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**MEETING:** Regular Council

**DATE:** July 15, 2024

**TIME:** 6:00 PM

**LOCATION:** Town Council Chambers

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## AGENDA

- **Call to Order**
- **Approval of Agenda**
- **Approval of Minutes**
  - Public Hearing, Regular & In Camera Council Meeting Minutes of June 17<sup>th</sup>, 2024, Epoll Minutes of June 18<sup>th</sup>, 2024, Emergency In Camera and Emergency Council minutes of June 25<sup>th</sup>, 2024, and Special Emergency and In Camera minutes of July 4<sup>th</sup>, 2024,
- **Proclamations/Presentations/Flag Raising**
  - Housing Accelerator Fund – D. Dunn
  - Municipal Acknowledgment Policy – K. MacInnis
  - Banner Request Summerfest – R. Mattie
  - Proclamation for Emancipation Day – Mayor Boucher
  - Emancipation Day Flag Request – Mayor Boucher
- **Business from Minutes**
  - Antigonish Heritage Museum - Letter of Request
  - CACL Antigonish – Letter of Request
  - Election Update – M. MacDonald
  - SCCF Funding Award – L. Roy
- **New Business**
  - Pad Mount Transformers – L. Roy
- **Correspondence**
- **Staff Reports**
- **CAO Report**
- **Committee Report**

THE TOWN OF  
**ANTIGONISH**



**Public Hearing  
June 17, 2024  
Town Council Chambers**

**Present**

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

**Also in Attendance**

M. MacDonald, Interim CAO  
L. Roy, Strategic Initiatives

Andrew Jones, Senior Planner, Eastern District Planning Commission (EDPC)

M. Barkhouse, Director of Corporate Services  
S. Long, Communications  
K. MacInnis, Director of Community Development  
K. Proctor, P.Eng., Director of Public Works

Media  
Members of the Galley

**Call to Order**

Mayor L. Boucher called the Public Hearing to order at 6:30 PM.

• **Development Agreement, 23 Main Street, Antigonish – Second Reading**

Andrew Jones, Senior Planner with EDPC provided Council with a PowerPoint overview and details on a proposed development agreement for 23 Main Street, Antigonish. He noted the proposed development would include a mixed-use building containing retail commercial and/or professional offices, and up to 2 residential units and provided further details.

Discussion took place with A. Jones responding to questions from Council, specific to flood risk during construction and back flow prevention.

Members of the public took to the podium to speak to their concerns with the proposed development including aesthetics, storm water management and flooding, with A. Jones responding to the concerns. It was recommended to discharge the previous Development Agreement.

With there being no further business, the Public Hearing concluded.

**In Camera Council Meeting**

**June 17, 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.

**Regular Town Council  
June 17, 2024  
Town Council Chambers**

**Present**

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

**Also in Attendance**

M. MacDonald, Interim CAO

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

Media

Members of the Galley

**Call to Order**

Mayor L. Boucher called the meeting to order at 7:00 PM.

**Approval of Agenda**

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

**Approval of Minutes**

"It was Moved and Seconded to approve the Public Hearing, Regular and In Camera Council Meeting Minutes of May 21<sup>st</sup>, 2024, epoll Minutes of May 21<sup>st</sup>, 2024, Special and In Camera Minutes of May 29, 2024. Motion carried.

**Operating & Capital Budgets**

Mayor Boucher brought forth the motion as recommended by the audit committee to approve both the operating and capital budget.

It was Moved and Seconded to approve the budgets as presented. Motion carried

Mayor Boucher vacated the Chair to Deputy Mayor W. Cormier and put forth the resolutions:

Resolution 2024-06-17A Re: 2024-25 Budget

It was "Moved and Seconded

WHEREAS the Town of Antigonish estimates the amount of \$ 13,061,933.46 as necessary expenditures for the lawful purposes of general Town operations, and revenue, other than taxation revenues in the amount of \$ 6,418,676.05 for the year 2024-25; AND WHEREAS the net amount required to be raised by taxation is in the amount of

\$6,643,257.41;

THEREFORE BE IT RESOLVED that the tax rate to be set for 2024-25 at the rate of \$ 1.13 for Residential and Resource and \$ 2.65 for Commercial properties per \$100.00 of taxable assessment; and a Fire Levy of \$ 0.044 per \$100.00 of assessment.

AND FURTHER BE IT RESOLVED that the due date for 2024-25 taxes to be paid to the Town of Antigonish be July 18, 2024;

AND FURTHER BE IT RESOLVED that the interest charged on taxes be set at 9% per annum on the taxes outstanding after the aforesaid due date of July 18, 2024.” Motion carried.

#### Resolution 2024-06-17B Re: 2024-25 Waste Management Collection

It was “Moved and Seconded

THEREFORE BE IT RESOLVED by the Town of Antigonish that the Waste Management Collection charge for 2024-25 be established as \$ 338.92 per equivalent unit;

AND FURTHER BE IT RESOLVED that the due date for 2024-25 charges to be paid to the Town of Antigonish be July 18, 2024;

AND FURTHER BE IT RESOLVED that the interest charged be set at 9% per annum on the amounts outstanding after the aforesaid due date of July 18, 2024.” Motion carried.

#### Resolution 2024-06-17C Re: 2024-25 Sewer Rate

It was “Moved and Seconded

THEREFORE BE IT RESOLVED by the Town of Antigonish that the Sewer Rate charge for 2024-25 be established as 0.664 of Water Base Rate and Total Water Consumption charge;

AND FURTHER BE IT RESOLVED that the due date for 2024-25 charges to be paid to the Town of Antigonish 30 days from the invoice date;

AND FURTHER BE IT RESOLVED that the interest charged be set at 9% per annum on the amounts outstanding after the aforesaid due date of 30 days from the invoice date.”

Motion carried.

#### **Temporary Borrowing Resolution**

- M. Barkhouse took to the podium to present a Temporary Borrowing Resolution for the Bethany Reservoir Rehabilitation Project as part of the Water Utility General Rate application which was approved by the Nova Scotia Utility and Review Board on June 6<sup>th</sup>, 2024.

Discussion took place

It was moved and seconded to approve the resolution as presented.

Motion Carried

#### **Proclamations/Presentations/Flag Raising**

##### Antigonish Heritage Museum

- Dr. Barry MacKenzie & Councilor Andrew Murray took to the podium to present a proposal to relocate the original Peace By Chocolate shop located on Bay St. to the Heritage Museum location to use as a space to showcase the Antigonish Town and County immigrant and refugee communities. Discussion ensued. A letter of request from the Antigonish Heritage Museum was requested.

### Heartland Tour

- Jennifer Baudoux took to the podium to present on this year's Heartland Tour and asked for council's support to participate in the tour and share details including the date of July 9<sup>th</sup>, 2024, with people in the community. Activities will take place at the Skate Park prior to a walk incorporating the new AT Trail along the 104.

At 7:44 PM J. Baudoux concluded her presentation.

### ASAP Artist Run Centre

- Amberlee Boulton provided a presentation on the history of ASAP Artist Run Centre and thanked council for the previous support. Since 2010 ASAP has provided a free space for visual artists to work and collaborate. They now provide money to one or two artists per year to create art that engages the community. Some previous events include Antigonight, Janet Fecteau's show, Art Installations (murals) and at St. Martha's Regional Hospital Pediatric Emergency Unit. Mayor Boucher requested a letter of support to provide to Council.

### CACL Social Enterprise - Councillor S. Cameron recused himself.

- Maria VanVonderen provided an update on the work at the CACL. Since 1977, the CACL has supported local residents with intellectual and physical disabilities and now has 4 programs to offer: vocational, life skills/development, health & wellness and residential. M. VanVonderen continued, providing information on a new Provincial REMEDY Program which is a result of a decision of the Nova Scotia Court of Appeal from a complaint lodged by 3 individuals and the Disability Rights Coalition. Four main problems were identified, and six recommendations were outlined. Mayor Boucher thanked M. VanVonderen for her presentation and requested she submit a letter requesting support.

### ALS - Ice Bucket Challenge

Mayor Boucher read the proclamation for June to be ALS Awareness Month and acknowledged that several residents of the Town suffer from ALS. She also noted that it is the 10<sup>th</sup> year anniversary of the Ice Bucket Challenge

## **Business from Minutes**

### Public Hearing - Development Agreement for 23 Main St.

It was moved and seconded to approve the development agreement for 23 Main St. as presented. Motion Carried

"That Municipal Council approve the proposed development agreement attached to this staff report between Paradis Investments Limited and the Town of Antigonish with respect to the construction of a mixed-use retail commercial and/or professional office building including up to 24 residential units by development agreement at 23 Main Street on properties PID# 01229608, 01229616, and 01229624 in accordance with the provisions of the Town of Antigonish Municipal Planning Strategy and Land Use By-law.

And that Municipal Council discharge the existing development agreement in place for 23 Main Street on Property Identifier Numbers (PIDs) 01229590, 01229608, 01229616, 01229624,

01295336, 01295344, 10081347 and 10135291 between Paradis Investments Limited and the Municipality of the Town of Antigonish.”

#### Sewage Treatment Plant & Collage St. Bridge

- K. Proctor provided an update on the College St. bridge advising council that since the bridge has been closed, an exploratory opening was created to have consultants assess the cribwork under the bridge. A possible concept was provided to the consultants which was supported to provide some interim stabilization to the bridge. Working sketches are being prepared to obtain and prepare quotations for the work required. The second phase would be supporting the sidewalk. The work can only be performed during low water conditions. Discussion took place
- K. Proctor updated council on the odour being emitted from the sewage treatment plant. It has been taking longer than expected to remedy the situation as this is not a mechanical issue as has been in the past. There has been a change in the incoming influent, and it is not where it should be. There has also been an increase in the suspended solids making a change to the biomass in the plant. Dept of Environment has been updated. Discussion ensued.

#### Community Solar Garden

- M. MacDonald provided an update on the solar garden. Repairs continue at the site; damaged material has been ordered. The upper array is almost ready for commissioning and power production should begin soon.

#### **New Business**

##### Noise Exemption Request - Summerfest

- K. MacInnis requested a motion from council to extend the noise exemption to midnight for the Summerfest concert.

It was moved and seconded to accept the motion as presented.

Motion Carried

#### Delivery of Notices

- Councilor A. Murray requested that the matter be tabled at a later date.

#### **Correspondence**

##### St. Martha's Regional Hospital Auxiliary – Mayfest Thank You

- Mayor Boucher acknowledged the thank you letter council received their contributions to the event.

##### Golden Clickers Bowling Team – 55 Plus Games Donation

- The bowling team will be travelling to the National 55 Plus Games and a donation was provided.

It was moved and seconded to accept the motion as presented.

Motion Carried

##### Dr. J.H. Gillis Regional High School – Relay for Life

- Although the deadline was missed, council agreed to provide a donation after the request is received by the contingency fund.

## Staff Reports

- CAO Report

In response to a request from Mayor Boucher, K. MacInnis provided an update on the 150-year banner flags for St. Ninians Parish. Councilor M. Farrell recused herself.

Discussion took place.

“It was Moved and Seconded to allow the banners to be hung.” Motion carried.

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

## Committee Reports

Eastern District Planning Commission (EDPC)

- Councillor M. Farrell reported that the committee did not meet this past month but will meet at the end of June. The PAC’s work was concentrated on the development agreement for 23 Main St.

Accessibility/Emergency Management

- Councillor D. MacInnis noted he had nothing to report.

Waste Management Committee

- Councillor D. Roberts reported on a webinar she attended on circular materials. She read from the draft report on Nova Scotia’s readiness from the presentation which she will share with council. Councillor Roberts also noted that Lance Crowley, a long standing member of the committee, and the landlord’s association was retiring from the committee and should be recognized for his outstanding contributions. She read his letter to the committee.

It was moved and seconded to give formal recognition to Lance L. Crowley, representative of the landlord’s association, for his outstanding contributions made to the waste management committee during his term. Motion carried

Community Enhancement Committee

Councillor A. Murray noted that the Pioneer Cemetery is celebrating its 200-year anniversary and will be hosting a celebration on Sunday, July 12<sup>th</sup> with a Celtic concert from 2:00 to 3:15pm. Councillor Murray will send a notice to council. He also noted that the flowers are out and in relation put forward a preamble from the committee on a possible motion to council. “At the last Community Enhancement Committee discussion was had about recognizing businesses that the Town used to contract for beautification services. The basis of the discussion was determining whether it was appropriate to formally recognize businesses where the Town paid for a service or does formal recognition get reserved for individuals or organizations that volunteer their services and time. The committee was looking for some direction from Council on the matter.” Discussion ensued.

Motion:

That Town Council determine whether it is appropriate to formally recognize a current for former businesses that has provided a service to the Town.

It was recommended by Councillor Cameron to have the motion tabled and ask staff to investigate existing and pre-existing policy on giving formal recognition to businesses that get paid for services. Mayor Boucher added that recognition such as flag raising usually comes from requests from the community which protects council from appearing to forget a group. It was agreed as recommended by CAO, Marvin MacDonald, that staff can develop a policy or modify an existing policy with direction from council.

Motion was amended to:

That Town Council will defer to Staff to develop an Acknowledgement Policy that would determine whether it is appropriate to formally recognize a current or former business, as well as individuals, or organizations that have provided service to the Town.

It was moved and seconded to amend the motion as presented. Motion carried

It was moved and seconded the approve the motion as presented. Motion carried

Fire Committee

- Councillor S. Cameron had nothing to report

Police & License (P&L)Committee

- Deputy Mayor W. Cormier had nothing to report.

With there being no further business the meeting was adjourned at 8:50 PM.

## **Epoll**

**June 18, 2024**

### **Present**

Mayor L. Boucher

Deputy Mayor W. Cormier

Councillor S. Cameron

Councillor M. Farrell

Councillor A. Murray

Councillor D. MacInnis

Councillor D. Roberts

Lise Roy, Strategic Initiative Coordinator

L. Roy called the meeting to order noting it was a duly called epoll meeting, provided details on the Resolution for the PCAP Application

BE IT RESOLVED that the Town apply for funding through the Provincial Capital Assistance Program (PCAP) for two projects; the West St Watermain Project, and the Bay St Railway Crossing Project in the amounts of \$336,999.00 Net and \$484,870.00 Net respectively, with the Town's share being approximately \$168,499.00 (net) and \$242,435.00 (net) respectively."

Projects are ranked in order of priority (West St as 1<sup>st</sup> priority), and both are intended to offset increased costs seen for underground pipe work for the Water and Sewer Utilities.

Resolution from EPOLL on June 18<sup>th</sup>, 2024 – Motion Carried

The meeting was adjourned.

**In Camera Council Meeting**

**June 25, 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 Council Meeting  
June 25, 2024  
Town Council Chambers**

**Present:**

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

CAO Marvin MacDonald  
Meaghan Barkhouse, Director of Corporate Services  
Kate MacInnis, Director of Community Development

**Call to Order**

Mayor L. Boucher called the meeting to order 6:05 p.m.

**Approval of the Agenda**

“It was moved and seconded to have a one item agenda to discuss the hiring of a new CAO.” Motion carried.

**CAO Hiring**

“It was moved by Councillor Donnie MacInnis and seconded by Councillor Andrew Murray that Town Council accept the recommendation of the CAO Selection Committee pending reference checks.” Motion Carried. Councillor D Roberts recorded as the 1 nay vote.

**Adjournment**

It was moved and seconded to adjourn the meeting. Motion carried.

**Special Emergency In Camera Council Meeting**

**July 4<sup>th</sup>, 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.

**In Camera Council Meeting**

**June 25, 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.

# CMHC HOUSING ACCELERATOR FUND

TOWN OF ANTIGONISH



# THE HOUSING ACCELERATOR FUND (HAF)

- \$4 billion federal initiative
- National Housing Strategy (2018-2028)
- Funding direct to local governments

## PURPOSE OF HAF

- Remove barriers & encourage local initiatives to build more homes, faster.
- Increase housing supply
- Supporting more affordable, diverse and climate-resilient development

# HAF TIMELINE

- Program timeframe 2023-2027
- Reporting requirements
  - Interim
  - Annual

# HAF RECIPIENTS

- \$3.2 Million for:
  - Municipality of the County of Antigonish
    - \$1.9 Million
  - Town of Antigonish
    - \$1.3 Million



# INITIATIVES

- 1. MPS Review High Density
- 2. Modernization of the Permitting \*
- 3. Protection of Source Water
- 4. Town Services Grant Program
- 5. Community Transit\*



*\* Shared initiative with  
the County of Antigonish*



## 1. MPS Review High Density

- Review of Municipal Planning Strategy and Zone Identification
- Drafting of MPS and Bylaw Amendments
- Approval and Implementation of MSP and Bylaw Amendments



## 2. Modernization of the Permitting Process \*

- Partnership Agreements
- Procurement of Expertise
- Working Group and Portal Development
- Launch of Permitting Portal



### 3. Protection of Source Water

- Identify Source Water
- Protection of Source Water
- Amend Bylaws and Policies

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## 4. Town Services Grant Program

- Hire a Housing Coordinator
- Grant Development
- Council Approval
- Program Launch



## 5. Community Transit

- Review and Evaluate
- Recommendation Implementation

QUESTIONS?



**DRAFT - Municipal Acknowledgement Policy**

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**Policy Statement**

The Town of Antigonish values the contributions of volunteers and businesses. Recognizing their efforts promotes community spirit and encourages continued excellence in service.

**Purpose**

The purpose of the Municipal Acknowledgement policy is to establish a formal procedure for recognizing volunteers and businesses that have provided exemplary service to the Town of Antigonish. This policy ensures that individuals and businesses who contribute significantly to the community are acknowledged and appreciated in a consistent and transparent manner. This policy extends beyond the Town of Antigonish's Community Volunteer of the Year and Youth Volunteer of the year, which are separate community-based recognitions.

**Scope**

This policy applies to:

- Volunteers who have demonstrated outstanding dedication and service to the community.
- Businesses that have provided exemplary service to the Town as a vendor.

**Procedure for Recognition**

Volunteer Recognition

- i) Any Council member or committee member who wishes to recognize a volunteer or volunteer/non-profit organization must bring their nomination forward to the relevant committee for consideration.
- ii) The nomination should include a written submission that includes:
  - The name of the volunteer or volunteer/non-profit organization.
  - A description of their contributions and impact on the community.
  - Any supporting documentation or testimonials.
- iii) The committee will discuss the nomination and, if in agreement, will make a recommendation for a motion of Council to formally recognize the volunteer or volunteer/non-profit organization.
- iv) At the next regular Council meeting, the relevant committee chair will bring the recommendation forward for Council formally recognize the volunteer or volunteer/non-profit organization.
- v) If there is no relevant committee, the nomination and discussion can take place during a Regular Council meeting and a motion may be made following the discussion.

### Business Recognition

- i) Any Council member who wishes to recognize a business for exemplary service must submit a nomination to the relevant committee responsible for oversight of the specific service delivery.
- ii) The nomination should include a written submission that includes:
  - The name of the business with the manager/owner's information.
  - A description of the exemplary service provided and its positive impact on the Town.
  - Any supporting documentation or testimonials.
- iii) The committee will discuss the nomination and, if in agreement, will make a recommendation to Council to formally recognize the business.
- iv) At the next regular Council meeting, the relevant committee chair will bring the recommendation forward for Council formally recognize the business.
- v) If there is no relevant committee, the nomination and discussion can take place during a regular Council meeting and a motion may be made following the discussion.

### **Formal Recognition**

- i) Once Council has approved the nomination, the individual or business will be formally recognized at an upcoming Council meeting.
- ii) Recognition may include, but is not limited to:
  - A formal certificate or plaque
  - Acknowledgement on the Town's website and/or social media
  - A public announcement at a Council meeting.

**CAO's Annotation for Official Policy Book**

Date of Notice to Council Members Intent to Consider (Minimum 7 Days):

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

DRAFT

[View results](#)

Respondent  
10    Anonymous

**11:16**  
Time to complete

### Applicant Information

1. Community Group/Organization Title:

Nova Scotia Summer Fest Assoc.

2. Applicant Name:

Ray Mattie

3. Email:

info@novascotiasummerfest.ca

4. Address:

269 Old Mulgrave Rd. Box 50 Monastery NS

5. Postal Code:

B0H1W0

6. Phone:

9024488221

### 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
- Other

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

Flag/Banner Request Start Date:

10. Flag/Banner Request End Date:

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).

The banners are an annual aspect that aid in our civic engagements efforts that we undertake with various community groups, it generates overall awareness, and compliments our marketing and branding efforts that have been underway online, on radio, TV and signage during the previous months. This is the final final step of our annual marketing plan. Thank you.

### 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:

Ray Mattie

14. Date:

June 18, 2024

### 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](mailto:shannon.long@townofantigonish.ca)  
902-318-9245

## Emancipation Day Proclamation – Town of Antigonish

WHEREAS Emancipation Day, celebrated annually on August 1st, commemorates the abolition of slavery throughout the British Empire, including Nova Scotia, marking the day in 1834 when the Slavery Abolition Act came into effect; and

WHEREAS this day serves as a solemn reminder of the suffering and injustices endured by enslaved Africans and their descendants, while also celebrating their resilience, strength, and contributions to the cultural and social fabric of Nova Scotia; and

WHEREAS the recognition of Emancipation Day provides an important opportunity for all Nova Scotians to reflect on the historical legacy of slavery, to acknowledge its enduring impacts, and to commit to combating racism and discrimination in all forms; and

WHEREAS it is essential to honor and remember the struggles for freedom and equality undertaken by African Nova Scotians, to educate current and future generations about the history of slavery, and to celebrate the rich heritage and achievements of the African Nova Scotian community; and

THEREFORE, be it resolved that I, Laurie Boucher, Mayor of the Town of Antigonish, do hereby proclaim August 1st, 2024, as Emancipation Day in the Town of Antigonish, and encourage all citizens to join in the observance of this significant day, to engage in activities that promote understanding and unity, and to work towards a future where the principles of freedom and equality are fully realized for everyone.

---

Mayor Laurie Boucher

---

Date



## Flag/Banner Request Form

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### Section 1: Applicant Information

#### 1. Community Group/Organization Title

\_\_\_\_\_

#### 2. Community Group/Organization Contact Information

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 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: \_\_\_\_\_

Flag/Banner Request End Date: \_\_\_\_\_

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).

### 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: \_\_\_\_\_

### 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](mailto:shannon.long@townofantigonish.ca)  
902-318-9245



**20 East Main Street, Antigonish, NS, B2G 2E9**

27 June 2024

Municipality of the County of Antigonish  
285 Beech Hill Road  
Beech Hill, NS  
B2G 0B4

Dear Warden, Councillors and Staff,

The Staff, Board, and Volunteers of the Antigonish Heritage Museum continue to be extremely grateful to the County for your continued support. Your generosity allows us to continue to provide programming, exhibitions, and specials events for the benefit of all.

Earlier this year, the Museum Board was approached by Tareq Hadhad of Peace by Chocolate, with an offer for us to take stewardship of their original chocolate shop on Bay Street for 10 years (with possibility of renewal or outright donation of the building). This would allow us to showcase the important contributions to Antigonish Town and County by our immigrant and refugee communities.

Such a plan would necessitate the relocation of the building to the Museum property on East Main Street, which would, of course, incur various expenses. During the 10 years, Peace by Chocolate would be responsible for any structural maintenance. We estimate a total cost of \$6150 for the relocation, with the following breakdown, and request half of the amount from each municipal unit.

Removal of Shed	\$1150
Gravel for Foundation	\$500
Repairs	\$2000
Electrical/Lighting	\$1000
Interpretation	\$1500

We believe that this would be a valuable addition to our offerings as a cultural hub for Antigonish Town and County, as well as a wonderful opportunity to highlight the success of so many newcomers to our vibrant communities.

With sincerest thanks for your continued support, we remain,

Yours Sincerely,

Barry R. MacKenzie, PhD  
Curator

Andrew Murray  
Chair

July 3, 2024

Antigonish Heritage Museum  
20 East Main Street  
Antigonish, NS B2G 2E9

Dear Mr. Murray and Dr. MacKenzie,

**RE: Support for Peace by Chocolate Building Relocation – Resolution of Council**

At their meeting on July 2, 2024, Municipal Council provided their approval to the request put forward by the Heritage Museum regarding a request for support to relocate the original Peace by Chocolate building to the museum property by making the following motion:

**Min # 2024-098**

Moved and Seconded

That Municipal Council approves providing \$3075 to the Heritage Museum for the relocation and establishment of an exhibit using the Peace by Chocolate building, subject to the Town of Antigonish providing the other half of the requested funding.

**Motion Carried**

Please let us know regarding the outcome of your request to the Town for support with this project. We look forward to seeing this new exhibit space at the museum once it is completed.

Sincerely,

 **COPY**

Glenn Horne  
CAO

Cc: **Marvin MacDonald, CAO Town of Antigonish**

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**CACL ANTIGONISH**  
**75 ST NINIAN STREET, ANTIGONISH, N.S. B2G 1R6**  
**TELEPHONE: (902)863-5024**  
*"Inspiring Possibilities"*

*To: Mayor Laurie Boucher, Town Of Antigonish*

*From: Maria van Vonderen, Interim Executive Director, CACL Antigonish*

*RE: Funding request to support the work of the CACL Antigonish*

*Date: June 13, 2024*

*Mayor Boucher,*

*On behalf of the participants, families, staff and Board of Directors of the CACL Antigonish, I would like to request a grant in the amount of \$10,000.*

*Each year the CACL pays the Town of Antigonish a Commercial Tax of approximately \$11,000. This amount comes from our operating budget.*

*The CACL receives approximately 67 % of its funding from the Province of Nova Scotia, the remaining is from selling of products and services, fundraising and grants. It is through your generosity that the CACL is able to continue the many programs and services it offers to participants from the Town and County of Antigonish .*

*We appreciate the opportunity given to the CACL with Supported Employment with the street cleaning and watering programs. The collaboration between the Town and the East Coast Credit Union Social Enterprise centre with regards to the establishment of a Comfort Center and Emergency Shelter is very much appreciated.*

*Thank you for considering this request. If you require any further information, please be in touch.*

*Maria van Vonderen*

*Interim Executive Director*

*CACL Antigonish*

*902-870-7863*

*maria@caclantigonish.ca*



**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 24-07-15  
**Prepared by:** Marvin MacDonald, Interim 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**

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

- Attended several AREA meetings regarding the ongoing business operations for the AREA group and the Antigonish Solar Garden project. Conducted site visit on Antigonish Solar Garden. Anticipated commissioning of the east array portion of the solar garden by July 15<sup>th</sup>.
- Following the Audit Committee meeting of June 17, 2024, the 2024-2025 Budget was approved at the regular Council meeting, with tax rates set. Tax bills were sent out.
- CAO interviews were conducted on June 19 and 20, and recommendations made to Town Council by the Selection Committee.
- Participated in video conference with NSFM update on the Municipal Policing Service Agreement.
- The Electrical Utility Grid Modernization Project Federal Government funding announcement took place on July 2<sup>nd</sup>.
- Attended JOSH meeting
- Attended Antigonish Regional EMO Q2 Advisory Committee Meeting.
- Meeting with the Municipal Advisor (Ross MacDonald)
- Meeting with Housing Trust Executive Director regarding the funding for health care workers housing
- Review of joint projects with Town and County
- Staff meetings on other activities as outlined in department updates following in this report.

**Strategic Initiatives Update:**

Projects
Title: Net Zero Engagement Strategies Funding Opportunity - Sustainable Communities Challenge Fund administered by NSFM
Status Update: Received Approval on July 4 <sup>th</sup> , 2024
Next Step: Prepare and release an RFP for a Net Zero Community Engagement Strategy
Title: Grid Modernization and New Substation
Status Update: Funding announcement took place on July 2 <sup>nd</sup>
Next Step: Will be preparing an update for council in the near future
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: on-going
Next Step: Expected completion date is end of July
Title: Green Municipal Fund – GHG Reduction Pathway Capital Project – Deep Energy Retrofits

<b>Status Update: Full Application has been received</b>
<b>Next Step: on-going</b>
<b>Title: FCM – Canadian Institute for Energy Training</b>
<b>Status Update: Making the Case for Energy Management Projects</b>
<b>Next Step: Completed virtual real-time classroom course</b>
<b>Title: Low Carbon Communities Funding</b>
<b>Status Update: Submitted an Expression of Interest</b>
<b>Next Step: Responding to questions from LCC</b>

### AREA Update:

<b>Projects</b>
<b>Title: Solar Garden Pollinator Habitat</b>
<b>Status Update: Working with Nature Smart Climate Solutions Fund and other Municipalities on potential funding application.</b>
<b>Next Step: on-going</b>
<b>Title: HOME Program Review</b>
<b>Status Update: Review is complete</b>
<b>Next Step: Will be shared at a later date</b>

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

**Community Development**

**Strategic & Capital Projects of Council:**

<b>Projects</b>
<b>Active Transportation Corridor</b>
<b>Status Update:</b> Construction on West Street Underway
<b>Next Step:</b> Trunk 4 to James Street section should be complete the by July 12. The next phase of construction from West/James Street will start on July 15 and be completed on August 23. Staff and WSP are still working with the railway on some final aspects of the pedestrian crossing design. Bell will be back to finish the east Main Street pole moves with the Bay Street project pole moves. The pole moves on St. Ninian is expected in August.
<b>Accessibility Ramp</b>
<b>Status Update:</b> EAF Funding Application
<b>Next Step:</b> Staff have not heard back on the application submitted to the Enabling Accessibility Fund. Timeline is TBD. Staff are seeking support from Strum to draft the tender document to have prepared for late summer release with an early fall construction.
<b>Tourism</b>
<b>Status Update:</b> Working Committee Planning Session
<b>Next Step:</b> Staff will be working with partners at the County, StFX and Tourism Association to develop a short term goals for the Marketing Levy funding. Planning will include development of marketing collateral using new logo, ad bookings, website development, and trade show opportunities. Long-term planning will be a part of this working group. The Tourism Strategy will play a large role in the development of an action plan towards long-term tourism sustainability.
<b>Arbor Drive Playground</b>
<b>Status Update:</b> Scheduling Install Dates
<b>Next Step:</b> Staff have prepped the site for the arrival of the equipment. The contractor indicated mid July for delivery and install. The RFQ for the trail development has been drafted and will be released once the equipment is in place to ensure there is no overlap in contractors onsite.
<b>Parking Meter Renewal</b>
<b>Status Update:</b> 10 New Meters Ordered
<b>Next Step:</b> New meters have been ordered. These meters will address the remaining Main Street ones that need to be replaced. A longer-term plan for Creighton Lane will be developed with staff. By-Law Staff will be undertaking the follow-up letters for parking violations to collect fines. RCMP Clerks will be supporting this effort through licence plate queries.
<b>Litter Cans</b>
<b>Status Update:</b> Staff Updated Locations
<b>Next Step:</b> The new multi-sort bins have been placed. The litter can at the corner of Hawthorne and Xavier has been replaced due to increased complaints. Staff are looking to purchase 2-4 additional muti-sort bins to have available for replacement or additional requests. There is a lead time of 6-8 weeks for delivery. Staff will be developing an RFQ to outsource this service. In the meantime, Parks Crew staff will maintain the service.
<b>Accessibility</b>
<b>Status Update:</b> Budget Approved

**Next Step:** Staff meet with Randy Crouse on the Accessible Antigonish initiative. The ideas brought forward will be taken to the accessibility committee. With the approval of the budget, staff will start drafting a RFP for engagement support for the Accessibility Plan update that is required for April 2025.

## Operational Projects:

Project
<b>Beautification</b>
<p>Yard Pro has continued with seasonal maintenance. Flowers are out and blooming well so far this season. Watering contract with CACL is going well and they are doing an excellent job of maintaining the hanging baskets and bridge baskets. Pride Guard Rail paint was out of stock, but is now available. Staff will undertake the painting. Broken tree near the Wheel was replaced. Museum Landscaping project to repair the raised garden beds and add mulch will take place the week of July 15 by Yard Pro. The removal of the planters at the back of Creighton Lane will occur after the Highland Games to not interfere with parking in the downtown area. Parks Crew staff have been busy prepping Columbus Field for the Highland Games.</p>
<b>Community Grants</b>
<p>Completed.</p>
<b>Pedestrian Safety</b>
<p>Repairs need to take place to two sets of crosswalk beacons and a set of crosswalk beacons will be installed at the Main and Elm intersection as part of the new crosswalk location. This location will replace the Keltic to Columbus Field crosswalk, because it is safer based on recommendation from WSP traffic experts.</p>
<b>Wayfinding &amp; Signage</b>
<p>Staff will be working with contractors to have the new Welcome Sign installed in Chisholm Park now that the water valve has been repaired. The initial quote came in higher than expected. In order to ensure there was signage in place during the Highland Games, the former Welcome to Downtown Antigonish was installed. Staff will work with contractor to develop a revised plan for the new signage. Staff are also working on new Landing Signage and naming of the different pathway options. The signs will include markers of distance and staff are working with Paqtnkek to properly recognize Mi'Kmaq heritage that is a part of the history of the landing.</p>
<b>Town Hall Lighting</b>
<p>Staff will determine the next steps based on budget and scope of work.</p>
<b>Town &amp; StFX Partnership</b>
<p>Staff provided updates to the 2024-2025 Good Neighbours Guide. Staff are working with StFX on updated communications strategy for off-campus students to receive and engage with important Town notices, by-laws, etc.</p>
<b>Programming</b>
<p>Summer Camps have started and are off to a great start. Camp leaders have a wide range of activities as well as alternate options for rainy days as well as days that extreme heat warnings. Staff and camper safety are important for program success. Planning remains ongoing for the seniors pilot program launch in the fall. The program will have three classes running a week and be done in partnership with the library, St. Josephs' Lakeside Community Centre and the Arisaig Community Centre. Multi-sport planning is also ongoing for the fall. Staff are working on the schedule of programming and confirming various sport and recreation leaders for each block of activities.</p>
<b>Elections Communication Planning</b>
<p>Introduction materials are on the website. Staff will work with the returning officer to add more details to the website and have information available at the front counter as well.</p>
<b>Canada Day</b>
<p>Canada Day was very successful. Staff gives a special thank you the Lion's Club for their leadership on the pancake breakfast. Staff also thanks several contractors and performers and volunteers for all the efforts in the evening concert and fireworks.</p>
<b>Safety Planning</b>
<p>Staff are in the process of uploading safety material for review by CC Safety.</p>

**Budget 2024-2025 Planning**

Completed.

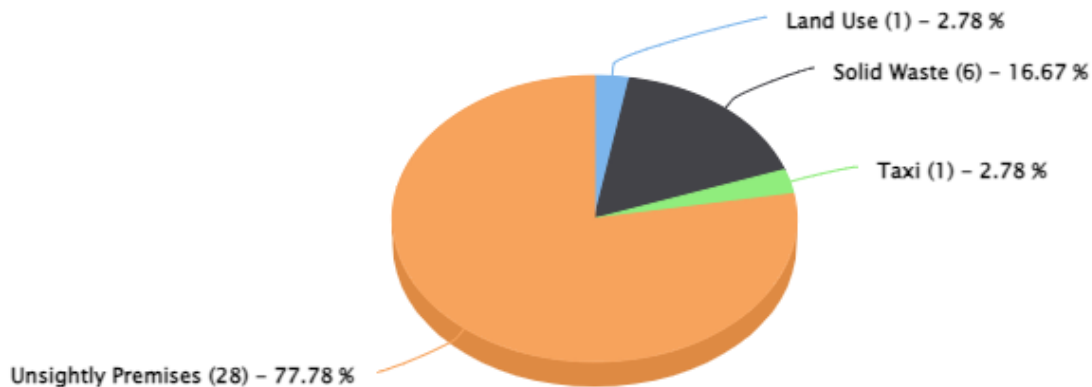
**By-law, Policy & Procedures:**

- Municipal Acknowledgement Policy – (drafted, planned to present to Council on July 15)
- Traffic Control/Sidewalk Encroachment Procedure – (drafted, in review by staff)
- Nuisance Wildlife Procedure – (complete)
- Social Media Accessibility Standards (internal, going through review, will become a part of our social media standards as per the Accessibility Plan)
- Sponsorship/Naming Rights Policy (Drafting and under internal review)
- Facility Allocation Policy (in progress and in partnership with the County)
- Community Events Policy (proposed)
- Oversized Move Permit (proposed)

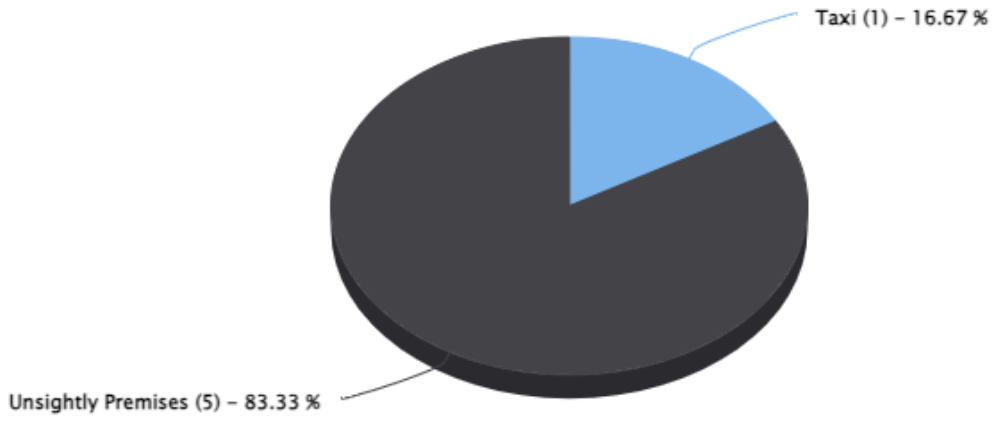
**By-Law Enforcement Statistics:**

Reporting Period: June 10 to July 8, 2024

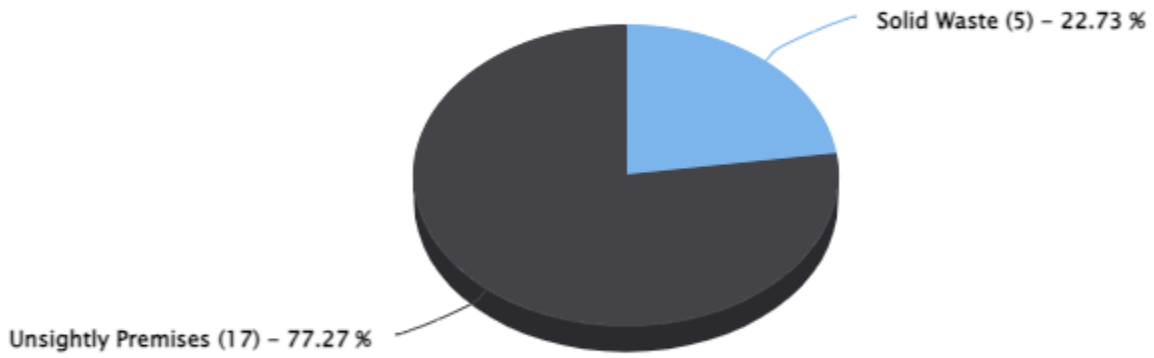
**General Breakdown**



**Complaint Based**



**Staff Initiated**





## Electric Utility (EU):

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update: Submission to NSURB for General Rate Adjustment Submission to NSURB to amend its Schedule of Rates and its Rule/Regulations</b>
<b>Next Step: Submissions recently approved by NSURB with conditions</b>
<b>Title: Electric Utility Capital Modifications</b>
<b>Status Update: : EU working group continues to assess project scheduling &amp; major stock purchases/delivery Substation Site work preparation continue with review of pending site grading Review of circuit feeders in progress Official project funding (SREP) announced at PWD/EU yard - July 02</b>
<b>Next Steps:</b>
<b>Title: Solar Garden and BRBB Pole line for Solar Garden</b>
<b>Status Update: Constructed frame system and solar panels being reassessed for status. Site construction had resumed New pole line to Hawthorne NSPi work for cross-over points completed. EU pole line framing work completed Connections of termination points pending (Outage required)</b>
<b>Next Step: Project followups in progress.</b>
<b>Title: EU Equipment</b>
<b>Status Update: All other equipment is in service Development of Rubber Glove Code of Practice continues. Update provided to JOHSC</b>
<b>Title: Power Outages</b>
<b>Status Update: No recent power outages For maintenance work - short service outages will be required till Code of Practice in place.</b>
<b>Next Step:</b>
<b>Title: Operations Items</b>
<b>Status Update: Items as noted below</b>
<b>Next Step: Work Items – ongoing Street lites - replacement work continues Pole Line Work – underground work continues at BRBB, 77 Highland Dr, Church St Ext Service Work - ongoing West St/Highland Dr intersection-awaiting update on Traffic controller servicing/ped buttons Tree trimming work continues. Electrical Inspections Ongoing Meter reading</b>
<b>Title: Pole Mount transformers</b>
<b>Status Update: Additional deliveries received</b>
<b>Next Step: Installs being assessed with EU Grid project scheduling</b>

## Water Utility:

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update: Water Rate Application approved by Council and submitted to NSURB for rate adjustments</b>
<b>Next Step: Boad approval received March18 for new water rates (24/25 &amp; 25/26)</b>

<b>Title: Source Water Review</b>
<b>Next Step: Study Followups continuing with Consultant.</b>
<b>Next Steps:</b> 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 Recontact with property contacts for site access in progress
<b>Title: Water Utility Items</b>
<b>Status Update</b> Residuals Management review continues with consultants (CBCL Bethany Tank Recoatings – NSURB approvals for expenditure received Tender call awarded to Allsteel Const Contacts made with various stakeholders Public notices placed Tank isolated from system June 28 and drained to empty July 02 County Wells in operation June 27 Work in 2 <sup>nd</sup> week of activity No reported service issues noted  James River Dam - Review of Access Rd and tree debris clearing in progress. Dam level is 3" over spillway ( 7 day average) Posting for temporary Operator position – applications under review
<b>Next Step:</b>
<b>Title: Fire Hydrants</b>
<b>Status Update:</b> Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants – awaiting Municipal Affairs approval Followups from Winter Hydrant Maintenance continues
<b>Next Step:</b>
<b>Title: Main Line/ Water Valves</b>
<b>Status Update:</b> Assessment of operational status continues
<b>Next Step:</b> Assessment for Work in 2nd quadrant continues for 2024/2025. Review for capping of old 4" main work on West S continues. Whidden Bridge valve repair - valve replaced June 03. Reinstatement completed Acadia /Main Valve box repair - completed Install of flushing valve for Upper section of Hillcrest St in progress Church/Mall and Hawthorne work to be reassessed for scheduling Design/tender for section of West St watermain in progress. PCAP funding application submitted
<b>Title: Water Breaks</b>
<b>Status Update:</b> No water breaks experienced
<b>Next Step:</b>

**Sewer/Storm:**

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update:</b> Budgets approved by Town Council - June 17
<b>Next Step:</b>
<b>Title: NSE Permit to Operate Items</b>
<b>Status Update:</b> See below
<b>Next Step:</b> Followup on CBCL for System Assessment Report (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. Aeration work to be rescheduled to fall Odor control products being applied to front of plant. (Odor has dissipated) 3rd party review in process Posting for temporary Operator position – applications under review

<b>Title: System Conveyance</b>
<b>Status Update</b> Vegetation work along Murphy's Brook areas in progress Overview of Whidden- Centennial storm drainage continues Review for Inflow Infiltration reduction ongoing Followup review to Safety Program and Training in progress
<b>Next Step:</b>
<b>Title: Hurricane Fiona / Other Storms</b>
<b>Status Update:</b> Provincial /DNR assessment of trees near river areas still pending
<b>Next Step:</b> Fiona costs compiled and forwarded to Corporate Services for recovery of costs No new storms in June/July
<b>Status Update:</b>

## Public Properties & Streets

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update:</b> Budgets approved by Town Council - June 17
<b>Next Step:</b>
<b>Title: Seasonal / Street Operations</b>
<b>Status Update:</b> Work to potholes ongoing Patching Tender awarded to Dexter. Work in progress at 30% completion. Public notices posted to website and radio Complaints on delays being received Street and sidewalk sweeping in progress Repairs to curb and sidewalk (West St) completed Traffic Line painting –activity in progress (70% of 1 <sup>st</sup> application in place) College St Bridge assessment continues. Awaiting remediation details for quotations Application submitted to Province for Paving assistance (Section of Hawthorne) Safety Program and Training – ongoing
<b>Next Step:</b> Work is ongoing pending weather conditions
<b>Title: PWD Equipment &amp; Bldg</b>
<b>Status Update.</b> Incident - Service truck stolen June 20 (RCMP and insurance contacted) All other equipment is in service
<b>Next Steps:</b>
<b>Title: Staffing</b>
<b>Status Update</b> PWD Staff obtaining additional NSE system certifications
<b>Next Step:</b>
<b>Title: Community Development (CD)</b>
<b>Status Update:</b> Discussions continue for review of various requests/inquires and or project overlaps Mid block crosswalk signage have been adjusted to reflect provincial regulation Crosswalk review along Main St completed . CD/Traffic Authority reviewing Assessing ToA AT project details Bylaw approvals – awaiting DMA approvals
<b>Next Step:</b> Awaiting followups

**Waste Management:**

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update: : Budgets approved by Town Council - June 17</b>
<b>Next Step:</b>
<b>Title: Solid Waste Items</b>
<b>Status Update: Waste Management Bylaw - awaiting Municipal Affairs approval Litter can service being serviced by Community Development Weekly Organics Collection Period : May 13-Oct 19</b>
<b>Next steps:</b>
<b>Title: Waste disposal weights – June 30, 2024</b>
<b>Status Update: RWC -278T, ICI - 846T</b>
<b>Next Step:</b>

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Ken Proctor, P.Eng.  
Director of Public Works

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

**Corporate Services**

**Highlights**

The past month has been very busy for Corporate Services. The Town operating and capital budget was approved June 17<sup>th</sup> and all property tax bills were printed and mailed on June 18<sup>th</sup>. The front counter has been busy with assisting residents regarding their property tax payments and filling out the municipal property tax sheet for residents applying for the provincial property tax rebate for seniors. The Manager of Accounting with the Sr. Accounting Clerk have been preparing for the year-end audit which will take place the week of July 15<sup>th</sup>, with auditors on site July 16<sup>th</sup>. The Director of Corporate Services has been working on the AREA year-end, Solar Garden grants and reconciliation, and other Human Resources files. There are currently five open positions with the Town, three of them being term roles associated with the Utilities.

**Department Update:**

Projects
<b>Title: Low Income Property Tax Exemption Policy</b>
<b>Status Update:</b> The low-income property tax exemption for 2024-25 deadline was extended until June 14 <sup>th</sup> at 4:30 pm. There were 19 applications approved totaling \$7,740.86 in exemptions. The tax exemption is up to \$450 for residents with a total household income of \$28,510 or less. Some residents’ tax bill were less than the \$450 so they were exempt up to their tax levy amount. The average income was \$23,128 with the median being \$24,559.
<b>Next Step:</b> Complete for 2024-25
<b>Title: Town of Antigonish Technology Policy</b>
<b>Status Update:</b> Strait-IT Board is working on creating a technology policy for each of its municipalities.
<b>Next Step:</b> In progress
<b>Title: 2023-24 Year-End</b>
<b>Status Update:</b> The Manager of Accounting completed her work on our year-end process. The auditors (MNP) will be on site from July 14 to July 18. The Town is using a new upload file program from the auditors to help provide them information in a safe and secure manner.
<b>Next Step:</b> Provide samples and any other requested records for the auditors.
<b>Title: Temporary Borrowing Resolution (TBR)</b>
<b>Status Update:</b> Director of Corporate Services has sent the Town’s Temporary Borrowing Resolution to Municipal Affairs for the Bethany Water Reservoir project. The project was originally approved by Council for \$2.2M and then by the NSUARB as part of the Water Utility’s GRA (M11384) and Capital Project Application (M11601). The TBR was approved for \$2,503,599.05. The goal is to have this operational to qualify for the Municipal Finance Corporation’s fall debenture.
<b>Next Step:</b> Waiting for Municipal Affairs for ministerial approval

<b>Title: 2024-25 Budget Water Utility and Electric Utility</b>
<b>Status Update:</b> A 2024-25 operating budget for the water and electric utility will be presented in September. This budget will reflect the budgets as submitted and approved by the Utility and Review Board as part of our General Rate Application with any changes that has occurred between approval and now.
<b>Next Step:</b> Present operating budget information to the Audit Committee for recommendations to Council.
<b>Title: Human Resources</b>
<p><b>Retirements:</b></p> <ul style="list-style-type: none"> <li>Dianne Wilson. Deputy Clerk has formally submitted her retirement for August 16, 2024 with almost 40 years of service to the Town. More information regarding her retirement will be announced in the coming weeks.</li> </ul> <p><b>Employment Opportunities:</b></p> <ul style="list-style-type: none"> <li>Selection Committee has recommended a CAO candidate to Council. The contract is under negotiation.</li> <li>A job posting for the Water/Wastewater Operator (One (1) Year Contract) was posted June 7. Interviews are currently slated for July 12<sup>th</sup> and 15<sup>th</sup>.</li> <li>An internal posting for the Deputy Clerk position has been posted and closes Monday, July 15<sup>th</sup>.</li> <li>Two positions for Powerline Technicians (Term) are open and are associated with the Grid Modernization project, with the job posting closing July 24<sup>th</sup>.</li> </ul>
<b>Next Step:</b> On-going
<b>Title: Equity, Diversity, and Inclusion in the Workplace</b>
<p><b>Status Update:</b>          *This project was on temporary pause over the past two months, the Director of Corporate Service is in progress of re-connecting to our consultants to have the report presented to Council.*          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.</p>
<b>Next Step:</b> Consultants Report to be presented
<b>Title: Work from Home Policy</b>
<b>Status Update:</b> Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review. It has included potential strategies that other similar Town municipalities have implemented, including the Town of Bridgewater.
<b>Next Step:</b> Finalize and present to Council regarding a Work from Home Policy.
<b>Title: In Development: Charitable Donation Policy</b>
<b>Status Update:</b> 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.
<b>Next Step:</b> Finalize and prepare a memo to Council regarding a Charitable Donation Policy.

**Council Grants to Organization Account:**

Budget: \$199,044.39      Committed (YTD): \$156,674.97      Remainder: \$42,369.42

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

**Council Report**  
General Fund  
For the Three Months Ending 6/30/2024

	<b>2024</b>	<b>2024</b>	<b>2023</b>	<b>2023</b>	<b>Remaining</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
<b>Revenue</b>					
Taxes	\$7,931,982.54	\$7,716,040.23	\$7,501,015.37	\$7,010,352.20	\$215,942.31
Grants in Lieu of Taxes	1,206,254.67	7,719.00	1,109,614.80	7,014.00	1,198,535.67
Sale of Services	1,058,888.95	226,354.42	949,423.24	184,031.89	832,534.53
Services provided to other governments	397,903.33		302,534.66	53,146.16	397,903.33
Other revenue from own sources	137,095.00	35,587.53	143,000.00	129,568.81	101,507.47
Unconditional Transfers from other governments	204,039.00	111,234.00	478,844.00	44,508.00	92,805.00
Other Transfers	2,125,769.96		2,142,198.00		2,125,769.96
	<b>13,061,933.45</b>	<b>8,096,935.18</b>	12,626,630.07	7,428,621.06	4,964,998.27
<b>Expenditure</b>					
Mayor and Council	460,844.40	193,353.17	435,049.94	197,278.02	267,491.23
Corporate Services and Office of the CAO	3,446,585.82	259,177.49	2,756,301.97	355,626.40	3,187,408.33
Engineering and Public Works	1,462,375.82	466,064.77	1,493,387.33	304,690.30	996,311.05
Environmental Health Services	1,353,886.48	317,295.51	1,391,965.57	301,720.74	1,036,590.97
Community Development Administration	479,478.77	100,314.92	399,058.99	123,384.42	379,163.85
Partnerships & Initiatives	499,701.31	27,965.50	564,329.81	433,128.83	471,735.81
Protective Services	2,960,476.84	120,602.87	2,997,244.13	213,004.93	2,839,873.97
Recreation and Cultural Services	706,221.27	232,352.57	728,691.84	288,083.89	473,868.70
Provincial Responsibilities	1,692,328.58	289,155.80	1,760,577.56	177,941.38	1,403,172.78
	<b>13,061,899.29</b>	<b>2,006,282.60</b>	12,526,607.14	2,394,858.91	11,055,616.69
Excess(deficiency) of revenue over expenditure	<b>34.16</b>	<b>6,502,383.18</b>	100,022.93	5,033,762.15	<b>-6,090,618.42</b>

**Electric Utility - Statement of Operations**  
**For the Three Months Ending Sunday, June 30, 2024**

	<i>2024</i>	<i>2024</i>	<i>2023</i>	<i>2023</i>
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>
<b>Revenue</b>				
Operating				
Electric Revenue		<b>\$3,449,824</b>	\$13,877,728	\$3,086,669
<b>Expenditure</b>				
Operating				
Power Purchases		<b>1,568,639</b>	7,409,788	2,300,117
Power Generation and Delivery		<b>561,708</b>	5,097,464	829,509
Electrical Buildings/Subs		<b>2,112</b>	17,453	1,535
Electric Distribution Exps		<b>267,650</b>	234,740	404,328
Property Taxes		<b>2,745</b>	2,588	2,588
Depreciation			278,416	
Admin - Common Services		<b>65,594</b>	1,216,963	305,402
Interest and Bank Charges		<b>3,530</b>	5,838	2,861
Wages		<b>140,483</b>	595,672	153,948
		<b>2,612,461</b>	14,858,922	4,000,288
<b>Non-operating revenue</b>				
Interest on investments				
Interest on Accounts		<b>5,951</b>	11,135	4,545
		<b>5,951</b>	11,135	4,545
<b>Non-operating expenditures</b>				
Debt Payments				
Transfers to other funds			575,000	
			575,000	
Excess(deficiency) of revenue over expenditure		<b>843,314</b>	<b>-1,545,059</b>	<b>-909,073</b>

**Water Utility - Statement of Operations**  
For the Three Months Ending Sunday, June 30, 2024

	<b>2024</b>	<b>2024</b>	<b>2023</b>	<b>2023</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>Operating Revenue</b>				
Water Revenue		\$325,437	\$1,409,374	\$296,659
Fire Protection			286,172	
Fire Protection - County			188,679	
Other Water revenue		893	2,750	850
		<b>326,330</b>	<b>1,886,975</b>	<b>297,509</b>
<b>Operating Expenditure</b>				
Property Taxes		39,638	39,623	37,977
Depreciation			421,500	
Source of Supply		13,382	37,047	3,167
Purification		45,756	335,246	26,308
Power and Pumping		8,598	46,382	12,135
Transmission and distribution		17,255	131,415	26,100
Administration		102,404	99,742	78,823
Supervision			552,580	149,984
Wages		43,263	176,161	44,389
		<b>270,296</b>	<b>1,839,696</b>	<b>378,883</b>
Operating Profit		<b>56,035</b>	47,279	<b>-81,374</b>
<b>Non-operating revenue</b>				
Interest on investments				
Interest on Accounts		1,471		987
Misc Non-operating Revenue				
		<b>1,471</b>		<b>987</b>
<b>Non operating expenditure</b>				
Debt Payments		<b>-2,703</b>	166,128	454
Transfers to other funds				
		<b>-2,703</b>	166,128	454
Excess(deficiency) of rev over exp		<b>60,209</b>	<b>-118,849</b>	<b>-80,841</b>