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The Special Meeting of Town Council for the Town of Mahone Bay was held on Monday, October 30, 2023 at 9:03 a.m. at the Mahone Bay Centre.

Present:

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

Absent:

Gallery: None

Land Acknowledgement

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

1. Agenda

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

2. Closed Session

A motion by Councillor Nowe, at 9:10 a.m., seconded by Councillor Feeney, "THAT Council go into Closed Session to discuss Personnel Matters as permitted by the Municipal Government Act section 22(2)(c)." Motion carried.

Council came out of closed session at 10:45 a.m.

Council adjourned at 11:02 a.m. on conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Kelly Munroe



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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, November 14, 2023 at 7:00 p.m. in Council Chambers and broadcast via YouTube live.

**Present:**

Mayor D. DeVenne  
Councillor P. Carver  
Councillor R. Nowe  
Councillor K. Wilson  
Councillor J. Feeney  
Councillor S. Lohnes-Croft  
CAO, D. Heide  
Town Clerk, K. Munroe

**Absent:** Deputy Mayor F. Kangata (with regrets)  
Deputy CAO, E. Levy (with regrets)

**Gallery:** Online & 8 in-person gallery

**Land Acknowledgement**

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

**1. Agenda**

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT the agenda be approved as amended to add item 7.2 Heritage Property Grant Fund Policy amendments." Motion carried.

**2. Minutes**

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT the minutes of the October 26, 2023 regular meeting of Council be approved as presented." Motion carried.

**3. Public Input Session**

8 members of the public in attendance.

Susan Seltzer - 15 Cherry Lane, Marilyn Harris-Hart - 704 Main Street, Paul Seltzer - 15 Cherry Lane, Ann Crossman - 482 Main Street, Rhonda Himmelman - 362 Main Street

and Jeannie Reynolds - 473 Main Street, were all in attendance to voice concerns about noise from modified mufflers.

#### 4. Presentations

##### 4.1 Mahone Bay & District Fire Department – Quarterly Report

Adam Ekins, Fire Chief, answered questions about the department's second quarter report.

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT item 4.1 be received and filed." Motion carried.

##### 4.2 RCMP – Quarterly Report

Corporal Matthew Leggett answered questions about the RCMP's second quarter report.

A motion by Councillor Feeney seconded by Councillor Carver, "THAT item 4.2 be received and filed." Motion carried.

#### 5. Correspondence

##### 5.1 Nova Scotia Fisheries & Aquaculture Loan Board

Council received the annual report of the Nova Scotia Fisheries & Aquaculture Loan Board.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT item 5.1 be received and filed." Motion carried.

##### 5.2 Petition to Outlaw Modified Mufflers

Council received a letter and accompanying signed petition, requesting that Council outlaw modified mufflers within the Town of Mahone Bay.

A motion by Councillor Wilson, seconded by Councillor Lohnes-Croft, "THAT council direct staff to draft a bylaw to regulate muffler noise within Town." Motion carried.

#### 6. Staff Reports

##### 6.1 Staff Report to Council

Council received the November 14, 2023 Staff Report.

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

## 6.2 2024 Draft Meeting Schedule

Council received the draft 2024 Council and Committee meeting schedule and provided feedback to staff. The calendar will be amended and brought back to a future meeting of council.

## 6.3 Staff Report – Tree Donation Recognition

Council received a staff report with a recommendation for the planned public art installation to commemorate donations received through the Tree Donation Program.

A motion by Councillor Carver, seconded by Councillor Feeney, “THAT Council award the contract for the Tree Donation Recognition Art Installation to Lukas Lange for the proposed design and of \$4,500+HST.” Motion carried.

## 6.4 Staff Report - Urban Forest Management Plan

Council received a staff report confirming the vision, objectives and scope of the Urban Forest Management Plan as well as provide Council with a recommendation to issue an RFP for the development of the Plan.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council direct staff to issue the RFP for the Urban Forest Management Plan consultant.” Motion carried.

## 6.5 Staff Report – Sustainable Communities Challenge Fund

Council received a staff report with a recommendation that staff submit an application to the Sustainable Communities Challenge Fund, in order to switch the Town Hall from oil to electric heating.

A motion by Councillor Wilson, seconded by Councillor Carer, “THAT Council direct staff to submit an application to the Sustainable Communities Challenge Fund to transition the Town Hall off of fossil fuels.” Motion carried.

## 6.6 Staff Report – Council Remuneration

Council received a staff report with options to consider in the formation of a Council Remuneration Committee.

A motion by Councillor Feeney, seconded by Councillor Wilson, “THAT Council adopt the proposed terms of reference for the council remuneration review committee.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Wilson, “THAT Council direct staff to advertise for public members for the Council Remuneration Review Committee.” Motion carried.

## 6.7 Staff Report – Fire Station HVAC

Council received a staff report with options in relation to HVAC requirements for the Fire Station.

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT Council proceed with the installation of a roof mounted heat pump to serve the canteen space at the Fire Station, funded under town general.” Motion carried.

## 7 Council Items

### 7.1 Committee Application

Council received an application from Gail Tricebock to serve as the Town’s representative on the South Shore Regional Library Board.

A motion by Councillor Lohnes-Croft, seconded by Councillor Carver, “THAT Council appoint Gail Tricebock as the Town of Mahone Bay’s representative on the South Shore Regional Library Board.” Motion carried.

### 7.2 Heritage Property Grant Fund Policy Amendments

At Council’s September 28<sup>th</sup> meeting, Council received a recommendation from the Heritage Advisory Committee that they approve suggested amendments to the Town’s Heritage Property Grant Fund Policy.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council adopt the amended Heritage Property Grant Fund Policy as presented.” Motion carried.

## 8. Committee Reports

### 8.1 Policy & Strategy Committee

Council received the minutes of the October 23, 2023 meeting of the Policy & Strategy Committee.

A motion by Councillor Carver, seconded by Councillor Wilson, “THAT Council direct staff to develop a new draft Noise Bylaw.” Motion carried.

### 8.2 Community Logo Development Steering Team

Council received the draft minutes of the October 30, 2023 meeting of the Community Logo Development Steering Team.

A motion by Councillor Lohnes-Croft, seconded by Councillor Nowe, “THAT Council award the logo update contract to Ross Graphics on the basis of the proposal received.” Motion carried.

### 8.3 Climate & Environment Committee

Council received the draft minutes of the November 1, 2023 meeting of the Climate & Environment Committee.

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council direct staff to provide a report on the subject of coyotes with a view to community policy in respect to co-existence and conservation." Motion defeated.

### 8.5 Lunenburg County Seniors' Safety Program

Council received the October 2023 monthly report of the Seniors' Safety Program.

A motion by Councillor Lohnes-Croft, seconded by Councillor Wilson, "THAT item 8.5 be accepted for information." Motion carried.

### 8.6 Accessibility Quarterly Update

Council received the second quarter update from Ellen Johnson, Regional Accessibility Coordinator.

A motion by Councillor Lohnes-Croft, seconded by Councillor Nowe, "THAT item 8.6 be accepted for information." Motion carried.

### 10. Closed Session

A motion by Councillor Nowe, at 9:15 p.m., seconded by Councillor Carver, "THAT Council go into Closed Session to discuss Contract Negotiations as permitted by the Municipal Government Act section 22(2)(e)." Motion carried.

Council came out of closed session at 10:20 p.m.

### Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT Council credit the account of the water utility customer, located at 54 Pond Street, unit A in the amount of \$653.49." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council accept the proposal from CBCL Ltd. in the amount of \$67,000, for geotechnical work in relation to the Edgewater Street living shoreline project, to be coordinated with geotechnical work already contracted by Coastal Action." Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Council award the contract to provide engineering services in relation to the Main Street Utility Upgrades

project to WSP in the amount of \$183,537 +HST, excluding construction phase services to be confirmed on proceeding to construction.” Motion carried.

Council adjourned at 10:22 p.m. on conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Kelly Munroe





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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, November 17, 2023 at 9:03 a.m. in Council Chambers and broadcast via YouTube live.

Present:

Mayor D. DeVenne  
Councillor P. Carver  
Councillor K. Wilson  
Councillor S. Lohnes-Croft  
Councillor R. Nowe (arrived at 9:48am)  
CAO, D. Heide  
Town Clerk, K. Munroe  
Aaron Long, AREA  
Marianne Pryor, AREA  
Meg Hodges, AREA

Absent: Deputy Mayor F. Kangata (with regrets)  
Councillor J. Feeney (with 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 Wilson, seconded by Councillor Lohnes-Croft, "THAT the agenda be approved as presented." Motion carried.

2. Solar Garden Project Update

AREA staff updated Council on the progress of the Solar Garden project.

3. Municipal Innovation Project Update

Meg Hodges made a presentation to Council with updates to the Municipal Innovation Project.



#### 4. Closed Session

A motion by Councillor Wilson, at 10:18 a.m., seconded by Councillor Carver , “THAT Council go into Closed Session to discuss Contract Negotiations as permitted by the Municipal Government Act section 22(2)(e). Motion carried.

Council came out of closed session at 12:29 p.m.

#### Business Arising from Closed Session

There was no business arising from the closed session.

Council adjourned at 12:32 p.m. on conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Kelly Munroe





## Municipality of the District of Lunenburg

10 Allée Champlain Drive Cookville Nova Scotia Canada B4V 9E4

### Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

November 9, 2023

Mayor David Devenne & Council  
Town of Mahone Bay  
493 Main Street  
Mahone Bay NS B0J 2E0

Dear Mayor Devenne:

**RE: REMO 2023/24 Budget Variance Update**

At the October 31, 2023, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

**“that the Regional Emergency Management Advisory Committee approve an additional \$20,200 for the 2023/24 budget and recommend approval to the partner municipal units in accordance with Section 20 of the Inter-Municipal Agreement.”**

Please find attached the breakdown of costs per individual unit based on uniform assessment.

Please forward this budget variance update to your Council for consideration and approval. Once approved, please forward a copy of Council's motion approving the motion to Angela Henhoeffter, Municipality of the District of Lunenburg ([angela.henhoeffter@modl.ca](mailto:angela.henhoeffter@modl.ca)) for insertion on a future REMO agenda.

Sincerely,

Tom MacEwan  
Chief Administrative Officer

/jgp  
Attach.

cc: Angela Henhoeffter, REMC

### Background on REMO Budget

REMO has for several years returned small operating surpluses to the partner units. Early evaluation of the current year's operating forecast suggests that this will not be the case for the 2023/24 budget year.

There are a few factors combining to result in extra expenditures. First, the need for REMO responses, including the major flash flooding event in July have depleted the REMO contingency account. Second, to improve REMO's response capabilities, training for a large number of municipal staff is planned for this fiscal year, which will be provided in house to keep costs lower and to ensure the content is tailored to Lunenburg REMO, but this approach will still incur costs.

Finally, we are anticipating changes to personnel costs according to MODL's salary administration and personnel policies. The estimated differences are summarized in the table below:

Item	Estimated Addition
REMO Contingency	\$4,000
Municipal Staff Training	\$8,000
Personnel Costs	\$8,200

### Proposed 2023/24 REMO Budget Variance

The total approved budget for REMO in 2023/24 is set at \$171,800. The additional anticipated cost for these three items comes to \$20,200 or 12% of the total budget. The breakdown of costs per individual unit based on uniform assessment is provided below:

Unit	Percentage	Amount
Bridgewater	12%	\$ 2,505
Mahone Bay	3%	\$ 505
Chester	30%	\$ 6,080
MODL	50%	\$ 10,080
Lunenburg	5%	\$ 1,030
Total		\$ 20,200



Goal	Objective	Assigned	Target	% Completion				
<b>Council Assignments to Staff</b>								
1	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>				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 Q3 2023-24.						
2	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>				75%
		Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. Associated residents survey to inform program development completed in 2022. 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	Feb., 2024	<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	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: RFP to be issued in Q3 2023-24 to take effect April 1, 2024.
<b>6</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	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress, report anticipated in Q3 2023-24.
<b>7</b>	Direct staff to execute a twenty-five year power purchase agreement with AREA for wind energy incremental to AREA's existing 23.5W Ellershuse Wind Farm, delivered as the wind blows and when the Town can use it in a given hour, with the added option for the Town to increase its annual takings from AREA to achieve 100% renewable energy supply if the town elects to subscribe to energy balancing services from the market.	11-Oct-22	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In Progress.
<b>8</b>	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Jun., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress with WSP (engineering). Planned for early 2024. Report anticipated to Council's December 12th meeting.

9	Investigate potential locations for a new Mahone Bay Pool, as as part of that investigation, a survey be conducted with citizens.	30-Mar-23	Feb., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Underway in coordination with Mahone Bay Pool Society. Public survey completed (150 responses received). Pre-design work underway with Vigilant Management. Staff identifying external funding opportunities. Report anticipated to Council's December 12th meeting.
10	Prepare a report on the potential for the provision of access to Oakland Lake for fire services.	30-Mar-23	Feb., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. The timeline for work within waterways is over for 2023, will have to plan for 2024 season.
11	Facilitate tours of the Community Solar Garden	11-Apr-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress with AREA staff for Q3 2023-24.
12	Develop service standards that can be used to benchmark and analyze performance.	11-Apr-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress. Report anticipated in Q3 2023-24.
13	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: Initial Council / Wooden Boat Society discussion took place in October. Staff continue to review options for anticipated report to Council in Q4 2023-24 (ahead of 2024-25 budget process).
14	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	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Included in Society / Council discussion, awaiting follow up from Society.
15	Staff to conduct a fire rate study.	11-May-23	Jan., 2024		Not yet begun	Notes:

16	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	Feb., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Associated with proposed Reserves Policy anticipated to upcoming Policy & Strategy Committee meeting for consideration.
17	Prepare a report on employee pension and benefit plans, benchmarking against other NS municipalities.	18-May-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
18	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.
19	Register the property located at 496 Main Street as a Municipal Heritage Property.	25-May-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> <div></div>		Notes: Registration confirmed.
20	Register the property located at 45 School Street as a Municipal Heritage Property.	25-May-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div> <div></div>		Notes: Registration confirmed.
21	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	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Initial assessments concluded. Staff working with contractors to follow up.
22	Proceed with preparations for the demolition of the Public Works garage on Aberdeen Road.	29-Jun-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.

<b>23</b>	Submit an application to the Nova Scotia Thriving Forests program.	27-Jul-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		
		Notes: In progress. A letter of conditional approval for the proposed tree planting project has been signed.				
<b>24</b>	Issue a request for proposals for creation of a future development plan for Park Cemetery.	27-Jul-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>		<b>75%</b>
		Notes: In progress.				
<b>25</b>	Issue a request for proposals for update of the Town's Municipal Specifications.	12-Sep-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>		<b>75%</b>
		Notes: In progress.				
<b>26</b>	Include an additional operator (shared 50/50 between water and wastewater) in the Water Rate Study.	12-Sep-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>		<b>50%</b>
		Notes: Water rate study in progress.				
<b>27</b>	Work with the Fire Department to consider the proposal to purchase a ladder truck and bring forward a recommendation to Council.	12-Sep-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>		<b>25%</b>
		Notes: In progress. Staff meeting with Dept. representatives.				
<b>28</b>	Take the necessary steps to designate the road to the solar garden as an official street/lane of the Town.	28-Sep-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>		<b>50%</b>
		Notes: In progress.				
<b>29</b>	Apply for BUTU service from Nova Scotia Power Incorporated for 2024.	28-Sep-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>		<b>75%</b>
		Notes: In progress.				



<b>30</b>	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.	28-Sep-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress.
<b>31</b>	Support the Veteran Banner Initiative and direct staff to bring a recommendation back to Council ahead of the 2024-25 budget process.	10-Oct-23	Feb., 2024	<b>Not yet begun</b>		Notes: Not yet begun.
<b>32</b>	Work with AREA to hold a third open house for the solar farm project, including a question-and-answer session, and that the open house will be held in early December.	26-Oct-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Open house scheduled for December 11th.
<b>33</b>	Work with the provincial Forest Protection-Wildfire Management Department to develop a Community Wildfire Prevention Plan.	26-Oct-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: In progress. A date for the assessment of the Town by the provincial Wildfire Prevention Officer has been scheduled for early December.
<b>34</b>	Share the multi-use path concepts and estimates from WSP Inc with Nova Scotia Liquor Commission for their consideration.	26-Oct-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress.
<b>35</b>	Draft a bylaw to regulate muffler noise within Town.	14-Nov-23	Mar., 2024	<b>Not yet begun</b>		Notes:
<b>36</b>	Issue the RFP for the Urban Forest Management Plan consultant.	14-Nov-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress.

<b>37</b>	Submit an application to the Sustainable Communities Challenge Fund to transition the Town Hall off of fossil fuels.	14-Nov-23	Nov., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress.
<b>38</b>	Advertise for public members for the Council Remuneration Review Committee.	14-Nov-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: In progress.
<b>39</b>	Proceed with the installation of a roof mounted heat pump to serve the canteen space at the Fire Station, funded under town general.	14-Nov-23	Dec., 2023	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>	Notes: In progress.
<b>40</b>	Develop a new draft Noise Bylaw.	14-Nov-23	Mar., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress.

### Chief Administrative Officer's Report - Nov. 30, 2023

<b>1</b>	<b>Atlantic Infrastructure Management (AIM) Network</b>	Second year as AIM Network Board Chair. Participated in 2023 annual conference in Moncton (Sept 18-20). Participated in AIM-supported South Shore Sustainability Summit (Sept 22-23).
<b>2</b>	<b>Municipal Joint Services Board (MJSB)</b>	Regular CAO/COO meetings ongoing. Topics include additional shared service opportunities among others. Participation in Board meetings / Strategic Planning.
<b>3</b>	<b>Riverport Electric Shared Service Advisory Committee</b>	Participating in meetings when scheduled.

4	<b>Regional Emergency Measures Organization (REMO)</b>	Regular monthly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Planning Committee established and meeting regularly.
5	<b>Alternative Energy Resource Authority (AREA)</b>	Weekly AREA staff meetings continue by videoconference. Participation in AREA EAG and Board meetings. AREA continues to manage solar garden projects for Berwick, Mahone Bay and Antigonish with regular updates to Council. Joint HOME Program review application with other AREA units submitted to FCM. WIP-funded project now begun with Berwick and RELC.
6	<b>Lunenburg County Accessibility Advisory Committee</b>	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee (LCAAC). Funding for accessibility audits included in draft 2023-24 budget. Draft Operational Plan presented to Council by Lunenburg County Accessibility Coordinator on March 9; draft plan referred to LCAAC for review and recommendation back to Council. LCAAC recommendation to Council included on Sept. 28 meeting agenda; Operational Plan adopted on Committee's recommendation. Staff working on implementation / recommendations to 2024-25 budget.

7	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (meeting irregularly at the moment). Participated in Working Group panel/presentation at 2022 NSFM Spring conference (May 5). Participating in scheduled NSFM calls / meetings. Attending NSFM Policing discussion November 7th.</p>
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Manager of Public Works & Transportation's Report - Oct. 26, 2023		
1	Streets & Sidewalks	<p>1. All additional, current and revised no parking curb painting almost completed.</p> <p>2. Repaving of Main St West out bound - <b>Completed</b> Repaving of Fauxburg St (near Pleasant) - <b>Completed</b>. (Speed humps remain)</p> <p>3. RPS 1st driveway asphalt swale still to be completed.</p> <p>4 Deteriated Wastewater plant cross culvert to harbour - <b>Completed</b>.</p> <p>5. Upgraded head wall and culvert to Wastewater plant lower catch basin - <b>Completed</b>.</p> <p>6. Upsized head walls and cross culvert leading up Wastewater plant hill - <b>Completed</b>.</p> <p>7. Gravel removal under Kinburn bridge - <b>Completed</b></p> <p>8. Dexter's to conduct assessment of Main street bridge (Ernst Brook) along with upstream and downstream containment walls (armour) to generate a report for all owners to review.</p> <p>9. Upgrades to Spur and Kinburn stormwater</p>

		<p>management system - 1/2 completed.</p> <p>10. Installation of additional Dynamite and Bay to Bay Trail Parking signs - <b>Completed</b></p> <p>11. Annual asphalt repairs 3/4" completed. Plant closing Dec 8th.</p> <p>12. Flail mower to be received in Jan - Feb of 2024</p>
2	Other	<p>1. New Articulating tractor and Thail mower to be received ariving week og Nov 20th.</p> <p>2. New 2 ton truck with plow - <b>Received</b></p> <p>3. New roof on playground gazebo roof to be installed in December.</p> <p>4. Installiton of park benches and picnic table ongoing.</p> <p>5. Phase 1 Enviromental Assessment on Hawthorn and Kinburn Town Properties completed. Phase 2 and Geotechnical still ongoing.</p> <p>6. New Aquatic garden railing and sign posts to begin week of Nov 20th. New sign will be ordered immediately after first day of work.</p> <p>7. New recycling centers to be installed at Sports Field and Clairmont St parking area - <b>Completed</b></p> <p>8. Edgewater Comfort station closing evening of December 17th.</p>

Water/Wastewater System Manager's Report - Oct. 26, 2023

1	<b>Water Supply, Treatment &amp; Distribution</b>	<ul style="list-style-type: none"><li>• TBCL assisting as needed for compliance monitoring, data collection, plus on call rotation</li><li>• Regular monitoring and maintenance activities continued. Routine or as required flushing of water mains conducted in various locations throughout the water distribution system</li><li>• Watermain project wrapped up week of Sept 12th, some deficiencies still outstanding</li><li>• Second dead-end flush unit installation outstanding (Edgewater St., Fairmont St.)</li><li>• Draft Cross Connection Control Program due to NSE in 2023, draft by-law/ policy in the works plus working on identifying and surveying locations.</li><li>• Plans to continue with NRW recommendations.</li><li>• Spring Leak Survey completed with 3 leaks located, potential of a 4th leak discovered after the leak survey. Since the Leak Survey 3 leaks were repaired with the 4th repair pending on the property owner. A fall follow up leak survey was completed in October with no concerns about the leaks identified and repaired in 2023.</li><li>• TBCL 10yr System Assessment Report completed</li></ul>
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		<p>and submitted to NSE for review and comments. September an action plan submitted to NSE based on SAR recommendations.</p> <ul style="list-style-type: none"> <li>• Residential auto-flusher installed in problem area, minor adjustments made to maintain positive results</li> <li>• 90% of damaged parts from the July lightning storm have been purchased and installed with a few components remaining to be installed.</li> <li>• Lunenburg WTP is upgrading and expanding their plant capacity, Staff are looking into purchasing some of their used filters.</li> <li>• Fall flushing planned for early November</li> </ul>
		<ul style="list-style-type: none"> <li>• Regular daily compliance monitoring and maintenance activities continued</li> <li>• Treatment cell #3 drain and cleaning planning started, quotations requested for sludge hauling and disposal (Approval for Summer 2023) potential leak discovered near solar garden. Couldn't do in 2023 due to precipitation amounts and high flows.</li> <li>• Select sewer main cleaning and inspections approved, scheduling to begin late summer/early fall.</li> <li>• New connections on Hawthorn, Longhill, &amp;</li> </ul>

2	<b>Sewage Collection &amp; Treatment</b>	<p>Welcome St. Fall 2023</p> <ul style="list-style-type: none"> <li>• BCL updated PAA Pilot Project Final Report, 2022 thru current. Lab &amp; Budget information provided for latest report.</li> <li>• Investigations started to locate sources of Tidal infiltration affecting collection system</li> <li>• Annual sewage lift station pump servicing pushed to fall 2023</li> <li>• Lift Station repair tender getting modifications and re-issued. (no bids)</li> <li>• PAA room door modifications underway, waiting on material delivery.</li> <li>• Annual lift station cleaning booked for the fall.</li> </ul>
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Climate & Energy Program Manager's Report - Nov. 30, 2023		
1	<b>Climate and Environment Advisory Committee</b>	The committee is meeting monthly. The last meeting of the C&E committee took place on November 1st.
2	<b>HOME program reboot</b>	Greenfoot Energy Solutions are the new contractors for the HOME program. A brochure is now available at the front office for new residents. The contract between AREA and Greenfoot is in the process of being extended until Spring 2024 which will allow for them to remain in place until the HOME program review has been completed and then evaluated by the 3 Towns.



<b>3</b>	<b>HOME Program Review</b>	Navigate Energy 's review of the HOME program is well underway and expected to wrap up in the new year. Lauren is meeting bi-weekly with Liam to coordinate the processs.
<b>4</b>	<b>Solar Garden</b>	Continues to attend bi-weekly meetings to get updates on the progress of the ToMB solar garden and provide general support to AREA staff. The 3rd Mahone Bay Solar Open House will take place on December 11th at the Fire Hall from 5-8pm
<b>5</b>	<b>Home EV Charger Pilot</b>	Options are being explored in terms of the logistics for controlling the chargers. Data is being collected on EVs in Town.
<b>6</b>	<b>Urban Forest Management Plan</b>	Lauren and Dylan are working on finalizing the RFP.
<b>7</b>	<b>Living Shoreline Extension</b>	The 100 meter extension of the Living Shoreline was officially announced by the province at Oh My Cod! on Thursday, November 23rd. This project is being funded by the Sustainable Communities Challenge Fund. Lauren is working with Coastal Action on this

Finance Manager's Report - Sept. 28, 2023		
<b>1</b>	<b>Electric Utility Payment Plans</b>	5 Plans have been implemented with 2 more outstanding for customer signature.
<b>2</b>	<b>Annual Audit Preparation/Support</b>	Audit for 22/23 Fiscal Year is currently outstanding.

<b>3</b>	<b>Financial Information Return (FIR)</b>	2021-22 FIR has not been approved by the Province with outstanding questions to Deloitte. Once they are satisfied, I will have to redue the FIR and submit.
<b>4</b>	<b>Procurement Policy</b>	Outlined and in the process of being drafted
<b>5</b>	<b>New Hire</b>	Continued training for Pam W.
<b>6</b>	<b>Megamation Onboarding</b>	Training to start this month across several departments

#### Deputy CAO's Report - Nov 30, 2023

<b>1</b>	<b>Grant and External Funding Research/Applications</b>	Currently conducting research into funding opportunities for the construction of a pool.
<b>2</b>	<b>Managerial and Staff Support</b>	Working with management and staff in a supportive role on several things including: Megamation Implementation and Training Process and Procedure Development/Clarification
<b>3</b>	<b>Fire Services</b>	The Town has begun doing facility bookings of the firehall and collecting associated payments. Currently in the process of planning mechanisms to ensure the Town and MBDFD are in compliance with new Bylaw. This has included meetings with MODL to learn practices and gain knowledge.

4	<b>Policy, Bylaw, and Organizational Development</b>	Currently reviewing the following policies, bylaws, or programs in cooperation with various staff:
5	<b>Recreation and Community Development</b>	Discussions with staff from Communities, Culture, Tourism, and Heritage about pool funding supports and information about the Municipal Physical Activity Leadership (MPAL) program.
6	<b>IT</b>	Continue to be the main Town contact on IT related issues/needs. Attended a partners planning meeting with Town Clerk. Was the internal support for the multi-factor
7	<b>External Relations and Organizational Development</b>	Attended the Association of Municipal Administrators of Nova Scotia (AMANS) convention in Digby. Continued contact and discussion with Ellen Johnson, Accessibility Coordinator on professional development with myself and staff engaging with several upcoming workshops and training to build organizational capacity.

By-law and Policy Review - Nov. 30, 2023			
1	<b>Trees</b>	<b>Target</b> 13-Feb-24	Staff to research tree policy/by-laws and recommendations received regarding Mahone Bay specifically. In context of Plan Review.
2	<b>Park By-law</b>	<b>Target</b> 13-Feb-24	Staff to review Park By-law in context of Plan Review.
3	<b>Stormwater Management By-law</b>	<b>Target</b> 13-Feb-24	Staff to draft Stormwater Management By-law in context of Plan Review.

4	Subdivision By-law	Target	Planning and Development staff in Chester have reviewed the Bylaw. Several points and questions were made that will require Council direction in coming weeks.
		13-Feb-24	
5	Fees Policy	Target	Not yet begun
		TBD	
6	Penalties By-law	Target	Not yet begun
		TBD	
7	Land-Use By-law and Municipal Planning Strategy	Hearing scheduled for Dec 5th, 2023.	
8	Noise By-law	Target	New draft under development as per Council's direction Nov 14, 2023.
		12-Mar-24	
9	Muffler Noise By-law	Target	Draft under development as per Council's direction Nov 14, 2023.
		12-Mar-24	
10	Reserve Management Policy	Target	Discussed at July Policy & Strategy Committee, drafting underway now.
		25-Jan-24	
11	Procurement Policy	Target	Discussed at July Policy & Strategy Committee, revision underway now.
		22-Feb-24	
12	Human Resources	Target	Human Resource Policy Handbook currently being drafted including a full review of HR practices benchmarked off other municipalities and similar sectors
		TBD	

## Service Statistics - Nov. 30, 2023

1	By-law Enforcement	Oct. 2023	Parking Tickets: 10	
		Notes: The majority of parking tickets continues to on Main Street in the vacinity of Town Hall. There has been increased watch on new no parking signs on Longhill Road. Currently investigating an unsightly and dangerous premises and an uncompliant driveway. Discussion with the Deputy CAO on the development of bylaws and implications on enforcement.		
2	Police Services (founded & SUI occurrences)	Q3 2023	89	CalendarYTD: 247
		Notes:		
3	Mahone Bay & District Fire Department	Apr-Jun	29	YTD: 29
		Fire Calls: 6; Fire Alarms: 4; Mutual Aid: 12; Medical Calls: 1; Motor Vehicle: 2; Other: 4		
		Notes:		
4	Traffic (Speed Signage)	Aug-Sept, 2023	<u>MAIN STREET (50 km/h)</u> Median Speed ~52 km/h	
			<u>EDGEWATER STREET (50 km/h)</u> Median Speed ~55 km/h	
			<u>115 CLEARWAY ST (30/40 km/h)</u> Average Speed 45 km/h	
		Notes: Tube Counters = 94 Clearland Rd. (Weekday ADT: 927, Weekend ADT: 738)		
5	Solid Waste (Tonnage)	2023-24 YTD	636.21	2022-23: 566.96
		Notes: Recyclables = 55.4; Organics = 135.75; Garbage/Other = 429.58; Septic/Treatment Plant = 0.92; Cardboard = 14.56		

6	HOME Program	Leads: 60	Installations: 6		
		Notes: A review of the HOME program is currently ongoing.			
7	Water Utility	Pumped	Q2 2023 (flow meter total)		
			61,439,000 Litres Q1: 66,175,000 Litres		
		Treated	Q2 2023 (2nd Quarter total)		
			49,731,000 Litres Q1: 52,595,000 Litres		
		Sold	Q2 2023 (2nd Quarter total)		
			26,373,653 Litres Q1: 21,329,086 Litres		
		Accounted NRW (flushing,	Q2 2023 (approximate quarterly		
			2,862,432 Litres Q1: 2,476,515 Litres		
		Losses NRW	Q2 2023 (2nd Quarter total)		
			20,494,915 Litres Q1: 28,789,399 Litres		
8	Electrical Utility (Q2)	Purchased (AREA)		\$132,608	
		Purchased (NBP)		\$254,524	
		TOTAL Purchased		\$387,132	
		Sold (Commercial)		\$28,130	
		Sold (Residential)		\$367,048	
		Sold (Power & Demand)		\$193,191	
		TOTAL Sold		\$588,370	
9	EV Chargers (updated November 24th 2023)	YTD	1393 Charging Sessions	2841 Hrs / \$4150	16,528 kWh
		October 2023	102 Charging Sessions	196 Hrs / \$302	1239 kWh

10	Development Services	Approved Subdivisions		Q2 2023-24		1
		Development Permits		Q2 2023-24		16
		Building Permits		Q2 2023-24		26
11	Comfort Stations (Aug 2023)	Edgewater Street	1,968 (9,411 YTD)	Main St.	524 in May (Counter Down)	
	CodeRED Registrations	31/10/2023	Residential: 452; Business: 16; Email: 235; Text: 343; TDD: 5.			
12		30/9/2023	Residential: 450; Business: 17; Email: 233; Text: 342; TDD: 5.			
		31/4/2023	Residential: 424; Business: 19; Email: 218; Text: 309			
		31/3/2023	Residential: 417; Business: 19; Email: 216; Text: 305			
		31/1/2023	Residential: 412; Business: 19; Email: 208; Text: 286			
		31/12/2022	Residential: 412; Business: 19; Email: 209; Text: 286			
		31/1/2022	Residential: 336; Business:10; Email: 176; Text: 231			
		31/12/2021	Residential: 326; Business: 10; Email: 170; Text: 220			
		31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189			
		31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189			
		31/03/2020	Residential: 243; Business: 12; Email: 134; Text: 157			

**2021-25 Strategic Plan - Nov. 30, 2023**

## Sustainable Municipal Services

2021				2022				2023				2024			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1.1.1 Undertake water, wastewater & electrical rate studies Operating Initiatives															
Water															
Wastewater															
Electrical															
Electrical rate study by BDR (contracted by AREA), presented to Council's October 20th meeting. Application submitted to NSUARB; hearing took place February 14th. Decision Issued April 28th, required compliance filling made May 12th, new rates will be reflected in next billing cycle. Water utility rate study now underway, supporting NSUARB rates decision effective April 1, 2024.															
1.1.2 Implement initiatives to increase utility demand Operating Initiatives															
EV Home Charger Pilot under development. FCM-funded HOME Program review/expansion project with Berwick and Antigonish now underway.															



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

Water



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

Wastewater



Wastewater system diagnostic project included in 2023/24 budget approved June 13th in planning stages for Spring / Summer 2024 implementation.

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

Project 1



Project 2



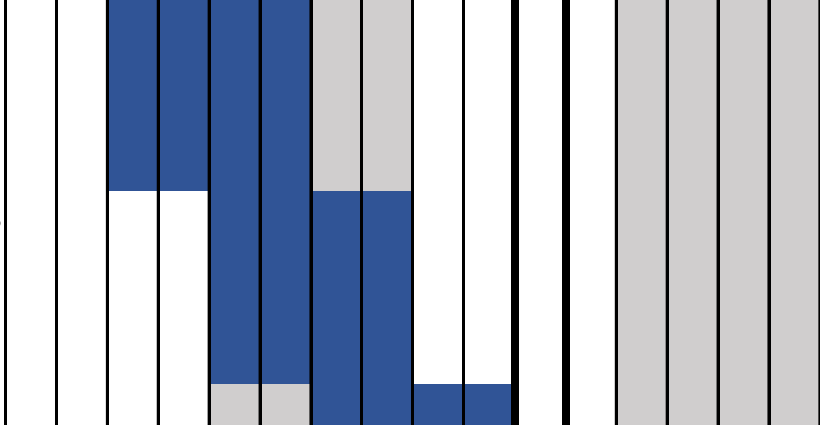
Project 3



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

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

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



AIM Cohort 2.0 completed. Development of draft Water, Wastewater, Stormwater and Transportation asset management plans currently underway with AM Committee. GIS for AM transitioned from ESRI to Civitas/QGIS. Natural Assets / Cemetery data collection project completed in October 2022. 2023 summer intern further progressed Natural Assets inventory. All updates to be incorporated fall 2023.

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



### 1.3.1 Accessibility Operational Plan



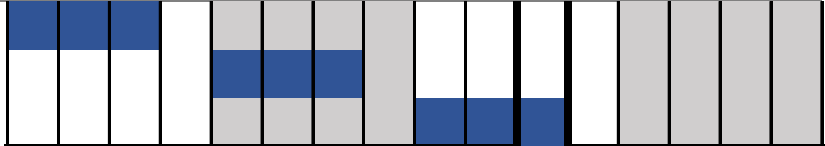
Draft operational plan presented to Council March 9, 2023. Referred to Lunenburg County Accessibility Advisory Committee for recommendation back to Council. Recommendation from LCAAC received Sept 28, 2023; Operational Plan adopted on Committee recommendation.

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

Project 1

Project 2

Project 3

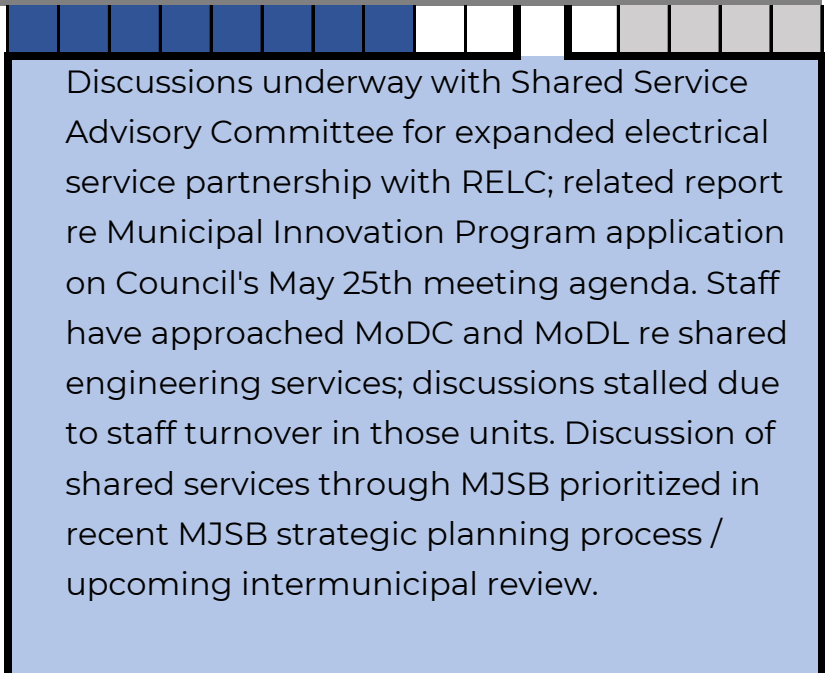


Crossings at Anglican Church, Lutheran Church (pride crossing), Medical Clinic, Kedy's Landing, and Main/Long Hill completed. Trail crossing signage improved. Speed humps on Clairmont/Kinburn and Pleasant/Fauxburg completed. Tee-up of Pleasant/Main in engineering stage. WSP engineers presented concepts report for Edgewater/Main intersection Apr 21, 2023. Edgewater multi-use trail (with anticipated external funding) included in 2023-24 budget approved June 13th.

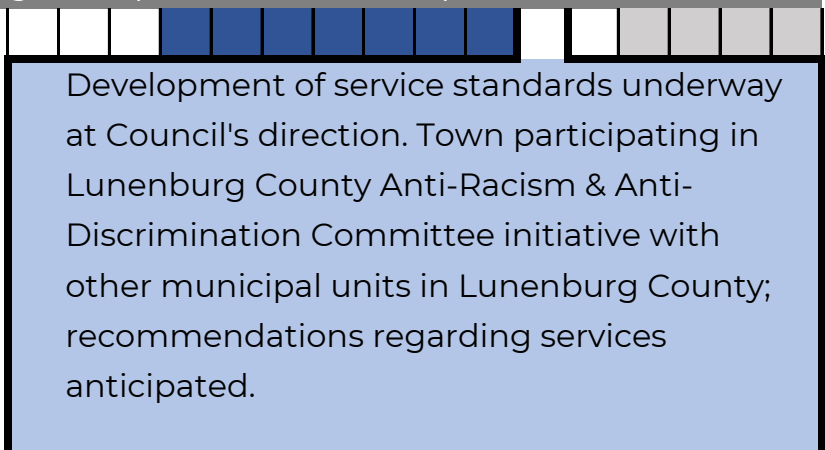
## Equitable & Inclusive Growth

	2021				2022				2023				2024							
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
2.1.1	Complete Plan Mahone Bay MPS/LUB Process																Operating Initiative			
	■	■	■	□	■	■	■	■	□	□	■	■	■	■	■	■				
	Draft MPS/LUB documents presented to Oct 3rd, 2023 Planning Advisory Committee meeting, recommended to Council, received first reading October 26th, Public Hearing scheduled for December 5th.																			
2.1.2	Develop and implement Housing Strategy																Operating Initiatives			
	□	□	■	■	■	■	■	■	■	■	■	■	■	■	■	■				
	Housing needs assessment received from Province July 2023. Housing Accelerator Fund application submitted in August, 2023 including Housing Action Plan component. Development of comprehensive Housing Strategy included on Action Plan. Awaiting confirmation of HAF funds to proceed.																			
2.2.1	Review service levels and align with residents' ability to pay																			
	□	□	□	■	■	■	■	■	■	■	■	■	■	■	■	■				
	Low Income Tax Exemption process enhanced in 2022-23 annual budget. Service standards report requested by Council now under development, anticipated in Dec 2023.																			

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



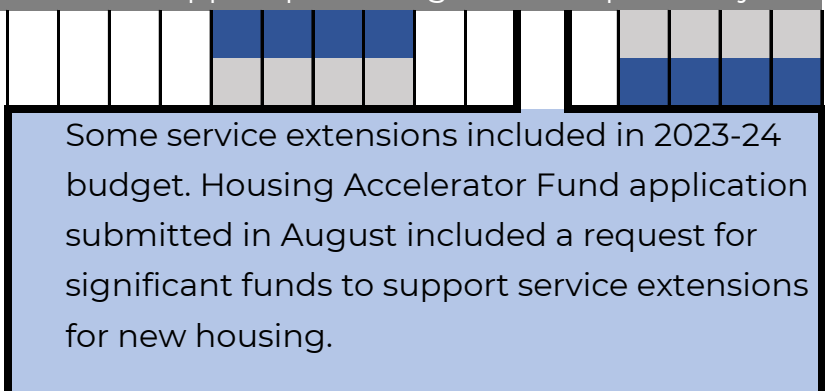
### 2.2.3 Establish inclusive strategies for provision of municipal services







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

Project 1

Project 2

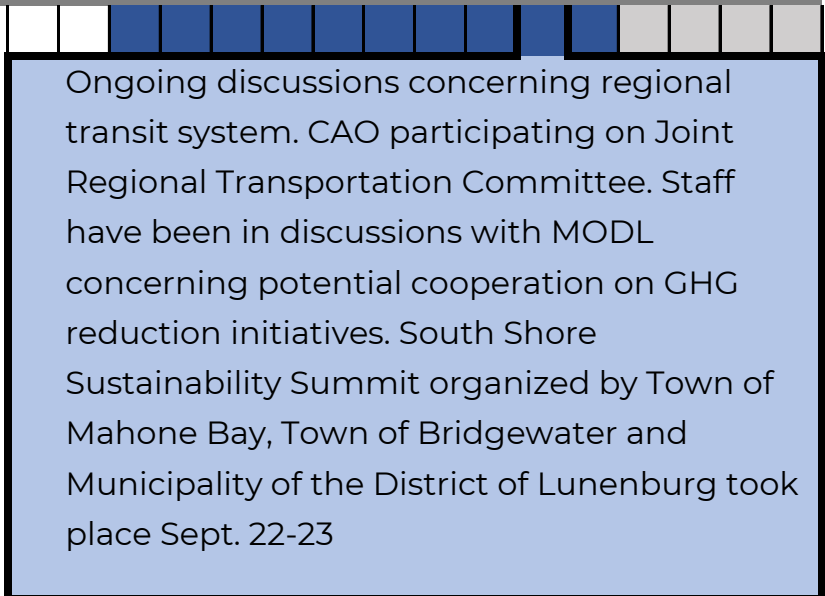


2.3.1	Align staff capacity, capital and operating plans with strategic plan	 <p data-bbox="618 243 1435 499">2022-23 annual budget included investments in staff capacity in Public Works and Finance, 2023-24 budget includes separation of Town Clerk and Deputy CAO positions to improve strategic focus.</p>
2.3.2	Update policies and by-laws for effective governance / Plan implementation	 <p data-bbox="618 600 1435 688">Numerous policies and by-laws developed / amended.</p>
2.3.3	Prioritize public engagement processes supporting Plan implementation	 <p data-bbox="618 789 1435 989">Council adopted Public Engagement Policy and has subsequently approved numerous Public Engagement Plans in relation to Council's strategic priorities.</p>
2.3.4	Regularly review progress and continually improve strategic plan	 <p data-bbox="618 1089 1435 1236">Most recent annual strategic plan review completed April 11, 2023 with amendment of strategic plan.</p>

## Environmental Leadership

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.1.1	Community Greenhouse Gas (GHG) Reduction Action Plan	Operating Initiatives															
		Implementation of Community Greenhouse Gas (GHG) Reduction Action Plan proceeding apace. Climate & Environment Committee established with a mandate to review the GHG Reduction Action Plan and recommend updates to Council. Annual GHG Reduction Plan review and update for 2023 completed with Committee / Council in July.															
3.1.2	Expand home heating program	Operating Initiative															
		Joint review of HOME Program - Berwick, Antigonish and Mahone Bay - underway with FCM support.															
3.1.3	Expand electric vehicle charging infrastructure	Capital Projects															
		Equipment received, installations completed at all locations (town hall, marina, clairmont street, MBC, main street, fire station). Chargers now online. Promotion of EV chargers will															
3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project															
		The construction phase continues, with completion anticipated in late October / early November. The second open house on the project took place October 19th 2022 and was well attended with ~90 participants. Third and final open house schedule for December 11th.															

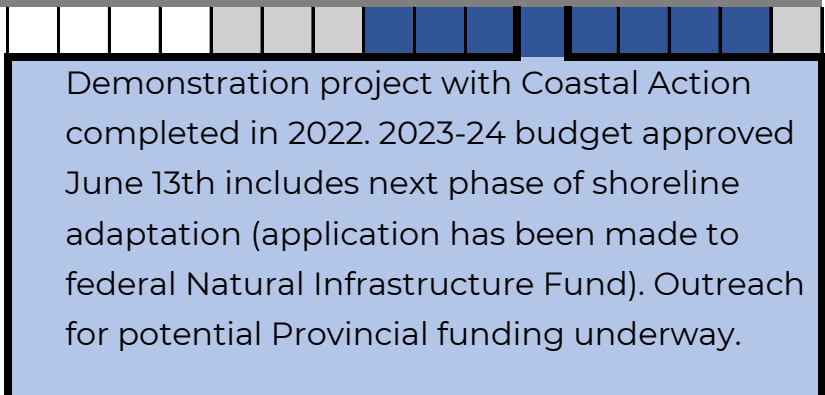
**3.1.5** Support regional initiatives that contribute GHG reduction Operating Initiatives



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



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



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



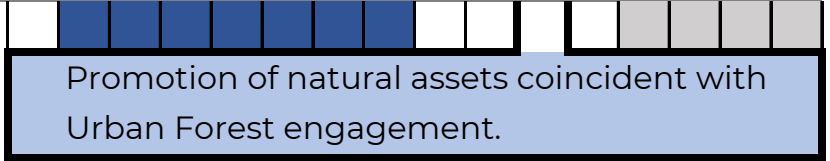


Natural assets data collection, including street trees inventory, completed. Two public engagement sessions took place in the Summer of 2023. Online tree plotter tool still open and monthly tree walks are anticipated to promote the initiative in the Fall of 2023. National Tree Day recognized in Sept. Council approved issuance of RFP for Management Plan Nov 14th, to be issued by end of November.

**3.3.2** Invest in infrastructure (straight pipes) and land acquisitionCapital Projects



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



## 2023-24 Budget - Operating Initiatives - Nov. 30, 2023

		23-24 Budget	YTD				
1	MPS / LUB Update	\$31,000	\$33,000	<div><div></div><div></div><div></div><div></div><div></div></div>			75%
		Notes: Anticipated complete Dec 2023.					
2	Accessibility Audits	\$20,000	\$24,000	<div><div></div><div></div><div></div><div></div><div></div></div>			75%
		Notes: Anticipated complete Dec 2023.					
3	New Logo Development	\$25,000	~\$6,500	<div><div></div><div></div><div></div><div></div><div></div></div>			75%
		Notes: Anticipated complete Dec 2023.					
4	Urban Forest Management Plan	\$30,000	~\$7,000	<div><div></div><div></div><div></div><div></div><div></div></div>			50%
		Notes: RFP to be issued in November.					
5	Housing Strategy Development	\$30,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div>			25%
		Notes: Waiting on HAF confirmation to proceed.					
6	Audit Controls	\$27,300		Not Yet Begun			
		Notes:					
7	Stormwater Inflow / Infiltration Study	\$10,000		<div><div></div><div></div><div></div><div></div><div></div></div>			25%
		Notes: In progress.					
8	Human Resources Manual Update	\$15,000		<div><div></div><div></div><div></div><div></div><div></div></div>			50%
		Notes: In progress.					

9	Traffic Engineering Services	\$18,000	\$17,074.75	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes:			
10	Water Rate Study	\$10,000	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	
		Notes: In progress.			
11	Water System Assessment Report	\$10,000	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes:			
12	Electrical Rate Study and GRA	\$63,615	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes:			
13	Resourcing Study	\$30,000		Not Yet Begun	
		Notes:			

2023-24 Budget - Capital Projects - Nov. 30, 2023									
Town General									
		23-24 Budget		YTD					
1	Public Works Garage / Office	\$100,000		<div><div></div></div>					25%
		Notes:							
2	Public Works Articulating Tractor	\$160,000		<div><div></div></div>					★
		Notes: Still waiting on delivery.							
3	Equipment Trailer	\$9,000		<div><div></div></div>					★
		Notes: Purchased and recieved.							
4	Flail Mower Attachment	\$42,000	\$187.00	<div><div></div></div>					75%
		Notes: Still waiting on delivery.							
5	Arrow Board	\$2,000	\$2,256.68	<div><div></div></div>					★
		Notes: Purchased and received.							
6	Replace 2011 Dodge Truck 5500	\$95,000	\$12,201.46	<div><div></div></div>					75%
		Notes: New Ford F550 with plow received. Dodge 5500 has been sold.							
7	Culvert Replacement	\$16,000	\$26.07	<div><div></div></div>					75%
		Notes: Work completed.							
8	Asphalt Repairs	\$35,000		<div><div></div></div>					75%
		Notes: Still ongoing							
9	Sidewalk - Fairmont St.	\$40,000		Not Yet Begun					
		Notes:							

10	Fairmont Street (Pleasant to top of Fairmont)	\$86,000		Not Yet Begun				
		Notes:						
11	Replace Main St. Brook Railing (394 Main)	\$3,000		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Completed. We did not replace but instead repaired as this area will be upgraded next year during Main St storm water upgrades.						
12	Install turning area at Town limits on Fauxburg Road	\$4,500		Not Yet Begun				
		Notes: Still working with owners. No monies spent.						
13	Pleasant-Main Intersection	\$5,000		<div></div>	<div></div>	<div></div>	<div></div>	50%
		Notes:						
14	Edgewater Trail	\$148,920		Not Yet Begun				
		Notes:						
15	Town Hall Exterior	\$230,000		Not Yet Begun				
		Notes: Contract awarded. Work to begin in early spring of 2024.						
16	Town Hall Electrification	\$30,000		Not Yet Begun				
		Notes: Funding application submitted.						
17	Town Hall Parking and Crossing Improvement	\$30,000		Not Yet Begun				
		Notes: Not yet begun						
18	Pump out Station	\$12,000		Not Yet Begun				
		Notes:						
19	Edgewater Shoreline (Coastal Action) - Phase 1	\$100,000		<div></div>	<div></div>	<div></div>	<div></div>	50%
		Notes: Underway now.						

20	Edgewater Shoreline - Phase 2	\$200,000	~\$67,000	Not Yet Begun				
		Notes: Geotech underway now.						
21	Community Solar Garden	\$2,909,561	\$349,670.47	<div><div></div><div></div><div></div><div></div><div></div></div>	75%			
		Notes:						
22	Edgewater Beautification	\$6,000	\$213.79	Not Yet Begun				
		Notes:						
23	Waste Receptacles	\$12,000		<div><div></div><div></div><div></div><div></div><div></div></div>	50%			
		Notes: First batch purchased and installed.						
24	Michael O'Connor Memorial Bandstand - Phase 3	\$20,000		Not Yet Begun				
		Notes: Funding application submitted.						
25	Aquatic Gardens Entrance(s)	\$10,000	\$123.17	<div><div></div><div></div><div></div><div></div><div></div></div>	50%			
		Notes: Work begins the week of Nov 20th.						
26	Sports Field Barrier	\$12,000	\$3,283.65	<div><div></div><div></div><div></div><div></div><div></div></div>	50%			
		Notes:						
27	Grub B Gone for Bayview Cemetery and Ballfield	\$11,500	\$8,937.31	<div><div></div><div></div><div></div><div></div><div></div></div>	★			
		Notes: Completed.						
28	Ballfield and Bayview Cemetery Spring Lawn Repairs	\$16,500		<div><div></div><div></div><div></div><div></div><div></div></div>	★			
		Notes: Completed.						
29	Grub B Gone for Edgewater	\$2,500		<div><div></div><div></div><div></div><div></div><div></div></div>	★			
		Notes: Completed.						

30	Marina boardwalk repair / improvement	\$2,500		<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed. We did not replace but instead repaired as this area will be upgraded next year during Main St storm water upgrades.			
31	Edgewater Comfort Station	\$82,500		Not Yet Begun	
		Notes: Not yet begun. Funding application submitted.			
32	Main Comfort Station	\$77,500		Not Yet Begun	
		Notes: Not yet begun. Funding application submitted.			
33	New washer and dryer at Marina Comfort Station	\$5,000		Not Yet Begun	
		Notes:			
34	Support for bench installation	\$20,000	\$2,735.55	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Three benches installed. Picnic table at VIC still remains.			
35	Jubilee Park new gazebo roof	\$3,000		Not Yet Begun	
		Notes: Not yet begun.			
36	VIC: New thermal pane window inserts and mini split	\$10,000	\$4,816.74	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			
37	Pool - new build or major renovation (engineering)	\$55,000		<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Pre-design underway.			
38	Tree Donation Recognition	\$5,000	~\$5000	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Contract awarded. Installation anticipated in Spring 2024.			



Fire Services						
1	Radios & Pagers	\$3,000		Not Yet Begun		
		Notes:				
2	New PPE	\$10,000		<div><div></div><div></div><div></div><div></div><div></div></div>		★
		Notes:				
3	Fire Vehicle - Pumper	\$400,000		<div><div></div><div></div><div></div><div></div><div></div></div>		50%
		Notes: Chassis invoice anticipated in Q4.				
4	Additional Helmets	\$20,000	\$9,834.17	<div><div></div><div></div><div></div><div></div><div></div></div>		★
		Notes:				
Water Utility						
1	New Water Services	\$5,000	\$1,823.96	<div><div></div><div></div><div></div><div></div><div></div></div>		50%
		Notes:				
2	Hydrant Replacement	\$5,000	\$2,183.75	<div><div></div><div></div><div></div><div></div><div></div></div>		50%
		Notes:				
3	Water Meters	\$3,000		<div><div></div><div></div><div></div><div></div><div></div></div>		50%
		Notes:				
4	Transmission Line Access	\$15,000		Not Yet Begun		
		Notes:				
5	Chemical Room Floor - WTP	\$10,000	\$4,101.57	<div><div></div><div></div><div></div><div></div><div></div></div>		★
		Notes: In progress.				
6	Automatic Flushers	\$13,000	\$3,916.00	<div><div></div><div></div><div></div><div></div><div></div></div>		75%
		Notes: In progress.				
7	Security Cameras	\$14,000		Not Yet Begun		
		Notes:				

8	ICIP Priority #2 - Water Rehabilitation and Improvement	\$223,400	\$17,204.57	Not Yet Begun			
		Notes:					
9	Service Extensions	\$41,000	\$1,587.75	<div><div></div><div></div><div></div><div></div><div></div></div>			25%
		Notes:					
10	Reserve Pump Replacement	\$11,500	\$3,575.97	<div><div></div><div></div><div></div><div></div><div></div></div>			75%
		Notes: Part of one received, waiting on remainder or parts.					
11	Flow Meter at Water Treatment Plant	\$3,000		Not Yet Begun			
		Notes:					
12	Gate Valves	\$6,000		Not Yet Begun			
		Notes:					
13	Thermal Imager	\$5,000		Not Yet Begun			
		Notes:					
14	Underground Locator	\$2,500		Not Yet Begun			
		Notes: Contacted supplier, sheduling a demo					
15	Level Control Valve - Smart Positioner	\$2,500	\$1,884.45	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: New one received					
Wastewater							
1	New Sewer Services	\$10,000		<div><div></div><div></div><div></div><div></div><div></div></div>			50%
		Notes:					
2	Security Cameras	\$6,000		Not Yet Begun			
		Notes:					
3	Fairmont/Pinegrove Drainage Improvement	\$120,000		Not Yet Begun			
		Notes:					

<b>4</b>	Main at RPS Stormwater	\$20,000	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>25%</b>
		Notes:		
<b>5</b>	ICIP Priority #2 - Water Rehabilitation and Improvement	\$223,400		<b>Not Yet Begun</b>
		Notes:		
<b>6</b>	Service Extensions	\$41,000	\$3,185.93	<div><div></div><div></div><div></div><div></div><div></div></div> <b>25%</b>
		Notes: Stovepipe Lane		
<b>7</b>	PAA Pilot Project	\$37,000	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: In Progress. Renovation of Chemical Building awarded to Rikjak Const.		
<b>8</b>	Lift Station Repairs	\$40,000		<b>Not Yet Begun</b>
		Notes: Tender posted		
<b>9</b>	Sewer Lift Station	\$2,400		<b>Not Yet Begun</b>
		Notes:		
<b>10</b>	WWTP Lab / Equipment	\$3,150		<b>Not Yet Begun</b>
		Notes:		
<b>11</b>	Stormwater Management	\$20,000		<b>Not Yet Begun</b>
		Notes: Received quotes on temporary portable flow meters with installation.		
<b>12</b>	Thermal Imager	\$5,000		<b>Not Yet Begun</b>
		Notes:		
<b>13</b>	Underground Locator	\$2,500		<b>Not Yet Begun</b>
		Notes: Contacted supplier, scheduling a demo		

14	Sewer Lift Station	\$12,000		Not Yet Begun	
		Notes:			
15	WWTP SCADA	\$15,000		Not Yet Begun	
		Notes: Scheduled a visit with the Programmer			
Electric Utility					
1	Electric Line Replacements	\$25,000		<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes:			
2	New Digital Electric Meters	\$4,000		<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes:			
3	Transformers	\$20,000		<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes:			
4	PCB Transformers Replacement Project	\$400,000	\$238,594.40	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes:			
5	Thermal Imager	\$10,000		Not Yet Begun	
		Notes:			
6	Underground Locator	\$5,000		Not Yet Begun	
		Notes:			
7	New Street Lights	\$5,000		<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes:			
8	Voltage Regulators	\$100,000	\$116,029.82	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: West Circuit; installed.			
9	Utility Truck	\$80,000		Not Yet Begun	
		Notes:			



## Staff Report: 2024 Election Pre-planning

Date: November 30, 2023

### General Overview:

The purpose of this report is to provide Council with information on planning for the 2024 Municipal Election, particularly around the appointment of a Returning Officer and overview of the anticipated cost of the election.

### Background:

The *Municipal Elections Act*. R.S., c. 300 provides that municipal elections are to be held on October 19, 2024. Staff have begun the planning process for the 2024 Municipal Election.

### Analysis:

The *Municipal Elections Act*. R.S., c. 300 provides that municipal elections are to be held on October 19, 2024. The Town is required to appoint a Returning Officer (RO) to administer the election. The Returning Officer can be an existing Town staff person or a contract hire.

The process of preparing for and conducting an election involves a significant amount of time and dedication to meet deadlines, prepare candidates, and prepare and share public information so the voters of Mahone Bay know what to expect and can be engaged in the process.

Staff recommend that a temporary Deputy Returning Officer (DRO), be hired on contract to support the election efforts and enable current staff to maintain attention on regular Town business as much as possible. Hiring a DRO has been done for previous elections.

The RO will provide the oversight for the conduct of the election, but the DRO, to be hired at a later date, would take on many of the election-specific duties and ensure that deadlines are met, which will partially mitigate the potential negative impacts of the election activities on Town operations.

To maintain consistency through the lead-up to the election, and in case of turnover of the contracted DRO, staff recommend appointing the RO from Town staff (Deputy CAO Eric Levy).

During the 2020 election, the Town employed alternative voting methods to traditional paper ballots, largely in response to the COVID-19 pandemic. Alternative voting methods have continued to be employed at many municipalities in Nova

Scotia, including Mahone Bay in subsequent special elections since 2020. These alternative methods, largely web based or telephone, have shown increases in voter turnout. Staff will recommend the continued use of alternative voting, per the Town of Mahone Bay *Alternative Voting By-Law*, which will undergo a review by staff in early 2024 with a staff report to come at that time.

**Financial Analysis:**

The anticipated budget for the 2024 election is \$20,000 with the following general breakdown:

Contract Salaries (DRO):	\$8,000
Technology:	\$7,000
Advertising:	\$3,000
Misc (Supplies):	\$2,000
Total:	\$20,000

Below are the costs associated with the last two elections, keeping in mind that the 2022 election was a special election:

Historical Costs:	Salaries	Technology	Nominations	Advertising	Misc	Total Expenses
2020 Election:	- 3,308.00	- 2,782.96	100.00	- 3,515.66	- 653.08	- 10,159.70
2022 Election:	- 6,455.45	- 4,618.50	100.00	- 1,585.66	- 29.29	- 12,588.90

The anticipated \$20,000 for the 2024 election may seem high (\$15,000 was budgeted in 2020-21) but considering the costs of salaries and technology between 2020 and 2022 nearly doubled, it is anticipated that those costs will be significantly increased again in 2024.

With staff recommending that a temporary DRO be hired, with potential recruitment starting before the 2024-2025 budget process begins, staff are asking Council to direct staff to include \$20,000 in the next budget for the election, so a compensation structure for the temporary DRO can be created and recruitment

can begin. This recruitment process has traditionally been done in the spring of an election year, but in preliminary discussions with other municipalities and DROs, many have already been hired, so it is important for the Town to begin this process as soon as possible.

**Links to Strategic Plan:**

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

**Recommendation:**

It is recommended,

**THAT Council appoint Deputy CAO Eric Levy as Returning Officer for the Town of Mahone Bay 2024 Municipal Election.**

**THAT Council direct staff to include the amount of \$20,000 in the 2024-2025 Budget for the 2024 Municipal Election.**

**THAT Council approve the hiring of a temporary Deputy Returning Officer for the 2024 Municipal Election.**

Respectfully submitted,

Eric J. Levy  
Deputy CAO





## Staff Report: Intermunicipal Volunteer Initiative

Date: November 30, 2023

### General Overview:

The purpose of this report is to provide Council with information relating to a potential intermunicipal volunteer recruitment and support initiative project.

### Background:

Since the onset of the COVID-19 pandemic, volunteerism in Lunenburg and Queens County has declined. This has been recently illustrated in Town of Mahone Bay volunteer recruitment efforts.

Earlier in the fall, staff were contacted by staff of a neighbouring municipality with an invitation to participate in an inter-municipal project to encourage and retain volunteerism in Lunenburg and Queens Counties.

### Analysis:

Project Volunteer, as it is currently coined, would be a cooperative initiative between municipalities in Lunenburg and Queens Counties to support volunteerism in our communities.

The anticipated scope of the project would include:

- Gather contact information for community volunteer groups in a shared location.
- Ask volunteer groups to complete a survey on various topics impacting volunteer organizations.
- Analyze the results to identify needs, gaps, and successes.
- Organize workshops to assist groups in identified areas.
- Encourage groups to use Volunteer NS website
- Dedicate a local volunteer webpage to highlight volunteer opportunities locally
- Hold volunteer expos to help match volunteers to organization and vice versa.

It is anticipated that Project Volunteer would be initiated in several phases, which could have associated costs to participants. Phase 1 would be focused on advertising of the project to encourage volunteers and volunteer groups to



participate in the survey. Minimal staff time would be required to coordinate with Phase 1 of the initiative.

Attached is a side deck from a presentation given at a meeting of Lunenburg Queens Recreation Directors.

**Financial Analysis:**

The cost to participate in Phase 1 is \$800 with future costs being determined at later dates. This cost does not imply a commitment of the Town to remain in Project Volunteer.

**Links to Strategic Plan:**

2.3 Governance to Meet Expectations of our Growing Community

**Recommendation:**

It is recommended,

**THAT Council direct staff to participate in Phase 1 of Project Volunteer with an unbudgeted cost of \$800.**

Respectfully submitted,

Eric J. Levy

Deputy CAO





## MEMORANDUM

TO: Mahone Bay Town Council  
FROM: Kelly Munroe, Town Clerk  
DATE: November 30, 2023  
RE: 2024 Meeting Calendar

---

The 2024 meeting calendar has been amended and is attached for review.

Staff is suggesting that no council or committee meetings be held between the first council meeting of October and the first council meeting of November, when the swearing-in of the new Council will take place. This was the same approach taken in 2020.

Staff are suggesting the following motion:

**"THAT Council approve the 2024 Council & Committee meeting schedule as presented"**



# 2024 Council & Committee Meeting Schedule



Council
Budget Meeting
Heritage Advisory Committee
Police Advisory Board
Planning Advisory Committee
Watershed Advisory Committee

Policy & Strategy Committee
Climate & Environment Committee
Audit & Finance Committee
Cemetery Committee
Asset Management Committee
Office Closed

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## IMPORTANT NUMBERS

Emergency.....911  
 Police .....902-634-8674  
 Power/Water/Sewer Interruption....902-624-8327  
**After Hours - Power/Water/Sewer**  
 After 4:30pm call.....902-543-3251

Please see the Reverse for the 2024 Solid Waste Collection Schedule.

# OCTOBER 31, 2023

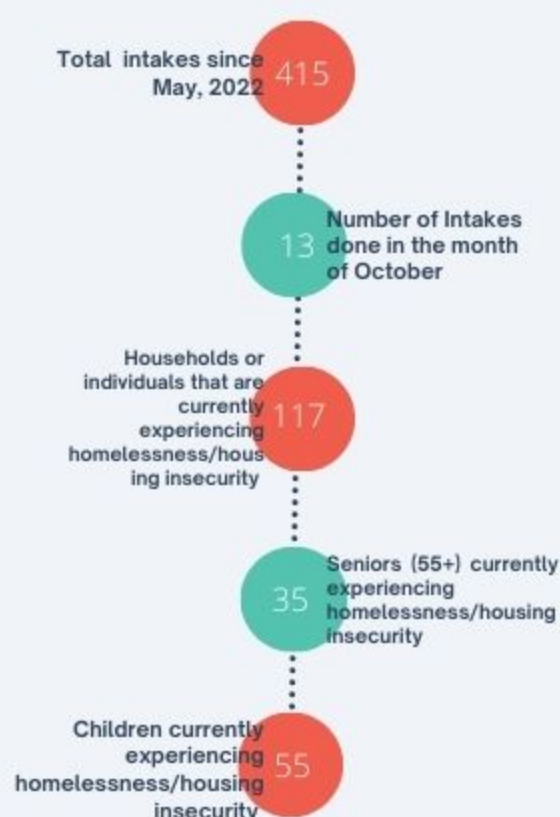
Data reflects total intakes unless otherwise stated.

## THOSE CONNECTED TO HOUSING



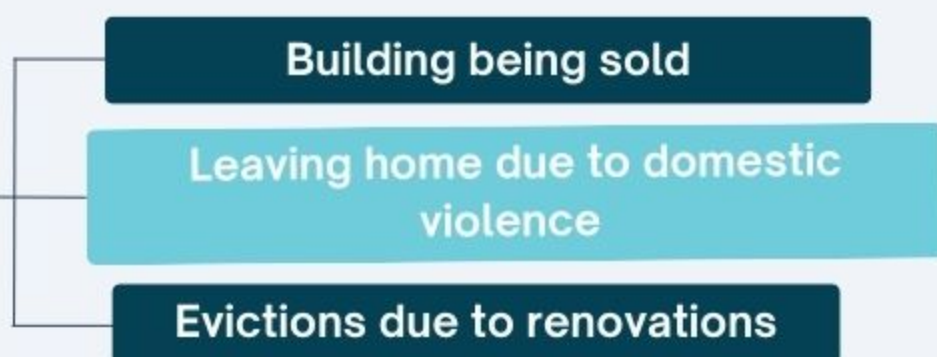
At SSODA we keep an up to date list of those in the community experiencing housing insecurity or homelessness, this list is called the By-Name-List. We use this list to identify who is actively looking for housing. As of October 31, 2023 we have 117 households or individuals that are actively seeking a housing placement, and this can be due to many reasons. Examples of the most common reasons someone is added to the list are shown here in "Top reasons for housing loss".  
Since opening our doors in May 2022, 96 households/individuals on the BNL have been connected to housing.

## CURRENT HOMELESSNESS/HOUSING INSECURITY

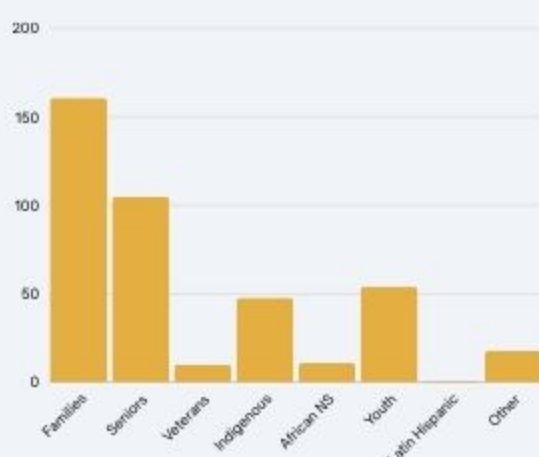


## HOUSING LOSS

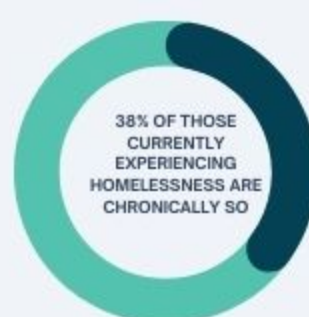
Top reasons  
for housing  
loss to date



## HOUSEHOLD BREAKDOWN OF TOTAL INTAKES



## CHRONIC HOMELESSNESS



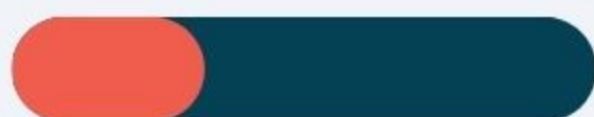
Chronic homelessness is defined as: spending a period of 6+ months in a 12 month period, or spending 18+ months in a 3 year period, homeless.

## ORIGIN OF HOUSEHOLD

Bridgewater - 188  
Chester - 18  
Lunenburg - 13  
Mahone Bay - 14

MODL - 115  
Queens - 46  
Other - 21

## ENERGY POVERTY IN THE SOUTH SHORE IDENTIFIED BY SSODA



33% of total intakes have identified having Nova Scotia Power accounts in arrears.  
Totalling \$107,906.98

## MOST COMMON SLEEPING ARRANGEMENTS

Renting - Pending Eviction	106
Couch Surfing - Safe	83
Hotel Stay	42

The regular meeting of the Town of Mahone Bay's Asset Management Committee for the Town of Mahone Bay was held on Thursday, November 16, 2023, at 12:01 PM via video conference.

**Present:**

Mayor, D. Devenne  
Councillor R. Nowe  
CAO, D. Heide  
D. Waterfield  
H. Baxter

**Absent:**

N. Pavlinic – with regrets  
Manager of Finance, A. Yeadon-Wentzell – with regrets

**Gallery:**

None

**Land Acknowledgement**

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

**Approval of Agenda**

A motion by, D. Waterfield seconded by H. Baxter **"THAT the agenda be approved as presented."** **Motion Carried**

**Approval of Minutes**

A motion by D. Waterfield, seconded by H. Baxter, **"THAT the minutes of the September 21, 2023, Asset Management Committee be approved as presented."** **Motion carried.**

**Review of Draft AM Plans – Water & Wastewater Assets**

D. Heide presented the updated draft asset management plans for water and wastewater assets. Significant feedback was received from members for revision of the drafts. Next steps before these draft plans are finalized include defining / mapping 10-year CIP projects and ensuring new/expansion/improvement spending is differentiated from renewal spending.

### **Cont. Discussion re Reconciliation of AM Data with 10-year CIP**

Committee members discussed the need to define planned 10-year CIP projects for each asset class as additional categories within the Town's asset database, to support reconciliation of budget and asset data. Staff are working on this with the Town's AM consultant.

### **Opportunities for Cross-Committee Meetings**

Standing item, noted upcoming C&E meeting.

### **Training Opportunities**

Training opportunities will be updated when available.

### **Committee Membership**

The Committee is currently seeking two public members to join.

### **Next Meeting**

December 21, 2023, at 12 PM.

**The meeting adjourned upon motion at 1:39 PM**

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

**Mayor, David Devenne**

**Recording Secretary (Acting), Dylan Heide**

