



TOWN COUNCIL AGENDA

October 27, 2022

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – October 11, 2022

3 Presentations

3.1 Chief Adam Ekins, Mahone Bay and District Fire Department – Quarterly Report

4 Correspondence – Action Items

4.1 Michael Brown, Royal Canadian Legion Branch No. 49 – Request for donation

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – October 11, 2022

5.2 NSFM – Monday Memo – October 17, 2022

5.3 Bryan Palfreyman – Built Heritage Town of Mahone Bay

5.4 Mark Peck, DMAH – Housing Governance Restructuring

5.5 Wendy Priestnitz – Serious Concerns RE: crosswalk at Main St and Longhill Rd

6 Staff Reports

6.1 Staff Report to Council – October 27, 2022

6.2 Staff Report – Snow & Ice Control Policy

6.3 Staff Report - Potential Disposal of Old Firehall

6.4 Staff Report – Housing Strategy Update

6.5 Staff Report – Fire Station Community Bookings

6.6 Staff Memo – Appointment of Building Official

7 Council Items

7.1 Councillor Nowe – Public Works Department use of the old firehall

7.2 Councillor Wilson – Rails to Trails Parking Lots

7.3 Mayor Devenne – Appointments to Lunenburg County Accessibility Advisory Committee

8 Committee Reports

8.1 Heritage Advisory Committee – October 12, 2022 – draft minutes

8.2 Cemetery Committee – October 14, 2022 – draft minutes

8.3 Asset Management Committee – October 20, 2022 – draft minutes

8.4 Accessibility Quarterly Update – July – September 2022

8.5 MJSB – Assignment of Scotia Recycling contract to MJSB

9 New Business

10 Closed Session

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

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, October 11, 2022 at 7:00 p.m. in Council Chambers and broadcast via YouTube live.

Present:

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

Absent: Councillor J. Feeney (with regrets)

Gallery: Online & 0 in-person gallery

Land Acknowledgement

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

1. Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT the minutes of the September 29, 2022 regular meeting of Council be approved as presented." Motion carried.

3. Presentations

3.1 BDR – Electrical Rate Study & Application Process

Council received a presentation from Paula Zarnett and Trent Wilson with BDR North America Inc. regarding the current Electrical Rate Study and Application Process. Council heard that a rate increase will be required to meet the sharp increase in expenses in the electrical utility, particularly increasing market prices for power, and that Council will need to approve the final rate study and rate increase application before it is submitted to the Nova Scotia Utility and Review Board.

4. Correspondence – Action

No correspondence action items.

5. Correspondence – Information Items

5.1 NSFM – Monday Memo – September 27, 2022

5.2 NSFM – Monday Memo – October 3, 2022

A motion by Councillor Nowe, seconded by Councillor Carver, “THAT correspondence items number 5.1 and 5.2 be received and filed.” Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for October 11, 2022.

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

6.2 AREA Solar Garden Monthly Report

Council received the September 2022 Community Solar Garden Monthly Update.

6.3 Solar Garden Response

Council received a staff report to present Council with a draft response to recent correspondence, as directed by Council.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, “THAT Council approve the draft correspondence to be sent to Mr. Redden and Ms. Doig, cc'd to Mr. Mossman and Mr. Bardon and distributed publicly (via the Town's website, etc).” Motion carried.

6.4 Staff Report – Ghaffari-Mahmoodi Request

Council received a staff report with background information and a recommendation in relation to a request received by Council.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, “THAT Council refer the subdivision requirements as impacting 924 Main Street to the Plan Mahone Bay process, requesting that the planning contractors try to identify potential alternatives.” Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, "THAT Council defer the Ghaffari/Mahmoodi request until the resolution of the Plan Mahone Bay process." Motion carried.

6.5 Municipal Boundary Review

Council received a memo seeking further direction from Council in respect to the application to be made to the Nova Scotia Utility and Review Board respecting the 2022 Municipal Boundary Review.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT make application to the Nova Scotia Utility and Review Board that the number of Councillors for the Town of Mahone Bay be six and that Council provide the following reasons for that recommendation: To ensure adequate diversity of perspectives and representation that reflect the community; to ensure effective distribution of increasing workload demands faced by Council; and to foster ease of access and communication for elected officials with community members; and THAT Council make application to the Nova Scotia Utility and Review Board that Mahone bay remain undivided by polling districts because it is too small to be divided into polling districts." Motion carried.

7. Council Items

No Council items.

8. Committee Reports

8.1 Policy and Strategy Committee

Council received the draft minutes of the September 26, 2022 meeting of the Policy and Strategy Committee.

A motion by Deputy Kangata, seconded by Councillor Nowe, "THAT Council set the agenda for the October 24, 2022 meeting of the Policy and Strategy Committee to include the Council Policy and Committee Policy." Motion carried

9. New Business

2022 Fall Debenture

Staff advised Council that the Town has been approved to participate in the 2022 Municipal Finance Corporation Fall Debenture, as had been hoped when a report was presented to Council at the September 13, 2022 regular Council meeting.

A motion by Councillor Wilson at 8:29 pm, seconded by Councillor Nowe, to go into Closed Session to discuss personnel matters and contract negotiations as permitted by the Municipal Government Act section 22(2) sections (c) and (e) respectively.

Motion carried.

Council returned to Open Session at 9:45 pm

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council direct staff to execute a twenty-five year power purchase agreement with AREA for wind energy incremental to AREA's existing 23.5W Ellershouse Wind Farm, delivered as the wind blows and when the Town can use it in a given hour, with the added option for the Town to increase its annual takings from AREA to achieve 100% renewable energy supply if the Town elects to subscribe to energy balancing services from the market."

Motion carried.

Council adjourned upon motion at 9:47 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes

Mahone Bay & District Fire Department

Quarterly report from July 1 2022 to September 30 2022

During this quarter the Department respond to 32 calls for assistance

Fire Calls

July – Brush fire. Mahone Bay
July – Possible brush fire. Clearland
August – Brush fire. Mahone Bay
September – Brush fire. Oakland

Fire Alarms

July – Fire alarm. Mahone Bay
July – Fire alarm. Mahone Bay
July – Fire alarm. Mahone Bay
July – Fire alarm. Mahone Bay
July – Fire alarm. Mahone Bay
July – Fire alarm. Clearland
August – Fire alarm. Mahone Bay
August – Fire alarm. Mahone Bay
August – Fire alarm. Mahone Bay
August – Fire alarm. Mahone Bay
September- Fire alarm. Mahone Bay
September – Fire alarm. Mahone Bay
September – Fire alarm. Mahone Bay

Technical Rescue

July – Elevator Rescue. Mahone Bay.

Motor Vehicle Collision

July – Single vehicle roll over. HWY 103
July – ATV roll over. Maders Cove
July – Single vehicle over embankment. Maders Cove
July – Multi vehicle with fire. HWY 103
September – Single vehicle. Mahone Bay
September – Single vehicle. Clearland

Medical Calls

July – Assistance with extrication. Maders Cove
August - Assistance with extrication. Mahone Bay

Mutual Aid

July - Brush fire. Blockhouse

July - Structure fire. Blockhouse

July - Structure fire. Lunenburg

August - Brush fire. Blockhouse

August – Structure fire. Blockhouse

September – Possible structure fire. Lunenburg

Summery

The last quarter has been a busy period not only for fire call but other events going at the hall as well. We hosted our grand opening in August, there was a great turn out for this and was well received by the public.

The department has also conducted some additional fundraisers, a community movie night and a BBQ during scarecrow weekend.

The most notable item for this quarter would be the purchase of the heavy rescue truck, delivery and out fitting to put it in to service. This truck has already responded to calls and helped us service the community more effective. As department we like to thank council and staff for helping us make this happen.

During Hurricane Fiona the department had a crew standing by at the hall to ensure quick response.

As always if anyone has any questions at any time please feel free to contact me.

Regards

Adam Ekins

Chief Mahone Bay & District Fire Department.

ROYAL CANADIAN LEGION

MAHONE BAY BRANCH NO. 49

P.O. Box 162, Mahone Bay, N.S. B0J 2E0

Ph: (902) 624-8449; Fax: (902) 624-0913; Email: rclbranch49@bellaliant.com



Oct 18, 2022

To: Town of Mahone Bay Council

Subject: **Donation Request for Remembrance Day Luncheon - November 11, 2022 - Mahone Bay Legion**

Dear Councilors:

We are in the process of planning our Remembrance Day activities. The Mahone Bay Legion is proud and honoured to host Remembrance Day activities in partnership with the Town. We have received gift cards from local food suppliers and a grant from MODL but this will fall short of the Legion's total cost for the luncheon. The Remembrance Day luncheon is a community event, which is hosted by both the Town of Mahone Bay and Legion. In the past years, the Legion has incurred expenses ranging from \$500 to \$550.

I'm requesting a small donation of \$100 but any donation amount would be greatly appreciated as food prices are at an all time high. Please understand this donation request is separate from the annual donation the Town contributes to the Poppy Trust Fund account.

Thank you for supporting our great community event.

Michael J Brown P.Eng.

Michael Brown, P.Eng.
President, RCL Mahone Bay Branch 49
21 Pond Street, PO Box 162
Mahone Bay, NS, B0J 2E0
Cell: 902-220-8967
Poppy Email: rclbranch49poppy@yahoo.com
Branch Email: rclbranch49@bellaliant.com

'LEST WE FORGET - LEST WE FORGET'

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, October 11, 2022 4:22 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: October 11, 2022

Follow Up Flag: Follow up
Flag Status: Flagged

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM and Federation Des Femmes Acadienne De La Nouvelle-Ecosse Receive FCM Grant

Through the Inclusive Communities Initiative (ICI) stream of the Canadian Women in Local Leadership program, NSFM and FFANE will promote the involvement of Francophone women in local politics with a French translation of current Campaign School materials provided by the Nova Scotia Advisory Council on the Status of Women. The material will be facilitated in module format, in French, with a network of francophone/bilingual women interested in becoming more involved in local government.

To assist with the project, NSFM and FFANE are currently seeking francophone or bilingual women who can share their experiences as elected officials through this lens, and also facilitate the material in the

Campaign School modules. The four modules will be covered between February and May and the sessions will take place virtually. Mentors can choose to be involved in one module or all four. The topics are as follows: Deciding to Run, Learning the Political Landscape, Planning Your Campaign, and Getting Your Message Out.

The estimated time commitment is approximately 2-3 hours per module.

[If you know of someone who might be interested in being a volunteer mentor/facilitator, please contact NSFM.](#)

Nova Scotia Housing Needs Assessment **Public Survey Now Live!**

The Provincial government is asking Nova Scotians to provide feedback on housing needs.

The online public survey, which opened today, is part of a province-wide housing needs assessment that will help identify gaps in current and projected housing requirements and guide future housing policy and initiatives.

The survey will remain open until December 4 and is available at: <https://www.nshousingneeds.ca/>

The project team is asking municipalities across Nova Scotia to leverage their communications networks to help get the word out. If you have not received a communications package, or are having challenges accessing materials sent by the project team, [please contact the Engagement Manager for the project, Ryan MacLean](#)

Consultation for Marketing Levy Amendments

View the presentation from the Department of Municipal Affairs & Housing regarding the pending Marketing Levees Amendments above.

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 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, **limited to one response per municipal**

unit: <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 deadline has been extended until October 31, 2022.

[If you have questions as to the survey, please contact DMAH](#)

Service with Purpose

**NSFM Conference Nov 1-4, 2022
Halifax, NS**

Discover New Learning Opportunities

Explore some of the outstanding sessions happening at **Service with Purpose, Nov 1 – 4 at the Westin Nova Scotian Hotel in Halifax**. Harness the power of the municipal sector to connect with your peers for a networking and professional development experience like no other! See below for a showcase of just a few of our informative sessions!

Climate Action for Municipalities

Three panelists will share their vision for climate action in municipalities. Learn about key areas of climate action; key challenges; possibilities to explore in Nova scotia; the Sustainable Communities Challenge Fund; and climate change initiatives from the Department of Environment and Climate Change.

[Find out more here](#)

Duck, Cover, Run - NO: Managing your Message

Even the most prepared municipalities have difficulty contemplating all facets of a possible crisis. A crisis is any situation that threatens the integrity or reputation of your municipality usually brought on by adverse or negative media attention – traditional or social. [Find out more here](#)

PVSC: Taking the Long View

The past couple of years have been like no other when it comes to property sales and the unpredictable housing market across Nova Scotia. What does this mean for the municipalities who rely on property taxes to fund essential services while building and supporting the communities they serve? [Find out more here](#)

For more program information, [click here](#).

**VIEW THE PROGRAM AND REGISTER
TODAY**

Presenting Sponsor



OEA Seeking Feedback on Definitions for Discrimination and Racism

From the Office of Equity and Anti-Racism Initiatives

[Legislation](#) passed in April commits the province to developing an equity and anti-racism 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.

NSFM Adds People First HR Services

The NSFM Board of Directors is pleased to share a new resource with the membership. People First HR Services works with municipal associations across the country to provide flexible, affordable, on-call HR advice to small and medium sized municipalities.

NSFM members will receive a special rate of \$60/month (\$720 annually).

[Contact Todd Nadeau for more information.](#)



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

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 issues prior to council meetings by elected officials are a cornerstone of good governance and decision-making. As a team, staff and Council jointly hold full responsibility and accountability for ensuring this happens.

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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



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



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

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Kelly Redden

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Monday Memo



NOVA SCOTIA FEDERATION
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NSFM Release Results of SERMGAR Member Survey

The Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) is underway. The SERMGAR advisory committee has been working collaboratively with the Department of Municipal Affairs and Housing since early 2022.

This advisory committee wanted to better understand the needs and ambitions of Nova Scotia's municipalities, therefore circulated a survey to gather input from members. We are please to report the results of 39 municipalities. These results represent almost 80 per cent of Nova Scotia's municipalities and will help provide a sense of direction to the advisory committee during discussions with the Provincial government.

[View the survey responses here.](#)

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[If you know of someone who might be interested in being a volunteer mentor/facilitator, please contact NSFM by November 18](#)



**NSFM Conference Nov 1-4, 2022
Halifax, NS**

**Honourable Sean Fraser, Minister of
Immigration, Refugees and Citizenship, to
address delegates at NSFM Conference**



We are pleased to announce that the Honourable Sean Fraser will be addressing our delegates just before the close of the event on November 4th at 11:15 a.m. Be sure to register so you don't miss out on this opportunity to hear from our federal minister!

(This will extend the close of the event by approximately 30 minutes).

There are many informative sessions, learning and networking opportunities at our November event. Check out the full program and register today.

For more program information, [click here](#).

VIEW THE PROGRAM AND REGISTER TODAY

Presenting Sponsor

Canadian Women in Local Leadership (CanWILL) Training Opportunity

From FCM

FCM's Canadian Women in Local Leadership (CanWILL) project is happy to announce an opportunity to join a pilot training designed for male and men-identifying elected municipal officials who would like to strengthen their ability to be allies to women and gender-diverse individuals confronted with sexism, racism and other forms of harassment & violence.

We have recently seen a rise in hate, harassment and violence directed at elected officials, Particularly women and gender-diverse individuals. Men-identifying elected officials have a key role to play in countering it – and while their good intentions are often there, several have expressed a lack of knowledge and confidence in acting. In response, FCM is offering a Male Allyship pilot initiative for elected municipal officials that will focus on topics such as:

- What does it mean to be an ally?
- What actions can you take as allies?
- How can you influence others to be effective allies? Etc.

The skills acquired will allow the participants to be better allies in all areas of influence: personally, professionally and in the community.

Training details

- 3 sessions of 90min each (must commit to attend all three sessions as they are cumulative).
- Sessions will be offered monthly in January, February and March 2023
- Training will be offered in English and French.
- Participants will have access to individual coaching to support their learning.
- There are limited spots available to offer a safe and conducive learning environment.

Anyone interested is encouraged to complete the expression of interest form available here: <https://www.surveymonkey.com/r/GJ2NV9R>

Submissions must be completed by October 21st, 2022.

Any questions can be directed to Stephanie Hoey the Project manager for CanWILL at shoey@fcm.ca

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Canoe Featured Supplier: Gasboy

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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](#)

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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*



**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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To MAHONE BAY COUNCIL MEETING – OCTOBER 20th.

Reference proposal by the Heritage Advisory Committee to Council proposing instruction be given to the Land Use By Law Steering Committee that the Committee must take built heritage protection into account when reviewing the just released Uplands 2nd draft.

BACKGROUND SUPPORT - BUILT HERITAGE - TOWN OF MAHONE BAY

Our town is rich in built heritage, as are some others with similar maritime histories. Examples might include Lunenburg, Wolfville and Chester. Each of these have or are in the process of protecting their built heritage.

There are three mechanisms for doing so. By using the provincial Heritage Act to invite owners of individual properties to register them. Under the same Act, to create an historic area and/or to afford such protection via Land Use By Laws.

To date Mahone Bay primarily uses the registered heritage property approach. Through this mechanism, over the years 17 properties have been registered. More are about to be invited. Success is apparently expected at about one property registered per year. So a very slow process. In addition this method of protection does not limit development in any way of adjoining properties, as a result a sort of splendid isolation.

Much is made of the difficulty in moving beyond this model. For example a heritage district is claimed to be difficult to achieve, time consuming and potentially expensive. And yet other communities have taken this step. An unexplored aspect is how to define a district, or is it the whole town.

Some form of empirical evidence is required. For the purpose of discussion the whole town would seem a step too far. A more practical area might be from Main Street up Fairmont to Maple then Maple to School Street, School Street to Pleasant and to complete the district from Main along Pleasant to Fairmont. Both sides of these streets would be included. A quick area walk around provides a good feel for what this would achieve. Approximately 75% of properties in this area might be considered built heritage. Almost all have been invested in by owners to keep them in good shape and two significant buildings are included in the area. These are the Baptist Church and the Old School - now the Mahone Bay Centre. Only one new property has so far been built in the area and it does not conform to the style and scale of other properties. It involved the demolition of a small house, the removal of trees, infill and much hardscaping. Present planning rules would allow for more such development.

As to the Land Use By Law approach, at present there is no reference to heritage preservation outside of existing Main Street and Edgewater corridors. Consequently for residential development anyone can build almost anywhere as of right and planners can grant variations. All of this with no consideration for the impact of inappropriately out of style and scale projects.

Happily Council is being asked by the Heritage Advisory Committee to approve a motion that would require the Land Use By Law steering Committee to take heritage into account when reviewing the just released second draft of the Uplands LUB proposals. This second draft once again fails to consider built heritage outside of the Main Street, Edgewater corridors. An

alternative to creating a new heritage district might be to expand the current architectural preservation area to include the area described in the previous paragraph.

Whatever is the outcome of the LUB process, or indeed an historic district proposal it will be subject to a public review.

So what do we already know about public views on development in Mahone Bay. Unfortunately some of these are only revealed after the fact, such as the demolition of the historic manse. Concerns also followed the new build on Pleasant Street previously referred to. Many expressed strong negative views that this could have happened. So much thought needs to be directed towards understanding what it is that residents value about living in Mahone Bay and proactively moving to provide meaningful legal protections.

We do know from survey that people move to Mahone Bay because they like the small town feel. A number of residents including a submission to Council signed by every member of the Museum Board are in favour of built heritage protection, such as the creation of a heritage district. We do know, per the manse story, that people value heritage. We do know that owners of many heritage properties value them and spend considerable sums on sensitive renovation to extend their life long into the future. We do know that recent proposals for large residential developments overlooking small residences and their potential impact on that small town feel are not welcome. That said more modest scale, location and style might mitigate such concerns. Meanwhile the need for affordable housing is unlikely to be accomplished on high value land typically found in the central core of towns. We also know that the economy of Mahone Bay is largely based on its tourist appeal and this has to include the Town's rich history and built heritage.

For all these reasons, not to further protect the town against inappropriate developments would be tragic and against the interests of current and future residents.

Respectfully submitted

Bryan PalfreymanTo
54 Pleasant Street

Maureen Hughes

From: Barr, Nick <Nick.Barr@novascotia.ca>
Sent: Thursday, October 20, 2022 12:50 PM
To: AMA Maritime List Serve
Cc: Juanita Spencer
Subject: Housing Governance Restructuring

CAUTION: This email originated from an external sender.

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

Hello,

I am writing to provide you with an update.

The 5 Housing Authorities, along with the Department of Municipal Affairs and Housing (DMAH), are making organizational changes that will aim to benefit Nova Scotians already living in, or waiting for, access to public housing. To do this, we have commenced the work required to establish a new entity responsible for provincial housing.

A new Crown Corporation, with the proposed name "Nova Scotia Provincial Housing Agency", will be established to provide oversight and accountability for public housing in Nova Scotia. What does this mean?

- This means that the current 5 Housing Authorities will join together to become one new Crown Corporation. We anticipate that the Crown Corporation will be operational by the end of this year but is dependent on the new Legislation being approved (which was introduced today).
- The Crown Corporation will be solely focused on improving public housing from one end of the province to the other, by standardizing and streamlining operations.
- DMAH will provide strategic oversight to the Crown Corporation while continuing to maintain responsibility for other housing-related programs, agreements, and initiatives.
- In terms of staff movement, most staff from the Housing Authorities will transfer employment to the Crown Corporation. The Housing Authorities Rent Supplement Program Staff (Responsible for administering rental subsidies to low-income families and seniors) will transfer employment to DMAH. The DMAH Public Housing Leadership Team (Executive Directors, Directors, Managers and Support Staff) will transfer employment to the Crown Corporation.
- For those employees who will be transferring employment, their pension, benefits, and salaries will be kept whole (i.e., no one will be receiving less compensation than they do today).
- Regional offices will be maintained, and no staff will be relocated at this time.
- The 5 Housing Authority boards will be dissolved and their review function will be undertaken by staff of the Crown Corporation. Staff processes & guidelines will be developed and will ensure fairness, consistency, transparency, and accountability for the review of decisions.
- Existing financial agreements will not change as a result of the establishment of the new Crown Corporation.

Ultimately, our clients deserve better oversight, accountability, and consistent client service. This change will ensure policies and processes are uniformly applied in the same way for all Nova Scotians currently accessing, or waiting for, our housing.

We know this is a lot of change, and that this change will take time to implement. We ask for your patience as we continue to work through the details. If you have any questions, please do not hesitate to reach out.

Thank you,


Mark Peck

Associate Deputy Minister
Municipal Affairs and Housing



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

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

 (902) 424-4656

 Nick.Barr@novascotia.ca

You are currently subscribed to amans as: maureen.hughes@townofmahonebay.ca
To unsubscribe send a blank email to leave-724506-
4953641.f769e133d8dcd6784ef4e8c2dec4cdb3@lists.gov.ns.ca

Maureen Hughes

From: Wendy Priesnitz <wendy.priesnitz@gmail.com>
Sent: Sunday, October 16, 2022 3:51 PM
To: David Devenne; Francis Kangata; Penny Carver; Joseph Feeney; Richard Nowe; Kelly Wilson
Cc: Town of Mahone Bay Clerk; Dylan Heide
Subject: Serious concerns re crosswalk at Main St & Longhill Rd

Some people who received this message don't often get email from wendy.priesnitz@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from an external sender.

Dear Mayor and Councillors,

I am writing to share my concern about the safety of the new trail crosswalk on Main Street just west of the curve at the bottom of Longhill Rd.

On October 13, I narrowly escaped being seriously injured or worse while crossing at that location as a pedestrian. I activated the lights, although no vehicles were coming in either direction. When I was part way across, a driver came around the curve from downtown, seemingly not aware of the crossing and not planning to stop. By the time they jammed on their brakes, their front bumper was literally an inch from me. They might have actually hit me if I hadn't screamed and jumped away. I pointed to the flashing lights and they said they hadn't seen them.

When the crosswalk was installed, I welcomed it as an improvement over the days when we had to run for our lives across Main St., hoping nothing was coming. But the more I use it, and certainly after this experience, I believe that it has created a false sense of security for users and is a major accident waiting to happen.

When I posted on Facebook about my close call, warning people to be extra careful at the crossing, a discussion ensued that had 124 comments at time of writing. Many others shared that they have had or have observed similar close calls and some avoid using the crossing altogether. Various remedies were suggested.

I recognize that it is a difficult intersection and there is likely no simple and totally effective solution. And there will always be drivers and crosswalk users who don't pay attention to their surroundings. However, I hope that my experience will be beneficial to you while revisiting this issue before someone else has a worse experience than mine.

Thank you.

Wendy Priesnitz
28 Longhill Rd
Mahone Bay



Report to Council October 27, 2022

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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: To be discussed at Policy & Strategy Committee in 2022-23; report to Council anticipated thereafter.		
2	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	08-Sep-20	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: In progress. Staff have consulted with accessibility coordinator and the Town's insurer (with respect to public benches on private property). Suppliers have been identified. Staff also discussed with MBTCC executive who expressed support for the program. Report to Council anticipated in November 2022.		

3	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
4	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
5	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
6	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Dec., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%





Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.




Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator has started work and is working to coordinate the development of Accessibility Operational Plans for Lunenburg County municipalities. Draft Accessibility Operational Plan anticipated for Council review January 2023.

Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted by the Fall of 2022 for implementation ahead of the 2023 season (if approved).




Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. Associated residents survey underway to inform program development. Report to Council anticipated in December.

7	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Assigned to Manager of Finance (Treasurer), will be presented following annual audit.
8	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Dec., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Assigned to Manager of Finance (Treasurer), will be presented following annual audit.
9	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jun., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Report concerning Housing Strategy development on Council's Oct 27th meeting agenda.
10	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	Dec., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures assigned to Manager of Finance.
11	Direct staff to issue an RFP for legal services.	28-Oct-21	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Exploring opportunities for coordination with other units. Report anticipated to Council's Nov 8th meeting.
12	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Returned to active list following cancellation of September 16, 2022 meeting to discuss RCMP services that the Town contracts through the Province.
13	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: AEC now doing preliminary work in this regard with REMO.

14	Staff to complete negotiation and establish terms and conditions whereby the Mahone Bay Soccer Club/Mahone Bay Centre will have a contractual responsibility to provide scheduling, management, and ongoing maintenance of the field and that same be provided to Council for	27-Jan-22	Dec., 2022		75%	<p>Notes: Staff have reached out to Mahone Bay Soccer Club/Mahone Bay Centre Society to begin negotiations on the draft management agreement, two initial meetings have taken place and staff are now in the process of drafting a proposed agreement on this basis, for further discussion in December.</p>
15	Staff to produce a report on the Town's snow and ice control operations including recommendations to revise the Snow and Ice Control Policy, following the conclusion of seasonal operations.	08-Mar-22	Oct., 2022			<p>Notes: In progress. Report on Council's October 27th meeting agenda.</p>
16	Staff to proceed with the transportation project in the 2021-22 budget with the inclusion of the three-way stop at Pleasant Street and Main Street.	08-Mar-22	Nov., 2022		75%	<p>Notes: In progress. Improvement of crossings at Kedy's, Anglican Church, Medical Clinic, Long Hill Trail and Lutheran Church (pride crossing) completed. Design work underway for 3-way stop configuration of Pleasant/Main St.. Preparations underway for speed humps/cushions on Pleasant St. and Fauxburg Rd., per Council's direction Sept 29th; letters are going out to residents this week to advise of work beginning the second week of November.</p>

17	Staff to initiate discussions with the Nova Scotia Liquour Commission concerning potential cyclist and pedestrian safety improvements to their property on Main Street.	08-Mar-22	Dec., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Staff in discussion with Nova Scotia Liquour Commission. Report to Council anticipated in December.
18	Staff to prepare a report on an Electric Vehicle car sharing program to be presented to the Climate and Environment Committee.	24-Mar-22	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Estimates reflected in draft 2022-23 operating budget. Report will be presented to an upcoming meeting of the Climate and Environment Committee.
19	Direct staff to obtain a comparative review of the old fire station building and an associated valuation for potential divestiture.	04-Apr-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Report on Council's October 27th meeting agenda.
20	Staff to proceed with the electrical utility rate study as proposed by AREA with BDR, in collaboration with MEU partners, at a cost of \$16,000, to be reflected in the draft 2022-23 annual budget.	12-Apr-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Rate study report received at special meeting Oct 20th. Council has directed staff to submit application to NSUARB. Application should be submitted this week.
21	Council revisit the vaccination policy by the end of the 2022/23 fiscal year.	28-Apr-22	Mar., 2023	Not yet begun		Notes: To be revisited in early 2022.
22	Staff to provide a report on the next steps to develop a housing plan for Mahone Bay.	10-May-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Report on Council's October 27th meeting agenda.
23	Staff to monitor the effectiveness of the Town of Lunenburg's updated Noise By-law and report back to Council in the fall.	14-Jun-22	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Staff have reviewed the by-law; report anticipated for November 2022 after the summer season and in conjunction with information on noise by-law best practices as per motion of September 13, 2022




24	Staff to coordinate with the Marina Operators to find a location to install one of the kindness meters at the Civic Marina.	12-Jul-22	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In Progress.
25	Council take no action for a further eighteen (18) months from the date of this resolution regarding the discharge of MB-DA2019-001.	12-Jul-22	Feb, 2024	Not yet begun		Notes:
26	Staff to reach out to MODL staff to discuss any interest in extending Town water/wastewater services into Mader's Cove.	14-Jul-22	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
27	AREA to proceed with evaluation and negotiations with the marketplace to obtain the most cost-effective source of power for 2023 and report back to Council.	22-Aug-22	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
28	Staff to review the current best practices in the field of by-laws referencing noise, with a view to developing a recommendation to Council on how to proceed with the matter of noise regulations.	13-Sep-22	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress

29	Make application to the Nova Scotia Utility and Review Board that the number of Councillors for the Town of Mahone Bay be six, that Council provide the reasons for the recommendation regarding the number of Councillors, and that Council make application to the Nova Scotia Utility and Review Board that Mahone Bay remain undivided by polling	29-Sep-22	Oct., 2022		75%
30	Convey approval for the installation of new trail-head signage by the local trail associations where applicable.	29-Sep-22	Oct., 2022		75%
31	Set speed limits within the boundaries of the Town of Mahone Bay at 40km/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	29-Sep-22	Nov., 2022		50%

Notes: Motion passed at Council's Oct 11th meeting. Application being prepared.

Notes: In progress.

Notes: Signage received. Speed limit reduction will be reported in November 2022 Mayor's Newsletter. New signage will be put up in the first week of November. Staff will coordinate with RCMP.

32	Approve the installation of speed humps/cushions on Pleasant Street, from Fairmont Street to Fauxbur 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.	29-Sep-22	Nov., 2022		50%	Notes: In progress. Letters to residents drafted and being sent out this week. Work will take place in the second week of November.
33	Approve the installation of a wayfinding kiosk and bike racks at the Western end of the public parking lot on Clairmont Street, supported by confirmed funding from the Provincial Connect2 program.	29-Sep-22	Nov., 2022		25%	Notes: In progress.
34	Defer appointment of members to the Community Logo Development Steering Team until the first Council meeting in January 2023 or until sufficient public nominations have been received to fill available seats on the steering team.	29-Sep-22	Jan., 2023		50%	Notes: Staff have re-started recruitment messaging.

35	The motion [proposing moving Public Works to the old firehall until at least April 2023 to assess the feasibility of a permanent move to that location] be tabled to the regular meeting of Council scheduled for October 27, 2022.	29-Sep-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Added to the working agenda for the October 27, 2022 Council meeting.
36	Approve a credit in the amount of \$1,678 for water service to 16 Orchard Street.	29-Sep-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Forwarded to Finance staff for action.
37	Approve the reimbursal of Bill Lewis at 78 Pleasant Street in the amount of \$2,000 for removal of tree at the direction of the Town, where the tree was found to be located on Town property.	29-Sep-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Forwarded to Finance staff for action.
38	Approve the draft correspondence to be sent to Mr. Redden and Ms. Doig, cc'd to Mr. Mossman and Mr. Bardon and distributed publicly (via the Town's	11-Oct-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Completed
39	Refer the subdivision requirements as impacting 924 Main Street to the Plan Mahone Bay process, requesting that the planning contractors try to identify	11-Oct-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Completed
40	Defer the Ghaffari/Mahmoodi request until the resolution of the Plan Mahone Bay process.	11-Oct-22	Jun., 2023	Not yet begun		Notes: Noted

41	Make application to the Nova Scotia Utility and Review Board that the number of Councillors for the Town of Mahone Bay be six [... and ...] that Mahone Bay remain undivided by polling districts because it is too small to be divided into polling districts.	11-Oct-22	Oct., 2022	<div><div></div><div></div><div></div></div>	75%	Notes: Application being prepared.
42	Set the agenda for the October 24, 2022 meeting of the Policy and Strategy Committee to include the Council Policy and Committee Policy.	11-Oct-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: completed
43	Direct staff to execute a twenty-five year power purchase agreement with AREA for wind energy incremental to AREA's existing 23.5W Ellershouse Wind Farm, delivered as the wind blows and when the Town can use it in a given hour, with the added option for the Town to increase its annual takings from AREA to achieve 100% renewable energy supply if the town elects to subscribe to energy balancing services	11-Oct-22	Oct., 2022	<div><div></div><div></div><div></div></div>	75%	Notes: In Progress.

Chief Administrative Officer's Report - Oct 27, 2022

1	Atlantic Infrastructure Management (AIM) Network	AIM Cohort 2.0 workshops now complete. Participated in annual conference in Charlottetown (Sept 13-14); next year's conference in New Brunswick. Council approved participation in Regional Climate Cohort (MODL also approved, waiting on other County units). Data collection on natural assets began in May, completed in October. Appointed Chair of AIM Network at October AGM.
2	Municipal Joint Services Board (MJSB)	Regular CAO/COO meetings have resumed. Topics include additional shared service opportunities among others.
3	Riverport Electric Shared Service Committee	Regular meetings continue. New RELC members appointed. Committee discussions focus on opportunities for closer cooperation.
4	Regional Emergency Measures Organization (REMO)	Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established. Standardized guidelines for comfort stations and emergency shelters - which can be utilized for fire station - now being implemented. New REMO website (linked from Town website). Coordinated with REMO re Hurricane Fiona response.

5	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. Participation in AREA Board meetings. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council. Rate study work with BDR essentially complete; application should be submitted this week.
6	Lunenburg County Accessibility Advisory Committee	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. Operational Plan development proceeding with Lunenburg County Accessibility Coordinator; staff currently discussing options to cooperate with neighboring units. Funding for accessibility audits included in 2022-23 operating budget. Quarterly reports from coordinator to Council's meeting agendas.
7	Nova Scotia Federation of Municipalities (NSFM)	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's AM mentoring program for municipal staff. Participated in occasional NSFM videoconference meetings. Participated in Working Group panel/presentation at 2022 NSFM Spring conference (May 5).
8	New Long Term Care Facility	Water/Wastewater upgrades project serving new long term care facility completed, save for some remediation of affected properties. Electrical system upgrades in progress.

Manager of Public Works & Transportation's Report - Oct 27, 2022

1

Streets & Sidewalks

1. Jubilee Pond culvert replacement: Park vehicle entrance still closed to vehicle traffic due to collapsed culvert. Waiting for culvert sizing and installation plan from Berrigans to schedule removal and installation of new culvert. Sept 30th deadline has passed so working with DOE for extension.
2. Tender for Curb, Gutter & Sidewalk replacement (150ft - Corner of Main St) awarded to T&C and will be completed by November 30th.
3. Tender for winter parking lot salting/plowing closes October 28th.
4. Tender for plow truck completed and will be posted the end of October.
5. Sidewalk tractor delivery - January
6. Starting to prepare snow and ice equipment the first of November.
7. Annual asphalt repairs and speed hump installs to be completed before November 30th.

2	Other	<p>1. TOMB Water/Wastewater and PW Clothing arrived and Electric Utility pending.</p> <p>2. Nature's Reflections still helping out with Landscapping</p> <p>3. Edgewater flag poles installed St.</p> <p>4. Town pit completed and gates to be installed the week of October 24th.</p> <p>5. Public Works Technician - Level 1 hired (Duane Zwicker).</p> <p>6. Soccer field bleacher concrete pads and walking trail scheduled to be completed by the 1st week of November.</p> <p>7. Bayview Cemetery Tree and Limb Removal RFQ completed.</p>
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Electric Utility Manager's Report - Sept 29, 2022 (Next Update Nov 24, 2022)

1 Electric Utility

NSCC Student: Hired to perform stand-by call out services.
Awaiting approval: Voltage regulator tender, transformer RFP, vegetation management tender, staff evaluations.
Staff Training: Chainsaw safety, pole-top rescue.

2 x call outs
* Installed the poles and anchors for at the soccer field for the underground job.
* Helped public works with he new crosswalk lights
* Removed a pole at the sewer plant to allow for the new access on main street for the solar garden.
* Carried out some tree trimming and identified areas that need cutting in the near future.
* Finished Wye street job.
* Completed the final inspection of the firehall and disconnected the temporary service there.
* Installed a new hand dryer in the comfort station at the wharf.
* Installed new service on long hill road.

Water/Wastewater System Manager's Report - Oct 27, 2022

1

Water Supply, Treatment & Distribution

- * Watermain project wrapped up week of Sept 12th, both the new 300mm distribution line and 200mm raw water line are now in service. Deficiency list produced by KVM and passed onto Strum and the contractor.
- * CBCL assisting a few days a week with daily operations, compliance monitoring and data collection.
- * Regular monitoring and maintenance activities continued. Routine or as required flushing of water mains conducted in various locations throughout the water distribution system.
- * Dead end flush unit for South Main St installed in July and currently programmed for 2x Daily, Second flush unit location TBD
- * Plans to continue with NRW recommendations 2022.
- * Seasonal water main flushing planned for fall 2022
- * Canadian Armed Forces on the job training completed June 27th thru Sept 9th.
- **Oakland Lake Watercourse Level Monitoring indicated below seasonal low levels in September (approaching DFO notification). Level readings now rising with fall season.
- *Two leaking customer service laterals

2	Sewage Collection & Treatment	<ul style="list-style-type: none"> * Regular compliance monitoring and maintenance activities continued. * Permanent installation of PAA dosing line completed. * CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations. * Door modifications of chemical room WWTP for PAA tote delivery pending on CBCL. * Treatment cell #3 drain and cleaning planning started, quotations requested for sludge hauling and disposal. (May have missed dry season) * 2 Residents on Fairmont St. and one on Maple St. all replacing or repairing service laterals due to age and damage leading to issues. Service lateral repair required on Edgewater St.
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Climate & Energy Program Manager's Report - Oct 27, 2022		
1	New Staff	The new Climate and Energy Program Manager (CaEPM) , Lauren Clark, started on Monday October 17th. She has been reviewing projects and files related to projects.
2	Climate and Environment Advisory Committee	The process of preparing for the C&E committee meeting scheduled for November/December 2022 has begun.

3	Solar Garden	The new hire attended the Solar Garden Open House.
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Finance Manager's Report - Oct 27, 2022		
1	Assessment Roll, Taxation and Billing	Next tax billing: April 30th, 2023
2	Budgeting and Reporting	Quarter 2 Report to Council due in October beginning of November
3	Rate Study	Rate study report is currently in draft form with a suggested rate increase of 34.8%
4	Annual Audit Preparation/Support	2021-2022 Audit in progress and on schedule. Looking to be completed by the end of September. Currently discussing out of scope charges with Deloitte. At present, total OofS charges are expected to be approx. \$11,000. PY had OofS fees of \$35,000.
5	RELC Project	Project costs presented at the SSAC Meeting on Oct 3, 2022 was postponed. Rescheduled date has yet to be established.

Clerk & Deputy CAO's Report - Oct 27, 2022

1	Plan Review	Discussion at October 21, 2022 Special Council meeting; now attempting to schedule a day-long working session prior to December 17th for which all community members and at least a quorum of Council members are available.
2	By-law and Policy Development	Staff have received feedback from the Fire Department Investigatory Committee about existing procedures and a draft Fire Services By-law is anticipated for the November 8, 2022 Council meeting. Staff working on a survey of noise by-laws and a report on the new Town of Lunenburg Noise By-law for November 2022.
3	Communications and Public Engagement	Communication initiatives have included the re-launch of the search for volunteers for the Community Logo Development Steering Team, the Special Election, the Solar Garden Open House, and the new Solid Waste Management By-law which becomes effective November 1, 2022. Other initiatives have included the flag raising at the new flagpoles on Edgewater Street, CodeRED in advance of winter, Trash for Cash for Charity, and sharing information from the United Way regarding the Coats for Kids campaign.

4	Council Support	Ongoing support of meetings of Council and Committees of Council including restarting the search for volunteers for the new Logo Development Steering Team. Staff are working with a lengthy list of Council assignments to staff, including research and reports.
5	Development of Internal Documents	Ongoing work on the development of a new Human Resources Manual including research on diversity and accessibility in the workplace. Development of new forms and processes for facility bookings and planning matters continues.
6	By-law Enforcement	Staff continue to discuss parking ticket prices around the province and looking into stronger ticket follow-up. Staff also looking into alternate methods of intervening with inappropriate parking decisions.
7	Park Cemetery Mapping Project	GIS employee finishing with the Town as of the end of October 2022 (due to grant funding). Procedures and instructions have been developed for both the day-to-day sale of plots and the maintenance of GIS data for future changes in the cemetery.
8	Safety Program Implementation	Work continues on development of regulations for Safety Manual draft.

9	Special Election	<p>The Revising Officer has received the updates to the List of Electors - election staff can make updates to the list of electors up until voting, but the best list possible is most useful for candidates. November 1st is the deadline to declare candidacy for the election and all information about those who ask about entering the race for the Council seat remains confidential until an individual officially registers as a candidate for the election. Staff are working closely with Intellivote to get the election set up. Advertising of the election has begun; at this point that consists of sharing information about updating the information on the list of electors and registering as a candidate.</p>
10	Projects	<p>Preparing application to the NSUARB for the Municipal Boundary Review. Staff have been working with the new manager of the Pharmasave to use the old firehall for the 2022 flu vaccine clinic.</p>

By-law and Policy Review - Oct 27, 2022			
1	Trees	Target	<p>Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.</p>
		30-Mar-23	

2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		30-Mar-23	
3	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
4	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
5	Fire Services	Target	Staff to coordinate with Fire Department Investigative Committee to determine existing procedures to be referenced in a draft by-law for
		08-Nov-22	
6	Surveillance Camera Policy	Target	Referred to September 26, 2022 meeting of Policy and Strategy Committee; following the scheduling changes necessitated by cancelling the July 2022 meeting of the Policy and Strategy Committee, this item has been re-added to
		TBD	
7	Council Policy	Target	Pending discussion at October 24, 2022 meeting of the Strategy & Policy Committee.
		TBD	
8	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
9	Fees Policy	Target	Not yet begun
		TBD	

10	Penalties By-law	Target	Not yet begun
		TBD	
11	Committee Policy	Target	Pending discussion at October 24, 2022 meeting of the Strategy & Policy Committee
		TBD	
12	REMO By-law	Target	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval
		29-Jul-21	
13	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Steering Team reviewing draft LUB and MPS for any edits before the documents are shared with the public for the next round of public engagement.	
14	Facilities Booking Policy	Target	Policy to provide clarification for booking of Town-owned facilities and repeal any existing administrative policies from the past to be presented for Council consideration.
		27-Oct-22	
15	Preventing Sale of hate symbols	Target	Report accepted at July 28, 2022 meeting of Council. With no further follow-up this item will be removed from the list of by-laws and policies for review and development.
		28-Jul-22	
16	Noise By-law	Target	Staff to deliver a report on a survey of noise by-laws and the new Town of Lunenburg Noise By-law.
		24-Nov-22	

Service Statistics - Oct 27, 2022

1 By-law Enforcement		22-Jul	Parking Tickets: 8	
		Sep-22	Parking Tickets: 7	
		Notes: vehicle and foot patrols continue throughout town and the trails. Clairmont Street and upper Main Street continue to be the busier locations for parking enforcement. Parking ticket data base updated for 2022 and review of parking ticket prices and enforcement follow-up across the province continues. Report filed regarding complaints against the property at Betty's at the Kitch' inn (received in closed session by Council on September 29, 2022). Active files included an un-registered tourist home and construction of a road in the watershed area. Extra duty required for Scarecrow Festival; coordination with the RCMP.		
2	Police Services (founded & SUI occurrences)	Q3 2022	107	CalendarYTD: 305
		Notes:		
3	Mahone Bay & District Fire Department	Jul-Sep	32	YTD: 47
		Notes: Fire Calls: 4; Fire Alarms: 13; Mutual Aid: 6; Medical Calls: 2; Motor Vehicle: 6; Other: 1		

4	Traffic (Speed Signage)	Oct., 2022	<u>MAIN STREET</u> Down for repair		
			<u>EDGEWATER STREET</u> Median Speed ~56 km/h		
			<u>PLEASANT STREET</u> Average Speed 38 km/h		
		Notes: Tube Counters have also been deployed on East Main Street (weekday ADT 2,418, weekend ADT 2,192) and Edgewater at Keddy's Landing (weekday ADT 7,337, weekend ADT 6,947).			
5	Solid Waste (Tonnage)	YTD	576.29	2021-22: 525.97	
		Notes: Recyclables = 63.44; Organics = 142.22; Garbage/Other = 354.10; Septic/Treatment Plant = 6.51; Cardboard = 10.02.			
6	HOME Program	Leads: 50	Installations: 5		
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in Spring/Summer 2023.			
7	Water Utility	Pumped	Q1 2022 (shown as monthly		
			16,051,411 Litres		
		Treated	Q1 2022 (shown as monthly		
			15,336,047 Litres		
		Sold	Q1 2022 (shown as monthly		
			6,879,833 Litres		
		NRW (flushing, etc.)	Q1 2022 (shown as monthly		
			318,871 Litres		
Losses	Q1 2022 (shown as monthly				
	8,137,343 Litres				

8	Electrical Utility	Purchased (AREA)		\$132,608	
		Purchased (NBP)		\$254,524	
		TOTAL Purchased		\$387,132	
		Sold (Commercial)		\$28,130	
		Sold (Residential)		\$367,048	
		Sold (Power & Demand)		\$193,191	
		TOTAL Sold		\$588,370	
9	EV Chargers	April 2022	25 Charging Sessions	45 Hrs / \$69.19	238 kWh
10	Development Services	Approved Subdivisions		2022-23	4
		Development Permits		2022-23	14
11	Comfort Stations (Sept, 2022)	Edgewater Street	2,414 (4,357 YTD June)	Main St.	616 (2,574 YTD)
12	CodeRED Registrations	30/09/2022	Residential: 400; Business: 12; Email: 201; Text: 271		
		31/08/2022	Residential: 393; Business: 12; Email: 197; Text: 266		
		30/07/2022	Residential:390; Business: 11; Email: 197; Text: 262		
		30/06/2022	Residential:371; Business: 11; Email:191; Text: 255		
		31/5/2022	Residential: 369; Business: 11; Email: 190; Text: 254		
		30/4/2022	Residential:357; Business:11; Email:87; Text 245		
		31/3/2022	Residential: 356; Business: 11; Email: 187; Text: 244		
		28/2/2022	Residential: 356; Business:11; Email: 187; Text 244		
		31/1/2022	Residential: 336; Business:10; Email: 176; Text: 231		

31/12/2021	Residential: 326; Business: 10;
30/11/2021	Residential: 319; Business: 10;
31/10/2021	Residential: 310; Business: 10;
30/9/2021	Residential: 308; Business: 10;
31/08/2021	Residential: 297; Business: 10;
31/07/2021	Residential: 298; Business: 10;
30/06/2021	Residential: 297; Business: 10;
31/05/2021	Residential: 294; Business: 10;
30/04/2021	Residential: 293; Business: 10;
31/03/2021	Residential: 294; Business: 10;
28/02/2021	Residential: 290; Business: 10;
31/01/2021	Residential: 285; Business: 10;
31/12/2020	Residential: 285; Business: 10;
31/03/2020	Residential: 243; Business: 12;

2021-25 Strategic Plan - Oct. 27, 2022

Sustainable Municipal Services

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.1.1	Undertake water, wastewater & electrical rate studies	Operating Initiatives															
	Water																
	Wastewater																
	Electrical																
		<p>Electrical rate study by BDR (contracted by AREA), presented to Council's October 20th meeting; application underway. Water utility rate study will get underway with the completion of the electrical rate study and the 2021-22 annual audit.</p>															
1.1.2	Implement initiatives to increase utility demand	Operating Initiatives															
		<p>EV Home Charger Pilot under development (recent community survey to inform program development). Discussion initiated with FCM re funding support for HOME Program expansion; working with other MEUs on possible joint review/expansion.</p>															
1.1.3	Complete water and wastewater system diagnostics	Operating Initiatives															
	Water																
		<p>Water Distribution System Audit with Xylem Inc. completed; recommendations incorporated into 2022-23 budget / business plan.</p>															
	Wastewater																

1.1.4	Strategically replace/upgrade utility infrastructure	Capital Projects
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Project	Start Time	End Time	Duration
Project 1	0	6	6
Project 2	2	5	3
Project 3	4	7	3

Project to upgrade lines from Main Street to Water Treatment Plant (with MacLeod Group) effectively completed with all newly installed components now operational. Investing in Canada Infrastructure Program applications have been submitted for additional replacement and upgrading of utility infrastructure.

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

[illegible]

AIM Cohort 2.0 completed. Development of draft Electrical, Water, Wastewater, Stormwater and Transportation asset management plans currently underway with AM Committee. Natural Assets / Cemetery data collection project began in May.

1.2.2 Integrate asset management plans into 10-year capital budget

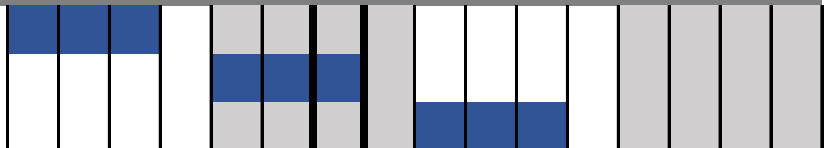
1.3.1	Accessibility Operational Plan	Operating Initiative / Capital Projects
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[illegible]

Lunenburg County Accessibility Coordinator
Ellen Johnson meeting with Town staff re
development of Mahone Bay Accessibility
Operational Plan.

1.3.2 Improve transportation infrastructure to support healthy living Capital Projects

Project 1
Project 2
Project 3



Crossings at Anglican Church, Lutheran Church (pride crossing), Medical Clinic, Kedy's Landing, and Main/Long Hill completed. Pleasant/Main 3-way stop configuration design underway. Update report on Council's September 29th meeting agenda. Speed humps on Pleasant/Fauxburg planned for

Equitable & Inclusive Growth

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

2.1.1 Complete Plan Mahone Bay MPS/LUB Process Operating Initiative



Draft MPS/LUB documents under development now. Phase 2 engagement process anticipated to take place in the Winter of 2022 with Plan Mahone Bay process to be completed in the Spring of 2023.

2.1.2

Discussions initiated with other Lunenburg County units on the possibility of regional approach to housing (staff-level regional meetings ongoing). Provincial contract for conduct of needs assessments for all areas of NS (utilizing 2021 census data) awarded; completion anticipated Mar 2022. Council has directed staff to provide report on next steps for strategy development; report included on Council's Oct 27th meeting agenda.

2.2.1

Low Income Tax Exemption process enhanced in 2022-23 annual budget. Council has directed staff to review options for relief of

2.2.2

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

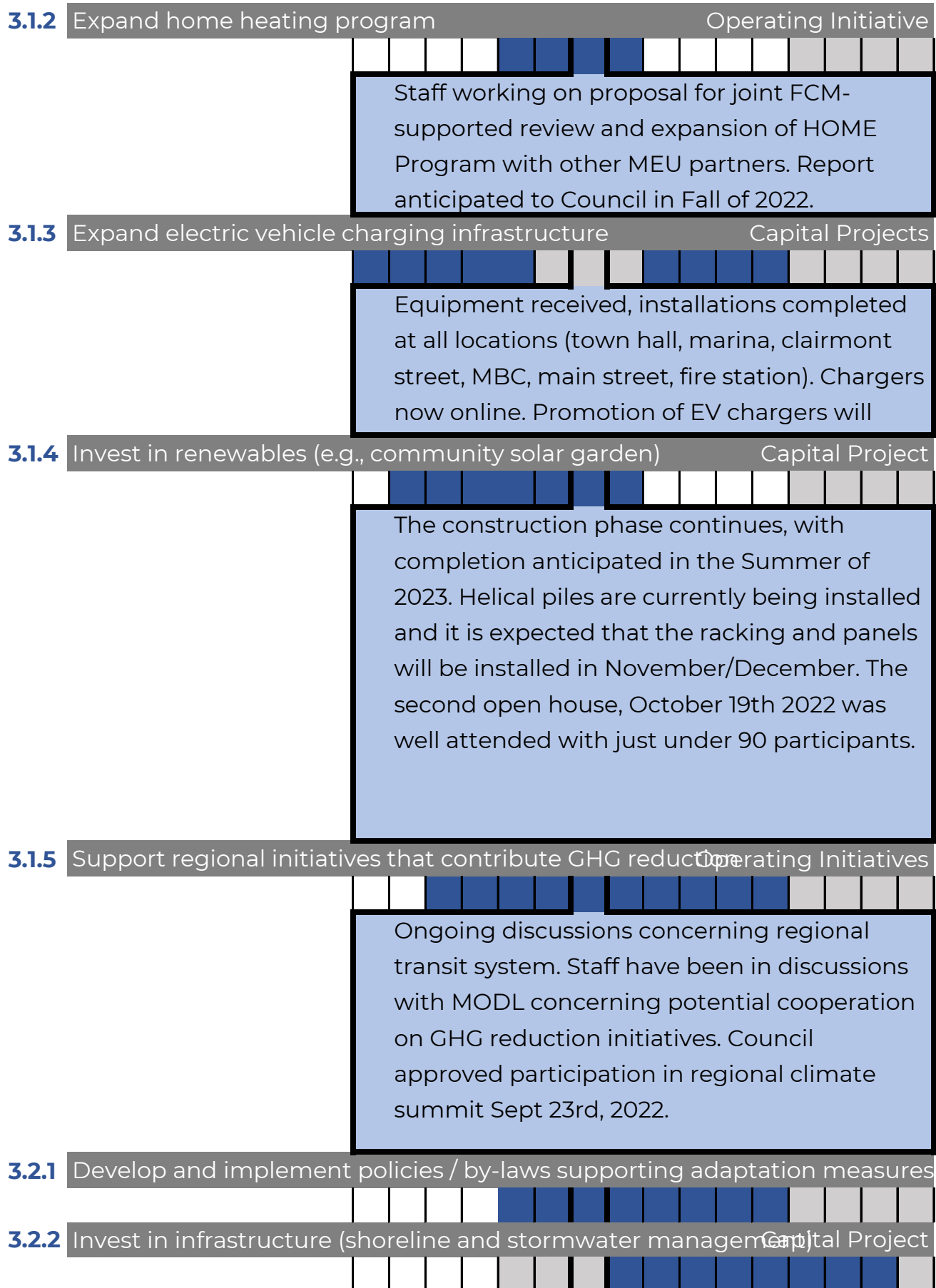
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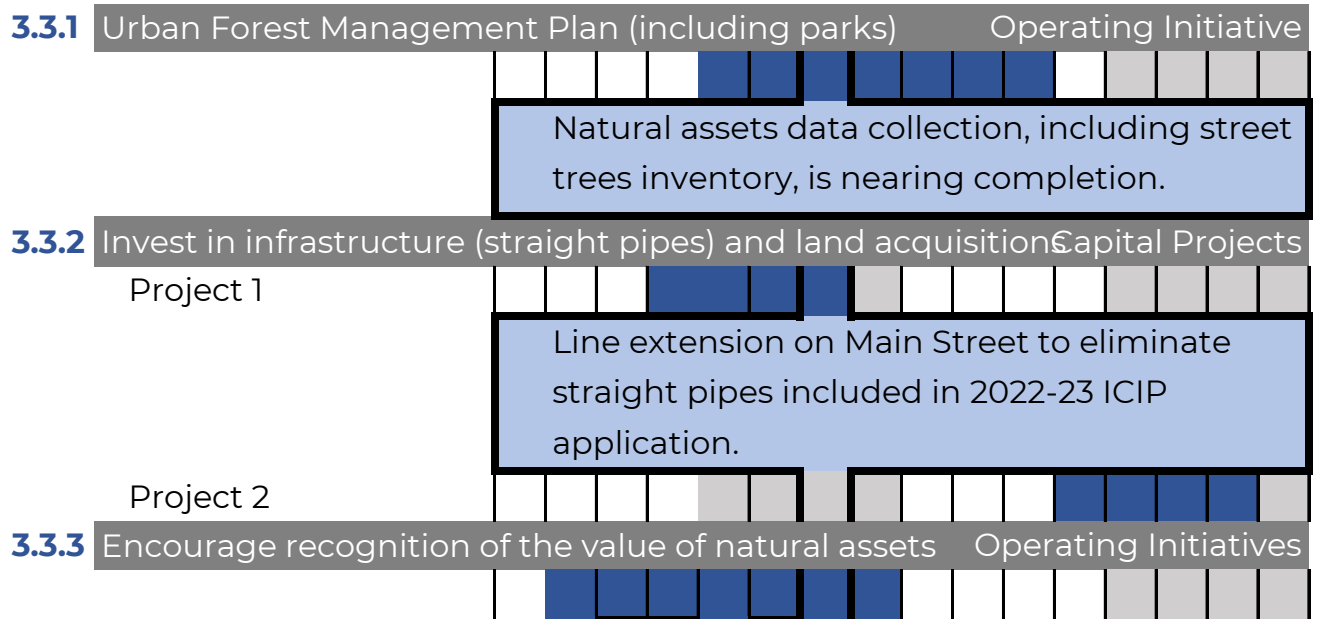
2.2.4

Project 1

Project 2

Recommendations for extension of linear infrastructure (water/wastewater and transportation) were considered in the 2022-23 budget process.







2022-23 Budget - Operating Initiatives - Oct. 27, 2022



		22-23 Budget	YTD					
1	MPS / LUB Update	\$31,000	~\$3,000	<div><div></div></div>				25%
		Notes: Begun in 2020-21 and currently underway with Upland Consulting. Phase 2 public engagement activities anticipated this winter.						
2	Accessibility Audits	\$25,000	\$0	<div><div></div></div>				25%
		Notes: Identification of audits and "low hanging audits" underway with Lunenburg County Accessibility Coordinator.						
3	Cemetery & Natural Asset Mapping Work	\$11,394	~\$8,500	<div><div></div></div>				75%
		Notes: Community Works Program funding received, data collection project nearly complete.						
4	Edgewater - Main St Engineering	\$30,000	\$3,726	<div><div></div></div>				25%
		Notes: Tender for engineering services under development.						
5	New Logo Development	\$25,000	\$0	<div><div></div></div>				25%
		Notes: Engagement Plan and Project Steering Team TOR Approved. Recruitment of public members for Project Steering Team Underway.						
6	Urban Forest Master Plan	\$5,000	\$0	Not Yet Begun				
		Notes: Waiting on completion of natural asset data collection work.						
7	Carshare Program Design	\$10,000	\$0	Not Yet Begun				
		Notes: Waiting for opportunity to access external funding (Low Carbon Communities Program proposed).						
8	Housing Strategy Development	\$5,000	\$0	Not Yet Begun				
		Notes: Waiting on completion of Provincial Housing Strategy.						

9	Water Rate Study	\$10,000	\$0	Not Yet Begun			
		Notes: Will follow completion of Electrical Rate Study and conclusion of 2021-22 audit process (receipt of statements and filing of FIR).					
10	Electrical Utility Rate Study	\$16,000	~\$14,000	<div><div></div><div></div><div></div><div></div><div></div></div>	75%		
		Notes: Rate study with BDR (tendered by AREA) essentially completed with presented to Council's October 21st meeting; application to be submitted this week.					
2022-23 Budget - Capital Projects - Oct. 27, 2022							
Town General							
		22-23 Budget	YTD				
1	Zero Turn Mower	\$15,000	\$0.00	Not Yet Begun			
		Notes:					
2	Paving - Chip Seal	\$11,750	\$0.00	Not Yet Begun			
		Notes: Waiting on installation of water/wastewater services for new development.					
3	Survey and Valuation of Old Fire Hall Property	\$8,000	\$8,150.00	<div><div></div><div></div><div></div><div></div><div></div></div>	★		
		Notes: Survey and valuation completed, report on Council's Oct 27th meeting agenda.					
4	Pre-Design and Estimate for a new Public Works Garage	\$12,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%		
		Notes: Contracted to Jost + Architects Ltd..					
5	Pool Condition Assessment	\$5,000	\$0.00	Not Yet Begun			
		Notes:					
6	Security Gates	\$6,500	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%		
		Notes: Installation anticipated in October, 2022.					

7	Articulating Tractor	\$115,000	\$0.00	Not Yet Begun			
		Notes:					
8	Truck with Plow	\$70,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%		
		Notes: Tender posted, closing in November.					
9	Edgewater Flagpoles	\$12,000	~\$10,000	<div><div></div><div></div><div></div><div></div><div></div></div>			
		Notes: Flagpoles purchased and installed.					
10	Jubilee Culvert Replacement	\$16,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%		
		Notes: Work to be completed in October, 2022.					
11	Security Cameras	\$4,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%		
		Notes: Installation schematic under development with contractor now.					
12	Coastal Action - Living Shoreline Pilot	\$140,000	\$140,000	<div><div></div><div></div><div></div><div></div><div></div></div>			
		Notes: Project completed save for monitoring and maintenance activities.					
13	Living Shoreline Project	\$113,046	\$0.00	Not Yet Begun			
		Notes: Application to Natural Infrastructure Fund submitted by Coastal Action with Town support.					
14	Solar Garden Development	\$1,045,023	~\$600,000	<div><div></div><div></div><div></div><div></div><div></div></div>	50%		
		Notes: Project now in construction phase. Grading complete, fence installed, pile installation has been started. Racking and panels are expected to be installed in November/December.					
15	New Bayview Cemetery Fence	\$25,000	\$25,000.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%		
		Notes: Fence completed (painting will have to wait until 2023 for best results), signage completed, installation anticipated in October.					

16	Aquatic Garden Entrances	\$10,000	\$0.00	Not Yet Begun			
		Notes:					
17	Asphalt Repairs on Main St.	\$30,000	\$0.00	Not Yet Begun			
		Notes:					
18	Sidewalk and Curb Repairs	\$32,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>			25%
		Notes: Work to be completed in October, 2022.					
19	Bandstand Phase 3	\$5,000	\$0.00	Not Yet Begun			
		Notes: Grant application(s) under development.					
20	Transportation Project	\$70,000	~\$45,000	<div><div></div><div></div><div></div><div></div><div></div></div>			50%
		Notes: In progress. Improvement of crossings at Kedy's, Anglican Church, Medical Clinic, Long Hill Trail and Lutheran Church (pride crossing) completed. Report on Council's September 29th meeting agenda.					
21	Fairmont/Pinegrove Drainage Improvement	\$94,500	\$0.00	Not Yet Begun			
		Notes:					
22	Sports Field Culvert Replacement	\$15,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Installation completed.					
23	Sports Field Improvement	\$45,000	~\$25,000	<div><div></div><div></div><div></div><div></div><div></div></div>			75%
		Notes: Project underway with walking track and concrete pads (for bleachers) to be completed in October, 2022.					
24	Wharf Condition Assessment	\$20,000	~\$5,000	<div><div></div><div></div><div></div><div></div><div></div></div>			75%
		Notes: Underway now; inspections have been carried out. Report anticipated to Council's November 8th meeting.					

Fire Services						
1	Helmet Replacement	\$16,000	\$0.00	Not Yet Begun		
		Notes:				
2	SCBA Packs	\$30,000	\$0.00	Not Yet Begun		
		Notes:				
3	SCBA Spare Bottles	\$10,000	\$0.00	Not Yet Begun		
		Notes:				
4	Build New Fire Station	\$4,456,600	\$4,605,146.00	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: Construction complete. Grand Opening took place August 20, 2022.				
5	Rescue Truck	\$200,000	~\$200,000	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: Rescue truck purchased and delivered.				
6	New Pumper Truck	\$1,000,000	\$0.00	Not Yet Begun		
		Notes:				
7	New Bunker Gear	\$20,000	~\$20,000	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: New boots and gear ordered and received.				
Water Utility						
1	Connection of New Water Services (As Needed)	\$5,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	
		Notes: As required. New LTCF to be connected in fall 2022. New Duplex on Long Hill Rd connected to town utilities Oct 2022.				
2	Replace Hydrants (As Needed)	\$5,000	\$0.00	Not Yet Begun		
		Notes: As required.				
3	Install Water Meters (As Needed)	\$3,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	
		Notes: As required. Faulty 1.5" commercial water meter replaced Sept 2022				

4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun		
		Notes:				
5	Deadend Flushings - System Extremities	\$13,000	~\$13,000	<div><div></div><div></div><div></div></div>	75%	
		Notes: EQ received, one unit installed.				
6	Water Tank Replacement	\$7,500	\$0.00	<div><div></div><div></div><div></div><div></div></div>		
		Notes: Completed				
7	ICIP Priority #1 - Water Rehabilitation and Extension	\$404,038	\$0.00	Not Yet Begun		
		Notes: Submitted ICIP application, waiting on confirmation of funding.				
8	ICIP Priority #2 - Water Rehabilitation and Improvement	\$828,259	\$0.00	Not Yet Begun		
		Notes: Submitted ICIP application, waiting on confirmation of funding.				
9	Water Service Line Extension	\$40,000	\$0.00	Not Yet Begun		
		Notes:				
10	Reserve Pump Replacement	\$11,500	\$0.00	Not Yet Begun		
		Notes:				
11	Install Security Cameras	\$4,000	\$0.00	<div><div></div><div></div><div></div></div>	25%	
		Notes: Installation schematic under development with contractor now.				
12	Install Level Control Valves	\$2,500	\$0.00	Not Yet Begun		
		Notes:				
13	Flow Meter at Water Treatment Plant	\$3,000	\$0.00	Not Yet Begun		
		Notes:				
14	Rebuild Pump #1	\$5,000	\$0.00	<div><div></div><div></div><div></div></div>	25%	
		Notes: New motor installed, old unit with pump repair shop.				
15	Replace Compressor at Water Treatment Plant	\$20,000	~\$20,000	<div><div></div><div></div><div></div><div></div></div>		
		Notes: Received and installed.				

16	Initial Phase Water Rehabilitation	\$450,000	~\$400,000	<div><div></div><div></div><div></div></div>	75%
		Notes: Waiting on ICIP Funding, 2022 application submitted.			
Wastewater					
1	Replace Lift Station Pump (Small Pump)	\$2,000	\$0.00	Not Yet Begun	
		Notes:			
2	Lift Station Repairs	\$40,000	\$0.00	Not Yet Begun	
		Notes: Tender under development.			
3	ICIP Priority #1 - Wastewater Extension	\$134,679	\$0.00	Not Yet Begun	
		Notes: Submitted ICIP application, waiting on confirmation of funding.			
4	ICIP Priority #2 - Wastewater Rehabilitation and Improvement	\$828,259	\$0.00	Not Yet Begun	
		Notes: Submitted ICIP application, waiting on confirmation of funding.			
5	Installation of New Sewer Services (As Needed)	\$10,000	\$0.00	<div><div></div><div></div><div></div></div>	25%
		Notes: New Duplex on Long Hill Rd connected to town utilities Oct 2022.			
6	PAA Pilot Project	\$32,000	~\$15,000	<div><div></div><div></div><div></div></div>	50%
		Notes: PAA Pilot underway since 2020. Tender for modification of chemical building under development.			
Electric Utility					
1	Western Circuit Voltage Regulators	\$100,000	~\$100,000	<div><div></div><div></div><div></div></div>	75%
		Notes: EQ on order. Delivery now anticipated in April/May.			
2	Replace All Transformers with PCB by 2025	\$83,333	\$0.00	<div><div></div><div></div><div></div></div>	50%
		Notes: 2022-23 replacements nearly completed. Tender under development for 2023-24 new units.			
3	Disposal of Transformers with PCB	\$13,220	\$0.00	Not Yet Begun	
		Notes: Tender under development.			

4	Pole/Line Replacements (As Needed)	\$25,000	\$0.00	<div><div></div></div>	25%
	Notes: As required.				
5	Edgewater Street Lighting	\$70,000	\$0.00	Not Yet Begun	
	Notes:				
6	New Digital Meters (As Needed)	\$11,000	\$0.00	<div><div></div></div>	25%
	Notes: As required.				
7	New Transformers (As Needed)	\$35,000	\$0.00	<div><div></div></div>	25%
	Notes: As required.				



Town of Mahone Bay

Staff Report

RE: Snow & Ice Control Policy

October 27th, 2022

General Overview:

This staff report is intended to present Council with a revised draft of the Snow & Ice Control Policy.

Background:

The Town's Manager of Public Works & Transportation Jonathan Uhlman started with the Town in the Summer of 2021. With the experience of the prior winter he was asked to review the Snow & Ice Control Policy and recommend necessary updates. Per the attached staff report dated March 8th, staff were also directed to consider hydrant clearing provisions.

Analysis:

A revised draft of the Snow & Ice Control Policy is attached – recommended revisions highlighted in yellow – along with the current version for reference. Revisions take into account new Town streets, facilities, etc.. No change is recommended with respect to the priority given to hydrant clearing.

Financial Analysis:

Any financial implications of the recommended revisions have already been incorporated into the 2022-23 annual budget approved July 28th, 2022.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

After due consideration at the regular meeting of Council on November 8th, 2022 it is recommended:

THAT Council adopt the revised Snow & Ice Control Policy as presented.

Attached for Council Review:

- Staff Report re Hydrant Clearing (Mar 8th, 2022)
- Current Snow & Ice Control Policy
- Revised Snow & Ice Control Policy Showing Proposed Revisions

Respectfully Submitted,

A blue ink signature of Dylan Heide, consisting of a stylized first name and a long, sweeping horizontal line for the last name.

Dylan Heide
Town of Mahone Bay CAO

Appendix A



Town of Mahone Bay

Staff Report

RE: Hydrant Clearing

March 8th, 2022

General Overview:

This report is provided in response to Council's direction to staff to prepare a report concerning the clearing of snow around fire hydrants.

Background:

At the regular meeting of Council on Feb 8th the following motion was passed:

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council direct staff to prepare a report for Council's February 24, 2022 Council meeting concerning the clearing of snow around fire hydrants." Motion carried.

Analysis:

Public Works Department snow and ice control operations are carried out in accordance with the Snow & Ice Control Policy (linked below), which as it pertains to fire hydrants reads as follows:

11.0 Fire Hydrants

Town resources will be applied for the purposes of flagging those fire hydrants, which may potentially become buried as a result of Town snow and ice control measures. Typically, this task will be implemented in early December, and flagging devices will be removed and stored for re-use in late March.

At times when fire hydrants become excessively covered with snow, thus rendering them inaccessible by Fire Department personnel, the Town's backhoe, skid steer and hand shovels will be utilized to dig out hydrants. The removal of snow from fire hydrants will be completed as required.

The intent of the policy is to balance various priorities for snow and ice control operations and as such alteration of the policy – such as would be required to increase the priority placed on clearing hydrants – should consider how this

would impact the rest of the policy and the resultant levels of service (such as with respect to clearing streets, sidewalks or Town facilities).

This is Manager of Public Works & Transportation, Jonathan Uhlman's first winter with the Town and he has been asked to consider any recommendations he may have for amendment of the Snow & Ice Control Policy. The recommendation of staff is that the Manager of Public Works & Transportation should be asked to prepare a staff report on potential amendment of the Snow & Ice Control Policy in the summer of 2022, taking into account the experience of the past winter. Provisions concerning fire hydrants can be reviewed in light of Council's concerns at that time.

For the remainder of this winter season it should be noted that flagging devices for hydrants were implemented last fall in accordance with the Policy, Town staff continue to promote voluntary clearing of hydrants by nearby residents, the Fire Chief is in regular communication with Town staff if the Department has a concern regarding access to a specific hydrant, and if any residents have concerns regarding a specific hydrant they can contact the Town office in this regard and Public Works will respond in accordance with the Policy.

Financial Analysis:

If the Town's Snow & Ice Clearing Policy is amended to increase the priority assigned to hydrants this will result in decreasing another priority, unless additional resources are to be applied. To affect an increase in priority without a reduction in service levels additional resources may be needed for plowing. Contracting for hydrant clearing for example, could be an option if the hydrants were rated higher relative to streets and sidewalks.

Climate Analysis:

No climate impacts are anticipated.

Strategic Plan:

2.3. Governance to Meet Expectations of our Growing Community

- Update policies and by-laws to support effective governance and strategic plan implementation

Recommendation:

It is recommended,

THAT Council direct staff to produce a report on the Town's snow and ice control operations including recommendations to revise the Snow & Ice Control policy, following the conclusion of seasonal operations.

Attached for Council Review:

- [Snow & Ice Control Policy](#)

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay

Snow & Ice Control Policy

1.0 Purpose

To establish a standard practice for the timely and efficient clearing of snow and ice from Town streets, sidewalks and parking lots during and after winter storm events.

2.0 Objectives

The objectives of the Snow and Ice Control Policy will be to:

- i. Reduce the hazards of snow and ice conditions to motorists and pedestrians.
- ii. Facilitate the handling of emergencies by Fire, Police and Ambulance services.
- iii. Maintain safe, passable school bus routes located within the Town.
- iv. Minimize economic losses to the business community and industries.
- v. Identify the criteria to be used in prioritizing the sequence for snow and ice control.
- vi. Define the levels of service for snow and ice control measures.

3.0 Policy

It shall be the policy of the Town of Mahone Bay that snow and ice control measures (i.e. snow plowing, salting, and/or sanding of streets, sidewalks, parking lots, and other facilities) will take place when the weather has caused conditions to become hazardous as a result of a winter storm event (i.e. freezing rain, sleet, light or heavy snow).

Due to limited human, financial, and equipment resources, it is not possible to implement snow and ice control measures concurrently. For this reason, a policy on the priority and sequence of snow and ice control measures is required. Notwithstanding, it shall be the responsibility of the Director of Operations to manage all human and equipment resources to achieve the greatest level of efficiency and cost effectiveness in the delivery of snow and ice control measures.

The Director of Operations, or designate, may amend the priority of snow and ice control measures in response to specific conditions, circumstances, or emergencies.

4.0 Streets – Priority Criteria for Snow and Ice Control

In determining the priority for snow and ice control measures during and after a winter storm event, all streets in the Town will be classified into one of three categories based on the following criteria:

- i. Emergency Services Access (i.e. Police, Fire, Emergency Health Services)
- ii. High Volumes of Traffic
- iii. Commercial/Industrial Areas
- iv. Civic Facilities (School, Post Office, Town Hall, etc.)
- v. Residential
- vi. Efficiency in Service Delivery (i.e. Some Residential streets may be plowed if adjacent to higher priority streets.)

A list of all streets in the Town and their classification (priority) are contained in Schedule A (attached).

5.0 Streets – Levels of Service for Snow Plowing and Road Salting/Sanding

Two levels of service for snow and ice control will be carried out for all streets in the Town. During a winter storm event, those streets included in Class I will be plowed first to full width; those streets included in Class II will be plowed secondly to full width; those streets included in Class III will be plowed thirdly to one vehicle width. Once all Class I and II streets are plowed to full width, Class III streets will be plowed to full width.

During a significant snowstorm where repeated plowing of streets is required, priority will be given to maintaining a plowed full width surface on Class I and II streets, and a one-vehicle width on Class III streets.

Upon the end of a snowfall event, and application of salt and sand will be made, if necessary, based on the same priority order as shown above.

Dependent on street and weather conditions, an application of salt may be made at the start of a snowfall event to help prevent the bonding of snow to asphalt surfaces.

The following streets and driveways, or sections thereof, are exempt from the use of salt to avoid potential negative impacts on private ground water wells, and the Town's water supply:

- Fairmont Street: gravel section located southwest of 162 Fairmont Street
- Driveway to Water Supply at Oakland Lake

6.0 Sidewalks

Snow and ice control measures for sidewalks will follow the same criteria as used for streets and will typically commence following the end of a snowfall event.

In cases of light snowfall events, snowplowing resources may be allocated to sidewalks simultaneously to the implementation of other snow and ice control priorities.

The priority order in which sidewalks are cleared of snow may be altered in cases where heavy equipment use is necessitated. The use of heavy equipment to clear sidewalks can create hazardous conditions for commuters, heavy equipment operators and pedestrians; thus, clearing operations may commence in lower traffic flow areas in advance of higher priority areas.

The application of salt or sand to sidewalks will be determined based on an assessment of surface conditions by the Director of Operations.

A list of all sidewalks in the Town and their classification (priority) are contained in Schedule B (attached).

7.0 Parking Lots

Town resources will be applied for snow and ice control measures for Town held parking lots in priority order, as shown below:

- i. Fire Hall
- ii. Town Hall
- iii. Clairmont Street

The plowing of lots 1, 2 and 3 above shall have higher priority than the plowing of sidewalks.

The need for and timing of application for salt and/or sand to parking lots will be determined at the discretion of the Director of Operations.

8.0 Priority Town Infrastructure Facilities

Snow and ice control measures for access roads and entrances to the following Town infrastructure shall typically be completed after sidewalks, except if an emergency, in the following priority order:

- i. Water Treatment Plant
- ii. Water Supply at Oakland Lake
- iii. Entrance to Electric Utility Sub-station (Pond Street)

- iv. Mahone Bay Public Wharf (asphalt apron and access road to dry hydrant)
- v. Access Road and Parking Lot at Jubilee Park (Pond Street entrance adjacent to dry hydrant)
- vi. Access Road and Town Storage Area (Kinburn Street)
- vii. Sewage Treatment Plant (Snow plowing on road completed by contractor; Town forces responsible for plowing inside gate and salting/sanding of road, as necessary)
- viii. 3 Sewage Lift Stations (Removal of snow from entrances, parking areas and access ports will be completed on an as needed basis)

9.0 Park Cemetery

Other than snow and ice control measures for the Access Road to Park Cemetery (to a point 5 meters past 132 Kinburn Street) the Town will not plow snow or salt/sand roads associated with the cemetery. However, in the event of burial is required at the cemetery, and reasonable notice is provided by the management of a funeral home, Town resources will be applied to open up the necessary cemetery roads in order to accommodate the preparation of a grave site (by others) in order that a funeral can proceed.

10.0 Turning Areas for Waste Collection Trucks

Town resources will maintain adequate turn around areas for waste collection vehicles at the following locations, which are dead-end streets:

- Fairmont Street
- Orchard Street

11.0 Fire Hydrants

Town resources will be applied for the purposes of flagging those fire hydrants, which may potentially become buried as a result of Town snow and ice control measures. Typically, this task will be implemented in early December, and flagging devices will be removed and stored for re-use in late March.

At times when fire hydrants become excessively covered with snow, thus rendering them inaccessible by Fire Department personnel, the Town's backhoe or skid steer will be utilized to dig out hydrants. The removal of snow from fire hydrants will be completed as required.

12.0 Snow Removal Operations and Snow Dump Site

At the discretion of the Director of Operations, excess snow that accumulates along Town streets and sidewalks shall be removed at the earliest possible opportunity to assist in public safety, parking and walking conditions.

The Town will utilize its graveled parking lot area located adjacent to Mahone Bay Public Wharf as its primary snow dumpsite. In the event this site becomes filled, and no further snow can be added, the Director of Operations will seek to identify and cause to have prepared another Town held or private property to be utilized for this purpose.

13.0 Private Driveways

In the clearing of snow from streets and sidewalks by the Town, private driveways may be filled with snow as a consequence of plowing, either before or after the property owner/occupant has cleared their driveway. The Town does not take responsibility for removing snow from private driveways or walkways when this occurs.

14.0 Damage to Private Property

At the discretion of the Director of Operations, the Town of Mahone Bay will repair or cause to be repaired any damage to private property which can be demonstrated to be a result of the Town's clearing of snow and ice from streets and sidewalks. Claims for damaged property must be submitted in writing, addressed to the attention of the Director of Operations, no later than June 30 of each year for damage sustained during the preceding winter. The Director of Operations will respond to such claims within 30 days.

Property owners not satisfied with the course of action recommended by the Director of Operations may file an appeal in writing for consideration by Town Council. Such appeals must be filed with the Town Clerk no later than September 30 of each year.

The Town will encourage residents to not park vehicles on their property within 1.2 meters (4 feet) of the edge of the asphalt or concrete street or sidewalk to help ensure that vehicles may not be inadvertently struck by debris or snow plowing/removal equipment.

15.0 Summary of Snow and Ice Control Priorities

Generally, Town priorities for snow and ice control can be stated in ranked order as follows:

- i. Class I Streets
- ii. Class II Streets
- iii. Class III Streets
- iv. Lot 1
- v. Lot 2
- vi. Lot 3
- vii. Sidewalks
- viii. Priority Town Infrastructure Facilities
- ix. Snow Removal Operations
- x. Lot 4

Unranked – Fire Hydrants – As Required

Unranked – Park Cemetery – As Required

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}:

January 8, 2019

Date of Passage of Policy:

January 24, 2019

I certify that this Policy was adopted by Council as indicated above.

Clerk

February 16, 2022
Date

**Town of Mahone Bay
Snow and Ice Control Policy**

Schedule A

Town Streets Classification (Priority Order)

Highlighted in yellow are streets typically plowed with 1-Tonne Truck;
unhighlighted are typically plowed with a 5-Tonne Truck.

Class I:

Main Street (i.e. West Main, Main, and South Main Streets)

Edgewater Street

Clairmont Street

Kinburn Street

Class II:

Pleasant Street

Fauxburg Road

Clearway Street

Clearland Road (a.k.a. Woodstock Road)

Class III:

Fairmont Street

Spruce Street

Pine Grove Street

Stovepipe Lane

Maple Street

School Street

Pond Street

Hedge Row

Orchard Street

Cherry Lane

Parish Street

Old Edgewater Street

Longhill Road

Wye Street/Welcome Street

Spur Street

Hyland Lane

Shady Lane

Garden Lane

Snow and Ice Control Policy

Zwicker Lane

Hawthorne Road

Freeman Veinot Road (gravel loop section only)

Access Road to Jubilee Park (Clairmont Street entrance)

Access Road to Park Cemetery (to a point 5 meters past 132 Kinburn Street)

Aberdeen Lane

**Town of Mahone Bay
Snow and Ice Control Policy**

Schedule B

Town Sidewalks Classification (Priority Order)

1. Main Street
Corner of Pleasant to Clearway (clear both sides of street excluding section located between entrance/exit of 593 Main Street)
2. Clearway Street
Corner of Main along Clearway to property line with Bayview School (excludes section of sidewalk located on west side of Clearway Street)
3. Main Street and West Main Street
Corner of Clearway to Freeman Veinot Road
4. Main Street
Corner of Pleasant to 804 Main Street
5. Pleasant Street
Corner of Main Street to Spruce Street (southwest side of street only)
6. Fairmont Street
Corner of Main to Pleasant Street
7. Fairmont Street
Corner of Pleasant to Pine Grove Street (alternates side of street at Maple Street)
8. Maple Street
Corner of Fairmont to School Street
9. School Street
Corner of Pond to Pleasant Street
10. Edgewater Street/Old Edgewater Street

Snow and Ice Control Policy

Corner of Main to 121 Old Edgewater Street (clear sidewalk sections located on both sides of street excluding section located in front of 33 Edgewater Street)

11. Clairmont Street

Corner of Main to 89 Clairmont Street

Town of Mahone Bay Snow & Ice Control Policy

1.0 Purpose

To establish a standard practice for the timely and efficient clearing of snow and ice from Town streets, sidewalks and parking lots during and after winter storm events.

2.0 Objectives

The objectives of the Snow and Ice Control Policy will be to:

- i. Reduce the hazards of snow and ice conditions to motorists and pedestrians.
- ii. Facilitate the handling of emergencies by Fire, Police and Ambulance services.
- iii. Maintain safe, passable school bus routes located within the Town.
- iv. Minimize economic losses to the business community and industries.
- v. Identify the criteria to be used in prioritizing the sequence for snow and ice control.
- vi. Define the levels of service for snow and ice control measures.

3.0 Policy

It shall be the policy of the Town of Mahone Bay that snow and ice control measures (i.e. snow plowing, salting, and/or sanding of streets, sidewalks, parking lots, and other facilities) will take place when the weather has caused conditions to become hazardous as a result of a winter storm event (i.e. freezing rain, sleet, light or heavy snow).

Due to limited human, financial, and equipment resources, it is not possible to implement snow and ice control measures concurrently. For this reason, a policy on the priority and sequence of snow and ice control measures is required. Notwithstanding, it shall be the responsibility of the **Public Works and Transportation Manager** to manage all human and equipment resources to achieve the greatest level of efficiency and cost effectiveness in the delivery of snow and ice control measures.

The Public Works and Transportation Manager or designate, may amend the priority of snow and ice control measures in response to specific conditions, circumstances, or emergencies.

4.0 Streets – Priority Criteria for Snow and Ice Control

In determining the priority for snow and ice control measures during and after a winter storm event, all streets in the Town will be classified into one of three categories based on the following criteria:

- i. Emergency Services Access (i.e. Police, Fire, Emergency Health Services)
- ii. High Volumes of Traffic
- iii. Commercial/Industrial Areas
- iv. Civic Facilities (School, Post Office, Town Hall, etc.)
- v. Residential
- vi. Efficiency in Service Delivery (i.e. Some Residential streets may be plowed if adjacent to higher priority streets.)

A list of all streets in the Town and their classification (priority) are contained in Schedule A (attached).

5.0 Streets – Levels of Service for Snow Plowing and Road Salting/Sanding

Two levels of service for snow and ice control will be carried out for all streets in the Town. During a winter storm event, those streets included in Class I will be plowed first to full width; those streets included in Class II will be plowed secondly to full width; those streets included in Class III will be plowed thirdly to one vehicle width. Once all Class I and II streets are plowed to full width, Class III streets will be plowed to full width.

During a significant snowstorm where repeated plowing of streets is required, priority will be given to maintaining a plowed full width surface on Class I and II streets, and a one-vehicle width on Class III streets.

Upon the end of a snowfall event, and application of salt and sand will be made, if necessary, based on the same priority order as shown above.

Dependent on street and weather conditions, an application of salt may be made at the start of a snowfall event to help prevent the bonding of snow to asphalt surfaces.

The following streets and driveways, or sections thereof, are exempt from the use of salt to avoid potential negative impacts on private ground water wells, and the Town's water supply:

- Fairmont Street: gravel section located southwest of 162 Fairmont Street.

6.0 Sidewalks

Snow and ice control measures for sidewalks will follow the same criteria as used for streets and will typically commence following the end of a snowfall event.

In cases of light snowfall events, snowplowing resources may be allocated to sidewalks simultaneously to the implementation of other snow and ice control priorities.

The priority order in which sidewalks are cleared of snow may be altered in cases where heavy equipment use is necessitated. The use of heavy equipment to clear sidewalks can create hazardous conditions for commuters, heavy equipment operators and pedestrians; thus, clearing operations may commence in lower traffic flow areas in advance of higher priority areas.

The application of salt or sand to sidewalks will be determined based on an assessment of surface conditions by the **Public Works and Transportation Manager** or designate.

A list of all sidewalks in the Town and their classification (priority) are contained in Schedule B (attached).

7.0 Parking Lots

Town resources will be applied for snow and ice control measures for Town held parking lots in priority order, as shown below:

- i. **Town Hall**
- ii. **Clairmont Street Public Parking**

The plowing **of the lots listed** above shall have higher priority than the plowing of sidewalks.

The following parking lots are maintained by independent contractors at the direction of the Public Works and Transportation Manager:

- i. **Fire Station (Contracted)**
- ii. **Edgewater Street Public Parking (including Parish St.)**

The need for and timing of application for salt and/or sand to parking lots will be determined at the discretion of the Public Works and Transportation Manager or designate.

8.0 Priority Town Infrastructure Facilities

Snow and ice control measures for access roads and entrances to the following Town infrastructure shall typically be completed after sidewalks,

Snow and Ice Control Policy

except if an emergency, in the following priority order:

- i. Water Treatment Plant
- ii. Water Supply at Oakland Lake
- iii. Entrance to Electric Utility Sub-station (Pond Street)
- iv. Mahone Bay Public Wharf (asphalt apron and access road to dry hydrant)
- v. Access Road and Parking Lot at Jubilee Park (Pond Street entrance adjacent to dry hydrant)
- vi. Access Road and Town Storage Area (Kinburn Street)
- vii. Sewage Treatment Plant (Snow plowing on road completed by contractor; Town forces responsible for plowing inside gate and salting/sanding of road, as necessary)
- viii. Old Fire Hall
- ix. 3 Sewage Lift Stations (Removal of snow from entrances, parking areas and access ports will be completed on an as needed basis)

9.0 Park Cemetery

The Town will not plow snow or salt/sand roads associated with the cemetery with the exception of Park Street itself. However, in the event of burial is required at the cemetery, and reasonable notice is provided by the management of a funeral home, Town resources will be applied to open up the necessary cemetery roads in order to accommodate the preparation of a grave site (by others) in order that a funeral can proceed.

10.0 Turning Areas for Waste Collection Trucks

Town resources will maintain adequate turn around areas for waste collection vehicles at the following locations, which are dead-end streets:

- Fairmont Street
- Orchard Street

11.0 Fire Hydrants

The Public Works and Transportation Manager or designate with the assistance of the Water/Wastewater Manager will verify all flags are still installed on fire hydrants, which may potentially become buried as a result of Town snow and ice control measures. Typically, this verification will be implemented in early December.

At times when fire hydrants become excessively covered with snow, thus rendering them inaccessible by Fire Department personnel, the Town's backhoe or skid steer will be utilized to dig out hydrants. The removal of snow from fire hydrants will be completed as required, at the discretion of the Public Works and Transportation Manager or designate.

12.0 Snow Removal Operations and Snow Dump Site

At the discretion of the **Public Works and Transportation Manager** or designate, excess snow that accumulates along Town streets and sidewalks shall be removed at the earliest possible opportunity to assist in public safety, parking and walking conditions.

The Town will utilize its graveled parking lot area located adjacent to Mahone Bay Public Wharf as its primary snow dumpsite. In the event this site becomes filled, and no further snow can be added, the **Public Works and Transportation Manager** or designate will seek to identify and cause to have prepared another Town held or private property to be utilized for this purpose.

13.0 Private Driveways

In the clearing of snow from streets and sidewalks by the Town, private driveways may be filled with snow as a consequence of plowing, either before or after the property owner/occupant has cleared their driveway. The Town does not take responsibility for removing snow from private driveways or walkways when this occurs.

14.0 Damage to Private Property

At the discretion of the **Public Works and Transportation Manager** the Town of Mahone Bay will repair or cause to be repaired any damage to private property which can be demonstrated to be a result of the Town's clearing of snow and ice from streets and sidewalks. Claims for damaged property must be submitted in writing, addressed to the attention of the **Public Works and Transportation Manager** no later than June 30 of each year for damage sustained during the preceding winter. The **Public Works and Transportation Manager** will respond to such claims within 30 days.

Property owners not satisfied with the course of action recommended by the **Public Works and Transportation Manager** may file an appeal in writing for consideration by Town Council. Such appeals must be filed with the Town Clerk no later than September 30 of each year.

The Town will encourage residents to not park vehicles on their property within 1.2 meters (4 feet) of the edge of the asphalt or concrete street or sidewalk to help ensure that vehicles may not be inadvertently struck by debris or snow plowing/removal equipment.

15.0 Summary of Snow and Ice Control Priorities

Generally, Town priorities for snow and ice control can be stated in ranked order as follows:

- i. Class I Streets
- ii. Class II Streets
- iii. Class III Streets
- iv. Public Parking Areas
- v. Sidewalks
- vi. Priority Town Infrastructure Facilities
- vii. Snow Removal Operations
- viii. Fire Hydrants – As Required
- ix. Park Cemetery – As Required

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}:

October 27, 2022

Date of Passage of Policy:

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date

**Town of Mahone Bay
Snow and Ice Control Policy**

Schedule A

Town Streets Classification (Priority Order)

Underlined streets typically plowed with 1-Tonne Truck while those streets not underlined are typically plowed with a 5-Tonne Truck.

Class I:

Main Street (i.e. West Main, Main, and South Main Streets)

Edgewater Street

Clairmont Street

Kinburn Street

Hawthorn Road

Class II:

Pleasant Street

Fauxburg Road

Clearway Street

Clearland Road (a.k.a. Woodstock Road)

Class III:

Fairmont Street

Spruce Street

Pine Grove Street

Stovepipe Lane

Maple Street

School Street

Pond Street

Hedge Row

Orchard Street

Cherry Lane

Parish Street

Old Edgewater Street

Longhill Road

Wye Street/Welcome Street

Park Street

Spur Street

Hyland Lane

Shady Lane

Garden Lane

Snow and Ice Control Policy

Zwicker Lane

Freeman Veinot Road (gravel loop section only)

Access Road to Jubilee Park (Clairmont Street entrance)

Aberdeen Lane

**Town of Mahone Bay Snow
and Ice Control Policy**

Schedule B

Town Sidewalks Classification (Priority Order)

1. Main Street
Corner of Pleasant to Clearway (clear both sides of street excluding section located between entrance/exit of 593 Main Street)
2. Clearway Street
Corner of Main along Clearway to property line with Bayview School (excludes section of sidewalk located on west side of Clearway Street)
3. Main Street and West Main Street
Corner of Clearway to Freeman Veinot Road
4. Main Street
Corner of Pleasant to 804 Main Street
5. Pleasant Street
Corner of Main Street to Spruce Street (southwest side of street only)
6. Fairmont Street
Corner of Main to Pleasant Street
7. Fairmont Street
Corner of Pleasant to Pine Grove Street (alternates side of street at Maple Street)
8. Maple Street
Corner of Fairmont to School Street
9. School Street
Corner of Pond to Pleasant Street
10. Edgewater Street/Old Edgewater Street
Corner of Main to 121 Old Edgewater Street (clear sidewalk sections located on both sides of street excluding section located in front of 33 Edgewater Street)
11. Clairmont Street
Corner of Main to 89 Clairmont Street



Town of Mahone Bay

Staff Report

RE: Potential Disposal of Old Firehall

October 27th, 2022

General Overview:

This staff report is intended to present Council with requested information to inform Council's decision regarding disposal of old firehall, recently vacated by the Mahone Bay District Fire Department (MBDFD).

Background:

The Town's 2022-23 annual budget, passed by Council July 28th, 2022, included an \$8,000 allocation for surveying and valuation of old fire hall property, in consideration of possible disposal.

Also included in the 2022-23 annual budget was a \$12,000 allocation for pre-design of a new Public Works Garage. Jost + Architects Ltd. has been retained for the pre-design project.

At the regular Council meeting on September 29th, 2022, Councillor Nowe introduced a motion "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." This motion was then tabled by motion to Council's regular meeting on October 27th, 2022.

Analysis:

The property survey including proposed subdivision for divestiture is attached for reference. It should be noted that the title to the property properly rests with the Town of Mahone Bay, which will be addressed in the final version.

A valuation letter has also been prepared and shared with members of Council in confidence, to inform decision regarding disposal of old firehall. Disposal of the old firehall on the market has potential to generate revenue for the Town, which would contribute to the Town's Capital Reserve. Proceeds from the disposal could therefore be used to offset capital expenditures such as the construction of a new Public Works Garage, which has previously been contemplated by Council and which was referenced in the Staff Report re: Facilities Improvements for 2022-23 Budget.

Also influencing Council's decision on disposal of the old firehall is whether the disposal can be leveraged to support Council's strategic priorities, though

non-market divestiture for such purposes would reduce the financial benefit of the disposal to the Town's Capital Reserve.

Jost + Architects Ltd. is working closely with the Town's Public Works Department on the pre-design of the new garage, anticipating a final report in this regard by late November. Staff have been advised that costs for construction remain quite high, with recent public sector construction projects receiving fewer bids than usual, with those bids that have been received coming in significantly over budget. Based on their understanding of the requirements of the Department Jost affirms that the final costs of construction for a new garage building will likely exceed the budget estimate of \$1,250,000 previously provided to Council.

In light of Jost's assessment of current conditions for construction, combined with the increased cost of borrowing (as interest rates available to the Town for capital borrowing have climbed in recent months), Council may want to consider the option of relocating the Public Works Department to the old fire hall, if only on a temporary basis, along with consideration of possible disposal. Even if Council decides to proceed with construction of the new garage in 2023, the rationale for the relocation of the Department out of their current building as soon as possible, as expressed in the March 8th, 2022 Staff Report re Public Works Department Relocation (attached for reference), remains clear.

Financial Analysis:

The 2022-23 annual budget included a funding allocation of \$8,000 for survey and valuation.

Actual Costs (net of HST rebate)

\$3,040	Valuation
<u>\$5,110</u>	Survey (whole property and proposed subdivision)
\$8,150	

Climate Analysis:

Disposing of the old firehall will move the Town closer to the goal of fully heating our own facilities with electricity, as will the proposed construction of a new Public Works Garage.

Strategic Plan:

There may be some potential for divestiture of old firehall to further Council's strategic objectives – such as with respect to affordable housing – which should be considered in determining the Council's approach to disposing of the building.

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

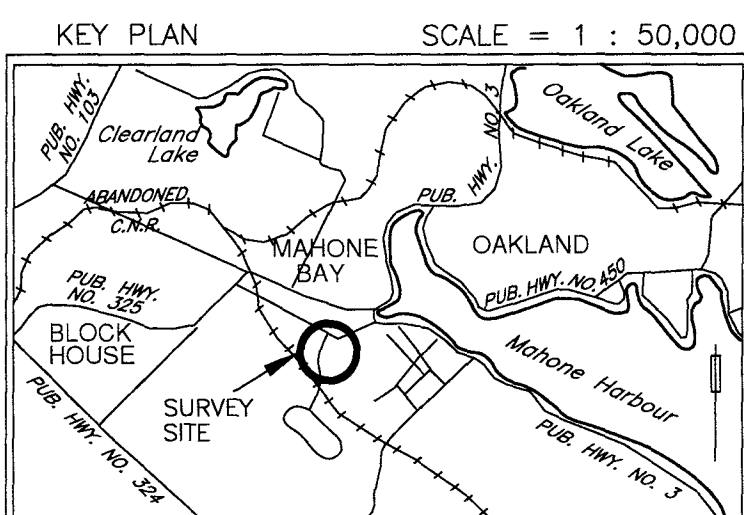
- Preliminary Plan of Subdivision
- Staff Report re Public Works Department Relocation

Respectfully Submitted,

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

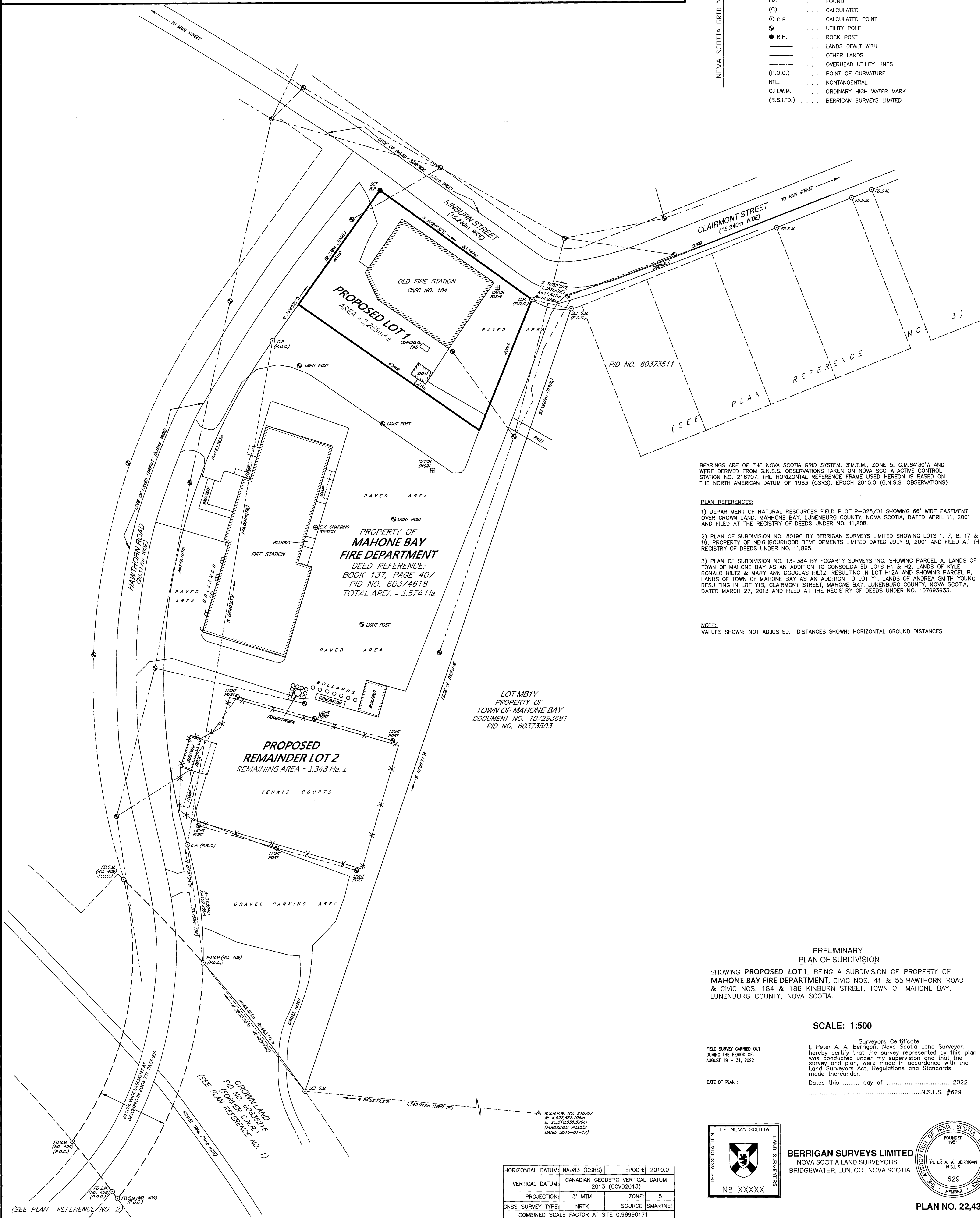
Dylan Heide
Town of Mahone Bay CAO

Appendix A



- LEGEND
- △ N.S.H.P.N. NOVA SCOTIA HIGH PRECISION NETWORK
 - S.M. SURVEY MARKER
 - I.B./I.P. IRON BOLT/IRON PIPE
 - ⊗ "X" CUT IN ROCK
 - WOODEN POST
 - X—X— WIRE FENCE
 - X—X— STONE WALL
 - FD. FOUND
 - (C) CALCULATED
 - C.P. CALCULATED POINT
 - UTILITY POLE
 - R.P. ROCK POST
 - LANDS DEALT WITH
 - OTHER LANDS
 - OVERHEAD UTILITY LINES
 - (P.O.C.) POINT OF CURVATURE
 - NTL. NONTANGENTIAL
 - O.H.W.M. ORDINARY HIGH WATER MARK
 - (B.S.LTD.) BERRIGAN SURVEYS LIMITED

NOVA SCOTIA GRID NORTH



BEARINGS ARE OF THE NOVA SCOTIA GRID SYSTEM, 3°M.T.M., ZONE 5, C.M.64°30'W AND WERE DERIVED FROM G.N.S.S. OBSERVATIONS TAKEN ON NOVA SCOTIA ACTIVE CONTROL STATION NO. 216707. THE HORIZONTAL REFERENCE FRAME USED HEREON IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (CSRS), EPOCH 2010.0 (G.N.S.S. OBSERVATIONS)

PLAN REFERENCES:

- 1) DEPARTMENT OF NATURAL RESOURCES FIELD PLOT P-025/01 SHOWING 66' WIDE EASEMENT OVER CROWN LAND, MAHONE BAY, LUNenburg COUNTY, NOVA SCOTIA, DATED APRIL 11, 2001 AND FILED AT THE REGISTRY OF DEEDS UNDER NO. 11,808.
- 2) PLAN OF SUBDIVISION NO. 8019C BY BERRIGAN SURVEYS LIMITED SHOWING LOTS 1, 7, 8, 17 & 19, PROPERTY OF NEIGHBOURHOOD DEVELOPMENTS LIMITED DATED JULY 9, 2001 AND FILED AT THE REGISTRY OF DEEDS UNDER NO. 11,865.
- 3) PLAN OF SUBDIVISION NO. 13-384 BY FOGARTY SURVEYS INC. SHOWING PARCEL A, LANDS OF TOWN OF MAHONE BAY AS AN ADDITION TO CONSOLIDATED LOTS H1 & H2, LANDS OF KYLE RONALD HILTZ & MARY ANN DOUGLAS HILTZ, RESULTING IN LOT H12A AND SHOWING PARCEL B, LANDS OF TOWN OF MAHONE BAY AS AN ADDITION TO LOT Y1, LANDS OF ANDREA SMITH YOUNG RESULTING IN LOT Y1B, CLAIRMONT STREET, MAHONE BAY, LUNenburg COUNTY, NOVA SCOTIA, DATED MARCH 27, 2013 AND FILED AT THE REGISTRY OF DEEDS UNDER NO. 107693633.

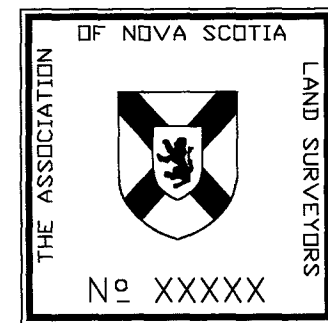
NOTE:
VALUES SHOWN; NOT ADJUSTED. DISTANCES SHOWN; HORIZONTAL GROUND DISTANCES.

PRELIMINARY PLAN OF SUBDIVISION

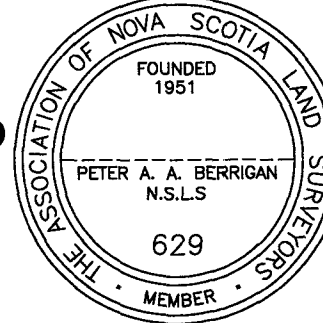
SHOWING PROPOSED LOT 1, BEING A SUBDIVISION OF PROPERTY OF MAHONE BAY FIRE DEPARTMENT, CIVIC NOS. 41 & 55 HAWTHORN ROAD & CIVIC NOS. 184 & 186 KINBURN STREET, TOWN OF MAHONE BAY, LUNenburg COUNTY, NOVA SCOTIA.

SCALE: 1:500

Surveyors Certificate
I, Peter A. A. Berrigan, Nova Scotia Land Surveyor,
hereby certify that the survey represented by this plan
was conducted under my supervision and that the
survey and plan, were made in accordance with the
Land Surveyors Act, Regulations and Standards
made thereunder.
Dated this day of 2022
..... N.S.L.S. #629



BERRIGAN SURVEYS LIMITED
NOVA SCOTIA LAND SURVEYORS
BRIDGEWATER, LUN. CO., NOVA SCOTIA



PLAN NO. 22,433

HORIZONTAL DATUM:	NAD83 (CSRS)	EPOCH:	2010.0
VERTICAL DATUM:	CANADIAN GEODETIC VERTICAL DATUM 2013 (CGVD2013)		
PROJECTION:	3° MTM	ZONE:	5
GNSS SURVEY TYPE:	NR1K	SOURCE:	SMARTNET
COMBINED SCALE FACTOR AT SITE 0.99990171			

Appendix B



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

General Overview:

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

Background:

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

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

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

Analysis:

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

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



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



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



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



The front man door and frame needs replacing.



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



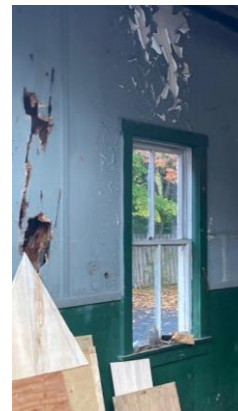
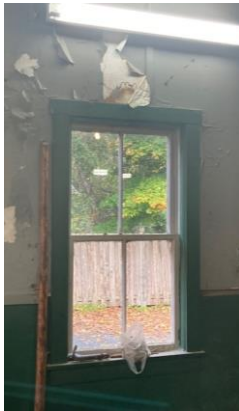
Many of the outside windows are rotten and leak which introduces more water into the walls.



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



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



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

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

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



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

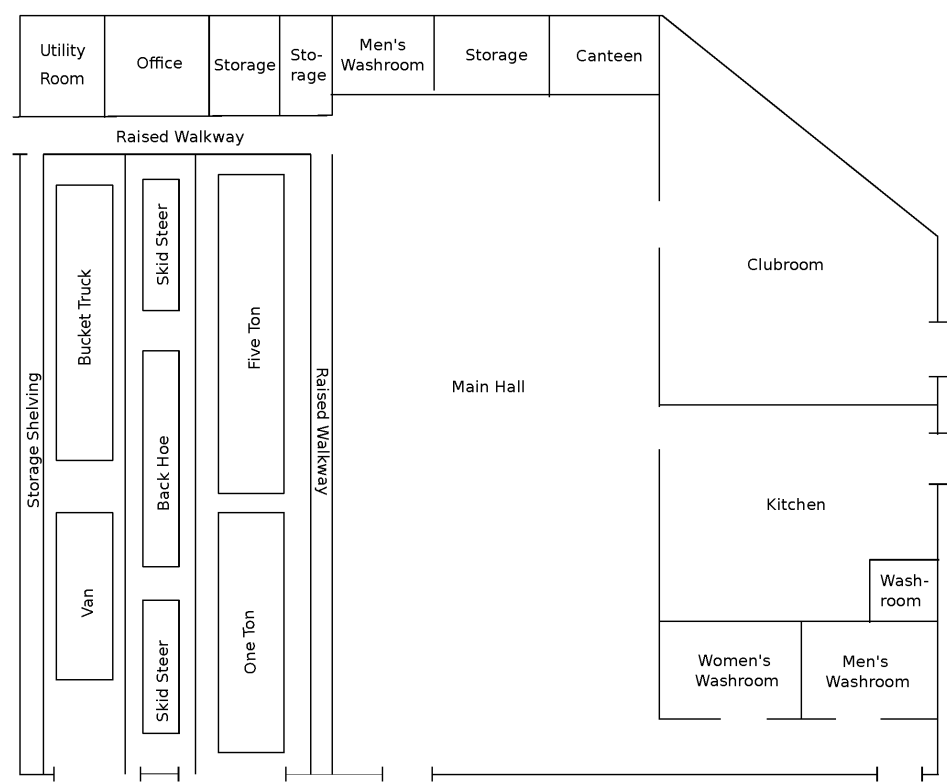
The current building is far from being properly insulated and very hard to heat due to an outdated oil furnace. This and the tight confines make it impossible to ensure the vehicles are thoroughly rinsed off after each storm, which extends the life expectancy of the equipment.

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

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

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

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



Old fire hall showing Public Works equipment

Financial Analysis:

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

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

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

Climate Analysis:

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

Strategic Plan:

2.3. Governance to Meet Expectations of our Growing Community

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

Recommendation:

It is recommended that,

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

Respectfully submitted,



Jonathan Uhlman

Public Works and Transportation Manager





Town of Mahone Bay

Staff Report

RE: Housing Strategy Update

October 27th, 2022

General Overview:

This staff report is intended to present Council with an update on the planned development of a Housing Strategy for Mahone Bay.

Background:

Housing is a significant priority in Council's 2021-25 Strategic Plan. Particularly, the four Key Measurable Results to achieve by 2025 include two in relation to housing:

1. 10% population increase with diversity in age, ethnicity and income.
2. Increased supply of affordable housing (costing less than 30% of Mahone Bay's median household income) to 25% of total housing units.

The Strategic Plan articulates Council's intentions in relation to housing:

2.1 Support Housing Supply to Meet the Needs of Growing Community

Support population growth with an increased number of dwelling units by implementing a Town Housing Strategy that fosters housing affordability, reduces the number of households in core housing need, and preserves our built heritage.

The Strategic Plan further anticipates a Mahone Bay Housing Strategy – with affordability as its focus – will be in place by the end of fiscal 2023-24.

The Staff Report re Housing Strategy Development, presented to Council's Dec 14th, 2021 meeting, is attached for reference. Per the Report, Council directed staff to reach out to the other municipal units in the County, supporting joint housing needs assessments and encouraging regional coordination on housing strategy development. Since that time the Province has undertaken needs assessments for all municipalities and staff-level discussions concerning strategy development are ongoing between the units in the County.

Analysis:

Developments in relation to the proposed Mahone Bay Housing Strategy include:

Provincial Needs Analysis

The Provincial needs analysis for all municipalities in Nova Scotia is currently underway using 2021 census data.

The Province of Nova Scotia has partnered with Turner Drake and Partners Ltd. (www.turnerdrake.com) to carry out the needs assessment. The project team also includes UPLAND Planning + Design Studio (uplandstudio.ca), COLAB (thecolab.ca) and MountainMath (mountainmath.ca).

The website for the Provincial Needs Assessment is:

<https://www.nshousingneeds.ca/>.

Though it was initially anticipated that the needs assessment would be completed late in 2022, it now appears the process will run until the Spring of 2023.

Needs Analysis Engagement

Engagement activities to inform the Provincial Needs Analysis, both general and targeted, are currently underway. Direct engagement with residents is underway with municipalities being encouraged to promote (poster attached for reference). Targeted engagement of municipal councils and staff is also underway with the Town Council participating in a session with COLAB on October 27th.

Housing Authority Consolidation

A new Crown Corporation, the “Nova Scotia Provincial Housing Agency”, will be established “to provide oversight and accountability for public housing in Nova Scotia”. This means that the current 5 Housing Authorities will join together to become one new Crown Corporation. The Department of Municipal Affairs and Housing will provide strategic oversight to the Crown Corporation while continuing to maintain responsibility for other housing-related programs, agreements, and initiatives. Existing financial agreements will not change as a result of the establishment of the new Crown Corporation.

The five Housing Authority boards will be dissolved and their review function will be undertaken by staff of the Crown Corporation. The Province’s recent news release indicates that, “The Crown Corporation

will be solely focused on improving public housing from one end of the province to the other, by standardizing and streamlining operations.” The Province anticipates that the Crown Corporation will be operational by the end of this year.

Staff-Level Regional Coordination

As noted above, relevant staff of the five municipalities in Lunenburg County are meeting semi-regularly to discuss the units’ approaches to housing strategy development. Regional strategy development has not been significantly explored to date but opportunities exist for coordination in areas such as Planning approaches, home heating programs and infrastructure development.

Provincial Interest in Planning Documents

The Province, in their action on housing, have been taking a more direct role in municipal planning through the issuance of Statements of Provincial Interest (such as the attached re small option homes) and withholding Ministerial approval from planning amendments seen as contradicting the Province’s intentions with respect to housing. It will be important to align the Town’s planning approach with that of the Province, particularly as regards housing development.

Housing and Plan Mahone Bay Process

The ongoing Plan Mahone Bay process is a key opportunity for Council to pursue its strategic goals with respect to housing as the community’s Municipal Planning Strategy and Land Use By-law are major influencers over housing development, particularly with respect to development of market housing and the affordability of housing.

Motions of Council with respect to housing in the Planning process:

“Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.” (Nov 26, 2020)

“That minimum standards for housing be reflected in any housing strategy that the Town may develop.” (Sep 14, 2021)

“Staff to provide a report on the next steps to develop a housing plan for Mahone Bay.” (May 10, 2022) <- this report

Financial Analysis:

The approved budget for Housing Strategy Development is \$30,000 over fiscal 2022-23 (\$5,000) and fiscal 2023-24 (\$25,000). The \$5,000 anticipated for 2022-23 would be for any additional consultation or other data collection in relation to Provincial Housing Strategy / Needs Assessment, if Council determines it necessary to supplement the work going on at the Provincial level. The allocation to 2022-23 had however anticipated earlier completion of the Provincial Needs Analysis process – as noted above – and it would now be reasonable to expect the full \$30,000 to be moved ahead to fiscal 2023-24.

Climate Analysis:

Multi-unit housing reduces emissions per dwelling unit, housing developments in the downtown core reduce emissions from transportation, new and renovated housing stock presents opportunities for electrical heating to support the phase-out of fossil fuels.

Strategic Plan:**2.1 Support Housing Supply to Meet the Needs of Growing Community**

- Develop and implement Housing Strategy with affordability as its focus

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Dec 14, 2021 Staff Report re Housing Strategy Development
- NS Housing Strategy Poster
- Statement of Provincial Interest Regarding Housing and Small Option Homes - Bulletin of June 2022

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Appendix A



Town of Mahone Bay

Staff Report

RE: Housing Strategy Development

December 14th, 2021

General Overview:

This report is intended to provide Council with information related to the development of a housing strategy, as per Council's 2021-25 Strategic Plan, as well as to seek Council's direction on the development of the strategy.

Background:

The [2021-25 Strategic Plan](#) (approved by Council June 3, 2021) includes the following with respect to the development of a Housing Strategy:

2.1 Support Housing Supply to Meet the Needs of Growing Community

Support population growth with an increased number of dwelling units by implementing a Town Housing Strategy that fosters housing affordability, reduces the number of households in core housing need, and preserves our built heritage.

Strategic Actions:

- Develop and implement Housing Strategy with affordability as its focus

Key Measurable Results:

- 10% population increase with diversity in age, ethnicity and income.
- Increased supply of affordable housing (costing less than 30% of Mahone Bay's median household income) to 25% of total housing units.

The timeline for development and initial implementation of the strategy is shown as Q3 fiscal 2021 to Q4 fiscal 2023.

Council included an allocation of \$30,000 for housing strategy development in the 2021-22 operating budget.

In Q1 and Q2 of 2021-22 Council has also given subsequent directions re:

- Connecting with MODL planning staff with regards to housing and land use; and,
- Incorporating Minimum Standards for rental housing into the housing strategy.

Prior to the development of the 2021-25 Strategic Plan, housing had been the topic of staff reports dated Nov 28, 2019 ([re Housing Committee](#)) and Jan 28, 2021 ([re Housing Call for Proposals](#)), which informed the need for a Mahone Bay housing strategy as reflected in the 2021-25 Strategic Plan.

The South Shore Housing Action Coalition – of which the Town is a member, along with the other municipal units in Lunenburg County – has also done considerable work in recent years which would inform the development of a Mahone Bay housing strategy. In particular, a regional housing needs assessment was carried out in 2016 with Mahone Bay as one of the participating communities (available [HERE](#)) and a housing policy toolkit for municipalities was developed (available [HERE](#)).

Housing supply and affordability were significant issues in the recent Provincial and Federal elections and Provincial and Federal priorities for housing will significantly inform the development of a Mahone Bay housing strategy.

The Provincial Government in particular has unveiled a new “Solutions for Housing and Homelessness” position document since the recent election, laying out the priorities and approach of the new government (available [HERE](#)); the prior NS Housing Action Plan is available [HERE](#), for reference.

It is worth noting that the Province’s new approach includes amending the Municipal Government Act (MGA) to introduce “flexibility in taxation that will encourage affordable housing development”; we don’t yet know what form this will take, but potentially it will include giving Municipalities the ability to provide a property tax rebate for private developers on some defined form(s) of housing development.

The Federal Government has put a significant focus on housing in recent years, with a well-defined national housing strategy (detailed [HERE](#)). The federal Canada Mortgage and Housing Corporation (CMHC) provides additional guidance to municipalities on the development of local housing strategies (available [HERE](#)).

Both Provincial and Federal approaches to housing – particularly as regards financial partnerships with municipalities – tend to focus on “shovel-ready” projects on public lands.

Analysis:

In preparation for the development of a Mahone Bay housing strategy staff have reviewed numerous municipal strategy documents and guidance documents developed in various jurisdictions (for example [What is a Local](#)

[Housing Strategy and Why is it Important](#) and [Key Steps to Develop a Local Housing Strategy](#), from the American community of practice Local Housing Solutions). All local housing strategies reviewed began with a needs assessment including public engagement, followed by vision and goal setting, definition of actions, and progress measures. A needs assessment is therefore the first component of strategy development to be considered.

As noted above, a prior housing needs assessment for Mahone Bay was undertaken by the South Shore Housing Action Coalition in 2016 ([Mahone Bay needs assessment excerpt](#)). This assessment consists of statistical information (from the 2016 federal census) and public input gathered through engagement activities (a targeted phone survey carried out at the regional level).

The 2016 needs assessment includes the most recent census data currently available. Housing data from the recent 2021 census will be made available from Statistics Canada in 2022, in particular September 21st is scheduled as the release date for “Canada’s Housing Portrait” (census data release schedule available [HERE](#)). Public input informing the 2016 needs assessment is now five years old and could be updated via another targeted survey (potentially carried out again at the regional level) or other engagement activities (staff could develop a draft engagement plan at Council’s direction, in accordance with the Town’s [Public Engagement Policy](#)).

In proceeding with the development of a housing strategy for Mahone Bay Council needs to determine whether the 2016 needs assessment is sufficient or whether a new needs assessment will be conducted. If a new needs assessment is undertaken to inform the housing strategy staff strongly recommend utilizing the 2021 census data rather than 2016 data. While awaiting the release of the census data in the Fall of 2022 new public input could be collected.

Before proceeding with a new needs assessment the potential for a regional approach should be explored, particularly if there is an interest in conducting another targeted survey of residents in all participating units. Per prior reporting from the Town’s SSHAC Board member (Councillor Burdick) it is understood that the Town of Bridgewater is interested in carrying out a new needs assessment and further that SSHAC would support such a regional approach to undertaking a new needs assessment. Recent comments from the Deputy Minister of Municipal Affairs and Housing indicate that the Province would also be supportive of a regional approach to housing needs assessments. As such a regional housing needs assessment would be undertaken in 2022, agreement between participating municipal units (and potentially the Province as a funder) would be needed as soon as possible.

Financial Analysis:

The 2021-22 budget included \$30,000 for housing strategy development. Depending on Council's direction on the conduct of a needs assessment, this budget allocation – presuming it is carried over to 2022-23 – will be substantially more than would be required for this initial component, leaving remaining funds to support future strategy components (vision and goal setting, definition of actions, and progress measures), via contracted or term resources. If a needs assessment were to be carried out regionally Provincial funding may further defray the Town's costs for this component.

Climate Analysis:

The development of a Mahone Bay housing strategy presents potential opportunities for climate action to be explored.

Strategic Plan:**2.1 Support Housing Supply to Meet the Needs of Growing Community**

- Develop and implement Housing Strategy with affordability as its focus

Recommendation:

It is recommended,

THAT Council direct staff to prepare a letter to the Mayors/Wardens and Councils in Lunenburg County requesting their support for a regional housing needs assessment to be carried out in 2022 utilizing 2021 census data, and for jointly approaching the provincial Department of Municipal Affairs and Housing to support this initiative.

Attached for Council Review:

None

Respectfully Submitted,

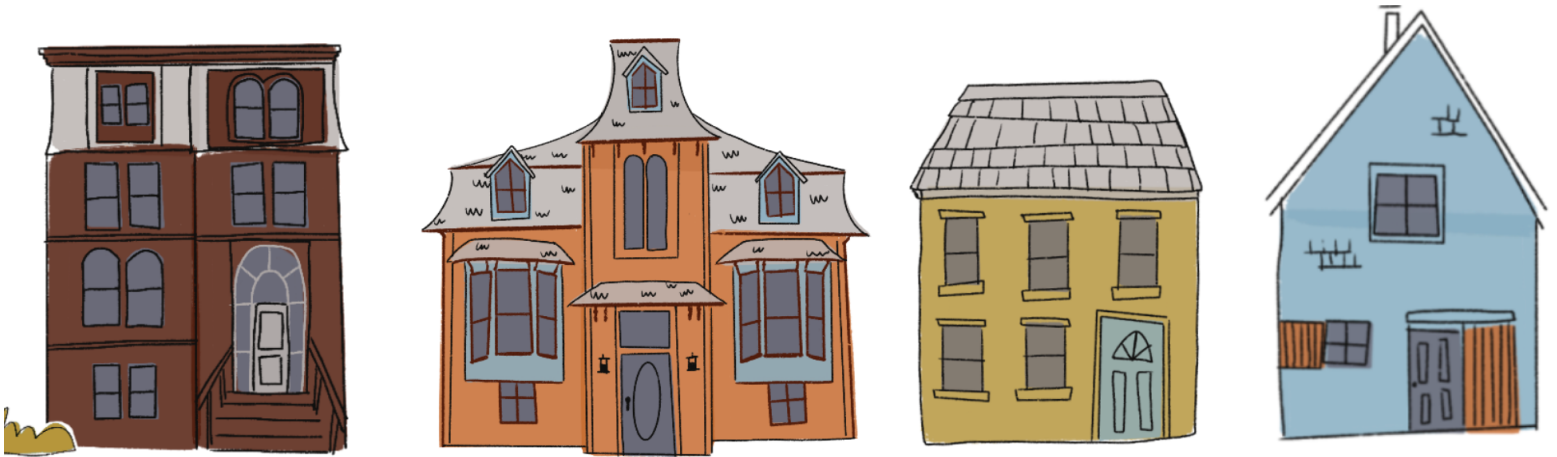


Dylan Heide
Town of Mahone Bay CAO

We want to hear from you!

Appendix B

Nova Scotia Housing Needs Assessment



What are the housing needs of Nova Scotians? What housing challenges have communities been facing? Where does housing need to be built across the province?

Addressing the housing crisis in the province requires informed decisions. However, not all 49 municipalities across the province have access to housing data and information. This is the gap that the Nova Scotia Housing Needs Assessment is trying to fill.

Want to learn more about the project?
Visit our website at NSHousingNeeds.ca

Have your voice heard!
Scan to take the Housing Needs Survey:



Appendix C



Department of Municipal Affairs and Housing

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

Telephone: 902.943.0408
Fax: 902.424.0821
E-mail: Christina.Lovitt@novascotia.ca

October 21, 2022

TO: CAOs & Clerks / Municipal Planning Staff

**RE: Statement of Provincial Interest Regarding Housing and Small Option Homes -
Bulletin of June 2022**

The Department of Municipal Affairs and Housing has received questions seeking clarification regarding the letter and Information Bulletin released on June 6, 2022, clarifying the Statement of Provincial Interest regarding Housing and the application to small option homes. This letter is to provide that clarification to all municipalities.

Small option homes are a type of home, licensed under the *Homes for Special Care Act*, that house three or four residents with developmental, mental health or physical disabilities. Residents live independently in community and receive assistive support from staff. In land use matters, small option homes function in the same manner as other residential dwellings. Regulation that restricts access to classes of persons where the building use, land use, structure, and lot geometry are the same as for any other dwelling within a zone are inappropriate and, in the case of small option homes, would be considered inconsistent with the Statement of Provincial Interest regarding Housing.

Small option homes typically exist as single-unit dwellings, but may also exist as other types of dwellings, such as duplexes or other conventional housing forms (triplexes, multi-unit residential, etc.). Based on this, where a type of dwelling is permitted, a small option home of that same type of dwelling is to also be permitted. This applies to all zones that permit residential uses and is not limited to zones classified as 'Residential.'

We encourage municipalities to review their Municipal Planning Strategy and/or Land Use By-law with the intent to remove any possible exclusionary language or other barriers for small option homes that may currently exist within the planning documents.

Should you have any questions pertaining to small option homes as they relate to your planning documents, please feel free to contact me.

Kind regards,

Christina Lovitt, MCIP, LPP, PMP
Provincial Director of Planning

/kz



Town of Mahone Bay

Staff Report

RE: Fire Station Community Bookings

October 27th, 2022

General Overview:

This staff report is intended to present Council with key considerations for the community use of spaces in the new Fire Station, to inform policy development.

Background:

The grand opening for the new Fire Station took place on August 20th, 2022. The Fire Dept. Society – responsible for fundraising to support the Mahone Bay District Fire Dept. – have been using the Community Hall space for bingo several nights a week since early in the summer. In recent weeks the Town has made use of the Community Hall and Community Room spaces for Town uses as well (Boundary Review consultations in September and Solar Garden Open House in October). As yet there have been no third party bookings, though staff have received several requests.

Analysis:

Staff are working on a Fire Station Community Bookings Policy, which will be presented for Council review in November. The Policy will provide for different types of uses including:

- 1) Emergency uses (as a comfort center or shelter)
- 2) Town uses (including any MBDFFD fire service uses, such as training)
- 3) Fire Dept. Society uses (including fundraisers such as bingo nights or community breakfasts)
- 4) Public/Non-profit uses (needs more definition from Council)
- 5) Private/For-profit uses (includes weddings, trade shows, etc.)

Rates for Private/For-profit uses would presumably be informed by market and staff have been compiling comparative rates to inform policy development.

Staff have received inquiries concerning whether rates for “Public/Non-profit uses” will be set below market. Concerns have also been received from operators of other community rental spaces in Mahone Bay – themselves non-profits relying on rental revenues for fundraising – that the Town Council might set rates below market for users who are currently paying to rent their spaces.

Key Consideration #1 – Should rates for “Public/Non-profit uses” be set below market?

Presuming the application of market rates for Private/For-profit uses, at a minimum, it is anticipated that the Community Hall and Community Room will generate rental revenues in excess of \$10,000 per year, within the first few years of operating. This revenue could substantially offset operating costs associated with the community spaces which would otherwise be covered by taxation. Alternatively, rental revenue could be contributed to the Fire Equipment Reserve – not unlike the arrangement with the Fire Dept. Society, where no rental rates are charged for their fundraising activities and proceeds from this fundraising contributes to future capital purchases for the MBDFD – which could be promoted to users (all rental activities are in essence fundraisers).

Key consideration #2 – What should rental revenue be used for?

Any additional direction from Council with respect to the drafting of the Fire Station Community Bookings Policy would be appreciated by staff. The draft Policy will be presented for Council review in November.

Financial Analysis:

The new building comes with increased operating costs (\$66,091 budgeted in 2022/23, including both the Fire Station and community spaces). Rental revenues could potentially serve to defray these costs to taxpayers. It should be noted that at minimum janitorial costs would be factored into rental rates, and deposits applied where appropriate, which will somewhat offset janitorial costs for the building.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

That Council provide direction to staff with respect to the key considerations referenced above.

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



MEMORANDUM

TO: Town Council
FROM: Maureen Hughes, Town Clerk & Deputy CAO
DATE: October 27, 2022
RE: Appointment of Building Official

The Town of Mahone Bay has been advised by the Municipality of the District of Lunenburg that they have hired a new member of their Building Team, Amanda Esterbrooks.

As the municipalities in Lunenburg County work toward a shared building and fire inspection service, and currently support each other in staffing in the event of staff turnover and/or absences, staff request that Council appoint Ms. Esterbrooks as a Building Official, Fire Inspector, and Dangerous and Unsightly Premises Administrator. This appointment at Council then allows staff to pursue the necessary steps to ensure that Ms. Esterbrooks will be able to perform inspections in the Town of Mahone Bay, should her services be required.

It is therefore recommended that at the October 27, 2022 meeting of Council that the following motion be approved:

THAT Amanda Esterbrooks be appointed as a Building Official, Fire Inspector, and Dangerous and Unsightly Premises Administrator, effective November 14, 2022 and until such time as that appointment is revoked.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Hughes", is written over a large, light blue, stylized diamond-shaped graphic.

Maureen Hughes

Town Clerk & Deputy 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.

October 27, 2022
Councillor Wilson

Motion RE Plowing Snow for Rails to Trails

THAT Council direct staff to include in the snow plowing schedule the plowing of parking lots associated with the rails to trails sites in Mahone Bay, specifically the parking lot on Clearland Road, the corner of Longhill Road and Main Street, and the parking lot on Fauxburg Road.

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, October 13, 2022 at 5:30 p.m. in Council Chambers.

Present:

Councillor Joseph Feeney (chair)
Councillor Penny Carver
Annette St Onge
Bryan Palfreyman
Deborah Trask, Heritage Researcher
Mayor David Devenne
Dylan Heide, CAO
Kelly Redden, Deputy Clerk

Absent:

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Ms. St. Onge, "THAT the minutes of the June 29, 2022 meeting of the Heritage Advisory Committee be approved as presented." Motion carried.

3. Resignation – Ann MacPhail

The committee was informed that Ann MacPhail has resigned from the committee.

A motion by Councillor Carver, seconded by Mr. Palfreyman, "THAT the committee recommend that Council accept the resignation of Ann MacPhail and direct staff to write a letter thanking Ms. MacPhail for serving on the Heritage Advisory committee."

Motion carried.

4. Review – Committee Mandate

Deborah Trask, Heritage Researcher, spoke to the history and role of the committee.

5. Draft Correspondence – Potential Heritage Properties

The committee received draft correspondence to be sent to potential heritage property owners.

A motion by Ms. St. Onge, seconded by Councillor Carver, “**THAT the letters be sent to the respective home owners.**” Motion carried.

6. Annual Plaquing Ceremony – Town Hall

The committee discussed the plaquing of Town Hall.

A motion by Mr. Palfreyman, seconded by Ms. St. Onge, “**THAT the committee recommend that Council approve the plan of the committee for an annual plaquing ceremony at Town Hall on the afternoon of December 2nd.**” Motion carried.

7. Discussion – Heritage District

The committee discussed the potential of a Heritage Conservation District within the Town.

A motion by Councillor Carver, seconded by Mr. Palfreyman, “**THAT the committee recommend that Council direct the Plan Mahone Bay Steering Team that the subject of heritage and built heritage be considered in the planning strategy process and specifically in the public consultations held concerning the municipal planning strategy.**” Motion carried.

8. Meeting Time

Ms. Redden will circulate a survey asking committee members what meeting time they would prefer going forward.

Next agenda – review of TOR

The meeting adjourned by motion at 7:20 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

A meeting of the Cemetery Committee for the Town of Mahone Bay was held on Friday, October 14, 2022 at 1:30 p.m. in Council Chambers.

Present:

Councillor Joseph Feeney

Mayor David Devenne

B. Morse

S. Maples

Dylan Heide, CAO

Jacob Albury, Data Collection Technician Intern

Jonathan Uhlman, Manager of Public Works & Transportation

Kelly Redden, Deputy Clerk

Absent:

Deputy Mayor Francis Kangata

Ashley Yeadon-Wentzell, Manager of Finance (with regret)

1. Approval of Agenda

A motion by Ms. Maples, seconded by Mr. Morse, "THAT the agenda be approved as presented." Motion carried.

2. Minutes

A motion by Mr. Morse, seconded by Ms. Maples, "THAT the minutes of the May 20, 2022 meeting be approved as presented." Motion carried.

3. Operations Report

Jonathan Uhlman, Manager of Public Works & Transportation, provided the Operations Report to the committee.

4. Finance Report

A financial report was provided to the committee by the CAO, in the absence of the Manager of Finance.

5. Old Business

a. Park Cemetery Mapping Project – Presentation

Jacob Albury, Data Collection Technician Intern, provided the committee with a presentation on the Park Cemetery mapping project.

b. Update – Upgrades to Bayview Cemetery

Ms. Redden updated the committee on the progress of the new gate posts and sign at Bayview Cemetery.

c. Sign for Pauper's Grave at Park Cemetery

Staff provided a draft sign and quote for a sign for the Potter's Field at Park Cemetery.

On discussion, Ms. Redden will get a quote for a wooden sign instead, similar to the new Bayview Cemetery sign, though much smaller.

d. Fee Review

The committee received the fee review provided by Ashley Yeadon-Wentzell, Manager of Finance.

This item will come back to the next meeting of the committee

e. Tree Donation Procedure Discussion

This item will come back to the next meeting of the committee. Ms. Redden will ask for a tree price list from Baldwin's Nursery in Falmouth.

6. New Business

a. Overview of Bayview Cemetery Meeting with Peter Duinker

The committee discussed the condition of the trees in Park and Bayview Cemeteries.

Discussion at next meeting:

Fee review

Review of developable land at Park Cemetery

Differentiating plot fees for residents vs. non residents

Review the draft 2022/23 cemetery budget.

The meeting adjourned by motion at 3:00pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

The regular meeting of the Town of Mahone Bay's Asset Management Committee for the Town of Mahone Bay was held on Thursday, October 20th, 2022, at 12:08 PM via video conference.

Present:

Mayor, D. Devenne
Deputy Mayor, F. Kangata
CAO, D. Heide
Manager of Finance, A. Yeadon-Wentzell
Climate and Energy Program Manager, L. Clark
D. Waterfield
T. Van den Berg (LandInfo Technologies)

Absent:

Councillor R. Nowe (with regret)
A. St Onge (with regret)
B Lewis (with regret)

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.

Approval of Agenda

A motion by, D. Waterfield seconded by F. Kangata "THAT the agenda be approved as presented." Motion Carried

Approval of Minutes

A motion by D. Waterfield, seconded by F. Kangata, "THAT the minutes of the September 22, 2022, Asset Management Committee be approved as presented." Motion carried.

Town of Mahone Bay Asset Management System Overview

Tjaart Van den Berg from LandInfo Technologies went over the asset management system now being utilized by the Town (QGIS/Civitas), for the information of the committee. Past data collected by the Town was useful and uploaded to the new system. T. Van den Berg went through using the system highlighting how it can be used operationally as well as to support decision-making and how to run detailed reports.

T. Van den Berg and CAO Heide elaborated on next steps to correct and refine the data used by the system, bringing it to a state of readiness in the near future. Committee members discussed opportunities for improvement and the potential development of a policy – or policy provisions within the Town’s Asset Management Policy – to guide staff in the collection, correction, refinement and maintenance of asset management data.

It was suggested that limited people have edit access (likely the Climate and Energy Program Manager) and both Committee/Council members and applicable staff have read-only access to help limit the risk of bad data entry.

Discussion of Capital Financing by Asset Class

Discussion about how TOMB is going to need to finance projects over the next couple decades. Need to determine strategies on how to finance them – tax-base vs user fees and rates, short term vs long term, less debt vs more, etc. These financing strategies will be stipulated for each asset class, in the draft asset management plans currently under development.

Training Opportunities

Links for training will be sent out to members requiring them.

Committee Membership

Looking for the public’s interest to join the committee in the next round of general committee advertisement.

Next Meeting

November 17, 2022, at 12:00 PM.

The meeting adjourned upon motion at 1:35 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Recording Secretary, Ashley Yeadon-Wentzell

Accessibility Quarterly Update: July-September 2022

Completed by Ellen Johnson, Accessibility Coordinator, October 18, 2022

Summary

The Lunenburg County Accessibility Advisory Committee required new members and the recruitment process is underway. The Nominating Committee (Mayors and Wardens) met on September 28 and selected four from the available 22 applicants to recommend to Councils to be appointed to the committee. The committee has a regular meeting schedule for the remainder of 2022 and will be working to clarify processes and increase member capacity.

The process of working with small groups and individual staff to identify actions to address the commitments made in the Lunenburg County Accessibility Plan continues. Small actions are being implemented where appropriate and others are being incorporated into new and existing projects, ongoing planning, and funding applications.

The Accessibility Coordinator continued to support specific projects at the municipal units and to answer questions from staff on the topic of accessibility as it applies to their work. Some examples include providing input about accessibility of interior and exterior signage at MODL, on grant funding applications in several municipal units, and assessing public washrooms in Mahone Bay for accessibility.

Regionally, work continues with the preparation of a request for quotations to ensure Councillors receive training in accessibility/disability awareness as identified in the Lunenburg County Accessibility Plan. Work also continues to arrange Presentation Skills Training for staff that incorporates accessibility throughout.

The Accessibility Coordinator met with the AMANS Accessibility Support Coordinator to learn about how this role can support the work of municipalities. Involvement with the Accessibility Directorate's Monitoring, Evaluation, Reflection, and Learning (MERL) tool development continued, which will result in a tool that can be used to evaluate accessibility work at the municipal level.

Lunenburg County Accessibility Advisory Committee (LCAAC)

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

- Planned for meetings in October, November, and December with focus on clarifying role and processes and beginning to support implementation of the Lunenburg County Accessibility Plan.

- Recruitment to fill four Community Member vacancies took place in July and received 22 applications. The Nominating Committee met on September 28 and will provide recommendations to municipal Councils to fill the vacancies on the committee.

Status: Awaiting appointment of new community members to committee. Regular meetings established for remainder of 2022.

Accessibility Act Obligations and Involvement with the Accessibility Directorate

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

Lunenburg County Accessibility Plan

Working with individuals and small groups of municipal staff to identify appropriate actions for their specific context.

Category	MODC	MODL	TOB	TOL	TOMB
Goods and Services	Draft Complete	Draft Complete	In Progress	Draft Complete	Draft Complete
Information & Communications	Draft Complete	Draft Complete	Draft Complete	In Progress	Draft Complete
Transportation	In Progress	In Progress	Draft Complete	Draft Complete	Draft Complete
Employment	In Progress	Draft Complete	-	Draft Complete	Draft Complete
Built Environment	-	-	-	Draft Complete	Draft Complete

Status: Action planning in progress to identify how each municipal unit will meet commitments in regional accessibility plan. Of the 25 documents, 16 (64%) have a draft, which will be edited when all other categories are complete; 5/25 (20%) are in progress; and 4/25 (16%) have yet to be started (although they will be based on existing completed drafts).

Accessibility Directorate involvement

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

- Accessibility Coordinator attended the Accessibility Directorate PPSB Virtual Gathering on September 29th. Key updates included:
 - The next standard area to be created is Goods and Services. This follows Built Environment, Education, and Employment, which are already in development.

- The expectation is that the Built Environment Draft Standard will be released for public review and comment in 2023 and then return to the interdepartmental provincial government working group to be finalized and then enacted. This may take until 2024.
 - In general, it is expected that the standard will apply to new construction and major renovations, although it is still in development.
 - The standard is expected to include additions and amendments to the NS Building Code Regulations, regulations under the Accessibility Act, and guidelines.
- The Education Standard is expected to be ready for enactment in 2025. This does not directly apply to municipalities.
- The Employment Standard is expected to be ready for public review in 2025 and then enacted in 2026.
- The Goods and Services Standard is expected to be ready for public review in 2026 and enacted in 2027.
- The compliance and enforcement framework is in development and will focus on education and support. However, there are other penalties, including financial, for non-compliance with standards. The goal is to have the penalties be in line with the severity of the offence. Offences will be identified through public complaints as well as proactive and reactive inspections.
- 80% of prescribed public sector bodies (Cohort 1: municipalities, post secondary institutions and libraries) have completed accessibility plans and created accessibility advisory committees. The deadline for the cohort was April 2022.
- Accessibility Coordinator continues to participate in the process to help the Accessibility Directorate create a Monitoring, Evaluation, Reflection, and Learning (MERL) tool to help PPSB's measure efforts to increase accessibility. The goal is for the tool to be complete by the end of 2022. Current work focuses on identifying desired outcomes of accessibility efforts and will be followed by selecting indicators to be measured to evaluate these outcomes.

Status: Ongoing engagement with the Accessibility Directorate.

- Accessibility Coordinator met with Holly MacLellan, Accessibility Support Coordinator with AMANS. This role is partially funded by the Accessibility Directorate and helps to support their goal of providing tools and resources to municipalities as they strive to meet the requirements of the Accessibility Act. Holly has been researching the needs of municipalities as she plans initiatives to develop and deliver.

General and Joint Projects/Activities

Actions related to accessibility in general or joint actions.

- REMO: Continued engagement with Emergency Management Coordinator through participation in Hazard Risk Vulnerability Assessment meetings and following news about the impact of emergencies (such as Hurricane Fiona) on vulnerable people in Nova Scotia.

Status: Ongoing, to continue regular meetings with Emergency Response Coordinator.

- Rural Accessibility and Age Friendliness Assessment Project; This is a partnership through Dalhousie University's School of Planning, Planning for Equity, Accessibility, and community Health (PEACH) Research Unit. The goal is to create and use an assessment tool specifically for rural communities to assess their accessibility and age friendliness. Benefits include access to the data from the tool as used throughout the project (which can help prioritize actions to address accessibility barriers) and access to the tool following the project for continued use and the ability to assess progress when used as an outcome measure.
 - A community engagement session was scheduled in Bridgewater in August but was rescheduled due to low registration. The rescheduled date fell on the day Hurricane Fiona arrived and has been tentatively rescheduled again to November 26.

Status: In Progress.

- Community Outreach/Consultation: Recognizing the importance of engaging the community of people impacted by accessibility work, efforts have continued to build and maintain connections with the community.
 - Continued participation in Community Links Aging Well Together Coalition, which brings together organizations and individuals concerned with seniors' health and wellbeing. This group provides a means to learn about issues relevant to seniors in our communities and to disseminate information through the coalition members when appropriate.
 - Continued to add to a contact list of people interested in accessibility in Lunenburg County in order to share information relevant to accessibility, including consultations and events.
 - Continued speaking with individual community members about accessibility-related concerns and involving appropriate staff where necessary.

Status: Ongoing.

- Participation and Monitoring of Accessibility Standards, Regulations, and Programs: National accessibility standards, regulations, and programs are being developed, released, and reviewed by the Government of Canada, Accessibility Standards Canada (ASC) and Canadian Standards Association (CSA).
 - Participate in review of CSA and other accessibility-related standards as they arise.
 - The Government of Canada has released a national [Disability Inclusion Action Plan](#), which outlines how the government will work toward creating a more inclusive and accessible country.
- Accessibility-related training:

- Accessibility and disability awareness training: Goal is to provide this training to all Councillors in Lunenburg County by the end of 2022 using the jointly funded budget allocated to staff and Council training. RFQ in progress.
- Release of the Accessibility Directorate's Introduction to Disability video, which is a 13-minute training session that provides introductory information about disability. This has been shared with all municipal units and is being viewed by many staff. The goal is to track how many have viewed the video as one piece of our capacity building process. The video can be viewed [without ASL](#) interpretation or [with ASL](#) interpretation.
- Presentation Skills Training: Project initiated by Town of Bridgewater to provide training to staff focused on the creation and delivery of meaningful, inclusive presentations. This is intended to be a custom training designed for municipalities in Lunenburg County and can be useful in increasing effectiveness and accessibility of presentations to Councils, the public, and others.

Status: Details of the proposed training shared with all municipal units for consideration with training tentatively scheduled for January-March 2023.

- Trail Signage Accessibility: Accessibility Coordinator supported MODL and MODC recreation staff to meet and explore ideas around accessibility and consistency of trail signage in Lunenburg County.

Specific Projects and Activities in Each municipal Unit

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

Town of Bridgewater

- Accessibility Planning: Meeting scheduled to review Goods and Services section using the draft completed with the other municipal units. Finalizing details of Transportation section and initiating meetings for the Built Environment and Employment sections.

Status: Ongoing.

- Accessible Pedestrian Signals (APS): Collaborated with Engineering to research best practices around installation and use of APS and associated built environment elements that support or create barriers for safety for persons with disabilities.
- Presented to Council on accessibility work to date.

Town of Mahone Bay

- Completed meetings with CAO and town staff on all sections of accessibility action plan.

Status: All drafts complete and being edited to reflect chronological order.

- Accessibility Assessments: Initiated accessibility assessments of Visitor Information Centre and comfort centers.

Status: Reports in progress.

Town of Lunenburg

- Continued to work with staff to complete drafts of 4/5 sections of accessibility plans.

Status: 4/5 section drafts complete, to review draft of Information and Communications and edit documents to reflect chronological order of actions.

- Provided feedback on accessibility related to grant applications, document accessibility, and other topics.

Status: Ongoing

Municipality of the District of Lunenburg

- Worked with staff to complete draft action plans, with three complete, one in progress, and one not yet started.

Status: In progress, Built Environment and Transportation remaining.

- Provided feedback on draft Open Spaces Plan with focus on accessibility.
- Received and directed complaint about accessibility at a municipal site.
- Supporting staff when questions arise related to accessibility (e.g., document accessibility, accessible picnic tables, signage).
- Presented to Council on accessibility work to date.

Municipality of the District of Chester

- Continuing work with staff on accessibility action plans with focus moving to Transportation, Employment, and Built Environment. Drafts from the other municipal units will be used to support completion of these action plans.
- Supported procurement process for accessibility audits for Administration and Annex Buildings. The work was completed in July by Atlantic Accessibility and the report was presented to Senior Management.

Status: Audit Complete: Accessibility Coordinator to continue with follow up (e.g., interpretation, implementation of any recommendations, etc.).

- Continuing to support the process to renovate Wild Rose Park washrooms to increase accessibility.

Respectfully Submitted,

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

Municipal Joint Services Board

131 North St, PO Box 209, Bridgewater, NS B4V 2W8

Phone: (902) 543-2991 Fax: (902) 530-5189

A Joint Services Board

To: MJSB Partner CAO's Tammy Crowder, Dylan Heide, Tom MacEwan
From: Municipal Joint Services Board COO Lesley McFarlane
Date: October 18, 2022
Subject: Assignment of Operating Agreement to MJSB - Scotia Recycling Limited

Decision [X]	Direction []	Information []
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Recommendation

To request Council to approve a motion to assign its rights and obligations pursuant to the December 7, 2012, Operating Agreement with Scotia Recycling Limited, to the Municipal Joint Services Board.

Background

In December 2012, the Municipality of the District of Lunenburg, the Town of Bridgewater, and the Town of Mahone Bay jointly entered into an Operating Agreement with Scotia Recycling Limited for the processing and transportation of recyclable material. The contract continues until November 30, 2022, and allows for a five-year extension of the existing terms.

Although the creation of the Municipal Joint Services Board was underway in 2012, the MJSB services agreement was not yet in place when the Scotia contract was signed. For this reason, the three municipalities were signatories to the Scotia contract instead of the MJSB.

The Operating Agreement included a Clause (17) to provide the municipalities the ability to assign to the MJSB the responsibility to manage the contract, once the MJSB was established.

On March 28, 2013, the MJSB was established under Section 60 of the Municipal Government Act. The prime objective of the MJSB is to administer on behalf of the participating municipalities the shared services assigned to the Board. Clause 6 (1) of the MJSB agreement provides that services to be shared through the Board will be established through individual schedules to the agreement. Schedule 1 of the MJSB agreement defines Solid Waste Management as a shared service of the MJSB.

Discussion

The MJSB provides oversight to Solid Waste Management on behalf of the three municipalities. This motion will allow the municipalities to assign management of the Scotia Operating Agreement to the Municipal Joint Services Board, in keeping with the purpose of the MJSB. Once approved by your Council, please provide a copy of the approved motion for our records.

Financial Implications

Costs associated with the Scotia Operating Agreement are included in the budget that is approved annually by the three MJSB partner Councils.

