



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, December 12, 2023 at 7:00 p.m. in Council Chambers and broadcast via YouTube live.

Present:

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

Absent: Town Clerk, K. Munroe (with regrets)

Gallery: Online & 7 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 Carver, seconded by Councilor Wilson, "THAT the agenda be approved as circulated moving Item 6.7 to the beginning of the agenda."

Motion carried.

2. Minutes

A motion by Councillor Wilson, seconded by Councillor Carver, "THAT the minutes of the November 30, 2023 regular meeting of Council be approved as presented."

Motion carried.

3. Public Input Session

John Bain, 476 Main Street, commented on the use of the old firehall, volunteerism and how the land use documents would have been better served with a summary page.

Betty Hutton, 319 Main Street, representing Chamber of Commerce, asked that the draft Land Use Bylaw, as related to parking, be set aside for further study.

Colin Kingsmill, 430 Main Street, commented on the letter received from Alec Cloke during the Public Hearing for the draft Land Use Bylaw and Municipal Planning Strategy.

Scott Green, 712 Main Street, spoke to his opposition to the Main Street parking changes in the draft Land Use Bylaw and Municipal Planning Strategy.

Jeff Frampton, 32 Pleasant Street, asked if Council be reviewing the comments from the Public Hearing.

Laurie Jones asked if Council will be reviewing the changes to parking on Main Street proposed in the new Land Use Bylaw and Municipal Planning Strategy.

4. Presentations

There were no presentations.

5. Correspondence

5.1 Greg Henley, Mayor, Town of Oxford

Council received correspondence from Greg Henley, Mayor of the Town of Oxford to Honourable Steven Guilbert concerning exemption of volunteer service providers from new fuel tax charges.

A motion by Councillor Wilson, seconded by Councillor Feeney, "To receive and file the correspondence."

Motion carried.

6. Staff Reports

6.1 Staff Report to Council

Council received the December 12, 2023 Report to Council.

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

Motion carried.

6.2 Report of the Clerk – Public Hearing

Council received the Report of the Clerk for the Municipal Planning Strategy and Land Use Bylaw Public Hearing that took place on December 5, 2023.

A motion by Councillor Wilson, seconded by Councillor Carver, “THAT Council defer second reading of the Municipal Planning Strategy and Land Use Bylaw.”

Motion carried.

6.3 Staff Report – Project Volunteer (deferred from November 30th)

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

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council direct staff to participate in Phase 1 of Project Volunteer with an unbudgeted cost of \$800.”

Motion carried.

6.4 Staff Report – Municipal Capital Growth Program

Council received a report with a recommendation to apply to the Municipal Capital Growth Program.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, “THAT Council direct staff to apply to the Municipal Capital Growth Program for the Edgewater Street Project, including Water & Wastewater Extensions, Multi-Use Trail & Pedestrian Bridge, and Living Shoreline.”

Motion carried.

6.5 Staff Report – Enabling Accessibility Fund

Council received a staff report informing them of the Enabling Accessibility Fund through the Government of Canada and request Council’s approval to submit an application to the Fund.

A motion by Councillor Lohnes-Croft, seconded by Councillor Carver, “THAT Council direct staff to submit an application to the Enabling Accessibility Fund for the Mahone Bay Community Pool Project.”

Motion carried.

6.6 Staff Report – Town Hall Conservation Advice

Council received a staff report to present them with a Heritage Conservation Advice Report and recommendation of next steps in the renovation of the exterior of Town Hall.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT Council refer the report by Jost+ Architects to the Heritage Advisory Committee.”

Motion carried.

6.7 MJSB – Shared Service Proposal

Council received a report and presentation documents from Lesley McFarlane, Chief Operating Officer (COO) of the Municipal Joint Services Board (MJSB), with recommendations to add three additional shared services: Privacy and Data Security, Occupational Health and Safety and Procurement Services. It was clarified by the COO

that Procurement Services would not be in place in this 2024/25 fiscal year and therefore that a decision in this regard was not being requested of Council at this time.

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT Council 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." Motion carried.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council 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." Motion carried.

7 Council Items

7.1 Councillor Carver – Public Participation in Planning Policy

Councillor Carver proposed a motion for Council's consideration.

A motion by Councillor Carver, seconded by Councillor Lohnes-Croft, "THAT Council refer the question of updating the Public Participation and Planning Policy to the Policy and Strategy Committee." Motion carried.

8. Committee Reports

8.1 Lunenburg County Senior Safety Program

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

8.2 Policy & Strategy Committee

Council received the draft minutes of the November 27, 2023 meeting of the Policy & Strategy Committee.

8.3 Community Logo Development Steering Team

Council received the draft minutes of the November 27, 2023 meeting of the Community Logo Development Steering Team.

10. Closed Session

A motion by Councillor Nowe, at 8:26 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 8:45 p.m.

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, “THAT Council authorize Mayor Devenne to sign the contract with GE for solid waste hauling.”

Motion carried.

Council adjourned at 8:46 p.m. on conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Deputy CAO, Eric Levy (Acting
Recording Secretary)



From: [George Anderson](#)
To: [Dave Devenne](#); [Suzanne Lohnes-Croft](#); [Christine Knickle](#); [Betty Hutton](#); [Kelly Munroe](#); [George Anderson](#)
Subject: Noise By-law
Date: December 21, 2023 10:26:58 AM

CAUTION: This email originated from an external sender.

Dear Mayor Devenne,

I am writing to you in your capacity as Chair of the Policy and Strategy Committee to formally express the view of the Mahone Bay Tourism and Chamber of Commerce about any proposed noise by-law. I understand that the review of this policy is slated to resurface in March, 2024.

The stance of the Chamber is that there is scant prima facie evidence of the need for a by-law in this area. We believe, moreover, that measurement and enforcement consistency constitute core problems with any policy that might be considered. Because of the difficulties in measuring breeches and in mounting timely enforcement it is highly likely that application of the by-law will be seen as arbitrary and unfair.

As a simple practical matter, this by-law has the potential to set neighbour against neighbour over trivial and highly subjective events. Does the Town really seek to embroil itself in these disputes?

From past experience I can say that the re-introduction of this measure is likely to be met with widespread opposition. This in itself is not a reason to abandon the idea but, in combination with the other concerns I have mentioned, it should give the Committee pause to consider whether this degree of regulatory intervention is in any way helpful to the cause of harmony in our Town.

Respectfully submitted,

George Anderson
Chair



November 28, 2028

Town of Mahone Bay,
P.O. Box 530
Mahone Bay, NS
B0J 2E0

Dear Mayor Devenne and Council,

On behalf of the board of the Mahone Bay Centre Society, I would like to thank you for the generous donation you made to enable us to host the exhibit *"There is No One Story of Black Girlhood: A Series of Paintings by Rebecca Fisk"* at the Centre during the month of October.

We estimate that close to 200 people visited the exhibit and/or attended the opening reception on October 1 and the artist's talk that Ms. Fisk gave on October 17. Her remarks during those two events were especially enlightening, and I believe we achieved our joint goal of educating area residents about the challenges faced by non-white citizens on the South Shore, while supporting an acclaimed artist who has lived in Mahone Bay for some time.

Your contribution also gave us the flexibility to hire a young African-Nova Scotian woman (and former student of Ms. Fisk's) who answered visitors' questions about the works on days when the artist wasn't present.

Special kudos to Councillor Suzanne Lohnes-Croft, and Town Clerk Kelly Munroe, with whom we we worked closely during the planning of the exhibit.

Thank you once again for approaching us to host this important exhibit.

Yours truly,

Dave Stephens
Chair, Mahone Bay Centre Society



Memorandum

To: Regional Emergency Management Organization Partners

From: Angela Henhoeffler, Lunenburg County REMO Manager

Date: December 13, 2023

Re: Advocacy for Vulnerable Person Registry

Recommendation

Move that Council authorize the mayor to write a letter to the Nova Scotia Federation of Municipalities (NSFM) and the minister Responsible for the Office of Emergency Management, advocating for the creation of a province-wide vulnerable persons registry.

Background

The Regional Emergency Management Advisory Committee met on October 31, 2023 to discuss a range of issues, including the need for a vulnerable persons registry. Such registries are voluntary but can provide critical support for persons with disabilities or other vulnerabilities who are more likely to be impacted by emergencies. After discussion, the Committee passed the following motion:

“Move that the Regional Emergency Management Advisory Committee recommend that partner councils write to the Nova Scotia Federation of Municipalities and the Provincial Minister of Emergency Management, requesting the creation of a province wide vulnerable person registry.”

A draft letter has been prepared and provided to municipal staff in each of the partner units to send to the minister responsible for emergency management and to the Nova Scotia Federation of Municipalities. A motion supporting the letters is being sought from each of the partner units.

Conclusion

The frequency and severity of risks and impacts in our community is increasing as the effects of climate change are felt in our region. A province-wide registry for vulnerable persons would assist in providing adequate public safety for all Nova Scotians and would be an essential tool in our region's emergency preparedness.

Via email emo@novascotia.ca

The Honourable John Lohr
Minister Responsible for the Office
of Emergency Management
Emergency Management Office
PO Box 2581
Halifax NS B3J 3N5

Dear Minister Lohr,

Re: Voluntary Vulnerable Persons Registry

I am writing with respect to the issue of a province-wide, voluntary vulnerable persons registry. The increased need for emergency management services over the past year has made it apparent there is a consistent gap in our ability to serve the most vulnerable citizens in our community.

The UN has reported that persons with disabilities are at least two times as likely to die in a disaster. Unfortunately, Nova Scotia has the highest rates of disability in the country and a rapidly aging population. The Regional Emergency Management partners in Lunenburg County strongly believe there is a need for a provincial registry for vulnerable populations. Disasters do not respect political boundaries and municipal capacity and expertise varies significantly across municipalities in Nova Scotia. A consistent centrally managed registry is necessary to ensure that all Nova Scotians have access to the same level of public safety.

Other jurisdictions have successfully implemented central voluntary registries and have addressed the range of concerns that can come with a registry including privacy, managing expectations and maintenance of information.

Our Council strongly urges the province to proceed with the development of a province-wide, voluntary vulnerable persons registry to provide consistent public safety to all residents of nova scotia.

Sincerely,

Via Email mayor@modl.ca

Mayor Carolyn Bolivar-Getson
NSFM President
c/o NSFM
1304 – 1809 Barrington St.
Halifax NS B3J 3K8

Dear President,

Re: Voluntary Vulnerable Persons Registry

I am writing with respect to the issue of a province-wide, voluntary vulnerable persons registry. The increased need for emergency management services over the past year has made it apparent there is a consistent gap in our ability to serve the most vulnerable citizens in our community.

The UN has reported that persons with disabilities are at least two times as likely to die in a disaster. Unfortunately, Nova Scotia has the highest rates of disability in the country and a rapidly aging population. The Regional Emergency Management partners in Lunenburg County strongly believe there is a need for a provincial registry for vulnerable populations. Disasters do not respect political boundaries and municipal capacity and expertise varies significantly across municipalities in Nova Scotia. A consistent centrally managed registry is necessary to ensure that all Nova Scotians have access to the same level of public safety.

Other jurisdictions have successfully implemented central voluntary registries and have addressed the range of concerns that can come with a registry including privacy, managing expectations and maintenance of information.




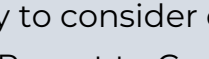
Our Council strongly urges the NSFM to advocate for the province to develop a voluntary vulnerable persons registry to provide consistent public safety to all residents of Nova Scotia.





Sincerely,

cc: Juanita Webber, Chief Executive Director
jspencer@nsfm.ca




Goal	Objective	Assigned	Target	% Completion				
Council Assignments to Staff								
1	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Feb., 2024	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
		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.					75%	

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%
		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.			
3	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Feb., 2024		75%
4	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Feb., 2024		50%
5	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%
		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.			

6	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. Discussed at AREA's December 13th Board Meeting, waiting on update to councils.			
7	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	Jan., 2024		75%
8	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%
9	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.			

10	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 was available at December 11th Open House. Sign up will be circulated online and via the Mayor's newsletter, when dates for tours are confirmed
11	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 early in 2024.
12	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).
13	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.
14	Staff to conduct a fire rate study.	11-May-23	Feb., 2024		Not yet begun	Notes:
15	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.
16	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.

17	Support welcome initiatives for the newcomers arriving from Kenya in coordination with MacLeod Group's Settlement Coordinator.	25-May-23	Feb., 2024	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Staff working with MacLeod Group to support newcomers open house planned for February.
18	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	Feb., 2024	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Initial assessments concluded. Staff working with contractors to follow up. Awaiting confirmation of HAF application status before proceeding further.
19	Proceed with preparations for the demolition of the Public Works garage on Aberdeen Road.	29-Jun-23	May., 2024	<div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Old garage still required for vehicle storage through winter of 2023-24 (old fire station renovations to add additional bay not yet approved, no storage for electric utility vehicles currently available in Riverport).
20	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>	75%	Notes: In progress.
21	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>	75%	Notes: In progress.
22	Include an additional operator (shared 50/50 between water and wastewater) in the Water Rate Study.	12-Sep-23	Mar., 2024	<div><div></div><div></div><div></div><div></div></div>	75%	Notes: Water rate study in progress.

23	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>	75%
		Notes: In progress. Site visit / inspection of truck completed. Staff meeting with Dept. representatives. Recommendation anticipated to special meeting, date to be confirmed for mid-January.			
24	Take the necessary steps to designate the road to the solar garden as an official street/lane of the Town.	28-Sep-23	Feb., 2024	<div><div></div><div></div><div></div><div></div></div>	50%
		Notes: In progress. Required survey commissioned. Discussion initiated with Fire Dept. concerning service to properties accessed off proposed lane.			
25	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>	75%
		Notes: In progress.			
26	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.			
27	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>	
		Notes: Open house took place December 11th.			
28	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>	50%
		Notes: In progress. Assessment of the Town by the provincial Wildfire Prevention Officer took place in December, in coordination with Town staff.			

29	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></div></div>	★	Notes: Shared with NSLC, awaiting response. Staff Report on Council's Jan 9 meeting agenda includes consideration of the multi-use trail and funding options to support this.	
30	Draft a bylaw to regulate muffler noise within Town.	14-Nov-23	Mar., 2024	Not yet begun			Notes:
31	Advertise for public members for the Council Remuneration Review Committee.	14-Nov-23	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Related report included on Council's Jan 9th meeting agenda.	
32	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	Jan., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.	
33	Develop a new draft Noise Bylaw.	14-Nov-23	Mar., 2024	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress.	
34	Include the amount of \$20,000 in the 2024-25 Budget for the 2024 Municipal Election.	30-Nov-23	Mar., 2024	Not yet begun			Notes:

35	Participate in Phase 1 of Project Volunteer with an unbudgeted cost of \$800.	12-Dec-23	Apr., 2024						
		Notes: I progress.							
36	Apply to the Municipal Capital Growth Program for the Edgewater Street Prooject, including Water & Wastewater Extensions, Mulit-Use Trail & Pedestrian Bridge, and Living Shoreline	12-Dec-23	Dec., 2023						★
		Notes: Application submitted.							
37	Submit an application to the Enabling Accessibility Fund for the Mahone Bay Community Pool Project.	12-Dec-23	Dec., 2023						★
		Notes: Application submitted.							



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Dylan Heide
Town of Mahone Bay
PO Box 530
493 Main St.
Mahone Bay, NS B0J 2E0

December 6, 2023

RE: Budget Approval 2024-25

Dear Mr. Heide,

On Friday, December 1, 2023, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2024 – March 31, 2025.

The following motion was passed:

MOTION: to recommend approval of the 2024-25 Region 6 Inter-Municipal Committee Budget to member units, as circulated. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS BoJ 2Eo

E-mail: Christine.McClare@Region6SWM.ca

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 15, 2024 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive, flowing style.

Christine H. McClare BA Psych
Regional Coordinator

encl.



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
Contracts/Service Agreements				
Education Contract	\$ 11,710	\$ 80,392	\$ 80,392	\$ 80,392
Coordinator Agreement	\$ 9,410	\$ 43,286	\$ 43,286	\$ 43,286
Enforcement Contract	\$ 13,326	\$ 89,425	\$ 89,425	\$ 89,425
Sub-total	\$ 34,446	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	\$ -	\$ 81,350	\$ 90,000	\$ 90,000
Diversions ¹	\$ 317,200	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ 60,600	\$ 80,500	\$ 80,500	\$ 80,500
Interest	\$ 4,047	\$ 8,095		
Sub-total	\$ 381,847	\$ 519,945	\$ 520,500	\$ 520,500
Municipal Contribution				
Municipal Billing ²	\$ 60,689	\$ 127,975	\$ 127,975	\$ 145,057
Previous Year Deficit (Surplus) ²	\$ -	\$ (6,596)	\$ (6,596)	\$ 7,864
Sub-total	\$ 60,689	\$ 121,379	\$ 121,379	\$ 152,921
TOTAL	\$ 476,983	\$ 854,427	\$ 854,982	\$ 886,524
Inter-Municipal Reserves Schedule	Previous Years Expenses	F2023-24 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	\$ 37,432	\$ -	\$ 37,432	\$ -



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

EXPENSES	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	\$ 35,589	\$ 85,329	\$ 85,329	\$ 89,200
Coordinator Benefits	\$ 8,222	\$ 11,350	\$ 11,350	\$ 16,020
Travel (Coordinator)	\$ -	\$ 2,200	\$ 3,500	\$ 3,000
Training and conference	\$ 1,097	\$ 2,500	\$ 2,000	\$ 2,200
Office Rental	\$ 5,366	\$ 10,731	\$ 10,000	\$ 9,675
Cell phones	\$ 1,024	\$ 2,049	\$ 1,000	\$ 2,000
Internet/Phone/Fax	\$ 600	\$ 1,200	\$ 1,300	\$ 1,300
Office supplies and services	\$ 850	\$ 1,700	\$ 3,500	\$ 3,000
Computer/materials	\$ 383	\$ 3,000	\$ 1,500	\$ 3,600
Insurance	\$ -	\$ 3,900	\$ 3,700	\$ 3,900
Administration	\$ -	\$ 9,390	\$ 9,390	\$ 9,390
Legal & Auditor	\$ -	\$ 9,281	\$ 10,000	\$ 9,500
Sub-total	\$ 53,131	\$ 142,630	\$ 142,569	\$ 152,785
EDUCATION				
Education salary	\$ 27,087	\$ 66,305	\$ 66,305	\$ 69,780
Educator Benefits	\$ 5,976	\$ 11,279	\$ 11,279	\$ 14,390
Travel (education)	\$ 5,552	\$ 13,886	\$ 14,000	\$ 14,000
Advertising	\$ -	\$ -	\$ 1,500	\$ 1,000
R6RECYCLES	\$ 12,777	\$ 12,777	\$ 12,000	\$ 12,780
Program materials	\$ 575	\$ 2,500	\$ 4,000	\$ 4,000
Sub-total	\$ 51,966	\$ 106,746	\$ 109,084	\$ 115,950
PAYMENTS TO UNITS				
Enforcement Contract	\$ -	\$ 89,425	\$ 89,425	\$ 89,425
Dairy Stewardship	\$ -	\$ 90,000	\$ 90,000	\$ 90,000
Diversion ¹	\$ -	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ -	\$ 80,500	\$ 80,500	\$ 80,500
Sub-total	\$ -	\$ 609,925	\$ 609,925	\$ 609,925
TOTAL	\$ 105,097	\$ 859,301	\$ 861,578	\$ 878,660
Revenue/Expenditure	\$ 371,886	-\$ 4,874	-\$ 6,596	\$ 7,864

Notes to BUDGET:

1. Diversion Credits - \$5.5 million is available Provincially, up from \$5 million available last year. It is expected that a new smoothing agreement will take place during this year.

2. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the deficit for 2022-23 which is added to the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

TABLE 1: Municipal billing 2024-25			
Municipal Area Served:	2021 Population	% of Region	2024-25
Shelburne Shared Services	6,456	6.99%	\$ 10,696.42
Town of Bridgewater	8,790	9.52%	\$ 14,563.43
Town of Mahone Bay	1,064	1.15%	\$ 1,762.85
Municipality of Lunenburg	25,545	27.68%	\$ 42,323.42
Municipality of Barrington	6,523	7.07%	\$ 10,807.42
Town of Clark's Harbour	725	0.79%	\$ 1,201.19
Municipality of Chester	10,804	11.71%	\$ 17,900.26
Town of Lunenburg	2,396	2.60%	\$ 3,969.74
Region of Queens Municipality	10,486	11.36%	\$ 17,373.39
West Hants Regional Municipality	19,509	21.14%	\$ 32,322.86
Total	92,298	100.00%	\$ 152,921.00



Region 6 Activities Summary 2023-24

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines went to a new level this past summer. A partnership with another group has allowed for a helicopter to be used in inaccessible areas. At Cape Sable (Cape Sable Island, Barrington) they have removed many pounds of gear that were identified last year.
- Use of social media and videos aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- The Master Recycler program is being offered to both youth and adults. This on-line and in person, has educated residents to spread the word on the benefits of recycling.

Administration

- Work continues with the province to implement EPR for Printed Paper and Packaging (PPP) with the first milestone of municipalities getting registered for the industry-led. Assistance and guidance provided to units to supply the required recycling program data to register for the industry-led program. Between now and October 1, 2023, industry will consult municipalities and develop a program plan for submission to the province. Contracts may be negotiated with municipalities for collection and/or education services.
- Other EPR programs are being created simultaneously for Batteries, Light Bulbs and Small Appliances. The program plans are due to the province and programs are to be in place by July, August and September 2024. Once in effect, these programs will see more material diverted from landfill and industry covering the cost of managing these materials.
- Getting to 300kg/person/year consultation feedback to the province to maximize diversion while minimizing negative impacts to funding and managing programs.
- Working with the Province to mitigate the impact of the ban on pressure treated lumber from disposal at C&D sites. New methods will be required to keep pressure treated timber separate. Compliance steps continue to be taken.
- Ongoing work to lessen the impact of waste generated by natural disasters. Wildfire and Flooding impacts this past summer, saw additional material sent for disposal. With documentation on weights, it is possible that these materials will not count against diversion.

Christine H McClare
Regional Coordinator
Dec 7, 2023

REGION 6 SOLID WASTE MANAGEMENT

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

REGION 6 SOLID WASTE MANAGEMENT

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

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INDEPENDENT AUDITOR'S REPORT

REGION 6 SOLID WASTE MANAGEMENT

Opinion

We have audited the financial statements of **Region 6 Solid Waste Management** which comprise the statement of financial position as at March 31, 2023, statement of financial activities, accumulated surplus and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements of the Region are prepared, in all material respects, in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Region's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Region or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Region's financial reporting process.



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INDEPENDENT AUDITOR'S REPORT (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Region's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Region to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kentville, Nova Scotia
September 8, 2023

Kent & Duffett

Chartered Professional Accountants
Registered Municipal Auditor

REGION 6 SOLID WASTE MANAGEMENT

STATEMENTS OF FINANCIAL ACTIVITIES AND ACCUMULATED SURPLUS

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenues		
Operating and education		
Coordinator funds (RRFB)	\$ 43,286	\$ 43,286
Education contract (RRFB)	61,494	89,405
Inter-municipal programs	-	16,793
Services	-	450
Other	-	2,496
Funds		
Diversion credits	384,506	432,529
Dairy recycling	111,664	76,664
Municipal approved program	80,746	82,574
Enforcement	89,021	102,552
Interest	5,769	4,069
Municipal contributions	130,175	72,292
	<u>906,661</u>	<u>923,110</u>
Expenditures		
Operating and education		
Overhead	216,794	195,151
Regional programs	17,779	26,644
Salaries and benefits	10,273	10,318
Distributions		
Diversion credits (note 3)	496,170	509,193
Inter-municipal programs	3,742	3,505
Municipal approved programs	80,746	82,574
Enforcement	89,021	89,129
	<u>914,525</u>	<u>916,514</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ (7,864)</u>	<u>\$ 6,596</u>
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	\$ 221,185	\$ 230,660
Excess of revenues over expenditures	(7,864)	6,596
Change in reserve	4,581	(16,071)
ACCUMULATED SURPLUS AT END OF YEAR	<u>\$ 217,902</u>	<u>\$ 221,185</u>

The accompanying notes are an integral part of these financial statements.

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
FINANCIAL ASSETS		
Cash	\$ 106,414	\$ 312,647
HST recoverable	19,516	17,226
Due from West Hants Regional Municipality	100,972	-
	<u>226,902</u>	<u>329,873</u>
LIABILITIES		
Payables and accruals	9,000	9,000
Due to West Hants Regional Municipality	-	99,688
	<u>9,000</u>	<u>108,688</u>
NET ASSETS	<u>\$ 217,902</u>	<u>\$ 221,185</u>
ACCUMULATED SURPLUS		
Operations and education funds	\$ 43,019	\$ 49,500
Diversion program funds	13,166	10,054
Future projects funds	84,979	84,893
Enforcement program funds	76,738	76,738
	<u>\$ 217,902</u>	<u>\$ 221,185</u>

Approved on Behalf of the ~~Board~~ R6 Inter-Municipal Committee

Wanya Thorburn ~~Director~~ Chair
wanya.thorburne

Christine H. McClare ~~Director~~ Coordinator

Christine McClare

Date: Sept 8, 2023

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ (7,864)	\$ 6,596
Items not involving cash		
Change in reserves	<u>4,581</u>	<u>(16,071)</u>
	<u>(3,283)</u>	<u>(9,475)</u>
Net change in non-cash working capital balances		
Receivables	-	2,785
Harmonized Sales Tax	<u>(2,290)</u>	<u>(6,679)</u>
	<u>(5,573)</u>	<u>(13,369)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Changes to West Hants Regional Municipality balance	<u>(200,660)</u>	<u>27,580</u>
NET INCREASE (DECREASE) IN CASH DURING THE YEAR	(206,233)	14,211
CASH POSITION AT BEGINNING OF YEAR	<u>312,647</u>	<u>298,436</u>
CASH POSITION AT END OF YEAR	<u>\$ 106,414</u>	<u>\$ 312,647</u>

REGION 6 SOLID WASTE MANAGEMENT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

1. NATURE OF OPERATIONS

On August 7, 1998, and amended on December 22, 2008, the below units signed the Region 6 Inter-Municipal Services Agreement (the "Agreement") to form the Region 6 Inter-Municipal Committee (Sections 1 and 2 of the Agreement). In this Agreement, the parties agree to provide certain solid waste-resource management services for Region 6 Solid Waste Management region.

Solid waste-resource management services include:

- a) Education;
- b) Regional co-operation and encouragement of common standards;
- c) Provision of a Regional Coordinator as well as office equipment and space;
- d) Disbursement of Resource Recovery Fund Board (RRFB) diversion credits;
- e) Implementation of any RRFB approved projects; and
- f) The parties have power to add by amendment to this Agreement.

Region 6 Solid Waste Management consists of the following towns and municipalities pursuant to Clause 39(1) of the Solid Waste-Resource Management Regulations:

Town of Clarks Harbour
 Town of Mahone Bay
 Town of Lunenburg
 Town of Bridgewater
 Town of Lockeport
 Town of Shelburne
 West Hants Regional Municipality
 Municipality of the District of Chester
 Municipality of the District of Lunenburg
 Municipality of the District of Shelburne
 Region of Queens Municipality
 Municipality of the District of Barrington

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements of Region 6 Solid Waste Management are the representations of management prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) as established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Outlined below are those considered particularly significant:

REGION 6 SOLID WASTE MANAGEMENT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue

Revenue is recorded on the accrual basis.

Special programs including Dairy Funding, Enforcement Funding and Municipal Approved Program funds (MAP) are paid on the condition that the funds be used for qualifying projects in solid waste-resource management. Qualifying projects include:

- Municipal Waste Diversion Programs including source reduction; reuse, regional and municipal recycling and composting programs;
- Municipal Household Hazardous Waste Program;
- Municipal Waste Management Education Program; and
- Eligible Enforcement Programs.

Government contributions are recognized as revenue in the period the transfer is authorized, and all eligibility criteria have been met.

Revenue for operations and education is negotiated annually and is recorded as earned.

Expenditures

Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Diversion credits are paid to municipalities based on a formula established by the Department of Environment of the Province of Nova Scotia using data supplied by the municipalities and landfill operators. This formula provides funding for municipalities which have implemented waste management programs and diverted waste from disposal (Sections 53 and 54 of the Agreement).

Cash

Cash includes cash and amounts held on deposit with a financial institution.

Use of estimates

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Significant estimates include certain accruals. Actual results could differ from those estimates.

Funds

Certain amounts, as approved by the Inter-Municipal Committee, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds are an adjustment to the respective funds when approved.

REGION 6 SOLID WASTE MANAGEMENT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

3. DISTRIBUTION TO MUNICIPAL UNITS

2023			
	Diversion Credits	Dairy Recycling	Total
Municipal Joint Services Board	\$ 172,720	\$ 40,039	\$ 212,759
Region of Queens Municipality	45,564	20,128	65,692
West Hants Regional Municipality	88,859	14,956	103,815
Municipality of the District of Chester	56,253	8,802	65,055
Municipality of the District of Shelburne (shared services)	8,651	17,316	25,967
Town of Lunenburg	11,689	1,932	13,621
Municipality of the District of Barrington	39	7,696	7,735
Town of Clark's Harbour	731	795	1,526
	<u>\$ 384,506</u>	<u>\$ 111,664</u>	<u>\$ 496,170</u>
2022			
	Diversion Credits	Dairy Recycling	Total
Municipal Joint Services Board	\$ 185,846	\$ 34,679	\$ 220,525
Region of Queens Municipality	44,344	7,685	52,029
West Hants Regional Municipality	106,514	10,205	116,719
Municipality of the District of Chester	61,059	10,383	71,442
Municipality of the District of Shelburne (shared services)	8,916	6,154	15,070
Town of Lunenburg	13,068	3,932	17,000
Barrington/Clarks Harbour	2,040	215	2,255
	<u>\$ 432,529</u>	<u>\$ 76,664</u>	<u>\$ 509,193</u>

4. FINANCIAL RISKS AND CONCENTRATION OF RISKS

Financial assets

Financial assets include cash which is recorded at fair value and accounts receivable which are recorded at amortized cost.

Liquidity risk

The Board's objective is to have sufficient liquidity to meet its liabilities when due. The Board monitors its cash balance and cash flows from operations to meet its requirements. As at March 31, 2023, the most significant financial liabilities were payables and accruals.

5. OTHER INFORMATION

The statement of changes in net assets was not prepared as it is deemed to not provide useful information to users.

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF OPERATIONS AND EDUCATION

SCHEDULE 1

YEAR ENDED MARCH 31, 2023

	Budget Unaudited	2023 Actual	2022 Actual
Revenue			
Coordinator funds (RRFB)	\$ 43,286	\$ 43,286	\$ 43,286
Education contract (RRFB)	80,392	61,494	89,405
Inter-municipal programs	-	-	16,793
Interest	-	2,571	3,349
Services	-	-	450
Other	-	-	2,496
	<u>123,678</u>	<u>107,351</u>	<u>155,779</u>
Expenditures			
Administration	9,390	9,386	9,386
Cell phones	1,100	887	932
Education and regional programs	5,500	4,126	1,828
Employee benefits	22,774	28,223	24,239
Insurance	3,500	6,347	3,426
Inter-municipal programs	-	7,432	16,793
Office	4,800	3,742	3,505
Office equipment	1,500	1,414	3,027
Office rental	10,000	9,198	9,290
Professional fees	10,000	8,760	9,068
Recycling application	11,000	10,347	9,851
Salaries	136,536	141,698	134,273
Training and conference	2,000	1,917	261
Travel	15,000	15,111	9,739
	<u>233,100</u>	<u>248,588</u>	<u>235,618</u>
Excess of expenditures over revenue	(109,422)	(141,237)	(79,839)
Balance, beginning of year	49,500	49,500	42,902
Changes to reserves	59,922	134,756	86,437
Balance, end of year	<u>\$ -</u>	<u>\$ 43,019</u>	<u>\$ 49,500</u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF DIVERSION CREDITS FUND

SCHEDULE 2

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
Resource Recovery Fund Board diversion credits	\$ 384,506	\$ 432,529
Dairy recycling fund	111,664	76,664
Interest	3,112	700
Municipal contributions	130,175	72,292
	<u>629,457</u>	<u>582,185</u>
Expenditures		
Distribution to Municipal units (note 3)		
Municipal Joint Services Board	172,720	185,846
Municipality of the District of Chester	56,253	61,059
Town of Lunenburg	11,689	13,068
West Hants Regional Municipality	88,859	106,514
Region of Queens Municipality	45,564	44,344
Municipality of the District of Barrington	39	10,742
Town of Clark's Harbour	731	2,039
Municipality of the District of Shelburne	8,651	8,917
Dairy recycling (note 3)	111,664	76,664
	<u>496,170</u>	<u>509,193</u>
Excess of revenue over expenditures	133,287	72,992
Balance, beginning of year	10,054	9,354
Changes to reserves	<u>(130,175)</u>	<u>(72,292)</u>
Balance, end of year	<u>\$ 13,166</u>	<u>\$ 10,054</u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF FUTURE PROJECTS FUNDS

SCHEDULE 3

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
Interest	<u>\$ 86</u>	<u>\$ 20</u>
Expenditures		
Programs	<u>-</u>	<u>-</u>
Excess of revenue over expenditures	86	20
Balance, beginning of year	84,893	101,666
Changes to reserves	<u>-</u>	<u>(16,793)</u>
Balance, end of year	<u><u>\$ 84,979</u></u>	<u><u>\$ 84,893</u></u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF RRFB MUNICIPAL APPROVED PROGRAM

SCHEDULE 4

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
RRFB funding		
Municipal approved program	<u>\$ 80,746</u>	<u>\$ 82,574</u>
Expenditures		
Municipal Joint Services Board	30,968	31,669
West Hants Regional Municipality	17,067	17,454
Region of Queens Municipality	9,174	9,381
Municipality of the District of Chester	9,452	9,666
Municipality of the District of Shelburne	5,648	5,776
Municipality of the District of Barrington	5,707	5,836
Town of Clark's Harbour	634	649
Town of Lunenburg	<u>2,096</u>	<u>2,143</u>
	<u>80,746</u>	<u>82,574</u>
Excess of revenue over expenditures	-	-
Balance, beginning of year	-	-
Changes to reserves	<u>-</u>	<u>-</u>
Balance, end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

REGION 6 SOLID WASTE MANAGEMENT

STATEMENT OF RRFB ENFORCEMENT PROGRAM

SCHEDULE 5

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
RRFB funding	<u>\$ 89,021</u>	<u>\$ 102,552</u>
Expenditures		
Municipal Joint Services Board	34,142	33,925
West Hants Regional Municipality	18,816	18,736
Municipality of the District of Chester/Town of Lunenburg	12,731	12,508
Municipality of the District of Barrington	6,991	7,295
Municipality of the District of Shelburne	6,227	6,466
Region of Queens Municipality	10,114	10,199
	<u>89,021</u>	<u>89,129</u>
Excess of revenue over expenditures	-	13,423
Balance, beginning of year	76,738	76,738
Changes to reserves	<u>-</u>	<u>(13,423)</u>
Balance, end of year	<u>\$ 76,738</u>	<u>\$ 76,738</u>



Town of Mahone Bay

Staff Report

RE: PRO Kids Update

January 9, 2024

General Overview:

This staff report is intended to present Council with a letter from the Municipality of the District of Lunenburg regarding the PRO Kids Program, and associated recommendations.

Background:

A letter from Trudy Payne, Recreation Director for the Municipality of the District of Lunenburg (MODL), dated December 19, 2023 is attached for reference. Information on MODL's PRO Kids program can be found at <https://www.modl.ca/youth-subsidy-grant.html>.

Analysis:

MODL has provided the Town with notice that, effective April 1, 2024, Mahone Bay residents will no longer be eligible to receive grants through MODL's PRO Kids Program.

As noted in the attached letter, staff from MODL and the Town have met on multiple occasions over the past several years to discuss potential formal expansion of the MODL program to include residents of the Town (where applications from residents have been informally approved by MODL in prior years). Formal expansion of the program would have permitted the Town to actively promote the program, which has not been done to date.

Unfortunately in these staff discussions it was made clear that MODL – in administering the program – would not allow for charitable contributions to the program to benefit Town residents but rather proposed passing the entire costs of grants provided to Town residents to the Town, retaining charitable donations (a considerable portion of the program's funding) for MODL residents only; Town staff could not recommend such a structure to Council as it would effectively make Town residents second-class participants in the program.

As noted in the letter, the Town now has the opportunity to launch its own PRO Kids Program, as all other municipalities in the County have done, or potentially to partner with another nearby municipality to deliver an equivalent program to Town residents. If Council is interested in considering such options, staff recommend reaching out to the United Way – a major charitable foundation funding local PRO Kids programs – as well as to other municipalities in the County. Another potential option would be to partner

with a local not-for-profit entity to deliver the program to Town residents. One such entity could be the Mahone Bay United Soccer Association (MBU), who are currently in the process of establishing a community sports equipment library; a related program intended to support residents' access to sporting and recreation opportunities.

Financial Analysis:

MODL staff have informed Town staff that on average 10 applications from Town residents have been received / approved in prior years, totaling approximately \$2,000 annually; most of these applications have been for participation in arts and culture programs offered in Mahone Bay, rather than sporting programs / equipment.

Donations from local residents and businesses, as well as potentially from the United Way, could also subsidize a local program. The Town maintains the Athletic and Cultural Trust Fund – currently at a \$0 balance per Council's 2023/24 budget – which could be used to direct charitably receiptable donations from residents and businesses to a local program.

Climate Analysis:

PRO Kids Programs support youth opportunities in recreation which encourage healthy living and active transportation choices, contributing to a reduction in GHG emissions from transportation.

Strategic Plan:

2.2 Provide Equitable Services to Support Growth

- Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest

Recommendation:

It is recommended,

THAT Council direct staff to prepare a report on the potential for a PRO Kids Program or equivalent, for residents of Mahone Bay.

Attached for Council Review:

- Letter from Trudy Payne (MODL) dated Dec 19, 2023.

Respectfully Submitted,

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

Dylan Heide, Town of Mahone Bay CAO



Municipality of the District of Lunenburg

10 Allée Champlain Drive Cookville Nova Scotia Canada B4V 9E4

Recreation Services

Phone: 902.541.1343 Fax: 902.543.7123 recreation@modl.ca Web Site: www.modl.ca

December 19, 2023

Dylan Heide
Town of Mahone Bay
493 Main Street
Mahone Bay, NS
B0J 2E0

Dear Dylan,

I hope this letter finds you well. I am writing to notify you that effective April 1, 2024, the Municipality of the District of Lunenburg will no longer provide support for residents of Mahone Bay through our PRO Kids program. This decision has not been made lightly, as we recognize the impact this decision may have on the children and youth residing in Mahone Bay. We trust this notification will provide you the time required for you to decide whether to offer a youth subsidy program for your residents.

As you are aware, over the past number of years, we have supported residents of Mahone Bay through the PRO Kids program to ensure that no youth missed the opportunity to participate in recreation, sport, and cultural activities. We started this without a formal agreement or contract, as there were only a couple of applications annually. However, recently we have been prompted to reevaluate our support as the number of applications and funding requests have put constraints on our program, intended only for residents of the Municipality of the District of Lunenburg. With demand for the program increasing, limited and/or no financial support from the Town of Mahone Bay, and differing opinions concerning the delivery of the program, have contributed to our decision.

We believe in the importance of transparency and open communication, and while efforts were made to create an agreement between the Town of Mahone Bay and the Municipality of the District of Lunenburg to formally expand the PRO Kids program to include Mahone Bay, we do not feel at this time, that we are able to meet the needs of all parties.

It is our sincere hope that the Town of Mahone Bay will consider launching a youth subsidy program for the Town, as it reflects the needs within the community and would ensure all youth in Lunenburg County have access to funding assistance. Currently, the Town of Mahone Bay is the only municipal unit within Lunenburg County without their own PRO Kids program. Municipality of Chester, Town of Lunenburg, Town of Bridgewater, and MODL all administer and manage their own programs. Effective April 1, 2024, all applications from Town residents to our PRO Kids program will be redirected to you.

Thank you for your understanding and we hope you have success if you decide to launch your own program.

Sincerely,



Trudy Payne
Director of Recreation, Parks, and Tourism
Trudy.Payne@modl.ca
(902) 541-1333

cc: Tom MacEwan, CAO
cc: Tissy Bolivar, PRO Kids Administrator



Town of Mahone Bay

Staff Report

RE: Transportation Projects Update

January 9, 2024

General Overview:

This staff report is intended to provide Council with an update concerning transportation projects and initiatives included in the Town's 2023-24 budget.

Background:

The 2023-24 annual budget approved by Council June 13th, 2023 included numerous transportation projects and initiatives. Some major projects and initiatives reflected in the 2023-24 budget include:

- Planned improvements to the intersection of Pleasant and Main Streets supporting pedestrian safety (engineering to take place in 2023-24 with construction anticipated in early 2024-25);
- A proposed multi-Use connector trail from Kinburn St. to Main St., noted in the 10-year Capital Investment Plan for 2025-26;
- Implementation of the Lunenburg County Accessibility Plan, containing numerous commitments with respect to public transportation infrastructure.

Subsequent to the adoption of the annual budget, the following related motions were passed by the Town Council:

Sept 12, 2023

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT Council direct staff to issue a Request for Proposals for update of the Town's Municipal Specifications."

Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT flashing lights for mid-block location crosswalks be referred to the 2024/25 budget." Motion carried.

Sept 28, 2023

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

Analysis:

The following updates are provided with respect to the above noted projects and initiatives and related motions of Council:

Improvement to Intersection of Pleasant & Main

Engineering for this project has been completed by WSP. Design documents are attached for reference.

Multi-Use Connector Trail from Kinburn St. to Main St.

Pre-design for this project has been completed by WSP. Council received an update in this regard at their regular meeting on October 26, 2023. This report has been attached for reference. Staff have since reached out to the Nova Scotia Liquor Commission (NSLC) in this regard and are awaiting a response.

An opportunity for external funding to support this project has been identified by staff. The Provincial Connect2 program has a deadline for expressions of interest of January 22, 2024. This program can provide 75% funding up to a maximum of \$100,000. Staff recommend submitting an expression of interest to the program for this project.

To submit an application to the Connect2 Program it will be necessary to obtain the support of NSLC, however this requirement would not apply to the submission of an expression of interest (the application deadline is not until March 4, 2024).

Implementation of Lunenburg County Accessibility Plan

The motion Council passed on September 12th to refer to the 2024-25 budget process the proposal to install flashing lights for mid-block location crosswalks directly supports the implementation of the Lunenburg County Accessibility Plan and the Town of Mahone Bay Accessibility Implementation Plan adopted by Council on September 28th. In addition to the installation of flashing lights, the Action Plan calls for the installation of tactile indicators, directional buttons, and audible signals for crossings. Staff recommend including these accessibility improvements in the budget discussion.

Updated Municipal Specifications

On September 12th Council directed staff to issue a Request for Proposals (RFP) for update of the Town's Municipal Specifications; this motion was passed in consideration of the related staff report provided to Council at this meeting, attached for reference.

This RFP will be issued later in January and staff recommend including

in the scope of the updated municipal specifications standardized specifications for speed humps. These standardized specifications would then be applied to existing speed humps as paving projects take place, ensuring all speed humps on public roads in Mahone Bay reflect best practice as provided by the engineering consultants selected to update the Town's municipal specifications.

Financial Analysis:

The following financial analysis is provided with respect to the above:

Improvement to Intersection of Pleasant & Main

Engineering costs are included in the capital budget as related to the planned capital project.

Construction costs were previously estimated at \$55,000. Based on the recent estimates prepared by WSP construction costs are now estimated at \$127,000 (including net HST). Council will need to determine whether to proceed with the issuance of tender documents for construction. Staff recommend referring to the 2024-25 budget process.

Multi-Use Connector Trail from Kinburn St. to Main St.

Pre-design costs for this project are included in the Traffic Engineering Services operating initiative in the 2023-24 budget as the associated capital project remains unapproved by Council.

Per the report to Council's October 26th meeting costs for this project are estimated as high as \$293,000 (noting a 50% contingency due to the high level of pre-design work completed to date). Council's 10-year Capital Investment Plan includes an allocation of \$90,000 for this proposed project for fiscal 2025-26. Should the Town be successful in obtaining the maximum \$100,000 from the Connect2 Program at a minimum an additional \$103,000 would still need to be secured from other sources to bring project costs down to the allocation in the Capital Investment Plan; potential sources include other Federal and Provincial funding programs or direct contribution by NSLC.

Implementation of Lunenburg County Accessibility Plan

Working with our Lunenburg County Accessibility Coordinator Ellen Johnson, staff propose to develop a capital project for consideration in the 2024-25 budget process including the recommended accessibility improvements to crosswalks in Mahone Bay. The resulting project will be eligible for Federal and Provincial accessibility funding programs

which staff will identify and recommend to Council to support implementation of this project.

Climate Analysis:

Improvements to transportation infrastructure support active transportation choices by residents and visitors, reducing community GHG emissions and contributing to Council's objective of net zero community emissions.

Strategic Plan:

1.3. Improve Accessibility of Public Infrastructure

- Strategically improve transportation infrastructure to support healthy living

Recommendation:

The following motions are recommended,

THAT Council refer the Pleasant-Main Intersection Improvement Project to the 2024-25 budget process.

THAT Council direct staff to submit an expression of interest to the Provincial Connect2 Program for the proposed Kinburn-Main Connector Trail.

THAT Council direct staff to work with Lunenburg County Accessibility Coordinator Ellen Johnson to prepare a recommendation to the 2024-25 budget process concerning accessibility improvements to crosswalks in Mahone Bay, building on Council's previous direction concerning flashing lights for mid-block crossings.

THAT Council direct staff to include standardized specifications for speed humps on public roads in the planned update of the Town's municipal specifications.

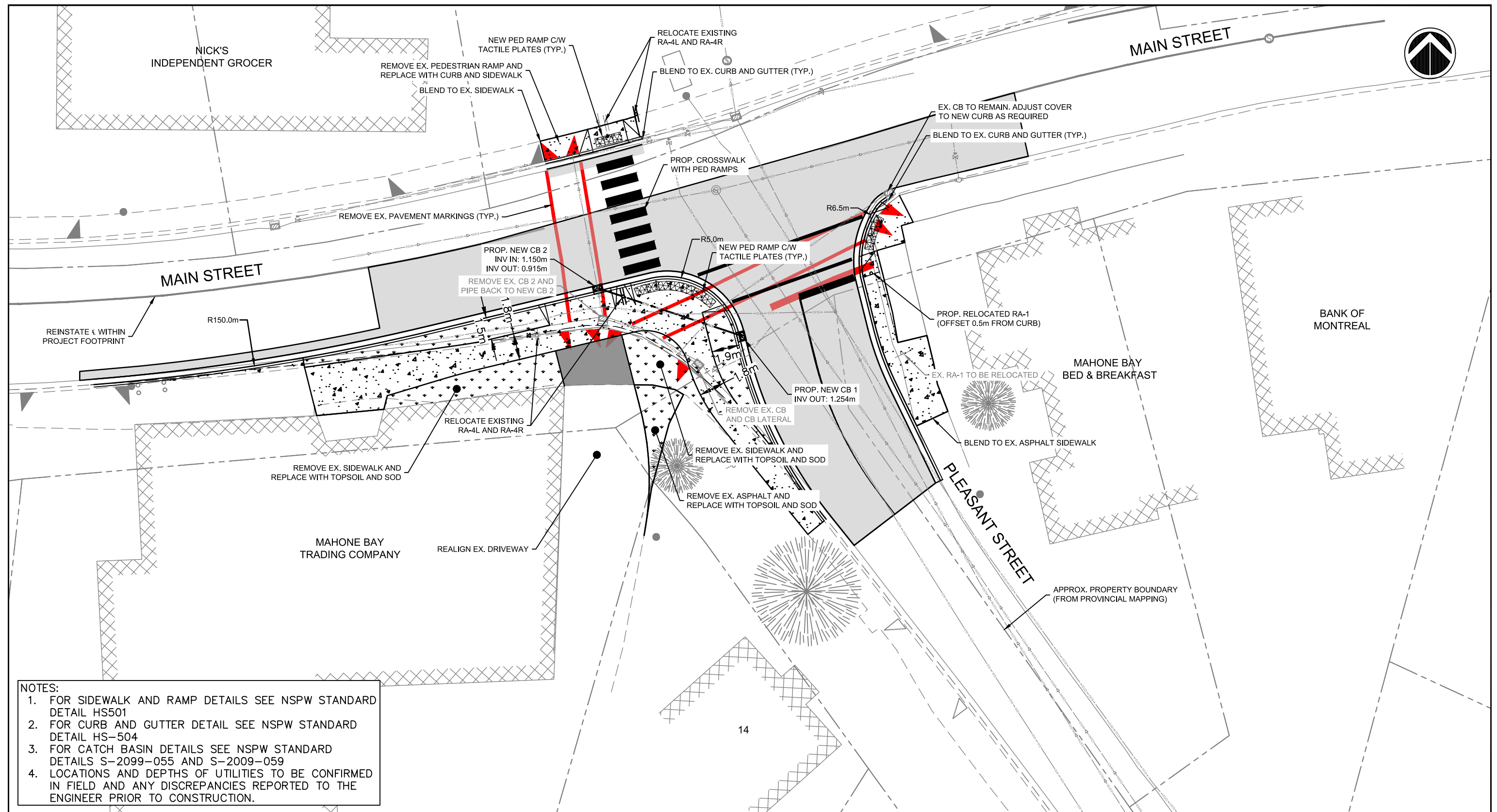
Attached for Council Review:

- Pleasant/Main Intersection Design Documents from WSP;
- Staff Report to Oct 26 Council meeting re Kinburn/Main Connector Trail;
- Staff Report to Sept 12 Council meeting re Updated Municipal Specifications.

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



NOTES:

1. FOR SIDEWALK AND RAMP DETAILS SEE NSPW STANDARD
DETAIL HS501
2. FOR CURB AND GUTTER DETAIL SEE NSPW STANDARD
DETAIL HS-504
3. FOR CATCH BASIN DETAILS SEE NSPW STANDARD
DETAILS S-2099-055 AND S-2009-059
4. LOCATIONS AND DEPTHS OF UTILITIES TO BE CONFIRMED
IN FIELD AND ANY DISCREPANCIES REPORTED TO THE
ENGINEER PRIOR TO CONSTRUCTION.

CLIENT:

**TOWN OF
MAHONE BAY**



WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

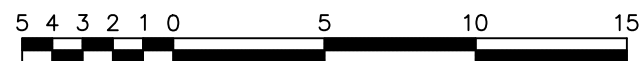
Drawn: C. MACPHERSON / S. HAY

Reviewed: P. HATTON / G. O'BRIEN

Project #: CA0005416.8070

Date: NOVEMBER 21, 2023

SCALE: 1:250 METRIC



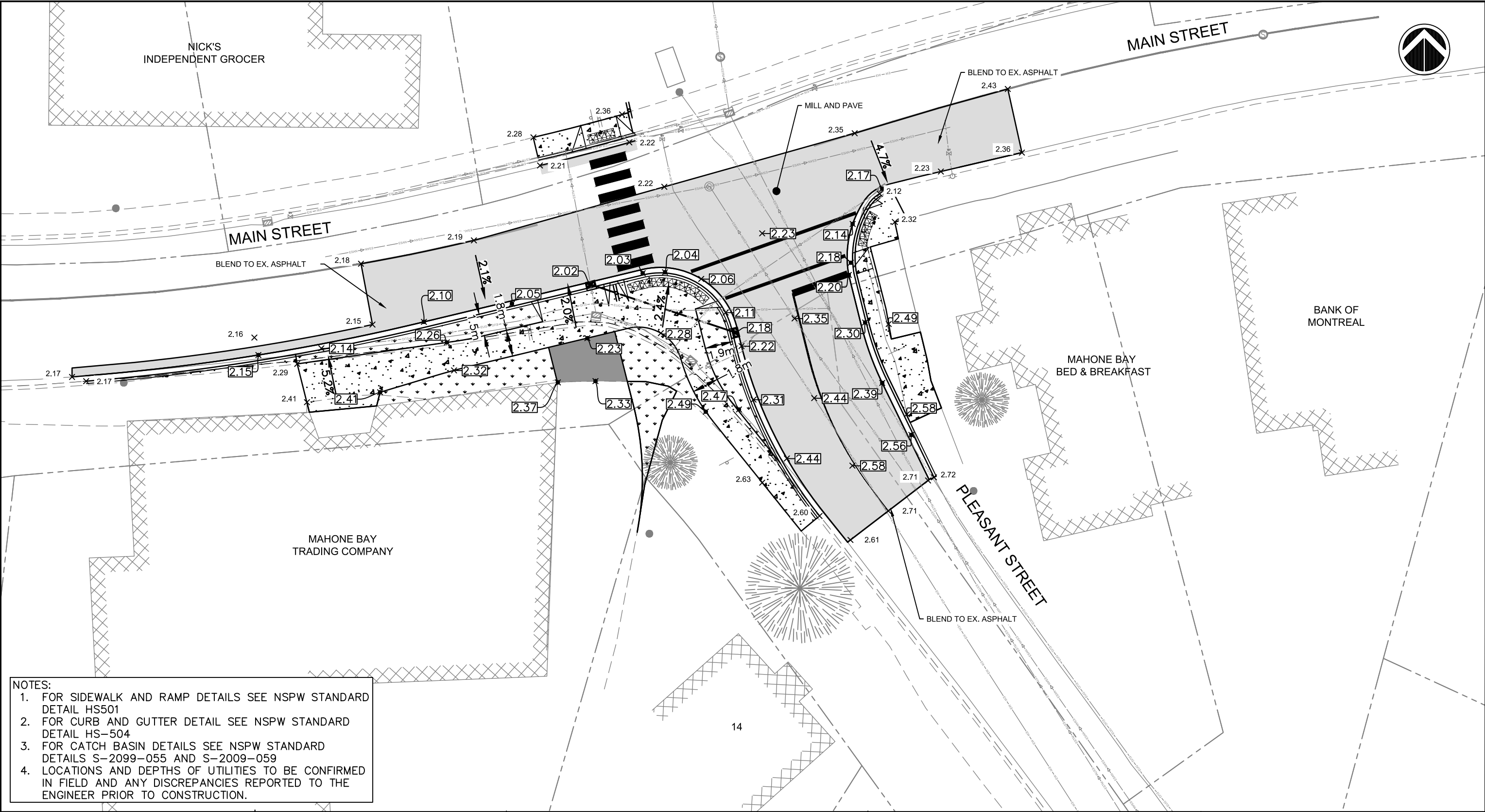
PROJECT:

MAIN ST. AND PLEASANT ST. INTERSECTION RECONFIGURATION

TITLE:

PROPOSED INTERSECTION RECONFIGURATION

LAYOUT & GRADING 1



- NOTES:
1. FOR SIDEWALK AND RAMP DETAILS SEE NSPW STANDARD DETAIL HS501
 2. FOR CURB AND GUTTER DETAIL SEE NSPW STANDARD DETAIL HS-504
 3. FOR CATCH BASIN DETAILS SEE NSPW STANDARD DETAILS S-2099-055 AND S-2009-059
 4. LOCATIONS AND DEPTHS OF UTILITIES TO BE CONFIRMED IN FIELD AND ANY DISCREPANCIES REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.

CLIENT:

**TOWN OF
MAHONE BAY**

wsp

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn: C. MACPHERSON / S. HAY
Reviewed: P. HATTON / G. O'BRIEN
Project #: CA0005416.8070
Date: NOVEMBER 21, 2023

SCALE: 1:250 METRIC

5 4 3 2 1 0 5 10 15

PROJECT:

**MAIN ST. AND
PLEASANT ST.
INTERSECTION
RECONFIGURATION**

TITLE:

**PROPOSED INTERSECTION
RECONFIGURATION

LAYOUT & GRADING 2**

INTERSECTION RECONFIGURATION - PLEASANT ST. AT MAIN ST.

ESTIMATE OF PROBABLE CONSTRUCTION COSTS



PROJECT NO.
DATE:
CLIENT:
CONSULTANT:
UNIT PRICE SOURCE:
NOTES:

CA0005416.8070
November 22, 2023
Town of Mahone Bay
WSP
WSP

- a) ALL PRICES SHOWN ARE IN 2023 CANADIAN DOLLARS EXCLUDING HST.
- b) INCREASES DUE TO INFLATION OR CHANGES IN THE MARKET ARE NOT INCLUDED AS PART OF THIS ESTIMATE.
- c) NO ALLOWANCE HAS BEEN MADE FOR PROPERTY ACQUISITION, ENGINEERING, OR CONSTRUCTION ADMIN./INSPECTION.

INTERSECTION RECONFIGURATION - PLEASANT ST. AT MAIN ST.				
ITEM	UNITS	UNIT PRICE	QNTY.	COST
<u>Storm Sewer</u>				
1050 mm dia. Precast Concrete Catchbasin c/w S361 frame and grate	ea.	\$7,500	2	\$15,000
200 mm dia. PVC DR35 - CB lead including reinstatement	m	\$850	10	\$8,500
Remove Catchbasin	ea.	\$2,500	2	\$5,000
Remove Pipe	m	\$500	2	\$1,000
<u>Asphaltic Concrete</u>				
Type C-HF - 40 mm thick	m ²	\$25	410	\$10,250
Type B-HF - 50 mm thick	m ²	\$30	55	\$1,650
Cold Planing - 40 mm	m ²	\$10	410	\$4,100
Full Depth Asphalt Removal	m ²	\$20	40	\$800
Asphalt Driveway	m ²	\$75	20	\$1,500
<u>Curb</u>				
Concrete Curb and Gutter	m	\$220	95	\$20,900
Curb Removal	m	\$40	80	\$3,200
<u>Sidewalk</u>				
Concrete Sidewalk - 100 mm thick	m ²	\$230	136	\$31,165
Concrete Sidewalk - 150 mm thick	m ²	\$250	15	\$3,625
Concrete or Asphalt Sidewalk Removal	m ²	\$25	150	\$3,750
<u>Landscaping</u>				
Topsoil & Sod - 150 mm thick	m	\$22	80	\$1,760
<u>Pavement Markings</u>				
Pavement Markings - Lump Sum	L.S.	\$1,000	1	\$1,000
<u>Miscellaneous</u>				
Traffic Sign Post Installation	ea.	\$550	3	\$1,650
Tactiles	ea.	\$400	15	\$6,000
Traffic Sign Removal	ea.	\$50	3	\$150
Sub-Total				\$121,000
Contingency (15%)				\$18,150
(excl. HST)				\$139,000



Town of Mahone Bay

Staff Report

RE: Kinburn to Main Multi-Use Trail

October 26, 2023

General Overview:

This staff report is intended to present Council with updated concepts and associated estimates for the proposed Kinburn to Main Multi-Use Trail.

Background:

The Blue Route Community Hubs project in which Mahone Bay was a participant took place in 2018-19 with a report to Council in Sept. 2019. The purpose of this project was to consider cycle connectivity within Mahone Bay.

The general concept put forward by the report – and built-upon by the subsequent Transportation Plan Report produced for the Town by CBCL in 2020 – was that lower volume / lower speed streets – achieved through traffic calming infrastructure and reduced speed limits – would connect areas of Town. In this way riders of all ages and abilities could transit through Town avoiding Main St. with its higher speeds / traffic volumes and lack of appropriate infrastructure for cyclists.

This concept has informed numerous improvements over the past several years, including the Clearway-Main 3-way stop, installation of speed humps, and reduced speed limits. One significant recommendation of the Community Hubs project has not yet moved forward, the establishment of a link between Kinburn St. and Main St. to facilitate connection to Clearway St. (and Bayview School).

A link through the Nova Scotia Liquor Commission (NSLC) property was initially proposed in the Community Hubs report. In the Summer of 2023 staff met with representatives of NSLC and reviewed the recommendation from the report. It was indicated that NSLC would consider the concept if it could be designed without reducing availability of parking for customers. WSP Inc. – already commissioned to provide other traffic engineering services to the Town in 2023-24 – were asked to prepare concepts and estimates with this in mind.

Analysis:

Concepts and estimates provided by WSP Inc. are attached. Two similar concepts are presented for consideration with differing numbers of parking spaces / associated costs. If Council supports sharing these concepts and estimates with NSLC there is potential for NSLC to support the Town is seeking external funding for the work (or to contribute themselves).

Financial Analysis:

The attached estimates – \$234,000 - \$293,000 including very substantial contingencies – provide a basis for discussions with NSLC and to seek external funding. This would occur in advance of the 2024-25 budget process when Council could revisit the proposed project.

Climate Analysis:

Active transportation choices by residents and visitors can result in substantial reductions in emissions from transportation (the second largest source of community emissions). These choices are contingent on being able to safely navigate from point A to point B via active means. By creating the necessary conditions for safe navigation by residents and visitors of all ages and abilities through projects such as this, the Town can encourage active transportation choices resulting in emissions reduction.

Strategic Plan:**1.3 Improve Accessibility of Public Infrastructure**

- Strategically improve transportation infrastructure to support healthy living

Recommendation:

It is recommended,

THAT Council direct staff to share the multi-use path concepts and estimates from WSP Inc. with NSLC for their consideration.

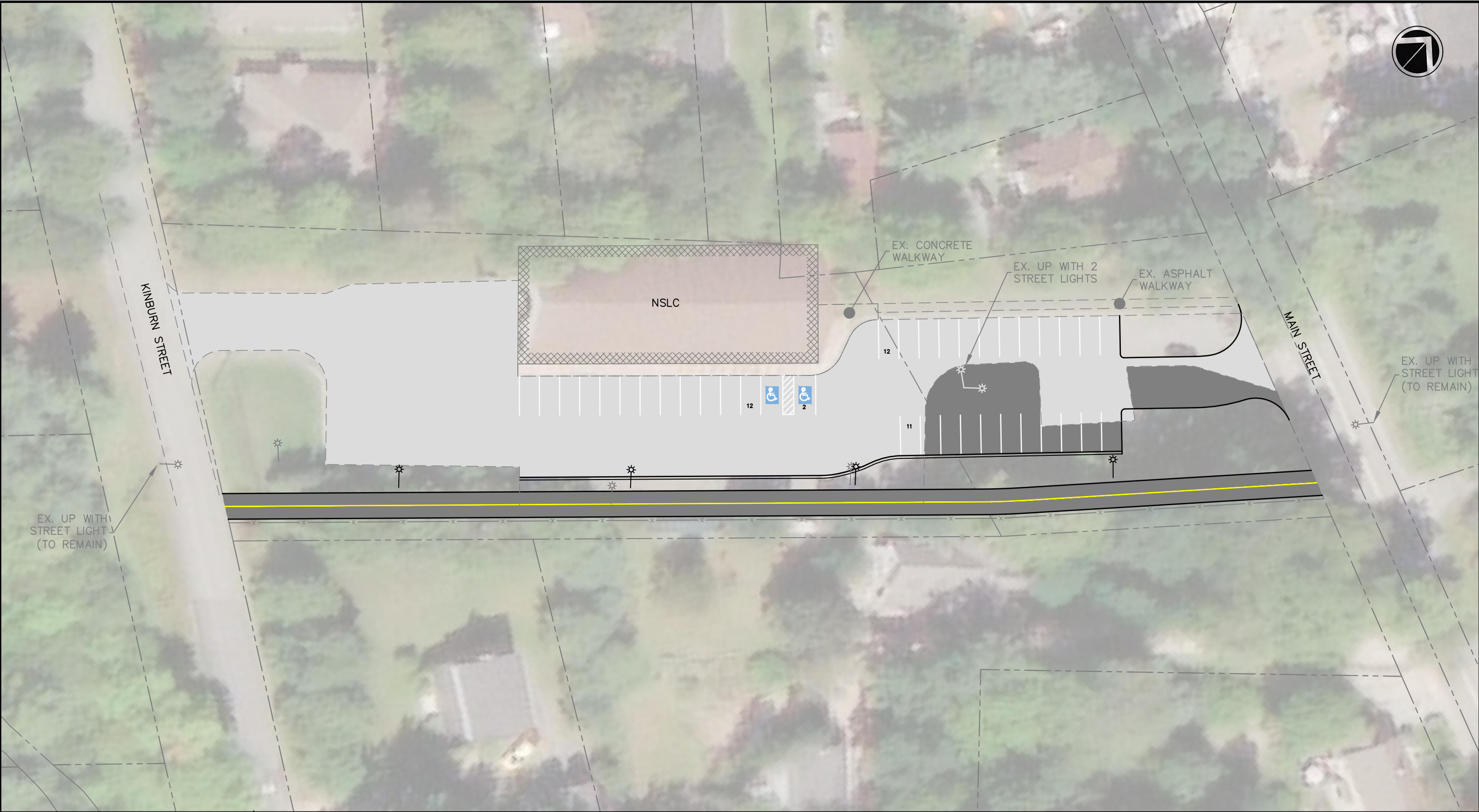
Attached for Council Review:

- NSLC Multi-Use Trail Connector Concepts & Estimates of Probable Construction Costs

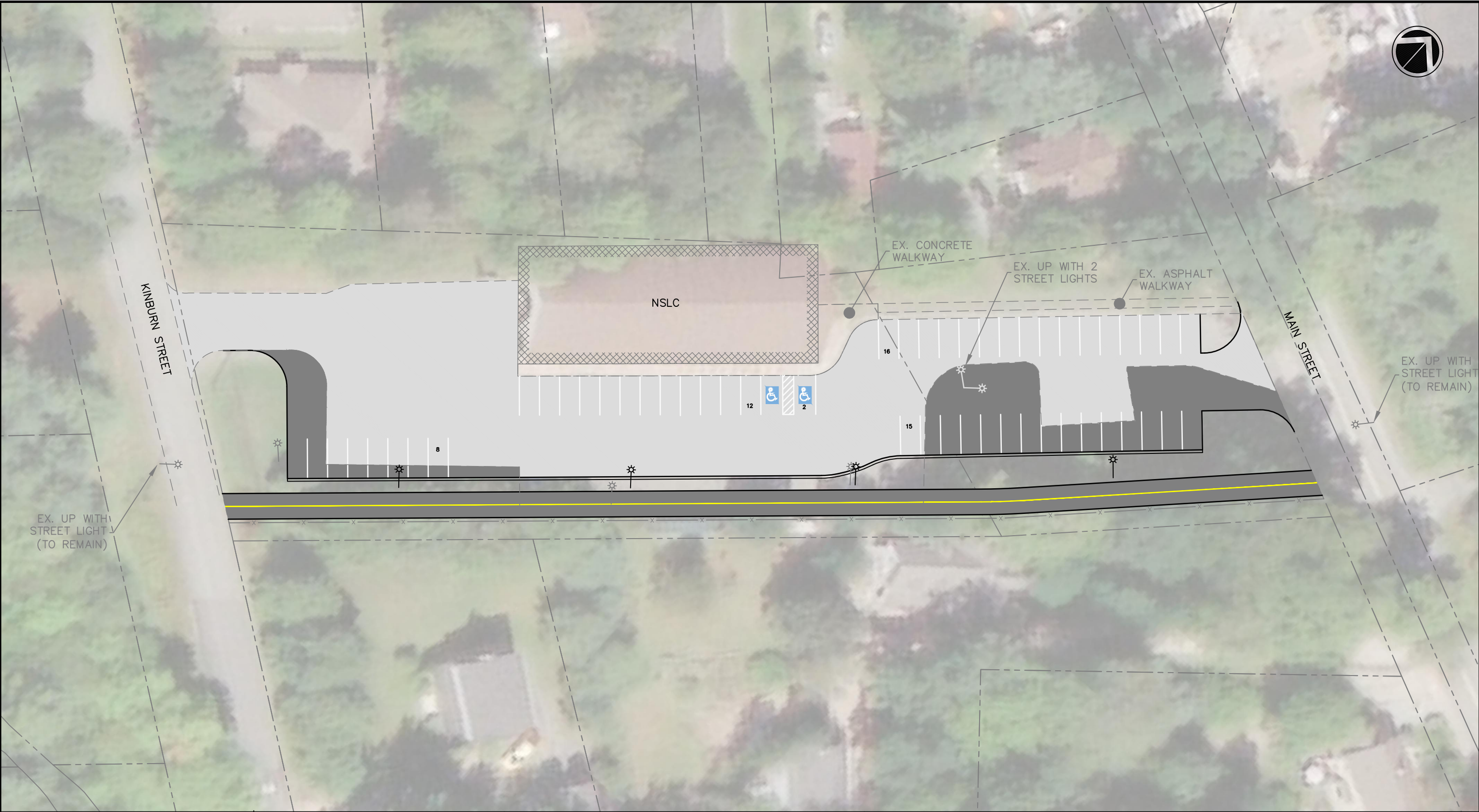
Respectfully Submitted,


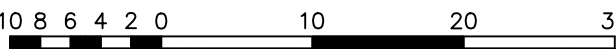
A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide, Town of Mahone Bay CAO



<p>CLIENT:</p> <p>TOWN OF MAHONE BAY</p>	<p>wsp</p> <p>WSP Canada Inc. 1 Spectacle Lake Drive Dartmouth, Nova Scotia, Canada B3B 1X7 T 902-835-9955 F 902-835-1645 www.wsp.com</p>	<p>Drawn: <u>C. MACPHERSON</u></p> <p>Reviewed: <u>P. HATTON</u></p> <p>Project #: <u>CA0005416.8070</u></p> <p>Date: <u>OCT 5, 2023</u></p> <p>SCALE: 1:500 METRIC</p> <p>10 8 6 4 2 0 10 20 30</p>	<p>PROJECT:</p> <p>MAHONE BAY NSLC MULTI-USE TRAIL CONNECTION</p>	<p>TITLE:</p> <p>PRELIMINARY CONCEPT 1</p>
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CLIENT: TOWN OF MAHONE BAY	 WSP Canada Inc. 1 Spectacle Lake Drive Dartmouth, Nova Scotia, Canada B3B 1X7 T 902-835-9955 F 902-835-1645 www.wsp.com	Drawn: <u>C. MACPHERSON</u>	PROJECT: MAHONE BAY NSLC MULTI-USE TRAIL CONNECTION	TITLE: PRELIMINARY CONCEPT 2
		Reviewed: <u>P. HATTON</u> Project #: <u>CA0005416.8070</u> Date: <u>OCT 5, 2023</u>		
		SCALE: 1:500 METRIC 		

NSLC Multi-Use Trail Connector

ESTIMATE OF PROBABLE CONSTRUCTION COSTS



PROJECT NO.
DATE:
CLIENT:
CONSULTANT:
UNIT PRICE SOURCE:
NOTES:

CA0005416.8070
October 5, 2023
Town of Mahone Bay
WSP
WSP

- a) ALL PRICES SHOWN ARE IN 2023 CANADIAN DOLLARS EXCLUDING HST.
- b) INCREASES DUE TO INFLATION OR CHANGES IN THE MARKET ARE NOT INCLUDED AS PART OF THIS ESTIMATE.
- c) ESTIMATES ARE INTENDED FOR HIGH-LEVEL BUDGETING OF CONSTRUCTION COSTS ONLY. FUNCTIONAL AND DETAILED DESIGN REQUIRED FOR MORE ACCURATE COST ESTIMATION.
- d) NO ALLOWANCE HAS BEEN MADE FOR PROPERTY ACQUISITION, ENGINEERING, OR CONSTRUCTION ADMIN./INSPECTION.
- e) SOME DIMENSIONS TAKEN FROM AERIAL PHOTOGRAPHY.
- f) STORM SEWER NOT INCLUDED IN COST ESTIMATE.

3.0m MULTI-USE PATH CONCEPT 1				
ITEM	UNITS	UNIT PRICE	QNTY.	COST
Curb				
Concrete Curb and Gutter	m	\$220	140	\$30,800
Earthwork				
Grubbing	m ²	\$12	765	\$9,180
Gravel				
Type 1 - 150 mm thick	m ²	\$30	765	\$22,950
Type 2 - 250 mm thick	m ²	\$35	447	\$15,645
Type 2 - 300 mm thick	m ²	\$40	318	\$12,720
Asphaltic Concrete				
Type B-HF - 75 mm thick	m ²	\$35	318	\$11,130
Type C-HF - 50 mm thick	m ²	\$25	318	\$7,950
Type D-HF - 75 mm thick	m ²	\$45	447	\$20,115
Full Depth Asphalt Removal	m ²	\$10	367	\$3,670
Pavement Markings				
Painted Yellow Single Centerline - Solid	m	\$3	447	\$1,341
Painted White Single Line - Solid	m	\$3	123	\$368
Miscellaneous				
Pole Relocation	ea.	\$5,000	4	\$20,000
Sub-Total				\$155,869
Contingency (50%)				\$77,934
(excl. HST)				\$234,000

NSLC Multi-Use Trail Connector

ESTIMATE OF PROBABLE CONSTRUCTION COSTS



PROJECT NO.
DATE:
CLIENT:
CONSULTANT:
UNIT PRICE SOURCE:
NOTES:

CA0005416.8070
October 5, 2023
Town of Mahone Bay
WSP
WSP

- a) ALL PRICES SHOWN ARE IN 2023 CANADIAN DOLLARS EXCLUDING HST.
- b) INCREASES DUE TO INFLATION OR CHANGES IN THE MARKET ARE NOT INCLUDED AS PART OF THIS ESTIMATE.
- c) ESTIMATES ARE INTENDED FOR HIGH-LEVEL BUDGETING OF CONSTRUCTION COSTS ONLY. FUNCTIONAL AND DETAILED DESIGN REQUIRED FOR MORE ACCURATE COST ESTIMATION.
- d) NO ALLOWANCE HAS BEEN MADE FOR PROPERTY ACQUISITION, ENGINEERING, OR CONSTRUCTION ADMIN./INSPECTION.
- e) SOME DIMENSIONS TAKEN FROM AERIAL PHOTOGRAPHY.
- f) STORM SEWER NOT INCLUDED IN COST ESTIMATE.

3.0m MULTI-USE PATH CONCEPT 2				
ITEM	UNITS	UNIT PRICE	QNTY.	COST
<u>Curb</u>				
Concrete Curb and Gutter	m	\$220	184	\$40,480
<u>Earthwork</u>				
Grubbing	m ²	\$12	978	\$11,736
<u>Gravel</u>				
Type 1 - 150 mm thick	m ²	\$30	978	\$29,340
Type 2 - 250 mm thick	m ²	\$35	447	\$15,645
Type 2 - 300 mm thick	m ²	\$40	531	\$21,240
<u>Asphaltic Concrete</u>				
Type B-HF - 75 mm thick	m ²	\$35	531	\$18,585
Type C-HF - 50 mm thick	m ²	\$25	531	\$13,275
Type D-HF - 75 mm thick	m ²	\$45	447	\$20,115
Full Depth Asphalt Removal	m ²	\$10	299	\$2,990
<u>Pavement Markings</u>				
Painted Yellow Single Centerline - Solid	m	\$3	447	\$1,341
Painted White Single Line - Solid	m	\$3	208	\$624
<u>Miscellaneous</u>				
Pole Relocation	ea.	\$5,000	4	\$20,000
Sub-Total				\$195,371
Contingency (50%)				\$97,685
(excl. HST)				\$293,000



Town of Mahone Bay

Staff Report

RE: Updated Municipal Specifications

September 12th, 2023

General Overview:

This staff report is intended to present Council with a recommendation to update the Town's Municipal Specifications.

Background:

Municipal Specifications are the general specifications which inform Town infrastructure design including the design of infrastructure by property owners and developers where said infrastructure will become the property of the Town (such as roads and utility services in subdivisions, etc.).

The Town's current Municipal Specifications were adopted in 2002 and are attached as an appendix to this report.

Town policies, by-laws and regulations variously reference the Town's municipal specifications or Provincial equivalents (which can be referenced [HERE](#)).

Analysis:

Staff believe there is value in updating the Town's municipal specifications where it has been over twenty years since the last update.

Additionally, there are some areas where the Town deviates - or could benefit from deviating – from Provincial specifications, for example in stormwater or roadway standards (given the town's denser and more urban character), where additions to the Town's current specifications would be required to support future infrastructure development.

Undertaking such an update now aligns with policy, by-laws and regulation updates currently underway, in particular the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) and the Subdivision By-law. The proposed new MPS/LUB establishes new requirements for road frontage which will significantly interact with the Subdivision By-law; updated specifications for roadways and utility services can support development in line with these new requirements by clarifying options for property owners and developers.

Financial Analysis:

A range of costs is possible. Staff recommend proceeding to a Request for Proposals (RFP) with an emphasis on proposals reflecting an efficient approach considering current Provincial specifications and the Town's specific needs. Staff will report to Council on proposals received.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council direct staff to issue a Request for Proposals for update of the Town's Municipal Specifications.

Attached for Council Review:

- Current Municipal Specifications

Respectfully Submitted,



Dylan Heide,
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Energy Innovation Program Application

January 9, 2024

General Overview:

This staff report is intended to present Council with a recommendation to submit an application to the NRCAN Energy Innovation Program – Smart Grids stream.

Background:

The Energy Innovation Program – Smart Grids stream offered by Natural Resources Canada (NRCAN) provides funding to:

- Accelerate grid modernization;
- Improve customer accessibility of grid-integrated solutions and lower GHG emissions; and,
- Address market gaps with business solutions.

This stream, which is open to expressions of interest until January 10, 2024, can provide 50% funding up to \$6,000,000 over four years.

More information on the program can be found at <https://natural-resources.canada.ca/science-and-data/funding-partnerships/opportunities/grants-incentives/energy-innovation-program/energy-innovation-program-smart-grids/25443>.

Analysis:

The Energy Innovation Program – Smart Grids stream has been identified by Town and Alternate Resource Energy Authority (AREA) staff as a potential source of funding to support modernization of the Town's electrical grid, similar to the initiative underway currently in Antigonish. Modernization would include smart meters and the associated network backbone and software required to operate these meters and maximize potential benefits to the utility and its customers. While water meters are not eligible under this program there is potential for costs associated with network and software also applicable to the water utility to be subsidized under this program.

AREA staff have recommended the towns of Berwick and Mahone Bay submit a joint application to the program – through AREA – to ensure that our application exceeds the minimum \$500,000 level required for eligibility (as well as to benefit from other efficiencies in approaching grid modernization jointly with the Town of Berwick, with whom we soon expect to share a Utility Director).

Financial Analysis:

AREA staff estimate the cost of eligible grid modernization activities for the Mahone Bay electrical utility at approximately \$400,000, based on the size of our customer base. The Energy Innovation Program could support 50% of this cost with the remainder being utility costs eligible to be applied to the rate base. The Town's 10-year Capital Investment Plan already includes \$225,000 for smart meters, spread over fiscal years 2025-26, 2026-27 and 2027-28.

Given the life expectancy of the smart meters and scheduled replacement of existing meters, the effects on the utility's electrical rates would be relatively minor, and the potential opportunities for customer savings resulting from the installation of smart meters (which can support other customer facing programs and rate structures) should further offset any increases.

Climate Analysis:

Grid modernization supporting expansion of customer facing programs and rate structures and preparing our electrical grid for the additional load associated with electric vehicle adoption and conversion of home heating away from fossil fuels is a key component of the Town's efforts to achieve net zero community GHG emissions.

Strategic Plan:**3.1 Reduce Community Greenhouse Gas Emissions**

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

THAT Council direct staff to provide a letter of support for the proposed application to NRCAN's Energy Innovation Program – Smart Grids stream.

Attached for Council Review:

None

Respectfully Submitted,

Dylan Heide, Town of Mahone Bay CAO



Town of Mahone Bay
Staff Report
RE: Volunteer Recruitment
January 9, 2024

General Overview:

This staff report is intended to present Council with a recommendation concerning the recruitment of committee members to Town committees as well as volunteers for the Comfort Centre at the Mahone Bay Fire Hall.

Background:

Currently there are vacancies for public members on the Asset Management Committee (3), Audit Committee (2), Heritage Advisory Committee (1) and Planning Advisory Committee (1). Staff have received one application from a resident to serve on the newly formed Council Remuneration Committee to date, however this committee's Terms of Reference allow 3 residents to serve. These vacancies have been repeatedly advertised by staff.

Staff have also advertised at length to recruit volunteers to operate the Comfort Centre at the Mahone Bay Fire Hall. To date, five applications have been received.

In the past Council has discussed the possibility of hosting a public event to educate residents on Town Committees and encourage participation, with involvement of current Council and Committee members. Recruitment of Comfort Centre volunteers could also be encouraged at such an event. Given the challenges we are experiencing in filling these vacancies through traditional advertising, staff recommend Council consider additional options such as the aforementioned public event.

Links to Strategic Plan:

2.2 Governance to Meet the Expectations of our Growing Community

- Prioritize public engagement processes supporting strategic plan implementation

Financial Analysis:

Staff estimates a cost of \$500 for refreshments and advertising to host a public open house for Town volunteers at the Mahone Bay Fire Hall. This cost can be accommodated within existing budgets.

Recommendation:

It is recommended,

THAT Council direct staff to arrange a date for an Open House to encourage residents to serve on committees of the Town that currently have vacancies, as well as volunteers for the Comfort Centre.

Respectfully submitted,



Kelly Munroe
Town Clerk





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Honourable Tim Halman
Minister of Environment & Climate Change
Department of Environment and Climate Change
PO Box 442
Halifax, NS B3J 2P8

Dear Minister Halman:

The Town of Mahone Bay is writing to express our disappointment over your decision to indefinitely delay regulations for the Coastal Protection Act. We are calling for the immediate release and implementation of the regulations.

The Province should step up and act on behalf of all Nova Scotians. We are in a climate emergency, and this delay is irresponsible and unacceptable. Our coasts are an integral part of our economy and our identity as a province, and we urge you to do the right thing and act to protect them immediately.

The Coastal Protection Act was passed in 2019. Extensive consultation since then has shown that Nova Scotians and municipalities support strong protective measures along our coasts. Time is of the essence as our province continues to experience extreme weather events and rising sea levels.

Regards,

David DeVenne
Mayor



Here is what we have been up to this month...

CURRENT SITUATION OF
HOMELESSNESS

119

HOUSEHOLDS
CURRENTLY
EXPERIENCING
HOMELESSNESS

431

TOTAL INTAKES
SINCE
MAY 2022

17

NUMBER OF
INTAKES
IN NOVEMBER

37

SENIORS THAT ARE
CURRENTLY
EXPERIENCING
HOMELESSNESS/
HOUSING INSECURITY

52

CHILDREN CURRENTLY
EXPERIENCING
HOMELESSNESS/
HOUSING INSECURITY

HOUSED

Since May 2022,

100

households/individuals on the By-Name-List have been connected to housing.

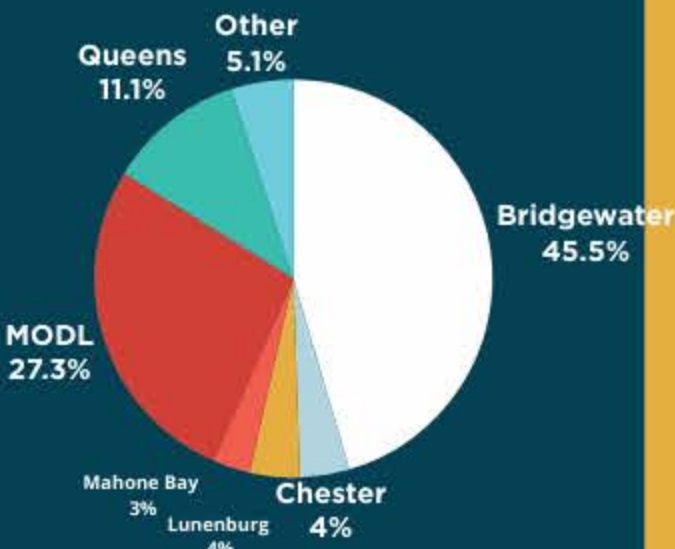


HOUSEHOLD BREAKDOWN

Families - 167
Seniors - 113
Veterans - 11
Indigenous - 48
African NS - 11
Youth (25 and under) - 59
Other - 24



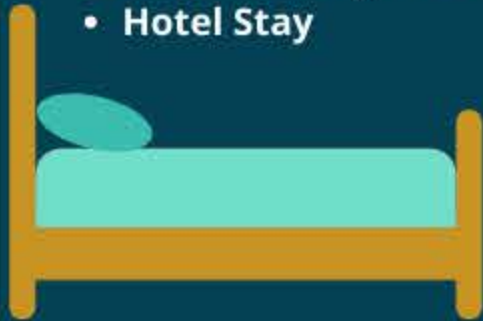
ORIGIN OF
HOUSEHOLD



The origin of household reflects the community that the individual was sleeping in at the time of intake.

MOST COMMON SLEEPING
ARRANGEMENTS

- Renting - Pending Eviction
- Couch Surfing - Safe
- Hotel Stay



TOP REASONS FOR
HOUSING LOSS

- Building being sold
- Leaving home due to domestic violence
- Eviction due to Renovations
- Eviction due to Breach of Conditions

CHRONICITY

Of the 119 households that are currently active on the By-Name-List, **46** of them are chronically homeless.



ENERGY

SSODA has identified **145** households that are experiencing energy poverty. Totaling **\$111,705.98** in NS Power arrears alone.

COMMUNITY
REFERRALS

- Self Referral - 265
- Harbour House - 24
- Schools Plus - 18
- St Vincent De Paul - 3
- YMCA Youth Outreach - 6
- Income Assistance - 44
- Police/RCMP - 1
- Senior Safety - 4
- Souls Harbour Rescue Mission - 11
- Agency outside of Lunenburg County - 24
- Hospital - 20
- Justice / Probation - 4
- Legion - 2



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 December highlights:

- Work continues with the research and development of ***Seniors' Mental Wellness toolkit***. PowerPoint and brochure in last phases of development. Additional tools include Lazy 8 breathing and Circle of Supports. Rack Card to be developed.
- **Leveraging NEW Programs to Grow Affordable Housing in Bridgewater & surrounding communities of Municipality of the District of Lunenburg meeting Dec. 7th at NSCC.** Discussion on affordable/accessible Housing
- 25 isolated seniors received a little Christmas Cheer through the LCSSP thanks to the generosity of **Santas for South Shore Seniors** and all the volunteers who help makes this happen.
- The **Canadian Dental Benefit** is set to include **seniors** in 2024. More details will be available in the new year.
- Collaborative Home Visits in December with Continuing Care Coordinator, SCHT, BPS, RCMP and SSODA.
- Collaborative client specific meetings with Western Housing Authority, SSRH/NSHA, CC and SSODA.

Referrals:

New Referrals: **11** Re Referrals: **1** Home/site Visits: **14** Active clients: **60**
Closed files: **15**

New Referrals Service Area in Municipal Units (#'s have been rounded either up/down)	%
MODC	9%
MODL	50%
Mahone Bay	8%
Lunenburg	8%
Bridgewater	25%

Referral Source:

Community Partner **41.5%** Self/Family **33 %** RCMP **16.5%** BSP **9%**

Areas of concern: Safe Housing, Seniors' Mental Health/Addictions, Fraud/Scams, 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 end of December, 2023 float count balance is: \$1,662.07. \$296.00** infestation/pest control for clients.

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

As we say good-bye to 2023 and welcome in 2024 I want to wish everyone a Happy Holidays and a Wonderful New Year!

Happy New Year!

A meeting of the Climate and Environment Advisory Committee for the Town of Mahone Bay was held on Wednesday, December 6, 2023, at 9:01 a.m. in Council Chambers

Present

Mayor David Devenne
Councillor Penny Carver
Councillor Kelly Wilson (arrived at 10:00)
Veryan Haysom
Richard Wilson
James Tilley (remote)
John Evarts (remote)
Gregg Little
Amanda Montgomery
Dylan Heide, CAO
Lauren Clark, Climate & Energy Program Manager

Absent:

1. Approval of Agenda

A motion by Ms. Montgomery, seconded by Mr. Little, "THAT the agenda be approved as presented." Motion carried.

2. Approval of the Minutes

A motion by Ms. Montgomery, seconded by Mr. Little, "THAT the minutes of the November 1, 2023 meeting be approved as presented." Motion carried.

3. Updates

a. Coyotes – Recommendation to Council

Chair Carver updated the committee on Council's decision not to proceed with the Committee's recommendation concerning coyote – human interactions. Committee members discussed opportunities to educate the public in this regard.

b. Municipal Planning Strategy / Land Use By-law

Chair Carver highlighted the opportunity presented by the upcoming Public Hearing on the proposed new Land Use By-law (on Dec 6th) for residents – including members of the Committee – to provide input on the draft by-law.

c. Solar Open House

Climate & Energy Program Manager Lauren Clark gave an overview of preparations for the upcoming open house for the Town's solar garden project (on Dec 11th), which will be the third and final open house for the project as it nears completion. Members were encouraged to attend and discussed some of the questions which they had heard in the community with respect to the project (to better prepare staff to address these questions at the open house).

d. Light Cycle Community Bike Ride

Climate & Energy Program Manager Lauren Clark gave an overview of preparations for the Light Cycle Community Bike Ride coming up on December 9th.

4. Review Terms of Reference

Committee members conducted the annual review of the Committee's terms of reference and arrived at several amendments to be recommended to Council.

A motion by Mr. Little, seconded by Councillor Wilson, "THAT the Committee recommend **that Council amend the Terms of Reference for the Climate & Environment Committee as proposed.**" Motion carried.

5. Adaptation Proposal – Vervan Haysom

Mr. Haysom presented the adaptation proposal developed by several members of the Committee for consideration.

A motion by Mr. Haysom, seconded by Mr. Evarts,

"WHEREAS

(1) The Nova Scotia Government Report *Weathering What's Ahead: Climate Change Risk and Nova Scotia's Well-being* (Department of Environment and Climate Change, December 2022) makes clear that

- the world is now feeling the effects of greenhouse gases emitted in the past.
- we will continue to live with these effects well into the next century.
- we have a short time to make the changes needed to avoid some of the worst effects.
- we also need to act now to respond and prepare for our well-being.

(2) *Weathering What's Ahead* says Nova Scotia can expect that:

- Temperatures will continue to rise.
- We will have less snow and more rain.
- The rain will be more intense.
- Storms will be more frequent and intense.

- The sea level will continue to rise.
- Ocean temperatures, oxygen, and acidity levels will change.

(3) The unprecedented weather events we experienced during the past year, including forest fires, heat waves, persistent rain and intense storms, have offered us a taste of climate change impacts we can expect to see more frequently in the future.

(4) The Mahone Bay Climate Change and Environment Advisory Committee believes that:

- a vision of abundant and quality-filled living that incorporates coming-climate-driven changes will determine a healthy and positive trajectory for the vibrant community of Mahone Bay.
- to achieve abundance in the face of climate change, adaptability and resilience thinking should permeate all policies and actions of the Town and be dominant capacities throughout the community.
- the community will have to build, collectively and consistently, capacities for adaptation and resilience at all levels, in all sectors and over time.

NOW BE IT RESOLVED THAT the Mahone Bay Climate and Environment Advisory Committee (the "Committee") hereby recommends to the Mahone Bay Town Council ("Council") **that:**

- The Town commit to making adaptation a priority and develop a strategy to advance Mahone Bay as an Adaptive and Resilient Community (the "strategy") through collaborative and deliberative consultation with residents of Mahone Bay and area (the "community");
- for purposes of commencing the consultation, Council adopts the attached report titled *Mahone Bay: Adaptive and Resilient Community (MBARC)* as a tentative framework on which to engage the community;
- Council authorizes the Committee to work with Town Staff to develop and implement a community engagement plan for purposes of developing the strategy (the "Plan"). The Plan shall be consistent with the Town's *Public Engagement Policy* and the CAO shall be responsible for determining the work to be done by Town Staff consistent with their duties and other priorities; and
- Council's approval of the Plan, including a budget and work plan, shall be required prior to commencing its implementation."

Motion carried.

Items 6 and 7 on the agenda were carried over to the Committee's next meeting.

On completion of business, the committee adjourned at 11:01 a.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Penny Carver

CAO Dylan Heide (Recording Secretary)

DRAFT