
MEETING: Regular Town Council Meeting

DATE: December 16, 2024

TIME: 6:00 PM

PLACE: Town Council Chambers

Agenda

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - 3.1 Approval of the In-Camera and Regular Council Meeting Minutes of November 18th, 2024, as well as the Special Council Meeting Minutes of December 11th, 2024.
4. **Presentations/Flag Requests**
 - 4.1 Christian Gerro – Special Olympics Canada Athlete of the Year
 - 4.2 PARC – People Antigonish Recreation Centre (S. Cooper)
 - 4.3 SODEXO/Antigonish Community Fridge (T. Hierlihy & Guerin Sykes)
 - 4.4 Bay Street (K. Meisner)
 - 4.5 Pan-African, Flag Raising Request
5. **Business from Minutes**
 - 5.1 Committees
 - 5.1.a Appointment Accessibility
 - 5.1.b Appointment Eastern District Planning Commission (EDPC)
 - 5.1.c Appointment Community Navigator
 - 5.1.d Appointment Arena Commission
6. **New Business**
 - 6.1 Dr.J.J. Carroll Grants, Memorandum to Council
 - 6.2 No cell phone use during Council related meetings. (Deputy Mayor Roberts)
 - 6.3 Flood Protection (Councillor L. MacLellan)
7. **Correspondence**
 - 7.1 2025 Atlantic Baseball – All-Star Series, Challenger Baseball
8. **Staff & CAO Reports**
9. **Council Reports**

10. Adjournment

DRAFT

Regular Town Council Minutes
November 18, 2024, 6:00 PM
Town Council Chambers

Present

Mayor S. Cameron

Councillor L. MacLellan

Councillor A. Murray

Councillor J. Pelly

Deputy Mayor D. Roberts

Councillor J. Sullivan

Absent with Regret

Councillor P. McKenna

Also, in Attendance

R. Delorey, CAO

M. Fougere, Deputy Clerk

M. Barkhouse, Director of Corporate Services

K. Misener, Supervisor of Facilities

K. Proctor, P.Eng., Director of Public Works

L. Roy, Strategic Initiatives

Media

Members of the Galley

1. Call to Order

Mayor S. Cameron called the meeting to order at 6:07PM and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people, and that we are all treaty people.

2. Approval of Agenda

“It was moved and seconded to approve the agenda with additions.”

Motion carried

3. Approval of Minutes

“It was moved and seconded to approve the In Camera and Regular meeting Minutes of October 7th, Special Council Meeting minutes November 7th and 8th, 2024.”

Motion carried.

4. Business from Minutes

4.1 Fire Truck Replacement – Memo to Council

K. MacInnis spoke on behalf of the Antigonish Volunteer Fire Department, AVFD. A memo was provided to Council summarizing the fire department's October presentation regarding replacing the pumper tanker truck as part of their scheduled vehicle replacement plan. K. MacInnis explained that the replacement is necessary now due to the 18–24-month lead time for delivery. One bid was received from Fort Garry Fire Trucks for \$945,210 plus HST. Limited bids are common due to specialization in the industry and manufacturers being booked 2–3 years in advance.

Motion

“It was moved and seconded that the Town proceed with the purchase of the pumper tanker truck from Fort Garry Fire Trucks for \$945,210 plus HST as outlined.”

Motion carried.

K. MacInnis will finalize the order with Fort Garry Fire Trucks.

4.2 College St - Update

CAO, R. Delorey provided council with an update on the College St. Bridge. Work began in September, prioritizing repairs to the main deck. Additional work was undertaken on one sidewalk, with approximately one week of work remaining before the project halted.

R. Delorey advised that a workplace safety incident occurred, prompting all work to cease for investigation.

The affected individual is recovering well. A joint Occupational Health and Safety subcommittee has been formed, and a third-party safety consultant is assisting to ensure a thorough investigation. The Department of Labour has been notified and is conducting their review alongside the town's investigation.

The bridge was closed earlier this year due to structural integrity concerns identified during inspections.

Repairs focused on stabilizing the main deck, addressing slope cribbing, and reinforcing sidewalk supports. Temporary measures, such as additional posts and braces, were implemented to ensure safety during ongoing work.

Remaining work will resume once clearance is given, with an estimated one week to reopen the bridge. Upon completion, the bridge will accommodate two-way traffic and one functional sidewalk, ready for winter use.

4.3 Hawthorne St paving - Update

CAO, R. Delorey provided Council with an update. Curb work and paving on Hawthorne Street were recently finished.

The work was completed efficiently, with curbing followed by paving in a short timeframe. Paving began shortly after the provincial funding portion was secured in late July or early August. Initial delays occurred due to prioritization of other road projects, such as Bay Street, which was not feasible with available funds.

Hawthorne Street was chosen as an alternative project with 50% provincial cost sharing. No significant underground infrastructure renewal was necessary for the paved section, allowing for expedited completion.

Temporary rerouting of buses and traffic during construction caused some congestion and safety concerns, particularly on Highland Drive. These issues will be reviewed for better traffic management in future projects.

The town debated whether to delay the project for a larger section next year but proceeded to take advantage of the 50% provincial funding available.

There was a risk of losing funding due to provincial budget caps if postponed.

It was discussed and suggested to plan for future paving projects with earlier tendering to optimize cost and scheduling.

4.4 Flag Replacement Policy

A formal schedule for flag replacement was proposed to ensure flags are always in good condition. The policy recommends replacing flags biannually, with staff inspections conducted every two months to monitor flag condition.

Schedule for Replacements are June 1 and December 1.

Councillor J. Sullivan asked the question if it could be considered to raise the flag three (3) times per year, July 1 (Canada Day), November 11 (Remembrance Day), February 15 (Flag Day).

The policy serves as a minimum replacement cycle, ensuring a flag is replaced as needed regardless of the schedule.

Visual inspections every two months by staff will help identify damage (e.g., from storms).

Emergency replacements will occur based on reports or visible wear, without waiting for the regular replacement date.

5. New Business

5.1 Code of Conduct - Council to pass a motion on accepting the new provincial model code of conduct per the province requirements. The Town's existing Code of Conduct will be repealed and replaced.

Motion:

"It was moved and seconded to adopt the model code of conduct as presented by the Nova Scotia Municipal Affairs and by the province of Nova Scotia requirements."

Motion carried.

5.2 Pre-approval Resolution - MFC Loan (Bethany Reservoir)

The resolution as circulated pertains to securing a loan through the Municipal Finance Corporation (MFC) for the Bethany Reservoir project.

The Bethany Reservoir project was previously approved at two levels:

- a. Council Approval as part of the capital project.
- b. Utility and Review Board Approval to include the costs in water rates through the Water Utility.

A temporary borrowing resolution for \$2.5 million received ministerial approval earlier this year, allowing for a line of credit to begin project work.

The current step is transitioning from the line of credit to a debenture through MFC, which offers lower provincial interest rates compared to commercial institutions.

The resolution seeks approval to borrow \$2,503,599 through MFC, subject to interest rates at the time of issuance.

Resolution:

"It was moved and seconded to approve the resolution for the MFC loan as presented."

Resolution carried.

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.

5.3 Approval of MFC contract related to Bethany Reservoir

The Town of Antigonish is set to receive \$2.5 million in funding through the Municipal Finance Corporation (MFC). This funding will come with interest rates ranging from 3.4% to 1.74% over the next 20 years, as outlined in the borrowing schedule provided to Council.

By approving this contract, the funds will be deposited into the Town's Scotiabank account on November 28th. These funds will be used to pay off the existing line of credit with Scotiabank, effectively transferring the debt to the MFC. Payments over the next 20 years will be made to MFC according to the pre-authorized payment schedule.

Motion

“It was moved and seconded that the amount of \$2,484,957 be transferred to the Town of Antigonish’s Scotiabank account to pay off the line of credit, with repayment scheduled over 20 years as outlined.”

Motion carried.

5.4 Delightful December

K. MacInnis gave Council an overview of Delightful December by advising that the program began 4–5 years ago, replacing the previous "Red Bag" campaign that offered free holiday parking. Under the new initiative, the Town encourages residents to continue paying parking meters during December, with collected revenue donated to charitable causes.

The campaign fosters the spirit of giving by supporting local charities.

Past beneficiaries include the Antigonish Fuel Fund and the Antigonish Food Bank.

Over the past few years, the program has raised approximately \$6,000–\$6,300 annually.

Council to approve the Delightful December campaign for this year, allocating December parking meter revenue to charitable organizations.

Council to approve advancing \$3,000 each to the Antigonish Fuel Fund and the Antigonish Food Bank (total: \$6,000) at the start of December.

Any additional funds collected from parking meters above \$6,000 will be distributed to these organizations in the new year.

Motion

It was moved and seconded that Council guarantees a minimum donation of \$3,000 to each organization, with additional funds distributed after the final revenue is calculated in January.

Motion carried.

5.5 Parade update

Councillor J. Sullivan asked staff for an update on the Parade. S. Long gave Council an update that the Town will host a Christmas on Main event, Friday November 22nd. The center block of Main Street (between Church Street and College Street) will be closed to set up a stage for a free concert. Santa will be present to greet attendees.

The event serves as a kickoff to the holiday season and encourages community members to visit downtown for shopping and festivities.

Santa Claus Parade will be held on Saturday evening, November 23rd starting at 6:00 PM.

The Parade will begin at Fairview Street and proceeds along West Street, Main Street, and Church Street, concluding at Market Square. Councillors are invited to join the festivities and can meet at Fairview Street.

5.6 Snow removal

Councillor J. Sullivan raised concerns about snowbanks along Main Street, which hinder pedestrian access to vehicles and businesses, particularly for seniors. Accumulation between sidewalks and streets has also created safety risks, including ice formations after rain.

The current snow removal policy addresses streets and sidewalks but not snowbanks in access areas. Council agreed to review and update the policy, with Public Works collaborating with the committee to develop recommendations by December.

A motion to initiate the policy review was suggested but deferred until the committee completes its assessment and makes recommendations.

The council plans to revisit the issue in December to determine whether further action or budget adjustments are required.

5.7 Committee Structure

The structure of committees was reviewed, with a focus on ensuring a balanced distribution of responsibilities among council members.

Councillors verified the distribution by listing all committees and their members for accuracy.

Motion:

“It was moved and seconded to accept the updated committee structure as circulated.”

Motion carried.

6. Correspondence

6.1 ASAP Funding Request – Information purposes only

A funding request from ASAP, All-of-us Society for Art Presentation Artist-Run Centre, was brought forward for consideration. Concerns were raised as the majority of the current council had not seen ASAP's original presentation (delivered to the previous council in June).

It was suggested to defer the funding request until December, allowing:

- Time for the council to gather more information.
- ASAP the opportunity to revisit the council and provide a presentation.
- Further alignment with the policy guidelines surrounding funding requests.

Motion:

“It was moved and seconded to defer the ASAP funding request until December and invite ASAP to present additional information.”

Motion carried.

Staff will reach out to ASAP to arrange a presentation and ensure the policy guidelines are addressed.

6.2 Antigonish Skatepark Association (Item added)

The Antigonish Skatepark Association had previously received funding from Town Council to host an event. The event was not held, prompting a question about the unused funds: It was suggested that the funds be returned and that the Skatepark Association submit a new funding request when they plan their next event.

This approach ensures accountability and adherence to the proper funding processes. Direction was provided (no formal motion required) to request that the Town staff return the funds and reapply for funding when they schedule a future event.

6.3 Sodexo/Antigonish Community Fridge Partnership (Item added)

Council received a presentation in their package from Sodexo for review. Sodexo, the food service provider, collaborates with the Antigonish Community Fridge initiative to donate excess food. The community fridges are located at the arena and occasionally at the library.

Sodexo expressed interest in continuing this partnership and potentially expanding it. While, no direct financial ask was made, Council members recognized the program as valuable for supporting community needs and wishes to invite Sodexo representatives to give a presentation, providing more details on their request and the program's needs.

Staff to reach out to the group to invite them back for a presentation.

6.4 Quad County U13AAA Whitecaps

Mayor S. Cameron received a funding request from the Quad County Whitecaps U13AAA Female Hockey Team. The team is seeking support for their bid to host the upcoming Provincial Championships, scheduled for March 21-23, 2025.

Mayor Cameron outlined the various sponsorship levels available. After discussion, Council agreed to support the team with a Gold Sponsorship Package valued at \$1,000.

Motion

“It was moved and seconded that The Town of Antigonish donate the gold sponsorship level of \$1,000 to the Quad County Whitecaps U13AAA Female Hockey Team.”

Motion carried.

6.5 Letter from The Honourable Sean Fraser

The mayor presented a letter from the honorable Sean Fraser requesting feedback on Housing Accelerator fund.

7. CAO & Staff Report

Feedback was given regarding the clarity and organization of council documents.

Funding and Grant Applications - The Town experienced delays in receiving funding allocated in the budget. Staff, including the Director of the Arena, collaborated to pursue additional grant opportunities.

Federal Grant Application was Submitted on October 16th for a \$3 million project to enhance the arena. If successful, 80% of the project costs would be

covered by the federal government, with the remaining 20% split between the Town and the County.

The Town's contribution would be \$300,000 over three years (\$100,000 annually).

Approval from council would be required before committing to the project.

Motion

“It was moved and seconded to accept the CAO and Staff Report as presented.”

Motion carried.

8. Councillors Reports

As the new committee structures were recently established, most councillors did not have any updates to report.

Deputy Mayor D. Roberts provided a summary of her recent activities and meetings.

During the Museum Board meeting, an exciting project was discussed involving the generous donation of the original Peace by Chocolate shed by Tareq Hadhad. The shed, along with an additional section, will be relocated to the museum on a 10-year loan. This centerpiece will highlight the inspiring story of the Hadhad family and their journey, serving as a meaningful addition to the museum's exhibits.

Deputy Mayor D. Roberts expressed her enthusiasm for this project and looks forward to seeing it come to fruition.

9. Adjournment

“It was moved and seconded to adjourn at 7:36 pm.”

Motion carried.

DRAFT

Regular Town Council Minutes

December 11, 2024, 5:15 PM

Town Council Chambers

Present

Mayor S. Cameron

Councillor J. Pelly

Councillor L. MacLellan

Councillor D. Roberts

Councillor P. McKenna

Councillor J. Sullivan

Councillor A. Murray

Also, in Attendance

R. Delorey, CAO

M. Fougere, Deputy Clerk

Call to Order

Mayor S. Cameron called the meeting to order at 5:18 PM and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and reminded everyone that we are all treaty people.

Approval of Agenda

“It was Moved and Seconded to approve the agenda as presented”

Motion Carried

1. New Business

Town council reviewed four funding requests from the following organizations:

a) Cabot Highlanders U16 AAA Hockey Club - Funding Request

Council noted that this request falls under the Town’s Advertisement Policy. Town staff will follow up with the Cabot Highlanders contact to guide them through the application process.

b) RK MacDonald Nursing Home Foundation, Lights of Love

“It was moved and seconded that Town Council approves a \$1,000.00 contribution from the discretionary account to support the RK Nursing Home Foundation Lights of Love campaign.”

Motion carried.

DRAFT

c) Royal Canadian Legion Arras Branch 59 – NS Command Convention May 2025

“It was moved and seconded that Town Council approves a \$1,000.00 contribution from the discretionary account to support the Royal Canadian Legion Arras Branch 59 for the Nova Scotia Command Convention taking place in May 2025.”

Motion carried.

d) St. Andrews Knights of Columbus - Toy Drive

“It was moved and seconded that Town Council approves \$1,000.00 contribution from the discretionary account to support the St. Andrew’s Knights of Columbus Toy Drive.”

Motion carried.

2. Adjournment

“It was moved and seconded that the meeting adjourns at 5:30pm.”

Motion carried.

DRAFT



**In Camera Council Meeting
November 18th, 2024
Town Council Chambers**

An in-camera meeting was held to discuss legal advice eligible for solicitor-client privilege

Proposal to Establish a Working Group for an Antigonish Recreation Centre

Monday, December 16th, 2024

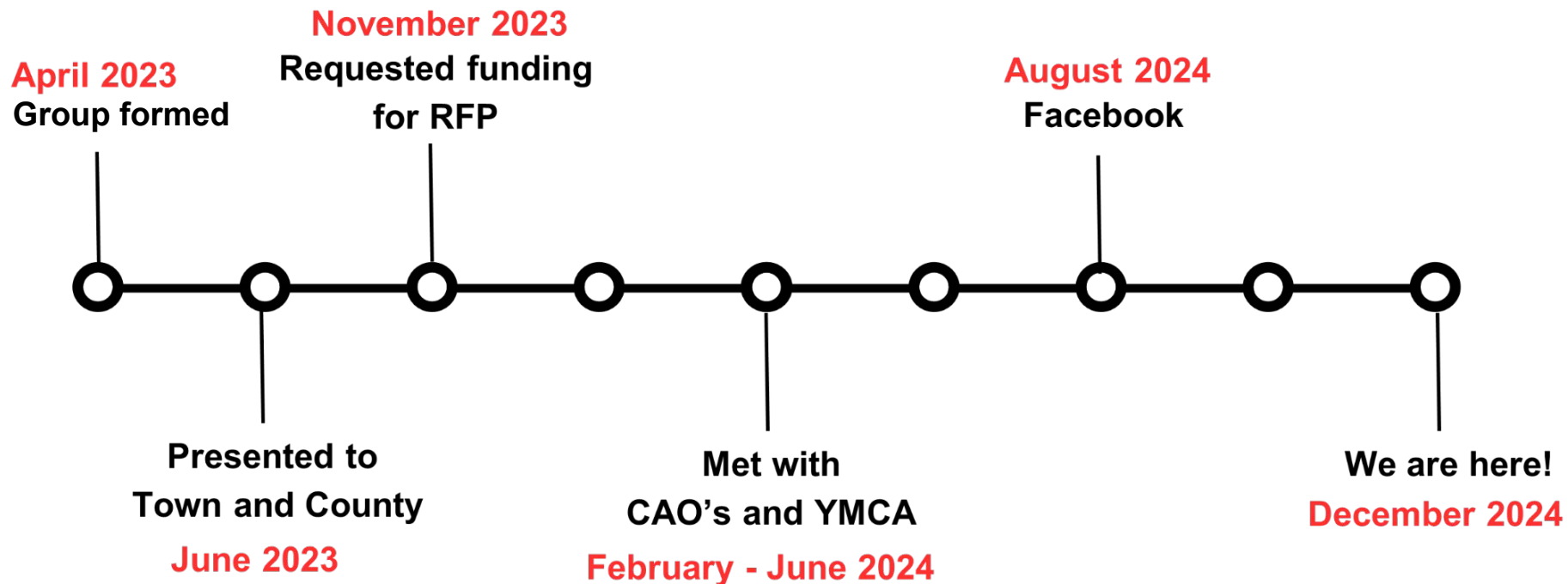
By People for an Antigonish Recreation Centre



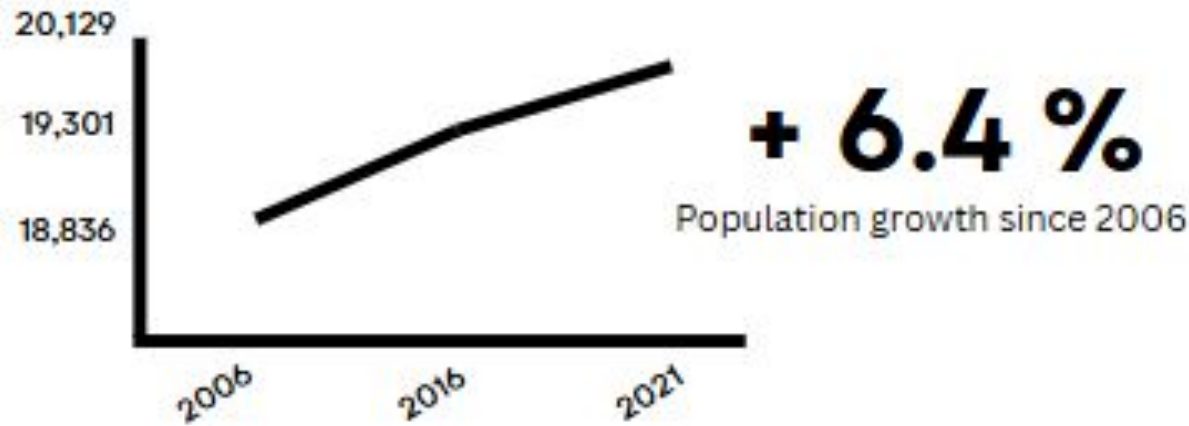
Introduction

Who We Are

People for an Antigonish Recreation Centre (PARC) is a group of local residents representing diverse backgrounds and subgroups within our Town and County who believe that our community would significantly benefit from having a community, sports, and recreation centre.



Why should we look into a rec centre?



our people

3032

Number of kids aged 0 - 14

1205

Number of kids aged 15 - 19

4830

Number of adults aged 65+

2021 census (town + county)



Current Gaps in Community Facilities

- Limitations and challenges within existing facilities
- Barriers to booking and accessibility
- No drop in spaces

Community Support and Interest

Inclusive and Accessible Spaces

“Recreational opportunities can be made more inclusive, there are so many kids in this area. So many people are time crunched - single parents like myself might not have the time to drive to a playground...Kids shouldn't have to sneak into a gym to play because they can't afford to buy a membership.”

- Tara Reddick on inclusive communities



Community Support and Interest

Community Health

“A Community/Recreation Centre in Antigonish would allow members to be physically active year-round. This would have a **significant positive impact on the physical and mental health of community members**, fostering a greater sense of community, especially in our aging population.”



<https://businesseventshalifax.com/plan/venues-facilities/canada-games-centre>



Dr. Ryan E.R. Reid, Associate Professor,
Department of Human Kinetics, St. Francis Xavier University



Community Support and Interest

“The Antigonish Chamber of Commerce supports this investigation into a new indoor recreation centre. Improved recreation opportunities and spaces would attract visitors, increasing spending in our hotels, restaurants, retail stores, and other service providers. Additionally, it offers a valuable amenity that improves the quality of life for residents, helping to retain talent and attract new businesses.”



Call to Action - Requisition from Councils

Working Group Goals:

- Prepare initial plan to identify and address limitations (physical & policy) to accessing recreational facilities in Antigonish Town and County.
- By March 2025, determine next steps.

Resources Requested from Council:

- Time and expertise from 1 Staff and 1-2 Councillors from both Councils
- These individuals would join 2 members of PARC to form a working group
- Meetings every two weeks throughout the winter months with a PARC-led kick-off meeting in early January

Find us on Facebook!

People for an Antigonish Rec Centre

Check out our page to see what residents are saying!



People for an Antigonish Rec Centre

455 likes • 686 followers





Proposal to Establish a Working Group for Antigonish Recreation Centre

What does PARC mean?

PARC is an acronym for People for an Antigonish Recreation Centre. We are a group of local residents representing diverse backgrounds and subgroups within our Town and County who believe that our community would significantly benefit from having a community, sports, and recreation centre.

What does PARC do?

PARC is exploring whether a rec centre in our town makes sense. With our growing population, the need to attract professionals like physicians and skilled workers, and manage an aging population, we think it's time to begin this process.

Antigonish Town and County has 20,000+ people and has grown 6.4% since 2006. We are a vibrant, attractive, growing community, however there is currently limited access to gyms, pools, and recreation facilities available for all. Our area is big: according to Canada's 2021 Census Data, Antigonish Town and County has 3,032 children aged 0 – 14, 1,205 people ages 15 – 19, and 4,830 people aged 65+.

What have you done to date?

In June 2023, members of PARC presented at a joint Town and County council meeting asking for approval for a Request for Proposals (RFP) to conduct a feasibility study. This feasibility study, conducted by consultants (chosen through the RFP process under Nova Scotia Law) would determine whether the Town and County could support a rec centre and it would answer questions such as: how much it would cost, where would it go, what would be in it, what type of maintenance would it need, and much more! Town and County councilors were excited in principle by the proposal and asked for an RFP to be developed. PARC members, along with employees of Town and County, collaborated in the development of a robust, comprehensive RFP.

In November 2023, the RFP was presented to joint Town and County councils. In December 2023, both the Town and the County of Antigonish determined that the RFP was too broad in scope and requested that it be re-evaluated and reduced to become



more focused on a few specifics as a first step, rather than addressing all of the questions that need to be answered at once.

In February and March 2024, members of PARC met with CAOs of Town and County to discuss how to bring a rec centre to Antigonish. In May and June 2024, members of PARC met with the Pictou YMCA and Community members from Pictou to discuss how they brought rec centres to their towns.

In August 2024, over a year after presenting to Town and County, we decided to become more public in our efforts, launching the PARC Facebook page to gauge interest.

Community Input

In conversations with community members, PARC discovered that it was difficult for people to find recreation facilities for young children in winter; safe, ice-free walking for the elderly; and safe spaces for youth to congregate with peers. While we love the great outdoors in Nova Scotia, it's sometimes not possible especially during heat waves, pouring rain, and frigid winters – our community deserves more access to recreation spaces – indoors and out!

Some comments from our Facebook Page:

“One of the biggest problems is that there is so much need that anywhere with "limited space" is going to book up so quickly that it will be inaccessible to most.”

“A child friendly pool like in NG and a slide would be amazing of course, and in general, having a place where parents have options to be active while kids are in activities would be so valuable.”

“Definitely a family-friendly, accessible pool. Just general activity space that is free of charge would be good. We have a lot of kids at the library after school who have energy to burn. I would love to be able to send them to a safe, warm, dry space to play. I have often thought about loaning play equipment (basketballs, etc.) from the library that people can sign out with their library card to play for a couple of hours. But where do they go? Columbus Field is great when the weather is good. I love that some places have been providing free play equipment (like at the Sandlot) but sadly it is also prone to vandalism.”

Some comments from Community Experts:



“As a clinical psychologist and assistant professor in youth mental health, I can strongly attest to the need for and benefits of a recreation centre in Antigonish. These facilities provide a safe, supervised space for building healthy relationships, promote physical activity, and help to foster a sense of community belonging - all of which support youth mental health and well-being.”

LAURA LAMBE PH.D., R.PSYCH. (she/her)
ASSISTANT PROFESSOR, DEPARTMENT OF PSYCHOLOGY, ST.
FRANCIS XAVIER UNIVERSITY
ADJUNCT PROFESSOR, DEPARTMENT OF PSYCHOLOGY &
NEUROSCIENCE, DALHOUSIE UNIVERSITY
SCIENTIFIC AFFILIATE, NOVA SCOTIA HEALTH AUTHORITY

“Establishing a Community/Recreation Centre in Antigonish is aligned with the Nova Scotia government’s plan to establish resilience hubs across the province (<https://www.cbc.ca/news/canada/nova-scotia/regional-emergency-operations-centres-1.7327127>). These hubs are essential for coordinated municipal and county responses to disasters. Data shows community/rec centres can help forge social connectedness which, we know, is key to local resilience. During climate emergencies, community/rec centres can also serve as centralised support infrastructure by storing emergency supplies and equipment, providing communication coordination, and distributing resources to residents.”

Dr. Riley Olstead, Department of Sociology, St. Francis Xavier University

“Daily physical activity is critical for a healthy population, with benefits equaling or surpassing pharmaceutical alternatives for the most prevalent chronic diseases in our society (e.g., heart disease, type 2 diabetes). Canadian guidelines call for adults to accumulate a minimum of 150 minutes of moderate-to-vigorous physical activity per week and several hours of light intensity activity each day. Only half of Canadians attain this minimum goal, and the least active group are those 60 years and older with only a third meeting guidelines. Older Canadians move less in the winter than in other seasons due to poor weather conditions which make walking outside unappealing and dangerous. This lack of movement leads to muscle and bone loss, increasing their risk of bone fractures and their ability to live independently. A Community/Recreation Centre in Antigonish would allow members to be physically active year-round. This would have a significant positive impact on the physical and mental health of community members, fostering a greater sense of community, especially in our aging population.”

Dr. Ryan E.R. Reid, Associate Professor, Department of Human Kinetics, St.
Francis Xavier University

“Antigonish was a great community to grow up in, but we need to make it



more inclusive for individuals of different economic statuses and backgrounds. Recreational opportunities can be made more inclusive, there are so many kids in this area. So many people are time crunched - single parents like myself might not have the time to drive to a playground. We need more easily accessible green spaces in residential areas. Playgrounds that are inspiring, not rundown. We need basketball courts that are free. Kids shouldn't have to sneak into a gym to play because they can't afford to buy a membership."

Tara Reddick on inclusive communities

Community support from the Chamber of Commerce:

The Antigonish Chamber of Commerce supports this investigation into a new indoor recreation centre. Improved recreation opportunities and spaces would attract visitors, increasing spending in our hotels, restaurants, retail stores, and other service providers. Additionally, it offers a valuable amenity that improves the quality of life for residents, helping to retain talent and attract new businesses.

Call to Action - Creation of a Working Group

The working group aims to prepare an initial path forward to identify and address limitations, both physical and policy-based, in accessing recreational facilities in Antigonish Town and County. By March 2025, the committee plans to determine the next steps in this process.

To support this initiative, the committee requests resources from both Town and County Councils. Specifically, they seek the time, expertise, and insights of one staff person and one to two council members from each council. These representatives, alongside two members of PARC, would form the working group. Meetings are proposed to take place every two weeks throughout the winter months, with a PARC-led kick-off meeting scheduled for early January.

Circular Food Solution: Sodexo and Antigonish Community Fridge Partnership

Date prepared: December 13, 2024

Overview

Project Summary

The Circular Food Solution is a collaborative initiative between Sodexo and the Antigonish Community Fridge, aimed at tackling food waste and food insecurity in rural Nova Scotia. By repurposing surplus food from the Sodexo foodservice operation at St. Francis Xavier University (StFX), we provide nourishing meals to those in need within the community.

Key Issues Addressed

This project addresses two critical challenges: food waste and food insecurity. By transforming surplus food into meals, we not only reduce waste but also support individuals and families facing hunger in our rural areas.

Goals and Objective

- **Create a Circular Food System:** Foster sustainability by utilizing available resources to feed rural Nova Scotians.
- **Enhance Food Security:** Provide consistent access to meals through the Antigonish Community Fridge.
- **Reduce Food Waste:** Repurpose surplus food from StFX to minimize waste and increase meal accessibility. Secure additional sources of food to enter the circular food system

Current Impact

Since launching in September 2023, we have distributed **13,000 meals**. Currently, December 2024 we are averaging **400 meals per week**. Our operations are effectively established, with weekly deliveries to the community fridge already in place. We Estimate meals distributed for the 2024-2025 Academic year to reach **9,000 meals**.

Further Funding Required

The Circular Food Solution represents a vital step toward a more sustainable food system in Antigonish. We are currently seeking to secure funding to ensure the continuation of our resources to reach the community. We are also proposing a second level of funding that would above continuation provide substantial growth to the program.

Level 1

\$3500 annual funding for paper product to ensure continuation of project at current level for 1 academic year

*Sodexo to continue providing the food and labour resources to package free of charge for these meals

Estimated annual impact 8000 Meals (\$.43 per piece ave.)

Level 2

\$8500 annual funding

-

\$3500 annual funding for paper product to ensure continuation of project at current level for 1 academic year

*Sodexo to continue providing the food and labour resources to package free of charge for these meals

Estimated annual impact 8000 Meals

Plus

Provide packaging and employment opportunity of 100 hours to produce additional product from donated materials from local retailers and farms to produce frozen soup for distribution

Estimated at 7600 meals

Total annual impact combined 15600 meals (\$.54 per piece ave.)

We appreciate your consideration in supporting this impactful initiative. If you have any questions or would like to learn more, please contact:

Tim Hierlihy General Manager Sodexo thierlih@stfx.ca 902-867-2491

Guerin Sykes Executive Chef Sodexo gsykes@stfx.ca 902-867-5133

Breanna Scott Registered Dietician Sodexo bscott@stfx.ca 902-870-7037

Bay St Project Municipal Services Upgrades

GRID / CHIF Funding Applications

December 16th, 2024



Purpose of Presentation

- A new Resolution of Council is required to apply for GRID and CHIF funding streams.
- A previous application under the ICIP Funding was made in 2022 for the Bay St Project
 - The application was successful, but obtained less funding than required to complete the project. (~\$1.8M in funding obtained)
- Further funding is required to construct the project.

What's New?

- Current funding streams are focused on municipal infrastructure upgrades (water / wastewater / storm water) that are required to support new housing growth.
- This is the primary focus of our project.

Bay St – Current Issues

- Sewer Inflow / Infiltration
- Undersized / Poor Condition Water Main
- Non-continuous Storm System
- Lack of sidewalk access (width, poles in SW)
- Poor asphalt condition
- Closed in feel
- Overall poor aesthetic appeal



Intention of Work

- Upgrade all aspects of municipal infrastructure in area to current / future needs
- Deliver upgraded service to area including:
 - Increased Fire Protection
 - Remove Sewer Inflow / Infiltration
 - Improved Service Delivery to Hospital
 - Build flood resistance by raising roadway and upgrading storm system
 - Remove High Risk waterbreak area
 - Upgrade Utility Poles + Remove from Sidewalk
- Design ~95% complete, awaiting funding to construct.



Recommended Resolution by Council

Be it resolved that:

The Municipality of the Town of Antigonish submit applications for available federal and provincial funding to cover the cost increases and existing funding shortfall of the Bay St Municipal Servicing Upgrades Project.

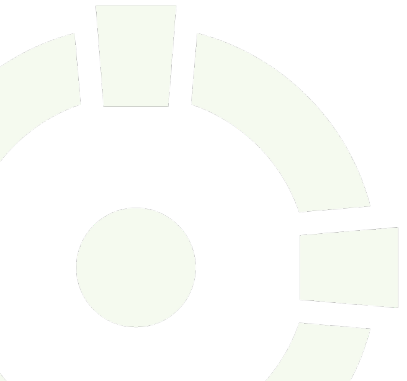
Estimated total project cost is in the order of \$4.7M. Proposed construction period is 2025-2026.

Questions?



Request for Resolution of Council

Funding Applications



[View results](#)

Respondent

13

Anonymous

08:46

Time to complete

Applicant Information

1. Community Group/Organization Title:

St. Francis Xavier University - Agnes Calliste Academic and Cultural Center

2. Applicant Name:

Akua Amankwah-Poku

3. Email:

apoku@stfx.ca

4. Address:

Agnes Calliste Academic and Cultural Center, Mount Saint Bernard, Rm 204.4, 2340 Notre Dame Ave, Antigonish, NS

5. Postal Code:

B2G 2W5

6. Phone:

902-867-5455

Request Details

7. Please indicate your request:

- Flag
- Lamp Post Banner
- Other

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

- Parade
- Community Event
- Designated Month
- Memorial Recognition
- Festival/Celebration
- Other

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

Flag/Banner Request Start Date:

30th January 2025

10. Flag/Banner Request End Date:

28th February 2025

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

- Yes
- No

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

The request for a flag raising is for the designated month African Heritage Month which takes place in February. The addition of a flag to Chisholm Park will not only show the Town's support and solidarity for peoples of African Descent but will also serve as a reminder to all who walk or drive past about the month being celebrated, the importance of the month and the heritage and joys of peoples of African Descent.

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:

Akua Amankwah-Poku

14. Date:

5th December 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

To: Town Council

Submitted By: Kate MacInnis, Director of Community Development

Date: Friday, December 06, 2024

Subject: Dr. JJ Carroll Grant Recipients 2024

Origin

This memo is to provide an overview of proposed allotments of the 2024 JJ Carroll Grant Funding.

Background

As outlined in the Dr. JJ Carroll’s estate, the purpose of the funding is the provide instruction for the young people of Antigonish, minor hockey, swimming, and track and field. If no applications are received from organizations that conduct these activities, funds may be made available to promote the general physical fitness and general well-being of young people in the Town of Antigonish. Earlier this year, the Town received correspondence from the Executive Trust for the Dr. JJ Carroll Estate. In this correspondence, it was indicated the estate had \$6,000 in cash funds available for 2024.

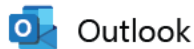
Recommendation

Based on the parameters of what was outlined in the JJ Carroll estate and the applications received, the following are the recommended allotments for 2024:

Group	Request	Recommendation
StFX Track and Field Club	\$5,000	\$3,000
Town of Antigonish Swim Instructor Training <i>*Town forwards funding to the County to assist in cost of instructor training to run Antigonish Community Swim Programming.</i>	\$1,000	\$1,000
Town of Antigonish Wee Lads and Lassies	\$2,000	\$2,000

Motion:

Town Council approves the 2024 proposed allotment of the \$6,000 JJ Carroll Grant to the StFX Track and Field Club (\$3,000.00), Antigonish Community Swim Program (\$1,000.00), and Wee Lads and Lassies program (\$2,000.00).



FW: EXTERNAL: 2025 Atlantic Challenger Baseball All-Star Series

From Melanie Fougere <Melanie.Fougere@townofantigonish.ca>

Date Fri 12/13/2024 2:15 PM

To Shannon Long <Shannon.Long@townofantigonish.ca>

 1 attachment (1 MB)

Atlantic Challenger Baseball All Star Series Logo.jpg;

Melanie Fougere

Deputy Clerk

274 Main St Antigonish, NS B2G 2C4

P: 902-870-6204

F: 902-863-0460

www.townofantigonish.ca | [Nest Cam](#) | [Facebook](#) | [Twitter](#)

From: Town of Antigonish Mayor <mayor@townofantigonish.ca>

Sent: November 18, 2024 12:06 PM

To: Melanie Fougere <Melanie.Fougere@townofantigonish.ca>

Subject: Fw: EXTERNAL: 2025 Atlantic Challenger Baseball All-Star Series

Information purposes for tonight's meeting

From: Sean Cameron <Sean.Cameron@townofantigonish.ca>

Sent: Sunday, November 17, 2024 9:42 PM

To: Town of Antigonish Council <Council@townofantigonish.ca>

Subject: FW: EXTERNAL: 2025 Atlantic Challenger Baseball All-Star Series

Another Correspondence for our consideration

From: Randy Crouse <[REDACTED]>

Sent: November 14, 2024 12:04 PM

Subject: EXTERNAL: 2025 Atlantic Challenger Baseball All-Star Series

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Howdy Folks,

I hope this message finds you well. I wanted to provide you with some important updates regarding the 2025 Atlantic Challenger Baseball All-Star Series, as we continue to plan and prepare for another

incredible event. To keep everyone informed, this email is being shared with Challenger Baseball coordinators and leaders from across Atlantic Canada, supporters from our inaugural event, local community leaders in sport and recreation, Jays Care Foundation, Town of Antigonish, Municipality of the County of Antigonish, St. Francis Xavier University, and other community leaders and supporters who we want to keep informed.

EVENT

August 2-3, 2025

Antigonish, Nova Scotia

The event will take place over the long weekend in August 2025. While we are still finalizing the schedule, we are currently planning for the event to begin on Saturday afternoon, run all day Sunday, and conclude on Monday morning, with athletes and families departing after breakfast.

Once again, we will be offering a range of activities, including Challenger Baseball, sledge hockey/skating, bowling, opening ceremonies, a banquet, and a movie night. We are also exploring the possibility of adding wheelchair tennis, wheelchair basketball, and other adapted sport 'try-it' opportunities to the event.

At our inaugural event, we had 104 athletes register, with 94 attending, along with over 400 family members and volunteers. Based on the positive feedback we've received; we anticipate even greater participation in 2025.

VIRTUAL MEETINGS

We will be hosting regular Zoom meetings beginning in January for Challenger Baseball coordinators and any interested community members. These meetings will provide an opportunity for updates, feedback, and collaboration, with the goal of ensuring the event is as fun, safe, and accessible as possible for all participants.

Please note, there is no obligation for community programs to attend these meetings, but we welcome all who would like to be involved.

COST

As we work to keep the event as barrier-free as possible, we are focused on raising the necessary funds to cover costs. Last year's event totaled \$56,000, with the largest expenses being accommodations, facility rentals, and food/drinks. To ensure we can continue to offer this event **free of charge to all participants**, we rely on a collaborative fundraising effort.

FUNDRAISING

We will be organizing two main fundraisers for the event.

Online Auction: If you know anyone who would be interested in donating an item(s) for our auction, please let me know. We will have official request letters available soon.

Toronto Trip Draw: The grand prize will be a trip for two to Toronto, including Marriott Hotel accommodations (hotel attached to the Rogers Centre), tickets to two Blue Jays games, and cash or gift cards for flights. Once prize details are finalized, we will apply for a lottery license and begin selling tickets. If you would like to assist with ticket sales, please reach out.

Grants: We will once again be applying for any available grants. If you are aware of any potential grant opportunities, please don't hesitate to share the information with me.

Sponsorships: We are also actively seeking sponsors for the event and are preparing a Sponsorship Package to distribute to businesses and individuals. We aim to have this package finalized by early December. If you know of anyone who may be interested in supporting the event, please let me know.

FEEDBACK AND QUESTIONS

As always, your input is invaluable. Please feel free to contact me with any questions, comments, or suggestions. You can reach me by email at [REDACTED] or by phone at [REDACTED]

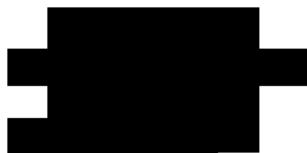
Thank you once again for your ongoing support. We look forward to hosting another incredible event for all our athletes, families, and volunteers!

Thank you and all the best,
Randy

Challenger Baseball Canada National Coordinator

Nova Scotia Challenger Baseball Coordinator

Antigonish Challenger Baseball Coordinator



www.antigonishchallenger.com

www.nschallengerbaseball.com

www.challengerbaseballcanada.ca

www.jayscare.com/challengerbaseball

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 24-12-16
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

- Nova Scotia Federation of Municipalities (NSFM) Fall Conference
- Complete Governance (Rules of Order) Training hosted by AMANS (2 staff and 3 elected officials)
- Final Three Council Orientation Sessions held (Town operational overviews, by division directors)
- Completed EMO Regional Training Simulation joint with the County
- Bethany Water Tank Completed
- College Street Bridge Nearing Completion (two way traffic 15 tons + 1 pedestrian sidewalk)
- STP Desludging Progressing well estimate over 50% complete
- Successfully filled clerk vacancies, interviewed and offer for Public Works vacancy (start date TBD)
- Completed hiring competition for Director of Public Works – Transition begins December 16, 2024
- Maritime Municipal Electric Utility Alliance (MMEUA) meetings to discuss opportunities for collaboration
- Town of Antigonish Solar Garden nearing completion – Commissioning Tests went well (early December)
- Various Board Meetings – ie., AREA, Strait-IT, Community Navigation and Physician Retention Services Association, Antigonish Arena,

Strategic Initiatives Update:

Projects
Title: Net Zero Engagement Strategies Funding Opportunity - Sustainable Communities Challenge Fund administered by NSFM
Status Update: Attended Climate Communications workshop with Sean Kelly. Reviewed background material provided and discussed awareness building around current initiatives and received initial feedback from stakeholders.
Next Step: On-going
Title: Grid Modernization and New Substation
Status Update: Delay in the Pole Line work due to revision of design based on NSTIR feedback from easement application. Revision requires additional tree clearing to work on NSTIR right of way. Long lead equipment for the new substation have been ordered. Substation assembly work being evaluated. 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: Working on FCM’s Final Disbursement Report to submit once final CDES Report is received from WSP.
Next Step: Both reports 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
Title: Green and Inclusive Community Buildings
Status Update: Funding application for Low Carbon Resilience Retrofit has been submitted to Housing, Infrastructure and Communities Canada (HICC) for approval
Next Step: Awaiting response from HICC
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.
Status Update: Working with Public Works on submission for Bay St. Application is due December 13th.
Next Step: on-going
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:

AREA Update:

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

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: December 9, 2024
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Strategic & Capital Projects of Council:

Projects
<p>Active Transportation Corridor</p>
<p>Status Update: Seeking Council Direction</p>
<p>Next Step: Director is working with the Manager of Accounting to go through the claims process for Trunk 4 to James and James to Highland sections of the AT Project.</p> <p>Total for 2024 Construction Season: \$898,217 Amount Covered by ICIP Funding: \$655,698.41 Amount Covered by Provincial Grant: \$242,518.59</p> <p>Staff submitted and were approved for an amendment to the project end date from March 31, 2026 to March 31, 2027. This timeline extension was requested because the construction did not start until 2024, instead of 2023 as originally planned. The first section of trail was tendered in 2023, but the pricing came back too high. After adjusting the tender scope for phase 1 of construction we were able to retender and get the project started in 2024. The timeline extension allows the Town to be in a better position to cash flow the next two construction seasons for 25-26 and 26-27 to get the project completed. The Town is required to cash flow the projects and then receives the 73% funding back following each claims process.</p> <p>The Director plans to present an overview of the AT project to Council and will be requesting direction on how to proceed with the project.</p>
<p>Sandlot Baseball Field Accessible Pathway</p>
<p>Status Update: Construction Started</p>
<p>Next Step: Dexter has started the work on the accessible pathway. Delays were encountered as a result of weather. Dexter is expected to be back onsite for the week of December 9 and look to complete the project.</p>
<p>Tourism</p>
<p>Status Update: Marketing Levy Success</p>
<p>Next Step: The Antigonish Tourism Advisory Committee met in October and were joined by Tourism Consultant Mary Tulle. Mary is supporting the team by helping to prioritize the action items in the strategy with the best use of our resources and time. Mary will also provide recommendations on direction for the tourism website that the committee will review. To date, the Town's Marketing Levy account has a balance of \$55,746.55. This is money that has been collected since April, upon the implementation of the levy.</p>
<p>Arbor Drive Playground</p>
<p>Status Update: Project Complete</p>
<p>Next Step: The Trail and playground installation are complete. Staff are having the new signage installed which will wrap up the final element to this project. While we did receive the provincial funding upfront for the project, the Town is still required to submit a final report. The Manager of Parks and Recreation will have that report submitted by January. Any future upgrades that the community or council wishes to pursue will be part of a phase 2 development of the Arbor Drive Park.</p> <p>Total cost of the project: \$164,613</p>

Parking Meter Renewal
Status Update: Completed for 2024
Next Step: Staff to follow up with Precise Parking about Sydney Street Parking Kiosk repairs.
Accessibility
Status Update: RFP Posted for Plan Update
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 will close on December 19 at 2 p.m.
Mini-Pitch
Status Update: Musco Onsite
Next Step: Musco has been laying the tile surface of the Mini Pitch and installing the fencing. Project partners have been in touch with Scotiabank officials for a grand opening event in the Spring.
Town Commitment to the project: \$381,900
The asset will be owned and operated by the County. The Town’s annual contribution to the facility will be the cost of electricity for the lights.

Operational Projects:

Project
Beautification
<ul style="list-style-type: none"> All Winter/Holiday Décor is completed. The décor stays up until January 6 and then is taken down in as timely a manner as possible. 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 was reviewing the final two concepts and staff are waiting on a report back from ACA on the chosen artist. Staff are now working on the secondary welcome sign installs on St. Andrews Street, West Street and James Street. A solar light bar, similar to the new light on the Museum sign was installed.
Pedestrian Safety
<ul style="list-style-type: none"> Communications around proper and effective snow removal for rental properties is being finalized and will be distributed to the landlords mailing list as well as downtown merchants. The intent is to ask property owners to not push snow onto the already cleared Town Streets and sidewalks. Once we start to accumulate some snow additional communications regarding children’s safety and not playing in snowbanks that line the street will be shared. 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. That program will be ongoing until May. 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. A memo with this information will be included as a reference document with this Council package.
Town Hall Lighting
Five lights have been installed on the Town Hall Clock Tower. Staff are working with the contractor on challenges with the lighting software. For the Christmas season the lights have been changed to red, green and white.
Town & StFX Partnership
<ul style="list-style-type: none"> Staff continue to work with StFX on the Good Neighbours Committee. The committee has taken a short break until the new year.

- 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 has taken effect on December 1.

Programming

- Multi-Sport has 61 kids in this year’s program. The program is in the Track and Field portion. In January the swimming section will start at StFX.
- The *Older Adults Moving and Mingling* program successfully completed its first 10-week session on Friday, December 6th. The classes remain highly popular, with minimal participant drop-off. Attendance is carefully tracked at each location through sign-in sheets, allowing us to monitor engagement. Any vacancies that arose during the session were promptly filled by new participants.

Registration for the winter session, which begins on January 6th, opened on Monday, December 2nd. By Friday, December 6th, the class at the John Paul Centre had reached full capacity with 43 participants, while Arisaig and St. Andrews had 24 and 15 registered participants, respectively.

The program serves individuals aged 55 to 89, accommodating a wide range of abilities. Participants include those managing health conditions such as cancer, Parkinson's disease, diabetes, and joint replacements. Feedback indicates that participants are not only enjoying the classes and reconnecting with old friends but also feeling stronger and experiencing improved overall health.

Additionally, all five Fitness Leaders are now fully certified and insured through the Nova Scotia Fitness Association, ensuring the highest standards of instruction and care.

The program will be expanding in January to include the Lakevale Community Centre with potential to add Heatherton Community Centre if they are interested in coming onboard.

The Town will aim to continue this program after April 1, pending budget approval. There will have to be MOUs signed with Community Centres who are interested in coming on board following the conclusion of the pilot program.

Christmas Events

The Christmas on Main Street event scheduled for November 22 had to be canceled due to weather. Unfortunately, due to vendor and performer availability it could not be rescheduled. Staff still went ahead with the free holiday photos portion that was done in Town Hall with Lisa Delorey and had 29 families/groups come in for their picture. The Santa Claus Parade has been rescheduled for Saturday, December 7. There are 49 registrations for the parade. Safety First along with several volunteer fire fighters from the Town and County will be doing traffic control for the parade.

Pumper/Tanker RFQ

Staff have received a confirmation from Fort Gary Fire Trucks for the approval of the order for the Pumper/Tanker Truck in the amount of \$945,210. A pre-construction meeting will be scheduled with the supplier and the fire department in January.

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 will be working on this plan as partners because it aims to address the entire community. We are better suited to combine our efforts and make the plan reflective of the greater Antigonish community, not just Town or County.

Community engagement is going to be a requirement for the plan. After further research and discussions, the engagement does not have to be completed as part of the plan for April 1. Town and County staff will work on a set of action items, which will include community engagement, staff training, education and awareness, community workshops, policy reviews, etc. Those action items will make up our plan and we will have three years to work on their implementation. We will be required to update the plan every three years. Council will be engaged throughout this entire process and be a big part of the implementation over the next three years. Staff look to host a meeting with both Councils in the new year to start the process and get feedback on actions and areas that want highlighted in the plan.

By-law, Policy & Procedures:

- Social Media Accessibility Standards (internal, in progress for implementation)
- Facility Allocation Policy (in progress and in partnership with the County)

By-Law Enforcement Statistics:

Reporting Period: November 6 to December 6, 2024

Parking Tickets

344 Tickets Issued

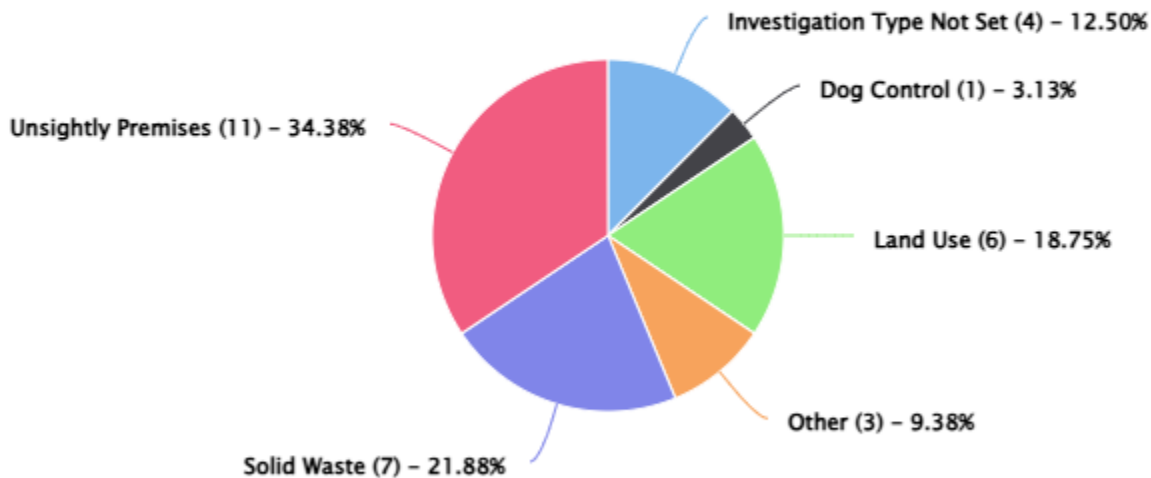
(inclusive of Town, StFX and St. Martha's)

By-Law Office General Breakdown of New Files During Reporting Period

November 6 to December 6

Opened Files

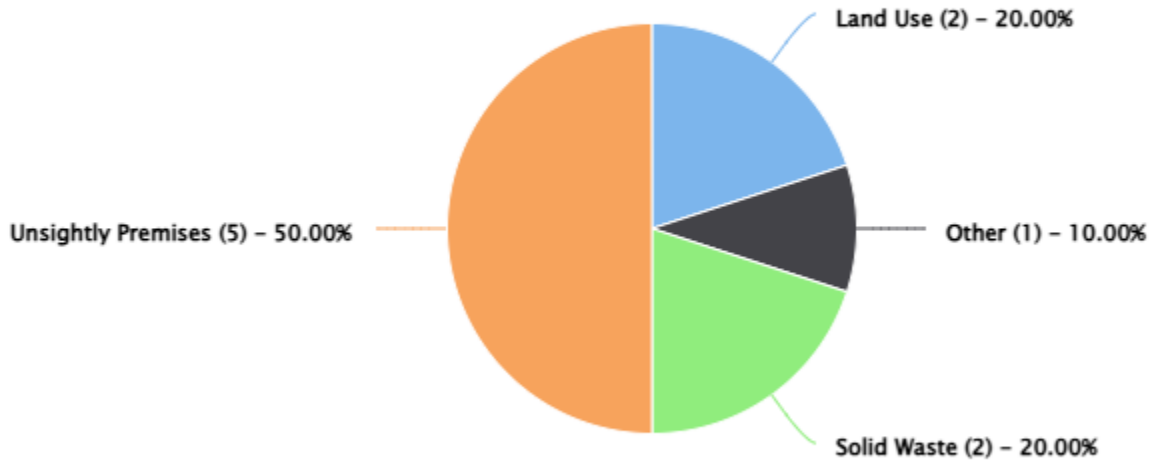
Case Files by Investigation Type



Concluded Files

Note: Not all files are opened and closed within the same reporting period.

Case Files by Investigation Type



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

Corporate Services

Highlights

On November 20th, the Director presented to Council an overview of the Corporate Services department. This provided insight into the lean operational structure of the department and the many different functions it oversees. This includes, but is not limited to, finance and accounting, human resources, regulatory, legal and compliance, procurement and IT, as well as the Director's role as Treasurer and a Utility Billing Clerk doing bookkeeping for AREA (Alternative Resource Energy Authority, a ten (10) wind turbine facility which the Town has 63% ownership with two other Towns.) Further discussions around budgets will occur in the new year as Council starts to develop its strategic priorities and set the 2025/2026 fiscal year budget.

The Director of Corporate Services, both in her role as Director and as co-chair of the Joint Occupational Health and Safety Committee has been working closely with colleagues and CC Safety to respond to the Department of Labour regarding the College Street Bridge incident. The Director has been the key point of contact between the Town and the Department of Labour's Occupational Health and Safety Officer. Significant time this month has been dedicated to responding to this incident and working on a JOHS subcommittee to complete our own internal investigation. This report will be submitted to the Department of Labour by December 13th. This will complete the current directives made through the Department of Labour's compliance orders.

The Canada Post strike has had an impact on the Corporate Services department. Currently staff have been fielding more calls than average on billing inquiries. Staff have been consistently offering e-billing options (bills emailed to residents) with some acceptance of the new delivery method. Other individuals wish to stay with the physical bills and will make payment arrangements by being told verbally the amount owing (over the phone) or will come into Town Hall where staff can provide a physical copy of bills. All cheques are currently being held, with a few key bills being couriered or hand delivered. Cheques are available for pickup at the front counter. The Manager of Accounting is looking into how the Town can start making electronic payments to vendors. The department worked with the Marketing and Communication Officer to post to social media and the Town website the alternative ways residents can receive and pay their bills during the strike.

On December 5th, the Nova Scotia Utility and Review Board has made a decision regarding the Town of Antigonish's joint application to the Board (with the Town of Mahone Bay, Berwick Electric Commission and Riverport Electric Light Commission) regarding proposed changes the Electric Utility's flow-through mechanism. There is a compliance filing that is required, which the Town's regulatory counsel is taking the lead on. The decision is positive in several important respects. The revised language and approach has been mostly accepted, subject to some minor wording changes. It will allow the passthrough of costs related to Ellershouse Wind Farm as well as Nova Scotia Power costs in future flowthroughs. They have also adopted the approach of granting flowthroughs in advance of determining the prudence of new arrangements, with opportunity for adjustments after further analysis. A copy of the Board decision can be found on the NSUARB website. This application only looked at the current flowthrough mechanism, no actual flowthrough application to change Town of Antigonish Utility electric rates were filed.

Department Update:

Projects
Title: 2023-24 Year-End
Status Update: The 2023-24 AREA Financial Statements have been approved by AREA’s board of directors and have been sent to the Town’s auditor (MNP) for consolidation into our statements. A draft copy of the Town of Antigonish statements is expected to be available by Friday, December 20 th . The Auditor’s earliest availability to present to the Audit Committee is Wednesday, January 8 th .
Next Step: Receive the draft statements from MNP and present to Audit Committee in January.
Title: Financing for Bethany Water Reservoir
Status Update: The Municipal Finance Corporate funding was received by the Town of Antigonish on November 28 th , with the temporary borrowing line of credit closed on December 2 nd .
Next Step: Completed
Title: Human Resources
Employee Hiring and Attrition
<ul style="list-style-type: none"> • H. Teasdale has accepted the position for Utility Billing Clerk and started the position on December 9. • An offer was extended to an candidate regarding the Equipment Operator/Labourer position with an response expected on December 13 • K. Meiser has accepted the position of Director of Public Works with a start date of December 16, with a transition week with the current director. This was completed as a part of an internal application process. • S. Long has accepted the role as Acting Director of Community Development in January to backfill the current Director of Community Development’s maternity leave. This will be a one-year term.
Retirements
<ul style="list-style-type: none"> • R. Feltmate, a Town employee of 47 years retired on December 6th.
Employment Opportunities:
<ul style="list-style-type: none"> • Marketing and Communication Officer temporary position has been posted to fill the vacancy that will occur in 2025 due to the current officer taking on the Acting Director position. This job posting will close on December 13th. • Supervisor of Facilities and Superintendent of Public Works positions will both be vacant as of December 16, the Director of Corporate Services is updating the job description and expect to post both vacancies by December 13th.
Next Step: On-going
Title: Equity, Diversity, and Inclusion in the Workplace
Status Update:
<p>*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.*</p> <p>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>
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): \$162,759.05 Remainder: \$36,285.34

March 2024 details will be available when auditor presents financial statements

Council Report
General Fund
For the Eight Months Ending 11/30/2024

	2024	2024	2023	2023	Remaining
	Budget	Actual	Budget	Actual	Budget
Revenue					
Taxes	\$7,931,982.54	\$7,877,144.24	\$7,501,015.37	\$7,209,117.29	\$54,838.30
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	570,141.87	949,423.24	463,098.88	488,747.08
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	345,996.30	143,000.00	364,858.64	-208,901.30
Unconditional Transfers from other governments	204,039.00	172,126.00	478,844.00	90,481.31	31,913.00
Other Transfers	2,125,769.96		2,142,198.00		2,125,769.96
	13,061,933.45	9,131,062.50	12,626,630.07	8,299,371.82	3,930,870.95
Expenditure					
Mayor and Council	460,844.40	329,486.45	435,049.94	329,625.16	131,357.95
Corporate Services and Office of the CAO	3,446,585.82	546,415.74	2,756,301.97	717,880.50	2,900,170.08
Engineering and Public Works	1,462,375.82	938,815.80	1,493,387.33	959,078.18	523,560.02
Environmental Health Services	1,353,886.48	930,821.27	1,391,965.57	801,079.87	423,065.21
Community Development Administration	479,478.77	338,944.33	399,058.99	300,994.67	140,534.44
Partnerships & Initiatives	499,701.31	636,337.83	564,329.81	444,664.94	-136,636.52
Protective Services	2,960,476.84	1,911,492.18	2,997,244.13	1,518,247.09	1,048,984.66
Recreation and Cultural Services	706,221.27	510,138.28	728,691.84	512,673.47	196,082.99
Provincial Responsibilities	1,692,328.58	1,112,043.40	1,760,577.56	1,115,627.92	580,285.18
	13,061,899.29	7,254,495.28	12,526,607.14	6,699,871.80	5,807,404.01
Excess(deficiency) of revenue over expenditure	34.16	1,876,567.22	100,022.93	1,599,500.02	-1,876,533.06

Electric Utility - Statement of Operations
For the Eight Months Ending Saturday, November 30, 2024

	2024		2023	
	Budget	Actual	Budget	YTD
Revenue				
Operating				
Electric Revenue	\$15,772,416	\$9,213,281	\$13,877,728	\$8,080,885
Expenditure				
Operating				
Power Purchases	7,701,260	5,325,845	7,409,788	5,610,845
Power Generation and Delivery	5,199,413	1,629,327	5,097,464	1,560,193
Electrical Buildings/Subs	17,977	25,398	17,453	4,886
Electric Distribution Exps	241,782	187,640	234,740	809,055
Property Taxes	2,666	2,745	2,588	2,588
Depreciation	319,524		278,416	
Admin - Common Services	1,412,268	719,853	1,216,963	657,215
Interest and Bank Charges	6,013	9,823	5,838	8,087
Wages	619,500	414,502	595,672	436,702
	15,520,403	8,315,133	14,858,922	9,089,571
Non-operating revenue				
Interest on investments				
Interest on Accounts	20,000	18,314	11,135	11,370
	20,000	18,314	11,135	11,370
Non-operating expenditures				
Debt Payments				
Transfers to other funds	305,572		575,000	
	305,572		575,000	
Excess(deficiency) of revenue over expenditure	-33,558	916,462	-1,545,059	-997,314

Water Utility - Statement of Operations
For the Eight Months Ending Saturday, November 30, 2024

	2024		2023	
	Budget	Actual	Budget	YTD
Operating Revenue				
Water Revenue	\$1,725,522	\$850,164	\$1,409,374	\$737,485
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	11,686
	<u>2,396,643</u>	<u>1,521,296</u>	<u>1,886,975</u>	<u>1,224,022</u>
Operating Expenditure				
Property Taxes	40,415	40,242	39,623	39,085
Depreciation	537,500		421,500	
Source of Supply	37,226	16,701	37,047	20,687
Purification	349,189	231,466	335,246	193,254
Power and Pumping	47,912	29,823	46,382	31,099
Transmission and distribution	133,360	105,300	131,415	94,649
Administration	100,605	112,886	99,742	83,979
Supervision	644,031	429,354	552,580	399,958
Wages	180,161	118,813	176,161	124,740
	<u>2,070,399</u>	<u>1,084,585</u>	<u>1,839,696</u>	<u>987,451</u>
Operating Profit	326,244	436,713	47,279	236,570
Non-operating revenue				
Interest on investments				
Interest on Accounts		3,648		2,074
Misc Non-operating Revenue				
		<u>3,648</u>		<u>2,074</u>
Non operating expenditure				
Debt Payments	325,912	163,425	166,128	164,138
Transfers to other funds				
	<u>325,912</u>	<u>163,425</u>	<u>166,128</u>	<u>164,138</u>
Excess(deficiency) of rev over exp	332	276,936	-118,849	74,506

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 10/Dec/2024
Prepared by: Ken Proctor, P. Eng., Director of Public Works

Engineering & Municipal Services

Capital Projects/Tender Update:

Projects	
Title:	24/25 Budget
Status Update:	Budgets approved by Town Council - June 17
Next Step	
Title:	AT Trail Project (ToA)
Status Update:	Ongoing assistance with infrastructure
Next Step:	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
Title:	ICIP Application – Bay St
Status Update:	: Project Design
Next Step	Design work in progress with WSP . Design at approx. 95% Meeting discussions continue 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
Title:	Hwy4 AT/Roundabout Project
Status Update:	Ongoing followups with NSTiR on concepts/proposed schedule for the phased 4 yr project
Next Step:	NSTiR contact on Municipal Infrastructure continues. Phase 1 (#7/Hwy 4) project – Completed. Awaiting Municipal project invoice Phase 2 (Church St/Hwy 4) design work continues. Design at 95% Meetings with NSTiR/County ongoing. NSTiR acquires lands at SE corner Possible tender call under current review for late Fall consideration Municipal portions of projects costs being assessed
Title:	Municipal Capital Grant Program
Status Update:	: Application Review for project(s) submitted by Council Dec13
Next Step:	Notice of funding received for STP Front End Project Public Notice announcement held June 25 Drafting of Design RFP continues

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. Easement being readied for site access Review of circuit feeders continues. Applications submitted to NSTIR for pole line placement Term PLTs installations of OH xfmrs in NW side ends. 120 xfmrs installed. Contact with NSPI continues 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 & West arrays under review for activation/operation. Site testing in process Provincial Electrical Inspector review of above ground cabling arrangement completed. Site deficiencies under review for corrections Facility OM being assessed for requirements
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 major outages reported 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:

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. Awaiting recontact with property contacts for site access and possible drilling schedule Updates for site testing and possible MOUs continue

Title: Water Utility Items
Status Update Residuals Management review continues with consultants (CBCL Bethany Tank Recoatings – Main work completed by contractor Tank placed back into operational service Nov 18 No reported service issues noted James River Dam - Fall inspection completed. Awaiting report
Next Step:
Title: Fire Hydrants
Status Update: Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants – awaiting Municipal Affairs approval for SOTs Fall Hydrant flushing completed (152 Of 155 hydrants flushed) Followups for winter hydrant maintenance commences
Next Step:
Title: Main Line/ Water Valves
Status Update: Assessment of operational status continues
Next Step: Review for capping of old 4” main work on West St in progress for work scheduling.
Title: Water Breaks
Status Update: Water break at Heights
Next Step:

Sewer/Storm:

Projects
Title: 24/25 Budgets
Status Update: Budgets approved by Town Council - June 17
Next Step:
Title: NSE Permit to Operate Items
Status Update: See below
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. Aeration work to be rescheduled to with desludge work Plant Desludge Tender awarded to GFL. Site Work - full work commenced Dec 03. Progress after 4 days is 267T (25% complete) Work Period – approx. 20 days Update to NSE provided No site issues reported
Title: System Conveyance
Status Update Vegetation work along Murphy’s Brook areas completed Overview of Whidden- Centennial storm drainage continues Review for Inflow Infiltration reduction ongoing Sewer Cleaning Tender awarded to GFL. Work to commence Dec11 Followup review to Safety Program and Training in progress
Next Step:
Title: Hurricane Fiona / Other Storms
Status Update: Provincial /DNR assessment of trees near river areas. On hold
Next Step: Fiona costs compiled and submitted for cost recovery by Corporate Services No major storms experienced

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. Street sweeping ended with recent weather change College St Bridge - Site accident stopped remediation work that was nearing completion Accident investigation in process for lifting of order. DoL lifted worder Dec 04 Work has resumed for completion of east sidewalk joisting and decking Completion estimated at week of Dec 16th Application to Province for Paving assistance (Section of Hawthorne) approved. Curbwork Tender (BD Clifton) – completed Paving Tender (Nova) – completed Followups in progress for cost recovery (50%) Safety Program and Training – ongoing.
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment & Bldg
Status Update. Incident - Stolen Service truck - Insurance claim closed/replacement procurement in process All other equipment is in service Equipment being serviced for winter season Winer coldmix on order Salt haul contact awarded to F Brophy Trucking Snow Operations commenced Dec 08 &09 with street and sidewalk salting
Next Steps:
Title: Staffing
Status Update PWD Staff obtaining additional NSE system certifications Interviews held for vacancies in PWD Machine Operator – Laborer position(s)
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) Procedures for Street and sidewalk closures under review 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 for SOTs Litter can service being serviced by Community Development Weekly Organics Collection Period : ended Oct 19 Xmas tree disposal drop off mulch - Mall parking lot Jan 04 , 2025
Next steps:
Title: Waste disposal weights – Oct31, 2024
Status Update: RWC -698T, ICI - 1799T
Next Step:

Ken Proctor, P.Eng.
Director of Public Works