

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 1, 2016 @ 5:30 pm
Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of Agenda
- 3) Approval of September 20th, 2016 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Presentation & Approval of the Fringe & Lower South River Water Utility Budgets
- 6) Approval of Application to Cost-Share Subdivision Street Improvements
- 7) Presentation & Approval of the 2015/16 Audited Financial Statements
- 8) Presentation & Approval of the 2015/2016 Financial Information Return
- 9) Presentation & Approval of the 2016/17 Statement of Estimates
- 10) Consideration of Tax Write-Offs
- 11) Review of Committee Terms of Reference & Solicitation of Public Members
- 12) First Nations - Municipal Community Economic Development Initiative Update
- 13) Approval of Corporate Plan Request for Proposals
- 14) West River Bank Erosion
- 15) Contract Negotiations (*In-Camera*)
- 16) Adjournment

TO: COMMITTEE MEMBERS
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***COMMITTEE OF THE WHOLE MEMO***
DATE: NOVEMBER 1ST, 2016

PRESENTATION & APPROVAL OF THE FRINGE & LOWER SOUTH RIVER WATER UTILITY BUDGETS
(For Decision)

Please find the proposed budget attached. Director of Finance, Allison Duggan, will present the budget. The Director of Public Works, Daryl Myers, will also be present to address any operational questions.

APPROVAL OF APPLICATION TO COST-SHARE SUBDIVISION STREET IMPROVEMENTS (For Decision)

Attached is a letter from Finance Director Allison Duggan requesting the Province of Nova Scotia consider cost-sharing for repaving of Heritage & Ponderosa Drive, per the Municipality's 2015-16 capital plan. The application was due to the Province by October 31; it is presented for the committee's approval.

PRESENTATION & APPROVAL OF THE 2015/16 AUDITED FINANCIAL STATEMENTS (For Decision)

The Audited Financial Statement will be circulated prior to the meeting. The Municipal Auditor, Sonny MacDougall, will present the audit to the Committee.

PRESENTATION & APPROVAL OF THE 2015/2016 FINANCIAL INFORMATION RETURN (For Decision)

The Financial Information Return (FIR) is a template data entry form that the Province gives each municipal unit to populate the template with each municipal unit's most recent fiscal year audited Financial Statements. Staff is requesting Council to approve the F2015/16 FIR as part of the Provincial Requirements.

PRESENTATION & APPROVAL OF THE 2016/17 STATEMENT OF ESTIMATES (For Decision)

The Statement of Estimates (SOE) is a template data entry form that the Province gives each municipal unit to populate with each municipal unit's current Operating Budget and Water Budget. Staff is requesting Council approve the F2016/17 SOE as part of the Provincial requirements

CONSIDERATION OF TAX WRITE-OFFS (For Decision)

1. Tax write-off due to fire damage: Todd and Suzanne Power of St. Andrew's had their home destroyed by a fire on April 22, 2016. PVSC has provided the County with a fire letter asking us to reduce the residential assessment by \$142,000.00 for the 2016 tax year. As a result, **staff is recommending that Council write-off \$1,405.80 in taxes (\$1,667.16 - \$261.36) due to damage from a fire.**

2. Staff from the tax department has prepared a list of accounts that have been deemed uncollectable, either because their status is inactive with PVSC or Land Registry, they are double-assessed, or in one circumstance, the mini home was removed overnight. **Staff is recommending that the total amount of \$7,312.17 be written off.**

REVIEW OF COMMITTEE TERMS OF REFERENCE & SOLICITATION OF PUBLIC MEMBERS (For Discussion)

Attached you will find draft terms of reference for the following committee:

- Active Transportation Advisory Committee
- Economic Development Advisory Committee
- Joint Council Committee
- Planning Advisory Committee
- Sustainable Communities Advisory Committee

These terms of reference have been drafted to provide each committee and its members' direction concerning their goals, purpose, membership and responsibilities; previously this direction had been informal or ad hoc.

Specific to the four advisory committees: it is proposed that the Municipality begin soliciting public members. Public member for each of these committees will then be presented to Municipal Council for consideration & approval. The terms of reference will be provided to each committee for further comment prior to being presented to Municipal Council for final approval.

Specific to the Joint Council Committee: the attached terms of reference attempt to establish the Joint Council group as an official committee of both the Municipality and the Town. This structure will provide the "Joint Council" official standing, a specific purpose and enable the committee to make recommendations to each council. The draft terms of reference have been shared with Town officials; feedback is being sought from the Committee prior to it being submitted for formal consideration and approval.

FIRST NATIONS - MUNICIPAL COMMUNITY ECONOMIC DEVELOPMENT INITIATIVE UPDATE (For Discussion)

The Municipality has been tentatively selected to participate in the First Nation - Municipal Community Economic Development Initiative (CEDI). An application to this program was made by the Paqtnkek Mi'kmaw Nation.

The First Nations–Municipal Community Economic Development Initiative (CEDI) aims to improve the economic prosperity of participating municipalities and adjacent First Nations through joint community economic development planning. CEDI is a joint initiative by the Federation of Canadian Municipalities (FCM) and Cando, a national non-profit Aboriginal organization involved in community economic development with Aboriginal communities.

CEDI is FCM's second program supporting municipalities and adjacent First Nations. In 2010, FCM implemented its Community Infrastructure Partnership Program (CIPP) to enhance relationships and work toward the development of joint service agreements between these communities. In

partnership with Cando, FCM will build on the strengths of this award-winning program to implement CEDI.

Antigonish County and Paqtnkek Mi'kmaw Nation are one of six pairs of First Nations and adjacent municipalities across Canada chosen through a nation-wide selection process. Over the course of the program, FCM and Cando will facilitate a series of workshops and follow-up visits with the selected communities to help to enhance their relationships and work toward developing a joint, strategic economic development plan or project. Participating communities will also benefit from peer mentorship, communities of practice, study tours and small capacity building grants to help them achieve their community economic development goals.

This tentative selection will be confirmed pending the outcome of a community needs assessment and validation visit and confirmation of the willingness to participate, demonstrated through a band council resolution from Paqtnkek Mi'kmaw Nation and a parallel municipal council resolution from Municipality of the County of Antigonish.

This assessment and validation visit is scheduled for the following dates in late November.

- Meeting between FCM / Cando officials and Municipal Council & senior staff: **Tuesday, November 22 @ 5:30pm.**
- Meeting between FCM / Cando officials and Paqtnkek Band Council & senior staff: **Wednesday, November 23.**
- Joint meeting among FCM / Cando officials, Paqtnkek Band Council, Municipal Council & senior staff: **Thursday, November 24, time TBD.**

To prepare Municipal Council & staff for this exercise and our initial meetings with Paqtnkek officials, Sarah MacDonald, NSHA Manager of Public Engagement and former Senior Policy Advisor at the Assembly of First Nations will provide a brief cultural competency workshop prior to the **November 15 Committee of the Whole meeting.**

Any questions concerning this initiative can be raised at the meeting.

CORPORATE PLAN REQUESTS FOR PROPOSALS (For Decision)

In the 2016/17 Operating Budget, Municipal Council approved funding for the development of the Municipality's first Corporate Plan. A request for proposals for facilitation of this plan is attached for the Committee's review and approval. Staff is further seeking two councillors to assist in the evaluation of the submissions.

WEST RIVER BANK EROSION (For Discussion)

Concerns have been raised from residents backing on to the West River of erosion to the bank. Councillor MacFarlane will discuss further at the meeting.

CONTRACT NEGOTIATIONS (in-camera)

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session. Materials will follow.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, September 20th, 2016 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Russell Boucher
 Deputy Warden Owen McCarron, Chair
 Councillor Angus Bowie
 Councillor Mary MacLellan
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor Bill MacFarlane
 Councillor Donnie MacDonald
 Glenn Horne, Municipal Clerk/Treasurer
 Beth Schumacher, Deputy Municipal Clerk

Regrets: Councillor Hughie Stewart
 Councillor Pierre Boucher

The meeting of the Committee of the Whole was called to order by the Chair, Deputy Warden McCarron, at 5:31pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

4(b) – Contract Negotiations - In camera discussion

10 – Affordable Housing Update

11 – Auld's Cove Lights

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor Deveau and seconded by Councillor MacLellan that the Committee of the Whole minutes of September 6th, 2016 be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

CONTRACT NEGOTIATIONS (IN CAMERA)

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session.

Moved by Deputy Warden McCarron and seconded by Councillor MacDonald that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss contract negotiations at 5:33pm. Motion carried.

Moved by Councillor MacLellan and seconded by Councillor MacFarlane that the In-Camera session be adjourned at 5:51pm. Motion carried.

3RD ANNUAL BUSINESS ABILITY BANQUET

CACL Antigonish has invited Council to the 3rd Annual Business Ability Banquet on **Thursday November 10th at 6:00 p.m.** at the MacKay Room, StFX, Antigonish. Celebrated Canadian/ Mental Health Advocate Margaret Trudeau, is scheduled as this year's keynote speaker.

Moved by Councillor Chisholm and seconded by Councillor MacDonald that the Committee recommends that Municipal Council book a table for eight (8) for the 3rd Annual Business Ability Banquet. Motion carried.

TOURISM STRATEGY

Mr. Horne presented a memo prepared by staff, which was included in the agenda package, providing a summary of the Nova Scotia Tourism Strategy and outlining how other municipal units in Nova Scotia and other jurisdictions are involved with the tourism sector. The memo provides some guidance to the Committee on recommended parameters for any next steps. Staff is looking for feedback from the Committee on how to proceed with this project.

Further, copies of the Crown Corporation Business Plans (2016-2017) for Tourism Nova Scotia and the Tourism Nova Scotia Strategy Summary (April 2016) were also attached for the Committee's reference. A summary of the organizational structure and the services provided by DEANS was also provided to the Committee for reference.

A general discussion was held, covering the topics of jurisdiction of responsibility (local vs. provincial), the provincial strategy for tourism and how it doesn't appear to support small components/operations, and options available such a room levies and how it might be received based on past experiences. There was also some discussion regarding the role and success of DEANS to date, where the REN might fit into this topic, and what the Municipality's role might be. Consensus was to park this memo for now, and revisit the topic in the future.

CONSIDERATION OF POLICY FOR COUNCIL AND STAFF PARTICIPATION ON EXTERNAL COMMUNITY BOARDS

Mr. Horne introduced a proposed policy addressing the participation of members of Council and staff on external community boards. Mr. Horne noted that this policy had been created following questions regarding insurance coverage for members of Council serving on external boards, led to a bigger question of what are we involved with now, and what should we be involved with?

Examples of policies from elsewhere in Nova Scotia and other provinces were consulted for reference. The effect of the policy is to spell out a number of criteria that must be satisfied in order for a municipal official to serve on a board that is external to the organization of the Municipality. Exceptions to this policy are noted, primarily being boards that the Municipality is obliged to supply

representation for through legislation. Nothing in this policy precludes municipal officials from serving on external boards as private citizens.

The Committee asked that staff do a full evaluation of the current list of Boards (appended to the proposed policy), as there may be some organizations that appear to be disqualified by this policy that could satisfy the criteria. Clarification was provided to the Committee, noting that organizations could be added to the list in the future if that organization was able to satisfy the criteria noted in the policy.

Councillor Bowie suggested an implementation date, and the date of November 1, 2016 was agreed upon. Councillor MacDonald asked whether letters would be provided to the external boards that currently have Council representation, notifying them of the policy and criteria for participation. Mr. Horne indicated that this would happen.

Moved by Councillor Deveau and seconded by Councillor MacFarlane that the Committee recommends that Municipal Council approve the proposed policy for Council and Staff Participation on External Community Boards, with an effective date of November 1, 2016. Motion carried.

1ST ANNUAL ANTIGONISH HALLOWE'EN HARVEST BASH

Mr. Horne provided a brief summary of a written request received from the organizers of an event similar to a community fair to celebrate Hallowe'en and the farm harvest season on Friday October 28th, from 6-9pm in the Commercial Building on the Fairgrounds behind the arena. The group organizing this event is looking for a donation from the County to assist with the expenses of running the event. There was some discussion regarding events held in previous years, including last year's event with Crime Prevention.

Mr. Horne explained that normal grant request procedure, taking place in the winter for the fiscal year ahead, did not work for this particular request, which is why it was before the Committee. There was a question regarding what the expenses for the event might be, as no breakdown was provided. There was also a question as to whether the same request for funding had been made of the Town. Consensus of the Committee was to match whatever funding is provided to the event by the Town.

AFFORDABLE HOUSING UPDATE

Councillor MacDonald provided an update regarding the status of the tender awarded for the first phase of the affordable housing project known as Riverside Estates. Three bids were received for this four-unit phase, with the tender being awarded to Robert Archibald General Contracting and DeCoste Electrical at \$416,258 + HST. Construction is expected to take 14 weeks, and work on the project has already started.

Councillor Deveau mentioned that he had been contacted by a developer from Arichat, looking for land to construct 12 affordable housing units in or around Antigonish.

AULD'S COVE LIGHTS

Warden Boucher brought forward a letter and petition from residents of Auld's Cove regarding the intensity of the new LED lights that have been installed on the hydro towers crossing the Strait of Canso. The residents have asked that Municipal Council send a letter to Nova Scotia power

expressing this concern, and requesting that this lighting type be modified or changed sooner than the 2017 timeline indicated by Nova Scotia Power.

Moved by Councillor MacLellan and seconded by Councillor Deveau that the Committee recommends that Municipal Council write a letter to Nova Scotia Power articulating community concerns with the brightness of the lights on the transmission line crossing the Cano Causeway. Motion carried.

ADJOURNMENT

Moved by Councillor Deveau and seconded by Councillor MacFarlane that the Committee of the Whole meeting be adjourned at 6:58pm. Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer



Municipality of the County of Antigonish

285 Beech Hill Road
RR 6, Antigonish, NS B2G 0B4
Tel. (902) 863-1117 Fax (902) 863-5751

October 4, 2016

Carol McKee
Capital Program Administration Officer
NS Transportation and Infrastructure Renewal
Johnston Building, 4th floor
PO Box 186
Halifax, NS
B3J 2N2

Dear Carol McKee:

**RE: MUNICIPALITY OF THE COUNTY OF ANTIGONISH REQUEST - COST
SHARED SUBDIVISION STREETS FISCAL 2017-2018 LIST**

As per your letter dated August 31, 2016 requesting a list of streets for fifty percent cost sharing; please add two streets to your list for consideration. They are as follows:

- Ponderosa Drive (repaving) 0.32km
- Heritage Drive (repaving) 0.38km

If you have any questions, please do not hesitate to call.

Sincerely,

Allison Duggan, CPA, CA
Director of Finance

Cc: Warden Russell Boucher – Municipality of Antigonish
Glenn Horne, Municipal Clerk/Treasurer – Municipality of Antigonish
Daryl Myers, Director of Public Works – Municipality of Antigonish

Province of Nova Scotia
Department of Municipal Affairs

FINANCIAL INFORMATION RETURN
(as prescribed by the Minister of Municipal Affairs)

FOR

Municipality of the County of Antigonish

Municipality

for the year ended March 31, 2016

I, Glenn Horne, Treasurer of the

Municipality of the County of Antigonish

Municipality

**do certify that this Financial Information Return has been prepared in accordance
with the Financial Reporting and Accounting Manual and is consistent with the
audited financial statements of the**

Municipality of the County of Antigonish

Municipality

for the year ended March 31, 2016

that were approved by the Council on

Monday, October 17, 2016

Date

Glenn Horne

Treasurer

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN

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Date of this reporting year	2015/2016
Date of the previous reporting year	2014/2015

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

Schedule A

	Line	Column A 2015/2016	Column B 2014/2015
FINANCIAL ASSETS	Number		
Cash and cash equivalents	0031000	7,153,493	6,632,054
Restricted Cash	0031010	82,118	978,079
Taxes receivable (net of asset valuation allowances)	0032010	508,080	609,192
Other receivables (net of asset valuation allowances)	0032090	362,396	355,005
Investments	0033000	4,528,960	2,147,263
Loans and advances	0034000	0	0
Investment in government business enterprises or partnerships	0035000	711,579	870,918
Other financial assets	0037200	0	0
Inventory held for resale	0037210	0	0
		13,346,626	11,592,511
LIABILITIES			
Bank Indebtedness	0040500	0	0
Short-term borrowings	0041000	0	0
Payables	0042000	1,099,781	780,814
Long-term debt	0043000	3,876,694	4,095,303
Other liabilities - Short term	0044000	0	0
Other liabilities - Long term	0045000	380,846	401,525
		5,357,321	5,277,642
NET FINANCIAL ASSETS (NET DEBT)		7,989,305	6,314,869
NON FINANCIAL ASSETS			
Capital assets	0055000	32,667,783	32,265,334
Less accumulated amortization	0056000	-11,629,697	-10,816,531
Inventory not held for resale	0057100	255,149	108,719
Prepaid expenses	0057200	19,866	19,866
Other non financial assets - Specify _____	0057300	0	0
		21,313,101	21,577,388
ACCUMULATED SURPLUS (DEFICIT)		29,302,406	27,892,257
ACCUMULATED SURPLUS (DEFICIT) IS COMPRISED OF:			
Accumulated Surplus from Statement of Operations (Schedule B), end of year		29,302,406	27,892,257
Accumulated Remeasurement Gains/Losses (Schedule B1), end of year		0	0
Accumulated Surplus (Deficit), end of year		29,302,406	27,892,257

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
CONSOLIDATED STATEMENT OF OPERATIONS

Schedule B

	Line	Column A 2015/2016	Column B 2014/2015
REVENUE	Number		
Assessable property taxes (net of Education, Corrections and Housing Deficits)	0011000	8,046,442	7,625,288
Grants in lieu of taxes	0012000	424,798	404,313
Services provided to other governments	0013000	0	0
Sales of services	0014000	1,252,020	1,254,753
Other revenue from own sources	0015000	479,156	311,654
Unconditional transfers from other governments	0016000	150,941	161,678
Conditional transfers from federal or provincial governments or agencies	0017000	667,734	860,750
Conditional transfers from other local governments	0018000	0	0
Net Income from government business enterprises	0019010	-159,339	-63,904
Water Fund Revenues	0019020	779,229	691,887
Electric Fund Revenues	0019030	0	0
TOTAL REVENUE		11,640,981	11,246,419
EXPENSES			
General government services	0021000	2,246,176	2,548,334
Protective services	0022000	2,436,277	2,363,727
Transportation services	0023000	436,880	384,649
Environmental health services	0024000	2,412,090	2,384,840
Public health services	0025000	117,500	92,633
Environmental development services	0026000	322,068	334,339
Recreation and cultural services	0027000	1,365,913	1,045,816
Extraordinary or special items	0029000	0	0
Water Fund Expenses	0029050	893,928	827,415
Electric Fund Expenses	0029060	0	0
TOTAL EXPENSES		10,230,832	9,981,753
ANNUAL SURPLUS (DEFICIT)		1,410,149	1,264,666
Accumulated Surplus (Deficit), beginning of year	0069092	27,892,257	26,627,591
Accumulated Surplus (Deficit), end of year		29,302,406	27,892,257

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
CONSOLIDATED STATEMENT OF REMEASUREMENT GAINS AND LOSSES

Schedule B1

	Line	Column A 2015/2016	Column B 2014/2015
	Number		
ACCUMULATED REMEASUREMENT GAINS AND (LOSSES) AT BEGINNING OF YEAR	0069510	0	0
Unrealized gains (losses) attributable to:			
Foreign exchange	0015591	0	0
Derivatives	0015592	0	0
Portfolio investments	0015593	0	0
Designated fair value financial instruments	0015594	0	0
Amounts reclassified to the statement of operations:			
Foreign exchange	0015595	0	0
Derivatives	0015596	0	0
Portfolio investments	0015597	0	0
Designated fair value financial instruments	0015598	0	0
NET REMEASUREMENT GAINS AND (LOSSES) FOR THE YEAR		0	0
Other comprehensive income from government business enterprises and government business partnerships	0019590	0	0
ACCUMULATED REMEASUREMENT GAINS AND (LOSSES) AT END OF YEAR		0	0

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
CONSOLIDATED STATEMENT OF CASH FLOW

Schedule C

	Line Number	Column A 2015/2016	Column B 2014/2015
OPERATING ACTIVITIES			
Annual Surplus / (Deficit)		1,410,149	1,264,666
Amortization	0000010	813,166	926,560
Taxes receivable (net of asset valuation allowances)	0000020	101,112	-260,281
Other receivables (net of asset valuation allowances)	0000030	-7,391	210,133
Inventory held for resale	0000040	0	0
Other financial assets	0000050	0	0
Payables	0000060	318,967	-340,592
Other liabilities - short-term and long-term	0000070	-20,679	78,735
		2,615,324	1,879,221
CAPITAL TRANSACTIONS			
Acquisition of Capital Assets	0000072	-402,449	-1,366,279
Proceeds from sale of Capital Assets	0000074	0	0
(Gain)/Loss on sale of Capital Assets	0000076	0	0
Write down of Capital Assets	0000078	0	0
Change in inventory/prepaid/other non-financial assets	0000079	-146,430	6,245
		-548,879	-1,360,034
FINANCING ACTIVITIES			
Change in short-term debt	0000080	0	0
Change in long-term debt	0000090	-218,609	-218,580
Other - Specify _____	0000092	0	0
		-218,609	-218,580
INVESTING ACTIVITIES			
Investments	0000100	-2,381,697	-41,599
Investment in government business enterprises or partnerships	0000110	159,339	63,905
Loans and advances	0000120	0	0
Remeasurement gains (losses)	0000130	0	0
		-2,222,358	22,306
Net increase (decrease) in cash and cash equivalents		-374,522	322,913
Cash and cash equivalents			
Beginning of year	0031000	7,610,133	7,287,220
End of year (must agree to Schedule A)		7,235,611	7,610,133
Balance in Cash and Cash Equivalents / (Bank Indebtedness) on Schedule A		7,235,611	7,610,133
Unreconciled balance to be corrected		0	0

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS/(NET DEBT)

Schedule C1

	Line Number	Column A 2015/2016	Column B 2014/2015
ANNUAL SURPLUS (DEFICIT)		1,410,149	1,264,666
Remeasurement gains (losses)	0000205		
Acquisition of tangible capital assets	0000210	-402,449	-1,366,279
Amortization of tangible capital assets	0000220	813,166	926,560
(Gain) / Loss on sale of tangible capital assets	0000230		
Proceeds on sale of tangible capital assets	0000240		
Write downs of tangible capital assets	0000250		
Other - Specify _____	0000260		
		410,717	-439,719
Acquisition of supply inventory	0000310	-146,430	0
Acquisition of prepaid expenses	0000320		
Consumption of supply inventory	0000330		6,246
Use of prepaid expenses	0000340		
Other - Specify _____	0000350		
		-146,430	6,246
		1,674,436	831,193
(Increase) / decrease in net financial assets/(net debt)			
Net financial assets/(net debt)			
Beginning of year	0000410	6,314,869	5,483,676
End of year (must agree to Net Financial Assets (Net Debt) on Schedule A)		7,989,305	6,314,869

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE GENERAL OPERATING
FUND

Schedule D

	Line Number	Column A 2015/2016	Column B 2014/2015
ASSETS			
Financial Assets			
Current Financial Assets			
Cash and cash equivalents	1031000	576,608	862,120
Restricted cash	1031010	82,118	81,430
Taxes and sewer receivable (net of asset valuation allowances)	1032000	508,080	609,192
Other receivables (net of asset valuation allowances)	1032090	309,932	307,426
Due from operating reserve fund	1032091	0	0
Due from other own funds/agencies	1032095	0	0
Inventory held for resale	1037210	0	0
Other current financial assets	1037200	0	0
Long-term Financial Assets			
Long-term taxes receivable	1032050	0	0
Investments	1033000	820,435	753,197
Loans and advances	1034000	0	0
Other long-term financial Assets	1037215	0	0
		2,297,173	2,613,365
LIABILITIES			
Current Liabilities			
Bank Indebtedness	1040500	0	0
Short-term borrowings	1041000	0	0
Payables	1042000	890,919	549,138
Due to operating reserve fund	1042500	0	0
Due to other own funds/agencies	1043000	1,169,628	1,594,456
Other current liabilities	1044000	414,234	495,084
Long-term Liabilities			
Long Term Debt	1045000	0	0
Other long-term liabilities	1044500	82,118	81,430
		2,556,899	2,720,108
NET FINANCIAL ASSETS (LIABILITIES)		-259,726	-106,743
NON-FINANCIAL ASSETS			
Prepaid expenses	1057100	19,866	19,866
Inventory not held for resale	1057210	239,860	86,877
Other non financial assets - Specify _____	1057300	0	0
		259,726	106,743
ACCUMULATED SURPLUS (DEFICIT)		0	0

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF OPERATIONS OF THE GENERAL OPERATING FUND

Schedule E

				Column A	Column B	Column C
				FOR TAX PURPOSES		
				2015/2016	2015/2016	2014/2015
				Budget	Actual	Actual
REVENUE	Line Number					
Assessable property taxes	0011000	8,034,665		8,046,442	7,625,285	
Grant in lieu of taxes	0012000	408,013		424,798	404,314	
Services provided to other governments	0013000	0		0	0	
Sale of services	0014000	1,279,629		1,252,020	1,254,754	
Other revenue from own sources	0015000	286,548		385,350	291,655	
Unconditional transfers from other governments	0016000	136,322		150,941	161,678	
Conditional transfers from federal or provincial governments or agencies	0017000	61,478		67,566	53,997	
Conditional transfers from other local governments	0018000	0		0	0	
TOTAL REVENUE		10,206,655		10,327,117	9,791,683	
EXPENDITURES						
General government services	0021000	2,618,562		2,172,526	2,487,698	
Protective services	0022000	2,730,034		2,696,113	2,509,630	
Transportation services	0023000	324,121		301,706	289,866	
Environmental health services	0024000	2,020,205		1,929,730	1,845,564	
Public health services	0025000	117,800		117,500	92,633	
Environmental developmental services	0026000	422,130		322,068	334,339	
Recreation and cultural services	0027000	1,008,544		926,660	1,024,242	
Extraordinary or special terms	0029000	0		417,074	0	
TOTAL EXPENDITURES		9,241,396		8,883,377	8,583,972	
Operating Surplus / (Deficit) for tax purposes		965,259		1,443,740	1,207,711	
FINANCING AND TRANSFERS						
Debenture and term loan principal installments	1061000	-539,069		-919,279	-517,250	
Transfers from (to) own reserves, fund and agencies	1066000	-426,187		-524,461	-643,669	
Changes in equity		0		0	-1,315,393	
Other - Specify _____	1069090	0		0	0	
Change In Operating Surplus / (Deficit) for tax purposes		3		0	-1,268,601	
BEGINNING SURPLUS / DEFICIT	1000000	0		0	1,268,601	
Accumulated Surplus transferred to Operating Reserve Fund	1000001			-0		
ENDING SURPLUS / DEFICIT		3		0	0	
				PSAB Items		
Employee future benefits	1070100	0		0	0	
Amortized pension costs	1070200	0		0	0	
Long-term debt interest accrued	1070300	0		0	0	
Unfunded Item - specify:	1070310	0		0	0	
Unfunded Item - specify:	1070320	0		0	0	
Unfunded Item - specify:	1070330	0		0	0	
Ending Surplus / Deficit - with PSAB Adjustments		3		0	0	

Additional Comments (Max 4000 Characters):

	Line	Column A	Column B	Column C
	Number	2015/2016 Budget	2015/2016 Actual	2014/2015 Actual
REVENUE				
ASSESSABLE PROPERTY TAXES				
Assessable property				
Residential	1011110	7,728,844	7,718,166	7,395,306
Commercial				
Commercial property	1011121	1,238,363	1,226,464	1,161,239
Based on special tax agreements or legislation	1011122	0	0	0
Resource				
Taxable assessments	1011151	605,207	599,556	590,216
Recreation property tax	1011152	4,289	0	4,085
Forest property tax (less than 50,000 acres)	1011153	3,496	2,890	3,240
Forest property tax (50,000 acres or more)	1011154	41,221	41,498	41,612
Area rates, Sewer Rates and Special Assessments				
Area rates and Special Assessments - Commercial	1011185	0	0	287,870
Area rates and Special Assessments - Residential	1011190	1,373,832	1,349,965	970,194
Sewer Rates - Commercial	1011191	0	0	0
Sewer Rates - Residential	1011192	0	0	0
Subtotal		10,995,252	10,938,539	10,453,762
Business property				
Based on revenues - Aliant	1011420	52,789	52,297	51,754
Nova Scotia Power Inc. - Grant in lieu of taxes	1011430	5,287	5,287	5,147
Nova Scotia Power Inc. - HST rebate	1011431	21,000	25,359	39,830
Subtotal		79,076	82,943	96,731
Other Taxes				
Deed transfer tax	1011910	325,000	384,807	341,859
Wind farm taxes from developers	1011920	0	0	0
Other - Specify	1011990	0	0	0
Subtotal		325,000	384,807	341,859
Expenditures as a reduction of tax revenue				
Appropriations to regional school board	1018810	-3,119,709	-3,119,709	-3,015,181
Transfer to correctional services	1022220	-202,954	-202,954	-203,218
Deficit of Regional Housing Authority	1025310	-42,000	-37,184	-48,668
TOTAL TAXES		8,034,665	8,046,442	7,625,285
GRANTS IN LIEU OF TAXES				
Federal government	1012210	9,948	5,395	9,947
Federal government agencies	1012220	0	0	0
Provincial government				
Provincial property and property of supported institutions	1012310	123,555	143,841	121,390
Crown timber lands	1012320	27,202	28,254	28,127
Fire protection	1012330	0	0	0
Wind farm	1012340	247,308	247,308	244,850
Subtotal		398,065	419,403	394,367
Provincial government agencies				
Nova Scotia Liquor Corporation	1012410	0	0	0
Other - Specify	1012490	0	0	0
Subtotal		0	0	0
Local governments and agencies - Specify	1012495	0	0	0
TOTAL GRANTS IN LIEU OF TAXES		408,013	424,798	404,314
SERVICES PROVIDED TO OTHER GOVERNMENTS				
Federal government	1013100	0	0	0
Provincial government	1013200	0	0	0
Other local governments	1013300	0	0	0
TOTAL SERVICES PROVIDED TO OTHER GOVERNMENTS		0	0	0

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND REVENUES (CONTINUED)

Schedule F P2

	Column A 2015/2016 Budget	Column B 2015/2016 Actual	Column C 2014/2015 Actual
SALES OF SERVICES			
General government services	1014100 0	0	0
Protective services	1014200 0	0	0
Transportation services			
Transit	1014301 0	0	0
Other	1014302 0	0	0
Environmental health services	1014400 789,728	783,034	742,998
Public health services	1014500 0	0	0
Environmental development services	1014600 362,931	346,410	378,890
Recreation and cultural services	1014700 126,970	122,576	132,866
Wind power	1014800 0	0	0
Other services	1014900 0	0	0
TOTAL SALES OF SERVICE	1,279,629	1,252,020	1,254,754
OTHER REVENUE FROM OWN SOURCES			
Licenses and permits	1015100 4,800	5,600	5,600
Fines	1015200 20,000	27,015	26,378
Rentals	1015300 153,748	167,285	76,333
Concessions and franchises	1015400 0	0	0
Return on investments	1015500 53,000	121,551	55,225
Penalties and interest on taxes	1015600 55,000	63,899	69,922
Revenue collected for other Governments/Agencies	1015700 0	0	0
Less: transmission of revenue collected for other Governments/Agencies (must be negative)	1015750 0	0	0
Miscellaneous	1015900 0	0	58,197
TOTAL OTHER REVENUE FROM OWN SOURCES	286,548	385,350	291,655
UNCONDITIONAL OPERATING TRANSFERS FROM OTHER GOVERNMENTS			
Federal government	1016100 0	0	0
Provincial government			
Service Nova Scotia and Municipal Relations			
Municipal Grants Act - Equalization	1016281 0	0	0
Municipal Government Act - Farm property acreage	1016286 110,322	110,322	108,764
Other - Specify	1016289 0	0	0
Subtotal	110,322	110,322	108,764
Other provincial			
Resource Recovery Fund Board	1016291 22,000	35,618	28,400
Other - Specify	1016299 4,000	5,001	6,664
Other local governments - Specify	1016300 0	0	17,850
Subtotal	26,000	40,619	52,914
TOTAL UNCONDITIONAL OPERATING TRANSFER FROM OTHER GOVERNMENTS	136,322	150,941	161,678
CONDITIONAL OPERATING TRANSFERS FROM FEDERAL OR PROVINCIAL GOVERNMENTS OR AGENCIES			
Federal government	1017100 5,021	5,566	5,048
Federal agencies - CMHC	1017200 0	0	0
Provincial government	1017500 56,457	62,000	48,949
Provincial agencies	1017600 0	0	0
TOTAL CONDITIONAL OPERATING TRANSFERS FROM FEDERAL OR PROVINCIAL GOVERNMENTS OR AGENCIES	61,478	67,566	53,997
CONDITIONAL OPERATING TRANSFERS FROM OTHER LOCAL GOVERNMENTS			
Other - Specify	1018990 0	0	0
TOTAL REVENUE	10,206,655	10,327,117	9,791,683

Additional Comments (Max 4000 Characters):

Schedule G should be used to report the actual and budgeted expenditures; this excludes any capital expenditures (capital area rates), capital grants or transfers to reserves

		Column A	Column B	Column C
		2015/2016	2015/2016	2014/2015
Line	Number	Budget	Actual	Actual
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Legislative				
Mayor of Warden				
Remuneration	1021111	38,176	38,676	38,107
Expenses	1021112	0	0	0
Council				
Remuneration	1021131	191,583	190,705	190,103
Expenses	1021132	63,500	55,584	68,061
Other legislative services	1021190	0	0	0
	Subtotal	293,259	284,965	296,271
General administration				
Administrative	1021210	698,845	661,897	692,141
Financial management	1021220	154,527	157,510	179,120
Taxation				
Tax rebates or cancellations (Municipal Government Act Sections	1021241	202,146	136,100	200,466
Maintenance of property acquired for taxes	1021244	0	0	0
Losses on sale of property acquired for taxes	1021245	0	0	0
Transfer for assessment services	1021248	306,308	306,308	306,610
Other taxation	1021249	0	0	0
Common services	1021250	703,802	453,123	525,520
Other general administrative services	1021290	0	0	0
	Subtotal	2,065,628	1,714,938	1,903,857
Debt charges				
Interest on short-term borrowings				
General operations interest	1021712	108,000	54,359	72,951
Interest or discount on current tax payments	1021713	0	0	0
Interest on long-term debt				
Debenture interest	1021721	21,589	21,589	39,451
Term Loan interest	1021722	0	0	0
Other debt charges	1021790	17,517	17,517	23,979
	Subtotal	147,106	93,465	136,381
Valuation Allowances				
Valuation Allowance				
Uncollectible taxes	1021811	15,000	11,726	39,499
Other doubtful receivables	1021812	0	0	0
Unresolved assessment appeals	1021813	0	0	0
	Subtotal	15,000	11,726	39,499

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES

Schedule G should be used to report the actual and budgeted expenditures; this excludes any capital expenditures (capital area rates), capital grants or transfers to reserves

		Column A	Column B	Column C
		2015/2016	2015/2016	2014/2015
Line	Number	Budget	Actual	Actual
GENERAL GOVERNMENT SERVICES				
Other general government services				
Elections, plebiscites and electors' meetings	1021910	0	0	0
Grants to organizations and individuals	1021950	0	0	0
Other general services	1021990	97,569	67,432	111,690
	Subtotal	97,569	67,432	111,690
TOTAL GENERAL GOVERNMENT SERVICES		2,618,562	2,172,526	2,487,698
PROTECTIVE SERVICES				
Police Protection				
	1022210	1,334,881	1,322,944	1,292,863
Law Enforcement				
	1022290	10,000	8,025	7,425
Fire Protection				
Water supply and hydrants	1022450	369,117	369,117	252,223
Other	1022490	978,802	963,803	921,690
	Subtotal	1,347,919	1,332,920	1,173,913
Emergency Measures	1022500	12,262	9,379	11,227
Debt charges				
Interest on short-term borrowings	1022711	0	0	0
Interest on long-term debt				
Debenture interest	1022721	0	0	0
Term loan interest	1022722	0	0	0
Other debt charges	1022790	0	0	0
	Subtotal	0	0	0
Valuation allowances				
Valuation allowances	1022812	0	0	0
	Subtotal	0	0	0
Protective inspections	1022850	0	0	0
Other protective services	1022900	24,972	22,845	24,202
TOTAL PROTECTIVE SERVICES		2,730,034	2,696,113	2,509,630

Additional Comments (Max 4000 Characters):

Schedule G should be used to report the actual and budgeted expenditures; this excludes any capital expenditures (capital area rates), capital grants or transfers to reserves

		Column A	Column B	Column C
		2015/2016	2015/2016	2014/2015
Line	Number	Budget	Actual	Actual
TRANSPORTATION SERVICES				
Common services	1023100	0	0	0
Road Transport				
Roads and streets	1023230	306,270	283,855	270,625
Bridges, subways, tunnels, ferries and grade inspections	1023240	0	0	0
Street lighting	1023250	0	0	0
Traffic services	1023260	0	0	0
Parking	1023270	0	0	0
Other Road transport	1023290	0	0	0
Subtotal		306,270	283,855	270,625
Air transport	1023300	0	0	0
Water transport	1023400	0	0	0
Public transit	1023500	0	0	0
Debt charges				
Interest on short-term borrowings	1023711	0	0	0
Interest on long-term debt				
Debenture interest	1023721	8,987	8,987	9,393
Term loan interest	1023722	8,864	8,864	9,848
Other debt charges	1023790	0	0	0
Subtotal		17,851	17,851	19,241
Valuation allowances				
Valuation allowances	1023812	0	0	0
Subtotal		0	0	0
Other transportation services	1023900	0	0	0
TOTAL TRANSPORTATION SERVICES		324,121	301,706	289,866

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES

Schedule G should be used to report the actual and budgeted expenditures; this excludes any capital expenditures (capital area rates), capital grants or transfers to reserves

		Column A	Column B	Column C
		2015/2016	2015/2016	2014/2015
Line	Number	Budget	Actual	Actual
ENVIRONMENTAL HEALTH SERVICES				
Sewage collection and disposal				
Administration	1024210	0	0	0
Sewage collection systems	1024220	0	0	0
Sewage lift stations	1024230	0	0	0
Sewage treatment and disposal	1024240	464,701	422,787	384,486
Comfort stations	1024250	0	0	0
Other	1024290	141,057	129,689	145,186
	Subtotal	605,758	552,476	529,672
Garbage and waste collection and disposal				
Administration	1024310	0	0	0
Garbage, waste collection and disposal	1024320	1,055,027	1,026,600	952,662
Municipal landfills				
Transfer to the capital reserve for solid waste landfill closure/post-costs	1024331	0	0	0
Other current expenditures for solid waste landfill costs	1024332	0	0	0
Incinerators	1024340	0	0	0
Recycling	1024350	252,652	243,886	240,444
Composting	1024355	0	0	0
Other	1024360	0	0	0
	Subtotal	1,307,679	1,270,486	1,193,106
Debt charges				
Interest on short-term borrowings	1024711	0	0	0
Interest on long-term debt				
Debenture interest	1024721	84,074	84,074	80,947
Term Loan interest	1024722	22,694	22,694	41,839
Other debt charges	1024790	0	0	0
	Subtotal	106,768	106,768	122,786
Valuation Allowances				
Valuation Allowances	1024812	0	0	0
	Subtotal	0	0	0
Other environmental health services	1024900	0	0	0
TOTAL ENVIRONMENTAL HEALTH SERVICES		2,020,205	1,929,730	1,845,564

Additional Comments (Max 4000 Characters):

Schedule G should be used to report the actual and budgeted expenditures; this excludes any capital expenditures (capital area rates), capital grants or transfers to reserves

	Line Number	Column A 2015/2016 Budget	Column B 2015/2016 Actual	Column C 2014/2015 Actual
PUBLIC HEALTH SERVICES				
Public health	1025100	117,800	117,500	92,633
Debt charges				
Interest on short-term borrowings	1025711	0	0	0
Interest on long-term debt				
Debenture interest	1025721	0	0	0
Term Loan interest	1025722	0	0	0
Other debt charges	1025790	0	0	0
Subtotal		0	0	0
Valuation Allowances				
Valuation Allowances	1025812	0	0	0
Subtotal		0	0	0
Other public health services	1025900	0	0	0
TOTAL PUBLIC HEALTH SERVICES		117,800	117,500	92,633
ENVIRONMENTAL DEVELOPMENT SERVICES				
Environmental planning and zoning				
Transfer to regional planning	1026140	0	0	0
Other environmental planning and zoning	1026190	0	0	0
Subtotal		0	0	0
Community development				
Transfer to Regional Enterprise Networks	1026250	94,056	0	32,788
Other community development	1026290	328,074	322,068	301,551
Subtotal		422,130	322,068	334,339
Natural Resources Development	1026400	0	0	0
Industrial Parks	1026600	0	0	0
Debt Charges				
Interest on short-term borrowings	1026711	0	0	0
Interest on long-term debt				
Debenture Interest	1026721	0	0	0
Term loan interest	1026722	0	0	0
Other debt charges	1026790	0	0	0
Subtotal		0	0	0

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES

Schedule G should be used to report the actual and budgeted expenditures; this excludes any capital expenditures (capital area rates), capital grants or transfers to reserves

		Column A	Column B	Column C
		2015/2016	2015/2016	2014/2015
Line	Number	Budget	Actual	Actual
Valuation Allowances				
Valuation Allowances	1026812	0	0	0
	Subtotal	0	0	0
Other environmental development services				
Tourism	1026910	0	0	0
Other	1026990	0	0	0
	Subtotal	0	0	0
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES		422,130	322,068	334,339
RECREATION AND CULTURAL SERVICES				
Recreation facilities				
Administration	1027110	174,219	173,206	172,346
Swimming pools, beaches, marinas	1027130	73,263	66,963	61,807
Skating rinks, arenas, and multipurpose centres	1027150	50,000	50,000	50,000
Parks, playgrounds and sports fields	1027180	0	0	0
Other	1027190	506,094	421,270	532,457
	Subtotal	803,573	711,439	816,610
Cultural buildings and facilities				
Administration	1027210	0	0	0
Libraries				
Library - local branch	1027251	25,550	35,800	29,737
Transfers to regional library	1027252	114,950	114,950	114,950
Other - museum commision	1027290	30,500	30,500	27,500
	Subtotal	171,000	181,250	172,187
Debt Charges				
Interest on short-term borrowings	1027711	0	0	0
Interest on long-term debt				
Debenture Interest	1027721	25,514	25,514	26,384
Term loan interest	1027722	8,457	8,457	9,061
Other debt charges	1027790	0	0	0
	Subtotal	33,971	33,971	35,445
Valuation Allowances				
Valuation Allowances	1027812	0	0	0
	Subtotal	0	0	0
Other recreation and cultural services		1027900	0	0
TOTAL RECREATION AND CULTURAL SERVICES		1,008,544	926,660	1,024,242
EXTRAORDINARY OR SPECIAL ITEMS				
Extraordinary or special revenue items	1029100	0	0	0
Extraordinary or special expenditure items	1029200	0	417,074	0
Optional (Supplementary) Education Contributions	1029300	0	0	0
TOTAL EXTRAORDINARY OR SPECIAL ITEMS		0	417,074	0

Additional Comments (Max 4000 Characters):

	Column A	Column B	Column C
Line	2015/2016	2015/2016	2014/2015
Number	Budget	Actual	Actual
FINANCING AND TRANSFERS			
Principal installments			
Debenture principal	1061010	-161,729	-161,729
Term loan principal	1061020	0	0
Temporary financing principal - capital projects	1061030	0	0
Debt payment to internal funds	1061035	-377,340	-757,550
		-539,069	-919,279
			-517,250
Net Transfers from (to) own reserves, funds and agencies			
Other funds			
Transfer (to) - operating reserve	1066010	-133,687	-491,262
Transfer (to) - operating reserve - annual surplus	1066015	0	0
Transfer (to) - capital reserve	1066020	0	0
Transfer (to) - capital reserve - for amortization	1066025	0	0
Transfer (to) - general capital fund	1066030	-292,500	-33,199
Transfer (to) - other	1066090	0	0
Transfer from - operating reserve	1067010	0	0
Transfer from - capital reserve	1067020	0	0
Transfer from - general capital fund	1067030	0	0
Transfer from - other	1067090	0	0
Own agencies			
Deficit or levy for water utility	1068010	0	0
Deficit or levy for electric utility	1068020	0	0
Other - Specify	1068090	0	0
		-426,187	-524,461
			-643,669
Changes in equity			
Use of prior years' surpluses / (deficits)	1069095	0	0
Other - Specify	1069090	0	0
TOTAL FINANCING AND TRANSFERS		-965,256	-1,443,740
			-2,476,312

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE GENERAL CAPITAL FUND

Schedule I

	Line Number	Column A 2015/2016	Column B 2014/2015
ASSETS			
Financial Assets			
Cash and cash equivalents	2031000	260,466	260,467
Receivables (net of asset valuation allowances)	2032000	0	0
Inventory held for resale	2037210	0	0
Investments	2033000	0	0
Loans and advances	2034000	0	0
Other financial assets	2037200	15,289	21,842
		275,755	282,309
LIABILITIES			
Bank (Indebtedness)	2040500	0	0
Short-term borrowings	2041000	0	0
Payables	2042000	1,538,023	2,295,574
Long-term debt	2043000	2,900,854	3,062,583
Other liabilities	2044000	25,084	25,084
		4,463,961	5,383,241
		-4,188,206	-5,100,932
NET FINANCIAL ASSETS (LIABILITIES)			
NON-FINANCIAL ASSETS			
Capital assets	2055000	26,088,274	25,773,173
Less accumulated amortization	2055010	-10,209,715	-9,535,639
Work in Progress	2055015	0	0
Inventory not held for resale	2057210	0	0
Other non-financial assets - specify	2057300	0	0
		15,878,559	16,237,534
NET ASSETS		11,690,353	11,136,602
FUNDS AVAILABLE		11,690,353	11,136,602

Net assets (liabilities) must equal fund balance.

Additional Comments (Max 4000 Characters):

	Line Number	Column A 2015/2016	Column B 2014/2015
REVENUE			
Capital contributions			
From federal government	2011001	0	0
From provincial government	2011002	0	0
From other local governments	2011003	0	0
From Developers/Other	2011010	0	0
Recovery from outside sources	2012000	0	0
Sales of services / Other	2014000	0	0
TOTAL REVENUE		0	0
EXPENDITURES			
General government services	2021000	91,167	84,615
Protective services	2022000	0	0
Transportation services	2023000	144,037	104,631
Environmental health services	2024000	511,111	581,116
Public health services	2025000	0	0
Environmental development services	2026000	0	0
Recreation and cultural services	2027000	30,635	30,635
Extraordinary or special items	2029000	0	0
Other (Specify):	2029500	0	0
TOTAL EXPENDITURES		776,950	800,997
NET REVENUE		-776,950	-800,997
FINANCING AND TRANSFERS			
Transfers for debt repayments	2062000	919,279	517,250
Transfers from (to) own reserves, funds and agencies	2065010	411,422	343,669
Other (Specify):	2069090	0	0
CHANGE IN FUND BALANCE		553,751	59,922
BEGINNING FUND BALANCE	2000000	11,136,602	11,076,680
ENDING FUND BALANCE		11,690,353	11,136,602

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED SCHEDULE OF GENERAL CAPITAL FUND EXPENDITURES

Schedule JP2

	Line	Column A	Column B	Column C
	Number	2015/2016 Budget	2015/2016 Actual	2014/2015 Actual
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Amortization	1021350	91,167	91,167	84,615
Gain/Loss on sale of capital assets	1021360	0	0	0
Write downs of capital assets	1021370	0	0	0
TOTAL GENERAL GOVERNMENT SERVICES		91,167	91,167	84,615
PROTECTIVE SERVICES				
Amortization	1022550	0	0	0
Gain/Loss on sale of capital assets	1022560	0	0	0
Write downs of capital assets	1022570	0	0	0
TOTAL PROTECTIVE SERVICES		0	0	0
TRANSPORTATION SERVICES				
Amortization	1023550	144,037	144,037	104,631
Gain/Loss on sale of capital assets	1023560	0	0	0
Write downs of capital assets	1023570	0	0	0
TOTAL TRANSPORTATION SERVICES		144,037	144,037	104,631
ENVIRONMENTAL HEALTH SERVICES				
Amortization	1024450	511,111	511,111	508,468
Gain/Loss on sale of capital assets	1024460		0	72,648
Write downs of capital assets	1024470	0	0	0
TOTAL ENVIRONMENTAL HEALTH SERVICES		511,111	511,111	581,116
PUBLIC HEALTH SERVICES				
Amortization	1025450	0	0	0
Gain/Loss on sale of capital assets	1025460	0	0	0
Write downs of capital assets	1025470	0	0	0
TOTAL PUBLIC HEALTH SERVICES		0	0	0
ENVIRONMENTAL DEVELOPMENT SERVICES				
Amortization	1026650	0	0	0
Gain/Loss on sale of capital assets	1026660	0	0	0
Write downs of capital assets	1026670	0	0	0
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES		0	0	0
RECREATION AND CULTURAL SERVICES				
Amortization	1027350	30,635	30,635	30,635
Gain/Loss on sale of capital assets	1027360	0	0	0
Write downs of capital assets	1027370	0	0	0
TOTAL RECREATION AND CULTURAL SERVICES		30,635	30,635	30,635
TOTAL EXPENDITURES		776,950	776,950	800,997

Additional Comments (Max 4000 Characters):

	Line	Column A	Column B
	Number	2015/2016	2014/2015
ASSETS			
Cash and cash equivalents	3031000	0	0
Receivables (net of asset valuation allowances)			
Rates (less allowance for doubtful accounts)	3032001	43,291	38,406
Province of Nova Scotia	3032002	0	0
Due from other funds	3032003	261,208	279,064
Other	3032004	0	0
		304,499	317,470
Inventory held for resale	3037210	0	0
Inventory not held for resale	3057100	0	0
		0	0
		304,499	317,470
LIABILITIES			
Payables and accruals			
Due to other funds	3042001	0	31,584
Other payables and accruals	3042002	93,356	56,715
		93,356	88,299
SURPLUS (DEFICIT)			
		211,143	229,171
		304,499	317,470

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF OPERATIONS OF THE WATER OPERATING FUND

Schedule L

	Line	Column A	Column B	Column C
	Number	2015/2016 Budget	2015/2016 Actual	2014/2015 Actual
OPERATING REVENUE				
Metered sales	3011000	0	0	0
Flat rate sales	3012000	781,555	764,945	676,832
Fire protection	3013000	267,078	259,836	145,094
Sprinkler service	3014000	0	0	0
Sales to other utilities	3015000	0	0	0
Other operating revenue	3016000	48,499	0	0
		1,097,132	1,024,781	821,926
OPERATING EXPENDITURES				
Source of supply	3021000	248,912	250,706	237,767
Power and pumping	3022000	20,000	20,043	18,618
Water treatment	3023000	102,607	56,792	15,816
Transmission and distribution	3024000	323,096	260,788	275,182
Administration and general	3025000	71,478	55,454	85,866
Depreciation	3026000	125,563	133,055	125,563
Taxes	3027000	62,308	62,328	0
Other operating expenditures	3028000	0	0	0
		953,964	839,166	758,812
		143,168	185,615	63,114
OPERATING PROFIT				
NON-OPERATING REVENUE				
Grants from Province of Nova Scotia	3018000	0	0	0
Land rights	3019000	0	0	0
Amortization of deferred assistance	3010100	0	0	0
Transfer from depreciation fund for repayment of principal on capital debt	3010110	0	0	0
Other - Specify _____	3010120	13,320	14,281	15,865
		13,320	14,281	15,865
NON-OPERATING EXPENDITURES				
Debt charges				
Principal	3029000	83,580	83,580	96,441
Interest	3020100	67,643	67,643	88,262
Interest on temporary borrowings	3020110	0	0	0
Capital expenditure out of operations	3020120	0	66,701	0
Other - Specify _____	3020130	0	0	0
		151,223	217,924	184,703
		5,265	-18,028	-105,724
EXCESS OF REVENUE OVER EXPENDITURES FOR UARB PURPOSES				
SURPLUS (DEFICIT) BEGINNING OF YEAR				
			229,171	334,895
SURPLUS (DEFICIT) END OF YEAR				
			211,143	229,171

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WATER CAPITAL FUND

Schedule M

	Line Number	Column A 2015/2016	Column B 2014/2015
ASSETS			
Cash			
Depreciation (includes interest on depreciation)	3531001	1,023,743	896,649
Other	3531002	0	0
Receivables			
Province of Nova Scotia	3532001	0	0
Due from other funds	3532002	14,343	25,253
Other	3532003	0	0
Inventories, at cost			
Inventory held for resale	3557210	0	0
Inventory not held for resale	3557100	0	0
Investments	3533000	0	0
Loans and advances			
Loan to other funds	3534001	0	0
Other	3534002	0	0
Prepaid expenses	3537100	0	0
Other	3537200	0	0
Utility plant in service (capital assets)	3531000	6,579,509	6,492,162
		7,617,595	7,414,064
LIABILITIES			
Short-term borrowings (bank loan)	3541000	0	0
Payables			
Due to other funds	3542001	0	0
Other	3542002	0	0
Term debt			
Debentures issued to federal government or its agencies	3545001	0	0
Debenture issued to provincial government or its agencies	3545002	0	0
Other debentures	3545003	975,840	1,032,720
Long-term borrowings not secured by debentures			
Loans from other funds	3545004	628,226	654,926
Other	3545005	0	0
Deferred assistance	3546000	451,933	457,968
Accumulated allowance for depreciation	3547000	1,419,982	1,280,892
Other	3544000	0	0
		3,475,981	3,426,506
INVESTMENTS IN CAPITAL ASSETS		4,141,614	3,987,558
		7,617,595	7,414,064

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF OPERATIONS OF THE WATER CAPITAL FUND

Schedule N

	Line Number	Column A 2015/2016	Column B 2014/2015
BALANCE,BEGINNING OF YEAR		3,987,558	3,888,514
Add:			
Term debt retired	3511000	83,580	96,441
Capital expenditures out of revenue	3512000	66,701	0
Recovery from outside sources	3513000		
Proceeds on sale of assets	3514000	0	0
		4,137,839	3,984,955
Less:			
Assets retired during the year	3525000	0	0
Other	3526000	-3,775	-2,603
		-3,775	-2,603
BALANCE,END OF YEAR		4,141,614	3,987,558

Additional Comments (Max 4000 Characters):

	Line Number	Column A 2015/2016	Column B 2014/2015
ASSETS			
Cash and cash equivalents	4031000	0	0
Receivables, rates (less allowance for doubtful accounts)	4032001	0	0
Due from other funds	4032002	0	0
Other	4032003	0	0
Inventories, at cost			
Inventory held for resale	4057210	0	0
Inventory not held for resale	4057100	0	0
Prepaid expenses	4037100	0	0
Other	4037200	0	0
		0	0
LIABILITIES			
Short-term borrowings (bank loan)	4041000	0	0
Payables			
Due to other funds	4042001	0	0
Other	4042002	0	0
Other	4044000	0	0
		0	0
OPERATING SURPLUS			
		0	0
		0	0

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF OPERATIONS OF THE ELECTRIC OPERATING FUND

Schedule P

	Column A	Column B	Column C
Line	2015/2016	2015/2016	2014/2015
Number	Budget	Actual	Actual
REVENUE			
Operating			
Domestic service	4011000 0	0	0
Commercial service	4012000 0	0	0
General service	4013000 0	0	0
Street lighting	4014000 0	0	0
Service connections and other fees	4015000 0	0	0
Other	4016000 0	0	0
	0	0	0
Non-Operating			
Interest	4017000 0	0	0
Other	4018000 0	0	0
	0	0	0
	0	0	0
TOTAL REVENUE			
EXPENDITURES			
Operating			
Power purchased	4021000 0	0	0
Power production	4022000 0	0	0
Substations	4023000 0	0	0
Transmission and distribution	4024000 0	0	0
Administration	4025000 0	0	0
Depreciation	4026000 0	0	0
Taxes	4027000 0	0	0
Other	4028000 0	0	0
	0	0	0
Non-Operating			
Debt charges			
Interest	4029000 0	0	0
Principal	4029010 0	0	0
Capital out of revenue	4020100 0	0	0
Other	4020200 0	0	0
	0	0	0
	0	0	0
TOTAL EXPENDITURES			
EXCESS OF REVENUE OVER EXPENDITURES FOR UARB PURPOSES	0	0	0
SURPLUS (DEFICIT) BEGINNING OF YEAR	0	0	0
Dividends	0	0	0
Transfers to other funds	0	0	0
SURPLUS (DEFICIT) END OF YEAR	0	0	0

Additional Comments (Max 4000 Characters):

	Line Number	Column A 2015/2016	Column B 2014/2015
ASSETS			
Cash and cash equivalents	4531000	0	0
Due from other funds	4532000	0	0
Other	4533000	0	0
Utility plant in service	4534000	0	0
		0	0
LIABILITIES			
Short-term borrowings (bank loan)	4541000	0	0
Payables			
Due to other funds	4542001	0	0
Other	4542002	0	0
Long-term debt	4543000	0	0
Accumulated allowance for depreciation	4544000	0	0
Other	4545000	0	0
		0	0
FUND BALANCE			
		0	0
		0	0

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF OPERATIONS OF THE ELECTRIC CAPITAL FUND

Schedule R

	Line Number	Column A 2015/2016	Column B 2014/2015
BALANCE,BEGINNING OF YEAR		0	0
Add:			
Term debt retired	4511000	0	0
Capital expenditures out of revenue	4512000	0	0
Recovery from outside sources	4513000	0	0
Proceeds on sale of assets	4514000	0	0
		0	0
Less:			
Assets retired during the year	4525000	0	0
Other	4526000	0	0
		0	0
BALANCE,END OF YEAR		0	0

Additional Comments (Max 4000 Characters):

	Column A	Column B	Column C	Column D	Column E	Column F	
Line	2015/2016	2015/2016	2015/2016	2015/2016	2015/2016	2014/2015	
Number	General Capital	General Operating	Water	Electric	TOTAL	TOTAL	
ASSETS							
Financial Assets							
Cash and cash equivalents	5031000	7,307,085	1,694,118	0	0	9,001,203	6,903,533
Restricted cash	5031005	0	0	0	0	0	0
Receivables	5032000	430,278	498,056	0	0	928,334	4,306,511
Other financial assets	5037200	2,166,249	0	0	0	2,166,249	0
TOTAL ASSETS		9,903,612	2,192,174	0	0	12,095,786	11,210,044
LIABILITIES AND FUND BALANCE							
Payables	5042000	0	0	0	0	0	0
Other liabilities	5044000	0	0	0	0	0	0
Gas Tax Deferred Revenue	5044005	0	0	0	0	0	0
		0	0	0	0	0	0
FUND BALANCE		9,903,612	2,192,174	0	0	12,095,786	11,210,044
TOTAL LIABILITIES AND FUND BALANCE		9,903,612	2,192,174	0	0	12,095,786	11,210,044

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
NON-CONSOLIDATED STATEMENT OF OPERATIONS OF THE RESERVE FUNDS

Schedule T

	Line	Column A	Column B	Column D	Column E	Column F	Column G
	Number	Capital	Operating	Water	Electric	Total	Total
		2015/2016	2015/2016	2015/2016	2015/2016	2015/2016	2014/2015
REVENUE							
Interest	5012000	165,001	6,795	0	0	171,796	307,983
Gas tax revenue	5013000	600,168	0	0	0	600,168	600,554
Other - Specify	5014000	740	0	0	0	740	0
TOTAL REVENUE		765,909	6,795	0	0	772,704	908,537
FINANCING AND TRANSFERS							
Transfers from own reserves, funds and agencies	5064000	0	491,261	0	0	491,261	1,615,393
Transfers to own reserves, funds and agencies	5064005	-378,223	0	0	0	-378,223	-457,968
Other - Specify	5069090	0	0	0	0	0	20,000
CHANGE IN FUND BALANCE		387,686	498,056	0	0	885,742	2,085,962
BEGINNING FUND BALANCE		9,515,926	1,694,118	0	0	11,210,044	9,124,082
ENDING FUND BALANCE		9,903,612	2,192,174	0	0	12,095,786	11,210,044

Additional Comments (Max 4000 Characters):

MUNICIPALITY OF THE COUNTY OF ANTIGONISH
FINANCIAL INFORMATION RETURN
CONSOLIDATED STATEMENT OF DEBENTURE AND OTHER TERM DEBT ISSUED

Schedule U

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Purpose	Year of Issue	2014/2015	Paid	Issued	2015/2016	Interest

SERIAL DEBENTURES

General - Including debt of 100% owned entities

General Administrative	CMHC	488,909	27,766	0	461,143	21,589	+	-
Sewage Collection and Disposal	MFC	0	0	0	0	0	+	-
Garbage and Waste Collection and Disposal	MFC	0	0	0	0	0	+	-
Common Services	MFC	674,880	35,520	0	639,360	35,950	+	-
Sewage Collection and Disposal	MFC	1,258,822	65,629	0	1,193,193	51,029	+	-
Cultural Buildings and Facilities	MFC	639,972	32,814	0	607,158	25,514	+	-
		3,062,583	161,729	0	2,900,854	134,082		

Water

MFC		864,000	48,000	0	816,000	39,740	+	-
MFC		168,720	8,880	0	159,840	8,897	+	-
		1,032,720	56,880	0	975,840	48,637		

Electric

		0	0	0	0	0	+	-
		0	0	0	0	0		
TOTAL SERIAL DEBENTURES		4,095,303	218,609	0	3,876,694	182,719		

OTHER TERM DEBTS

General - Including debt of 100% owned entities

		0	0	0	0	0	+	-
		0	0	0	0	0		

Water

Reserves		0	0	0	0	0	+	-
		0	0	0	0	0		

Electric

		0	0	0	0	0	+	-
		0	0	0	0	0		
TOTAL OTHER TERM DEBT		0	0	0	0	0		

TOTAL OVERALL DEBT

4,095,303	218,609	0	3,876,694	182,719
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Column A	Purpose of Debts
Column B	Year of issuance
Column C	Opening balance of debt for the year
Column D	Repayments made during the year
Column E	New debt issued during the year
Column F	Ending Balance
Column G	Interest recorded during the year

Total overall debt in column F must equal Line #0043000 Long-term Debt on Column A of Schedule A

Additional Comments (Max 4000 Characters):

- 1

Accounting policies, including a listing of the consolidated entities

☐
- 2

Sales of services of all Boards and Commissions that the municipality has an interest in, but that are not consolidated

☐
- 3

Contributions to Boards and Commissions

☐
- 4

Contributions to other government agencies

☐
- 5

Detailed breakdown of taxes and other receivables and valuation allowances

☐
- 6

Continuity Schedule of Tangible Capital Assets

☐
- 7

Capital and operating leases

☐
- 8

Contingencies

☐
- 9

Commitments

☐
- 10

Pension plan, post-employment and retirement benefits

☐
- 11

Remuneration of Mayor, Councillors and CAO

☐
- 12

Government Business Enterprises (if you show a water or electric utility as a GBE, please include sales of services in this information)

☐
- 13

Breakdown of trust funds administered by the municipality

☐
- 14

Other

☐

Additional Comments (Max 4000 Characters):

	Line Number	Column A 2015/2016	Column B 2014/2015
Total uncollected taxes at year end	10S1010	696,421	794,314
Capital expenditures funded through the operating fund	10S1020	99,900	343,669
Acquisition of Capital Assets - General Capital Fund	10S1025	402,449	869,817
Training and development expenditures	10S1030	5,183	16,961
Full-time equivalent staff	10S1040	31	29
Number of full-time equivalent positions with a succession plan	10S1050		0
Full-time equivalent positions	10S1060	31	29
Total kilometers of sewer line (storm and sanitary)	10S1070	25	25
Number of sewer main backups in a year	10S1080	0	1
Recycling costs	10S1090	259,526	257,252
Operating costs for water	10S1100	839,166	733,560
Total number of adverse water quality tests	10S1110	0	0
Total number of water quality tests	10S1120	58	56
Number of breaks in water mains in a year	10S1130	3	5
Number of kilometers of water main pipe	10S1140	30	30
Number of wards or districts	10S1150	10	10
Number of elected officials	10S1160	10	10
Municipal strategic plan (Yes or No)	10S1170	No	No
Paved streets and roads kilometers	10S1180	11.27	11.27
Unpaved streets and roads kilometers	10S1185	1	1
Total amount of water treated in cubic meters	10S1190	150,000	150,000
Tons of solid waste collected	10S1200	7,260	7,950
Tons of solid waste disposed	10S1201	4,085	4,200
Tons of recycled material diverted	10S1202	3,426	3,750

Additional Comments (Max 4000 Characters):

September 28, 2016

Darlene Thompson
Taxation Clerk 1
Antigonish County Municipal Office
285 Beech Hill Road
Antigonish, Nova Scotia
B2G 0B4

Dear Darlene,

RE: Assessment Account No. 10030625
Todd Power & Suzanne Keri Power
60 Glen Andrew Dr. Dunmore Nova Scotia
2016 Residential Assessment = \$168,400
Building Destroyed by Fire - Bill 12

On September 27, 2016, our office was notified regarding a fire at the above noted property. The home was destroyed by fire on April 22 2016. I forward this information on to your office for review under the MGA act.

The breakdown of the 2016 Assessed Value is as follows:

<i>Land & Building Value:</i> Total	Residential Land	\$ 20,000
	Resource Land	\$ 6,400
	Residential Dwelling	\$142,000 (Destroyed by fire)
	Total Assessment	\$168,400

The 2016 Residential Assessed Value with dwelling removed would be as follows:

<i>Land Value:</i> Total	Residential Land	\$ 20,000
	Resource Land	\$ 6,400
	Total Assessment	\$ 26,400

Our records will be adjusted for the 2017 Roll. I trust this information is satisfactory. If you have any questions, please do not hesitate to contact me at 902 563-5619.

Yours truly,

Dave Penny

Residential Supervisor Work Unit 3
Property Valuation Services Corporation

Inactive Accounts Requested to be Written Off - November 1, 2016

Roll #	Uncollectable balance	Explanation
00384925	\$151.13	PVSC Double Assessed
00536466	\$155.51	Trailer unfound
00748269	\$105.12	Land taken for Highway
02626217	\$828.65	PVSC Double Assessed
04537343	\$24.98	PVSC Double Assessed
06178154	\$201.52	Trailer gone since 2012
06300685	\$2,496.73	Trailer unfound
06301037	\$113.12	PVSC Double Assessed
07126506	\$107.70	Trailer unfound
07130139	\$58.74	Trailer unfound
07134088	\$501.06	Trailer unfound
07134169	\$136.64	Trailer unfound
07134177	\$158.20	Trailer unfound
07144210	\$442.73	Trailer unfound
07144660	\$107.50	Trailer unfound
07144806	\$689.71	Trailer unfound
07203810	\$477.35	Trailer unfound
07205066	\$350.66	Trailer unfound
07205732	\$221.94	Trailer unfound
09102302	\$17.87	PVSC Double Assessed
09690573	\$17.19	PVSC Double Assessed
10299081	\$2.53	Trailer moved, interest on account
10524921	\$3.95	PVSC Double Assessed
Total	\$7,370.53	

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Active Transportation Advisory Committee	Date Approved:
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to provide feedback on the Municipality’s Active Transportation Plan (AT) as well as to provide recommendations on actions and strategies to move the AT Plan forward. To this end, the Active Transportation Advisory Committee is established.

1. Goals

To assist the Municipality in an effort:

- To increase the number of Active Transportation opportunities available to residents of Antigonish County and surrounding area.

2. Mandate

The purpose of Committee is:

- To identify opportunities and ways in which the municipality can support community based AT initiatives.
- To identify potential AT projects in which the Municipality could play a major or lead role.
- To identify AT opportunities in which the County and Town have similar outcomes and could potentially work together.
- To assist the with the organization and delivery of a community information session to:
 - Share the Municipality of the County of Antigonish’s Active Transportation plan as the guiding document/vision for AT in Antigonish County
 - Provide an overview of the Municipality’s work to date and anticipated next steps.
 - Provide a venue for provincial departments to outline the resources/supports available for AT. Also, to introduce community members to provincial personnel working in the field of AT
- Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,

- Take action on such matters as are formally delegated to it by Council.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Active Transportation Advisory Committee by resolution.
- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- At the beginning of the first meeting of each fiscal year the Committee will elect a Chairperson as well as a Vice-Chairperson. The terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

4. Meetings

- The Committee will meet on monthly basis, on a time agreed upon by the committee members. Meetings will take place at the Municipal Administrative Center, 285 Beech Hill Rd, and Antigonish.
- Meeting frequency and location is subject to change at the committee's discretion.
- Meeting frequency and location may be changed when appropriate by the Chairperson in consultation with the Recreation Director.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Recreation Director.
- Meetings may be cancelled by the Chairperson in consultation with the Recreation Director when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Municipal Staff

The Recreation Director is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Recreation Director will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Recreation Director or designate as well as a Recorder. At the discretion of the Recreation Director, other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

6. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Economic Development Advisory Committee	Date Approved: November 2016
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to guide municipal initiatives related to economic development. To this end, the Economic Development Advisory Committee is established.

1. Goals

To assist the Municipality in an effort to:

- Identify opportunities for meaningful and value-added contributions to the local and regional economy;
- Promote the Antigonish area as a vibrant and healthy community with an interest in seeing responsible economic development; and
- Work collaboratively with local businesses and organizations that support business, specifically the Eastern-Strait Regional Enterprise Network, for the benefit of the local and regional economy.

2. Mandate

The purpose of Committee is to:

- Advise Municipal Council on initiatives or measures related to achieving its goals;
- Provide guidance on the administration of the Antigonish County Industrial Park;
- Gather information on matters affecting economic development in the Municipality & region;
- Provide a forum to hear and consider representation from any individual, organization or delegation with respect to economic development;
- Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are formally delegated to it by Council.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Economic Development Advisory Committee by resolution.

- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- At the beginning of the first meeting of each fiscal year the Committee will elect a Chairperson as well as a Vice-Chairperson. The terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

4. Meetings

- The Committee will meet on a (monthly / bi-monthly / quarterly) basis, on the third Wednesday of November, February, June and September in the (choose location)
- Meeting times may be changed when appropriate by the Chairperson in consultation with the Municipal Clerk Treasurer or designate.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Municipal Clerk Treasurer or designate.
- Meetings may be cancelled by the Chairperson in consultation with Municipal Clerk Treasurer or designate when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Municipal Staff

Municipal Clerk Treasurer or designate is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Municipal Clerk Treasurer or designate will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Municipal Clerk Treasurer or designate as well as a Recorder. At the discretion of the Municipal Clerk Treasurer or designate, other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer, all Senior Leadership Team members and the CEO of the Eastern-Strait Regional Enterprise Network.

6. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Topic: Joint Council Committee

Item: Terms of Reference

Date Approved: November 2016

Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) and the Town of Antigonish (hereafter “the Town”) wish to establish a committee through which issues of mutual interest may be discussed at the council level. To this end, the Joint Council Committee has been established.

1. Goals

To assist the Municipality and the Town in an effort to:

- Identify opportunities for and encourage coordination, cooperation or amalgamation of services and/or programs between the municipal units.
- Promote the Antigonish area as a vibrant and healthy community with a rich heritage and future.

2. Purpose

The purpose of Committee is to:

- Facilitate communication between and among elected officials and provide a forum for the exchange of information on issues of mutual interest;
- Provide guidance to councils when required or requested;
- Review studies, plans and proposals related to the approved committee goals and provide comments to staff and recommendations Councils.
- Propose policy changes that would encourage or enable the Committee’s approved goals.
- Act as a single forum for presentations or report to both municipalities when appropriate.

4. Membership

- All elected officials of both the Municipality and the Town are considered members of this committee.
- The Municipal Clerk Treasurer and the Town CAO are also non-voting members of the Committee.

OR

- # elected officials from the Municipality and # elected officials from the Town, appointed by resolution will comprise the members of this committee.

- The Warden of the Municipality and the Mayor of the Town will be voting members.
- The Municipal Clerk Treasurer and the Town CAO are also non-voting members of the Committee.

The Warden and the Mayor shall act as the chair on a rotating basis.

6. Meetings

- The Committee will meet on a quarterly basis, on the third Wednesday of November, February, June and September.
- Together, the Warden and Mayor may convene additional meetings as deemed necessary in consultation with the Municipal Clerk Treasurer and Town CAO.
- A quorum will consist of fifty percent plus one of the members from each municipal unit counted independently.
- Meeting location and coordination shall rotate between the Municipality and the Town on a one-for-one basis.
- Minutes shall be kept and the municipality coordinating the meeting will provide secretarial support.
- Agenda items will be compiled by the Municipal Clerk Treasurer and/or the Town CAO. Any agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions to the agenda will be permitted at the beginning of a meeting unless unanimously accepted.

7. Role and Responsibility of Municipal & Town Staff

Staff representatives from the Municipality of the County of Antigonish and the Town of Antigonish shall provide administrative and research support to the Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports. Staff of each municipal unit will maintain a copy of all official records pertaining to the committee within their organization in accordance with their records management policy.

8. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including the meeting agenda and any forthcoming recommendations shall be presented to both councils at their next regular meeting.

Approved motions of the committee shall constitute recommendations to both the Councils of the Municipality of the County of Antigonish and the Town of Antigonish.

9. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

10. Amendments

The Committee may recommend amendments to these terms of reference to each of the participating councils. Municipal and Town councils must both approve of any amendment.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Planning Advisory Committee	Date Approved: November 2016
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*. To this end, the Planning Advisory Committee is hereby established.

1. Goals

To assist the Municipality in an effort to:

- Develop community-based municipal planning; and
- Foster vibrant and healthy communities while balancing economic development and sustainability.

2. Mandate

The mandate of the Planning Advisory Committee is to:

1. Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, as well as general land use planning matters.
2. Receive and consider recommendations from any of the Municipality’s Area Advisory Committees.
3. Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw.
4. Gather information on matters affecting planning and development;
5. Provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
6. Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
7. Take action on such matters as are lawfully delegated to it by statute or by Council.

The duties assigned to the Committee shall only be carried out by the Committee.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Planning Advisory Committee by resolution.
- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- At the beginning of the first meeting of each fiscal year the Committee will elect a Chairperson as well as a Vice-Chairperson. The terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

4. Meetings

- The Committee will meet on a (monthly / bi-monthly / quarterly) basis, on the third Wednesday of November, February, June and September in the (choose location)
- The Chairperson in consultation with the Director of Planning may change meeting times when appropriate.
- The Chairperson in consultation with the Director of Planning may convene additional meetings as deemed necessary.
- The Chairperson in consultation with the Director of Planning may cancel meetings when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each the Municipality's and the Planning Commission's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

7. Role and Responsibility of Municipal Staff

The Director of Planning is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Director of Planning will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Director of Planning or designate as well as a Recorder. At the discretion of the Director of Planning other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

8. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 203 of the *Municipal Government Act*.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

9. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

10. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Topic: Sustainable Communities Advisory Committee	Date Approved: November 2016
Item: Terms of Reference	Amendments:

Introduction

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to guide development of initiatives that support sustainable communities. To this end, the Sustainable Communities Advisory Committee is established.

1. Goals

To assist the Municipality in an effort to:

- Identify opportunities for and encourage coordination, cooperation and efficiency in policy, projects and programs related to sustainability.
- Clearly define sustainability with Municipal practice and operations.

2. Mandate

The purpose of Committee is to ;

- Advise Municipal Council on issues and actions that are identified in pre-existing municipal plans.
- Act as gatherers of information, liaisons between community and council.
- Gather information on matters affecting sustainability, community engagement and environmental stewardship;
- Provide a forum to hear and consider representation from any individual, organization or delegation with respect to sustainability in Antigonish County.
- Take other steps consistent with this document that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are formally delegated to it by Council.

3. Membership

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish and the Director of Sustainable Communities or designate.

- The Council shall appoint members of the Sustainable Communities Advisory Committee by resolution.

- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- At the beginning of the first meeting of each fiscal year the Committee will elect a Chairperson as well as a Vice-Chairperson. The terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

4. Meetings

- **The Committee will meet on a bi-monthly basis, on the ? in the (choose location)**
- Meeting times may be changed when appropriate by the Chairperson in consultation with the Director of Sustainable Communities.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Director of Sustainable Communities.
- Meetings may be cancelled by the Chairperson in consultation with the Director of Sustainable Communities when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

5. Role and Responsibility of Municipal Staff

Director of Sustainable Communities is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Director of Sustainable Communities will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Director of Sustainable Communities or designate as well as a Recorder. At the discretion of the Director of Sustainable Communities, other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

6. Reporting and Communication

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

7. Conflict of Interest

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

8. Amendments

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Advisory Committee Application

Name:

Address:

Which Committee / Board are you interested in?

- ☐ Planning Advisory Committee
- ☐ Sustainable Communities Advisory Committee
- ☐ Economic Development Advisory Committee
- ☐ Active Transportation Advisory Committee
- ☐ Heritage Museum Board

Why would you like to be a member of this committee?

What background, skills and/or competencies do you bring to this committee?

Notes:

- You are welcome to include a resume or any additional information to support the application.
- If you are interested in applying for more than one committee, please complete separate applications.
- **Applications must be received by Friday, November 25 at 4pm at 285 Beech Hill Rd, Antigonish or glenn.horne@antigonishcounty.ns.ca.**
- Questions may be directed to Glenn Horne at the email address above or 902-863-1117.

Signature:



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Warden Russell Boucher
Municipality of the County of Antigonish
285 Beech Hill Road
RR 6 Stn Main, Antigonish, NS, B2G 0B4

August 16, 2016

RE: First Nations – Municipal Community Economic Development Initiative (CEDI)

Dear Warden Boucher:

The Federation of Canadian Municipalities (FCM) and Cando (the Council for the Advancement of Native Development Officers) jointly deliver the [First Nation Municipal Community Economic Development Initiative \(CEDI\)](#). This program aims to improve joint economic prosperity of municipalities and adjacent First Nations by building capacity for joint community economic development (CED) planning and projects.

At a recent meeting of the CEDI Community Selection Committee, the application of Paqtnkek Mi'kmaw Nation and the Municipality of the County of Antigonish was reviewed for participation in the program.

We are pleased to inform you that the Committee has tentatively selected Paqtnkek Mi'kmaw Nation and the Municipality of the County of Antigonish to participate in the initiative. Congratulations! This tentative selection will be confirmed pending the outcome of a community needs assessment and validation visit and confirmation of the willingness to participate, demonstrated through a band council resolution from Paqtnkek Mi'kmaw Nation and a parallel municipal council resolution from Municipality of the County of Antigonish. Please note that a similar letter has been sent to Paqtnkek Mi'kmaw Nation Chief Paul James Prosper and that we will be following up to this letter by phone within two business days.

Community Pair Visit

To fulfill these additional requirements for confirming selection, CEDI staff will be scheduling a visit to your community to determine both communities' needs within the program and to verify that this community pairing is a good fit for the CEDI program. We recommend scheduling this visit for mid-November, approximately one month following the Municipal elections in Nova Scotia. As CEDI staff will need to coordinate travel and visits with the other tentatively-selected community pairs, we wish to confirm tentative dates this visit as soon as possible, so that we can schedule them as a placeholder for confirmation following the election. CEDI staff would like to propose the following weeks for potential visits:

- Option 1: **Week of November 14th, 2016**
- Option 2: **Week of November 21st, 2016**



We would ask you to confirm which of these options would work best, or to contact us so that we can determine suitable alternate dates if necessary. Your availability and that of any staff involved in community economic development would be required for a significant part of both days.

The ideal format of this community pair visit is detailed on the following page. CEDI will need to involve the following community elected officials and staff during its visit, while acknowledging that not all of these staff or positions may exist in Municipality of the County of Antigonish:

- Mayor
- Municipal council, especially any councillors with an economic development and land use planning portfolios
- Economic Development Officer(s) (EDOs)
- Chief Administrative Officer (CAO)
- Any others involved in community economic development, land use planning the education/training community, or the business community, or others who you feel should be part of this process
- Community members, if you determine that CEDI staff should deliver a presentation to raise awareness of the program within the community.

Visit Format

The community pair visit will last two days and will ideally include the following:

- **Day 1:** Individual meetings with both the Municipality and the First Nation, which could include tours of the communities if desired.
- **Day 2:** Joint half day workshop, with representatives from both communities including elected leadership and senior staff who will be involved in the initiative.
- Optional presentation for community members on either day.

More details about each meeting are included in the table on the next page.

Meeting	Who Attends	Estimated Time	Outcome
<p>Day 1: Meeting with the Warden and municipal staff working in economic development</p> <p>*Note that the CEDI team would have a similar meeting with Chief Peter Collins and representatives from Fort William First Nation on the same day</p>	<ul style="list-style-type: none"> • CEDI staff • Warden • EDO* • Land use planners • Councillors with Ec Dev, land use planning portfolio* • CAO* • Others* <p>* If applicable, and may include CEO of Economic Development Corporation, representatives of the education, post-secondary, training and business communities (Chamber of Commerce)</p>	2.5 hours	Further explain CEDI, conduct municipal community needs assessment
<p>Day 2: Joint meeting with primary community contacts (those who have been in touch with CEDI staff) and elected officials of both communities.</p>	<ul style="list-style-type: none"> • CEDI staff • Chief • Warden • Councillors from both communities • Senior staff from both communities, in particular, those responsible for economic development and land use planning. 	½ day with lunch	<p>Further explain CEDI, identify joint priorities and capacity building needs.</p> <p>This would serve as relationship building opportunity and explain CEDI to municipal and band/council prior to the development of band/municipal council resolutions.</p> <p>If necessary, these presentations to council could be done individually and separate from this meeting.</p>
<p>Presentation to interested community members at large, if desired</p>	<ul style="list-style-type: none"> • CEDI staff • Chief • Mayor • Residents of both the First Nation and municipality 	1 ½ hours	Explain CEDI
<p>Tour of the communities, including economic development projects</p>	<ul style="list-style-type: none"> • CEDI staff • Representative(s) from First Nation and municipality 	1-3 hours as needed	CEDI staff better understand the local landscape and economic development context



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Next Steps

A member of the CEDI team will be contacting your office, as well as the office of Chief Paul James Prosper by phone within two days to confirm your availability for the proposed dates, to discuss any other requirements, and to answer any questions you may have at this stage. In the meantime, we kindly ask that you take some time to determine who should be the main contact from your office for this initiative as we will plan to coordinate a phone call with them within the next few weeks. The purpose of this call will be to plan for the initial visit to the community, including confirming the dates and invitation list, coordinating logistics (meeting venue, etc.), and further clarifying the meeting agenda and objectives.

Congratulations on being tentatively selected as a CEDI participating community. We look forward to meeting you soon in person and learning more about your community and Paqtnkek Mi'kmaw Nation. In the meantime, please feel free to visit our website at <http://www.fcm.ca/home/programs/community-economic-development-initiative.htm> and to contact any of us with any questions or concerns. You can learn more about the CEDI approach through our toolkit at a glance, which can be accessed at <http://www.fcm.ca/Documents/reports/CEDI/cedi-tkag-en-screen.pdf>.

For the CEDI team,

Helen Patterson
Program Manager
First Nations – Municipal
CEDI

Quintine Kootenay
Western Region Manager
First Nations – Municipal
CEDI

Karen Miller
Program Advisor
First Nations – Municipal
CEDI

Federation of Canadian
Municipalities
24 Clarence Street
Ottawa, ON K1N 5P3
(613) 907-6320

Cando
9635 – 45 Avenue
Edmonton, AB T6E 5Z8
(780) 990-0303

Federation of Canadian
Municipalities
24 Clarence Street
Ottawa, ON K1N 5P3
(613) 907-6355



REQUEST FOR PROPOSALS

Corporate Planning Facilitation - “Choosing Our Preferred Future”

November, 2016

Introduction

The Municipality of the County of Antigonish is undertaking a process to develop its first corporate plan and is seeking proposals from qualified individuals and organizations to facilitate its development.

Global, national and provincial forces will always have an impact on our community, but by developing a strong plan with a strong process & implementation, the Municipality can prepare for and have more control over our own future.

It is vital to our success to choose our preferred future so that we maintain the quality and level of service our residents have come to expect, while being responsive to their needs.

Through this process, the Municipality will identify community needs and consider how best to meet these needs. This plan will articulate the Municipality’s mission, vision, values and priorities, and guide planning and operational activities over the next 4-5 years.

Organizational and Community Profile

The Municipality of the County of Antigonish is a rural municipality located in northeastern Nova Scotia. It is bordered by the Northumberland Strait and St. George’s Bay to the north and Guysborough County to the south. The Town of Antigonish – a separate political jurisdiction – is located in the centre of the County. The Municipality and Town have intertwined infrastructure and share and cooperate on a significant number of services.

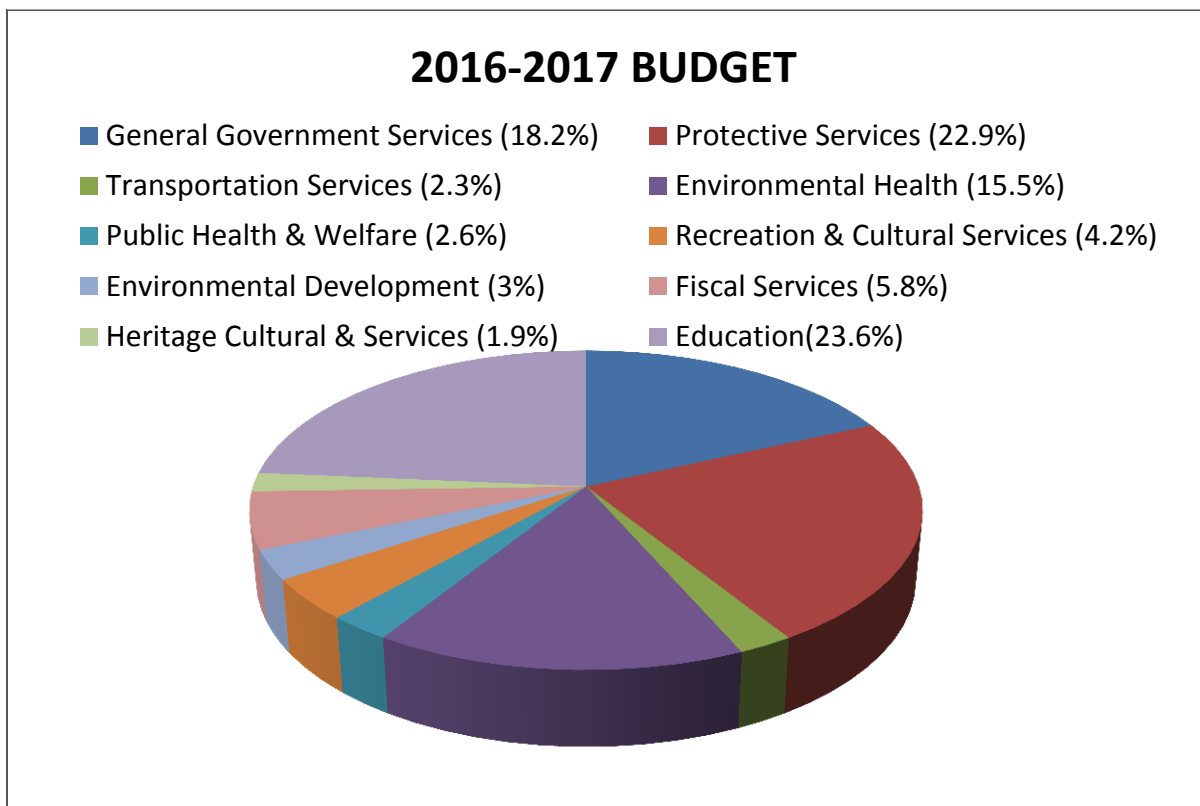
The Municipality has a population of approximately 15,500, including peoples and communities of First Nations, Acadian, Dutch, Scottish, and African Nova Scotian decent, in addition to a growing immigrant population. Approximately 25% of the population are under the age of 20, and 17% are 65 or older. This make-up contributes to a rich cultural history and a strong sense of community.

The Municipality has a strong reliance on its’ natural resources; agriculture, fisheries and forestry feature prominently in the local economy. These sectors combined with St FX University, St. Martha’s Hospital and a strong retail service industry are the main means of employment. Antigonish County is also home to a vibrant artisan community, resulting in a multitude of festivals and celebrations.

Local governance and administration is provided by a warden and council (ten elected officials in total; one per district) with management of municipal staff led by the Municipal Clerk Treasurer. The Municipality is responsible for the provision of the following services:

- Property taxation and collection, including the collection of levies for water, sewer and fire services.
- Operations of two water utilities serving multiple communities.
- Sewer services in the communities of Lower South River, Heatherton, St. Andrews, Pomquet, Havre Boucher and the Fringe area.
- Solid waste collection and management including the operation of the Beech Hill Transfer Station.
- Construction and maintenance of all municipal roadways and sidewalks.
- Recreation, cultural and community programming.
- Land use planning and development through the Eastern District Planning Commission.

In 2016/17, the Municipality has approved an operating budget of \$13,770,000. This following chart provides insight into the breakdown of expenditures.



Invitation

The Municipality of the County of Antigonish is seeking proposals from qualified individuals and organizations to facilitate the development of its first corporate plan.

The Corporate Plan will be Municipal Council's leadership roadmap for the Municipality. It will identify what we want our community to be and how we are going to get there. It will guide all initiatives to ensure the Municipality is moving closer to achieving its vision.

This plan will articulate the Municipality's mission, vision, values and priorities, and guide planning and operational activities over the next 4-5 years. The planning process and final product will reflect the needs of our community and the Municipality's ability to respond to those needs in an innovative and sustainable manner.

When completed, the Corporate Plan will outline the path from why we exist (mission) to what we want to become (vision).

This plan will utilize existing municipal plans including but not limited to the Integrated Community Sustainability Plan, Municipal Climate Change Action Plan, each of the four municipal planning strategies (each of these plans will be made available), and appropriate local and provincial recreation plans.

Deliverables:

The successful proponent will demonstrate extensive strategic planning experience, knowledge and understanding of local government, an ability to conduct required research, an ability to facilitate community engagement and the planning process and create a strategic plan. The plan should be completed in a manner that is suitable for public review.

Specific deliverables of this project include

- Completion of an environmental scan – reviewing related or pertinent plans and documents; analyzing strengths & weaknesses, identifying best practices;
- A clear articulation of the Municipality's corporate mission, vision, values, priorities, and goals;
- Project facilitation including:
 - convening and attending meetings,
 - communicating among participants and partners,
 - coordinating community, employee and Council engagement;
 - assisting discussion and decision making and ensuring that conversations are progressive and innovative, and oriented towards choosing our preferred future;
- Development of a final report for the project, including executive summary, an implementation component and an evaluation plan; and,
- Provision of assistance to municipal staff in developing specific objectives, annual work plans and associated metrics.

Specific emphasis is placed on engagement, implementation, measurement and innovative methods or techniques.

The successful applicant will work with a steering committee to develop and finalize a project plan based on the successful proposal.

Guidelines for Proposal Format:

Proposals are to contain the following information.

- **Introduction:** A letter of introduction to both the consultant(s) and the nature of the proposed approach to the project.
- **Qualifications:** Name(s) and qualifications of those involved in project.
- **Experience:** Provide an overview of prior work on corporate, strategic or business planning (An example of this work would be beneficial though not required).
- **Methodology:** A detailed outline of the methods used to provide the deliverables described above and associated timelines.
- **Cost:** Provide a breakdown of the time to be spent on the project including a breakdown of costs per project hour.
- **References:** Provide names and contact information for three (3) references include work completed that demonstrates the ability to undertake and complete similar projects on time and on budget.

Submission:

Proposal are due to the Municipality of the County of Antigonish by **Friday, November 25, 2016 at 3:00 pm Atlantic Time.**

Proposals may be submitted in hard copy by delivering three (3) sealed copies clearly marked as **Corporate Plan - Request for Proposal Response** to The Municipality of the County of Antigonish, 285 Beech Hill Rd, Beech Hill, Nova Scotia.

Proposals may be submitted electronically. They should be clearly labelled as **Corporate Plan - Request for Proposal Response**, and submitted to glenn.horne@antigonishcounty.ns.ca.

The individual assumes the burden of delivery.

The Municipality of the County of Antigonish reserves the right to reject any and all of the proposals received.

The proponent may withdraw their proposal at any time prior to the closing time by submitting a written letter to Glenn Horne, Municipal Clerk Treasurer. This written request must be received prior to Friday, November 25, 2016, at 4:30pm.³

Evaluation Criteria

The successful firm or individual will possess the requisite skills to address the deliverables outlined, as well as the facilitative skills to engage with municipal council, staff and the community to draw out the valuable knowledge, experience and vision.

Each proposal received will be reviewed and scored based on overall presentation, value and by using the following points system.

Experience & qualifications of primary consultant / team	30%
Appropriateness of approach and proposed methodology including engagement, implementation and measurement	30%
Work plan, schedule, cost & level of effort	20%
Understanding of objectives	10%
Innovation in approach, methodology or techniques	10%
	100%

General Terms and Conditions

Confidentiality

Material and information provided to the consultant by the Municipality must be kept confidential. This includes reports as well as information collected during facilitated sessions and interviews. All information and documentation are to be treated as confidential and not to be released unless permission is granted by the Municipality; unless they are identified as public documents.

Costs incurred by the Proponents

All costs and expenses incurred in the preparation and submission of a proposal shall be borne by the consultant. There shall be no direct or indirect payment for the preparation of a submission or to attend interviews in response to this Request for Proposal.

Freedom of Information

All documents, including submissions of proposals to the Municipality, become the property and a record of the Municipality; as such are subject to the Nova Scotia's Freedom of Information and Protection of Privacy Act and the Nova Scotia Municipal Government Act. By submitting a proposal the proponent is agreeing to public disclosure of its contents as required under these Acts.

Any enquiries regarding this Request for Proposal should be directed to:

Glenn Horne, Municipal Clerk Treasurer
Municipal Admin Center, 285 Beech Hill Rd, Antigonish, NS. B2G 0B4
Tel: 902 863 1117
Email: glenn.horne@antigonishcounty.ns.ca