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**MEETING:** Regular Council

**DATE:** February 26, 2024

**TIME:** 6:00 PM

**LOCATION:** Town Council Chambers

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## AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
  - Regular and In Camera meeting Minutes of January 15<sup>th</sup>, Epoll meeting Minutes of January 23<sup>rd</sup> and February 14<sup>th</sup>, and Emergency meeting Minutes of January 30<sup>th</sup>, 2024
4. **Proclamations/Presentations/Flag Raising**
  - Deep Energy Retrofit Feasibility Study Results/Capital Pre-application (L. Roy)
  - Maritime Municipal Electric Utility Alliance MOU (L. Roy)
5. **Business from Minutes**
6. **New Business**
  - Temporary Borrowing Resolution Extension - Antigonish Community Solar Garden (M. Barkhouse)
  - Solid Waste Management Committee – New Committee Member Required (D. Roberts)
7. **Correspondence**
  - RK MacDonald Nursing Home – By-law Amendments
8. **Staff Reports**
  - CAO Report
9. **Committee Reports**

**Regular Town Council Meeting  
January 15, 2024  
Town Council Chambers**

**Present**

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

**Call to Order**

Mayor L. Boucher called the meeting to order at 6:00 PM

**Approval of Agenda**

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

**Approval of Minutes**

- December 18, 2023, Regular and In Camera and January 12, 2024 Emergency In Camera and Emergency Meetings

"It was Moved and Seconded to approve the meetings of December 18, 2023, Regular and In Camera and January 12, 2024, Emergency In Camera and Emergency Meetings." Motion carried.

**Proclamations/Presentations/Flag Raising**

- St. Ninian's Pioneer Cemetery Committee – Paving Proposal (M. MacDonald, Fr. D. MacLennan, F. Dunn)

At 6:01 PM Councillor M. Farrell declared a conflict of interest and left the meeting.

M. MacDonald took to the podium and provided Council with a PowerPoint presentation outlining the start and finish of the project and thanked Council for their support.

Details were provided on the parking lot and sidewalk (busy area/pooling of water in parking lot) and an agreement in principle from neighbors on proceeding with parking lot improvements.

F. Dunn took to the podium noting it is the hope of the group that the site will become a historical site including a park and noted that in order to do that improvements are required.

Council was advised that one of the adjoining property owners is agreeable to providing a required easement subject to improvements to the installation of new sidewalk and curb & gutter and outlined proposed improvements.

K. Proctor, P. Eng., spoke to issues that may make it difficult to provide what is being asked and suggested that a number of items be reviewed.

CAO J. Lawrence noted the project could be given consideration during budget deliberations, subject to identified constraints being resolved.

Mayor L. Boucher thanked the delegates for their presentation and they left the meeting.

At 6:14 PM Councillor M. Farrell re-joined the meeting.

- Proclamation – African Heritage Month

Mayor L. Boucher provided comment on African Heritage Month and acknowledged and thanked L. Reddick for her for her efforts over the years in promoting African Heritage Month.

Mayor L. Boucher read aloud and signed the 2024 African Heritage Month Proclamation.

“It was Moved and Seconded to approve a flag raising request (January 31<sup>st</sup>) as requested.”  
Motion carried

### **Business from Minutes**

#### **New Business**

- Temporary Borrowing Resolution (TBR) Extension - Antigonish Community Solar Garden (M. Barkhouse)

M. Barkhouse took to the podium and provided details on the temporary borrowing resolution, noting that the solar garden project needs to be operational while the TBR is in effect – however, as the current temporary borrowing resolution will end prior to it becoming operational, the Town would be required to pay the outstanding balance. M. Barkhouse stated that she is requesting Council extend the TBR at the same amount, and noted that the borrowing would be rolled into the Fall debenture issue.

“It was Moved and Seconded to extend the Temporary Borrowing Resolution as detailed by staff.” Motion carried.

Discussion took place on delays in getting the solar garden up and running, with CAO J. Lawrence providing comment on issues identified by NSPI and advised that AREA is working on the matter.

- Solid Waste Management Committee

On behalf of Councillor D. Roberts, Mayor L. Boucher noted that a new community member is required for the Solid Waste Management Committee.

#### **Correspondence**

- RK MacDonald Nursing Home – By-law Amendments

CAO J. Lawrence provided details on the amended RK MacDonald Bylaws, including when a conflict of interest is to be declared. It was noted that to make a single amendment the entire lot of Bylaws had to be included for the amendment.

“It was Moved and Seconded to accept the amended Bylaws of the RK MacDonald Nursing Home as presented.” Motion carried.

## Staff Reports

- CAO Report

Councillor S. Cameron stated that he and other Councillors feel that the snow (ice banks) should be removed.

CAO J. Lawrence stated he believes that staff have arranged for the removal of the snow/ice later this week.

CAO J. Lawrence noted that for the period leading up to Christmas the Town offers enhanced snow removal in an effort to ensure downtown businesses are not unduly impacted during the busy shopping season.

It was suggested that a workshop be held to consider any changes/amendments that may need to be made, with CAO J. Lawrence noting that Council needs to be mindful of staff requirements for such activities.

K. Proctor noted that in coordinating such activities a number of factors need to be considered.

It was noted that subject to traffic control availability and weather, the snow/ice is scheduled to be removed from the downtown later this week.

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

## Committee Reports

- Eastern District Planning Commission (EDPC)

Councillor M. Farrell read aloud the four (4) motions arising from a recent EDPC meeting and for which discussion took place on various points:

"It was Moved and Seconded that that the Municipal Planning Strategy for the Town of Antigonish be amended by Inserting the following wording in bold text in Policy UDH12 as follows: Council shall consider by development agreement, subject to the conditions of Policy ADM16, any development or change in use otherwise **not** permitted by the land use designation and zone for any additional building, or part of a building, on a lot on which a historic or registered heritage building is situated subject to the following consideration..." Motion carried.

"It was Moved and Seconded that the Land Use By-law for the Town of Antigonish be amended by inserting the following wording in bold text to the "Hard Surface" definition in Part 3: Definitions of the Land Use By-law to read as Hard Surface means any surface on a lot that is impervious to water and shall include buildings, asphalt, and monolithic concrete surfaces including any area intended for parking." Motion carried.

"It was Moved and Seconded that the Land Use By-law for the Town of Antigonish be amended to read as follows: 8.4.2 Design requirements for the Downtown Mixed Use (MU-1) Zone Part 8: Mixed Use Zones of the Land Use By-law: (i) Building Materials and Colours: (ii) Building materials shall be of high quality and shall include one or more of the following: a. Clapboard, shingles, board and batten siding or wood or composite materials; b. Brick, stone, tile, and like products; c. Parge Coat; d. Metal, ceramic, or composite material tiles." Motion carried.

"It was Moved and Seconded that the Land Use By-law for the Town of Antigonish be amended to permit transitional homes in the RN-1 zones, RN-2 zones, and MH zones." Motion carried.

- Accessibility Committee

Councillor D. MacInnis noted that Accessibility and Emergency Measures (EMO) committee meetings are both upcoming.

- Community Enhancement Committee (CEC)

Councillor A. Murray noted that a CEC meeting was cancelled due to illness. He further noted that the Museum Board will be seeking two (2) new members.

- People's Place Library

Councillor S. Cameron noted that the library will be hosting Leslie Crew from CBC who will be doing a reading in January and that Zoom links will be available.

Council was advised that an updated General Equivalency Diploma (GED) program to be offered and details on the new program were provided today on 989xfm.

- Deputy Mayor W. Cormier stated he had nothing to report.
- Mayor L. Boucher acknowledged that CAO J. Lawrence would soon be leaving his position with the Town and provided comment on his mentorship with staff, and Council's priorities.

A token of appreciation was presented to CAO J. Lawrence and a photo opportunity took place.

Mayor L. Boucher noted that Council was successful in hiring interim CAO Mr. Marvin MacDonald. She noted he has worked with the province for 18 years as well as being CAO for the District of St. Mary's.

The meeting was adjourned.

**In Camera Council Meeting**  
**January 15, 2024**  
**Town Council Chambers**

An In Camera Town Council meeting was held to discuss personnel matters, contract negotiations, and/or the sale, acquisition, or lease of municipal lands, and /or information subject to solicitor-client privilege.

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**Epoll Meeting  
January 23, 2024  
Via Email**

**Present**

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

CAO J. Lawrence

CAO J. Lawrence called the meeting to order noting that it was a duly called epoll meeting and provided background information relevant to the following motion:

“That the Town of Antigonish CAO direct staff to submit a Smart Renewables and Electrification Pathways (SREP) Capacity Building Stream Grant Application to a maximum of \$2.67 million dollars (cost-shared 75 % federal/25%Town of Antigonish) prior to the deadline application date of January 31, 2024.” Motion carried.

**Epoll Meeting**  
**February 14, 2024**  
**Via Email**

**Present**

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

D. Wilson, Acting CAO

Acting CAO D. Wilson called the meeting to order noting that it was a duly called epoll meeting and provided background information relevant to the following motion:

Motion: "That the Town of Antigonish write a letter of support for the Antigonish Arena for a funding application to the province for upgrades totalling \$265,000, and subject to funding approval from the province, would financially support the upgrades to a maximum of \$57,500." Motion carried.

**Emergency Town Council Meeting  
January 30, 2024 – 6:00 PM  
Via Zoom**

**Present**

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

Interim CAO M. MacDonald  
D. Wilson, Deputy Clerk

Mayor L. Boucher called the meeting to order at 6:00 PM.

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

Mayor L. Boucher noted that this was a one item agenda to reconfirm the original motion on consolidation.

“It was Moved and Seconded that Town Council confirms its October 20, 2022, request that the provincial government consolidate the Town of Antigonish and the Municipality of the County of Antigonish into one municipal unit through special legislation.”

Discussion took place with each Councillor providing comment on the matter of consolidation, and Mayor L. Boucher responding to questions from Council.

For the motion: Councillors M. Farrell and A. Murray, Deputy Mayor W. Cormier and Mayor L. Boucher - Against the motion: Councillors D. MacInnis, D. Roberts and S. Cameron. Motion carried.”

At 6:12 PM the meeting was adjourned.

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 24-02-26  
**Prepared by:** Dianne Wilson, Acting 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.

The Utility and Review Board held the Town’s water rate application in Town Council Chambers on February 20<sup>th</sup> with a decision expected in late March.

Public Works staff is fully engaged in winter activities including extended work related to snow removal and work at intersections from major snowstorms in February. In addition, work has been undertaken to push back snow in areas that are prone to cause issues with the forecasted rain event.

Work continues at the Brierly Brook Solar Garden with an anticipated operational date of April, 2024.

An Open House for the Solar Garden is scheduled to be held at Town Hall on March 8<sup>th</sup> from 6 to 8 PM.

Staff are working on capital budgets – a workshop with Council is anticipated for mid-March. Details to follow.

**Highlights**

Summarize 2-3 noteworthy department projects, milestones, achievements or challenges that occurred in the past month. This section should be a maximum of 5 sentences written in paragraph format. This report compiles monthly updates and progress reports from the Town of Antigonish’s Administration, Community Development, Parks and Recreation, and Public Works departments.

**Strategic Initiatives Update:**

<b>Projects</b>
<b>Title: Carbon Inventory – PCP Milestone Tool</b>
<b>Status Update: Continuing to input data for Carbon Inventory</b>
<b>Next Step: On going</b>
<b>Title: Net Zero Engagement Strategies Funding Opportunity</b>
<b>Status Update: Submitted final application November 28<sup>th</sup>.</b>
<b>Next Step: Await approval in the new year</b>
<b>Title: Grid Modernization and New Substation</b>
<b>Status Update: Working with Strum on detailed engineering and site work preparation. Received Contribution Agreement from SREP and are currently reviewing it.</b>
<b>Next Step: On going</b>
<b>Title: Executive Assistant Duties</b>
<b>Status Update: Organize and schedule meetings for Mayor Boucher</b>
<b>Next Step: Ongoing Correspondence</b>

Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: Had SCCF Funding announcement at Bayside Travel Centre
Next Step: Working on Community Stakeholder letter of consent – on going
Title: Green Municipal Fund – GHG Reduction Pathway Feasibility Study – Deep Energy Retrofits
Status Update: Council Presentation
Next Step: Investigating Capital funding opportunities to follow study.
Title: New SREP funding available for Capacity Building
Status Update: Submitted application January 31, 2024
Next Step: Awaiting approval.
Title: Diversity, Equity and Inclusion Plan
Status Update: Reviewing Final Report
Next Step: Follow up with Empowered once review is complete
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:

**AREA Update:**

<b>Projects</b>
Title: AREA weekly updates
Status Update: Attend weekly update meetings
Next Step: On going
Title: HOME Program review
Status Update: Released Energy Survey via social media and bill insert
Next Step: On-going
Title: Solar Subscriptions
Status Update: Attended multiple meetings and workshops on subscription model
Next Step: on-going
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
Title:

THE TOWN OF  
**ANTIGONISH**

<b>Status Update:</b>
<b>Next Step:</b>

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** February 20, 2024  
**Prepared by:** Meaghan Barkhouse, Director of Corporate Services

**Corporate Services**

**Highlights**

The Water Utility General Rate Application (GRA) hearing convened on February 20, 2024, with a panel consisting of Blaine Rooney (consultant), the Director of Corporate Services, the Director of Public Works, and the Supervisor of Facilities. The Board is aware of the upcoming request for rate changes on April 1 and remains on track to fulfill this request.

The Town of Antigonish Financial Statements, presented to the audit committee by MNP (the Town's auditor) on Thursday, February 15th, received Council approval on February 16th. Consolidated statements will be published on the Town website once available, anticipated around February 23rd.

The Electric Utility GRA hearing (M11441) is slated for March 26th and 27th. The Nova Scotia Utility and Review Board (NSUARB) and their consultant, Synapse, raised information requests (IRs) pertaining to the application. These IRs were addressed by Town staff and consultants (BDR NorthAmerica), with responses formally submitted on February 12th.

The Director is scheduled to participate in a two-day strategic development meeting with AREA staff and board members. Over the past five years, AREA has evolved from a single employee managing a ten-turbine windfarm to a team of four overseeing a windfarm, coordinating the construction of three solar gardens, assisting municipal electric utilities in navigating regulatory changes, and establishing a regional utility manager for the Mahone Bay, Berwick, and Riverport utilities.

**Department Update:**

Projects
<p><b>Title:</b> 2024-25 Budget</p> <p><b>Status Update:</b> With the 2022-23 Financial Statements presented to the Audit Committee and approved by Council, the Director will be focusing on working with senior leadership to create the 2024-25 budget. Senior leadership will be meeting February 21 to look at timelines for creating the capital and operating budgets. This will also include planning the timing of holding capital workshop meetings with Council to have their input shared and discussed before presenting a budget for approval.</p> <p><b>Next Step:</b> Develop budget timelines with senior management and plan capital budget workshop with Council</p>
<p><b>Title:</b> Inventory Accounting Policy</p> <p><b>Status Update:</b> As discussed in the Audit Committee meeting, the Manager of Accounting will be developing an inventory accounting policy for the Town. This will focus on two methods depending on the inventory:</p> <ol style="list-style-type: none"> <li>inventory that is unique or easily identifiable will be recorded at actual costs (i.e.: transformers by serial number)</li> </ol>

<p>2. inventory that is indistinguishable will be recorded following the First In-First Out (FIFO) method (i.e.: utility poles).</p>
<p><b>Next Step:</b> Develop Policy</p>
<p><b>Title: Human Resources</b></p>
<p><b>Status Update:</b> Posting for Superintendent of Public Works position is in the application review process, with the Director of Public works reviewing resumes on an on-going basis. The job posting closes on February 26<sup>th</sup>, at 1pm. The current Superintendent of Public Works last day with the Town is February 27<sup>th</sup>.</p>
<p><b>Next Step:</b> Review applications for interview candidates.</p>
<p><b>Title: Equity, Diversity, and Inclusion in the Workplace</b></p>
<p><b>Status Update:</b> 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><b>Next Step:</b> Consultants Report in review</p>
<p><b>Title: Strait IT Update</b></p>
<p><b>Status Update:</b> The Director of Strait IT has provided the Director an estimate budget to upgrade the Town Hall and other building's network. This includes hardware and annual license fees for up to five years. This is in effort to approve wi-fi capabilities for the Town, and as well having the same equipment brand as our municipal counterparts in Strait-IT for cost savings and resource knowledge as our IT technicians will understand one system for all municipalities.</p>
<p><b>Next Steps:</b> Present IT network capital to Council</p>
<p><b>Title: Hurricane Fiona Disaster Finance Application</b></p>
<p><b>Status Update:</b> Corporate Services is complying the Town's expenses and working with insurance as part of the application process.</p>
<p><b>Next Step:</b> Ongoing</p>
<p><b>Title: Work from Home Policy</b></p>
<p><b>Status Update:</b> Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review.</p>
<p><b>Next Step:</b> Finalize and present to Council regarding a Work from Home Policy.</p>
<p><b>Title: In Development: Charitable Donation Policy</b></p>
<p><b>Status Update:</b> Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.</p>
<p><b>Next Step:</b> Finalize and prepare a memo to Council regarding a Charitable Donation Policy.</p>

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>Remaining</u> <u>Budget</u>
<b>Revenue</b>					
Taxes	\$7,501,015.37	\$7,240,136.12	\$6,965,288.62	\$7,028,972.40	\$260,879.25
Grants in Lieu of Taxes	1,109,614.80	62,265.04	1,050,533.12	54,985.94	1,047,349.76
Sale of Services	949,423.24	662,972.94	879,691.10	751,034.17	286,450.30
Services provided to other governments	302,534.66	109,550.66	311,428.76	233,571.57	192,984.00
Other revenue from own sources	143,000.00	348,194.79	147,450.00	317,570.11	(205,194.79)
Unconditional Transfers from other governments	478,844.00	90,481.31	235,612.16	88,666.00	388,362.69
Other Transfers	2,142,198.00	3,000.00	2,198,427.50	3,000.00	2,139,198.00
	<u>12,626,630.07</u>	<u>8,516,600.86</u>	<u>11,788,431.26</u>	<u>8,477,800.19</u>	<u>4,110,029.21</u>
<b>Expenditure</b>					
Mayor and Council	435,049.94	370,180.14	401,180.53	348,328.55	64,869.80
Corporate Services and Office of the CAO	2,756,301.97	673,558.97	2,547,505.53	820,254.46	2,082,743.00
Engineering and Public Works	1,493,387.33	1,184,621.50	1,448,570.89	1,122,234.77	308,765.83
Environmental Health Services	1,391,965.57	1,038,223.98	1,389,991.12	955,254.18	353,741.59
Community Development Administration	399,058.99	357,261.32	416,795.08	348,667.07	41,797.67
Partnerships & Initiatives	564,329.81	628,298.84	497,621.73	592,919.83	(63,969.03)
Protective Services	2,997,244.13	1,994,466.99	2,811,877.32	2,273,718.38	1,002,777.14
Recreation and Cultural Services	728,691.84	551,738.43	566,357.06	451,868.74	176,953.41
Provincial Responsibilities	1,760,577.56	1,253,999.81	1,708,532.00	1,302,123.21	506,577.75
	<u>12,526,607.14</u>	<u>8,052,349.98</u>	<u>11,788,431.26</u>	<u>8,215,369.19</u>	<u>4,474,257.16</u>
Excess(deficiency) of revenue over expenditure	<u>100,022.93</u>	<u>464,250.88</u>		<u>262,431.00</u>	<u>(364,227.95)</u>

**Electric Utility - Statement of Operations**  
**For the Ten Months Ending Wednesday, January 31, 2024**

	2023		2022	
	Budget	Actual	YTD	March 31st
<b>Revenue</b>				
Operating				
Electric Revenue	\$13,877,728	\$10,625,808	\$9,479,440	\$11,986,808
<b>Expenditure</b>				
Operating				
Power Purchases	7,409,788	7,464,648	2,554,976	4,274,290
Power Generation and Delivery	5,097,464	1,915,733	4,699,316	5,259,390
Electrical Buildings/Subs	17,453	8,595	10,519	16,944
Electric Distribution Exps	234,740	353,114	493,527	227,903
Property Taxes	2,588	2,588	2,438	2,438
Depreciation	278,416			246,607
Admin - Common Services	1,216,963	813,939	685,556	837,569
Interest and Bank Charges	5,838	10,412	3,002	5,668
Wages	595,672	543,436	486,954	572,762
	<u>14,858,922</u>	<u>11,112,465</u>	<u>8,936,288</u>	<u>11,443,571</u>
<b>Non-operating revenue</b>				
Interest on investments				
Interest on Accounts	11,135	13,998	17,029	19,794
	<u>11,135</u>	<u>13,998</u>	<u>17,029</u>	<u>19,794</u>
<b>Non-operating expenditures</b>				
Debt Payments				
Transfers to other funds	575,000			575,000
	<u>575,000</u>			<u>575,000</u>
Excess(deficiency) of revenue over expenditure	<u>(1,545,059)</u>	<u>(472,659)</u>	560,181	<u>(11,971)</u>

**Water Utility - Statement of Operations**  
**For the Ten Months Ending Wednesday, January 31, 2024**

	2023		2022	
	Budget	Actual	YTD	March 31st
<b>Operating Revenue</b>				
Water Revenue	\$1,409,374	\$1,029,224	\$1,138,545	\$1,440,057
Fire Protection	286,172	286,172	286,172	286,172
Fire Protection - County	188,679	188,679	188,679	188,679
Other Water revenue	2,750	12,536	3,250	6,029
	<u>1,886,975</u>	<u>1,516,611</u>	<u>1,616,646</u>	<u>1,920,937</u>
<b>Operating Expenditure</b>				
Property Taxes	39,623	39,085	38,846	38,846
Depreciation	421,500			390,060
Source of Supply	37,047	29,691	32,465	35,112
Purification	335,246	242,598	263,785	322,306
Power and Pumping	46,382	38,852	34,048	41,199
Transmission and distribution	131,415	104,526	72,626	83,908
Administration	99,742	85,999	81,420	87,358
Supervision	552,580	499,948	447,072	536,487
Wages	176,161	156,787	148,704	172,401
	<u>1,839,696</u>	<u>1,197,486</u>	<u>1,118,966</u>	<u>1,707,677</u>
Operating Profit	47,279	319,125	497,680	213,261
<b>Non-operating revenue</b>				
Interest on investments				
Interest on Accounts		2,951	3,824	4,515
Misc Non-operating Revenue				
		<u>2,951</u>	<u>3,824</u>	<u>4,515</u>
<b>Non operating expenditure</b>				
Debt Payments	166,128	164,138	164,588	167,817
Transfers to other funds				
	<u>166,128</u>	<u>164,138</u>	<u>164,588</u>	<u>167,817</u>
Excess(deficiency) of rev over exp	<b>(118,849)</b>	157,938	336,916	49,959

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 20/February/2024  
**Prepared by:** Ken Proctor, P. Eng., Director of Public Works

## Engineering & Municipal Services

### Capital Projects/Tender Update:

Projects	
<b>Title:</b>	Budgets
<b>Status Update:</b>	: 23/24 Year end projections & 24/25 Budgets in progress
<b>Next Step</b>	
<b>Title:</b>	AT Trail Project (ToA)
<b>Status Update:</b>	Ongoing assistance with infrastructure
<b>Next Step:</b>	Ongoing followup meetings with consultants (WSP). Bell Aliant work for West St pole adjustments in progress. Project A – Review of West St section continues for revised scope and retender Project D – Dwg's at 95% design stage. Bell /CBNSR followups required Contacts with Stakeholder groups continues for right of way impacts
<b>Title:</b>	ICIP Applications – Bay St
<b>Status Update:</b>	: Application Review
<b>Next Step</b>	Design Services awarded to WSP. Project start up meeting held and site survey work started Design work in progress Contacts in process with CBNSR for railway crossings and EDPC for the J Paradis DA. Stakeholder list established for contacts
<b>Title:</b>	Hwy4 AT/Roundabout Project
<b>Status Update:</b>	Ongoing followups with NSTiR on concepts/proposed schedule for the phased 4 yr project
<b>Next Step:</b>	NSTiR contact on Municipal Infrastructure continues. Phase 1 (#7/Hwy 4) project - completed. Phase 2 (Church St/Hwy 4) design work in progress. Meetings with NSTiR/County ongoing Tender call expected in Mar/Apr
<b>Title:</b>	Municipal Capital Grant Program
<b>Status Update:</b>	: Application Review for project(s). Resolution of Council for approved project Submission made Dec13
<b>Next Step</b>	Awaiting results of application review

### Electric Utility (EU):

Projects	
<b>Title:</b>	23/24 , 24/25 &25/26 Budgets
<b>Status Update:</b>	Submission to NSURB for General Rate Adjustment (approved by NSURB) Submission to NSURB to amend its Schedule of Rates and its Rule/Regulations (in progress)
<b>Next Step:</b>	NSURB Hearing date – mid March/2024
<b>Title:</b>	Electric Utility Capital Modifications

Status Update: : NSURB approved capital expenditures Dec 15 SREP approval provided EU working group assessing project scheduling, major purchases items, service agreements
Next Steps:
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Frame system and solar panels constructed on both levels New pole line to Hawthorne: NSPi work for cross-over points under review with AREA EU pole line section to be completed following NSPi work.
Next Step: Project followups in progress
Title: EU Equipment
Status Update: All equipment is in service Tender issued for new ¾ T service truck. Tender awarded to MacDonald Chrysler Rigging course training completed Development of Rubber Glove Code of Practice continues
Title: Power Outages
Status Update: No outages during snow storms of Jan 29 , Feb 03-05 and Feb 15
Next Step:
Title: Operations Items
Status Update: Items as noted below
Next Step: Work Items – ongoing "Yellow" lites - replacement work ongoing Pole Line Work – for BRBB, EU awaiting NSPi work to completed. 77 Highland Dr in progress New poles installed for STMRH parking lot New Service Pole and Transformer bank for 219 Main St (completed) West St/Highland Dr intersection- ped buttons serviced Tree trimming work ongoing. Electrical Inspections Ongoing Meter reading
Title: Pole Mount transformers
Status Update: Additional deliveries received
Next Step: Installs being assessed with EU Grid project scheduling
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

#### Water Utility:

<b>Projects</b>
Title: 23/24, 24/25 & 25/26 Budgets
Status Update: Water Rate Application approved by Council and submitted to NSURB for rate adjustments
Next Step: Responses to NSURB Information Requests submitted for Jan 11 Hearing dates set for Feb 20, 2024 (Town Council Chamber)
Title: Source Water Review
Next Step: Study Followups continuing with Consultant.
Next Steps: Phase 4 continues with site assessment reviews Refinement of short listed sites established of refined drilling exploration. Updates in progress for site testing and MOUs Recent storms has delayed property contacts for site access pending
Title: Water Utility Items

<p>Status Update: Meeting of James River Stewardship Board – Dec 14, 2023  Annual Dam inspection completed (Nov 17)  Residuals Management review continues with consultants (CBCL)  Annual NSE Report – preparation work in progress  Bethany Tank Recoatings - preparation work in progress for call tender  West St Watermain (#7 to James) – preparation work for tender call  Church St at TIR Roundabout - preparation work for tender call</p>
Next Step:
Title: Fire Hydrants
<p>Status Update: Annual maintenance ongoing. (Various service work in progress)  Policy-Bylaw for Private Hydrants – awaiting Municipal Affairs approval  Winter Hydrant Maintenance in progress</p>
Next Step:
Title: Main Line Water Valves
Status Update: Assessment of operational status continues
<p>Next Step: Assessment for Work in 2nd quadrant continues for 2023/2024.  Capping of old 4" main work on West St - 5 services relocated. Main disconnect in Spring Church/Mall and Hawthorne work- deferred to 24/25.  Upper section of Hillcrest St experiencing water discoloration. Interim flushing in progress.  (Install of New auto flushing valve - Spring)</p>
Title: Water Breaks
Status Update: 3 breaks – Maple (Jan 18) , Pleasant (Jan 20), Highland (Jan 26)
Next Step:
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

**Sewer/Storm:**

<b>Projects</b>
Title: Budgets
Status Update: : 23/24 Year end projections & 24/25 Budgets preparations in progress
Next Step:
Title: NSE Permit to Operate
Status Update: Requirement for System Assessment Report (SAR)
<p>Next Step: Followup on CBCL SAR Report continues.  Review of Consultant's memo (CBCL) on options for STP Front End upgrades continues  Equipment arrivals in progress ( Aerators chain, wet well pump, blower rebuild)  Adjustments to lagoons levels and floatables ongoing as weather events occur</p>
Title: System Conveyance
<p>Status Update Checks of Murphy's Brook areas ongoing  Pipe sealing by Eastern Trenchless work completed  Overview of Whidden- Centennial storm drainage continues  Sewer Cleaning tender (GFL) completed  Followup review to Safety Program and Training – pending</p>
Next Step:
Title: Hurricane Fiona / Other Storms
Status Update: Provincial /DNR assessment of trees near river areas still pending
Next Step: Fiona costs compiled and forwarded to Corporate Services for recovery of costs

Jan/Feb storm events experienced – Jan 29 (snow), Feb 03-05 (snow), Feb 14(snow)
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Public Properties & Streets

<b>Projects</b>
Title: Budgets
Status Update: : 23/24 Year end projections & 24/25 Budgets in progress
Next Step:
Title: Seasonal / Street Operations
Status Update: Winter Operations - Standby/Oncall in place for 6:00am, Dec01 Salt usage -552 tonnes 3 major storm systems experienced. (Jan 29, Feb 03-05, Feb14) 2 removals of snow in Downtown core completed. (3 <sup>rd</sup> removal in planning stages) All streets widened following Feb 05 storm (85-100cm) Work to potholes ongoing with winter coldmix Followup review to Safety Program and Training – ongoing
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment & Bldg
Status Update. 1 Sidewalk plow returned to service. Salt truck plow wings serviced and returned to service Backhoe being serviced. Rental unit in place for required needs All other equipment in service
Next Steps:
Title: Staffing
Status Update PWD Staff obtaining additional NSE system certifications Superintendent has submitted resignation. Position has been posted with closing Feb 26
Next Step:
Title: Community Development
Status Update: Discussions continue for review of various requests/inquires and or project overlaps Mid block crosswalk signage have been adjusted to reflect provincial regulations Review of winter parking ban enforcement Assessing Litter Can service Assessing ToA AT project details
Next Step: Awaiting followups
Title Updated COVID 19 Restrictions
Status Update Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: : Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Waste Management:

<b>Projects</b>
Title: Budgets
Status Update: Y: 23/24 Year end projections & 24/25 Budgets preparations in progress
Next Step:

<b>Title: Solid Waste Items</b>	
<b>Status Update: Waste Management Bylaw - Awaiting Municipal Affairs Approval</b> Litter can service being assessed with Community Development Town Council Resolution provided for End Producers Program Followups required with Colchester MRF on status of future service contract	
<b>Next steps:</b>	
<b>Title: Waste disposal weights – Jan 31, 2024</b>	
<b>Status Update:</b>	RWC -900 T, ICI - 2922 T
<b>Next Step:</b>	



Ken Proctor, P.Eng.  
Director of Public Works

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

**Community Development**

**Strategic & Capital Projects of Council:**

Projects
<b>Active Transportation Corridor</b>
<b>Status Update:</b> Revised Tender Scope Ongoing
<b>Next Step:</b> Bell returned and moved the corner pole. They still need to come back to replace a pole on West Street that was hit by a motorist. WSP to provide tender packages for West Street sections that have been broken into two projects. Town staff to work on St. Ninian Street property impacts for 2025 construction season. Town staff and WSP to meet to discuss project tendering and construction timelines for 2024.
<b>Accessibility Ramp</b>
<b>Status Update:</b> Engineering Design Options Prepared
<b>Next Step:</b> Staff have been working with Strum to identify options for the installation of an accessible ramp to the Challenger Baseball Field. This area has been particularly challenging due to the slope and narrow working area. Staff will work with Strum to develop an RFP for construction services once the most cost effective path forward is determined. Construction would begin in the spring/early summer. Staff submitted a grant for provincial funding to supplement some of the construction costs for this project.
<b>Tourism</b>
<b>Status Update:</b> Marketing Levy Passed First Reading
<b>Next Step:</b> By-Law passed and adopted by Council. Staff have been doing outreach and registering properties. Registrations are coming in steadily. There are a few questions from Air BnB property owners and staff are following up as needed. Goal is to have Town properties registered by April 1.
<b>Regional Ball Field #2</b>
<b>Status Update:</b> Phase 1 of drainage work has been completed.
<b>Next Step:</b> Phase 2 request for drainage and grading will come as part of 24-25 budget.
<b>Arbor Drive Playground</b>
<b>Status Update:</b> Equipment has been ordered
<b>Next Step:</b> Install will happen in the Spring. Staff are exploring grant opportunities to add additional features to the park.
<b>Parking Meter Renewal</b>
<b>Status Update:</b> Complete.
<b>Next Step:</b> Phase 2 for Creighton Lane will be a part of 24-25 budget.
<b>Litter Cans</b>
<b>Status Update:</b> Staff developing standards and updates to locations for downtown core litter cans.
<b>Next Step:</b> Staff will come to Council with update on litter can service which will include locations and set up to reflect placemaking standards for March.
<b>Accessibility</b>
<b>Status Update:</b> Staff working on report card
<b>Next Step:</b> Staff and committee to review quick wins and goals for upcoming fiscal year. Staff to also bring the re-launch Accessible Antigonish to committee and Council.

## Operational Projects:

<b>Project</b>
<b>Beautification</b>
The draft RFQ has been posted. Submissions will be accepted until March 8.
<b>Pedestrian Safety</b>
Staff working with WSP to develop recommendations to enhance overall pedestrian safety. The immediate focus will be reviewing midblock crosswalks. Staff met with RCMP, County, StFX and NS Public Works to review concerns and form a subcommittee. The subcommittee will be developing an outreach plan for both pedestrians and motorists about crosswalk safety.
<b>Wayfinding &amp; Signage</b>
Mock ups for new signage were developed. Initial round of feedback from Town and Paqtnkek have gone into Vibe Creative Group. Staff will receive a second copy of the design. Staff will work with Vibe and installers to get quote for the new set-ups for the welcome signage. The next phase of this work will involve recreation and look at new signage at The Landing, which will include a reflection on the cultural history and the Mi'kmaw people, as well as trail markers, mapping, and information on wildlife found in the area.
<b>Town Hall Lighting</b>
CBCL was onsite to conduct a structural and electrical assessment. CBCL will draft report to indicate the conditions of the building, plan for the lighting and recommendations for installation. This work is required before going to tender.
<b>Town &amp; StFX Partnership</b>
Following a review of the minutes and feedback from all partners, the Good Neighbours Working Group are reviewing options for Homecoming 2024. The Town has provided the Special Events Planning Guide and Application form to the Student Life for their review should it be helpful in determining a direction moving forward. The Town will look to ways to support StFX and the progress made, as well as the continued advancement of the Good Neighbours Program.
<b>Security Camera Project</b>
Staff from all departments are working on the development of a revised security camera system to protect the safety and security of Town assets and facilities. Staff have been working with StraitIT on the plan. Staff will come to Council in the coming months with an overview as well as a budget ask, which will included a phased implementation plan. This project is board in scope and involves many different aspects from the different types of equipment needed to the policy development of how to properly manage a security camera system.
<b>Feasibility Study for Rec Centre – Investigation Phase</b>
Staff will provide Town and County Council with initial information regarding an asset inventory as well as very preliminary cost analysis based on construction costs from facilities that have been built in other communities across Nova Scotia. Staff will provide Councils with this information prior to next steps being taken.
<b>Programming</b>
Open Gym sessions have returned for the winter. Multi-Sport is also ongoing. Recreation staff supported Keppoch Fun Day to provide free access to skis. The winter equipment loan has been very busy. Staff are already reviewing options for summer programming and summer camps to determine how best to meet the needs of the community as the demand for programming for both children and seniors.
<b>Budget 2024-2025 Planning</b>
Staff are preparing plans for budget. This includes review the recreation asset management plan for the replacement schedule and sourcing quotes and seeking professional services to determine a scope of work for proposed projects. Staff will also meet with committees to review budget and special requests for the coming year. The final plan and project list will be presented to Council in the coming months.
<b>By-law, Policy &amp; Procedures:</b>
<ul style="list-style-type: none"> <li>• Traffic Control/Sidewalk Encroachment Policy – (research phase for potential proposal)</li> <li>• Sponsorship/Naming Rights Policy (Marking and Communications Officer Drafting)</li> </ul>

THE TOWN OF  
**ANTIGONISH**

- Facility Allocation Policy (in progress and in partnership with the County)
- Community Events Policy (proposed)
- Nuisance Wildlife/Animal Feeding By-Law (proposed)
- Oversized Move Permit (proposed)
- Video Surveillance Policy (proposed)

**By-Law Enforcement Statistics:**

Reporting Period: December 11, 2023 to January 9, 2024

*\*Please note the holiday break fell within this reporting period.*

Still Under Investigation:

Dog By-law: 1 (still under investigation)

Unsightly: 2 (still under investigation)

Solid Waste: 2 (still under investigation)

Signage Policy - Ongoing file to address collection of signage being put on Town owned utility pole

Closed:

Lodging Home: 1 file (investigation Opened and Closed)


Solid Waste: 5 files

Parking Violations:


100 parking violations (includes Town, Hospital & StFX)

50+ vehicles have been towed as a part of Overnight Enforcement this past month

Municipality = Town of Antigonish



<i>Civc</i>	<i>New Units</i>	<i>Work</i>	<i>Bldg</i>	<i>Proposed Use</i>	<i>Permit</i>	<i>Value</i>
17 Gillis Way	0	Renovate	Single Dwelling	Accessory Uses-Solar	113.00	26,611.00
<b>Total</b>	<b>0</b>				<b>113.00</b>	<b>26,611.00</b>





# Eastern District Planning Commission

606 Reeves Street, Unit #3, Port Hawkesbury NS B9A 2R7  
Ph.: 902-625-5364  
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**John D. Bain**  
Director  
jdbain@edpc.ca

February 13, 2024

Mr. Marvin MacDonald, CAO  
Town of Antigonish  
274 Main Street  
Antigonish, Nova Scotia B2G 2C4

## Reference: Revised Appointments

Dear Mr. MacDonald,

As in years past we would ask that the Town of Antigonish Council make the following appointments at your next regular session of Council replacing all previous appointments of District Planning staff to various Municipal positions effective **April 1, 2024**:

- Building Inspection:  
Building Inspectors: **Sean Donovan** and **Jonathan Martin**  
Alternates: **David MacKenzie, Harry Martell, André Samson** and **Luke Ross**
- Development Officer: **John Bain**  
Alternates: Andrew Jones; Wanda Ryan; Kristen Knudskov and Mikayla Tait.
- Fire Inspector: **Sean Donovan**  
Alternates: A. Samson, L. Ross, H. Martell; D. MacKenzie; and J. Martin.
- Dangerous or Unsightly Premises  
Administrators: **Sean Donovan** and **John Bain**  
Alternate: Jonathan Martin and André Samson
- Special Constables: Building/Fire Codes, Dangerous or Unsightly Premises, Land Use By-laws  
**Sean Donovan** and **Jonathan Martin**

If you have any questions or concerns about these appointments, please do not hesitate to contact me.

Yours truly,

John Bain  
Director

/jb