
MEETING: Regular Town Council Meeting

DATE: January 20, 2025

TIME: 6:00 PM

PLACE: Town Council Chambers

Agenda

Land Acknowledgement

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

- Minutes of the Regular Council Meeting Minutes of December 16, 2024, and Special Council Meeting January 9th, 2025.

4. Presentations/Flag Requests/Proclamation

- 4.1 All-of-Us Society for ART Presentation (ASAP) Artist-Run Centre
- 4.2 U16 Eastern Challenge, U18 Canada Cup – STFX
- 4.3 African Heritage Month Proclamation

5. Business from Minutes

- 5.1 Sodexo and Antigonish Community Fridge Partnership (follow up and decision)
- 5.2 Atlantic Challenger Baseball All-Star Series (August 1-3, 2025)

6. New Business

- 6.1 Committee Policy (K. MacInnis Presentation and Recommendations)
- 6.2 FCM Board Elections (A. Murray)
- 6.3 Snow Removal – Main St (J. Sullivan)

7. Correspondence

8. Staff Reports

- Election Report

9. Council Reports

10. Adjournment



**Regular Town Council
December 16th, 2024
Town Council Chambers**

Present

Mayor S. Cameron
Deputy Mayor D. Roberts
Councillor P. McKenna
Councillor L. MacLellan
Councillor A. Murray
Councillor J. Pelly
Councillor J. Sullivan

Also in Attendance

R. Delorey, CAO
M. Fougere, Deputy Clerk

M. Barkhouse, Director of Corporate Services
S. Long, Marketing and Communications
K. MacInnis, Director of Community Development
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 6:00 PM 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 as amended."

Motion carried.

3. Approval of Minutes

It was Moved and Seconded "to approve the November 18th Regular Council Minutes as presented."

Motion carried.

4. Presentations/Flag Requests

4.1 Christian Gerro – Special Olympics Canada Athlete of the year

The Mayor acknowledged the remarkable accomplishment of Christian Gerro, who was recently awarded the title of Special Olympics Canada Athlete of the Year. The Mayor invited Christian Gerro and his coaches, J. Doiron and J. Conrad, to the front of Council. On behalf of Council, the Mayor presented Christian with a certificate to recognize his achievement.

A photo opportunity followed, featuring Christian, his coaches, and all members of Council.

4.2 PARC – People for an Antigonish Recreation Centre

Trudy Delorey and Paul Curry, both members of the People for an Antigonish Recreation Centre (PARC), presented to Council.

Formed in April 2023, PARC is a group of local residents representing diverse backgrounds and subgroups within the Town and County advocating for a new recreation centre to address gaps in accessibility, booking, and drop-in spaces in existing facilities.

The group highlighted demographic needs, including a 6.4% population growth since 2016 and significant numbers of youth and seniors in the community. They requested Council's support in evaluating barriers to recreation access and planning next steps.

Council likes the approach. It was agreed and accepted that Councillors P. McKenna and J. Pelly would serve on the committee, along with the Director of Community Development, K. MacInnis.

A question-and-answer session followed the presentation, after which the Mayor thanked Trudy Delorey and Paul Curry for taking the time to present to Council.

4.3 SODEXO/Antigonish Community Fridge

Tim Hierlihy and Guerin Sykes presented to Council on their initiative in collaboration with the Antigonish Community Fridge. They detailed their program, which involves preparing, packaging, freezing, and distributing meals to those in need.

In its first year, the program produced approximately 8,000 meals, all of which were successfully distributed. With continued funding and support, the initiative has now surpassed 13,000 meals in just over a year since its launch.

The goal of the program is to repurpose surplus food already available in the community and remove barriers for community members in need. The demand has far exceeded expectations, a trend seen across many community food initiatives.

T. Hierlihy outlined two funding scenarios to ensure the program's sustainability. Emphasizing their commitment to scaling the program within sustainable limits while seeking support to enhance its reach. They highlighted the potential to collaborate with local grocers, farms, and food producers to recover wasted food and transform it into valuable meals for the community.

The Mayor thanked both Tim Hierlihy and Guerin Sykes for their initiative and dedication to the community. He noted that no decision would be made at this time but assured them that Council would take their request into consideration and follow up after the next Council meeting in January.

4.4 Bay Street

K. Meisner presented an update on the Bay Street Project, providing an overview and noting that a Resolution of Council is required to get the GRID and CHIP Funding applications put forward.

Background

- In 2022, an application was successfully submitted under the Investing in Canada Infrastructure Program (ICIP) for the Bay Street project.
- New funding applications GRID and CHIP to cover the shortfall and minimize municipal/taxpayer impact.

Bay Street currently faces several challenges, including potholes, lack of sidewalk access, and aging underground infrastructure, which has led to frequent sewer inflow/infiltration and a non-continuous stormwater system.

The proposed work involves a comprehensive overhaul of underground utilities, including water, wastewater, stormwater, electrical, and communications systems. Key goals include enhancing fire protection and water service reliability for critical facilities like the hospital, elevating roadways and upgrading stormwater systems to mitigate flood risks, and improving accessibility and the overall appeal of the town's entrance.

Council approved the resolution to pursue additional funding for the Bay St. Municipal Servicing Upgrades Project, with costs and municipal contributions to be reviewed during the capital budget process. Staff is optimistic about securing GRID funding, with construction targeted for 2025–2026.

R. Delorey noted to the new Council that the project had been previously approved by the former Council, with the current focus being on addressing the funding shortfall.

Discussions ensued.

Resolution

It was Moved and Seconded “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.”

Motion carried.

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

4.5 Pan-African, Flag Raising Request (January 31, 2025)

It was Moved and Seconded “to approve the request to fly the Pan African Flag from January 31, through February 28, 2025, as requested.”

Motion carried.

5. Business from Minutes

5.1 Committees

5.1 a Appointments Accessibility

It was Moved and Seconded “that Councillor P. McKenna & Mayor S. Cameron have been appointed on the Accessibility Committee.”

Motion carried.

5.1 b Appointments Eastern District Planning Commission (EDPC)

It was Moved and Seconded “that Councillor J. Sullivan & Councillor L. MacLellan have been appointed on the EDPC Committee.”

Motion carried.

5.1 c Appointments Community Navigation and Physician Retention Association

Councillor A. Murray & Deputy Mayor D. Roberts both put their name forth and a vote occurred with results indicating that Councillor A. Murray had been appointed.

It was Moved and Seconded “that Councillor A. Murray & Mayor S. Cameron have been appointed on the Community Navigation and Physician Retention Association Committee.”

Motion carried.

5.1.d Appointment Arena Commission

Mayor S. Cameron and Councillor J. Sullivan had been appointed to the Arena Commission Board. One Community member has put forth a nomination, Donnie MacInnis.

The council suggested that staff circulate an advertisement on social media seeking nominations in the New Year.

6. New Business

Deputy Mayor D. Roberts excused herself from the table at 7:33 PM

6.1 Dr.JJ Carroll Grants, (Memorandum to Council)

K. MacInnis addressed the Council’s questions regarding recommendations for the Dr. J. J. Carroll Awards.

Deputy Mayor D. Roberts returned to the table at 7:35 PM

K. MacInnis clarified the grant’s purpose and outlined the programs eligible for funding. Special requirements accompany the grant, specifying that funds must benefit the youth of Antigonish, particularly through swimming and track and field programming.

Discussion ensued.

It was Moved and Seconded “that Town Council approve the 2025 proposed allotment of the \$6,000.00 JJ Carroll Grant to the St. FX Track & Field Club (\$3,000.00), Antigonish Community Swim Program (\$1,000.00), and Wee Lads and Lassies program (\$2,000.00).”

Motion carried.

6.2 No Cell phone use during Council related meetings

Deputy Mayor D. Roberts emphasized the need for clarity and possibly a policy on cell phone usage during council meetings, citing it as distracting and unprofessional.

Discussions ensued.

Several councillors agreed that this can be a respected issue during a meeting and if it is an emergency make it known and you can excuse yourself during the meeting.

Mayor S. Cameron thanked Deputy Mayor D. Roberts for addressing this and that it is a great reminder, and that council can be conscious of their usage and be respectful when someone has the floor that they have their undivided attention.

6.3 Flood Protection

Councillor L. MacLellan raised concerns regarding continued flood protection and provided an update on efforts related to the Wrights River and Brierly Brook. He referenced a 1995 Wrights River Ice Study, which examined how ice moves down the river and provided solutions to minimize ice formation.

Over the past 30+ years, the Town has invested \$140,000 in flood protection measures for the Wrights River. These efforts have successfully reduced ice formation and improved the movement of ice downstream.

The Town in the past purchased land between the Wrights River and West River to create an Ice Park (referred to as a Delta), which serves as a storage area for ice and helps manage its movement down the river.

A Berm repair project was completed this year by landowners on St. Andrews Street.

In exploring this, Councillor L. MacLellan recommended further actions;

- # 1 – Improve communication on Flood Protection issues in the Town and to make people aware of Flood protection and what we are doing with it.
- # 2- Continue to monitor and stabilize the banks. Not a lot in that area – most of the study has been implemented step by step by provincial authorities.
- #3 – Continue periodic cleaning of the vegetation growth of the Ice Park.
- #4 – Explore watershed management for Wrights River to reduce ice impact on the rivers.

L. Maclellan made the following motion, proposing to clear the vegetation in the Ice Park, funds not to exceed \$4000.00 and to be carried out as soon as possible.

Motion

It was Moved and Seconded “that the Town Authorizes funds not to exceed \$4000.00 for clearing of vegetation in the Ice Park to be carried out as soon as possible.”

Motion carried.

Discussion ensued.

7. Correspondence

a) **2025 Atlantic Baseball – All-Star Series, Challenger Baseball**

Letter from Randy Crouse, Coordinator, Antigonish Challenger Baseball was sent to Council by email seeking sponsorship for the 2025 Atlantic All-Star Series. The letter did not specify a particular funding request.

Mayor S. Cameron suggested that this item be deferred until next month to allow staff time to obtain the specific funding amount. Staff will bring this information back to Council for further consideration.

Councillor D. Roberts asked the Chair if the discussion on the Committee structures can be discussed.

Discussion ensued on the various Committees.

Councillor L. MacLellan excused himself from the table and left the room at 8:03 PM

Councillor L. MacLellan returned to the table at 8:05 PM.

Mayor S. Cameron excused himself from the table and left the room at 8:12 PM

Deputy Mayor D. Roberts took the Chair.

Mayor S. Cameron returned to the chair at 8:17 PM.

8. Staff Reports

CAO Report

- R. Delorey provided some updates on the College St bridge noting that work is progressing and should be completed this week barring any unforeseen delays.
- R. Delorey provided an update on Desludging noting that the project is progressing well. Over 50% complete.

Discussions ensued.

Deputy Mayor D. Roberts asked for a follow up on the Wate By-Law. Status is waiting for communication back from the Department of Justice. CAO, R. Delorey advised with the recent Provincial election, advised appointments were only made to the new ministers of the cabinet so in the New Year staff will reach out to follow up on this.

9. Council Reports

- Deputy Mayor D. Roberts provided an update on the Antigonish Community Transit Committee (ACT). The committee recently welcomed Richie Connors as the new General Manager. On November 27th, the board received confirmation that two new accessible vehicles were scheduled for delivery, and they have now arrived. Each vehicle is equipped with five stalls. Currently, the vehicles are in the process in getting decals and licensed. The committee anticipates having them operational early in the new year.

- Councillor P. McKenna shared updates on his recent activities. He attended his first Library Committee meeting (PARL), attended a few council orientations, and attended an offshore wind information session.
- Councillor A. Murray provided two updates;
 - The Museum Board held its December meeting, where they welcomed a new board member, Councillor J. Pelly.
 - Expressed gratitude to staff and contractors for their efforts in creating the town's festive holiday decor.

10. With there being no further business the meeting was adjourned at 8:33 PM

DRAFT

**Special Council Meeting
January 9, 2025
Town Council Chambers**

Present

Mayor S. Cameron
Deputy Mayor D. Roberts
Councillor L. MacLellan
Councillor, P. McKenna
Councillor A. Murray
Councillor J. Pelly
Councillor J. Sullivan

Also in Attendance

R. Delorey, CAO
M. Fougere, Deputy Clerk
M. Barkhouse, Director of Corporate Services
K. MacInnis, Director of Community Development
B. Collier, Manager of Accounts
K. Meisner, Director of Public Works

1. Call to Order

Mayor S. Cameron called the meeting to order at 8:44 PM.

2. Approval of Agenda

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

3. Presentation of financial Statements

“It was Moved and Seconded to approve the draft Consolidated and Non-Consolidated financial statements as presented by D. Chiasson, MNP of the Audit Committee on January 9.”

Motion carried.

4. Active Transit (AT Trail) Presentation

- K. MacInnis gave an overview on the AT trail, noting the concept of a active trail system that dates back to a 2007 partnership between the Town of Antigonish and the Regional Development Authority.
- Trail Study was completed in 2014, building on the earlier study, the 2014 Active Transportation (AT) plan involved both the town and county.
- The town’s application for funding was submitted in 2020 under the Investing in Canada Infrastructure Program (ICIP). The county received approval in July 2022. The province accelerated the county’s project by incorporating it into the roundabout construction.
- **Phase 1** -The Governors Hall to James Steet and James Street to Highland Drive section has been completed. 2024

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- **Phase 2**– St. Ninian Street 2025
Highland Drive to Church St. (680 meters). The infrastructure will involve replacing existing sidewalks with a 3-meter-wide shared asphalt pathway closer to the street.
 - A multi-directional shared-use pathway for both cyclists and pedestrians.
 - Replacement of sidewalks with an asphalt pathway extending 3 meters toward the street from the sidewalk’s current edge.
 - Proposed routing will utilize natural walking paths through properties near Church Street, connecting Columbus Field to East Main/Bay Street.
- **Phase 3**- East Main St. from end of East Main St. bridge to beginning of Adam St.
 - A multi-directional shared use pathway for both cyclists and pedestrians.

- **Phase 4** – Columbus Field Portion 2025

Break down of the AT Spine Funding was shared outlining the following;

Total estimated cost of the project is \$4,074,500.00 with ICIP Funding

\$1,358,000.00 – Provincial funding (33.33%)

\$1,629,800 – Federal Funding (40%)

\$2,987,800.00 – Total funding = 73% dollars to the total estimated cost

Additional funding \$333,477.00 – one-time provincial Grant.

Total cost to date: \$1,357,231.00

Total cost covered by funding \$1,329,734.00

Total Municipal Contribution to date: \$27,837.00

K. MacInnis provided 3 options to council as follows;

Option A: Proceed As Planned – sign provincial RFA to extend project deadline to March 31, 2027.

Option B: To Proceed with Bay Street only for 2025-2026 (Main/St. Andrews Street section to Adam Street) and sign Provincial RFA to extend project deadline to March 31, 2027.

Option C: To Cancel all remaining sections.

Discussions ensued.

Councillor P. McKenna expressed support for Option A, however recognizing the consensus in the room he moved to adopt Option B.

“That Town Council endorses continuation of the Active Transportation Spine Project East Main St. to Bay St. sections and request staff to integrate the project with the Public Works Bay St Project to bring forward as part of the Towns 2025 2026 Capital Budget Proposal and that the Mayor and CAO signs off the Provincial request for approval to extend the project to the end of fiscal year 2027 as approved by the province.”

Discussions ensued.

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It was mentioned that during the elections campaign, several councillors encountered concerns from residents regarding the first section of the AT Trail, specifically its impact on the condition of West Street. Given that other streets in the town also require attention.

Discussions ensued.

K. MacInnis acknowledged that communication about the AT Trail could have been better. However, detailed information on the project was shared with all candidates on September 12th, prior to the election, to ensure they were informed.

Councillor L. MacLellan suggested that there be a Town Hall on this issue and proposed an Amendment be made to the Motion.

Amendment to the motion for a Town Hall to be held before the Capital Budget Proposal on Option B.

Amended Motion

“It was moved and seconded That Town Council endorses continuation of Active Transportation Spine Project East Main St. to Bay St. Sections and request staff to integrate the project with the Public Works Bay St Project to bring forward as part of the Towns 2025 2026 Capital Budget Proposal and that the Mayor and CAO signs off the Provincial request for approval to extend the project to the end of fiscal year 2027 as approved by the Province.” and a Town Hall to be held before the Capital Budget proposal on Option B.”

Motion carried.

At 10:10 PM the meeting was adjourned

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

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 16th 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:

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

Anticipated Revenue:

Description	Requested	Confirmed
Town of Antigonish	\$3,500.00	
Municipality of the County of Antigonish	\$3,000.00	\$2,500.00

Total Amount Requested from Town of Antigonish: \$3,500.00

In-Kind Contributions:

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

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

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



All-of-Us Society for Art Presentation (ASAP)

Town of Antigonish

Presentation to Council Regarding Discretionary
Funding for 2024 Fiscal

January 20, 2025

Community Arts Partners

Antigonish Culture Alive (ACA)

Antigonight/Mural Program

Arts Health Antigonish (AHA!)

Antigonish Performing Arts Series (APA)

Antigonish Art Fair/Arts House Association

Breaking the Silence

Floatchella

L'Arche Antigonish

Hearts & Hands Studio

Nova Spiritus Society



Organization Timeline

2010- ASAP incorporated as a registered non-profit.

2010-2017- Hosted a free space for artists and artistic residents on Main St.

2018- Closed the ASAP Centre.

2018-Present- Artist Residency Program with community partners.



Artist Residency Program

Annual program that supports 1-2 professional and emerging artists for a summer residency.

The residency is hosted by a community partner (e.g. L'Arche Antigonish, Chez Deslauriers, Keppoch Mountain, St. Martha's Regional Hospital).

Artist is paid \$2000-\$4000 to create, continue, or complete a full or part-time between May-September (expanded 2023).

Antigonight Partnership- each artist presents to community at Antigonight with potential to be granted an additional artist fee.



Program Highlights

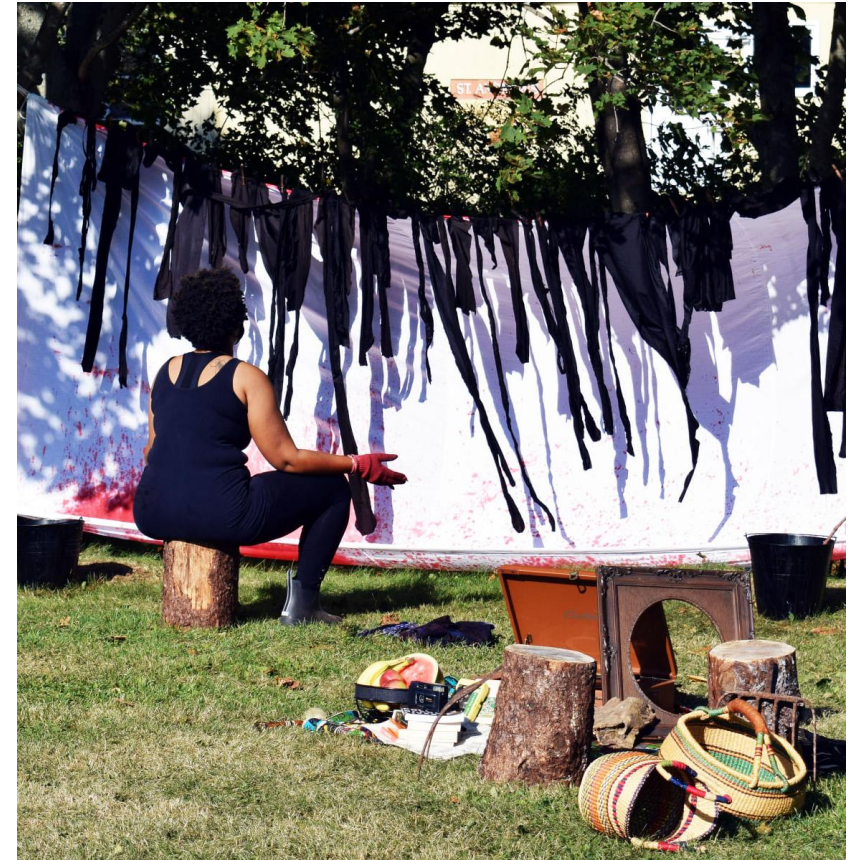
E. Brunelle's following show at The Tall & Small, and ensuing programs.

Tara Reddick's Antigone show during the Covid-19 pandemic.

Janette Fecteau's show connecting Councilor Judy Jullian and Yamina Mazat Morales, from Guatemala

Andy Pumpfry's mural installation in the pediatric treatment room at St. Martha's hospital

In negotiations with the Midwife Collective to install a mural.



Budget

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

Description	Requested	Confirmed
Town of Antigonish	\$3,500.00	
Municipality of the County of Antigonish	\$3,000.00	\$2,500.00

Total Amount Requested: \$3,500.00

Thank You!

Questions?

Amberlee Boulton, MSW, RCSW
Clinical Therapist, ASAP Chair
info@amberleeboulton.com

Football Canada

U18 CANADA CUP

U16 EASTERN CHALLENGE

DATES: EASTERN CHALLENGE JULY 14 - 19, FOOTBALL CANADA CUP JULY 12 - 20



About

FOOTBALL NOVA SCOTIA

- COMMITTED TO DEVELOPING AND PROMOTING FOOTBALL ACROSS THE PROVINCE.
- PROVIDING YOUTH WITH OPPORTUNITIES TO GROW THROUGH SPORT, TEAMWORK, AND COMPETITION.
- PROVEN SUCCESS IN HOSTING EVENTS THAT POSITIVELY IMPACT LOCAL COMMUNITIES.





Event **OVERVIEW**

- FOOTBALL CANADA CUP IS ONE OF MOST PRESTIGIOUS TOURNAMENTS IN CANADIAN FOOTBALL, BRINGING TOGETHER THE BEST JUNIOR FOOTBALL TALENT FROM ACROSS THE COUNTRY. THIS EVENT SERVES AS A KEY SELECTION OPPORTUNITY FOR TEAM CANADA'S U18 NATIONAL TEAM.
- THE EASTERN REGIONAL CHALLENGE IS A PREMIER TOURNAMENT THAT HIGHLIGHTS EMERGING FOOTBALL TALENT FROM EASTERN CANADA. IT PROVIDES A PLATFORM FOR ATHLETES TO COMPETE AND SHOWCASE THEIR SKILLS, ALL WHILE BEING SCOUTED BY COACHES AND TEAM REPRESENTATIVES.
- HELD AT STFX UNIVERSITY, HIGHLIGHTING ITS WORLD-CLASS FACILITIES.



Total **EXPENSES**

VENUE - GAME & PRACTICE FIELDS	\$ 15,000
MEETING ROOMS	\$ 11,000
MEDICAL SERVICES & SUPPLIES	\$ 7,500
TRANSPORTATION - AIRPORT	\$ 40,000
HOC - TRAVEL/ACCOMMODATIONS	\$ 15,750
VOLUNTEERS (CLOTHING/MEALS/ETC)	\$ 8,500
OFFICIALS	\$ 9,200
MARKETING & SPONSORSHIP	\$ 15,000
HOSPITALITY	\$ 20,500
OPERATIONS	\$ 30,000
TOTAL EXPENSES	\$172,450



Why

THIS EVENT MATTERS TO ANTIGONISH

- INCREASED LOCAL TOURISM: HOTELS, RESTAURANTS, AND BUSINESSES BENEFIT FROM VISITORS.
- ENGAGE THE COMMUNITY THROUGH VOLUNTEER OPPORTUNITIES
- ESTABLISHING ANTIGONISH AS A HUB FOR HIGH-LEVEL YOUTH SPORTS EVENTS.

Antigonish

NOVA SCOTIA'S FREE SPIRIT



Why **THIS EVENT MATTERS TO ANTIGONISH**

- WE ESTIMATE OVER 5000 ATTENDEES BRINGING ECONOMIC ACTIVITY TO LOCAL BUSINESSES.
- MEDIA COVERAGE AND LIVE STREAMS SHOWCASING ANTIGONISH TO A NATIONWIDE AUDIENCE.
- AVG LIVE STREAM VIEWS PER GAME
 - -U16 - 6625
 - -U18 - 8017
- STRENGTHENING COMMUNITY TIES AND FOSTERING YOUTH DEVELOPMENT THROUGH SPORT.



Join Us
**IN SUPPORTING
THIS EVENT!**

HELP US MAKE THIS EVENT A SUCCESS
FOR ANTIGONISH AND OUR YOUTH
ATHLETES!



Antigonish

NOVA SCOTIA'S FREE SPIRIT



Thank

YOU

Proclamation

WHEREAS African Heritage Month provides an opportunity to recognize, honor, and celebrate the rich culture, traditions, achievements, and contributions of the people of African descent to our community, province, and country; and

WHEREAS African Heritage Month is also a time to reflect on the legacies of resilience, strength, and leadership demonstrated by African Nova Scotians, while recognizing the importance of addressing systemic racism and advancing equity and inclusion in our community; and

WHEREAS this year's provincial theme, "Legacy in Action: Celebrating Black Brilliance", highlights the living legacy of African Nova Scotians, honoring the impact and perseverance of the long-standing community; and

WHEREAS the Town of Antigonish acknowledges the historical and ongoing contributions of African Nova Scotians, who have shaped and enriched the cultural, social, and economic fabric of our region;

THEREFORE, be it resolved that I, Sean Cameron, Mayor of the Town of Antigonish, do hereby proclaim February 2025 as African Heritage Month in the Town of Antigonish and encourage all residents to participate in activities, events, and educational opportunities that celebrate and honor African heritage.

Signature: _____

Date: _____

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



Antigonish Challenger Baseball
4124 South River Road
Antigonish, Nova Scotia
B2G 0B4

January 14, 2025

Dear Town of Antigonish Council:

From August 1st to 3rd, Antigonish Challenger Baseball will host the 2025 Atlantic Challenger Baseball All-Star Series. This event will bring together Challenger Baseball programs from Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island to celebrate camaraderie, inclusivity, and the joy of the game. Athletes will participate in a variety of activities, including baseball, swimming, bowling, sledge hockey, skating, wheelchair tennis, and more—creating lasting memories in a supportive and recreational environment.

Following the success of the inaugural event in 2024, which was also hosted by Antigonish, both the Jays Care Foundation and Challenger Baseball Canada have requested that our community host the Atlantic Challenger Baseball All-Star Series in 2025 and 2026, with the potential for Antigonish to become the permanent host for this event.

Last year, 94 athletes from 10 programs across Atlantic Canada participated along with over 400 volunteers, coordinators, and supporters. We anticipate even greater participation in 2025.

The total cost of the 2024 event was \$55,000, and we project a budget of approximately \$60,000 for this year. To eliminate as many barriers as possible and encourage full participation, the event will be offered at no cost to all participants. Due to this, our team relies heavily on fundraising, grants, and community support.

For those unaware, Challenger Baseball is a program that provides an opportunity for children, youth, and adults with cognitive, sensory, and/or physical disabilities to enjoy the full benefits of participating in baseball at a level structured to their abilities. With the support of dedicated buddies, every player receives the encouragement and assistance they need to thrive on the field. Beyond the game, this program fosters physical and social skill development, boosts self-esteem, forges friendships, strengthens community bonds, and instills a sense of belonging within a team.

Each season, Antigonish Challenger Baseball applies for a Community Grant through the Town of Antigonish to support our local programming. In its 11th season, our program saw 47 athletes

with varying abilities, 115 buddy volunteers, and 3 coordinators participate. Please note that the funds from the Community Grant are dedicated to local programming, not to the Atlantic Challenger Baseball All-Star Series.

Today, we are seeking the Town of Antigonish's support for the upcoming Atlantic Challenger Baseball All-Star Series. We have attached a Sponsorship document, which will also be shared with local businesses and other potential supporters. Any support the Town of Antigonish can provide for this event would be immensely appreciated and help make this event a success.

Thank you for your time and consideration.

Sincerely,

Randy Crouse

Randy Crouse
Coordinator, Antigonish Challenger Baseball



Dear Potential Sponsor:

On August 1st-3rd, 2025, Antigonish Challenger Baseball will be hosting the Atlantic Challenger Baseball All-Star Series. This event will unite Challenger Baseball programs from across Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island in a celebration of camaraderie, inclusivity, and the joy of the game. Our athletes will have the opportunity to participate in various activities including baseball, swimming, bowling, sledge hockey, skating, and more, creating unforgettable memories in a supportive and recreational environment.

Challenger Baseball is a program that provides an opportunity for children, youth, and adults with cognitive, sensory, and/or physical disabilities to enjoy the full benefits of participating in baseball at a level structured to their abilities. With the support of dedicated buddies, every player receives the encouragement and assistance they need to thrive on the field. Beyond the game, this program fosters physical and social skill development, boosts self-esteem, forges new friendships, strengthens community bonds, and instills a sense of belonging within a team.

To ensure a memorable event for all participants, we are reaching out to the community for your support. Your generosity can take many forms, including donating an item to our Spring silent auction, providing financial contributions, or offering in-kind donations. In appreciation of your support, we will recognize your contribution through a variety of channels, as outlined below. Please consider supporting the Atlantic Challenger Baseball All-Star Series.

GRAND SLAM SPONSOR \$5000

- Full page advertisement in the event program. The art to be provided by the sponsor.
- Large logo on the event banners, which will be displayed in a highly populated area during the event. The banner will be designed and produced by the host committee.
- Promotion through Nova Scotia Challenger Baseball social media channels.
- Logo displayed on the Nova Scotia and Antigonish Challenger Baseball websites.
- Live sponsorship announcement during our event banquet.
- Sponsorship announcement on our local radio station leading up to the event.

HOME RUN SPONSOR \$2000

- ½ page advertisement in the event program. The art to be provided by the sponsor.
- Medium logo on the event banner, which will be displayed in a highly populated area during the event. The banner will be designed and produced by the host committee.
- Promotion through Nova Scotia Challenger Baseball social media channels.

- Logo displayed on the Nova Scotia and Antigonish Challenger Baseball websites.
- Live sponsorship announcement during our event banquet.

TRIPLE SPONSOR \$1000

- ¼ page advertisement in the event program. The art to be provided by the sponsor.
- Small logo on the event banner, which will be displayed in a highly populated area during the event. The banner will be designed and produced by the host committee.
- Promotion through Nova Scotia Challenger Baseball social media channels.
- Logo displayed on the Nova Scotia and Antigonish Challenger Baseball websites.
- Live sponsorship announcement during our event banquet.

DOUBLE SPONSOR \$500

- Business listed in the event program.
- Business listed on the event banner, which will be displayed in a highly populated area during the event. The banner will be designed and produced by the host committee.
- Promotion through Nova Scotia Challenger Baseball social media channels.
- Business listed on the Nova Scotia and Antigonish Challenger Baseball websites.
- Live sponsorship announcement during our event banquet.

SINGLE SPONSOR – SILENT AUCTION ITEM DONATION OR DONATION LESS THAN \$500.

- Business listed in the event program.
- Promotion through Nova Scotia Challenger Baseball social media channels.
- Business listed on the Nova Scotia and Antigonish Challenger Baseball websites.
- Live sponsorship announcement during our event banquet.

Any support you could provide our team and event would be greatly appreciated. Please feel free to contact me at randy.crouse@hotmail.com or 902-318-0707 (cell) with any questions. I would like to thank you for your time and consideration.

Sincerely,

Randy Crouse

Randy Crouse
National Coordinator, Challenger Baseball Canada
Provincial Coordinator, Nova Scotia Challenger Baseball
Coordinator, Antigonish Challenger Baseball

ADDITIONAL EVENT AND PROGRAM INFORMATION

Over the last twelve years, Challenger Baseball, which is offered free to all participants, has grown to now include eleven communities who offer programming - Antigonish, Dartmouth, East Hants, Fall River, Glace Bay, Hammonds Plains, Pictou County, Port Hawkesbury/Strait Area, Sydney/Sydney Mines, Truro, and Wolfville. New Brunswick, Prince Edward Island, and Newfoundland have also grown significantly. These programs provide opportunities for 600+ athletes with varying forms of disabilities to participate in organized sport.

This event will also be supported, promoted, and attended by members of Baseball Nova Scotia, Jays Care Foundation (charitable arm of the Toronto Blue Jays), Challenger Baseball Canada, Town of Antigonish, Municipality of the County of Antigonish, and St. Francis Xavier University.

Thank you again for your time and consideration.



Income	Projected/Requested	Actual
Jays Care Foundation All-Star Series Grant	10,000.00	
Town of Antigonish		
Municipality of the County of Antigonish		
Baseball Nova Scotia	3,500.00	
EDIA Grant	7,000.00	
Sport Nova Scotia Grant	4,000.00	
Parasport Nova Scotia Grant		
Challenger Baseball Canada Travel Grant	2,000.00	
Antigonish McDonald's	500.00	500.00
Antigonish Kinsmen		
Evelyn Shea/Cars R Us		
Hunter Environmental Services	750.00	750.00
Portland Street Honda		
Online Auction	5,000.00	
Fundraising	5,000.00	
MasterTech HVAC and Plumbing		
Gil-Son Construction		
Festival and Community Development Program	5,000.00	
Total Income	42,750.00	1,250.00
Expenditures		
	Projected	Actual
The Sandlot/Sports Complex - Field Rental	0.00	0.00
St. Francis Xavier University Main Arena Rental - Check-In/Meet and Greet/Banquet	5,000.00	
St. Francis Xavier University Main Gymnasium Rental	250.00	
St. Francis Xavier University Aux Gymnasium Rental	250.00	
St. Francis Xavier University Pool Rental	300.00	
St. Francis Xavier University Rink Rental	300.00	
St. Francis Xavier University Conference Room Rental - Movie Night	325.00	
Pins Bowling Rental	345.00	
Medals/Awards	1,500.00	
Certificates	250.00	
Ollie Bots	2,000.00	
Event Programs	250.00	
Food	15,000.00	
Water/Non-Alcoholic Drinks	1,000.00	
Ice	250.00	
Canteen Supplies	500.00	
Bathroom Facilities/Portable Toilets	0.00	0.00
Atlantic Challenger Baseball Volunteer Shirts	2,000.00	
Banners/Backdrop/Signage	500.00	
Photo Booth	250.00	
Printing and Promotion/Event Map/Event Schedule	1,000.00	
Welcome Bags	1,500.00	
Security	0.00	0.00
Thank You Gifts	500.00	
First Aid	100.00	
Slide Show	0.00	0.00
Music/O Canada	0.00	0.00
Audio/Wireless Microphone/Laptop Rental and Labour	750.00	
Sensory/Quiet Space/Room Rental	350.00	
Sensory/Quiet Space/Room Supplies	250.00	
Family 1st Medical - Devin Oliver (902-863-8173/devin@family1st.ca)	500.00	
Accommodations	23,500.00	
Miscellaneous	500.00	
Contingency	1,000.00	
Total Expenditures	60,220.00	0.00

To: Town Council
Chief Administrative Officer

Submitted by: Kate MacInnis, Director of Community Development

Date: Wednesday, January 15, 2025

Subject: Advisory Committee Policy Amendment

Origin

This memo is to provide an overview to Council on the recommendation to amend the Advisory Committee Policy based on the decision to add three new Advisory Committees and a recommendation to establish a Nominations advisory committee for Council.

Background

The Town adopted an Advisory Committee Policy in January 2021. This policy outlines provisions regarding committee membership, the role of committees, authority of committees and how the Town advertises to fill committee member vacancies for citizen representatives. Also included are Terms of Reference for the following Town Council Advisory Committees:

- Accessibility Advisory Committee
- Audit Committee
- Community Enhancement Committee
- Fire Committee
- Planning Advisory Committee
- Police and Licence Committee
- Waste Management Committee

The Town also has a Policy on the Appointment of Town Council Members to Community Committees Policy that was adopted in September 2003. This policy states that Town Council should not appoint Town elected representatives to Community Committees where there is potential for conflict or perceived conflict between the community group or organization and Town Council. Councillors or the Mayor can be a member of community boards/organizations as citizens of the Town. In situations where a conflict or perceived conflict of interest is unavoidable, the individual involved should give consideration to the [Conflict of Interest Legislation](#).

Copies of both policies, as well as the Code of Conduct Policy that refers to Conflict of Interest Legislation, are attached to this memo for reference.

Town Council Advisory Committees

During the November and December Regular Council meetings, there was discussion regarding Council member appointments to committees. In this discussion, Council added reference to three new Town Council Advisory Committees, which were:

- Water and Sewer Advisory Committee
- Recreation Advisory Committee
- Public Property & Streets Advisory Committee

There was also discussion regarding changing the name of the Community Enhancement Committee to the Beautification Committee. For context, the Beautification Committee and Recreation Committee were merged to create the Community Enhancement Committee in 2021.

To properly initiate these changes to the Town's Committee Structure, staff recommend amending the Advisory Committee Policy. This recommendation is made pursuant to Section 24 of the Municipal Government Act, which empowers Council to establish Committees and section 23(1) of the Municipal Government Act which empowers Council to make policies providing for and conferring powers and duties upon them.

Staff would aim to bring forwarded an amended Advisory Committee Policy for review to the February Regular Council meeting. To effectively amend the Advisory Committee Policy to reflect the desired changes, Mayor and Council are asked to provide the Director of Community Development with their thoughts on the scope of work for each of the new committees, and if applicable any updates to existing committees. Staff will use this feedback to develop a terms of reference for each new committee and any other necessary updates. Mayor and Council are asked provide the requested feedback to the Director of Community Development via email by January 31 at 4 p.m.

Citizen Appointments

Citizen appointments to Town Council Advisory committees are vital for ensuring community involvement and diverse perspectives in the decision-making process. The Town's administration has encountered challenges in being able to find up to date records of current citizen appointments and when those appointments were made. The most recent listing that was found dated back to 2021. This list includes only names or current members but lacks critical details such as their term durations and appointment dates. The absence of this information complicates the process of tracking membership turnover, planning future appointments and ensuring transparency.

Given the lack of detailed information on citizen appointments to Council Advisory Committees, it is recommended that all appointments be reset and new appointments with set terms are made by April 1, 2025. This time timeline aligns with the Town's current Advisory Committee policy and provides an

opportunity to establish a comprehensive record-keeping system moving forward. To ensure continuity and avoid disruption to committee operations, all current members will continue to serve in their roles until the new appointments are finalized and vacancies are filled. This approach balances the need for improved administrative practices with the importance of maintaining committees' functionality.

In addition to Town Council's Advisory Committees, the Town's Intermunicipal Service Agreements for the Arena, REMO, Antigonish Heritage Museum, PARL, RCMP Advisory, RK MacDonald Nursing Home, Community Navigator, and EDPC need to be reviewed to ensure compliance with citizen representatives and term limits. For example, as per the Joint RCMP Advisory Committee Terms of Reference committee appointments for citizen representatives are reset following a municipal election.

To maintain compliance with Town policy, staff recommend letters be issued from the mayor to all citizen appointments notify them of the committee's membership being reset, thank committee members for their service and encourage them to re-apply to their current committee or explore opportunities to join other Town or joint Town and County Committees. With the endorsement of Council, staff will begin advertising for applications on all Town Committees, including the new ones that need to be adopted into policy.

Establish A Nomination Committee

As a result of these challenges staff are recommending the creation of a Nomination Committee to oversee the appointment process for internal Town Council Advisory Committees and Joint Advisory Committees. This committee would be responsible for reviewing applications, assessing candidate qualifications, and ensuring that appointments align with the Town's policies. The Nomination Committee would make recommendations to Council for formal approval and appointment. By centralizing and formalizing the nomination process, the committee can help establish clear criteria, promote transparency, and create a consistent approach to citizen appointments. This initiative will also ensure that new appointments made by April 1, 2025, are conducted in an efficient manner while addressing the current gaps in administrative records.

To establish a Nomination Committee, a further amendment would have to be made to the Town's Advisory Committee Policy.

The recommended amendment for the creation of a Nomination Committee would include the following Terms of Reference:

Provisions Regarding the Nomination Committee:

1. Council hereby confirms the establishment of the Nomination Committee as a standing Committee.

2. The Mandate of the Nomination Committee would be to oversee and manage the process of appointing Council members and citizens to Town Council Advisory Committees ensuring transparency, fairness and alignment with the Town's policies and strategic priorities:
 - i) Notify the Communications team when advertising to invite applications for Council Advisory Committees is needed.
 - ii) Assess all submitted applications for Council Advisory Committee positions to ensure candidates meet the established criteria.
 - iii) Evaluate applicants based on qualifications, skill, and experience relevant to the specific committee's mandate.
 - iv) Provide recommendations to Council for final approval and appointment.
 - v) Establish a consistent and transparent process for nominations and appointments.
 - vi) Maintain clear records of appointments and membership details.
 - vii) Ensure that all appointments are made within the defined timelines.
3. Notwithstanding s. 2(iv), when nominations are being considered by Council councillors maintain the right to bring forward nominations from the floor. For further clarity, Council is not required to approve members brought forward by the nomination committee; these nominations are recommendations to Council.
4. The Committee will meet once a quarter or as needed.
5. Membership includes the Mayor, two councillors and the Deputy Clerk.

Staff would formally bring this amendment forward in February along with the Advisory Committee Policy changes that will come with the creation of a Terms of Reference for Water & Sewer, Public Streets & Sidewalks, and Recreation Committees.

Community Organizations and Boards

In reviewing Town Council committees, intermunicipal service agreements and external boards, staff wanted to bring awareness to the Appointment of Town Council Members to Community Committees Policy.

Town Council has four external community boards/organizations that we understand Council members serve on or are affiliated with. Three of the four below had Council endorsement at the November 2024 Regular Council meeting. These committees include:

- Antigonish Community Transit - Council motion (Deputy Mayor)
- People for an Antigonish Rec Centre (PARC) - volunteered; no Council motion (P. MacKenna & J. Pelly)

- Antigonish Affordable Housing Society Board of Directors – Council motion (Deputy Mayor)
- Destination Eastern Northumberland Shores (DEANS) - Council motion (A. Murray)
-

There has been a practice where organizations have asked for a Town Council representative on their Board of Directors or Committee. However, upon further investigation and consultation with the Town's own policy that Council members who sit on external community boards do so as a private citizen.

There is an exception to this policy when the external community organization has it explicitly stated in their by-laws or terms of reference that a seat on their board be reserved for a Town Council member and Council opts to make an appointment. Both ACTS and PARC explicitly state in their by-laws and terms of reference that a seat, or seats, are reserved for Town Council members. For PARC the Town did not appoint, it was explicitly noted that the Councillors volunteered to work with PARC. For DEANS, no elected officials currently sit on their board. The Executive Director consults with elected officials in quarterly meetings to share updates and get feedback.

The Antigonish Affordable Housing Society (AAHS) Board of Directors does not have it stated in their by-laws or policy that a seat on their Board must be a member of Town Council. Therefore, any members of Council that sit on the Antigonish Affordable Housing Society Board of Directors are doing so as a private citizen and should be aware of and review the Appointment of Town Council Members to Community Committees Policy. Town Council did include a motion to appoint the Deputy Mayor to the Antigonish AAHS at the November regular council meeting. However, after reviewing the policy and AAHS's by-laws the Town has no authority to appoint members to the AAHS, so the motion was of no effect. It is up to AAHS to amend accept Board Member nominations and adjust their by-laws if they want a seat explicitly reserved for a member of Town Council.

It should be noted that anyone sitting on an external board/committee should review the Appointment of Council Members of Community Committees Policy and be mindful of Conflict of Interest should these groups look to make any formal requests to Town Council.

Summary of Action Items

- Council members and Mayor to provide Director of Community Development with feedback by January 31, 2025 at 4 p.m. on scope of work for new committees: Water & Sewer Committee, Public Streets & Sidewalk Committee & Recreation Committee, feedback on Nominations Committee terms of reference included herein, and any other feedback or recommendations for amendments to the Town's Advisory Committee Policy.
- Staff to draft the following amendments for the Town's Advisory Committee Policy:
 1. Addition of Terms of Reference for Water & Sewer Committee
 2. Addition of Terms of Reference for Public Streets & Sidewalks Committee

3. Addition of Terms of Reference for Recreation Committee
 4. Addition of Terms of Reference for Nomination Committee
 5. Change the title of Community Enhancement Committee to Beautification Committee
- Staff to develop letter for Mayor to review and approve notifying citizen committee members of the changes to membership and ability to reapply for appointment.
 - Staff to start advertising for citizen applications for all Town committees.

Motions:

Staff recommend the following two motions for consideration:

1. Town Council endorse staff to proceed with drafting amendments to the Advisory Committee Policy to include a Nomination Committee, Water & Sewer Committee, Public Streets & Sidewalk Committee, and Recreation Committee Terms of Reference.
2. That all current citizen appointments to Town Advisory Committees expire effective March 31, 2025 and notwithstanding the Advisory Committee Policy limitations, all current citizen representatives are eligible to apply for appointment / reappointment for a term beginning April 1, 2025 and current committee members are permitted to maintain their seat until the vacancy is filled. Advertising for citizen applications for all advisory committees will begin as soon as possible.

Advisory Committee Policy

Purpose

The purpose of this policy is to provide a procedure and mandate for advisory committees at the Town of Antigonish and is adopted under authority of Sections 22, 23, 24, 25, 26, 44, 200 and 345 of the *Municipal Government Act*, as amended.

General

1. This policy applies to advisory committees in respect of which the voting members are a combination of Council members, citizen members and designated representatives.
2. Any power conferred by this policy upon Council shall be exercised by resolution.
3. The following provisions shall apply to all committees established by this policy, except where the policy specifically provides otherwise:
 - (1) Except to the extent that committee membership is otherwise determined by statute, bylaw or policy, committee membership shall be reviewed every two years by Council or as positions become available on advisory committees. Appointment(s) shall occur on April 1st of the given calendar year. Council may appoint a citizen member for one term of two (2), three (3) or four (4) years. One additional term of four (4) years can be applied for and approved at the discretion of Council.
 - (2) Council may replace, at any time, committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
 - (3) Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
 - (4) The Mayor shall be an ex officio voting member of any advisory committee to which he/she is not appointed.
 - (5) Regular advisory committee meetings shall be held at the Town Council Chambers at 274 Main Street, Antigonish, at dates and times approved by Council. A notice of meeting shall be communicated to all committee members at least three business days in advance of the scheduled meeting. Regular meetings of advisory committees may be rescheduled, relocated or cancelled. Advisory committees may convene for special meetings as deemed necessary.

- (6) A committee may make recommendations to Council regarding the allocation or expenditure of funds but no committee shall have the power to expend funds (Section 23 of the *MGA*).
- (7) A committee shall not utilize external services or otherwise commit the Town of Antigonish to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by a committee.
- (8) No committee shall direct Town staff, rather make recommendations to Council to provide direction to the Chief Administrative Officer (Section 30(4) of the *MGA*).
- (9) A quorum of an advisory committee shall be the same as that which applies to Council pursuant to provincial legislation with any necessary changes for context.
- (10) A member of an advisory committee pursuant to this policy who, without leave of the committee, is absent from three consecutive regular meetings or five meetings within one calendar year, ceases to be a member. The recording secretary shall ensure that the Deputy Clerk is apprised immediately of any circumstances which create a vacancy on any committee.
- (11) Subject to any resolution of Council, the resources which may be utilized by advisory committees shall include:
 - a. advice and support of the Chief Administrative Officer or designate;
 - b. use of external services reasonably necessary to discharge the committee's mandate;
 - c. such other resources as may reasonably be required, by arrangement through the Chief Administrative Officer.
- (12) All meetings, meeting minutes and records of advisory committees shall be open to the public except as expressly authorized by law.

Advertising of Vacancies on Advisory Committees

4. Vacancies on advisory committees shall be advertised in a newspaper circulating in the Town of Antigonish and on the Town of Antigonish website.

Provisions Regarding the Accessibility Advisory Committee

5. Council hereby confirms the establishment of the Accessibility Committee as a standing committee.
6. The Mandate of the Accessibility Committee is:

- (1) To advise and make recommendations to Council concerning accessibility issues on public property within the Town of Antigonish;
- (2) To gather best practices related to accessibility;
- (3) To provide leadership and support on accessibility initiatives;
- (4) To develop and expand partnerships that will enhance accessibility levels in the Town of Antigonish;
- (5) To share ideas, strategies, and resources with partners and community members;
- (6) To evaluate how the municipality assesses its proposals for by-laws, policies, programs, practices, and services;
- (7) To compile a list of by-laws, policies, programs, practices and services the municipality will review in the coming year to identify barriers;
- (8) The Committee may also advise on other municipal obligations under the Act, as follows:
 - a. Access considerations in site plans;
 - b. Improved access to municipal elections and selection of voting locations
 - c. Other matters as directed by Council.

7. The Accessibility Committee shall be composed of the following members:

- (1) Mayor of the Town of Antigonish;
- (2) No more than two (2) Town of Antigonish Councillors;
- (3) Town of Antigonish Chief Administrative Officer (non-voting)
- (4) One (1) member of the Town of Antigonish Planning and Building Services Department (non-voting)
- (5) At least two (2) members who are people with disabilities
- (6) At least two (2) members who are people with disabilities or representatives from organizations representing persons with disabilities.

Provisions Regarding the Audit Committee

8. Council hereby confirms the establishment of the 'Audit Committee'.
9. The mandate of the Audit Committee is specified by the Municipal Government Act.
10. The Chair of the Audit Committee is the Mayor and the Secretary is the Chief Administrative Officer or designate.

11. The Audit Committee consists of all members of Council. Membership automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates upon the termination of a person's status as Council member.
12. The audit committee must include a minimum of one (1) independent member who is not a member of Council or an employee of the Municipality.
13. Where the audit committee does not include the person referred to in section (11):
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the Municipality shall advertise to recruit a person who is not a member of Council or an employee of the Municipality at least once every six months until the requirement is met.
14. The audit committee shall meet at least twice in each fiscal year.

Provisions Regarding the Community Enhancement Committee

15. Council hereby confirms the establishment of the Community Enhancement Committee.
16. The mandate of the Community Enhancement Committee is:
 - (1) To advise and make recommendations to Council regarding plans, projects, activities or services that add value to public facilities and/or public spaces following principles of place-making and community planning.
 - (2) To advise and make recommendations to Council regarding plans, projects, activities or services that enhance the social and cultural vitality of the Town of Antigonish;
 - (3) To engage and collaborate with citizens and community groups on the design, development, and implementation of plans, projects, activities, or services that enhance community vitality of the Town of Antigonish.
 - (4) To gather and assess information and best practices pertaining to place-making and community planning.
17. The Community Enhancement Committee shall be composed of the following members, as appointed by Council:
 - (1) Voting Members:

- a. Three (3) members who currently reside within the community of Antigonish, with preference given to those who actively volunteer with community-based organizations;
- b. Three (3) members of Council.

(2) Non-Voting Members:

- a. The Chief Administrative Officer or designate.

Provisions Regarding the Fire Committee

18. Council hereby confirms the establishment of the Fire Committee as a standing committee.

19. The mandate of the Fire Committee is:

- (1) to advise and make recommendations to Council concerning fire activities in the Town of Antigonish;
- (2) to gather information on best practices pertaining to fire activities associated with the Antigonish Volunteer Fire Department;
- (3) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
- (4) to take action on such matters as are lawfully delegated to it by statute or by Council.

20. The Fire Committee shall be composed of the following members, as appointed by Council:

- (1) voting members:
 - a. Five members of the Antigonish Volunteer Fire Department, one of which shall be the current Fire Chief;
 - b. Three members of Council.
- (2) non-voting members:
 - a. The Chief Administrative Officer or designate to act as Secretary.

Provisions Regarding the Planning Advisory Committee

21. Council hereby confirms the establishment of the Planning Advisory Committee as a standing committee.

22. The mandate of the Planning Advisory Committee is:

- (1) to advise Town Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, as well as general land use planning matters;
- (2) to gather information on matters affecting planning and development;

- (3) to provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
 - (4) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
 - (5) to take action on such matters as are lawfully delegated to it by statute or by Council.
23. The Planning Advisory Committee shall be composed of the following members, as appointed by Council:
- (1) voting members:
 - a. Three members who currently reside within the Town of Antigonish;
 - b. One student representative from St. Francis Xavier University;
 - c. Three members of Council.
 - (2) non-voting members:
 - a. The Chief Administrative Officer or designate to act as Secretary.

Provisions Regarding the Police and License Committee

24. Council hereby confirms the establishment of the Police and License Committee as a standing committee.
25. The mandate of the Police and License Committee is:
- (1) to advise and make recommendations to Council concerning police and license activities in the Town of Antigonish;
 - (2) to gather information on best practices pertaining to public safety, licensing requirements, by-law complaints and enforcement, and parking and traffic flow related matters;
 - (3) to educate the public on public safety and safety issues;
 - (4) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
 - (5) to take action on such matters as are lawfully delegated to it by statute or by Council.
26. The Police and License Committee shall be composed of the following members, as appointed by Council:
- (1) voting members:
 - a. Two members of the Royal Canadian Mounted Police-Antigonish Detachment, one of which shall be the Operating Sergeant;

- b. Two representatives from St. Francis Xavier University, one of which shall represent the Student Union;
- c. One representative from the Antigonish community; and
- d. Three members of Council.

(2) non-voting members:

- a. The Town of Antigonish By-law Enforcement Officer;
- b. The Town of Antigonish Traffic Authority;
- c. The Chief Administrative Officer or designate to act as Secretary.

Provisions Regarding the Waste Management Committee

27. Council hereby confirms the establishment of the Waste Management Committee as a standing committee.
28. The mandate of the Waste Management Committee is:
- (1) to advise and make recommendations to Council concerning waste management activities in the Town of Antigonish;
 - (2) to gather information on best practices regarding the collection, transportation and disposal of solid waste, organics, recyclables, household hazardous waste and bulky waste;
 - (3) to educate the public on waste management issues;
 - (4) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
 - (5) to take action on such matters as are lawfully delegated to it by statute or by Council.
29. The Waste Management Committee shall be composed of the following members, as appointed by Council:
- (1) voting members:
 - a. One representative from the Antigonish community;
 - b. One representative from St. Francis Xavier University Environmental Sector; and
 - c. Three members of Council.
 - (2) non-voting members:

- a. Regional Coordinator/Educator of Eastern Region Solid Waste-Resource Management;
- b. The Chief Administrative Officer or designate to act as Secretary.

Previous Policies

30. The following policies are hereby repealed:

- (1) Beautification and Land Rehabilitation Committee Policy;
- (2) Fire Committee Policy;
- (3) Planning Advisory Committee Policy;
- (4) Police and License Committee Policy;
- (5) Recreation Committee Policy;
- (6) Waste Management Committee Policy.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent:	January 18, 2021
To Consider (Minimum 7 Days):	January 25, 2021
Date of Passage of Current Policy:	January 25, 2021

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



Chief Administrative Officer



Date

Policy on Appointment of Town Council Members to Community Committees

- 1. It shall be the policy of the Town Council of the Town of Antigonish not to appoint Town elected representatives to Community Committees where there is potential for a conflict or a perceived conflict of interest between the community group or organization and Town Council.**
- 2. This shall not preclude the Mayor or any Councillor from becoming a member of any community group or organization as a citizen of the Town.**
- 3. However, elected representatives should always avoid membership and involvement with groups and organizations where a conflict or perceived conflict with the Town is possible.**
- 4. In situations where a conflict or perceived conflict of interest is unavoidable the individual involved must always give consideration to Conflict of Interest Legislation.**

Approved by Town Council September 15, 2003

**Schedule “A”—Model Code of Conduct for Municipalities
prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

Title

- 1** The title of this code of conduct is the *Code of Conduct for Elected Officials of the Town of Antigonish*.

Definitions

- 2** In this Code, the following definitions apply:

“Act” means the *Municipal Government Act*;

“CAO” means chief administrative officer;

“clerk” means the clerk of the municipality;

“closely connected” to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

“Code” means the *Code of Conduct for Elected Officials of the Town of Antigonish*;

“complaint” means a complaint regarding an alleged breach of the Code;

“confidential information” includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality’s property,
- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,

- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (ix) advice that [is] solicitor-client privileged;

“council” means the council of the municipality;

“discrimination” has the same meaning as in the *Human Rights Act*;

“elected official” means any council member, including the mayor or warden;

“family member” means, in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

“harass” has the same meaning as in the *Human Rights Act*;

“investigator” means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

“mayor” means the council member elected at large to be the chair of the council;

“municipality” means the regional municipality, town or county or district municipality, except where the context otherwise requires;

“poisoned environment” means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person’s work environment;

“sexual harassment” has the same meaning as in the *Human Rights Act*;

“warden” means the council member chosen by the council to be the chair of the council.

General purpose

- 3** (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

Interaction with laws and policies

- 4** (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This Code is intended to operate together with, and as a supplement to, the other bylaws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

Guiding principles

- 5** All of the following are the guiding principles for council members’ conduct:

Collegiality: council members must work together to further the best interests of the municipality in an honest and honourable way.

Respect: council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality’s reputation.

Integrity: council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

Transparency: council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

Responsibility: council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General conduct

- 6**
- (1)** A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
 - (2)** A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
 - (3)** A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
 - (4)** A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
 - (5)** A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
 - (6)** A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

Confidential information

- 7**
- (1)** A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
 - (2)** A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.

- (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the bylaws or policies of the municipality.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

Gifts and benefits

- 8 (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
- (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the council member;
 - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
 - (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

Use of municipal property, equipment and services

- 9 (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:
- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
 - (b) it is made available to the council member in the course of carrying out council activities and duties, and is used for purposes connected with the discharge of municipal duties.
- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.

- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

Building, development, planning, or procurement proposals before council

- 10** A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

Improper use of influence

- 11** A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

Business relations

- 12** (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

Employment of persons closely connected to council members

- 13** (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- 14** (1) A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

Adherence to policies, procedures, bylaws and other laws

- 15** (1) Council members must adhere to all applicable federal and provincial legislation.

- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

Respect for council as a decision-making body

- 16** (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

Communicating on behalf of council

- 17** (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

Interactions of council with staff and service providers

- 18** (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council.
- (4) A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding [the] same.
- (5) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members

- (a) if a CAO has been appointed under Section 28 of the Act; or
 - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding [the] same.
- (7) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (8) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

Respectful interactions

- 19 (1) A council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

Reprisals

- 20 A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (Minimum 7 Days): October 25, 2024

Date of Passage of Current Policy: November 18, 2024

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



Chief Administrative Officer

2024-12-10

Date

**Town Council:
Committees Overview**
January 20, 2025



Types of Committees

Inter-Municipal Service Agreements

- Antigonish Arena
- REMO
- James River Stewardship
- Antigonish Heritage Museum
- PARL
- RCMP Advisory
- RK MacDonald Nursing Home
- Community Navigator
- EDPC

Town Council Advisory Committees

- Audit Committee
- Community Enhancement Committee
- Planning Advisory Committee
- Waste Management Committee
- Fire Committee
- Police and License Committee
- Accessibility Committee
- Recreation Committee *New
- Water & Sewer Committee *New
- Public Streets & Sidewalks *New

External Committees/Boards

- Antigonish Affordable Housing Society
- Antigonish Community Transit
- DEANS
- PARC

Additional Town Committees

- Executive Committee
- Committee of the Whole

Existing Town Policy

Advisory Committee Policy

Adopted in 2021

Includes Terms of Reference for Town Council Advisory Committees:

- Accessibility
- Audit
- Community Enhancement
- Fire
- Planning Advisory
- Police & License
- Waste Management

Amending Advisory Committee Policy

Advisory Committee Policy: Amendments

Addition of Terms of Reference for:

- Water & Sewer Committee
- Public Streets & Sidewalk Committee
- Recreation Committee

Additional Amendments

- Changing Community Enhancement Committee name to Beautification
- Establish a Nomination Committee & Add Terms of Reference

Citizen Appointments

Current Challenge

- Administration has encountered challenges in being able to find up to date records.
- Most recent listing available is from 2021 but is missing term durations.

Recommendation

- All appointments be reset and new appointments with set terms made by April 1, 2025.
- All current members can re-apply and maintain seat until vacancy is filled.
- Everyone would start with new terms.
- Include a review of Joint Advisory Committee Appointments.
- Staff would follow-up with all citizen appointments with a letter.



Establish a Nomination Committee

Advisory Committee Policy: Further Amendments

Nomination Committee Mandate:

- Review applications, assess candidate qualifications, align appointments with Town Policy
- Maintain records and keep with timelines & term limits
- Provide recommendations to Council
- Meet once a quarter to review vacancies
- Membership includes the Mayor, two councillors & Deputy Clerk


*Draft Terms of Reference included in Council Memo.

Community Organizations & Boards

Appointment of Town Council Members to Community Committees Policy

- Adopted in 2003
- Town Council should not appoint Town elected representatives to Community Committees where there is potential for perceived conflict of interest between the group & Town Council.
- Councillors/Mayor can join as private citizens.

Exception to Policy

- When the external community organization or board has it explicitly stated in their terms of reference or by-laws that a seat on their Board is reserved for a member of Town Council.
 - ACTS & PARC do have dedicated seats for Town Council.
 - DEANS does not have elected representatives on their Board.
 - AAHS does not have it stated a seat is reserved specifically for a member of Town Council.
- 

Summary of Action Items

Council & Mayor to Provide Staff Feedback on Scope of Work for New Committees:

- Water & Sewer Committee, Public Streets & Sidewalks Committee, Recreation Committee
- January 31, 2025 at 4 p.m. to kate.macinnis@townofantigonish.ca

Staff to Draft Amendments to Town's Advisory Committee Policy:

- Addition of Terms of Reference for Water & Sewer, Public Streets & Sidewalks, Recreation, Nomination Committees.
- Change title of Community Enhancement Committee to Beautification

Communications Items

- Staff to develop a letter for Mayor to review notifying citizen committee members of the changes to membership and ability to reapply for appointment.
- Staff to start advertising for citizen applications for all Town Committees.

Motions for Consideration

Motion 1:

Town Council endorse staff to proceed with drafting amendments to the Advisory Committee Policy to include a Nomination Committee, Water & Sewer Committee, Public Streets & Sidewalks Committee, and Recreation Committee Terms of Reference.

Motion 2:

That all current citizen appointments to Town Advisory Committees expire effective March 31, 2025 and notwithstanding the Advisory Committee Policy Limitations, all current citizen representatives are eligible to apply for appointment/reappointment for a term beginning April 1, 2025 and current committee members are permitted to maintain their seat until the vacancy is filled. Advertising for citizen applications for all advisory committees will begin as soon as possible.



Thank You!





[HOME](#) > [ABOUT FCM](#) > [BOARD OF DIRECTORS](#) > [FCM BOARD ELECTIONS](#)

FCM Board Elections



Currently accepting candidates for vacancies for the remainder of the 2024-2025 board term as follows:

Nova Scotia (1 seat):

- 1 one (1) at-large seat

Saskatchewan (3 seats):

- at least one (1) seat for three (3) largest (by population) Municipal Members [Saskatoon, Regina, Prince Albert]
- one (1) possibly two (2) at-large seats, depending on number of seats filled by largest cities

See [“Links” section](#), below, for ***requirements**.

Deadline: Monday, February 17, 2025, 5 p.m. ET

FCM’s Board of Directors is 74 members strong, with elected representatives from coast to coast to coast. Our board of directors give local priorities a voice at the national level. Eligible member municipal leaders are invited to get involved.

The FCM Board of Directors is elected annually in conjunction with the Annual General Meeting, which is held during our Annual Conference and Trade Show in late May/early June.

The election process launches at the Board of Directors meeting that occurs closest to March 1 every year. Detailed information on the annual elections, including requirements, procedures, and a calendar of deadlines are published on this web page at or around that time.

Eligibility is defined by the Bylaws:

3.07 Election of Directors. Each person seeking to be elected as a Director at the Annual General Meeting shall:

- a. be an Elected Municipal Official,
- b. have the approval of their Municipal Member, and
- c. be present at the meeting where he or she is to be elected, or provide written consent to the Chair to serve as a director before such meeting.

LINKS:

- ***Required:** Resolution ([see sample resolution](#))
- ***Required:** [Consent & Board Profile form](#)
- Optional: Photo, Biography (maximum 500 words), with embedded link to 3-minute video on third party platform ([see addition information on video](#))
- [Bylaws \(fcm.ca\)](#)
- [FCM's Governance](#)

CONTACT:

If you have specific questions, contact us at elections@fcm.ca.



24 Clarence Street
Ottawa, Ontario
K1N 5P3
T. 613-241-5221

Contact us

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 2025-01-20
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

- Holiday season – Town office closed from mid-day Christmas Eve to January 2nd
- Several safety oriented meetings including JOSHC and additional meetings to continue work on Town Safety program to meet legislative and regulatory obligations and maximize the safety of our work environment for employees, contractors, and others.
- Transition between the former and new Director of Public Works took place between December 16 and 20th – formal retirement occurred January 3rd, 2025.
- Met with Circular Materials to discuss the transition to the provincial Extended Producer Responsibility (EPR) program for blue bag recyclables. Expecting more formal details from them this month – they become responsible for blue bags effective December 2025.
- Several Electric Utility Solar Garden meetings to review status and UARB ruling.
- Reviewed and approved posting for filling vacant manager positions in Public Works division (Facilities – water/wastewater and Public Works – Infrastructure), as well as backfilling Communications for a one year term.
- Meetings with Eastern District Planning Commission (EDPC) director to review financials for proposed EDPC budget (2025-2026) and attended the EDPC board meeting.
- Attended kick off meeting with StFX BSAD492 Students who will be completing a requirements analysis and recommendations report on File Management System for the Town of Antigonish. The report will be delivered by early April.
- Completed the 2024 Post Municipal Election Report – outlining the administration, results, and feedback from the 2024 Town of Antigonish’s Municipal Election.
- Engaged with Deputy Clerk and Director of Community Development on the Council Advisory Committee Review – Report / presentation and recommendations delivered at January’s Regular Council Meeting.
- Meeting with Town, County, and StFX – Partner check-in to discuss shared interests.
- Meeting with the Town and Provincial Public Works to review Provincial infrastructure (road) work proposed for 2025-2026.
- Meeting with County CAO and RK MacDonald Nursing Home CAO to discuss operations and transition items pertaining to the new RK build and the current RK building.

Strategic Initiatives Update:

Projects
Title: Net Zero Engagement Strategies Funding Opportunity - Sustainable Communities Challenge Fund administered by NSFM

Status Update: Attended messaging workshop with Sean Kelly and Lara Ryan to determine how to reach different segments of the population based on EcoAnalytic's breakdown of the 5 Canadas and their concerns on different issues facing Canadians. Reviewed background material provided and discussed message building around current initiatives
Next Step: On-going
Title: Grid Modernization and New Substation
Status Update: Pole Line work has commenced. Some changes were required to meet easement requirements and avoid any existing infrastructure. Revisions required additional tree clearing to work on NSTIR right of way. Long lead equipment for the new NSPI's Switching Station have been ordered. Substation assembly work still being evaluated. Pole top transformers replacements will resume in the Spring. Work on Tender Packages for Substation ground and foundation works to start
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: Application submitted
Next Step: on-going
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:
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Subject: CAO Report
To: Antigonish Town Council
Date Prepared: Jan 13th, 2025
Prepared by: Kyle Meisner, P. Eng., Director of Public Works

Department of Public Works

Projects/Tender Update:

Projects	
Title:	STP Desludging
Status Update:	Work resumed Jan 10 th for Desludging
Next Step:	Completion of Project expected by Jan 17 th
Title:	College St Bridge
Status Update:	Project Completed
Next Step:	Bridge Re-opened Dec 19 th 2024 Follow-ups completed with Dept of Labour
Title:	Bay St Municipal Servicing Upgrades
Status Update:	Project Funding Application – GRID (Provincial)
Next Step	Design work in progress with WSP . Design at approx. 95% Awaiting response to funding application.
Title:	Hwy4 AT/Roundabout Project
Status Update:	Ongoing follow-ups with NSDPW on concepts/proposed schedule for the phased project
Next Step:	NSDPW contact on Municipal Infrastructure continues. Phase 2 (Church St/Hwy 4) design work continues. Design at 95% Meetings with NSTiR/County ongoing. NSDPW acquires lands at SE corner Municipal portions of projects costs being assessed
Title:	Safety Management System
Status Update:	Guiding Documents Reviewed and Signed Jan 8 th 2025
Next Step:	Meet with CCS (consultant) and proceed with completion of SMS
Title:	Safety Audits
Status Update:	First EU / PW Audits undertaken Jan 9 th 2025
Next Step:	Facilities Audits, continuation of works

Electric Utility (EU):

Projects	
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. Review of circuit feeders continues. Applications submitted to NSTiR for pole line placement Term PLTs installations of OH xfmrs in NW side completed. 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:	Site testing mostly completed. Solar Garden currently hooked to grid and producing power during testing phase. Site deficiencies under review for corrections.

Facility OM being assessed for requirements.
Next Step: Project follow-ups in progress.
Title: EU Equipment
Status Update: All equipment is in service Development of Rubber Glove Code of Practice continues.
Next Step: Meet with consultant to finalize Code of Practice.
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
Next Step: Last Delivery Received Dec 19th

Treatment Facilities:

Projects
Title: Treatment Facilities Manager Job Posting
Status Update: Posting closed Jan 8 th 2025
Next Step: Interviews for position Jan 16 th 2025
Title: Source Water Review
Status Update: Planning contacts for test well locations
Next Steps: Meeting Jan 14 th to move project ahead
Title: Water Utility Items
Status Update: Bethany Tank Recoating – Main work completed by contractor Tank placed back into operational service Nov 18 James River Dam - Fall inspection completed. Awaiting report
Next Step: Following up for reports and invoices
Title: Treatment Operator Job Posting
Status Update: Operator leaving at end of month
Next Step: Job opening posted Jan 8 th 2025 Interviews can begin Jan 15 th 2025
Title: Sewage Plant Aeration Work
Status Update: Work ongoing in tandem with desludging
Next Step: Continue to clear aerators of debris / rags Re-position front aerators once contractor completed desludging

Public Works (PW):

Projects
Title: PW Equipment Operator New Hire
Status Update: New Hire started Jan 6 th 2025
Next Step: Training and assessments for on-call and equipment operation
Title: Seasonal / Street Operations
Status Update: Work to potholes ongoing.

<p>Plowing and Salting Operations ongoing Application to Province for Paving assistance (Section of Hawthorne) approved. Followups in progress for cost recovery (50%)</p>
<p>Next Step: Work is ongoing pending weather conditions</p>
<p>Title: PWD Equipment</p>
<p>Status Update: Replacement Truck Purchased (insurance)</p>
<p>Next Steps: New ½ Ton truck delivered Jan 3rd 2025</p>
<p>Title: PW Manager Job Posting</p>
<p>Status Update: Posting closed Jan 8th 2025</p>
<p>Next Step: Interviews for position Jan 16th 2025</p>
<p>Title: Annual Sewer Cleaning Tender</p>
<p>Status Update: Project Completed</p>
<p>Next Step: Project Completed Dec 19th 2024 Sewer CCTV Investigations for extent of grease removal planned for Jan 15th Invoices pending</p>
<p>Title: Main Line/ Water Valves</p>
<p>Status Update: Assessment of operational status continues</p>
<p>Next Step: Review for capping of old 4" main work on West St in progress for work scheduling in spring.</p>
<p>Title: Water Breaks</p>
<p>Status Update: Water break at College / Brookland Jan 9th, 2025</p>
<p>Next Step: Repair completed</p>

Waste Management:

<p>Projects</p>
<p>Title: Circular Update</p>
<p>Status Update: Awaiting Information from Circular on Costs</p>
<p>Next Step: Evaluate keeping recycling pickup as part of TOA contract or turn over to Circular</p>
<p>Title: Solid Waste Items</p>
<p>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</p>
<p>Next steps:</p>
<p>Title: Waste disposal weights – End of Nov, 2024</p>
<p>Status Update: RWC -710.71T, ICI – 2037.95T</p>
<p>Next Step:</p>

Kyle Meisner, P.Eng.
Director of Public Works

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: January 14, 2025
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Strategic & Capital Projects of Council:

Projects
Active Transportation Corridor
Status Update: Seeking Council Direction
Next Step: Final claim for 2024-25 work complete. Staff submitted and were approved for an amendment to the project end date from March 31, 2026 to March 31, 2027. Waiting for Mayor signature to return to the province. Staff have begun work coordinating for a Town Hall event regarding the AT Project as requested by Council during the Special Council meeting held on January 9. More details will come in the following weeks once a date and communications plan has been finalized. The St. Ninian Street section of the AT Trail will not go to tender in 2025.
Sandlot Baseball Field Accessible Pathway
Status Update: Pathway Paved
Next Step: The pathway has been paved. Due to the lateness in the year, the landscaping is going to take place in the spring. Dexter will return to do the topsoil and hydroseed. In the meantime, hay has been placed down to cover the area around the pathway.
Tourism
Status Update: Marketing Levy Success
Next Step: The Antigonish Tourism Advisory Committee met and has engaged the services of Mary Tulle to assist with an organizational and governance action plan. This work supports the tourism strategy and gives the working group the support needed to move forward and plan for 25-26 with the potential of hiring a dedicated staff person on the tourism file. The goal would be to have the resources needed for an individual as well as operating budget would be funded through the Marketing Levy and additional support provided by group partners. Council will be updated on this process and staff and the working group continue to work with Mary Tulle of a timeline, action plan and resourcing. To date, the Town's Marketing Levy account has a balance of \$60,718.30. This is revenue that has been collected since April, upon the implementation of the levy.
Arbor Drive Playground
Status Update: Project Complete
Next Step: Additional Playground upgrades to other Town facilities will be recommended for Council consideration at budget time.
Parking Meter Renewal
Status Update: Completed
Next Step: Additional parking meter replacements will be recommended for Council consideration at budget time.
Accessibility
Status Update: RFP Posted for Plan Update
Next Step: The Town's Accessibility Plan requires a refresh by April 1, 2025. Town staff posted an RFP to support the public engagement needed to deliver the Accessibility Plan update. The contract has been awarded to Left Turn Right Turn Ltd. For a total of \$12,510+HST. Staff plan a kick-off meeting for the week of January 20. Follow up with Council and the Accessibility Committee will be provided as the project work continues.

Mini-Pitch
Status Update: Construction complete
Next Step: The Mini-Pitch is open and available for use. The official grand opening event will take place in the spring with representatives from Scotiabank.

Operational Projects:

Project
<p>Beautification</p> <ul style="list-style-type: none"> • 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 selected the final piece and it will be installed at the MiniPitch in the Spring prior to the grand opening and have the artists join us at the Grand Opening event. • Staff are now working on the secondary welcome sign installs on St. Andrews Street, West Street and James Street. • Budget planning for 2025-26 Beautification Projects are underway.
<p>Pedestrian Safety</p> <ul style="list-style-type: none"> • Communications around proper and effective snow removal for rental properties has been going out 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. • Memos regarding crosswalk signage and midblock crosswalk reviews were circulated to Council for awareness. • Contractor has been notified and waiting on repairs to Main/Elm Crosswalk Beacon.
<p>Town Hall Lighting</p> <p>Five lights have been installed on the Town Hall Clock Tower. The contractor is programming a set list of presets that allow staff to change the colours for holidays, special requests, etc. The lights remain off until the programming is complete.</p>
<p>Town & StFX Partnership</p> <ul style="list-style-type: none"> • Staff continue to work with StFX on the Good Neighbours Committee. The committee has not met yet in the New Year. • 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.
<p>Programming</p> <ul style="list-style-type: none"> • Multi-Sport has 61 kids in this year's program. The children are now in the swim portion of the program and basketball is up next. • The Older Adult Moving and Mingling program continues to evolve and grow. The numbers for the classes are higher than we ever expected: The John Paul Centre has 48 registered with a waiting list of 15. Staff receive daily requests from individuals who are looking to register for this location and staff are considering a second location within the Town; Arisaig has 30 participants registered; St Andrews has 23 registered but are continuing to receive registrations. <p>We have now expanded to include the Lakevale Mini-Trail Community Centre as well as the Chedabucto Life-Style Centre in Guysborough. We are still accepting registrations for these facilities. We are in the process of setting up in the CAFL Facility for both the participants as well as the staff members! It is important to note that each of these facilities provide their own equipment (TV, laptop); we supply the link to the Fitness Class.</p>

Rec Staff have had requests from two additional locations in Guysborough as well as three locations in Pictou. At this point, staff am not going to accept more facilities until we have worked through any kinks with the existing groups.

As this Pilot Project ends March 31st and to ensure the program continues, I am developing an MOU for each community/Municipality. This MOU spells out the expectations and responsibilities for all who wish to participate.

Pumper/Tanker RFQ

The pre-construction meeting has not been scheduled yet with Fort Gary Fire Trucks. Staff will follow up with the Fire Department on the date of the pre-construction meeting with Fort Gary Fire Trucks.

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 project together. After consultation with AMANS, the plan for April 1 does not have to include results of community engagement, but outline the intent to complete community engagement as well as other policy review opportunities for both the Town and County.

Community Grants

Applications for Community Grants are now open until February 28. Applications are available online or in print version. Once applications close staff will compile the list for Council review as part of the 25-26 budget.

By-law, Policy & Procedures:

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

By-Law Enforcement Statistics:

Reporting Period: December 6, 2024 to January 14, 2025

Parking Tickets

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

Winter Parking Enforcement

Dates of enforcement included December 21, 2024 & Monday, January 6

24 Tickets Issued
 17 Vehicle Towed

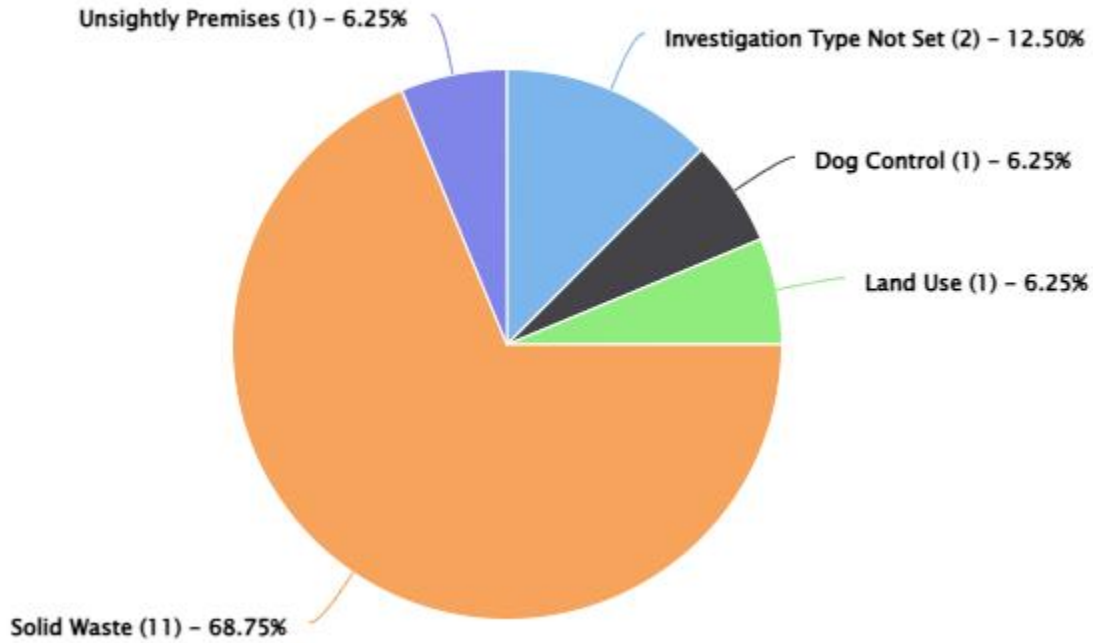
*Vehicles not towed were moved prior to tow truck arrival onsite.

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

December 6, 2024 to January 14, 2025

Opened Files

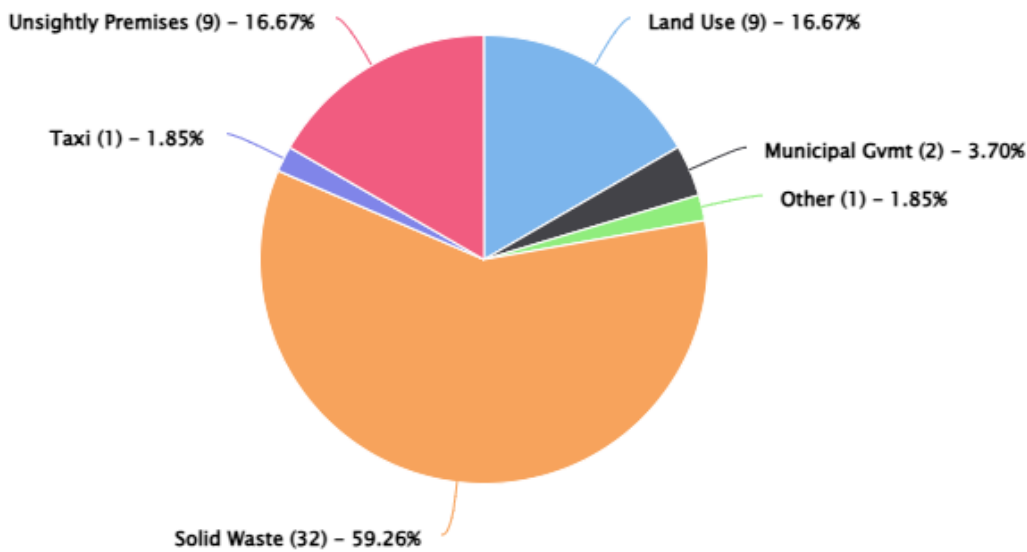
Case Files by Investigation Type



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: January 15, 2024
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

On January 9th, the Director of Corporate Services, along with the Town’s auditor presented the Town of Antigonish 2023-24 Financial Statements to the Audit Committee. This would include the financials for both the Water Utility and Electric Utility. The auditor did take the time to review the structure of the Financial Statements and the difference between the non-consolidated statements and consolidated statements. The statements were approved by a Special Meeting of Council that evening. Final statements are expected to be received by January 17th. Copies of the statements will be made available on the Towns website.

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 was submitted to the Department of Labour on December 13th and completed the current directives made through the Department of Labour’s compliance orders. The Department of Labour concluded their investigation at the end of December, when two administrative (monetary) fines were given to the Town.

The Director and Manager of Accounting met on January 14th to review the expected obligations for the department in the upcoming calendar year. The department, besides the standard daily operations, will work on completing the Financial Information Report (FIR) for the Province, a financial update and projections for fiscal 2024-25, preparing report for properties that are eligible for tax sale, preparing a report for inactive utility accounts that are eligible for write-off, giving Municipal Finance Corporation estimates on any possible debentures needed for 2005, complying the EMO paperwork related to post-tropical storm Fiona and issuing an Request for Proposal for audit services.

The I.B.E.W., local 1928 has formally began the process to open negotiations on both the Public Works and Treatment Facilities, and the Electric Utility Collective Bargaining Agreement. The Director and CAO are coordinating with our legal counsel on possible dates for negotiations in this current fiscal quarter.

Department Update:

Projects
Title: 2023-24 Year-End
Status Update: The 2023-24 Town Consolidated Financial Statements have been approved by Town Council on December 9 th . The consolidated statements include the Town’s general government budget, the water and electric utilities and the 63% ownership structure of AREA. A final version of the statements is expected from the auditor by January 17 th . Copies will be made available to Council, with a digital version posted to the Town’s website.
Next Step: Receive the final statements from MNP and publish to the Town’s website.

Title: Tax Sale Process
<p>Status Update: Corporate Services is currently identifying properties eligible for tax sales. Upon Council's approval to proceed with the tax sale process, Corporate Services will issue an official preliminary notice of tax sale to the property owners. This notice differs from the standard arrears notice and gives property owners 21 days to either clear their outstanding balance or arrange a payment plan acceptable to the Director.</p>
<p>Next Step: Start next steps as per our Tax Collection Policy once given direction from Council.</p>
Title: Human Resources
<p>Employee Hiring and Attrition</p> <ul style="list-style-type: none"> W. Bray has accepted the position of Equipment Operator/Labourer as of January 6. M. Williams has accepted the one-year position of Marketing and Communications Officer with an anticipated start date of January 22. <p>Retirements</p> <ul style="list-style-type: none"> K. Proctor, a Town employee of nearly 30 years retired on January 4th. <p>Employment Opportunities:</p> <ul style="list-style-type: none"> Manager of Treatment Facilities and Manager of Public Works positions were posted in December and closed January 8th. Interviews are scheduled for potential candidates this week Water/Wastewater Operator position has been posted due to a vacancy, applications will be accepted until the position is filled but resumes are being actively considered now with interview selection to being next week.
<p>Next Step: On-going</p>
Title: Equity, Diversity, and Inclusion in the Workplace
<p>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.</p>
<p>Next Step: Consultants Report to be presented</p>
Title: Work from Home Policy
<p>Status Update: Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review. It has included potential strategies that other similar Town municipalities have implemented, including the Town of Bridgewater.</p>
<p>Next Step: Finalize and present to Council regarding a Work from Home Policy.</p>
Title: In Development: Charitable Donation Policy
<p>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.</p>
<p>Next Step: Finalize and prepare a memo to Council regarding a Charitable Donation Policy.</p>

Council Grants to Organization Account:

Budget: \$199,044.39 Committed (YTD): \$165,759.05 Remainder: \$33,285.34

Council Report
General Fund
For the Nine Months Ending 12/31/2024

	2024	2024	2023	2023	Remaining
	Budget	Actual	Budget	Actual	Budget
Revenue					
Taxes	\$7,931,982.54	\$7,931,824.22	\$7,501,015.37	\$7,232,876.12	\$158.32
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	744,509.46	949,423.24	637,769.92	314,379.49
Services provided to other governments	397,903.33	141,277.87	302,534.66	165,955.16	256,625.46
Other revenue from own sources	137,095.00	414,146.19	143,000.00	405,471.08	-277,051.19
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	9,469,179.29	12,626,630.07	8,594,818.63	3,592,754.16
Expenditure					
Mayor and Council	460,844.40	365,803.69	435,049.94	349,697.81	95,040.71
Corporate Services and Office of the CAO	3,446,585.82	711,908.24	2,756,301.97	763,116.96	2,734,677.58
Engineering and Public Works	1,462,375.82	1,042,496.00	1,493,387.33	1,075,954.78	419,879.82
Environmental Health Services	1,353,886.48	1,023,737.04	1,391,965.57	872,515.26	330,149.44
Community Development Administration	479,478.77	364,121.60	399,058.99	336,520.47	115,357.17
Partnerships & Initiatives	499,701.31	645,840.06	564,329.81	623,119.80	-146,138.75
Protective Services	2,960,476.84	2,046,350.02	2,997,244.13	1,954,852.38	914,126.82
Recreation and Cultural Services	706,221.27	536,861.22	728,691.84	531,105.92	169,360.05
Provincial Responsibilities	1,692,328.58	1,269,245.70	1,760,577.56	1,244,293.81	423,082.88
	13,061,899.29	8,006,363.57	12,526,607.14	7,751,177.19	5,055,535.72
Excess(deficiency) of revenue over expenditure	34.16	1,462,815.72	100,022.93	843,641.44	-1,462,781.56

Electric Utility - Statement of Operations
For the Nine Months Ending Tuesday, December 31, 2024

	2024		2023	
	Budget	Actual	YTD	March 31st
Revenue				
Operating				
Electric Revenue	\$15,772,416	\$10,277,783	\$8,934,632	\$13,797,126
Expenditure				
Operating				
Power Purchases	7,701,260	6,141,885	7,464,577	10,470,907
Power Generation and Delivery	5,199,413	1,912,726	1,766,076	2,229,631
Electrical Buildings/Subs	17,977	26,094	6,260	10,725
Electric Distribution Exps	241,782	248,377	848,189	236,987
Property Taxes	2,666	2,745	2,588	2,588
Depreciation	319,524			256,291
Admin - Common Services	1,412,268	816,954	756,187	1,196,890
Interest and Bank Charges	6,013	11,120	9,167	12,930
Wages	619,500	469,308	493,539	504,475
	15,520,403	9,629,209	11,346,583	14,921,424
Non-operating revenue				
Interest on investments				
Interest on Accounts	20,000	21,393	12,732	-1,469
	20,000	21,393	12,732	-1,469
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	669,967	-2,399,219	-1,700,767

Water Utility - Statement of Operations
For the Nine Months Ending Tuesday, December 31, 2024

	2024		2023	
	Budget	Actual	YTD	March 31st
Operating Revenue				
Water Revenue	\$1,725,522	\$1,229,072	\$1,029,145	\$1,482,715
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	3,001	12,536	13,036
	<u>2,396,643</u>	<u>1,901,194</u>	<u>1,516,532</u>	<u>1,970,602</u>
Operating Expenditure				
Property Taxes	40,415	40,242	39,085	39,085
Depreciation	537,500			397,511
Source of Supply	37,226	17,671	25,694	35,750
Purification	349,189	309,030	218,934	326,705
Power and Pumping	47,912	30,210	34,750	47,033
Transmission and distribution	133,360	113,103	99,219	112,475
Administration	100,605	113,745	88,707	105,166
Supervision	644,031	483,023	449,953	599,937
Wages	180,161	131,721	140,403	187,604
	<u>2,070,399</u>	<u>1,238,745</u>	<u>1,096,745</u>	<u>1,851,266</u>
Operating Profit	326,244	662,449	419,787	119,335
Non-operating revenue				
Interest on investments				
Interest on Accounts		4,537	2,652	5,086
Misc Non-operating Revenue				
		<u>4,537</u>	<u>2,652</u>	<u>5,086</u>
Non operating expenditure				
Debt Payments	325,912	163,425	164,138	166,841
Transfers to other funds				
	<u>325,912</u>	<u>163,425</u>	<u>164,138</u>	<u>166,841</u>
Excess(deficiency) of rev over exp	332	503,561	258,301	-42,421

2024 Municipal Election Report

Introduction:

The 2024 Town of Antigonish’s Municipal Election was run in accordance with the Nova Scotia Municipal Elections Act. Preparations began in the spring of 2024 with the appointment of the Returning Officer (RO), Mr. Allan Armsworthy. Preparation continued in August with a review of the process with the RO, prepare nomination packages and required advertisements pertaining to the election process, nomination deadlines, etc...

The Town of Antigonish had two (2) candidates for the position of mayor and eleven (11) candidates for the six (6) council seats.

There were a number of community organized opportunities to meet candidates including one hosted by the Antigonish Chamber of Commerce where all candidates for mayor and council had the opportunity to participate. The StFX University Students’ Union and the Brian Mulroney Institute for Government hosted a meet the candidate event and a separate debate for the two candidates for mayor. Finally, an informal group (not registered with the Nova Scotia Joint Registry of Stocks) Let Antigonish Decide hosted a session to meet candidates, although there were some concerns raised that the organization was aligned with some campaigns and not impartial, resulting in low participation.

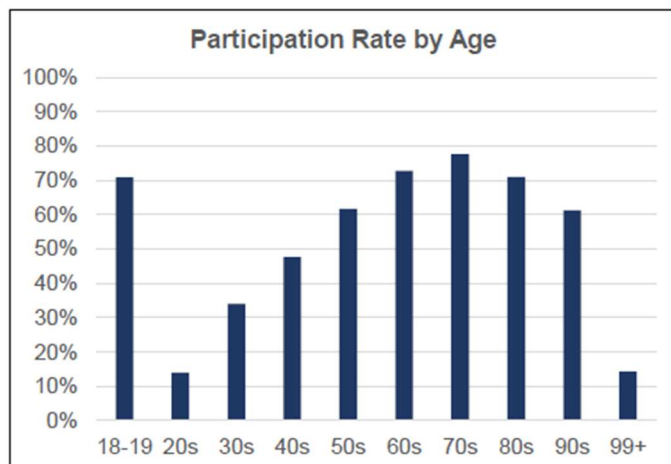
Voter Turnout:

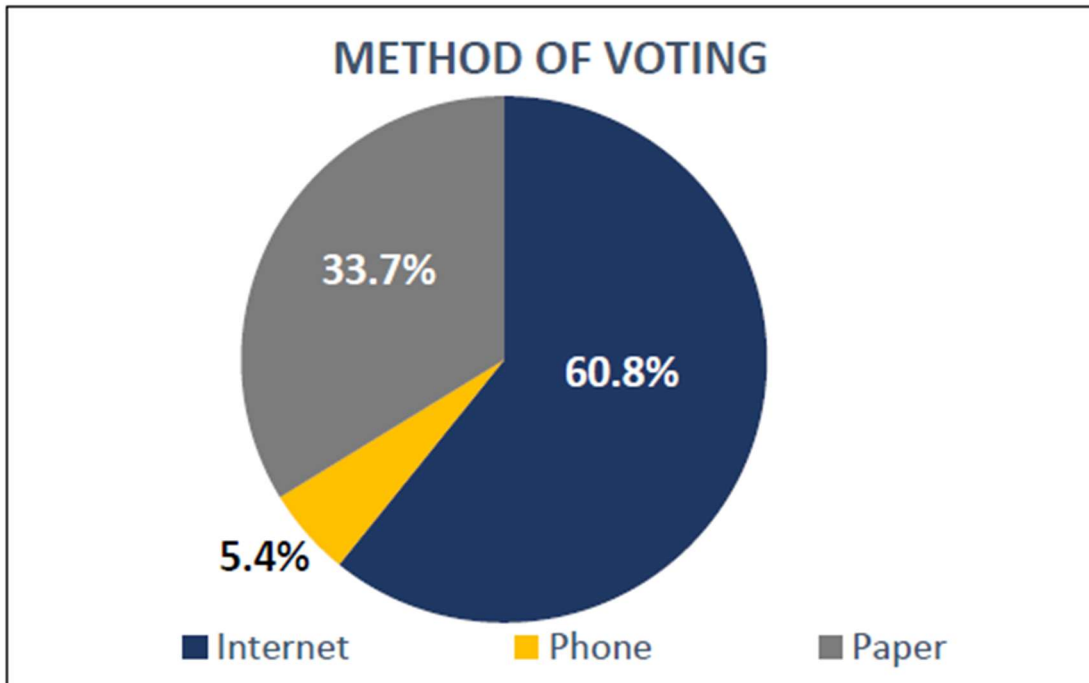
The election resulted in 3,919 eligible registered voters of which 1,948 cast ballots, for a voter turnout of 49.7%, an increase from 42.8% voter turnout in the 2020 Town of Antigonish Municipal Election.



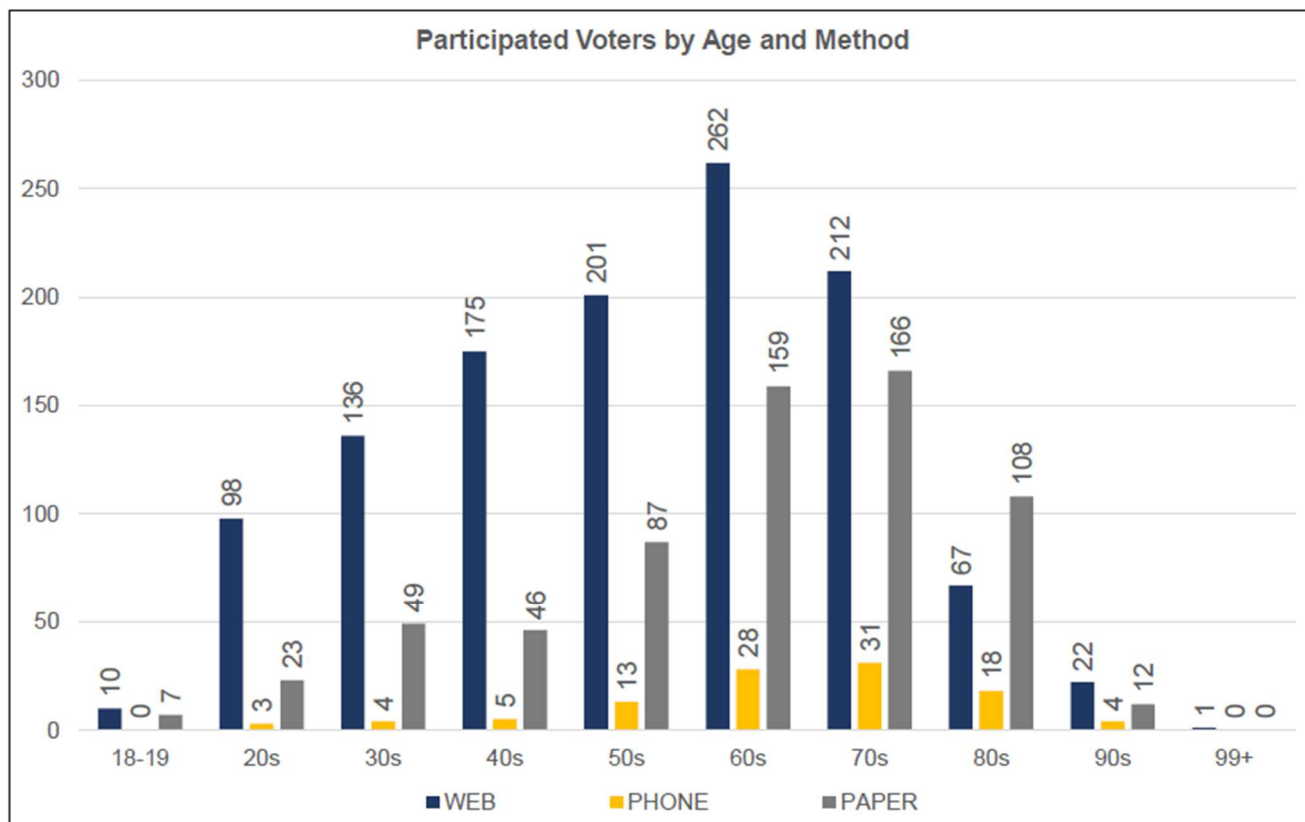
2024 Town of Antigonish Municipal CSAP Elections Age Statistics

Age Breakdown of Who Voted						
Age	ELIG.	VOTED	WEB	PHONE	PAPER	% Part.
18-19	24	17	10	0	7	70.8%
20s	890	124	98	3	23	13.9%
30s	557	189	136	4	49	33.9%
40s	475	226	175	5	46	47.6%
50s	488	301	201	13	87	61.7%
60s	617	449	262	28	159	72.8%
70s	527	409	212	31	166	77.6%
80s	272	193	67	18	108	71.0%
90s	62	38	22	4	12	61.3%
99+	7	1	1	0	0	14.3%
Total	3,895	1,930	1,174	106	650	





**2024 Town of Antigonish Municipal CSAP Elections
Age Statistics**



Methodology:

The election was conducted in a hybrid format providing the option of electronic or paper ballots for voters. Electronic voting was administered by IntelliVote Systems, which conducted electronic voting for a majority of municipal units in Nova Scotia. The electronic voting provided the option to vote via phone or web and was available from October 5th at 8:00 am to the closing of polls on October 19th at 7:00 pm. Paper ballots were distributed in person at one of the two advance voting days, October 12th and 15th, at the returning office or on election day, October 19th, at the polling station at the Dr. John Hugh Gillis Regional High School.

In 2024, the IntelliVote system was used as the official source for the electoral list of eligible voters. The system was initially populated with the digital elector list provided by Elections Nova Scotia. The Deputy Clerk, in her role as Assistant Returning Officer (ARO), reviewed the preliminary list for any identified anomalies and updated accordingly. Advertisements were published advising the public that they could register to vote at Town Hall and the ARO verified identities, took affirmations, and updated the voter list accordingly. As candidates completed their filings and associated affirmations, they were provided with a digital encrypted version of the initial voter list. Candidates could then verify if residents were not registered and advise eligible residents of the process to register with either the ARO at Town Hall or the RO at the returning office. Once candidates received training on the IntelliVote system they were provided access to the system and had real-time access to the most recent voter list through a web interface. This access also allowed all candidates the opportunity to identify if an eligible voter had voted or not. This information has historically been made available to candidates on election day, although with an electronic system the information was available in real time.

Results:

The number of electronic ballots cast in the 2024 Town of Antigonish Municipal Election was 1,290 (66.2% of ballots cast). Paper ballots were available for two advance poll dates at the Returning Office on [October 12th noon to 8:00 pm and Oct 15th noon to 8:00 pm) and on election day at the Dr. John Hugh Gillis Regional High School October 19th 8:00 am to 7:00 pm. Each advance poll day resulted in a poll (Advance Poll 1 and Advance Poll 2) and election day had two polls (Poll 1 and Poll 2) at the high school voting location. Advance Poll 1 contained 104 ballots, Advance Poll 2 had 112 ballots, election day Poll 1 had 215 and Poll 2 had 227 ballots, for a total of 658 paper ballots or 33.8% of ballots cast. For comparison of the 1,686 votes cast in 2020, 1,322 (78.4%) were electronic and 364 (21.6%) paper ballots, however 2020 was peak COVID and as such an increased participation in electronic voting was to be expected.

The Town of Antigonish also administered the election for eligible Conseil Scolaire Acadien Provincial (CSAP) school board representatives from this region. There were two candidates resulting in 119 electronic ballots and fewer than 10 paper ballots in each of the advanced and election day polls.

The official results of the 2024 Town of Antigonish municipal and Town of Antigonish CSAP school board elections, as signed off by the RO, are posted to the Town's website at:

<https://www.townofantigonish.ca/town-documents-1/1684-official-election-results-2024/file.html>

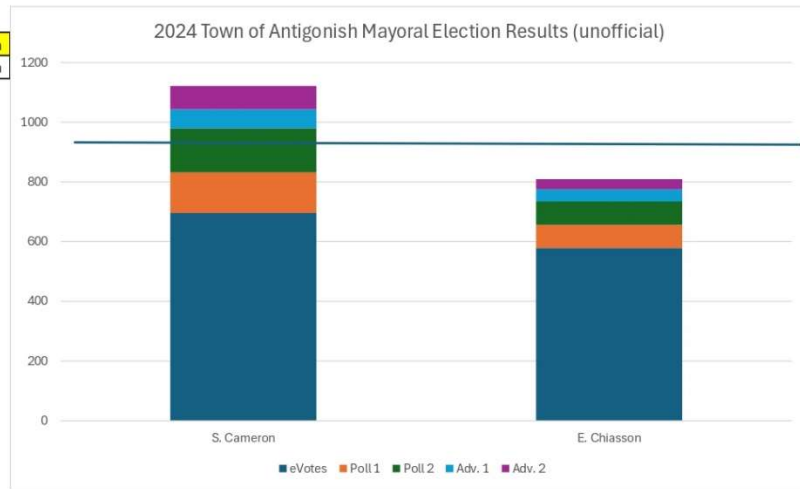
Unofficial election results, published to the Town's website on election night, are consistent with the official results and are as follows:

2024 Town of Antigonish Mayoral Election Results (unofficial)

Candidate	Votes	S. Cameron		E. Chiasson		Declined		Spoiled	
eVotes	1290	695	53.9%	579	44.9%	13	1.0%	3	0.2%
Poll 1	215	137	63.7%	77	35.8%	0	0.0%	1	1.3%
Poll 2	227	148	65.2%	78	34.4%	0	0.0%	1	1.3%
Adv. 1	104	63	60.6%	41	39.4%	0	0.0%	0	0.0%
Adv. 2	112	78	69.6%	34	30.4%	0	0.0%	0	0.0%
Totals	1948	1121	58%	809	42%	13	0.7%	5	0.3%

Mayoral Results (unofficial)		
1	1121	S. Cameron
2	809	E. Chiasson

Election Turnout	
Reg. Voters	3919
Votes Cast	1948
Turnout	49.7%



2024 Town of Antigonish Council Election Results (unofficial)

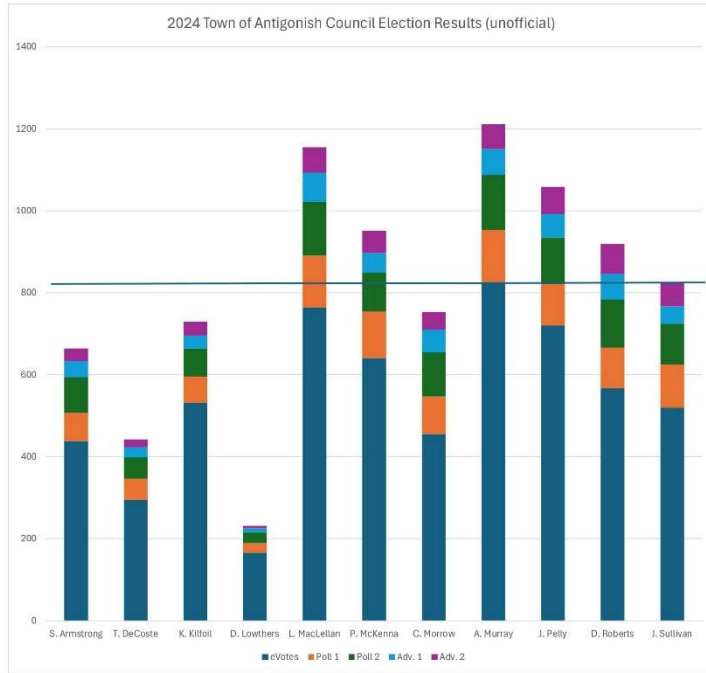
Candidate	S. Armstrong	T. DeCoste	K. Kitfoil	D. Lowthers	L. MacLellan	P. McKenna	C. Morrow	A. Murray	J. Pelly	D. Roberts	J. Sullivan	Declined	Spoiled
eVotes	438	295	531	166	764	641	455	825	720	567	519	8	8
Poll 1	69	51	65	23	127	113	92	128	101	99	106	0	3
Poll 2	87	52	68	26	131	95	107	134	114	117	99	0	4
Adv. 1	39	25	31	10	71	48	56	64	57	63	43	0	0
Adv. 2	31	19	34	6	62	54	43	60	66	73	57	0	0
Totals	664	442	729	231	1155	951	753	1211	1058	919	824	8	15

Council Results (unofficial)

1	1211	A. Murray
2	1155	L. MacLellan
3	1058	J. Pelly
4	951	P. McKenna
5	919	D. Roberts
6	824	J. Sullivan
7	753	C. Morrow
8	729	K. Kitfoil
9	664	S. Armstrong
10	442	T. DeCoste
11	231	D. Lowthers

Election Turnout

Reg. Voters	3919
Votes Cast	1948
Turnout	49.7%



Printed 2024-10-19

2024 Town of Antigonish CSAP Poll Election Results (unofficial)

Candidate	Votes	F. Clement-Fraser		R. Deveau		Declined		Spoiled	
eVotes	119	42	35.3%	55	46.2%	20	16.8%	2	1.7%
Poll 1	< 10								
Poll 2	< 10								
Adv. 1	< 10								
Adv. 2	< 10								
Totals	119	42	35%	55	46%	20	16.8%	2	1.7%

**CSAP Town of Antigonish
Results (unofficial)**

1	55	R. Deveau
2	42	F. Clement-Fraser

Printed 2024-10-19

Expenses:

Running the 2024 Election fell below the budgeted \$55,000, coming in at just over \$40,500 net.

Expense Type	Balance
eVoting	\$ (8,766.01)
Ads	\$ (2,187.18)
Hardware	\$ (1,298.89)
Office Exp	\$ (2,898.59)
Ballots	\$ (1,067.14)
Staff	\$ (14,318.60)
Council Setup	\$ (10,140.98)
Admin	\$ 150.00
	\$ (40,527.39)

The primary expense was staffing costs for the RO, returning office staff, and poll workers for the advanced and election day in person polls. Council setup, which included laptops for new council members, official photos of new council, and the swearing in ceremony and eVoting services round out the top three expenses for the election.

The Town of Antigonish spent just over \$58,000 on election expenses, but about \$18,000 was recoverable from the Municipality of the County of Antigonish and the Conseil Scolaire Acadien Provincial (CSAP) for shared election services.

Campaign Candidates and Staff Feedback:

The Town of Antigonish posted an online survey using Microsoft Forms to solicit feedback from candidates and their teams (volunteers and/or staff). The survey was anonymous and received 13 responses. Of the responses 7 identified themselves as a candidate for mayor or council, which represents almost 54% of candidates who participated. The remaining 6 respondents identified as election staff, 1 with the Town of Antigonish, 2 with a campaign, and 3 with the returning office / polling station.

The questions in the survey were categorized in three main categories, feedback on the RO, feedback on RO Staff, and general feedback on the election. For all scale questions covering topics from efficiency to professionalism for the RO and RO staff were net positive and averaged above 4/5. For general feedback the results were net positive, but slightly below 4/5 with the overall election operation rating 3.92/5, staffing level at the returning office 3.85/5 and staffing level at the polling stations 3.77/5.

There was overwhelming support for the practice of the ARO and three (3) election staff workers visiting senior residences to help facilitate voting with 12/13 (92%) yes responses, with 1 no and no responses of unsure or indifferent.

When it comes to the method of election delivery the following question was asked:

The Town of Antigonish had a hybrid election, with anytime electronic voting (online and phone) and in-person paper ballot voting at advanced polls and on election day. Other municipalities ran traditional paper ballot only elections and others electronic voting only. What format of election would you prefer in 2028?

The options and results were:

- 0 - Electronic (electronic ballots remote only)
- 0 - Electronic (electronic ballots with polling stations)
- 10 - Hybrid (electronic & paper ballots)
- 3 - Traditional (paper ballots only)
- 0 - Unsure
- 0 - Indifferent

When it comes to preparing for the 2028 election, from the selection of candidates and staff that worked the 2024 election, continuation of the hybrid election model (with electronic and paper ballots) is strongly favoured with about 77% support.

The survey included several open-ended response questions including:

What are some things that were handled well during the election?

8 of 13 respondents provided feedback, almost unanimously noting staff support being very positive. This is consistent with the scale responses referenced above rating on average over 4/5. One response noted “

Everything was handled well except the "the let Antigonish decide" forum. Returning Officer should have been more publicly vocal about complaints about it as whether or not they were valid."

What are some things that were handled poorly during the election?

8 of 13 respondents provided feedback, ranging from "nothing I can think of" and "Did not hear complaints" to a variety of specific concerns noted as follows:

"Being asked to randomly buzz apartments and allowing superintendents to refuse entry to apartment buildings without consequence."

"The "the let Antigonish decide forum". Also, Town needs a true debate among Mayoral candidates with only the topics and not the questions known in advance. Mayoral candidates need a true debate, and an open forum where audience does not have to submit questions in advance. Also, the vobile [sic] counting delaybat [sic] Mall poll should never have happened and no public explanation given or widely published if it wrre [sic] given."

"I would suggest that software training for the electors list be scheduled earlier in the campaign and should have flexible times with a call-in service. I was a one person team for most of it."

"Some candidates had signs on Town property Present elected officials showing bias towards candidates. They still are under the Code of Conduct but staff did nothing"

"Communication Training at polls - I spoke to many people who were not asked for ID and they didn't know the person working at poll Very little communication about voter cards, etc. Residents didn't have a lot of info When [redacted] said students couldn't vote and was watching 14,000 times - it wasn't clarified publicly"

"Counting the vote took to long"

What can we do to improve the election experience?

8 of 13 respondents provided feedback ranging from "nothing I can think of at this time" to "Improve communications Have protocols around complaints and the turn around There was a lot of focus on students and their vote. Since the Returning Officer didn't enumerate students, there should be tables for adding them to the list and polls on campus and communications about this happening. The process to be added to the list is a huge barrier. Seniors in homes are not users of our town, they do not pay taxes and also can be from other places. If there are voting stations at seniors [sic] homes - there should be the same on campus. I heard and witnessed bias and obviously [sic] sidedness. I found the election overall very frustrating."

3 of the 8 responses indicated the need to count the paper ballot votes faster. Two raised concerns or issues respecting clarification and enforcement of rules around advertisements and signage and a desire to "improve access to software training for electors' list." One response expressed concern over the use of birth date as part of the electronic voting validation, suggesting Social Insurance Number (SIN) be used instead. This suggestion is not viable as the SIN is not collected as part of enumeration and does not form part of the elector list data.

Conclusions and Recommendations for 2028


Based upon the information reviewed following the 2024 Town of Antigonish's municipal election the only conclusion that can be drawn is that it was a successful initiative. The election staff were well regarded by candidates and their team and valued their support throughout the election process.

With any election, there were areas for improvement identified specifically focused on improved communication or training and enforcement on the rules for candidates and more efficient counting of paper ballots on election night. The RO was asked about the delay of the Advanced Poll ballot count and the only issue noted was how loud the shared space was at the returning office where these polls were counted.

There appeared to be overwhelming support of the hybrid election model, with two thirds of ballots cast electronically and one third via paper ballot. While the majority (66%) of the public chose to vote electronically, about one third (34%) of voters exercised their preference for a paper ballot. This is slightly above approximately one quarter (23%) of candidate and staff respondents, to the post-election survey, who indicated a preference for a traditional (paper ballot only) election in 2028. Based upon the voting behaviour of the electorate and feedback from those involved in the election it is highly recommended that the Town of Antigonish continue with a hybrid election format in 2028.

To increase voter turnout, budgeting to advertise and promote the election, election process, enumeration process, etc... should be considered. Although the Town cannot, and should not, advertise or promote individual candidates, the Town should play an active role in encouraging the public to exercise their democratic right to vote – perhaps with a little more effort the Town may surpass 50% voter participation in 2028.

Prepared by:



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Town of Antigonish

2024-01-14

Date