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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, November 24, 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  
Acting CAO, M. Hughes

Absent: CAO D. Heide (regrets)

Gallery: Online & 0 in-person gallery

Land Acknowledgement

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

1. Agenda

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT the agenda be approved as amended to add a verbal report about public transit and feedback from recent meeting about the shared building inspection function. Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT the minutes of the November 8, 2022 special meeting of Council be approved as presented." Motion carried.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT the minutes of the November 18, 2022 regular meeting of Council be approved as presented." Motion carried.

### 3. Presentations

Dean Waterfield, of the Mahone Bay Community Land Cooperative, gave a presentation to introduce Council to this newly formed Cooperative, and discuss the Cooperative's potential interest in the old firehall.

### 4. Correspondence – Action

#### 4.1 Rev. Patti Brace, St. James Parish Council – Crosswalk Request

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council refer the request for a Truth and Reconciliation crosswalk to the traffic authority, and that the traffic authority report back to Council to include discussion with the local First Nation Community and an appropriate painted surface." Motion carried.

#### 4.2 Karen Pinsent, Season of Father Christmas – Rental of Portable Toilet Units for Civic Marina.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT council direct staff to provide a \$200 grant to the Season of Father Christmas to fund their general operations and ask that these requests come earlier in the fiscal year in the future." Motion carried.

### 5. Correspondence – Information Items

#### 5.1 NSFM – Monday Memo – November 7, 2022

#### 5.2 NSFM – Monday Memo – November 14, 2022

#### 5.3 Nick Barr, DMAH – New Fund for the Recruitment and Retention of Healthcare Professionals

#### 5.4 Anna Moran, Tourism Nova Scotia – Updates to Tourist Accommodations Registration Requirements

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT council refer the information on updates to tourist accommodations registration for discussion at the next meeting of the Plan Mahone Bay Steering Committee." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council receive and file items #5.1 – 5.4." Motion carried.

### 6. Staff Reports

#### 6.1 Council Report

Council received the Staff Report to Council for November 24, 2022.

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

## 6.2 DRAFT 2023 Meeting Calendar

Council received a draft calendar with Council and committee meeting dates for 2023.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council approve the draft 2023 meeting calendar as amended." Motion carried.

## 6.3 Staff Memo – Plaquing Ceremony

Council received a staff report explaining the cancellation of the Municipal Heritage Property Plaquing Ceremony that was scheduled to take place at Town Hall on December 2, 2022.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council defer the plaquing ceremony to a later date and refer this item back to the next meeting of the HAC for their recommendation of an alternative date." Motion carried.

## 7. Council Items

### 7.1 Mayor DeVenne – Ministerial Appointment to Police Advisory Board

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Katherine McCarron be appointed as the provincial appointment to the town of Mahone Bay's Police Advisory Board." Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council direct staff to bring more information about the role of the Police Advisory Board for discussion at a future meeting of the Policy and Strategy Committee." Motion carried.

## 8. Committee Reports

### 8.1 Climate and Environment Committee

Council received the draft minutes of the November 2, 2022, meeting of the Climate & Environment Committee.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council direct staff to send a letter to Samantha Battaglia, thanking her for her service on the Climate and Environment Committee." Motion carried.

## 9. New Business

### 9.1 Public Transit

Councillor Carver gave a verbal report about a presentation given to the South Shore Housing Action Coalition by the Executive Director of the Community Transportation Network.

### 9.2 Shared Building Inspection Function

Councillor Carver verbal report on a meeting between Municipality of the District of Lunenburg, Municipality of the District of Chester and the Town of Mahone Bay concerning shared services for building inspections.

### 9.3 Notice of Motion

Councillor Wilson made a Notice of Motion that he would make or cause to be made at the next regular meeting of Council a motion recommending the deferral of the AREA Board dividend payment.

## 10. Closed Session

A motion by Councillor Wilson, at 8:51pm, seconded by Councillor Carver, to go into Closed Session to discuss legal advice eligible for solicitor-client privilege as permitted by the Municipal Government Act section 22(2)(g). Motion carried.

Council returned to Open Session at 9:04 pm.

Council adjourned upon motion at 9:04 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Maureen Hughes





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A Special Meeting of Town Council for the Town of Mahone Bay was held on Thursday, December 1, 2022 at 11:32 a.m. in Council Chambers.

Present:

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

Absent: CAO, Dylan Heide (regrets)

Gallery: 0

Land Acknowledgement

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

1. Agenda

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

2. Closed Session

A motion by Councillor Wilson, at 11:34am, seconded by Councillor Carver, to go in Closed Session to discuss legal advice eligible for solicitor-client privilege as permitted under MGA 22(2)(g). Motion carried.

Council returned to open session at 12:43 pm.

There be no further business, Council adjourned at 12:44 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Deputy Clerk, Kelly Redden





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SOUTH SHORE REGIONAL HOSPITAL

# Project Scope

## By the Numbers

### OVERALL SIZE

Currently 170,000 sq ft.

Increase of 48,705 sq ft.

=218,705 sq ft. (28.65% expansion)

### OVERALL COST

\$115.7 million overall cost



## Facility Additions

### TWO-STOREY ADDITION

will house a new **Emergency Department, Ambulatory Care, Endoscopy Unit and Dialysis Unit**, in addition to **four Ambulance Bays**.

### SINGLE STOREY ADDITION

will be home to a new **MRI Suite**.

### TWO SMALLER ADDITIONS

will be built to accommodate essential upgrades to mechanical and electrical systems.

# Project Highlights

- The **Emergency Department** will triple in **size**
- Increased number of **exam rooms** from **14 to 20**
- **New access road to the HeliPad** for life flight services
- Addition of a **Dialysis Unit** with 12 treatment chairs
- A new **MRI Suite** - anticipate 3000 scans/year in the new suite
- New **SPEC-CT** Scanner – provides detailed diagnostic images
- **Expanded Endoscopy and Day Surgery** will better support local patients
- **Weather-protected Ambulance Bays** will improve patient comfort and privacy
- **Systems upgrades** will target LEED Silver level certification
- **Construction** will be phased over 4 years, completion target 2025.



# Brighter Days Capital Campaign

- Community has been asked to raise \$9.5 million to fund the purchase of essential medical equipment
- David Himmelman and Tim O'Regan Co-Chairs for the campaign committee
- In excess of 100 volunteers from the community will work on the campaign
- The community response to the initial phases of the campaign has been positive



# Community Impact

- The South Shore Regional Hospital services Lunenburg, Queens and a portion of Shelburne Counties
- The redevelopment project will positively impact the recruitment and retention of health care professionals, an anticipated 60-80 new permanent jobs will be created in the community
- A modern regional healthcare facility increases the appeal of Lunenburg and Queens Counties to potential residents. This project protects our hospital's "Regional Hospital" status now and into the future.
- Construction will have a positive impact on the economic activity in the region with an anticipated 300 construction workers on site daily



# Ways to Give

- **Pledged** gift (up to 5 years)
- **One-time** contribution
- **Gifts of stocks**, bonds, annuities, real estate or other capital property
- The campaign is requesting support from the regional municipalities and towns both financially and logistically (ie ad space)
- Suggested gift from the Town of Mahone Bay  
\$100,000 over 4-5 years





**OUR LOCAL HOSPITAL IS WORTH ALL  
OF OUR SUPPORT.  
IT IS READY FOR THE COMMUNITY  
WHEN THE COMMUNITY NEEDS IT.**



## Maureen Hughes

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**From:** George Anderson <george@saltboxbrewingcompany.ca>  
**Sent:** Friday, December 2, 2022 10:12 AM  
**To:** Dylan Heide; Maureen Hughes  
**Cc:** Kelly Wilson; Meg Craig; Lee Simpson; Christine Knickle; Angela; Betty Hutton; Michael Broley; Scott Lutes; Dave Eisnor; Angela Pace; LisetteJones  
**Subject:** MODL VIC

CAUTION: This email originated from an external sender.

I have written twice about this and appreciate you are busy.

You will have seen in the local newspaper this week that MODL may shut down their VIC. No firm decision is made but it looks like Bridgewater at least is pulling out of their partnership with the MODL VIC. We at the Chamber have been asked if we might contemplate a partnership with MODL to work out of the Mahone Bay VIC. We have replied that we could support this subject to clarification on a number of matters including those which the Town may wish to table, financial arrangements and the like.

I feel we should not proceed at this stage until we have some clarification from the Town about your possible issues/concerns. So, we are stalled at the moment pending your input.

George Anderson  
Chair, MBTCC

## Maureen Hughes

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**From:** Dave Lesiuk <gashgun@gmail.com>  
**Sent:** Sunday, November 27, 2022 9:40 AM  
**To:** David Devenne; Joseph Feeney; Francis Kangata; Richard Nowe; Kelly Wilson; Alice Burdick  
**Cc:** Maureen Hughes  
**Subject:** Incident at Tim Horton's(Tim's) Yesterday.

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

Good day to you All:

I am sending this to all members of town council for your information.

My wife and me are 11 year residents of Mahone Bay. I am a CAF Veteran with 36 yrs service and my wife has worked in the health care field for over 25 years, and continues to do so. We are the proud grandparents of twin grandsons(the twins) who happen to be Bi-Racial, father is African Canadian and the mother is white.

I swore an oath to defend the rights and freedoms of all Canadians. It never mattered to me or my wife, and DOES NOT matter to us who you love or where they are from or what they believe or what they look like. All of that is and should always be irrelevant with respect to our human family.

Yesterday, my daughter and the twins came for a visit and decided to stop around 11:45 at the local Tim's and bring us some refreshments for the visit. My daughter waited in the car, while the twins went inside to get refreshments. The twins went inside and stood in line waiting their turn to order.

The twins are now 15 yrs old. One is just over 6ft. tall and has a learning disability and is very sensitive. Both are extremely thoughtful and polite to everyone. They have been noted repeatedly, both by teachers, staff and students at all levels of their educational journey for those qualities as well as many other positive qualities.

When they arrived at our home yesterday, they told us about the incident. As they were waiting in line, the sensitive twin stepped toward the other to confirm the order and resumed his spot in line. He was spoken to harshly by a white man who accused him of pushing in line and raised his voice telling him he should be nicer. I don't know what else was said. They wouldn't tell me.

My grandson was so rattled by this individual, he dropped his phone and the screen broke. He started crying.

I drove over to the Tim's with a description of this guy and lucky for him, he was not there. If he had been, I would have asked questions and perhaps may have provided some unsolicited advice to him in one way, shape or form.

I am outraged over this and and shocked by this. During our time here, we have always thought of Mahone Bay as accepting of everyone. Am I wrong?

I fully realize that there isn't much that can be done wrt this incident. I believe it's time to start spending more of taxpayers money on education with respect to racism and accepting our differences, Again, I can't prove that, but I am feeling it after their story,

I asked the twins about spending some time here during the next summer. they didn't reply right away. Before they left yesterday, they both hugged me and told me they would let me know. They have spent alot of time here growing up and in one moment on one day, they aren't sure anymore.

I WILL NOT and DO NOT tolerate folks who persecute others for perceived differences. I defended this country like thousands of others, military or not, who believe we all deserve to live together in peace and friendship.

Respectfully  
David M.Lesiuk  
Chief Warrant Officer Ret'd  
88 Hawthorn Rd.  
Mahone Bay, NS.

## Ghost Gear Update - November 2022

prepared by Mike Ernst for Titan Maritime



In early 2022 Titan Maritime in Mahone Bay contacted South Shore MPs, MLAs, municipalities and local conservation groups regarding the Federal Ghost Gear Fund that was terminating on March 31, 2022. ( Formally known as the Sustainable Fisheries Solutions and Retrieval Support Contribution Programme - SFSRSCP )

Titan's objectives were:

1. Follow up with all interested parties about the Fund and projects completed on the South Shore.
2. Highlight problems that Ghost Gear poses to the fishing industry and environment.
3. Gather local information on the implications of Ghost Gear.
4. Request letters of support for the Fund's continuance for 2022-23.

### Update on recent developments

- First, our thanks to those at all government levels who met with us, and also to Mahone Islands Conservation Association and Region 6 Waste Management Committee, your feedback and letters of support were appreciated.
- Your interest confirms there is a need to clean up this source of marine pollution.
- In Budget 2022 the Government of Canada allocated \$10 million to renew the Ghost Gear Fund for one year. This is for all three coasts of Canada.
- DFO has yet to announce 2023 funded projects, but monies will be allocated again in 2024-25.
- DFO has just awarded us a contract for cleaning up Ghost Gear debris resulting from hurricane Fiona. Follow this link for more information- <https://www.canada.ca/en/fisheries-oceans/news/2022/11/government-of-canada-announces-funding-to-clean-up-hurricane-fiona-ocean-litter-to-make-waters-safer-healthier-and-return-fishing-equipment-to-harv.html>
- Titan Maritime will continue to advocate for the Fund's continuance on a long term basis, and pursue other avenues to deal with this marine pollution source.
- A report is included on a visit to the Ocean Legacy Foundation's recycling depot in Richmond, BC. This centre could be a template for recycling Ghost Gear in Nova Scotia.
- The article below is from The Gibsons Way, published by the Town of Gibsons ,on BC's Sunshine Coast. Could a similar initiative be taken by Nova Scotia's coastal communities to raise public awareness around Ghost Gear ?

Thanks for your interest, Michael Ernst for Titan Maritime.

The Town of Gibsons is one of 10 governing bodies that has officially declared June 7, 2022 to June 8, 2023, "The Year of the Salish Sea" (YoSS).

"YoSS" is a youth-led effort that aims to bring together local First Nations, municipalities, organizations, and individuals in the Salish Sea ecosystem region to strengthen existing efforts working towards a healthy Salish Sea. At its heart is a belief in collective action and love for the Salish Sea ecosystem.

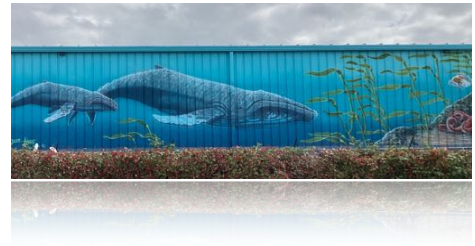
One easy way to contribute to the health of the Salish Seas is by reporting marine debris sightings. When you are out on the water in the Átl'ka7tsem/Howe Sound, look for marine debris, such as electronics, propane tanks, chemicals, bulky plastics, scrap metals, large appliances, batteries, mattresses, fabrics, tires, or books, and report your sighting to the Marine Stewardship Initiative (MSI) via this [Google Form](#).

Reported sightings helps MSI collect geographic information on marine debris and to identify areas in need of clean-up activities.

## Site Visit to the Ocean Legacy Foundation

3300 Chatham Street # 61 Richmond, B.C, V7E 3K1

by Michael Ernst for Titan Maritime, Monday July 18, 2022



*Section of the OLF Centre Mural*

My thanks to Chloe Dubois OLF's Co Founder and President for her time and the information provided.

When the Ocean Legacy Foundation started in 2013 their initial work was beach clean ups, but In 2016 they started diverting and processing collected material. In 2021 they moved to their present facility in Richmond. The Foundation has Ghost Gear collection depots at Powell River, Uclulet and Cumberland with plans to add more sites. There are also six collection teams working at coastal locations.



In one of the site's processing areas there was an enthusiastic team removing tires from an inner core of polystyrene. These were previously buffers on wharves and boats, but the polystyrene was degrading and causing an environmental risk to marine species.



In the yard were neat piles of high density plastic, polystyrene, polypropylene lines awaiting processing, along with bags of shredded material.



Markets are being developed for processed material and one promising area is its inclusion in the manufacture of outdoor recreation and sporting goods.

This Ocean Legacy Foundation runs the first Ghost Gear recycling facility in Canada. This year they celebrated diverting a million pounds of plastic debris from landfill.

'For reference, that's the weight of about 17 adult humpback whales!' (August, 2022 OLF Newsletter)

Recycling is a labour intensive and challenging business. Supporting organizations like the Ocean Legacy Foundation could be an efficient and cost effective manner all levels of government can use to tackle problems created by Ghost Gear.

Michael Ernst, M. Ed.

[November 2 at 6:12 PM](#)

Letter response from Chair, [George Anderson](#) regarding the tax increase announcement.

Dear Mayor,

We appreciated the opportunity to meet you and Dylan Heide to discuss the prospect of a very large increase in electricity rates and what can be done about it at the level of the Town and the Chamber.

First, it is important I think to acknowledge that options for unilateral action are limited. This is a Canada and world-wide problem and Nova Scotia Power, the UARB, and the Province all have significant roles to play.

As we discussed the problem and the complexities of the decision-making process a three part strategy emerged.

First, it is important for the Town to expand communication to citizens and the business community about the complexities we are facing and the key decision times in the approval process. For example, the UARB has not met or decided on a meeting date yet. While our citizens are becoming aware of this looming threat I would say more of them need to be alerted and informed.

Second, we explored the option of smoothing out the increase by spreading it over future years. This will mitigate the immediate burden and allow alternative power sources such as solar and private options to develop. There are advantages to this although we do recognize in the long run it will cost more to implement because of the debt which will have to be incurred to implement this strategy. Nevertheless, it is the option preferred by the Chamber. Both the Province and the Town need to be involved on this one.

Third, we should be pro-active in communicating cost-saving strategies to citizens and the business community. These are available and a reminder program within our Town about everyday actions which will save on power bills is timely and useful. The Chamber, through our Economic Development Committee, will work with Town officials on this aspect.

We view these strategies as a helpful joint response to a fully obvious threat and we look forward to your response and working with you on practical solutions.

George Anderson  
MBTCC



## Report to Council December 13, 2022

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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	8-Sep-20	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: To be discussed at Policy & Strategy Committee in 2022-23; report to Council anticipated thereafter.		








2	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	8-Sep-20	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Staff have consulted with accessibility coordinator and the Town's insurer (with respect to public benches on private property). Suppliers have been identified. Staff also discussed with MBTCC executive who expressed support for the program. Report to Council anticipated in November 2022.
3	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	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.

<b>5</b>	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	8-Jun-21	Feb., 2023	<div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted by the Fall of 2022 for implementation ahead of the 2023 season (if approved).
<b>6</b>	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Dec., 2022	<div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. 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	March, 2023	<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	Feb., 2023	<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>	<b>50%</b>	Notes: Update report concerning Housing Strategy development appeared on Council's Oct 27th meeting agenda.










10	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Reimbursement has been issued. Staff continue to work on the necessary financial documentation to coordinate with MODL.
11	Direct staff to issue an RFP for legal services.	28-Oct-21	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Following the determination that there is not an attractive option to pursue a regional approach to contracting legal services, an RFP is expected early in 2023.
12	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	9-Nov-21	Feb., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Returned to active list following cancellation of September 16, 2022 meeting to discuss RCMP services that the Town contracts through the Province.
13	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Jan., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: AEC now doing preliminary work in this regard with REMO.
14	Staff to complete negotiation and establish terms and conditions whereby the Mahone Bay Soccer Club/Mahone Bay Centre will have a contractual responsibility to provide scheduling, management, and ongoing maintenance of the field and that same be provided to Council for approval.	27-Jan-22	Feb., 2022	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	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.

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.	8-Mar-22	Feb., 2023	<div><div></div><div></div><div></div></div>	75%
		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.. Speed humps have been installed on Pleasant St. and Fauxburg Rd., per Council's direction Sept 29th.			
16	Staff to initiate discussions with the Nova Scotia Liquour Commission concerning potential cyclist and pedestrian safety improvements to their property on Main Street.	8-Mar-22	Dec., 2022	<div><div></div><div></div><div></div></div>	50%
		Notes: Staff in discussion with Nova Scotia Liquour Commission. Report to Council anticipated in December.			
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>	50%
		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	Jan., 2023	<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	Feb., 2022	<div><div></div></div>				25%
		Notes:						
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	Feb., 2023	<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	Dec., 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	Jan., 2023	<div><div></div></div>	<div><div></div></div>			50%
		Notes: In progress						

25	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 present.	29-Sep-22	Nov., 2022			Notes: Completed. Signage installed, public education continues, communication remains ongoing with RCMP.
26	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			Notes: Completed November 30, 2022.
27	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: Names have been forwarded to the process for the 2023-24 committee appointments.
















28	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	<div><div></div><div></div><div></div><div></div><div></div></div>	★
	Notes: Completed.				
29	Defer the Ghaffari/Mahmoodi request until the resolution of the Plan Mahone Bay process.	11-Oct-22	Jun., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
	Notes: Property owners have been notified of the decision of Council.				
30	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
	Notes: Application being prepared.				

31	Direct staff to execute a twenty-five year power purchase agreement with AREA for wind energy incremental to AREA's existing 23.5W Ellershouse Wind Farm, delivered as the wind blows and when the Town can use it in a given hour, with the added option for the Town to increase its annual takings from AREA to achieve 100% renewable energy supply if the town elects to subscribe to energy balancing services from the market.	11-Oct-22	Nov., 2022				<b>75%</b>
32	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.	21-Oct-22	Dec., 2022				Notes: Staff Report on December 13, 2022 Council agenda.
33	Staff to investigate financial options to assist those experiencing financial hardship due to the increased costs of electricity and home heating fuel.	21-Oct-22	Feb., 2023				<b>25%</b> Notes: In progress.



34	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		<b>75%</b>
35	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		
37	Direct staff to seek proposals from commercial real estate agents for the potential divestiture of the old firehall.	27-Oct-22	Nov., 2022		<b>50%</b>
39	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.	8-Nov-22	Jan. 2023		<b>50%</b>
40	Direct staff to consider the recommendation of the PAB respecting the right turn onto Main Street from Edgewater Street in the preparation of the anticipated future report that staff has already been asked to prepare.	8-Nov-22	Feb. 2023		<b>25%</b>

41	Direct the CAO to enagae the Town Solicitor ot file the necessary paperwork to establish required easements for properties PID #60683810 and PID #60371416.	8-Nov-22	Dec., 2022	<div><div></div><div></div><div></div></div>	75%	Notes: Expropriation will be filed upon approval of an Expropriation resolution.
42	Staff to finalize arrangements to establish the required easements with the owners of PID #60371523 and PID #60371499.	8-Nov-22	Dec., 2022	<div><div></div><div></div><div></div><div></div></div> ★		Notes: Completed. Expropriation resolutions to come to Council for consideration at a meeting at which affected property owners have been invited.
43	Refer [request for Truth & Reconciliation crosswalk] to the traffic authority and traffic authority to report back to Council to include discussion with the local First Nation Community and an appropriate painted surface.	8-Nov-22	Feb. 2023	<div><div></div><div></div><div></div></div>	25%	Notes: Forwarded to the Traffic Authority.
44	Provide a \$200 grant to the Season of Father Christmas to fund their general operations and ask that these requests come earlier in the fiscal year in the future.	8-Nov-22	Dec., 2022	<div><div></div><div></div><div></div></div>	75%	Notes: Information forwarded to finance; finance staff waiting for payment information from Season of Father Christmas organizers.
45	Refer [Updates to Tourist Accommodations Registration Requirements] to Plan Mahone Bay Steering Team.	8-Nov-22	Feb. 2023	<div><div></div><div></div><div></div><div></div></div> ★		Notes: Completed.

46	Council defer the plaquing ceremony to a later date and refer this item back to the next meeting of the Heritage Advisory Committee for their recommendation of an alternative date.	8-Nov-22	Feb. 2023						Notes:
47	Staff to bring more information about the role of the Police Advisory Board for discussion at a future meeting of the Policy and Strategy Committee	8-Nov-22	Feb. 2023						Notes: Added to the January 2023 Draft Agenda for for assignment at the next meeting of the Policy and Strategy Committee.
48	Staff to send a letter to Samantha Battaglia, thanking her for her service on the Climate and Environment Committee.	8-Nov-22	Dec., 2023						Notes: Completed



## **Town of Mahone Bay**

Staff Report

RE: New Public Works Garage

December 13<sup>th</sup>, 2022

### **General Overview:**

This staff report is intended to present Council with requested information to support Council's decision regarding the construction of a new public works garage to replace the current garage on Aberdeen Lane.

### **Background:**

At the regular meeting of March 8<sup>th</sup>, 2022, Council received a Staff Report re Public Works Department Relocation (attached for reference), laying out the rationale for the relocation of the Department out of their current building as soon as possible.

In the 2022-23 budget process Council discussed potential options for relocation of the Department, favouring the construction of a new building. The Town's 2022-23 annual budget, passed by Council July 28<sup>th</sup>, 2022, included a \$12,000 allocation for pre-design of a new Public Works Garage. This pre-design would support Council's decision regarding construction of a new public works garage. Jost + Architects Ltd. was retained for the pre-design project.

### **Analysis:**

The pre-design report provided by Jost + Architects is attached. Staff have advised Jost + Architects to expect follow-up questions from Council and the consultant is standing by to provide additional assistance to support Council's decision as needed.

The next step to construction of a new garage building would be to issue a Request for Proposals for a consultant to prepare tender documents for construction, taking a design-build approach (as the Town did in the case of the recent construction of the new fire station, with positive results). On construction of the new garage staff anticipate the demolition of the current garage.

### **Financial Analysis:**

In the October 27<sup>th</sup> Staff Report re Potential Disposal of Old Firehall staff reported that Jost + Architects Ltd. had advised that costs for construction remain quite high, with recent public sector construction projects receiving

fewer bids than usual, with those bids that have been received coming in significantly over budget. The Class “D” budget estimates provided in Appendix G reflects that assessment.

Council has yet to set a budget for construction of the new garage.

**Climate Analysis:**

The construction of a new Public Works Garage, fully electrically heated – and the demolition of the current garage – would further reduce the Town’s corporate emissions from heating. Heated storage for vehicles would reduce emissions from idling.

**Strategic Plan:**

N/A

**Recommendation:**

It is recommended, after due consideration / any additional assistance from Jost + Architects as Council may deem necessary,

THAT Council direct staff to issue a Request for Proposals for preparation of design-build tender documents for construction of a new public works garage.

**Attached for Council Review:**

- Staff Report re Public Works Department Relocation (March 8, 2022)
- Public Works Garage Pre-Design Report, Jost + Architects (Nov 2022)

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO



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

**General Overview:**

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

**Background:**

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

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

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

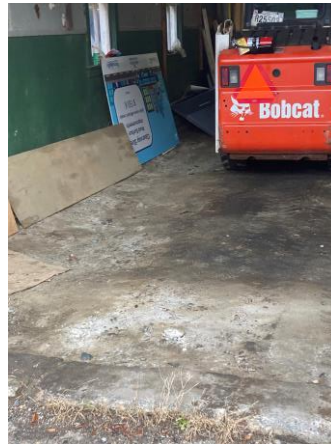
**Analysis:**

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

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



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



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



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





The front man door and frame needs replacing.



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



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

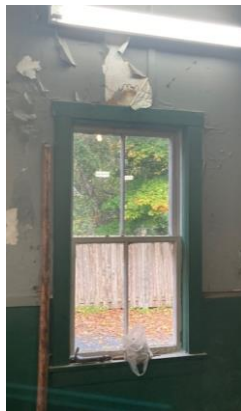




The existing main electrical service panel is located above the front man door and does not meet current electrical code. There are also several large hole openings leading from behind the panel to the outside. This is a serious safety concern for our town employees and to the public.



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



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

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

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



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

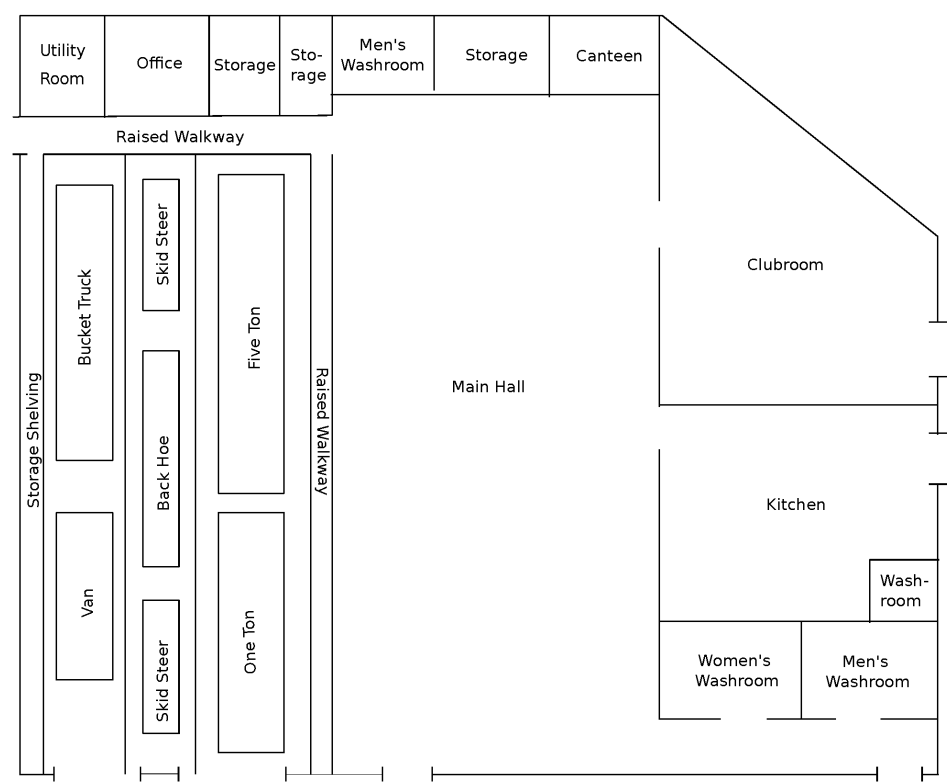
The current building is far from being properly insulated and very hard to heat due to an outdated oil furnace. This and the tight confines make it impossible to ensure the vehicles are thoroughly rinsed off after each storm, which extends the life expectancy of the equipment.

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

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

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

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



*Old fire hall showing Public Works equipment*

**Financial Analysis:**

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

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

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

### **Climate Analysis:**

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

### **Strategic Plan:**

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

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

### **Recommendation:**

It is recommended that,

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

Respectfully submitted,



**Jonathan Uhlman**

*Public Works and Transportation Manager*



**Report for**  
**Town of Mahone Bay**  
**Pre-Design Assistance with**  
**Public Works Garage Decision**



**Prepared by**

**240 St. George Street**  
**Annapolis Royal, NS**  
**B0S 1A0**  
**902.532.2395**  
**info@jost.ca**

**November 2022**

**Our Project JPN2022063**

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## MANDATE

Jost + Architects Ltd have been engaged to provide the Town of Mahone Bay with a space program, including overall size, a site location, a bubble diagram, and a budget to allow the Town of Mahone Bay Council to assess the cost of constructing a new Maintenance Garage.

## BACKGROUND

The Town of Mahone Bay Maintenance currently occupies a tiny, highly modified garage. The existing building has neither the space nor the clearance to house the Town's existing equipment or to provide any cleaning or minor service area.

The current service yard is a shared alleyway, Aberdeen Lane, which provides access to numerous buildings along it's perimeter.



Existing Garage



Existing Garage

Town staff provided a list of nine pieces of equipment currently or proposed for Town maintenance.

The Town proposed the use of two properties owned by the Town at the intersection of Kinburn and Hawthorn Streets, P.I.D. 60653417 and P.I.D. 60420544 (See Appendix A – Existing Garage Site Plan).

## METHODOLOGY

Based on the Town program and equipment list a space table has been created to determine a gross area required. Equipment sizes provided by the Town and grossed to provide clearance along with space allocations for other functions are included in the table. Standard gross up allowances are added for circulation and walls.

The proposed sites (two properties) were assessed for adequacy including water, sewer and power supplies, road access, and suitable area. The Town provided available service (See Appendix B - Sewer).

The sites were reviewed in person with Town staff, with a focus on the upper Hawthorn Street property.

Zoning for both properties is Institutional.

Block elements equivalent to the areas of the space table are layered on sites at scale to determine approximate lot clearance and access.



## PROGRAM

Maintenance staff provided the following facilities or equipment need in a new facility.

1. Backhoe
2. Bucket truck
3. Five (5) ton truck
4. Two (2) ton truck
5. One (1) ton truck
6. Van
7. Skid steer 01
8. Skid steer 02
9. Skid steer attachments
10. Spreader
11. Garden tractor
12. Wash and repair bay
13. Office (two people)
14. Lunchroom (three people)
15. Washroom (with shower)
16. Laundry
17. Tool storage
18. Parts storage
19. Electrical utility storage
20. General storage

Not listed but required

21. Electrical
22. Mechanical

These spaces are consolidated on a space table which included any allowance for circulation and walls to create a gross floor area. (See Appendix C – Space Table).

## SITE

The Town has proposed two pieces of land currently owned by the Town. These are located on the north west side of the corner of Kinburn and Hawthorn Steet and identified as P.I.D. 60653417 and P.I.D. 60420544 (See Appendix D – Property Map).

The properties abut one another. Property 060653417 fronts on Hawthorn Street and is currently used as a marshalling area for Mahone Bay Marina and the Fire Department training vehicles.

Property 60653417 is accessed by an existing driveway off Kinburn Street to a storage yard recently leveled approximately 6' lower than P.I.D. 60420514. It is understood to have been used for storage of white metals.

Neither site is serviced by the Town water or sewer. There is extant sewer located to the rear of the new Fire Hall property. It passes behind the Tennis Courts to a manhole located on Hawthorn Street.

The new Fire Hall is serviced by a new water line to the rear which branches to the west under the new parking lot to connect with the original water line servicing the Tennis Club (See Appendix E – Fire Hall Site Plan).

Both sites were viewed accompanied by Town Staff. The preferred location is the Hawthorn Street. This site offers an existing marshalling yard. There are established and new trees planted area which will screen the future Maintenance Building and yard.

The use of this property maintains the newly graded P.I.D. 60420544 as a storage yard for Public Works Maintenance and the Electric Utility.

A massing layout based on equipment sizes provided by the Town suggests an ell shaped building will be required to fit between the road landscape buffer and the top of the bank to P.I.D. 60420544 (See Appendix F – Concept and Aerial Site Plans)

Please note this proposed location crosses the boundary between the two properties. This may require a lot consolidation or boundary change to meet requirements for a Building Permit.

## BUILDING

A building providing bays for each of the listed equipment could be divided into two wings.

One wing would be for the larger and longer equipment. This would include a maintenance / wash bay suitable for any of the equipment. These bays would be in the order of 14' wide x 36' deep with 16' headroom. The largest vehicle is approximately 10' wide x 30' long x 12' high. Access doors should be 12' wide x 14' high.

The second wing could house smaller equipment with bay dimensions in the order of 12' wide x 24' deep with 14' headroom. Access doors should be 10' wide x 12' high.

An ell configuration is required to fit these dimensions on the chosen site, this configuration leads to locating the staff / storage spaces at the intersection of the legs of the ell.

Proposed servicing would include:

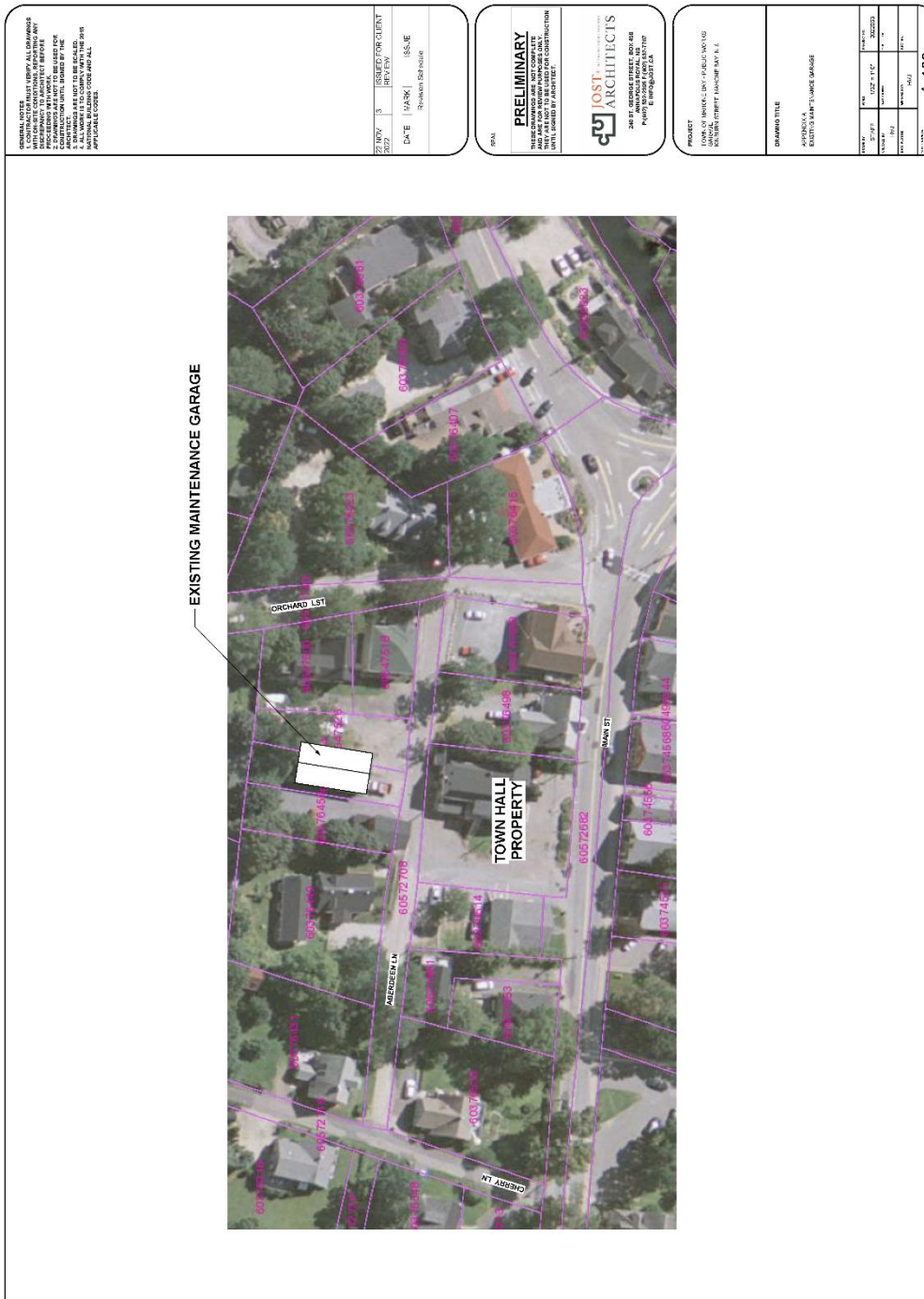
- Ventilation in the storage garage(s) and occupied spaces. Enhanced ventilation would be provided in the service / maintenance.
- Cooling would be provided to the staff and office spaces.
- In floor heating for the storage spaces and occupied spaces. This can be kept at a minimum temperature for storage to prevent freezing and melt snow accumulation on service vehicles.

- Water service would be located branching from the Tennis Court Building line to avoid any excavation of the newly completed Fire Hall landscaping.
- Sewage would be handled by a pump and chamber through a pressure line crossing Hawthorn Street in the same trench as the water line, then uphill on Hawthorn Street margin to an existing manhole. This location too will avoid any destruction to new finished material to get to the rear of the Fire Hall.
- Electrical service would be provided overhead from an existing pole on Hawthorn Street.

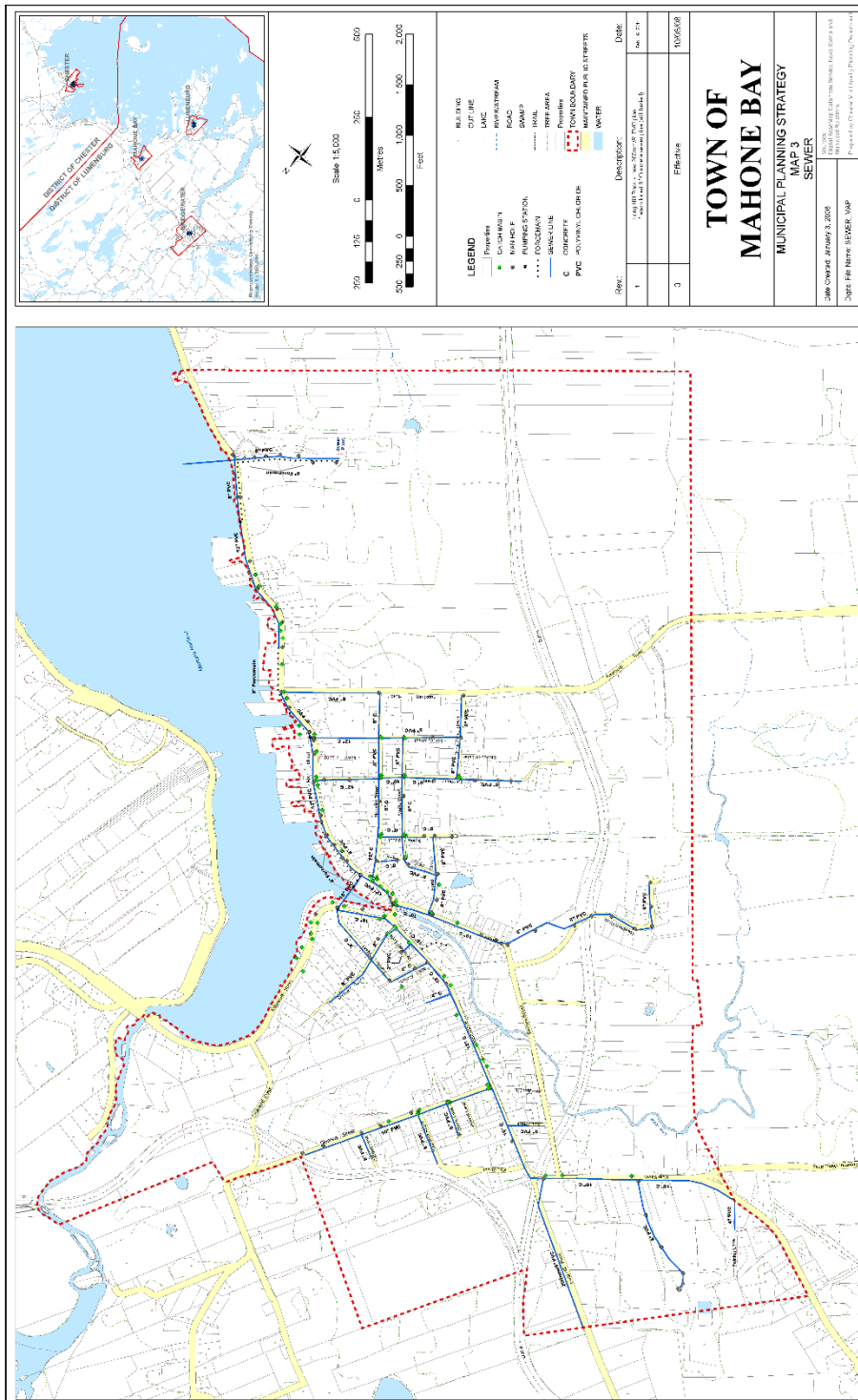
The proposed building and budget (See Appendix G- Budget) is based on wood frame construction on a concrete foundation and slab on grade.

Visually the building could be complimentary to the New Fire Hall.

APPENDIX A – EXISTING GARAGE SITE PLAN



## APPENDIX B – SEWER



## APPENDIX C – SPACE TABLE



Space Planning Table						
Project: Mahone Bay Maintenance Garage			Date: 22 November 2022			
Location: Mahone Bay, N.S.			Gross Building Area (S.F.) : 5541			
Jost Job #: JPN2022063			Submission Stage		Concept	
Room or Space	Quantity	Area Carried (For Spaces Only)	Level	Comments	Program Area (SF)	Actual Area (SF)
<b>Faculty</b>						
<b>Spaces</b>						
- Backhoe: 8'x28'x12'H (224 SF)		(12'x32'x12'H = 384 SF)			384	
- Bucket Truck: 8'x28'x12'H (224 SF)		(12'x32'x12'H = 384 SF)			384	
- 5 Ton Truck: 8'x30'x12'H (240 SF)		(12'x34'x12'H = 408 SF)			408	
- 2 Ton Truck: 8'x26'x12'H (208 SF)		(12'x30'x12'H = 360 SF)			360	
- 1 Ton Truck: 8'x26'x12'H (208 SF)		(12'x30'x12'H = 360 SF)			360	
- Van: 8'x18'x10'H (216 SF)		(12'x22'x10'H = 264 SF)			264	
- Skid Steer 01: 6'x12'x10'H (72 SF)		(10'x16'x10'H = 160 SF)			160	
- Skid Steer 02: 6'x12'x10'H (72 SF)		(10'x16'x10'H = 160 SF)			160	
- Skid Steer Equip: 6'x12'x6'H (72 SF)		(10'x16'x6'H = 160 SF)			160	
- Spreader: 8'x6'x6'H (48 SF)		(12'x10'x6'H = 120 SF)			120	
- Garden Tractor: 6'x14'x12'H (84 SF)		(10'x18'x6'H = 180 SF)			180	
- Wash & Repair: 8'x30'x12'H (240 SF)		(12'x34'x12'H = 408 SF)			408	
Subtotal (SF):					3348	
<b>Required Utility Spaces</b>						
Electrical Room	1		2		150	
Mechanical Room	1		2		150	
Subtotal (SF):					300	
<b>Staff Spaces</b>						
Office (2 People)	1		1		150	
Lunch Room (3 People)	1		1		120	
Washroom (Barrier-Free)	1		1		80	
Laundry	1		1		65	
Subtotal (SF):					415	
<b>Service &amp; Storage</b>						
Tools	1		1		65	
Parts	1		1		65	
Elect. UT. Storage	1		1		120	
General Storage	1		2		120	
Subtotal (SF):					370	
Total Net Area:					4433	
Multiplier for structure / circulation areas (25%)					1108	
Estimated Gross Building Area:					5541	



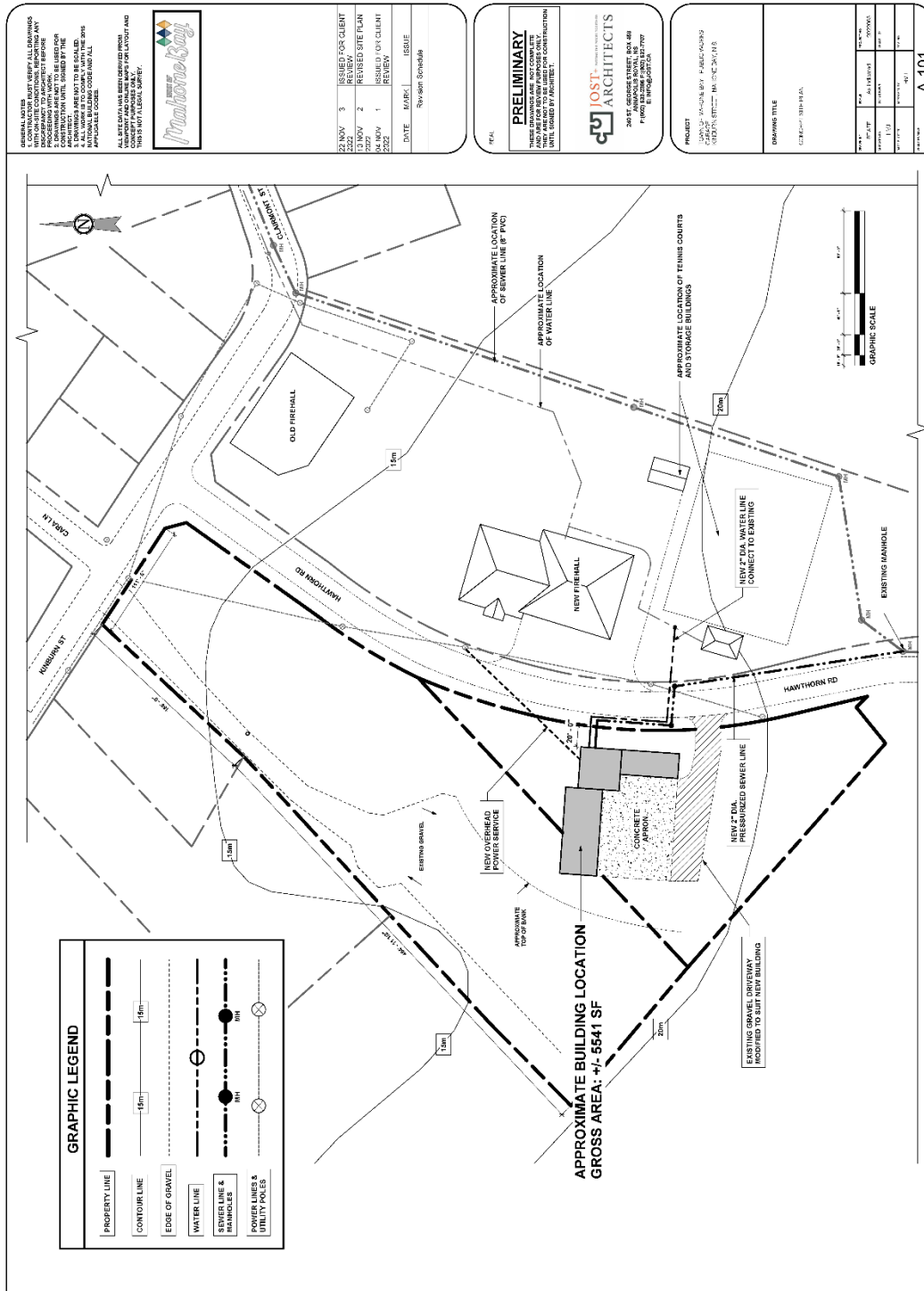
## APPENDIX D – PROPERTY MAP







## APPENDIX F – CONCEPT AND AERIAL SITE PLANS





## APPENDIX G – BUDGET

**CLASS 'D' Budget Attached – 11 pages**

## ESTIMATE SUMMARY SHEET - CLASS 'D'

<b>DATE :</b>	November 23, 2022	<b>Customer :</b>	Just Architects	
<b>Address :</b>	Mahone Bay, Nova Scotia	<b>Estimator :</b>	Joseph G. Emmons, MRICS, PQS, PLE	
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'	<b>GFA (m2)</b>	550	1
		<b>GFA (sf)</b>	5541	
<b>No.</b>	<b>SPEC. SECTION</b>	<b>Price Carried</b>	<b>SF Cost</b>	<b>Unit Cost</b>
<b><u>Division #1</u></b>	<b><u>General Requirements</u></b>			
6675	Site Supervision	\$ 80,000	\$ 14.44	\$80,000
6585	Final Cleaning	\$ 1,385	\$ 0.25	\$1,385
6105	Surveying	\$ 5,000	\$ 0.90	\$5,000
		<b>\$ 86,385</b>	<b>\$ 15.59</b>	<b>\$86,385</b>
<b><u>Division #2</u></b>	<b><u>Site Construction</u></b>			
6110	Excavtion and Backfill	\$ 41,930	\$ 7.57	\$41,930
6102	Water	\$ 22,648	\$ 4.09	\$22,648
6104	Sewer	\$ 40,980	\$ 7.40	\$40,980
6605	Final Grading	\$ 5,000	\$ 0.90	\$5,000
6635	Roadways	\$ 138,000	\$ 24.91	\$138,000
6665	Exterior Steps, Walks & Patio's	\$ 10,000	\$ 1.80	\$10,000
		<b>\$ 258,558</b>	<b>\$ 46.66</b>	<b>\$258,558</b>
<b><u>Division #3</u></b>	<b><u>Concrete</u></b>			
6115	Concrete Foundations and ICF Walls	\$ 95,237	\$ 17.19	\$95,237
6114	Concrete Slabs	\$ 45,035	\$ 8.13	\$45,035
6113	Concrete Supply	\$ 32,145	\$ 5.80	\$32,145
		<b>\$ 172,417</b>	<b>\$ 31.12</b>	<b>\$172,417</b>
<b><u>Division #6</u></b>	<b><u>Wood &amp; Plastic</u></b>			
6205	Engineered Floor Joists	\$ 5,600	\$ 1.01	\$5,600
6215	Rough Lumber - Garage, Interior and Roof	\$ 138,525	\$ 25.00	\$138,525
6220	Engineered Roof Trusses	\$ 54,758	\$ 9.88	\$54,758
6225	Framing - Garage, Interior and Roof	\$ 85,915	\$ 15.51	\$85,915
6505	Wood Stairs	\$ 1,920	\$ 0.35	\$1,920
6515	Stair Railings	\$ 2,000	\$ 0.36	\$2,000
6520	Interior Trims	\$ 8,950	\$ 1.62	\$8,950
6530	Kitchen Cabinets & Counters	\$ 10,000	\$ 1.80	\$10,000
		<b>\$ 307,668</b>	<b>\$ 55.53</b>	<b>\$307,668</b>
<b><u>Division #7</u></b>	<b><u>Thermal &amp; Moisture Protection</u></b>			
6250	Asphalt Shingle Roof	\$ 103,180	\$ 18.62	\$103,180
6430	Caulking	\$ 2,500	\$ 0.45	\$2,500
6435	Siding, Trims, Fascia and Eaves	\$ 65,524	\$ 11.83	\$65,524
		<b>\$ 171,204</b>	<b>\$ 30.90</b>	<b>\$171,204</b>
<b><u>Division #8</u></b>	<b><u>Doors &amp; Windows</u></b>			
6140	Metal Doors and Frames	\$ 8,250	\$ 1.49	\$0
6235	Exterior Windows and Doors	\$ 10,000	\$ 1.80	\$10,000
6425	Garage Doors	\$ 79,400	\$ 14.33	\$79,400
		<b>\$ 97,650</b>	<b>\$ 17.62</b>	<b>\$89,400</b>
<b><u>Division #9</u></b>	<b><u>Finishes</u></b>			
6380	Drywall & Insulation	\$ 53,910	\$ 9.73	\$53,910
6550	Painting	\$ 75,876	\$ 13.69	\$75,876
6560	Carpet	\$ 29,952	\$ 5.41	\$29,952
6561	Vinyl Floor	\$ 7,680	\$ 1.39	\$7,680
		<b>\$ 167,418</b>	<b>\$ 30.21</b>	<b>\$167,418</b>
<b><u>Division #10</u></b>	<b><u>Specialties</u></b>			
6550	Specialties	\$ 16,623	\$ 3.00	\$16,623
		<b>\$ 16,623</b>	<b>\$ 3.00</b>	<b>\$16,623</b>
<b><u>Division #15</u></b>	<b><u>Mechanical</u></b>			
6320	HVAC	\$ 63,090	\$ 11.39	\$63,090
6310	Plumbing	\$ 57,970	\$ 10.46	\$57,970
		<b>\$ 121,060</b>	<b>\$ 21.85</b>	<b>\$121,060</b>
<b><u>Division #16</u></b>	<b><u>Electrical</u></b>			
6330	Electrical & Fire Alarm	\$ 133,398	\$ 24.07	\$133,398
		<b>\$ 133,398</b>	<b>\$ 24.07</b>	<b>\$133,398</b>
<b>SUB-TOTAL HOME COSTS</b>		<b>\$ 1,532,381</b>	<b>\$ 276.55</b>	<b>\$1,524,131</b>
		276.55		
Contingency - 10%		<b>\$ 153,238</b>		
Overhead - 5%		<b>\$ 76,619</b>		
CM or Profit - 15%		<b>\$ 229,857</b>		
<b>TOTAL COSTS</b>		<b>\$ 1,992,095</b>		
		\$ 359.52		
<b>HST</b>		<b>\$ 258,972</b>		
<b>TOTAL COSTS AFTER TAX</b>		<b>\$ 2,251,067</b>		

## Construction Cost Breakdown Div. #1 - General Conditions



<b>DATE :</b>	November 23, 2022			<b>Customer :</b>	Jost Architects				
<b>Job Number :</b>	Mahone Bay, Nova Scotia			<b>Estimator:</b>	Joseph G. Emmons, MRICS, PQS, PLE				
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<i>Description</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Price Material</i>	<i>Unit Price Labour</i>	<i>Sub Contract</i>	<i>Material Cost</i>	<i>Labour Cost</i>	<i>Sub Contract</i>
	<b>#1 - General Conditions</b>								
<b>1100 - Summary</b>									
6675	Site Supervision	8	mnth		\$ 10,000.00	\$ -	\$ -	\$ 80,000.00	\$ -
6585	Final Cleaning	5541	sf			\$ 0.25	\$ -	\$ -	\$ 1,385.25
6105	Surveying	1	ls			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
							\$ -	\$ 80,000.00	\$ 6,385.25
						<b>Sub-Total</b>	\$ -	\$ 80,000.00	\$ 6,385.25
						<b>Total</b>			<b>\$ 86,385.25</b>

86,385.25

86,385.25

## Construction Cost Breakdown Div. #2 - Site Work



DATE :	November 23, 2022				Customer :		Jost Architects			
Job Number :	Mahone Bay, Nova Scotia				Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Class 'D'									
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract	Sub Total
6110 - Excavtion and Backfill										
	Excavation	515	m2			\$ 15.00	\$ -	\$ -	\$ 7,725.00	
	Backfill	515	m2			\$ 27.00	\$ -	\$ -	\$ 13,905.00	
	Disposal	515	m2			\$ 20.00	\$ -	\$ -	\$ 10,300.00	
	Cleraring and Grubbing	1	acre			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
							\$ -	\$ -	\$ 41,930.00	41,930.00
6102 - Water										
	Waterline	74	m			\$ 252.00	\$ -	\$ -	\$ 18,648.00	
	Valve Box Etc.	1	allow			\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	
							\$ -	\$ -	\$ 22,648.00	22,648.00
6104 - Sewer										
	Sewer Line	124	m			\$ 229.00	\$ -	\$ -	\$ 28,396.00	
	Manholes	2	ea			\$ 6,292.00	\$ -	\$ -	\$ 12,584.00	
							\$ -	\$ -	\$ 40,980.00	40,980.00
6605 - Final Grading										
	Final Grade - Own Forces	1	allow			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	
							\$ -	\$ -	\$ 5,000.00	
6635 - Roads and Driveways										
	Driveway Gravel	4800	sf			\$ 5.00	\$ -	\$ -	\$ 24,000.00	
	Repair Existing Gravel	1	allow			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	
	Repair Existing Kinburn Street	1	allow			\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	
	Concrete Driveway	5600	sf			\$ 15.00	\$ -	\$ -	\$ 84,000.00	
							\$ -	\$ -	\$ 138,000.00	138,000.00
6665 - Exterior Steps, Walks & Patio's										
	Walk-ways, Landscaping, Misc	1	allow			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
							\$ -	\$ -	\$ 10,000.00	10,000.00
						Sub-Total	\$ -	\$ -	\$ 258,558.00	258,558.00
						Total			\$ 258,558.00	

## Construction Cost Breakdown Div. #3 - Concrete



<b>DATE :</b>	November 23, 2022				<b>Customer :</b>		<b>Jost Architects</b>			
<b>Job Number :</b>	Mahone Bay, Nova Scotia				<b>Estimator:</b>		<b>Joseph G. Emmons, MRICS, PQS, PLE</b>			
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'									
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>	
<b>6115 - Concrete Formwork</b>										
	Form & Pour Footings - Exterior	388	lf			\$ 20.00	\$ -	\$ -	\$ 7,760.00	
	Form & Pour Footings - Interior	96	lf			\$ 20.00	\$ -	\$ -	\$ 1,920.00	
	10" Below Grade - Incl. Concrete, Rebar, Form and Pour	1552	sf			\$ 40.00	\$ -	\$ -	\$ 62,080.00	
	10" ICF Below Grade - Incl. Concrete, Rebar, Form and Pour	384	sf			\$ 40.00	\$ -	\$ -	\$ 15,360.00	
	Drainage Layer	1552	sf			\$ 2.15	\$ -	\$ -	\$ 3,336.80	
	Weeping Tile	440	lf		\$ 7.50	\$ -	\$ -	\$ 3,300.00	\$ -	
	Concrete Pump Rental	8	hrs	\$ 185.00	\$ -	\$ -	\$ 1,480.00	\$ -	\$ -	
							\$ 1,480.00	\$ 3,300.00	\$ 90,456.80	
<b>6114 - Concrete Slabs</b>										
	Pour and Finish Slab - Garage	4830	sf		\$ 5.00		\$ -	\$ 24,150.00	\$ -	
	WWM	5313	sf	\$ 1.00	\$ -	\$ -	\$ 5,313.00	\$ -	\$ -	
	Concrete Pump Rental	4	hrs	\$ 185.00	\$ -	\$ -	\$ 740.00	\$ -	\$ -	
	2 1/2" SM underslab	4830	sf	\$ 2.40	\$ 0.50	\$ -	\$ 11,592.00	\$ 2,415.00	\$ -	
	Anchor Bolts	150	ea	\$ 5.50	\$ -		\$ 825.00	\$ -	\$ -	
							\$ 18,470.00	\$ 26,565.00	\$ -	
<b>6113 - Concrete Supply</b>										
	Supply 20 Mpa at Footings	22	m3	\$ 190.00			\$ 4,180.00	\$ -	\$ -	
	Supply 20 Mpa Wall Mix at Walls	56	m3	\$ 190.00			\$ 10,640.00	\$ -	\$ -	
	Supply 32 Mpa C2 at Garage Slab	77	m3	\$ 225.00			\$ 17,325.00	\$ -	\$ -	
							\$ 32,145.00	\$ -	\$ -	
						<b>Sub-Total</b>	\$ 52,095.00	\$ 29,865.00	\$ 90,456.80	
						<b>Total</b>			<b>\$ 172,416.80</b>	
									172,416.80	

# Construction Cost Breakdown Div. #6 - Woods & Plastics



<b>DATE :</b>	November 23, 2022				<b>Customer :</b>		Jost Architects		
<b>Job Number :</b>	Mahone Bay, Nova Scotia				<b>Estimator:</b>		Joseph G. Emmons, MRICS, PQS, PLE		
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>
<b>6205-Engineered Floor Joists</b>									
	Engineered Floor	700	sf	\$ 8.00			\$ 5,600.00	\$ -	\$ -
							\$ 5,600.00	\$ -	\$ -
<b>6215-Rough Lumber</b>									
	Framing Material	5541	sf	\$25.00			\$ 138,525.00	\$ -	\$ -
							\$ 138,525.00	\$ -	\$ -
<b>6220 - Roof Trusses &amp; Timbers</b>									
	Roof Trusses	5764	sf			\$ 9.50	\$ -	\$ -	\$ 54,758.00
							\$ -	\$ -	\$ 54,758.00
<b>6225-Framing Labour</b>									
	Crane	16	hrs			\$ 175.00	\$ -	\$ -	\$ 2,800.00
	Framing Labour	5541	sf			\$ 15.00	\$ -	\$ -	\$ 83,115.00
							\$ -	\$ -	\$ 85,915.00
<b>6515 - Stair</b>									
	Stairs - Main to Second	16	rise			\$ 120.00	\$ -	\$ -	\$ 1,920.00
							\$ -	\$ -	\$ 1,920.00
<b>6520 - Stair Railings</b>									
	Railings with Spindles - MF - 2nd	16	lf			\$ 125.00	\$ -	\$ -	\$ 2,000.00
							\$ -	\$ -	\$ 2,000.00
<b>6530 - Interior Trims</b>									
	Trims and Doors	700	sf	\$ 5.00			\$ 3,500.00	\$ -	\$ -
	Labour to Install Trims	40	mhrs			\$ 60.00	\$ -	\$ -	\$ 2,400.00
	Labour to Install Doors & Hardware	10	ea			\$ 125.00	\$ -	\$ -	\$ 1,250.00
<b>Doors</b>									
	Single Doors - 36"	10	ea			\$ 150.00	\$ -	\$ -	\$ 1,500.00
<b>Closet Shelf</b>									
	Closet Shelf/Linen/Pantry	30	lf	\$ 10.00			\$ 300.00	\$ -	\$ -
							\$ 3,800.00	\$ -	\$ 5,150.00
<b>6230 - Kitchen Cabinets &amp; Counters</b>									
#1	Millwork Allowance	1	allow			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
							\$ -	\$ -	\$ 10,000.00
						<b>Sub-Total</b>	\$ 147,925.00	\$ -	\$ 159,743.00
						<b>Total</b>			<b>\$ 307,668.00</b>
									307,668.00



## Construction Cost Breakdown Div. #7



<b>DATE :</b>	November 23, 2022			<b>Customer :</b>		<b>Jost Architects</b>			
<b>Job Number :</b>	Mahone Bay, Nova Scotia			<b>Estimator:</b>		<b>Joseph G. Emmons, MRICS, PQS, PLE</b>			
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>
<b>6250 - Roof</b>									
	Steel Roof	7370	sf			\$ 14.00	\$ -	\$ -	\$ 103,180.00
							\$ -	\$ -	\$ 103,180.00
									\$ 103,180.00
<b>6430 - Caulking</b>									
	Caulking Contractor	1	ea			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
							\$ -	\$ -	\$ 2,500.00
									\$ 2,500.00
<b>6435- Siding, Soffit, Fascia and Eaves</b>									
	Prefinished Aluminum Fascia	422	lf			\$ 4.25	\$ -	\$ -	\$ 1,793.50
	Prefinished Aluminum Vented Soffit	844	sf			\$ 4.10	\$ -	\$ -	\$ 3,460.40
	Eavestrough	290	lf			\$ 8.50	\$ -	\$ -	\$ 2,465.00
	Downspout	130	lf			\$ 8.50	\$ -	\$ -	\$ 1,105.00
	Exterior Siding and Trims	5400	sf			\$ 10.50	\$ -	\$ -	\$ 56,700.00
							\$ -	\$ -	\$ 65,523.90
									\$ 65,523.90
		<b>Sub-Total</b>				\$ -	\$ -	\$ 171,203.90	
		<b>Total</b>						<b>\$ 171,203.90</b>	171,203.90

## Construction Cost Breakdown Div. #8



<b>DATE :</b>	November 23, 2022			<b>Customer :</b>		<b>Jost Architects</b>			
<b>Job Number :</b>	Mahone Bay, Nova Scotia			<b>Estimator:</b>		<b>Joseph G. Emmons, MRICS, PQS, PLE</b>			
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>
<b>6140 - Metal Doors &amp; Frames</b>									
	Exterior Doors	4	ea			\$ 1,500.00	\$ -	\$ -	\$ 6,000.00
	Knock Door Steel Door Frames - Single	10	ea			\$ 225.00	\$ -	\$ -	\$ 2,250.00
							\$ -	\$ -	\$ 8,250.00
<b>6235 - Exterior Windows and Doors</b>									
	Exterior Windows	1	allow			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
							\$ -	\$ -	\$ 10,000.00
<b>6425 - Garage Doors</b>									
	10' x 14' Insulated Garage Door	6	ea			\$ 7,800.00	\$ -	\$ -	\$ 46,800.00
	10' x 10' Insulated Garage Door	4	ea			\$ 5,400.00	\$ -	\$ -	\$ 21,600.00
	Garage Door Opener	10	ea			\$ 1,100.00	\$ -	\$ -	\$ 11,000.00
							\$ -	\$ -	\$ 79,400.00
<b>6435 - Hardware</b>									
	Hardware Allowance	1	ea			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	Automatic Door Operators	2	ea			\$ 3,000.00	\$ -	\$ -	\$ 6,000.00
							\$ -	\$ -	\$ 11,000.00
		<b>Sub-Total</b>				\$ -	\$ -	\$ 108,650.00	
		<b>Total</b>						<b>\$ 108,650.00</b>	108,650.00

108,650.00

## Construction Cost Breakdown Div. #9



DATE :		November 23, 2022			Customer :		Jost Architects			
Job Number :		Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:		Mahone Bay - Public Works Garage - Class 'D'								
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract	
6380 - Drywall & Insulation										
Wall	R-22 Fibre Glass Batt	5570	sf			\$ 1.50	\$ -	\$ -	\$ 8,355.00	
	1 1/2" ESP Rigid Insulation	4674	sf			\$ 1.53	\$ -	\$ -	\$ 7,151.22	
	R-60 Blown In Insulation	5541	sf			\$ 1.85	\$ -	\$ -	\$ 10,250.85	
	6" Sound Batt	936	sf			\$ 1.10	\$ -	\$ -	\$ 1,029.60	
Drywall	5/8" Regular	3536	sf			\$ 2.35	\$ -	\$ -	\$ 8,309.60	
	5/8" Regular - Walls	1872	sf			\$ 2.45	\$ -	\$ -	\$ 4,586.40	
	1/2" - Ceiling	5541	sf			\$ 2.25	\$ -	\$ -	\$ 12,467.25	
	Densheild at Tile Backer	704	sf			\$ 2.50	\$ -	\$ -	\$ 1,760.00	
							\$ -	\$ -	\$ 53,909.92	\$ 53,909.92
6550 - Painting										
	Painting - Main	5541	sf			\$ 4.00	\$ -	\$ -	\$ 22,164.00	
	Interior Metal Liner	6714	sf			\$ 8.00	\$ -	\$ -	\$ 53,712.00	
							\$ -	\$ -	\$ 75,876.00	\$ 75,876.00
6560 - Concrete										
	Sealed Concrete Floor	3744	sf			\$ 8.00	\$ -	\$ -	\$ 29,952.00	
							\$ -	\$ -	\$ 29,952.00	\$ 29,952.00
6561 - Vinyl Floor										
	Vinyl Click Floor - Regular	1280	sf			\$ 6.00	\$ -	\$ -	\$ 7,680.00	
							\$ -	\$ -	\$ 7,680.00	\$ 7,680.00
		Sub-Total					\$ -	\$ -	\$ 167,417.92	
		Total							\$ 167,417.92	167,417.92

## Construction Cost Breakdown Div. #10



<b>DATE :</b>	November 23, 2022			<b>Customer :</b>		<b>Jost Architects</b>			
<b>Job Number :</b>	Mahone Bay, Nova Scotia			<b>Estimator:</b>		<b>Joseph G. Emmons, MRICS, PQS, PLE</b>			
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>
<b>6550 - Specialties</b>									
	Wash Accessories	5541	ea			\$ 1.00	\$ -	\$ -	\$ 5,541.00
	Window Coverings, Signs, Matts	5541	ls			\$ 2.00	\$ -	\$ -	\$ 11,082.00
							\$ -	\$ -	\$ 16,623.00
						<b>Sub-Total</b>	\$ -	\$ -	\$ 16,623.00
						<b>Total</b>			<b>\$ 16,623.00</b>

16,623.00

16,623.00

16,623.00

16,623.00

## Construction Cost Breakdown Div. #15



<b>DATE :</b>	November 23, 2022			<b>Customer :</b>		<b>Jost Architects</b>			
<b>Job Number :</b>	Mahone Bay, Nova Scotia			<b>Estimator:</b>		<b>Joseph G. Emmons, MRICS, PQS, PLE</b>			
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>
<b>6320 - HVAC</b>									
	Garage	4261	ea			\$ 10.00	\$ -	\$ -	\$ 42,610.00
	Office	1280	ea			\$ 16.00	\$ -	\$ -	\$ 20,480.00
							\$ -	\$ -	\$ 63,090.00
									\$ 63,090.00
<b>6310 - Plumbing</b>									
	Garage	4261	ea			\$ 10.00	\$ -	\$ -	\$ 42,610.00
	Office	1280	ea			\$ 12.00	\$ -	\$ -	\$ 15,360.00
							\$ -	\$ -	\$ 57,970.00
									\$ 57,970.00
						<b>Sub-Total</b>	\$ -	\$ -	\$ 121,060.00
						<b>Total</b>			<b>\$ 121,060.00</b>
									121,060.00

121,060.00

## Construction Cost Breakdown Div. #16



<b>DATE :</b>	November 23, 2022			<b>Customer :</b>		<b>Jost Architects</b>			
<b>Job Number :</b>	Mahone Bay, Nova Scotia			<b>Estimator:</b>		<b>Joseph G. Emmons, MRICS, PQS, PLE</b>			
<b>Project Description:</b>	Mahone Bay - Public Works Garage - Class 'D'								
<i>Code</i>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price Material</b>	<b>Unit Price Labour</b>	<b>Sub Contract</b>	<b>Material Cost</b>	<b>Labour Cost</b>	<b>Sub Contract</b>
<b>6300 - Electrical</b>									
	Garage	4261	sf			\$ 15.00	\$ -	\$ -	\$ 63,915.00
	Office	1280	sf			\$ 12.00	\$ -	\$ -	\$ 15,360.00
	Hydro Servicing	1	allow			\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
	Fire Alarm	5541	sf			\$ 3.00	\$ -	\$ -	\$ 16,623.00
	Incoming Communications	1	allow			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
	Parking Lighting	1	allow			\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
							\$ -	\$ -	\$ 133,398.00
						<b>Sub-Total</b>	\$ -	\$ -	\$ 133,398.00
						<b>Total</b>			<b>\$ 133,398.00</b>

133,398.00

\$ 133,398.00

133,398.00



## **General Overview:**

The purpose of this report is to provide Council with a recommendation to direct staff to submit a funding application and use some of the set aside budget to review the HOME program.

## **Background:**

The [Heat pump Options Made Easy \(HOME\) Program](#) was introduced in the Towns of Mahone Bay, Berwick, and Antigonish in October 2020. The program connects residential electric utility customers in these communities with financing and installers for heat pumps. Financing for the program is provided through Credit Union Atlantic. In the beginning, the program was managed and delivered by Atlantic Heating and Cooling (AHC). Within the first 12 months, AHC assessed 281 homes and completed 50 installations.

A motion of Council was made during the October 21<sup>st</sup>, 2022, meeting, for 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." Options are currently being reviewed by staff to ensure the program continues to support heat pump installations in 2023 and a staff report concerning opportunities to leverage the program to provide additional assistance to residents is anticipated in January 2023.

Mahone Bay has proposed a review of the HOME Program, with the other program partners (Berwick and Antigonish) expressing their support. The goal of this review would be to assess the performance of the program and to identify ways to improve the program for residents and potentially to expand it to include additional products and services. The opportunity to apply to the FCM's Green Municipal Fund to support such a review was discussed during 2022-23 budget deliberations.

### FCM – Green Municipal Fund

The Federation of Canadian Municipalities offers a grant program, the Green Municipal Fund, which provides funding to municipal governments to support the adoption of sustainable practices. It is a \$1.6 billion dollar program that is funded by

the Government of Canada. Part of this program is the Community Efficiency Financing initiative. It helps municipalities deliver energy financing programs for low-rise residential properties and \$300 million dollars has been allocated to do so. This initiative, specifically the Program Review portion of it, is the funding stream that we would be applying to.

### Navigate Energy

Navigate Energy is a company that offers consulting on clean energy rebate programs. It is run by Liam Cook, who was the Director of Business Development at Thinkwell Shift for over 5 years and who worked as a Program Manager for EfficiencyOne for over 7 years. They have been recommended by AREA to do this consulting work (for such FCM applications the consultant is attached at the time of application and assists with the process).

### **Analysis:**

The proposed feasibility study would evaluate the effectiveness and performance of the HOME program to date while identifying new opportunities that support the Towns' efforts to decarbonize and reduce local and regional emissions. The feasibility study will also evaluate opportunities to align the program with regional rebate and incentive programs and supports to further maximize participant value.

### Goals of the Review Study

The overall goal is to determine what about the existing program was going well, and what needs to be improved.

The following have been identified as priorities for the HOME Program review:

- Review customer feedback on their experience with the program (and opportunities for improvement).
- Identify how many assessments and installations took place in each municipality and why some residents had an assessment done but did not follow through with a heat pump installation. If residents went with a different contractor, why?
- Determine if a separate company should be contracted to manage the program and contractor.
- Identify potential new providers for program management services, installations and/or financing.
- Assess the potential to expand the program to include additional service territories.



- Assess the potential for additional products such as smartchargers for electric vehicles and electric thermal storage units to be added to the program and expand the program to include additional products where supported by the review study.
- Consider expanding the program to include deep energy retrofits if deemed feasible by the review study and supportable by FCM.

## Financial Analysis:

Review of the existing HOME Program provides the opportunity to improve the effectiveness of the program in supporting conversions to electrical heat. The conversion of heating load to electrical increases demand for our electrical utility. Funding for the Town of Mahone Bay's contribution to the review would come from the \$12,000 allocation for "Grow the Load" initiatives in the Town's 2022-23 budget.

Mahone Bay plans to apply to the Federation of Canadian Municipalities (FCM) Green Municipal Fund for funding to do a HOME Program review. This program provides up to 80% of the funding for a review study, to a max of \$175,000.

Navigate has quoted us \$58,000 for the project. We are planning to request \$46,400 from GMF (80% of the costs) which leaves \$11,600 (20% of the costs) to be split between the 3 municipalities. It is proposed that the cost would be equally split between Mahone Bay, Berwick, and Antigonish. The cost for each municipality would be \$3,867. Mahone Bay will serve as the lead applicant for the project.

In order to make a joint application, all three municipalities must be in alignment about the goals of the review study and potential future expansion of the program. To this end, staff from the three Towns have collaborated on the preparation of the application.

The eventual expansion of the HOME program could be financially supported by FCM based on the review study.

Project costs:

**Navigate (consultant costs) \$58,000**

Less Grant \$46,400

Total cost to partners \$11,600

Cost to Mahone Bay \$3,867

ToMB Staff time \$1,500



### **Climate Analysis:**

A review of the HOME program will help to streamline the process, for customers of the Mahone Bay Electric Utility, to make the switch from fossil fuels to heat and cool their homes. This will reduce individual carbon footprints as well as the town's.

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

- 1.1. Improve Performance of Town-Owned Utilities Reduce water loss, increase flow capacity, reduce service disruptions, and increase demand.
  - Implement initiatives to increase demand (grow customer base and transition away from fossil fuels)
- 3.1 Reduce Community Greenhouse Gas Emissions Focus on renewable energy supply with a reduction in emissions by sector guided by ongoing public/customer feedback.
  - Expand home heating program

### **Recommendation:**

It is recommended,

THAT Council direct staff to submit an application to the FCM Green Municipal Fund Community Efficiency Financing Initiative to conduct a feasibility study/program review of the HOME Program

Respectfully submitted,



**Lauren Clark**

**Climate and Energy Program Manager**





## Municipality of the District of Lunenburg Joint Building Committee

November 9, 2022

To Your Worship, Mayor/Warden and Councillors of  
Municipality of the District of Chester  
Municipality of the District of Lunenburg  
Town of Lunenburg  
Town of Mahone Bay

Dear Mayor/Warden and Councillors:

The Joint Building Committee, in session on November 9, 2022, made the following recommendation to the partner Council(s):

**“That the partner municipalities approve, the following twelve points:**

- 1. Dangerous and unsightly property service should not be a mandatory service.**
- 2. Service standard response time goal of conducting a building inspection within three (3) business days of the request.**
- 3. Building permit applications deemed complete will be reviewed and a response within 14 days of the Building Official receiving the information.**
- 4. Quarterly reporting on service level performance.**
- 5. Two-part funding formula**
  - **Base charge – calculated from 50% uniform assessment and 50% equal share (Currently estimated at 10% of charge)**
  - **Based on number of inspections provided to each unit (Currently estimated at 90% or charge)**
- 6. Each unit would use a standard method of calculating building permit fees based on value of construction.**
- 7. Not to recommend a minimum fee recovery target.**
- 8. Keep the fee revenue in each municipal unit and not include in the funding formula.**
- 9. All new hires would become employees of the lead agency MODL.**

- 10. Staff not transferred to the lead agency should have their salaries adjusted to the lead agencies salary levels. These staff will report to the lead agencies' Inspection Services Manager.**
  - 11. At least one (1) staff based at the municipal offices in the Municipality of the District of Chester, Town of Bridgewater and Region of Queens Municipality.**
  - 12. Include Town of Bridgewater and Region of Queens Municipality.**
- .

Respectfully submitted,

The Chair and Members  
of the Joint Building Committee

/jh

Attachments

## DRAFT REPORT – *Updated November 25, 2022*

### Phase 2 Implementation: Shared Regional Permit and Inspection Services – Building and Fire for Local Governments in Lunenburg and Queens Counties

#### Background

Four of the municipal units<sup>1</sup> in Lunenburg County have entered into a Memorandum of Understanding for the joint delivery of building inspection and permit services, fire inspection, and dangerous and unsightly inspection. A steering committee was established to oversee the transition. The Town of Bridgewater and Region of Queens Municipality have also expressed an interest in participating in the shared service model and are included in the Phase 2 Implementation study. The goals of the shared service initiative are to improve service delivery, provide a sustainable service, promote training opportunities and capacity, and ensure the continuity of service delivery in the region.

The MOU includes an initial phase that is already underway where technology upgrades occur to develop the information technology (IT) framework necessary for providing the shared services. During the initial phase, the sharing of inspection services occurs on an ad hoc basis as support is needed. The MOU envisions a second phase where a new model is employed. The steering committee has decided to utilize a lead agency model with the Municipality of the District of Lunenburg (MODL) acting as the lead agency. The lead agency hired a consultant to assist in determining the next steps required to move the project into phase two. The scope of work includes the preparation of a report, which provides options and recommendations for service delivery and financing using a lead agency approach.

#### Reasons for moving to a shared service model

While there are many examples in Canada and other countries that demonstrate the potential benefits<sup>2</sup> of shared municipal services, there were two driving forces behind the Lunenburg County initiative. The primary one relates to a building inspector labour shortage. There is currently a lack of trained building inspectors and municipalities are concerned about service delivery capacity. The second one relates to an interest by the broader community to have a standard approach to inspection approvals and permits in the Lunenburg region. The phase two implementation report focuses on five areas – service delivery, service standards, costs and cost sharing, fees for services, and human resources. It also discusses the relationship between building inspection and development, and sharing financial risk.

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<sup>1</sup> The municipal districts of Chester and Lunenburg and the towns of Lunenburg and Mahone Bay

<sup>2</sup> Potential benefits of shared municipal services include improved service levels, regional standardization of services, cost savings, and resolving capacity issues.

### Service delivery

The five services covered in the report are building permit applications, building inspections, fire inspections, building compliance inspections, and dangerous and unsightly inspections. Appendix 1 provides statistics on the provisions of those services in the six municipal units for the last two fiscal years. A total of 4899 inspections were carried out in 2021-22 (4819 in 2020-21) and 1468 building permits (1406 in 2020-21) were issued. A comparison of the number of inspections for each of the two years shows they are consistent in some units and vary in others. The training required to carry out these services varies and the less experienced and partially certified inspectors cannot perform all of them. The majority (over 90%) of the inspections are in response to requests for building permits where the region averages three inspections per permit request. All of the municipal units charge a fee for issuing building permits. None of the municipal units charge for fire inspections. There has already been some regional consolidation in service delivery. The towns of Bridgewater, Lunenburg and Mahone Bay contract out building and fire inspection services to either MODL or MODC (Municipality of the District of Chester). The Region of Queens Municipality (RQM) currently uses an in-house delivery model.

Under the leading agency model the service would be administered and delivered by MODL using existing resources. Inspectors are currently based in the MODL, MODC and RQM municipal offices and that is not expected to change.

### Service standards

Prior to the lead agency service delivery model, only MODL had formal (written) performance standards<sup>3</sup> but most of the municipal units had informal response time targets<sup>4</sup>. The issue of response times was discussed at a stakeholders meeting on June 21, 2022 and it was agreed that there should be a standard response time set for all the municipal units (a common service standard applied equitably) and performance should be monitored.

The issues related to service standards are (1) setting a common minimum standard for service in all municipalities (agreed) (2) determining what the standard will be (48 hours?) and (3) the method of monitoring performance.

### Costs and cost sharing

The cost of providing municipal permit and inspection services in Lunenburg – Queens was \$1,408,799 for the 2021-2022 fiscal year. Appendix 2 provides information on expenses, overheads, and cost recovery provided by each municipal

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<sup>3</sup> MODL performance indicators range from 4 days for conducting a building inspection to 14 days for issuing a permit or making unsightly property inspections. These indicators are also used when providing the service to TOL.

<sup>4</sup> The TOB target was a response within 24-48 hours when it provided the services in-house. MODC and TOMB use an informal response time of 5 days to conduct a building inspection and 14 days to issue a building permit upon receipt of a completed application.

unit. TOL and TOMB did not report any related overhead costs. Both MODL and TOB reported significant budget increases between 2020-21 and 2021-22. This could be related to Covid19 and / or the transition to the lead agency model. Over ninety percent of the costs were direct costs with the remainder attributed to allocated overheads (mostly by MODL and TOB). Roughly one fifth of the costs were recovered through fees.

There are a number of options for municipal cost sharing. They include usage, ability to pay, a minimum fee, and a combination of two or more options. A Nova Scotia example of a shared building inspection service can be found in the eastern part of the province. The Eastern District Planning Commission provides building inspection services to six municipal units with a staff of six<sup>5</sup>. The 2021-2022 Annual Report shows the Commission issued 924 building permits valued at \$130 million and collected \$260,789 in related fees<sup>6</sup>. Fees were deducted from expenditure costs before the municipal contributions were calculated. The cost to each participating municipality is made up two parts. There is a fixed base rate of \$35,000 (the same for all units) with the remainder of the budget allocated in the same proportion as other objects of joint expenditure using uniform assessment.

The possibilities for cost sharing include base charges, charges based on usage and charges allocated on ability to pay. Allocated percentages under various options are provided in Appendix 3 and the dollar amounts in Appendix 5. If 'fire inspections only' are disregarded due to the volatility in year- to- year percentages, the following observation can be made. Using the average figures from the previous two fiscal years (2021-22 and 2020-21) a municipal share based on uniform assessment instead of usage (inspections / building permits issued) would be less costly MODL and RQM, and be neutral for TOMB. A municipal contribution based on usage from the past two fiscal years rather than uniform assessment would be less costly for MODC, TOB and TOL. As inspection services are demand driven and building permits contribute to municipal revenues (both through fees and increased taxable property assessments) a strong case can be made for the usage option.

Options for cost sharing in revenue requirements (before or after deducting fees):

- a fixed contribution for each unit with the remainder based on usage
- a fixed contribution with remainder based on uniform assessment
- a fixed contribution with the remainder based on usage and uniform assessment (50/50)
- no fixed contribution with cost sharing based 50% on usage and 50% on uniform assessment
- municipal contribution based on ability to pay as measured by uniform assessment
- municipal contribution based on ability to pay using other criteria
- municipal contribution based on usage (from prior year or prior years' average)

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<sup>5</sup> The staff positions are a manager inspection services, three building / fire inspectors, and two assistant inspectors

<sup>6</sup> This compares with 1468 building permits valued at \$175 million with \$330,466 in revenues for Lunenburg/Queens in 2021-22

The key cost sharing issues are (1) the choice between payments made on service usage or on ability to pay, (2) the treatment of fee revenue in apportioning costs, and (3) the inclusion of a base charge for each municipal unit.

### Fees and cost recovery

The municipal contribution from the annual operating budgets will be dependent on the amount of the inspection budget covered by building permit fees. These fees are similar to user fees, which is one of the two major sources of own source revenues for Canadian local governments. The literature on municipal finance<sup>7</sup> favours the use of user fees for public utility type services (water with full cost recovery) and those with private good characteristics that are not utilized by all citizens such as transit, road usage pricing and recreation programs. The fees for the latter group of services often represent partial cost recovery as a way to balance the affordability of the fee, the contribution of the broader community through taxation, and municipal policy priorities. Services with public good characteristics such as police and fire protection, street lighting, and parks generate collective benefits that are enjoyed by all local residents. Benefits from these services cannot be assigned to individual beneficiaries and are funded mainly through the property tax.

The building inspection and permit service is recognized as one requiring a user fee, as is currently the case in Lunenburg / Queens. The question is what proportion of the cost of delivering the service should user fees cover?

The two issues concerning fees are the method of determining them and the fees charged based on these calculations. The municipal units covered in this report do not all use the same method to determine how the building permit fees are set. There are two approaches currently in use. One is based on construction value. The other is a hybrid approach with some of the fees based on construction value and others by calculating the area involved measured in square feet. Both include administration fees.

One of the two reasons for moving to a shared services model in the Lunenburg region relates to the broader community interest in a standard approach to fee setting. Municipal units are now working towards developing a standard approach for building permit fee calculation in the region.

Each municipality currently has its own permit fee schedule. The fee should reflect the need to balance affordability, general ratepayer contributions, and economic development priorities. Recovery percentages average twenty percent and range from a low of 12% to a high of 50%<sup>8</sup>. The fees cover a higher percent of inspection costs in the towns due to the type of buildings (more commercial and multi unit residential) and the fee schedule (based on construction value). A case can be made from an economic development, planning and policy perspective to permit municipal units to continue to set their own fee schedules using a

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<sup>7</sup> The general information here on the applicability of user fees is taken from IMFG Papers on Municipal Finance and Governance No. 27 2016 by Harry Kitchen and Enid Slack "More tax sources for Canada's largest cities: Why, What and How?"

<sup>8</sup> Cost recovery percentages for each unit are shown in Appendix 2.



standardized method of calculation. If a policy decision is made to deduct unit fees generated from the unit's share of the cost of the service, each municipality would be able to determine the share of costs covered by user fees and the portion funded through property taxes (or general revenues).

The fee and cost recovery issues are (1) a standardized method for calculating fees, (2) setting the fee schedule – separate one for each municipal unit or one applicable to all, (3) adoption of a minimum target recovery rate and (4) the treatment of fee revenue in apportioning costs.

### Human resources

The six municipal units collectively have eleven full time positions and seven part time position allocated to providing the inspection and permit services. A summary of staff positions is provided in Appendix 4. The staff are employed by MODL, MODC and RQM. Each municipality has its own compensation and benefits package so unless inspector salaries and benefits are standardized under the lead agency model, compensation levels would vary. New hires would become employees of the lead agency (MODL). Of the three municipal units currently employing inspection staff MODL has the most attractive salary and benefit package (confirm ??). To ensure equity and fairness is provided to all existing staff there are three options. One is for all inspection staff to become employees of MODL. Another is to arrange secondments by MODL for non MODL employees, and a third option is to adjust the compensation package for non MODL employees.

### Impact on the relationship between building inspection and development

This issue was initially raised by MODC as one that should be discussed when implementing the lead agency model. Their planning, development and inspection staff all work out of the same office. MODC finds the physical proximity beneficial in developing good working relationships that contribute to information sharing and collaboration. MODC would welcome continuity in this area, which could be achieved by placing designated inspection staff in the Chester office. MODL has indicated that under the lead agency model it would base at least one inspector in each of the Chester, Bridgewater and Queen's municipal offices. The inclusion of a policy to designate individuals (subject to overall service priorities) to these locations would enable the current relationships among planning, development and inspection staff to continue.

### Managing financial compensation risk for the lead agency

Under the lead agency model MODL will be responsible for the expenditures related to the delivery of the services. The cost sharing model should ensure that in the case of unforeseen circumstances, which could impact or curtail service delivery, that the lead agency is not left to shoulder a disproportionate share of the costs until budget adjustments are made.

### Implementation timelines

Target date April 1, 2023

## Summary of key issues to be decided

*Related to service standards* (1) setting a common minimum standard for service in all municipalities (agreed) (2) determining what the standard will be, and (3) method of monitoring performance

*Related to cost sharing* (1) the choice between payments made on service usage (number of inspections) or on ability to pay, (2) the treatment of fee revenue in apportioning costs, and (3) the inclusion of a base charge for each municipal unit.

*Related to fee and cost recovery* (1) a standardized method for calculating fees, (2) setting the fee schedule – separate one for each municipal unit or one applicable to all, (3) the adoption of a minimum target recovery rate and (4) the treatment of fee revenue in apportioning costs.

*Related to human resources* (1) employment status of new hires as MODL employees (2) method of ensuring equity and fairness is provided to all existing staff

## Decisions reached on key issues at Joint Building Services Committee on November 9, 2022

Agreement was reached on the following eleven issues during the Joint Building Services Committee meeting on November 9, 2022.

### *Service delivery:*

1. Dangerous and unsightly property service should not be a mandatory joint delivery service under the lead agency model

### *Service standards:*

2. Service standards response time goal of conducting a building inspection within three business days after the request has been made.
3. Building permit applications deemed complete will be reviewed and a response given within 14 days of the building official receiving the information.
4. Quarterly reporting on service level performance.

### *Cost sharing:*

5. Cost sharing will be based on a two- part funding formula. Part one is a base charge that will cover overhead costs which are currently estimated to be ten percent of total costs. The base charge for each unit will be calculated using uniform assessment for 50% of the amount and equal shares for the other 50%. The second part of the funding formula covers direct service delivery expenses (estimated at 90% of total costs) and is based on the number of inspections provided to each unit.

### *Fees and cost recovery:*

6. Each unit will use a standard method of calculating building permit fees based on the value of construction.

7. A minimum fee cost recovery target will not be recommended.
8. Each municipal unit will retain the fee revenue collected and these revenues will not be included in the funding formula.

*Human resources:*

9. All new hires would become employees of the lead agency (MODL)
10. Staff not transferred to the lead agency should have their salaries adjusted to the lead agency salary levels. All staff will report to the lead agencies' inspection services manager.
11. At least one staff member to be based at the municipal offices in MODC, TOB, and Queens.

In addition to reaching consensus in the eleven areas included in the draft report, the committee agreed that the approval of all existing joint service delivery partners would be required prior to services being provided to other municipalities. April 1, 2023 was chosen as the target implementation date.

*Attachments:*

- Appendix 1: Building and fire services inspection and permit statistics
- Appendix 2: Expenses, overheads, and cost recovery
- Appendix 3: Cost allocation options beyond a base charge
- Appendix 4: Staff positions summary
- Appendix 5: Cost allocation for non -base charges and base charges in dollars (\$\$\$)

Revised November 25, 2022

## Appendix 1

## BUILDING & FIRE SERVICES INSPECTION & PERMIT STATISTICS

*FISCAL YEARS 2021-2022 and 2020-2021*

Category		MODC	%	MODL	%	TOB	%	TOL	%	TOMB	%	QUEENS	%	TOTAL
Building Permit inspections	2021-22	1078	23.9%	1981	43.8%	438	9.7%	126	2.8%	95	2.1%	800	17.7%	4518
	2020-21	982	22.4%	2036	46.4%	331	7.6%	141	3.2%	94	2.1%	800	18.2%	4384
Building permit revenues \$	2021-22	66805	22.0%	87755	28.9%	101934	33.6%	16095	5.3%	7877	2.6%	23000	7.6%	303466
	2020-21	39133	17.9%	79251	36.2%	53252	24.3%	14445	6.6%	13108	6.0%	20000	9.1%	219189
Building permits issued	2021-22	333	22.7%	634	43.2%	157	10.7%	51	3.5%	31	2.1%	262	17.8%	1468
	2020-21	322	22.9%	621	44.2%	137	9.7%	67	4.8%	34	2.4%	225	16.0%	1406
Building permit value \$millions	2021-22	42	23.9%	77.2	44.0%	30.9	17.6%		0.0%		0.0%	25.5	14.5%	175.6
	2020-21	34	23.0%	80.6	54.6%	16.6	11.2%		0.0%		0.0%	16.5	11.2%	147.7
Building compliance inspections	2021-22			30										30
	2020-21			61										61
Fire inspections (no charge)	2021-22	2	1.6%	20	16.3%	71	57.7%	13	10.6%	7	5.7%	10	8.1%	123
	2020-21	19	10.7%	71	39.9%	55	30.9%	13	7.3%	10	5.6%	10	5.6%	178
Dangerous and unsightly (no charge)	2021-22	26	11.4%	53	23.2%	48	21.1%	1	0.4%		0.0%	100	43.9%	228
	2020-21	21	10.7%	75	38.3%		0.0%	0	0.0%		0.0%	100	51.0%	196
All inspections	2021-22	1106		2084		557		140		102		910		4899

Notes: TOMB actual permit revenue in 20/21 was \$56,306. \$43,198 for a nursing home permit has been excused as it is an anomaly

Notes: TOB has a nine category breakdown. Single detached account for over half of permits issued, the highest value category is apartments

Other units use two categories; residential and commercial

In MODL commercial permits account for less than five percent of number and value of permits issued

In MODC residential permits are 95% of total permits

In TOMB commercial permits accounted for 12% of the total permits issued

In Queens a bylaw enforcement officer handles dangerous and unsightly premises

**Appendix 2****LUNENBURG - QUEENS SHARED PERMIT AND INSPECTION SERVICES*****EXPENSES, OVERHEADS AND COST RECOVERY***

Municipal Unit	MODC	MODL	QUEENS	TOB	TOL	TOMB	TOTAL
Direct expenses							
2021-22	\$303,831	\$584,645	\$165,060	\$184,565	\$27,569	\$25,420	\$1,291,090
2020-21	\$306,029	\$470,726	\$166,791	\$159,527	\$31,010	\$25,308	\$1,159,391
Overhead costs allocated							
2021-22	\$16,275	\$60,220	\$1,809	\$39,405			\$117,709
2020-21	\$16,275	\$52,561	\$2,773	\$38,275			\$109,884
Total costs							
2021-22	\$320,106	\$644,865	\$166,869	\$223,970	\$27,569	\$25,420	\$1,408,799
2020-21	\$322,304	\$523,287	\$169,564	\$197,802	\$31,010	\$25,308	\$1,269,275
Revenues / recoveries							
2021-22	\$66,805	\$87,755	\$23,000	\$101,934	\$16,095	\$7,844	\$303,433
2020-21	\$39,133	\$79,251	\$20,000	\$53,252	\$14,445	\$13,108	\$219,189
% recovery - direct costs							
2021-22	22.0%	15.0%	13.9%	55.2%	58.4%	30.9%	23.5%
2020-21	12.8%	16.8%	12.0%	33.4%	46.6%	51.8%	18.9%
% recovery - total costs							
2021-22	20.9%	13.6%	13.8%	45.5%			21.5%
2020-21	12.1%	15.1%	11.8%	26.9%			17.3%

## Appendix 3

## LUNENBURG-QUEENS SHARED PERMIT AND INSPECTION SERVICES

***COST ALLOCATION OPTIONS BEYOND A BASE CHARGE***

Municipal Unit		MODC	%	MODL	%	QUEENS	%	TOB	%	TOL	%	TOMB	%	TOTAL %	
Uniform Assessment															
(\$millions)	2021-22	1707	25.6%	2820	42.4%	992	14.9%	705	10.6%	290	4.4%	142	2.1%	6656	1
	2020-21	1671	25.7%	2756	42.3%	980	15.0%	688	10.6%	279	4.3%	138	2.1%	6512	1
Building Permits Issued															
	2021-22	333	22.7%	634	43.2%	262	17.8%	157	10.7%	51	3.5%	31	2.1%	1468	1
	2020-21	322	22.9%	621	44.2%	225	16.0%	137	9.7%	67	4.8%	34	2.4%	1406	1
Building Inspections															
	2021-22	1078	23.9%	1981	43.8%	800	17.7%	438	9.7%	126	2.8%	95	2.1%	4518	1
	2020-21	982	22.4%	2036	46.4%	800	18.2%	331	7.6%	141	3.2%	94	2.1%	4384	1
Fire Inspections															
	2021-22	2	1.6%	20	16.3%	10	8.1%	71	57.7%	13	10.6%	7	5.7%	123	1
	2020-21	19	10.7%	71	39.9%	10	5.6%	55	30.9%	13	7.3%	10	5.6%	178	1
All Inspections															
(incl dan+uns	2021-22	1106	22.6%	2084	42.5%	910	18.6%	557	11.4%	140	2.9%	102	2.1%	4899	1
& compliance	2020-21	1022	21.2%	2243	46.5%	910	18.9%	386	8.0%	154	3.2%	104	2.2%	4819	1

## Appendix 4

### LUNENBURG – QUEENS SHARED PERMIT AND INSPECTION SERVICES

#### ***STAFF POSITIONS SUMMARY***

##### **Municipality of the District of Chester**

- one full time (35 hours per week) building official
- one part time (14 hours) building official
- one part time (14 hours) fire inspector (completing certification)
- one part time (10,5 hours) fire inspector (7 hours for MODC 3.5 for MB)
- one part time (21 hours) bylaw officer who also covers danger / unsightly

##### **Municipality of the District of Lunenburg**

- one full time inspection services manager
- five full time building officials / fire inspectors (one currently vacant)
- one full time supervisor, corporate services and communications
- one director of planning and development services 50%

##### **Region of Queens Municipality**

- one full time building official (finalizing level 2 certification)
- one full time building official in training
- one-third position for administrative support

##### **Town of Bridgewater**

Starting February 2022 building and fire inspection services are contracted to MODL. The town retained one full time position (receptionist / admin support) and a part time (25%) position to provide back up for building, minimum standards, dangerous, and unsightly.

##### **Town of Lunenburg**

Contract services for building and fire inspection to MODL. Use own staff for planning, development, heritage and administration.

##### **Town of Mahone Bay**

Contract services to MODC and MODL

#### **SUMMARY**

7 Full time building and fire inspectors

1 Full time building inspector

1 Part time building inspector (14 hours)

2 Part time fire inspectors (14 and 10.5 hours)

2 Part time dangerous and unsightly premises inspectors (21 and 8 hours)

3 Full time admin positions

2 Part time admin positions (12 and 17 hours)

A total of 18 positions (11 full time and 7 part time)



## Appendix 5

## LUNENBURG-QUEENS SHARED PERMIT AND INSPECTION SERVICES

***COST ALLOCATION OPTIONS FOR NON BASE CHARGES + BASE CHARGE CALCULATION - \$\$\$***

Municipal Unit		MODC	%	MODL	%	QUEENS	%	TOB	%	TOL	%	TOMB	%	TOTAL %	
Uniform Assessment															
(\$millions- excludes base charges)	2021-22	\$330,519	25.6%	\$547,422	42.4%	\$192,372	14.9%	\$136,856	10.6%	\$56,808	4.4%	\$27,113	2.1%	\$1,291,090	1
	2020-21	\$297,963	25.7%	\$490,422	42.3%	\$173,909	15.0%	\$122,895	10.6%	\$49,854	4.3%	\$24,347	2.1%	\$1,159,391	1
Building Inspections															
(millions - excuudes base charges)	2021-22	\$308,571	23.9%	\$565,497	43.8%	\$228,523	17.7%	\$125,236	9.7%	\$36,151	2.8%	\$27,113	2.1%	\$1,291,090	1
	2020-21	\$259,704	22.4%	\$537,957	46.4%	\$211,009	18.2%	\$88,114	7.6%	\$37,101	3.2%	\$24,347	2.1%	\$1,159,391	1
All Inspections															
(incl dan+uns & compliance)	2021-22	\$291,786	22.6%	\$548,713	42.5%	\$240,143	18.6%	\$147,184	11.4%	\$37,442	2.9%	\$27,113	2.1%	\$1,291,090	1
	2020-21	\$245,791	21.2%	\$539,117	46.5%	\$219,125	18.9%	\$92,751	8.0%	\$37,101	3.2%	\$25,507	2.2%	\$1,159,391	1
Base charges UA portion															
\$58,850	2021-22	\$14,976	25.60%	\$24,804	42.40%	\$8,717	14.90%	\$6,201	10.60%	\$2,574	4.40%	\$1,229	2.10%	\$58,500	
\$55,000	2020-21	\$14,135	25.70%	\$23,265	42.30%	\$8,250	15.00%	\$5,830	10.60%	\$2,365	4.30%	\$1,155	2.10%	\$55,000	
Base charge equal share															
\$58,850	2021-22	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$9,752	16.67%	\$58,500	
\$55,000	2020-21	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$9,169	16.67%	\$55,000	
Combined base charge share															
\$117,000	2021-22	\$24,728	21.14%	\$34,556	29.54%	\$18,468	15.79%	\$15,953	13.64%	\$12,326	10.54%	\$10,980	9.39%	\$117,000	
110,000	2020-21	\$23,304	21.19%	\$32,434	29.49%	\$17,419	15.84%	\$14,999	13.64%	\$11,534	10.49%	\$10,324	9.39%	\$110,000	
Total using Uniform Assessment															
	2021-22	\$355,247		\$581,978		\$210,841		\$152,808		\$69,134		\$38,093		\$1,408,090	
	2020-21	\$321,267		\$522,856		\$191,327		\$137,894		\$61,387		\$34,671		\$1,269,391	
Total using inspections															
	2021-22	\$333,298		\$600,053		\$246,991		\$141,189		\$48,476		\$38,093		\$1,408,090	
	2020-21	\$283,007		\$570,391		\$228,428		\$103,112		\$48,634		\$34,671		\$1,269,391	
Municipal budgets for services															
	2021-22	\$320,106		\$644,865		\$166,869		\$223,970		\$27,569 no OH		\$25,420 no OH		\$1,408,799	
	2020-21	\$322,304		\$523,287		\$169,564		\$197,802		\$31,010 no OH		\$25,308 no OH		\$1,269,275	

**To:** CAOs and Managers of MEUs

**Submitted by:** Aaron Long, GM, AREA

**Date:** Thursday, December 01, 2022

**Subject:** Recommended MEU Wholesale Supply Options for 2023

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## Summary

AREA presented wholesale supply options to Town Councils in late August 2022 comprising of (i) continued supply from NBPower at a price of \$170/MWh and (ii) return to NSPI's Municipal Tariff. Town Councils recommended that AREA staff negotiate with NSPI on option (ii) for the supply of electricity above the deliveries from the Ellershouse Wind Farm.

AREA staff, working collaboratively with MEU staff, have recently confirmed that NSPI will serve such requirements above the wind farm deliveries in a manner deemed acceptable by MEU and AREA staff. This process was somewhat delayed given that NSPI is running its General Rate Application and by the introduction of Bill 212. Given that NSPI's proposed 2023 rates do not fully recover fuel expenses, there will be significant cost deferrals associated with taking wholesale supply from NSPI using the Municipal Tariff but this option best manages 2023 cost implications for MEU end users. Taking NSPI supply for 2023 is also perceived to have a lower regulatory risk of cost recovery for the MEUs. Import prices have increased since August 2022. AREA recommends that each MEU/Town adopt a motion to return to NSPI's Municipal Tariff for 2023.

Similar to wholesale electricity purchasing strategies deployed before 2020, AREA will continue to evaluate opportunistic supplies as they arise in 2023 and transact when value presents to the MEUs. AREA and MEU staff will continue to evaluate 2024 supply options and report to each MEU with conclusions at the appropriate times in 2023.

## Recommendations

1. That each MEU/Town adopt a motion to return to NSPI's Municipal Tariff for 2023 for supplies required above the deliveries from the Ellershouse Wind Farm.
2. That each MEU/Town direct AREA staff to notify NSPI of the MEU's intention as per Recommendation #1 and for AREA staff to manage supplies and communications with NSPI to affect Recommendation #1 while optimizing the supplies from the Ellershouse Wind Farm.
3. That each MEU/Town direct MEU staff to collaborate with AREA staff to continue to source clean and cost-effective wholesale electricity supplies as they opportunistically arise throughout 2023 and evaluate opportunities for 2024 wholesale supply.



# Lunenburg County Seniors' Safety Program Monthly Report –November 2022

prepared: November 21, 2022

The LCSSP is a free confidential community-based non-profit service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults (55 years of age+), residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, community outreach projects, educational programs, community presentations and one to one service.

## LCSSP updates and free training opportunities:

- Progressing with the Home Management Navigator Grant project.
- Nov. 1 meeting with REMO regarding Senior Safety/Evacuation Plans/Emergency Preparedness.
- Nov 2 meetings with United Way and Adult Protection
- Nov 7 Continuing Care Coordinator (NG area) processes and collaboration plans
- Nov 9 Senior Community Health Team meeting and participated in the effects of alcohol and alcohol abuse in the older adult webinar. Seniors Access to MHA (Intake and General Access to MHA Services) webinar
- Gathering names and wishes from seniors who would like to participate in this years Secret Santa.
- Exploring ways to reinstate **"Plow/Shovel It Forward"** campaign from 2015/16.

## Referrals:

New Referrals: 4 total	3 Home/site Visits scheduled before the end of Nov.
MODL 1	Self/Family 2
RCMP 1	Locations: Bridgewater and Lun. Co.

Areas of concern: Health and wellness, Adult Protection, Safe housing, Community resources/connections.

Increase in resource sharing/navigating within the community. SSODA, Housing MODL etc. Specific service providers' asks have included supporting/transitioning someone into a nursing home facility, Pharmacare, free Tax clinics and hearing aid funding options.

SSC provided a Letter of Support for the Flourish Centre Grant proposal to address the isolation and re-entering of social activities of seniors with anxiety due to Covid. (see attached copy of letter in group mail out)

## LCSSP Client Emergency Contingency Fund (CECF):

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. The November, 2022 float count balance is: \$2,463.30 + 1 \$25.00 Tim Horton's Gift Card.

*'Thank you to all Lunenburg County Seniors' Safety Program supporters.  
We couldn't do what we do without you.'*





*Lunenburg County Seniors' Safety Program*  
*45 Exhibition Drive*  
*Bridgewater, NS*  
*B4V 0A6*

November 7, 2022

To Whom It May Concern,

I am writing in support of the Flourish Centre receiving the Age Friendly Grant so that they may continue supporting local seniors. The Flourish Centre provides the community members 55+ with ways to maintain their health as they age, through offering programs and activities that promote mental, physical and social stimulation, engagement and recreation. For seniors to access technology and learn how to navigate virtual doctors and provide exercise programs by trained individuals. The Flourish Centre brings people together through crafts, games and music.

During the pandemic seniors experienced isolation. Thus, seniors were left without their regular circle of supports which effected their mental and physical wellness. The Flourish Centre and its programming have been instrumental in addressing this need. Funds from the Aging Friendly grant will allow for their important work to continue, grow and support our local seniors.

Sincerely,

Lisa Bennett

*Senior Safety Coordinator*  
*Lunenburg County*  
*Phone: 902-543-3567*  
*Cell: 902-521-1506*

[Lisa.Bennett@bridgewaterpolice.ca](mailto:Lisa.Bennett@bridgewaterpolice.ca)

**Municipality of the District of Lunenburg**  
**Minutes of a Meeting of the REMO Advisory Committee**  
**Via Tele/Video Conference**  
**Monday, March 21, 2022 – 1:30 p.m.**

**Attendance:**

**Municipality of the District of Chester**

Warden Allen Webber (via Teams)

Deputy Warden Floyd Shatford (via Teams)

Tara Maguire, Deputy Chief Administrative Officer (via Teams)

**Municipality of the District of Lunenburg**

Mayor Carolyn Bolivar-Getson

Deputy Mayor Cathy Moore

Alex Dumaresq, Deputy Chief Administrative Officer (via Teams)

**Town of Bridgewater**

Councillor Wayne Thorburne, Vice-Chair

Tammy Crowder, Chief Administrative Officer

**Town of Lunenburg**

Mayor Matt Risser (via Teams)

Deputy Mayor Peter Mosher (via Teams)

Kevin Malloy, Interim Chief Administrative Officer (via Teams)

Heather McCallum, Assistant Municipal Clerk, Town of Lunenburg (via Teams)

**Town of Mahone Bay**

Mayor David DeVenne, Chair (via Teams)

Councillor Penny Carver (via Teams)

Councillor Richard Nowe

Dylan Heide, Chief Administrative Officer (via Teams)

**Regrets**

Tom MacEwan, Chief Administrative Officer, Municipality of the District of Lunenburg

Councillor Michelle Greek, Municipality of the District of Lunenburg

Chris Kennedy, Fire Services Coordinator

Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester

Mayor David Mitchell, Town of Bridgewater

Deputy Mayor Andrew Tanner, Town of Bridgewater

Councillor Susan Sanford, Town of Lunenburg

**NS EMO**

Andrew Mitton Emergency Management Preparedness Officer

**Staff**

Angela Henhoeffter, REMO Coordinator

Joanne Powers, Executive Assistant

**1. CALL TO ORDER**

Mayor David DeVenne called the meeting to order at 1:30 p.m.

## **2. Approval of Agenda**

A request was made to have an item added to the Agenda under Added Items - Lunenburg County Ground Search & Rescue contingency fund.

**Moved by Mayor Bolivar-Getson, seconded by Councillor Thorburne that the Agenda be approved as amended. Motion carried.**

## **3. Approval of Minutes – January 17, 2022**

**Moved by Councillor Carver, seconded by Deputy Mayor Moore that the Minutes of January 17, 2022, REMO Advisory Committee meeting be approved as circulated. Motion carried.**

## **5. Business Arising from Minutes**

### **5.1 Emergency Management Bylaws**

Ms. Henhoeffter reported that the five municipal units were at various stages of completion. Some have been forwarded to the province for approval, but until all five have been submitted, they are not in effect.

### **5.2 REMO Planning Committee**

Ms. Henhoeffter reported that the first meeting of the Planning Committee took place on February 28, 2022. Two more meetings will take place in 2022 – June 20 and October 17, 2022.

### **5.3 2022/23 REMO Budget Approvals from Municipal Units**

Ms. Henhoeffter advised that all five municipal units have approved the 2022/23 REMO budget.

## **7. NS EMO UPDATES**

Andrew Mitton provided the following update:

- Extended congratulations to Ms. Henhoeffter and the Planning Committee on a very successful first meeting with almost 100% attendance
- As part of the ongoing Covid-19 situation, PPE is still being provided to fire agencies along with rapid test kits and some municipal units
- The State of Emergency has ended – it was the longest ever in the history of NS
- Normal meetings and training can once again continue including a Basic Emergency Management (BEM) for Lunenburg County REMO as well as an ICS 200 course next month
- Will be working with Ms. Henhoeffter on a Hazard Risk Vulnerability Assessment

#### **4. Presentations**

##### **4.1 Presentation from NS Public Safety Field Communications on Trunked Mobile Radios**

Scott Hawkes, Supervisor of Field Operations and Client Relations, and Matt Boyle, Director, with Public Safety and Field Communication (PSFC), a branch of the Nova Scotia Department of Service Nova Scotia and Internal Services, were in attendance to provide a presentation of the Trunked Mobile Radio System (TMR).

Mr. Boyle and Mr. Hawkes (via Teams) provided an overview of the following topics:

- PSFC – Who Are We, What We Do
- TMR Overview
- Systems We Manage
  - Nova Scotia Integrated Mobile Radio System (NSIMRS)
  - NS SAT COM
- Users in Nova Scotia
  - All NS Provincial Departments
  - “H” Division of RCMP
  - HRM
  - CBRM
  - Municipal Units
  - NS Volunteer Fire Departments
  - EHS
  - Numerous Federal Departments
  - Other: - Airports, Transport Links, Michelin, etc.
- Radio Interoperability Tools
- Highlights of Some Calls
- Mobile Communications support Duty Officers & Units

Mr. Hawkes and Mr. Boyle left the meeting.

#### **6. NEW BUSINESS**

##### **6.1 2021/2022 REMO Overview**

Ms. Henhoeffter presented the 2021/2022 REMO Overview, including:

- REMO Workplan Status
- Synopsis of 2021/22
- EMC Professional Contributions

#### **8. REMO COORDINATOR UPDATES**

Ms. Henhoeffter reported the following:

- Comfort Centre signs are ordered
- REMO Planning meeting was held



- May 1 – 7<sup>th</sup> Emergency Preparedness Week
  - May 7<sup>th</sup> – Trade Fair / Touch-a-Truck Event – including a BBQ, mascots, prizes, etc.
  - Received a \$500 Fire Smart grant
  - Received a free Eastlink Community TV episode to promote emergency preparedness and the event
- Training & exercises dates solidified with NSEMO
- Social media campaigns for the public

## **9. ADDED ITEMS**

### **9.1 Lunenburg County Ground Search & Rescue**

It was reported that the Lunenburg County Ground Search & Rescue indicated they do not require any additional money at this time. It was agreed that the \$3,000 will remain in the contingency fund.

## **10. NEXT MEETING – Monday, May 16, 2022 - 1:30 p.m.**

## **11. ADJOURNMENT**

**There being no further business at 2:39 p.m., it was moved by Councillor Thorburne seconded Councillor Nowe that the meeting adjourn. Motion carried.**

# Lunenburg County REMO

## March 21, 2022



Department of Service Nova Scotia & Internal Services  
Public Safety and Field Communications



# Public Safety and Field Communications (PSFC), who are we what do we do?

- We are a branch of the Department of Service Nova Scotia and Internal Services
- PSFC looks after the Trunked Mobile Radio (TMR) contract for all TMR users in Nova Scotia, we also work with the provinces of New Brunswick and Prince Edward Island.
- We have a 24/7 dispatch center (Shubie Radio) and 24/7 MCS (Mobile Communications Support group)

**MOBILE**  
**Communications**  
**SUPPORT**





# Trunked mobile Radio (TMR) Overview

- 99 NS towers
- 16 PEI towers
- 100 + NB towers
- All connected to make one large network
- System administered by Bell
- Sites all connect back to a central controller via Bell fiber or microwave
- Back up power at all sites



# Trunked mobile Radio (TMR) Overview

- Penalties to Bell if service drops below contract metrics
- Bell Central Offices require power as well and are part of the radio network backhaul
- The network has many redundancies
- Seeding program for volunteer fire depts and Ground Search and Rescue also Municipal EMO

# Systems we manage

- Nova Scotia Integrated Mobile Radio System (NSIMRS)
  - 53 tower sites, with 35 supporting volunteer fire
  - Used for paging and operations
  - Microwave connected and connected at dispatch so it can be patched to any combination of VHF (very high frequency) sites or any TMR talkgroups
  - High reliability services (backup power, etc) and no equipment older than 2010 vintage in service
  - No charge to volunteers for use of this equipment





# Systems we manage

- NS SAT COM
  - PSFC provides satellite phones to key players as a 'last resort' communications strategy
  - Each GSAR team has two satellite phones, each Municipal EMO has one
  - Other critical players are equipped
  - PSFC keeps spare phones on hand, available for emergency deployment to others







Provincial  
Departments

# Nova Scotia



"H" Division



NS Volunteer Public Safety



Municipalities



Ambulances



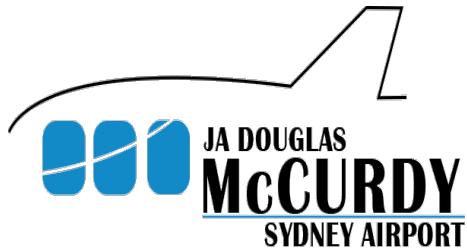
Canada 

Federal Departments

# Others



## Airports



## Transport Links



Commercial  
public safety  
support

Dept. of Agriculture (AGR)	Bridgewater Police Department	Parks Canada, Highlands
Dept. of Community Services	Canadian Border Services Agency (CBSA)	Parks Canada, Kejimikujik
Red Cross	Canadian Coast Guard (CCG)	Port Hawkesbury Paper
Salvation Army	Cape Breton Regional Municipality (CBRM)	Pt Tupper Terminals/NuStar Terminals
Dept. of Internal Services - Risk Management	Capital District Health Authority	Town of Kentville Police
Dept. of Internal Services - Province House Security	CN Police Services	Town of Truro Police
Nova Scotia Environment Conservation Officers	Cobequid Pass	Waste Check Yarmouth
Dept. Of Natural Resources - District	Dept. of Fisheries & Oceans (DFO)	
Emergency Health Services	Dept. of National Defence (DND) - Greenwood	
Emergency Management Office - Provincial	Dept. of National Defence (DND) - Halifax	
Executive Council	Environment Canada	
Fisheries Inland	ExxonMobil	
Health Services Emergency Management	Halifax Harbour Bridges	
Justice - Community Corrections	Halifax International Airport	
Justice - Corrections	Halifax Port Authority	
Justice - Provincial Firearms Office	Heritage Gas	
Justice - Public Safety Investigations	Halifax Regional Municipality Fire	
Justice - Sheriff's	Halifax Regional Municipality Police	
Motor Carrier Division	Halifax Regional Municipality Transit	
Municipal Police Department (MPD) - Amherst	Halifax Regional Municipality Works	
Municipal Police Department (MPD) - New Glasgow	JA Douglas McCurdy- Sydney Airport	
Municipal Police Department (MPD) - Stellarton	Joint Rescue Coordination Centre (JRCC)	
Municipal Police Department (MPD) - Westville	Marine Communications and Traffic Services (MCTS)	
Motor Vehicle Inspection	Maritimes and Northeast Pipeline/Spectra Energy	
Service Nova Scotia Audit and Enforcement	Michelin Canada - Bridgewater	
Nova Scotia Environnment - Compliance Division	Michelin Canada - Granton	
Office of the Fire Marshal	Michelin Canada - Waterville	
Royal Canadian Mounted Police (RCMP)	Municipality of Cumberland By-Law	
Transportation and Infrastructure Renewal	Municipality of Kings By-Law	
Vehicle Compliance	Municipality of Shelburne By-Law	
Annapolis Royal Police Department	Municipality of the County of Victoria - Public Works	



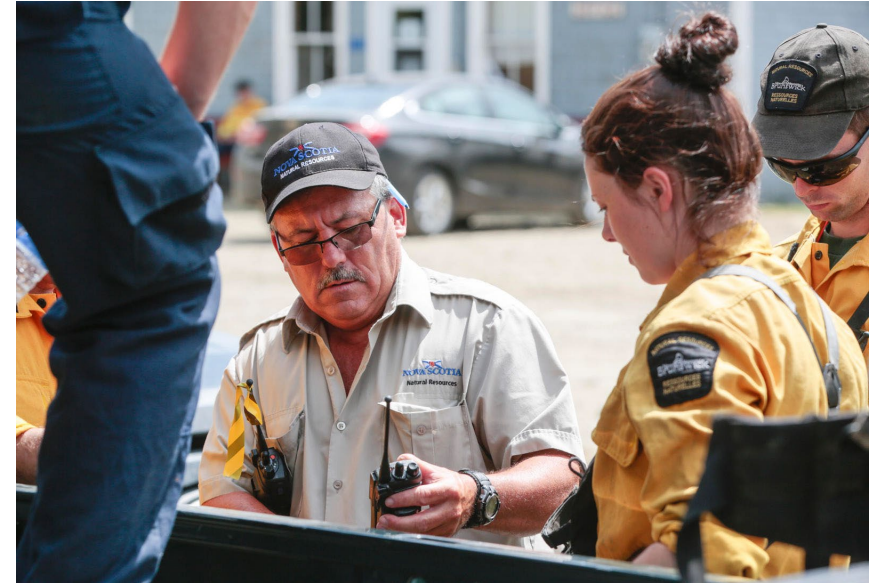
# Radio Interoperability Tools

13,000 radios in Nova Scotia share the following programming

- 8 Mutual Aid talkgroups
- 2 Maritime common talkgroups
- 3 simplex shared frequencies

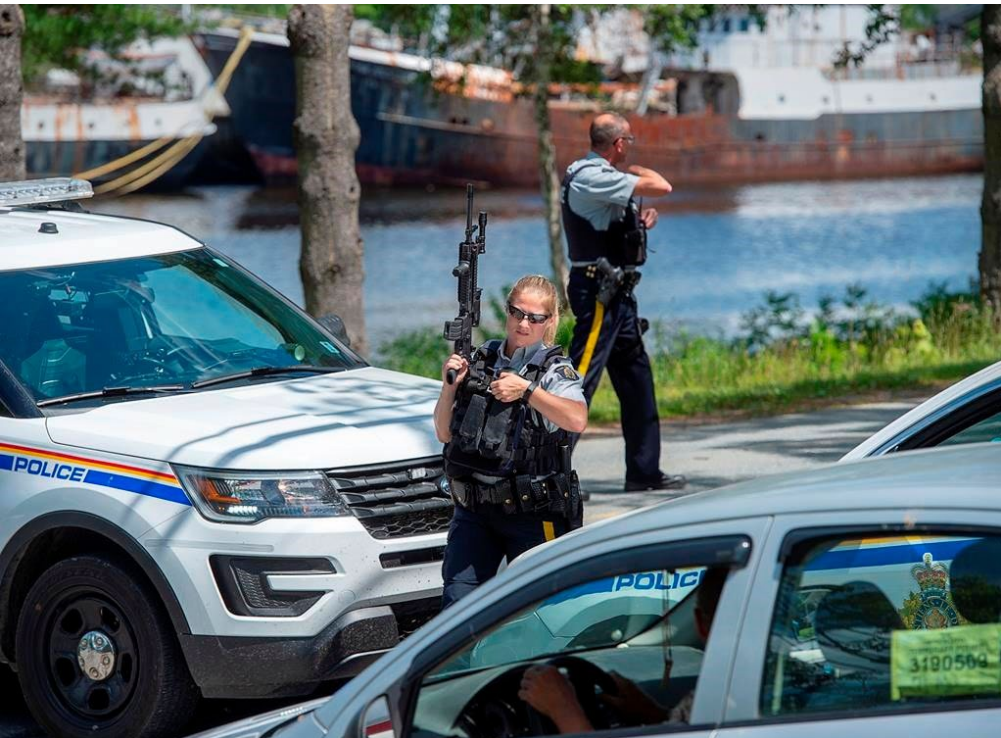
Law Enforcement Officers have additional capabilities

- 6 shared provincial Law talkgroups NS LAW 1-6
- 3 Maritime wide shared Law talkgroups MAR LAW 1-3
- All encrypted through a shared Key Management Facility



# Highlights of some of the calls

- Manhunt in Bridgewater for attempted murder suspect



Nova Scotia

## Police arrest Bridgewater fugitive after days-long search



Witnesses say Tobias Doucette tried to steal a truck Saturday night before his arrest

[Haley Ryan](#) · CBC News · Posted: Jul 26, 2020 1:45 AM AT | Last Updated: July 26

# Highlights of some of the calls

- Search for suspect in child abduction in Cape Breton



Nova Scotia

**Cape Breton man charged with child abduction in missing teen case**

# Highlights of some of the calls

- Military Police with other Police forces





# Common 1 and Common 2





# Highlights of some of the calls

- Tantramar Marsh closed to high sided vehicles



# Highlights of some of the calls

- Large scale Ground Searches



ATLANTIC

## Search for missing 80-year-old woman underway in Kings County, N.S.



**Andrea Jerrett** CTVNewsAtlantic.ca Digital Producer

[@AJerrettCTV](#) | [Contact](#)

Published Tuesday, July 21, 2020 3:15PM ADT

Last Updated Wednesday, July 22, 2020 1:34PM ADT

[80-year-old N.S. woman reported missing](#)



# Highlights of some of the calls

- Forest Fire Chester Grant





# Highlights of some of the calls

- Evacuation of a seniors complex
- Searches
- Propane leak
- Causeway coordination
- Vehicle fire
- Link to the state of Maine!
- Water Rescue water recovery
- Forest fires
- Structure fires
- Aircraft with multiple patients
- Body recovery

# Highlights of some of the calls

- Truck carrying propane cylinders on fire
- Stage collapse
- Ice rescue
- Snowmobile accident
- Home explosion
- Horse rescue
- Car vs house
- Plane crash
- Hazmat
- Seadoo crash
- Cliff rescue
- MVC's

# Mobile Communications Support Duty officers

- PSFC has 4 core duty officers; Scott Hawkes, Mark Turner, Scott Fisher and Paul Maynard.
- Each does a week of on call
- Responsible to ensure coms requests are met.
- Support for: coverage infill, extra radio equipment, linking of various platforms including TMR when in site trunking.

**MOBILE**  
***Communications***  
**SUPPORT**



# Mobile Communication Support Units



# Questions?





<http://novascotia.ca/is/branch/psfc>

**Shubie Radio 1-877-293-6977**

