
The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, March 30, 2023 at 7:00 p.m. in Council Chambers and broadcast via YouTube live.

Present:

Mayor D. DeVenne (virtual)

Deputy Mayor F. Kangata (chair)

Councillor P. Carver

Councillor J. Feeney

Councillor R. Nowe

Councillor K. Wilson

Councillor S. Lohnes-Croft

CAO, D. Heide

Acting Clerk & Deputy CAO, K. Redden

Gallery: Online & 0 in-person gallery

Land Acknowledgement

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

1. Agenda

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT the agenda be accepted as amended to add 7.4 Notice of Motion and to refer item 6.3 to the Policy and Strategy Committee agenda for the 24th of April." Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT the minutes of the February 23, 2023 special meeting of Council be approved as amended." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT the minutes of the March 9, 2023 regular meeting of Council be approved as amended to spell out the full name of RELC – Riverport Electric Light Commission." Motion carried.

3. Presentations

3.1 Food Cycle Science

Council received a presentation from Jacob Hanlon, Municipal Program Coordinator, on a food waste diversion program.

4. Correspondence – Action

4.1 Rachel Whynot, Autism Awareness NS South Shore Chapter - Request to fly Autism NS South Shore Chapter Flag.

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT Council direct staff to make arrangements to fly the Autism Awareness Nova Scotia South Shore Chapter Flag on the community flagpole for Autism Awareness month."

Motion Carried.

4.2 Paula Griffin – Long Hill Safety Concerns and Liability

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council direct staff to continue dialogue with Paula Griffin and report back to Council at a future date."

Motion carried.

4.3 Nancy Sheppard – 49th Annual Volunteer Awards

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council direct staff to start a campaign to have a community member nominated for the 2023 Representative Volunteer award."

Motion carried.

4.4 Holly MacLellan, AMANS – Request to Fly Access Awareness Week Flag

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council direct staff to procure an Access Awareness Flag and fly the flag on the community flag pole for Access Awareness Week."

Motion carried.

5. Correspondence – Information Items

No correspondence information items.

6. Staff Reports

6.1 Council Report

Council received the March 30, 2023 Staff Report to Council.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council accept the March 30, 2023 Staff Report for information."

Motion carried.

6.2 Staff Memo – 995 Main Street

Council received a memo concerning an application from the owners of 995 Main Street to amend their Development Agreement.

A motion by Councillor Carver, seconded by Councillor Feeney, “THAT Council refer the request to amend the Development Agreement for 995 Main Street to the Town planners.” Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, “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.” Motion carried.

6.3 Staff Report – Council Policy Amendment

This item was referred to the April meeting of the Policy and Strategy Committee.

6.4 AREA – Community Solar Garden Monthly Report

Council received AREA’s monthly update on the Solar Garden.

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT Council receive this report for information.” Motion carried.

6.5 Staff Report - Planning and Development Services Agreement

Council received an update on the status of the planning and development services agreement between the Town of Mahone Bay and the Municipality of the District of Chester.

A motion by Councillor Carver, seconded by Councillor Wilson, “THAT Council approve extension of current planning and development services agreement with the Municipality of the District of Chester by three months.” Motion carried.

6.6 Staff Report – Bench Donation Program

Council received a draft bench Donation Program Document.

A motion by Councillor Wilson, seconded by Councillor Nowe, “THAT Council approve the Bench Donation Program as presented.” Motion carried.

6.7 Staff Report – 2022/23 Write Offs

Council received a recommendation relating to the annual write-off of uncollectable accounts.

A motion by Councillor Feeney, seconded by Mayor Devenne, "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." Motion carried.

6.8 Staff Report – Mahone Bay Pool

Council received recommendations concerning required capital investment in the Mahone Bay Pool.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council direct staff to include in the draft 2023/24 annual budget, a funding allocation for engineering and design of a new Mahone Bay Pool." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council direct staff to investigate potential locations for a new Mahone Bay Pool, and as part of that investigation to conduct a survey of citizens." Motion carried.

6.9 Staff Report – Review of Parking Areas

Council received an update concerning a review of parking areas carried out by staff.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council direct staff to include additional accessible parking spaces in the annual painting tender for 2023, bringing the total to 28." Motion carried.

6.10 Staff Report – 2023/24 Transportation Projects

Council received an update on communications regarding upcoming 2023 transportation projects.

7. Council Items

7.1 Mayor DeVenne – Gaelic NS Month

Council received a request from the Gaelic Council to celebrate Gaelic Nova Scotia Month.

A motion by Mayor Devenne, seconded by Councillor Carver, "THAT Council direct staff to write to Gaelic NS to request a flag to fly during Gaelic Nova Scotia month." Motion carried.

7.2 Mayor DeVenne – Lunenburg County Anti-Discrimination and Racism Coordination

Council received a Request for Decision from the Municipality of the District of Chester concerning the Lunenburg County Anti-Discrimination and Racism Committee.

Deputy Mayor Kangata yielded his seat to Councillor Wilson at 7:31 p.m.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, "THAT Council approve the terms of reference of the Lunenburg County Anti-Discrimination and Racism Committee with suggestions for consideration and amendment: 1 – when the committee is formulated they should have an opportunity to have input in terms of reference, 2 – the title of the coordinator should be reconsidered to better reflect the work, 3 – the coordinator should be considered a designation position, 4 – committee members should have the ability to contribute agenda items." Motion carried.

Deputy Mayor Kangata assumed the chair at 7:33 p.m.

7.3 Councillor Carver – Building and Development Permit Summaries

Councillor Carver suggested that staff provide Council with periodic summaries of building and development permits issued by the Town's Planners.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, "THAT Council 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." Motion carried.

7.4 Notice of Motion

Councillor Wilson made a notice of motion concerning the Town's Service Standards. This item will be added to the next regular council meeting agenda.

8. Committee Reports

8.1 Lunenburg County Senior Safety Program

Council received the February 2023 report of the Lunenburg County Senior Safety Program.

A motion by Councillor Lohnes-Croft, seconded by Councillor Carver, "THAT this report be accepted for information." Motion carried.

8.2 Community Logo Development Steering Team

Council received the draft minutes of the March 6, 2023 meeting of the Community Logo Development Steering Team.

A motion by Councillor Lohnes-Croft, seconded by Councillor Nowe, "THAT the Steering Team 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.

8.3 Oakland Lake Watershed Advisory Committee

Council received the draft minutes of the March 6, 2023 meeting of the Oakland Lake Watershed Advisory Committee.

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT Council direct staff to prepare a report on the potential for the provision of access to Oakland Lake for fire services."
Motion Carried.

8.4 Heritage Advisory Committee

Council received the draft minutes of the March 8, 2023 meeting of the Heritage Advisory Committee.

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

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council register the property located at 496 Main Street as a Municipal Heritage Property."
Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council register the property located at 45 School Street as a Municipal Heritage Property."
Motion carried.

8.5 Regional Emergency Measures Organization

Council received the meeting notes of the January 16, 2023 meeting of REMO.

9. New Business

No new business.

10. Closed Session

No closed session.

Council adjourned upon motion at 9:25pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Acting Town Clerk, Kelly Redden

A special meeting of Town Council for the Town of Mahone Bay was held on Friday, March 31, 2023 at 8:30 a.m. in Council Chambers.

Present:

Mayor D. DeVenne (virtual)
Deputy Mayor F. Kangata (virtual)
Councillor S. Lohnes-Croft
Councillor R. Nowe
Councillor K. Wilson
Councillor J. Feeney
Councillor Carver
D. Heide, CAO
A. Yeadon-Wentzell, Manager of Finance
K. Redden, Acting Clerk & Deputy CAO

Absent:

Gallery: Online and 0 in-person gallery

Land Acknowledgement

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

1. Agenda

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

2. 2023/24 Pre-budget Report

Council received the pre-budget report from Ashely Yeadon-Wentzell, the Town's Manager of Finance.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, "THAT Council direct staff to include a transfer of \$15,000 to a Recreational Reserve in the draft 2023-24 annual budget and that staff recommend from where these funds should be transferred."
Motion carried.

Council adjourned upon motion at 10:39 a.m.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden





Determining Optimal Management Strategies for NS Municipal Electric Utilities

April 2023

Mahone Bay
Town Council



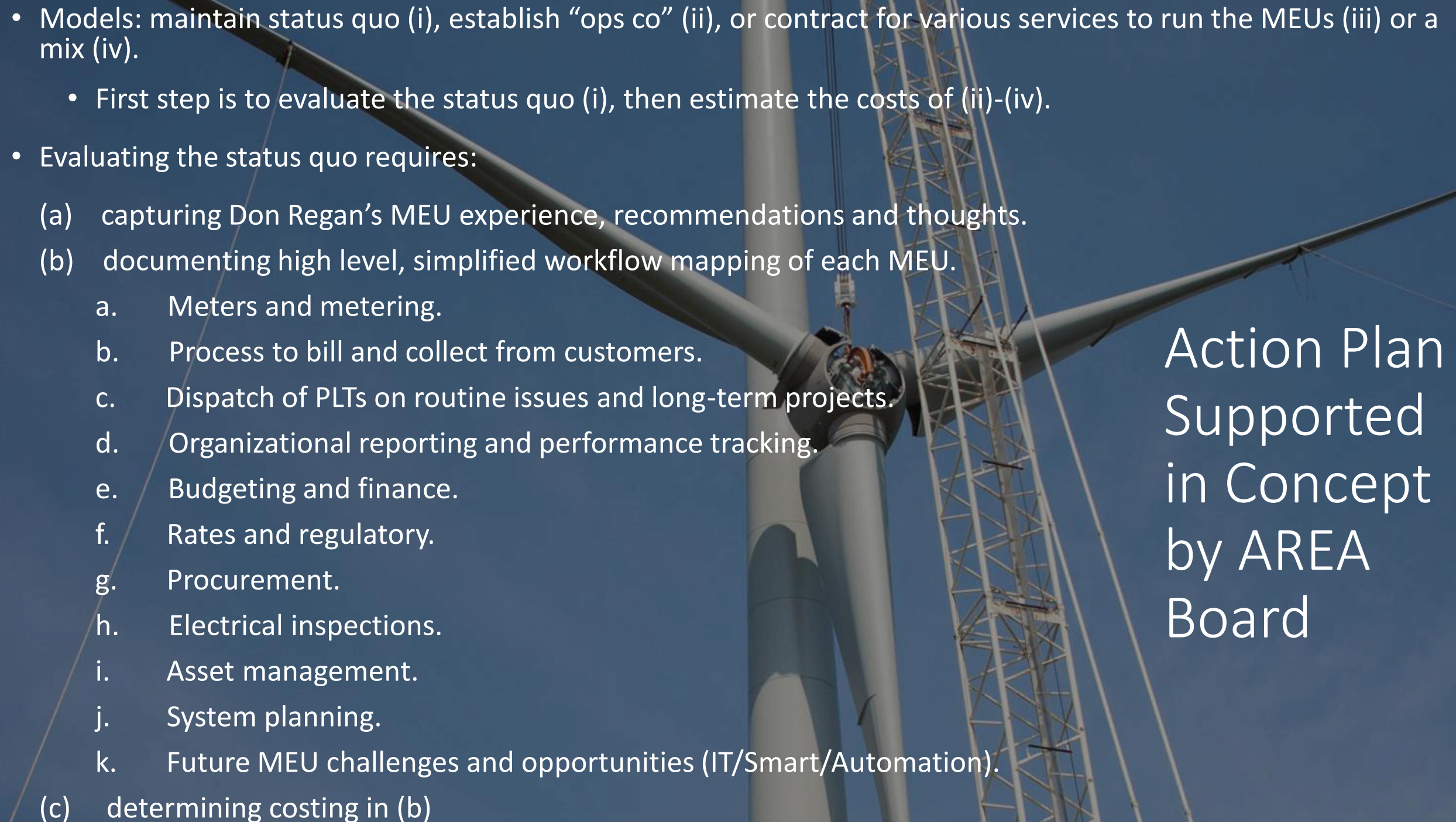
AREA delivers significant financial and environmental performance

- Town Councils of Mahone Bay, Antigonish and Berwick took control of their energy destiny by creating AREA in 2013.
 - Have been consistently rewarded for their vision and leadership.
- Over \$23 million in value to the towns of Antigonish, Mahone Bay, and Berwick through wholesale power supply cost savings and operational dividends since 2018.
 - Also achieved over 315,000 tonnes of GHG reductions.
- Built the \$51 million, 10-turbine Ellershouse Windfarm, enabling Towns' unique compliance with 40% NS Renewable Energy Standard.
- Secured \$16 million of Federal and Provincial grants for community solar gardens, currently in construction.
- AREA staff provide continual support to NS municipal electric utilities, specifically related to unique business insights and regulatory support using our expertise, experience and capacity.

Municipal Electric Utilities are Businesses

- Operational cost pressures, procurement, asset management
- Regulatory cost and headspace, orders from the NS Utility and Review Board
- Human resourcing and succession planning
- Decarbonization
- Customer care and service, reliability, storm recovery
- Expectation of Town Councils and Commissions
- AREA sees merit in studying alternative operational models that aggregate/consolidate MEU functions/processes
 - Mahone Bay, Berwick, Riverport; Lunenburg? Antigonish - distance?
 - Similar yet currently separate systems delivering the same outcomes
 - Intuitively: unlikely that status quo is optimal solution



- 
- Models: maintain status quo (i), establish “ops co” (ii), or contract for various services to run the MEUs (iii) or a mix (iv).
 - First step is to evaluate the status quo (i), then estimate the costs of (ii)-(iv).
 - Evaluating the status quo requires:
 - (a) capturing Don Regan’s MEU experience, recommendations and thoughts.
 - (b) documenting high level, simplified workflow mapping of each MEU.
 - a. Meters and metering.
 - b. Process to bill and collect from customers.
 - c. Dispatch of PLTs on routine issues and long-term projects.
 - d. Organizational reporting and performance tracking.
 - e. Budgeting and finance.
 - f. Rates and regulatory.
 - g. Procurement.
 - h. Electrical inspections.
 - i. Asset management.
 - j. System planning.
 - k. Future MEU challenges and opportunities (IT/Smart/Automation).
 - (c) determining costing in (b)

Action Plan
Supported
in Concept
by AREA
Board

Funding: Municipal Innovation Program

- April: submit funding application to Province's Municipal Innovation Program.
 - Expected to cover any external study costs and implementation costs of recommendations.
- May: capture the processes and associated costing information of the status quo.
- June: bring NS MEUs together to discuss findings, dispatch low-hanging fruit.
- July: engage with MEUs in NB and PEI & abroad. AMI – hot topic.
- Aug-Sep: devise optimal management strategies inside operational models (prev slide).
- Oct: determine best operational model and associated management strategy.
 - assess and select existing resources available to the MEU collective.
- Nov: develop an implementation plan to achieve optimal structure.
 - and close any resourcing/asset gaps left after including existing resources/assets.



Public engagement throughout.

Regular progress and insight reporting to Town Councils.

AREA Adding Staff to Assist General Manager

- AREA's General Manager well suited to drive this process.
 - Hiring a new staff member immediately to perform the tasks in the listed scopes of work.
 - AREA proposing to perform this work at cost recovery of GM's and new hire's time.
 - \$100k net of Community Works funding, to be refined in Municipal Innovation Program application.
 - Proposing to allocate this cost among participating MEUs, with formal commitment required.
 - Berwick interested, Antigonish maybe later. Riverport is a good candidate. Lunenburg - depends.
 - ToMB should pursue this regardless of entering into cooperation agreement with Riverport, delivers value in both cases. It will be the same process.
- Additional benefits:
 - Enables quick response to additional funding programs.
 - AREA track record in this realm.
 - Grid upgrades – Lunenburg, ToMB and RELC; Smart Meters – all MEUs.
 - Potential end state could be a new inter-municipal service agreement (IMSA)
 - Each of these MEUs could hire the IMSA to provide some/all functions
 - Could be AREA or a new IMSA



Requested Motion

- That Town Council approve, in principle with something more formal to follow, paying AREA's cost recovery of documenting and costing current operational and management processes of participating MEUs, with an aim to develop an optimized operational model that provides functions for multiple NS MEUs.
- Stay tuned to review funding application to the Municipal Innovation Program, likely due end of April 2023.



Questions & Dialogue



Kelly Redden

From: May17mai <may17mai@fondationemergence.org>
Sent: March 24, 2023 1:42 PM
Subject: Proclaim May 17 as the International Day Against Homophobia and Transphobia.
Attachments: Letter for City Council.pdf; Model resolution municipality - may 17th.docx

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from may17mai@fondationemergence.org. [Learn why this is important](#)

CAUTION: This email originated from an external sender.

Hello,

If you don't already know, May 17th of each year marks the International Day Against Homophobia and Transphobia. To mark this day, we are asking all municipalities in Canada to raise the rainbow flag and adopt a resolution to recognize this day by the municipal council.

Attached is a letter from our Director General and a sample resolution that can be adopted by the council. If you are a municipality that has participated in previous years, we invite you to reaffirm your support again this year, so that we can expand our May 17th mobilizations year after year.

We hope you will join us in the movement to mark the 20th anniversary!

Don't hesitate if you have any questions,

We are always available to answer them,

Thank you very much,

Fondation Émergence

Tél. : (438) 384-1058
CP 55510 Centre Maisonneuve
Montréal (Québec) H1W 0A1



fondationemergence.org | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



Journée internationale contre
l'homophobie et la transphobie



Montréal, Tuesday, March 14, 2023

Subject: International Day Against Homophobia and Transphobia, May 17, 2022

Hi,

Fondation Émergence's mission is to defend the rights of lesbian, gay, bisexual and trans (LGBTQ+) people. Each year, it organizes the International Day Against Homophobia and Transphobia (May 17), which was created by the Foundation for the first time in the world, in Quebec, in 2003. This day is now recognized nationally and internationally.

For last year's International Day Against Homophobia and Transphobia, Fondation Émergence sent a pride flag (rainbow) to every municipality in Quebec. For this year, we're trying to reach out to every municipality in Canada, this will send a stronger message to the government that the population stand with the LGBTQ+ community. We also invite you to adopt a resolution at City Council to mark this important day (see attached template in the email).

Last year 287 municipalities showed their support for LGBTQ+ people, join the movement to help us reach a new record this year for the 20th anniversary of the Day. [Map of Municipalities - May 17](#)

In addition, we invite you to share a photo on your social networks by tagging @journee17mai with the #17mai so that your municipality can shine a light on its inclusivity throughout Quebec.

If you do not have a flag in your possession, you can send us a request at the following email address: (courrier@fondationemergence.org) with the complete address of the City Hall and we will be able to send you one at the price of only \$15.

With your support, we continue to make history in Canada and internationally by taking a strong stand against homophobia and transphobia. Together, we can create a country that fully accepts sexual and gender diversity.

Yours sincerely

Laurent Breault
General Director



This document is a draft municipal resolution template for the recognition of May 17th as
International Day Against Homophobia and Transphobia.

Please send a certified true copy to may17mai@fondationemergence.org

RESOLUTION OF THE MUNICIPAL COUNCIL

OF "Name of your municipality"

Date

Resolution No. "resolution number" - **International Day Against Homophobia and Transphobia**

WHEREAS the Quebec Charter of Human Rights and Freedoms recognizes that no one can be discriminated against on the basis of sexual orientation or gender identity or expression;

WHEREAS Quebec is a society open to everyone, including lesbian, gay, bisexual and trans people (LGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions;

WHEREAS, despite recent efforts towards greater inclusion of LGBTQ+ people, homophobia and transphobia are still present in society.

WHEREAS May 17th is the International Day Against Homophobia and Transphobia, is celebrated as such in many countries and is the result of a Quebec-based initiative promoted by Fondation Émergence starting in 2003.

WHEREAS there is reason to support the efforts of Fondation Émergence in holding this day;

It is resolved to proclaim May 17 INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA and to recognize this day as such.

ADOPTED UNANIMOUSLY

Certified true copy

SIGNATURE

Name

Title



International Day Against
Homophobia and Transphobia

Kelly Redden

From: Chantelle Hill <chantelle.l.hill@gmail.com>
Sent: April 3, 2023 1:57 PM
To: David Devenne; Dylan Heide; Town of Mahone Bay Clerk
Subject: Proclamation of Parental Alienation/Bubbles of Love Day April 25 2023

Follow Up Flag: Follow up
Flag Status: Flagged

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

CAUTION: This email originated from an external sender.

Dear Mayor David Devenne

I hope this finds you having a wonderful day!

April 25 2023 is the 18th annual international Parental Alienation Awareness Day and Bubbles of LOVE Day. This day is celebrated around the globe to spread the simple message that children need to and should be allowed to give and receive the LOVE of both of their parents and extended families.

On April 25th at 12:00 noon, people all around the globe will blow bubbles for 10 minutes to spread this simple yet important message that "Love is the answer" for all children. It is a fun and positive way that all ages can enjoy and participate in sharing this message.

Mayors all over the country are proclaiming April 25 2023 as "Parental Alienation Awareness Day."

Bubbles of LOVE Day is great for communities and receives positive attention as mayors, city council members, educators and business leaders usually participate in the event by blowing bubbles. After all, everyone can agree that "Love is the answer" and everyone has fun blowing bubbles! The fun and simplicity of the event is what makes it wonderful for people of all ages and every community around the globe!

Mayor David Devenne will you please sign a proclamation declaring April 25th "Parental Alienation Awareness and Bubbles of LOVE Day" in Mahone Bay Nova Scotia. I sincerely hope you will say YES!

I look forward to hearing from you. I have attached a proclamation .Many mayors like to read and present the proclamation in a city council meeting which is fantastic for the community.

Last Year Mayor Basil Stewart Declared Parental Alienation Day/ Bubbles of Love Day , In Summerside, PEI. Where I Currently Reside . Our new Mayor Dan Kutcher has signed the proclamation this year . We will be having a flag raising and blowing bubbles with the Mayor and members of council on April 25th. I am currently in talks with a freelance journalist with saltwire media to do a feature article on getting this day declared . There are parents from Nova Scotia that are going to be part of the article.The Town of Port Hawkesbury has also

agreed to sign the proclamation and the Town of Antigonish, has it on the town meeting agenda for the month of April.

I'm hoping as many communities as possible , in the province I called home for 32 years, the province that my children still live in ,will join the mayor of my new home and declare this day. So people across the maritimes can become aware of this issue that most people are unaware of.

Please don't hesitate to contact me. I can be reached at 902 303 4629 or via email. I would be glad to speak with you anytime if you would like.

Most Sincerely,

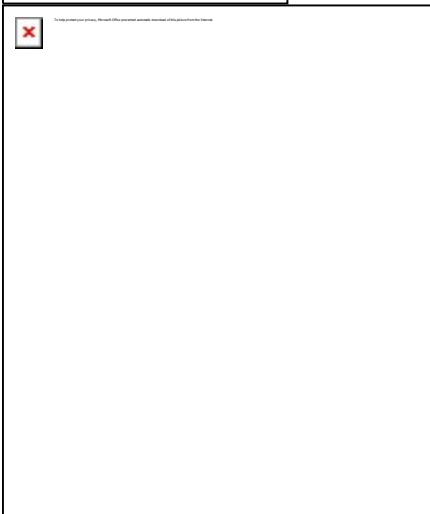
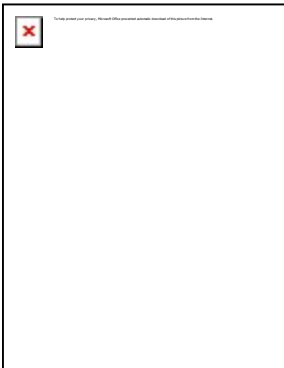
Chantelle Hill

219 Beaton Avenue

Summerside, PEI

902 303 4629

chantelle.l.hill@gmail.com



https://canadiancrc.com/PARENTAL-ALIENATION-CANADA/Parental_Alienation_Awareness_Day_April_25.aspx#:~:text=Parental%20Alienation%20Awareness%20Day%20is%20April%2025th%20around%20the%20world

<https://www.insidehalton.com/news-story/10380732-5-things-to-know-as-parental-alienation-awareness-day-declared-in-burlington/>

PROCLAMATION

PARENTAL ALIENATION AWARENESS DAY & BUBBLES OF LOVE DAY

WHEREAS, Parental Alienation deprives children of their right to love and be loved by their whole family and it is very damaging to children;

WHEREAS, behaviors such as speaking negatively about a parent to, or in front of, a child can destroy the bond between a loving parent and child;

WHEREAS, awareness to this issue creates education and understanding to better the lives of the children in our community;

WHEREAS, April is National Child Abuse Prevention Month and Parental Alienation is considered a form of child psychological abuse;

WHEREAS, this year is the 2023 annual Parental Alienation Awareness Day and the caring citizens of our community will gather together and join others around the world to blow Bubbles of Love to symbolize that "As bubbles flow freely, so should the natural love that a child has for both parents and both sides of their family;"

NOW THEREFORE I, (MAYOR'S NAME), Mayor of (CITY AND STATE) for the sake of the precious children of our community and the world, DO HEREBY PROCLAIM APRIL 25 2023 as "Parental Alienation Awareness Day and Bubbles of Love Day" in (CITY AND STATE)

Kelly Redden

From: Anya Holloway <anyapaint@yahoo.com>
Sent: March 26, 2023 5:58 PM
To: Town of Mahone Bay Clerk
Subject: Letter of submission for Council Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from anyapaint@yahoo.com. [Learn why this is important](#)

CAUTION: This email originated from an external sender.

Mayor and Council Town of Mahone Bay

I would like to propose the 15 minute time prior to Council meetings continue to be set aside to also include written correspondence from any citizen who wishes to address issues that are of concern.

I also request that the Town of Mahone Bay make this opportunity known on their website and through Social Media. This would be in tandem with citizens appearing in person.

I also would request that Council meetings continue to be live streamed. Although during the actual meetings there may not be

an abundance of participants, I have noticed that the views after the meeting increase substantially.

I feel this is a valid reason to continue with having your meetings on YouTube.

I would like you to consider that many people cannot attend your meetings for various reasons. Family, Jobs, Seniors, etc.

I am suggesting to Council that this is not for lack of interest and it is important that the live stream continue and the suggestion of the above submission of letters of concern be adopted.

Thank you.

Anya Holloway
Mahone Bay

[Sent from Yahoo Mail on Android](#)



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

David Devenne, Mayor
Town of Mahone Bay
VIA E-Mail: david.devenne@townofmahonebay.ca

Dear Mayor Devenne:

I am pleased to advise the Department of Municipal Affairs and Housing has approved a grant of \$271,071 to support infrastructure investments in your community under the new Sustainable Services Growth Fund (SSGF).

The SSGF can be used to support Municipal services by investing in municipal infrastructure needed to serve a growing population, improve sustainability and provide increased resiliency.

Please refer to the attached Terms and Conditions for more information on the funding approval. If you accept this offer, please sign the Terms and Conditions, and send to the program email listed below.

Should you have any questions, please contact Ahmad Shahwan, Manager of Infrastructure Programs at Ahmad.Shahwan@novascotia.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lohr'.

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c Dylan Heide, Chief Administrative Officer, dylan.heide@townofmahonebay.ca

Attachment

Sustainable Services Growth Fund (SSGF) Agreement Form (Terms and Conditions)

Proponent: Town of Mahone Bay

Approved Funding: \$271,071

Project End Date: March 31, 2025

Funding approval for the above noted program is subject to the acceptance of the following Terms and Conditions. The Municipality agree to:

- 1) Carry out the provision of the project(s) as described in the approval documentation without any material changes.
- 2) Use the grant funds for the purpose of carrying out the project(s) as specified by Schedule A – Eligible Projects and Schedule B – Eligible & Ineligible Expenditures.
- 3) Notify and seek approval from Municipal Affairs and Housing (DMAH) in writing of any significant changes in circumstances that may affect the project(s) timelines.
- 4) Be responsible for any cost over-runs incurred in carrying out the project(s).
- 5) Complete project(s) by the Project End Date unless otherwise agreed to in writing.
- 6) To complete a Request for Amendment at least one month prior to the Project End Date should an extension be needed.
- 7) Follow the intent of the Nova Scotia Government Procurement Policy in awarding contracts.
- 8) Submit a Program Closeout Report for approval within 60 days after the project(s) completion date(s) or the Project End Date.
- 9) Refund any unexpended portion of the Grant and any amounts expended for purposes other than for those specified in Terms and Conditions to the Government of Nova Scotia.
- 10) Maintain proper and accurate accounts and records in respect of all related expenditures for at least six (6) years after completion of project(s) and, upon reasonable notice, make them available to Nova Scotia.
- 11) Record separately and distinctly any SSGF amounts, including any interest earned thereon.

Please return a scan of signed Agreement form to the following program email:

SSGF@novascotia.ca

Name of Signing Authority	
Title	
Phone	
Email	

Signature_____

Date_____

Approval Information

General Conditions and Requirements

Proponents undertaking project(s) with financial assistance through SSGF shall comply with the following general conditions and requirements:

- Funding cannot be applied against costs related to work carried out in violation of conditions set by regulatory authorities.
- Proponents may be required to submit general progress and evaluation reports during the project(s) and will be required to co-operate with DMAH staff in monitoring the implementation.
- The project(s) are considered complete upon approval of the Program Closeout Report.

Program Closeout Report

The Program Closeout Report must include the following:

- Description of all projects funded.
- Confirmation of achieved project(s) outcomes.
- Statement of Funding Expenditures (template to be provided).

SCHEDULE A – Eligible Projects

Projects must demonstrate direct impact to support Nova Scotia's growing population by investing in the following project categories:

Municipal Services – renewing, increasing capacity or creating services for:

- a. Housing development
- b. Seniors and long-term care
- c. Accessibility
- d. Active transportation

Some examples of eligible projects include:

- Expansion or renewal of water and wastewater treatment, storage and distribution systems
- Solid waste management infrastructure
- Active transportation trails and sidewalks
- Accessibility retrofits to municipal buildings

SCHEDULE B – Eligible & Ineligible Expenditures

Eligible Expenditures include:

- Expenditures associated with planning, designing, constructing, or renovating a tangible capital asset, as defined by generally accepted accounting principles; and
- Municipal contributions towards expenditures related to other cost shared projects which satisfy the terms of SSGF.

Ineligible Expenditures include:

- Expenditures incurred before April 1, 2023;
- Expenditures incurred after the Project End Date;
- Cost of leasing of equipment, overhead costs, salaries and other employment benefits of any employees of the Municipality, the direct or indirect operating or administrative costs of the Municipality;

- Taxes for which the Municipality is eligible for a tax rebate and all other costs eligible for rebates or recoveries;
- Purchase of land or any interest therein, and related costs;
- Legal fees; and,
- Routine repair, maintenance, and operating costs.






Report to Council April 11, 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 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	Jun., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.		
2	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	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> 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).		

3	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	May., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	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.			
4	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	May., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Assigned to Manager of Finance (Treasurer), will be presented following annual audit and budget process.			
5	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jun., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Update report concerning Housing Strategy development appeared on Council's Oct 27th meeting agenda.			
6	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Reimbursement has been issued. Staff continue to work on the necessary financial documentation to coordinate with MODL.			
7	Direct staff to issue an RFP for legal services.	28-Oct-21	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Following the determination that there is not an attractive option to pursue a regional approach to contracting legal services, an RFP will be issued in April 2023.			
8	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Scheduled for May 19, 2023.			


9	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: AEC now doing preliminary work in this regard with REMO report to Council anticipated to Council's April 27th meeting.	
10	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Staff in discussion with Nova Scotia Liquour Commission. Report to Council anticipated in April.	
11	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.
12	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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress.	
13	Defer the Ghaffari/Mahmoodi request until the resolution of the Plan Mahone Bay process.	11-Oct-22	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Property owners have been notified of the decision of Council.	





14	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	Apr., 2023		75%
15	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	Apr. 2023		75%
16	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: In Progress.


Notes: Presented to Fire Department meeting on November 15, 2022. Staff have been informed that feedback will be provided in writing; anticipated in April.

Notes: Included in external consultants review of Main/Edgewater Intersection (contracted to WSP). Initial engineering report (concepts report) to be presented to Council April 21, 2023.

17	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	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: Referenced in traffic update report on Council's Feb 7th meeting agenda. Outreach to local First Nation Community in progress.
18	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	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Report included on Council's April 11th meeting agenda.
19	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	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: Correspondence has been sent and staff will share the response with Council when it becomes available.
20	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	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: Report anticipated to Council's April 27th meeting.

21	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%
22	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%
23	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%
24	Prepare a staff report including commercial 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		★

25	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	<div><div></div><div></div><div></div><div></div></div>		Notes: Completed in closed session.
26	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.
27	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	<div><div></div><div></div><div></div><div></div></div>		Notes: Report included on Council's April 11th meeting agenda.
28	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	<div><div></div><div></div><div></div><div></div></div>		Notes: Report included on Council's April 11th meeting agenda.

29	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress with WSP (engineering).
30	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Report anticipated to Council's April 27th meeting.
31	Conduct an inventory of kindness meters on Town property.	07-Feb-23	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Report anticipated to Council's April 27th meeting.
32	Develop a Noise By-law for the Town to be presented to Council at their April 27th regular meeting.	23-Feb-23	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
33	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	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: It was recommended 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.
34	Provide Council with a report no later than November 14, 2023, on the potential formation of a Council Remuneration Review	09-Mar-23	Nov., 2023	Not yet begun		Notes:

35	Make arrangements to fly the Autism Awareness NS South Shore Chapter Flag on the Community Flagpole for Autism Awareness Month.	30-Mar-23	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Flag requested from Autism Awareness NS South Shore Chapter
36	Continue dialogue with Paula Griffin and report back to council at a future date.	30-Mar-23	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Staff meeting with Paula Griffin.
37	Start a campaign to have a community member nominated for the 2023 Representative Volunteer Award.	30-Mar-23	11-Apr-23	<div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div></div>		Notes: Nomination information posted in the Mayor's Newsletter, on the website and on Facebook.
38	Procure an Access Awareness Flag and fly the flag on the community flagpole for Access Awareness Week.	30-Mar-23	May., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress, flag purchased.
39	Include in the draft 2023/24 annual budget, a funding allocation for engineering and design of a new Mahone Bay Pool.	30-Mar-23	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
40	Investigate potential locations for a new Mahone Bay Pool, as as part of that investigation, a survey be conducted with citizens.	30-Mar-23	Jul., 2023		Not yet begun	Notes:
41	Include additional accessible parking spaces in the annual painting tender for 2023, bringing the total up to 28.	30-Mar-23	Apr., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.

42	Write to Gaelic NS to request a flag to fly during Gaelic Nova Scotia month.	30-Mar-23	Apr., 2023	<div><div></div><div></div></div>		50%
43	Provide a report on the feasibility of Council receiving periodic summaries of building and development permits issued by the Town's Planners.	30-Mar-23	Jul., 2023	Not yet begun		
44	Prepare a report on the potential for the provision of access to Oakland Lake for fire services.	30-Mar-23	May., 2023	Not yet begun		

Aaron Long, GM and Lenta Wright, PM

Town of Mahone Bay Council

SUBMITTED BY

SUBMITTED TO

Context

The Town of Mahone Bay Council approved the stormwater management plan for the Community Solar Gardens in June, 2022. The plan included the following features, to be introduced during the construction of the Community Solar Garden:

- I. sediment control fencing.
- II. two swales, one installed on the eastern portion next to the property line of the Mahmoodi / Ghaffari property and one on the western portion between rows 14 & 15 of the western solar array.
- III. new 9m long, 300mm diameter CSV culverts with geotextile erosion protection, were installed on either side of the access road at the gate.
- IV. an additional 66m x 300mm CSV culvert, with an erosion control outlet, installed along the upper portion of the access road, replacing the current 10m x 250mm CSV culvert.
- V. Hydroseeding will take place across the site as soon as the surface preparation has been completed.

Site Experience

Features (i)-(iv) have been built by the General Contractor (GP Joule). For feature (v), the construction experience informed a decision to advance hydroseeding over most of the site and the application of biodegradable coco mats across the disturbed parts of the site, which has taken place. Hydroseeding will again take place, on top of the coco mat, upon conclusion of construction activities.

The June 2022 approved stormwater management plan indicated that opportunities for improvement might be identified as construction activities unfold. The construction experience and current site conditions informed a recommendation from AREA to re-armour the existing swale, to maximize sedimentation control and maximize stormwater management distribution. This involves temporarily removing some panels and using an excavator to reshape the swale. The General Contractor proposes to execute this scope as per Change Order 006, following the design from Tulloch Engineering (Annexure 1).

Furthermore, AREA, in consultation with the construction team and Civil engineers, identified that a second swale in the western portion of the site improves stormwater management capabilities, particularly addressing the low point on the site bordering the Sampson property. This second swale's recommended installation location runs from the northernmost corner of the site, then southeasterly until it connects with the ditch, as shown by a blue line on the attached engineering drawing C-104. This additional swale intersects rows W19-W15 and will require the temporary removal of some solar panels. The new swale will divert water from a currently unaddressed area that drains onto the Sampson property, towards an existing ditch. The General Contractor proposes to execute this scope as per Change Order 007 following the Tulloch Engineering's design (Annexure 1).

AREA, its General Contractor and construction team, along with Town Staff, will continually assess the need for further stormwater management features.

Recommended Motions

That Town of Mahone Bay Council approve Change Order 006 and 007 and approve the amendments to the Stormwater Management plan, version 2 as attached.

Community Solar Gardens Stormwater Management Plan

1. Introduction

This Stormwater Management Plan documents the strategy the Town of Mahone Bay (“the Town”) will implement to address stormwater-related impacts on the Community Solar Gardens site, located at Civic 918 Main Street on PID 60371390 in Mahone Bay, Nova Scotia.

This plan addresses stormwater flow by incorporating stormwater design and performance standards for the new development. These standards are intended to minimize the adverse impact of stormwater runoff and water quantity and the loss of groundwater recharge that provides baseflow in receiving water bodies. The plan describes long-term operation and maintenance measures for existing and planned stormwater facilities.

2. Goals

The goals of this Storm Water Management Plan for the Town’s Community Solar Gardens is to:

- reduce flood damage, including damage to life and property;
- ensure post-development stormwater runoff conditions does not exceed pre-development conditions;
- minimize, to the extent practical, any increase in stormwater runoff from the development and direct runoff appropriately;
- reduce soil erosion from the development;
- assure the adequacy of existing and proposed culverts and swales;
- maintain groundwater recharge;
- prevent, to the greatest extent feasible, an increase in nonpoint pollution;
- maintain the integrity of any stream channels for their biological functions, as well as for drainage;
- minimize pollutants in stormwater runoff from new and existing development to restore, enhance, and maintain the chemical, physical, and biological integrity of the waters

To achieve these goals, this plan outlines specific stormwater design and performance standards for the new development. Preventative and corrective maintenance strategies are included in the plan to ensure long-term effectiveness of stormwater management facilities.

3. Design and Performance Standards

The Town will adopt design and performance standards for stormwater management measures to minimize the adverse impact of stormwater runoff on water quality and water quantity and loss

of groundwater recharge in receiving water bodies. The design and performance standards include reference to maintenance of stormwater management measures.

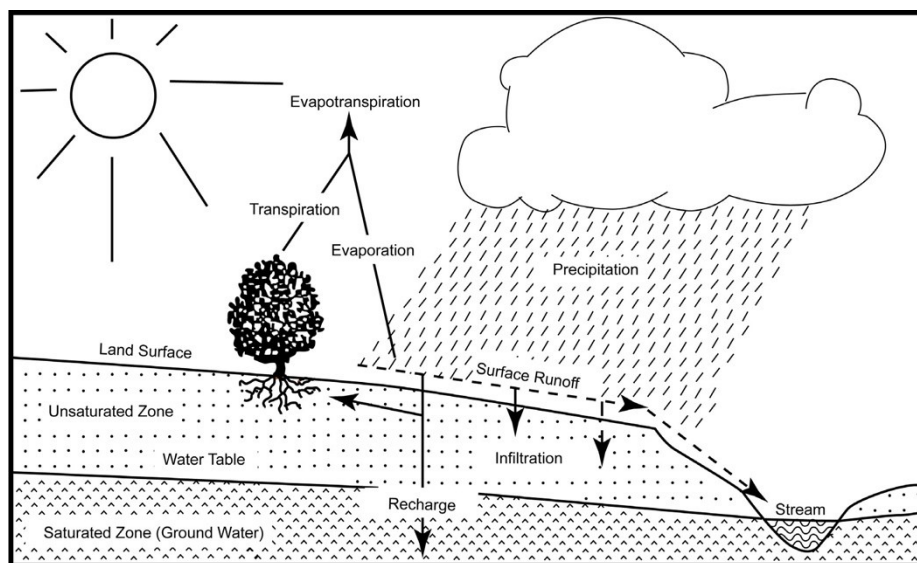
During construction, Town staff will observe the construction of the project to ensure that the stormwater management measures are constructed and function as designed.

The property is not located within a Regional Stormwater Management Planning Area (RSWMPs). This MSWMP will be updated to be consistent with any future RSWMPs if any such is developed.

4. Stormwater

Land development can dramatically alter the hydrologic cycle (See Figure 1) of a site and, ultimately, an entire watershed. Prior to development, native vegetation can either directly intercept precipitation or draw that portion that has infiltrated into the ground and return it to the atmosphere through evapotranspiration. Development can remove this beneficial vegetation and replace it with lawn or impervious cover, reducing the site's evapotranspiration and infiltration rates. Clearing and grading a site can remove depressions that store rainfall. Construction activities may also compact the soil and diminish its infiltration ability, resulting in increased volumes and rates of stormwater runoff from the site.

Figure 1: Groundwater Recharge in the Hydrologic Cycle



5. Pre-Construction & Existing Site Conditions

The property on which the site is located is 25 acres in size and is currently partially developed (See Figure 2), containing a wastewater treatment facility on approximately 5 acres and an

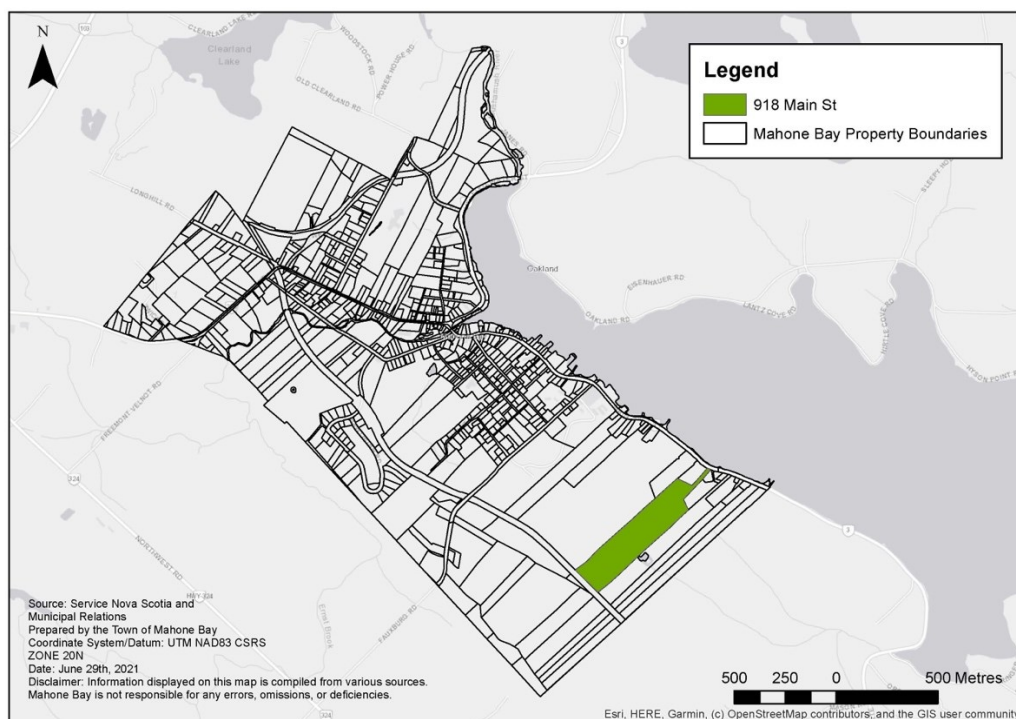
access driveway to Main Street. The portion of land proposed for the solar garden straddles the existing driveway Northeast of the treatment facility and is partially cleared, with some areas that are forested. The remaining lands beyond the treatment facility to the Southwest, are undeveloped, forested areas.

The existing access driveway currently has open ditching along both sides which currently collect storm water and transport it to the road ditches within the Main Street right-of-way.

The proposed site for the solar garden is at a high point on the property. Runoff to the Northeast of this area currently drains overland and through the driveway ditches toward Main Street, while runoff to the Southwest of this area (including the treatment facility area) currently drains toward the Southern boundary of the property. The runoff directed from the property to Main Street then enters the stormwater drainage ditches along the street. An existing culvert on the Southern side of the driveway intersection with Main Street crosses the road and discharges storm water into Mahone Bay harbour, which is the ultimate discharge point for the road ditches in this area.

Prior to development activities, all unabsorbed stormwater from the site flowed down the property and on to the neighbouring lands, PID 60371408 and PID 60371382 on the Western property line and PID 60371374 on the Eastern property line. Existing native vegetation diverted flow across the site and to a minor extent intercepted precipitation. Currently, the drainage on the site is reliant on open ditching along both sides of the access road.

Figure 2: Community Solar Property Location Map



6. Post Development Conditions

As part of the site development activities, the site will be altered in support of the solar garden construction. Cut and fill activities are proposed to alter existing grades on the site to allow installation of the solar panels. Following construction, the site area to be altered will contain landscaped areas below the solar panel tables. The construction will involve some localized earthworks for cut and fill operations below the solar panel tables, as well as for a vehicle turnaround area to the Southeast of the solar garden. The configuration of the finished site is shown on the attached General Arrangement Plan, (See Appendix A).

As seen from the alterations depicted on Appendix A, storm water runoff will be managed using a series of drainage swales and culverts, which will collect and transport storm water before discharging to the existing drainage ditches on the site, and eventually to the Main Street ditch at the property boundary.

As seen on Appendix A, drainage swales will be constructed along the downstream (Northeast) property boundary to collect runoff before it enters neighboring properties, which is then directed into the existing driveway ditches. A 66 m section of the existing driveway ditch to the south will be replaced with a 300mm diameter CSP culvert which will direct stormwater underneath the proposed vehicle turnaround area. This culvert installation will ensure localized drainage patterns remain consistent with existing drainage patterns onsite after the vehicle turn around area is constructed.

Where the drainage swales and ditches intersect the proposed security fencing as it crosses the driveway (two locations) and will be infilled, the drainage swales and ditching will be directed under the fencing through two 9m long, 600mm diameter CSP culverts.

Swales are used to spread rainwater over a broader area, which slows the water and allows the runoff to temporarily pool. Reducing the water's speed allows the vegetation to filter the rainwater and remove sediments, and any heavy metals and hydrocarbons in the unlikely event that such existed historically on the site. The gradual sloping sides of the swale makes them easier to maintain and vegetate. This decreases erosion that causes sedimentation of streams, lakes, wetlands and the actual Mahone Bay.

A third swale will be installed and will run from the northernmost corner of the site, then southeasterly until it connects with the ditch, as shown by a blue line on the attached engineering drawing C-104. This additional swale intersects rows W19-W15 as seen in Appendix A. The third swale will divert water from a low point that drains onto PID 60371382, towards an existing ditch.

All culverts will have erosion protection, geotextile at their outlets.

Erosion & Sediment Control Measures

As per the details depicted in Appendix A, sediment control silt fencing will be installed along the Northwest and Southeast property boundaries, and along the downstream limit of disturbance, to control erosion during construction activities due to sheet flow. Appendix A indicate that this fencing shall be installed in accordance with the Nova Scotia Transportation and Public Works standard.

Any surplus stockpiles shall be compacted in a berm shape with a silt fence around the perimeter until material has been fully stabilized with landscaping or other means.

Hydroseeding will take place across the site as soon as the surface preparation has been completed, in accordance with Province of Nova Scotia Construction Standard Manual, Division 7, Environmental Protection, Section 6, Hydroseeding.

New vegetation will be planted along the property line of PID 60371382 to intercept precipitation and draw that portion that has infiltrated into the ground, once development has concluded.

7. Maintenance

As part of the operation and maintenance procedures of the Community Solar Gardens, the storm management system will be routinely inspected, and any necessary maintenance will be done.

7.1 Swales and Culverts

- First year after planting
 - Adequate water is crucial to plant survival and temporary irrigation may be needed unless rainfall is adequate until plants mature
 - Inspect after significant rain events (e.g. >0.5 inch)
- As needed
 - Prune and weed to maintain appearance
 - Remove trash and debris
 - Mow filter strip/grass channel (if present)
 - Replace vegetation whenever the percent cover of acceptable vegetation falls below 90 percent or project specific performance requirements are not met. If vegetation suffers for no apparent reason, consult with horticulturist and/or test soil as needed
- Semi-annually
 - Inspect inflow systems for clogging and remove any sediment
 - Herbaceous vegetation, trees and shrubs should be inspected to evaluate their health and replanted as appropriate to meet project goals
 - Remove any dead or severely diseased vegetation

- Annually in fall
 - Inspect and remove any sediment and debris build-up
 - Inspect for buildup sand associated with spring melt period, remove as necessary to maintain infiltration rates and volume capacity, and replant areas that have been impacted by build-up
- Annually in spring
 - Cut back and remove previous year's plant material and remove accumulated leaves if needed

7.2 Erosion Protection and Sediment monitoring

Regular inspection of the silt fence and the immediate surrounding catchment area will form part of the operation and maintenance of the Community Solar Gardens. Erosion should be identified as soon as possible to avoid the contribution of significant sediment to the site.

7.3 Vegetation and Landscaping Maintenance

Plant selection will be conducted to limit the amount of maintenance required to ensure limited activity on site in order to limit disturbance to neighbouring properties.

CAUTION
UNDER GROUND UTILITIES SHOWN ON THIS PLAN ARE APPROXIMATE. UTILITIES ARE TO BE LOCATED PRIOR TO CONSTRUCTION.

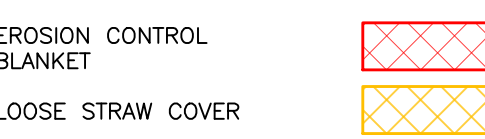
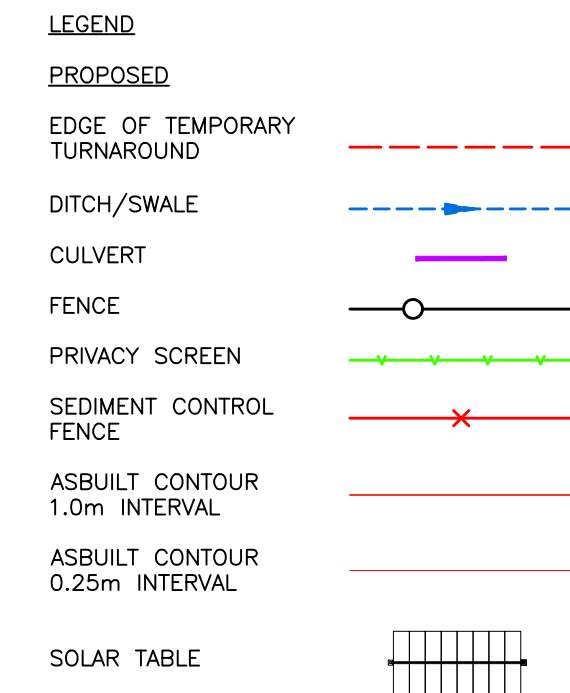
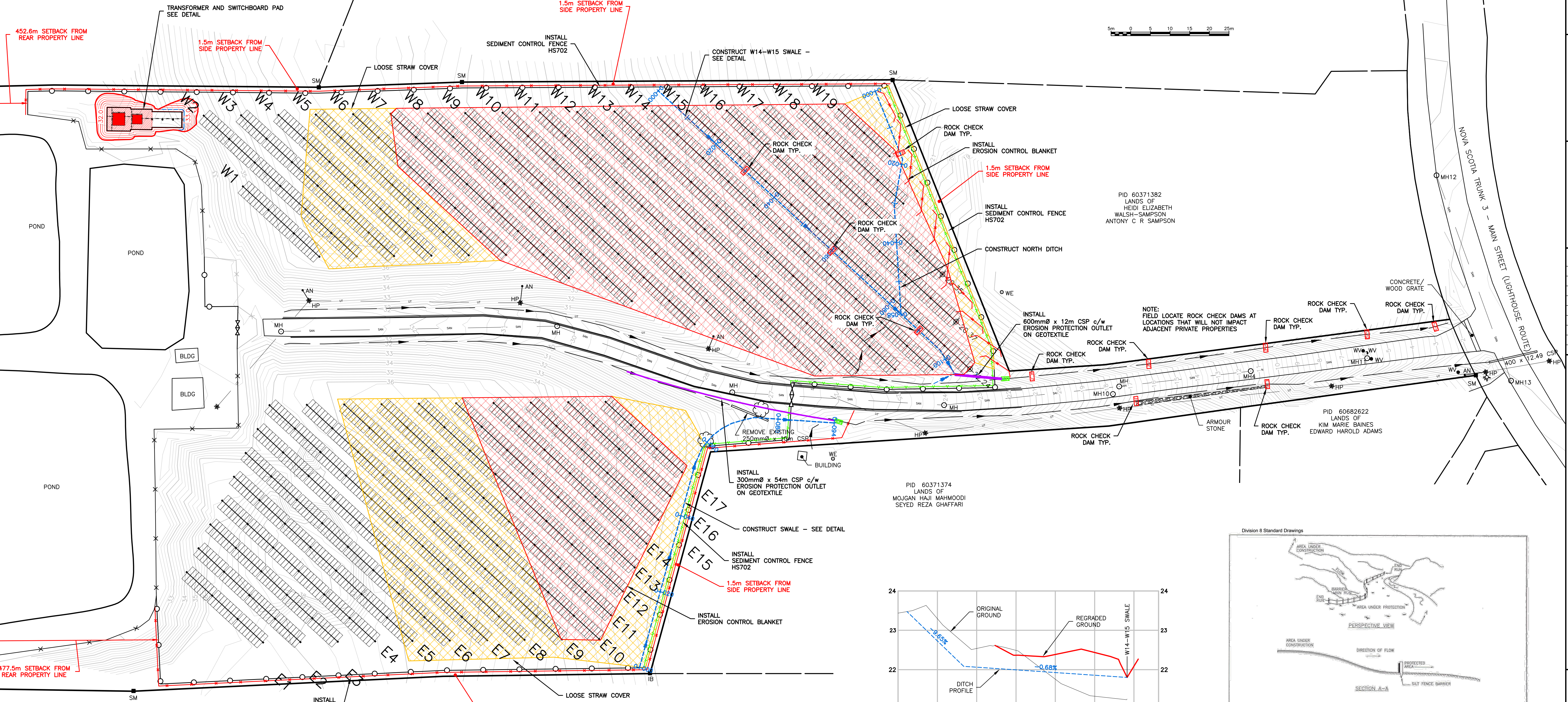
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(CSRS2010) Modified Transverse Mercator
(MTM) Grid Coordinates, Zone 5.

Vertical Datum:
Canadian Geodetic Vertical Datum, 2013
Adjustment (CGVD2013), Geodetic Elevations

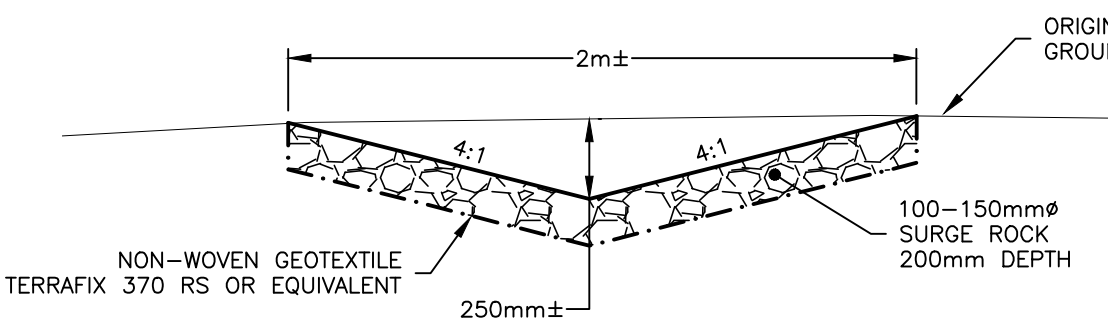
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LANDS OF
NORMAN A. MOSSMAN
DOREEN M. MOSSMAN

PID 60371408
LANDS OF
HEIDI ELIZABETH CHRISTINE NOWLAN
MICHAEL NOWLAN

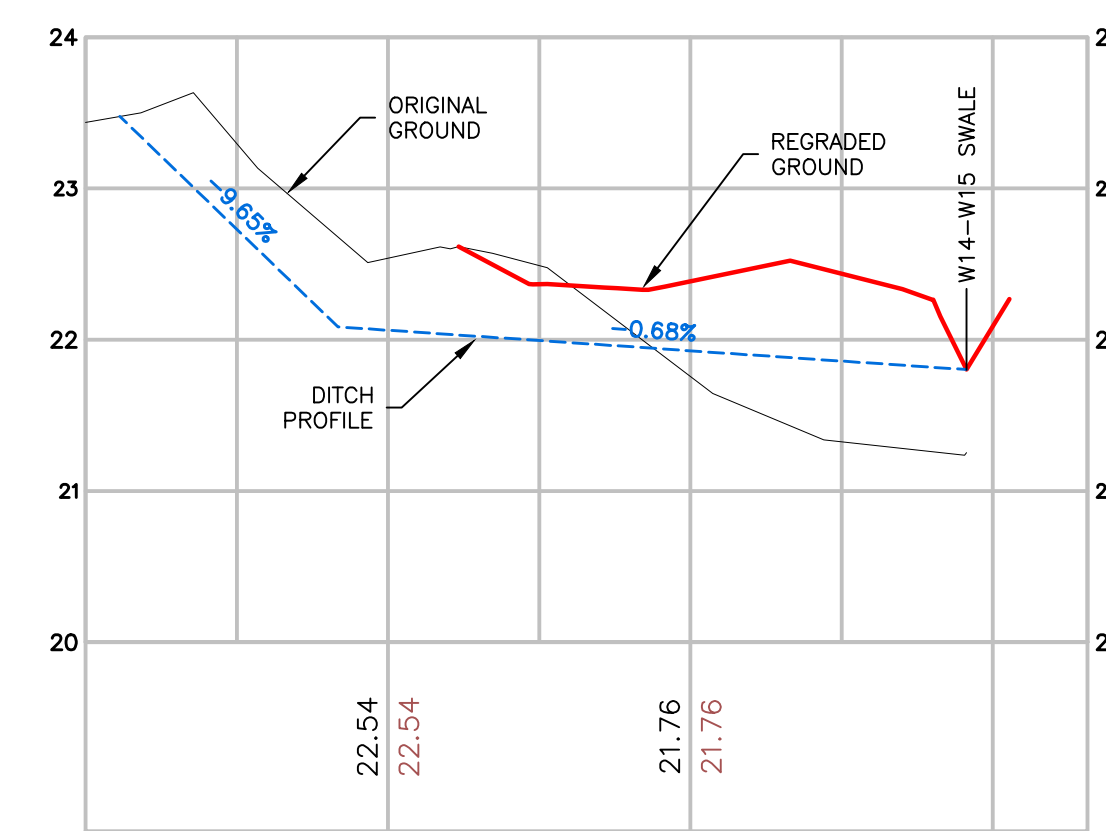
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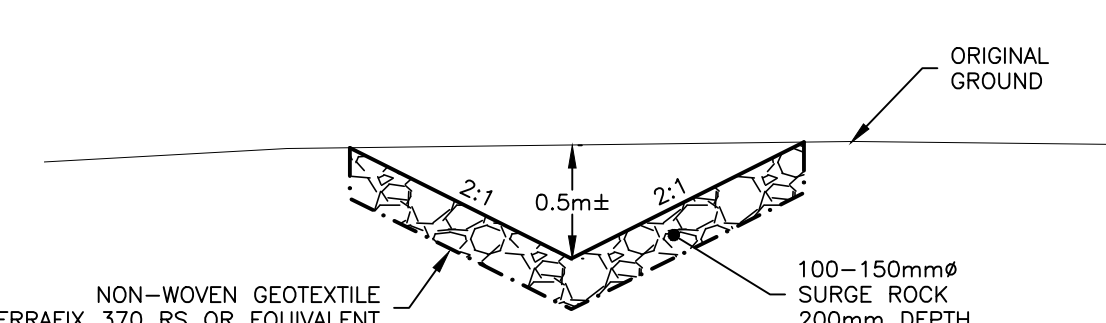
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LANDS OF
STEPHEN W. BARRY
LESLEE J. BARRY



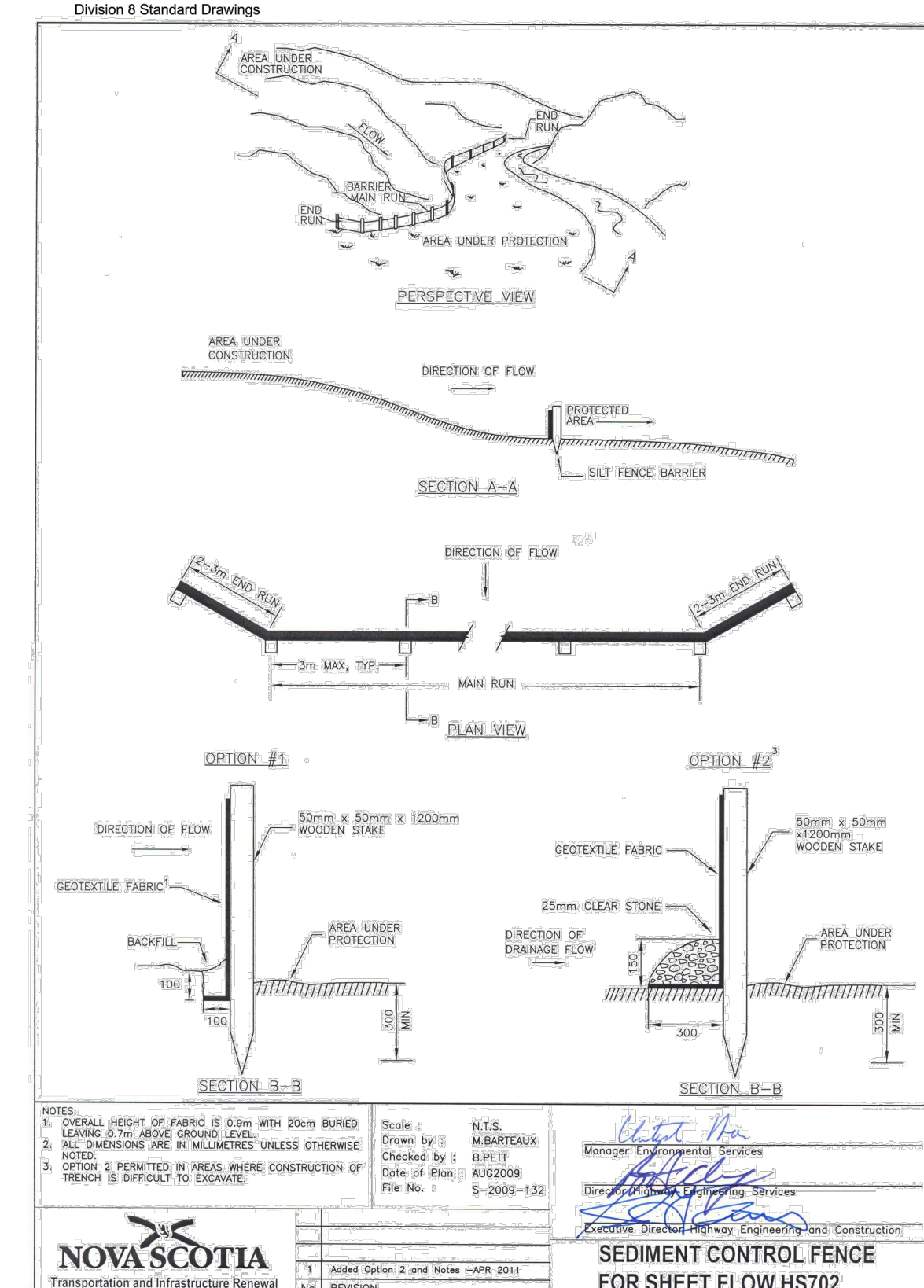
SWALE DETAIL
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NORTH DITCH PROFILE
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1:50 VERT.



DITCH DETAIL
1:50



DESIGNER
TULLOCH

CLIENT
AREA

EPC CONTRACTOR
GP JOULE
TRUST YOUR ENERGY

DESIGN SEAL
**PRELIMINARY
NOT FOR CONSTRUCTION
MARCH 3, 2023**

REVISIONS

No.	DATE	REMARKS

LEGEND

EXISTING

- INDEX CONTOUR (1.0m INTERVAL)
- INTERMEDIATE CONTOUR (0.25m INTERVAL)
- PROPERTY LINE
- SURVEY MONUMENT
- SUBJECT PROPERTY
- EDGE OF ASPHALT
- DITCH LINE
- UTILITY POLE
- UTILITY ANCHOR
- AERIAL UTILITY
- WATER VALVE
- WELL
- MAINTENANCE HOLE
- SANITARY SEWER
- FENCE

PROJECT TITLE
**MAHONE BAY
SOLAR GARDEN**

DRAWING TITLE
**EROSION AND
SEDIMENT CONTROL
PLAN**

LOCATION
**TOWN OF
MAHONE BAY,
NOVA SCOTIA**

DATE
FEBRUARY 2022

DRAWN
DAS

CHECKED
MDT

SCALE
1:500

PROJECT No.
22-0689-102

SHEET IDENTIFIER
C-104

REV.
0

CHANGE ORDER 006

This *Change Order* is issued pursuant to the Mahone Bay Design-Build Stipulated Contract (the “EPC Agreement”) between GP JOULE PV Canada Corp., as *Design-Builder*, and Alternative Energy Resources Authority as *Owner* dated July 18th, 2022, as may have been amended prior to the effective date of this change order (the “*Contract*”). All capitalized and italicized terms have the meanings given in the “*Contract*”.

<i>Change Order</i> no.:	006
The effective date of the <i>Change Order</i> :	2023-03-08
Initiated by:	<i>Design-Builder</i>
Explanation of change:	Additional out-of-scope erosion control. AREA requested to reshape the existing swale and install the rock check dams to control erosion. This change order covers the supply and install the material as per the design drawing issued by Tulloch dated 27 th Feb, 2023. This scope does not cover any new works to implement a new swale (per March 3 rd Design) nor ongoing swale/ditch maintenance
Relates to a Force Majeure Event	No
Attachments (if any):	
<i>Contract Price</i> before this <i>Change Order</i> :	
Change in <i>Contract Price</i> , if applicable:	\$31, 379
<i>Contract Price</i> after this <i>Change Order</i> :	
Change to <i>Milestones Dates</i> , if applicable:	N/A
Justification for adjustment in <i>Milestones Dates</i>	
Other pending changes, if applicable:	
Notes	The maintenance of swale/ditches will be billed separately on T & M basis

IN WITNESS WHEREOF the Design-Builder and Owner have executed and delivered this Change Order as of the effective date indicated above.

CHANGE ORDER 007

This *Change Order* is issued pursuant to the Mahone Bay Design-Build Stipulated Contract (the “EPC Agreement”) between GP JOULE PV Canada Corp., as *Design-Builder*, and Alternative Energy Resources Authority as *Owner* dated July 18th, 2022, as may have been amended prior to the effective date of this change order (the “*Contract*”). All capitalized and italicized terms have the meanings given in the “*Contract*”.

<i>Change Order</i> no.:	007
The effective date of the <i>Change Order</i> :	2023-03-14
Initiated by:	<i>Design-Builder</i>
Explanation of change:	Additional out-of-scope erosion control. AREA requested to build a new swale in the SE section and install the rock check dam and Silt fence sections to control erosion. This change order covers the supply and installs the material as per the design drawing issued by Tulloch dated 3 rd March 2023. This scope does not cover ongoing swale/ditch maintenance
Relates to a Force Majeure Event	No
Attachments (if any):	
<i>Contract Price</i> before this <i>Change Order</i> :	
Change in <i>Contract Price</i> , if applicable:	\$27,806.15
<i>Contract Price</i> after this <i>Change Order</i> :	
Change to <i>Milestones Dates</i> , if applicable:	N/A
Justification for adjustment in <i>Milestones Dates</i>	
Other pending changes, if applicable:	
Notes	The maintenance of swale/ditches will be billed separately on T & M basis. The equipment rental has been lined up with the previously submitted change order 6 for ditch re-shaping work.

IN WITNESS WHEREOF the Design-Builder and Owner have executed and delivered this Change Order as of the effective date indicated above.



**Town of Mahone Bay
Staff Report
Re: Rebecca Fisk Art Exhibit
April 11, 2023**

General Overview:

The purpose of this report is to provide Council with information concerning the possibility of the Town of Mahone receiving grant funding to host Mahone Bay resident Rebecca Fisk's Art exhibit.

Background:

At the January 26, 2023 meeting of Mahone Bay Town Council the following motion was passed:

"THAT Council direct staff to 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.*"

Analysis:

Along with the request to host the exhibit was information about a grant opportunity through African Nova Scotian Affairs (ANSA). When staff researched this possibility it was determined that the grant information contained in the document was specific to events planned in August of 2021. The grant coordinator from ANSA was contacted and they informed staff that ANSA does not have many funding opportunities for municipalities and none that would support the proposed exhibit.

The grant coordinator suggested that a local not-for-profit community group would be able to apply to ANSA for funding for an event such as the proposed exhibit at any time during the year.

As the Town does not have an appropriate venue and lacks staff capacity for events organizing, staff strongly recommend against the Town attempting to organize the proposed exhibit in house. In consideration of ANSA's recommendation the more appropriate role for the Town would be to provide grant funding to support a local not-for-profit community group in organizing an exhibit.

Recommendation:

It is recommended:

THAT Council direct staff to include a grant for hosting an exhibit of *There is no one Story of Black Girlhood: A Series of Paintings by Rebecca Fisk* in

Mahone Bay in the draft 2023-24 annual budget and that staff be directed to advertise this grant opportunity to not-for-profit community groups based in Mahone Bay.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kelly Redden". The signature is written in a cursive, flowing style.

Kelly Redden
Acting Town Clerk & Deputy CAO





**Town of Mahone Bay
Staff Report
Re: Facility Booking Policy
April 11, 2023**

General Overview:

The purpose of this report is to provide Council with a draft Facilities Booking Policy and associated documents outlining rules, regulations and procedures for the use of the Town's recreational facilities as well as facilities at the new Fire Station including the hall, commercial kitchen and community room.

Background:

Staff developed updated booking forms for the ballfield, sports field and Michael O'Connor Memorial Bandstand in 2021. These applications did outline some regulations but there has not been a policy in place to provide guidelines for the use of Town-owned facilities, uniting these various booking processes.

Analysis:

With the completion of the new firehall it was determined that a policy would need to be established that would govern the booking and usage by the public of all Town-owned facilities, streamlining booking processes.

The proposed policy, along with associated applications and agreements, is attached for Council's consideration.

Financial Analysis:

There is no financial cost to the Town of Mahone Bay associated with this policy. Financial implications associated with bookings were discussed by Council in the fall of 2022 and direction was provided to staff to inform the development of the attached policy.

Links to Strategic Plan:

2.3 Governance to Meet Expectations of our Growing Community

Recommendation:

It is recommended, after due consideration at the regular meeting of Council on April 27th,

THAT Council adopt the Facilities Booking Policy as presented.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kelly Redden".

**Kelly Redden
Acting Town Clerk & Deputy CAO**



Facilities Booking Policy

Purpose

The Town of Mahone Bay manages many properties and facilities for the benefit and enjoyment of residents and visitors. It is the intent of this policy to provide guidelines for the safe use and enjoyment of Town properties by residents and visitors.

Scope

The Facilities Booking Policy applies to all Town properties and to all persons on Town property.

General Guidelines

The following general guidelines are to be adhered to for the public use of all Town managed properties:

1. Groups or individuals shall be expected to follow all facility policies, rules, regulations and bylaws.
2. Groups or individuals shall also be expected to follow event policies, rules and regulations instituted by the event holder/renter.
3. All individuals on Town property must behave with civility, respecting the values of diversity, mutual respect and the quiet enjoyment of others.
4. Inappropriate behaviour at a Town facility or property shall result in the issuance of a Trespass Notice to the offender(s); if necessary, the police will be called.

Inappropriate behaviour for the purpose of this policy includes, but is not limited to, the following:

- Behaviours that obstruct or hinder the ability of others to use and enjoy Town facilities, or participate in Town programs or events, or compromise the safety and health of others, including staff;
 - Refusal to follow rental agreement and all other related Town policies, procedures and bylaws;
 - Willful damage or vandalism of property;
 - Any criminal behaviour.
5. Legal action and/or additional charges may result pending the severity or nature of a group's or individual's actions.

Community-Use Facilities

This policy designates some Town owned properties as Community-Use Facilities while those not designated herein have restricted public access.

Additional Guidelines

Community-Use Facilities may have their own specific guidelines. Additionally, the following guidelines for the public use of all Town properties apply:

- The use of the facilities will not be restricted on the basis of race, national or ethnic origin, colour, religion, sex, age or mental or physical ability.
- Notwithstanding the above, the Town Council may reject or approved any proposed use of Town property by motion if, in their judgement, the anticipated use would not comply with the intent of this policy.
- All facilities must be left in the same condition in which they are found. Users are required to remove, at their expense, all materials, equipment or furnishings. Cleaning of indoor rentals will be done by the Town's cleaners, at the expense of the renter.
- Users of Town properties are prohibited from removing materials from the property for personal or commercial use; removal of materials will be treated as theft.
- Alcohol will be allowed in facilities/properties only in accordance with Provincial regulations and any facility specific guidelines.

Town Owned Community-Use Facilities that can be booked:

- Baseball Field
- Michael O'Connor Memorial Bandstand
- Fire Station:
 - Hall
 - Community Room
 - Commercial Kitchen

Community-Use Facilities on Town properties which are operated by others who can be contacted regarding bookings:

- Mahone Bay Pool – Mahone Bay Pool Society
- Tennis Courts – Mahone Bay Tennis Club
- Community Sports Field – Mahone Bay Centre & Mahone Bay United
- Mahone Bay Marina – Wooden Boat Society

Other Town Owned Community-Use Facilities which do not require booking include:

- Jubilee Park and Playground
- Edgewater & Main St. Comfort Stations
- Aquatic Gardens Park
- Park & Bayview Cemeteries
- Other maintained green spaces

Booking of Town Owned Community-Use Facilities

- Bookings are required to reserve the use of facilities.
- Each person or organization wishing to rent/use a facility owned by the Town of Mahone Bay must submit the corresponding Facilities Booking Form.
- Applications for use of facilities will be approved on a first-come, first-served basis with Town programs given priority.

- Facility booking is finalized once agreement is signed, all associated deposits and fees are paid and insurance is arranged.
- The Town of Mahone Bay reserves the right of refusal of any booking at their discretion.
- All booking requests are to be received at least 10 business days in advance of the requested date. Any requests received with less notice may not be considered.

Clerk's Annotation for Official Policy Book

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

Date of Passage of Policy:

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

Clerk

Date



Hall, Community Room and Kitchen
Booking Application/Permit

Please fill out the following:

Date Requested: _____ Start Date/Time: _____

Expected Attendance: _____ End Date/Time: _____

Space Requested: ☐ Hall ☐ Kitchen ☐ Community Room

Name of Group/Individual: _____

Person Responsible: _____

Address: _____

Phone Number: _____ Cell: _____

Email Address: _____

Non-Profit?: ☐ Yes ☐ No

Event Type: _____

Expected Attendance: _____

Music Planned?: ☐ Yes ☐ No Liquor Service Required?: ☐ Yes ☐ No

Kitchen Access: ☐ Full Kitchen Access ☐ Coffee/Tea Maker Only

THIS PERMIT IS SUBJECT TO ALL REGULATIONS, TERMS AND CONDITIONS AS SHOWN
IN THE ATTACHED DOCUMENT

By signing here I agree that I've read and agree to all regulations, terms and conditions
as outlined in the agreement and have paid all appropriate fees:

Signature: _____ Date: _____

For Town Hall Office Use Only

\$ Key Deposit Received Date: _____

\$ Security Deposit Received Date: _____

\$ Rental Fee Received Date: _____

\$ SOCAN Fee Received Date: _____

\$ Cleaning Fee Received Date: _____

\$ Decorating Fee Received Date: _____

Total Fees Paid: \$_____ Paid by: Cash | Cheque | EMT | Credit

Authorized by: _____ Date: _____

Deposit(s) Return Date: \$_____ Returned by: Cash | Cheque | EMT

Schedule of Fees

Community Room – \$20 per hour for a minimum of 2 hours.

Hall – \$50 per hour (up to daily rate) for a minimum of 3 hours | \$300 for full day (8+ hours). A security deposit of \$500 required, this amount will be reimbursed once building is inspected and reimbursement can be arranged.

Kitchen – \$25 per hour (up to daily rate) for a minimum of 3 hours | \$150 for full day (8+ hours). A security deposit of \$500 required, this amount will be reimbursed once kitchen is inspected and reimbursement can be arranged.

Hall & Kitchen Combo - \$65 per hour (up to daily rate) for a minimum of 3 hours | \$400 for full day (8+ hours). A security deposit of \$750 required, this amount will be reimbursed once building is inspected and reimbursement can be arranged.

SOCAN Fees - \$60 if music is played with dancing. \$30 if music is played without dancing. The Society of Composers, Authors and Music Publishers of Canada is a copyright collective for musical works, protecting the performing rights of their members. This fee is passed directly on to SOCAN Canada.

Cleaning Fee – There are cleaning fees associated with the rental of both the hall and kitchen. If the pre-paid cleaning fee does not cover costs associated with cleaning the space(s), the balance will be deducted from the security deposit. Cleaning fees are \$25 per hour of the rental.

Decorating Fee – The Fire Department typically has the Hall decorated for holiday seasons. A fee of \$50 dollars will be charged to users wanting to decorate the Hall. This fee will be considered a donation to the Fire Department for their time in taking down their own decorations.

All Rentals - \$50 key deposit required, this amount will be reimbursed once key is returned to Town.

All Rentals – Insurance policy may be arranged using the Town's insurance provider. Contact Town Hall for rates.

Disclaimers for Any Usage

1. The Mahone Bay and District Fire Department and the Town of Mahone Bay have first right of refusal for all booking dates and times for the hall, Kitchen and Community Room.
2. The Town reserves the right to book the hall, Kitchen and Community Room as deemed appropriate.
3. The Mahone Bay and District Fire Department reserves first right of refusal to operate the hall bar if liquor service is required. If the Mahone Bay and District Fire Department does not operate the bar during an event, the applicant must provide the Town with a valid provincial liquor license two weeks prior to the event.
4. Bookings will not be taken for profit-based events or activities that do not benefit not-for-profit groups or the community as a whole.

Rules & Regulations for Any Usage

1. The person responsible only has access to the rented facility during the rental times as indicated on the first page of this Booking Application/Permit. It is expected that renters will arrive on time and vacate promptly. The renter must be present on-site prior to event participants. The person responsible will ensure that participants of their function remain within the confines of the facility rented and vacate the premises promptly.
2. No activities will be booked or will take place that could be reasonably expected to cause any sort of damage to any space outside or inside of the building.
3. All belongings must be removed prior to the end of booking period or by 10am the day following an all day booking.
4. Security Deposits are held by the Town until rented spaces are inspected for damage. The facility must be left in a damage free condition, the cost to fix any damage will be deducted from the security deposit. If the damage exceeds the amount of the security deposit, the renter will be billed for the balance.
5. The Town will arrange for insurance for those renting a space in the Firehall, users who can provide their own insurance may have their rental fee reduced.

6. The Town of Mahone Bay accepts no responsibility for any items left in the Fire Station after the conclusion of rental.
7. The placing of decorations will be done in such a way as to not cause any damage to walls, floors or furniture.
8. Notice of booking cancellations must be made to the Town 3 business days in advance of the booked date, failure to notify the Town in this time frame will result in a forfeit of fees paid. If a cancellation has to be made by the Town, all fees paid to the Town will be refunded.

Additional Rules & Regulations for Kitchen Usage

1. Any group or person wishing to conduct food preparation in the kitchen must provide a certificate showing that at least one person in attendance (for the entire duration of the food preparations) has a valid Food Handling Certificate.



Michael O'Connor Memorial
Bandstand Usage Permit

Permit Holder: _____

Contact Person(s): _____

Phone Number(s): _____ Email: _____

Address: _____

Classification: () Regular () Occasional

Booking Date(s)/Time(s):

Purpose:

Access to electrical panel required? () Yes () No

Insurance
Facility users shall supply a certificate of insurance naming the Town of Mahone Bay as certificate holder and additional insured for organizers/facility users as requested and booked through the Town. The certificate of insurance must evidence limits of not less than \$5,000,000.00 (\$5 million) and provide 30 days notice of cancellation or material change harmful to the interests of the Town.

For user groups who do not have insurance coverage, the Town maintains a Facility User Insurance Program offering appropriate insurance at reasonable rates available to the Organizers/ User groups.

Fees: _____ Date of Payment: _____

Facility User Fees: _____

TERMS OF AGREEMENT
It is agreed and understood that the above named contact person and/or permit holder accepts responsibility for the cost of repairs or replacement (at current market value) of any structure, amenities, ancillary service and site grounds which are damaged as a result of improper or negligent use of the applicable structure and site grounds by themselves or their guests.

OFFICE USE ONLY

Date of Permit: _____ Permit issued by: _____

Keys/Deposit provided (i.e. electrical panel): _____

Keys Returned/Deposit Refunded: _____

Schedule of Fees

Private Event - \$25 plus \$5million insurance naming the Town of Mahone Bay as an additional insured. Insurance can be arranged through the Town of Mahone Bay's provider for a fee.

Public Event – No charge for user fee and insurance will be covered by the Town.

All Bookings – \$50 deposit for key and use of electrical panel, this amount will be reimbursed once key is returned to Town.

Rules & Regulations for Bandstand Property Usage

1. The bandstand can be booked for dates from April 15th to November 30th each year. Bookings outside these dates may be considered as part of a special event permit process, on a case-by-case basis.
2. Seasonal bookings should be made before April 15st. After April 15st any bookings can be requested.
3. The Town reserves the right to book the bandstand as deemed appropriate.
4. The Town reserves the right to cancel usage due to inclement weather, or in any instance, when in the opinion of the town, the property is unfit for use.
5. The Town reserves the right to cancel usage for purposes of conducting construction or maintenance work.
6. Any promotional material for an event (i.e. banners) must be removed within 12 hours of the end of an event.



Ball Field Usage
Application/Permit

Team/Organization: _____

Contact Person(s): _____

Phone Number(s): _____

Email Address: _____

Address: _____

Classification: ☐ Seasonal ☐ Tournament ☐ Daily
 ☐ Single ☐ Youth ☐ Special Event

Booking Date(s)/Time(s):

Insurance
Sports field users shall supply a certificate of insurance naming the Town of Mahone Bay as certificate holder and additional insured for organizers/field users as requested and booked through the Town. The certificate of insurance must evidence limits of not less than \$5,000,000.00 (\$5 million) and provide 30 days notice of cancellation or material change harmful to the interests of the Town.

For user groups who do not have insurance coverage, the Town maintains a Facility User Insurance Program offering appropriate insurance at reasonable rates available to the Organizers/Field User groups.

Fees: _____ Date of Payment: _____

Facility User Fees: _____

THIS PERMIT IS SUBJECT TO ALL REGULATIONS, TERMS AND CONDITIONS AS SHOWN
ON THE BACK OF THIS FORM

OFFICE USE ONLY

Date of Permit: _____ Authorized by: _____

\$50.00 Key Deposit Received for Washroom – Yes ☐ No ☐ Date: _____

Key Deposit Refunded – Yes ☐ No ☐ Date: _____

Ball Field Usage Fees

- \$12/hour with a minimum booking of 2 hours. If Ball Field Usage Application is received before May 1 of each year, with a minimum of 6 events, a 15% discount will be applied.
- Insurance costs are included in the booking fees.
- No charge for youth bookings.

Regulations for Ball Field Usage

1. The Ballfield will be booked from May 1 – October 31. The Town reserves the right to determine the duration of season for usage of the sports field (i.e. spring commencement and fall termination dates).
2. Seasonal bookings should be made before May 1st. After May 1st any bookings can be requested.
3. Hours of use of ballfield are from 8am to 9pm daily.
4. The Town reserves the right to book field times as deemed appropriate.
5. The Town reserves the right to cancel usage due to inclement weather, or in any instance, when in the opinion of the Town, the field is unfit for play.
6. The Town reserves the right to cancel usage for purposes of conducting maintenance work.
7. If a team or organization plays on field declared unfit for use, that team or organization will accept responsibility for costs incurred by the Town to conduct remedial work.
8. Teams or organizations using the ball field accept liability for any damages or losses suffered by team/organization members and spectators during their use of the premises.
9. The Town reserves the right to pre-empt previously scheduled weekend bookings, in the event of a request to conduct a tournament.
10. Teams or organizations which disregard any or all of the above rules, may lose their usage privileges, and will not be entitled to any refund of user fees.



Town of Mahone Bay
Staff Report
RE: Old Fire Hall Options
April 11th, 2023

General Overview:

This staff report is intended to provide Council with various requested information to inform Council's decision with respect to the old fire hall.

Background:

At the regular meeting of Council on January 26th the following motion was passed:

A motion by Councilor Wilson, seconded by Councillor Carver, "THAT Council direct staff to prepare a report including a commercial real estate valuation of the property for sale, the results of a public expression of interest for the old firehall, and a proposal from staff including costs to renovate the old fire hall into a long-term public works facility for the April 11, 2023 Council meeting." Motion carried

Analysis:

Staff have prepared this report in accordance with Council's direction. The following information has been collected and is either attached as appendices to this report or has been provided to members of Council in confidence (due to the nature of the information).

Commercial Real Estate Valuation

Staff have obtained the requested commercial real estate valuation of the property for sale, provided by Remax Banner Real Estate. This valuation is confidential and has been provided to members of Council in confidence, along with the prior Letter of Opinion Report from Turner Drake & Partners.

Results of Public Expression of Interest

A Request for Expressions of Interest in the old fire hall was published by staff on March 3rd and closed on March 31st. The Request for Expressions of Interest document is attached as an appendix to this report. The responses received have been provided to members of Council in confidence.

Proposal including costs to renovate the old fire hall into a long-term public works facility (plus reconsideration of costs for new a Public Works building)
Council had previously requested and been provided with a high-level pre-design and associated estimates for construction of a new Public Works building to replace the current garage and office on Aberdeen Street. Jost + Architects prepared this for the Town. On receipt of the original pre-design the Town Council requested a revised pre-design capped at \$1.5 million in estimated costs for design and construction. Council subsequently directed staff to request a further evaluation of the costs to renovate the old fire hall into a long-term public works facility with the intention that this estimate be presented for comparison with the estimated costs for a new facility. These three reports from Jost + Architects – along with an associated cover letter – are attached as appendices to this report.

Further to the reports prepared by Jost + Architects staff note that the revised (\$1.5 million) estimated costs for construction of a new facility for Public Works do not reflect the full costs for installation for the anticipated concrete apron and necessary water and wastewater services which would ultimately still be borne by the Town. It is also important to highlight that the elimination of office spaces for Public Works – proposed by Jost + Architects as a possible cost-saving measure – would create significant logistical issues for the Dept.. In consideration of the reductions in scope necessary to reach an estimated cost of \$1.5 million for a new facility, staff reiterate the recommendation to retain and renovate the old fire hall for Town purposes.

Financial Analysis:

The following activities have been undertaken to date with associated costs as shown:

Valuation of Old Fire Hall

Remax Banner Real Estate	\$300 +HST
Turner-Drake & Partners	\$2,900 +HST

Pre-Design and Estimates for New Garage / Renovation of Old Fire Hall

Jost + Architects	Pre-Design	\$10,960 +HST
	Renovation	\$6,475 +HST

Property Survey (for potential subdivision)

Berrigan Surveys	\$4,900 +HST
------------------	--------------

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Request for Expressions of Interest Document
- Jost + Architects Reports

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



NOTICE – REQUEST FOR EXPRESSIONS OF INTEREST: SALE OF OLD FIRE HALL

Scope of Proposals

The Town of Mahone Bay is seeking Expressions of Interest from parties interested in the purchase of the Old Fire Hall (184 Kinburn St.).

Submissions

All Expressions of Interest must be submitted as outlined herein. Any expression of interest that is not submitted in accordance with the process outlined herein may be rejected by Town staff.

Submissions must be received no later than 4pm on Friday, March 31, 2023 and must be submitted in a sealed envelope clearly marked "Old Fire Hall Expression of Interest". Proposals can be dropped off to the Mahone Bay Town Office at 493 Main St. or mailed to Town of Mahone Bay, PO Box 530, Mahone Bay, NS B0J 2E0.

Proposals will be opened immediately following the closing date detailed above and will be provided to the Town Council for review.

Confidentiality

The Town is governed by the Municipal Government Act of Nova Scotia (MGA). All information submitted through this Expression of Interest will be kept confidential. Part XX, Freedom of Information and Protection of Privacy, of the Act defines these requirements as per section 481.

Project Background

The Town of Mahone Bay is a municipal unit located in Nova Scotia, Canada. The Town is the owner of the Old Fire Hall located at 184 Kinburn Street, Mahone Bay. This building was home to the Mahone Bay and District Fire Department until the new Fire Station on Hawthorn Road opened in 2022; it is currently being used on a temporary basis by the Town's Public Works Department while Council makes a determination on the potential sale of the building. This Request for Expressions of Interest is issued to assist Council in

making this determination. Council reserves the right, at its sole discretion, to accept or reject any or all submissions.

The Old Fire Hall building has not been subdivided from the adjacent Town-owned property but has been surveyed for subdivision for potential sale. Copies of this survey can be obtained, and tours of the building can be arranged, by calling 902-624-8327 or emailing kelly.redden@townofmahonebay.ca.

If the Town Council proceeds with the sale of the Old Fire Hall building the MGA requires the Town to obtain market value for the sale. Section 51 permits municipalities to sell property at less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality.

In addition to clearly stating the proposed purchase price, submissions should clearly describe the nature of the activity for which the building would be used and outline why the Council should consider this activity to be beneficial to the Town.

The submissions will be evaluated on their own merit. The Town reserves the right to:

- Seek clarity on information provided during this process
- Conduct further selection / sale processes at its discretion

What to Include

The Town is expecting Expression of Interest submissions to include:

- Background on the respondent(s) and related organization (if applicable) including any nonprofit or charitable status claimed
- Clear description of the nature of the activity for which the building would be used and why the Council should consider this activity to be beneficial to the Town (if applicable)
- Proposed offer to purchase with offer price clearly stated
- Proposed purchase closing date
- Brief description of any potential problems or barriers to purchase
- Anything additional expected from the Town of Mahone Bay

Questions/Inquiries

All questions and inquiries regarding this Expression of Interest should be directed to:

Kelly Redden

kelly.redden@townofmahonebay.ca

(902)624-8327

29 March 2023

Town of Mahone Bay
493 Main St,
Mahone Bay, NS B0J 2E0

Attn: Dylan Heide, CAO

Submitted via email: dylan.heide@townofmahonebay.ca

Re: Summary re Three (3) Possible Solutions to Create a New Public Works Garage

Jost + Architects have been asked to look at three (3) possible solutions to create a new Public works garage. These are:

1. Construct New Facility on Town land.
2. Reduce New Construction Cost to all in \$1,500,000.00 including HST.
3. Reuse of the Town owned former Fire Hall.

In summary, Option 1 speaks for itself. Option 2 requires a review with Public Works and Administration to determine priorities. Option 3 is priced in our budgets to give a realistic comparison cost to the new construction. This is highly variable but the budgets include all new mechanical and electrical with an upgrade in finishes and some new construction.

The current budgets for the reduced cost and the former Fire Hall renovation are comparable. The former Fire Hall would not be entirely new and would require upgrades to the exterior before any work would be required on a new building.

Yours truly,

JOST + ARCHITECTS LTD.



Harry V. Jost, B. Arch., NSAA, MRAIC,
Senior Architect

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



Prepared by

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

November 2022

Our Project JPN2022063

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APPENDIX G – BUDGET	15

MANDATE

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

BACKGROUND

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

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



Existing Garage



Existing Garage

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

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

METHODOLOGY

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

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

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

Zoning for both properties is Institutional.

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

PROGRAM

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

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

Not listed but required

21. Electrical
22. Mechanical

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

SITE

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

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

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

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

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

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

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

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

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

BUILDING

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

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

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

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

Proposed servicing would include:

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

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

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

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

APPENDIX C – SPACE TABLE

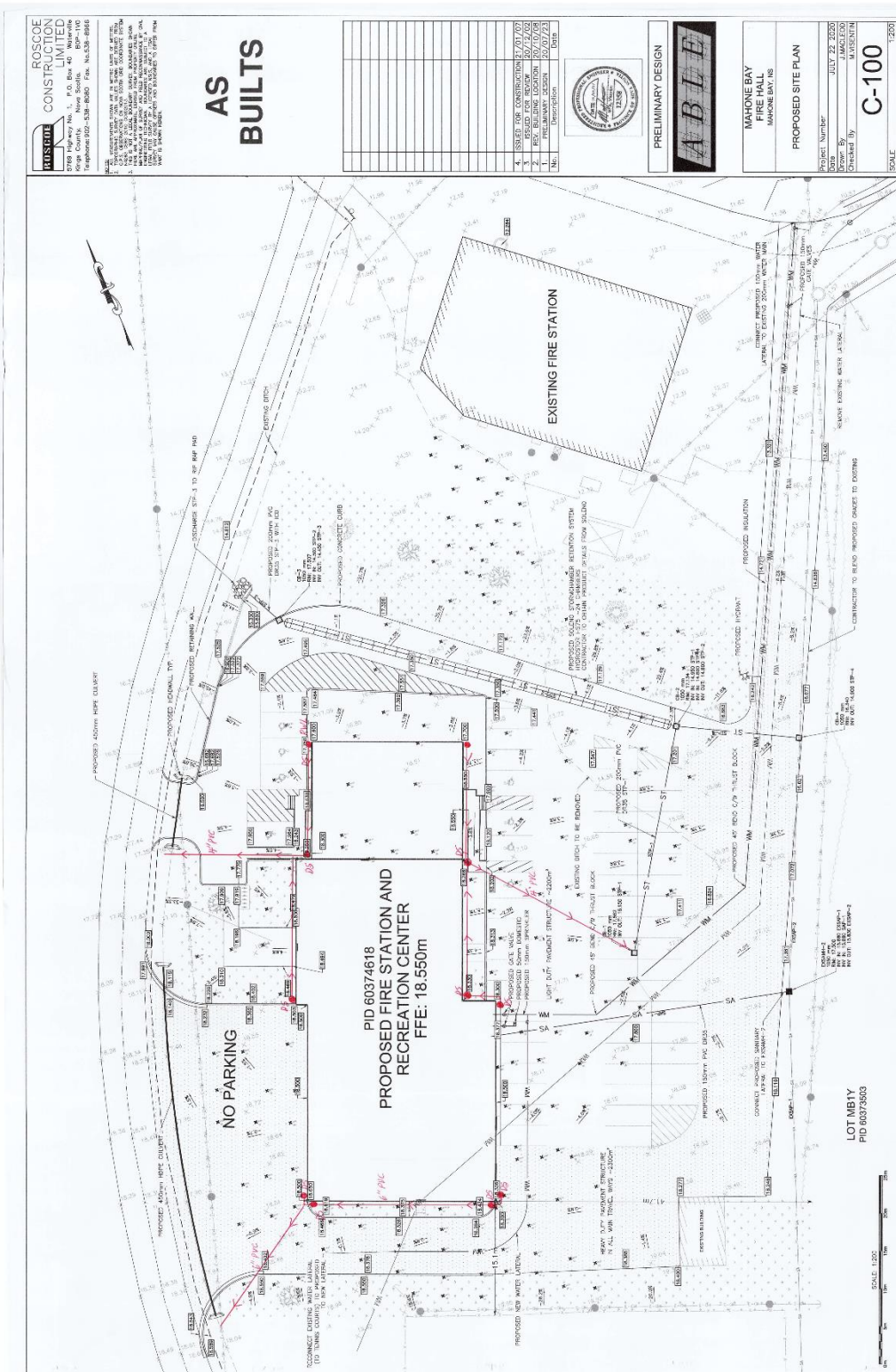


Space Planning Table						
Project: Mahone Bay Maintenance Garage			Date: 22 November 2022			
Location: Mahone Bay, N.S.			Gross Building Area (S.F.) : 5541			
Jost Job #: JPN2022063			Submission Stage		Concept	
Room or Space	Quantity	Area Carried (For Spaces Only)	Level	Comments	Program Area (SF)	Actual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

APPENDIX D – PROPERTY MAP



APPENDIX E – FIRE HALL SITE PLAN





APPENDIX G – BUDGET

CLASS 'D' Budget Attached – 11 pages

ESTIMATE SUMMARY SHEET - CLASS 'D'

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

Construction Cost Breakdown Div. #1 - General Conditions



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

86,385.25

86,385.25

Construction Cost Breakdown Div. #2 - Site Work



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

Construction Cost Breakdown Div. #3 - Concrete



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

Construction Cost Breakdown Div. #6 - Woods & Plastics



DATE :	November 23, 2022				Customer :		Jost Architects		
Job Number :	Mahone Bay, Nova Scotia				Estimator:		Joseph G. Emmons, MRICS, PQS, PLE		
Project Description:	Mahone Bay - Public Works Garage - Class 'D'								
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6205-Engineered Floor Joists									
	Engineered Floor	700	sf	\$ 8.00			\$ 5,600.00	\$ -	\$ -
							\$ 5,600.00	\$ -	\$ -
									5,600.00
6215-Rough Lumber									
	Framing Material	5541	sf	\$25.00			\$ 138,525.00	\$ -	\$ -
							\$ 138,525.00	\$ -	\$ -
									138,525.00
6220 - Roof Trusses & Timbers									
	Roof Trusses	5764	sf			\$ 9.50	\$ -	\$ -	\$ 54,758.00
							\$ -	\$ -	\$ 54,758.00
									54,758.00
6225-Framing Labour									
	Crane	16	hrs			\$ 175.00	\$ -	\$ -	\$ 2,800.00
	Framing Labour	5541	sf			\$ 15.00	\$ -	\$ -	\$ 83,115.00
							\$ -	\$ -	\$ 85,915.00
									85,915.00
6515 - Stair									
	Stairs - Main to Second	16	rise			\$ 120.00	\$ -	\$ -	\$ 1,920.00
							\$ -	\$ -	\$ 1,920.00
									1,920.00
6520 - Stair Railings									
	Railings with Spindles - MF - 2nd	16	lf			\$ 125.00	\$ -	\$ -	\$ 2,000.00
							\$ -	\$ -	\$ 2,000.00
									2,000.00
6530 - Interior Trims									
	Trims and Doors	700	sf	\$ 5.00			\$ 3,500.00	\$ -	\$ -
	Labour to Install Trims	40	mhrs			\$ 60.00	\$ -	\$ -	\$ 2,400.00
	Labour to Install Doors & Hardware	10	ea			\$ 125.00	\$ -	\$ -	\$ 1,250.00
Doors									
	Single Doors - 36"	10	ea			\$ 150.00	\$ -	\$ -	\$ 1,500.00
Closet Shelf									
	Closet Shelf/Linen/Pantry	30	lf	\$ 10.00			\$ 300.00	\$ -	\$ -
							\$ 3,800.00	\$ -	\$ 5,150.00
									8,950.00
6230 - Kitchen Cabinets & Counters									
#1	Millwork Allowance	1	allow			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
							\$ -	\$ -	\$ 10,000.00
									10,000.00
		Sub-Total					\$ 147,925.00	\$ -	\$ 159,743.00
		Total							\$ 307,668.00
									307,668.00

Construction Cost Breakdown Div. #7



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

Construction Cost Breakdown Div. #8



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

108,650.00

Construction Cost Breakdown Div. #9



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

Construction Cost Breakdown Div. #10



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

16,623.00

16,623.00

16,623.00

16,623.00

Construction Cost Breakdown Div. #15



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

Construction Cost Breakdown Div. #16



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

133,398.00

\$ 133,398.00

133,398.00



Possible Cost Reductions to
Report for Town of Mahone Bay
Pre-Design Assistance with
Public Works Garage Decision

Prepared by



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March 2023

Our Project JPN2022063

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EXECUTIVE SUMMARY

The possible cost reduction of a new build Public Works Garage could take on two approaches or a combination of both.

Firstly, if some of the work could be taken “off book” or funded by other sources, the project cost could be reduced. These include the installation of new water and sewer lines and the street repair required to complete the work on Kinburn Street. No services exist on Kinburn Street and the new Public Works Garage connections to existing are lengthy and will require pumping.

Secondly, a reduction in the space program to reduce the scale of the construction could be considered. Reductions include elimination of a Maintenance Bay and storing some of the equipment in an unheated shelter. If the building is treated solely as a storage garage and staff are located elsewhere there would be an additional flexibility for the storage component.

A cost reduction to an all in construction cost of \$1,500,000.00 including HST will require elimination of more than the spaces, such as the proposed Wash / Maintenance Bay and other desired areas.

MANDATE

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

Following Town of Mahone Bay Council review the Town requested commentary and possible recommended changes to the original concept to reduce the project to a total all in cost including HST of \$1,500,000.00.

To this end Jost + Architects reviewed the original report and offer the following as possible cost reduction measures. These have been quantified on a square footage basis for ease of comparison.

SITE REDUCTIONS

The original budget includes:

Water lines	\$22,648.00
Sewer lines	\$40,980.00
Repair of Kinburn St.	\$25,000.00
Concrete Driveway (Apron)	<u>\$84,000.00</u>

If those could be completed by the Town forces or eliminated the total savings of \$172,448.00 + 10% contingency + 5% overhead, + 15% profit = \$229,054.00.

This is the equivalent of \$229,054.00 / 360.00 S.F. = (636) S.F. of building.

BUILDING REDUCTIONS

The original study envisions an enclosed heated facility with separate bays for each identified pieces of equipment.

The Space Table includes a Maintenance / Wash Bay which could be eliminated (408 S.F.). - (408)

If some of the remaining equipment, say backhoe, skid steer equipment could be housed in a shelter, this would reduce the heated portion by 544 S.F. - (544)

Storage space is programmed at 240 S.F. - (240)

This would reduce the gross area from 5,541 S.F. in the current program to 5,541 S.F. – 1,828 S.F. = 3,713 S.F. ±. - (1,828)

3,713 S.F. at the current estimated square footage cost of \$360.00 equals \$1,440,000.00 plus Soft Costs of \$184,000.00 plus HST of \$144,000.00 for a total of \$1,760,000.00.

This assumes that the square footage cost would remain the same as the building area is reduced. This will not be the case.

The costs for the site, site servicing and the majority of the mechanical and electrical cost will remain almost constant as the building area reduces.

Some consolidation of equipment storage with equipment parking one behind the other (similar to the current use of the former Fire Hall) would further reduce the building footprint but also reduce the usability of the building.

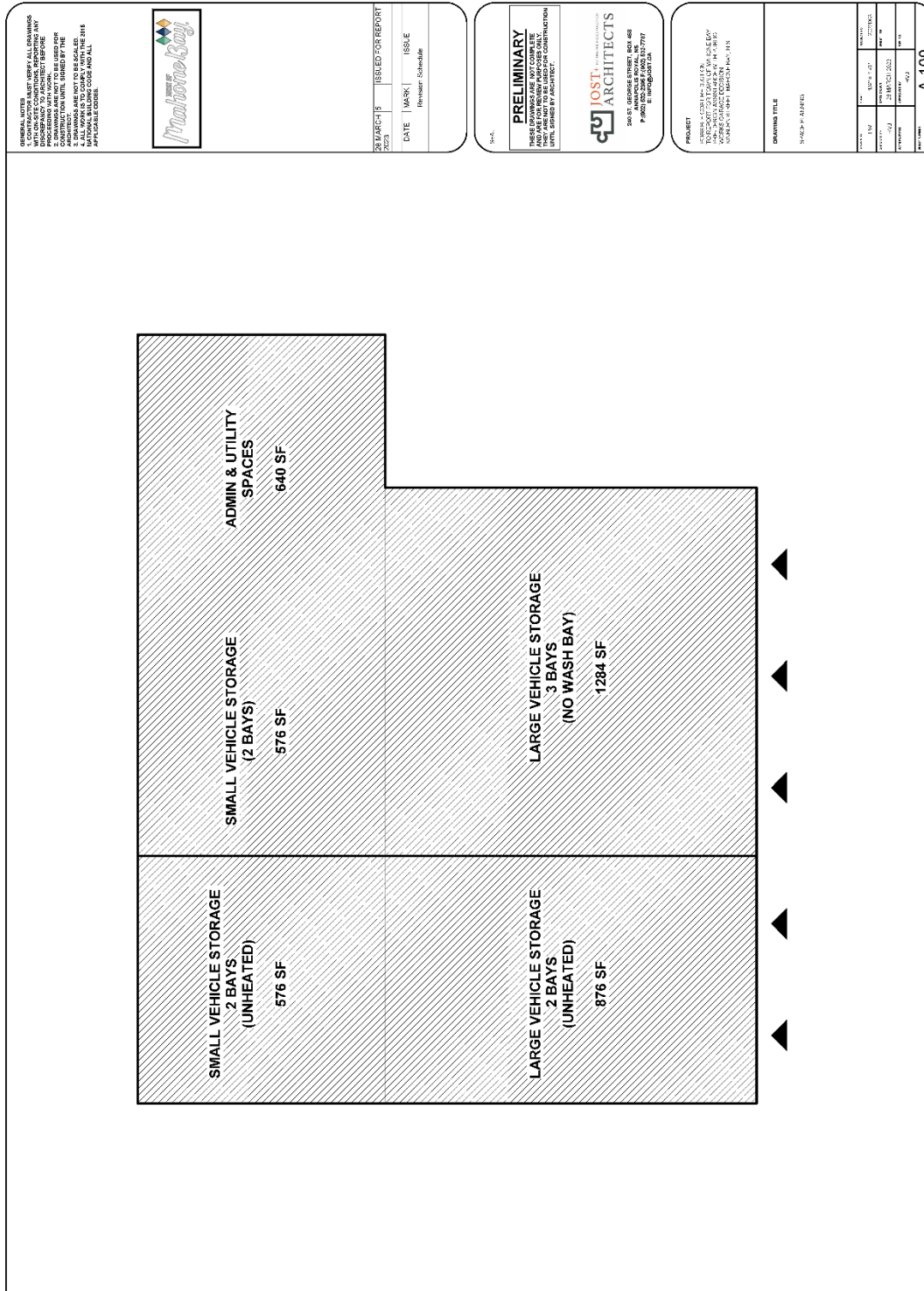
To get to an all-in budget of \$1,500,000.00 the building needs to be reduced from the original 5,541 S.F. to approximately 3,500 S.F.

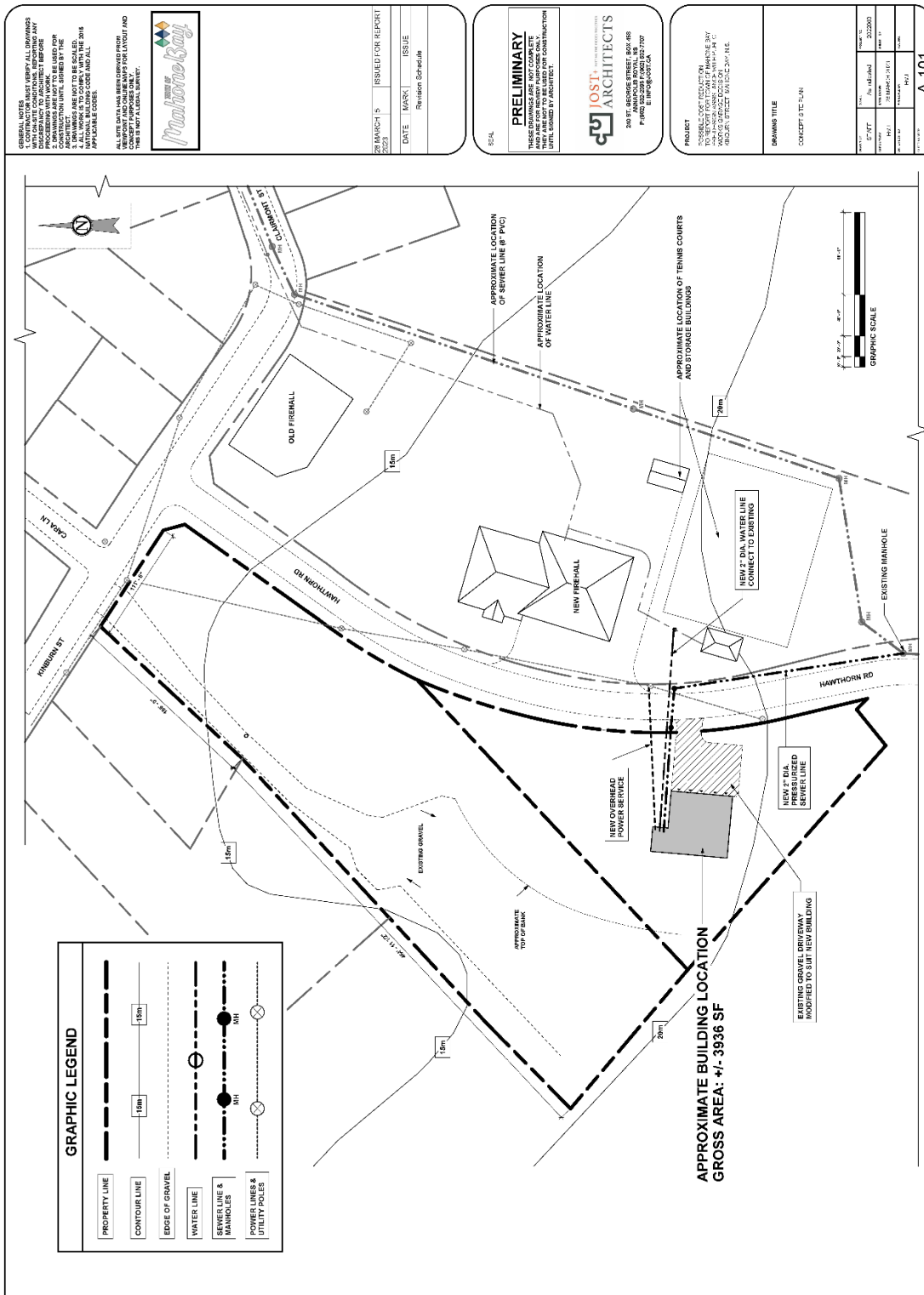
It appears that storing some of the equipment outside or under an unserviced shelter is one approach. Additionally, the elimination of staff spaces making the building a storage building only.

A reduced overall area of a total of 4,000 S.F. consisting of a 2,500 S.F. climatized space and 1,500 S.F. of shelter could be constructed for approximately \$1,500,000.00 including HST.

Attached Appendix A shows both a bubble diagram and a site plan.

APPENDIX A - DRAWINGS







**Report
Former Fire Hall Investigation
to Convert to Public Works Garage
Mahone Bay**



Prepared by

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March 2023

Our Project JPN202309

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EXECUTIVE SUMMARY

The former Fire Hall is larger than required to meet the space program developed for the construction of a new Public Works Garage. The existing building is approximately 7,350 S.F. in area. The program for the new construction is for 5,541 S.F.

The reuse of the former Fire Hall could then include spaces for other Town activities or storage. These spaces include those in the 1995 addition, namely the Firefighter's Lounge, Kitchen and Female and Male Washrooms. All these spaces have or could have direct access to the exterior. The washrooms could easily be an additional Town Comfort Station.

There may be some requirements to upgrade the fire separation between these spaces and the Public Works portion. This would not substantially alter the budget costs. No cost is included in the attached budget to upgrade these spaces except for new heating and lighting.

The remaining space will accommodate the current requirements of the Public Works program. The shortcomings for Public Works will be that there will be only one 14' garage door and that the clear height in the former Social Room is approximately 11' - 6" at it lowest. Much of the space is higher if left exposed.

The former Social Area floor was not designed for vehicles. Thus, depending on it s construction and under bedding it may be subject to cracking. This floor would require to be cut to install new floor drains and could be examined and assessed before committing to the work.

The Class 'D' estimate includes all new mechanical and electrical. Finished and fit up are included to complete new work and provide a general "spruce-up" internally. Exterior changes include only such work as required to install new doors.

The attached budget attempts to provide a direct comparison to a newly built facility with the caveat that much of the existing structure would be left intact.

MANDATE

Jost + Architects Ltd have been engaged to provide the Town of Mahone Bay an assessment of the cost and viability to convert the former Fire Station to a Public Works Garage. This assessment is meant to provide a comparable to the Jost + Architects Ltd report "Town of Mahone Bay Pre-Design PW Garage Assistance" to construct a new Public Works Garage.

BACKGROUND

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

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



Existing Garage

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

The Town is considering the use of the former Fire Station which sites on Town property P.I.D. 60374618 undefined from the adjacent new Fire Hall and Tennis Club.



Existing Garage

METHODOLOGY

Jost + Architects prepared a program and list space table for the proposed new Public Works Garage. A comparison of the proposed spaces to the existing space is included in Appendix A – Space Table.

Public Works staff had prepared a concept for the use of the former Fire Hall (See Appendix B).

A site visit was conducted on 10 February 2023 to observe areas normally visible (no destructive testing).

Representatives of the Town of Mahone Bay provided files of work and maintenance records for the former Fire Hall. Note that original design / construction documents are not included in the files.

PROGRAM

The program for the new construction has been used.

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

Not listed but required

21. Electrical
22. Mechanical

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

SITE

The former Fire Hall faces Kinburn Street (184 Kinburn) and is located on P.I.D. 60374618 which also includes the new Fire Station, parking, and the Tennis Club.

The building is serviced with Town water and sewer (See Appendix C).

Power is from an overhead service on the southeast corner of the building.

There is a catch basin for storm water located at the northeast corner of the site.

The north, east and west sides of the building have asphalt paving right to the buildings.

The south (rear) face is bounded by a very steep 151' high bank up to the new Fire Station parking lot. Located between the building and the top of the bank there are two (2) furnace oil storage tanks, a generator, compressors for the heat pumps and the former communication tower for the Fire Department.

BUILDING

The building has been constructed in at least two phases. The first is a pre-engineered steel building approximately 78'-0 wide x 72'-0 deep.

A wood framed addition was constructed to the west. The dimensions for the addition are approximately 23'-0 wide x 72'-0 deep with a triangle cut to the south (rear) to avoid the bank. Drawings for this addition are dated 1995.

An "As-Found" layout is attached as Appendix C. Please note that the drawing is based on information provided by the Town of Mahone Bay.

The building exterior is clad with a variety of materials. The Kinburn Street (north) face is a combination of brick and vertical metal siding. The east is clad with a combination of vertical and horizontal metal siding. The south and west have clad with horizontal vinyl siding.

Windows are a combination of vinyl and metal horizontal and vertical sliders. Man doors are hollow metal slab room with one (1) ?aluminum/ entry and side lite on Kinburn Street. There is a 14' high x 12' wide overhead door and an 12' high x 12' wide overhead door to the existing equipment bays.

Roofing is a modified bitumen roof installed in 2012 complete with 3" of rigid insulation.

A contract to paint the exterior was issued in 2012 according to the Town records. The exterior painted surfaces are faded but otherwise appear to be fine.

In general, the condition of the exterior components is "good". The roofing is approximately ½ to 1/3 into it's expected life span. The siding and exterior generally are the same. No expected updates required for 10 -20 years.

The area around the building is mostly asphalt which is generally in good condition.

The south (back) of the building is finished with undifferentiated unmaintained turf. The oil storage tanks, generator and heat pump compressors are located here without dedicated access for servicing.

INTERIOR

The floors appear to be concrete slab on grade. The truck bays are unfinished. The occupied spaces are generally finished with vinyl composition tile. The washroom floors in the 1995 addition and the former kitchen are finished with ceramic tile.

Interior wall finishes are generally painted drywall. There is a minor amount of carpeting and some 9" x 9" vinyl tile in each of two small rooms.

It appears that the Truck Bay floor was lowered by approximately 7" to accommodate higher trucks and allow for the installation of one 14' high overhead door towards the centre of the original building.

Ceilings in the original portion are suspended drywall except the Truck Bay which are exposed unpainted metal deck and the Social Area which has 2' x 2' acoustic tile. The 1995 addition has 2' x 4' acoustic tile ceiling.

Mechanical

Heating is by oil fired forced air with a ceiling hung furnace located in the Mechanical / Electrical room.

There are three (3) heat pump compressors with cassettes located in the former Kitchen and Social Room.

The ventilation consists of a roof mounted exhaust and intake.

Electrical

The main electrical service is a 240 V – 200 amp single phase service.

The main distribution panel is full. There are at least two (2) subpanels. One each in the former Kitchen and one in the Firefighters Lounge.

Lighting is generally fluorescent, either laid in the ceilings or surface mounted in the exposed ceilings.

There is a fire alarm system.

There is a generator with transfer switch. The CAT D50-45 50 KW generator appears to have been installed in 2007 according to the files.

Domestic water is Municipally supplied. There are two (2) domestic hot water tanks.

Generally, all plumbing fixtures appear in good condition.

Building Summary

In general, the building is in fair to good condition and is generally serviceable. There are a number of *National Building Code* discrepancies.

These include the joint use of the mechanical and electrical room. The continuing of its fire separation is not complete.

RECOMMENDATIONS

The existing building has a gross area (including walls) of 7,350 S.F. which exceeds the estimated space of 5,541 S.F. required for the new construction by the Space Planning Table.

Space adequate for the equipment listed in the Space Planning Table can be accommodated in the existing Truck Bays and a conversion of the Social Room with the addition of two (2) new overhead exterior doors. Please note the concrete slab thickness and reinforcing in the Social Room is unknown. It's capacity to support equipment is unknown. Light vehicle loading is similar to human loading on a square foot basis but the point loads are singularly higher. Cracking may occur.

The limitation on the new doors is height. The maximum dimension to the underside of the structural from the existing floor in the Social Room is 11'-8". This generally limits an overhead door height to 10' high.

There is a surplus of required space for the direct Public Works requirements. The former Firefighters Lounge and kitchen can be easily converted to outside access storage for other Town requirements.

The existing group washrooms in the 1995 wing could be used as a Public Comfort Station with independent access from the exterior. These washrooms do not meet current accessibility standards.

Mechanical

The dated forced air heating system should be replaced. Current codes require that it be separated from the electrical room and located in its own fire rated space.

The system is not the most efficient or controllable for the intended use. A new oil or propane hot water system with baseboards in the spaces other than equipment bays. The bays could be heated with force flow high recovery units to adjust to the heat loss when opening overhead doors.

This system could be electrified in the future as we work away from fossil fuels.

The existing ventilating system must be replaced. A new balanced system with CO detectors for the equipment bays is required.

Plumbing is assumed to be adequate. There is a surplus of fixtures in usable condition for the purposed use.

Electrical

The existing should be replaced. It appears to be at capacity. The lighting is dated and will require replacement based on the new use and layout. Service outlets including any speciality requirements can located were required and desired.

The existing generator can be reused.

Alarms / Security

A new fire alarm, monitoring and security system should be added to meet the Town's requirements.

Finishes

During the modifications to accommodate the intended use, finishes can be upgraded where required.

This may be limited to the regularly occupied spaces and a coat of paint on the equipment floor and storage areas.

The schematic layout Appendix C shows a possible equipment disposition within the available space. Public Works staff should confirm that the layout works and that the limits of one 12' wide x 14' high, one 12' high x 12' wide and two 12' wide x 10' high doors will accommodate both existing and anticipated equipment.

Please note that most equipment storage garages are using 14' high doors to accommodate current equipment heights. These are currently limited to the Department of Transportation clear height standards of 14'-3".

The existing truck bays have an exposed metal deck ceiling. The removal of the existing acoustic ceiling in the Social Room will raise the usable height to a minimum of 11'-8" and this occurs only at two (2) beams spanning the proposed bays.

The new roofing has insulation (limited to \pm R15) on the exterior side of the decking.

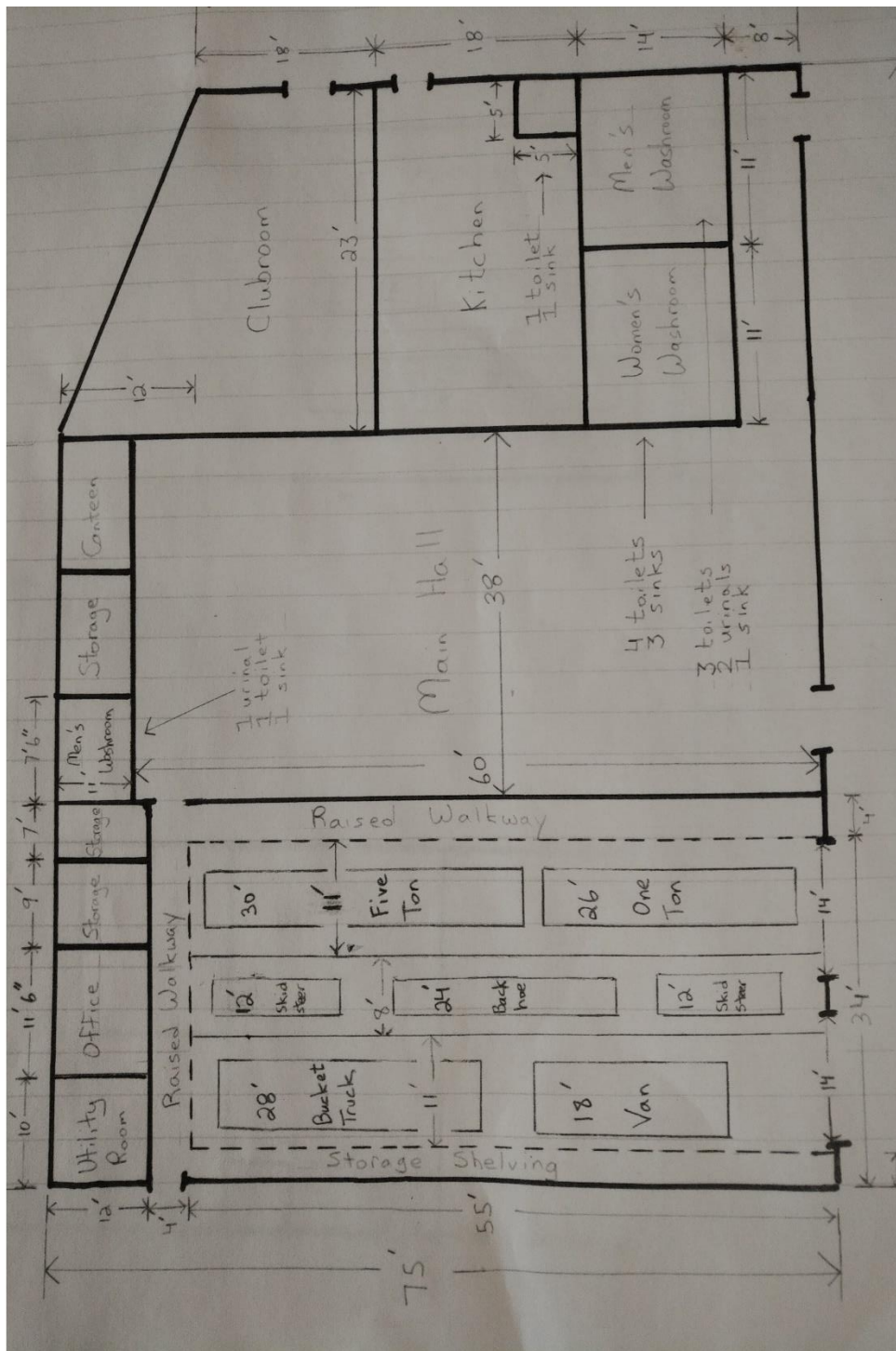
New storage / office / staff spaces can be accommodated in the remaining areas.

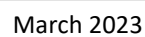
APPENDIX A – SPACE TABLE

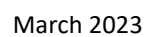


Space Planning Table						
Project: Mahone Bay Maintenance Garage			Date: 22 November 2022			
Location: Mahone Bay, N.S.			Gross Building Area (S.F.) : 5541			
Jost Job #: JPN2022063		Submission Stage		Concept		
Room or Space	Quantity	Area Carried (For Spaces Only)	Level	Comments	Program Area (SF)	Actual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

APPENDIX B – SCHEMATIC DRAWING FROM PUBLIC WORKS







APPENDIX D – BUDGET

CLASS ‘D’ Budget Attached – 10 pages

ESTIMATE SUMMARY SHEET - CLASS 'D'

DATE :	March 28, 2023	Customer :	Jost Architects	
Address :	Mahone Bay, Nova Scotia	Estimator :	Joseph G. Emmons, MRICS, PQS, PLE	
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class 'D'	GFA (m2)	729	1
	Renovation of Old Fire Hall	GFA (sf)	7350	
No.	SPEC. SECTION	Price Carried	SF Cost	Unit Cost
<u>Division #1</u>	<u>General Requirements</u>			
6675	Site Supervision	\$ 40,000	\$ 5.44	\$40,000
6585	Final Cleaning	\$ 1,838	\$ 0.25	\$1,838
		\$ 41,838	\$ 5.69	\$41,838
<u>Division #2</u>	<u>Site Construction</u>			
6102	Demolition and Disposal	\$ 50,500	\$ 6.87	\$50,500
6665	Exterior Steps, Walks & Patio's	\$ 10,000	\$ 1.36	\$10,000
		\$ 60,500	\$ 8.23	\$60,500
<u>Division #6</u>	<u>Wood & Plastic</u>			
6215	Rough Lumber - Garage, Interior and Roof	\$ 58,800	\$ 8.00	\$58,800
6225	Framing - Garage, Interior and Roof	\$ 88,200	\$ 12.00	\$88,200
6530	Kitchen Cabinets & Counters	\$ 10,000	\$ 1.36	\$10,000
		\$ 157,000	\$ 21.36	\$157,000
<u>Division #7</u>	<u>Thermal & Moisture Protection</u>			
6430	Caulking	\$ 2,500	\$ 0.34	\$2,500
6435	Siding, Trims, Fascia and Eaves	\$ 25,000	\$ 3.40	\$25,000
		\$ 27,500	\$ 3.74	\$27,500
<u>Division #8</u>	<u>Doors & Windows</u>			
6140	Metal Doors and Frames	\$ 6,000	\$ 0.82	\$0
6425	Garage Doors	\$ 24,300	\$ 3.31	\$24,300
6435	Hardware	\$ 15,000	\$ 2.04	\$15,000
		\$ 30,300	\$ 4.12	\$24,300
<u>Division #9</u>	<u>Finishes</u>			
6380	Drywall & Insulation	\$ 7,958	\$ 1.08	\$7,958
6550	Painting	\$ 52,878	\$ 7.19	\$52,878
6560	Sealed Concrete Floor	\$ 38,784	\$ 5.28	\$38,784
6561	Vinyl Floor	\$ 3,000	\$ 0.41	\$3,000
		\$ 102,620	\$ 13.96	\$102,620
<u>Division #10</u>	<u>Specialties</u>			
6550	Specialties	\$ 3,500	\$ 0.48	\$3,500
		\$ 3,500	\$ 0.48	\$3,500
<u>Division #15</u>	<u>Mechanical</u>			
6320	HVAC	\$ 220,500	\$ 30.00	\$220,500
6310	Plumbing	\$ 15,000	\$ 2.04	\$15,000
		\$ 235,500	\$ 32.04	\$235,500
<u>Division #16</u>	<u>Electrical</u>			
6330	Electrical & Fire Alarm	\$ 198,450	\$ 27.00	\$198,450
		\$ 198,450	\$ 27.00	\$198,450
SUB-TOTAL HOME COSTS		\$ 857,207	\$ 116.63	\$851,207

116.63

Contingency - 20% **\$ 171,441**

Overhead - 5% **\$ 42,860**

CM or Profit - 15% **\$ 128,581**

TOTAL HOME COSTS **\$ 1,200,090**

\$ 163.28

HST **\$ 156,012**

TOTAL HOME COSTS AFTER TAX **\$ 1,356,102**

Construction Cost Breakdown Div. #1 - General Conditions



DATE :	March 28, 2023				Customer :	Jost Architects			
Job Number :	Mahone Bay, Nova Scotia				Estimator:	Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class 'D'								
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
	#1 - General Conditions								
1100 - Summary									
6675	Site Supervision	4	mnth		\$ 10,000.00	\$ -	\$ -	\$ 40,000.00	\$ -
6585	Final Cleaning	7350	sf			\$ 0.25	\$ -	\$ -	\$ 1,837.50
							\$ -	\$ 40,000.00	\$ 1,837.50
						Sub-Total	\$ -	\$ 40,000.00	\$ 1,837.50
						Total			\$ 41,837.50

41,837.50

41,837.50

Construction Cost Breakdown Div. #2 - Site Work



DATE :		March 28, 2023			Customer :		Jost Architects			
Job Number :		Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:		Mahone Bay - Public Works Garage - Renovation - Class 'D'								
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract	Sub Total
6102 - Demolition										
	Remove existing flooring in areas	1	allow			\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
	New door openings - Interior	1	allow			\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	
	New door openings - Exterior	1	allow	\$ -		\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	
	Remove old M & E equipment	1	allow	\$ -		\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
	ACT at Social room ceilings	1	allow	\$ -		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	
	Misc	1	allow	\$ -		\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	
							\$ -	\$ -	\$ 50,500.00	50,500.00
6665 - Exterior Steps, Walks & Patio's										
	Walk-ways, Landscaping, Misc	1	allow			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
							\$ -	\$ -	\$ 10,000.00	10,000.00
							\$ -	\$ -	\$ 60,500.00	
						Sub-Total	\$ -	\$ -	\$ 60,500.00	
						Total			\$ 60,500.00	60,500.00

Construction Cost Breakdown Div. #6 - Woods & Plastics



DATE :	March 28, 2023			Customer :		Jost Architects			
Job Number :	Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class 'D'								
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6215-Rough Lumber									
	Framing Material	7350	sf	\$8.00			\$ 58,800.00	\$ -	\$ -
							\$ 58,800.00	\$ -	\$ -
6225-Framing Labour									
	Framing Labour	7350	sf			\$ 12.00	\$ -	\$ -	\$ 88,200.00
							\$ -	\$ -	\$ 88,200.00
6230 - Kitchen Cabinets & Counters									
#1	Millwork Allowance	1	allow			\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
							\$ -	\$ -	\$ 10,000.00
						Sub-Total	\$ 58,800.00	\$ -	\$ 98,200.00
						Total			\$ 157,000.00
									157,000.00

Construction Cost Breakdown Div. #7



DATE :		March 28, 2023			Customer :		Jost Architects		
Job Number :		Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE		
Project Description:		Mahone Bay - Public Works Garage - Renovation - Class 'D'							
<i>Code</i>	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6430 - Caulking									
	Caulking Contractor	1	ea			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
							\$ -	\$ -	\$ 2,500.00
									\$ 2,500.00
6435- Siding, Soffit, Fascia and Eaves									
	Repair Existing as Required	1	allow			\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
							\$ -	\$ -	\$ 25,000.00
									\$ 25,000.00
		Sub-Total					\$ -	\$ -	\$ 27,500.00
		Total							\$ 27,500.00
									27,500.00

Construction Cost Breakdown Div. #8



DATE :	March 28, 2023			Customer :		Jost Architects			
Job Number :	Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class 'I'								
Code	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6140 - Metal Doors & Frames									
	Steel Insulated Doors	4	ea			\$ 1,500.00	\$ -	\$ -	\$ 6,000.00
							\$ -	\$ -	\$ 6,000.00
6425 - Garage Doors									
	10' x 12' Insulated Garage Door	2	ea			\$ 7,800.00	\$ -	\$ -	\$ 15,600.00
	10' x 10' Insulated Garage Door	1	ea			\$ 5,400.00	\$ -	\$ -	\$ 5,400.00
	Garage Door Opener	3	ea			\$ 1,100.00	\$ -	\$ -	\$ 3,300.00
							\$ -	\$ -	\$ 24,300.00
6435 - Hardware									
	Hardware Allowance	1	ea			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	Automatic Door Operators	2	ea			\$ 5,000.00	\$ -	\$ -	\$ 10,000.00
							\$ -	\$ -	\$ 15,000.00
		Sub-Total				\$ -	\$ -	\$ 45,300.00	
		Total						\$ 45,300.00	45,300.00

45,300.00

Construction Cost Breakdown Div. #9



DATE :	March 28, 2023			Customer :		Jost Architects				
Job Number :	Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE				
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class 'D'									
<i>Code</i>	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract	
6380 - Drywall & Insulation										
	6" Sound Batt	1372	sf			\$ 1.10	\$ -	\$ -	\$ 1,509.20	
Drywall	5/8" Regular	2744	sf			\$ 2.35	\$ -	\$ -	\$ 6,448.40	
							\$ -	\$ -	\$ 7,957.60	\$ 7,957.60
6550 - Painting										
	Painting - Main	7350	sf			\$ 5.00	\$ -	\$ -	\$ 36,750.00	
	Interior Metal Liner	2016	sf			\$ 8.00	\$ -	\$ -	\$ 16,128.00	
							\$ -	\$ -	\$ 52,878.00	\$ 52,878.00
6560 - Concrete										
	Sealed Concrete Floor	4848	sf			\$ 8.00	\$ -	\$ -	\$ 38,784.00	
							\$ -	\$ -	\$ 38,784.00	\$ 38,784.00
6561 - Vinyl Floor										
	Vinyl Click Floor - Regular	500	sf			\$ 6.00	\$ -	\$ -	\$ 3,000.00	
							\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
		Sub-Total				\$ -	\$ -	\$ 102,619.60		
		Total						\$ 102,619.60		102,619.60

Construction Cost Breakdown Div. #10



DATE :	March 28, 2023			Customer :		Jost Architects			
Job Number :	Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class T								
<i>Code</i>	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6550 - Specialties									
	Wash Accessories	1	allow			\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
	Window Coverings, Signs, Matts	1	allow			\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
							\$ -	\$ -	\$ 3,500.00
						Sub-Total	\$ -	\$ -	\$ 3,500.00
						Total			\$ 3,500.00

3,500.00

3,500.00

3,500.00

3,500.00

Construction Cost Breakdown Div. #15



DATE :	March 28, 2023			Customer :		Jost Architects			
Job Number :	Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class								
<i>Code</i>	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6320 - HVAC									
	HVAC	7350	ea			\$ 30.00	\$ -	\$ -	\$ 220,500.00
							\$ -	\$ -	\$ 220,500.00
									\$ 220,500.00
6310 - Plumbing									
	New Accessible Washroom	1	ea			\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
							\$ -	\$ -	\$ 15,000.00
							\$ -	\$ -	\$ 235,500.00
		Sub-Total					\$ -	\$ -	\$ 235,500.00
		Total							\$ 235,500.00

235,500.00

Construction Cost Breakdown Div. #16



DATE :	March 28, 2023			Customer :		Jost Architects			
Job Number :	Mahone Bay, Nova Scotia			Estimator:		Joseph G. Emmons, MRICS, PQS, PLE			
Project Description:	Mahone Bay - Public Works Garage - Renovation - Class								
<i>Code</i>	Description	Qty	Unit	Unit Price Material	Unit Price Labour	Sub Contract	Material Cost	Labour Cost	Sub Contract
6300 - Electrical									
	Base Building	7350	sf			\$ 20.00	\$ -	\$ -	\$ 147,000.00
	Lighting	7350	sf			\$ 4.00	\$ -	\$ -	\$ 29,400.00
	Fire Alarm	7350	sf			\$ 3.00	\$ -	\$ -	\$ 22,050.00
							\$ -	\$ -	\$ 198,450.00
						Sub-Total	\$ -	\$ -	\$ 198,450.00
						Total			\$ 198,450.00

198,450.00

\$ 198,450.00

198,450.00



Town of Mahone Bay Public Engagement Plan – Urban Forest Management Plan

Presented to Council: April 11, 2023

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;
- Accessible;
- Transparent;
- Appropriately scaled;

NATURE OF ENGAGEMENT

- **Matter for which public engagement is being sought:**
The development of an Urban Forest Management Plan for Mahone Bay in accordance with Council's 2021-25 Strategic Plan. In particular input will be sought concerning the mapping of the urban forest.
- **How input will be used:**
To help inform the development of the Urban Forest Management Plan. Specifically public input will support the mapping of the urban forest and enable a better understanding of residents' potential role in implementing the Plan. Data collected will support Plan development by improving our knowledge on things like tree cover, distribution of species, heat islands, and shade coverage.
- **Identified stakeholders:**
Residents of Mahone Bay, local community groups with a mandate including environmental stewardship, Town Climate & Environment Committee.
- **Impact of the matter on stakeholders:**
Including trees on private land in the mapping of the urban forest will allow us to develop a better understanding of the urban forest in Mahone Bay.

- **Timeline for engagement / decision:**
Phase 1: May – July 2023: Public engagement activities to foster increased awareness and appreciation of natural assets in Mahone Bay and gather information on natural assets.

Phase 2: August – September 2023: Presentation of information gathered in Phase 1 and communication of next steps in the development of the Urban Forest Management Plan.
- **What information is required to participate and where is it available:**
Educational materials will be developed to support participation and released through various channels available to the Town.
- **Particular circumstances (including states of emergency and public health directives):**
None.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

☐ ~~Public hearing;~~

Notes: _____

☐ In-person meetings, round-table discussions, town halls, open houses, or workshops;

Notes: During Phase 1 of this engagement plan an event will be held for the public/stakeholders to attend, to find out more about the Town's intentions for development of an Urban Forest Management Plan, the mapping of natural assets and how residents can support this effort, and how residents can contribute to the stewardship of natural assets in Mahone Bay. A second event would be anticipated in Phase 2, presenting the results of Phase 1 and next steps in Plan development.

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

Notes: During Phase 1, one or more webinars / video discussions are proposed with participation of stakeholders and interested residents. Digital mapping tools will be utilized.

Written input would be collected throughout Phase 1 via digital means, potentially including an online survey.

- ☐ Written engagement which may include written submissions, email feedback, mail-in surveys, polls and workbooks;

Notes: In addition to digital means, written input would be collected in mail-in format throughout Phase 1.

- ☐ Engagement by representation including the appointment of members of the public to Town committees;

Notes: The Climate & Environment committee will be activated.

- ☐ Providing information through the media, websites, social media, and other channels;

Notes: Phase 1 communications would focus on increasing awareness of natural assets and the Town's intentions for development of an Urban Forest Management Plan. With Phase 2 communications would also include communication of the results of Phase 1 engagement and next steps for Plan development.

- ☐ ~~Other:~~

Notes: _____

REQUIRED RESOURCES

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

Communications will be via information posted on the Town website, on social media, and in locations in the community, as well as through direct interactions with staff. Staff will seek to leverage stakeholder networks for improved reach.

- Required resources and costs:

Estimated 50 hours staff time for Climate & Energy Program Manager and Interns. Advertising and promotional costs estimated at \$300.00.



4 April 2023

Community Solar Project – Engaging the Youth

Lenta Wright, PM

SUBMITTED BY

Town of Mahone Bay Council

SUBMITTED TO

Context

AREA staff, in consultation with staff, have hosted several public engagement sessions to deliver information to the community and to receive feedback regarding the Community Solar project. To date, all efforts have been focused on engaging with homeowners and utility customers.

Engaging the youth:

Investment in renewable and sustainable energy projects will secure the future energy supply for the next generations. We are essentially investing in their futures, and fostering a positive attitude towards climate preservation and renewable sources of energy is part of our responsibility. AREA has always advocated for the inclusion of children in the education and experience of renewable energy projects.

The role of renewable energy in the transition to a fossil fuel-free future can be approached through various avenues and taught within a variety of disciplines, considering not only the science of climate change and renewable energy, but also the social, cultural, political, and economic aspects of creating long term viable solutions. What better way to demonstrate the move to a fossil fuel-free future, than by hosting tours at the Community Solar project and showcasing this Council's leadership in decarbonization and rural economic development.

AREA staff recommends that we engage with the local schools to offer site tours to our Solar facility, tailored for the specific age groups, to create awareness and education opportunities for the children in our community.

These tours will create excitement among the children in our community around renewable energy projects and go a long way to reinforce a positive message in the community.

Recommendation

AREA recommends that Council direct staff to facilitate student tours of the Community Solar Garden.

From: [Kelly Wilson](#)
To: [Kelly Redden](#)
Subject: Notice of Motion
Date: March 27, 2023 7:59:02 PM

As per our current discussion could you please include in Thursdays meeting a notice of motion with regard to the development of service standards and operational measurements that can be used to benchmark and analyse performance.



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



TRUSTED CANADIAN SOLUTION

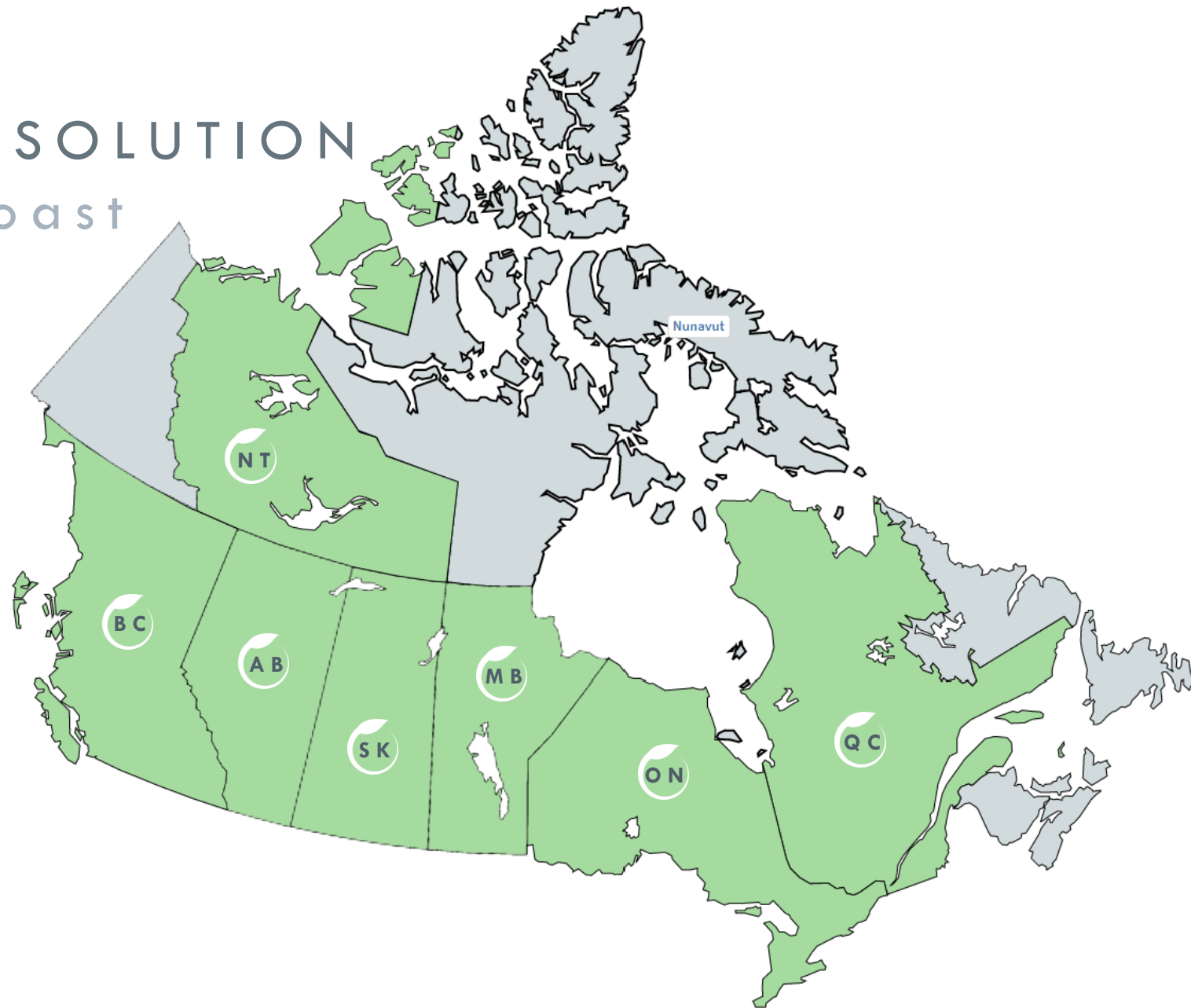
Coast to Coast to Coast

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**



2.5 L

30.5 L

4 - 8 HOURS

0.8 kWh

2
REFILLABLE
FILTERS

BACK

VOLUME CAPACITY

UNIT VOLUME

PROCESSING TIME

POWER CONSUMPTION
PER CYCLE

ODOUR CONTROL

VENT LOCATION

5.0 L

28.9 L

6 - 8 HOURS

1.3 kWh

1
REFILLABLE
FILTER

TOP

**FOODCYCLER™
MAESTRO**



THE SOLUTION

IN THREE SIMPLE STEPS



1. Add waste to bucket

2. Add bucket to unit

3. Press Start. That's it!



Vegetable &
Fruit Scraps



Dairy Products



Starches



Tea bags & Coffee
grinds



Most Animal
Bones



Egg shells

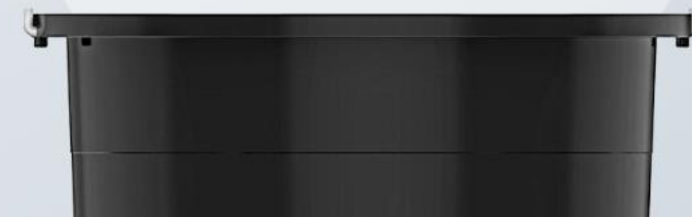


Nut shells, nuts
& seeds



Meat, poultry
& fish

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



90% FOOD WASTE REDUCTION

Full bucket of wet,
smelly food waste

2.5L / 5L

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

100 g / 200 g



4-8 HOURS
(Overnight)

0.8-1.5 kWh
(Equivalent to a laptop)

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



FOODILIZER™ : BENEFICIAL USES

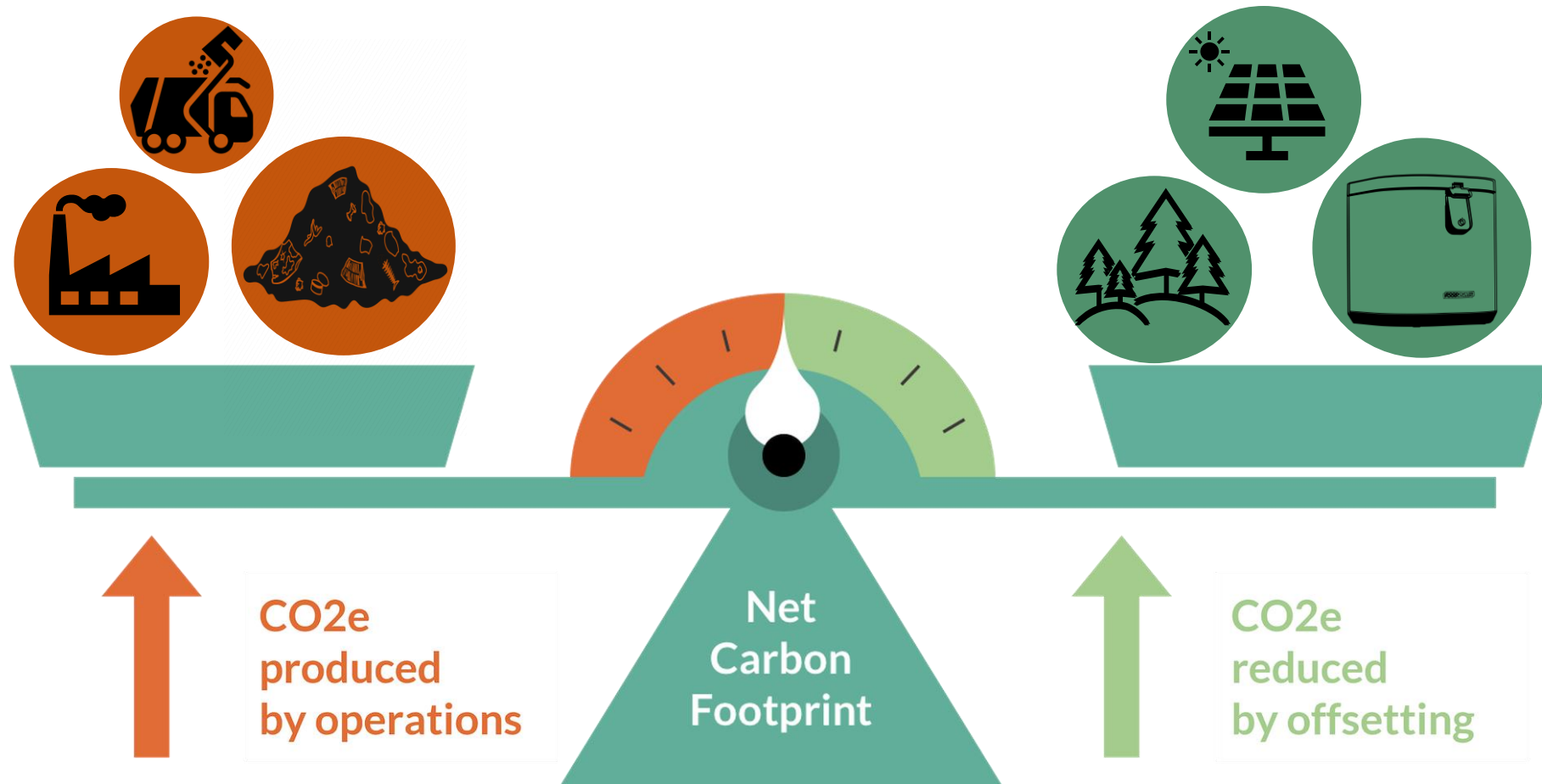
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- 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.

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

H o u s e h o l d s

40

M u n i c i p a l i t i e s



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:



PILOT PROGRAM

12 Weeks from Start to Finish

PILOT TIMELINE

START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

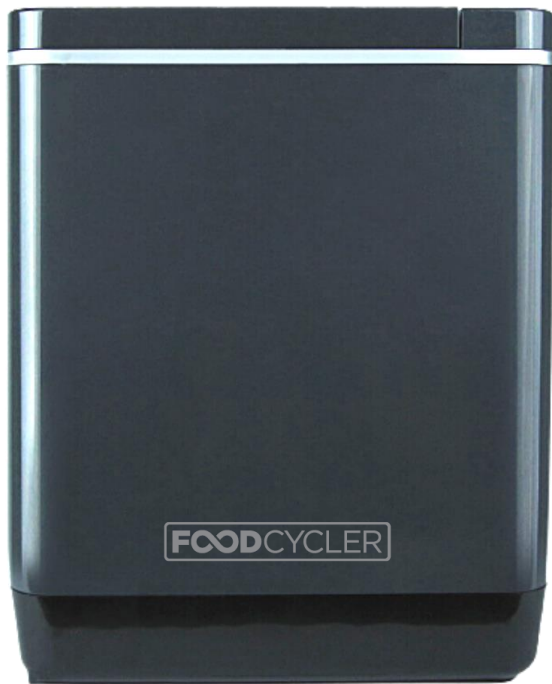
NEXT STEPS

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

-\$ 200

-\$ 50

\$ 100

\$ 150

RETAIL PRICE

MUNICIPAL
DISCOUNT

IMPACT CANADA
INVESTMENT

* MUNICIPAL
SUBSIDY *

RESIDENT
COST

\$ 800

-\$ 250

-\$ 150

\$ 100

\$ 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**

Next Steps:

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





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



A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, March 27, 2023 at 7:00 p.m. in Council Chambers.

Present:

Mayor David Devenne (virtual)
Deputy Mayor Francis Kangata (chair)
Councillor Penny Carver
Councillor Joseph Feeney
Councillor Suzanne Lohnes-Croft
Councillor Richard Nowe (virtual)
Councillor Kelly Wilson
CAO, Dylan Heide
Acting Town Clerk & Deputy CAO, Kelly Redden

Absent:

Gallery:

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

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Mayor Devenne, "THAT the minutes of the January 30, 2023 meeting be approved as presented." Motion carried.

3. Strategic Plan Review

The Committee discussed the feedback received concerning the Town of Mahone Bay's Strategic Plan as part of the 2023 annual review process.

A motion by Councillor Feeney, seconded by Councillor Carver "THAT the Policy and Strategy Committee recommend that Council adopt the Town of Mahone Bay Strategic Plan as amended to reflect changes discussed at the Committee's Mar 27th meeting."

Motion carried.

4. Draft Sports Field Management Agreement

The Committee discussed the draft agreement for lease of the Sports Field to Mahone Bay United.

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT the Policy and Strategy Committee recommend that, in due consideration following deliberation of 2023/24 annual budget, Council approve the Mayor to sign the draft Sports Field Management Agreement as presented, with removal of the financial clause, and that an accompanying letter be prepared with respect to the budget allocation approved by Council." Motion carried.

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT the Policy and Strategy Committee recommend that Council direct Staff to request that Mahone Bay United provide a budget for the 2023/24 fiscal year." Motion carried.

5. Draft Accessibility Implementation Plan

The Policy and Strategy Committee reviewed the draft Accessibility Implementation Plan as provided by the Town's Accessibility Coordinator. The draft will now be presented to the Lunenburg County Accessibility Advisory Committee (LCAAC) for their review.

6. Next meeting

5.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday, April 24, 2023.

4.3 Agenda for next meeting

An agenda was not set for the next meeting of the committee

With no further agenda items, the meeting adjourned at 9:33pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Deputy Mayor Francis Kangata

Clerk, Kelly Redden



Town of Mahone Bay Strategic Plan 2021 - 2025

Approved by Council on June 3rd, 2021, last annual update April 11th, 2023

INSERT PICTURE OF MAYOR AND COUNCIL.

Message from Your Mayor and Council

The Town of Mahone Bay elected officials' role is to plan for and provide the mechanism to meet residents' and businesses' needs. One of the first tasks we undertook as a Council this term was to update the Strategic Plan to guide our decisions and actions over the next four years.

Council and senior staff identified three strategic priorities for the new council term. These priorities reflect what we have heard from residents and learned through public engagement. Each of these priorities becomes an integral piece and together guide us on the path to creating a more robust, inclusive, and vibrant community.

This Plan lays out Council's intentions for the 2021-25 term. The Plan builds on past successes while embracing the challenges of the future. In the real world, reality often circumvents the best of intentions. Our Plan is a living document to be reviewed annually throughout the Council's term as needs and realities change.

Our Mission is to provide high-quality services to our community, through efficient, responsible and accessible Municipal government.

Our Vision is an inclusive, thriving, and healthy community committed to fostering collaborative opportunities for sustainable growth.

Our Core Values are the deeply ingrained principles that guide Town Councillors and staff in the timely and collaborative delivery of services and support to our community:

- Accessibility
- Accountability
- Equity
- Fairness
- Honesty
- Responsiveness
- Stewardship

Key Measurable Results to achieve by 2025 are:

1. 10% population increase with diversity in age, ethnicity and income.
2. Increased supply of affordable housing (costing less than 30% of Mahone Bay's median household income) to 25% of total housing units.
3. 50% replacement of the Town's core water, wastewater, and storm water infrastructure on Main Street.
4. 80% of the power for the Town's electric utility comes from renewable sources.

Strategic Priorities

Below are the three Strategic Priorities as determined by Council for the years 2021 - 2025.

The Strategic Plan was developed by Council to guide the direction of the Town of Mahone Bay for 2021-2025. It sets the stage as the foundation to guide decisions, projects, and initiatives to be undertaken during this four-year term.

In order to ensure the Strategic Plan is successfully implemented, staff will integrate the strategic priorities into the annual Business Plan and Budgets. This ensures that projects move forward and are approved by Council each year.

Once annual work plans are set, staff work together to ensure that projects are on track and continue to advance Council's strategic priorities.

1. Sustainable Municipal Services

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

1.1. Improve Performance of Town-Owned Utilities

Reduce water loss, increase flow capacity, reduce service disruptions, and increase electrical demand.

Strategic Actions:

- Undertake strategic water, wastewater & electrical rate studies and adjust rates as appropriate
- Implement electrification initiatives to increase demand (grow customer base and transition away from fossil fuels)
- Complete water and wastewater system diagnostics
- Strategically replace/upgrade utility infrastructure to support growth and enhance reliability

Constraints include ratepayers' ability to pay, borrowing capacity, and external funding opportunities.

1.2. Implement Asset Management Planning

Establish and maintain service standards with public input on Town services and rates.

Strategic Actions:

- Develop 10-year asset management plans for each asset class:
 - Electrical generation & distribution system;
 - Water treatment & distribution system;
 - Wastewater collection & treatment system;
 - Stormwater drainage systems;
 - Buildings and facilities including those leased by the Town to third-parties;
 - Transportation systems including streets and sidewalks;
 - Recreational facilities, trails, green spaces and cemeteries;
 - Equipment & Vehicles including Fire Department; and
 - Natural infrastructure
- Integrate asset management plans into 10-year capital budget

Constraints include staff capacity and external funding opportunities.

1.3. Improve Accessibility of Public Infrastructure

Establish new and replacement infrastructure to current accessibility standards, increase usage of Town facilities / public spaces, and improve ongoing public engagement.

Strategic Actions:

- Develop and implement Accessibility Operational Plan (as per approved Lunenburg County Accessibility Plan)
- Strategically improve transportation infrastructure to support healthy living

Constraints include staff capacity, external funding opportunities, and roll-out of new legislation / regulations.

Table 1 – Sustainable Municipal Services

		2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1.1	Undertake water, wastewater & electrical rate studies	Operating Initiatives															
	Water																
	Wastewater																
	Electrical																
1.1.2	Implement initiatives to increase utility demand	Operating Initiatives															
1.1.3	Complete water and wastewater system diagnostics	Operating Initiatives															
	Water																
	Wastewater																
1.1.4	Strategically replace/upgrade utility infrastructure	Capital Projects															
	Project 1																
	Project 2																
	Project 3																
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																
1.2.2	Integrate asset management plans into 10-year capital budget																
1.3.1	Accessibility Operational Plan	Operating Initiative / Capital Projects															
1.3.2	Improve transportation infrastructure to support healthy living	Capital Projects															
	Project 1																
	Project 2																
	Project 3																

1. Equitable & Inclusive Growth

Create and support enabling environment for equitable and inclusive growth in the community including investment in core infrastructure and services .

2.1 Support Housing Supply to Meet the Needs of Growing Community

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

Strategic Actions:

- Complete Plan Mahone Bay MPS/Land Use By-Law review/update process and align results with Strategic Plan
- Develop and implement Housing Strategy with affordability as its focus
- Develop and implement policies that will enhance and protect the Town's built heritage and historic atmosphere.

Constraints include federal, provincial and community partners, market forces, staff capacity, and residential tax burden.

2.2 Provide Equitable Services to Support Growth

Dedicate ourselves to the continued improvement of services and responsiveness.

Strategic Actions:

- Review service levels and align with residents' ability to pay
- Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest
- Establish inclusive strategies for provision of municipal services
- Strategically expand existing infrastructure to support planned growth and development

Constraints include residential tax burden and community expectations.

2.3 Governance to Meet Expectations of our Growing Community

Engage the community and govern consistently with Council's values.

Strategic Actions:

- Align staff capacity, capital and operating plans with strategic plan
- Update policies and by-laws to support effective governance and strategic plan implementation
- Prioritize public engagement processes supporting strategic plan implementation
- Regularly review progress and continually improve strategic plan for effective implementation

Constraints include staff capacity, external funding opportunities, and community expectations.

Table 2 - Equitable & Inclusive Growth

		2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1.1	Complete Plan Mahone Bay MPS/LUB Process	Operating Initiative															
2.1.2	Develop and implement Housing Strategy	Operating Initiatives															
2.2.1	Review service levels and align with residents' ability to pay																
2.2.2	Explore shared services and partnerships for efficient service delivery																
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																
2.3.1	Align staff capacity, capital and operating plans with strategic plan																
2.3.2	Update policies and by-laws for effective governance and Plan implementation																
2.3.3	Prioritize public engagement processes supporting Plan implementation																
2.3.4	Regularly review progress and continually improve strategic plan																

3. Environmental Leadership

Ensure responsible and balanced growth management by incorporating progressive standards and a commitment to preserve our environment.

3.1 Reduce Community Greenhouse Gas Emissions

Focus on renewable energy supply with a reduction in emissions by sector guided by ongoing public/customer feedback.

Strategic Actions:

- Implement community Greenhouse Gas (GHG) Reduction Action Plan
- Expand home heating program
- Expand electric vehicle charging infrastructure
- Invest in renewable energy generation (e.g., community solar garden)
- Support regional initiatives that contribute to reductions in greenhouse gas emissions (e.g., transit)

Constraints include external funding opportunities, public buy-in, and ratepayers' ability to pay.

3.2 Adapt Community Infrastructure to Climate Change

Adapt our shorelines to sea level rise and address flooding.

Strategic Actions:

- Develop and implement policies and by-laws supporting adaptation measures on private property
- Invest in strategic infrastructure (shoreline and stormwater management)
- Support regional climate adaptation initiatives

Constraints include external funding opportunities, staff capacity, roll-out of new legislation, and property owner buy-in.

3.3 Practice Stewardship of Our Natural Environment

Improve harbour water quality and urban forest health.

Strategic Actions:

- Develop and implement Urban Forest Management Plan (including parks)
- Invest in strategic infrastructure improvements (elimination of straight pipes) and land acquisitions (watershed)
- Encourage recognition of the value of natural assets in the Town

Constraints include property owner buy-in, buy-in from neighboring municipalities, roll-out of new legislation, and external funding.

Table 3 – Environmental Leadership

		2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1.1	Community Greenhouse Gas (GHG) Reduction Action Plan	Operating Initiatives															
3.1.2	Expand home heating program	Operating Initiative															
3.1.3	Expand electric vehicle charging infrastructure	Capital Projects															
3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project															
3.1.5	Support regional initiatives that contribute GHG reduction	Operating Initiatives															
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															
3.3.2	Invest in infrastructure (straight pipes) and land acquisitions	Capital Projects															
	Project 1																
	Project 2																
3.3.3	Encourage recognition of the value of natural assets	Operating Initiatives															