TOWN COUNCIL AGENDA
March 30, 2023
7:00 p.m.
YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes
2.1 Special Meeting - February 23, 2023
2.2 Regular Meeting – March 9, 2023

3 Presentations
3.1 Jacob Hanlon, Municipal Program Coordinator – Food Cycle Science

4 Correspondence – Action Items
4.1 Rachel Whynot, Autism Awareness Nova Scotia South Shore Chapter – Request to fly Autism Nova Scotia South Shore Chapter Flag
a. Flag
4.2 Paula Griffin – Long Hill Safety Concerns and Liability
4.3 Nancy Sheppard - 49th Annual Volunteer Awards
4.4 Holly MacLellan – AMANS – Request to Fly Access Awareness Week Flag
a. Proclamation Template b. Cry Template c. Nomination Form d. Logo

5 Correspondence – Information Items

6 Staff Reports
6.1 Staff Report to Council – March 30, 2023
6.2 Staff Memo – 995 Main Street
6.3 Staff Report – Council Policy Amendment
6.4 AREA – Community Solar Garden Monthly Report
6.5 Staff Report – Planning and Development Services Agreement
6.6 Staff Report – Bench Donation Policy
6.7 Staff Report – 2022/23 Write Offs
6.8 Staff Report – Mahone Bay Pool
6.9 Staff Report – Review of Parking Areas
6.10 Staff Report – 2023/24 Transportation Projects

7 Council Items
7.1 Mayor Devenne – Gaelic NS Month Form Municipal Proclamation
7.2 Mayor Devenne – Lunenburg County Anti-Discrimination and Racism Coordination
7.3 Councillor Carver – Building and Development Permit Summaries

8 Committee Reports
8.1 Lunenburg County Senior Safety Program – Monthly Report – February 2023
8.2 Community Logo Development Steering Team – Draft Minutes - March 6, 2023
A. Draft Survey
8.3 Oakland Lake Watershed Advisory Committee – Draft Minutes – March 6, 2023
8.3 Heritage Advisory Committee – Draft Minutes – March 8, 2023
A. Request to Make Alterations
B. Statement of Significance - 496 Main Street
C. Statement of Significance - 45 School Street

8.4 REMO – Meeting Notes – January 16, 2023

9 New Business

10 Closed Session

A special meeting of Town Council for the Town of Mahone Bay was held on Thursday, February 23, 2023 at 8:30 a.m. at the Mahone Bay Centre.

Present:
Mayor D. DeVenne
Deputy Mayor F. Kangata
Councillor S. Lohnes-Croft
Councillor R. Nowe
Councillor K. Wilson
Councillor J. Feeney

Absent: Councillor Carver (regrets)

Land Acknowledgement

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1. Agenda

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

2. Closed Session

A motion by Councillor Wilson, at 8:40am, seconded by Councillor Feeney, to go into Closed Session to discuss personnel matters as permitted by the Municipal Government Act section 22(2)(c). Motion carried.

Council returned to Open Session at 10:25 a.m.

Council adjourned upon motion at 10:30 a.m.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, March 9, 2023 at 7:00 p.m. in Council Chambers and broadcast via YouTube live.

Present:
Mayor D. DeVenne (virtual) (left at 9:15 PM)
Deputy Mayor F. Kangata (chair)
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
Councillor S. Lohnes-Croft
CAO, D. Heide
Acting Town Clerk & Deputy CAO, K. Redden

Gallery: Online & 1 in-person gallery

Land Acknowledgement
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1. Agenda
A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT the agenda be accepted as amended to remove item 7.3 – Town owned property." Motion carried.

2. Minutes
A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, "THAT the minutes of the February 17, 2023 special meeting of Council be approved as presented."
Motion carried.

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT the minutes of the February 23, 2023 special meeting of Council be deferred to the next regular council meeting." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT the minutes of the February 23, 2023 regular meeting of Council be approved as presented."
Motion carried.

DRAFT

3. Presentations

3.1 Accessibility Operational Plan

Council received a presentation from Ellen Johnson, Accessibility Coordinator, on the Draft Accessibility Implementation Plan.

4. Correspondence – Action

4.1 Valerie Hearder & Veryan Haysom – Request for Rezoning

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council refer this request to the Town's Planners." Motion Carried.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council direct staff to update Ms. Hearder and Mr. Haysom on this progress of their request."
Motion carried.

5. Correspondence – Information Items

5.1 Jenny Sandison, Mahone Bay Garden Society, Update on Garden Society Activities

5.2 Valerie Hearder, Talking Trees, Solar Garden

5.3 Christopher McCreery, Secretary of the Order of Nova Scotia, Call for Nominations

5.4 John Lohr, Minister of Municipal Affairs and Housing, 911 Cost Recovery Fund

5.5 Patricia & Alan Smith, Strategic Plan Review Feedback

5.6 David Houston & Karen Pinsent – Strategic Plan Review Feedback

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT the letter from David Houston and Karen Pinsent be referred to the plan review process."
Motion carried.

5.7 James Brunt – Strategic Plan Review Feedback

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT items 5.1 to 5.5 and 5.7 be received and filed." Motion carried.

6. Staff Reports

6.1 Council Report

Council received the March 9, 2023 Staff Report to Council.

DRAFT

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council accept the March 9, 2023 Staff Report to Council for information." Motion Carried.

6.2 Council Policy Amendment

Council received the draft amended Council Policy. This item will come back to the March 30th regular meeting of Council.

6.3 Report of the Clerk – Strategic Plan Review

Council received the up-to-date Report of the Clerk for the Strategic Plan Review.

6.4 Plan Mahone Bay Update

Council received an update on the Plan Mahone Bay process, with respect to upcoming engagement activities.

A motion by Councillor Lohnes-Croft, seconded by Councillor Wilson, "THAT Council accept this report for information." Motion Carried.

6.5 Community Sports Field

Council received an update on capital improvements to the Town's community sports field and a draft co-management agreement for Council's consideration.

A motion by Councillor Lohnes-Croft, seconded by Councillor Carver, "THAT council direct Staff to contact Mahone Bay United to inquire if they've communicated with the Municipality of the District of Lunenburg concerning possible grant opportunities." Motion Carried.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT this agenda item be referred to the March 27th meeting of the Policy and Strategy Committee. Motion carried.

A motion by Councillor Feeney, seconded by Kelly Wilson, "THAT Staff contact Mahone Bay United to inform them of the Town's Grants to Organizations program." Motion carried.

6.6 Revised 2023-24 Budget Meeting Schedule

Council received a proposed revised schedule for the 2023-24 budget meetings.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council approve the proposed revised 2023-24 budget meeting schedule." Motion Carried.

DRAFT

6.7 Staff Report – EV Carshare Feasibility Study

Council received a recommendation to approve a funding application for an EV Carshare feasibility study.

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT the EV carshare feasibility study be referred to 2023/24 budget discussions." Motion Carried.

A motion by Councillor Feeney, seconded Councillor Carver, "THAT council direct staff to write to the Municipality of the District of Lunenburg to inquire on their interest in participating in an EV Carshare feasibility study." Motion carried.

7. Council Items

7.1 Mayor DeVenne – Appointment to Heritage Advisory Committee

Council received a recommendation from the Nominating Committee.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council appoint Garry Macey as a resident representative on the Heritage Advisory Committee." Motion Carried.

7.2 Mayor DeVenne – Policy & Strategy Committee Agenda – March 27, 2023

Council received a recommended agenda item for the March meeting of the Policy & Strategy Committee.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council set the agenda for the March 27, 2023 meeting of the Policy & Strategy Committee to include review of the 2023 Strategic Plan Review feedback as the draft Accessibility Operational Plan." Motion Carried.

7.3 Council Remuneration Review Committee

Councillor Carver provided Council with a suggestion concerning Council Remuneration.

A motion by Councillor Carver, seconded by Mayor Devenne, "THAT staff be directed to provide Council with a report no later than November 14, 2023, on the potential formation of a Council Remuneration Review Committee. The report would reference other recent municipal council remuneration reviews and provide a rationale for considering a remuneration review along with options and recommendations regarding the Committee's Terms of Reference including the number of members on a potential Committee and their selection process, whether residence in the Town would be required or any particular experience or skills, and what role staff might play." Motion Carried.

DRAFT

8. Committee Reports

8.1 Asset Management Committee

Council received the draft minutes of the February 16, 2023 meeting of the Asset Management Committee.

8.2 Community Logo Development Steering Team

Council received the draft minutes of the February 21, 2023 meeting of the Community Logo Development Steering Team.

A motion by Councillor Lohnes-Croft, seconded by Councillor Feeney, "THAT Tracy Repchuk be appointed as Co-chair of the Community Logo Development Steering Team, along with Councillor Suzanne Lohnes-Croft." Motion Carried.

8.3 Climate and Environment Advisory Committee

Council received the draft minutes of the March 1, 2023 meeting of the Climate and Environment Advisory Committee, including the committee's feedback for the Strategic Plan Review.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, "THAT Council refer the Climate and Environment Advisory Committee's recommendations concerning the Strategic Plan Review to discussions at the Policy and Strategy Committee on March 27th." Motion Carried.

8.4 Audit and Finance Committee

Council received the draft minutes of the March 1, 2023 meeting of the Audit and Finance Committee as well as the 2021-22 draft Financial Statements of the Town.

A motion by Councillor Feeney, seconded by Council Wilson, "THAT Council accept the 2021-22 Audit Report as presented." Motion carried.

A motion by Councillor Carver, seconded by Council Feeney, "THAT Council approve the 2021-22 Consolidated Financial Statements as presented." Motion carried.

A motion by Councillor Wilson, seconded by Council Carver, "THAT Council accept the 2021-22 Electric Utility Financial Statements as presented." Motion carried.

A motion by Councillor Carver, seconded by Council Feeney, "THAT Council accept the 2021-22 Water Utility Financial Statements as presented." Motion carried.

DRAFT

9. New Business

No new business.

10. Closed Session

A motion by Councillor Feeney, at 8:51pm, seconded by Councillor Carver, to go into Closed Session to discuss legal advice eligible for solicitor client privilege, contract negotiation and personnel as permitted by the Municipal Government Act sections 22(2),(g) (e) and (c) respectively. Motion carried.

Council returned to Open Session at 10:11 pm.

A motion by Councillor Wilson, seconded by Council Feeney, "THAT Council direct staff to send the prepared letter to RELC Chair Jennifer James." Motion carried.

Council adjourned upon motion at 10:12 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

DRAFT

FOODCYCLE SCIENCE

FOODCYCLER™

MUNICIPAL SOLUTIONS

The Future of Food Waste.

ABOUT US

Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal** / **Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** (2021 & 2022)
- **Deloitte Fast 50 CleanTech** award winners (2021)
- **Approved supplier** with Canoe Procurement Group of Canada

OEM
SOLUTIONS
MUNICIPAL
SCHOOLS

73

Municipal Partnerships Across North America

canoe APPROVED SUPPLIER

Deloitte. Technology Fast50

Canada

impact canada

Sobeys

fieldless

BGIS

THE OUTDOOR LEARNING STORE
OUTDOORLEARNINGSTORE.COM

ecoschools
écoécoles
CANADA

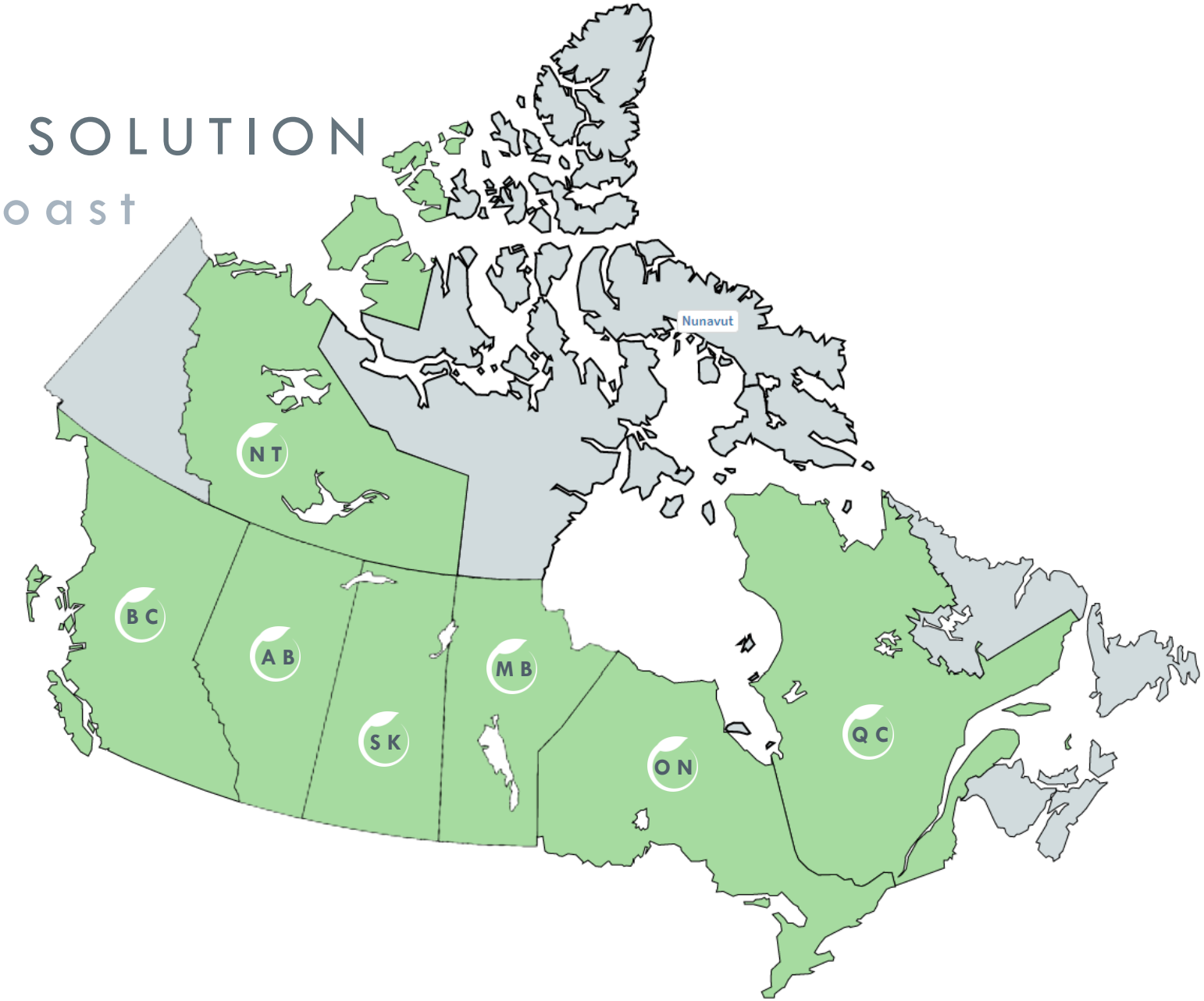
TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

72

Canadian Municipal Partnerships

- **6** Provinces
- **1** Territory



THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG

MUNICIPAL IMPACT

Waste is a municipal responsibility

LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO2
- 1 tonne of food waste is equivalent to 1 car on the road for one year

COMMUNITY

Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors

Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

HAVEN'T WE SOLVED THIS ALREADY?

GREEN BINS

- Preferred solution for **larger cities** where **dense housing** and large processing facilities generate **economies of scale**
- **Contamination** is an ongoing challenge
- GHG emissions from curbside collection
- **Safety** concerns from additional trucks on the road

BACKYARD COMPOST

- **Cost-effective** but can be **labor-intensive** also
- May attract pests/animals or create unpleasant **odors**
- Most users **do not compost in winter** or inclement weather
- **Adoption rates are relatively low and stagnant**

LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance

THE FOODCYCLER PRODUCT FAMILY

FOODCYCLER™ FC-30

FOODCYCLER™ MAESTRO

FOODCYCLER™ FC-30		FOODCYCLER™ MAESTRO
2.5L	VOLUME CAPACITY	5.0L
30.5L	UNIT VOLUME	28.9L
4-8 HOURS	PROCESSING TIME	6-8 HOURS
0.8 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh
2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER
BACK	VENT LOCATION	TOP

THE SOLUTION
IN THREE SIMPLE STEPS

1. Add waste to bucket
2. Add bucket to unit
3. Press Start. That's it!

The resulting by-product can be used in many applications.

Vegetable & Fruit Scraps

Starches

Most Animal Bones

Dairy Products

Tea bags & Coffee grinds

Egg shells

Nut shells, nuts & seeds

Meat, poultry & fish

FOODCYCLE SCIENCE

90% FOOD WASTE REDUCTION

Full bucket of wet,
smelly food waste

2.5L / 5L

4-8 HOURS
(Overnight)

0.8-1.5 kWh
(Equivalent to a laptop)

$0.10-$0.15 per cycle
($2-4 per month)

Handful of dry, sterile, odourless
& nutrient-rich by-product

100 g / 200 g

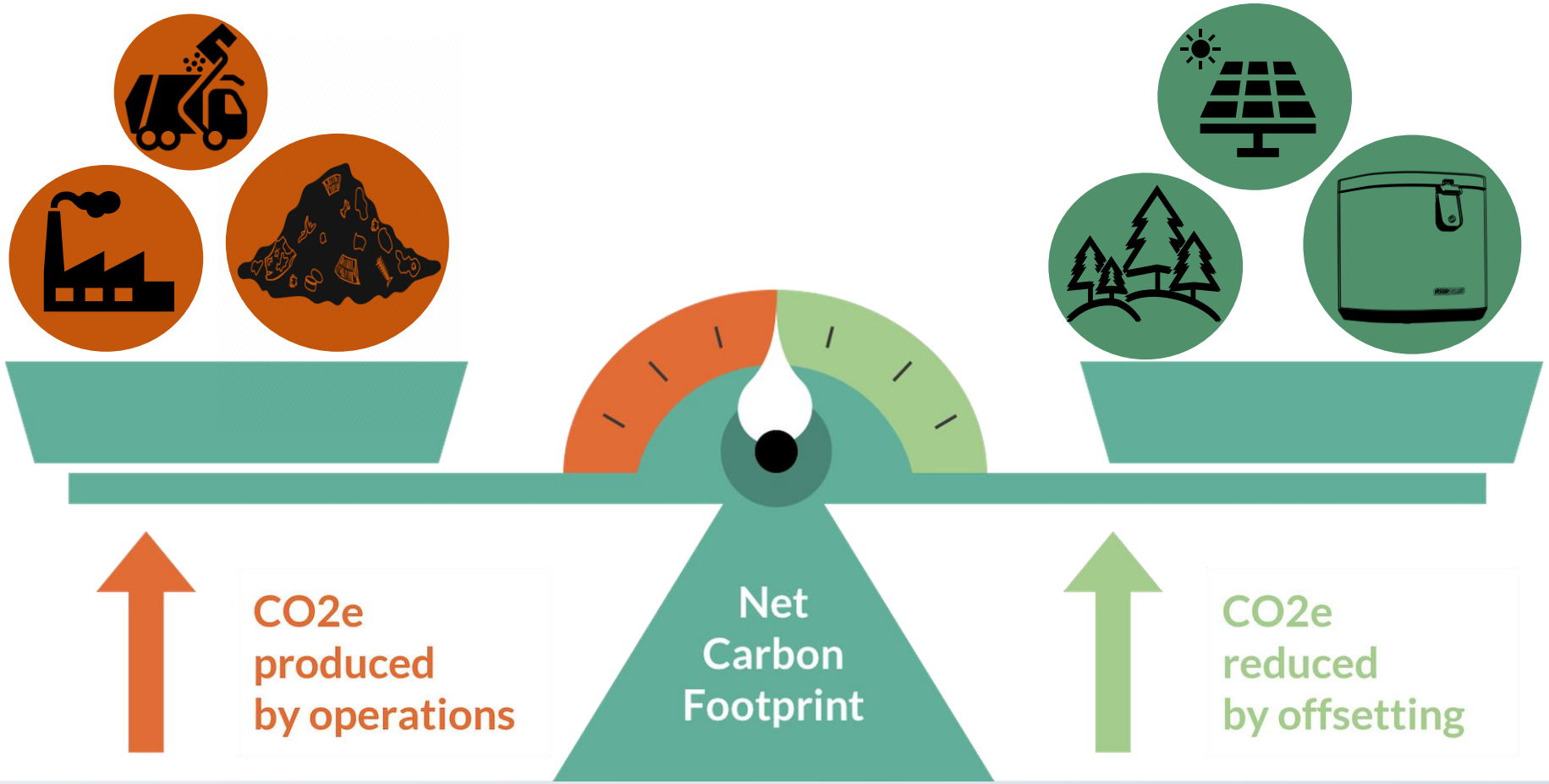
FOODILIZER™: BENEFICIAL USES

The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

IMPACT: ENVIRONMENT

The Path to Net Zero



IMPACT: ECONOMIC

TRADITIONAL SERVICES

HAULING FEE

+

TRANSFER STATION OPERATION

+

DISPOSAL FEE

=

EXPENSIVE, ONGOING, VARIABLE

FOODCYCLER

=

NO TRANSPORTATION OR PROCESSING

FIXED COST, HIGH YIELD, EFFECTIVE

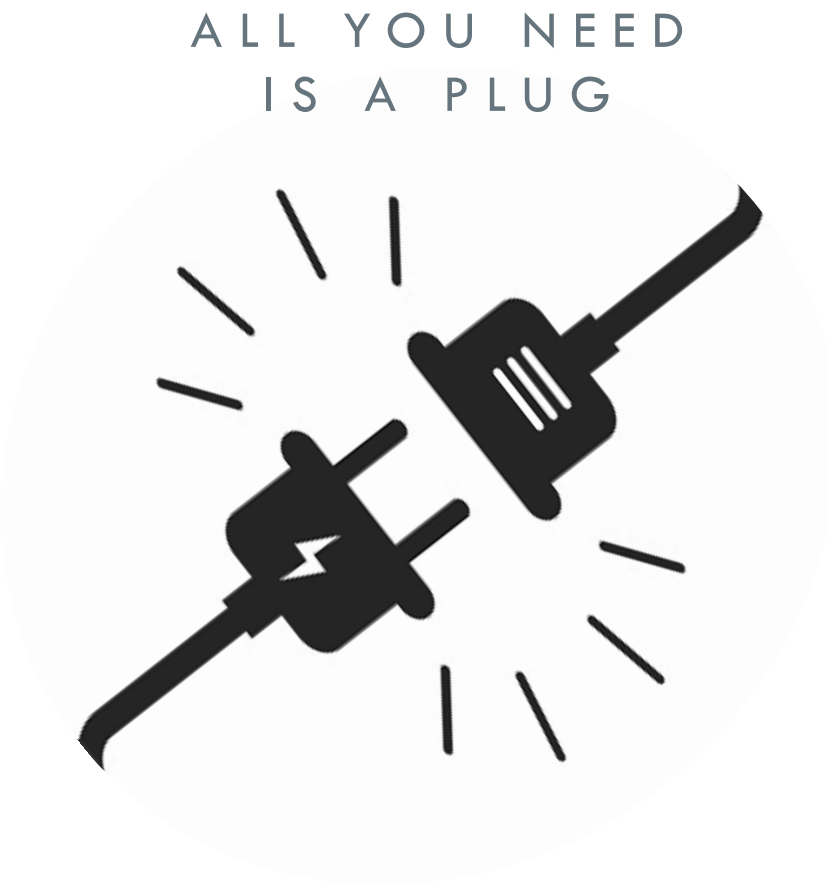
IMPACT: SOCIO-ECONOMIC

Traditional organics collection methods often neglect communities with challenging infrastructure and limited resources (rural, remote, Northern, multi-residential, Indigenous, etc.).

With FoodCycler, the capital costs of developing processing and collection infrastructure are avoided, as is the time required before infrastructural maturity is achieved.

The FoodCycler provides a non-discriminatory means for ALL households to directly participate in organics diversion with minimal individual costs incurred.

All you need is a plug.



IMPACT: PRESSURE
Regulatory + Social

THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste

"I’ve received a number of positive messages from residents saying, “sign me up, where can I get mine." I’m 100 per cent in favor of it."

Deputy Mayor Lyle Warden, (South Glengarry ON)

“We were extremely happy with this program and loved that it made us aware of our daily waste.“

Pilot participant in South Glengarry

”It’s a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions.”

Pilot participant in Hornepayne

"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."

Kylie Hissa, Strategic Initiatives Officer (Kenora, ON)

THE FOODCYCLER PILOTS

The results are in.

Completed pilots in:

4700

Households

40

Municipalities

Participation Rate **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

Recommendation Rate **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

User Experience Rating **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

Net New Diversion **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

Awareness + Prevention **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

FOOD WASTE REDUCTION CHALLENGE

Impact Canada Finalists

Federal Funding

- ✓ Semi-Finalists in Stage 1 received **$100,000**
- ✓ Finalists in Stage 2 received **$400,000**
- ➢ Finalists will compete in Stage 3 to win one of two Grand Prizes of up to **$1,500,000**

IN PARTNERSHIP WITH:

impact canada

Government of Canada / Gouvernement du Canada

Canada

FOODCYCLE SCIENCE

PILOT PROGRAM

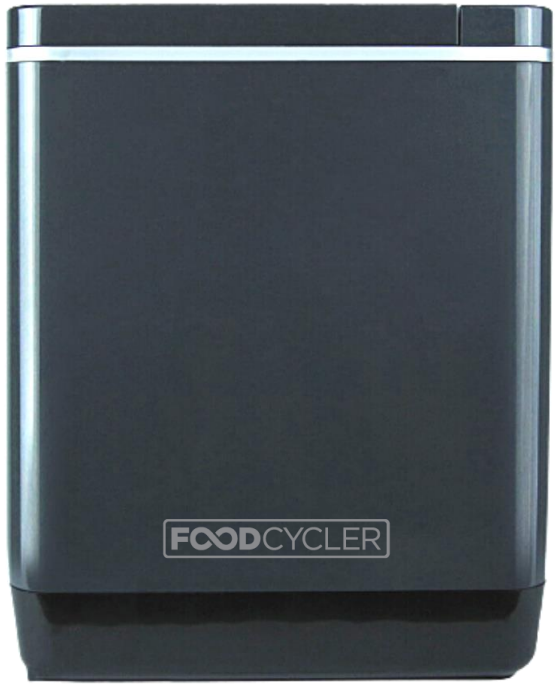
12 Weeks from Start to Finish

PILOT TIMELINE

START	12 WEEKS	END	NEXT STEPS
Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)	Participants use the unit for a period of 12 weeks. Number of cycles per week are tracked to estimate total diversion achieved.	Participants fill out an exit survey, providing their review of the program and any other feedback. Survey results used to evaluate program success.	Tailored program design and implementation. Grants may be available, with support from Food Cycle Science.

FUNDED PILOT PROGRAM OPTIONS

Municipal Subsidy Model



FOODCYCLER ™
FC-30

$500	RETAIL PRICE	$800
-$200	MUNICIPAL DISCOUNT	-$250
-$50	IMPACT CANADA INVESTMENT	-$150
$100 *	MUNICIPAL SUBSIDY	* $100
$150	RESIDENT COST	$300

FOODCYCLER ™
MAESTRO

FUNDED PILOT PROGRAM OPTIONS

Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
< 2,500 Residents	50 Households	$5,000
2,500 – 10,000 Residents	100 Households	$10,000
10,000 – 20,000 Residents	200 Households	$20,000
> 20,000 Residents	250+ Households	$25,000+

- **Plus shipping costs and applicable taxes**

PARTNERSHIP BENEFITS

Why pilot with us?

- Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- The **reduction of greenhouse gas** (GHG) emissions from transportation and decomposition of food waste in landfills
- Extend the **life of your landfill**(s)
- Opportunity to support **Canadian innovation** and clean tech
- Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- Obtaining **data** that could be used to develop a **future organic waste diversion program**

FOODCYCLE SCIENCE

Next Steps:

- Receive presentation as information.
- If interested in partnering, refer to Staff for a recommendation to Council.

FOODCYCLE SCIENCE

THANK YOU!

ANY QUESTIONS?

Christina Zardo
Director of Municipal Solutions
Email: christinaz@foodcycler.com
Phone: 613-402-7999

Jacob Hanlon
Municipal Program Coordinator
Email: jacobh@foodcycler.com
Phone: 613-316-4094

The Municipal Solutions Team
municipal@foodcycler.com

APPENDIX A – APPLICATION FORM
Application for Flying a Community Organization's Flag – Town of Mahone Bay

Consideration will be given to the order in which applications are received.

Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. If approved applicants do not have flags available to be flown, the Town will work with the community organization to purchase the flags. Approved applicants will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at Town Hall.

Community Organization Requesting Flag to be Flown:

Flag to be Flown:
*provide/attach image with application.

Autism Nova Scotia, South Shore Chapter Flag

Significance of Flag:
*If additional space is required, please attach information to the application form.
In recognition of Autism Acceptance Month. Autism Nova Scotia is a community based organization that builds understanding, acceptance and inclusion for autistic individuals and their families across the province. Our vision is a world where autism is understood, accepted and everyone is living their lives fully.

Requested Duration:

April 3rd 2023 - April 28th 2023

The following information will be used for communication purposes by the Town:

Contact Person: Rachel Whynot, Chapter Coordinator - Autism Nova Scotia, South Shore Chapter
Contact Address: 373 King Street, Bridgewater NS B4V 1B1
Contact Phone: (902) 514-7489
Contact Email: southshore@autismns.ca

Please indicate the dates of the period that your organization would like the flag to be flown, along with a second choice should the first choice be unavailable:

First Choice: April 3rd 2023 - April 28th 2023 Second Choice: April 3rd 2023 - April 14th 2023

FOR OFFICE USE ONLY

Date/Time Received:
Council Approval Required: __ Yes __ No If No, original approval date: _____

autism
NOVA SCOTIA
SOUTH SHORE

Kelly Redden

From: Paula Griffin <thegriffintribe@eastlink.ca>
Sent: March 10, 2023 10:28 AM
To: Town of Mahone Bay Clerk
Cc: Jonathan Uhlman
Subject: Long Hill Safety Concerns and Liability.

CAUTION: This email originated from an external sender.

Good morning.

I am writing on behalf of concerned residents of Long Hill Road, Mahone Bay. Long Hill Road is becoming a very problematic area to traverse and is getting increasingly dangerous, specially for home owners trying to access the road to get to their homes. Last Summer was difficult but this year the developments on Long Hill Road are of great concern to us.

Long Hill Road is a NARROW road with NO Pedestrian sidewalks with entrances to the Bay to Bay trail, with a parking area solely for the users of this trail. However the customers of 'Betty's' use this car park and verges of Long Hill to park whilst they eat. Also the former Antique place plus apartment was sold and re-opened under new management which incurrs more people to park in area designated for trail users and actually park in the road blocking the road for resident's access. With these 2 businesses there is no where for the 'Bay to Bay' users to park, so they park in the road.

The turn to get into Long Hill Road coming from Blockhouse is difficult enough without having these added dangers. Last Summer they were parking in the middle of the road to go into the store. I, on a few occasions had to sound my horn, to make them understand they were parked in a road not a car park. A neighbour had to physically exit his vehicle to find the owner of a vehicle, so he could get to his house. The trail users themselves are having issues crossing Long Hill road due to the cars.

We have all noticed a camp/cottage ground development happening on the corner of Long Hill road and Main street and speaking to the builders there appears that 16 will be built as 'Summer only' Airbnbs. these will house non residents not familiar with parking and knowing road access is required for residents.

We would like to know, how does this fit in with the Town's affordable housing plans, as these are only being built for Summer use.

We see no sewage works, is that going to cause an issue with raw sewage from 16 camps causing a potential biohazard issue and an increase in rodents?

How is this development right on the corner going to cope with the 16 vehicles parking, entry and exit and more for the other 2 properties on the lots?

We would like to know this development got planning consent, were the safety factors taken into account?

Emergency Services to this site would be difficult, A fire in that little wood, that whole thing will go up, is it Legal.?

Then on the corner, the former antique store they are converting the flat into an airbnb, so again more parking and car access issues.

These are real concerns from us residents on Long Hill road. With the summer tourist season coming up, we are becoming increasingly concerned about the traffic.

We would like to know who's responsible for if and when an accident occurs or for if Emergency Services are blocked or slowed down when responding to an Emergency on Long Hill road. Who is **liable**? The Town? Betty's? The Campground owner? The antique store?

This is a BIG safety issue, and it seems that the planning and Town Council are unaware.

We would like these questions answered .

On Behalf of concerned residents,

Paula Griffin

From:	Sheppard, Nancy C
To:	Provincial Volunteer Awards
Cc:	Tommy, Josephine; Arsenault, Kayla
Subject:	49th Annual Provincial Volunteer Awards Dates
Date:	February 28, 2023 10:00:54 AM

CAUTION: This email originated from an external sender.

Hello Everyone,

I sincerely hope this email finds everyone well on these cold wintery days. Before you know it, spring will be here, and so will the planning of the 49th Annual Provincial Volunteer Awards (PVA). We have been getting a few inquiries as to when things will get going for this year's celebration. So here is a brief heads up.

- CCTH is in the process of hiring an event consultant to help administrate the nomination process and to plan this year's award celebration event.
- On April 16th (First day of National Volunteer week April 16th-22nd) the online submission form links to submit your PVA recipient will be posted on our website https://novascotia.ca/nonprofitsector/provincialvolunteerawards/
- On April 16th the online nomination forms for our speciality awards: Youth Volunteer of the Year, Family Volunteer of the Year and the NS Strong Award, will be posted on the website.
- The deadline to submit your name or to nominate for the speciality awards will be May 23rd.
- The tentative date for this year's award ceremony will be Monday September 25th

Once hired, our event consultant will be in touch with further details. If you are not the community contact, or if you would like to add another name to this list, please send the name to volunteerawards@novascotia.ca. Also everyone should know I will be taking a step back as the lead on this file. My colleagues Josephine Tommy and Kayla Arsenault will be taking charge. I will be staying on to act in an advisory role.

Please don't hesitate to reach out to us, should you have any further questions. We are happy to help.
Thanks so much and have a fantastic week
Nancy

Nancy C Sheppard *(she/her)*
Manager, Community Engagement
Communities Nova Scotia
Communities, Culture, Tourism and Heritage

Telephone: 902-424-7642
Mobile: 902-240-5953
Email: nancy.sheppard@novascotia.ca

Kelly Redden

From: Kelly.Redden@TownofMahoneBay.ca
Subject: FW: Access Awareness Week 2023
Attachments: Access Awareness Week 2023 Proclamation Template.docx; Access Awareness Week 2023 Cry Template.docx; 2023 Mel Hebb Awards Nomination Form.pdf; Access Awareness Week Logo.png

CAUTION: This email originated from an external sender.

Is your municipality ready for Access Awareness Week 2023? There are many ways you can get involved to raise awareness and promote accessibility and inclusion for persons with disabilities in Nova Scotia.

What is Access Awareness Week Nova Scotia?

An annual celebration and opportunity to raise awareness and engage Nova Scotians on issues around access and inclusion. This year the theme is Access Includes Everyone: Increasing Quality of Life for Persons with Disabilities.

Organizations in both the private and public sector take a leadership role and host events in their communities to raise awareness about accessibility and inclusion. Through community empowerment, events large and small facilitate conversations and actions for progress.

Why is Access Awareness Week important?

It gives Nova Scotians a chance to learn about the work of disability advocates and leaders across the province, while better understanding the barriers that still exist for persons with disabilities.

When is Access Awareness Week 2023?

This year Nova Scotia's Access Awareness Week is May 28 to June 3, 2023.

How can municipalities get involved in Access Awareness Week?

Adopt the proclamation

Adopt the Access Awareness Week Nova Scotia proclamation. The Access Awareness Week proclamation template is attached to this email as a word document for your use. There is also a template for a town crier.

Nominate someone for one of the Mel Hebb Hourglass awards

Help recognize a municipality, organization, or individual who has worked to improve the lives of persons with disabilities by nominating them for one of the Mel Hebb Hourglass Awards. There are 5 award categories.

- For more information please click here to visit the Access Awareness Website.
- To access the nomination form please click here. The nomination form is also attached to this email as a PDF.

Municipal accessibility lead panel discussion event

Have your municipality's accessibility lead participate in the Access Awareness Week Municipal Accessibility Lead Panel Discussion Event. For more information on how to get involved, please contact Holly MacLellan, Municipal Accessibility Support Coordinator at hmaclellan@amans.ca.

Fly the flag

Fly the Access Awareness Week flag. You can order a flag with the Access Awareness Week logo from Flag Emporium (located in Dartmouth, NS - www.canadaflagshop.com).

- It is possible to order flags on their website, however, the best way is to call Robert Luer at Flag Emporium at 1-902-468-9697 / toll free 1-800-591-8939 to place the order.
- It is considered a custom flag order, so I have attached the AAW logo to this email, as you may have to send this to Robert (if they don't have it on file from years past).

Host an event

Host your own event for Access Awareness Week:

- Have a flag raising ceremony.
- Host a webinar or have someone come to your municipality to provide training on topics of accessibility and inclusion.
- Host a town hall or informal information session (in person or virtual) to provide updates on the implementation of your accessibility plan.
- Something not listed here – be creative!

Create a newsletter or webpage

- Create a newsletter or email for your staff team and stakeholders with information on accessibility in Nova Scotia, the commitments your municipality has made, and an update on what progress has been to date.
- Add a webpage to your website with information about Access Awareness Week 2023. Click here to view an example from Halifax Regional Municipality.

- Something not listed here – be creative!

Social media campaign

Run a social media campaign for Access Awareness Week:

- Provide information on the Accessibility Act.
- Provide updates on the implementation of your accessibility plan.
- Feature your accessibility advisory committee members.
- Recognize local businesses, community organizations, or community members who are working to improve accessibility and improve the lives of persons with disabilities in your community.
- Provide "quick tips" or links to resources on how we can improve accessibility.
- Something not listed here – be creative!

Amplify the voices of others

Use your municipality's social media to share what other organizations, businesses, and individuals are doing to celebrate Access Awareness Week and help raise awareness in your community. For example:

- Share posts/retweet things from content creators or advocates with lived experience. Use your platform to amplify voices from within the disability community.
- If there is an event in your community hosted by a non-profit that supports people with disabilities, share their content to help raise awareness and spread the word.
- Share/retweet Access Awareness Week content that other organizations post (PAANS, the Accessibility Directorate, NS Human Rights Commission, etc.)
- Something not listed here – be creative!

Holly MacLellan (she/her)
Municipal Accessibility Support Coordinator
Association of Municipal Administrators, NS
1304-1809 Barrington Street, Halifax NS, B3J 3K8
902-943-4240 | hmaclellan@amans.ca
www.amans.ca

Proclamation

Access Awareness Week
May 28th – June 3rd, 2023

WHEREAS, the week of May 28th – June 3rd, 2023 is recognized as Access Awareness Week; and

Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education, and communication; and

This is the 37th year that this public awareness initiative has taken place in Nova Scotia; and

The theme for 2023 Access Awareness Week is *Access includes Everyone: Moving the Bar on Quality of Life*; and

WHEREAS, barriers to inclusion are many and interconnected, removing and preventing them is central to improving quality of life for all persons with disabilities; and

The foundation of Nova Scotia's Accessibility Act is achieving accessibility by ensuring and protecting the rights of persons with disabilities through the identification, prevention and removal of barriers; and

WHEREAS, Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

Through public awareness, community partnerships and education, this campaign aims to foster an environment of equal participation for persons with disabilities within [CITY/TOWN].

THEREFORE, be it resolved that I, [INSERT MAYOR'S NAME], on behalf of [INSERT MUNICIPALITY], do hereby proclaim May 28th – June 3rd, 2023 as "Access Awareness Week" in the [MUNICIPALITY].

Dated at [INSERT LOCATION], Nova Scotia
This 28th day of May 2023

_____
[INSERT MAYOR'S NAME]
Mayor

Oyez, Oyez, Oyez!

WHEREAS, Access Awareness Week is to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education and communication.

And, one in five Nova Scotians over the age of 15 identify as a person with a disability.

We gather here today to promote the inclusion of all Nova Scotians with disabilities as full citizens within our communities.

THEREFORE, on behalf of [MAYOR] and [MUNICIPALITY], I recognize May 28th-June 3rd as Access Awareness Week!

God Save the King in All His Glory!

Partnership for Access Awareness Nova Scotia (PAANS) is pleased to invite nominations for the 2023 Mel Hebb Hourglass Action Awards. The Mel Hebb Hourglass Action Awards recognize Nova Scotians for their contributions to the lives of persons with disabilities. These contributions are diverse in nature and come from a wide variety of sources.

We are pleased to accept nominations for awards in the following categories:

- **Community Action Award**: To recognize communities and municipalities dedicated to increasing opportunities for persons with disabilities in their area. This includes recreation opportunities, inclusive education, and employment opportunities, or other initiatives that lead to the full participation of persons with disabilities.

- **Exceptional Service Award**: To recognize an organization, or a member of an organization, that has gone beyond their mandate in service to persons with disabilities.

- **Encore Award**: To recognize a person with a disability who has significantly contributed to the community.

- **Access Award**: To recognize an individual, business, or group without a mandate to serve persons with disabilities, that has worked to improve access to facilities or services that increase opportunities and access for persons with disabilities, including within education, employment, recreation, or other areas of life. PAANS regrets that improvements to accessibility that are mandated by the building code cannot be considered for these awards.

- **Andre McConnell Award:** To recognize an individual who, has gone above and beyond their duties as a provincial, municipal, or federal public servant and has demonstrated:

    1. A Commitment to person centered service - always putting the needs and concerns of persons with disabilities first; and

    2. True dedication to supporting persons with disabilities to fully participate in their communities.

PAANS would like you to help us recognize those in your community who have contributed to the inclusion of persons with disabilities in our province by submitting your nominations for the 2023 awards. The awards presentations will take place during Access Awareness Week 2023 – May 28th to June 3rd. To be considered for an award, nominations must be received no later than **Friday, April 21st, 2023**. Please use the attached nomination form and send it by email to nsleo2018@outlook.com

History of the Awards

The Hourglass Action Awards were launched in 1992 during National Access Awareness Week when an hourglass symbolized the spirit of timely action the awards recognize. In 2000, the name of the Award was changed to the *Mel Hebb Hourglass Action Awards* in honour of Mr. Melbourne Hebb, a former awards committee chair. Hebb, who passed away in October 1999, was the personification of dedicated action.

Mel Hebb Hourglass Action Awards – Nomination Form

I would like to nominate _____ for the:

(Please check one)

- ❑ Community Action Award
- ❑ Exceptional Service Award
- ❑ Encore Award Encore Award
- ❑ Andre McConnell Award
- ❑ Access Award

Please tell us, in a sentence or two, why you are nominating this individual:

Who could we contact to find out more?

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Your Information:

Name: _____

Organization (if applicable): _____

Address: _____

Phone : _____

Email: _____

Signature: _____ Date: _____

ACTION SCOUT
AOUA

Report to Council
March 30, 2023

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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Mar., 2023	**Remove**
		Notes: Rolled into HR Manual development.		
2	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	08-Sep-20	Mar., 2023	
		Notes: Report on Council's Mar 30th meeting agenda, ahead of the 2023-24 budget process.		

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	May., 2023		**75%**
		Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.			
4	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	Mar., 2023		**75%**
		Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted for implementation in 2023 (if approved).			
5	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	May., 2023		**75%**
		Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. Associated residents survey to inform program development completed in 2022. Implementation planned for Spring 2023.			
6	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	May., 2023		**50%**
		Notes: Assigned to Manager of Finance (Treasurer), will be presented following annual audit and budget process.			
7	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	May., 2023		★
		Notes: In progress. Purchase Order module previously acquired. Customer Portal and Inventory modules recently acquired (reported to Council in relation to RELC financial services). Customer Portal will launch in early 2023-24.			

8	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jun., 2023		**50%**
		Notes: Update report concerning Housing Strategy development appeared on Council's Oct 27th meeting agenda.			
9	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	Apr., 2023		**75%**
		Notes: Reimbursement has been issued. Staff continue to work on the necessary financial documentation to coordinate with MODL.			
10	Direct staff to issue an RFP for legal services.	28-Oct-21	Apr., 2023		**75%**
		Notes: Following the determination that there is not an attractive option to pursue a regional approach to contracting legal services, an RFP will be issued in April 2023.			
11	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21	May., 2023		**75%**
		Notes: Scheduled for May 19, 2023.			
12	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Apr., 2023		**75%**
		Notes: AEC now doing preliminary work in this regard with REMO report to Council anticipated to Council's April 11th meeting.			
13	Staff to initiate discussions with the Nova Scotia Liquour Commission concerning potential cyclist and pedestrian safety improvements to their property on Main Street.	08-Mar-22	Apr., 2022		**75%**
		Notes: Staff in discussion with Nova Scotia Liquour Commission. Report to Council anticipated in April.			

14	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: Related report on Council's March 30th meeting agenda.		
15	Staff to reach out to MODL staff to discuss any interest in extending Town water/wastewater services into Mader's Cove.	14-Jul-22	Apr., 2023	**75%**
		Notes: In Progress.		
16	Defer the Ghaffari/Mahmoodi request until the resolution of the Plan Mahone Bay process.	11-Oct-22	Jun., 2023	**50%**
		Notes: Property owners have been notified of the decision of Council.		
17	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	Mar., 2023	**75%**
		Notes: In Progress.		
18	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.	08-Nov-22	Mar. 2023	**75%**
		Notes: Presented to Fire Department meeting on November 15, 2022. Staff have been informed that feedback will be provided in writing; anticipated in March.		

19	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.	08-Nov-22	Apr. 2023		**75%**
		Notes: Included in external consultants review of Main/Edgewater Intersection (contracted to WSP). Initial engineering report (concepts report) to be presented to Council in April, 2023.			
20	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.	08-Nov-22	Apr. 2023		**75%**
		Notes: Referenced in traffic update report on Council's Feb 7th meeting agenda. Outreach to local First Nation Community in progress.			
21	Revise the predesign for a public works garage capped at a maximum of $1.5 million inclusive of net HST.	13-Dec-22	Apr., 2023		**75%**
		Notes: In progress. Report anticipated to Council's April 11th meeting.			
22	Inquire of the South Shore Regional Library Board about the rationale for an appointment to that Board and if there is a preference for a community member or a member of Council, and on receiving that answer that Council consider whether an appointment to that Board is necessary.	13-Dec-22	Apr., 2023		**75%**
		Notes: Correspondence has been sent and staff will share the response with Council when it becomes available.			

23	Review the Town of Mahone Bay Alternative Voting By-law and provide Council with any suggested amendments to ensure clarity following the second election conducted using Alternative Voting Methods.	10-Jan-23	Apr., 2023		**75%**
		Notes: Report anticipated to Council's April 27th meeting.			
24	Coordinate with the Town's Municipal Advisor to schedule a Governance in a Municipal Context training session with DMAH staff.	10-Jan-23	Apr., 2023		**75%**
		Notes: Staff have been in communication with Municipal Advisor and are now working to find a date.			
25	Consult with the Wooden Boat Society regarding possible replacement of pump-out station at the marina and report findings and recommendations to council as soon as possible.	10-Jan-23	Apr., 2023		**75%**
		Notes: In progress. Recommendation included in Marina Wharf Report to Council's Jan 26th meeting (deferred to Feb 7th). Recommendations to be reflected in 2023-24 budget process.			
26	Consult with the Wooden Boat Society regarding the possibility of seeking Blue Flag designation for the marina and report findings and recommendations to council.	10-Jan-23	May., 2023		**50%**
		Notes: In progress.			

27	Prepare a staff report including commerical real estate valuation of the property (old Firehall) for sale, the results of public expression of interest for the building and a proposal from staff including costs to renovate the building into a long-term public works facility for the April 11, 2023 Council meeting.	26-Jan-23	Apr., 2023		**50%**
		Notes: In progress. Request for Expression of Interest published March 3rd, closing March 31st. Report anticipated to Council's April 11, 2023 meeting.			
28	Obtain legal confirmation on the ability of the Town to provide direct assistance to residents in the form of rebates to HOME Program participants and tax relief for Electrical Utility Bill Payment Program participants.	26-Jan-23	Apr., 2023		**75%**
		Notes: In progress.			
29	Provide Council with a report regarding the potential implementation of a marketing levy and interaction with the Provincial Short-Term Accommodation legislation.	26-Jan-23	Apr., 2023		**Not yet begun**
		Notes: Coordinating with other Lunenburg County municipalities in developing report.			

30	Prepare a report with information for Council on the costs and potential funding opportunities to cover logistics such as the rental fees, opening reception, and honoraria, for the Town to host an exhibit of There is no one Story of Black Girlhood: A Series of Paintings by Rebecca Fisk.	26-Jan-23	Apr., 2023		**50%**
		Notes: Staff have spoken with African Affairs Nova Scotia. A Staff Report is anticipated for the April 11th regular meeting of Council.			
31	Continue (with AREA) dialogue with Mr. Sampson and work with him to best manage site runoff, and that staff be directed to review the approved storm water management plan for the solar garden site and bring recommendations for its improvement to Council.	07-Feb-23	Apr., 2023		**75%**
		Notes: Report anticipated to Council's April 11th meeting.			
32	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Jun., 2023		**25%**
		Notes: In progess with WSP (engineering).			
33	Carry out an assessment of the location of accessible parking spaces and no parking zones and report to Council in this regard prior to the issuance of the 2023 painting tender.	07-Feb-23	Mar., 2023		
		Notes: Report on Council's Mar 30th meeting agenda.			

34	Prepare a communications package for the community regarding the upcoming 2023 transportation projects.	07-Feb-23	Mar., 2023	
		Notes: Report on Council's Mar 30th meeting agenda.		
35	Consult with the MacLeod Group and identify appropriate flags to be used at future events which will be held in Mahone Bay to welcome the international healthcare workers who will be joining the Mahone Bay Nursing Home staff.	07-Feb-23	Apr., 2023	**Not yet begun**
		Notes:		
36	Conduct an inventory of kindness meters on Town property.	07-Feb-23	Apr., 2023	**50%**
		Notes: In Progress.		
37	Develop a Noise By-law for the Town to be presented to Council at their April 27th regular meeting.	23-Feb-23	Apr., 2023	**Not yet begun**
		Notes:		
38	Update Ms. Hearder and Mr. Haysom on the progress on their request.	09-Mar-23	Mar., 2023	
		Notes: Update sent.		
39	Contact Mahone Bay United to inquire if they've communicated with the Municipality of the District of Lunenburg concerning possible grant opportunities.	09-Mar-23	Mar.,2023	
		Notes: Completed.		

40	Contact Mahone Bay United to inform them of the Town's Grants to Organizations program.	09-Mar-23	Mar., 2023		★
		Notes: MBU informed of program and grant request received.			
41	Write to the Municipality of the District of Lunenburg to inquire on their interest in participating in a EV Carshare feasibility study.	09-Mar-23	Mar., 2023		**50%**
		Notes: It was reccomended by MODL staff that ToMB give a presentation to MODL Council on the EV CarShare and their potential participation. This is scheduled for April 11th.			
42	Provide Council with a report no later than November 14, 2023, on the potential formation of a Council Remuneration Review	09-Mar-23	Mar., 2023	**Not yet begun**	
		Notes:			
43	Staff to send the prepared letter to RELC Chair Jennifer James.	09-Mar-23	Mar., 2023		★
		Notes: Letter sent.			

Chief Administratve Officer's Report - Mar 30, 2023		
1	**Atlantic Infrastructure Management (AIM) Network**	AIM Cohort 2.0 workshops now complete. Participated in annual conference in Charlottetown (Sept 13-14); 2023 conference in New Brunswick. Council approved participation in Regional Climate Cohort (planning workshops begun Jan 2023). Data collection on natural assets completed in October. Appointed Chair of AIM Network at October AGM.

2	**Municipal Joint Services Board (MJSB)**	Regular CAO/COO meetings have resumed. Topics include additional shared service opportunities among others. Supporting MJSB / MJSB Strategic Planning / budget processes.
3	**Riverport Electric Shared Service Committee**	Regular meetings continue. Committee discussions focus on opportunities for closer cooperation.
4	**Regional Emergency Measures Organization (REMO)**	Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established and meeting regularly.
5	**Alternative Energy Resource Authority (AREA)**	Weekly AREA staff meetings continue by phone. Participation in AREA Board meetings. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council. Joint HOME Program review application with other AREA units submitted to FCM.
6	**Lunenburg County Accessibility Advisory Committee**	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee (LCAAC). Funding for accessibility audits included in 2022-23 operating budget. Draft Operational Plan presented to Council by Lunenburg County Accessibility Coordinator on March 9; draft plan now being referred to LCAAC for review.
7	**Nova Scotia Federation of Municipalities (NSFM)**	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (meeting quarterly). Participated in Working Group panel/presentation at 2022 NSFM Spring conference (May 5).

8	**New Long Term Care Facility**	Water/Wastewater upgrades project serving new long term care facility completed, save for some wrap-up with MacLeod Group. Electrical system upgrades in progress (voltage regulator delivery anticipated in Spring).

Manager of Public Works & Transportation's Report - March 30, 2023		
1	**Streets & Sidewalks**	1. Jubilee Pond culvert replacement: New culvert re scheduled to be installed between June 1st - Sept 30th, 2023. 2. Spring pothole repairs soon beginning. 3. The addition of Accessible parking areas being investigated.
2	**Other**	1. Gas powered Zero Turn Mower has arrived. 2. Sidewalk plow tractor delivery still pending due to shipping delays. 3. Soccer field bleachers on order and expecting delivery any day. 4. Bayview Cemetery Tree and Limb Removal has been completed. 5. Still gathering information and quotes for 2023-24 budget. 6. New Fire Hall Warranty soon expiring. Meeting with Vigalante, Roscoe and Town was held on March 6/23 to discuss remaining deficiencies.

Electric Utility Manager's Report
Will resume in April 2023.

Water/Wastewater System Manager's Report - March 30, 2023		
1	**Water Supply, Treatment & Distribution**	* New Water/Wastewater Operator, Blake Tibert onboard * CBCL assisting as need for compliance monitoring, data collection, plus on call rotation. * Regular monitoring and maintenance activities continued. Routine or as required flushing of water mains conducted in various locations throughout the water distribution system. * Watermain project wrapped up week of Sept 12th, some deficiencies still outstanding. * Dead end flush unit for South Main St installed in July and currently programmed for 2x Daily, Second flush unit location TBD * Plans to continue with NRW recommendations Spring 2023 (Spring Leak detection booked) * Next Seasonal water main flushing spring 2023 **Oakland Lake Watercourse Level Monitoring indicated below seasonal low levels in September (DFO notification Sent). Closer monitoring required for 2023 *CBCL to draft 2023 System Assessment Report as per NSE Requirements *Cross Connection Control Program due April 2023, draft by-law in the works. *Annual Reports Due in March for NSE compliance *Damaged Fire Hydrants on Main Street to be repaired as weather permits.

2	**Sewage Collection & Treatment**	* Regular compliance monitoring and maintenance activities continued. * CBCL is working on a job proposal including the repairs and upgrades of the Towns current pumping stations. * Door modifications of chemical room WWTP for PAA tote delivery pending on CBCL. * Treatment cell #3 drain and cleaning planning started, quotations requested for sludge hauling and disposal. (May have missed dry season) Summer 2023 *Quotes received for select sewer main cleaning and inspections. *Above seasonal flows continue due to weather and no frost *Future new connections on Hawthorn, + New build on Main St. Spring 2023 *Providing CBCL more current data to update PAA Pilot Project Final Report *Investigations started to locate sources of Tidal infiltration affecting collection system.

Climate & Energy Program Manager's Report - March 30, 2023		
1	**EV CarShare - Study**	A presentation to MODL Council has been booked for April 11th, 2023, to ask for their support in funding the feasibility study per Council's direction (at the suggestion of MODL staff).

2	**Climate and Environment Advisory Committee**	The last meeting of the C&E committee was held on March 1st 2023. Amendments to the Strategic Plan, the Climate and Energy Program Managers work plan and associated budget were presented, as well as information on the EV Carshare project. Amendments to the GHG Reduction Action Plan will be presented and discussed at the next meeting on April 5th 2023.
3	**HOME program reboot**	The contract is being finalized with the new installer. Aaron and Lauren are negotiating with them.
4	**HOME program review**	The initial proposal has been accepted, and Navigate/Liam Cook (with support from the Town) has nearly completed a full application for an FCM grant, to do a review of the HOME program.
5	**Solar Garden**	Continues to attend bi-weekly meetings to get updates on the progress of the ToMB solar garden. A solar site tour with MLA Susan Corkum-Greek is planned for April 3rd 2023. Communicates with property owners re the transmission line.
6	**Clean Foundation Internships**	Both positions received funding, an Energy Projects Intern position and a Natural Assets Intern positions. Interviews of candidates happen this week.
7	**Home EV Charger Pilot**	Options are being explored in terms of the logistics for controlling the chargers.

Finance Manager's Report - March 30, 2023		
1	**Assessment Roll, Taxation and Billing**	Next tax billing: April 30th, 2023
2	**Budgeting and Reporting**	Manager's have been requested to provide both operating and capital feedback.
3	**Rate Study**	Undertakings were completed and submitted on time.
4	**Annual Audit Preparation/Support**	Consolidated, Electric and Water FS have been approved by council. Waiting on final versions of FS from Deloitte.
5	**RELC Project**	Ashley to meet with members of RELC for a special work request from the Treasurer and Chair. TOMB staff are still working on inputing the data in to SAGE for RELC - Cash Recs still outstanding.
6	**Financial Information Return (FIR)**	2021-22 FIR is in progress. Province is questioning some of Deloitte's numbers on the FS - Ashley working with Deloitte and the Province to come to a conclusion so the FIR can be completed.
7	**Property Tax Sale**	Still trying to recoup tax payments from two properties (same owner). They have defaulted in their payment plan several times.

Acting Clerk & Deputy CAO's Report - March 30, 2023		
1	**Plan Review**	Staff report and draft Municipal Land Use Bylaw and Municipal Boundary Review forwarded to Council and Plan Mahone Bay Steering Team on March 24th. The draft documents will be publicly released by the end of March.
2	**By-law and Policy Development**	Staff anticipating feedback from the Fire Department on the Fire Services Bylaw any time. Staff have been working on a bench donation program (presented this evening) and a Facility Booking Policy (anticipated April 11).
3	**Communications and Public Engagement**	Communication initiatives included 2023 Dog Tags, winter parking, winter/emergency preparedness, ongoing regular notices regarding the solar garden, civic numbers, and CodeRED. Special initiatives have included reminders about the March 31st deadline to apply for grants from the Town, Committee Recruitment for 2023 - 2025 committees, the NSUARB Public Hearing concerning the Municipal Boundary Review, the Annual Strategic Plan Review, sharing of Clean Leadership summer internship opportunities, Expression of Interest requests for old Firehall and COVID-19 testing and vaccination clinic in Mahone Bay. A survey for requested feedback on potential improvements to the Michael O'Connor Memorial Bandstand closed mid-March. Information and updates about an unanticipated after hours power outage was put disseminated through CodeRED, Facebook and the Town's website. Communications staff have developed new wording for public education that will be included

4	**Council Support**	Ongoing support of meetings of Council and Committees of Council including promoting committee volunteer opportunities and following up with resulting Council appointments. Staff are working with a lengthy list of Council assignments to staff, including research and reports.
5	**Development of Internal Documents**	Ongoing work on the development of a new Human Resources Manual including research on diversity and accessibility in the workplace. Development of new forms and processes for facility bookings and planning matters continues; a draft form and procedure for receiving applications for Development Agreements and Amendments to the LUB/MPS is being piloted
6	**By-law Enforcement**	Town of Mahone Bay ticket booklets have been provided to each of the three RCMP detachments in Lunenburg County for use of RCMP members in the course of their regular duties while conducting patrols in Mahone Bay.
7	**Projects**	Application for grant monies to fund planned improvements at the Michael O'Connor Memorial Bandstand property underway.

By-law and Policy Review - March 30, 2023			
1	**Trees**	**Target** 11-Jul-23	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.

2	**Park By-law**	**Target** 11-Jul-23	Staff to review Park By-law in context of Plan Review.
3	**Fire Services**	**Target** 11-Apr-23	Draft Fire Services By-law presented to Council at which time staff were directed to present the draft by-law to the fire department and seek their comment before consideration of 1st Reading. By-law has been presented to Fire Department, anticipating feedback at any time.
4	**Surveillance Camera Policy**	**Target** TBD	**Pending discussion at Strategy & Policy Committee.**
5	**Council Policy**	**Target** 30-Mar-23	Amended draft has been presented to Council, on March 30th meeting agenda.
6	**Respectful Workplace Policy**	**Target** TBD	Rolled into HR Manual development (along with Employee Conduct Policy).
7	**Fees Policy**	**Target** TBD	**Not yet begun**
8	**Penalties By-law**	**Target** TBD	**Not yet begun**
9	**Committee Policy**	**Target** TBD	**Pending discussion at Strategy & Policy Committee.**
10	**REMO By-law**	**Target** 29-Jul-21	COMPLETED. Ministerial Approval received Mar 28, 2023.
11	**Land-Use By-law and Municipal Planning Strategy**	Plan Review Underway. Draft documents to be publicly released by end of March launching second round of engagement (to run April - June).	

12	**Facilities Booking Policy**	**Target** 11-Apr-23	Policy to provide clarification for booking of Town-owned facilities and repeal any existing administrative policies from the past to be presented for Council consideration.
13	**Noise By-law**	**Target** 11-Jul-23	Pending consideration of enforcement resources in 2023-24 budget process.
14	**Alternative Voting By-law**	**Target** 27-Apr-23	Review of By-law following two municipal elections using this by-law and to address issues of clarity.

Service Statistics - March 30, 2023				
1	**By-law Enforcement**	**23-Feb**	**Parking Tickets: 4**	
		Notes: Working with Public Works staff regarding vehicles parked on the street and obstructing winter road maintenance. Regular patrols continue. Completed research for parking fine survey. Coordinated with staff regarding Summary Offense Ticket schedule registered with the Province of Nova Scotia.		
2	**Police Services (founded & SUI occurrences)**	**Q4 2022**	**70**	**CalendarYTD: 364**
		Notes:		
3	**Mahone Bay & District Fire Department**	**Oct-Dec**	**23**	**YTD: 70**
		Notes: Fire Calls: 2**; Fire Alarms:** 6**; Mutual Aid:** 4**; Medical Calls:** 3**; Motor Vehicle:** 5**; Other:** 3		

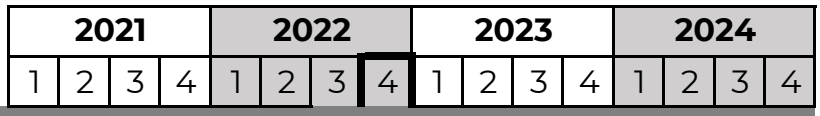
4	**Traffic (Speed Signage)**	**Mar., 2023**	**MAIN STREET** Median Speed ~50 km/h	
			EDGEWATER STREET Median Speed ~57 km/h	
			120 Pine Grove Street Average Speed 29 km/h	
		Notes: Mobile sign places on Pine Grove to monitor any unintended increase in traffic volume as a result of speed humps installation on Pleasant. Average daily vehicles on Pine Grove in		
5	**Solid Waste (Tonnage)**	**YTD**	**968.93**	**2021-22: 943.71**
		Notes: Recyclables = 108.14; Organics = 230.33; Garbage/Other = 591.90; Septic/Treatment Plant = 20.72; Cardboard = 17.84.		
6	**HOME Program**	**Leads: 50**	**Installations:**	**5**
		Notes: Ambassador engagement (previously Oct-Nov 2020) and installations to resume in Spring/Summer 2023.		
7	**Water Utility**	**Pumped**	**Q3 2022 (flow meter total)**	
			61,669,000 Litres	
		Treated	**Q3 2022 (3rd Quarter total)**	
			49,262,000 Litres	
		Sold	**Q3 2022 (3rd Quarter total)**	
			24,114,552 Litres	
		Accounted NRW (flushing,	**Q3 2022 (approximate quarterly**	
			2,876,000 Litres	
		Losses NRW	**Q3 2022 (3rd Quarter total)**	
			22,271,448 Litres	

8	Electrical Utility (Q3)	Purchased (AREA)			$132,608
		Purchased (NBP)			$254,524
		TOTAL Purchased			**$387,132**
		Sold (Commercial)			$28,130
		Sold (Residential)			$367,048
		Sold (Power & Demand)			$193,191
		TOTAL Sold			**$588,370**
9	EV Chargers	YTD	625 Charging Sessions	1193 Hrs/ $1,729	6926 kWh
		February 2023	38 Charging	75 Hrs / $109	508 kWh
10	Development Services	Approved Subdivisions		Q3 2022-23	2
		Development Permits		Q3 2022-23	10
11	Comfort Stations (Sept, 2022)	Edgewater Street	2,414 (4,357 YTD June)	Main St.	616 (2,574 YTD)
		1/31/2023	Residential: 412; Business: 19; Email: 208; Text: 286		
		31/12/2022	Residential: 412; Business: 19; Email: 209; Text: 286		
		30/09/2022	Residential: 400; Business: 12; Email: 201; Text: 271		
		31/08/2022	Residential: 393; Business: 12; Email: 197; Text: 266		
		30/07/2022	Residential:390; Business: 11; Email: 197; Text: 262		
		30/06/2022	Residential:371; Business: 11; Email:191; Text: 255		
		31/5/2022	Residential: 369; Business: 11; Email: 190; Text: 254		
		30/4/2022	Residential:357; Business:11; Email:87; Text 245		

12	CodeRED Registrations	31/3/2022	Residential: 356; Business: 11; Email: 187; Text: 244
		28/2/2022	Residential: 356; Business:11; Email: 187; Text 244
		31/1/2022	Residential: 336; Business:10; Email: 176; Text: 231
		31/12/2021	Residential: 326; Business: 10; Email:
		30/11/2021	Residential: 319; Business: 10; Email:
		31/10/2021	Residential: 310; Business: 10; Email:
		30/9/2021	Residential: 308; Business: 10;
		31/08/2021	Residential: 297; Business: 10;
		31/07/2021	Residential: 298; Business: 10;
		30/06/2021	Residential: 297; Business: 10;
		31/05/2021	Residential: 294; Business: 10;
		30/04/2021	Residential: 293; Business: 10; Email:
		31/03/2021	Residential: 294; Business: 10;
		28/02/2021	Residential: 290; Business: 10;
		31/01/2021	Residential: 285; Business: 10;
		31/12/2020	Residential: 285; Business: 10;
		31/03/2020	Residential: 243; Business: 12; Email:

2021-25 Strategic Plan - Mar 30, 2023

Sustainable Municipal Services



1.1.1 Undertake water, wastewater & electrical rate studies — Operating Initiatives

Water
Wastewater
Electrical

Electrical rate study by BDR (contracted by AREA), presented to Council's October 20th meeting. Application submitted to NSUARB; hearing took place February 14th. Water utility rate study will get underway with the completion of the electrical rate study and the 2021-22 annual audit.

1.1.2 Implement initiatives to increase utility demand — Operating Initiatives

EV Home Charger Pilot under development (recent community survey to inform program development). Joint application - Mahone Bay, Berwick and Antigonish - submitted to FCM for funding support for HOME Program review/expansion.

1.1.3 Complete water and wastewater system diagnostics — Operating Initiatives

Water

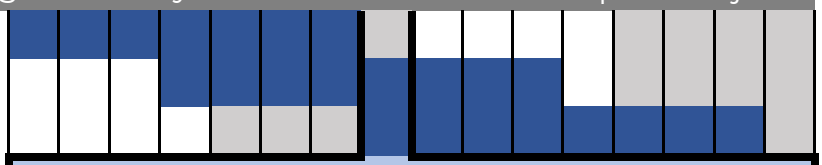
Water Distribution System Audit with Xylem Inc. completed; recommendations incorporated into 2022-23 budget / business plan.

Wastewater

Wastewater system diagnostic project under development for consideration in 2023/24 budget process.

1.1.4 Strategically replace/upgrade utility infrastructure — Capital Projects

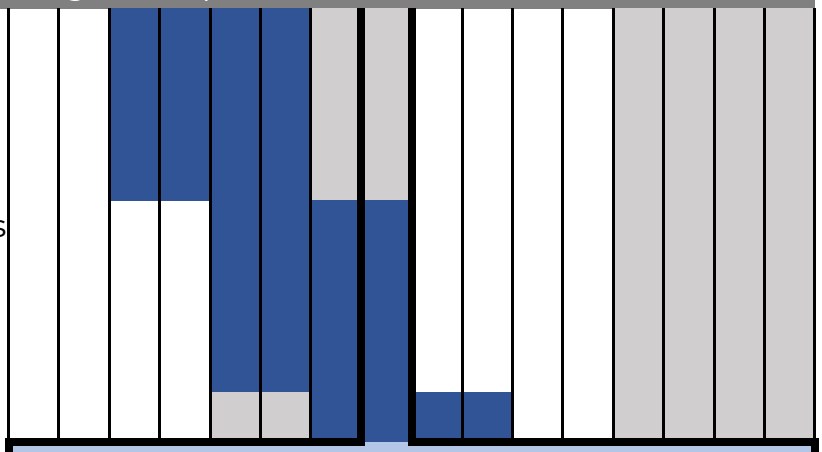
Project 1
Project 2
Project 3



Project to upgrade lines from Main Street to Water Treatment Plant (with MacLeod Group) complete with all newly installed components now operational. Investing in Canada Infrastructure Program applications have been submitted for additional replacement and upgrading of utility infrastructure in 2023-24 and 2024-25.

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

Electrical
Water
Wastewater
Stormwater
Buildings and facilities
Transportation
Recreational facilities
Equipment & Vehicles
Natural infrastructure



AIM Cohort 2.0 completed. Development of draft Electrical, Water, Wastewater, Stormwater and Transportation asset management plans currently underway with AM Committee. GIS for AM transitioned from ESRI to Civitas/QGIS due to staff turnover. Natural Assets / Cemetery data collection project completed in October

1.2.2 Integrate asset management plans into 10-year capital budget

1.3.1 Accessibility Operational Plan — Operating Initiative / Capital Projects

Lunenburg County Accessibility Coordinator Ellen Johnson meeting with Town staff re development of Mahone Bay Accessibility Operational Plan (draft presented to Council March 9, 2023).

1.3.2 Improve transportation infrastructure to support healthy living — Capital Projects

Project 1
Project 2
Project 3

Crossings at Anglican Church, Lutheran Church (pride crossing), Medical Clinic, Kedy's Landing, and Main/Long Hill completed. Speed humps on Pleasant/Fauxburg completed. Update report was included on Council's February 7th meeting agenda. New direction received from Council re tee-up of Pleasant/Main, etc.. Report re communication of 2023 projects on Council's March 30th

Equitable & Inclusive Growth

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

2.1.1 Complete Plan Mahone Bay MPS/LUB Process — Operating Initiative

Draft MPS/LUB documents under development now. Phase 2 engagement process anticipated to take place in the Winter of 2022/23 with Plan Mahone Bay process to be completed in Spring/Summer of 2023.

2.1.2 Develop and implement Housing Strategy — Operating Initiatives

Discussions initiated with other Lunenburg County units on the possibility of regional approach to housing (staff-level regional meetings ongoing). Next steps report included on Council's Oct 27th meeting agenda. Waiting on report from Provincial Needs Assessment process.

2.2.1 Review service levels and align with residents' ability to pay

Low Income Tax Exemption process enhanced in 2022-23 annual budget. Council has directed staff to review options for relief of heating costs; report on Council's Jan 26th meeting agenda. Follow up report anticipated

2.2.2 Explore shared services and partnerships for efficient service delivery

Discussions underway with Shared Service Advisory Committee for expanded electrical service partnership with RELC. Staff have approached MoDC and MoDL re shared engineering services; discussions ongoing. Discussion of shared services through MJSB prioritized in recent MJSB strategic planning process.

2.2.3 Establish inclusive strategies for provision of municipal services

2.2.4 Expand existing infrastructure to support planned growth Capital Projects

Project 1

Project 2

Recommendations for extension of linear infrastructure (water/wastewater and transportation) will be considered in the 2023-24 budget process.

2.3.1 Align staff capacity, capital and operating plans with strategic plan

2022-23 annual budget included investments in staff capacity in Public Works and Finance.

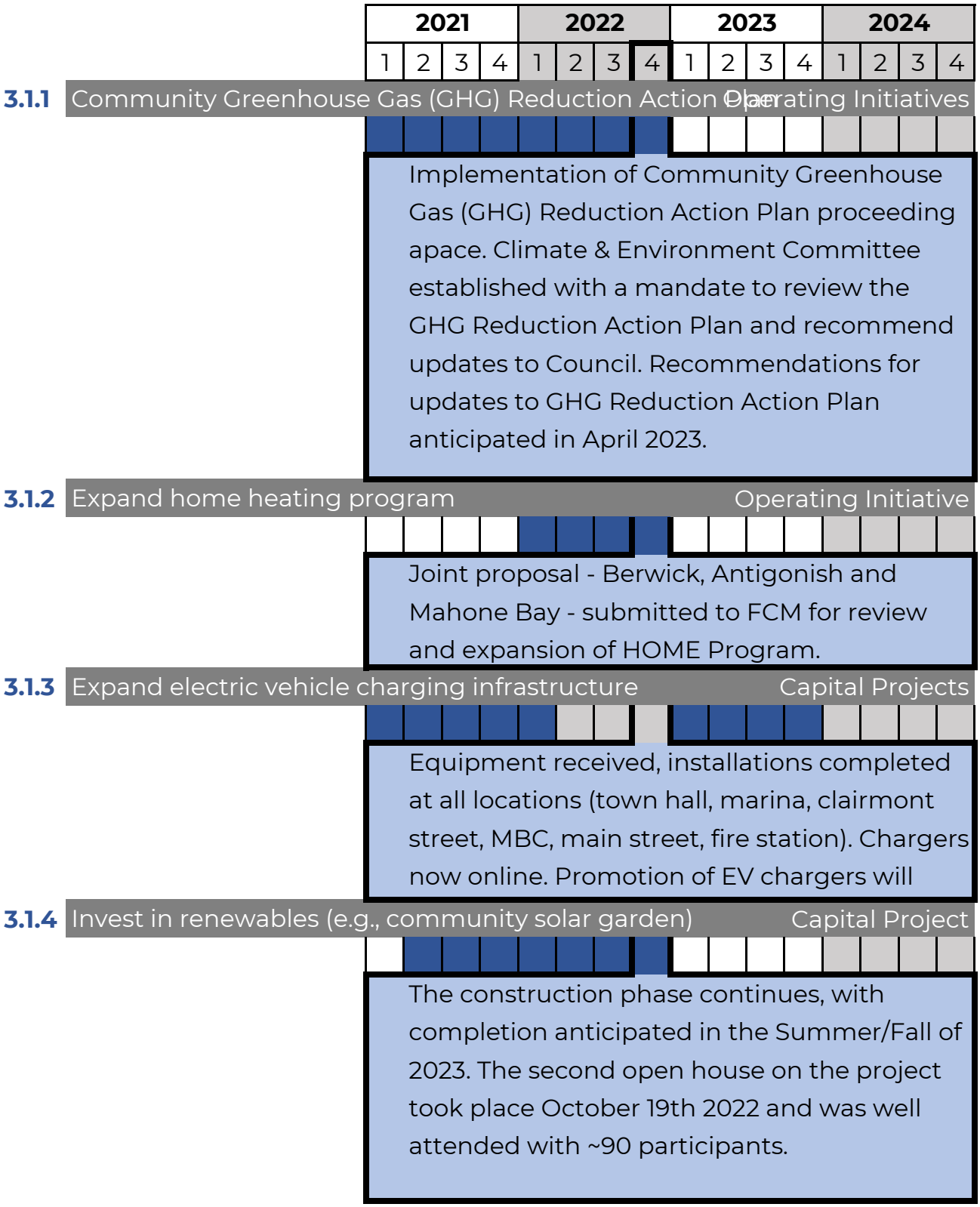
2.3.2 Update policies and by-laws for effective governance / Plan implementatio

2.3.3 Prioritize public engagement processes supporting Plan implementation

2.3.4 Regularly review progress and continually improve strategic plan

Public Engagement Plan for annual Strat Plan review approved at Council's Feb 7th meeting. Report presented to March 9th meeting. Review discussion took place at Mar 27 Policy & Strategy Committee with recommendations for amendment to be introduced at Council's April 11th meeting.

Environmental Leadership



3.1.5 Support regional initiatives that contribute GHG reduction — Operating Initiatives

Ongoing discussions concerning regional transit system. Staff have been in discussions with MODL concerning potential cooperation on GHG reduction initiatives. Council approved participation in regional climate summit Sept 23rd, 2022 (first planning session took place Jan 19th, 2023); summit planned for Fall 2023.

3.2.1 Develop and implement policies / by-laws supporting adaptation measures

3.2.2 Invest in infrastructure (shoreline and stormwater management) — Capital Project

3.3.1 Urban Forest Management Plan (including parks) — Operating Initiative

Natural assets data collection, including street trees inventory, completed. Initial public engagement anticipated in Spring/Summer 2023 (draft engagement plan to be presented to Council in April).

3.3.2 Invest in infrastructure (straight pipes) and land acquisitions — Capital Projects

Project 1

Line extension on Main Street to eliminate straight pipes included in 2022-23 ICIP application.

Project 2

3.3.3 Encourage recognition of the value of natural assets — Operating Initiatives

2022-23 Budget - Operating Initiatives & Capital Projects

2023-24 Budget Process Mar 31st - May 9th
See Town website for more information

Town of Mahone Bay
Staff Report
RE: 995 Main Street
March 30th, 2023

General Overview:
This staff report is intended to provide Council with information concerning a development application from the owners of 995 Main Street.

Background:
The Mahone Bay Town Council approved the Development Agreement (MB-DA2019-001) of 995 Main Street on July 16, 2019. On July 12, 2022, because such time had passed since the initial approval of the DA, Council passed a further motion to "take no action for a further eighteen (18) months from the date of this resolution regarding the discharge of MB-DA2019-001".

Analysis:
An application to amend DA has been received by staff. Significant work has been undertaken by the property owners to prepare for construction of the dwelling. In the course of this work – particularly the installation of armor rock – the building footprint has shifted slightly. It is this shift in the footprint of the building which has necessitated the reopening of the DA (a variance in the setback to the neighboring water lot will be required). The owners plan to have on-site septic with a cistern for water which can be provided from a shared well across Main Street; Town permission will be required to install a water line under the street.

Financial Analysis:
The property owners have paid the required fees for the amendment of the DA.

Climate Analysis:
The original DA takes storm surge into account when requiring a vertical setback from sea level (hence the recent armoring work).

Strategic Plan:
N/A

Recommendation:
It is recommended,

THAT Council refer the request to amend the Development Agreement for 995 Main Street to the planners; and,

THAT Council approve the owners of 995 Main Street to install a water line under Main Street and direct staff to make the necessary arrangements to coordinate with the property owners.

Attached for Council Review:
None

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay
Staff Report
RE: Council Policy Amendment
March 9, 2023

General Overview:

This report is to provide Council with a draft amended Council Policy for consideration.

Background:.

The Council Policy was reviewed at meetings of Policy and Strategy Committee on the following dates: September 26, 2022; October 24, 2022; November 28, 2022; and January 30, 2023. At each of those meetings possible amendments to the policies were discussed and at the following motion was passed at the January 30, 2023 meeting:

> **THAT this committee remove the Public Input Session from the draft Amended Council Policy.**

Analysis:

Notes were made at each of the listed meetings of the Policy and Strategy Committee to capture suggestions made by Committee members for the amendment to the Council Policy. Amendments were made to clarify and/or simplify procedure, clarify language, and to align the policy with best practices which have developed since the original implementation of the Council Policy.

Attached to this agenda is the amended Council Policy with the amendments developed in discussion at the Policy and Strategy Committee meetings of September 26, 2022; October 24, 2022; November 28, 2022; and January 30, 2023.

Financial Analysis:

There are no identifiable financial implications of amending the Council Policy.

Links to Strategic Plan:

Equitable and Inclusive Growth

- Governance to Meet Expectations of our Growing Community.

Recommendation:

It is recommended, that at the March 30, 2023 2023 meeting of Council

THAT Council approve the amended Council Policy.

Respectfully submitted,

Maureen Hughes

Town Clerk and Deputy CAO

Attached: DRAFT Amended Council Policy

Town Council Policy

1.0 Purpose

The purpose of this policy is to provide a standard set of guidelines concerning the procedures of Council and Town Council meetings. This policy will provide Council, staff and community members with a reference for Council procedures, meeting schedules, and roles and responsibilities of Council members.

All meetings of Council must be held in accordance with the Municipal Government Act.

2.0 Scope

The Town Council Policy applies to all members of Town Council as well as Town staff and any members of the public in attendance or participating in a Town Council meeting and meetings of Town Council Committees (except as noted in the Town of Mahone Bay Committees policy).

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

3.0 Council

3.1 Town Council: Council shall consist of seven elected members; five Councillors, a Deputy Mayor and a Mayor.

3.2 Organization of Council: At the first meeting of Council after a regular or special election, the Council shall meet and administer the required oaths and appoint one of their number to be Deputy Mayor.

3.3 Appointment of Deputy Mayor: The candidate who received the most votes at the polls of the municipal election shall be appointed Deputy Mayor on their consent to this appointment. If the person appointed as Deputy Mayor ceases to be a member of Council, or if the candidate who received the most votes does not consent to the appointment, then the member of Council who received the next highest number of votes at the most recent election shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

If those nominated for Council are acclaimed, then the Councillor with the longest service on Council shall be appointed Deputy Mayor, on their consent to this appointment. In the event that this isn't possible, the selection will be made by motion of Council. If the person appointed as Deputy Mayor ceases to be a member of Council

Draft Amended

then the member of Council with the next longest service on Council shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

3.4 Responsibilities of Council: Members of council are expected to review pre-meeting packages provided, attend Council meetings and committee meetings as scheduled, respond to correspondence and attend special events. Council members are to conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay.

3.4.1 The Council as a whole provides direction on the administration of the Town to the Chief Administrative Officer. ~~All council members are required to vote during meetings and any non-vote will be deemed as a vote against the issue.~~

3.4.2 No individual Council member shall instruct or give direction to an employee of the Town.

3.5 Responsibilities of Deputy Mayor: The Deputy Mayor will act in the absence or inability of the Mayor or in the event that the office of Mayor becomes vacant.

3.6 Responsibilities of Mayor: The Mayor will preside over meetings of Council. Prior to the meeting, the Mayor will consult with the CAO concerning the meeting agenda prior to the agenda being published. The Mayor ~~shall~~ may monitor the administration and government of the Town. The Mayor may call a special meeting should an issue arise that requires immediate attention. Where the Mayor determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances. The Mayor shall also act as a public spokesperson in the media; if required, this can be designated to another member of Council or staff.

4.0 Council Meetings

4.1 Regular Council Meetings: The Council meeting schedule is determined by Council, the CAO and the Town Clerk on an annual basis. No notice is provided for regular meetings.

4.1.1 Meeting Calendar: There will be a meeting calendar available to Council and the public by January 2nd of each year, posted at the Town Hall and on the Town website. This calendar will list all regular meetings of the Town Council and council committees.

Staff will provide electronic invitations to Council members for all regular meetings of Council in a calendar year by January 2nd of that year. Council members will receive an automated reminder to submit agenda items one week prior to each meeting.

4.2 Special Council Meetings: The Town Council shall hold Special Council meetings as may be necessary or expedient for the transaction of Town business. Special Council meetings will follow the same procedures as regular Council meetings. The CAO shall give the public three business days notice of special meetings by posting at the Town Hall and on the Town website. Failure to provide public notice does not invalidate the meeting.

Draft Amended

4.3 Emergency Meetings: Emergency meetings are Special Council meetings held in response to an emergency as determined by the Mayor.

~~4.4 Meeting Calendar: There will be a meeting calendar available to Council and the public by January 2nd of each year, posted at the Town Hall and on the Town website. This calendar will list all regular meetings of the Town Council and council committees.~~

4.4 Council Meeting Packages: The Town Clerk shall distribute a Council package containing all the relevant documents for each regular or special meeting including: an agenda; minutes; documents corresponding to presentations or Council items; and staff reports or other materials necessary to the meeting as per the agenda. The Council package will be distributed a minimum of three business days prior to the meeting. For special meetings these timelines may be reduced. Council meeting packages for regular meetings will be posted on the Town website three business days in advance of the Council meeting; special meeting packages will be posted in advance if possible. Closed session materials that are pre-distributed to Council members or circulated in closed session are deemed confidential information and shall not be released to the public; physical and electronic copies are to be destroyed following the meeting.

4.5 Agenda: Draft agendas for Council meetings are completed through consultation between the CAO and Town Clerk. Agenda items may be added by Council members, Town staff and the public as specified in this policy.

Council agendas are posted on the Town website and in pre-determined public locations three business days prior to the Council meeting.

4.6 Minutes: At regular meetings of Council, except when Council resolves to defer the approval of minutes for a maximum of one additional meeting, the minutes of the previous regular meeting and subsequent special meetings will be reviewed and after all necessary corrections and amendments have been made, the minutes shall be approved by Council. To facilitate this process draft minutes will be circulated five business days prior to each regular meeting and the Town Clerk will bring an updated version reflecting any suggested corrections to the meeting for approval. The minutes shall be restricted to a record of the date, location, time, absence and regrets, gallery attendance, Council members and staff present, and the outcomes and actions taken on all agenda items. The approved minutes will be signed by the Clerk and the Mayor, or their designates. The original, signed and sealed minutes shall be kept by the Clerk. Within three business days of approval, minutes will be uploaded onto the Town website.

4.7 Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and uploaded to the Town of Mahone Bay's video platform for public viewing and information. Audio recordings will be taken as a backup but will not generally be saved. Closed sessions will not be recorded. The approved written Minutes for meetings, presented to Council by the Town Clerk, remain the official record of Council meetings.

Draft Amended

Presentations will be advised that the meetings are recorded.

4.8 Staff: The Chief Administrative Officer and the Town Clerk will generally be in attendance at meetings of Council. The CAO will assist and inform Council, the Clerk will keep a record of the meeting and may, at the discretion of the Clerk, appoint recording secretaries as appropriate. Other members of staff may be present at the invitation of Council, as directed by the CAO.

4.9 Quorum: As per the Section 20 of the Municipal Government Act quorum will be achieved by a majority of the maximum number of persons that may be elected to Council. In the case of quorum not being met within 15 minutes of the appointed meeting time, or if quorum is lost during a meeting, the meeting will be adjourned and rescheduled.

4.10 Chairperson: Once quorum is met, the Mayor, if physically in attendance, will chair the meeting. If the Mayor is not expected to be present or is not present within 15 minutes of the meeting's starting time, the Deputy Mayor shall take the chair and preside during the meeting or until the arrival of the Mayor. If neither the Mayor nor Deputy Mayor is physically in attendance within fifteen minutes of the meeting's starting time, the Chief Administrative Officer shall call the meeting to order and the Councillors present shall appoint one of the members the Chair and they will preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

The Chair may vote on any motion but may not introduce motions. If the Chair wishes to introduce a motion they may request that another member of Council temporarily take the Chair; this will be recorded in the minutes.

4.11 Breaks: Once a meeting has exceeded 2 hours, the Chair will entertain a motion for a 15 minute break.

4.12 Order of Business: Following the offering of a land acknowledgement, the order of business at a regular or special Council meeting shall generally adhere to the following structure:

a) The Chair will call the meeting to order;
b) Approval of the meeting agenda;
c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since the last regular Council meeting;
d) Presentations from the Public;
e) Correspondence – ~~actionable items;~~
~~f) Correspondence – information items;~~
g) Consideration of reports of staff;
h) Motions or items brought forward by Council;
i) Reports from Council Committees and external boards and commissions of which the Town is a member
j) New Business;
k) Closed session if required;

Draft Amended

l) Adjournment.

~~4.13 Public Input Session: The fifteen (15) minutes prior to the Call to Order of regular Council meetings will be allocated for a public input session. Members of the public who have comments to make will be asked to state their place of residence and will be allotted an equal share of the time allotted for public comments.~~

~~The minutes will reflect the name and residence of those who speak as well as the general topic about which they spoke. No motions or decisions shall be introduced by Council at the public information session; Council members may raise items under New Business as per the provisions of this policy.~~

4.13 Approval of Agenda: At the beginning of each Council meeting, Council shall approve the meeting's agenda. At this time an item can be added by a Council member under the category of New Business. If an item is deemed to be of a time-sensitive nature it may be added under Items brought forward by Council with a motion to amend the agenda, if this motion fails the item may still be added under New Business.

4.14 Presentations: Organizations or individuals are able to make presentations, in person, at Town Council meetings. A maximum of two presentations can be scheduled for any one meeting of Council ~~emergency situations exist or there is cause for more or less presentations as determined by the CAO and Mayor.~~ unless there is cause to alter the presentation availability as may be necessary or expedient for the transaction of Town business.

Presentation applications must be accompanied by an Executive Summary, any background information or any written documentation relating to the issue and must specify any requests of the Town, for circulation with the agenda. Presentations must generally submit a completed Presentation Application Form (attached as a schedule to this policy) to the Clerk for approval a minimum of five business days prior to the Council meeting; applications are available at Town Hall and on the Town website. Invited presenters will not be requested to complete the presentation form and may be afforded more time at the discretion of the Chair.

Approved presentations are allotted 10 minutes to present to Council; if more time is needed for special consideration, a special meeting can be scheduled to receive the presentation of a delegation.

The Chair shall interrupt the presentation when the 10 minute timeframe is exceeded and ask direction from Council on whether the presentation shall continue. If the Chair rules that the presentation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

No motions or decisions shall be introduced by Council concerning a delegation's requests at the same Council meeting as the presentation save for motions to refer an issue to a Council Committee or to staff.

Draft Amended

A delegation request may be refused if the content is threatening, racist, and/or otherwise discriminatory and/or if it pertains to personnel or public safety matters.

4.15 Correspondence: Correspondence to Council and/or correspondence requiring the attention of Council will be placed on the agenda. ~~in two categories; Action (for correspondence requiring a response of Council) or Information~~. Correspondence must include ~~have~~ a full name, address or place of residence, and contact information ~~included~~; anonymous correspondence will not be accepted. For a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received by the Town Clerk no later that five business days before the meeting. Receipt of correspondence will be acknowledged with a response indicating whether it will be forwarded or appear on a Council agenda.

Council members will speak only to items requiring action

4.16 Staff Reports: Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. A report on tasks previously assigned by Council will be provided on each agenda. The CAO will respond to questions regarding the reports.

4.17 Policy Approval Process: Policies proposed for adoption, amendment or repeal shall be circulated to Council by the CAO and will ~~then~~ be presented for discussion at a ~~the next~~ meeting of Town Council. The policy will then appear on the agenda under Staff Reports ~~be presented for consideration~~ at ~~the next~~ a meeting of Council that is held no less than seven (7) days following the date received for consideration. ~~and will appear on the agenda under Staff Reports.~~

4.18 By-Law Approval Process: By-laws proposed for adoption, amendment or repeal shall be presented at a meeting of Council and given first reading by motion. At least fourteen days before a by-law is read for a second time, notice of Council's intent to consider the by-law shall be published in a newspaper circulating in Town, posted at the Town Hall and posted on the Town website. The notice shall state the object of the by-law, the date and time of the hearing provided for public input, and of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected. Council will schedule a hearing prior to second reading, generally immediately prior to the Council meeting where second reading is on the agenda. Only Council members present at the hearing may vote on the motion for second reading. On receiving second reading a notice of the By-Law's adoption, amendment or repeal shall be published in a newspaper circulating in Town.

4.19 Town Council Committee Reports: Town Council Committee Reports will be presented by one of the Council members who sits on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council for their review in the Council package following their preparation. The Council member will present only the critical highlights of the meetings and motions or items requiring Council action or direction.

Draft Amended

4.20 Items brought Forward by Council: Any member of Council may bring forward items of business or interest for consideration by Council. Motions can be made on these items during the meeting. To add a Council item to the agenda Council members must contact the Town clerk in writing in a minimum of five business days prior to the meeting date requesting the item be added; the Council member must provide sufficient background information for inclusion in the meeting package.

~~Staff will provide Outlook electronic invitations to Council members for all regular meetings of Council in a calendar year by January 2nd of that year; once accepted, Council members will receive an automated reminder to submit agenda items one week prior to each meeting~~.

4.21 New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Town Clerk for submission to Council in the next Town Council meeting package. Under New Business, Council members may bring forward items of interest to Council and the public and/or ask questions of the CAO.

4.22 Closed Sessions: The Council may meet in closed session as permitted under the Nova Scotia Municipal Government Act to discuss matters relating to:

a. Acquisition, sale, lease and security of municipal property;
b. Setting a minimum price to be accepted by the municipality at a tax sale;
c. Personnel matters;
d. Labour relations;
e. Contract negotiations;
f. Litigation or potential litigation;
g. Legal advice eligible for solicitor-client privilege;
h. Public security;

No decision shall be made in closed session except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Town.

The meeting minutes will note the reason Council met in closed session and the duration, but no other information.

5.0 Meeting Procedures

5.1 Motions, Voting and Speaking:

a) All motions shall be decided by majority vote of those present. An abstention will be considered a vote against the motion. If a motion fails to secure a majority of yes votes it will be considered to have failed.

Draft Amended

b) A motion may be withdrawn by the mover at any time, with the consent of the seconder, before the Council has voted on it.

c) Prior to beginning a vote on any motion a Council member may request a roll-call vote. If a roll call is so requested the Chair will read each member's name in alphabetical order by surname and the member will reply with a yes or no vote.

d) When any question is before Council only the following motions can be made:
   i) A motion to amend the original motion;
   ii) A motion to refer the question to any committee;
   iii) A motion to defer the consideration of the question to a time specified by motion;
   iv) A motion that the question be put to a vote;

e) A motion must be seconded before it is debated or discussed.

f) A motion that the question be put to a vote shall itself be put to a vote without further amendment or debate, but a motion that the question be put to a vote will not itself be put to a vote until every Council member who has not spoken on the question and wishes to speak has been heard.

   When a motion is to be put to a vote, the Chair will ask "Is Council ready for the question?" and if no Council members speaks the Chair shall ask for the vote; no Council member is permitted to speak after the Chair asks for the vote.

g) Once a motion has been defeated the same motion will not be reintroduced for Council's consideration unless significant new information has been provided to Council. The Council will vote to reconsider a motion prior to the motion itself being put before Council.

h) A motion which has been passed may be the subject of a motion to rescind. A motion to rescind can only be made if no action has been taken on the original motion. It can be made at any time (later meetings included) after the original motion was made and passed. A motion to rescind will not be put to a vote until every Council member who has not spoken on the question and wishes to speak has been heard. If the rescind motion passes, it completely wipes out the original motion.

~~i) The Chair will start every question by asking "Is Council ready for the question?" and if no Council member speaks, the chair shall ask the question, after which no Council member is permitted to speak on the motion. A motion must be seconded before it is debated or discussed.~~

j) The following questions will be decided without debate:
   i) A motion to reconsider;
   ii) A motion to allow any person other than the Council Members or CAO to address the Council;

Draft Amended

iii) A motion to adjourn.

k) Every Council member, prior to speaking on any question or motion, will raise their hand and wait to be acknowledged by the Chair before speaking. If more than one Council member raises their hand to speak at the same time, the Chair shall decide will be allowed to speak first.

l) No Council member may speak more than twice, without the permission of Council, on any motion except to explain a misconception of their remarks. The mover of a motion shall have the right to reply and sum up in closing the debate; this shall be for a maximum of two minutes and shall not count against the limit of two opportunities to speak on a motion.

m) No Council member shall speak more than two minutes upon any matter at one time, without the leave of Council.

n) A Council meeting may adjourn at the conclusion of business without a motion to adjourn.

5.2 Points of Order:

a) It shall be the duty of the Chair, and the privilege of Council members, to call any Council Member to order, who violates any rules contained in this policy. A point of order must be decided before the subject under consideration can proceed.

b) When a Council member is called to order, the Council member shall remain seated and silent until the point is determined.

c) A point of order is not debatable amongst other members of Council, unless the Chair invites discussion in an effort to assist in making a ruling. If the Chair permits discussion of a point of order, no member of Council is permitted to speak more than once.

d) Decisions of the chair on points of order or procedure are not debatable but are appealable by any member of Council. When an appeal is made from the decision of the Chair, the Chair shall simply state the question, “Shall the decision of the Chair be sustained?” which shall be voted on without debate.

e) If a Council member resists the rules of Council, intentionally obstructs the business of Council or disobeys the decisions of the Chair, or of Council on appeal, on any question of order or practice, after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the member of Council may be ordered by the Chair to leave the Council table provided that a majority vote of Council sustains the expulsion.

Draft Amended

If the Council member refuses to leave the table, the Chair may order the member of Council be expelled and excluded from the Council Chambers. Such member of Council may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.

f) If any question arises that is not provided for by applicable legislation or this policy, it shall be decided according to the ruling of the Chair.

5.3 Attendance at Council Meetings:

a) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting of Council shall observe silence and order in Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council will be called to order by the Chair, and, if they fail to comply, will be expelled from Council Chambers by the Chair; a majority vote of Council shall be required to sustain the expulsion. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers, with or without conditions. An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town of Mahone Bay to leave the premises.
b) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting conducted by means of electronic facilities who disturb the proceedings of Council and fail to comply when called to order by the Chair, as per 5.3 (a) of this policy, will be expelled from the electronic meeting by being disconnected and/or ejected from the meeting. Such member of the public may, by vote of Council, may be permitted to re-join the meeting, as meeting technology permits, with or without conditions.

6.0 General

6.1 Questions: For 10 minutes following a Council meeting, there will be an opportunity for the public in attendance to ask questions of Council. Questions must be related to the meeting's agenda. Council members are not obligated to answer.

6.1.1. When a Council meeting goes into closed session, following the conclusion of the open session Council will allow a 10 minute question period to receive questions from the gallery before going into closed session.

6.1.2. Members of the public who ask questions during the question period are required to state their name and place of residence, whether they be in the gallery in-person or participating online. Questions submitted without a name and place of residence will not be considered.

Draft Amended

6.2 Professional Conduct: All Council members, staff and members of the public are encouraged to maintain professional standards of conduct during all meetings of Town Council. Abusive language or actions can result in expulsion from the meeting, Council Chambers and/or the building. Threatening language, violence, or destruction of property can result in intervention by the RCMP.

6.3 Conflict of Interest: Any Council member with a conflict of interest related to motion or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare this conflict. If this conflict occurs in open session, the Council member must excuse themselves from the Council table during the time which the topic is under consideration; if this conflict occurs in closed session, the Council member must excuse themselves from the meeting room during the time which the topic is under consideration. The Clerk will record the date, Councillor's name and the topic of conflict, to be filed with the Council minutes.

6.4 Conducting Meetings by Electronic Facilities: A Council or council committee meeting may be conducted by means of electronic facilities as permitted by MGA(19A). When it is the norm that Council meetings are held in person, electronic participation by a member will be permitted for a maximum of two (2) consecutive regular meetings of Council without leave of Council.

6.4.1 A Council member participating by means of an electronic facility is deemed to be present at the meeting, can be counted toward quorum and can vote, including casting the deciding vote in the event of a tie. If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.

6.4.2 A person can only participate electronically in a closed portion of a meeting if they assure Council that they are in a secure location where no other parties can view or hear any part of the closed session. Under no circumstances is any portion of the closed session to be recorded.

6.4.3 While it will generally be the norm that meetings are held in person, a remote meeting may be called as permitted by MGA(19A) and in such case the same expectations of public notice, transparency, and opportunity for public participation as laid out elsewhere in this policy will be maintained as for a physical meeting (via live broadcast on the Town of Mahone Bay's video platform). When a Council meeting will be conducted remotely using electronic facilities this information will be included on the agenda for public information.

Draft Amended

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] __March 24, 2022____

Date of Passage of Policy __April 12, 2022____

_____ _____

Town Clerk Date

Draft Amended

SOLAR FOR EVERYONE

community-solar.ca

TOWN OF Mahone Bay

AREA

Community Solar Garden Monthly Update

February 2023

Table of Contents

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

AREA

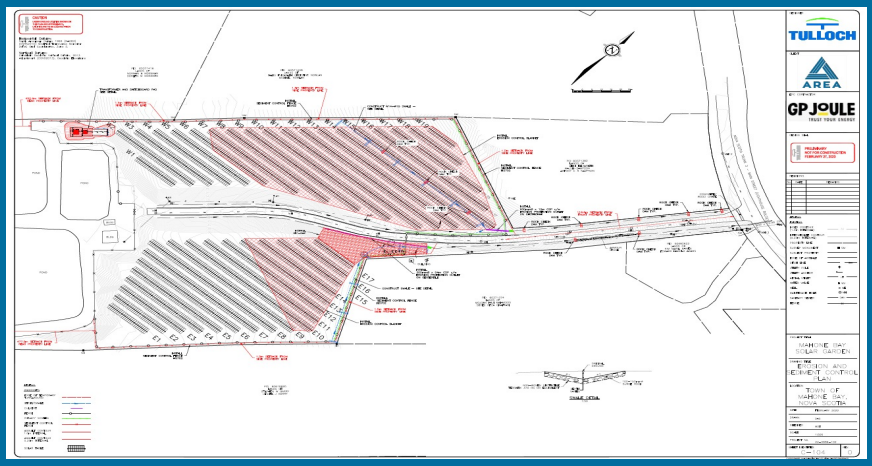
Project Information

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

AREA

Summary of Last Month's Activities

Implemented additional water mitigation measures



Ongoing water management inspections and maintenance

Trenching and installation of underground conduit

2023-02-28

Overview

Trenching and Underground Conduit Installation

GP Joule completed approximately 30% of the trenching on-site this month. They utilized the dry days and completed most of the trenching on the Western side and a small portion of the trenching on the Eastern side.

Sediment and Water Diversion Management

The Mahone Bay site has continued to experience above-normal amounts of rainfall. Due to the continued heavy rainfall events, AREA requested Tulloch come to the site and review the current stormwater and erosion control measures and provide additional recommendations on how to keep the outflow clean and off residents' properties.

Some of the recommendations that have been immediately implemented include the installation of coconut matting to most of the site, and areas, where matting could not be installed, had loose hay placed to cover the exposed ground. The road leading to the Sewage Treatment Plant was cleaned up and gravel was put down at the turnaround area as well as the parking spots by the site trailer.

Additional measures that are in the process of being implemented include the improvement of the current swale, incorporating a new swale that would catch the water currently being missed by the existing swale that flows onto the below property and the addition silt fencing.

Construction Progress

Scope of Work	Total QTY to be Installed	Installed This Week	Installed To Date	Performed %
Site Trailer and Facilities	1		1	100%
Site Grading (Cut & Fill)	1		1.0	100%
Erosion Control	1		1.0	100%
Security Fence Installation	1		1.00	100%
Pile Installation	297		297	100%
Racking	258		221	86%
Modules	4,128		2,784.00	67%
PV Wire Pulling (per string)	10,668			0%
DC Combiner Mechanical Installation & Termination	10			0%
Underground Trench (DC)	491		145.0	30%
Pad for Inverter and AC Panel Board	1		0.4	40%
Transformer Vault and Pad	1			0%
Inverter Mechanical Installation & Termination	10			0%
Transformer Installation & Termination	1			0%
AC Panel board Installation & Termination	1			0%
SCADA and Weather Station Installation	1			0%
Substantial Completion	1			0%
Performance Test 1	1			0%
Performance Test 2	1			0%
Demobilization/Site Clean-up / Punch List				0%

Health, Safety and Environment

Safety

Days without Injury	Near Misses	First Aids	Recordable
176	0	0	0

Health & Environmental

Event	Date	Mitigation
0	N/A	N/A

AREA

Milestones Summary

	Contract Baseline	Scheduled App'd	Actual
LNTP Agreement	20-01-2022	20-01-2022	20-01-2022
EPC Agreement	18-07-2022	18-07-2022	18-07-2022
LNTP Milestone 1	23-03-2022	23-03-2022	23-03-2022
LNTP Milestone 2	07-04-2022	07-04-2022	07-04-2022
LNTP Milestone 3	04-07-2022	04-07-2022	04-07-2022
Mobilization	26-07-2022	26-07-2022	26-07-2022
Modules Delivery (Owner Supplied)	21-09-2022	16-09-2022	16-09-2022
Inverters Delivery (Owner Supplied)	16-09-2022	16-09-2022	16-09-2022
Foundation Delivery	14-09-2022	14-09-2022	21-09-2022
Racking Delivery	30-09-2022	30-09-2022	14-11-2022
Transformer Delivery	05-04-2023	30-05-2023	
AC Panel Board Delivery	09-05-2023	09-05-2023	
Substantial Performance	25-05-2023	07-07-2023	
Final Completion	22-06-2023	04-08-2023	

AREA

Upcoming Activities

- Continue with electrical work
- Storm water management
- Install combiner boxes
- Complete onsite trenching and conduit installation
- Pull PV wire

AREA

Town of Mahone Bay
Staff Report
RE: Planning and Development Services Agreement
March 30th, 2023

General Overview:
This staff report is intended to provide Council with an update on the status of the planning and development services agreement between the Town of Mahone Bay and the Municipality of Chester (MoC).

Background:
The Mahone Bay Town Council purchases planning and development services from the Municipality of Chester and has done since 2003, with the current ten-year agreement – including planning and development services along with building and fire inspection and emergency management services – having been entered into in 2013.

Analysis:
The current agreement ends March 31, 2023. MoC and Town staff have been in discussions concerning the renewal of the agreement for several months. MoC staff have developed an updated agreement which is currently with their Solicitor for review.

To allow for more time to present the new agreement for the consideration and approval of both councils, a three-month extension of the current agreement is recommended. MoC Council approved this three-month extension on March 23, 2023.

Financial Analysis:
The contracted service is expected to remain similar and the price is expected to continue to increase by CPI.

Climate Analysis:
N/A

Strategic Plan:
N/A

Recommendation:
It is recommended,

> THAT Council approve extension of current planning and development services agreement with the Municipality of Chester by three months.

Attached for Council Review:
None

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay
Staff Report
RE: Draft Bench Donation Program
March 30, 2023

General Overview:

This report is to provide Council with a draft Bench Donation Program document.

Background:.

At the September 8, 2020 meeting of Town Council, the following motion was made:

> THAT Council direct 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."

Analysis:

A bench donation program has been developed in accordance with the Town's Donations Policy.

Staff identified locations on both private and public properties that would be suitable for benches and/or picnic tables. These locations were chosen through recommendations from both the Age Friendly Community Committee and the Town's Accessibility Coordinator. Additional locations can be easily added.

Currently four donation options have been identified, although more options could be introduced once the program is in place. The current chosen options are:

- Park bench, to be used in parks and on trails
- Metal bench, to be used along sidewalks and paved walkways,
- Accessible picnic table to be used in accessible locations, made of heavyweight recycled plastic
- Traditional picnic table made of heavyweight recycled plastic

These four options offer a variety of price points for donation; ranging from $500 for a park bench to $2500 for a picnic table.

A public facing, Bench Donation Program document has been developed (Appendix A). This document will be shared on the Town's website and the program will be promoted through the Town's Facebook page, website and the

Mayor's Newsletter. Promotion will highlight the charitable (receiptable) nature of donations and how donors will be recognized by the Town.

An easement agreement document has also been developed (Appendix B). This agreement will allow private properties to "host a bench". There are many areas of Mahone Bay that have pedestrian traffic but not enough sidewalk space to place a bench on Town owned property. Private property owners will be encouraged to enter into an easement agreement with the Town to allow the placement of benches at the sidewalks edge on private lands.

Financial Analysis:

Staff is recommending that council budget $20,000 for the installation of up to 20 benches and picnic tables in the 2023/24 fiscal year. While donations from citizens will pay for the physical bench or picnic table, staff is recommending that the Town pay for the assembly and installation of these items, some of which will involve installing a concrete pad.

Links to Strategic Plan:

1.3 Improve Accessibility of Public Infrastructure
- Strategically improve transportation infrastructure to support healthy living.

Recommendation:

It is recommended,

THAT Council approve the Bench Donation Program as presented.

Respectfully submitted,

Kelly Redden

Acting Town Clerk and Deputy CAO

Attached: DRAFT Bench Donation Program Document

Community Bench Donation Program

About the Program

Individuals and organizations may make a donation to the Community Bench Donation Program for a specific bench or picnic table or a general donation to the program. This program is made possible through the Town of Mahone Bay's Donation Policy.

The purpose of the Community Bench Donation Program is to provide a means to recognize a person or organization through a lasting tribute. The contributions made through this program will also benefit the waterfront, parks, greenspaces, and recreational areas enjoyed by residents and visitors.

Agreements

In accordance with the Donation Policy a signed agreement outlining the roles and responsibilities of the contributor/donor and the Town will be required upon receipt of funds, prior to the installation of the community asset.

See the attached Bench Donation Program Map to view available locations for specific community asset donation. There are numerous suitable locations for park benches not depicted on the Map. Bench locations along Town sidewalks are not shown but if you own property adjacent to a Town sidewalk and would be interested in hosting a bench, see below.

Assets on Private Property

The Town is providing an opportunity for private property owners to "host a bench". Many well-traveled locations in the town do not have space for bench placement on public property. If you are interested in hosting a bench at adjacent to the sidewalk contact Town Hall to get more information.

Plaques

As part of your donation, a commemorative plaque will be purchased and placed on the community asset. Plaques will be made of metal, white on blue. Wording shall include: _____ donated in memory of _____ (name) by _____ (optional) _____(Date). The purchase and placement of the plaque will be paid for and decided on by the Town. Any deviation from the standard wording must be approved by Town Staff.

Installation

Assets will only be installed from April 1 through October 31. Installation will be completed to Town standards and specifications. Donors will be notified by Town staff once the asset has been installed.

Maintenance

The Town of Mahone Bay will maintain the donated asset in the same manner as other Town assets. If the accompanying plaque requires replacement due to theft or vandalism, the replacement cost will be the responsibility of the Town of Mahone Bay. In the event that the location of the asset proves to cause a concern due to vandalism or other issues, the Town may relocate the asset and the plaque, in consultation with the donor.

Community Asset Donation Program
Donor Agreement

Thank you for considering the Town of Mahone Bay Community Asset Donation Program. Please complete the following information.

Donor Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Donation Information

Asset:
- ☐ Park Bench ($500)
- ☐ Standard Bench ($1,000)
- ☐ Standard Picnic Table ($2,500)
- ☐ Accessible Picnic Table ($2,500)

** See attached asset placement map for possible installation locations*

Plaque required? ☐ Yes ☐ No

Plaque inscription: _____

_____

_____

Signatures

_____

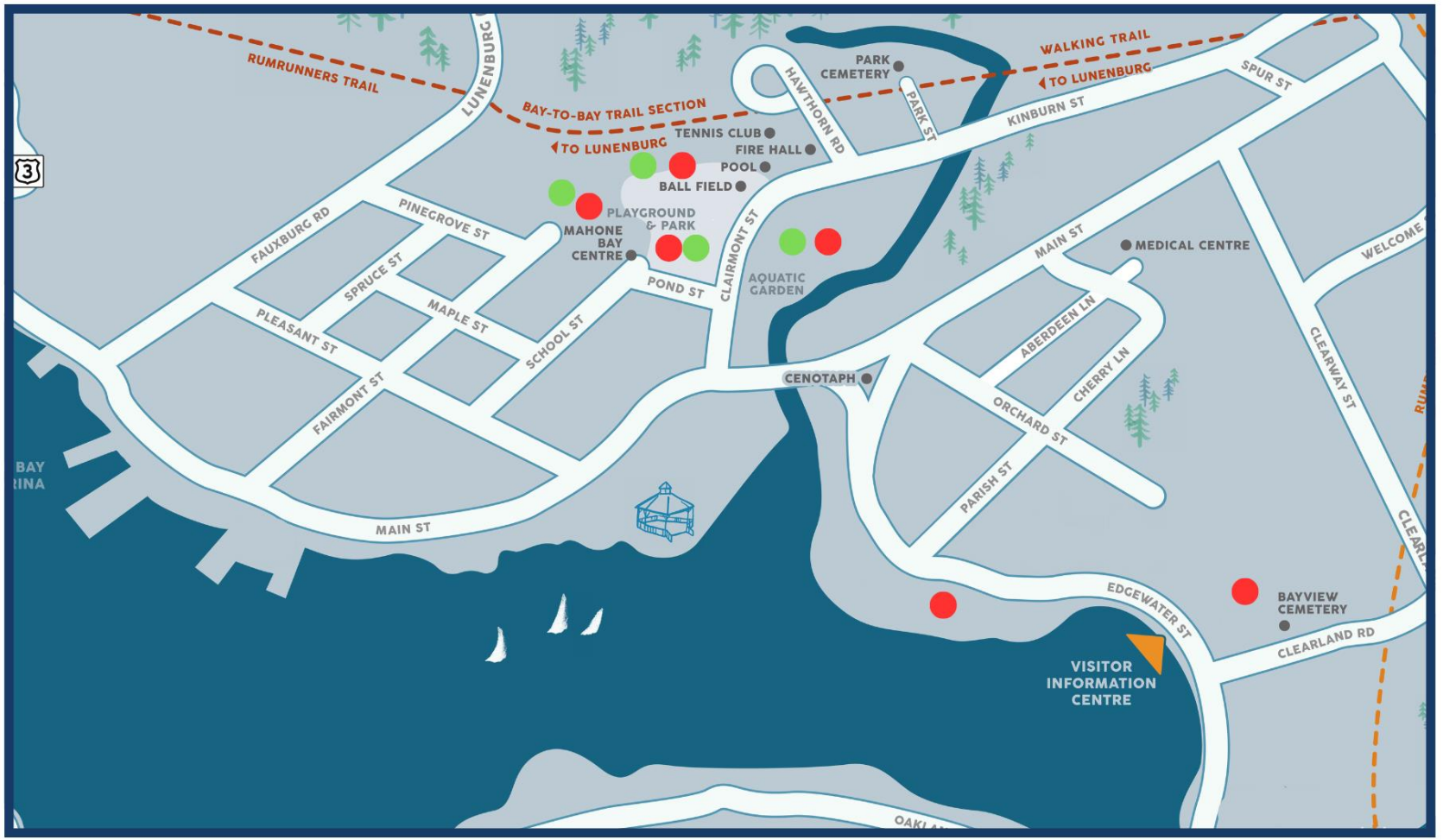
Donor

_____

Staff

For Office Use Only:

Donation amount received: _____ Date: _____


RUMRUNNERS TRAIL
LUNENBURG
BAY-TO-BAY TRAIL SECTION
TO LUNENBURG
WALKING TRAIL
TO LUNENBURG
PARK CEMETERY
HAWTHORN RD
PARK ST
SPUR ST
KINBURN ST
TENNIS CLUB
FIRE HALL
POOL
BALL FIELD
PLAYGROUND & PARK
MAHONE BAY CENTRE
FAUXBURG RD
PINEGROVE ST
SPRUCE ST
MAPLE ST
PLEASANT ST
FAIRMONT ST
SCHOOL ST
POND ST
CLAIRMONT ST
AQUATIC GARDEN
MAIN ST
MEDICAL CENTRE
WELCOME
ABERDEEN LN
CHERRY LN
ORCHARD ST
PARISH ST
CENOTAPH
CLEARWAY ST
EDGEWATER ST
BAYVIEW CEMETERY
CLEARLAND RD
VISITOR INFORMATION CENTRE
MAIN ST

Asset Specifications

Park Bench - $500

- 6’ long
- Composed of concrete and wood
- Locations in parks and on trails

Metal Bench - $1500

- 6’ long
- Composed of powder-coated aluminum
- Locations on or near sidewalks and paved walkways

Standard Picnic Table - $2500

- 6’ long
- Composed of extra-heavyweight recycled plastic
- Locations in parks, greenspaces

Accessible Picnic Table - $2500

- 8’ long
- Composed of extra-heavyweight recycled plastic
- Locations in parks, greenspaces

THIS GRANT OF EASEMENT made this day of , 2023.

Between:

> ***FULL NAME*** of Mahone Bay in the County of Lunenburg and Province of Nova Scotia
>
> (Hereinafter called ***"Last Name"***)
>
> - and -
>
> **TOWN OF MAHONE BAY**, a Town within the Province of Nova Scotia
>
> (Hereinafter called **"the Town"**)

WHEREAS *NAME* owns lands located at ***STREET ADDRESS*****, Mahone Bay, Lunenburg County, Nova Scotia** identified by **PID *NUMBER*** (hereinafter called **"*LAST NAME*'S Lands");**

AND WHEREAS the Town wishes to obtain a Grant of Easement over *LAST NAME's* Lands.

NOW WITNESSETH that in consideration of One Dollar ($1.00) and other good and valuable consideration, receipt whereof is hereby acknowledged,

1. *LAST NAME* grants to the Town, its successors and assigns the free and uninterrupted right, privilege, liberty and easement for the Town to do the following:

   (a) to enter on, over, across, or under those lands described as ***Parcel Name*** **as shown on the Sketch prepared by *Survey Company* attached hereto as Schedule "A"** ("the Easement") to install, maintain, inspect, alter, remove, replace, repair, reconstruct a public bench and concrete pad, and to clear the Easement of all or any part of any trees, growth, impediments or obstructions, now or hereafter on the Easement which might, in the opinion of the Town, interfere with the access or use of the easement and Installation.

   (b) to enter upon the Easement, from time to time, as may be reasonably required by the Town to carry out Installation and maintenance;

   (c) to manage and control by any method deemed expedient by the Town any vegetation on the Easement that may interfere with use or access; and

   (d) generally to do all acts necessary or incidental to the exercise of the rights and privileges granted herein.

2. *Last Name* hereby covenants with the Town that it **will not**:

   (a) excavate, drill, install, erect, construct, or permit to be excavated, drilled, installed, erected, or constructed on the Easement any structure or installation, pile material or plant any growth upon the Easement which in the opinion of the Town might interfere with the Installation;

(b) plant or establish within the Easement any trees, shrubs, or other vegetation, failing which the Town, in its discretion, shall be entitled to remove and/or manage and control by any method deemed expedient by the Town any such vegetation without notice to *Last Name*.

3. Use of the Easement by members of the general public is at their own risk. Neither the Town nor *Last Name* by entering into this agreement assume duty to or for the benefit of the general public for defects in the location, design, installation, maintenance, or repair of the public bench; for unsafe conditions within the Easement Area; to inspect for or warn against possibly unsafe conditions; or to close the bench to public access when unsafe conditions may be present.

4. If a claim for any loss or personal injury or property damage occurring within the Easement is asserted against either *Last Name* or the Town, or both, it is anticipated that they will assert such defenses as are available to them under applicable law. If immunity from a claim is for any reason unavailable to *Last Name*, the Town agrees to indemnify, defend, and hold *Last Name* harmless from any loss or litigation expense if and to the extent arising from said claim.

5. This Grant of Easement shall enure to the benefit of and be binding upon *Last Name*, the Town, and their respective heirs, executors, administrators, successors and assigns.

6. This Grant of Easement shall be read with all change of number and gender required by the context.

IN WITNESS WHEREOF the parties hereto have executed this Grant of Easement the day and year first above written.

SIGNED, SEALED & DELIVERED IN THE PRESENCE OF:	)	
_____	)	_____
Witness	)	***NAME***
	)	**TOWN OF MAHONE BAY**
_____	)	_____
Witness	)	Per: **Mayor David Devenne**
_____	)	_____
Witness	)	Per: **Dylan Heide, CAO**

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG

ON THIS day of , 2023, before me the subscriber, personally came and appeared _____, a subscribing witness to the foregoing Grant of Easement who, having been by me duly sworn, made oath and said that ***FULL NAME***, one of the parties thereto, duly executed the same in their presence.

_____
A Barrister/Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG

ON THIS day of , 2023, before me the subscriber, personally came and appeared _____, a subscribing witness to the foregoing Grant of Easement who, having been by me duly sworn, made oath and said that the **TOWN OF MAHONE BAY,** one of the parties thereto, duly executed the same in their presence by affixing thereto its seal identified by the signature of **David Devenne**, Mayor, and **Dylan Heide**, CAO, duly authorized officers in this regard.

_____
A Barrister/Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG

AFFIDAVIT OF STATUS

I, ***FULL NAME***, of Mahone Bay in the County of Lunenburg and Province of Nova Scotia, make oath and say as follows:

1. I am the Grantor in the foregoing Grant of Easement, and I am of the full age of nineteen (19) years;

2. I am now, and intend to be at the date of closing, a resident of Canada within the meaning of the Income Tax Act (Canada);

3. For the purpose of this my Affidavit, "spouse" means either a man or woman who:

   (I) are married to each other;

   (ii) are married to each other by marriage that is voidable and has not been annulled by a declaration of nullity;

   (iii) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or have cohabited within the preceding year; or

   (iv) is a party to a registered domestic-partner declaration made in accordance with Section 53 of the Vital Statistics Act but does not include a former domestic partner.

4. As of the date hereof, I am not spouse as defined herein, nor do I have any former domestic partners with the rights contemplated by Section 55 of the Vital Statistics Act, nor any former spouses with rights under the Matrimonial Property Act.

5. I acknowledge that I have executed this Grant of Easement as of the date of this my Affidavit, and this acknowledgement is made pursuant to section 31(a) of the Registry Act,

R.S.N.S. 1989, c. 392 and/or section 79(1)(a) of the Land Registration Act, S.N.S. 2001, c. 6 (as the case may be) for the purpose of registering this instrument.

SWORN TO at)
in the County of Lunenburg, and)
Province of Nova Scotia, this)
day of ,2023)
before me:)
)
)
_____) _____
A Barrister/Commissioner of the) ***FULL NAME***
Supreme Court of Nova Scotia)

Town of Mahone Bay
Staff Report
RE: 2022-23 Write Offs
March 30th, 2023

General Overview:
This staff report is to provide Council with a recommendation relating to the annual write-off of uncollectable accounts.

Background:
At year-end the outstanding accounts of the Town are reviewed by staff to determine chance of collection. Outstanding amounts with low chance of collection are sent to the Province. If the Province is successful in collecting payment, the Town will receive a portion of the funds received. However, as the chance of collection is low, the Town's auditors require that these amounts be written-off as not to overstate receivables at year end.

Analysis:
Staff have prepared the attached write-off list for Council review.

Financial Analysis:
Uncollectable accounts recommended for write-off in 2022-23 total $5,164.40 ($4,678.59 from the Electric Utility and $485.81 from the Water Utility).

Climate Analysis:
N/A

Strategic Plan:
N/A

Recommendation:
It is recommended,

> THAT Council write-off accounts in the amount of $5,164.40 ($4,678.59 from the Electric Utility and $485.81 from the Water Utility) as presented.

Attached for Council Review:

- 2022-23 Write-Offs List

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay
Staff Report
RE: Mahone Bay Pool
March 30th, 2023

General Overview:
This staff report is intended to provide Council with recommendations concerning required capital investment in the Mahone Bay Pool.

Background:
The Mahone Bay Pool is a recreational facility owned by the Town of Mahone Bay and operated by the Mahone Bay Pool Society.

Analysis:
The pool facility is nearing the end of its useful life with major capital investment being required to maintain current service levels as well as to keep pace with accessibility requirements. Staff anticipate that the pool can operate for the 2023 season without substantial capital investment but it is unlikely it can go another year thereafter.

A recent quotation obtained by staff suggests a minimum investment of $110,000 will be needed to maintain the existing pool, which doesn't include improvements necessary to meet accessibility requirements. To build a new pool from scratch in the same or another location is estimated at $290,000 – 380,000 for the pool itself – depending on the design selected – plus additional costs for associated buildings, fencing, etc. as required. Presuming capital work begins in the Spring of 2024 the pool would likely be closed for the 2024 season.

In consideration of the above, capital investment in the Mahone Bay Pool facility in the coming years could range from a likely minimum of $150,000 to a possible maximum as high as $650,000. Significant considerations informing Council's eventual decision in this regard include potential external funding supports (Provincial/Federal and adjacent municipalities), current and potential usership, access and accessibility, and location.

Staff recommend beginning with a public engagement plan to gather input from community members, pool users and the Society (as key stakeholders for the Mahone Bay Pool).

Financial Analysis:
In the 2022-23 annual budget approved by Council July 28th, 2022 staff identified an anticipated need for $100,000 for Pool Renovations in 2023-24. This was also anticipated in the 10-year capital investment plan included in the 2021-22 budget as "upgrades to public pool," with the intention being to capture costs required to meet expected accessibility requirements.

The draft 2023-24 annual budget will reflect engineering costs for design work in fiscal 2023-24 and an anticipated capital investment in 2024-25.

Climate Analysis:
N/A

Strategic Plan:

2.2 Provide Equitable Services to Support Growth

• Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest.

Recommendation:
It is recommended,

> THAT Council direct staff to develop a Public Engagement Plan for anticipated capital investment in the Mahone Bay Pool.

Attached for Council Review:
None

Respectfully Submitted,

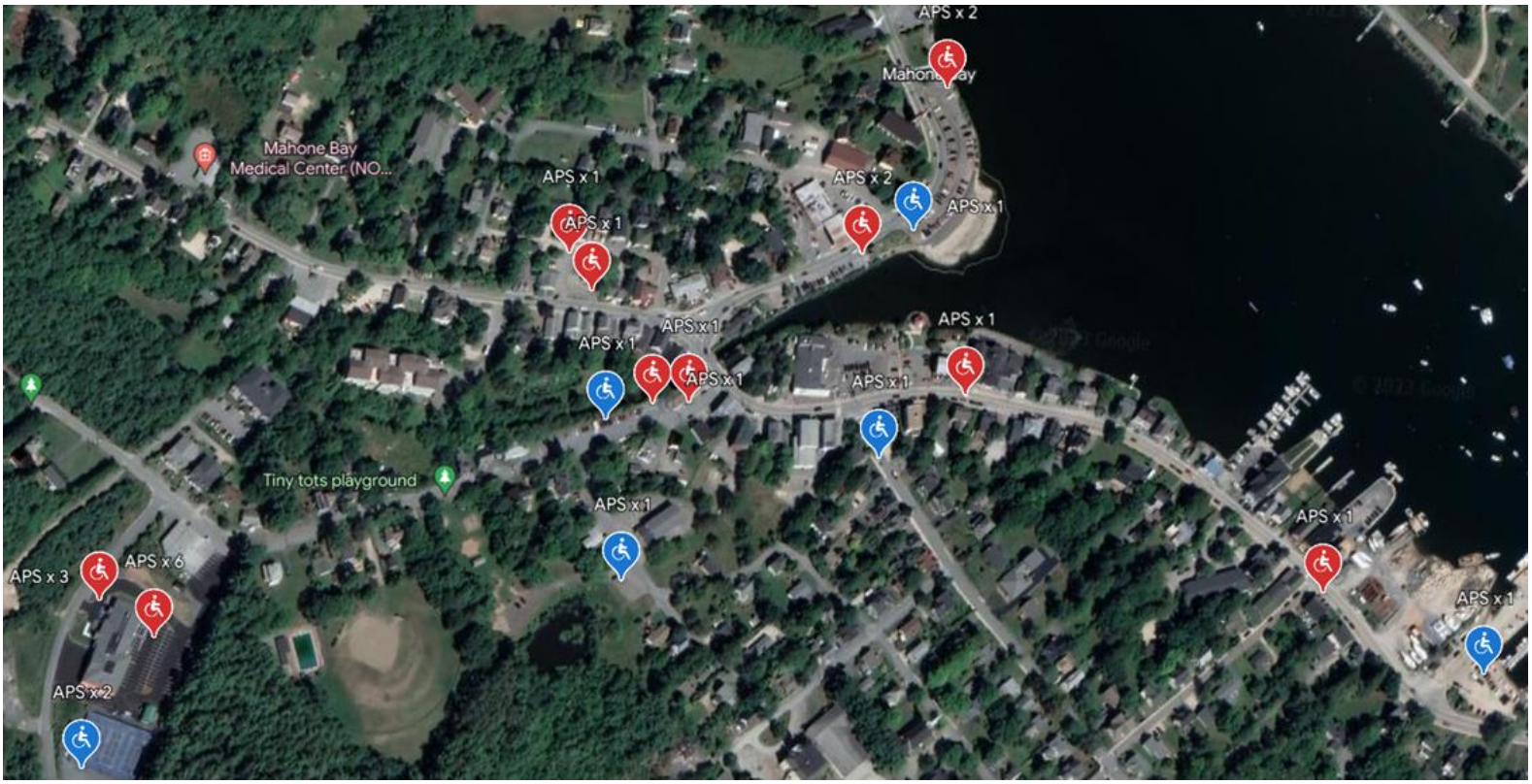
Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay
Staff Report
RE: Review of Parking Areas
March 30th, 2023

General Overview:
This staff report is intended to provide Council with an update concerning a review of parking areas carried out by staff.

Background:
At the regular Council meeting on February 7, 2023 a motion was passed directing staff to carry out an assessment of the location of accessible parking spaces and no parking zones and report to Council in this regard prior to the issuance of the 2023 painting tender.

Analysis:
Staff have reviewed existing accessible parking spaces and potential locations for additional spaces. The Town currently has 21 Accessible Parking spaces located throughout the community (shown in RED below) and we recommend adding another 7 (shown in BLUE below) for a total of 28.



Staff have also reviewed no parking areas and will be increases painted / signed setbacks from crosswalks, intersections and hydrants in line with Transportation Association of Canada best practices. This will improve motorist sight-lines and pedestrian safety in the downtown; it is anticipated that on-street parking capacity will be slightly reduced as a result.

Financial Analysis:
New accessible spaces and no parking areas will be reflected in the Spring painting tender with minor anticipated increase in costs to be reflected in the draft 2023-24 annual budget.

Climate Analysis:
Improving accessibility and pedestrian safety supports active transportation choices and can contribute to a reduction in community greenhouse gas emissions from transportation.

Strategic Plan:

1.3 Improve Accessibility of Public Infrastructure
• Strategically improve transportation infrastructure to support healthy living.

Recommendation:
It is recommended,

THAT Council direct staff to include additional accessible parking spaces in the annual painting tender for 2023, bringing the total to 28.

Attached for Council Review:
None

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay
Staff Report
RE: 2023-24 Transportation Projects
March 30th, 2023

General Overview:
This staff report is intended to provide Council with an update on communications regarding upcoming 2023 transportation projects.

Background:
At the regular Council meeting of February 7, 2023 a motion was passed directing staff to prepare a communications package for the community regarding upcoming 2023 transportation projects.

Analysis:
Attached is a poster developed to communicate 2023 transportation projects to the public, which will be posted in public locations as well as digitally via the Town's website and social media, and incorporated into the April 2023 newsletter.

Among the referenced projects is the engineering review of the intersection of Main Street and Edgewater Street being conducted by WSP on behalf of the Town. The contractors are prepared to present their initial concepts report to the Council and are looking for an appropriate opportunity in early April.

Financial Analysis:
Referenced 2023 transportation projects will be reflected in the draft 2023-24 annual budget.

Climate Analysis:
Transportation projects are intended to support active transportation choices by residents and visitors, contributing to a reduction in the community's carbon footprint.

Strategic Plan:

1.3 Improve Accessibility of Public Infrastructure
• Strategically improve transportation infrastructure to support healthy living.

Recommendation:
It is recommended,

> THAT Council set time for the presentation of the Edgewater/Main intersection concepts report by WSP.

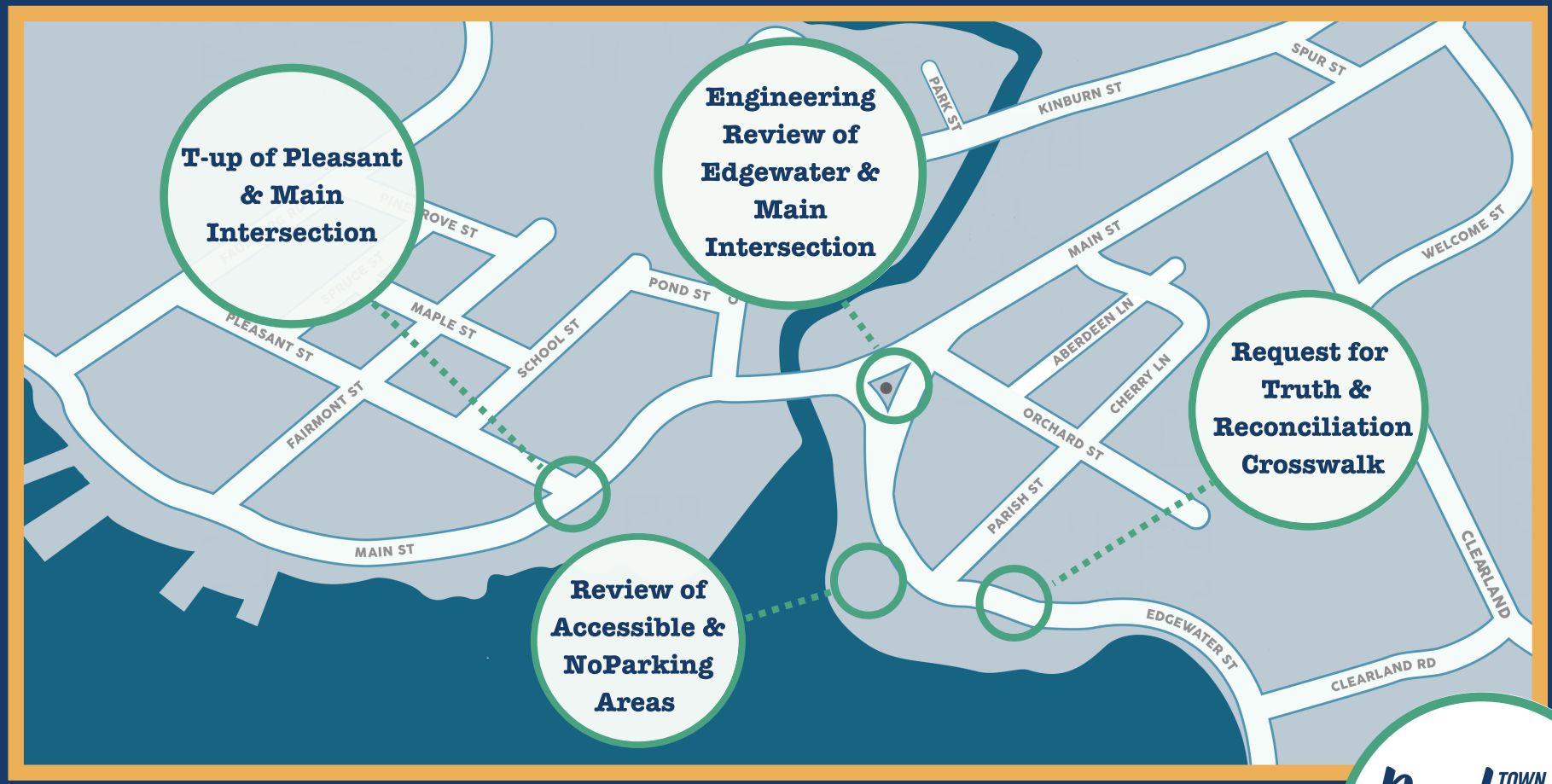
Attached for Council Review:

- 2023 Transportation Projects Poster

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

2023 Transportation Projects



New in 2023:

- T-Up of Pleasant & Main intersection to improve pedestrian & motorist safety
- Engineering Review of Edgewater & Main intersection to improve traffic flow for all users
- Request for Truth & Reconciliation Crosswalk from Parish of St James
- Review of Accessible & No Parking Areas to inform annual line painting

Prior-year highlights include: 3-way stop at Clearway & Main, new and improved crossings in various locations, installation of speed radar signs, reduction in speed limits to 40 km/h on all streets other than Edgewater & Main and installation of speed humps on Clairmont, Kinburn, Pleasant and Fauxburg

COMHAIRLE NA GÀIDHLIG

The Gaelic Council

Dualchas na Gàidhlig: 'S ann leibh-s' a tha e! Tha Planaigeadh do Mhìos nan Gàidheal 2023 air Chois

Fo sgéith Comhairle na Gàidhlig, chaidh Comataidh-Planaigidh do Mhìos nan Gàidheal 2023 a chur air dòigh agus a-nis, tha a' Chomataidh trang ag obair air planaichean a chumas am Mìos suas le subhachas am bliadhna. Tha am Mìos air a bhith ann gu bliadhnail o'n a chaidh a chur air bhonn ann an 1996!

Leis an ùrlar, "Dualchas na Gàidhlig: 'S ann leibh-s' a tha e!", tha a' Chomataidh-Planaigidh a' toirt fiathachadh do dh'fheadhainn is bhuidhnean ann an Albainn Nuaidh gu gabhail an sàs ann a bhith ag aithneachadh 's a' toirt urram do Ghàidheil na h-Albann Nuaidhe; agus a bhith a' cumail suas na Gàidhlig, a cultuir is a h-aithne 's a' mhór-roinn.

Tha a' Chomataidh-Planaigidh a' toirt fiathachadh do dh'Ùr-Albannaich uile gu bhith a' gabhail pàirt ann a' cumail suas aithne bheairtich, chulturail is dhualchasaich na h-Albann Nuaidhe thro òrain, cheòl, naidheachdan, sgeulachdan, dhanns, dhàimh, dhòighean-bìdhe, chleachdaidhean, thraidiseanan agus spioradalachd.

"'Nam neach a bhruidhneas Gàidhlig na h-Éireann agus a' Ghàidhlig, tha mise a' coimhead air Mìos nan Gàidheal mar chothrom do dh'Ùr-Albannaich uile aig am bi ceanglaichean a' dol air ais gu Gàidhealtachd na h-Albann, agus gum fairich iad fìor fhàilte gus an cuid dualchais chulturail is aithne àraid a dhearbhadh. Tha mìltean do dh'Ùr-Albannaich aig a bheil dualchas Gàidhealach 'nan teaghlaichean agus 'nan coimhearsnachdan, an cuide ri iomadh neach ùr a tha ag ionnsachadh na cànain. Tha fàilte bhlàth rompa uile a bhith 'nam pàirt do leasachadh ùrachaidh is ath-bhuannachaidh na Gàidhlig ann an Albainn Nuaidh," arsa Ciaran Mac Siúlaí, Co-òrdanaiche Riaghlaidh aig Comhairle na Gàidhlig.

Bidh Mìos nan Gàidheal 2023 a' toirt a-staigh tachartas gus am Mìos a chur air bhog aig a' Phàrlamaid Bhig. Mu'n cuairt air a' mhór-roinn fhéin, théid tachartasan eile a

"Saying Yes to Gaelic!"
Gaelic Nova Scotia Month 2023 Planning Underway

Under the leadership of the Gaelic Council of Nova Scotia, the 2023 Gaelic Nova Scotia Month Planning Committee has been assembled and is busy planning for this year's celebration, held annually in May since its inception in 1996!

With the theme, "Saying Yes to Gaelic!" the Planning Committee is inviting individuals and organizations in Nova Scotia to join in the acknowledging, honouring and celebrating of Nova Scotia Gaels and Gaelic language, culture and identity in the Province.

The Planning Committee invites all Nova Scotians to participate in celebrating Nova Scotia's rich Gaelic cultural identity and heritage through song, poetry, music, story, dance, kinship, foodways, customs, traditions and spirituality.

"As an Irish as well as a Gaelic speaker, I see Gaelic Nova Scotia Month as an opportunity for all Nova Scotians who may have Gaelic connections and origins that go back to Scotland to feel very welcome and affirm their unique Gaelic cultural heritages and identities. There are thousands of Nova Scotians who have Gaelic heritage in their families and communities as well as many new language learners and all are warmly invited to be part of a growing movement of Gaelic renewal and reclamation in the Province," stated Kieran Walker, Administrative Coordinator for the Gaelic Council of Nova Scotia.

Gaelic Nova Scotia Month 2023 will include a public launch at Province House with others planned around the Province, an online calendar of Gaelic language and cultural activities and events, and a promotional poster with an accompanying educational pack with information on Gaelic Nova Scotia.

Quotes:

"'Saying Yes to Gaelic!' is an invitation to the Gaelic heritage community of the Province to affirm its unique Gaelic identity in whatever ways that is appropriate to do as well as encouraging all Nova Scotians to

chur air dòigh; bidh mìosachan ri fhaighinn air loidhne le fiosrachadh air na bhios a' tachairt a thaobh na Gàidhlig's a cultair ré a' Mhìos; théid postair-adhartachaidh le pasgan foghluim 'ullachadh, agus fiosrachadh mu Ghàidheil an Albainn Nuaidh na lùib.

Ás-earrainn:

'S e fiathachadh ro'n choimhearsnachd Ghàidhealaich anns a' mhór-roinn a th'ann an "Dualchas na Gàidhlig: 'S ann leibh-s' a tha e!" gu bhith a' deimhinneachadh a dualchais Ghàidhealaich àraid ge bi na dòighean a tha freagarrach gus siod a dhèanadh. Cuideachd, 's e cothrom a th'ann a bhith a' toirt misneachd do dh' Ùr-Albannaich uile gu aithneachadh na Gàidhlig, gus urram a thoirt dhi, is gu gabhail an sàs ann a bhith a' cumail suas na Gàidhlig is a cuid ealain is sheanchais mar a bhios iad seo a' cur ri beatha na h-Albann Nuaidhe ann an caochladh dhòighean."

- Ìomhar MacDhòmhnuill, Ceannard, Comhairle na Gàidhlig

Fìorasan Aithghearr:

'S ann an Albainn Nuaidh an aon roinn a-mhàin anns an t-saoghal, taobh a-muigh na h-Albann, na h-Éireann is Eilean Mhanainn, far an deach aithne na Gàidhlig is a dualchais culturail bho ghlùin gu glùin ann an teaghlaichean is coimhearsnachdan.

Tha Cunntas-sluaigh Chanada ag aithris gu bheil 257,205 do dh'Ùr-Albannaich, air neo 27 a-mach á 100, aig a bheil sinnsearachd bho Ghàidheil na h-Albann.

Stéidhichte air fiosrachadh o'n Chunntas-Shluaigh 2016, is sin air a thrusadh o'n choimhearsnachd a' leigeil ris aig an àm sin gu robh, bha mu 2000 luchd-bruidhinn na Gàidhlig ann an Albainn Nuaidh. O'n uair sin, tha mìltean do dh'Ùr-Albannaich air a bhith an sàs ann am prógraman na Gàidhlig ann an sgoiltean, stéidheachdan, agus coimhearsnachdan. Tha iomadh Ùr-Albannach a bharrachd ann a tha an sàs ann an gnìomhan culturail, m.e. ceòl, òrain, agus dannsa, aig a bheil buin anns a' Ghàidhlig.

Cuir fios gu:

Ciarán Mac Siúlaí
comhairlenagaidhlig@gmail.com

acknowledge, honour and engage in celebrating the Gaelic language and its cultural arts and expression as these contribute in numerous ways to Nova Scotia life."

- Edward MacDonell, President, Gaelic Council of Nova Scotia

Quick Facts:

Nova Scotia is the only jurisdiction in the world outside of Scotland, Ireland and the Isle of Man where a Gaelic language and its cultural heritage and identity have been passed down from generation to generation in families and communities.

Statistics Canada cites 257,205 or 27% of Nova Scotians are descended from Scottish Gaels.

Estimates based on 2016 census data and information compiled from the community indicate that, at that time, there were approximately 2,000 speakers of Gaelic in Nova Scotia. Since then, thousands of Nova Scotians have been involved in Gaelic programming in schools, institutions, and communities. Many more Nova Scotians are involved in cultural activities such as music, song and dance that stem from the Gaelic language.

Contact:

Kieran Walker
comhairlenagaidhlig@gmail.com

Gaelic Nova Scotia Month 2023

Gaelic is the language of Gaels. All elements of Gaelic culture, history, and society are informed by the language. As an early settler language, Scottish Gaelic has deep roots in Nova Scotia, and was once spoken by tens of thousands of people. One-third of Nova Scotians have Gaelic heritage, and thousands are reclaiming their language and culture today. And, you don't have to have Gaelic heritage to learn and be part of the Gaelic community. Many in Nova Scotia and beyond are learning this vibrant, poetic, musical, and communal language. All are welcome!

Dualchas na Gàidhlig - 'S ann leibh-se a tha e! | Saying Yes to Gaelic! This is our theme for Gaelic Nova Scotia Month 2023. It is meant to encourage all Nova Scotians to embrace Gaelic language and culture and foster an appreciation for the uniqueness that it endows the province.

The Planning Committee for Mìos nan Gàidheal wants to encourage overall engagement with Gaelic culture in May 2023. We invite you or your organization to advise if you are planning an in-person or online event so that we can help to advertise it as an official event. Some areas of focus might be:

- A lecture or lecture series on Gaelic language;
- Gaelic conversation groups;
- Gaelic storytelling, storytelling tutorials or lectures on Gaelic storytelling;
- Panels or discussions on Gaelic language, history, and culture;
- Gaelic language connection to music and dance;
- Sharing information on Gaelic traditions and customs;
- Outdoor activities through the medium of Gaelic; or,
- An online event to connect to geographically distant Gaelic communities.

To have information included in the official public calendar of Gaelic Nova Scotia Month 2023, please provide by **April 14th, 2023** the following information to comhairlenagaidhlig@gmail.com

Title of Event:				
Date(s):			**Time:**	
Location:				
Brief Description: Format, presenters, entertainment, etc.				
Event Sponsors: List all if applicable				
Event Contacts: Please provide two, if possible	**Name:**	**Phone:**	**Email:**	
	Name:	**Phone:**	**Email:**	
Organization's Mailing Address:				
Other Information:	*Please include any other relevant details not mentioned above*			

Send via email:
comhairlenagaidhlig@gmail.com

Nova Scotia

Proclamation
Gaelic Nova Scotia Month

WHEREAS *2023 marks the 27th anniversary of Gaelic Nova Scotia Month which is a time to embrace, honour and celebrate the history, culture, language, contributions, and achievements of Gaels across the province; and*

WHEREAS *Gaelic culture is an integral part of the identity of Nova Scotia and one of the earliest non-indigenous cultures to settle in Mi'kma'ki; and*

WHEREAS *new generations of language learners and cultural champions are carrying on and building upon the legacy of Gaelic Nova Scotia's tradition bearers; and*

WHEREAS *government remains committed to collaborating with Gaelic communities to support opportunities for enhanced learning to ensure Gaelic language and culture will thrive in _____;*

THEREFORE *I _____ , _____ of _____ do hereby proclaim May 2023 as* ***"Gaelic Nova Scotia Month"*** *in the Municipality of _____.*

_____

Signed by: _____

_____ of _____

Signed at _____ , Nova Scotia

Kelly Redden

From: Kelly.Redden@TownofMahoneBay.ca
Subject: FW: March 30th meeting - Motion for agenda

Hi Kelly,

Please include this motion under Council Items in the March 30th agenda.

THAT Council for the Town of Mahone Bay direct staff to provide a report on the feasibility of Council receiving periodic summaries of building and development permits issued by the Town's planners.

Thanks,

Penny

Penny Carver

Councillor, Town of Mahone Bay

Lunenburg County Seniors' Safety Program
Monthly Report –February 2023

prepared: March 3, 2023

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.

February has been a busy month for connecting seniors with resources in the community, including the Seniors' Care Grant and Home Heating Rebate. Plans for capturing similar data for future reports are being developed.

LCSSP updates and training opportunities:

- **Home Management Navigator Grant project** edits have been made and the logo for stickers is ready for ordering printing. The book is being well received by clients and seniors at presentations. Next steps include awareness of the book to first responders as another tool as with "The Vial of Life" and further promotion through community partners.
- LCSSC facilitated an information session on Seniors' Safety Program for the Flourish Centre Wellness Program on Feb.28th. 15 older adults participated in sharing areas of concerns with scams, preparing for changes as they age and relevant resources to them.
- LCSSC attended virtual meetings with David Murdoch and Jacqueline Campbell on Feb.8th and an Adult Protection Presentation with Seniors Safety Coordinators on Feb. 23rd.
- With **March is Fraud Prevention Month**. A "Lunch and Learn" will be held at Souls Harbour on March 8th, 2 Fraud Presentation sessions are scheduled for March 10 at the Flourish Centre in Bridgewater in collaboration with the BBB, the morning of March 16th a "pop-up" at the OHC in Chester, a virtual webinar for CARP on March 22 and a "pop-up" at Mahone Bay BMO including a discussion with staff before opening.

Referrals:

New Referrals: **16** Re-referred clients: **4** Home/site Visits: **17** Active clients: **52** Closed files: **4**

Client Service in Municipal Units	%
MODC	22%
MODL	28%
Mahone Bay	4%
Lunenburg	10%
Bridgewater	36%

February's Referral Source:
Community Partner **45%** Self/Family **10 %** RCMP **21%** BSP **24%**

February's areas of concern: Adult Protection, Safe Housing, Transportation, Community Resources/Connections, Mental Wellness and Addiction.

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**. $61** used for client vision mate services until CNIB match can be made; **$11.95** for emergency drinking water for client. **The February 2023 float count balance is**: **$2,315.71**+ 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.'

The regular meeting of the Community Logo Development Steering Team for the Town of Mahone Bay was held on Monday, March 6th, 2023, at 4:15 PM in Council Chambers.

Present:
Councillor Suzanne Lohnes-Croft
Councillor Richard Nowe
Peter Smith
Tom Allen
Alexandra Orozco
Tracy Repchuk
Michael Broley
Laura Anderson

Absent:
Nick Pavlinic (with regrets)

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

Approval of Agenda
A motion by, T. Repchuk seconded by M. Broley **"THAT the agenda be approved as presented." Motion Carried**

Approval of Minutes of February 21, 2023
A motion by, Councillor Nowe seconded by M. Broley **"THAT the minutes of February 21st be approved as presented." Motion Carried**

Community Logo Development

3.1 Review of Draft
Members discussed the need to canvas public opinion on the nature of a process which would be required for development of a logo.

A motion by, P. Smith seconded by T. Repchuk, **"THAT the Steering Team recommend to Council that the Town conduct a survey to determine whether**

the Town should continue to use its current logo, create a logo based on "the three churches", or engage in a public process to develop a new logo with community input." Motion Carried

Members agreed it would be preferable for the survey to include an open-ended question on the development of a new logo, for respondents selecting this option.

Members discussed the importance of receiving significant response from residents of Mahone Bay. It was suggested that the survey encourage responses from a broad demographic cross section and that the survey include some demographic questions as well.

Members agreed that discussion of the RFP is postponed to the next meeting.

3.2 Revised Timeline for Logo Development
Members agreed that the timeline for logo development would be influenced by the results of the initial public survey.

Meeting Dates/Schedules
April 17th at 4:15 PM

The meeting adjourned upon motion at 5:04 PM

TOWN OF MAHONE BAY **TOWN OF MAHONE BAY**

Chair, Suzanne Lohnes-Croft **Recording Secretary, Dylan Heide**

* 1. Are you a resident of the Town of Mahone Bay?

- ◯ Yes
- ◯ No

* 2. Concerning the Town's logo, which of the following options do you prefer?

- ◯ The Town should continue with its current logo (see above).
- ◯ The Town should create a logo based on the three churches.
- ◯ The Town should engage in a public process to develop a new logo with community input.

3. If you answered in the previous question that you would like a public process for development of a new logo, are there any elements you would like to see reflected in the new logo?

* 4. Please select your age range.

- ◯ Under 18
- ◯ 18-24
- ◯ 25-34
- ◯ 35-44
- ◯ 45-54
- ◯ 55-64
- ◯ 65+

* 5. How long have you lived in Mahone Bay?

- ◯ Less than 1 year
- ◯ 1 year - 3 years
- ◯ 4 years - 10 years
- ◯ 10 years - 20 years
- ◯ 20+ years
- ◯ I do not live in the Town of Mahone Bay

6. If you would like to be entered into a draw for a prize, please answer these questions, this information will not be made public.

Name:	
Civic Address:	
Phone Number:	

The special meeting of the Oakland Lake Watershed Advisory Committee for the Town of Mahone Bay was held on Monday, March 6, 2023 at 3:00 p.m. using video conferencing.

Present:
Councillor Richard Nowe (Chair)
Councillor Suzanne Lohnes-Croft
Ella Gindi, MODL Planner
David Corkum
Dylan Heide, CAO
Scott Hoyt, Water/Wastewater System Manager
Kelly Redden, Acting Town Clerk & Deputy CAO

Absent:
Kacy DeLong, MODL Councillor (regrets)
Michael Allen, Watershed Planner (regrets)

1. Approval of Agenda
A motion by Councillor Lohnes-Croft, seconded by Mr. Corkum, "THAT the agenda be approved as amended to move Risk Assessment to the end of the agenda."
Motion carried.

2. Minutes
A motion by Councillor Suzanne Lohnes-Croft, seconded by Mr. Corkum, "THAT the minutes of the April 4, 2022 meeting of the Oakland Lake Watershed Advisory Committee be approved as presented." Motion carried.

3. Discussion – Increase in Questions concerning Development in Watershed
Mr. Heide updated the committee on the Town's concerns about proposed development and planned development within the Oakland Lake Watershed.

4. MODL 2040 Update
Ella Gindi, MODL Planner, updated the committee on MODL 2040, a review of the Municipality of the District of Lunenburg's Land Use Bylaw and Municipal Planning Strategy, as it pertains to the Town's watershed.

DRAFT

5. Martins River Fire Department Request

Scott Hoyt, Water/Wastewater System Manager, told the committee about a request from the Martins River Fire Department to access the Pump House property to draw water from Oakland Lake in the case of a nearby fire.

A motion by Councillor Lohnes-Croft, seconded by Mr. Corkum, "THAT the committee recommend that council direct staff to prepare a report on the potential for the provision of access to Oakland Lake for fire services." Motion carried.

6. Risk Assessment

Scott Hoyt, Water/Wastewater System Manager, commented on the Risk Assessment. Members discussed and agreed to some additions to the draft document. This item will be added to the agenda for the next meeting of the committee.

The meeting adjourned by motion at 4:03pm.

TOWN OF MAHONE BAY

Councillor Richard Nowe

TOWN OF MAHONE BAY

Kelly Redden, Acting Town Clerk

DRAFT

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, March 8, 2023 at 3:30 p.m. in Council Chambers.

Present:
Councillor Joseph Feeney (chair)
Councillor Penny Carver
Bryan Palfreyman
Mayor David Devenne
Deborah Trask, Heritage Researcher
Kelly Redden, Acting Town Clerk

Absent:
Annette St Onge

1. Approval of Agenda

A motion by Councillor Carver, seconded by Mr. Palfreyman, "THAT the agenda be approved as amended to defer items 6 & 7 to the next meeting of the committee."

Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Mr. Palfreyman, "THAT the minutes of the December 14, 2022 meeting of the Heritage Advisory Committee be approved as presented."

Motion carried.

3. Request to Make Alterations – 63 Edgewater Street

The committee reviewed a request from St. James Parish to alter their heritage property in order to accommodate the addition of an accessible washroom.

A motion by Councillor Carver, seconded by Mr. Palfreyman, "THAT the Heritage Advisory Committee recommend that Council approve the St James' Anglican Church request to alter their property located at 63 Edgewater Street as outlined in the package provided to the committee."

Motion carried.

4. Application to Register as a Heritage Property – 496 Main Street

The committee reviewed the application to register as a Heritage Property from the owner of 496 Main Street.

DRAFT

A motion by Councillor Carver, seconded by Mr. Palfreyman, "THAT the **Heritage Advisory Committee recommend that Council register the property at located at 496 Main Street as a Municipal Heritage Property."** **Motion carried.**

Deborah will forward a Statement of Significance to the committee for review ahead of the next council meeting.

5. Application to Register as a Heritage Property – 45 School Street

The committee reviewed the application to register as a Heritage Property from the Mahone Bay Centre, the owner of 45 School Street.

A motion by Mr. Palfreyman, seconded by Councillor Carver, **"THAT the Heritage Advisory Committee recommend that Council register the property at located at 45 Main Street as a Municipal Heritage Property."** **Motion carried.**

6. Review – Correspondence from Bryan Palfreyman

Defer to next meeting.

7. Review of TOR

Defer to next meeting.

8. Annual Plaquing Ceremony

The committee discussed the possibility of having a plaquing ceremony in late September. This item will come back to the next meeting of the committee.

The meeting adjourned by motion at 4:59pm.

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

DRAFT

APPLICATION TO ALTER THE EXTERIOR OF A MUNICIPALLY REGISTERED HERITAGE PROPERTY

Applicant: St. James' Anglican Church

Address: PO Box 25, Mahone Bay Postal Code: B0J 2E0

Email: stjamesofficemb@gmail.com

I hereby make application to the Town of Mahone bay Town Council for permission to make alterations to the exterior of my Municipal Heritage Property as described below:

Location of Property: 14 Parish ~~Street~~ Street

Name and Address of Registered Property Owner(s): St James Anglican Church PO Box 25 Mahone Bay

Email: stjamesofficemb@gmail.com

Telephone: Home: 902 624 8614 Work: — Cell: —

Nature of work proposed:

Addition of a washroom to the side of the front porch of the church - see letter attached with plans and photos.

Contractor: TBA

Information Submitted:

Concept Drawings ☑ Detailed Site Plan ☑ Elevations ☑ Other ☑

I understand that this application for alterations to a Heritage Property does not take the place of other applications (building permit or other) which may be required.

J Saulnier (Warden)
Applicant's Signature

J Saulnier (Warden)
Property Owner's Signature

10 Jan 2023
Date

The Anglican Church is planning to install a washroom in the church building. At present the washrooms are located in the Church Hall some distance away. Many parishioners have expressed a need to have a washroom available to them within the church building.

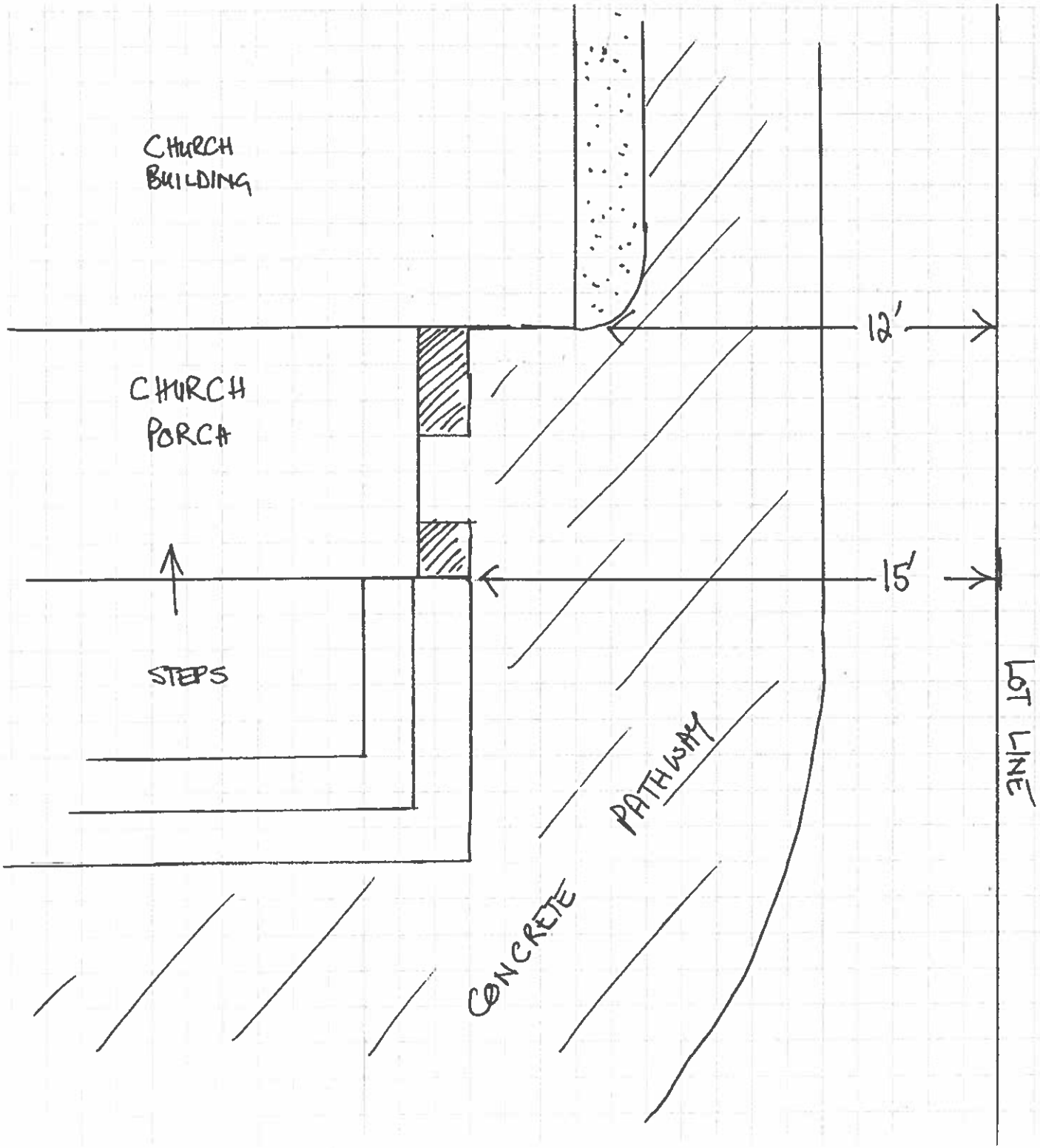
Within the church the windows occupy a lot of the wall space. When we looked at the interior we found there was no place to put the necessary door width (36") to provide access to a washroom that could be added to the building. This is especially true at the rear where it seemed most appropriate.

We consulted with a retired architect and looked at the front porch. Here we could extend the porch to the side to accommodate a washroom. The line of the porch roof would have to change to give the height needed in the washroom. The church already has a change to the roofline of the chancel where an extension was created to house the organ pipes. (see photograph) We plan to use this detail for the new extension.

J Sandison

Jenny Sandison - St James Church Warden

10 Jan 2023

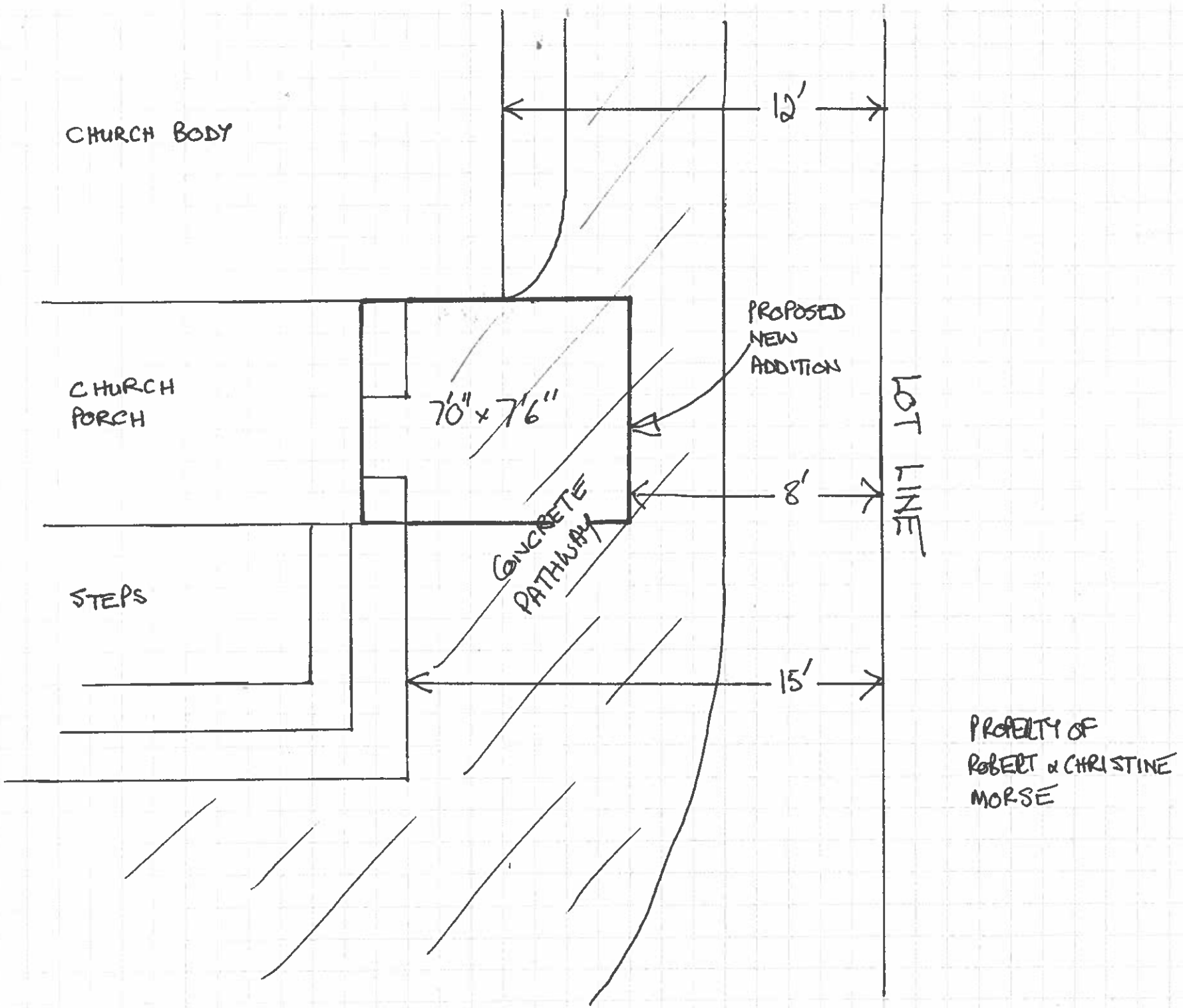


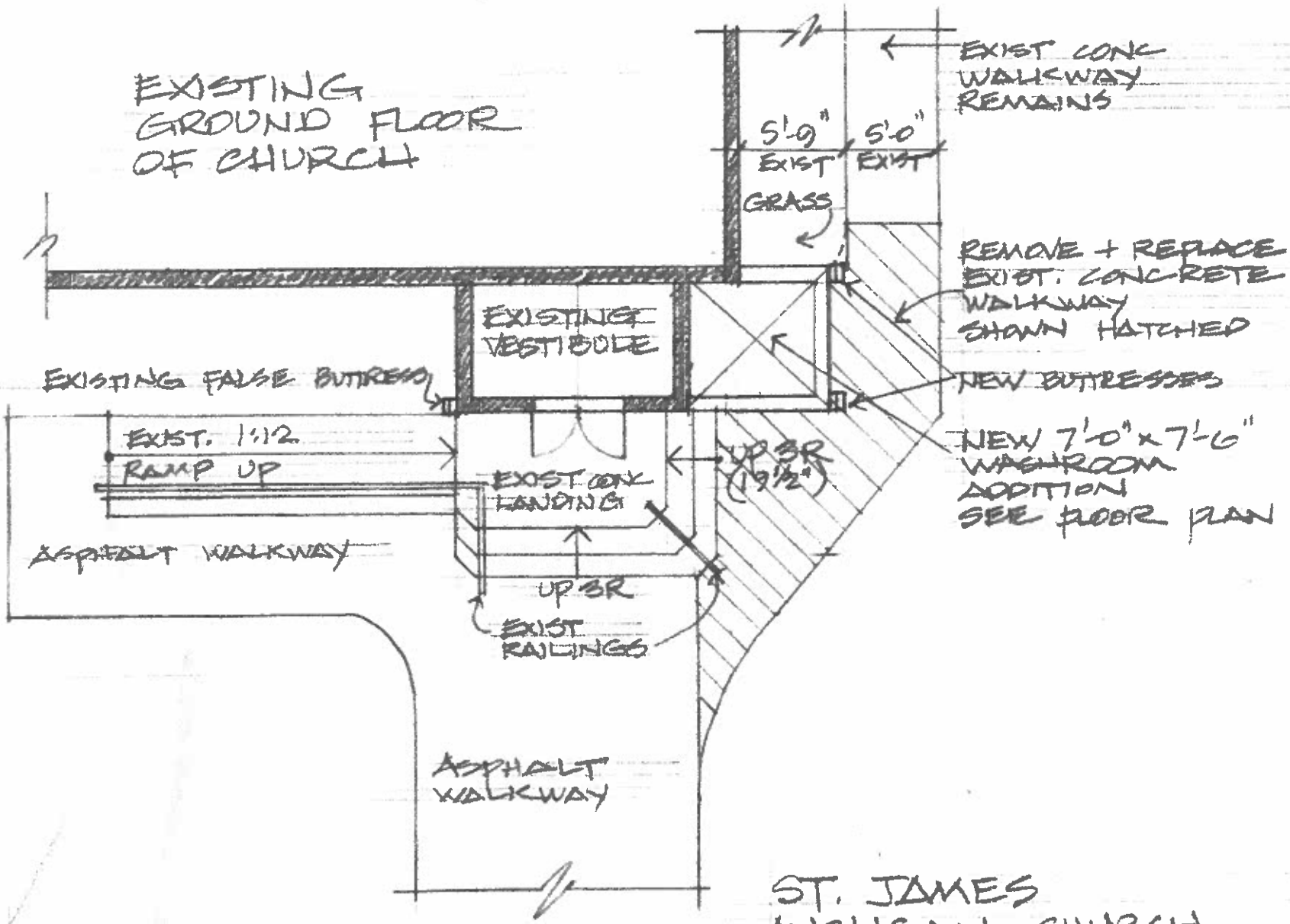
PLAN OF EXISTING BUILDING

ROBERT & CHRISTINE MORSE

PROPERTY

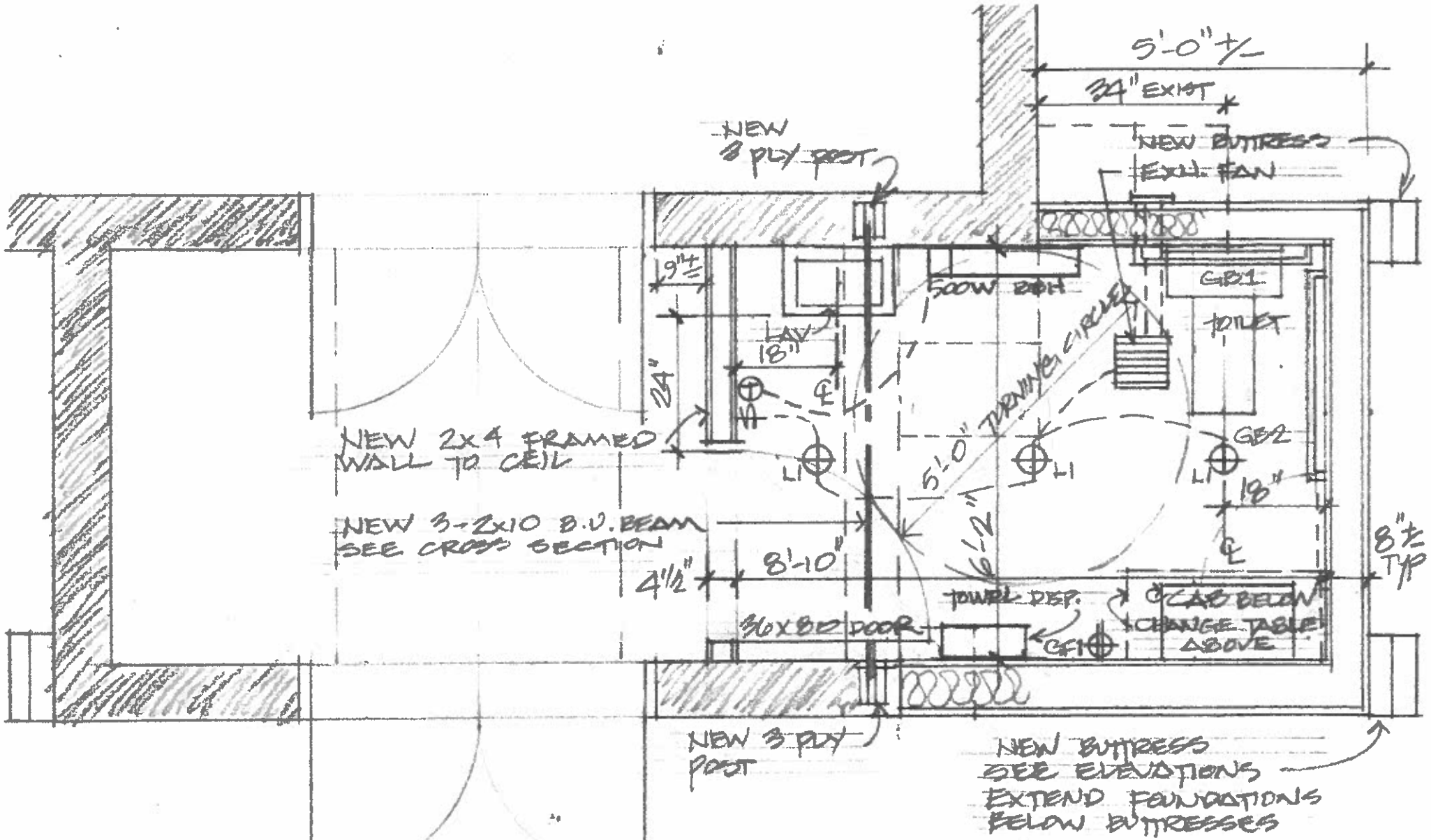
1/4" = 1'0"


CHURCH BODY
12'
CHURCH PORCH
7'0" x 7'6"
PROPOSED NEW ADDITION
LOT LINE
8'
CONCRETE PATHWAY
STEPS
15'
PROPERTY OF ROBERT & CHRISTINE MORSE



PARTIAL SITE PLAN
1/8" = 1'-0" MARCH 2022

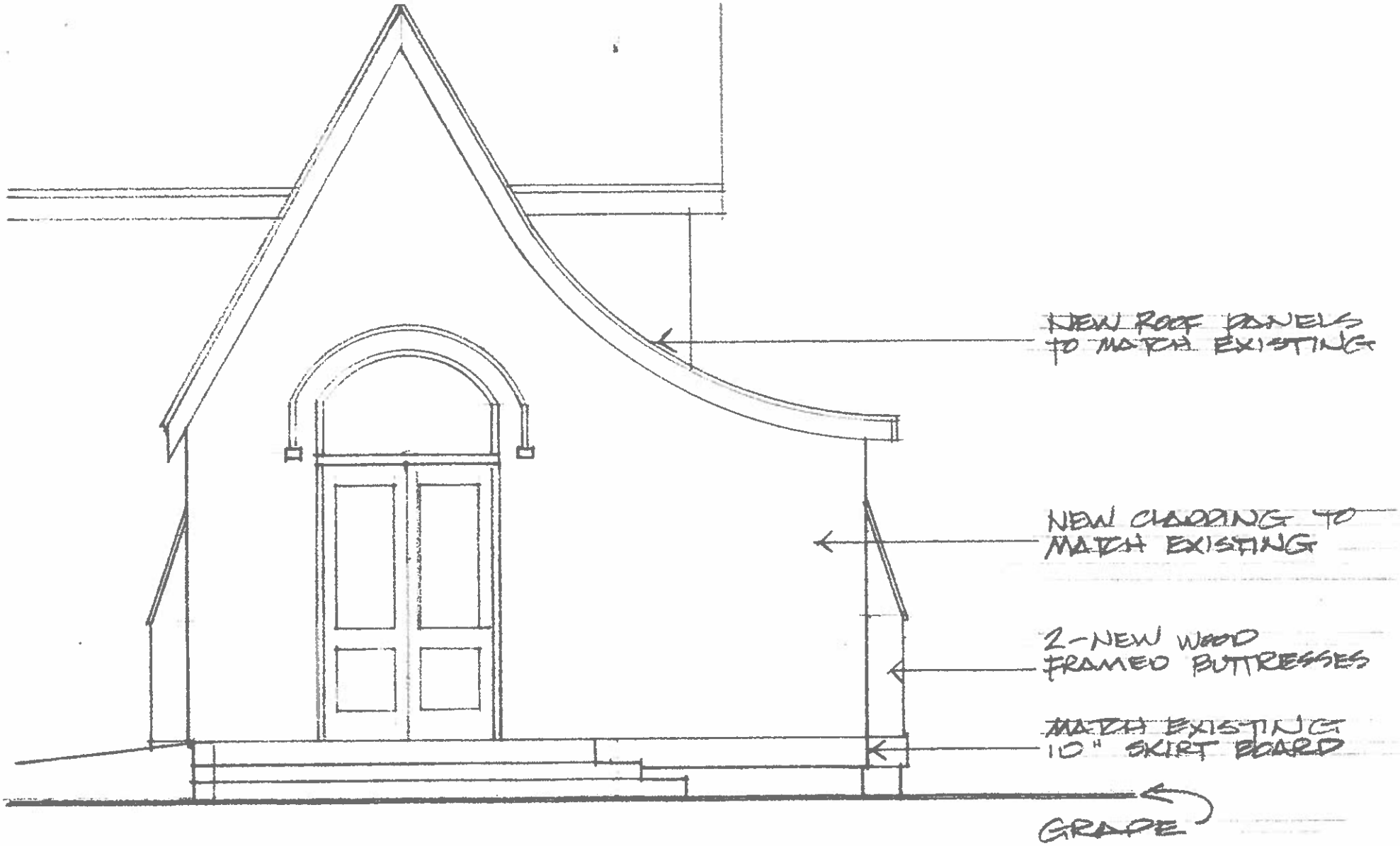
ST. JAMES
ANGLICAN CHURCH
14 PARISH STREET
MAHONE BAY, NS



FLOOR PLAN

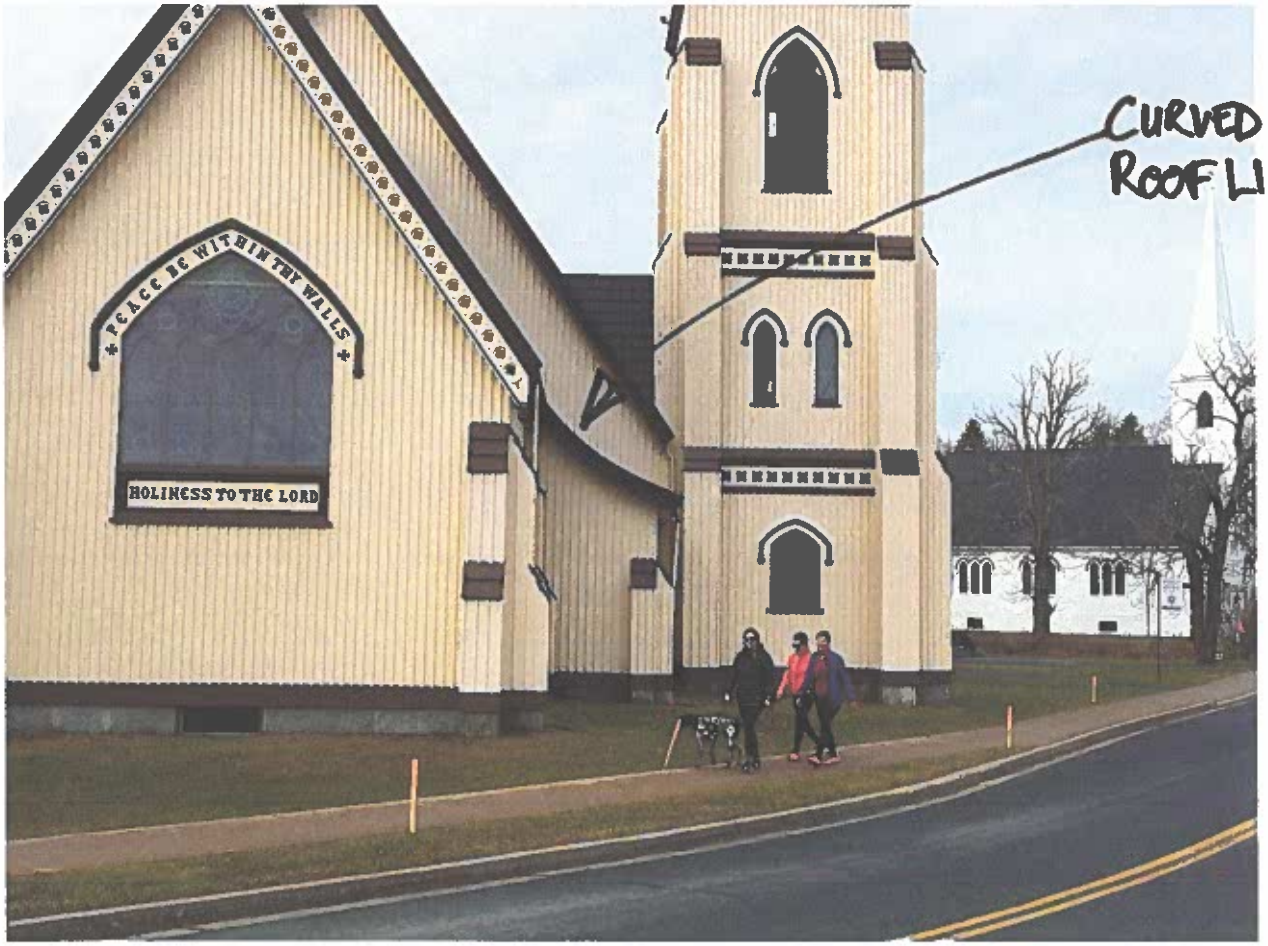
1/2" = 1'-0"

ST. JAMES
ANGLICAN CHURCH
14 PARISH STREET
MAHONE BAY, NS



FRONT ELEVATION
1/4" = 1'-0"

ST. JAMES
ANGLICAN CHURCH
14 PARISH STREET
MAHONE BAY, NS


CURVED
ROOF LINE
PEACE BE WITHIN THY WALLS
HOLINESS TO THE LORD

496 Main St., Mahone Bay

Statement of Significance

Description

496 Main Street is a very small wood frame residence situated near the centre of Mahone Bay, Nova Scotia, on the main road leading west from the town towards Blockhouse. The building sits gable end to the street with its footprint (16.45 ft. x 34.10 ft.) covering almost the entire property which measures 20 ft. x 38 ft. It is surrounded on three sides by the property at 492 Main Street.

Municipal heritage designation applies to the building.

Heritage Value

496 Main Street is valued for its scale, for its contribution to the streetscape of Main Street; and for its association with the Lohnes family of general merchants who used the building as a store. Philip Lohnes was mayor from 1975 to 1982.

Character-Defining Elements

The character-defining elements of 496 Main Street relate to its adaptive re-use as a home, its location, its history and its architecture and include the following:

- association with the Lohnes family and the economic development of the town.
- location within the Town of Mahone Bay
- vernacular features such as:
    - simple trim and moldings on windows and doors
    - wood shingle cladding
    - granite base
    - storey and a half elevation with a 45 degree pitched roof
    - imposing eave returns

Additional info

This structure was built or perhaps moved to the site after 1931.

45 School Street, Mahone Bay

Statement of Significance

Description:
The main building at 45 School Street was constructed in 1914 as the Mahone Bay Academy. It replaced a more modest building on the same site that was built in 1872. It is an imposing three-storey structure, framed and clad in wood, situated where Pond and School Streets intersect at the crest of a hill in the Town of Mahone Bay, Nova Scotia. The central four-storey bell tower is visible from all directions.

Registration applies to the original 1914 structure and does not include the north wing which was added in the 1950s.

Heritage Value:
The heritage value of 45 School Street lies in its architectural representation of the progressive education movement of the late nineteenth and early twentieth centuries; in the history of community collaboration that characterized its inception and construction; and the significant roles the building and the people associated with it have played in the community of Mahone Bay for the past century.

45 School Street is a modest example of the "palace schools" which were built across the Maritimes during the late Victorian and early Edwardian period as sites for school consolidation and as symbols of civic pride. Although smaller than the brick or stone structures built in urban areas, the Mahone Bay Academy features the generous spaces and natural light which were considered requirements for the health and morale of the students in the late nineteenth and early twentieth centuries.

Mahone Bay was praised in the local press in 1914 for the resourcefulness, high standards and community spirit that fostered the planning and funding of its new school. Having achieved the community's financial commitment through the sale of debentures, the three elected school trustees (Charlie Lohnes, William Joudrey and Charlie Begin) arranged for the school's design and construction by Boehner Bros. of West LaHave, Nova Scotia, a firm well-known for public buildings across the province.

The Mahone Bay Academy was built with community pride and financial commitment in 1914. The building has continued to play a significant role in community life as a focus for community events, as an educational setting where many prominent Nova Scotians worked or studied, and more recently as a community centre whose activities reflect and support the changing demographics of the modern town.

Character Defining Elements:
Character-defining elements of 45 School Street relate to features of its wood construction and details characteristic of progressive school architecture of the late Victorian and early Edwardian period in the Maritimes:

- Four storey bell tower located centrally in front façade;
- Neo-Classical cornices surmounting dormers and side entrance;

- Symmetrical window and door openings on all four façades;
- Italianate arches and steeply peaked roofline of bell tower;
- Two-over-two windows all topped by transoms;
- Transoms and sidelights at entrances;
- Frieze board, baseboard, and corner pilasters;
- Wood cladding;
- Modified mansard roofline.