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**MEETING:** Regular Council


**DATE:** November 18, 2024

**TIME:** 6:00 PM

**LOCATION:** Town Council Chambers

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### **AGENDA**

- **Call to Order**
  - **Land Acknowledgement**
  - **Approval of Agenda**
  - **Approval of Minutes**
    - In Camera and Regular Council Meeting Minutes of October 7th, 2024.  
Special Council Meeting Minutes November 7<sup>th</sup> and 8<sup>th</sup>.
  - **Business from Minutes**
    - Fire Truck Replacement – Kate
    - College St - Update
    - Hawthorne St paving - Update
  - **New Business**
    - Council to pass a resolution on accepting the code of conduct per the Province requirements Committees
    - Pre-approval Resolution - MFC Loan (Bethany Reservoir) Meaghan
    - Approval of MFC contract related to Bethany Reservoir
    - Delightful December – Kate
    - Committee Structure
  - **Correspondence**
    - ASAP Funding Request – Information only
  - **CAO & Staff Report**
  - **Councillors Report**
  - **Adjournment**
- 

**In Camera Council Meeting**  
**October 7<sup>th</sup>, 2024**  
**Town Council Chambers**

An in-camera meeting was held to discuss matters pertaining confidential review and consideration of the purchase of sale of municipal financial assets, including property or other investments.

## **Regular Town Council Minutes**

**October 7<sup>th</sup>, 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 (Director of Public Works)
- L. Roy (Strategic Initiatives)

#### **Call to Order**

Mayor L. Boucher called the meeting to order at 6:02 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 Minutes of September 16th and ePoll Minutes Sept 25<sup>th</sup>. Motion carried.

#### **Presentations/Proclamations**

- Plaque Presentation to the African NS Community to recognize Emancipation Day  
Mayor L. Boucher acknowledged Emancipation Day by inviting Lorraine and Tara Reddick, grandchildren as well as Jennifer Desmond, to come forward to receive the commemorative plaque.

Mayor Boucher provided a brief explanation of Emancipation Day, celebrated on August 1st, which marks the abolition of slavery across the British Empire, including Nova Scotia. She emphasized that this day serves as an opportunity for reflection, learning, and honoring the struggle and resilience of African Nova Scotians.

A celebration for Emancipation Day was held at Chisholm Park, where a plaque was installed on a bench as a lasting tribute. Mayor Boucher noted the importance of having a symbol within the Town Hall to honor this day, explaining that the plaque being presented tonight will be displayed in the Council Chambers as a reminder of this significant occasion.

- **Arena Grant -Presentation**

L. Roy presented the Antigonish Arena Grant proposal and thanked the council for their continued support of various initiatives. The proposal centers around securing funding through the Green and Inclusive Community Buildings program for a "Low Carbon Resilience Project" at the Antigonish Arena. This project includes a comprehensive plan for both energy efficiency upgrades and climate resilience adaptations.

The grant targets upgrading the Antigonish Arena to be more energy-efficient and climate-resilient. The project includes measures for both climate change mitigation and adaptation to ensure long-term sustainability of the building. The arena will be equipped to withstand climate change impacts and recover quickly from potential system failures without major disruptions.

Scope of the project Includes all energy-efficiency measures outlined in previous retrofit studies but expands significantly to address low carbon resilience.

**1. Budget and Funding:**

- Total Project Cost: Up to \$3,000,000.
- Grant Contribution: If fully approved, the grant would cover \$2,400,000.
- Required Local Contribution: \$600,000, to be shared equally by the town and county (\$300,000 each).
- Further approval will be necessary once the grant decision is confirmed

Council members expressed support, commending L. Roy's initiative. Clarification on the financial split was discussed, emphasizing a 50/50 contribution between the town and county.

Duration and timeline were confirmed to span three years, with a focus on minimal operational disruptions.

Motion:

To submit the application to the Green and Inclusive Community Building Fund for the Antigonish Arena Low Carbon Resilience Project.

It was moved and seconded to approve the motion.

Motion carried.

Discussions ensued.

L. Roy to finalize and submit the grant application.

Await grant decision and schedule a follow-up meeting to confirm budget contributions from the town and county if the grant is awarded.

- Memo to Council on Banners and Banner request from the Naomi Society

The Town of Antigonish has received a banner request from the Naomi Society, which prompt a review of our current banner policy. R. Delorey spoke briefly to council outlining the request. Discussions ensued from council members and K. MacInnis, Director of Corporate Development spoke to the questions. In response, staff made recommendation on the banner policy to ensure alignment with budget constraints and community needs. This memo provides an overview of the current policy costs, the implications of fulfilling banner requests, and recommendations for addressing new requests in a sustainable manner.

Given the cost considerations and limited budget, staff recommends declining this specific request, however Council suggested offering a flag raising to the Naomi Society in replacement. Staff will follow up with the Naomi Society and offer the flag raising for this request.

Following recommendations were made; Council should consider formally amending the banner policy to provide clear guidance for staff and organizations seeking banner placement. This policy would prioritize longstanding events and core community organizations.

Council may revisit banner placement requests in three years to assess the impact of the policy and adjust as necessary.

- Flag raising request – AVFD

A flag raising request was submitted. Council approved to raise the flag for fire prevention from Oct 8 to Oct 31<sup>st</sup>, 2024.

Motion

To approve the Flag raising request from the Antigonish Volunteer Fire Department.

It was moved and seconded to approve the motion.

Motion carried.

## **Business from Minutes**

- Antigonish Community Transit Society (ACTS) Funding update

R. Delorey advised that the funding update for the Antigonish Community Transit Society (ACTS) was processed following approval at the previous council meeting. While the funds have been released, some policy work is still in progress.

It was noted that although the funding went forward, the policy itself has not yet been formalized. There was discussion on aligning with provincial policies, especially in light of recent provincial announcements. However, it was acknowledged that further steps are needed to ensure full alignment once the policy is officially established.

- National Truth and Reconciliation Flag Raising

The National Truth and Reconciliation flag-raising event had to be canceled due to bad weather, despite strong interest and planned attendance from schools and students.

Positive feedback was received on the signage, and special thanks were extended to staff for their efforts in organizing the event and preparing the materials.

- AAHS (Antigonish Affordable Housing Society) Letter of Support

A check-in was made on the status of the letter of support for the Antigonish Affordable Housing Society (AAHS) to the incoming Town Council. The council discussed comfort with allowing the letter to proceed and confirmed readiness to support it.

### Motion

To approve the letter as presented

It was moved and seconded to approve the motion.

Motion carried.

- Municipal Acknowledgement Policy

K. MacInnis gave a summary of recent amendments to the Municipal Acknowledgement Policy.

**Community Nominations** where members of the community can now submit nomination ideas by contacting a council member, who can then bring the nomination forward for consideration.

**Conflict of Interest** where Council and committee members must declare any conflicts of interest related to nominations.

**Internal Tracking and Staff Responsibility** where Town staff will maintain an internal record of nominations, including dates, details, and reasons for recognition. Once a

nomination is approved, staff will coordinate details for recognition, such as organizing ceremonies or posting on social media.

**Repeat Recognition** where individuals, groups, or businesses can be recognized more than once, provided each recognition is for a different reason.

Motion

To amend the policy as presented.

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

### **Flag replacement Policy**

The Flag Replacement Policy was discussed in the last meeting and was summarized by K. MacInnis. Policy applies only to flags owned by the town, specifically at Town Hall and Columbus Field.

A Replacement Schedule was discussed: Flags will be routinely replaced on June 1st and December 1st. Bi-monthly visual inspections by staff will be conducted, and any damaged flags will be replaced as needed, even if prior to the scheduled dates.

Disposal Protocol was discussed, the policy includes guidelines for proper flag disposal, in line with established protocols, and options for recycling flags when feasible.

Motion

To adopt the policy as presented.

It was moved and seconded to adopt the policy as carried. Motion Carried.

- **College St. Bridge Update:**

R. Delorey provided an update and addressed that significant progress has been made on the College Street Bridge repairs with the focus on the main decking to get the roadway open. Decking replacement is underway, with asphalt work planned, pending contractor selection. Safety is the utmost importance to get the roadway open.

Sidewalk Repairs: Original plans focused on decking, but sidewalk repairs are now being considered due to structural concerns with the support beams. Completing the sidewalk repairs now would add 1–1.5 months to the timeline, aiming for completion by Christmas, enabling two-way traffic and one functional sidewalk.

The overall project budget remains within the previously allocated, covering both the deck and sidewalk work.

Recommendation from Council was advised to proceed with the sidewalk repairs within the current project timeline to avoid future disruptions and ensure safe, completed access.

## Motion

To proceed with extended timelines on the College St Bridge to complete the sidewalk repairs.

It was moved and seconded to approve the motion.

Motion Carried.

- Sewer Treatment Plant – Update

R. Delorey presented a comprehensive update on sewer treatment improvements, with a focus on oxygen levels, sludge, and aeration.

The main problem was identified as low oxygen levels due to high sludge and water temperatures. Consultants recommended desludging and enhancing aeration.

Staff have prepared the RFP for desludging, which will be released shortly. Samples were tested to identify appropriate disposal sites, with two potential locations confirmed in the province.

Desludging will increase oxygen flow, allowing existing aeration equipment to operate more efficiently. Staff are exploring additional aeration equipment to further enhance oxygenation, including options for portable units to support flexible use.

The consultant's final report aligns with initial findings, confirming desludging and improved oxygenation as primary solutions.

Overall, staff are implementing the consultant's recommendations, balancing budget considerations and operational improvements to address immediate and long-term treatment needs.

Discussions ensued with R. Delorey and K. Proctor speaking to the questions.

- Water Tower Update (Bethany)

R. Delorey provided council with an update advising that the project has progressed well, with only two minor scope changes. Early inspection recommended additional base repairs to prevent future issues. Reinforcement was added to the steel in the upper section to address ice scraping concerns from fluctuating water levels.

The filling process is expected to begin within 1-2 weeks, following a 24-hour sampling and testing period.

The project is on time and on budget. These repairs extend the water tower's life by 20-25 years.

No significant impact on water rates, as costs were previously approved by the Utility Review Board.

K. Proctor spoke briefly on the progress. This project has been a successful investment in essential infrastructure maintenance.

Discussions ensued.

- Hawthorne Street Paving

R. Delorey provided an update noting that the paving project on Hawthorne Street, from Brookland Street to Xavier Drive, consists of two phases:

Sidewalk and Curbing: This phase has been tendered and awarded, with work scheduled to begin within the next week.

Paving: The paving portion has also been tendered and will follow the completion of the curb work.

The project is on schedule and expected to progress smoothly.

### **Correspondence**

- Seniors for Climate – Antigonish

Mayor L. Boucher spoke on behalf of the Seniors for Climate Antigonish Group. A well-attended presentation by Seniors for Climate – Antigonish was held at Chisholm Park on October 1st, featuring dedicated community members, university students, and local representatives. The group shared their climate initiatives, acknowledging some logistical challenges due to holiday timing but committed to smoother coordination in the future. After the presentation, the group marched to several offices, including Town Hall and MP Sean Fraser's office, where they shared their package and advocated for climate action. The event was positively received, and Council members have received copies of the materials provided by the group.

- Request from Catholic Women's League (CWL)

The Catholic Women's League (CWL) has requested sponsorship support for their annual fall bazaar, which is their primary fundraiser. Proceeds from this event help fund local organizations that have limited access to other funding sources. Over the past year, CWL has donated to various community groups.

Councillor M. Farrell removed herself from the table at 7:12 pm.

A request for a \$300 sponsorship from the Council to support this year's fall bazaar.

Motion

To provide \$300 from the discretionary fund.

It was moved and seconded to approve the motion.

Motion carried.

M. Farrell returned to the table at 7:14 pm.

## **Staff Reports**

Councillor A. Murray wanted to acknowledge the Lighting on the clock Tower project that was awarded, so in the future Town Hall can be lit to accommodate community group requests.

Mayor L. Boucher noted a request that came through from the Violence Against Women to light up the Town Hall in purple. The Town will inform the group that this request can be accommodated next year, as the lighting project will not be completed in time for this year's request.

## **CAO Report**

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

## **Committee Reports**

- Police and Licencing

Deputy Mayor W. Cormier provided an update on the Homecoming weekend, noting the efforts between the RCMP, St. FX University, town officials, and other stakeholders led to a successful and safe homecoming event with only two open liquor incidents and no arrests. The RCMP's proactive approach included the Safe Drive Home program, offering rides to students as needed.

Town contributed towards the "Blue and White Tailgate Gathering" for students and alumni, featuring music, food trucks, and local entertainment, which was well-received. Council reaffirmed that supporting these events for residents, including students, helps ensure safety and positively engages the community.

Following homecoming, students participated in a town-wide cleanup, enhancing community relations and reflecting the importance of consistency in such community initiatives.

Deputy Mayor W. Cormier commended the Town's By-Law officers J. Pellerin and S. Smith for their continued support on the ground during these events.

- Fire Committee

Councillor S. Cameron noted he had nothing to report

- Community Enhancement Committee

Councillor A. Murray noted he had nothing to report.

- **Waste Management**

Councillor D. Roberts reminded everyone about the upcoming community clean-up on Saturday from 10:00 AM to 12:00 PM. Despite recent student-led clean-up efforts, volunteers are still needed. Due to a shortage of helpers, any additional support would be appreciated.

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

Councillor M. Farrell reported that a meeting was held on October 26th, expressing gratitude for council contributions and looking forward to upcoming changes.

- **Accessibility/Emergency Management**

Councillor D. MacInnis noted he had nothing to report.

**Business from Minutes:**

- **Councillor Reflections**

Mayor L. Boucher invited each councillor to take a few moments to reflect on their term on council, sharing experiences, insights, and memorable moments from their time on Council. Deputy Mayor W. Cormier began the reflections, and the conversation then moved around the table, allowing each councillor and finally the Mayor herself to express their thoughts.

**Adjournment**

With there being no further business, the meeting was adjourned at 7:46 PM.

## Special Town Council Minutes

November 7, 2024, 6:00 PM

St. Francis Xavier University. Antigonish, NS

### Present

Mayor Elect S. Cameron

Councillor Elect L. MacLellan

Councillor Elect P. McKenna

Councillor Elect A. Murray

Councillor Elect J. Pelly

Councillor Elect D. Roberts

Councillor Elect J. Sullivan

CAO R. Delorey

M. Fougere, Deputy Clerk

S. Long, Communications

Guests

Media

### Call to Order

CAO R. Delorey called the meeting to order at 6:02 PM noting the purpose of the special meeting was the swearing-in of Town Council.

CAO R. Delorey invited Judge Nicole Rovers to administer the Oath of Allegiance and of Office.

The Mayor and Councillors Elect were sworn in one by one, and their Oath and Code of Conduct were signed and witnessed.

Mayor S. Cameron assumed the chair and called for nominations for the role of Deputy Mayor for the term 2024-2028. Councillor D. Roberts and Councillor A. Murray were both nominated.

With no further nominations, a vote was held, and **Councillor D. Roberts** was appointed as Deputy Mayor.

“It was Moved and Seconded that Councillor D. Roberts assume the role of Deputy Mayor to November 2025.” Motion carried.

“It was Moved and Seconded to adjourn.” Motion carried.

The meeting was adjourned at 6:22 PM

Photo opportunities were taken.

**Special Town Council Minutes**  
**November 8, 2024, 4:00 PM**  
**Town Council Chambers**

**Present**

Mayor S. Cameron

Councillor L. MacLellan

Councillor P. McKenna

Councillor A. Murray

Councillor J. Pelly

Councillor D. Roberts

Councillor J. Sullivan

**Also, in Attendance**

M. Barkhouse, Director of Corporate Services

K. Misener, Supervisor of Facilities

L. Roy, Strategic Initiatives

**Regrets**

CAO R. Delorey

M. Fougere, Deputy Clerk

**Call to Order**

Mayor Cameron called the meeting to order at 4:00pm

**Approval of Agenda**

“It was Moved and Seconded to approve the agenda as mended.” Motion Carried

**Presentation**

M. Barkhouse and K. Meisner made a presentation to Council. Resolution was presented.

**Resolution:**

**WHEREAS** the Town of Antigonish has experienced odour issues with the Sewer Treatment Plant;

**AND WHEREAS** technical review and recommendations identified the need to desludge the Sewer Treatment Plant lagoon;

**THEREFORE BE IT RESOLVED** that Council approves the withdrawal of \$400,000 from the Town of Antigonish’s Operating Reserves to be allocated towards the 2024 Sewer Treatment Plant Desludging Project.

“It was moved and seconded to approve the Resolution as presented.” Motion carried

“It was Moved and Seconded to adjourn.”

Motion carried

Adjournment at 4:36pm

DRAFT

**To:** Town Council  
Chief Administrative Officer

**Submitted by:** Kate MacInnis, Director of Community Development

**Date:** Monday, October 28, 2024

**Subject:** Pumper/Tanker Replacement Truck Purchase

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## Origin

This memo is to provide an overview to Council on the costs associated with the replacement purchase of a Pumper/Tanker Truck for the Town of Antigonish Volunteer Fire Department.

## Background

In 2017, Town Council committed to a Vehicle Replacement Plan for the Volunteer Fire Department's fleet of emergency vehicles. The purpose behind the commitment was to ensure the Fire Department's fleet was kept up to date and advanced planning was done for the major purchases of new vehicles. The schedule was put in place to put reserve funds away on an annual basis that will go towards the purchase of new fire trucks when they are due to be replaced. Vehicle and equipment replacement for the Fire Department comes at a significant cost, however, is very important when it comes to insurance and liability as well as enhanced community safety. For background information on Town Council's commitment, please review the [media release from April 2017](#).

## Current Request

The next vehicle due for replacement is the Pumper/Tanker Truck. The replacement is not due until 2026. However, lead time in the production of a new fire truck is 18-24 months from the date of order. This is due to very detailed specifications, and this is the new industry standard that Fire Departments across Nova Scotia and beyond are experiencing.

In September, the Town's Fire Committee met to review the specifications required for replacement of the Pumper/Tanker Truck. Following the Fire Committee Meeting, members of the Fire Department made a presentation to Council, seeking a motion to proceed with posting of a Request for Quotes (RFQ) for the purchase of a new Pumper/Tanker Truck. To review the presentation the Fire Department made to Council, [please review the September 2024 Council Package](#). Council approved the motion at the September regular Council meeting. To review the motion, [please read the September 2024 Regular Council Minutes](#).

The RFQ was posted on September 17 with a closing date of October 15, 2024. To review the full RFQ Document, [please visit the Nova Scotia Procurement website](#).

### **RFQ Results**

Town staff worked on consultation with the Fire Department to ensure suppliers were notified of the RFQ posting.

The Town received one submission to the RFQ:

Fort Gary Fire Trucks, Winnipeg MB, with a quote of \$945,210 + HST.

### **Budget Implications**

Based on the current vehicle replacement schedule, the Town has \$456,326 set aside for the purchase of the Pumper/Tanker Truck with an approximate amount of \$116,000 expected to be added to this fund in 25-26. As previously mentioned, a new Pumper/Tanker Truck would not be completed for 18-24 months, so the purchase would be a part of 26-27 budget.

In discussions with the Director of Corporate Services and the CAO, for purchases like this, the recommendation from staff would be for Council to allocate the money set aside in reserves to the Pumper/Tanker and the remaining cost would be taken out in the form of the Municipal Financial Corporation (MFC) Loan or can be taken from Town reserves. This final decision on how to cover the remaining costs does not need to be made now but will be a decision of Council come time for budget planning for 26-27.

MFC provides capital infrastructure financing to municipalities at the lowest available cost, within a certain set of risk parameters. To read more, view the [Municipal Financial Corporation Act](#). If Council decides to go the MFC route, the Town will continue to set aside money for the purchase of the next fleet replacement; however, a portion of the money would also go towards the MFC Loan for the Pumper/Tanker Truck.

### **Recommendations**

The pricing for this RFQ will be honored until November 19, 2024.

The Fire Department has reviewed the submission in full and it meets all the specifications outlined in the RFQ. The Fire Department requests Town Council's approval to move ahead with the purchase of the Pumper/Tanker Truck.

Recommended Motion:

Town Council approves staff and the Town of Antigonish Volunteer Fire Department move forward with the purchase of the Pumper/Tanker Truck with Fort Gary Fire Trucks based on the quoted price of \$945,210 + HST.

THIS AGREEMENT ENTERED INTO AS OF THE

DAY OF NOVEMBER 2024.

BETWEEN: HIS MAJESTY THE KING in right of The PROVINCE OF NOVA SCOTIA, as represented by the MINISTER of FINANCE (the " Province")

OF THE FIRST PART

- and -

TOWN OF ANTIGONISH  
In the County of Antigonish,  
Province of Nova Scotia ("the Town")

OF THE SECOND PART

WITNESSETH that in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. (a) The Town shall sell to the Province one fully registered Debenture in substantially the form attached hereto, in the total principal amount of \$2,503,599.00 in lawful money of Canada, (the "Debenture") and the Province shall purchase the Debenture and shall pay therefor a total purchase price of \$2,484,957.00 (the "Purchase Price");

(b) The Debenture shall be delivered by the Town to the Province and the Purchase Price shall be paid by the Province to the Town on the 28<sup>th</sup> day of November 2024 and

2. The interest and principal payments shall be made in accordance with a Pre-Authorized Payment Plan authorized by the Town for the benefit of the Province.

3. The Town represents, warrants and covenants as follows:

(a) That a Debenture Register will be kept at the Town Office.

(b) That it will forward to the Province, at its expense, in each year during which any principal amount of the Debenture remains outstanding, its audited financial statements; and

(c) That this agreement is entered into pursuant to a resolution duly passed by the Town and approved by the Minister of Municipal Affairs and Housing.

4. This agreement shall extend and enure to the benefit of and shall be binding upon the Parties hereto, their successors and assigns.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their respective officers duly authorized in that behalf on day and year mentioned.

**PROVINCE OF NOVA SCOTIA**

\_\_\_\_\_  
DEPUTY MINISTER

\_\_\_\_\_  
ASSOCIATE DEPUTY MINISTER

**TOWN OF ANTIGONISH**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**SERIAL DEBENTURE**

**\$ 2,503,599**

**Fully Registered  
as to Principal and Interest  
Transferable**

**44-A-1**

**TOWN OF ANTIGONISH**

Issued under the Authority of Chapter 18 of the Statutes of Nova Scotia, 1998, the Municipal Government Act and of a resolution passed at a meeting of the Council of the Town of Antigonish on the 17<sup>th</sup> day of June 2024.

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**TOWN OF ANTIGONISH**

FOR VALUE RECEIVED PROMISES TO PAY TO THE REGISTERED HOLDER HEREOF THE PRINCIPAL SUM OF

**--- TWO MILLION FIVE HUNDRED THREE THOUSAND FIVE HUNDRED NINETY-NINE -----DOLLARS**

IN LAWFUL MONEY OF CANADA AT ANY BRANCH OF the Bank of Nova Scotia in Nova Scotia, and at the principal branch of the said bank in Saint John, New Brunswick; Charlottetown, Prince Edward Island; Montreal, Quebec; or Toronto, Ontario, (the "Branches"), at the option of the registered holder, in annual installments on the 28th day of November in each of the years as shown below, and to pay interest in like money on the outstanding principal amount half-yearly on the 28th day of May and the 28th day of November, at the rates listed below, the first of such interest payments to be made on the 28th day of May 2024.

November 28, 2025	\$125,180.00	3.5000%
November 28, 2026	\$125,180.00	3.4280%
November 28, 2027	\$125,180.00	3.4500%
November 28, 2028	\$125,180.00	3.5190%
November 28, 2029	\$125,180.00	3.6130%
November 28, 2030	\$125,180.00	3.7510%
November 28, 2031	\$125,180.00	3.8880%
November 28, 2032	\$125,180.00	4.0370%
November 28, 2033	\$125,180.00	4.1410%
November 28, 2034	\$125,180.00	4.2420%
November 28, 2035	\$125,180.00	4.3220%
November 28, 2036	\$125,180.00	4.4070%
November 28, 2037	\$125,180.00	4.4760%
November 28, 2038	\$125,180.00	4.5510%
November 28, 2039	\$125,180.00	4.6010%
November 28, 2040	\$125,180.00	4.6260%
November 28, 2041	\$125,180.00	4.6610%
November 28, 2042	\$125,180.00	4.6910%
November 28, 2043	\$125,180.00	4.7110%
November 28, 2044	\$125,179.00	4.7310%

**THIS DEBENTURE is not subject to redemption prior to maturity.**

THIS DEBENTURE is transferable upon presentation at the office of the issuer hereof upon presentation for such purpose by the registered holder or his executors or administrators or other legal representatives, or his or their duly authorized attorney.

ISSUED AT THE TOWN OF ANTIGONISH, IN THE COUNTY OF ANTIGONISH.

**THIS 28<sup>th</sup> day of November 2024.**

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CLERK

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MAYOR

<b>DATE OF REGISTRATION</b>	<b>NAME OF REGISTERED HOLDER</b>	<b>REGISTRAR (Municipal Clerk)</b>
November 28, 2024	Province of Nova Scotia	

THIS DEBENTURE is valid and binding according to its terms and its validity is not open to question in any Court in the Province of Nova Scotia, and this certificate is given pursuant to Section 96 of the Municipal Government Act.

Dated at the Halifax Regional Municipality this                      day of November 2024.

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Deputy Minister  
Department of Municipal Affairs and Housing

PRE-AUTHORIZED PAYMENT PLAN

AUTHORIZATION

TO: **Royal Bank of Canada**  
(the name of bank where account is maintained)

You are hereby requested and authorized to pay and debit to the account of the undersigned mentioned below, whether it continues to be maintained at the branch named below or is from time to time transferred to another branch or office of the **Bank of Nova Scotia**.

- (a) all cheques or orders purporting to be drawn on you on behalf of the undersigned, or of any of the undersigned if more than one, and purporting to have been credited to PROVINCE OF NOVA SCOTIA and presented to you for payment, and
- (b) all amounts specified in a debit slip or other media that, in either case, is or purports to be a direction to you to credit an amount to the said Payee and to debit such amount to the said account.

"Other media" as used in this letter means the data on a magnetic or computer produced paper tape that is written in accordance with regulations prescribed from time to time by The Canadian Bankers' Association.

This authorization may be revoked on ten days' written notice to the branch of the **Bank of Nova Scotia** (bank) at which the said account is for the time being maintained. In consideration of your acting as aforesaid, it is agreed that your rights with respect to the payment, debit and credit of the amount stated on the cheque or order or the amount specified in the debit slip or other media shall be the same as if such cheque, order or debit slip or other media were a written direction signed by the undersigned, or by each of the undersigned if more than one, personally authorizing and requesting you to pay and credit such amount to the said Payee and to debit such amount to the said account, and that failure whether with or without cause and whether intentional or inadvertent to pay any such cheque or to credit or debit the amount in any such debit slip or in any such other media shall give rise to no liability on your part even if such failure results in a default in the fulfilment of any obligations of the undersigned or a forfeiture of insurance or loss or damage of any kind.

Any delivery of this authorization to you will constitute delivery by the undersigned.

BANK ACCOUNT standing in the name of **TOWN OF ANTIGONISH**.  
at Bank of Nova Scotia now maintained at 255 Main Street, Antigonish, N.S.  
under Account No. 0002-40113-0000116

Date \_\_\_\_\_

Name: **TOWN OF ANTIGONISH**

\_\_\_\_\_  
Authorized signature(s) as shown in the records  
of The Bank of Nova Scotia for the account  
mentioned above.

\* Attach cancelled cheque or copy of cheque which clearly shows the MICR coding of the bank account to be charged

PROVINCE OF NOVA SCOTIA  
P.O. Box 187  
Halifax, Nova Scotia  
B3J 2N3

Please transfer the proceeds of Debenture 44-A-1 dated November 28, 2024, in the amount of \$2,484,957.00 to:

Bank of Nova Scotia  
BANK

255 Main Street, Antigonish, N.S.  
BRANCH

0002-40113-0000116  
ACCOUNT NUMBER

For credit of: TOWN OF ANTIGONISH

TOWN OF ANTIGONISH

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CLERK

DATE	PRINCIPAL	TOTAL INTEREST	TOTAL REPAYMENT	Bethany Reservoir Interest Rates
28-May-25	0.00	52,166.25	52,166.25	
28-Nov-25	125,180.00	52,166.25	177,346.25	3.5000%
28-May-26	0.00	49,975.60	49,975.60	
28-Nov-26	125,180.00	49,975.60	175,155.60	3.4280%
28-May-27	0.00	47,830.01	47,830.01	
28-Nov-27	125,180.00	47,830.01	173,010.01	3.4500%
28-May-28	0.00	45,670.65	45,670.65	
28-Nov-28	125,180.00	45,670.65	170,850.65	3.5190%
28-May-29	0.00	43,468.11	43,468.11	
28-Nov-29	125,180.00	43,468.11	168,648.11	3.6130%
28-May-30	0.00	41,206.73	41,206.73	
28-Nov-30	125,180.00	41,206.73	166,386.73	3.7510%
28-May-31	0.00	38,858.98	38,858.98	
28-Nov-31	125,180.00	38,858.98	164,038.98	3.8880%
28-May-32	0.00	36,425.48	36,425.48	
28-Nov-32	125,180.00	36,425.48	161,605.48	4.0370%
28-May-33	0.00	33,898.72	33,898.72	
28-Nov-33	125,180.00	33,898.72	159,078.72	4.1410%
28-May-34	0.00	31,306.87	31,306.87	
28-Nov-34	125,180.00	31,306.87	156,486.87	4.2420%
28-May-35	0.00	28,651.80	28,651.80	
28-Nov-35	125,180.00	28,651.80	153,831.80	4.3220%
28-May-36	0.00	25,946.66	25,946.66	
28-Nov-36	125,180.00	25,946.66	151,126.66	4.4070%
28-May-37	0.00	23,188.32	23,188.32	
28-Nov-37	125,180.00	23,188.32	148,368.32	4.4760%
28-May-38	0.00	20,386.79	20,386.79	
28-Nov-38	125,180.00	20,386.79	145,566.79	4.5510%
28-May-39	0.00	17,538.32	17,538.32	
28-Nov-39	125,180.00	17,538.32	142,718.32	4.6010%
28-May-40	0.00	14,658.55	14,658.55	
28-Nov-40	125,180.00	14,658.55	139,838.55	4.6260%
28-May-41	0.00	11,763.14	11,763.14	
28-Nov-41	125,180.00	11,763.14	136,943.14	4.6610%
28-May-42	0.00	8,845.82	8,845.82	
28-Nov-42	125,180.00	8,845.82	134,025.82	4.6910%
28-May-43	0.00	5,909.72	5,909.72	
28-Nov-43	125,180.00	5,909.72	131,089.72	4.7110%
28-May-44	0.00	2,961.11	2,961.11	
28-Nov-44	125,179.00	2,961.11	128,140.11	4.7310%
	2,503,599.00	1,161,315.26	3,664,914.26	

NET PROCEEDS: 2,484,957.00

**Do not return this repayment schedule to the FTB - Municipal Finance Division. Keep this for your own municipal files.**

Name of Unit: Town of Antigonish

**Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate**

**WHEREAS** clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

**AND WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**AND WHEREAS** the resolution of council to borrow for was approved by the municipal council on June 17, 2024.  
(council's TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

Town of Antigonish  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 2,503,599.00 , for a period not to exceed 20 years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the

Town of Antigonish  
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

**THAT** the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**For Province use only:**  
TBR #: \_\_\_\_\_  
Minister signed: \_\_\_\_\_

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the  
Town of Antigonish

\_\_\_\_\_

(Name of Unit)

held on the 18 day of November 20 24

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the  
Town of Antigonish

\_\_\_\_\_

(Name of Unit)

this 18 day of November 20 24

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk

**Organization Name and Mandate:**

**All-of-Us Society for Art Presentation (ASAP) Artist-Run Centre**

The All-of-us Society for Art Presentation (ASAP) Artist-Run Centre is a registered non-profit arts organization dedicated to the production, presentation and promotion of contemporary art.

Founded in June 2010 by a group of over 50 local artists and art supporters, ASAP is the first artist-run centre established in northeastern Nova Scotia. ASAP is directed by a working board composed of professional artists acting to provide appropriate facilities, daily operations and conditions for professional local art production.

Regular ASAP activities include an artist residency program, educational classes, film screenings, fundraising activities, and collaborations with Arts Health Antigonish (AHA!), The Antigonish Public Library, L'Arche Hearts and Hands Program, Paqtnkek Nation, Pomquet Development Society, and the Antigonish Culture Alive Arts Council co-directing the Antigonight: Art After Dark Festival.

Through off site exhibitions and performance events, ASAP promotes the work of contemporary local and regional artists.

As an artist-run organization, we engage local artists in their own governance, while ensuring that they are remunerated appropriate fees, as set by CARFAC for artistic productions. Our objective is to become a first-class regional arts centre with a paid director, providing consistent professional art development in Antigonish.

**Contact Information:**

Amberlee Boulton (Chair) Ph: 902-872-0196 Em: [amberlee.boulton@gmail.com](mailto:amberlee.boulton@gmail.com)

Address: 1723 Highway 7, North Lochaber, NS, B2G 2L3

**Registry of Joint Stock Number:**

3247670

**Project Description:**

ASAP serves the Town of Antigonish and surrounding municipal communities of Northeastern Nova Scotia. Organizing professional development opportunities in the creative sector and providing paid living wages for local artists, ASAP creates incentive for creative professionals and youth to remain in the region and continue arts-based professional and community development.

ASAP has consistently leveraged the Town of Antigonish's support into economic activity for cultural projects, benefiting both the artists and the local community. As a non-profit organization, ASAP is dedicated to working with other non-profit organizations in the area to enhance the community and the economy. Our vibrant arts community contributes to Antigonish's reputation as an attractive town to visit and reside. As an artist-run organization ASAP consistently strives to support the production of contemporary art and to facilitate community engagement and participation with the artistic process.

Thanks to the gift from the Town in 2023, ASAP's annual artist residency program boasted their fifth residency. ASAP's program mandate to place artists in residence with a community partner was reinstated

in 2023 after funding a self-managed practice in 2020, the first year of the pandemic, and then going on hiatus for 2022, recognizing collective artist burn out for a project that encouraged timelines to coincide with a summer practice and fall exhibition.

These residency programs, which ASAP leans heavily on Town and County funding to provide, engenders greater opportunities for ASAP to build unique partnerships and collaborations and continue to showcase artistic and cultural diversity within the region. As a rural community, it is significantly more difficult to secure funding for professional practice as fiscal and networking is concentrated in Halifax. ASAP has applied annually for funding for Small Organizations to Arts Nova Scotia which has consistently received rejection due to distance from the capital city. Arts Nova, before the pandemic and the critique of the application went so far as to question the professional merit of rural artists that hold a practice while working full and part-time jobs.

In summer 2023, ASAP commissioned a mural from visual artist, Andy Pumphrey. Partnering with Arts Health Antigonish (AHA) to celebrate their tenth anniversary, Andy received feedback from several AHA members regarding what arts brings to healthy communities. Further, we were able to hire a community liaison (Andrew Murray) to work with St. Martha's Hospital to install Andy's commission in the Pediatric Emergency Treatment Room. This piece will bring some thought and relief to families and showcase Antigonish's capacity for creative collaborations. The piece will be installed later this month. Stay tuned for the press release!

For 2024, ASAP will put out a call and 'soft jury' another community piece. Often rural artists face barriers to applications because opportunities for professional development and engagement are limited. ASAP recognizes that there are many *un-recognized* artists contributing to the community and practicing for free for the sake of their art. ASAP works to reduce barriers to working, rural artists in hopes that a commission and residency can build the artists' portfolios and contribute back to Town and County tangibly.

Previously, the artist residency program has boasted hosting partners such as L'Arche Antigonish, AHA, The Keppoch Mountain, Breaking the Silence Maritimes-Guatemala Solidarity Network, and Chez Deslauriers Pomquet Cultural Centre. This year, we would like to hire a community liaison again to determine a site in the town or county where an artist can practice and interact with the community. The project will reflect the space, environment, and philosophy of the partner, in line with the artist's vision. This could result in another mural, a sculpture, or video presentation.

The completed work or work in progress will be presented at the 16<sup>th</sup> annual Antigonight: Art After Dark Festival in 2025, showcasing the artist and community partner. Meanwhile, if the residency results in an installation or show, ASAP will support promotion and an opening celebration.

Thank you for your time and consideration. We look forward to creating and supporting more artists' visions for Antigonish.

**Project Budget:**

**Planned Expenditures:**

<b>Description</b>	<b>Expenditures</b>	<b>Total</b>
Artist Residency Fees	\$2,500.00 x 2	\$5,000.00
Residency Coordinator	\$1,500.00	\$1,500.00
<b>Total Project Cost =</b>		<b>\$6,500.00</b>

**Anticipated Revenue:**

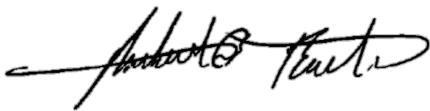
<b>Description</b>	<b>Requested</b>	<b>Confirmed</b>
Municipality	\$3,500.00	
Antigonight Project Fees	\$2,000.00	\$2,000.00
All You Need is Cake Fundraiser	\$500.00	

**Total Amount Requested: \$3,500.00**

**In-Kind Contributions:**

<b>Donated Labour</b>	Grant Writing, Consulting, Curating Artists	<b>\$2,500.00</b>
<b>Donated Equipment</b>	Access to ceramic equipment, storage space, materials for project	<b>\$2,000.00</b>
<b>In-kind Residency Space</b>	In-kind space for residency	<b>\$4,000.00</b>
<b>In-Kind Supervision at Residency Site</b>		<b>\$3,000.00</b>
<b>In-Kind Installation Fee</b>		<b>\$1500.00</b>

Please reach out if you have any further questions. Thank you.



Amberlee Boulton, (she/her), MSW, RCSW  
ASAP Chair

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 2024-11-18  
**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**

- 2024 Municipal Election Administration and Transition
- Provincial Council Orientation Session in Halifax
- Two Council Orientation Sessions Held by the Town (3 more scheduled)
- Completed EMO ICS I-200 training
- Public Works Completed Tender Process for Sewer Treatment Plant Desludging
- Hawthorne Street Paving completed
- Bethany Water Tank and College Street Bridge projects near complete
- AREA – Led initiative to secure new Interim-GM to lead transition
- Solar Garden – Meetings with AREA and AEU to prepare for commissioning early December
- Housing Accelerator Fund (HAF) meeting with federal representative to review progress

**Strategic Initiatives Update:**

Projects
Title: Net Zero Engagement Strategies Funding Opportunity - Sustainable Communities Challenge Fund administered by NSFM
Status Update: Attended kick off meeting. Provided list of stakeholders and previous engagement materials for development of new strategy.
Next Step: On-going
Title: Grid Modernization and New Substation
Status Update: Pole Line Tender has been posted and a proponent has been selected. Working on the final details of the award. Long lead equipment for the new substation have been ordered. Pole top transformers replacements continue 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: Final report near completion. Met with StFX to review final design options with capital and O&M cost proposals.
Next Step: Final Report to be submitted shortly.
Title: Green Municipal Fund – GHG Reduction Pathway Capital Project – Deep Energy Retrofits
Status Update: Full Application has been received
Next Step: Completion and submission to be determined

<b>Title: Green and Inclusive Community Buildings</b>
<b>Status Update:</b> Funding application for Low Carbon Resilience Retrofit has been submitted to Housing, Infrastructure and Communities Canada (HICC) for approval
<b>Next Step: Awaiting response from HICC</b>
<b>Title: Provincial Growth and Renewal for Infrastructure Development Program (GRID) has a new funding application open for Water, Wastewater and Stormwater, Accessibility and Climate change Adaptation for 50% of eligible costs.</b>
<b>Status Update:</b> Working with Public Works on submission for Bay St. Application is due December 13 <sup>th</sup> .
<b>Next Step: on-going</b>
<b>Title:</b>
<b>Status Update:</b>
<b>Next Step:</b>
<b>Title:</b>
<b>Status Update:</b>
<b>Next Step:</b>
<b>Title:</b>
<b>Status Update:</b>
<b>Next Step:</b>

**AREA Update:**

<b>Projects</b>
<b>Title: HOME Program Review</b>
<b>Status Update:</b> Meeting with Mahone Bay and Berwick to discuss potential funding opportunities through FCM.
<b>Next Step: Details to be shared at a later date</b>

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** November 13, 2024  
**Prepared by:** Kate MacInnis, Director of Community Development

**Community Development**

**Strategic & Capital Projects of Council:**

Projects
<p><b>Active Transportation Corridor</b></p>
<p><b>Status Update: Claim Process</b></p> <p><b>Next Step:</b> Dexter has returned to complete two minor deficiency repairs. One was the asphalt around one of the new catch basins and the uncovering of the top of a water valve. Following that work, the final invoicing for the 2024 construction season will be completed. Staff will now be gathering all invoicing for the ICIP claim process where the Town will receive 73.33% funding. The remaining portion of the work will be covered by a provincial SSGF Grant. Bell Aliant still have pole moves to complete on St. Ninian Street, schedule for move is TBC and a wire transfer to finish on east Main Street after the bridge. Community Development and Corporate Services will work together to submit the final claims with a goal of having everything submitted by mid-December (pending receipt of Dexter’s final invoicing). Staff will be looking to present a project update to the new council in December or January on the entire project, progress to date, spending, and future sections.</p>
<p><b>Sandlot Baseball Field Accessible Pathway</b></p>
<p><b>Status Update: Tender Awarded</b></p> <p><b>Next Step:</b> The tender for the accessible pathway was awarded to Dexter for \$44,860 + HST. Staff have the engineering support of Strum to assist with technical expertise. The site visit was conducted on November 12. Staff and the contractor will finalize submittals and a construction schedule in the coming days and expect a short turn around for project completion.</p>
<p><b>Tourism</b></p>
<p><b>Status Update: Marketing Levy Success</b></p> <p><b>Next Step:</b> The Antigonish Tourism Advisory Committee met in October. Items discussed were signage, the Antigonish tourism website, and opportunities for sport hosting as Shannon was attending a sport hosting conference in Charlottetown at the end of October. Mary Tulle, who was involved in the development of the Antigonish Tourism Strategy, is meeting with the committee at the end of November. The purpose of this meeting is to prioritize the initiatives laid out in the strategy, help develop a term of reference for the committee, provide guidance on how to allocate funds to these priorities, and assistance in writing a job description and memorandum of understanding between the partners for a dedicated staff person to manage tourism initiatives. To date, the Town's Marketing Levy account has a balance of \$52,533.12. This is money that has been collected since April, upon the implementation of the levy.</p>
<p><b>Arbor Drive Playground</b></p>
<p><b>Status Update: Trail Complete</b></p> <p><b>Next Step:</b> The RFP for the construction of the 0.75km trail around Arbor Drive Park was awarded to Grays Greenhouses for \$52,000 + HST. The trail is now in the final stages of development with the anticipated completion date of November 18, 2024. This work involved a 5ft wide pathway done with Class A gravel, as well as landscaping around the trail and around the equipment. Gravel was chosen over asphalt because of the park being in an area prone to flooding. Gravel posed less of a risk and the costs for future reinstatement are more manageable than asphalt or concrete. This trail is the result of funding from the Town of Antigonish along with funding from the Province. Amenities such as signage, a dog waste disposal system, and bench installation will occur in the spring.</p>

<b>Parking Meter Renewal</b>
<b>Status Update: Completed for 2024</b>
<b>Next Step:</b> 10 new meters were installed along Main Street along with the repair of 2 meters that were knocked over. 2025 Repairs will focus on Creighton Lane. Council will be asked to consider the purchase of
<b>Accessibility</b>
<b>Status Update: RFP for Review by Accessibility Committee</b>
<b>Next Step:</b> 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. Following Council committee appointments, staff would look to have a meeting prior to the Christmas break to finalize the RFP for engagement and the plan update.
<b>Mini-Pitch</b>
<b>Status Update: Site Prep Complete</b>
<b>Next Step:</b> Musco will coming back following the curing of the concrete to lay the tile surface of the Mini Pitch and to install the fencing, nets, etc. Staff also met with partners onsite to determine what additional enhancements in terms of sitting areas and shade covers can be installed to have the space fully ready for community enjoyment in the spring. Grand opening event with Scotiabank Officials is being looked at for Spring 2025.

## Operational Projects:

Project
<b>Beautification</b>
<ul style="list-style-type: none"> <li>• Winter/Holiday Décor is underway with the support of staff and external contractors. All décor will be completed prior to the Christmas on Main Event.</li> <li>• 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 jury had additional feedback for the two final submissions, so the final mural concept has not been chosen yet. Install will occur in the Spring.</li> <li>• Staff are now working on the secondary welcome sign installs on St. Andrews Street, West Street and James Street. Staff have made contact with property owners to seek permission for sign install in these locations.</li> <li>• A solar light bar, similar to the new light on the Museum sign, will be installed on the Town’s butterfly mural.</li> <li>• Updated Landing Signage with mapping, trail markers signage project is moving ahead.</li> </ul>
<b>Pedestrian Safety</b>
<ul style="list-style-type: none"> <li>• Communications around snow safety is being prepared for delivery. This includes not playing in snow banks close to the street as well as not plowing snow onto already cleared sidewalks.</li> <li>• Kids on the Move program through Recreation is designed to promote healthy choices for young people and safe travel to and from school by foot.</li> <li>• 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.</li> </ul>
<b>Town Hall Lighting</b>
Five lights have been installed on the Town Hall Clock Tower. Some challenges have occurred with the software program that staff are working through with the contractor. The software will allow for changing colours. The manufacturer is supporting the contractor with these efforts and staff will be given a tutorial on how to manage the lights from a computer. The colour changing feature will be in place for the Christmas on Main event.
<b>Town &amp; StFX Partnership</b>

- Staff continue to work with StFX on the Good Neighbours Committee. The last meeting had a review of the success of this year’s Homecoming event and how well the collaboration combined with the on campus tailgate event lead to a very successful year in terms of limited community disruptions.
- The next meeting will look at what opportunities exist for St. Patricks Day to continue that success and limit overall community impact.
- Staff continue to work with StFX’s marketing and communications team to share relevant messaging and information. The focus for the next few weeks will be the push of Winter Parking Enforcement that will take effect December 1.
- 

**Programming**

- Multi-Sport has 61 kids in this year’s program. The week of November 12 will see the wrap up of the hockey section of the program. The next session up for the kids is track and field. This is a program heavily reliant on volunteers and we are grateful for the support of each organization that steps up to lead the kids through each session.
- Older Adults Moving and Mingling Program: The program has been very successful. We have over 90 participants registered in the program. The Monday/Wednesday seated stretch class is averaging 60 participants per class and the Wednesday, low-intensity cardio class is averaging 80 participants per class. I have three fully certified instructors offering the classes with two more instructors writing their final exam next week. We have Community Champions designated at each site; these volunteers set up the class beforehand and prepare a light, healthy snack for the participants post-class. I am meeting with St FX Professor Jeff Vossen to see if we could utilize the St FX Kinetic students for class evaluations. This 10 week session ends December 6<sup>th</sup> with the 10 week winter session beginning January 6<sup>th</sup>. Registration for the second session will be on-going. Matt Cameron, who was responsible for the IT set-up, and myself are putting together a check-list for other areas who are interested in joining the program. To date, I have three more areas who have expressed interest in joining the program.

**Christmas Events**

Staff have put a lot of work into the coordination of the Christmas on Main event as well as the upcoming parade. Safety requirements are top of mind for both events and traffic control has been secured for the parade. Entertainment will take place at the Christmas on Main, as well as refreshments, and our very popular free holiday photos. Council has been given the details for each event and we look forward to having these events kick off the holiday season.

**Pumper/Tanker RFQ**

Council has been provided a Memo on the results of the RFQ. Staff are seeking Council approval to move forward with the purchase of the Pumper/Tanker. The submission staff and the Fire Department wish to move forward with is from Fort Gary Fire Trucks with a bid price of \$945,210 + HST. This price will be held by the contractor until November 19, 2024. A reminder the new truck requires approximately 18 month lead time from the time of order to delivery.

**Community Equity & Anti-Racism Plan**

New provincial requirement for all municipalities to have an Equity & Anti Racism Plan in place for April 1, 2025. Town and County staff met on November 15 to go through the first stage of training and self assessment with the Association of Municipal Administrators (AMANS). Following that session, staff will be looking for support from consultant(s) on policy review and community engagement support to reach underserved populations to help develop the action items for the plan. Town and County will partner on this project to ensure a broader representation can be highlighted in the plan and the outward actions reflect the greater community.

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

- Traffic Control/Sidewalk Encroachment Procedure – (drafted, in review by staff)

- Social Media Accessibility Standards (internal, in progress for implementation)
- Sponsorship/Naming Rights Policy (Draft)
- Facility Allocation Policy (in progress and in partnership with the County)
- Flag Policy (adopted by Council)
- Municipal Acknowledgement Policy (Amendments approved and adopted by Council)

### By-Law Enforcement Statistics:

Reporting Period: September October 1 to November 13, 2024

#### Parking Tickets

139 issued

(inclusive of Town, StFX and St. Martha's)

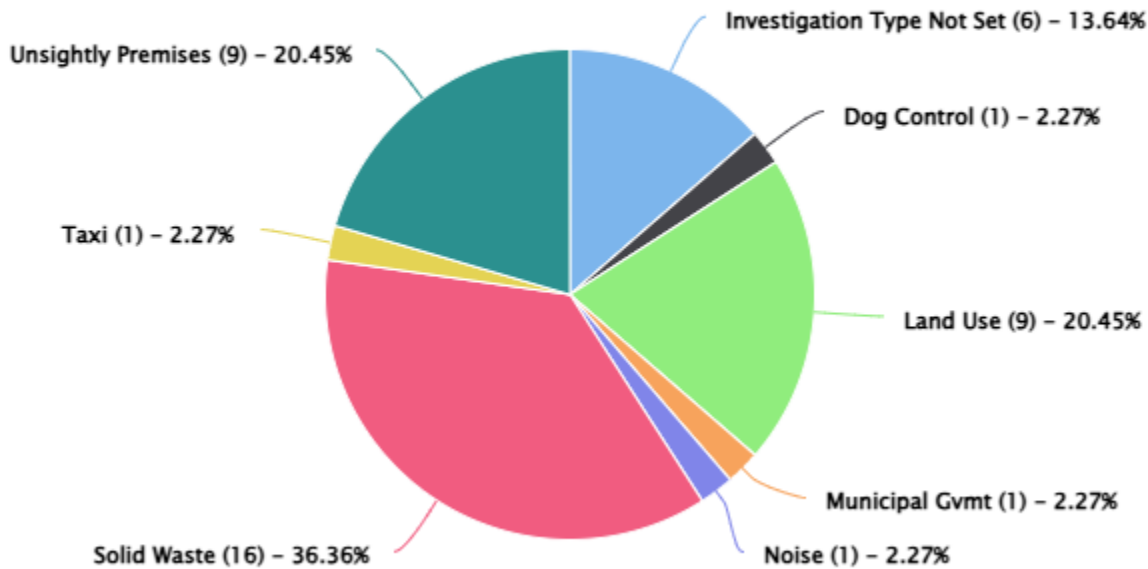
#### By-Law Office General Breakdown

Total number of files: 43

4 were complaint driven - 2 solid waste, 1 dog, and 1 related to signage

40 were staff initiated

Case Files by Investigation Type



**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** November 13, 2024  
**Prepared by:** Meaghan Barkhouse, Director of Corporate Services

**Corporate Services**

**Highlights**

The Bethany Water Reservoir project is now eligible for financing with Municipal Finance Corporation. A resolution has been included with this report for Council to approve the borrowing terms with MFC. This project has been approved by the previous Council with a temporary line of credit from our current banking institution. The debenture and financing costs were included in the previous General Rate Application (GRA) and are included in water rates as approved by Nova Scotia Utility and Review Board.

The Director presented a copy of the draft AREA statements to the AREA Board on October 31. There were changes related to the introduction of the Asset Retirement Obligation (ARO) requirements with the Public Accounting Standards Board (PASB). There are further delays with one of the partner Towns reviewing their accounts payable and accounts received related to AREA. The current goal is to have the statements approved on November 21<sup>st</sup>. These statements will be consolidated into the Town’s financial statements and be presented to the Audit Committee. (All Town Councilors are members of the Audit Committee).

Town Council passed a resolution for the withdrawal of up to \$400,000 from operating reserves related to the desludging project

The International Brother of Electrical Workers, Local 1928 has withdrawn its grievance with the Town related to collection of Town owned litter cans.

Corporate Services is closely monitoring the potential for a Canada Post strike and will collaborate with the Town’s Communications team to inform the public about alternative options for receiving utility bills via email and making payments through e-transfer or at the front counter.

The Director is preparing a presentation for Council outlining the extensive responsibilities and functions of Corporate Services.

**Department Update:**

<b>Projects</b>
<b>Title: 2023-24 Year-End</b>
<b>Status Update:</b> The 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. The audit is completed, and a copy of the draft financial statements were presented to the AREA Board. Approval of the financial statements will be requested in the November 21 <sup>st</sup> meeting.
<b>Next Step:</b> Consolidate the AREA financial statements when approved and present to Audit Committee
<b>Title: Financing for Bethany Water Reservoir</b>
<b>Status Update:</b> The Bethany Water Reservoir project is eligible for financing with Municipal Finance Corporation. The MFC debenture will be for \$2,503,599, over twenty years with interest rates between

3.428% and 4.731% with the funds released on November 28, 2025, and first principal owing in in November 2025. This rate is lower the temporary line of credit rate of provided by the current banking institution at Prime minus 1% (5.7% at signing, 4.95% currently).

**Next Step:** Approval for MFC interest rates

**Title: Human Resources**

**Employee Hiring and Attrition**

- J. Brunet has accepted the position for Utility Billing Clerk and started the position on October 21.
- J. Nicoll has accepted the position of the permanent Water/Wastewater Operator on October 28.
- J. Chisholm has resigned from his position as Superintendent of Public Works on November 8.
  - A contract for an interim superintendent has been made and accepted by R. Sampson, the project manager of the Grid Modernization Project.

**Employment Opportunities:**

- Interviews are completed for the second Utility Billing Clerk position, the Director is conducting reference checks
- An internal job advertisement has been posted for the Director of Public Works. One application has been received and interviews will be held on November 18<sup>th</sup>.
- The Machine Operator/Labourer position for Public Works closed October X. Town staff is coordinating a practical skills test for potential candidates by an independent third party along with the traditional interview.

**Next Step:** On-going

**Title: Equity, Diversity, and Inclusion in the Workplace**

**Status Update:**

\*This project was on temporary pause, 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.

**Next Step:** Consultants Report to be presented

**Title: Work from Home Policy**

**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.

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

**Title: In Development: Charitable Donation Policy**

**Status Update:** Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.

**Next Step:** Finalize and prepare a memo to Council regarding a Charitable Donation Policy.

**Council Grants to Organization Account:**

Budget: \$199,044.39      Committed (YTD): \$165,595.05      Remainder: \$33,449.34

**Water Utility - Statement of Operations**  
**For the Seven Months Ending Thursday, October 31, 2024**

	2024		2023	
	Budget	Actual	Budget	YTD
<b>Operating Revenue</b>				
Water Revenue	\$1,725,522	\$847,361	\$1,409,374	\$737,407
Fire Protection	376,036	376,036	286,172	286,172
Fire Protection - County	293,085	293,085	188,679	188,679
Other Water revenue	2,000	2,011	2,750	11,736
	<u>2,396,643</u>	<u>1,518,493</u>	<u>1,886,975</u>	<u>1,223,994</u>
<b>Operating Expenditure</b>				
Property Taxes	40,415	40,242	39,623	39,085
Depreciation	537,500		421,500	
Source of Supply	37,226	15,476	37,047	20,037
Purification	349,189	210,992	335,246	184,265
Power and Pumping	47,912	25,682	46,382	27,367
Transmission and distribution	133,360	94,519	131,415	66,463
Administration	100,605	112,577	99,742	83,362
Supervision	644,031	375,684	552,580	349,964
Wages	180,161	104,818	176,161	102,425
	<u>2,070,399</u>	<u>979,990</u>	<u>1,839,696</u>	<u>872,968</u>
Operating Profit	326,244	538,502	47,279	351,026
<b>Non-operating revenue</b>				
Interest on investments				
Interest on Accounts		3,224		1,908
Misc Non-operating Revenue				
		<u>3,224</u>		<u>1,908</u>
<b>Non operating expenditure</b>				
Debt Payments	325,912	160,361	166,128	164,138
Transfers to other funds				
	<u>325,912</u>	<u>160,361</u>	<u>166,128</u>	<u>164,138</u>
Excess(deficiency) of rev over exp	332	381,366	-118,849	188,796

**Electric Utility - Statement of Operations**  
**For the Seven Months Ending Thursday, October 31, 2024**

	2024		2023	
	Budget	Actual	Budget	YTD
<b>Revenue</b>				
Operating				
Electric Revenue	\$15,772,416	\$7,957,880	\$13,877,728	\$6,736,607
<b>Expenditure</b>				
Operating				
Power Purchases	7,701,260	4,594,261	7,409,788	5,543,211
Power Generation and Delivery	5,199,413	1,418,248	5,097,464	1,393,651
Electrical Buildings/Subs	17,977	5,029	17,453	4,364
Electric Distribution Exps	241,782	145,046	234,740	776,470
Property Taxes	2,666	2,745	2,588	2,588
Depreciation	319,524		278,416	
Admin - Common Services	1,412,268	637,766	1,216,963	598,145
Interest and Bank Charges	6,013	8,534	5,838	7,004
Wages	619,500	357,128	595,672	346,001
	15,520,403	7,168,757	14,858,922	8,671,434
<b>Non-operating revenue</b>				
Interest on investments				
Interest on Accounts	20,000	15,758	11,135	10,211
	20,000	15,758	11,135	10,211
<b>Non-operating expenditures</b>				
Debt Payments				
Transfers to other funds	305,572		575,000	
	305,572		575,000	
Excess(deficiency) of revenue over expenditure	-33,558	804,881	-1,545,059	-1,924,616

**Council Report**  
General Fund  
For the Seven Months Ending 10/31/2024

	2024 Budget	2024 Actual	2023 Budget	2023 Actual	Remaining Budget
<b>Revenue</b>					
Taxes	\$7,931,982.54	\$7,854,819.82	\$7,501,015.37	\$7,162,569.85	\$77,162.72
Grants in Lieu of Taxes	1,206,254.67	65,295.55	1,109,614.80	62,265.04	1,140,959.12
Sale of Services	1,058,888.95	570,784.96	949,423.24	422,756.77	488,103.99
Services provided to other governments	397,903.33	100,358.54	302,534.66	109,550.66	297,544.79
Other revenue from own sources	137,095.00	303,012.65	143,000.00	319,825.55	-165,917.65
Unconditional Transfers from other governments	204,039.00	172,126.00	478,844.00	88,685.00	31,913.00
Other Transfers	2,125,769.96		2,142,198.00		2,125,769.96
	<b>13,061,933.45</b>	<b>9,066,397.52</b>	<b>12,626,630.07</b>	<b>8,165,652.87</b>	<b>3,995,535.93</b>
<b>Expenditure</b>					
Mayor and Council	460,844.40	293,342.07	435,049.94	298,144.26	167,502.33
Corporate Services and Office of the CAO	3,446,585.82	508,361.76	2,756,301.97	544,437.10	2,938,224.06
Engineering and Public Works	1,462,375.82	878,494.60	1,493,387.33	796,427.14	583,881.22
Environmental Health Services	1,353,886.48	770,879.77	1,391,965.57	718,072.81	583,006.71
Community Development Administration	479,478.77	305,677.67	399,058.99	241,037.59	173,801.10
Partnerships & Initiatives	499,701.31	626,326.37	564,329.81	462,147.30	-126,625.06
Protective Services	2,960,476.84	1,718,650.95	2,997,244.13	1,349,240.70	1,241,825.89
Recreation and Cultural Services	706,221.27	474,905.70	728,691.84	473,173.33	231,315.57
Provincial Responsibilities	1,692,328.58	974,251.10	1,760,577.56	968,466.03	718,077.48
	<b>13,061,899.29</b>	<b>6,550,889.99</b>	<b>12,526,607.14</b>	<b>5,851,146.26</b>	<b>6,511,009.30</b>
Excess(deficiency) of revenue over expenditure	<b>34.16</b>	<b>2,515,507.53</b>	<b>100,022.93</b>	<b>2,314,506.61</b>	<b>-2,515,473.37</b>

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 12/Nov/2024  
**Prepared by:** Ken Proctor, P. Eng., Director of Public Works

## Engineering & Municipal Services

### Capital Projects/Tender Update:

<b>Projects</b>	
<b>Title: 24/25 Budget</b>	
<b>Status Update:</b> Budgets approved by Town Council - June 17	
<b>Next Step</b>	
<b>Title: AT Trail Project (ToA)</b>	
<b>Status Update:</b> Ongoing assistance with infrastructure	
<b>Next Step:</b> Ongoing followup meetings with consultants (WSP). Project A – Section for James to #7 (complete) Section for James to Highland complete) Project D – Dwgs at 95% design stage. Coordination with the Bay St project continues Bell /CBNSR followups continue. Contacts with Stakeholder groups continues for right of way impacts/project awareness	
<b>Title: ICIP Application – Bay St</b>	
<b>Status Update:</b> : Project Design	
<b>Next Step</b> Design work in progress with WSP . Design at approx. 95% Recent meeting with WSP on remaining items CBNSR for railway crossing application and for the J Paradis DA. AEU and Bell Aliant for relocation of overhead lines continues Contact with property stakeholder ongoing Review of Project costs being updated as schedule is reassessed funding/ fiscal timing Update provided to Dept of Municipal Affairs (DMA) for status	
<b>Title: Hwy4 AT/Roundabout Project</b>	
<b>Status Update:</b> Ongoing followups with NSTiR on concepts/proposed schedule for the phased 4 yr project	
<b>Next Step:</b> NSTiR contact on Municipal Infrastructure continues. Phase 1 (#7/Hwy 4) project – Completed. Municipal project invoice pending Phase 2 (Church St/Hwy 4) design work continues. Design at 95% Meetings with NSTiR/County ongoing. NSTiR to acquire lands at SE corner Possible tender call under current review for late Fall consideration Municipal portions of projects costs being assessed	
<b>Title: Municipal Capital Grant Program</b>	
<b>Status Update:</b> : Application Review for project(s) submitted by Council Dec13	
<b>Next Step:</b> Notice of funding received for STP Front End Project Public Notice announcement held June 25 Drafting of Design RFP in preparation stage	

## Electric Utility (EU):

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update:</b> Submissions to NSURB for General Rate Adjustment approved Submission to NSURB to amend its Schedule of Rates and its Rule/Regulations approved
<b>Next Step:</b>
<b>Title: Electric Utility Capital Modifications</b>
<b>Status Update:</b> 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 for easement. Review of circuit feeders continues. Applications submitted to NSTIR for pole line placement Term PLTs installing approx 16 OH xfmrs per week in NW side with approx. 150 in place NSPI site visit completed to assess substation location for tie-in to the 138Kva
<b>Next Steps:</b>
<b>Title: Solar Garden and BRBB Pole line for Solar Garden</b>
<b>Status Update:</b> Constructed frame system and solar panels continues to be assessed for status. East & West arrays under review for activation/operation. New pole line to Hawthorne to site completed Provincial Electrical Inspector review of above ground cabling arrangement completed. Facility OM being assessed for requirements
<b>Next Step:</b> Project followups in progress.
<b>Title: EU Equipment</b>
<b>Status Update:</b> All other equipment is in service Development of Rubber Glove Code of Practice continues. Update provided to JOHSC
<b>Title: Power Outages</b>
<b>Status Update:</b> 2 Recent power outages – bird issue at Greening, tree at Arbor Dr For maintenance work - short service outages will be required till Code of Practice in place.
<b>Next Step:</b>
<b>Title: Operations Items</b>
<b>Status Update:</b> Items as noted below
<b>Next Step:</b> Work Items – ongoing Street lites - replacement work continues Pole Line Work – ongoing Service Work - ongoing Tree trimming work continues. Electrical Inspections Ongoing Meter reading
<b>Title: Pole Mount transformers (Xfmrs)</b>
<b>Status Update:</b> Additional deliveries received/Salvage -reuse of existing xfmrs under review
<b>Next Step:</b> Installs in process w

## Water Utility:

<b>Projects</b>
<b>Title: 24/25 Budgets</b>
<b>Status Update:</b> Water Rate Application approved NSURB
<b>Next Step:</b> Waters rates in place and posted 24/25 & 25/26
<b>Title: Source Water Review</b>
<b>Next Step:</b> Study Followups continuing with Consultant.
<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 possible MOUs continue Awaiting recontact with property contacts for site access

<b>Title: Water Utility Items</b>
<b>Status Update</b> Residuals Management review continues with consultants (CBCL Bethany Tank Recoatings – Main work completed by contractor Project at Tank refilling . chlorination and testing stage No reported service issues noted James River Dam - Fall inspection completed
<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 for SOTs Fall Hydrant flushing being coordinated with Bethany Tank work Followups for 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> Review for capping of old 4" main work on West St in progress for work scheduling.
<b>Title: Water Breaks</b>
<b>Status Update:</b> Water break at STMRH helipad Oct 27
<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> 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. Odors at plant have subsided . 3rd party review completed with Report provided to Council Aeration work to be rescheduled to with desludge work Plant Desludge Tender called and awarded to GFL. Work to commence with mobilization to site and remaining submissions Work Period – approx. 20 days Update to NSE in progress
<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 Sewer Cleaning Tender issued for tender. Closing Nov 18 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. On hold
<b>Next Step:</b> Fiona costs compiled and submitted for cost recovery by Corporate Services No major storms experienced

## 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. Street sweeping ongoing College St Bridge - Remediation work nearing completion Concrete poured at deck cribwork. Decking and asphalt reinstatement completed Footing/wall work in progress for support of NE side sidewalk springers completed. Brace support installed and sidewalk decking reinstated Application to Province for Paving assistance (Section of Hawthorne) approved. Curbwork Tender (BD Clifton) – substantially complete Paving Tender (Nova) - substantially complete Safety Program and Training – ongoing. Fall arrest completed- Sept 24
<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 (Insurance claim closed ) All other equipment is in service Equipment being serviced for winter season
<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 . (Traffic Authority has approved) Assessing ToA AT project details Bylaw approvals – awaiting DMA approvals (Followups pending)
<b>Next Step:</b> Awaiting followups

## Waste Management:

<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: Solid Waste Items</b>
<b>Status Update:</b> Waste Management Bylaw - awaiting Municipal Affairs approval for SOTs Litter can service being serviced by Community Development Weekly Organics Collection Period : ended Oct 19
<b>Next steps:</b>
<b>Title: Waste disposal weights – Sept 30, 2024</b>
<b>Status Update:</b> RWC -516T, ICI - 1516T
<b>Next Step:</b>



Ken Proctor, P.Eng.  
 Director of Public Works