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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, September 28, 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 R. Nowe  
Councillor K. Wilson  
Councillor J. Feeney  
Councillor S. Lohnes-Croft  
CAO, D. Heide  
Deputy CAO, E. Levy  
Town Clerk, K. Redden

Regrets:

Gallery: Online & 0 in-person gallery

Land Acknowledgement

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

1. Agenda

A motion by Councillor Nowe, seconded by Councillor Feeney, "THAT the agenda be approved as amended to add item under council items, Fire Prevention."

Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT the minutes of the September 12, 2023 regular meeting of Council be approved as presented."

Motion carried.

3. Public Input Session

No one attended the public input session.

#### 4. Presentations

There were no presentations.

#### 5. Correspondence

##### 5.1 Christine and Gregg Little – Noise Bylaw Feedback

Council received correspondence concerning the Town's proposed Noise Bylaw.

##### 5.2 Garry Macey and Anya Holloway – Water Runoff Concerns

Council received correspondence requesting efforts be made by the Town to aid in mitigating water runoff during major weather events.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT item 5.1 be referred to the policy and strategy committee for continued discussions concerning the Noise Bylaw and 5.2 be received and filed." Motion carried.

#### 6. Staff Reports

##### 6.1 Staff Report to Council

Council received the September 28, 2023 Staff Report.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT this report be accepted for information." Motion carried.

##### 6.2 AREA Solar Project Report

Council received AREA's monthly report on the progress of the solar garden project.

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

##### 6.3 Staff Report – Mahone Bay Pool Project Update

Council received a staff report to provide Council with an update on the Mahone Bay Pool Project included in the 2023-24 Capital Budget.

#### 7 Council Items

##### 7.1 Mayor Devenne – Appointment of Fire Inspector

Council received information about a new Fire Inspector hired through the Municipality of the District of Chester, a shared service with the Town of Mahone Bay.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, “That Matthew Bustelli be appointed Fire Inspector for the Town of Mahone Bay, effective September 28, 2023.”  
Motion carried.

#### 7.2 Councillor Carver – Nova Scotia Non-Profit Housing Association (NSNPHA)

Council received information about NSNPHA, and an invitation to join the association.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, “THAT the Town of Mahone Bay apply to join the NSNPHA.”  
Motion carried.

#### 7.3 Councillor Wilson – Conversion of Wastewater Treatment Plant Laneway

At Council’s September 12<sup>th</sup> Council meeting, Councillor Wilson provided a notice of motion concerning conversion of the current Wastewater Treatment Plant Laneway to a public road.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, “THAT Council direct staff to take the necessary steps to designate the road to the solar garden as an official street/lane of the Town.”  
Motion carried.

#### 7.4 Councillor Carver – Suggested Town Council Policy Amendments

Council received recommendations from Councillor Carver concerning the Town Council Policy.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft , “THAT Council direct staff to amend the wording of section 4.5 of the Town of Mahone Bay’s Town Council Policy to read, ‘..through consultation between the Mayor, CAO and Town Clerk.”  
Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata “THAT Council direct staff to amend the wording of section 4.13 of the Town Council Policy to add a new third sentence as follows: ‘Council members will not be obliged to respond to questions. Members of Council may seek clarification by directing questions to members of the public following the comments.”  
Motion carried.

#### 7.5 Councillor Nowe – Fire Prevention Week

Councillor Nowe updated Council on the Mahone Bay and District Fire Department’s plans for Fire Prevention Week.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, “THAT Council direct staff to fly the Mahone Bay District Fire Department flag on the Community Flagpole from the 5<sup>th</sup> of October to the 17<sup>th</sup>.”  
Motion carried.

## 8. Committee Reports

### 8.1 SSODA – August 2023 Statistics and Comparison

Council received the April – June 2023 quarterly report of the South Shore Open Doors Association.

### 8.2 Climate and Environment Committee - Draft Minutes

Council received the draft minutes of the September 7, 2023 meeting of the Climate and Environment Committee.

### 8.3 Heritage Advisory Committee – Draft Minutes

Council received the draft minutes of the September 13, 2023 meeting of the Heritage Advisory Committee.

### 8.4 Asset Management Committee – Draft Minutes

Council received the draft minutes of the September 21, 2023 meeting of the Asset Management Committee.

### 8.5 Audit and Finance Committee – Draft Minutes

Council received the draft minutes of the September 21, 2023 meeting of the Audit and Finance Committee.

### 8.6 Lunenburg County Accessibility Advisory Committee (LCAAC) Minutes

Council received the minutes of the September 6, 2023 meeting of the LCAAC as well as a draft TOMB Accessibility Implementation Plan.

A motion by Councillor Wilson, seconded by Councillor Feeney, “THAT items 8.1 to 8.5 be received and filed.” Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, “THAT council of Mahone Bay adopt the Town of Mahone Bay Accessibility Implementation Plan as submitted by the Lunenburg County Accessibility Advisory Committee.” Motion carried.

## 10. Closed Session

A motion by Councillor Carver, at 8:10pm, seconded by Kangata, “THAT Council go into Closed Session to discuss Acquisition, Sale, Lease and Security of Municipal Property, Personnel Matters and Contract Negotiations as permitted by the Municipal Government Act sections 22(2)(a), 22(2)(c) and 22(2)(e) respectively. Motion carried.

Council came out of closed session at 10:16 p.m.

## Business Arising from Closed Session

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, “THAT Council direct staff to reimburse the electrical utility customer at 9196 Hwy 3 in the amount of \$2,236.61 for costs incurred.” Motion carried.

A motion by Councillor Wilson, seconded by Councillor Feeney, “THAT Council approve the purchase of electricity in excess of that generated by the Ellershouse Windfarm and the Mahone Bay Solar Garden from Nova Scotia Power Incorporated at the municipal rate for 2024.” Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, “THAT Council direct staff to apply for BUTU service from Nova Scotia Power Incorporated for 2024.” Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Lohnes-Croft, “THAT Council direct staff to apply to the Nova Scotia Utility and Review Board for a flow-through rate increase in proportion to the increase in the municipal rate from Nova Scotia Power Incorporated for 2024.” Motion carried.

Council adjourned at 10:18 p.m. on conclusion of business.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Town Clerk, Kelly Redden



# 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



Sept 20, 2023

To: Town of Mahone Bay Council,

**Subject: Donation Request for Remembrance Day Luncheon - November 11, 2023 - Mahone Bay Legion**

Dear Councilors:

We are in the process of planning our Remembrance Day Ceremony and this year marks the 100<sup>th</sup> anniversary of the Soldier's Monument.

The Mahone Bay Legion is proud and honoured to host Remembrance Day in partnership with the Town. The Remembrance Day luncheon is a community event, which is hosted by both the Town of Mahone Bay and Legion. In the past years, the Legion has incurred expenses ranging from \$600 to \$750. We typically receive gift cards from local food suppliers and a grant from MODL but this has fallen short of the Legion's total expense for the luncheon in the past.

Last year's town council provided a \$200 donation, which was greatly appreciated and softened the overall food expense. The legion executives and membership are hoping the town council can provide a similar donation this year as food prices are at an all time high but any amount would be welcomed.

Please understand this donation request is separate from the annual donation the Town contributes to the Poppy Trust Fund account.

Thank you for supporting our great community event.

A handwritten signature in blue ink, appearing to be 'Michael Brown'.

Michael Brown, P.Eng.  
President, RCL Mahone Bay Branch 49  
21 Pond Street, PO Box 162  
Mahone Bay, NS, B0J 2E0  
Cell: 902-220-8967  
Branch Email: rclbranch49@bellaliant.com

**'LEST WE FORGET - LEST WE FORGET'**

# 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



Sept 21, 2023

To: Town of Mahone Bay Council,

Subject: **Veteran Banner Initiative - Mahone Bay Legion**

Dear Councilors:

On behalf of the membership of Branch 49 Mahone Bay RCL, I am requesting that the town council consider allowing the placement of veteran banners on utility poles for the period of mid-October to mid-November. If approved, this would be an annual event. The banners would honour/recognize local war dead and veterans.

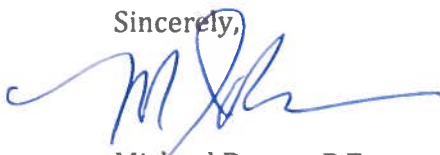
These banners have become very popular across Canada over the past decade. An idea that is growing quickly. Various funding modalities are used for this remembrance effort. Some municipalities absorb all costs to produce, place, remove and store the banners while other municipalities have a cost sharing model with the families and/or veteran organizations.

The preferred size is usually set at 24 " x 40". The towns/municipalities of Bridgewater, Shelburne and New Ross have already instituted this remembrance initiative, as have many other communities in NS.

Branch 49 would like to launch this initiative in 2024.

Thank you for your consideration.

Sincerely,



Michael Brown, P.Eng.  
President, RCL Mahone Bay Branch 49  
21 Pond Street, PO Box 162  
Mahone Bay, NS, B0J 2E0  
Cell: 902-220-8967  
Branch Email: rclbranch49@bellaliant.com

**'LEST WE FORGET - LEST WE FORGET'**

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### Related Links and Sample Pictures:

[https://lighthouseNOW.ca/article.php?title=Banners raised to honour veterans in New Ross](https://lighthouseNOW.ca/article.php?title=Banners%20raised%20to%20honour%20veterans%20in%20New%20Ross)

[https://lighthouseNOW.ca/article.php?title=New legion banner effort begins with image of fall](https://lighthouseNOW.ca/article.php?title=New%20legion%20banner%20effort%20begins%20with%20image%20of%20fall)

<https://shelburnens.ca/veterans-memorial-banner-program.html>

<https://shelburnens.ca/1255-veterans-memorial-banner-application-form-2022-fillable/file.html>



# 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)



### New Ross:



# 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



Bridgewater:





# 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)



Truro:

















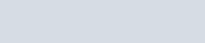

## Report to Council October 10, 2023



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

Goal	Objective	Assigned	Target	% Completion				
Council Assignments to Staff								
1	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Nov., 2023					75%
		Notes: In progress. Discussion initiated with MODL Planning staff. MODL planning input to Plan Mahone Bay process received and incorporated by Upland into MPS/LUB drafts. Report on housing collaboration anticipated in November 2023.						
2	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Nov., 2023					75%
		Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. Associated residents survey to inform program development completed in 2022. Update report in this regard anticipated in Q3 2023-24.						


<b>3</b>	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Assigned to Manager of Finance (Treasurer). Discussed at July 24th Policy & Strategy Committee meeting.
<b>4</b>	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Feb., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: Housing Strategy now reflected as an action in the Town's CMHC Housing Accelerator Fund application.
<b>5</b>	Direct staff to issue an RFP for legal services.	28-Oct-21	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: RFP to be issued in Fall of 2023/24 to take effect April 1, 2024.
<b>6</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	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: Staff in discussion with Nova Scotia Liquour Commission. Report anticipated to Council's October 26th meeting.
<b>7</b>	Staff to reach out to MODL staff to discuss any interest in extending Town water/wastewater services into Mader's Cove / Blockhouse.	14-Jul-22	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress, report anticipated in November 2023.

<p>8 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.</p>	<p>11-Oct-22</p>	<p>Oct., 2023</p>					<p>75%</p>
<p>Notes: In Progress.</p>							
<p>9 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.</p>	<p>13-Dec-22</p>	<p>Oct., 2023</p>					
<p>Notes: Reponse received from South Shore Regional Library Board; report on Council's Oct 10th agenda.</p>							






10	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	Oct., 2023		75%
		Notes: Coordinating with other Lunenburg County municipalities in developing report, anticipated to Council's October 26th meeting.			
11	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Jun., 2024		50%
		Notes: In progress with WSP (engineering). Tender will be issued over winter for construction in late spring 2024.			
12	Provide Council with a report no later than November 14, 2023, on the potential formation of a Council Remuneration Review Committee	09-Mar-23	Nov., 2023		Not yet begun
		Notes:			
13	Investigate potential locations for a new Mahone Bay Pool, as as part of that investigation, a survey be conducted with citizens.	30-Mar-23	Jan., 2024		75%
		Notes: Underway in coordination with Mahone Bay Pool Society. Public survey completed (150 responses received). Update report included on Council's Sept. 28th meeting agenda. Kick-off with Vigilant Management scheduled for the first week of October.			
14	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	Oct., 2023		50%
		Notes: In Progress. Report anticipated to Council's October 26th meeting.			
15	Prepare a report on the potential for the provision of access to Oakland Lake for fire services.	30-Mar-23	Nov., 2023		50%
		Notes: In Progress.			


16	Facilitate tours of the Community Solar Garden	11-Apr-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress with AREA staff for Q3 2023-24.
17	Develop service standards that can be used to benchmark and analyze performance.	11-Apr-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Report anticipated to Council's Oct 26th meeting.
18	Provide a report on the possibility of shared use of former firehall between Public Works and other possible uses.	28-Apr-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> 		Notes: Report included on Council's October 10th meeting agenda.
19	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	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> 		Notes: Meeting scheduled for October 20th.
20	Work with the Wooden Boat Society to explore options for a fishing pier at the marina wharf.	11-May-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Staff have engaged in preliminary discussion with Wooden Boat Society; exploring options for extending marina area to the East or West to accommodate fishing pier / potential other facilities expansion. To be included in Oct 20th discussion between the Society and Council members.
21	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	Oct., 2023		Not yet begun	Notes: To be included in Oct 20th discussion between the Society and Council members with report as needed thereafter.
22	Staff to conduct a fire rate study.	11-May-23	Jan., 2024		Not yet begun	Notes:



23	Prepare a report on the potential use of the perpetual care funds to be provided as a loan to the utility to finance any operational deficit in 2023/24.	18-May-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Associated with proposed Reserves Policy anticipated to October Policy & Strategy Committee meeting for consideration.
24	Prepare a report on employee pension and benefit plans, benchmarking against other NS municipalities.	18-May-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.
25	Support welcome initiatives for the newcomers arriving from Kenya in coordination with MacLeod Group's Settlement Coordinator.	25-May-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
26	Register the property located at 496 Main Street as a Municipal Heritage Property.	25-May-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Schedule B picked up by Town solicitor to be registered at Access NS
27	Register the property located at 45 School Street as a Municipal Heritage Property.	25-May-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Schedule B picked up by Town solicitor to be registered at Access NS
28	Provide Council with a report on the items outlined in the letter from Mr. Haysom and Ms. Hearder concerning forest fire prevention.	13-Jun-23	Oct., 2023		Not yet begun	Notes: Report anticipated to Council's Oct 26th meeting.
29	Approach the Mahone Bay Tourism and Chamber of Commerce to request that they permanently discontinue the use of their logo, that it might be exclusively used by the Town.	13-Jun-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Response received from MBTCC accepting the Town's proposal in this regard.

<b>30</b>	Work with Upland to include appropriate language in the draft MPS/LUB concerning applications for Development Agreements received prior to the cut off for new applications associated with the approval process for the draft documents.	13-Jun-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Language included in draft documents presented to Oct 3 PAC meeting.
<b>31</b>	Proceed with an environmental assessment and geotechnical assessment of the Town-owned property located at the corner of Kinburn Street and Hawthorn Road.	29-Jun-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Initial assessments concluded. Staff working with contractors to follow up.
<b>32</b>	Proceed with preparations for the demolition of the Public Works garage on Aberdeen Road.	29-Jun-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress.
<b>33</b>	Submit an application to the Nova Scotia Thriving Forests program.	27-Jul-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress.
<b>34</b>	Apply for the ACOA Innovative Communities Fund for funding to support various infrastructure improvements in the downtown core included in the Council's 10-year Capital Invest Plan.	27-Jul-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Updated Opinion of Probable costs obtained.
<b>35</b>	Issue a request for proposals for creation of a future development plan for Park Cemetery.	27-Jul-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress

36	Issue a request for proposals for update of the Town's Municipal Specifications.	12-Sep-23	Oct., 2023	<b>Not yet begun</b>
37	Include an additional operator (shared 50/50 between water and wastewater) in the Water Rate Study.	12-Sep-23	Dec., 2023	 <b>25%</b> Notes: Water rate study in progress.
38	Work with the Fire Department to consider the proposal to purchase a ladder truck and bring forward a recommendation to Council.	12-Sep-23	Nov., 2023	<b>Not yet begun</b>
39	Take the necessary steps to designate the road to the solar garden as an official street/lane of the Town.	28-Sep-23	Dec., 2023	<b>Not yet begun</b>
40	Change the wording of section 4.5 of the Town of Mahone Bay's Town Council Policy to read, "throught consultation between the Mayor, CAO and Town Clerk".	28-Sep-23	Oct., 2023	  Notes: Staff report included on Oct 10th meeting agenda.
41	Change the wording of section 4.13 of the Town Council Policy to add a new third sentence as follows: "Members of Council may seek clarification by directing questions to members of the public following the comments, Council members will not be	28-Sep-23	Oct., 2023	  Notes: Staff report included on Oct 10th meeting agenda.

42	Fly the Mahone Bay District Fire Department flag on the Community Flagpole from the 5th of October to the 17th.	28-Sep-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Flag raising occurred on October 5th.
43	Reimburse the electrical utility customer at 9196 Hwy 3 in the amount of \$2,236.61 for costs incurred	28-Sep-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Customer has been informed, staff processing reimbursal.
44	Apply for BUTU service from Nova Scotia Power Incorporated for 2024.	28-Sep-23	Dec., 2023	Not yet begun		Notes:
45	Apply to the Nova Scotia Utility and Review Board for a flow-through rate increase in proportion to the increase in the municipal rate from Nova Scotia Power Incorporated for	28-Sep-23	Oct., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.



**Town of Mahone Bay  
Staff Report  
Re: Town Council Policy Amendments  
October 10, 2023**

**General Overview:**

The purpose of this report is to provide Council with a draft amended Town Council Policy.

**Background:**

At Council's September 28, 2023 meeting Council passed the following motions:

THAT Council direct staff to amend the wording of section 4.5 of the Town of Mahone Bay's Town Council Policy to read, '..through consultation between the Mayor, CAO and Town Clerk.

THAT Council direct staff to amend the wording of section 4.13 of the Town Council Policy to add a new third sentence as follows: "Council members will not be obliged to respond to questions. Members of Council may seek clarification by directing questions to members of the public following the comments."

Staff have made the amendments, the amended policy is attached. In accordance with the Municipal Government Act of Nova Scotia, seven days' notice must be given of the intent to pass policy, the passing of the noted motions above signaled the intent.

**Financial Analysis:**

There is no financial impact.

**Links to Strategic Plan:**

2.3 Governance to Meet Expectations of our Growing Community

**Recommendation:**

It is recommended:

**THAT Council adopt the amended Town Council Policy as presented.**

Respectfully submitted,

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

Kelly Redden  
Town Clerk

## 1.0 Purpose

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

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

## 2.0 Scope

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

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

## 3.0 Council

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

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

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

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

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

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

**3.4.1** The Council as a whole provides direction on the administration of the Town to the Chief Administrative Officer.

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

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

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

#### **4.0 Council Meetings**

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

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

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

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

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

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

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

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

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

4.7 Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and livestreamed to the Town of Mahone Bay's video platform for public viewing and information. Recorded content that is threatening, racist, and/or otherwise discriminatory and/or if it pertains to personnel or public safety matters may be redacted from the record by the Town Clerk. Closed sessions will not be recorded.

The approved written Minutes for meetings, presented to Council by the Town Clerk, remain the official record of Council meetings.

Presenters will be advised that the meetings are recorded.



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

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

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

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

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

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

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

4.13 Public Input Session: Fifteen minutes after the approval of the minutes will be reserved for a public input session. Members of the public who have comments to make will be asked to state their place of residence and will be allotted an equal share of the fifteen minutes for public comments. This is a standing agenda item and will be skipped if no citizens attend the meeting to provide input. Council members will not be obliged to respond to questions. Members of Council may seek clarification by directing questions to members of the public following the comments.

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

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

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

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

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

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

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

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

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

Council members will speak only to items requiring action.

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

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

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

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

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

meeting date requesting the item be added; the Council member must provide sufficient background information for inclusion in the meeting package.

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

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

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

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

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

## 5.0 Meeting Procedures

### 5.1 Motions, Voting and Speaking:

- a) All motions shall be decided by majority vote of those present. An abstention will be considered a vote against the motion. If a motion fails to secure a majority of yes votes it will be considered to have failed.
- b) A motion may be withdrawn by the mover at any time, with the consent of the seconder, before the Council has voted on it.
- c) Prior to beginning a vote on any motion a Council member may request a roll-call vote. If a roll call is so requested the Chair will read each member's name in alphabetical order by surname and the member will reply with a yes or no vote.
- d) When any question is before Council only the following motions can be made:
  - i) A motion to amend the original motion;
  - ii) A motion to refer the question to any committee;

- iii) A motion to defer the consideration of the question to a time specified by motion;
- iv) A motion that the question be put to a vote;
- e) A motion that the question be put to a vote shall itself be put to a vote without further amendment or debate, but a motion that the question be put to a vote will not itself be put to a vote until every Council member who has not spoken on the question and wishes to speak has been heard.
- f) Once a motion has been defeated the same motion will not be reintroduced for Council's consideration unless significant new information has been provided to Council. The Council will vote to reconsider a motion prior to the motion itself being put before Council.
- g) Any motion of Council may be rescinded by a majority vote. For a motion to rescind to be introduced a notice of motion must have been given at a previous meeting. A motion to rescind cannot be introduced if, as a result of the original motion, contracts have been executed or terminated, or something has otherwise been done as a result of the original motion which the Council cannot undo.
- h) A motion must be seconded before it is debated or discussed.
- i) When a motion is to be put to a vote, the Chair will ask "Is Council ready for the question?" and if no Council members speaks the Chair shall ask for the vote; no Council member is permitted to speak after the Chair asks for the vote.
- j) The following questions will be decided without debate:
  - i) A motion to reconsider;
  - ii) A motion to allow any person other than the Council Members or CAO to address the Council;
  - iii) A motion to adjourn.
- k) Every Council member, prior to speaking on any question or motion, will raise their hand and wait to be acknowledged by the Chair before speaking. If more than one Council member raises their hand to speak at the same time, the Chair shall decide will be allowed to speak first.
- l) No Council member may speak more than twice, without the permission of Council, on any motion except to explain a misconception of their remarks. The mover of a motion shall have the right to reply and sum up in closing the debate; this shall be for a maximum of two minutes and shall not count against the limit of two opportunities to speak on a motion.
- m) No Council member shall speak more than two minutes upon any matter at one time, without the leave of Council.

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

## 5.2 Points of Order:

- a) It shall be the duty of the Chair, and the privilege of Council members, to call any Council Member to order, who violates any rules contained in this policy. A point of order must be decided before the subject under consideration can proceed.
- b) When a Council member is called to order, the Council member shall remain seated and silent until the point is determined.
- c) A point of order is not debatable amongst other members of Council, unless the Chair invites discussion in an effort to assist in making a ruling. If the Chair permits discussion of a point of order, no member of Council is permitted to speak more than once.
- d) Decisions of the chair on points of order or procedure are not debatable but are appealable by any member of Council. When an appeal is made from the decision of the Chair, the Chair shall simply state the question, "Shall the decision of the Chair be sustained?" which shall be voted on without debate.
- e) If a Council member resists the rules of Council, intentionally obstructs the business of Council or disobeys the decisions of the Chair, or of Council on appeal, on any question of order or practice, after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the member of Council may be ordered by the Chair to leave the Council table provided that a majority vote of Council sustains the expulsion.

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

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

## 5.3 Attendance at Council Meetings:

- a) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting of Council shall observe silence and order in Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council will be called to order by the Chair, and, if they fail to comply, will be expelled from Council Chambers by the Chair; a majority vote of Council shall be required to sustain the expulsion. Such member of the public may, by vote of Council, later in the meeting or at a subsequent



meeting, be permitted to re-enter Council Chambers, with or without conditions. An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town of Mahone Bay to leave the premises.

- b) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting conducted by means of electronic facilities who disturb the proceedings of Council and fail to comply when called to order by the Chair, as per 5.3 (a) of this policy, will be expelled from the electronic meeting by being disconnected and/or ejected from the meeting. Such member of the public may, by vote of Council, may be permitted to re-join the meeting, as meeting technology permits, with or without conditions.

## 6.0 General

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

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

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

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

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

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

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

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

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

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]:	March 30, 2023
Date of Passage of Policy:	May 9, 2023
_____	_____
Town Clerk	Date

Amended September 29, 2023 - Sections 4.5 and 4.13





**Town of Mahone Bay  
Staff Report  
Re: Special Constable Status  
October 10, 2023**

**General Overview:**

The purpose of this report is to present Council with the recommendation that Jonathan Uhlman, Manager of Public Works and Transportation, be given Special Constable status.

**Background:**

Currently, the Town has one Special Constable who can issue parking tickets, the Town's Bylaw Enforcement Officer. That officer has limited availability.

Staff believe it would be beneficial to have a full-time staff member who has Special Constable status to issue fines and/or tow vehicles when our Bylaw Enforcement Officer isn't available.

With the appointment of the Manager of Public Works and Transportation the status of Special Constable would be employed, in particular, to ensure the proper and safe functioning of the Town's transportation infrastructure.

**Financial Analysis:**

There is no financial impact.

**Links to Strategic Plan:**

2.3 Governance to Meet Expectations of our Growing Community

**Recommendation:**

It is recommended:

**THAT Council appoint Jonathan Uhlman as Special Constable for the Town of Mahone Bay to enforce parking violations, pursuant to the Motor Vehicle Act.**

Respectfully submitted,

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

Kelly Redden  
Town Clerk





**Town of Mahone Bay  
Staff Report  
Re: SSRLB Appointment  
October 10, 2023**

**General Overview:**

The purpose of this report is to provide Council with an update on a request for information from the South Shore Regional Library Board.

**Background:**

At Council's December 13, 2022 Council meeting the following motion was passed:

Inquire of the South Shore Regional Library Board (SSRLB) 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.

Staff contacted the Chair of the Board and raised the question. Staff was informed that each municipal Council within the South Shore region is entitled to appoint an individual, at its discretion, to represent its municipality. Most municipalities do appoint an elected representative for their municipality, over a community member, but community appointees are welcome.

**Financial Analysis:**

There is no financial impact.

**Links to Strategic Plan:**

2.3 Governance to Meet Expectations of our Growing Community

**Recommendation:**

It is recommended:

**THAT Council appoint a member of Council to represent Mahone Bay on the South Shore Regional Library Board; or,**

**THAT Council direct staff to advertise for a member of the public to represent Mahone Bay on the South Shore Regional Library Board.**

Respectfully submitted,

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

Kelly Redden  
Town Clerk



## Town of Mahone Bay

Staff Report

RE: Fire Hall Uses

October 10, 2023

### General Overview:

This staff report is intended to present Council with requested analysis of the possibility of shared use of the former firehall between Public Works operations and other possible uses.

### Background:

At the April 28<sup>th</sup> Special Meeting of Council devoted to discussion of the draft 2023/24 capital budget the following motion was passed,

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, **"THAT Council direct staff to provide a report on the possibility of shared use of former firehall between Public Works operations and other possible uses."** Motion carried.

### Analysis:

The Town commissioned a report from Jost + Architects on the potential renovation of the former fire hall for use as the Town's Public Works Garage in March 2023. That report is attached for reference.

An excerpt from the report's recommendations concerning the use of space as it pertains to the motion above:

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

Space adequate for the equipment listed in the Space Planning Table can be accommodated in the existing Truck Bays and a conversion of the Social Room with the addition of two (2) new overhead exterior doors. Please note the concrete slab thickness and reinforcing in the Social Room is unknown.

It's capacity to support equipment is unknown. Light vehicle loading is similar to human loading on a square foot basis but the point loads are singularly higher. Cracking may occur.

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

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

The existing group washrooms in the 1995 wing could be used as a Public Comfort Station with independent access from the exterior. These washrooms do not meet current accessibility standards. [page 9]

Manager of Public Works and Transportation Jonathan Uhlman provides the following commentary, in accordance with the above,

After utilizing the 2 bays at the old fire hall for the past several months we have found there is not enough space in order to store all the Public Works Mobile equipment, Electrical Utility Line Truck and the Water / Wastewater Van. We still need to use the old Public Works garage on Aberdeen St. to store the remaining equipment plus store some attachments outside. The Van still sits up to the Water / Wastewater plant and the chipper and Kioti tractor is stored in a local contractor's building. With the 2 bay limited space it is extremely difficult to work on any equipment and where exterior yard around the perimeter of the building we cannot store any smaller attachments.

To create enough space to house all the Town's equipment, tools, parts and departmental employees we would need to expand into the remainder of the hall and then renovate to add two extra bays with the remainder of the space used for storage shelving units for tools and parts."

In addition to the space requirements of the Public Works Department in the building the renovation of the former fire hall also provides the Town with the opportunity to give our electrical utility a useable space in Mahone Bay for storage and other day-to-day utility purposes. Renovation of the lounge and kitchen to an electrical utility office with convenient, safe and easily-accessed storage for Town-owned inventory (which has not previously been available to the utility in Mahone Bay) is recommended if the Town Council proceeds with the renovations noted above. The canteen could be converted to records storage, which is needed by the Town's administration Department to maintain records in accordance with the Town's Records Management Policy.

While these proposed Town uses and associated renovations do not allow much remaining space for other possible uses, one option potentially worth further investigation is the renovation of the hall washrooms to serve as a public comfort station as referenced in the Jost report. Staff estimate at least one accessible and one additional parking space, along with bike racks, could

serve these washrooms via the outside entrance (with further access to the interior of the building under lock).



*Possible Fire Hall Comfort Station*

### **Financial Analysis:**

The attached Jost report provided significant consideration of the costs associated with renovation of the building, though they do not take into consideration the potential renovation of the canteen, lounge, kitchen and washrooms as recommended above. Staff could obtain an amended opinion on this basis at Council's direction.

### **Climate Analysis:**

The attached Jost report gives consideration to the renovation of the building which would reduce emissions from the building. An energy audit of Town facilities has also recently been undertaken with EfficiencyOne, which will further inform the emissions reductions opportunities, including the potential for grant funding.

### **Strategic Plan:**

#### **1.1 Improve Performance of Town-Owned Utilities**

- Strategically replace/upgrade utility infrastructure

### **Recommendation:**

It is recommended,

THAT Council direct staff to work with Accessibility Coordinator Ellen Johnson to consider the renovations necessary for the washrooms at the former fire hall to be opened as a public comfort station, meeting current accessibility requirements, and to bring back a report to Council in this regard.

**Attached for Council Review:**

- Report – Former Fire Hall Investigation to Convert to Public Works Garage – Mahone Bay; Jost + Architects

**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



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



**Prepared by**

**240 St. George Street  
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B0S 1A0  
902.532.2395  
info@jost.ca**

**March 2023**

**Our Project JPN202309**

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## EXECUTIVE SUMMARY

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

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

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

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

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

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

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

## MANDATE

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

## BACKGROUND

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

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



Existing Garage

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

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



Existing Garage

## METHODOLOGY

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

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

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

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

## PROGRAM

The program for the new construction has been used.

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

Not listed but required

21. Electrical
22. Mechanical

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

## SITE

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

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

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

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



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

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

## BUILDING

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

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

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

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

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

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

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

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

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

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

## INTERIOR

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

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

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

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

### Mechanical

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

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

The ventilation consists of a roof mounted exhaust and intake.

### Electrical

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

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

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

There is a fire alarm system.

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

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

Generally, all plumbing fixtures appear in good condition.

### Building Summary

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

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

## RECOMMENDATIONS

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

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

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

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

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

### Mechanical

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

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

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

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

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

### Electrical

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

The existing generator can be reused.



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### Alarms / Security

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

### Finishes

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

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

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

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

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

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

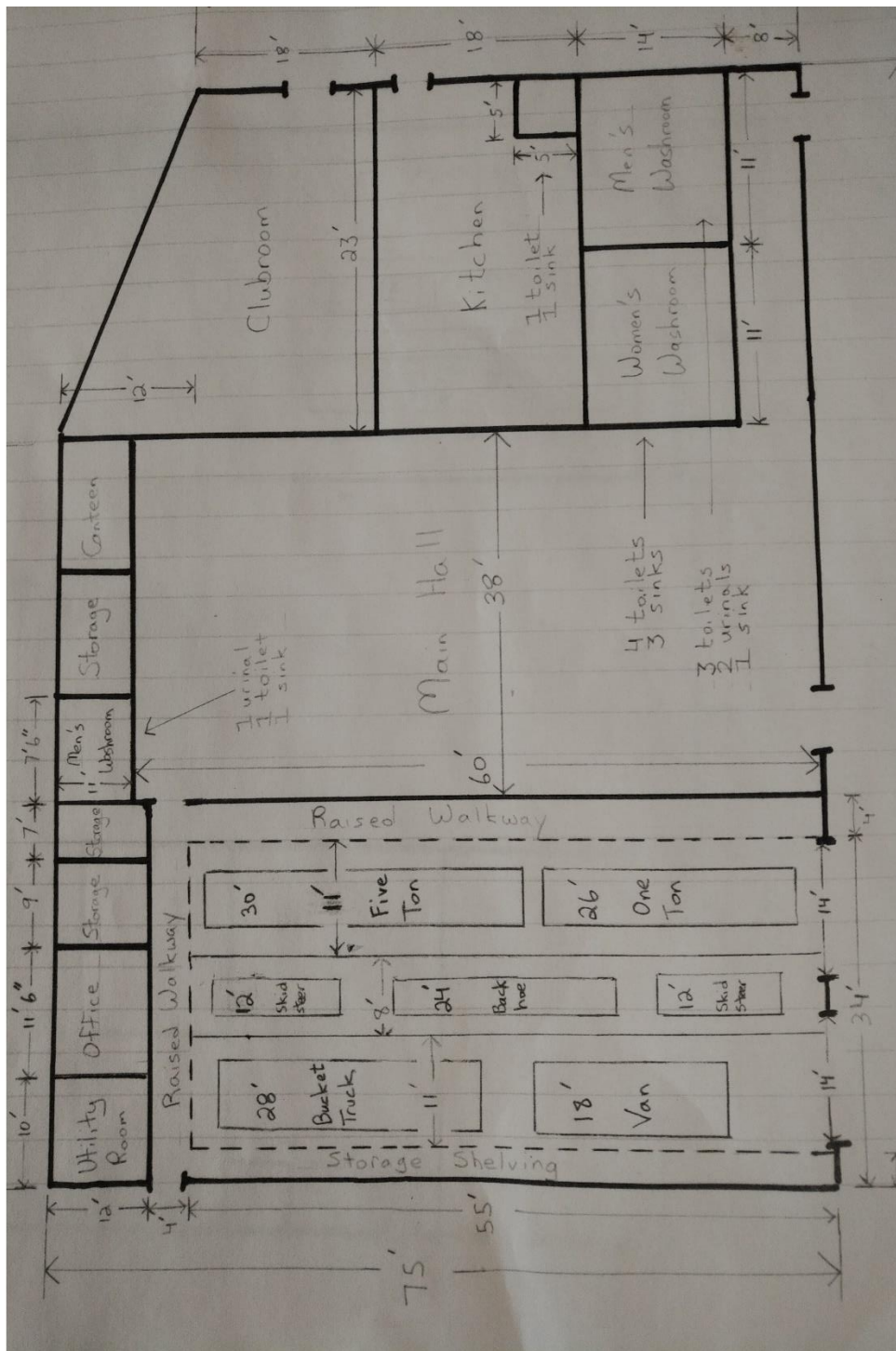
New storage / office / staff spaces can be accommodated in the remaining areas.

## APPENDIX A – SPACE TABLE

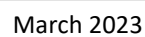


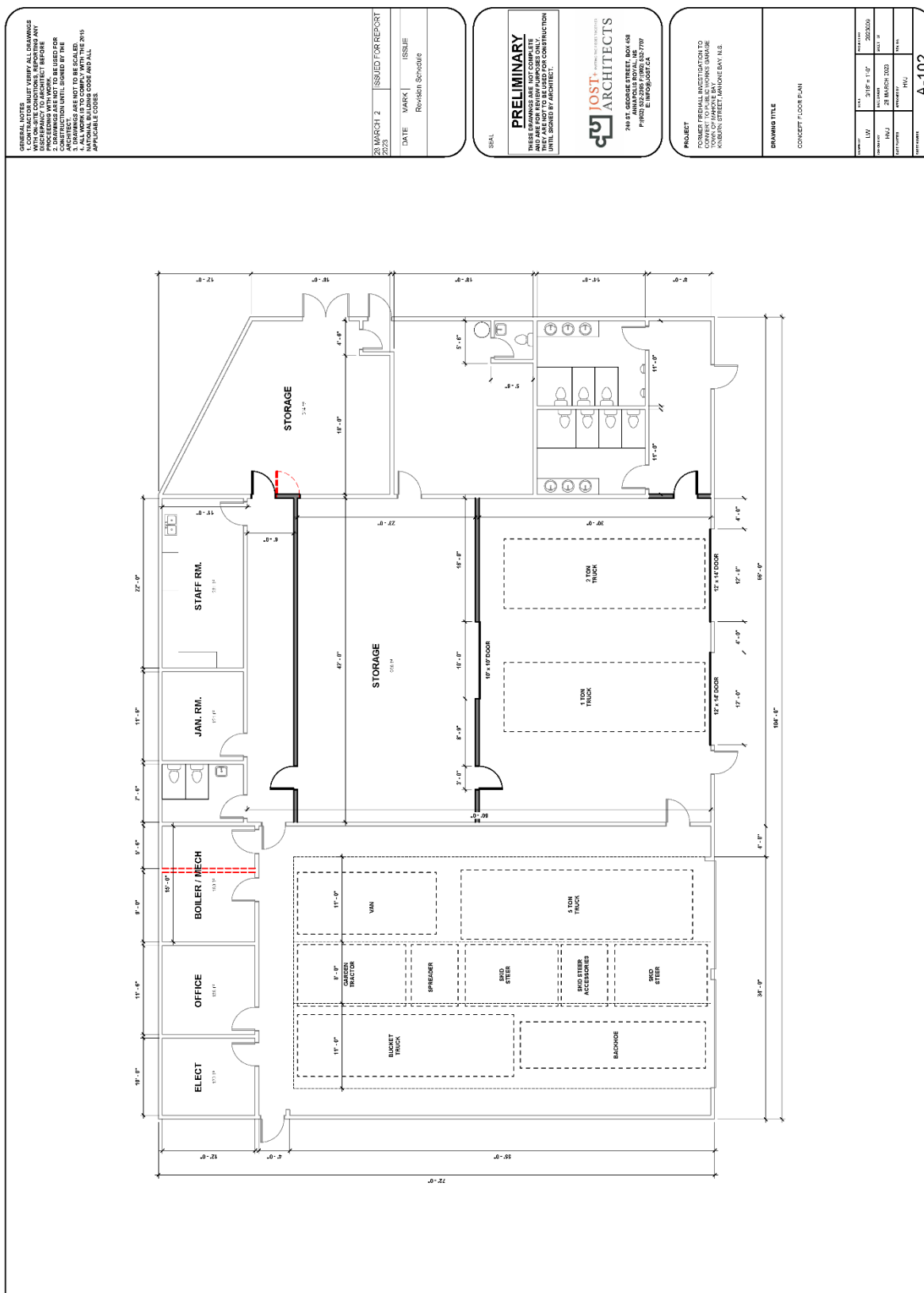
Space Planning Table						
Project: Mahone Bay Maintenance Garage			Date: 22 November 2022			
Location: Mahone Bay, N.S.			Gross Building Area (S.F.) : 5541			
Jost Job #: JPN2022063		Submission Stage		Concept		
Room or Space	Quantity	Area Carried (For Spaces Only)	Level	Comments	Program Area (SF)	Actual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

APPENDIX B – SCHEMATIC DRAWING FROM PUBLIC WORKS









## APPENDIX D – BUDGET

**CLASS ‘D’ Budget Attached – 10 pages**



## ESTIMATE SUMMARY SHEET - CLASS 'D'

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

116.63

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

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

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

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

\$ 163.28

**HST** **\$ 156,012**

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

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



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

41,837.50

41,837.50

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



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

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



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

## Construction Cost Breakdown Div. #7



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

## Construction Cost Breakdown Div. #8



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

45,300.00

## Construction Cost Breakdown Div. #9



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



## Construction Cost Breakdown Div. #10



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

3,500.00

3,500.00

## Construction Cost Breakdown Div. #15



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

235,500.00

## Construction Cost Breakdown Div. #16



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

198,450.00

\$ 198,450.00

198,450.00

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A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, September 24, 2023 at 7:06 p.m. in Council Chambers.

Present:

Mayor David Devenne  
Deputy Mayor Francis Kangata  
Councillor Penny Carver  
Councillor Joseph Feeney  
Councillor Suzanne Lohnes-Croft  
Councillor Richard Nowe  
Councillor Kelly Wilson  
CAO, Dylan Heide  
Deputy CAO, Eric Levy (virtual)  
Robert Hughes, President & CEO, Civonus (virtual)

Absent: none

Gallery: 0

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

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Lohnes-Croft, seconded by Councillor Carver, "THAT the minutes of the meeting on July 24th be approved as presented." Motion carried.

3. Presentation – Civonus Pilot – Robert Hughes, President & CEO, Civonus

Robert Hughes presented to the Committee concerning Civonus and their community engagement tool and answered questions from committee members.

4. Noise By-law Discussion

Members discussed the feedback received with respect to the draft Noise By-law and possible next steps.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT the Committee recommend to Council that staff be directed to prepare a report on potential amendment of the draft Noise By-law in response to the feedback received.”

Motion carried.

## 5. Next meeting

### 5.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday, October 23, 2023.

With no further agenda items, the meeting adjourned at 8:58 PM.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

CAO, Dylan Heide (Recording)