



The Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday April 19, 2024 at 12:00 p.m. in Council Chambers and broadcast via YouTube live.

Present:

Deputy Mayor F. Kangata (acting chair)
Councillor J. Feeney
Councillor S. Lohnes-Croft (virtual)
Councillor P. Carver
Councillor R. Nowe
CAO, D. Heide
Deputy CAO, E. Levy
Manager of Finance, A. Yeadon-Wentzell

Absent:

Town Clerk, K. Munroe (with regrets)
Councillor K. Wilson (with regrets)
Mayor D. DeVenne (with regrets)

Gallery:

2 Online & 0 in-person gallery

Land Acknowledgement

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

1. Agenda

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

Motion carried.

Discussion on the Draft 2024-2025 Annual Budget

A motion by Councillor Carver, seconded by Councillor Feeney, “THAT staff revise the draft budget to include a wastewater rate study at \$10,000.” Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, “THAT staff revise the draft budget allocation for Grants to Organizations to \$30,000.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, “THAT staff enter into an agreement with Lunenburg County Wheels to provide a subsidy in the amount of \$10,000 for the next three years and that this be reflected in the draft budget.” Motion carried.

A motion by Councillor Carver, at 2:49p.m., seconded by Councillor Nowe , “THAT Council go into Closed Session. Motion Carried.

Business Arising from Closed Session

Council rose from Closed Session at 4:18p.m.

A motion by Councillor Nowe, seconded by Councillor Feeney, “THAT Council include the \$30,000 in the budget for the purchase of a side by side.” Motion Carried.

4. Adjournment

Council adjourned at 10:15 p.m. on conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Deputy Mayor Francis Kangata

Town Clerk, Kelly Munroe





The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday April 25, 2024 at 7:00 p.m. in Council Chambers and broadcast via YouTube live.

Present:

Councillor J. Feeney
Councillor S. Lohnes-Croft (virtual)
Councillor P. Carver
Councillor R. Nowe
CAO, D. Heide
Town Clerk, K. Munroe

Absent:

Mayor David Devenne (with regrets)
Deputy Mayor F. Kangata (with regrets)
Councillor K. Wilson (with regrets)
Deputy CAO, E. Levy (with regrets)

Gallery:

Online & 0 in-person gallery

Land Acknowledgement

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1. Agenda

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT the agenda be approved as amended to add item 5.4 Trudie Richards – Dog Park and removing item 7.1 2024 Representative Volunteer." Motion carried.

2. Minutes

A motion by Councillor Nowe, seconded by Councillor Feeney, "THAT the minutes of the April 9, 2024 regular meeting of Council be approved as presented." Motion carried.

A motion by Councillor Lohnes-Croft, seconded by Councillor Feeney, “THAT the minutes of the April 11, 2024 regular meeting of Council be approved as presented.”
Motion carried.

3. Public Input Session

No public comments

4. Presentations

No presentations.

5. Correspondence

5.1 Department of Municipal Affairs and Housing- Proposed Amendments to Act

Council received a summary of proposed amendments to the Municipal Government Act, Halifax Regional Charter, and Housing in the HRM Act through the Financial Measures Act.

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT Council refer this item to the Planning Advisory Committee.”
Motion carried.

5.2 Barry Dupuis – Fire Services Agreement

Council received correspondence requesting that Fire Services agreements between the Town of Mahone Bay and the areas serviced in the Municipality of the District of Lunenburg (MoDL) be made available to the citizens whose fire tax is collected by MoDL and remitted to the Town.

5.3 Barry Dupuis – Fire Truck Debenture & Principal Payments

Council received correspondence with questions concerning the fire truck debenture and principal payments.

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT items 5.2 and 5.3 be received and filed.”
Motion carried.

5.4 Trudie Richards – Dog Park

Council received correspondence from Trudie Richards, concerning a potential dog park for Mahone Bay.

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, “THAT council direct staff to review the correspondence and prepare a report on the feasibility of establishing a dog park.”
Motion carried.

6. Staff Reports

6.1 Staff Report to Council

Council received the April 25, 2024 Staff Report to Council.

A motion by Councillor Nowe, seconded by Councillor Feeney, “THAT the April 25, 2024 Staff Report to Council be accepted for information.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT Council direct the CAO to sign the Memorandum of Understanding with the Mahone Bay Community Land Cooperative if needed.” Motion carried.

7 Council Items

7.1 Mayor Devenne – 2024 Representative Volunteer

Agenda item removed.

7.2 Mayor Devenne – Committee Application

Council received a committee application from Collin Kingsmill.

A motion by Councillor Lohnes-Croft, seconded by Councillor Feeney, “THAT Council appoint Colin Kingsmill to the Heritage Advisory Committee.” Motion carried.

8. Committee Reports

8.1 Lunenburg County Senior Safety Program

Council received the March 2024 monthly report of the Lunenburg County Senior Safety Committee.

8.2 South Shore Open Doors Association

Council received the March 2024 monthly report of the South Shore Open Doors Association.

8.3 Policy & Strategy Committee

Council received the March 25, 2024 minutes of the Watershed Advisory Committee.

8.4 Policy & Strategy Committee

Council received the draft minutes of the April 8, 2024 special meeting of the Policy & Strategy Committee.

8.5 Heritage Advisory Committee

Council received the draft minutes of the April 11, 2024 Heritage Advisory Committee.

9. New Business

9.1 Retirement

Councillor Feeney informed Council that Eric Corkum, who works for the Lunenburg Regional Community Recycling Centre, will be retiring after 46 years of service.

10. Closed Session

A motion by Councillor Feeney, at 7:27 p.m., seconded by Councillor Nowe, “THAT Council go into Closed Session to discuss Acquisition, Sale, Lease and Security of Municipal Property, Contract Negotiations and Litigation or Potential Litigation as permitted by the Municipal Government Act section 22(2)(a), 22(2)(e) and 22(2)(f) respectively.

Motion carried.

Council came out of closed session at 8:30 p.m.

Council adjourned at 8:30 p.m. on conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Kelly Munroe



The Special Meeting of Town Council for the Town of Mahone Bay was held on Thursday, April 26, 2024 at 9:00 a.m. in Council Chambers and broadcast via YouTube live.

Present:

Councillor P. Carver
Councillor R. Nowe
Councillor J. Feeney (virtual)
Councillor S. Lohnes-Croft
CAO, D. Heide
Deputy CAO, E. Levy
Manager of Finance, A. Yeadon-Wentzell

Absent:

Mayor D. DeVenne (with regrets)
Deputy Mayor F. Kangata (with regrets)
Councillor K. Wilson
Town Clerk, K. Munroe (with regrets)

Gallery:

8 Online & 0 in-person gallery

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1. Agenda

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

2. Discussion – Draft 2024 -2025 Annual Budget

A motion by Councillor Nowe , seconded by Councillor Lohnes-Croft, "THAT staff revise draft budget to move the Clearway Street Widening Project to 2025-2026."
Motion carried.

A motion by Councillor Lohnes-Croft, seconded by Councillor Nowe, "THAT staff revise the draft budget to remove Crosswalk Accessibility Improvement Project from the budget." Motion carried.

A motion by Councillor Nowe, seconded by Councillor Lohnes-Croft, "THAT staff revise the draft budget to move the Wharf Repair to 2025/2026 budget and staff be directed not to proceed with requests for proposals." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT staff revise the draft budget to move the \$30,000 Shade for Bleacher Seating component for Community Field Accessibility to the 2025-2026 budget." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT staff revise the draft budget to add \$40,000 for the Jubilee Playground." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT staff revise the draft budget to add the Trailer and the Gear." Motion carried.

A motion by Councillor Lohnes-Croft, seconded by Councillor Nowe, at 11 :54 a.m. , "THAT Council go into Closed Session to discuss Contract Negotiations and Acquisition, Sale, Lease and Security of Municipal Property as permitted by the Municipal Government Act 22(2)(e) and Municipal Government Act 22(2)(a)." Motion carried.

Council came out of closed session at 12:44 p.m.

Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Lohnes-Croft, "THAT in recognition of increasing climate impacts staff increase the infrastructure charge in the draft budget proportionate to anticipated future stormwater management infrastructure costs." Motion carried.

Council adjourned at 12:46 p.m. on the conclusion of business.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Town Clerk, Kelly Munroe



The Special Meeting of Town Council for the Town of Mahone Bay was held on Friday, May 10, 2024 at 9:00 a.m. in Council Chambers and broadcast via YouTube live.

Present:

Mayor D. DeVenne
Councillor K. Wilson
Councillor P. Carver
Councillor R. Nowe
Councillor J. Feeney
Councillor S. Lohnes-Croft
CAO, D. Heide
Deputy CAO, E. Levy
Manager of Finance, A. Yeadon-Wentzell
Manager of Public Works & Transportation, J. Uhlman

Absent:

Deputy Mayor F. Kangata (with regrets)
Town Clerk, K. Munroe (with regrets)

Gallery:

10 Online & 0 in-person gallery

Land Acknowledgement

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1. Agenda

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

Motion carried.

2. Discussion – Draft 2024 -2025 Annual Budget

A motion by Councillor Nowe, seconded by Councillor Carver, “THAT the budget amount for the purchase of an EV car be deferred to next year’s budget.”

Motion defeated.

Council adjourned at 1:15 p.m. on the conclusion of business.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Town Clerk, Kelly Munroe



Mahone Bay & District Fire Department

Quarterly report from January 1 2024 to March 31 2024

In this quarter the Department respond to 16 calls for assistance.

Fire Calls

January – Electrical fire. Clearland.

February – Structure fire. Mahone Bay.

March – Illegal burn. Mahone Bay.

Fire Alarms

January – Fire alarm. Mahone Bay

January – Fire alarm. Maders Cove

Powerline down / Trees online

February – Trees on line and lines down. Maders Cove.

Motor Vehicle Collision

February – One vehicle collision. Oakland.

Medical Calls

February – Assist with extrication. Mahone Bay

Mutual Aid

January – Stand by. Blockhouse

January – MVC. Lunenburg

January – MVC. Martins River.

February – MVC. Martins River.

February – MVC. Martins River.

March – MVC. Martins River.

March – Chimney Fire. Martins River.

March – MVC. Martins River.

Summery

In this 1st quarter we had our election of officers. The most notable event is the delivery of the new to us platform truck, coordinated the up fitting and we are glad to say it is now in service. The department has undertaken additional training and preplanning with the truck out in community.

As always if anyone has any questions, please feel free to contact me.

Regards

Adam Ekins




Chief Mahone Bay & District Fire Department.













Report to Council May 14, 2024




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

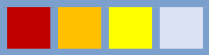

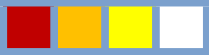

Goal	Objective	Assigned	Target	% Completion				
Council Assignments to Staff								
1	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Jul., 2024					75%
		Notes: Assigned to Manager of Finance (Treasurer). On list of policies / by-laws to be reviewed.						
2	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Mar., 2025	Not yet begun				
		Notes: Awaiting Housing Strategy development.						
3	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	Jun., 2024					75%
		Notes: Discussion initiated with MODL staff, will follow up when capital projects with potential to include services across Town boundaries reach design stage.						


4	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	May., 2024		75%
		Notes: In Progress. Discussed at AREA's May 7th Board Meeting, waiting on update to councils.			
5	Proceed with recommended tee-up of the Pleasant Street and Main Street intersection.	07-Feb-23	May., 2024	[deleted]	
		Notes: 2024-25 Budget Process confirms improvement of intersection will be postponed for inclusion with future water/wastewater project.			
6	Investigate potential locations for a new Mahone Bay Pool, as as part of that investigation, a survey be conducted with citizens.	30-Mar-23	May., 2024		75%
		Notes: Pre-design work in coordination with Mahone Bay Pool Society underway with Vigilant Management. Staff identifying external funding opportunities. Further report concerning proposed location, pre-design and cost estimates anticipated in Q1 2024-25.			
7	Prepare a report on the potential for the provision of access to Oakland Lake for fire services.	30-Mar-23	Jul., 2024		75%
		Notes: In Progress. To be discussed at next Watershed Committee meeting.			

8	Facilitate tours of the Community Solar Garden	11-Apr-23	May., 2024		75%
		Notes: In progress with AREA staff for Spring 2024. Interpretive display being developed now. 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.			
9	Develop service standards that can be used to benchmark and analyze performance.	11-Apr-23	May., 2024		★
		Notes: Included on Council's May 14th meeting agenda.			
10	Support welcome initiatives for the newcomers arriving from Kenya in coordination with MacLeod Group's Settlement Coordinator.	25-May-23	Jul., 2024		75%
		Notes: In progress.			
11	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	May., 2024		75%
		Notes: In progress. Phase II waiting on confirmation of funds to schedule work.			

12	Proceed with preparations for the demolition of the Public Works garage on Aberdeen Road.	29-Jun-23	Jun., 2024		50%	Notes: In progress, waiting on 2024-25 budget process.
13	Issue a request for proposals for creation of a future development plan for Park Cemetery.	27-Jul-23	May., 2024		75%	Notes: In progress. Update will be provided to May Cemetery Committee meeting.
14	Issue a request for proposals for update of the Town's Municipal Specifications.	12-Sep-23	May., 2024		75%	Notes: In progress.
15	Include an additional operator (shared 50/50 between water and wastewater) in the Water Rate Study.	12-Sep-23	Jul., 2024		75%	Notes: Water rate study in progress. Report anticipated to be included in the 2024-25 budget process.
16	Take the necessary steps to designate the road to the solar garden as an official street/lane of the Town.	28-Sep-23	May., 2024		75%	Notes: In progress. Required survey commissioned. Discussion initiated with Fire Dept. concerning service to properties accessed off proposed lane. Report to Council anticipated in May.
17	Work with the provincial Forest Protection-Wildfire Management Department to develop a Community Wildfire Prevention Plan.	26-Oct-23	Jul., 2024		75%	Notes: In progress. Assessment of the Town by the provincial Wildfire Prevention Officer took place in December, in coordination with Town staff. Presentation on Council's Feb 29th meeting agenda. To be included with Urban Forest Management Plan development; report anticipated in Q1, 2024-25.

18	Draft a bylaw to regulate muffler noise within Town.	14-Nov-23	May., 2024		75%
		Notes: In Progress; combined with Noise By-law. Discussed at March 25 Policy & Strategy Committee Meeting, draft anticipated to May 27 Policy & Strategy Committee meeting.			
19	Develop a new draft Noise Bylaw.	14-Nov-23	May., 2024		75%
		Notes: In Progress. Discussed at March 25 Policy & Strategy Committee Meeting, draft anticipated to May 27 Policy & Strategy Committee meeting.			
20	Prepare a report on the potential for a PRO Kids Program or equivalent, for residents of Mahone Bay.	09-Jan-24	Jul., 2024	Not yet begun	
		Notes: Confirmation received that status quo with MODL PRO Kids Program will continue until Mar 31, 2025.			
21	Include standardized specifications for speed humps on public roads in the planned update of the Town's municipal specifications.	09-Jan-24	Jul., 2024		50%
		Notes: In progress.			
22	Provide a report to Council on the feasibility of waiving development fees for non-profit and charitable organizations.	25-Jan-24	Jul., 2024	Not yet begun	
		Notes: Associated with development of Fees Policy.			
23	Begin the process of obtaining a Submerged Crown Lands Lease for the mooring field and areas adjacent to the breakwater, as well as to work with adjacent property and lot owners to offer the opportunity to survey their lots at their cost.	Mar-12-24	Jul., 2024	Not yet begun	
		Notes:			

24	Prepare an updated Marina license and Letter of Agreement for Council's consideration in April.	12-Mar-24	May., 2024		75%
		Notes: In Progress.			
25	Issue an RFP with the intention to complete the work (parital cribwork replacement project at Marina wharf) within the 2024-25 fiscal year, noting that creative solutions will be encouraged.	12-Mar-24	May., 2024	[deleted]	
		Notes: RFP on hold per Council's direction in 2024-25 budget process.			
26	Prepare a report on hosting an annual volunteer recognition event.	12-Mar-24	May., 2024		50%
		Notes: In progress.			
27	Returning Officer to request access to and use the list of electors used in the most recent federal or provincial election as a basis for the development of the Mahone Bay elector list for the 2024 election.	09-Apr-24	May., 2024		75%
		Notes: In progress.			
28	Write to the MJSB, informing them that the Town of Mahone Bay declines to proceed with Privacy and Data Security as a shared service at this time but looks forward to the opportunity to do so in the future, with all MJSB partners participating.	09-Apr-24	May., 2024		
		Notes: Completed.			

<p>29</p>	<p>Offer an opportunity to the owners of 624 Main Street and 38 School Street to complete the Heritage Property Registration process. If the property owners decline, staff to remove the heritage property plaques from the buildings.</p>	<p>09-Apr-24</p>	<p>May., 2024</p>	<p>Not yet begun</p>		
<p>30</p> <p>Develop a draft Parking Bylaw based on the "maximum time free parking" signage option, for consideration by the Policy & Strategy Committee</p>		<p>09-Apr-24</p>	<p>May., 2024</p>			<p>25%</p>
		<p>Notes: To be presented to May 27th Policy & Strategy Committee meeting.</p>				

31	Review the correspondence from Trudie Richards and and prepare a report on the feasibility of establishing a dog park.	25-Apr-24	Jul., 2024	Not yet begun
		Notes:		



RE: Appointment of Assistant Returning Officer
Date: May 14, 2024

General Overview:

The purpose of this report is to appoint an Assistant Returning Officer for the 2024 Municipal Election.

Background:

At the November 30, 2023 Council Meeting, the following motion was carried:

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

Analysis:

The Municipal Elections Act outlines the roles and responsibilities of a Deputy Returning Officer and an Assistant Returning Officer. Upon further review, the roles and responsibilities of the position being filled are more in line with that of an Assistant Returning Officer, which requires Council appointment per *Municipal Elections Act 4(1A)*.

Financial Analysis:

Also at the November 20, 2023 Council Meeting, the following motion was carried:

“THAT Council direct staff to include the amount of \$20,000 in the 2025-25 Budget for the 2024 Municipal Election.

The salary for this position will come from the aforementioned approved amount. Please note there would have been no difference between a Deputy Returning Officer compensation and an Assistant Returning Officer compensation.

Climate Analysis:

There are no forecasted climate implications.

Links to Strategic Plan:

Mission: to provide high-quality services to our community, through efficient, responsible and accessible Municipal Government.

Recommendation:

It is recommended,

THAT Council appoint Brendan Wright as Assistant Returning Officer for the 2024 Municipal Election.

Respectfully submitted,

Eric J. Levy

Deputy CAO and Returning Officer





Town of Mahone Bay

Staff Report

RE: Service Standards

May 14, 2024

General Overview:

This staff report is intended to present Council with proposed service standards for various services provided by the Town.

Background:

At the regular Council meeting on April 11, 2023 the following motion was passed, "THAT Council direct staff to provide a report on the establishment of service standards that can be used to benchmark and analyze performance."

Analysis:

Discussions were carried out with the Town's management team and the Planning and Development team at the Municipality of the District of Cheser (who provide the Town with services under contract) to develop a list of services provided by the Town and assign general standards.

Proposed service standards are attached as an appendix to this report. Services are those provided in response to some request or inquiry and are expressed in terms of response time.

Financial Analysis:

There is no additional cost anticipated in relation to the service standards.

Climate Analysis:

N/A

Strategic Plan:

N/A

Recommendation:

It is recommended,

THAT Council direct staff to publish the Standards for Town Services as presented on the Town website to be updated as required.

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

STANDARDS FOR TOWN SERVICES

Emails

Emails to inquiries@townofmahonebay.ca or finance@townofmahonebay.ca will generally receive a response within 2 working days.

Emails to any other townofmahonebay.ca email addresses will generally receive a response within 3 working days (excludes days on leave where an out of office response will be provided).

Phone Messages/Text Messages

Phone or text messages to Town numbers will generally receive a response within 2 working days (excludes days on leave).

Requests to Front Office

Requests made to the Front Office at Town Hall will generally receive a response from the appropriate party within 2 working days.

Social Media

Messages sent to or posted on the Town's official Facebook page will generally receive a response within 4 working days.

Emergency/After-Hours Calls

Within 1 hour of receiving an emergency or after-hours call warranting an in-person response staff will generally arrive on site.

CodeRED

A CodeRED update will be issued at minimum 3 working days before a known service disruption.

Within 12 hours of an unanticipated service disruption a CodeRED update will be issued.

Tax Certificates/Zoning Confirmations

Tax Certificates and Zoning Confirmations will generally be issued within 5 working dates of receipt of request.

Invoices

Invoices mailed to the Town, dropped off to the Front Office or emailed to finance@townofmahonebay.ca will generally be paid within 30 days of receipt.

FOIPOP

Within 30 calendar days of receiving a completed Freedom of Information and Protection of Privacy (FOIPOP) application (including fee) at the Front Desk or to clerk@townofmahonebay.ca, a response will be provided per legislation.

Respond to By-law Complaints

Within 5 working days by-law complaints will be acknowledged and investigation begun, complainant will be provided with an update on the investigation within 30 calendar days of beginning the investigation.

Notices for Meetings/Hearings/Etc.

Notices for meetings, hearings and other functions of the Town will be posted publicly in accordance with applicable Town policy.

Permits

Unless otherwise specified in policy permits will generally be issued or rejected within 3 weeks of receiving a completed application.

Service Issues (Public Works & Utilities)

Within two working days of receiving a report of a service issue, the appropriate party will generally investigate and respond, if the solution is not immediate an update on the response will be provided within 30 calendar days of the initial investigation.

Within five working days of receiving an inquiry or request, the appropriate party will generally investigate and respond, if the solution is not immediate an update on the response will be provided within 30 calendar days of the initial investigation.

Utility Service Restored

Unanticipated utility service outages will generally be resolved and service restored within a maximum of 72 hours.

New Utility Service

New utility services will generally be installed within 30 calendar days of receiving a complete request between April 15th and October 15th. Outside of this period new services may be installed at the discretion of staff, in consideration of weather and other mitigating conditions.

Net Metering (Rooftop Solar) Application

Net metering applications will generally be processed and approved or rejected within 90 calendar days of receipt of a completed application.

Electrical Inspection

Electrical inspections will generally take place within 8 working days of receiving a request from an electrician.

Building Inspection

Building inspections will generally take place within 5 working days of receiving a request.

Development Permit

Within 3 weeks of receiving a completed application a development permit will generally be issued or rejected.

Building Permit

Within 4 weeks of receiving a completed application a building permit will generally be issued or rejected.

Subdivision Application

Within 3 months of receiving a completed application a subdivision application will generally be approved or rejected.

Development Agreement

Within 6 months of receiving a completed application a development agreement will generally proceed to public hearing.

Fire Inspection Complaint

Complaints will generally be investigated and receive a response within 10 calendar days (prioritized depending on severity).



Request for Direction_Rezone Request

Date: 2024/05/14

General Overview:

The owner of PID 60658069, Lot 1-A Main Street has requested a rezone of the property to allow multi-unit residential uses. Such a request requires an amendment to both the Municipal Planning Strategy (MPS) & the Land Use By-law (LUB).

Background:

The Town introduced the new MPS & LUB in March of 2024. The property is currently zoned Commercial General, which *generally* allows for a variety of residential uses with the requirement that there is also a commercial use in the structure.

The applicant's intention for the request to rezone, is to construct a purpose-built multi-unit residential rental apartment complex designed for the 55+ retirement community. As noted in the attached letter, they feel this property offers an excellent location with easy access to the town core and will fit in nicely with its current surroundings.

Analysis:

Staff will review the request against the current Land Use By-law & Municipal Planning Strategy policy. This request will require an amendment to both documents. Assuming the recommendation is approved, next steps include holding a Public Information Meeting and then drafting amendments & preparing a related staff report for the Planning Advisory Committee. Following a positive recommendation from the committee, the documents will go to Council for First Reading & to schedule a Public Hearing.

Financial Analysis:

No financial burden at this time.

Links to Strategic Plan:

- 2.1 Support Housing Supply to Meet the Needs of Growing Community
- Complete Plan Mahone Bay MPS/Land Use By-Law review/update process and align results with Strategic Plan

Recommendation:

It is recommended,

THAT Council direct staff to prepare draft amendments to the MPS & LUB, and related staff report, including conduct of a Public Information Meeting, for presentation to the Planning Advisory Committee.

Respectfully submitted,

Emily Statton, Planner



March 27, 2024

E-MAILED
03-11-24

Town of Mahone Bay

Mahone Bay, NS

Attn: Rezoning Department

Please accept this letter as our request to rezone PID#60658069 at Lot 1-A Main Street, Mahone Bay to multi-unit residential zoning. I understand this will require an amendment to the Municipal Planning Strategy and the Land Use By-Law for the area.

Our intended plan for this property is to construct a purpose-built multi-unit residential rental apartment complex designed for the 55+ retirement community. We feel this property offers an excellent location with easy access to the town core and will fit in nicely with its current surroundings.

Our company, SSRE Developments Incorporated is currently constructing a 55+ building outside of Liverpool in Milton. There is obviously a market for these units as it is almost fully subscribed, and the anticipated completion date is September 30.

To date we have begun the surveying process to clearly outline in a site plan the size and location of the building. Our intention will be to remain within the guidelines of the site planning process so as to not require a development agreement.

We would like to begin construction of this new building before the end of 2024. I look forward to receiving any questions from you or your team.

Sincerely,

Eric Fry

President, SSRE Developments Incorporated

MB-AM 2024-001



Town of Mahone Bay
2024 - 2025
Budget



TOWN OF MAHONE BAY
2024/25 OPERATING/CAPITAL BUDGETS

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TOWN OF MAHONE BAY

BUDGET SUMMARY

	Actual 2022/23	Budget 2023/24	Actual 2023/24 <small>Unaudited</small>	Budget 2024/25	\$ Change <small>Budget to Budget</small>	% Change <small>Budget to Budget</small>
REVENUE						
Taxes	\$ 2,896,053	\$ 3,178,543	\$ 3,164,005	\$ 3,529,731	\$ 351,188	11.05%
Grants in Lieu of Taxes	22,813	23,658	24,405	24,650	992	4.19%
Sale of Services	4,421	4,600	3,444	69,630	65,030	1413.70%
Other Revenue From Own Sources	164,696	175,528	225,420	184,990	9,462	5.39%
Unconditional Transfers From Other Govt.	171,248	50,078	50,000	50,000	-78	-0.16%
Conditional Transfers From Other Govt.	88,221	56,000	93,051	93,051	37,051	66.16%
Total Revenue	3,347,451	3,488,407	3,560,326	3,952,052	\$ 463,646	13.29%

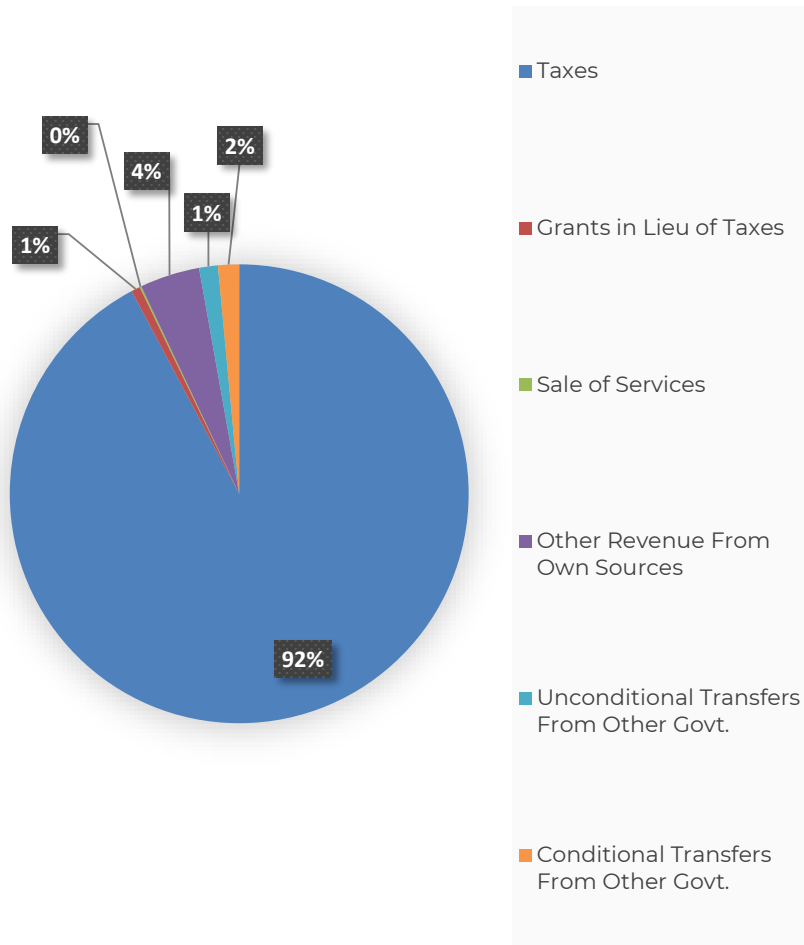
	Actual	Budget	Actual	Budget	\$	%
	2022/23	2023/24	2023/24	2024/25	Change	Change
					Budget to Budget	Budget to Budget
OPERATING EXPENDITURES						
Legislative Expenses	\$ 78,621	\$ 76,985	\$ 80,813	\$ 118,188	\$ 41,203	53.52%
General Government Services	403,874	587,601	501,433	676,177	88,576	15.07%
Taxation Rebates & Reductions	107,996	114,996	136,007	142,473	27,477	23.89%
Protective Services	453,061	483,275	488,205	510,149	26,874	5.56%
Transportation Services	393,778	522,966	626,219	611,094	88,128	16.85%
Environmental Health Services	371,560	463,813	396,475	501,992	38,180	8.23%
Public Health & Welfare Services	41,317	69,200	38,018	74,250	5,050	7.30%
Environmental Development Services	186,025	259,948	223,595	224,995	(34,953)	-13.45%
Recreation, Cultural Services	140,863	162,834	118,800	141,010	(21,823)	-13.40%
Education & Tax Rebates	444,330	470,990	502,939	523,057	52,067	11.05%
Total Expenditures	2,621,425	3,212,608	3,112,504	3,523,385	310,778	9.67%
Excess of Revenue Over Expenditures	\$ 726,026	\$ 275,799	\$ 447,822	\$ 428,667	\$ 152,868	55.43%
Debenture & Term Loan Principal	73,100	197,439	200,374	168,423	365,862	-14.70%
Trf to/from Own Agencies	258,227	79,161	25,465	260,244	181,083	228.75%
Capital Out of Revenue		296,150	221,983			
Change in Fund Position	394,699	(296,951)	(0)	0		

TOWN OF MAHONE BAY

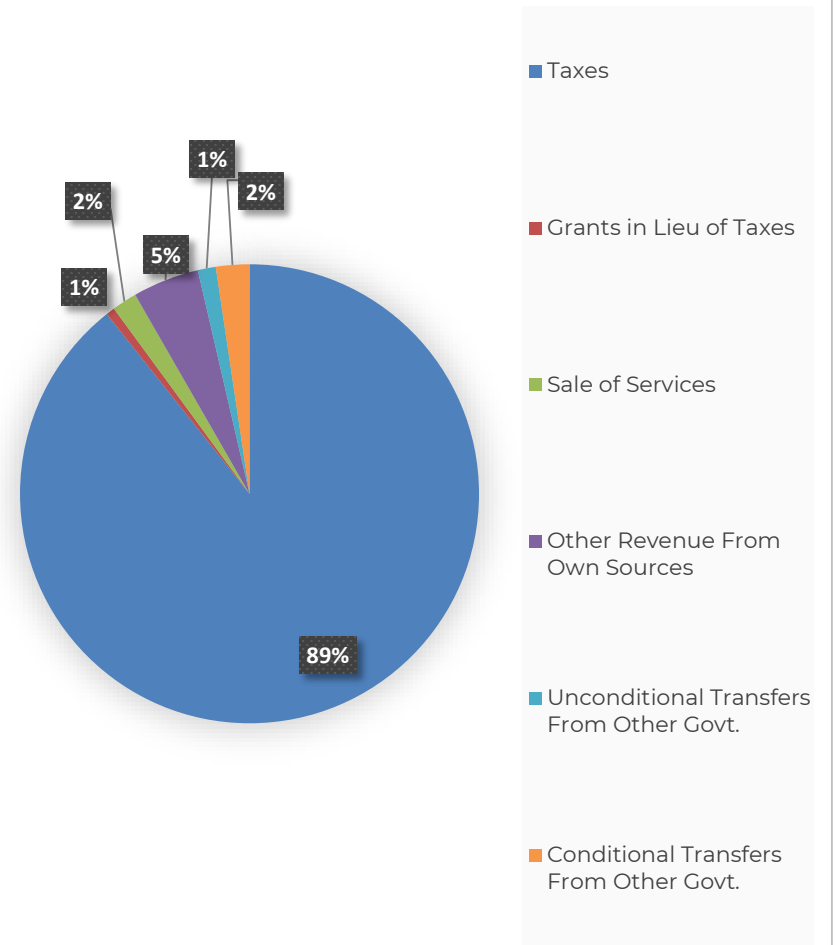
BUDGET SUMMARY

	Budget 2023/24	Actual 2023/24	Budget 2024/25
Capital Expenses - Summary			
General Government Services	230,000	195,468	1,069,945
Transportation Services	760,420	330,445	6,365,890
Environmental Health Services	569,450	60,529	2,829,937
Environmental Development Services	3,283,561	0	755,044
Recreation, Cultural Services	323,000	62,898	682,689
Total Expenditures	5,166,431	649,340	11,703,505

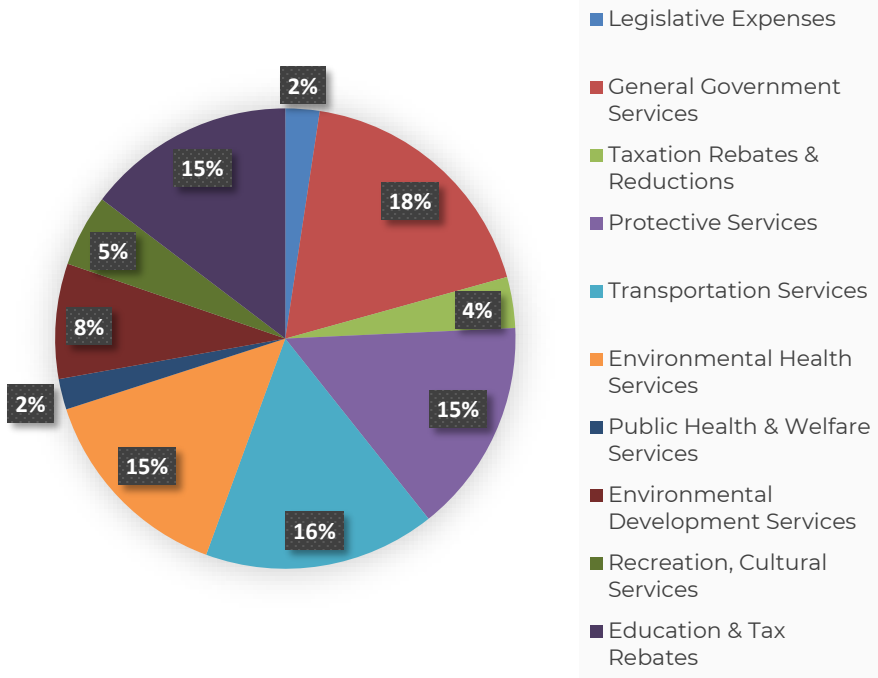
2023/24 Budget - Revenue



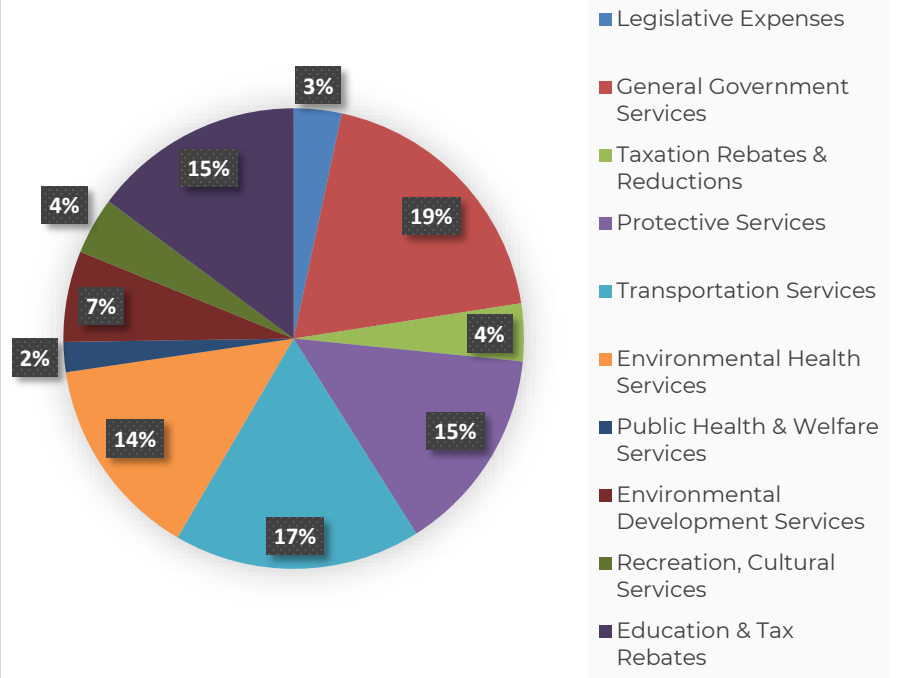
2024/25 Budget - Revenue



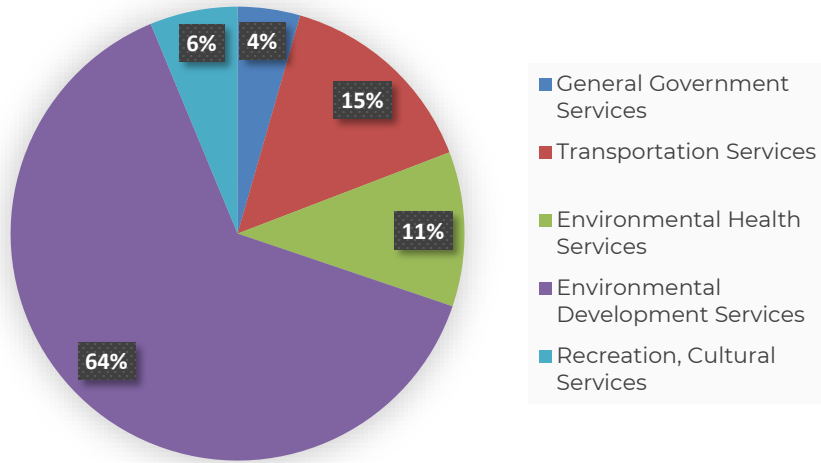
2023/24 Budget - Operating Expenditures



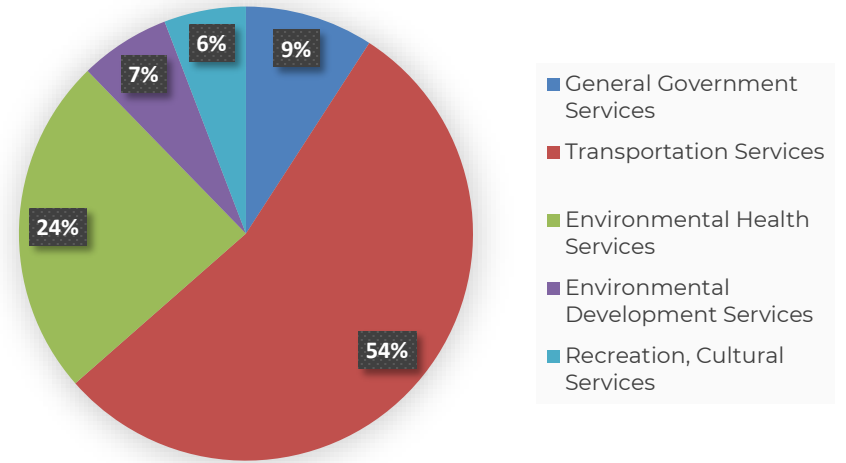
2024/25 Budget - Operating Expenditures



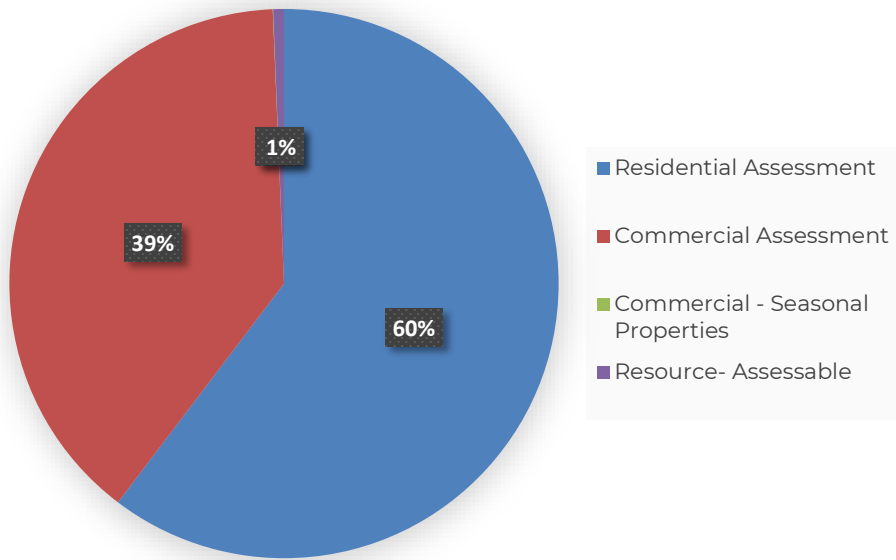
2023/24 Budget - Capital Expenditures



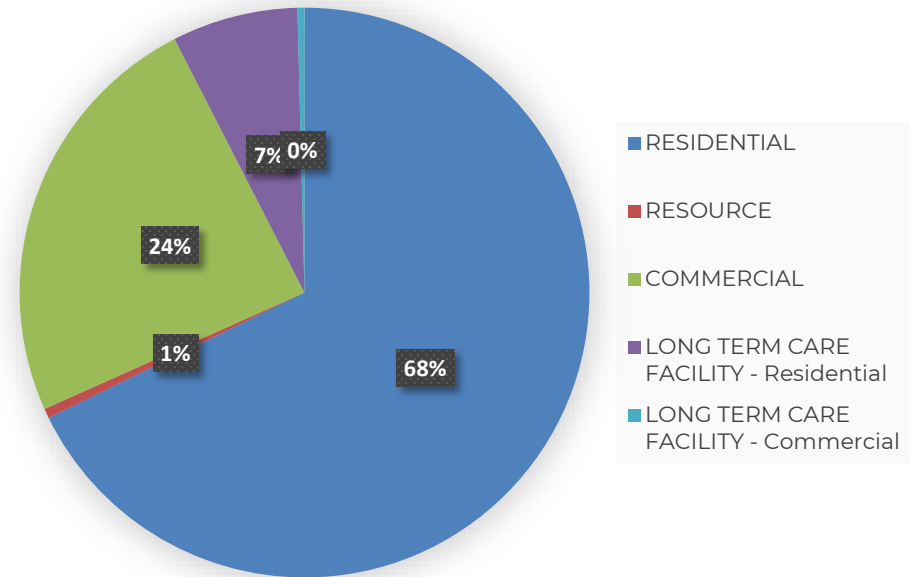
2024/25 Budget - Capital Expenditures



2023/24 Budget - Residential & Commercial Taxes



2024/25 Budget - Residential & Commercial Taxes



2024/25 Tax Rate Analysis and Projections

Prior Year Assessment/Rates - General Tax Rate				
	Prior Year	Prior Year	Prior Year	% of Total
	Assessments	Tax Rate	Tax Revenue	Tax Revenue
RESIDENTIAL	\$ 161,199,100	1.115	\$ 1,797,370	67.43%
RESOURCE	\$ 1,686,500	1.115	\$ 18,804	0.71%
COMMERCIAL	\$ 21,532,900	3.055	\$ 657,830	24.68%
LONG TERM CARE FACILITY - Residential	\$ 16,162,200	1.115	\$ 180,209	6.76%
LONG TERM CARE FACILITY - Commercial	\$ 368,400	3.055	\$ 11,255	0.42%
TOTAL	\$ 200,949,100		\$ 2,665,468	100.00%

Prior Year Assessment/Rates - Fire Tax Rate				
	Prior Year	Prior Year	Prior Year	% of Total
	Assessments	Tax Rate	Tax Revenue	Tax Revenue
RESIDENTIAL	\$ 161,199,100	0.209	\$ 336,906	80.22%
RESOURCE	\$ 1,686,500	0.209	\$ 3,525	0.84%
COMMERCIAL	\$ 21,532,900	0.209	\$ 45,004	10.72%
LONG TERM CARE FACILITY - Residential	\$ 16,162,200	0.209	\$ 33,779	8.04%
LONG TERM CARE FACILITY - Commercial	\$ 368,400	0.209	\$ 770	0.18%
TOTAL	\$ 200,949,100		\$ 419,984	100.00%

Prior Year Assessment/Rates - Combined Tax Rate				
	Prior Year	Prior Year	Prior Year	% of Total
	Assessments	Tax Rate	Tax Revenue	Tax Revenue
RESIDENTIAL	\$ 161,199,100	1.324	\$ 2,134,276	69.17%
RESOURCE	\$ 1,686,500	1.324	\$ 22,329	0.72%
COMMERCIAL	\$ 21,532,900	3.264	\$ 702,834	22.78%
LONG TERM CARE FACILITY - Residential	\$ 16,162,200	1.324	\$ 213,988	6.94%
LONG TERM CARE FACILITY - Commercial	\$ 368,400	3.264	\$ 12,025	0.39%
TOTAL	\$ 200,949,100		\$ 3,085,451	100.00%

2024/25 Tax Rate Analysis and Projections

Fiscal 2024/25 Assessments & Rate Projections (Reference Only) - General Tax Rate				
	Current Year	Proposed	Tax Revenue	% of Total
	Assessments	Tax Rate	(New Rate)	Tax Revenue
RESIDENTIAL	\$ 176,890,900	1.110	\$ 1,963,489	67.76%
RESOURCE	\$ 1,417,100	1.110	\$ 15,730	0.54%
COMMERCIAL	\$ 22,959,300	3.050	\$ 700,259	24.16%
LONG TERM CARE FACILITY - Residential	\$ 18,630,100	1.110	\$ 206,794	7.14%
LONG TERM CARE FACILITY - Commercial	\$ 380,100	3.050	\$ 11,593	0.40%
TOTAL	\$ 220,277,500		\$ 2,897,865	100.00%

Fiscal 2024/25 Assessments & Rate Projections (Reference Only) - Fire Tax Rate				
	Current Year	Proposed	Tax Revenue	% of Total
	Assessments	Tax Rate	(New Rate)	Tax Revenue
RESIDENTIAL	\$ 176,890,900	0.214	\$ 378,547	80.30%
RESOURCE	\$ 1,417,100	0.214	\$ 3,033	0.64%
COMMERCIAL	\$ 22,959,300	0.214	\$ 49,133	10.42%
LONG TERM CARE FACILITY - Residential	\$ 18,630,100	0.214	\$ 39,868	8.46%
LONG TERM CARE FACILITY - Commercial	\$ 380,100	0.214	\$ 813	0.17%
TOTAL	\$ 220,277,500		\$ 471,394	100.00%

Fiscal 2024/25 Assessments & Rate Projections (Reference Only) - Combined Tax Rate				
	Current Year	Proposed	Tax Revenue	% of Total
	Assessments	Tax Rate	(New Rate)	Tax Revenue
RESIDENTIAL	\$ 176,890,900	1.324	\$ 2,342,036	69.51%
RESOURCE	\$ 1,417,100	1.324	\$ 18,762	0.56%
COMMERCIAL	\$ 22,959,300	3.264	\$ 749,392	22.24%
LONG TERM CARE FACILITY - Residential	\$ 18,630,100	1.324	\$ 246,663	7.32%
LONG TERM CARE FACILITY - Commercial	\$ 380,100	3.264	\$ 12,406	0.37%
TOTAL	\$ 220,277,500		\$ 3,369,258	100.00%

2024/25 Tax Rate Analysis and Projections

CHANGE IN ASSESSMENT - STATS		
2024 Change in Taxable Assessment	\$ 19,328,400	9.62%
Change Due To Events		
Residential	\$ 8,685,700	5.39%
Resource/Seasonal	-\$ 49,200	-2.92%
Commercial	\$ 188,900	0.88%
Long Term Care Facility - Residential	\$ 2,467,900	15.27%
Long Term Care Facility - Commercial	\$ 11,700	3.18%
Total	<u>\$ 11,305,000</u>	<u>5.63%</u>
Growth in General Assessment		
Residential	\$ 7,006,100	4.35%
Resource/Seasonal	-\$ 220,200	-13.06%
Commercial	\$ 1,237,500	5.75%
Long Term Care Facility - Residential	\$ -	0.00%
Long Term Care Facility - Commercial	\$ -	0.00%
Total	<u>\$ 8,023,400</u>	<u>3.99%</u>

Tax Rate Impact Analysis - General Tax Rate			
	Average Growth In Assessment	CHG IN TAX RATE	Total Increase (Decrease) In Tax
RESIDENTIAL	4.35%	0.00%	4.35%
RESOURCE/SEASONAL	-13.06%	0.00%	-13.06%
COMMERCIAL	5.75%	0.00%	5.75%

Tax Rate Impact Analysis - Fire Tax Rate			
	Average Growth In Assessment	CHG IN TAX RATE	Total Increase (Decrease) In Tax
RESIDENTIAL	4.35%	0.00%	4.35%
RESOURCE/SEASONAL	-13.06%	0.00%	-13.06%
COMMERCIAL	5.75%	0.00%	5.75%

Tax Rate Impact Analysis - Combined Tax Rate			
	Average Growth In Assessment	CHG IN TAX RATE	Total Increase (Decrease) In Tax
RESIDENTIAL	4.35%	0.00%	4.35%
RESOURCE/SEASONAL	-13.06%	0.00%	-13.06%
COMMERCIAL	5.75%	0.00%	5.75%

\$0.01 Impact to Revenue	
Residential:	\$ 26,534
Commercial:	\$ 2,039
Total Impact	<u>\$ 28,573</u>

1% Impact to Revenue	
Residential:	\$ 16,490
Commercial:	\$ 6,169
Total Impact	<u>\$ 22,659</u>

Rates
Comparison
Provided Only for Consideration

Tax & Utility Costs - 3 Towns Lunenburg County
Assessment = \$260,000, Kwh YR=10,000, Water 50,000 Gallons Yr

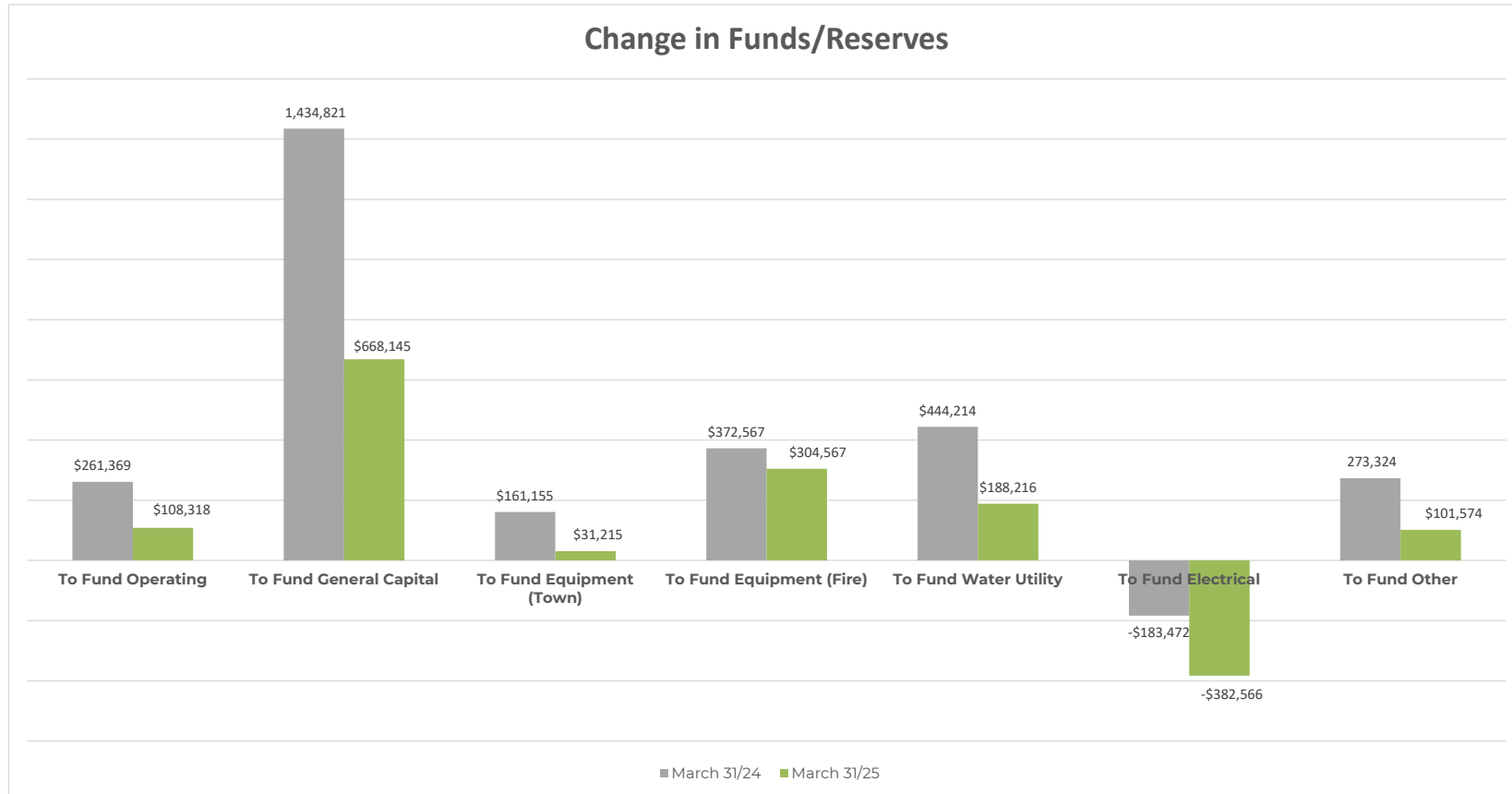
	Bridgewater	Lunenburg	Mahone Bay
Median Assessment	170,056	250,565	259,412
Based on:			
Residential Tax Rate	1.850	1.376	1.110
Commercial Tax Rate	4.070	3.358	3.050
Multipurpose Tax Rate	0.060		
Fire Tax Rate	0.000	0.000	0.214

Residential	Bridgewater	Lunenburg	Mahone Bay
Property Tax	4,810	3,578	2,886
Fire Tax	-	-	556
Sewer	518	719	-
Special Purpose Charge	-	-	-
Electricity	1,781	1,682	1,914
Water	636	681	1,268
Infrastructure Charge	-	-	300
Storm Water Charge	-	-	202
Total Single Family	7,745	6,660	7,127

Commercial Taxes per \$100,000 Assessment

Property Taxes	4,070	3,358	3,264
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Status of Town Funds (unaudited)



**Estimated Ending
Balance as per PY
Budget**

	March 31, 2024	March 31/24	March 31/25
To Fund Operating	169,420	\$261,369	\$108,318
To Fund General Capital	1,220,508	1,434,821	\$668,145
To Fund Equipment (Town)	120,786	\$161,155	\$31,215
To Fund Equipment (Fire)	185,666	\$372,567	\$304,567
To Fund Water Utility	470,529	\$444,214	\$188,216
To Fund Electrical	72,497	-\$183,472	-\$382,566
To Fund Other	219,733	273,324	\$101,574
	2,459,138	2,763,979	1,019,469

FUND	Estimated Roll Cash Balance March 31/24	Estimated Expenses 2024/25	Estimated Income 2024/25	Estimated Cash Balance March 31/2025
Electric Light Operating Fund (Surplus)	-\$195,228		-\$142,094	-\$337,322
Town Operating Fund (Surplus)	\$33,137		\$0	\$33,137
Water Operating Fund (Surplus)	-\$19,238		-\$324,135	-\$343,373
	-\$181,330	\$0	-\$466,229	-\$647,559

	Estimated Ending Balance as per PY Budget Cash Balance March 31, 2024	Unaudited Cash Balance March 31/24	Estimated Expenses 2024/25	Estimated Income 2024/25	Estimated Cash Balance March 31/2025
Capital Reserve	710,755	648,696	\$185,239	\$198,244	\$661,701
Bayview Cemetery	70,674	109,533	\$95,441	\$22,100	\$36,192
Park Cemetery Perpetual Care	149,059	163,791	\$144,559	\$46,150	\$65,382
Electric Depreciation Reserve	31,746	11,756	\$57,000	\$0	-\$45,244
Equipment Reserve - Town	120,786	161,155	\$259,000	\$129,060	\$31,215
Equipment Reserve - Fire	185,666	372,567	\$133,000	\$65,000	\$304,567
Operating Reserve	136,283	228,232	\$253,051	\$100,000	\$75,181
Canadian Community-Building Fund (Gas Tax Reserve)	238,682	515,054	\$601,661	\$93,051	\$6,444
Wastewater Reserve	2,600	50,969	\$42,228	\$25,000	\$33,741
Water Capital (Depreciation) Reserve	364,636	463,453	\$68,600	\$136,737	\$531,590
Recreation Reserve	\$0	10,661	\$0	\$15,000	\$25,661
Sustainable Services Growth Fund Reserve	271,071	271,071	\$271,071	\$0	\$0
Total	2,281,959	3,006,938	2,110,850	830,342	1,726,430

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES

	PY Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25		Budget/Actual % Change
ASSESSABLE PROPERTY						
Residential Assessment	\$1,647,868	\$1,977,579	\$1,988,138	\$2,170,283	*1	9.16%
Commercial Assessment	\$617,352	\$669,085	\$666,907	\$711,192	*1	6.64%
Commercial - Seasonal Properties	\$0	\$660	\$5,867	\$660	*1	0.00%
Resource- Assessable	\$16,841	\$18,804	\$16,257	\$15,730	*1	-3.24%
	\$2,282,060	\$2,666,128	\$2,677,168	\$2,897,865		

SPECIAL ASSESSMENTS

Infrastructure Charges	\$250,950	\$255,600	\$257,808	\$257,850	*2	0.02%
Storm Water Charges	0	0	0	\$173,817		
	\$250,950	\$255,600	\$257,808	\$431,667		

BUSINESS PROPERTY

Based on Revenue (M.T. & T.)	\$5,664	\$6,300	\$5,444	\$5,700		4.71%
NS Power Inc. Grant	\$1,020	\$1,020	\$0	\$0		0.00%
NS Power Inc. (HST Rebate)	\$19,240	\$19,500	\$19,500	\$19,500		0.00%
	\$25,924	\$26,820	\$24,944	\$25,200		

OTHER TAXES

Deed Transfer Tax	\$337,118	\$230,000	\$204,086	\$175,000	*3	-14.25%
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**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES**

	PY Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
TOTAL TAXES	\$2,896,053	\$3,178,548	\$3,164,005	\$3,529,731	
PROVINCIAL GOVERNMENT					
Dept of Municipal Affairs	\$620	\$650	\$650	\$650	0.00%
PROVINCIAL GOVERNMENT AGENCIES					
Liquor Commission	\$22,193	\$23,008	\$23,755	\$24,000	1.03%
TOTAL GRANTS IN LIEU OF TAXES	\$22,813	\$23,658	\$24,405	\$24,650	
SALES OF SERVICES					
General Government (Tax Certificates, etc)	\$1,959	\$1,500	\$1,940	\$1,500	-22.68%
Environmental Health Services	\$1,525	\$0	\$1,188	\$1,200	1.03%
Recreation & Cultural Services (Ball Field/Bandstand)	\$933	\$3,100	\$317	\$300	-5.24%
RELC HOURLY BILLING	\$173	\$0	\$0	\$500	0.00%
RELC ACCOUNTING	\$0	\$0	\$0	\$66,130	*4 0.00%

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES**

	PY Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
TOTAL SALE OF SERVICES	\$4,593	\$4,600	\$3,444	\$69,630	
FUNDS FROM OWN SOURCES					
Licenses & Permits	\$24,195	\$23,000	\$31,121	\$27,000	-13.24%
Street Excavation Deposit	\$0	\$0	\$900	\$900	0.00%
Fines	\$2,598	\$2,000	\$1,474	\$1,200	-18.57%
Utility Contribution to Town Overhead	\$50,827	\$60,528	\$55,801	\$55,800	0.00%
SALE OF MERCHANDISE	\$0	\$0	\$90	\$90	0.03%
Return on Investments	\$69,339	\$60,000	\$79,427	\$65,000	-18.16%
Interest on Taxes	\$17,737	\$15,000	\$26,842	\$15,000	-44.12%
Donations- Other	\$0	\$0	\$2,000	\$0	-100.00%
DONATIONS - FIRE DEPARTMENT	\$0	\$15,000	\$19,265	\$15,000	-22.14%
DONATIONS - BENCH PROGRAM	\$0	\$0	\$8,500	\$5,000	-41.18%
TOTAL FUNDS FROM OWN SOURCES	\$164,696	\$175,528	\$225,420	\$184,990	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES**

	PY Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS					
PROVINCIAL GOVERNMENT					
Town Foundation Grant (from Province)	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
OWN AGENCIES					
Dividend from AREA	\$121,170	\$0	\$0	\$0	*5 0.00%
TOTAL UNCONDITIONAL TRANSFERS	\$171,248	\$50,078	\$50,000	\$50,000	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES**

	PY Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS					
FEDERAL GOVERNMENT					
Federal Government(Canadian Communit	\$86,221	\$55,000	\$93,051	\$93,051	0.00%
PROVINCIAL GOVERNMENTS					
Protective Services (EMO Grant)	\$2,000	\$1,000	\$0	\$0	0.00%
TOTAL CONDITIONAL TRANSFERS	\$88,221	\$56,000	\$93,051	\$93,051	
Total Revenue	\$3,347,451	\$3,488,412	\$3,560,326	\$3,952,052	

TOWN REVENUE NOTES

- 1) Revenue from prior year amended from budget to account in adjustment to assessment
- 2) Total of 859.5 units in 2024/25 compared to 852 units in 2023/24.

Infrastructure Charge Comparative Chart				
Rate	\$ 295.00	\$ 300.00	\$ 305.00	\$ 310.00
Revenue	\$ 253,552.50	\$ 257,850.00	\$ 262,147.50	\$ 266,445.00

Incremental Revenue: \$859.5 per \$1 of Infrastructure Charge

Stormwater Charge Comparative Chart				
Rate	\$ 200.00	\$ 202.23	\$ 205.00	\$ 210.00
Revenue	\$ 171,900.00	\$ 173,816.69	\$ 176,197.50	\$ 180,495.00

- 3) Deed Transfer expectations are continuing to reflect softening of the housing market
- 4) As of April 1, 2024 the TOMB Finance Department has onboarded the finance operations of Riverport Electric Light Commission
- 5) No dividend expected from AREA for 24/25

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25		Budget/Actual % Change
LEGISLATIVE						
Mayor 's Remuneration	\$13,363	\$14,323	\$14,304	\$14,796	*1	3.44%
Mayor's Expenses	\$5,278	\$5,000	\$6,115	\$6,000		-1.88%
Council's Remuneration	\$41,097	\$46,362	\$46,298	\$47,892	*1	3.44%
Councillors' Expenses	\$1,442	\$3,000	\$4,970	\$4,000		-19.51%
Council Expenses	\$2,963	\$4,800	\$5,382	\$5,000		-7.10%
Mayor's Newsletters	\$1,646	\$2,500	\$1,433	\$2,500		74.52%
Committee Expenses	\$244	\$1,000	\$2,082	\$4,000		92.13%
Elections, Plebiscites/Ratepayers Meetings	\$12,589	\$0	\$230	\$20,000	*2	8595.65%
Councillors' Orientation	\$0	\$0	\$0	\$14,000	*2	0.00%
	\$78,621	\$76,985	\$80,813	\$118,188		

GENERAL ADMINISTRATION

ADMINISTRATIVE

CAO/Portion Staff Salaries -Admin	\$127,857	\$183,067	\$172,213	\$211,646	*1	22.90%
Employee Benefits- Admin	\$27,428	\$39,042	\$29,719	\$47,633	*1	60.28%
MJSB - HR Services	\$66	\$17,500	\$0	\$0		0.00%
Professional Development (All EEs) - Finance	\$194	\$3,600	\$724	\$3,600		397.05%
Health and Safety/Physical Development - Finance	\$428	\$1,400	\$600	\$1,000		66.67%
New Town Logo	\$0	\$25,000	\$2,452	\$1,400		-42.91%

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
ADMINISTRATIVE CONTINUED					
Power - Town Hall	\$4,548	\$4,800	\$5,570	\$4,924	-11.60%
Repairs - Town Hall	\$7,508	\$5,000	\$1,390	\$4,000	187.74%
Pest Control - Town Hall	\$177	\$200	\$907	\$1,200	32.27%
Custodial Supplies - Town Hall	\$3,624	\$3,750	\$3,464	\$3,739	7.94%
OFFICE SUPPLIES (SHARED)	\$0	\$0	\$2,975	\$2,200	-26.05%
Insurance - Town Hall	\$14,564	\$8,662	\$8,164	\$8,918 *3	9.23%
Insurance- Liability & Admin	\$7,054	\$4,195	\$3,954	\$4,319	9.23%
Fuel - Town Hall	\$7,353	\$7,500	\$2,976	\$3,500	17.60%
Janitor's Labor	\$17,032	\$16,500	\$13,966	\$17,446	24.92%
Water - Town Hall	\$1,350	\$2,050	\$1,212	\$2,150	77.45%
Town Legal (100%)	\$156	\$1,000	\$9,578	\$6,000	-37.36%
Advertising Regulatory	\$0	\$0	\$0	\$3,600	0.00%
Advertising Non-Regulatory	\$0	\$0	\$0	\$1,500	0.00%
Admin Expense	\$17,669	\$13,376	\$13,416	\$8,000	-40.37%
Office Expenses/Communications - Admin	\$13,152	\$8,635	\$8,635	\$8,900	3.07%
Postage/Courier Inc Lease- Admin	\$2,164	\$2,400	\$1,778	\$2,400	34.97%
Photocopier/ Fax Charges & Toner-Admin	\$2,353	\$2,341	\$3,003	\$3,500	16.55%
Telephone/Internet	\$6,841	\$8,350	\$6,281	\$6,900	9.86%
Admin - Software & Hardware & Subscriptions	\$0	\$0	\$9,973	\$10,050	0.77%
Lunch Room Supplies	\$0	\$0	\$612	\$600	-1.91%
Office Furnishings - Non Capital	\$633	\$1,000	\$438	\$1,230	180.53%
	\$239,967	\$345,992	\$290,585	\$370,355	

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25		Budget/Actual % Change
FINANCIAL MANAGEMENT						
Auditors	\$24,817	\$39,600	\$23,652	\$57,287	*4	142.21%
CAO/Portion Staff Salaries -Finance	\$133,182	\$149,872	\$134,101	\$175,866	*1	31.14%
Employee Benefits -Finance	\$24,702	\$37,486	\$28,054	\$40,012	*1	42.63%
Advertising	\$3,555	\$3,600	\$3,071	\$3,600		17.21%
Professional Development (All EEs) - Finance	\$1,342	\$1,400	\$1,959	\$3,600		83.74%
Health and Safety/Physical Development - Finance	\$1,049	\$800	\$761	\$1,000		31.41%
MJSB - IT Services OH& S	\$27,559	\$45,540	\$56,859	\$56,383	*5	-0.84%
Office Expenses-Finance	\$8,404	\$7,000	\$4,941	\$5,000		1.20%
Postage/Courier Fax -Finance	\$6,701	\$6,750	\$5,151	\$4,500		-12.65%
Photocopier/ Fax Charges & Toner-Finance	\$1,396	\$1,400	\$1,457	\$2,188		50.16%
Finance Software/Hardware	\$55	\$7,158	\$14,356	\$19,249		0.00%
Security Alarm	\$0	\$0	\$309	\$600		94.38%
	\$232,763	\$300,606	\$274,672	\$369,284		
ASSESSMENT SEREVICES						
Trfs to Assessment Services	\$24,002	\$24,350	\$25,107	\$26,111		4.00%

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OTHER TAXATION					
Tax Billing Expenses	\$1,119	\$1,450	\$1,629	\$1,700	4.34%
OTHER GENERAL ADMINISTRATIVE SERVICES					
Conventions /Memberships/Travel Staff	\$3,723	\$4,000	\$8,480	\$8,000	-5.66%
Employee Appreciation & Events	\$1,012	\$2,000	\$1,248	\$1,200	-3.82%
CAO Expenses	\$4,485	\$4,000	\$7,898	\$6,000	-24.03%
	\$9,221	\$10,000	\$17,626	\$15,200	
DEBT CHARGES-GENERAL GOVERNMENT					
Bank Charges/General Operating Int	\$4,853	\$6,188	\$5,940	\$6,000	1.01%

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OTHER GENERAL ADMINISTRATIVE SERVICES					
Grants to Organizations	\$10,050	\$18,036	\$21,882	\$30,000 *6	37.10%
NON OPERATING EXPENSES					
Capital Projects	\$101,971	\$230,000	\$195,468	\$1,069,945	447.38%
Total Operating Expenses	\$601,219	\$783,668	\$718,253	\$936,838	
Total Non Operating Expenses	\$101,971	\$230,000	\$195,468	\$1,069,945	
Total Expenses	\$703,190	\$1,013,668	\$913,721	\$2,006,783	

GENERAL GOVERNMENT NOTES

1) Cost of living assumed to be 4.0%

Compensation and Benefits follow the proposed Salary Scale and Benefits Package

Both are contingent on council's approval

2) An Election will be held in October 2024 for a new term of council.

Associated costs are as follows:

Elections/Meetings, etc

\$ 20,000

Councillor's Orientation

\$ 15,000

\$ 35,000

3) General and Cyber Insurance. Applicable to all TOMB departments/utilities

4) New auditors - BDO - charges consist of the following:

2021/22 FIR

2022/23 FIR/Audit

2023/24 FIR/Audit

Out of Scope Fees

5) IT total includes computer purchases for 18,000 (12* 1,500).

8 computers for new council term

4 computers for staff (based on 4 year turnover)

6) Total grants requested amounted to \$51,063.

Grants approved based on \$30,000 limit set by council with a 10% holdback for late applications

For specific details on the Capital Projects - please see the Capital Projects Section of the Budget

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PROTECTIVE SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
POLICE PROTECTION					
Policing-RCMP	\$381,277	\$402,990	\$404,376	\$419,110 *1	3.64%
	\$381,277	\$402,990	\$404,376	\$419,110	
LAW ENFORCEMENT					
Trf to Correctional Services	\$20,373	\$20,485	\$20,790	\$17,000	-18.23%
Prosecuting Attorney	\$407	\$400	\$0	\$0	0.00%
Bylaw Enforcement Officer	\$9,946	\$15,550	\$10,663	\$21,261 *2	99.38%
	\$30,726	\$36,435	\$31,453	\$38,261	
Department Total	\$412,002	\$439,425	\$435,829	\$457,370	

Protective Services Notes

- 1) Estimated based on prior year actual
- 2) Assuming increased hours for the Bylaw/Noise Enforcement Officer

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
OTHER PROTECTION SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
EMERGENCY MEASURES					
Emergency Measures (REMO)	\$7,986	\$8,000	\$7,412	\$10,764	45.23%
Assistant Emergency Coordinator	\$2,865	\$3,000	\$5,214	\$6,000	15.07%
Comfort Station - Fire Hall	\$0	\$1,000	\$0	\$2,500	0.00%
	\$10,851	\$12,000	\$12,626	\$19,264	

OTHER PROTECTION SERVICES					
Fire Inspection Services	\$12,410	\$13,000	\$13,557	\$14,500	6.95%
Building Inspectors	\$13,146	\$14,000	\$18,174	\$18,665	2.70%
Shared Services	\$3,804	\$4,000	\$0	\$0	0.00%
Animal & Pest Control	\$847	\$850	\$209	\$350	67.61%
Traffic Authority	\$848	\$2,600	\$2,596	\$2,600	0.14%
GIS & Civic Addressing	\$0	\$0	\$5,214	\$6,000 *1	15.07%
	\$30,207	\$34,450	\$39,750	\$33,515	

Department Totals	\$41,058	\$46,450	\$52,377	\$52,779	
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OTHER PROTECTIVE SERVICES NOTES

1) 'Other Services' under the new Municipal Services Agreement, Section 4.

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
ADMINISTRATION					
Employee Benefits	\$18,285	\$29,019	\$20,095	\$30,580	52.18%
PW Administration Salaries	\$57,107	\$64,962	\$62,992	\$65,357	3.75%
Travel Director of Operations	\$2,152	\$2,200	\$1,521	\$2,100	38.03%
Telephone- PW Dept	\$780	\$3,000	\$3,033	\$1,500	-50.55%
Answering Service	\$516	\$700	\$589	\$600	1.79%
Finance Software/Hardware	\$55	\$1,248	\$277	\$300	8.12%
Office Supplies/Memberships	\$1,348	\$1,350	\$448	\$300	-32.97%
PW Office Maintenance		\$500	\$3,470	\$5,000	44.11%
Liability Insurance	\$23,902	\$12,500	\$12,652	13,821	9.23%
	\$104,145	\$115,479	\$105,077	\$119,557	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
GENERAL EQUIPMENT					
Gas & Oil	\$12,705	\$14,390	\$15,095	\$12,900	-14.54%
Insurance	\$12,846	\$8,806	\$7,467	\$8,660	15.98%
Repairs	\$25,450	\$15,200	\$26,531	\$20,400	-23.11%
	\$51,001	\$38,396	\$49,093	\$41,960	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
SMALL TOOLS					
Small Tools & Equipment	\$6,152	\$5,000	\$8,626	\$6,000	-30.45%
WORKSHOPS, YARDS & OTHER BUILDINGS					
P. W. Building - Electricity	\$481	\$400	\$7,757	\$7,958 *1	2.59%
P.W. BUILDING - WATER		\$0	\$1,280	\$1,290	0.81%
P. W. Building - Fuel	\$3,147	\$7,000	\$8,440	\$8,708	3.17%
P. W. Building - Repairs	\$402	\$1,000	\$13,439	\$1,000	-92.56%
P. W. Building - Telephone	\$438	\$300	\$365	\$400	9.62%
P. W. Building - Insurance	\$4,208	\$2,502	\$2,359	\$2,576	9.23%
P.W. BUILDING - SECURITY ALARM		\$0	\$206	\$250	21.35%
Tree Removal & Planting	\$4,189	\$20,000	\$51,653	\$50,000	-3.20%
Shed - Salt Storage insurance	\$1,734	\$929	\$876	\$957	9.23%
	\$14,600	\$32,132	\$86,375	\$73,139	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OTHER					
Staff Training	\$2,721	\$1,500	\$204	\$1,500	634.25%
Professional Development	\$0	\$1,600	\$39	\$2,400 *2	5994.46%
Physical Development	\$570	\$200	\$722	\$1,000 *3	38.58%
Health and Safety	\$6,847	\$6,000	\$7,572	\$8,000	5.66%
Asset Management Initiatives	\$5,122	\$7,000	\$6,844	\$9,000	31.49%
	\$15,464	\$16,300	\$15,381	\$21,900	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
ROADS & STREETS					
Salaries	\$51,834	\$65,324	\$63,626	\$67,025	5.34%
Chloride & Cartage	\$0	\$0	\$562	\$700	24.53%
Salt & Cartage	\$31,083	\$30,000	\$21,945	\$26,000	18.48%
Sand & Gravel	\$5,616	\$7,000	\$6,014	\$7,000	16.39%
Patching Streets/Sidewalks - Materials	\$18,425	\$42,927	\$48,943	\$48,000	-1.93%
SIDE WALKS - MATERIALS	\$0	\$0	\$243	\$500	105.35%
SIDE WALKS - OTHER	\$0	\$0	\$0	\$500	0.00%
Patching Streets - Other	\$1,698	\$0	\$0	\$500	0.00%
General Supplies & Expense	\$4,778	\$3,000	\$3,316	\$3,000	-9.54%
Culverts & Ditching	\$16,747	\$15,000	\$29,765	\$24,000	-19.37%
Rentals	\$0	\$500	\$0	\$500	0.00%
Street Cleaning	\$782	\$1,500	\$1,616	\$1,500	-7.20%
	\$129,264	\$165,251	\$176,032	\$177,025	
STREET LIGHTING					
Street Lighting	\$45,923	\$54,309	\$59,390	\$60,929	2.59%

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
TRAFFIC SERVICE					
Street Signs/Flags	\$3,832	\$2,000	\$8,657	\$7,000	-19.14%
Painting Lines	\$23,534	\$24,000	\$28,385	\$28,000	-1.36%
Maintenance to Crossings/Curbs/Parking Lots	\$16,025	\$17,000	\$11,596	\$10,000	-13.76%
Engineering Services/Legal	\$0	\$21,000	\$50,524	\$40,000 *4	-20.83%
	\$43,390	\$64,000	\$99,163	\$85,000	

DEBT CHARGES - TRANS SERV

Debt Interest - PW/SWR	\$4,515	\$29,500	\$27,081	\$25,584	-5.53%
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**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC WORKS
(TRANSPORTATION SERVICES)**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON OPERATING EXPENSES					
Capital Projects	\$50,685	\$760,420	\$330,445	\$6,365,890	1826.46%
Total Operating Expenses	\$414,455	\$520,366	\$626,219	\$611,094	
Total Non Operating Expenses	\$50,685	\$760,420	\$330,445	\$6,365,890	
Total Expenses	\$465,140	\$1,280,786	\$956,664	\$6,976,984	

TRANSPORTATION NOTES

- 1) Public Works located in old fire hall for the 24/25 year - expected higher electric than in PYs
- 2) Four employees at 1,600 each
- 3) Pending council approval; physical development increased to 250/employee
- 4) \$30,000 in special projects: Ernst Brook Assessment (\$10,000) and Mun. Specs Update (\$20,000)

For specific details on the Capital Projects - please see the 10 year CIP Tab

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
HOUSING AND CEMETERY
(PUBLIC HEALTH & WELFARE)**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
Cemeteries - Operating Grant	\$19,227	\$16,700	\$15,440	\$44,250	186.59%
Deficit-Regional Housing	\$22,090	\$22,500	\$22,500	\$0 *1	-100.00%
Housing Initiatives	\$0	\$30,000	\$78	\$30,000 *2	0.00%
Department Total	\$41,317	\$69,200	\$38,018	\$74,250	

PUBLIC HEALTH NOTES

1) As per the letter received from the Minister of Municipal Affairs; TOMB is no longer required to contribute to Regional Housing.

2) Assessment of properties at Hawthorn & Kinburn for housing.

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
COMMUNITY SERVICES AND ENVIRONMENTAL DEVELOPMENT
(ENVIRONMENTAL DEVELOPMENT SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
ENVIRONMENTAL PLANNING & ZONING					
Regional Planning	\$53,697	\$56,813	\$49,275	\$57,000	15.68%
Legal Services/ Advertising	\$17,265	\$33,000	\$19,703	\$4,000	-79.70%
	\$70,961	\$89,813	\$68,978	\$61,000	
COMMUNITY DEVELOPMENT					
Accessibility Initiatives	\$5,790	\$20,000	\$41,475	\$11,405	-73%
	\$5,790	\$23,700	\$41,475	\$11,405	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
COMMUNITY SERVICES AND ENVIRONMENTAL DEVELOPMENT
(ENVIRONMENTAL DEVELOPMENT SERVICES)

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OTHER ENVIRONMENTAL SERVICES					
Wages and Benefits	\$44,876	\$51,122	\$41,982	\$51,688	23.12%
Tourism	\$8,613	\$8,200	\$9,430	\$10,287	9.09%
Public Comfort Stations	\$39,242	\$40,065	\$40,172	\$41,166	2.48%
Community Beautification	\$4,797	\$4,890	\$1,345	\$2,000	48.73%
Urban Forest Management Plan	\$0	\$30,000	\$7,214	\$24,000	232.67%
Climate & Environment Initiatives	\$9,470	\$8,000	\$10,023	\$20,198	*1 101.50%
Wharf Expenses & Insurance	\$6,400	\$4,158	\$2,976	\$3,251	9.23%
	\$113,397	\$146,436	\$113,142	\$152,590	

**TOWN OF MAHONE BAY
 STATEMENT OF REVENUE & EXPENDITURES
 COMMUNITY SERVICES AND ENVIRONMENTAL DEVELOPMENT
 (ENVIRONMENTAL DEVELOPMENT SERVICES)**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON OPERATING EXPENSES					
Capital Projects	\$1,298,663	\$3,283,561	\$0	\$755,044	
Total Operating Expenses	\$190,148	\$259,948	\$223,595	\$224,995	
Total Non Operating Expenses	\$1,298,663	\$3,283,561	\$0	\$120,000	
Total Expenses	\$1,488,811	\$3,543,509	\$223,595	\$344,995	

ENVIRONMENTAL DEVELOPMENT NOTES

1) Increase in conference attendance by Climate and Energy Program Manager; only received funding to support one summer intern; TOMB to cover the cost of one intern

For specific details on the Capital Projects - please see the 10 year CIP Tab

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
WASTEWATER**

ENVIROMENTAL HEALTH SERVICES	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
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SEWAGE COLLECTION SYSTEM

ADMINISTRATION

SWR - Administration	\$9,653	\$10,529	\$10,690	\$10,670	-0.18%
	\$9,653	\$10,529	\$10,690	\$10,670	

SEWAGE COLLECTION SYSTEMS

Salaries	\$31,113	\$31,148	\$33,505	\$39,601	18.19%
Sewer - Staff Benefits	\$5,503	\$9,270	\$6,865	\$9,869	43.76%
Engineering/Consultants	\$4,380	\$16,000	\$13,066	\$10,000	-23.47%
Training Costs - SWR	\$528	\$550	\$110	\$550	398.69%
Material Expense & Contractors	\$11,058	\$10,450	\$3,632	\$10,450	187.69%
Monitoring/Testing Fees	\$3,119	\$3,100	\$3,684	\$3,100	-15.85%
Sewer Cleaning Fees	\$2,926	\$18,000	\$12,201	\$4,500	-63.12%
	\$58,628	\$88,518	\$73,064	\$78,071	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
WASTEWATER

ENVIROMENTAL HEALTH SERVICES	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
SEWAGE LIFT STATIONS					
Maintenance of Pumps	\$0	\$1,500	\$126	\$2,000	1483.53%
Electricity	\$23,514	\$31,332	\$30,271	\$32,144	6.19%
Insurance	\$2,027	\$1,206	\$1,136	\$1,241	9.23%
	\$25,541	\$34,038	\$31,534	\$35,385	
SEWAGE TREATMENT & DISPOSAL					
Salaries	\$28,102	\$22,225	\$26,398	\$34,268	29.81%
Benefits - Sewer Treatment	\$3,826	\$6,945	\$5,126	\$7,510	46.50%
Chemicals - PAA	\$34,779	\$38,000	\$30,801	\$38,000	23.37%
Repairs/Materials - PLANT	\$2,057	\$18,000	\$1,551	\$18,000	*1 1060.35%
Winter Maintenance		\$0	\$1,049	\$150	-85.71%
Electricity	\$27,715	\$44,234	\$33,321	\$45,380	36.19%
Scada Data Lines	\$1,696	\$1,700	\$1,426	\$1,700	19.21%
Wiring upgrade	\$0	\$0	\$0	\$2,000	*2 0.00%
Wifi Devices Upgrade	\$0	\$0	\$0	\$1,500	*2 0.00%
Rate Study	\$0	\$0	\$0	\$10,000	
Insurance	\$1,124	\$669	\$630	\$688	9.23%
	\$99,944	\$131,773	\$100,303	\$159,196	
	\$193,766	\$264,857	\$215,591	\$283,322	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
WASTEWATER**

ENVIROMENTAL HEALTH SERVICES	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
GARBAGE & WASTE COLLECTION					
Trucking Costs	\$66,070	\$67,000	\$61,291	\$79,214	29.24%
Public Area Waste Collection/Disposal	\$38,291	\$38,000	\$45,530	\$47,474	4.27%
	\$104,361	\$105,000	\$106,820	\$126,688	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
WASTEWATER**

ENVIROMENTAL HEALTH SERVICES	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
MUNICIPAL SOLID WASTE SITE					
MJSB - Site Operations	\$72,324	\$91,506	\$72,664	\$90,282	*3 24.25%
Trf Reserves Closure Costs	\$1,173	\$0	\$0	\$0	0.00%
Region 6 Operating Costs	\$1,501	\$1,700	\$1,399	\$1,700	21.49%
	\$74,998	\$93,206	\$74,064	\$91,982	
	\$179,358	\$198,206	\$180,884	\$218,670	
NON OPERATING EXPENSES					
Capital Projects	\$1,438,055	\$569,450	\$60,529	\$2,829,937	
Total Operating Expenses	\$373,124	\$463,063	\$396,475	\$501,992	
Total Non Operating Expenses	\$1,438,055	\$569,450	\$60,529	\$2,829,937	
Total Expenses	\$1,811,179	\$1,032,513	\$457,004	\$3,331,929	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
WASTEWATER**

ENVIROMENTAL HEALTH SERVICES	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
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ENVIRONMENTAL HEALTH NOTES

- 1) Additional \$14,000 for Cell 3 draining and sludge removal, high sludge volume can effect Final Effluent quality to receiving water.
Not completed in 23/24
- 2) Costs expected to be less in future - included fees to upgrade services
- 3) Per MJSB proposed Operating Budget

For specific details on the Capital Projects - please see the 10 year CIP Tab

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
RECREATION & CULTURAL SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
ADMINISTRATION					
Rec Administration Salaries	\$21,429	\$24,242	\$23,795	\$28,010	17.71%
PROGRAMS & SERVICES					
Special Projects	\$0	\$13,000	\$1,083	\$4,000	269.27%
Lunenburg County Wheels	\$0	\$0	\$0	\$10,000	
PARKS PLAYGROUNDS FIELDS					
Parks Fields Playgrounds	\$37,475	\$13,606	\$6,994	\$6,291	-10.04%
Insurance	\$2,814	\$1,673	\$1,577	\$1,723	9.23%
Labour	\$16,584	\$20,615	\$19,918	\$21,629	8.59%
Swimming Pool Operation	\$26,171	\$26,500	\$24,385	\$26,500	8.67%
Sports Field Operation	\$0	\$21,000	\$21,000	\$21,000	0.00%
	\$83,045	\$83,395	\$73,874	\$77,143	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
RECREATION & CULTURAL SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
CULTURAL BUILDINGS & FACILITIES					
South Shore Regional Library	\$7,800	\$8,000	\$7,800	\$7,800	0.00%
Heritage Properties	\$1,100	\$2,500	\$1,086	\$2,500	130.13%
Mahone Bay Museum	\$8,858	\$9,000	\$8,858	\$10,913	23.19%
Bandstand Maintenance	\$1,574	\$2,126	\$1,303	\$645	-50.51%
	\$19,332	\$21,626	\$19,047	\$21,858	
NON OPERATING EXPENSES					
Capital Projects	\$38,450	\$323,000	\$62,898	\$682,689	985.39%

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
RECREATION & CULTURAL SERVICES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
Total Operating Expenses	\$144,309	\$142,264	\$118,800	\$141,010	
Total Non Operating Expenses	\$38,450	\$323,000	\$62,898	\$682,689	
Total Expenses	\$182,759	\$465,264	\$181,698	\$823,699	

REC & CULTURAL NOTES

None

For specific details on the Capital Projects - please see the 10 year CIP Tab

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
EDUCATION /FISCAL SERVICES/TRANSFERS**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
EDUCATION					
Education - Mandatory Contribution	\$444,330	\$470,990	\$502,939	\$523,057	4.00%
FISCAL SERVICES					
DEBT CHARGES					
PRINCIPAL & INSTALLMENTS - FISCAL SERV.	\$73,100	\$197,439	\$200,374	\$168,423 *1	-15.95%
TAXATION & OTHER GENERAL ADMINISTRATIVE SERVICES					
Low Income Property Subsidy	\$23,000	\$30,000	\$27,833	\$32,000 *2	14.97%
Reduced Taxes Sec 71	\$84,996	\$105,566	\$108,174	\$110,473	2.13%
	\$107,996	\$135,566	\$136,007	\$142,473	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
EDUCATION /FISCAL SERVICES/TRANSFERS**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
TRANSFERS TO/FROM FUNDS					
TRANSFER TO OWN FUNDS & AGENCIES-OTHER FUNDS					
Special Reserve Fund - Capital	\$104,951	\$203,161	\$2,516	\$291,295	11477.69%
Special Reserve Fund- Town Equipment	\$30,000	\$100,000	\$100,000	\$100,000	0.00%
Special Reserve Fund - Wastewater	\$15,000	\$25,000	\$25,000	\$25,000	0.00%
Special Reserve Fund-Operating	\$150,000	\$0	\$100,000	\$100,000	0.00%
General Capital Fund (from Revenue)	\$0	\$0	\$0	\$0	0.00%
Recreation Infrastructure Reserve	\$0	\$15,000	\$15,000	\$15,000	
	\$299,951	\$343,161	\$242,516	\$531,295	
TRANSFER FROM RESERVES					
Transfer- Operating Reserve	\$41,724	\$209,000	\$217,051	\$253,051 *3	16.59%
Transfers- Gas Tax	\$0	\$0	\$0	\$0	0.00%
Transfers-Equipment Reserve	\$0	\$0	\$0	\$0	0.00%
Transfers - Wastewater Reserve				\$18,000	
TOTAL LOCAL GOVERNMENTS	\$41,724	\$209,000	\$217,051	\$271,051	
Department Totals	(\$258,227)	(\$134,161)	(\$25,465)	(\$260,244)	

FISCAL SERVICES NOTES

1) Debt charges include the following:

		Debt Amount	Debt Maturity
MFC - Kinburn St. Bridge - PRINCIPAL	15,000.00	5/9/32	
MFC - Clairmont/Pleasant Sewer PRINCIPAL	40,000.00	5/30/33	
Debt Principal - Fire Station	86,123.00	10/25/37	
Edgewater Street/Sidewalk	27,300.00		
	<u>168,423.00</u>		

2) Low-income Property Subsidy policy adopted by Council on May 14, 2024 as follows:

Household Income:	Rebate:
Less than \$30,000	\$1,000
\$30,001 to \$37,500	\$500
\$37,501 to \$45,000	\$250
Greater than \$45,000	\$0

3) Transfer from Operating Reserve

Urban Forest Management Plan	\$ 24,000.00
Hawthorn / Kinburn Properties Assessment for Housing Development	\$ 30,000.00
WasteWater Study	\$ 10,000.00
Total Transfer From Operating Reserve	<u><u>\$ 64,000.00</u></u>

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

**No helmets
Bunker gear 12,000.00**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25		Budget/Actual % Change
INSIDE REVENUE						
Residential Assessment	\$246,948	\$371,455	\$336,906	\$418,415	*1	19.48%
Commercial Assessment	\$34,058	\$45,004	\$78,783	\$49,946	*1	-57.73%
Resource- Assessable	\$2,522	\$3,525	\$3,525	\$3,033	*1	-16.23%
	\$283,529	\$419,984	\$419,214	\$471,394		
OUTSIDE REVENUE						
Protective Services - Outside Area Revenue	\$171,656	\$189,179	\$189,865	\$213,330	*1	11.00%
OTHER REVENUE						
Donations - Fire Dept	\$2,890	\$15,000	\$19,265	\$15,000	*2	-28.43%
From Fire Society	\$0	\$83,054	\$83,056	\$146,481		43.30%
TOTAL REVENUE	\$458,075	\$707,217	\$711,400	\$846,205		
EXPENSES						
ADMINISTRATION						
Telephone	\$3,591	\$4,316	\$2,724	\$7,200		62.17%
OFFICE EXPENSES	\$0	\$0	\$2,063	\$2,500		17.49%
Eating Establishment Permit	\$0	\$0	\$202	\$250		19.26%
Conventions & Events	\$1,614	\$4,000	\$1,697	\$4,000		57.56%
Insurance - Firefighters	\$2,915	\$3,644	\$2,915	\$3,200		8.91%
MJSB - IT Services/OH&S	\$3,086	\$10,591	\$12,455	\$13,112		5.02%
Liability Insurance	\$4,549	\$5,370	\$5,062	\$5,529		8.45%
WCB FIRE FIGHTER	\$0	\$0	\$1,802	\$2,000		9.88%
	\$15,755	\$27,921	\$28,919	\$37,792		

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

**No helmets
Bunker gear 12,000.00**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
FIRE FIGHTING FORCE					
Honorarium - General Membership	\$16,800	\$16,800	\$16,613	\$20,160	17.59%
Extra Honorarium	\$0	\$7,500	\$0	\$0	#DIV/0!
Fire Alarm System	\$8,300	\$8,500	\$6,753	\$8,500	20.56%
	\$25,100	\$32,800	\$23,366	\$28,660	
TRAINING					
Training	\$0	\$20,000	\$35,176	\$30,000	-17.25%
FIRE STATION & BUILDINGS					
Insurance	\$5,491	\$6,482	\$6,110	\$6,674	8.45%
Repairs	\$2,229	\$9,000	\$4,159	\$4,000	-3.98%
PROPERTY MAINTENANCE - FD	\$0	\$0	\$2,027	\$1,500	-35.13%
Security Alarm	\$0	\$0	\$412	\$450	8.44%
Fuel	\$755	\$0	\$1,631	\$2,500	34.74%
Electricity	\$41,035	\$49,148	\$39,807	\$50,422	21.05%
Firehall Utility Equipment Maintenance	\$8,872	\$3,800	\$12,761	\$15,000	14.93%
Water	\$4,133	\$3,600	\$2,533	\$3,870	34.56%
JANITOR SUPPLIES	\$5,675	\$6,000	\$3,473	\$3,600	3.53%
JANITOR LABOUR		\$0	\$13,766	\$13,000	-5.89%
	\$68,191	\$78,031	\$86,679	\$101,016	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

**No helmets
Bunker gear 12,000.00**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
FIRE FIGHTING EQUIPMENT					
Vehicles	\$17,307	\$17,500	\$20,621	\$14,000	-47.29%
Hose & Couplings	\$217	\$3,000	\$3,287	\$3,300	0.38%
Uniforms	\$720	\$3,500	\$1,372	\$3,500	60.79%
Dry Hydrants	\$0	\$500	\$0	\$500	100.00%
Compressor testing and service	\$0	\$2,400	\$578	\$700	17.39%
Insurance	\$18,093	\$21,361	\$20,134	\$21,993	8.45%
Other Equipment	\$11,308	\$10,000	\$15,498	\$12,848	-20.63%
Recharging	\$160	\$2,000	\$0	\$500	100.00%
Radio Repairs & Licenses	\$2,227	\$12,500	\$2,221	\$3,000	25.96%
Others Expenses	\$2,469	\$2,500	\$1,351	\$2,500	45.95%
	\$52,501	\$75,261	\$65,064	\$62,841	
PROTECTIVE SERVICES - DEBT CHARGES					
FD-Debt Chgs-Interest	\$100,265	\$0	\$3,273	\$16,367	*3 80.00%
DEBT CHARGES					
Debenture Interest - Fire Hall	\$0	\$22,260	\$22,260	\$20,765	*4 -7.20%
Debenture Principal - Fire Hall	\$0	\$35,796	\$35,796	\$35,796	*4 0.00%
Debenture Interest - Fire Station	\$0	\$169,270	\$166,334	\$161,018	*4 -3.30%
Debenture Principal - Fire Station	\$0	\$0	\$0	\$41,151	*4 100.00%
	\$0	\$227,326	\$224,390	\$258,729	
SUB TOTAL - FIRE PROTECTION	\$261,811	\$461,338	\$466,867	\$535,405	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

**No helmets
Bunker gear 12,000.00**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON OPERATING EXPENSES					
Water Supply & Hydrants	\$180,479	\$180,879	\$180,479	\$180,879	0.22%
Transfer to Fire Equipment Reserve	\$46,865	\$65,000	\$65,000	\$129,921	*5 49.97%
	\$227,344	\$245,879	\$245,479	\$310,800	
Operating Surplus/(Deficit)	(\$31,081)	(\$0)	(\$946)	\$0	

FIRE PROTECTION SERVICES NOTES

- 1) 24/25 rate change from 0.209 to 0.214
- 2) Charitable donations received by the Town. To be contributed to Fire Equipment Reserve
- 3) Interest for Line of credit for Fire Truck (approx. 6 months)
- 4) Interest and Principal on the new Fire Hall and Station. PY budget had the Fire Station Principal under the Town
- 5) Fire Department Society and Town contribute \$25,000 annually to the Fire Equipment Reserve (in addition to any donations revenue) per agreement signed June 2, 2021

For specific details on the Capital Projects - please see the 10 year CIP Tab

Fire Rate Study

318,494.50	Annualized Investment based on 10-year CIP
86,123.00	Existing Capital Shortfall (from Fiscal Services)
- 37,256.70	Less current available reserve (annualized)
- 65,000.00	Less current annual reserve funding
<u>302,360.80</u>	
393,069.04	Annualized Investment adjusted for Borrowing (10-years)
91,553.82	Annualized New Revenue from Assessment Growth (New Construction) <i>(change in assessment assumed to parallel increased operating costs, not included)</i>
301,515.22	Annualized Shortfall in Capital Funding (10-year)
6	Rate increase required by 2029/2030 (in cents)
1.2	Annualized required rate increase to fund 10-year Capital Investment (in cents)

*Note: the 1.2 rate increase is over the 10 - year CIP. The current Fire Rate was increased by half a cent for 2024/25.

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25		Budget/Actual % Change
METERED SALES						
Residential	\$358,969	\$370,779	\$314,891	\$338,508	*1	7.50%
Commercial	\$204,051	\$210,765	\$193,278	\$207,774		7.50%
	\$563,020	\$581,543	\$508,169	\$546,282		
FIRE PROTECTION						
Public Fire Protection	\$180,879	\$180,879	\$180,879	\$180,879	*2	0.00%
	\$180,879	\$180,879	\$180,879	\$180,879		

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
SPRINKLER SERVICE	\$2,000	\$2,000	\$2,000	\$2,000	0.00%
OTHER OPERATING REVENUE					
Special Services	\$4,049	\$4,000	\$4,128	\$4,000	-3.10%
Rent (Aliant & Eastlink)	\$5,213	\$5,500	\$5,213	\$5,500	5.51%
	\$9,261	\$9,500	\$9,340	\$9,500	
TOTAL OPERATING REVENUE	\$755,160	\$773,922	\$700,389	\$738,661	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON-OPERATING REVENUE					
Interest	\$1,415	\$1,500	\$1,293	\$1,300	0.54%
Other	\$231	\$500	\$616	\$500	-18.79%
	\$1,647	\$2,000	\$1,909	\$1,800	
TOTAL REVENUE	\$756,807	\$775,922	\$702,298	\$740,461	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
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**TOWN OF MAHONE BAY
WATER UTILITY
SOURCE OF SUPPLY**

SUPERVISION & MAINTENANCE

Maintenance of Intakes	\$406	\$4,000	\$3,804	\$4,000	5.16%
TOTAL SOURCE OF SUPPLY	\$406	\$4,000	\$3,804	\$4,000	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
PUMPING					
OPERATING & MAINTENANCE					
Operating Labor	\$9,183	\$8,286	\$9,304	\$11,354	22.04%
Power Purchased	\$20,097	\$24,693	\$18,958	\$25,333	33.63%
Structures & Improvements	\$2,338	\$3,500	\$781	\$2,000	156.18%
Pumping Equipment	\$2,547	\$3,000	\$3,779	\$3,000	-20.61%
	\$34,165	\$39,480	\$32,821	\$41,688	
TOTAL PUMPING	\$34,165	\$39,480	\$32,821	\$41,688	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
WATER TREATMENT					
	Unaudited 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	
SUPERVISION & ENGINEERING					
WTR - Administration Salaries	\$12,066	\$13,161	\$13,363	\$13,338	-0.18%
	\$12,066	\$13,161	\$13,363	\$13,338	
OPERATING LABOR	\$32,282	\$28,758	\$32,761	\$40,970	25.06%

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OPERATING SUPPLIES & EXPENSES					
Chemicals & Additives	\$73,770	\$74,000	\$72,342	\$74,000	2.29%
Water Testing Fees	\$16,952	\$16,500	\$17,500	\$16,500	-5.72%
MAINTENANCE OF PLANT					
Treatment Structures & Improvements	\$7,828	\$13,690	\$12,540	\$13,500	7.65%
Electricity	\$20,962	\$22,122	\$31,988	\$32,817	2.59%
Internet/ Scada	\$3,740	\$3,000	\$23,545	\$12,000	-49.03%
Treatment - Equipment	\$13,455	\$13,500	\$12,283	\$13,500	9.91%
	\$136,707	\$142,812	\$170,198	\$162,317	
TOTAL WATER TREATMENT	\$181,056	\$184,730	\$216,321	\$216,625	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
TRANSMISSION & DISTRIBUTION					
OPERATING LABOR - MAINS	\$104,383	\$93,055	\$97,961	\$128,518	31.19%
MAINTENCE OF PLANTS					
Reservoirs	\$2,956	\$3,000	\$122	\$1,000	721.15%
Structures & Improvements	\$683	\$1,000	\$622	\$1,000	60.85%
Distribution Mains	\$8,778	\$10,000	\$3,006	\$5,000	66.31%
Transmission Mains	\$86	\$1,000	\$12	\$25	104.08%

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
Water Pal System - Filter Modules	\$0	\$12,000	\$5,840	\$12,000	0.00%
Services	\$6,325	\$4,000	\$16,818	\$5,000	-70.27%
Meters	\$4,385	\$3,000	\$610	\$3,000	392.17%
Hydrants	\$1,034	\$1,800	\$3,277	\$1,800	-45.07%
	\$24,248	\$35,800	\$30,307	\$28,825	
OTHER OPERTING EXPENSES					
Transportation	\$9,139	\$13,476	\$8,649	\$7,216	-16.57%
Shop Expenses	\$167	\$1,500	\$399	\$1,000	150.51%
	\$9,306	\$14,976	\$9,048	\$8,216	
TOTAL T&D	\$137,937	\$143,830	\$137,315	\$165,559	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
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ADMIN & GENERAL

SALARIES

Admin Salaries Allocated	\$83,197	\$97,122	\$88,901	\$119,864	34.83%
Professional Development		\$3,200	\$0	\$4,800	0.00%
Physical Development		\$400	\$181	\$750	0.00%
Officers & Executives	\$8,379	\$9,336	\$9,157	\$9,644	5.32%
	\$91,575	\$110,059	\$98,239	\$135,058	

GENERAL OFFICE EXPENSES

Training - Water	\$1,834	\$4,350	\$1,070	\$2,000	86.92%
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**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
Health and Safety - Water	\$5,756	\$4,000	\$1,267	\$4,000	215.82%
Admin - General Office Expense	\$630	\$650	\$582	\$650	11.69%
Allocated Office Expenses	\$16,848	\$17,000	\$17,000	\$17,000	0.00%
Finance Software/Hardware	\$0	\$4,363	\$7,030	\$7,500	6.68%
MJSB IT Services/OH&S	\$0	\$19,063	\$22,626	\$23,602	*3 4.31%
JANITOR LABOUR	\$4,071	\$5,700	\$4,324	\$4,500	4.08%
JANITOR SUPPLIES	\$286	\$0	\$29	\$100	242.47%
Advertising	\$479	\$500	\$255	\$500	95.70%
Mileage Water Staff	\$57	\$500	\$169	\$500	195.95%
Telephone/Internet	\$1,038	\$1,421	\$694	\$1,000	44.12%
Wiring Upgrade	\$0	\$0	\$0	\$2,000	0.00%
WIFI Devices Upgrade	\$0	\$0	\$0	\$1,500	0.00%
ANSWERING SERVICE - WATER	\$645	\$700	\$589	\$650	10.28%
Employee Benefits	\$40,351	\$66,567	\$49,690	\$72,456	45.82%
Uncollectible Accounts	\$386	\$300	(\$292)	\$300	-202.61%
	\$72,381	\$125,115	\$105,033	\$138,257	

ADMIN & GENERAL CONTINUED

PROFESSIONAL FEES

Auditors	\$9,895	\$15,840	\$12,787	\$22,915	79.21%
Legal	\$4,682	\$750	\$0	\$750	0.00%
Special Services	\$613	\$10,000	\$0	\$0	0.00%
	\$15,189	\$26,590	\$12,787	\$23,665	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OTHER OPERATING EXPENSES					
Regulatory Expenses	\$1,640	\$11,650	\$0	\$10,000	0.00%
Insurance	\$26,552	\$15,791	\$14,884	\$16,258	9.23%
TOTAL	\$28,192	\$27,441	\$14,884	\$26,258	
TOTAL ADMIN & GENERAL	\$207,337	\$289,204	\$230,942	\$323,238	
DEPRECIATION	\$136,737	\$136,737	\$136,737	\$136,737	0.00%

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
TAXES	\$693	\$650	\$709	\$950	34.02%
TOTAL OPERATING EXPENSES	\$698,331	\$798,631	\$758,650	\$888,797	
OPERATING SURPLUS (DEFICIT)	\$58,476	(\$22,709)	(\$56,352)	(\$148,335)	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON OPERATING EXPENSES					
REDEMPTION OF LONG TERM DEBT					
MFC Principal - Water System Phase 1 &2 Total	\$54,200	\$54,211	\$54,200	\$45,000	
Principal Interfund Loan (Perpetual Loan)	\$5,500	\$8,300	\$5,500	\$5,500	0.00%
	\$59,700	\$62,511	\$59,700	\$95,500	
MFC Interest - Water System Phase 1 & 2	\$15,228	\$35,000	\$8,501	\$7,364	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OTHER INTEREST					
Non-Oper.-Other Interest	\$191	\$100	\$228	\$250	9.72%
Interfund (cemetery)	\$1,008	\$1,002	\$349	\$0	-100.00%
	\$1,199	\$1,102	\$577	\$250	
CAPITAL OUT OF REVENUE					
	\$0	\$0	\$0	\$79,500	*4
TOTAL NON OPERATING EXPENSES					
	\$76,127	\$98,613	\$68,778	\$175,800	
UTILITY SURPLUS (DEFICIT)					
	(\$17,651)	(\$121,322)	(\$125,130)	(\$324,135)	*5

**TOWN OF MAHONE BAY
WATER UTILITY**

Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
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WATER UTILITY NOTES

- 1) Assuming a rate change of 30% for the last quarter in 24/25
- 2) No rate change for 2024/25
- 3) Two computers to be replaced at 1,500 a piece
- 4) Capital activities that are not eligible for depreciation

**TOWN OF MAHONE BAY
WATER UTILITY**

Actual	Budget	Unaudited	Budget	Budget/Actual
2022/23	2023/24	2023/24	2024/25	% Change

5) Accumulated deficits (approx. \$420,000) will be recovered over the next 7 years at approx. \$60,000 a year.

This will be factored in to the new Water Rate Study.

For specific details on the Capital Projects - please see the 10 year CIP Tab

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
OPERATING REVENUE					
Domestic Service-Sales	\$1,106,810	\$1,374,091	\$1,224,111	\$1,512,852 *1	19.09%
Commercial Service-Sales	\$100,904	\$115,651	\$106,832	\$124,555 *1	14.23%
Industrial Power-Sales	\$766,086	\$928,074	\$936,083	\$1,084,661 *1	13.70%
Street Lighting	\$46,264	\$52,693	\$61,472	\$66,425 *1	7.46%
Misc. Revenue (Conn Charges)	\$2,517	\$2,885	\$2,260	\$2,457 *1	8.00%
Electrical Wiring Permit Fees	\$11,368	\$13,616	\$9,449	\$9,414 *1	-0.37%
EV CHARGING STATION REVENUE	\$1,072	\$2,001	\$2,062	\$2,062	0.00%
EV Charger Rebate			\$29,271	\$0	0.00%
	\$2,035,021	\$2,489,011	\$2,371,541	\$2,800,364	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON OPERATING REVENUE					
Interest on Overdue Accounts	\$4,732	\$5,282	\$6,542	\$5,600	-16.81%
Other Revenue	\$16,269	\$19,500	\$19,212	\$20,000	3.94%
	\$21,001	\$24,782	\$25,753	\$25,600	
TOTAL REVENUE	\$2,056,023	\$2,513,793	\$2,397,294	\$2,825,964	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
EXPENDITURES					
POWER PURCHASE					
Power Purchased - NSPI & Solar Garden	\$642,439	\$1,506,647	\$1,621,726	\$1,471,230	-10.23%
Power Purchased - Solar Garden				\$280,234	
Power Purchased - AREA (Ellershouse)	\$366,538	\$540,671	\$316,825	\$369,927	14.35%
Power Purchased - Imports	\$383,832	\$0	\$0	\$0	0.00%
	\$1,392,809	\$2,047,318	\$1,938,551	\$2,121,391	
DISTRIBUTION COSTS					
Salaries	\$148,992	\$167,658	\$172,784	\$185,188	6.70%
Staff Mileage	\$0	\$1,000	\$0	\$1,000	100.00%
Employee Benefits	\$29,504	\$38,620	\$32,180	\$89,672	64.11%
Engineering/Consultants	\$0	\$5,000	\$0	\$5,000	100.00%

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
Contracted Services -Operating (Vegetation)	\$7,789	\$30,000	\$41,550	\$52,500 *2	20.86%
Supplies	\$192	\$1,000	\$130	\$500	74.04%
Staff Communications -Cell Phones/Tablets	\$2,029	\$1,950	\$3,557	\$7,000	49.19%
Meters Expenses	\$1,350	\$3,000	\$1,231	\$1,500	17.94%
Maintenance of Transformers	\$3,035	\$5,000	\$1,631	\$2,000	18.44%
Annual Grow Load Initiatives	\$0	\$15,000	\$0	\$15,000	100.00%
Maintenance of Services	\$329	\$350	\$4,440	\$5,000	11.20%
Reading Meters	\$416	\$259	\$481	\$589	18.24%

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
DISTRIBUTION COSTS CONT'D					
Street Light Expense	\$3,156	\$3,500	\$15	\$2,000	99.25%
Small Tools	\$3,010	\$5,000	\$3,416	\$2,000	-70.81%
Vehicle Expense	\$20,753	\$23,000	\$17,807	\$23,050	22.75%
Training Costs - Electric	\$3,419	\$3,000	\$474	\$3,000	84.21%
Health and Safety	\$14,463	\$14,500	\$10,269	\$12,000	14.42%
PROFESSIONAL DEVELOPMENT	\$0	\$3,200	\$0	\$4,800	100.00%
PHYSICAL DEVELOPMENT	\$0	\$400	\$374	\$750	50.15%
Other Expense	\$1,211	\$2,000	\$23,774	\$25,000 *3	4.90%
	\$239,648	\$343,436	\$314,114	\$437,549	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
ADMINISTRATION					
Executive Salaries	\$20,946	\$23,340	\$22,892	\$24,111	5.06%
Accounting Salaries & CAO	\$96,839	\$113,910	\$105,375	\$137,363	23.29%
Other Office Salaries	\$11,689	\$12,069	\$10,184	\$12,575	19.02%
Auditors	\$14,842	\$23,760	\$11,492	\$34,372	66.57%
Bad Debt Expense	\$736	\$1,000	\$715	\$1,000	28.50%
Electric Light Coop /Area Costs	\$3,908	\$1,000	\$13,600	\$1,000	-1259.96%
Photocopy Lease/Rental	\$1,587	\$469	\$1,479	\$1,200	-23.23%
Computer Maintenance (Procom)	\$4,502	\$5,000	\$1,145	\$5,000	77.11%

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
Office Costs Shared - OVERHEAD	\$34,049	\$38,801	\$38,801	\$38,801	0.00%
MJSB - IT Services/OH&S	\$24,913	\$30,713	\$36,411	\$38,026	4.25%
Finance Software/Hardware	\$3,570	\$7,193	\$9,175	\$10,000	8.25%
Misc Office Expenses	\$436	\$3,000	\$561	\$650	13.63%
ANSWERING SERVICE - ELEC	\$437	\$500	\$565	\$600	5.79%
Insurance	\$35,848	\$21,319	\$20,094	\$21,950	8.45%
Regulatory Expense	\$22,385	\$140,000	\$108,119	\$80,000	-35.15%
	\$276,689	\$422,074	\$380,607	\$409,118	
TOTAL OPERATING EXPENSES	\$1,909,147	\$2,812,828	\$2,633,272	\$2,968,058	
OPERATING SURPLUS (DEFICIT)	\$146,876	(\$299,035)	(\$235,978)	(\$142,094)	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
NON OPERATING EXPENSES					
Capital From Revenue	\$0	\$0	\$0	\$0	0.00%
TOTAL NON OPERATING EXPENSES	\$0	\$0	\$0	\$0	
UTILITY SURPLUS (DEFICIT)	\$146,876	(\$299,035)	(\$235,978)	(\$142,094)	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

Actual 2022/23	Budget 2023/24	Unaudited 2023/24	Budget 2024/25	Budget/Actual % Change
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ELECTRIC UTILITY NOTES

1) NSUARB approved rates have been applied. Please see the decision from NSUARB for further information on the rates.

2) Addition of contract services for vegetation and tree removal services.

3) 23/24 saw an increase in storm frequency and cleanup costs. Expecting the same for 24/25

For specific details on the Capital Projects - please see the 10 year CIP Tab

PARK CEMETERY

Operating Budget

	2022/23	2023/24	2023/24	2024/25	Budget/Actual
	ACTUALS	BUDGET	YTD	BUDGET	% Change
Revenue					
Investment income	\$4,009	\$4,500	\$8,937	\$9,000	0.70%
Grant from Town	\$35,100	\$8,650	\$3,493	\$31,300	796.08%
Donations	\$0	\$200	\$200	\$200	0.00%
Perpetual Care/Sale of Lots	\$5,200	\$4,000	\$4,550	\$4,000	-12.09%
Interment Fees	\$1,300	\$1,300	\$1,300	\$1,300	0.00%
Monument Fees	\$350	\$350	\$500	\$350	-30.00%
Transfer from Perpetual Care	\$0	\$0	\$0	\$0	0.00%
	\$45,959	\$19,000	\$18,980	\$46,150	
Expenditures					
Signage	\$573	\$0	\$0	\$0	0.00%
Trees/Improvements	\$0	\$2,000	\$120	\$10,000 *1	0.00%
Mowing and grounds upkeep	\$6,468	\$6,800	\$4,720	\$6,800	44.06%
Soil and Other Materials	\$105	\$500	\$0	\$500	0.00%
Roads and Improvements	\$0	\$1,000	\$0	\$350	0.00%
Monuments	\$0	\$3,000	\$0	\$3,000	0.00%
Administration/Legal/Audit	\$108	\$1,200	\$653	\$12,500 *2	1814.74%
Transfer to Perpetual Care Fund	\$9,209	\$4,500	\$13,487	\$13,000	0.00%
	\$16,463	\$19,000	\$18,980	\$46,150	
Surplus of revenue over expenditures	\$0	\$0	\$0	\$0	

TOWN OF MAHONE BAY
BAYVIEW CEMETERY
Operating Budget

	2022/23	2023/24	2023/24	2024/25	
	ACTUALS	BUDGET	YTD	BUDGET	
Revenue					
Investment income	\$4,082	\$4,300	\$8,908	\$9,000	1.03%
Grant from Town	\$42,010	\$8,050	\$11,947	\$12,950	8.40%
Donations	\$130	\$150	\$30	\$150	400.00%
Perpetual care	\$0	\$0	\$0	\$0	0.00%
Annual upkeep	\$0	\$0	\$0	\$0	0.00%
	\$46,222	\$12,500	\$20,885	\$22,100	
Expenditures					
Improvements/Grounds Upkeep	\$83	\$2,500	\$0	\$500	0.00%
Mowing	\$5,764	\$6,000	\$11,962	\$12,000	0.32%
Administration/Legal/Audit	\$0	\$600	\$16	\$600	0.00%
Mapping Project	\$0	\$0	\$0	\$0	0.00%
Transfer to Perpetual Care		\$3,400	\$8,908	\$9,000	0.00%
Trees/Improvements	\$18,986	\$0	\$0	\$0	0.00%
	\$24,834	\$12,500	\$20,885	\$22,100	
Surplus of revenue over expenditures	\$21,389	\$0	\$0	\$0	

Notes:

- 1) Cost to open new section of cemetery
- 2) Cost for development plan

2024/25 Grants to Organizations

<u>Organization</u>	2023/24 Budget	2023/24 Actual	2024/25 Applications Received	2024/25 Grants
Bay to Bay Trail Association	\$500	\$500	\$500	\$500
Bonnie Lea Farm	\$250	\$250		
MBTCC (Father Christmas & Scarecrow)	\$900	\$900	\$2,500	\$2,500
MBTCC (Flower Baskets)	\$2,500	\$2,500	\$2,500	\$2,500
Heritage Boatyard Co-Op	\$125	\$125	Unspecified	
Heritage Boatyard Co-Op Second Application			\$2,000	\$2,000
Mahone Bay Founders' Society - Home & Garden Tour	\$500	\$500	\$500	\$500
Mahone Bay Centre Society	\$0		\$2,000	\$1,000
Mahone Bay Music Association	\$3,000	\$3,000	\$4,000	\$3,000
Society of Saint Vincent de Paul	\$0		\$1,200	
Mahone Bay United Soccer Association	\$6,261	\$6,261	\$5,000	\$5,000
Bay Area Legends T-Ball	\$500	\$500	\$1,850	\$1,000
South Shore Sexual Health Society	\$500	\$500	\$750	\$500
South Shore Summer Theatre	\$1,000	\$1,000	\$2,000	\$1,000
Kinship Performing Arts Centre Association	\$0	\$0	\$5,000	\$1,000
South Shore ICE Storm			\$980	\$500
Three Churches Foundation			\$4,783	\$1,000
Rural Communities Foundation of Nova Scotia			\$3,000	
Mahone Bay Tennis Club			\$2,500	\$2,500
VIC Staff/running of service		\$1,600	\$2,500	\$2,500
Grants requested late	\$2,000			\$3,000
Total	\$18,036	\$18,186	\$43,563	\$30,000

2024/25 Subsidies Details

(Presented within the operating budget)

<u>Organization</u>	2023/24 Budget	2023/24 Actual	2024/25 Budget
Regional Library	\$7,800	\$7,800	\$7,800
Regional Housing Authority	\$22,500	\$0	\$0
REMO	\$3,500	\$7,412	\$10,764
Mahone Bay United Soccer Ass.	\$21,000	\$21,000	\$21,000
Swimming Pool Society	\$15,000	\$15,000	\$15,000
Lunenburg County Wheels	\$0	\$0	\$10,000
Mahone Bay Museum	\$8,858	\$8,858	\$10,913
Senior Safety Program	\$1,000	\$1,000	\$1,000
Total	\$80,158	\$61,570	\$76,977

2024/25 Tax Exemptions

<u>Organization</u>	2024/25 Assessed Value @ Commercial	Percentage of taxes Exempted
Mahone Bay Centre (45 School Street) AAN04647513 (378,800) Town of Mahone Bay Water Utility (68 Zwicker Lane) AAN05303206 (2,638,000)	\$15,546.43	100%
TOTAL	<u>\$101,650.75</u>	

<u>Organization</u>	2024/25 Assessed Value @ Commercial	Percentage of taxes Exempted
Mahone Bay Founders Society 578 Main Street AAN00186791 (\$251,400)	\$8,822.59	100%
TOTAL	<u>\$8,822.59</u>	
Total Tax Exemption	<u><u>110,473.34</u></u>	

TOWN OF MAHONE BAY CAPITAL BUDGETS 2024/25

Source of Funding which is used for Capital & Other Expenditures

	BUDGET
Infrastructure Charges (\$300 per unit)	\$257,850
Storm Water Charges (202.23 per unit)	\$173,817
2024-25 Deed Transfer Tax (1.50%)	\$175,000
2024-25 Canadian Community-Building Fund	\$93,051
Wind Dividend from AREA	\$0
Total Capital Revenue Available	\$699,718
Less:	
Principal Debt Charges (Town)	\$168,423
Contribution to Town Equipment Reserve	\$100,000
Contribution to Wastewater Reserve	\$25,000
Contribution to Town Operating Reserve	\$100,000
Contribution to Recreation Reserve	\$15,000
Total Transfers/Debt Charges	\$408,423
Funds Contributed to Capital Reserve	\$291,295

DRAFT Town of Mahone Bay 2024-25 Capital Budget & 10-Year Capital Investment Plan
(May 10, 2024)

#	Capital Project	Description	TOTAL 10 YR Cost
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Public Works

PY1	Security Gates	Purchase of Security Gates (off Hawthorne and Kinburn)	7,244
PY2	Public Works Mower	Purchase of a Toro Z4000 - 60 Mower	15,638
PY3	Public Works Truck	Used Truck for Public Works	73,724
PY4	Public Works Articulating Tractor	New Articulating Tractor (originally approved as used tractor in 2022-23)	148,082
PY5	Equipment Trailer	Enclosed trailer for landscaping equipment	11,919
PY6	Flail Mower Attachment	Flail mower attachment for vegetation removal along shoulders / ditches	51,983
PY7	Arrow Board	Arrow board for Ranger	2,257
PY8	Replace 2011 Dodge Truck 5500	Plow truck	105,373

Prior Year Spending Total **416,220**

1	Public Works Garage/Office	Renovate PW & Utility Facility	349,197
2	Salt Spreader (F-250)	Second Truck salt spreader (Boss Poly Truck)	26,000
3	Backhoe	Used backhoe (Replace 2011 JCB 4WD)	240,000
4	Tamper	Purchase Asphalt Tamper	6,000

Current Year Spending Total **615,197**

FY1	Replace 2012 Ford Ranger Truck	Utility truck (electric by 2030)	108,000
FY2	Replace blade plow	Purchase replacement plow blade	10,000
FY3	Replace 2020 Ford Truck - Gas	Truck for Public Works (electric by 2030)	90,000

#	Capital Project	Description	TOTAL
			10 YR Cost
FY4	Zero Turn Mower - Electric	New electric zero turn mower	55,000
FY5	Replacement plow truck (electric)	Plow truck (electric by 2030)	125,000
Future Year Spending Total			388,000

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	<i>Renewal</i> <i>Addition</i>		2024-25 External
FY4	Zero Turn Mower - Electric								
FY5	Replacement plow truck (electric)								
Future Year Spending Total									

DRAFT Town of Mahone Bay 2024-25 Capita
(May 10, 2024)

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
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Public Works

PY1	Security Gates									
PY2	Public Works Mower									
PY3	Public Works Truck									
PY4	Public Works Articulating Tractor									
PY5	Equipment Trailer									
PY6	Flail Mower Attachment									
PY7	Arrow Board									
PY8	Replace 2011 Dodge Truck 5500									

Prior Year Spending Total

1	Public Works Garage/Office									
2	Salt Spreader (F-250)					13,000				
3	Backhoe									
4	Tamper									

Current Year Spending Total

FY1	Replace 2012 Ford Ranger Truck	108,000								
FY2	Replace blade plow		10,000							
FY3	Replace 2020 Ford Truck - Gas					90,000				

# Capital Project										
		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
FY4	Zero Turn Mower - Electric					55,000				
FY5	Replacement plow truck (electric)						125,000			
Future Year Spending Total		108,000	10,000			145,000	125,000			

#	Capital Project	Description	TOTAL
			10 YR Cost
Transportation			
PY1	Side walks and curb replacement	Side walk and curb repairs - Main St and Long Hill Rd	32,771
PY2	Chip seal Stovepipe Lane	Chip seal Stovepipe Lane	7,193
PY3	Transportation Projects 2021-22	Improved crossings, speed humps, etc.	21,859
PY4	Asphalt Repairs	Asphalt Repairs on west Main St. near WW treatment entrance	29,565
PY5	Replace Main St Brook Railing (394 Main)	Broken railing repair	548
PY6	Install turning area on Fauxburg Road	Turning area to facilitate snow clearing operations	4,300
Prior Year Spending Total			96,235
1	Asphalt Repairs	Asphalt Repairs, various locations	75,000
2	Clearway Street Shoulder	Widening of Clearway Street shoulder from School to Dynamite Trail	80,000
3	Orchard / Parish Paving Project		123,000
	Orchard Street (Entire street)	Mill and repave Orchard Street	57,000
	Parish Street (Edgewater to Cherry Lane)	Mill and repave Parish Street	46,000
	Pave Parish Street Parking Lot	Pave Parish St. public parking lot (leased by Town)	20,000
4	Edgewater Street Project	Transportation component of Edgewater Street Project	3,988,976
	Reinstatement of Edgewater Street	Resistatement of road surface following Water/Wastewater extension	476,646
	Raised Multi-Use Coastal Trail	Raised Multi-Use Coastal Trail along Edgewater Street	1,770,330
	Pedestrian Bridge	Pedestrian Bridge over Ernst Brook (Comfort Station to Bandstand)	1,742,000
5	Main Street West W/WW Project	Main Street West Water / Wastewater Rehabilitation (Transportation)	2,442,099
Current Year Spending Total			6,709,075
FY1	Kinburn - Main Multi-Use Trail	Proposed Multi-Use trail through NSLC property	293,000

#	Capital Project	Description	TOTAL
			10 YR Cost
FY2	Fauxburg Road Renewal		365,000
	Pavement Treatment	Patching and Chip Seal of Fauxburg Rd.	240,000
	Fauxburg Road Sidewalk	Install New Sidewalk on Fauxburg Rd. (Main to Pleasant)	125,000
FY3	Speed Signs	Purchase additional/replacement electronic speed signs	20,000
FY4	Main Street East W/WW Project	Transportation component of Main Street East W/WW Project	700,000
	Reinstatement of Main Street	Resistatement of road surface following Water/Wastewater renewal	600,000
	Sidewalk Replacement	Replace Existing Sidewalk from Fauxburg Rd.	100,000
FY5	Chip Seal Park Street	Chip seal Park Street	33,500
FY6	Edgewater Line Replacement (Transportation)	Edgewater from Main St (324Meters)	75,500
FY7	Fairmont Line Replacement (Transportation)		125,050
	Reinstatement of Fairmont Street	Reinstatement of road surface following Water/Wastewater extension	95,300
	Chip Seal Fairmont Street (Gravel Portion)	Chip seal end of Fairmont Street (gravel portion)	29,750
FY8	Clearway Street Transmission Main		1,000,000
	Clearway Street Transmission Main	Twin Transmission Main - Lake to Treatment Plant (transportation portion)	200,000
	Clearway St. Separated Multi-Use Trail	Proposed Multi-Use trail along Clearway Street	800,000
FY9	Hedge Row Line Replacement	Hedge Row (192M) - Transportation	47,800
FY10	School Street Line Replacement	School Street (155Meters) - Transportation	39,700
FY11	Maple Street Line Replacement	Maple Street (195 Meters) - Transportation	57,600
FY12	Cherry Lane Line Replacement	Cherry Lane (45 meters) - Transportation	12,500
Future Year Spending Total			2,769,650

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
FY2	Fauxburg Road Renewal								
	Pavement Treatment								
	Fauxburg Road Sidewalk								
FY3	Speed Signs								
FY4	Main Street East W/WW Project								
	Reinstatement of Main Street								
	Sidewalk Replacement								
FY5	Chip Seal Park Street								
FY6	Edgewater Line Replacement (Transportation)								
FY7	Fairmont Line Replacement (Transportation)								
	Reinstatement of Fairmont Street								
	Chip Seal Fairmont Street (Gravel Portion)								
FY8	Clearway Street Transmission Main								
	Clearway Street Transmission Main								
	Clearway St. Separated Multi-Use Trail								
FY9	Hedge Row Line Replacement								
FY10	School Street Line Replacement								
FY11	Maple Street Line Replacement								
FY12	Cherry Lane Line Replacement								
Future Year Spending Total									

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
		FY2	Fauxburg Road Renewal	365,000							
	Pavement Treatment	240,000									
	Fauxburg Road Sidewalk	125,000									
FY3	Speed Signs	10,000				10,000					
FY4	Main Street East W/WW Project	700,000									
	Reinstatement of Main Street	600,000									
	Sidewalk Replacement	100,000									
FY5	Chip Seal Park Street	33,500									
FY6	Edgewater Line Replacement (Transportation)	75,500									
FY7	Fairmont Line Replacement (Transportation)	125,050									
	Reinstatement of Fairmont Street	95,300									
	Chip Seal Fairmont Street (Gravel Portion)	29,750									
FY8	Clearway Street Transmission Main	1,000,000									
	Clearway Street Transmission Main	200,000									
	Clearway St. Separated Multi-Use Trail	800,000									
FY9	Hedge Row Line Replacement	47,800									
FY10	School Street Line Replacement	39,700									
FY11	Maple Street Line Replacement	57,600									
FY12	Cherry Lane Line Replacement	12,500									
Future Year Spending Total		293,000	375,000	700,000	109,000	1,125,050	47,800	49,700	57,600	12,500	

#	Capital Project	Description	TOTAL
			10 YR Cost
General Government			
PY1	Town Hall Panic Button System	Installation of police call button in front office	4,046
Prior Year Spending Total			4,046
1	Town Hall Project		344,000
	Town Hall Exterior	Necessary exterior repairs and improvements and painting	232,000
	Parking and Accessibility	New/renewed public and staff parking, pedestrian crossing and seating	90,000
	Demolition of Garage	Demolition of public works garage on Aberdeen Street	22,000
2	Purchase of Electric Vehicle	Purchase of electric vehicle for staff use - various departments	45,000
Current Year Spending Total			389,000

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
General Government									
PY1	Town Hall Panic Button System				4,046				
Prior Year Spending Total					4,046				
1	Town Hall Project	EB		260,000	6,925	344,000			
	Town Hall Exterior			230,000		232,000	232,000		
	Parking and Accessibility			30,000		90,000		90,000	
	Demolition of Garage					22,000	22,000		
2	Purchase of Electric Vehicle	T-E				45,000		45,000	
Current Year Spending Total				260,000	6,925	367,000	232,000	135,000	

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
General Government										
PY1	Town Hall Panic Button System									
Prior Year Spending Total										
1	Town Hall Project									
	Town Hall Exterior									
	Parking and Accessibility									
	Demolition of Garage									
2	Purchase of Electric Vehicle									
Current Year Spending Total										

#	Capital Project	Description	TOTAL
			10 YR Cost
Environmental Development			
PY1	Study and Design for Improvements	Assess condition and design improvements	20,650
PY2	Edgewater Shoreline - Phase 0	Living Shoreline Pilot with Intact funding	147,381
Prior Year Spending Total			168,031
1	Community Solar Garden	Construction of Solar Garden at WWTF	5,805,686
2	Pump out station	Requested replacement of Pump-Out station for marina	12,000
4	Land Purchase	Purchase of Watershed Lands	240,000
5	Edgewater Street Project	Living Shore Phase 1 - to the end of the public parking lots	3,830,440
6	Town Hall Project - Electrification	Electric boiler conversion and additional heat pump	120,000
Current Year Spending Total			10,008,126
FY1	Wharf Repairs	Capital Wharf Repairs	1,072,500
FY2	Wharf Improvements	Replace South-Facing Armour with Cribwork	300,000
Future Year Spending Total			1,372,500

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
Environmental Development									
PY1	Study and Design for Improvements		20,650						
PY2	Edgewater Shoreline - Phase 0		142,167	100,000	5,214				
Prior Year Spending Total			162,817	3,009,561	580,142				
1	Community Solar Garden	EB	2,896,125	2,909,561	2,859,561	50,000			36,500
2	Pump out station	GCR		12,000		12,000	12,000		
4	Land Purchase	PC				240,000		240,000	
5	Edgewater Street Project	EB				383,044		383,044	197,906
6	Town Hall Project - Electrification	GCR		30,000		120,000	120,000		90,000
Current Year Spending Total			2,896,125	42,000	2,859,561	755,044	132,000	623,044	324,406
FY1	Wharf Repairs	EB							
FY2	Wharf Improvements								
Future Year Spending Total									

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Environmental Development										
PY1	Study and Design for Improvements									
PY2	Edgewater Shoreline - Phase 0									
Prior Year Spending Total										
1	Community Solar Garden									
2	Pump out station									
4	Land Purchase									
5	Edgewater Street Project									
6	Town Hall Project - Electrification									
Current Year Spending Total										
FY1	Wharf Repairs		1,072,500							
FY2	Wharf Improvements							300,000		
Future Year Spending Total								300,000		

#	Capital Project	Description	TOTAL
			10 YR Cost
Recreation & Culture			
PY1	Sports Field Improvement	Improvements to Sports Field increasing use and enhancing accessibility	108,906
PY2	Edgewater Beautification	Fix/Repair Bayview Cemetery Fence	55,903
PY3	Grub B Gone applications - cemetery/ballfield	Necessary repairs and preventative applications	20,471
PY4	Grub B Gone application - Edgewater	Necessary repairs and preventative applications	636
PY5	Bench Installation	Support for bench installation	9,175
PY6	Jubilee Park new gazebo roof	Necessary replacement of roof	5,439
PY7	VIC Windows and heat hump	Recommendations for Visitor Information Centre building	4,817
PY8	Sports Field Barrier	Barrier at sports field (between parking and facilities)	8,366
PY10	Tree Donations Recognition	Commissioning display to recognize the donation of 100 trees	5,000
PY11	Land Purchase	Purchase of Edgewater Lands	42,201
Prior Year Spending Total			260,914
1	Pool Retrofit	Retrofit of existing pool to extend life while new pool is constructed	160,000
2	Community Field Accessibility		24,000
		Accessible pathways to seating, etc.	24,000
		Shade for bleacher seating	30,000
3	Bandstand - Phase 3		60,000
		Additional Planned Bandstand Improvements	20,000
		Accessibility - shade and barrier free pathways	40,000
4	Aquatic Garden Entrance(s)	Improve Access to Aquatic Gardens Park (Clairmont St.)	21,586
5	Edgewater Comfort Station	Accessibility improvements and non-Accessibility repairs	130,000

#	Capital Project	Description	TOTAL
			10 YR Cost
6	Main Comfort Station	Accessibility improvements and non-Accessibility repairs	150,000
7	Public Fishing Dock	Proposed fishing dock off Marina breakwater	40,000
8	Jubilee Park Playground Rehabilitation	Required rehabilitation/removal/replacement of playground features.	40,000
9	New Pool	New Pool in 2026	4,555,000
Current Year Spending Total			5,140,586

FY1	Waste Receptacles	Purchase additional Waste Receptacles for various locations	32,366
FY2	Splash Pad	Construction of Splash Pad	250,000
FY3	Agility Park	Construction of Agility Park	100,000
FY4	Ice Rink	1000 Sq/Ft concrete Slab with boards	100,000
FY5	Skate Park	Construction of Skate Park	100,000
Future Year Spending Total			582,366

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
Recreation & Culture									
PY1	Sports Field Improvement		105,622		3,284				
PY2	Edgewater Beautification		50,193	6,000	5,710				
PY3	Grub B Gone applications - cemetery/ballfield			11,500	20,471				
PY4	Grub B Gone application - Edgewater			2,500	636				
PY5	Bench Installation			20,000	9,175				
PY6	Jubilee Park new gazebo roof			3,000	5,439				
PY7	VIC Windows and heat hump			10,000	4,817				
PY8	Sports Field Barrier			12,000	8,366				
PY10	Tree Donations Recognition			5,000	5,000				
PY11	Land Purchase				42,201				
Prior Year Spending Total			155,815	70,000	105,099				
1	Pool Retrofit	GCR				160,000	160,000		
2	Community Field Accessibility	GCR				24,000		24,000	
						24,000		24,000	
3	Bandstand - Phase 3	GCR		20,000		60,000		60,000	20,000
				20,000		20,000		20,000	
						40,000		40,000	
4	Aquatic Garden Entrance(s)	GCR		10,000	2,086	19,500	16,500	3,000	
5	Edgewater Comfort Station	SSGF		82,500		130,000	130,000		40,000

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External	
6	Main Comfort Station	SSGF		77,500		150,000	150,000		50,000	
7	Public Fishing Dock	CGR				40,000		40,000		
8	Jubilee Park Playground Rehabilitation	CGR				40,000	40,000			
9	New Pool	EB		55,000	39,811	15,189		15,189		
Current Year Spending Total					265,000	41,897	722,689	496,500	226,189	110,000

FY1	Waste Receptacles			12,000	8,366				
FY2	Splash Pad								
FY3	Agility Park								
FY4	Ice Rink								
FY5	Skate Park								
Future Year Spending Total					12,000	8,366			

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
		6	Main Comfort Station							
7	Public Fishing Dock									
8	Jubilee Park Playground Rehabilitation									
9	New Pool	450,000	4,050,000							
Current Year Spending Total		450,000	4,050,000							

FY1	Waste Receptacles	6,000		6,000		6,000		6,000		
FY2	Splash Pad	250,000								
FY3	Agility Park		100,000							
FY4	Ice Rink		100,000							
FY5	Skate Park		100,000							
Future Year Spending Total		256,000	300,000	6,000		6,000		6,000		

#	Capital Project	Description	TOTAL
			10 YR Cost
Fire Service			
PY1	SCBA Packs	Purchase of SCBA Packs	70,080
PY2	SCBA spare bottles	Purchase of SCBA Spare Bottles	2,290
PY3	Fire Station	Build New Fire Station and Hall	832,812
PY4	Fire Vehicle - Rescue	Buy New Fire Rescue Vehicle	209,516
PY5	Helmets	Purchase of New Helmets	9,834
PY6	New PPE	Purchase of New PPE	27,141
PY7	Fire Station HVAC	Additional heat pump at fire station	19,630
PY8	Aerial Ladder Truck	Purchased Used Aerial Ladder Truck and Sold Pumper	195,468
Prior Year Spending Total			1,366,772
1	New PPE	Purchase of New PPE	100,000
2	Radio's & Pagers	Purchase of New Radio's & Pagers	35,000
3	Fire Vehicle - Pumper	Buy New Fire Pumper Vehicle	1,131,419
4	Side by side	Purchase new side by side for off road response	40,000
5	Trailer	Purchase new trailer for side by side	25,000
6	New Storage Shed	Build new storage shed	50,000
Current Year Spending Total			1,381,419
FY1	Fire Vehicles	Buy New Fire Vehicles	2,400,000
Future Year Spending Total			2,400,000

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
Fire Service									
PY1	SCBA Packs		70,080						
PY2	SCBA spare bottles		2,290						
PY3	Fire Station		832,812						
PY4	Fire Vehicle - Rescue		203,431		6,085				
PY5	Helmets			20,000	9,834				
PY6	New PPE		16,646	10,000	10,495				
PY7	Fire Station HVAC				19,630				
PY8	Aerial Ladder Truck				195,468				
Prior Year Spending Total			1,125,260	30,000	241,512				
1	New PPE	F-E				10,000	10,000		
2	Radio's & Pagers	F-E				8,000	8,000		
3	Fire Vehicle - Pumper	EB		400,000	561,474	569,945		569,945	
4	Side by side	F-E				40,000		40,000	
5	Trailer	F-E				25,000		25,000	
6	New Storage Shed	F-E				50,000		50,000	
Current Year Spending Total				400,000	561,474	702,945	18,000	684,945	
FY1	Fire Vehicles								
Future Year Spending Total									

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
		Fire Service								
PY1	SCBA Packs									
PY2	SCBA spare bottles									
PY3	Fire Station									
PY4	Fire Vehicle - Rescue									
PY5	Helmets									
PY6	New PPE									
PY7	Fire Station HVAC									
PY8	Aerial Ladder Truck									
Prior Year Spending Total										
1	New PPE	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
2	Radio's & Pagers	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
3	Fire Vehicle - Pumper									
4	Side by side									
5	Trailer									
6	New Storage Shed									
Current Year Spending Total		13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
FY1	Fire Vehicles			800,000			600,000	1,000,000		
Future Year Spending Total				800,000			600,000	1,000,000		

#	Capital Project	Description	TOTAL
			10 YR Cost
Water Utility			
PY1	Water Tank Replacement	New water tank required for fiscal 22/23	4,806
PY2	Rebuild Pump 1	Rebuild Pump 1 as Nearing End of Life	4,394
PY3	Compressor	Replace Compressor at Water Treatment Plant	20,893
PY4	Water Rehabilitation	Water Main Rehabilitation + LTCF Service Upgrades	442,849
PY5	Level Control Valve - Smart Positioner (carried f	Install Level Control Valve	1,920
PY6	New Water Services	Connection of New Water Services As Needed	1,980
PY7	Hydrant Replacement	Replace Hydrants As Needed	2,184
PY8	Chemical Room Floor - WTP	Install Corrosion Coating in Chemical Room	4,102
PY9	Automatic Flushers	Dead-end Flushings - System Extremities	4,219
PY10	Service Extensions	Water Service Extension Stovepipe Lane (supporting new development)	66,702
PY11	Reserve Pump Replacement	Replacement of PS3 Reserve Pump	4,503
PY12	Underground Locator	Underground utility locator to be shared between utilities (water share)	2,500
Prior Year Spending Total			561,051
1	New Water Services	Connection of New Water Services As Needed	50,000
2	Hydrant Replacement	Replace Hydrants As Needed & New on Welcome St.	62,000
3	Water Meters	Install Water Meters As Needed	30,000
4	Security Cameras	Security Cameras (Raw Water Pump House and Water Treatment Facility)	24,000
5	Flow Meter at Treatment Plant	Install Flow Meter at Water Treatment Plant	12,900
6	Thermal Imager	Thermal imaging camera to be shared between utilities (water share)	5,000
7	Structure Repairs	Exterior Walls at Water Treatment Plant	10,000

#	Capital Project	Description	TOTAL
			10 YR Cost
8	Water Utility Vehicle(s)	Purchase of EV for water department; van replacement in 2026-27.	190,000
9	WTP Scada System PC	Hardware replacement (recommended 5 yr)	4,500
10	WTP Pre-Treatment tank	Floc tank Mixer rebuild/replace (current 124000hr)	4,500
11	WTP Treatment Skid	Strainer basket rebuild or replace x2	19,400
12	WTP HVAC	Heat pump replacement	10,000
13	WTP Pumping Equipment	Treated Water Pump & Motor replacement	4,000
14	WTP online Analyzer	Chlorine analyzer at end of life	2,600
15	WTP Plumbing	WTP building plumbing replacement & upgrade	11,000
16	Edgewater Street Project	Extend water service on Edgewater to Town Boundary (water portion)	1,715,519
17	Main Street West W/WW Project	Main Street West Water/Wastewater Rehabilitation and Improvement	4,231,126
Current Year Spending Total			6,386,545

FY1	Gate Valves	Gate Valve replacement Program	24,000
FY2	WTP Pre-Treatment tank	Level Controller	3,380
FY3	RWPump House	VFD Replacement End of life (8-12 yrs)	10,400
FY4	WTP Chemical pumps (7 total)	Pumps M90, M92, M70 nearing end of life	19,420
FY5	WTP Lab Equipment	DR2800 Spectrophotometer obsolete	10,275
FY6	RWPump House	Spare pump for #2 pump (10-12 year life)	9,300
FY7	WTP Reservoir	Reservoir Floating cover/Liner replacement	462,100
FY8	Main Street East W/WW Project	Main Street East Water and Wastewater Rehabilitation and Extension	3,000,000
FY9	Edgewater Line Replacement	Edgewater from Main St (324Meters) (water portion)	379,000
FY10	Fairmont Line Replacement	Farimont at Main to Pine Grove St. (433Meters) (water portion)	433,000
FY11	Clearway Street Transmission Main	Twin Transmission Main - Lake to Treatment Plant (water portion)	2,000,000

#	Capital Project	Description	TOTAL
			10 YR Cost
FY12	Hedge Row Line Replacement	Hedge Row (192M) (water portion)	240,000
FY13	School Street Line Replacement	School Street (155Meters) (water portion)	198,500
FY14	Maple Street Line Replacement	Maple Street (195 Meters) (water portion)	257,500
FY15	Cherry Lane Line Replacement	Cherry Lane (45 meters) (water portion)	61,000
Future Year Spending Total			7,107,875

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
Water Utility									
PY1	Water Tank Replacement		4,806						
PY2	Rebuild Pump 1		4,394						
PY3	Compressor		20,893						
PY4	Water Rehabilitation		431,702		11,147				
PY5	Level Control Valve - Smart Positioner (carried f			2,500	1,920				
PY6	New Water Services			5,000	1,980				
PY7	Hydrant Replacement			5,000	2,184				
PY8	Chemical Room Floor - WTP			10,000	4,102				
PY9	Automatic Flushers			13,000	4,219				
PY10	Service Extensions			41,000	66,702				
PY11	Reserve Pump Replacement			11,500	4,503				
PY12	Underground Locator			2,500	2,500				
Prior Year Spending Total			461,794	90,500	99,257				
1	New Water Services	WUS				5,000		5,000	
2	Hydrant Replacement	WDR				17,000	5,000	12,000	
3	Water Meters	WUS				3,000	1,500	1,500	
4	Security Cameras	WUS				14,000		14,000	
5	Flow Meter at Treatment Plant	WUS				3,000		3,000	
6	Thermal Imager	WUS				5,000		5,000	
7	Structure Repairs	WDR				10,000	10,000		

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
FY12	Hedge Row Line Replacement								
FY13	School Street Line Replacement								
FY14	Maple Street Line Replacement								
FY15	Cherry Lane Line Replacement								
Future Year Spending Total									

#	Capital Project									
		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
8	Water Utility Vehicle(s)		85,000						60,000	
9	WTP Scada System PC									
10	WTP Pre-Treatment tank									
11	WTP Treatment Skid	9,900								
12	WTP HVAC									
13	WTP Pumping Equipment									
14	WTP online Analyzer									
15	WTP Plumbing									
16	Edgewater Street Project	1,477,196								
17	Main Street West W/WW Project									
Current Year Spending Total		1,505,996	98,000	13,000	17,000	13,000	23,000	13,000	73,000	13,000

FY1	Gate Valves	6,000		6,000		6,000		6,000		
FY2	WTP Pre-Treatment tank	3,380								
FY3	RWPump House	10,400								
FY4	WTP Chemical pumps (7 total)	4,160		4,500		5,060		5,700		
FY5	WTP Lab Equipment		10,275							
FY6	RWPump House			9,300						
FY7	WTP Reservoir				462,100					
FY8	Main Street East W/WW Project			3,000,000						
FY9	Edgewater Line Replacement				379,000					
FY10	Fairmont Line Replacement					433,000				
FY11	Clearway Street Transmission Main					2,000,000				

#	Capital Project									
		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
FY12	Hedge Row Line Replacement						240,000			
FY13	School Street Line Replacement							198,500		
FY14	Maple Street Line Replacement								257,500	
FY15	Cherry Lane Line Replacement									61,000
Future Year Spending Total		23,940	10,275	3,019,800	841,100	2,444,060	240,000	210,200	257,500	61,000

#	Capital Project	Description	TOTAL
			10 YR Cost
Stormwater			
PY1	Culvert Replacement	Jubilee Pond Culvert replacement	42,057
PY2	Unanticipated capital stormwater #1	Long Hill Culvert Replacement/Upgrade	23,731
PY3	Unanticipated capital stormwater #2	Kinburn Bridge and Culverts Repair and Replacement	60,529
PY4	Main at RPS Stormwater	Improve Drainage - Main Street at RPS Entrance	20,000
Prior Year Spending Total			146,317
1	Fairmont/Pinegrove Stormwater	Storm infrastructure improving drainage	220,000
2	Stormwater Management	Edgewater Street Stormwater High Tide valve	20,000
3	Upgrade Wye Street Culvert	Deteriated steel culvert that will need to be replaced and increased in size	90,000
4	Fauxburg/Pine Grove Culverts	Deteriated steel culverts that will need to be replaced and increased in size	12,000
5	Edgewater Street Project	Edgewater service extension to Town Boundary (stormwater portion)	476,646
6	Main Street West W/WW Project	Main Street Water/Wastewater Rehabilitation and Extension (stormwater)	2,442,099
Current Year Spending Total			3,260,745
FY1	Main Street East W/WW Project	Main Street Civic 466-644 (683Meters) (stormwater portion)	600,000
FY2	Edgewater Line Replacement	Edgewater from Main St (324Meters) (stormwater portion)	75,500
FY3	Fairmont Line Replacement	Fairmont at Main to Pine Grove St. (433Meters) (stormwater portion)	95,300
FY4	Clearway Street Transmission Main	Twin Transmission Main - Lake to Treatment Plant (stormwater portion)	200,000
FY5	Hedge Row Line Replacement	Hedge Row (192M) (stormwater portion)	47,800
FY6	School Street Line Replacement	School Street (155Meters) (stormwater portion)	39,700
FY7	Maple Street Line Replacement	Maple Street (195 meters) (stormwater portion)	57,600

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	<i>Renewal</i> <i>Addition</i>		2024-25 External
FY8	Cherry Lane Line Replacement								
Future Year Spending Total									

#	Capital Project	Description	TOTAL
			10 YR Cost
FY8	Cherry Lane Line Replacement	Cherry Lane (45 meters) (stormwater portion)	15,250
Future Year Spending Total			1,131,150

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
		Stormwater								
PY1	Culvert Replacement									
PY2	Unanticipated capital stormwater #1									
PY3	Unanticipated capital stormwater #2									
PY4	Main at RPS Stormwater									
Prior Year Spending Total		<hr/> <hr/>								
1	Fairmont/Pinegrove Stormwater									
2	Stormwater Management									
3	Upgrade Wye Street Culvert									
4	Fauxburg/Pine Grove Culverts									
5	Edgewater Street Project	428,981								
6	Main Street West W/WW Project									
Current Year Spending Total		<hr/> <hr/> 428,981								
FY1	Main Street East W/WW Project			600,000						
FY2	Edgewater Line Replacement				75,500					
FY3	Fairmont Line Replacement					95,300				
FY4	Clearway Street Transmission Main					200,000				
FY5	Hedge Row Line Replacement						47,800			
FY6	School Street Line Replacement							39,700		
FY7	Maple Street Line Replacement								57,600	

#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
FY8	Cherry Lane Line Replacement									15,250
Future Year Spending Total				600,000	75,500	295,300	47,800	39,700	57,600	15,250

#	Capital Project	Description	TOTAL
			10 YR Cost
Wastewater			
PY1	Underground Locator	Underground utility locator to be shared between utilities (wastewater)	2,500
PY2	Sewer Lift Station Pump	Replace Small Pump	4,031
PY3	PAA Pilot Project	Modification of chemical building for peracetic acid pilot and final report.	40,000
PY4	Service Extensions	Wastewater Service Extension Stovepipe Lane (supporting development)	76,569
Prior Year Spending Total			123,100
1	WWTP SCADA	Connect SCADA at Wastewater Treatment Plant	15,000
2	New Sewer Services	Annual Installation of New Sewer Services	100,000
3	Security Cameras	Install Security Camera (WWTF)	10,000
4	Lift Station Refurbishment	Lift Station Refurbishment	120,000
5	Sewer Lift Station	Replace Station Level Controller	2,400
6	WWTP Lab/Equipment	Portable Dissolved Oxygen Meter	4,228
7	Thermal Imager	Thermal imaging camera to be shared between utilities (wastewater share)	5,000
8	Main Street West W/WW Project	Main Street Water/Wastewater Rehabilitation and Extension (wastewater)	2,571,174
Current Year Spending Total			2,827,802
FY1	WWTP Equipment	Blower Replacement (2 blowers needed)	75,000
FY2	WWTP Equipment	Cell Air Diffuser replacement	12,000
FY3	WWTP UV System Project	UV option 2 from PAA report	623,500
FY4	Wastewater System	System Assessment Report 2028	16,200
FY5	Edgewater Street Project	Edgewater service extension to Town Boundary (wastewater portion)	1,715,519

#	Capital Project	Description	TOTAL
			10 YR Cost
FY6	Sewer Lift Station Pumps	Replace Small Pumps	48,000
FY7	Main Street East W/WW Project	Main Street Civic 466-644 (683Meters) (wastewater portion)	3,000,000
FY8	Edgewater Line Replacement	Edgewater from Main St (324Meters) (wastewater portion)	376,000
FY9	Fairmont Line Replacement	Fairmont at Main to Pine Grove St. (433Meters) (wastewater portion)	520,000
FY10	Hedge Row Line Replacement	Hedge Row (192M) (wastewater portion)	238,000
FY11	School Street Line Replacement	School Street (155Meters) (wastewater portion)	198,500
FY12	Maple Street Line Replacement	Maple Street (195 meters) (wastewater portion)	257,500
FY13	Cherry Lane Line Replacement	Cherry Lane (45 meters) (wastewater portion)	61,000
Future Year Spending Total			7,141,219

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
FY6	Sewer Lift Station Pumps								
FY7	Main Street East W/WW Project								
FY8	Edgewater Line Replacement								
FY9	Fairmont Line Replacement								
FY10	Hedge Row Line Replacement								
FY11	School Street Line Replacement								
FY12	Maple Street Line Replacement								
FY13	Cherry Lane Line Replacement								
Future Year Spending Total									

#	Capital Project									
		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
FY6	Sewer Lift Station Pumps		12,000		12,000		12,000		12,000	
FY7	Main Street East W/WW Project			3,000,000						
FY8	Edgewater Line Replacement				376,000					
FY9	Fairmont Line Replacement					520,000				
FY10	Hedge Row Line Replacement						238,000			
FY11	School Street Line Replacement							198,500		
FY12	Maple Street Line Replacement								257,500	
FY13	Cherry Lane Line Replacement									61,000
Future Year Spending Total		1,735,519	32,000	3,045,000	1,043,500	556,200	278,000	218,500	314,500	106,000

#	Capital Project	Description	TOTAL
			10 YR Cost
Electric Utility			
PY1	PBC Transformers Replacement	Replace all PBC Transformers (by 2025)	432,794
PY2	Underground Locator	Underground utility locator to be shared between utilities (electrical share)	5,000
Prior Year Spending Total			432,794
1	Electric Line Replacements	Pole/Line Replacements as Required	290,656
2	New Digital Electric Meters	New Digital Meters as Required	26,097
3	Transformers	New Transformers as Required	179,708
4	Thermal Imager	Thermal imaging camera to be shared between utilities (electrical share)	20,000
5	Utility Truck	Purchase F-350	180,000
Current Year Spending Total			696,461
FY1	Protective Clothing	Protective Clothing	64,971
FY2	Voltage Regulator	Purchase and Installation of Voltage Regulators	249,080
FY3	New Street Lights	New Street Lights as Required	25,000
FY4	Grid Upgrades	Grid upgrades to support development	600,000
FY5	Smart Meters	Replacement with Smart Meters	225,000
Future Year Spending Total			1,164,051
Totals			65,047,246

#	Capital Project	Source	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	Renewal	Addition	2024-25 External
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Electric Utility

PY1	PBC Transformers Replacement		58,258	400,000	374,536				
PY2	Underground Locator			5,000	5,000				
Prior Year Spending Total			58,258	405,000	379,536				

1	Electric Line Replacements	ECR	4,246	25,000	11,410	25,000	25,000		
2	New Digital Electric Meters	ECR	4,097	2,000		2,000	2,000		
3	Transformers	ECR	4,708	15,000		20,000	20,000		
4	Thermal Imager	ECR		10,000		10,000		10,000	
5	Utility Truck	EB		80,000		90,000		90,000	
Current Year Spending Total			13,051	132,000	11,410	147,000	47,000	100,000	

FY1	Protective Clothing		13,971						
FY2	Voltage Regulator			100,000	124,080				
FY3	New Street Lights			5,000					
FY4	Grid Upgrades								
FY5	Smart Meters								
Future Year Spending Total			13,971	105,000	124,080				

	5,074,716			16,500,746	8,677,755	7,822,991	5,663,276
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#	Capital Project	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
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Electric Utility

PY1	PBC Transformers Replacement									
PY2	Underground Locator									

Prior Year Spending Total

1	Electric Line Replacements	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
2	New Digital Electric Meters	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3	Transformers	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
4	Thermal Imager									
5	Utility Truck									

Current Year Spending Total

		42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
FY1	Protective Clothing			15,000					18,000	18,000
FY2	Voltage Regulator	125,000								
FY3	New Street Lights	5,000		5,000		5,000	5,000	5,000		
FY4	Grid Upgrades	200,000	400,000							
FY5	Smart Meters	75,000	75,000	75,000						

Future Year Spending Total

		405,000	475,000	95,000		5,000	5,000	5,000	18,000	18,000
		12,287,484	5,415,275	7,543,800	2,951,100	4,954,610	835,600	1,207,100	1,843,200	290,750

	2024-25
External Borrowing (EB)	\$8,905,242
Town Equipment Reserve (T-E)	\$259,000
General Capital Reserve (GCR)	\$173,239
Canada Community Building Fund**	\$601,661
Recreation Reserve	\$0
Fire Equipment Reserve (F-E)	\$133,000
Water Utility Surplus (WUS)	\$79,500
Water Depreciation Reserve (WR)	\$68,600
Wastewater Reserve	\$24,228
Electrical Capital Reserve	\$57,000
Sustainable Services Growth Fund	\$271,071
Perpetual Care (both)***	\$240,000
	\$10,812,541

** if reserve is reduced to \$0, overflow to General Capital Reserve (\$9,000)*

*** considered same as GCR, draw down first*

**** \$240,000 loan from PC to Town General (interest equivalent to bank)*

External Committed	\$5,363,276
External Sought*	\$200,000
External Projected	\$100,000
	\$5,663,276

**An additional 1,313,135 has been also be sought in relation to the Edgewater Street Project which isn't reflected here.*

Overall % External in 2024-25 Budget **34%**
(considers CCBF and SSGF to be internal funds)

The meeting of the Town of Mahone Bay's Council Remuneration Committee was held on Tuesday, April 16, 2024 at 11:00 a.m.

Present:

Deputy CAO, Eric Levy
Manager of Finance, Ashley Yeadon-Wentzell
David Lesiuk
Colleen O'Neill (virtual)
Kim Saunders

Absent:

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. Approval of Agenda

A motion by Mr. Lesiuk , seconded by Ms. O'Neill , "THAT the agenda be approved as circulated." Motion carried.

2. Agenda Items

2.1. Review of Code of Conduct Policy

Deputy CAO reviewed the Code of Conduct Policy with committee members.

2.2 Review of Terms of Reference

The committee reviewed and discussed the terms of reference.

2.3 Discussion on information needed to conduct the review

The committee discussed information needed to conduct the review. Ms. Saunders asked if there is a Councillor Position Description. The Committee requested that Deputy CAO Levy research and create an estimate of the number of hours a Councillor spends on Council duties.

2.4 Create a Meeting Schedule

A motion by Mr. Lesiuk , seconded by Ms. Saunders , “THAT the Colleen O’Neill be the Committee Chairperson.” Motion carried.

It was determined by the Committee that biweekly meetings are necessary with the potential of weekly meetings. Committee members were asked to send Deputy CAO Eric Levy their availability to create a meeting schedule.

Next Meeting: to be determined.

The meeting adjourned upon motion at 12:51 p.m.

TOWN OF MAHONE BAY

Deputy CAO, Eric J. Levy



A special meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, April, 8, 2024 at 7:00 p.m. in Council Chambers.

Present:

Councillor Penny Carver
Councillor Richard Nowe
Councillor Kelly Wilson
CAO, Dylan Heide
Deputy CAO, Eric Levy
Councillor Joseph Feeney
Councillor Suzanne Lohnes-Croft

Absent:

Mayor David Devenne
Deputy Mayor Francis Kangata (Regrets)

Gallery: 0 present

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

1. Approval of Agenda

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

2. Agenda Items

2.1 Staff Report – Draft Human Resource Policy Manual

Deputy CAO, Eric Levy reviewed the process of creating the Human Resource Policy Manual. The Committee reviewed each policy to ask questions and make recommendations. Some topics included: application of policies to the Fire Department, considerations on internal promotions and internal job postings, and considerations for hours and locations of work.

3. Next meeting

3.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday, 22, 2024, this is a special meeting date.

3.2 Agenda for next meeting

- Human Resources Policies – Beginning at Policy 3.03

With no further agenda items, the meeting adjourned at 9:03 PM.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Kelly Wilson

Deputy CAO, Eric Levy

DRAFT

A special meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, April, 22, 2024 at 7:00 p.m. in Council Chambers.

Present:

Deputy Mayor Francis Kangata (acting Chair)
Councillor Penny Carver
Councillor Richard Nowe
Councillor Joseph Feeney
Councillor Suzanne Lohnes-Croft (virtual)
CAO, Dylan Heide
Deputy CAO, Eric Levy

Absent:

Mayor David Devenne
Councillor Kelly Wilson

Gallery: 0 present

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

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Councillor Feeney, "THAT the minutes of the April 8, 2024 Special Meeting of the Policy and Strategy Committee be approved as amended." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT the minutes of the March 25, 2024 Special Meeting of the Policy and Strategy Committee be approved as amended." Motion carried.

3. Agenda Items

3.1 Staff Report – Draft Human Resource Policy Manual

The Committee reviewed the Draft Human Resource Policy Manual. The Committee finished reviewing up to Policy 3.07 – Employee Professional Development.

4. Next meeting

3.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday May 6, 2024, this is a special meeting date.

3.2 Agenda for next meeting

- Draft Human Resource Policy Manual

With no further agenda items, the meeting adjourned at 9:18 PM.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Deputy Mayor Francis Kangata

Deputy CAO, Eric Levy

A special meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, May 6, 2024 at 7:00 p.m. in Council Chambers.

Present:

Mayor David Devenne
Councillor Kelly Wilson
Councillor Penny Carver
Councillor Richard Nowe
Councillor Joseph Feeney
Councillor Suzanne Lohnes-Croft
CAO, Dylan Heide
Deputy CAO, Eric Levy

Absent:

Deputy Mayor Francis Kangata

Gallery: 0 present

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

1. Approval of Agenda

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

2. Agenda Items

2.1 Staff Report – Draft Human Resource Policy Manual

The Committee continued the review of the Draft Human Resource Policy Manual beginning at Policy 3.08 – Workplace Accommodations.

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT the committee recommend that Council adopt the Town of Mahone Bay Human Resource Policy Manual." Motion Carried.

3. Next meeting

3.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday May 27, 2024, this is a special meeting date.

3.2 Agenda for next meeting

- Draft Parking Bylaw
- Draft Noise Bylaw

4. Adjournment

With no further agenda items, the meeting adjourned at 9:20 PM.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

Town Clerk, Kelly Munroe

DRAFT



Town of Mahone Bay
Human Resource Policy Manual



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Human Resource Policy – 1.01 Human Resource Management*

Purpose

The purpose of this policy document is to develop and maintain a comprehensive set of Human Resource Management policies and procedures with the intention of providing fair and equitable treatment of all employees, encouraging a positive workplace culture, and promoting clarity and understanding of Town of Mahone Bay workplace practices.

Scope

The policies set forth in this handbook apply to all employees of the Town of Mahone Bay. Those policies in this handbook identified with an asterix (*) apply to the members of the Mahone Bay and District Fire Department as well as any person acting in volunteer role at the Town of Mahone Bay.

Should an employment letter of offer or documented agreement be in conflict with a Human Resource Policy, the letter of offer or documented agreement shall take precedence over said policy.

Should these policies be in conflict with any Government of Canada or Province of Nova Scotia legislation, the legislation shall prevail.

Roles and Responsibilities

1. The Department Manager shall be responsible for the administration of the Human Resource Management policies within their individual departments.
2. When there is a dispute over the interpretation or implementation of a Human Resource policy, that cannot be resolved within the individual departments, the Department Manager shall seek clarification from the Deputy Chief Administrative Officer. If clarity is still not achieved, the Chief Administrative Officer shall provide final interpretation.
3. All staff shall acquire a working knowledge of the Human Resource Management policies and procedures. Should an employee require confidential assistance in reading and understanding these policies, assistance can be sought from the appropriate Department Manager or the Deputy Chief Administrative Officer.



Authority

The *Municipal Government Act 1998 c. 18* provides:

47 (1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by bylaw.

48 (3) ...the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date



Human Resource Policy – 1.02 Equity, Diversity, and Inclusion*

Purpose

The Town of Mahone Bay is committed to fostering a workplace where all individuals are treated with respect, fairness, and dignity. A staff with a sense of belonging in their workplace drives innovation, creativity, and success.

It is the goal of the Town of Mahone Bay to enhance workplace equity, diversity, and inclusion by promoting diversity, fostering inclusion, raising awareness, reviewing practices and planning for the future.

Scope

The Town of Mahone Bay is committed to taking the following steps to create a more equitable, diverse, and inclusive workplace and community free from any form of any discrimination in policy, practice, and culture.

1. Creating and Promoting Diversity – striving to create a workforce that reflects a variety of backgrounds, cultures, ethnicities, genders, sexual orientations, ages, abilities, and experiences.
2. Fostering Inclusion – creating an environment where all employees feel valued, heard, and included to give a sense of belonging and empowerment.
3. Raising Awareness – providing training and resources to employees to learn about equity, diversity, and inclusion to raise awareness and help motivate systemic change.
4. Reviewing Practices – examining current Town of Mahone Bay policies and procedures to ensure necessary changes are made to ensure the Town is providing inclusive services to employees and the public.
5. Planning for the Future – creating a strategy to carry the Town of Mahone Bay into the future with up-to-date practices on fostering equity, diversity, and inclusion.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 2.01 Employment Equity*

Purpose

The purpose of this policy is to acknowledge the under-representation and work discrimination of various groups of people and take steps to review Town of Mahone Bay recruitment and employment practices to ensure fair and equitable employment processes for all while maintaining practices based on merit and qualifications.

Terms

1. The Town of Mahone Bay recognizes the historic under-representation and employment discrimination of the following groups:
 - a. Women
 - b. Indigenous Peoples, including First Nations, Inuit, and Métis People
 - c. People with disabilities
 - d. African Nova Scotians and others historically underrepresented based on race
 - e. Two-Spirited, Lesbian, Gay, Bisexual, Transgender, and Queer (2SLGBTQ+) people.
2. With the goals of ensuring fair and equitable employment practices, some positions will be deemed “designated positions” and , active recruitment and selection of qualified individuals from the groups outlined in Section 1 shall occur.
3. Individual merit and qualifications in relation to the essential requirements of a specific position remain the foremost deciding criteria for recruitment, hiring, and promotion of employees.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 2.02 Recruitment

Purpose

The purpose of this policy is to establish consistent recruitment practices to ensure that employment vacancies at the Town of Mahone Bay are filled by the best suited candidate with considerations for qualifications and workplace culture.

Terms

1. Individual Department Managers, in consultation with the Chief Administrative Officer, will determine if and when vacant positions will be filled.
2. It is the responsibility of the Department Manager to carry out staff recruitment within their respective departments.

Promotion and Internal Postings

3. The Department Manager may choose to offer a promotion to an existing staff person or post a position internally for competition, in consultation with other Chief Administrative Officer and other Department Managers as applicable. The promotion or internal recruitment must be based on merit, qualification, and employee record.
4. The Department Manager, when considering promotion or internal hiring, may request to review a staff's personnel file. Instances of corrective action may be a deciding factor in awarding promotion.

External Postings

5. The Town shall publicly advertise and accept applications for external job postings for a period of no less than two (2) weeks.
6. The external job posting shall include the following information:
 - a. Position duties, responsibilities, and requirements (essential and preferred)
 - b. Related conditions of employment
 - c. Level of compensation
 - d. Specific education or job-related requirements
 - e. Clear statement in the title of the advertisement if the position is a 'designated position' per *Human Resource Policy 2.01 Employment Equity*.
7. Advertising shall be done through channels that will produce the highest quality of applicants at the discretion of the Department Manager.



8. Each job posting shall have the following statements:
 - a. The Town of Mahone Bay continuously strives to be an inclusive workplace. We encourage applications and self-identification from African Nova Scotians, racially visible individuals, women seeking non-traditional positions, persons with disabilities, Indigenous people, and 2SLGBTQ+ people.
 - b. We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.
 - c. During the recruitment process, applicants have the right and are encouraged to request an accommodation if required.
9. Applications received after the application deadline will not be considered.

Unsolicited Applications

10. Unsolicited applications will be accepted for consideration for a period of six (6) months.

Selection Process

11. The Department Manager or designate shall perform the following duties in consultation with the Deputy Chief Administrative Officer:
 - a. Review all properly completed applications to compile a shortlist of candidates for interview
 - b. Schedule all interviews and associated spaces
 - c. Review and implement any reasonable requests for accommodation
 - d. Develop an interview guide, any necessary assessments, and reference check questions
 - e. Conduct the interviews with a minimum of one other staff member
 - f. Request a minimum of two (2) references and perform associated reference checks (see *Form 2.02: Reference Check Template*)
 - g. Facilitate the preparation of all associated documentation for job offers and refusals (see *Form 2.021: Letter of Offer Template*)
 - h. Perform any feedback or debrief sessions for unsuccessful candidates as appropriate.
12. The Department Manager, on authorization from the Chief Administrative Officer, may negotiate the terms and conditions of the following policies at the time of recruitment:
 - a. 2.04 – Probationary and Trial Period
 - b. 3.03 – Employee Compensation



- i. A salary may only be negotiated within the position's predetermined salary range.
 - c. 4.01 Employee Benefits
 - i. The only negotiable item is the effective date of a benefit.
 - d. 6.01 – Vacations
 - e.
- 13. In situations where candidates have similar qualifications and merit to the point a decision over the successful candidate cannot be made, a second round of interviews shall be conducted. If a decision is still not reached, self-declaration of being part of a designated group per *Human Policy 1.02 Equity, Diversity, and Inclusion* may be considered as a deciding factor.
- 14. If it is deemed that no suitable candidates can be found during the recruitment process, a position may be reposted.

Potential Employee Conflicts

- 15. For the purposes of Human Resource policies, the following definitions shall apply:
 - a. **Immediate Family** – a parent (including legal guardian or person who acted in the capacity of parent), spouse, child (including step-children), brother, sister, parents in-law, grandchild, grandparent, or ward.
- 16. Hiring managers and selection panel members are required to disclose to the Chief Administrative Officer and Deputy Chief Administrative Officer when they feel their objectivity would be compromised, or perceived to be compromised, and/or where a candidate is a member of the employee's immediate family or the employee is in an intimate relationship with the candidate. The hiring manager or selection panel member is not required to divulge the nature of any intimate relationships.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 2.03 Onboarding

Purpose

The purpose of this policy is to establish consistent onboarding practices to ensure that new employees at the Town of Mahone Bay are welcomed into the organization and provided the necessary tools to excel in their roles.

Terms

1. It is the responsibility of the Department Manager to ensure that proper onboarding and orientation of new staff takes place.
2. Department Managers, in consultation with the Deputy Chief Administrative Officer shall adjust *Form 2.03 Onboarding Checklist* to implement upon the hiring of a new employee.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date



Human Resource Policy – 2.04 Probationary and Trial Period

Purpose

The purpose of this policy is to provide employees in new roles with a probationary or trial period to allow Department Managers time to assess the new employee's performance and suitability to the role, and to allow the employee time to adjust to their new position.

Terms

Probationary Period

1. New employees to the Town of Mahone Bay may be subject to a probationary period, up to six (6) months (see *Form 2.04: Probationary/Performance Review*). During this time, Department Managers may consider the new employees fit to the department based on but not limited to:
 - a. Learning and ability to perform required tasks and gain autonomy
 - b. Organizational and workplace cultural fit
 - c. Overall contribution to the department and organization.
2. If it is deemed that a new employee is not suitable or conducive to functional Town operations, employment may be terminated at any point without cause. The decision to terminate must be done in consultation with the Chief Administrative Officer.
3. If a new employee does not successfully complete a probationary period, the Department Manager may:
 - a. Extend the probationary period for another period not exceeding six (6) months
 - b. Terminate employment.
4. If a new employee does not successfully complete two successive probationary periods, employment shall be terminated.
5. Upon successful completion of a probationary period, the Department Manager shall notify the Chief Administrative Officer, Deputy Chief Administrative Officer, and staff responsible for payroll, benefits, and personnel files (see *Form 2.041: Probationary Review Letter*).



Trial Period

6. Any employee who has been promoted or transferred to a new position is subject to a trial period, up to three (3) months.
7. Employees who do not successfully complete a trial period are returned to their former position, provided it is still available. If the position is not available, the Town shall consider the potential for alternative employment arrangements when other vacancies exist.
8. If no comparable employment arrangements can be made, the employee is considered redundant and is entitled to severance provisions outlines in the *Nova Scotia Labour Standards Code* or as outlined in their Letter of Offer.
9. The employee may request to return to their former position during a trial period. There is no guarantee the request will be approved. All requests must be submitted in writing to the Department Manager.
10. Employees retain entitlement to their permanent position when they take a temporary promotion, transfer, acting position, approved secondment or any job protected leave per *Nova Scotia Labour Standards Code*. Upon return to their regular permanent position, there shall be no trial period.

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Human Resource Policy – 2.05 Terminations of Employment

Purpose

The purpose of this policy is to create termination of employment standards to ensure consistent procedures and processes are followed.

Terms

Resignations and Retirements

1. Employees shall give, at minimum, the following notice of resignation or retirement:
 - a. One week's notice for employment between three months and two years
 - b. Two week's notice for employment more than two years.
2. Notice of resignation or retirement must be submitted in writing and delivered to the Department Manager.

Terminations of Employment by Town of Mahone Bay

3. Termination of employment may take the following forms:
 - a. Expiration or completion of a contract
 - b. Dismissal
4. Dismissal from employment may occur for, but not limited to the following reasons:
 - a. Elimination of position due to organizational need, financial conditions, or departmental restructuring.
 - b. All attempts to create an Accommodations Plan (see *Human Resource Policy 3.08: Workplace Accommodation*) have been exhausted and no agreement has meet made causing undue hardship on the Town of Mahone Bay
 - c. The final stage of a corrective action process.
5. Depending on the severity of an incident, dismissal may be immediate.
6. The Department Manager must submit the following documentation to the Chief Administrative Officer and Deputy Chief Administrative Officer prior to the decision of dismissal:
 - a. The actions/behaviours of the employee that have caused a recommendation to terminate employment
 - b. Documentation from any and all corrective action measures taken
 - c. Relevant information from the employee's personnel file
 - d. Alternatives to dismissal that have been considered/attempted.



7. The final decision to dismiss an employee shall be made in conjunction with the Department Manager, Chief Administrative Officer, and Deputy Chief Administrative Officer.
8. Dismissals should be conducted by the Department Manager and the Deputy Chief Administrative Officer and be delivered verbally and in writing (see *Form 2.05: Termination Letter Template*).
9. Any escorting of dismissed staff and removing of personal effects from office space and returning said personal effects to the dismissed staff shall be conducted by the Department Manager and Deputy Chief Administrative Officer.

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Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
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Human Resource Policy – 2.06 Offboarding

Purpose

The purpose of this policy is to establish consistent offboarding practices to ensure a clear end of the employment relationship between the employee and the Town of Mahone Bay.

Terms

1. It is the responsibility of the Department Manager to ensure that proper offboarding takes place.
2. Department Managers, in consultation with the Deputy Chief Administrative Officer shall adjust *Form 2.06 Offboarding Checklist* to implement upon the notice of departure of an employee.

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Human Resource Policy – 3.01 Job Descriptions

Purpose

The purpose of this policy is to provide employees with the Town of Mahone Bay with clarity in their roles through the effective use of job descriptions.

Terms

1. Every employee shall be provided with a copy of their job description on or before the commencement of employment.
2. Job descriptions shall be reviewed by the Department Manager with the employee at least every three (3) years.
3. The Department Manager shall make recommendations for changes to a job description, in writing, to the Chief Administrative Officer and Deputy Chief Administrative Officer:
 - a. Prior to a job vacancy being advertised
 - b. By the end of the calendar year.
4. The Chief Administrative Officer will consider the changes to the job description and at their discretion recommend any changes to Council for approval.
5. Any changes to job descriptions must be communicated to the staff person by the Department Manager.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 3.02 Hours of Work

Purpose

The purpose of this policy is to establish hours of work protocols for employees at the Town of Mahone Bay for various Town departments based on the nature of their work and industry standards related to work hours.

Terms

Hours of Work

1. Hours of work may be adjusted by the Department Manager with the authorization of the Chief Administrative Officer depending on organizational need. These changes must be documented and communicated to the Deputy Chief Administrative Officer.
2. The normal working hours for all full-time employees in the Administration and Finance Departments shall be from 8:30 am to 4:30 pm Monday to Friday with two, fifteen (15)-minute breaks and a sixty (60) minute lunch break.
3. The normal working hours for all full-time employees in the Public Works and Transportation Department, Water/Wastewater Department, and Mahone Bay Electric Utility shall be from 8:00 am to 4:30 pm with two, fifteen-minute breaks and a thirty (30) minute lunch break.
4. Working hours for part-time or casual employees shall be established by the Department Manager within the parameters set out in the *Nova Scotia Labour Standards Code* and documented in the letter of offer.

Overtime

5. For the purposes of Human Resource policies, the following definition shall apply:
 - a. **Time in Lieu** – time off from work which an employee is granted for having worked outside of normal working hours.
6. All other staff, excluding the Chief Administrative Officer, Deputy Chief Administrative Officer, Manager of Finance, Manager of Public Works and Transportation, and Water/Wastewater System Manager overtime protocols are as follows:
 - a. Overtime is considered as time worked over 40 hours in a regular work week



- b. Overtime may be paid out during the pay period it is taken or banked as time off in lieu. Banked time shall not exceed eighty (80) hours. Staff shall not take a time in lieu pay out exceeding 20 hours in one pay period.
- c. Time is compensated at 1.5 times regular rate for time worked beyond regular hours from Monday to Saturday.
- d. Time is compensated at 2 times regular rate for time worked beyond regular hours on Sundays and holidays.
- e. The Chief Administrative Officer, Deputy Chief Administrative Officer, Manager of Finance, Manager of Public Works, and Water/Wastewater System Manager may take time off in lieu as agreed upon with the Chief Administrative Officer or Deputy Chief Administrative Officer.
- f. When possible, all overtime hours must be pre-approved by the Department Manager or Lead.

Call-ins

7. For the purposes of Human Resource policies, the following definitions shall apply:
 - a. **Call-ins:** any situation when an employee is called from the employee's place of residence to work and subsequently return to such place of residence, outside of the employee's regular work hours. To be considered a call-in, the call-in must occur at least 30 minutes after regular hours of work.
 - b. Evening Council and Committee Meetings will be considered a call-in within this policy.
8. Call-ins for all departments shall be paid a minimum of four (4) hours at the regular rate of pay.
9. When possible, call-ins are only assigned to staff who are on-call.
10. For more than one call-in occurring within the same four (4) hour period, the staff will be compensated for one call-in. The second and subsequent call-ins within that period qualify for a mileage reimbursement.
11. Call-ins are not considered overtime and unworked call-in hours will not be compensated at overtime rates. Worked call-in hours are subject to overtime compensation.
12. Notwithstanding Section 7, in instances where staff are called in and regular work hours begin within four (4) hours of the call-in, the employees will only be compensated for the hours worked and the four (4) hour minimum call out requirement will not apply. For example, if a call occurs at 6:00 am, the employee would be paid for two (2) call-in hours and not receive extra compensation for the



call out from 8:00 am to 10:00 am. In these instances, the overtime rates per Section 5 would apply to the call-in hours worked outside of regular hours of work.

On-call

13. For the purposes of Human Resource policies, the following definition shall apply:
 - a. **On-call:** A staff person is put on-call by the manager to be available to respond to workplace demands at any time during a set period.
14. On-call time is compensated at a rate of one (1) hour per weekday and two (2) hours per weekend day and three (3) hours per holiday for the period the staff is on-call.
15. The on-call schedule shall be completed weekly.
16. On-call hours are not considered overtime and will not be compensated at overtime rates.

Standby

17. For the purposes of Human Resource policies, the following definition shall apply:
 - a. **Standby:** A staff member is put on standby by the manager to be able to react to a potential situation, for example a forecasted weather event. Standby is a predetermined amount of time set by the manager, usually in 24-hour increments.
18. If a staff is on standby, they shall receive the regular on-call rate for the period they are on standby.
19. Standby hours are not considered overtime and will not be compensated at overtime rates.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

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Town Clerk

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Human Resource Policy – 3.03 Employee Compensation

Purpose

The purpose of this policy is to provide employees with salary levels broadly comparable to those of other employees performing similar functions within the Town and in other Nova Scotian municipalities and similar sectors.

Terms

Position Evaluation

1. Every job description shall be reviewed by the Deputy Chief Administrative Officer or their designate at minimum every three (3) years.
2. When a new position is established, or a position is reclassified, the Department Manager, in consultation with the Chief Administrative Officer shall determine the appropriate salary range for a position based on a number of parameters including:
 - a. Knowledge and Skill
 - i. Education
 - ii. Experience
 - iii. Complexity
 - b. Responsibility
 - i. Accountability
 - ii. Communications
 - iii. Supervisory Responsibilities
 - c. Effort
 - i. Independence of action
 - ii. Physical demands and working environment
3. The Town of Mahone Bay shall create and maintain an up-to-date salary schedule. The salary schedule shall represent the minimum and maximum salaries for a position in a particular salary range.
4. The salary schedule shall be reviewed by the Chief Administrative Officer at minimum every five (5) years.
5. The Chief Administrative Officer shall recommend any amendments to the salary schedule and benefits to Council as required.



Salary Increases Procedure

- 6. A Department Manager may recommend a salary increase within the predetermined salary range for the position to the Chief Administrative Officer for an employee under certain conditions:
 - a. A merit increase following a performance review.
 - b. A reclassification of a position from redistribution of tasks

Employee Overtime

- 7. Please see *Human Resource Policy 3.02 Hours of Work*.

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Date of Passage of Policy	_____
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Human Resource Policy – 3.04 Personnel Files

Purpose

The purpose of this policy is to provide regulations on the use and maintenance of personnel files on each employee while ensuring appropriate confidentiality and safety.

Terms

1. Personnel files must be contained in a locked cabinet and/or electronically in a restricted folder.
2. All information contained in the personnel files for all employees, past and present, is strictly confidential.

Access to Files

3. Access to personnel files shall be restricted to the following:
 - a. Chief Administrative Officer
 - b. Deputy Chief Administrative Officer
 - c. Department Managers
 - d. The staff person responsible for payroll and benefits.
4. The people outlined in Section 3 shall only access personnel records when required as part of job duties.
5. Employees may request access to their own personnel files
 - a. Requests shall be made to the Department Manager at minimum of 24 hours in advance.
 - b. Files shall be viewed in a private area with the Department Manager present.
 - c. No employee may alter, remove, copy, or photograph any document in their Personnel File unless authorized by the Chief Administrative Officer or Deputy Chief Administrative Officer.
 - d. Files shall be immediately returned to secure storage once the viewing is complete.
6. Should a situation arise where a Department Manager is unavailable to request access or view a personnel file with an employee, the request and viewing shall be done through the Deputy Chief Administrative Officer.



External Requests to Access/Share Employee Information

7. Personal information may only be released in compliance with the *Nova Scotia Freedom of Information and Protection of Privacy Act* or court order with the exception of:
 - a. Verification of employment
 - b. On the written permission of the employee or former employee.

Personnel File Contents

8. The following information shall be kept in an employee's personnel file when possible:
 - a. Original application letter, resume, and any other application documents
 - b. Evidence of bona fide occupational requirements (eg. Licenses, registrations, medical records, etc.)
 - c. Necessary evidence of educational/professional qualifications
 - d. Copy of letter of offer
 - e. Copy of acceptance of offer
 - f. All applicable benefit related information
 - g. Documentation relating to any performance issues
 - h. Any and all corrective action taken and related documentation
 - i. Any and all accommodations made and related documentation
 - j. All performance review documentation
 - k. Correspondences/records of any leaves of absence including vacations and sick time
 - l. Letter or documentation related to termination of employment
 - m. Lay off notices
 - n. Any requests made for professional development at the cost of the Town.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

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Human Resource Policy – 3.05 Performance Review and Feedback

Purpose

The purpose of this policy is to ensure staff are provided with timely and effective feedback on their performance through the use of formal and informal performance reviews and feedback channels.

Terms

Responsibilities

1. Individual Department Managers are responsible for the following:
 - a. Administering and coordinating performance reviews within their respective departments
 - b. Recommending any changes to this policy and procedures to the Deputy Chief Administrative Officer
 - c. Providing any necessary reporting to the Chief Administrative Officer and Deputy Chief Administrative Officer on the results of formal performance reviews
 - d. Completing *Form 3.05 – Performance Review and Feedback* and providing all original, completed, and signed copies of performance review documents to the staff designated to oversee personnel files
 - e. Setting and clearly communicating reasonable performance goals, standards, and deadlines with employees in a timely manner.
2. Employees are responsible for seeking any clarification on roles, performance goals, standards, and deadlines with the Department Manager.

Informal Performance Review and Feedback

3. Department Managers and Leads should provide regular feedback to staff on performance using informal means, such as:
 - a. Verbal or email feedback on a regular basis
 - b. Informal check-in meetings
 - c. Informal coaching and mentoring
 - d. Regular staff meetings.
4. Informal feedback should be frequent, action-focused, specific, and timely.
5. Informal performance review and feedback should be documented by the Department Manager.



Formal Performance Review and Feedback

6. During the first year of employment, new employees shall have at minimum two (2) formal performance reviews; one at the end of the probationary period and one in March. These may be combined if probation ends in January, February, or March.
7. Formal performance reviews shall occur annually thereafter by March 31st.
8. All performance reviews shall be done in confidence and in an objective manner.
9. Prior to the completion of the annual performance review, the Department Manager should review the employee's personnel file and other records for the following considerations:
 - a. Adherence to bona fide occupational requirements, such as licenses, training, certification, etc.
 - b. Review of informal performance review and feedback as a consideration in the formal review process
 - c. Accuracy of position description
 - d. Previous performance reviews
 - e. Work history including, quality of work, organizational fit, colleague relations and interaction, etc.
10. Points for Department Managers to consider during performance reviews and feedback:
 - a. The formal performance review should be part of ongoing, informal feedback. Nothing in the formal performance review should be a surprise to the employee.
 - b. Negative feedback on performance shall be done in a constructive, impartial way with a focus on changes in future action and not condemnation for past behaviours.
 - c. Be open to discussion, as some underperformance issues may be attributed to external factors.
 - d. Balance any negative feedback with positive feedback.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

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Human Resource Policy – 3.06 – Corrective Action

Purpose

The purpose of this policy is to ensure the Town of Mahone Bay is a workplace that works with employees to resolve performance issues through collaboration and cooperation while holding employees to a high standard of performance and conduct.

Terms

Definition

1. For the purposes of Human Resource policies, the following definition shall apply:
 - a. **Corrective Action** – a multi-step disciplinary process that allows the Town to have high performing staff by having several levels of discipline and coaching for staff who are having difficulty in their position.

Application

2. The Town of Mahone Bay believes in staff development and room for error and improvement. In cases where actions are deemed to be beyond error or lack of knowledge, corrective action processes will be initiated.
3. Corrective Action addresses performance issues on the following:
 - a. Staff Attendance
 - b. Staff Conduct
 - c. Health and Safety
 - d. Performance.
4. Corrective Action processes should follow these steps:
 - a. Coaching (corrective action without discipline)
 - b. Verbal warning
 - c. First written warning
 - d. Final written warning with possible suspension or leave pending investigation
 - e. Termination of employment.

See *Form 3.061 Correction Action Levels* for a list of potential, but not all possible performance issues and concerns.

5. Each of the four areas set out in section 3 shall be treated jointly in the corrective action process. For example, if an employee receives a formal verbal warning for an



attendance issue, they will receive a written warning for a conduct issue, not a verbal one.

Informal Coaching

6. Informal coaching is a documented process that offers the employee an opportunity to correct an issue before starting the formal corrective action process. Before entering into formal corrective action, Department Managers must offer the employee informal coaching when appropriate, which may include training and professional development.
7. It is the responsibility of the Department Manager to deliver the coaching with the support of the Deputy Chief Administrative Officer as required. See *Form 3.062 Employee Coaching*.

Formal Corrective Action

8. Depending on the severity of the offence, the Town of Mahone Bay reserves the right to skip any and all of the five-step corrective action process outlined in section 4 depending on the severity of the offence. The decision to skip any step in the corrective action process shall be made in conversation with the Deputy Chief Administrative Officer.
9. It is the responsibility of the Department Manager in cooperation (as necessary) with the Deputy Chief Administrative Officer to complete any necessary documentation and deliver any warnings or corrective action. See *Form 3.063 Verbal Warning Documentation*; *Form 3.064 Written Warning Letter*; and *Form 3.065 Final Written Warning and Suspension*.

Investigation and Documentation

10. All reports of violations to the categories outlined in section 3 shall be investigated and documented by the Department Manager and Deputy Chief Administrative Officer. All formal measures taken within the corrective action process shall be documented and forwarded to the staff designated for upkeep of personnel files for storage.
11. During the investigation process, parties involved or named witness shall make themselves available for interview with 24 hours notice. Employees have the right to refuse to participate in an investigation with the knowledge that a decision will be made based on the information made available during the investigation process.



Administrative Leave Pending Investigation

12. Employees will be notified of administrative leave pending investigation both verbally and in writing. The written notice shall include information on the allegations and allow the employee an opportunity to respond.
13. During the leave period, the employee must ensure they are available for recall to work with 24 hours notice. If the employee fails to make themselves available, they will not be compensated for time between the intended resumption of work and the actual return.
14. During the administrative leave, the employee shall be compensated at their regular rate.
15. An employee has the right to legal representation (at their expense) or a municipal representative present at any interview and will be given a minimum of 24 hours notice prior to any interview. Any costs incurred by an employee placed on administrative leave pending investigation shall be borne fully by the employee and not the Town.
16. Any employee placed on administrative leave pending investigation must temporarily turn over any municipal property in their possession including keys, identification, phones, vehicles, and credit cards. Any and all Town information shall remain at or be returned to Town Hall for the duration of the leave. Employees placed on administrative leave pending investigation shall not access their Town of Mahone Bay email.
17. Employees placed on administrative leave pending investigation shall not have any work-related contact with other municipal staff other than their designated municipal point of contact or representative.

Resources Available to Employees

18. The employee shall have access to the following:
 - a. A municipal staff contact/representative
 - b. Employee Assistance Program
 - c. Any terms of an accommodation agreement made between the employee and the Town.

Termination of Employment

19. The final stage of corrective action is termination of employment. Termination of employment with the Town may occur following an employee committing multiple violations of municipal policy and practices, after the steps for corrective action have been taken, or immediately following a severe violation. Final decision on



termination of employment shall be made by the Chief Administrative Officer on the recommendation of the Department Manager with appropriate documentation supporting the recommendation.

Repeal

20. On the effective date of this policy, *Chapter 02 Town of Mahone Bay Employee Discipline Policy*, February 26, 2006 is repealed.

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Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
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Human Resource Policy – 3.07 – Employee Professional Development

Purpose

The purpose of this policy is to support employees in their professional development endeavours while ensuring these pursuits align with Town of Mahone Bay needs and priorities.

Terms

1. This policy applies to the following:
 - a. Full Time Employees – an employee who is filling any regular full-time position year round
 - b. Part Time Employees – an employee who is filling any regular part-time position year round
2. This policy applies to training and development outside of the requirements of one's employment with the Town of Mahone Bay.
3. All employees who are requesting training and development are required to complete Form *3.07 Professional Development Request* and submit it to their Department Manager for review.
4. Applications for professional development will be approved or denied based on Town and individual needs for occupational requirements or possible promotion, assuming candidates meet program standards and requirements.
5. Approval for participation in training and development must be obtained prior to enrollment in the program. Approvals and authorization for assistance will be granted in accordance with the following criteria:
 - a. Short-Term Training – Professional Development that can be completed over several days that has minimal cost and interruption to work flows.
 - i. A thorough and realistic assessment of the requirements for training
 - ii. An analysis of expected benefits to the Town
 - iii. A comprehensive cost summary of the training, including wages
 - b. Long-Term Training – When considering training and development that involves a long-term course of study that will result in an employee obtaining a degree, certificate, license, or credential, the following will be considered:
 - i. The gap, if any, between the employee's education and training and the minimum requirements of the position



- ii. An assessment of the need and the eventual benefit to the Town of upgrading the employee through the proposed professional development.
- 6. The Town will not provide financial support for a course or training that a staff person has previously attempted and failed to complete and/or obtain a passing grade.
- 7. Funding approval is subject to budgetary constraints.
- 8. If an employee requests financial support above \$1,500 in one fiscal year requested, the amount will be determined by the Department Manager and the Chief Administrative Officer.
- 9. The employee and Department Manager shall take all possible measures to minimize disruptions to employee work performance during training and development. This includes taking measures to minimize educational leave, and measures to minimize course work being done during working hours.
- 10. Granting educational leave for long-term training is at the discretion of the Chief Administrative Officer.
- 11. Employees requesting professional development financial support in excess of \$3,500 in a single training program a *Return of Service Agreement* with the Town will be required.

Repeal

- 12. On the effective date of this policy, *Employee Professional Development Policy*, dated April 30, 2020 is repealed.

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Human Resource Policy – 3.08 Workplace Accommodation*

Purpose

The purpose of this policy is to provide workplace accommodation to the point of undue hardship to ensure that individuals who are able to work are not discriminated against and excluded from doing so because of a disability or other protected characteristics.

Terms

Definitions

1. For the purposes of Human Resource policies, the following definitions shall apply:
 - a. **Accommodation** – a temporary, one-off, or ongoing modification to an employee’s regular duties, working environment, and/or workload to reduce or eliminate barriers to their ability to perform their job duties and participate in the workforce due to a protected characteristic per the *Human Rights Act*. R.S., c. 214.
 - b. **Barrier** – a policy, practice, or structure that disproportionately excludes certain groups based on factors unrelated to the nature of work, merit, or safety.
 - c. **Undue Hardship** – the extent to which an employer must attempt to accommodate the needs of an employee on grounds protected under the *Nova Scotia Human Rights Act*. The point of undue hardship is not clearly defined and depends on several things, including the size of the organization and the role of the employee within the organization.

Guiding Principles

2. Employees are encouraged to seek an accommodation when they believe they are experiencing a barrier in their work environment, which may be reduced or eliminated through reasonable accommodation.
3. Accommodation requests will be considered with the principles of dignity, individualization, inclusion, and full participation.
4. Employees with an accommodation plan will be notified in advance of any changes that could affect the terms of their plan.



5. Workplace accommodations shall be done, when possible, while maintaining confidentiality and will only disclose personal information when necessary to provide the accommodation or otherwise permitted by law.
6. Employees and Management share responsibility for planning, implementing, and monitoring accommodations.
7. In more complex requests for workplace accommodation, others may be involved, such as medical practitioners, other management, consultants, etc.
8. The Town of Mahone Bay has a duty to accommodate to a point of undue hardship. Undue hardship will be assessed on a case-by-case basis.

Request for Accommodation

9. To ensure that accommodation needs are effectively met, employees are responsible for communicating their need for an Accommodation at the earliest possible opportunity and to participate fully in the process.
10. A request for accommodation must be made by completing *Form 3.08 Request for Workplace Accommodation* and submitting to the Department Manager.
11. The Town of Mahone Bay recognizes that in situations where Town representatives are aware, or reasonably ought to be aware, that there may be a relationship between a protected characteristic and an employee's job performance, there may be a duty on the part of the Town to inquire into that possible relationship before making a decision that would affect the person adversely. This includes providing a meaningful opportunity to the employee to request an accommodation.

Assessment and Implementation

12. Request for accommodation will be considered and assessed by the Department Manager and the Chief Administrative Officer and Deputy Chief Administrative Officer who will decide on what, if any, accommodation will be provided and the implementation.
13. The Department Manager, Chief Administrative Officer and Deputy Chief Administrative Officer will create an Accommodation Plan which will include:
 - a. The accommodation being made available
 - b. The duration
 - c. Review schedule.
14. The Department Manager, Chief Administrative Officer and Deputy Chief Administrative Officer will review this plan with the employee to discuss any final details.



- 15. Employees are entitled to a reasonable accommodation although it may not be their preferred accommodation.
- 16. If the employee's circumstances change in any way that may impact any aspect of the accommodation, they will promptly notify the appropriate Manager.
- 17. The employee will also respond to all inquiries for information from the Department Manager, Chief Administrative Officer, and Deputy Chief Administrative Officer within five (5) business days when possible.

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Human Resource Policy – 3.09 Altered Work Arrangements

Purpose

The purpose of this policy is to allow for altered work arrangement to support employees to accommodate their diverse needs while maintaining a high standard of service delivery and productivity.

Terms

1. The Town of Mahone Bay recognizes the need for flexibility for employees in individual situations. This policy is to allow employees to change their working arrangements on a longer-term, consistent basis.

Types of Altered Work Arrangements

2. Telecommuting/Remote Work: Employees may request to work remotely from a location other than the workplace.
3. Altered Hours: Employees may request adjustments to their daily work hours to start and end their workdays at times best suited to their needs.
4. Compressed Workweek: Employees may request to work their standard weekly hours over fewer days.

Requesting Altered Work Arrangements

5. Employees interested in an altered work arrangement must submit *Form 3.09 Altered Work Arrangements Request* to their Department Manager.
6. Not all types of work at the Town are conducive to an altered work arrangement. Employees who are considering requesting an altered work arrangement are encouraged to discuss this with their Department Manager to determine eligibility.

Evaluation and Implementation

7. The appropriate Department Manager and Chief Administrative Officer and Deputy Chief Administrative Officer will assess each request based on organizational needs. Approval of altered work arrangements will be at discretion of the Department Manager, Chief Administrative Officer and Deputy Chief Administrative Officer and is subject to periodic review for the following:
 - a. The nature of the employee's role

- b. Organizational requirements
 - c. Employee performance and work history
 - d. Impact on productivity and team dynamics
 - e. Any legal, regulatory, or compliance considerations
8. The Department Manager shall document the details of the altered work arrangement and store this in the employee's Personnel File.

Alterations and Termination

9. The Town reserves the right to refuse, terminate, modify, or suspend altered work arrangements.
10. Employees may also request changes to the arrangement, in writing to the Department Manager, which will be evaluated within ten (10) working days.
11. There may be specific times of year when altered work arrangements are not feasible. At these times, altered work arrangements may be temporarily suspended for an agreed upon duration between the employee and Department Manager.

Responsibilities

12. During a telecommuting/remote workplace arrangement, the following responsibilities shall apply:
- a. Employee
 - i. Become familiar with the *Nova Scotia Labour Standards Code* and *Worker's Compensation* regulations on working remotely.
 - ii. Become familiar with Canada Revenue Agency Regulations regarding home offices and income taxes and the Town reserves the right to terminate flexible work arrangements.
 - iii. Assume responsibility for the replacement of lost or damaged municipal equipment if the loss or damage is done intentionally or in a neglectful way.
 - iv. Assume the cost of travelling to the regular workplace when attendance is required or upon being recalled to the workplace.
 - v. Maintain any workspaces to meet municipal requirements including any costs associated with any renovations, furniture, installations, and upgrades.
 - vi. Adhere to any safety and security regulations in place by the Town.
 - b. Town



- i. Maintain good management practices to ensure employee productivity and performance.
- ii. Provide employee with the necessary equipment to perform job duties
- iii. Inform employee of any safety and security regulations, which may include in person assessment of remote workspaces.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 3.10 Inclement Weather and Emergency Closures

Purpose

The purpose of this policy is to create protocol around Town of Mahone Bay Town Hall and work site closures resulting from inclement weather or other emergencies.

Terms

1. The decision to close, delay start, or close early Municipal workplaces due to inclement weather shall be made by the Chief Administrative Officer.
2. The Chief Administrative Officer's decision will be based on a variety of information sources, including, but not limited to:
 - a. Weather reports from Environment Canada
 - b. Accessibility to Municipal facilities and workplaces
 - c. Reports on road and highway conditions
 - d. Closures of schools and businesses
 - e. Consultation with Management
3. Every effort shall be taken to make a decision regarding closures or delayed starts by 6:45 a.m.
4. Decisions to close may be communicated via:
 - a. Email or text message
 - b. Change in voicemail message at 902-624-8327
 - c. CodeRED or other notification system
 - d. Post on Town of Mahone Bay social media and website
 - e. The Chief Administrative Officer will email Council to notify of any closures or delayed starts.
5. In the event of a midday closure, employees will be notified of the closure via email, text, or from their Department Manager.
6. Employees, when possible, will report to work remotely during municipal closures.
7. In the event an employee is unable to arrive or is delayed arriving to work as a result of weather conditions, the employee must make every reasonable effort to notify their Department Manager within a half (1/2) hour of their start time. In these situations, employees may work remotely, use vacation time, take unpaid leave, or use lieu time if the delay is more than two (2) hours.



- 8. In the event there is an inclement weather event forecasted, the employee should discuss their potential absence the day prior and make necessary arrangements to work remotely.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
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Human Resource Policy – 4.01 Employee Benefits

Purpose

The purpose of this policy is to provide employees a comprehensive set of employee and pension benefits.

Terms

1. The Town of Mahone Bay offers permanent full-time employees benefits that include the following coverage:
 - a. Health
 - i. Mandatory coverage with opt out if covered by a spouse or other insurance
 - ii. Employer pays 50% of premium
 - b. Dental
 - i. Mandatory coverage with opt out if covered by a spouse or other insurance
 - ii. Employer pays 50% of premium
 - c. Pension Plan
 - i. Optional coverage
 - d. Group Life Insurance
 - i. Mandatory coverage
 - ii. Employer pays 50% of premium
 - e. Accidental Death and Dismemberment
 - i. Mandatory coverage
 - ii. Employer pays 50% of premium
 - f. Long Term Disability
 - i. Mandatory coverage
 - ii. Employer pays 50% of premium
2. If an employee has coverage, and that coverage is discontinued, it is the responsibility of the employee to notify the appropriate staff to request to opt into the Town benefits. A Health Certificate may be required to enroll in Town benefits at that time if coverage has lapsed more than 30 days per insurance provider policy. Please note that insurance provider policies are subject to change, so staff are strongly encouraged to notify the appropriate staff of any benefits changes immediately.



3. The Town of Mahone Bay reserves the right to amend any employee benefit at any time. When possible, the Town will consult with staff prior to making amendments; however, amendments made by the provider are beyond the control of the Town and shall be implemented.
4. Other staff may be offered benefits at the discretion of the Chief Administrative Officer.
5. Eligibility for employee benefits and the extent of those benefits are outlined in the employee's letter of employment offer or other written communication.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
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Human Resource Policy – 4.02 Supportive Workplace

Purpose

The purpose of this policy is to recognize the importance of employee physical, mental, and emotional wellness through the establishment of supportive workplace programs.

Terms

1. The terms of this policy are subject to the Council determined budget allocation for employee wellness through the Town's annual budget process.

Supportive Workplace Committee

2. The Committee shall consist of three (3) employees, one full-time from Finance/Administration, one employee from Public Works, and one Department Manager.
3. Appropriate Department Managers will nominate a staff person to be on the committee and the management team will decide amongst themselves who will be the management representative.
4. Appointments for the Committee are for one year, April 1st – March 31st of each year with the intention of no staff member serving consecutive terms to allow for all staff to participate.
5. The committee is responsible for reviewing and making recommendations to the Deputy Chief Administrative Officer for changes and updates to this policy.
6. The committee will receive and review workplace safety data from the Safety Representative on an annual basis unless the Town creates a Joint Occupational Health and Safety Committee.
7. The committee will develop health and wellness programs and initiatives and staff social events.
8. The committee will organize the decorating of Town property for holidays and special events.
9. The committee is responsible for promoting initiatives developed by the committee.
10. The committee will make recommendations during the annual budget process for financing of the committee and the programs outlined in this policy.
11. The committee will meet monthly during regular working hours at a date and time determined by the staff on the committee. As an internal staff committee, these meetings will not be open to the public.



12. Participation on the committee is voluntary.

Years of Service Recognition

13. Years of Service Awards shall be given to individual staff members of the Town of Mahone Bay who have completed, or will complete in that particular calendar year, one of the following categories of service: five years, ten years, fifteen years, twenty years, twenty-five years, and thirty years.

14. The following shall be the guidelines used by Council when providing Years of Service Awards:

- a. 5 years Certificate
- b. 10 years \$100.00 value
- c. 15 years \$200.00 value
- d. 20 years \$300.00 value
- e. 25 years \$400.00 value
- f. 30 years \$500.00 value

15. Years of Service awards shall be announced annually by Council, at a time determined by Council, for all staff members achieving a Years of Service award during that calendar year.

16. The actual years of service shall be determined by the staff member's present cumulative years with the Town. Town approved leaves do not interrupt the years of service accrual.

Employee Wellness Purchase Program

17. Employees are eligible to receive a financial incentive of up to \$250.00 per fiscal year (April 1st to March 31st) toward a membership or item intended to improve or contribute to the employees wellness. Eligible expenses include, but are not limited to:

- a. Fitness centre membership
- b. Exercise classes
- c. Healthy eating programs
- d. Sports registrations
- e. Fitness Equipment
- f. Smoking cessation aids
- g. Any other expenses that are not listed which will be taken to the Supportive Workplace Committee for review.

18. Receipt of payment and completion of expense application for is required for reimbursement.



Employee Donation and Volunteerism Program

- 19. Donations can be made by employees to the United Way through regular payroll deductions.
- 20. Forms to participate in this program may be obtained from the Finance Department.
- 21. The Town will provide the equivalent of two (2) days per year to each full-time employee and the equivalent of one (1) day per year to each part-time employee to use to volunteer for a non-profit charity or organization of their choice. This donated time will be considered paid time off. The time is refreshed at the beginning of each fiscal year and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage.
- 22. Employees must request volunteer time at least one (1) week in advance and provide the name, address, phone number, website, and tax ID (if available) of the organization as well as dates and number of hours requested.

Repeal

- 23. On the effective date of this policy, the following policies are repealed:
 - a. *Supportive Workplace Committee Policy*, dated March 9, 2021
 - b. *Employee Wellness Policy*, dated April 30, 2020
 - c. *Employee Donation and Volunteerism Policy*, dated June 25, 2020

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
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Human Resource Policy – 5.01 Employee Code of Conduct*

Purpose

The purpose of this policy is to establish a standard of expected conduct for all Town of Mahone Bay staff with the purpose of avoiding situations where conflict of interest or other unethical situations may be claimed.

Town staff have the primary objective to address the needs of Town residents. Staff are entrusted with upholding and adhering to Town bylaws and policies. As Town staff, they must observe a high standard of ethical morality and conduct to fulfill the roles and responsibilities as public servants regardless of personal interest.

The following Code of Conduct is not an exhaustive list of potential ethical issues that may arise, but it services to promote ethical decision making of staff. Should a situation arise where a staff person is unsure on how to act during a situation as a municipal representative, they should speak with their Department Manager.

Terms

Personal Conduct

1. All staff are expected to adhere to a high level of professionalism at all times in the workplace, in public, and online. This includes being a good representative and ambassador of the Town and adhering to all municipal bylaws and policies.

Professional Conduct

2. Town staff shall perform their duties with honesty and integrity in a manner that is helpful, respectful, and courteous. Staff will do their jobs to the best of their abilities, treat those they work with and serve with respect, courtesy, and dignity.

Municipal Time and Assets

3. Town time and assets are used only for the performance of Town duties and as approved by management. Employees are required to care for Town assets, which includes all property, equipment, software, information, materials, and time.

Gifts and Gratuities

4. Town staff shall not provide or receive any gift, benefit, or favour in exchange for special considerations or influence, or where it may be perceived to be in exchange



for special treatment. If staff are unsure if they should accept a gift, they should ask their Department Manager.

Personal Gain, Benefit, of Favouritism

5. Employees must remove themselves from any decision-making process that may result in an actual or perceived personal gain, favouritism, or benefit. Awarding of tenders, job opportunities, sales and disposals of assets will be carried out impartially.

Use, Collection, and Disclosure of Information

6. Town staff will use, collect, and disclose information only in accordance with Part XX of the *Municipal Government Act: Freedom of Information and Protection of Privacy*, and for the purposes of carrying out Town duties. Staff shall only use personal, business, or financial information for the intended purposes with expressed consent of parties involved.

Political Activity

7. Town staff shall not engage in any political activity or electioneering that are outside of regular work duties during normal work hours or at a Town of Mahone Bay property. This includes canvassing, campaigning, or fundraising that aims to advance an individual's or group's political interests. All staff have the right to take part in political activity and electioneering on their own time.
8. Should a Town employee decide to run for elected office in government, the employee must first seek and unpaid leave of absence for the time period between the day they are nominated to voting day. Should the employee win their seat, it will be understood that the employee has resigned from employment with the Town immediately before taking their elected seat.

Outside Activities

9. Employees take part in a wide range of activities outside their employment with the Town including volunteer activities, self-employment, outside employment and services, boards, councils, committees, etc. Employees may not engage in outside activity if it:
 - a. Impairs the employee's mental or physical capacity to perform Town duties
 - b. Is likely to cause criticism or embarrassment to the Town
 - c. Requires the employee's attention during official working hours or requires the use of Town time or supplies.



- d. Promotes the use of their title or position with the Town or implies an official Town endorsement of their outside employers business, service, product, etc.
- e. Involves working for an employer who is doing business with the Town or is likely to require inspection, permitting, or other regulation or action by the employee's work unit, unless authorized by the Deputy Chief Administrative Officer beforehand and under such terms and conditions as the Deputy Chief Administrative Officer shall establish from time to time.
- f. Creates a perceived or real conflict of interest.

Penalty

10. Should it be determined by the Department Manager and Deputy Chief Administrative Officer that an employee has breached any part of this policy, that employee shall be subject to corrective action.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
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Human Resource Policy – 5.02 Harassment and Violence Free Workplace*

Purpose

The purpose of this policy is to create and maintain a workplace that protects individual human rights and ensures a harassment and violence free workplace by setting clear guidelines and definitions on what constitutes harassment and violence in the workplace at the Town of Mahone Bay.

Terms

Scope

1. Application of this policy shall extend to each town workplace and to work-related events, including harassment and violence of Town employees that happens away from the workplace after regular working hours, where such behaviour has a negative impact on the workplace.
2. Where harassment is not related to a Prohibited Ground under the *Nova Scotia Human Rights Act*, all complaints will be dealt with by this policy.
3. Violence and threats in the workplace or related to the workplace will be treated using this policy unless police involvement is necessary.

Harassment

4. For the purposes of Human Resource policies, the following definition shall apply:
 - a. **Harassment** – any behaviour that a reasonable person would find unwelcome, has a negative impact on the workplace, and/or is related to any of the characteristics which are listed as prohibited grounds of discrimination in the *Nova Scotia Human Rights Act*, denoted as “Prohibited Grounds”, specifically:
 - i. age
 - ii. race
 - iii. colour
 - iv. religion
 - v. creed
 - vi. sex
 - vii. sexual orientation
 - viii. gender identity
 - ix. gender expression

- x. physical disability or mental disability
 - xi. an irrational fear of contracting an illness or disease
 - xii. ethnic, national, or aboriginal origin
 - xiii. family status
 - xiv. marital status
 - xv. source of income
 - xvi. political belief, affiliation, or activity
 - xvii. association with another individual or class of individuals having characteristics referred to above.
5. Harassment can, depending on the seriousness of the behaviour, involve a single incident or a number of incidents, and can be directed at one employee or it can involve a number of individuals. Harassment need not be intentional to be considered harassment. Intentional harassment should be considered more severe.
6. Examples of harassment include, but are not limited to:
- a. Unwelcome physical contact such as touching, patting, or pinching
 - b. Unwelcome offensive comments that are sexual in nature
 - c. Unwelcome offensive remarks such as jokes, slurs, or innuendo related to any of the Prohibited Grounds
 - d. Displaying or distributing derogatory or offensive pictures, graffiti, or other materials related to any Prohibited Grounds including racist, sexist, or anti-2SLGBTQ+ materials
 - e. Unwelcome and offensive behaviour related to a Prohibited Ground that creates an intimidated, hostile, offensive or toxic work environment
 - f. Unwelcome and offensive behaviour related to a Prohibited Ground where tolerance of the behaviour is explicitly or implicitly made a term of employment or consideration in job-related decisions
 - g. Refusing to interact or communicate with persons because of any of the Prohibited Grounds
 - h. Unwelcome and offensive communications related to a Prohibited Ground sent by any means, including email or electronic means.
7. For greater clarity, the following are not considered harassing behaviours under this policy, but are not limited to:
- a. Mutually consensual relations and social interactions without offensive or inappropriate behaviours, intimidation, implicit or explicit threats of retaliation, or misuse of power
 - b. Words or actions that a reasonable person would find welcome or neutral in meaning



- c. Actions of the Town to direct its workforce, including managing and supervising employees and giving feedback through reasonable performance feedback, managing absenteeism, mentoring and discipline.
- d. Bona fide qualifications or occupational requirements established by the Town as noted in Section 6(f) of the *Nova Scotia Human Rights Act*.

Violence

- 8. For the purposes of this policy, the following definition shall apply:
 - a. **Violence in the workplace** – any act in which a person is abused, threatened, intimidated, or assaulted in their employment or in relation to their employment. Violence can be physical, psychological, and emotional.
- 9. Examples of violence in the workplace include:
 - a. Assault and/or battery
 - b. Targeted destructive behaviour (vandalism, arson, sabotage, etc.)
 - c. Display of any kind of weapon in a threatening way
 - d. Verbal and written threats whether direct, conditionally implied, or veiled
 - e. Bullying
 - f. Threatening messages transmitted through third parties
- 10. There are many types of violence and harassment, and the lists above are not exhaustive.

Accountability

- 11. Each employee is responsible for their own behaviour at all time and for ensuring the workplace is free from harassment. This is done by always acting in a professional and courteous manner, taking responsibility for their own actions and words, which maintaining positive and constructive working relationships through cooperation and actively listening to others.

Reporting

- 12. Should any employee feel they have been the target of harassment or violence in this policy, complaints/reporting can be submitted in accordance to *Human Resource Policy 5.04 – Employee Complaints Process* or to the Royal Canadian Mounted Police as required.

Repeal

- 13. On the effective date of this policy, Chapter 14 – Town of Mahone Bay Policy on Violence and Abuse dated February 25, 2015 is repealed.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 5.03 Inclusive and Respectful Workplace*

Purpose

The purpose of this policy is to prioritize having inclusive and respectful workplaces at the Town of Mahone Bay by setting clear guidelines and definitions on what constitutes disrespectful behaviour in the workplace to ensure employees are treated with dignity and fairness in a welcoming and accepting environment.

Terms

Scope

1. Application of this policy shall extend to each municipal workplace and to work-related events, including disrespectful behaviour of Town of Mahone Bay employees that happens away from the workplace, after regular working hours, or online where such behaviour has a negative effect on the workplace.

Definitions

2. For the purposes of this policy, the following definitions shall apply:
 - a. **Bullying or Intimidating Behaviours** – involve using words or actions, actual or perceived, that could psychologically or mentally hurt or isolate a person in the workplace and usually involves repeated incidents
 - b. **Disrespectful Behaviour** – any behaviour that:
 - i. should be known to a reasonable person that their words or actions are offensive, humiliating, or intimidating
 - ii. had a clear and obvious negative impact on the recipient
 - iii. involves words or actions that can be limited to one incident or involve multiple times or incidents
 - c. **Inclusive and Respectful Workplace** – a work environment where each employee treats each other with respect at all times and includes:
 - i. Providing for the inclusion of all employees to create a sense of belonging, connection, and community in the workplace
 - ii. Accepting and valuing individual contributions to the workplace and encouraging diverse perspectives and opinions in a collaborative environment
 - iii. Ensuring the safety of all employees from disrespectful, bullying, or intimidating behaviour



- iv. Requiring accountability by each individual to contribute to their effective workplace relationships through meaningful and positive resolution of differences.
3. Examples of disrespectful behaviour include, but are not limited to:
 - a. Verbal or written threats or abuse
 - b. Derogatory or degrading words, comments, gestures, jokes, or insults
 - c. Using profanity or swearing, or using violent language, at another individual
 - d. Interference with another person's work or attempting to sabotage another person's work
 - e. Vandalizing or interfering with another person's personal property of office space
 - f. Bullying through offensive, malicious, insulting, humiliating, ostracizing, or intimidating actions or words
 - g. And form of racism, anti-2SLGBTQ+ action, sexism, ableism, or discrimination.
4. For greater clarity, the following are not considered disrespectful workplace behaviour under this policy, but are not limited to:
 - a. Mutually consensual relations and social interactions without offensive or inappropriate behaviours, intimidation, implicit or explicit threats of retaliation, or misuse of power
 - b. Words or actions that a reasonable person would find welcome or neutral in meaning
 - c. Actions of the Town to direct its workforce, including managing and supervising employees and giving feedback through reasonable performance feedback, managing absenteeism, mentoring and discipline
 - d. Disagreements or misunderstandings

Accountability

5. Each employee is responsible for their own behaviour at all time and for ensuring the workplace is free from harassment. This is done by always acting in a professional and courteous manner, taking responsibility for their own actions and words, which maintaining positive and constructive working relationships through cooperation and actively listening to others.

Reporting

6. Should any employee feel they have been the target of disrespectful or exclusive behaviour as outlined in this policy, complaints/reporting can be submitted in



accordance with *Human Resource Policy 5.04 – Employee Complaints Process* or to the Royal Canadian Mounted Policy as required.

Repeal

7. On the effective date of this policy, Town of Mahone Bay Policy #20 Respectful Workplace Policy, dated March 13, 2018 is repealed.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date



Human Resource Policy – 5.04 Employee Complaints Process

Purpose

1. The purpose of this policy is to provide a standardized and comprehensive process for employees to file Human Resource related complaints. Complaints related to Human Resource policies and their application can be made through formal or informal processes to ensure a range of options are available to employees seeking a fair and timely resolution to allegations.

Terms

2. For the purposes of this policy, the following definitions shall apply:
 - a. **Complainant** – the employee making a complaint that a violation to a Human Resource policy has occurred.
 - b. **Respondent** – the individual alleged to have engaged in or perpetuated the violation.

Informal Complaint Process

3. If reasonable and safe to do so, employees should attempt to resolve issues informally through discussion before launching a formal complaint.
4. If it is not possible to carry out actions in section 3, the employee should seek assistance from their Department Manager or Deputy Chief Administrative Officer.
5. If the informal complaint process is not suitable, or the complainant does not receive a suitable result after attempting an informal process, the employee can proceed to the formal process.

Formal Process

6. Formal complaints may be filed using the associated *Form 5.04 Human Resource Formal Complaint*.
7. Complaints can be submitted to the Deputy Chief Administrative Officer. If the complaint involves the Deputy Chief Administrative Officer, the complaint can be submitted to the Chief Administrative Officer.
8. Complaints may be made on behalf of a staff member by another staff member where that staff member has witnessed the behaviour in question.



Investigations

9. Once *Form 5.04* has been received, a formal investigation will take place, which will require interviewing various witnesses in addition to the complainant(s) and respondent(s). In some cases, the Deputy Chief Administrative Officer may engage an external third party to assist with the investigation. Because of the nature of this process, the application and details cannot be anonymous, and both complainant(s) and respondent(s) will be provided with full details of the complaint.
10. Upon the completion of the investigation, the Deputy Chief Administrative Officer will prepare a report and recommendations with a goal of bring a resolution to the alleged behaviour. The Deputy Chief Administrative Officer will work with the parties involved to determine appropriate actions needed, and will communicate the decision to both the complainant(s) and respondent(s)

Corrective Action

11. Should the investigation determine that the alleged behaviour involves discrimination under the *Nova Scotia Human Rights Act*, the complaint will be transferred to a formal application of *Human Resource Policy 3.06 Corrective Action*.
12. Employees who are determined to be in breach of this policy will be subject to corrective action up to an including termination of employment per *Human Resource Policy 3.06 Corrective Action*. Multiple or repeated instances of the same, similar or different occurrences of disrespectful behaviour shall be considered as one of the determining factors in the level of corrective action implemented.
13. Employees are strongly encouraged to bring forth any complaints as soon as possible to ensure any inappropriate behaviour is dealt with immediately.

False of Malicious Complaints

14. Any informal or formal complaint found to be false, misleading, or brought forth with malice, may result in the complainant being subject to corrective action per *Human Resource Policy 3.06 Corrective Action*.

Retaliation

15. Any employee who uses retaliation or discrimination against a co-worker or another employee because the person brought forward a complaint, or because the employee acted as a witness, gave a statement, or participated in a complaint resolution process will be considered in breach of this policy. Such breach may result in corrective action per *Human Resource Policy 3.06 Corrective Action*.



Records Management

16. All information collected and obtained during an investigation into an alleged breach of this policy shall be held and retained in an employee's personnel file. Only those documents required to be divulged to other parties to settle a complaint during an investigation will be shared. These documents shall be treated as confidential and not released except where required to be disclosed according to law for a court proceeding, arbitration, or other legal proceeding.

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Human Resource Policy – 6.01 Vacations

Purpose

1. The purpose of this policy is to ensure employees receive vacation allotments and approvals on a fair and consistent basis.

Terms

2. The vacation year is the fiscal year.
3. Employees are encouraged to submit vacation requests of five (5) business days or greater for the next year by March 15th for the following vacation year when possible.
4. Should an employee wish to cancel or adjust their scheduled vacation, they may do on approval from their Department Manager
5. Should more than one staff request the same time for vacation, and it is not feasible for both staff to be on vacation, the manager shall consider previous years' vacations to determine who will receive which vacation allotment to ensure equal treatment of staff. The preference shall be limited to the selection of the first ten (10) business days of vacation only. After all employees have been approved for ten (10) days of vacation, employees will be granted their additional leave, in preference, in one week increments on a first come first served basis. This applies to requests per section 2. All requests for vacation made after March 15th are approved on a first come first served basis.
6. Notwithstanding section 5, discretion to allot vacation entitlements is that of the Department Manager.
7. For other vacation requests, employees are encouraged to submit the request at least one (1) week prior to the intended vacation time if possible.
8. For all vacation requests, the appropriate approver shall approve or deny vacation requests within one week of the request. If a request is denied, the approver should be prepared to explain the decision to the employee.
9. All full-time, temporary/contract full-time employees are entitled to receive vacation with pay.
10. All regular part-time, temporary/contract part-time, casual, and seasonal employees are entitled to vacation pay at a rate of four percent (4%) unless otherwise specified in their employment letter of offer.
11. The vacation entitlement schedule for full-time employees are as follows:
 - a. 0-5 years 1.25 days per month (15 days per year)
 - b. 6-10 years 1.67 days per month (20 days per year)
 - c. 10+ years 2.083 days per month (25 days per year)



12. Years of service regarding vacations begins at the anniversary date of the actual start date of full-time employment and increases in vacation entitlement shall occur in the fiscal year following the completion of the years of service. For clarity, if an employee completes five years of service in August, their vacation entitlement would increase the following April.
13. All vacation must be taken in a year except under unusual circumstances. The Chief Administrative Officer may grant a carry over or unused vacations of not more than one's yearly entitlement per section 10.
14. Carry over requests must be made in writing to the Department Manager by March 1st. The Department Manager will make recommendation to the Chief Administrative Officer regarding carry over.
15. Vacation entitlement may be adjusted at the discretion of the Chief Administrative Officer at time of hire.
16. The Department Manager reserves the right to limit the number of employees on vacation during one period of time.
17. The Chief Administrative Officer may recall a staff person from vacation under extenuating circumstances. Any associated costs related to recalling the staff person (flights, accommodation, transportation, etc.) shall be borne by the Town.
18. If a paid statutory holiday(s) falls during the employees scheduled vacation period, that day(s) will not be considered as vacation during the period the employee is off.
19. Employees receive their vacation each year based on one full year of service. An employee who submits their resignation shall receive a pro-rated portion of their regular vacation or vacation pay. If the employee has taken more vacation time than has been earned, they will be required to repay the unearned vacation days.
20. No vacation entitlement accrues during extended leaves from work.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 6.02 Holidays

Purpose

1. The purpose of this policy is to provide time off, at the regular rate of pay, for holidays.

Terms

2. This policy applies to all staff at the Town of Mahone Bay, however *Human Resource Policy - 3.02 Hours of Work* makes reference to specific exemptions related to holiday pay for certain employees. In those cases, *Human Resource Policy – 3.02 Hours of Work* shall be the guiding document.
3. The following days shall be considered holidays for employees at the Town of Mahone Bay:
 - a. New Year's Day*
 - b. Nova Scotia Heritage Day*
 - c. Good Friday*
 - d. Easter Monday
 - e. Victoria Day
 - f. Canada Day*
 - g. Natal Day
 - h. Employee Appreciation Day – Date determined by the Chief Administrative Officer
 - i. Labour Day*
 - j. National Day for Truth and Reconciliation
 - k. Thanksgiving Day
 - l. Remembrance Day
 - m. Christmas Eve Day
 - n. Christmas Day*
 - o. Boxing Day

* indicates statutory holidays per the *Nova Scotia Labour Standards Code*

4. If a part-time, temporary/contract part-time, or casual employee is scheduled to work the day prior to a holiday and the day following the holiday, as defined in section 3, the employee shall have the holiday off at their regular rate of pay provided the employee has worked at least fifteen (15) days prior to the holiday and has been employed for at least thirty (30) calendar days. This section shall follow the most up to date regulations in the *Nova Scotia Labour Standards Code*.



5. If a paid holiday(s), as outlined in section 3, falls during the employees scheduled vacation period, that day will not be considered vacation.
6. Any employee required to work on a holiday under this policy, who is not indicated in *Human Resource Policy 3.02 – Hours of Work*, shall be entitled to a day off in lieu.
7. With the permission of the Department Manager, employees may opt to work a non-statutory holiday(s) in exchange for a paid vacation day.
8. Request for a holiday swap must be made in writing to the Department Manager by January 30th to allow for any staff planning to take place. The request shall include:
 - a. The holiday the employee is choosing to work
 - b. The holiday and dates the employee is intending to be off.
9. Employees may swap a statutory holiday(s) for another day per sections 37 and 39 of the *Nova Scotia Labour Standards Code*. If employees wish to make this request, they can discuss with their Department Manager and Deputy Chief Administrative Officer to begin the process.

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Human Resource Policy – 6.03 Compassionate/Bereavement Leave

Purpose

1. The purpose of this policy is to offer employees time off due to the death or serious illness of a relative and/or colleague and compassionate-care leave.

Terms

Definitions

2. For the purposes of Human Resource policies, the following definitions shall apply:
 - a. **Immediate Family** – a parent (including legal guardian or person who acted in the capacity of parent), spouse, child (including step-children), brother, sister, parents in-law, grandchild, grandparent, or ward.
 - b. **Extended Family** – siblings-in-law, uncle, aunt, niece, nephew, cousin.
 - c. **Chosen Family** – in situations where people are detached or estranged from their biological families, they may choose people to act as family members.
 - d. In the above definitions, Nova Scotia Common Law relationship definitions apply.

Bereavement

3. All full-time, part-time, and temporary/contract full-time employees shall be covered by this policy beginning on their first day of active employment.
4. When a death occurs within an employee's immediate family or immediate chosen family, they may be granted up to five (5) consecutive working days following the death of the family member at their regular rate of pay.
5. Employees may be granted up to three (3) consecutive working days following the death of the family member at their regular rate of pay for the death of an extended family member or extended chosen family member.
6. On the death of a colleague or close friend, employees may be granted time off work to attend any celebration of life services up to one (1) day at their regular rate of pay at the discretion of the Department Manager.
7. In special circumstances, bereavement leave may be delayed to accommodate services at the request of the employee and approval of the Department Manager in consultation with the Deputy Chief Administrative Officer.
8. The length of bereavement time granted and when the time is taken is at the discretion of the Department Manager in consultation with the Deputy Chief Administrative Officer.



Compassionate Care Leave

9. Subject to the presentation of appropriate medical certification from a qualified medical practitioner, an employee with at least three (3) months of continuous service with Town of Mahone Bay is entitled to compassionate care leave without pay up to a maximum of 28 weeks for the purposes of providing care or support to a family member who has a serious medical condition with a significant risk of death within twenty-six (26) weeks.
10. The leave can be broken up into several periods of at least one week in duration during a 52-week timeframe. The 52-week timeframe begins on the first day of the week in which the leave begins.
11. Employees who take a compassionate care leave may qualify for a compassionate care benefit under the Government of Canada's Employment Insurance Program.
12. On expiry of a compassionate care leave, an employee shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position.
13. The returning employee shall receive a rate of pay equal to the rate of pay at the commencement of the compassionate care leave.
14. If an employee wishes to return to work prior to the expiry of the leave, the employee must give the Department Manager and the Deputy Chief Administrative Officer two (2) weeks written notice.
15. Should the person die for whom the compassionate care leave is taken, the employee will automatically be granted the appropriate bereavement time to commence immediately following the death. Upon completion of the bereavement time, the employee is expected to return to work.
16. Compassionate care leave is not included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed any probationary or trial periods.
17. Employees on a compassionate care leave are eligible to participate in Town of Mahone Bay health and workplace benefits unless the employee elects to opt out of these benefits in writing to their Department Manager and Deputy Chief Administrative Officer.
18. An employee wishing to continue benefits during the leave will be required to provide post-dated cheques or other suitable arrangements to pay the employee's portion of the premiums for benefit coverage.
19. Benefits do not accrue during the leave if required employee contributions are not paid and may be cancelled.



20. Should an employee opt out of employee benefits during a compassionate care leave, they may opt in upon expiration of the compassionate care leave with no Town required waiting period. Service provider waiting periods and medical examinations may apply.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date



Human Resource Policy – 6.04 Pregnancy, Parental, and Guardianship Leave

Purpose

1. The purpose of this policy is to provide employees with fair pregnancy, parental, and guardianship leave subject to the requirements under the *Nova Scotia Labour Standards Code* as amended from time to time.

Terms

Pregnancy Leave

2. Pregnancy Leave is available to employees who are pregnant or have recently given birth.
3. Employees may take up to sixteen (16) weeks of unpaid pregnancy leave.

Parental Leave

4. Parental Leave is available to employees who become a parent through the birth of their child or adoption:
 - a. Up to seventy-seven (77) weeks of Parental Leave if an employee does not take Pregnancy Leave
 - b. Up to sixty-one (61) weeks if an employee also takes Pregnancy Leave for a maximum total of seventy-seven (77) weeks of leave. The leaves must be taken consecutively.
5. Employees must submit their request for pregnancy and/or parental leave at minimum four (4) weeks prior to the start of the planned leave to their Department Manager and Deputy Chief Administrative Officer.
6. If a medical situation arises that does not allow for four (4) weeks' notice of leave, the employee shall provide as much notice as possible to their Department Manager and Deputy Chief Administrative Officer.
7. The Town of Mahone Bay may require an employee to take an unpaid pregnancy leave if the pregnancy significantly interferes with the employee's work.
8. The leave may start up to sixteen (16) weeks prior to the expected delivery date.
9. Prior to returning to work after a pregnancy leave, the employee shall provide their Department Manager and Deputy Chief Administrative Officer with at least four (4) weeks' notice of return in writing.



10. In addition to any applicable Parental Leave, the spouse of a person giving birth will be granted paid leave on the day of the birth of the child, if it falls on their scheduled workday.

Guardianship Leave

11. Any individual who is appointed guardian of a child under the age of one (1) year may take up to four (4) weeks of unpaid leave to commence at the time of appointment of guardianship.

Pregnancy, Parental, and Guardianship Leave

12. To take pregnancy, parental, or guardianship leave, the employee must provide the Town with proof of pregnancy, adoption, or guardianship from a medical doctor or adoption/guardianship social worker.
13. If an employee intends to take both pregnancy leave and parental leave, they must be taken consecutively unless the child is hospitalized for more than one week in which case the employee can return to work and use the remainder of the parental leave after the child is released.
14. Employees on pregnancy, parental, or guardianship leave are eligible to participate in any Town of Mahone Bay extended health plans and other workplace benefits unless the employee elects to opt out of these benefits in writing to their Department Manager and Deputy Chief Administrative Officer.
15. An employee wishing to continue benefits during the leave will be required to provide post-dated cheques or other suitable arrangements to pay the employee's portion of premiums for benefit coverage.
16. Benefits do not accrue during the leave if require employee contributions are not paid and may be cancelled.
17. Should an employee opt out of employee benefits during a pregnancy, parental, or guardianship leave, they may opt in upon expiration of the leave with no Town required waiting period. Service provider waiting periods may apply.
18. Employees who take a pregnancy, parental, or guardianship leave may qualify for benefits under the Government of Canada's Employment Insurance program.
19. Vacation entitlement does not accrue during pregnancy, parental, and guardianship leave.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 6.05 Sick Leave

Purpose

1. The purpose of this policy is to provide sick time opportunities to employees as to prevent loss of earnings during short term illnesses.

Terms

2. Sick leave benefits apply when the employee is unable to work due to illness.
3. Sick leave shall be granted with pay in any year as follows:
 - a. Part-time employees shall be granted up to six (6) paid sick days per year after completing six (6) months of employment with at least five (5) days worked per month.
 - b. All full-time employees shall earn one and one-half (1.5) days of sick leave per month of completed service to a maximum of sixteen (16) weeks.
4. Should an employee take more sick time than earned and terminate employment, the employee shall repay the sick time beyond what was earned on their final pay.
5. No employee shall be entitled to or granted more than sixteen (16) weeks of paid sick leave for the same illness in a twelve (12) month period.
6. Time off for medical appointment for the employee shall be counted as sick time and scheduled in advance when possible.
7. For long-term illness, the Chief Administrative Officer may require and employee to apply for long-term disability benefits.
8. Sick leave benefits will only be paid for excused absences and for times the employee would normally be scheduled to work.
9. For a planned sick leave, employees shall submit a request to their Department Manager at least two (2) business days prior to the planned absence.
10. For unplanned sick leave, employees shall call or text their Department Manager prior to the start of the planned workday when possible. Upon return to work, the employee shall submit a sick leave request.
11. In some instances, the Department Manager may require medical certification or a functional abilities assessment to prove the employee's ability to safely return to work.
12. Should use of paid sick time become a performance issue, the Department Manager shall consult with the Deputy Chief Administrative Officer on possible solutions, including workplace accommodation, corrective action, or other types of leave.



Clerk’s Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 6.06 Other Leaves of Absence

Purpose

1. The purpose of this policy is to establish a procedure to allow for other leaves of absence not covered in the *Nova Scotia Labour Standards Code* to be requested with or, in exceptional circumstances, without pay.

Terms

2. It shall be the responsibility of the employee to submit a request for a leave of absence in writing to their Department Manager and the Deputy Chief Administrative Officer at least four (4) months in advance of the planned start date of leave.
3. Each request shall be considered on its individual merits. Considerations may include, but are not limited to:
 - a. Impact on the Town of Mahone Bay
 - b. Need for and availability of a temporary replacement
 - c. Length of leave
 - d. Potential of the employee returning to employment upon expiration of the leave.
4. The Department Manager and Deputy Chief Administrative Officer shall discuss the application and recommend approval or denial of the request to the Chief Administrative Officer.
5. When an employee returns to work, they resume work in the same position as held previously. If the position is no longer available, the employee will be placed in a comparable position at the same rate of pay as the time the leave started.
6. Employees on an unpaid leave may be eligible to participate in any Town of Mahone Bay health plans and other workplace benefits at the discretion of the Chief Administrative Officer.
7. An employee wishing to continue benefits during the leave will be required to provide post-dated cheques or other suitable arrangements to pay the employee's portion of premiums for benefit coverage. Benefits do not accrue during the leave if required employee contributions are not paid. Should an employee opt out of employee benefits during a leave, they may opt in upon expiration of the leave with no Town required waiting period. Service provider waiting periods and medical examinations may apply.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date



Human Resource Policy – 7.01 Employee Receipt

Purpose

1. The purpose of this policy is to have staff acknowledge their understanding of the Town of Mahone Bay Human Resource Policies.

Terms

2. Employees of Town of Mahone Bay shall read, seek clarification, and understand the Human Resource Policies as written.
3. Employees shall sign an acknowledgement of understanding and receipt of these policies within three (3) months of receiving or being notified of the Human Resource Policies.
4. Employees shall return the signed *Form 7.01 Employee Receipt* to the Deputy Chief Administrative Officer.
5. Should an employee require confidential assistance in reading and understanding these policies, assistance can be sought from their Department Manager or Deputy Chief Administrative Officer.



Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] _____

Date of Passage of Policy _____

Town Clerk

Date

A special meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, May 6, 2024 at 7:00 p.m. in Council Chambers.

Present:

Mayor David Devenne
Councillor Kelly Wilson
Councillor Penny Carver
Councillor Richard Nowe
Councillor Joseph Feeney
Councillor Suzanne Lohnes-Croft
CAO, Dylan Heide
Deputy CAO, Eric Levy

Absent:

Deputy Mayor Francis Kangata

Gallery: 0 present

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

1. Approval of Agenda

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

2. Agenda Items

2.1 Staff Report – Draft Human Resource Policy Manual

The Committee continued the review of the Draft Human Resource Policy Manual beginning at Policy 3.08 – Workplace Accommodations.

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT the committee recommend that Council adopt the Town of Mahone Bay Human Resource Policy Manual." Motion Carried.

3. Next meeting

3.1 Date and Time

The next meeting of the Policy and Strategy Committee will be held at 7pm on Monday May 27, 2024, this is a special meeting date.

3.2 Agenda for next meeting

- Draft Parking Bylaw
- Draft Noise Bylaw

4. Adjournment

With no further agenda items, the meeting adjourned at 9:20 PM.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

Town Clerk, Kelly Munroe

DRAFT



**Quarterly Police Report
Town of Mahone Bay,
Police Advisory Board
January to March 2024**

1. LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 6 Corporals
- 34 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

2. SOUTHEAST TRAFFIC SERVICES

- Six-member provincial unit working out of Lunenburg District (Chester Office)
- Dedicated traffic enforcement throughout Lunenburg County.

3. LUNENBURG DISTRICT FLEET

- (7) Patrol Cars
- (12) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat
- (1) 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

4. DISTRICT FACILITIES

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment

5. CALLS FOR SERVICE

Calls for service specific to the Town of Mahone Bay:

Between January 1st, 2024 and March 31st, 2024, RCMP received 79 calls for service in the town of Mahone Bay which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

- Written Warnings – 4
- Summary Offence Tickets – 7
- Checkstops - 3
- False Alarms – 3
- 911 Calls – 11
- Sudden Deaths – 0
- Crime Prevention – 3
- Assistance other Agency's – 4

Calls for Service

Here's a breakdown of some of the notable calls for service in Mahone Bay:

- 2024-10745: Seven-year-old being assaulted by a relative. Police conducted a Joint interview with Child & Family Services. Suspected arrested and charged. Court pending.
- 2024-73160: Report from a family reporting they were almost run over by a side-by-side travelling at a high rate of speed. RCMP attended and located the side-by-side, which fled police. Surveillance video from the community obtained and matter is still under investigation to identify the driver, proceed with charges.
- 2024-100745: 911 call received reporting a female, bleeding from her neck, holding a knife to her neck, was wanting to kill herself. Three members attended and safely took the female into custody and she was taken to the hospital.
- 2024-176137: Female called police reporting she had stabbed herself and wanted to kill herself. Suspect intoxicated by alcohol and drugs. Four RCMP Officers attended, female was detailed by police and transported to hospital.

- 2024-257057: 911 hang-up call received, female reporting she has a large kitchen knife and was cutting her wrists. Six RCMP Officers attended. The female briefly exited the residence with the knife and challenged police. RCMP drew their side arms but no shots were fired as further members attended and secured the residence. The next time the female exited the residence she was safely taken into custody by police and transported to hospital.
- 2024-265318: An off duty medical doctor came across a female in a wooded area who stated she wanted to die and had taken unknown pills. Police, EHS and Fire attended, female was transported to hospital by EHS.
- 2024-292175: Female having a mental health episode, attempting suicide by cutting herself. Four RCMP members attended and after a brief struggle outside the female was taken into custody by police and transported to hospital. Several members on scene had to be decontaminated due to blood exposure.
- 2024-296309: Lunenburg District RCMP and members of the Street Crime Enforcement Unit conducted a traffic stop in the Town of Mahone Bay. Two males arrested and charged with Possession of Cocaine.
- 2024-389277: 911 call reporting a suicidal female, stating she only wanted EHS to attend. As no EHS unit available, RCMP attended. RCMP convinced the female to attend hospital voluntarily and was driven to hospital by police.
- 2024-398496: Report of a suicidal female. Five RCMP Officers attended, female exited the residence agitated and holding a kitchen knife. RCMP Officers were able to deescalate the matter and the female was taken into custody and transported to hospital, where RCMP remained until the female was sedated for the safety of herself, hospital staff and other patients.

6. District Resources:

Lunenburg County District is in great shape with regards to employee positions. We currently face a couple of vacancies however we expect these to be filled quickly.

- S/Sgt. Victor Whalen is the District Commander and works out of the Cookville Detachment.
- Sgt. Kelly Plamondon is stepping away from her position with the RCMP temporarily, as she has been hired by the International Criminal Court in The

Hague.

- Sgt John Payne has arrived in Lunenburg County to take over Sgt Plamondon's position.
- Sgt. Brent Johnston has transferred to Headquarters and his OPS position in Chester is being filled in on a rotating schedule of acting Cpl's.
- Cpl. Walter Goliath has begun his role as a Provincial Subject Matter Expert for Impaired and Drug driving. He is a provincial resource but will be working out of the Lilydale office.
- Two members of Lunenburg County RCMP have recently been promoted to fill the vacant Watch Commander spots within Lunenburg County. Cpl Jamal Gray and Cpl Gord Giffin have both begun their new roles.
- Cpl. Scott MacLeod is our Police Service Dog member, is working out of the Chester Detachment.
- Currently within the District there are six members on long-term ODS (over 30 days).
- Lunenburg County has recently received four cadets who have graduated from the RCMP Academy in Regina and have now begun working in Lunenburg County. We have also had two Experienced police officers who left their Municipal Force and Joined the RCMP.
- Over the next three months Lunenburg County RCMP expect to have one more cadet, one more experienced police officer and a RCMP member from Alberta arrive to increase staffing.

7. SOUTH SHORE STREET CRIME (LCD SCEU) / GIS

The Street Crime Enforcement Unit is a three-member investigative unit integrated with the Bridgewater Police Service (2 RCMPs and 1 Bridgewater Police Member that is led by CPI. Derek McAlpine of the RCMP). SCEU's mandate is to investigate low to mid-level organized crime and primarily investigates offences under the Controlled Drugs and Substances Act (CDSA) and Criminal Code.

8. STREET CRIME ENFORCEMENT UNIT/GIS quarterly stats:

- Fire Search Warrant's authorized;
- \$10,000 of drugs seized;
- \$15,000 worth of property seized;
- Two weapons seized;
- Six people were charged with a combined 20 Criminal Code Offences and Seven Drug Charges.
- 30 hours spent mentoring and assisting other police units

9. SOUTHEAST TRAFFIC SERVICES STATS

- **451** SOTS
- **266** Written Warnings
- **49** Checkpoints

Respectfully submitted,

Corporal Matthew
Leggett
Lunenburg District RCMP



The meeting of the Town of Mahone Bay’s Nominations Committee was held on Thursday, May 2, 2024 at 11:00 a.m.

Present:

Deputy CAO, Eric Levy

Councillor P. Carver

Councillor K. Wilson

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 Item – Selection of 2024 Representative Volunteer

The committee reviewed nominations for the 2024 Representative Volunteer Committee and nominate Tim Merry to be the 2024 Mahone Bay Representative Volunteer for Council’s consideration.

Meeting adjourned at 11:30 a.m.

TOWN OF MAHONE BAY

Deputy CAO, Eric J. Levy



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 May highlights: Lots to share this month!

- Work continues with the research and development of **Seniors' Mental Wellness toolkit**. PowerPoint, rack card and brochure are complete and exploring printing options.
- **Senior Safety Academy** at New Ross Family Resource Centre from **April 10 – May 15**. Presenters have confirmed their availability/spots. Registration is still open. Individuals can register for the entire series or for specific topics. **UPDATE: we've quickly outgrown our space and have relocated the remainder of the sessions to the Forties Community Centre!! Thank you to the Forties Community Centre for graciously helping us out at the last minute. 😊**
- **United Way Funding Grant**- Emergency Food and Essentials – to address immediate food security needs of seniors in our communities. This will impact 150 seniors. Funds, in the form of grocery cards, are being distributed.
- **April 2 – St Vincent de Paul** presentation to staff and volunteers on LCSSP. It was a great opportunity to network and explore collaborative partnerships.
- **April 4 - Bridgewater and Area Christian Women's Brunch at Bridgewater Baptist Church** with BPS presentation on scams/fraud prevention.
- **April 9 – Community Wheels Chester** – Staff presentation on LCSSP and discussion on collaborations on distribution of the Helping Tree, Home Management Book and Vial of Life where appropriate.
- **April 11, 22 & 25 in collaboration with Provincial Housing** presentations on scam/fraud prevention to help address the growing numbers on seniors effected by scams.
- **April 15 Flourish 55+ Centre** scam and fraud prevention with special attention to the CRA
- **United Way Urgent-Food-and-Essentials-Fund-2024-Lunenburg grant** awarded \$15000 to LCSSP to address local seniors' immediate food and essentials needs. This is being dispersed as quickly as possible to older adults in need.
- Collaboration has begun with the **Chester Municipality through Bruce Blackwood, Fire Services / Safety Coordinator**, in assistance with the production and distribution of the Vial of Life through their 7 district Fire Departments.
- Received 100 copies of **"It's In Your Hands: Legal Information for Seniors and their Families"** from LINS. This is the same information that can be found under the *Older Adult* tab at www.legalinfo.org.
- **Dal University** would like to do a focus group of Lunenburg County seniors and their experiences with oral health mental health, etc. More details to come.





Lunenburg County Seniors' Safety Program Monthly Report –April 2024

Prepared: May 03, 2024

- Collaborative Home Visits in December with TOB, WHA, BPS, and SSODA, RCMP.
- Collaborative client specific meetings with Western Housing Authority, SSRH/NSHA, CCC, Adult Protection and SSODA.
- Collaborations for clients also include St. Vincent de Paul, Bridgewater Legion, New Ross Family Resource, The Forties Community Centre, LMA offices, Service Canada and so many more.

Referrals:

New Referrals: **14** Re Referrals: **3** Home/site Visits: **12** Active clients: **64** Closed files: **5**

New Referrals Service Area in Municipal Units (#'s have been rounded either up/down)	%
MODC	18%
MODL	19%
Mahone Bay	18 %
Lunenburg	9%
Bridgewater	36%

Referral Source:

Community Partner **45%** Self/Family **28 %** RCMP **9%** BSP **18%**

Areas of concern: Hoarding, Scams/Fraud, Safe/affordable/accessible Housing, Cost of living, Seniors' Mental Health/Addictions, 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 April, 2024 float count balance: \$1,052.14** with \$50 client safety decluttering/removal service.

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



A meeting of the Planning Advisory Committee for the Town of Mahone Bay was held on Tuesday, May 7, 2024 at 7:00 p.m. in Council Chambers.

Present:

Deputy Mayor Francis Kangata (Chair)
Councillor Suzanne Lohnes-Croft
Councillor Kelly Wilson
Helga Baxter
Trudie Richards
Katherine McCarron
Bryan Palfreyman
CAO Dylan Heide
Deputy CAO Eric Levy
Planner, Emily Statton

Absent:

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1. Approval of Agenda

A motion by K. McCarron, seconded by Councillor Lohnes-Croft, **“THAT the agenda be approved as presented.”** **Motion carried.**

2. Approval of Minutes

A motion by K. McCarron, seconded by B. Palfreyman, **“THAT the minutes of the October 3, 2023 meeting be approved as presented.”** **Motion carried.**

3. Update on Municipal Planning Strategy & Land Use By-law Adoption

Staff provided an update to committee members concerning the status of the new Municipal Planning Strategy & Land Use By-law noting that the lengthy Plan Mahone Bay process has been completed, though several follow-up tasks including updating the subdivision by-law remain.

4. Subdivisions By-law Revision

Committee members discussed the revision of the Town's Subdivision By-law, providing feedback to staff. A public information meeting will now take place later in May with a draft by-law being presented to the Committee's June meeting.

5. Asset Management and Land-Use Planning

Committee members discussed the intersection of the Town's asset management program and its land use planning, particularly as regards the upcoming subdivision by-law revision and update of municipal specifications.

Members also discussed the proposal of the Asset Management Committee for a facilitated joint meeting, which Council has deferred until the new year.

A motion by K. McCarron, seconded by T. Richards, **"THAT the Committee recommend to Council that the facilitated joint session of the Planning Advisory Committee, Asset Management Committee and Climate & Environment Committee proposed by the Asset Management Committee take place early in 2025."** Motion carried.

A motion by B. Palfreyman, seconded by K. McCarron, **"THAT the Committee recommend to Council that the design of the Edgewater Street Project be shared with the Planning Advisory Committee at an appropriate stage to receive feedback."** Motion carried.

6. New Business

None.

The meeting adjourned at 9:08 pm on conclusion of business.

TOWN OF MAHONE BAY

Chair, Deputy Mayor Francis Kangata

TOWN OF MAHONE BAY

CAO, Dylan Heide (recording)