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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, November 30, 2023 at 7:02 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 S. Lohnes-Croft  
CAO, D. Heide  
Town Clerk, K. Munroe

**Absent:** Councillor J. Feeney (with regrets)  
Deputy CAO, E. Levy (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 Nowe, seconded by Councillor Carver, "THAT the agenda be approved as presented."  
Motion carried.

**2. Minutes**

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT the minutes of the October 30, 2023 special meeting of Council be approved as presented."  
Motion carried.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT the minutes of the November 14, 2023 regular meeting of Council be approved as presented."  
Motion carried.

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

Motion carried.

### 3. Public Input Session

No one was in attendance for the Public Input Session

### 4. Presentations

There were no presentations.

### 5. Correspondence

#### 5.1 Remo 2023/24 Budget Variance Update

Council received correspondence from Tom MacEwan, CAO of MODL, with a request to approve additional costs for REMO's (Regional Emergency Management Organization) 2023/24 budget.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Council approve the REMO budget variance of \$20,200, with the Town of Mahone Bay's contribution being \$505."

Motion carried.

### 6. Staff Reports

#### 6.1 Staff Report to Council

Council received the November 30, 2023 Staff Report.

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

Motion carried.

#### 6.2 Staff Report - 2024 Election Preplanning

Council received a report 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.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council appoint Deputy CAO Eric Levy as Returning Officer for the Town of Mahone Bay 2024 Municipal Election."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, "THAT Council direct staff to include the amount of \$20,000 in the 2024-25 Budget for the 2024 Municipal Election."

Motion carried.

A motion by Councillor Wilson, seconded by Councillor Lohnes-Croft, "THAT Council approve the hiring of a temporary Deputy Returning Officer for the 2024 Municipal Election."

Motion carried.

### 6.3 Staff Report – Intermunicipal Volunteer Initiative

Council received a staff report with information relating to a potential intermunicipal volunteer recruitment and support initiative project.

A motion by Councillor Wilson, no seconder, "THAT Council direct staff to participate in Phase 1 of Project Volunteer with an unbudgeted cost of \$800."

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT this motion be deferred to the next meeting of council when more information is available."

Motion carried.

### 6.4 Memo – 2024 Meeting Calendar

Council received the draft 2024 Council and Committee meeting calendar.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council approve the 2024 Council and Committee meeting calendar as amended to remove office closure on Sunday, March 31<sup>st</sup> and add a Climate & Environment Committee meeting in May."

Motion carried.

## 7 Council Items

There were no Council Items.

## 8. Committee Reports

### 8.1 South Shore Open Doors Society (SSODA)

Council received the October 2023 report of SSODA.

### 8.2 Asset Management Committee

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

## 10. Closed Session

A motion by Councillor Nowe, at 7:37 p.m., seconded by Councillor Wilson, "THAT Council go into Closed Session to discuss Acquisition, Sale, Lease and Security of Municipal Property and Contract Negotiations as permitted by the Municipal Government Act section 22(2)(a) and 22(2)(e) respectively."

Motion carried.

Council came out of closed session at 8:51 p.m.

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT Council authorize the hiring of a Utility Director" Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, "THAT Council approves in principle the provision of financial services to AREA, in the capacity of interlocuter with respect to the Riverport Electric Light Commission." Motion carried.

A motion by Councillor Nowe , seconded by Councillor Carver, "THAT Council accepts the terms being presented by GE to extend the Curbside Waste Collection Services Agreement for a period of two (2) years as per clause 1.1.2 of the contract." Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council write-off outstanding taxes on the property identified by AAN 10420857 in the amount of \$929.68." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council direct staff to pay a fully refundable deposit in the amount of \$19,500 USD to be held in escrow for the potential purchase of a ladder truck." Motion carried.

Council adjourned at 8:55 p.m. on conclusion of business.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Town Clerk, Kelly Munroe





## TOWN OF OXFORD

5201 MAIN ST.  
P. O. BOX 338  
OXFORD, NOVA SCOTIA  
B0M 1P0

PHONE: 902-447-2170  
FAX: 902-447-2485

November 27, 2023

Honourable Steven Guilbeault  
1010-800 Maisonneuve Blvd East  
Montreal, Quebec  
H2L 4L8

Email: [Steven.Guilbeault@parl.gc.ca](mailto:Steven.Guilbeault@parl.gc.ca)

Dear Honourable Guilbeault,

RE: Exemption of Volunteer Emergency Service Providers from New Fuel Charges

This letter is to acknowledge and support the Municipality of Barrington in their letter dated July 27, 2023, and the Municipality of the District of Yarmouth in their letter dated November 1, 2023, regarding the request for carbon tax exemption for volunteer emergency service providers.

Oxford Town Council understands the importance to reduce and eliminate the use of fossil fuels as it is destroying our climate, but we are concerned with the extra financial burden on the volunteer emergency service providers as they are on a limited and fixed budget to protect our Town.

To reiterate Warden Cunningham's letter, The emergency service providers are "volunteers, sacrificially working out of their desire to make communities safer, selflessly putting their lives at risk in times of crisis; working tirelessly to fund training and equipment purchases; all of which is enough of a price to pay to keep our residents safe."

Oxford Town Council shares the same request as the Municipality of Barrington and the Municipality of the District of Yarmouth to also ask that the application of the carbon tax on volunteer emergency service providers be removed.

Please contact me if you would like to discuss this further, my email is [ghenley@oxfordns.ca](mailto:ghenley@oxfordns.ca) and phone number is 902-397-2785

Kind Regards,

Greg Henley  
Mayor





## **TOWN OF OXFORD**

5201 MAIN ST.  
P. O. BOX 338  
OXFORD, NOVA SCOTIA  
B0M 1P0






PHONE: 902-447-2170  
FAX: 902-447-2485

cc. Oxford Town Council  
Federation of Canadian Municipalities  
Nova Scotia Federation of Municipalities  
Zach Churchill, MLA Yarmouth  
Nova Scotia Municipalities









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	Feb., 2024	<div></div>	<div></div>	<div></div>	<div></div>	<b>75%</b>
		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. All units waiting on the status of HAF applications to proceed with housing strategy discussions. Report on housing collaboration anticipated in Q4 2023-24.						

2	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Jan., 2024		75%	<p>Notes: In Progress. Town staff coordinating with AREA staff on development of pilot program. Associated residents survey to inform program development completed in 2022. Staff currently in discussions with NS Dept. of Energy concerning Provincial interest in EV incentivizing pilot programs. Update report in this regard anticipated in Q4 2023-24.</p>
3	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Feb., 2024		75%	<p>Notes: Assigned to Manager of Finance (Treasurer). Discussed at July 24th Policy &amp; Strategy Committee meeting.</p>
4	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Feb., 2024		50%	<p>Notes: Housing Strategy now reflected as an action in the Town's CMHC Housing Accelerator Fund application.</p>
5	Direct staff to issue an RFP for legal services.	28-Oct-21	Dec., 2023		★	<p>Notes: RFP issued Dec 1st, closing Dec 21st.</p>
6	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	Feb., 2024		75%	<p>Notes: Discussion initiated with MODL staff. Staff working with engineering contractor WSP on designs for Main Street Upgrades project, will provide MODL opportunity to consider extension of services to Blockhouse. Report to Council anticipated in Q4 2023-24.</p>



7	Direct staff to execute a twenty-five year power purchase agreement with AREA for wind energy incremental to AREA's existing 23.5W Ellershouse Wind Farm, delivered as the wind blows and when the Town can use it in a given hour, with the added option for the Town to increase its annual takings from AREA to achieve 100% renewable energy supply if the town elects to subscribe to energy balancing services from the market.	11-Oct-22	Jan., 2024		75%
		Notes: In Progress. To be discussed at AREA's December 13th Board Meeting and referred back to partner Council's thereafter.			
8	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Jan., 2024		75%
		Notes: In progress with WSP (engineering). Planned for early 2024. Transportation Update Report anticipated to Council's January 9th 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		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. Related report included on Council's December 12th meeting agenda. Further report concerning proposed location anticipated in Q4 2023-24.			
10	Prepare a report on the potential for the provision of access to Oakland Lake for fire services.	30-Mar-23	Feb., 2024		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	Apr., 2024	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress with AREA staff for 2024. Sign up to be available at December 11th Open House.
12	Develop service standards that can be used to benchmark and analyze performance.	11-Apr-23	Jan., 2024	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress. Report anticipated in January 2024.
13	Work with the Wooden Boat Society to explore options for a fishing pier at the marina wharf.	11-May-23	Feb., 2024	<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	Feb., 2024	<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	Feb., 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>	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>	75%	Notes: In progress.

<b>18</b>	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>	<b>50%</b>
		Notes: In progress.			
<b>19</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	Dec., 2023	<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>20</b>	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>	<b>50%</b>
		Notes: In progress.			
<b>21</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>	<b>75%</b>
		Notes: In progress.			
<b>22</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>	<b>75%</b>
		Notes: In progress.			
<b>23</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>	<b>50%</b>
		Notes: Water rate study in progress.			
<b>24</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>	<b>50%</b>
		Notes: In progress. Staff meeting with Dept. representatives. Recommendation anticipated to Council's January 9th, 2024 meeting.			



25	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>	50%	Notes: In progress.
26	Apply for BUTU service from Nova Scotia Power Incorporated for 2024.	28-Sep-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.
27	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> ★		Notes: Application submitted. Hearing set for December 28th at 9:30 AM. Anticipated decision effective date January 1st, 2024.
28	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		Not yet begun	Notes: Not yet begun.
29	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>	75%	Notes: In progress. Open house scheduled for December 11th.
30	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>	50%	Notes: In progress. A date for the assessment of the Town by the provincial Wildfire Prevention Officer has been scheduled for early December.

<b>31</b>	Share the multi-use path concepts and estimates from WSP Inc with Nova Scotia Liquor Commission for their consideration.	26-Oct-23	Dec., 2023	<div><div></div><div></div><div></div><div></div></div>	<b>75%</b>
		Notes: In progress.			
<b>32</b>	Draft a bylaw to regulate muffler noise within Town.	14-Nov-23	Mar., 2024		<b>Not yet begun</b>
		Notes:			
<b>33</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>	
		Notes: Request for Proposals issued November 30th, closing December 21st, 2023.			
<b>34</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>	
		Notes: Application submitted.			
<b>35</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>	<b>25%</b>
		Notes: In progress.			
<b>36</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>	<b>25%</b>
		Notes: In progress.			
<b>37</b>	Develop a new draft Noise Bylaw.	14-Nov-23	Mar., 2024	<div><div></div><div></div><div></div><div></div></div>	<b>50%</b>
		Notes: In progress.			
<b>38</b>	Include the amount of \$20,000 in the 2024-25 Budget for the 2024 Municipal Election	30-Nov-23	Mar., 2024		<b>Not yet begun</b>
		Notes:			

## Report of the Clerk to Council

A Public Hearing was held on December 5, 2023 to receive verbal and written submissions regarding the Town of Mahone Bay draft Municipal Planning Strategy and Land Use Bylaw.

53 members of the public were in attendance

16 members of the public presented comments to the hearing

6 written submissions were received prior to the hearing

0 written submissions were received at the hearing

The hearing adjourned at 8:32 p.m.

On December 6th, a recording of the Public Hearing was uploaded to the Town's YouTube channel.

Respectfully submitted,

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

Kelly Munroe  
Town Clerk





## Kelly Munroe

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**From:** Dave Highfield [REDACTED]  
**Sent:** December 2, 2023 5:43 AM  
**To:** Town of Mahone Bay Clerk  
**Subject:** MPS and LUB Questions

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

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

**CAUTION:** This email originated from an external sender.

Hello:

After going through the proposed new MPS and LUB drafts I see no measures proposed for protecting homeowners from damages caused by water escaping either intentionally or unintentionally from one property onto someone else's property. I see no mechanism to make property owners held responsible for ensuring water runoff from their property does not damage someone else's property or otherwise interfere with other property owners right to enjoy their own property. Why is this not addressed when council knows that it is a matter of concern and needs to be addressed.

Thank You  
Dave Highfield  
232 Hawthorn Rd.

**Kelly Munroe**

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**From:** Ron Stox [REDACTED]  
**Sent:** December 4, 2023 3:41 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** Observations on Town of Mahone Bay Municipal Planning Strategy  
**Attachments:** Observations on Town of Mahone Bay Municipal Planning Strategy.docx

You don't often get email from rstocker1@gmail.com. [Learn why this is important](#)

**CAUTION: This email originated from an external sender.**

Dear Kelly, I have reviewed that MPS and I enclose my comments on the document to be included in the Public Hearing tomorrow night at the Legion.

Regards,  
Ron Stockermans  
32 Pleasant St.  
Mahone Bay

## Observations on Town of Mahone Bay Municipal Planning Strategy.

### **Issue: Prioritize pedestrians over automobiles**

1. MPS Para 2.4 states that community members and stakeholders provided their input, ideas, opinions, and insights as to how the town should develop and grow into the future. Of the many issues raised, I would like to highlight a **Key Issue** regarding prioritizing pedestrians over automobiles.
  - a. MPS Para 2.4.4 states that “community members expressed the need to prioritize the comfort and safety of pedestrians over automobiles. Planning for the future of Mahone Bay must support a healthy community and should be built upon the town’s walkability and access to nature.”
  - b. MPS Para 4.4 states that “throughout the engagement for this Plan, one of the key themes to emerge was the need to prioritize pedestrians, their safety, and their comfort over people using private automobiles.”
  - c. The Vision Statement includes that “Growth and development will support an accessible built environment, where pedestrians are prioritized.”
2. However, there is no mention of prioritizing pedestrians over automobiles in the goals.
3. the only policy to directly address any pedestrian concerns in the MPS document is Policy 4-18: which states that Council may require pedestrian connections to connect new public streets to each other, and to important destinations.
4. In stark contrast, it is noted that policies regarding automobiles receive far more attention in this MPS document than do pedestrians. MPS Para 4.4.3 includes 8 policies on automobile parking; MPS Para 4.4.4 includes 1 policy on drive-through uses; and MPS Para 4.5.4 includes 2 policies on EV charging stations. As well, policy 5-19, 5-26 are concerned with automobile issues.

### **Conclusion:**

1. In spite of the clear concern expressed by the community, it appears that the Town of Mahone Bay Municipal Planning Strategy does not prioritize pedestrians over automobiles.
2. There is only one policy statement directly addresses pedestrians but not the issue of prioritization, while there are 13 policy statements addressing automobile issues.
3. While all the other components of the Vision Statement can be found in the 10 Goals, prioritizing pedestrians over automobiles is not included. It is possible that goals 7 and 8 may allude to this issue, however, it is too indirect and does not carry the weight of the community’s concern as a goal of its own. This is important because Policy 3-2 declares that Council shall implement the goals, therefore, without this pedestrian prioritization issue being a goal, council is under no obligation to implement it.

### **Recommendation:**

1. The goal of prioritizing pedestrians over automobiles shall be included as an Official Goal for the Town of Mahone Bay.
2. Encourage more study or analysis of how the Town of Mahone Bay can implement changes that will prioritize pedestrians over automobiles.



## **Comments on parking in commercial areas of Mahone Bay**

The Mahone Bay Tourism and Chamber of Commerce is pleased to submit the following comments on behalf of our membership.

### Parking Issues based on the draft Land Use Bylaws (LUB):

There are two influencers affecting LUB parking policy within the business community of the town: one direct and one indirect.

The direct influencer, the Town of Mahone Bay (the Town) has in the past, and according to the draft LUB document, will continue with the number of parking spaces required by businesses on the non-water side according to sectors. Under the proposed parking requirements businesses located on the waterside core will not be required to provide parking for clients/customers.

Businesses located on the non-waterside core and the remainder of Main Street will require parking spaces based on the sector of business activity and the number of clients/customers. In some cases, the client/customer capacity numbers within the business facility differs from that set by the Fire Marshall. However, the final count of clients/customers is determined by the Town, and the Town uses this factor to determine the number of parking spaces. In sum, parking requirements on the non-waterside will be established according to the use of the commercial space. This policy not only makes it very challenging for the business owner, but has potential to lower the value of these building when sold,. There is no level playing field between locations.

#### *Example:*

*The proposed LUB is increasing the number of Bed and Breakfast (B&B) rooms from four to six. However, without adequate parking spaces, these businesses cannot reach its maximum potential.*

*Of major concern, all the Town's B&B's are situated on the non-waterside area of Main Street. The draft LUB requires a B&B to provide one space per room. Currently only one of the four B&B's have sufficient parking to add rooms.*

Based on the above, many of the Mahone Bay B&B operators are unable to take advantage of increasing their rooms. In 2019 pre-Covid, approximately one per cent of visitors to the Mahone Bay Visitor Information Centre were booked to remain in the town overnight. This can be attributed to the lack of overnight facilities in the Town. As in the case of all rural communities, tourism is extremely important to Mahone Bay. The impact contributes to the Town's economic base, creates jobs for all ages and provides customers for local businesses, thus contributing to the sustainability of the Town's economy.

### Parking:

The Chamber's position is that the Town does not have a parking problem. However, from July to September, we typically see substantial increases in tourism, the return of seasonal residents, etc. Although parking is limited on Main Street and probably needs to be reduced further in dangerous congested areas, in certain times of the year (not all year), there is ample parking on many of the side streets, such as Fairmont, Clairmont, Pleasant, Parish, Orchard.

Member comments:

"I believe the issue is more congestion and traffic flow on Main Street and not parking.

Recommendation: Focus on traffic flow between July and September.

This parking proposal is discriminatory and will have a significant impact on the real estate value of non-waterside properties. It has the potential to have vacant buildings as existing businesses cease doing business. "

"This parking proposal is discriminatory and will have a significant impact on the real estate value of non-waterside properties. It has the potential to have vacant buildings as existing businesses cease doing business. "

The solution:

The Chamber is proposing that the LUB parking be adapted from the Lunenburg Good Parking Practices and build from these proven experiences.

05 December, 2023

Mahone Bay Town Council  
PO Box 350  
493 Main Street  
Mahone Bay, Nova Scotia  
B0J 2E0

Attention: Mayor Devenne, Deputy Mayor Kangata, Councillors and Mahone Bay Planning Staff

**Re:** DRAFT MPS/LUB COMMENTS; Hedge Row, Mahone Bay, NS

We have been retained by Alec Cloke of United Soils Management to explore the Development Potential of the property at Hedge Row – Lot 2, and other adjacent parcels. Upon review of the Draft MPS/LUB Amendments, which any new development will be required to adhere to, several foundational items stand out. These will not only have immediate effects on the properties in question but, we feel, longer term consequences on the Town of Mahone Bay as a whole.

All of the statements and policies highlighted from the MPS below suggest that Mahone Bay wants to encourage long term housing options, promote flexibility and diversity of land use and development to provide a choice of residential style, size and price point.

However, when the proposed LUB is consulted, many impediments to the above goals arise. As noted in the sections highlighted from the LUB below, the document has requirements that limit locations of multi-unit developments, require that multi-unit developments of any meaningful size go through a municipal approval process and have land area/unit requirements that don't yield a great deal of density.

With today's pressures on creating affordable and diverse housing options, the large land area of 125 square meters required per unit as per **LUB Section 8.5.2.(a)(i)** satisfies neither of these goals. It basically discriminates against the development of smaller units and contradicts the goals for a greater density of people and services as described in **MPS Policy 4.2 GROWTH AND DEVELOPMENT**. The Draft LUB will require all units, whether bachelor or multi-bedroom units, the same land area per unit. This will result in larger multi-bedroom units which will be more costly to build and will cater to the higher end demographics or will result in multiple individuals sharing units and rent to keep costs down. The future density requirements of Mahone Bay will not be met by the inclusion of in-fill and backyard units. These are an important part of the solution in this area but will result in only, perhaps, one or two additional persons per property. Well planned multi-unit residential buildings have the potential to house many people in an efficient and timely fashion.

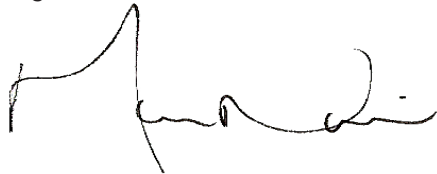
Although **MPS Policy 3.1 VISION** states that pedestrians are prioritized, **LUB Table 6.1** requires a minimum of 1.25 parking spaces per dwelling unit. This is at a time when few municipalities are looking for more than 1 parking space per unit, if they haven't removed parking requirements entirely. These parking requirements

unfairly target smaller, and therefore more affordable, units where tenants may not even own a vehicle.

The viability of creating housing opportunities in this age is tenuous at best. Construction costs continue to rise, interest rates are high and the larger the unit, the higher the cost. There will always be those who desire and can afford larger units but it appears that the wording and intent of the LUB favors this demographic group versus others. Single person households comprise approximately 40% of Canadian 'family' units. There is a strong need, as stated in the MPS, to provide different styles, sizes and price points. We feel the LUB limits the intent of council as contained in the MPS in regards to housing diversity and affordability.

Prime properties within the heart of Mahone Bay, such as Alec Cloke's, have the potential to aid in the goals of the MPS creating much needed density. However given the limitations of the proposed LUB noted above, along with many other restrictive elements contained within, there is a large chance that many of these opportunity sites will not translate into the housing requirements of Mahone Bay.

Regards,

A handwritten signature in black ink, appearing to read 'Michael Napier', with a stylized, cursive script.

Michael Napier MNSAA AANB RAIC



### Select sections from Draft LUB

LUB Section 8.5.2.(a)(i) *requires a minimum lot area on a serviced lot to be 125 sqm/dwelling unit.*

LUB Section 8.1.3 states *'only one main building shall be permitted on a lot.'*

LUB Section 8.2 Table indicates that a multi-unit dwelling with more than 8 dwelling units is permitted by Site Plan Approval in RM; is not permitted in RC or RG.

LUB Section 9.2 Table indicates that a multi-unit dwelling in a CC zone is:

- Not permitted in the rear yard of a commercial building
- Permitted by Development Agreement only if there is no commercial use on the lot
- Permitted by Site Plan Approval only if it's within a commercial building

### Select sections from Draft MPS

MPS 3.1 VISION states in part:

*'Growth and development will support an accessible built environment where pedestrians are prioritized; will support housing and employment opportunities for anyone who chooses to live in Mahone Bay.'*

*'Will recognize and protect cultural and built heritage while continuing to allow for change and evolution.'*

MPS 3.2 GOALS states the following goals:

3/ *'Support the growth of long-term housing options.'*

10/ *'Establish clear and transparent land use regulations that also promote flexibility and a diversity of land uses.'*

MPS 4.2 GROWTH AND DEVELOPMENT state:

*'Smaller, denser lots enable and promote a greater density of people and services while larger lot requirements reduce density, ultimately serving few people. [] The costs associated with servicing higher density are shared among more users, and, therefore, create a more efficient use of land and services such as central water and sewer systems.'*

MPS 4.6.1 HOUSING DIVERSITY AND AFFORDABILITY states:

*'Housing diversity not only include different tenures of housing (owner vs. renter), but it includes different styles, sizes and price points that people are able to choose from.'*

*'...different forms and scales of housing, including backyard suites, mobile homes and mini homes, to promote housing diversity and affordability.'*

### **Policy 4-45**

*'Council shall enable diversity in the form, scale, and location of housing that is permitted in Mahone Bay.'*

## Kelly Munroe

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**From:** Kelly.Munroe@townofmahonebay.ca  
**Subject:** FW: Comments on Draft Plan for Mahone Bay

On Wed, Jun 7, 2023 at 8:31 AM Jeff Frampton <[REDACTED]> wrote:  
My wife and I have been residents of Mahone Bay for over five (5) years. We moved here to retire and live in a community that had small town character, pleasing architecture and services within walking distance essential to folks who are aging. We have invested a substantial amount of money into our older building ensuring it complies with all codes and character of our neighborhood. Our home is our largest investment and we want to ensure it retains value over the long term. In full disclosure, I graduated university with a degree in Urban and Regional Planning and have served on several voluntary planning boards.

I am basing my personal comments on the May 10th handouts titled Fact Sheets 1 through 7.

1. General Info; I applaud the Town in updating the Municipal Planning Strategy “MPS” and ensuring the Land Use Bylaws support the intent of the MPS. What is critical here is to ensure the wishes of the citizens are not only enshrined in the Land Use Bylaws but they are clear and enforced. Many towns have bylaws but they have no teeth and are often over ridden by variances which by Planning definition, variances should be very hard to obtain and meet all of the specific criteria. As an example, when someone wants to purchase a property, it should be clear to them what bylaws apply to the property and it should be unacceptable for the purchaser to come back after the fact asking for a variance because the property lines make it difficult to build a garage or the layout of a property requires a variance to be able to park more cars on it. The buyer knew this up front. Recommendation: Review all Land Use bylaws to make sure they are clear and set very strict variance requirements that need to meet multiple criteria and not just a few before being granted.

2. Housing; Correct me if I am wrong but I do not think creating affordable housing is within the authorized responsibilities of a town rather that is a provincial issue. Stating a town is open to various types of affordable housing as a goal may be acceptable but in the end, fair market pricing is going to drive what gets built. A developer may agree to making a percentage of a new build affordable but the term affordable needs to be defined as a 30% reduction off an affordable unit may still be out of the reach of most lower income families. Mahone Bay has limited available land and has attracted residents because of its beauty, village charm, services available and as a result has higher real estate values which work against the creation of affordable housing. The Land Use bylaws should dictate what type of building is acceptable in each zone controlling commercial / residential, height, foot print size, architectural style, landscaping, etc. Recommendation: Stop thinking of zoning based on income and focus on making it easier for owners of large older homes and businesses to redevelop their homes to accommodate small apartments and rental units. Certainly crack down on the short term rentals as this reduces housing availability and does not support year around businesses (food stores, restaurants, etc.) that the town requires. New residential multi-unit zones should not be based on empty lots or existing properties that we know will be redeveloped which the draft seems to do, rather areas. Just because a lot is vacant, it

does not necessarily mean it is a good location for multi-use development as it may have negative impact on neighboring properties.

3. Environment; Excellent to see the support for protection, small scale sustainability, building foot print restrictions, open shoreline, etc. Recommendation: There should be no building permitted, either Town or private in flood zones period. Flood zones are nature's way of providing buffer and preventing habitat destruction and any building in these areas would include paving and other impervious surfaces resulting in increased damage and flooding risk elsewhere. Are we going to be serious about protecting our environment?

4. Architecture & Heritage; Lets be up front and agree that Mahone Bay is largely a tourist town supported by people who have moved here because of the quaint character of the town, it's buildings and services offered. Anything we do that impacts the tourist appeal is a step backwards for the town and its economy. I am told that the town has transformed a lot from 20 years ago which is probably the result of people visiting, moving here and investing in the community. If we lose the charm of the town, we lose investors, families, tourists and our economy. Protection of the character cannot be piecemeal like registering a heritage property vs protecting a neighborhood. Heritage property registration is a loser as many people will see that as a restriction on their properties and raises insurance and development issues. If you protect one property and the properties on either side do not conform with the neighborhood, we have accomplished nothing. Recommendation: Relax certain bylaws requirements for all buildings in all appropriate areas that do not impact the exterior of buildings or the character of the neighborhood so they can be repurposed into more housing, work from home business, etc. I fully support the architectural control area (I live in it) but disagree that Council can override. Any requested changes / relaxations in the architectural control area should have to be approved by a majority of the residents of the area. Might be a good idea to see what other successful towns have done. I am told Wolfville is one we should look at.

5. Agriculture; No issues or recommendations

6. Commercial; Reducing zones may be helpful but will depend on their definition. The Town used to have an Economic Development Committee but phased it out with no explanation. Recommendation; Commercial development is essential to the sustainability of the town and as such, a professionally led committee by a third party needs to be formed that includes business, residents and other stake holders with an objective of coming up with a draft plan to be presented to residents.

Parking; I think it is important to clarify that Mahone Bay does not have a parking problem. We have a seasonal surge (July through September) where we have an influx of tourists. Although parking is limited on Main Street and probably needs to be reduced further in dangerous congested areas for certain times of the year (not all year), there is ample parking on many of the side streets like Fairmont, Clairmont, Pleasant, Parish, Orchard, etc. I believe the issue is more congestion and traffic flow on Main Street and not parking. Recommendation: Focus on traffic flow between July and September.

The exemption of parking requirements for water side Main Street properties is discriminatory and should not be considered. Not all businesses on the other side of the street have room for on site parking either and this change would put an unacceptable financial burden on non water side properties that the water side do not have to bear.

This would make water side commercial properties more valuable and burden non water side properties. Should we give non water side properties a reduction in taxes since they do not have a water view? What about tenants in units above the business, can they park on the street? Slippery slope. Recommendation; Allow street parking for every business except for residential or new builds that will need a lot of parking.

7. Subdivision; Infill in commercial areas is a good idea or in new developments provided they meet the character of the neighborhood. It would not be appropriate in the architectural residential area as it would mitigate the street scape of older single family homes. Recommendation; Need to be clear in the plan where it is appropriate and where it is not.

Would you please confirm by return email that you have received this email and it has been given to the reviewing planners. Thank you

Respectfully submitted,  
Jeff Frampton  
33 Pleasant Street  
Mahone Bay, Nova Scotia  
[REDACTED]

On Dec 4, 2023, at 3:15 PM, Jeff Frampton <[REDACTED]> wrote:

Ian, I sent the attached email to you on June 7th and after reviewing the revised draft, I am unable to see if any of my suggestions were considered or implemented. Therefore, I will be attending tomorrow night's review with the same concerns and wanted to give you a heads up on some of the questions I will raise so you can prepare an answer. I think working together is much more constructive. Just as a general comment, trying to review and pass a 138 page document all at one time is not very effective if you really want residents to weigh in, it is too long for most people to read and they will tune out.

#### 4.1.1 Variances

The issuance of Variances should be rare and the exception and not to be used as a tool to get around good planning and zoning. I am still concerned that the wishes of a majority of residents can be bypassed in this bylaw.

QUESTION: I live in a residential area under the architectural overlay. What will stop me dead in my tracks if I decide to sell my property to a developer who wants to build a multi-residential building or other large development on my property? If I understand this bylaw, a developer could go to the development officer, file a variance that might be forwarded to council for review and approval and should Council feel that housing is important, may vote in favor of this variance bypassing the zoning, is this correct? If this is the case, then a unanimous vote by council and mayor should be required to approve the variance.

#### 4.11.4 Notification of Variance



Notifying only property owners within 30 metres of a property requesting a variance is not adequate if it can be seen by neighbors more than 30 metres away. This will not protect the character of neighborhoods. In 5.13.1, 60 metres is used as a measurement of effective protection which is not consistent.

QUESTION: How does this variance notification consider and allow neighbors beyond 30 metres who can clearly see what is being proposed that might have an effect on their property or valuation. How does this protect a neighborhood?

5.39 Parks and Playgrounds shall be permitted in all zones and shall not require a development permit.

QUESTION: Are we not concerned about noise and the impact on neighboring properties, particularly at night?

5.55.2 Wind Turbines: Need to add a noise requirement

### 6.3 Parking Exemption Overlay

Comment: We do not have a parking problem. We have a seasonal congestion problem experienced by many tourist towns during the months of July, August and September. There is ample parking on side streets.

QUESTION: Why would we favor some properties over others on Main Street? Will this not affect property values and be seen as Discriminatory?

### 7. Signs: (Illumination)

QUESTION: Does this bylaw control lighting that affects neighboring properties other than from signs, especially in residential areas. Example would be grow lights, greenhouse lights, security lights, etc.

### 8.2.1 Permitted Uses in the Residential Zones

QUESTION: I find this very confusing. Why would we say multi dwelling units, mobile homes, small option homes, triplex, etc are either permitted or subject to site plans or development agreements in residential areas under the architectural overlay? A bed and breakfast of 6 or more sleeping rooms needs a development agreement. Does this not promote going around the character protection of neighborhoods?

Last QUESTION: Should we not have a requirement for public input and review for any major project that may alter the character of a residential or commercial zone that requires a site plan or development agreement? Most residents will not know a major development is happening in their town until it is to late.

**From:** [Scott Lutes](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** Fwd: Land Use Bylaw Public Hearing December 5, 2023  
**Date:** December 5, 2023 1:51:22 PM

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You don't often get email from [alvin.lutes@gmail.com](mailto:alvin.lutes@gmail.com). [Learn why this is important](#)

**CAUTION: This email originated from an external sender.**

----- Forwarded message -----

**From:** Scott Lutes [REDACTED]  
**Date:** Tue, 5 Dec 2023 at 11:56  
**Subject:** Land Use Bylaw Public Hearing December 5, 2023  
**To:** <[clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca)>

Dear Mahone Bay Council:

My name is Scott Lutes and I am a resident of Mahone Bay. I write to express deep concerns regarding the proposed parking bylaws that, in my view, appear to discriminate against people with disabilities. It will make it difficult or impossible for businesses to create parking for people with disabilities where parking is already at a premium.

In addition to the discriminatory nature of the parking bylaws, there will be a direct effect on property values. Indeed, some businesses simply can't comply with the prescribed measures requiring a certain number of parking spaces. Will they need to be shuttered? In some cases, the buildings wouldn't meet the parking criteria for residential either. Will they be demolished?

Apart from a few guidelines, a development officer will have broad undefined power to grant variances. S4.11

This will place a burden on residents/business to contest matters in the courts in accordance with the Municipal Government Act.

In addition, the development officer has extraordinary power for Right of Entry S4.2.1

At the very least, this power should explicitly reference the specific clauses set out in the Municipal Government Act. Otherwise, the development officer would have more power than a peace officer to enter premises.


The draft of the bylaw requires significant work and revision before any enactment.

Sincerely,

Scott Lutes

--

Scott Lutes  
[REDACTED]

  
36 Fauxburg Road  
Mahone Bay, NS  
B0J 2E0

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## Staff Report: Intermunicipal Volunteer Initiative

Date: December 12, 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.

At the November 30th Regular Council Meeting, Council deferred this staff report to the next meeting. This report contains the attachment that was omitted from the November 30<sup>th</sup> report.

### 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





# **PROJECT VOLUNTEER!**

Launching 2024



# INTRODUCTION

Since Covid-19, statistics show that the number of volunteers in Nova Scotia has shrunk by 37,000.


Volunteerism and the volunteer groups in our area are what makes our communities unique and attractive to existing residents and newcomers alike.

Municipal boundaries are irrelevant to our residents with many volunteering, or enjoying the benefits of volunteer organizations regardless of which municipality they live in.



# PRIMARY GOALS

- Identify where volunteer organizations need help
- Increase volunteerism
- Retain the unique identity of our communities

The background features a light cream color with abstract geometric elements. On the left, there are concentric white circles on a light green field. A large light blue semi-circle is positioned in the upper left. A light pink triangle is in the bottom left, and a light red triangle is in the bottom right.

**“ Don’t ever question the  
value of volunteers. Noah’s  
Ark was built by volunteers,  
the Titanic was built by  
professionals. ”**

Dave Glynn

# PLAN FOR PROJECT VOLUNTEER



## GATHER DATA

Through a promoted survey, ask Volunteer Groups identify problem areas.



## PROMOTION

Raise the profile of volunteerism in our communities with “Spotlights” in local media.



## WORKSHOPS

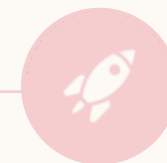
Based on survey results, run a series of workshops e.g.:

- Recruitment
- Non-profit Status
- Board support
- Social Media
- Funding



## VOLUNTEER NS

Introduce Volunteer NS to groups and explain benefits of funneling volunteer opportunities to one place.



## EXPO

Hold Volunteer Expo where potential volunteers can meet with volunteer organizations.





# TIMELINE

**JAN 2024**

**FEB 2024**

**MAR-SEP 2024**

**MAR-JUN 2024**

**OCT 2024**

Launch survey

Analyze survey results

Promote volunteerism  
in local media

Hold workshop series  
for volunteer groups

Hold Volunteer Expo



# WHY COLLABORATE?

## PROS

- Will create a huge database of volunteer organizations for future reference.
- Will highlight where problem areas are.
- Will be able to help ALL organizations that need it.
- Shared costs will maximize the benefits of all activities in the project scope:
  - Workshop opportunities.
  - Organization promotions
  - Volunteer Expo

## CONS

- Financial contribution
- Some staff resources

# CALLING ALL VOLUNTEER ORGANIZATIONS



**Welcome to Project Volunteer!**  
**A project to reignite volunteerism in Lunenburg/Queens Counties!**

**We've created a survey to learn how we can help you!**



**Scan the QR code for a link to the survey or call/email Sandra 902-541-1321 Sandra.Challis@modl.ca**



# POTENTIAL COSTS



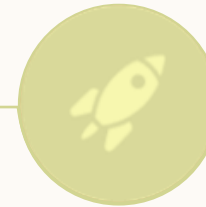
## PROMOTION

- Radio Ads – 4 x 30-second ads CKBW/Country 107 - **\$2520**
- Print Ads – 4-week insertion in Progress Bulletin B&W or Colour **\$840 / \$1440**
- Photographer at volunteer events  
??????
- Spotlight On Groups Progress Bulletin/Lunenburg Barnacle  
**LIKELY FREE**



## WORKSHOPS

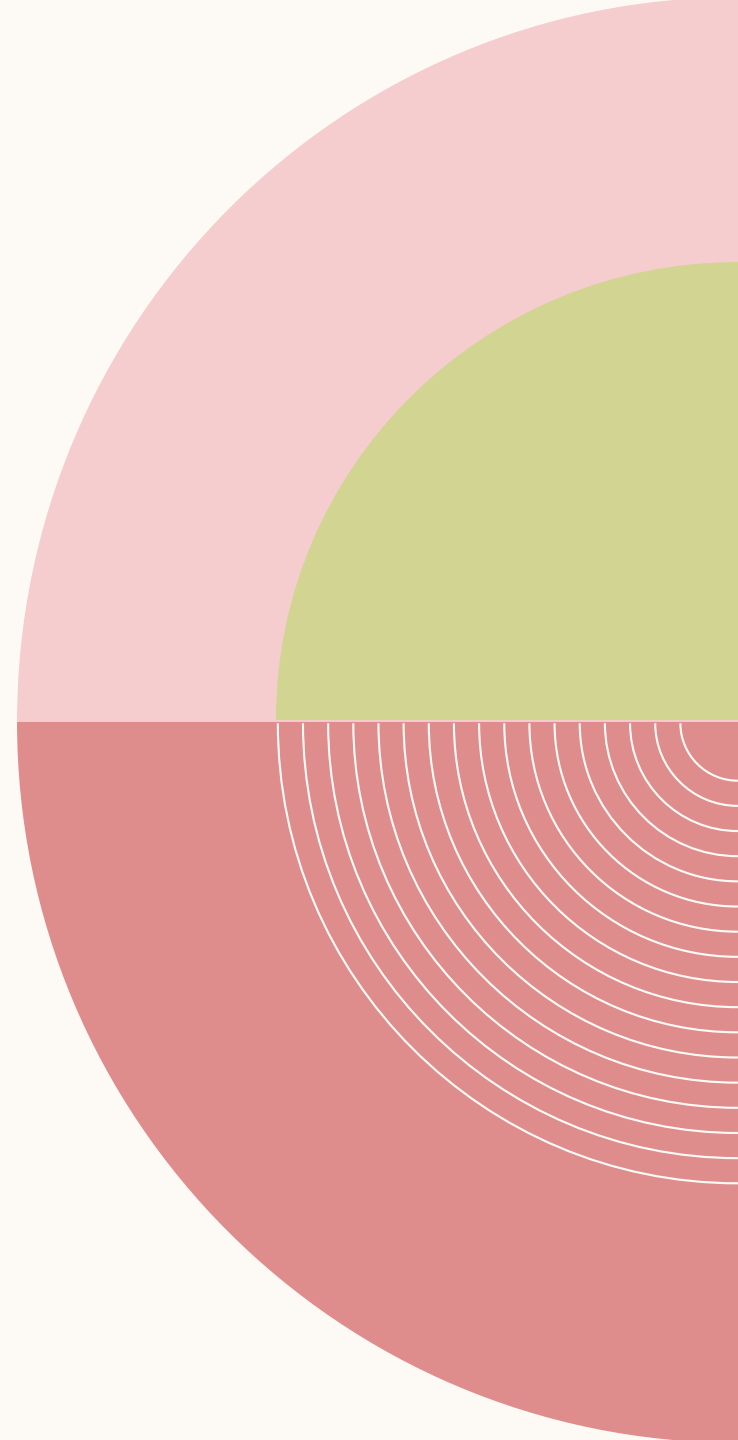
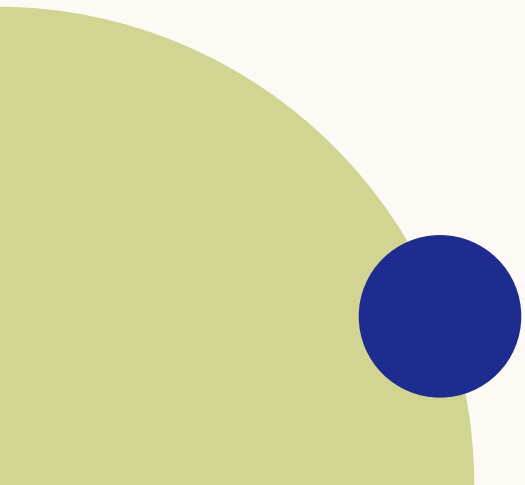
- Working closely with Volunteer NS to facilitate in-person or virtual workshops  
**LIKELY FREE**
- Venue rentals for workshops  
??????
- Light refreshments  
??????
- Staff Time  
??????



## EXPO



**ANY QUESTIONS?**





# THANK YOU

Sandra Challis

[Sandra.Challis@modl.ca](mailto:Sandra.Challis@modl.ca)

902-541-1321





## **Town of Mahone Bay**

Staff Report

RE: Municipal Capital Growth Program

December 12, 2023

### **General Overview:**

This staff report is intended to present Council with a recommendation to apply to the Municipal Capital Growth Program.

### **Background:**

The Municipal Capital Growth Program (MCGP) was announced Nov 1, 2023. This is a one-off program with a very limited window for application, closing on December 13, 2023.

The program is aimed at water and wastewater extensions supporting housing development, as well as accessibility and active transportation improvement and climate adaptation projects.

Program guidelines are attached at an appendix to this report.

### **Analysis:**

The Town has numerous planned projects on Edgewater Street including the Living Shoreline project and the related Coastal Multi-Use Trail Project. Extension of water and wastewater services on Edgewater has also been contemplated to: a) assist in the elimination of straight pipes on Edgewater Street by providing private property owners (including the churches) the option to connect to municipal water and wastewater systems, and b) to support potential housing development (the potential for which the Town has been made aware, particularly should municipal services become available).

Taken together, these planned and contemplated projects fit the criteria of the MCGP very well. Considering that the Town has been working for several years to secure Provincial funding for the planned projects on Edgewater Street, an application to MCGP combining these projects with proposed extension of municipal services presents a possible avenue to secure the funding sought, leveraging existing approved/applied for funding and enabling these projects to move forward with minimized Town contribution.

### **Financial Analysis:**

The proposed MCGP application brings together numerous planned projects included in the Town's 10-year capital investment plan, all located on Edgewater Street:

**Living Shoreline:** \$4,000,000 (Phase 1 - \$1,100,000, Phase 2 - \$2,900,000)

**Coastal Multi-Use Trail:** \$1,489,200

**Other Budgeted Improvements** (electrical and lighting (including reinstatement of rosebushes), waterfront barrier, pedestrian bridge, washroom upgrades, etc.): \$485,500

As well as proposed water and wastewater extensions.

An external cost estimate – required to support the proposed MCGP application – has been commissioned from CBCL Ltd..

As has been observed across the board, cost estimates developed in prior years now lag behind market prices for construction. CBCL's current estimate for the various projects combined in the proposed application is \$8,573,462.

The MCGP can support up to 50% of this cost (\$4,286,731), though program staff have indicated applications may also be approved but in a lesser amount than requested.

The Town has already applied to numerous other funding programs to support the combined project:

**Federal Active Transportation Program:** \$893,522

**Connect2 Program:** \$58,000

**Sustainable Communities Challenge Fund (with Coastal Action):**  
\$770,604

**Innovative Communities Fund (ACOA):** \$385,135

**Federal Natural Infrastructure Fund (with Coastal Action):** \$928,000

**Federal Disaster Mitigation & Adaptation Fund (with Coastal Action):**  
\$2,026,400

Approved external funding programs can be combined to defray the Town's commitments with the goal of reducing the Town's funding share below 50%.

### **Climate Analysis:**

The proposed MCGP application gives the Town an opportunity to advance planned projects on Edgewater Street including the Living Shoreline project which has for many years been identified as the Town's priority climate adaptation project.

### **Strategic Plan:**

The proposed MCGP application, building on existing planned projects, aligns closely with numerous objectives of Council's 2021-25 Strategic Plan.

### **1.3. Improve Accessibility of Public Infrastructure**

- Strategically improve transportation infrastructure to support healthy living

### **2.2 Provide Equitable Services to Support Growth**

- Strategically expand existing infrastructure to support planned growth and development

### **3.2 Adapt Community Infrastructure to Climate Change**

- Invest in strategic infrastructure (shoreline and stormwater management)

#### **Recommendation:**

It is recommended,

THAT Council direct staff to apply to the Municipal Capital Growth Program for the Edgewater Street Project.

#### **Attached for Council Review:**

- Municipal Capital Growth Program Guidelines

**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

# Municipal Capital Growth Program

## Application Guidelines 2023–24

### Introduction

The Municipal Capital Growth Program (MCGP) provides investments for capital municipal infrastructure to service Nova Scotia's growing population while supporting provincial priority areas. These guidelines were created to provide an overview of the MCGP and to assist in the completion of applications for funding consideration under the program.

### Funding

The Municipal Capital Growth Program may fund up to 50% of eligible costs for each project. The applicant must demonstrate ability to fund the remaining balance of the project through municipal and/or other sources.

### Eligible Recipients

This program is available to Nova Scotia towns, and municipalities. Village applications require confirmed support by the Municipality. The amount of funding available for distribution is limited and subject to budget availability.

Funding priority will be given to applications that help communities address critical capacity issues, expand their services, build more accessible and adaptable communities, and restore contaminated land to allow for future development.

## **Eligible Projects**

Eligible project categories include:

### **1. Water and Wastewater**

This includes construction, expansion and/or renewal of:

- Facilities for the treatment and disposal of sanitary sewage
- Sanitary sewage collection systems
- Water intake, treatment, pumping and storage facilities
- Water transmission and distribution systems
- Storm sewer separation
- Infrastructure which reduces/eliminates combined sewer overflows

### **2. Accessibility**

- Capital projects required to comply with the Accessibility Act
- Projects supported by accessibility plans
- Accessibility improvements to municipal infrastructure including sidewalks and active Transportation (excluding Fleet)

### **3. Brownfield Redevelopment**

- Demolition, remediation, earthworks as required to enable residential development
- Extension of services to remediated, vacant or underutilized land

### **4. Climate Change Adaptation**

- Capital Project Recommendations from Climate Hazard/Risk Assessments
- Coastal and Inland Flooding Adaptations
- Emergency prep: generators, water storage

## Eligible Costs

Eligible costs include:

- Engineering services and project management
- Construction inspection and administration
- Construction and equipment acquisition as per plans and specifications

## Ineligible Costs

Ineligible costs include:

- Costs incurred before project approval
- Interim financing costs
- Non-fixed assets which are not essential for the operation of the asset
- Operation and maintenance costs
- Land acquisition
- Leasing land, buildings and other facilities
- Real estate fees and related costs
- Overhead costs, including salaries and other employment benefits of any employees of the Recipient
- Use of MCGP grant funds for expenses already cost shared by other funding programs.

## Application Process

Applications can be downloaded from the program website: <https://beta.novascotia.ca/apply-funding-support-municipal-infrastructure-projects-municipal-capital-growth-program>. You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'MCGP Nova Scotia'.



Once the application is completed, it must be emailed including any attachments to the program email [MCGP@novascotia.ca](mailto:MCGP@novascotia.ca). Make sure that you have confirmation from DMAH that your completed application has been received.

The application submission must include:

- **Council Resolution:** a resolution of council supporting the submission of the project for funding consideration under MCGP
- **Cost Estimate:** a detailed cost estimate for the project

## Review and Approval Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program.

## Project Amendments

After project approval, if the project scope changes or anticipated completion date extends beyond the project deadline outlined in the Terms and Conditions, an amendment is required. The amendment request must be submitted to and approved by DMAH.

## Use of Other Grant Funds

MCGP grants may be used in combination with funds from other grant programs, unless doing so is prohibited by the other program. If a recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. All grants supporting the project must be clearly outlined in the project proposal. If the other grants are obtained post-approval of MCGP funding, the recipient is obligated to inform DMAH.

## **Project Completion**

DMAH requires that all approved projects must be completed by March 31, 2026.

DMAH has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

## **Final Reporting**

Grant recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH within 60 days of project end date. The recipient will be required to report on the outcomes achieved upon project completion.

The project will be monitored periodically through Status Reports or Site Visits to identify and mitigate any project risks that could occur.

DMAH will provide the required reporting templates to successful recipients. The Statement of Expenditures will consist of a listing of all invoices and may include proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, bank statements or copies of electronic banking statements.

The applicant **MUST** pay the full amount of invoices due to the supplier no later than March 31, 2026.

## **Communications**

The Department of Municipal Affairs and Housing's contribution must be recognized in any project promotion or communication. Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful project applicants may be made public after the process is completed.

## **For More Information**

### **Municipal Capital Growth Program**

Department of Municipal Affairs and Housing (DMAH)

1505 Barrington Street, Floor 8 N

P.O. Box 216, Halifax, NS B3J 2M4

902-424-6642

**[MCGP@novascotia.ca](mailto:MCGP@novascotia.ca)**



Enabling Accessibility Fund  
Date: December 12, 2023

### **General Overview:**

The purpose of this report is to inform Council about the Enabling Accessibility Fund (the Fund) through the Government of Canada and request Council's approval to submit an application to the Fund.

### **Background:**

Staff have been exploring funding opportunities to support the Community Pool project included in Council's 10-year Capital Investment Plan.

The 'Enabling Accessibility Fund – Mid-sized projects' is a funding opportunity from the Government of Canada that aims to make communities and workplaces across Canada more accessible for persons with disabilities.

### **Analysis:**

The Enabling Accessibility Fund has an application period from October 18, 2023 to December 13, 2023. The funding amount of this program ranges between \$500,000 and \$3,000,000 for a project that is up to 2 years in duration.

The Fund has several application criteria, one of which is small municipalities of less than 50,000 in population, per the 2021 census, offering more than one program and/or service targeted for persons with disabilities.

The Mahone Bay Pool may not currently fit this criterion in terms of dedicated service delivery to persons with disabilities as written, but in further investigation and conversations with Government of Canada representatives, the case can be made that the Town does not currently have the infrastructure in place to offer a dedicated service to residents with disabilities, and the construction of an accessible outdoor pool would allow the Town – via its partnership with the Mahone Bay Pool Society – to offer these services.

Staff, members of the Mahone Bay Pool Society, and the Vigilant team contracted to provide pre-design services have been working together to develop preliminary estimates for the potential design that would include many new accessible features required to comply with the Province's *Accessibility Act*, as well as to prepare for application to the Fund.

Additional design work and stakeholder consultation is anticipated in the new year before proposed designs can be finalized however preliminary estimates are required now, to support applications for external funding.

### **Financial Analysis:**

To qualify for the Fund, projects must consist of a minimum amount of accessibility features that contribute to the overall project cost. Accessibility features include ramps, accessible doors, accessible washrooms, pool lifts, accessible parking, to name a few. From the list provided by the Fund, the pool project meets the minimum amount of accessibility features required to qualify for application.

The Fund application process has a 'Budget Calculator'. This calculator allows applicants to input their project's accessibility features and determines an amount of eligible cost. Based on estimates from the calculator informed by discussions amongst staff, the Pool Society, and the Vigilant team working on this project, the estimated cost of accessible projects for the pool is up to \$1,000,000 with an eligible funding amount from the Fund of \$650,000 (or 65% of the total cost of accessibility features). These amounts are subject to slight change based on final estimates and projected accessibility features.

The Fund also has leveraging requirements. For municipalities with less than 50,000 in population, the leveraging requirement is 35%. The amount allocated for the Community Pool Project in the 10-year Capital Investment Plan is \$505,000, which is sufficient to account for the 35% leveraging requirement.

### **Climate Analysis:**

There are no climate impacts associated with the application of the Enabling Accessibility Fund.

### **Links to Strategic Plan:**

1.3 Improve Accessibility of Public Infrastructure

### **Recommendation:**

It is recommended,

**THAT Council direct staff to submit an application to the Enabling Accessibility Fund for the Mahone Bay Community Pool Project.**

Respectfully submitted,

Eric J. Levy, Deputy CAO



Town of Mahone Bay  
Staff Report  
RE: Town Hall – Conservation Advice  
December 12, 2023

### **General Overview:**

This staff report is intended to present Council with the requested Heritage Conservation Advice Report and recommendation of next steps in the renovation of the exterior of Town Hall.

### **Background:**

Town staff issued an RFP in June of 2023 for renovations to the exterior of Town Hall. The project was awarded to Mid Valley Construction with a lump sum bid in the amount of \$95,715 corresponding to the scope of work for three of the building's exterior faces, with the scope of work corresponding to Main Street to be confirmed by January 2024 (allowing time for further consideration by Council).

On the recommendation of the Heritage Advisory Committee, Council paused the project in order to apply for a Heritage Conservation Advice Grant through the Province. This grant would fund 50% of a Heritage Conservation Advice Report from an architectural firm. Staff accepted a proposal in the amount of \$6,640 from Jost+Architects to complete a Heritage Conservation Advice Report. In early November the Province awarded the Town with a grant in the amount of \$3,320.

Jost+Architects has now completed the Heritage Conservation Advice Report, which is attached to this report.

### **Financial Analysis:**

Jost+Architects has estimated that following all of the recommendations laid out in the attached report would result in an additional cost of \$144,540 for the renovations to the exterior of Town Hall. Change order pricing should be requested from Mid Valley Construction for any scope alterations being contemplated by Council, to enable a decision to be made in January 2024.

### **Recommendation:**

It is recommended,

THAT Council direct staff to request a change order quote from Mid Valley Construction for the Heritage Conservation Advice recommendations as made by Jost+Architects.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kelly Munroe". The signature is fluid and cursive, with the first name "Kelly" and last name "Munroe" clearly distinguishable.

Kelly Munroe  
Town Clerk







## **Town of Mahone Bay Town Hall Conservation Commentary**

**Prepared By**



**December 2023**

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## MANDATE

Jost + Architects have been engaged by the Town of Mahone Bay to provide the Town with conservation advice ahead of planned exterior renovations to Town Hall. (Appendix A).

## BACKGROUND

The Statement of Significance (Appendix B) dates the construction of the building to 1860- 1865. The Town has apparently occupied the building since 1934.

Early photos provided by the Town (Appendix C) show the building without a tower but with a full width balcony on the street facade. A tower bisecting the balcony was added around 1910. Anecdotally the balcony is said to have been removed by the 1950's.

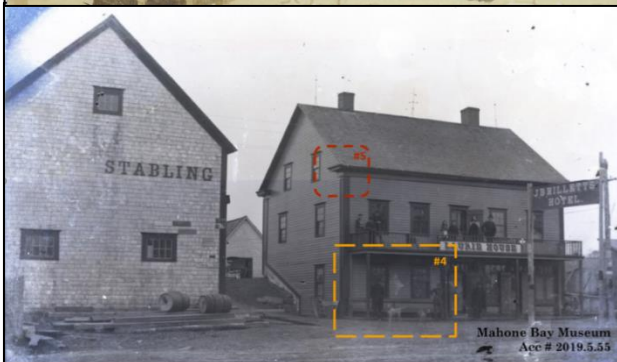
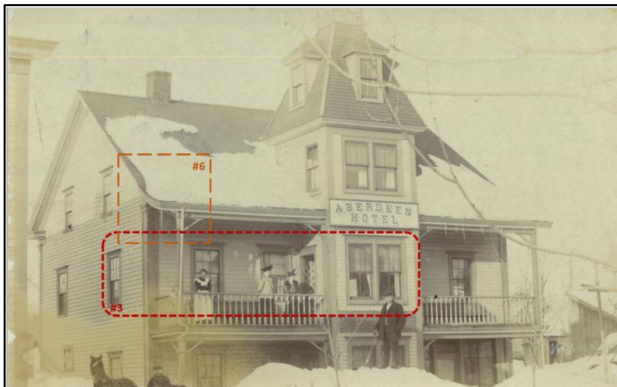
Recent exterior work includes new vinyl windows on the second and third levels and a new slab door providing barrier free access on the ground floor.

The Statement of Significance for Heritage Registration states the character defining elements as:

1. symmetrical five-bay facade;
2. simple cornices over windows;
3. two-over-two windows;
4. friezeboard, baseboard, corner pilasters and return eaves;
5. belts of decorative shingling on tower;
6. gable roof lines on main section;
7. roof lines on rear ell;
8. moulded roof-line trim throughout.

## EXISTING CONDITIONS

### 1. Symmetrical Five-Bay Facade



This feature has been lost with the introduction of the triple windows on the ground floor. These photos also show a non-symmetrical glazing and door combination on the right lower side.

2. Simple Cornices Over Windows



These have been generally maintained or replicated including at the new vinyl windows.

3. Two-Over-Two Windows

The early photos provided by Town of Mahone Bay show two-over-two divided light windows only in the 1910 Tower addition. The windows on the main (original) building are all six-over-six excluding the store front in the lower right corner.







**#3**

4. Friezeboard, Baseboard, Corner Pilasters and Return Eaves

Friezeboard – remains.

Baseboard – Early photos show a double water table and trim on the street facade.



**#4**

Corner Pilasters – These generally remain although they are interrupted or removed where additions have been made to the building. The return trim detail has been lost adjacent the barrier-free door entrance.





Return Eaves – These have been removed on the returns from the front facade. It appears from the photos that the front returns were removed when the tower was added, and the main roof extended to cover the balcony. The return eaves remain on the rear of the building.



#5

Return eaves prior to removal.



#6

5. Belts of Decorative Shingling on Tower  
These have been maintained.
6. Gable Roof Lines on Main Section  
These remain.
7. Roof Lines on the Rear Ell and Return Eaves  
The roof lines of the earlier rear ell with return eaves remain.



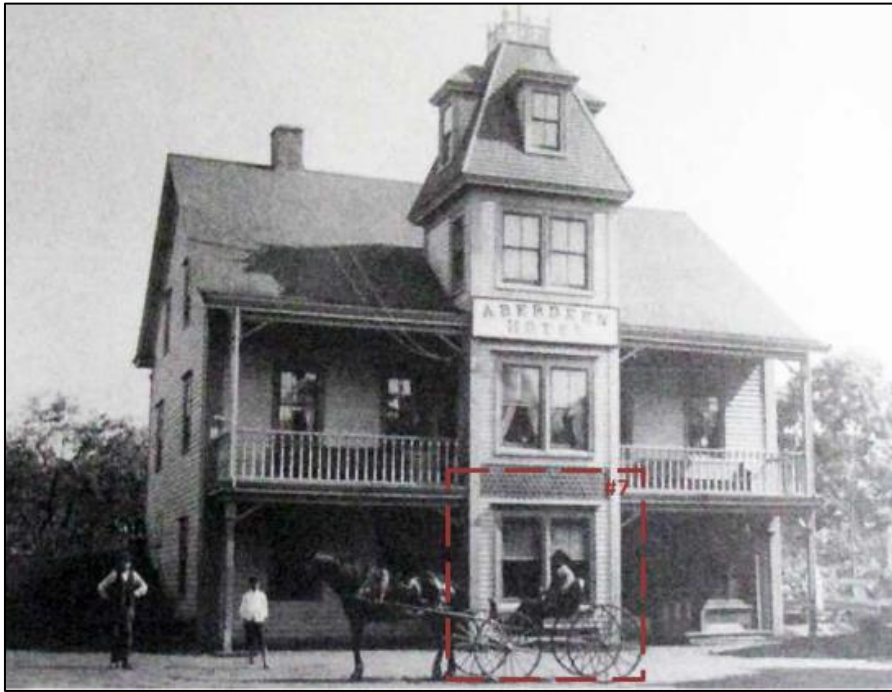
8. Moulded Roof-line Trim Throughout  
The moulded eaves remain on the gable ends. The front is obscured by the new metal gutters. It appears the eaves have been modified to accommodate gutters. Simpler trims have been used at the additions for the Garbage and Public Works Office.

Other elements observed:

9. Doors:

a) Main Entry

The main entry door is a fully glazed coloured aluminum door. This is located where a pair of windows were located when the Tower was added.





b) Ancillary Doors

The remaining exterior doors are a mixture of steel slab and molded doors. This includes the metal sectional garage door.



10. Windows

The garage has two large divided lite windows with figured obscure glazing.



11. Colours

The siding colour is consistent. Wood trim is consistent.  
New vinyl windows are bright white.  
Doors are a variety of colours.

## PREAMBLE

In a Town which values and mandates the preservation of its built heritage the Town should follow its own rules and community standards.

The Town should value, support, and protect its own assets, registered or not to set an example.

Preservation, conservation, restoration as terms can be long debated and controversial in their meaning and intent.

In the Mahone Bay context it would seem that the retention of its low scale wood based construction is of prime importance.

Erosion of detail and the loss of the peculiar and vernacular erode the uniqueness and character of the buildings and community.

To illustrate: the use of vinyl windows. The replacement of original (or early windows) generally loses the trim and details, shadow lines and muntin's. The replacement is of course not the original.

This approach where generally if it looks approximately the same it is acceptable is on conflict with preservation of the original. The removal of the original is elimination forever.

In short, it is the Author's opinion we should protect originals. Where absolutely necessary replace in kind.

## RECOMMENDATIONS

Following are recommendations going forward for the existing exterior renovation project.

1. Symmetrical Five-Bay Façade  
Replace the triple unit lower windows with single units stacked and sized to match upper windows. Since the upper windows are vinyl, the precedent is set.  
If the long term goal is to replicate the earlier façade, wood windows with true six over six divided lites should be used.
2. Simple Cornices Over Windows  
Repair and protect.
3. Two-Over-Two Windows  
As noted previously these were only installed in the tower. None of the existing windows have divided lites. Imitation grilles are available. Their use should be well considered prior to installation.  
The new vinyl window casings do not match dimensions or have a back band trim as show on the early photos. Additional trim to replicate the earlier windows could be added.

4. Friezeboard, Baseboard, Corner Pilasters and Return Eaves  
Retain and preserve existing trims. Consider the re-installation of the water table and belt.
5. Belts of Decorative Shingling on Tower  
Preserve and protect.
6. Gable Roof Lines on Main Section  
No further action.
7. Roof Lines on the Rear Ell  
No further action.
8. Moulded Roof-Line Trim Throughout  
Preserve and protect.
9. Doors
  - a) Main Entry  
Replace the main entry door with a door and sidelite details similar to other Victorian entrance s in Mahone Bay (to be determined).
  - b) Ancillary Doors  
Replace moulded steel and slab doors with period appropriate wooden doors.
10. Windows  
Retain, repair, and protect figured glass fixed windows on the rear of the building.  
I understand these are surplus to current needs.  
The sashes and glazing to be repaired, painted black on the exterior face and then can be insulated and finished on the interior.
11. Colours  
Research original (or earlier) colours by layer sampling.  
Return body and trim colours to original , including painting of extant vinyl windows.

## BUDGET

The following budgets for elements are intended to set a level of effort cost not including design or soft costs of HST.

	Description	Unit(s)	Unit Cost	Total
1.	New windows to replace existing triple ground floor units. Including new trims and interior finish repairs	4	\$3,500.00	\$ 14,000.00
2.	Simple cornices over windows. Already in scope of work.			\$ 0.00
3.	Additional back bands at existing vinyl windows	20	\$1,500.00	\$ 30,000.00
4.	Friezeboard, Waterboard and Trim	1	\$10,000.00	\$ 10,000.00
5.	Belts of Decorative Shingling on Tower. No cost			\$ 0.00
6.	Gable roof lines on Main Section. No cost.			\$ 0.00
7.	Roof lines on rear Ell. No cost.			\$ 0.00
8.	Moulded roof-line trim throughout. No Cost			\$ 0.00
9.	Doors			
	a) Main entry – New door side lites - Door operator	1	\$12,500.00	\$ 12,500.00
	b) Service doors – New door hardware	6	\$ 2,500.00	\$ 15,000.00
10.	Figure glass window repairs	2	\$1,500.00	\$ 3,000.00
11.	Paint to original colours	1	\$25,000.00	\$ 25,000.00
			<b>Subtotal</b>	<b>\$109,500.00</b>
			Contingency 20%	\$ 21,900.00
			<b>Subtotal</b>	<b>\$131,400.00</b>
			Soft Costs 10%	\$ 13,140.00
			<b>Total</b>	<b>\$144,540.00</b>



## APPENDIX A – TOWN HALL EXTERIOR RENOVATIONS REQUEST FOR PROPOSAL

Town Hall Exterior Renovations – Request for Proposals

**Town of Mahone Bay**



**REQUEST FOR PROPOSALS**

### **Town Hall Exterior Renovations (2023-24)**

**Scope:**

The Town of Mahone Bay seeks proposals from qualified Proponents for renovations to the exterior of the Town Hall at 493 Main, St.

**Questions & Clarifications:**

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Proposal.

A compulsory pre-tender site visit will be held at 493 Main Street, Mahone Bay (Town Hall front parking lot) on June 28<sup>th</sup>, 2023 at 11:00am.

Questions relating to this proposal must be received by July 5<sup>th</sup>, 2023 before 2:00pm and can be submitted to the Town's Representative.

Responses to all questions will be shared with all known proponents to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends and holidays excepted). A clarification does not form part of the Proposal document.

Any modifications to the document will be in the form of an addendum which will be issued to all known proponents and provided on the provincial procurement website at least twenty-four (24) hours prior to the closing date. No changes will be made during the final twenty-four (24) hours.

**Delivery and Closing Date for Proposals:**

Any change notices, appendices and addenda issued for this Request for Proposal (RFP) shall be considered part of this proposal document.

## Town Hall Exterior Renovations – Request for Proposals

The Proposal is to be submitted in a sealed envelope clearly marked with the proposal name, number and to be directed to the attention of **Jonathan Uhlman** at **493 Main St., Mahone Bay, NS, B0J 2E0** on or before the closing date and time.

Proponents must submit three hard copies of the proposal and a suitable electronic copy for distribution. Your proposal must be written in ink or type-written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent.

Fax or e-mail proposals are not acceptable.

Proposals shall not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All Proposals shall become the property of the Town.

It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out will disqualify your proposal.

Sealed Proposals in an envelope, including the attached document (Schedule "A") should be clearly marked as to contents and must be received by July 11<sup>th</sup>, 2023 before 2:00pm.

Proposals will be opened 30 minutes after the closing date detailed above and will be provided to the evaluation committee.

This will not be a public tender opening.

### **Town Representative:**

Please direct all inquiries and bids to the Town's Representative listed below:

**Jonathan Uhlman**  
**Public Works and Transportation Manager**  
**Town of Mahone Bay**  
**493 Main St. / Box 530**  
**Mahone Bay, NS B0J 2E0**  
**E-mail: [jonathan.uhlman@townofmahonebay.ca](mailto:jonathan.uhlman@townofmahonebay.ca)**

### **Evaluation Criteria:**

Each Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

#### **a. Completeness**

Completeness of Proposal to the Proposal Submission Requirements provided in the Terms of Reference.

#### **b. Qualifications, References & Prior Work**

Team qualifications, references and examples supplied in accordance with Proposal Submission Requirements provided in the Terms of Reference.

## Town Hall Exterior Renovations – Request for Proposals

### c. Suitability & Quality of Approach

Describe the approach proposed to deliver on the Scope of Work detailed in Section 2.2 of the Terms of Reference.

### c. Timeframes & Schedule

Provide a project timeline that reflects your proposed approach/process and demonstrates your ability to meet the schedule requirements for this project, including any applicable milestones.

### d. Cost

Proposal costs as per Proposal Submission Requirements provided in the Terms of Reference.

Proponent Name	Completeness (5%)	Qualifications, References & Prior Work (20%)	Suitability & Quality of Approach (20%)	Timeframes & Schedule (15%)	Cost (40%)	Total Score (of 100%)

Following the evaluation and development of a short list, Proponent interviews may be requested which will be considered in addition to previous scoring.

### **Rejection of Proposals:**

The Town reserves the right to reject any and/or all proposals received. The Town will not necessarily accept the lowest price Proposal. Any implication that the lowest price Proposal will be accepted is hereby expressly negated. The Town is not under any obligation to award a contract and reserves the right to terminate the RFP at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a Proposal does not constitute acceptance of any proposal.

### **Reservation of Right:**

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town, nor shall proponents have the right to withdraw a Proposal once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Proposals:

- The Town's past experience with the Proponent and/or its management.
- Information provided in response to enquiries of credit and industry references.

## Town Hall Exterior Renovations – Request for Proposals

- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Proponent.
- d) The manner in which the Proponent provides services to others.
- e) The experience and qualification of the Proponent's senior management and project management.

The Town may, in its sole discretion, accept any proposal or any portion of any proposal that may be considered in the best interests of the Town or reject any proposal which does not fully satisfy the above consideration to its satisfaction. This includes the right to accept a proposal that is not strictly compliant with the instructions in this RFP document.

The Town reserves the right to negotiate after the RFP Closing Date with any Proponent to finalize service arrangement in the best interests of the Town. The Town shall not be bound by trade or custom in dealing with and/or evaluated the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP in a manner most favorable to the Town.

In submitting a proposal, the Proponent has accepted the reservations of rights as set out herein and agrees to be bound by the same.

### **Governing Law:**

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

### **TERMS OF REFERENCE:**

#### **Project Background:**

The Town of Mahone Bay seeks proposals from qualified Proponents for renovations to the exterior of the Town Hall at 493 Main St.

Exterior renovations of the Town Hall are intended to address cladding and trim deterioration, compromised roof shingles, and needed rain gutter replacements, increasing energy efficiency through the replacement of various windows and doors, improving staff and public safety, and supporting effective continued use of this historic building which hosted the first meeting of the Mahone Bay Town Council in 1919. Renovations will take place over 2023 and 2024 and must be completed on or before November 29<sup>th</sup>, 2024.

Proposals will be opened at 2:30 PM on July 11<sup>th</sup>, 2023 with award decision to be announced as soon as possible thereafter. Work related to this Request for Proposals (RFP) to begin following the award of contract, in coordination with successful contractor. It is anticipated that exterior work will begin as soon as possible, and continue as weather permits. Work will be coordinated to minimize disruption for staff and public needing to access the building, in particular the first-floor office

## Town Hall Exterior Renovations – Request for Proposals

### **Scope of Work:**

The project includes the exterior renovations of the Mahone Bay Town Hall building in accordance with the specifications presented in:

Schedule B – North Wall Description Schedule  
(Aberdeen St)

Schedule C – East Wall Description Schedule  
(Orchard St)

Schedule D – South Wall Description Schedule  
(Main St)

Schedule E – West Wall Description Schedule  
(EHS Building)

This project will include the following deliverables:

Exterior renovations as per Schedules B, C, D & E; and,

Coordination of all required permits for the construction; and,

Provision of warranty for all work and materials for a period of one (1) year as per the below.

Warranty coverage shall be provided by a guaranteed warranty on all materials and workmanship for a period of one (1) year from the date of completion.

The Proponent shall warrant and guarantee, for a period of one (1) year from the date of completion per each Schedule all work performed and called for in Scope of Work, including any additional work approved and accepted as an extra to the Contract.

The Proponent shall at his/her own expense, rectify any defects latent or patent that arise, as a result of poor or improper workmanship or defective materials, fixtures or apparatus during this one (1) year Schedule period.

Neither the payment thereunder, nor any provisions in the Contract shall relieve the Proponent from the responsibility for faulty materials or workmanship which shall appear during each one (1) year period.

Notwithstanding the provisions of this article, if any statute in force in the Province of Nova Scotia creates a more extended liability for faulty materials or workmanship, the provisions of such statutes shall apply.

For the purposes of this article, completion of the project shall be the date of project handover.

## Town Hall Exterior Renovations – Request for Proposals

**Proposal Submission Requirements:**

The Proponent(s) proposal submission must include the following information:

- a) A company profile and description of corporate experience with successful similar projects.
- b) CV's of all members of the project team, including area of expertise and previous relevant work experience.
- c) Demonstrated understanding of the project.
- d) Proposed project approach, methodology and work plan which clearly outlines milestones and timelines to demonstrate how the work will be completed in the most timely manner possible.
- e) Itemized budget – reflective of deliverables outlined in Schedules B, C, D and E – and payment schedule (including HST and any expenses).
- f) Proof of General Commercial Liability insurance and Workers' Compensation Board of Nova Scotia Certificate of Insurance along with any safety certification obtained.
- g) Three references (municipal clients preferred) and:

**Schedule "A"**

Schedule "A" to this document is relevant information that is required and the form or replica must be completed and submitted with your proposal to be considered complete.

Town Hall Exterior Renovations – Request for Proposals

**SCHEDULE “A”**

**COVER SHEET FOR PROPOSAL**

**Company Name:**

\_\_\_\_\_

**Company Address:**

\_\_\_\_\_

**Contact Information:**

\_\_\_\_\_

**Key Contact for Proposal:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name of Request for Proposal:**

\_\_\_\_\_

**Documents Attached:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Town Hall Exterior Renovations – Request for Proposals

**SCHEDULE “B”****NORTH WALL DESCRIPTION SCHEDULE (ABERDEEN ST)**

- Remove one (1) wooden basement window & replace with new vinyl window and add window well.
- Remove three (3) wooden windows and replace with new vinyl windows.
- Facia repairs to PW roof and main building roof.
- Remove two (2) wooden garage door windows. Stud, insulate, and finish inside and out.
- Replace all window drip caps and reflash.
- Replace any deteriorated siding in various areas along wall (Approx 50%).
- Scape and paint entire wall and trim.
- Paint all window casings.
- Caulk around all

**Vinyl Window Minimum Specifications**

- Minimum performance Grade : 30
- Minimum Positive Design Pressure: +1440 PA
- Minimum Negative Design Pressure: -1440 PA
- Minimum Water Penetration Resistance Test Pressure: 260 PA
- Minimum Canadian Air Infiltration/Exfiltration: A2

\*\*\* Note: Siding and trim colors TBD at later date. \*\*\*



## Town Hall Exterior Renovations – Request for Proposals

**SCHEDULE “C”****EAST WALL DESCRIPTION SCHEDULE (ORCHARD ST)**

- Remove one (1) wooden window above Public Works (PW) office & replace with new vinyl window.
- Remove three (3) wooden windows & replace with new vinyl windows in PW office.
- Remove one (1) wooden window from PW office. Stud, insulate, and finish inside and out.
- Remove A/C wall unit in PW office. Stud, insulate, and finish inside and out.
- Remove one (1) small wooden door in PW office entry. Stud, insulate & finish inside & out.
- Replace one (1) Public Works metal office man door and casing.
- Upgrade one (1) basement door with R5 or higher steel door.
- Replace asphalt roof shingles over PW office to low slope.
- Replace gutters and down spots.
- Repair insulated hole above heat pump unit and clad.
- Replace left corner board on lower bump.
- Replace all window drip caps and reflash.
- Replace any deteriorated siding in various areas along wall (Approx 85%).
- Scape and paint entire wall and trim.
- Paint all window casings.
- Caulk around all window frames that have not been sealed.
- Parge small section of foundation and finish with paint

**Vinyl Window Minimum Specifications**

- Minimum performance Grade : 30
- Minimum Positive Design Pressure: +1440 PA
- Minimum Negative Design Pressure: -1440 PA
- Minimum Water Penetration Resistance Test Pressure: 260 PA
- Minimum Canadian Air Infiltration/Exfiltration: A2

\*\*\* Note: Siding and trim colors TBD at later date. \*\*\*

## Town Hall Exterior Renovations – Request for Proposals

**SCHEDULE “D”****SOUTH WALL DESCRIPTION SCHEDULE (MAIN ST)**

- Replace all four (4) wooden corner boards from top to bottom.
- Repair/replace two (2) - 3up window frames on first floor.
- Replace two (2) wooden framed windows in first floor entry way with new vinyl windows.
- Repair front door molding.
- Replace any deteriorated siding in various areas along wall (Approx 10' and lower).
- Remove 1<sup>st</sup> floor vent. Stud, insulate, and finish outside.
- Repair and seal three (3) wooden windows in top bump.
- Re shingle top bump.
- Replace all window drip caps and reflash.
- Scape and paint entire wall and trim.
- Paint all window casings.
- Caulk around all window frames that have not been sealed.

**Vinyl Window Minimum Specifications**

- Minimum performance Grade : 30
- Minimum Positive Design Pressure: +1440 PA
- Minimum Negative Design Pressure: -1440 PA
- Minimum Water Penetration Resistance Test Pressure: 260 PA
- Minimum Canadian Air Infiltration/Exfiltration: A2

\*\*\* Note: Siding and trim colors TBD at later date. \*\*\*

**SCHEDULE "E"****WEST WALL DESCRIPTION SCHEDULE (EHS BUILDING)**

- Corner board repair on garage side.
- Remove wooden vent door. Stud, insulate, and finish inside and out. Re-install vents.
- Repair insulated hole above Heat pump unit and clad.
- Replace all window drip caps and reflash.
- Replace any deteriorated siding in various areas along wall (Approx 30%).
- Scape and paint entire wall and trim.
- Paint all window casings.
- Caulk around all window frames that have not been sealed.
- Remove three (3) wooden windows and replace with new vinyl windows above garage roof.
- Replace fascia and crown as needed along upper roof.

**Vinyl Window Minimum Specifications**

- Minimum performance Grade : 30
- Minimum Positive Design Pressure: +1440 PA
- Minimum Negative Design Pressure: -1440 PA
- Minimum Water Penetration Resistance Test Pressure: 260 PA
- Minimum Canadian Air Infiltration/Exfiltration: A2

\*\*\* Note: Siding and trim colors TBD at later date. \*\*\*

**APPENDIX B – STATEMENT OF SIGNIFICANCE****Application for Heritage Registration – October 2010  
493 MAIN STREET – TOWN HALL**

1/2

**STATEMENT OF SIGNIFICANCE****Description**

The building at 493 Main Street is a two-and-one-half storey wood framed, wood-clad structure set back from the main street near the central cross-roads of Mahone Bay's central commercial district. The main part of the structure, thought to have been built between 1860 and 1865, reflects classical revival or Georgian style. Two three-storey additions – a squared tower enclosing the main entrance at the centre of front elevation, and a large ell at the rear – were built circa 1910.

**Heritage Value**

The heritage value of 493 Main Street lies in its continuous use as a public building since about 1865 – first as a hotel and later as the Town Hall; in its association with the commercial development of Mahone Bay; and, in the capacity of its remaining neo-classical and late Victorian features to represent evolving architectural style in Mahone Bay.

The site of 493 Main Street was clearly marked as the “Hotel Lot” (Lot 20) on the 1860 Plan of Division of John Mader's large mill land estate property. Four men – Henry Ernst, James Zwicker, Henry Zwicker, and Edward James – had bought Lot 20 in 1848 and sold it in 1865 with “buildings and improvements” to Peter Jodrey. After Jodrey's insolvency, the property was sold to Ebenezer Frail in 1875. By 1884, when Ebenezer's widow, Jane Frail, put her properties in trust before she remarried, the hotel was referred to as “Laurie House.” It was known as Laurie House or the Millett Hotel throughout the ownership of James Benjamin Millett 1884 until 1900. By 1904 it was known as the Aberdeen Hotel and remained so until its sale in 1934 to the Town of Mahone Bay for use as its Town Hall.

In its history as a hotel, 493 Main Street was at the centre of commercial and social life of the growing town. It outgrew its original one-quarter acre lot and spread to include an adjoining one-eighth acre lot where a huge barn and stable were erected. In its more recent history as Town Hall, the building continues as a focus for its citizens.

The building at 493 Main Street is one of four five-bay Georgian structures in the Town of Mahone Bay. Although the central Georgian section has lost many of its early features – the original six-over-six windows, the central door with transom and sidelights, and the two chimneys have all disappeared – those that remain establish the neo-classical style popular in the late 1800's. The early twentieth century is evoked by the two major additions – the front tower and the rear ell – which were built at a time when railroad expansion brought increased commercial activity and tourist travel.

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**Application for Heritage Registration – October 2010**  
**493 MAIN STREET – TOWN HALL**

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2/2

**STATEMENT OF SIGNIFICANCE (continued)****Character Defining Elements**

Character-defining elements of 493 Main Street relate to architectural features characteristic of neo-classical/Georgian and late Victorian building styles:

- symmetrical five-bay façade;
- simple cornices over windows;
- two-over-two windows;
- friezeboard, baseboard, corner pilasters and return eaves;
- belts of decorative shingling on tower;
- gable roof lines on main section;
- roof lines on rear ell;
- moulded roof-line trim throughout.

*Owners:*

- 1848 – 1865 *Four Blockhouse farmers and property speculators:*  
*Henry Ernst – Grandson of Christian Ernst; bro. in law to James Zwicker*  
*James Zwicker – Son of Valentine Zwicker; cousin of Henry Zwicker.*  
*Henry Zwicker – Great grandson of Peter Zwicker; cousin of James*  
*Edward James – Became MLA for Lunenburg County, 1878 - 1882*
- 1865 – 1875 *Peter Jodrey*
- 1875 – 1884 *Jane and Ebenezer Frail*
- 1884 – 1900 *Mary Ann and James Benjamin Millet, (Executor – son, Rupert Millett)*
- 1900 – 1904 *Abraham and Laura Ernst*
- 1904 – 1910 *Rosena and James Langille*
- 1910 – 1928 *Elsie, William and Frederick Penney*
- 1928 – 1934 *Sheriff and Austin Spidle (public auction)*
- 1934 – *Town of Mahone Bay*

APPENDIX C – HISTORICAL PHOTOS







Mahone Bay Museum  
Acc # 2019.5.55



Municipal Joint Services Board, Lunenburg Region

131 North St, PO Box 209, Bridgewater, NS B4V 2W8 /Phone (902) 543-2991 Fax: (902) 530-5189

**To:** Council  
**From:** Lesley McFarlane, COO  
**Date:** December 4, 2023  
**Subject:** Staff Presentation – MJSB Shared Service Proposals

**Decision [ X ]**

**Direction [ ]**

**Information [ ]**

**Recommendations**

1. Motion to approve the creation of a Privacy and Data Security Shared Service as presented, to be in place starting with Q1 of the 2024/25 fiscal year.
2. Motion to approve the creation of an Occupational Health and Safety Shared Service as presented, to be in place starting in Q3 of the 2024/25 fiscal year.
3. Motion to approve the creation of a Procurement Shared Service as presented, to be in place starting in the 2025/26 fiscal year.

**Background**

As per the MJSB agreement, one of the key objects of the Board is to identify opportunities for increased sharing of services among the partner municipalities, and at the request of the partners, develop joint service agreements with the partners and operate the services as agreed.

In January 2020, the Board approved Occupational Health and Safety as well as Procurement to be new shared services, and referred the matter to each of the councils for approval, as required by the MJSB agreement. In April 2020, the creation of both services was deferred to the 2021-22 budget year due to concerns with lack of organizational readiness to proceed, because of the onset of the pandemic as well as retirement of the long-term COO.

Through strategic planning in the fall of 2022, the Board identified both services, as well as Privacy and Data Security, to again be considered as potential new shared services. On November 22, 2023, the Board approved these three services to be recommended to Councils for approval to implement.

**Discussion**

The attached three shared service proposals outline the details of each potential new shared service.



To ensure all units have appropriate operational readiness for the new services, if all three proposals are approved to move forward, it is recommended that implementations be staggered as follows:

Shared Service	Start Date	Total 2024/25 Budget	Approximate 2025/26 Budget*
Privacy and Data Security	Q1 2024/25	\$214,098	\$222,663
Occupational Health and Safety	Q3 2024/25	\$55,000	\$115,000
Procurement	Q1 2025/26	\$0	\$115,000
Total		\$269,098	\$452,663

\*Reflects estimate of 4% inflationary increase from 2024/25 budget

### **Financial Implications**

In addition to risk reduction, cost savings is one of the anticipated benefits of implementing a procurement shared service, due to increased volume of joint purchasing initiatives as well as identifying new approaches to achieve better value for money, such as identifying alternative suppliers. Having a safety shared service will prevent the cost of hiring safety consultants to create and refresh safety programs, and may assist in reducing WCB costs due to reduced claims. Cost savings are not included in the budgetary impact below.

The 2024/25 budgetary increases to each of the partner organizations by implementing the potential shared services is outlined below.

Shared Service	MoDL	ToB	ToMB	MJSB	TOTAL
Privacy and Data Security	\$103,721	\$65,394	\$29,169	\$15,814	\$214,098
Occupational Health and Safety	\$14,216	\$22,652	\$8,519	\$9,614	\$55,000
<b>Total</b>	<b>\$117,937</b>	<b>\$ 88,046</b>	<b>\$37,688</b>	<b>\$ 25,428</b>	<b>\$269,098</b>

The 2025/26 budgetary increases to each of the partner organizations by implementing the potential shared services is outlined below.

Shared Service	MoDL	ToB	ToMB	MJSB	TOTAL
Privacy and Data Security	\$107,870	\$68,010	\$30,336	\$16,447	\$222,663
Occupational Health and Safety	\$29,724	\$47,363	\$17,810	\$20,102	\$115,000
Procurement	\$52,506	\$31,710	\$21,312	\$9,472	\$115,000
<b>Total</b>	<b>\$190,100</b>	<b>\$147,083</b>	<b>\$69,459</b>	<b>\$46,021</b>	<b>\$452,663</b>

Attachments:

1. Review Proposal – Privacy and Data Security Service
2. Review Proposal – Occupational Health and Safety Shared Service
3. Review Proposal - Procurement Shared Service



Municipal Joint Services Board, Lunenburg Region

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131 North St, PO Box 209, Bridgewater, NS B4V 2W8 /Phone (902) 543-2991 Fax: (902) 530-5189

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**To:** Council  
**From:** Lisa Bozek, Director of IT Shared Service  
**Date:** December 4, 2023  
**Subject:** Review Proposal - Privacy and Data Security Shared Service – Attachment #1

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**Background**

At the November 22, 2023 board meeting, the MJSB approved presenting to the Councils for approval, the creation of a new Privacy and Data Security shared service.

The imperative to create this shared service comes from the conclusion of work the Town of Bridgewater has undertaken in relation to the Energize Bridgewater program.

The legislative requirements that govern the Freedom of Information and Protection of Privacy in Nova Scotia are written in Part XX of the Municipal Government Act (MGA). As part of its obligation to manage risks and public expectations associated with the safe and responsible use of citizen's personal and community data for the Energize Bridgewater program, the Town of Bridgewater conducted a preliminary Privacy Impact Assessment (in 2019) and hired Valencia Consultants (in 2022) to create a framework for the implementation of a Privacy Management Program (PMP). To improve the Town's compliance with the current legislation, the Town has also budgeted (2023/24 fiscal) to hire a Privacy Officer who will develop and implement a complete policy suite through the Privacy Management Program.

Valencia Consulting's analysis concluded that the Town is not in compliance with the privacy requirements of Part XX of the MGA. Although not confirmed through detailed analysis, it is safe to assume that the other MJSB Partner municipalities are also not in compliance with Part XX of the MGA. As such, there is a risk that all Partner municipalities would be accountable for any failure to protect their information. Responding to FOIPOP applications is not enough to meet the expectations of the legislation.

Nova Scotia provincial privacy laws, as written in Part XX of the MGA, have not caught up with the *actual* risks and expectations for managing personal and community data and are not as robust as other jurisdictions. This view has been expressed to legislators in Nova Scotia and to government bodies by the Information and Privacy Commissioner (IPC) for Nova Scotia. The Commissioner recommended in her 2022 annual report that a requirement be added to provincial privacy laws making it mandatory for public bodies and municipalities to have a Privacy Management Program (PMP).

If, and when, the Nova Scotia government makes the recommended changes, MJSB Partners will be required to implement PMP's. Concurrently, MJSB IT, as the shared service provider who holds

responsibility for protecting the Partner's IT platforms that store personal data, will need to expand its data security scope to be in compliance with the current and imminent legislative changes.

## **Discussion**

The following summarizes how privacy and data security is currently fulfilled by each of the Partner municipalities:

<b>Organization</b>	<b>Current Procurement Resource Capacity and Approach</b>
MODL	<ul style="list-style-type: none"><li>• Clerk coordinates FOIPOP requests.</li><li>• A Records Management and Destruction policy exists.</li><li>• No privacy management policies currently in place.</li></ul>
TOB	<ul style="list-style-type: none"><li>• Clerk coordinates FOIPOP requests.</li><li>• A Records Management policy exists.</li><li>• A Municipal Privacy Policy and Privacy Management Program (PMP) are currently in development.</li><li>• 2023/24 budget includes resources to hire a full-time Privacy Officer.</li></ul>
TOMB	<ul style="list-style-type: none"><li>• Clerk coordinates FOIPOP requests.</li><li>• A Records Management policy exists.</li><li>• No privacy management policies currently in place.</li></ul>
MJSB ITSS	<ul style="list-style-type: none"><li>• IT Service and Infrastructure Supervisor supports all Partner organisation Clerks in their FOIPOP coordination through keyword search on the Microsoft tenant.</li></ul>

## **Proposed Scope**

The Privacy and Data Security Shared Service would:

- Provide strategic advice to staff ensuring compliance with municipal legislation,
- Coordinate FOIPOP responses, under direction of the COO/CAOs,
- Support privacy impact assessments and data inventory activities,
- Develop a complete privacy management policy suite (see Appendix A: Supporting Information).
- Implement and configure privacy compliance software that identifies what data needs to be protected and applies protection policies on critical datasets.

As part of the PMP framework, Valencia consultants have recommended that MJSB IT implement software that will automate data discovery tasks and help protect sensitive data by identifying data risks and managing regulatory compliance requirements. This new suite of software functionality requires specialized knowledge, and these new tasks would expand the scope of the existing IT resource managing data security (i.e., Service and Infrastructure Supervisor).

Currently, all MJSB Partners share the Microsoft 365 tenant and data storage in Pennant Point, of which there is very limited delineation of data. Changes to data security policies in these two environments will affect all Partners. With the Town of Bridgewater leading this initiative, it is an opportunity for all MJSB partners to improve their data security posture and eventually, privacy management practices.

Supporting this work will require the MJSB IT resource who is currently handling data security to expand their role, learn the new software and respond to increasing data security requirements during development of the PMP. This will have resource impacts on the IT team.

## **Out of Scope**

Exclusions from the Privacy and Data Security Share Service include:

- Policy approval or related strategic decisions will remain with partner Councils,
- Partner CAO's will maintain control and responsibility for deciding what information gets redacted in FOIPOP responses,
- Partner units will maintain control and responsibility to implement and enforce privacy management practices and policies with their staff,
- The shared service would not take over existing records management practices/policies nor be responsible for other information management initiatives or data governance practices at the municipal unit level.

## **Benefits**

The key benefits to be achieved with the shared service:

- Reduce the combined time spent on FOIPOP coordination responses,
- Due to the high degree of specialized knowledge, improve management of risks and obligations associated with legal and compliance consequences of data breaches,
- Improve reputational risks by demonstrating responsible use of personal and community data,
- Ability to leverage investment in software learning curve,
- Alignment of practices across the MJSB partnership.

## **Financial Implications**

Three primary cost components are anticipated to run the shared service:

1. **Privacy Officer:** The Town of Bridgewater has budgeted an annual salary of \$90,000 to hire a full-time Privacy Officer. The plan is to hire them on a two-year, temporary contract. This person would dedicate 70% of their time working on the privacy management program and 30% of their time to coordinating FOIPOP responses for all parties. An analysis of how much effort has been spent responding to FOIPOP requests (see Appendix A: Supporting Information) was completed to arrive at this split.
  - FOIPOP coordinator – 0.3 FTE
  - Privacy Officer – 0.7 FTE
2. **Microsoft 365 E5 Compliance software (aka Purview):** Valencia Consultants have recommended that the Town of Bridgewater purchase a subscription to a privacy compliance software to effectively manage sensitive data in compliance with regulatory requirements. Microsoft has a product that could be used (Purview) that would require a \$341 increase per user, in annual license costs (i.e., Add E5 Compliance (\$341) to Business Premium (\$358) for a total of \$698.40 per user, per year). A complete investigation is still required to determine if Purview can ingest the most critical datasets in each organization. If it cannot, new software will need to be sourced or the program rescope.
3. **Service and Infrastructure Supervisor (0.5 FTE):** Valencia suggests that it would take half of an FTE's time to configure/administer the software and respond to requests (i.e., data profiling, data audit, technical policy application, etc). Realistically, it will require more time for that resource

to learn how to use the software before they are proficient enough to configure, administer and run requests. After deliberation, it is not appropriate to contract this resource because it requires total access to all Partner data, and it does not build in-house capacity. The current Service and Infrastructure Supervisor is the correct person to take on this work. To back fill his time on the help desk, IT would retain the temporary IT Support Desk Technician hired last year. The Technician will also contribute to the implementation of the Partner's (project) workplans.

### **Service Delivery Approach - Full Shared Service for all Partners**

- The recommended approach is for the Town of Bridgewater to hire a Privacy Officer on a two-year (term) contract, starting immediately, ensuring the candidate knows that the contract may be permanently assigned to MJSB upon re-evaluation in 1.25 years. The Privacy Officer immediately addresses the Energize Bridgewater's program needs.
- If the Shared Service is approved, and the Privacy Officer has been recruited before the end of the 2023/24 fiscal year, this contract will be seconded to the MJSB starting April 1, 2024. MJSB will manage the Privacy Officer and bill the Partners for the entire service, based on the new cost allocation model.
- If the Shared Service is not adopted, then the Town of Bridgewater proceeds as planned.
- This is the recommended approach because it is only a matter of time before Municipalities will be required to implement Privacy Management Programs. Choosing to be ahead of the legislation and mitigate risk in advance, shows responsible corporate citizenship. Additionally, simply adopting the Town of Bridgewater's policies, after they have done all the work, doesn't show solidarity in the Partnership.

### **Cost Allocation Model**

1. Privacy Officer loaded rate:
  - a. 70% of salary and overhead costs will be divided two ways:
    - i. 35% will be allocated equally between the four parties. This is the cost to participate in the service.
    - ii. 35% apportioned to the three partners based on uniform assessment. This measure of assessment base is intended to represent the relative size of each of the partners and therefore the relative workload and benefit.
  - b. 30% of costs allocated based on proportionate share of FOIPOP coordination effort. This number represents the actual proportion of an FTE spent in FOIPOP coordination across the parties for the past two years.
2. IT Service and Infrastructure Supervisor loaded rate (0.5FTE): costs allocated according to the IT cost allocation model.
3. Microsoft E5 license costs causal to the service: budgeted according to 2023/24 user count.

Cost Component	%	Value	MoDL	ToB	ToMB	MJSB	TOTAL
<b>Privacy Officer Salary (loaded rate)</b>	<b>100%</b>	<b>\$100,000</b>	<b>\$ 62,700</b>	<b>\$ 17,650</b>	<b>\$ 10,900</b>	<b>\$ 8,750</b>	<b>\$100,000</b>
Equal share	35%	\$ 35,000	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 35,000
Uniform assessment share*	35%	\$ 35,000	\$ 26,950	\$ 6,650	\$ 1,400		\$ 35,000
FOIPOP coordination effort proportionate share **	30%	\$ 30,000	\$ 27,000	\$ 2,250	\$ 750		\$ 30,000
<b>IT Service and Infrastructure Supervisor salary (loaded rate) ***</b>	<b>0.5 FTE</b>	<b>\$ 43,894</b>	<b>\$ 15,802</b>	<b>\$ 18,435</b>	<b>\$ 7,023</b>	<b>\$ 2,634</b>	<b>\$ 43,894</b>
<b>E5 compliance licenses - net increase in fees (341/person/year)</b>		<b>\$ 341</b>	<b>\$ 25,219</b>	<b>\$ 29,309</b>	<b>\$ 11,246</b>	<b>\$ 4,430</b>	<b>\$ 70,205</b>
	<b>TOTAL</b>		<b>\$103,721</b>	<b>\$ 65,394</b>	<b>\$ 29,169</b>	<b>\$ 15,814</b>	<b>\$214,098</b>

Uniform Assessment 2022/23*	MoDL	ToB	ToMB	TOTAL
	77%	19%	4%	100%

FOIPOP Coordination Effort **	Avg Hours	MoDL	ToB	ToMB	MJSB	TOTAL
Straight forward	15	90	45	15		150
Complicated	75	450				450
	TOTAL	540	45	15		600
	Share	90%	8%	3%		100%

IT Cost Allocation 2023/24 ***	MoDL	ToB	ToMB	MJSB	TOTAL
	39.47%	39.47%	14.33%	6.73%	100%

## **Appendix A: Supporting Information**

### **Partner FOIPOP requests and coordination efforts for the 2022/3 and 2023/4 (YTD) fiscal years**

<b>2022/23 Fiscal</b>	<b>Straightforward (Avg of 15hrs)</b>	<b>Complicated (avg of 75hrs)</b>	<b>Total</b>
MoDL	1 (15hrs)	3 (225hrs)	4/240hrs
ToB	3 (15hrs)		3/45 hrs
ToMB		1 (75hrs)	1/75hrs
Total	4 requests/60 hrs	4 requests/300 hrs	8/360hrs
<b>2023/24 Fiscal (YTD)</b>	<b>Straightforward (Avg of 15hrs)</b>	<b>Complicated (avg of 75hrs)</b>	<b>Total</b>
MoDL	6 (90hrs)	6 (450hrs)	12/540hrs
ToB	3 (45hrs)		3/45hrs
ToMB	1 (2hrs)		1 /2hrs
Total	10 requests/137hrs	6 requests/450hrs	16/587hrs
<b>GRAND TOTAL</b>	<b>14 requests/197 hrs</b>	<b>10 requests/750hrs</b>	<b>24/947 hours</b>

### **Town of Bridgewater Privacy Management Program (PMP) – Scope of policy suite as recommended by Valencia Consultants**

1. Privacy Framework
2. Implementation and Review Plan
3. Privacy Management Program Documents Outline
4. Responsible use of information and information technology
5. Privacy Breach Management
6. Accessing and Correcting Personal Information Policy
7. Records Retention and Disposition Policy & Schedule
8. Privacy Protection Schedule
9. Personal Information Inventory Template(s)
10. External Communications Protocols
11. Recommendations on Training and Education





Municipal Joint Services Board, Lunenburg Region

131 North St, PO Box 209, Bridgewater, NS B4V 2W8 /Phone (902) 543-2991 Fax: (902) 530-5189

**To:** Council  
**From:** Lesley McFarlane, COO  
**Date:** December 4, 2023  
**Subject:** Review Proposal – Occupational Health and Safety Shared Service – Attachment #2

**Background**

The partner organizations and MJSB have varied approaches to providing Occupational Health and Safety services. None of the four have a dedicated resource providing these services. Adherence and focus on Occupational Health and Safety and associated risk management can be significantly improved by a centralized approach that provides access to an OHS expert, as opposed to relying upon staff to retain this knowledge as a component of their duties, or by relying upon periodic retention of contract resources.

**Discussion**

The following summarizes how Occupational Health and Safety is fulfilled by each of the partner municipalities and MJSB:

Organization	Current Occupational Health and Safety Resource Capacity and Approach
MODL	<ul style="list-style-type: none"><li>• Currently does not have an Occupational Health and Safety position.</li><li>• Directors and the CAO are responsible for executing Occupational Health and Safety in compliance with the NS Occupational Health and Safety Act and MODL policies and procedures.</li><li>• Program oversight, administrative functions and lower level OH&amp;S activities are completed by Engineering and clerical staff.</li></ul>
TOB	<ul style="list-style-type: none"><li>• Currently does not have an Occupational Health and Safety position.</li><li>• Directors and the CAO are responsible for executing Occupational Health and Safety in compliance with the NS Occupational Health and Safety Act and policies and procedures.</li></ul>

	<ul style="list-style-type: none"> <li>• Administrative functions and lower level OH&amp;S activities are completed by program and clerical staff.</li> </ul>
TOMB	<ul style="list-style-type: none"> <li>• Currently does not have an Occupational Health and Safety position.</li> <li>• Directors and the CAO are responsible for executing Occupational Health and Safety in compliance with the NS Occupational Health and Safety Act and policies and procedures.</li> <li>• Administrative functions and lower level OH&amp;S activities are completed by program and clerical staff.</li> </ul>
MJSB	<ul style="list-style-type: none"> <li>• Currently does not have an Occupational Health and Safety position.</li> <li>• Leadership Team is accountable to ensure compliance with Occupational Health and Safety Policy and Legislation.</li> </ul>

A jurisdictional scan of other Nova Scotia municipalities indicates the following organizations have an Occupational Health and Safety Officer position:

- Cape Breton Regional Municipality
- Halifax Regional Municipality
- Municipality of the District of Chester
- Regional Municipality of Queens
- Town of Truro
- Town of Yarmouth
- Municipality of East Hants

Occupational Health and Safety increasingly requires a high degree of specialization, including knowledge of provincial legislation, organizational policies, relevant case law, and knowledge of new and alternative approaches to ensure compliance and reduced risk of injury. Municipalities who operate without this specialized assistance increase the risk of injury and non-compliance with legislation.

Time savings of existing staff and Workers' Compensation Board costs will be realized when partner municipalities have Occupational Health and Safety strategies. This position will develop OH&S Programs, support WCB case management, as a designated resource analyzing and implementing strategies to reduce risk of injury. Given increasing WCB costs, there is an increasingly positive case for implementing a centralized Occupational Health and Safety service.

As required by the MJSB agreement, this review proposal has taken into consideration the following four aspects:

1. Activities and authorities to be considered (Scope)
  - Develop an Occupational Health and Safety program in consultation with Health and Safety Committees and Directors.
  - Provide strategic advice on Occupational Health and Safety to ensure compliance with OH&S legislation.
  - Provide input to municipal OH&S policies.

- Act as an advisor for joint OH&S initiatives for each organization, under direction of the COO/CAOs
  - Analyze OH&S trends and make recommendations.
  - Recommend best practices and policy improvements to partner organizations
  - Lead the development and implementation of appropriate training programs
  - Lead organizations through aspects of a safety program administration including:
    - Incident investigations
    - Compliance audits and investigations
    - Department of Labour inspections, investigations, orders
2. Related policy or strategic decisions that will remain with partner Councils
    - Partner units will maintain control and responsibility for their respective Occupational Health and Safety policies and programs
    - Due to the knowledge and expertise needed for the service, the shared service would not include the completion of clerical/administrative tasks currently completed by individual units (e.g. tracking safety training).
  3. Potential Benefits
    - Reduce risk of injury and incidents such near misses, medical aid, and lost time.
    - Reduce legal risk for non-compliance.
    - Reduce WCB costs.
    - Increased awareness of safe work practices.
    - Increased awareness of emerging Occupational Health and Safety best practices.
    - Synergies with partner municipalities.
  4. Estimated cost to complete the evaluation
    - The evaluation has been completed in house without incurring net new costs.

### **Financial Implications**

A market study has been conducted and identified the salary range for the Occupational Health and Safety Specialist to be \$67,864 to \$93,313 (MJSB Group 6). A travel, training and office expense budget of approximately \$8,270 will also be required. The total anticipated budget will be \$110,000

## **Service Delivery Approach**

The recommended approach is for the service to be provided by MJSB hiring an Occupational Health and Safety officer, who will provide services to the three partners as well as to MJSB. This approach leverages the MJSB governance structure which is already in place, to provide control over the outcomes of the shared services. Through the Board, the Partners are in control of the shared services budget and service level.

Joint contracting with a third party was considered but is not recommended, as it can be difficult to control service levels obtained, and the nature of Occupational Health and Safety lends itself to having an internal staff member in whom knowledge can be invested. This will allow the OHS Specialist to develop relationships with partner staff and managers, to best understand and fulfill the partners' needs. Having an internal staff member will also provide better continuity of service than a contract solution.

The analysis also considered whether one of the three partners should be a service provider to the other municipalities. This option would be similar to the Building Inspector model, with a lead organization bearing costs which are offset by payments from the other partners. That model makes sense for building inspectors where those staff are already in place. However, there are no existing OHS staff, so it makes more sense to create a standalone service to ensure that all parties have equivalent access and control over the staff member providing the service. A purchased service from one partner may not provide as much independent control and transparency to the receiving partners. It may be more cumbersome for receiving partners to be included in decisions including staffing, compensation and workload of the shared services staff. Although this option can be successfully implemented as long as there is a well-maintained agreement between the parties, it is recommended that the OHS shared service leverage the existing MJSB agreement and structure, by creating a standalone shared service.

## **Cost Allocation Model**

### **Budget Components**

The following costs will be used for budgetary purposes, based upon the MJSB Group 6 salary band, Level 5. The total budget includes an estimate of the annual CPI salary increase, and is a loaded rate which includes pension and benefits. The budget also includes costs for travel, training, and office expenses including a contribution toward office space rental.

Amount billed to the parties will be based on actual costs. Actual costs will vary from the budget due to such factors as actual CPI, actual rent costs, and actual salary, which will depend upon the selected candidate's qualifications and experience.

<b>Budget Component</b>	<b>Budgeted 2024/25 Annual Cost</b>
Salary – Group 6, Level 5 + 4% CPI Estimate, Including Pension & Benefits (Loaded Rate)	\$101,730.00
Travel and Training	\$ 1,720.00
Office Expenses including Rent, Software Licences, Phone	\$ 6,550.00
<b>Total</b>	<b>\$110,000.00</b>

### Cost Allocation Model

The cost allocation model will be reviewed and revised annually as per the MJSB agreement, to ensure it meets the partners' needs. The 2024/25 cost allocation model consists of two factors:

1. Half the total budget is allocated between the four parties on an equal share basis, recognizing that all parties to benefit from the existence of the service.
2. The remaining half of the total budget is allocated based on the proportion of total staff served across the four organizations. This portion of the budget will be revised annually based upon headcount in each organization as of March 31.

The respective budgetary costs for a full year of the service are as shown below for each party.

<b>Factor</b>	<b>MODL</b>	<b>TOB</b>	<b>TOMB</b>	<b>MJSB</b>	<b>Total</b>
Equal Share (50%)	\$13,750	\$13,750	\$13,750	\$13,750	\$55,000
Proportion of Total Staff* (50%)	\$14,681	\$31,554	\$3,287	\$5,478	\$55,000
<b>Total Budget</b>	<b>\$28,431</b>	<b>\$45,304</b>	<b>\$17,037</b>	<b>\$19,228</b>	<b>\$110,000</b>

<b>*</b>	<b>MODL</b>	<b>TOB</b>	<b>TOMB</b>	<b>MJSB</b>	<b>Total</b>
Number of Staff (as of March 31, 2023)	67 (26.7%)	144 (57.4%)	15 (6.0%)	25 (10.0%)	251



Municipal Joint Services Board, Lunenburg Region

131 North St, PO Box 209, Bridgewater, NS B4V 2W8 /Phone (902) 543-2991 Fax: (902) 530-5189

**To:** Council  
**From:** Lesley McFarlane, COO  
**Date:** December 4, 2023  
**Subject:** Review Proposal - Procurement Shared Service – Attachment #3

**Background**

Procurement is a complex field with growing opportunity to provide supports to municipalities as well as increasing risks from litigation if inadequate practices are followed. The opportunity exists for a centralized resource to proactively work with all partner organizations as well as MJSB to reduce risk, and add value through proactive strategies. The addition of a centralized Procurement resource and Shared Service is not anticipated to impact upon existing staffing levels in the partner organizations, but to augment and support the partners in complex procurement initiatives as well as identify ways to leverage economies of scale to the benefit of all.

**Discussion**

The following summarizes how procurement is fulfilled by each of the partner municipalities and MJSB:

Organization	Current Procurement Resource Capacity and Approach
MODL	<ul style="list-style-type: none"><li>• MODL Currently does not have a procurement or purchasing officer.</li><li>• Directors and the CAO are responsible for executing procurement in compliance with the NS Procurement Act and MODL policies and procedures.</li><li>• Administrative functions and lower level purchasing are completed by program and clerical staff.</li></ul>
TOB	<ul style="list-style-type: none"><li>• TOB has a Procurement Coordinator role, reporting to the Director of Finance.</li><li>• The Procurement Coordinator maintains templates, works with the solicitor on complex procurement matters, maintains electronic posting software, reviews RFP, posts tenders on provincial website, trains staff, and additional duties.</li><li>• As this role does not have official procurement certification, they may benefit from working closely with a Shared Service procurement officer on complex matters, which</li></ul>

	may also save costs relating to securing legal advice for complex procurement initiatives.
TOMB	<ul style="list-style-type: none"> <li>• TOMB does not have a dedicated procurement officer.</li> </ul>
MJSB	<ul style="list-style-type: none"> <li>• Purchases must comply with MJSB Procurement Policy.</li> <li>• Smaller purchases are completed by members of leadership team.</li> <li>• Outreach and Communications Supervisor supports preparation of some tenders.</li> <li>• Director or COO approving purchase orders is accountable to ensure compliance with Procurement Policy.</li> </ul>

A jurisdictional scan of other Nova Scotia municipalities indicates widely varied approaches to procurement staffing.

Procurement increasingly requires a high degree of specialization, including knowledge of provincial legislation, local policies, relevant case law, and knowledge of new and alternative approaches to maximize competition for public contracts. Risk to municipalities who operate without this specialized assistance is increasing as trade agreements increasingly impact municipal purchasing, and municipalities have been exposed to greater FOIPOP requests and legal threats.

Significant savings have been realized when partner municipalities have been able to leverage bulk purchasing and other procurement strategies, for example for legal services, curbside waste collection, and waste disposal. However, increasingly the partner municipalities have noted very little competition in response to tenders and as a result, costs have increased dramatically for fairly routine contracts such as roofing, paving, heavy equipment and construction. Given increasing costs, there is an increasingly positive case for implementing a centralized procurement service.

As required by the MJSB agreement, this review proposal has taken into consideration the following four aspects:

1. Activities and authorities to be considered (Scope)
  - Provide strategic advice on procurement to ensure compliance with municipal policies
  - Lead joint purchasing initiatives, under direction of the COO/CAOs
  - Assist directors in the development of procurement calls (Tenders, RFPs, RFQs)
  - Assist directors in the evaluation, selection and negotiation of contracts for goods and services
  - Recommend best practices and policy improvements to partner organizations
2. Related policy or strategic decisions that will remain with partner Councils
  - Partner units will maintain control and responsibility for awarding contracts in accordance with their respective procurement policies
  - Partner units will maintain control and responsibility for their purchasing/procurement policies
  - Due to the knowledge and expertise needed for the service, the shared service would not include the completion of clerical/administrative tasks currently completed by individual units (e.g. completing low value purchases for individual units). Specific thresholds will be established for each unit as appropriate

3. Benefit hoped to be achieved
  - Reduce reputational and legal risk of unsatisfied bidders challenging a procurement process or decision.
  - Increasing the volume of joint purchasing initiatives, resulting in cost savings
  - Identification of emerging procurement best practices to achieve better value for money
4. Estimated cost to complete the evaluation

The evaluation has been completed in house without incurring net new costs

### **Financial Implications**

A market study has been conducted and identified the salary range for the Procurement Specialist to be \$67,864 - \$93,313 (MJSB Salary Group 6). A travel, training and office expense budget of approximately \$8,270 will also be required. The total anticipated budget will be \$110,000.

### **Service Delivery Approach**

It is recommended for the service be provided by the hiring of a Procurement Specialist as an MJSB employee, with a new Shared Service Schedule prepared to oversee the service under the Municipal Joint Services Board. This approach leverages the existing MJSB governance structure. Through the Board, the Partners control the shared services budget and service level.

Providing the service by way of third party contractor was also considered and is not recommended, as it is unlikely to be a cost effective solution. It would be difficult to define the requirements of the service sufficiently well to obtain appropriate service delivery on a contract basis. We are not aware of suppliers available to provide such contract procurement services on a shared service basis. Procurement consultants would not likely be familiar with public sector procurement requirements, policies and the Procurement Act, and would need to be brought up to speed – however we would not retain continuity of service appropriate for the level of investment required to get the consultant to an optimal level of understanding.

Having one partner hire the resource and provide the service to the remaining municipalities was also considered. This approach is also not recommended. This approach may have been appropriate if one municipality had expertise in the procurement of items common to all parties, as well as excess capacity. However, that is not the current situation. A net new resource with formal qualifications in procurement is required to support the partners, in addition to existing resources who conduct procurement activities for the partner organizations.

### **Cost Allocation Model**

#### **Budget Components**

The following costs will be used for budgetary purposes, based upon the MJSB Group 6 salary band, Level 5. The total budget includes an estimate of the annual CPI salary increase, and is a loaded rate which includes pension and benefits. The budget also includes costs for travel, training, and office expenses including a contribution toward office space rental.



Amount billed to the parties will be based on actual costs. Actual costs will vary from the budget due to such factors as actual CPI, actual rent costs, and actual salary, which will depend upon the selected candidate's qualifications and experience.

Budget Component	Budgeted 2024/25 Annual Cost
Salary – Group 6, Level 5 + 4% CPI Estimate, Including Pension & Benefits (Loaded Rate)	\$101,730.00
Travel and Training	\$ 1,720.00
Office Expenses including Rent, Software Licences, Phone	\$ 6,550.00
<b>Total</b>	<b>\$110,000.00</b>

#### Cost Allocation Model

The cost allocation model will be reviewed and revised annually as per the MJSB agreement, to ensure it meets the partners' needs. The 2024/25 cost allocation model consists of three factors:

- One quarter of the total budget is allocated between the four parties on an equal share basis, recognizing that all parties to benefit from the existence of the service.
- The remaining 75% of the total budget will be allocated according to relative size and associated procurement effort, using the following two measures:
  - The proportion of total prior year capital spend.
  - The proportion of total prior year unified assessment.

The respective budgetary costs for a full year of the service are as shown below for each party.

Factor	MODL	TOB	TOMB	MJSB	Total
Equal Share (25%)	\$6,875	\$6,875	\$6,875	\$6,875	\$27,500
Proportion of Total Prior Year (2022/23) Capital Spend* (37.5%)	\$11,585	\$15,619	\$11,861	\$2,185	\$41,250
Proportion of Total Prior Year (2022/23) Uniform Assessment** (37.5%)	\$31,763	\$7,838	\$1,650	N/A	\$41,250
<b>Total Budget</b>	<b>\$50,223</b>	<b>\$30,331</b>	<b>\$20,386</b>	<b>\$9,060</b>	<b>\$110,000</b>

	MODL	TOB	TOMB	MJSB	Total
<b>Capital Spend 2022/23</b>	\$4,451,639	\$6,001,364	\$4,557,464	\$839,629	\$15,850,096
<b>*Proportion of Actual Capital Spend 2022/23</b>	28%	38%	29%	5%	

<b>**Proportion of Unified Assessment 2022/23</b>	MODL	TOB	TOMB
	77%	19%	4%

**From:** [Penny Carver](#)  
**To:** [Kelly Munroe](#)  
**Cc:** [Dylan Heide](#); [David Devenne](#)  
**Subject:** Item for Council agenda December 12  
**Date:** December 4, 2023 3:51:07 PM

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Hi Kelly,

Please add this item to Council Items:

Public Participation in Planning Policy.

Motion:

That Council direct staff to prepare an updated draft of the Public Participation in Planning Policy to ensure that details are clearly specified as to how Public Information Meetings and Public Hearings shall be conducted, including the sequencing of all events in the process.

Thanks!

*Penny*

Penny Carver  
Councillor, Town of Mahone Bay

To: Town of Mahone Bay Council  
From: Councillor Penny Carver  
Date: Regular Council Meeting, December 12, 2023

REQUEST: That Council consider a need to update the Public Participation in Planning Policy

Background:

At recent Public Hearings, there has been some ambiguity about how the meetings should be conducted. Specifically, there appeared to be confusion as to whether public participation was limited to providing comments to Council or whether there was opportunity for questions and dialogue between members of Council, staff and the public. The current [Public Participation in Planning Policy](#) only notes that a Public Hearing must occur for changes in planning documents but does not describe how the meeting is to be conducted.

Having the Public Hearing procedural guidelines more clearly laid out in policy would be helpful for all parties involved. A more detailed policy would help prevent confusion, awkwardness, and misunderstanding, and would support public trust in the decision-making process.

Motion:

That Council direct staff to prepare an updated draft of the Public Participation in Planning Policy to ensure that details are clearly specified as to how Public Information Meetings and Public Hearings shall be conducted, including the sequencing of all events in the engagement and decision-making process.

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

### LCSSP November highlights:

- Work continues with the research and development of ***Seniors' Mental Wellness toolkit***. PowerPoint completed and brochure in last phases of development. Additional tools include Lazy 8 breathing and Circle of Supports. Rack Card to be developed.
  - A new Canada wide service for suicide prevention launched this month. **Canada's 988 hotline**, which gives people access to suicide prevention services via call or text, is now available in all provinces and territories 24/7.
  - **Seniors' Safety Academy** Oct 12 -Nov 16/2023 at the OHC in Chester. Completed. Thank you to all the Presenters for sharing their knowledge and time with us and the Our Health Centre for being such gracious hosts. Looking forward to holding another Academy in the spring with an option to have a mini (3 week) series through the winter.
  - **November 24<sup>th</sup>** presentation to staff at the OHC in Chester on Elder Abuse and Adult Protection overview.
- 
- Collaborative Home Visits in November with Continuing Care Coordinator, BPS, RCMP and Western Housing Authority.
  - Collaborative client specific meetings Western Housing Authority, SSRH/NSHA, and SSODA.

Hard to believe we are drawing closer to the season... Secret Santa for Seniors preparations are in the works, looking forward to spreading some "Christmas Cheer".

### Referrals:

New Referrals: **11**    Re Referrals: **0**    Home/site Visits: **22**    Active clients: **63**  
Closed files: **11**

New Referrals Service Area in Municipal Units (#'s have been rounded either up/down)	%
MODC	45%
MODL	27%
Mahone Bay	.5 %
Lunenburg	.5 %
Bridgewater	27%

### Referral Source:

Community Partner **10%**    Self/Family **20 %**    RCMP **45%**    BSP **25%**

**Areas of concern:** Seniors' Mental Health/Addictions, Safe Housing, Fraud/Scams, Elder Abuse, Community resources/connections, Health Care (no primary care physician).

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

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. **The November 30, 2023 float count balance is: \$1,958.07. \$50** client phone top up and transportation support, **\$100** copay with St. Vincent de Paul for client overdue bill, **\$43.54** Rodent repellent and **\$145** small home repair for client, **\$28.50** for client phone card to access services, **\$75** Motorized chair service call.

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

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

Present:

Mayor David Devenne  
Councillor Penny Carver  
Councillor Joseph Feeney  
Councillor Suzanne Lohnes-Croft  
Councillor Richard Nowe  
Councillor Kelly Wilson  
CAO, Dylan Heide  
Deputy CAO, Eric Levy  
Manager of Finance, Ashley Yeadon-Wentzell

Absent: Deputy Mayor Francis Kangata

Gallery:

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

1. Approval of Agenda – Correct agenda

A motion by Councillor Carver , seconded by Councillor Wilson, “THAT the agenda be approved as circulated.”  
Motion carried.

2. Minutes

The committee received the draft minutes of the October 23, 2023 meeting of the Policy and Strategy Committee.

A motion by Councillor Nowe, seconded by Councillor Feeney, “THAT the minutes of the October 23, 2023 meeting of the Policy and Strategy Committee be accepted as presented.”  
Motion carried.

3.1 Community Engagement Opportunities

Councillor Carver distributed information on public engagement opportunities prior to the meeting to discuss the potential of expanding the scope of the Public Engagement Policy and to discuss various avenues to increase public engagement.

### 3.2. Alternative Resources Energy Authority (AREA)

CAO Dylan Heide reviewed subjects related to the Alternative Resources Energy Authority (AREA) and the upcoming AREA Board meeting, which were discussed by the Committee.

### 4. Next meeting

#### 4.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday, January 22, 2023.

#### 5.2 Agenda for next meeting

It was agreed that the agenda for the next meeting of the Committee would include a discussion on:

Old Fire Hall

Swimming Pool

Marketing Levy

With no further agenda items, the meeting adjourned at 9:01 PM.

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

TOWN OF MAHONE BAY

Deputy CAO, Eric J. Levy



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The regular meeting of the Community Logo Development Steering Team for the Town of Mahone Bay was held on Monday, November 27<sup>th</sup>, 2023, at 3:07 PM in Council Chambers.

**Present:**

Mayor David Devenne  
Councillor Suzanne Lohnes-Croft (Chairing)  
Councillor Richard Nowe  
Tracy Repchuk (remote)  
Tom Allen  
Michael Broley  
Alexandra Orozco (remote)  
Laura Anderson (remote)  
Dylan Heide (CAO)  
Bonnie Ross, Ross Graphics (remote)

**Absent:**

Nick Pavlinic (with regrets)  
Peter Smith

**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**

Deferred to follow presentation, steering team lost quorum.

**Approval of Minutes – October 30<sup>th</sup>, 2023**

Deferred to follow presentation, steering team lost quorum, minutes forwarded to next meeting.

**Presentation – Bonnie Ross (Ross Graphics)**

Bonnie Ross of Ross Graphics remotely presented preliminary logo designs to the steering committee and received feedback. Bonnie will provide final designs to CAO Dylan Heide for review by the steering team.

**Next Meeting Date**

Members agreed that the next meeting would take place on Monday, December 18<sup>th</sup> (presuming final designs are available for review).



**The meeting adjourned upon motion at 4:14 PM**

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

**Co-Chair, Suzanne Lohnes-Croft**

**Recording Secretary, Dylan Heide**

