
MEETING: Regular Council

DATE: December 18, 2023

TIME: 6:00 PM

LOCATION: Town Council Chambers

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - November 20, 2023 Regular and In Camera and Epoll Minutes of December 5, 2023
4. **Proclamations/Presentations/Flag Raising**
 - Rural Communities Foundation of Nova Scotia (H. MacKay)
 - Antigonish Community Transit – (K. MacInnis for J. Lawrence)
 - Extended Producer Responsibility for Packaging Paper & Products (K. Proctor)
5. **Business from Minutes**
 - 2nd and Final Reading – Marketing Levy
6. **New Business**
 - Comfort and Emergency Shelter Policy (J. Lawrence)
 - Request – Feasibility Study for Recreation Centre – K. MacInnis
 - Alternative Resource Energy Authority (AREA) (M. Barkhouse)
7. **Correspondence**
 -
8. **Staff Reports**
 - CAO Report
9. **Committee Reports**

**Regular Town Council Minutes
November 20, 2023
Town Council Chambers**

Present

Mayor L. Boucher
Deputy Mayor W. Cormier
Councillor S. Cameron
Councillor M. Farrell
Councillor A. Murray
Councillor D. MacInnis
Councillor D. Roberts

J. Lawrence, CAO
D. Wilson, Deputy Clerk

M. Barkhouse, Corporate Services
K. MacInnis, Community Development
S. Long, Communications
K. Proctor, P.Eng., Director, Public Works
L. Roy, Strategic Initiatives

Call to Order

Mayor L. Boucher called the meeting to order at 6:00 PM.

Approval of Agenda

"It was Moved and Seconded to approve the agenda with additions." Motion carried.

Approval of Minutes

"It was Moved and Seconded to approve the Regular Council Minutes of October 16th, Epoll of October 31st and Special Council Minutes of November 1, 2023." Motion carried.

Proclamations/Presentations/Flag Raising

- Acknowledgement - 2023 International Trans Day of Remembrance (Mayor L. Boucher)
Mayor L. Boucher welcomed those in attendance, provided comment and acknowledged the X Pride Students Society in attendance and the 2023 International Trans Day of Remembrance. Mayor L. Boucher read aloud a proclamation for the 2023 International Trans Day of Remembrance.
- Proposed Tourism Marketing Levy – Proposed Bylaw (S. Long/S. Donovan)
S. Long and S. Donovan took to the podium and provided council with a PowerPoint presentation outlining the proposed Tourism Marketing Levy noting the concept has become common practice in most of the province. It was noted that the delegates would be making the same presentation to the County of Antigonish in the near future. The delegates responded to questions from Council.

"It was Moved and Seconded that Council endorse the Antigonish Tourism Strategy." Motion carried.

"It was Moved and Seconded that Council give First Reading to the Tourism Marketing Levy Bylaw as presented." Motion carried.

- UARB Application Re: Electric Utility Flow Thru Rates (B. Collier)

B. Collier took to the podium and provided Council with a PowerPoint presentation of proposed Electric Utility Flow Through Rates for the Town's Electric Utility and responded to questions from Council.

The following motions were put forth:

"That in accordance with the NS Utility and Review Board ruling on February 1st, 2023, staff be directed to prepare an amendment to the Town of Antigonish Electric Utility Large General Rate Schedule to match that of Nova Scotia Power rate increase effective January 1, 2024. Further, that in accordance with the Town of Antigonish Electric Utility Schedule "A" of Rates for Electric Supply & Services, that St. FX be given 15 days written notice of the utilities intention to amend the rates." Motion carried.

"It was Moved and Seconded that staff be directed to prepare a Flow Through Application to recover from the Town of Antigonish Electric Utility ratepayers increased costs of purchased energy due to the Nova Scotia Power rate increase effective January 1, 2024, previously approved by the Board. Further, that the increase to the Town of Antigonish Electric Utility customers be calculated in the hanout, titled **Electric Rates Flow Through Calculation 2024.**" Motion carried.

- Antigonish Affordable Housing (A. MacGillivray)

C. Cameron took to the podium and expressed regrets on behalf of A. MacGillivray was unavailable and acknowledged other members of the Board in attendance.

C. Cameron provided statistics on the diverse community of those homeless. She noted that additional land has been made available from the province for additional housing and provided details on the make-up of the proposed development.

It was noted that the units will be well below the median rental rates in the area. Costs of the development were shared with Council, and it was noted that the organizations' vision is to achieve net zero.

Council was advised that the group is working on funding for the project, noting a presentation had already been made to the County of Antigonish.

Mayor L. Boucher spoke to the matter of housing noting that although it is a provincial responsibility, there is an expectation that municipalities participate and assist with housing. C. Cameron acknowledged the support of both municipal units and the sisters of St. Martha's in their efforts to develop affordable housing.

Following a brief discussion Mayor L. Boucher thanked the delegates and then left the meeting.

- Rural Communities Foundation of Nova Scotia (H. MacKay)
Deferred to December 2023

- Nova Scotia Federation of Municipalities – Long Service Awards

Mayor L. Boucher, noted that the Long Service Awards are presented yearly and thanked Deputy Mayor W. Cormier and Councillor D. Roberts for their work and noted that they were recently acknowledged for their fifteen and twenty-five years of service respectively at the recent Nova Scotia Federation of Municipalities Conference held in Halifax. It was noted the official awards are to be received in the mail.

- Climate Action Change Leaders Award

Mayor L. Boucher spoke to the Town's effort in reducing its sustainable footprint, and stated she was surprised to find out that the Town of Antigonish along with the Town's of Berwick and Mahone Bay were being presented with the 2023 Climate Change Action Leaders Award at the recent Nova Scotia Federation of Municipalities Conference held in Halifax. She acknowledged the effort staff had put into the solar gardens.

A photo opportunity took place.

Business from Minutes

- Boundary Review

CAO J. Lawrence noted that Council had voted in support of maintaining the status quo of mayor and six (6) councillors. He further noted that the Town has been advised that the NSUARB will has requested Council Chambers be made available for the Municipal Boundary Review on December 21, 2023.

New Business

- Appointment of Deputy Mayor

Mayor L. Boucher called for expressions of interest from Council for the upcoming position of Deputy Mayor.

Mayor L. Boucher called two (2) more times for expressions of interest for the position of Deputy Mayor.

The Deputy Clerk and CAO J. Lawrence left the room to scrutinize the ballots. Upon their return, Councillor W. Cormier was declared the Deputy Mayor for the upcoming term.

- 2024 Municipal Election – Returning Officer (J. Lawrence)

CAO J. Lawrence noted that A. Armsworthy had been the Town's returning officer for the 2020 municipal election and had expressed an interest for 2024.

“It was Moved and Seconded that Council approve A. Armsworthy as the Returning Officer for the 2024 municipal election.” Motion carried.

- Municipal Housing Needs Report (J. Lawrence)

CAO J. Lawrence provided comment on affordable housing and homelessness and population growth, with the Town increasing at a faster rate than provincial growth. He noted changes the Town has made to making improvements to affordable housing and spoke to province seeking less regulation regarding housing stock, and advised that as a response is still needed on a funding application he would defer discussion on the Municipal Housing Needs Report until such time as the status of the application is known and will schedule a meeting to discuss this matter in particular when appropriate.

Discussion took place, with Mayor L. Boucher noting some of the changes that the Town has already undertaken toward additional affordable housing, noting that the Town recognized as is a leader in the province regarding affordable housing.

- Dr. J.J. Carroll Awards; Recommendations (K. MacInnis)

K. MacInnis responded to questions from Council on the recommendations for the Dr. J.J. Carroll Awards.

"It was Moved and Seconded that Town Council approve the 2023 proposed allotment of the \$6,000 JJ Carroll Grant to the St. FX Track & Field Club (\$3,000), Antigonish Community Swim Program (\$1,000), and Wee Lads and Lassies program (\$2,000)." Motion carried.

- Delightful December (K. MacInnis)

K. MacInnis advised Council that as in past years, she was seeking approval to have monies collected from the parking meters for the month of December to be collected and given to the Antigonish Fuel Fund and Community Food Bank.

Council acknowledged their support for this effort.

"It was Moved and Seconded that cheques be issued to the Antigonish Fuel Fund and Community Food Bank in the amount of \$3,000 each and that the funds from the Delightful December event be split between the two, to a minimum of \$3,000 each, with the Town 'topping up' the total, if required, from Council's discretionary funds." Motion carried.

- Sustainable Community Challenge Fund: Application - Net Zero Community Engagement (L. Roy)

L. Roy took to the podium and provided Council with an overview of new funding available through the Sustainable Community Challenge Fund for capacity building. She provided details on projects completed to date in support of reaching net-zero.

Council was provided with details on a funding opportunity for Net Zero Community Engagement to create a comprehensive Net Zero Community Engagement Strategy and responded to questions from Council.

"It was Moved and Seconded that the Town submit an application through the Sustainable Community Challenge Fund." Motion carried.

- Street Lighting at Main/Sydney Streets (A. Murray)

Councillor A. Murray outlined his concern with the lighting at the intersection of Main and Sydney Streets, particularly during the winter months, and questioned whether the area could be illuminated.

The CAO suggested that the matter be deferred until such time as WSP can carry out an evaluation of lighting in the area for a recommendation.

- Lighted Stop Signs

Councillor M. Farrell noted she was provided with samples of solar lighted stop signs and questioned whether consideration could be made to investigate the matter prior to the upcoming budget.

- Transition Committee

Councillor D. Roberts questioned the status of the Consolidation Transition Committee.

Mayor L. Boucher stated that the Committee had not met in quite some time and could provide her with details on when the last meeting took place.

Correspondence

- Antigonish Royal Canadian Legion; Financial Assistance Request

Brief discussion took place on the financial request from the Antigonish Royal Canadian Legion for \$25,000.

CAO J. Lawrence advised that as far as he was aware the Legion would be beginning their project soon.

Mayor L. Boucher indicated she has requested additional information on Council's finances from M. Barkhouse and hopes to have the information in the next day or so. Staff to determine ownership of the property at 75 St. Ninian Street.

- Black Educators Association – Financial Assistance Request

Following brief discussion, the following motion was put forth:

"That Council approve \$300.00 for the Black Educators Association from their discretionary funds." Motion carried.

- Food Bank

Mayor L. Boucher noted she had received correspondence from the Food Bank as part of their annual food drive and noted that the matter had been previously discussed.

Staff Reports

- CAO Report

CAO J. Lawrence responded to questions from Council on the CAO Report.

M. Barkhouse responded to Deputy Mayor W. Cormier regarding funding following Fiona. It was noted that the town must first apply through their insurance and then go through the province to be reimbursed for costs associated with Post Hurricane Fiona.

"It was Moved and Seconded to approve the CAO Report as presented." Motion carried.

Committee Reports

- Police & License Committee

Deputy Mayor W. Cormier stated he had nothing to report.

- Antigonish Volunteer Fire Department/People's Place Library

Councillor S. Cameron stated he had nothing to report.

- Community Enhancement Committee

Councillor A. Murray stated he had nothing to report.

- Waste Management Committee

Councillor D. Roberts thanked Mayor L. Boucher for recently chairing a Waste Committee meeting and expressed disappointment in the amount of time it is taking to obtain garbage receptacles.

K. MacInnis acknowledged that the matter is with Community Development and noted she had met with K. Proctor to improve standards for the how and where receptacles should be placed with an anticipated installation of this Spring. It was noted that bins have been purchased and that staff are looking to phase out the concreted garbage receptacles. It was further noted that receptacles will be placed in high foot traffic areas, and in areas to deter them from being used for household garbage. Also, it is anticipated that garbage receptacles will, where appropriate, be placed in conjunction with benches.

K. MacInnis noted she had reached out to CBCL to manage a Request for Proposal for the clock tower light installation.

D. Wilson agreed to reach out to have the clock in the tower looked at.

- Eastern District Planning Commission (EDPC)

Councillor M. Farrell spoke on a successful Nova Scotia Federation of Municipalities (NSFM) Fall Conference and acknowledged Mayor L. Boucher received a Long-Term Service award for 11 years. Council was advised that EDPC would be meeting on Thursday.

The meeting was adjourned.

**In Camera Council Meeting
November 20, 2023
Town Council Chambers**

An In Camera Town Council meeting was held to discuss personnel matters, contract negotiations, and/or the sale, acquisition, or lease of municipal lands, and /or information subject to solicitor-client privilege.

Epoll
December 5, 2023

Present

Mayor L. Boucher
Deputy Mayor W. Cormier
Councillor S. Cameron
Councillor M. Farrell
Councillor A. Murray
Councillor D. MacInnis
Councillor D. Roberts

Deputy Clerk D. Wilson

The Deputy Clerk called the meeting to order noting it was a duly called epoll meeting and put forth the following motion:

“That the Town of Antigonish contribute \$1,000 (one thousand dollars) to the Knights of Columbus for their annual ‘toy drive’ from Council’s discretionary funds.” Motion carried with Councillor S. Cameron recusing himself from the Epoll.

The meeting was adourned.

Rural Communities Foundation of Nova Scotia



Hugh MacKay
Fund Development
December 2023



Who we are

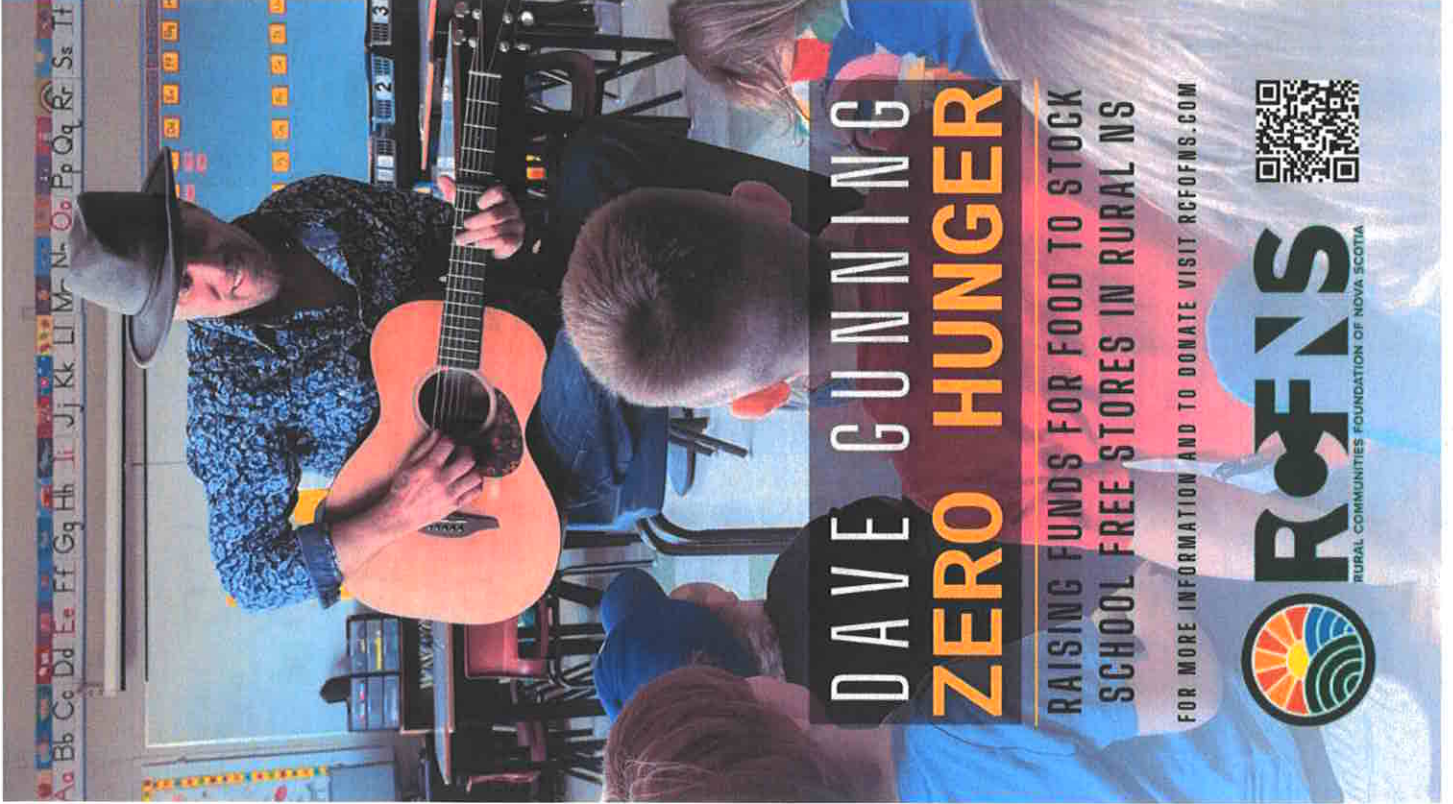
- A community foundation supporting rural Nova Scotia, through convening, fund development and granting.
- We have a proven track record, with more than 20 years of developing and delivering grant programs.
- We are a registered charity, accountable to community members, donors & grantees.
- We are a member of the Community Foundations of Canada and the Nova Scotia Not-for-Profit Coalition.



What we do

- **Ukrainian Nova Scotia Resettlement Fund**
- **Joan Feynman Climate Change Fund**
- **Housing For Health (opening soon)**
- **Soaring Eagle Fine Arts Grants (opening soon)**
- **Community Impact Conferences**





DAVE GUNNING ZERO HUNGER

RAISING FUNDS FOR FOOD TO STOCK
SCHOOL FREE STORES IN RURAL NS

FOR MORE INFORMATION AND TO DONATE VISIT RCFOFNS.COM





Dave Gunning Zero Hunger Fund

- Our ask:
- Provide individual and corporate awareness and support for the campaign





Dave Gunning Zero Hunger Fund

- **Our ask:**
- Provide individual and corporate awareness and support for the campaign
- Consider providing a donation to the campaign
- Thank you for your time and consideration!



To: Town Council

Submitted by: Kate MacInnis, Director of Community Development on Behalf of Jeff Lawrence, CAO

Date: Wednesday, December 13, 2023

Subject: Community Transit Service Review RFP

Origin

This memo is to provide background on the request for Council to provide endorsement for staff to proceed with a Request for Proposal (RFP) for the Community Transit Service Review.

Background

The Town of Antigonish (Town), Municipality of the County of Antigonish (County), and Antigonish Community Transit Society (ACTS) are collaborating on the Community Transit Service Review project. The goal of the project and the purpose of the RFP is to assess the needs of the community related to public transportation services, determine the most effective means of addressing those needs, and develop a strategy with a governance and service delivery model that is accessible and financially responsible.

Deliverables

A high-level overview of project deliverables include:

- Review & analysis of the existing network
- Analysis of ridership numbers and trends
- Financial analysis
- Internal controls including booking process, fleet maintenance, etc.
- Comparing and contrasting other transit models that exists
- Explore best practices and opportunities for increased connections and more efficient travel

The final objective is to seek recommendations for service delivery that meet the needs of the community. The recommendations will provide a foundation while presenting options that will allow the service to expand to meet the needs that come with future population growth and the changing community demographics. The recommendations will also prioritize equity, accessibility, and financial sustainability.

Timeline

Staff would be looking to publish the RFP in early January. Proponents would be given 3-6 weeks to develop and submit their proposals. A review process would be undertaken, and staff would come back to Councils for a final recommendation and budget to move the project forward.

Recommendation

Town Council make the following motion:

Town Council provides endorsement for staff to proceed with the posting of the Community Transit Service Review Request for Proposals in partnership with the Municipality of the County of Antigonish and the Antigonish Community Transit Society.

Summary

The new Extended Producer Responsibility (EPR) for Producers of Packaging, Paper and Products (PPP) program is part of the NS Plan to reduce waste disposal rates and reduce green house gas emissions. Shifting the responsibility for recycling to producers will save NS municipalities an estimated \$20-25 million annually.

The Blue Bag Programs currently operated by municipalities will be assumed by a producer responsibility organization (PRO) that will act on behalf of the various packaging producers. This means that municipalities will no longer be responsible for funding and operating the curbside recycling programs by Dec 1, 2025.

Municipalities have been encouraged to register and provide data on their curbside recycling programs. Over the next two years as the transition plan unfolds municipalities do have the option of opting out of the plan. However, the municipality would have to establish their own method of dealing with recyclable items.

The Definition of Obligated Producer

In broad terms, obligated producers under the EPR for PPP Regulations are those producers that supply materials that are typically collected through municipal and other residential blue bag programs in Nova Scotia. These designated materials include packaging, paper products or packaging-like products comprised of paper, glass, metal or plastic, or a combination of these materials.

An obligated producer is one that distributes, sells or otherwise supplies designated materials in Nova Scotia. For example, an obligated producer can be the manufacturer of the material but can also be the importer. An obligated producer can be the provider of secondary packaging such as a box, plastic wrap or other recyclable material.

Another way of determining if you are a producer under the EPR for PPP program is by the following roles:

- Brand Holder: If the brand holder of the designated material is resident in Canada, they are identified as the producer.
- Importer: If there is no resident brand holder, the importer of the designated material, if resident in Nova Scotia, becomes the identified producer.
- Retailer: If no brand holder or resident importer are identified, the retailer who supplied the designated material to the consumer becomes the producer.
- Franchisor: If a producer designated materials is a business operated wholly or in part as a franchise, the producer is the franchisor if the franchisor has one or more franchises located in Nova Scotia.

Exemptions for Small Producers

The Nova Scotia Regulation identifies exemptions for small producers. Businesses are considered a small producer if their gross annual revenue in Nova Scotia is under \$1 million or if their supply is less than one (1) tonne per year of designated materials in the province. Businesses are required to maintain records to support your classification as a small producer.

There is also an exemption for societies, such as charities and benevolent, educational, sporting or artistic organizations that are registered under the NS Societies Act.

The basis year for determining exemptions is the calendar year 2022. If a business has been determined that they are exempt they are not required to register.

If a business or organization qualifies as exempt based on the criteria above, the regulations require that they still must keep records on gross revenue and production tonnage to support your classification as a small producer. This means having documentation to prove that your annual revenue is under \$1 million (such as a CRA filing), production figures to prove that their annual production is under one (1) tonne or proof that your organization is registered under the Societies Act.

Key points to note:

Nothing is going to be signed at this point. Our contract with GFL will continue as usual.

If we don't opt in now, we will be unable to sign up for the program in the future.

The Town of Antigonish will be able to opt out if it is not in the Town's best interest in the future.

All other municipalities in our Region have signed on to the program.

When the program details are finalized and should the Town of Antigonish make the decision to participate in the program the cost associated with recycling will no longer be the responsibility of the Town.

If the Town of Antigonish opt out at this point, the Town would be responsible to find their own method of handling recyclables.

The current MRF in Colchester hasn't committed to operating past March 31, 2024.

Marketing Levy By-Law

1.0 Title

This By-law shall be titled and referred to as the “Marketing Levy By-Law”.

2.0 Background and Purpose

Section 75A(9) of the Nova Scotia *Municipal Government Act*, S.N.S. 1998, c. 18, gives Council the specific authority to establish a by-law to impose a marketing levy upon persons who, for a daily charge, fee or remuneration purchase Accommodation within the Town. The purpose of this By-law is to provide for such a levy.

3.0 Definitions

Accommodation – means the provision of one or more rental units or rooms as lodging in hotels and motels and in any other facility required to be registered under the *Tourist Accommodations Registration Act* and in a building owned or operated by a post-secondary educational institution.

Council – means the Council of the Town of Antigonish.

Operator – means a person who, in the normal course of the person’s business, sells, offers to sell, provides, or offers to provide Accommodation in the Town.

Purchase Price – means the price for which Accommodation is purchased, including the price in money, the value of services rendered and other consideration accepted by the Operator in return for the Accommodation provided, but does not include the goods and services tax.

Town – means the Town of Antigonish.

4.0 Application of Levy

- 4.1 A marketing and promotions levy is hereby imposed upon every person who, for a daily charge, fee or remuneration purchases Accommodation in the Town. The marketing levy is set at the rate of 3% of the Purchase Price of the Accommodation.
- 4.2 The marketing levy imposed under subsection 4.1 of this By-law, whether the price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected by the Operator at the time of the purchase of Accommodation on the total amount of the Purchase Price and must be remitted to the Town at the times and in the manner set out in this By-law.
- 4.3 Where an Operator charges a purchaser of Accommodation a portion of the Purchase Price as a deposit upon that purchaser booking Accommodation in advance of their stay, the Operator is not required to collect the marketing levy imposed under this By-law at the time that the deposit

is paid, but must collect the full amount of the marketing levy upon payment by the purchaser of the balance of the Purchase Price owing.

- 4.4 If a person collects an amount as if it were a levy imposed under subsection 4.1 of this By-law, that person must remit that amount to the Town at the same time and in the same manner as a levy collected under this By-law.

5.0 Exemption from Levy

- 5.1 The marketing levy imposed under subsection 4.1 of this By-law shall not apply to:
- a) a person who pays for Accommodation for which the daily purchase price is not more than twenty dollars;
 - b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending that post-secondary educational institution;
 - c) a person who is accommodated in a room for more than thirty consecutive days; or
 - d) a person, and that person's family, accommodated while that person is receiving medical treatment at a hospital or provincial health-care centre or seeking specialist medical advice, provided the person provides to the Operator a statement from said hospital or provincial health-care centre stating that:
 - a. the person or a member of the person's family is receiving medical treatment at the hospital or center or from a physician licensed to practice medicine in the Province of Nova Scotia;
 - b. as a result thereof, the person or member of the person's family is in need of the accommodation; and
 - c. the duration that the accommodation will be required.

6.0 Registration of Operator

- 6.1 Every Operator must apply for and obtain a registration certificate under this By-law.
- 6.2 An Operator applying for a registration certificate must submit an application to the Town on a form provided by the Town.
- 6.3 Where an Operator carries on business providing Accommodation at more than one place, the Operator shall obtain separate registration certificates for each individual place of business.
- 6.4 The registration certificate referred to in this section shall be displayed in a prominent place on the premises where the Accommodation is offered.

- 6.5 Where an Operator changes their address, the name of their business, or the nature of the Accommodation offered, they shall forthwith apply to the Town to amend their registration certificate accordingly.
- 6.6 Where an Operator ceases to carry on or sells a business in respect of which a registration certificate has been issued, the certificate shall immediately be void, and the Operator shall return the certificate to the Town within 15 days of the date of discontinuance or sale of the business.
- 6.7 Where an Operator's registration certificate is lost or destroyed, that Operator shall make a request to the Town for a copy of the original.
- 6.8 A registration certificate granted under this By-law is not transferable.

7.0 Return and Remittance of Levy

- 7.1 All Operators shall make remittances of all levies collected pursuant to this By-law to the Town or its delegate on the 15th day of each month.
- 7.2 Each remittance shall be accompanied by a completed remittance return in the form provided by the Town.
- 7.3 Unless otherwise provided, all Operators shall submit separate monthly remittance return forms to the Town.
- 7.3 Operators that operate more than one business providing Accommodation must submit a separate remittance return form for each place of business providing Accommodation unless a consolidated return has been approved by the Town.
- 7.4 Notwithstanding subsection 7.1 of this By-law, the Town may, at any time, require an Operator to submit a remittance return reporting all sales and levies collected by that Operator over the course of any period or periods.
- 7.5 If an Operator, during the preceding period, has collected no levy, the Operator shall prepare and submit a report to the Town to that effect on the prescribed remittance return form.
- 7.6 Where an Operator ceases to carry on or disposes of their business, that Operator shall make the return to that effect on the prescribed return form and remit the levy collected within 15 days of the date of discontinuance or disposal.

8.0 Records

- 8.1 Every Operator shall keep books of accounts, records, and documents sufficient to furnish the Town with the necessary particulars of:

- a) sales of Accommodation;
- b) amount of levies collected; and
- c) payment of levies to the Town.

8.2 All entries concerning the levy collected pursuant to this By-law in such books of account, records and documents shall be separate and distinguishable from other entries made therein.

8.3 Where a receipt, bill, invoice, or other document evidencing a sale of Accommodation is issued by an Operator, the levy shall be shown as a separate item thereon.

9.0 Calculation of Levy

9.1 Where an Operator sells Accommodation in combination with meals and other specialized services for an all-inclusive package price, the Purchase Price of the Accommodation shall be deemed to be the price of Accommodation at that same facility without such specialized services.

10.0 Refund of Levy Collected in Error

10.1 If the Town is satisfied that a levy or a portion of a levy has been paid in error, the Town shall refund the amount of the overpayment to the Operator entitled.

10.2 If the Town is satisfied that an Operator has remitted to the Town an amount as collected levy that the Operator neither collected nor was required to collect under this By-law, the Town shall refund the amount to the Operator.

11.0 Claim for Refund

11.1 To claim a refund under this By-law, an Operator must

- a) submit to the Town an application in writing signed by the Operator who paid the amount claimed, and
- b) provide sufficient evidence to satisfy the Town that the Operator who paid the amount is entitled to the refund.

11.2 For the purposes of subsection 10.1(a), if the Operator who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

11.3 Purchasers of Accommodation are not eligible to receive refunds directly from the Town of any amount paid to an Operator as a marketing levy under this By-law.

12.0 Offence

- 12.1 A person who contravenes a provision of this By-law is guilty of an offence punishable by summary conviction, and on conviction is liable:
- a) on a first conviction, to a fine of not less than \$500 and not more than \$1,000; and
 - b) for a subsequent conviction for the same or another provision of this By-law, to a fine of not less than \$1,500 and not more than \$5,000.

13.0 Administration of By-law

- 13.1 This By-law shall be administered on behalf of the Town by the Chief Administrative Officer and by any persons designated by the Chief Administrator Officer.

14.0 Effective Date and Transition

- 14.1 This By-law shall take effect from January 1, 2024.
- 14.2 There will be no marketing levy imposed under this By-law for reservations for Accommodation that are made and paid for in full prior to January 1, 2024 for Accommodation that is scheduled to occur on or after January 1, 2024.
- 14.3 There will be no marketing levy imposed under this By-law for reservations for Accommodation that are made and paid for in full after January 1, 2024 for Accommodation that is scheduled to occur prior to April 1, 2024.
- 14.4 Operators are required to collect the marketing levy imposed under this By-law for any reservations for Accommodation that are made and paid for in full after January 1, 2024 for Accommodation that is scheduled to occur after April 1, 2024.
- 14.5 Operators are required to begin the registration process pursuant to section 6 of this By-law as of January 1, 2024.
- 14.6 The date of the first remittance of the marketing levy to the Town will be April 15, 2024.

Date of First Reading:

Date of Advertisement for Intent to Consider:

Date of Second Reading:

Date of Advertisement & Approval:

Date of Mailing Certified Copy to SNS & MR:

I certify that this Marketing Levy By-Law was adopted by Council
and published as indicated above:

Chief Administrative Officer

Date

DRAFT



COMFORT CENTRE & EMERGENCY SHELTER POLICY

1.0 TITLE:

- 1.1 This policy may be cited as the “Comfort Centre & Emergency Shelter Policy” of Town of Antigonish.

2.0 PURPOSE:

- 2.1 This policy outlines an overview of procedures and responsibilities regarding the activation of Comfort Centres & Emergency Shelters.
- 2.2 This policy aims to ensure residents have adequate access to temporary sheltering following an emergency by developing a partnership with community organizations to open facilities.
- 2.3 If an emergency happens in the A.R.E.M.O. Region it may take time to reach residents. All residents of the A.R.E.M.O. Region should be prepared to take care of themselves and their families for a minimum of 72 hours.

3.0 SCOPE:

- 3.1 This policy is applicable to identified Comfort Centres & Emergency Shelters within the Town of Antigonish as officially designated by the Antigonish Regional Emergency Management Organization.

4.0 DEFINITIONS:

- 4.1 *Comfort Centre* – a facility operated by a community organization that is opened to provide a location where community members can gather for a period of time during the day to access limited services. Depending on the time of year and the nature of the emergency, a Comfort Centre can serve several purposes including providing relief from extreme temperatures, provision of light nourishment, information gathering, and charging personal devices. **A Comfort Centre is not opened with the intention of turning into an overnight shelter operation.**
- 4.2 *Emergency Shelter* – in large-scale and severe emergencies, these types of operations are opened and operated by the **Canadian Red Cross**, under the Department of Community Services to provide safe, temporary lodging to those affected by an emergency. Services can include overnight accommodations, feeding, personal services, psycho-social support, and other emergency social services depending on the nature of the emergency.

5.0 ACTIVATION GUIDELINES

- 5.1 To open as a Comfort Centre, the following criteria is recommended:
 - The emergency is greater than 72 hours in duration.

- **Note: Comfort Centre may be open within the first 72 hours to provide relief from extreme temperatures or other related safety concerns**
 - The impacted community may benefit from a temporary place of shelter with relief from extreme temperatures, provision of light nourishment, or to gather information.
 - Roads are safe to travel, and the facility is accessible.
 - Municipality in consultation with the community groups/ organizations determines there is a need.
 - Municipality in consultation with EMO Nova Scotia's Provincial Coordination Centre ("PCC") determines there is a need.
- 5.2 To open as an Emergency Shelter, it is recommended to have met the following criteria:
- Temporary overnight shelter is needed as a result of a substantial emergency.
 - A community evacuation may be a possibility or have already occurred.
 - There is an identified need for personal care or psycho-social services.
 - The activation is expected to be long-term (over 72 hours).

6.0 PROCEDURE FOR OPENING A COMFORT CENTRE:

- 6.1 **The decision to open a Comfort Centre is made by the Antigonish Regional Emergency Management Organization in consultation with the community organization.**
- 6.2 In situations of widespread emergency or utility disruptions in a community, the Antigonish Regional Emergency Management Organization may contact the Comfort Centre contact person to discuss the activation of a centre.
- 6.3 Upon activation of any Comfort Centre, the Town will notify media sources to help publicize the service. The information will include hours of operation, civic address, and the services provided. This information will also be provided to EMO Nova Scotia so it may be linked to public access points such as 211, Nova Scotia Power Resolve Line, etc.
- 6.4 Comfort Centres are to be staffed with volunteers as prearranged by the community organization responsible for the facility.
- 6.5 Comfort Centres are not intended for overnight shelter. If Comfort Centre volunteers identify a need for overnight shelter, a request to transition into an Emergency Shelter shall be made to the Antigonish Regional Emergency Management Organization.
- 6.6 If extended operations of a Comfort Centre are required or anticipated, the Antigonish Regional Emergency Management Organization may provide resources to the centre as requested.
- 6.7 The decision to deactivate a Comfort Centre shall be made by the community organization responsible for the Comfort Centre in consultation with the Antigonish Regional Emergency Management Organization.

7.0 PROCEDURE FOR OPENING AN EMERGENCY SHELTER:

- 7.1 During an emergency event, the Town may require the activation of an Emergency Shelter. The decision to open an Emergency Shelter is made by the Antigonish Regional Emergency Management Organization in consultation with the Canadian Red Cross and other emergency services partners and first responders.
- 7.2 Once a decision has been made to activate a Reception Centre/Shelter, the Emergency Management Coordinator shall notify EMO Nova Scotia, the Department of Community Services (“DCS”), and Red Cross to initiate their response protocols. **The set-up and management of the facility shall be the responsibility of the Red Cross.**
- 7.3 The facility location for the Emergency Shelter will be determined by the Antigonish Regional Emergency Management Organization in consultation with the Canadian Red Cross and other emergency services partners and first responders.
- 7.4 The primary Emergency Shelter for A.R.E.M.O. is the Heatherton Development & Cultural Wellness Centre, located at 42 Summerside Road Heatherton. A.R.E.M.O. has a signed 10-year MoU with the Centre from August 8, 2023 to August 8, 2033.
- 7.5 The decision to deactivate an Emergency Shelter shall be made by the Antigonish Regional Emergency Management Organization in consultation with the Canadian Red Cross and other emergency services partners and first responders.

8.0 COMMUNICATIONS:

- 8.1 Ensuring public notification for the opening and deactivation of Comfort Centres & Emergency Shelters shall be the responsibility of the Antigonish Regional Emergency Management Organization with support from the involved community organization.
- 8.2 Where possible, public notification for the opening and deactivation of Comfort Centres & Emergency Shelters will be made through press releases, local news media outlets, television, radio, local municipal websites, and social media as appropriate.
- 8.3 Sample script for a Comfort Centre and or Emergency Shelter activation:

*A Comfort Centre or (Choose one) Emergency Shelter has been opened at **[location/facility name]** located at **[civic address]**. The facility will be open from **[hours of operation]**. **[List of available services provided]** will be available.*

*Further questions regarding this Comfort Centre/Emergency Shelter can be directed to **[phone number of contact at the Comfort Centre/Emergency Shelter]**.*

9.0 REIMBURSEMENT FOR COMFORT CENTRES:

- 9.1 If the facility is opened as a Comfort Centre, at the request or with approval from the Municipality, the Town of Antigonish shall reimburse the community organization for any reasonable out-of-pocket expenses incurred during the activation.

9.2 Eligible items for Comfort Centre reimbursement includes:

- Light snacks, beverages, and related supplies
- Generator fuel (for hours of Comfort Centre operation)
- Building heating, cooling, and electricity
- Telecommunication services (Charging equipment)

9.3 Determining eligibility of items and the total reimbursed amount are at the final discretion of the Chief Administrative Officer or their designate at the Town of Antigonish.

9.4 The community organization shall have signed the Memorandum of Understanding regarding 'Use of Comfort Centre & Emergency Shelter Facilities' to be eligible for expense reimbursement.

10.0 POLICY DISTRIBUTION AND MAINTENANCE:

10.1 A copy of this policy shall be distributed to all Comfort Centre & Emergency Shelter contacts along with information on how to contact the Antigonish Regional Emergency Management Organization upon activation and deactivation.

10.2 A copy of this policy shall be distributed to all Councillors along with the contact information for Comfort Centre & Emergency Shelter contacts in their district.

10.3 This policy shall be reviewed annually by the Antigonish Regional Emergency Management Organization.

10.4 The contact information for designated Comfort Centre & Emergency Shelters shall be reviewed annually by the Antigonish Regional Emergency Management Organization.

11.0 Appendixes

11.1 Expense Claim Form

11.2 Canadian Red Cross – Emergency Shelter

11.3 Comfort Centre Requirements

11.4 Recommended Supplies for Comfort Centre

11.5 A.R.E.M.O. approved Comfort Centre

11.1 Expense Claim Form

Comfort Center/ Emergency Shelter Expense Claim Form				
Reason for Comfort Centre Activation:				
Date of Comfort Centre Activation <i>(DD/MM/YYYY – DD/MM/YY)</i>				
Item #	Details of Expense	Receipt (Yes/No)	Date (DD/MM/YYYY)	Amount
Total				
Comments:				
Comfort Centre/ Emergency Shelter:				
Name and Position:		Signature:		
C.A.O. Approval Signature:				

11.2 Canadian Red Cross – Emergency Shelter Activation Process

Step 1 - Opening Emergency Shelter

The decision to open an Emergency Shelter is made by the Antigonish Regional Emergency Management Organization in consultation with the Canadian Red Cross (“CRC”) and other emergency services partners and first responders.

To open as an Emergency Shelter, the following criteria should be met:

- Temporary overnight shelter is needed because of a substantial emergency
- A community evacuation may be a possibility or have already occurred
- The activation is expected to be long-term (over 72 hours)

Once a decision has been made to activate an Emergency Shelter, the Emergency Management Coordinator shall notify the Canadian Red Cross (See table below) to initiate their response protocols. **The set-up and management of the facility shall be the responsibility of the Red Cross.**

Name (Listed by first to contact first)	Role	Phone Number
Canadian Red Cross Disaster Assistance Line	24 Hour Emergency Line	1-800-222-9597
Atlantic Duty Officer (After Hours)	Duty Officer	1-709-631-9549
Samantha Fraser	Coordinator – Emergency Management	1-902-565-1074
Malcolm MacKinnon - Heatherton Development & Cultural Wellness Centre Emergency Shelter	Facility Management	1-902-386-2678

The facility location will be determined by the Antigonish Regional Emergency Management Organization in consultation with the Canadian Red Cross and other emergency services partners and first responders.

Step 2 – Call Information Requirements

When connecting with CRC the following information is required.

Notification only:

- A brief overview of the incident
- Expected number of residents
- CRC services requested e.g., reception centre for registration

- Time to remain on standby – place CRC on standby pending incident severity

Activation:

- Time event occurred, location to report to and time to report (CRC response time to site ~12 hrs)
- Duration of CRC support required (estimate).
- Site facility custodian/maintenance contact name and phone number
- Applicable administrative and transportation details.

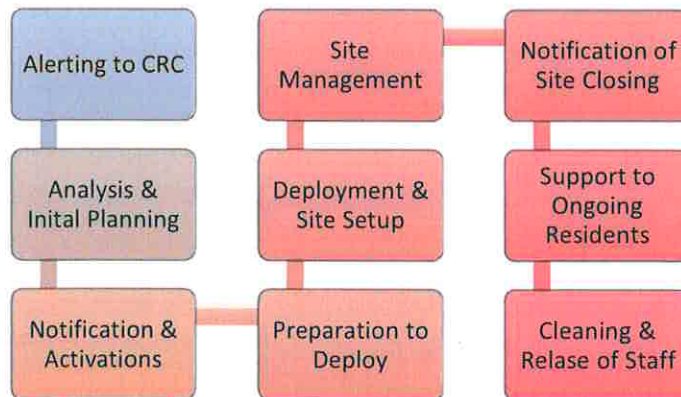
Other considerations:

- Exact services required as part of site operations.
- Number of Shelters opened/being opened.
- What time the sites are to open
- Number of people requiring Emergency Lodging at sites
- Personnel gaps (sources from Municipality vs. CRC)
- Material requirements and gaps (e.g., cots, blankets, tables, chairs)

Step 3 - Roles and Responsibilities

CRC - For context, there are many roles that the CRC can fulfil in supporting Emergency Lodging.

Brief Overview of Key Actions



11.3 Comfort Centre Requirements

Comfort Centre Facility Should meet the following.

- a) Ideally located in a central location and away from potential hazards
- b) Barrier free inside and out
- c) Have drinking water from a regulated (municipal) supply. Alternatively, well water must be tested according to Provincial Regulations and Guidelines
- d) Have a generator and/or approved connections for a portable generator
- e) Heated so visitors can warm up during power outages
- f) Cooling capacity during warm months (air conditioning, heat pumps, etc.)
- g) Have adequate power outlets available to allow charging of devices.
- h) Have an approved First Aid Kit and an Automated External Defibrillator (AED)
- i) Have enough staff/volunteers to operate the Centre safely
- j) Adequate occupancy capacity for the need (staff, visitors, volunteers, etc.)
- k) Be equipped to provide light refreshments such as coffee, tea, water, and light snacks (NSEMO does not recommend serving meals at comfort centres. If a Municipality wishes to serve food that isn't pre-packaged, please ensure all food safety guidelines are followed)

<https://novascotia.ca/nse/food-protection/factsheets-publications.asp>

- l) Ensure enough supplies to meet the potential needs of the Centre

11.4 Suggested Supplies for Comfort Centre

Stationary	Safety	Beverages/ Snacks	Miscellaneous
<ul style="list-style-type: none"> • Sign-in sheet • Pens, pencils, erasers, sharpeners • Coloured markers 	<ul style="list-style-type: none"> • Approved first-aid kit • Cold packs • AED • Antibacterial hand wipes • Disposable gloves • Hand soap • Hand sanitizer • Disposable face masks 	<ul style="list-style-type: none"> • Bottled water (if not on approved water system) • Soft drinks (Sodas/ Juice) • Coffee • Tea • Milk • Cream • Snacks 	<ul style="list-style-type: none"> • Toilet paper • Paper towel • Tissues • Cleaning products (soap, bleach, etc.) • Broom, mop, bucket • All-purpose cleaner • Garbage bags • iPhone charger stations • Coloring books and crayons • Extension cords • Serving supplies • Paper Plates • Paper cups • Pet cage (Dogs/ cats)

11.5 A.R.E.M.O. Comfort Centres

Comfort Centre Association	Civic Address	Contact Name	Contact Detail
Antigonish Arena	30 James Street, Antigonish, NS, B2G 1R7	Brendan Doyle	Phone: (o) 902-863-1469, (c) 902-870-0861 Email: Antigonish.arena@ns.sympatico.ca
Antigonish Farmers Market	30 James Street, Antigonish, NS, B2G 1R7	Annette Tarrant	Phone: 902-867-7479 (w) Email: manager@antigonishfarmersmarket.ca
*Antigonish Town & County Library	283 Main Street, Antigonish, NS, B2G 2C3	Kristel Fleuren-Hunter	Phone: 902-863-2486 (w)/ 902-971-0979 (c)/ 902-863-5110 (h) Email: kfhunter@parl.ns.ca
*CACL/ Royal Canadian Legion	75 St Ninian St, Antigonish, NS, B2G 1R6	Alex Cameron	Phone: 902-318-3002 (c) Email: legion59a@gmail.com
*Club 60 Antigonish	121 Main Street, Antigonish, NS, B2G 2S3 (121 Frank McGibbon Lane, Antigonish, NS B2G 2B6)	John P. MacEachern	Phone: 902-870-2468 Email: Johnpierremac@hotmail.com
*R.K. MacDonald Nursing Home	64 Pleasant Street, Antigonish, Nova Scotia B2G 1W7	Terry MacIntyre	Phone: 902-870-2468 Email: Terry.MacIntyre@rkmacdonald.ca

*No MoU

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent:

To Consider (Minimum 7 Days):

Date of Passage of Current Policy:

Chief Administrative Officer

Date: _____

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 23-12-18
Prepared by: Jeff Lawrence, Chief Administrative Officer

Administration

Administration has filed the water rate and electric rate applications with the Nova Scotia Utility and Review Board.

Capital works projects are nearing completion, and public works has made the switch over to winter activities.

The Nova Scotia Utility and Review Board public hearing on the Town’s electric utility upgrade project was heard on September 27th and we are awaiting a response. AREA and Town staff continue work on a similar application for the StFX electrification project. Work is progressing at the Brierly Brook solar site with an expected operational date in early 2024.

Bell is in Town this week and next to complete their tasks and work is expected to begin on the AT trail early in next year’s construction season.

With the hurricane season wrapping up, the Regional Emergency Management Organization is reviewing plans and meeting with stakeholders as a follow up to the season.

Administration has submitted an application under the Municipal Capital Growth Program (MCGP) program for upgrades to the sewage treatment plant.

Strategic Initiatives Update:

Projects
Title: Carbon Inventory – PCP Milestone Tool
Status Update: Continuing to input data for Carbon Inventory
Next Step: On going
Title: Net Zero Engagement Strategies Funding Opportunity
Status Update: Submitted final application November 28th.
Next Step: Await approval in the new year
Title: Grid Modernization and New Substation
Status Update: Progressing the project while waiting for regulatory approval.
Next Step: on-going
Title: Executive Assistant Duties
Status Update: Organize and schedule meetings for Mayor Boucher
Next Step: Ongoing Correspondence
Title: Grid Modernization and Project Management Services RFP
Status Update: Working with Ray Sampson on Budget and Tendering Documents
Next Step: Developing Gantt Chart for costing and scheduling (on-going)
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study

Status Update: Had kickoff meeting at StFX for information gathering
Next Step: Working on Community Stakeholder letter of consent
Title: Green Municipal Fund – GHG Reduction Pathway Feasibility Study – Deep Energy Retrofits
Status Update: Reviewing Final Report
Next Step: Investigating Capital funding opportunities to follow study.
Title: New SREP funding available for Capacity Building
Status Update: Submitted pre-application while waiting for intake to open
Next Step: Working on full application – Deadline to submit is late January
Title: Diversity, Equity and Inclusion Plan
Status Update: Attended Foundation and Leadership workshops
Next Step: Waiting for report on findings
Title: Clean Foundation – Community Climate Capacity
Status Update: Working with Director of Community Development on funding application for Energy Advisor Services.
Next Step: on-going
Title: SREP Capacity Building Stream
Status Update: New funding opportunity for Employment and Training
Next Step: Completing application for funding – Due February 8 th , 2023
Title:
Status Update:
Next Step:

AREA Update:

Projects
Title: AREA weekly updates
Status Update: Attend weekly update meetings
Next Step: On going
Title: HOME Program review
Status Update: Released Energy Survey via social media and bill insert
Next Step: On-going
Title: Solar Subscriptions
Status Update: Attended multiple meetings and workshops on subscription model
Next Step: on-going
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
Title:
Status Update:

Next Step:

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: December 11, 2023
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

Corporate Services is pleased to share that both the Large General rate and Flow Through rate applications that were approved during the November regular Council meeting were successfully submitted to the Nova Scotia Utility and Review Board (UARB). It was subsequently approved by the UARB on December 1, 2023 with the new rates to be implemented for January 1, 2024.

After Council approved the Cost of Service Study for the Electric Utility on November 23rd as presented by BDR North America, Corporate Services filed the application for a General Rate Application (GRA) to the UARB. The Board accepted our petition, and a hearing date is set for March 26 and 27, 2024. Notices of Public Hearing will be advertised for three weeks in the Casket newspaper, starting the last week of December with corresponding notices posted to the Town of Antigonish website and social media.

The Water Utility GRA process is ongoing with the Director of Corporate Services, Director of Public Works and Supervisor of Facilities working with the Water Utility consultants on the Information Requests (IR) posed by the UARB, which are due January 11, 2024. The Water Utility GRA hearing will held February 20, 2024.

The Director of Corporate Service has been diligently collaborating with the AREA auditor, addressing inquiries related to the 2022-23 year-end financial statements for the past few weeks. The Manager of Accounting is working with the auditors to complete a new auditing requirement for organizations that follow Public Sector Accounting Board (PSAB) standards – Asset Retirement Obligation (ARO). The project includes scoping larger Town assets and preparing the justification if it falls under the new ARO standards. This is in the final review stage before being sent to the auditor.

Department Update:

Projects
Title: Equity, Diversity, and Inclusion in the Workplace
Status Update: Developing and implanting an Equity, Diversity, and Inclusion (EDI) policy in the workplace is one of the accords Council signed with when the Town began applying for funding related to the grid modernization funding. The Directors of Corporate Services and Community Development, and the Strategic Projects Coordinator are working with Empowered EDI, consultants who are to review our current Human Resources policy and how EDI is incorporated into them. A series of workshops were held on November 22 and 23 rd , with all employees attending an Equity, Diversity and Inclusion Foundations workshop and employees in leadership roles attending an Inclusive Leadership workshop. A similar workshop was offered to Council members on November 22 which included a review how EDI can be incorporated into the Town of Antigonish workplace. A report and recommendations from Empowered will occur in the early 2024.
Next Step: Pending on Consultants Report

Title: Human Resources
Status Update: The temporary Equipment/Operator (6 month) position was offered to and accepted by D. MacDonald a start date of December 11, 2023.
Next Step: Complete
Title: Strait IT Update
Status Update: The Director of Strait IT has been working with the Strait IT board to present current objectives and strategies since the organization has been in operation for over a year. A focus will be providing reliable and stronger internet connections to all five municipalities (including updating LAN, WAN, switches, and firewall updates). The goal will be to have the same types of equipment to ensure IT has knowledge to install and maintenance similar infrastructures across all the municipalities. A capital budget proposal will be developed and presented to Councils at a future date.
Next Steps: Ongoing
Title: Hurricane Fiona Disaster Finance Application
Status Update: Corporate Services is complying the Town's expenses and working with insurance as part of the application process.
Next Step: Ongoing
Title: In Development: Charitable Donation Policy
Status Update: Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.
Next Step: Finalize and prepare a memo to Council regarding a Charitable Donation Policy.
Title: In Development: Work from Home Policy
Status Update: Corporate Services has created a draft Work from Home (WFH) policy that is currently in the review stage before being presented to Council.
Next Step: Finalize and prepare a memo to Council regarding a Work from Home Policy.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 11/December/2023
Prepared by: Ken Proctor, P. Eng., Director of Public Works

Engineering & Municipal Services

Capital Projects/Tender Update:

Projects
Title: 23/24 Budgets
Status Update: : Approved by Council May 23
Next Step: Year end projections in progress
Title: AT Trail Project (ToA)
Status Update: Ongoing assistance with infrastructure
Next Step: Ongoing followup meetings with consultants (WSP). Bell Aliant work for West St pole adjustments in progress. Project A – Review of West St section continues for revised scope and retender Project D – Dwgs at 95% design stage. Bell /CBNSR followups required Contacts with Stakeholder groups continues for right of way impacts
Title: Accessibility Report (Final)
Status Update: Final Report presented to Town Council
Next Step: Followups for policy pending
Title: ICIP Applications – Bay St
Status Update: : Application Review
Next Step: Request For Proposal released for Design Services (closing Dec 15) Contacts in process with CBNSR for railway crossings and EDPC for the J Paradis DA.
Title: Hwy4 AT/Roundabout Project
Status Update: Ongoing followups with NSTiR on concepts/proposed schedule for the phased 4 yr project
Next Step: NSTiR contact on Municipal Infrastructure continues. Phase 1 (#7/Hwy 4) project now operational Municipal work – completed e watermain completed. Phase 2 (Church St/Hwy 4) design work in progress. Meetings with NSTiR/County
Title: Municipal Capital Grant Program
Status Update: : Application Review for project(s). Submission Dec13
Next Step: Resolution of Council for approved project

Electric Utility (EU):

Projects
Title: 23/24 Budgets
Status Update: Submission to NSURB for General Rate Adjustment (approved by NSURB) Submission to NSURB to amend its Schedule of Rates and its Rule/Regulations
Next Step: NSURB Hearing date – mid March/2024
Title: Electric Utility Capital Modifications
Status Update: : NSURB Hearing for SREP capital spending held Sept 27

EU working group assessing scheduling
Next Steps: Awaiting NSURB Decision
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Site work construction resumed mid June Site erosion control measures ongoing Frame system and solar panels now progressing on lower level New pole line to Hawthorne – Access road constructed for NSPI work . EU pole line section near completion. NSPI work for cross-over points under review with AREA
Next Step: Project followups in progress
Title: NSPI/ToA EU Meeting
Status Update: Assessment of the recloser issue at Cloverville Substation
Next Step: Information exchanged with NSPI. Awaiting a maintenance agreement and next steps for servicing
Title: EU Equipment
Status Update: All equipment is in service Tender issued for new ¾ T service truck Rigging course training completed Development of Rubber Glove Code of Practice continues
Title: Power Outages
Status Update: No major outages reported Short service outages required till Code of Practice in place.
Next Step:
Title: Operations Items
Status Update: Items as noted below
Next Step: Work Items - ongoing "Yellow" lites - replacement work continues Pole Line Work – BRBB in progress & MT MacIsaac completed. Work at #7 Roundabout completed New Service Pole and Transformer bank for Main St Irving (completed) West St/Highland Dr intersection-awaiting update on Traffic controller servicing Tree trimming work continues. Electrical Inspections Ongoing Meter reading
Title: Pole Mount transformers
Status Update: Additional deliveries received
Next Step: Installs being assessed with EU Grid project scheduling
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Water Utility:

Projects
Title: 23/24 Budgets
Status Update: Water Rate Application approved by Council and submitted to NSURB for rate adjustments
Next Step: Responses to NSURB Information Requests being prepared Hearing dates set for Feb 20, 2024
Title: Source Water Review

Next Step: Study Followups continuing with Consultant.
Next Steps: Phase 4 continues with site assessment reviews Refinement of short listed sites established of refined drilling exploration. Updates in progress for site testing and MOUs Property contacts for site access pending
Title: Water Utility Items
Status Update: Meeting of James River Stewardship Board – Dec 14, 2023 Annual Dam inspection completed (Nov 17) Residuals Management review continues with consultants (CBCL) Followup to NSE submission to System Assessment Report (SAR) acknowledged Annual lead sampling completed and submitted to NSE
Next Step:
Title: Fire Hydrants
Status Update: Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants being reposted for approvals Fall Hydrant Flushing - Completed Hydrant Repairs - West St, Creighton Lane
Next Step:
Title: Main Line Water Valves
Status Update: Assessment of operational status continues
Next Step: Assessment for Work in 2nd quadrant continues for 2023/2024. College /Creighton lane valve work completed College at Pleasant and Xavier Dr at Hillside valvework completed Acadia /Pleasant valvework completed Capping of old 4" main work on West St continues. 5 services completed. Disconnect pending Church/Mall and Hawthorne - being deferred . Upper section of Hillcrest St experiencing water discoloration. Interim flushing in progress. (Install of New auto flushing valve - pending)
Title: Water Breaks
Status Update: No new breaks reported
Next Step:
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Sewer/Storm:

Projects
Title: 23/24 Budgets
Status Update: Approved by Council – May 23
Next Step: Year end projections in progress
Title: NSE Permit to Operate
Status Update: Requirement for System Assessment Report (SAR)
Next Step: Followup on CBCL SAR Report continues. Review of Consultant's memo (CBCL) on options for STP Front End upgrades continues New equipment arrives - recent STP odors addressed. Adjustments to lagoons levels and floatables ongoing as weather events occur
Title: System Conveyance
Status Update: Checks of Murphy's Brook areas ongoing. Vegetation removal and Site work completed

<p>I/I reduction work Columbus Field completed , recent update meeting held with KoC College /Creighton Lane work completed Eastern Trenchless work 80% complete Overview of Whidden- Centennial storm drainage continues Sewer Cleaning tender (GFL) completed Followup review to Safety Program and Training – pending</p>
Next Step:
Title: Hurricane Fiona / Other Storms
Status Update: Provincial /DNR assessment of trees near river areas still pending
Next Step: Fiona costs compiled and forwarded to Corporate Services for recovery of costs 2 rain storm events experienced – Nov 18, Nov 23
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates NSHA contact for participation on testing program
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Public Properties & Streets

Projects
Title: 23/24 Budgets
Status Update: Approved by Council– May 23
Next Step: Year end projections in progress
Title: Seasonal / Street Operations
Status Update: Street Sweeping is continuing, subject to cold weather Street patching completed at West St, St Marys, Pleasant Sidewalk/Curb Tender (MacNeils) - completed, Paving Tender (Webster Bros) - completed Street crack sealing (Roadsavers) - completed Salt Haul tender awarded to D Cameron Trucking Winter coldmix on order Winter Operations now in progress. (Oncall moves to 6:00am – Dec01) Followup review to Safety Program and Training – pending Municipal Services Permits , 47 MacKinnon, old Theater redevelopment
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment & Bldg
Status Update. Sidewalk plows repairs completed and returned to service Backhoe tamper being serviced All other equipment in service
Next Steps:
Title: Staffing
Status Update PWD Staff obtaining additional NSE system certifications 6 month temp hire for Machine Operator- Laborer: Candidate starts position Dec11.
Next Step:
Title: Community Development
Status Update: Discussions continue for review of various requests/inquires and or project overlaps Mid block crosswalk signage have been adjusted to reflect provincial regulations Review of winter enforcement Assessing Litter Can service Assessing ToA AT project details

Next Step: Awaiting followups
Title Updated COVID 19 Restrictions
Status Update Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: : Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Waste Management:

Projects
Title: 23/24 Budgets
Status Update: Approved by Council – May 23
Next Step: Year end projections in progress
Title: Solid Waste Items
Status Update: Waste Management Bylaw - Reposting of Bylaw in progress Biweekly organics collection resumed week of Oct 11 Litter can service being assessed with Community Development Christmas Tree mulching Program – details being posted Resolution required for End Producers Program Followups required with Colchester MRF on status of future service contract
Next steps:
Title: Waste disposal weights – Nov weigh data not available to Oct 31, 2023
Status Update: RWC -641 T, ICI - 2108 T
Next Step:

Ken Proctor, P.Eng.
Director of Public Works

Antigonish RCMP Monthly Report for October 2023

Occurrence and Crime Reporting- Calls for Service

Type of file	Town	County	Paqtnkek	Totals
Crime against Person	10	8	2	
Crime against Property	26	28	1	
Impaired Driving	4	11	1	
Traffic Collisions	13	22	1	
Traffic Complaints	24	50	0	
Drug Complaints	0	0	0	
Other Municipal	2	12	0	
Mental Health/Wellness	4	3	6	
Other Criminal Code	14	7	1	
Assist Other Gov't Agency	6	2	0	
Crime Prevention	1	4	2	

Antigonish Detachment members responded to a total of 494 calls for service during the month of October including the categories noted above.

Notable Events

October brought Homecoming and a large influx of police officers from across the province to support the local members. There were over 30 members on duty during the height of the party. Statistics for the event from October 14th at 10am until October 15th at 10am;

Liquor Control Act charges:34

Municipal Bylaw charges: 2

Excessive muffler noise: 1

Other motor vehicle: 14

9-1-1 Act: 1

Persons taken into cells: 5 (1 was not a student and not local to Antigonish)

Students driven home from St Martha's: 4

Rainy weather kept the partying to a minimum in the morning, traffic picked up by mid-afternoon. Police response was pro-active with respect to off-campus parties. The largest

gatherings were at 127 College Street and 25/27/29 Highland Drive. Both locations will receive bylaw tickets.

Halloween night was also a large party evening for the youth in the community. Members took 18 calls for service on the night shift, broke up multiple parties on Greening Drive, College St, Mariner Drive and throughout the town. With no dedicated activities planned for the students the parties sprung up quickly however the young people were respectful to police when asked to move along. A total of 67 calls for service were taken over the 24 hour period.

Strategic planning will be taking place concerning possible holidays in the future.

S/Sgt Hillier attended the anniversary dinner for the Antigonish Women's Resource Centre on October 28th, and S/Sgt Hillier with Sgt McBeath and Cpl Jessome attended the Legion Remembrance Day dinner on October 29th.



Community Policing/School Resource Officer

CPO Activity – Has injured herself and was off-duty for the month of October

Break and Enter Investigations

RCMP took a total of 5 Break and Enter complaints during the month of October, 2 of which required investigation;

On October 1, 2023 a Break and Enter was reported at MacDonald Convince in St. Andrews. Suspect broke window and entered the store twice taking liquor each time. Second suspect

waiting on 4-wheeler outside. The owner recognized the 4-wheeler driver and other information helped to identify the second youth. Both youths were arrested and released on conditions.

On October 27, 2023 the owner at Beech Hill towing reported someone entered their salvage yard and stole two motorbikes. One of which had been seized by police a week prior. This remains under investigation.

Impaired Driving Charges

On October 2 at 2:50 pm Antigonish RCMP received a report of a possible impaired driver at an address in Havre Boucher. Members attended and located the suspect vehicle, with driver still behind the wheel with the vehicle running. Police arrested the 24-year-old male driver for Impaired Operation, the driver provided low samples and was subject to a DRE test. He was issued an appearance notice for November 29, 2023.

On October 16th, 2023 at approximately 9:50 pm RCMP were called to a complaint of a motor vehicle collision. The driver was located and samples were taken, both samples provided registered 150 mg%. The 18-year-old driver was released for court on November 15th, 2023.

On October 27th, 2023, members located a male sleeping in his vehicle, the 73-year-old male displayed signs of impairment and a breath demand was made. Samples registered at 150 mg% and 140 mg%. The driver was released for a court date in December.

Traffic Enforcement

October was Intersection Safety month; 8 additional patrols were completed. These happened through out the month by various members, focus areas included Appleseed/Highland Drive and Braemore/Xavier intersections during peak school drop off times, Hwy 316 / Pomquet River Road, Hwy 245 and Old Maryvale Rd, Highland Drive and Greening Drive and Highland Drive and West Street also during peak traffic times for school buses and student drop off and pick ups. 1 violation was issued for passing a school bus with lights flashing.

On October 12th a joint traffic enforcement initiative /multi-agency compliance enforcement check was done. Members targeting all motor vehicle infractions and vehicles emitting excessive noise from modified mufflers. 22 violations were issued, these included;

1 no seatbelt, 19 expired inspections, 1 no Insurance, 1 expired driver's licence, 3 vehicles send for re-inspection and 4 verbal warnings.

15 commercial motor vehicles were inspected by the Commercial Vehicle Enforcement team resulting in 6 of the vehicles being placed out of service and 8 vehicles receiving written warnings, 1 vehicle passed the inspection.


Human Resources

Two positions remain vacant.

1 Soft vacancy – Maternity leave.

1 ODS

Municipality = Town of Antigonish



<i>Civic</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg</i>	<i>Proposed Use</i>	<i>Permit Fee</i>	<i>Value</i>
1160 Convocatio	0	Construction	Commercial	Tent	100.00	3,000.00
1160 Convocatio	0	Construction	Commercial	Tent	100.00	3,000.00
38 Indian Garden	0	Renovate	SingleDwelling	Moble/Mini Homes	123.00	30,000.00
291 Main St	0	Renovate	Commercial	Restaurants	3,930.00	1,400,000.00
18 Church St	0	Renovate	Commercial	Apartment Buildin	242.00	15,000.00
Total	0				4,495.00	1,451,000.00

