



## TOWN COUNCIL AGENDA

**May 10, 2022**

7:00 p.m.

YouTube Live

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

### Call to Order

### 1 Approval of Agenda

### 2 Minutes

- 2.1 April 26, 2022 – Special Meeting
- 2.2 April 28, 2022 – Regular Meeting
- 2.3 May 2, 2022 – Special Meeting
- 2.4 May 3, 2022 – Special Meeting

### 3 Presentations

### 4 Correspondence – Action Items

- 4.1 Peter Julian – Request to support Bill C-229 \*deferred from February 24, 2022\*
- 4.2 Glenn Patscha – Architectural Heritage Zone with Mahone Bay.
- 4.3 Tom Ernst – Request to Fly German Flag

### 5 Correspondence – Information Items

- 5.1 NSFM – Monday Memo – April 25, 2022
- 5.2 NSFM – Monday Memo – May 2, 2022

### 6 Staff Reports

- 6.1 Staff Report to Council – May 10, 2022
- 6.2 Staff Report – CAO Performance Review Policy
- 6.3 Staff Report – Solar Garden Grading
- 6.4 Staff Report – 2022-23 Grants to Organizations
- 6.5 Updated Council Meeting Schedule

### 7 Council Items

- 7.1 Mayor Devenne – 2022 Representative Volunteer
- 7.2 Mayor Devenne – Request for Leave of Absence
- 7.3 Mayor Devenne – Application for Founders' Society Representative on HAC

### 8 Committee Reports

- 8.1 Policy & Strategy Committee – Draft Minutes – April 25, 2022
- 8.2 Police Advisory Board – Draft Minutes – April 28, 2022
  - a. RCMP Quarterly Report

### 9 New Business

### 10 Closed Session

- 10.1 MGA 22(2)(a) acquisition, sale, lease and security of municipal property



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A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, April 26, 2022 at 12:06pm via videoconference.

Present:

Mayor D. Devenne  
Deputy Mayor F. Kangata  
Councillor A. Burdick  
Councillor J. Feeney  
Councillor P. Carver  
Councillor R. Nowe  
Councillor K. Wilson  
CAO, D. Heide  
Town Clerk & Deputy CAO, M. Hughes  
Temporary Accountant, A. Yeadon-Wentzell

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

2. Closed Session

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT Council go into Closed Session at 12:08pm to discuss contract negotiations as permitted by MGA section 22(2)(c)." Motion carried.

Council returned to open session at 1:22pm.

Council adjourned upon motion at 1:22 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

DRAFT

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, April 28, 2022 at 7:00 p.m. broadcast via YouTube live.

**Present:**

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

**Absent:** Councillor Burdick (regrets)

**Gallery:** online

**Land Acknowledgement**

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**1. Agenda**

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

**2. Minutes**

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT the minutes of the April 12, 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 12, 2022 regular meeting of Council be approved as presented.”** Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT the minutes of the April 19, 2022 special meeting of Council be approved as presented.”** Motion carried.



### **3. Presentations**

#### **Mahone Bay Volunteer Fire Department Report**

Council received a presentation from Fire Chief Adam Ekins of the October – December 2021 and January – March 2022 reports. Discussion following Chief Ekins' department report included the upcoming move into the new fire station and the new truck purchase.

### **4. Correspondence – Action**

4.1 Paul Gregory, Senior Oceans Campaigner, Nature Canada – Oceans Day Resolution.

4.2 Marsha Fields – New Taxation Law

4.3 George Anderson, Chair MBTCC – Request for support of funding application.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT Council direct staff to contact the Mahone Bay Tourism and Chamber of Commerce to arrange to meet to discuss proposed changes to the Aquatic Gardens with other stakeholders.”

Motion carried.

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

5.1 Norman Whynot – Non-Resident Property Tax and Deed Transfer Trust.

5.2 Warden Allen Webber, Municipality of the District of Chester – Letter to Premier Houston RE Non-Resident Tax and Deed Transfer Tax.

5.3 NSFM – Monday Memo – April 11, 2022.

5.4 George Anderson – Increase in Property Taxes for Non-Nova Scotian Residents.

5.5 Warden Vernon Pitts, Municipality of the District of Guysborough – CFA Taxes.

5.6 Michael Graves, the United Way of Lunenburg County – Community Funded Grants

5.7 Cyril MacDonald, NS Solid Waste Regional Chairs Committee; Amanda McDougall, NSFM; John McKinnon, AMANS – Municipal Response to Engagement on EPR.

5.8 NSFM – Monday Memo – April 19, 2022.

5.9 Kayser Manuel – New crosswalks installed in town.

5.10 Nick Barr, DMAH – Non-Resident Tax Questions.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT correspondence items number 5.1 to 5.10 be received and filed and that a response be sent to Kayser Manuel with thanks for forwarding the observations and input regarding crosswalks in town.”

Motion carried.

### **6. Staff Reports**

#### **6.1 Council Report**

Council received the Staff Report to Council for April 28, 2022.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council receive the staff report for information.”** Motion carried.

#### 6.2 Town Logo

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

A motion by Councillor Feeney, Seconded by Deputy Mayor Kangata, **“THAT Council direct staff to prepare a draft Engagement Plan for the development of a new community logo for the Town, to replace the current corporate logo, and which would empower the public to decide on a logo for Council approval; and**

**THAT staff be directed to include the development of a new Town Logo as an operating initiative in the draft 2022-2023 budget, at an estimated cost of \$25,000, to be funded from the Operating Reserve.”** Motion carried.

#### 6.3 Vaccination Policy Update

Council received a staff report an update on the Vaccination Policy, amended following the April 12, 2022 Council meeting.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT Council adopt the draft amended COVID-19 Vaccination Policy as presented April 28, 2022.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council revisit the vaccination policy by the end of the 2022/23 fiscal year.”** Motion carried.

#### 6.4 Comfort Stations Update

Council received a staff report with an update and recommendation relating to winter operation of the Town’s comfort stations.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT staff be directed to include costs in the 2022/23 annual budget for the seasonal operation of the Edgewater Street comfort station to be extended until December 9, 2022.”** Motion carried.

#### 6.5 Draft CAO Performance Review Policy

Council received a staff report to accompany a draft CAO Performance Review Policy.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT the Appendix to the Policy be amended to add ‘and provides input to the CAO Performance Review Committee’ at the end of item #3.”** Motion carried.

#### 6.6 Building Official Appointment

Council received a staff memo regarding the completion of Residential Building Official Qualification by a staff member at MODL, in keeping with ongoing development of a shared building inspector service in Lunenburg County.

A motion by Councillor Nowe, seconded by Councillor Wilson, **“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.”** Motion carried.

#### 6.7 Community Works Program Update

Council received a staff report 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.

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

#### 6.8 Special Meeting Dates

Council received a staff report to recommend dates for upcoming special meetings of Council.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council confirm the 2022 budget meeting dates as July 6, 14, and 22 and that special meetings of Council will be scheduled for the third Friday of every month at 9am 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.”** Motion carried.

#### 6.9 Electrical Utility Load Analysis

Council received a staff report with the electrical utility load analysis prepared by Strum Engineering Associated Ltd. along with associated recommendation.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, **“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.”** Motion carried.

#### 6.10 Memo – 2022 Representative Volunteer Process

Council received a staff memo regarding the 2022 Provincial Volunteer nomination process from the province.

### **7. Council Items**

#### 7.1 Councillor Carver – Communication from Mayors/Wardens, Deputies, and CAOs

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT an item be added to the next meeting of Mayors/Wardens, Deputies, and CAOs to discuss and clarify the accountability relationship between the 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.”**

**Motion defeated.**

#### 7.2 Councillor Wilson – Non-Resident Property Tax

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council approve the mayor to sign the draft letter to the Premier as presented to Council.”**

**Motion carried.**

### **8. Committee Reports**

#### 8.1 Heritage Advisory Committee

Council received the draft minutes of the April 13, 2022 meeting of the Heritage Advisory Committee.

A motion by Councillor Feeney, seconded by the Councillor Nowe, **“THAT Council direct staff to draft a letter 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.**

#### 8.2 Asset Management Committee

Council received the draft minutes of the April 21, 2022 meeting of the Asset Management Committee.

#### 8.3 South Shore Housing Action Coalition

Council received minutes of the February 2, 2022 meeting of South Shore Housing Action Coalition.

#### 8.4 REMO

Council received the minutes of the January 17, 2022 meeting of the REMO Advisory Committee.

#### 8.5 MJSB

Council received the minutes of the January 12, 2022 meeting of the Municipal Joint Services (MJSB) Board.

#### 8.6 MJSB

Council received the minutes of the January 26, 2022 meeting of the Municipal Joint Services (MJSB) Board.

A motion by Councillor Wilson, seconded by Councillor Nowe, **“That Council receive items 8.2 through 8.6 for information.”** **Motion carried.**

### 9. New Business

#### 10. Closed Session

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, **“THAT Council go into closed session at 9:57 pm to discuss personnel matters, contract negotiations, 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 10:50 pm.**

**Council adjourned upon motion at 10:52 pm.**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

**TOWN OF MAHONE BAY**

Deputy Clerk, Kelly Redden

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A Special Meeting of Town Council for the Town of Mahone Bay was held on Monday, May 2, 2022 at 12:11 pm via video conference.

**Present:**

Mayor D. Devenne  
Deputy Mayor F. Kangata (left at 1:06)  
Councillor J. Feeney (left at 1:03)  
Councillor P. Carver  
Councillor R. Nowe  
Councillor K. Wilson  
CAO, D. Heide

**Absent:**

Councillor A. Burdick (with regrets)

**Gallery:** online

**Land Acknowledgement**

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**1. Agenda**

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

**2. Closed Session**

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

Council returned to open session at 1:11 pm.

Council adjourned upon motion at 1:12 pm.

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

CAO, Dylan Heide

DRAFT

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A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, May 3, 2022 at 1:02 pm via video conference.

**Present:**

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

**Absent:**

Councillor A. Burdick (with regrets)

**Gallery:** online

**Land Acknowledgement**

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

**1. Agenda**

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

**2. Closed Session**

A motion by Councillor Wilson, seconded by Councillor Carver, **"THAT Council go into Closed Session at 1:03 pm to discuss contract negotiations as permitted by MGA section 22(2) (e)."** **Motion carried.**

Council returned to open session at 2:06 pm.

Council adjourned upon motion at 2:07 pm.



**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

CAO, Dylan Heide

DRAFT

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

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**CAUTION:** This email originated from an external sender.

Dear Mayors and Councils,

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

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

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

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

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

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

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

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

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

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

Please consider using the following text:

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

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

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

Sincerely,

Peter Julian, MP  
New Westminster - Burnaby

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

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

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

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

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

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

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

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

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

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

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

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

Je vous propose d'utiliser la résolution suivante :

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

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

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

amples informations.

Sincères salutations,

Peter Julian, député  
New Westminster—Burnaby

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

New Democratic Party | Nouveau Parti démocratique

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

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

***New Westminster*** is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'wa:n̓'ən' (Kwantlen), Katzie, kwikwəłwəṁ (Kwikwetlem), xʷməθkʷəy̓əm (Musqueam), Stó:lō, sc̓əwaθn məsteyəxʷ (Tsawwassen), and Tsleil-Waututh.

***Burnaby*** is located on the ancestral and unceded homelands of the [\*hənq̓əminəm\*](#) and [\*Skwxwú7mesh\*](#) speaking peoples as well as all Coast Salish peoples.

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

UFCW | TUAC

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

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

"My friends, love is better than anger. Hope is better than fear.

Optimism is better than despair. So let us be loving, hopeful and optimistic. And we'll change the world."

-Jack Layton, 1950-2011

« Mes amis, l'amour est cent fois meilleur que la haine. L'espoir est meilleur que la peur.

L'optimisme est meilleur que le désespoir. Alors aimons, gardons espoir et restons optimistes. Et nous changerons le monde. »

-Jack Layton, 1950-2011

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# Glenn Patscha

37 Hedge Row  
Mahone Bay, NS, B0J 2E0

April 22, 2022

To: Mahone Bay Town Council  
Re: Architectural Heritage Zone Within Mahone Bay

To Whom It May Concern,

I am writing to request your consideration of an Architectural Heritage Zone within the town of Mahone Bay.

As a concerned resident of Mahone Bay, I believe that it is of great importance that town council considers this idea to be formally included in town planning strategies going forward. Considering that Mahone Bay is such a small and culturally significant community, it would only take a few policy changes (even with best intentions and a progressive mentality) to negatively impact the fundamental architectural character of our town.

The benefits of formally preserving cultural heritage far outweigh a “hoping for the best, it’ll probably be okay” approach. In the coming years there will be increasing pressure to not only provide larger amounts of badly needed housing units but also an accompanying increase in housing prices. An increase in affluent purchasers or others with greater legal and financial means frequently leads to attempts to bend or circumvent local bylaws to achieve development goals. A carefully crafted addition of a Heritage Preservation Zone will strengthen the intention and direction of the town’s housing bylaws. As we all know, perfection in crafting bylaws is very difficult but when the intent is abundantly clear it very often prevails in guiding decisions going forward.

One of the patterns that I have repeatedly witnessed all over North America as towns are revived or greatly increase in value is the “tear down and rebuild” scenario. All towns on an upward trajectory arrive at this point. It is almost inevitable. Smaller heritage homes are torn down to be replaced with bigger (and often architecturally out of context) homes. In our town, even ten to twenty out of context homes could fundamentally change the overall architectural heritage of our town.

Losing the identity of our beautiful town with such an interesting and unique Canadian history would be heartbreaking and irreversible. I believe that we have a prime opportunity to set the trajectory to preserve the town’s architectural heritage and that it is necessary to formalise our respect for the history of Mahone Bay.

I appreciate your time and sincere consideration of this matter. The cultural, aesthetic and financial benefits are worth taking actions to preserve.

Sincerely yours,

Glenn Patscha

659 Slesny Hollow Rd.,  
R.R. #2 Mahone Bay, N.S.  
BOJ-2EO  
21. April, 2022.

Mayor Dave Dervenne,  
Town Hall,  
Mahone Bay, N.S.  
BOJ-2EO

Dear Mayor Dervenne and Council members:

I am writing this letter on behalf of the Lunenburg County-German Canadian Cultural Association to ask you if you would proclaim June 7<sup>th</sup> as German Heritage Day this year and in the future. This date was put forward by the late Hon. Michael Baker and the Hon. Don Downe in 2003 and passed unanimously by the Nova Scotia Legislature. We are requesting that you fly the German flag during the week or month of June, whichever is your custom with other flags, as Mahone Bay was originally settled by people of German Heritage, the first mayor was of German heritage and a large percentage of people living in Mahone Bay and surrounding communities are of German heritage. We will donate a flag to the town to be used this year and in future years.

If you have any questions regarding this request, please contact me at the above address or by phone at 624-6133. Thank you in advance for considering this request and wishing you and member councillors all the best in the coming year.

yours Sincerely,  
Tom Ernst.



**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, April 25, 2022 5:01 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: April 25, 2022

**Follow Up Flag:** Follow up  
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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

## **Save the Date**

### **Special Meeting of the Members**

### **Re: Organizational Changes**

All members are invited to attend a Special Meeting from **3 - 5 p.m. on Thursday, June 9** to discuss motions regarding the [proposed NSFM organizational changes](#). The NSFM Board encourages all Elected Municipal Officials to attend and vote on these changes.

Further details on the proposed by-law changes will be provided closer to the meeting date.

## NSFM Correspondence to Hon. Allan MacMaster, Minister of Finance and Treasury Board

[Learn more about the provincial property tax changes here.](#)

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### **NSFM Spring Conference There are still some spots left!**

Don't miss out on attending the 2022 NSFM Spring Conference at White Point Beach Resort.

You'll get to experience Buhle Dlamini's inspirational keynote on Unleashing your Greatness. Learn about municipal success stories; how to manage social media; strategies for developing mutual understanding with others; and much more!

**Evolution  
of Local  
Government**

**May 4<sup>th</sup> – 6<sup>th</sup>**

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

# Clean Transportation Survey

Nova Scotia's Department of Natural Resources and Renewables (NRR) and the Nova Scotia Federation of Municipalities (NSFM) Active Transportation Committee are requesting your participation in a brief province-wide survey on Clean Transportation in Nova Scotia. Your input will inform how we shape NS government programs and policies. The findings from this survey will be shared with other Clean Transportation stakeholders.

Please follow this [link](#) to access the survey which we estimate will take 10-15 minutes to complete. We encourage responding as a team, or responses from multiple departments (as questions may fall under different departmental responsibilities).

As you may be aware, the Province has recently set clean transportation targets through the NS Environmental Goals and Climate Change Reduction Act (EGCCRA) including:

- '30% Zero Emission Vehicles' by 2030 and,
- 'to complete core active transportation networks that are accessible for all ages and all abilities in 65% of the Province's communities by 2030'

Nova Scotia's Department of Natural Resources and Renewables (NRR) and the Nova Scotia Federation of Municipalities (NSFM) Active Transportation Committee are working together to better understand the depth and breadth of clean transportation efforts in NS and opportunities to help achieve the above targets.

Community-led solutions are key to meeting Nova Scotia's Clean Transportation targets. We are exploring opportunities to continue to support Municipalities in developing and implementing clean transportation planning and infrastructure.

**The survey closes May 6, 2022.**

Thank you for your participation! Your input will inform future NS Government resources and programs. If you have any questions please contact Helen Browne, Consultant – [helen.browne@novascotia.ca](mailto:helen.browne@novascotia.ca)

We recommended you fill the survey on a computer versus mobile device.

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## Fall 2022 Co-op Education Incentive (CEI) Funding

The [Cooperative Education Incentive \(CEI\)](#) provides wage assistance to private sector, government-funded and non-profit organizations offering career-related work experiences for co-op students.

Employers must pay a minimum of \$15 per hour plus 4% vacation pay. CEI reimburses \$7.50 per hour to a maximum of 40 hours per week.

### **HOW TO APPLY:**

1. **Send your job description** to the appropriate Dalhousie Co-op Office for endorsement, even if it is the same posting you have received endorsement for in previous terms.
2. **Review and complete** the government funding application requirements as outlined on the [CEI website](#).
3. **Submit your application** for Summer 2022 through the [LaMPPS](#) system. Please note that there can only be one centralized LaMPPS login per organization.

If your organization has already been registered and you attempt to create a login, you will be directed to LAE to find out who the representative is within your organization so you can obtain the LaMPPS login information.

**Application Deadline: Sunday, May 15th, 2022**

**Dalhousie co-op offices will process CEI endorsement requests until 4:30 pm AST on Friday, May 13th**

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“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

[N.S. Federation of Municipalities tasked with managing \\$15M climate fund](#)

## Upcoming Events

### **Pulling Permits: The Process and Pitfalls for Building Code Officials**

**Intact Public Entities are excited to invite you to join us on Thursday, May 19th for what promises to be an interesting and engaging webinar highlighting the important role that Building Code Officials play in municipal governance.**

Brad Smale, Manager of Building Services/Chief Building Official, Township of Norwich and Tracy Eso, Risk Assessment and Solutions Manager, Intact Public Entities, will discuss areas where claims arise throughout the process of “pulling a permit.” Brad and Tracy will review how to create a defence strategy in the face of negligence claims and even better, how to avoid them altogether.

Topics will include:

- Recent claims trends.
- The perils of remote inspections.
- Development permits.
- Liabilities that can arise when construction proceeds, or occupancy commences, without adequate permits or inspection.

**Event Details:**

**Date:** Thursday, May 19th, 2022

**Time:** 12:00 p.m. to 1:30 p.m. ET.

**[Register Now](#)**

[Get to know the webinar speakers here.](#)

**If you have any questions regarding this webinar, please email**  
[marina.cosentino@intactpublicentities.ca](mailto:marina.cosentino@intactpublicentities.ca).

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**NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES**



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

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**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, May 2, 2022 3:22 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: May 2, 2022

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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

## 12 Months Notice Letter from DMAH

As per section 519 of the MGA, the Minister of Municipal Affairs and Housing is required to provide the Nova Scotia Federation of Municipalities 12 months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities.

The Department of Municipal Affairs and Housing canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The attached letter is the result of that process.

[View the letter here.](#)

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**The survey closes May 6, 2022.**

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[Property Ownership Implications for Non-Residents: Nova Scotia Deed Transfer Tax, Nova Scotia Non-Resident Property Tax, and Federal Restrictions on Foreign Ownership - Cox & Palmer](#)

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## **Grants Available to Support R&D Internships**

Mitacs is a federally funded, non-for-profit organization linking partner organizations to academia. We provide funding to support interns (college, undergraduate, MSc, PhD, PDF or recent graduates) to work with organizations (including municipalities) who have a research or innovation problem to overcome. At Mitacs, we act as the bridge to help organizations with research and innovation projects partner with students to gain hands on work experience that will hopefully lead to full time employment in their field.

Our most common grants, Accelerate ([Accelerate | Mitacs](#)) and Business Strategy Internship ([Business Strategy Internship | Mitacs](#)), support interns in blocks of 4-6 month internships with funding of \$10,000-15,000 (50% Mitacs and 50% organization contribution). Applications are open any time, and number of units and students are not limited per project, we provide a flexible funding model to support projects of any size.

For more details please visit: [www.mitacs.ca](http://www.mitacs.ca) to explore our funding support or email Matt Adams [madams@mitacs.ca](mailto:madams@mitacs.ca) to see how Mitacs can best support your communities.

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# In The News

[Nova Scotia municipalities reviewing policing models as RCMP costs rise](#)

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## Report to Council May 10, 2022

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




Goal	Objective	Assigned	Target	% Completion
<b>Council Assignments to Staff</b>				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	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	<b>See Below</b> 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	 <b>75%</b> 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	Jul., 2022	 <b>75%</b> Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.

<b>5</b>	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Jun., 2022		<b>75%</b>	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.
<b>6</b>	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		<b>75%</b>	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).
<b>7</b>	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	May., 2022		<b>75%</b>	Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.
<b>8</b>	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Jul., 2022	<b>Not yet begun</b>		Notes: To be coordinated with hiring of new Manager of Finance (Treasurer).
<b>9</b>	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Jun., 2022		<b>75%</b>	Notes: In progress. Waiting on additional information from Procom (Townsuite provider), recommendations from Deloitte, and hiring of new Manager of Finance (Treasurer).

<b>10</b>	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>
		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). Initial regional housing strategy staff meeting took place May 4 - following on Council's Mar 22nd Letter - and a subsequent meeting is scheduled for June.			
<b>11</b>	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>	<b>50%</b>
		Notes: In Progress.			
<b>12</b>	Staff to provide a report on the costs and anticipated revenue of extending water and sewer services to the end of Fairmont Street.	27-Sep-21	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>
		Notes: In Progress.			
<b>13</b>	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>	<b>75%</b>
		Notes: In progress; staff waiting on remaining quotations. Report anticipated to Council's May 26th meeting, ahead of 2022-23 budget process.			
<b>14</b>	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	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures awaiting hiring of new Manager of Finance.			

<b>15</b>	Direct staff to issue an RFP for legal services.	28-Oct-21	Jul., 2022	<b>Not yet begun</b>
		Notes:		
<b>16</b>	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	<b>Not yet begun</b>
		Notes: Date TBD.		
<b>17</b>	Approve the expenditure for the line upgrade to/from the water treatment plant in the amount of \$375,690 out of the existing project budget for Main Street water line improvements.	09-Nov-21	Jul., 2022	 <b>75%</b>
		Notes: Confirmation of designs and updated project schedule received from MacLeod Group. Work on site likely to begin week of May 16th. NSUARB approval has been requested for water utility expenditure in excess of \$250,000.		
<b>18</b>	Staff to provide a report highlighting the recommendations of the water system audit for which additional budget allocations would be required for implementation, ahead of the 2022-23 annual budget process.	25-Nov-21	May., 2022	 <b>75%</b>
		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).		
<b>19</b>	Staff to discharge the Development Agreement MBDA008 at the request of the property owner Mahone Bay Developments Limited and that Council direct staff that no fee will be charged for the discharge of the MBDA008.	11-Jan-22	May., 2022	 <b>75%</b>
		Notes: Staff have begun the process of registering the discharge of the Development Agreement.		

<b>20</b>	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></div></div>	<b>75%</b>	Notes: Heritage Property Hearing took place February 24, 2022, registration underway.
<b>21</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Staff in communication with owner, signage to be erected in May.
<b>22</b>	Approve the Public Enagement Plan for the Municipal Boundary Review as presented.	27-Jan-22	Jun, 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Education pieces included in February and March editions of newsletter; special website page developed.
<b>23</b>	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: AEC now doing preliminary work in this regard with REMO.
<b>24</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: Staff have reached out to Mahone Bay Soccer Club/Mahone Bay Centre Society to begin negotiations on the draft management agreement, meetings in this regard planned for May.
	Approve service corridor route	27-Jan-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	



25	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.	Notes: In progress. Initial letters sent, awaiting completion of survey and updated valuation for property parcels.		
26	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	<b>Not yet begun</b>
27	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 Committee.	24-Feb-22	May., 2022	  Notes: This item has been added to the draft agenda for the May 10, 2022 Council correspondence.
28	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	<b>Not yet begun</b>
29	Defer the heritage grant request from the owners of 77 Edgewater Street to the 2022/23 budget.	24-Feb-22	Jul., 2022	 <b>75%</b> Notes: Forwarded to the finance department for 2022/23 budget consideration.

<b>30</b>	Approve the expenditure of \$1,322.50 for the recording of a talk by the Town's Heritage Researcher, Deborah Trask. This amount to come from the committee's budget for the 2021/22 fiscal year.	24-Feb-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Recording took place in April. Final editing underway now.
<b>31</b>	Direct staff to schedule the follow-up session with Deloitte as offered in the Management Letter to the 2020-21 Audit.	24-Feb-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: Staff have been in contact with Deloitte in this regard and will follow up with committee members concerning potential meeting dates.
<b>32</b>	Accept the proposal from MC Advisory in the amount of \$5,000 to conduct a compensation review.	24-Feb-22	Apr., 2022	<div><div></div><div></div><div></div><div></div><div></div></div> ★		Notes: Compensation review completed and presented to Council.
<b>33</b>	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	Sep., 2022		<b>Not yet begun</b>	Notes:
<b>34</b>	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>	<b>75%</b>	Notes: In progress. Improvement of crossings at Kedy's, Anglican Church, Medical Clinic and Long Hill Trail completed. Lutheran Church crossing will be completed shortly, when light standard can be replaced.

<b>35</b>	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	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress.
<b>36</b>	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>	<b>50%</b>	Notes: In progress.
<b>37</b>	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>	<b>75%</b>	Notes: In progress.
<b>38</b>	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>	<b>75%</b>	Notes: In progress.
<b>39</b>	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	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Letter being drafted now, to include reference to Town's recent transportation infrastructure improvements intended to improve pedestrian and cyclist safety.




<b>40</b>	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	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Will coincide with Council's consideration of 2022-23 grants on May 10th Council meeting agenda.
<b>41</b>	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	<b>Not yet begun</b>		Notes:
<b>42</b>	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.	12-Apr-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: Underway now. Staff have contacted NSUARB to advise of upcoming rate application.
<b>43</b>	Staff to proceed with Option 3, running the upgraded powerline under the Sports Field.	12-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: Final design underway, coordinating construction with field improvements.

44	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 to 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.	12-Apr-22	Jun., 2022	Not yet begun
45	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
46	Direct staff to prepare a letter addressed to the Premier expressing the Town of Mahone Bay's opposition to the proposed provincial tax for non-resident property owners; copies as directed.	19-Apr-22	Apr., 2022	  Notes: Completed and sent to Premier with copies as directed.

47	Staff to contact the Mahone Bay Tourism and Chamber of Commerce to arrnage to meet to discuss proposed changes to the Aquatic Gardens with stakeholders.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
	Notes: Meeting scheduled for May 12th.				
48	Response be sent to Kayser Manuel with thanks for forwarding the observations and input regarding crosswalks in town.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
	Notes: Completed.				
49	Staff to prepare a draft Engagement Plan for the development of a new community logo for the Town, to replace the current logo, and which would empower the public to empower the public to decide on a logo for Council approval.	28-Apr-22	May., 2022	Not yet begun	
	Notes:				
50	Staff be directed to include the development of a new Town logo as an operating initiative in the draft 2022-2023 budget, and an estimaed cost of \$25,000 to be funded from the Operating Reserve.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
	Notes: Forwarded to the finance department for 2022/23 budget consideration.				
51	Council revisit the vaccination policy by the end of the 2022/23 fiscal year.	28-Apr-22	Mar., 2023	Not yet begun	
	Notes:				

52	Staff be directed to include costs in the 2022/23 annual budget for the seasonal operation of the Edgewater Street comfort station to be extended until December 9, 2022.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Forwarded to the finance department for 2022/23 budget consideration.
53	Appendix to the [CAO Performance Review] Policy be amended to add 'and provides input to the CAO Performance Review Committee ' at the end of item #3.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Included in amended draft for Council consideration on May 10, 2022 agenda.
54	Council confirm the 2022 budget meeting dates as July 6, 14, 22 and that special meetings of Council will be scheduled for the third Friday of every month at 9am 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.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Updated Council Meeting Schedule on Council's May 10th regular meeting agenda for information.
55	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 budet for the puchase of a voltage regulator, and direct staff to proceed to tender for the purchase of a voltage regulator.	28-Apr-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Tender document under development now.

56	Direct staff to draft a letter 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	28-Apr-22	June., 2022		25%
		Notes: anticipated for a June 2022 HAC agenda.			



## Town of Mahone Bay

Staff Report

RE: CAO Performance Review Policy

May 10, 2022

### General Overview:

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

### Background:

A draft CAO Performance Review Policy was accepted at the April 28, 2022 regular meeting of Council; at that time the following motion was passed:

**THAT the Appendix to the Policy be amended to add 'and provides input to the CAO Performance Review Committee' at the end of item #3.**

The attached policy has been updated as directed by Council for their consideration for final approval.

### Financial Analysis:

N/A

### Climate Analysis:

N/A

### 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,

A handwritten signature in purple ink, appearing to read "Maureen Hughes".

Maureen Hughes

Town Clerk and Deputy CAO

Attached: April 28, 2022 Staff Report

Draft CAO Performance Review Policy (as amended)





## Town of Mahone Bay

Staff Report

RE: CAO Performance Review Policy

April 28, 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, and provides input to the CAO Performance Review Committee.
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.



**Town of Mahone Bay  
Staff Report  
Re: Community Solar Garden Site Grading  
May 10<sup>th</sup>, 2022**

**General Overview:**

The purpose of this report is to provide Council with an overview of the recommended the grading plan for the Community Solar Garden.

**Background:**

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

The Community Solar Garden will be built at the Mahone Bay wastewater treatment facility site, located at 918 Main St. On Jan. 30<sup>th</sup>, 2022 the Town received a letter from residents living adjacent to the Community Solar Garden site, expressing concerns about the project. A response letter was provided to these residents from the regular meeting of Council on February 24<sup>th</sup>, 2022 and Council directed staff to commit to factoring these concerns into site design plans for the Community Solar Garden.

On March 8<sup>th</sup>, 2022 Council approved a site layout for the Community Solar Garden as recommended by AREA staff. Confirming the layout allowed staff to continue necessary site design plans such as the grading, stormwater management, and screening plans.

**Analysis:**

The Community Solar Garden site at 918 Main St. slopes from the location of the wastewater lagoons to the property line with 906 Main St. This slope was increased when the lagoons were dug out for the wastewater treatment plant in the 1990's and the fill was piled on site, creating steep mounds on the property. To accommodate the installation of the solar panels, grading of the site will need to take place. At the direction of Staff, AREA consulted a civil engineering company to develop a recommended site grading plan which incorporates stormwater management and site screening concerns. Details on this recommendation are outlined in the Site Grading memo provided by AREA (attached as an appendix to this report).

## **Financial Analysis:**

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

## **Climate Analysis:**

Electricity has been identified as the largest contributor of greenhouse gases in Mahone Bay. Emissions from electricity result from the Town's reliance on purchasing energy from other sources.

Increasing our supply of municipally owned renewable energy is an integral part of the Town's Greenhouse Gas Reduction Action Plan. Action #5 of the GHG Reduction Action Plan notes that the target for the Town is to have the Mahone Bay's grid electricity produced by 100% renewable by 2030. Ellershouse windfarm already supplies approximately 40% of the energy for the Town, and once completed the Community Solar Garden will produce ~16% of Mahone Bay's energy.

## **Links to Strategic Plan:**

### **3. Environmental Leadership:**

#### 3.1 Reduce Community Greenhouse Gas Emissions

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

## **Recommendation:**

It is recommended,

**THAT Council approve the grading plan as recommended by AREA.**

## **Attached for Council Review:**

- AREA Memo: Site Grading Plan

Respectfully submitted,

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

**Martha Horsman**

**Climate and Energy Program Manager**







Overview:

This report is to provide Council with the grading details of the solar garden site and additional fence screening options to obscure the site visibility.

Site grading:

The solar garden site slopes from the location of the ponds to the next property line. Please see (Appendix A). To accommodate the installation of the solar panels, grading of the site will need to take place. Together with a civil engineering company, Tulloch, AREA staff have developed the attached grading plan for the site. (Appendix B) The grading plan proposes no steep fill and will see shallow fill of the slopes to maintain a maximum 10% gradient north to south, allowing the installation of the solar racking and panels.

To mitigate the water runoff, swales will be constructed between solar panel rows 14 and 15 of to outlet into the existing roadside ditch. The swale construction will capture approximately 75% water runoff on the site and improve the current water management conditions. The option to install another drainage system such as a French drain to catch the remainder of the stormwater below the swale raised some concerns. Civil engineering company Tulloch advised against installing a subsurface drain in an area of the spring-fed well, as it may impact both the quality and quantity of water in the well. The estimated cost of the site grading is \$30,000.

Additional fence screening options:

The community solar garden site will have controlled access through a chain-link fence with an installed gate and a vegetation barrier to aid in screening the site. To further obscure the visibility of the solar gardens, especially from adjacent properties, AREA staff investigated various screening options. The options range from fabric screening using Knitted HDPE (High-Density Polyethylene) to Polyethylene slats that can be installed onto the chain-link fence.

1. Knitted High Density Polyethylene fabric screening (Appendix C & D)

This screening option provides up to 90% screening and are offered in black or green. It is a high-grade outdoor-rated breathable fabric that allows for an excellent air passage while offering maximum blockage (175-GSM commercial grade knitted HDPE material). This screening option is used for both commercial and residential fence applications. The screen has a 3-5 year outdoor life expectancy.

2. High Density Polyethylene slats (Appendix E)

The slats are made from High-Density Polyethylene (HDPE) material with UV inhibitors that are resistant to severe weather conditions, saltwater, sand, road dirt, and most environmental pollutant. It will provide up to 85% screening and has a 10-year limited



Town of Mahone Bay  
AREA Staff Report  
Re: Solar Garden grading plan and screening options  
May 10<sup>th</sup>, 2022

warranty. Slats are deliberately cut four inches shorter than the height of the fence to accommodate installation and protect the slats within the wire.

AREA staff recommends using option 2. (slats) due to this product's longevity.

Recommendation:

It is recommended,

THAT Council approves the grading of the Community Solar Garden site and a screening option.

Attached for Council Review:

Appendix A	Site gradient information
Appendix B	Grading plan
Appendix C & D	Fabric screening option
Appendix E	Slatted screening option

Submitted by:

Lenta Wright  
Project Development & Operations Manager



**CAUTION**  
UNDER GROUND UTILITIES SHOWN ON  
THIS PLAN ARE APPROXIMATE.  
UTILITIES ARE TO BE LOCATED PRIOR  
TO CONSTRUCTION.



OWNER

DESIGNER

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**  
MARCH 18, 2022

REVISIONS

No	DATE	REMARKS

LEGEND

EXISTING	
INDEX CONTOUR (1.0m INTERVAL)	— 30 —
INTERMEDIATE CONTOUR (0.25m INTERVAL)	— — —
PROPERTY LINE	— — —
SUBJECT PROPERTY	— — —
EDGE OF ASPHALT	— — —
FENCE LINE	— x —
GATE	— X —
TOE OF SLOPE	— — —
TOP OF BANK	— — —
UTILITY POLE	○ B&H
UTILITY ANCHOR	• AN
AERIAL HYDRO	— UT —
MAINTENANCE HOLE	○ MH
SANITARY SEWER	— SAN —
WELL	○ WE

**Horizontal Datum:**  
North American Datum 1983 (NAD83)  
(CSRS2010) Modified Transverse Mercator  
(MTM) Grid Coordinates, Zone 5.

**Vertical Datum:**  
Canadian Geodetic Vertical Datum, 2013  
Adjustment (CGVD2013), Geodetic Elevations

PROJECT TITLE

MAHONE BAY  
SOLAR SITE

DRAWING TITLE

CIVIL DESIGN  
COMMENTS

LOCATION

TOWN OF  
MAHONE BAY,  
NOVA SCOTIA

DATE

FEBRUARY 2022

DRAWN

DAS

CHECKED

MDT

SCALE

1:500

ISSUED FOR

TENDER

ISSUED FOR

CONSTRUCTION

DWG. No.

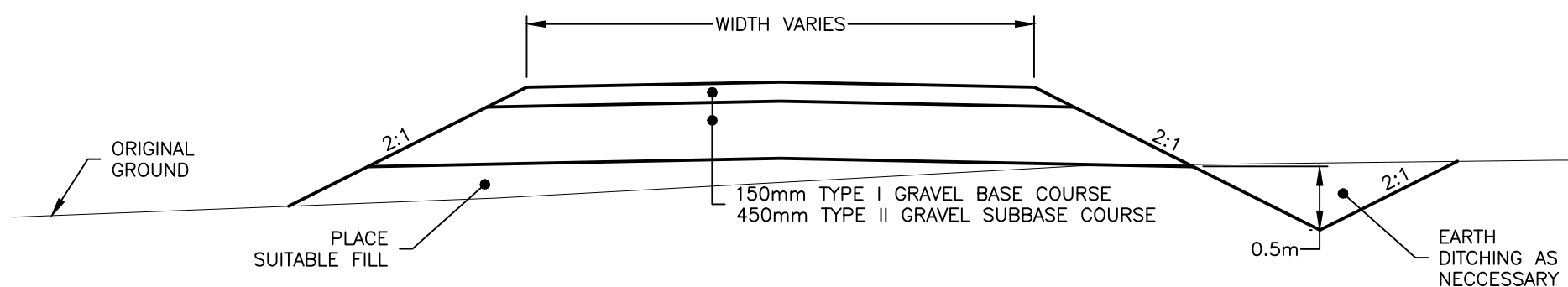
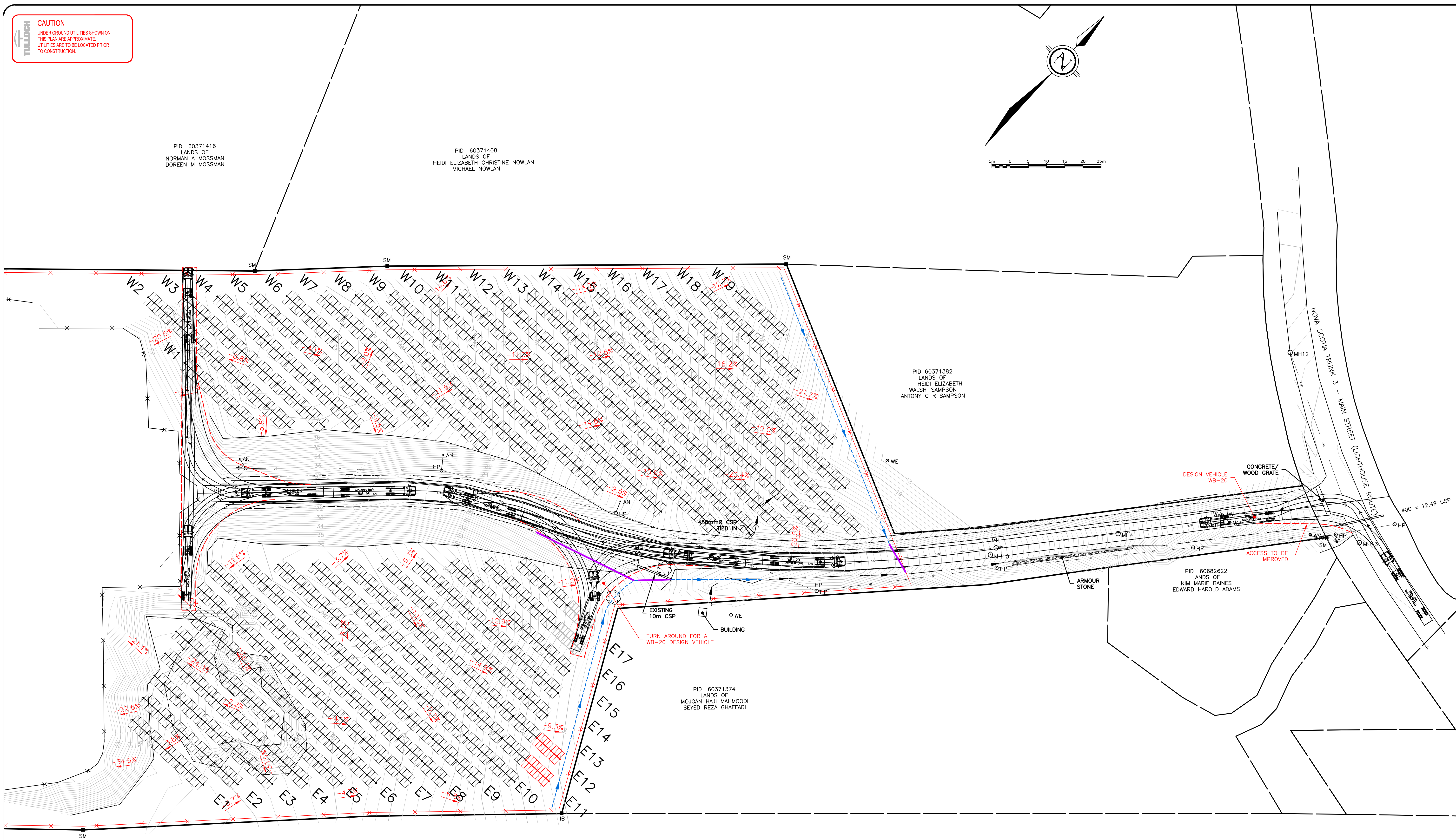
P1

PROJECT No.

22-0689-102

REV. No.

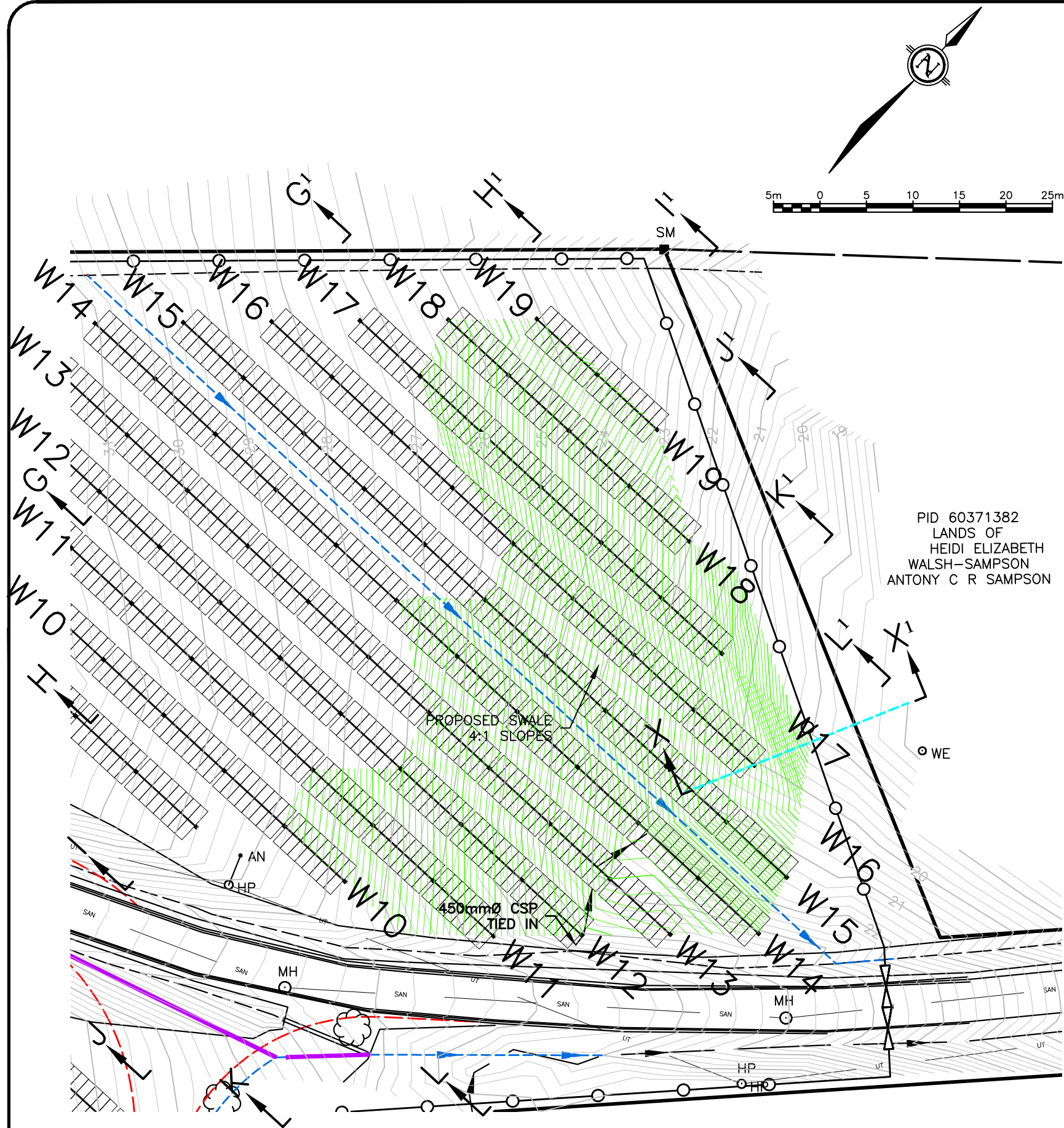
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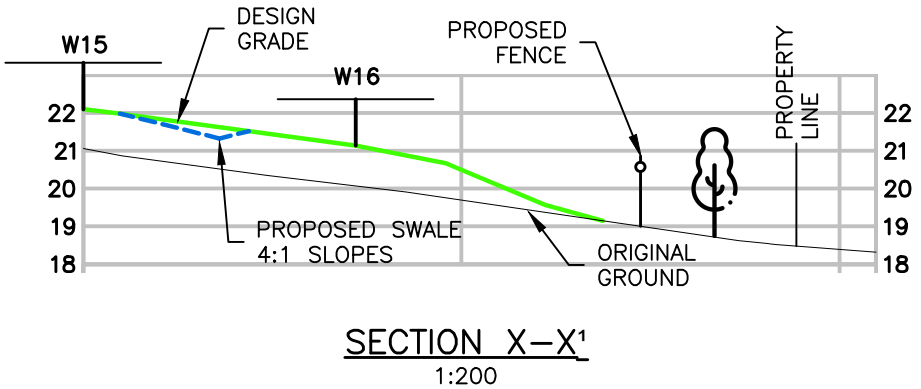
TYPICAL TURN AROUND CROSS SECTION

1:50





PLAN VIEW  
1:500



DESIGNER  
**TULLOCH**

CLIENT  
**AREA**

EPC CONTRACTOR  
**GP JOULE**  
TRUST YOUR ENERGY.

PRELIMINARY  
NOT FOR CONSTRUCTION  
APRIL 27, 2022

PROJECT TITLE  
MAHONE BAY  
SOLAR GARDEN

DRAWING TITLE  
NORTHWEST CORNER  
OPTION B  
MODERATE SLOPE

LOCATION  
TOWN OF MAHONE BAY,  
NOVA SCOTIA

DATE  
APRIL 20, 2022

DRAWN  
DAS

CHECKED  
MDT

SCALE  
AS NOTED

PROJECT No.  
22-0689-102

SHEET IDENTIFIER  
SK2













## Town of Mahone Bay

Staff Report

RE: 2022-23 Grant Applications

May 10<sup>th</sup>, 2022

### General Overview:

This staff report is intended to present Council with a summary of applications received under the Town's annual Grants to Organizations program.

### Background:

Each year the Town accepts applications under the Grants to Organizations program, intended to support the work of local non-profit groups and organizations which provides a benefit to residents of Mahone Bay. The annual application deadline is March 31<sup>st</sup>. These grant applications are typically provided to Council as a component of the annual budget process.

Where this year's budget process has been delayed from April to July, staff are providing the summary of applications received now for Council's consideration (in order to avoid keeping applicants waiting for the Town's response). Approved grants will be reflected in the draft 2022-23 annual budget to be presented to Council on July 6<sup>th</sup>, 2022.

### Analysis:

The following table summarizes grant applications received for 2022-23 with reference to 2021-22 approved grant amounts:

#### 2022-23 GRANTS TO ORGANIZATIONS

<u>Applicant</u>	<u>2021-22</u> <u>(approved)</u>	<u>2022-23</u> <u>(requested)</u>	<u>Notes</u>
Health Services Foundation	\$250	-	
Heritage Boatyard Coop	\$500	unspecified	
Founders Society	\$250	-	non-request
PRO Kids	\$500	-	non-request
VON	\$2,000	\$2,000	
Bayview Community School	\$250	-	non-request
FCM	\$60	\$60	ongoing
Mahone Bay Music Association	\$2,500	\$2,500	
PARA Hockey Cup Championship	\$500	-	
Bonny Lea Farm	-	unspecified	



First Responders Day	-	unspecified	
MBTCC (Father Christmas)	\$900	\$900	plus in-kind
MBTCC (Flower Baskets)	-	\$1,900	plus in-kind
Society of Saint Vincent de Paul	-	\$1,000	
	<b>\$7,710</b>		

Council has separately been provided with the full text of applications received.

**Financial Analysis:**

2021-22 approved grants to organizations totaled \$6,810 plus a \$900 grant provided to the Mahone Bay Tourism & Chamber of Commerce for the annual Father Christmas festival. As noted above, approved grants will be reflected in the draft 2022-23 annual budget.

**Climate Analysis:**

N/A

**Strategic Plan:**

N/A

**Recommendation:**

It is recommended that,

Council review grant applications received and approve grant amounts to be reflected in the draft 2022-23 budget.

**Attached for Council Review:**

None

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO

# 2022 Council & Committee Meeting Schedule

<span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span> Council	<span style="display:inline-block; width:15px; height:15px; background-color:white; border:1px solid black;"></span> Possible Council
<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> Budget Meeting	
<span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span> Heritage Advisory Committee	
<span style="display:inline-block; width:15px; height:15px; background-color:lightyellow;"></span> Police Advisory Board	
<span style="display:inline-block; width:15px; height:15px; background-color:lightpink;"></span> Planning Advisory Committee	
<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> Watershed Advisory Committee	

## IMPORTANT NUMBERS

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

<span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> Policy & Strategy Committee
<span style="display:inline-block; width:15px; height:15px; background-color:blue;"></span> Audit & Finance Committee
<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> Cemetery Committee
<span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> Asset Management Committee
<span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span> Office Closed

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

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

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

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

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

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

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

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

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

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

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

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



\*UPDATED BUDGET DATES April 28, 2022  
 with date for possible special meetings **3<sup>rd</sup> Friday** of the month

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, April 25 28, 2022 at 7:01 p.m. via videoconferencing.

Present:

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

Gallery: 4

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

**1. Approval of Agenda**

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

**2. Minutes**

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **"THAT the minutes of the March 28, 2022 meeting be approved as presented."** Motion carried.

**3. Annual Review of 2021-2025 Strategic Plan**

Committee members opened the discussion with an opportunity for members of the gallery to offer their comments on the Strategic Plan.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **"THAT the committee recommend that Council add the following strategic action to the Town's 2021-2025 Strategic Plan Section 2.1: Develop and implement policies that will**

**enhance and protect the Town's built heritage and historic atmosphere."**

**Motion carried.**

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, **"That this committee recommend that Council direct staff to provide a report on the next steps to develop a housing plan for Mahone Bay."**

**Motion carried.**

#### **4. Next meeting**

##### **4.1 Items referred to committee**

The draft Video Surveillance Policy and correspondence from N. Pavlinic were added to the list of items for committee discussion.

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

A motion by Councillor Feeney, seconded by Councillor Wilson, **"THAT this committee recommend that Council set the agenda for the May 30, 2022 meeting of the Policy and Strategy Committee to include the low income property tax exemption and HR Management Policy Development."**

**Motion carried.**

##### **4.3 Date and Time**

The next meeting of the Policy and Strategy Committee will be on May 30, 2022 at 7:00pm.

**The meeting adjourned on motion at 8:44 p.m.**

**TOWN OF MAHONE BAY**

Chair, Mayor David Devenne

**TOWN OF MAHONE BAY**

Clerk, Maureen Hughes

The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, April 28, 2022 at 12:03 p.m. via videoconferencing.

**Present:**

Mayor D. Devenne  
Deputy Mayor Francis Kangata (left at 12:30)  
Councillor Kelly Wilson  
Darrell Dawson  
David Lesiuk  
Clerk & Dep. CAO, M. Hughes  
Manager of Public Works & Transportation, J. Uhlman  
CAO, Dylan Heide  
Cst. Sonia Upshaw  
S/Sgt Victor Whalen

**Absent:** Angus Smith (regrets)

**Land Acknowledgement**

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

**1. Approval of Agenda**

A motion by Mr. Dawson, seconded by Mr. Lesiuk, **"THAT the agenda be approved as presented."** **Motion carried.**

**2. Minutes**

A motion by Councillor Wilson, seconded by Mr. Dawson, **"THAT the minutes of the January 27, 2022 meeting of the Police Advisory Board be approved as presented."** **Motion carried.**

**3. Presentation of Police Reports**

Mayor Devenne welcomed Cst. Sonia Upshaw as the Town's temporary RCMP Liaison while Cpl. Payne is seconded to the General Duty Division.

Cst. Upshaw reviewed the Quarterly report covering January – March 2022, inclusive. Committee discussion on the report involved ongoing efforts to address motor vehicle violations, Cst. Upshaw's presentations in the community regarding fraud prevention, the new crosswalks being installed by the Town, and some of the more significant criminal violations in the area surrounding Mahone Bay.

S/Sgt Whalen advised the committee that the RCMP bicycle patrols and the boat patrols of the harbour will resume this summer.

A motion by Councillor Wilson, seconded by Mr. Dawson, **"THAT the PAB recommend that Council prioritize the discussion of the draft Video Surveillance Policy by the Policy and Strategy Committee."** **Motion carried.**

#### **4. Speed Sign Reports**

The committee received the speed sign statistics from the three speed signs in town, currently located at Main Street, Edgewater Street, and Kinburn Street. The Town's previous requests to the Provincial Dept. of Public Works to lower the speed on Highway 3 as it approaches Kedy's Bridge - and the new crosswalk being installed there by the Town - was also discussed and it was agreed by those present that this request should be restated with RCMP support once the crosswalk installation was completed.

#### **5. New Business**

##### **COVID-19**

With the removal of the pandemic related State of Emergency in Nova Scotia, the committee discussed removing this standing agenda item.

Motion Councillor Wilson, seconded by Mr. Lesiuk, **"THAT COVID-19 be removed as a standing item from the PAB agenda."** **Motion carried.**

**Next Meeting:** July 28, 2022

**The meeting adjourned upon motion at 12:50 p.m.**

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

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Mayor David Devenne

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Town Clerk, Maureen Hughes



**Town of Mahone Bay Statistics Comparison**  
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2021	Amount of Change
	Q1	Q1	
	Current	Previous	
Crimes Against Persons			
Offences Related to Death	0	0	0
Sexual Offences	0	0	0
Assault	0	1	-1
Kidnapping/Hostage/Abduction	0	0	0
Robbery	0	0	0
Extortion / Intimidation	0	0	0
Criminal Harassment	0	0	0
Indecent   Harassing Comm.	0	1	-1
Uttering Threats	0	0	0
Property Crime			
Arson	0	0	0
Break and Enter	1	1	0
Unlawfully in a Dwelling House	0	0	0
Theft Over	0	0	0
Theft of Motor Vehicle	0	0	0
Theft of Other MV / Motorcycle	0	0	0
Take MV w/o Consent	0	0	0
Theft Under	2	1	1
Shoplifting	6	0	6
Theft (mail, bicycle, et al)	0	0	0
Theft from Motor Vehicle	0	0	0
Possession of Stolen Goods	0	0	0
Fraud	2	7	-5
Identity Theft	0	0	0
Mischief	4	6	-2
Drug Enforcement			
Possession	0	0	0
Trafficking	0	0	0
Import/Export	0	0	0
Production	0	0	0
Other	0	0	0



**Town of Mahone Bay Statistics Comparison**  
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type		2022	2021	Amount of Change
		Q1	Q1	
		Current	Previous	
Traffic				
	Dangerous Op of MV	0	0	0
	Impaired by Alcohol	0	1	-1
	Impaired by Drug	0	1	-1
	Failure/Refusal	0	0	0
	Driving while Disqualified	0	0	0
	Fail to Stop or Remain	0	1	-1
	Seatbelt Violation	0	16	-16
	Intersection Violation	0	2	-2
	Speeding Violation	1	2	-1
	Insurance Violation	2	2	0
	Road Side Suspension (Alcohol)	1	0	1
	Road Side Suspension (Drug)	0	0	0
	Collision - Fatal	0	0	0
	Collision - Non - Fatal Injury	0	1	-1
	Collision - Reportable	4	1	3
	Collision - Non Reportable	0	0	0
	Off-Road Vehicle Collision	0	0	0
	Municipal By-laws	0	0	0
	Other Traffic Offence/Violation	5	24	-19
	Other Traffic Related Duties	0	0	0
	Checkstop	5	11	-6
Other				
	911 Call	4	1	3
	Breach of Court Order	0	0	0
	Liquor Act	2	1	1
	Mental Health Act	5	4	1
	Missing Person	0	1	-1
	Municipal Bylaw - Other	0	1	-1
	Other	13	18	-5
	Sudden Death	3	1	2
	Suspicious P V P	2	1	1
	Trespass At Night	0	0	0
	Wellbeing Check	4	2	2
	HPA (COVID-19) - Offences only	0	2	-2
	HPA (COVID-19) - Other activities	0	0	0
	QUA (COVID-19) - Offences Only	0	0	0
	QUA (COVID-19) - Other Activities	0	7	-7
Total Founded & SUI Occurrences		66	118	-52
Total Occurrences*		69	124	-55

*\*Includes Unfounded and Unsubstantiated*





**Town of Mahone Bay Quaterly Statistics**  
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type		2022	2021	Amount of Change	Calendar Year to Date 2022
		Q1	Q4		
		Current	Previous		
Crimes Against Persons					
	Offences Related to Death	0	0	0	0
	Sexual Offences	0	3	-3	0
	Assault	0	2	-2	0
	Kidnapping/Hostage/Abduction	0	0	0	0
	Robbery	0	0	0	0
	Extortion / Intimidation	0	0	0	0
	Criminal Harassment	0	0	0	0
	Indecent   Harassing Comm.	0	0	0	0
	Uttering Threats	0	0	0	0
Property Crime					
	Arson	0	0	0	0
	Break and Enter	1	0	1	1
	Unlawfully in a Dwelling House	0	0	0	0
	Theft Over	0	1	-1	0
	Theft of Motor Vehicle	0	0	0	0
	Theft of Other MV / Motorcycle	0	0	0	0
	Take MV w/o Consent	0	0	0	0
	Theft Under	2	3	-1	2
	Shoplifting	6	9	-3	6
	Theft (mail, bicycle, et al)	0	0	0	0
	Theft from Motor Vehicle	0	0	0	0
	Possession of Stolen Goods	0	0	0	0
	Fraud	2	5	-3	2
	Identity Theft	0	1	-1	0
	Mischief	4	6	-2	4
Drug Enforcement					
	Possession	0	0	0	0
	Trafficking	0	0	0	0
	Import/Export	0	0	0	0
	Production	0	0	0	0
	Other	0	2	-2	0



**Town of Mahone Bay Quaterly Statistics**  
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2021	Amount of Change	Calendar Year to Date 2022
	Q1	Q4		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Impaired by Alcohol	0	1	-1	0
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	0	1	-1	0
Fail to Stop or Remain	0	1	-1	0
Seatbelt Violation	0	3	-3	0
Intersection Violation	0	1	-1	0
Speeding Violation	1	3	-2	1
Insurance Violation	2	0	2	2
Road Side Suspension (Alcohol)	1	0	1	1
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	0	0	0	0
Collision - Reportable	4	2	2	4
Collision - Non Reportable	0	1	-1	0
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	0	1	-1	0
Other Traffic Offence/Violation	5	17	-12	5
Other Traffic Related Duties	0	0	0	0
Checkstop	5	15	-10	5
Other				
911 Call	4	1	3	4
Breach of Court Order	0	0	0	0
Liquor Act	2	0	2	2
Mental Health Act	5	0	5	5
Missing Person	0	0	0	0
Municipal Bylaw - Other	0	1	-1	0
Other	13	11	2	13
Sudden Death	3	0	3	3
Suspicious P V P	2	3	-1	2
Wellbeing Check	4	1	3	4
Trespass At Night	0	0	0	0
HPA (COVID-19) - Offences only	0	0	0	0
HPA (COVID-19) - Other activities	0	0	0	0
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	0	1	-1	0
Total Founded & SUI Occurrences	66	96	-30	66
Total Occurrences*	69	103	-34	69

*\*Includes Unfounded and Unsubstantiated*