



## TOWN COUNCIL AGENDA

May 25, 2023

7:00 p.m.

YouTube Live

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

### Call to Order

### 1 Approval of Agenda

### 2 Minutes

2.1 Regular Council Meeting – May 9, 2023

2.2 Special Council Meeting – May 11, 2023

### 3 Public Input Session

### 4 Presentations

### 5 Correspondence

5.1 Anne Palfreyman, Chair, Founders Society – Support for Extension of architectural guidance area

5.2 Sue Cunningham & Tait MacDonald – Support for Noise Bylaw

5.3 Mahone Bay Tourism and Chamber of Commerce - Strategic Plan

5.4 Paul Seltzer – Logo

5.5 Paul Seltzer – Support for Noise Bylaw

5.6 Honourable John Lohr – 12 Month Notice

5.7 Lindsay Nickerson, Warden, The Municipality of Barrington – RCMP Retroactive Costs

5.8 MBTCC – Light the Town Proposal

5.9 Michael Brown, President, Mahone Bay Legion Branch 49 – Potential Relocation of the Soldiers Monument (Cenotaph)

### 6 Staff Reports

6.1 Staff Report to Council – May 25, 2023

6.2 Staff Report – Kindness Meters

6.3 Staff Report – Welcome to Nursing Home Staff

6.4 Staff Report – Municipal Innovation Program Application

### 7 Council Items

7.1 Mayor DeVenne – Committee Application (Asset, Helga Baxter)

7.2 Mayor DeVenne – NSUARB Electric Rate Decision

### 8 Committee Reports

8.1 Lunenburg County Senior Safety Program - Monthly Report - April 2023

8.2 Community Logo Steering Team – Draft Minutes – May 8, 2023

8.3 Heritage Advisory Committee – Draft Minutes – May 10, 2023

8.4 Heritage Registration Hearing – 496 Main Street

8.5 Heritage Registration Hearing – 45 School Street

8.4 Oakland Lake Watershed Advisory Committee – Draft Minutes – May 15, 2023

### 9 New Business

### 10 Closed Session

22.2(a) Acquisition, Sale, Lease and Security of Municipal Property

22.2(e) Contract Negotiations

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

Present:

Mayor D. DeVenne

Deputy Mayor F. Kangata

Councillor P. Carver

Councillor J. Feeney

Councillor R. Nowe

Councillor K. Wilson

Councillor S. Lohnes-Croft

CAO, D. Heide

Acting Clerk & Deputy CAO, K. Redden

Gallery: Online & 2 in-person gallery

### Public Input Session

Council received comments from Iain Cocks and Yvonne Delaney-Cocks, of Mahone Bay, expressing concerns about a laneway being added to their neighbour's property.

### Land Acknowledgement

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### 1. Agenda

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT the agenda be approved as amended to add Climate Summit under new business."

Motion carried.

### 2. Minutes

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT the minutes of the April 27, 2023 regular meeting of Council be approved as presented." Motion carried.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, "THAT the minutes of the April 28, 2023 special meeting of Council be approved as presented."

Motion carried.

### 3. Presentations

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

Council received the Mahone Bay and District Fire Department's Quarterly report.

#### 4. Correspondence – Action

##### 4.1 Autism Nova Scotia – Walk Your Way Sponsorship Request

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, “THAT Council direct staff to promote in the Mayor’s Newsletter and on Facebook that June 3, 2023, is the Walk Your Way for Autism Nova Scotia event.” Motion Carried.

#### 5. Correspondence – Information Items

##### 5.1 Cathy Andreu – Proposed Noise Bylaw

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT item 5.1 be received and filed.” Motion carried.

#### 6. Staff Reports

##### 6.1 Council Report

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

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT the previously scheduled council meeting to discuss RCMP contract negotiations be rescheduled from May 19, 2023, to July 21, 2023.” Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, “THAT Council accept the May 9, 2023 Staff Report for information.” Motion carried.

##### 6.2 Staff Report – Alternative Voting Bylaw

Council received a staff report on a draft amended Alternative Voting Bylaw.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council give first reading to the draft amended Alternative Voting Bylaw.” Motion Carried.

##### 6.3 Accessibility Quarterly Update January – March 2023

Council received a quarterly update from Ellen Johnson, Accessibility Coordinator.

A motion by Councillor Carver, seconded by Councillor Nowe, “THAT this report be accepted for information.” Motion Carried.

##### 6.4 Staff Report Development Agreements and Plan Mahone Bay Process

Council received a Memo from Garth Sturtevant, Senior Planner, on a possible process to handle Development Agreement applications that are not completed before the passing of the new Land Use Bylaw and Municipal Planning Strategy.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT Council refer item 6.4 - Development Agreement and Plan Mahone Bay process to the next meeting of the Planning Advisory Committee.” Motion Carried.

### 8.3 Planning Advisory Committee

Council received the draft minutes of the May 2, 2023 meeting of the Planning Advisory Committee.

A motion by Deputy Mayor Kangata, seconded by Councillor Lohnes-Croft, "THAT Council accept the recommendation of the Planning Advisory Committee and give 1<sup>st</sup> reading to the amending development agreement for 995 Main Street and that Council set June 13th for the Public Hearing for the amending development agreement for 995 Main Street."  
Motion Carried.

### 6.5 Response to Barry Dupuis

Council received a draft response letter to a letter received by Council at their April 27<sup>th</sup> regular council meeting.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council approve the Mayor to sign the letter of response to Mr. Dupuis as amended to add that Mr. Dupuis is encouraged to reach out to the Development Office with any questions, and to provide information about the Land Use Bylaw and Municipal Planning Strategy public engagement process."  
Motion Carried.

### 6.6 Staff Report – Tree Donation Recognition

Council received a staff report with an option for recognition of tree donations made to the Town.

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council refer the proposed \$5,000 capital project for tree donation recognition to the 2023/24 budget discussions."  
Motion Carried.

### 6.7 Existing Conditions and Concepts Reports – WSP

Council received the documents presented to them at their April 21<sup>st</sup> special budget meeting concerning concepts for the reconfiguration of the Main and Edgewater Street intersection.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council direct staff to remove reconfiguration of Main – Edgewater intersection from the draft 2023/24 capital budget."  
Motion Carried.

## 7. Council Items

### 7.1 Mayor Devenne – 2023 Representative Volunteer

Mayor Devenne announced that Karen Pinsent has been chosen as the Town of Mahone Bay's 2023 Representative Volunteer.

### 7.2 Councillor Feeney – Request from Mahone Bay Community Land Co-operative

Council reviewed the request from the Mahone Bay Community and Land Co-operative received through a presentation at the April 27<sup>th</sup> meeting of Council.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, "THAT Council approve the Mayor to sign the letter of support for the Mahone Bay Community Land Co-operative." Motion Carried.

## 8. Committee Reports

### 8.1 Policy and Strategy Committee

Council received the draft minutes of the April 24, 2023 meeting of the Policy and Strategy Committee.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Council adopt the amended Council Policy as presented." Motion Carried.

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT Council adopt the Facilities Booking Policy as presented." Motion Carried.

### 8.2 Police Advisory Board

Council received the draft minutes of the April 27, 2023 meeting of the Police Advisory Board.

### 8.4 Asset Management Committee

Council received the draft minutes of the April 20, 2023 meeting of the Asset Management Committee.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT the draft minutes of the April 20, 2023 meeting of the Asset Management Committee be accepted as presented." Motion carried.

## 9. New Business

Councillor Carver updated Council on the upcoming Climate Summit being facilitated for participating municipalities (Town of Mahone Bay, Town of Bridgewater, and Municipality of the District of Lunenburg) by the Atlantic Infrastructure Management Network with funding from the Federation of Canadian Municipalities.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council refer this item to the June 29<sup>th</sup> meeting of the Policy and Strategy Committee." Motion withdrawn.

Council members provided feedback concerning the Summit, which Councillor Carver will share with other participants.

## 10. Closed Session

A motion by Councillor Feeney, at 9:19pm, seconded by Councillor Wilson, "THAT Council go into Closed Session to discuss Personnel Matters and Contract Negotiations as permitted by the Municipal Government Act sections 22(2)(c) and 22(2)(e) respectively.

Motion carried.

Council arose from closed session at 10:11pm.

## Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council direct staff to provide a credit to Trinity United Church's water account in the amount of \$830."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, "THAT Council authorize the Mayor to sign the draft Cooperative Management Agreement between the Town of Mahone Bay, the Mahone Bay Centre Society and the Mahone Bay United Soccer Association."

Motion carried.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, "THAT Council authorize the Mayor to sign the agreement between the Town and the Mahone Bay Fire Department Society pertaining to financing of the Community Hall at the new Fire Station."

Motion carried.

Council adjourned upon motion at 10:13pm.

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 Thursday, May 11, 2023 at 9:00 a.m. in Council Chambers.

**Present:**

Mayor D. DeVenne  
Deputy Mayor F. Kangata  
Councillor S. Lohnes-Croft  
Councillor R. Nowe  
Councillor K. Wilson  
Councillor P. Carver  
Councillor J. Feeney  
D. Heide, CAO  
A. Yeadon-Wentzell, Manager of Finance  
J. Uhlman, Manager of Public Works  
K. Redden, Acting Clerk and Deputy CAO

**Absent:**

Gallery: Online and 0 in-person gallery

**Land Acknowledgement**

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**1. Agenda**

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

**2. Draft 2023/24 Budget Discussion**

Council discussed the draft 2023/24 budget.

A motion by Councillor Lohnes-Croft, seconded by Deputy Mayor Kangata, "THAT Council direct staff to work with the Wooden Boat Society to explore options for a fishing pier at the marina wharf."  
Motion carried.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council direct staff to remove the purchase of a washer and dryer for the Edgewater Street Comfort Station

from the draft 2023-24 budget, and to entertain any request from the Wooden Boat Society in the future if they wish.” Motion withdrawn.

A motion by Feeney, seconded by Deputy Mayor Kangata, “THAT Council direct staff to prepare a report on the possible addition of a town financed washer and dryer at the Edgewater Street Comfort Station, including the feasibility of cost recovery.” Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT the replacement of the ballfield outfield fence be deferred to 2024/25 in the draft 2023-24 budget.” Motion carried.

A motion by Councillor Wilson, seconded by Councillor Lohnes-Croft, “THAT the purchase of a new shed for the pool property be removed from the draft 2023-24 budget.” Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, “THAT council direct staff to conduct a fire rate study.” Motion carried.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, “THAT Council refer the Grants to Organization policy to the Policy and Strategy Committee for review.” Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, “THAT Council approve the 2023-24 Grants to Organizations requests in the total amount of \$21,784.” Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, “THAT Council direct staff to release the 2023-24 Grants to Organizations funds.” Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, “THAT the subsidy to Mahone Bay United be removed from the draft 2023/24 budget.” Motion defeated.

A motion by Deputy Mayor Kangata, at 12:18 p.m. seconded by Councillor Carver, “THAT Council go into Closed Session to discuss Contract Negotiations as permitted by the Municipal Government Act sections 22(2)(e).” Motion carried.

Council arose from closed session at 12:27 p.m.

A motion by Councillor Wilson, seconded by Councillor Feeney, “THAT Council increase the budget for the purchase of electrical utility transformers in 2023-24 / 2024-25 to \$400,000.” Motion carried.



Council adjourned upon motion at 12:29 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Acting Town Clerk, Kelly Redden





## Mahone Bay Founders Society

Mahone Bay Museum  
578 Main Street  
PO Box 583, Mahone Bay  
Nova Scotia  
B0J 2E0  
902-624-6263

Town Council of Mahone Bay  
May 9, 2023

Dear Council Members:

In March 2022, the MBFS Board signed a letter to Town Council advocating for the preservation of built heritage in Mahone Bay. Since that time, we are delighted to see that there is a proposal to extend the Town's architecture guidance area to the essential central core area of the Town bounded by Fairmont Street, Maple Street, School Street and Pleasant Street as delineated in the revised Land-Use By-law now available for public comment.

The Museum Board strongly supports this extended architecture guidance area that will significantly contribute to the Town's built heritage.

Sincerely,

*Anne Palfreyman - chair*

Sandy Barney, Annette Bouchet, Kody Dagley, Kathleen Fischback, Anne Palfreyman, Ken Paulsen, Joan Russo, Annette St Onge,

Board Members of Mahone Bay Founders Society operating the Mahone Bay Museum

## Kelly Redden

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**From:** Sue Cunningham <mrrmaidsue@gmail.com>  
**Sent:** May 10, 2023 6:53 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** Noise Bylaw Discussion

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

[You don't often get email from mrrmaidsue@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

CAUTION: This email originated from an external sender.

We happened to catch last evening's council discussion regarding a potential noise bylaw.

Our family resides at the corner of Wye and Main streets (a little over 100 yards north of the restaurant in question). We thought it might be helpful to add our perspective to the discussion underway.

Last weekend was the first time this season that the weather was balmy enough to have our windows open during the evening. Unfortunately the sound level of live music interfered with watching a TV program to the extent we had to close the windows and back door. Certainly this is an easy but not preferential solution for us, however it is not a viable solution for those families in a closer proximity to the property in question.

Prior to Covid, we were accustomed to the occasional sounds of voices, laughter & sometimes even speeches coming from the property. To us, this was never an issue as it seemed a reasonable and unavoidable level of 'noise'. The issue as we see and experience it is the use of amplified music particularly in the evening hours and depending on which direction the wind is blowing this causes further amplification.

If the current situation persists, it certainly adversely impacts our enjoyment of our outside property during summer evenings.

While we're not in a position to comment on the specific occurrences/difficulties raised in the May 9th meeting, we do feel obligated to mention that Sebastian & Cathy (the owners/occupants of 309 Main Street) have been wonderful neighbours to us.

It's regrettable it has gotten to this stage but we would definitely support a noise bylaw.

Thank you for addressing this specific issue and your ongoing service to our community.

Sue Cunningham and Tait MacDonald  
8 Wye Street  
Mahone Bay

Sent from my iPad

## Submission to the Town of Mahone Bay on the Strategic Plan

A recent report by the Public Policy Forum titled “The Atlantic Canada Momentum Index concludes that the Region and Nova Scotia have , “wind in our sails”. Indeed after trailing the rest of Canada for many years the Region is now moving ahead on basic core indicators. Population growth? Up. Immigration? Up. GDP per capita? Up. Education levels, ,employment, wages, productivity, housing starts, and life satisfaction? All up.

Suddenly, opportunities seem to abound. The report contends there is an explosion in innovation and a new generation of entrepreneurs is straining to move ahead.

In this context the broad themes of the Strategic Plan appear to set a framework for the future which the Chamber supports. But as Mies van der Rohe once famously observed, “God or the Devil is in the details”

Among the challenges policy makers will face in the future are:

1. The development application process takes too long
2. Insufficient staff to keep pace with development needs
3. Inequities in the decision-making model which result in different rules for similar businesses.
4. Lack of predictable outcomes hampering possible investment

5. The need for land use policies which encourage higher density development within the Town limits

These issues are not unique to Mahone Bay.

At this time, the Chamber is most concerned with inequities in the parking policy in the Town.

The Town has received repeated representations about the approach of twinning patron occupancy limits and parking spots provided – a formula which does not exist outside Main West. Occupancy based parking is selectively applied ; for example, ,it ignores the factor of walk- up traffic in the calculation. As one business owner said, it is antiquated and works against the tourism interests of our Town,

The other issue of concern at the moment is timing of construction projects. This has most relevance with respect to any proposal to change the traffic patterns at the Cenotaph which may require construction in the summer months. The Town is heavily tourist dependent and should take all necessary steps to ensure that projects do not disrupt traffic flows and parking availability during the peak tourist months.



## Kelly Redden

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**From:** Paul Seltzer <jpaulseltzer@gmail.com>  
**Sent:** May 12, 2023 6:21 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** Town of Mahone Bay Logo

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

[You don't often get email from jpaulseltzer@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

CAUTION: This email originated from an external sender.

Dear Clerk:

Please present this letter to the next meeting of the Town Council of Mahone Bay .

It attempts to present some applicable historical information that may help in the decision making toward an appropriate logo for Mahone 'Bay. It is presented in the light of the current survey underway in trying to determine public sentiment. The survey does not offer residents the opportunity to express preference for the original logo to be returned, saying it is "not an option."

The brief history is that when I was chair of the Business Association of Mahone Bay in 1973 we determined to transition into a Chamber of Commerce. As part of this transition we commissioned Lloyd Knaus of Mader's Cove , and a designer for CBC, to design a new logo for the Chamber. Soon after, the Town requested permission from the Chamber to use that same logo. Permission was happily given and the Chamber and the Town successfully and amicably shared the use of the logo for twelve years.

In its April 14, 2014 meeting the Town Council again requested permission to use the logo in the erection of the three permanent street signs at the entrances to Mahone Bay. Again, this permission was gladly and freely given. At the same time the Chamber, now led by Charles Otter, decided to alter the original logo design by introducing the the tangerine coloring, and adding the words " Mahone Bay Tourism and Chamber of Commerce". in order to have a separate and distinct design of its own. This left the original blue logo available to be used by the Town. It continues to be used in the three street entrance signs erected in 2014. This arrangement was working successfully until about three years ago an unknown initiative produced, surprised ,—and upsett the citizens— with the new and current design.

I hope this gives some clarity . The current council effort to gather preferences from the citizens for a new design ( and its expenses) without offering the original design as an option seems a commendable effort —but unnecessary. The old design is no longer in use by the Chamber. The old design continues to be used by the Town in the street entrance signs. The memory of the outcry at the introduction of the new design still resonates. If legal ownership is in the shadows to cause doubts, it could easily be resolved by a one dollar purchase of the legal rights from the Chamber by the Town. Resumption of use of the old logo could be incremental—paper products, decals, etc.

Thank you for your attention,



Paul Seltzer  
15 Cherry Lane,  
Mahone Bay, N.S.

902 624 9382

## Kelly Redden

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**From:** Paul Seltzer <jpaulseltzer@gmail.com>  
**Sent:** May 12, 2023 5:27 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** Noise by-law

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

[You don't often get email from jpaulseltzer@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

CAUTION: This email originated from an external sender.

Dear Clerk:

Please pass this letter along to the next meeting of the Town council of Mahone Bay.

It concerns the recent discussions of the citizen concerns expressed to Council about the feasibility of a "noise by-law". The by TMB law and amendments already in place as of August 12, 1986 i.e., By law # 18: "Peace and Good Order" states"

{“v.). squeals, tires, or disturbances by means of the operation of a motor vehicle to disturb the peace; (vi) creates loud noise calculated to disturb the peace.”

I have observed that Council’s discussions have focused on excessive 'people noise' from parties, speed of vehicles, the meaning of the word 'calculated'. etc. rather than specifically vehicular noise and the likely difficulties involved in implementing the noise by law.

I would request that primary attention be directed to vehicular noise, specifically resulting from the presence of noise maker mufflers often referred to as "fart-can" or 'coffee can ' ricer' mufflers , whose stated purpose is to "make noise".

Our local MLA office has informed me that at a October 2, 2021 meeting the NS Province gave authority to municipalities to create by laws specific to muffler noise as an amendment to the Motor Vehicles Act. I request that our Mahone Bay Town Council move to create such a by-law;

There are several options for implementing such action at minimal cost to the town that come to mind.

1. Incorporate the requirement for regular, factory installed mufflers be in use at time of regular auto inspection in order to pass inspection and/or removal of inappropriate muffler systems such as "fart can" , coffee can,; "ricers" .

2. Initial information blitz regarding the requirement via news media; highschool and college campuses; inspection garages

3, Include the regulation in the RCMP registration checkpoints. ( fines, impounding vehicles, etc.)

4. Appropriate signs at entrances to Mahone Bay

5. Research into other municipalities that have implemented such muffler buy laws in the Province, nation, and USA might help with details.

Thanks you for your attention.

Paul Seltzer

15 Cherry Lane  
Mahone Bay, N.S,  
902 624 9382



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

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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May 15, 2023

Mayor Brenda Chisholm-Beaton  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, Nova Scotia  
B3J 2K8

Dear President Chisholm-Beaton,

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2024-2025 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Additionally, you will find as an appendix to this notice a listing of other related initiatives that departments feel municipalities should be made aware.

## **DEPARTMENT OF JUSTICE**

### **Biological Casework Analysis Agreement**

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2023-24 financial cost of this program is expected to be \$845,000 however the proration of the cost to municipalities will be reassessed upon the Department of Municipal Affairs and Housing's release of the "Uniform Assessment" for 2023-24.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the corresponding department for clarification.

## DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE

### Construction and Demolition Debris Regulation and Guideline Changes

As noted in the letter to the Nova Scotia Federation of Municipalities on January 4, 2023 (which was a supplement to the notice for fiscal year 2023-24), the Province has approved changes to the construction and demolition (C&D) debris management in Nova Scotia.

These new measures are designed to ensure that C&D debris management (including disposal, storage, transfer, and processing) does not cause adverse environmental impacts. ECC completed a review of C&D debris management in response to fires and groundwater impacts that occurred at existing C&D debris disposal facilities, as well as community concerns about facilities that store, transfer, and process these materials. The review included engagement and consultation with municipalities, construction industry stakeholders, environmental groups, waste management stakeholders, and provincial government departments.

Amendments to the Activities Designation Regulations and the Solid Waste Resource Management Regulations mean that, starting on July 5, 2023, chemically treated wood will no longer be accepted for disposal at C&D debris facilities. Instead, these materials can be reused, repurposed, or disposed of in municipal solid waste landfills. Storage, transfer, and processing will continue to be permitted for treated wood.

As well, this fall, ECC engaged stakeholders on proposed amendments to the following guidelines:

- Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal;
- Solid Waste Management Facility Guidelines for Municipal Waste Transfer.

The guidelines outline details on siting, design, and operational requirements to prevent environmental impacts. Terms and conditions of approvals will outline further site-specific details, which will be developed case-by-case with the facility's respective ECC regional office.

The proposed amended guidelines include an implementation timeline for the ban on treated wood. The implementation of the ban will be staged by having education compliance during the first year to reduce costs associated with adhering to the ban. Municipalities were engaged on this approach during the fall targeted engagement sessions.

In addition, facilities storing, transferring, or processing C&D debris will now require an operating approval from ECC. Previously, only C&D debris required an operating approval. Amending approvals to include C&D transfer, process and storage will be required by July 5, 2023, but any significant terms and conditions will have staged timelines to allow for one year notice. Please note that any new facilities (brand new sites; not currently operating) and expansions of current disposal sites would be subject to requirements starting July 5, 2023.

## Coastal Protection Act

As indicated in last year's letter, it is possible municipalities will incur incremental costs related to implementation of the *Coastal Protection Act* and *Coastal Protection Regulations* in the coming fiscal year. Nova Scotia Environment and Climate Change (ECC) is providing notice of changes which will be required in building permit approval and compliance processes once the *Coastal Protection Act* is proclaimed. This legislation will provide consistent, province-wide protection for our coast by restricting development and related activity where structures will be at risk from coastal flooding and coastal erosion, or where they will cause unnecessary interference with or damage to coastal ecosystems.

Once proclaimed into law, this legislation would create a Coastal Protection Zone, within which the regulations apply. Municipalities would be allowed to issue a building permit for structures within the Coastal Protection Zone if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback certified by a designated professional. This will require modifications to municipal administrative processes for building permits.

Subject to the final form of the regulations, it is anticipated that the municipality will be expected to determine whether the proposed location of the construction is located within the Coastal Protection Zone and whether the regulations apply to the general type of construction and/or the type of structure to be built or expanded. If the regulations apply, the municipality may be required to determine whether the proposed location is above the minimum building elevation prescribed in the regulations and upland of the horizontal setback certified by the designated professional in a coastal erosion risk factor assessment report accompanying the permit application. They also may be required to ensure the designated professional is a member in good standing of the relevant professional body at the time the report was signed.

It is expected that the responsibility for competent, accurate and objective certification of the horizontal setback will rest with the designated professional, with forms and a standard methodology for determining the setback prescribed by regulation and provided by ECC.

Specifics regarding which professional groups will qualify to provide the certification, standards, forms to be used, and other administrative details will be set out in regulations. ECC expects to support municipal officials with training, support materials and digital mapping resources to help interpret the regulations and where they apply.

Sincerely,



Honourable John Lohr  
Minister of Municipal Affairs and Housing

## Appendix A:

### DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS

#### Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA), which covers internal trade within Canada. Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

Thresholds were last updated on January 1, 2022, and are as follows:

	<b>CETA Thresholds</b>	<b>TCA</b>	<b>CFTA Thresholds</b>
<b>Goods</b>	\$366,800	\$366,800	\$121,200
<b>Services</b>	\$366,800	\$366,800	\$121,200
<b>Construction</b>	\$9.1M	\$9.1M	\$302,900

The next update will be posted in December 2023 for calendar years 2024 and 2025. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. We will advise as soon as we receive updated information.

Municipal officials may contact Intergovernmental Affairs, Trade Policy, with any questions related to municipal procurement obligations under trade agreements.

### DEPARTMENT OF JUSTICE

#### RCMP Collective Bargaining Agreements

The RCMP National Police Federation's collective bargaining agreement with the federal government will expire on March 31, 2023, and new contract negotiations are expected to begin. In addition, labour contract negotiations are ongoing for RCMP telecom operators and intercept monitoring employees for the period April 1, 2016, to March 31, 2023. The cost implications and its future impacts cannot be determined until these negotiations have settled. We will monitor the situation closely and keep municipalities up to date as the process moves forward.

#### The Accessibility Act

Work is underway on the development of the accessibility standard for the built environment. There will be an opportunity for municipalities, villages, and Nova Scotians to provide feedback or input once the standard has been drafted. The goal is to make the regulations effective in 2024. A compliance and enforcement framework has been approved. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the Accessibility Act and standards that impact revenue or expenditures.

## Amendments to the Part XX of the Municipal Government Act

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021 directs the Minister to [a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy legislation, Part XX of the Municipal Government Act will be updated at the same time.

## **DEPARTMENT OF ECONOMIC DEVELOPMENT**

### Peggy's Cove Commission Act

A review is seeking to modernize the role and administration of the Peggy's Cove Commission. While it is too early to speculate on the outcomes of the review, given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act, or to the administration of it, could have an impact on the municipality, for example shifting responsibility for planning approvals.

### Community Economic Development

The Department's mandated review of structures and mechanisms to support economic development includes reviewing the current structure and function of the Regional Enterprise Networks (RENs). Over the past several months, the Department has been engaging with the RENs, municipalities, sector and business leaders in communities across Nova Scotia to ensure the best model for community economic development in Nova Scotia. The outcome of this review has the potential to impact the existing REN model, and therefore our municipal funding partners.

## **DEPARTMENT OF NATURAL RESOURCES AND RENEWABLES**

### Feeding Wildlife

The department is currently undertaking consultations on regulations pertaining to the feeding of wildlife, with a goal of introducing regulations in 2023. It is possible there will be impacts on municipalities in relation to green bins and garbage handling, but it is too early to say definitively, and the actions may be limited to supporting NRR's public education efforts. As we complete consultations and move into the regulation writing phase, municipalities will be kept informed.



May 2, 2023

The Honourable Brad Johns  
Attorney General and Minister of Justice  
Department of Justice  
1690 Hollis Street  
P.O. Box 7  
Halifax, NS  
B3J 2L6

**Re: RCMP Retroactive Costs**

Dear Minister,

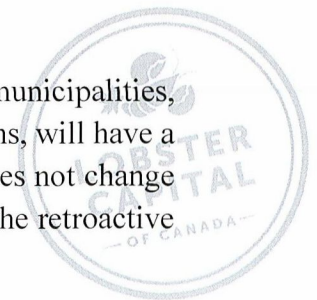
I am writing to you to express our concerns and profound disappointment in the federal government's decision to not absorb retroactive costs associated with the latest RCMP collective bargaining agreement.

Despite months of municipal advocacy led by the Federation of Canadian Municipalities (FCM), provincial-territorial associations and local leaders across Canada, the federal government has indicated in the most recent federal budget that it will not be meeting the request to absorb the retroactive costs associated with the latest RCMP collective bargaining agreement.

This confirms that communities across Canada that are dependent on RCMP services for local policing, such as us and many others in Nova Scotia, will be expected to cover these costs.

We share the Nova Scotia Federation of Municipalities' disappointment that the only relief offered to municipalities is a slightly extended timeline for repayment and are aware that FCM and other municipal associations are set on expressing our disappointment with this decision by issuing a joint statement.

That said, the decision to pass unbudgeted and unaccounted-for RCMP costs on to municipalities, without consulting or engaging local governments in the discussions and negotiations, will have a serious impact on municipal finances. For this reason, if the federal government does not change its decision, we respectfully request that the Province of Nova Scotia fully absorb the retroactive costs.

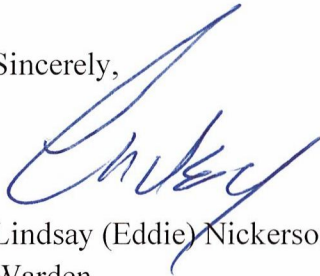


We realize that this request is substantial, but it is not being made lightly. As your colleague the Honourable John Lohr can attest, municipalities and towns are under increasing pressure to provide high-quality services at the lowest possible cost, all while managing the challenges relating to inflation and financial uncertainty. We are paying a growing share of policing costs and we cannot run deficits and have limited revenue tools, thus having a significant impact on our ability to maintain services as they are and adequately invest in our future.

We will continue to draw attention to this challenge, to help ensure municipalities are properly consulted on issues related to community policing and well-being going forward.

I thank you in advance for your serious consideration to this request. Please do not hesitate to contact me directly if you have any questions or would like to discuss this further.

Sincerely,



Lindsay (Eddie) Nickerson  
Warden

cc: The Honourable Tim Houston, Premier of Nova Scotia  
The Honourable John Lohr, Minister of Municipal Affairs and Housing  
Mr. Nolan Young, M.L.A. for Shelburne  
Mayor Chisholm-Beaton, President of the Nova Scotia Federation of Municipalities  
All Nova Scotia Municipalities and Towns



"Light the Town" - A Seasonal Initiative to Illuminate our Downtown in the Winter  
Mahone Bay Tourism and Chamber of Commerce (MBTCC) Town Beautification Group  
May 17, 2023

Proposal to Town of Mahone Bay Council

Winter lighting on light poles throughout the downtown would enhance the considerable efforts by businesses and the Father Christmas Festival to create a festive destination in a season of significant economic opportunity.

MBTCC has allocated funds toward this initiative. The Town Beautification Group together with businesses developed a plan for installation of infrastructure to 'Light the Town.'

Please refer to the budget below. This proposal is a request to Town Council to consider matching the contribution by the MBTCC and to direct Town staff to submit an application to the provincial department of Municipal Affairs through the Town Beautification program.

Budget

Expenses			
Description	Units	Unit Cost	Subtotal
Lighted decorations for light pole install per Dekralite quotation	27	\$ 995.00	\$ 26,865.00
Dekralite brackets	27	\$ 175.00	\$ 4,725.00
Town install of conduits and plugs on light poles	27	\$ 750.00	\$ 20,250.00
<b>TOTAL</b>			\$ 51,840.00

Revenue			
Funding application to Municipal Affairs			\$ 25,000.00
Contribution by Mahone Bay Tourism and Chamber of Commerce			\$ 10,000.00
Business sponsorships			\$ 6,840.00
Contribution request to Town of Mahone Bay			\$ 10,000.00
			\$ 51,840.00

# ROYAL CANADIAN LEGION

## MAHONE BAY BRANCH NO. 49

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

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



Royal Canadian Legion  
Mahone Bay, Branch 49  
21 Pond St, Mahone Bay, NS  
B0J 2E0

May 3, 2023

Mayor David Devenne  
Mahone Bay Town Office  
493 Main St, Mahone Bay, NS  
B0J 2E0

### **RE: Potential relocation of the Soldiers Monument (Cenotaph)**

Dear Mayor Devenne,

I am writing you with regard to the potential relocation of the Soldiers Monument. This is noted in the recent Town of Mahone Bay notional planning for reconfiguring of the Edgewater and Main streets T-junction.

The membership of Branch 49 Mahone Bay would like to know where the monument would be relocated.

I do thank you for your attention in this matter.

Respectfully Yours,

Michael Brown P.Eng.  
President - Mahone Bay Branch 49  
P.O. Box 162, Mahone Bay, NS, B0J 2E0  
Email: [rclbranch49@bellaliant.com](mailto:rclbranch49@bellaliant.com)





## Report to Council May 25, 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
<b>Council Assignments to Staff</b>				
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	Jul., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> <b>75%</b>
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	May., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> <b>75%</b>
Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted for implementation in 2023 (if approved).				

<b>3</b>	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Jul., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. Associated residents survey to inform program development completed in 2022. Implementation planned for Q2 2023.			
<b>4</b>	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Sep., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>50%</b>
		Notes: Assigned to Manager of Finance (Treasurer).			
<b>5</b>	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>50%</b>
		Notes: Update report concerning Housing Strategy development appeared on Council's Oct 27th meeting agenda.			
<b>6</b>	Approve the reimbursement to Mr. Todd Nickerson in the amount of \$51,282.19 and direct staff to undertake the necessary steps to conduct a joint tax sale with the Municipality of the District of Lunenburg.	28-Oct-21	May., 2023	<b>Remove</b>	
		Notes: Reimbursement has been issued. In discussion with MODL staff it has been determined that coordination will only be possible if the property is in arrears to both municipalities, which is not currently the case. Alternative options for resolution should be considered.			
<b>7</b>	Direct staff to issue an RFP for legal services.	28-Oct-21	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: RFP to be issued in Q1 2023-24.			
<b>8</b>	Staff to convene a Special Council meeting in the new year to discuss the RCMP service that the Town contracts through the Province.	09-Nov-21	Jul., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: Scheduled for July 21, 2023			
<b>9</b>	Staff to develop draft protocols for the new community hall as an emergency shelter.	27-Jan-22	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: AEC now doing preliminary work in this regard with REMO report to Council anticipated to Council in Q1 2023-24. Allocation included in draft 2023-24 budget.			

<b>10</b>	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	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Staff in discussion with Nova Scotia Liquour Commission. Report to Council anticipated in Q1 2023-24.
<b>11</b>	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	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Development Agreement Amendment request received Mar 30th, recommended by PAC May 2nd, given first reading May 9th; hearing scheduled for June 13th.
<b>12</b>	Staff to reach out to MODL staff to discuss any interest in extending Town water/wastewater services into Mader's Cove.	14-Jul-22	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress, report anticipated in Q1 2023-24.
<b>13</b>	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>	<b>50%</b>	Notes: Property owners have been notified of the decision of Council.
<b>14</b>	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	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress.


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	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: Presented to Fire Department meeting on November 15, 2022. Staff have been informed that feedback will be provided in writing. Chief reports feedback anticipated not later than Council's June 29th meeting.
16	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	Jun., 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.
17	Coordinate with the Town's Municipal Advisor to schedule a Governance in a Municipal Context training session with DMAH staff.	10-Jan-23	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: Training scheduled for June 2nd.
18	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	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Report anticipated in Q1 2023-24.
19	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	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	50%	Notes: Coordinating with other Lunenburg County municipalities in developing report.



20	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Jun., 2024	<div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress with WSP (engineering).
21	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	May., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Report included on Council's May 25th meeting agenda.
22	Conduct an inventory of kindness meters on Town property.	07-Feb-23	May., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Report included on Council's May 25th meeting agenda.
23	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:
24	Make arrangements to fly the Autism Awareness NS South Shore Chapter Flag on the Community Flagpole for Autism Awareness Month.	30-Mar-23	May., 2023	Remove		Notes: Flag was not provided by the organization.
25	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>	75%	Notes: In progress, flag purchased.

26	Investigate potential locations for a new Mahone Bay Pool, as as part of that investigation, a survey be conducted with citizens.	30-Mar-23	Sep., 2023	Not yet begun			
		Notes:					
27	Include additional accessible parking spaces in the annual painting tender for 2023, bringing the total up to 28.	30-Mar-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>		75%	
		Notes: In progress. Painting anticipated in Q1 2023-24.					
28	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	<div><div></div><div></div><div></div><div></div></div>		25%	
		Notes: In Progress.					
29	Prepare a report on the potential for the provision of access to Oakland Lake for fire services	30-Mar-23	Jul., 2023	<div><div></div><div></div><div></div><div></div></div>		25%	
		Notes: In Progress.					
30	Facilate tours of the Community Solar Garden	11-Apr-23	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>		50%	
		Notes: In progress with AREA staff.					
31	Develop service standards that can be used to benchmark and analyze performance.	11-Apr-23	Sep., 2023	<div><div></div><div></div><div></div><div></div></div>		25%	
		Notes: In Progress.					
32	Arrange a stakeholder engagement session between the MBTCC and the Plan Mahone Bay Steering Team.	27-Apr-23	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>		50%	
		Notes: In progress with Upland.					
33	Provide a report of the possibility of shared use of former firehall between Public Works and other possible uses.	28-Apr-23	Jul., 2023	<div><div></div><div></div><div></div><div></div></div>		25%	
		Notes: In Progress.					

34	Revise the draft 2023-24 budget to increase the transfer to Town Equipment Reserve \$30,000 to \$100,000	28-Apr-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			
35	Revise the draft 2023-24 budget to move the chip sealing of Fauxburg Road partially into a future year.	28-Apr-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			
36	Revise the draft 2023-24 budget such that electrification of heating for Town Hall is recategorized as a climate initiative and the car share project is moved into a future year.	28-Apr-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			
37	Request a meeting between Council members and representatives of the Wooden Boat Society concerning the Mahone Bay Marina and future capital expenditures on the wharf.	28-Apr-24	Jul., 2023	Not yet begun	
		Notes:			
38	Promote in the Mayor's Newsletter and on Facebook that June 3, 2023 is the Walk your Way for Autism Nova Scotia event.	09-May-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>	75%
		Notes: On social media calendar and draft Mayor's Newsletter.			
40	Remove reconfiguration of Main-Edgewater intersection from the 2023/24 draft capital budget.	09-May-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			

40	Provide a credit to Trinity United Church's water account in the amount of \$830.	09-May-23	May., 2023	<div><div></div><div></div><div></div><div></div></div>	
		Notes: Completed.			
41	Work with the Wooden Boat Society to explore options for a fishing pier at the marina wharf.	11-May-23	Sep., 2023	Not yet begun	
		Notes:			
42	Prepare a report on the addition of a Town financed washer and dryer at the marina comfort station, including the feasibility of cost recovery.	11-May-23	Jul., 2023	Not yet begun	
		Notes:			
43	Staff to conduct a fire rate study.	11-May-23	Sep., 2023	Not yet begun	
		Notes:			
44	Release 2023-24 grants to organizations funds.	11-May-23	Jun., 2023	<div><div></div><div></div><div></div><div></div></div>	25%
		Notes: In Progress.			

## Chief Administrative Officer's Report - May 25, 2023

1	<b>Atlantic Infrastructure Management (AIM) Network</b>	Participated in annual conference in Charlottetown (Sept 13-14); 2023 conference Sept 18-20 in Moncton, New Brunswick. Council approved participation in Regional Climate Cohort (planning workshops begun Jan 2023). Data collection on natural assets completed in October. Appointed Chair of AIM Network at October AGM.
2	<b>Municipal Joint Services Board (MJSB)</b>	Regular CAO/COO meetings ongoing. Topics include additional shared service opportunities among others. Participation in Board meetings.
3	<b>Riverport Electric Shared Service Committee</b>	Regular meetings continue. Committee discussions focus on opportunities for closer cooperation.
4	<b>Regional Emergency Measures Organization (REMO)</b>	Regular monthly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established and meeting regularly.
5	<b>Alternative Energy Resource Authority (AREA)</b>	Weekly AREA staff meetings continue by phone. Participation in AREA Board meetings. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council. Joint HOME Program review application with other AREA units submitted to FCM.

6	<b>Lunenburg County Accessibility Advisory Committee</b>	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee (LCAAC). Funding for accessibility audits included in draft 2023-24 budget. Draft Operational Plan presented to Council by Lunenburg County Accessibility Coordinator on March 9; draft plan referred to LCAAC for review and recommendation back to Council.
7	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (meeting quarterly). Participated in Working Group panel/presentation at 2022 NSFM Spring conference (May 5).
8	<b>New Long Term Care Facility</b>	Water/Wastewater upgrades project serving new long term care facility completed, save for some wrap-up with MacLeod Group. Electrical system upgrades in progress (voltage regulator delivery anticipated in Q1 2023-24).

## Manager of Public Works & Transportation's Report - May 25, 2023

1	<b>Streets &amp; Sidewalks</b>	<ol style="list-style-type: none"><li>1. Jubilee Park laneway culvert scheduled to be installed between June 1st - Sept 30th, 2023.</li><li>2. 2023 Line Painting Tender completed with new and revised Accessible stalls and parking lots added. Soon to be posted.</li><li>3. Annual asphalt Tender awarded to Town &amp; Country</li></ol>
2	<b>Other</b>	<ol style="list-style-type: none"><li>1. Ballfield, Bayview cemetery and Edgewater Greenspace grass re seeded and fertilized. Grub B Gone to be applied later this month.</li><li>2. Soccer field bleachers to be installed later this week.</li><li>3. VIC ready to open with new windows being installed on the 16th</li><li>4. Edgewater and Marina Comfort Station open.</li><li>5. Swimming pool repairs underway. Still waiting for Levy's to repair liner were it has pulled out.</li><li>6. Groundskeeping responsibilities being completed by remaining PW staff until new Technician is hired.</li><li>7. New Articulating tractor ordered and will be received in September.</li><li>8. New 2 ton plow truck Tender ready to post.</li><li>9. Bayview and Park Cemetery mowing tender awarded to Nature's Reflections.</li></ol>

## Water/Wastewater System Manager's Report - May 25, 2023

1

### Water Supply, Treatment & Distribution

- New Water/Wastewater Operator, Blake Tibert completed probationary period
- CBCL assisting as need for compliance monitoring, data collection, plus on call rotation
- Regular monitoring and maintenance activities continued. Routine or as required flushing of water mains conducted in various locations throughout the water distribution system
- Watermain project wrapped up week of Sept 12th, some deficiencies still outstanding
- Dead end flush unit for South Main St installed in July 2022 and currently programmed for 2x Daily, Second flush unit location TBD (Edgewater St., Fairmont St.)
- Oakland Lake Watercourse Level Monitoring indicated below seasonal low levels in September (DFO notification Sent). Closer monitoring required for 2023
- Cross Connection Control Program due April 2023, draft by-law in the works and working on identifying and surveying locations
- Annual Reports submitted in March for NSE



		<p>compliance</p> <ul style="list-style-type: none"> <li>•Plans to continue with NRW recommendations Spring 2023</li> <li>•Spring Leak Survey completed with 3 leaks found, potential of a 4th leak discovered after leak survey.</li> <li>•CBCL 10yr System Assessment Report nearing completion, draft will be submitted soon for review</li> <li>•Damaged Fire Hydrants on Main Street to be repaired as weather permits (1 completed)</li> <li>•Spring High Velocity flushing completed May 9th&amp;10th</li> </ul>
2	<b>Sewage Collection &amp; Treatment</b>	<ul style="list-style-type: none"> <li>•Regular daily compliance monitoring and maintenance activities continued</li> <li>•CBCL has submitted a job proposal including the repairs and upgrades of the Towns current pumping stations, to be reviewed</li> <li>•Door modifications of chemical room WWTP for PAA tote delivery pending on CBCL</li> <li>•Treatment cell #3 drain and cleaning planning started, quotations requested for sludge hauling and disposal. Pending approval for Summer 2023</li> <li>•Quotes received for select sewer main cleaning and inspections, scheduling pending approval</li> <li>•Future new connections on Hawthorn, Longhill + Main St. Spring 2023</li> <li>•CBCL to update PAA Pilot Project Final Report, 2022 thru current Lab &amp; Budget information provided</li> <li>•Investigations started to locate sources of Tidal infiltration affecting collection system</li> <li>•Annual sewage lift station pump servicing booked for spring 2023</li> </ul>

## Climate & Energy Program Manager's Report - May 25, 2023

1	<b>EV CarShare - Study</b>	A presentation was made to the MODL Council to ask for collaboration funding the EV carshare feasibility study. A response from MODL is expected in May/June.
2	<b>Climate and Environment Advisory Committee</b>	The last meeting of the C&E committee was held on May 3rd 2023. A presentation was given by Coastal Action on the Living Shoreline project, and then a discussion took place. A representative from CLIMAtlantic and the Province of Nova Scotia was there. The next meeting of the C&E committee will take place on June 7th.
3	<b>HOME program reboot</b>	Greenfoot Energy Solutions are the new contractors for the HOME program. Marketing, including updates to the website, and a press release to announce the relaunch of the program are being coordinated between AREA and ToMB.
4	<b>HOME Program Review</b>	The full application to FCM has been submitted.
5	<b>Solar Garden</b>	Continues to attend bi-weekly meetings to get updates on the progress of the ToMB solar garden and provide general support to AREA staff. Social media posts are being created.
6	<b>Clean Foundation Internships</b>	Both positions received funding, an Energy Projects Intern position and a Natural Assets Intern positions. Interviews have taken place. Both interns have been hired and will start May 15th.
7	<b>Home EV Charger Pilot</b>	Options are being explored in terms of the logistics for controlling the chargers.

<b>8</b>	<b>Urban Forest Management Plan</b>	A public engagement session is planned for May 31st. The Natural Assets Intern will begin collecting data on parks and watercourses.
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Finance Manager's Report - May 25, 2023		
<b>1</b>	<b>Assessment Roll, Taxation and Billing</b>	April 30th tax bills sent out.
<b>2</b>	<b>Budgeting and Reporting</b>	Budget was presented on April 14th. May 18th is the next planned budget meeting.
<b>3</b>	<b>Rate Study</b>	NSUARB decision sent out on April 28th, 2023. Board's requests were sent in on time on May 12, 2023.
<b>4</b>	<b>Annual Audit Preparation/Support</b>	Consolidated, Electric and Water FS have been approved by council. Waiting on final versions of FS from Deloitte.
<b>5</b>	<b>RELC Project</b>	RELC Finance work is 'on hold' due to RELC removing their records from TOMB two weeks ago.
<b>6</b>	<b>Financial Information Return (FIR)</b>	2021-22 FIR has been filed. Waiting to hear back from the province.

## Acting Clerk & Deputy CAO's Report - May 25, 2023

1	<b>Plan Review</b>	Draft documents released to public through the planmahonebay.ca website. Plan MB Open House was held on May 10th. Around 45 residents attended. Next Open House planned for June.
2	<b>By-law and Policy Development</b>	Staff anticipating feedback from the Fire Department on the Fire Services Bylaw in May. Council was presented with a Noise Bylaw at their April 27th meeting, it was referred to discussion at the May 29th meeting of the Policy and Strategy Committee. Council gave first reading to the Alternative Voting Bylaw and their May 9th Council meeting, a public hearing will be held at the June 29th regular meeting of Council.

3	<b>Communications and Public Engagement</b>	Communication initiatives included ongoing regular notices regarding the solar garden, spring planting and power lines and meters. Special initiatives have included shared posts from REMO for Emergency Preparedness Week, posts to promote the draft LUB and MPS as well as the May 10th Open House, promotion of the Urban Forest Management Plan public engagement session, promotion of Bench Donation Program, information about spring flushing, notices about leaf and yard waste collection, final posts promoting the opportunity to complete a survey about the community logo, coordination with the Water/Wastewater Department and the Finance Department to notify residents of a water shut off to replace a damaged fire hydrant. Front desk staff have been trained to make updates to the website as a back up to the Clerk.
4	<b>Council Support</b>	Ongoing support of meetings of Council and Committees of Council. Budget deliberations means a many more hours of meetings. Staff are working with a lengthy list of Council assignments to staff, including research and reports.
5	<b>Development of Internal Documents</b>	Development of new forms and processes for planning matters continues; a draft form and procedure for receiving applications for Development Agreements and Amendments to the LUB/MPS is being piloted now. The Office Clerk has been given access to Adobe Pro so that the Finance Department can now develop and maintain their own forms.

<b>6</b>	<b>By-law Enforcement</b>	Town of Mahone Bay ticket booklets have been provided to each of the three RCMP detachments in Lunenburg County for use of RCMP members in the course of their regular duties while conducting patrols in Mahone Bay.
<b>7</b>	<b>Projects</b>	Application for grant monies to fund planned improvements at the Michael O'Connor Memorial Bandstand property underway.

## By-law and Policy Review - May 25, 2023

1	Trees	Target	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
		28-Sep-23	
2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		28-Sep-23	
3	Fire Services	Target	Draft Fire Services By-law presented to Council at which time staff were directed to present the draft by-law to the fire department and seek their comment before consideration of 1st Reading. By-law has been presented to Fire Department, anticipating feedback in June, 2023.
		11-Jul-23	
4	Surveillance Camera Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
5	Fees Policy	Target	Not yet begun
		TBD	
6	Penalties By-law	Target	Not yet begun
		TBD	
7	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Draft documents now publicly available. Consultation took place May 10th, second consultation planned for June.	
8	Noise By-law	Target	Draft By-law presented to Council April 27th, referred to Policy & Strategy Committee.
		27-Jul-23	
		Target	Presented to Council May 9th, given

9	Alternative Voting By-law	29-Jun-23	first reading, hearing scheduled for June 29th.
10	Reserve Management Policy	Target	Not yet begun
		28-Sep-23	
11	Procurement Policy	Target	Not yet begun
		28-Sep-23	



## Service Statistics - May 25, 2023

1	By-law Enforcement	Apr, 2023	Parking Tickets: 3	
		Notes: Regular patrols and parking enforcement continues. Followed up on several outdoor burning complaints.		
2	Police Services (founded & SUI occurrences)	Q1 2023	65	CalendarYTD: 65
		Notes:		
3	Mahone Bay & District Fire Department	Jan-Mar	15	YTD: 82
		Fire Calls: 3; Fire Alarms: 4; Mutual Aid: 1; Medical Calls: 3; Motor Vehicle: 3; Other: 1		
		Notes: Next quarterly fire fighters' community breakfast June 11th.		
4	Traffic (Speed Signage)	Apr., 2023	MAIN STREET Median Speed ~56 km/h	
			EDGEWATER STREET Median Speed ~60 km/h	
			120 Pine Grove Street Average Speed 30 km/h	
		Notes: Mobile sign places on Pine Grove to monitor any unintended increase in traffic volume as a result of speed humps installation on Pleasant. Average daily vehicles on Pine Grove in April = 559.		
5	Solid Waste (Tonnage)	2022-23 YTD	1065.26	2021-22: 1037.89
		Notes: Recyclables = 116; Organics = 259.51; Garbage/Other = 650.29; Septic/Treatment Plant = 20.72; Cardboard = 18.74.		
6	HOME Program	Leads: 50	Installations: 5	
		Notes: Ambassador engagement (previously Oct-Nov 2020) and installations to resume in Spring/Summer 2023.		

7	Water Utility	Pumped	Q4 2023 (flow meter total)			
			58,638,000 Litres Q3: 61,669,000 Litres			
		Treated	Q4 2023 (4th Quarter total)			
			47,996,000 Litres Q3: 49,262,000 Litres			
		Sold	Q4 2023 (4th Quarter total)			
			22,073,153 Litres Q3: 24,114,552 Litres			
		Accounted NRW (flushing,	Q4 2023 (approximate quarterly			
			1,756,080 Litres Q3: 2,876,000 Litres			
8	Electrical Utility (Q3)	Losses NRW	Q4 2023 (4th Quarter total)			
			24,166,767 Litres Q3: 22,271,448 Litres			
		Purchased (AREA)		\$132,608		
		Purchased (NBP)		\$254,524		
		TOTAL Purchased		\$387,132		
		Sold (Commercial)		\$28,130		
		Sold (Residential)		\$367,048		
9	EV Chargers	Sold (Power & Demand)		\$193,191		
		TOTAL Sold		\$588,370		
9	EV Chargers	YTD	663 Charging Sessions	1271 Hrs/ \$1,838	7325 kWh	
		March 2023	21 Charging Sessions	30 Hrs / \$33	150 kWh	
10	Development Services	Approved Subdivisions		Q3 2022-23		2
		Development Permits		Q3 2022-23		10
11	Comfort Stations (Sept, 2022)	Edgewater Street	2,414 (4,357 YTD June)	Main St.	616 (2,574 YTD)	

12	CodeRED Registrations	31/4/2023	Residential: 424; Business: 19; Email: 218; Text: 309
		31/3/2023	Residential: 417; Business: 19; Email: 216; Text: 305
		31/1/2023	Residential: 412; Business: 19; Email: 208; Text: 286
		31/12/2022	Residential: 412; Business: 19; Email:
		30/09/2022	Residential: 400; Business: 12;
		31/08/2022	Residential: 393; Business: 12; Email:
		30/07/2022	Residential: 390; Business: 11; Email:
		30/06/2022	Residential: 371; Business: 11; Email:
		31/5/2022	Residential: 369; Business: 11; Email:
		30/4/2022	Residential: 357; Business: 11; Email:
		31/3/2022	Residential: 356; Business: 11; Email:
		28/2/2022	Residential: 356; Business: 11; Email:
		31/1/2022	Residential: 336; Business: 10; Email:
		31/12/2021	Residential: 326; Business: 10; Email:
		30/11/2021	Residential: 319; Business: 10; Email:
		31/10/2021	Residential: 310; Business: 10; Email:
		30/9/2021	Residential: 308; Business: 10;
		31/08/2021	Residential: 297; Business: 10;
		31/07/2021	Residential: 298; Business: 10;
		30/06/2021	Residential: 297; Business: 10;
		31/05/2021	Residential: 294; Business: 10;
		30/04/2021	Residential: 293; Business: 10; Email:
		31/03/2021	Residential: 294; Business: 10;
		28/02/2021	Residential: 290; Business: 10;
		31/01/2021	Residential: 285; Business: 10;
		31/12/2020	Residential: 285; Business: 10;
		31/03/2020	Residential: 243; Business: 12; Email:

**2021-25 Strategic Plan - May 25, 2023**

## Sustainable Municipal Services

	2021				2022				2023				2024			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>1.1.1</b>	Undertake water, wastewater & electrical rate studies Operating Initiatives															
Water																
Wastewater																
Electrical																
	<p>Electrical rate study by BDR (contracted by AREA), presented to Council's October 20th meeting. Application submitted to NSUARB; hearing took place February 14th. Decision Issued April 28th, required compliance filling made May 12th, new rates will be reflected on bills issued in June. Water utility rate study will get underway in Q1 2023-24 supporting NSUARB rates decision effective April 1, 2024.</p>															
<b>1.1.2</b>	Implement initiatives to increase utility demand Operating Initiatives															
	<p>EV Home Charger Pilot under development. Joint application - Mahone Bay, Berwick and Antigonish - submitted to FCM for funding support for HOME Program review/expansion.</p>															

### 1.1.3 Complete water and wastewater system diagnostics Operating Initiatives

Water



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

Wastewater



Wastewater system diagnostic project included in draft 2023/24 budget.

### 1.1.4 Strategically replace/upgrade utility infrastructure Capital Projects

Project 1



Project 2



Project 3



Project to upgrade lines from Main Street to Water Treatment Plant (with MacLeod Group) complete. Investing in Canada Infrastructure Program supported project on Main Street (West of Cherry Lane) in 2023-24 budget (engineering); construction anticipated in 2024.

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

[illegible]

AIM Cohort 2.0 completed. Development of draft Water, Wastewater, Stormwater and Transportation asset management plans currently underway with AM Committee. GIS for AM transitioned from ESRI to Civitas/QGIS. Natural Assets / Cemetery data collection project completed in October 2022. 2023 summer interns expected to complete Natural Assets inventory.

### 1.2.2 Integrate asset management plans into 10-year capital budget

Frequency	Count
Never	1
Rarely	1
Sometimes	1
Often	4
Always	3

1.3.1	Accessibility Operational Plan	Operating Initiative / Capital Projects

Frequency	Count
Daily	10
Often	10
Sometimes	10
Never	10

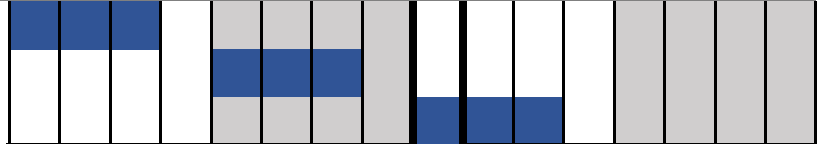
Draft operational plan presented to Council March 9, 2023. Referred to Lunenburg County Accessibility Advisory Committee for recommendation back to Council.

### 1.3.2 Improve transportation infrastructure to support healthy living Capital Projects

Project 1






Project 2

Project 3



Crossings at Anglican Church, Lutheran Church (pride crossing), Medical Clinic, Kedy's Landing, and Main/Long Hill completed. Trail crossing signage improved. Speed humps on Clairmont/Kinburn and Pleasant/Fauxburg completed. Tee-up of Pleasant/Main in engineering stage. WSP engineers presented concepts report for Edgewater/Main intersection Apr 21, 2023. Edgewater multi-use trail included in draft 2023-24 budget.

## Equitable & Inclusive Growth

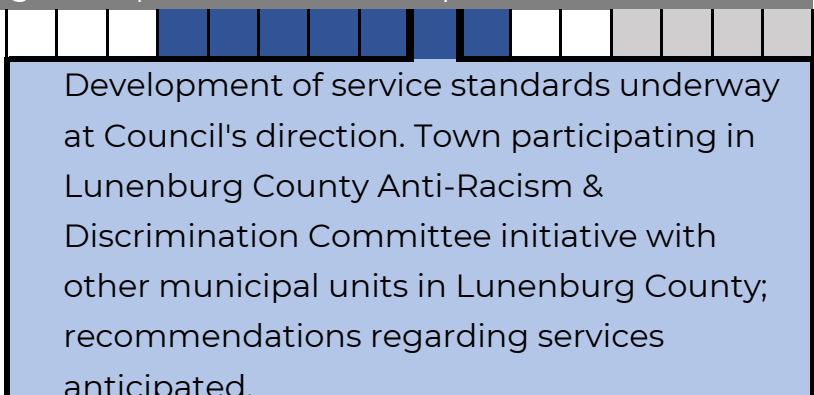
		2021				2022				2023				2024						
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
2.1.1	Complete Plan Mahone Bay MPS/LUB Process																Operating Initiative			
																				
		Draft MPS/LUB documents under development now. Phase 2 engagement process underway now (first public session took place May 10th, next planned for June). Adoption of new documents by Council anticipated in Fall of 2023.																		
2.1.2	Develop and implement Housing Strategy																Operating Initiatives			
																				
		Discussions initiated with other Lunenburg County units on the possibility of regional approach to housing (staff-level regional meetings ongoing). Next steps report included on Council's Oct 27th meeting agenda. Waiting on report from Provincial Needs Assessment process.																		
2.2.1	Review service levels and align with residents' ability to pay																			
																				
		Low Income Tax Exemption process enhanced in 2022-23 annual budget. Service standards report requested by Council now under development.																		



## 2.2.2 Explore shared services and partnerships for efficient service delivery

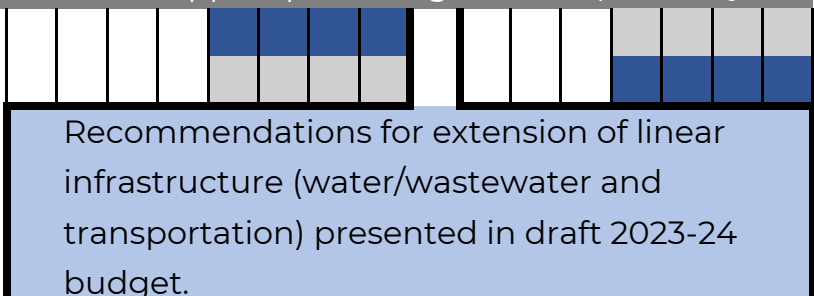


## 2.2.3 Establish inclusive strategies for provision of municipal services

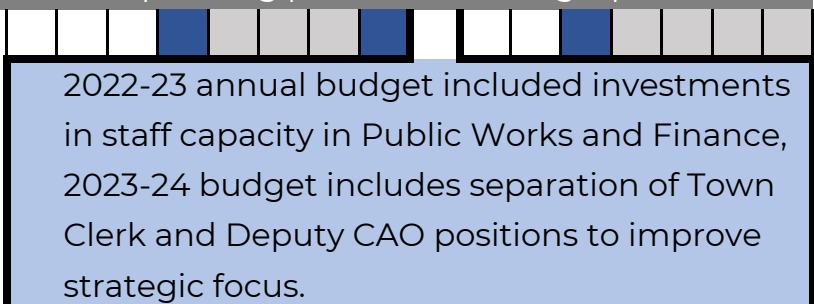


## 2.2.4 Expand existing infrastructure to support planned growth Capital Projects

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 / Plan implementation



Numerous policies and by-laws developed / amended.

**2.3.3** Prioritize public engagement processes supporting Plan implementation



Council adopted Public Engagement Policy and has subsequently approved numerous Public Engagement Plans in relation to Council's strategic priorities.

**2.3.4** Regularly review progress and continually improve strategic plan



Most recent annual strategic plan review completed April 11, 2023 with amendment of strategic plan.

## Environmental Leadership

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.1.1	Community Greenhouse Gas (GHG) Reduction Action Plan	Operating Initiatives															
		Implementation of Community Greenhouse Gas (GHG) Reduction Action Plan proceeding apace. Climate & Environment Committee established with a mandate to review the GHG Reduction Action Plan and recommend updates to Council. Committee recommendations for updates to GHG Reduction Action Plan anticipated in June 2023.															
3.1.2	Expand home heating program	Operating Initiative															
		Joint proposal - Berwick, Antigonish and Mahone Bay - submitted to FCM for review and expansion of HOME Program.															
3.1.3	Expand electric vehicle charging infrastructure	Capital Projects															
		Equipment received, installations completed at all locations (town hall, marina, clairmont street, MBC, main street, fire station). Chargers now online. Promotion of EV chargers will															
3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project															
		The construction phase continues, with completion anticipated in the Summer of 2023. The second open house on the project took place October 19th 2022 and was well attended with ~90 participants. Distribution line upgrades currently underway.															

3.1.5	Support regional initiatives that contribute GHG reductionOperating Initiatives				
	<div data-bbox="617 191 1421 241"> </div> <div data-bbox="617 241 1421 682"> <p>Ongoing discussions concerning regional transit system. Staff have been in discussions with MODL concerning potential cooperation on GHG reduction initiatives. Council approved participation in regional climate summit Sept 23rd, 2022 (first planning session took place Jan 19th, 2023); summit planned for Fall 2023 (topics currently under discussion).</p> </div>				
3.2.1	Develop and implement policies / by-laws supporting adaptation measuresOperating Initiatives				
3.2.2	Invest in infrastructure (shoreline and stormwater management)Capital Project				
	<div data-bbox="617 779 1421 829"> </div> <div data-bbox="617 829 1421 1213"> <p>Demonstration project with Coastal Action completed in 2022. Draft 2023-24 budget includes next phase of shoreline adaptation (application has been made to federal Natural Infrastructure Fund). Outreach for potential Provincial funding underway.</p> </div>				
3.3.1	Urban Forest Management Plan (including parks)Operating Initiative				
	<div data-bbox="617 1262 1421 1312"> </div> <div data-bbox="617 1312 1421 1612"> <p>Natural assets data collection, including street trees inventory, completed. Initial public engagement in Plan development anticipated in Spring/Summer 2023 (engagement plan adopted by Council April 11, 2023); kick-off session scheduled for May</p> </div>				
3.3.2	Invest in infrastructure (straight pipes) and land acquisitionCapital Projects				
	<div data-bbox="219 1661 1421 1751"> <table> <tr> <td data-bbox="219 1661 617 1709">Project 1</td> <td data-bbox="617 1661 1421 1709"> </td> </tr> <tr> <td data-bbox="219 1709 617 1751">Project 2</td> <td data-bbox="617 1709 1421 1751"> </td> </tr> </table> </div>	Project 1		Project 2	
Project 1					
Project 2					



## **2023-24 Budget - Operating Initiatives & Capital Projects**

**2023-24 Budget Process Apr 6-June 13 - Next Update Anticipated June 29th**  
**See Town website for more information**



## **Town of Mahone Bay**

Staff Report

RE: Kindness Meters

May 25<sup>th</sup>, 2023

### **General Overview:**

This staff report is intended to provide Council with requested information.

### **Background:**

At the regular meeting of Council on February 7<sup>th</sup>, 2023 the following motion was passed:

“THAT Council direct staff to conduct an inventory of kindness meters on Town property.”

### **Analysis:**

Staff have conducted an inventory of meters as directed. The following meters are installed throughout the town:

#### On Town Property

Mahone Bay Marina

- 3 Churches Foundation

Edgewater Comfort Station

- MB Legion

Edgewater Park

- 3 Churches Foundation

Visitor Information Centre

- MBTCC

#### Other Properties

Suttles and Seawinds Parking

- Foodbank
- Scarecrow Festival
- NOW Lunenburg County

Saltbox

- Foodbank

Longhill Trail Parking

- Bay 2 Bay Trail

BMO Parking

- Ukrainian Canadian Congress

MB Centre

- MB Centre x 2

MB Museum

- MB Museum

Post Office

- MB Legion

United Church Parking

- 3 Churches Foundation

Keddy's Landing Parking

- 3 Churches Foundation

The Barn

- MBDFD

**Financial Analysis:**

There is no cost to the Town in the operation of the meters.

**Climate Analysis:**

N/A

**Strategic Plan:**

N/A

**Recommendation:**

It is recommended,

THAT Council accept this report for information.

**Attached for Council Review:**

None

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO





## **Town of Mahone Bay**

### **Staff Report**

**RE: Welcome to Nursing Home Staff**

**May 25, 2023**

#### **General Overview:**

This report is to provide Council with a recommendation concerning initiatives to welcome foreign health care workers who will be travelling from Kenya to work at the new Mahone Bay Nursing Home.

#### **Background:**

At the February 7, 2023 meeting of Council, the following motion was passed:

THAT Council direct staff to 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.

#### **Analysis:**

Staff consulted with the MacLeod Group's Settlement Coordinator to determine an appropriate way to welcome nursing staff that will be travelling from Kenya to work at the new Mahone Bay Nursing Home.

Staff were informed that there are likely to be several ways that the Town can participate in welcome initiatives but that plans are still being made. Local businesses will be encouraged to place signs on their properties welcoming the newcomers in Swahili. A flag with "hello" or "welcome" in Swahili to be flown on the community flagpole would be an appropriate flag to fly. This could be special ordered from our flag supplier and staff would consult with the Settlement Coordinator to come up with an appropriate flag design and dates for flying on the community flagpole.

#### **Financial Analysis:**

Staff estimates the cost of supporting welcome initiatives for the newcomers arriving from Kenya at \$500 – accommodated within the existing draft 2023-24 operating budget – and proposes that staff coordinate with the MacLeod Group's Settlement Coordinator on details including a potential welcome flag.

Links to Strategic Plan:

## 2. Equitable and Inclusive Growth

Recommendation:

It is recommended,

THAT Council direct staff to support welcome initiatives for the newcomers arriving from Kenya in coordination with MacLeod Group's Settlement Coordinator.

Respectfully submitted,



Kelly Redden

Acting Town Clerk and Deputy CAO





## Town of Mahone Bay

Staff Report

RE: Municipal Innovation Program Application

May 25<sup>th</sup>, 2023

### General Overview:

This staff report is intended to provide Council with a recommendation concerning a proposed joint application to the Municipal Innovation Program.

### Background:

At the special budget meeting held April 28<sup>th</sup>, 2023, General Manager Aaron Long of the Alternative Resource Energy Authority gave a presentation to Council entitled "Determining Optimal Management Strategies for NS Municipal Electric Utilities." The presentation recommended a joint application to the Municipal Innovation Program to fund the proposed work.

### Analysis:

AREA staff have followed up on their presentations to the Mahone Bay Town Council, Berwick Electric Commission and Riverport Electric Light Commission (RELC) with detailed information supporting a joint application to the Municipal Innovation Program.

The proposed project workplan and budget drafted by AREA follow, providing specification on the scope of work (which would include studies as ordered by the NSUARB in follow up to recent rate applications) as well as the proposed contributions (cash and in-kind) from each partner. It should be noted that Berwick has expressed their support for the proposed joint application while AREA is waiting on formal commitment from the Town and RELC.

Project Workplan		
Task Name	Start Date	End Date
Submit Application to Municipal Innovation Program	2023-05-08	2023-06-07
Information capturing with Don Regan	2023-05-15	2023-09-08
Commence Community Engagement	2023-05-25	2023-11-30
Begin Process Mapping	2023-06-23	2023-11-24
Engage Recruitment Firm	2023-06-26	2023-07-28
Development of a job description and assistance in hiring an "Utility Manager/Director"	2023-06-26	2023-07-14

Plan & Host Regional MEU Collaboration Conference	2023-07-19	2023-07-20
Hire Utility Director	2023-09-01	2023-09-29
Knowledge transfer from Regional MEUs to partner MEU's	2023-09-04	2023-10-27
Draft IMSA	2023-09-11	2023-10-11
Develop models of collaboration and implementation including AREA's recommendations.	2023-09-18	2023-11-17
Conduct UARB Ordered Studies	2023-10-02	2024-04-30
Dispatch of "low-hanging fruit": Electrical inspections, procurement, meter reading, unified safety plan	2023-10-02	2023-12-15
Review and feedback on drafts of an Inter-Municipal Agreement establishing the inter-MEU management service	2023-10-12	2024-02-20
Present to Councils	2023-12-04	2023-12-15
Implementation of approved model	2024-01-01	2024-04-29
Project Closeout Report - Confirmation that project outcomes were achieved, a statement of funding expenditures and completed survey of the Municipal Innovation Program	2024-04-30	2024-05-31

<b>Project Budget</b>			
<b>Funding Partner</b>	<b>Description of Commitment</b>	<b>Contribution</b>	<b>% Total Budget</b>
Municipal Innovation Program	Plan, Agreement, Job Description & Wages of New Hires	\$274,080	58%
Town of Berwick	Wages & Benefits, Office Supplies, Project Administration (\$50,000 cash) (\$17,000 in-kind)	\$67,000	14.25%
Town of Mahone Bay	Wages & Benefits, Office Supplies, Project Administration (\$50,000 cash) (\$17,000 in-kind)	\$67,000	14.25%

Riverport Electric Light Commission	Wages & Benefits, Office Supplies, Project Administration (\$45,000 cash) (\$17,000 in-kind)	\$62,000	13.19%
	<b>Total</b>	<b>\$470,080</b>	<b>100%</b>

<b>In-kind Contribution Breakdown</b>		
<b>Cost Description</b>	<b>Rationale</b>	<b>Cost</b>
Aaron Long Time	Project Management & Administration from AREA's General Manager	\$30,000
Office Rental	Office Space Provided By AREA	\$4,080
Office Supplies	Hardware, Software, Phones, etc.	\$10,000
Town of Berwick Staff	\$40/hr x 4.25hr/week x 2staff x 50 weeks	\$17,000
Town of Mahone Bay Staff	\$40/hr x 4.25hr/week x 2staff x 50 weeks	\$17,000
Riverport Electric Light Commission Staff	\$40/hr x 4.25hr/week x 2staff x 50 weeks	\$17,000
	<b>Total In-Kind Contribution</b>	<b>\$95,080</b>

### **Financial Analysis:**

The proposed contribution from the Town of Mahone Bay is \$50,000 in cash with \$17,000 in-kind. This – along with the contributions of the other partners – would be proposed to leverage \$274,080 from the Municipal Innovation Program (a program which supports joint initiatives between municipalities).

The draft 2023-24 electrical utility budget currently under consideration by Council includes an allocation of \$30,000 for studies ordered by the NSUARB, so the \$50,000 proposed contribution would represent an increase of \$20,000 (while bringing considerable value to the Town's electrical utility over and above the completion of ordered studies).

### **Climate Analysis:**

N/A

### **Strategic Plan:**

1.1. Improve Performance of Town-Owned Utilities

**Recommendation:**

It is recommended,

THAT Council approve joint application to the Municipal Innovation Program and confirm the Town's commitment to provide \$50,000 in cash and \$17,000 in in-kind contributions to support this project.

**Attached for Council Review:**

None

**Respectfully Submitted,**

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

Dylan Heide  
Town of Mahone Bay CAO

# Lunenburg County Seniors' Safety Program

## Monthly Report –April 2023

prepared: May 4, 2023

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

**Presentations for April:** April 12<sup>th</sup> at **Chester Basin Legion (with CST Upshaw)** – 26 participants, April 18<sup>th</sup> a **MODL Council** via **TEAMS** presentation/introduction with LCSSP Board Chair David Murdoch, **FMH Auxiliary** April 27<sup>th</sup> - 25 seniors.

### LCSSP updates/trends:

- Progressing with the **Home Management Navigator Grant project**. The labels have arrived, books are being built and a plan for informing First responders of this valuable tool is underway.
- Work has begun with the **grant from NS Health and Wellness** for staffing assistance in research and development of **Seniors' Mental Wellness toolkit** including local resources to connect with. The toolkit will include a brochure, presentation/workshop (digital and hard copy) and a quick reference card for local contact numbers.
- Dates set for **Seniors' Safety Academy** Oct 12 -Nov 16/2023 at the OHC in Chester. More details will follow.
- Noticing a trend of older adults moving to this area without family support and finding it hard to make local connections.
- Michael Graves from the United Way attend our virtual LCSSP Board Meeting on April 26<sup>th</sup> – Thank you United Way for your continued support and for sharing all that you do for the community!!
- Attended **Community Conversations** hosted by **Community Links** April 19<sup>th</sup>.

**Upcoming Events:** LCSSP overview to TOB staff **May 2** and BPS Commissioners **May 4**, REMO Emergency Preparedness **May 13<sup>th</sup>**, and there's been an ask for a presentation at **the NSCC** on May 31st.

### Referrals:

New Referrals: **12**   Re Referrals: **2**   Home/site Visits: **17**   Active clients: **63**   Closed files: **15**

New Referrals Service Area in Municipal Units	%	Active Clients Service Area %
MODC	16.5%	12 %
MODL	66.5%	41 %
Mahone Bay	8%	10 %
Lunenburg	1%	5 %
Bridgewater	8%	32 %

### Referral Source:

Community Partner **33%**   Self/Family **41.5 %**   RCMP **16.5%**   BSP **8%**

**Areas of concern:** Safe housing, Transportation, Community resources/connections, Seniors' Mental Health and Adult Protection.

### LCSSP Client Emergency Contingency Fund (CECF):

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. **The April, 2023 float count balance is: \$1,639.70.** \$18.50 for client I.D. replacement, \$225 for client glasses.

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





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The regular meeting of the Community Logo Development Steering Team for the Town of Mahone Bay was held on Monday, May 8<sup>th</sup>, 2023, at 4:15 PM in Council Chambers.

**Present:**

Councillor Suzanne Lohnes-Croft  
Councillor Richard Nowe  
Peter Smith  
Tom Allen  
Alexandra Orozco (remote)  
Tracy Repchuk  
Nick Pavlinic  
Dylan Heide, CAO  
Kelly Redden, Acting Town Clerk / Deputy CAO

**Absent:**

Michael Broley (with regrets)  
Laura Anderson

**Land Acknowledgement**

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

**Approval of Agenda**

A motion by, T. Repchuk seconded by Councilor Nowe **"THAT the agenda be approved as presented."** Motion Carried

**Approval of Minutes of February 21, 2023**

A motion by, Councillor Nowe seconded by T. Allen **"THAT the minutes of April 17<sup>th</sup> be approved as presented."** Motion Carried

**Review of Community Results**

Committee members reviewed the results of the community survey, presented by Acting Town Clerk / Deputy CAO Kelly Redden. It was agreed that the survey results supported the development of a new logo centrally incorporating the three churches.

**Discussion of Next Steps for Logo Development**

Members discussed options for the development of a logo on the basis of community survey results.



A motion by, T. Repchuk seconded by P. Smith **“THAT the Committee approve the use of Hatchwise for the development of possible logo options for consideration.”**  
**Motion Carried**

Staff will initiate a logo design competition through Hatchwise with the results to be discussed at the Committee’s next meeting.

**Meeting Dates/Schedules**

May 29<sup>th</sup> at 4:00 PM

**The meeting adjourned upon motion at 5:00 PM**

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

**Chair, Suzanne Lohnes-Croft**

**Recording Secretary, Dylan Heide**

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A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, May 10, 2023 at 3:30 p.m. in Council Chambers.

Present:

Councillor Joseph Feeney  
Councillor Penny Carver  
Bryan Palfreyman  
Annette St. Onge  
Garry Macey  
Mayor David Devenne  
Deborah Trask, Heritage Researcher  
Kelly Redden, Acting Town Clerk

Absent:

1. Approval of Agenda

A motion by Mr. Macey, seconded by Councillor Carver, "THAT the agenda be approved as amended to correct numbering." Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Ms. St. Onge, "THAT the minutes of the March 8, 2023 meeting of the Heritage Advisory Committee be approved as amended to change the address in the motion under item 5 to 45 School Street." Motion carried.

3. Insurance – Heritage Properties

The committee discussed issues that heritage property owners are having with insuring their properties.

Ms. Redden will invite Kevin Barrett to speak to the committee, municipal partners and heritage property owners about insuring heritage properties sometime in June.

4. Review – Correspondence from Bryan Palfreyman

The Committee received correspondence from committee member Bryan Palfreyman.

5. Review of Terms of Reference

The committee members will look at Terms of References from other municipalities and bring ideas back to the next meeting of the HAC.

## 6. Annual Plaquing Ceremony

Will come back to next meeting. Ceremony will take place in September.

### Next Agenda

Review of FAQ sheet

Package to potential heritage property owners

Review of TOR

Annual Plaquing Ceremony

The meeting adjourned by motion at 5:00pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Acting Town Clerk, Kelly Redden



## MEMORANDUM

TO: Town Council  
FROM: Kelly Redden  
DATE: May 25, 2023  
RE: Registration of Heritage Property – 496 Main Street

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At the March 30, 2023 meeting of Town Council, Council passed a motion to register the property at 496 Main Street as a Municipal Heritage Property. Notification was provided to the owner of the property. A Heritage Registration Hearing was scheduled for May 25, 2023 to hear any comments from the property owner should they wish to appear.

### Recommendation:

It is recommended that at the May 25, 2023 meeting of Town Council, having allowed for comments from the owner of the property at 496 Main Street, that Council resolve:

**THAT the property at 496 Main Street be registered as a Municipal Heritage Property.**

Regards,

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

Kelly Redden

Acting Clerk & Deputy CAO





## MEMORANDUM

TO: Town Council  
FROM: Kelly Redden  
DATE: May 25, 2023  
RE: Registration of Heritage Property – 45 School Street

---

At the March 30, 2023 meeting of Town Council, Council passed a motion to register the property at 45 School Street as a Municipal Heritage Property. Notification was provided to the owner of the property. A Heritage Registration Hearing was scheduled for May 25, 2023 to hear any comments from the property owner should they wish to appear.

### Recommendation:

It is recommended that at the May 25, 2023 meeting of Town Council, having allowed for comments from the owner of the property at 45 School Street, that Council resolve:

**THAT the property at 45 School Street be registered as a Municipal Heritage Property.**

Regards,

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

Kelly Redden

Acting Clerk & Deputy CAO





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The special meeting of the Oakland Lake Watershed Advisory Committee for the Town of Mahone Bay was held on Monday, May 15, 2023 at 3:00 p.m. using video conferencing.

Present:

Councillor Richard Nowe (Chair)  
Councillor Suzanne Lohnes-Croft  
Ella Gindi, MODL Planner (virtual)  
Michael Allen, Watershed Planner  
Greg Cummings, Watershed Planner (virtual)  
David Corkum, Public Member (Watershed Resident)  
Dylan Heide, CAO (Virtual)  
Scott Hoyt, Water/Wastewater System Manager  
Kelly Redden, Acting Town Clerk & Deputy CAO

Absent:

Kacy DeLong, MODL Councillor (regrets)

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Lohnes-Croft, seconded by Mr. Corkum, "THAT the minutes of the March 6, 2023 meeting of the Oakland Lake Watershed Advisory Committee be approved as presented." Motion carried.

3. Risk Assessment

The committee discussed and finalized the risk assessment for the Oakland Lake Watershed.

The committee will discuss next steps at their next meeting.

The meeting adjourned by motion at 3:51pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor Richard Nowe

Kelly Redden, Acting Town Clerk