
MEETING: Regular Council

DATE: April 15, 2024

TIME: 6:00 PM

LOCATION: Town Council Chambers

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - Regular Council meeting Minutes of March 18, 2024
4. **Proclamations/Presentations/Flag Raising**
 - Access Awareness; Request to Raise Flag May 21-June 1, 2024
 - Heart Failure Awareness Week (May 5-11, 2024) Proclamation
 - Moose Hide Campaign Proclamation
5. **Business from Minutes**
6. **New Business**
 - Date for May Council Meeting
 - Motion and Recommendation for 1st Reading from Planning Advisory Committee (PAC) Re: Development Agreement – 56 Highland Drive, Antigonish
7. **Correspondence**
 - HOW Club Re: Property Taxes
 - C. Morrow Re: Solar Garden
8. **Staff Reports**
 - CAO Report
9. **Committee Reports**

**Regular Town Council
March 18, 2024
Town Council Chambers**

Present

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

Media

Members of the Galley

Absent with Regret

Councillor D. MacInnis

Call to Order

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

Approval of Agenda

"it was Moved and Seconded that the agenda be approved as presented." Motion carried.

Approval of Minutes

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

Proclamations/Presentations/Flag Raising

- Antigonish Highland Society; Request to raise the Gaelic flag May 1-31st for Gaelic Awareness Month

"It was Moved and Seconded to approve the request to raise the Gaelic flay May 1-31st at Chisholm Park as requested." Motion carried.

- Positive Action for Keppoch (J. Chaisson)

J. Chaisson took to the podium and provided council with an update on recent activities of Positive Action for Keppoch.

Council was advised that the organization was able to leverage the \$25,000 received from the Town of Antigonish into \$600,000.

A PowerPoint presentation was provided showing damage from hurricane Fiona, along with additional slides featuring visitors and events at Keppoch. J. Chaisson provided details on upcoming activities this year.

J. Chaisson noted that a grant application has been submitted and requested Council support their financial request and responded to questions from Council.

- Accessibility Presentation (K. MacInnis)

K. Gorman took to the podium and provided Council with an update on matters related to Accessibility.

Council was provided with details on two items for budget consideration including (1) the relaunch of the Town and Challenger Baseball program and (2) to undertake engagement and update the Town's Accessibility Plan.

Councillor D. Roberts requested copies of the presentation prior to making a decision.

Discussion took place.

On behalf of Councillor D. MacInnis, Councillor M. Farrell put forth the following motions:

"That Town Council consider reserving \$10,000 in the 2024-25 operating budget for the Accessible Antigonish Project partnership with Challenger Baseball." Motion carried.

"That Town Council consider allocating up to \$15,000. in funding in the 2024-25 operating budget to complete the Town's Accessibility Plan." Motion carried.

Business from Minutes

- Maritime Municipal Electric Utility Alliance Memorandum of Understanding
Following brief discussion the following motion was put forward:

"That the Town of Antigonish sign the Memorandum of Understanding with the Maritime Municipal Electric Utility Alliance as presented." Motion carried.

- Councillor D. Roberts Re: Minutes

Councillor D. Roberts raised concern with a motion from the February Council meeting. In response, the Acting CAO noted that she was still awaiting a response from the Town's legal counsel.

Councillor D. Roberts stated that in 2022 the practice of rotating the Deputy Mayor ceased and questioned why. Mayor L. Boucher responded noting the term is for one (1) year, but not necessarily rotating.

Brief discussion took place, with Mayor L. Boucher noting that should Councillor D. Roberts wish to have the Policy amended she should request it be brought to Council.

New Business

- C. Dunbar Appeal Hearing Decision; Proposed Development College Street
Mayor L. Boucher provided background information on the proposed development by C. Dunbar noting that an appeal hearing was held on February 29th.

Following brief discussion, the following motion was put forward:

"That the Town of Antigonish overturn the decision of the Eastern District Planning Commission Development Officer and approve the variance for a setback as requested." Motion carried.

- Write-off of Old Electric Utility & Water Accounts (M. Barkhouse)
M. Barkhouse distributed a list of old electric utility and water accounts to be written-off. She took to the podium and provided Council with details for a total of \$59,929.30.

"It was Moved and Seconded that the following accounts be written-off:

ELECTRIC AND WATER UTILITY ACCOUNTS FOR WRITE-OFF MARCH 2024

Utility Account #	Month of Last Bill	Year	O/S Balance	Utility Account #	Month of Last Bill	Year	O/S Balance
203000.06	2014	Jul	1,034.47	163800.07	2016	Mar	0.01
328250.02	2014	Jul	214.63	164650.03	2016	Mar	417.03
164600.02	2015	Dec	53.13	164800.03	2016	Apr	161.52
192400.04	2015	May	1,738.88	165500.00	2016	Mar	0.70
233600.00	2015	Jul	276.12	165600.04	2016	Sep	572.23
101750.06	2016	Jan	204.31	170305.04	2016	Jul	649.27
101900.07	2016	Jun	152.85	177800.01	2016	May	1.57
102500.04	2016	Mar	348.19	181050.00	2016	Jul	2.56
105955.02	2016	May	129.89	181600.07	2016	Aug	606.48
107300.06	2016	Mar	550.12	181700.03	2016	Dec	481.47
113100.05	2016	Jul	256.37	183050.02	2016	Mar	18.33
115960.04	2016	Mar	1,067.55	183051.02	2016	Mar	462.37
115981.01	2016	Mar	9.76	184300.04	2016	Mar	143.28
116450.01	2016	Jan	1,022.09	186800.03	2016	Oct	769.83
117750.01	2016	Apr	6.87	188200.07	2016	Jul	5.34
123400.04	2016	Aug	0.63	194950.07	2016	Apr	4.26
127100.06	2016	Dec	2,322.85	199000.00	2016	Aug	1,748.51
133100.04	2016	Mar	1,461.05	205650.04	2016	Jan	719.06
133100.05	2016	Nov	571.50	208300.02	2016	Mar	0.97
133300.00	2016	Jul	1,000.01	208500.02	2016	Dec	922.24
134700.05	2016	Apr	0.03	215300.00	2016	Jul	0.53
134950.00	2016	Mar	6.54	215650.03	2016	Mar	6.60
135000.00	2016	Mar	4.35	216550.05	2016	Jul	0.62
135300.02	2016	Oct	16.31	221200.00	2016	Sep	0.50
135700.01	2016	Jun	4.78	223650.03	2016	Oct	3.26
136550.01	2016	Apr	521.50	241200.05	2016	Jul	311.94
138350.02	2016	Jun	2.46	263150.02	2016	Jun	3,214.10
144500.01	2016	Jun	8.46	266800.00	2016	Jul	2.05
146150.06	2016	Nov	0.77	269650.04	2016	Jul	1,263.27
152150.02	2016	Mar	1,266.55	272000.00	2016	Jun	1.05
160200.03	2016	Mar	127.27	275500.03	2016	Mar	1.78
162300.03	2016	Apr	14.52	276150.00	2016	Feb	6,589.74
162300.05	2016	Jun	137.85	277400.01	2016	Nov	0.03

Column total 14,532.66

Column total 19,082.50

Utility Account #	Month of Last Bill	Year	O/S Balance
277550.06	2016	Feb	902.57
278850.02	2016	Jan	21.30
280100.03	2016	Jul	0.94
281400.03	2016	May	387.98
291550.00	2016	Mar	0.39
296455.01	2016	Mar	4.06
299900.08	2016	Nov	0.46
301000.03	2016	Aug	1,159.43
308700.02	2016	Oct	11.74
310000.03	2016	Mar	1,129.16
316050.02	2016	May	2.13
320805.03	2016	Apr	5.04
322050.01	2016	Nov	3,163.73
322450.00	2016	Dec	9.31
324550.07	2016	Apr	2.29
324600.04	2016	Aug	2.97
325255.04	2016	Nov	1.34
327650.02	2016	May	1,717.65
328250.05	2016	Feb	0.54
330700.11	2016	Aug	688.89
333000.03	2016	Feb	5.32
342200.03	2016	Jun	1.91
348050.05	2016	Nov	1,307.41
350650.01	2016	May	731.00
351700.01	2016	Jun	0.99
354355.03	2016	Aug	0.91
355200.03	2016	Apr	1,336.00
355550.04	2016	Apr	1.38
357300.04	2016	Apr	699.46
357750.02	2016	Sep	1,102.18
360050.00	2016	Jul	9.14
360200.03	2016	Jan	0.85
360200.04	2016	May	511.15
Column total			14,919.62

Utility Account #	Month of Last Bill	Year	O/S Balance
363600.03	2016	Mar	375.74
802200.00	2016	Jan	1.78
817700.00	2016	Apr	1.63
855200.00	2016	Apr	1.35
860500.00	2016	Jul	7.68
861100.00	2016	Jul	1.07
899700.00	2016	Apr	4.25
899800.00	2016	Jul	114.28
933600.01	2016	Apr	0.50
949300.00	2016	Sep	10.40
103353.03	2017	Mar	158.84
103356.07	2017	Mar	20.11
110500.01	2017	Feb	73.16
117550.03	2017	Mar	244.97
127100.07	2017	Feb	101.63
128600.04	2017	Mar	173.85
136050.02	2017	Feb	1,013.19
137300.05	2017	Mar	12.09
173850.04	2017	Mar	1,507.47
183100.03	2017	Jan	2.05
184350.02	2017	Jan	0.06
187850.06	2017	Mar	0.04
199450.05	2017	Feb	623.70
200502.01	2017	Feb	13.40
217750.03	2017	Jan	117.25
272405.03	2017	Mar	69.25
292300.04	2017	Feb	1,122.85
303550.02	2017	Mar	3,387.99
304150.05	2017	Feb	2,206.12
304600.01	2017	Jan	10.94
346350.05	2017	Mar	15.74
360950.06	2017	Jan	1.14
Column total			11,394.52
Grand Total			\$59,929.30

.Motion carried.”

Correspondence

To be added to the April 2025 agenda.

Staff Reports

- CAO Report

“It was Moved and Seconded to accept the CAO Report as presented.” Motion carried.

Committee Reports

- Eastern District Planning Commission (EDPC)

Councillor M. Farrell noted that the next Planning Advisory Committee meeting is scheduled for April 8th.

- Solid Waste Management

Councillor D. Roberts noted one of the Waste Committee's goals is to divert good material from being landfilled and noted the CACL and a representative of St. FX are both on board to work with the Town on an event in this regard. She noted that the Committee would be seeking assistance with promoting the event and provided additional details.

- Community Enhancement Committee (CEC)

Councillor A. Murray noted the CEC did not meet due to a lack of a quorum. He noted work is ongoing for the upcoming flower planting season, that details on new Town signage will be coming soon, and that details on the Pioneer Cemetery project are upcoming.

Councillor A. Murray spoke briefly on a Lego contest being sponsored by the Antigonish Heritage Museum.

- Fire Committee

Councillor S. Cameron noted that the Fire Committee did not meet, that the Antigonish County Adult Learning Association (ACALA) Director will be going on maternity leave and that a replacement is being sought. He noted that there was a great exhibit and activities for youngsters at the library during March Break.

- Police & License Committee

Deputy Mayor W. Cormier provided comment on a St. Patrick's Day event this past Saturday and upcoming meetings to further discuss the event and future direction.

Councillor S. Cameron requested costs for additional officers be distributed.

With there being no further business the meeting was adjourned at 7:00 PM

Committee Reports

View results

Respondent
7 Anonymous

21:02
Time to complete

Applicant Information

1. Community Group/Organization Title:

Access Awareness Week Planning Group (StFX coordinated)

2. Applicant Name:

Katie Aubrecht

3. Email:

caubrech@stfx.ca

4. Address:

Spatializing Care Lab, StFX University, PO Box 5000, Antigonish, NS

5. Postal Code:

B2G 2W5

6. Phone:

902-789-0800

Request Details

7. Please indicate your request:

- Flag
- Lamp Post Banner
- Other

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

- Parade
- Community Event
- Designated Month
- Memorial Recognition
- Festival/Celebration
- Access Awareness Week Nova Scotia

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

Flag/Banner Request Start Date:

May 26, 2024

10. Flag/Banner Request End Date:

June 1, 2024

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

- Yes
- No

12. 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).

I have been in communication with Kate MacInnis as well as Tammy Feltmate from the County and Kristel Fluere-Hunter from PARL about a flag raised for Access Awareness Week in Chisholm Park, and also at STFX, but do the official ceremony at STFX so that we can use media services to support the event and potentially livestream it. It would be great if each municipality's Council could do a proclamation and then perhaps it could be read again at the official flag raising ceremony.

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.

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.

13. Signature:

Katie Aubrecht

14. Date:

April 2, 2024



Heart & Stroke – Nova Scotia
5657 Spring Garden Road
Parklane Mall, Level 3
Halifax, NS
B3J 3R4

March 14, 2024

Her Worship, Laurie Boucher
Mayor of Antigonish
274 Main Street
Antigonish, NS
B2G 2C4

Dear Madam,

On behalf of the Heart Failure Awareness Committee of the Canadian Heart Failure Society, we are pleased to be reaching out to request your partnership in advancing a municipal proclamation to acknowledge May 5 - 11, 2024, as Heart Failure Awareness Week.

The attached draft of the proclamation highlights heart failure as a debilitating condition affecting over 750,000 Canadians every year, including about 18, 240 people over 40 years old right here in Nova Scotia. Heart failure is expected to cost Canada \$2.8 billion a year by 2030.

Thank you in advance for your support in raising awareness of heart failure through this municipal proclamation. We value the continued partnership in our shared priority of improving the health of people in Antigonish.

Should you have any questions, please reach out to Hilary Richardson-Murphy, Senior Advisor of Health Policy and Systems at hilary.richardsonmurphy@heartandstroke.ca.

Sincerely,

A handwritten signature in black ink that reads "K. Greene".

Katie Greene
Senior Vice President,
Nova Scotia, PEI, and
Newfoundland and Labrador
Heart & Stroke

A handwritten signature in blue ink that reads "K. Anderson".

Dr. Kim Anderson, MD, FRCP(C), MSc
Assistant Professor of Cardiology,
Cardiologist Advanced Heart Failure,
Transplantation & Mechanical Circulatory
Support Nova Scotia Health Authority,
Halifax Infirmery
Member, Canadian Heart Failure Society

Enclosure

PROCLAMATION
HEART FAILURE AWARENESS WEEK

WHEREAS over 750, 000 people of all ages in Canada are living with heart failureⁱ, and heart failure is expected to cost the Canadian economy \$2.8 billion per year by 2030ⁱⁱ, and

WHEREAS people with heart failure experience debilitating symptoms such as shortness of breath, swelling and exhaustion, and people who care for those with heart failure are often overwhelmed and stressed, and

WHEREAS the Canadian Heart Failure Society is an organization of volunteer cardiovascular professionals and patients who work hard to improve care for patients with heart failure in close collaboration with the Heart & Stroke Foundation of Canada, the Canadian Cardiovascular Society, the Canadian Council of Cardiovascular Nurses, the Canadian Association of Cardiovascular Prevention and Rehabilitation, the HeartLife Foundation, and the Québec Heart Failure Society, and

WHEREAS initiated by the Canadian Heart Failure Society and its partner organizations, Canadian Heart Failure Awareness Week is now celebrated across Canada to improve awareness of and education on heart failure, and

WHEREAS Heart Failure Awareness Week is an opportunity to raise awareness of the causes of heart failure and the impact it has on individuals living with heart failure and on their caregivers;

NOW KNOW YE THAT We do by these presents proclaim and declare that May 5 - 11, 2024, shall be known as

“Heart Failure Awareness Week”

in the Town of Antigonish.

i. Canadian Chronic Disease Surveillance System (CCDSS), Public Health Agency of Canada, 2017 data, age 40 yrs +, released Dec 2021: <https://health-infobase.canada.ca/ccdss/data-tool/Comp?G=00&V=11&M=5>
ii. Falling short: How Canada is failing people with heart failure—and how we can change that, 2022 Spotlight on Heart Failure, Heart & Stroke. Released February 1st 2021: <https://www.heartandstroke.ca/-/media/pdf-files/canada/2022-heart-month/HS-Heart-Failure-Report-2022-FINAL.ashx>

DATE: April 10th, 2024

TITLE: MOOSE HIDE CAMPAIGN DAY

FROM: Michael Power, Community Outreach Worker, Paqtnkek First Nation.
Email: Michael.power@paqtnkek.ca Phone: (902) 995-0468

WHEREAS, the Moose Hide Campaign is an Indigenous-led, grassroots movement of men, boys and all Canadians standing up to end violence against women, children and all those along the gender continuum and;

WHEREAS, the Moose Hide Campaign was founded along the 'Highway of Tears' in British Columbia in response to the injustices and violence faced by many women and children in Canada, particularly those who are Indigenous;

WHEREAS, Intimate Partner Violence (IPV) is at epidemic proportions across Canada with more than 4 in 10 women having experienced it in their lifetime, and this reality is worse for Indigenous women who are twice as likely to experience violence from their current or former partners;

WHEREAS, the Moose Hide Campaign has distributed over five million moose hide pins that each spark five conversations about issues of violence against women, children and all those along the gender continuum;

WHEREAS, wearing the moose hide pin demonstrates a commitment to honour, respect and protect the women and children in your life, end gender-based violence and take meaningful action towards reconciliation with Indigenous peoples;

WHEREAS, participation in the Moose Hide Campaign is a concrete action for all citizens to address the legacies of colonization, residential schools and the reality of more than 1,200 missing or murdered women in Canada;

WHEREAS, engagement with the Moose Hide Campaign aligns with the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Commission's Calls to Action, and the Calls for Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG2S+);

It is therefore recommended:

1. That the Town and County of Antigonish proclaims May 16, 2024, as Moose Hide Campaign Day
2. That the Town's Corporate and Strategic Communications department promote the passage of this resolution on the appropriate corporate communications channels.

April 03,2024

To: Town of Antigonish, Mayor and councillors

On behalf of The How Club

Please consider town grant to cover 2023 property taxes for HOW Club Building,
we are financially challenged.

As a non provide group your support would be apricated.

Ken McKenna

Assistant Treasure

How Club of Antigonish

Town of Antigonish

March 18, 2024

274 Main Street

Antigonish

B2G 2C4

Attention: Mayor and Councillors

Mayor Boucher and Councillors;

Re: Correspondence for Town Council meeting of March 18 2024

Please include this correspondence for the town council meeting on March 18, 2024 .

The cost overrun for the Antigonish Solar Farm was increasing significantly by June of 2023. The reasons for this is not the subject of this letter.

A motion was passed at a town council meeting in June 2023 in relation to the budget of the solar farm. The budget amount was omitted but was confirmed in July 2023 in an email to me to be \$6.89 million.

The funding for the solar farm was announced in July 2021. The federal government was providing 2.2 million, the provincial government was providing 1.8 million and the Town of Antigonish putting in 1.4 million for a total budget of 5.4 million dollars.

By June of 2023, the budget had grown to 6.89 million dollars, an increase of 1.49 million dollars.

It was suggested by CAO in July of 2023 that the end cost of the solar garden would be paid for through a purchase price agreement with the electric utility.

The town has now changed the model for the farm and it is no longer the plan to sell subscriptions in the farm. This was made clear at the solar farm open house held March 5, 2024. I can not find this change referred to in the minutes for any council meetings.

The Town is accountable to the citizens and tax payers for the expenditure of monies. It appears that solar farm garden is substantially and seriously over budget.

Please advise the total expenditures to date, any anticipated future expenses, and where the money is coming from to pay for the cost of building the solar farm. Please also provide a copy of the purchase price agreement with the electric utility.

Yours truly,


COLLEEN STOVALL

To: Town of Antigonish Council
Marvin MacDonald, Acting Chief Administrative Officer

Submitted by: Meaghan Barkhouse, Director of Corporate Services

Date: Monday, April 08, 2024

Subject: Community Solar Garden Correspondence Inquiry

In response to the correspondence addressed to Council dated March 18th, here is the requested information to answer Ms. Morrow's inquiry on the Community Solar Garden:

- The Town of Antigonish Community Solar Garden's project-to-date expenses as received for fiscal year end March 31, 2024 is \$4,548,639.
- The Town 2024-25 expected budget less ICIP claims as of this memo's date is anticipated to be \$2,331,000.
- The Town's intention is to have a Power Purchase Agreement (PPA) between the Town General Government and the Electric Utility. This agreement will cover the cost of the Municipal Financing Corporate (MFC) loan and interest on the project. The cost evaluation of the PPA has not occurred at this time as the project is not in operation and final costing isn't completed. The goal continues to provide green, stable energy at a rate less than Nova Scotia Power, Inc.'s wholesale tariff.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 24-04-15
Prepared by: Marvin MacDonald, Interim Chief Administrative Officer

Administration

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

Administration completed arrangements for purchase of the second bucket truck for the Electric Utility to be used initially in the Grid Modernization project. The Truck has been purchased and is in the process of being shipped to the Town. Land clearing has started for the construction of the substation located behind the Walmart store as part of the Grid Modernization project.

Corporate Services has been working with senior management on the first run of the capital budget and a workshop with Council is scheduled for the April 10th.

CAO, along with Director of Corporate Services participated in several planning and finance meetings with AREA staff. Work at the Community Solar Garden is expected to resume the week of April 8th with repairs on the snow damage to be the first phase of the work to be addressed.

It was a busy year for snow and ice control. Public Works staff continued to be engaged in snow removal through the month of March.

Approval was received from the Utility and Review Board on the Town's water rates application. The approval was for the rates and schedules as requested by the Town.

The Utility and Review Board held a Hearing at Town on March 26th on the Town's electrical utility General Rate Application. A decision is expected to be made in 4 to 8 weeks.

CAO met consultant hired by the Community Navigation and Physician Retention Services Association to research and develop a community retention strategy.

Strategic Initiatives Update:

Projects
Title: Net Zero Engagement Strategies Funding Opportunity - Sustainable Communities Challenge Fund administered by NSF
Status Update: Submitted final application November 28th.
Next Step: Awaiting approval in April 2024
Title: Grid Modernization and New Substation
Status Update: Site work preparation has begun with tree clearing and clean up completed. Working with Strum to purchase the two transformers for the substation.
Next Step: On going
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: Ongoing
Next Step: Revising schedule to reflect change in finish date
Title: Green Municipal Fund – GHG Reduction Pathway Capital Project – Deep Energy Retrofits
Status Update: Pre-application has been submitted
Next Step: Awaiting approval and full application
Title: New SREP funding available for Capacity Building (workforce training and development)
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: St. John Energy
Status Update: Discussing synergies for Grid Modernization Project and Code of Practice
Next Step: ongoing
Title: AREMO
Status Update: Attended Table-Top Exercise on Railcar Incident
Next Step: on-going
Title:
Status Update:
Next Step:

THE TOWN OF
ANTIGONISH

AREA Update:

Projects
Title: AREA weekly updates
Status Update: Attend weekly update meetings
Next Step: On going
Title: HOME Program review
Status Update: Review is complete
Next Step: Will be shared at a later date
Title: Maritime Municipal Electric Utility Alliance
Status Update: Attended multiple meetings to discuss agreement
Next Step: Meeting in April to finalize the agreement
Title: Solar Garden
Status Update: Investigating using pollinator plants for ground cover
Next Step: on-going
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: April 9, 2024
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

The Director of Corporate Services will be providing a Capital Budget workshop for Council on Wednesday, April 10th. This workshop will include committed (previously approved) and uncommitted capital projects across the Town, and both utilities. These projects include the Active Transportation Trail, Bay Street project, Electric Grid Modernization and Bethany Water Storage Tank refurbishment (included in the Water Utility Cost of Service Study). This workshop is to discuss prior commitments, Council’s priorities, and the resources (employee and financial) to execute the plan.

The Directors are working on their 2024-25 operating budgets.

Corporate Service’s utility clerks have begun the process of non-voluntary electric disconnections due to non-payment. In April, when the weather meets the requirements in the Electric Utility’s Rules and Regulations, the disconnection for non-payment sequence begins. Utility clerks perform collection activities in the winter months but there is limited consequences for accounts in arrears during this time period. Corporate Service works to develop payment contracts with customers in arrears, but it is the responsibility of the customer to reach out to the Town and follow the arrangement.

Department Update:

Projects
Title: Water Utility General Rate Application
Status Update: The Nova Scotia Utility and Review Board approved the Town’s proposed water utility rates for 2024-25 and 2025-26 on March 18 th . In its decision, the Board commended “the Utility in its ongoing and planned efforts for leak detection and the reduction of non-revenue water”. The new rates were effective April 1, 2024.
Next Step: Complete
Title: Electric Utility General Rate Application
Status Update: The Electric Utility General Rate Application was held in Council Chambers on March 26 th . No additional sessions were needed. The panel representing the Town included the Director of Corporate Services and the General Manager of AREA (in person) with our consultants from BDR attending virtually. McInnes Cooper was the Electric Utility’s legal counsel during the proceedings. There were six (6) undertakings required which were filed April 5 th , and the Town will submit closing arguments on April 12 th . A decision will not be expected for four to eight weeks after final arguments are submitted. The Town will request the Board make the rates effective of the approval date to ensure the new rates are applicable as soon as possible.
Next Step: Review of closing arguments with legal and waiting on Board’s decision

THE TOWN OF
ANTIGONISH

Title: 2023-24 Year-End
Status Update: The Manager of Accounting has been working with the auditors (MNP), and interim auditing will begin April 15 th . On April 2 nd , an auditor pulled samples of the Town’s year-end inventory count and with the Stores Clerk reviewed the inventory sample count. The Director will work with MNP to schedule the full audit scope and audit week for May/June. There are no anticipated auditing standards that will cause delays like the previous fiscal audit.
Next Step: Preparing interim audit samples for auditors and planning audit
Title: 2024-25 Budget
Status Update: The 2024-25 capital budget information has been packaged and will be presented to Council in a workshop to discuss upcoming committed capital projects, and Council priorities. The Town operating budget process is still on-going which will have an impact on final capital financial resources, but the workshop is designed to start the capital discussion and Council’s involvement
Next Step: Present capital information to Council, have operating budget compiled and reviewed before presenting to Council. Utility budgets will be presented as per GRA submission except for known
Title: Inventory Accounting Policy
Status Update: : As discussed in the Audit Committee meeting, the Manager of Accounting has developed an inventory accounting policy for the Town. This will focus on two methods depending on the inventory: <ol style="list-style-type: none"> 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). <p>She is working with the Store Clerk on setting up the required excel documentation and providing the inventory cost to ensure a smooth transition to this recording method.</p>
Next Step: Implementing inventory accounting policy for fiscal 2023-24
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: 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.

March Financial Statements will be available once the fiscal 2023-24 audit is complete.

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

Community Development

Strategic & Capital Projects of Council:

Projects
Active Transportation Corridor
Status Update: Tender for Trunk 4 to James Street Out
Next Step: WSP preparing draft tender for James to Martha Drive section. Bell to return to finish West Street work. Railway to conduct safety assessment required for Project D pedestrian crossing.
Accessibility Ramp
Status Update: Engineering Design Options Prepared
Next Step: Staff waiting for the delivery of a concept design from Strum. Staff will also look to Strum to support the development of an RFP for this work.
Tourism
Status Update: Marketing Levy Remittance to Start May 15
Next Step: Staff have continued to register properties. As part of the tourism file, staff are working on initiatives to promote and showcase the new Antigonish tourism logo. Levy monies collected will start to go towards promotions and increasing the Antigonish presence in provincial marketing materials.
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 design underway.
Next Step: Equipment will be installed in the next few weeks. Staff are working on a 1.5 km loop of trail around the park.
Parking Meter Renewal
Status Update: Complete.
Next Step: Additional meter maintenance was requested as part of the 24-25 budget.
Litter Cans
Status Update: Staff developing standards and updates to locations for downtown core litter cans.
Next Step: The delivery of the plan has been delayed. Community development will present Public Works with a plan prior to it coming to Council for review. Intention is for use this coming Spring/Summer.
Accessibility
Status Update: Committee making budget recommendations to Council
Next Step: Staff presented the budget considerations for the 24-25 year to Council. Staff working on drafting an RFP for engagement support, which would not go out until after budget approval.

Operational Projects:

Project
<p>Beautification</p> <p>Yard Pro has been awarded the landscaping contract. Their services are secured until 2027.</p>
<p>Pedestrian Safety</p> <p>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.</p>
<p>Wayfinding & Signage</p> <p>Final design of welcome signs has been completed. Install will take place pending budget approval for upgraded install work. 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.</p>
<p>Town Hall Lighting</p> <p>Staff received the report from CBCL. Report is currently under review and staff will determine the next steps for appropriate next steps based on budget and scope of work.</p>
<p>Town & StFX Partnership</p> <p>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.</p>
<p>Security Camera Project</p> <p>Project on hold.</p>
<p>Feasibility Study for Rec Centre – Investigation Phase</p> <p>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.</p>
<p>Programming</p> <p>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.</p>
<p>Budget 2024-2025 Planning</p> <p>Staff are preparing plans for budget. Initial capital plans are under review. Staff are working on operating budgets for the year. Final draft is near complete and will be submitted to Director of Corporate Services to review with the CAO, prior to coming to Council.</p>
<p>By-law, Policy & Procedures:</p> <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)

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: 9 files

Solid Waste: 7 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: 5 files

*A number of issues related to waste collection are still taking place. Bags that are being rejected are not receiving the proper stickers. By-Law is working with GFL on the matter. In addition, by-law has been working with a number of property owners on spring clean up of properties.

Parking Violations:

100 parking violations (includes Town, Hospital & StFX)

Municipality = Town of Antigonish

<i>Civic</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg</i>	<i>Proposed</i>	<i>Permit</i>	<i>Value</i>
219 Main St	0	Renovate	Commercial	Health Care	190.00	40,000.00
3 Archibald Crt	1	Construction	Single Dwe	House	1,160.00	540,100.00
9 Coady Ave	1	Renovate	Single Deta	House	88.00	1,500.00
Total	2				1,438.00	581,600.00

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 08/April/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 completed. Retender posted with closing Apr 11 Project D – Dwgs at 95% design stage. Coordination with the Bay St project in process Bell /CBNSR followups continues. Recent meeting with CBNSR for crossing assessment Contacts with Stakeholder groups continues for right of way impacts/project awareness
Title: ICIP Applications – Bay St
Status Update: : Application Review
Next Step Design work in progress with WSP . Design at 60% Contacts in process with CBNSR for railway crossing 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/operational. Any deficiency items to be addressed in spring Phase 2 (Church St/Hwy 4) design work continues. Meetings with NSTIR/County ongoing Tender call expected in May
Title: Municipal Capital Grant Program
Status Update: : Application Review for project(s) with Resolution by Council for approved project Submission made Dec13
Next Step: Notice of funding received for STP Front End

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 – held March 26/2024

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 Site work preparations has commenced with site clearing for proposed substation
Next Steps:
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Constructed frame system and solar panels being assessed for status. 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 completed Section of underground work to start shortly
Next Step: Project followups in progress.
Title: EU Equipment
Status Update: New service truck arrives All other equipment is in service Development of Rubber Glove Code of Practice continues
Title: Power Outages
Status Update: No recent power outages For maintenance work - short service outages will be required till Code of Practice in place.
Next Step:
Title: Operations Items
Status Update: Items as noted below
Next Step: Work Items – ongoing Street 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 on recent Provincial decision to end the process
Next Step:

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 Boad approval received March18 for new water rates (24/25 & 25/26)
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 Recontact with property owners is in progress
Title: Water Utility Items
Status Update: Residuals Management review continues with consultants (CBCL)

Annual NSE Report – report completed and submitted to NSE Apr 02 Bethany Tank Recoatings – Application made to NSURB for approvals Preparation work in progress for tender call.
Next Step: Board has reviewed the submission and approved the Tank project expenditure
Title: Fire Hydrants
Status Update: Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants – awaiting Municipal Affairs approval Followups from Winter Hydrant Maintenance under review
Next Step:
Title: Main Line Water Valves
Status Update: Assessment of operational status continues
Next Step: Assessment for Work in 2nd quadrant continues for 2024/2025. Capping of old 4" main work on West S pending for Spring. Leaking valve below Whidden Bridge under review for repair Church/Mall and Hawthorne work to be assessed for scheduling Install of flushing valve for Upper section of Hillcrest St under review. Interim flushing in progress.
Title: Water Breaks
Status Update: No water breaks experienced
Next Step:
Title: Exploration of Municipal Consolidation
Status Update: : Information provided on recent Provincial decision to end the process.
Next Step:

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 in progress
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 on recent Provincial decision to end the process.
Next Step:


Public Properties & Streets

Projects
Title: 24/25 Budgets
Status Update: Budgets in progress

Next Step:
Title: Seasonal / Street Operations
Status Update: Standby/Oncall daily start returns to 8:00am Apr 01 Winter Operations Salt usage -712 tonnes 3 major storm systems experienced with 3 clearings of downtown of core. Work to potholes ongoing with coldmix till hotmix asphalt plants open Street and sidewalk sweeping in progress Winter debris cleanup in progress Safety Program and Training – ongoing College St Bridge being reassessed for traffic restrictions/repairs
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment & Bldg
Status Update: All equipment is in service
Next Steps:
Title: Staffing
Status Update: PWD Staff obtaining additional NSE system certifications Vacancy in Superintendent position has been filled
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 on recent Provincial decision to end the process.
Next Step:

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 and signed for Colchester MRF Large Bulky Waste Collection May 06-08 Weekly Organics Collection May 30-Oct 19
Next steps:
Title: Waste disposal weights – Mar 31, 2024
Status Update: RWC -130T, ICI - 3421 T
Next Step:


Ken Proctor, P.Eng.
Director of Public Works