
MEETING: Regular Council

DATE: October 7, 2024

TIME: 6:00 PM

LOCATION: Town Council Chambers

AGENDA

- **Call to Order**
- **Approval of Agenda**
- **Approval of Minutes**
 - Regular & In Camera Council Meeting Minutes of September 16th, 2024.
ePoll Minutes of September 26th.
- **Presentations/ Proclamations/Flag Raising**
 - Lise Roy, Strategic Initiatives Coordinator – Antigonish Arena Grant Application to the Green and Inclusive Community Buildings Program.
 - Plaque presentation to the African NS Community to recognize Emancipation Day
 - Memo to Council on Banners and Banner request from the Naomi Society
- **Business from Minutes**
 - Antigonish Community Transit Society (ACTS) – Funding update
 - National Truth and Reconciliation Flag Raising – update
 - Antigonish Affordable Housing Society (AAHS) – Letter of support
 - Municipal Acknowledgement Policy
 - Flag replacement Policy
 - College Street Bridge Update
 - Sewer Treatment Update
- **New Business**
 - Councilor reflections
- **Correspondence**
 - Seniors for Climate – Antigonish
- **Staff Reports**
- **CAO Report**
- **Committee Report**

In Camera Council Meeting
September 16th, 2024
Town Council Chambers

An In Camera Town Council meeting was held to discuss matters pertaining to the acquisition of municipal property, legal advice eligible for solicitor-client privilege; and to discuss matters pertaining to a personnel matter.

**Regular Town Council
September 16th, 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

R. Delorey, CAO
M. Fougere, Deputy Clerk

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 Gallery

Call to Order

Mayor L. Boucher called the meeting to order at 6:03 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 Regular and In Camera Council Meeting Minutes of July 15th, 2024, ePoll Minutes of July 15th, 19th, August 8, 16th and September 5th.

Motion carried.

Diane Wilson – Mayor, L. Boucher

Mayor L. Boucher acknowledged the passing of our long-time employee, friend, and colleague, Dianne Wilson, who passed away on August 28th. In honor of Dianne, Mayor Boucher held a moment of silence. Dianne served as the Deputy Clerk for the Town, dedicating 40 years of her time to the Town and community. Our thoughts and prayers go out to Dianne's family.

Presentations/ Proclamations Flag Raising

- **Antigonish Volunteer Fire Department**

Gerard Purcell took the podium to present the purchase of a new pumper truck featuring the SAM System. The current 2001 GMC Topkick pumper truck will be replaced as part of a vehicle replacement plan initiated by the Town Council in 2017.

- Key Points; SAM System: Automates pump operations and provides real-time data to manage equipment and firefighter positions.
- Operators can control functions outside the truck, reducing complexity.
- New truck improves response times and the department's ability to handle large emergencies.

Council supports moving forward with the RFP (Request for Proposal) and procurement process. Competitive bidding will be ensured.

Motion

"That the Town of Antigonish proceed with an RFP of a new fire truck as per the specifications outlined and presented to Council"

It was Moved and Seconded to approve the motion as presented.

Motion carried.

Discussion ensued.

Councillor M. Farrell acknowledged and thanked the Antigonish Volunteer Fire Department, and its members present for all their great work.

- **Antigonish Affordable Housing**

Colleen Cameron took the Podium to present – Addressing the Antigonish Housing Crisis. C. Cameron provided an overview of the Antigonish housing gap. The AAHS aims to triple its affordable housing units, focusing on sustainable development. While financial support was discussed, no specific request was made.

The council agreed to draft a letter of support for the new council, emphasizing the importance of affordable housing initiatives in the community and the successful collaboration between AAHS and The Town of Antigonish.

C. Cameron thanked the council for its ongoing support and expressed gratitude to Councillor W. Cormier for his service on the board, requesting that the new council continue to have representation on the board to maintain the strong partnership.

- **Proclamation Request: Fetal Alcohol Spectrum Disorder (FASD) Awareness Month**
Council received correspondence from Fetal Alcohol Nova Scotia (FANS), requesting a proclamation to recognize September as National Fetal Alcohol Spectrum Disorder (FASD) Awareness Month. Though the meeting occurred later in September, the council proceeded with the proclamation to raise awareness.

September 9th is the official National FASD Awareness Day

Proclamation:

Mayor L. Boucher, on behalf of The Town of Antigonish, officially proclaimed September as Fetal Alcohol Spectrum Disorder Awareness Month on September 16th, 2024.

An official update will be shared with the community about the proclamation, and discussions will be held on lighting the Town Hall to raise further awareness during the month.

This proclamation is part of the town's effort to support FASD awareness and community involvement in preventing and supporting families impacted by the disorder.

- **Anti-Racism Statement**

In recent months, there have been incidents of racism within the town limits of Antigonish. Mayor L. Boucher addressed, as a council, we want to make it clear that racism has no place in our community. It is not reflective of who we are, and it is something we will not tolerate. The Town and County Councils, along with the Warden, have met with representatives from affected families and the broader community. During these discussions, it was decided that a joint letter from both the town and county councils will be issued in support of these families and to reaffirm the importance of community solidarity.

This letter will emphasize that racism and discrimination will not be tolerated in Antigonish, and we stand together against any acts that divide our community.

Antigonish is a community that prides itself on diversity and inclusion. These values must be upheld by every resident, and we, as a council, are committed to doing everything we can to foster a welcoming environment for all.

- **Flag Raising Request National Day for Truth and Reconciliation**

This request comes from the town itself, as it is hosting the event, and the council seeks approval for the flag-raising.

It was moved and seconded to approve the Town's flag raising request for the Truth and Reconciliation Flag on September 27th.

Motion carried.

- **Flag Raising for 285 Royal Canadian Army Cadets and 875 Royal Canadian Air Cadet Squadron**

It was moved and seconded to approve the flag raising request for 285 Royal Canadian Army Cadets and the 875 Royal Canadian Air Cadet Squadron.

Motion Carried

Business from Minutes

- **Antigonish Community Transit Society (ACTS) Funding Request**

The Antigonish Community Transit Society has submitted a funding request to the Town Council to support its operations. ACTS provides essential transportation services to the community,

particularly for residents without access to private vehicles, seniors, and those with mobility challenges.

Council emphasized the critical role ACTS plays in ensuring accessible transportation for all members of the community, especially in a rural area where public transportation is limited.

The society has requested additional funding to maintain and potentially expand services to meet the growing demand in the region.

Council members acknowledged the financial constraints within the town's budget but recognized the importance of continuing support for community transit.

The Antigonish Community Transit Society (ACTS) funding request was approved, with the town committing to continue supporting its essential transit services. Further discussions with the county and potential funding sources will be explored to ensure the long-term sustainability of the service

"A motion was made to support the core funding for ACTS. To approve \$5,000.00 from the discretionary fund."

Motion was moved and seconded.

Motion carried.

"A motion was made to direct staff to ensure that a presentation of the financials is provided each year."

Motion was moved and seconded.

Motion carried

Discussion ensued.

Election Update – R. Delorey

CAO, R. Delorey gave council a brief overview, noting that the election process formally began with the opening of nominations at the end of August, and nominations closed on September 10th. There has been active interest in the election, with 2 candidates running for Mayor. 11 candidates running for Council (6 seats available). 2 Candidates are also running for the CSAP (Conseil scolaire acadien provincial) school board seat.

Town Council previously decided to conduct a hybrid election, offering electronic voting alongside traditional in-person voting. The town's election website is live, offering general election details. The website includes candidate contact information (for those who opted in) but does not promote individual candidate platforms.

Councillor M. Farrell extended a thank you to the Town staff for their hard work in managing the election process.

Discussions ensued.

- College Street

CAO, Randy Delorey provided council with a Project Update on College Street Bridge. The project to repair the College Street Bridge has commenced, following delays due to the availability of specialized contractors. The engineering designs were received after the July 15th council meeting, and an RFP was issued to secure contractors. The work started the week of September 2nd.

Most of the work is expected to be completed by the end of September, with potential finishing work extending into early October.

Outreach to businesses in the area has been conducted to keep them informed. Social media updates have been posted, including notices about pedestrian access interruptions.

The current repairs are focused on reopening the bridge for vehicle traffic, but a more comprehensive project could be considered in the future.

- Sewer Treatment Plant Update

Councillor W. Cormier opened the discussion on the Sewer Treatment plan. It was discussed that there is a serious problem with the odor coming from the sewer treatment plant. On a positive note, W. Cormier addressed that K. Proctor, Town engineer and Town staff are doing a lot of great work.

Councillor W. Cormier recommended to have someone come to assess the situation, and to see whether the desludging of the Lagoon must happen more often. For the short term, what can be done.

CAO, R. Delorey provided an update on the context of the nature of odors. The treatment plant has historically produced odors, which are generally predictable and occur annually during spring and fall. These odors are tied to the bacteria's interaction with the fluctuating population.

Several Council members spoke to the affect of the smell, discussions took place with R. Delorey and K. Proctor speaking to the questions.

External experts were consulted to analyze the situation and provide recommendations. Staff are currently reviewing this feedback to identify actions that can be taken to improve the system's functionality.

Continued attention to equipment maintenance, water temperature management, and desludging schedules will be critical to addressing both seasonal and climate-related concerns effectively.

CAO, R. Delorey advised council that communications is under way, and that information will be shared in the forthcoming days.

Councillor W. Cormier put forward motion that staff proceed with the RFP to desludge the STP lagoon, and for staff to begin work as recommended by the preliminary consultant report to reconfigure equipment to increase oxygen levels through the movement of water (pumps) and air (blowers).

Motion was moved and seconded.

Motion carried.

New Business

- Unveiling of the new sign at Chisholm Park (Friday, September 27) for the National Truth and Reconciliation.

The Town of Antigonish is hosting an event on Friday, September 27th at 10:00 AM following the flag raising ceremony to commemorate the National Day for Truth and Reconciliation. This event will serve two purposes:

1. Commemorating National Truth and Reconciliation Day, recognizing the importance of this day and its significance in honoring the history and legacy of residential schools in Canada.
2. Unveiling New Town Signage, which incorporates both the new town logo and Mi'kmaq language to acknowledge the region's heritage.

Approximately two years ago, a Tri-Council Meeting was held with representatives from the Town of Antigonish, Antigonish County, and Paqtnkek Mi'kmaw Nation. During this meeting, one of the key action items discussed was how the councils could support Truth and Reconciliation efforts.

- AREA – Potentia update

A motion was passed by the council granting the AREA Board the authority to enter into an agreement with Potentia. However, this authority hasn't been acted upon yet because the board has not met to move forward. The other two municipal partners have passed the same motion, fully granting the board the ability to finalize the agreement, but no contract has been signed, and discussions are ongoing.

Once the board approves the agreement, the Town of Antigonish and other municipal partners will need to consider entering into a Power Purchase Agreement (PPA). A motion for the PPA will be presented to the new council once the Potentia deal is ready. At this stage, there's no urgency for the PPA, as the deal is still under negotiation. The council will revisit the matter when the agreement with Potentia progresses, and the PPA proposal will be brought for approval then.

- Funding Request from RCA Richmond Cheer Athletics

Richmond Cheer Athletics, Town member Grace Atkins will be travelling to the UCA All Star National Championship at Walt Disney World on March 8th and 9th, 2025. A donation was provided.

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

Motion Carried

- Funding request from Old Scotia Heavy Weight Association.

Two Town members, Milton King & Ryan Kennedy will be travelling to the Lightweight Worlds Heavy events competition in Luzarches, France on Sept 29th, 2024, representing Canada.

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

Motion Carried

- Antigonish Electric Utility Submission to UARB respecting flow through rates.

Councillor M. Farrell put forth a motion to direct the staff to apply to the Nova Scotia Utility and Review Board (UARB) to amend the approved "flow-through formula" within the current schedule of rates for electrical supply and services.

Motion moved and seconded.

Motion carried.

Correspondence

- Antigonish Arena Funding Request for Capital Work

CAO, R. Delorey spoke on behalf of a funding application for a Capital Grant that was submitted for provincial funding as part of a joint project between the Town of Antigonish and the County. This application was intended to support various renovation works at the arena.

The motion in question was for a joint commitment from both the Town and County to fund the project, contingent on approval from the provincial government. Unfortunately, the provincial government did not approve the funding application. This created a gap in the expected financial support for the project.

With the lack of provincial funding, the arena still needs financial support for ongoing capital works, including unforeseen repairs such as sprinkler replacements. There is frustration and disappointment regarding the province's denial of funding, particularly as it was expected that every region would receive some financial support.

Despite the lack of provincial approval, the County has committed to providing its share of funding, even though the province did not match the contribution.

A motion was made to provide \$47,500 in support to the Antigonish Arena, with the funds to come out of reserves.

The motion was moved and seconded.

Motion carried

Town staff have been proactive in exploring alternative funding sources. Strategic Initiatives, L. Roy identified potential federal funding, and an application is in progress with a deadline of October 16. An \$8,000 consulting fee was necessary to meet the technical requirements of the application.

The arena management was praised for their efforts in securing outside sponsorships and handling the facility's improvements.

Staff Reports

- CAO Report

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

Committee Reports

- **Fire Committee**

Councillor S. Cameron reported that they held their last meeting on August 27th. The following motion was presented.

“That the Town of Antigonish proceed with an RFP of a new Fire Truck as per the specifications outlined and presented to council.”

Motion was moved and seconded.

Motion carried.

- **Community Enhancement Committee**

Flower Baskets: Councillor A. Murray reported that due to the ongoing water shortage for the fifth consecutive year, the flower baskets had to be taken down earlier than usual once again.

Town Flags: Councillor A. Murray also raised the issue of the Town flags, noting that there was a complaint regarding the poor condition of one of the flags.

He emphasized the importance of maintaining the five flags on the town's flagpoles and ensuring they are in good condition.

Motion:

The Town of Antigonish to adopt a flag replacement policy, requiring the replacement of the five town flags twice a year: on June 1 and December 1.

Motion was moved and seconded.

Motion carried.

Discussions ensued.

- **Waste Management Committee**

Councillor D. Roberts reported that there is currently one vacant seat on the Waste Management Committee. The committee is actively seeking a new member to fill this position.

Councillor Roberts also shared encouraging feedback from individuals she spoke with regarding the issue of cigarette butt disposal.

Councillor Roberts expressed her gratitude to the Council and staff for installing the new light on the Museum sign, noting that it looks very appealing.

- **Accessibility/Emergency Management**

Councillor D. MacInnis noted he had nothing to report.

- **Eastern District Planning Commission (EDPC)**

Councillor M. Farrell reported that she 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 9:03 PM.

ePoll September 26th, 2024

Present

Mayor L. Boucher

Deputy Mayor W. Cormier

Councillor S. Cameron

Councillor M. Farrell

Councillor A. Murray

Councillor D. MacInnis

Councillor D. Roberts

M. Fougere, Deputy Clerk

The Deputy Clerk called the meeting to order noting it was a duly called ePoll meeting, provided details on the background of a funding request received by the Mayor from Marlis Lade, STFX

Motion:

That Council approve a \$750 sponsorship donation, from discretionary funds, as part of the National Day of Truth and Reconciliation activities in Antigonish.

Motion carried.

Meeting adjourned.

To: Town Council
Chief Administrative Officer

Submitted by: Kate MacInnis, Director of Community Development

Date: Wednesday, October 02, 2024

Subject: Banners

Origin

This memo is to provide an overview to Council on the logistics that are associated with the November 2024 banner requests.

Background

The Town of Antigonish currently has 39 posts between Main Street and James Street that include arms for hanging banners. Throughout the year, we manage a rotation of three primary sets of banners:

1. **Winter Banners** – Displayed from November to April.
2. **Spring/Summer Flower Banners** – Installed from April until early September.
3. **Green “Go Eat, Go Play, Go Shop, Go Stay” Banners** – Displayed from early September until early November.

In addition to these regular banners, the Town provides support for two key tourism events by covering the cost of banner installation on Main Street as part of the Town’s in-kind sponsorship:

- **Antigonish Highland Games** banners
- **Nova Scotia SummerFest** banners

Furthermore, leading up to Remembrance Day in November, the Town has assumed the responsibility to hang **Veteran Banners** from the Antigonish Legion to honor those who have served. Typically these banners only go on Main Street but there has been a tentative request by the Legion to add more – meaning adding banners to James Street as the reception to these banners has been so positively received by the community.

The Town does not incur costs for the design or printing of the banners for the Highland Society, SummerFest or Remembrance Day, but we do cover the installation expenses.

To facilitate banner install, the Town contracts YardPro. To minimize the impact on traffic, parking and pedestrian distribution and to ensure the safety of YardPro’s staff, the banner installation and replacement process takes place overnight. The associated costs for these services typically range

between \$2,500 and \$3,000 – the cost varies depending on time. Costs include equipment include 2 trucks, rental of a lift, safety equipment (i.e. barricades, pylons, etc), and staff time.

This information is provided to ensure Council's understanding of the Town's banner installation process and associated costs.

Current Request

Council will see a banner request from the Naomi Society in the October 2024 council package. The request is for banners to be added to Main Street in recognition of the Global 16 Days of Activism against Gender-Based Violence. The request is for the banners to be installed on November 25th to December 10th.

With this request, there are many banner changes in a short period for this time of year. For councils' consideration, here is the tentative schedule for banners in November should the Naomi Society's request be approved. This schedule is pending contractor availability, weather, etc.:

- Week of November 4th: Green banners come down on Main Street (and possibly on James Street) for the Veterans banners to up go.
- Week of November 11th (after the 12th): Veteran banners come down for Winter banners to go up for Christmas on Main (Friday, November 22) and the Santa Claus Parade (Saturday, November 23).
- Week of November 25th: Winter banners to come down on Main Street for Naomi Society banners to go.
- Week of December 9th (after December 10th): Naomi Society banners to come down for Winter banners to go up back

Budget Implications

The last cost to the Town for the switch of banners was \$2,385.04. This is the total cost minus the Town's HST Rebate. Based on this information, the anticipated costs for making banner changes from November 4 to December 10, which would be approximately \$9,540.16. Typically, Town staff budget for \$15,000 for banner changes per year. With the increase in requests for banners, Town staff must develop a more streamlined process for properly budgeting and managing future requests.

Recommendation

At this time, staff recommends that Council decline the banner request from the Naomi Society, citing logistical challenges and the associated costs. As an alternative, staff suggests offering the option of a flag raising at Chisholm Park to support the Society's initiative.

Additionally, staff recommends conducting a review of the current banner request process, including associated costs and future requests, during the upcoming winter season to ensure the process is efficient and sustainable moving forward.

View results

Respondent

11 Anonymous

20:07

Time to complete

Applicant Information

1. Community Group/Organization Title:

Naomi Society

2. Applicant Name:

Patrick McKenna

3. Email:

ssh@naomisociety.ca

4. Address:

103-133 Church Street Market Square Antigonish Nova Scotia

5. Postal Code:

B2G 2E3

6. Phone:

1-902-318-2745

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
- 16 Days of Activism

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

Flag/Banner Request Start Date:

November 25, 2024

10. Flag/Banner Request End Date:

December 10, 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).

Naomi Society is a community organization that preserves and promotes safety, dignity, and human rights through direct services to women and their children who are victims of family violence. The society advocates for and provides community action programs for all individuals who are affected by family violence. This is done with an approach that is sensitive to social, economical, and cultural diversity. As part of our Mission of outreach, we annually support the Global Movement of the 16 Days of Activism.

A partnership with the Town of Antigonish through the Banner Program would elevate the conversation and assist us in raising the awareness of this critical call to action.

The global 16 Days of Activism against Gender-Based Violence is a key international moment to call for an end to violence against women and girls. It runs from 25th November (the International Day for the Elimination of Violence Against Women) until 10th December, Human Rights Day. In support of this campaign, the United Nations Secretary-General's UNiTE by 2030 initiative calls for global action to increase awareness, galvanize advocacy efforts and share knowledge and innovations to help end all types of violence against women and girls.

Thank you in advance for reviewing our request. We understand that Remembrance Day Banners are followed by the Christmas Banner program so we are also amenable to any potential outcomes that would be available on or around those dates.

Patrick McKenna
Second Stage Housing Coordinator
Naomi Society

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:

Patrick McKenna

14. Date:

June 28, 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
902-318-9245

THE TOWN OF
ANTIGONISH

October 4, 2024

Town of Antigonish
274 Main Street
Antigonish, Nova Scotia
B2G 2V9

To the incoming Town Council,

On behalf of the current Town Council, I would like to take this opportunity to highlight the longstanding support we have provided to the Antigonish Affordable Housing Society, a partnership we strongly encourage you to continue. Over the years, we have consistently recognized and valued the Society's unwavering commitment and the remarkable dedication of its volunteers, whose passion for improving access to quality, safe housing for Antigonish's underserved populations has significantly enhanced our community. It is our hope that the incoming council will continue to uphold and strengthen this vital partnership, ensuring that the Society's essential work remains a cornerstone of our town's commitment to inclusive and equitable housing solutions.

Therefore, be it resolved that the current Council recognizes the vital and vulnerable role that Antigonish Affordable Housing plays in making affordable and accessible housing units available in the Antigonish area. We value and acknowledge the important contributions of the board and the role that Town Council can play in supporting these efforts. Furthermore, we encourage future Council to continue the current practice of appointing a new councillor to sit on the board to ensure ongoing collaboration and support.

In closing, we warmly welcome the new Town Council to the table and extend our best wishes as you embark on this important journey of leadership. As you step into your roles, we encourage you to continue building on the strong foundations of collaboration that have been established with organizations like the Antigonish Affordable Housing Society. These partnerships are key to strengthening our community and ensuring a brighter future for all. We have every confidence that your collective vision and dedication will further enhance the capacity of our town to meet the evolving needs of our residents.

Sincerely,

Mayor Laurie Boucher
Deputy Mayor Willie Cormier
Councillor Mary Farrell
Councillor Donnie MacInnis
Councillor Diane Roberts
Councillor Andrew Murray
Councillor Sean Cameron

Municipal Acknowledgement Policy

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.

Community Nominations

Community members are encouraged to contact any member of the Council to recommend individuals, organizations, groups, or businesses for recognition. Council members will consider these recommendations in accordance with this policy.

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.

Conflict of Interest

Committee members and/or Council members must declare if they have any real or perceived conflict of interest related to the nomination. If a conflict of interest is declared, the member must recuse themselves from the discussion and voting process to ensure impartiality and fairness.

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.
- iii) An individual, organization, group, or business may be recognized more than once, provided that the rationale for the nomination differs from the previous recognition. Each recognition must reflect distinct contributions or services.

Internal Tracking and Responsibility of Town Staff

Town staff are responsible for maintaining internal records of all nominations and formal recognitions.

This includes:

- i) Tracking the date and details of nominations.
- ii) Documenting the outcomes of committee and Council discussions.
- iii) Coordinating the presentation of formal recognitions at Council meetings.
- iv) Ensuring that recognized individuals, organizations, groups, and businesses are acknowledged through the Town's communication channels, as appropriate.

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

Flag Replacement Policy

Policy Statement

The policy is intended to provide direction for town staff responsible for the maintenance and replacement of Town owned flags.

Purpose

The purpose of this policy is to establish a clear procedure for replacing the Town-owned flags located at Chisholm Park, Town Hall, and Columbus Field. The flags will be replaced twice a year, on June 1 and December 1, to ensure that they maintain their appearance and integrity.

Scope

This policy applies to all town-owned flags displayed at:

- Chisholm Park
- Town Hall
- Columbus Field

Procedure

Flag Replacement Schedule

Flags will be replaced twice annually on the following dates:

- June 1
- December 1

Flag Inspection

Prior to each replacement, a visual inspection of the flags should be conducted by designated Town staff. Inspections should occur on a bi-monthly basis. Inspections should identify any wear and tear, fading, fraying, or damage. If any flag is found to be damaged before the scheduled replacement date, it will be replaced.

Flag Installation

On the scheduled dates, or when a flag is deemed to be replaced due to inspection, designated Town staff will:

1. Remove the existing flags.
2. Install new, high-quality flag made of nylon or similar material, with grommet holes for hanging.
3. Ensure flags are securely and properly displayed in accordance with national flag protocol.

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

SENIORS FOR CLIMATE



JOIN SENIORS ACROSS CANADA FOR A DAY OF CLIMATE ACTION THIS FALL

Seniors for Climate–Antigonish

These are all intergenerational events ... Everyone is welcome!

Tue. Oct. 1st: Street Rally and March

11:15–1:30 pm Beginning at the Green – corner of Hawthorne & Main St.

11:15 – 1st Event: Smudging in Celebration of Treaty Day and Support for Rally

11:45 March Begins to 325 Main MLA Michelle Thompson's Office

12 (Noon) – Main Event at Antigonish Town Hall corner College & Main St

12:45 Groups Divide for Treaty Day–Tree Ceremony StFX West Coady 1 pm. &

Continued March down Main St. to MP Sean Fraser's Office 155 Main St

LATER IS TOO LATE!



SENIORS
FOR
CLIMATE



NATIONAL
SENIORS DAY
OCTOBER 1ST 2024

LATER IS TOO LATE!

The Pledge

I share a vision of possibility, a hopeful look forward to what our shared planet could become. I will help to make common cause for the common good.

I will celebrate the beauty of the natural world. All of us depend on it and need to share its abundance equally.

I understand that climate breakdown affects us all. And I commit to protecting all of us from this threat. This includes all living things that share our Earth.

In pledging support to future generations, I recognize the debt we owe to Indigenous wisdom: *the decisions we make today must assure a better future for the seven generations that will come after us.* I will bring my skills, compassion and resources to join with others in a movement for environmental justice. I pledge to use my voice and my vote to protect future generations.

Later Is Too Late!



Website: <https://seniorsforclimate.org/>

Facebook Page :[Seniors for Climate-Antigonish](#)

Contact us here: contactinfo@seniorsforclimate.org



Who We Are

We're seniors deeply alarmed by the climate crisis. One in four Canadians – we have outsized political, economic and social power. And we vote! Our goal is to build a Canada-wide community of seniors to create a liveable future. We have a major role to play and we have motive, commitment and opportunity. Along with our children and grandchildren, we face a climate emergency. We need faster and better climate action. Later Is Too Late!

Our Action Plan

October 1st is International Day of Older Persons and Canada's National Seniors Day. On this day, our goal is to act Canada-wide on climate with actions that demonstrate our growing concern about the impacts of climate change and our desire to rebuild a healthy environment for future generations.

Our Main Messages

- We're in a climate emergency. We need to act NOW. Later Is Too Late! → We want faster and better action on climate by all levels of government. → We must phase out the use of fossil fuels. The first step is a stringent cap on emissions.
- We must stop the financial sector - banks, pension plans, insurance companies - from accelerating climate breakdown.
- We need to speed up the transition to renewable power and clean energy.
- We need climate action that is broad-based and deep-rooted: joining with youth, First Nations, the disadvantaged and equity seeking populations. We're all in this together.

What You Can Do & How We Can Help

Later Is Too Late!



Website: <https://seniorsforclimate.org/>

Facebook Page : [Seniors for Climate-Antigonish](#)

Town of Antigonish
274 Main Street
Antigonish, Nova Scotia
Canada B2G 2C4

Dear **Laurie Boucher**, Mayor
Town of Antigonish and Town Council

October 1st is National Seniors Day. Across Canada, seniors deeply alarmed by the climate crisis, have created a network of Seniors for Climate groups to make their day a day for climate action.

In Antigonish, Seniors for Climate believe LATER IS TOO LATE. We have organized an intergenerational rally to express our concerns and convey our hopes for climate actions that will create a liveable future.

As our representative at one of the decision-making tables which can give us a liveable future, we are inviting you to join us for our Rally and March.

We gather at the Green, corner of Hawthorne & Main Street at 11:45 a.m.

Come Walk and Talk! Together we can make a difference.

Seniors for Climate, Antigonish

(Organizing Committee: Paul Strome, Janet Stark, Nancy Turniawan, Jeffrey Parker, Fran Wittgens, Edwin DeMont, Bruce MacLean, Joan MacGillvray, Sandra Tomsons)

Helpful links:

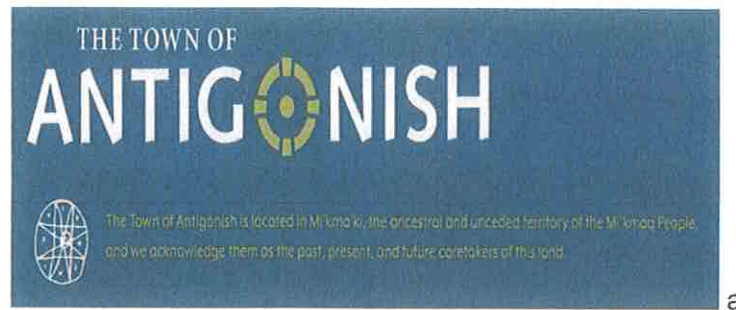
Facebook Page: [Seniors for Climate-Antigonish](#)

Great interview: <http://www.socialjusticeradio.ca/show/110#showsPlayer>

Please Note:

Binder Presentation will be ceremonially delivered to the constituency office,
Oct. 1, 2024

Consider this Draft Possibility



Seniors for Climate Day

October 1, 2024

Whereas October 1st is Canada's National Seniors' Day and the UN International Day of Older Persons. It is a day to recognize the accomplishments and contributions of seniors. Seniors are a significant and diverse demographic, one in four Canadians; and

Whereas Seniors for Climate is a nationwide mobilization calling for urgent action to address the climate crisis and support a livable future for our children and grandchildren; and

Whereas we face a climate emergency. We are witnessing the degradation of the natural environment, loss of biodiversity, mass extinction, deadly heat waves, wildfires, floods, and violent, destructive storms; and

Whereas we must reduce carbon emission for a livable future. Extreme weather is the symptom. Fossil fuel pollution is the cause. We need faster and better action by all levels of government to phase out fossil fuels, lower carbon emissions, and work towards a just transition to renewable energy; and

Whereas We need climate action that is broad-based that supports seniors, youth, Indigenous Peoples, and disadvantaged and equity seeking populations. We all need to work together to preserve the planet that we love and depend upon; and

Whereas The Town of Antigonish recognizes the importance of widespread support for Seniors for Climate and its goals.

Therefore, I, Mayor Laurie Boucher, on behalf of Antigonish Town Council, hereby proclaim October 1, 2024 as "Seniors for Climate Day" in the town of Antigonish

Dated at Antigonish this 1st day of October, 2024.

Laurie Boucher, Mayor

**SENIORS
FOR
CLIMATE**



**NATIONAL
SENIORS DAY
OCTOBER 1ST 2024**

**We're seniors acting for a better world free from the
destruction caused by burning fossil fuels.**

The Problem

We're facing unnatural disasters – new and escalating levels of extreme heat, fires and floods. They're caused by fossil fuel emissions. And they're striking more often here and around the world. More people and places are hurting every day. It's time to end the use of fossil fuels.

Solutions

There are affordable and healthy solutions beneficial to all. Capping and ending emissions. Conserving energy. Switching to renewables. Helping the vulnerable adapt. But the solutions are taking too long. Time is running out.

Bold Action

Let's ACT NOW! – with our vote, our spending power, and our advocacy as part of a broad-based and deep-rooted movement – so that our kids and our grandkids inherit a better world.

Join us today. Later Is Too Late!

Website: <https://seniorsforclimate.org/>

Contact us here: contactinfo@seniorsforclimate.org

Electric Utility (EU):

Projects
Title: 24/25 Budgets
Status Update: Submissions to NSURB for General Rate Adjustment approved Submission to NSURB to amend its Schedule of Rates and its Rule/Regulations approved
Next Step:
Title: Electric Utility Capital Modifications
Status Update: Official project funding (SREP) announced at PWD/EU yard - July 02 EU working group continues to assess project scheduling & major stock purchases/delivery Substation Site work preparation continues. Road access being assessed. Review of circuit feeders in progress. Easement applications to NSTiR pending 2 term PLTs hired to commence installs of OH xfmrs . Work now in progress Recent NSPI site visit completed to assess substation location for tie-in to the 138Kva
Next Steps:
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Constructed frame system and solar panels continues to be assessed for status. East Array under review for possible activation/operation. New pole line to Hawthorne NSPI work for cross-over points completed. EU pole line framing work completed Connections of termination points completed Provincial Electrical Inspector reviewing cabling arrangement for partial solar panel activation
Next Step: Project followups in progress.
Title: EU Equipment
Status Update: All other equipment is in service Development of Rubber Glove Code of Practice continues. Update provided to JOHSC
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 – ongoing Service Work - ongoing Tree trimming work continues. Electrical Inspections Ongoing Meter reading
Title: Pole Mount transformers (Xfmrs)
Status Update: Additional deliveries received/Salvage -reuse of existing xfmrs under review
Next Step: Installs being assessed with EU Grid project scheduling

Water Utility:

Projects
Title: 24/25 Budgets
Status Update: Water Rate Application approved NSURB
Next Step: Waters rates in place and posted 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.

<p>Updates in progress for site testing and possible MOUs continue Recontact with property contacts for site access in progress</p>
<p>Title: Water Utility Items</p>
<p>Status Update Residuals Management review continues with consultants (CBCL Bethany Tank Recoatings – NSURB approvals completed Contacts made with various stakeholders/ Public notices placed Work in 13th week of activity by Allsteel Const Work is on schedule Tank refilling expected week of Oct 14 No reported service issues noted James River Dam - Dam stopped spilling Aug 27, Sept 16NSE advised By NSE Permit protocol voluntary conservation measures/notices placed Dam level recharged Sept 05 and Sept 28 Oct 02 level 2.3" over spillway Voluntary measures have been lifted Posting for Operator position – Position closing Oct 03,2024</p>
<p>Next Step:</p>
<p>Title: Fire Hydrants</p>
<p>Status Update: Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants – awaiting Municipal Affairs approval Followups for Hydrant Maintenance continues</p>
<p>Next Step:</p>
<p>Title: Main Line/ Water Valves</p>
<p>Status Update: Assessment of operational status continues</p>
<p>Next Step: Assessment for Work in 2nd quadrant continues for 2024/2025. Review for capping of old 4" main work on West S continues.</p>
<p>Title: Water Breaks</p>
<p>Status Update: No water breaks experienced</p>
<p>Next Step:</p>

Sewer/Storm:

<p>Projects</p>
<p>Title: 24/25 Budgets</p>
<p>Status Update: Budgets approved by Town Council - June 17</p>
<p>Next Step:</p>
<p>Title: NSE Permit to Operate Items</p>
<p>Status Update: See below</p>
<p>Next Step: 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. Odor continues to occur, Odor control products being applied to front of plant. 3rd party review in process. Update provided to Council Sept 16 Aeration work to be rescheduled to fall Posting for Operator position – Position closing Oct 03 , 2024</p>
<p>Title: System Conveyance</p>
<p>Status Update Vegetation work along Murphy’s Brook areas in progress Overview of Whidden- Centennial storm drainage continues Review for Inflow Infiltration reduction ongoing Sewer Cleaning Tender being prepared Followup review to Safety Program and Training in progress</p>
<p>Next Step:</p>

Title: Hurricane Fiona / Other Storms
Status Update: Provincial /DNR assessment of trees near river areas. On hold
Next Step: Fiona costs compiled and submitted for cost recovery by Corporate Services TS Ernesto passes area in August 19 with no affects 41mm of rain received Sept 27

Public Properties & Streets

Projects
Title: 24/25 Budgets
Status Update: Budgets approved by Town Council - June 17
Next Step:
Title: Seasonal / Street Operations
Status Update: Work to potholes ongoing. (West at James and Upper Hawthorne at Ross pending) Patching Tender - work by Dexter completed. Street sweeping ongoing Traffic Line painting –completed Vegetation clearing at railway crossing signs completed College St Bridge - NSE permit renewed. Remediation work in progress Concrete poured at deck cribwork. Decking and asphalt reinstatement being scheduled Footing/wall work in progress for support of north end - west side sidewalk springers Application to Province for Paving assistance (Section of Hawthorne) approved. Curbwork Tender closed Sept 17 (awarded to BD Clifton) Paving Tender to close Oct 10 Safety Program and Training – ongoing. Fall arrest completed- Sept 24
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment & Bldg
Status Update. Incident - Service truck stolen June 20 (Insurance update pending for truck write -off) Backhoe service completed for hydraulic issue All other equipment is in service
Next Steps:
Title: Staffing
Status Update PWD Staff obtaining additional NSE system certifications
Next Step:
Title: Community Development (CD)
Status Update: 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 . (Traffic Authority has approved) Assessing ToA AT project details Bylaw approvals – awaiting DMA approvals (Followups pending)
Next Step: Awaiting followups

Waste Management:

Projects
Title: 24/25 Budgets
Status Update: : Budgets approved by Town Council - June 17
Next Step:
Title: Solid Waste Items
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 Fall Large Bulky Waste pickup - completed Sept 09, 10,11: (Bulk 17.05T, Metal 9.83T)	
Next steps:	
Title: Waste disposal weights – Records for Aug & Sept not fully available To July 31, 2024	
Status Update:	RWC -378T, ICI - 1105T
Next Step:	

Ken Proctor, P.Eng.
Director of Public Works

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: October 1, 2024
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Strategic & Capital Projects of Council:

Projects
Active Transportation Corridor
Status Update: Phase 1 Construction Complete
Next Step: Line painting on the portion of the trail that runs along the sidewalk will occur as well as the installation of signage. Signage includes Shared Pathway, dismount bicycle, etc. Town staff will process final invoices from both construction phases and file the claim to receive 73.33% funding back. Town staff are working with WSP on Pre-Tender Package for the next phase. Bell is looking at mid October for dates for remaining pole work. Staff are also waiting on the updated crossing agreement from the Railway Company.
Accessibility Ramp
Status Update: Pre-Tender Review
Next Step: Staff have reviewed a modified design from Strum. The design will be included as part of the tender package which will be in review. Intent would be to post the tender before thanksgiving for award late October.
Tourism
Status Update: Marketing Levy Success
Next Step: To date, the Marketing Levy has brought the town \$46,437.88 in revenue. This funding will be earmarked for tourism specific projects. Staff are establishing an operational working committee and developing a Terms of Reference which will assist in providing oversight in how the funds are spend on tourism specific initiatives. This includes website, collateral, ad placement, and supporting tourism trade shows. The intent would be in the future to have a dedicated staff person associated with managing the tourism file and collaborating with all partners on a year-round basis to profile Antigonish better regionally to a national and international audience.
Arbor Drive Playground
Status Update: Trail RFP Under Review
Next Step: Staff are reviewing submissions for the .75 km trail around Arbor Drive Park. Three submissions were received. Award will be given by October 7 th .
Parking Meter Renewal
Status Update: Meters In Stock
Next Step: Staff are coordinating with a welder to install 10 new meters on Main Street. Meters will be installed by October 31. This will complete the meter repairs on Main Street.
Accessibility
Status Update: RFP In Development
Next Step: The Town’s Accessibility Plan requires a refresh by April 1, 2025. The RFP will be for engagement support to assist staff with outreach, getting first person voices, and identifying any gaps in the current plan that can be addressed.
Mini-Pitch
Status Update: Site Prep Ongoing
Next Step: Contractors will be working to finish the site prep by October 14. Musco will come in to begin their work, which includes pouring concrete. The concrete needs 3 weeks to cure then the surface can be installed.

Tentative completion is looking like early November. SRCE is leading project management as they own the land. Grand opening event with Scotiabank Officials is being looked at for Spring 2025.

Operational Projects:

Project
<p>Beautification</p> <ul style="list-style-type: none"> The remaining self-watering planters will be taken in for the season by October 4th. Antigonish Culture Alive has been leading the administration and jury selection process for the 2024 Mural Project. This year's mural project is a special joint initiative with the County as a partner because the location will be the Scotiabank Mini Pitch. The new Chisholm Park Welcome Sign was installed. Unfortunately, the unveiling event that coincided with National Day for Truth and Reconciliation had to be canceled due to weather. Staff are now working on the secondary welcome sign installs on St. Andrews Street and West Street. A request for a light similar to the Museum Light has been made for the Monarch Butterfly Mural. Staff will work on coordinating the install for this. Updated Landing Signage with mapping, trail markers and some historical significance information will be installed this fall.
<p>Pedestrian Safety</p> <ul style="list-style-type: none"> Flashing Beacons have been installed at the Main/Elm Crosswalk. Repairs to the Flashing Beacons on West Street and James Street were completed on Sept 27. Additional improvements to Main Street midblock crosswalks require significant budget considerations as they require bump-outs and curb work and will be presented to Council as part of 25-26 budget considerations.
<p>Town Hall Lighting</p> <p>The RFQ for Town Hall Lighting Project has been issued to Air Energy Solutions. Staff met with the contractor on October 1. Work will begin by October 21 and take 1-2 to install. The scope of the lighting has been reduced to the bottom portion of the clock tower due to increased level of complexity required to install lights further up the clock tower.</p>
<p>Town & StFX Partnership</p> <ul style="list-style-type: none"> Staff have created social media content to be shared on the Student Life platforms on topics related to Garbage Collection, Parking, Winter Parking, Nuisance Parties, Recreation Equipment Loan to try and get the message out more to students, especially those living off-campus. Staff participated in supporting Good Neighbours initiatives in helping to coordinate update of communications materials needed for Homecoming. By-Law will also be supporting RCMP for Homecoming on October 5th.
<p>Programming</p> <ul style="list-style-type: none"> Multi-Sport has started and staff are doing an excellent job coordinating the leaders and participants. There are 61 kids enrolled in the program. The first sport has been baseball and finished on October 1. The next sport will be Taekwondo. A big thank you goes to our community sport partners for being such incredible supporters of the program and for volunteering their time for this program. The Older Adults Moving and Mingling Program has 40 people registered in the Town class, 30 people in Arisaig and 20 in St. Andrews. The Town serves as the main hub and the community centres in the County serve as highly engaged satellite spaces for the program. The intent behind the pilot is to work through the program for a year and look at options and opportunities for expansion across the Town and County in the future. The Town has 3 instructors who have completed their Older Adult Fitness Leader Certification and 2 more individuals have to write their final exams. Town staff will be scheduling these instructors into each of the classes for the program. The TOPS (Take of Pounds Sensibly) Antigonish group and the Arisaig Pickleball groups have kindly stepped up to volunteer in each of the facilities to help with the delivery of the program. These volunteers will clear away the chairs after the fitness class and prepare a light snack for the Older Adults while they socialize after

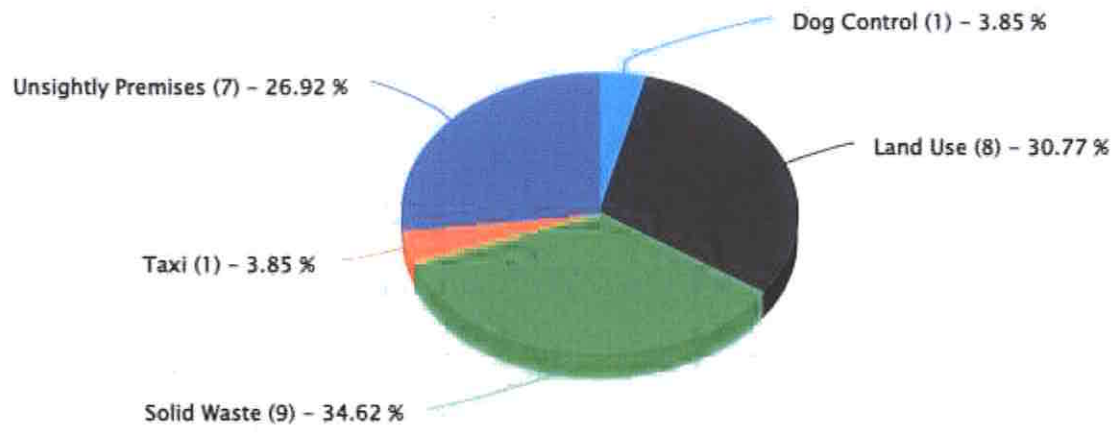
<p>the class. As part of the program, the Town has purchased decks of cards, crib boards, and scrabble sets for each facility.</p>
<p>Elections Communication Planning</p>
<p>Staff have been supporting the Returning Officer and Deputy Clerk when required with website updates and advertising as it relates to the 2024 Municipal Election.</p>
<p>Pumper/Tanker RFQ</p>
<p>Staff and members of the volunteer fire department issued the RFQ for the new Pumper/Tanker truck. The RFQ closes on Oct 15.</p>
<p>Community Equity & Anti-Racism Plan</p>
<p>New provincial requirement for all municipalities to have an Equity & Anti Racism Plan in place for April 1, 2025. Town and County staff met to discuss how we can work together on the development and community engagement required for the plan. The first stage will be working with AMANS on a self assessment tool with staff. The assessment will help provide direction on the type of engagement the Town and County should be aiming to achieve with this plan. Once the assessment is done and RFP will be developed to hire external support to lead us through the planning and engagement process. The plan will be informed by engagement with unrepresented and underserved communities within Antigonish. Staff want to ensure effective and meaningful engagement with individuals and groups so that the final plan is a useful tool in bringing the community forward together.</p>
<p>By-law, Policy & Procedures:</p>
<ul style="list-style-type: none"> • Traffic Control/Sidewalk Encroachment Procedure – (drafted, in review by staff) • Social Media Accessibility Standards (internal policy, to be implemented) • Sponsorship/Naming Rights Policy (Drafting and under internal review) • Facility Allocation Policy (in progress and in partnership with the County) • Flag Policy (submitted for Council review) • Municipal Acknowledgement Policy (amendments submitted for Council review) • Oversized Move Permit (proposed)

By-Law Enforcement Statistics:

Reporting Period: September 6 to Oct 1

Parking Tickets - 100 issued
 (inclusive of Town, StFX and St. Martha's)

General Breakdown



Subject: CAO Report
To: Antigonish Town Council
Date Prepared: September 6, 2024
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

Corporate Services hosted its external auditors, MNP, from July 16 to July 19. The Manager of Accounting served as the primary contact for Corporate Services and successfully provided all required documentation to the auditors. The audit process has been smooth thus far, and no disruptions are anticipated as we await the completion and approval of the AREA financial statements, which will be consolidated into the Town’s financial statements.

In addition, Corporate Services continues to prioritize professional development, which is a requirement for both the Director and Manager, who hold Chartered Professional Accountant (CPA) designations. They will be attending the Fall Conference of the Association of Municipal Administrators of Nova Scotia (AMANS) in Halifax at the end of the month.

The Director remains engaged in supporting department heads and managers, addressing any human resource matters that may arise.

Department Update:

Projects
Title: Municipal Electric Utilities (MEU) and electric rates flow through
Status Update: The Town of Antigonish Electric Utility is collaborating with the Towns of Berwick and Mahone Bay, as well as the Riverport Electric Light Commission, to streamline the electric flow-through process with the Nova Scotia Utility and Review Board (NSUARB). Following a recommendation from the Board, the Municipal Electric Utilities (MEUs) have collectively consulted on the development of flow-through mechanisms that may be better suited to the current circumstances. Corporate Services is seeking a directive from Council to submit an application to the NSUARB for an amendment to the approved flow-through formula in the Schedule of Rates for Electric Supply and Services.
Next Step: Approval from Council and application to NSUARB
Title: Town of Antigonish Technology Policy
Status Update: Strait-IT Board is working on creating a technology policy for each of its municipalities.
Next Step: In progress
Title: 2023-24 Year-End
Status Update: he Town's auditors, MNP, conducted their audit from July 16 to July 19. The auditors are now awaiting the finalization of the AREA financial statements, which are required for consolidation into the Town's financial statements. AREA's financial information was submitted to its auditor in the first week of August, and the audit process is still ongoing.
Next Step: Consolidate the AREA financial statements when complete/approved and present to Audit Committee

<p>Title: Temporary Borrowing Resolution (TBR)</p> <p>Status Update: The Temporary Borrowing Resolution (TBR) for the Bethany Water Reservoir project has received ministerial approval, and the necessary paperwork has been completed with our banking institution. The TBR was approved for \$2,503,599.05. The first draw on the line of credit occurred on September 6, following receipt of the Town’s first invoice for the project. The objective is to have the project operational in time to qualify for the Municipal Finance Corporation’s fall debenture.</p> <p>Next Step: Wait for project completion and apply for MFC funding when operational</p>
<p>Title: 2024-25 Budget Water Utility and Electric Utility</p> <p>Status Update: A 2024-25 operating budget for the water and electric utility have been uploaded in the Diamond financial software as per the approved budgets from the Nova Scotia Utility and Review Board. These budgets were initially approved by Council before submission to the NSUARB but have been updated as per the Board’s directives.</p> <p>Next Step: Completed</p>
<p>Title: Human Resources</p> <p>Hirings:</p> <ul style="list-style-type: none"> • M. Fougere has accepted the role of Deputy Clerk of July 31, 2024. Melanie has been with the Town of 15 number of years starting out with Recreation, then Corporate Services before now in the Office of the CAO. • J. Nichol has accepted the term position for Water/Wastewater Operator (One (1) Year Contract). Justin comes from Halifax Water and is interested in expanding his knowledge on the water treatment after having experience in the water distribution. <p>Employment Opportunities:</p> <ul style="list-style-type: none"> • The job posting for the Utility Billing Clerk – Water & Sewer has closed with successful candidates being interviewed until September 11th, 2024. <p>Next Step: On-going</p>
<p>Title: Equity, Diversity, and Inclusion in the Workplace</p> <p>Status Update: *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> <p>Next Step: Consultants Report to be presented</p>
<p>Title: Work from Home Policy</p> <p>Status Update: 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.</p> <p>Next Step: Finalize and present to Council regarding a Work from Home Policy.</p>

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.

Council Grants to Organization Account:

Budget: \$199,044.39 Committed (YTD): \$157,674.97 Remainder: \$41,369.42

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

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 24-10-07
Prepared by: Randy Delorey, 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

- Attended several AREA meetings regarding the ongoing business operations for the AREA group; required additional attention to manage some HR staff transitions.
- Attended Antigonish Regional EMO Monthly Update Meeting.
- Attended Antigonish Regional EMO VHF Radio Training session.
- Attended multiple meetings with StFX administration, including joint meeting with Town, County and StFX to discuss shared priorities.
- Monitoring progress on Town priorities and operations, including STP and WTP.
- Attended Community Navigation and Physician Retention Services Association Board Meeting.
- Attended Arena board meeting.
- Several meetings to discuss and review potential grant application for Arena renovations and upgrades.
- Work on election preparation – specifically around technical requirements and preparation.
- Attended AMANS conference in Halifax – several workshop sessions on topics of importance to Municipalities, but also networked to meet other CAOs and municipal and provincial public servants.
- Attended REMO VHF training session.
- 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 NSF
Status Update: Proponent was selected, Sean Kelly Consulting
Next Step: Kick off meeting will be held shortly.
Title: Grid Modernization and New Substation
Status Update: Equipment is being ordered for the new substation. New circuitry pole line work to be tendered this fall. Pole top transformers replacements have started with the first round of approximately 160 transformers to be completed by the end of November.
Next Step: on-going
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: Delay in final report due to vacation time and requirement for more data
Next Step: Expected completion date is now end of September or Mid-October
Title: Green Municipal Fund – GHG Reduction Pathway Capital Project – Deep Energy Retrofits

Status Update: Full Application has been received
Next Step: on-going
Title: Green and Inclusive Community Buildings
Status Update: Working on funding application for upgrades and efficiency measures for the arena.
Next Step: Submission date is October 16 th , 2024
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
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Status Update:
Next Step:
Title:
Status Update:
Next Step:

AREA Update:

Projects
Title: Solar Garden Pollinator Habitat
Status Update: Working with Nature Smart Climate Solutions Fund and other Municipalities on potential funding application.
Next Step: on-going
Title: HOME Program Review
Status Update: Meeting with other MEUs to discuss potential funding through FCM
Next Step: Will be shared at a later date
Title:
Status Update:
Next Step:
Title:
Status Update:
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