate logo is used in a variety of ways including online (websites and social media), in print (letterhead, posters, public notices, plans and reports, tickets and notices, business cards and employee identification, etc.) and in other applications such as vehicle decals and flags at Town Hall.



Current Logo online

Current Logo in Print



Current Logo Decals

At the regular Council meeting of September 14th, 2022 the following motion was passed:

“THAT Council consider reviewing the Town logo and request that staff prepare a report on an RFP process to develop a new logo for the Town of Mahone Bay.” Motion carried.

Analysis:

Staff have reached out to other municipalities who have undertaken to develop new logos in recent years, and reviewed numerous Request for Proposals (RFP) documents, to reach the following conclusions:

- With the current logo process it was made clear from the outset that it was intended to be a corporate brand. If Council is to consider a new logo it will be important to define whether it is intended to be a corporate brand, or to represent the entire community. Given the feedback received concerning the current logo, it is presumed a new logo would be an “entire community” brand for Mahone Bay.
- This definition entails a robust public participation process in the development of the new logo as it must represent the “entire community”. Other units who have undertaken this process have typically done so over 6-24 months; timeliness should not be the primary consideration for the process.
- An Engagement Plan should be developed, in accordance with the Town’s Public Engagement Policy. This Plan would set expectations for public participation per the IAP2 Public Participation Spectrum:

Public Participation Spectrum

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The Town of Kentville's Council for example, when developing their current logo, made the determination at the outset that they would not make the final decision on the logo but that the logo selection would need to result from a public process with the final logo being presented to Council for approval at the end of the process. On the IAP2 Spectrum above this would be a decision to Empower the public.

- Council's decision on the level of public participation anticipated in the logo design process will significantly influence the Engagement Plan, particularly the selection of engagement tools. Surveys and engagement sessions may be contemplated, along with other engagement methods. Some municipalities established special committees with public representation to lead the design process.
- Through the Request for Proposals (RFP) process the Council will provide the resources needed to implement the Engagement Plan, in addition to any provided in-house. The RFP process, shaped by the Engagement Plan, will define the contractor's role in the design process (scope of contracted services), from providing support to a design committee, to conducting surveys and facilitating engagement sessions, and - at a minimum - to the production of one or more logo designs and revisions.

Financial Analysis:

On review of a variety of RFP process' undertaken by other units to develop a new municipal logo, and the scope of work included therein, staff believe that a reasonable budget for the contemplated scope of work would be \$25,000. It is recommended that this figure be used for the draft 2022-23 budget.

Development of an Engagement Plan will help to further define the scope of contracted services and will inform the RFP process, which could result in an increase or decrease in the estimated cost of services. It is recommended that the Engagement Plan be developed ahead of the annual budget process.

Should the Town proceed to the RFP process and proposals received are in excess of the defined budget (\$25,000 proposed for the time being) Council would have the option to increase the budgeted amount for development of a new logo. As this is a special operating initiative it would typically be financed from Operating Reserve to avoid distortion in current year expenditures, so any increase above budget would not impact other operations.

On approval of a new logo there would also be costs associated with replacing the current logo. It is estimated that 80 hours of staff time and \$5,000 would be required to complete the transition to the new logo.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council direct staff to prepare a draft Engagement Plan for the development of a new logo for the Town [defining the nature of the brand to be developed (corporate v. community) and the level of public participation anticipated by Council (according to the IAP2 spectrum)]; and,

THAT staff be directed to include the development of a New Town Logo as an operating initiative in the draft 2022-23 budget, at an estimated cost of \$25,000, to be funded from Operating Reserve.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Vaccination Policy Update

April 12th, 2022 [Updated Apr 28]

General Overview:

This staff report is intended to recommend amendment of the Town's Vaccination Policy in consideration of the end of the Provincial state of emergency for COVID-19.

Background:

The Vaccination Policy was approved by Council December 14th, 2022. Staff, Council members and volunteers were given until February 28th to provide proof of vaccination.

The Policy can be considered broadly successful in achieving its initial objectives as all members of staff, Council and the Mahone Bay Volunteer Fire Department have now demonstrated their vaccinated status.

The provincial state of emergency for COVID-19 ended on March 21st, 2022.

Analysis:

With the ending of the state of emergency it is reasonable to review the Vaccination Policy. With current staff and Council having already demonstrated their vaccination status the policy can shift to focus on new employees. Given the end of the state of emergency and anticipated return to summer seasonal activities, it may be advisable to rescind the provisions requiring vaccination of volunteers so as not to encumber societies operating from Town facilities such as the Mahone Bay Pool Society and Wooden Boat Society.

Council passed the following motion on April 12th, 2022: "THAT Council direct staff to amend the draft amended COVID-19 Vaccination Policy maintain the vaccination requirement for Mahone Bay & District Fire Department members."

Financial Analysis:

There are no anticipated costs with the revision of the Vaccination Policy.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended that, after due consideration at the regular meeting on April 28th,

THAT Council adopt the draft amended COVID-19 Vaccination Policy as presented April 28, 2022.

Attached for Council Review:

- Previously Approved Policy
- Draft Amended Policy (Apr 28 amendment)

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



1.0 Statement

The Town of Mahone Bay is committed to providing a safe working environment for our employees, Council, and members of the public with whom we interact. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to provide the Town's expectations and requirements of staff, Council, volunteers, and committee members with respects to COVID-19 vaccination requirements so as to protect all workers and the public we serve.

2.0 Scope

This Policy applies to all Town of Mahone Bay employees, Council, volunteers, and committee members regardless of workplace or worksite location, including those who are working remotely. This Policy does not apply to members of the public who are accessing Town services and programs however Town staff may require proof of vaccination status from members of the public in accordance with Provincial directives.

The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises.

3.0 Definitions

"Fully vaccinated" means receipt of 1 dose of a vaccine authorized as a 1 dose vaccine series such as Janssen plus 14 days, or 2 doses of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days, or a complete series of any other World Health Organization authorized series of COVID-19 vaccine such as Sinopharm or Sinovac plus 14 days. To demonstrate full vaccination an acceptable copy of the Nova Scotia COVID-19 Vaccination Record (or other acceptable record if vaccinated outside of Nova Scotia) must be produced.

"Not fully vaccinated" means no receipt of any vaccine dose or receipt of 1 dose of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days.

"Vaccine" means a vaccine against COVID-19 that has been approved by either the Public Health Agency of Canada or the World Health Organization.

4.0 Provisions

4.1. The Town of Mahone Bay will require all employees, Council, volunteers, and committee members to be fully vaccinated against COVID-19 and provide proof of

vaccination by February 28, 2022. Proof of vaccination records will be kept confidential and used only as required to administer the Policy.

4.2. Those who cannot be vaccinated based on an approved written medical exemption may request an exemption from the CAO, by providing the appropriate documentation from a qualified medical professional as determined by the Province of Nova Scotia. If the exemption request is accepted by the CAO, those people must participate in the Rapid Testing Program. At-home testing kits will be available at no cost to employees participating in the Rapid Testing Program.

4.3. Employees who fail to comply with the requirements of this policy by February 28, 2022 will be placed on an immediate unpaid leave of absence and may be subject to disciplinary action, up to and including dismissal. Volunteers – including volunteers with Societies operating on Town property and firefighters with the Mahone Bay & District Fire Department – who fail to comply with the requirements of this policy by February 28, 2022 will be placed on an immediate suspension. Council and Committee members who fail to comply with the requirements of this policy by February 28, 2022 will be prohibited from attending meetings in person.

4.4. Based on operational needs, positions vacated by the unpaid leaves of absence may be temporarily filled.

4.5. Vaccinations will be only one part of the employer's steps to maintain a safe workplace. The Town of Mahone Bay may continue to implement other measures, such as wearing a mask and physical distancing even if the Province discontinues those steps.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] November 25, 2021

Date of Passage of Policy December 14, 2021

Town Clerk

Date





COVID-19 Vaccination Policy (Apr 28 2022 Amendment – on Apr 12 staff were directed to further amend the policy to reference new fire department members)

1.0 Statement

The Town of Mahone Bay is committed to providing a safe working environment for our employees, Council, and members of the public with whom we interact. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to provide the Town's expectations and requirements of staff, Council, volunteers, and committee members with respect to COVID-19 vaccination requirements so as to protect all workers and the public we serve.

2.0 Scope

This Policy applies to all Town of Mahone Bay employees, Council, volunteers, and committee members regardless of workplace or worksite location, including those who are working remotely. This Policy does not apply to members of the public who are accessing Town services and programs however Town staff may require proof of vaccination status from members of the public in accordance with Provincial directives.

The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises.

3.0 Definitions

"Fully vaccinated" means receipt of 1 dose of a vaccine authorized as a 1 dose vaccine series such as Janssen plus 14 days, or 2 doses of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days, or a complete series of any other World Health Organization authorized series of COVID-19 vaccine such as Sinopharm or Sinovac plus 14 days. To demonstrate full vaccination an acceptable copy of the Nova Scotia COVID-19 Vaccination Record (or other acceptable record if vaccinated outside of Nova Scotia) must be produced.

"Not fully vaccinated" means no receipt of any vaccine dose or receipt of 1 dose of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days.

"Vaccine" means a vaccine against COVID-19 that has been approved by either the Public Health Agency of Canada or the World Health Organization.

4.0 Provisions

4.1. The Town of Mahone Bay will require all new employees and firefighters with the Mahone Bay & District Fire Department Council, volunteers, and committee members to

be fully vaccinated against COVID-19 and to provide proof of vaccination as a part of the hiring process. Proof of vaccination records will be kept confidential and used only as required to administer the Policy.

4.2. Those who cannot be vaccinated based on an approved written medical exemption may request an exemption from the CAO, by providing the appropriate documentation from a qualified medical professional as determined by the Province of Nova Scotia. If the exemption request is accepted by the CAO, those employees may be required to participate in a Rapid Testing Program. At-home testing kits will be available at no cost to employees participating in a Rapid Testing Program.

4.3. Employees who fail to comply with the requirements of this policy by February 28, 2022 will be placed on an immediate unpaid leave of absence and may be subject to disciplinary action, up to and including dismissal. Volunteers—including volunteers with Societies operating on Town property and firefighters with the Mahone Bay & District Fire Department who fail to comply with the requirements of this policy by February 28, 2022 will be placed on an immediate suspension. Council and Committee members who fail to comply with the requirements of this policy by February 28, 2022 will be prohibited from attending meetings in person.

4.4. Based on operational needs, positions vacated by the unpaid leaves of absence may be temporarily filled.

4.3. Vaccinations will be only one part of the employer's steps to maintain a safe workplace. The Town of Mahone Bay may choose to continue to implement other measures, such as wearing of masks and physical distancing even if such measures are not mandated by the Province discontinues those steps. Such measures will be applied at the determination of the CAO. These measures may apply to employees, Council, volunteers, and committee members.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] November 25, 2021

Date of Passage of Policy December 14, 2021

Town Clerk

Date



Town of Mahone Bay

Staff Report

RE: Comfort Stations Update

April 12th, 2022

General Overview:

This staff report intended is to provide Council with an update and recommendation relating to winter operation of the Town's comfort stations.

Background:

Staff provided a report to Council at the regular meeting of Oct 12, 2021 concerning winterization of the Town's comfort stations (report attached as appendix) in consideration of which the following motion was passed by Council:

"THAT Council direct staff to proceed with planned renovation of the comfort stations on Edgewater Street and Main Street for year-round use, and that the operation of the comfort stations for 2021 be extended until the Christmas holiday; and THAT a letter be written to MBTCC Chair Jeff Phillips informing him of such."

As noted in the prior report the Mahone Bay Tourism & Chamber of Commerce (MBTCC) had requested the extension of comfort station operations in 2021, particularly in consideration of COVID-19 impacts on local business, many of which had to prohibit customer access to staff washrooms.

Analysis:

Winterization work was completed on schedule and arrangements were made to keep both comfort stations open until the end of 2021. Staff installed counters at both facilities at the time, to provide Council with usage statistics. The following table shows the weekly use of the comfort stations in November and December of 2021, adjusted to account for janitorial visits:

	ECS	MCS
Nov 2nd - 9th	382	61
Nov 9th - 16th	367	53
Nov 16th - 23rd	190	22
Nov 23rd - 30th	223	17
Nov 30th - Dec 7th	214	13

Dec 7th - 14th	83	0
Dec 14th - 21st	159	9
Dec 21st - 28th	198	16
Dec 28th - Jan 4th	174	9

Total	1990	200
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Edgewater Comfort Station - ECS

Marina Comfort Station - MCS

In consideration of the limited use of the comfort station at the marina during November and December, staff would recommend against the extension of operations (beyond October) at this location in the future.

Financial Analysis:

Council had budgeted \$6,000 for the winterization of the comfort stations (installation of heaters and insulation), which came in at a total cost of \$8,687.

Significant additional operating costs for the comfort stations in relation to the extended 2021 season (~\$10,000 as per the prior staff report) may be offset from Safe Restart funds, due to COVID-19 considerations. In future years increased operating costs would be borne directly by the Town, in addition to the typical annual operating cost of ~\$25,000.

Climate Analysis:

N/A

Strategic Plan:

2.2 Provide Equitable Services to Support Growth

- Strategically expand existing infrastructure to support planned growth and development

Recommendation:

It is recommended,

THAT Staff be directed to reflect only the usual seasonal operation of Comfort Stations in the draft 2022-23 budget.

Attached for Council Review:

- Oct 12, 2021 Staff Report re Winterization of Comfort Stations

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Appendix



Town of Mahone Bay

Staff Report

RE: Winterizing Comfort Stations

July 29th, 2021

General Overview:

This report is intended to update Council concerning the renovation of the Town's comfort stations for year-round use.

Background:

The 2021-22 capital budget approved by Council on May 27, 2021 included an allocation of \$6,000 to renovate the comfort stations (public washrooms) on Edgewater Street and Main Street for year-round use. Renovations are to consist of additional insulation in the attic of the Edgewater Street comfort station and the installation of baseboard heaters at both locations; estimates were prepared by the Town's Public Works Dept. in the development of the annual budget.

At Council's regular meeting on July 13th, 2021 Council passed a motion directing staff to apply to the Canada Community Revitalization Fund (CCRF) for a proposed project comprising several components in the downtown, including renovation of the comfort stations per Council's 2021-22 budget. Staff have not yet received confirmation of the status of this application.

Analysis:

The renovation of the comfort stations for year-round use is an initiative supported by the Mahone Bay Tourism & Chamber of Commerce (MBTCC), per the request received from Chair Jeff Phillips on January 4th, 2021. Chair Phillips also provided a letter of support from MBTCC for the Town's CCRF funding application.

The request to renovate the comfort stations is intended to support the local business community, particularly retail business operators whose patrons rely on the public washrooms operated by the Town. This has been particularly true during the COVID-19 pandemic which has forced the closure of many businesses washrooms to the public due to health and safety concerns (business operators have instead been directing their patrons to the nearest comfort station). The value to local retail businesses of the Town operating the comfort stations into the winter season is therefore heightened this year as a result of the pandemic. This was underlined in the Town's CCRF application.

Not having received approval for the CCRF application, the Town Council needs to determine whether to proceed with the renovations in a timely manner, if consideration is given to extending the operation of the comfort stations this year. While Town staff typically close the comfort stations by the end of October, we have received a request from MBTCC Chair Phillips to extend the operation of the comfort stations until the Christmas holiday this year, to further support retail shopping in Mahone Bay.

Financial Analysis:

In addition to renovating the comfort stations at an estimated cost of \$6,000 as per the approved 2021-22 budget, extending the operation of the comfort stations on Edgewater Street and Main Street by approximately two months in 2021 will result in additional unbudgeted operating costs. Public Works has estimated the additional costs to operate the comfort stations over this period at approximately \$10,000, including janitorial, supplies, maintenance, heating and snow and ice control as needed. The approved operating budget for the typical season is \$24,500. While this ~\$10,000 would be an unbudgeted expense it should also be noted that it should be an eligible cost for application of Safe Restart funding which has previously been received by the Town (in the amount of \$43,651) and which was not included as revenue in the 2020-21 or 2021-22 operating budgets (while staff have sought clarity on its eligible applications).

Climate Analysis:

While extended operation of the comfort stations will result in additional use of electricity (primarily for heat) this has a minor impact on the community's carbon emissions, due to the Town's largely non-emitting energy supply.

Strategic Plan:

2.2 Provide Equitable Services to Support Growth

- **Strategically expand existing infrastructure to support planned growth and development**

Recommendation:

It is recommended,

THAT Council direct staff to proceed with planned renovation of the comfort stations on Edgewater Street and Main Street for year-round use, and that the operation of the comfort stations for 2021 be extended until the Christmas holiday; and,
THAT a letter be written to MBTCC Chair Jeff Phillips informing him of such.

Attached for Council Review:

None

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', followed by a long horizontal flourish.

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: CAO Performance Review Policy

May 26, 2022

General Overview:

This report is to provide Council with a draft CAO Performance Review Policy as directed by Council.

Background:

At the September 8, 2020 regular meeting of Council the following motion was passed:

Be it resolved that Council direct staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal elections.

The development of a draft policy was associated by staff with the discussion at Policy and Strategy Committee, yet to be scheduled for a specific agenda, with the Council/CAO Relationship Policy. A draft policy was prepared for Council review after the following motion was passed at the January 27, 2022 regular Council meeting:

THAT Council affirm the direction that was given to Staff in September 2020 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.

Analysis:

A draft policy was created based on the Canadian Association of Municipal Administrators (CAMA) CAO Performance Review Toolkit following a review of CAO Performance Review policies across Canada. The draft policy provides a framework for the performance review of the CAO, as the only employee of Council, and includes the development of a CAO Review Committee, modeled on similar committees seen in policy research and the CAMA materials. A review procedure is appended to the Policy.

Financial Analysis:

There are no immediate financial implications associated with the attached draft policy. Potential long-term financial implications could be associated with the efficiencies of Council time having a clearly defined procedure, and the budgetary implications associated with improved metrics to inform employee salary review.

Climate Analysis:

There are no climate implications associated with the attached draft policy.

Links to Strategic Plan:

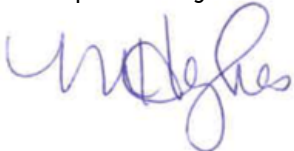
2.3 Governance to Meet Expectations of our Growing Community.

Recommendation:

It is recommended, that at the **May 10, 2022** meeting of Council

THAT Council approve the CAO Performance Review Policy as presented.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Attached: Draft CAO Performance Review Policy



1.0 Policy Statement

The Chief Administrative Officer (CAO) is the only direct employee of Council, and is the connecting link between Council and municipal operations. This position derives its authority under Sections 28, 30, and 31 of the Municipal Government Act.

- The CAO is the head of the administrative branches of the government of the municipality and is responsible to the Council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by the Council;
- The Council shall communicate with its employees of the municipality solely through the CAO, except that the Council may communicate directly with employees of the municipality to obtain or provide information;
- The Council shall provide direction on the administration, plans policies, and programs of the municipality to the CAO; and
- No Council member, committee, or member of a committee established by the Council shall instruct or give instruction to, either publicly or privately, and employee of the municipality.

Regular performance reviews to ensure that the CAO is provided with accurate and appropriate feedback with goals of enabling and achievement of corporate objectives and improving municipal performance.

2.0 Purpose

The performance evaluation of the CAO is a valuable instrument which can serve any or all of the following purposes:

- To formally discuss the relationship between Council and the CAO;
- To ensure that there is clarity with regard to the position expectations of the CAO;
- To provide an assessment of the performance of the role, responsibilities, and authority as set out in legislation, Town policy, and job description;
- To set objectives and criteria for future evaluation; and
- To inform discussion of salary adjustments.

The annual performance review is part of an ongoing performance management process by which Council and the CAO work together to plan, monitor, and review the work objectives and overall contribution to the organization. This is part of a continuous process of setting objectives, assessing progress, and providing ongoing feedback. The

annual review of the CAO's performance should include the development of measurable criteria that:

- Align with the organization's strategic direction and culture;
- Are practical and easy to understand and use;
- Provide an accurate picture of expectation and performance;
- Reflect the responsibilities assigned to the CAO by contract, policy and legislation;
- Include a collaborative process for setting goals and reviewing performance based on two-way communication between the Council and CAO;
- Monitor and measure results (what) and behaviours (how);
- Ensure that administrative work plans support the strategic direction of the organization;
- Identify and recognize accomplishments; and
- Support administrative decision-making.

3.0 Scope

This policy applies to the Chief Administrative Officer as the only employee of Town Council.

4.0 Policy

4.1 The review will be completed annually following Council's review of the Strategic Plan, or another date as mutually agreed by the Committee and the CAO. The review will provide Council with the opportunity to assess the CAO's performance for the prior year and to clarify goals and expectations for the upcoming year.

4.2 Meetings of the CAO Review Committee and any meetings of Council regarding the CAO's performance review shall be held in closed session.

4.3 The goals by which the Employee is assessed shall be:

4.3.1 Established annually through a mutual process of drafting and discussion leading to a mutually acceptable and clear understanding;

4.3.2 Consistent and commensurate with the role and responsibilities of the CAO set out in the employment contract, CAO Policy, and the regulations and legislation of the Province of Nova Scotia;

4.3.3 In all ways directed to advance the best interests of the Town; and

4.3.4 Include the measures of performance that also reflect sufficient resources and time to be accomplished by the Employee and all staff where such goals will result in delegation and the engagement of others

4.4 Any comments regarding the performance of the CAO shall be strictly confidential and will not be released to any other staff member or the public.

4.5 A comprehensive appraisal form based on the core competencies of the job description and annual corporate goals and priorities should be jointly developed and agreed upon by the CAO Review Committee and the CAO.

4.6 The CAO shall be given sufficient time to prepare for and respond to the performance appraisal. The appraisal shall be conducted at a time that is convenient to both the Council and CAO.

4.7 Council shall convene an annual strategic planning session in the fourth quarter of each fiscal year to determine and/or confirm the Town's strategic direction for the coming fiscal year. The Town's strategic direction, as approved by Council, shall be documented and forwarded to the CAO within 30 days of the annual strategic planning session.

4.8 The CAO shall draft a list of goals, objectives and training requirements for discussion during the review process.

4.9 The completed appraisal document shall be signed by the Mayor and the CAO and be placed in the confidential personnel file.

4.10 Council may meet periodically throughout the year in closed session to discuss performance with the CAO, to review progress achieved on goals and priorities previously established and approved by Council.

5.0 Responsibilities

5.1 There shall be a CAO Review Committee to facilitate and support excellent communications and positive collaborative effort between the CAO and elected officials. The Committee will consist of the Mayor, Deputy Mayor, and the most recent Deputy Mayor. Where the most recent Deputy Mayor is not a member of Council, Council shall appoint another member of Council by motion.

5.2 Scheduling the date and time of the annual review shall be the responsibility of the Mayor in consultation with the Committee and the CAO.

5.3 Should the annual review not have been scheduled by the end of the fiscal year, the CAO shall initiate the scheduling of the meeting with the Committee.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] April 28, 2022

Date of Passage of Policy _____

Town Clerk

Date



CAO Performance Review Process

1. The CAO will develop a Performance Review Toolkit which contains
 - a. The sections of the Nova Scotia Municipal Government Act relating to the role and responsibilities of the CAO (Sections 28, 30, and 31)
 - b. The Town's CAO Policy
 - c. This CAO Performance Review Policy
 - d. CAO Job Description
 - e. CAO Employment Contract
 - f. Goals and Key Results for the period, previously agreed-upon by Council and CAO
 - g. A Review Template including Core Competencies and Performance metrics outlined in the CAO Job Description.
2. Following on the annual strategic planning session and receipt of the Town's strategic direction from Council, the CAO will complete a self-assessment based on the documents contained in the Performance Review Toolkit.
3. Mayor and Council receives the Performance Review Toolkit and the CAO's completed self-assessment along with the draft goals, objectives and training requirements for the new fiscal year proposed by the CAO on the basis of the Town's strategic direction.
4. The CAO Review Committee will complete the CAO's Performance Evaluation using the review template.

The CAO Review Committee may choose to recommend to Council assistance from an outside consultant to complete the CAO's Performance Evaluation.
6. The CAO Review Committee will present the draft CAO's Performance Evaluation to Council in a closed-session.
7. The CAO Review Committee will meet with the CAO to discuss the final CAO Performance Evaluation Report.
8. The CAO Review Committee and the CAO will review goals for the CAO for the upcoming year to determine a list of priorities which are in alignment with the Council's strategic priorities and the Town's organizational capacity.
9. The Mayor and CAO will sign the final CAO Performance Evaluation Report, the original to be kept in the CAO's Employee file.



MEMORANDUM

TO: Council

FROM: Maureen Hughes, Town Clerk & Deputy CAO

DATE: April 28, 2022

RE: Appointment of Building Official

The Town of Mahone Bay has been advised by the Municipality of the District of Lunenburg that their employee, Bruce Parks, already appointed as a Fire Inspector in the Town of Mahone Bay, has recently completed the Residential Building Official Qualification Program from the Nova Scotia Building Officials Association.

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

It is therefore recommended that at the April 28, 2022 meeting of Council that the following motion be approved:

THAT Bruce Parks be appointed as a Building Official for the Town of Mahone Bay effective April 28, 2022 and until such time as that appointment is revoked.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Hughes", is written over a light blue diamond-shaped background element.

Maureen Hughes

Town Clerk & Deputy CAO





**Town of Mahone Bay
Staff Report
Re: Community Works Program Update
April 28th, 2022**

General Overview:

The purpose of this report is to provide Council with an update concerning the Community Works Program funding received by the Town, and an overview of the upcoming Natural Asset Inventory and Park Cemetery Mapping projects supported by this funding.

Background:

The Community Works Program is a provincial grant opportunity available through the Department of Municipal Affairs and Housing. The fund is available for Municipal governments only. The Community Works Program (CWP) aims to enable summer students, unemployed individuals, and other interested individuals to work within their community and to build capacity and gain experience in their given field. A goal of this program is to encourage youth to stay in the province, while providing them with valuable work experience and increasing the youth employment rate. The program is also intended to support short-term initiatives to the benefit of Nova Scotian communities. CWP will fund up to 50% (or a maximum of \$25,000) of eligible costs for each approved employment project.

On June 29th, 2021, Staff applied to the Community Works Program. The application indicated funding would be used to develop a full-time term position (known as the Data Collection Technician) to support the Town's Natural Asset and Cemetery Mapping Initiatives (both initiatives already included in the annual operating budget approved by Council on May 27th). The Town's application to the Community Works Program was approved, and an individual has been hired for the position. They are scheduled to begin the full-time 23-week term position on May 16th, 2021.

Analysis:

Position Description

The Data Collection Technician will perform initial data collection for both the Natural Asset Inventory and Park Cemetery Mapping Project. The technician will be responsible for identifying and collecting GPS data on Town owned natural assets and cemetery sites. They will also perform community outreach to encourage residents to self-report privately owned natural assets. Duties will include various tasks associated with collecting, analyzing, and reporting data relevant to the

project. The Data Collection Technician will work with the Climate and Energy Program Manager to develop a data collection plan, will keep well organized data and records, and compile a final project report. Work completed by the Data Collection Technician will be incorporated into future Town asset management projects and plans (including the development of an Urban Forest Master Plan, per Council's 2021-25 Strategic Plan).

Natural Asset Inventory

Natural Assets (such as wetlands, streams, and trees) provide important services for municipalities and their residents. These services include core municipal services such as stormwater management, and protection from flooding and erosion. Natural assets also help to mitigate climate impacts and provide significant cultural and recreational benefits. Often these services are provided at a much lower cost to the municipality than if they were to be provided by non-natural infrastructure. Incorporating natural assets into the Town's Asset Management policy will allow the Town to maximize the benefits of these assets.

Developing a natural asset inventory is the first step to incorporating these assets into future asset management policies and plans. A natural asset inventory will provide baseline information that can be referenced to help understand the extent and role of natural assets within the Town. This information will help Council, Staff, and residents better understand the interconnections between development, infrastructure planning, land-use decisions, and natural assets. The inventory will provide information on the type, location, and condition of natural assets within the Town including street trees.

Park Cemetery Mapping

Two cemeteries are located in Mahone Bay: Bayview Cemetery and Park Cemetery. From 2016-2017, a team of volunteers worked to catalogue all the stones in Bayview Cemetery. These volunteers also captured images of the headstones and developed a spreadsheet noting any inscriptions on the stones. Town staff then used this information to develop a digital map which is now displayed on the Town website. This effort captured information such as the location of stones, inscription on stones, the names of individuals buried on the site, and birth and death dates of those buried in the cemetery.

Work to catalogue the Park Cemetery has stalled due to staff capacity and time constraints. Approximately less than 50% of stone locations in the Park Cemetery have been catalogued and digitized. Staff currently rely on an older physical copy of a map noting grave locations and empty plots within the cemetery. This physical

map is becoming quite worn and makes it difficult and time consuming for Staff when they are approached by the public with a question on the location of gravesites within the cemetery, or regarding purchasing an available cemetery plot. Cataloging the remaining cemetery gravesites and producing an online digital map like that of the Bayview Cemetery will streamline the process of purchasing a plot as well as allowing members of the public interested in local heritage to view headstone inscriptions and locations online.

Financial Analysis:

The Community Works Program will fund a full-time, 23-week position at \$18/hr. CWP will provide \$7,900 towards the Data Collection Technician position (50% of the anticipated cost of the position). The Town will provide the remaining \$7,900. GPS equipment needed for the position is already owned by the Town. The 2021-2022 Town budget included \$12,000 for asset management initiatives (including participation in the AIM network as well as initial collection of Natural Asset data) and \$4,000 for the cemetery mapping operating initiative.

Climate Analysis:

The Natural Asset Inventory and Park Cemetery Mapping projects will help to fulfill Action #14 of the Greenhouse Gas Reduction Action Plan. This Action indicates that the Town will foster trees, gardens, and green spaces on municipal and private properties, and sets a target of collecting and maintaining a database of natural assets within the community. Recognizing the Town's natural assets and greenspaces as well as the community services that they provide will help Council and residents to manage these assets sustainably.

Links to Strategic Plan:

- 1.2. Implement Asset Management Planning
 - Establish and maintain service standards with public input on Town services and rates.
- 3.3 Practice Stewardship of Our Natural Environment
 - Encourage recognition of the value of natural assets in the Town

Recommendation:

That Council accept this report for information.

Attached for Council Review:

Respectfully submitted,

A handwritten signature in grey ink, appearing to read 'Martha Horsman', with a stylized, flowing script.

Martha Horsman

Climate and Energy Program Manager





Town of Mahone Bay
Staff Report
RE: Special Meeting Dates
April 28th, 2022

General Overview:

This staff report is intended to recommend dates for upcoming special meetings of Council.

Background:

At the regular meeting of April 12th, 2022 Council passed the following motions:

"THAT Council direct staff to present Council with a proposed schedule for fixed special meeting dates for the 2022 calendar year."

"THAT Council direct staff to present Council with a revised budget meeting schedule, to include one meeting for budget presentation and two daytime sessions for deliberations."

Analysis:

In consideration of Council's existing meeting schedule, staff recommend the following special/budget meeting dates and times:

Monthly special meeting time slots

The third Wednesday of every month at 9am

Budget meetings

Budget presentation meeting on July 6th 7pm

Half-day session on July 11th 9am – 1pm

Half-day session on July 14th 9am – 1pm

Budget to be presented at the regular council meeting on July 28th.

Financial Analysis:

No anticipated costs

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council confirm the 2022 budget meeting dates as July 6, 11 and 14 and that special meetings of Council will be scheduled for the third Wednesday of every month to take place if needed to address items not covered at regular meetings of Council, and that staff be directed to produce an updated annual meeting calendar for distribution.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Electrical Utility Load Analysis

April 28th, 2022

General Overview:

This staff report is intended to present Council with the electrical utility load analysis prepared by Strum Engineering Associates Ltd. along with associated recommendation.

Background:

With increasing development in Mahone Bay, particularly on the electrical utility's Western circuit where the new nursing home is currently under construction, staff identified a need to carry out electrical utility load analysis to ensure voltage remains within the regulated range for all customers. This analysis was substantially facilitated by information on the utility's distribution system previously collected for the Town's Community Solar Garden Project.

Analysis:

The electrical utility load analysis prepared by Strum Engineering Associates Ltd. is attached as an appendix to this report. Per Strum's analysis staff recommend Council approve the purchase of a voltage regulator (see appendix for additional information). It is recommended that Council approve this purchase as soon as possible to lock in a price and delivery date as soon as possible.

Financial Analysis:

Staff recommend a budget allocation of \$80,000 for the voltage regulator in the Town's 2022-23 budget, to be paid from electrical utility capital funds.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended that,

THAT Council accept the load analysis for information, approve a budget allocation of \$80,000 from electrical utility capital funds in the Town's 2022-23 budget for the purchase of a voltage regulator, and direct staff to proceed to tender for the purchase of a voltage regulator

Attached for Council Review:

- Load Analysis Report prepared by Strum Engineering Associates Ltd.

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

**TOWN OF MAHONE BAY
POWER FLOW ANALYSIS
REPORT NO. 051-001-01-22**

SCOPE:

This document presents the results of power flow analysis for the Town of Mahone Bay Electrical Distribution Circuits 76W-211, 76W-212 and 76W-213.

The Distribution System must operate in compliance with CSA Standard CAN-3-C235:19 "Preferred Voltage Levels for AC Systems, 0 –50,000V, Electric Power Transmission and Distribution". At any point along the TOMB's distribution circuit, the voltage must be within the prescribed limits. These limits are deemed to be met at the Customer's service entrance when the distribution primary voltage is in the range (0.967 per unit – 1.05 per unit).

1. Power Flow Study Procedure

To determine power flow profile, power flow calculations were carried out using ETAP V20.6.0 software based on computer models of the Mahone Bay Electric Utility Distribution Circuit. Calculations were based on procedures ANSI/IEEE Standard 141, "IEEE Recommended Practice for Electric Power Distribution for Industrial Plants (IEEE Red Book)" and ANSI/IEEE Standard 399, "IEEE Recommended Practice for Power Systems Analysis (IEEE Brown Book)".

Information used to prepare the computer model of the Mahone Bay Electric Utility Distribution Circuit was obtained from the following sources:

- The Mahone Bay Electric Utility Distribution Circuit model was in accordance with Strum Engineering Associates Ltd. Drawing 048-017-E-3301 Rev A06.
- Transformer 76W-T1 was modelled with an X/R Ratio of 11.41, an impedance of 6.65%, and an OLTC with 32 Steps +/-15% range and a voltage setpoint of 102%.
- This analysis assumed that 425m of distribution circuit along Main Street from the intersection with Kinburn St. had been upgraded to 2/0AWG ASCR.
- The proposed Voltage Regulator (VR1 on the SLD) was configured with a voltage setpoint of 103%.
- Base configuration circuit loading (before the addition of the New Fire Hall and the Long Term Care Home and before reconfiguring the circuits to transfer load from 76W-213 to 76W-212) was in accordance with data supplied by the Mahone Bay Electric Utility dated 15 October 2021.
 - East Circuit (76W-211) – 100A
 - Central Circuit (76W-212) - 120A
 - West Circuit (76W-213) – 100A
- Load for the proposed Firehall was assumed to be 0.9pu of the proposed 300kVA rating.

**TOWN OF MAHONE BAY
POWER FLOW ANALYSIS
REPORT NO. 051-001-01-22**

- Load for the proposed long-term care home was assumed to be 0.9pu of the proposed 750kVA transformer rating.
- The Utility three-phase fault contribution at the 69kV POI is modelled with a three-phase fault level of 405.82MVA with an X/R of 3.37s and a single line to ground fault level of 302.57MVA with an X/R of 3.494 based on data provided by NSPI dated 4 March 2020.

2. Power Flow Study Results

Our preliminary analysis of the West Circuit (76W-213), which included the addition of the Fire Hall and the Long Term Care Home, indicated that if only the section of line on Main Street from Long Hill Road to the Long Term Care Home is upgraded from #2AWG ACSR to 2/0AWG ACSR, the Long Term Care Home could experience low voltage conditions during periods of maximum circuit loading.

To correct the preceding low voltage condition, we propose the addition of a switch near Main and Kinburn to allow Circuit 76W-212 to pick up more load. We also suggest the addition of a 3-phase, 200A voltage regulator near 9 Cara Lane, configured with a voltage setpoint of 103%.

Based on the power flow results presented in Section A, after the changes mentioned above and proposed upgrades to the distribution circuits have been implemented, the primary distribution voltage will comply with CSA Standard CAN-3-C235:19 for distribution circuits 76W-211, 76W-212 and 76W-213.

**TOWN OF MAHONE BAY
POWER FLOW ANALYSIS
REPORT NO. 051-001-01-22**

**Section A
Load Flow Calculations**

DRAFT

LINE NUMBER	TRANSFORMER 76W-T1 LTC PRI. TAP	POI ACTIVE AND REACTIVE POWER, PF	4160V REGULATED BUS	76W-211 WEST CIRCUIT LOADING	FARMONT ST. AND PINE GROVE (SOLAR POC)	WASTE WATER TREATMENT PLANT	AREA SOLAR GARDEN (SOLAR PCC)	NOTES
1	-3.75%	3151 kW 1355 kVAR 0.919 PF	101.3%	671 kW 240 kVAR 97.8 A	101.0%	98.5%	101.0%	W/O PV Base + the proposed new firehall and long term care home
2	-4.69%	3509 kW 1533 kVAR 0.916 PF	102.0%	1022 kW 375 kVAR 148.1 A	101.6%	96.8%	101.6%	W/O PV Base + the proposed new firehall and long term care home + 350kVA @ 918 Main
3	-2.81%	1677 kW 728 kVAR 0.917 PF	101.4%	-792 kW -251 kVAR -113.7 A	101.7%	99.2%	104.0%	W/ PV Base + the proposed new firehall and long term care home

LINE NUMBER	TRANSFORMER 76W-T1 LTC PRI. TAP	POI ACTIVE AND REACTIVE POWER, PF	4160V REGULATED BUS	76W-212 WEST CIRCUIT LOADING	PLEASANT AND MAIN ST.	BAYVIEW COMMUNITY SCHOOL	629 MAIN ST. CONDO	NOTES
4	-3.75%	3151 kW 1355 kVAR 0.919 PF	101.3%	1096 kW 391 kVAR 159.5 A	99.5%	97.9%	99.3%	Base + the proposed new firehall and long term care home
5	-4.69%	3559 kW 1558 kVAR 0.916 PF	101.9%	1497 kW 544 kVAR 216.9 A	99.5%	96.8%	99.3%	Base + the proposed new firehall and long term care home + 400kVA @ 363 Main

LINE NUMBER	TRANSFORMER 76W-T1 LTC PRI. TAP	POI ACTIVE AND REACTIVE POWER, PF	4160V REGULATED BUS	76W-213 WEST CIRCUIT LOADING	PROPOSED FIREHALL LOCATION VOLTAGE	VOLTAGE REGULATOR VR1 TAP	PROPOSED LONG TERM CARE HOME VOLTAGE	NOTES
6	-2.81%	2185 kW 875 kVAR 0.928 PF	101.1%	409 kW 150 kVAR 59.8 A	100.3%	+3.13%	102.3%	Base Configuration
7	-3.75%	2454 kW 992 kVAR 0.927 PF	101.9%	671 kW 245 kVAR 97.2 A	100.5%	+2.50%	101.9%	Base + the proposed new firehall
8	-3.75%	3151 kW 1355 kVAR 0.919 PF	101.3%	1366 kW 531 kVAR 200.9 A	98.3%	+5.00%	98.6%	Base + the proposed new firehall and long term care home
9	-4.69%	3486 kW 1529 kVAR 0.916 PF	102.0%	1693 kW 664 kVAR 247.5 A	98.4%	+5.63%	97.7%	Base + the proposed new firehall and long term care home + 300kVA @ LTC

NOTES:

- 1 LOAD AT THE PROPOSED FIREHALL ASSUMED TO BE 0.9pu OF THE PROPOSED 300KVA RATING
- 2 LOAD AT THE PROPOSED LONG TERM CARE HOME ASSUMED TO BE 0.9pu OF THE PROPOSED 750KVA TRANSFORMER RATING
- 3 BASE CONFIGURATION CIRCUIT LOADING (BEFORE THE ADDITION OF THE NEW FIRE HALL AND THE LONG TERM CARE HOME AND BEFORE RECONFIGURING THE CIRCUITS TO TRANSFER LOAD FROM 76W-213 TO 76W-212) WAS IN ACCORDANCE WITH DATA SUPPLIED BY THE MAHONE BAY ELECTRIC UTILITY DATED 15 OCTOBER 2021.
 - EAST CIRCUIT - 76W-211 - 100A
 - CENTRAL CIRCUIT - 76W-212 - 120A
 - WEST CIRCUIT - 76W-213 - 100A
- 4 MAHONE BAY ELECTRIC UTILITY DISTRIBUTION CIRCUIT MODEL IN ACCORDANCE WITH STRUM ENGINEERING ASSOCIATES LTD. DRAWING 048-017-E-3301 REV A06
- 5 POSITIVE VALUES OF ACTIVE AND REACTIVE POWER INDICATE EXPORT FROM THE TOMB SUBSTATION 76W.
- 6 TRANSFORMER 76W-T1 WAS MODELED WITH AN X/R RATIO OF 11.41 AND AN IMPEDANCE OF 6.65% AND AN OLTC WITH 32 STEPS +/-15% RANGE AND A VOLTAGE SETPOINT AT 102%.
- 7 THIS ANALYSIS ASSUMED THAT 425m OF DISTRIBUTION CIRCUIT ALONG MAIN STREET FROM THE INTERSECTION WITH KINBURN ST. HAS BEEN UPGRADED TO 2/0AWG ASCR.
- 8 THE PROPOSED VOLTAGE REGULATOR (VR1) WAS CONFIGURED WITH A VOLTAGE SETPOINT OF 103%.
- 9 THE SOLAR GARDEN POINT-OF-COMMON COUPLING (PCC) IS DEFINED AS THE HIGH VOLTAGE TERMINALS OF THE SOLAR GARDEN STEP-UP TRANSFORMER.
- 10 THE SOLAR GARDEN POINT-OF-CONNECTION (POC) WILL BE LOCATED ON CIRCUIT 76W-211 AT THE INTERSECTION OF PINE GROVE STREET AND FAIRMONT STREET.

Discussion re Load Flow Evaluation

The Distribution System must operate in compliance with CSA Standard CAN-3-C235:19 "Preferred Voltage Levels for AC Systems, 0 –50,000V, Electric Power Transmission and Distribution". The voltage at any point along the TOMB's distribution circuit must be within the prescribed limits. These limits are deemed to be met at the Customer's service entrance when the distribution primary voltage is in the range (96.7% to 105% of nominal voltage).

76W-211

Based on the power flow results, after the proposed upgrades to the distribution circuits as outlined in Strum Engineering Associates Drawing 048-017-E-3301 Rev A06 have been implemented, the primary distribution voltage will comply with CSA Standard CAN-3-C235:19 for distribution circuits 76W-211.

The proposed upgrades to 76W-211 include upgrading the distribution circuit between the substation and Pine Grove St. with 336.4 ACSR and 350kcmil AL and the addition of the 336.4 ACSR distribution circuit from Pine Grove St. and Fairmont St. to the proposed solar garden site.

Discussion

325kVA of additional load can be added to circuit 76W-211 at 918 Main Street near the Waste Water Treatment Plant, while complying with CAN-3-C235:19 and remaining within the limits of the 2/0AWG ACSR 'QUAIL' conductors.

As can be seen in Line Number 2 in the attached report, the voltage at the Waste Water Treatment Plant limits the load which can be added to Distribution Circuit 76W-211.

76W-212

Based on the power flow results, after the proposed changes to the distribution circuits as outlined in Strum Engineering Associates Drawing 048-017-E-3301 Rev A06 have been implemented, the primary distribution voltage will comply with CSA Standard CAN-3-C235:19 for distribution circuits 76W-212.

The proposed changes to 76W-212 include opening the switch near Clairmont St., opening the switch on Main Street near Longhill Rd. and closing the switch on Main St. near the post office. The foregoing changes are required to move load from 76W-213 to 76W-212 to allow new loads to be added to 76W-213.

Discussion

400kVA of additional load can be added to circuit 76W-212 at 363 Main Street near Bayview Community School, while complying with CAN-3-C235:19 and remaining within the limits of the 2/0AWG ACSR 'QUAIL' conductors.

As can be seen in Line Number 5 in the attached report, the voltage at Bayview Community School limits the load which can be added to Distribution Circuit 76W-212.

76W-213

After adding the new fire hall and proposed LTC home on the West Circuit (76W-213), the primary distribution voltage no longer complies with CSA Standard CAN-3-C235:19. To correct this issue, we propose the following changes:

- Move load to the Central Circuit (72W-212) by opening the switch near Clairmont St., opening the switch on Main Street near Longhill Rd. and closing the switch on Main St. near the post office.
- Upgrade the distribution circuit along Main St. from Longhill Rd. to the proposed long-term care home to 2/0AWG ACSR.
- Add a 200A voltage regulator near 9 Cara Lane.

We demonstrated adequate voltage regulation for the West Circuit (76W-213) after the changes mentioned above and proposed upgrades to the distribution circuit have been implemented.

Discussion

300kVA of additional load can be added to circuit 76W-213 near the proposed LTC home, while complying with CAN-3-C235:19 and remaining within the limits of the 2/0AWG ACSR 'QUAIL' conductors and the proposed 200A voltage regulator at 9 Cara Lane. The ampacity limit for 2/0AWG ACSR is 250A.

As can be seen in Line Number 9 in the attached report, the ampacity of the 2/0AWG ACSR 'QUAIL' conductors limits the load which can be added to Distribution Circuit 76W-213.

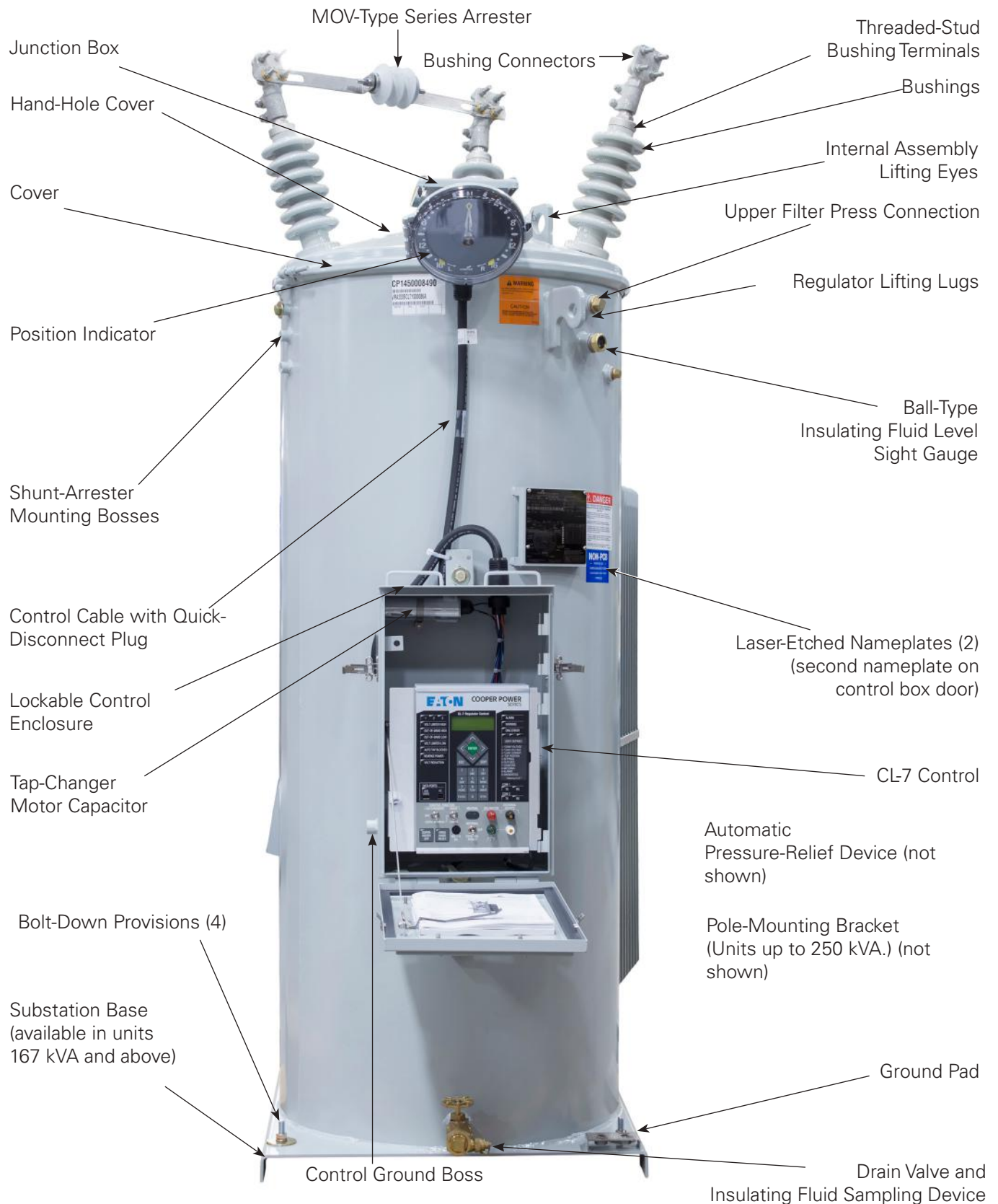


Figure 1. External features on the VR-32 voltage regulator

Standard features

A sealed-tank construction allows the use of a 65 °C rise insulation system in 55 °C rise rated designs to provide an additional 12% capacity above the nameplate rating without loss of normal insulation life. Additional load capacity is stated on the nameplate, this ADD-AMP™ feature is available as long as the tap-changer's maximum current rating is not exceeded.

The unit construction cover suspends the internal assembly, consisting of the core-and-coil assembly, tap-changer, and the reactor, for ease of inspection and maintenance.

All Eaton's Cooper Power series voltage regulators are manufactured and tested to the IEEE Std C57.15™-2009 standard.

- CL-7 control
- Tap-changer with motor and power supply
- Position indicator with ADD-AMP adjustment
- Two laser-etched nameplates
- Lifting lugs
- Oil drain valve and sampling device
- Upper filter press connection
- Oil sight gauge
- Mounting provisions for shunt arresters
- High-creep bushings with clamp-type connectors
- Bolt-down provisions (overhead units)
- Pole-type mounting brackets (overhead units)
- Substation base (substation units)
- External series arrester
- Automatic pressure relief device
- Handhole
- Control cabinet with removable front panel
- Ratio correction transformer
- Conformally coated circuit boards

Optional accessories

- Shunt arresters
- Extra-length control cables
- Elevating structure
- 4-hole NEMA® H-spades
- Cooling fans
- Nameplates in alternate languages or metric units
- Internal differential potential transformer for complete reverse power flow w/metering
- CL-7 control accessories
 - Multi-phase functionality
 - Front panel overlays in alternate languages

- Serial communications interfaces:
 - RS232
 - Fiber Optic - ST
 - RS485
- Ethernet communications interfaces:
 - Fiber Optic - LC, MTRJ, ST, and SC
 - Copper - RJ45
- Communications protocols:
 - DNP 3.0
 - IEC 61850
 - IEC 60870-5
 - 2179
 - MODBUS (Serial)
- 8-input/8-output universal contacts
- 13.5 Vdc radio power supply
- 13 A-Hr control power battery backup
- 48/125 Vdc substation battery power
- 240 V external source

Arresters

Series surge arresters

All VR-32 voltage regulators are equipped with a bypass arrester connected across the series winding between the source (S) and load (L) bushings. This bypass arrester limits the voltage developed across the series winding during lightning strikes, switching surges, and line faults. A MOV type series surge arrester of 3 kV offers series winding protection on all regulators except those rated 22 kV and above, which have a 6 kV MOV-type series surge arrester.

Shunt arresters

A shunt arrester is a recommended accessory on the VR-32 voltage regulator for protection of the shunt winding. The shunt arrester is a direct connected arrester mounted on the tank and is connected between the load bushing and ground. For additional protection, a shunt arrester may also be installed between the source bushing and ground. It is recommended that arresters be applied to all non-grounded bushings. Shunt arrester application data is listed in Table 1.



MEMORANDUM

TO: Council

FROM: Kelly Redden, Deputy Clerk and Records Administrator

DATE: April 25, 2022

RE: 2022 Representative Volunteer

Following the COVID-19 lockdowns, the Province of Nova Scotia has changed its schedule for the Provincial Volunteer Awards. Town staff were asked to wait for instruction from the province on the new process before publishing information on the process, which was received at the end of last week.

For 2022 the Province is launching the Provincial Volunteer Awards during Volunteer Week (April 24th -30th) but has May 23rd deadline for submission to the Province. With only the May 10th regular Council meeting between now and the deadline, staff have launched the nomination campaign on Monday, April 25th with a deadline of noon on May 9th. Information has been shared with the community through Facebook and the Town's website. There will be an article in the May newsletter urging people to make nominations and posters have also been put up around Town.



Maureen Hughes

From: Penny Carver
Sent: Tuesday, April 5, 2022 3:54 PM
To: Maureen Hughes
Cc: Dylan Heide; David Devenne
Subject: Motion for April 12 Council Meeting

Motion to Clarify the Relationship of Council to the Mayors, Wardens & Deputies Group:

Rationale:

On a regular basis, the Mayor, Deputy Mayor, and CAO of the Town of Mahone Bay meet with the Mayors, Wardens, Deputies and CAOs representing all five municipalities in Lunenburg County. At present, there is no formal channel of communication or accountability between our Council and these ongoing inter-municipal meetings. At the same time, it is expected that Council will be provided with minutes and/or reports from all other Town external committees and board.

Since 2012 when I was first elected to Council, there have been many requests from Councillors - including myself - for reports or summaries of the MW&D meetings to be brought to Council. The response has typically been that it is not a formal meeting, that no minutes are kept, and that issues come back to Council as needed. Like some other Councillors, I never found this response satisfactory.

Recently, whether intentionally or accidentally, all ToMB Councillors were included in the circulation list for the March 23rd MW&D meeting agenda package. The material in that package included a report from our planners regarding regulations for short term rental accommodations, and information about provincial housing initiatives, among others. Although topics such as these are of deep interest and concern for all members of Council, currently there is no clear mechanism for other Council members to become aware of the documentation that is received or issues that are discussed by two members of our Council in concert with Mayors, Wardens, Deputies and CAOs from the other four Councils in Lunenburg County.

In my view, this arrangement presents a gap in accountability and transparency. I am proposing a motion that I believe will support accountability in the governance of the Town, and adhere to the Strategic Plan's action item "to update policies and by-laws to support effective governance ..."

Motion:

That an item be added to the next meeting of Mayors, Wardens and Deputies to discuss and clarify the accountability relationship between the MWD group and the five Councils that they represent, that the discussion include how members of all five Councils should be informed about meeting agendas, discussions, and outcomes, and that the outcome of this discussion be reported back to the member Councils.

Thank you,

Penny

Penny Carver
Councillor, Town of Mahone Bay

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, April 13, 2022 at 5:30 p.m. via video conferencing.

Present:

Councillor Joseph Feeney (chair)
Councillor Alice Burdick
Ann MacPhail
Deborah Trask, Heritage Researcher
Councillor Penny Carver (Alternate)
Kelly Redden, Deputy Clerk

Absent:

Annette St Onge (regrets)

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Burdick, seconded by Ms. MacPhail, "THAT the minutes of the February 9, 2022 meeting of the Heritage Advisory Committee be approved as amended." Motion carried.

3. Resignation – Bill Degrace

Councillor Feeney informed the committee that Bill Degrace has resigned from the Heritage Advisory Committee.

4. Provincial Conservation Work Grant

Ms. Redden informed the committee that she was told by Kevin Barret, Coordinator of the Provincial Heritage Property Program, that grant funds to municipalities are only available for conservation advice, not for conversation work.

The committee requested that the gate posts options for the Bayview Cemetery fence be brought to a future meeting of the committee.

5. Update – Recording of Deborah's Talk

Ms. Redden and Ms. Trask updated the committee on the recording of her talk.

6. Potential Heritage Properties

The committee discussed potential heritage properties.

A motion by Councillor Burdick, seconded by Ms. MacPhail, "THAT the committee recommend that Council direct staff to write letters to the property owners of identified potential heritage properties informing them of the Municipal Heritage Property Program and bring that draft letter back to the next Heritage Advisory Committee Meeting."

Motion Carried.

The meeting adjourned by motion at 6:15pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden



The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, April 21st, 2022 at 12:02 p.m. via videoconference.

Present:

Mayor D. Devenne
CAO D. Heide (Acting Secretary)
Manager of Public Works & Transportation J. Uhlman
Climate & Energy Coordinator M. Horsman
Lead Powerline Technician P. Lawson
D. Waterfield
B. Lewis
A. St Onge
P. Sharp

Absent:

Deputy Mayor F. Kangata (with regret)
Councilor R. Nowe (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 D. Waterfield, seconded by A. St Onge, **"THAT the agenda be approved as presented."** **Motion carried.**

Approval of Minutes

A motion by A. St Onge, seconded by, P. Sharpe, **"THAT the minutes of the March 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

Review and Update was completed at the Committee's March 18, 2022 meeting. CAO D. Heide will finalize the LoS spreadsheet and provide to AIM Network staff as part of the Cohort Program.

3.3 Step Three: risk mapping for remaining asset classes

Committee members, joined by Lead Powerline Technician Phil Lawson discussed risk mapping for electrical utility assets, including probability and consequence of failure. Considerations for risk mapping were confirmed. Mapping of utility infrastructure for public reference was also discussed. Staff will update both infrastructure and risk maps.

Mapping of non-linear assets including building, recreational, public and natural assets will be discussed at the Committee's next meeting.

Training Opportunities

AIM Cohort 2.0 sessions have now wrapped up. The AIM Network annual conference has now been confirmed for September 12-14th in Charlottetown. PEI (<https://www.aimnetwork.ca/2022conference>). Committee members were encouraged to consider attending with the understanding that the Town would cover registration costs.

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 May 19th, 2022 at 12:00 PM.

The meeting adjourned upon motion at 1:30 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Acting Secretary, Dylan Heide



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

South Shore Housing Action Coalition (SSHAC)

Zoom Meeting Minutes, February 2, 2022; 1:30-3:30 pm

Present: Jeff Conrad, Helen Lanthier, Kelly Goudie, Lisa Ryan, Jackie MacDonald, Jack Fancy, Stacey Colwell, Penny Carver, David Murdoch, Darren Shupe, Mark Powell, Werner Hoffstatter, Nathalie Vogel, Andrea Hancock, Myra Coulter, Kathryn Gamache, Fay Patey, Kacy DeLong, Sandra Statton

1. Welcome and Introductions

- ✓ Helen offered a land acknowledgment.
- ✓ Congratulations to Lisa Ryan, who has recently been appointed Executive Director of South Shore open Doors Association (SSODA).
- ✓ Francis will be back for our next meeting. Thank you to Kelly for stepping in.
- ✓ Attendees introduced themselves.

2. Presentation – Maritime Housing Options (Mark Powell)

- Mark has asked SSHAC to send some survey questions to SSHAC members to ask what is needed, what is financially accessible, and what the structure of the non-profit will look like.
- Introduction to MHO model – building financially accessible home ownership; developing communities, not community development; survey is to get feedback about the need for housing and why; in the spring MHO will build 4 or 5 demonstration houses in the Bridgewater area
- Objective is to build 15-30 homes community based on co-housing and intentional housing models at a rate of 1 community per year
- Model takes profit from homes into a *community wealth fund* (based on Options for Homes model). Initial \$\$ are coming from the non-profit developer.
- No long-term public funding needed for the housing to work
- Focus is on financially accessible, physically accessible, walkable, diverse, efficient, sustainable, well-built, suitable housing communities with green spaces, often a common house
- Local builder with 30 years of experience; Mark is the local funding manager
- Depends on a growing housing market
- Crucial that the survey goes out
- Believes that the 4 or 5 houses mentioned above can be completed and people living in them this year, and the 15-30 homes by 2024
- Clarification about the wealth fund, and the first and second mortgage.
- Houses will be sold at 30-40% less than market housing. Those requiring assistance with a 5% down payment can access the community wealth fund in the form of a second mortgage (better than market rate).
- Who is the target population? Affordable is relative – shift to “accessible”. The model can accommodate those who are able to actually access home ownership, with a 5% down payment,

but it will not be affordable to all.

- Survey will go out via other channels as well.
- Second stage housing option?
- Municipal option to own some of the units, which then can decide whether the housing can be supported units, etc.
- MHO will be set up as a non-profit, structure not decided yet. Possibly no employees, but advisors who ensure that the profits go back to the wealth fund.
- Does SSHAC wish to send the survey, as one of the disseminating bodies. Members can then share if they wish. *Consensus on sending it once Mark has it ready.*
- Mark will return to make a report on the results.
- Communicate with Mark if you have any questions.

3. SSHAC 2022 Action Plan

- Jeff reviewed the plan and asked for feedback and for volunteers to work on specific areas
- The Municipal Councillors Group has met and will review the section of the plan that pertains to them. Kacy asked about what SSHAC expects for the group, and vice versa; *will be an agenda item for our next SSHAC meeting*
- The development of an outreach and engagement plan might be done by a summer student from Dalhousie. SSHAC does not have the capacity at this time to supervise an entire placement, but Our Health Centre has agreed to offer some time (1-2 days a week) from their student placement hours if their application is successful. Thank you!
- It was suggested that advocacy work be undertaken with local developers and non-profit groups to encourage them to take on projects that match their mandates e.g., inter-church groups. *It would be necessary to identify a mechanism about how to do that effectively.* Werner suggested that we *explore best practices.* Builders' Associations may also be of help.
- Fay suggested that the Business Management Team at NSCC may be of help with a research project. She placed a link in chat.
- The province is doing some work on a provincial housing needs assessment which may lead to the development of a broad-based business case for more housing. It might be better to table the item in the plan that addresses this issue until we have more information.
- Exploration with other provincial housing groups/organizations regarding how we can build interest in housing development e.g., with AHANS and Building together. Jeff extended a request for volunteers to be part of the team. Lisa, Kacy and Penny volunteered.

4. Action Plan Group Reports

- ✧ Municipal Councillors - engaged in a facilitated session to develop a plan moving forward; decided how and when to meet; still working on it together
- ✧ Stacey Colwell: Bridgewater working on regional housing needs assessment; permanent homeless shelter; finding developers
- ✧ Sandra Statton (MODL): jurisdictional responsibilities are clear – that municipalities cannot take on the full responsibility for housing
- ✧ Advocacy Group – no report

✧ Planning Team – reported via the Action Plan discussion

5. SSODA Coordinated Access System Report (Lisa Ryan)

- Lisa is the only staff so far; in the process of hiring a bookkeeper
- In very initial stages - hopefully ready to hire staff so that the system will be in place at the beginning of April
- Planning a strategy for Board recruitment
- Lisa is completing a rental inventory for the Town of Bridgewater – not ready yet to share
- She experienced a level of rage from some landlords: higher maintenance costs, dealing with problem tenants; feel very much alone in feeling the brunt of lack of resources, lack of responsibility from the federal and provincial governments. Some relationships are beyond repair and they will not rent to those who are vulnerable who will come through our coordinated access system. There are waitlists, so some landlords just don't need to rent to those who most need it
- How do we support both the provider and those who need housing?
- Coordinated access will provide data to help, but the community, the private sector and government must step up to ensure that housing is available – it truly is a crisis
- We will have to get creative with how we do things, as in other communities. Is there a need for tenancy readiness programs?
- Taking the message to Councils regarding the rental inventory – when could that happen? Lisa has handed in the report and once approved, it will become public; Lisa will share with other municipalities

6. Updates from Members

- Kacy placed a link in chat to a Facebook event tonight at 6:30.

7. Check-Out

8. Adjournment

Next Meeting: Wednesday, April 6 at 1:30 via Zoom.

Municipality of the District of Lunenburg
Minutes of a Meeting of the REMO Advisory Committee
Via Tele/Video Conference
Monday, January 17, 2022 – 1:30 p.m.

Attendance:

Municipality of the District of Chester

Warden Allen Webber

Deputy Warden Floyd Shatford

Tara Maguire, Deputy Chief Administrative Officer

Municipality of the District of Lunenburg

Mayor Carolyn Bolivar-Getson

Deputy Mayor Cathy Moore

Tom MacEwan, Chief Administrative Officer

Alex Dumaresq, Deputy Chief Administrative Officer

Chris Kennedy, Fire Services Coordinator

Town of Bridgewater

Mayor David Mitchell

Councillor Wayne Thorburne, Vice-Chair

Town of Lunenburg

Mayor Matt Risser

Deputy Mayor Peter Mosher

Kevin Malloy, Interim Chief Administrative Officer

Town of Mahone Bay

Mayor David DeVenne, Chair

Councillor Penny Carver, Town of Mahone Bay

Dylan Heide, Chief Administrative Officer

Regrets

Councillor Michelle Greek, Municipality of the District of Lunenburg

Councillor Richard Nowe, Town of Mahone Bay

Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester

Deputy Mayor Andrew Tanner, Town of Bridgewater

Councillor Susan Sanford, Town of Lunenburg

Tammy Crowder, Chief Administrative Officer

NS EMO

Andrew Mitton Emergency Management Preparedness Officer (left the meeting at 1:46 p.m. to attend NS EMO Storm Briefing)

Staff

Angela Henhoeffter, REMO Coordinator

Joanne Powers, Executive Assistant

1. CALL TO ORDER

Mayor David DeVenne called the meeting to order at 1:34 p.m.

2. Nomination & Election of Chair & Vice-Chair

Mayor DeVenne was acclaimed as Chair.

Nominations were called for the position of Vice-Chair. The only person nominated was Councillor Thorburne, who was acclaimed as Vice-Chair.

3. Approval of Agenda – Added Items

Added to the agenda – Item 9.1 – Comfort Centres.

Moved by Deputy Mayor Moore, seconded by Councillor Thorburne that the Agenda be approved as amended. Motion carried.

4. Approval of Minutes – September 20, 2021

Moved by Deputy Warden Shatford, seconded by Warden Webber that the Minutes of September 20, 2021, REMO Advisory Committee meeting be approved as circulated. Motion carried.

5. Business Arising From Minutes

5.1 Emergency Management By-laws

Ms. Henhoeffter explained that this was a housekeeping item for all municipal units. The Inter-Municipal Services Agreement states that all by-laws must be consistent, and the Town of Lunenburg had not been included since joining REMO in 2017. There are two municipal units still in the process.

Moved by Warden Webber, seconded by Mayor Bolivar-Getson that the Regional Emergency Management Advisory Committee approve the Regional Emergency Management By-law and recommend to partner Councils to update their Municipal Emergency Management Bylaw for approval. Carried unanimously.

6. New Business

6.1 REMO Planning Committee

Ms. Henhoeffter explained that in the Inter-Municipal Services Agreement it states that there shall be a REMO Planning Committee. The Planning Committee is a group of key community stakeholders that have engagement responsibility to provide guidance on emergency management plans and procedures for Lunenburg County REMO.

The standard structure would be the same that the Province recommends and would include AECs, CAOs, police, fire services, EHS, and other community groups that may assist in an emergency. The proposed schedule would be three meetings per year, and they would focus on specific items at each meeting.

Moved by Warden Webber, seconded by Councillor Carver that the Regional Emergency Management Advisory Committee approve the Terms of Reference and Workplan for the REMO Planning Committee, as presented. Carried unanimously.

6.2 REMO Budget

Ms. Henhoeffter reviewed the proposed 2022/23 REMO budget.

It was suggested to increase the grant amount issued to Lunenburg County Ground Search and Rescue (LCGSAR).

As it is unusual to increase a grant amount without a request from the group, it was suggested that the contingency fund be increased by \$3,000 to allow for an increase in their grant amount. The LCGSAR will be contacted to discuss the amount of the yearly grant.

Moved by Warden Webber, seconded by Councillor Thorburne that the Regional Emergency Management Advisory Committee recommends a total 2022/23 budget of \$146,300 to partner Municipal Units for approval. Carried unanimously.

7. NS EMO UPDATES

There was no NS EMO update as Mr. Mitton had to leave for the storm briefing.

8. REMO COORDINATOR UPDATES

Ms. Henhoeffter reported the following:

1. Update on Workplan (including Hurricane Dorian recommendations) were included in the agenda package.
2. Municipal Evaluation Status was also included in the agenda package.
3. Busy weekend for REMO with two back-to-back storms:
 - Ms. Henhoeffter had heard at the beginning of the call that some TMR sites went down. She was not aware of this and asked that she be given more information to ask the province for more information.
 - Ms. Henhoeffter can arrange for someone from Field Communications to do a presentation to REMO on TMR communications – Advisory agreed this would be useful

9. ADDED ITEMS

9.1 Comfort Centres

A concern that there were no designated places for the public to go to get warm in the case of bad storms was brought forward.

It was discussed that everyone is encouraged to be prepared to shelter-in-place for 72 hours. Mr. Dumaresq indicated since the Lunenburg County Lifestyle Centre (LCLC) has been useful in past storms, more work will be done to connect with the General Manager of the LCLC. It was also discussed that because of COVID restrictions on gathering limits, most comfort centres did not open their facilities.

The Municipality of the District of Lunenburg will be adding this topic to a future Council meeting. The Municipality of the District of Chester said it will be discussed with staff.

10. NEXT MEETING – Monday, March 21, 2022 - 1:30 p.m.

11. ADJOURNMENT

There being no further business at 2:31 p.m., it was moved by Deputy Mayor Moore, seconded Deputy Warden Shatford that the meeting adjourn. Motion carried.

Minutes of a Special Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Virtual
Wednesday, Jan. 12, 2022 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Councillor Moore (virtually)
Councillor Oickle (virtually)
Tom MacEwan, CAO (virtually)

TOWN OF BRIDGEWATER

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

TOWN OF MAHONE BAY

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

REGRETS

Mayor Bolivar-Getson, Municipality of the District of Lunenburg

ALSO IN ATTENDANCE WERE

Ken Smith, Interim COO (virtually)
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

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

1. APPROVAL OF AGENDA

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

2. NEW BUSINESS:

2.1 Motion Giving Controller CRA Recognition

Mr. Smith advised a motion is required to add Taushonna Bazilsky as a delegated authority with CRA and remove Katherine Williams from the account.

Moved by, Councillor Nowe seconded by Councillor Feeney, to approve Taushonna Bazilsky and Tammy Nauss as delegated authorities with CRA as of January 6, 2022. Carried.

Moved by, D. Mayor Moore seconded by Councillor Feeney, To delete Katherine Williams as of January 6, 2022, from the CRA account. Carried.

3. IN CAMERA:

At 6:36 p.m., it was moved by, Mayor Mitchell seconded by Councillor Feeney, that the Municipal Joint Services Board go In Camera to discuss the following items:

3.1 Hiring of COO Direction

- 1. January 26 Strategic Priorities Workshop**
- 2. Recruiting Options**
- 3. Salary Range**

Carried.

Municipal Joint Services Board In Camera in session.

Councillor Nowe left the meeting at 7:15 pm.

At 7:50 p.m.; it was moved by D. Mayor Moore seconded by, Councillor Feeney that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

4. ADDED ITEMS:

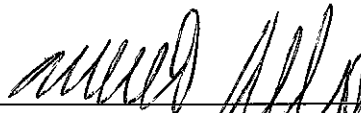
5. Next Meeting Dates – January 26, 2022, Agenda devoted to future role of MJSB
February 23, 2022, Regular Board Meeting

6. ADJOURNMENT

There being no further business at 7:45 p.m., it was moved by D. Mayor Moore, seconded by Mayor Mitchell, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



KEN SMITH, INTERIM COO

Minutes of Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Virtual
Wednesday, Jan. 26, 2022 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

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

TOWN OF BRIDGEWATER

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

TOWN OF MAHONE BAY

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

REGRETS

ALSO IN ATTENDANCE WERE

Ken Smith, Interim COO (virtually)

1. CALL TO ORDER

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

1. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES OF JANUARY 12, 2022, MEETING AS CIRCULATED

Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell, that the Minutes of the January 12, 2022, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. AGENDA ITEMS CARRIED FORWARD**5. NEW BUSINESS:****6. IN CAMERA:**

At 6:40 p.m., it was moved by, Councilor Statton seconded by Mayor Mitchell, that the Municipal Joint Services Board go In Camera to discuss the following items:

6.1 Inter-municipal Negotiations re Potential Future of MJSB under Section 22(2)(e) of the Municipal Government Act.

Carried.

Municipal Joint Services Board In Camera in session.

At 8:02 p.m.; it was moved by Mayor Mitchell seconded by, Councillor Feeney, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

Moved by, Councillor Feeney seconded by D. Mayor Moore, that the Selection Committee carry out interviews with a short list of candidates for the COO position and report back to the Board with a recommendation. Carried.

Moved by D. Mayor Tanner, seconded by Councillor Nauss, that the Board direct the COO to source the services of Mr. Bob Funke or another outside consultant to review our Solid Waste Operation in terms of effectiveness and other options for the delivery of solid waste for the residents. Furthermore, the COO report back to the Board at the February 23, 2022, meeting showing the proposed scope of work with an estimated fee and this be circulated to the Board members at least a week before February 23, 2022. Carried.

1. ADDED ITEMS:

5. Next Meeting Dates – February 23, 2022, Regular Board Meeting

6. ADJOURNMENT

There being no further business at 8:05 p.m., it was moved by Councillor Feeney, seconded by D. Mayor Moore, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR

KEN SMITH, INTERIM COO