



## TOWN COUNCIL AGENDA

November 8, 2022

7:00 p.m.

YouTube Live

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**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 October 21, 2022 – Special Meeting

2.2 October 27, 2022 – Regular Meeting

### 3 Presentations

3.1 Ramsay Duff – Update on Mahone Nursing Home Build

### 4 Correspondence – Action Items

### 5 Correspondence – Information Items

5.1 NSFM – Monday Memo – October 24, 2022

5.2 Heather Hughes, Department of Agriculture – Proposed changes to Agricultural Weed Control Act.

5.3 Christopher McCreery, Protocol & Honours Secretariat – Queen's Platinum Jubilee Medal Program: Invitation to submit nominations

5.4 Norman and Doreen Mossman – Proposed Solar Garden Access Corridor.

### 6 Staff Reports

6.1 Staff Report to Council – November 8, 2022

6.2 Staff Memo – Fire Official Appointment

6.3 Staff Report – Fire Station Signage

6.4 Staff Report – Snow & Ice Control Policy

6.5 Staff Report – Fire Services By-law

6.6 Staff Memo – Committee Policy Amendment

6.7 Staff Report – AREA Monthly Solar Update

6.8 Staff Report – Special Election 2022 Update

### 7 Council Items

7.1 Mayor Devenne – Nominating Committee Appointments

### 8 Committee Reports

8.1 Police Advisory Board – October 27, 2022 – draft minutes

a. RCMP Quarterly Report – July – September 2022

### 9 New Business

### 10 Closed Session

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

10.2 MGA 22(2)(e)- Contract negotiations

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A Special Meeting of Town Council for the Town of Mahone Bay was held on Friday, October 21, 2022 at 9:04 am. in council chambers and broadcast via YouTube live.

Present:

Mayor D. Devenne (virtual)  
Deputy Mayor F. Kangata (Chair)  
Councillor P. Carver  
Councillor J. Feeney  
Councillor R. Nowe (virtual)  
Councillor K. Wilson  
CAO, D. Heide

Absent:

Gallery: In-person gallery 2 & Online

Land Acknowledgement

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

1. Agenda

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

2. Reports

2.1 Easement Valuation Report

Council received a presentation from Nigel Turner of Turner Drake and Partners Inc. regarding the third-party valuation report prepared for the easements for the solar garden distribution line.

## 2.2 Staff Report – Electrical Utility Rate Study and Application

Council received a presentation from Paula Zarnett and Trent Winstone of BDR International Inc to speak to the Electric Utility Rate study that their firm has recently completed, as well as their recommended application to the Nova Scotia Utility and Review Board (NSUARB) for a rate increase for the Mahone Bay Electric Utility based primarily on the global energy and fuel increases.

A motion by Councillor Feeney, seconded by Councillor Wilson, “THAT Council accept the rate study as presented.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council approve an application to the Nova Scotia Utility and Review Board for an overall increase of 34.8% in electrical rates, applied uniformly to all users, effective on January 1, 2023 and direct the CAO to submit the application.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council direct staff to develop a press release outlining the application to the NSUARB including the rationale for the proposed increase.” Motion carried.

A motion by Councillor Wilson, Councillor Carver, “THAT Council direct staff to investigate the opportunity to leverage the Town’s existing HOME Program to assist residents who are experiencing increasing heating costs in converting away from fossil fuels.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council direct staff to investigate financial options to assist those experiencing financial hardship due to the increased costs of electricity and home heating fuel.” Motion carried.

## 3. Plan Mahone Bay

Council discussed scheduling future meetings of the Plan Mahone Bay Steering Team to enable review of the latest round of draft documents before they are released to the public for the second round of public engagement.

Council adjourned upon motion at 10:46 am.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

CAO, Dylan Heide

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, October 27, 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 J. Feeney  
Councillor R. Nowe  
Councillor K. Wilson  
CAO, Dylan Heide

**Absent:**

**Gallery:** Online & 4 in-person gallery

**Public Input Session**

Prior to the Council meeting, three people spoke to Council members in the Public Input Session: Dave Stephens, Chair of the Mahone Bay Centre Society, requested that when Council makes a decision about renting space at the new firehall that rental prices are set at a fair market rate to avoid damaging the fundraising abilities of those organizations in town that rent space; and Rosemary MacEachern and Lynn Fleck, of the Bay to Bay Trail Association, spoke to Council to request improved signage and public education to support safe usage and community support of the crosswalk at the trail crossing at Main Street and Longhill Road.

**Land Acknowledgement**

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**1. Agenda**

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT the agenda be approved as amended to include item #8.6 Policy and Strategy Committee, and Closed Session item #10.2 Contract Negotiations and Personnel Matters as permitted by MGA section 22(2)(e) and (c) respectively. Motion carried.

## 2. Minutes

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT the minutes of the October 11, 2022 regular meeting of Council be approved as presented."

Motion carried.

## 3. Presentations

### 3.1 Chief Adam Ekins, MBDFD

Council received a presentation from Chief Adam Ekins, of the Mahone Bay and District Fire Department with the July – September 2022 Quarterly Report. Chief Ekins highlighted the appreciation of the Fire Department for the rescue truck that has been received by the Fire Department, and the anticipation of the response to the Request for Proposals which has been issued for a new pumper truck.

## 4. Correspondence – Action

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

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council direct staff to forward a donation of \$200 to the RCL in support of their Remembrance Day celebration."

Motion carried.

## 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 Priesnitz – Serious Concerns RE crosswalk at Main St and Longhill Rd.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Council direct staff to thank Mr. Palfreyman for his correspondence."

Motion carried.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Staff direct the Traffic Authority review signage at Longhill Road and Main Street to improve safety at the crosswalk at that trail crossing."

Motion carried.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT Council receive and file correspondence items #5.1, 5.2, and 5.4."

Motion carried.

Receive and file

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT Council direct staff to respond to Ms. Priesnitz thanking her for her letter and advising her that the Traffic Authority will investigate alternative signage to improve safety at the trail crossing crosswalk at Main Street and Longhill Road." Motion carried.

## 6. Staff Reports

### 6.1 Council Report

Council received the Staff Report to Council for October 27, 2022.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council accept the report for information." Motion carried.

### 6.2 Snow and Ice Control Policy

Council received a staff report to accompany a draft Amended Snow and Ice Control Policy. This report and the draft policy will appear on the meeting agenda for November 8, 2022.

### 6.3 Potential Disposal of Old Firehall

Council received a staff report to present requested information to inform Council's decision regarding disposal of the old firehall at 184 Kinburn Street.

A motion Councillor Carver, seconded by Councillor Feeney, "THAT Council accept this report for information." Motion carried.

### 6.4 Staff Report – Housing Strategy Update

Council received a staff report with an update on the planned development of a housing strategy for Mahone Bay.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council accept this report for information." Motion carried.

### 6.5 Fire Station Community Bookings

Council received a staff report to present key considerations for the community use of spaces in the new Fire Station, to inform policy development.

### 6.6 Appointment of Building Official

Council received a memo from staff requesting the appointment of a new Building Official who has been hired by MODL and for whose services may be available for the Town of Mahone Bay.

A motion by Councillor Feeney, seconded by Councillor Carver, "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." Motion carried.

## 7. Council Items

### 7.1 Public Works Department use of the old firehall

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT Council approve the Public Works Department move to the old firehall at 184 Kinburn Street, until April 2023, to assess the feasibility of a permanent move to that location."

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT the motion regarding moving the Public Works Department to the old firehall at 184 Kinburn Street be tabled until following the closed session discussion later in this meeting."

Motion carried.

### 7.2 Rails to Trails Parking Lots

A motion by Councillor Wilson, seconded by Councillor Carver, "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, the trail head on Hawthorn Road, and the parking lot of Fauxburg Road."

Motion carried.

### 7.3 Appointments to the Lunenburg County Accessibility Advisory Committee

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council appoint the following members to the Lunenburg County Accessibility Advisory Committee:

Reappointment of Louise Hopper for a term expiring December 31, 2023 and Peggy McCalla for a term ending September 30, 2025; and appoint Dylan Robar and Teresa Alexander-Arab for terms ending September 30, 2025."

Motion carried.

## 8. Committee Reports

### 8.1 Heritage Advisory Committee

Council received the draft minutes of the October 12, 2022 meeting of the Heritage Advisory Committee.

A motion by Councillor Carver, seconded by Councillor Feeney, "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

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council approve the plan of the committee for the 2023 annual plaquing ceremony at Town Hall on the afternoon of December 2, 2022." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "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.

### 8.2 Cemetery Committee

Council received the draft minutes of the October 14, 2022 meeting of the Cemetery Committee.

### 8.3 Asset Management Committee

Council received the draft minutes of the October 20, 2022 meeting of the Asset Management Committee.

### 8.4 Accessibility Quarterly Update

Council received the July – September 2022 quarterly update of the Lunenburg County Accessibility Advisory Committee.

### 8.5 Assignment of Scotia Recycling Contract to MJSB

Council received a memo from Municipal Joint Services Board COO Lesley McFarlane, to request Council approval of the assignment of the rights and responsibilities of the December 7, 2012 Operating Agreement with Scotia Recycling to the Municipal Joint Services Board.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council assign the rights and responsibilities of the Town of Mahone Bay pursuant to the December 7, 2012 Operating Agreement with Scotia Recycling Limited to the Municipal Joint Services Board." Motion carried.

### 8.6 Policy and Strategy Committee

Council received the draft minutes of the October 24, 2022 meeting of the Policy and Strategy Committee. Council also received a draft amendment to the Committee Policy which will return to the Council agenda for consideration for adoption at the November 8, 2022 regular Council meeting.



A motion by Deputy Mayor Kangata, second by Councillor Nowe, "THAT Council set the agenda for the November 28, 2022 meeting of the Policy and Strategy Committee to include the Council Policy." Motion carried.

#### 8.7 Senior Safety Advisory Program

Councillor Carver provided a verbal update to Council to advise that a Senior Safety Coordinator has been hired and that Lisa Bennet has already been work in this position.

#### 9. New Business

No new business.

#### Questions from the Gallery

Rosemary MacEachern, of Clairmont Street, commented that it was a very pleasurable experience to attend a Council meeting and expressed her thanks for the Town's support of traffic calming measures on Clairmont Street and active transportation initiatives in Mahone Bay

Dave Stephens, Chair of the Mahone Bay Centre Society, thanked Council for the opportunity to attend the Council meeting.

#### 10. Closed Session

A motion by Councillor Wilson, at 8:46 pm, seconded by Councillor Nowe, to go into Closed Session to discuss acquisition, sale, lease and security of municipal properties; contract negotiations; and personnel matters as permitted by the Municipal Government Act section 22(2) sections (a), (e), and (c) respectively. Motion carried.

Council returned to Open Session at 10:14 pm.

#### Business Arising from Closed Session

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT Council approve the Public Works Department move to the old firehall at 184 Kinburn Street, until April 2023, to assess the feasibility of a permanent move to that location." Motion defeated.

A motion by Councillor Feeney, Deputy Mayor Kangata, "THAT Council direct staff to seek proposals from commercial real estate agents for the potential divestiture of the old firehall." Motion carried.

Council adjourned upon motion at 10:17 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes

DRAFT

**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, October 24, 2022 4:57 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: October 24, 2022

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

**Notice: There will be no Monday Memo next week due to preparations for NSFM's Fall Conference and Annual General Meeting.**

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## **MGA Review Consultation survey extended until Monday, October 31<sup>st</sup>, 2022.**

From the Department of Municipal Affairs and Housing (DMAH)

The survey was intended to capture a response for the municipality or organization as a whole and not individual or personal responses from elected officials or staff.

You can find the survey link

here: <http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=I2KL5543H>.

If you have any questions, please reach out to us at [DMAH-](#)

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

# Final week before the NSFM Annual Conference!

## **Discover New Learning Opportunities**

A couple of weeks ago we showcased just a few of our informative sessions at the upcoming conference. Don't miss out on the opportunity to register and attend these sessions outlined below:

## **Tackling Wellness Head On – Building Municipal Health in a Changing Workforce**

As workforce expectations and community interests shift, municipalities need to adapt to provide holistic wellbeing support to build a more resilient municipality and community.

This session will explore the new definition of wellness and challenge leaders and elected officials to re-think the supports required to build health within their municipality for an unpredictable future. [Find out more here](#)

## **Municipal Housing Success Stories**

Municipalities are dealing with the housing crises in unique and successful ways. Register and learn about The Story of Coady's Place from the Town of New Glasgow; Enqore Development and Miners Landing Development with the Town of Kentville; HRM's Affordable Housing Initiatives; and Project Lunenburg: A Progressive Model for Municipalities. [Find out more here](#)

## **Service Exchange Update**

Representatives from Department of Municipal Affairs and Housing, along with representatives of the NSFM Advisory Committee, will discuss the components for the Memorandum of Understanding that is to replace the Service Exchange Agreement of 1995.

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

**VIEW THE PROGRAM AND REGISTER TODAY**

*Presenting Sponsor*



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[ECC Release "What We Heard" report for  
Batteries, Lighting and Additional Electronics  
\(BLAE\) Extended Producer Responsibility \(EPR\)  
Consultation](#)

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## **Tourism Digital Assistance Pilot Program for Communities Now Open**

The program will provide up to \$15,000 in services from a qualified digital expert to help communities bridge the digital gap and improve their online marketing and services to attract visitors and encourage spending.

**Eligible projects include:**

Ecommerce

Online Booking

Website Design & Development

Data Analytics

Search Engine Optimization (SEO)  
Digital Marketing  
Social Media  
Copywriting  
Audio & Podcast Services  
Branding & Design  
Photography & Videography (up to \$2,500)

You can see the program guidelines and application link at <https://tourismns.ca/tourism-digital-assistance-program-communities>. **The deadline to apply is Wednesday, October 26.**

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## [Nova Scotia Housing Needs Assessment Public Survey Now Live!](#)

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

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

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## [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.](#)

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### [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

[A MID-TERM CHECK-IN WITH SOME OF  
NOVA SCOTIA'S FIRST TIME COUNCILLORS](#)



Join IPAC-NS on **Wednesday, November 9, 2022**, for a fireside chat with some of Nova Scotia's newest Councillors - Councillor Williams McCormick (Town of Digby), Warden Amanda Mombourquette (Richmond County), Councillor Walter Tingley (East Hants) and Councillor Paula Huntley (Kentville).

With moderator Jeff Bishop, Executive Director for the Association of Municipal Administrators, we'll get an inside look into the first half of their first terms in office.

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## **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.

This session will provide elected officials with the context surrounding why we have rules of order and meeting processes, how to make clear motions and amendments, when to approve, accept or adopt reports and what it means to do so, preparing meaningful and relevant minutes, voting, quorums, conflict of interest procedures, basic decorum, lots of meeting process discussions, and several quizzes from both Robert's and Bourinot's Rules of Order. The entire day will involve real-life examples from Nova Scotia municipalities and simulation exercises. And the best part is that there will be no Power Point slides!

**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](mailto:info@nsfm.ca)

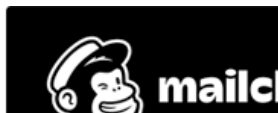
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Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada





Executive Director  
Policy and Corporate Services  
Department of Agriculture  
Roger S. Bacon Building, Suite A  
60 Research Drive  
Bible Hill, NS Canada

Office: 902-896-4872  
Cell: 902-897-8820  
Email: Heather.Hughes@novascotia.ca

September 13, 2022

CAO Dylan Heide  
Town of Mahone Bay  
dylan.heide@townofmahonebay.ca

Dear CAO Dylan Heide:

I am writing to inform you of changes the Department of Agriculture is proposing to make to the *Agricultural Weed Control Act* (Act). We want to ensure you are aware of the recommended changes and address any questions or concerns.

The Act protects agricultural land from the introduction and spread of noxious weeds. Noxious weeds can have a significant impact to farmland and in some instances can lead to animal injury and mortality. These weeds can reduce local crop production affecting accessibility and affordability for Nova Scotia consumers and processors. In consultation with the Weed Control Advisory Committee, which consists of members from the Department, Agriculture and Agri-Food Canada, Nova Scotia Federation of Agriculture, Perennia, and Dalhousie Faculty of Agriculture, the Department is proposing to completely replace the Act to modernize its approach.

The proposed changes include:

- Streamlining to one list of noxious weeds, which would be removed from the *Weed Control Regulations* and placed on the Department's website. This will make accessing the list more user friendly and allow the Department to update the list in a timely manner.
- Clarifying that the responsibility for the control and cost of destruction of noxious weeds are the responsibility of the person responsible for the land. This is the current practice, but not accurately reflected in the Act. The Department will continue to provide education and support in the control of noxious weeds through identification and recommended control methods.
- Providing the Nova Scotia Federation of Agriculture with the ability to recommend to the Minister any plant for designation as a noxious weed on behalf of a municipality or producer.

- Authorizing inspectors to investigate and provide enforcement regarding noxious weed issues that may impact agriculture. The Department will use enforcement as a last resort to protect the Nova Scotia agricultural industry, continuing to focus on education and support through identification and recommended control methods.

The proposed changes will allow the Department to better respond to potential risks of noxious weeds, while allowing the flexibility to address the use of weeds for future economic purposes.

If you have any concerns or comments related to these changes, please submit them to Karen Nelson, Senior Policy Analyst, Department of Agriculture at [karen.nelson@novascotia.ca](mailto:karen.nelson@novascotia.ca) or by mail at 60 Research Drive, Suite A, Bible Hill, Nova Scotia, B6L 2R2 by October 3, 2022.

Should you prefer to discuss this Act in person, please feel free to contact Karen to arrange a meeting.

Thank you for your time and consideration of this matter.

Yours sincerely,



Heather Hughes  
Executive Director

c. Loretta Robichaud, Deputy Minister Agriculture

**Maureen Hughes**

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**From:** McCreery, Christopher P <Christopher.McCreery@novascotia.ca>  
**Sent:** Wednesday, August 10, 2022 6:13 PM  
**To:** Dylan Heide  
**Cc:** Maureen Hughes  
**Subject:** Queen's Platinum Jubilee Medal Program: Invitation to submit nominations  
**Attachments:** Jubilee Medal - How to Nominate Candidates (Municipalities and Towns).pdf; Partner Nomination Form - 2 medals.xlsx

You don't often get email from christopher.mccreery@novascotia.ca. [Learn why this is important](#)

**CAUTION:** This email originated from an external sender.

Dear Dylan Heide,

As you may be aware at the end of March the Province of Nova Scotia established the Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia) program. Information about the program can be found via this link, <https://novascotia.ca/iga/jubilee/jubilee-medal.asp> On June 2 the first 70 recipients of the Platinum Jubilee Medal was announced, and on August 4 the Lieutenant Governor presented the first recipients with their Platinum Jubilee Medals, <https://www.flickr.com/photos/lieutenantgovernor/albums/72177720301076590>

A total of 5,000 medals will be awarded and 300 have been set aside for those working for municipal/town governments throughout the Province. **Your Town is being asked to nominate 2 (two) employees of your Town to receive this official honour.**

Your nominations should be drawn from both those in leadership roles and those in non-management roles. A separate allotment has been set aside for members of the general public, those working in the protective services (police/fire/emergency health services/corrections), Canadian Armed Forces, which is why we are specifically seeking nominations from those providing service at the town/municipal level.

Attached please find:

- 1) An information sheet about the criteria for the medal and how to submit nominations;
- 2) A blank nomination form in which to enter the details of each of your nominees

Nominations can be submitted anytime, however they must be received by October 21, 2022. You can find a list of Frequently Asked Questions via this link, <https://novascotia.ca/iga/jubilee/docs/Platinum-Jubilee-Medal-Frequently-Asked-Questions.pdf>

Kind regards,

Christopher

**Christopher McCreery, M.V.O.**

Executive Director – Protocol & Honours Secretariat

**Phone:** 902-424-7050

**Email:** [christopher.mccreery@novascotia.ca](mailto:christopher.mccreery@novascotia.ca)

1700 Granville Street, Barrington Level  
Halifax, Nova Scotia B3J 2Y3

**NovaScotia.ca**

## HOW TO NOMINATE CANDIDATES (Municipalities and Towns)

### The Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia)



#### Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia)

On February 6, 2022, Her Majesty Queen Elizabeth II marked the 70<sup>th</sup> anniversary of Her accession to the Throne as Queen of Canada, an unprecedented occasion.

In celebration of this event, a commemorative medal has been created by the Government of Nova Scotia. The Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia) is a visible and tangible way to recognize 5,000 outstanding Nova Scotians of all ages and from all walks of life, who have built and continue to build a caring society and Province through their service, contributions, and achievements.

**To ensure that every field of activity is recognized, Municipalities and Towns are being asked to select employees to receive this honour.** Separate allotments have been set aside for members of the general public, the Canadian Armed Forces, Protective Services (Police/Fire/Emergency Medical Services/Corrections/Peace Officers), the Health field, civil society/volunteer organizations etc. **For your nominations we are specifically seeking nominations of those working in the provision of services at the Municipal/Town level.**

Once a nomination has been submitted, an award package (medals, certificates and other information) will be forwarded to your office. Your Municipality/Town will then be able to hold a presentation event to recognize the outstanding Nova Scotians and present them with their medals.



#### Eligibility Criteria

To be eligible for this honour, a person:

- Must be a resident of Nova Scotia or have a tangible link to Nova Scotia, at the time the medal is granted;
- Have made a significant contribution to Canada, Nova Scotia, or a particular Nova Scotian region or community;
- Be alive on February 6, 2022, the 70<sup>th</sup> anniversary of Her Majesty's accession to the Throne. The medal may be awarded posthumously, as long as the recipient was alive on that date.



## Guidelines for the selection of recipients

Your nominations are to be drawn from people employed by your Municipality or Town. The following guidelines have been developed to provide guidance in selecting deserving candidates:

- The awarding of the medal should focus on the achievements of persons who have helped to build the Nova Scotia of today;
- A focus of the program is also to recognize the contributions and services rendered by individuals throughout the pandemic;
- Those who through their achievements and sustained contribution, have distinguished themselves from others employed in the same field;
- Recipients should be highly respected individuals within their community. The recipients' names will be part of the public record;
- The list of recipients should be inclusive and reflect the diversity of your Municipality/Town;
- The selection process should be merit-based;
- Ensure that medals are **not just given to those in leadership roles**;
- The medal is to be awarded to individuals only, not to groups or couples;
- It is not appropriate to nominate your spouse/partner or a member of your immediate family.

## Nomination Process

You should identify eligible candidates for the Jubilee Medal according to the criteria and guidelines covered in this document. You may also wish to establish a small selection committee to develop your list, and to consider any nominations you receive from members of the public; however this is not mandatory. Once potential recipients have been selected, please submit your list of candidates electronically via the **Partner Nomination Form** provided as an email attachment with this info sheet.

## Filling in the Partner Nomination Form: Steps

- 1) Open the Partner Nomination Form (a Microsoft Excel spreadsheet)
- 2) Start with the column and if appropriate, select from the drop-down menu for one of the following **HONORIFICS**; Honourable, Chief, Keptin, Elder. NOT all nominees will require this
- 3) Enter the nominees **FIRST NAME** and **LAST NAME**
- 4) Enter the nominees **POSTNOMINALS** (only official honours such as Orders, Decorations, Medals and Appointments, CD, QC, MMM, MSM, MB, etc) **PLEASE DO NOT** enter in academic degrees, fellowships or professional designations, as these will not be printed on the certificate
- 5) Select the nominee's **GENDER** identity from the drop-down menu

- 6) Enter in the **TITLE/RANK** of the nominee if desired; Ms., Mr., Mrs., Miss., Dr., Professor., Corporal., Commander., etc.
- 7) Select the **LANGUAGE** preference, so the certificate can be printed in the appropriate language
- 8) Enter in the **HOME MAILING ADDRESS** and **E-MAIL** of your nominee
- 9) Enter your organization as a **NOMINATING PARTNER** i.e. "Town of Anywhere"
- 10) Enter a short **CITATION** about why you are nominating the individual (20-40 words)

#### **SAMPLE SUMMARY CITATION**

*Jane Singh has been an outstanding volunteer with AB Charity over the past five years, and provided exemplary services to during the COVID-19 Pandemic to hundreds of people.*

*A veteran and long serving member of the Canadian Armed Forces, Francis Smith has done much to raise awareness of Remembrance Day in his community, working to restore the local war memorial and visiting school kids to share his experiences.*

*Elaine d'Entremont has been an active member of her community organization for more than a decade, working to preserve, promote and enhance the French language and Acadian culture in creative and accessible ways.*

*D'Arcy Chisholm, noted artist and performer who has contributed much to the cultural diversity of their community and Nova Scotia.*

- 11) Select the **FIELD** of contribution from the drop-down menu: COVID/Pandemic Champion, Architecture, Arts, Business/Commerce, Communication, Education, Engineering, Environment, Health Care, Heritage, Labour Relations, Law, Philanthropy, Politics, Public Service, Military, Protective Services, Reconciliation, Religion, Science, Social Services, Sport, Veterans, and Volunteer Services
- 12) Enter in your next nominee and make sure to **SAVE** your document
- 13) Submit your Nomination Form to the Protocol and Honours Secretariat [jubileemedal@novascotia.ca](mailto:jubileemedal@novascotia.ca) with the subject line: "**NOMINATION SUBMISSION: Name of Municipality/Town**"

We suggest you keep a separate list of alternate candidates to draw from, should the name of a candidate have already been submitted by another organization.

The Protocol and Honours Secretariat will be in contact with your office once your nominations have been processed or to let you know if one of your candidates has been nominated by another organization. It may take up to four weeks to receive confirmation.

Once the nominations have been submitted and validated, the medals and certificates will be delivered to your office, along with background information and a guide on the wearing of medals and how to hold a presentation event. Medal packages will begin to be sent out after September 1, 2022.

## Presentation Events (Investiture Ceremonies)

We encourage your Municipality/Town to hold a presentation event for recipients. The format and the scale of these events are left to your discretion. It is also each Municipality/Town's responsibility to contact and invite the recipients to presentation ceremonies. All medals should be presented by February 5, 2023.

Although there is no cost for the medal, no financial assistance will be provided to cover the costs associated with the presentation of medals.

Detailed information concerning the organization and preparation of presentation ceremonies will be sent to your office after you nominations have been received and validated.

## Important Dates

- Nominations can be submitted [anytime](#) after receipt of this package.
- Medal packages will be sent out after [September 1, 2022](#).
- The deadline for submitting nominations is [October 21, 2022](#).
- All medals should be presented by [February 5, 2023](#), the date that the Platinum Jubilee program closes.

## For Additional Information

Questions concerning the Queen Elizabeth II Platinum Jubilee Medal program can be addressed by e-mail to [jubileemedal@novascotia.ca](mailto:jubileemedal@novascotia.ca) or by telephone at 902-424-4199.

## Protocol and Honours Secretariat

The Protocol and Honours Secretariat is part of the Department of Intergovernmental Affairs and in partnership with the Office of the Lieutenant Governor, is responsible for administering the Queen Elizabeth II's Platinum Jubilee Medal program. For more information on the program, please visit <https://novascotia.ca/jubileemedal>

2 November 2022

To: The Mahone Bay Mayor and Town Council

david.devenne@townofmahonebay.ca  
francis.kangata@townofmahonebay.ca  
alice.burdick@townofmahonebay.ca  
penny.carver@townofmahonebay.ca  
joseph.feeney@townofmahonebay.ca  
richard.nowe@townofmahonebay.ca  
kelly.wilson@townofmahonebay.ca  
dylan.heide@townofmahonebay.ca (Chief Administrative Officer)  
maureen.hughes@townofmahonebay.ca (Town Clerk and Deputy CAO)

From: Norman and Doreen Mossman,  
Property owners, 866 Main Street, Mahone Bay

Re: Proposed solar garden access corridor

We are the owners of property located at 866 Main Street, Mahone Bay and have been in contact with Dylan Heide Chief Administrative Officer about a proposal regarding an easement of 2.76 acres over a portion of our property for a service road and power line that will bisect our land and significantly affect our ability to access and use 29.6 acres of our property.

We are writing to the Council again to raise questions about this proposal and to indicate in the strongest possible terms that we do not agree to this proposal and wish to express concern that due diligence has not been undertaken in this matter. It is our view that as Counsellors, it is your fiduciary responsibility to ensure that the most cost-effective and least disruptive options for the placement and construction of public infrastructure be carefully and fully considered.

We agree with the opinion of Steward McKelvie who indicated in their letter to Council of 8 March 2022 that the selection of the site, and the proposed transmission route which affects our property, is less cost effective and more disruptive than a site adjacent to the School Street Subdivision on land which is already owned by the Town. However, as this matter has proceeded, and the choice of the site for the solar garden has been established, three separate options have been considered for the construction of power lines to the proposed site, two of which involve our property. We list these options below.

**Option 1- A service road and powerline along the back of our property and that of two other landowners**

In a letter addressed to Eleda Zwicker (Norman's aunt) dated 25 June 2021, the family was assured that: "during the land review, a service corridor and access road crossing the back of

your property was identified as the most cost effective (option).” We would like to note that this property has been in our family for more than 200 years. Additionally, Eleda Zwicker is now 101 years of age and was sufficiently upset by the way this process has unfolded that she has transferred the property to Norman in September of 2021 so that the family can attempt to protect its heritage.

This option proposed in the 25 June 2021 letter is acceptable to us as well as to the other affected landowners. In materials presented to Council in January of 2002, two similar options for the back of our property are indicated (Service Corridors B and C, p. 89 in the Mahone Bay Town Council Minutes of 27 January 2022). It appears to us that these options have been dismissed and we have seen no significant analysis of this omission. Rather, the town administration has proceeded with what we expect is a costly scoping review undertaken by Turner, Drake and Partners of a single option (see Option 2 below).

To the best of our knowledge, Option 2 below, which is described as “Service Corridor A” in the 27 January 2022 Council meeting documentation, is the only option that has received this level of attention. We wonder why.

### **Option 2 – A service road that bisects our property as well as that of two other landowners**

A letter from Chief Administrative Officer Heide dated 25 August 2022, positions a route that cuts through the middle of our property as the option that apparently is slated to proceed. The size and placement of the transmission line in the Expropriation Report prepared by Turner, Drake and Partners, which was recently shared with us, is different from what we were led to believe in Mr. Heide’s letter, and which was confirmed more recently at a town meeting on 19 October 2022. We are disturbed that this Expropriation Report has only been shared with us now (22 October 2022), and that it differs substantially from what the Town administration originally shared with us in a letter from Dylan Heide dated 8 March 2022.

This is the only option presented for the Council’s consideration, and it is presented without fully considering additional placement options. We will explain below in detail why this option is unacceptable to us.

### **Option 3 – Using (and possibly upgrading) existing power transmission infrastructure along Main Street which would eliminate the need for expropriation and the disruption it entails**

This third option appears to us to be the most cost-effective, least disruptive and most reasonable solution. This option is also recommended by the Nova Scotia Department of Resources in their 25 March 2022 letter to Council. This option would involve running the power lines along Main Street with no need for the disruption of expropriation. To the best of our knowledge, no scoping report or cost estimates for the Main Street transmission option has been commissioned, nor have we received a full rationale as to why this option has been rejected, or even seriously considered as far as we can discern.

## **Problems we find with Option 2:**

1. A letter of 8 March 2022 addressed to the Mayor and Council from Stewart McKelvie raises a number of concerns including:
  - a. The Town owns substantial lands which could be developed for this project that do not require the use of private residents' properties.
  - b. The landowners affected are not convinced that what we are calling Option 2 has been proven to be the most cost-effective and environmentally-friendly transmission and access route.
  - c. The full costs of the expropriation and the full worth of the lands to be expropriated have not, in our opinion, been fairly valued which will likely lead to costly and time-consuming valuation hearings.
  - d. The landowners involved have not received any information about any permits, remediation and mitigation activities, or costs which might be required by the federal Department of Environment and Climate Change.

The conclusion of the Stewart McKelvie letter is that the Town should provide full disclosure of all costs and impacts of this proposal both to the affected landowners, and we would add, to the citizens of Mahone Bay.

2. The Turner, Drake and Partners Expropriation Report only considers one option for this project because, unfortunately, that was all they were asked to do. First, a number of other potential sites are not mentioned in the report, including the site adjacent to the School Street Subdivision which would use lands already owned by the Town, and thus, require no expropriation. Secondly, of the three options we cite above relating to the site that involves our property, only Option 2 is considered in the Expropriation Report. Again, this is because that is all these consultants were asked to evaluate. Their report is only a partial analysis of costs and other issues pertaining to: a) site choice, and, b) transmission line options. In our opinion, this single option approach does not fulfill due diligence on the part of the Council in our opinion. We feel this omission is really a shameful dereliction of responsibility to affected landowners and to the citizens of Mahone Bay whose taxes support development projects.
3. The Turner, Drake and Partners Expropriation Report appears to show a wider road and transmission line than what we were initially led to understand as we indicate above in our discussion of Option 2. The Expropriation Report which covers 2.76 acres of mature woodland also shows what appears to be a parking lot which is entirely on our present property. In an email memo sent to us dated 22 October 2022, an easement with a maximum width of 21.2 metres (69.5 ft.) is projected, and transmission lines will be 6.1 metres (20 ft.) from the road surface. We note that there appears to be no evidence of electrical engineering consultation in the memo or the Report.

Based on our review of the proposed site and considerable experience of having roads built on our properties, we conclude that this road will cut off our established historical access to approximately 50% of our property. We estimate that the cost of building this

road alone to be in the neighbourhood of \$250 000 to \$300 000. The estimate Council has received from Strum Engineering only considers the cost of the construction of the power line.

4. The valuation of our property in the Turner, Drake and Partners Expropriation Report does not appropriately consider the worth of the lumber on the proposed expropriated property. We note that this property is covered with mature old growth oak, maple and pine which exceeds the value indicated in the report. The Town claims to be committed to an environmentally-friendly approach to development. The removal of these mature trees is a significant environmental impact in itself, an impact which could be avoided by the choice of the Main St. Option 3.
5. The valuation of our property in the Turner, Drake and Partners Expropriation Report does not consider potential lost revenue from lumber or other resources on the portion of our property that is likely to be rendered effectively inaccessible by the construction of the service road and transmission line. The photographs contained in the report (particularly the aerial photographs) do not adequately represent the value of the lumber on our property. Limitations to our access of the back part of our property are not acknowledged in the report. This is a clear omission and one that impacts our ability to use this land as well as impacts on its current and potential value.
6. The valuation of our property in the Turner, Drake and Partners Expropriation Report does not consider the impact of bisecting and isolating more than half of our land on the present and potential value of the property given its proximity to the vibrant and even booming real estate market of the Town of Mahone Bay. For instance, this proposed expropriation would destroy any real possibility of developing a residential subdivision on these lands. It is our view that in any potential valuation hearings (see 1[c] above), resolving this issue alone could entail a significant additional cost to the Town.
7. We know this land, and practically speaking, the Turner, Drake and Partners Expropriation Report does not adequately understand the slope and runoff on our land. We note that the report provides no estimate of the cost of constructing the access road and transmission lines. On page 7, the report claims that our land has “medium sloping terrain.” This is false. We estimate a 30 degree or more slope on this part of our land which will lead to significant embankments and ditching in order to construct the road. Such construction and necessary embankments will severely limit our access to the back of our property as well as the access of other affected landowners.

In conclusion, we reiterate that this property has been in the family for more than 200 years and that we are considering our own options for use of this land. It is clear to us that a swath cut across the middle of this property including a road and a power line will render more than half of a valuable and treasured historic family property inaccessible and essentially useless.

We are requesting that the Council stop pursuing any option that involves bisecting our property. As of 12 September 2022, one hundred and forty (140) community members have signed a petition circulated by one of the property owners involved. Council has received this petition. At

the 19 October 2022 public meeting concerning this issue, several citizens asked questions about why the transmission lines cannot be built by upgrade existing infrastructure along Main Street. We respectfully request that Council not approve this option.

Sincerely,

Norman and Doreen Mossman

Cc.   bruce.bardon@laylinecapital.ca

**MLA**

susancorkumgreekmla@gmail.com

**MP**

rick.perkins@parl.gc.ca

**Minister of Natural Resources and Renewables**

[mindnr@novascotia.ca](mailto:mindnr@novascotia.ca)

**Opposition critics - Natural Resources and Renewables**

Carmen Kerr, MLA, [info@carmenkerr.ca](mailto:info@carmenkerr.ca)

Claudia Chender, MLA, claudiachendermla@gmail.com








## Report to Council November 8, 2022

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

Goal	Objective	Assigned	Target	% Completion
<b>Council Assignments to Staff</b>				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> <b>50%</b>
		Notes: To be discussed at Policy & Strategy Committee in 2022-23; report to Council anticipated thereafter.		
2	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	08-Sep-20	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div> <b>75%</b>
		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		<b>75%</b>
		Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.			
4	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Jan., 2023		<b>75%</b>
		Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator has started work and is working to coordinate the development of Accessibility Operational Plans for Lunenburg County municipalities. Draft Accessibility Operational Plan anticipated for Council review January 2023.			
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		<b>75%</b>
		Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted by the Fall of 2022 for implementation ahead of the 2023 season (if approved).			
6	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Dec., 2022		<b>75%</b>
		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.			

<b>7</b>	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>	<b>25%</b>	Notes: Assigned to Manager of Finance (Treasurer), will be presented following annual audit.
<b>8</b>	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>	<b>75%</b>	Notes: In progress. Assigned to Manager of Finance (Treasurer), will be presented following annual audit.
<b>9</b>	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>	<b>50%</b>	Notes: Update report concerning Housing Strategy development appeared on Council's Oct 27th meeting agenda.
<b>10</b>	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>	<b>75%</b>	Notes: In progress. Reimbursement issued. Staff working with MODL; discussion of tax sale procedures assigned to Manager of Finance.
<b>11</b>	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>	<b>75%</b>	Notes: Exploring opportunities for coordination with other units. Report anticipated to Council's Nov 8th meeting.
<b>12</b>	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.
<b>13</b>	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>	<b>25%</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
15	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
16	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%
17	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: 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.



















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.



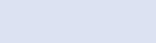
Notes: Staff in discussion with Nova Scotia Liquour Commission. Report to Council anticipated in December.

Notes: Estimates reflected in draft 2022-23 operating budget. Report will be presented to an upcoming meeting of the Climate and Environment Committee.

18	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.					
19	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>			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					
20	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.					
21	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:					
22	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.					
23	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.					






















24	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		50%
		Notes: In progress			
25	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		
		Notes: Motion passed at Council's Oct 11th meeting. Application has been submitted to the Nova Scotia Utility and Review Board and staff have been informed that tentative hearing dates have been set (Feb 14 & 15).			
26	Convey approval for the installation of new trail-head signage by the local trail associations where applicable.	29-Sep-22	Oct., 2022		
		Notes: Completed.			
27	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: 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.			



















28	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						Notes: Completed. Letters have been sent to Pleasant / Fauxburg residents. Installation of speed humps/cushions planned for second week of November.
29	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.
30	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.
31	Approve a credit in the amount of \$1,678 for water service to 16 Orchard Street.	29-Sep-22	Oct., 2022						Notes: Completed.


32	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	Nov., 2022		<b>75%</b>
		Notes: Forwarded to Finance staff for action.			
33	Defer the Ghaffari/Mahmoodi request until the resolution of the Plan Mahone Bay process.	11-Oct-22	Jun., 2023	<b>Not yet begun</b>	
34	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	Nov., 2022		<b>75%</b>
35	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	Nov., 2022		<b>75%</b>
		Notes: In Progress.			



36	Council approve an application to the Nova Scotia Utility and Review Board for an overall increase of 34.8% in electrical rates, applied uniformly to all users, effective on January 1, 2023 and direct the CAO to submit the application.	21-Oct-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: completed.			
37	Staff to develop a press release outlining the application to the NSUARB including the rationale for the proposed	21-Oct-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			
38	Staff to investigate the opportunity to leverage the Town's existng HOME Program to assist residents who are experieincing increasing heating costs in converting away from fossil fuels.	21-Oct-22	Dec., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: In progress.			
39	Staff to investigate financial options to assist those experienceing financial hardship due to the increased costs of electricty and home heating fuel	21-Oct-22	Dec., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: In progress.			
40	Staff to forward a donation of \$200 to the Royal Canadian Legion in support of their Remembrance Day	27-Oct-22	Nov., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			
41	Staff to thank Mr. Palfreyman for his correspondence.	27-Oct-22	Oct., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			

42	Traffic Authority to review signage at Longhill Road and Main Street to improve safety at the crosswalk at that trail crossing.	27-Oct-22	Dec., 2022	   	50%
43	Staff to respond to Ms. Priesnitz thanking her for her letter and advising her that the Traffic Authority will investigate signage to improve safety at the trail crossing crosswalk at Main Street and Longhill Road	27-Oct-22	Oct., 2022	    	Notes: In Progress.
44	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, the trail head on Hawthorn Road, and the parking lot on Fauxburg Road	27-Oct-22	Oct., 2022	    	Notes: Completed.
45	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.	27-Oct-22	Oct., 2022	    	Notes: Included in revised amended draft policy on Council's Nov 8th meeting agenda.
45	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.	27-Oct-22	Oct., 2022	    	Notes: Notification of appointment has been forwarded.

46	Appoint the following members to the Lunenburg County Accessibility Advisory Committee: reappointment of Louise Hopper for a term expiring December 31, 2023 and Peggy McCalla for a term ending September 30, 2025; and appoint Dylan Robar and Teresa Alexander-Arab for terms ending September 30, 2025.	27-Oct-22	Oct., 2022						Notes: Notice of appointment has been forwarded.
47	Accept the resignation of Ann MacPhail and direct staff to write a letter thanking Ms. MacPhail for serving on the Heritage Advisory Committee.	27-Oct-22	Oct., 2022						Notes: Completed.
48	Approve the plan of the [Heritage Advisory] Committee for the 2023 annual plaquing ceremony at Town Hall on the afternoon of December 2, 2022.	27-Oct-22	Dec., 2022					50%	Notes: Staff have begun planning for the event.
49	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.	27-Oct-22	Dec., 2022					50%	Notes: Motion forwarded to contractor; will be forwarded to members of Steering Team when the decision is made regarding the next meeting.

50	Set the agenda for the November 28, 2022 meeting of the Policy and Strategy Committee to include the Council Policy.	27-Oct-22	Nov., 2022	<div><div></div><div></div><div></div><div></div></div>	
		Notes: Completed.			
49	Direct staff to seek proposals from commercial real estate agents for the potential divestiture of the old firehall.	27-Oct-22	Nov., 2022	<div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Initial contacts made and a draft RFP started; a Phase 1 Environmental Assessment to be completed in November to inform the real estate package.			



## MEMORANDUM

TO: Town Council  
FROM: Maureen Hughes, Town Clerk & Deputy CAO  
DATE: November 8, 2022  
RE: Appointment of Fire Inspector

---

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

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 Mr. Mosher as a Fire Inspector. This appointment at Council then allows staff to pursue the necessary steps to ensure that Mr. Mosher will be able to perform inspections in the Town of Mahone Bay, should his services be required.

It is therefore recommended that at the November 8, 2022 meeting of Council that the following motion be approved:

THAT Brendan Mosher be appointed as a Fire Inspector, 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 faint, light blue diamond-shaped watermark.

Maureen Hughes

Town Clerk & Deputy CAO





**Town of Mahone Bay**  
Staff Report  
RE: Fire Station Signage  
November 8<sup>th</sup>, 2022

**General Overview:**

This staff report is intended to present Council with a recommendation concerning signage for the new fire station on Hawthorn Road.

**Background:**

The new fire station located at 41 Hawthorn Road had its grand opening on August 20<sup>th</sup>, 2022.

**Analysis:**

Fire Chief Adam Ekins has relayed a request from the Fire Department for letter signage on the new Fire Station. The requested signage would look as depicted below:



**Financial Analysis:**

Staff have obtained quotations for the requested signage and recommend a budget of \$6,000 for the work. This was not included in the 2022-23 budget.

**Climate Analysis:**

N/A

**Strategic Plan:**

N/A

**Recommendation:**

It is recommended,

THAT Council approve the requested signage for the new fire station.

**Attached for Council Review:**

N/A

**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



## MEMORANDUM

TO: Town Council  
FROM: Dylan Heide, CAO  
DATE: November 8, 2022  
RE: Snow & Ice Control Policy Amendment

---

At the October 27, 2022 meeting of the Town Council a report was introduced recommending a draft amended Snow & Ice Control Policy for adoption November 8<sup>th</sup>.

In discussion it was requested that a sentence be added stating that "Public Work's staff will avoid covering hydrants with snow if possible"; this sentence has been included in the revised draft attached.

Also at the October 27, 2022 meeting a motion was passed to add parking lots serving the trail system to the Snow & Ice Control policy, reflecting that the Town's Public Works Dept. would clear these lots of snow. Wording to this effect has been included in the revised draft attached.

It is therefore recommended that at the November 8, 2022 meeting of Council that the following motion be approved:

**THAT Council adopt the amended Snow & Ice Control Policy.**

**Respectfully Submitted,**

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

Dylan Heide  
Town of Mahone Bay CAO





# Town of Mahone Bay Snow & Ice Control Policy

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## 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.)**

**Parking lots for accessing the trail system (Fauxburg Rd, Hawthorn Rd, Longhill Rd and Clearland Rd.) will also be cleared of snow by the Town however the priority shall be lower than for other parking lots and facilities.**

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, 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.

Public Work's staff will avoid covering hydrants with snow if possible. At

#### Snow and Ice Control Policy

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. Trail Parking Areas
- viii. Snow Removal Operations
- ix. Fire Hydrants – As Required
- x. 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: Development of Fire Services By-law

November 8, 2022

### **General Overview:**

This report is to provide Council with an update on the progress of the development of a Fire Services By-law and present a draft by-law for consideration.

### **Background:**

Council was last presented with a Staff Report for update in April of 2022 at which time Council was advised that staff were trying to find a time to meet with the Fire Department Investigating Committee to determine which standard procedures of the Fire Department could inform the development of a Town Fire Services By-law. The effort to meet was delayed by a number of mitigating circumstances and ultimately staff were able to coordinate with a representative of the Investigating Committee to highlight the existing practices of the Department which may be relevant to the development of a by-law for the Town.

### **Analysis:**

The primary areas for which staff sought consultation were around existing practices regarding membership, code of conduct, and disciplinary matters. The draft by-law in front of Council refers to a standard to which Council will hold the Fire Department and its membership accountable, on behalf of both the department membership and rate payers, and provides a framework for which the Fire Chief has the responsibility to ensure that standard is met while also having the ability to create such internal subcommittees and working groups as is deemed necessary for the equitable performance of those duties.

While the draft by-law provides the Chief, and by extension the fire department leadership, the ability to manage their day-to-day operations and internal matters as they arise, the draft by-law also clarifies the ability for a member, as a de-facto member of staff, to appeal to Council if they disagree with their treatment, and how Council will respond if that situation should arise.

The draft by-law also clarifies the financial responsibilities of the Fire Chief in respect to responsible management of public funds and participation in the Town's budget process to ensure valuable input in establishing operating and capital budgets for the provision of fire services to rate payers.

Primarily the draft by-law provides the Fire Chief with the responsibilities and authority of a Town department manager and provides clarity regarding those responsibilities and authorities. It is the opinion of staff that clarifying the relationship between the Town and the Fire Department, the Fire Chief, and the members of the Department will provide for a better understanding of expectation of each party and therefore better public accountability for all parties.

### Stakeholder Input

It is the recommendation of staff that the draft by-law be shared with the Fire Department for review and comment to inform a report back to Council before setting a date for a Public Hearing prior to second reading of the by-law. Specifically, staff recommend that the matter be discussed with the Fire Chief as to the best way to review the draft by-law with the Fire Department and to obtain feedback for that feedback report.

### **Financial Analysis:**

It is anticipated that the primary financial impact of the draft by-law is better financial accountability and budgeting for the provision of fire services on behalf of the Town of Mahone Bay.

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

Sustainable Municipal Services

- Deliver efficient, progressive, and affordable service to our community, ensuring our prosperity for the years to come.

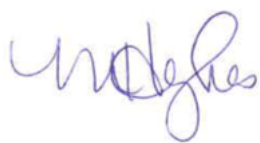
### **Recommendation:**

It is recommended, that at the November 8, 2022 meeting of Council

THAT Council direct staff to coordinate with the Fire Chief to present the draft by-law to the Fire Department to obtain specific stakeholder feedback to be presented to Council at the November 24, 2022 regular Council meeting.

THAT Council direct staff to add consideration of first reading of the Draft Fire Services By-law to the agenda of the November 24, 2022 regular Council meeting.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Attached: Draft Fire Services By-law



## **1.0 Purpose**

The purpose of this by-law is to clarify the expectations and responsibilities for the provision of fire services in the Town of Mahone Bay.

## **2.0 Definitions**

**CAO** means the Chief Administrative Officer of the Town of Mahone Bay

**Council** means the Council of the Town of Mahone Bay

**Fire Provision Area** the area for which the Town of Mahone Bay, on behalf of the Mahone Bay and District Volunteer Fire Department, has contracted to provide fire services and for which a fire rate is paid to the Town of Mahone Bay for the upkeep and operation of the Mahone Bay and District Fire Department.

**Department** means the Mahone Bay and District Fire Department, a Department of the Town.

**Member** means a member in good standing of the Mahone Bay and District Fire Department, including junior fire fighters, probationary members, and Officers.

**Officer** means a member of the Mahone Bay and District Fire Department with the rank of Lieutenant or higher.

**Town** means the Town of Mahone Bay.

## **3.0 Provision of Fire Services**

- 3.1 The Town of Mahone Bay shall maintain the registration of the Fire Department upon the confirmation of the specific emergency services that the department will endeavour to provide, as required by the Municipal Government Act of Nova Scotia, the Fire Services Act of Nova Scotia, and other relevant provincial and federal legislation.
- 3.2 The Mahone Bay and District Fire Department shall maintain and provide fire and emergency services to the Town of Mahone Bay as well as the established fire provision area as defined by agreement between the Town of Mahone Bay, the Municipality of the District of Lunenburg, and the Mader's Cove Fire Service Commission by way of contract with the Town of Mahone Bay on behalf of the Mahone Bay and District Fire Department.



- 3.3 The Department shall not respond to a call with respect to a fire or emergency outside of the established fire provision area except with respect to a fire or emergency:
- a) when in the opinion of the Chief, threatens property in the established service area or property that is owned and occupied by the Town of Mahone Bay; or
  - b) at property for which an agreement has been entered into with the Council to provide fire protection; or
  - c) in Mutual Aid calls with other departments.

#### **4.0 Fire Chief**

4.1 The Fire Chief shall be appointed by Council following a nominating vote of the Fire Department membership held in compliance with the internal procedures of the Fire Department.

4.2 Upon appointment by Council, the Fire Chief shall have the authorities and responsibilities of a Town department manager, with respect to the fire department.

4.3 In the absence of the Fire Chief the Deputy Chief shall perform the duties of the Fire Chief.

4.4 The Deputy Fire Chief and all duly elected officers shall report to the Fire Chief.

4.5 The Fire Chief shall:

- i. Perform such duties as required by the Office of the Fire Marshall
- ii. Serve as the Executive Officer of the Department and shall be responsible for the enforcement of this by-law, general operating guidelines, and department rules
- iii. Take required measures for the prevention, control, and extinguishment of fires for the protection of life and property, shall enforce all laws respecting fire prevention, and shall exercise the powers and duties imposed by the Nova Scotia Fire Safety Act, the Nova Scotia Fire Safety Regulations, and the Nova Scotia Municipal Government Act
- iv. Manage, control, and supervise the Fire Department membership to ensure a safe and respectful working environment
- v. Have the care, custody, and responsibility for the buildings, apparatus, and equipment in the stewardship of the Department
- vi. Review the membership on a quarterly basis to ensure that all members are in good-standing
  - a. if any members are found to not be in good standing the Chief will suspend membership until the member is up to date with all requirements as set out for membership
- vii. Report quarterly to Council on the membership and activities of the Department

- viii. Provide an annual public report to Council on the efficiency of the Department, training of the membership, and the condition of the buildings, apparatus, and equipment under the stewardship of the Department
- ix. Ensure that internal procedures are in place to ensure that the qualifications, expectations, and opportunities for members are handled in an equitable manner.
- x. periodically review the policies and procedures of the department and participate in the development of new general operating guidelines, procedures, and policies as required
- xi. Ensure that the Department operates within the annual budget as approved by the Town and is accountable for Department spending
- xii. Provide input to the Town's annual budgeting process, including short and long term capital and operational planning

4.6 The Fire Chief may establish subcommittees and/or working groups within the membership to advise the Chief and membership

## **5.0 Fire Department Members**

5.1 To be eligible for Fire Department membership an individual must:

- i. be not less than 19 years of age
  - a) Notwithstanding 5.1, there may be an opportunity for youth between the ages of 12 and 18 years of age to participate in a junior firefighter program with parental consent
  - b) participants in a junior firefighter program with the Mahone Bay and District Fire Department must comply with all safety and application regulations as other members.
- ii. provide a certificate of medical fitness as requested by the Department
- iii. reside within the area protected by the Department
  - a) an exception to 5.1 will be made in the case of a member who resides outside the area but is able to attend meetings and calls to meet minimum requirements
  - b) a member who is eligible for membership under the provisions of 5.1.ii must be able to demonstrate on an ongoing basis that they are able to meet the minimum requirements to maintain active membership
- iv. provide a current criminal record check, including a vulnerable sector check as requested by the Department, on application and thereafter as requested.

5.2 Every member shall provide current valid driver's license to use Department vehicles or any vehicle in response to or at the scene of a fire or emergency

5.3 Every member shall provide such information to the Town as is required for licensing, insurance, or other necessary administrative matters.

- i. the Town will ensure that personal information is held in accordance with the Freedom of Information and Protection of Privacy Act and any other relevant provincial or federal legislation regarding the care and use of personal information

5.4 Every member shall be provided with the same safe and respectful workplace protections as all other employees of the Town of Mahone Bay.

5.5 Every member of the Department shall report for duty at the time prescribed by the Department rules and shall remain on duty until relieved.

5.6 Every member in good standing, with the exception of participants in a junior firefighter program, will have the right to vote in the annual selection of Chief, Deputy Chief, and Officers.

5.7 Every member in good standing will receive an honoraria in keeping with the annual budget approved by Council and in relation to the number of hours each member contributes for call outs, meetings, and practices. It shall be the responsibility of the Chief to promptly advise the Town regarding any changes to Department membership.

5.8 Every member in good standing will be eligible for Recognition of Service as detailed in this by-law.

5.9 No member shall consume any alcohol, prescription drug or non prescription drug while on duty that may impair their ability to perform their required duties. No member shall be permitted to remain on duty if their ability is impaired by the use of alcohol or drug and such impairment shall be reported directly to the Fire Chief, or senior officer at hand, by the person noting the impairment.

## **6.0 Honourary Members**

A member in good standing may apply to become an honourary member with the completion of 15 years of active service with the Mahone Bay and District Fire Department and a satisfactory disciplinary record.

## **7.0 Recognition of Service**

Members in good standing with the Mahone Bay and District Fire Department shall be recognized by the Town of Mahone Bay on an annual basis on occasion of the five years of service and in five year increments thereafter.

## **8.0 Medical Examinations**

8.1 Failure to report for medical examination after direction to report shall result in suspension until the necessary certificate is obtained.

8.2 Failure by a member to provide the certification shall result in suspension until the necessary certificate is obtained

8.3 A member may, from time to time, be requested to provide additional medical certificates when deemed appropriate to ensure the safety of that member, fellow fire-fighters, and the operation of Department equipment.

8.4 Following a medical incident during training or responding to a call, the Chief may, at their discretion, require a medical fitness test.

## **9.0 Code of Ethics**

9.1 Members are required to swear or affirm to uphold the Code of Ethics of the Department. (Appendix – Department Code of Ethics)

9.2 Members who violate the Code of Ethics will be subject to disciplinary action in accordance with this By-law.

9.3 The Department will annually review the Code of Ethics after which the Chief will confirm that the Town has the current version.

## **10.0 Discipline**

10.1 The Fire Chief may, reprimand, suspend, or dismiss a member for insubordination, inefficiency, misconduct, tardiness, or for non-compliance with the provisions of this by-law or the general operating guidelines that, in the Opinion of the Chief, would be detrimental to the discipline, safety, and/or efficiency of the Department.

10.2 Following the suspension of any member, the Chief shall report, in writing, the suspension to the CAO.

10.3 In the case where a member is suspended for more than seven (7) days or dismissed, the Chief shall within three (3) days of the suspension or dismissal give written notice to the member stating the date of suspension and reasons for the suspension or dismissal.

10.4 In the case where a member is suspended for less than seven (7) days a note shall be added to the personnel file of that member

10.5 Notes shall be kept regarding all disciplinary actions regarding a member in a confidential file, the contents of which will be protected as per the Nova Scotia Freedom of Information and Protection of Privacy Act and all other relevant provincial and federal legislation.

10.6 A member may appeal disciplinary action to Town Council who will consult with the Fire Chief after which time the Council shall, in writing, either uphold or overturn the action.

- i. such appeals will be handled in closed session as permitted by the Municipal Government Act, section 22(2).

## 11. Force and Effect

This by-law is to come into effect on approval. This by-law shall repeal and supersede any and all previous regulations and/or by-laws held by the Town of Mahone Bay regarding the provision of fire services in the Town of Mahone Bay.

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David W. Devenne, Mayor

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Maureen Hughes, Town Clerk

This is to certify that the foregoing is a true copy of the by-law passed at a duly convened meeting of the Council of the Town of Mahone Bay, held the \_\_\_\_ day of \_\_\_\_\_ 202\_.

Given under the hand of the Mayor and the Town Clerk and the seal of the Town of Mahone Bay this \_\_\_\_ day of \_\_\_\_\_ 202\_.

### CLERK'S NOTATION

First Reading:	
"Notice of Intent" Publication:	
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	



## MEMORANDUM

TO: Town Council  
FROM: Maureen Hughes, Town Clerk & Deputy CAO  
DATE: November 8, 2022  
RE: Committee Policy Amendment

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At the October 24, 2022 meeting of the Policy and Strategy Committee, the committee recommended an amended Committee Policy for the approval of Council.

Amendments to that policy reflect the following changes:

- The clarification that for committees with Terms of Reference that permit membership of those who live outside of the town of Mahone Bay, preference will be given to town residents;
- Public member appointments will be limited to three consecutive terms except where otherwise provided by the Terms of Reference; and
- The scoring system for member selection will be replaced by a review by the membership of a nominating committee.
- Numbering was added for further clarification

As the amended policy was received by Council at the October 27, 2022 regular meeting for review the policy is eligible for adoption at the November 8, 2022 regular Council meeting.

It is therefore recommended that at the November 8, 2022 meeting of Council that the following motion be approved:

**THAT Council approve the amended Committee Policy.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Hughes", is written over a large, faint, stylized graphic of three overlapping triangles in light blue, light purple, and light yellow.

Maureen Hughes  
Town Clerk & Deputy CAO

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## 1.0 Purpose

The purpose of this policy is to manage the creation and dissolution of Town Council Committees as required and to provide Council, staff and community members with a reference for council committees.

This policy will serve as a reference in the formation of new Town Council Committees. This policy will provide guidelines for the organization of committees, committee membership, meeting practices, and roles of committee members.

This policy will include a list of current Town Council Committees.

## 2.0 Scope

The Committees Policy applies to all Town of Mahone Bay Committees of Council, at all times and without exception. The following provisions shall apply to all Town Council Committees listed in this policy, except where the policy specifically provides otherwise.

The Committees Policy will repeal and supersede any and all previous policies held by the Town of Mahone Bay regarding and/or governing Town Council Committees.

## 3.0 Terms

### 3.1 Town Council Committees:

Section 24 of the Municipal Government Act provides that Council may establish standing, special and advisory committees. Town Council Committees are formed by motion of Council amending this policy to add to the list of current committees and associated schedules. The purpose of every Town Council Committee is to serve the community in some meaningful and recognizable way and to make recommendations in this regard to Council. Council Committees may be comprised of Council members, Town staff and public members (a Committee's Terms of Reference may provide additional criteria).

- 3.1.1 Committees will submit regular written reports or minutes to Council for review and will present recommendations for Council approval. This will generally take place at the next regular Council meeting following the date of the Committee meeting (or at the next regular Council meeting thereafter, if Council meets less than seven business days after the Committee's meeting date, to allow for the preparation of minutes).

3.1.2 All Town Council Committees are expected to:

- a) Review and advise Council on any matter referred by Council;
- b) Receive delegations and correspondence related to the Committee's mandate;
- c) Conduct community and stakeholder consultation and engagement and report to Council;
- d) Make recommendations to Council related to the Committee's mandate;
- e) Identify and recommend to Council external funding sources supporting the Committee's mandate;
- f) Collaborate with other Committees of Council;
- g) Provide recommendations to the Town's annual budget – if any – no later than the end of January of each year;
- h) Provide regular public reports to Council in the form of Minutes.

3.1.3 Town Council Committees do not:

- a) Make financial commitments on behalf of the Town;
- b) Provide direction to Town staff.

3.2 Standing Committees

Council Committees comprised primarily of Council members with some public members, generally meeting as required to fulfill the obligations of Council under legislation or by-law.

3.3 Advisory Committees

Council Committees with an advisory purpose focused on a particular area of municipal responsibility, comprised primarily of public members with no more than three members of Council appointed. Agenda items may be referred by Council, or added by members to encourage discussion. In accordance with their specific mandate, Advisory Committees may recommend to Council long-term strategic plans and related annual work plans (setting goals and timelines) including budget recommendations. Advisory Committees generally meet monthly or bimonthly.

3.4 Citizen Advisory Committees

Advisory Committees comprised in accordance with Provincial legislation to provide a public forum for consideration of specific topics. Agenda items are generally referred by Council. Citizen Advisory Committees meet as necessary to fulfill their mandate.



### 3.5 Special Committees

Ad-hoc committees established by Council for a special purpose; will have a finite mandate / duration specified in establishing motion. Consideration will be given to whether a special committee or special meetings of the Town Council are the more appropriate option in each case.

### 3.6 External Committees, Boards & Commissions

Town Council members and members of the public are also appointed to serve on various external committees, boards and commissions. Members so appointed under this policy shall represent the interests of the Town at all times while serving in this capacity, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay, and ensure the Town Council is kept well informed as to the proceedings of the committee, board or commission.

### 3.7 Terms of Reference

Town Council Committees require Terms of Reference for members to promote and adhere to which are clear in purpose and easily recognizable as being for the public good. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. All current Town Council Committees' Terms of Reference will be included as schedules to this policy. Generally, each Committee's Terms of Reference will include: Background, Committee Mandate, and Committee Membership.

- 3.7.1 Advisory Committees are responsible to review their Terms of Reference and make recommendations to Council for their amendment as deemed necessary or desirable by the Committee.

## 4.0 Roles and Responsibilities

### 4.1 Role of Committee Chair

The Chair is appointed annually or when the position becomes vacant. Council may appoint a Chair of any committee from the membership by motion. If Council does not appoint a Chair, the Chair will be determined from the membership by the committee members. Committees may remove and appoint a Chair as deemed necessary, by way of a recommendation to Council. Town Staff may not serve as Chair.

- 4.1.1 The Chair of a Town Council Committee is entitled to speak and vote on any motion. The Chair will call the meeting of the committee to order and ensure appropriate procedures are followed (as specified in the Town of Mahone Bay Town Council Policy). The Chair will serve as the representative

of the committee at official functions; however, this function can also be delegated to another member(s) of the committee as required.

#### 4.2 Role of Committee Secretary

The Committee Secretary is always a non-voting staff member designated by the CAO. The Secretary will prepare the agenda and keep the minutes of the committee meetings in accordance with the Town of Mahone Bay Town Council Policy. The Secretary will provide agendas and minutes to the membership and the Town Clerk for submission to Council and for public access. The Secretary will have the following responsibilities:

- a) to collect agenda items and input from committee members and issue the agenda, along with any other required documents, to the committee prior to the meeting;
- b) prepare and issue minutes of meetings in a timely fashion; and,
- c) ensure that the activities of the committee are communicated effectively to the community, prepare any press releases and coordinate with the Town's website manager to ensure that pertinent information is made available to the public.

#### 4.3 Role of Committee Members

All members of Town Council Committees are expected to:

- a) Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
- b) Understand their role as a Committee member;
- c) Understand the role of the Committee Chair, Council members and Town staff;
- d) Strive to attend all scheduled and special committee meetings;
- e) Recognize any limitations on your participation and inform the chair of these limitations;
- f) Prepare for meetings by reading agendas and any background information supplied;
- g) Actively participate in the discussion and decision-making process;
- h) Undertake any work assigned, including special projects, participation on subcommittees and research;
- i) Participate in ongoing training and regular workshops when appropriate;
- j) Be open-minded and allow for a variety of opinions to be heard;
- k) Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
- l) Refer to the Chair for questions and procedure;

- m) Ask questions, and seek clarification through the Chair or staff;
- n) Respect the decisions and finality of Council;
- o) Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
- p) In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as an independent citizen, where appropriate;
- q) As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay; and
- r) Sign and adhere to the Town of Mahone Bay Code of Conduct.

## 5.0 Committee Membership:

5.1.1 Council Committees may be comprised of Council members, Town staff and public members as specified in their Terms of Reference, appointed in accordance with this policy. Advisory Committees, excluding Citizen Advisory Committees, will generally be comprised of two members of Council, one or more non-voting staff members, including the designated Committee Secretary, with the remaining membership consisting of representatives of stakeholder or community organizations and/or individuals with particular skill sets relative to the committee (a Committee's Terms of Reference may provide additional criteria). Wherever possible Committees will consist of an uneven number of voting members. Council will remove committee members by motion as deemed necessary to ensure the proper functioning of the committee.

5.1.2 Voting members of Town Council Committees must be residents of the Town, owners of property within the Town, or currently active members of stakeholder or community organizations as per each committee's Terms of Reference. **Preference will be given to town residents.** The majority of voting members of Town Council Committees must be residents of the Town. No Town Council Committee shall have more than nine voting members.

## 5.2 Appointment of Committee Members:

### 5.2.1 Council Member Appointment

5.2.1.1 Upon the swearing in of the Town Council following a municipal election, and every two years thereafter during the life of a Council, the Mayor shall consult with members of Council and present to Council a list of proposed Council member appointments to Town Council Committees and external committees, boards and commissions.

- 5.2.1.2 Unless otherwise governed by policy or legislation, Council appointments to committees, boards and commissions shall be made for a two year term and such appointments shall be by motion of Council.
- 5.2.1.3 If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.
- 5.2.1.4 The Mayor shall be a non-voting member of all Town Council Committees in which the participation is ex-officio.

### 5.3 Staff Member Appointment

- 5.3.1 The Town staff person(s) holding the position(s) specified in the Committee's Terms of Reference on a permanent or acting basis will be considered members of the Committee; if the specified staff person is unavailable to attend a meeting the CAO may send a designate.
- 5.3.2 Additional Town staff persons may be directed to attend meetings of Town Council Committees by the CAO but will not be considered Committee members.
- 5.3.3 Town Staff are always non-voting members on Town Committees.
- 5.3.4 The CAO shall be a non-voting ex-officio member of all Town Council Committees.

### 5.4 Public Member Appointment

- 5.4.1 Unless otherwise governed by policy or legislation public member appointments to Town Council Committees will be made on a calendar basis in December of each year for an appointment of two years beginning in January. Council may terminate any public member appointment by motion at any time.
- 5.4.2 Public member appointments will be limited to three consecutive terms except where otherwise provided by the Terms of Reference.
- 5.4.3 If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.
- 5.4.4 The Town will advertise all vacancies for public members on Town Council Committees prior to the expiration date of the term of office and additionally as required to fill unanticipated vacancies.
- 5.4.5 Vacancies will be advertised by circulating a notice to all residents of the Town through Canada Post and on the Town website. Such notices will include the selection criteria contained in this policy.
- 5.4.6 Application forms (attached as a schedule to this policy) will be available at the Town Hall and on the Town website.

- 5.4.7 All applicants (including those re-offering) must complete an application form and submit it on, or before, the deadline date indicated.
- 5.4.8 The Terms of Reference for a Council Committee may require one or more public members to serve as representatives of a stakeholder or community organization with candidate nominations being forwarded for Council's consideration. Completed application forms are still required and must be submitted on, or before, the deadline date indicated.

5.5 Selection process:

5.5.1 Applications will be reviewed by a nominating committee, composed of two members of Council and the CAO or designate.

5.1.2 The nominating committee will review applications for alignment of skills and interests then forward names of recommended appointments to a regular meeting of Council for consideration.

Members of the Town Council will review those applications received, selecting those individuals most suitable for the positions available.

If there are only enough applicants to fill the available vacancies and Council approves the candidate offering for the position, no further assessment is necessary.

If there are more than enough applicants to fill the available vacancies Council will score the candidates according to the following criteria:

Committee experience (on a committee of council or equivalent committee of any organization) — 1 point per year of experience to a maximum of 4;  
Educational, work, and volunteer experience relevant to the Committee's mandate — 1 point per year of experience to a maximum of 4;  
Demonstrated suitability and support for the values outlined in the Council's Strategic Plan — up to 2 points;  
Demonstrated ability to attend regular Committee meetings and related events — up to 2 points;  
Demonstrated proficiency with computers — up to 2 points;  
Diverse and balanced representation of the community — up to 2 points;  
Additional criteria as provided in the Committee's Terms of Reference — up to 4 points.

The scoring for each candidate would be the sum of the points received from each member of Council based on the criteria. Candidates will then be ranked in order of the highest total of points received. This ranking would be a guideline for Council to use in the appointment of public members.

Notwithstanding the ranking of any candidate, the final selection and appointment to Town Council Committees is at the sole discretion of Council by motion. The Town Council is not obligated to appoint any candidate and may instead re-advertise for public members as needed.

## 6.0 General

6.1 Meeting Procedures: Meetings of Town Council Committees will generally adhere to the meeting procedures specified in the Town of Mahone Bay Town Council Policy. Quorum at a meeting of a Town Council Committee shall be the same as quorum at a Town Council meeting (a majority of voting members) pursuant to provincial legislation.

6.1.1 Committees shall meet at such a time and place as set out at the preceding meeting or at such other time and place as Council, the Committee Chair, or a quorum of committee members decides, with at least three business days advance notice to members and the public. Committees which meet on a regular basis will endeavor to keep a regular meeting day, e.g., the third Monday of the month.

6.1.2 Additional meetings may be scheduled by the Committee Chair not less than 10 days before or after a regularly scheduled meeting. In the case of Advisory Committee meetings (e.g. Heritage Advisory, Planning Advisory) which receive requests concerning matters to be forwarded to Council for approval, the Chair will give consideration to potential financial implications in consideration of a request for a Special Meeting for any reason, including but not limited to staff workload and strategic priorities, availability of committee members, meeting space availability, or concerns relating to providing appropriate notice and advertisement to the public.

6.1.3 The date, time and location of committee meetings shall be posted by the Secretary by providing a copy of the agenda to committee members and the Town Clerk. The Clerk will post the agenda and minutes for the public; all meeting dates and times, agendas and minutes of the committee shall be open to the public except as expressly authorized by law.

6.2 Agenda Items: In accordance with procedures specified in the Town of Mahone Bay Town Council Policy all agenda items must be forwarded to the Secretary at least five business days prior to the next scheduled meeting. The committee agenda, along with the meeting package, will be distributed to committee members at least three business days prior to the next scheduled meeting.

**6.3 Resources/Accounts:** Where applicable, Town Council Committees will be allocated funds as a component of the Town's annual budget for purposes directly related to their mandate as specified in their Terms of Reference; committees are generally expected to submit an annual work plan to Council outlining how these funds will be used no later than the end of January of each year. Individual committee members, with the exception of authorized Town staff, do not have the power to expend funds on behalf of the Committee or the Town.

**6.3.1** Subject to motion(s) of Council, the resources which may be utilized by the Committee, in addition to expense claims for committee business through the CAO, include:

- a) advice and support of the Committee Secretary (member of staff) and/or other Town staff as designated by the CAO;
- b) use of the Town's facilities and supplies for meetings, including, photocopying, postage and other administrative needs as approved by the CAO;
- c) use of external services necessary to discharge the Committee's Terms of Reference (e.g. advertising), as approved by the CAO;
- d) such other resources reasonably required, through the CAO in accordance with any allocation provided in the annual budget.

**6.3.2** The members of the committee shall serve without remuneration but may be paid such expenses as are necessarily incurred by each member in the discharge of duties approved by the committee.

**6.4 Professional Public Conduct:** Members of any Town Council Committee will follow all applicable Town of Mahone Bay policies and/or by-laws while serving in the community and/or representing the Town as part of a Town Council Committee.

**6.5 Conflict of Interest:** Any member of a Town Council Committee with a conflict of interest related to motions or actions of the committee, must acknowledge the conflict and follow the same procedures as those followed by Council; have the conflict recorded in the minutes and be excused from participation in the meeting during the time which the topic is under consideration. As each Council Committee meeting is called to order the Chair will remind members of this procedure.

**6.6 Council Review:** In the event that a Town Council Committee ceases to function as prescribed by this policy or as set out in the committee's Terms of Reference, or ceases to meet for three or more successive scheduled meetings, or is unable to

meet with quorum for three or more successive scheduled meetings, or at any time, Council may proceed with a review of the viability of the committee and determine whether to dissolve. Town Council Committees can only be dissolved through motion of Council amending this policy; Town Council Committees dissolved by motion of Council, can be so without consultation with the Committee members. In the instance that a Committee is dissolved, the dissolution will be posted on the Town website and all the Committee members will be notified prior to the next scheduled meeting.

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

Current Town Council Committees List:

Standing Committees:

- Audit & Finance Committee
- Cemetery Committee
- Policy & Strategy Committee

Advisory Committees:

- Asset Management Committee



Citizen Advisory Committees:

- Planning Advisory Committee
- Heritage Advisory Committee
- Police Advisory Board
- Oakland Lake Watershed Advisory Committee
- Climate & Environment Advisory Committee

DRAFT

## Audit & Finance Committee Terms of Reference

### Background

The Audit & Finance Committee is established to comply with the requirements of the Nova Scotia Municipal Government Act that the Town Council shall annually appoint an audit committee which shall meet at least twice in each fiscal year.

### Committee Mandate

The responsibilities of the Audit & Finance Committee shall include:

- (a) a detailed review of the financial statements of the Town with the municipal auditor;
- (b) an evaluation of internal control systems and any management letter with the auditor;
- (c) a review of the conduct and adequacy of the audit;
- (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
- (e) such other matters as may be determined by the Council to be the duties of an audit committee; and,
- (f) any other matters as may be determined by the Council.

In addition to the responsibilities assigned to the Committee by the Municipal Government Act, Council has determined that the Audit & Finance Committee will review financial updates provided by the Manager of Finance and make recommendations to Council concerning the financial policies and practices of the Town.

The Audit & Finance Committee shall generally meet twice each year. Voting membership on the Audit and Finance Committee will be restricted to residents of the Town of Mahone Bay.

### Committee Membership

The membership of the Audit & Finance Committee shall include:

- All members of the Town Council;
- The CAO (non-voting);
- The Manager of Finance (non-voting); and,
- Two public members

In the selection of public members preference will be given to applicants with demonstrated experience interpreting financial statements.

DRAFT

## Cemetery Committee

### Terms of Reference

#### Background

The Cemetery Committee is established under the Town's Cemetery By-Law January 14<sup>th</sup>, 2014, with responsibility over Park and Bayview Cemeteries.

#### Committee Mandate

The responsibilities of the Cemetery Committee as assigned in the Cemetery By-Law shall include:

- (a) Approving the transfer of title to cemetery lots;
- (b) Setting criteria for memorials;
- (c) Approving the placements/relocations/removals of memorial structures and objects in the cemeteries;
- (d) Varying interment and disinterment procedures if necessary;
- (e) Advising staff concerning the care of the cemeteries; and,
- (f) Establishing fees, rules and regulations pertaining to the cemeteries by recommendation to the Town Council.

The Cemetery Committee shall generally meet on a quarterly basis.

#### Committee Membership

The membership of the Cemetery Committee shall include:

- Three members of the Town Council;
- The Director of Operations (non-voting);
- Another Town employee designated as Secretary by the CAO (non-voting);
- One public member representing Mahone Funeral Home; and,
- One other public member.

In the selection of public members preference will be given to applicants with family members interred in Park Cemetery or Bayview Cemetery.

## **Climate & Environment Advisory Committee**

### **Terms of Reference**

#### **Background**

The overall purpose of the Climate & Environment Advisory Committee as determined by Council is to provide leadership and guidance on climate change mitigation, adaptation, and environmental stewardship initiatives. The committee provides feedback and engages in community outreach on issues and projects related to environmental sustainability within the Town.

#### **Committee Mandate**

The responsibilities of the Climate & Environment Advisory Committee shall include:

- (a) Review the Greenhouse Gas Reduction Action Plan and recommend updates to Council.
- (b) Receive updates from staff on the implementation of the Greenhouse Gas Reduction Action Plan and the Council's Strategic Plan as it relates to environmental leadership, and progress toward established targets, and make related recommendations to Council.
- (c) Identify opportunities for innovative climate change mitigation and adaptation projects and promote sustainability and environmental stewardship within the Town.
- (d) Promote communication of the Greenhouse Gas Reduction Action Plan and ongoing climate change and environmental initiatives to the local community.
- (e) Identify opportunities for grants, funding and partnerships as approved by Council.
- (f) Coordinate with the FCM Partners for Climate Protection Program and advise Council of the Town's progress in this regard.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to conduct an annual review of the Greenhouse Gas Reduction Action Plan and recommend a related work plan to Council for the following year.

The Climate & Environment Advisory Committee shall generally meet quarterly.

### **Committee Membership**

The membership of the Climate & Environment Advisory Committee shall include:

- Two members of the Town Council;
- The Climate and Energy Program Manager (non-voting);
- The CAO (non-voting);
- Up to five public members as appointed by Council. This may include stakeholders from areas of the Municipality of the District of Lunenburg abutting the Town, or members of academic or non-profit organizations with an environmental mandate.

In the selection of public members preference will be given to applicants with a demonstrated knowledge of sustainability and climate change.

Policy & Strategy Committee  
Terms of Reference

## Background

The Policy & Strategy Committee is established to provide an opportunity for debate and discussion on by-law and policy review, strategy, and other matters which Council determine would benefit from further discussion.

## Committee Mandate

The responsibilities of the Policy & Strategy Committee shall include:

- (a) review of policies and by-laws of the Town of Mahone Bay which have been referred to the Policy & Strategy Committee;
- (b) consideration of matters before Council which have been referred to the Policy and Strategy Committee for further discussion

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee.

The Policy & Strategy Committee shall generally meet monthly as required to discharge its responsibilities.

## Committee Membership

The membership of the Policy & Strategy Committee shall include:

- All members of the Town Council;
- The CAO (non-voting);
- The Clerk (non-voting)

SUSPENDED - January 2021

Age-Friendly Community Committee  
Terms of Reference

## Background

The Age-Friendly Community Committee was originally established by Council in 2011 as a commitment to consulting with residents on the age-friendliness of the Town.

The overall purpose of the committee is to provide leadership, consultation and engagement activities in the process of making the Town of Mahone Bay an inclusive age-friendly community as described by the World Health Organization's 8 domains of Age Friendly Communities:

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Respect and social inclusion
5. Social participation
6. Communication and information
7. Civic participation and employment opportunities
8. Community support and health services

## Committee Mandate

The responsibilities of the Age-Friendly Community Committee shall include the following:

- (a) Promoting an age-friendly culture by raising awareness of the importance of social participation and inclusion of citizens;
- (b) Developing knowledge and skills amongst local stakeholders and residents related to age-friendly communities;
- (c) Reviewing Town programs and services, and making recommendations to Council to remove barriers to participation by people of all ages;
- (d) Identifying effective ways to engage youth and older adults in stakeholder consultation when seeking public feedback on Town initiatives;
- (e) Collaborating with other Town Committees on projects affecting older adults and/or youth;



- (f) Promoting the development of age-friendly business premises and practices within the local business community; and,
- (g) Collaborating with local and regional organizations to develop and promote programs, events and practices in the area to enhance participation by people of all ages.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a 5-year Age-Friendly Community Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Age-Friendly Committee shall generally meet monthly.

#### Committee Membership

The membership of the Age-Friendly Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting); and,
- Up to seven public members as appointed by Council.

In the selection of public members, preference will be given to older adults, youth and applicants who are connected with local organizations that serve older adults and youth.

SUSPENDED - December 2020  
Economic Development Committee  
Terms of Reference

## Background

The overall purpose of the Economic Development Committee as determined by Council is to provide leadership and engagement activities to promote the economic development of the Town of Mahone Bay.

## Committee Mandate

The responsibilities of the Economic Development Committee shall include:

- (a) Promoting a local investment climate;
- (b) Supporting the marketing and branding of the Town;
- (c) Promoting livability and resident attraction / retention;
- (d) Supporting the coordination / growth of local events;
- (e) Promoting tourism and enhancing the visitor experience;
- (f) Supporting buy-local / import substitution initiatives; and,
- (g) Promoting commercial opportunities and land development.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a 5-year Economic Development Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Economic Development Committee shall generally meet monthly.

## Committee Membership

The membership of the Economic Development Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- One public member representing the Mahone Bay Chamber of Commerce; and,
- Up to four additional public members as appointed by Council.

In the selection of public members preference will be given to owners and operators of businesses operating in the Town of Mahone Bay.

DRAFT

Asset Management Committee  
Terms of Reference

## Background

The overall purpose of the Asset Management Committee as determined by Council is to provide leadership and engagement activities to ensure public assets are managed in a proactive and sustainable manner for current and future generations.

## Committee Mandate

The responsibilities of the Asset Management Committee shall include:

- (a) Researching, critiquing and recommending a draft Asset Management Policy to Council;
- (b) Reviewing the preliminary infrastructure report asset class by asset class;
- (c) Based on current service provision and existing assets, assisting in the development of Level of Service (LOS) definitions that are clear, concise, and jargon free;
- (d) Considering appropriate levels of service, assess service delivery risks, recommend service targets to Council;
- (e) Setting clear, efficient guidelines for communications with the purpose of:
  - Providing regular progress updates to Council
  - Providing regular progress updates to the public;
- (f) Designing a public engagement strategy; and,
- (g) Researching successful practices in Asset Management when it comes to establishing priorities and achieving results in small communities.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a long-term Asset Management Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Asset Management Committee shall generally meet monthly.

### Committee Membership

The membership of the Asset Management Committee shall include:

- Two members of the Town Council;
- The CAO (non-voting);
- The Manager of Finance (non-voting); and,
- Up to five public members as appointed by Council.

In the selection of public members preference will be given to applicants with backgrounds in civil engineering, finance and other related fields.

## Planning Advisory Committee Terms of Reference

### Background

The Planning Advisory Committee is established under Section 200 of the Nova Scotia Municipal Government Act which provides that a municipality may, by policy, establish a Planning Advisory Committee.

The purpose of a planning advisory committee is to advise Council respecting the preparation or amendment of planning documents and respecting planning matters generally.

### Committee Mandate

The responsibilities of the Planning Advisory Committee shall include:

- (a) Reviewing planning matters referred by Council and making recommendations to Council with respect to planning matters including Development Agreements and amendments to the Municipal Planning Strategy and Land-Use By-Law.

The Committee is expected to conduct an update of the Municipal Planning Strategy and Land-Use By-Law every 10 years and recommend amendments to Council as they arise.

The Planning Advisory Committee meets no more than monthly and only as required to discharge its responsibilities.

### Committee Membership

The membership of the Planning Advisory Committee shall include:

- Three members of the Town Council;
- Planning staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting); and
- Up to four public members as appointed by Council.

Voting membership on the Planning Advisory Committee will be restricted to residents of the Town of Mahone Bay.

Heritage Advisory Committee  
Terms of Reference

## Background

The Heritage Advisory Committee is established under the Heritage Property By-Law dated April 12<sup>th</sup>, 1988 pursuant to the Nova Scotia Heritage Property Act.

## Committee Mandate

The responsibilities of the Heritage Advisory Committee shall include making recommendations to Council concerning:

- (a) The inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property;
- (b) An application for permission to substantially alter or demolish a municipal heritage property;
- (c) Building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act; and,
- (d) Any other matters conducive to the effective carrying out of the intent and purpose of the Heritage Property Act; and
- (e) Initiatives to foster interest and community support for the registration of heritage properties.

The Heritage Advisory Committee meets no more than monthly and only as required to discharge its responsibilities.

## Committee Membership

The membership of the Heritage Advisory Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- A Town Researcher, as designated by the CAO (non-voting);
- Up to two members representing the Mahone Bay Founders Society; and
- Up to two additional public members as appointed by Council.

In the selection of public members preference will be given to applicants with backgrounds in architecture or history and those with a demonstrated knowledge of the history and heritage of the Town of Mahone Bay.

Voting membership on the Heritage Advisory Committee will be restricted to residents of the Town of Mahone Bay.

Police Advisory Board  
Terms of Reference

## Background

The Police Advisory Board is established to comply with the requirements of the Nova Scotia Police Act.

The function of an advisory board is to provide advice to the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

## Committee Mandate

The responsibilities of the Police Advisory Board, subject to the police contract or policing agreement, shall include:

- (a) Determining, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
- (b) Ensuring the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
- (c) Ensuring that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
- (d) Ensuring that police services are delivered in a manner consistent with community values, needs and expectations;
- (e) Acting as a conduit between the community and the police department;
- (f) Recommending policies, administrative and organizational direction for the effective management of the police department; and
- (g) Reviewing with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline.

The Police Advisory Board must hold a meeting at least every three months.

On behalf of the Police Advisory Board, the Chair or the Chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Nova Scotia Police Act, give advice in writing to the chief officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.



## Committee Membership

The membership of the Police Advisory Board shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- Two public members as appointed by Council; and,
- One member appointed by the NS Minister of Justice.

Voting membership on the Police Advisory Board will be restricted to residents of the Town of Mahone Bay.

DRAFT

Oakland Lake Watershed Advisory Committee  
Terms of Reference

## Background

The Oakland Lake Watershed Advisory Committee is established under the Nova Scotia Environment Act - Oakland Lake Watershed Protected Water Area – July 18<sup>th</sup>, 2007.

## Committee Mandate

The responsibilities of the Oakland Lake Watershed Advisory Committee shall include:

- (a) Reviewing correspondence received from owners of properties within the Oakland Lake Watershed Protected Water Area and matters referred by Council and making recommendations to Council with respect to the Oakland Lake Watershed Protected Water Area.

The Committee is expected to conduct an annual review of the Oakland Lake Watershed Protection Plan and recommend amendments to Council as required.

The Oakland Lake Watershed Advisory Committee meets a minimum of once annually or as required to discharge its responsibilities.

## Committee Membership

The membership of the Oakland Lake Watershed Advisory Committee shall include:

- Two members of the Town Council;
- Two representatives of the Municipality of the District of Lunenburg, one member of the Municipal Council and one staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting);
- A member of the public who is an owner of property within the Oakland Lake Watershed Protected Water Area; and,
- One member appointed by the NS Minister of Environment.



**SOLAR FOR EVERYONE**

[community-solar.ca](http://community-solar.ca)



# Community Solar Garden Monthly Update

October 2022



# Table of Contents

- Project Information
- Summary of Last Month's Activities
- Overview
- Construction Progress
- Health, Safety and Environment
- Milestones Summary
- Upcoming Activities

# Project Information

Project Name	Mahone Bay Community Solar Gardens
Owner Name	Town of Mahone Bay
Project Address	918 Main Street
Site Area (Acres)	~6 Acres
System Size (AC / DC)	1.500MWac / 1.816MWdc
Racking	PHLEGON® Fixed – 2P Continuous (GP Joule Product)
Modules	LG440N2T-E6 (440Wp Bifacial)
Inverters/Transformers	Sunny Highpower PEAK3 125-US
Budget	On budget with contingency



# Summary of Last Month's Activities

- Hardware delivery
- Piles staged, marked, and installed
- Racking Laid down
- Clean/Level Inverter Pad



# Overview

- Overall, this was a very productive month in Mahone Bay:
  - All piles were delivered and installed on site
  - Despite the site's rocky sub-terranean condition, all piles passed the required torque values required for construction as confirmed by our civil inspector
  - The inverter area has been cleared and flattened and is nearly ready to begin construction
  - There is still some material being delivered on site such as:
    - inverter pad
    - transformer pad
    - torque tubes
- There was lots of rain this month, however the site held up very well and the stormwater management system directed water as designed; away from neighboring properties.





# Construction Progress

Scope of Work	Total QTY to be Installed	Installed This Week	Installed To Date	Performed %
Site Trailer and Facilities	1		1	100%
Site Grading (Cut & Fill)	1		1.0	100%
Erosion Control	1		1.0	100%
Security Fence Installation	1		0.98	98%
Pile Installation	297	56.0	297	100%
Racking	258			0%
PV Wire Pulling (per string)	10,668			0%
DC Combiner Mechanical Installation & Termination	10			0%
Underground Trench (DC)	491			0%
Pad for Inverter and AC Panel Board	1	0.3	0.3	30%
Transformer Vault and Pad	1			0%
Inverter Mechanical Installation & Termination	10			0%
Transformer Installation & Termination	1			0%
AC Panel board Installation & Termination	1			0%
SCADA and Weather Station Installation	1			0%
Substantial Completion	1			0%
Performance Test 1	1			0%
Performance Test 2	1			0%
Demobilization/Site Clean-up / Punch List				0%



# Health, Safety and Environment

## Safety

Days without Injury	Near Misses	First Aids	Recordable
89	0	0	0

## Health & Environmental

Event	Date	Mitigation
0	N/A	N/A

# Milestones Summary

	Contract Baseline	Scheduled App'd	Actual
LNTP Agreement	20-01-2022	20-01-2022	
EPC Agreement	18-07-2022	18-07-2022	
LNTP Milestone 1	23-03-2022	23-03-2022	
LNTP Milestone 2	07-04-2022	07-04-2022	
LNTP Milestone 3	04-07-2022	04-07-2022	
Mobilization	26-07-2022	26-07-2022	26-07-2022
Modules Delivery (Owner Supplied)	21-09-2022	16-09-2022	16-09-2022
Inverters Delivery (Owner Supplied)	16-09-2022	16-09-2022	16-09-2022
Foundation Delivery	14-09-2022	14-09-2022	21-09-2022
Racking Delivery	30-09-2022	30-09-2022	
Transformer Delivery	05-04-2023	05-04-2023	
AC Panel Board Delivery	09-05-2023	09-05-2023	
Substantial Performance	25-05-2023	25-05-2023	
Final Completion	22-06-2023	22-06-2023	

# Upcoming Activities

- A sample solar module table will be constructed
  - Electrical inspections will occur to review the wiring and overall set-up of the sample module table
- Final Civil inspections will take place in November
- Additional Material will be delivered to the project site
- Racking will commence and panels will begin to be installed



## **Town of Mahone Bay**

Staff Report

RE: 2022 Special Election Update

November , 2022

### **General Overview:**

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

### **Background:**

With the resignation of Councillor Burdick, Council has set November 26, 2022 as Ordinary Polling Day for a special election to fill the vacant seat on Council. Advance Poll dates have been set for Saturday, November 19, 2022 and Tuesday, November 22, 2022 while voting is available as of November 12, 2022 by phone or internet in accordance with the Town of Mahone Bay Alternative Voting By-law.

### **Analysis:**

#### Candidates

Nomination Day was November 1, 2022 and there are two candidates for the 2022 Special Election: Suzanne Lohnes-Croft and Bryan Palfreyman.

November 2, 2022 was withdrawal day, giving candidates the opportunity to withdraw their name from the ballot, so staff started promotion of the names of candidates and voter information on November 3, 2022. The first Notice of Poll has been submitted for the November 9, 2022 edition of the Progress Bulletin and notices will be circulated to all residents of the Town via Canada Post with step-by-step voting instructions on the reverse.

#### Voting

The enumeration process has been completed but voters can contact election staff to update their information or to be added to list of voters at any time up until the close of poll at 7:00 pm on November 26, 2022. The Town has engaged Intellivote Systems Inc once again to conduct the evoting services and the voter letter was approved as of the close of Nomination Day on November 2, 2022; staff anticipate that the Voter Information Letter will be delivered via Canada Post during the week of November 7, 2022.

#### Eligibility to Vote

- 18 years of age or older and a Canadian citizen on or before the first advance poll day (November 19, 2022)

- Ordinarily resident in Nova Scotia six months before the first advance poll day (since May 19, 2022)
- Ordinarily resident in the Town of Mahone Bay since immediately before the first advance poll day (since November 18, 2022)

### eVoting Services

As in the 2020 Municipal Election, the Town of Mahone Bay has chosen to hold a paperless election for accessibility and convenience, as well as out of respect for the ongoing public health situation; voters will each receive a unique PIN which they will use with their birthdate to cast their vote by phone or online. The same process will be followed for those who chose to attend a physical polling station, but there will be a tablet available for people to cast their vote and poll workers available to assist if required.

### Returning Officer

The Town has engaged Leah Zinck as our Returning Officer; Ms. Zinck was the Town's Returning Officer for the 2018 Special Election and has a great deal of experience with elections at all three levels of government, including the 2020 Municipal Election which was conducted with electronic and telephone voting. Staff are asking for a motion to appoint the Town Clerk & Deputy CAO as the Assistant Returning Officer to act as a support, and essential backup, for the Returning Officer.

### **Financial Analysis:**

A budget of \$17,500 to be drawn from Operating Reserves was approved at the September 13, 2022 regular Council meeting. While election staff have yet to be contracted, the cost of the Intellivote contract remained the same as the 2020 election which was slightly less than projected by staff.

### **Climate Analysis:**

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

**Links to Strategic Plan:**

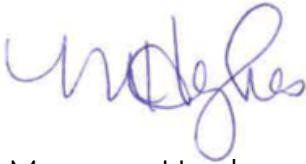
2.3 Governance to Meet Expectations of our Growing Community.

**Recommendation:**

It is recommended,

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

Respectfully submitted,



Maureen Hughes  
Town Clerk & Deputy CAO



The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, October 27, 2022 at 12:03 p.m. via videoconferencing.

Present:

Mayor D. Devenne  
Deputy Mayor Francis Kangata  
Councillor Kelly Wilson  
Darrell Dawson  
David Lesiuk  
Angus Smith  
Clerk & Dep. CAO, M. Hughes  
Manager of Public Works & Transportation, J. Uhlman  
CAO, Dylan Heide  
Cst. Traci Johnston  
S/Sgt Victor Whalen

Absent:

Land Acknowledgement

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

1. Approval of Agenda

A motion by Councillor Wilson, seconded by Mr. Dawson, "THAT the agenda be approved as presented."

Motion carried.

2. Minutes

A motion by Councillor Wilson, seconded by Mr. Lesiuk, "THAT the minutes of the April 28, 2022 meeting of the Police Advisory Board be approved as presented."

Motion carried.

### 3. Presentation of Police Reports

Mayor Devenne welcomed Cst. Traci Johnston as the Town's new RCMP Liaison. Cpl. Johnston presented the RCMP Quarterly Report for July – September 2022; specifically highlighted in the report were the new hires in the District, and significant calls for service in the District as well as specifically in Mahone Bay.

### 4. Speed Sign Reports

The committee received the speed sign statistics from the three speed signs in town, currently located at Main Street, Edgewater Street, and Kinburn Street.

A motion by Mr. Dawson, seconded by Deputy Mayor Kangata, "THAT the Police Advisory Board recommend that Council direct staff to install a stop sign be placed at the intersection of Edgewater Street turning right onto Main Street – replacing the current yield sign – in anticipation of a future report with further recommendations for traffic measures at the intersection of Edgewater Street and Main Street."

Motion carried.

### 5. New Business

No new business.

### 6. Next Meeting

#### 6.1 2023-24 Appointments

Members of the Board were advised that committee appointments are ending in December 2022 and that information about the next recruitment campaign will soon be available. The Board Chair thanked all members of the Board for their service.

#### 6.2 2023 Meeting Calendars

Board members were advised that the meeting date will be set when the 2023 Meeting Calendar is approved by Council, which is anticipated in November.

Next Meeting: to be determined by 2023 Meeting Calendar

The meeting adjourned upon motion at 12:57 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY



Mayor David Devenne

Town Clerk, Maureen Hughes





**Quarterly Police Report  
Town of Mahone Bay  
July to September 2022**

**1. LUNENBURG DISTRICT STAFF**

- 1 Staff Sergeant
- 2 Sergeants
- 6 Corporals
- 34 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

**2. SOUTHEAST TRAFFIC SERVICES**

- Six member provincial unit working out of Lunenburg District (Chester Office)
- Dedicated traffic enforcement throughout Lunenburg and Queens Counties.

**3. LUNENBURG DISTRICT FLEET**

- (11) Patrol Cars
- (7) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat
- (1) 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

**4. DISTRICT FACILITIES**

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment

**5. CALLS FOR SERVICE**

Between July 1<sup>st</sup>, 2022 and September 30<sup>th</sup>, 2022 Lunenburg District RCMP received 2880 calls for service which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

**Various calls for service statistics within Lunenburg District:**

- Lunenburg District members conducted 67 check stops in various locations throughout the county.
- False Alarms - 51
- Wellbeing Checks - 72
- Mental Health Calls – 130
- Sudden Death - 27
- Crime Prevention -139
- 911 calls - 65
- Assistance to GP – 33

**Calls for service specific to the Town of Mahone Bay:**

Between July 1<sup>st</sup>, 2022 and September 30<sup>th</sup>, 2022, RCMP received 107 calls for service in the town of Mahone Bay which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

During the same quarter in 2021 Mahone Bay had a total of 157 calls for service.

- Check Stops – 6
- Written Warnings - 10
- Summary Offence Tickets – 4
- Parking Offences - 4
- False Alarms – 7
- 911 Calls – 5
- Sudden Deaths – 1
- Crime Prevention – 3
- Assistance to GP - 3

**Calls for Service**

Here's a breakdown of some of the notable calls for service in Mahone Bay:

- On August 12<sup>th</sup>, 2022 Lunenburg District RCMP received a complaint of theft of tools from a work site in Mahone Bay. A suspect has been identified and the investigation is continuing.

- On August 24<sup>th</sup>, 2022 RCMP received a call for service from a female pedestrian that was on Edgewater Street in Mahone Bay. She advised that she was approached by male in a vehicle whom exposed himself to her and asked her to get in the vehicle with him. The female provided very limited information and the male has not been identified nor have there been any further complaints of this nature.
- On September 6<sup>th</sup>, 2022 Lunenburg District RCMP conducted high visibility patrols in the vicinity of Bayview Community School for the first day of school for students in the 2022-2023 school year. High pedestrian and motor vehicle traffic noted however, no offences observed.
- On September 30<sup>th</sup>, 2022 RCMP recovered a stolen motorcycle that had been abandoned on the Bay to Bay walking trail. The motorcycle had been reported stolen on September 2<sup>nd</sup> from a residence in Mahone Bay, no suspects in the theft.

**6. District Resources:**

Lunenburg County District is in great shape with regards to employee positions. We currently face a couple of vacancies however we expect these to be filled quickly.

- S/Sgt. Victor Whalen is the District Commander and works out of the Cookville Detachment.
- Cpl. Dan Smith is the current Acting Operations Sergeant working out of the Cookville Office. Cpl. Kelly Plamondon who has been promoted to Sergeant, will be the new Operations Sergeant in Bridgewater and she will be in place by the end of November.
- Sgt. Brent Johnston is the Operations Sergeant working out of the Chester Office.
- A/Cpl. Dave Simms and Cpl. Walter Goliath are Team Leaders of their respective Watches. They also both work out of the Cookville Detachment. Cpl. Goliath and his family have recently relocated to the area from another province.
- Cpl. Traci Johnston is the RCMP's representative for the Towns of Lunenburg and Mahone Bay. Cpl. Johnston also supervises Lunenburg District's Community Policing program and School Safety Resource program. She replaced Cpl. John Payne who was recently promoted to Barrington Detachment.
- A/Cpl. Nick Maclean and A/Cpl. Andrew Carruthers are the current Team Leaders

of their respective Watches. They both work out of the Chester Detachment.

- Cst. Gord Giffin works within the Criminal Intelligence Service of Nova Scotia. Based at the Bridgewater Police Service Office he is responsible to gather local intelligence on crime within Lunenburg County.
- Cst. Aaron Bishop and his family have recently relocated to the area. He has started as our new Street Crime Enforcement Officer and he works out of the Cookville Detachment.
- Cpl. Dan Smith has accepted a transfer to RCMP Headquarters and will soon be working in the Criminal Operations Office which indirectly supports frontline operations.
- Cpl. Matt Ingraham has been transferred to the full-time Emergency Response Team which is located at RCMP Headquarters.
- Cpl. Matthew Leggett, currently working in Halifax District, has accepted a transfer to Lunenburg District. He will be replacing Cpl. Dan Smith. These transfers will coincide with one another to ensure there are no gaps in service delivery.
- Cst. Laura Adams has accepted a transfer to Halifax District RCMP and will be leaving at the end of October. Her replacement is Cst. Sue Camus. Cst. Camus currently works in Halifax District so she will be joining us as soon Cst. Adams starts in Halifax.
- Cst. Paul McCallion has recently been transferred into the General Investigation Section and he is working out of the Cookville Detachment.
- Cst. Mark Seaward has arrived from his previous posting and he is working on D Watch out of the Chester Detachment.
- Cst. Devon Philpott has recently relocated here from his previous posting. Cst. Philpott is working on a Watch out of the Cookville detachment.
- Cpl. Scott MacLeod, our new Police Service Dog member, is working out of the Chester Detachment.
- There are two promotional processes which are well underway to identify two

new Corporals as frontline Team Leaders in the District. The successful candidates will soon be identified at which time the relocation process, if any, will be initiated.

- Currently within the District there are five members on long-term ODS (over 30 days). Two of our long-term ODS members will be retiring from the Force in the coming months. We also have a current vacancy in the Court Liaison position (Cst.). The process of finding replacements for these 3 positions have already been initiated.

## **7. SOUTH SHORE STREET CRIME (LCD SCEU) / GIS**

The Street Crime Enforcement Unit is a three member investigative unit integrated with the Bridgewater Police Service (2 RCMPs and 1 Bridgewater Police Member that is led by CPI. Derek McAlpine of the RCMP. SCEU's mandate is to investigate low to mid-level organized crime and primarily investigates offences under the Controlled Drugs and Substances Act (CDSA) and Criminal Code.

Lunenburg District General Investigative Section consists of 1 RCMP , Cst. Paul McCallion who has recently assumed this position. The mandate of the GIS unit is to investigate more serious, complex and time consuming investigations.

## **8. SCHOOL SAFETY RESOURCE OFFICERS (Lunenburg County)**

Corporal John Payne has recently been promoted out of Lunenburg District. Corporal Traci Johnston has taken over his responsibilities in managing the Lunenburg Town office as well as the school resource officer program and community policing victim services officer program. Corporal Johnston began this position on October 1<sup>st</sup>.

Constable Ted Baily has returned to his substantive role as the SSRO for Lunenburg District Schools and is joined by Constable Leah Beaton. The SAFE plans for all the schools in Lunenburg County have been updated.

The SSROs are working with local schools and, as before, delivering programs concerning a range of topics including cyber bullying, consent and other social media topics. They are engaged with school staff regarding concerns of drug use and bullying at the school and on the buses. The SSRO's have been pro active in the school zones for traffic related concerns. Cst. Bailey works out of Chester Detachment while Cst. Beaton works out of Cookville Detachment.

#### **9. COMMUNITY POLICING VICTIMS SERVICES OFFICER (Lunenburg County)**

Constable Sonia Upshaw has returned to her substantive position as the Community Policing/ Victim Services officer for Lunenburg District. Constable Upshaw is working to get more involved in community groups within in the district as many had shut down during COVID. If you or someone you know have any community activities or special events that you would like the RCMP in attendance please contact Cst. Upshaw at the Chester Detachment by calling 902-275-3583 or by email: [Sonia.upshaw@rcmp-grc.gc.ca](mailto:Sonia.upshaw@rcmp-grc.gc.ca)

#### **10. STREET CRIME ENFORCEMENT UNIT/ GIS:**

As of Oct. 16<sup>th</sup> we now have both SCEU positions filled, 1 BPS and 1 RCMP, and as well as the RCMP GIS position.

- Since returning to full compliment, the both units have been actively assisting Southwest Nova Major Crime with the missing person file involving Barry ALBERT.
- As a result of multiple enforcement actions on the primary crime group in the area over the past six months, the leader of the group has recently pled guilty and has agreed to a 4 year Federal sentence.
- 8 other offenders are currently before the courts on other criminal matters.

#### **11. SOUTHEAST TRAFFIC SERVICES STATS**

These below statistics are in addition to the "Road Safety" work conducted by Lunenburg County District members. Please see below the combined traffic statistics between South Shore Traffic Services and Lunenburg County Detachment members for all of LCD

- **310** SOTS
- **271** Written Warnings
- **67** Checkpoints

Respectfully submitted,

Corporal Traci Johnston  
RCMP Lunenburg District





**Town of Mahone Bay Quaterly Statistics**  
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type		2022	2022	Amount of Change	Calendar Year to Date 2022
		Q3	Q2		
		Current	Previous		
Crimes Against Persons					
Offences Related to Death	0	0	0	0	
Sexual Offences	0	0	0	0	
Assault	0	4	-4	4	
Kidnapping/Hostage/Abduction	0	0	0	0	
Robbery	0	0	0	0	
Extortion / Intimidation	0	0	0	0	
Criminal Harassment	0	0	0	0	
Indecent   Harassing Comm.	0	0	0	0	
Uttering Threats	0	4	-4	4	
Property Crime					
Arson	0	0	0	0	
Break and Enter	0	0	0	1	
Unlawfully in a Dwelling House	0	0	0	0	
Theft Over	0	0	0	0	
Theft of Motor Vehicle	0	0	0	0	
Theft of Other MV / Motorcycle	1	0	1	1	
Take MV w/o Consent	0	0	0	0	
Theft Under	4	0	4	6	
Shoplifting	4	1	3	11	
Theft (mail, bicycle, et al)	0	0	0	0	
Theft from Motor Vehicle	0	1	-1	1	
Possession of Stolen Goods	0	0	0	0	
Fraud	3	1	2	6	
Identity Theft	0	0	0	0	
Mischief	6	6	0	16	
Drug Enforcement					
Possession	0	0	0	0	
Trafficking	0	0	0	0	
Import/Export	0	0	0	0	
Production	0	0	0	0	
Other	0	1	-1	1	



**Town of Mahone Bay Quaterly Statistics**  
(Includes Traffic Services and Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2022	2022	Amount of Change	Calendar Year to Date 2022
	Q3	Q2		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Distracted Driving	0	4	-4	4
Impaired by Alcohol	3	2	1	5
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	1	2	-1	3
Fail to Stop or Remain	2	0	2	2
Seatbelt Violation	3	2	1	5
Intersection Violation	1	0	1	1
Speeding Violation	3	3	0	7
Insurance Violation	1	3	-2	6
Road Side Suspension (Alcohol)	0	0	0	1
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	0	0	0	0
Collision - Reportable	4	3	1	11
Collision - Non Reportable	6	3	3	9
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	0	0	0	0
Other Traffic Offence/Violation	16	36	-20	57
Other Traffic Related Duties	1	0	1	1
Checkstop	6	22	-16	33
Other				
911 Call	5	1	4	10
Breach of Court Order	0	0	0	0
Liquor Act	2	0	2	4
Mental Health Act	0	2	-2	7
Missing Person	0	0	0	0
Municipal Bylaw - Other	2	0	2	2
Other	23	16	7	52
Sudden Death	1	2	-1	6
Suspicious P V P	1	0	1	3
Wellbeing Check	0	4	-4	8
Trespass At Night	0	0	0	0
HPA (COVID-19) - Offences only	0	0	0	0
HPA (COVID-19) - Other activities	0	0	0	0
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	0	2	-2	2
Total Founded & SUI Occurrences	99	125	-26	290
Total Occurrences*	107	129	-22	305

\*Includes Unfounded and Unsubstantiated