The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, September 13, 2022 at 7:00 p.m. broadcast via YouTube live.

Present:

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

Absent: CAO, Dylan Heide (regrets)

Gallery: Online & 7 in person gallery

Public Input Session

Prior to the Council meeting being called to order a Public Input Session was held in Council Chambers. Six members of the public were in attendance. Cathy Andreu of Main Street spoke about concerns regarding a neighbouring commercial property. Reza Ghaffari spoke about his request to have access to the driveway that serves the Town's wastewater treatment plant site in order to be able to subdivide his property.

Land Acknowledgement

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

1. Agenda

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

Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT the minutes of the July 28, 2022 regular meeting of Council be approved as presented." Motion carried.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT the minutes of the August 22, 2022 special meeting of Council be approved as presented."

Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT the minutes of the August 30, 2022 special meeting of Council be approved as presented." Motion carried.

3. Presentations

3.1 Deryk McGrath - Concerns, Pleasant Street

Council received a presentation from resident Deryk McGrath. Mr. McGrath spoke to his concerns about speeding on Pleasant Street.

3.2 Ashley Nunn-Smith, Chief Librarian – South Shore Public Libraries Council received a presentation from Chief Librarian Ashley Nunn-Smith. This presentation focused on activities and events provided by South Shore Public Libraries.

<u>4. Correspondence – Action</u>

4.1 Tom Webb – Climate Change

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council direct staff to write a letter to Mr. Webb explaining council's stand on making proclamations and the Town's response to climate change."

Motion carried.

4.2 Michael Brown, President, Mahone Bay Legion Branch 49 – Request to Place Sign at Cenotaph

A motion by Councillor Carver seconded by Councillor Wilson, "THAT Council approve the request to place a centennial marker on the cenotaph."

Motion carried.

4.3 Cathy & Sebastian Andreu – Follow up to Council Meeting, July 28, 2022

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council direct staff to arrange for feedback from the by-law enforcement officer in whatever manner is possible under the regulations."

Motion carried.

4.4 Code of Conduct Working Group and DMAH – Code of Conduct Consultation Survey Council received information concerning DMAH's request for a survey to be completed by all council members.

4.5 Mary Doig & Peter Redden – Solar Garden Concerns Council directed staff to reply to Ms. Doig and Mr. Redden with information about the upcoming Solar Garden Open House on October 19, 2022.

4.7 Dr. Reza Ghaffari & Dr. Mojgan Mahmoodi – Request RE Access and Landscaping

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council direct staff to prepare a report for the October 11, 2022 regular meeting regarding the request from Dr. Ghaffari and Dr. Mahmoodi regarding the use of the access driveway to the site of the wastewater treatment plant and solar garden, and screening vegetation for the solar garden site."

<u>5. Correspondence – Information Items</u>

5.1 NSFM - Monday Memo - July 24, 2022

5.2 NSFM - Monday Memo - August 2, 2022

5.3 NSFM - Monday Memo - August 8, 2022

5.4 NSFM - Monday Memo - August 15, 2022

5.5 Deb LeBoulch, Breaking Barriers Together Association – Lobby for Change in Operation and Structure of RCMP and Military

5.6 NSFM - Monday Memo - August 22, 2022

5.7 Allan MacMaster, Minister of Finance & Treasury Board – Response to Correspondence Concerning Introduction of Non-Resident and Deed Transfer Tax 5.8 NSFM – Monday Memo – September 6, 2022

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT correspondence items number 5.1 to 5.8 be received and filed."

Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for September 13, 2022.

Councillor Nowe provided a notice of motion that at the next meeting of Council he will make or cause to be made a motion recommending that public works be moved into the old fire station, at least for this winter as a trial period.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT the report be received for information."

Motion carried.

<u>6.2 Staff Report – Council Vacancy and Special Election</u>

Council received a report providing council with information regarding the requirement for the Town to hold a Special Election due to the recent vacant seat on council.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council set Saturday, November 26, 2022 as ordinary polling day for the 2022 special election."

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council set Tuesday, October 25, 2022 as nomination day for the 2022 special election."

Motion carried.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council set Saturday, November 19, 2022 and Tuesday, November 22, 2022 as advance poll days for the 2022 special election."

Motion carried.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, "THAT Council approve hiring a temporary Returning Officer for the 2022 special election."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, "THAT Council resolve to hold a paperless election for the 2022 special election." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council approve a Special Election budget of \$17,500 to be drawn from Operating Reserves."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council accept the resignation of Councillor Burdick with regret and thank her for her contribution to Town Council."

Motion carried.

6.3 Draft Public Engagement Plan - Solar Garden Open House

Council received a draft Public Engagement Plan concerning the upcoming Solar Garden Open House.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council adopt the draft plan as presented."

Motion carried.

<u>6.4 Staff Report – Flag Policy Amendment</u>

Council received a staff report providing an updated Flag Policy.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council adopt the amended Flag Policy as presented."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council direct staff to invite representatives of the Acadia First Nation to the flag raising when the new flagpoles are installed."

Motion carried.

6.5 Financing for Fire Station/Hall

Council received a staff report with information as it relates to the cost and financing for the Mahone Bay & District Fire Department's newly constructed Fire Station and Hall.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council pass the attached pre-approval motion in the sum of \$4,355,146." Motion carried.

<u>6.6 Staff Report – Living Shoreline Protective Barrier</u>

Council received a staff report with an update on the living shoreline demonstration project with Coastal Action.

<u>6.7 Staff Report – Request for Grants</u>

Council received a staff report with a recommendation for the distribution of unallocated Grants to Organizations funding in the 2022-23 annual operating budget.

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, "THAT council approve Grants to Organizations in the following amounts from the 2022-23 budget: Mahone Bay Kids T-ball - \$500, Canadian Tire Para Hockey Cup at LCLC - \$500."

Motion carried.

7. Council Items

7.1 Mayor Devenne – Appointment to Community Logo Steering Team

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT this item be deferred to the September 29, 2022 regular council meeting agenda."

Motion carried.

7.2 Councillor Wilson - Public Transportation

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council support the request from Gregg Curwin and Gary Ramey to conduct a privately funded business plan for the development of a public transit system in Lunenburg County."

Motion carried.

7.3 Councillor Carver – Ad-hoc Committee to Review Town's Committee Policy

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Council revise the agenda of the September 26 meeting of the Policy and Strategy Committee to remove the committee policy agenda item."

Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Council approve the immediate creation of an ad-hoc committee composed of a member of staff and two members of council for the purpose of preparing a draft revision of the process for selecting citizen members of council committees and that the draft revision be submitted for consideration to the Policy and Strategy Committee at their October meeting."

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council appoint Councillor Carver and Councillor Feeney to the Committee Policy review ad-hoc committee."

Motion carried.

7.4 Councillor Wilson - Noise Regulations and By-laws

A motion by Councillor Wilson, seconded by Carver, "THAT Council direct staff to review the current best practices in the field of bylaws referencing noise, with a view to developing a recommendation to council on how to proceed with the matter of noise regulations."

Motion carried.

8. Committee Reports

8.1 RCMP Quarterly Update

Council received the quarterly update from the RCMP.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT this update be accepted for information."

Motion carried.

8.2 Accessbility Quarterly Update April - June 2022

Council received the quarterly update from Ellen Johnson, Accessibility Coordinator.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT this update be accepted for information."

Motion carried.

Council adjourned upon motion at 10:00pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Deputy Clerk, Kelly Redden

A Special Meeting of Town Council for the Town of Mahone Bay was held on Friday, September 23, 2022 at 2:30 p.m. in council chambers and broadcast via YouTube live.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe (left at 3:32 PM)
Councillor K. Wilson
CAO, D. Heide

Absent:

Gallery: In-person gallery (none present) & Online

Land Acknowledgement

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

1. Agenda

A motion by Councilor Feeney, seconded by Councilor Nowe, "THAT the agenda be approved as submitted."

Motion carried.

2. Staff Reports

<u>2.1 Staff Report – Edgewater Street Living Shoreline Project (Phase 2)</u>
Council received a report with a proposal for a next phase of the Edgewater Street Living Shoreline Project.

A motion by Deputy Mayor Kangata, seconded by Councilor Wilson, "THAT Council approve the signing of a letter indicating the Town's support for the Coastal Action-led application to the federal Natural Infrastructure Fund (NIF) for a next phase of shoreline improvement on Edgewater Street and indicating the Town's commitment to contribute \$100,000, should the project receive NIF funding approval."

Motion carried.

2.2 Staff Report - Regional South Shore Sustainability Summit

Council received a report intended to present council with a proposal for a Federation of Canadian Municipalities (FCM) Regional Climate Program in Lunenburg County.

A motion by Councilor Feeney, seconded by Councilor Nowe, "THAT Council approve the signing of the Letter of Commitment with the AIM Network for participation in the proposed FCM Regional Climate Program and organization of a South Shore Sustainability Summit in 2023."

Motion carried.

3. Closed Session

A motion by Councilor Feeney, seconded by Councilor Nowe, "THAT Council go into closed session at 2:57 pm to discuss contract negotiations and acquisition, sale, lease and security of municipal property as permitted by MGA section 22(2)(e) & (a)."

Motion carried.

Council returned to open session at 4:35 pm.

Business Arising from Closed Session

There was no business arising from closed session.

Council adjourned upon motion at 4:36 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

CAO, Dylan Heide

Kelly Redden

From: jmlcroft@eastlink.ca

Sent: Tuesday, September 13, 2022 8:33 AM

To: Kelly Redden

Subject: Grant Request - Family from Ukraine

You don't often get email from jmlcroft@eastlink.ca. Learn why this is important

CAUTION: This email originated from an external sender.

Dear Kelly,

Please direct the following request to Council:

As you may already be aware, Mahone Bay has been home to a family of three (Mom and two young sons) from Ukraine since May, 2022. The Titkova family has received support from local residents and businesses to provide a safe and comfortable environment for them to land after leaving worn-torn Ukraine. The husband/Dad, currently held under martial law, plans to join his family once he is allowed to leave Ukraine to make our community their permanent residence.

The next step in their transition is to move from their temporary home/suite to our house at 47 Maple Street as tenants. We are pleased to provide a furnished home for them to live as they work and go to school. In addition to rent, there are many other expenses involved with the move. The community has been very generous in an effort to make their transition successful.

Today, we request the support of Council in making a grant of \$350 possible to cover the cost of deposit for electricity and water connection (\$225 for electricity an \$125 for water). If approved, the grant money could be applied directly to the account which they will be setting up in the very near future. The move in date is planned for October 1, 2022.

Many thanks for your consideration.

Sincerely, Mary Lou & John Croft

Maureen Hughes

From: Peter Redden < reddencatboat@gmail.com>
Sent: Thursday, September 22, 2022 7:10 PM

To: Dylan Heide; David Devenne; Maureen Hughes; Francis Kangata; Alice Burdick; Penny

Carver; Joseph Feeney; Richard Nowe; Kelly Wilson

Cc: Mary Doig; Mark Henneberry; Bruce Bardon; Heidi Walsh-Sampson

Subject: Solar Garden Project location questions

Attachments: SolarGardenOptions.pdf

CAUTION: This email originated from an external sender.

Dear Dylan & Council,

With regards our Solar Garden location I have attached a pdf offering suggestions on locations deserving consideration.

The Solar Garden project is an absolutely fabulous project that is supported by everyone.

Its current chosen location raises the question of why here.

Please review and respond to the attached pdf.

Sincerely,

Peter Redden

Heritage Boatyard Co-op

902 624-9296 h

902 212-2266 c

Request for Information

I recognize that the siting of a solar garden requires consideration of logistical, technical, geographical, and political factors for BOTH the site of the garden itself, and the transmission lines that connect the garden to our electrical grid.

I believe these are some important factors:

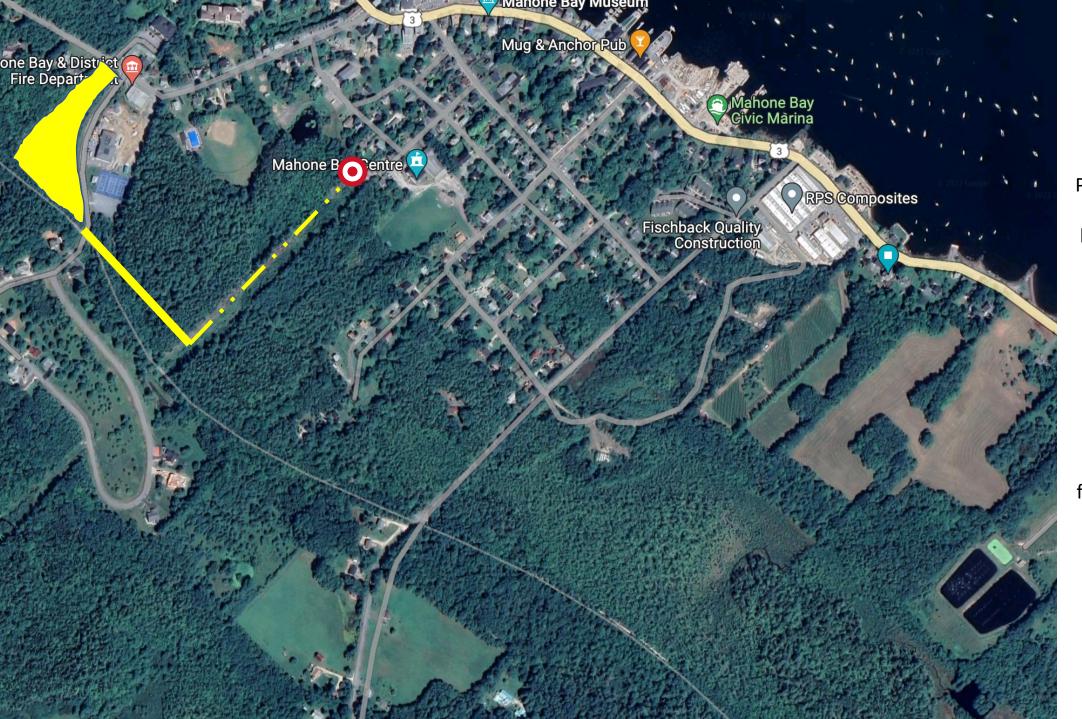
- - on municipally owned land
- - shortest connection to existing substation
- - great solar exposure

I don't know the details of the work that has been done, but considering the challenges presented by the length & route of the transmission line connection to the chosen location some other spots seem worth analysing so we can all understand why we are doing what we are doing.

Please review alternative Solar Panel Garden location on the following pages.

Build solar garden beside the substation, along the side of the high voltage powerline.

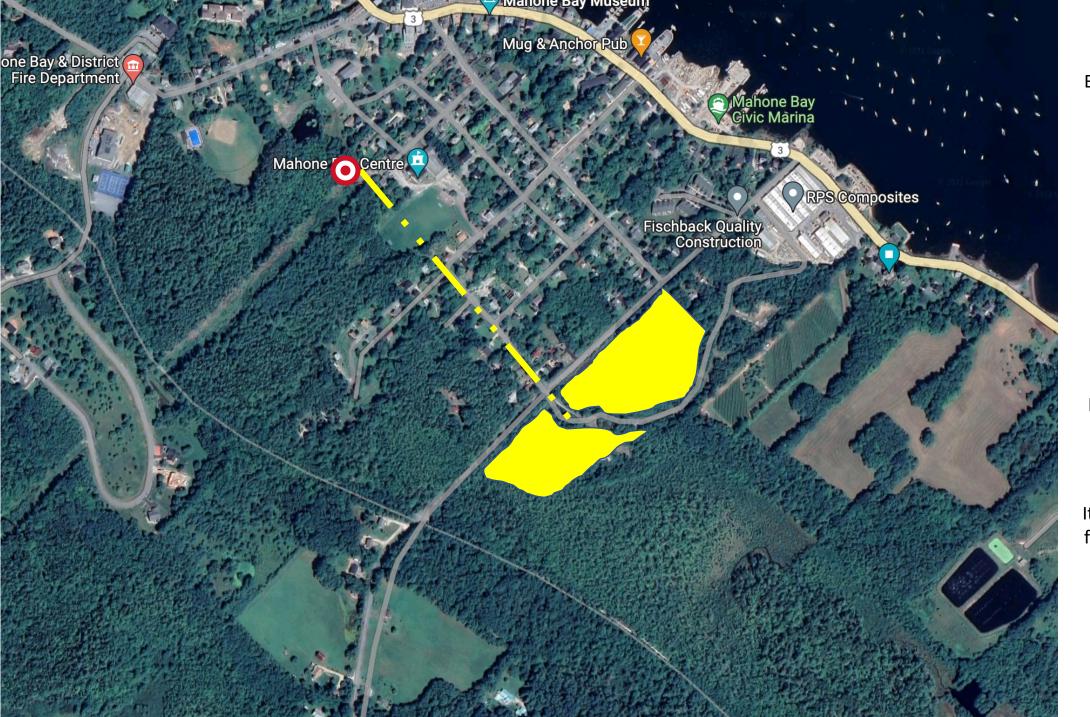
No capital cost of new power lines and no ongoing operating cost of new power lines.



Build solar garden across from the Firehall.

Power line access to existing high voltage power line/substation is only a few hundred meters over municipal property.

Firehall and tennis courts create a shade free buffer for the solar panels.

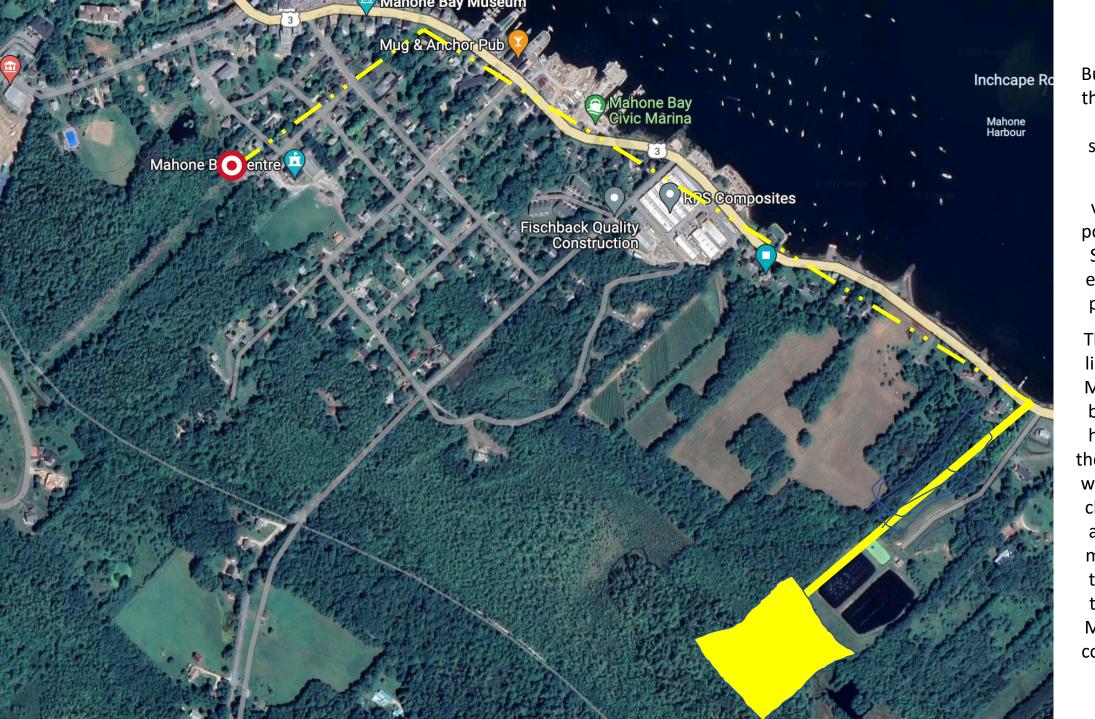


Build solar garden on the "brown" land belonging to RPS.

There is no better opportunity to give value to "brown" land than to find a use that does not disturb the 50 year old landfill site.

This is a wonderful opportunity for all parties to give value to lands that will have a difficult time finding a use.

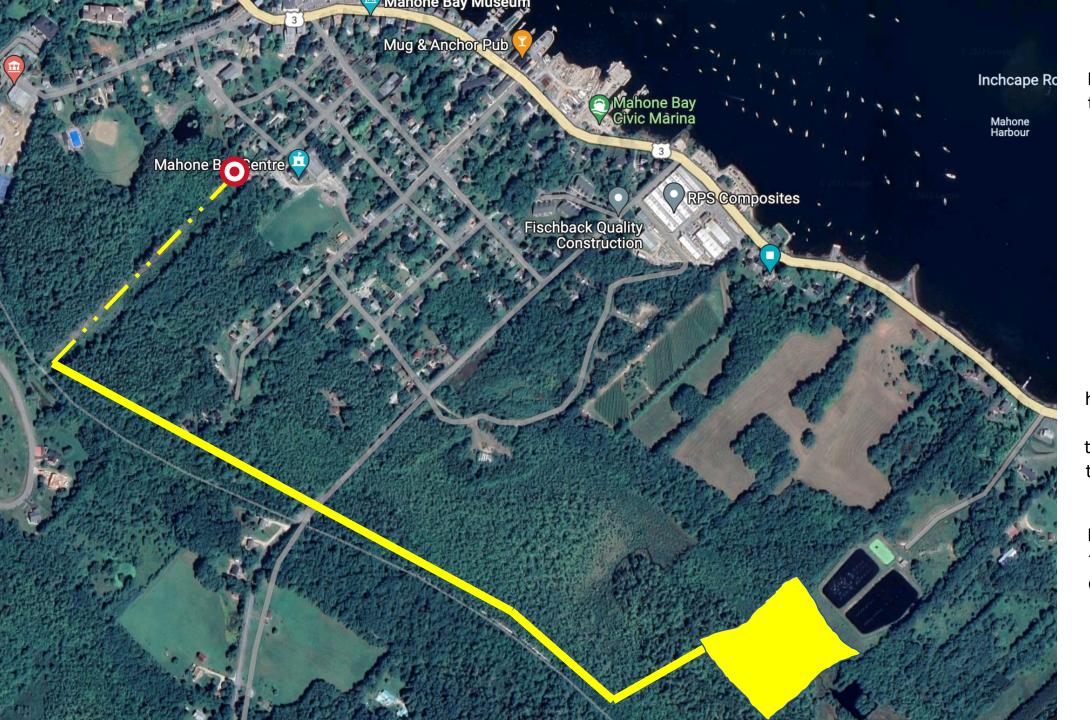
It could be very large, faces south, adjacent existing power lines & has existing road access.



Build solar garden at the water treatment plant but on the south facing slope.

Run a new high voltage line to the power lines on Main Street. Follow the existing lines to the power substation..

The "existing power line upgrade" along Main may be costly, but we don't know how different than the route through the woods (that involves clear cutting & land acquisition). There may be benefits for the whole Town to this upgrade along Main that make the cost difference a net positive.

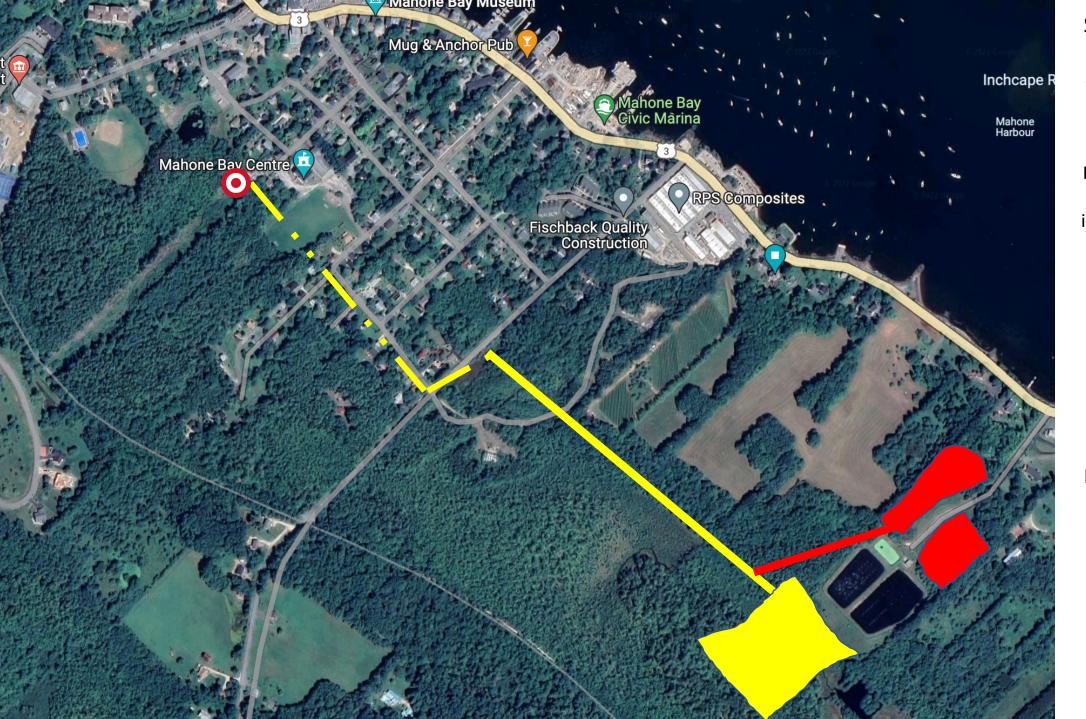


Build solar garden at the water treatment plant but on the south facing slope.

Create the 66' right of way adjacent to the Bay to Bay Trail, at the boundary of affected property owners lands.

Some affected property owners have already to grant permission to use their land to allowing this powerline route.

Continue the Solar Power line along the trail until it joins the existing high voltage power line.



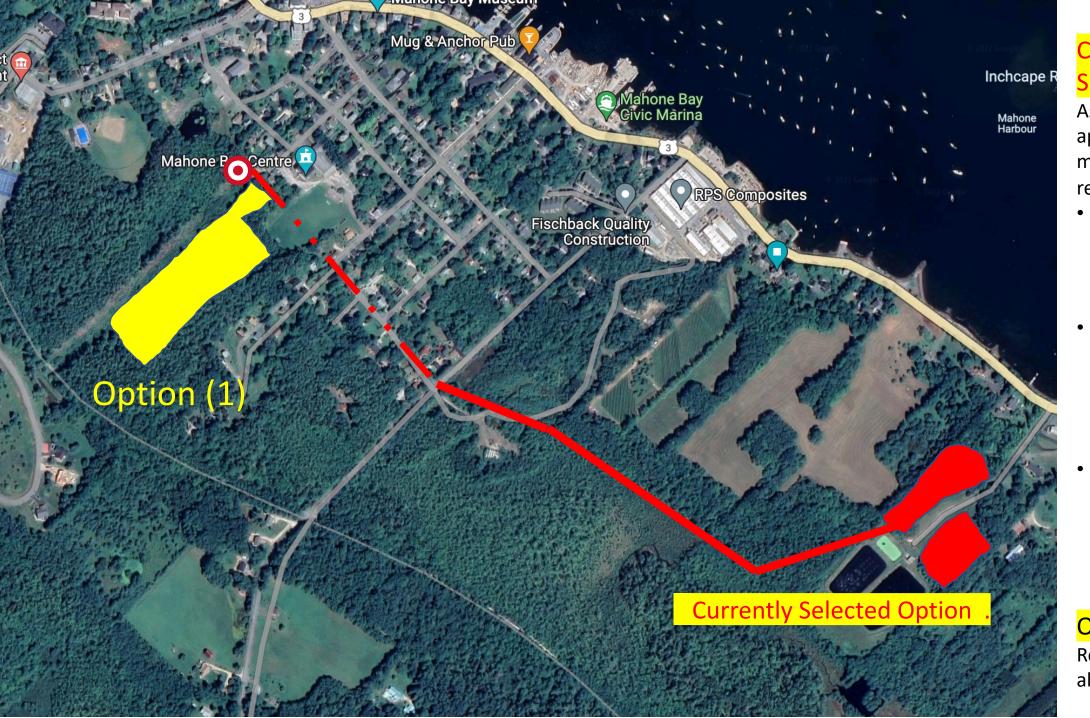
Selected Option

Build solar garden at the water treatment plant but on the south facing slope.

Requires upgrades to on street infrastructure (costly)

Requires land acquisition / expropriation that splits property into two segments for three landowners.

Red area is the currently selected location for the solar panel garden.



Observation

Currently Selected Option

As this option appears to be the most costly with regards to:

- Upgrading the existing power lines (red dotted line)
- Requires cutting property owners land in two and expropriation. (red solid line)
- Most costly new power line which will need to be maintained for ever.)

Option 1

Requires none of the above costs.

Request for Information Summary

- Several town owned properties appear to have advantages over the selected option in terms of logistical, technical, geographical, and political factors.
- Can we see a comparison of such options as no information has been forthcoming to date?
- Can we have an explanation on why these seemingly simpler options aren't being considered?
- Avoiding expropriation, or at the very least reducing impact on land owners by choosing different line routing, will go a long way to building trust in the project that could benefit our town long into the future.

Via Electronic Mail: david.devenne@townofmahonebay.ca and council

Mayor Devenne and Council Town of Mahone Bay 493 Main Street Mahone Bay, NS BOJ 2EO

Sept 11, 2022

RE: Mahone Bay Town Council's Planned Expropriation of Private Residential Land

David Devenne and Town Council Members

We are asking that council reconsider its placement of the service road and distribution line after reviewing this growing petition. We would like to see a public council discussion on this topic – not another in-camera discussion. Attached you will find the beginning of a paper petition against the Town's planned expropriation of residential land from individual property owners.

We have knocked on doors and spoken with residents about the Town Council's current plan and the alternatives available to Council that have been dismissed. The alternatives include but are not limited to 1) using the same property owners' land adjacent to the tracks/trail, and 2) using town-owned, residentially zoned land next to the substation.

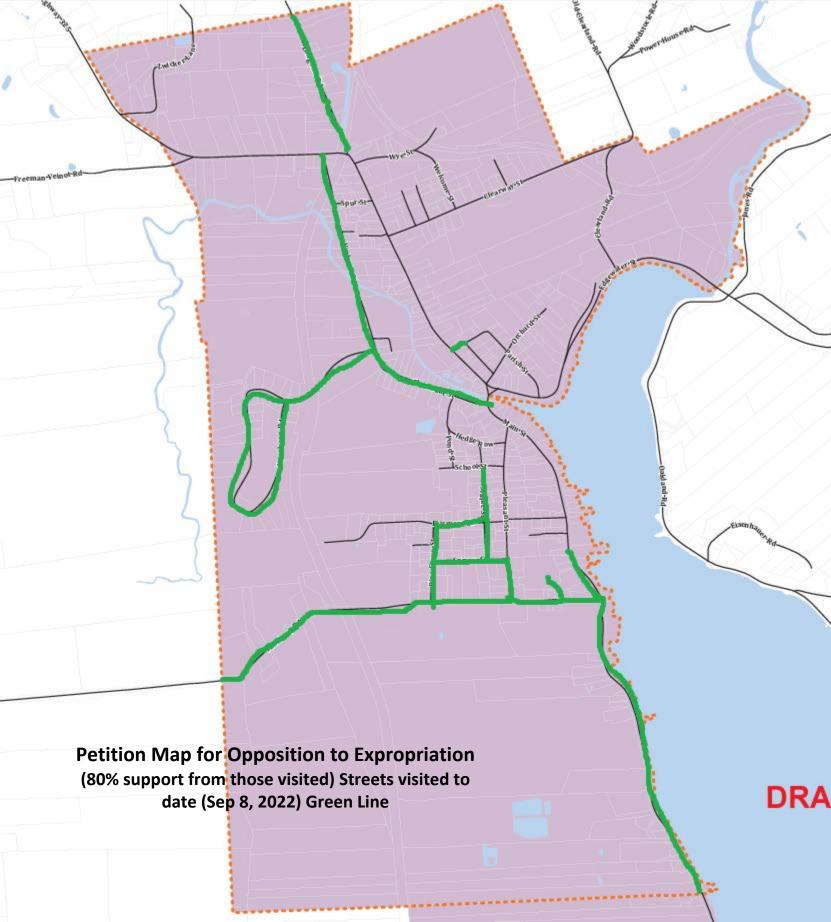
At least 80% of the people who have answered their door to speak with us have signed the petition against expropriation for the service corridor. Our current signature list has 144 names of residents at least 18 years old and living within the town limits. The streets we have canvassed are highlighted in green on the attached map. Not every residence had people come to the door.

We will continue to solicit support door by door, street by street, and revisit some of the doors we missed. Our hope is for the Mayor and Town Council to recognize that two and a half years of closed-door council meetings has produced a growing disconnect between the Town Council's plans/methods and the kind of behaviour that town residents would like to see from their elected officials.

Your expropriation plans on private residential land will physically divide a tranquil, green habitat in two with your service road. On behalf of the residents at 782, 804, and 866 Main Street and the residents making up the remainder of the petition's growing 144 signatories, other options are available, and this expropriation is unwanted and unnecessary.

Regards

Bruce Bardon 804 Main Street



Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
DBrecht			27, Aug 22
AARON Collery			Sept 02/22
Mark Henneberry	rlel ply		Sept 02/22
Ma mows	Thur /		Jop 15/22
1 Stewart	Haur.		Sep3/22
E Mere b. H	Jalm		Sy 3/22
< yader	han geddur		Sept 3/3/2
Pyoung	P		Sept 3/22

Petition against expropriation for the solar garden service corridor.

Name Signature				
Ivaille	Signature	Address	Date Signed	
JOAN VENOTTE	Joan Want	Se	Syf3/202	
MARY LEE HEL	M Maryle Halm	<u>/(2</u>	Lone Sept 2/25	
Norma Richard	1 Morma Richard	<u>,5</u>	y Sept. 3/22.	
JEFF LOGNES	Jeff There	<u> </u>	ey 54PT 3/22	
Tina McGuigas			Sept 3/22	
Chris Ohellette	(Deullte		Sept. 3, 2022	
Jane Smith	Jane Suits		Sept. 3rd/22	
Knv/Weissbach	that Waissbed		Sept.3/22	

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Kin- Collient	hi talliant		Dept 3 2022
Jaanne Keddy			Sept 3 2022
Kent Wilnest			Sept 3 2022
Garres			Surt 3 2022
Holm	2HD		Sept.3/22.
Didier Schvar 3	DSST		80-9/22
Jarth	24.25		5699/2
James Lantz	James Lomp		Sept 8,22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
54ARON BRUTH	AMBur		Sept 9/25
Starey Pinch	Stage Pinh		Sept 9/22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Linda Hershan	Linda Hemshau		Sept 4
Cathy Gaudet	Cathyt foud of		Sept 4/27
Tou Allen	Telken		Seglistie
Sylvia Jackson	DJah		Sept 5'22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
BAMMY STEVENS			8/2022
Mary Stevens	May Steven		Syst 9/2022

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Daniel Abriel	Dung Clark		04/09/2022
NICHOLAS	Mai		1/
Waepre.	Lefter		05/09/2012
Haranson BEATEN	And I		Sp +8/22
Helga Baxter	Helga I		8 Sypt. 2022
Ed Baxter	EBS		8th Sgit 2022
Natoshia	MySL		09.08.22
Chris Iyoupe	Cholype		09/08-22.

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Dayk ME GRATTH			Sept-8,2022
Sandra MGRATA	Sandra Mu Grath		Sept 82022
BETTY MEREDITH	B. Meredet		SEPT 8/22
For GRUFFIN	tontal		5ept 8/22.
Tim GRAAN.			Sept 8/22.
KEVIN BOON			Sept 8, 2000.
TORRICIA SHARPE			Sept 8/2020
Shawna Harnish	S.H.		Sept.84h
			1000

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
GREG SINGER	Campa		3/108/22
SINAN TERZIA	Cun S. 2014m		31/08/22
Laura Wentzell	L. Whattle		31/08/22.
Chengl Stenstron	ati		01/09/22
Val Hearder	Meader		01/09/22
VERYAN HAYSOM	Vag & 2.		02/09/22
SHEILA FROESE	Stugge		07/09/22
PANE THORNE			08/09/22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
SUSAN BROWN	Signature		SEM Z.
PANDY SHELMAN	Ha		Spt 2
DOBNA MOSSMAN	Dona Mossna		Sep. 3
	AA		Sept 6
	Dorsen Mossman		Sept
	Swan Deltoger		Sept 6
PAUL SELTZE	2). Carl Selten		Sept 6.
Norman Whynot	Noman Whynot		Sept 6/22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
DEBORAH	duchen		Sept2/22
STELE 0'GRADY	Ray		25pt/22
Peter RAYMEN J	Petr Roymond	_	57/2/22
Kasey Sinnot	D - 0		Sept 2/22.
EMILY Rose	Bolan		Ley 3/22
Panagatipali	Ma		But 212
	Makurai		Sept 2/12
Bill DeGace	lussefer -		254/22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Katle Tyoupe	Katu clyape		Aug 31 2022
	0.1		
Chris Berlleley	Phih		Aug 31
Crystal Beikelker	Chelles		Aug31,2022
Anya Holloway	Afollower.		Aug. 31 P22
Garry makey	Flanacey		Jug 31/22
Miller O	Nick Nove		Aug 31/22
MSgnll	Dea Saytell		Aug 31/22.
Callen Singer	Collendinger		Ay 31/22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
ANNA KRIZAN	Signature Quie Kys-		Aug 30/2022
IGOR KRIZAN	Par		AhC 30 / 2026
DAVE LASIUR	An Life		Aug 30/2022
ELEDA ZWICKER	E Zwickel	-	aug. 31/2022
Coin henviger	CHain		Cang 31/2022
PAUL BUGANAN			tus 31st 22
Tami Turner	Klurner		Aug. 31, 2022.
Tom J Turner	J. Junes		aug. 31 5 2022

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
A. Bruce Bardon	52		Ay 26,202
Iriha Bardon	Hada		Ay 26/22
Vieki Bandon	Selidge Bordon		Aug 26/22
Mojigan Mahma	e Ullahmood.		Aug 2 9/22
Soheil Ghafferi	LA haffar		Aug 29/22
EVA BARKOVA			Aug 29/22.
Quentin Casey	hetcz		Aug 29/22
Yolanda Salas	Malas		Aug 29/22
	U		

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Runkimmi	U Rackemins		Ang. 24/22
Rae Krangha			Ang 29/.
	Chistine Mul		Aug .19 22
	Tony I		Aug 219/22
Chelsey Col	Oheloey anolad	e	+ Ay 20/2
Margaret Mendonald Trites	Mamar Donald Trites		Aug. 30/22
MEKALV TRITES	MamarbonaldTrites		Aug 30 /22
MOIRA DEVEREAUX	musseverent		Ang 30 2022

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
No.1A Ham	Mr.		30/08/2022
Evice Maore	an		30/08/2022
Greg Muzzati	MP Page 1.		30/08/2020
Joans Joans	31.		308/2
Henrism	John James Committee of the Committee of		30/08/22
Diathnia	Thaten		30/08/23
Juaith Bain	Jaksain		30/08/22
John Bain	mo Bani		(/

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Mary Soig	Mary beig		26.8.22
ETER REDDEN	TRUL		26 8 22
Jason Sm.th	Jum Lit		27822
JAN KAYE	Jan Kaye		27 8 22
Rey MORIN	apploin		27 8 22
Gray Mateur	Mite		27Acg 2002
Bruce CHASE	Bun EChur		Aug 27, 2027
Glenn Fischback	Is July 1		Aug 27 2022

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Brenden Zinck	13		Angust 274,
	. / . /		n
Hal Corkun	H Ch		Hy 29 2022
Cally Wil	Sathund Wil		Aug 29 2022
Sheila Barchy	(hwel)		aug 29
Joe Gallast	Jun Jen)		Aug. 27 th
Jim ME iskee	Donfeiens		AUG- 25th
M. Homs	M. Thons		Aug 27 Th
Frank Lug			Aug 27

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
doshua Bell	Joshua Bell		Aug. 27/22
Robyn Nelson	Ro-		Ang 27/22
Palne Nelson	Coaleer &		My 27/22
Richard	R Nelson		Oug 27/22
Lee CASSIDY	Lassidy chang road location		Aug 21/22
Karn Nichols	Methodo		Ay 27/22
Shawn Cole	Slole		Aug 27/22
Both Legury	Blyn		Aug 27/22

Petition against expropriation for the solar garden service corridor.

Name	Signature	Address	Date Signed
Sheila DeLory	Shela DeLony		Sept. 6, 202
JOSHUA HORITETTOR	Johns Hastille		Sept 7202
MARICYN HARRIS-HART	Whams- Hand		SEPT. 7/22
Bhow Napar	Dan,		Sept 7/22
Scott Green	I forther		Sept 7/22
Joanne Green	Jame Freez		Sept 7/22
David Don	11 Down		501/22
MAZIE GRANT	Maye Swant		Sel 1/22 Sep 1/22

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>

Sent: Monday, September 12, 2022 4:30 PM

To: Town of Mahone Bay Clerk

Subject: NSFM's Monday Memo: September 12, 2022

CAUTION: This email originated from an external sender.

View this email in your browser



DMAH undertaking a review of the Municipal Government Act (MGA) and Halifax Regional Municipality Charter (HRMC)

From the Department of Municipal Affairs and Housing

DMAH is looking at several topics related to the planning and development, modernizing public notice, and selling land below fair market value sections of the MGA. These proposed topics are based on feedback from various sources including the previous MGA Review (2016-18), as well as recent municipal and internal departmental requests.

Responses will be used by the Department to evaluate the efficacy of the proposed changes, implications, and details of implementation.

We ask that NSFM members take the survey using the following link: http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=I2KL5543H

Please note that an additional survey for proposed Halifax Regional Municipality Charter amendments is forthcoming.

If you do not finish the survey in its entirety before submitting, you will be able to go back in and resume your response later, if on the same device. The survey will be open until October 7, 2022.

If you have questions as to the survey, please contact us at DMAH-Consultations@novascotia.ca



NSFM Conference Nov 1-4, 2022 Halifax, NS

The 2022 NSFM November Conference will take place in-person from November 1st – 4th at the Westin Nova Scotian Hotel in Halifax.

<u>CLICK HERE</u> to access the conference website. The full program, registration and accommodation details are found on the site.

Don't miss out on the early bird registration fee! The Planning Committee has put together a very exciting and informative program that you will not want to miss.

REGISTRATION FEES:	Before October 10 th , 2022	October 10 th , 2022, and after	
Member (includes banquet)	\$ 600 + hst	\$ 650 + hst	
Non-Member (includes banquet)	\$ 650 + hst	\$ 700 + hst	
Banquet Ticket	\$ 70 + hst		
Each registrant will be charged a \$5 Carbon Surcharge Fee			



Keynote Speaker Tina Varughese Inclusive Leadership: From Silos to Solutions



NSFM Conference Nov 1-4, 2022 Halifax, NS

Special Meeting of Members: Water and Wastewater

Infrastructure Canada is seeking information regarding the status of water infrastructure and servicing for small, rural and remote communities in

Canada. The focus is particularly on communities with systems that do not meet the minimum performance thresholds.

<u>Interested members are welcome to join NSFM from 6-7 p.m. on Wednesday night</u> to discuss further.

Find a word document to guide the discussion here.

Code of Conduct Survey Reminder

Submitted by The Code of Conduct Working Group and the Department of Municipal Affairs and Housing

As you know, the code of conduct working group (COCWG) has been working diligently on creating recommendations for the different aspects related to municipal and village codes of conduct. The COCWG has finalized their recommendations on content to include in a municipal code of conduct and we would now like your feedback on these recommendations. We are asking that elected officials and senior departmental staff respond individually to the survey. The survey is focused on the standards that elected officials would be expected to adhere to. We ask that you read the attached recommended standards in their entirety before completing the survey. The survey will be open to respondents until Friday September 23, 2022 for feedback. Please note, only individual responses to the survey are permitted (not groups), and if you do not finish the survey in its entirety before submitting, you will be able to go back in and resume your response later, if on the same device.

Details regarding the survey consultation:

RECOMMENDATIONS: please read the attached COCWG recommendations on content for consultation document in its entirety before responding to the survey

LINK TO THE

SURVEY: http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=72KKn73LM

SURVEY RESPONSES: individual responses by elected officials and senior administrators

DATE SURVEY CLOSES: Friday September 23, 2022

OTHER INFO: survey is resumable on the same device, should you not finish it in its entirety in one sitting

Following this consultation, another consultation will take place related to the recommendations made by the COCWG regarding sanctions and the associated process of handling complaints. It is anticipated these consultations will take place in late Fall or early Winter of 2022. More details will be released as they become available.

Thank you for taking the time to provide your feedback on this important issue, and for all the hard work you do on behalf of Nova Scotians.

Enabling Accessibility Fund's Call for Proposals

Up to \$100,000 is available for accessibility projects through the Government of Canada's Enabling Accessibility Fund, with a priority on projects involving workplaces, Indigenous organizations, shelters that provide services to those experience violence, and early learning and childcare centres.

More information is available here.

Mitacs and NSCC Partner to Assist Municipalities

NSCC's Applied Research teams have expertise that may be able to help municipalities.

Applied Energy Lab led by Dr. Wayne Groszko specializes in solar energy research and developing energy storage systems. He has undertaken work with the Town of Bridgewater on their energy projects and is part of the Solar NS project and worked with HRM and other partners to develop a solar energy dashboard.

Applied Geomatics Lab led by Dr. Tim Webster has GIS expertise that could help municipalities in a variety of ways. They've worked with municipalities on mapping potential coastal level sea rise and have worked with Emergency Management personnel to develop maps to help with evacuation plans.

For more information, contact Matt Adams at Mitacs.



Canoe Featured Supplier: Gasboy

Gasboy is the leading brand of equipment and turnkey solutions for fleet operators.

Gasboy fleet management systems include the industry's most comprehensive selection of commercial electronic and mechanical fuel dispensers, site controllers, fleet management

software, island card readers and cardlock systems, and wireless vehicle identification systems. Solutions provide 24-hour unattended fueling capabilities to fleets and retail marketers. Gasboy provides innovative, efficient, cost-effective solutions to meet your needs for fueling, controlling, and managing your fleet.

Learn more about Canoe's Fuel Management Program

Upcoming Events

Rules of Order and Meeting Processes Workshop

<u>Municipal Elected Officials Session:</u> Friday, November 25, 2022, @ 9:00 am – 3:30 pm.

Location: Town of Truro, Douglas Street Recreation Centre (40 Douglas St, Truro, NS B2N 2E7)

In-person session

NSFM and AMANS are pleased to offer another Rules of Order and Meeting Processes Workshop this Fall geared toward Elected Officials. Make sure to register or mark your calendars. This workshop was very popular when we offered it in the Spring and will fill up fast.

Ever wonder why some municipality's council meetings only take 40-50 minutes while others take 4-5 hours? Ever wonder why some municipality's council meetings are smooth and efficient while others look and feel more like a governing party versus her Majesty's Loyal Opposition in great debate and critique? The difference is almost always directly tied to the efficient and effective use of rules of order and meeting processes. Strong staff reports, clear motions, and detailed reviews of

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Facilitator: Chris McNeill, former Registered Parliamentarian, Chief Administrative Officer, Region of Queens Municipality

Registration Details: The early bird rate is \$250 until October 28, 2022. If you register after October 28, the cost is \$300.

Registration can be found here

The Workshop can only accommodate 30 registrants and is on a first come, first-served basis.

There will be a separate workshop for Administrators solely run by AMANS.

Municipal Administrative Session: Friday, November 18, 2022 @ 9:00 a.m. – 3:30 p.m.

Location: Village of New Minas - Louis Millett Community Complex (9489 Commercial Street, New Minas), Multi-Purpose Room 119

Free Webinar: Reimagining Municipal Recreation Services for Rural Low-Income Families

Wednesday, September 14th, 2022 10:30 a.m. - 12:00 p.m. via zoom

This webinar is open to all NSFM and AMANS members

REGISTER HERE









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

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





Communication

Sept 13, 2022

Good morning,

In the Fall 2021 sitting of the Legislature, the Government of Nova Scotia passed a Bill to create a Crown Corporation, the Joint Regional Transportation Agency.

The JRTA is mandated to address transportation issues associated with rapid growth in the Halifax Region and surrounding areas. To carry out this mandate, the JRTA will work with partners (Halifax Regional Municipality, Halifax Harbour Bridges, Halifax International Airport Authority, Halifax Port Authority and ACCOA) and stakeholders to create a 5,10, and 20-year regional transportation plan to ensure the region's transportation system is prepared for a period of unprecedented growth.

As noted in Appendix A on page 3, your municipality falls within the preliminary study area. An RFP to develop a Regional Transportation Plan will be issued the week of September 19th. The RFP will include an assessment of current and future needs and potential opportunities related to all modes of transportation for the areas noted within the preliminary study area. Once the RFP is awarded, a consultant will be reaching out to you directly to discuss current transportation conditions as well as future needs and opportunities within your area. Information surrounding regional planning or future development plans would also be of great interest.

If you have any questions, please feel free to reach out directly to me, and I would be happy to have a conversation about the Agency and our goal to facilitate a regional transportation plan.

Regards,

Guy Deveau, P. Eng. | CEO - JRTA

Cell: 902 424-6145 | Email: Guy.Deveau@novascotia.ca



Appendix A – JRTA Mandate and Preliminary Study Area

Background, Role and Agency Mandate

Background and Role of Agency

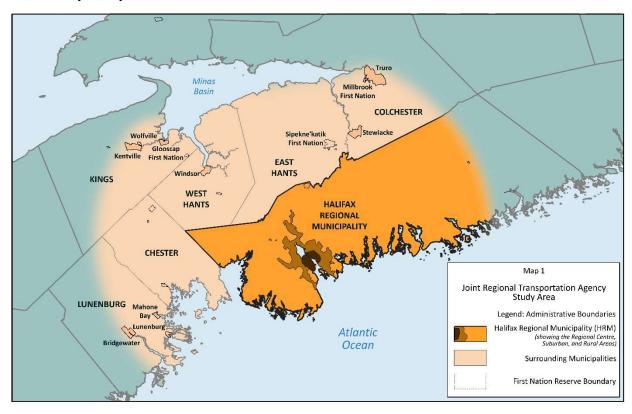
- In the Fall 2021 sitting of the Legislature, the Government of Nova Scotia passed Bill 61 to create a Crown Corporation, the Joint Regional Transportation Agency (JRTA).
- The JRTA is mandated to address transportation issues associated with rapid growth in the Halifax Region and surrounding areas.
- To carry out this mandate, the JRTA will work with partners and stakeholders to create a Regional Transportation Plan ensuring the transportation system within the Halifax Regional Municipality to ensure the region is prepared for a period of unprecedented growth.
- The JRTA sits in a unique position to evaluate the interrelationships among the province's highway/road, active transportation, transit, rail, airport, and harbor systems.
- Can provide a critical provincial/regional context to analyzing transportation needs and resolving transportation problems at a broader level.
- The Regional Transportation Plan would consider the findings and recommendations of numerous other local/focused transportation plans and polices.
- This will help guide transportation investments and decisions at all levels of government while maximizing funding opportunities.

Agency Mandate

- 1. **Conduct a comprehensive review** of all modes of transportation associated with the Municipality including roads, bridges, highways, active transportation, ferries, transit, rail, airports, and seaports.
- 2. Create a Regional Transportation Plan to ensure:
 - a regional approach to transportation consistent with the Municipality's growth and development, and
 - the safe, efficient, and coordinated movement of people and goods; and
- 3. **Any other activities** deemed necessary to fulfill the intent of this Act in accordance with the regulations (in development).



Preliminary Study Area





SOCIETY OF SAINT VINCENT DE PAUL SAINT JOSEPH CONFERENCE 123 PLEASANT STREET BRIDGEWATER, NOVA SCOTIA B4V 1N3 902 527 6431

September 12, 2023

Town of Mahone Bay PO Box 530 Mahone Bay, NS B0J 2E0

Attention: Town of Mahone Council

The Society of Saint Vincent de Paul, Saint Joseph Conference, would like to thank the Town of Mahone Bay Council for approving a non-profit grant in the amount of \$1,000.00 to the SSVP Helping Neighbours in Need program.

The financial support received from the Town of Mahone Bay will be used to assist the vulnerable of the community.

The support of the Town of Mahone Bay makes it possible for our volunteers to continue to provide assistance to our neighbours in need.

Sincerely,

Patricia Smith

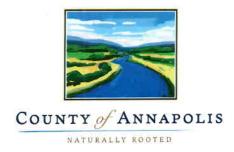
Society of Saint Vincent de Paul

Saint Joseph Conference

Cc: Cynthia Clark, Kay Buckler,

Robert Boudreau, Barbara Proux,

Patricia Mount



752 St. George Street, PO Box 100 Annapolis Royal, Nova Scotia, Canada BOS 1A0

Phone: (902) 532-2331 Fax: (902) 532-2096

Website: AnnapolisCounty.ca

September 13, 2022

Hon. Tim Houston, Premier PO Box 726 Halifax, NS B3J 2T3

~and~

Hon. Tim Halman, Minister Environment and Climate Change 1700 Granville Street, 4th Floor PO box 2125, Halifax, NS B3J 3B7 Premier@novascotia.ca

Minister.Environment@novascotia.ca

Dear Premier Houston and Minister Halman,

Re: Moratorium on Aerial Herbicide Spraying

Over the past months, municipal council has been hearing the concerns of Annapolis County citizens regarding aerial spraying of herbicides and pesticides. Approved sites are impacting adjoining private lands, indeed, some residents were unaware of the spraying that would be taking place near where they live, work, and recreate.

On behalf of the Municipality of the County of Annapolis Council, I am requesting that a moratorium be placed on aerial herbicide spraying until a formal report on the net benefits or net losses of such activity to the residents of Nova Scotia, can be obtained by requisition of the provincial government.

We look forward to your early responses, as such activities are scheduled over the next few weeks.

Yours truly,

Alan V. Parish,

Warden

AVP/cv

cc: Chris d'Entremont, MP West Nova <u>Chris.dEntremont@parl.gc.ca</u> Kody Blois, MP Kings-West Hants <u>Kody.Blois@parl.gc.ca</u> Hon Jean-Yves Duclos, MP, Minister of Health <u>hcminister.ministresc@hc-sc.gc.ca</u>

Maureen Hughes

From: William Kowalski <williamkowalski@gmail.com>

Sent: Monday, August 22, 2022 2:06 PM

To: Maureen Hughes

Subject: belated thanks to Council

CAUTION: This email originated from an external sender.

Hi Mo,

I realized today I never wrote to say thank you to you and the Council members for dealing with the parking situation at the foot of Orchard Street. The fix the town implemented is working beautifully. I really appreciate it, and so do lots of other people in this part of town! Great job, everyone.

Bill Kowalski williamkowalski.com

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>

Sent: Tuesday, September 20, 2022 5:12 PM

To: Maureen Hughes

Subject: NSFM's Monday Memo: September 20, 2022

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View this email in your browser



DMAH undertaking a review of the Municipal Government Act (MGA) and Halifax Regional Municipality Charter (HRMC)

From the Department of Municipal Affairs and Housing

Please note that the previous version contained an error in the email address provided from DMAH.

DMAH is looking at several topics related to planning and development, modernizing public notice, and selling land below fair market value sections of the MGA. These proposed topics are based on feedback from various sources including the previous MGA Review (2016-18), as well as recent municipal and internal departmental requests.

Responses will be used by the Department to evaluate the efficacy of the proposed changes, implications, and details of implementation.

We ask that NSFM members take the survey using the following link: http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=I2KL5543H

Please note that an additional survey for proposed Halifax Regional Municipality Charter amendments is forthcoming.

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If you have questions as to the survey, please contact DMAH



NSFM Conference Nov 1-4, 2022 Halifax, NS

CLICK HERE TO REGISTER

The 2022 NSFM November Conference will take place **in-person** from November 1st – 4th at the Westin Nova Scotian Hotel in Halifax.

The full program, registration and accommodation details are found on our conference website.

Don't miss out on the early bird registration fee! The Planning Committee has put together a very exciting and informative program that you will not want to miss.

REGISTRATION FEES:	Before October 10 th , 2022	October 10 th , 2022, and after	
Member (includes banquet)	\$ 600 + hst	\$ 650 + hst	
Non-Member (includes banquet)	\$ 650 + hst	\$ 700 + hst	
Banquet Ticket	\$ 70 + hst		
Each registrant will be charged a \$5 Carbon Surcharge Fee			









One of the highlights: All four party leaders will join us on the Thursday of the event to inform us how they are providing Service with Purpose to Nova Scotians.

Municipal Consultations: Marketing Levies

From DMAH

The Department of Municipal Affairs and Housing (DMAH) and Communities,

Culture, Tourism, and Heritage (CCTH) are interested in consulting with municipalities and the accommodation sector on proposed amendments relating to marketing levies in the province. <u>View information about the proposed legislative changes here.</u>

DMAH and CCTH are interested in scheduling Online Zoom sessions with municipalities over the next few weeks to discuss and gather feedback on these proposed legislative changes. Responses will be used by the Departments to evaluate the efficacy of the proposed changes, implications, and details of implementation before any changes are advanced.

These sessions have been broken down by region in order to keep numbers manageable and allow sufficient time for all to participate and provide feedback.

There will be a morning sesson from 10-11 a.m. and an afternoon session from 1-2 p.m. for each area.

Please see below for the proposed dates for each session:

Area	Date
Cape Breton Island Eastern Strait, Pictou	Monday, September 26, 2022 Wednesday, September 28, 2022
Cumberland, Colchester Hants County, HRM	Monday, October 3, 2022
Valley Region to Digby Yarmouth to Lunenburg	Wednesday, October 5, 2022 Friday, October 7, 2022

Code of Conduct Survey Reminder

Submitted by The Code of Conduct Working Group and the Department of Municipal Affairs and Housing

As you know, the code of conduct working group (COCWG) has been working diligently on creating recommendations for the different aspects related to municipal

and village codes of conduct. The COCWG has finalized their recommendations on content to include in a municipal code of conduct and we would now like your feedback on these recommendations. We are asking that elected officials and senior departmental staff respond individually to the survey. The survey is focused on the standards that elected officials would be expected to adhere to. We ask that you read the attached recommended standards in their entirety before completing the survey. The survey will be open to respondents until Friday September 23, 2022 for feedback. Please note, only individual responses to the survey are permitted (not groups), and if you do not finish the survey in its entirety before submitting, you will be able to go back in and resume your response later, if on the same device.

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SURVEY: http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=72KKn73LM

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DATE SURVEY CLOSES: Friday September 23, 2022

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Thank you for taking the time to provide your feedback on this important issue, and for all the hard work you do on behalf of Nova Scotians.

OEA Seeking Feedback on Definitions for Discrimination and Racism

<u>Legislation</u> passed in April commits the province to developing an equity and antiracism strategy by July 2023.

Nova Scotians can give input by attending virtual engagement sessions being held between September 19—November 12, or by completing an online survey or calling 1-844-424-4897. A full list of session times, draft definitions, and the survey are available at oeaengagement.ca.

All sessions will be held virtually on the Zoom platform.

Virtual Gathering for all Prescribed Public Sector Bodies

Thursday, September 29th from 10:30 a.m. to 12:00 p.m.

This session will be an opportunity to get information and updates from the Accessibility Directorate. Topics include compliance, and standard development progress.

Enabling Accessibility Fund's Call for Proposals

Up to \$100,000 is available for accessibility projects through the Government of Canada's Enabling Accessibility Fund, with a priority on projects involving workplaces, Indigenous organizations, shelters that provide services to those experience violence, and early learning and childcare centres.

More information is available here.

Last chance to apply for NSFM Long Service Awards for elected officials

(The original notice was sent out to members in July)

The NSFM Long Service Awards Program offers recognition for elected officials beginning with those who have served on Council for a minimum of 10 years. An Award will only be presented once in each category. Eligible individuals should apply for the award which reflects their current years of municipal service.

The long service awards will be presented at the NSFM Fall Conference at the opening session at 8:15 a.m. Wednesday, November 2nd at the Westin Hotel in Halifax. If you are not able to make the opening session, your award will be sent to your municipal council for local presentation.

Deadline to submit is September 25th, 2022.

If you are eligible, please complete THIS FORM.

Mitacs Supports Canada's Municipalities



Canoe Featured Supplier: Gasboy

Gasboy is the leading brand of equipment and turnkey solutions for fleet operators.

Gasboy fleet management systems include the industry's most comprehensive selection of commercial electronic and mechanical fuel dispensers, site controllers, fleet management software, island card readers and cardlock systems, and wireless vehicle identification systems. Solutions provide 24-hour unattended fueling capabilities to fleets and retail marketers. Gasboy provides innovative, efficient, cost-effective solutions to meet your needs for fueling, controlling, and managing your fleet.

Learn more about Canoe's Fuel Management Program

Upcoming Events

Rules of Order and Meeting Processes Workshop

Municipal Elected Officials Session: Friday, November 25, 2022, @ 9:00 am – 3:30 pm.

Location: Town of Truro, Douglas Street Recreation Centre (40 Douglas St, Truro, NS B2N 2E7)

In-person session

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Facilitator: Chris McNeill, former Registered Parliamentarian, Chief Administrative Officer, Region of Queens Municipality

Registration Details: The early bird rate is \$250 until October 28, 2022. If you register after October 28, the cost is \$300.

Registration can be found here

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There will be a separate workshop for Administrators solely run by AMANS.

<u>Municipal Administrative Session:</u> Friday, November 18, 2022 @ 9:00 a.m. – 3:30 p.m.

Location: Village of New Minas - Louis Millett Community Complex (9489 Commercial Street, New Minas), Multi-Purpose Room 119



NOVA SCOTIA FEDERATION OF MUNICIPALITIES







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

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



Mayor David Devenne

Members of Town Council

Dear Mayor & Council

Re: Proposed power line & road from solar gardens.

We recently received a letter from the Town's CAO indicating that the Town was going ahead with its plan to cross our property with a power line and road from the solar gardens.

It is our opinion that this route is not the most beneficial for the Town and seriously damages our (and others involved) property. It is our opinion that the best way for this power route is back through your own property and along the 'old railway ' to the Northwest Road. I have been unable to obtain any information from the Town why this route was eliminated. There was some reference that, because this route was longer, that there would be 'significant line loss'. This is not correct as the Town has less than 5% line loss from the power it purchases from AREA that currently is supplied from New Brunswick.

We had offered to sell to the Town the property it felt it needed to go along the old rail line to lessen the effect on our property as well as co-operate with the Town on the project.

We also wish to point out that the Town has the alternative route by using the existing power line along Main street. You may need to replace some of the poles using this route but there again these upgrades to this line would be a positive for the Town's electric utility.

We wish to bring to Council's attention the fact that ,by using the proposed route, you will be effectively dividing our property in half. This property has been in my family for over 200 years and it is extremely unfair that the Town is willing to divide the property when there are alternatives that make more sense to us.

We would be remiss if we did not mention that the initial valuation report by Turner Drake on the properties being looked at is a complete valuation joke. Where in Mahone Bay can you buy 2.2 acres of land for \$11,100.00? Building lots currently sell in the \$250,000-\$300,000 range for an acre or less of land.

Please reconsider your plan to put this power line/ road across our property

We can be reached at 902 766 4677

Thank you

Norman & Doreen Mossman

866 main street

C/C Bruce Bardon

John Chandler QC



Town of Mahone Bay

Staff Report

RE: Financing for Fire Station / Hall September 13th, 2022 *amended September 29, 2022

General Overview:

This report is to provide Council with information as it relates to the cost and financing for the Mahone Bay & District Fire Department's newly constructed Fire Station and Hall.

Background:

The Town of Mahone Bay is looking to participate in the Fall Long-Term Debenture with the Municipal Finance Corporation (MFC). The Fire Station (Phase 1) cost a total of \$3,818,207 and the Fire Hall (Phase 2) project final cost was \$1,036,939 with a total cost of \$4,855,146. The Debenture will be broken out in to two phases with separate repayment terms.

Analysis:

The Fire Station & Fire Hall Project reached substantial completion on April 8th, 2022 with the Grand Opening taking place August 20th, 2022. The building is now fully in use by the Mahone Bay & District Fire Department.

Financial Analysis:

Costing (Phase 1 – Fire Station)

The current total cost for the Fire Station is as follows:

Pre-Design, Tendering and Project Management: \$ 216,535

Construction: \$ 3,601,672

Total Phase 1 cost: **\$ 3,818,207**

<u>Costing (Phase 2 – Fire Hall)</u>

The current total cost for the Fire Hall is as follows:

Project Management: \$ 40,866

Construction: <u>\$ 996,073</u>

Total Phase 2 cost: **\$ 1,036,939**

Total cost of both Phases: \$ 4,855,146 **

**Please note there is a possibility of an additional bill from Vigilant. This bill is not expected to be of any great size but more regarding travel, etc., of a Vigilant employee for final inspection, review of progress for any deficient work, etc.

Long Term Borrowing (Phase 1 - Fire Station)

Total cost of the project:

\$ 3,818,207

It is recommended that the Town finance \$3,818,207 over a 30-year period. Interest rates to be provided once application is approved with an estimate rate expected to be at 5.5-6%. Based on the rate of 5.5%, annual payments for principal and interest would be approximately \$260,000. This would impact the fire services budget and future years transfers to the Fire Equipment Reserve – beginning in fiscal 2023-24.

As of March 31, 2023, the Budget has a Fire Equipment Reserve balance of \$161,657. Although this amount could be used to offset a small portion of the Phase 1 financing; at present, this is not recommended. It is recommended that this \$161,657 remain in the reserve to help support future Fire Department purchases.

Long Term Borrowing (Phase 2 - Fire Hall)

Total cost of the project: \$1,036,939

Less: Town Payment (Town Capital Reserve): \$ (250,000)

Less: Fire Department Payment (Fundraising Funds): \$ (250,000)

Balance to be Financed through Long-Term Debt: \$536,939

It is proposed that the balance of **\$536,939** be financed over a 15-year period. This would result in annual principal and interest payments of approximately

\$60,000. It was originally proposed that **Phase 2** would be financed over a 10-year period however as this would result in payments of approximately \$72,000, financing this component over 15 years is recommended.

Over the past few years, the Fire Department has had the following NET revenues from Fundraising Activities (excluding Donations):

2021: \$ 65,537 2020: \$ 52,000 2019: \$ 57,800 2018: \$ 52,100 2017: \$ 87,500 2016: \$ 77,500

Based on the information provided above, as provided by the Fire Departments Treasurer, the Fire Department (on Average) generates sufficient free cash flow from fundraising activities to support the annual loan payments of \$60,000. Note that Covid has resulted in reduced donations over the past several years. This downward trend is not expected to continue in future years.

Recommended 2022 Fall Debenture Participation

Per the above, it is recommended that the Town participate in MFC's Fall Debenture as follows:

Purpose:	Loan Amount	Loan Term	Loan Amort *
Fire Station	\$ 3,818,207	15 Years	30 Years
Fire Hall	\$ 536,939	15 Years	15 Years
Total Debenture Requirement	\$ 4,355,146		

The current Temporary Borrowing Resolution (TBR) passed by Council on July 28th, 2022 has a borrowing limit of \$4,456,600 of which we are only looking to debenture to the sum of \$4,355,146.

Resultant Town Fund Balances

Town Capital Reserve (As of March 31st, 2023 – As per Budget) \$ 924,698

Less: Contribution to Fire Station – Phase 2 \$ (250,000)

Adjusted Town Capital Reserve (As of March 31st, 2023) \$674,698

Climate Analysis:

The new fire station and fire hall are heated 100% with electricity, reducing the carbon emissions associated with the fire service (and further reducing as our utility's supply becomes increasingly renewable in future years).

Strategic Plan:

N/A

Recommendation (Amended September 29, 2022):

It is recommended,

THAT Council approve a Transfer from the Town Capital Reserve in the amount of \$250,000, for Phase 2 of the Fire Station & Hall Project.

Attached for Council Review:

• Standard Pre-Approval Motion for Debenture Participation

Respectfully Submitted,

Ashley Yeadon-Wentzell Manager of Finance



Town of Mahone Bay

Staff Report RE: 2022 Special Election Update September 29, 2022

General Overview:

This report is to provide Council with an update regarding the 2022 Special Election.

Background:

The Town is in receipt of a letter of resignation from Councillor Alice Burdick, effective August 23, 2022. As per s13 of the Municipal Elections Act of Nova Scotia, within four weeks after a vacancy occurs on Council due to a Councillor resignation, a date shall be set for a special election to fill the vacancy. At the September 13, 2022 meeting of Council, Ordinary Polling Day was set for November 26, 2022.

Analysis:

Correction to Nomination Day

As per the Municipal Election Act S13(3) "Nomination Day for a special election shall be the fourth Tuesday preceding ordinary polling day"; staff incorrectly recommended October 25, 2022 as Nomination Day, having not counted the Tuesday immediately preceding Ordinary Polling Day. Based on that error, a motion was passed to name October 25, 2022 as Nomination Day when according to the Act, Nomination Day should be November 1, 2022. Staff are looking for a motion naming November 1, 2022 as Nomination Day to correct that error for the record.

<u>Appointment of Returning Officer</u>

The September 13, 2022 staff report indicated that Town staff would be looking to hire a Returning Officer for this election. Staff were able to hire Leah Zinck, MODL Returning Officer; Ms. Zinck has a great deal of experience as a Returning Officer, including acting as the Town of Mahone Bay Returning Officer for the 2018 Special Election. Staff are looking for a motion of Council to appoint Ms. Zinck as the Town's Returning Officer for the 2022 Special Election. Staff are also seeking a motion to appoint Maureen Hughes as the Deputy Returning Officer.

List of Electors

The Municipal Elections Act provides a Council three different options to obtain a list of electors:

30 (1) By the fifteenth day of April in a regular election year, the council may, by resolution, provide that the returning officer

- (a) conduct an enumeration
- (b) use the lists of electors used in the most recent federal or provincial election, or in an election held pursuant to this Act; or
- (c) use any permanent register of electors established and maintained for use in a federal or provincial election,

as the basis for the preliminary list of electors for all or part of the municipality.

It has been the practice of the Town in past years to secure the use of the most recent federal or provincial election; both federal and federal elections were held in 2021, and conducting an enumeration is a time and labour-intensive process. We have a very short timeline to prepare the list of electors in time for October 21st which is the first date to register as a candidate for the election.

Financial Analysis:

A budget of \$17,500 to be drawn from Operating Reserves was approved at the September 13, 2022 regular Council meeting.

Climate Analysis:

A paperless election eliminates a great deal of paper, pencils, and other disposable supplies, including the extra precautions (shredding, etc) that come with the disposal of election materials. Alternative voting methods greatly reduce the number of people who will drive to a polling station, thereby reducing the carbon output associated with an election.

Links to Strategic Plan:

2.3 Governance to Meet Expectations of our Growing Community.

Recommendation:

It is recommended.

THAT Council set Saturday, November 1, 2022 as nomination day for the 2022 special election.

THAT Council appoint Leah Zinck as the Returning Officer for the 2022 Town of Mahone Bay Special Election.

THAT Council appoint Maureen Hughes as the Deputy Returning Officer for the 2022 Town of Mahone Bay Special Election.

THAT Council approve the use of the Provincial List of Electors for the 2022 Town of Mahone Bay Special Election.

Respectfully submitted,

Maureen Hughes

Town Clerk & Deputy CAO



Town of Mahone Bay

Staff Report RE: 2022 Municipal Boundary Review September 29, 2022

General Overview:

This report is to provide Council with an overview of information received from the public participation process to inform Council's application to the Nova Scotia Utility and Review Board for the 2022 Municipal Boundary Review.

Background:

At the January 11, 2022 regular meeting of Council, correspondence was received from Bruce Kiley, Chief Clerk of the Nova Scotia Utility and Review Board (NSUARB), advising that every town and municipality was required to apply to the NSUARB to "confirm or alter the number and boundaries of polling districts and the number of councillors." At that meeting the following motion was passed:

THAT Council direct staff to present a draft Public Engagement Plan for the 2022 Municipal Boundary Review.

A draft Public Engagement Plan was received and approved at the January 27, 2022 regular meeting of Council.

The first phase of the Town's Public Engagement was public education, to inform the public on the Municipal Boundary Review, what the process is, and why it matters to the electorate. To that end, a section of each monthly edition of the Mayor's Newsletter was dedicated to the Municipal Boundary Review from March 2022 until September 2022. A special edition newsletter was also published in August 2022, dedicated entirely to the 2022 Municipal Boundary Review.

Regular information regarding the Municipal Boundary Review was also shared via the Town's website, social media, and posters in town. A public meeting was held on September 7, 2022, and public comments on the Municipal Boundary Review were received until September 19, 2022.

Analysis:

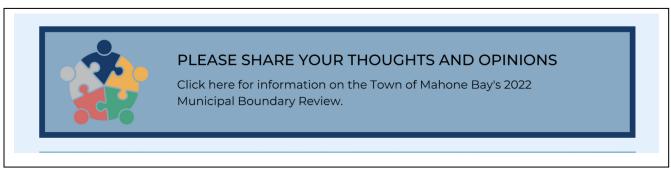
Process

A Public Engagement Plan (Appendix A) was approved at the January 27, 2022 meeting of Council, establishing a timeline for public engagement and decision as February 2022 – May 2022. At that time it was planned to hold the public session at

the new firehall. As the grand opening of the firehall was delayed the decision was made to extend the timeline for the public session.

Website

A special page was created on the Town's website, and information to the public included a note to watch that page as it would be updated throughout the process. (Appendix B)



Newsletter

A section of the newsletter dedicated to the Municipal Boundary Review was a regular feature in the Mayor's newsletter from March – September 2022 inclusive (Appendix C), focused on the objective of the municipal boundary review, the process, and encouraging the public to consider the question of polling districts and size of Council. It was the opinion of staff that with the confusing name for the process, it was important to keep communication steady and keep encouraging the public to think about the topic.

Online Survey

Municipal Boundary Review

2022

Mahiöñe Bay

Online Survey

To prompt the thought process of the public, an online survey was launched in April 2022, asking if the participant thought that Mahone Bay should have polling districts, and asking for a preference between four and six Councillors, the specific question for the last three Municipal Boundary Review processes in Mahone Bay and therefore, it was hoped, a familiar sounding discussion which would prompt participation.

The survey provided an overview of the Municipal

Boundary Review process before asking the questions regarding which Council would make an application.

Municipal Boundary Review Survey

The Nova Scotia Utility and Review Board (NSUARB) is required by the Municipal Government Act to conduct reviews of the number and boundaries of municipal polling districts and the number of Councillors every eight years. Council will have to make a submission to the NSUARB stating what Council composition should look like in the future, specifically:

- 1. Should there be polling districts?
- 2. Should Mahone Bay Town Council be made up of four Councillors plus a mayor OR six Councillors plus a mayor?

OK

Should Mahone Bay voters continue to elect people from anywhere in town, or should polling districts be created so that people in specific areas of town can only vote for people in their area of town?
 Yes; Mahone Bay should create polling districts
 No; Mahone Bay should not create polling districts

The question about the number of Councillors included the most familiar pros and cons which have been heard from the public over the past three Municipal Boundary Review processes in Mahone Bay.

2. What is your preference?

Mayor + 6 Councillors (status quo)

Pro - Less of a workload for each member of Council

Pro - More opinions for better representation of different points of view

Con - A larger group may struggle to reach a consensus

Con - Is there over representation for such a small town?

Mayor + 4 Councillors

Pro - Potential for decreased cost

Pro - Potentially more efficient decision making

Con – Increased workload may make it harder/more inaccessible for people to serve on Council

Con – Fewer Council members may mean less opportunities to connect with members of Council

The survey had a total of 29 participants, the majority of whom voted for the status quo (Appendix D)

Polling Districts		Number of Councillors		
Yes	No	4 Councillors	6 Councillors	
2	27	9	20	

Social Media

Throughout the process, information was shared on the Town's social media regarding the process and how to participate. The graphic used incorporated the puzzle piece image used when communicating matters regarding Council and used the term Municipal Boundary Review as part of the public education component of the process, and the term "It's about representation" to catch the public attention about why this process matters to the public.





Declaration of Preference

Council received a staff report at the July 12, 2022 regular meeting, with an update on the process to that point, providing information on First Community impressions (results from online survey), and requesting a declaration of preference for the size of Council for the purpose of public consultation.

At that time the following motion was passed:

THAT Council declare that the preferred size of Council is six Councillors plus a mayor, for the purpose of public consultation prior to preparing an application to the Nova Scotia Utility and Review Board for the Municipal Boundary Review.

Special Edition Newsletter

Following Council's declaration of preference, a special edition newsletter was published (via Canada post, email distribution list, facebook, website) with information on the Municipal Boundary Review process, the costs and responsibilities of Council (frequent questions from the public in the past regarding the size of Council), how to participate in the process, and an invitation to participate in the public meeting on September 7, 2022. (Appendix E)

Public Meeting

While the original plan was to hold a public meeting at the new firehall in May 2022, delays with completion led to the facilitated public session being held at the firehall on September 7, 2022.

Six members of the public attended the meeting, as did five members of Council, and two members of staff (one facilitating the session). Due to the low number of participants, a large group session was held regarding the Municipal Boundary Review process and objective, and specifically discussion focused on the following key points:

- What are the essential responsibilities of a Councillor in the Town of Mahone Bay and how much time is required to dedicate to this role?
- What are the advantages/disadvantages of 6 vs 4 Councillors plus a mayor?
- Which model works best for Mahone Bay? 6 Councillors + mayor or 4 Councillors + mayor?

Comments from the public included:

Responsibilities of a councillor:

- The uniqueness of Mahone Bay (utilities)
- Average 40-50 hours per month
- 6-9 committees per member of council
- Small ambitious town
- Councillors signed up for the job so they should be ready to serve
- Reducing numbers would not be advisable with the changes coming such as environmental concerns, etc
- Risk/danger of burn out if the number of councillors reduced
- Municipal government the most important level of government to be reachable
- Compared to other towns with the same representation Mahone Bay is very small

4 vs 6 councillors

- Less costly for fewer? Maybe not?

- Less representation
- More burnout
- 6= better work distribution
- 6 = diverse perspectives
- Who are we attracting
- 4: ability to get stuck if there are stalemates in conversation
- Reducing numbers could impact interest to become a municipal councillor

A brief discussion also took place regarding polling districts

- Councillors at large is a great idea
- Mahone Bay is too small to subdivide into wards

Following the discussion (Appendix F), participants were asked what they wanted Council to hear before they made their decision, and then a final, informal, "post-it vote" was held as participants left the room, giving them a final opportunity to declare their preferences after having discussed the issues. (Appendix G)

Of the public in attendance, all voted for the status quo in respect to polling districts (no districts) and five voted for the status quo in respect to number of Councillors, with one person voting for a reduced Council size.

Participants were also reminded that submissions were being accepted until September 19th if they had further comments to make.

A poster was created to encourage attendance at the public meeting and remind the public of how they could participate in the Municipal Boundary Review Process (Appendix H).

Comments submitted

Public comments were accepted until September 19, 2022. A total of seven comments were received from the public, all of which were submitted following the publication of the Special Edition Newsletter in August.

Of the seven submissions received, all were in favour of maintaining the status quo in respect to polling districts (no polling districts), and five were in favour of the status quo regarding Council size (six Councillors + mayor) while two expressed the opinion that the Council size should be reduced. (Appendix I)

Next Steps

With the completion of the public participation process for the Municipal Boundary Review, Council now has the feedback of the process and is now in a position to make the decisions for the application to the NSUARB in respect to "confirm or alter the number and boundaries of polling districts and the number of councillors" as advised by the Chief Clerk of the NSUARB in his correspondence of December 2021.

The application from Council must include the following information:

MGA Rules

- 30(1) An application under Section 368 or 369 of the Act by a town which has not been divided into wards or polling districts shall contain the following information:
 - a) The number of councillors:
 - b) The geographic size of the town;
 - c) The latest available population statistics for the town;
 - d) The total number of electors in the most recent municipal election;
- (2) Where the application is to confirm the number of councillors, it shall contain the reasons why the status quo should continue.
- (3) where the application is to change the number of councillors, it shall contain an outline of the proposed changes and the reasons for the proposed changes.
- (4) The application shall be signed by the mayor and clerk of the town and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the clerk of the town to be a true copy of the resolution.
- (5) An application may be in Form D.
- 31(1) Every application shall be accompanied by
 - (a) A copy of any advertisement soliciting input from the public in conducting the study;
 - (b) A copy of the minutes of any council meeting and public hearing respecting the study or application;
 - (c) A map showing the boundaries of the existing polling districts;
 - (d) A description of the boundaries of the existing polling districts;
 - (e) Where the application is to change the number or boundaries of the polling districts, a map showing the boundaries of the proposed

polling districts and a description of the boundaries of the proposed polling districts;

(f) Such additional information as Council determines.

(Appendix J)

For the completion of the application to the NSUARB staff are looking for the following motions from Council:

- 1. For what number of Councillors is the Town of Mahone Bay making application to the NSUARB?
- 2. What are the reasons for the application for that number of Councillors?
- 3. Is the Town of Mahone Bay applying to change the status quo in respect to polling districts in Mahone Bay and if so, what are the reasons behind that?

Application

Once the necessary decisions have been made by motion, staff will complete the application to the NSUARB and forward when signed by the Mayor and Clerk.

Once the application has been received and processed by the NSUARB they will hold an independent public hearing in Mahone Bay. Only after they have conducted their own public hearing will they make their decision and forward notification of their decision to the Town.

Financial Analysis:

Special Edition newsletter \$169.49
Public Meeting (refreshments & supplies) \$196.72

Total \$366.21

Staff time – approximately 75 hours

Climate Analysis:

There are no immediately identifiable climate implications associated with the Municipal Boundary Review process.

Links to Strategic Plan:

2.3 Governance to Meet Expectations of our Growing Community.

Recommendation:

It is recommended,

THAT Council make application to the Nova Scotia Utility and Review Board that the number of councillors for the Town of Mahone Bay be [insert number].

THAT Council give the following reasons for the recommendation regarding the number of Councillors:...........

THAT Council make application to the Nova Scotia Utility and Review Board that Mahone Bay [remain undivided by polling districts/ be divided into polling districts for the following reasons....].

Respectfully submitted,

Maureen Hughes

Town Clerk & Deputy CAO

Attached: Appendix A: Public Engagement Plan

Appendix B: Website Page

Appendix C: Mayor's Newsletter – features

Appendix D: Survey Results

Appendix E: Special Edition Newsletter

Appendix F: Public Meeting – Meeting Notes Appendix G: Public Meeting – Post-it Vote

Appendix H: Public Meeting Poster

Appendix I: Public Comments Received

Appendix J: Form D (for application to NSUARB)



Town of Mahone Bay Public Engagement Plan Template

Presented to Council: January 27, 2022

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

o Meaningful;

o Informed;

o Timely;

- Accessible;
- Transparent;
 - o Appropriately scaled;

NATURE OF ENGAGEMENT

• Matter for which public engagement is being sought:

2022 Municipal Boundary Review

How input will be used:

Input from the public will be taken into consideration by Council when making their recommendation to the Nova Scotia Utility and Review Board.

• Identified stakeholders:

Taxpayers of the Town of Mahone Bay, Mahone Bay electorate.

Impact of the matter on stakeholders:

Structure of governance in Mahone Bay, public expenditure, composition of local government in Mahone Bay

Timeline for engagement / decision:

February 2022 – May 2022

NB: The Nova Scotia Utility and Review Board will conduct a public hearing after the Town's public engagement process is completed and that is a separate opportunity from that which is outlined in this document.

• What information is required to participate and where is it available:

Information on what the 2022 Municipal Boundary Review is and the potential impacts on the governance of the Town of Mahone Bay, information on the public engagement process, both that of the Town and the NSUARB, and information on how public comments will be received and used.

This information will be housed on our website, included in the Mayor's newsletter as a regular monthly feature, and notices on social media, the Town's mass notification system (Community Message Boards: *Notices from Council*, and *Community Notices from the Town*) and posted notices in Town will refer members of the public to where the information is housed on the Town's website, with the option to contact staff for more information about the process and to share comments.

• Particular circumstances (including states of emergency and public health directives):

The public health directives surrounding the ongoing pandemic are a factor in planning this engagement process and staff will be mindful of trends when setting up the various aspects of this process, including potential in-person discussions, the possibility of an in-person community discussion, and other factors which may arise in response to directives from Provincial Health authorities.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

Public hearing;

Notes: <u>no – a formal public hearing is part of the NSUARB</u> process, and not anticipated as a part of this process.</u>



Notes: _Staff will plan a public discussion meeting held in May, but will be prepared to host a session virtually if required at the time due to pandemic safety guidelines.__

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

Notes: _An o<u>nline survey tool will be used to gather response</u> from residents in the lead-up to the community discussion,

and residents will also have the opportunity to submit comments electronically; staff will monitor the public health guidelines to determine if the final public session will need to be held online.

Written engagement which may include written

×	Written engagement which may include written submissions, email feedback, mail-in surveys, polls and workbooks;
	Notes: _Printed notices to be sent via Canada Post; written submissions will be accepted via paper (mail or drop-off) and email
	Engagement by representation including the appointment of members of the public to Town committees;
	Notes:
×	Providing information through the media, websites, social media, and other channels;
	Notes: _Information about the Municipal Boundary Review process as well as the opportunities to submit comments will be shared via the Town's website and facebook, and the Town's mass notification system (CodeRED)
	Other:
	Notes:

REQUIRED RESOURCES

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

Information about the Municipal Boundary Review process and goals will be posted on the Town's website and communicated directly to members of the public via a regular monthly feature in the Mayor's newsletter. Social media and printed posters will refer members of the public to the information on the website or how to receive paper copies of the information.

Information on how to submit comments and ask questions will be shared by the same means.

Required resources and costs:

Use of the Town's existing information-sharing media, the Town's online survey tool, the Town's mass communication network, the Town's online meeting platform, and an estimated 40 hours of staff time. A series of printed posters, as well as a printed engagement form will be mailed to all members of the community staff expect that these will be able to be prepared in-house.

TOWN OF MAHONE BAY

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PUBLIC WORKS

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Appendix B

Municipal Boundary Review Process

The Nova Scotia Utility and Review Board (NSUARB) is required by the Municipal Government Act to conduct reviews of the number and boundaries of municipal polling districts and the number of councillors, this review occurs every 8 years.

Mahone Bay Town Council is currently composed of six councillors, elected-at-large, plus a mayor. Council will have to make a submission to the Nova Scotia Utility and Review Board stating what Council composition should look like in the future, specifically

- Should there be polling districts? (There are not currently polling districts in Mahone Bay?
- Should Council be made up of four councillors + one mayor OR six councillors + one mayor



Preference Declared by Council

Town Council is required to declare a preference to stimulate discussion among the public, and Council has declared that there preference is for Council to be comprised of six Councillors + a mayor.

This declared preference does not presuppose the ultimate recommendation that Council will make the to NS Utility and Review Board. It is a part of the prescribed process that Council declare a preference and the ultimate submission to the Utility and Review Board will be made after Council has received all of the feedback received during the public engagement process.

Why does this matter to the people of Mahone Bay?

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Council will reach out to the public for YOUR opinion before making their submission to the Nova Scotia Utility and Review Board.

How will the Town seek out public input?

- A regular newsletter feature about the review process
- A survey was conducted in May 2022 to ask people if their preference was for a Council composed of six Councillors + a mayor (status
 quo) or four Councillors + a mayor.
- A notice was sent to residents in August via Canada Post with information on how to share your thoughts and the deadline to submit, the notice can be seen here
- A public meeting will be held on Wednesday, September 7th at 7pm at the Town's new fire hall so that members of the community can participate in a discussion about this issue

What happens after the public engagement segment is completed?

- Public feedback will be taken into consideration when Council develops their recommendation
- Council will make their submission (recommendation) to the Utility and Review Board

Independent Public Hearing

Once the Nova Scotia Utility and Review Board has received the recommendation from Council, the Board will schedule and publicize their own independent Public Hearing in the community. This public hearing is an additional opportunity for members of the public to submit their comments before the final decision is made.

Decision

Once the Nova Scotia Utility and Review Board makes their decision, they will advise Council, and that decision will determine the way that future municipal elections are held.

The Questions

Should there be polling districts?

In the Town of Mahone Bay, everybody has the option to vote for any of the names on the ballot - this is what it means that local government representatives are elected "at large". The question is whether elections in Mahone Bay should continue to function this way or should people only be able to vote for specific people based on the area in which they live - this is what it means to vote based on a "polling district".





Should Mahone Bay Town Council be made up of four Councillors + a mayor OR six Councillors + a mayor?

The decision here is about what is the best number of people to represent the electors of Mahone Bay? What are the deciding factors for this recommendation? Generally, this is based on representation (who is sitting around the Council table? is this a good representation of the community?), workload (what do Councillors do? are there enough people to share the load?), costs (members of Council receive an honorarium, and there are expenses incurred for training, travel, etc), and how do the numbers work if there is a

Newsletter with additional information

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A Special Edition Newsletter was published in August with information about the Municipal Boundary Review Process, the purpose of the process, and further information about things like what a member of Council does, and costs associated with Council.

The full newsletter can be read <u>here</u>, but please contact staff if you have any further questions, and we would really love to hear your thoughts on the size of Council.









Tell us your thoughts!

We want to know what you think!





Send us your comments

email: clerk@townofmahonebay.ca

mail: PO Box 530, Mahone Bay, NS BOJ 2E0

in person: 493 Main Street (drop box by front door if after-hours)

Comments will be received until September 19th

Join us for a conversation

Public Meeting September 7, 2022 at 7pm at 41 Hawthorn Road (new firehall)

ADMINISTRATION | COUNCIL | FINANCE | ELECTRIC UTILITY | EMERGENCY SERVICES | FORMS + APPLICATIONS | HERITAGE | PUBLIC WORKS | STREETS + ROADS | WASTE COLLECTION SCHEDULE | WATER/WASTE WATER | CONTACT

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Appendix C Municipal Boundary Review

The Nova Scotia Utility and Review Board (NSUARB) is required by the Municipal Government Act to conduct reviews of the number and boundaries of municipal polling districts and the number of councillors every eight years. Council will have to make a submission to the NSUARB, stating what Council composition should look like in the future, specifically:

Should there be polling districts?

In the Town of Mahone Bay, everybody has the option to vote for any of the names on the ballot - this is what it means when local government representatives are elected "at large". The question is whether elections in Mahone Bay should continue to function this way or should people only be able to vote for specific people based on the area in which they live - this is what it means to vote based on a "polling district".

Should Mahone Bay Town Council be made up of four Councillors + a mayor OR six Councillors + a mayor?

The decision here is about what is the best number of people to represent the electors of Mahone Bay? What are the deciding factors for this recommendation? Generally this is based on representation (who is sitting around the Council table? is this a good representation of the community?), workload (what do Councillors do? are there enough people to share the load?), costs (members of Council receive an honorarium, and there are expenses incurred for training, travel, etc), and how do the numbers work if there is a split decision. What do you think about this? Are there other factors that go into your decision?

How the process will work

- Look for the special new page on our website about the job that a Councillor does and who does what on the current Council
- A notice will be sent to all residents via Canada Post with information about this process and how to share your thoughts with Councill
- A survey will be developed to prompt comments
- A public discussion will be held so that members of the community can participate in a discussion about this issue (we are really hoping that we will be able to hold this meeting in-person - public health guidelines permitting)
- The Council will make their submission to the Nova Scotia Utility and Review Board
- The Utility and Review Board will hold an independent Public Hearing in Mahone Bay before they make their decision
- The decision of the NSUARB will determine the make-up of Council at the next municipal election



Watch for more information about the process, the survey, and the public meeting.

Municipal Boundary Review

The Nova Scotia Utility and Review Board (NSUARB) is required by the Municipal Government Act to conduct reviews of the number and boundaries of municipal polling districts and the number of councillors every eight years. Council will have to make a submission to the NSUARB, stating what Council composition should look like in the future, specifically:

Should there be polling districts?

Should Mahone Bay voters continue to elect people on a ballot with names from any part of town (like we do now) or should the town be divided into polling districts so that voters choose from candidates in a specific part of town?

Should Mahone Bay Town Council be made up of 4 Councillors + a mayor OR 6 Councillors + a mayor?

Watch your mailbox for a mailer that describes what Councillors do, and keep an eye on the special Municipal Boundary Review page on the Town's website.

What do you think? Should Mahone Bay have six councillors or four?

Have your say!



Look for the special new page on our website about the job that a Councillor does and who does what on the current Council



Watch for a notice via Canada Post with information about this process and how to share your thoughts with Council.



A survey is now available to get your opinion: https://www.surveymonkey.com/r/PKB375F



Join us on

Monday, May 16th at 7pm at the new fire hall to discuss this issue

Then what happens?

- The Council will make their submission to the Nova Scotia Utility and Review Board
- The Utility and Review Board will hold an independent Public Hearing in Mahone Bay before they make their decision
- The decision of the NSUARB will determine the make-up of Council at the next municipal election in 2024



Municipal Boundary Review

The Nova Scotia Utility and Review Board (NSUARB) is required by the Municipal Government Act to conduct reviews of the number and boundaries of municipal polling districts and the number of councillors every eight years. Council will have to make a submission to the NSUARB, stating what Council composition should look like in the future, specifically:

Should there be polling districts?

Should Mahone Bay voters continue to elect people on a ballot with names from any part of town (like we do now) or should the town be divided into polling districts so that voters choose from candidates in a specific part of town?

What is the right size for our Council?

We want people to really think about what size IS appropriate for Mahone Bay. That is what we want to hear about from Mahone Bay - is our Council too big? Too small? Or the appropriate size?

Change to public meeting date



When we started this process we stated that we want to have a public discussion if at all possible. We had previously planned to have that session this month, but we are going to delay that session - we hope to plan that in June, but watch for information in the mailer that goes out via Canada Post and the Town's other communication platforms.

Have your say!



Look for the special new page on our website about the Municipal Boundary Review Process and the job of a Councillor



Watch for a notice via Canada Post with information about this process and how to share your thoughts with Council.



Thank you to everyone who participated in our online survey. We hope that this has prompted people to think about this issue. Please take the time to review the information on our website and send us your comments to be a part of the consideration of this decision.

The process:

- 1. Following the public discussion, Council will make their submission to the NSUARB
- 2.The NSUARB will hold an independent Public Hearing in Mahone Bay before they make their decision
- 3.The decision of the NSUARB will determine the make-up of Council at the next municipal election in 2024

Elder Abuse Awareness Day

World Elder Abuse Awareness Day is marked each year on June 15th and is an official UN International Day acknowledging the significance of elder abuse as a public health and human rights issue.

To educate yourself on Elder Abuse and find resources, visit the Canadian Network for the Prevention of Elder Abuse at www.cnpea.ca

Start of Purple Week

June marks the beginning of purple week.

During purple week (check your solid waste calendar) you can put your composter out for collection every week on collection day. You can also put out paper leaf collection bags and bundles of twigs.

New Crosswalks!

We're excited to announce the completion of 4 new crosswalks in Mahone Bay.



The installation of these crosswalks is a big step in achieving Council's strategic plan goal of improving transportation infrastructure to support healthy living in Mahone Bay.

Flower Baskets



The folks at the Mahone Bay Tourism and Chamber of Commerce are offering the sponsorship of downtown flower baskets. Baskets will be placed

mid-June and will be a mixture of pink, purple and white Wave Petunias.

To learn more about this program visit mahonebay.com/product/downtown-flower-basket/

Municipal Boundary Review

Watch for something in your mailbox this month with more information on the Municipal Boundary Review and a date for a public meeting. In the meantime, check out the tab on our home page and/or contact Town Hall staff for more information about this process to determine the size of Council and whether or not there should be polling districts in Mahone Bay.

Sports Field Update

Work has started on a project to improve the condition of the sports field by the Mahone Bay



Centre. This project is a partnership between the Town of Mahone Bay and Mahone Bay United Soccer Club.

A culvert will be placed to improve drainage (and therefore the condition of the playing surface) and while that work is happening, the power lines will be moved underground to improve safety of the field for all users. A new accessible walking track around the outside of the field is also planned as part of this project, to encourage outdoor recreation for all.

This work will impact the use of the sports field this year but we look forward to much improved playing conditions for the future.

Solid Waste Management By-law

The Scott ex

The Town has adopted an amended Solid Waste Management By-law which excludes hidden plastic contaminants from the organics stream. This by-law is

effective November 1, 2022 and bans items with waxy or plastic coating such as some disposable food containers and plastic compost liners. Watch for more information to come.

Electric Vehicles and Home

Charging

The Climate and Energy team has developed a short survey to gather information regarding – electric vehicles (EVs)



and home charging in Mahone Bay. The goal is to determine the number of EVs in town and gain insight into how they interact with our electricity grid. As well as to better understand residents' decisions around purchasing an EV.

Having effective and efficient charging infrastructure is an important factor when pursuing a pathway toward achieving the Town's climate and sustainability goals.

To complete the survey go to https://www.surveymonkey.com/r/FQ2RHG2 or check out the projects page of the Town's website to find the link.

Free Wood Give-away!



On Tuesday, July 12th and Wednesday, July 13th from 9am to 6pm, wood from clearing the site of the community solar garden will be

available to the public free of charge. The wood is currently stacked in approximately 6 to 8-foot lengths and while there will be a contractor on site to assist with cutting to a manageable length, anyone who enters the site to collect wood does so at their own risk.

Wood is available on a first-come, first-served basis and is being offered free of charge as an additional benefit to the community. Pick-up is at 918 Main Street only in the times noted.

<u>Municipal Boundary Review</u>

Have you read the information on the Town's website about the Municipal Boundary Review? The Municipal Boundary Review is a process conducted by the Nova Scotia Utility and Review Board.



The Municipal Boundary Review examines the appropriateness of the size of Council as well as parity of voting power. The two questions of the review for Mahone Bay are:

- what is the preferred size of Council?
- should Mahone Bay create polling districts or continue to elect members of Council atlarge?

Share your thoughts!



A public meeting
will be scheduled in the
near future at the new
Firehall. Watch for more
information on this
meeting in your post office

box as well as on the Town's other communication platforms.



Look for the special new page on our website about the Municipal Boundary Review Process and the job of a Councillor



Watch for a notice via Canada Post with information about this process and how to share your thoughts with Council.



Please take the time to review the information on our website and send us your comments to be a part of the consideration of this decision.

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Sustainability Spotlight



Shore Lunch Food Truck Shore Lunch Food Truck serves sushi bowls that are inspired by Nova Scotia's local south shore cuisine!

This business has also

atively taken steps to reduce its environmental footprint by:

- Utilizing solar panel energy that is also stored on a lithium-battery system
- Providing customers with compostable plates and utensils

Keep an eye out on their Facebook page Shore Lunch Food Truck for information on locations and dates/times.

If you are proud of the sustainable initiatives your business is taking, reach out to our Climate team at climate@townofmahonebay.ca.

Municipal Boundary Review

The Municipal Boundary Review is a process conducted every eight years in which the Nova Scotia Utility and Review Board requires that municipal councils submit an application for the size of Council.

Council has declared their preference for a Council comprised of six Councillors plus a mayor. Their final decision will be made following the period of public consultation, but this preference is to stimulate conversation in the community. What do you think? Is this the right size for Mahone Bay?

Share your thoughts!



Join us on

September 7th at 7pm at the new fire hall

for a public discussion about the size of Council.

Your input is important to this process and we want to know what you think.



Look for the special new page on our website about the Municipal Boundary Review Process and the job of a Councillor



Watch for a notice via Canada Post with information about this process and how to share your thoughts with Council.



Please take the time to review the information on our website and send us your comments to be a part of the consideration of this decision.

Climate Project Survey

Thank you to everyone who took the time to speak with Patrick and/or submitted their ballot with information on reducing the environmental impact of your household.

Congratulations to Kelly Redden who entered the draw for participants, and won a solarpowered power bank!

In case we missed you, an online survey is now available until the end of September. This survey is specifically for residents and businesses in the town of Mahone Bay as the data gathered is used to help us develop an ongoing picture of our community's greenhouse gas emission footprint.

We will have another draw when the online survey closes!

Community Solar Garden

Grading and grubbing (that is levelling the land and removing the stumps, roots and debris remaining after community members collected wood from the community solar garden site) has now completed and the contractors are putting up the fence surrounding the site. Contractors and project managers are now making plans for plantings which will also be part of long-term storm water management. This month we will see components being delivered to the site to prepare for installation of the panels.

<u>Curbside Giveaway Weekend</u>

FREE Curbside Giveaway Weekend is coming up October 1st and 2nd!
This is a great time to get rid of clutter or things you don't use anymore. Put items curbside that weekend for others to take and put to use.

Municipal Boundary Review

This is about your representation at the Council table.



The Municipal Boundary
Review is a process
conducted every eight years
in which the Nova Scotia
Utility and Review Board

requires that municipal councils submit an application for the size of Council.

Council has declared their preference for a Council comprised of six Councillors plus a mayor. Their final decision will be made following the period of public consultation, but this preference is to stimulate conversation in the community. What do you think? Is this the right size for Mahone Bay?

Share your thoughts!



Thank you to everyone who

joined us on September
7th for a public discussion

about the size of Council.

Your input is important to this process and we want to know what you think.



Look for the special new page on our website about the Municipal Boundary Review Process and the job of a Councillor

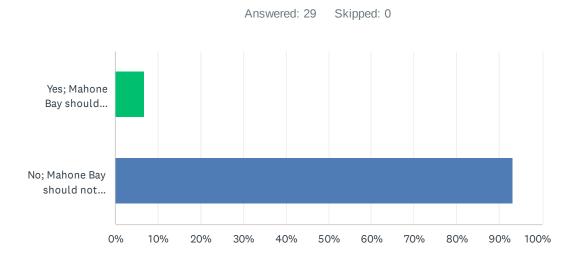


Please take the time to review the information on our website and send us your comments to be a part of the consideration of this decision.

Submissions must be received no later than September 19, 2022.

Appendix D

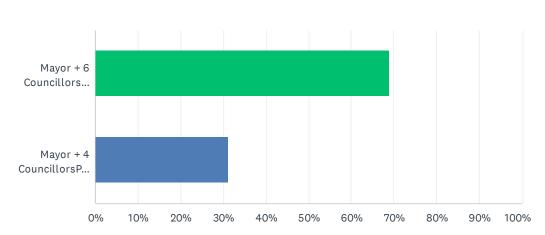
Q1 Should Mahone Bay voters continue to elect people from anywhere in town, or should polling districts be created so that people in specific areas of town can only vote for people in their area of town?



ANSWER CHOICES	RESPONSES	
Yes; Mahone Bay should create polling districts	6.90%	2
No; Mahone Bay should not create polling districts	93.10%	27
TOTAL		29

Q2 What is your preference?





ANSWER CHOICES		
Mayor + 6 Councillors (status quo)Pro – Less of a workload for each member of CouncilPro – More opinions for better representation of different points of viewCon – A larger group may struggle to reach a consensusCon – Is there over representation for such a small town?		20
Mayor + 4 CouncillorsPro – Potential for decreased costPro – Potentially more efficient decision makingCon – Increased workload may make it harder/more inaccessible forpeople to serve on CouncilCon – Fewer Council members may mean less opportunities to connectwith members of Council		9
TOTAL		29

Special Edition Newsletter

August 2022 Mahone Bay, NS

Municipal Boundary Review

The Municipal Boundary Review is a process conducted by the Nova Scotia Utility and Review Board every eight years as required by the Municipal Government Act of Nova Scotia.

The Municipal Boundary Review examines representation in each municipal unit in the province to determine if the voters are best represented by their voting set-up. Specifically, the review looks at:

- Size of Council
- Geographic Representation (Polling Districts vs At-Large voting)

The size of your Council?



What is the right number of people (Councillors) to represent your town on Town Council?

What kind of things might a person consider when deciding if the Council should have more, less, or the same number of people?

- Diversity of ideas are there different points of view in discussion? Would the number of Councillors change that?
- Decision making would more or less Council members make it easier to reach a decision? Encourage more discussion before a decision is reached?
- Costs how does the cost of Council affect the operational budget of the Town and how would that differ with more or less Councillors?
- Participation what is the right number of people to share the workload? Encourage others to run for Council?

Geographic representation?



Should Councillors represent the whole town (at-large) or be elected to represent a specific area at the Council table?

Some places elect Councillors for a specific area, a **polling district**. In a municipality that votes with **polling districts**, voters vote for a candidate within their area.

The Town of Mahone Bay, which does not have polling districts, elects Councillors 'atlarge' - this means that a voter casts their vote for a certain number of representatives from all of the candidates running for Councillor and those Councillors represent everyone.

- is it better to have Councillors represent a specific area of town in Mahone Bay?
- would polling districts make it easier or harder to find good representation?
- what are the pros and cons of each option?

Who represents you in Mahone Bay?

Mayor - elected separately from members of Council - the role of the Mayor is not part of the Municipal Boundary Review



Deputy Mayor - appointed by Policy (see the By-laws and Policies page of the Town website) from one of those elected to a seat on Council. This person will act in place of the Mayor if required.

Councillor - there are six seats for Councillors, making the total size of Council seven people (including the Deputy Mayor).

Role of Individual Councillors

- Attending and participating in meetings, this includes Council, Committee meetings, and meetings with outside (partner) organizations
- Arriving at meetings informed and prepared
- Reading background documentation for meetings and staying up-to-date on municipal matters in town, locally, and provincially
- Representing the Town on community, regional, and provincial (possibly national) committees and working groups
- Finding compromise/agreement to make decisions to represent the best interests of the Town of Mahone Bay and its citizens for the short and long term
- Working with fellow members of Council for establishing priorities, budgets, legislation, and service standards for the community
- Responding to community and individuals who have questions/concerns
- Being aware of issues in the community and bringing them to Council
- Keeping citizens informed of municipal issues and decisions of Council

How much time does it take?

- There are several hours of preparation for each Council meeting.
- There are two regular Council meetings each month and generally additional "special" Council meetings each month - Special Council meetings are meetings needed to address issues in a timely manner and/or create additional time to discuss a specific issue
- Council meetings tend to take three or four hours
- Councillors are each appointed to Committees of Council as well as regional
 and provincial committees and working groups. Current appointments are for
 6 9 committees each, but some of those appointments come with additional
 working groups and sub-committees. Each of these meetings requires time to
 read documentation, prepare, and possibly participate in activities of
 committees (ex: trips to the Windfarm in Ellershouse) as well as the time spent
 in meetings

Costs associated with Council

2019-20	Mayor	Deputy Mayor	Councillor #1	Councillor #2	Councillor #3	Councillor #4	Councillor #5	Total
Salaries	19,535.88	11,824.02	10,281.96	10,281.96	10,281.96	10,281.96	10,281.96	82,769.70
Expenses	6,634.33	-	2,628.61	1,120.13	-	646.39	1,323.52	12,352.98
Total	26,170.21	11,824.02	12,910.57	11,402.09	10,281.96	10,928.35	11,605.48	95,122.68
2020-21	Mayor	Deputy Mayor	Councillor #1	Councillor #2	Councillor #3	Councillor #4	Councillor #5	Total
Salaries	19,535.88	11,824.02	10,281.96	10,281.96	10,281.96	10,281.96	10,281.96	82,769.70
Expenses	1,035.76	-	-	-	-	-	-	1,035.76
Total	20,571.64	11,824.02	10,281.96	10,281.96	10,281.96	10,281.96	10,281.96	83,805.46
2021-22	Mayor	Deputy Mayor	Councillor #1	Councillor #2	Councillor #3	Councillor #4	Councillor #5	Total
Salaries	19,672.64	11,906.70	10,353.98	10,353.98	10,353.98	10,353.98	10,353.98	83,349.24
Expenses	2,683.89	-	639.69	234.64	-	54.40	365.00	3,977.62
Total	22,356.53	11,906.70	10,993.67	10,588.62	10,353.98	10,408.38	10,718.98	87,326.86

Costs generally associated with members of Council include their honoraria, expenses such as mileage and meal allowances when they are away over a meal time. Expenses decreased during the pandemic, particularly during 2020, as regional meetings and conferences were canceled. For information on eligible expenses, read the Expense Policy on the Town website.

Recommendation of Council

Council will make a final application regarding the size of Council following the completion of the Public Consultation Phase. As part of the Public Consultation Process recommended by the Nova Scotia Utility and Review Board Council has declared a preferred Council size for the purpose of discussion.

Council has declared their preference for Council size is six Councillors plus a Mayor.

Please join us for a Public Discussion:

Wednesday, September 7th 7pm at the new fire hall

If you are not able to join us for the public meeting, or even if you can and you want to submit comments in advance, please forward them to us - we want to know what you think. This whole process is about YOUR representation at the local level.



Email: clerk@townofmahonebay.ca



Mail: PO Box 530, Mahone Bay, NS, B0J 2E0

Your participation matters!

This process is about ensuring the best representation for you! Town Council has a role to play as your local government, but only to make a recommendation. Council wants to know what **YOU** think so that their recommendation is the best reflection of the opinion of the community.

Share your thoughts:



Read the information in this mailer. Consider the question of representation in Mahone Bay and what you think is best.



Review the information on our website. Find the Municipal Boundary Review tab on the homepage of our website.



Do you have questions? Ask us. Staff and Council are happy to answer questions.



Send us your thoughts on Council size and geographic representation. Everything that we receive before September 19th will be considered when Council makes their decision.



Join us for a public discussion about this on **September 7th at 7pm at the new fire hall**

The final decision

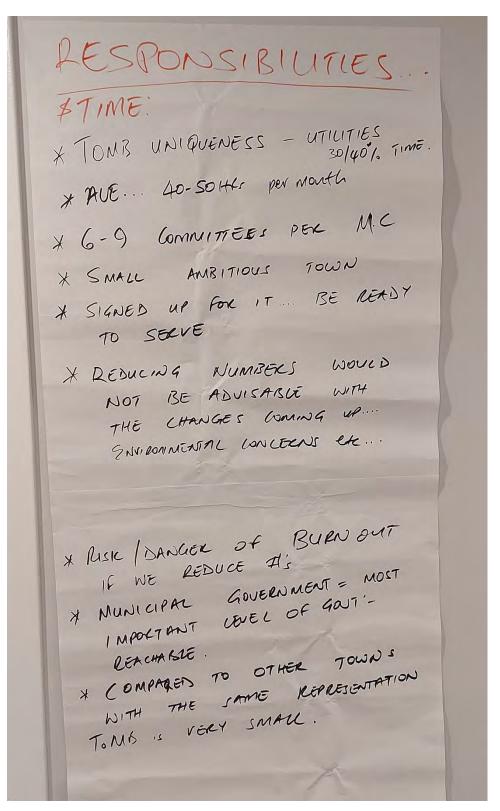


After the Nova Scotia Utility and Review Board (NSUARB) receives Council's recommendation, they will schedule an independent hearing. At that hearing they will ask that the Town present the information that they considered when making their recommendation and then open the discussion to members of the public.

Watch for information about where and when the NSUARB hearing will be held and how members of the public can participate in that hearing. Once we learn about the hearing we will share the information through our regular communication channels.

The final decision of the NSUARB will determine how the 2024 election is conducted.

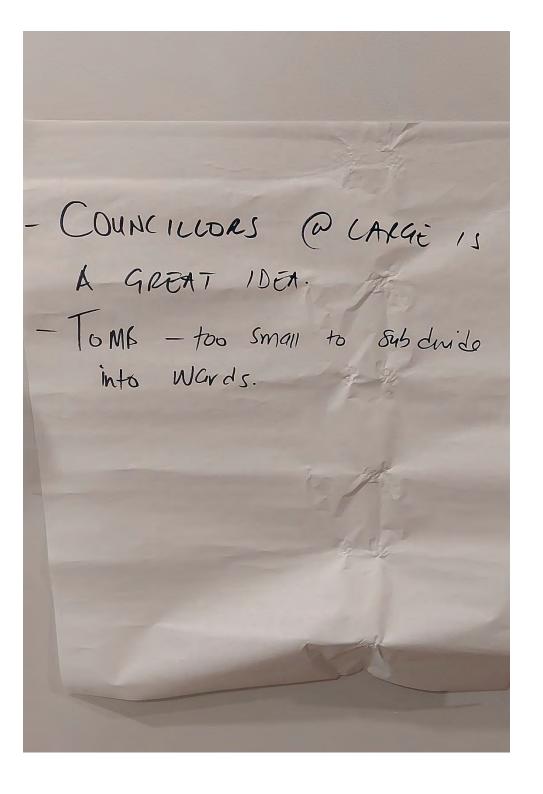
Public Meeting September 7, 2022 - Municipal Boundary Review Discussion Notes



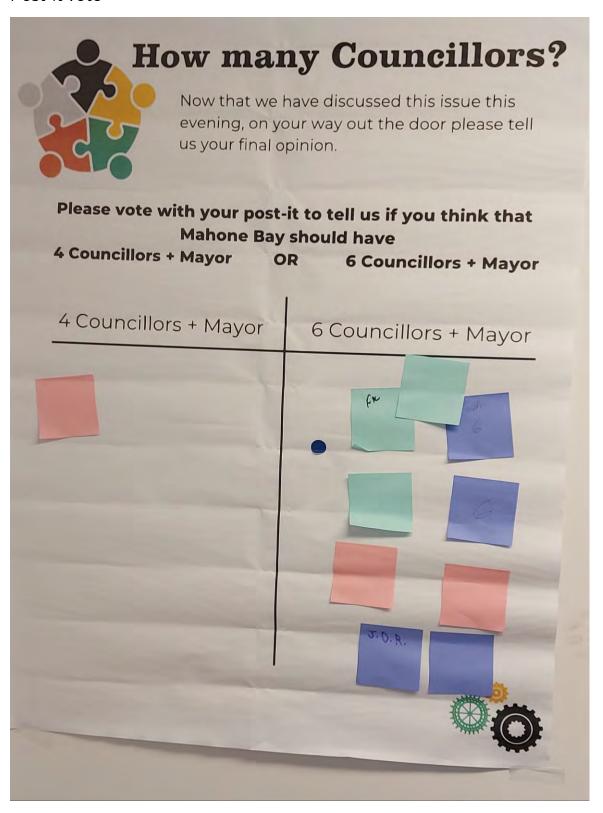
ADVANTAGES (DIS) OF 4/6

LESS COSTLY (PRO) & MATRE NOT Z: LESS REPRESENTATION (CON) INCREASED BURN OUT (CON)

- 6 = BETTER WORK DISTRIBUTION (PRO)
- 6 = DIVERSE PERSPECTIVES (PRO)
 WHO ARE WE ATTRACTING
- 4 = ABILITY TO GET STUCK IF THERE AKE STALEMATES IN CONVERSATIONS.
- = REDUCING NUMBERS COULD IMPACT INTEREST TO BECOME M.C.



Public Meeting September 7, 2022 – Municipal Boundary Review Post-it vote





Polling Districts

The Town of Mahone Bay currently elects representatives to Council on an *at-large* basis.

That means that anyone elected to Council represents everyone in Town equally, and that voters have the option to vote for anyone that is running for Council.

The other option, *polling districts*, means that each Councillor represents people from a specific area of town, and voters chose from those running for Council from their specific area of town.

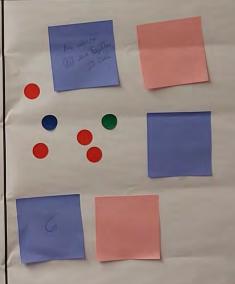


Please use your dot to indicate if you think Mahone
Bay should have polling districts.



I think we should have polling districts in Mahone Bay

Keep electing Councillors atlarge in Mahone Bay



Mahone Bay statistics

Number of dwelling units: 675

Area: 3.13 km²

Voters: 872 (2020 election)



Appendix H

It's about representation.



This year municipalities in Nova Scotia are taking part in the Municipal Boundary Review, a process conducted by the Nova Scotia Utility and Review Board that will inform the Board's decision about voting districts and the size of Council.

We want to know what you think.



Review the information on our website. Find the Municipal Boundary Review tab on the home page of the Town's website.



Do you have questions? Ask a member of staff or Council.



Send us your comments by September 19th email: clerk@townofmahonebay.ca mail: PO Box 530, Mahone Bay, NS, BOJ 2E0 in person: 493 Main Street (drop box for after-hours)



Join us for a public meeting on September 7th at the new firehall.



Public Meeting

Municipal Boundary Review

September 7th
7pm
41 Hawthorn Rd

From: Kelly Redden

Sent: Monday, August 8, 2022 9:51 AM

To: Maureen Hughes
Subject: FW: Town Management

From: doug langley

Sent: Saturday, August 6, 2022 11:56 AM

To: Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>

Subject: Town Management

You don't often get email from

. Learn why this is important

CAUTION: This email originated from an external sender.

Dear Mr. Devenne and councillors,

I applaud your review of our town management as outlined in the recent Special Edition Newsletter.

I hope all ratepayers will take the time to review and understand our governance process.

I believe we have the right council size and representation.

Given the small size of our community there is no need to establish polling districts.

However, consideration should be given to limiting the term of elected officials thereby creating a new slate of candidates from time to time.

After eight years one tends to get a tad stale.

Douglas Langley 575 Main Street Mahone Bay, NS SHould Mahone Bay Yown Council be made up of y councillors + A mayor OR 6 councillors + A mayor?

I think the ANSWEY IS 4 councillors + A mayor.

The decision About what is the best number of people to represent the electors of Mahone Bay 15 Generally Based on the population of the Town. If you look at all the towns across Nova Scotia you will see No other towns this size has 6 councillors + A mayor.

I pon't think anything I say or anyone else has to say will change the number of Councillors in this town. It is AT 6 and will remain at 6. The Taxes are very high In this town and The water Bills are out of this world. My water Bill is sometimes more than my electric Bill and my house is totally electric and you want to pay 6 councillors Not 4. This is just wrong.

SHould there be Polling districts? NO. For a town the size of Mahone Bay every one should have the option to vote for Any names on the Ballot.

(

From: Shirley Oickle < > Sent: Monday, August 15, 2022 9:29 AM
To: Town of Mahone Bay Clerk

Subject: feedback regarding the size of Council and geographic representation

You don't often get email from . <u>Learn why this is important</u>

CAUTION: This email originated from an external sender.

good morning. Just a quick note to let you know my thoughts on the size of the Council and geographic representation for future elections.

- 1) size of Council I think a Council with 6 Councillors plus a Mayor is an adequate size for a town of our population/size. I am in agreement with the preference Council has declared in the recent Special Edition Newsletter.
- 2) geographic representation my viewpoint is that our town is small enough (geographically and in population size) that it is not necessary (or preferred) for us to have "polling districts". I firmly believe that Councillors *should represent everyone*.

I'm planning to attend the public meeting on Sept 7th. Look forward to seeing the new Firehall, the Mayor and Councillors and other interested citizens of our beautiful town.

Kind regards,

Shirley Oickle 12 Youden Court

--

From: Jeff Frampton > Sent: Wednesday, August 31, 2022 7:35 AM

To: Town of Mahone Bay Clerk

Subject: Council Size

[You don't often get email from Learn Why this is important at https://aka.ms/LearnAboutSenderIdentification]

CAUTION: This email originated from an external sender.

We will not be able to attend the September 7th meeting but do support maintaining the 6 person council with each councilor representing the entire town. Mahone Bay is to small to have districts. Thanks

Jeff Frampton

From: Town of Mahone Bay Clerk

Sent: Tuesday, September 6, 2022 9:11 AM

To: Maureen Hughes

Subject: FW: Municipal Boundary Review

----Original Message-----

From: William DeGrace

Sent: Monday, September 5, 2022 8:01 AM

To: Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>

Subject: Municipal Boundary Review

CAUTION: This email originated from an external sender.

Hello,

I am unable to attend the public discussion on the Municipal Boundary Review on September 7th, so I wanted to pass on my thoughts.

I think six Councillors plus a Mayor, and no more than six Councillors, is appropriate for the Town. I would be concerned about the municipal budget for any more, and there is enough diversity of ideas in six people. I do not think it follows that having more Councillors would lighten the workload for each Councillor.

I think the town is too small for polling districts. I would be concerned that polling districts would place Councillors in competition for dollars and projects in their respective districts, possibly resulting in unnecessary projects. I think the at-large system makes for better collaboration.

These are my thoughts. I hope that we will receive a report on the range of opinion from the public meeting.

Thank you,

Bill DeGrace 76 Maple Street

Sent from my iPad

From: Town of Mahone Bay Clerk

Sent: Wednesday, September 7, 2022 3:37 PM

To: Maureen Hughes
Subject: FW: Council SIze

----Original Message-----

From: Ann

Sent: Wednesday, September 7, 2022 12:29 PM

To: Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>

Subject: Council SIze

CAUTION: This email originated from an external sender.

Hello.

I am writing as a new resident of Mahone Bay. I moved here in July of 2019 and we've been with plague almost ever since. I moved to Nova Scotia in 2009 from Ontario and have two observations to make:

- 1. Nova Scotia is a delight! I love the people and the place with equal passion!
- 2. Nova Scotia is over governed at every level and the cost to maintain this bloated oversight takes away from it's citizens in higher taxes and less money in the pot for needed services.

I was so pleased to receive the Special Edition Newsletter! An opportunity for an open discussion based on research, experience and satisfaction. In a recent Chronicle Herald Opinion section, August 23'22, a short letter to the editor in the Voice of The People read: Nova Scotia has 55 MLAs - one for every 19,000 people. Ontario only has 124 MLAs - one for every 120,000 people.

In looking for a town to compare, I found information on Wolfville and made a note of their town council makeup to compare:

Wolfville population 5057, geographical size 7.3 square miles, 6 councillors + Mayor Mahone population 1064, geographical size 3.1 square miles, 6 councillors + Mayor Both towns have a solid tourism season. Wolfville has greater diversity in rural vs town spread and therefore differing needs in some situations.

It seems clear to me that this information should be shared with the town in their discussion and preferences regarding their representation.

I would like to see the council reduced to four councillors + Mayor at our next election. Given the size of our town, I would like to continue to vote for councillors to represent the whole town rather than have separate districts. Common interests and common goals can be achieved by a team that share equal responsibility for our town's success. Thank you,

Ann

Live slow.

From: Town of Mahone Bay Clerk

Sent: Thursday, September 8, 2022 10:00 AM

To: Maureen Hughes

Subject: FW: Municipal Boundary Review

From:

Sent: Wednesday, September 7, 2022 10:44 PM

To: Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>

Subject: Municipal Boundary Review

CAUTION: This email originated from an external sender.

To: The Clerk, Town of Mahone Bay(TOMB)

This submission may be shared with the Mayor, members of Council, the Chief Executive Officer (CEO), Town Clerk, applicable staff, the Nova Scotia Utility & Review Board (NSURB)

Unfortunately I was not able to attend the public meeting on September 7, 2022. I thank you for the opportunity to make this submission regarding the Municipal Boundary Review. I have presented at previously boundary reviews over the years and my thoughts/ opinions remain very much the same.

However, this year the question regarding polling districts curiously stands out. Was this citizen led or part of the review protocol?

The size and population of Mahone Bay hardly warrants polling districts. I believe that electing councillors at large allows members of Council to interact and get to know the residents and voters in town. Councillors at large are more likely to provide advocacy and empathy for for constituents and their concerns. When circumstances require, a Councillor at large could redirect constituents to a more knowledgeable or experience member of the council to help resolve an issue. I think our Town owes much of its uniqueness to the fact that our governance is about "we" and not " us" against "them." Polling districts I believe will cause division among Council and townspeople.

Again, I wish to affirm that the size of Council needs and should remain the same, that being, a mayor and six councillors.

We are fortunate to have some diversity with the current council and we need for that trend to continue and grow. The workload and hours are not always family friendly or conducive to members of Council taking paternity leaves or finding childcare. And perhaps childcare expenses and availability, prevents younger participation on Council?

Many will argue that a small town such as Mahone Bay, does not need such a large council. This affirms the lack of understanding knowledge citizens have about the work and responsibilities of members of council. Most committees are required by the Municiple Act and some for special town projects or ventures. All are time consuming but some more than others. Fewer councillors mean more committee work which makes running for council less desirable. A six member council offers more voices, more opportunity for diversity possibilities for collaboration.

We need to attract diverse, engaged, passionate, and wise people to our town council. The pressures are great to keep within the budget in a time when infrastructure and climate change needs are great and real. The low compensation is a deterrent for attracting such minded people to council, as well. With today's lack of respect for politicians, opinion, social media, biased media and lack of citizen engagement, it is going to be more challenging in future election cycles, to find people willing to serve our communities in this capacity.

I thank you for reading this submission and I hope you may consider continuing with at large councillors and the Mayor and six councillors format.

Respectfully,

Suzanne Lohnes-Croft,

Hon. Suzanne Lohnes-Croft, ECNS

(she/her)

P.O. BOX 630,

Mahone Bay, NS

BOJ 2E0

We are all Treaty People

"Spread love everywhere you go: first of all in your own home. Give love to your children, to your wife or husband, to a next door neighbor... let no one ever come to you without leaving better and happier. Be the living expression of God's kindness; kindness in your face, kindness in your smile, kindness in your eyes." Mother Teresa.

Tota	al number of electors: al number of councillors: trage number of electors per councillor:
	ed at)
Cou	inty of
this	day of),) Mayor/Warden
))
) Clerk
FO	RM D Nova Scotia Utility and Review Board
In t	he matter of: an application pursuant to Section 368 or 369 of the Municipal Government Act for use by towns which do not have polling districts or ward
The	Council of the Town of makes application to the Nova Scotia Utility and Review Board to
	 confirm the number of councillors alter the number of councillors
1.	There are at present councillors in the town.
2.	The geographic size of the town is
3.	The latest population statistics for the town are
4.	The number of electors from the last municipal election which was held on are [is]month/day/year
5.	The number of councillors elected should be confirmed for the following reasons:
	OR
5.	a) The following changes to the number of councillors to be elected are proposed:
Dat	b) The reasons for these proposed changes are as follows:
Cou	ed at) inty of)day of)
	,)
	Clerk
FO	RM E
	Nova Scotia Utility and Review Board
In t	he matter of: an application pursuant to Section 358 of the Municipal Government Act
	 the Minister Municipality([ie]s) or Town(s) of the greater of ten percent or one hundred of the electors in the area proposed to be amalgamated or annexed
mal	tes application for:
	□ amalgamation
Λn	annexation application for a preliminary order shall include:
	The boundaries and the geographic size (including maps if available) of the area proposed to be amalgamated or annexed sufficient to identify the area is
7.*	An estimate of the population of the area proposed to be amalgamated or annexed
8.*	The total assessed value of taxable property and occupancy assessments in the area proposed to be amalgamated or annexed is
9.*	The proposed effective date of amalgamation or annexation is

[*Numbering as in original.]

The applicant should attach the following information to this application:

- 5. Where the area is or contains a village, the audited financial statements of the village for the fiscal year immediately preceding the year in which the application is made;
- 6. A brief statement of the reasons for the application; and
- 7. Such other matters as the applicant considers relevant to this application.

Dated at			
County of			
this day of)		
20,)	Mayor/Warden	
)		
)		
)		
)	Clerk	
		* Agent	

^{*}Authorized agent or representative of the applicant electors

^{**} The applicant shall serve a copy of the application for a preliminary order on the clerk of any municipality that would be affected by the annexation or amalgamation if granted, on the Minister and on such others as the Board directs.



MEMORANDUM

TO: Council

FROM: Maureen Hughes, Town Clerk & Deputy CAO

DATE: September 29, 2022

RE: Request for the use of the old firehall

Staff have received a request from the Kinburn Pharmasave to use the old firehall for their annual flu vaccination clinics as they have done in the past several years.

In the past staff have worked with Pharmasave staff to make the necessary arrangements regarding access, set-up, sharing information, etc. but this year staff are looking from direction from Council as to whether or not this is a permitted use of the space while awaiting documents requested regarding the land and building.

If Council were to approve the request from the Pharmasave, staff would follow up ot confirm necessary arrangements, particularly with the space no longer being used for Fire Department fundraising activities. Staff would also need to ensure this request is coordinated with the Scarecrow Festival volunteers, though staff have been advised that they are vacating as of the end of September.

It should be noted that the Town's insurer has recommended the Town continue to keep the building occupied until a decision has been reached concerning the longer term use of the space.

From: Angela Johnson <Angela@macquarries.com>
Sent: Monday, September 19, 2022 2:55 PM

To: Maureen Hughes

Subject: Kinburn Pharmasave Flu clinics

You don't often get email from angela@macquarries.com. Learn why this is important

CAUTION: This email originated from an external sender.

Hi Maureen,

As you may know, our long-standing pharmacy manager Susan Beresford retired earlier this month. I am the new manager and will be organizing our flu clinics this year.

I just wanted to touch base as you have been gracious enough to host us at the fire hall in years past. I understand the old building belongs to the town of Mahone Bay and I am hoping that we might be able to use it again this fall. Flu clinics will begin the last 1-2 weeks of October and will likely run for 4-6 weeks. If at all possible, I would love the opportunity to discuss this further.

You can reach me via email or call me at the store at 902-624-8347

Much appreciated Angela Johnson, Pharmacist Kinburn Pharmasave



Town of Mahone Bay

Staff Report RE: 2022-23 Business Plan September 29th, 2022

General Overview:

This staff report is intended to present to Council the draft 2022-23 Business Plan for the Town of Mahone Bay.

Background:

Developed by staff in accordance with the Council's 2021-25 Strategic Plan (adopted by Council June 3rd, 2021), as well as the Town's 2022-23 Budget (approved July 28th, 2022), the 2022-23 Business Plan aligns the work of Town Departments (CAO, Administration, Finance, Climate & Energy, Electrical, Water / Wastewater, and Public Works & Transportation) with Council's priorities for the year.

Business plans are presented annually by staff following the conclusion of the annual budget process. The approval of this document by Council completes an annual cycle which begins with Council's review of the strategic plan in Feb/Mar and includes the operating and capital budget process (typically in Apr/May, delayed to Jun/July this year due to turnover in our Finance Dept.).

The annual Business Plan serves as reference document for Council, staff and the public. Once approved by Council, annual Business Plans will be available to the public, presented on the Town's website along with the annual Budgets.

Analysis:

The draft 2022-23 Business Plan for the Town of Mahone Bay is attached as Appendix A.

Financial Analysis:

The 2022-23 Business Plan for the Town of Mahone Bay outlines the plans for the deployment of existing resources to achieve Department objectives to ensure effective use of Town resources in line with Council's direction. There are no additional costs associated with the 2022-23 Business Plan.

Climate Analysis:

The 2022-23 Business Plan reflects Council's climate priorities as set out in Council's 2021-25 Strategic Plan.

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 2022-23 Business Plan as presented.

Attached for Council Review:

• Draft 2022-23 Business Plan

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO





DRAFT

2022-23 BUSINESS PLAN

2022-23 Business Plan

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Chief Administrative Officer's Message

This is the Town's fourth annual business plan, following a year characterized by significant staff turnover and supply chain disruptions in the wake of the global COVID-19 pandemic. For these reasons there have been a number of prior-year projects carried forward into 2022-23. Fortunately, we have a strong and resilient staff team with excellent new additions in the past year, who will help carry the Town forward in 2022-23, delivering on Council's agenda.

The Town Council adopted a new 2021-25 Strategic Plan on June 3rd, 2021 and as a consequence the Town's Business Plans will be closely aligned with this key governance document over the next several years. This year-over-year predictability in Council's strategic priorities is essential in making effective use of limited staff and financial resources. We're also more able to identify and benefit from external funding sources to support the implementation of Council's strategic projects.

The strategic plan and annual budget, combined with this business plan, provide numerous benefits including:

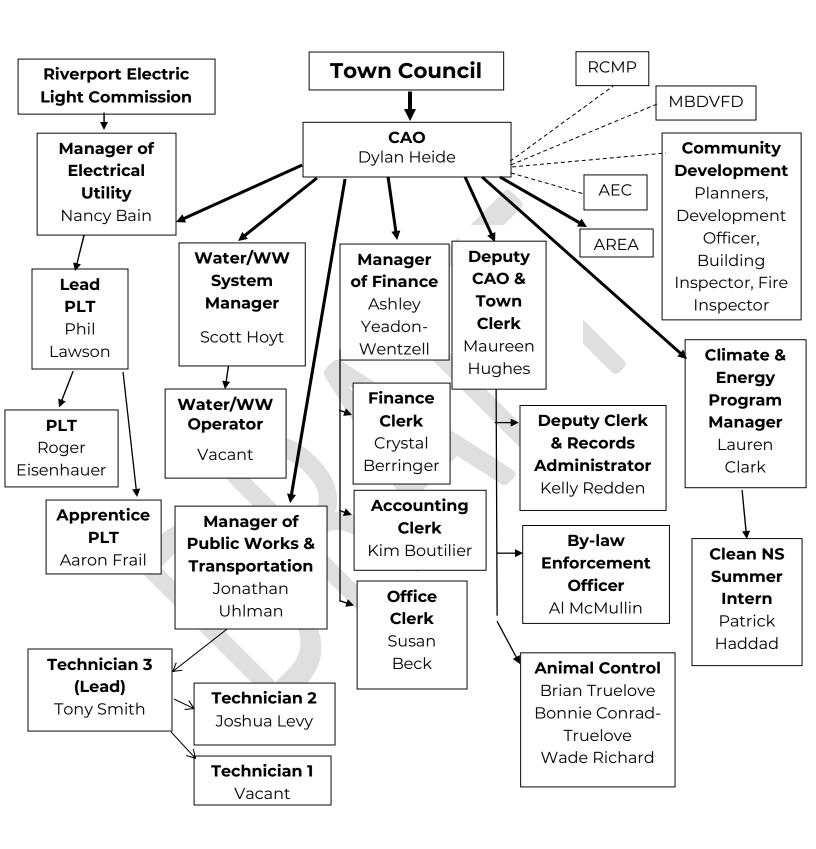
- Improving Council's strategic control over Town operations;
- Establishing a professional operating environment to support staff effectiveness;
- Increasing openness and transparency to the public; and,
- Improving organizational resilience to emergencies, unanticipated costs, staff turnover, etc.

Plan Introduction & Department Structure

Developed by staff in accordance with the Council's <u>2021-25 Strategic Plan</u> (adopted by Council June 3rd, 2021), as well as the Town's <u>2022-23 Budget</u> (approved July 28th, 2022), the 2022-23 Business Plan aligns the work of Town Departments (CAO, Administration, Finance, Climate & Energy, Electrical, Water / Wastewater, and Public Works & Transportation) with Council's priorities for the year.

Business plans are presented annually by staff following the conclusion of the annual budget process. The approval of this document by Council completes an annual cycle which begins with Council's review of the strategic plan in Feb/Mar and includes the operating and capital budget process in Apr/May.

The annual Business Plan serves as reference document for Council, staff and the public. Once approved by Council, annual Business Plans will be available to the public, presented on the Town's website along with the annual Budgets.



2021-22 TOWN OF MAHONE BAY BUSINESS PLAN

CAO	Administration	Fina	ince
Core Function: Staff Management	Core Function: Council Support	Core Function: Assessment Roll, Taxation and Billing	Core Function: Annual Audit Preparation / Support
Core Function: Contract Management	Core Function: By-law and Policy Development	Core Function: Accounts Receivable / Collections	Core Function: Insurance
Core Function: Strategic Direction	Core Function: Communications and Public Engagement	Core Function: Utility Accounts and Billing	Core Function: External Reporting Requirements
Core Function: Communications	Core Function: Budget Initiatives and Projects	Core Function: Accounts Payable	Core Function: Inventory Management
Core Function: Public Safety / Traffic Authority	Core Function: Development of Internal Documents	Core Function: Payroll and Benefits	Core Function: Administration of Permits
Special Mandate: Accessibility	Core Function: By-law Enforcement	Core Function: Cemetery Administration	Core Function: Support for Capital Projects
Special Mandate: Safety Program Implementation	Special Mandate: Capacity and Effectiveness Initiative	Core Function: Budgeting and Reporting	Core Function: Journal Entries and Reconciliations
Special Mandate: Major Projects	Special Mandate: Implementation of Record Mgmt. System	Special Mandate: Setup Accountability Codes	Special Mandate: Implementation of PO Module
Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Safety Program Implementation	Special Mandate: Separation of Cemetery Ledger	Special Mandate: Capacity and Effectiveness Initiative
Special Mandate: Asset Management		Special Mandate: Implement Inventory Management System	Special Mandate: Asset Management

Climate	Public Works	Electrical	Water/WW
Core Function: Customer Initiatives and Engagement	Core Function: Streets and Sidewalks	Core Function: Electrical Power Supply	Core Function: Source Water Protection
Core Function: Monitor & Implement GHG Plan	Core Function: Stormwater Management	Core Function: Service Extensions	Core Function: Drinking Water Treatment
Core Function: Special Projects Management	Core Function: Parks and Greenspaces	Core Function: Electrical Inspections	Core Function: Water Distribution and Hydrants
Core Function: Asset Management (GIS Coordination)	Core Function: Facilities	Core Function: Street Lighting	Core Function: Water Quality Monitoring
Special Mandate: Natural Asset Management	Core Function: Support for Utilities	Special Mandate: System Upgrades on Main St.	Core Function: Wastewater Collection
Special Mandate: Asset Management (Reporting System)	Special Mandate: Local Improvements	Special Mandate: Transformer testing and replacement	Core Function: Wastewater Treatment
Special Mandate: Community Solar Garden Project	Special Mandate: Special Projects	Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Water System Loss Reduction Project
Special Mandate: Home Heating Programs	Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Safety Program Implementation	Special Mandate: Capacity and Effectiveness Initiative
Special Mandate: Shoreline Improvement	Special Mandate: Safety Program Implementation		Special Mandate: Safety Program Implementation

Chief Administrative Officer (CAO)

The Town's Chief Administrative Officer (CAO) is Dylan Heide. The CAO reports directly to Council, leads and manages the Town's administrative functions and is responsible for all Town staff. It is the duty of the CAO to inform, support, and guide the Town Council in the development and evaluation of strategic directions, policies and priorities.

Department heads (Administration, Finance, Water/Wastewater, Electrical, and Public Works & Transportation) report to the CAO who is also responsible for managing intermunicipal partnerships including the Municipal Joint Services Board (MJSB), Regional Emergency Management Organization (REMO), Alternative Resources Energy Authority (AREA), and Town/RELC Utility Shared Service Advisory Committee, and contracting relationships such as that with the Municipality of the District of Chester (MODC) for the provision of community development services. Climate and Energy Program Manager Lauren Clark and indirectly Clean Nova Scotia summer intern Patrick Haddad (the Town's Climate & Energy Division detailed below), also report to the CAO.

Special Mandate / Core Function	Activities
Core Function: Staff	Overall Management of Town Staff /
Management	Oversees Management Team.
	Management / Employee Relations.
	Human Resource Management.
Core Function:	Management of intermunicipal
Contract Management	partnerships (MJSB, REMO, AREA,
	Riverport Electric) and contracting
	relationships (MODC - development
	services, etc.).
Core Function:	Strategic Advice to Council (Strat. Plan
Strategic Direction	development/amendment). Preparation
	of Staff Reports / Council Reports. Support
	for Council Advisory Committees.
	Financial Planning & Budgeting (2022-23
	budget with Finance). Procurement for
	Major Town Projects. Oversight of land-
	use planning processes include MPS/LUB
	review. Liaising with Town Solicitor on
	matters of legal significance.

Core Function: Communications Core Function: Public Safety / Traffic Authority	Communication with residents, stakeholders, partners, clients, etc Oversight of Media / Social Media contact / outgoing Correspondence. FOIPOP / PIIDPA Coordinator. Oversight and recommendations to council, speed / traffic counting, development of Transportation projects with Manager of Public Works & Transportation. Coordination of fire service operations with MBDFD with Manager of
	Finance. EMO coordination / planning.
Special Mandate: Accessibility Strat Plan Links - 1.3	Oversee Town's compliance with new Accessibility Act and Lunenburg County Accessibility Plan, including the
Struct Iun Links 113	development of the associated Mahone Bay Accessibility Operational Plan.
Special Mandate: Safety Program Implementation	Oversight of safety program development and implementation process with all Departments. Development of HR/policy
Strat Plan Links – 2.3	components with Administration Dept. Coordination with Safety Representative.
Special Mandate: Major Projects	Oversight of Major Projects - Facilities Projects (Fire Station, Town Hall), Water/Wastewater Projects, Shoreline
Strat Plan Links – Numerous	Project, additional capital projects and operating initiatives (Plan Mahone Bay process, Housing Strategy development, utility rate studies). Funding applications, procurement activities, management of contracts, public engagement and consultations in relation to approved projects, etc
Special Mandate:	Improve staff capacity and operational
Capacity and Effectiveness Initiative	effectiveness with all Departments prioritizing: • Management of Work Orders
Strat Plan Links – 2.3	 Shared Document Access Calendar Coordination Process Improvement
Special Mandate: Asset Management	Support for AM initiatives / Committee (CAO Participation on Committee) / AIM
Strat Plan Links – 1.2	Network participation.

Administration

The Town's Administration Department is comprised of Town Clerk / Deputy CAO Maureen Hughes and Deputy Clerk / Records Administrator Kelly Redden, along with part-time By-Law Enforcement Officer Al McMullin. The Department provides administrative support to the Town Council as well as to other Town Departments. The Deputy CAO also serves as the Town's RCMP liaison.

Consist Mandata		
Special Mandate / Core Function	Activities	
Core Function:	Council Agendas, Meeting Packages, Minutes	
Council Support	Receiving, Filing, and Sending Correspondence	
	Preparation of reports, memoranda, etc.	
	Support for Various Committees	
	 Documents for training and best practices 	
	 Maintenance of Official Records 	
Core Function:	Creation of new By-laws and Policies	
By-law and Policy	Research and communication with other units	
Development	Review / amendment of By-laws and Policies	
	Respond to inquiries from Council, staff, public	
Core Function:	Respond to phone, email, in-person inquiries	
Communications	Publication of Mayor's Newsletter	
and Public	Preparation of media / social media releases	
Engagement	☐ YouTube – Council videos and others if required	
	 Coordination of Public Information Sessions, 	
	Hearings, and other engagement activities.	
	Municipal Awareness Week	
Core Function:	Coordinate with Community Initiatives	
Projects	Project management	
	External Funding Applications	
	Cemetery administration (with Finance Dept.)	
Core Function:	 Development of HR Policies and Procedures 	
Development of	Development of orientation material for new	
Internal Documents	staff and Council members.	
	Development of new forms and templates.	
	☐ Consistent enforcement of the Town's by-laws	
Core Function: By-	(including animal control by-laws)	
Law Enforcement	program development, JEIN (vehicle owner	
	information) implementation, ticket review.	
I	intorriation, implementation, ticket review.	

Special Mandate: Capacity and Effectiveness Initiative Strat Plan Links –2.3	Improve staff capacity and operational effectiveness with all Departments prioritizing: Management of Work Orders Shared Document Access Calendar Coordination
Special Mandate:	 Process Improvement Finish ongoing overhaul of historic physical records
Implementation of	Amend Records Management Manual
New Record Mgmt.	☐ Complete Filing Upgrade
System	Work with Departments to support proper handling of records
Strat Plan Links –2.3	Implement NEW File Sharing Protocol
Special Mandate: Safety Program Implementation	Department participation in safety program development and implementation.Development of safety policies.
Strat Plan Links –2.3	

Finance

The Finance Department is comprised of Manager of Finance Ashley Yeadon-Wentzell, along with Office Clerk Susan Beck, Finance Clerk Crystal Berringer, and Accounting Clerk Kim Boutilier, occasionally supplemented by casual staff. The Finance Department provides direct customer service to the public, oversees the Town's accounts and utilities, working closely with Council and other departments, and is responsible for all external financial reporting including the annual audit.

Special Mandate / Core Function	Activities
Core Function: Assessment roll, taxation and billing	Maintain assessment roll and monitor appeals. Conduct bi-annual tax billing. Collect rental and lease income from Townowned properties.
Core Function: Accounts Receivable / Collections	Conduct yearly tax sale. Oversee tax payment arrangements. Send arrears notices. Oversee collections on outstanding accounts.
Core Function: Utility Accounts and Billing	Maintain utility accounts. Conduct monthly and bi-monthly water and electrical billings. Oversee connection and disconnection requests. Issuing utility arrears / cut off notices. Sending closed accounts to collections.
Core Function: Accounts Payable	Oversight of invoice filling. Preparation of weekly and special cheque runs.
Core Function: Payroll and Benefits	Processing bi-weekly payroll. Administer employee benefits such as Pension Plan, Medical/Dental Benefits
Core Function: Cemetery Administration	Process cemetery transactions for new plot sales/interment fees. Maintain records of purchased burial plots. Provide administrative support to Cemetery Commission.

Core Function: Budgeting and reporting	Preparation of YTD Quarterly financial reports regarding budget implementation. Development of operating and capital budgets including a 10-year Capital Investment Plan (CIP)
Core Function: Annual audit preparation / support	Preparation and support for external audit. Participation on Audit Committee; new Audit Committee requirements.
Core Function: Insurance	Liaise with insurance provider when required (i.e. annual renewal, submitting claim)
Core Function: External reporting requirements	Keeping appropriate and up-to-date records for external reporting. Filing FIR, SOE, CIP, Gas Tax (AER), GST/HST and other Provincial and Federal required information.
Core Function: Inventory Management	Maintain accurate records of inventory for the Water, Wastewater, and Electric Utilities. Performing monthly inventory reconciliations.
Core Function: Administration of Permits	Receive and process various permit applications such as facility use, temporary vending, burial, building, and development permits
Core Function: Support for Capital Projects	Staff setup the various financing/borrowing requirements for Capital Projects, and prepare both internal status reports, as well as external reports to various stakeholder parties.
Core Function: Journal entries and reconciliations	Bi-weekly reconciliations. Preparation of journal entries and review of general ledger. Daily cash balance.
Special Mandate: Setup Accountability Codes Strategic Plan Links:	Setup accountability codes in PROCOM to allow for segregated reporting directly from Procom, to support annual budget process / improve related financial reporting.
2.3 Special Mandate: Separation of Cemetery Ledger Strategic Plan Links: 2.3	Staff are working to create a segregated chart of accounts for Bayview and Park Cemeteries which will allow for more accurate and timely financial reporting.

Special Mandate: Implement Inventory Management System Strategic Plan Links: 2.3	In coordination with other Departments (Management of Work Orders below), implement new electronic inventory management system to support inventory reconciliation.	
Special Mandate: Implement PO Module	Create the ability for Purchase Orders to be created electronically to ensure proper sign	
Strategic Plan Links: 2.3	off and to enhance the timeliness of information being captured in the Town's Financial Reporting System.	
Special Mandate: Capacity and Effectiveness Initiative Strategic Plan Links: 2.3	Improve staff capacity and operational effectiveness with all Departments prioritizing: • Management of Work Orders • Shared Document Access • Calendar Coordination • Process Improvement	
Special Mandate: Asset Management	Provide support as required for asset management initiatives, participation on AM Committee.	
Strategic Plan Links: 1.2		

Climate & Energy

The Town's Climate & Energy division reports to the CAO. The division consists of Climate & Energy Program Manager Lauren Clark, supported by Clean NS summer intern Patrick Haddad. The Climate & Energy division oversees the Town's environmental initiatives including the implementation of the Community GHG Reduction Action Plan and supports the Town's asset management program.

Special Mandate /	
Core Function	Activities
Core Function: Customer Initiatives and Engagement	 Implement GHG Reduction Engagement Campaign Plans Create system for residents & business to implement behaviours and self- report emissions reductions. Begin inter-community sustainability challenges. Implement Active Transportation Engagement Campaign. Support implementation of active transportation infrastructure improvements.
Core Function: Monitor & Implement GHG Plan	 Continue implementing current capital Projects and engagement on sustainable behaviours. Assess funding opportunities coming up and identify what actions in GHG Plan are eligible to build a pipeline of GHG reducing projects once current projects begin to wrap up. Support new Climate & Environment Committee to complete climate analyses, review and reprioritize GHG actions as needed. Produce annual progress reports stating which actions are complete, amendments to the plan needed, GHG emissions saved from progress with Plan.

Core Function: Special Projects Management	 Coordinate the review and expansion of the HOME Program (with potential FCM support) and proposed home EV Charger pilot program. Neothermal pilot project (archetype modelling with Dalhousie University and NRCAN, selection of pilot candidates/financing for ETS installations). Identify and pursue project funding opportunities.
Core Function: Asset	Provide mapping of assets as needed to
Management (GIS	support Town departments / Asset
Coordination)	Management Committee. Train staff and volunteers in GIS data capture as required.
Special Mandate:	Completion of natural asset data collection
Natural Asset	project. Coordinate and integrate data with
Management	asset management program / urban forest
Strategic Plan Links:	master plan development.
1.2/3.3	
Special Mandate: Asset Management (Reporting System) Strategic Plan Links: 1.2	 Implement reporting system with public works and utilities. Receive updates from public works and utilities to continue to update data in relation to town asset, conditions, and upgrades. Provide quarterly updates of data layers to Municipality of Chester for back-up (under intermunicipal contract).
Special Mandate: Community Solar Garden Project Strategic Plan Links: 3.1	 Finalize arrangements for service corridor to substation. Coordinate public engagement activities in relation to the project. Promote subscription opportunities with solar garden to community (with AREA staff). Support development of solar garden assets by AREA.
Special Mandate: Home Heating Programs	 Coordination of HOME Program advertising and promotion (with AREA staff).

Strategic Plan Links: 3.1	 Assess opportunities for HOME program expansion (ETS, home EV chargers, etc.) and pursue external funding.
Special Mandate: Shoreline	Coordinate with Coastal Action to engage and communicate demonstration project
Improvement	progress and importance to the community
Strategic Plan Links: 3.2	(i.e. social media updates, poster updates and website upkeep). Support Coastal Action in securing external funding for living shoreline expansion.



Public Works & Transportation

The Department of Public Works & Transportation is responsible for the safe operation of the Town's streets and sidewalks (including snow and ice control) and for maintenance of assets including fleet, buildings, recreational facilities, parks and open spaces, stormwater management and transportation infrastructure (including active transportation). Department staff coordinate closely with and support water, wastewater and electrical utility operations. The Manager, on behalf of the department, reports directly to the Town's CAO. Department staff include:

Jonathan Uhlman – Manager Tony Smith – Public Works Technician 3 (Lead) Joshua Levy – Public Works Technician 2 Vacant – Public Works Technician 1

Special Mandate / Core Function	Activities
Core Function: Streets and Sidewalks	Snow & ice control, patching, paving, line painting, signage, street & sidewalk repairs and/or renewals. 2022-23 Priorities: Implementation of approved transportation projects, Accessibility audits of existing infrastructure.
Core Function: Stormwater	Stormwater collection (ditches, culverts, & catch basins).
Management	2022-23 Priorities: Preventative maintenance and improvement of stormwater assets incorporated into AM Plan / Budget.
Core Function: Parks and Greenspaces	Mowing, leaves, vegetation maintenance, maintenance of parks & playgrounds, ball field, trails, swimming pool, public washrooms, etc. 2022-23 Priorities: Strengthen shared-service partnerships for recreational service delivery, Accessibility audits of existing infrastructure.
Core Function: Facilities	Maintenance of Town-owned facilities. 2022-23 Priorities: Operation and maintenance of fire station (and repurposing or divestiture of old), new public works garage or alternative.

Core Function: Support for Utilities	Provide support for support water, wastewater and electrical utility operations.
Special Mandate: Local Improvements Strategic Plan Links: 2.2	 Strategic expansion of existing infrastructure to support planned growth and development. Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest.
Special Mandate: Special Projects	 Participation in Safety Program Development and Implementation Transportation Projects Support for Accessibility Plan Development and Implementation Cemeteries vegetation management
Strategic Plan Links: Numerous	
Special Mandate: Capacity and Effectiveness Initiative Strategic Plan Links:	Improve staff capacity and operational effectiveness with all Departments prioritizing: Management of Work Orders Shared Document Access Calendar Coordination Process Improvement
2.3	
Special Mandate: Asset Management	 Support for AM Committee, condition assessments and diagnostics. Operationalization of AM practice to front line PW staff.
Strategic Plan Links: 1.2	

Electrical Utility

The Town's electric utility operates in partnership with the Riverport Electric Light Commission (RELC) to deliver dependable electrical service to residents of both communities. Our shared electrical staff team includes:

Nancy Bain – Electric Utility Manager Phil Lawson – Lead Powerline Technician Roger Eisenhauer – Powerline Technician Aaron Frail – Apprentice Powerline Technician

Special Mandate / Core Function	Activities
Core Function: Electrical Power Supply	 Respond to outages Repair/replace poles Repair/replace lines Repair/replace transformers Meter reading Meter changes
Core Function: Service Extensions	 Run new services Scope new lines Install new poles Install new lines Install new transformers
Core Function: Electrical Inspections	Timely conduct of electrical inspections to support development.
Core Function: Street Lighting	Maintenance of street lighting to serve streets and sidewalks.
Special Mandate: System Upgrades on Main St. Strategic Plan Links: 1.1	Ongoing replacement and upgrading of depreciated system infrastructure to support development.
Special Mandate: Transformer testing and replacement Strategic Plan Links: 1.1	Implementation of transformer testing program and planned replacement of transformers as required to meet legislated environmental requirements.

Special Mandate: Capacity and Effectiveness Initiative Strategic Plan Links:	Improve staff capacity and operational effectiveness with all Departments prioritizing: • Management of Work Orders	
2.3	Shared Document AccessCalendar Coordination	
	 Process Improvement 	
Special Mandate:	Department participation in safety program	
Safety Program	development and implementation.	
Implementation		
Strategic Plan Links:		
2.3		



Water / Wastewater

The Water / Wastewater Department is responsible for the reliable supply of drinking water to residents and businesses as well as the collection and treatment of wastewater. The Department operates in accordance with all federal and provincial regulations to ensure the safety of staff, the public and our natural environment. Department staff include:

Scott Hoyt – Water/Wastewater System Manager Vacant – Water/Wastewater System Operator

Special Mandate / Core Function	Activities
Core Function: Source Water Protection	 Oakland Lake Watershed Advisory Committee Source Water Protection Plan Approval to Withdrawal (Province) Source Water Sampling Lake Outlet Flow Monitoring Compliance Reporting (Province)
	2022-23 Priorities: Continue to update and evaluate hazard assessments for source water protection area with committee. Update withdrawal permit.
Core Function: Drinking Water Treatment	 Raw water pumping and transmission Tanks Inspections/Cleaning Membrane Filters Inspections/Cleaning Chemical handing and equipment Inspection and exercise of pumps/mixers, air compressors, valves/actuators UV System operation and inspection SCADA operation Compliance Reporting (Province) Approval to Operate (Province) Procurement Clearwell inspection Online Analyzers Maintenance/Calibration

	2022-23 Priorities: Facilities improvements (chemical room, etc.), Replace RW flow meter and check valve assembly WTP.
Core Function: Water Distribution and Hydrants	 Biannual unidirectional flushing Annual valves inspection/exercise Water quality maintenance flushing Install new services as needed Service repairs as needed PRV/ARV inspection Water meters operation and repair Water disconnections / connections 2022-23 Priorities: Draft 10-year AM Plan for Water Assets, Capital Replacement of Water Distribution Lines on Main St., Installation of deadend flushing equipment.
Core Function: Water Quality Monitoring	 Annual Sampling Plan (Province) Compliance Reporting (Province) Approval to Operate (Province) In-House sampling and analysis Third-part sampling and analysis 5-year GCDWC Samples 2022
Core Function: Wastewater Collection	 SCADA monitoring Lift station inspection and cleaning Compliance monitoring and reporting (Provincial and Federal) Approval to Operate (Province) Sewer Main cleaning and inspection Install new services as needed Service repairs as needed 2022-23 Priorities: Draft 10-year AM Plan for Wastewater Assets, Capital Replacement of Wastewater Collection Mains or Trunk Sewer.
Core Function: Wastewater Treatment	 Headworks Inspections/Cleaning Daily inspections and calibration (aerators, blowers, effluent chamber) Chemical handing and equipment Approval to Operate (Province) Compliance Monitoring and Reporting (Provincial and Federal) Procurement 2022-23 Priorities: Continued PAA Effluent Implementation & Compliance Monitoring

	(chemical storage and injection), Contact cell cleaning.
Special Mandate: Water System Loss Reduction Project Strategic Plan Links: 1.1	In 2021-22 a comprehensive non-revenue water audit was completed which provides detailed system information to focus on water loss areas. Continue working with internal resources and third-party contractors to further pinpoint sources of water loss in need of repair or replacement.
Special Mandate: Capacity and Effectiveness Initiative	Improve staff capacity and operational effectiveness with all Departments prioritizing:
Strategic Plan Links: 2.3	 Management of Work Orders Shared Document Access Calendar Coordination Process Improvement
Special Mandate: Safety Program Implementation Strategic Plan Links: 2.3	 Department participation in safety program development and implementation. SOP and O&M manual review and updates.



Town of Mahone Bay

Staff Report RE: Fall 2022 Transportation Update September 29th, 2022

General Overview:

This staff report is intended to present Council with updates on the implementation of transportation projects and initiatives previously approved by Council.

Background:

The last staff report comprehensively updating Council regarding transportation initiatives was provided to the regular Council meeting on October 28th, 2021; regular updates on highlights are provided to each regular meeting via the Report to Council document.

Since the tabling of the prior report, Council has:

- Approved speed humps on Clairmont St. and Kinburn St., which have been installed;
- Made several requests to the Province for speed limit reductions;
- Approved Town staff working with representatives of the Nova Scotia Liquor Commission (NSLC) on the development of a concept for a pedestrian and cycle "cut through" from Kinburn St. To Main St.;
- Added a 3-way stop at the intersection of Pleasant St. and Main St. to the ongoing transportation infrastructure improvement project with staff to present designs; and,
- Approved a budget for an engineering review of options to improve safety at the intersection of Edgewater St. and Main St..

Staff have also completed:

- Improvement/installation of crossings at Kedy's Landing, St. James Anglican Church, St. John's Lutheran Church (pride crossing), Mahone Bay Medical Clinic, and Long Hill Trail crossing;
- Improvement of trail crossings signage throughout town; and,
- Installation of permanent speed signs on the Edgewater St. and Main St. (to/from Blockhouse) entrances with the remaining mobile speed sign and tube counters being deployed in various locations per the previously approved schedule.

Additional requests / concerns from residents have also been received, including the correspondence from Deryk McGrath, a resident of Pleasant Street, which appeared on Council's Sept 13, 2022 meeting agenda.

Analysis:

Staff continue to advance Council's strategic objectives with respect to transportation and request direction in the following areas:

Speed Limits

Two requests for alteration of speed limits have been filed with the appropriate Provincial authorities:

- Permission for reduction of speed limits within the boundaries of the Town of Mahone Bay to 40 km/h; and,
- Relocation of the 50 km/h zone on Provincial Highway 3 as it approaches the Town boundary on Edgewater St. to further up the hill, allowing additional time for motorists to reduce their speeds and prepare to stop at the new Kedy's Landing pedestrian crossing.

Approval has now been received from the Provincial Traffic Authority for speed limit reductions to 40 km/h within Town boundaries, with the exception of Main Street and Edgewater Street which are considered arterial/collector roads by the Province and therefore have a speed limit of 50 km/h, and established school zones where the speed limit drops to 25 km/h when children are present.

Complaints continue to be received concerning speeding on local roads within the Town boundaries – including recently a number of complaints from residents of Long Hill Road – and as such staff recommend Council setting speed limits at 40 km/h where permitted to do so by the Province. New signage will be installed where motorists turn off Main St. and Edgewater St. onto local streets where speeds could exceed 40 km/h (see attached map).

No response has yet been received to the request for relocation of the 50 km/h zone on Provincial Highway 3.

Pleasant / Fauxburg Traffic Calming

Concerns have been raised regarding vehicle speeds on Pleasant St. and Fauxburg Road (including from Deryk McGrath as noted above). Pleasant St. and Fauxburg Road have also previously been identified as important connecting streets for cyclists as Pleasant St. runs through one of the town's

larger residential areas connecting to the downtown core, and Fauxburg Road connects to the Bay-to-Bay Trail near the Town boundary.

In many ways Pleasant St. and Fauxburg Road share characteristics with Clairmont Street and Kinburn St. on the other side of town where speeding concerns led Council to approve the installation of speed humps as a traffic calming measure. Staff recommend speed humps for Pleasant St. and Fauxburg Road as a traffic calming measure (Deryk McGrath also proposed this solution for Pleasant St.).

Speed humps can be effective in reducing traffic speeds on local streets. On Clairmont/Kinburn for example average speeds prior to the installation of speed humps were 46-49 km/h while this summer average speeds had reduced to 33 km/h according to the Town's speed monitoring signage. Speeds on Pleasant St. (from Fairmont St. to Fauxburg Road) averaged 36 km/h in August and September of 2022, however there were 389 violations of the posted 50 km/h captured by the Town's equipment during this time.

In consideration of staff's recommendation in this regard it should be noted that staff have been in communication with the current Fire Chief Adam Ekins regarding the use of speed humps by the Town and he has requested the Town consider the use of speed cushions in this case. Speed cushions are similar to speed humps but separated in the middle to allow easier passage of emergency vehicles. Though the Town previously consulted with the fire department prior to the installation of speed humps on Clairmont St. and Kinburn St. – and speed cushions were not seen as necessary – the proposed installation on Pleasant St. and Fauxburg Road would present an opportunity to trial this alternative design.







Speed Cushions

See the attached map for reference on proposed speed hump installations.

Cycling / Trail Infrastructure

As noted above, the Town has made numerous improvements to transportation infrastructure over the past year. In part these improvements have been supported by funding obtained from the Provincial Connect2 Program which is intended to support cycle route connectivity and safer cycling opportunities in our community.

In this regard the Town had received a prior recommendation from Bicycle NS staff during their work on the Blue Route Community Hubs project in Mahone Bay – which was referenced in the Oct 28, 2021 report to Council concerning transportation projects – to provide a wayfinding kiosk and bike racks be provided at the Western end of public parking lot on Clairmont Street, to support access to the downtown by cyclists. Staff recommend proceeding with this suggestion from Bicycle NS, utilizing approved Connect2 funding.

On a related note, a request has recently been received from one of the local trail associations for permission to install signage identifying the trail-head at Hawthorn Road (Bay-to-Bay Trail), served by the public parking lot adjacent to the tennis court. The local trail associations have previously been given permission to install such signage and staff recommend granting permission in this case as well.

In addition to the above it should be noted that:

- Design work on the proposed 3-stop for the intersection of Main St. and Pleasant St. is now underway;
- An RFP is under development for engineering review of the intersection of Edgewater St. and Main St.; and,
- Staff are engaged in discussion with representatives of NSLC.

Financial Analysis:

Funding allocation for all transportation initiatives noted herein is already included in the 2022-23 budget approved by Council on July 28, 2022. Many of these initiatives are supported by previously approved funding from the Provincial Connect2 Program.

Climate Analysis:

Transportation improvements supporting active transportation align with Council's objectives under the Community GHG Reduction Action Plan.

Strategic Plan:

1.3. Improve Accessibility of Public Infrastructure

· Strategically improve transportation infrastructure to support healthy living

Recommendation:

It is recommended,

THAT Council hereby set speed limits within the boundaries of the Town of Mahone Bay at 40 km/h, with the exception of Main Street and Edgewater Street which are considered arterial/collector roads by the Province and therefore have a speed limit of 50 km/h, and established school zones where the speed limit drops to 25 km/h when children are present; and,

THAT Council approve the installation of speed humps/cushions on Pleasant Street from Fairmont to Fauxburg Road, as well as on Fauxburg Road, with a letter to be distributed to residents of Pleasant and Fauxburg informing them of the Town's intention in this regard and providing contact information for the Town's CAO/Traffic Authority; and,

THAT Council approve the installation of a wayfinding kiosk and bike racks at the Western end of public parking lot on Clairmont Street, supported by confirmed funding from the Provincial Connect2 program; and,

THAT Council convey approval for the installation of new trail-head signage by local trail associations, where applicable.

Attached for Council Review:

• Map showing proposed speed limit reductions (signage) and potential speed hump installations on Pleasant / Fauxburg

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO



September 29, 2022 Councillor Nowe

Motion RE Public Works Department move to Old Firehall

THAT Council approve the Public Works Department move to the Old Firehall at 184 Kinburn Street, at least until April 2023, to assess the feasibility of a permanent move to that location.

Town of Mahone Bay September 22nd, 2022 Asset Management Committee Meeting



The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, September 22nd, 2022 at 12:13 p.m. via videoconference.

Present:

Mayor D. Devenne
Councilor R. Nowe
CAO D. Heide (Acting Secretary)
Manager of Finance A. Yeadon-Wentzell
Data Collection Technician J. Albury
D. Waterfield
B. Lewis
A. St Onge

Absent:

Deputy Mayor F. Kangata (with regret) P. Sharp (see Committee Membership)

Gallery: NONE

Land Acknowledgement

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

1. Approval of Agenda

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

2. Approval of Minutes

A motion by B. Lewis, seconded by, D. Waterfield, "THAT the minutes of the April 21st, 2022 Asset Management Committee be approved as presented."

Motion carried.

3. AIM Network Cohort Program Update

CAO D. Heide provided committee members with an update on the completion of the AIM Network Cohort 2.0 activities which wrapped up in the Spring. A presentation of the final deliverables had been intended in June/July however with the cancellation of those committee meetings and recent staff turnover the presentation has had to be postponed, hopefully to the Committee's October meeting.

4. Asset Management in Council's 2022-23 Budget

CAO D. Heide gave an overview of ways that the Town's developing asset management program had informed the development of the Town's 2022-23 capital budget and how with further development the asset management program would support future budget processes.

5. <u>Update on Cemeteries & Natural Assets Data Collection Project</u>

Data Collection Technician J. Albury provided committee members with a presentation on his data collection work for the Town, funded in part by a Community Works program grant from the Province. The presentation covered data collection in Park Cemetery as well as natural assets data collection (beginning with street trees). The project will be completed in the next month with reports to Council anticipated.

6. Draft AM Plans by Asset Class - 2022-23 Schedule

Committee members discussed the best approach for the Committee to take in receiving draft asset management plans on the electrical, water, wastewater and stormwater asset classes, considering/revising these, and recommending to them Council by the end of the fiscal year (in accordance with Council's 2021-25 strategic plan). It was agreed that these draft documents would require close consideration from members and they would therefore need to be distributed as far in advance as possible.

7. Training Opportunities

CAO D. Heide informed committee members that they would be enrolled in the new Canadian Network of Asset Managers Asset Management 101 online course. Along with the NSFM Intro to Asset Management course the CNAM course will provide basic grounding in asset management practice for new Council members and public members of the Asset Management Committee.

8. Committee Membership

Committee members acknowledged the resignation of P. Sharp from the committee, expressing appreciation for her service.

A motion by A. St Onge, seconded by B. Lewis, "THAT the Committee recommend that Council direct staff to send a letter to Patti Sharp expressing the Town's appreciation for her service on the Asset Management Committee."

Motion carried.

There are now two vacant positions for public members on the Asset Management Committee.

Next Meeting Date

The next meeting is scheduled for October 20th, 2022 at 12:00 PM.

The meeting adjourned upon motion at 1:30 PM

TOWN OF MAHONE BAY	TOWN OF MAHONE BAY
Mayor David Devenne	Acting Secretary, Dylan Heide