

### 3. Presentations

No presentations.

### 4. Correspondence – Action

#### 4.1 Pastor Brooklynn, St. John's Lutheran Church – Request for a PRIDE Crosswalk

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council direct Staff to arrange for the painting of the new crosswalk in front of St. John's Lutheran Church as a PRIDE crosswalk." Motion carried.

#### 4.2 Heidi Walsh Sampson, Proposal to Settle

This item has been referred to the Town's Solicitor.

#### 4.3 Moira Devereaux, Fluid Motion Physiotherapy – Old Fire Station Building

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, "THAT Council direct Staff to follow up with Ms. Devereaux and discuss her proposal in more detail." Motion carried.

#### 4.4 Susan Seltzer – Peace and Good Order By-law

A motion by Councillor Carver, seconded by Deputy Mayor Francis Kangata, "THAT Council direct Staff to monitor the effectiveness of the Town of Lunenburg's updated Noise By-law and report back to council in the fall." Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council direct Staff to write to Ms. Seltzer to explain the steps that Council is taking to address her concerns." Motion carried.

### 5. Correspondence – Information Items

5.1 NSFM – Monday Memo – May 23, 2022

5.2 NSFM – Monday Memo – May 30, 2022

5.3 Patty Livingstone – Thank-you to Council and Staff

5.4 NSFM – Monday Memo – June 6, 2022

5.5 Letter from Planning Staff RE 66 Clairmont St Rezoning Request

5.6 Letter from Planning Staff RE 66 Clairmont St Request for Development Agreement

5.7 Jennifer MacIntyre – DMAH – NS Housing Needs Assessment

A motion by Councillor Carver, seconded by Deputy Mayor Francis Kangata, "THAT correspondence items number 5.1 to 5.7 be received and filed and that council direct staff to write a letter of thank you to Patty Livingstone for her letter." Motion carried.

### 6. Staff Reports

#### 6.1 Council Report

Council received the Staff Report to Council for June 14, 2022.

## 6.2 Signing Authority

Council received a staff memo regarding signing authority now that Ashley Yeadon-Wentzell has been named the Town's new Manager of Finance.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Mayor David Devenne, or Deputy Mayor Francis Kangata, or Councillor Penny Carver, along with CAO Dylan Heide, or Deputy CAO Maureen Hughes, or Manager of Finance Ashley Yeadon-Wentzell be the signing authorities for the Town of Mahone Bay in respect to financial matters for the Town of Mahone Bay." Motion carried.

## 6.3 Appointment of Treasurer

Council received a staff memo regarding the appointment of the Town's new Treasurer.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Council appoint Ashley Yeadon-Wentzell as Treasurer of the Town of Mahone Bay effective May 30, 2022 and until such time as this appointment is revoked." Motion carried.

## 7. Council Items

### 7.1 Mayor Devenne – Letter of Support for Events Levy

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council direct the Mayor to sign the letter of support for the Lunenburg County Events Promotion Levy." Motion carried.

### 7.2 Mayor Devenne – Letter of Support for MacLeod Group

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council direct Staff to draft a letter of reference for the MacLeod Group for the Mayor's signature, including Council's appreciation of the willingness of the MacLeod Group to meet with members of the public." Motion carried.

## 8. Committee Reports

### 8.1 Cemetery Committee Minutes – May 20, 2022

Council received the draft minutes of the May 20, 2022 meeting of the Cemetery Committee.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council approve the cost of \$3,400 to install wood gate posts at Bayview Cemetery as part of the cemetery upgrade project." Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Council give first reading to the amended Cemetery By-law and that a Public Hearing be scheduled for July 12<sup>th</sup> just prior the regular meeting of Council." Motion carried.

## 8.2 Policy and Strategy Committee Minutes – May 30, 2022

Council received the draft minutes of the May 30, 2022 meeting of the Policy and Strategy Committee.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT Council direct staff to investigate the net cost of a change in the low-income property tax subsidy to \$1000 rebate for household incomes \$30,000 or less; \$500 for \$30,001 to \$35,000; and \$250 for \$35,001 to \$40,000; with no rebate for a household income of more than \$40,000.” Motion carried.

A motion by Councillor Carver, seconded by Councillor Wilson, “THAT Council set the agenda for the June 27, 2022 meeting of the Policy and Strategy Committee to include Graffiti and Vandalism.” Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, “THAT Council set the agenda for the July 25, 2022 meeting of the Policy and Strategy Committee to include review of the Council Policy and the Committee Policy.” Motion carried.

## 8.3 Climate & Environment Advisory Committee Minutes – June 1, 2022

Council received the draft minutes of the June 1, 2022 meeting of the Climate and Environment Advisory Committee.

## 9. New Business

No new business.

## 10. Closed Session

A motion by Councillor Carver, seconded by Councillor Nowe, “THAT Council go into closed session at 8:39pm to discuss litigation or potential litigation and contract negotiations as permitted by MGA section 22(2)(e) and (f) respectively.” Motion carried.

Council returned to open session at 9:43pm.

Council adjourned upon motion at 9:43pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes



---

A Special Meeting of Town Council for the Town of Mahone Bay was held on Friday, June 17, 2022 at 12:00 pm in Council Chambers.

Present:

Mayor D. Devenne

Deputy Mayor F. Kangata

Councillor P. Carver

Councillor K. Wilson

Town Clerk & Deputy CAO, M. Hughes

Climate & Energy Program Manager, M. Horsman

Absent: Councillor J. Feeney (regrets)  
Councillor R. Nowe (regrets)

Gallery: zero

Land Acknowledgement

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

1. Agenda

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT the agenda be approved as amended to include consideration of Change Order #31 for paving at the old fire hall." Motion carried.

2. Presentations

2.1 Coastal Action Foundation – Living Shoreline Project

Council received a presentation from Sam Battaglia, Brooke Nodding, and Rick Welsford from Coastal Action Foundation. The presenters provided Council with an overview of the project which has begun on a 60m section of shoreline along Edgewater Street, and a breakdown of the project budget shortfalls as outlined in the letter from Ms. Nodding which was received at Council on May 26, 2022.

A motion by Councillor Wilson, seconded by Councillor Carver, “THAT the request for funding support for the Living Shoreline project be referred to the 2022/23 budget deliberations.” Motion carried.

### 3. Consideration of Change Order

A motion by Councillor Carver, seconded by Councillor Wilson, “THAT Council approve Change Order #31 in the amount of \$12,500 for pavement cutting and subgrade work as part of paving at the old fire hall.” Motion carried.

Council adjourned upon motion at 9:49 am.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes





---

A Special Meeting of Town Council for the Town of Mahone Bay was held on Friday, June 24, 2022 at 12:03 pm in via videoconference.

Present:

Mayor D. Devenne

Deputy Mayor F. Kangata

Councillor P. Carver

Councillor J. Feeney

Councillor K. Wilson

CAO, Dylan Heide

Town Clerk & Deputy CAO, M. Hughes

Climate & Energy Program Manager, M. Horsman

AREA Project Development & Operations Manager, L. Wright

AREA General Manager, A. Long

Absent: Councillor R. Nowe

Land Acknowledgement

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

1. Agenda

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

2. Closed Session

A motion by Councillor Feeney at 12:14 pm seconded by Councillor Carver, "THAT Council go into closed session to discuss contract negotiations as permitted by MGA 22(2)(e)." Motion carried

Returned to open session at 1:10pm

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council approve the 90% construction contract with G.P. Joule and refer it to AREA for final negotiation and signature."  
Motion carried.

Council adjourned upon motion at 1:14pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes



20 June 2022

Dear Mayor Devenne and Town Council,

Re: Status of trees in Town

Talking Trees values the opportunity to consult with the Town on issues regarding our tree canopy and individual trees. It is a precious resource that enriches the entire community and is a frontline defence in the face of rising global temperatures.

Talking Trees has developed a collaborative relationship with the Town around the community's trees and urban forest. Both of us refer to the 100 Years 100 Trees project as an important achievement for both sustainability and collaboration between town hall and citizens. That collaborative spirit saw the Town consult us over the removal of dead trees in Bay View cemetery. We also worked together to develop a protocol for tree trimming in relation to utility lines. However, we've also had our problems. The tree trimming protocol was not implemented in the way we envisioned and we now wait in hope that the implementation failures will be corrected. The Town was not receptive to our proposals for a tree by-law and, as the months roll by without protections in place, we are losing more and more of our canopy along our streets. Over the past couple of years the loss of trees all over town on private



and public lands, continues at a pace that has us both alarmed and discouraged.

Talking Trees is concerned about all trees in Town and therefore the vast removal of trees for the solar project has our attention. We understand that trees have to be removed for large infrastructure projects, but the scale of the removal and the manner in which they were removed was shocking.

### **The Solar Project:**

It is regrettable the Town hasn't to date consulted with citizens, about its options for the project and the advantages and disadvantages of each of its options *in relation to preservation and/or loss of trees*. The route for the power lines from the sewerage lagoon requires the expropriation of private lands. It is estimated that over 3 acres of mature trees will be lost in clearing the power line and buffer over these lands. This is a massive loss to our diminishing and unprotected canopy and we can well understand the distress of the residents affected.

We appreciated being invited to a meeting on May 23 to talk about the site with Mo and Martha after we expressed some concerns on Facebook. We were provided with documents related to two meetings at which the Town Council made decisions in relation to the solar power project. Neither of the packages contains any consultant or engineering reports and there is no record of the environmental evaluations of the options. We would like to see the relevant reports from those experts.

Specific reports we'd like to read to are:

1. The engineering reports that shows the comparisons of the various site options and why the sewerage lagoon site was chosen.
2. The report that explains why the Main Street route for the power lines is technically not possible. When we asked about the Main Street route for the lines, (which would preserve both wetland and trees across private lands), we were told that there is a technical issue related to the lines along Main Street, because they do not have the necessary capacity. This technical assessment is not public. What are the costs of making that route viable in comparison with the costs of expropriation and construction of a new route and service road?
3. We were also told that the route for the power line was selected to preserve wetland. We were given a sketch of the wetland superimposed on an aerial photograph prepared by consultants. There is no supporting report that has been made public. We'd appreciate seeing the report.

### **Destruction of trees:**

The Town says that "Stewardship" is one of its core values. The method used for clearing the solar power project site was distressing. Splintering and bashing down mature trees and dumping them in heaps as if they are mere garbage is a profound offense to Talking Trees.

The Town says that it considers trees as assets, but just look at the NSP power line. Just look at the trees near Town utility lines. Look at the stump-lined streets of the Town, which has led to the unfortunate nickname: "Stump Town". We fear that a

picture of not valuing trees is emerging here and we want to work with you to turn that around.

## **No Net Tree Loss**

The Mahone Bay GHG Reduction Action Plan has established a target of “No net tree loss”. When we raised this as an issue we were told not to worry the Town would be replanting.

Given the way the trees and land on the proposed site have been cleared there is no reason to believe that the Town knows what it has lost in the way of trees. No catalogue of the number of cut trees was kept. We do not know where the Town will find the 5 acres necessary to replant the 5 acres of trees that are being lost to this project as proposed. Talking Trees believes that a genuine commitment to the target of no net loss of trees would have resulted in serious evaluation of the Main Street option for the transmission line.

At our May 23 meeting we were told that while the loss of trees was regrettable, the solar project was going to save the equivalent of 35,000 trees and that satisfies the no-net loss. We have three questions about this explanation. (1) How can that rationalize the canopy loss of mature trees, the habitat loss for owls and other wild life, and the extreme distress to adjoining residents? We do not agree that because the solar project will generate power equivalent to saving 35,000 trees that it justifies the destruction of mature forest for the power lines. Does the saving of 35,000 trees through solar mean we don't have to re-plant any trees? Clearly not. We must all strive to save the mature trees we have. Healthy, dying and dead trees are being removed in town at a rate we cannot replace. (2) Where does that figure come from? (3) We understand the

Solar Garden is being built in order to eliminate 16% of the GHG emissions created by our current electrical supply. How can the Solar garden count toward protecting 35,000 trees and simultaneously effecting a 16% reduction in GHG emissions?

From the perspective of Talking Trees there has not been sufficient transparency about implementation of this project. Information and reports in support of the decision to proceed at the sewage lagoon site with a new transmission route is not accessible.

Our asks are:

We would very much appreciate receiving the engineering and environmental reports we've referenced here.

We also call on the Town to reconsider the routing for the power lines so that the maximum number of trees are saved.

We call on the Town to do more to protect trees on our streets to slow the loss to the canopy. Prevent unnecessary cutting and encourage more re-planting.

We sincerely thank you for your attention. We are aware that the topic of trees has taken more of Council's time in recent years and for that we are grateful.

Val Header

In consultation with, and on behalf of, the Talking Trees Group.

**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

## SERMGAR Member Survey

The Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) Committee would like to thank everyone who has responded by the deadline. We've heard back from a number of member units expressing the need for more time. NSFM will keep the survey open to welcome further responses.

All member units are welcome to continue to send in thoughts on priorities for Service Exchange Agreement renegotiation and MGA Review.

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## [Local Food Infrastructure Fund](#) [Applications close July 15](#)

The fourth intake of LFIF will take place from **June 1, 2022 to July 15, 2022**

and will focus on projects that either create a portion of (or expand) a food system or implement an entire food system. Projects must be infrastructure specific and be community-driven, dedicated to improving access to healthy, nutritious and local foods for Canadians at risk of food insecurity.

Eligible applicants include municipalities with a population under 30,000. Learn more about the fund and apply at the link above.

---

## **Nova Scotia Accessibility Act Review**

An independent review team has been selected by the provincial government to conduct a review of the Nova Scotia Accessibility Act. As part of this work, this team is reaching out to Nova Scotians to find out what people know and think about the Act and progress since the legislation was enacted in 2017. They are inviting municipal officials to take part in an online survey to share your views.

The consultations with Nova Scotians are taking place until July. Results from this review will be shared in a report with recommendations.

[View the survey](#), or learn more by [accessing their website](#).

There is also a survey link that you can distribute to your constituents and community members, [accessible here](#).

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# canoe

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

**-Town of Truro-**

To learn more about Canoe Procurement contact Manager of Business Development, [Jesse Patenaude](#)

## In The News

[Rising policing costs and the future of public safety](#)

## Upcoming Events

# Free Webinar: Getting to Know your Community Health Boards

Thursday, July 14th, 2022 10:00 a.m. – 11:30 a.m. via zoom

Do you know what a community health board (CHB) is? Do you know the name of the CHB in your catchment area? As a Nova Scotia Health (NSHA) Program, do you know the purpose of a CHB as it relates to the NSHA?

On July 14th, on behalf of the CHBs, staff of NSHA will lead you through a presentation that will answer the questions we posed above, not to mention, discuss some of the other commonalities that exist between the Federation of Municipalities and the Nova Scotia Health program. As the CHBs move into Health Planning, we think that there's a great opportunity to not only leverage municipal resources but to maximize the community engagement experience by showcasing all the great assets each community has to offer. As people continue to venture out and acclimate back to their surroundings, we believe there's an opportunity to either create new or strengthen existing relationships with the municipalities.

Presenters:

**Aron Ashton** - Public Engagement Community Health Board support Manager for the Eastern Zone

**Jimi Kaye** - Public Engagement Community Health Board support Manager for the Northern Zone

[REGISTER HERE](#)

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# **NSFM Free Webinar: The Mentoring Plus Strategy**

**Thursday, June 23<sup>rd</sup> – 10:30 a.m. – 12:00 p.m. via zoom**

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

As a follow-up to the virtual 2021 spring conference session, members are invited to join 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](#)



**NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES**



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

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**Kelly Redden**

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Monday Memo



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OF MUNICIPALITIES

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## **Mersey Tobeatic Research Institute Municipal Environmental Stewardship Survey**

The Mersey Tobeatic Research Institute are conducting a Municipal Environmental Stewardship Survey on behalf of the Kespukwitk Conservation Collaborative (KCC). The KCC includes partners from government and non-government organizations and Indigenous communities. The KCC represents efforts to protect biodiversity in the federally nominated Kespukwitk/Southwest Nova Scotia Priority Place, designated under the Pan-Canadian Approach to Transforming Species at Risk Conservation.

This survey aims to draw the connection between species at risk and general environmental stewardship for municipalities. They would like to understand what environmental concerns matter to municipalities, and identify municipal information needs to inform the creation of a Municipal Species at Risk Stewardship Toolkit. They also hope to identify opportunities to link municipalities with local environmental groups that can help with environmental

initiatives and goals.

Environmental Stewardship: the responsible use and protection of the natural environment through conservation and sustainable practices.

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

**-Town of Truro-**

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[REGISTER HERE](#)

---

# **NSFM Free Webinar: The Mentoring Plus Strategy**

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**Utilizing the Knowledge of our Retired Population for Career Exploration  
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**[REGISTER HERE](#)**

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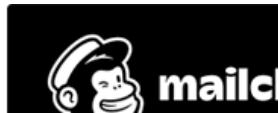
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Mayor David Devenne  
Town Hall – Mahone Bay  
493 Main Street  
Mahone Bay, NS  
B0J 2E0

June 20, 2022

Dear Mayor Devenne

My husband and I recently stayed at the Gillespie Inn in Parrsboro. We joined other travelers for breakfast and had an interesting conversation that I think you should be made aware of.

A lady was traveling around Nova Scotia with the purpose of finding some property where she and her sister could settle in retirement. She stayed in Mahone Bay for 2 nights. We asked where she stayed and she replied "The Fisherman's Daughter". She went on to say that she had stayed for 2 nights and walked around the town and drove around the area. She mentioned that she and another lady staying at the Inn where kept up into the early hours by cars revving motors, noisy mufflers and fast driving on the street. This unfortunate incident helped her decide that your Town was not the place for her.

We were saddened that she will return to Ontario with this unfortunate view of your part of Nova Scotia. NS businesses have suffered during the COVID pandemic and are looking forward to welcoming tourists this season. Governance of towns and cities should do all they can to assist their endeavors.

Sincerely,



Paula Lessard  
99 Longspell Road Kingsport  
R.R 2 Canning, NS  
B0P 1H0

cc: Francis Kangata, Deputy Mayor











## Report to Council June 30, 2022

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

Goal	Objective	Assigned	Target	% Completion
<b>Council Assignments to Staff</b>				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	June., 2022	<b>50%</b>
		Notes: To be discussed at Policy & Strategy Committee in 2022-23; report to Council anticipated thereafter.		
2	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	Jul., 2022	<b>75%</b>
		Notes: In progress. Staff have consulted with accessibility coordinator. Staff recently discussed with MBTCC executive who expressed support for the program. Report to Council anticipated in July.		

<b>3</b>	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	Sep., 2022	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.
<b>4</b>	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Jul., 2022	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator has started work and is working to coordinate the development of Accessibility Operational Plans for Lunenburg County municipalities.
<b>5</b>	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	Oct., 2022	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted by the Fall of 2022 for implementation ahead of the 2023 season (if approved).
<b>6</b>	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Sep., 2022	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program.
<b>7</b>	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Sep., 2022	<b>Not yet begun</b>		Notes: Assigned to new Manager of Finance (Treasurer).

8	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Jun., 2022		75%	Notes: In progress. Waiting on additional information from Procom (Townsuite provider), recommendations from Deloitte, and hiring of new Manager of Finance (Treasurer).
9	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Oct., 2022		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). Regular regional housing strategy staff meetings now taking place.
10	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		★	Notes: Included in report to Council's June 30th meeting.
11	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		★	Notes: Included in report to Council's June 30th meeting.
12	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		★	Notes: Included in report to Council's June 30th meeting.


13	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		75%
14	Direct staff to issue an RFP for legal services.	28-Oct-21	Aug., 2022	Not yet begun	
15	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	Oct., 2022	Not yet begun	
16	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	25-Nov-21	Jul., 2022		75%
17	Complete the Municipal Heritage Property Registration process for Town Hall at 493 Main Street.	11-Jan-22	Jun., 2022		75%

<b>18</b>	Staff to communicate with the owner of the business at the Old Station, at the corner of Main Street and Orchard Street, regarding the installation of parking signage and that thereafter the signage shall be enforced by the Town.	27-Jan-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Staff in communication with owner, signage to be erected in July.
<b>19</b>	Approve the Public Engagement Plan for the Municipal Boundary Review as presented.	27-Jan-22	Jul, 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Mailer to be sent to public by end of June with information on a public session to be held in July.
<b>20</b>	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Sep., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: AEC now doing preliminary work in this regard with REMO.
<b>21</b>	Staff to complete negotiation and establish terms and conditions whereby the Mahone Bay Soccer Club/Mahone Bay Centre will have a contractual responsibility to provide scheduling, management, and ongoing maintenance of the field and that same be provided to Council for	27-Jan-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	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.
<b>22</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Correspondence has been exchanged; awaiting completion of survey and updated valuation for property parcels.







<b>23</b>	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	24-Feb-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: Staff report anticipated for the July 12, 2022 Council agenda.
<b>24</b>	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	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<b>★</b>	Notes: Included in report to Council's June 30th meeting.
<b>25</b>	Defer the heritage grant request from the owners of 77 Edgewater Street to the 2022/23 budget.	24-Feb-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Forwarded to the finance department for 2022/23 budget consideration.
<b>26</b>	Approve the expenditure of \$1,322.50 for the recording of a talk by the Town's Heritage Researcher, Deborah Trask. This amount to come from the committee's budget for the 2021/22 fiscal year.	24-Feb-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Recording took place in April. Final editing underway now.
<b>27</b>	Direct staff to schedule the follow-up session with Deloitte as offered in the Management Letter to the 2020-21 Audit.	24-Feb-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: Staff have been in contact with Deloitte in this regard and will follow up with committee members concerning potential meeting dates (in coordination with new Manager of Finance).

28	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:				
29	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.				
30	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>	75%	
		Notes: In progress, will be reflected in draft 2022-23 operating budget.				
31	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	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	
		Notes: In progress.				
32	Approve AREA staff to resume discussion with staff at the Department of Municipal Affairs to confirm the recovery of muncipal assets and AREA staff time.	08-Mar-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	
		Notes: In progress.				



33	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>		Notes: Council approval for AREA to sign the negotiated contract provided June 24.
34	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	24-Mar-22	Jun., 2022	<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.
35	Staff to advise MODL of the Town of Mahone Bay's intent to make Town residents aware of the availability of the ProKIDS program and that this direction replaces prior direction regarding the ProKIDS program.	24-Mar-22	Jun., 2022	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
36	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	<div><div></div><div></div><div></div><div></div></div>	25%	Notes: Anticipated at the September 7, 2022 meeting of the Climate and Environment Committee. Estimates reflected in draft 2022-23 operating budget.
37	Direct staff to assess the potential for subdivision of the old fire station from the remaining Town property and resolution of any title issues as may need to be resolved for divestiture.	04-Apr-22	Sep., 2022	<div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.

38	Direct staff to obtain a comparative review of the old fire station building and an associated valuation for potential divestiture.	04-Apr-22	Sep., 2022	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.	
39	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	Sep., 2022	<div><div></div><div></div><div></div><div></div><div></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.	
40	Staff to proceed with Option 3, running the upgraded powerline under the Sports Field.	12-Apr-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Final design completed, coordinating construction with field improvements, wire expected on site first week of July.	
41	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></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Notes: Included on the June 30, 2022 Council agenda.	
42	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></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Notes: Included on the June 30, 2022 Council agenda.	
43	Council revisit the vaccination policy by the end of the 2022/23 fiscal year.	28-Apr-22	Mar., 2023	Not yet begun			Notes:

44	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	Jul., 2022			50%	Notes: Tender document under development now.
45	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 an upcoming 2022 HAC agenda.
46	Staff to investigate the potential for a volunteer recognition event.	10-May-22	Jul., 2022			25%	Notes: In progress.
47	Staff to provide a report on the next steps to develop a housing plan for Mahone Bay.	10-May-22	Jul., 2022			25%	Notes: In progress.
48	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				Notes: Meeting took place June 27; agenda was published and RCMP were in attendance.

49	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.	26-May-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Completed.
50	Council direct staff to reflect accessibility best practices- including proposed chip-seal track/trail surface at the Sports Field as part of the current ongoing project.	26-May-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Direction incorporated into scope of work, staff coordinating with contractors/Mahone Bay United.
51	Staff to arrange for the painting of the new crosswalk in front of St. John's Lutheran Church as a PRIDE crosswalk.	14-Jun-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Rev. Lane has been advised and Town staff are coordinating for painting.
52	Staff to follow up with Ms. Devereaux and discuss her proposal for the old Fire Hall in more detail.	14-Jun-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Staff have met with Ms. Devereaux to begin discussion.
53	Staff to monitor the effectiveness of the Town of Lunenburg's updated Noise By-law and report back to council in the fall.	14-Jun-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Staff report anticipated for October 2022 after the summer season.
54	Staff to write to Ms. Seltzer to explain the steps that Council is taking to address her concerns.	14-Jun-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Letter sent to Ms. Seltzer
55	Staff to write a letter of thank you to Patty Livingstone for her letter.	14-Jun-22	Jun., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Letter sent to Ms. Livingstone

<b>56</b>	Staff to draft a letter of reference for the MacLeod Group for the Mayor's signature, including Council's appreciation of the willingness of the MacLeod Group to meet with members of the public	14-Jun-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>
		Notes: In progress.			
<b>57</b>	Staff to investigate the net cost of a change in the low-income property tax subsidy to \$1000 rebate for household incomes \$30,000 or less; \$500 for \$30,001 to \$35,000; and \$250 for \$35,001 to \$40,000; with no rebate for a household income of more than \$40,000.	14-Jun-22	Jul., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: Direction forwarded to Finance Department for inclusion in the draft 2022/23 budget.			

## Chief Administrative Officer's Report - June 30, 2022

<b>1</b>	<b>COVID-19</b>	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.
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2	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	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 (June 30th early registration deadline). Data collection on natural assets began in May.
3	<b>Municipal Joint Services Board (MJSB)</b>	New MJSB Comptroller in place; COO and IT Director hired and due to begin work shortly (will be participating in regular Board meeting for July 2022).
4	<b>Riverport Electric Shared Service Committee</b>	Regular meetings continue.
5	<b>Regional Emergency Measures Organization (REMO)</b>	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	<b>Alternative Energy Resource Authority (AREA)</b>	<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	<b>Lunenburg County Accessibility Advisory Committee</b>	<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 was included on Council's May 26 meeting agenda.</p>

<b>8</b>	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	<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.</p> <p>Participated in Working Group panel/presentation at 2022 NSFM Spring conference (May 5).</p>
<b>9</b>	<b>New Long Term Care Facility</b>	<p>Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St..</p> <p>Water/Wastewater upgrades project began in June, completion anticipated by end of July/early August.</p>
<b>10</b>	<b>Atlantic Climate Caucus</b>	<p>Presented to May meeting of Atlantic Climate Caucus concerning municipal electrical utilities and Mahone Bay's experience. Lots of follow up interest from other participating municipalities.</p>

## Manager of Public Works & Transportation's Report - June 30, 2022

<b>1</b>	<b>Streets &amp; Sidewalks</b>	<p>1. 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.</p> <p>2. Annual Line Painting Tender awarded to Provincial Pavement Markings.</p>
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2	Other	<ol style="list-style-type: none"><li>1. Old and New water treatment plants building repairs have been completed.</li><li>2. Fire Station: Security and access codes completed.</li><li>3. TOMB Clothing tender awarded to Murghy Gear.</li><li>4. No luck in finding a qualified Groundskeeper through the interviewing process. Nature's Reflections helping out in the meantime.</li><li>5. Baseball dug oiut repairs scheduled to begin next week.</li></ol>
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## Electric Utility Manager's Report - June 30, 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 - June 30, 2022

1

### **Water Supply, Treatment & Distribution**

\*Watermain project started May 16th Water service disruption now looking like July before any shutdown work will be completed

\*CBCL continues assisting a few days a month with daily operations, compliance monitoring 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; South Main St flush unit to be installed in July in conjunction with the laneway modifications.

\*Plans to continue with NRW recommendations spring 2022.

\*Seasonal water main flushing scheduled in conjunction with new Watermain project now July 2022

\*WTP Replacement air compressors completed June 1&2.

\*New pump motor installed at pump house L&B pricing repairs vs replacement.

\*Canadian Armed Forces job training scheduled to start June 27th

2	<b>Sewage Collection &amp; Treatment</b>	<p>*Regular monitoring and maintenance activities continued.</p> <p>*Permanent installation of PAA dosing line completed. Testing and Troubleshooting continues.</p> <p>*CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations.</p> <p>*Door modifications of chemical room WWTP for PAA tote delivery pending.</p> <p>*CBCL submitted 2021 annual NSE report.</p> <p>*Treatment cell #3 draining and cleaning planning started, quotations requested for sludge hauling and disposal</p>
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## Climate & Energy Program Manager's Report - June 30, 2022

		<p>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.</p>
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1	<b>GHG Reduction</b>	<p>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. 90% design plans have been. 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. A kickoff meeting for this project will occur in the next couple of weeks.</p>
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2	<b>Climate Adaptation</b>	<p>Staff have connected with members of CanmetENERGY-Ottawa, Natural Resources Canada who expressed an interest in performing research related to GHG reduction, using Mahone Bay as a case study.</p> <p>Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. Funding for this project has now been confirmed. Geotechnical work for this project was completed last fall, and construction began on June 16th. It is expected to take approximately 2 months to complete. Staff have been doing ongoing social media posts and newsletter updates to inform residents of the work taking place. A 'button' with a direct link to the living shoreline webpage has also been added to the Town's main website page. Two new Living Shoreline projects have been identified.</p> <p>Significant outreach is taking place on the</p>
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3	<b>Engagement &amp; Stewardship</b>	<p>Significant work is taking place on the Living Shoreline. Staff are coordinating 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 has started with the Town! They are working on community outreach on various climate and energy initiatives. The first Climate and Environment Advisory Committee took place on June 1st, 2022. An additional meeting was added for July 6th to continue the introductions and review of the GHG Reduction Action Plan.</p>
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Finance Manager's Report - June 30, 2022		
1	<b>Assessment Roll, Taxation and Billing</b>	Interim tax bills issued April 30, 2022.
2	<b>Budgeting and Reporting</b>	Development of draft 2022/23 budgets with department heads. Draft budget to be presented to Council on July 6, 2022.
3	<b>Journal Entries and Reconciliations</b>	May reconciliation of GL and bank should be completed within a few days
4	<b>Annual Audit Preparation/Support</b>	2021-2022 Audit expected to start July 18, 2022.
5	<b>2020-2021 Audited Financial Statements</b>	Waiting for the final 2020-2021 Audited Financial Statements from Deloitte.

**Clerk & Deputy CAO's Report - June 30, 2022**

<b>1</b>	<b>Plan Review</b>	Completing final staff reviews of revised draft documents to be shared to Engagement Steering Team for recommendation to Council .
<b>2</b>	<b>By-law and Policy Development</b>	Amended Solid Waste Management By-law was given second reading and final approval on May 26, 2022. First reading was provided for the draft amended Cemetery By-law at June 14, 2022 regular Council meeting; a public hearing is scheduled for July 12, 2022 with consideration of second reading and final approval on the agenda of the regular July 12, 2022 Council meeting. A draft amended Flag Policy is on the agenda for the June 30, 2022 regular Council meeting.



3	<b>Communications and Public Engagement</b>	Regular communication regarding cigarette and battery recycling continues, as does regular communication about EV chargers and solar garden build. The first Sustainability Spotlight, Encompassing Design, has been shared via Facebook and a poster on the Town notice board at the Post Office. Water project updates continue and staff are waiting for news on the expected water shut-off(s) which are now expected to be in early July but staff expecting 48 - 72 hours notice in advance to be able to share information via the Town website, social media, and CodeRED. New webpages have been developed and publicized for the Solar Garden and Living Shorelines projects. Living Shoreline communications have included project details and details about the parking lot closure. Staff are working on a mailer for the Municipal Boundary Review. Draft Public Engagement Plan developed for
4	<b>Council Support</b>	Ongoing support of meetings of Council and Committees of Council. Recent initiatives include launch of new Climate and Environment Committee. Ongoing support for solar garden project and initiation of new regular special Council meeting on third Friday of the month.
5	<b>Development of Internal Documents</b>	Ongoing work on the development of a new Human Resources Manual including research on diversity and accessibility in the workplace. Development of new forms and processes for facility bookings and planning matters continues.

<b>6</b>	<b>By-law Enforcement</b>	Staff have progressed to issuing full parking tickets for vehicles parked in the Electric Vehicle Charging stations when not charging. By-law Enforcement Officer presented to Municipal By-law Enforcement Officers Association regarding enforcement procedures.
<b>7</b>	<b>Park Cemetery Mapping Project</b>	GIS work is underway at Park Cemetery as is the development of a database to gather the data information.
<b>8</b>	<b>Capacity and Effectiveness Initiative</b>	Staff have been trained on the use of the Payworks Leave Management System and are now using this function. Human Resource module will now be populated and moved online for management of key documents, training, and certification
<b>9</b>	<b>Safety Program Implementation</b>	Work continues on development of regulations for Safety Manual draft.
<b>10</b>	<b>Projects</b>	Staff have been working with the fire department, Vigilant, and suppliers to get final tasks completed for the new fire hall. Fire and Evacuation plans now completed and posted in Fire Hall and Town Hall. Staff continue to work with the Fire Department liaison to plan the Fire Station Open House.

## By-law and Policy Review - June 30, 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	Cemetery By-law	Target	Provided first reading on June 14, 2022; Public Hearing scheduled for July 12, 2022 to be followed by consideration of second reading and approval on the agenda for the July 12, 2022 meeting of Council.
		12-Jul-22	
4	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
5	Council/CAO Relations Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		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.
		7/28/2022	

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 July 25, 2022 meeting of the Strategy & Policy Committee.
		TBD	
9	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
10	Fees Policy	Target	Not yet begun
		TBD	
11	Penalties By-law	Target	Not yet begun
		TBD	
12	Committee Policy	Target	Pending discussion at July 25, 2022 meeting of the 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	Second and Final Reading at June 14, 2022 regular Council Meeting; effective November 1, 2022.
		completed.	

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	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.
		28-Jul-22	
18	Preventing Sale of hate symbols	Target	Anticipated for July 28, 2022 meeting of Council.
		28-Jul-22	

Service Statistics - June 30, 2022			
1	By-law Enforcement	May-22	Parking Tickets: 9
		<p>Notes: Parking enforcement at upper Main Street continues to be a busy file.</p> <p>Transitioning away from educational tickets for EV Charging stations at the end of May.</p> <p>Referral from Development Officer regarding a business advertising sign where a Development Permit has not been issued.</p> <p>Reviewed and provided comments on amendments to Solid Waste Management By-law and Cemetery By-law in respect to enforcement. Presentation to Municipal By-law Officers Association regarding enforcement procedures.</p>	

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)	Jun., 2022	<u>MAIN STREET</u> Median Speed ~49 km/h	
			<u>EDGEWATER STREET</u> Median Speed ~55 km/h	
			<u>KINBURN STREET</u> Average Speed 33 km/h	
		Notes: Tube Counters have also been deployed on East Main Street (weekday ADT 2,731, weekend ADT 2,772) and Fairmont Street at Maple Street (weekday ADT 262, weekend ADT 226).		
5	Solid Waste (Tonnage)	May	96.22	YTD: 199.23
		Notes: Recyclables = 9.15; Organics = 22.95; Garbage/Other = 63.40; Cardboard = 0.72.		
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	
		NRW (flushing, etc.)	Q1 2022 (shown as monthly	
			318,871 Litres	

		Losses	Q1 2022 (shown as monthly			
			8,137,343 Litres			
8	Electrical Utility	Purchased (AREA)			\$132,608	
		Purchased (NBP)			\$254,524	
		TOTAL Purchased			\$387,132	
		Sold (Commercial)			\$28,130	
		Sold (Residential)			\$367,048	
		Sold (Power & Demand)			\$193,191	
		TOTAL Sold			\$588,370	
9	EV Chargers	April 2022	25 Charging Sessions	45 Hrs / \$69.19	238 kWh	
10	Development Services	Approved Subdivisions			2021-22	6 (40 lots)
		Development Permits			2021-22	38
11	Comfort Stations (June, 2022)	Edgewater Street	2,414 (4,357 YTD)	Main Street	137 (835 YTD)	
12	CodeRED Registrations	31/5/2022	Residential: 369; Business: 11; Email: 190; Text: 254			
		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;			

<b>30/04/2021</b>	<b>Residential: 293; Business: 10;</b>
<b>31/03/2021</b>	<b>Residential: 294; Business: 10;</b>
<b>28/02/2021</b>	<b>Residential: 290; Business: 10;</b>
<b>31/01/2021</b>	<b>Residential: 285; Business: 10;</b>
<b>31/12/2020</b>	<b>Residential: 285; Business: 10;</b>
<b>31/03/2020</b>	<b>Residential: 243; Business: 12;</b>



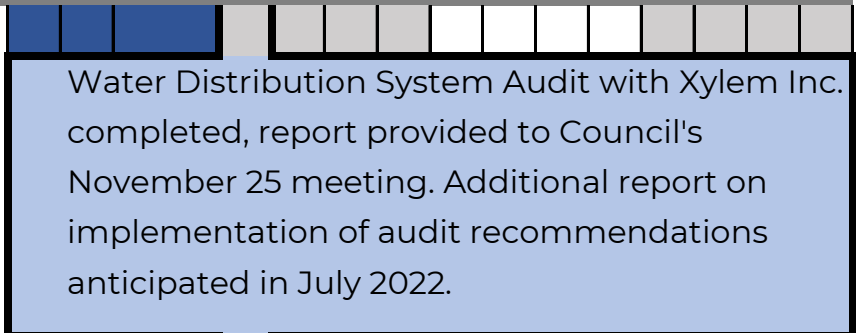
# 2021-25 Strategic Plan - June 30, 2022

## Sustainable Municipal Services

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>1.1.1</b>	<b>Undertake water, wastewater &amp; electrical rate studies</b>	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 in July/August. Water utility rate study will get underway shortly with recent hiring of new Manager of Finance.</p>															
<b>1.1.2</b>	<b>Implement initiatives to increase utility demand</b>	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 July 2022.</p>															

### 1.1.3 Complete water and wastewater system diagnostics Operating Initiatives

Water



Wastewater

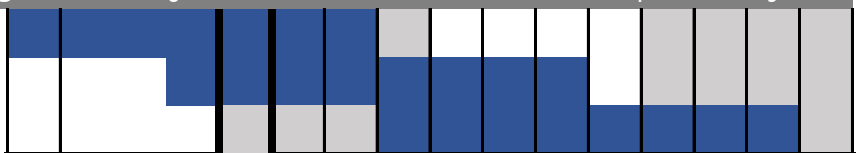


### 1.1.4 Strategically replace/upgrade utility infrastructure Capital Projects

Project 1

Project 2

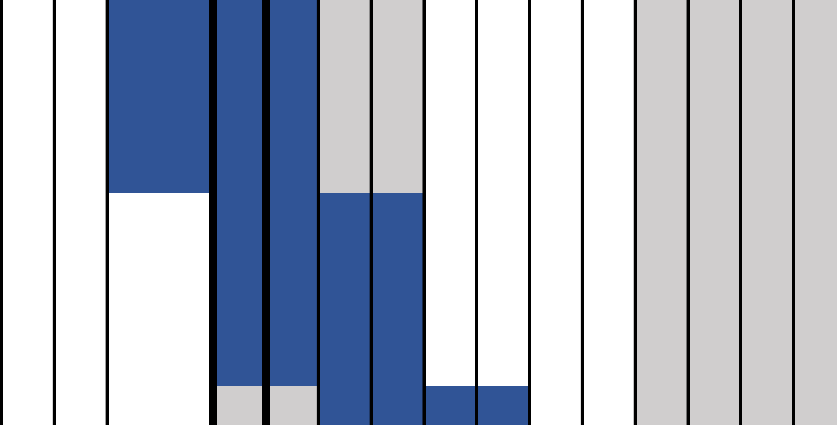
Project 3



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 began in May. Cohort 2.0 outputs will be reflected in 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



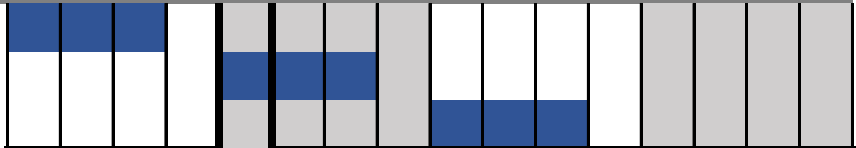
New shared Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC. Meeting with Town staff re development of Mahone Bay Accessibility Operational Plan. Progress update provided on Council's May 26 meeting agenda.

### 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. 2021, 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 (pride) crossing anticipated complete in July. 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

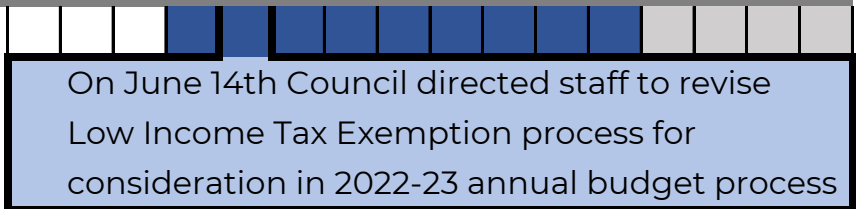


Council has delayed phase 2 public engagement process with Upland Planning + Design; draft MPS/LUB documents under development now. Engagement process anticipated to take place in Fall of 2022 with Plan Mahone Bay process to be completed in Winter 2022/23.

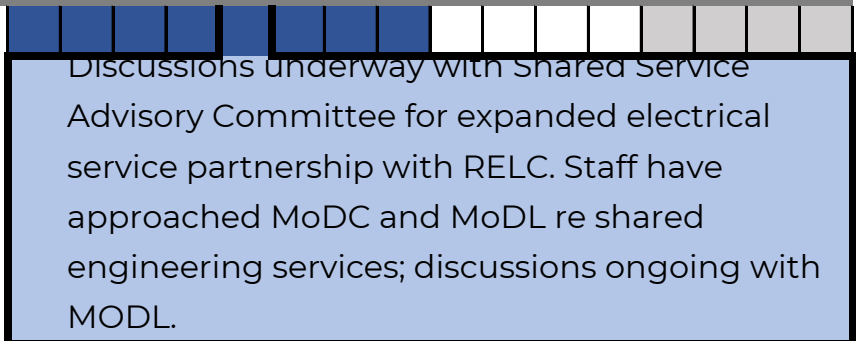
**2.1.2** Develop and implement Housing Strategy Operating Initiatives



**2.2.1** Review service levels and align with residents' ability to pay









**2.2.2** Explore shared services and partnerships for efficient service delivery



**2.2.3** Establish inclusive strategies for provision of municipal services



<b>2.2.4</b>	Expand existing infrastructure to support planned growth	Capital Projects
	Project 1	
	Project 2	
	<p>Recommendations for extension of linear infrastructure (water/wastewater and transportation) provided to Council's June 30th meeting; to be discussed in 2022-23 budget process.</p>	
<b>2.3.1</b>	Align staff capacity, capital and operating plans with strategic plan	
		
	<p>2022-23 annual budget process provides opportunity to consider first annual strategic plan review (completed Apr 26) and align financial resources accordingly.</p>	
<b>2.3.2</b>	Update policies and by-laws for effective governance and Plan implementation	
		
	<p>In 2021-22 the following policies and by-laws were adopted or amended: Climate &amp; Environment Committee Terms of Reference, OH&amp;S Policy, Signage Policy, Vaccination Policy, By-law to Repeal Dangerous &amp; Unsightly By-law, REMO By-law (amended).</p>	
<b>2.3.3</b>	Prioritize public engagement processes supporting Plan implementation	
		
<b>2.3.4</b>	Regularly review progress and continually improve strategic plan	
		
	<p>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 &amp; Strategy Committee meeting Apr 26th, devoted to Strat Plan review. Review now completed; recommendations for amendment approved at Council's May 10th meeting.</p>	

## Environmental Leadership

	2021				2022				2023				2024			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>3.1.1</b>	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 presented to Committee's initial meeting in June.															
<b>3.1.2</b>	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 September 2022.															
<b>3.1.3</b>	Expand electric vehicle charging infrastructure Capital Projects															
	Equipment received, installations completed at all locations (town hall, marina, clairmont street, MBC, main street, fire station). Chargers now online. Promotion of EV chargers will continue.															

3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project
Federal/Provincial funding announcement for community solar gardens took place at Michael O'Connor Memorial Bandstand July 8, 2021. Contribution agreement signed. Community Open House took place November 4th, 2021. Solar panels delivered to Halifax in January. Update report provided on Council's January 27th meeting agenda. Site preparation activities begun. Direct mailout update distributed to residents in March; project updates continue via social media.		
3.1.5	Support regional initiatives that contribute GHG reduction	Operating Initiatives
Ongoing discussions concerning regional transit system; Mayor participated in panel at Citizens for Public Transit AGM, along with representatives of other LC municipal units. Staff have been in discussions with MODL concerning potential cooperation on GHG reduction initiatives (MODL is currently in the process of finalizing their GHG reduction plan).		
3.2.1	Develop and implement policies / by-laws supporting adaptation measures	
3.2.2	Invest in infrastructure (shoreline and stormwater management)	Capital Project
3.3.1	Urban Forest Management Plan (including parks)	Operating Initiative
Natural assets data collection - including street trees inventory - began in May.		



**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, referenced in staff report on service extensions to Council's June 30th meeting.

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 not approved; initial work on clearing underbrush from orchard anticipated in July with adjacent Sports Field project.

**2021-22 Budget - Operating Initiatives & Capital Projects -  
June 30, 2022**

**2022-23 Budget Process begins July 6th, 2022. Updates on the status of 2021-22 projects will be included in 2022-23 budget presentation. Check the Town website for budget meeting dates.**



## Town of Mahone Bay

Staff Report

RE: Flag Policy Amendments

June 30, 2022

### General Overview:

This report is to provide Council with feedback and a draft amended flag policy as directed by Council.

### Background:

At the April 12, 2020 regular meeting of Council the following motion was passed:

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

Having reviewed the direction of Council, staff have highlighted further decision points and are looking for Council direction.

### Analysis:

#### Flying the First Nations Flag on a permanent Town pole

The motion of Council was that the draft amendment reflect flying the Acadia First Nations Flag on a permanent Town pole. A review of common practice would suggest that the Mi'kmaq Grand Council flag is probably the more appropriate flag to fly in order to meet Council's intent to respectfully acknowledge that Mahone Bay is in the ancestral, present, and future territory of the Mi'kmaw people. Specifically, it is the recommendation of staff that Council formally write the Band Council of the Acadia First Nation to determine which flag should be flown on the Town flagpole dedicated to honouring the Mi'kmaw people.

Further to the decision regarding which flag to fly, the Town will be required to purchase at least one additional permanent flagpole to be installed next to the single existing Town flagpole on Edgewater Street (which currently flies the national flag of Canada). Staff recommend replacing the existing flagpole at the same time as purchasing a new flagpole; a third flagpole would be needed if the

Provincial flag were to be flown as well. The possibility of a yardarm was investigated but deemed inappropriate for the flying of national flags.

#### Federal Policy – Flying the Flag at Half-mast

Staff were directed to amend the Flag Policy to reflect the federal practice of flying the flag. The Rules for Half-Masting the National Flag of Canada is attached to this report as Appendix A.

#### Additional Amendments

As directed by Council, additional amendments have been made to the attached draft amended Flag Policy to include consideration for requests from individuals, that the African Nova Scotian flag be flown on the community flagpole during African Heritage Month, and that Council may direct the flying of flags at their discretion in which case the Town will assume the associated costs.

#### **Financial Analysis:**

The cost of the flagpole(s) necessitates a Request for Tender be issued when the time comes to purchase a flagpole, but for the purpose of this discussion, a new commercial flagpole would cost approximately \$3,000 and \$800 for delivery.

The costs of flags is approximately \$110 - \$130 depending on the flag. Based on experience flags flown continuously will require replacement at least twice annually.

#### **Climate Analysis:**

Siting the additional flag pole at the same location as the Town's existing flagpole is not considered to have any measurable climate change implications.

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

2.3 Governance to Meet Expectations of our Growing Community.

**Recommendation:**


It is recommended,

THAT Council approve the Mayor to send a letter on behalf of Council to Chief Deborah Robinson of the Acadia First Nation indicating Council's intent to fly a flag to honour the Indigenous people of Mi'kma'ki and requesting the advice of the Acadia First Nation Council as to the appropriate flag.

THAT Council direct staff to order [indicate number] commercial flagpole(s) for installation on Edgewater Street with costs to be reflected in the 2022-23 annual budget.

THAT Council direct staff to add the draft amended Flag Flying Policy to a Council agenda when feedback has been received from the Acadia First Nation as to which flag to fly to honour the Indigenous people of Mi'kma'ki.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Attached: Rules for Half-masting the National Flag of Canada  
Draft Amended Town of Mahone Bay Flag Policy





Government  
of Canada

Gouvernement  
du Canada

[Canada.ca](#) > [Culture, history and sport](#) > [Canadian identity and society](#)

> [Anthems and symbols of Canada](#) > [National flag of Canada](#)

> [Half-masting the National Flag of Canada](#)

# Rules for half-masting the National Flag of Canada

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## Objectives

## Definitions

## I. Mandatory Half-masting

## II. Discretionary Provisions

## III. Discretionary Authority of the Prime Minister

## IV. Procedures

## Objectives

The half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow.

Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

It is in this context that the Government of Canada wishes to further develop the principles that will determine the half-masting policy relative to the National Flag of Canada as well as the precise arrangements to be put in place and exercised in a consistent and appropriate manner. Therefore, the Government of Canada has adopted the rules hereto attached.

# Definitions

Unless the context otherwise requires it, the following terms shall mean:

## **"Flag"**

the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

## **"Half-mast"**

the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

## **"Rules"**

the Rules for Half-masting the National Flag of Canada.

# I. Mandatory Half-masting

## **1. The Sovereign, the Governor General and the Prime Minister**

Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or the memorial service.

## **2. Sovereign's Family**

Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the

funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

### **3. Former Governor General**

Upon the death of a former Governor General, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

### **4. Former Prime Minister**

Upon the death of a former Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

### **5. Chief Justice of Canada and Members of the Canadian Ministry**

Upon the death of the current Chief Justice of Canada or a current member of the Canadian Ministry, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.



## 6. Lieutenant Governors

Upon the death of a current Lieutenant Governor, the Flag is flown at Half-mast on all federal buildings and establishments in the affected Province and on the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

## 7. Privy Councillors and Senators

Upon the death of a Privy Councillor, who is not a current member of the Canadian Ministry, or a current Senator, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her place of residence, excluding the Peace Tower if the place of residence is Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

## 8. Members of the House of Commons

Upon the death of a current member of the House of Commons, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her riding, excluding the Peace Tower if the riding is in Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

## **9. Accredited Heads of Mission to Canada while in Canada**

Upon the death of an accredited Head of Mission to Canada (High Commissioner or Ambassador) while in Canada, the Flag on the Peace Tower is to be half-masted on the day of the funeral/memorial service or, should there be no such service scheduled, on the day that the remains depart Canada. (Should a service be scheduled on a date different from the one that will witness the departure, half-masting would take place on the day of the service and not on the day that the remains depart Canada).

## **10. Half-Masting Initiated by a Province or Territory**

When a Province or Territory Half-masts its provincial or territorial flag for a reason other than one provided for in the Rules, the Flag will be Half-masted within that Province or Territory, except on the Peace Tower if the Province is Ontario, to the same geographical extent and for the same duration as the Province or Territory Half-masts its flag. The Flag will only be Half-masted in the said Province or Territory upon notification to the Manager responsible for the administration of the Rules within the Department of Canadian Heritage by the Chief of Protocol of that Province or Territory of the reason, geographical extent and duration of the said Half-masting.

## **11. Special Days**

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;

- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service;
- September 30, National Day for Truth and Reconciliation;
- November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service;
- December 6, National Day of Remembrance and Action on Violence Against Women.

In addition, the Flag will be Half-masted on the Peace Tower:

- April 9, Vimy Ridge Day; and
- for the duration of the annual Memorial Service on Parliament Hill to remember deceased Parliamentarians.

## II. Discretionary Provisions

### 12. Foreign Heads of State or Heads of Government - Half-masting Abroad

Upon the death of a current foreign head of state or a foreign head of government, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country, consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

### **13. Special Circumstances in a Foreign Country**

To commemorate prominent citizens of a host country, or a resident of that country who had made a significant contribution to Canada, or special events affecting the host country, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

### **14. Employees of the Federal Government**

When an employee of a federal department, agency or Crown corporation dies in the line of duty or by reason of the position he or she occupies within that federal department, agency or Crown corporation, the Minister responsible for that organization may decide to Half-mast the Flag. Half-masting in such circumstances can only be carried out on those buildings and establishments affiliated to the organization. The Minister may decide on the geographical extent of the Half-masting and its duration. The

decision must be shared immediately with the Manager responsible for the administration of the Rules within the Department of Canadian Heritage, and the Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

## **III. Discretionary Authority of the Prime Minister**

### **15. Foreign Heads of State or Heads of Government - Half-masting in Canada**

Upon the death of a current foreign head of state or a foreign head of government, and after consideration of his/her stature and the relation of that country with Canada, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower on the advice of Foreign Affairs, Trade and Development Canada and Canadian Heritage, and the recommendation of the Clerk of the Privy Council.

### **16. Exceptional Circumstances**

In exceptional circumstances, and on the advice of the Department of Canadian Heritage and the recommendation of the Clerk of the Privy Council, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad, that is not provided for in the Rules.

### **17. Delegation of Authority**

In the event that the Prime Minister is not available to consider the recommendations pursuant to Section 15 or 16 on an urgent basis, the Clerk of the Privy Council shall have the delegated authority to decide.

## **18. Information from the Department of Canadian Heritage**

The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will provide information regarding past instances of Half-masting and recommendations as to the geographical extent and duration of any Half-masting under consideration pursuant to Sections 15 and 16.

# **IV. Procedures**

## **19. Legal Holidays**

If the Flag is Half-masted anywhere in Canada or abroad in accordance with the Rules, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5): Victoria Day and Canada Day.

## **20. Visiting Foreign Head of State or Head of Government**

If the Flag is Half-masted on the Peace Tower in accordance with the Rules, it must nonetheless be raised to full-mast while a foreign head of state or foreign head of government is visiting Parliament.

## **21. Exceptions to Sections 19 and 20**

Sections 19 and 20 do not apply if the Flag is Half-masted for the death of the Sovereign, but the Flag is flown at full-mast on the day on which the accession of the new monarch is proclaimed. Sections 19 and 20 also do not

apply if the Flag is Half-masted for the death of the current Governor General or the current Prime Minister.

## 22. Half-Masting Notice

Upon the occurrence of an event provided for in Sections 1 to 11 or upon the approval of the Prime Minister pursuant to Section 15 or 16, the Department of Canadian Heritage will send a notice to all relevant authorities instructing them to Half-mast the Flag. The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice when Half-masting is carried out upon the death of a person.

## 23. Coming into Effect

The Rules, as amended, are effective as of June 2, 2003, and replace any previously existing rules developed through practice or articulated in Sections 12 and 13 of the General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (1966).

**Date modified:**

2021-11-05

## 1. General Description

This policy is designed to establish a consistent protocol and management for the flying of flags on Town of Mahone Bay properties.

## 2. Purpose

The purpose of this policy is to provide clear direction with regards to flag etiquette, flags to be flown, and maintenance of flags on Town properties.

## 3. Town-Owned Flagpoles

- a) The Town will fly the Canadian Flag, the Province of Nova Scotia Flag, the Mik'maq Grand Council Flag and Town of Mahone Bay flags (including the flag of the Mahone Bay District Fire Department) only on their flagpoles, notwithstanding Article 4. Decorative flags hung on Town buildings, etc. will be excluded from the guidelines established by this policy.
- b) The Town will maintain a permanent flagpole on which the Mik'maq Grand Council Flag will be flown and maintained by the Town.

## 4. Flying Special Occasion Flags

**4.1 The Town of Mahone Bay receives requests to fly flags in recognition of a variety of events and organizations. To enable the Town to satisfy these requests the Council of the Town of Mahone Bay has adopted the following guidelines for the flagpole located at the Michael O'Connor Memorial Bandstand (herein referenced as the Community Flagpole).**

- a) This flagpole will be designated for groups and organizations who request that their event flag be flown for a specific period of time.
- b) The maximum period of time for a single flag to be flown is one month.
- c) Applications must be received in writing (Appendix A – Application for Flying a Community Organization's Flag) from community organizations or individuals wishing to have their flag flown. Applications are to be submitted a minimum of one month prior to the date the group would like the flag flown. A calendar will be maintained by staff to track availability. Consideration will be given to the order in which requests are received.
- d) All applications will require approval by Council when received. Annual recurring requests will not require Council approval in subsequent years; applicants must still apply annually.



- e) The Town will maintain the flags of community organizations that annually submit applications (Appendix B - List of Reoccurring Flags) in the Town's flag inventory.
- f) The **requesting** community organization or **individual** will provide the flag to be flown. The Town will not fly a flag that is in poor condition.
- g) The Town will not approve applications from community organizations in support of:
  - o Political parties;
  - o For-profit corporate entities;
  - o Religious groups; and
  - o Community groups or organizations that support social or racial intolerance, violence, or hatred.
- h) The public will be advised of the significance of the community organization's flag being flown through communication efforts on the part of the Town.
- i) **When there is no community organization's flag on the flagpole, a Town flag may be flown.**
- j) Notwithstanding the above policy, the Town of Mahone Bay will fly the appropriate flag on the occasion of a visiting dignitary; the flag will be flown for the duration of the visit to the Town of Mahone Bay.
- k) **Notwithstanding the above policy, the Town of Mahone Bay will obtain and maintain an African Nova Scotian flag to be flown for African Heritage Month.**

## **4.2 Flying Flags at Discretion of Council**

**Town Council may choose to fly a flag on the Community Flagpole, at their own discretion in which case the Town will assume the associated costs.**

## **5 Flags at Half Mast:**

Flags on Town-owned flag poles will be flown at half-mast to mark the passing of those detailed below for a period four days from the notification of the individual's death or until sunset on the day of the funeral, whichever comes first.

- a) **Recognition of Prominent Public Figures:** The passing of any of the prominent public figures listed below:
  - i. Across Canada and abroad on the death of:
    1. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
    2. The Governor-General or a former Prime Minister
  - ii. Within the Province on the death of the current:
    1. Lieutenant Governor
    2. Premier

iii. Within the Town of Mahone Bay on the death of:

1. Mayor or former Mayors of the Town of Mahone Bay
2. Councillors or former Councillors of the Town of Mahone Bay

- b) **Recognition of persons from Lunenburg County whose duties can be described as “Protective Services”, including but not limited to RCMP, and Firefighters:** Flags will be flown at half-mast for the passing of persons in or from Lunenburg County, whose lives are lost while active members
- c) **Recognition of Town Employees:** When an employee of the Town dies while actively employed, the flag shall be flown at half-mast.
- d) **Recognition of Canadian Military Personnel:** Flags will be flown at half-mast to mourn the passing of local members of the Canadian Military whose lives are lost while on active duty, in consultation with Royal Canadian Legion Branch 49.
- e) **Other Circumstances:** Flags will be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will mirror the practice of the Province of Nova Scotia and the Government of Canada.

## 6 Procedure:

- a) Any citizen, member of Council, or member of staff of the Town of Mahone Bay who becomes aware of an individual deserving of recognition under this policy, should contact staff of the Town as soon as possible to inform them of the name of the individual, the individual's qualifications for recognition under this policy, and the date of the funeral or memorial service.
- b) Staff will make arrangements to have the flag properly lowered and flown at half-mast in accordance with the policy.
- c) Staff will make arrangements to distribute information to Council and staff by email to explain why the flag is at half-mast.

## 7 Town flags:

- a) The Town of Mahone Bay has determined where Town flags can be flown.
- b) Town flags are reserved for uses determined by council by policy or motion.
- c) Designated public buildings (Provincial and Federal Governments, Royal Canadian Legions, Fire Departments, Community Halls, Schools, Libraries, etc.) may fly Town flags.
- d) The Nova Scotia Federation of Municipalities (NSFM) may fly a Town flag.

- e) Town flags may be loaned on a temporary basis for a major community function upon the approval of the Council of the Town of Mahone Bay or the Chief Administrative Officer.
- f) Other uses of Town flags are to be determined by the Council on an “as requested” basis. All requests to fly Town flags on commercial property shall be determined by the Council of the Town of Mahone Bay.

## 8 Maintenance of Flags:

- a) All flags must be maintained in a condition fitting their significance. Frayed flags should be replaced and/or repaired at once.
- b) When a flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified manner.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	<u>June 30, 2022</u>
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date



## **APPENDIX A – APPLICATION FORM**

### **Application for Flying a Community Organization's Flag – Town of Mahone Bay**

*Consideration will be given to the order in which applications are received.*

*Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. If approved applicants do not have flags available to be flown, the Town will work with the community organization to purchase the flags. Approved applicants will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at Town Hall.*

Community Organization Requesting Flag to be Flown:

Flag to be Flown:

\*provide/attach image with application.

Significance of Flag:

\*If additional space is required, please attach information to the application form.

Requested Duration:

### **The following information will be used for communication purposes by the Town:**

Contact Person:

Contact Address:

Contact Phone:

Contact Email:

Please indicate the dates of the period that your organization would like the flag to be flown, along with a second choice should the first choice be unavailable:

First Choice:

Second Choice:

### **FOR OFFICE USE ONLY**

Date/Time Received:

Council Approval Required: \_\_ Yes \_\_ No If No, original approval date: \_\_\_\_\_



**Town of Mahone Bay  
Public Engagement Plan:  
Development of a New Community Logo**

**Presented to Council: June 30, 2022**

**GUIDING PRINCIPLES**

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;
- Accessible;
- Transparent;
- Appropriately scaled;

**NATURE OF ENGAGEMENT**

- **Matter for which public engagement is being sought:**  
Development of a Community Logo for Mahone Bay

*“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 decide on a logo for Council approval.”*

- **How input will be used:**  
The public will be empowered to decide on a logo for Council approval.
- **Identified stakeholders:**  
Residents, taxpayers, and the business community of Mahone Bay.
- **Impact of the matter on stakeholders:**  
A community logo will represent the community as a whole and therefore community sense of identification will inform the process.
- **Timeline for engagement / decision:**

July – August: Community Engagement RE: decision to adopt a community logo  
 September: Staff will go to RFP for a designer who will be responsible to propose and implement a public process to identify the local character defining elements to inspire potential designs.  
 October – January: Public process led by designer  
 February: Community decision resulting from public process led by designer  
 March 2023: Council approval

- **What information is required to participate and where is it available:**  
 Information on the past and future Town logos – will be available on the Town website  
 Information on the 2019/20 logo development – will be available on the Town website  
 Information on the components of future logo development – will be available on Town website
- **Particular circumstances (including states of emergency and public health directives):**  
 Long process to encourage accessible public engagement process.  
 Planning must allow for possible return of public health measures.

## ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

### Public hearing;

**Notes:** A public hearing will be held to discuss draft logo decision when available for Council approval.

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

**Notes:** public sessions per designer's proposal-----

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

**Notes:** Polls and/or surveys per designer's proposal-----

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

**Notes:** Written submissions will be accepted at various stages of engagement-----

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

**Notes:**

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-  **Providing information through the media, websites, social media, and other channels;**

**Notes:** Information on all components of the public engagement will be shared on the Town's website, and facebook page.

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- ☐ **Other:**

**Notes:**

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## **REQUIRED RESOURCES**

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

### **Community Engagement RE: decision to adopt a community logo**

**July – August 2022**

- **Phase 1 July and August: Launch of information about previous logos of the Town, and information on the development of the 2019 “3 diamonds” logo, emphasizing decision to proceed with new COMMUNITY logo – this will include information posted on the**

website, notification in the Mayor's newsletter, and on the Town's facebook page

### **Development of a draft logo**

September

- Staff go to RFP for a designer who will be responsible to propose and implement a public process to identify the local character defining elements to inspire potential designs

October 2022 - January 2023

- Public process led by designer

### **Community decision**

February 2023

- Public process led by designer results in community decision on draft logo to go Council

### **Council approval**

March 2023

- Final Council decision on proposed logo (with public hearing)
- Forward information to 2023/24 budget for updating logo on Town materials

- **Required resources and costs:**

Staff time: approximately 100 hours

Graphic designer for development of logo: \$25,000

Cost of updating logo on Town materials: to be identified to be forwarded to 2023/24 budget





## **Town of Mahone Bay**

Staff Report

RE: Facilities Improvements for 2022-23 Budget  
June 30<sup>th</sup>, 2022

### **General Overview:**

This staff report is intended to present Council with information to support the 2022-23 budget process.

### **Background:**

In 2021-22 the Town completed interior renovations to the Town Hall; the final staff report on this project is attached as an appendix to this report. Also in 2021-22 staff provided Council with a report concerning the Public Works Garage; this report is also attached as an appendix to this report.

The reports on the Town Hall and Public Works Garage introduced options for consideration in the Council's annual budget process, which are further outlined below.

### **Analysis:**

#### Town Hall

The prior report on renovation to the Town Hall referenced a number of additional areas for potential renovation in future years, including:

#### Building Heat

To complete the conversion from gas to electrical replacement of the boiler with an electrical equivalent would be required. Costs associated with this replacement (including removal and disposal of old) are estimated at \$20,000. Installation of additional heat pumps to serve all areas of the building – including the current Public Works office – has been estimated to cost another \$20,000.

#### Renovation of Public Works Office

Though staff recommend relocating the Public Works Department – as detailed below – the current Public Works office (formerly used by the Mahone Bay Police Department) would require painting and minor renovation if it is to be utilized as additional office space in the future. The cost of these renovations is estimated at \$15,000.

#### Building Exterior / Façade

Prior renovations did not include the building exterior which is in need of considerable work to prolong the life of the building and enhance its appearance. In consultation with relevant contractors staff have

estimated needed exterior work at \$150,000-220,000, depending on the scope of work (costs could be minimized by painting only three sides of the building and focusing only on substantial issues with potential to compromise building life or performance).

#### Property Improvement for Pedestrian Access

Council has previously approved a pedestrian crossing to the Town Hall from the sidewalk on Main Street. To achieve this – and generally enhance the safety of the parking area in front of the building – staff recommend alteration of the parking area to remove the vehicular traffic entrance on the East side, resulting in a single entrance shared with the neighboring EHS building. Removal of the East entrance would eliminate through-traffic and greatly enhance pedestrian safety. It is expected this could be accomplished with no loss of parking at a cost not greater than \$10,000.

These potential renovations – totaling as much as \$285,000 – would ensure the Town Hall remains a safe, efficient, accessible and sustainable workspace for Town staff and Council members for many years to come. As noted in the attached staff report prior interior renovations cost \$349,159.36+HST.

#### Public Works Building

In March of 2022 Council was presented with the attached staff report on relocation of the Town's Public Works Department; this report was deferred to April 4, 2022. On April 4 Council directed staff to issue a request for proposals for pre-design and estimation services in relation to a proposed new Public Works garage. Since receiving this direction staff have reached out to potential contractors concerning the construction of a new Public Works garage. Based on these discussions staff have developed a budget estimate of \$1,250,000 for the construction of a new approximately 4,000 sq. foot building for the Public Works Department. Staff recommend Council consideration of this information in the 2022-23 budget process prior to issuance of any RFPs. Alternatively, the staff recommendation from April 4 was for Council to consider relocating Public Works Department operations – along with PW, utilities and other Town storage – to the old fire station on Kinburn Street. A high-level estimate suggests this 7,680 sq. ft of space could be converted for Public Works use for as little as 20-25% of the cost of erecting a new building. This option remains available for Council's consideration.

**Financial Analysis:**

Any projects included in the 2022-23 capital budget would need to be covered out of current year revenue to fund capital or from borrowing (Municipal Finance Corp.).

**Climate Analysis:**

Completing the conversion of the existing Town Hall building to electrical heat and relocating the Public Works Department to a building to be heated by electrical heat would substantially reduce the Town's corporate emissions profile and contribute to community GHG emissions reduction goals.

**Strategic Plan:****2.3 Governance to Meet Expectations of our Growing Community**

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

**Recommendation:**

It is recommended that Council consider the information presented herein and refer selected projects by motion for further consideration in the 2022-23 budget process.

**Attached for Council Review:**

- Staff Report - Town Hall Renovation (Oct 28, 2021)
- Staff Report - Public Works Department Relocation (Mar 8, 2022)

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO



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

**General Overview:**

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

**Background:**

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

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

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

**Analysis:**

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

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



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



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



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





The front man door and frame needs replacing.



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



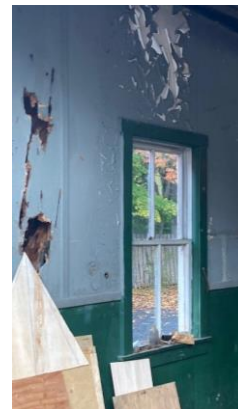
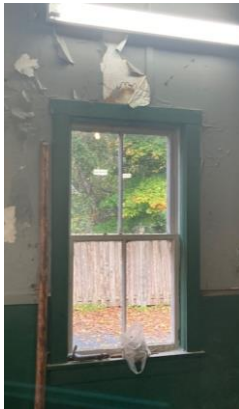
Many of the outside windows are rotten and leak which introduces more water into the walls.



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



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



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

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

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



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

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

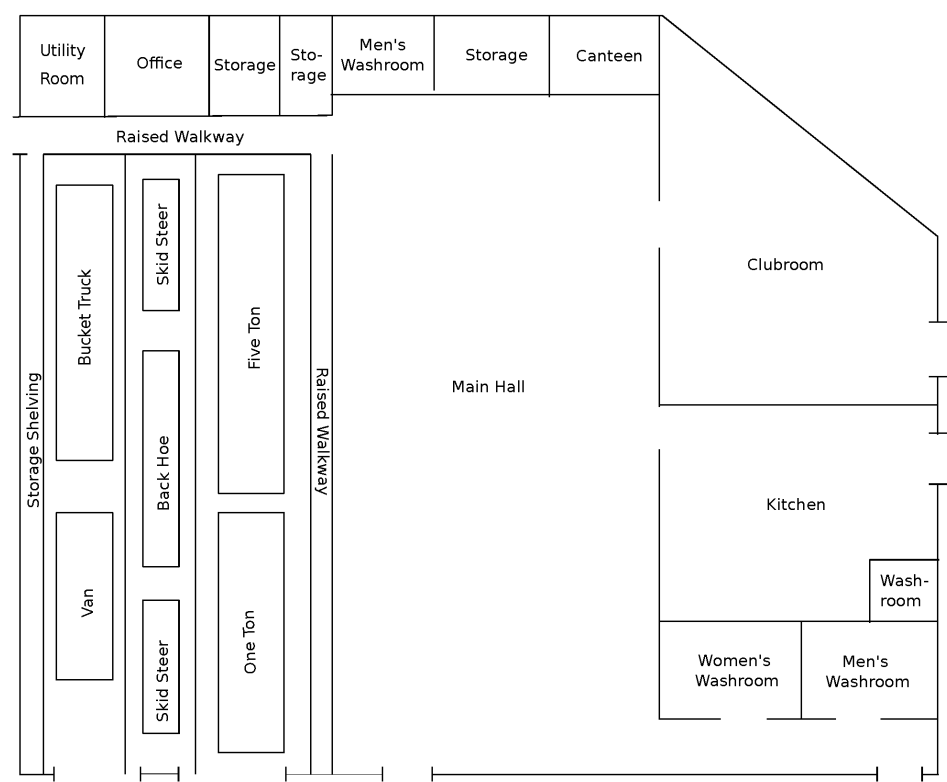
Relocation to the old fire hall at 184 Kinburn St., would consolidate Public Works Department operations as the salt shed and works yard are already located off Kinburn/Hawthorn. Relocating these operations out of the downtown would also contribute to a reduction in traffic and activity on already tight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

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

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



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



*Old fire hall showing Public Works equipment*

**Financial Analysis:**

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

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

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

### **Climate Analysis:**

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

### **Strategic Plan:**

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

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

### **Recommendation:**

It is recommended that,

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

Respectfully submitted,



**Jonathan Uhlman**

*Public Works and Transportation Manager*





**Town of Mahone Bay**  
Staff Report  
RE: Town Hall Renovation  
October 28<sup>th</sup>, 2021

**General Overview:**

This report is intended to update Council on the conclusion of the Town Hall Renovation Project.

**Background:**

The Town of Mahone Bay has operated from the Town Hall building located at 493 Main Street for over a century (originally meeting in the building when it was a hotel, eventually purchasing the building in 1934). The building is three-stories and includes 6,282 sq. feet of office space.



Historic Mahone Bay Town Hall

The first floor of the Town Hall building was renovated in 2009 at a cost of \$112,956. In 2018 the Town received a letter from our Fire Inspector, citing a number of safety concerns with the building. Valuation and additional condition assessments were undertaken and reported to Council. Staff were also directed to consider alternative options for the location of the Town Hall.

In development of the 2019-20 capital budget the Town Council considered various options for the Town Hall building as well as for the Fire Station/Hall. External estimates were obtained for a) construction of new office space coordinated with a new Fire Station build (~\$1,000,000 for Aprx. 4,200 sq. feet), b) conversion of the existing Fire Hall building contingent on a new Fire

Station/Hall build and the relocation of the Mahone Bay and District Fire Dept. from the building (~\$848,000 for 3,782 sq. feet), and c) lease of equivalent space in another non-Town-owned building if appropriate space could be obtained (~\$70,000 /year).

It was determined by Council that \$100,000 would be included in the 2019-20 capital budget for renovation of the building to address deficiencies and facilitate effective use of the office space by Town staff. The goal of these renovations would be to enable Town operations to remain in the building in the short-to-medium-term while a new Fire Station (and potential Hall) were to be constructed.

### **Timeline of Renovation Project**

- **May 11, 2019:** Council approved 2019-20 capital budget allocating \$100,000 for renovation of the Town Hall.
- **2019-20:** Preliminary design work took place including MJSB IT support to design wiring upgrades (preliminary designs included in April 21, 2020 report to Council) and external funding sources were sought for additional accessibility improvements (not in the scope of work).
- **May 13, 2020:** Council approved 2020-21 capital budget carrying forward \$100,000 allocation from 2019-20 budget.
- **Summer 2020:** Potential external funding identified to support renovations to first floor office necessary in consideration of COVID-19 (barriers, additional exit door, access controls) as well as accessibility improvements to the second floor (Enabling Accessibility Fund (EAF) application submitted July 2020). Poster developed to inform public of the need for renovation of the Town Hall building (see attached).
- **Fall/Winter 2020:** Request for Proposals for Renovation of the Town Hall building issued December 21<sup>st</sup>, 2020 (see attached). Bidders' walkthrough of building provided. Tender closed in January, proposals evaluated by staff and summary presented to Council.
- **February 9, 2021:** Council awarded contract for renovation of the Town Hall building to Mid-Valley Construction for \$134,760 + HST, on the basis of Request for Proposals documentation (an increase from budgeted).
- **Spring/Summer 2021:** Construction took place with Mid-Valley identifying various out of scope work for approval by Council, notably additional repairs to electrical wiring (\$44,799 + HST) and to address water damage (\$36,225 + HST).
- **May 27, 2021:** Council approved 2021-22 capital budget increasing projected cost for project to \$258,478 (\$58,478 expended in 2020-21 and a further \$200,000 allocated for 2021-22); still awaiting confirmation of previously applied for EAF funding and confirmation of Smart Restart funding (COVID-19) eligibility.

- **June 2021:** Council approved Mid-Valley to proceed with accessibility improvements to the second floor (\$57,460 + HST) without EAF funding.
- **Fall 2021:** Project essentially complete, staff have reviewed minor deficiencies with Mid-Valley Construction.
- **October 28, 2021:** Report on renovation project provided to Council.

Pre-Renovation and Post-Renovation images attached as appendices.

### **Analysis:**

The Town Hall Renovation Project has now concluded. The Town Hall building has undergone substantial renovation, addressing deficiencies and safety issues, improving the functionality of the space for Town operations, and increasing the efficiency of the building and reducing its carbon footprint. The renovations have enabled Town staff to continue operating safely from the building for at least the short-to-medium-term. The project also cost considerably more than budgeted.

On review, the scope of work included in the Request for Proposals did not encompass necessary repairs to the building, the extent of which should have been better foreseen by Town staff. The numerous scope increases experienced with the Mid-Valley Construction contract evidence a failure in project management on the part of Town staff. The Town of Mahone Bay is a small municipal unit and lacks the capacity to self-manage a project of this scale, a lesson learned for future projects where an external project management firm should be engaged at an early stage (as was done with the Fire Station/Hall project). To further address limited capacity to undertake major capital projects in the future staff are pursuing shared service arrangements for engineering services and procurement services with other municipal units in Lunenburg County.

Though the results of the project are impressive it should be acknowledged that the Town Council might have taken a different course of action with respect to the renovations, had the full cost of the work been understood ahead of the work commencing in 2021.

Future considerations for the Town Hall building in the short-to-medium-term include completing the transition away from fossil fuels, improving pedestrian access to the property from Main Street, façade renewal, and the potential relocation of Public Works operations (enabling an expansion of public / staff parking on the property).

Staff plan to offer tours of the newly renovated Town Hall building to the public during Municipal Awareness Week 2021 (Nov 22-26), in accordance with Provincial COVID-19 protocols.

**Financial Analysis:**

Regarding projected external funding sources, in the case of the funds for COVID-19 related renovations the Town did receive anticipated funds (\$43,651 under the Safe Restart Agreement) however it was later clarified that these funds could not be applied to capital renovations (they are still the Town's to expend and were budgeted as revenue in the annual budget). With respect to funding for accessibility improvements the Council knowingly decided to proceed with the ramp component without the Enabling Accessibility funding (\$48,846), which was still potentially pending, due to the priority placed by the Council on accessibility of the Town Hall building.

The final breakdown of costs for the project provided by Mid-Valley Construction (\$349,159.36 + HST) is attached as an appendix to this report.

Also attached as an appendix to this report is the Manager of Finance report from September 14, 2021, recommending the total cost of the project be financed from capital reserve. This recommendation is reflected below.

**Climate Analysis:**

The Town Hall building is more energy efficient as a result of the project with improved windows and additional heat pumps on the third floor (and replacement of existing depreciated heat pumps). Staff are working with Atlantic Heating and Cooling to develop further recommendations to fully transition the building off fossil fuels by 2030 in line with the Town's Community GHG Reduction Action Plan.

**Strategic Plan:**

The Town Hall Renovation project arose from the high priority placed by the prior Council on facilities investment which was reflected in the strategic plan of the day. Lessons learned from this project include an acknowledgement of limited capacity for project management, connecting with the current Council's 2021-25 Strategic Plan:

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

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

**Recommendation:**

It is recommended, per the Manager of Finance's report presented September 14<sup>th</sup>, 2021,

**THAT Council direct staff to fund the entire Town Hall Renovation Project from Capital Reserve Funds.**

**Attached for Council Review:**

- Town Hall Renovation Poster
- Request for Proposals Documents
- Pre-Renovation Pictures
- Post-Renovation Pictures
- Final Invoice – Mid-Valley Construction
- Manager of Finance Report, Sept. 14, 2021

**Respectfully Submitted,**

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

Dylan Heide  
Town of Mahone Bay CAO



## Town of Mahone Bay

Staff Report

RE: Recreational Assets for 2022-23 Budget  
June 30<sup>th</sup>, 2022

### General Overview:

This staff report is intended to present Council with information to support the 2022-23 budget process.

### Background:

At the regular meeting on February 24, 2022 Council passed the following motion (staff report to Feb 24 included as appendix to this report):

"THAT Council direct staff to prepare a report on the potential for an outdoor refrigerated ice surface and costs associated to be forwarded to the 2022/23 budget process."

### Analysis:

#### Ice Surface

Staff have been in contact with contractors in the ice surface business to develop the following estimates:

1. 1000 ft/square concrete slab with boards : \$50,000
2. Refrigerated 1000 ft/square concrete slab with boards: \$400,000

A location would also have to be determined.

As with the use of the Pond at Jubilee Park, ice surfaces would have associated operating costs including significant staff time/dedicated staff. If Council is inclined to pursue this option further, staff can prepare and present different operating scenarios and associated costs for Council's consideration.

#### Outdoor Ice Surfaces:



Additional information: <https://customicerinks.com/index.html>



### Pool Rehabilitation

The 2021-22 capital budget approved May 27, 2021 included in its 10-year capital plan an allocation of \$100,000 for pool rehabilitation in 2022-23. In the contracted review of recreational assets as part of our 2020-21 AM project it was recommended that we undertake a review of the pool. This review would likely be threefold: a) condition assessment, b) usage assessment, and c) accessibility assessment.

The 10-year capital plan also included other investments in recreational assets:

Agility Park \$50,000  
Splash Pad \$100,000

Recently the potential for a Skate Park was also raised in Committee discussion.

A public engagement process to consider options for recreational assets is recommended, if Council is inclined to pursue such investments.

### **Climate Analysis:**

There are no climate considerations associated with the recreational assets referenced herein save the increased operating costs to be anticipated with recreational assets as a result of changing weather.

### **Strategic Plan:**

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

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

### **Recommendation:**

It is recommended that Council consider the information presented herein and refer selected projects by motion for further consideration in the 2022-23 budget process.

### **Attached for Council Review:**

- Staff Report re Jubilee Pond (Feb 24, 2022)

**Respectfully Submitted,**

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide  
Town of Mahone Bay CAO

## **General Overview:**

The purpose of this report is to inform Council of the different levels of service that the Public Works Department could provide to ensure the Jubilee Park Pond is safe to skate on, as well as the costs and liabilities that are associated with these levels.

## **Background:**

Town staff were approached several weeks ago about the prospect of an individual volunteering his services to maintain the Jubilee Park Pond by clearing and flooding the pond when required. Staff assessed the town's responsibility for due diligence to ensure the public's safety and how they would be informed of the conditions. This included contacting the town's insurance carrier (BFL Canada) and discussing with our account manager Edmund Nix. Ed explained there are several ways to approach closing an ice-skating surface to the public but strongly recommended not handing it over to volunteers as our insurance would not be transferable in the case of an accident, as they are not town employees.

On the understanding that any level of service with respect to the Pond could only be a Public Works function staff have defined different levels of service and the liabilities/costs associated with these services. The additions at each level are highlighted for reference.

### Level 0:

1. As currently managed the ice is used at skaters' risk and a posted sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.

### Level 1:

1. Post a sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.
2. Daily core drills in several spots around the perimeter and down the center, record results and hang "Pond is Closed for Skating" if found unsafe.
3. Daily move barricades around unsafe areas (inlet and outlet water streams) to ensure areas are not used for skating and then document.

4. Daily Inform town website administrator that ice is unsafe for use when required and post on town website.

#### Level 2:

1. Post a sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.
2. Daily core drills in several spots around the perimeter and down the center, record results and hang "Pond is Closed for Skating" if found unsafe.
3. Daily move barricades around unsafe areas (inlet and outlet water streams) to ensure areas are not used for skating and then document.
4. Daily Inform town website administrator that ice is unsafe for use when required and post on town website.
5. Daily inspect and remove snow from pond with town owned snow blower as required.
6. Daily inspect and move boundary posts as required at each corner of the cleared skating area to signify the boundaries of the safe skating zone and then document. This would also be used as a marker to ensure the ice safe skating zone does not increase in size overnight.
7. Daily inspect and remove snow and ice from access paths to skating area as required and then document.
8. Daily inspection of benches and if they are positioned at the head of the walking path to the skating area and then document.

#### Level 3:

1. Post a sign stating "Notify Public Works of unsafe conditions" with a contact number noted below.
2. Daily core drills in several spots around the perimeter and down the center, record results and hang "Pond is Closed for Skating" if found unsafe.
3. Daily move barricades around unsafe areas (inlet and outlet water streams) to ensure areas are not used for skating and then document.
4. Daily Inform town website administrator that ice is unsafe for use when required and post on town website.
5. Daily inspect and remove snow from pond with town owned snow blower as required.
6. Daily inspect and move boundary posts as required at each corner of the cleared skating area to signify the boundaries of the safe skating zone and then document. This would also be used as a marker to ensure the ice safe skating zone does not increase in size overnight.
7. Daily inspect and remove snow and ice from access paths to skating area as required and then document.

8. Daily inspection of benches and if they are positioned at the head of the walking path to the skating area and then document.
9. Daily inspect and check for cracks and gouges on skating surface, flood with water when required and then document. Hang "Pond is Closed for Skating" signage if ice surface is found unsafe.

## Analysis:

If Public Works takes ownership of levels 0 or 1 (ice thickness) then the liability aspect ends at that level. This means that if a member of the public decides to clear and/or flood the ice surface without our agreement, the Town would not be held accountable for the ice surface conditions, only ice thickness.

Once we start maintaining ice at level 2 and 3, we do provide a higher service standard, but we also place ourselves at a higher risk of liability and incur higher maintenance costs. It is important to note that we need a minimum of eight (8) inches of ice to skate safely (BFL Canada and the Canadian Red Cross) so we would be required to inspect the ice 7 days a week and perform the required maintenance as required and then document. Two Public Works employees would always need to be present when conducting levels 1, 2 or 3 of service due to safety concerns and a snow blower that would also need to be purchased if we conducted levels 2 and 3 (Approx.: \$2,000 capital purchase).

## Financial Analysis:

The following cost estimates are for 1 month at 7 days a week, staff recommend budgeting for four months (Dec, Jan, Feb, Mar) annually, once Council has determined the desired level of service.

### Level 0 Monthly Estimated Costs:

- Zero additional cost

### Level 1 Monthly Estimated Costs:

- 84 hours actual person hours
- \$2,376 (two employees with 3-hour call in on weekends)
- Diesel - \$140

### Level 2 Monthly Estimated Costs:

- 168 actual person hours
- \$3,996 (two employees with 3-hour call in on weekends)

- Diesel/gas and salt - \$560

Level 3 Daily Estimated Costs:

- 280 actual person hours
- \$6,160 (two employees with 3-hour call in on weekends)
- Diesel/gas and salt - \$840

It should be noted that the actual person hours required for level 2 or 3 would likely necessitate adding additional staff capacity to the Public Works Department.

As well during winter storm events (and for at least two days thereafter) the Public Works team's highest priority is ice and snow removal from streets and sidewalks which closes the ice-skating surfaces as inspections and maintenance will not be performed until staff become available to do so.

**Recommendation:**

It is recommended, in consideration of the above as well as our changing climate, that we continue to maintain the Jubilee Park Pond Ice skating surface at level 0.

Respectfully submitted,



**Jonathan Uhlman**

*Public Works and Transportation Manager*





## **Town of Mahone Bay**

Staff Report

RE: Service Extensions for 2022-23 Budget  
June 30<sup>th</sup>, 2022

### **General Overview:**

This staff report is intended to present Council with information to support the 2022-23 budget process.

### **Background:**

On occasions throughout the prior year Council has discussed the potential extension of services to currently unserved or partially served areas of Town. In accordance with Council's 2021-25 Strategic Plan staff are also on the lookout for opportunities for service extensions to support planned growth and development. In particular, service extensions may facilitate or encourage development and can be undertaken in coordination with development opportunities supporting Council's objectives for the community (such as multi-unit / affordable housing developments). The service extensions and improvements outlined below are presented for Council's information.

### **Analysis:**

Water/Wastewater Service Extensions

#### **East Main Street to Town Boundary – Water and Wastewater**



300m water and wastewater service extension. Planned for several years to eliminate remaining straight pipes discharging into the harbour and to



support development (some adjacent properties lack sufficient space for wells/septic systems). Already in draft 2022-23 capital budget (included in ICIP W/WW Project #1) but Council will need to consider the status of this project if the Town's recent ICIP funding application is not approved.

### **Kinburn Street to Bridge - Wastewater**



150m wastewater service extension, lift station and force main required. Consideration requested by adjacent property owner to support development on Kinburn Street (water service already exists). Water and wastewater services could be further extended up Park Street in the future to support development. Staff cannot recommend unless significant tax revenue would be realized from development (or other Council objectives would be achieved); another housing development similar to that recently constructed by Mr. Youden on Kinburn Street would be expected to generate \$35-50,000 in annual taxes and infrastructure charges.



### **Fairmont Street – Water and Wastewater**



150m wastewater service extension, lift station and force main required (doesn't include paving). Council previously requested consideration in the 2022-23 budget process. As above, staff cannot recommend unless significant tax revenue would be realized from development (or other Council objectives would be achieved). Council also requested consideration of extension of water service only to the Cleveland property's laneway entrance (in response to a 2021 request from the Cleveland family, attached as an appendix to this report).

#### Paving Remaining Dirt Roads

There are few remaining unpaved public roads in Mahone Bay: Park Street (210m), Fairmont Street (last 185m), Stovepipe Lane (65m). Unpaved roads may require considerable maintenance due to washouts; Stovepipe Lane is a particular example of this. Staff recommend Council consider chip seal paving of dirt roads, particularly in coordination with any installation of piped services within the road right-of-way.

**Financial Analysis:**

Staff have developed the following budget estimates for the service extensions and improvements noted above with the support of contracted resources / in consultation with external contractors:

W/WW Line Extensions

Main Street \$479,917

Kinburn Street \$615,250

Fairmont \$446,100

Fairmont (Cleveland Request) \$40,000

Paving (Chip Seal)

Fairmont Street \$29,750

Stovepipe Lane \$11,750

Park Street \$33,500

Although Council did not approve the draft Local Improvement By-law presented in 2021 the opportunity to cost-share with adjacent property owners on any of the service extensions or improvements noted herein should not be overlooked.

**Climate Analysis:**

Improved road surfaces support active transportation options for residents contributing to a reduction in GHG emissions from transportation.

**Strategic Plan:****2.2 Provide Equitable Services to Support Growth**

- Strategically expand existing infrastructure to support planned growth and development

**Recommendation:**

It is recommended that Council consider the information presented herein and refer any selected projects by motion for further consideration in the 2022-23 budget process.

**Attached for Council Review:**

- Cleveland Letter (Jan 25, 2021)

**Respectfully Submitted,**

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide  
Town of Mahone Bay CAO

To: The town council,

I'm writing on behalf of my father Neil Cleveland. His residence is at Fairmont St Mahone Bay. He has lived there for over 40 years, paying his property taxes just like any other property owner in Mahone Bay.

He put a dug well on the property when the house was built approximately 40 years ago. For the last 15 years the water became undrinkable even after yearly cleanings. The water test's show arsenic, at 84 years old buying and dragging drinking water is getting impossible for him to handle. He is in great health mind and body for a man his age no medications needed. His wants are to remain in his home but, without running drinkable water installed in his home this will not be possible for him.

So on his request I'm asking you to please seriously consider his request to install town water in his home.

Yours Truly  
Kebie Holt