



SPECIAL TOWN COUNCIL AGENDA

July 22, 2022

9:00 a.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Discussion of draft 2022-23 Budget

2.1 General Operating

2.2 Water Utility

2.3 Electric Utility

2.4 Capital Projects & Special Operating

3 Staff Reports

3.1 Staff Report – Facilities Improvements for 2022-23 Budget (deferred from June 30/22)

3.2 Staff Report – Recreational Assets for 2022-23 Budget (deferred from June 30/22)

3.3 Staff Report – Service Extensions for 2022-23 Budget (deferred from June 30/22)

3.4 Staff Report – Old Firehall





Town of Mahone Bay

Staff Report

RE: Facilities Improvements for 2022-23 Budget
June 30th, 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.



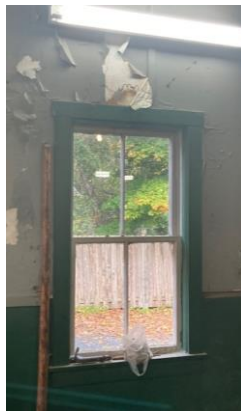
Many of the outside windows are rotten and leak which introduces more water into the walls.



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.

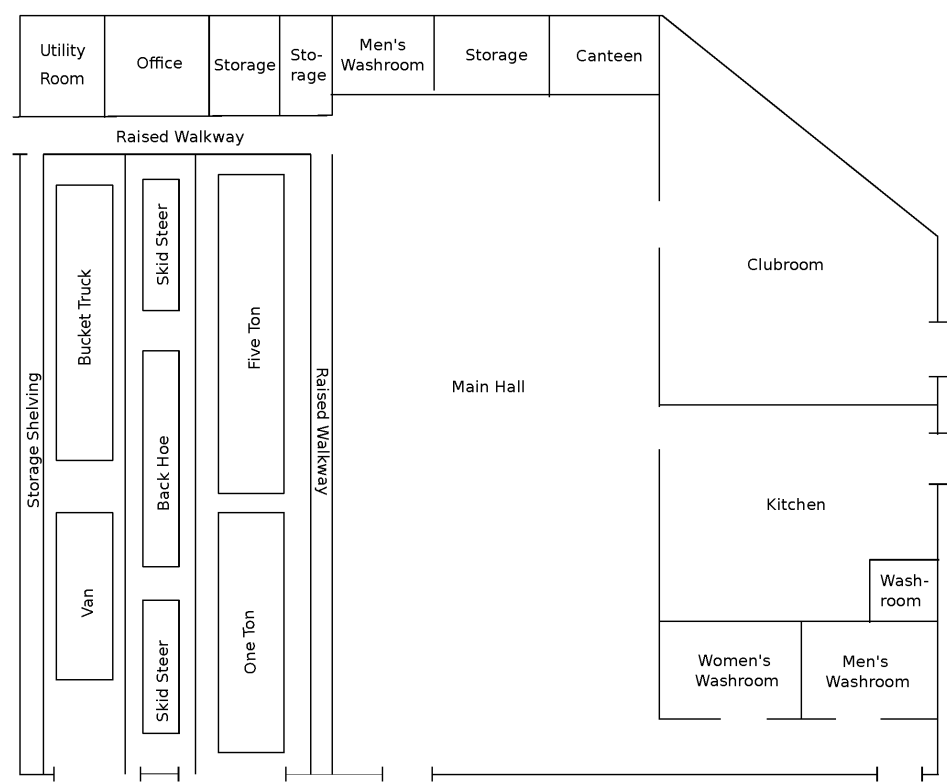
The current building is far from being properly insulated and very hard to heat due to an outdated oil furnace. This and the tight confines make it impossible to ensure the vehicles are thoroughly rinsed off after each storm, which extends the life expectancy of the equipment.

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 28th, 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 21st, 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 14th, 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 30th, 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 30th, 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



Town of Mahone Bay

Staff Report

RE: Old Fire Station

July 22nd, 2022

General Overview:

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

Background:

At the special meeting of Council on April 4th, 2022 Council passed the following motions:

THAT Council 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.

THAT Council direct staff to obtain a comparative review of the old fire station building and an associated valuation for potential divestiture.

THAT Council direct staff to issue a request for Proposals for pre-design and estimation services in relation to a proposed new Public Works garage.

Analysis:

Staff have worked with the Town Solicitor and Development Officer with respect to the first motion. Our Solicitor has confirmed that the Town does have clear title to the property but the land has not yet been migrated under the Land Registration Act (LRA); migration is now proceeding.

Likewise, the Town's Development Officer has confirmed that the proposed lot for subdivision – as depicted below – would meet all minimum requirements. The subdivision process would be expected to take three or four months including required survey work. Our Development Officer recommends the Town consider the potential for re-zoning the property prior to divestiture as the current institutional zoning is quite restrictive.



Aerial view of old Fire Station showing proposed subdivision boundaries

With respect to the surveying required for subdivision and the valuation referenced in the second motion staff have been in contact with contractors to price these services and recommend Council approve a budget of \$8,000. This will take about a month to accomplish once the budget for these services is approved.

It should be noted that – pursuant to the Staff Report re Facilities Improvements for 2022-23 budget which was presented to Council on June 28th and deferred to the special budget meeting on July 14th, staff recommend Council consider retaining the old Fire Hall building for municipal purposes (primarily the potential relocation of Public Works Department operations), for at least the short to medium term.

Further to the relocation of the Public Works Department, the third motion directs staff to contract for pre-design and estimation services in relation to a proposed new Public Works garage. Staff estimate the cost at \$12,000.

Request from Scarecrow Festival Organizing Committee

Council received the attached correspondence at their regular meeting on July 12th; Scarecrow Festival organizers are looking for a shared space where people can work on the scarecrow creations and they are hoping that Council will rent them the club room at the old fire hall on a short-term basis.

The festival organizers do have a space lined up for the Fall and they would like to be able to use the currently unused club room until their other space becomes available.

Town staff have reached out to our insurer in this regard and confirmed that there would not be any insurance issue with the request. Regardless of Council's decision on the appropriate rental rate our insurer recommends a formal rental/user agreement be put in place for the period with standard specifications concerning liability, etc.

It is further noted that it will be preferable from an insurance perspective to keep the building in use following the Fire Department's vacating, whether via rental arrangements or use by other Town operations (such as moving Public Works operations into the building even on a temporary basis).

Financial Analysis:

The proposed budget allocations in relation to the old fire station / public works operations are:

Survey and Valuation of Old Fire Hall Property	\$8,000
Pre-design and Estimate for New Public Works Garage	\$12,000

It is recommended that these allocations be included in the draft 2022-23 budget, to be paid from operating reserve.

Climate Analysis:

With the relocation of the Fire Department to the new electrically-heated Fire Station GHG emissions associated with the operation of the Old Fire Hall are no longer associated with the Fire Department. If the building remains in use by the Town consideration should be given to full conversion to electrical heat. 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 approve the addition of \$8,000 for Survey and Valuation of Old Fire Hall Property and \$12,000 for Pre-design and Estimate for New Public Works Garage to the 2022-23 budget with corresponding transfer from Operating Reserve.

THAT Council approve the request from the Scarecrow Festival for rental of the community room at the Old Fire Hall for the months of August and September 2022 and direct staff to draft the appropriate rental/user agreement for signature.

Attached for Council Review:

- Correspondence from Scarecrow Festival organizing committee received July 12, 2022.

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Mahone Bay Town Council

The Mahone Bay Scarecrow creative committee are requesting a short-term rental of the Fire Hall Club Room in the vacated Mahone Bay Fire hall.

The requested time frame would include the remainder of the month of July, August and September of 2022 with restricted key holder access.

The purpose of the rental would be to facilitate the construction of numerous new scarecrows to bring new life to the 2022 festival.

In a perfect scenario the festivals and events volunteers in the town would appreciate the opportunity to have a full time rental that would accommodate all the towns' festival preparations.

A full time space would allow the volunteers a home for creativity while fostering pride in the community.

With ground level access, the goal would be to inspire and nurture all ages to participate in a respectful environment that supports self-expression and values the unique.

The festivals have been a large draw for not only the town's tourists but also for new residents. There are a great number of residents of this town that were attracted by a festival visit that turned into a resident because the town offered the opportunity to create heartwarming memories through creative expression to audiences of all ages for every season.

We thank you for considering this request and look forward to your response.

Cathy Gaudet

Mahone Bay, Nova Scotia

Mahone Bay Scarecrow Festival