



TOWN COUNCIL AGENDA

May 26, 2022

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 May 10, 2022 – Regular

3 Presentations

4 Correspondence – Action Items

4.1 Heidi Walsh Sampson – Town of Mahone Bay Solar Garden Project

4.2 Brooke Nodding, Coastal Action Foundation – Request for Financial Support for the construction of the Mahone Bay Living Shoreline Project.

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – May 9, 2022

5.2 CNSOPB – Vacant Federal Board Position

5.3 Nick Barr, DMAH – Non-Resident Property Tax Removed, Deed Transfer Tax Remains

5.4 Hon. John Lohr, DMAH – 12 month's notice of provincial legislation, regulation or administrative actions.

5.5 Sherry Costa-Lorenz, Partnership for Awareness Nova Scotia – Provincial Access Awareness Week

a. PAANS 2022 Community Toolkit

5.6 NSFM – Monday Memo – May 16, 2022

5.7 Keith Pomeroy, Mahone Bay Wooden Boat Society – 2021 Financial and Operational results for the civic marina.

5.8 John T. Shanks, Stewart McKelvey – Expropriation of Lands

6 Staff Reports

6.1 Staff Report to Council

6.2 Accessibility Quarterly Update: January-March 2022

6.3 Report of the Clerk – Public Hearing May 26, 2022

6.4 Staff Report – Draft Amended Solid Waste Management By-law

6.5 Staff Memo – Appointment of Fire and Building Officials

6.6 Staff Report – Solar Garden Grading *deferred from May 10, 2022

6.7 Staff Report – Response to Correspondence regarding Solar Garden

6.8 Staff Report – Walking Trails Accessibility

6.9 Staff Report – Community Solar Garden Distribution Line and Service Road

7 Council Items

7.1 Mayor Devenne – Service Exchange Renegotiation and MGA Review Survey

7.2 Councillor Feeney – Staff Appreciation Day

8 Committee Reports

9 New Business

10 Closed Session

10.1 22(2)(f) – litigation or potential litigation

10.2 22(2)(e) – contract negotiations

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, May 10, 2022 at 7:05 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
Town Clerk and Deputy CAO, M. Hughes

Absent: Councillor Burdick (regrets)

Gallery: online

Public Input Session

Prior to the Council meeting being called to order a Public Input Session was held via virtual meeting platform. Two members of the public were in attendance; one member of the public, Heidi Walsh Sampson of Main Street, spoke about concerns regarding storm water management from the site of the future Community Solar Garden as it affects her property.

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 Councillor Nowe, **“THAT the agenda be approved as amended to move item 4.1 to be item 5.3 (for information) and to reflect that item 6.3, the staff report regarding Solar Garden Grading, be deferred to the next regularly scheduled meeting.”**
Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the minutes of the April 26, 2022 special meeting of Council be approved as presented.”**
Motion carried.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT the minutes of the April 28, 2022 regular meeting of Council be approved as presented.”**

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the minutes of the May 2, 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 May 3, 2022 special meeting of Council be approved as presented.”** **Motion carried.**

3. Presentations

No presentations.

4. Correspondence – Action

4.1 Glenn Patscha – Architectural Heritage Zone within Mahone Bay.

A motion by Councillor Carver, seconded by, Deputy Mayor Kangata, **“THAT a response be sent to Mr. Patscha acknowledging his correspondence and updating him on the current disposition of this issue.”** **Motion carried.**

4.2 Tom Ernst – Request to Fly German Flag.

A motion by Councillor Wilson, seconded by, Councillor Carver, **“THAT the correspondence from Mr. Ernst be received and filed and that a letter be sent to Mr. Ernst to advise of Council's decision not to grant his request as presented.”** **Motion carried**

5. Correspondence – Information Items

5.1 NSFM – Monday Memo – April 25, 2022.

5.2 NSFM – Monday Memo – May 2, 2022

5.3 Peter Julian – Request to support Bill C-229

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT correspondence items number 5.1 to 5.3 be received and filed.”** **Motion carried.**

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for May 10, 2022.

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

6.2 CAO Performance Review Policy

Council received a staff report and amended draft CAO Performance Review Policy for consideration.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT Council approve the CAO Performance Review Policy as presented on May 10, 2022.”** **Motion carried.**

6.3 Solar Garden Grading

This item was deferred to the May 26, 2022 meeting of Council.

6.4 2022/23 Grant Applications

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

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council approve the grant requests that have been received in the amount of \$9,360, to be reflected in the 2022-23 annual budget, and that the Grants to Organizations Policy be referred to the Policy and Strategy Committee for discussion.”** **Motion carried.**

6.5 Updated Council Meeting Schedule

Council received an updated Council and committee meeting schedule following the amendments made to the budget schedule and the addition of a standing date for a special Council meeting as needed, on the third Friday of each month.

7. Council Items

7.1 Mayor Devenne – 2022 Representative Volunteer

Having received nominations for the Town of Mahone Bay Representative Volunteer, Council named Cara Muldoon the Town of Mahone Bay's 2022 Representative Volunteer.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council direct staff to investigate the potential for a volunteer recognition event.”** **Motion carried.**

7.2 Mayor Devenne – Request for Leave of Absence

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT Council grant Councillor Burdick a leave of absence for two-months.”** **Motion carried.**

7.3 Mayor Devenne - Application for Founders' Society Representative on HAC

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Bryan Palfreyman be appointed as the representative of the Mahone Bay Founders' Society on the Town of Mahone Bay Heritage Advisory Committee.”** Motion carried.

8. Committee Reports

8.1 Policy and Strategy Committee

Council received the draft minutes of the April 25, 2022 meeting of the Policy & Strategy Committee.

A motion by Councillor Feeney, seconded by Councillor Carver, **“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 Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council direct staff to provide a report on the next steps to develop a housing plan for Mahone Bay.”** Motion carried.

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

8.2 Police Advisory Board

Council received the draft minutes of the April 28, 2022 meeting of the Police Advisory Board.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT one of the items for the June 27, 2022 meeting of the Policy and Strategy Committee meeting be the issue of vandalism and graffiti in Mahone Bay and that the RCMP be invited to join that meeting.”** Motion carried.

9. New Business

No new business.

10. Closed Session

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT Council go into closed session at 8:50 pm to discuss acquisition, sale, lease, and security of municipal property and litigation or potential litigation as permitted by MGA section 22(2)(a) and (f) respectively.”** Motion carried.

Council returned to open session at 10:09 pm.

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, **“THAT Council approve Mayor Devenne to sign the Visitor Information Centre lease with the Mahone Bay Tourism Chamber of Commerce, as amended.”** Motion carried.

Council adjourned upon motion at 10:10 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes

May 10, 2022

Town of Mahone Bay
Nova Scotia

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

Dear sirs/mesdames

Re: Town Mahone Bay Solar Garden Project

We were recently notified by the Town that there will be a biologist on the site at 918 Main Street to conduct a migratory bird study tomorrow. After the diggers already decimated every living thing on the site from January 27-30 that would seem a complete waste of time and money. Our house was formerly a Bed and Breakfast called Nature's Rest where birdwatchers came from all over to watch the birds. Once the habitat was destroyed in the site clearing, our yard and gardens were blanketed in birds for days. I think it is fair to say that 3 ½ months after everything has been mowed down, the birds have long moved on.

Expropriation

In our efforts to publicize how we have been treated by the Town in relation to this project, we were contacted by Bruce Bardon. It appears that the Town has threatened the Bardons along with their neighbours with expropriation of a portion of their land if they do not consent to sell an area for the roadway to access the project. We are absolutely appalled by this threat. It is especially galling given that some of the landowners offered to give portions of their land along the rails but the Town has instead chosen the extreme action of expropriation.

When we met with the Town on February 7, 2022, we were informed that the initial site of the RPS brownfields was the proposed location for the solar garden but RPS refused to ultimately sell the land necessary to construct the solar garden.

We are wondering why the Town was not willing to use the powers of expropriation secure the RPS brownfield lands as the site of the solar garden but it is willing to threaten homeowners for the same project?

Is it just easier to pick on individual homeowners than corporations?

Time for a Reset

We believe that it is time for a reset on this project. We understand that the Town's negotiations with RPS fell through, and they needed to find an alternative site. We also understand that the property at 918 Main Street may have appeared to be the next best alternative. This may, in fact, be true but we have repeatedly questioned the positioning the panels and the routing on this property and have found Town staff completely resistant to considering this reasonable request. We are of the view that in the rush to secure federal funding, Town staff cut corners and failed to engage with those affected by the change in site selection. Instead of rectifying this, the Town has doubled down at every chance. We have repeatedly asked for the opportunity to review the supporting documents used to make the decision on placement of the panels and routing and it has not been provided. Either way, this Council has not been successful in achieving the transparency promised to constituents.

Using the potential threat of litigation to avoid explaining the decision-making process and to deny those affected the right to be heard by the decision maker may only serve to compound the procedural mistakes made to date. To be clear, we have filed with the other Neighbouring Property Owners a Notice for Judicial Review which will review the propriety (or in this case, impropriety) of the decision-making process involved in the site selection. To date, we have not filed a personal civil suit for the damage, which is occurring daily, but we will if it is not resolved to our satisfaction.

As you know, we were not consulted before destruction occurred along our property line. We have now been trying to engage with the Town in meaningful discussion since January 30, 2022. We have met with deception and evasion at every turn. When the diggers first turned up on our property line on January 27, 2022, we called the Town immediately and were advised that this project and this site had been approved by resolution by Council and all of our neighbours were on board. This is a patently false statement:

- **Multiple Legal Actions-** Given that the Town is currently in legal proceedings involving the owners of no less than 6 properties along the route; clearly, everyone was not on board;
- **No development permit at time of clearing-** We asked for a copy of the development permit which we were assured was in place and, in fact, it was not issued until February 16, 2022. In other words, the permit was issued 20 days after the diggers showed up and started snapping old growth trees;
- **Not properly approved by Town Council-** We asked for the resolution approving the site which we were assured was in place on January 27, 2022 but it was not actually tabled and passed until March 8, 2022. This is especially troubling given the fact that we specifically asked for the opportunity to be heard by Council in our letter of January 30, 2022 and we asked in person at our meeting on February 7, 2022 to be kept in the loop and provided with the opportunity to present to Council. To be clear, the resolution which we were assured was in place before construction began was not, in fact, passed until 7 weeks after the total destruction of all living things between our property line and the sewage treatment plant had taken place;

- **Lack of Notice to those affected-** Town staff has openly admitted that they did not contact us at any point prior to the diggers showing up to knock the trees down on our property line. Even though we are the property owners most directly affected, we were not consulted or even provided with advance notice. The profuse apologies are simply not an adequate resolution for the harm caused by failing to provide us with the opportunity to be heard. We are not alone in not being consulted and our neighbours have spoken to similar treatment. More troubling is that further down the road, our other neighbours have been threatened with expropriation to accommodate the access road.
- **Refusal to provide environmental report-** We asked for the environmental report supposedly conducted in the course of site selection. At our first in person meeting on Feb 7, the Mayor and CAO were emphatic that an environmental report had been done even though it was not required which was why the site was selected and the route planned. We were surprised given our knowledge of the underground springs above our property line and the history of the landslide caused by the Town in the 1990s. We have repeatedly asked for this environmental report and there has been no response. We are entitled to view this and it is a complete waste of time to have to FOIPOP something that the CAO well knows he will have to release. We even explained that if all the information was shared we would perhaps reconsider some of our positions but, to date, the report has not been provided. We suspect that no environmental assessment was ever done for the face of the hill along our property line but was likely only completed for the route for the transmission line.
- **Destruction of trees-** We have received notice that the Town will be clearing the brush from 918 Main Street on Thursday. This is not 'brush' they are 100 foot tall trees that were snapped by diggers. Trees that could have been responsibly harvested instead of the complete destruction left in the wake of the diggers.
- **Migratory bird study 3 ½ months after habitat destruction-** As noted, this is a complete farce of a study done long after the damage has been done. The question remains of why and of what value it will be.
- **FOIPOP and the lack of transparency-** Because the Town has been so uncooperative in provided information to us, we felt compelled to file a FOIPOP request on April 8, 2022 for all the information that we have been requesting since January. The Town had 30 days to respond and waited until Thursday, May 6, 2022 to advise that it had granted itself an extension to respond. Again, what a waste of time and money when the CAO could have simply provided us with the information that we requested back in January.
- **Disturbance of natural spring-** The clearing of 918 Main Street caused a disturbance of at least one spring which has caused considerable damage on our land. There is a stream and a pool which have formed and runs directly from under the debris stacked on our property line by the Town. We have sent several videos to the CAO, the Mayor and the Deputy Mayor and have received no response at all. We have filed a complaint with the Department of the Environment concerning the disturbance of a natural spring.

- **Unnecessary expropriation-** Expropriation is an extreme action by the Town that can only be justified as a last resort. These circumstances do not meet that threshold. The Town has, at least, two other options:
 - **A) reposition the project on the existing site on the back side of the hill and move the access route along the rail to trails; or**
 - **B) it can use its own land directly next to the substation.** The Town would save literally hundreds of thousands of dollars by relocating the project beside the substation and saving itself the cost constructing the transmission lines and the access route.

Request

We are requesting that Council members come to our property on Wednesday morning before the 'brush clearing' occurs so that we can show you the damage that has been done and the drainage burden on our land. Please contact us as we are still hopeful that we can work with our elected representatives to resolve this conflict before we are forced to escalate it further.

As noted, we have asked on several occasions for an explanation as to why this can't be partially relocated on the high ground above the wetlands and out of view of Main Street and that question has not been answered. We also feel that expropriating the lands of our neighbours to accommodate the access road is an extreme act which cannot be justified in the circumstances. We appreciate that relocating some of the panels and the route may involve increased costs but we believe it is an unfair burden that is being placed on private homeowners along this route. If you wouldn't demand it of RPS, then you shouldn't demand it of us.

We will all be logging into the Town meeting scheduled for tonight. Our hope and expectation is that this Town Council will be debating this matter and not simply rubber stamping the recommendation of the CAO without proper consideration.

We remain committed to resolving this outside the courts and would welcome the chance to have meaningful dialogue on a resolution. This would necessarily involve a compromise by all parties. This means the Town cannot show up at another meeting stonewalling our requests for information and demonstrating a complete refusal to alter course in any way on this ill-planned project.

Yours truly,


Heidi Walsh Sampson



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

May 6, 2022

To: Mahone Bay Mayor & Town Council

RE: Letter requesting financial support for the construction of the Mahone Bay Living Shoreline Project

As many of you are aware, Bluenose Coastal Action Foundation (Coastal Action) has been working with the Town, CBCL Engineering, and coastal restoration experts, CBWES and Transcoastal Adaptation, for the past three years on the development and delivery of a pilot living shoreline project along Edgewater Street in Mahone Bay across from the three churches. This work stems directly from the *Flood Prevention and Shoreline Enhancement Plan* developed for the Town of Mahone Bay by CBCL back in 2016. Coastal Action was successful in receiving a grant from the Intact Foundation in 2020 for a 3-year project in the amount of \$400,000; \$300,000 of which was specifically for the construction of the hard infrastructure costs associated with the living shoreline while the other \$100,000 went to CBCL for the engineered designs and our coastal restoration experts for the planting designs and pre- and post-construction monitoring and research.

Since Coastal Action was awarded this donation in 2020, there have been a multitude of setbacks and unforeseen roadblocks that have caused numerous delays and greatly increased the overall cost of the project.

- The project required a Crown Lands Permit which took approximately 10 months to complete and receive approval as the regulatory agencies reviewing the permit application had never received an application for such a project. They were unsure as to how to deal with it and it took a F/T person working with the various government bodies to work through the approval process.
- As part of the engineered design process, CBCL informed Coastal Action that the project required a geotechnical study to ensure that the soils could withstand the load bearing capacity needs for the project. This was required to be completed before the completion of the engineered designs and the before the construction process. This had not been part of the original discussions and, therefore, not included in the original budget. This unexpected additional component to the project also took a F/T staff person working with CBCL, the Town of Mahone Bay, and Conquest Engineering approximately six months to successfully coordinate the successful completion of this study.
- Due to the abovementioned delays, the project was off schedule by a year. Coastal Action sent out a Request for Tenders for the construction of the hard infrastructure components of the project in January 2022. As part of the bid process for the tender, all contractors who attended the pre-bid site meeting informed Coastal Action that there was no way that they could put together a bid for the work within the \$300,000 allocated for this phase of the project. In fact, all submitted bids were at least double this amount. Our \$300,000 construction project had turned into a \$600,000+ construction project due to the high inflation rates coming out of COVID. Intact Foundation were very considerate of these unforeseen impacts due to COVID for the construction of the project and agreed to provide an additional \$300,000 to Coastal Action. However, once again, the additional work required to deal with this new development in the project took a F/T person working with contractors, CBCL, coastal restoration experts, and Intact to troubleshoot and resolve the issue.



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

Considering all the abovementioned delays and setbacks, Coastal Action has had to incur an additional \$140,719.30 (see breakdown in table below) in unexpected and unbudgeted project costs. We are set for the construction phase of the project starting this spring (June 2022) and greatly want to see this project through to a successful completion. What started out as a rather manageable \$400,000 project has turned into a very challenging almost \$1,000,000 project. Coastal Action would like to submit a request to the Town of Mahone Bay for a financial contribution in the amount of \$140,000 to cover the additional costs associated with the delivery of this project.

Mahone Bay Living Shoreline Pilot
Project
April 2020 to July 2022

Expenditure Item	Cost
CBCL Engineering Services	\$35,309.60
Saint Mary's University (Coastal Restoration Experts)	\$40,000.00
Dexter Construction Bid	\$639,400.00
GeoTech Study	\$33,890.50
Crown Lands Permit	\$101.71
Project Staff Salaries	\$112,017.49
Total	\$860,719.30

Funding Received	Amount
Intact Foundation	\$720,000.00
Difference	\$140,719.30

If you should have further questions or concerns about the contents of this letter, please contact myself, Brooke Nodding, at the contact information listed below. Thank you.

Sincerely,

Brooke Nodding, Executive Director

brooke@coastalaction.org

Office: 902-634-9977; Cell: 902-403-0332

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, May 9, 2022 3:17 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: May 9, 2022

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Special Meeting of the Members

A virtual Special Meeting of the Members will take place on **June 9, 2022**. Members will be asked to vote on proposed changes to NSFM by-laws. Details, agenda, and Zoom link to follow.

For more information on proposed changes, please see [NSFM's website](#).

Thank you to Spring Conference Attendees

NSFM's Spring Conference was a successful combination of informative speakers and networking amongst elected officials. We would like to thank everyone for their participation and look forward to seeing you again in the Fall!

Accessibility Directorate Spring Update

From the Accessibility Directorate

We are happy to share some spring updates and opportunities for learning with you below.

The Accessibility Directorate will be hosting the next **Virtual Gathering for Prescribed Public Sector Bodies on June 1st 9:30am-11:30am**. This session will be held during Access Awareness Week and will provide an opportunity to celebrate the accessibility successes and learnings of prescribed public sector bodies. A panel of accessibility leads from public sector bodies will share their challenges, achievements, and insights and respond to questions about their work. [Registration is open now](#). After registering, you will receive a confirmation email with information about joining the session.

The first annual **Canadian Congress on Disability Inclusion** hosted by Employment and Social Development Canada is being held May 26 - 27, 2022. This free virtual event provides an opportunity to bring people together to exchange ideas and ground breaking insights to help shape accessible and inclusively designed communities and workplaces across Canada. For more information and to register visit the [conference website](#).

As you have heard, the Awareness Campaign, “[Access Includes Everyone in Everyday Life](#)”, has been launched! We are really excited about this campaign and hope the campaign materials are helpful in the work you are doing to promote accessibility within your organizations and communities. If you have questions about the campaign or would like to share a success story from your organization or community please contact us at: accessibility@novascotia.ca.

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).

The survey closes May 6, 2022.

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 to explore our funding support or email Matt Adams madams@mitacs.ca to see how Mitacs can best support your communities.

Fall 2022 Co-op Education Incentive (CEI) Funding

The [Cooperative Education Incentive \(CEI\)](#) provides wage assistance to municipalities, 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.

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



canoe

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

-Town of Truro-

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

In The News

[Municipalities Upbeat Ahead of Key Talks with Tories](#)

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.



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



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

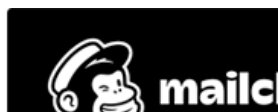
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Kelly Redden

From: Info <info@cnsopb.ns.ca>
Sent: Monday, May 9, 2022 3:54 PM
To: Info
Subject: Federal Board Member opportunity

Follow Up Flag: Follow up
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Hi

The Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) would like to inform you that the federal government has launched a selection process for the vacant federal Board Member position at the CNSOPB. This Governor in Council process is run by the federal government. Additional information about this appointment opportunity can be found here:

[GIC - Member \(Federal\), Canada-Nova Scotia Offshore Petroleum Board \(njoyn.com\)](https://njoyn.com/GIC-Member-Federal)

If you have any questions with regard to the above, please feel free to get in contact with us by email at info@cnsopb.ns.ca or by phone at 902-422-5588.

Maureen Hughes

From: Barr, Nick <Nick.Barr@novascotia.ca>
Sent: Thursday, May 5, 2022 1:18 PM
To: AMA Maritime List Serve
Subject: Non-Resident Property Tax Removed, Deed Transfer Tax Remains

CAUTION: This email originated from an external sender.

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members. To reply privately to the sender - please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

Hi Folks!

I thought this would be of interest to everyone, so I wanted to send it along. The Premier announced today that ***the non-resident property tax will be removed completely for all non-residents who own residential property in Nova Scotia. The non-resident deed transfer tax will proceed as planned.***

The associated news release can be found on-line at: <https://novascotia.ca/news/release/?id=20220505002>

Have a great day everyone!

Nick



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

Maritime Centre, Floor 8 North, 1505 Barrington Street
PO Box 216, Halifax, NS B3J 2M4

☎ (902) 424-4656

✉ Nick.Barr@novascotia.ca

You are currently subscribed to amans as: maureen.hughes@townofmahonebay.ca
To unsubscribe send a blank email to leave-716641-4953641.f769e133d8dcd6784ef4e8c2dec4cdb3@lists.gov.ns.ca



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

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

May 2, 2022

Mayor Amanda McDougall
President, Nova Scotia Federation of Municipalities
Suite 1106, 1809 Barrington Street
Halifax, NS B3J 2K8

Dear President McDougall:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs & Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 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. This letter is intended to provide notice for such changes for fiscal year 2023-24 and beyond.

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

DEPARTMENT OF MUNICIPAL AFFAIRS & HOUSING (DMAH)

Renegotiating the Memorandum of Understanding with the Municipalities

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *renegotiate the Memorandum of Understanding with municipalities*. The current Provincial-Municipal Service Exchange has been unchanged since 1995, and DMAH is reviewing all existing financial aspects associated with the provincial-municipal relationship, including: the Municipal Financial Capacity Grant, grants in lieu of municipal taxes, local roads, other departmental grants, education (including sewer and wastewater for schools), housing, policing, and mandatory contributions. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the result of consultations and negotiations.

Municipal Financial Capacity Grant (MFCG)

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *double the equalization payment [MFCG] for the first year, until a new Memorandum of Understanding can be reached*. Municipalities received this double payment in fiscal year 2021-2022. It is expected that the MFCG levels for 2022-23 will continue to reflect previous levels (\$30.4M) until a new MOU is negotiated.

Changes to Definition of Income for Housing Programs & Services

In 2021, DMAH completed a review of the income definition for public housing programs. Income definitions determine eligibility and rent levels for public housing, rent supplement, and home repair programs. As a result of the review, the Child Disability Benefit, the GST Tax Credit & Affordable Living Tax Credit, and the Veterans Disability Pension were all excluded from the definition of income for public housing programs and services effective December 2021.

Using calculations based on the Net Operating Losses (NOL) for public housing and services from 2021-22, as well as the number of current public housing clients that are in receipt of these excluded sources of income, it is estimated that the annual municipal share of NOL will be impacted by approximately \$8,000 beginning in 2022-23. It is important to note that the impact to the municipal share of NOL could experience minor annual changes depending on any changes to the number of public housing clients in receipt of the identified benefits. The summary of the 2023 impact is as follows:

Municipal Name	Impact to Municipality	2021-22 NOL	% of NOL
Cape Breton Regional Municipality	\$172	\$2,157,152	0.01%
County of Annapolis	\$201	\$132,593	0.09%
County of Cumberland	\$1081	\$222,121	0.49%
County of Kings	\$694	\$256,780	0.19%
County of Pictou	\$55	\$150,373	0.04%
District of East Hants	\$43	\$69,274	0.06%
District of Guysborough	\$198	\$85,101	0.23%
District of Shelburne	\$196	\$7,469	2.62%
Halifax Regional Municipality	\$2,920	\$4,003,185	0.03%
Region of Queens Municipality	\$281	\$142,247	0.20%
Town of Amherst	\$243	\$246,897	0.10%
Town of Annapolis Royal	\$176	\$23,695	0.74%
Town of Berwick	\$2	\$33,523	0.01%
Town of Bridgewater	\$537	\$63,564	0.84%
Town of Kentville	\$248	\$72,564	0.34%
Town of Middleton	\$13	\$75,428	0.02%
Town of New Glasgow	\$41	\$222,735	0.02%
Town of Pictou	\$433	\$115,797	0.37%
Town of Yarmouth	\$497	\$220,492	0.23%
TOTAL	\$8,032	\$8,300,989	0.10%

Code of Conduct

Consultations for improving the regulations associated with codes of conduct for elected officials will be taking place in fiscal 2022-23. The process for addressing code of conduct issues will be developed with input from the municipalities and the NSFM. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the model regulations that are advanced as a result of consultations.

DEPARTMENT OF ENVIRONMENT & CLIMATE CHANGE (ECC)

Coastal Protection Act

It is possible that municipalities will incur incremental costs in implementing the Coastal Protection Act in the coming fiscal year. ECC is providing notice of changes that will be required in municipal building and development approval processes now that coastal protection legislation (Bill 106) has passed. The legislation will provide consistent province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation municipalities will be enabled to approve a building permit or development permit for construction within a coastal protection zone to be defined by regulation if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback determined by a designated professional. This will require minor modifications to municipal administrative processes for these types of permits.

It is expected that the responsibility for competent, accurate and objective determination of the horizontal setback will rest with the designated professional, using a methodology and forms prescribed in the regulations. Minimum building elevations will be prescribed by the Province for each of approximately 82 sections of coastline.

Subject to the final form of the regulations, if the act applies to a permit application, the municipality will be required to determine whether the proposed construction location is above the minimum building elevation and upland of the site-specific setback determined by the designated professional in an erosion risk factor assessment report the landowner will be required to submit to the municipality with the permit application and confirm the designated professional was a member in good standing of a professional body designated in the regulations at the time the erosion assessment was signed.

Specifics of which professional groups will qualify to determine the setback, standards and forms to be used and other administrative details will be set out in the regulations. Additional detail on the delineation of the coastal protection zone, restrictions and exemptions that apply within it will also be set out in regulations.

DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS (IGA)

Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be tendered unless subject to an exemption. Thresholds were last updated on January 1, 2022, and are as follows:

	CETA Thresholds	CFTA Thresholds
Goods	\$366,800	\$121,200
Services	\$366,800	\$121,200
Construction	\$9.1M	\$302,900

It is anticipated there will be new thresholds for CETA and CFTA for 2024-25. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. IGA will advise as soon as they receive updated information.

DEPARTMENT OF JUSTICE

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2022-23 financial cost of this program is expected to stay the same at \$799,688 however the proration of the cost to municipalities will be reassessed upon DMAH's release of the "Uniform Assessment" for 2022-23.

RCMP Collective Bargaining Agreement

The RCMP National Police Federation's collective bargaining agreement with the Government of Canada was signed on August 6, 2021. It included economic increases and market adjustments for the period April 1, 2017 to March 31, 2023, which the RCMP implemented according to the timelines stipulated in "Appendix C" of the collective bargaining agreement. The average cost increase to municipalities under the Provincial Police Service Agreement in the 2022-23 fiscal year is 11%.

Amendments to the Part XX of the *Municipal Government Act*

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to *[a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner*. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy, Part XX of the *Municipal Government Act* will be updated at the same time, which may include resource

implications or increased legal costs. However, the financial implications associated with changes to part XX of the *Municipal Government Act* to give order-making power to the privacy commissioner are unknown at this time.

DEPARTMENT OF LABOUR, SKILLS AND IMMIGRATION (LSI)

Expansion of Firefighter's Cancer Presumption under the *Workers' Compensation Act* (*Firefighters' Compensation Regulations*).

Following consultation with the firefighting community, organizations that represent firefighters, and municipalities, the Province of Nova Scotia has approved LSI's request to expand presumptive coverage for firefighters under the *Worker's Compensation Act*. This added coverage for paid and volunteer firefighters will increase the number of presumptive cancer coverage from 6 to 19 and cover heart attacks that occur within 24 hours of an emergency call.

The Province of Nova Scotia also approved LSI's request to extend financial support to help municipalities cover initial and annual liability costs for the next four fiscal years. Over this period, the Province of Nova Scotia will cover liability costs to a total of \$80.6 million. Municipalities will not incur any additional cost for the enhanced benefit until the fiscal year of 2025-26.

	2021-2022	2022-23	2023-24	2024-25
Province paid portion	\$67.4M	\$4.4M	\$4.4M	\$4.4M
Associated costs covered	Initial liability	Annual liability	Annual liability	Annual liability

The Department acknowledges that several items included in this letter have financial impacts that are unknown at this time. The Department will attempt to clarify these impacts and alleviate any issues during the implementation of these items in 2023-24. If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the Department for clarification.

Sincerely,



John Lohr
Minister of Municipal Affairs & Housing

corr063

Maureen Hughes

Subject: FW: Provincial Access Awareness Week - May 29 to June 4 2022
Attachments: Access Awareness Week 2022 Logo.jpg; 2022-05-12_PAANS 2022 Community Toolkit FINAL.pdf

From: Accessibility Directorate <Accessibility@novascotia.ca>
Sent: Thursday, May 12, 2022 1:22 PM
To: Accessibility Directorate <Accessibility@novascotia.ca>
Subject: Provincial Access Awareness Week - May 29 to June 4 2022

CAUTION: This email originated from an external sender.

The Accessibility Directorate is sending following message on behalf of the Partnership for Access Awareness Nova Scotia

Good day,

As a coalition of community and government partners we come together each year to celebrate and commemorate the last week of May as Access Awareness Week in Nova Scotia. This year is significant as it marks 35 years that Nova Scotians have been striving for a more accessible province, learning and sharing stories from those living with disabilities.

The theme of Access Awareness Week this year is “Reflection and Renewal: 35 Years of Access Awareness – The Promise of Progress” and runs from May 29 to June 4, 2022.

Issues related to access and inclusion affect each of us and we hope this year your organization will be part of the conversation. In the text below and attached document, you will find a community tool kit which gives you the background of Access Awareness Week and some common messaging and ideas on how you can raise awareness about the importance of accessibility in your workplace and community. We hope that you will share this toolkit with communication and employee engagement staff in your organization to help spread the word. If you have any questions please feel free to reach out to nsleo2018@outlook.com or 902-455-6942.

Thank you for your work and your partnership in advancing accessibility,

Sherry Costa-Lorenz
Chair, Partnership for Access Awareness Nova Scotia (PAANS)

What is Access Awareness Week?

- An annual celebration and opportunity the last week of May to raise awareness and engage Nova Scotians on issues around access and inclusion, recognized across the country as National AccessAbility Week.
- This year, Nova Scotia's Access Awareness Week is **May 29TH to June 4th, 2022**
- Nova Scotia was the first province in Canada to champion Access Awareness Week as an extension of Rick Hansen's 1987 Man in Motion world tour. During this initiative Rick and his team wheeled through 34 countries raising awareness about the potential of people with disabilities and the possibility of creating accessible and inclusive communities.
- For 35 years Nova Scotians have organized community events, press conferences, forums, concerts and lectures during Access Awareness Week to bring attention to the importance of removing barriers for people with disabilities.
- Through public awareness, community partnerships, education and dialogue, Access Awareness Week aims to foster an environment of equal participation for persons with disabilities in Nova Scotia.

Why is Access Awareness Week important?

- The pioneering work of the disability community has made significant advances in the past, but much work remains to fully recognize the rights of all Nova Scotians and create a barrier-free province by 2030.
- Access Awareness Week is a chance to learn about the work of disability advocates and leaders across the province, while better understanding the barriers that still exist for persons with disabilities

What is happening for Access Awareness Week in 2022?

- [Partnership for Access Awareness Nova Scotia coalition](#) (PAANS) is recognizing Access Awareness Week with the 2022 theme "Reflection and Renewal: 35 Years of Access Awareness – The Promise of Progress" through a series of in-person and virtual events the week of May 30 to June 3. This includes a flag

raising event at Halifax City Hall, the Mell Hebb Action Awards, scholarship presentations for students with disabilities and a speaker's panel.

- [Reachability](#) is hosting a series of virtual events and speakers focused on accessible employment, tourism, and local community projects the week of May 30 to June 3.
- Employment and Social Development Canada is hosting virtual conference, [Canadian Congress on Disability Inclusion](#) May 26-27, 2022.

How can my organization recognize Access Awareness Week?

Sharing the above key messages, events and resources through:

- Employee engagement and diversity committees
 - Websites, social media channels
 - Employee broadcast emails or newsletters
 - Staff meetings
 - Municipal Proclamation (sample text below)
-
- Order a flag with the Nova Scotia Access Awareness week logo (attached) from: Robert Luer, [Flag Emporium](#) 1-902-468-9697 or toll free 1-800-591-8939
 - Highlight accessibility efforts, improvements or initiatives in your community, such as Accessibility Committees and Plans.
 - Plan an event to raise awareness on the experiences of people with disabilities in your organization. This could be a speaker, video screening, book review.
 - Share the details of any local events on the [Partnership for Access Awareness Nova Scotia events page](#).
 - Share resources, learning and best practices related to accessibility within your workplace, including:

- [An Accessible Province by 2030 webinar](#)
- [Guide to Planning Accessible Online Meetings and Events](#)
- [Guide to Planning Accessible Meetings and Events](#)
- [Making Restaurants More Accessible](#)
- [Tips for Improving Office Accessibility](#)
- [Tips for Accessible Public Meetings](#)

Nova Scotia Disability Facts: Did you know?

- Nova Scotia was the third province in Canada to have [Accessibility Legislation](#).
- Canada is one of only a few jurisdictions around the world to have national [Accessibility Legislation](#).
- Canada is a signatory to the [United Nations Convention of the Rights of People with Disabilities](#).
- Nova Scotia has the highest rate of disability in Canada, at 30% of our population, rising to 41% if you are over 65 ([2017 Canadian Survey on Disabilities](#)).
- People with disabilities in Nova Scotia report a lower satisfaction with their overall quality of life ([2019 Engage Nova Scotia Quality of Life Survey](#)).
- The employment rate for those aged 25-64 with disabilities in Nova Scotia is 55%, compared to 78% for those without disabilities ([2017 Canadian Survey on Disabilities](#)).

Resources on National Accessibility Week

- [Rick Hansen Foundation](#)
- [Easter Seals](#)
- [Reachability](#)

Accessibility Information and Resources

- [Nova Scotia Accessibility Directorate website](#)
- [Accessibility Awareness in Nova Scotia](#)
- [Accessibility Standards Canada](#)
- [Employment and Social Development Canada](#)
- [Planning for Equity, Accessibility and Community Health Research Unit Dalhousie \(PEACH\)](#)
- [Canadian Accessibility Statistics](#)
- [Global Accessibility Awareness Day](#)

Proclamation Access Awareness Week May 29th – June 4th 2022

WHEREAS, the week of May 29th – June 4th, 2022 is recognized as Access Awareness Week; and

Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education and communication; and

This is the 35th year that this public awareness initiative has taken place in Nova Scotia; and

Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within **[INSERT COMMUNITY NAME]**.

THEREFORE, be it resolved that I, **[INSERT TITLE, NAME]** on behalf of **[INSERT COMMUNITY]**, do hereby proclaim May 29th – June 4th, 2022 as “Access Awareness Week” in the **[INSERT COMMUNITY]**.

Dated at **[INSERT LOCATION]**, Nova Scotia

This **[INSERT date]** 2022

[INSERT TITLE, NAME]

Nova Scotia Accessibility Directorate

Department of Justice

Phone: 902-424-8280

Website: <https://novascotia.ca/accessibility/>

Email: accessibility@novascotia.ca

Access includes everyone

[Accessible.novascotia.ca](https://accessible.novascotia.ca)





Nova Scotia Access Awareness Week 2022

Community Toolkit: Messaging and Resources

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Nova Scotia Access Awareness Week 2022

Community Toolkit: Messaging and Resources

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Nova Scotia Access Awareness Week 2022

Community Toolkit: Messaging and Resources

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Nova Scotia Access Awareness Week 2022

Community Toolkit: Messaging and Resources

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Nova Scotia Access Awareness Week 2022

Community Toolkit: Messaging and Resources

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Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within **[INSERT COMMUNITY NAME]**.

THEREFORE, be it resolved that I, **[INSERT TITLE, NAME]** on behalf of **[INSERT COMMUNITY]**, do hereby proclaim May 29th – June 4th, 2022 as “Access Awareness Week” in the **[INSERT COMMUNITY]**.

Dated at **[INSERT LOCATION]**, Nova Scotia

This **[INSERT date]** 2022

[INSERT TITLE, NAME]

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, May 16, 2022 4:44 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: May 16, 2022

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

SERMGAR Member Survey

The Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) committee would like to hear from municipal councils.

The committee has developed a survey that will be distributed via email today **to Mayors, Wardens, and CAOs.**

The survey is intended for municipal councils, not individual elected officials, to indicate the **official position of your council** on the survey questions.

Directions for responding are contained in the survey email.

Please confer with your mayor/council and attempt to respond prior to June 13.

Special Meeting of the Members

A virtual Special Meeting of the Members will take place on **June 9, 2022**. Members will be asked to vote on proposed changes to NSFM by-laws. Details, agenda, and Zoom link to follow.

For more information on proposed changes, please see [NSFM's website](#).

Nova Scotia Food Security Stakeholders Information Session

Please join the NS office of Agriculture and Agri-Food Canada (AAFC) on **Tuesday, May 17, 2022, from 12:00 pm – 1:00 pm ADT**, for a virtual information session with the program administrators of the [Local Food Infrastructure Fund \(LFIF\)](#).

This funding, available over the next two years, will support community-based and not-for-profit organizations, and municipalities (population under 30,000) in their efforts to create long-term solutions to address **food security challenges**.

[Join the meeting here.](#)

[Seniors Care Grant Applications Now Open](#)

Nova Scotians aged 65 and older can receive a Seniors Care Grant to help with the cost of services and chores they need around their homes. The grant provides up to \$500 for eligible seniors to help with expenses such as lawn care, small household repairs, delivery of groceries and medications, and other needs.

[Applications can be submitted online](#), by mail, or by fax. **The deadline for applications is May 31, 2022** and funds can be used through November 30, 2022.

Develop NS Community Drop-In Event: Internet for Nova Scotia Initiative—Cape Breton

Drop-in to learn more about Internet for Nova Scotia Initiative projects on Cape Breton Island, progress to date and plans to bring reliable, high-speed access to as close to 100% of homes and businesses as possible.

DATE: Thursday, May 26, 2022

TIME: 5:00 pm-7:00 pm

LOCATION: Bras d'Or Yacht Club (First Floor)
1 Jones Street, Baddeck



“Getting on board with the Canoe Procurement trade program has been one of the highlights of our year so far. Tim could not be more helpful, from making introductions to following up to ensure we have exactly what we needed, we would not be benefiting enormously from this program if it wasn't for his insight and

assistance. This program has such value in terms of cost savings, time management, addressing sustainability and we look forward to taking advantage of several more of the offers available this fiscal year. If you need it, it is probably available through this program!"

-Town of Truro-

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

Upcoming Events

NSFM Free Webinar: The Mentoring Plus Strategy

Thursday, June 23rd – 10:30 a.m. – 12:00 p.m. via zoom

Utilizing the Knowledge of our Retired Population for Career Exploration and Economic Development

The Mentoring Plus Strategy draws upon the knowledge, experience, and skills of the retired and near retired (55+) population, to help support individuals (16+) with personal growth, career exploration and economic development through a variety of knowledge exchange initiatives.

The Mentoring Plus Strategy is currently being developed and implemented in three regions across Nova Scotia: New Glasgow/Pictou County, Truro/Colchester County and Kentville/Kings County. By aiming to address the demographic shift to an aging population and creating knowledge exchange activities that allow seniors to stay engaged and active in their communities, Mentoring Plus provides opportunities for many populations from high school

students to elected officials. It also contributes to the concept of an Age Friendly Community that adapts its structures and services to an accessible and inclusive community.

As a follow-up to the virtual 2021 spring conference session, we invite you to join us on June 23 for a webinar where you can learn more about The Mentoring Plus Strategy and how it can work in your community.

[REGISTER HERE](#)

Presenters:

Gordon Michael,

Executive Director, The Mentoring Plus Strategy

Faculty of Open Learning & Career Development, Dalhousie University

Geralyn MacDonald

Regional Coordinator/Assistant Director, The Mentoring Plus Strategy

New Glasgow/Pictou County

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.



**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

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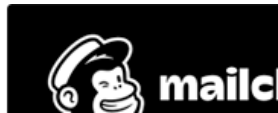
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Town of Mahone Bay
493 Main St, Mahone Bay, NS
B0J2E0

Attention; Dylan Heide, CAO

May 18, 2022

Subject: 2021 financial and operational results for the Civic Marina

Dear Dylan

I am pleased, on behalf of the Mahone Bay Wooden Boat Society to send you the financial results and an operation summary of the Civic Marina (slides from our AGM) for 2021 as required by our licence.

We are experiencing a growing popularity among the boating community, and Mahone Bay is a preferred destination. There is revenue growth and subsequently an increased ability to invest in improvements to the facility. Notable our revenue in 2021 of \$86,410 is up almost 20% from the previous year. We have been sold out on many weekends. It should be noted that boating in general is enjoying a resurgence, possibly because of "staycations" due Covid and there a few used boats available on the market.

The new breakwater docks provided to the Town by Develop Nova Scotia were well used. We have documented 288 "boat nights" for the season. These are visiting boaters only occupying either a mooring or a dock space. Some took reservations on docks for multiple weeks. Of those 288 boat nights 57% were on docks.

Improvements in 2021; \$12,000 for the anchoring system and installation of the "free" breakwater docks, 50 Amp service extended to the face of the wharf, and a second \$8,200 installment on the tender. Our new tender is diesel powered and saved about \$800 in fuel costs.

The outlook for this year is positive as well and we may see revenue grow to \$100,000. We have sold out all dock space on the wharf already. We have limited visitor space on the breakwater docks and about 8 moorings available for visitors. We normally have 50 moorings total (leased from Mailman and Kelley \$16,000 annually) and this year have decided to take over 3 more of Mike Kelley's own moorings. The Wooden Boat Society and the Heritage Boatyard Coop are hosting the Nova Scotia Schooner Races August 2nd to 5th; our contribution being free use of the breakwater docks and up to 5 moorings. Unfortunately this is also the period where we generally are full so there will be a negative revenue impact.

The major expenditures this year will be the 3 new docks for the north face of the wharf (\$22,000) as well as new axles and wheels for the tender trailer. We will continue our practise of making the marina



more attractive with \$700 in flower box and garden plants and will add shade umbrellas for the tables on the wooden deck behind the office. Our signage will be improved regarding use of the loading dock as well as messaging in the parking area implying that parking is restricted for marina users (although we have no enforcement authority).

Cooperation from the Town has been good, and Jonathan Uhlman has been helpful in accommodating our needs where possible.

One issue that will need further discussion is the planning and commitment by the Town to repair the north face of the wharf. Timing of this repair work is important. We cannot lose dock space there in the operating season having just purchased new docks for that location and we need to preserve our winter storage area and revenue. We think there is sufficient space to have winter access for repair work and store the usual number of boats. This requires repositioning some boats and adapting access to the fire standpipe in some way or perhaps temporarily taking that out of service for the period.

Longer term concerns are preservation of the infrastructure against the impacts of climate change or more specifically severe wind events. A few years ago, we had docks destroyed by an October storm. Winds from the southeast have a substantial fetch to build up large steep waves. Waves have overtopped the wharf in extreme events. The heavy docks from Develop Nova Scotia are a help but are themselves to be protected under severe weather. The ideal protective solution for the marina facility and Town waterfront generally could be to restore Inchscape Rock to its former glory as a significant island although this would be a provincial and federal project.

Thank you for your support and please feel free to send me any questions.

Regards

Keith Pomeroy

Chair,

Mahone Bay Wooden Boat Society

11:07 AM

05/15/22

Accrual Basis

Mahone Bay Civic Marina

Profit & Loss Prev Year Comparison

January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Contract Revenue	6,000.00	6,000.00	0.00	0.0%
Government Grants	7,252.00	0.00	7,252.00	100.0%
Ice Sales	2,337.96	2,335.01	2.95	0.1%
Interest Revenue	12.61	0.00	12.61	100.0%
Merchandise Sales	179.08	98.81	80.27	81.2%
Miscellaneous Revenue	-2,595.61	500.00	-3,095.61	-619.1%
Mooring Fees	42,326.13	38,514.22	3,811.91	9.9%
Rentals	19,018.11	13,904.20	5,113.91	36.8%
Service Fee Revenue	2,498.28	2,117.40	380.88	18.0%
Storage Fees Collected	9,381.60	9,279.11	102.49	1.1%
Total Income	86,410.16	72,748.75	13,661.41	18.8%
Gross Profit	86,410.16	72,748.75	13,661.41	18.8%
Expense				
Accounting Fees	437.00	92.00	345.00	375.0%
Advertising	98.30	410.73	-312.43	-76.1%
Amortization	6,379.68	6,107.57	272.11	4.5%
Bank Charges	429.56	227.75	201.81	88.6%
Courier & Postage	81.17	43.02	38.15	88.7%
Cradle Storage Expense	850.00	1,072.00	-222.00	-20.7%
Credit Card Transaction Fees	1,108.81	1,084.45	24.36	2.3%
Ice for Resale	1,270.35	1,578.15	-307.80	-19.5%
Insurance Expense	3,671.00	3,250.00	421.00	13.0%
Legal Fees	25.00	180.70	-155.70	-86.2%
Marina Crane	-165.20	132.56	-297.76	-224.6%
Memberships and Dues	99.70	25.00	74.70	298.8%
Mooring Field Ops	16,200.00	19,882.00	-3,682.00	-18.5%
Office Equipment	0.00	254.29	-254.29	-100.0%
Payroll Expenses	7,008.03	6,819.66	188.37	2.8%
Printing and Copying	320.95	345.00	-24.05	-7.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Repair & Maintenance	6,146.21	1,877.16	4,269.05	227.4%
Salaries & Wages	28,478.19	23,010.47	5,467.72	23.8%
Supplies	183.13	537.84	-354.71	-66.0%
Telephone, Telecommunications	1,714.17	1,831.84	-117.67	-6.4%
Tender Operations	3,250.03	1,811.32	1,438.71	79.4%
Utilities	2,663.48	1,815.56	847.92	46.7%
Total Expense	80,249.56	72,389.07	7,860.49	10.9%
Net Ordinary Income	6,160.60	359.68	5,800.92	1,612.8%
Net Income	6,160.60	359.68	5,800.92	1,612.8%

Mahone Bay Civic Marina
Balance Sheet Prev Year Comparison
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings	11,928.10	16,852.82	-4,924.72	-29.2%
BMO Chequing Account	150.00	150.00	0.00	0.0%
cash float				
Total Chequing/Savings	12,078.10	17,002.82	-4,924.72	-29.0%
Accounts Receivable	9,268.23	12,284.65	-3,016.42	-24.6%
Accounts Receivable				
Total Accounts Receivable	9,268.23	12,284.65	-3,016.42	-24.6%
Other Current Assets				
Inventory Asset	162.50	162.50	0.00	0.0%
Total Other Current Assets	162.50	162.50	0.00	0.0%
Total Current Assets	21,508.83	29,449.97	-7,941.14	-27.0%
Fixed Assets				
Buildings - Operating	19,866.08	8,145.06	11,721.02	143.9%
Furniture and Equipment	35,040.45	23,564.12	11,476.33	48.7%
Total Fixed Assets	54,906.53	31,709.18	23,197.35	73.2%
TOTAL ASSETS	76,415.36	61,159.15	15,256.21	25.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	11,112.99	2,017.38	9,095.61	450.9%
Accounts Payable				
Total Accounts Payable	11,112.99	2,017.38	9,095.61	450.9%
Total Current Liabilities	11,112.99	2,017.38	9,095.61	450.9%
Total Liabilities	11,112.99	2,017.38	9,095.61	450.9%
Equity				
Opening Bal Equity	62,162.10	62,162.10	0.00	0.0%
Unrestricted Net Assets	-3,020.33	-3,380.01	359.68	10.6%
Net Income	6,160.60	359.68	5,800.92	1,612.8%
Total Equity	65,302.37	59,141.77	6,160.60	10.4%
TOTAL LIABILITIES & EQUITY	76,415.36	61,159.15	15,256.21	25.0%

Handwritten signature
Treasurer

11:06 AM
05/15/22
Accrual Basis

Mahone Bay Civic Marina
Profit & Loss
January through December 2021

	<u>Jan - Dec 21</u>
Ordinary Income/Expense	
Income	
Contract Revenue	6,000.00
Government Grants	7,252.00
Ice Sales	2,337.96
Interest Revenue	12.61
Merchandise Sales	179.08
Miscellaneous Revenue	-2,595.61
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Service Fee Revenue	2,498.28
Storage Fees Collected	9,381.60
Total Income	<u>86,410.16</u>
Gross Profit	86,410.16
Expense	
Accounting Fees	437.00
Advertising	98.30
Amortization	6,379.68
Bank Charges	429.56
Courier & Postage	81.17
Cradle Storage Expense	850.00
Credit Card Transaction Fees	1,108.81
Ice for Resale	1,270.35
Insurance Expense	3,671.00
Legal Fees	25.00
Marina Crane	-165.20
Memberships and Dues	99.70
Mooring Field Ops	16,200.00
Payroll Expenses	7,008.03
Printing and Copying	320.95
Repair & Maintenance	6,146.21
Salaries & Wages	28,478.19
Supplies	183.13
Telephone, Telecommunications	1,714.17
Tender Operations	3,250.03
Utilities	2,663.48
Total Expense	<u>80,249.56</u>
Net Ordinary Income	<u>6,160.60</u>
Net Income	<u><u>6,160.60</u></u>

Mahone Bay Wooden Boat Society

Mahone Bay Civic Marina

2021 Annual General Meeting

March 26, 2022



2021 AGM

Mahone Bay Centre March 26 10:00am

Approval of the agenda

- Approval of the minutes of last meeting (motion and vote)
- Chairperson summary
- Financial Summary from Treasurer (Richard + vote to accept report)
- Policy Questions (Keith)
- Operations and Facilities (Brent)
- Web site improvement ideas (Mel)
- Nominations and Election of Directors (by acclimation if no objection)
- Questions, discussions, suggestions (all)
- Motion to Adjourn AGM

New Board selects: Chair, Vice-Chair, Treasurer, Secretary

Chairperson 2021 summary

Operational impacts we will have in 2022

MBWBS is supporting the Heritage Boatyard in hosting the NSSA Schooner races July 31 to August 5th.

- Revenue impact as new docks occupied and some moorings without charge
- Will need cooperation by all users to minimize congestion that week.
- Mike Kelley is supposed to do a check of the mooring spacing
- Our capacity is strained now.
- Mike Kelley open to discussion for us to manage some of his moorings.
- Add additional extra-heavy moorings

Chairperson 2021 summary

Best ever year: despite Covid

- High occupancy of moorings new docks really appreciated
- Financially sound: best year ever!
- Visitors love our facility and service
- Investment in assets:
- New docks a great asset.

Addition of gardens : Thanks Richard for the flower boxes and Liz Clark for the green thumb

- The 'full time" marina manager position filled by Richard together with good attendants a significant part of our quality service
- 288 visitor boat nights in 2021

Thank You! To all users for your business and to our executive and board members for continued interest and support!

Treasurers Report (Richard)

2022; big items to consider

- Additional moorings? We have record early uptake of space now have only 6 spaces held back for visitors: sold out in August!
- Installment payment for Whelk \$8,500
- Trailer repairs \$2,500
- North Floats; replacement becoming critical \$15,000
- Replace service dock ramp: getting critical \$6,000

We are going to have a great year!

Treasurers Report (Richard)

P&L

- 1st significant operating surplus
- Record mooring fees, dock rental and total revenue

Balance Sheet (at March 25, 2020)

- Record cash and receivables at this point last year We have matched this already this year again
- Large asset investments \$22,000 higher than total assets at the same point last year. (Whelk, dock anchor system)
- Major investments in our facility; with activity level we see will enable further investments.

288 Visiting "boat nights"

	Duration of Stay		Reservation start and duration table																				Grand Total
	Count																						
Week #	1	2	3	4	5	6	7	8	9	12	13	14	15	16	18	24	28	30					
23	1																						1
25	1																						1
26	1	3	1																				5
27	5	3	1																				9
28	7	2																					9
29	2	2	1	1	3													1					10
30	6	5		1	2	1	1									1							17
31	32	18	3				1		1					1	1								57
32	20	6	3	1	1	1		1		1		1							6				41
33	23	10	1		4	1	1																40
34	24	7	4	1	1	1	3				1	1	1	2									46
35	8	6	1			1																	16
36	5	3	2																				10
37	2	2		3		1	1																9
38	1	1				2																	4
39	1														1								2
40	5																						5
41		1																					1
42	4		1																				5
Grand Total	148	69	18	7	11	8	7	1	1	1	1	2	2	3	1	1	1	6					288

166 boat nights on docks, 57%

Operational and Facilities Report

Repairs and Upgrades

Brent

1. An anchoring system of 8 heavy concrete blocks, 1" ground chains and ½" riser chain. Provision made to disconnect the chains for winter removal. Volunteers welcome to assist with this.
2. Dock removal with the crane worked well. Help will be needed to install all docks as the first part of our launch day.
3. The pump-out shed painted, roof was shingled.

Some tasks / plans for this year budget permitting

- a. Paint and varnish the tender, Reposition console instruments
- b. New ramp for the loading dock in aluminum.
- c. Repair axles / wheels on boat trailer.
- d. Purchase 2 docks 8ft x 20ft as replacement for north floats; Town to rebuild north face of wharf
- e. Evaluate feasibility to covert washroom storage room to include laundry facility (washer / dryer).

Web site improvement ideas (Mel)



Election of Directors

Board election:

- Jim McMillan is resigning this year. We really appreciated his guidance and contributions as a director. Thanks Jim!
- Are there any other nominations or persons seeking election as a director?
- Election of proposed directors

Standing for election today	Elected last year (2 year term)
Richard Barclay	Keith Pomeroy
Dan Carrier	Drew Moores
Gregg Little	Brent Aulenback
Chris Ouellette	Marc Peterson
Peter Redden	Tom Mader
Felix Weissbach	Melissa Fry

Policy Items

Keith

- Marina Manager: Substantial time commitment required. (pre-season registrations, operating season and post season wrap-up plus “on call”)
- This efforts exceeds what is reasonable to expect from a voluntary contribution.
- Richard Barclay is enthusiastic to continue the role in addition to treasurer
- The board feels financial recognition also required. In the past 3 years a modest honorarium has been paid at year end.
- This year and future Richard will keep a record of hours and the compensation will be set by the board also considering the results. This will be paid as a salary.

Our by-laws need to be amended as shown on the next slide to allow this procedure

Wooden Boat Society by-law amendment proposal

- a. Change “Chairman” to “Chairperson” throughout the document
- b. Para 22 Any member of the Society shall be eligible to be elected a director of the Society. **There shall be no compensation for being a Director.**
- c. Para 32 second sentence: In particular, the directors shall have power to engage ~~a coordinator~~ employees and to determine their duties responsibilities and their remuneration. **A director who may also be an employee shall have no vote or say in their terms of employment.**
- d. Para 33 Officers, add a third sentence: **There shall be no compensation for being an officer.**

A vote is required of the AGM to accept these changes.

Remaining Questions / Discussion

Open for questions, discussion or suggestions

Motion to adjourn, vote.

New board members meet after to select executive

- Chair
- Vice-Chair
- Treasurer
- Secretary



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Direct Fax : 902.420.1417
jshanks@stewartmckelvey.com

File Reference: SM065071-1

May 10, 2022

VIA EMAIL

His Worship Mayor David Devenne and Council and CAO Heide
Town of Mahone Bay
493 Main Street
Mahone Bay, NS B0J 2E0

Dear Mayor Devenne and Council and CAO Heide:

Re: Town of Mahone Bay – Expropriation of Lands

I am writing in response to the letter of CAO Heide to me dated April 14, 2022 relating to the selection of the site and transmission corridor for the community solar garden project undertaken by the Town.

I have had the opportunity to review the materials supplied with that correspondence with my client and other interested parties. The correspondence raises a number of issues which are troubling to our client and which continue to exhibit a lack of concern on the part of the Town for the impact which this development will have on the affected property owners and residents living near the proposed project.

Regarding the issue of site selection, the correspondence indicated that attempts to negotiate the purchase of property from RPS Composites Limited were unsuccessful. At no time, did Mr. Heide indicate whether the Town considered the option of expropriating a portion of the RPS site to accommodate the solar garden. Based on the commentary in this correspondence, it appears that the RPS site was deemed as preferable by the Town, hence it was the first option explored.

Siting the project on the RPS lands would also significantly reduce the length of, and thereby the cost of, any required service corridor to connect the solar garden with the Nova Scotia Power substation infrastructure. There has been no indication as to why a preferable site, and one which would significantly reduce the construction costs for the project, was not further considered and why powers of expropriation were not directed at these lands as opposed to those held by private citizens. The character of these lands is also quite different and expropriation from our client and the neighbouring lands will require the disturbance of pristine wilderness and forested lands. The RPS lands do not have the same undisturbed character.

Secondly, and still on the issue of site selection, the discussion in this letter with respect to the School Street property also fails to fully explain why this Town-owned site, which is located adjacent to the School Street subdivision, was not selected to house this project. The letter further indicates that the property is zoned residential, but so is the property which would be the subject of expropriation for the proposed service corridor. Moreover, there is no indication that the siting of the solar garden would destroy any recreational value for the property or that the configuration of the solar panels could be done in such a manner as to maintain access to trails along a portion

of these lands. Moreover, the character of these lands as having being previously disturbed and not old growth forest would suggest that utilization of the School Street property would have less impact on the few remaining areas of pristine woodland within the Town's boundaries. There is also a very substantial cost savings associated with use of these lands, which based on the cost estimate put forward, would provide several hundred thousand dollars of savings for the project, and hence for the Town's residents.

Our client has recently been advised by Heidi Walsh Sampson that the clearing activities and soil disturbance that has taken place at the Town's wastewater treatment plant has caused substantial and ongoing damage to their property, in particular the diversion of natural water flows onto their lands. When coupled with the destruction of woodlands to accommodate the site and the future destruction of additional woodlands needed for the service corridor, it raises significant questions as to whether the Town has properly considered the full environmental and property impacts of its selected site and service corridor route.

The Bardons have likewise been made aware by Ms. Walsh Sampson of an application for judicial review relating to the site selection process and work undertaken in support of this project. This work is alleged to have occurred without appropriate permits or appropriate environmental consulting reports, which would properly identify the full impact of this project. Without this information before Council, and by acting without necessary permits, the Town has failed to satisfy its obligations to its residents and to the affected property owners in making decisions in support of this project. Our client is currently in discussions with Ms. Walsh Sampson regarding the ongoing litigation and is likely to support this legal action in seeking to quash the decisions of the Town which have been made without proper consultation and which have led to unlawful and premature action on the part of the Town's officials and agents.

Our client urges the Town to reconsider its decision to site this project at the wastewater treatment plant and to instead revisit the School Street property which will not require expropriation of private lands or lead to property damage as being experienced by Ms. Walsh Sampson at present.

Yours truly,

A handwritten signature in blue ink, appearing to read 'J. T. Shanks', with a stylized flourish at the end.

John T. Shanks*

JTS/klm



*Law Corporation



Report to Council May 26, 2022





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






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




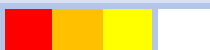

2	Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal elections.	08-Sep-20	May., 2022	See Below Notes: Updated direction was provided by Council Jan 27, 2022; see below for status (complete).
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	Jun., 2022	 75% Notes: In progress. Staff have consulted with accessibility coordinator. Report anticipated ahead of 2022-23 budget process, for implementation (solicitation of donations campaign) in 2022. Staff recently discussed with MBTCC executive who expressed support for the program.
4	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Jul., 2022	 75% Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.

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

10	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Initial staff report on housing strategy development included on Dec 14th Council agenda. Letters regarding regional housing strategy development sent to all Lunenburg County units (Jan 25, Mar 22). 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.
11	Staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.	27-Sep-21	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress.
12	Staff to provide a report on the costs and anticipated revenue of extending water and sewer services to the end of Fairmont Street.	27-Sep-21	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
13	Direct staff to prepare a report for Council on future capital investment in the Town Hall ahead of the 2022-23 budget process.	28-Oct-21	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress; staff waiting on remaining quotations. Report anticipated ahead of 2022-23 budget process.
14	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures awaiting hiring of new Manager of Finance.

15	Direct staff to issue an RFP for legal services.	28-Oct-21	Aug., 2022	Not yet begun	
		Notes:			
16	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21	Jun., 2022	Not yet begun	
		Notes: Date TBD.			
17	Approve the expenditure for the line upgrade to/from the water treatment plant in the amount of \$375,690 out of the existing project budget for Main Street water line improvements.	09-Nov-21	Jul., 2022		
		Notes: Confirmation of designs and updated project schedule received from MacLeod Group. NSUARB Board approval received. Work has begun on site with regular public updates being provided by staff.			
18	Staff to provide a report highlighting the recommendations of the water system audit for which additional budget allocations would be required for implementation, ahead of the 2022-23 annual budget process.	25-Nov-21	Jun., 2022		75%
		Notes: New Water/Wastewater System Manager started Feb 1st; staff have now caught up with water system audit contractor. Report anticipated in June, 2022 (ahead of the 2022-23 budget process).			
19	Staff to discharge the Development Agreement MBDA008 at the request of the property owner Mahone Bay Developments Limited and that Council direct staff that no fee will be charged for the discharge of the MBDA008.	11-Jan-22	Jun., 2022		75%
		Notes: Staff have begun the process of registering the discharge of the Development Agreement.			





20	Complete the Municipal Heritage Property Registration process for Town Hall at 493 Main Street.	11-Jan-22	Jun., 2022		75%	Notes: Heritage Property Hearing took place February 24, 2022, registration underway.
21	Staff to communicate with the owner of the business at the Old Station, at the corner of Main Street and Orchard Street, regarding the installation of parking signage and that thereafter the signage shall be enforced by the Town.	27-Jan-22	Jun., 2022		75%	Notes: In progress. Staff in communication with owner, signage to be erected in June.
22	Approve the Public Engagement Plan for the Municipal Boundary Review as presented.	27-Jan-22	Jun, 2022		75%	Notes: Education pieces included in February and March editions of newsletter; special website page developed.
23	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Jul., 2022		25%	Notes: AEC now doing preliminary work in this regard with REMO.
24	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		50%	Notes: Staff have reached out to Mahone Bay Soccer Club/Mahone Bay Centre Society to begin negotiations on the draft management agreement, two initial meetings have taken place in May and staff are now in the process of drafting a proposed agreement on this basis, for further discussion.

25	Approve service corridor route A for the Community Solar Garden and that staff be directed to write to impacted property owners providing the rationale for this decision and the steps to be followed by the Town for acquisition of the necessary lands.	27-Jan-22	Jun., 2022		75%	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		Not yet begun	Notes:
27	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		25%	Notes: In progress.
28	Defer the heritage grant request from the owners of 77 Edgewater Street to the 2022/23 budget.	24-Feb-22	Jul., 2022		75%	Notes: Forwarded to the finance department for 2022/23 budget consideration.
29	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	Jun., 2022		75%	Notes: In progress. Recording took place in April. Final editing underway now.

30	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>	50%	Notes: Staff have been in contact with Deloitte in this regard and will follow up with committee members concerning potential meeting dates (in coordination with new Manager of Finance).
31	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	Not yet begun		Notes:
32	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>	75%	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.
33	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>	50%	Notes: In progress.
34	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	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.

35	Approve AREA staff to resume discussion with staff at the Department of Municipal Affairs to confirm the recovery of municipal assets and AREA staff time.	08-Mar-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
36	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	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
37	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>	75%	Notes: Letter being drafted now, to include reference to Town's recent transportation infrastructure improvements intended to improve pedestrian and cyclist safety.
38	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	24-Mar-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
39	Staff to prepare a report on an Electric Vehicle car sharing program to be presented to the Climate and Environment Committee.	24-Mar-22	Sep., 2022	Not yet begun		Notes:

40	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>	25%	Notes: Underway now. Staff have contacted NSUARB to advise of upcoming rate application.	
41	Staff to proceed with Option 3, running the upgraded powerline under the Sports Field.	12-Apr-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Final design underway, coordinating construction with field improvements.	
42	Staff to present Council with an amended flag policy [as stipulated].	12-Apr-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Anticipated for June 14, 2022 Council agenda.	
43	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	Notes: Completed.	
44	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	June., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Anticipated for June 14, 2022 Council agenda.	
45	Council revisit the vaccination policy by the end of the 2022/23 fiscal year.	28-Apr-22	Mar., 2023	Not yet begun			Notes:

46	Council [...] 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	Jun., 2022				25%	Notes: Tender document under development now.
47	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	Jun., 2022				50%	Notes: Anticipated for a June 2022 HAC agenda.
48	Staff to send a response to Mr. Patscha acknowledging his correspondence [RE; Architectural Heritage Zone in Mahone Bay] and updatiing him on the curent disposition of this issue.	10-May-22	May., 2022					Notes: Completed.
49	That the correspondence from Mr. Ernst [request to fly the German flag] be received and filed and that a letter be sent to Mr. Ernst to advise of Council's decision not to grant his request as presented.	10-May-22	May., 2022					Notes: Completed.

50	Council approve the grant requests that have been received in the amount of \$9,360, to be reflected in the 2022-23 annual budget, and that the Grants to Organizations Policy be referred to the Policy and Strategy Committee for	10-May-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Information has been forwarded to the Finance Department for inclusion in the 2022-23 annual budget.
51	Staff to investigate the potential for a volunteer recognition event.	10-May-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.
52	Bryan Palfreyman be appointed as the representative of the Mahone Bay Founders' Society on the Town of Mahone Bay Heritage	10-May-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Mr. Palfreyman has been notified and added to the HAC distribution list.
53	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.	10-May-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: the Strategic Plan has been updated and will be posted on the website when updated formatting is completed.
54	Staff to provide a report on the next steps to develop a housing plan for Mahone Bay.	10-May-22	Jun., 2022	Not yet begun		Notes:
55	Set the agend for the May 30, 2022 meeting of the Policy and Strategy Committee to include the low income property tax exemption and HR Mangement Policy	10-May-22	May., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Agenda has been updated.

56	One of the items for the June 27, 2022 meeting of the Policy and Strategy Committee be the issue of vandalism and graffiti in Mahone Bay and that the RCMP be invited to join	10-May-22	Jun., 2022		75%
57	Council approve Mayor Devenne to sign the Visitor Information Centre lease with the Mahone Bay Tourism and Chamber of Commerce, as amended.	10-May-22	May., 2022		
				Notes: Added to draft [working] agenda and invitation has been extended to RCMP.	
				Notes: Completed.	

Chief Administrative Officer's Report - May 26, 2022		
1	COVID-19	COVID-19 vaccination policy approved by Council December 14, 2021, took effect February 28, 2022. Amended policy on Council's Apr 28 meeting agenda for consideration. All Town staff and MBDFD members vaccinated status confirmed. Provincial state of emergency for COVID-19 ended Mar 21, 2022.
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	AIM Cohort 2.0 workshops now complete, staff working with AIM on Cohort 2.0 final deliverables, coordinating with AM Committee. 2022 conference anticipated to take place in PEI in September. Data collection on natural assets to begin in May.

3	Municipal Joint Services Board (MJSB)	New MJSB Comptroller in place; COO and IT Director hired and due to begin work shortly (will be participating in regular Board meeting for June 2022).
4	Riverport Electric Shared Service Committee	Regular meetings continue.
5	Regional Emergency Measures Organization (REMO)	Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established. Coordinator continues to review and improve REMO procedures in consultation with CAOs. Standardized procedures for comfort stations and emergency shelters - which can be utilized for fire station - now being implemented. New REMO website launched (linked from Town website). REMO 2022-23 budget approved at Council's Feb 8th meeting.

6	Alternative Energy Resource Authority (AREA)	<p>Weekly AREA staff meetings continue by phone. Power imports continue under annual agreement for 2022. BUTU applications for 2023 submitted. HOME (Heatpump Options Made Easy) program launched Oct 1, 2020; year-one evaluation underway now (staff anticipate a joint application to FCM to support evaluation and further program development). EV charger installations completed and online. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council. Rate study work with BDR now initiated.</p>
7	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. Lunenburg County Accessibility Plan approved by all five units. Province extended legislative deadline for the development and approval of Accessibility Plans to April 1, 2022; Lunenburg County units accomplished this ahead of time. Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC in September. Operational Plan development proceeding with Lunenburg County Accessibility Coordinator; staff currently discussing options to cooperate with neighboring units. Funding for Operational Plan (audits) Included in 2021-22 operating budget, will be carried forward into 2022-23. Quarterly report from coordinator on Council's May 26 meeting agenda.</p>

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

Manager of Public Works & Transportation's Report - May 26, 2022

1	Streets & Sidewalks	<ol style="list-style-type: none">1. All crosswalks RRFB's installed, signage and lines painted except for Luthern/United church. Still waiting for light pole.2. Sidewalks and parking lots swept. Roads are scheduled for the week of May 16th.3. Swimming pool ready for hand over.4. Comfort stations are open for business.5. VIC is ready for hand over.6. Ball field is up and running.7. Gravel parking lots have been graded.9. Jubilee Pond culvert replacement: Meeting with Dept of Environment and Dorey's Construction completed. Waiting for culvert sizing and installation plan and pricing from Dorey's/Berrigans to schedule summer removal and install.
2	Other	<ol style="list-style-type: none">1. Old water treatment concrete walls have been repaired and asphalt roofing stripped, sealed and strapped. Waiting for steel to arrive. Still waiting on caulking repairs on New water treatment plant.2. Fire Station: Security and access codes to be entered the week of May 16th.3. TOMB Clothing tender closing May 24th.4. Bayview fence to be completed by the end of June.5. Line painting Tender to be issued the week of May 23rd.6. Brezac Property Services has been awarded the Town's cleaning contract.

Electric Utility Manager's Report - May 26, 2022

1 Electric Utility

NSCC Student: Hired to perform stand-by call out services.

Awaiting approval: Voltage regulator tender, transformer RFP, vegetation management tender, staff evaluations.

Staff Training: Chainsaw safety, pole-top rescue.

2 x call outs

- * Installed the poles and anchors for at the soccer field for the underground job.

- * Helped public works with the new crosswalk lights

- * Removed a pole at the sewer plant to allow for the new access on main street for the solar garden.

- * Carried out some tree trimming and identified areas that need cutting in the near future.

- * Finished Wye street job.

- * Completed the final inspection of the firehall and disconnected the temporary service there.

- * Installed a new hand dryer in the comfort station at the wharf.

- * Installed new service on long hill road.

Water/Wastewater System Manager's Report - May 26, 2022

1

Water Supply, Treatment & Distribution

*Watermain project started May 16th Water service disruption planned for week of May 24th

*New Water/Wastewater Operator started March 7th and now sharing on-call duties. CBCL assisting a few days a month with daily operations and data collection.

*Regular monitoring and maintenance activities continued. Routine or as required flushing of water mains was conducted in various locations throughout the water distribution system.

* Dead end flush unit install Edgewater Street scheduled; second unit has been delivered , installation date TBD.

*Plans to continue with NRW recommendations spring 2022.

*Seasonal water main flushing scheduled in conjunction with new Watermain project May 2022.

*WTP Replacement air compressor on order, delivery bumped to late May.

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

2	Sewage Collection & Treatment	<ul style="list-style-type: none">*Regular monitoring and maintenance activities continued.*Permanent installation of PAA dosing line completed. Testing and Troubleshooting continues.*CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations.*Removal of discontinued chlorine equipment from WWTP control building is complete.*Door modifications of chemical room WWTP for PAA tote delivery pending.*CBCL submitted 2021 annual NSE report.
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Climate & Energy Program Manager's Report - May 26, 2022

1

GHG Reduction

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

All 8 electric vehicle chargers are now online and available for public use. Signage is now in place at the working chargers indicating that the spaces are for electric vehicle charging only. "Warning" tickets will be given out to violators for the first 3 months after the chargers are in place. Since the chargers were installed, they have been used for over 101 hours. From May 1st-May 16th, they have been used for 26 hours and 34 minutes. Preliminary survey work and site clearing has taken place at the site of the new Community Solar Garden. Panels for the garden have arrived and are being stored offsite. Council has approved a layout for the site. Staff are in ongoing communication with residents regarding the project and the service corridor.

		<p>The Clean Foundation has been awarded provincial funding to perform fleet assessments with several municipalities, to help understand how municipal vehicles can be transitioned to electric vehicles. Mahone Bay will be participating in this study.</p>
2	Climate Adaptation	<p>Staff have connected with members of CanmetENERGY-Ottawa, Natural Resources Canada who expressed an interest in performing research related to GHG reduction, using Mahone Bay as a case study.</p> <p>Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. Funding for this project has now been confirmed. Geotechnical work for this project was completed last fall, and construction is expected to begin May 30th. Staff are working to inform the public as well as the 3 churches of the construction and closure of the parking lot. Construction will not be taking place on Sundays, and the parking lot will be opened on that day for use for the church service.</p>

3	Engagement & Stewardship	<p>Outreach is beginning for the Living Shoreline Project. Staff will coordinate with Coastal Action to update signage at the project site, and share updates on the Town's social media as well as the Mayor's Newsletter. Construction will begin on May 30th.</p> <p>The Climate and Energy Intern will start with the Town on May 19th. This intern will perform community outreach on various climate and energy initiatives. Council members and residents have been selected for the Climate and Environment Advisory Committee. The first meeting will be scheduled for June 1st, time TBD.</p>
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Finance Manager's Report -		
		Waiting on new manager
Clerk & Deputy CAO's Report - May 26, 2022		
1	Plan Review	<p>Completing final staff reviews of revised draft documents to be shared to Engagement Steering Team for recommendation to Council .</p>

2	By-law and Policy Development	<p>First reading was provided to an amended Solid Waste Management By-law on April 12, 2022; a public hearing will be held prior to the May 26, 2022 Council meeting and the draft amended by-law will be on the agenda for consideration of second reading and adoption at the May 26, 2022 regular Council meeting. A draft CAO Performance Review Policy was presented to Council on April 28, 2022 and approved, as amended, at the May 10, 2022 Council meeting. Staff are currently working on a draft amended flag policy.</p>
3	Communications and Public Engagement	<p>Ongoing communications include EV chargers, solar garden, and the municipal boundary review. Seasonal increase in notifications regarding outdoor fire safety, leaf and yard waste, and will soon include more information on BBQ and green cart fire safety, purple week, and bicycle safety. Recent features include the installation of new crosswalks and the new household battery recycling program out of Town Hall. Development of a communications plan for the Living Shoreline project is underway. Expectation for a date to be set for the Municipal Boundary Review public session and a date and location for the Public Hearing regarding the Rezone Request for Clairmont Street. Special mailer for the 2022 Water System Upgrade with reminder to watch for dates for a May evening water interruption(s).</p>

4	Council Support	Ongoing support of meetings of Council and Committees of Council. Recent projects include the development of amended versions of the 2022 Meeting Schedule, appointment of new committee members, and facilitating public input to the Strategic
5	Development of Internal Documents	Research and coordination for the redevelopment of a Human Resources Manual for the Town of Mahone Bay; development of new forms and processes for facility bookings and planning matters continues.
6	By-law Enforcement	Staff have recently re-opened a file in respect to livestock; staff have begun education/ticketing campaign regarding the EV Chargers. Work underway on revising internal Enforcement Procedures. Staff are pursuing active files.
7	Park Cemetery Mapping Project	A recent graduate has been hired with funding received from a provincial grant; this position will be to address the park cemetery mapping project before the foliage is completely filled in at Park Cemetery as foliage has proved to interfere with the GPS/GIS equipment in past attempts to complete this project.

8	Capacity and Effectiveness Initiative	Key staff training has been completed for the payworks leave management system. Management and Train-the-trainer session to be scheduled for management team to ensure all staff are familiar and comfortable with the new leave management and HR modules.
9	Safety Program Implementation	Work continues on development of regulations for Safety Manual draft.
10	Projects	Staff have been working with Vigilant to ensure final details are in order and all equipment is in place for the new Fire Hall. Town staff have secured office furnishings through the Provincial Furniture surplus, and work continues on security and access card programming, procurement of final accoutrements for the building, as well as finalization of fire evacuation and fire safety plans. Staff continue to work with the Fire Department liaison to plan the Fire Station Open House.

By-law and Policy Review - May 26, 2022

1	Trees	Target	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
		29-Sep-22	

2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		29-Sep-22	
3	CAO Performance Review Policy	Target	Policy was approved at the May 10, 2022 regular Council meeting.
		completed.	
4	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
5	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
6	Fire Services	Target	Staff to coordinate with Fire Department Investigative Committee to determine existing procedures to be referenced in a draft by-law for Council consideration.
		07-Jun-22	
7	Surveillance Camera Policy	Target	Draft presented to Council on March 8, 2022; at March 24th Council meeting referred to Policy and Strategy Committee.
		TBD	
8	Council Policy	Target	Pending discussion at Strategy & Policy Committee. Draft Amendment in respect to end of State of Emergency approved at April 12, 2022 Council meeting.
		TBD	
9	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
10	Fees Policy	Target	Not yet begun
		TBD	

11	Penalties By-law	Target	Not yet begun
		TBD	
12	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
13	REMO By-law	Target	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval.
		29-Jul-21	
14	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Steering Team reviewing draft LUB and MPS for any edits before the documents are shared with the public for the next round of public engagement.	
15	Solid Waste By-law Amendment	Target	Given first reading at April 12, 2022 regular Council meeting. Public Hearing scheduled for May 26, 2022 and consideration for second and final reading at the May 26, 2022 regular
		26-May-22	
16	Flag Policy	Target	Flag policy referred to staff for amendment as per Council direction at April 12, 2022 Council meeting
		14-Jun-22	
17	Vaccination Policy	Target	Amended Policy adopted at April 28, 2022 regular meeting of Council.
		completed	
18	Facilities Booking Policy	Target	Policy to provide clarification for booking of Town-owned facilities and repeal any existing administrative policies from the past to be presented for Council consideration.
		30-Jun-22	

Service Statistics - May 26, 2022

1	By-law Enforcement	Apr-22	Parking Tickets: 4	
		Notes: Four educational tickets were issued for parking in EV Charger spaces in the month of April. Regular patrols continue in town and on trails; no major issues noted. Evening patrols have begun in response to concerns raised about parking issues in the evening. Ongoing parking issues related to a commercial operation continue on Main Street.		
2	Police Services (founded & SUI occurrences)	Q1 2022	66	CalendarYTD: 66
		Notes:		
3	Mahone Bay & District Fire Department	Oct-Dec	12	-
		Notes: Fire Calls: 4; Fire Alarms: 1; Mutual Aid: 3; Medical Calls: 3; Other: 1		
4	Traffic (Speed Signage)	Mar., 2022	<u>100 Kinburn</u> Av. Speed 34 km/h	
		Notes: New counters (Edgewater and Main) being formatted for reporting.		
5	Solid Waste (Tonnage)			YTD:
		Notes: Recyclables = ; Organics = ; Garbage/Other = ; Cardboard = .		
6	HOME Program	Leads: 50	Installations: 5	
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in Spring/Summer 2022.		

7	Water Utility	Pumped	Q1 2022 (shown as monthly			
			16,051,411 Litres			
		Treated	Q1 2022 (shown as monthly			
			15,336,047 Litres			
		Sold	Q1 2022 (shown as monthly			
			6,879,833 Litres			
8	Electrical Utility	NRW (flushing, etc.)	Q1 2022 (shown as monthly			
			318,871 Litres			
		Losses	Q1 2022 (shown as monthly			
			8,137,343 Litres			
		Purchased (AREA)		\$132,608		
		Purchased (NBP)		\$254,524		
9	EV Chargers	TOTAL Purchased		\$387,132		
		Sold (Commercial)		\$28,130		
		Sold (Residential)		\$367,048		
		Sold (Power & Demand)		\$193,191		
		TOTAL Sold		\$588,370		
		April 2022	25 Charging Sessions	45 Hrs / \$69.19	238 kWh	

10	CodeRED Registrations	30/4/2022	Residential:357; Business:11; Email:87; Text 245
		31/3/2022	Residential: 356; Business: 11; Email: 187; Text: 244
		28/2/2022	Residential: 356; Business:11; Email: 187; Text 244
		31/1/2022	Residential: 336; Business:10; Email: 176; Text: 231
		31/12/2021	Residential: 326; Business: 10;
		2021-11-30	Residential: 319; Business: 10;
		31/10/2021	Residential: 310; Business: 10;
		30/9/2021	Residential: 308; Business: 10;
		31/08/2021	Residential: 297; Business: 10;
		31/07/2021	Residential: 298; Business: 10;
		30/06/2021	Residential: 297; Business: 10;
		31/05/2021	Residential: 294; Business: 10;
		30/04/2021	Residential: 293; Business: 10;
		31/03/2021	Residential: 294; Business: 10;
		28/02/2021	Residential: 290; Business: 10;
		31/01/2021	Residential: 285; Business: 10;
		31/12/2020	Residential: 285; Business: 10;
		31/03/2020	Residential: 243; Business: 12;

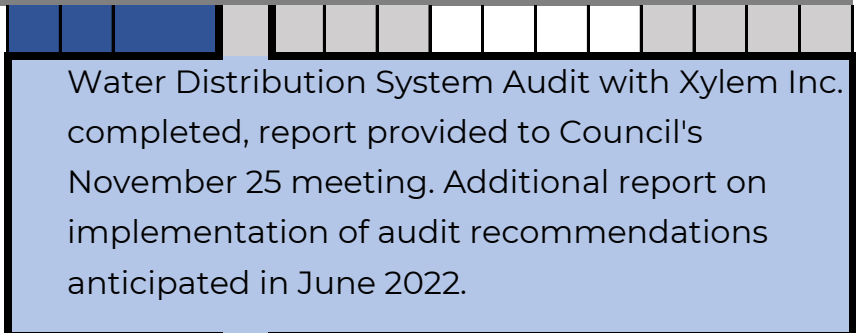
2021-25 Strategic Plan - May 26, 2022

Sustainable Municipal Services

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

1.1.3 Complete water and wastewater system diagnostics Operating Initiatives

Water



Wastewater

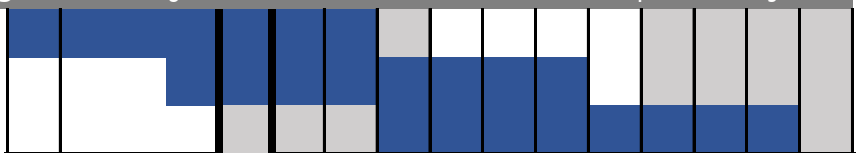


1.1.4 Strategically replace/upgrade utility infrastructure Capital Projects

Project 1

Project 2

Project 3



Project to upgrade lines from Main Street to Water Treatment Plant (with MacLeod Group) underway now, completion expected by Summer 2022. Investing in Canada Infrastructure Program applications approved by Council March 29th have been submitted. Staff preparing estimates for stormwater upgrades on Fairmont St., coincident with drainage improvement at sports field; for 2022-23 budget process.

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

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

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

1.2.2 Integrate asset management plans into 10-year capital budget

1.3.1 Accessibility Operational Plan

Operating Initiative / Capital Projects

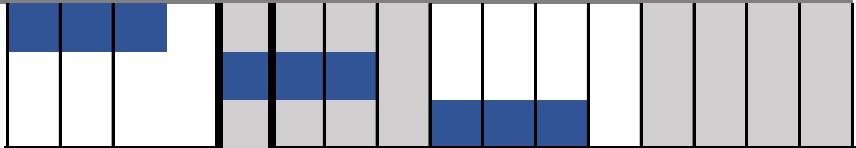
New shared Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC. Meeting with Town staff re development of Mahone Bay Accessibility Operational Plan. Report on Walking Trails accessibility on Council's May 26 meeting agenda.

1.3.2 Improve transportation infrastructure to support healthy living@capital Projects

Project 1

Project 2

Project 3



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

Equitable & Inclusive Growth

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

2.1.1 Complete Plan Mahone Bay MPS/LUB Process Operating Initiative



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

2.1.2

Operating Initiatives



Initial report on Housing Strategy Development provided to Council Dec 14, 2021. Discussions initiated with other Lunenburg County units on the possibility of regional approach to housing (Jan 25 and Mar 22 letters, staff-level meeting planned for May). Provincial contract for conduct of needs assessments for all areas of NS (utilizing 2021 census data) awarded; completion anticipated Dec 2022. Council has directed staff to provide report on next steps for strategy development; anticipated in June 2022.

2.2.1



2.2.2



Discussions underway with Shared Service Advisory Committee for expanded electrical service partnership with RELC. Staff have approached MoDC and MoDL re shared

2.2.3



2.2.4

Project 1

Project 2



Recommendations for extension of linear infrastructure (water/wastewater and transportation) to be discussed in 2022-23 budget process.

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



2022-23 annual budget process provides opportunity to consider first annual strategic plan review (completed Apr 26) and align financial resources accordingly.

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



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

2.3.3 Prioritize public engagement processes supporting Plan implementation



2.3.4 Regularly review progress and continually improve strategic plan



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

Environmental Leadership

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

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

Project 1



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

Project 2









3.3.3 Encourage recognition of the value of natural assets Operating Initiatives








Public education campaign planned for late winter RE plantings around utility lines. Natural assets initiatives funded and planned for 2022 (to be supported by Clean intern). Trees Canada grant for historic orchard rehabilitation submitted (not approved).

2021-22 Budget - Operating Initiatives - May 26, 2022

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




6	Water System Diagnostics	\$60,000	\$20,335	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Water audit with Xylem Inc. completed. Report included on November 25 Council Mtg. agenda. Staff following up on recommendations (identified leaks); recommendations report anticipated to Council by June 2022 (to inform 2022-23 annual budget process).			
7	Electric Utility Rate Study	\$16,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Rate Study now underway with BDR North America Inc. (selected via AREA's request for standing offer process).			
8	Electric Utility "Grow the Load" Initiatives	\$12,000	\$8,545	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: EV home charger pilot approved July 29, 2021, will be launched Q1 2022-23.			
9	Electrical System Diagnostics	\$50,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Existing transformers assessed for multi-year replacement plan to meet federal requirements. First batch of replacement transformers acquired. RFP for additional transformer replacements under development. Report to Council re load analysis - with associated recommendations - on Council's Apr 28th meeting agenda.			
2021-22 Budget - Capital Projects - May 26, 2022					
Town General					
		Budget	YTD		
1	Repair/Renovate Town Hall Facility	\$200,000	\$289,962.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Work completed; final report on project provided to Council's Oct 28th meeting. Waiting on quotes from Kaulbacks Construction and Atlantic Heating and Cooling for report on any outstanding work for next 10 years, anticipated in June 2022.			

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

8 Solar Garden Development	\$5,805,686	\$1,250,000.00		25%	Notes: ICIP funding contribution agreement signed, work to begin on site Spring 2022. Community Open House took place November 4th, 2021. Solar panels delivered to Halifax beginning in January. Update report provided on Council's January 27th agenda. Grading and Access Road staff reports on May 26th
9 Fix/Repair Bayview Cemetery Fence	\$50,000	\$0.00		50%	Notes: Funding anticipated under Provincial Beautification and Streetscaping program. Request for Tender closed Nov 17th, awarded to Cytizen Developments. Rewarded tender to Cityzen Developments was revoked and awarded to Capital Fencing. Project to be completed by the end of June (BSP funding extension granted). Discussion of potential additional project components - eligible for BSP funding - at Cemetery Committee.
10 Renovate Comfort Station for Year Round Use	\$6,000	\$8,687.00			Notes: Installation of heaters and insulation completed. Comfort Stations approved to operate until Christmas break this year. Report to Council provided in April 2022; Council directed staff to reflect early Dec closure for Edgewater St. comfort station in 2022.
11 Drill Well at VIC (as needed)	\$10,000	\$0.00	Not Yet Begun		Notes: As required.
12 Lift Station Repairs	\$40,000	\$0.00		25%	Notes: RFP for work under development with CBCL Ltd., to be issued by May of 2022.
13 Speed Signs	\$10,000	\$9,354.00			Notes: New signs installed on Edgewater Street and Main Street.

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

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

3	Replace Pumper Truck	\$675,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Staff are working with MBDFD on preparing a Tender document for procurement of a new Pumper Truck.			
4	iPads for Fire Vehicles	\$2,700	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: iPads purchased and received.			
5	New Bunker Gear	\$15,600	\$15,883.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: New boots and gear ordered and received.			
6	BA Face Masks with Glasses	\$5,000	\$2,828.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Masks and glasses ordered and received.			
Water Utility					
1	Connection of New Water Services	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
2	Replace Hydrants as Needed	\$5,000	\$0.00	Not Yet Begun	
		Notes: As required.			
3	Install Water Meters as Required	\$3,000	\$0.00	Not Yet Begun	
		Notes: As required.			
4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun	
		Notes:			
5	Deadend Flushings - System Extremities	\$13,000	\$9,014.29	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: EQ received, will be installed in Spring 2022.			
6	Install Security Cameras	\$4,000	\$0.00	Not Yet Begun	
		Notes:			
7	Install Level Control Valves	\$2,500	\$0.00	Not Yet Begun	
		Notes:			

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

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

Accessibility Quarterly Update: January-March 2022

Completed by Ellen Johnson, Accessibility Coordinator, April 27, 2022

Summary

January to March of 2022 built on work started in 2021. The Lunenburg County Accessibility Advisory Committee recruitment process was awaiting the Lunenburg County Accessibility Nominating Committee nominations for the three vacant community member positions. Nominations were made at the end of March. These nominees then needed to be confirmed by each municipal council and a meeting will be called for this committee once this process has been completed.

The deadline to create an accessibility advisory committee and submit an accessibility plan to the province was on April 1, 2022, and we have met these obligations with our regional efforts.

Work continued on specific action planning with working groups made up of staff best positioned to contribute to the section of the plan being developed. These plans identify actions relevant to each municipal unit that will work toward meeting the commitments in the Lunenburg County Accessibility Plan.

The Accessibility Coordinator continued to support specific projects at the municipal units and to answer questions from staff on the topic of accessibility as it applies to their work. Work to engage a consultant to provide presentation skills training (initiated by Town of Bridgewater) to staff that will incorporate accessibility continued and will be ready to present to all municipal units with a summary of the training and costs soon. Other options for training for accessibility and disability awareness and for digital accessibility are being researched, as these are important foundations for incorporating accessibility into everyday practices.

Incorporating accessibility into processes at the beginning is an efficient and cost-effective way to ensure that the results can be accessed equitably by as many people as possible. For example, having the Accessibility Coordinator participate in the development of Chester's Outdoor Dining Bylaw allowed for the incorporation of accessibility in the early stages, avoiding the need to make changes later.

Lunenburg County Accessibility Advisory Committee (LCAAC)

Coordinating LCAAC, ensuring committee is fully appointed and meeting its mandate.

- Supported the Lunenburg County Accessibility Nominating committee (Mayors and Wardens) in the process of nominating three community members to the committee.

Status: Once new members have been informed of their appointments, a meeting will be arranged to get this committee working again.

Accessibility Act Obligations and Involvement with the Accessibility Directorate

supporting municipal units to plan and implement actions to meet commitments presented in the Lunenburg County Accessibility Plan and to meet obligations under the Accessibility Act (2017).

Lunenburg County Accessibility Plan

- Using a document (completed September-November 2021), which outlines potential actions to create specific action plans to meet regional plan commitments, to guide working groups of municipal staff to identify appropriate actions for their specific context.
 - Goods and Services: TOMB, MODL, to begin in MODC in April
 - Information and communications: MODC, to begin in TOB in April
 - Transportation: TOB
 - Employment: -- to begin with TOMB in May
 - Built Environment: TOMB, TOL
- Sharing progress on various plans to assist with progress for all units.

Status: Action planning in progress to identify how each municipal unit will meet commitments in regional accessibility plan.

Accessibility directorate involvement

Communicating with the Accessibility Directorate and participating in sessions as appropriate.

- Participated in update session for Prescribed Public Sector Bodies in February and communicated updates to municipal units including timelines on standards. The Build Environment Recommendations are currently with the Minister of Justice being transformed into the proposed Standard with anticipated release in 2023 (although the full set of original recommendations will be available to the public later this year).
- Accessibility Coordinator to participate in Accessibility Directorate's working group to create a tool to evaluate capacity among staff in Prescribed Public Sector Bodies as accessibility is introduced.
- Municipal units have met all obligations under the accessibility Act as required by April 1, 2022.

Status: Ongoing participation and reporting as required by Accessibility Directorate.

General and Joint Projects/Activities

Actions related to accessibility in general or joint actions.

- Rural Accessibility and Age Friendliness Assessment Project; This is a partnership through Dalhousie University's School of Planning, Planning for Equity, Accessibility, and community Health (PEACH) Research Unit. All five municipal units in Lunenburg County intend to participate in this project that will create and use an assessment tool specifically for rural communities to assess their accessibility and age friendliness. Benefits include access to the data from the tool as used throughout the project (which can help prioritize actions to address accessibility barriers) and access to the tool following the project for continued use and the ability to assess progress when used as an outcome measure.

- Working with TOB to inform choice of indicators of accessibility and age-friendliness (what we would like measured)
 - **Status:** In Progress: Project funding was not approved. PEACH has allocated existing funding to support current work with TOB and MODL to get the project started with a summer student and is seeking other means of funding the full project.
- Community Outreach/Consultation: The Province of Nova Scotia has indicated through the Accessibility Directorate and the process required for the creation of accessibility plans that it is vital to use local experience to shape priorities to address accessibility barriers. Developing a way to continuously receive input from the community about the experiences of people encountering accessibility barriers is important.
 - Working with PEACH Research Unit to explore use of their CANdid Access tool, which allows the public to upload photos related to accessibility barriers and positive accessibility experiences. Anticipated launch in TOMB.
 - Participating in Community Links Aging Well Together Coalition, which brings together organizations and individuals concerned with seniors' health and wellbeing. This group provides a means to learn about issues relevant to seniors in our communities and to disseminate information through the coalition members when appropriate.
 - Exploring how to develop other channels for the public to directly comment on accessibility issues.

Status: In Progress

- Participation and Monitoring of Accessibility Standards: National accessibility standards are under development/review through Accessibility Standards Canada (ASC) and Canadian Standards Association (CSA).
 - Participated in Clearing Our Path CNIB Forum to support review of their accessibility document/website, which will also inform ASC standards.
 - Participate in review of CSA standards as they arise.
- Researching options for accessibility-related training
 - Accessibility and disability awareness training
 - Digital accessibility auditing, consulting, and training
- Initiating relationships with other Municipal Units in the province to share information and resources.
- Participating as a board member on the Nova Scotia Community Transportation Network Board of Directors. This group facilitates the creation and functioning of accessible and affordable community transportation options in Nova Scotia. The Nova Scotia Department of Public Works has recently invested \$36,000 for Senior Wheels Association of Bridgewater to create a business and marketing plan to increase service to include the western portion of Lunenburg County.
- Presentation Skills Training: Project initiated by Town of Bridgewater to provide training to staff focused on the creation and delivery of meaningful, inclusive presentations. This is intended to be a custom training designed for municipalities in Lunenburg County and will be useful in increasing effectiveness and accessibility of presentations to Councils, the public, and others.
 - MODC, TOL, and MODL have expressed interest in learning more and possibly participating
 - Have reached out to two consultants to explore options

Status: In development: anticipate having costs to share with municipal units in May.

Specific Projects and Activities in Each municipal Unit

Participating in projects and activities that support integration of accessibility into everyday practices at municipal units and increase accessibility in the five areas addressed in the Lunenburg County Accessibility Plan (Goods and Services, Information and Communications, Transportation, Employment, and Built Environment).

Town of Bridgewater

- Energize Bridgewater Website Review: Basic accessibility review of new website with recommendations to increase accessibility.
 - **Status:** Complete
- Energize Bridgewater Power Up Event: Met with staff lead for event in advance to discuss accessibility of programs and event. Participated in event.
 - **Status:** Follow up as requested and as part of other accessibility planning
- Accessibility Planning: Working with Community Development/Planning and Engineering/Public Works on Transportation section of accessibility action plan. This focuses heavily on pedestrian infrastructure, parking, and snow removal.

Town of Mahone Bay

- Working with CAO and town staff on Goods and Services and Built Environment sections of accessibility action plan.
- Responding to questions related to accessibility (e.g., accessibility of public benches and walking trails) to support capacity building around accessibility.

Town of Lunenburg

- Working with Heritage Manager on the Built Environment section of the accessibility action plan (to incorporate public works, recreation and communications in April/May).
- Provided input to proposed street encroachment Bylaw using an accessibility lens.
- Initiated involvement in proposed accessibility audits for Town Hall.

Municipality of the District of Lunenburg

- Working with staff from communications, recreation, customer service, and others on the Goods and Services section of accessibility plan.
- Supporting staff when questions arise related to accessibility (e.g., document accessibility, terminology/language, built environment).

Municipality of the District of Chester

- Working with IT and communications staff on the Information and communications section of accessibility action plan. This section includes accessibility of public meetings in addition to digital accessibility and all communications with the public.
- Participated in drafting Outdoor Dining Bylaw to provide an accessibility lens.

- Supported procurement process for accessibility audits for municipal buildings
- Supported process to renovate Wild Rose Park washrooms to increase accessibility.

Respectfully Submitted,

Ellen Johnson, MSc(OT), OT Reg(NS)
Accessibility Coordinator

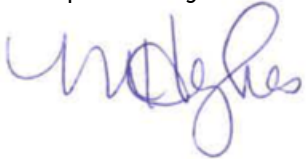
Report of the Clerk to Council

A Public Hearing was held on May 26, 2022 at 6:32pm to receive verbal and written submissions regarding the Town of Mahone Bay draft amended Solid Waste Management By-law.

- 0 members of the public were in attendance via the Town's YouTube Channel
- 0 members of the public presented comments to the Hearing
- 2 submissions were received prior to the hearing
- 0 submissions were received at the hearing

The hearing adjourned at 6:48 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Hughes", is written over a faint, light blue circular watermark.

Maureen Hughes
Town Clerk & Deputy CAO





General Overview:

This report is to provide Council with background on proposed changes to the Solid Waste Management By-law as recommended by the Municipal Joint Services Board (MJSB), and provide a draft amended Solid Waste Management By-law for the consideration of Council.

Background:

At the September 22, 2021 meeting of the MJSB (received at the January 11, 2022 regular meeting of Mahone Bay Town Council), a motion was passed that forwarded suggested changes to the Solid Waste Management by-laws of members of MJSB for consideration. These recommended amendments were to remove plastics from the organic stream, as 2,100 metric tonnes of contaminants are annually screened out of organics received at the Lunenburg Regional Community Recycling Centre (LRCRC).

Council received a presentation from Stephanie Smits, MJSB Outreach Coordinator, on January 11, 2022 at which time the suggested changes to the by-law were referred to the Policy and Strategy Committee. At the February 28, 2022 meeting of the Policy and Strategy Committee a motion was recommended to Council, and at the March 8, 2022 regular meeting of Mahone Bay Town Council, a motion was passed directing staff to prepare a draft amended Solid Waste Management By-law for the review of Council.

In addition to the amendments to the by-law suggested to address the need to remove plastic contaminants from the organic waste stream (highlighted in yellow in the attached draft by-law), staff are also suggesting housekeeping amendments to the by-law (highlighted in blue in the attached draft by-law) based on feedback from the province following the recent completion of the updated Summary Offense Ticket registration with the province. The changes suggested by staff are intended to clarify to whom the by-law requirement refers.

Analysis:

As per the MJSB minutes of September 22, 2021, the waste site at the LRCRC has noted several items which are key contributors to the contamination of the

organics waste stream: plastic-like compostable bags, biodegradable bags, and oxo-biodegradable bags; paper drink cups (plastic liner); paper fast food bowls (plastic liner); waxy drink cups (heavy wax layer). Compostable, biodegradable, and oxo-degradable bags have been identified as particularly problematic in that they become entangled in organics grinding equipment during primary processing. Paper cups and bowls are also frequent contaminants as many of them are lined with plastic which remains intact during processing. It is the suggestion of the MJSB to exclude the noted contaminants from the organics stream through changes to the Solid Waste Management By-law.

Two of the suggested changes to the by-law forwarded to the Town have been amended slightly to clarify that it is those paper products that have a waxy or poly coating that are specifically excluded from the organics stream. It is the recommendation of staff that the distinction be made in the by-law to avoid organic materials going to landfill.

Suggested by MJSB staff:

- u) **“non-recyclable paper”** means used napkins or paper towel, used fast food wrappers, wax paper, soiled pizza boxes, ~~used paper plates or paper cups~~, damp or soiled newspaper or flyers, sugar, flour & potato paper bags or other similar items;
- cc) **“residual waste”** means broken bottles, crockery and glassware – subject to special requirements elsewhere in this by-law – and floor sweepings, pet litter, light bulbs, disposable diapers, discarded clothing and furnishings, broken toys, mats and small carpets, **wax coated drink cups, poly-coated paper drink cups, bowls and plates**, non-recyclable plastic, non-recyclable packaging including Styrofoam™ and padded or bubbled envelopes, metallic wrapping paper, non-passenger tires,

Suggested by TOMB staff:

- u) **“non-recyclable paper”** means used napkins or paper towel, used fast food wrappers, wax paper, soiled pizza boxes, used paper plates or paper cups **with a wax or poly-coating**, damp or soiled newspaper or flyers, sugar, flour & potato paper bags or other similar items;
- cc) **“residual waste”** means broken bottles, crockery and glassware – subject to special requirements elsewhere in this by-law – and floor sweepings, pet litter, light bulbs, disposable diapers, discarded clothing and furnishings, broken toys, mats and small carpets, **wax coated drink cups, poly-coated paper dishes**, non-recyclable plastic, non-recyclable packaging including Styrofoam™ and padded or bubbled envelopes, metallic wrapping paper, non-passenger tires, non-repairable household waste;

The third and final suggested amendment to the by-law was the specific prohibition against biodegradable bags or oxo-biodegradable bags; Town staff are in agreement with this recommendation as presented and it has been the practice of the Town for several years to urge the public against the use of these compost liners.

Enforcement Related Suggested Amendments

As new and amended by-laws are passed which contain fines, an updated Summary Offense Ticket Schedule must be filed with the Department of Justice. The most recent update was particularly cumbersome as some language within the by-law was flagged as being non-specific as to the party who would be found to be in violation if sections of the by-law were not followed. Based on the feedback from the Department of Justice, staff have identified suggested wording changes which would address the concerns raised. The suggested changes do not alter the meaning of the by-law and staff recommend their adoption with an amended by-law for clarity, for improved compliance with the DOJ Summary Offense program, and to increase the enforceability of the Solid Waste Management By-law.

Financial Analysis:

There are no financial implications for the adoption of the attached amended by-law outside of the regular advertising costs associated with the passage of any by-law.

Climate Analysis:

The recommended amendments to the Solid Waste Management By-law will improve the quality of the finished organic product and reduce ongoing contaminants by directing them properly through the waste stream process. The suggestions of Town of Mahone Bay staff further support proper streaming of solid waste by clarifying which paper dishes are compostable and which ones are not, avoiding plastic contamination and avoiding compostable material being sent to landfill.

Links to Strategic Plan:

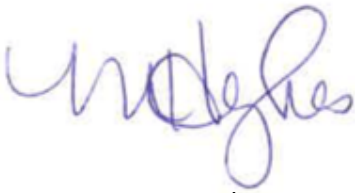
2.3 Governance to Meet Expectations of our Growing Community.

Recommendation:

It is recommended, that at the April 12, 2022 meeting of Council

THAT Council provide first reading for the amended Solid Waste Management By-law as presented, and schedule a Public Hearing in advance of Second Reading of the By-law.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Attached: Amended Solid Waste Management By-law





Solid Waste Management By-law

TOWN OF MAHONE BAY

A BY-LAW TO PROVIDE FOR THE SEPARATION, STORAGE, PLACEMENT, COLLECTION AND TRANSPORTATION OF SOLID WASTE RESOURCES GENERATED WITHIN THE TOWN OF MAHONE BAY

BY-LAW NUMBER 46

SHORT TITLE:

- 1) This By-law shall be known and may be cited as the **"Solid Waste Management By-law"**.

DEFINITIONS:

2) **Governing Authorities**

- a) **"N.S.E."** means that department of the Nova Scotia Provincial Government currently called "Nova Scotia Environment" or its successor provincial department should there be a name change;
- b) **"Divert Nova Scotia"** a not-for-profit Board regulated by the Nova Scotia Solid Waste-Resource Management Regulations, under Section 102 of the Environment Act. The Board's mandates administering resource recovery fund as prescribed in Section 4 of the Solid Waste Regulations.
- c) **"Council"** means the Council of the Town of Mahone Bay;
- d) **"Municipal Joint Services Board"** referred to in this Bylaw as "the MJSB," means a corporate body established pursuant to an Intermunicipal Services Agreement to which this municipality is a party. The municipal parties to that Agreement have given the MJSB responsibility for the management of solid waste within their respective jurisdictions, pursuant to the s. 60 of the Municipal Government Act.
- e) **"LRCRC"** means Lunenburg Regional Community Recycling Centre, a division under the mandate of the MJSB, overseeing the management of the Solid

Waste system. The facility is located at 908 Mullock Road, Whynott's Settlement

3) Solid Waste

"Solid waste" means collectible waste, non-collectible waste, bulky waste, construction or demolition materials, household hazardous waste, residual waste – all as defined herein and any other waste or discarded tangible personal property but excludes wastes from any industrial activity regulated by way of an approval under the *Environment Act*;

4) Words used in this by-law shall take their meaning from their context and from dictionaries of the English (Canadian) language, except as follows:

a) **"approved storage bin"** means a storage bin designed for the temporary storage of collectible waste and which meets the following specifications:

- i) is constructed of wood or other material and in such a manner as to be inaccessible to pests, rodents, vermin, seagulls or animals;
- ii) is fitted with a securely-hinged lid weighing not more than 5 kilograms (approx. 11 pounds); and
- iii) is not equipped with a self-locking latch;

b) **"blue bag recyclables"** means glass jars and bottles, cans (whether made of aluminum, steel or tin), plastic containers, plastic bags, film stretch and pallet wrap, milk and juice containers together with such other items as may, from time to time, be designated by N.S.E.'s *Regulations Respecting Solid Waste-Resource Management*, November, 1995, as amended or other successive solid waste legislation, as blue bag recyclables;

c) **"boxboard"** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items;

d) **"branches and Limbs"** means branches, limbs and brush;

e) **"bulky waste"** means large items of a household nature including but not limited to: vacuum cleaners, upholstered furniture, mattresses, box springs; porcelain bathroom items such as toilets and sinks; metal items (as defined herein), white goods (as defined herein), plastic barrels, artificial Christmas trees as well as small quantities of construction or demolition material, excluding asphalt shingles – subject to requirements under "Special Conditions for Bulky Waste Collection" elsewhere in this by-law)

f) “**collectible waste**” means those wastes which are eligible for collection, within the volume and other restrictions outlined elsewhere in this by-law, on regularly-scheduled collection days and consists of the following categories of waste:

- i) organic materials (as defined herein);
- ii) recyclables (as defined herein);
- iii) residual waste (as defined herein); and
- iv) bulky waste.

g) “**commercial container**” means any container used for the storage of properly sorted collectable waste and clean up waste generated from multi-residential, institutional, commercial, industrial or other premises within the Town which waste exceeds the maximums or is outside the types of waste allowed on regular or special collection days as outlined elsewhere in this by-law and which container is designed to be emptied by, and the waste transported by, a hauler;

h) “**construction or demolition materials**” means left-over material generated as a result of any form of construction or renovation and materials generated from demolition activity including but not limited to: asphalt, brick, mortar, polystyrene or fiberglass insulation, cellulose, drywall, plaster, shingles, metal and scrap wood – regardless of whether such left-over material is regulated by the Province of Nova Scotia or meets the definition of “C & D Debris” in the N.S.E. 1997 Guidelines for same;

i) “**dispose**” means any form of disposal of any material, including solid waste as defined herein, and includes burning or any of the following whether temporary or permanent: deposit, storage, placement, or burial regardless of whether or not the material being, or having been, deposited, stored or placed is in a box, bin, container or any other containment device;

j) “**dwelling unit**” means one or more habitable rooms designed, occupied or intended for use by one or more persons as an independent and separate housekeeping establishment in which kitchen, sleeping and sanitary facilities are provided for the exclusive use of such persons;

k) “**electronics**” means any electronic any electronic device that is acceptable under the provincial Electronic Products Recycling Association (EPRA) program. The list of items under this category may change from time to time, as determined by EPRA;

l) “**eligible premises**” means those properties within the Town which are eligible for collection services – up to the maximum restrictions outlined elsewhere in this by-law – and includes all properties in the Town including properties located on private roads;

m) “**food waste**” means fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items;

n) “**green cart**” means an aerated plastic cart designed for the short-term external storage of organic materials prior to collection and for the placing out for collection of same;

o) “**hauler**” means any public or private company or person who transports solid waste within the Town or within the boundaries of the municipal member units of the LRCRC (defined herein);

p) “**household hazardous waste**” means any corrosive, flammable or poisonous material or substance such as oil and oil products, radioactive materials, acids, poisons, insecticides or other poisons used for agricultural purposes or for rodent control, any substance or chemical highly lethal to mammalian or aquatic life and any substance or chemical dangerous to the environment – including but not limited to: batteries, left-over liquid paint, left-over corrosive cleaners, pesticides or herbicides, gasoline, fuel oil and used motor oil, solvents and thinners, pharmaceuticals, drugs and needles, aerosol cans which contain hazardous substances, BBQ propane tanks and small propane cylinders or canisters such as those used for camp stoves or propane torches;

q) “**leaf and yard waste**” means grass clippings, leaves, twigs, house and garden plants or other similar items as well as branches, limbs or brush – the latter three being subject to special requirements elsewhere in this by-law;

r) “**metal items**” means medium to large metal items including metal fencing, water tanks, oil tanks – subject to special requirements elsewhere in this by-law – and metal containers other than containers designed to hold either household hazardous waste (as defined herein) or anything intended for human consumption;

s) “**mini-bin**” means a small plastic container designed for the short-term internal storage of organic materials prior to deposit in a green cart;

t) “**non-collectible waste**” means all material other than collectible waste or bulky waste and, without limiting the generality of the foregoing, includes:

- i) highly combustible or explosive materials including, without limiting, fireworks, flares, celluloid cuttings, motion picture film, oil or gasoline soaked rags, gas containers, chemicals, acids or other combustible residues, fine dry sawdust, ammunition, dynamite, or other similar material;
- ii) materials that are considered pathogenic or biomedical including, without limiting, dressings, bandages or other infected materials or sharps discarded in the course of the practice of physicians, surgeons, dentists or veterinarians;
- iii) carcasses or parts of any animal except food waste;
- iv) waste listed or characterized as hazardous by any Federal or Provincial law – including “household hazardous waste” as defined herein;
- v) electronics, with the exception of an annual electronics collection;
- vi) solid waste generated, or originating from, outside the Town;
- vii) liquid waste or material that has attained a fluid consistency and has not been drained;
- viii) soil, rock and stumps;
- ix) construction or demolition materials (as defined herein);
- x) septic tank pumping’s, raw sewage or industrial sludge;
- xi) radioactive materials;
- xii) contaminated soil;
- xiii) all passenger tires up to 62 cm (24.5 inches) as per the Tire Management Program administered by Divert Nova Scotia;
- xiv) industrial waste from factories or manufacturing processes;
- xv) manure, kennel waste, excreta, fish processing waste;
- xvi) lead-acid automotive batteries and propane tanks;
- xvii) waste which has been placed for collection but not in accordance with the provisions of this by-law; and

xviii) materials banned from landfill disposal by the N.S.E. *Regulations Respecting Solid Waste-Resource Management*, November, 1995, as amended – other than recyclable materials or organic materials from eligible premises;

u) “**non-recyclable paper**” means used napkins or paper towel, used fast food wrappers, wax paper, soiled pizza boxes, used paper plates or paper cups **with a wax or poly-coating**, damp or soiled newspaper or flyers, sugar, flour & potato paper bags or other similar items;

v) “**occupant**” means any person who, in addition to or instead of the owner, resides in or is the lessee of, whether by way of verbal or written lease or other arrangement, a building or on a property located within the Town and includes any assignee or legal representative of same;

w) “**organic materials**” means food waste (as defined herein), leaf and yard waste (as defined herein), non-recyclable paper (as defined herein), ashes or soot, sawdust, wood chips, wood shavings and other specific material of plant or animal origin as designated by N.S.E.’s *Regulations Respecting Solid Waste-Resource Management*, November, 1995, as amended or other successive solid waste legislation from time to time;

x) “**owner**” refers to the owner of property and includes a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building and, in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building; and, in the absence of proof to the contrary, the person assessed for the property;

y) “**paper recyclables**” means non-soiled mixed paper, corrugated cardboard, boxboard (as defined herein), newsprint, magazines, catalogues, flyers, telephone and other soft cover books, file folders – both traditional and expandable, envelopes (other than padded or bubbled envelopes), non-metallic wrapping paper and paper egg cartons or other similar items as are designated by N.S.E.’s *Regulations Respecting Solid Waste-Resource Management*, November, 1995, as amended or other successive solid waste legislation from time to time;

z) “**recyclables**” means paper recyclables and blue bag recyclables – both as defined herein;

aa) “**regulation container**” means a container, bag or bundle which meets the specifications and other requirements for same – in relation to specific waste types – as outlined elsewhere in this by-law;

bb) “**rejected waste**” means any type of waste which has been placed for collection but not in accordance with the provisions of this by-law and which has had a rejection sticker affixed thereto by the Town or its designated agent;

cc) “**residual waste**” means broken bottles, crockery and glassware – subject to special requirements elsewhere in this by-law – and floor sweepings, pet litter, light bulbs, disposable diapers, discarded clothing and furnishings, broken toys, mats and small carpets, **wax coated drink cups, poly-coated paper dishes**, non-recyclable plastic, non-recyclable packaging including Styrofoam™ and padded or bubbled envelopes, metallic wrapping paper, non-passenger tires, non-repairable household waste;

dd) “**scrap wood**” means wooden furniture, wooden pallets, wooden barrels, boards and plywood.

ee) “**Town**” means the Town of Mahone Bay and the administration of the town through the Chief Administrative Officers and other employees of the town assigned to administer this bylaw.

ff) “**white goods**” means any large household appliance including but not limited to stoves, dishwashers, washers, dryers, hot water heaters, refrigerators, freezers, dehumidifiers and air conditioners” – the last four (4) being subject to special requirements elsewhere in this by-law.

COLLECTION

1) Regularly-scheduled collection from **eligible premises** of **recyclables** – subject to restrictions noted elsewhere in this by-law – shall take place once every two (2) weeks commencing at 8:00 a.m.

2) Regularly-scheduled collection from **eligible premises** of **organic materials**, two (2) **bulky waste** items and **residual waste** – both subject to restrictions noted elsewhere in this by-law – shall take place on the alternating week commencing at 8:00 a.m.

3) The alternating bi-weekly nature of the two above-mentioned collections results in a collection of some type(s) of **collectible waste** once a week.

4) When a normally scheduled collection day falls on a public or statutory holiday, such collection shall be made instead on a date as identified in the **Town’s** “collection calendar”, unless otherwise specified by the **Town of Mahone Bay**.

5) Each Spring and Fall there will be a separate special collection of **leaf and yard waste** –as per restrictions noted elsewhere in this by-law – on a date to be specified by the **Town of Mahone Bay**.

6) Each Fall there will be an **electronics** collection– as per restrictions noted elsewhere in this by-law - on a date to be specified by the **Town of Mahone Bay**.

7) Each Fall there will be a scrap wood and metal items collection – as per restrictions noted elsewhere in this by-law - on a date to be specified by the **Town of Mahone Bay**.

8) Collection of properly-prepared **natural Christmas trees**, per restrictions noted elsewhere in this by-law, shall take place annually in the month of January on a date to be specified by the **Town of Mahone Bay**.

9) The dates for collection of collectible waste from **eligible premises** will be as described in a mail-out “collection calendar” – which will also be posted on-line.

PLACEMENT

10) All **solid waste** to be collected by the **Town** shall be accessible to the collector within 3 metres (approximately 10 feet) of the curb or travel-way, placed in such a manner as to not interfere with pedestrian traffic and snow removal.

11) All regulation or other containers of **solid waste** placed out to be collected by the **Town** shall also be placed in an upright position and, in applicable circumstances, with the lid securely closed.

CONTAINER REGULATIONS FOR RESIDUAL WASTE:

12) No person shall place, or cause to be placed, **residual waste** out for collection in any container other than a “regulation container” which is one which meets the following specifications:

Bag Container Specifications:

- a) Each bag shall be watertight, securely tied and of transparent clear plastic or transparent blue plastic;
- b) Each bag shall be no smaller than 66 cm x 91 cm and no larger than 75 cm x 120 cm;
- c) Each bag shall have an overall length of between 0.5 meters and 1.2 meters when empty; and

d) Each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight.

Non-transparent Bag Container Specifications:

e) Each **non-transparent bag** shall be made of polyethylene opaque plastic, be watertight and be securely tied;

f) Each bag shall be no smaller than 66 cm x 91 cm and no larger than 75 cm x 120 cm;

g) Each bag shall have an overall length of between 0.5 meters and 1.2 meters when empty; and each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight.

Non-Bag Container Specifications:

h) Non-bag containers shall be made of metal, plastic or other impermeable material;

i) Non-bag containers shall be watertight, secured with a cover, equipped with handles in good repair and as large or larger at the top as they are at the bottom;

j) Non-bag containers shall not be filled above an imaginary line 5 cm below the top of the container;

k) Each non-bag container, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight;

l) Each non-bag container shall not exceed 100 liters (approx. 105 quarts) in volume; and

m) Non-bag containers shall be maintained in a neat and sanitary condition and kept in good repair and shall not contain loose solid waste.

CONTAINER REGULATIONS FOR RECYCLABLES:

13) No person shall place, or caused to be placed, **recyclables** out for collection in any container other than a "regulation container" which is one which meets the following specifications:

Blue Bag Recyclables:

a) Each bag shall be watertight, securely tied and of transparent clear plastic;

b) Each bag shall also be no smaller than 25 cm x 40 cm and no larger than 75 cm x 120 cm;

c) Each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight; and

d) All **recyclables** must be clean.

Paper:

e) Shall be placed in a bag, securely tied.

f) Each bag shall be no smaller than 25 cm x 40 cm and no larger than 75 cm x 120 cm; and

Each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight.

CONTAINER REGULATIONS FOR ORGANIC MATERIALS:

14) No person shall place, or cause to be placed, **organic materials** out for collection in any container other than a "regulation container" in the form of a **green cart**.

15) No person shall place, or cause to be placed, organic materials out for collection in plastic biodegradable bags or oxo-biodegradable bags.

16) Notwithstanding the above, please see the special container requirements for **leaf and yard waste** under PREPARATION of SPECIFIC WASTE below and specific controls on **natural Christmas trees** under COLLECTION OF NATURAL CHRISTMAS TREES, inclusive.

COMMERCIAL CONTAINERS SPECIFICATIONS:

17) Commercial containers shall:

- a) Be sturdily constructed of weather-proof material and shall be watertight;
- b) Be inaccessible to pests, rodents, vermin, seagulls or animals;
- c) Be equipped with a tight fitting lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;
- d) Be kept in a clean manner;
- e) Be kept in a state of good repair;
- f) Have displayed thereon the name and telephone number of the owner of the container and the type of material to be deposited therein;
- g) Have displayed thereon the following message "GARBAGE" or "LANDFILL", where institutional, commercial or industrial waste is to be deposited in the **commercial container**;
- h) Have displayed thereon the following message "RECYCLABLES", where **blue bag recyclables** are to be deposited in the **commercial container**;
- i) Have displayed thereon the following message "**PAPER**" or "CARDBOARD", where fibre recyclables are to be deposited in the **commercial container**;
- j) Have displayed thereon the following message "ORGANICS", where **organic materials** are to be deposited in the **commercial container**.

PREPARATION OF SPECIFIC WASTES:

Leaf and Yard Waste

18) **Leaf and yard waste** may be deposited into a **green cart** so long as the cover of same is completely closed.

19) **Leaf and yard waste** may also be deposited into heavy kraft paper bags.

20) **Branches and limbs** or brush, of a maximum length of 900 mm-(approx. 3 feet) and maximum individual diameter of 50 mm (2 inches) in diameter may be tied in manageable bundles or inserted into bags as outlined above and outlined under Collection of Leaf and Yard Waste later in this bylaw.

Bottles or Glassware

21) Broken bottles and glassware shall be sealed in a cardboard box or bucket or other non-bag container and clearly identified– by noting, in large capital letters, on the outside of the bundle the words “BROKEN GLASS” – a warning to collection personnel.

Ashes or Soot

22) Ashes or soot shall be completely cooled for a minimum of four (4) weeks, then wetted down before depositing in the **green cart** or dampened down and placed in paper bags rolled down and then deposited in a **green cart**.

Cardboard

23) Corrugated cardboard shall be flattened out and securely tied in convenient bundles weighing no more than 25 kilograms each (approx. 55 pounds) and being a maximum of 900 mm by 600 mm (approx. 3 ft. by 2 ft.) in area and no more than 600mm (approx. 2 ft.) thick.

Electronics

24) **Electronics** shall be placed for collection separately from other **collectible wastes**. **Electronics** shall be placed carefully at the curbside to prevent damage to the electronic and broken glass. Three (3) **electronic** items may be placed per **eligible premises**, per collection.

Green Carts

25) Every **owner** or **occupant** shall provide sufficient and specified **green carts** for the storage and disposal of **organic waste** generated from his or her premises and maintain such **green carts** in good repair and sanitary condition.

26) To comply with the preceding section a **green cart** shall be:

- a) of 140 litre or 240-litre capacity;
- b) either of the aerated or ventilated type;
- c) dark green in colour;
- d) an MJSB approved brand and model; and
- e) designed to be emptied by a hydraulic lifting device.

WASTE COLLECTION RESTRICTIONS

27) No person shall place, or cause to be placed, **residual waste, green carts or recyclables** per any one **eligible premises** out for collection on any one collection day the cumulative weight of which, including containers, exceeds 100 kilograms (approx. 222 lbs.).

28) No person shall place, or cause to be placed, **residual waste** and **leaf and yard waste** per any one **eligible premise** out for collection on any one collection day which exceeds a maximum combination of six (6) bags or bundles of which one may be a) **non-transparent bag**, one may be a **green cart** along with no more than two (2) **bulky waste** items as defined herein.

REJECTION OF WASTE:

29) Any type of **solid waste** which has been set out for collection is subject to inspection by the MJSB and any such **solid waste** found or deemed by same to be set out in violation of the requirements of this by-law may be rejected and not collected.

30) Any **solid waste** which is so rejected will have placed on it a Rejection Sticker indicating the reason or reasons for rejection and information as to how to rectify same or get direction to rectify the problem.

31) Any rejected **solid waste**, as designated by a rejection sticker, shall remain the property of the **owner** or **occupier**.

PROHIBITIONS SPECIFIC TO COLLECTIONS:

32) No person shall place, or cause to be placed, any **collectible waste** out for collection before 8:00 P.M. of the day immediately preceding the day scheduled for collection.

33) No person shall place, or cause to be placed, any **collectible waste** out for collection after 8:00 A.M. of the day scheduled for collection.

34) The two immediately preceding sections may be altered by written permission of the **Town of Mahone Bay**.

35) No person shall permit any empty or rejected regulation container or any rejected materials to remain at the collection placement spot after 12:00 noon of the day following the day scheduled for collection.

36) No person shall place, or cause to be placed, any **non-collectible waste** out for collection.

SPECIAL CONDITIONS FOR BULKY WASTE COLLECTION:

37) No person shall place, or cause to be placed, more than two (2) **bulky waste** items out for collection on any one collection day. The **bulky waste** items can only be put curbside on the week **residual waste** is collected.

- a) Each individual item must not exceed 100 kgs (222 lbs) in weight; and
- b) Each individual item must not exceed 1.8 m in any dimension;

SPECIAL COLLECTION OF SCRAP WOOD AND METAL:

38) No person shall place, or caused to be placed, **scrap wood** or **metal** out for collection except on a day designated by the **Town of Mahone Bay** for special collection of same and in accordance with the following restrictions:

- a) An oil tank is eligible for this special collection only if it is from a residence, does not exceed 760 litres (200 gallons) in capacity and has been cleaned and cut in half;
- b) A refrigerator, freezer, dehumidifier or air conditioner shall display a sticker, issued by the appropriate authority, indicating that any Freon, other refrigerant gas, coolant or CFC has been removed and any refrigerator or freezer shall have its doors already removed;
- c) Such waste shall be packaged, bundled or boxed so as to facilitate removal and handling;
- d) Any sizable material shall be placed separately so as to allow for a dedicated collection of salvageable materials;
- e) **Scrap wood** and **metal** shall be placed separately for collection;
- f) Each individual package, bundle or box shall not exceed 100 kgs (222 lbs) in weight; and
- g) Each individual package, bundle or box shall not exceed 1.8 m in any dimension.

39) No person shall place, or caused to be placed, any **scrap wood** or **metal** out for collection on any one day the total of which exceeds a combined total volume of 2.0 m³.

40) No person shall place, or cause to be placed, any **scrap wood or metal** out for collection prior to 8:00 P.M. of the day immediately preceding the day scheduled for collection.

41) No person shall place, or cause to be placed, any **scrap wood or metal** out for collection after 8:00 A.M. of the day designated by the **Town of Mahone Bay** for collection of same.

42) No person shall permit any rejected or residue **scrap wood or metal** to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated by the **Town of Mahone Bay** for collection of same.

SPECIAL COLLECTION OF LEAF AND YARD WASTE:

43) No person shall place, or cause to be placed **leaf and yard waste** out for special collection except on a day designated by the **Town of Mahone Bay** or the special collection of same and in accordance with the following restrictions:

- a) such waste shall be contained in heavy kraft paper bags of a dimension no less than 66 cm by 91 cm nor greater than 75 cm by 120 cm shall not exceed a weight of 25 kg (55 lbs.);
- b) bundled branches/limbs not exceeding 900 mm (3 ft.) in length with individual limbs not exceeding 50 mm (2 inches) in diameter;
- c) each bag or bundle shall not exceed a weight of 25 kg (55 lbs.); and
- d) the total of such waste shall not exceed 2.0 m³ in total volume.

44) No person shall place, or cause to be placed, any **leaf and yard waste** out for special collection prior to three (3) days before the day designated by the **Town of Mahone Bay** for collection of same.

45) No person shall place, or cause to be placed, any **leaf and yard waste** out for special collection after 8:00 A.M. of the day designated by the **Town of Mahone Bay** for collection of same.

46) No person shall permit any rejected or residue **leaf and yard waste** to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated by the **Town of Mahone Bay** for special collection of same.

COLLECTION OF NATURAL CHRISTMAS TREES:

47) No person shall place, or caused to be placed, a **natural Christmas tree** out for collection except on a day designated by the **Town of Mahone Bay** for collection of same and in accordance with the following restrictions:

- a) It is to be unpackaged and undecorated, including the removal of all lights and any tree stand;
- b) It shall have no wires or nails attached; and
- c) It must not exceed 3 m (approx. 10 ft.) in length.

48) No person shall place, or cause to be placed, any **natural Christmas tree** out for collection before 8:00 P.M. of the day immediately preceding the day designated for collection of same.

49) No person shall place, or cause to be placed, any **natural Christmas tree** out for collection after 8:00 A.M. of the day designated for collection of same.

50) No person shall permit any rejected **natural Christmas tree** to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated for collection of same.

RESPONSIBILITIES OF OWNERS and OCCUPANTS:

51) Every **owner** or **occupant** shall:

- a) Ensure that **collectible waste** and **bulky waste** are placed for collection in accordance with this by-law;
- b) Use only regulation containers for the storing and placement for collection of **collectible waste**;
- c) Provide a sufficient number of regulation containers to contain all of the **collectible waste** generated at the subject premises between regularly scheduled collection dates;
- d) Maintain such regulation containers in good repair and in a sanitary condition;
- e) Take all reasonable measures to ensure that each regulation container is covered and secured at all times except when being emptied or filled;
- f) Clean up any type of **collectible waste** which has escaped from its container or packaged, bundled or boxed waste – whether it be a regulation container or not;
- g) If **collectible waste** is stored outside the main building on the **eligible premises** it is to be stored in one or more secured regulation containers or an approved storage bin – in either case made inaccessible to pests, rodents, vermin, seagulls or animals;
- h) Ensure that any approved storage bin serving that premise is maintained at all times in a neat and sanitary condition and in good repair;
- i) Store any waste refrigerator or freezer either inside an enclosed and locked building or with the doors of the refrigerator or freezer removed;
- j) Ensure the proper preparation of all **collectible waste** in accordance with this by-law; and
- k) Abide by all lawful directives of the **Town**, or designated agents with regard to the handling of **solid waste** materials.

COMMERCIAL CONTAINERS:

52) The **owner** or **occupier** of any premises on which a **commercial container** is placed shall keep each **commercial container** behind, or beside, the building which it serves so as to reduce visibility from the street and adjacent properties.

53) Where the **commercial container** is placed on premises which are located in a residential zone pursuant to the **Town's** Land Use By-law or adjacent to a property which is zoned residential or contains a residential use, **the owner or occupier of the premises shall ensure that the commercial container** shall be kept not less than 3 metres from the adjacent property lines.

54) Where the **owner** or **occupier** of any premises is unable to comply with the requirements of the two (2) preceding subsections because of the location of a building on the premises, which building was in existence at the time of the adoption of this By-law, the **owner** or **occupier** shall keep the **commercial container** at a location on the premises which is considered by the **Town** – as evidenced in writing – to not be unsightly and to cause neither a nuisance nor a health related problem.

55) **The owner or occupier of a premises where a** Any temporary **commercial container** used during construction or repair work need not comply with the full range of Specifications outlined earlier in this bylaw, however, shall be subject to the following requirements:

- a) No **solid waste** shall extend beyond the internal volume of the container;
- b) The temporary **commercial container** shall be removed immediately upon completion of the construction or repair work; and
- c) The temporary **commercial container** shall be emptied as often as required to avoid over-filling of the same;

56) An **owner** or **occupier** of any premises on which a **commercial container** is located shall not permit the **commercial container** to be loaded other than uniformly and **shall** ensure that no **solid waste** extends beyond the internal volume of the container.

57) An **owner** or **occupier** of any premises on which a **commercial container** is located:

- a) Shall place same only on a surface which is hard, level and weather-resistant;
- b) Shall keep the area surrounding the container free from litter and waste; and
- c) Shall cause the container to be emptied on a regular basis, as required.

58) Where a person proposes to locate a temporary commercial container within the right of way of a public street in the **Town**, that person shall submit a written request for doing so, to the **Town**, outlining the exact proposed location and the estimated time that the container will be required to be there and any other details as requested by the **Town** and must receive written permission from same, outlining the exact location to be used, and other salient details, prior to so locating a commercial container.

HAULERS:

59) All private collections of **solid waste** shall be undertaken in compliance with relevant Federal/Provincial/Municipal statutes and regulations.

60) All private collection vehicles shall:

All owners/operators of all private collection vehicles shall ensure that the vehicle:

- a) Be maintained in good condition and be properly manned and equipped to ensure safe collection of **solid waste**;
- b) Comply with the *Motor Vehicle Act* and any other regulations or legislation in effect from time to time;
- c) Be designed so as to prevent any contents (including liquids) from falling out, being spilled, or scattering from the vehicle whether in motion or not;
- d) If used in the collection of more than one type of waste, be constructed to prevent cross-contamination between the various waste streams;
- e) Be equipped with a tailgate or other restraining device; and
- f) Be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover solid waste while it is being transported.

61) The hauler shall ensure that All private collection of any **solid waste** shall be made directly to the private collection vehicle from the premises where the same was generated.

62) All **solid waste** collected through private collections, and which is to be delivered to the **LRCRC**, shall be in compliance with the Regulations promulgated by the operator of the **LRCRC** regarding acceptance and receipt of **solid waste** at the **LRCRC**.

63) In the event of any spillage, the vehicle operator shall be responsible for the clean-up which shall be undertaken immediately.

WASTE TO BE DISPOSED OF OR CAUSED TO BE DISPOSED OF BY OWNER OR OCCUPANT

64) No person shall place the following products out for collection.

EXCESS PERMITTED QUANTITIES

- a) Any quantity of waste that exceeds the daily collection limits outlined in this bylaw.

ELECTRONICS:

- b) Every **owner** or **occupant** shall deliver **electronics** to a recognized **electronics** return collection facility in Nova Scotia for reuse or recycle, during times other than the annual special electronic products collection.

HOUSEHOLD HAZARDOUS WASTE:

- c) Every **owner** or **occupant** shall store any residentially-generated **household hazardous waste** in a safe and secure manner and place and shall deliver same, as soon as is reasonably possible, to the Household Hazardous Waste Depot ("HHW Depot") at the **LRCRC** or an approved hazardous waste disposal site.
- d) No person shall dispose of, or cause or permit the disposal of, **household hazardous waste** at any location within the **Town**.

CONSTRUCTION OR DEMOLITION MATERIALS:

- e) Every **owner** or **occupant** shall deliver or cause to be delivered any **construction or demolition materials** to the appropriate area or site within the **LRCRC** or an approved construction and demolition disposal site.
- f) ROOF SHINGLES are considered to be **construction or demolition material**.
- g) No person shall dispose of **construction or demolition materials** by stock-piling, storing or any other method.

METAL ITEMS:

- h) Unless otherwise permitted in this bylaw, every **owner** or **occupant** shall deliver or cause to be delivered any **metal items** to the **LRCRC** site or to an approved metal disposal site.

LUNENBURG REGIONAL COMMUNITY RECYCLING CENTRE:

65) The **Town** Council has designated, by resolution, the Lunenburg Regional Community Recycling Centre ("**LRCRC**") as the receiving site for **solid waste** generated by its residents – within the restrictions as set in this by-law and other restrictions as set by the operator of **LRCRC**.

66) The operator or other authorized staff of the **LRCRC** may refuse to accept a load of **solid waste** for the following reasons:

- a) **solid waste** other than that which the **LRCRC** has been approved to accept; or
- b) it is a load for which a tipping fee, whether set or negotiated, has not yet been paid to the **LRCRC**; or
- c) it is a load for which tipping fee payment arrangements satisfactory to the operator or other **LRCRC** authorized staff have not yet been agreed to, reduced to writing and signed by both parties.

67) No person shall dispose of, or cause or permit the disposal of, any type of **solid waste** outside, around or adjacent to the **LRCRC** in the following circumstances:

- a) when the **LRCRC** is not open and operational; or
- b) after the operator or authorized staff of the **LRCRC** has refused to accept same.

68) All collection vehicles shall be equipped with a tailgate or other restraining device; and be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover **solid waste** while it is being transported from the **LRCRC** front gates to the scale house.

LEGAL and ILLEGAL DISPOSAL:

69) With the exception of the placement of **solid waste** for collection in accordance with this By-law, the delivery of **electronics** or **household hazardous wastes** to depots or other disposals allowed for in this by-law, no person shall dispose of, or cause or permit the disposal of, **collectible waste**, or **non-collectible waste** at any location or manner in the **Town** except as follows:

- a) backyard composting carried out in such a manner as to not constitute a nuisance;
- b) subject to Federal or Provincial law to the contrary, the disposal of waste trees, brush or portions thereof or other organic farm or forestry waste on privately-owned forest or farm land in such a manner as to not constitute a nuisance;
- c) subject to Federal or Provincial law or other Municipal By-laws to the contrary, the disposal aggregate, soil, bricks, mortar, concrete, asphalt pavement, porcelain or ceramic materials as fill in such a manner as to not constitute a nuisance.

70) No person shall dispose of, or cause or permit the disposal of, any **solid waste** in an approved storage bin unless that person is, or has the permission of, the **owner** of said bin.

71) No person shall dispose of, or cause or permit the disposal of, any **non-collectible waste** or rejected **solid waste** in, at or near an approved storage bin.

72) Proof that any type of **solid waste**, which was disposed of in contravention of this by-law, originated from a particular person, from the residence of a particular person, from a particular premises, or from a particular vehicle (as defined by the Motor Vehicle Act of Nova Scotia), shall, in the absence of evidence convincing a court to the contrary, be evidence sufficient for a court to infer that the said person – or the owner or current **occupant** of said residence or premises– or the owner of the vehicle - was the person who disposed of that **solid waste**, or a portion of same, or caused or permitted it to be disposed of.

GENERAL PROHIBITIONS:

73) Where an **owner** or **occupier** properly places any authorized form of **solid waste** out for collection by the **Town's** contractor the waste becomes the property of the **Town** upon being picked up by the **Town** or the **Town's** contractor.

74) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of **solid waste** or regulation container which has been placed out for collection.

75) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of **solid waste** or regulation container which has been placed in an approved storage bin.

76) The prohibitions in the above three clauses do not apply to the following circumstances:

- a) removal by authorized personnel when acting on behalf of the **Town**;
- b) **wood items**, appliances or furniture; **bulky waste**, plastic, and any other materials placed out for collection but is useable by another person; or
- c) **leaf and yard waste** placed out for Special Collection of Leaf and Yard Waste.

77) In the event of any removal, collecting or disturbing allowed by the preceding clause, all remaining materials shall be left in an orderly condition and placed so as to not interfere with pedestrian or vehicular traffic.

78) No person shall dispose of any type of **solid waste** by the burning of same.

79) No person shall place any **solid waste** generated from outside the **Town** for collection at any place in town for collection.

EXPORT OF SOLID WASTE:

80) No person shall transport any type of **solid waste** generated within the **Town** to any location other than the **LRCRC** site or outside the boundaries of the area served by the **LRCRC** but for the following exceptions:

- a) **Construction or demolition materials** to an approved C&D debris disposal site;
- b) "Direct haul" of **residual waste** to Kaizer Meadow only when authorized by the operator of **LRCRC** and/or the **Town**;
- c) Recycle products such as **metal items** and **white goods**, designated plastic and refundables which may be taken to an approved recycling depot and/or metal recycling facility in Nova Scotia;
- d) **Electronics** which may be taken to a recognized **electronics** return collection facility in Nova Scotia; and
- e) Any other special arrangement authorized in writing by the Town of Mahone Bay.

ENFORCEMENT and PENALTIES:

Illegal Dumping;

81) Any person who disposes of, or permits the disposal of, any **solid waste** including **construction or demolition materials** and/or **residual waste** other than in accordance

with this by-law is guilty of a summary offense and is liable, upon conviction, to a fine of not less than One Thousand Dollars (\$1000.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

Other Provisions;

82) Any person who violates any other provision of or permits any other thing to be done in violation of, this by-law is guilty of a summary offense and is liable, upon conviction, to the following in accordance with the **MJSB's** Solid Waste Enforcement Procedure.

- a) for a first offense, a fine of not less than Two Hundred Dollars (\$200.00) and not more than One Thousand Dollars (\$1,000.00) and in default of payment thereof to a term of imprisonment not to exceed thirty (30) days;
- b) for a second offense, a fine of not less than Three Hundred Dollars (\$300.00) and not more than Two Thousand Dollars (\$2,000.00) and in default of payment thereof to a term of imprisonment not to exceed sixty (60) days;
- c) for each subsequent offense, a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00) and in default of payment thereof to a term of imprisonment not to exceed ninety (90) days.

83) Any person who obstructs or hinders any person in the performance of their duties under this bylaw is guilty of a summary offense and is liable, upon conviction, to a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

84) Where a person is convicted of an offence under this by-law and the court is satisfied that, as a result of the commission of the offence, clean-up or site remediation costs were incurred, whether by the **MJSB** or by a person, the Court may order the offender to pay, in addition to all other fines and penalties, restitution to the **MJSB** or person in an amount equal to the said clean-up or remediation costs.

85) Pursuant to the provisions of *the Municipal Government Act*, in addition to a fine imposed or violation of this by-law a judge may order the imposition of a penalty in relation to any fee, cost, toll, or charge associated with the conduct that gave rise to the offence.

86) Pursuant to the provisions of the *Municipal Government Act*, in addition to a fine imposed for violation of this by-law a judge may order compliance with this by-law within a specified time.

87) Each day that a person commits any offence under this by-law constitutes a separate offence.

88) Where a breach of this by-law is anticipated or is of a continuing nature, the **MJSB** may, pursuant to the provisions of the *Municipal Government Act*, apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order and the judge may make any order that the justice of the case requires.

ADMINISTRATIVE TICKETING:

89) In lieu of prosecution under this by-law the **MJSB** may issue to any person it believes, upon reasonable grounds, has committed an offence under this by-law a Notice of Alleged Violation allowing the person to whom it is directed to avoid possible prosecution by means of the voluntary payment of a sum of money.

90) Any person who receives a Notice of Alleged Violation in relation to this by-law and where the said Notice so provides, may pay a penalty in the amount of One Hundred Dollars (\$100.00) to the office of the **MJSB** provided that said payment is made within fourteen (14) days of the date of issuance of the Notice and said payment shall be in full satisfaction thereby releasing the person named from prosecution for the said alleged violation.

91) Nothing in this by-law requires the **MJSB** to issue a Notice of Alleged Violation in lieu of initiating a prosecution in relation to an alleged violation.

REPEAL:

92) All previous Solid Waste Management Bylaws and any amendments thereto, are hereby repealed.

EFFECTIVE DATE

93) This Bylaw is effective upon publication.

David Devenne, Mayor

Maureen Hughes, Clerk

This is to certify that the foregoing is a true copy of a bylaw passed at a duly convened meeting of the Council of the Town of Mahone Bay, held the ____ day of _____, 2022.

Given upon the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Mahone Bay this ____ day of _____, 2022.

Clerk's Notation

First Reading	March 24, 2022
Notice of Intent Publication	
Second Reading	
Ministerial Approval	N/A
Date of Publishing	
Forwarded to the Minister	
Posted on Town Website	



MEMORANDUM

TO: Town Council

FROM: Maureen Hughes, Town Clerk and Deputy CAO

DATE: May 26, 2022

RE: Appointment of Fire, Building, and Dangerous & Unsightly Officials

The Town of Mahone Bay is involved in the development of a shared building and fire inspection service in Lunenburg County. As such, municipal employees are reviewing the appointments of all employees who work in inspection roles in building departments to ensure that all are appointed in each municipality.

Staff request that Council make the following appointments to ensure that current inspection staff can be backfilled in case of staff turnover/absences, and as part of the continued goal of county-wide appointments:

THAT Council appoint Graham Hopkins as a Building and Fire Inspector, as well as an administrator for Dangerous and Unsightly Premises for the Town of Mahone Bay effective May 26, 2022 and until such time as the appointment is revoked.

THAT Council appoint Ryan Whynot as a Fire Inspector and an administrator for Dangerous and Unsightly Premises for the Town of Mahone Bay, effective May 26, 2022 and until such time as the appointment is revoked.

THAT Council appoint Brent Haase as an administrator for Dangerous and Unsightly Premises for the Town of Mahone Bay, effective May 26, 2022 and until such time as the appointment is revoked.

THAT Council appoint Earl Woodworth as a Fire Inspector and an administrator for Dangerous and Unsightly Premises for the Town of Mahone Bay, effective May 26, 2022 and until such time as the appointment is revoked.



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

Report deferred to Council Mtg. May 26th. On confirmation of grading plan AREA and contract staff will complete a Stormwater Management Plan for presentation to Council.

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. 30th, 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 24th, 2022 and Council directed staff to commit to factoring these concerns into site design plans for the Community Solar Garden.

On March 8th, 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 12th, 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 10th, 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)

INTERMEDIATE CONTOUR
(0.25m INTERVAL)

PROPERTY LINE

SUBJECT PROPERTY

EDGE OF ASPHALT

FENCE LINE

GATE

TOE OF SLOPE

TOP OF BANK

UTILITY POLE

UTILITY ANCHOR

AERIAL HYDRO

MAINTENANCE HOLE

SANITARY SEWER

WELL

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.

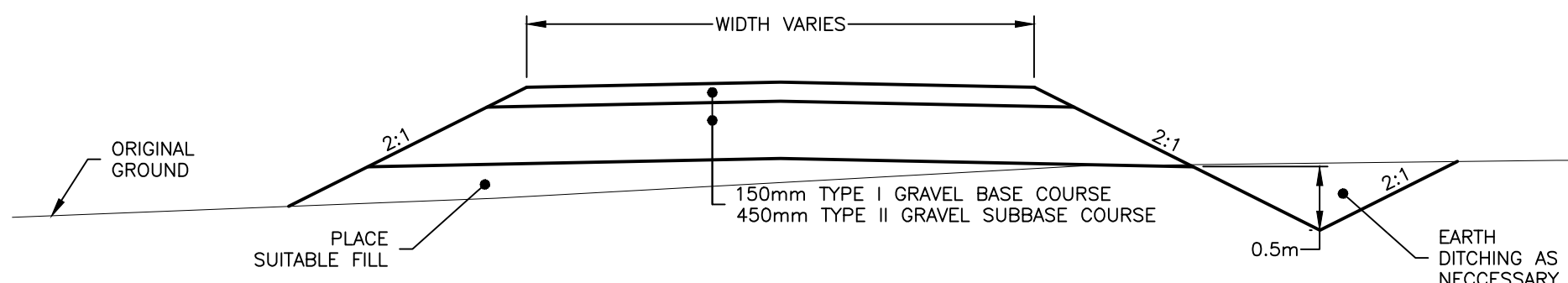
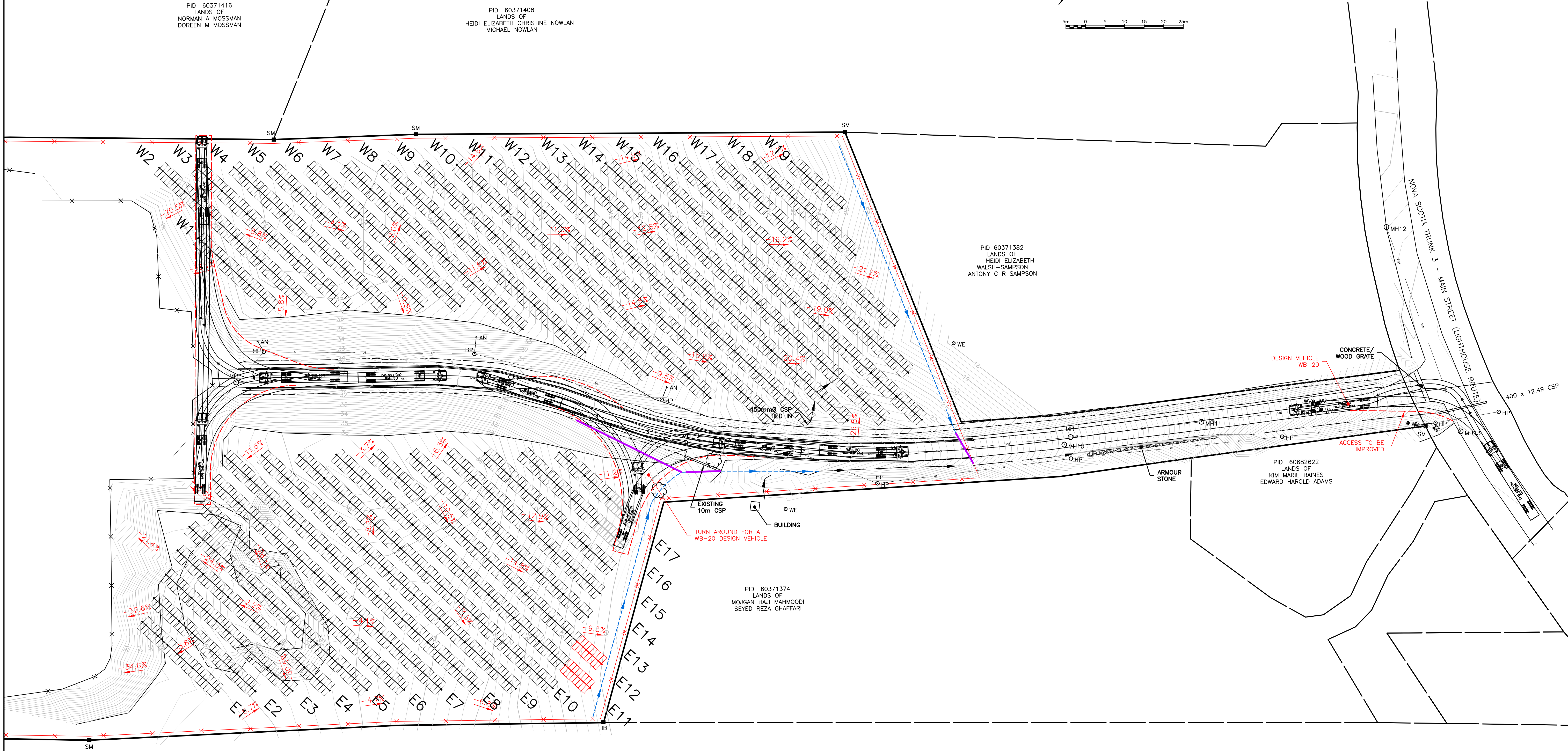
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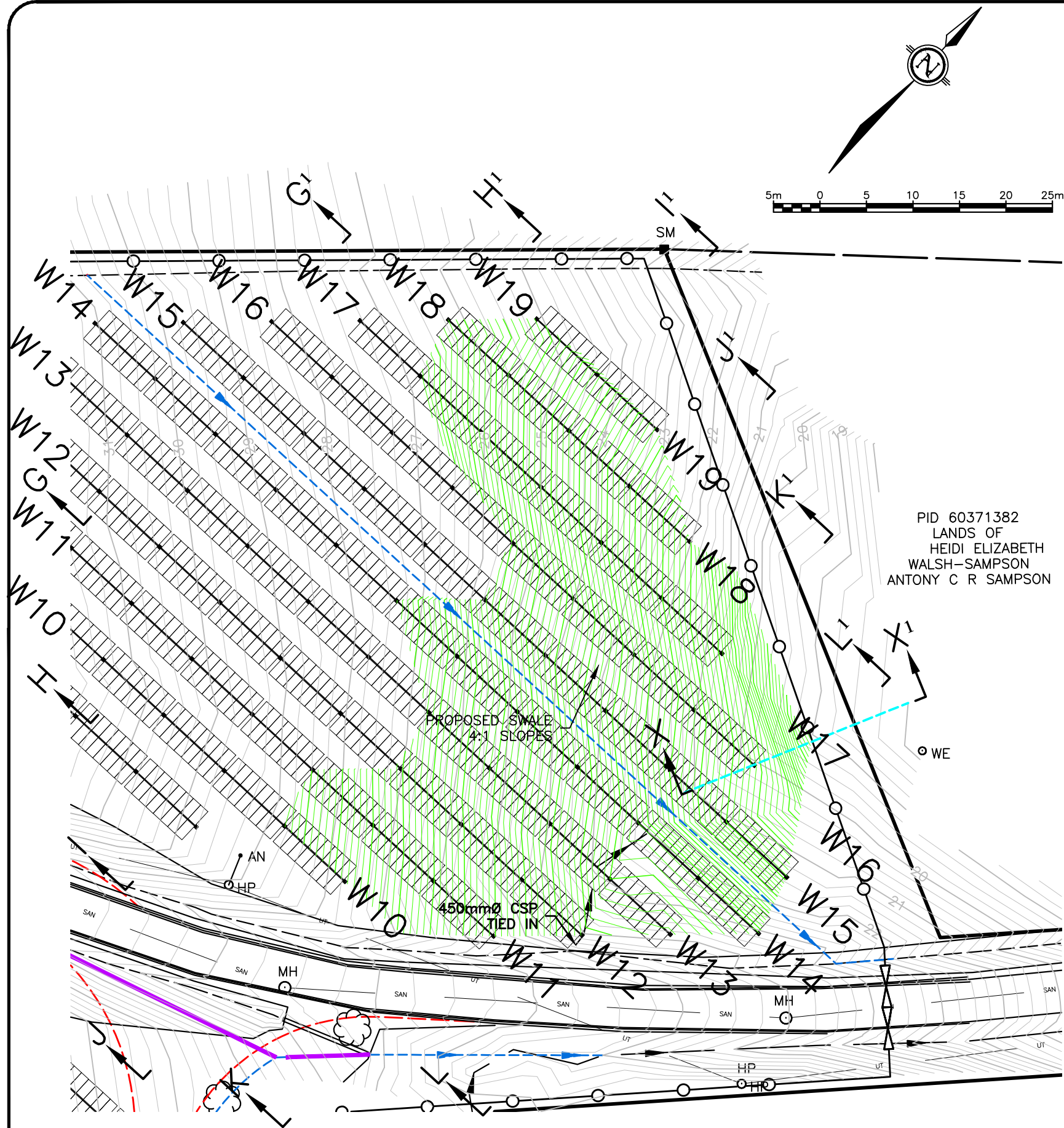
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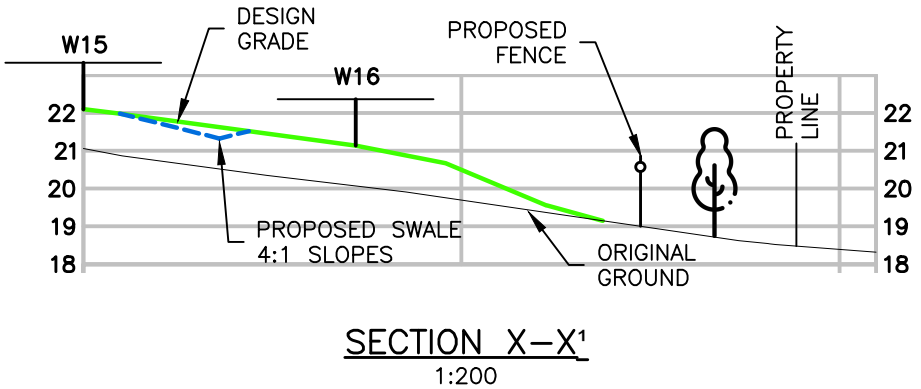


TYPICAL TURN AROUND CROSS SECTION

1:50



PLAN VIEW
1:500



SECTION X-X'
1:200

PID 60371382
LANDS OF
HEIDI ELIZABETH
WALSH-SAMPSON
ANTONY C R SAMPSON


DESIGNER



CLIENT



EPC CONTRACTOR



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: Response to Correspondence re Solar
Garden Project

May 26th, 2022

General Overview:

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

Background:

At its regular meeting of February 24, 2022, Council received correspondence from Heidi Walsh-Sampson dated Jan 30th, presented along with a staff report and letter of response from the Town dated February 15th. Council has recently received further correspondence from Ms. Walsh-Sampson and this staff report is intended to present Council with a draft letter of response.

Analysis:

Correspondence received from Ms. Walsh-Sampson dated May 10, 2022 is included on the agenda for Council's regular meeting on May 26, 2022. A draft letter of response is included as an appendix to this report, for Council's consideration and approval.

Financial Analysis:

There is no additional financial implication to this update.

Climate Analysis:

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

Strategic Plan:

3.1 Reduce Community Greenhouse Gas Emissions

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

THAT Council approve the draft letter to Heidi Walsh-Sampson, cc'ed to other parties included on Ms. Walsh-Sampson's letter dated May 10th.

Attached for Council Review:

- Draft Response Letter

Respectfully Submitted,

A blue ink signature of Dylan Heide, written in a cursive style.

Dylan Heide, Town of Mahone Bay CAO



PO Box 530, 493 Main Street
Mahone Bay NS, B0J 2E0
Phone 902-624-8327 | Fax 902-624-8069
townofmahonebay.ca

Via Email to: walsh.heidi@gmail.com

Attention:

Professor Heidi Walsh-Sampson

May 26th, 2022

RE: Town of Mahone Bay Community Solar Garden Project

Dear Professor Heidi Walsh-Sampson,

Thank you for your letter dated May 10th, 2022 expressing your concerns regarding the Town's Community Solar Garden project. We appreciated the opportunity to hear your concerns on this matter.

To the specific request that representatives of the Town come to your property to observe the noted issues, this has now taken place in coordination with yourself, ensuring the Town – including the members of Council – are fully informed in this regard.

In response to the concerns outlined in your letter the following information has been compiled.

Location of the Community Solar Garden

As previously noted 918 Main St was approved as the location for the Town's Community Solar Garden project with the approval of funding arrangements with Provincial and Federal governments. This location has been reflected in all public information concerning the project since its formal approval to proceed.

This site was chosen because it was municipally owned and has the correct zoning. Placing the Community Solar Garden on the same property as the existing Wastewater Treatment Plant also allows the Town to maximize the use of the property to the benefit of all residents. The property referred to in your letter as being located nearer to the substation was not considered for the project as it does not have the correct zoning for the project. The Town investigated the RPS Composites site for the solar project however the determination was made to proceed with the location of 918 Main St..

Town Staff engaged outside contractors to provide a recommendation on the location of the solar panels within the property at 918 Main St. The area behind the wastewater

lagoons cannot accommodate the solar panels due to the steep slope and proximity to the wastewater treatment lagoons, as well as presence of large wetlands.

Communications with Owners of Properties Neighbouring the Site

Before initial site clearing took place in January 2022 neighbouring property owners were informed by phone that a survey would be conducted and then site clearing would take place. As previously noted, when this communication outreach took place, your property at 906 Main St was overlooked. Town staff have apologized for this oversight, as it was the intention of the Town to provide all neighbouring property owners with notice that site clearing would be taking place, though not obligated to do so. Since this time, the Town has attempted in good faith to engage in a meaningful dialogue with neighbouring property owners. Two meetings took place between neighbouring property owners, Staff, and the Mayor and Deputy Mayor on February 7th and March 21st, 2022. Town staff have continued to provide updates to neighbouring property owners regarding the project and the work taking place on site, with the intention of being open and transparent concerning work taking place on the site, even in the face of litigation brought against the Town. These updates are over and above the public updates on the project which continue to be provided by the Town via social media, direct mail, newsletters, etc. in the interest of keeping all residents informed.

Environmental Assessment

Solar projects in Nova Scotia are exempt from the requirement to conduct an environmental assessment. For this reason, an environmental assessment was not completed for the project as has previously been communicated. To minimize any environmental impact of the community solar garden, the Town contracted several environmental studies. This includes a Climate Lens Assessment, a Geotechnical Investigation and a Wetland and Watercourse Investigation.

Site Clearing and Migratory Bird Nesting Survey

The migratory bird nesting survey that took place on May 12th 2022 was not intended to assess whether or not there are birds present at the site. Rather the goal of this survey is to identify any active migratory bird nests or active nests of protected raptor species. This type of survey is recommended before tree clearing activities that take place during nesting season, estimated to be April-August in Nova Scotia. This survey was not needed before the initial site clearing in January as this took place outside of nesting season. A development permit is not required for site clearing activities.

The Town contracted Hemmera Envirochem Inc. to conduct the nest sweep of the project site. Hemmera reported that no nesting behaviour/activity (e.g., flushing from nesting habitat, aggressive behaviour, chipping, carrying of nesting material/food) was observed, which indicates that no active nests are currently located within the Project area.

Distribution Line

Staff engaged outside professionals for guidance on the location of this distribution line including engineering and environmental assessments. Hemmera Envirochem Inc. completed a Wetland and Watercourse Investigation on behalf of the Town. The results of this assessment determined that the referenced alternative route option (located at the back of the impacted properties) would interact with seven times more wetland area. The Hemmera assessment also concluded that an additional 1.13 ha of tree clearing would be required for the alternative route. To minimize the costs and environmental impact associated with the distribution line and service corridor, the chosen distribution line route was approved by Council on January 27th, 2022. The Town will continue direct discussions with those property owners who would be impacted by the routing of this distribution line.

Stormwater Runoff

The Town has engaged in an investigation with Nova Scotia Department of Environment (NSE) to witness the water accumulation on the project site as well as the neighboring property at 906 Main as requested. Following advice from NSE a silt fence was installed on May 16th 2022 to reduce stormwater runoff from the project site. Staff will continue to work with NSE and neighbouring homeowners to mitigate the impacts of stormwater runoff on their properties. The Town, working with consultants, is in the process of developing a stormwater management plan to be implemented during and after construction. When construction is complete, replanting will take place. This will reduce overland flow and erosion from the Community Solar Garden to neighbouring properties.

I would like to reassure you that Town Council has heard your concerns regarding the Community Solar Garden project. I hope that this letter has provided some clarity on work that has taken place on the site to date. The Town is committed to ongoing communications and updates concerning work on the site, as well as mitigating the impacts from stormwater runoff from the site to neighbouring properties. Please feel free to reach out to me with any additional or follow-up questions or concerns.

Sincerely,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Walking Trails Accessibility

May 26th, 2022

General Overview:

This staff report is intended to update Council on progress in relation to the implementation of the Nova Scotia Accessibility Act and the Lunenburg County Accessibility Plan, and development of the Accessibility Operational Plan for the Town of Mahone Bay, and to offer specific recommendations as pertaining to walking trails, in consideration of current infrastructure projects.

Background:

Nova Scotia's Accessibility Act was passed in 2017 with the goal of creating an accessible province by 2030. The province has prescribed municipalities under the Act, requiring the creation of accessibility advisory committees and accessibility plans to support increased accessibility.

The Town of Mahone Bay partnered with the Towns of Bridgewater and Lunenburg and the Municipality of the District of Lunenburg, the Municipality of the District of Chester, and the Village of Chester to form the Lunenburg County Accessibility Advisory Committee and the Lunenburg County Accessibility Plan. These actions have brought the Town into compliance with obligations under the Act and the next step is to implement the Lunenburg County Accessibility Plan.

Lunenburg County Accessibility Coordinator Ellen Johnson – who contributed significantly to this staff report – has been working with Town staff to develop an Accessibility Operational Plan, which identifies specific actions to meet the commitments in the Lunenburg County Accessibility Plan. This Operational Plan was identified as a priority in Council's 2021-25 Strategic Plan. Although the final plan is not yet complete, there are several actions that relate to accessibility of trails and pathways and are relevant to upcoming decisions about work that may take place in town.

The following shows two of the five categories included in the Lunenburg County Accessibility Plan that relate to trails and pathways. Also included is information about potential actions to take to address the commitments as they relate to trails and pathways and other aspects of municipally owned/operated outdoor spaces.

Please note that the Built Environment Standard referenced is the standard that is currently being developed by the Department of Justice and is anticipated to be enacted in 2023.

3. Transportation commitment: Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

3.1 Pedestrian Infrastructure: improve connectivity in communities by improving pedestrian infrastructure where possible including constructing sidewalks, improving surface quality of sidewalks, and implementing appropriate curb cuts. Prioritize safety of pedestrian infrastructure by implementing audible signals, tactile walking surface indicators at crossings, appropriate lighting, and benches to rest where possible. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).

This section of the plan is not yet complete but will include active transportation routes in addition to sidewalks. Providing well connected and maintained pedestrian infrastructure that includes adequate clear widths, and consideration of accessibility in the design process increases safety and ease of use for everyone.

5. Built Environment Commitment: Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.

5.1 Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.

Under this commitment, proposed actions related to trails and pathway accessibility include the following:

- Create an accessibility audit tracking document including all municipal buildings and outdoor spaces, their audit status, and a schedule of audits to be completed over time. Include with the Town of Mahone Bay Accessibility Operational Plan as a schedule.
- Follow up on recommendations from audits to increase accessibility.
- Increase capacity of in-house staff to identify barriers to access by funding RHFAC or Accessible Spaces 101 training as per 1.2. [1.2 suggests that all staff receive accessibility and disability awareness training as well as additional accessibility training appropriate to their role.]

5.2 Public Spaces: Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation equipment, and creating accessible parks, playgrounds and trails. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).

Under this commitment, proposed actions related to trails and pathway accessibility include the following:

- All new trails will be designed with accessible sections at designated trail heads where possible and meet best practice accessibility standards.
- Conduct accessibility audits of Jubilee Park and other trails and build identified recommendations into asset management plans. Consider consulting the community to determine which sections of trails should be the focus of accessibility improvements to ensure that people requiring accessible trail design have access to options.
- Ensure that all trails that cross vehicular paths are clearly identified using visual and tactile indications.
- Ensure that trails are connected to other pedestrian infrastructure where possible. (e.g., Sports Field)
- Ensure that all new or upgraded outdoor play spaces are designed with accessibility in mind for children and caregivers.
- Use Accessibility Audit results to identify current obstacles such as waste receptacles, furniture, and other equipment obstructing the path of travel in recreational spaces and create a plan to remove or minimize the hazard of these obstructions.
- Ensure that wayfinding systems are clear, consistent, and accessible throughout outdoor public spaces. Consider high and low tech options for wayfinding.
- Include audible, visual, tactile, digital as appropriate to the location. Consider audio tour style of wayfinding.

Staff continue to work with our Accessibility Coordinator with the goal of presenting the draft Accessibility Operational Plan to Council later this year. Associated audits of existing infrastructure are also anticipated in 2022-23.

Although there will certainly be challenges as the Town of Mahone Bay works toward becoming fully accessible by 2030, a key factor in reaching this goal is to ensure that all new infrastructure is designed with accessibility in mind. Despite the lack of official standards to guide this work, best practices are available and the summary below is drawn from the Rick Hansen Foundation Accessibility Certification Professional Handbook (2020) and can be considered best practice for our purposes.

Analysis:

The Town is anticipating improvements to the Sports Field including accessibility improvement of existing walkways and establishment of a new walking track proposed to run the circumference of the field; work is already underway on associated improvements to the Sports Field so time is of the essence for this decision. Improvement of the trails and entrances to the Aquatic Gardens Park has also been proposed. Staff recently applied for Provincial funding in relation to these improvements, to support the Town in applying best practices for accessibility; said funding is anticipated.



Rear Boundary of Sports Field

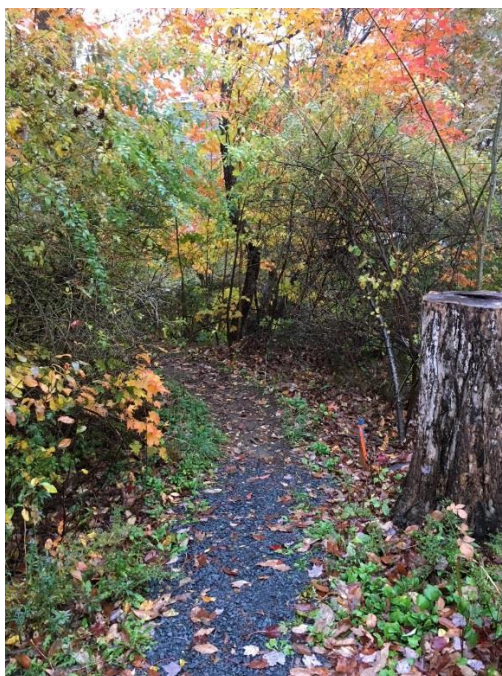
(Contractors working on the improvements to the Sports Field have demarked the boundaries of the playing area and determined that the proposed walking track around the field would necessitate removal of approximately 1.5m of vegetation, shown here. This would be undertaken with Council's approval of the walking track per the recommendation presented in this report.)



Existing Walking Trail Connection at Sports Field (to Rail Trail)



Existing Walking Trail Connection to Sports Field (to Jubilee Park)



Existing Walking Trail in Aquatic Gardens Park

The following best practices for accessing trails and pathways are recommended by our Accessibility Coordinator for new infrastructure:

Width: For two-way pedestrian traffic, a width of 1800mm is ideal, although 1700mm is acceptable. For one-way pedestrian traffic, a width of 1100mm is acceptable but it is also recommended to have wider areas (1700-1800mm) to allow for passing at regular intervals.

Surface: Surfaces should be firm, stable, slip resistant, and non-glare with a difference in texture and colour from surrounding ground surfaces. This will help people to know when they are transitioning to/from the trail or pathway visually or using a cane or other means of detecting the difference in texture. Surface materials should be comprised of concrete, asphalt, timber, or stone. Surfaces that are loose, such as gravel, or that have cracks and can be uneven, such as cobblestones, can present hazards for people with a variety of disabilities.

Slope: Slope should be no more than 5%, with any steeper slopes being designed as ramps if possible. Adding handrails to the areas with steeper slopes can also assist with accessibility. Cross slopes should be a maximum of 2% and allow for water drainage to avoid ice and water build up.

Obstructions: All obstacles along the path, such as waste receptacles, benches, or bike racks, should be out of the path of travel. These obstacles should also be cane detectable and colour contrasted to surrounding areas to

ensure they do not present hazards to people with disabilities. All overhead hazards that are less than 1980mm from the ground surface, a cane detectable feature must be added below it to ensure a person who is blind can navigate the area safely.

Maintenance: It is important to ensure that trails and pathways are monitored and maintained regularly to ensure identification and remediation of arising issues.

Intersections: Where trails and pathways intersect with other pedestrian or vehicular paths of travel, ensure this is clear by providing accessible signage and appropriate visual and tactile surface markings.

Staff have incorporated the above best practices outlined above into plans for upcoming infrastructure improvements and associated funding applications.

Recent discussions with community stakeholders associated with the Sports Field and Aquatic Gardens Park have specifically raised the subject of trail/track surfaces. Staff recommend chip-seal using recycled asphalt as the appropriate hard surface for new / improved trails at these locations.

Financial Analysis:

Implementation of accessibility best practices for new infrastructure invariably increases costs. For this reason Town staff regularly submit applications for external funding to support the Town in implementing accessibility best practices. Staff recently applied for ~\$50,000 (to a maximum of 66% of project costs) from the Department of Communities, Culture and Heritage to support implementation of the proposed walking track at the Sports Field and accessibility improvements to existing walking trails and seating at the Sports Field, Ballfield and Aquatic Gardens Park. Funding is anticipated for these improvements. Quotations received by staff put the costs of these improvements at \$30,000 (existing/new at Sports Field) and \$20,000 (at Aquatic Gardens Park) respectively.

Climate Analysis:

Accessibility improvements to trails and the construction of a new walking track at the Sports Field will support residents' physical fitness, encouraging active transportation choices which contribute to a reduction in community GHG emissions from transportation.

Strategic Plan:

1.3. Improve Accessibility of Public Infrastructure

Establish new and replacement infrastructure to current accessibility standards.

Recommendation:

It is recommended,

THAT Council direct staff to reflect accessibility best practices – including proposed chip-seal track/trail surfaces – into infrastructure improvements at the Sports Field and Aquatic Gardens Park; and,

THAT Council approve the removal of necessary vegetation on the boundary of the Sports Field, for the proposed walking track.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



**Town of Mahone Bay
Staff Report
Re: Community Solar Garden Distribution
Line and Service Road
May 26th, 2022**

General Overview:

The purpose of this report is to provide Council with an overview of the recommended distribution line service road design 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 federal and provincial funding was announced for all three of the Towns' solar garden projects. AREA is serving as the project manager for the projects.

The Community Solar Garden will be built at the Mahone Bay wastewater treatment facility site, located at 918 Main St. In the preliminary design phase of the project, the Town engaged Strum Engineering Associated Inc. to complete a 'Distribution System Impact Study' (DCIS). The purpose of this study was to determine the impact the Community Solar Garden would have on the existing distribution infrastructure.

The results of the DCIS confirmed that the existing distribution line infrastructure along Main St. could not accommodate the energy from the solar garden without significant limitations to the output rating of the solar garden. Options to upgrade existing infrastructure were also examined but would continue to limit the output of the Community Solar Garden. The engineers recommended the installation of a new distribution line directly from the Community Solar Garden to the School Street substation. A service road will accompany the distribution line – from Fauxburg Road – to provide access for maintenance and repairs.

AREA identified a recommended distribution line and service road route (shown in the map below). Following discussions with impacted property owners, Staff investigated alternate route options, including relocating the distribution route to the rear of their properties along the Rails to Trails route. A Wetland and Watercourse Investigation was performed by Hemmera Envirochem Inc. This report found significant wetlands along the proposed alternate route. Hemmera indicated that relocating the alternate route would impact 7 times more wetland area and require the clearing of an additional 1.13ha of trees.



On January 27th, 2022 Council approved the distribution line and service road route as recommended by Staff. At the direction of Council, Staff have engaged in ongoing communications with impacted property owners regarding the negotiation or expropriation of an easement for the purpose of the distribution line and service road. AREA staff have been working with independent contractors to determine the recommended design for the distribution line service road.

Analysis:

AREA engaged Strum Consulting to develop design plans for the service road. Details on this recommendation are outlined in the Distribution Line Service Road memo provided by AREA, as well as the document appendices. Strum Consulting identified a significant additional cost and increased impacts on private property associated with connecting the service road through to the existing access road at the Community Solar Garden and instead have recommended a more cost-effective design which features a turnaround. The service road will have an access point at Fauxburg Road (Appendix B) and run alongside the distribution line, ending with a standard vehicle turnaround (Appendix A). The service road will remain gated at Fauxburg Road with access restricted to Town staff, contractors, and owners of impacted properties.

Financial Analysis:

On November 12th, 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 ~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 service corridor design as recommended by AREA.

Attached for Council Review:

- AREA Memo: Mahone Bay Distribution Line Service Rd
- Appendix A
- Appendix B

Respectfully submitted,



Martha Horsman

Climate and Energy Program Manager





Town of Mahone Bay
AREA Staff Report
Re: Solar Garden distribution line service road
May 26th, 2022

Overview:

AREA staff was tasked by Council to design a service road for the new distribution line that will run from the Substation to the solar gardens. Strum Consulting was engaged for this design work.

Service road:

The purpose of the service road is to give access to Utility Staff for maintenance and repair activities as needed, for the new distribution line. The service road will have an access point at Fauxburg Road (Appendix B) and run beside the distribution line to the bottom of the hill as per (Appendix A), with a standard vehicle turnaround. As the primary purpose of the service road is to provide access to Utility Staff for maintenance and repair activities, this road will see minimal traffic. The proposed service road impacts 4 landowners, as noted in the appendices.

Recommendation:

It is recommended,

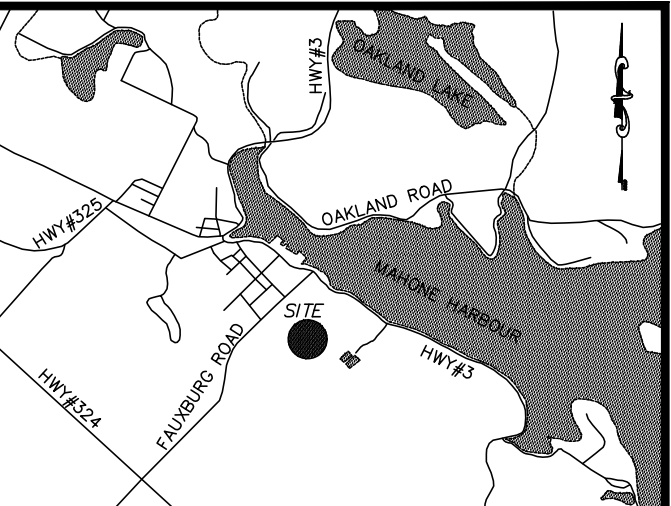
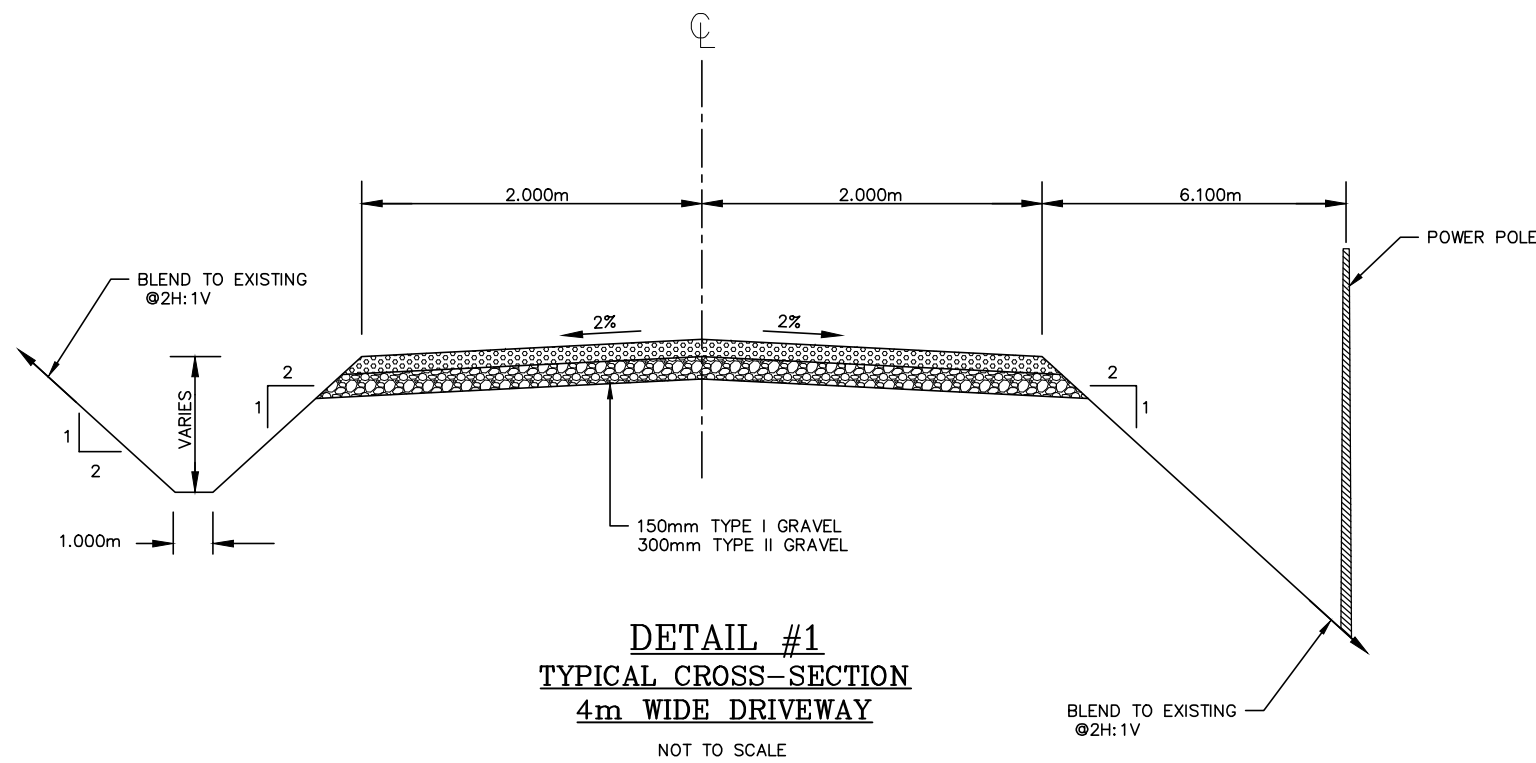
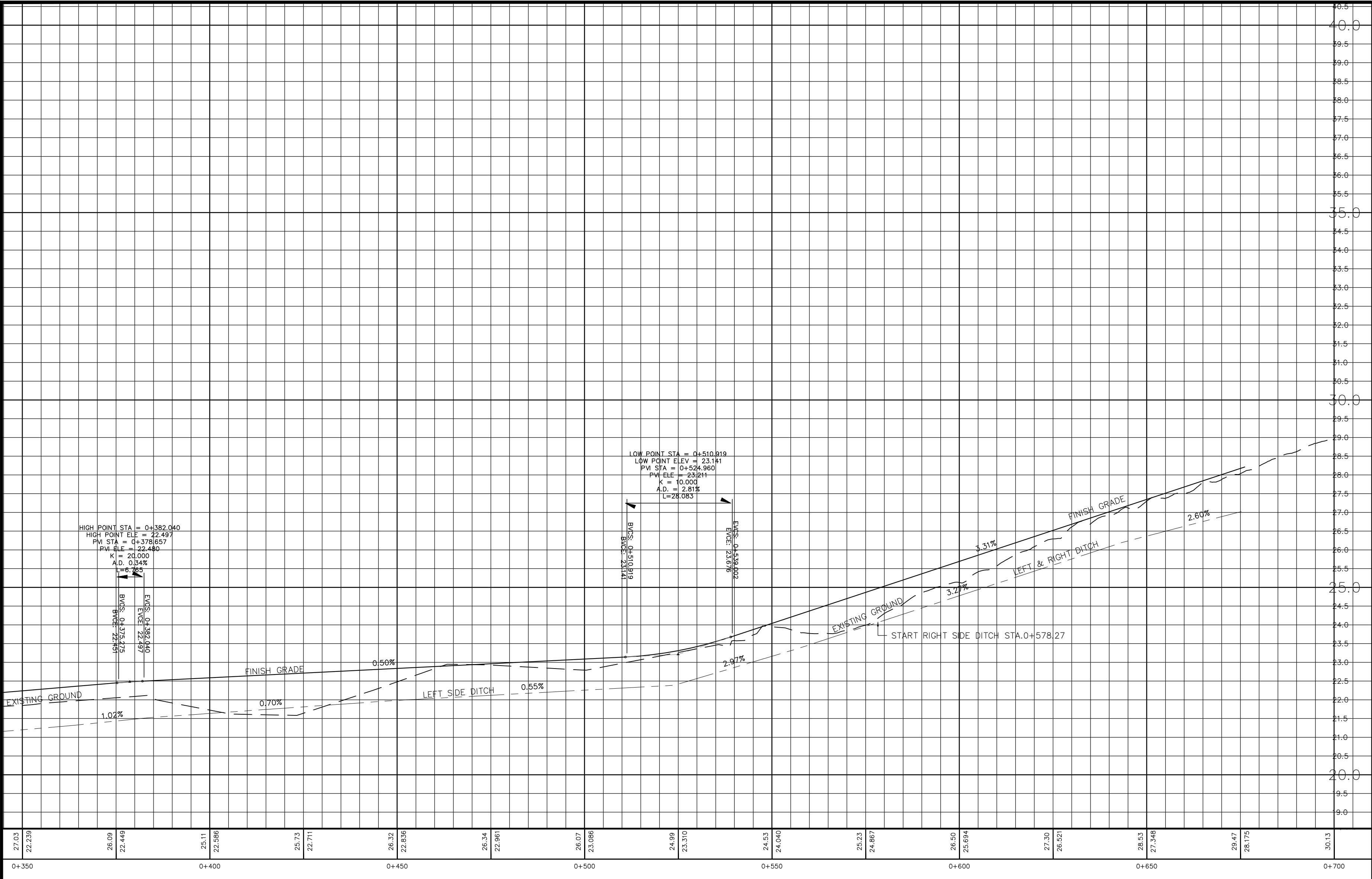
THAT Council approves the construction of a new service road for maintenance and repair activities for new distribution circuit connected to Community Solar Garden as presented.

Attached for Council Review:

Appendix A & B Service Road

Submitted by:

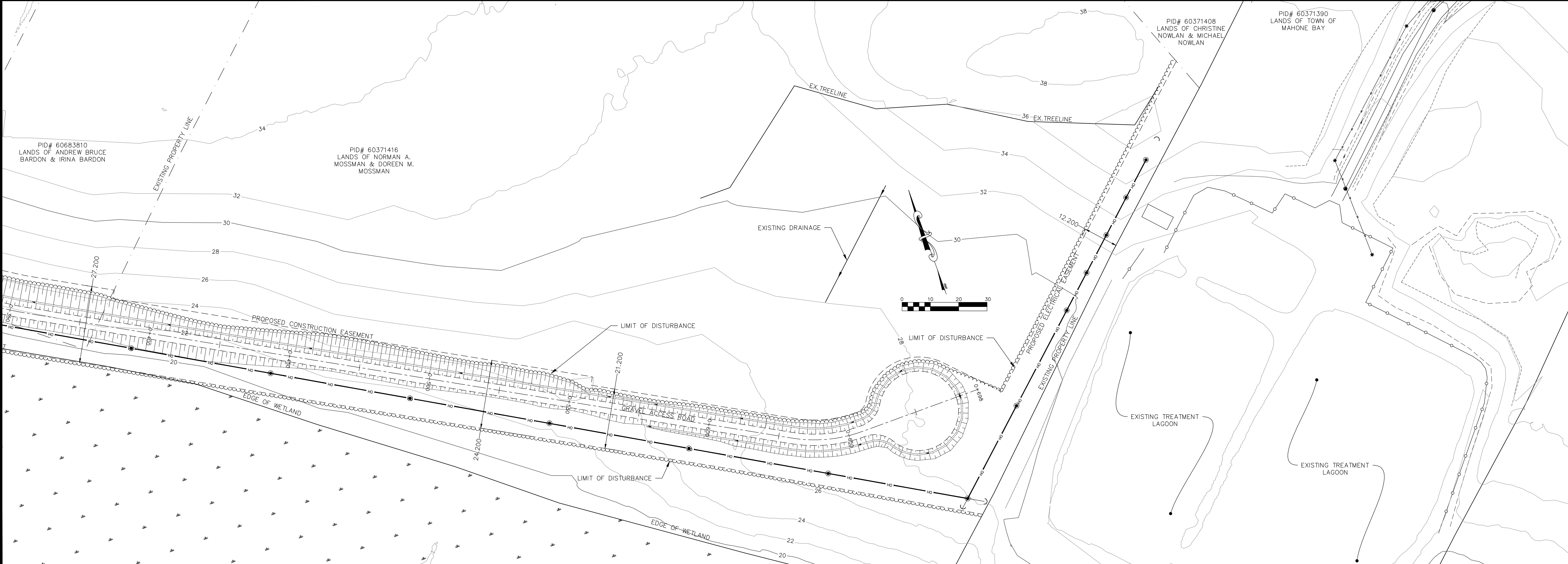
Lenta Wright
Project Development & Operations Manager



Key Plan NOT TO SCALE

LEGEND

NOTES:
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No	Description	Date	By

Revision or Issue

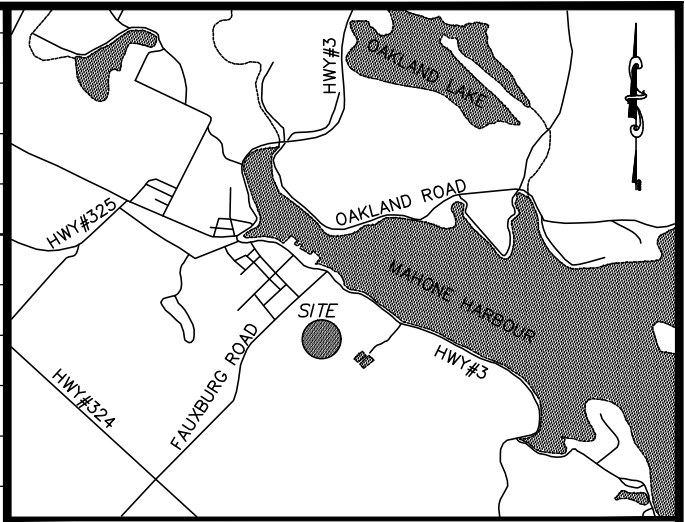
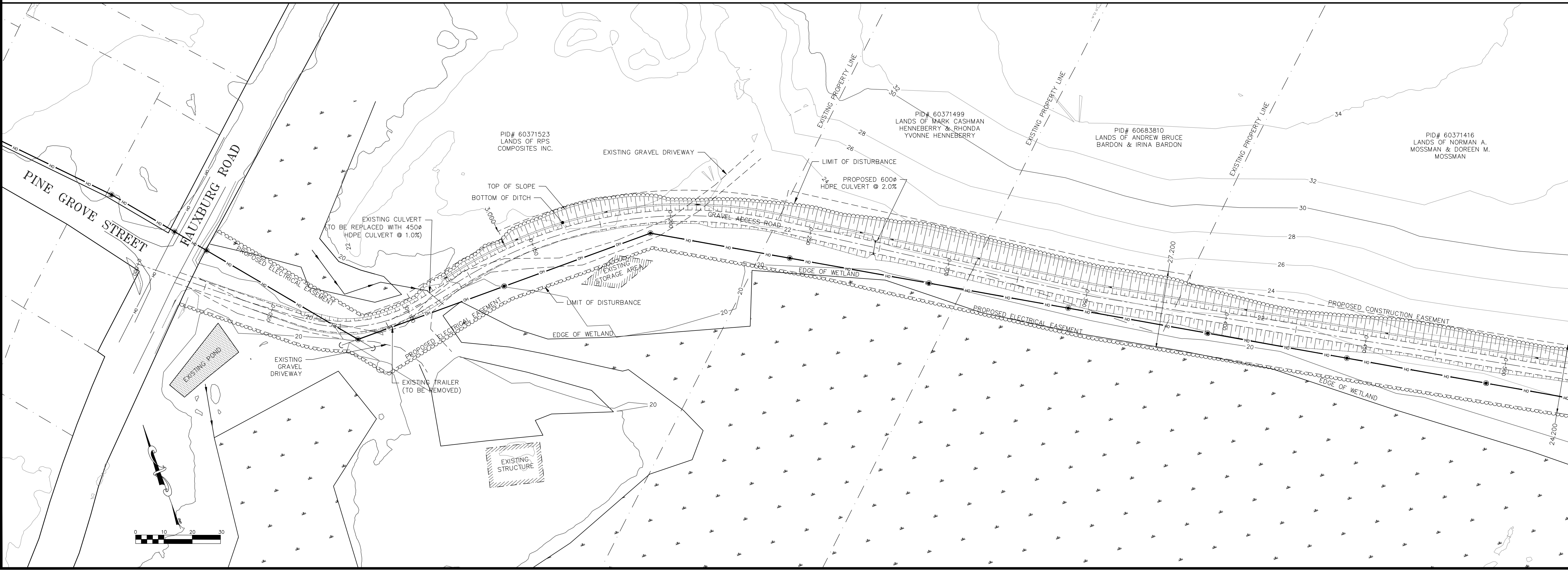
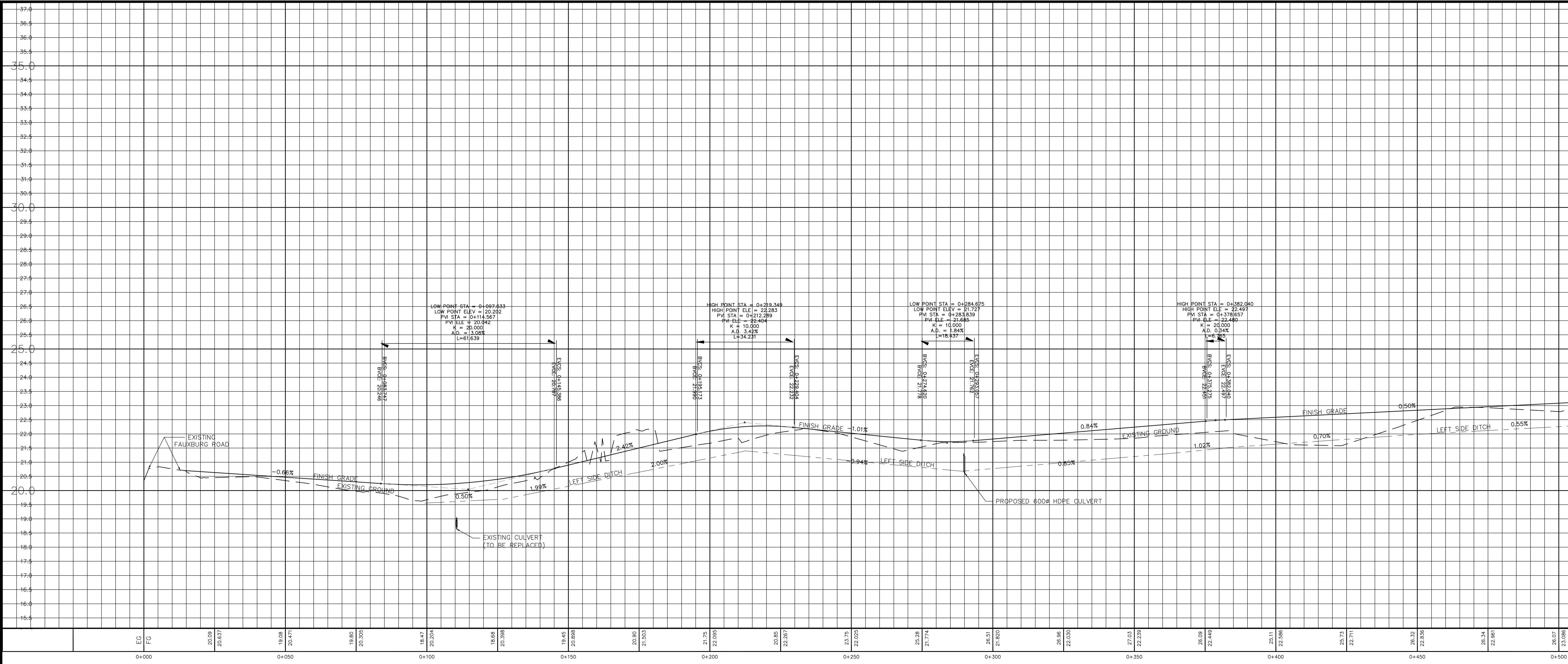
Strum CONSULTING

Project
MAHONE BAY SOLAR

Drawing
ACCESS ROAD PLAN AND PROFILE

Scale 1:	Design Check KMK xxx	Drawn KMK
Project No. 22-8520	Sheet 2 Of 2	Rev. 0
Drawing No. C02		

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PRINTED MAY 13 22



Key Plan NOT TO SCALE

LEGEND

NOTES:

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No	Description	Date	By
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Revision or Issue



Project MAHONE BAY SOLAR

Drawing ACCESS ROAD PLAN AND PROFILE

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Project No.	22-8520	Sheet	1 Of 2
Drawing No.	C01	Rev.	x

Staff Appreciation Day
Councillor Feeney
May 26, 2022

Proposed Motion:

THAT Council designates August 12, 2022 as “Staff Appreciation Day” and that staff be given that day off in appreciation of their efforts in advancing the Town’s strategic objectives.