
MEETING: Regular Town Council Meeting

DATE: February 18, 2025

TIME: 5:15 PM

PLACE: Town Council Chambers

Agenda

Land Acknowledgement

1. Call to Order

2. Approval of Agenda

3. Conflict of Interest

4. In Camera

To discuss matters relating to;

- acquisition, sale, lease and security of municipal property;
- personnel matters; and
- contract negotiations

5. Approval of Minutes

- Minutes of the Regular Council Meeting Minutes of January 20, 2025

6. Presentations/Flag Requests/Proclamation

- 6.1 RCMP – APP Consultation Presentation S/Sgt. Kimberly Hillier
- 6.2 2030 National Special Olympics Summer Games – Bob Hale
- 6.3 Antigonish Art Fair - Joan MacDonald & Beth Latwaitis

7. Business from Minutes

- 7.1 Town Council Advisory Committee Policy – Proposed Amendment
- 7.2 Snow Removal Policy for Street Parking Meters
- 7.3 ASAP funding request (follow up from Jan 20)
- 7.4 Eastern U16 Challenge/U18 Cup STFX (Follow up Jan 20)

8. New Business

- 8.1 Electric and Water Account Write-offs
- 8.2 Tax Sale Approval
- 8.3 Highway 4 Church St. Roundabout – Kyle Meisner, P.Eng., Director of Public Works
- 8.4 Appointment of Town Council Members to Community Committees Policy

- 8.5 Procurement Policy
- 8.6 Live Streaming (Councillor P. McKenna)
- 8.7 Addressing Issues with Delinquent Landlords (Deputy Mayor D. Roberts)
- 8.8 Municipal Response to U.S. Tariff Threats (Councillor L. MacLellan)

9. Correspondence

- 9.1 Sodexo (Follow up from Jan 20 Council meeting)
- 9.2 Minister EM -Emergency Management (Jan 17)
- 9.3 2025 REP Provincial Spelling Bee – May 10

10. Staff Reports

11. Council Reports

12. Adjournment



In Camera Meeting

To discuss matters relating to;

- acquisition, sale, lease and security of municipal property;
- personnel matters; and
- contract negotiations

DRAFT

**Regular Town Council
January 20th, 2025
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

M. Fougere, Deputy Clerk
M. Barkhouse, Director of Corporate Services & Acting CAO
S. Long, Marketing & Communications
K. MacInnis, Director of Community Development
K. Meisner, P. Eng., Director of Public Works
L. Roy, Strategic Initiatives

Members of the Gallery
Ross MacDonald, Municipal Advisor
Media

Absent with regrets

R. Delorey, CAO

Call to Order

1. Call to Order

Mayor S. Cameron called the meeting to order at 6:05 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 presented."

Motion carried.

3. Approval of Minutes

It was Moved and Seconded "to approve the December 16th Regular Council Minutes and the Special Council Meeting Minutes of January 9th, 2025, as presented."

Motion carried.

4. Presentations/Flag Requests/Proclamation

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

Amberlee Boulton presented to Council on behalf of ASAP, a registered non-profit arts organization, highlighting its role in supporting community arts partners and assisting local organizations with fees.

ASAP is committed to fostering artistic expression and providing direct support to artists.

The organization has transitioned from providing rent subsidies to an Artist Residency Program, which offers financial assistance directly to artists. There are currently 30 artists invoiced in the program.

Discussion ensued.

The Mayor thanked Amberlee Boulton for her time and presentation and advised that a funding decision would be deferred to the next Council meeting.

4.2 U16 Eastern Challenge, U18 Canada Cup – STFX

Ron Laurette, representing Football Nova Scotia, took the podium to present on behalf of the organization. He expressed the honor and excitement of hosting the Canada Cup, which will bring the best high school football players from across the country to compete at St. Francis Xavier University (STFX). He emphasized that this event is not only an opportunity to showcase young athletes' talents but also to highlight the achievements of Football Nova Scotia and the broader benefits of the sport.

Football Nova Scotia is a non-profit organization dedicated to the development of the sport in the province.

R. Laurette provided an overview of the tournament, emphasizing its significance: The tournament will be held at STFX University, utilizing its world-class facilities.

Eastern Canadian Cup: July 14–19

Eastern Championship: July 17–21

Over 3,500 athletes expected to compete in Antigonish throughout the event week.

Council members discussed the opportunity to show support for this event.

R. Laurette noted that Football Nova Scotia has secured several major sponsorships and continues to seek additional support. The group is requesting \$10,000 from the Council to help fund the event.

During discussions, Council referenced the 2018 Special Olympics event hosted in Antigonish, acknowledging the tremendous success and positive impact it had on the community.

Mayor S. Cameron thanked R. Laurette for his presentation and confirmed that the funding request will be moved to the next Council meeting for a decision.

4.3 African Heritage Month Proclamation

The Mayor officially read the proclamation declaring February 2025 as African Heritage Month and will proceed with signing the proclamation.

5. Business from Minutes

5.1 Sodexo and Antigonish Community Fridge Partnership (follow up and decision)

This is a follow-up from the correspondence that was circulated in the council package from the Dec 16th meeting.

Motion

It was moved and second “That the Town of Antigonish donate for the 2024/2025 fiscal year \$3500.00 to SODEXO the Circular Food Solution to support the paper products to ensure the continuation of the food to our food pantry. “

Motion carried.

Councillors expressed support for the initiative, with many emphasizing that community support is the key factor, rather than the size of the organization.

5.2 Atlantic Challenger Baseball All-Star Series (August 1-3, 2025)

Correspondence regarding the Atlantic Challenger Baseball All-Star Series was included in the Council package for the December 16th meeting. At that time, the group had not made a specific funding request, and Council requested that they return with a detailed proposal.

New correspondence was submitted by Randy Crouse, outlining the upcoming event, which will be held in Antigonish from August 1–3, 2025.

The organization requested sponsorship at various levels, and Council made a motion to approve the Grand Slam sponsorship.

Motion

It was Moved and Seconded “that Council approve the Grand Slam Sponsorship in the amount of \$5,000.00 for the Atlantic All Star Series August 1-3, 2025, from the Discretionary fund.

Motion carried.

Discussions ensued.

6. New Business

6.1 Committee Policy (K. MacInnis)

K. MacInnis provided an overview to Council on the recommendation to amend the Advisory Committee Policy. The amendment is based on the decision to create three new Advisory Committees:

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

K. MacInnis recommended that Council amend the policy to include the terms of reference for these three new committees. K. MacInnis is requesting that Council provide the scope of work for each committee by January 31st, allowing staff to proceed with making the necessary policy amendments and incorporating the terms of reference.

It was recommended that the Community Enhancement Committee be changed back to the Beautification Committee.

Following the October 2024 Election, committee appointments have now expired. To address this, all community member terms will be reset as of April 1, 2025, allowing current members to reapply and providing an opportunity to advertise for new committee positions.

Additionally, K. MacInnis requested the establishment of a Nominations Committee to provide recommendations to Council regarding committee memberships and any vacancies. A draft copy of the terms of reference for this committee was included in the Council package. The recommended membership for this committee would consist of the Mayor, two Councillors, and the Deputy Clerk.

Discussions ensued.

Motion

It was moved and seconded “that 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.”

Councillor J. Sullivan asked to make an amendment to remove Water & Sewer, Public Streets & Sidewalks and replace it with the Infrastructure Committee.

Amended Motion

It was Moved and Seconded “that Town Council endorse staff to proceed with drafting amendments to the Advisory Committee Policy to include a Nomination Committee, Infrastructure Committee, and Recreation Committee Terms of Reference.”

Motion carried.

Motion

It was Moved and Seconded “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 appointments/reappointment for a term beginning April 1, 2025 and current committee member 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.”

Motion carried.

Discussions ensued.

Quick recess took place at 8:09 PM

Meeting resumed at 8:16pm

6.2 FCM Board Elections (A. Murray)

Councillor A. Murray spoke about the open vacancy for one seat on the Federation of Canadian Municipalities (FCM) Board. He requested Council’s permission to apply for the position and outlined both his interest in the role and the associated requirements of the position.

If successful, Councillor Murray would serve as one of 14 representatives on the board.

Mayor S. Cameron informed Council that, if Councillor Murray is appointed, it would be the municipality’s responsibility to support his participation in the FCM.

Resolution

BE IT RESOLVED that Council of the **Town of Antigonish** endorse **Councillor Andrew Murray** to stand for election on FCM's Board of Directors, for the period starting in March 2025 and ending **June 2025 or as per further defined by the FCM Board**; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with **Councillor Andrew Murray** attending FCM's Board of Directors meetings.

It was Moved and Seconded "to approve the motion to accept Councillor A. Murray apply for the FCM Term."

Motion carried.

Discussions ensued.

6.3 Snow Removal – Main St

Councillor J. Sullivan expressed that he called staff and was disappointed that snow removal on Main Street (banks) was not completed on December 22. It was noted that when the infrastructure committee is formed a policy can be created.

M. Barkhouse, Acting CAO, addressed the concern, explaining that the Council's motion directed the Streets and Sidewalks Committee to meet with staff to develop and update the snow removal policy for snowbanks on Main Street. However, since the committee has not been formed, staff were not instructed to begin work on that specific recommendation.

At the time, staff were focused on other snow-clearing priorities. M. Barkhouse also noted that the Public Works Department was short-staffed, operating with one fewer operator and previously down by two when the issue first arose. Additionally, the Infrastructure committee had not yet been formed.

Councillor A. Murray addressed concerns regarding the accessibility parking spots on Main Street, noting that these spaces are not being properly cleared. He emphasized that individuals are unable to exit their vehicles safely and suggested that Public Works should manually shovel these spots to ensure accessibility.

Discussions ensued.

M. Barkhouse, Acting CAO, acknowledged the concern but noted that the current snow removal policy, established in 1998, must be followed. She also highlighted that Public Works operates with limited staff, and reallocating staff from snow-clearing duties to hand-shoveling would reduce efficiency.

M. Barkhouse also noted the financial impact of this additional work, including potential labor costs, should be considered during the budget process. Further discussions should also address the necessary equipment, staff requirements, and any required traffic authority or safety training.

K. Meisner, Director of Public Works, responded to some of these concerns.

Councillor J. Sullivan recommended referring this matter to the Infrastructure Committee for further discussion and to work it out there and to develop a direction for operations staff.

Discussions ensued.

Councillor J. Sullivan recommended referring the matter to the Infrastructure Committee for further discussion and to develop a clear direction for operations staff.

Discussions ensued.

7. Correspondence

Mayor S. Cameron circulated a correspondence document that was emailed to the Mayor this morning, January 20th. The document will be included in the February 18th Council Agenda under Correspondence.

8. Staff Reports

- Election Report

A roundtable discussion took place, during which M. Fougere, Deputy Clerk, addressed questions and noted concerns for consideration in future elections.

It was Moved and Seconded “to accept the elections report as presented.”

Motion carried.

It was Moved and Seconded “to accept the staff reports as presented.”

Motion carried.

9. Councillors Reports

Deputy Mayor D. Roberts had no updates to report.

J. Pelly didn't have any committee reports, however she wanted to provide an update on the recent Move and Mingling event hosted by the Town recreation department at the John Paul Centre. A pilot program federally and provincially funded, A total of 50 people registered, with an additional 15 on the waitlist. K. MacInnis mentioned that they are exploring larger venue options to accommodate the demand. She also noted that the Town's fitness programs are now live streamed across multiple communities.

Councillor A. Murray reported that he has his first ACALA board meeting coming up on January 28th and looking forward to it. He also mentioned an upcoming RK meeting.

Councillor J. Sullivan shared that the Eastern District Planning Advisory Committee met in Port Hawkesbury on January 9th. He noted that 75% of the staff are new, describing it as a growing process.

Councillor P. McKenna attended his first Waste Committee meeting and commended Councillor L. MacLellan for chairing and did a great job. P. McKenna also attended his first PARC (People Antigonish Recreation Committee) meeting, noting that it was interesting and that the group is progressing in a positive direction, with staff also in attendance.

Councillor L. MacLellan reported on his first Waste Committee meeting, noting that the manufacturer is significantly behind schedule. While they were expected to complete their part by April 1st, key decisions have yet to be made, despite it already being January. He highlighted concerns regarding circular materials and cautioned Council, as per staff recommendations, that an immediate decision will need to be made in the coming weeks.

10. Adjournment at 8:58 PM.

RCMP



ROYAL CANADIAN MOUNTED POLICE

Antigonish District APP S/Sgt. Kimberly Hillier



RCMP



ROYAL CANADIAN MOUNTED POLICE

Agenda

- **District Overview**
- **Consultation Process**
- **Priority Planning**
- **Reporting**
- **Annual Performance Plan Updates**
- **Challenges**
- **Questions**

RCMP



ROYAL CANADIAN MOUNTED POLICE

Antigonish District

- **22 Regular Members & 4 Detachment Assistants**
- **Provincial and Municipal Policing Service Agreements**
- **~4700 calls/ year**



RCMP



ROYAL CANADIAN MOUNTED POLICE

Consultation Process

- On going communication with Stakeholders and our community members around concerns and trends leading to discussions on appropriate priorities for the fiscal year.
- **Consultation with:**
 - Chief, Council and an Elder from Paqt'nkek First Nation;
 - Police Advisory Board meeting with invitation to local business owners;
 - Community via a Town Hall meeting;
 - Meetings with all Antigonish District employees to get their input.
 - Input from University faculty and students

RCMP



ROYAL CANADIAN MOUNTED POLICE

Consultation Process





Priority Selections

- **Increasing Police presence and community engagement within the District;**
 - Monthly traffic focused interactions
 - Quarterly offender focused projects (Warrants, CSO)
- **Enhance road safety;**
 - Education
 - Traffic plans
- **Crime reduction (drugs) in the District;**
 - District collaboration
 - Increased community awareness and engagement
- **Improving Member Wellness and Serving with Distinction.**



Reporting on APP

- Ongoing communication with governing bodies (MLA, MP, Chief, Mayor and Warden);
- Police Advisory Board;
- Meet with Chief and Council, Town and County leadership.
- Community Awareness Monthly report;
- Regular updates to Antigonish District employees.





Antigonish Monthly Reporting

Antigonish RCMP Monthly Report for November 2023

Occurrence and Crime Reporting- Calls for Service

Type of file	Town	County	Paqtnkek	Totals
Crime against Person	4	10	9	23
Crime against Property	12	12	2	26
Impaired Driving	3	3	0	6
Traffic Collisions	7	26	0	33
Traffic Complaints	9	30	0	39
Drug Complaints	0	0	1	1
Other Municipal	4	1	0	5
Mental Health/Wellness	12	7	3	22
Other Criminal Code	12	13	3	38
Assist Other Gov't Agency	1	3	0	4
Crime Prevention	1	3	0	4
Break and Enter	0	4	0	4

Antigonish Detachment members responded to a total of 356 calls for service during the month of November including the categories noted above. A significant decrease from October 2023

Notable Events

November brought visits to schools and community events for Remembrance Day. Members marched in the parade and also participated in various events.

The Commanding Officer of H Division met with community members from Antigonish and Guysborough at the Tracadie Hall to discuss the crafting of a meaningful apology from the RCMP to the African Nova Scotian community surrounding the use of street checks and other potentially damaging encounters that community members may have had with the RCMP in the past.

Our members attended two pancake breakfasts at local schools and served up some delicious pancakes and laughs with the students.

Local members partnered with S/Cst Pellerine with Antigonish Bylaw to do crosswalk safety for Halloween with the STFX athletes.



Community Policing/School Resource Officer

CPO Activity – Has injured herself and was off-duty for the month of November however she attended the pancake breakfasts!





Photo credit – S/Cst John Pellerine

Impaired Driving Charges

No charges in November

Traffic Enforcement

November was focused on winter driving and winter road safety. No special projects completed.

Partner Agency meeting held at the RCMP Detachment to review pedestrian safety issues and determine if there is an educational piece that could be helpful in making driver and pedestrians more safety conscious while using the roadways.

RCMP



ROYAL CANADIAN MOUNTED POLICE

Increasing Police presence and community engagements in the District

➤ Attending community events and functions:

- African Nova Scotian Heritage month events
- Highland games
- Parades
- IWK races
- Summerfest
- School related functions
- Remembrance Day ceremonies

RCMP



ROYAL CANADIAN MOUNTED POLICE

Enhance Road Safety

➤ Enforcement

- Focused monthly projects
- 3 large scale projects per year

➤ Impaired drivers charged

- Increase enforcement to 50 (current year 29 for detachment)

➤ Check Points/Focused patrols

➤ Partnerships

- Commercial, Bylaw, Traffic Services

RCMP

ROYAL CANADIAN MOUNTED POLICE

Crime Reduction (Drugs) in the District

- **Street Crime Enforcement Unit is very active**
 - CDSA warrants
 - Intelligence gathering
 - Working with neighbouring units
- **CSO Checks**
 - Preventing recidivism by enforcing the conditions



Improving Member Wellness and Serving with Distinction

- **Support workplace well being with at least one event per quarter:**
 - Retirement/ transfer lunches;
 - Detachment picture and pizza party;
 - Fitness Challenge and nutritional snacks;
 - Detachment BBQ;
 - Food bank drives;
 - Monthly birthday celebrations
 - Investigator of the year
- **Serving with Distinction:**
 - Investigative Excellence;
 - Mentors and Supervisory experience;
 - Dress and Deportment.
- **Support Opportunity for Growth (RM and PSE)**
 - MCU understudy;
 - SDP & MDP;
 - Cross training of DAs;
 - ERT, etc.



Challenges

- **HR shortages for RM and DAs; General Duty Police Resourcing Model (GDPRM) is dated and not indicative of policing needs**
- **Ensuring the priorities are indicative of trends and community needs**
- **Balancing special focused projects with call volume and frontline response.**

RCMP



ROYAL CANADIAN MOUNTED POLICE

Questions??





ST. FRANCIS XAVIER
UNIVERSITY

SPECIAL OLYMPICS CANADA SUMMER GAMES 2030

ST. FRANCIS XAVIER UNIVERSITY – ANTIGONISH, NS







StFX: Proud Host of the 2030 National Summer Special Olympics

- ***Building on our Legacy:*** A proven track record of successfully hosting national events, including the 2018 Special Olympics National Summer Games.
- ***A Unified Community:*** With over 1,300 athletes, 900 volunteers, and unmatched enthusiasm, the 2018 Games demonstrated Antigonish's spirit and inclusivity.
- **StFX is set to host the 2025, 2026, 2027 Summer Provincial Special Olympics**
- ***Your Support is Key:*** Together, let's showcase our town's pride and capability on a national stage once again.





Special Olympics Canada Reach

4.5 Million – The number of **athletes worldwide** participating in Special Olympics Programs



40,301 - The number of **registered athletes** in Special Olympics Canada **year-round** programs from coast to coast to coast

16,440 - The number of **children and youth** enrolled in Special Olympics Canada programs



19,645 - The number of **volunteers**, including more than **13,000 trained coaches**

3,200 – The estimated number of **programs** operating **year-round** across Canada





2018 Special Olympics National Summer Games

Event Highlights

- Held from **July 31 to August 4, 2018**, with StFX University serving as the host site.
- **Athletes:** Over 1,300 athletes from across Canada participated.
- **Volunteers:** 900+ volunteers contributed to the success of the event.
- **Sports:** 9 sports, including swimming, athletics, basketball, bocce, powerlifting, and soccer, utilized StFX's facilities, as well as golf at the Antigonish Golf Club and softball at Dr. JH Gillis High School





2018 Special Olympics National Summer Games



Impact on Antigonish

- Unified the community through volunteerism and support for inclusivity
- Boosted local economy, with families and supporters travelling to the region
- Showcased the regions hospitality and StFX's and the community's capabilities as an elite event location





2018 Special Olympics National Summer Games

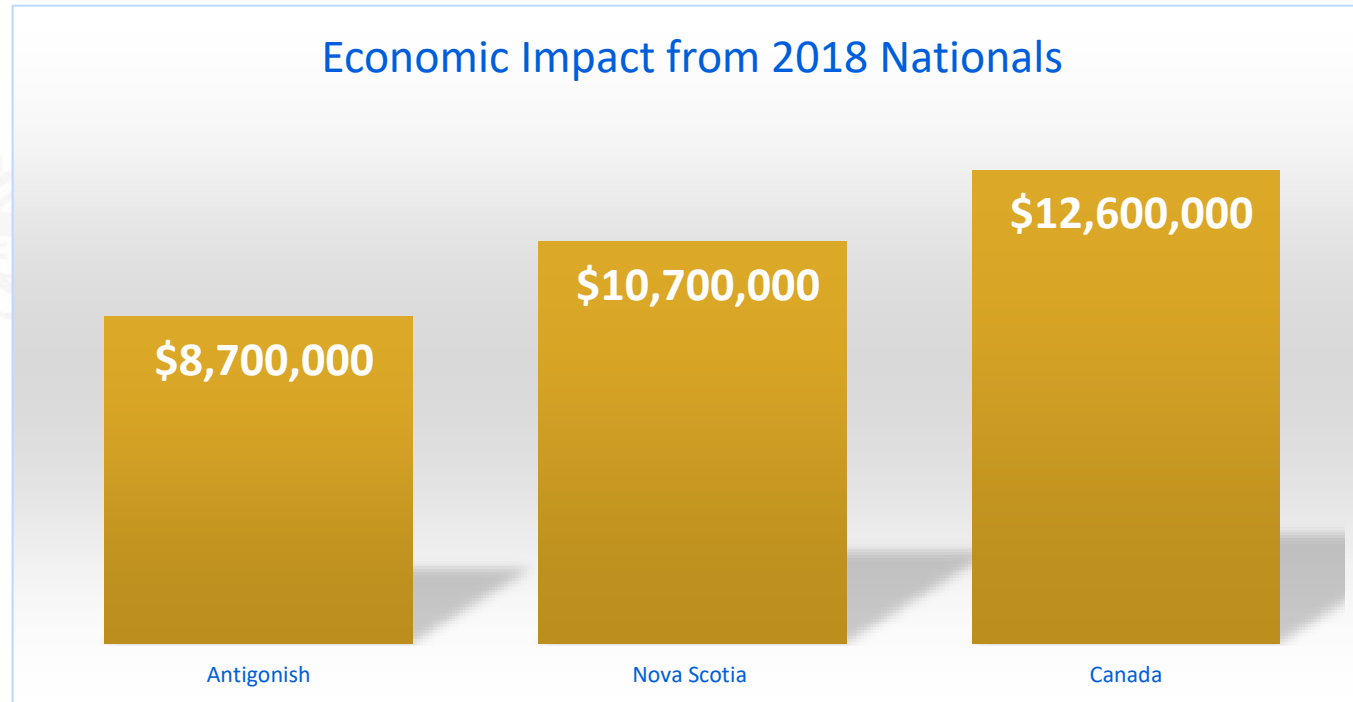
Legacy

- Strengthened Antigonish's reputation for hosting national-level inclusive events
- Inspired greater local involvement in Special Olympics programming
- StFX was able to renovate and create the new state of the art bleachers at StFX Stadium
- Special Olympics Nova Scotia was able to use portions of money raised from this event to build a new SONS Head Office in Halifax



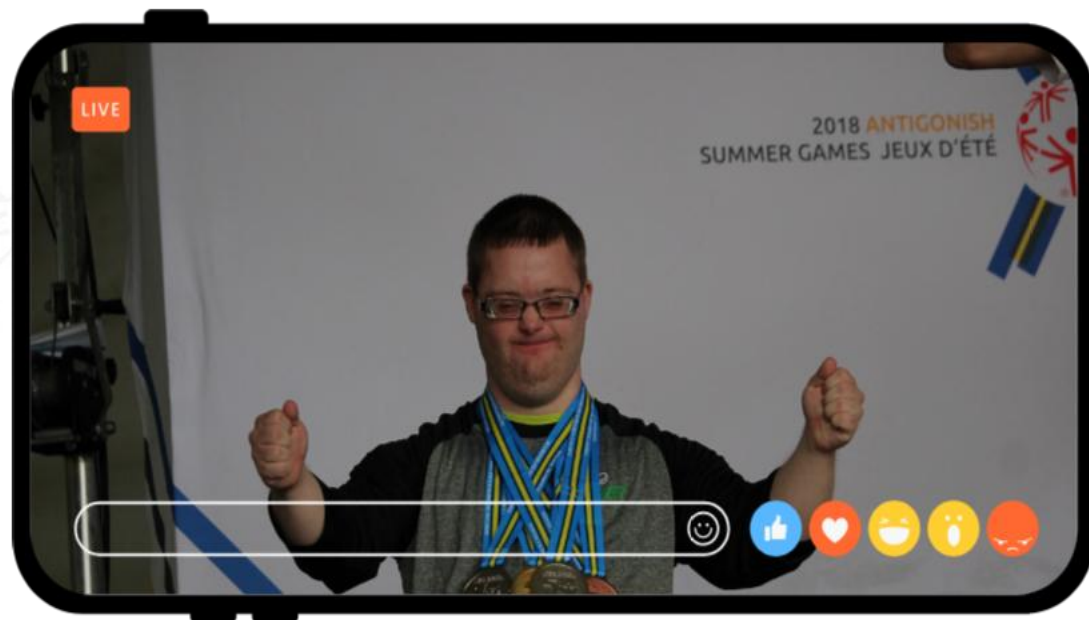


Based on the STEAM assessment conducted by Sport Tourism Canada the SOC Summer Games Antigonish 2018, with a budget of \$2 million, had an economic impact of \$8.7 million to the host City of Antigonish, \$10.7M to the Province of Nova Scotia and \$12.6M for Canada as a whole;





Coverage of 2 National Games (Antigonish, 2018 and Thunder Bay, 2020) generated 78M impressions (online, broadcast, print)





STEAMPRO Report

- A STEAMPRO Economic Impact Assessment from the Special Olympics Canada Winter Games 2024 had the following results:

	Calgary	Alberta	Canada
Initial Expenditure	\$5,737,928	\$5,737,928	\$5,737,928
GDP	\$4,050,878	\$4,888,844	\$6,072,846
Wages & Salaries	\$2,631,834	\$2,995,015	\$3,662,284
Employment	34.8	38.6	49.4
Total Taxes	\$1,002,387	\$1,193,722	\$1,575,178
Federal	\$551,312	\$652,868	\$826,786
Provincial	\$338,906	\$403,406	\$575,035
Municipal	\$112,387	\$137,449	\$173,357
Industry Output	\$7,629,138	\$8,470,021	\$10,914,376





Letters of Support

Special Olympics NS & Antigonish Chamber of Commerce



283 Main Street, Room 124
Antigonish, NS B2G 2C3
(902) 863-6308
contact@antigonishchamber.com

January 28, 2025

To: Special Olympics Canada – National Games Bid Review Committee
From: Michael Greek on behalf of Special Olympics Nova Scotia
Re: 2030 National Summer Games – St. FX

It is my pleasure on behalf of Special Olympics Nova Scotia to submit this letter as formal endorsement and support of the bid set forth by St. FX in their pursuit of hosting the 2030 Special Olympics Canada Summer Games.

We believe the 2018 SOC Summer Games and the commitment to a high quality, exceptional athlete and volunteer experience, are the most compelling reasons to return. The 2018 Games provided unparalleled access for spectators and other athletes to view competitions thanks to the amazing facilities where competition venues and accommodations are literally footsteps away.

The 2018 Games were a success with the athlete experience, volunteer engagement, sport technically and financially. We believe this could be replicated and even improved.

Since the bid documents outline many of the details, I will keep this brief. We have had multiple meetings with our friends/partners at St. FX and will continue to support and work with them. This includes our Provincial Office as well as our Board of Directors and local volunteer leaders. We are hosting our next 3 Provincial Games at this site, which speaks to the ongoing and strong partnership.

We are here as always for any questions and additional information.

Kind regards,

Michael Greek
CEO
Special Olympics Nova Scotia

Special Olympics Nova Scotia
371 St. Margaret's Road, Suite 100, Halifax NS, B3N 1J8 Tel 1.902.429.2266
www.sosns.ca Email mgreek@specialolympicsns.ca Twitter @SpecialONS
Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities

January 30th, 2025

To Whom it May Concern,

The Antigonish Chamber of Commerce would like to express its full support of St. Francis Xavier University's bid to host the Special Olympics Canada 2030 Summer Games.

By hosting the Special Olympics Canada 2018 Summer Games, St.FX University has demonstrated their ability to host an event of this size and importance. With over 13,300 athletes, 900 volunteers, and unmatched enthusiasm, the 2018 games showed Antigonish's spirit and passion for inclusivity.

The Antigonish Chamber of Commerce is enthused by the opportunity that this event could bring to our business community. An event of this scale would sell out our local accommodations, boost restaurant traffic, and increase retail and service spending in our town and surrounding communities. The influx of athletes, volunteers, and supporters would increase our community's visibility as a place to live, work, play, and visit.

Based on Sport Tourism Nova Scotia's STEAM assessment, the Special Olympics Canada 2018 Summer Games, with a budget of \$2 million, had an economic impact of \$8.7 million in Antigonish, \$10.7 million in Nova Scotia, and \$12.6 million nationally. This financial impact is extremely significant to a modestly sized town like Antigonish and would be celebrated by our friendly and welcoming community.

Regards,

Inez Forbes

President, Antigonish Chamber of Commerce





Together, Let's Make History in 2030

- **With your support, Antigonish can host an unforgettable event that:**
 - Drives economic impact for the region.
 - Reinforces inclusivity and community engagement.
 - Showcases the incredible hospitality and world-class facilities of our town and StFX University.
- **We invite you to join us in bringing this opportunity to life for our athletes, volunteers, and the entire community.**





The Partnering for Success – A \$100,000 Commitment

- **Why Your Support Matters:**
 - A \$100,000 investment will help secure Antigonish as the host of the 2030 National Summer Special Olympics
 - This funding will contribute to event infrastructure, volunteer training, and athlete services, ensuring a world-class experience
 - Your support will strengthen our town's reputation, drive economic impact and leave a lasting legacy of inclusivity and community pride
- **Join us in bringing The Games back to Antigonish!**
 - We ask for your partnership in this exciting opportunity to showcase our town and county and make a lasting impact





Special Olympics
Olympiques spéciaux
Canada



steam pro^{2.0}
real data • real time

Economic Impact Assessment

Special Olympics Canada 2018 Summer Games – Antigonish, NS
July 31 to August 4, 2018

Prepared by: Thomas McGuire, CSTA EI Consultant
Date: December 3, 2018

WHAT IS EI?

Economic Impact Assessment (EIA) studies measure the positive change in economic activity resulting from hosting an event in a specific city / town. There are three factors:

1. the spending of out-of-town visitors while they attend the event;
2. the expenditures of the event organizers in producing the event;
3. capital construction costs that are directly attributed to hosting the event.

An EI study calculates the amount of new money being spent in the host community as a direct result of hosting the event, and then the impact these new monies have on the regional, provincial and national economy as a whole.



CSTA'S TOOL

The Canadian Sport Tourism Alliance (CSTA) has developed a tool called **steam pro^{2.0}** that collects, measures and analyzes data across the three primary channels.

Our economic impact services empower event organizers and host cities to accurately assess economic impact resulting from hosting a specific event in a specific location.



MODEL OUTPUTS

The elements (outputs of the model) used to measure the economic impacts are:

- Gross Domestic Product (GDP)
- Employment
- Taxes
- Industry Output
- Imports

CSTA's **steam pro^{2.0}** measures the direct, indirect & induced effects for each of these elements.



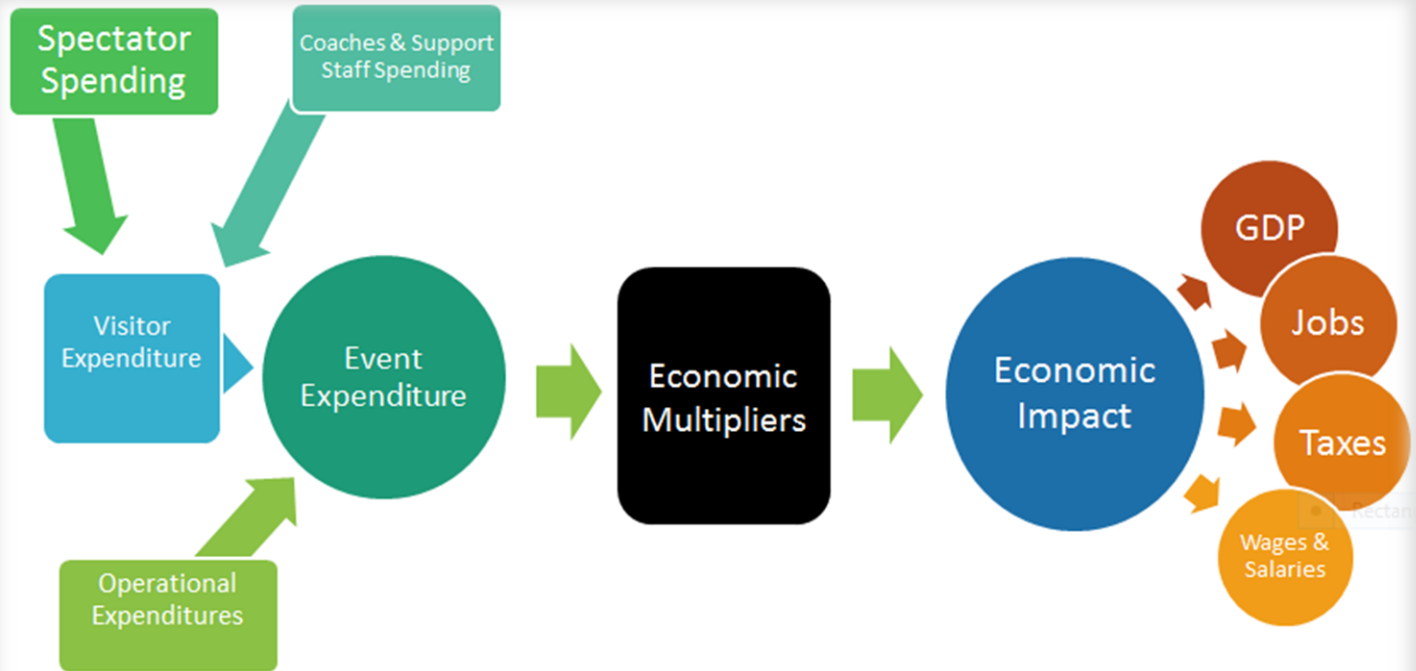
RELIABILITY OF THE MODEL

In order to produce economic contribution assessments that are **robust** and **reliable**, the CSTA has partnered with the **Canadian Tourism Research Institute (CTRI)** at **The Conference Board of Canada**. The CTRI serves the travel and tourism industry in providing sound economic forecasts and models with timely and insightful interpretation of data specifically relevant to travel.

The findings in this report make use of the most current and most detailed input-output tables and multipliers available from Statistics Canada and leverages the credibility and robustness of sector specific tax data available from Statistics Canada's Government Revenues Attributable to Tourism (GRAT) report.



HOW IT WORKS



THE METHODOLOGY

The visitor statistics cited in this report were derived from an on-site intercept survey that was developed by CSTA's economic impact consultant for this assignment and administered by volunteer surveyors during the event. The CSTA provided on-site supervision of the survey process.

The CSTA intercept survey was customized for the event. Surveyors selected potential survey participants through a randomized process. A total of **281** valid responses were collected through the survey.

The survey included questions for the participants, spectators and others attending the **Special Olympics Canada 2018 Summer Games** in Antigonish related to spending, motivation and the number of days they were in the area attending the event. Additional questions provided event organizers with experience-related information.

This survey data, together with event budgets, capital costs, organizer-provided spectator attendance estimates and participant registration estimates were entered in the **steam pro^{2.0}** economic impact model.

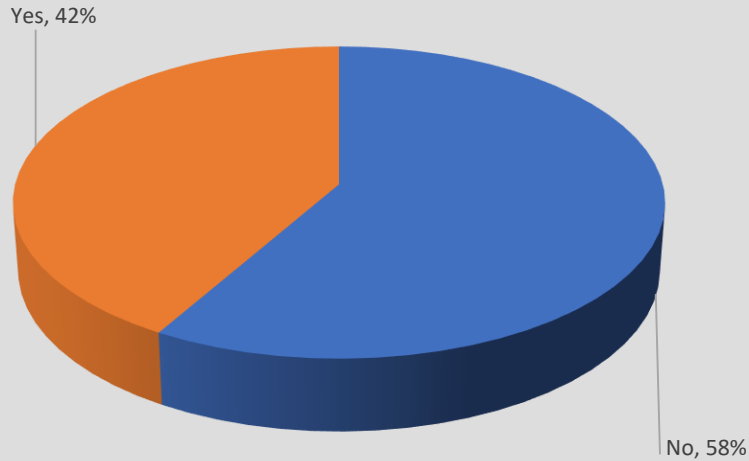
SPECIAL OLYMPICS CANADA 2018 SUMMER GAMES ANTIGONISH, NOVA SCOTIA

July 31 to August 4, 2018

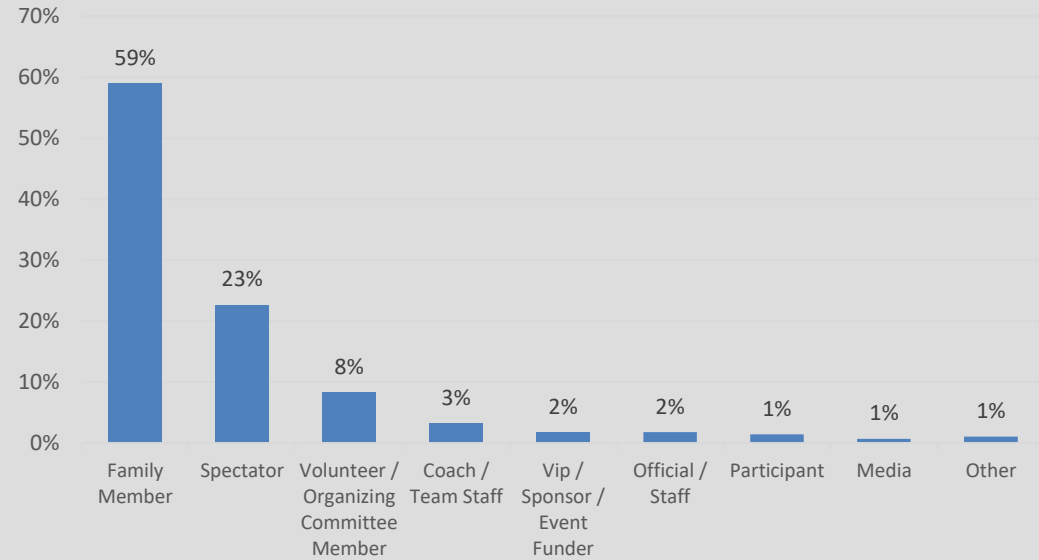


Special Olympics
Olympiques spéciaux
Canada

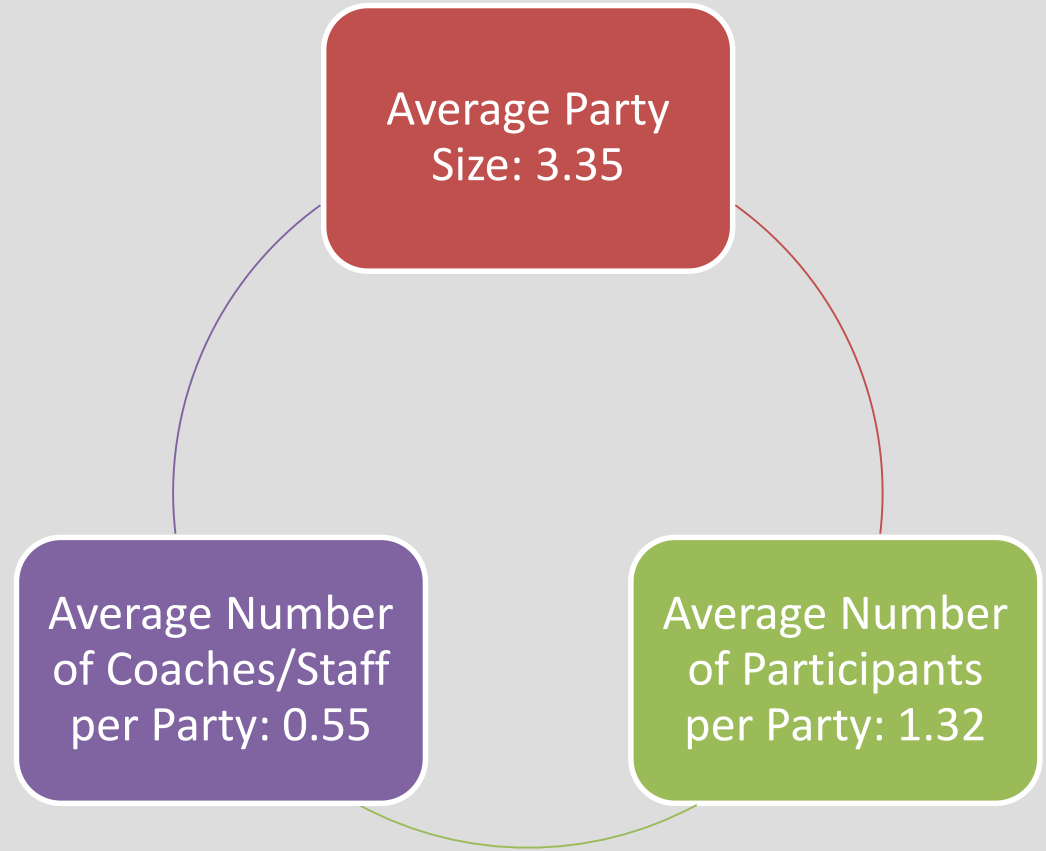
Is this your first time visiting Nova Scotia?



What is your role at the SPECIAL OLYMPICS CANADA 2018 SUMMER GAMES?

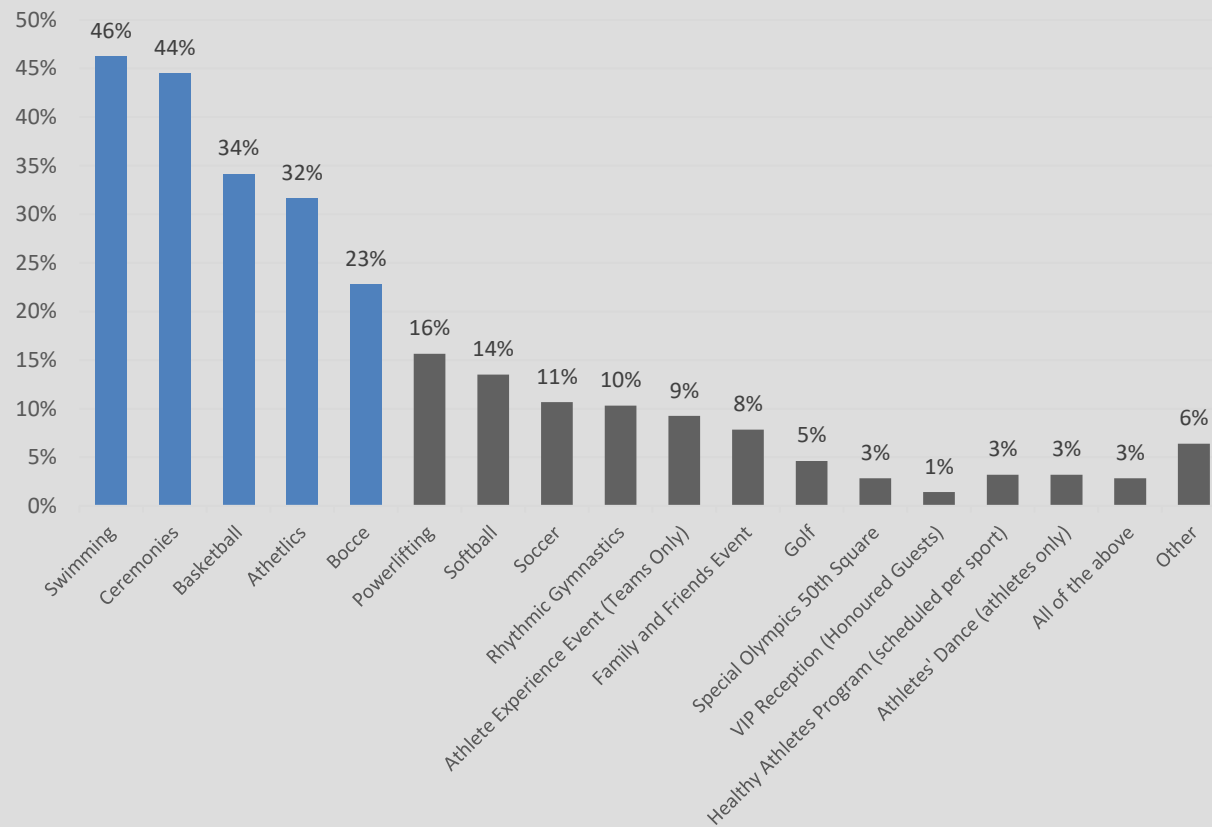


Group Attending Today



Planned Daily Attendance

Which events will you be attending?



Type of Accommodations

Accommodations types included:

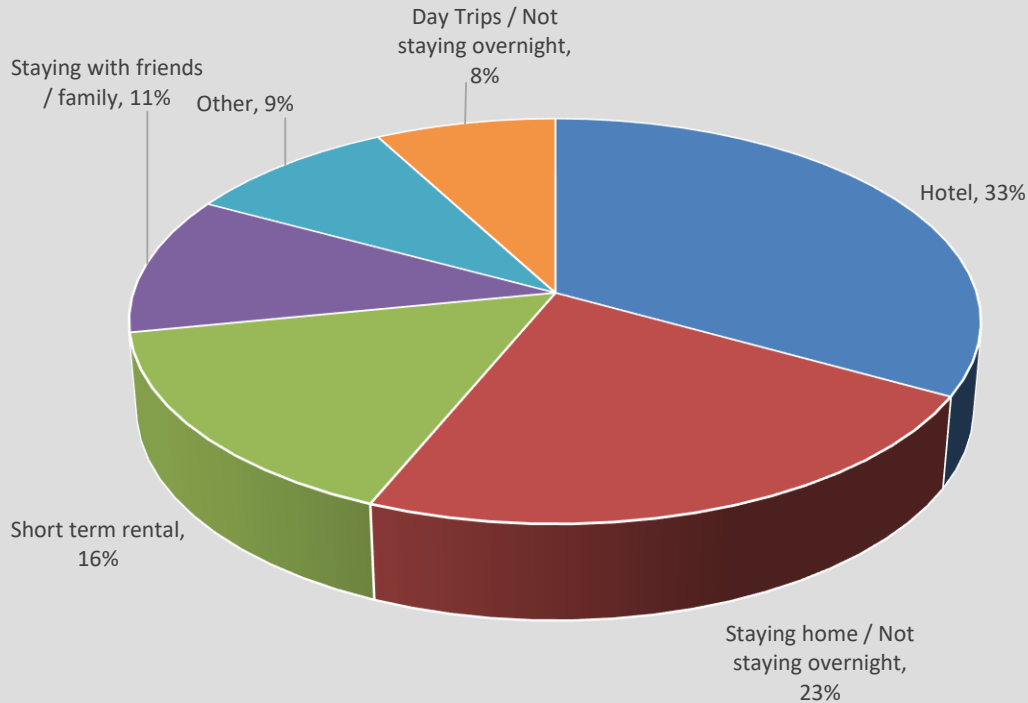
- Hotel: 33%
- Staying home / Not staying overnight: 23%
- Short term rental: 16%
- Staying with friends / family: 11%
- Other: 9%
- Day Trips / Not staying overnight: 8%

Spending by Locals:

- Average of Daily Spending: \$58
- Average of Event Spending: \$212

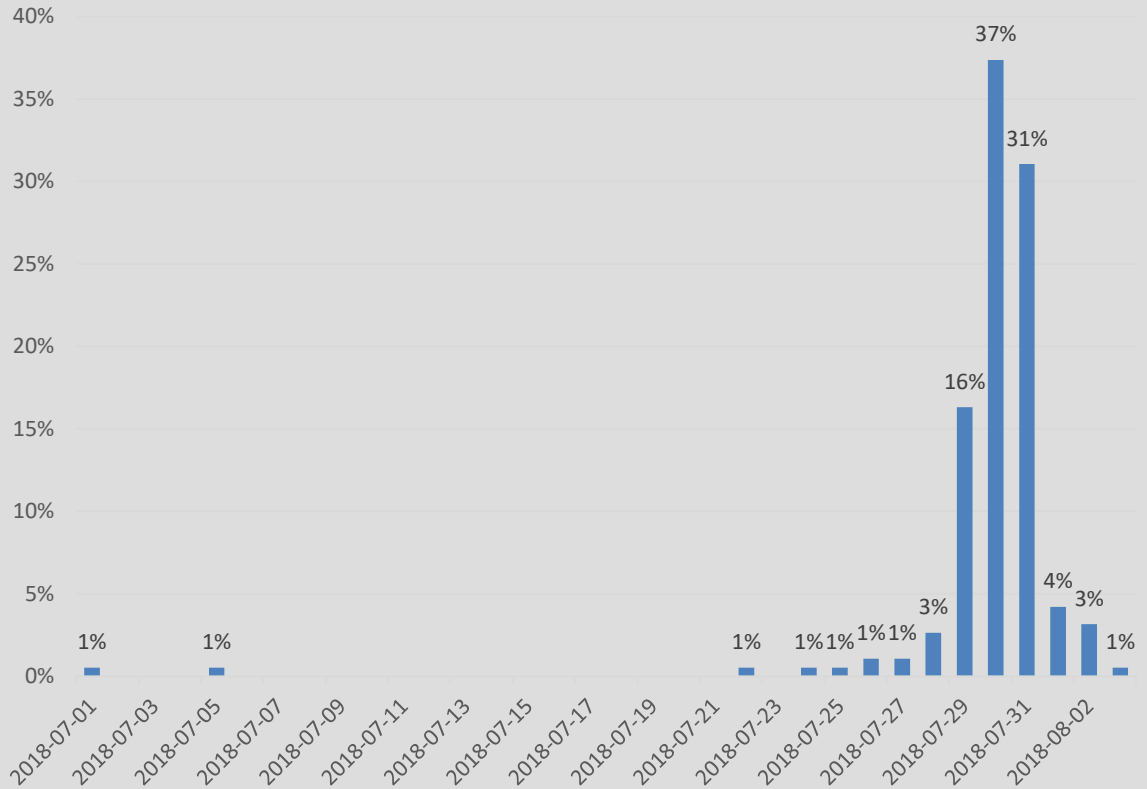
NB: This information is for reference only. It is not used in the impact analysis.

What kind of accommodations are you using?



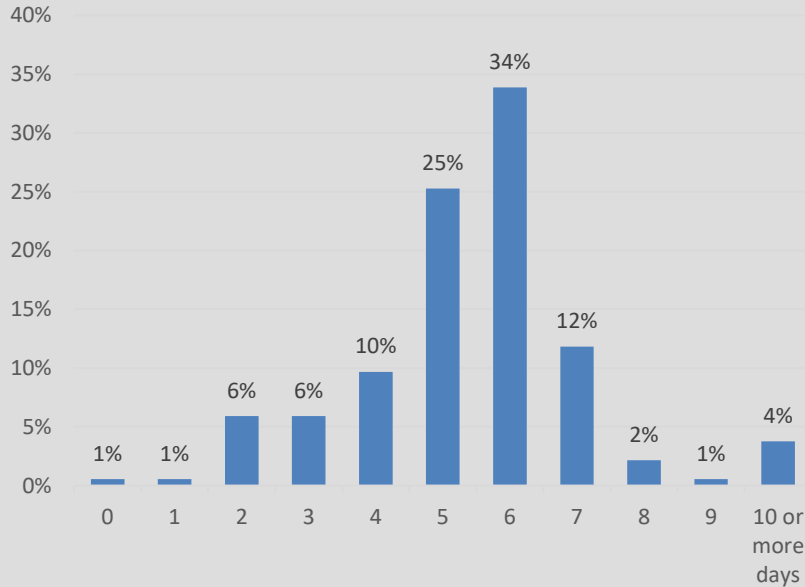
Arrival in Antigonish

When did you arrive for SPECIAL OLYMPICS CANADA 2018 SUMMER GAMES IN ANTIGONISH?

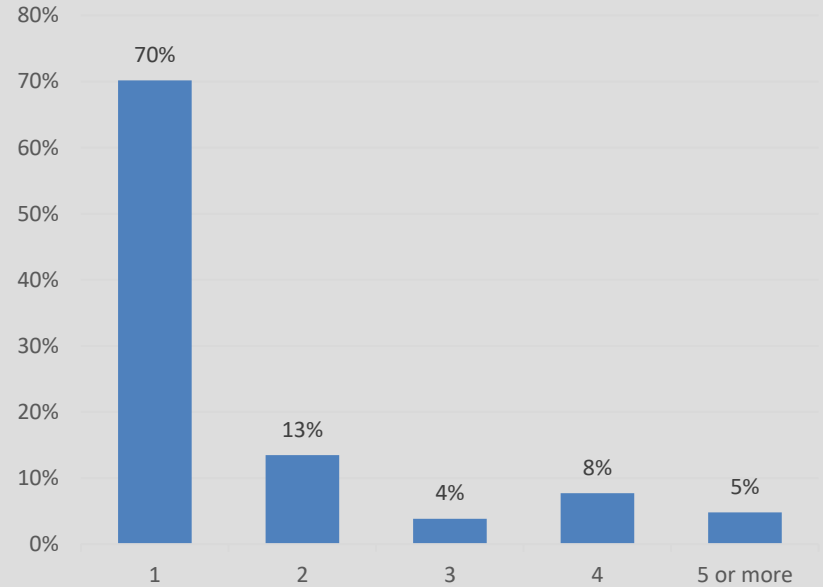


Nights Stayed

In total, how many nights will you be spending?

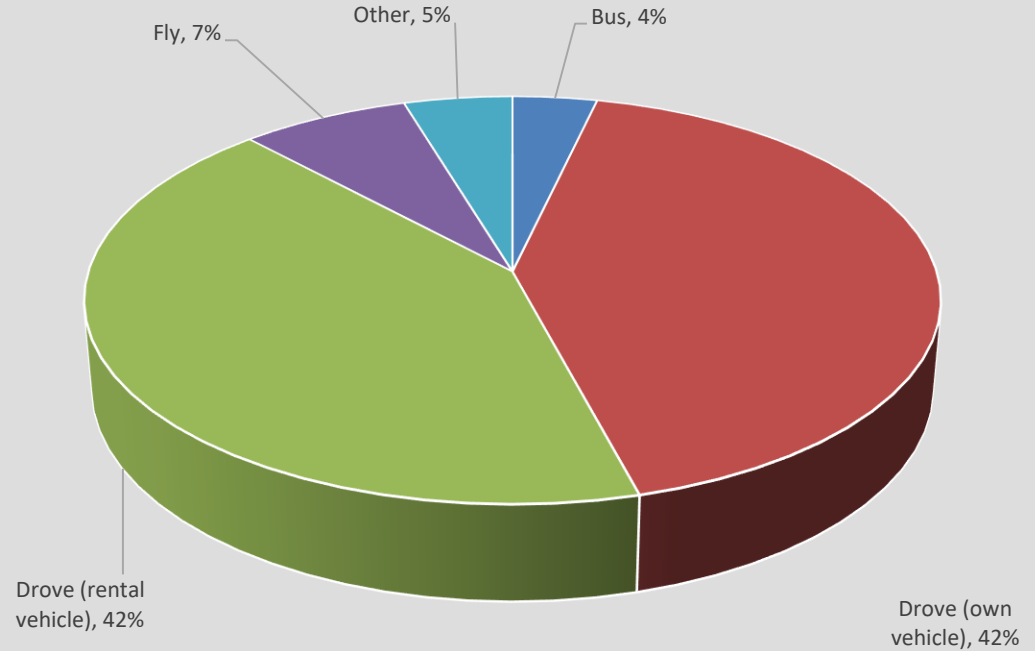


In total, how many hotel rooms is your party using each night?



Travel to Antigonish

How did you travel to ANTIGONISH?



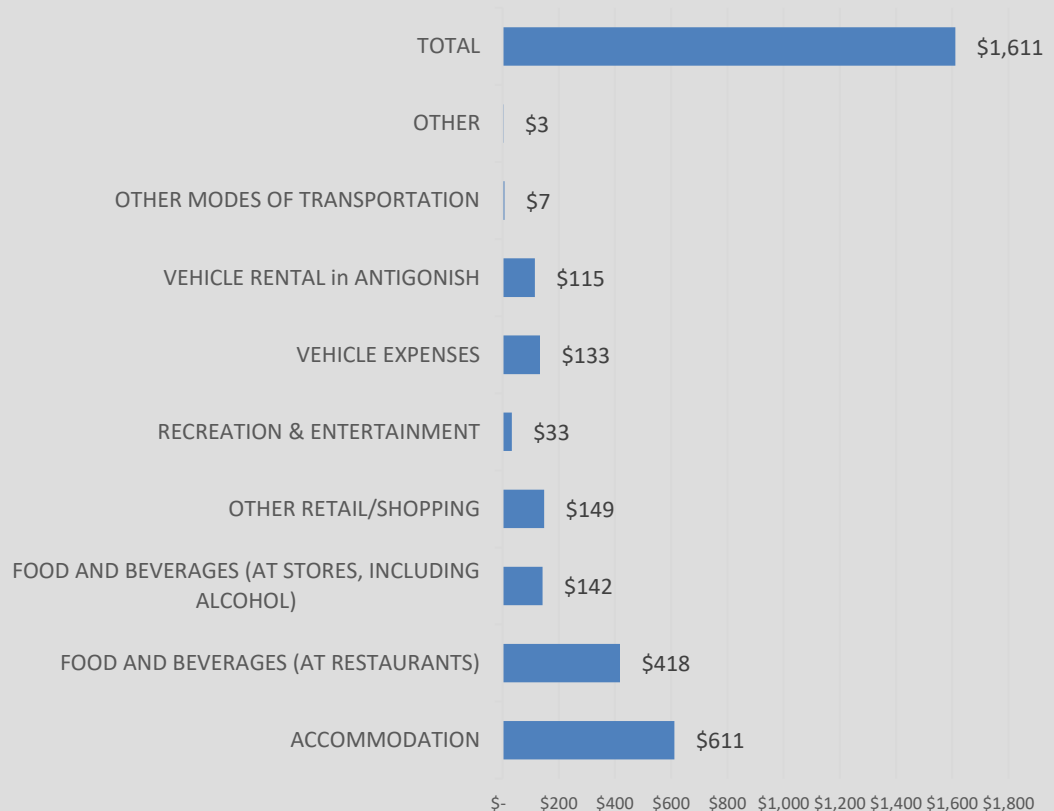
How much have you / will you spend on:

Spending

The average party spent \$1,611 on their trip to Antigonish in relation to the **Special Olympics Canada 2018 Summer Games**.

This was allocated among:

- Accommodations: \$611
- Restaurants: \$418
- Food And Beverages (at stores, including alcohol): \$142
- Other Retail/Shopping: \$149
- Recreation & Entertainment: \$33
- Vehicle Expenses In Antigonish: \$133
- Vehicle Rental: \$115
- Other Modes Of Transportation: \$7
- Other: \$3
- Total: \$1,611



Operational Spending

Event hosting expenditures amounted to nearly \$3 million on a variety of goods and services.

Recasting the budget to align with **steam pro^{2.0}** categories, the largest item was Transportation and Storage, followed by Accommodations.

Operating Expenditures on:	Amount
Staff Salaries, Fees and Commissions	\$110,000
Marketing Costs	\$120,000
Professional Services	\$100,000
Insurance	\$2,500
Facility, Venue and Office Rental	\$22,000
Communication	\$5,000
Other Supplies	\$5,000
Food and Beverages	\$425,000
Event Accommodation	\$455,000
Merchandise and Retail items	
Personal Travel	\$75,000
Transportation and Storage	\$1,400,000
Other Expenses	\$150,000
Total Expenses Calculated	\$2,869,500

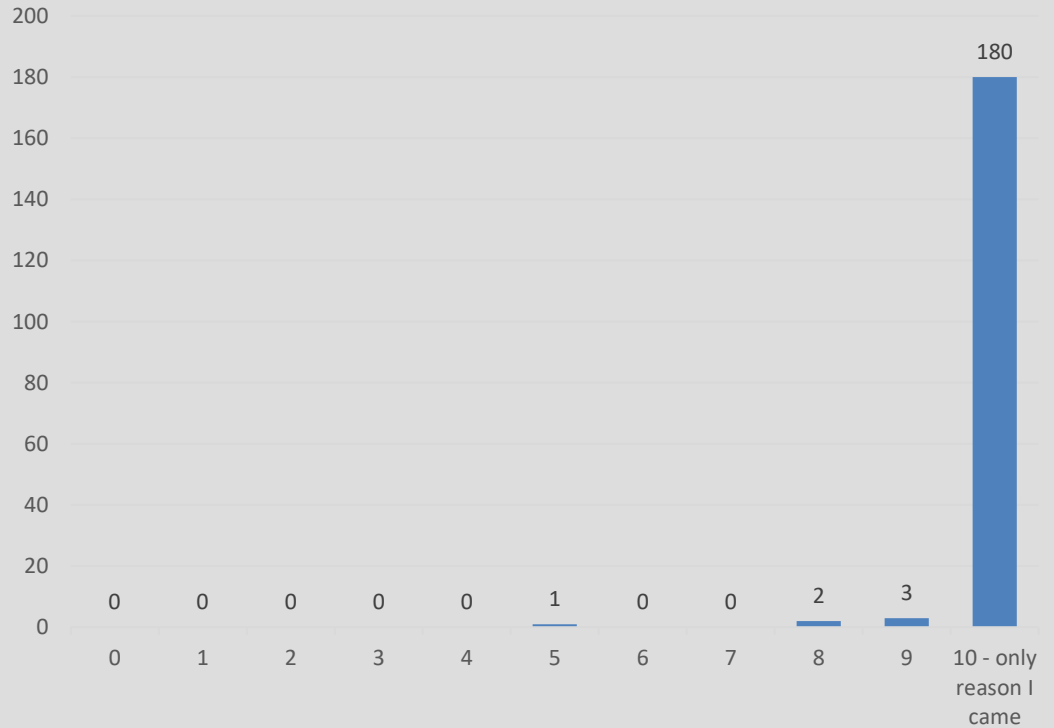
Motivation

The **Special Olympics Canada 2018 Summer Games** in Antigonish was the single reason for travelling to Antigonish for nearly every attendee.

This was calculated based on a scale of 0 to 10, where 10 indicated the event was 'the only reason for traveling to Antigonish, and 0 indicated that the event was not at all a factor. These weightings are used to adjust the total spending on the basis of what share of visitor spending is attributed to the event.

On average, the **Special Olympics Canada 2018 Summer Games** in Antigonish was 99% of the reason visitors stayed in Antigonish. Therefore, 99% of the direct visitor spending is attributed to the event.

On a scale of 0-10, how important were the SPECIAL OLYMPICS CANADA 2018 SUMMER GAMES IN ANTIGONISH in your decision to travel to ANTIGONISH?



THE ECONOMIC IMPACT RESULTS

The spending of out-of-town athletes, family members, spectators and other visitors to the **Special Olympics Canada 2018 Summer Games in Antigonish**, in combination with the expenditures made by event organizers, **totaled \$7.2 million in direct spending**. This, in turn supported **\$8.7 million** in total spending (total Industry Output) in the Antigonish region, and just over **\$12.6 million** Canada-wide.

These expenditures supported **\$3.6 million** in wages and salaries across Canada. Of the 76 jobs Canada-wide, 49 jobs, and the majority of the household income (**\$2 million**) stayed in the Antigonish area.

The total net economic activity (total spending or total output) generated by the **Special Olympics Canada 2018 Summer Games in Antigonish** was (rounded):

- \$12.6 million for Canada as a whole
- \$10.7 million for the province of Nova Scotia; including
- \$8.7 million for Antigonish.

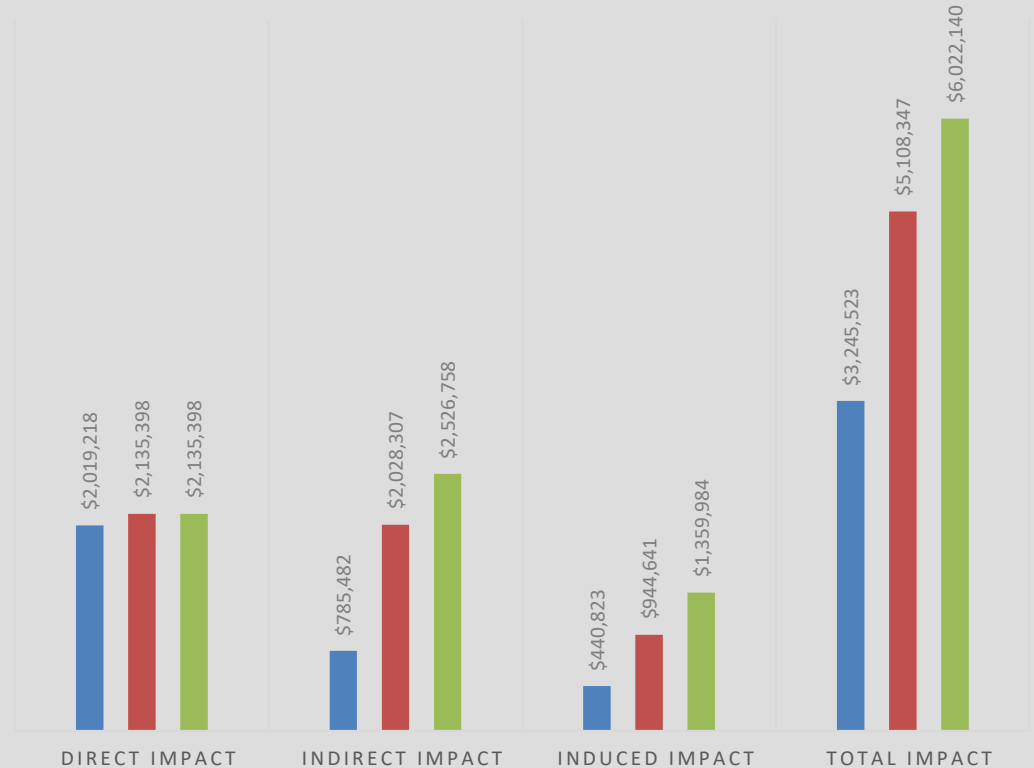
The event supported tax revenues totaling over **\$1.9 million** across Canada. The event supported federal government tax revenues of **\$651,000** and contributed **\$1.8 million** in taxes for the Province of Nova Scotia, and **\$93,000** in local taxes for Antigonish and area.

GROSS DOMESTIC PRODUCT (AT BASIC PRICES)

■ Antigonish ■ Nova Scotia ■ Canada

GDP

The Special Olympics Canada 2018 Summer Games in Antigonish contributed **\$6 million** in GDP to the Canadian economy through direct and spin-off impacts.

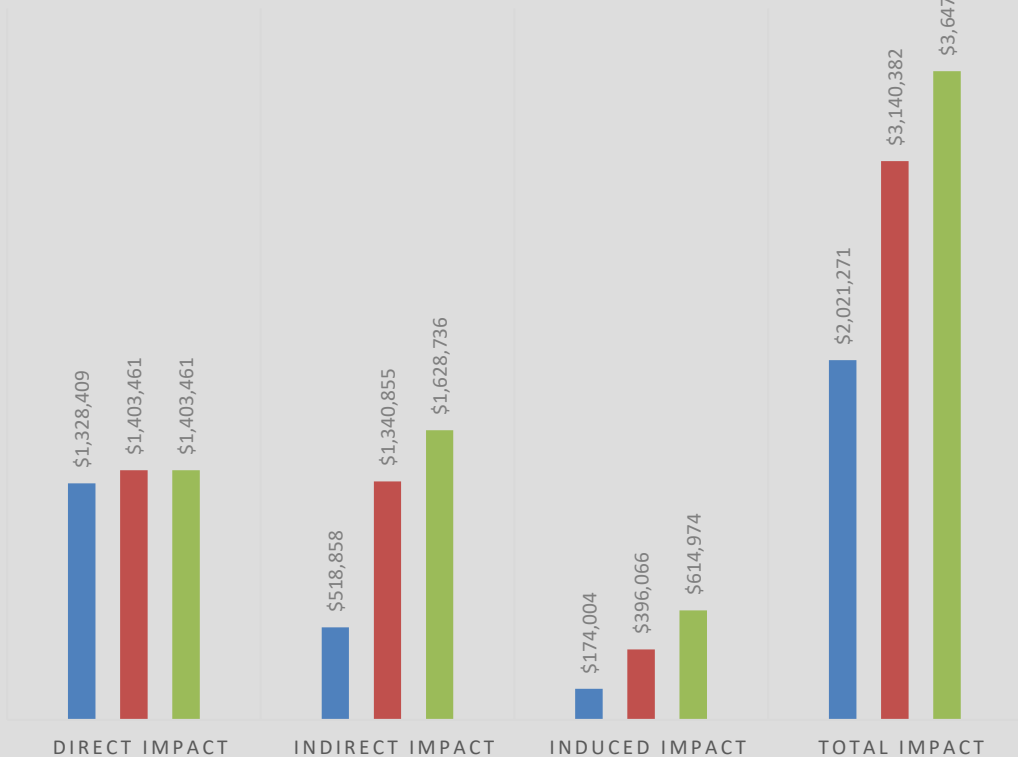


WAGES AND SALARIES

■ Antigonish ■ Nova Scotia ■ Canada

Household Income

The Special Olympics Canada 2018 Summer Games in Antigonish supported **\$3.6 million** in Canada-wide wages and salaries (household income) through direct and spin-off impacts, with **\$2 million** earned by workers within the Antigonish area and **\$1.1 million** in additional wages and salaries earned by workers in other parts of Nova Scotia.



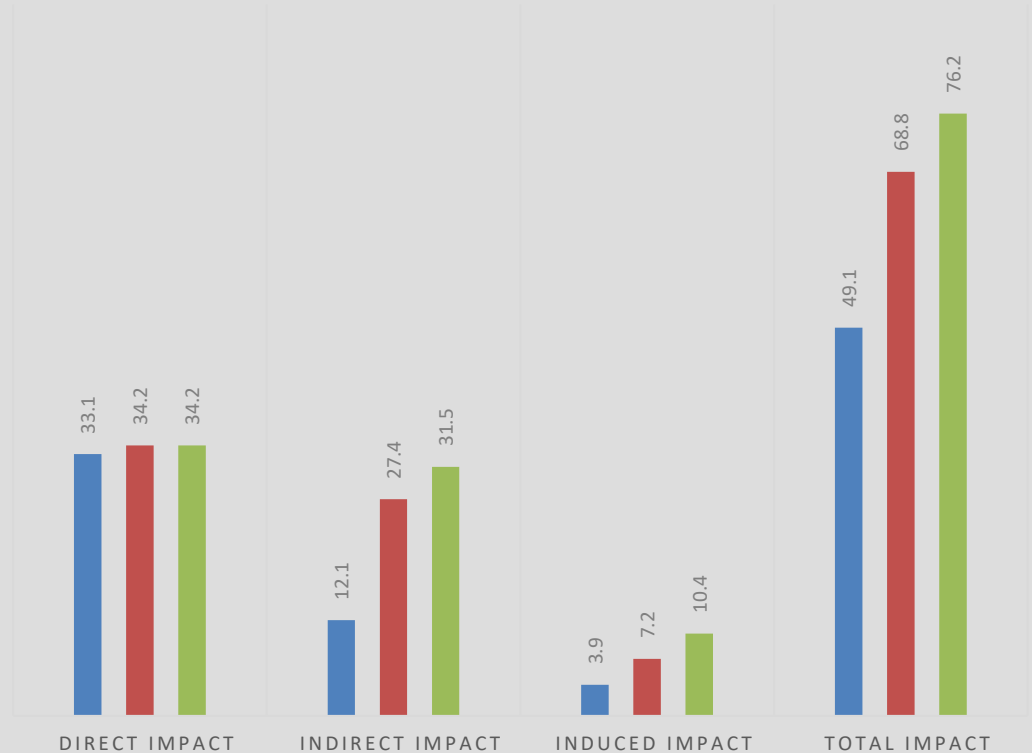
EMPLOYMENT (FULL-YEAR JOBS)

■ Antigonish ■ Nova Scotia ■ Canada

Employment

The Special Olympics Canada 2018 Summer Games in Antigonish supported **76** full-time equivalent positions (FTEs*) across Canada, through direct and spin-off impacts.

**A FTE, or full-time equivalent position equates to a 2,000 hour (year-long) position.*

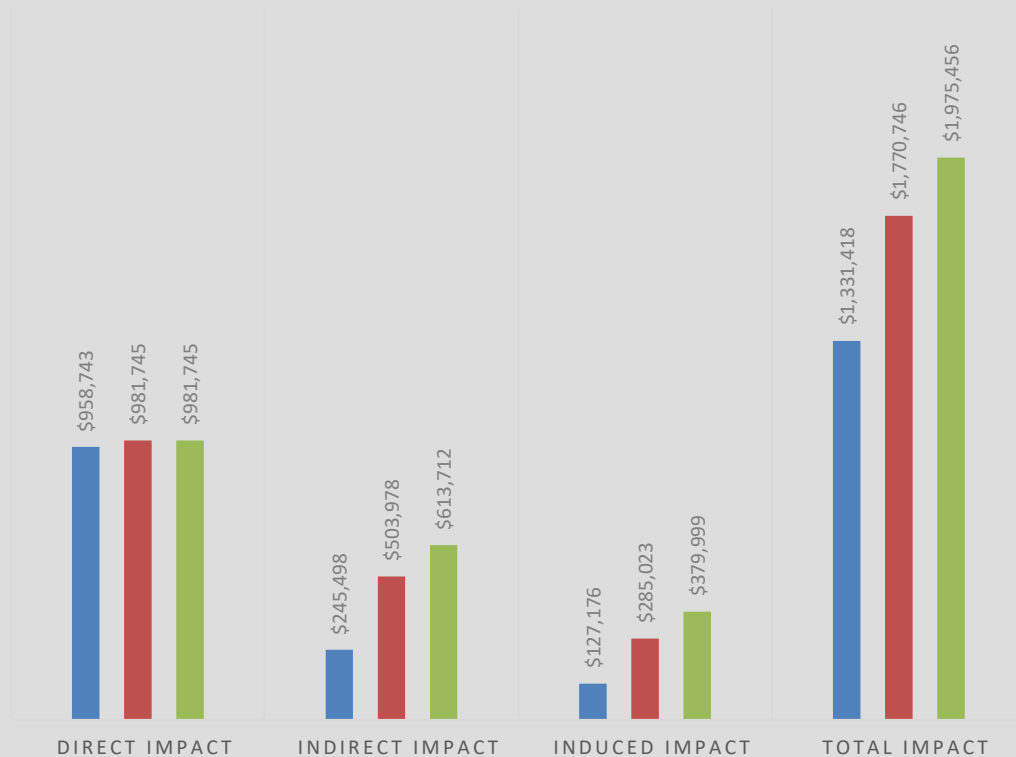


Taxes

The Special Olympics Canada 2018 Summer Games in Antigonish contributed **\$1.9 million** in federal, provincial and local taxes through direct and spin-off effects throughout Canada.

TAXES

■ Antigonish ■ Nova Scotia ■ Canada



SUMMARY | BY THE NUMBERS

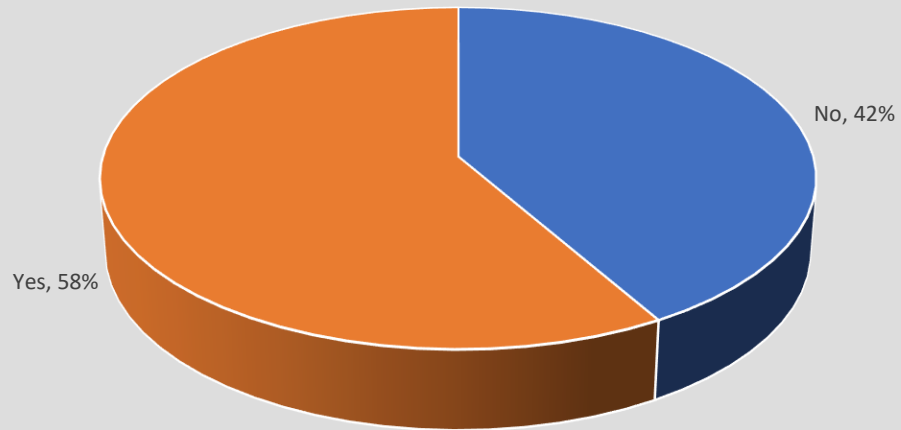
Special Olympics Canada 2018 Summer Games – Key Facts & Figures

\$7,235,296	\$4,365,797	\$8,694,124	\$10,748,193	\$12,648,114
Of initial expenditures	Of visitor spending attributed to event	Overall economic activity in Antigonish & Area	Overall economic activity in Nova Scotia	Overall economic activity in Canada
3,683	\$2,021,271	\$5,108,347	\$1,975,456	49
Out of town visitors	Of wages and salaries supported locally	Total boost to provincial GDP	In taxes supported across Canada	Local jobs supported

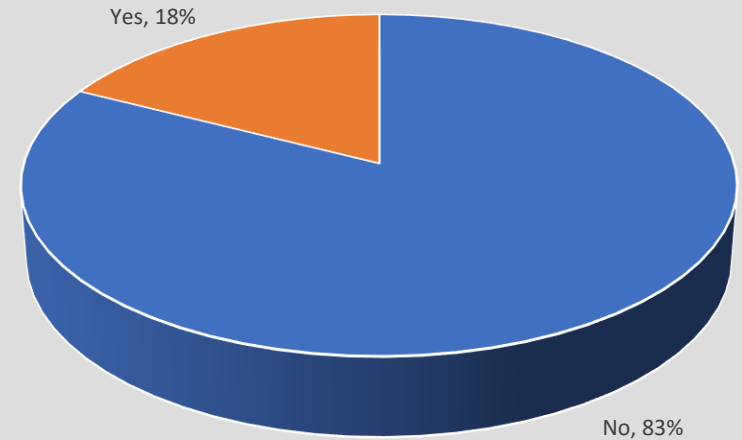
ADDITIONAL QUESTIONS

The following slides summarize questions that were included in the survey, but were unrelated to the economic analysis.

Is this your first trip to a SPECIAL OLYMPICS CANADA event?

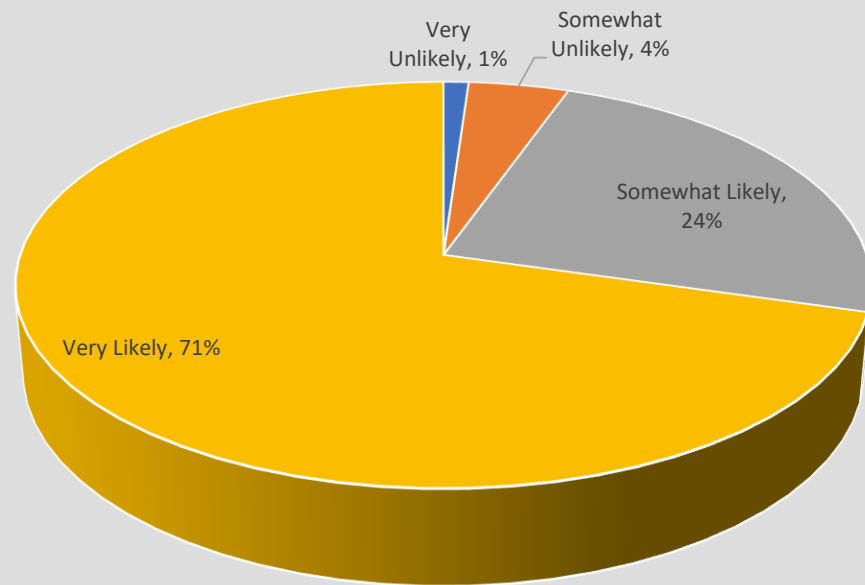


Is this your first time you heard of the SPECIAL OLYMPICS CANADA event?



Returning to the Special Olympics

How likely is it that you will return to a SPECIAL OLYMPICS CANADA event?



QUESTIONS?

If you have any questions concerning the findings in this report, please contact:

Thomas McGuire, CSTA EI Consultant
902.482.1221 | mcguire@groupatn.ca

If you would like to conduct an EI study using **steam pro^{2.0}** on a future event, please contact research@canadiansporttourism.com





Located 145 Church st
Next to Boston Pizza



Antigonish Art Fair Association

Non Profit, Founded in 2013. Holds 5 Art Fairs at Chisholm Park every summer.

Free event for everyone.



2024
**ANTIGONISH
ART FAIR**



**CHISHOLM PARK ~
DOWNTOWN ANTIGONISH**

FRIDAY: JUNE 28 - 6PM TO 9PM

FRIDAY: JULY 12 - 6PM TO 9PM

FRIDAY: JULY 26 - 6PM TO 9PM

FRIDAY: AUGUST 9 - 6PM TO 8:30PM

FRIDAY: AUGUST 23 - 6PM TO 8:30PM



ART / CRAFT / CERAMICS / LIVE MUSIC / FOOD

FREE ENTRY

WWW.ANTIGONISHARTFAIR.CA



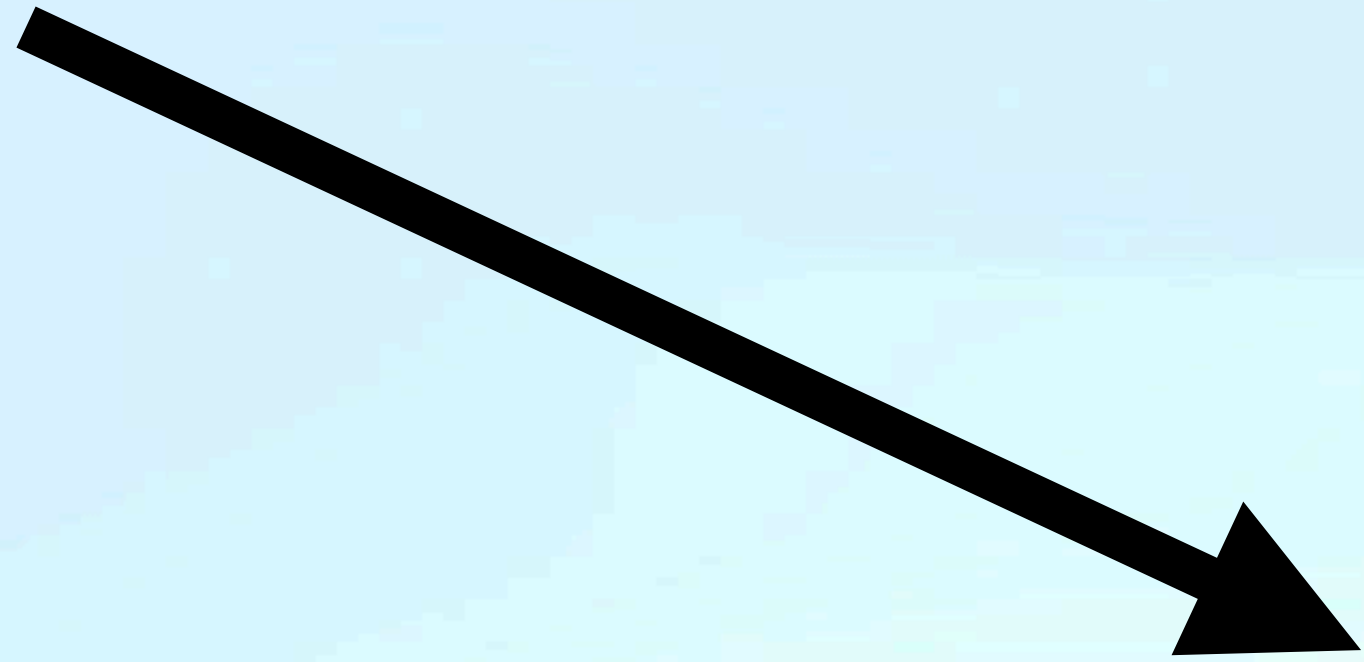
Free Craft activities for kids



Art Vendors from all over Antigonish



Live Music (all FREE)



Antigonish Art Fair Association

Founded in 2013 holds 5 Art Fairs at Chisholm Park every summer. Free event for everyone.

The Arts House

In 2018, the A.A.F founders had a vision, a vision that brings the community together and a space where teachers can share their craft to the next generation.

The Arts House is truly a space to create.

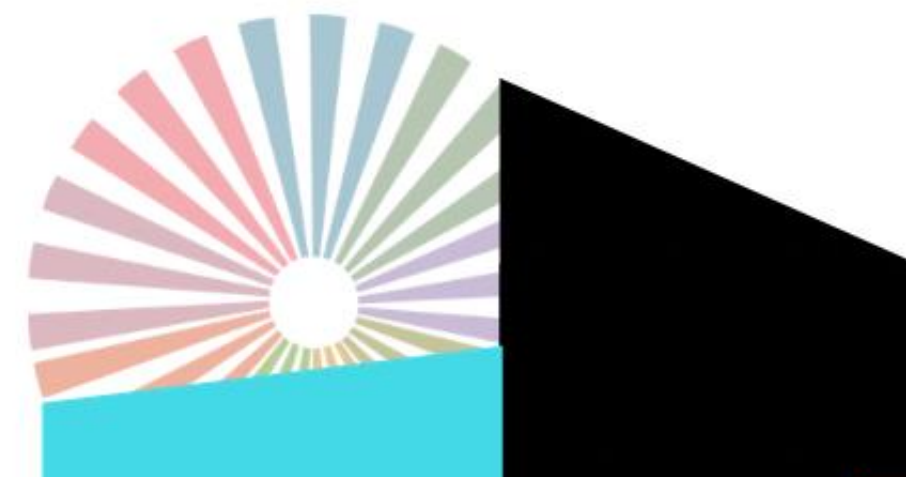


a space to create

”



Pottery & Visual Art Classes



The Arts House

a space to create



We were able to create a space for newcomer to Antigonish from Ukraine Nataliia Dolomanska.

Parents feedback has been wonderful.

“My child came home smiling and so proud of their work! A lovely way to spend a few hours on a Saturday!!”

“My daughter loved this class and the art she created. Thank you!”





NEW “Art Class for caregivers with Babes in Arms”

Starting February 21st



Thank YOU!

Town Council 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 the 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 Council members or 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:
 - (a) Appointment(s) shall normally be effective January 1st of a given year. Council may appoint a citizen member for one term of up to four (4) years. One additional term of up to four (4) years, can be applied for and approved at the discretion of Council.
 - (b) Council may replace, at any time, committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
 - (c) Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
 - (d) Town residents shall be given priority consideration for community member appointments to Council Advisory Committees, although non-residents are welcome to apply and may be considered.
 - (e) The Mayor shall be an ex officio voting member of any advisory committee to which he/she is not appointed.
 - (f) The CAO shall be an ex officio non-voting member of any advisory committee to which he/she is not appointed.
 - (g) Council member representatives shall always make up the majority of voting members on Council Advisory Committees.
 - (h) Regular Advisory Committee meetings shall be held at Town Council Chambers at 274 Main Street, Antigonish, at dates and times as deemed necessary by the Committee Chair, established by committee policy or Council.
 - (i) Regular meetings of Advisory Committees may be rescheduled, relocated, or cancelled by the Chair.
 - (ii) Advisory Committee meetings may be convened for special meetings as deemed necessary by the Chair.

- (iii) The Chair shall notify the Secretary in advance of scheduling, or cancelling, a meeting and the Secretary shall provide notice to committee members, via email, at least three business days in advance of the scheduled meeting and as soon as possible for cancellations.
- (iv) The Chair shall notify the Secretary in advance of scheduling a meeting and the Secretary shall provide notice to committee members, via email, at least three business days in advance of the scheduled meeting.
- (i) A committee may make recommendations to Council regarding the allocation or expenditures of funds but no committee shall have the power to expend funds (Section 23 of the MGA).
- (j) 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.
- (k) No committee shall direct Town staff, rather they make recommendations to Council to provide direction to the Chief Administrative Officer (CAO) (Section 30(4) of the MGA).
- (l) A quorum of an Advisory Committee shall be the same as which it applies to Council pursuant to provincial legislation with any necessary changes for context.
- (m) A member of an Advisory Committee pursuant to this policy who, without leave of the committee, is absent from three (3) consecutive meetings or five (5) meetings within the calendar year, ceases to be a member. The recording secretary shall ensure that the Deputy Clerk is appraised immediately of any circumstances which create a vacancy on any committee.
- (n) Subject to any resolution of Council, the resources which may be utilized by an Advisory Committee shall include:
 - (i) advice and support of the CAO or designate;
 - (ii) Use of external services as reasonably necessary to discharge the mandate of the committee; and
 - (iii) such other resources that may be reasonably required, by arrangement through the CAO.
- (o) All meetings, meeting minutes, and records of Advisory Committees shall be open to the public except as expressly authorized by law.
 - (i) Committee minutes may be publicly posted to the Town of Antigonish's website after being adopted by the Committee and provided to the Town's communications team by the Secretary.

Advertising Vacancies of Advisory Committees

4. Vacancies on Advisory Committees shall be advertised publicly for a minimum of two weeks.

Provisions Regarding the Accessibility Committee

5. Council hereby confirms the establishment of the Accessibility Committee as a standing committee.

6. The mandate of the Accessibility Committee is:

- (a) To advise and make recommendations to Council concerning accessibility issues on public property within the Town of Antigonish;
- (b) To gather best practices related to accessibility;
- (c) To provide leadership and support on accessibility initiatives;
- (d) To develop and expand partnerships that will enhance accessibility levels in the Town of Antigonish;
- (e) To share ideas, strategies, and resources with partners and community members;
- (f) To evaluate how the municipality assesses its proposals for by-laws, policies, programs, practices, practices and services; and
- (g) The committee may advise on other municipal obligations under the Act, as follows:
 - (i) Access conditions in site plans;
 - (ii) Improved access to municipal elections and selection of voting locations; and
 - (iii) Other matters as directed by Council.

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

(1) Voting members:

- (a) Mayor;
- (b) Two Councillors; and
- (c) At least two community members who are people with disabilities or representatives from organizations who represent people with disabilities.

(2) Non-voting members:

- (a) One member of the Town of Antigonish's Building and Planning Services Division;
- (b) Director of Community Development or designate;
- (b) Deputy Clerk or designate to act as secretary; and

- (c) Additional staff to be invited to participate on specific issues at the discretion of the Director/CAO.

Provisions Regarding the Audit Committee

- 8. Council hereby confirms the establishment of the Audit Committee.
- 9. The mandate of the Audit Advisory Committee is specified by section 44 of the MGA.
- 10. The Chair of the Audit Committee is the Mayor and Secretary is the Deputy Clerk or designate.
- 11. The Audit Advisory 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 Town.
- 13. Where the Audit Committee does not include the person referred to in section (13):
 - (i) The Audit Advisory Committee shall continue to meet and perform its duties and may exercise its powers; and
 - (ii) The Town shall advertise to recruit a person who is not a member of Council or an employee of the Town at least once every six (6) months until the requirement is met.
- 14. The Director of Corporate Services or designate shall be a non-voting member of the Audit Committee.
- 15. The Manager of Accounting may sit as a non-voting member of the Audit Committee.
- 16. The Audit Committee shall meet at least twice in each fiscal year.

Provisions Regarding the Beautification Committee

- 17. Council hereby confirms the establishment of the Beautification Committee.
- 18. The mandate of the Beautification Committee is:
 - (a) To advise and make recommendations to Council regarding plans, projects, activities or services that add value to public facilities and/or public spaces following the principles of placemaking, beautification, and community planning;
 - (b) 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;
 - (c) 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;

- (d) To gather and assess information and best practices pertaining to placemaking and community planning as it relates to beautification; and
- (e) To take action on such matters that are lawfully delegated to it by statute or Council.

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

(1) Voting members:

- (a) Three Councillors; and
- (b) At least two community members.

(2) Non-voting members:

- (a) Director of Community Services or designate;
- (b) Deputy Clerk or designate to act as secretary; and
- (c) Additional staff to be invited to participate on specific issues at the discretion of the Manager/CAO.

Provisions Regarding the Fire Committee

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

21. The mandate of the Fire Committee is:

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

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

(1) Voting members:

- (a) Two Councillors; and
- (b) One representative of the Antigonish Town Fire Department Executive;

(2) Non-voting members:

- (a) The Town of Antigonish Volunteer Fire Department Executive;
- (a) Director of Community Development or designate; and

- (b) Deputy Clerk or designate to act as secretary.
- (c) Additional staff to be invited to participate on specific issues at the discretion of the Director/CAO.

Provisions Regarding the Nomination Committee:

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

24. The mandate of the Nomination Committee is:

- (a) To oversee and manage the process of appointing Council members and citizens to Town Council Advisory Committees and other entities to which the Town Council is responsible for appointments, ensuring transparency, fairness and alignment with the Town's policies and strategic priorities:
- (b) To notify the Communications team when advertising to invite applications for Council Advisory Committees is needed.
- (c) To assess all submitted applications for Council Advisory Committee positions to ensure candidates meet the established criteria.
- (d) To evaluate applicants based on qualifications, skill, and experience relevant to the specific committee's mandate.
- (e) To provide recommendations to Council for final approval and appointment.
- (f) To establish a consistent and transparent process for nominations and appointments.
- (g) To maintain clear records of appointments and membership details.
- (h) Ensure that all appointments are made within the defined timelines.
- (i) To take action on such matters that are lawfully delegated to it by statute or Council.

25. Notwithstanding s. 25(e), 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.

26. The Nominations Committee shall meet as committee vacancies arise and as often as deemed necessary by the Chair.

27. The Nomination Committee shall be composed of the following members:

(1) Voting members:

- (a) Mayor; and
- (b) Two members of Town Council.

(2) Non-voting members:

- (a) Deputy Clerk or designate to act as secretary.
- (b) Additional staff to be invited to participate on specific issues at the discretion of CAO.

Provisions Regarding the Planning Advisory Committee

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

29. The mandate of the Planning Advisory Committee is:

- (a) To advise Town Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use By-Laws, and the Subdivision By-Law, as well as general land use planning matters;
- (b) To gather information on matters affecting planning and development;
- (c) To provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
- (d) To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and
- (e) To take action on such matters as are lawfully delegated to it by statute or by Council.

30. The Planning Advisory Committee shall meet as often as deemed necessary by the Chair or staff of the Eastern District Planning Commission (EDPC).

31. The Planning Advisory Committee shall be composed of the following members as appointed by Council:

(1) Voting members:

- (a) Three Councillors; and
- (b) Three community members.

(2) Non-voting members

- (a) Staff member from the Eastern District Planning Commission;
- (b) Deputy Clerk or designated representative to act as secretary; and
- (c) Additional staff to be invited to participate on specific issues at the discretion of EDPC/CAO.

Provisions Regarding the Police and License Committee

32. Council hereby confirms the establishment of the Police and License Committee as a standing committee.

33. The mandate of the Police and License Committee is:

- (a) To advise and make recommendations to Council concerning police and license activities in the Town of Antigonish;
- (b) To gather information on best practices pertaining to public safety, licensing requirements, by-law enforcement, and parking and traffic flow related matters;
- (c) To advise or recommend public safety and general safety education needs for the community;
- (d) To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and
- (e) To take action on such matters as are lawfully delegated to it by statute or by Council.

34. The Police and Licensing Committee shall be composed of the following members, appointed by Council:

(1) Voting members:

- (a) Two (2) members of the Royal Canadian Mounted Police-Antigonish Detachment, one of which shall be the Staff Sergeant or Sergeant;
- (b) Two representatives from StFX University, one of which shall represent the Student Union;
- (c) One representative from the Antigonish community; and
- (d) Three Councillors.

(2) Non-voting members:

- (a) Director of Public Works or designate;
- (c) Director of Community Development or designate;
- (d) Deputy Clerk or designate to act as secretary; and
- (e) Additional staff to be invited to participate on specific issues at the discretion of Director/CAO.

Provisions Regarding the Infrastructure Committee

35. Council hereby confirms the establishment of a Infrastructure Committee as a standing committee.

36. The Mandate of the Public Infrastructure Committee is:

- (a) To advise and report to Town Council on the condition of sidewalks, curb, traffic lights, pavement of streets, water and sewer mains, water and sewer treatment plants, electric utility infrastructure, and the purchase and selling of property;
- (b) To provide recommendations to Council on capital plans for enhancement, repair, construction and maintenance of electric and water utility infrastructure and assets related to sewer, sidewalks, and streets;
- (c) To gather information and provide regular updates on the Town's Capital Improvement Plan to Town Council;
- (d) To allow members of the public to make presentations or written submissions to the committee regarding concerns/questions on conditions of Town owned infrastructure related to sidewalks, streets, the electric and water utilities and sewer systems; and
- (e) To take action on such matters that are lawfully delegated to it by statute or Council.

37. Infrastructure Committee shall be composed of the following members, as appointed by Council:

(1) Voting members:

- (a) Three members of Town Council; and
- (b) Two citizen members.

(2) Non-voting members:

- (a) Director of Public Works or designate;
- (b) Deputy Clerk or designate to act as secretary; and
- (c) Additional staff to be invited to participate on specific issues at the discretion of the Director/CAO.

Provisions Regarding Recreation Committee

38. Council hereby confirms the establishment of a Recreation Committee as a standing committee.

39. The Mandate of the Recreation Committee is:

- (a) To advise and make recommendations to Town Council for the enhancement, development and use of Town owned parks, playgrounds, sports fields, trails, and greenspaces, as well as recreation programming for all levels of citizens and abilities;
- (b) To gather information and best practices regarding the equitable use, maintenance and development of municipal parks and facilities for the Town of Antigonish;
- (c) To gather information and best practices on how to improve recreation opportunities to improve the overall health and wellbeing of the community;

(d) To take action on such matters that are lawfully delegated to it by statute or Council.

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

(1) Voting members:

- (a) Three members of Town Council; and
- (b) Two community members.

(2) Non-voting members:

- (a) Director of Community Development or designate;
- (c) Deputy Clerk or designate to act as secretary; and
- (d) Additional staff to be invited to participate on specific issues at the discretion of the Manager of Parks and Recreation/CAO.

Provisions Regarding the Waste Committee

41. Council hereby confirms the establishment of the Waste Management Committee as a standing committee.

42. The mandate of the Waste Management Committee is:

- (a) To advise and make recommendations to Council concerning waste management activities in the Town of Antigonish;
- (b) To gather information on best practices regarding the collection, transportation and disposal of solid waste, organics, recyclables, household hazardous waste and bulky waste;
- (c) To advise or recommend public education needs pertaining to waste management;
- (d) To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
- (e) To take action on such matters as are lawfully delegated to it by statute or by Council.

43. The Waste Management Committee shall be composed of the following members as appointed by Council:

(1) Voting members:

- (a) Three member of Council;
- (b) One community member; and
- (c) One representative from StFX University.

(2) Non-voting members

- (a) Regional Coordinator/Educator of Eastern Region Solid Waste Resource Management;
- (b) Director of Public Works or designate; and
- (c) Deputy Clerk or designate to act as secretary.

Previous Policies

44. The following policies are hereby repealed:

- (a) Beautification and Land Rehabilitation Committee Policy;
- (b) Fire Committee Policy;
- (c) Planning Advisory Committee Policy
- (d) Police and License Committee Policy
- (e) Recreation Committee Policy
- (f) Waste Management Committee Policy

CAO's Annotation for Official Policy Book

Date of Notice to Council Members Intent to Consider (Minimum 7 Days):

Date of Passage of Current Policy:

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

Chief Administrative Officer

Date



Town of Antigonish

274 Main Street
Antigonish, N.S.
B2G 2C4



Snow Removal Policy for Street Parking Meters

That the Town of Antigonish adopt the following policy respecting snow removal service from parking meters along Town Streets;

1. It is the intention of the Public Works Department to provide a service for the removal of accumulating snow at the curbside area of streets where parking meters are located on Town Streets.
2. The service shall be scheduled according to the availability of manpower and equipment from Public Works, emergencies and/or snow removal priorities happening elsewhere within the Town, access to the area for removal of snow materials, anticipated weather conditions and appropriate safety procedures being in place.
3. The Public Works Supervisor shall use his discretion in undertaking the work and he shall advise the Town Engineer that such activity has been planned and all measures, including job procedures are in place for such work.
4. It is expected the service would normally be undertaken no later than five working days after a significant snowfall. (Significant snowfall shall be defined as ice laddened snow reaching a height of two (2') feet by three (3') feet wide when piled at the parking meters by either sidewalk or street clearing of snow.)
5. In providing the service, it is understood the Town's Ice and Snow Removal Bylaw is still in effect and it requires the store merchants within the designated area of the proposed service to continue with the requirement to remove snow and provide ice control for the sidewalks to the curb area. It is also expected openings or pathways in the snowbanks will be undertaken by the various businesses at intervals of not less than 25 feet with respect to their property lines, until the snow removal exercise has been scheduled and completed.
6. For those businesses located at street intersections, cleared pathways at street crosswalks shall also be included in the snow removal exercise from the sidewalks that encompass the building frontage.
7. For the purposes of this service, accumulating snow along the curb will be removed from the area up to a distance of three feet (3') from the area of the curb.
8. Designated Service Area and Priority of Removal (both sides of street unless otherwise indicated):

Main St.;	Hawthorne St. Intersection to Court St. Intersection.
College St.	St. Mary's Street Intersection to the Bergrengen Credit Union Laneway
Church St.	Intersection at Main St. to Lawton's Drugs Entrance
Court St.	Main St. to St. Mary's St. (Along Dry Cleaning Store side of street, only)

Reviewed: _____

Adopted: Regular Town Council October 19/98

a:\workfile\eng98014.sno



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

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

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



Town of Antigonish Procurement Policy

Purpose

To provide guidelines for the procurement of all goods and services for the Town of Antigonish based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.

1.0 Definitions

In this policy:

- a. “alternative procurement practice” means the purchase of goods or services without a public tender or other competitive process;
- b. “best value” means evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, warranty details and the capacity of the supplier to meet other criteria as stated in tender documents;
- c. “bid” means a supplier response to a public tender notice to provide goods, services, construction, or facilities;
- d. “bidder” means a person, firm or corporation who submits a bid;
- e. “construction” means the construction, reconstruction, demolition, repair, or renovation of a building, structure, road, or other engineering or architectural work, excluding professional consulting services related to the construction contract unless they are included in the procurement;
- f. “Construction Contract Guidelines” means standard instructions developed in consultation with the Construction Association of Nova Scotia;
- g. “goods” means materials, furniture, merchandise, equipment, stationary and other supplies required by the Town of Antigonish for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies;
- h. “life cycle cost” means the total costs associated with a product or asset over its life span, including the cost of maintenance, repair, operation and disposal;
- i. “*Public Procurement Act*” means an Act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia;
- j. “public tender” means procurement for goods, services, construction or facilities obtained through public advertisement;

- k. "request for proposals" means a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Town of Antigonish;
- l. "request for quotations" means informally obtaining price quotations from a number of different suppliers;
- m. "services" means those services required by the Town of Antigonish for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract;
- n. "standing offer" means a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a pre-defined dollar limit. A standing offer does not imply a commitment on the part of the Town to acquire any minimum level of goods or services from suppliers/bidders;
- o. "traditional tender" means a formal invitation to suppliers to submit a bid to supply specified goods or services.

2.0 Scope

This policy applies to the procurement by the Town of Antigonish of all goods and services, including construction and facilities, by purchase or lease, but does not apply to procurements:

- a. by the Town of Antigonish from organizations owned or controlled by the Town of Antigonish;
- b. where a construction project is managed by a third party on behalf of the Town of Antigonish, in which case the procurement for the project must be in accordance with the contract between the Town of Antigonish and the third party, and in accordance with generally accepted procurement practices.

3.0 Principles

- 3.1 All procurement carried out by the Town of Antigonish must be carried out with a view to:
 - a. ensuring an equitable, open and transparent process for the acquisition of goods and services by the Town of Antigonish;
 - b. avoiding dishonesty, corruption or favouritism in the procurement of goods and services;
 - c. encouraging competitive bidding wherever possible and, in any event, minimizing the Town of Antigonish's cost of acquiring goods and services while obtaining best value;
 - d. utilizing suppliers who can be expected to provide satisfactory performance;

- e. taking into account environmental considerations in all procurement decisions and selecting environmentally beneficial goods and services where practical;
- f. complying with applicable regional, national, and international trade agreements, including the Agreement on Internal Trade and the Atlantic Procurement Agreement;
- g. complying with the *Public Procurement Act*, S.N.S. 2011, c. 12 and regulations made pursuant to the *Public Procurement Act*.

3.2 Pursuant to s. 15(1) of the *Public Procurement Act*, all employees involved in procurement on behalf of the Town of Antigonish must:

- a. ensure their procurement activities are conducted according to this policy, provincial and federal legislation, trade agreements and ethical business practices;
- b. encourage and support collaborative procurement amongst other municipalities and public sector entities such as hospitals and school boards;
- c. follow leading procurement practices;
- d. in good faith, conduct business with current and prospective suppliers and be fair in all business dealings;
- e. strive to obtain the best value for each expenditure;
- f. require suppliers provide accurate representations of goods, services and construction;
- g. encourage suppliers to consider integrating environmental, economic and social considerations in their product or service offerings;
- h. encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises;
- i. request removal from a procurement process when a personal conflict of interest is perceived.

4.0 Normal Procurement Practices

4.1 For goods or services with an estimated value of **less than \$2,500**:

- a. the procurement decision must be made by the applicable Department Head or by an employee designated by the Department Head;
- b. goods and services must be procured under a standing offer if one exists for the goods or services required, and if doing so will provide best value;
- c. if the goods or services cannot be procured under subsection (b), the goods or services may be purchased based on formal or informal written quotations from a minimum of three qualified suppliers. Where three quotations are not available, documentation

demonstrating the invitation of adequate competition and the attempt to obtain best value must be maintained on file for internal and external audit purposes.

- 4.2 For goods and services with an estimated value **between \$2,500 and \$25,000**:
 - a. the procurement decision must be made by the applicable Department Head or by an employee designated by the Department Head;
 - b. goods and services must be procured under a standing offer if one exists for the goods or services required, and if doing so will provide best value;
 - c. if the goods or services can not be procured under subsection (b), the goods or services must be procured by a request for quotations.
- 4.3 For goods and services with an estimated value of **more than \$25,000, contained in the approved budget**:
 - a. the procurement decision must be made by the applicable Department Head;
 - b. goods and services must be procured by public tender.
- 4.4 For goods and services with an estimated value of **more than \$25,000, not contained in the approved budget**:
 - a. the procurement decision must be made by Council;
 - b. goods and services must be procured by public tender.

5.0 Alternative Procurement Practices

- 5.1 In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, alternative procurement circumstances may be followed. These practices must be used only for the purposes intended and not to avoid competition or to discriminate against specific suppliers.
- 5.2 When an alternative procurement purchase occurs, the reason for doing so must be documented and include the rationale permitting the alternative procurement circumstances. This documentation must be signed by the Chief Administrative Officer. Council shall be informed within 2 business days following the use of an Alternative Procurement Practice.
- 5.3 The Chief Administrative Officer may authorize Alternative Procurement Practices in the circumstances as described below.
 - a. Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures.
 - b. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government

confidentiality, cause economic disruption or otherwise be contrary to the public interest.

- c. Where compliance with the open tendering provisions set out in this policy would interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health.
- d. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
- e. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- f. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- g. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- h. For the purchase of goods on a commodity market.
- i. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- j. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- k. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- l. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- m. For the procurement of original works of art.
- n. For the procurement of subscriptions to newspapers, magazines or other periodicals.
- o. For the procurement of real property.
- p. For the procurement of goods intended for resale to the public.
- q. For procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs.
- r. For procurement from a public body or a non-profit organization.
- s. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

6.0 Trade Agreement Exemptions

The Town of Antigonish requires all procurement be conducted within the allowances of this policy. It should be noted that there are no requirements within trade agreements to publicly tender for:

- a. Professional services such as engineers, architects, accountants, lawyers and notaries;
- b. Services of financial analysts or the management of investments by organizations who have such functions as their primary purpose; and
- c. Financial services respecting the management of government financial assets and liabilities.

7.0 Cooperative Procurement

Town personnel are encouraged to look for opportunities to collaborate with other municipalities or government agencies when the arrangement may result in overall cost savings or other substantial advantages. Examples of cooperative procurement may be for commonly used and standardized goods, services, fuel oil, natural gas, telecommunications, etc.

8.0 Methods of Procurement

8.1 A **standing offer** includes:

- a. a standing agreement between the Town of Antigonish and a supplier in which the supplier commits to providing specified goods or services at a specific price for a specific period of time. Such standing agreements should themselves be the subject of a competitive tender process;
- b. equipment leasing programs through the Government of Nova Scotia;
- c. Nova Scotia Provincial "standing offers" administered by the Nova Scotia Government;
- d. supplies and services available from the Nova Scotia Government;
- e. a procurement program administered by the Union of Nova Scotia Municipalities or the Association of Municipal Administrators;
- f. any other program available to several municipal units and other public sector entities, provided that municipal staff is satisfied that such program has been developed and conforms with the principles set out in this policy.

8.2 Request for **quotations**:

- a. Quotations must normally be sought from at least three suppliers but fewer suppliers may be used when three suppliers are not available within a reasonable distance, having regard to the value of the goods and services, the shipping or travel cost and the amount of time available before the goods and services are required to be available. If it is decided to obtain fewer than three quotations, the person responsible for that decision must document their reasons for doing so.

- b. Quotations must normally be obtained in writing, but when time does not permit the obtaining of written quotations, the quotations may be obtained verbally, except when this policy stipulates otherwise. If a quotation is obtained verbally, the person obtaining it must document the quotation, including the time, date, supplier, price and description of the goods and services, the person from whom the quotation was obtained and the name of the municipal staff obtaining the quotation.

8.3 Public tenders can be in the form of a traditional tender (section 8.3.a) or request for proposals (section 8.3.b):

a. Traditional tender:

- i. A traditional tender should be used when the procurement requirements of the Town of Antigonish can be clearly and completely specified.
- ii. Traditional tenders do not have to be opened in public, but if they are not, the name of each bidder and the amount of their bid must be made available to each bidder after the tenders are opened.
- iii. The Town of Antigonish must not negotiate with any bidders, but must award the procurement contract to the bidder that meets the tender requirements and provides best value.

b. Request for proposals:

- i. A request for proposals may be used when the Town of Antigonish is unable to clearly or completely specify the goods or services required, and suppliers are therefore asked to provide a solution to the problem, requirement or objective. A request for proposals may also be used for professional and consulting services.
- ii. In order to preserve confidentiality of sensitive commercial information contained in a proposal, proposals submitted in response to a request for a proposal must be opened in the presence of at least two representatives of the Town of Antigonish, and after the proposals are opened a list of the proponents must be available to the public and the proponents upon request.
- iii. Negotiations may be conducted with a proponent after proposals have been opened, subject to complying with the terms of the request for proposals which must be drafted to avoid unfair "bid-shopping" by the Town of Antigonish.
- iv. The Town of Antigonish must award the procurement contract to the supplier whose proposal is determined to provide best value to the Town of Antigonish based upon the evaluation criteria set out in the request for proposals and equitably applied to all proposals.

9.0 Requirements for all Public Tenders

The following requirements apply to all public tenders, whether traditional tenders, or requests for proposals:

- 9.1 The Town of Antigonish must provide reasonable notice and opportunity to respond to public tenders, and must post or place notices of public tenders as follows:
 - a. on the public website maintained and operated by the government of Nova Scotia;
 - b. on the Town of Antigonish website;
 - c. in other media, as directed by the Chief Administrative Officer, when it is determined that the cost and nature of the procurement warrants the expense of doing so.
- 9.2 Every public tender must include or have attached the terms and conditions that govern the tender. The terms and conditions of every notice of public tender must be consistent with:
 - a. the standard instructions that support public tenders issued by the four Atlantic provinces for goods and services, known as the Atlantic Standard Terms and Conditions, for the procurement of goods and services;
 - b. the standard instructions that support construction tenders issued by the government of Nova Scotia, known as the Construction Contract Guidelines, for the procurement of construction.
- 9.3 Public tenders should normally include specifications or terms as follows:
 - a. expressly or by implication outlining the issues or criteria that will be used for selection of a successful bidder or proponent;
 - b. a privilege clause stating that the lowest or any bid or proposal will not necessarily be accepted;
 - c. the location for delivery of bids or proposals;
 - d. the means of delivery of bids or proposals, e.g., whether faxes or e-mails are acceptable in addition to "hard copy" submissions;
 - e. the time and date of closing;
 - f. a warning that tender documents and bids will be open to the public, except to the extent otherwise stated in a call for tenders or a request for proposals, in which event there must be included a warning that proposals or bids are subject to the Freedom of Information and Protection of Privacy provisions of the *Municipal Government Act*;
 - g. for design or architectural services, a statement that the Town of Antigonish will own the copyright in the design, plans and other intellectual property produced for the Town.

- 9.4 Public tenders should also include a form of contract that the successful bidder will be required to enter into with the Town of Antigonish, or should direct that bidders or proponents must provide the form of contract with their bid or proposal.
- 9.5 For each public tender that is awarded, the Town of Antigonish must post the name of the successful supplier and the contract amount on the public website maintained and operated by the government of Nova Scotia.
- 9.6 The terms and conditions of every public tender must state the criteria that the Town of Antigonish will use in evaluating responses. Those criteria are not limited to purchase price and life cycle cost considerations, but may also include items such as environmental and social considerations, past performance, delivery, servicing and the capacity of the supplier.
- 9.7 All bidders shall be notified in writing of the Town's decision on a public tender.

10.0 Supplier Debriefing

Pursuant to s. 17 of the *Public Procurement Act*, upon the request of a supplier submitted a rejected bid, the Town of Antigonish shall conduct a debriefing with that supplier to provide feedback on the evaluation of the public tender. The debriefing must be conducted as follows:

- a. the Chief Administrative Officer shall conduct the debriefing;
- b. the debriefing must provide reasons for the disqualification of the supplier, or in the case where evaluation scoring was used, provide an overview of the supplier's score in each category and reasons for that score;
- c. the debriefing must also provide information to the supplier on how to improve future submissions;
- d. the debriefing must not disclose any information regarding other bidders or their submissions.

11.0 Contract and Risk Management

Section 12(g) of the *Public Procurement Act* requires municipalities to adopt contract and risk-management guidelines. These guidelines shall be established by the Chief Administrative Officer.

12.0 Disposal of Surplus Equipment

- 12.1 Goods, supplies and assets which are declared surplus by the Department Head or Chief Administrative Officer shall be offered to other departments of the Town of Antigonish, or sold in the most efficient manner to obtain the highest return by trade-in (vehicles and equipment), request for quotation, public tender or public auction in accordance with this policy.
- 12.2 Elected officials and employees of the Town of Antigonish or their agents shall not be permitted to bid on the purchase of surplus material.

13.0 Conflicts of Interest

If a staff member otherwise authorized to award a contract has a conflict of interest, the award must be made by the person to whom the conflicted staff member normally reports and the conflicted staff member must not participate in the procurement process related to the contract in any manner.

14.0 Duration of Contracts

Contracts for goods and services that are required to be procured by public tender under this policy, including price agreements, must be re-tendered at least once every 5 years but may be re-tendered more frequently at the direction of Council.

15.0 Lease Arrangements

Lease arrangements are subject to the provisions of this policy, save and except that Council's authority must be obtained for any leases required by the *Municipal Government Act* to be authorized by Council.

16.0 Approval of Form of Tender

Public tendering documents are to be reviewed by the Chief Administrative Officer or his or her designate prior to issuance to ensure consistency of tendering documents and practices.

17.0 Fees

The Town may charge a fee or deposit to interested parties prior to being given tender documents.

18.0 Posting on the Town of Antigonish Website

A copy of this policy must be posted on the Town of Antigonish website.

19.0 Compliance with Policy

All staff and Councillors must act in good faith to comply with this policy, but failure to comply with this policy does not invalidate any procurement decision or act of the Town of Antigonish, nor is the Town liable to any supplier or prospective supplier for failing to comply with this policy.

20.0 Reporting

The Town of Antigonish shall submit all legislated reports to the Provincial government with respect to procurement policies and activity, as required by section 12(k) of the *Public Procurement Act*.

21.0 Previous Policies

Any previous purchasing and tendering policies of the Town of Antigonish are hereby repealed.

CAO's Annotation for Official Policy Book

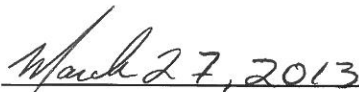
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days): **March 18, 2013**

Date of Passage of Current Policy: **March 25, 2013**

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



Chief Administrative Officer



Date

January 8th, 2025

Sean Cameron, Mayor
Town of Antigonish
274 Main Street
Antigonish, NS
B2G 2C4

Dear Mr. Cameron:

RE: 2025 REP Provincial Spelling BEE – May 10th, 2025

The *Black Educators Association of Nova Scotia (BEA)* is a nonprofit organization that has played a positive role in the education of learners since 1969. The Association sponsors several programs and events, one of which is the *Regional Educators Program (REP) Provincial Spelling BEE*.

The *REP Provincial Spelling BEE* is a community-based activity geared towards improving the language skills and academic achievements of African Nova Scotian learners. Annually, enrollment caps at 100 participants from various regions across Nova Scotia competing for the title of '*Champion Speller*'. With annual corporate donations and sponsorships by local businesses and the Nova Scotia regional centres for education, we are able to celebrate the successes of the participants during the event.

On May 10th, 2025, *BEA* will be hosting its **19th Annual REP Provincial Spelling BEE** at *The Mount Saint Vincent University, 166 Bedford Highway, Nova Scotia*. In order to make this year's event as successful as other years, we are seeking a generous contribution from your business in the form of a monetary donation, gift items or corporate/institutional sponsorship. By making a donation to this event you are not only supporting the community but you are also supporting the education of our most precious resources - OUR CHILDREN.

Thanking you in advance for your consideration and support.

Yours in Education,

Juanita Byard

Juanita Byard
Regional Educator - Strait Region
472 Highway 16
Monastery, NS B0H 1N0

**B
E
A**



Black Educators Association

REP Provincial Spelling BEE - Donation Form

Company Information

Contact Person: _____

Company Name: _____

Street Address: _____

City: _____ Province _____ Postal Code _____

Phone: _____ Fax: _____

Email address: _____

(For notification of other events)

Pledge Information

Donation amount:

\$ 2,000-2999 = PLATINUM

Prizes (Raffle Items) _____

\$ 1,000 - \$1,999 = GOLD

Gift Certificate _____

\$ 500 - \$999 = SILVER

Other _____

\$ 250 - \$499 = BRONZE

\$249 or Less

**** Please make cheques payable to "Black Educators Association". A tax receipt will be mailed to you.**

Mail this form along with donation to:

Black Educators Association - Strait Region

472 Highway 16

Monastery, Antigonish Co., NS

B0H 1W0

OR

To make arrangement for pickup call ☎

Phone: (902) 232-2176;

Email: _____

For more information,

Contact the BEE coordinator: _____ or visit our website _____

Thank you for your generous support!

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 25-02-18
Prepared by: Randy Delorey, Chief Administrative Officer

Administration

This report compiles monthly updates and progress reports from the Town of Antigonish's Administration, AREA Community Development, and Public Works departments.

Highlights

- Vacation the week of January 20 – 24
- Planning Audit Committee Meetings week of February 24 one for Inventory/Asset Management update and the other 2024/2025 Fiscal Update. This sets stage for strategic planning sessions with Council in March to inform 2025/2026 draft budget and 4-5 year strategic plan priorities.
- Much work around HR staffing (job postings, interviews, reference checks) – Offers accepted to fill all front line vacancies with Facilities (water/waste water) and Public Works operational (union) staff. Offers pending for Manager positions with each department.
- Emergency Management – Attended training delivered to Antigonish Town and County staff on new TMR radio system and attended the Antigonish Regional EMO advisory board meeting.
- AREA Board meeting – attended virtually, due to weather.
- Strait IT Board Meeting – Several items, of particular note were the draft budget proposal and draft Technology / IT Use Policy.
- Occupational Health and Safety – Monthly JOHS Committee meeting and day long training session on safety legislation, policies for senior staff.
- Joint meeting with CAOs, Mayor and Warden for Town and County to discuss shared priorities and upcoming Joint Council Committee meeting.
- Reviewed Highway 4 and Church St. water/waste water infrastructure changes driven by provincial roundabout with County CAO – prepared to enter agreement so province can begin work on the project.
- Interim Performance Review for Director of Community Development.
- Transitioned to Interim Director of Community Development and filled Communications and Marketing Officer position
- Kick off and follow up meetings with StFX BSAD492 Student Consultants working on document/file management system review and recommendations.
- Two meetings with Community (Physician/Healthcare Professionals) Navigator Chair / Board
- Public announcement for the Maritime Municipal Electric Utility Alliance (MMEUA) and launch of MMEUA website. CAO for Antigonish is inaugural vice-chair.
- Reminder, the governance role of elected officials is high level strategic engagement and decision making at the Council table – staff drive operations. Some reported and documented incidents with elected officials engaging staff outside of scope and/or making unsubstantiated claims of inconsistency in information provided to elected officials by different members of staff. This is concerning and can be resolved if all elected officials direct any/all engagement with staff through the CAO, per the Municipal Government Act (MGA) S30.2 “The council shall communicate with the employees of the municipality solely through the chief administrative officer, except that the council may communicate directly with employees of the municipality to obtain or provide information.”

Strategic Initiatives Update:

Projects
Title: Net Zero Engagement Strategies Funding Opportunity - Sustainable Communities Challenge Fund administered by NSFM
Status Update: Continuation of engagement strategy work. Reviewing background material provided and discussing message building around current initiatives
Next Step: On-going
Title: Grid Modernization and New Substation
Status Update: Pole Line work continues. Quality and safety are excellent with Connect Atlantic. Highway crossing to be completed by the end of February. Easement requirements continue to be processed. Interconnection Amendment Agreement with NSPI is completed with Milestone for the Grid Mod project projected. 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 soon.
Next Step: on-going
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: Both reports have been submitted
Next Step: Presentation to council scheduled for March regular council meeting.
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)
Status Update: New funding application open for Water, Wastewater and Stormwater, Accessibility and Climate change Adaptation for 50% of eligible costs. Application has been submitted
Next Step: on-going
Title: FCM Sustainable Communities Conference
Status Update: Attended conference in Fredericton.
Next Step: Continue communication with FCM staff and delegates on projects and initiatives.
Title:
Status Update:
Next Step:
Title:
Status Update:

Subject: Staff Report
To: Antigonish Town Council
Date Prepared: Feb 12th, 2025
Prepared by: Kyle Meisner, P. Eng., Director of Public Works

Department of Public Works

Projects/Tender Update:

Projects	
Title:	STP Desludging
Status Update:	Project Completed Jan 18 th
Next Step:	Awaiting Invoices for final payment
Title:	STP Screening Design RFP
Status Update:	RFP released Jan 22 nd
Next Step:	Site visit undertaken Feb 5 th Responses due Feb 19 th
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 working with Strum to finalize design for project. Project expected to go to tender in early spring. Discussions ongoing for cost split and watermain acquisition to match service area
Title:	Safety Management System
Status Update:	Drafting of Programs underway
Next Step:	Meet with CCS (consultant) and proceed with completion of SMS
Title:	Safety Audits
Status Update:	Organization-wide Safety Audits underway with CCS
Next Step:	Planning and implementation of recommendations with JOHS committee

Electric Utility (EU):

Projects	
Title:	Electric Utility Capital Modifications
Status Update:	EU working group continues to assess project scheduling & major stock purchases/delivery Substation Site work preparation continues. 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 generally completed. Solar Garden currently hooked to grid and producing power during testing phase. Inspection completed for Deviation work Feb 4 th 2025 Substantial completion under assessment. Facility OM being assessed for requirements.
Next Step:	Project follow-ups in progress.

Title: EU Code of Practise
Status Update: Development of Rubber Glove Code of Practice is restarting with M Smith and CCS Safety
Next Step: Format and update Code of Practice for submission.
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: Street lights - replacement work continues Pole Line Work – ongoing Service Work - ongoing Tree trimming work continues. Electrical Inspections Ongoing Meter reading
Title: Pad Mount transformers (Xfmrs)
Status Update: Under review for budget and Capital Purchases (growth and stock)
Next Step: Finalize budget and order pad mount transformers (long lead items)
Title: Worker off due to lost time incident Jan 29 th 2025
Status Update: Worker returned to work part-time with restrictions Feb 10 th
Next Step: Await clearance from physio for return to full duties Conduct investigation into causes of incident.

Treatment Facilities:

Projects
Title: Treatment Facilities Manager Job Posting
Status Update: Interviews for position completed, review and recommendations underway
Next Step: Award position
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: James River Dam - Fall inspection completed. Report received Jan 30 th
Next Step: Awaiting invoice. Follow-ups to report to be undertaken in spring.
Title: Treatment Operator Job Posting
Status Update: Operator selected based on competitive process
Next Step: Job offer accepted by candidate, start date March 10 th
Title: Sewage Plant Aeration Work
Status Update: Work on hold due to lack of staff
Next Steps: Start new operator Continue to clear aerators of debris / rags
Title: Sewer Plant Chemical Desludging
Status Update: Project underway to add chemical desludging agent to clean up any leftover material
Next Step: Continue for prescribed 120 day period

Public Works (PW):

Projects
Title: PW Manager Job Posting
Status Update: Interviews for position completed, review and recommendations underway
Next Step: Award position
Title: PW Equipment Operator New Temporary Hire
Status Update: New Hire started Feb 3 rd 2025
Next Step: Training and assessments for on-call and equipment operation
Title: Worker off due to lost time incident Jan 18th
Status Update: Worker returned to work full-time with no restrictions Feb 3rd
Next Step: Complete investigation into causes of incident.
Title: Sewer Camera Investigations
Status Update: Project halted due to camera lost on James St due to pipe failure (dug Jan 17 th)
Next Step: Reline or replace sewer main on James St (capital budget)
Title: Seasonal / Street Operations
Status Update: Work to potholes ongoing between snowfall events and water breaks. Significant winter storm event Jan 29 th – 30 th Plowing and Salting Operations ongoing
Next Step: Work is ongoing pending weather conditions
Title: PWD Equipment
Status Update: Equipment assessments underway for capital budgets
Next Steps: Determine priority and cost for replacements
Title: Sewer Camera Investigations
Status Update: Project halted due to camera lost on James St due to pipe failure (dug Jan 17 th)
Next Step: Reline or replace sewer main on James St (capital budget)
Title: Main Line/ Water Valves
Status Update: Assessment of operational status continues
Next Step: Cap old 4" main on West St in spring. Replace valves as necessary to restore control over area.
Title: Water Breaks
Status Update: Two water breaks on West St (4" line) on Feb 5 th One water break on Church St (6" line) on Jan 26 th One private water break on Highland Dr on Jan 25 th One water break on Hawthorne St (12" line) on Jan 23 rd
Next Step: Repairs completed

Waste Management:

Projects
Title: Circular Update
Status Update: Awaiting Information from Circular on Costs – expected Feb 14th
Next Step: Evaluate keeping recycling pickup as part of TOA contract or turn over to Circular
Title: Solid Waste Items
Status Update: Waste Management Bylaw - awaiting Municipal Affairs approval for SOTs
Next steps:
Title: Waste disposal weights – End of Jan, 2025
Status Update: RWC (Jan) 875.06 T ICI (Dec) 2253.31 T



Kyle Meisner, P.Eng.
Director of Public Works

Bay St Project Municipal Services Upgrades

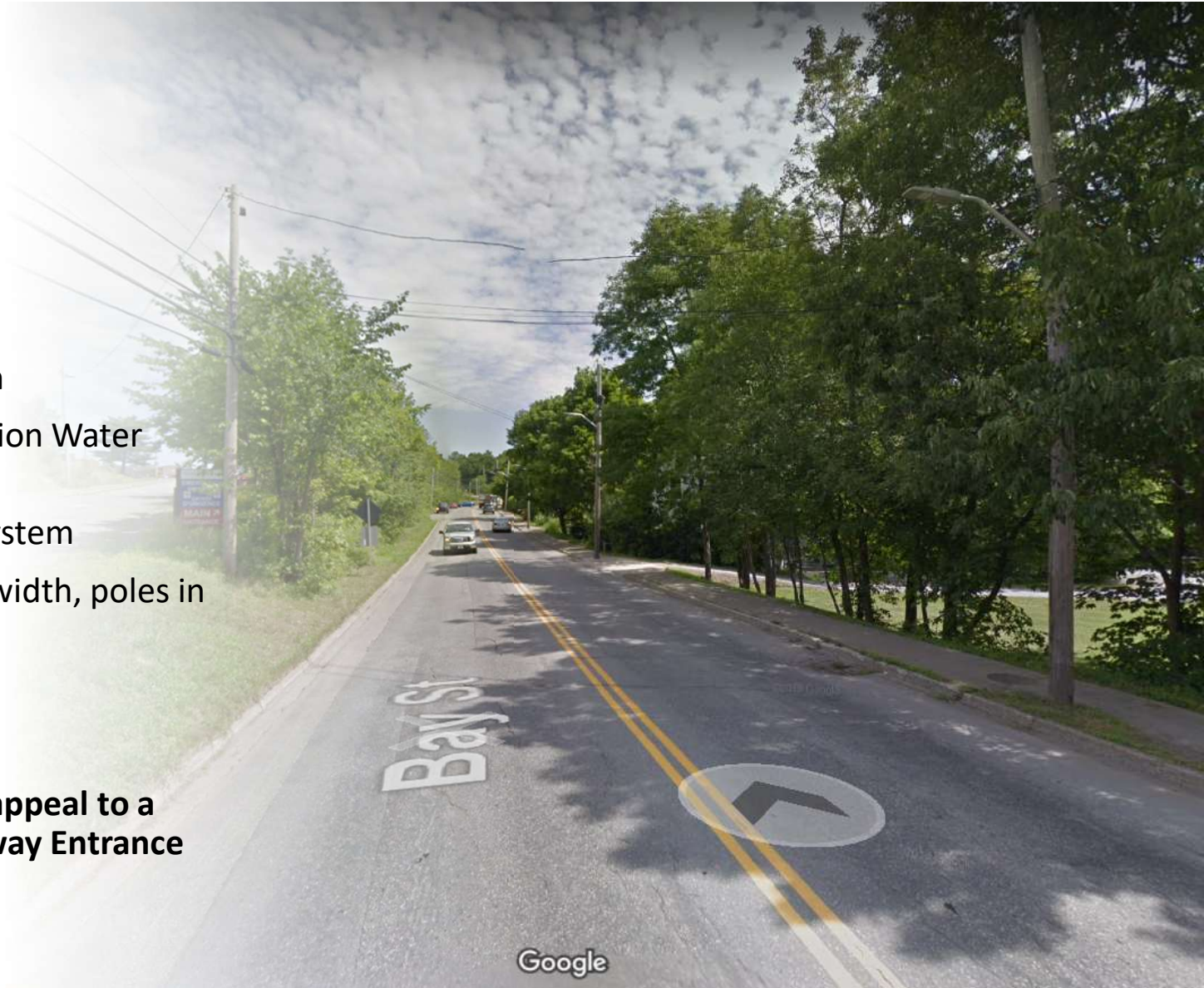
ICIP Funding Change + Recommendation

February 21st 2023



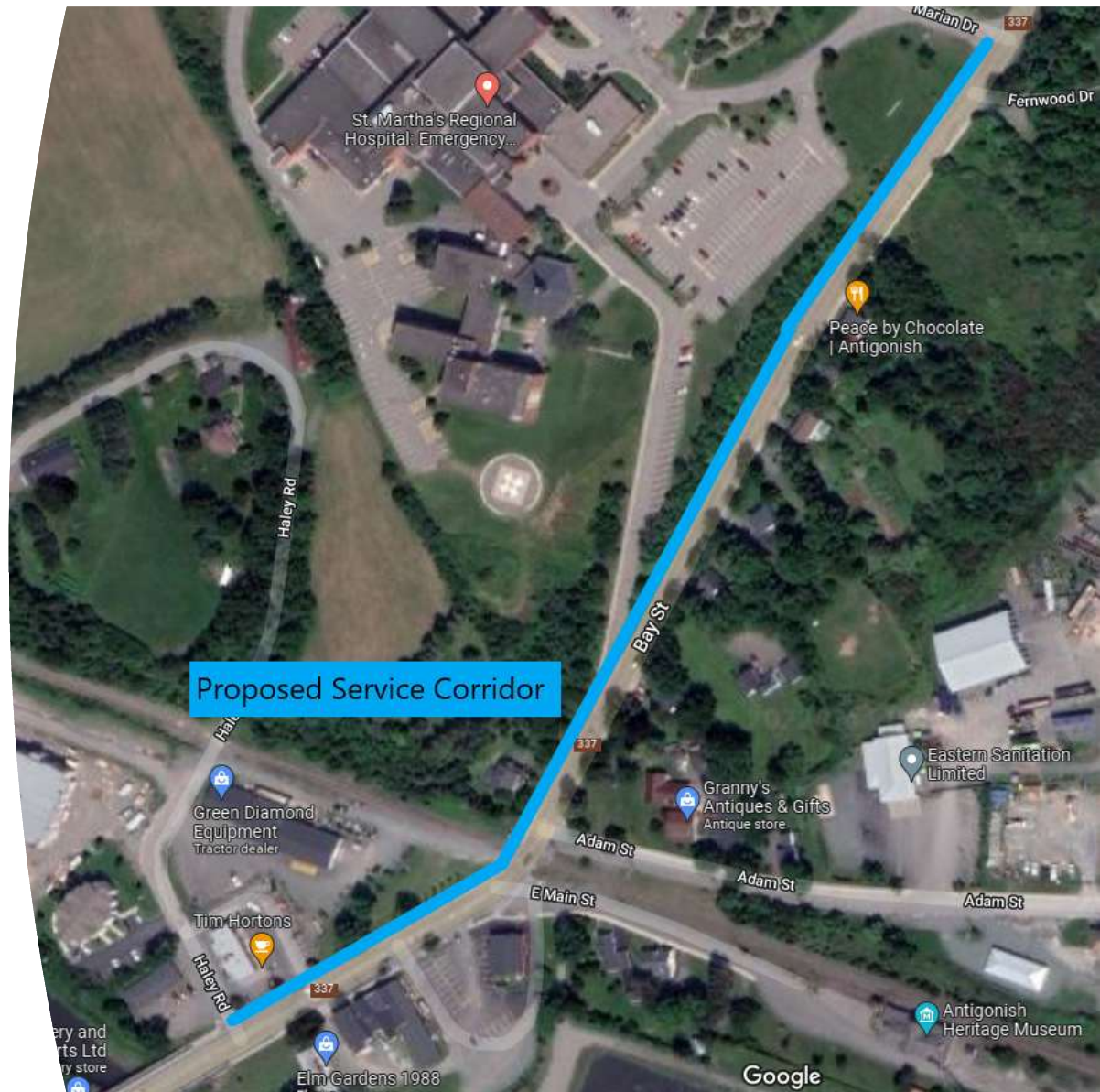
Bay St – Current Issues

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



Scope of Work

- Create new Service Corridor
- Upgrade all aspects of municipal infrastructure in area to current / future needs
 - Water
 - Sewer
 - Storm
 - Utility Lines
 - Curb
 - Street resurfacing
 - AT pathway / Sidewalk/Landscaping
- Schedule design and implementation of work based on approval (est. 23/24 –design) and 24/25 (implementation)
- Total Project cost \$3.37M



Funding Approval

- Investing in Canada Infrastructure Program (ICIP)
- For Water / Sewer / Storm infrastructure
- Federal/Provincial Funding up to 73.3% (40% Federal, 33.3% Provincial) of eligible project costs.
- ICIP Fund had \$150M in projects, \$90M in funding available.
- Application ask from Fed/Prov was \$2.467M
- Received approval for \$1.808M in funding (\$0.659M less than applied for)
- Inquiry made if additional funding possible.
- (Not with this program)



Municipal Affairs and Housing
Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-6550 Fax 902-424-0581 • novascotia.ca

DEC 13 2022

Laurie Boucher, Mayor
Town of Antigonish
VIA E-Mail: jlawrence@townofantigonish.ca

Dear Mayor Boucher:


**RE: Investing in Canada Infrastructure Program (ICIP) - Project 05-22-0057
Town of Antigonish - Bay/Main Street Municipal Servicing Upgrades**

The Province of Nova Scotia is pleased to partner with your Town and the Federal Government to support your project. I have enclosed a copy of the Contribution Agreement under the Investing in Canada Infrastructure Program (ICIP) for the above-noted project.

Please sign the Agreement, keep a copy for your file, and return a scan of the signed Agreement Form to: ICIP@novascotia.ca

Should you or your staff have any questions regarding your Contribution Agreement under the ICIP, please contact Hardy Stuckless, Director of Municipal Infrastructure at (902) 220-1532.

Sincerely,


Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Jeffery Lawrence, Chief Administrative Officer, jlawrence@townofantigonish.ca

Enclosure

Purpose of Meeting

- ICIP Re-Application has been reviewed.
- Funding has been approved for a lesser value than applied for.
- Administration is recommending to proceed with the full project and the funding offered.

What has changed?

- Current funding is focused on municipal services (water / wastewater / storm water/streets/reinstatement). Our submission is primarily focused on this or a project cost of \$3.37M.
- Provision was made or an AT trail / pathways to tie into existing approved projects, and other work (retaining wall, landscaping, streets, sidewalks) to make the project area complete and fully serviceable. The majority of this has been deemed in-eligible by the funding provider. (\$899,414)

Review of Funding

- Project requires all Municipal elements to be complete
- Funding is less than applied for due to some items being considered in-eligible

	Application	Approved Funding	Difference	Municipal Net Shortfall
Federal	\$ 1,346,165.00	\$ 986,400.00	\$ 359,765.00	\$ 659,457.00
Provincial	\$ 1,121,692.00	\$ 822,000.00	\$ 299,692.00	
Municipal	\$ 897,557.00	\$ 657,600.00	\$ 239,957.00	\$ 239,957.00*
Total	\$ 3,365,414.00	\$ 2,466,000.00	\$ 899,414.00	\$ 899,414.00

*Already included in Municipal Budgeting & being maintained

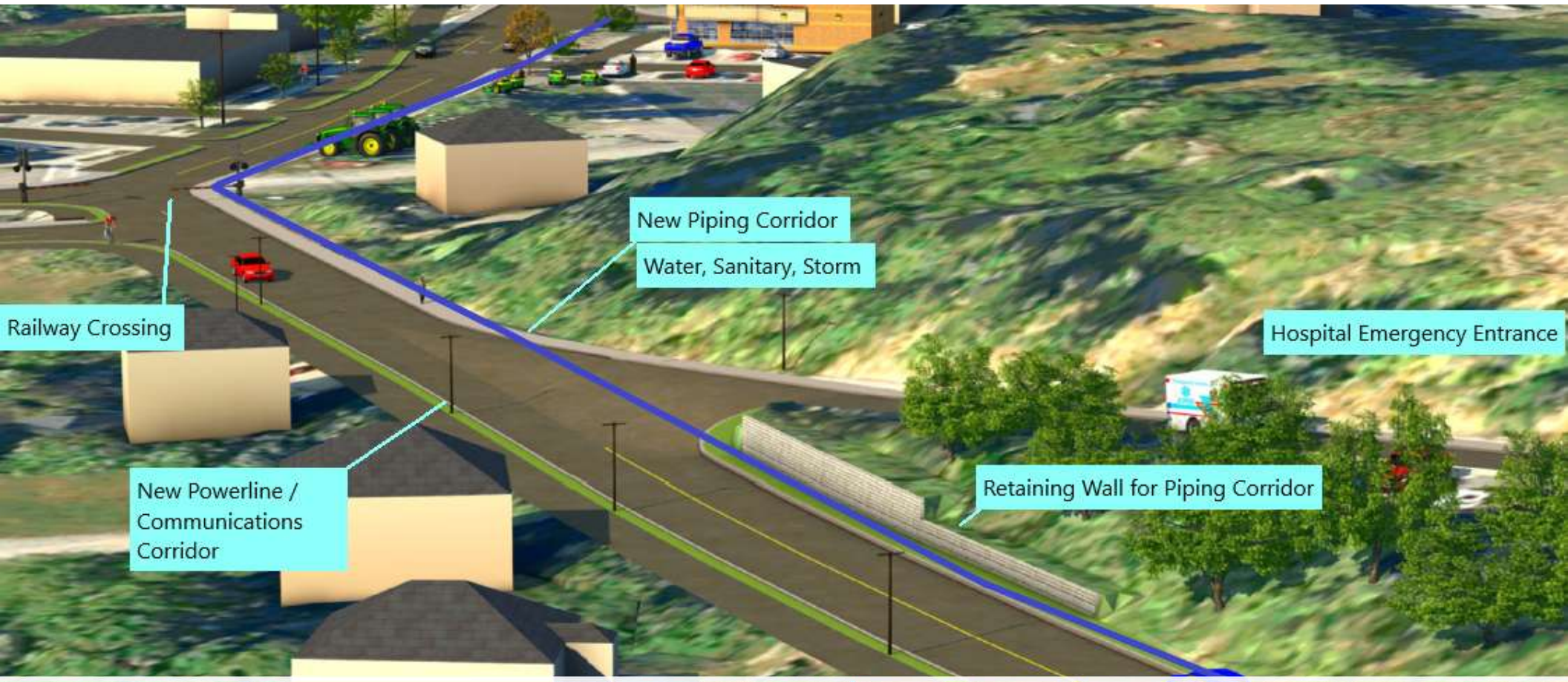
Project Funding Deficit

Balance Required for Additional Funding \$659,500

Suggested Funding Plan:

• From Operational Reserves	\$250,000
• Pole Line to EU Capital	\$130,000
• Gas Tax Adjustments (Yr 24/ Yr 25) *	<u>\$279,500</u>
• Total	\$659,500

*Supplement with funding from other funding programs if possible



Railway Crossing

New Piping Corridor
Water, Sanitary, Storm

Hospital Emergency Entrance

New Powerline /
Communications
Corridor

Retaining Wall for Piping Corridor

Concept Sketch

Recommendation to Council

- ✓ It is recommended by Administration that the Town of Antigonish accept the \$1.8M in funding offered for Bay St, further to the recent approval under the Investing in Canada Infrastructure Program (ICIP).
- ✓ Give direction to Administration to proceed with arrangements for the signing of the Funding Agreement
Total Estimated Project Cost is in the order of \$3.37M.
Proposed Construction Period is 2024-2025, with Design to commence in 2023-2024.
- ✓ Public notice on the funding is not permitted prior to the formal announcement of the ICIP group.

Questions?



Bay St Project Municipal Services Upgrades

ICIP Funding Application

March 23rd 2022

Purpose of Meeting

- A new Resolution of Council is required to apply for ICIP Funding.
- A previous application under the ICIP Funding was made in 2019 for the Bay St Project.

The application was not successful in obtaining funding.

What's New?

- Current funding is focused on municipal services (water / wastewater / storm water). Our submission is primarily focused on this.
- Provision for AT trails / pathways to tie into existing approved projects.
- WSP has been engaged to assist in the application process.

Funding Application

- Investing in Canada Infrastructure Program (ICIP)
- For Water / Sewer / Storm infrastructure
- Federal/Provincial Funding up to 73.3% (40% Federal, 33.3% Provincial)
- WSP has been engaged to assist with Application
- Application requires an updated resolution of Council to proceed



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone: 903-434-3300 Fax: 902-424-6981 • novascotia.ca

February 1, 2022

Dear Mayors, Wardens and Commission Chair(s):

Re: Call for Applications – Investing in Canada Infrastructure Program (ICIP)

I am pleased to let you know that the Province will soon be accepting applications under the Green – Environmental Quality Stream of the Investing in Canada Infrastructure Program.

When you are preparing to apply for funding, please remember that only projects under the wastewater, drinking water or solid waste categories will be eligible. These projects must meet provincial and/or federal regulations where applicable.

Applications will be accepted between February 4, 2022, and April 1, 2022. I hope you and your councils or commissions will consider potential projects and submit them for consideration.

Further details regarding the application process will be sent to your CAO or Clerk in the coming days.

Sincerely,

Honourable John A. Lohr
Minister

c CAOs, Clerks/Treasurers

Bay St – Current Issues

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



Intention of Work

- Upgrade all aspects of municipal infrastructure in area to current / future needs
 - Water
 - Sewer
 - Storm
 - Utility Lines
 - AT pathway / Sidewalk
 - Curb
- Schedule design and implementation of work based on approval (est. 22/23 –design) and 23/24 (implementation)
- Obtain Federal ICIP funding assistance in undertaking upgrades

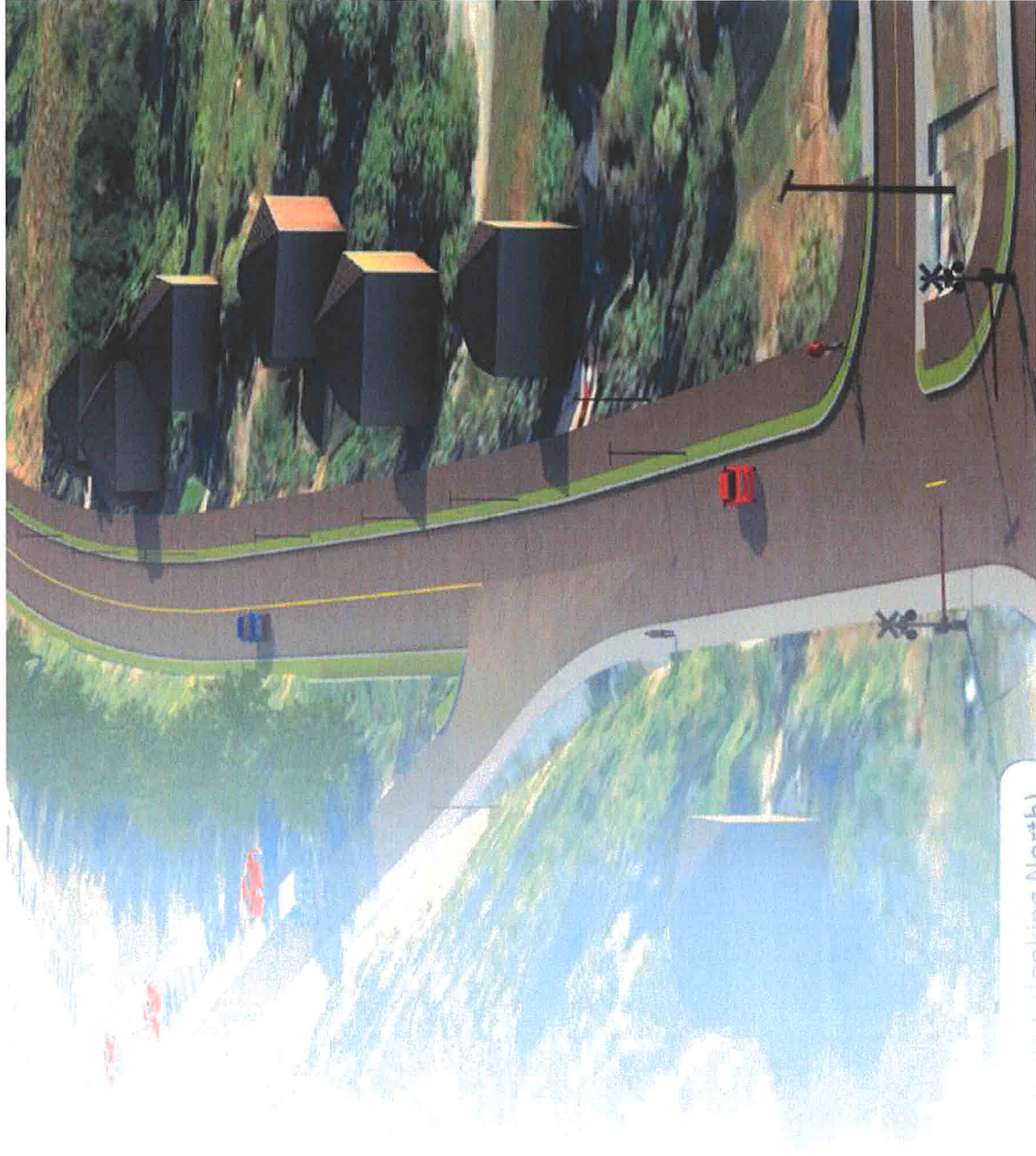


Photo credit: [unreadable] (Looking North)

Proposed Work

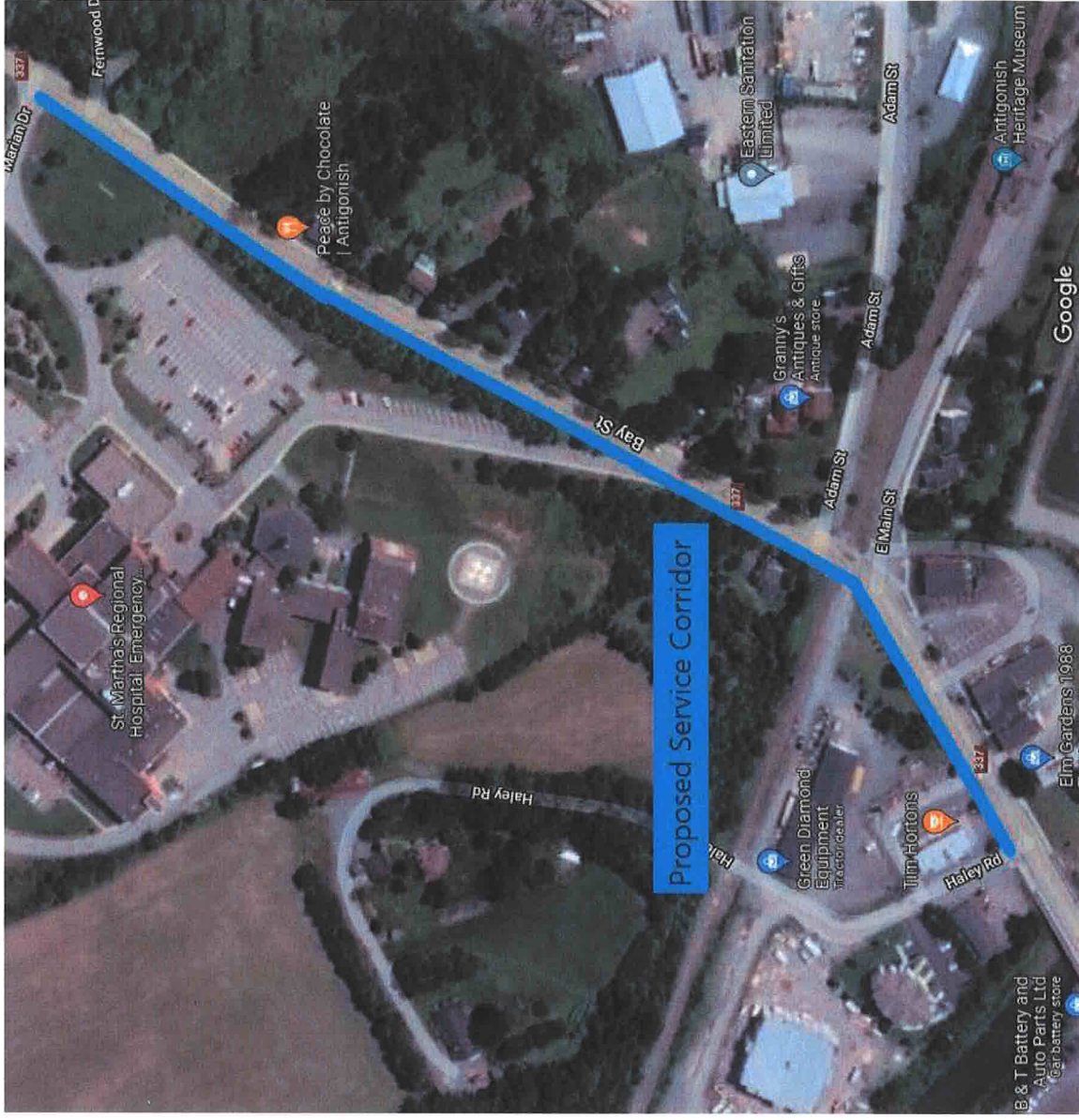
- Blue Line – Service Corridor

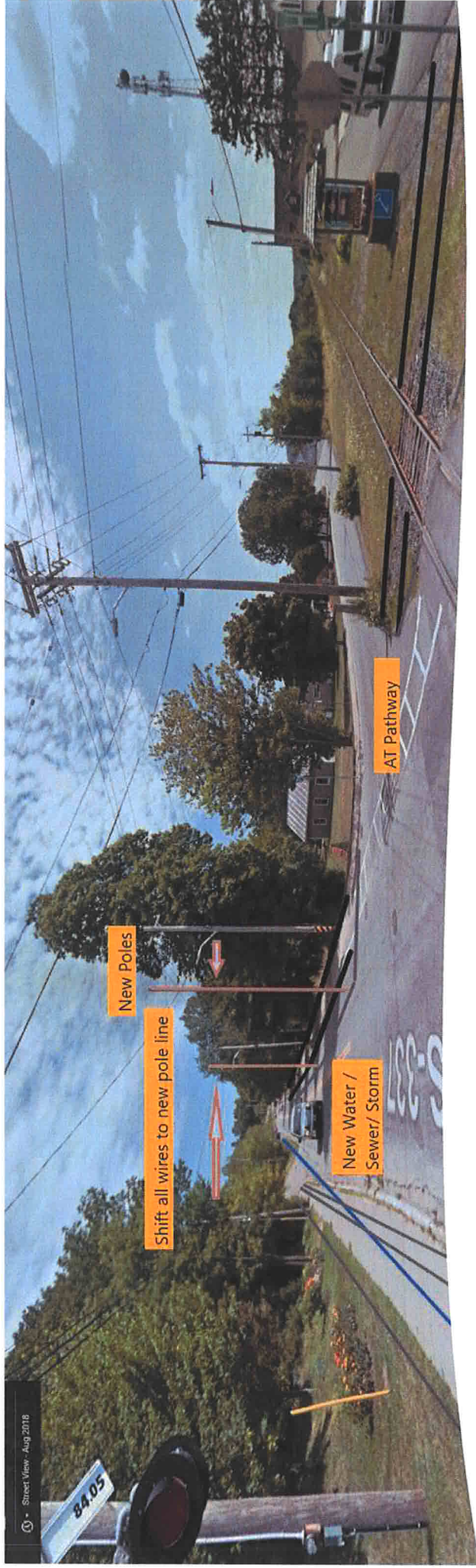
Coordination Required

- Moving Utility Poles – Bell Aliant
- Crossing Railway:
 - AT Trail
 - Pipelines – Directional Drill

Benefits

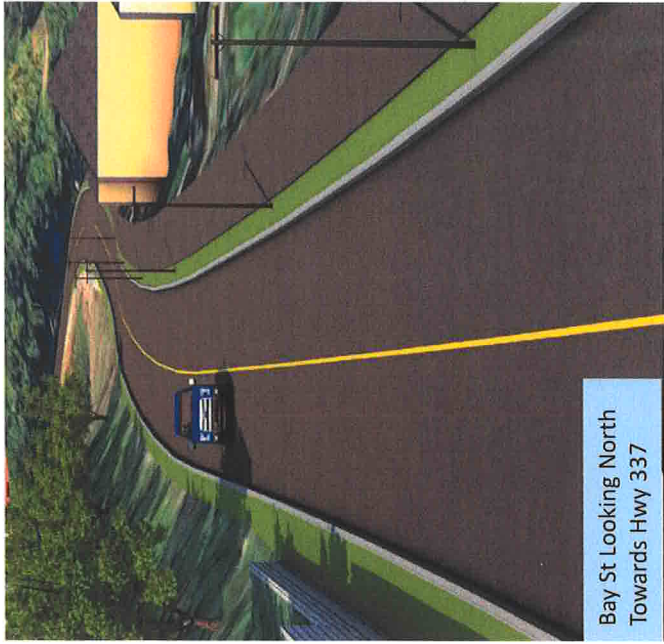
- Address challenges along the municipal right of way for improved service delivery
- Build on the continuation of the Active Transportation link to Hospital and Surrounding Area
- Deliver an enhanced Community artery for much improved Gateway Appeal



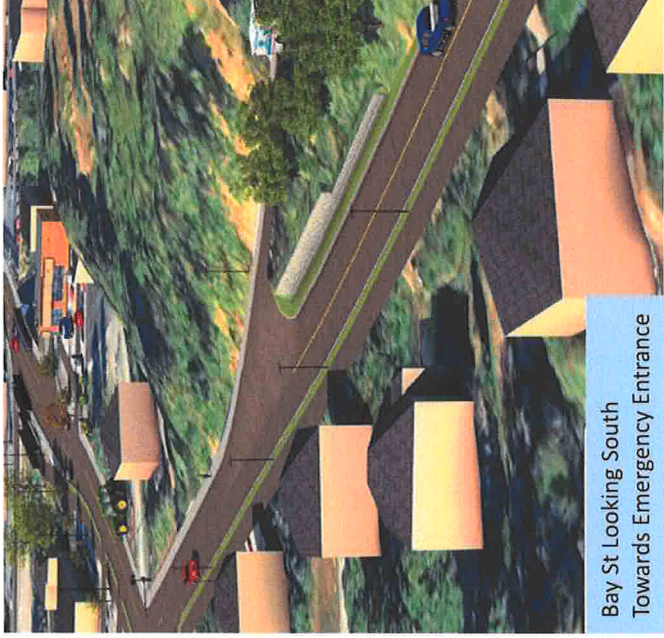


Some of the Challenges

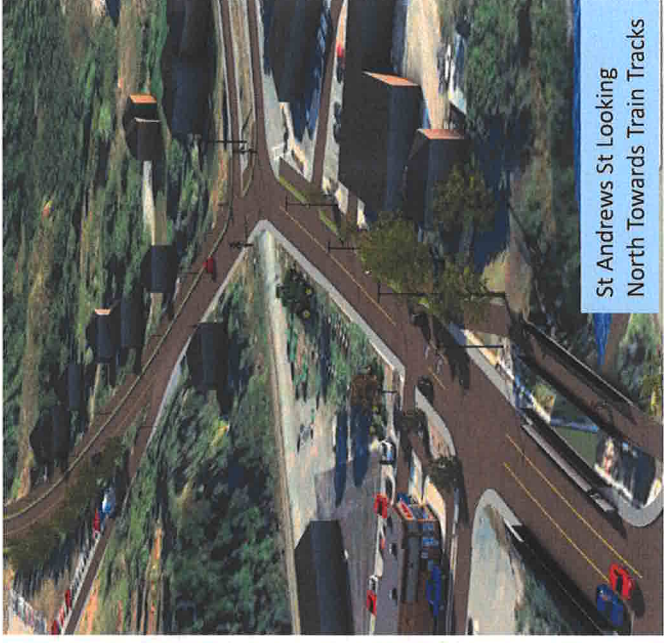
- Consolidate utility pole lines to single line on South of Street
- Group underground infrastructure on North side of street
- Allow for AT trail on South of street to connect to main AT plan
- Safer pedestrian crossing of railway
- Provisions for improved streetscape
- Entrance controls



Bay St Looking North
Towards Hwy 337



Bay St Looking South
Towards Emergency Entrance



St Andrews St Looking
North Towards Train Tracks

Concept Sketches

Project Costing

Item	Category Subtotals
Water Main	\$ 470,000.00
Sewer Main	\$ 300,000.00
Storm Sewer + Drainage	\$ 470,000.00
Utility Poles	\$ 270,000.00
Paving + AT Trail	\$ 360,000.00
Railway Crossing	\$ 100,000.00
Sidewalk	\$ 100,000.00
Retaining Wall	\$ 330,000.00
Landscaping / Signage	\$ 100,000.00
Subtotal	\$ 2,500,000.00
Inspection / Design / Engineering	\$ 225,000.00
Contingency	\$ 500,000.00
Net HST	\$ 140,000.00
Project Total	\$ 3,365,000.00

Recommended Resolution by Council

Be it Resolved that the Town of Antigonish submit, further to the recent call under the Investing in Canada Infrastructure Program (ICIP), the Bay St Project as put forward for approval.

The proposed project provides infrastructure upgrades to address improved municipal servicing from Haley Rd to the Saint Martha's Regional Hospital entrance (approximately 1700ft of streetscape).

Estimated cost is in the order of \$3.37M. Proposed construction period is 2023-2024.

Request for Resolution of Council

ICIP Funding Application

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: February 11, 2025
Prepared by: Shannon Long, Acting Director of Community Development

Community Development

Strategic & Capital Projects of Council:

Projects
Active Transportation Corridor
Status Update: Planning for AT Trail Town Hall
Next Step: The Mayor has signed the amendment to extend the project from March 31, 2026 to March 31, 2027. 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. Staff are looking to host this event in early March to allow for time to have invitation printed and mailed to all residents. More details will be shared once details are confirmed.
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
Next Step: The Antigonish Tourism Advisory Committee met with Mary Tulle on February 6 to discuss an action plan for the next three months. This includes hiring a dedicated staff person; a Tourism Officer for Antigonish. The Advisory Committee is looking to create a MOU between the Town, County, and the Antigonish Tourism Association to oversee the work plan of this individual. Some of priorities in the first year would include developing and begin executing a marketing and communications plan and develop an inventory of event related assets. As of February 6, Town's Marketing Levy account has a balance of \$62,978.45. This is revenue that has been collected since April 2024, upon the implementation of the levy.
Arbor Drive Playground
Status Update: Completed
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: Public Engagement
Next Step: Staff had a kick off meeting with Left Turn Right Turn Ltd. on February 5. Staff will be working on hosting a virtual drop-in session and at least two pop-up sessions to get feedback from the community on the Town's Accessibility Plan. As part of the engagement process, there will also be opportunities for staff, council, and the Accessibility Committee to provide feedback. The feedback gathered will be presented to council in April as an addendum to the plan and upon council's endorsement, will be sent to the province.
Mini-Pitch
Status Update: Construction complete

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

Operational Projects:

Project
Advisory Committee Vacancies
A new page has been created for the Town’s website with an online form for residents to apply for a committee. This page is linked on the homepage. An ad appeared in The Reporter and social media posts will be created to advertise vacancies.
Alert System
Staff have been in touch with the newly formed NS Department of Emergency Management in regards to a new alert app and the possibility of the Town being one of the test communities of the app. Staff spoke to the Department on early February and will touch base again in a few months as they get closer to a launch date.
Beautification
<ul style="list-style-type: none"> • A new welcome sign, using the Antigonish Tourism brand, was installed on St. Andrews Street. Two additional signs will be going on West Street and James Street in the Spring. • Budget planning for 2025-26 Beautification Projects are underway including a new mural, new trees, new benches, and more garage cans.
Town Hall Lighting
A set list of colour presets for the five lights on the clock tower have been programmed. Staff will now be able to change the colours for holidays and special requests. Example, the lights will be set to red for Valentine’s Day. The lights will be set to white when there isn’t a special occasion.
Town & StFX Partnership
Staff attended a meeting of the Good Neighbour Working Group on January 23 and discussed St. Patrick’s Day. The week before March 17, the Town will send an email to the landlord’s reminding them and their tenants about the Town’s Noise Control and Nuisance Party By-Laws. StFX staff are monitoring social media and if they know where a gathering is taking place, they will inform the Town so By-Law can reach out to the property owner.
Programming
<ul style="list-style-type: none"> • Multi-Sport has 61 kids in this year’s program. The children have completed baseball/softball, tae kwon do, hockey, track and field, swimming, and basketball. They are now in gymnastics with golf next. • The Kids on the Move initiative that sees kids walk to school from the Farmers Market continues once a month with an average of 20 kids participating. • The Older Adult Moving and Mingling program continues to be extremely success. The program ends on March 31.
Pumper/Tanker RFQ
The pre-construction meeting has been scheduled with Fort Gary Fire Trucks and will take place February 25.
Community Equity & Anti-Racism Plan
There is a new provincial requirements 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. There is draft of the plan complete, staff from the Town and County continue to work on a final draft to present to council.
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: January 14 to February 11, 2025

Parking Tickets

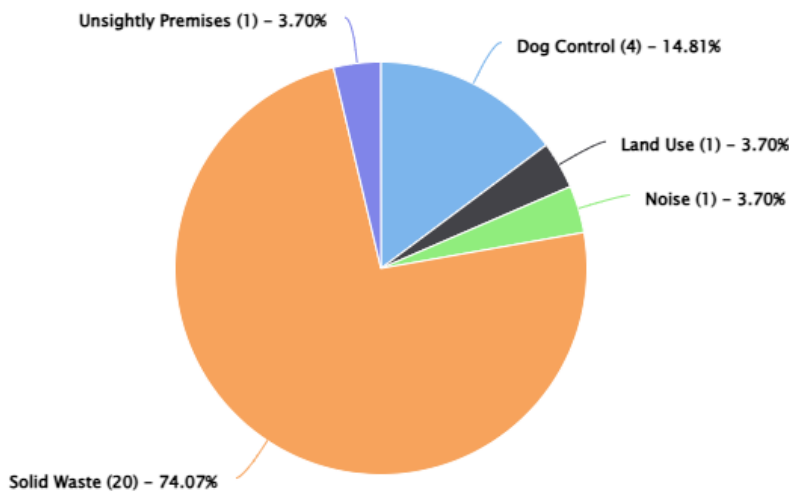
342 Tickets Issued
 (inclusive of Town, StFX and St. Martha's)

Winter Parking Enforcement

Dates of enforcement: January 29/30
 11 Tickets Issued
 7 Vehicle Towed
 *Vehicles not towed were moved prior to tow truck arrival onsite.

**By-Law Office General Breakdown of New Files During Reporting Period:
 January 14 to February 11, 2025**

Case Files by Investigation Type



Subject: CAO Report
To: Antigonish Town Council
Date Prepared: February 12, 2025
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

The I.B.E.W., Local 1928 has formally initiated the process to begin negotiations for the Collective Bargaining Agreements covering both Public Works and Treatment Facilities, as well as the Electric Utility. Negotiation dates have been scheduled for March 19th and 20th, ahead of the expiration of the current contract. The Director intends to conduct negotiations in a manner similar to the previous round, which successfully resulted in two agreements within two days. The Town has maintained a positive and respectful working relationship with the I.B.E.W. over the past four years and remains committed to fostering this collaborative approach throughout the upcoming negotiations.

The Director has requested quotes for human resources consulting services, with a primary focus on providing assistance with recruitment and onboarding. The increased volume of hiring and the associated administrative tasks have significantly impacted the Director's ability to manage her other responsibilities. While the Deputy Clerk has stepped in to help with some of the hiring processes, the additional workload is beginning to overwhelm her schedule as well. Bringing in external support will help streamline these processes and ensure that both the Director and Deputy Clerk can maintain balance in their workloads while efficiently managing new hires.

The Director is in the process of preparing a Q3 update and year-end projections for the Audit Committee, which must be completed before the 2025-26 budget preparation can begin. However, progress on this report has been delayed due to the ongoing staff shortages and the subsequent hiring process that must take priority. The demands for recruitment, onboarding, and ensuring operational continuity have required significant attention, leaving limited time to finalize the update. Once these immediate staffing needs are addressed, the Director will be able to refocus on completing the report to support the upcoming budget cycle.

The Director of Corporate Services was the Acting CAO for the week of January 20th.

Department Update:

Projects
Title: 2024-25 Year-end Projections
Status Update: The Director is working with the Manager of Accounting to provide the yearend projections for the current fiscal year. Due to the constraints around our project and capital reporting system, key information like capital expenditures and inventory need to be manually reviewed and transferred into the current statements. These accounts are large and can have a significant impact on the statements.
Next Step: Ongoing
Title: Tax Sale Process
Status Update: Corporate Services has identified X properties eligible for tax sales, with an additional one that is currently in a payment contract. Corporate Services will be recommending properties for tax sale as per our 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. If payment or arrangements are

not made by this date, or if any existing payment contract is broken then the property will move along to the next of the tax sale process.

Next Step: Start next steps as per our Tax Collection Policy once given direction from Council.

Title: Human Resources

Employee Hiring and Attrition

- A. Van de Sande has accepted the position of Equipment Operator/Labourer temporary 3 months, with a possible extension of up to 6 months.
- G. Smith has accepted the position of Water/Wastewater Operator starting March 10.

Retirement

- T. Cameron has submitted her retirement notice after over 20 years with the Town’s Recreation department, with her last working day as February 28.

Employment Opportunities:

- Manager of Treatment Facilities and Manager of Public Works positions were posted in December and closed January 8th. Interviews have been completed, and reference checks for preferred candidates are currently being conducted.
- Manager of Parks and Recreation position will be posted this month

Next Step: On-going

Title: Safety Update

On January 31, senior leadership attended a day-long safety meeting that was conducted by CC Safety & Compliance Services. This was to provide all management employees the basic safety information that they should be aware of, including an oversight of the Occupational Health and Safety (OHS) Act, employees’ rights, investigations and how a Safety Management System and Safety Culture can be applied in all divisions of the organization.

A safety audit was completed for six locations, including Town Hall, the Electric Utility workplace, Water Treatment plant and a watermain break worksite. Town Hall had the most issues to correct, including updating infrastructure around the fire exits on second and third floor, non-compliant ladders and guardrails, and labeling and securing the electrical room.

Next Step: On-going

Title: Equity, Diversity, and Inclusion in the Workplace

Status Update:

This project was on temporary pause, the Director of Corporate Service is in progress of re-connecting to our consultants to have the report presented to Council.

Developing and implanting an Equity, Diversity, and Inclusion (EDI) policy in the workplace is one of the accords Council signed with when the Town began applying for funding related to the grid modernization funding. The Directors of Corporate Services and Community Development, and the Strategic Projects Coordinator have received a working draft of the consultant’s report on EDI for Town of Antigonish, which has come with recommendations and steps to make improvements within the workplace. This is being reviewed for comment and will be presented to Council over the coming month.

Next Step: Consultants Report to be presented

Title: Work from Home Policy

Status Update: Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review. It has included potential strategies that other similar Town municipalities have implemented, including the Town of Bridgewater.

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

Title: In Development: Charitable Donation Policy

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

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

Council Grants to Organization Account:

Budget: \$199,044.39 Committed (YTD): \$170,759.05 Remainder: \$28,285.34

Council Report
General Fund
For the Ten Months Ending 1/31/2025

	2024	2024	2023	2023	Remaining
	Budget	Actual	Budget	Actual	Budget
Revenue					
Taxes	\$7,931,982.54	\$7,970,162.72	\$7,501,015.37	\$7,240,136.12	(\$38,180.18)
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	793,791.42	949,423.24	669,571.54	265,097.53
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	431,641.47	143,000.00	437,381.09	-294,546.47
Unconditional Transfers from other governme	204,039.00	172,126.00	478,844.00	90,481.31	31,913.00
Other Transfers	2,125,769.96	3,000.00	2,142,198.00	3,000.00	2,122,769.96
	13,061,933.45	9,577,295.03	12,626,630.07	8,668,790.26	3,484,638.42
Expenditure					
Mayor and Council	460,844.40	389,942.12	435,049.94	372,057.34	70,902.28
Corporate Services and Office of the CAO	3,446,585.82	729,945.46	2,756,301.97	785,154.71	2,716,640.36
Engineering and Public Works	1,462,375.82	1,151,806.44	1,493,387.33	1,210,166.31	310,569.38
Environmental Health Services	1,353,886.48	1,181,142.46	1,391,965.57	1,038,857.72	172,744.02
Community Development Administration	479,478.77	394,716.56	399,058.99	367,690.16	84,762.21
Partnerships & Initiatives	499,701.31	808,336.74	564,329.81	647,565.27	-308,635.43
Protective Services	2,960,476.84	2,538,297.95	2,997,244.13	1,999,033.79	422,178.89
Recreation and Cultural Services	706,221.27	558,410.84	728,691.84	558,788.75	147,810.43
Provincial Responsibilities	1,692,328.58	1,416,744.00	1,760,577.56	1,382,665.70	275,584.58
	13,061,899.29	9,169,342.57	12,526,607.14	8,361,979.75	3,892,556.72
Excess(deficiency) of revenue over expenditu	34.16	407,952.46	100,022.93	306,810.51	-407,918.30

Electric Utility - Statement of Operations
For the Ten Months Ending Friday, January 31, 2025

	2024		2023	
	Budget	Actual	YTD	March 31st
Revenue				
Operating				
Electric Revenue	\$15,772,416	\$11,927,411	\$10,629,486	\$13,797,126
Expenditure				
Operating				
Power Purchases	7,701,260	7,075,320	8,603,200	10,470,907
Power Generation and Delivery	5,199,413	1,777,558	1,993,142	2,229,631
Electrical Buildings/Subs	17,977	27,895	8,595	10,725
Electric Distribution Exps	241,782	266,811	1,034,129	236,987
Property Taxes	2,666	2,745	2,588	2,588
Depreciation	319,524			256,291
Admin - Common Services	1,412,268	899,108	817,022	1,196,890
Interest and Bank Charges	6,013	12,062	10,412	12,930
Wages	619,500	511,371	543,436	504,475
	15,520,403	10,572,870	13,012,524	14,921,424
Non-operating revenue				
Interest on investments				
Interest on Accounts	20,000	23,827	13,998	-1,469
	20,000	23,827	13,998	-1,469
Non-operating expenditures				
Debt Payments				
Transfers to other funds	305,572			575,000
	305,572			575,000
Excess(deficiency) of revenue over exper	-33,558	852,157	-2,369,041	-1,700,767

Water Utility - Statement of Operations
For the Ten Months Ending Friday, January 31, 2025

	2024		2023	
	Budget	Actual	YTD	March 31st
Operating Revenue				
Water Revenue	\$1,725,522	\$1,377,357	\$1,029,224	\$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>2,049,479</u>	<u>1,516,611</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	29,691	35,750
Purification	349,189	330,422	244,830	326,705
Power and Pumping	47,912	37,782	38,875	47,033
Transmission and distribution	133,360	134,036	104,606	112,475
Administration	100,605	114,650	89,989	105,166
Supervision	644,031	536,692	499,948	599,937
Wages	180,161	146,831	156,787	187,604
	<u>2,070,399</u>	<u>1,358,326</u>	<u>1,203,811</u>	<u>1,851,266</u>
Operating Profit	326,244	691,155	312,800	119,335
Non-operating revenue				
Interest on investments				
Interest on Accounts		5,212	2,951	5,086
Misc Non-operating Revenue				
		<u>5,212</u>	<u>2,951</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	532,941	151,613	-42,421