
MEETING: Regular Council

DATE: March 18, 2024

TIME: 6:00 PM

LOCATION: Town Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - Regular and In Camera meeting Minutes of February 26, 2024, Planning Appeal Hearing of February 29, 2024, and emergency In Camera meeting of March 8, 2024
4. Proclamations/Presentations/Flag Raising
 - Antigonish Highland Society; Request to raise the Gaelic flag May 1-31st for Gaelic Awareness Month
 - Positive Action for Keppoch (J. Chaisson)
 - Accessibility Presentation (K. MacInnis)
5. Business from Minutes
 - Maritime Municipal Electric Utility Alliance Memorandum of Understanding
6. New Business
 - C. Dunbar Appeal Hearing Decision; Proposed Development College Street
 - Write-off of Old Electric Utility & Water Accounts (M. Barkhouse)
7. Correspondence
8. Staff Reports
 - CAO Report
9. Committee Reports

**Regular Town Council
February 26, 2024
Town Council Chambers**

Present

Mayor L. Boucher
Deputy Mayor W. Cormier
Councillor S. Cameron (via Zoom)
Councillor M. Farrell
Councilor A. Murray
Councillor D. MacInnis
Councillor D. Roberts

D. Wilson, Deputy Clerk, Acting CAO
M. Barkhouse, Corporate Services
K. MacInnis, Director, Community Development
K. Proctor, P.Eng., Director, Public Works
L. Roy, Strategic Initiatives Coordinator

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 amendments." Motion carried.

Approval of Minutes

"It was Moved and Seconded to approve the Regular and In Camera meeting Minutes of January 15th, Epoll meeting Minutes of January 23rd, February 14th and 16th, and Emergency meeting Minutes of January 30th, 2024, as presented." Motion carried.

Proclamations/Presentations/Flag Raising

- Deep Energy Retrofit Feasibility Study Results/Capital Pre-application (L. Roy)
L. Roy distributed copies of her presentation to Council and took to the podium.

Council was provided with details on the objectives of the Study, including: Review, Emission Reductions Summary (phase 1 and 2), Capital costs and Simple Payback (phase 1 and 2), Feasibility Study Highlights (phase 1), Highlights of Primary Emission Reduction Measures (phase 1), Deep Energy Retrofits Feasibility Study – final sources of funding and other funding sources.

L. Roy noted that of the \$198,310.00 application, \$158,808. would be funded by the Green Municipal Fund.

"It was Moved and Seconded that Council approve the submission of a Pre-Application to FCM's Green Municipal Fund for a Deep Energy Retrofit Capital Project for eight (8) Municipal buildings." Motion carried.

Mayor L. Boucher commended L. Roy for her work.

- Maritime Municipal Electric Utility Alliance MOU (L. Roy)
L. Roy provided a handout to Council on a Memorandum of Understanding between the Town of Antigonish and seven other municipal and electric utilities, noting it is an opportunity to benefit areas of collaboration amongst the utilities.

Mayor L. Boucher provided comment noting the matter was discussed during the last meeting of Alternative Resource Energy Authority (AREA), with L. Roy providing specifics.

Councillor S. Cameron suggested that the matter be tabled, to allow him time to review the information prior to Council making a commitment.

Councillor D. Roberts suggested that Minutes from AREA be made available. Mayor L. Boucher agreed to provide the meeting Minutes.

Business from Minutes

- Sidewalk/Snow Removal Policies – previously discussed.

Deputy Mayor W. Cormier thanked the Town Engineer and staff for their efforts in snow removal during the past couple of storms.

New Business

- Solid Waste Management Committee – New Committee Member Required (D. Roberts)
The Acting CAO provided an update on seeking a new committee member for the committee.

- Land Acknowledgement

The Acting CAO noted that Paqtnekek First Nation is interested in having the Town acknowledge on their website, that they are on unceded territory and provided comment on wording that staff are working on in this regard.

K. MacInnis provided an update on related Town signage.

Council was in general agreement in having an acknowledgement of the unceded territory posted on the Town's website. Councillor D. MacInnis stated that he would like Council to acknowledge the Micmac people during Council meetings, with Mayor L. Boucher suggesting that following new signage being posted may be an appropriate time to start council meeting acknowledging unceded territory.

- Housing Memorandum of Understanding

"It was Moved and Seconded that Town Council supports the recommendation of staff to enter into a Memorandum of Understanding with the Municipality of the County of Antigonish to address housing challenges in Antigonish." Motion carried.

- Hawthorne Street

Councillor D. MacInnis provided comment on the state of asphalt on Hawthorne Street, and stated he would like to see the Town include it in its upcoming capital budget. He further provided comment on a program where the province would pay for half of paving projects.

K. Proctor provided comment and issues related to paving Hawthorne and Bay Streets.

In response to comments from K. Proctor and Deputy Mayor W. Cormier, M. Barkhouse provided comment on an upcoming capital budget exercise. Brief discussion took place on the cost-sharing agreement with the province and weight restrictions

Councillor S. Cameron suggested that the Town make application to get 50% cost sharing for paving Hawthorne Street, with Mayor L. Boucher responding.

K. Proctor, suggesting looking first at the paving agreement and reviewing it again during the upcoming capital budget workshop.

- **Code of Conduct**

Deputy Mayor W. Cormier referred to a comment on a public social media platform reportedly made by Councillor D. Roberts and provided comment from the Town's Code of Conduct.

Deputy Mayor W. Cormier read the post and stated that the vote for Deputy Mayor was properly conducted.

Councillor D. Roberts referred to the third item on the policy of deputy mayor and questioned why he was appointed for a third year. Discussion took place, with Mayor L. Boucher noting that Council is adhering to policy, and that the reason for this discussion was a public posting on Facebook.

Discussion took place on the issue of the Deputy Mayor nomination.

In response to a comment from Mayor L. Boucher, Deputy Mayor W. Cormier stated he would like to see the comment posted by Councillor D. Roberts retracted.

Councillor D. MacInnis suggested that the Town get a legal opinion on the matter, with Deputy Mayor W. Cormier agreeing.

"It was Moved and Seconded that the Town seek a legal opinion on a recent Facebook comment posted by Councillor D. Roberts." Motion carried, with Councillors Cameron and Roberts voting against the motion."

Correspondence

There was no correspondence.

Staff Reports

- **CAO Report**

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

Committee Reports

- **Eastern District Planning Commission**

"It was Moved and Seconded to approve Eastern District Planning Commission staffing compliment for the Town of Antigonish for 2024 as recommended by J. Bain, Director, EDPC." Motion carried.

- Accessibility Committee

Councillor D. MacInnis noted that an Accessibility meeting is scheduled for March 6th, and that as a result of the meeting, the Committee may be looking for funding in the upcoming budget.

- RK MacDonald Guest Home/Antigonish Community Transit/Waste Management

Councillor D. Roberts updated Council from the following Committees:

- Correspondence received from Terry MacIntyre, CEO, RK MacDonald Guest Home noting that the RK has been accredited (second highest). She noted that accreditation is not required.
- Antigonish Community Transit – Council was advised that M. VanVonderen will be stepping down as Executive Director. R. Honda has accepted the position and is working to get up to speed with Madonna.
- Solid Waste Committee – Councillor D. Roberts noted that the February meeting was cancelled due to weather and that discussion is to continue to take place on keeping material from being landfilled at the next meeting.

- Community Enhancement Committee

Councillor A. Murray noted that a meeting was not held due to the lack of a quorum.

- Councillor W. Cormier stated he had nothing to report.
- Councillor S. Cameron stated he had nothing to report.

With there being no further business the meeting was adjourned.

In Camera Council Meeting
February 26, 2024
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.

Emergency In Camera Council Meeting
March 8, 2024
Town Council Chambers

An emergency 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.

Flag/Banner Request Form

Section 1: Applicant Information

1. Community Group/Organization Title

Antigonish Highland Society

2. Community Group/Organization Contact Information

Applicant Name: Dan Cochrane

Email: admin@antigonishhighlandgames.ca Phone: 9028634275

Address: 20 East Main Street Postal Code: B2G2E9

Section 2: Request Details

1. Please indicate your request:

Flag Lamp Post Banner Other (please specify):

2. What type of event does your request coincide with?

Parade Community Event Designated Month Memorial Recognition
 Festival/Celebration Other (please specify):

3. Please indicate the date(s) your organization would like to have you flag/banner request fulfilled.

Flag/Banner Request Start Date: May 2nd, 2024

Flag/Banner Request End Date: May 31st, 2024

Does your event require an official flag raising ceremony with Mayor and Council?

Yes No

Additional information: (Please provide an overview of your request and how the addition of a flag to Chisholm Park or lamp post banners will benefit your event, celebration, or memorial).

We would like to raise the gaelic flag in honor of gaelic awareness month. We understand that the VON typically raises their flag late in May, so if the flag needs to come down sooner than May 31st that is acceptable. We are also awaiting confirmation of Lewis

Section 3: Permissions

Special Considerations

- Flags will be flown at Chisholm Park.
- Banners must be designed to be 18 inches by 44 inches and be made from vinyl material. Banners must be designed and installed to the standard set by the Town.
- The Town reserves the right to inspect any flag or banner prior to placement on Town-owned property. Flags or banners will not be placed by the Town if:
 - i) The material is tattered, frayed, damaged or detracts from the beautification of the Town.
 - ii) The flag or banner promotes discrimination or philosophy or seek values are deemed to be divisive or discriminatory.
 - iii) The flag or banner contradicts the guidelines in place in the Town's Special Events Planning Guide.
 - iv) No flag or banner can be suspended across the street.

Section 4: Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that the Town will make the final decision on this flag/banner request.

Signature: 

Date: **February 22, 2024**

Section 5: Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

Shannon Long
Marketing and Communications Officer
Town of Antigonish
274 Main Street
Antigonish, Nova Scotia B2G 2C4
shannon.long@townofantigonish.ca
902-318-9245

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) made as of October 19, 2023 (the “Effective Date”) AMONGST

THE POWER COMMISSION OF THE CITY OF SAINT JOHN
operating under the name of **SAINT JOHN ENERGY**;

- and -

THE CITY OF EDMUNDSTON, a municipality under the laws of
New Brunswick;

- and -

THE VILLAGE OF PERTH ANDOVER, a municipality under the
laws of New Brunswick;

- and -

THE TOWN OF ANTIGONISH, a municipality under the laws of
Nova Scotia;

- and -

THE TOWN OF MAHONE BAY, a municipality under the laws of
Nova Scotia;

- and -

THE TOWN OF BERWICK, a municipality under the laws of Nova
Scotia;

- and -

THE CITY OF SUMMERSIDE, a municipality under the laws of
Prince Edward Island;

- and -

Riverport Electric Light Commission, a utility in the Province of
Nova Scotia;

- and -

Alternative Resource Energy Authority, a municipally owned
organization in the Province of Nova Scotia,

(each, a “Party” and referred to collectively as the “Parties”).

WHEREAS the Parties wish to form an Alliance to be referred to as the Maritime Municipal Electric Utility Alliance (the “Alliance”) the purposes of which are to explore opportunities for collaboration, cooperation and collaboration on emerging issues and opportunities as elaborated in this MOU;

AND WHEREAS the Parties wish to establish a collaborative relationship to drive efficiency, effectiveness, reliability, growth, sustainability and public awareness of the Alliance;

AND WHEREAS this MOU is intended to form the basis of ongoing engagement between the Parties in furtherance of the Alliance’s goals;

THE PARTIES enter this MOU on the following terms:

1. **LEGAL STATUS OF MOU.** Except for s.7 and s.8, which the Parties agree is binding and enforceable, this MOU is intended by the Parties to be, and is, non-binding, and not legally binding or enforceable obligations between the Parties will be created until definitive agreements relating to the subject matter of the Alliance’s deliberations are executed and delivered by the Parties.
2. **Good Faith Negotiations.** The Parties shall negotiate in good faith and use their commercially reasonable efforts to bring about definitive agreements with respect to the potential areas of collaboration set out in s. 6 at the earliest practicable time. Any definitive agreement amongst the Parties shall be subject to each Party’s due diligence, business planning, financing requirements and any other matter in each Party’s sole discretion. Each Party agrees to provide access to information and to such individuals as may be necessary in order to carry out negotiations and due diligence.
3. **TERM.** This MOU will commence on the Effective Date and will remain in effect for 3 years.
4. **TERMINATION.** Any Party may end its participation immediately by issuance of written notice of termination to each of the other Parties. A notice of termination only terminates the MOU for the Party issuing the notice.
5. **GUIDING PRINCIPLES.**
 - a) The Parties will engage in good faith discussions and collaborative efforts through the Alliance and in so doing the Parties:
 - i. recognize that the future holds dramatic changes and opportunities for our sector and that many of these are time limited in nature;
 - ii. commit to climate change action ;
 - iii. agree that it is critically important that the Alliance be a leader in the electrical utility and in the municipally owned renewable energy sector ;
 - iv. explore revenue and collaboration opportunities; and,
 - v. initiate and reinforce joint undertakings involving the Parties’ joint examination of costs, revenue or third-party funding, in which the Parties shall require a definitive agreement.
 - b) The Parties understand and agree on the importance of owning the relationship with customers within their respective franchise territories in relation to energy products and services.

- c) The Parties agree that their respective franchise distribution territories will be respected; however, this will not mean that opportunities for collaboration or partnership with mutual benefit will be excluded from consideration based only on territory.

6. AREAS OF POTENTIAL COOPERATION. The Parties may:

- a) collaborate and share strategies, product and service opportunities, and roadmaps, with an intent to leverage learning, minimize resource requirements, reduce time to market and identify opportunities to align on future products and services;
- b) share industry best practices to optimize service delivery and operations;
- c) collaborate on research, development and implementation of innovative products and services to enhance utility performance;
- d) explore the development and promotion of renewable energy sources and sustainable practices;
- e) collaborate on the development of solutions and services that improve the overall customer experience and utility performance;
- f) share insights and strategies for long-term planning and growth;
- g) collaborate on policy recommendations and legislative reforms that advance the energy sector's goals;
- h) collaborate and develop strategies to address the challenges posed by climate change and promote sustainable energy solutions;
- i) share administrative practices to enhance operational efficiency;
- j) collaborate on procurement processes to optimize cost-effectiveness and quality;
- k) collaborate and coordinate efforts to effectively communicate initiatives and benefits to stakeholders;
- l) collaborate and share technical expertise to improve infrastructure, maintenance, and reliability;
- m) collaborate on strategies for promoting electrification of transportation, heating, and other sectors;
- n) collaborate and share information technology solutions, best practices and data management strategies for improved efficiency; or,
- o) collaborate on strategies to ensure stable and secure energy supply.

7. CONFIDENTIALITY AND PUBLICITY

- a) In this MOU "**Confidential Information**" means any information, including the existence and terms of this MOU, relating to or received as a result of the deliberations and interactions of the Alliance, in all verbal, digital and material forms and however stored or expressed, regardless of whether it has been marked as, or communicated as being, confidential.
- b) Each Party (the "**Recipient**") will hold and maintain the other Party's (the "**Disclosing Party**") Confidential Information in the strictest confidence for the sole and exclusive benefit of the Disclosing Party. The Recipient will protect the Confidential Information from any unauthorized access, misuse, misappropriation, copying or disclosure, except as specifically authorized by the Disclosing Party in writing. The Recipient will carefully restrict access to Confidential Information to its officers, employees and advisors on a 'need to know' basis and as approved by the Disclosing Party.
- c) Notwithstanding any other provision in this MOU, the Parties acknowledge and agree that where each of the Parties is a public utility, each Party is subject to their respective right to information legislation as may be amended from time to time.
- d) All public announcements and media releases with respect to any aspect of this MOU, including this MOU itself, require the unanimous written consent of all of the parties to this MOU.

8. AMENDMENTS

Any amendments to this MOU must be made in writing and agreed upon by both Parties.

[signature page follows]

THE PARTIES acknowledge and agree this MOU as of the Effective Date.

THE POWER COMMISSION of the CITY OF SAINT JOHN carrying on business under the name and style of SAINT JOHN ENERGY

By: _____
Name: Ryan Mitchell
Title: President & CEO

THE CITY OF EDMUNDSTON, a municipality under the laws of New Brunswick

By: _____
Name:
Title:

THE VILLAGE OF PERTH ANDOVER, a municipality under the laws of New Brunswick

By: _____
Name:
Title:

THE TOWN OF ANTIGONISH , a municipality under the laws of Nova Scotia

By: _____
Name:
Title:

THE TOWN OF MAHONE BAY, a municipality under the laws of Nova Scotia

By: _____
Name:
Title:

THE TOWN OF BERWICK IN NOVA SCOTIA, a municipality under the laws of Nova Scotia

By: _____
Name:
Title:

THE CITY OF SUMMERSIDE, a municipality under the laws of
Prince Edward Island

By: _____
Name:
Title:

Riverport Electric Light Commission

By: _____
Name:
Title:

Alternative Resource Energy Authority

By: _____
Name:
Title:

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 24-03-18
Prepared by: Dianne Wilson, Acting Chief Administrative Officer

Administration

This report compiles monthly updates and progress reports from the Town of Antigonish’s Administration, AREA Community Development, and Public Works departments.

Highlights

- The Nova Scotia Utility and Review Board will conduct a public hearing on the Town’s Electric Utility application for amendments to its schedule of Rates and Charges – to be held beginning at 10:00 AM and & 7:00 PM on Tuesday, March 26th, and continuing the following day if necessary. M. Barkhouse, A. Long and the Town’s consultants will represent the Town at the Hearing.
- 2024-25 Budget – staff have provided M. Barkhouse their preliminary budgets for review and work continues to compile final figures.
- Housing Accelerator Fund (HAF) – Housing Minister S. Fraser made a formal announcement that the Town (1.3 m) and County of Antigonish (1.9 m) will receive a total of 3.2 million dollars in incentives to eliminate barriers to building housing faster. Applications are currently being accepted for a joint Town and County HAF coordinator to manage the project.

Strategic Initiatives Update:

Projects
Title: Net Zero Engagement Strategies Funding Opportunity
Status Update: Submitted final application November 28th.
Next Step: Awaiting approval in the new year
Title: Grid Modernization and New Substation
Status Update: Working with Strum on detailed engineering and site work preparation. Contribution Agreement has been signed. Awaiting a funding announcement.
Next Step: On going
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: Ongoing
Next Step: Top 20 Energy Users being reviewed for addition to study
Title: Green Municipal Fund – GHG Reduction Pathway Feasibility Study – Deep Energy Retrofits
Status Update: Study is complete – Funding has been received.
Next Step: Submitting Pre-application for Capital Project
Title: New SREP funding available for Capacity Building
Status Update: Submitted application January 31, 2024
Next Step: Awaiting approval.
Title: Diversity, Equity and Inclusion Plan
Status Update: Reviewing Final Report
Next Step: Follow up with Empowered once review is complete

Title: ACOA Funding Opportunities
Status Update: Meeting with Mark Van de Wiel
Next Step: ongoing
Title: Efficiency One
Status Update: Met with Derek Peters of Efficiency One regarding Deep Energy Retrofits
Next Step: Looking at options for rebates and funding
Title: NSPI, Efficiency One and Trane – Lunch and Learn
Status Update: Attended workshop lunch
Next Step: Information & Networking opportunity

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: Maritime Municipal Electric Utility Alliance
Status Update: Attended multiple meetings to discuss agreement
Next Step: Meeting in April to finalize the agreement
Title: AREA Strategic Planning Session
Status Update: Participated in AREA's Strategic Planning Session with KBRS
Next Step: on-going
Title: Solar Open House
Status Update: Assisted with and attended Solar Open House
Next Step: Working with AREA on ground cover options
Title:
Status Update:
Next Step:



NOVA SCOTIA UTILITY AND REVIEW BOARD

NOTICE OF PUBLIC HEARING

THE TOWN OF ANTIGONISH, on behalf of its Electric Utility, has made an application to the Board for Approval of Amendments to its Schedule of Rates and Charges for the provision of electric supply and services to its customers and its Schedule of Rules and Regulations.

This matter will be considered in a public hearing as follows:

Hearing starts: Tuesday, March 26, 2024
10:00 AM
(Continuing Wednesday, March 27, 2024, if necessary)

Evening Session: Tuesday, March 26, 2024
7:00 p.m.

Hearing Location: Town of Antigonish
Council Chambers
274 Main Street
Antigonish, Nova Scotia

Depending on the circumstances related to Covid-19, this public hearing may be held by video conference.

Board Hearings are open to the public and you may participate in one of the following ways:

- You may speak at the hearing. You must notify the Board by **Tuesday, March 19, 2024**.
- You may make written comments by sending a letter to the Clerk of the Board at P.O. Box 1692, Unit "M", Halifax, NS B3J 3S3, or by email at: board@novascotia.ca, or by fax at (902) 424-3919 by **Tuesday, March 19, 2024**.
- You may request formal standing as an Intervenor, subject to Board approval. This will allow you to present evidence or cross-examine witnesses. Your request must be received by the Board by **Monday, January 15, 2024**, and a copy of your written evidence by **Tuesday, February 20, 2024**.

Additional information about the matter is as follows:

The Town of Antigonish has applied for an increase of 6.3% in its revenue requirement, effective April 1, 2024. The increases in revenue requirements by rate class are as follows:

Rate Class	Increase
Domestic	7.2%
Domestic Time of Day	7.5%
General up to 3 KW load	7.2%
General > 3 KW load	7.2%
Large General	0.0%
Street Light	7.9%

The Utility is also proposing changes to its Schedule of Rules and Regulations.

Upon reviewing the Application, the Board, in its Decision, may determine that the proposed amendments should be as requested, higher, or lower.

A copy of the Application and any timetable applying to this matter may be viewed on the Board's website at <http://nsuarb.novascotia.ca/>, by clicking on "Matters & Evidence", and in the "Go Directly to Matter" search box, enter Matter No. **M11441**, and on the Town of Antigonish's website.

To assist the Board in using correct forms of address and pronouns in our hearings and decisions, we invite all parties, lawyers, and all other participants to share their pronouns and titles with the Board and each other if they are comfortable doing so. There is no requirement to provide this information.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: March 2024
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Strategic & Capital Projects of Council:

Projects
Active Transportation Corridor
Status Update: Revised Tender Scope Ongoing
Next Step: In tender draft review for the first section of the trail. Finalizing second phase of Bell’s utility pole move. Staff working with WSP on revised budget for multi-year projections.
Accessibility Ramp
Status Update: Engineering Design Options Prepared
Next Step: Staff have been working with Strum to identify options for the installation of an accessible ramp to the Challenger Baseball Field. This area has been particularly challenging due to the slope and narrow working area. Staff will work with Strum to develop an RFP for construction services once the most cost-effective path forward is determined. Construction would begin in the spring/early summer. Staff submitted a grant for provincial funding to supplement some of the construction costs for this project.
Tourism
Status Update: Marketing Levy to Take Effect April 1
Next Step: Staff have been doing outreach and registering properties. By-Law will take effect officially on April 1 with the first round of remittance occurring on May 15. Once all the registrations are complete, we will have 34 properties, which includes hotels, bed and breakfasts and Airbnbs.
Regional Ball Field #2
Status Update: Phase 1 of drainage work has been completed.
Next Step: Phase 2 request for drainage and grading will come as part of 24-25 budget.
Arbor Drive Playground
Status Update: Trail to be developed
Next Step: Equipment will be installed once the ground thaws. Staff are working on confirming trail expansion with the support of grant funding.
Parking Meter Renewal
Status Update: Complete.
Next Step: Phase 2 for Creighton Lane will be a part of 24-25 budget.
Litter Cans
Status Update: Staff developing standards and updates to locations for downtown core litter cans.
Next Step: Staff will come to Council with update on litter can service which will include locations and set up to reflect placemaking standards for April for a May/June deployment.
Accessibility
Status Update: Committee making budget recommendations to Council
Next Step: Staff and committee to review quick wins and goals for upcoming fiscal year. Staff to present to Council on budget considerations for plan update/community engagement and the re-launch of the accessible Antigonish partnership with Challenger Baseball.

Operational Projects:

Project
Beautification
Landscaping RFQ submissions are under review.
Pedestrian Safety
Staff working with WSP to develop recommendations to enhance overall pedestrian safety. The immediate focus will be reviewing midblock crosswalks. Staff met with RCMP, County, StFX and NS Public Works to review concerns and form a subcommittee. The subcommittee will be developing an outreach plan for both pedestrians and motorists about crosswalk safety.
Wayfinding & Signage
Vibe has conducted the second round of design revisions to the new welcome signs. Vibe is sourcing quotes to budget for 24-25. The next phase of this work will involve recreation and look at new signage at The Landing, which will include a reflection on the cultural history and the Mi'kmaw people, as well as trail markers, mapping, and information on wildlife found in the area.
Town Hall Lighting
CBCL is drafting the final report and recommendation for how to proceed with the Town Hall lighting project. There are issues to overcoming with mounting and routing electrical wiring. Once the report is received, staff will have to determine the best path forward.
Town & StFX Partnership
Following a review of the minutes and feedback from all partners, the Good Neighbours Working Group are reviewing options for Homecoming 2024. The Town has provided the Special Events Planning Guide and Application form to the Student Life for their review should it be helpful in determining a direction moving forward. The Town will look to ways to support StFX and the progress made, as well as the continued advancement of the Good Neighbours Program.
Security Camera Project
Project on hold.
Feasibility Study for Rec Centre – Investigation Phase
Staff will provide Town and County Council with initial information regarding an asset inventory as well as very preliminary cost analysis based on construction costs from facilities that have been built in other communities across Nova Scotia. Staff will provide Councils with this information prior to next steps being taken.
Programming
Staff have secured funding for seniors programming development. More details will come once we are in a position to share. Open Gym sessions remain popular. Multi-Sport is also ongoing. winter equipment loan has been very busy. Staff are already reviewing options for summer programming and summer camps to determine how best to meet the needs of the community.
Budget 2024-2025 Planning
Staff are preparing plans for budget. Initial capital plans are under review. Staff are working on operating budgets for the year. Final drafts will be complete at the end of the month for Director of Corporate Services to review with the CAO.
By-law, Policy & Procedures:
<ul style="list-style-type: none"> • Traffic Control/Sidewalk Encroachment Policy – (research phase for potential proposal) • Sponsorship/Naming Rights Policy (Marking and Communications Officer Drafting) • Facility Allocation Policy (in progress and in partnership with the County) • Community Events Policy (proposed) • Nuisance Wildlife/Animal Feeding By-Law (proposed) • Oversized Move Permit (proposed) • Video Surveillance Policy (paused)

THE TOWN OF
ANTIGONISH

By-Law Enforcement Statistics:

Reporting Period: February 11, 2024 to March 11, 2024

**Please note the holiday break fell within this reporting period.*

Open/Still Under Investigation:

Unsanitary: 4 files

Solid Waste: 4 files

Signage Policy - Ongoing file to address collection of signage being put on Town owned utility pole

Closed:

Dog By-law: 2 files

Solid Waste: 6 files

*There were a number of issues related to waste collection during the week of March 4. There were 12 properties on one street where bags were not collected, but not tagged. By-Law followed up with GFL to ensure they are tagged if they are not being collected. By-Law also conducted phone calls to these properties and sent a general email out to landlords reminding them of the proper sorting guides. and then property owners via phone call.

Parking Violations:

127 parking violations (includes Town, Hospital & StFX)

Municipality = Town of Antigonish

<i>PID</i>	<i>Civic Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>	<i>Permit</i>	<i>Value</i>
0129674	37 Whidden St	0	Renovate	Single Dwelling	House	135.00	35,000.00
0126464	30 James St	0	Renovate	Park/Rec.	Arena	260.00	80,000.00
0128913	11 Nicholson Crt	0	Renovate	Single Dwelling	Acc. Uses	112.00	26,250.00
Total		3				507.00	141,250.00

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 11/March/2024
Prepared by: Ken Proctor, P. Eng., Director of Public Works

Engineering & Municipal Services

Capital Projects/Tender Update:

Projects	
Title:	24/25 Budget
Status Update:	: Budgets in progress
Next Step	
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 near completion . Project A – Revision to a section of West St for retender nearing readiness for tender posting Project D – Dwgs at 95% design stage. Coordination with the Bay St project in process Bell /CBNSR followups continues. Contacts with Stakeholder groups continues for right of way impacts
Title:	ICIP Applications – Bay St
Status Update:	: Application Review
Next Step	Design work in progress with WSP Contacts in process with CBNSR for railway crossings and EDPC for the J Paradis DA. Stakeholder list established for contacts
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 - completed. Phase 2 (Church St/Hwy 4) design work in progress. Meetings with NSTiR/County ongoing Tender call expected in Mar/Apr
Title:	Municipal Capital Grant Program
Status Update:	: Application Review for project(s). Resolution of Council for approved project Submission made Dec13
Next Step	Awaiting results of application review

Electric Utility (EU):

Projects	
Title:	24/25 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 (in progress)
Next Step:	NSURB Hearing date – mid March/2024
Title:	Electric Utility Capital Modifications
Status Update:	: NSURB approved capital expenditures Dec 15

SREP approval received EU working group assessing project scheduling and major stock purchases/delivery
Next Steps:
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Frame system and solar panels constructed on both levels New pole line to Hawthorne NSPi work for cross-over points under review with AREA. Permit extensions in place NSTiR EU pole line framing work has resumed
Next Step: Project followups in progress
Title: EU Equipment
Status Update: All equipment is in service Development of Rubber Glove Code of Practice continues
Title: Power Outages
Status Update: Loss of 24KVa loop Mar 09 affecting most of AEU service area 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 – for BRBB, EU awaiting NSPI work to completed West St/Highland Dr intersection-awaiting update on Traffic controller servicing/ped buttons 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: 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: 24/25 Budgets
Status Update: Water Rate Application approved by Council and submitted to NSURB for rate adjustments
Next Step: Responses to NSURB Information Requests submitted for Jan 11 Hearing dates completed Feb 20, 2024. 6 undertakings submitted to Board
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 Recent storms has delayed property contacts for site access pending
Title: Water Utility Items
Status Update Residuals Management review continues with consultants (CBCL) Annual NSE Report – preparation work in progress Bethany Tank Recoatings - preparation work in progress for call tender. Submission made to NSURB for approvals
Next Step:

Title: Fire Hydrants
Status Update: Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants – awaiting Municipal Affairs approval Winter Hydrant Maintenance in progress
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. Capping of old 4" main work on West St - 5 services relocated. Main disconnect in Spring Church/Mall and Hawthorne work- deferred to 24/25. Upper section of Hillcrest St experiencing water discoloration. Interim flushing in progress. (Install of New auto flushing valve - Spring)
Title: Water Breaks
Status Update: No water breaks experienced
Next Step:
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: 24/25 Budgets
Status Update: Budgets in progress
Next Step:
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 Adjustments to lagoons levels and floatables ongoing as weather events occur
Title: System Conveyance
Status Update: Checks of Murphy's Brook areas ongoing Overview of Whidden- Centennial storm drainage continues Followup review to Safety Program and Training – pending
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 Jan/Feb/Mar storm events experienced – Jan (rain/wind), Feb 03-05 (snow), Feb 13(snow), Feb 24(rain), Mar 07(rain)
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: 24/25 Budgets
Status Update: Budgets in progress
Next Step:
Title: Seasonal / Street Operations
Status Update: Winter Operations - Standby/Oncall in place for 6:00am, Dec01

<p>Salt usage -752 tonnes 3 major storm systems experienced. 3 removals of snow in Downtown core completed. Work to potholes ongoing with winter coldmix (2 load onsite) Followup review to Safety Program and Training – ongoing</p>
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment & Bldg
Status Update. All equipment in service
Next Steps:
Title: Staffing
Status Update PWD Staff obtaining additional NSE system certifications Applications for Superintendent under review
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 parking ban enforcement Assessing Litter Can service Assessing ToA AT project details
Next Step: Awaiting followups
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: 24/245 Budgets
Status Update: Budgets in progress
Next Step:
Title: Solid Waste Items
Status Update: Waste Management Bylaw - awaiting Municipal Affairs approval Litter can service being assessed with Community Development Town Council Resolution provided for End Producers Program Service contract received for Colchester MRF
Next steps:
Title: Waste disposal weights – Feb 29, 2024
Status Update: RWC -960 T, ICI - 3115 T
Next Step:



Ken Proctor, P.Eng.
Director of Public Works

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: March 11, 2024
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

The Director of Corporate Services is working on compiling together the Town’s committed capital projects that have been previously approved. These projects include the Active Transportation Trail, Bay Street project, and Bethany Water tank refurbishment (included in the Water Utility Cost of Service Study). This information is important to have ready for Council prior to scheduling a workshop to discuss the 2024-25 capital program. Once this information is ready, a capital budgeting workshop will be scheduled in March to discuss prior commitments, priorities, and the resources (employee and financial) to execute the plan.

The Director has developed a list of 131 utility accounts, totaling \$59,729.30 to be written off. Corporate Services will periodically request that a write-off occur for inactive accounts with a last utility bill date over six years. The electric utility makes up 99.8% of this uncollected balance, with one-third of this total being interest charges. Water and sewer accounts reflect only 0.2%. The Director will present a list of outstanding accounts with balance and last bill date information for Council to consider approving this write-off request. No personal identification information will be shared in this document.

Department Update:

Projects
Title: Water Utility General Rate Application
Status Update: All undertaking information requests have been filled with the UARB, and the Town is now waiting for the Board to make a decision regarding the rate application. The Board is aware of the upcoming request for rate changes on April 1 and remains on track to fulfill this request.
Next Step: NA
Title: Electric Utility General Rate Application
Status Update: The Electric Utility General Rate Application will be held in Council Chambers, March 26th and if needed, March 27th. The panel representing the Town will include the Director of Corporate Services and the General Manager of AREA (in person) with our consultants from BDR attending virtually. McInnes Cooper will be the Electric Utility’s legal counsel during the proceedings.
Next Step: Preparations for the hearing will occur over the next two weeks.
Title: 2022-23 Year-End
Status Update: The approved financial statements were available from our auditors at the end of February, with the consolidated statements uploaded to the Town's website. The Manager of Accounting has completed any adjusting journal entries from the auditors.
Next Step: Finalize adjusting journal entries and close the books for 2022-23
Title: 2024-25 Budget

THE TOWN OF
ANTIGONISH

Status Update: Directors of Public Work and Community Development have provided Corporate Services with a list of currently committed capital projects and recommended new projects for the upcoming year. The Director is consolidating this information to present to Council during a budget workshop where Council can share their key priorities and start to develop a capital plan for 2024-25 and what should be considered in the 5-year Capital Investment Plan (CIP).

Next Step: Develop budget timelines with senior management and plan capital budget workshop with Council

Title: Inventory Accounting Policy

Status Update: : As discussed in the Audit Committee meeting, the Manager of Accounting will be developing an inventory accounting policy for the Town. This will focus on two methods depending on the inventory:

1. inventory that is unique or easily identifiable will be recorded at actual costs (i.e.: transformers by serial number)
2. inventory that is indistinguishable will be recorded following the First In-First Out (FIFO) method (i.e.: utility poles).

Next Step: Under Director review

Title: Human Resources

Status Update: The Superintendent of Public Works position has been successfully filled, and Mr. J. Chisholm has been appointed to the role. His official start date is scheduled for March 25, 2024.

Next Step: Complete

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 have received a working draft of the consultant’s report on EDI for Town of Antigonish, which has come with recommendations and steps to make improvements within the workplace. This is being reviewed for comment and will be presented to Council over the coming month.

Next Step: Consultants Report in review

Title: Strait IT Update

Status Update: The Director of Strait IT has provided the Director an estimate budget to upgrade the Town Hall and other building’s network. This includes hardware and annual license fees for up to five years. This is in effort to approve wi-fi capabilities for the Town, and as well having the same equipment brand as our municipal counterparts in Strait-IT for cost savings and resource knowledge as our IT technicians will understand one system for all municipalities.

Next Steps: Present IT network capital to Council

Title: Work from Home Policy

Status Update: Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review.

Next Step: Finalize and present to Council regarding a Work from Home Policy.

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.

Electric Utility - Statement of Operations
For the Eleven Months Ending Thursday, February 29, 2024

	2023		2022	
	Budget	Actual	YTD	March 31st
Revenue				
Operating				
Electric Revenue	\$13,877,728	\$11,859,153	\$10,409,194	\$11,986,808
Expenditure				
Operating				
Power Purchases	7,409,788	8,603,305	3,544,617	4,274,290
Power Generation and Delivery	5,097,464	1,981,902	4,886,091	5,259,390
Electrical Buildings/Subs	17,453	8,892	12,060	16,944
Electric Distribution Exps	234,740	1,035,509	528,294	227,903
Property Taxes	2,588	2,588	2,438	2,438
Depreciation	278,416			246,607
Admin - Common Services	1,216,963	883,105	777,911	837,569
Interest and Bank Charges	5,838	11,676	4,082	5,668
Wages	595,672	596,298	528,560	572,762
	<u>14,858,922</u>	<u>13,123,275</u>	<u>10,284,053</u>	<u>11,443,571</u>
Non-operating revenue				
Interest on investments				
Interest on Accounts	11,135	15,684	18,359	19,794
	<u>11,135</u>	<u>15,684</u>	<u>18,359</u>	<u>19,794</u>
Non-operating expenditures				
Debt Payments				
Transfers to other funds	575,000			575,000
	<u>575,000</u>			<u>575,000</u>
Excess(deficiency) of revenue over expenditure	<u>(1,545,059)</u>	<u>(1,248,439)</u>	143,501	<u>(11,971)</u>

Water Utility - Statement of Operations
For the Eleven Months Ending Thursday, February 29, 2024

	2023		2022	
	Budget	Actual	YTD	March 31st
Operating Revenue				
Water Revenue	\$1,409,374	\$1,151,043	\$1,138,680	\$1,440,057
Fire Protection	286,172	286,172	286,172	286,172
Fire Protection - County	188,679	188,679	188,679	188,679
Other Water revenue	2,750	12,536	3,250	6,029
	<u>1,886,975</u>	<u>1,638,430</u>	<u>1,616,781</u>	<u>1,920,937</u>
Operating Expenditure				
Property Taxes	39,623	39,085	38,846	38,846
Depreciation	421,500			390,060
Source of Supply	37,047	31,428	32,962	35,112
Purification	335,246	241,393	311,928	322,306
Power and Pumping	46,382	38,897	37,548	41,199
Transmission and distribution	131,415	87,856	80,610	83,908
Administration	99,742	90,656	82,590	87,358
Supervision	552,580	549,943	491,780	536,487
Wages	176,161	173,500	163,095	172,401
	<u>1,839,696</u>	<u>1,252,758</u>	<u>1,239,359</u>	<u>1,707,677</u>
Operating Profit	47,279	385,671	377,423	213,261
Non-operating revenue				
Interest on investments				
Interest on Accounts		4,638	4,140	4,515
Misc Non-operating Revenue				
		<u>4,638</u>	<u>4,140</u>	<u>4,515</u>
Non operating expenditure				
Debt Payments	166,128	164,138	164,588	167,817
Transfers to other funds				
	<u>166,128</u>	<u>164,138</u>	<u>164,588</u>	<u>167,817</u>
Excess(deficiency) of rev over exp	(118,849)	226,171	216,975	49,959

Council Report
 General Fund
 For the Eleven Months Ending 2/29/2024

	<u>2023</u>	<u>2023</u>	<u>2022</u>	<u>2022</u>	<u>Remaining</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Revenue					
Taxes	\$7,601,015.37	\$7,269,303.62	\$6,965,288.62	\$7,051,678.88	\$231,711.75
Grants in Lieu of Taxes	1,109,614.80	62,265.04	1,050,533.12	1,051,085.90	1,047,349.76
Sale of Services	949,423.24	711,914.24	879,691.10	753,199.53	237,509.00
Services provided to other governments	302,534.66	165,955.16	311,428.76	233,571.57	136,579.50
Other revenue from own sources	143,000.00	441,635.64	147,450.00	357,985.03	(298,635.64)
Unconditional Transfers from other governments	478,844.00	90,481.31	235,612.16	134,652.75	388,362.69
Other Transfers	2,142,198.00	3,000.00	2,198,427.50	243,254.73	2,139,198.00
	<u>12,626,630.07</u>	<u>8,744,555.01</u>	<u>11,788,431.26</u>	<u>9,825,428.39</u>	<u>3,882,075.06</u>
Expenditure					
Mayor and Council	435,049.94	388,675.69	401,180.53	372,993.17	46,374.25
Corporate Services and Office of the CAO	2,756,301.97	798,940.46	2,547,505.53	862,948.15	1,957,361.51
Engineering and Public Works	1,493,387.33	1,316,107.47	1,448,570.89	1,239,465.85	177,279.86
Environmental Health Services	1,391,965.57	1,105,741.35	1,389,991.12	1,024,847.44	286,224.22
Community Development Administration	399,058.99	394,114.33	416,795.08	361,062.04	4,944.66
Partnerships & Initiatives	564,329.81	628,298.84	497,621.73	599,371.49	(63,969.03)
Protective Services	2,997,244.13	2,031,526.67	2,811,877.32	2,385,186.83	965,717.46
Recreation and Cultural Services	728,691.84	572,863.12	566,357.06	476,885.24	155,828.72
Provincial Responsibilities	1,760,577.56	1,511,331.59	1,708,532.00	1,445,876.05	249,245.97
	<u>12,526,607.14</u>	<u>8,747,599.52</u>	<u>11,788,431.26</u>	<u>8,768,636.26</u>	<u>3,779,007.62</u>
Excess(deficiency) of revenue over expenditure	<u>100,022.93</u>	<u>(3,044.51)</u>		<u>1,056,792.13</u>	<u>103,067.44</u>