



COMMITTEE OF THE WHOLE AGENDA
Tuesday, November 17, 2015 @5:30 pm
Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of agenda
- 3) Approval of October 20th , 2015 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Municipal Vignettes RFP
- 6) Water Metres RFP
- 7) Council Christmas Gathering
- 8) Funding Application for the Antigonish Courthouse
- 9) Signage Proposal Commercial Signage
- 10) Signage Proposal Community and Municipal Property Identification Signage
- 11) Adjustment of Interest Rate Charged on Sewer Accounts
- 12) Staff Compensation and Employee Policies
- 13) Staff Report
- 14) Strategic Priorities Update
- 15) Contract Negotiations – IN CAMERA
- 16) Adjournment

STRATEGIC PRIORITIES CHART

October 2014

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **SOLAR ENERGY: Business Case**
2. **SEWER TREATMENT PLANT: Memorandum of Understanding**
3. **ECONOMIC DEVELOPMENT & TOURISM STRATEGY: Terms of Ref.**
4. **FRINGE AREA WATER: Options**
5. **FRINGE AREA MPS: Completion**

TIMELINE

November
December
November
January
December

NEXT

- PLANNING FUNCTION: Review
- CAPITAL STRATEGY
- POTENTIAL SHARED SERVICES
- INDUSTRIAL PARK
- RESIDENTIAL ENERGY PROGRAM
- LONG TERM FINANCIAL PLAN

ADVOCACY / PARTNERSHIPS

- *Shared Services Review*
- *Potential Shared Services*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER ()

1. **EDT STRATEGY: Terms of Reference - Nov.**
 2. **REN: Start-up - April**
 3. **SHARED SERVICES: Review**
- Strategic Plan Linkages
 - Policy Review

FINANCE ()

1. **CAPITAL STRATEGY: Inventory - June**
 2. **Water utility Rates: Review - Nov.**
 3. **IT Proposal - Staff - Jan.**
- **LONG TERM FINANCIAL PLAN**
 -

PUBLIC WORKS ()

1. **SEWER TREATMENT PLANT: MOU - Nov.**
 2. **FRINGE AREA WATER: Options - Jan.**
 3. **Water Meter Proposal - Jan.**
- Maintenance System
 -

RECREATION ()

1. **Accessibility Policy -**
 2. **Registration Software**
 3. **Active Transportation Actions**
- -

CORPORATE SERVICES ()

1. **SOLAR ENERGY: Business Case - Nov.**
 2. **Residential -**
 3. **MCCAP: Review -**
- Business Continuity
 - Public Engagement Strategy

PLANNING ()

1. **FRINGE MPS: Completion**
 2. **South West MPS -**
 3.
- -

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies



MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***COMMITTEE OF THE WHOLE MEMO***
DATE: NOVEMBER 17, 2015

Municipal Vignettes RFP (for Decision)

Staff is requesting Municipal Councils approval on the attached Request for Proposals for development of Municipal Vignettes. The vignettes will connect roles, responsibilities and service delivery with governance, civil society and community. The intent is to inspire civic engagement, education on the role and reality of municipal government and provide transparency on how decisions are made and actions are prioritized within the current structure.

Water Metres RFP (for Decision)

A Request for Proposals for Water Metres will be circulated at the meeting.

Council Christmas Gathering (for Discussion)

A discussion will be held regarding the Christmas Gathering for Municipal Council.

Funding Application for the Antigonish Courthouse (for Decision)

The 2016-2017 funding application for Parks Canada National Historic Sites Cost-Sharing Program has been released with a deadline set for December 4, 2015. Please see the recommendations attached of work to be completed in the upcoming fiscal year. The funding application requires proof of matching funding (should be at least equivalent to the amount of funding requested).

Signage Proposal Commercial Signage

Information attached.



Signage Proposal Community and Municipal Property Identification Signage

Information attached.

Adjustment of Interest Rate Charged on Sewer Accounts

Jim Davis has written the attached proposal to adjust the interest rate charged on outstanding sewer accounts.

Staff Compensation and Employee Policies

Attached is a proposal to review staff compensation and employee policies.

Staff Report

Memo attached.

Strategic Priorities Update

Mr. Horne will give a presentation updating the Municipalities Strategic Priorities. Presentation is attached.

Contract Negotiations – IN CAMERA

Documents will be provided at meeting.

COMMITTEE OF THE WHOLE MEETING

A Committee of the Whole Meeting was held Tuesday October 20, 2015 at 6:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Russell Boucher, Chair
 Deputy Warden Owen McCarron
 Councillor Mary MacLellan
 Councillor Pierre Boucher
 Councillor Rémi Deveau
 Councillor Vaughan Chisholm
 Councillor Bill MacFarlane
 Councillor Donnie MacDonald
 Councillor Hugh Stewart
 Glenn Horne, Municipal Clerk/Treasurer
 Shirlyn Donovan, Interim Deputy Clerk
 Tammy Feltmate, Director Environment, Safety and Community Relations

Regrets: Councillor Angus Bowie

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher at 6:31pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- Dog Bylaw
- Woodlot Owner of the Year Recognition
- Chamber of Commerce Dinner Tickets
- Solar Energy
- Street Lights – Noah's Park

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 Boucher that the Committee of the Whole minutes for October 6, 2015, be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

Courthouse Roof

A motion was made at the Committee of the Whole session on October 6th, 2015 to award the Courthouse roof tender to MMI Roofing and Carpentry. The company has indicated they would not be able to complete the work before the winter. The motion was rescinded and the tender was awarded to Mike Worth Construction for \$15,000 + HST.

Rescinded by Councillor Chisholm and seconded by Councillor MacLellan that the Courthouse roof tender be awarded to MMI roofing and Caprentry for \$16,387.50. Motion rescinded.

Moved by Councillor Deveau and seconded by Councillor MacFarlane that the Courthouse rood tender be awarded to Mike Worth Construction for \$15,000 + HST. Motion carried.

Business Ability Banquet

The 2nd Annual Business Ability Banquet will be taking place on November 12, 2015. Municipal Councillors were asked to let staff know by October 20th who would like to attend the Banquet. Five Municipal Councillors have indicated that they would like to attend the Banquet.

Moved by Councillor Chisholm and seconded by Councillor MacFarlane that the Municipality purchase five (5) tickets to the Business Ability Banquet for Councillors to attend. Motion carried.

Consideration of Road Naming Policy

The process to name or rename a road in the Municipality is not currently formalized in policy. Further, the existing process is viewed as inconsistent and inefficient. The attached policy has been prepared by planning staff with input and support from municipal staff and seeks to clearly articulate process and responsibilities for the benefit of the public, council and staff. It is recommended that the Policy be adopted as presented.

Councillor MacLellan questioned section 2.1, the definition of "affected resident". In district 1 there are a lot of seasonal residents. Mr. Horne noted that all residents are considered residents because they pay taxes.

Councillor MacLellan also commented on section 5.3 that if the majority approval is not reached within 30 days, he or she may choose a name at his or her discretion in accordance with the Road Naming Standards and Guidelines. She is concerned that if neighbours are disagreeing they may name the road something trivial. Mr. Horne ensured her that all appropriate action would be taken to ensure that did not happen.

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the Municipality adopt the Road Naming Policy as presented. Motion carried.

Feedback on the Fences and Detention of Stray Livestock Act

On September 17, the Municipality received a request for comment from the Minister of Agriculture concerning the Fences and Impounding of Animals Act and the Fences and Detention of Stray Livestock Act. The Department of Agriculture has found these acts to be "repetitive and antiquated," and is proposing to amend or repeal both. Prior to proceeding, the

Department is soliciting input from municipalities as to how these acts affect them operationally. A draft response from staff was circulated to staff.

While we have no municipal bylaw, the Municipality makes use of the Fences and Detention of Stray Livestock Act in instances where appropriate. Most often the municipality's intervention in such a case is to inform the owner of livestock about which we have received a complaint that we have the ability to arbitrate a resolution if one cannot be arrived at privately. In our experience this practice of facilitation has served our needs.

If the legislation were repealed it could necessitate an overhaul of our animal control by-law enforcement. There would be an impact on our financial and human resources.

Moved by Deputy Warden McCarron and seconded by Councillor MacDonald that the Municipality submit a letter to the Minister of Agriculture's request outlining the Municipality's position that the Fences and Detention of Stray Livestock Act NOT be repealed and that any amendments be considered in consultation with all municipalities. Motion carried.

Discussion of Regional Government

At its September meeting, Port Hawkesbury Town Council approved a motion to explore the opportunity for regional government with neighboring municipalities. We understand that a formal letter is forthcoming and this topic is likely to be raised at a Strait Area Mayors & Wardens meeting or other such forum. At this point no details have been shared or discussed among staff or elected officials. Acknowledging we have no formal request or information, time will be provided at the meeting for councillors to share their thoughts on the concept of regional government.

Deputy Warden McCarron wonders about the effectiveness of a Regional Government for the residents. If a regional government were to be formed they would first want to look at a town-county amalgamation. Several Councillors were in agreement that they do not think it would be beneficial to the residents of Antigonish County.

Councillor MacLellan suggested that the other Regional Governments in the province haven't been successful other than the Lunenburg-Queens model.

Dog By-Law

Councillor Boucher would like a review conducted of the By-law Respecting the Control and Regulation of Dogs. Specifically he would like there to be a better definition of "attack" and under the Restricted Dogs heading, he would like any dog that is considered a dangerous dog to be restricted.

Ms. Donovan said staff will strike a committee of community stakeholders to conduct a review of the By-law and bring it back to Council for review.

Woodlot Owner of the Year Recognition

Councillor Stewart informed Municipal Council that Lochaber resident Martha Brown received an award from the province as a Woodlot Owner of the year. She had initially won Woodlot Owner of the Year for the Eastern Region and went on to win the Provincial Award as well. Councillor Stewart would like to have a plaque done up for her and presented at November Council.

Solar Energy

Photovoltaics (PV) or solar power is used to convert the sun's energy directly into electricity.) In 2012 a feasibility study exploring the potential of installing photo-voltaic solar panels at the Municipal Administration Centre was completed. It provides in-depth information gathered and analyzed by My Generation Inc & Appleseed Energy and provides 3 options for investment in PV solar panels, providing information for an 8-14 year return on investment (ROI), dependent on system size selected.

Photovoltaic is modular in nature so a system can be customized to meet the energy offsetting goals set. Antigonish Community Energy Co-operative (ACE Co-op) offers a unique opportunity to become a member and join a group of local residents and businesses in bulk purchasing.

A solar project would impact capital investment plan 2016-2018; amount would be dependent on project size. Based on the current information and opportunities it would be recommended to go with a 20-25 kWh system with a current estimate of cost at \$55,000. Initially there would be a comprehensive tender package developed at an estimated initial cost of \$5000 based on previous projects in scope in partnership with our engineering firm.

Based on the commissioned 2012 solar feasibility study by My Generation & Appleseed Energy, Council's identified priorities, ACE coop options and ongoing development of a long term capital investment strategy; it is timely to make a decision regarding solar energy and our municipal investment of resources. Installation of a solar energy system with a capacity of 20.2-25 kWh would significantly decrease our annual energy consumption and costs.

If Council moves forward with a solar PV energy project, a motion is requested to support further exploration of at 20-25kWh system for installation at 285 Beech Hill Rd for the 2016-17 fiscal year. This would include moving immediately to the development of a project tender package.

Mr. Horne stated that one of the prime considerations for Municipal Council is to use a capital investment to reduce our operating costs over the long term. This can be seen with the capital investment of the Business Automation System which has dramatically reduced our power costs since January. The purchase of solar panels would be an investment which would allow us to see another dramatic decrease in our power consumption and costs.

Mr. Horne thanked Tammy for all the work she put into the project.

Moved by Councillor MacFarlane and seconded by Councillor Stewart that the Municipality move forward with a municipal solar energy project, system size 20-25kWh for fiscal 2016-2017. Motion carried.

Chamber of Commerce Dinner

The Chamber of Commerce will be hosting their annual dinner on Thursday, October 22. Municipal Councillors have been asked who would like to attend. Three Municipal Councillors will be attending.

Street Lights

The residents of Noah Park subdivision would like to put in three (3) street lights. They are willing to pay for the lights but need approval from Municipal Council to get them.

Moved by Councillor Chisholm and seconded by Councillor MacFarlane that the owners of Noah's Park subdivision be permitted to install three (3) street lights. Motion carried.

ADJOURNMENT

Moved by Deputy Warden McCarron and seconded by Councillor Deveau that the Committee of the Whole meeting be adjourned at 7:11pm Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer



Request for Proposals from Filmmaker(s) for Municipal Awareness Project

Statement of Purpose

The Municipality of the County of Antigonish seeks a filmmaker to complete a series of short vignettes on local government in our community. The intent of the vignettes is to demonstrate through stories the role of local government in the Municipality of the County of Antigonish. The vignettes will connect role(s), responsibilities, and service delivery with governance, civil society and community. The intent is to inspire civil engagement, educate on the role and reality of municipal government, and provide transparency on how decisions are made and actions are prioritized within the current structure.

Through interviews with community, elected officials, and staff of the municipality story lines will be developed around key areas of municipal responsibility.

Areas of focus **may** include (final focus areas to be decided in consultation with production team):

- Water/ Waste Water
- Recreation
- Public Works/ Solid Waste Management
- Land Use Planning
- Taxation / Administration

Scope of Work

The filmmaker with a production support team, named by the Municipality, will develop a script and a storyboard using materials, themes, key messages and interviewees. The producers, max of 2 to be named by the Municipality will consult with the larger production support team and the municipal team and be the direct link between the filmmaker and municipality.

The film is to be shot entirely on location in Antigonish County; it may include footage captured at other times and by other artists (examples include drone footage, images that capture events and other seasons in community). The filmmaker is responsible for all creative and technical aspects of the project to include but not limited to interviewing, filming, editing, sound recording, and provision of all necessary equipment. Research and content material on local government may be supplied by the production support team to build content, this will be determined during development of story(s).

Deliverables

Five vignettes-3-3.5 minutes each in both high and low resolution format to be completed by April 2016. Four of the vignettes will explore various aspects local government and the fifth will be a compilation/ overview of all, focus and highlights to be developed through development of main messages early in story development.

Guidelines for proposal format and submission:

Please include the following components in your proposal:

- A letter of introduction, introducing filmmaker and approach to this project.
 - Relevant training and experience
 - Two to three samples of previous work (include media links or links to online sources)
 - Proposed techniques and styles to be used to communicate certain messages. I.e.: graphics, animation, soundtrack, kind of footage, interview format etc.
 - Estimated budget (should not exceed \$14,000),
 - An Estimated timeline for film with details on each component of project
- Proposals are due at the Municipality of the County of Antigonish Administrative Centre, 285 Beech Hill Rd. Antigonish NS no later than **Friday, January 8th 2016 at 4:00pm.**

Evaluation and Award Process

The successful filmmaker will possess the requisite creative and technical skills to deal with the complexity involved with understanding the role of local government and how that can be approached and explored in this scope of work. They will facilitate dialogue with municipal councillors, staff and community members to draw out valuable knowledge, experience and vision and transfer this to film. Each proposal received will be reviewed and scored based on overall presentation, value and by using the following points system.

Evaluation Criteria	
Experience & Qualifications of film maker & team (where applicable).	50%
Measurable Strategy/ Quality of approach and proposed methodology	10%
Understanding of objectives, and ideal of project as expressed in proposal	20%
Work plan, schedule, cost & level of effort	20%
	100%

Terms and conditions

The filmmaker will be paid a flat rate, 50% on completion of the rough cut and 50% on final delivery of the completed film. It is expected the film will be completed within 14 weeks of starting but precise scheduling will be negotiated with the successful bidder. The film will be fully owned and copyrighted by the Municipality of the County of Antigonish, who will have complete control over distribution. The filmmaker, participants and crew will be given full credit and celebrated for the work.

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.

Organizational and Community Profile

The Municipality of the County of Antigonish is a rural municipality nestled along Hwy 104. It is northeast- mainland in the Pictou- Antigonish Highlands of Nova Scotia; bordering the Northumberland Strait and St. George's Bay. The Town of Antigonish is located in the centre of the County.

The Municipality has a population of 14,692, 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 diversity contributes to a rich cultural history and a strong sense of community.

The Municipality has a strong reliance on its' natural resources; with economic and cultural investments in agriculture, fisheries and forestry; these industries combined with St. FX University, the Nova Scotia Health Authority and the retail service industry are the main means of employment. In addition there exists 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 a Municipal Clerk Treasurer. The Municipality is directly 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, 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 and cultural programming
- Land use planning and development through the Eastern District Planning Commission

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 addressed/ directed to:

Tammy Feltmate, Director of Environment, Safety and Community Affairs.

Tel: 902.863.1117 Email: tammy.feltmate@antigonishcounty.ns.ca

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL
FROM: SHIRLYN DONOVAN, INTERIM DEPUTY MUNICIPAL CLERK
SUBJECT: ***APPLICATION FOR FUNDING FOR THE ANTIGONISH COUNTY COURTHOUSE***
DATE: NOVEMBER 17, 2015

RECOMMENDATION

Requesting a motion from Municipal Council to allot \$34,250 in the 2016-2017 Budget for upgrades to the Court house.

EXECUTIVE SUMMARY

The 2016-2017 Funding Application from Parks Canada's National Historic Sites Cost-Sharing Program has been released. The deadline for applications is December 4, 2015. There are two types of funding projects that can be applied for including Category 1: Preparatory Assistance Project (max. \$10,000) or Category 2: Conservation Project (mx. \$100,000). With the number of repairs that are needed for the Courthouse in its' current state, staff will be applying for funding as a Conservation Project and requesting funding for 50% if the project costs. The funding application will be sent in requesting \$34,250.

BACKGROUND

An audit of the Antigonish County Courthouse was conducted in June 2015 by SNS Lavalin to examine the integrity of the exterior structure and building envelope. The findings of the report were that the building is serviceable but in need of repairs to the building envelope and structural components. The full audit report is attached. The Courthouse was built in 1855 and is a listed as a National Historic Site of Canada.

CONSIDERATIONS

The priorities listed in the engineers report were listed as Priority 1, 2 & 3. We are recommending that all items listed as priority 1 and 2 are considered to be done in the 2016-2017 Fiscal year.

Priority 1 – Immediate repairs required.

Priority 2 – Repairs required in near-to-medium term to allow continued service of the element

Priority 3 – Further investigation required to determine extent of possible repairs.

The recommendations are as follows:

Building General

Demolish the one storey connector and remove the foundation. Priority 2 Item, Cost = \$8,000

Exterior

The building exterior should be repainted within the next two years. Any deteriorated siding should be replaced and all joints fully caulked. Priority 1 Item, Cost = \$25,000.

The window sills should be repaired immediately to prevent further deterioration in the wall cavity. Priority 1 Item, Cost = \$500.

All windows should be replaced prior to painting the exterior of the building. Priority 2 Item, Cost = \$25,000.

The front doors should be replaced. A review should be completed prior to replacing the front doors to establish a barrier free access and exit capacity requirements. Priority 2 Item, Cost = \$2,000.

Interior

Provide a barrier free access to the main court room area and washrooms. Priority 3 Item. A review of the future use should be completed prior to contemplating any renovations.

Provide guardrails that meet current code requirements. Priority 3 Item. This is a safety item and the review should be completed by the Building Inspector and legal counsel.

Building Entrance

Remove and replace existing concrete stairs and portico slab. The wood ramp may be re-used if desired. Priority 2 Item, Cost = \$8,000.

BUDGET IMPLICATIONS

Based on the recommendations of completing the priority 1 & 2 items in the 2016-2017 Fiscal Year, the costs would be:

Item	Priority	Cost
Demolish connector and remove foundation	2	\$8,000
Repaint Exterior	1	\$25,000
Replace window sills	1	\$500
Replace windows	2	\$25,000
Replace front doors	2	\$2,000
Remove and replace concrete stairs and portico slab	2	\$8,000
TOTAL		\$68,500
50% of Total		\$34,250

The guidelines from Parks Canada's National Historic Sites Cost-Sharing Program require that a minimum of 50% of the project funding must be secured prior to April 1, 2016. Proof of this matching funding is required with the funding application.

CONCLUSION

Based on the commissioned audit in June 2015 by SNC Lavalin, it is timely to complete some of the recommended upgrades to the Antigonish County Courthouse. The application for funding from Parks Canada's National Historic Sites Cost-Sharing Program gives us an opportunity to apply for funding to cover up to 50% of the recommended upgrade costs.

ANTIGONISH COUNTY COURHOUSE

BUILDING AUDIT



DRAFT REPORT

June 22, 2015

File: 628561-02

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Appendices:

Appendix A: Photos

SUMMARY

The Municipality of the County of Antigonish has retained C. J. MacLellan & Associates/SNC Lavalin to prepare an Exterior Building Audit for the Antigonish County Courthouse. CJMac/SNC staff conducted a site visit on June 15th and 17th, 2015 to examine the integrity of the exterior structure and building envelope. This report presents findings of the audit and recommendations for remedial work.

The building was constructed in approximately 1855. The facility appears to be well maintained but has maintenance issues due to the age of the building.

The building is serviceable but is in need of repairs to the building envelope and structural components.

Priority Item 1 – Immediate repairs required:

- Replace shingles on the front of the building (South Facing).
- Repaint the building.
- Repair deteriorated window sill immediately.
- Replace the front concrete entrance.
- Replace the base freeze boards.

Priority Item 2 – Repairs required in near to medium term to allow continued service of element:

- Demolish the connector.
- Replace shingles on the rear of the building (North Facing).
- Replace all windows.
- Replace front doors.
- Install proper floor beam supports where sections of the interior basement rock walls have been removed.

Priority Item 3 – Further investigation required to determine extend of possible repairs:

- Provide barrier free access in the building.
- Provide guards that meet code requirements.

To be noted is that the interior of the building does not meet barrier code requirements, i.e. the exterior doors are not power operated and all interior doors are only 32" wide. There is also an issue with the gallery guard rail height and baluster opening width.

SECTION 1 – INTRODUCTION

1.1 *Background*

In May 2015 the Municipality of the County of Antigonish retained C. J. MacLellan & Associates/SNC Lavalin to prepare a Exterior Building Audit Report for the Antigonish County Courthouse at 170 Main Street, Antigonish, Nova Scotia.

In general, the deliverables include and can be summarized as follows:

- Complete an inspection of the crawl space to establish structural stability of the foundation and the floor system.
- Complete an inspection of the front entrance including concrete steps and wood ramp.
- Complete an inspection of the exterior building envelope which would include drilling cores to establish extent of deterioration.
- Complete an inspection of the interior walls and structure.
- Complete an inspection of the roof and attic space.
- Research and review any existing design drawings showing the extent of previous renovations.
- Prepare 'Class D' budget estimates.

CJMac/SNC staff conducted a site visits on June 15th and 17th, 2015. This visit provided a firsthand look at the building envelope and structural components. The assessment was conducted by staff of CJMac/SNC, Brian Lynch, P.Eng. (Structural and Building).

A selection of digital photographs are provided. These photographs illustrate the report and provide a detailed record of the condition of the facility elements on the day of the inspection.

1.2 *Rating System*

The building conditions requiring attention or repair are identified throughout this report. A Code is provided with each of these repair items to identify the relative priority and level of urgency for any recommended repairs or action. These codes are defined as follows:

- Priority 1 – Immediate repairs required.
- Priority 2 – Repairs required in near-to-medium term to allow continued service of the element.
- Priority 3 – Further investigation required to determine extent of possible repairs.

SECTION 2 – CIVIL, STRUCTURAL & BUILDINGS

2.1 Introduction

The Antigonish County Courthouse, 170 Main Street, Antigonish, Nova Scotia was built in 1855. A major renovation was completed after a major fire in 1945. The building is currently used for the Supreme Court of Nova Scotia.

2.2 Building

2.2.1 Building General

The building is of post and beam construction with clap board siding. The building is approximately 38' x 57' with a portico entrance. See Photo 01. There is a one story connector between the Courthouse and the decommissioned jail. Re-instate the clap board siding and rear entrance.

Recommendation

1. Demolish the one storey connector and remove the foundation. This is a Priority 2 item with an estimated cost of \$8,000.

2.2.1.1 Roof

The roof structure consists of mortise and tendon timber trusses, an approximate 12:12 pitch and asphalt shingles on board sheathing. The fire of 1945 is evidenced by a section of the roof boards that have been replaced and charring of the upper sections of the timber trusses at the west end of the structure. See Photos 02, 03 & 04.

The roof structure appears to be in good condition and there are no apparent leaks. On the south facing side of the building and the asphalt shingles are in very poor condition with many tabs missing. There are some cap shingles also missing along the roof peak as evidenced by light visible in the attic. The shingles on the north facing side of the building appear to be in good condition. See Photo 04 & 05.

Recommendation

- Replace the shingles on the south facing side of the building. This is a Priority 1 item with an estimated cost of \$9,000.
- Replace the shingles on the north facing side of the building. This is a Priority 2 item with an estimated cost of \$8,000.

2.2.1.2 Exterior

The exterior of the building is painted wood siding. There appears to be an issue with the paint peeling. See Photo 06.

The wood siding is generally in good condition except at the bottom of the walls. There is significant deterioration along the bottom in a number of locations. This deterioration has also extended into the rim beam. The freeze board along the bottom of the wall should be completely removed. Once the freeze board has been removed the deteriorated sections of the rim beam should be replaced. The bottom of the wall should be then flashed and the freeze board replaced. See Photos 07 & 08.

The windows are wood frame with the small windows in the east and west elevations being a thermo pane with an overall thickness of approximately 3/8". The large windows in the north and south elevations double pane windows that do not appear to be hermetically sealed. The majority of the windows appear to be in fair condition. One of the windows deterioration in one corner of the sill that is allowing water to enter the wall cavity and two other windows are showing significant deterioration on the bottom sill. See Photos 09 & 10.

The exit doors are functional but in fair condition. The doors are separating at the bottom. See Photos 11 & 12.

Recommendation

1. Prior to repainting a review of the issues causing the peeling paint should be completed.
2. The building exterior should be repainted within the next two years. Any deteriorated siding should be replaced and all joints fully caulked. This is a Priority 1 Item with an estimated cost of \$25,000.
3. The window sills should be repaired immediately to prevent further deterioration in the wall cavity. This is a Priority 1 Item with an estimate budget of \$500.
4. All windows should be replaced prior to painting the building exterior. This is a Priority 2 Item with an estimated budget of \$25,000
5. The front doors should be replaced. A review should be completed prior to replacing the front doors to establish a barrier free access and exit capacity requirements. This is a Priority 2 Item with an estimated cost of \$2,000.

2.2.1.3 Interior

The interior is finished mostly 5/5" gypsum board with some surfaces possibly lath and plaster.

Antigonish County Courthouse	628561-02
06/22/2015	Exterior Building Audit

The gallery guard rails do not meet current building code requirements in two respects. The guard rail is only 34" high and has openings that are larger than would prevent a 4" sphere from passing through. There is signage that warns of the low guard rail height.

The walls and trim are painted and generally in good condition.

Washrooms are functional but do not provide barrier free access.

The majority of the interior doors are in good condition but do not meet barrier free width requirements.

The floor is a combination of vinyl tile and carpet flooring. The floor tiles are in good condition. The carpet is in fair to good condition. See Photos 13 & 14.

The ceilings are suspended acoustic tile and are in good condition.

Recommendation

1. Provide a barrier free access to the main court room area and washrooms. This is a Priority 3 Item. A review of the future use should be completed prior to contemplating any renovations.
2. Provide guardrails that meet current code requirements. This is a Priority 3 Item. This is a safety item and the review should be completed by the Building Inspector and legal counsel.

2.2.1.4 Structural Integrity

2.2.1.4.1 Foundation

The building is supported on a 21" thick exterior wall foundation which provides for a 4" crawl space. There are three interior stone walls running front to back which supports the floor beams. The stone walls are in good condition with no apparent signs of deterioration or cracking. The soil surface in the crawl space is dry but there is indications of moisture being present during wet spells. See Photos 15 & 16.

2.2.1.4.2 Building Structure

The building structure is of post and beam construction. The post and beams and board sheathing were not exposed to view at the time of inspection. The inspection did not reveal any signs of structural distress or deformations.

The main floor is of plank construction supported on 63" x 8" wood beams at 31" O.C. The beams are supported on three interior stone walls running front to back and the exterior foundation walls. The floor structure is in good condition.

Recommendations

1. Provide a barrier free access to the main court room area and washrooms. This is a Priority 3 Item. A review should be completed by the Building Inspector prior to contemplating any renovations.

2.2.1.4.3 Building Entrance

The concrete steps and entrance are in poor condition. The steps are wood over original concrete. These front entrance steps and hand rails do not meet code requirements. The portico slab is severely cracked and is settling. See Photos 17, 18, 19 & 20.

Recommendation

1. Remove and replace existing concrete stairs and portico slab. The wood ramp may be re-used if desired. This is a Priority 2 Item with an estimated cost of \$8,000.

APPENDIX A
PHOTOS



Photo 1 – Building General



Photo 2 - Roof



Photo 3 - Roof



Photo 4 - Roof



Photo 5 - Roof



Photo 6 – Exterior of Building



Photo 7 – Freeze Board



Photo 8 – Freeze Board



Photo 9 – Exterior Windows



Photo 10 – Exterior Windows



Photo 11 – Exit Doors



Photo 12 – Exit Doors



Photo 13- Interior Floor



Photo 14 – Interior Floor



Photo 15 – Subsurface Moisture



Photo 16 – Temporary Beam Support



Photo 17 – Building Entrance



Photo 18 – Building Entrance



Photo 19 – Building Entrance



Photo 20 – Building Entrance



CJMac
ENGINEERS AND SURVEYORS

C. J. MacLellan and Associates Inc.
Member of the SNC Lavalin Group of Companies

65 Beech Hill Road
Antigonish, NS
cjmacc.ns.ca

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

REQUEST FOR DIRECTION

TO: COMMITTEE OF THE WHOLE
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: *A PROPOSAL FOR OFF-SITE COMMERCIAL SIGNAGE*
DATE: NOVEMBER 17, 2015

RECOMMENDATION

That Municipal Council consider initiating a process to draft an Off-Site Commercial Signage By-law and implement a commercial signage program.

BACKGROUND

In 2013, Forum Media prepared a Wayfinding Strategy for the Antigonish Regional Development Authority. The purpose of this strategy was to provide an integrated and intuitive signage program across the Municipality and Town of Antigonish. It was further developed to address the requirements of people travelling, primarily by car or bike, and aesthetic connections to an established brand. As part of this strategy it was strongly recommended that any municipal signage program include directory signage for local private businesses.

In July 2015, a complaint was received by the Development Officer concerning illegal signage at the Post Road. In September 2015, a memo concerning this complaint was sent to the Committee for further guidance (please see the attached memo). In September 2015, the municipality was also approached by the Chamber of Commerce to address concerns with commercial signage, specifically the perceived lack of cohesion across the Municipality and with the Town of Antigonish (please see the attached letters).

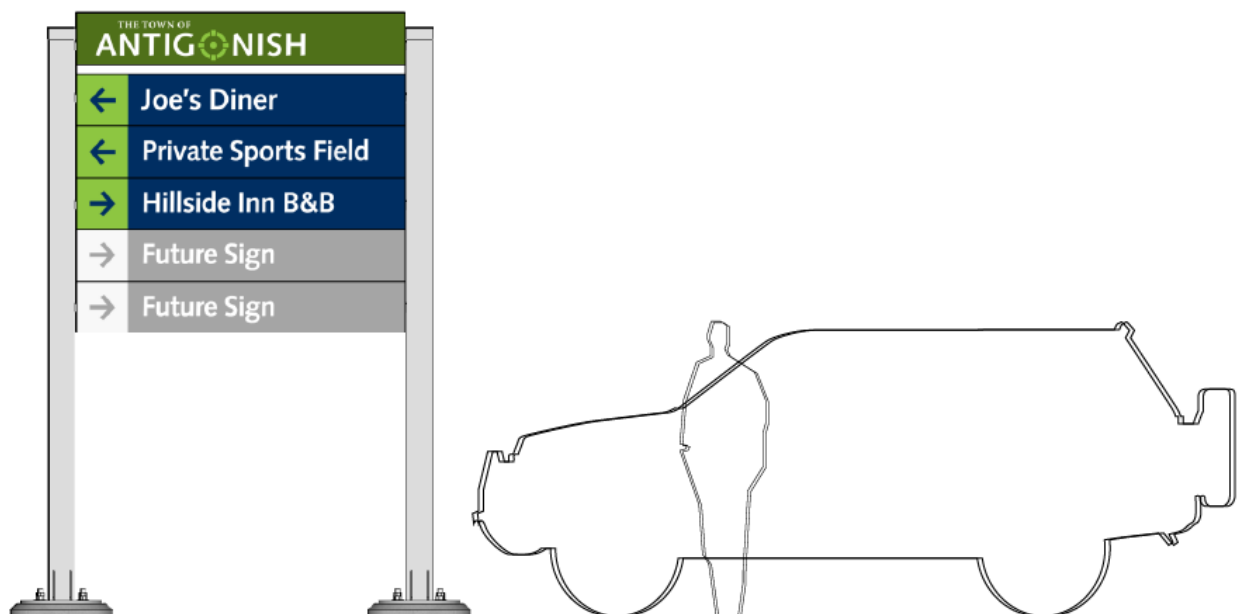
Discussions at both the Committee of the Whole and a Joint Council meeting have taken place on this subject. At these meetings it was suggested that the Municipality, potentially in cooperation with the Town, implement a commercial signage strategy to address ongoing challenges with off-site signage while providing an opportunity for local business to advertise locally.

CONSIDERATIONS

The proposal to draft an Off-Site Signage By-Law and implement a commercial signage program attempts to balance the strategic priority of economic development and the need to support local business with the priority of beautification and orderly premises. It further seeks to clarify existing regulations and enforcement.

The Municipal Government Act does not prohibit municipalities from implementing a commercial signage program provided that regulations are non-discriminatory, meaning they do not provide direct financial assistance to business or industry - Section 57(2). The Public Highways Act provides municipalities with the authority to regulate signage on any provincial roadway without controlled access.

A commercial signage program would be designed to provide local businesses an opportunity to purchase promotional space on municipally branded signage throughout the Municipality. Such a program could be integrated with the existing wayfinding program in place in the Town of Antigonish, which has been supported by the Municipality. In addition to supporting local business it will address the requirements of the traveling public, particularly visitors to the area. An example of this signage can be viewed here:



This is similar, though on a much smaller scale, to the Department of Transportation & Infrastructure Renewal's Business Logo Program on controlled access highways. Such a program would be limited to non-controlled access and municipal roads. If implemented, municipal signage would be the only off-site signage permitted on these roads. Such a by-law would be very similar to the Off-Site Commercial Signage By-Law in place in Port Hastings (please see attached).

Any Commercial Signage Program should be designed to be modular. This approach will permit easy, cost effective changes to the system (ie: addition of new signs and the removal of outdated signage). The visual aesthetic of the private business signage would complement an overarching community & municipal property identification system. Such a program may have positive benefits for local business, and the tourism sector in particular, contributing to the ease with which visitors can navigate our community.

Any by-law seeking to regulate signage within a provincial highway right-of-way approved by Municipal Council must also be approved by the Minister of Transportation & Infrastructure

Renewal. The Municipalities of Argyle, Kings & Chester currently have by-laws under review to regulate signage.

BUDGET IMPLICATIONS

A budget for a Commercial Signage Program is unknown at this time. Some estimates have been received concerning proposed community & municipal property identification signage and it is anticipated commercial signage would be of a similar cost. It is advisable that such a program be operated on a cost recovery basis. This would mean that the Municipality's cost would largely consist of staff time. The number of signs would be determined based partly on the uptake of the local business community.

STRATEGIC PLAN

A commercial signage program for local private businesses was strongly recommended in the ARDA Wayfinding report. To date no components of this strategy have been implemented by the Municipality. However, the Municipality has contributed to the Town's wayfinding initiative.

Such a program would also contribute to a number of goals within the Municipality's Integrated Community Sustainability Plan, such as: #12 Beautification & Orderly Premises, and #20 Tourism Planning & Development. Economic development and the support of local business is also featured prominently in the Municipalities 2014 Strategic Priorities document.

WORK PLAN IMPLICATIONS

The design and printing of signage will be completed by an outside organization, requiring coordination by municipal staff. The posting of signs could be completed by the Public Works Department or contracted to the sign fabricator. Posting of signs will be phased and based on the options chosen and timelines established.

ALTERNATIVES

1. **Prohibition:** The Eastern District Planning Commission (EDPC) has drafted an Off-Site Commercial Signage By-Law that is in place in Port Hastings, Inverness County. This by-law prohibits all off-site commercial signage within the identified areas. Any outright prohibition of off-site signage in any or all areas of Antigonish County would be structure in a very similar fashion.
2. **Status-Quo:** The Antigonish Fringe Land Use By-law states that "*Signs... shall advertise only the use or activity that is permitted by the By-law on the property,*" that is, the bylaw does not permit off site signage. Nevertheless the by-law also prohibits signs "*...on public property or public right of way, unless specially permitted by the Council and approved by the provincial authority where applicable.*"

This section could be interpreted to allow Council an option to override the by-law for offsite signage on public property, causing some ambiguity and confusion for businesses, property owners and residents. Further, we currently operate in a state of non-enforcement of the by-law. This alternative is not recommended.

3. ***Permit Off-Site Signage:*** This alternative would contradict the Fringe & Central Municipal Planning Strategies and association by-laws:

Policy CS-2.5 It shall be the policy of Council to regulate the size, type and number of signs in all areas of the Planning Area in order to ensure that they are safe, as well as compatible with the architectural style of the community.

It would also contradict the standing practice of this and most other municipalities throughout the province as well as prevailing community opinion. This alternative is not recommended.

COMMUNICATION CONSIDERATIONS

To put in place the proposed by-law and program, the table below outlines a communications & engagement plan.

Proposed Communication / Engagement Plan				
Goal	Audience	Medium	Timeframe	
Introduce proposal to the community.	General Public	Online media, local media coverage.	November December	&
Determine support for the by-law & program.	Chamber of Commerce	Facilitated Community Discussion	December	
Establish working group to provide advice to staff in development.	Downtown Business Association			
	Businesses with Signage			
	Business Owners			
	Developers			
Drafting of a By-Law & Development of Program	EDPC / Municipal Staff	Working group meetings.	January – March	
	Working Group			
Validation	Chamber of Commerce	Facilitated Community Discussion	April	
	Downtown Business Association			

	Businesses with Signage	
	Business Owners	
	Developers	
	General Public	
Approval & Implementation	Municipal Council	May & ongoing.
	Municipal Staff	

If Municipal Council determined to move forward with a prohibition of all off-site commercial signage through a by-law, business would be contacted and given time to remove any signage that is not in compliance. The general public would be notified through traditional and online media; no consultation would be done. Ideally all non-compliant signage would be removed by spring 2016. All non-compliant signage that was not removed in the time permitted would be removed by the Municipality.

NEXT STEPS

Based on this analysis, staff are seeking direction from Municipal Council on how to proceed with signage.



Eastern District Planning Commission

32 Paint St., Unit 4, Port Hawkesbury NS B9A 3J8
Tel : 902-625-5365
Fax : 902-625-1559
1-888-625-5361

Wanda Ryan
Development Officer
wryan@edpc.ca

September 8, 2015

Mr. Glenn Horne
Municipality of the County of Antigonish
285 Beech Hill Road, RR#6,
Antigonish, NS B2G 0B4

Dear Mr. Horne:

Re: Offsite Signage Antigonish Fringe Plan Area

I have been contacted recently regarding an illegal sign located on the Post Road highway right-of-way. There was no development permit issued for this sign nor could one be issued as the sign advertises a business which is not located near or around its location. The *Antigonish Fringe* Land Use By-law states the following for all signs: *"Signs... shall advertise only the use or activity that is permitted by the By-law on the property."* that is, the bylaw does not permit off site signage. Nevertheless the by-law also prohibits signs *"...on public property or public right of way, unless specially permitted by the Council and approved by the provincial authority where applicable;*

One could interpret this section to allow Council an option to override the by-law for offsite signage on public property. The signs in question are situated on the shoulder of Post Road within the Department of Transportation's right of way. Transportation no longer approves signs like these and therefore that approval is not applicable.

If in the notification process to these individuals informing them that their signs must be removed we also indicate that they have the option to request Council's permission to allow the sign to remain we expect that in most cases the sign owners will approach Council seeking such approval. The matter then becomes a nuisance to Council, staff and business owners alike.

Given the above we would respectfully request Council's direction on this matter as to how they wish to proceed. We would suggest either clarifying the exemption only applies to "Special Event" signage or the Municipality consider adopting an off-site commercial signage by-law similar to the one in force in Port Hastings, Inverness County.

I look forward to your direction on this issue.

Sincerely;

Wanda Ryan
Development Officer

Attachments: 2





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

Mayor Carl Chisholm
Town of Antigonish
274 Main Street
Antigonish, NS B2G 2C4

September 21, 2015

Dear Mayor Chisholm and Warden Boucher,

The Antigonish Chamber of Commerce has recently received a letter from one of its members respecting the local signage policies. While the letter expressed frustrations that local policy was preventing them from properly promoting themselves, it also expressed frustration on the lack of cohesion between the Town and the County as it pertains to signage. This is not the first time this has been told to us.

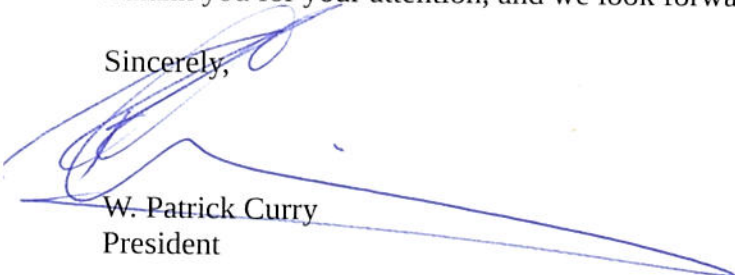
The County currently has six separate sets of Land Use By-laws, and when coupled with the Town's By-laws, that makes seven different sets of rules that business owners and would-be business owners need to hunt down and navigate their way through.

It is the opinion of your local Chamber that having a single document specific to business that outlines, in layman's terms, what a business may or may not do with respects to signage and similar issues across Antigonish Town and County. Furthermore, we would ask that the overall vision of the document be one so that the rules of the seven distinct zones compliment one another with respect to rule and aesthetic.

By doing so, you would not only be aiding existing businesses, but you would make Antigonish a far more user-friendly area for prospective businesses.

I thank you for your attention, and we look forward to hearing from you on this matter.

Sincerely,



W. Patrick Curry
President

cc. Glenn Horne – Municipal Clerk/Treasurer [via email]
cc. Stephen Feist – Town CAO [via email]

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

Mayor Carl Chisholm
Town of Antigonish
274 Main Street
Antigonish, NS B2G 2C4

September 21, 2015

Dear Mayor Chisholm and Warden Boucher,

Local wayfinding has been an ongoing issue in Antigonish since the opening of the re-routed Trans-Canada Highway in our area.

The current path of Route 4 is by no means clear, with signs noting the route placed in numerous locations across Antigonish Town and County that follow no discernible pattern. This is to say nothing of the physical appearance of many of the signs themselves. From both a usefulness and an aesthetics standpoint, they do Antigonish no favours.

I would ask that both municipal units join the Antigonish Chamber of Commerce in asking Department of Transportation and Infrastructure Renewal to clarify Route 4 immediately and to tidy any old or misleading signage. Also, the signage at the corner of the Beech Hill Road and former TCH is lazily and sloppily erected and in urgent need of attention.

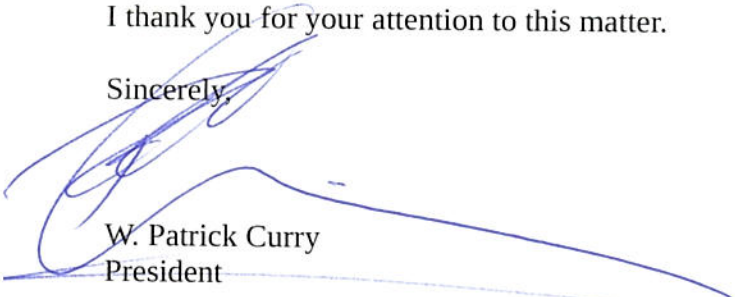
Furthermore, it is our hope that both municipal units will work together in fully implementing the recommendations of the Master Gateway Plan and working together on a comprehensive wayfinding strategy for Antigonish.

The Chamber is pleased that the Town and County have worked together on some of the wayfinding signage that has been erected in town, but there is more to be done.

With the Town and County working together in conjunction with the Province, we can ensure that visitors to Antigonish are able to navigate effortlessly and enjoyably.

I thank you for your attention to this matter.

Sincerely,



W. Patrick Curry
President

cc. Glenn Horne – Municipal Clerk/Treasurer [via email]
cc. Stephen Feist – Town CAO [via email]

OFF-SITE COMMERCIAL SIGNAGE BY-LAW

BYLAW RESPECTING THE REGULATION OF COMMERCIAL SIGNAGE NOT LOCATED ON THE SAME
PROPERTY AS THE COMMERCIAL OPERATION THAT IT ADVERTISES

Purpose

1. The purpose of this By-law is to work in conjunction with the Port Hastings Land Use By-law to regulate commercial signage in the Port Hastings Plan Area and more specifically to prohibit off-site commercial signage located in Provincial, Municipal or private road right-of-ways.

Definitions

2. In this By-law:
 - a. **"Commercial Sign"** shall refer to privately-owned structure that is used to advertise or attract attention to any person, place or thing. A commercial sign may provide information such as addressing, announcements, or directions and may be intended to be seen from off of the premises, in order to identify or direct to a particular business.
 - b. **"Council"** shall refer to the Council of the Municipality of the County of Inverness.
 - c. **"Development Officer"** shall refer to the officer of the Municipality of the County of Inverness who is charged by the municipality with the duty of administering the provisions of the Land Use By-law.
 - d. **"Erect"** shall refer to the act of building, constructing, reconstructing, altering or relocating and without limiting the generality of the foregoing, shall be taken to include any preliminary physical operation such as excavating, grading, piling, cribbing, filling or draining, structurally altering any existing building or structure by an addition, deletion, enlargement or extension.
 - e. **"Existing"** shall mean legally in place, or operating, at the time of the Land Use By-law having come into effect.
 - f. **"Highway"** shall mean a highway vested in Her Majesty in right of the Province.
 - g. **"Land Use By-law"** shall mean the Land Use By-law adopted by the Council of the Municipality of the County of Inverness for the Port Hastings Planning Area.
 - h. **"Private Road"** shall refer to any street or road that is not public, shown on a Plan of Subdivision approved on or after the first day of August, 1987.

This definition shall be deemed to include any private road approved by the Department of Transportation and Infrastructure Renewal, shown on a Plan of Subdivision approved prior to the first day of August, 1987 and filed with the Registry of Deeds for this Municipality.
 - i. **"Street Line"**: the boundary line of a highway or private road.
 - j. **"Structure"**: anything that is erected, built or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure.

Control

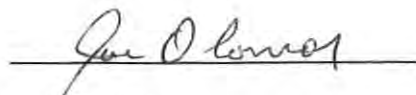
3. This by-law is made pursuant to the provisions of Section 49A of the Public Highways Act. The highways or the portions of the highways located within the municipality set out in Schedule "A" are designated for the purpose of subsection 49A(2) of the Public Highways Act.
4. This by-law does not apply to any part of a highway that has been designated as a controlled-access highway under Section 21 of the Public Highways Act.
5. No person shall erect a commercial sign without first obtaining a permit from the Development Officer and no permit to erect a commercial sign shall be issued unless all the sign provisions of this By-law and the Land Use By-law are satisfied.
6. Commercial signs shall not be permitted within the boundary lines of a highway.
7. Commercial signs that are not located on the same property as the business they advertise shall not be permitted. Commercial signs that are located on the same property as the business they advertise shall be regulated by the Land Use By-law.

Penalty

8. Any commercial sign erected in contravention of this By-law shall be subject to removal:
 - a. By the owner, of either the commercial sign or the land on which the commercial sign is located, within a timeline as determined by the Development Officer, upon being served notice by the municipality; or,
 - b. By an agent of the municipality, if the sign not be removed in accordance with Section 8 (a) of this by-law.
9. Any commercial signs removed by the municipality will be immediately destroyed.
10. Any costs incurred by the municipality for the removal and destruction of a commercial sign will be collected from the owner of commercial sign.

This is to certify that the By-law, of which this is a true copy, was passed at a duly called meeting of the Council for the Municipality of the County of Inverness on Thursday July 26, 2012.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this 27th day of July, 2012.



Joe O'Connor
Chief Administrative Officer

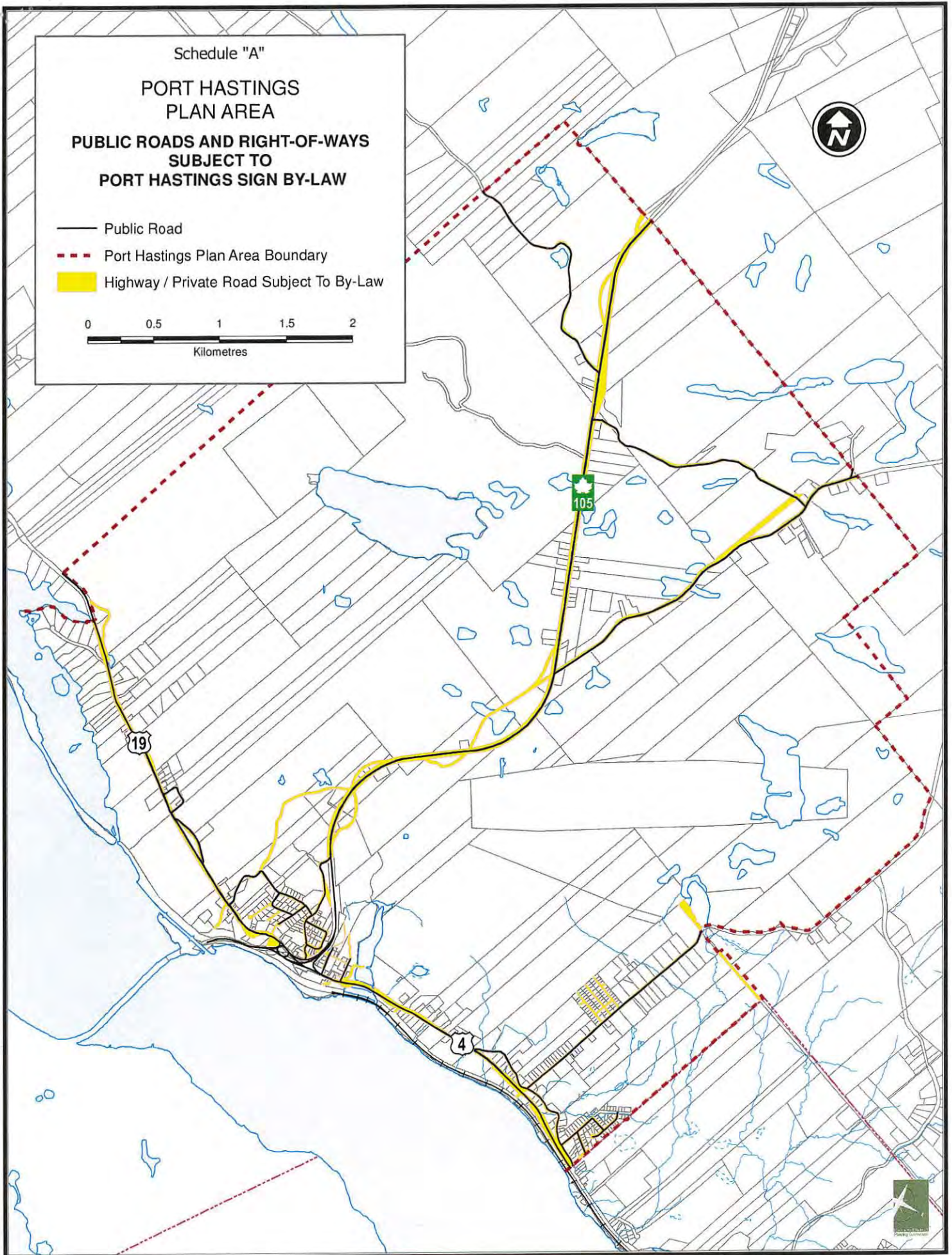
Schedule "A"

**PORT HASTINGS
PLAN AREA**

**PUBLIC ROADS AND RIGHT-OF-WAYS
SUBJECT TO
PORT HASTINGS SIGN BY-LAW**

- Public Road
- - - Port Hastings Plan Area Boundary
- Highway / Private Road Subject To By-Law

0 0.5 1 1.5 2
Kilometres



Schedule "B" - Affected Rights-of-Way As Shown in Schedule "A"

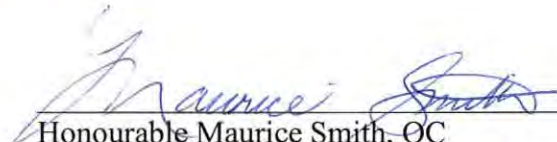
STREET	ROADCLASS	Length (km)	Extent Affected
Highway 105	Trans-Canada	6.51	From intersection of Hwy 105 North/South Bound, north to plan area boundary
Highway 19	Arterial	3.41	From intersection of Hwy 105 Rotary, west to plan area boundary
Highway 4	Arterial	3.13	From intersection of Hwy 105 Rotary, east to plan area boundary
Brown St	Local	0.20	All: Inside Plan Area
Cemetery Rd	Local	0.52	All: Inside Plan Area
Charles MacLean Rd	Local	1.30	All: Inside Plan Area
Church St	Local	0.19	All: Inside Plan Area
Davis Dr	Local	0.16	All: Inside Plan Area
Downard Rd	Local	1.87	All: Inside Plan Area
Field St	Local	0.12	All: Inside Plan Area
Mildreds Ln	Local	0.42	All: Inside Plan Area
General Line Rd	Local	1.93	From intersection of Hwy 105 to plan area boundary
Grant St	Local	0.13	All: Inside Plan Area
Highview St	Local	0.28	All: Inside Plan Area
Hilltop Dr	Local	0.31	All: Inside Plan Area
Kings Rd	Local	1.77	From intersection of Charles MacLean Rd to plan area boundary
Long Stretch Rd	Local	2.79	From intersection of Hwy 105 to plan area boundary
Lovers Lane	Local	0.22	All: Inside Plan Area
MacFarm Lane	Local	0.06	From intersection of Long Stretch Rd to plan area boundary
MacKenzie Crt	Local	0.27	All: Inside Plan Area
Newtown Rd	Local	0.39	All: Inside Plan Area
Old Victoria Rd	Local	0.88	All: Inside Plan Area
Saddler St	Local	0.10	All: Inside Plan Area
Timmons MacLean Rd	Local	0.36	All: Inside Plan Area
William St	Local	0.24	All: Inside Plan Area

**In the Matter of Section 49A of Chapter 371
of the Revised Statutes of Nova Scotia, 1989,
the *Public Highways Act***

ORDER

I, Maurice Smith, QC, Minister of Transportation and Infrastructure Renewal for the Province of Nova Scotia, pursuant to Section 49A of Chapter 371 of the Revised Statutes of Nova Scotia, 1989, the *Public Highways Act*, do hereby, approve the attached *Off-Site Commercial Signage By-Law* as passed by the Council for the Municipality of the County of Inverness on July 26, 2012.

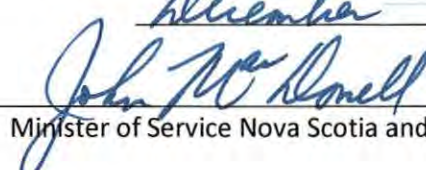
Dated and made at Halifax, in the Halifax Regional Municipality, Nova Scotia, this
4 day of DECEMBER, 2012.


Honourable Maurice Smith, QC
Minister of Transportation and Infrastructure Renewal

Service Nova Scotia
And Municipal Relations

Approved this
of

19th Day
December 20 12


Minister of Service Nova Scotia and Municipal Relations

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

REQUEST FOR DIRECTION

TO: COMMITTEE OF THE WHOLE
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: ***A PROPOSAL FOR COMMUNITY AND MUNICIPAL PROPERTY IDENTIFICATION SIGNAGE***
DATE: NOVEMBER 17, 2015

RECOMMENDATION

That Municipal Council consider initiating a community and municipal property signage program over three-four fiscal years, starting in 2016/17.

BACKGROUND

In 2013, Forum Media prepared a Wayfinding Strategy for the Antigonish Regional Development Authority. The purpose of this strategy was to provide an integrated and intuitive signage program across the Municipality and Town of Antigonish. It was also developed to address the requirements of the travelling public. Community identification signage was featured prominently in this strategy.

In spring 2015, the Municipality posted Highway oriented Community Identity signs on Highway 104 at Marshy Hope and Aulds Cove. These signs were designed by WeUs.Them and have received a great deal of positive feedback. On a visit to the area Rick Mercer shared a picture of this sign on his television show the Rick Mercer Report and on Twitter, receiving national exposure to hundreds of thousands of viewers.

The Municipality has also received informal feedback over a number of years concerning signage and identification of municipal property.

CONSIDERATIONS

At the moment there is no coordination of community identification signage. Some communities have signs welcoming guests and residents (ie: St. Andrews, Brierly Brook Rd, etc...). The vast majority either have no signage or the standard green banner sign provided by TIR.

A program for community identification signage would permit each community to retain a sense of individuality through community-specific images and colours. Typography and graphic styles would be consistent across the Municipality. In this way community identification signs can simultaneously contribute to a sense of local community and to a larger municipal community. Examples of community identification signage from the Antigonish Wayfinding Strategy and the Municipality of the District of Guysborough can be seen in Figures 1 & 2 respectively.



Figure 1 – Wayfinding Example of Community Identification Sign

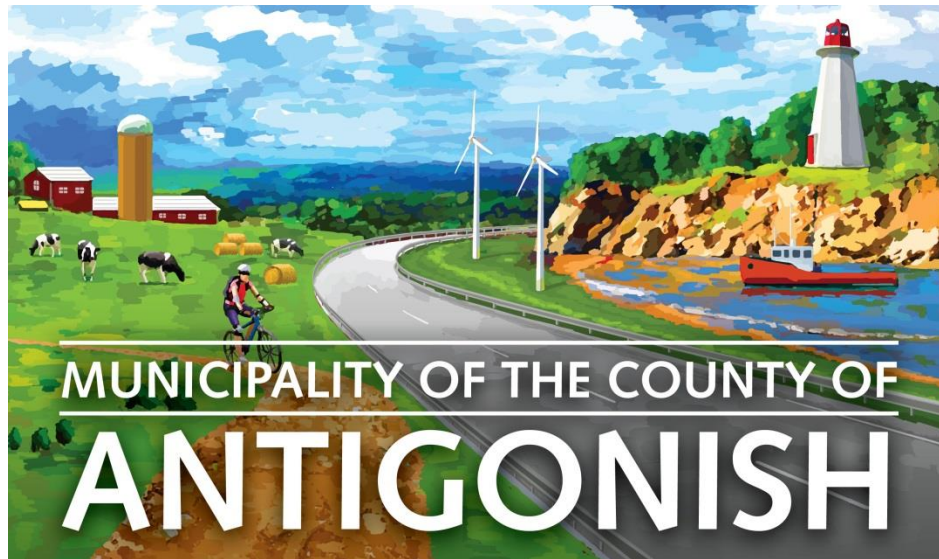


Figure 2 – Guysborough Examples of Community Identification Signs

Municipal property signage is either non-existent (ie: Municipal Administration Centre & collection vehicles), in need of replacement (ie: Antigonish County Industrial Park), or miss-matched (ie: Public Works & Beech Hill Solid Waste Resource Management Facility). Both community and municipal property identification signage would enhance the Municipality's presence through visibility of coordinated graphics, colours and typography. The signage elements would be designed to welcome residents and guests to communities within the Municipality and identify municipal

facilities. Further, a common look and feel of municipal signage contributes to a more corporate and business-like presence. This has benefits for economic and community development.

It is advisable that community and municipal property signs take inspiration from the Highway Identity signs erected in spring 2015.



The Municipality will have to investigate installation parameters for these elements with the Department of Transportation and Infrastructure Renewal.

STRATEGIC PLAN

The Wayfinding Strategy prepared by Forum Media for the Antigonish Regional Development Authority included community identification signage as an important component of an overall system of wayfinding signage throughout the Municipality and into the Town. To date no components of this strategy have been implemented by the Municipality. However, the Municipality has contributed to the Town's wayfinding initiative.

Such a program would also contribute to a number of goals within the Municipality's Integrated Community Sustainability Plan, such as: #12 Beautification & Orderly Premises, #20 Tourism Planning & Development, and #22 Preservation and Promotion of Local Heritage & Culture.

WORK PLAN IMPLICATIONS

The design and printing of signage will be completed by an outside organization, requiring coordination by municipal staff. If a consultation program is implemented that will also have implications for staff time. The posting of signs may be completed by the Public Works Department. Posting of signs will be phased with installation occurring in the spring of each year.

BUDGET IMPLICATIONS

Community & Municipal Identification Signage Proposed Budget (over multiple years, beginning in 2016/17)				
Component	Costs			Total
	Design	Printing	Number of Signs	
1) Community Wayfinding		\$1000	60*	
2) Municipal Property Identification			15	
Large, ground mount		\$2,000	4	
Small, building mount		\$600	7	
Vehicle mount			8**	
Installation per sign***		\$500	64	\$32,000
TOTAL			60	
*Assumes three communities per district, two signs per community (one facing each direction). ** Two sides of four vehicles. *** May be done internally.				

Municipal Building Signs may include (15):

- Municipal Office, 285 Beech Hill Road
- Public Works Building, 261 Beech Hill Road
- Beech Hill Solid Waste Resource Management Facility, 1356 Beech Hill Road
- Lower South River Water Treatment Plant
- Gaspereaux Lake Water Treatment Plant
- Antigonish County Industrial Park, Lower South River
- Lower South River Sewer Treatment Plant
- Pomquet Sewer Treatment Plant
- Heatherton Sewer Treatment Plant
- St. Andrews Sewer Treatment Plant
- Havre Boucher Sewer Treatment Plant
- Recycling & Solid Waste Collection Vehicles (4)

ALTERNATIVES

- 1) Municipal Council can determine to do one of the two components of this program. Similarly, Municipal Council can determine the scope of this program.
- 2) Not proceeding with any signage is also an alternative, which would leave the Municipality with the status quo.

COMMUNICATION CONSIDERATIONS

If consultation is required a plan will be developed.

NEXT STEPS

Based on this analysis, staff are seeking direction from Municipal Council on how to proceed with signage. If council determines to proceed:

1. We.Us.Them will be contacted for quotes on the design work.
2. Interested communities will be identified and triaged over the life of the program.
3. A tender will be posted for the printing and posting of the signs.

MEMO

To Glenn Horne

November 2, 2015

Fr Jim Davis

Re Transfer of Sewer Billings/Receivables File to Tax Billings/Receivables File

Based on the above noted matter being brought up by staff I present the following.

The County's previous accounting system, often referred to as the Thistle System, some thirty plus years ago was not set up to accommodate the simultaneous billing of the property taxes and sewer taxes in the same bill file. This resulted in the separate billing of the two revenue sources, even though where and when sewer is billed it involves a property tax and is billed for the same time period and is a charge for a normal municipal service when provided by the municipality. Street Lights for example are included on property tax bills.

Input from staff highlight key points for combining the property tax file and the sewer rate files.

- -it can be strongly argued both are property related and are a good fit to be on the same tax bill, as a matter of record , they have the same account number, with two zeroes added.
- the change to combined billing can be accommodated under the Diamond accounting system with modification
- reduces duplication of effort in receivables and file management
- sewer arrears will be automatically included in properties involved in tax sale proceedings (no need for cross referencing and double checking between sewer and property tax accounts, a time consuming element in the tax sale process)
- the Provincial Tax Rebate is not going to include sewer charges any longer if it is on a separate bill. This change will allow Seniors to continue to get the most from their Seniors Rebate.
- creates a more efficient process of billing, as sewer and taxes are both billed once a year, only weeks apart
- including sewer on property tax bills, with mortgage company payments requests, provides for the orderly payment by mortgage companies and reducing the overall receivables file
- saves on time paper and postage by decreasing arrears letters by having one billing
- reduces processing time at the front counter

- you cannot shut off sewer if someone is not paying
- some are paying their tax bill and ignoring their sewer bill making for a convoluted situation, both involve the same enforcement mechanism – tax sale

Allison Duggan in conversation with Darlene agrees with these changes and feels there is no reason for the separation, other than historical considerations.

To implement this combined billing change it would be necessary

- to give notice to property owners with sewer services (approx. 1300 clients).
- by a motion of Council, a notice of change in the interest rates on overdue accounts (presently 297 customers) from 3 % to 6% per annum (sewer rate to match property tax rate)
- contemplated effective date of February 1 2016.

Thanks for your consideration of this matter.

Jim Davis
A/Dir of Finance
County of Antigonish

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

STAFF REPORTS

TO: COMMITTEE OF THE WHOLE
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
DATE: NOVEMBER 17, 2015

CLERK'S OFFICE REPORT

Eastern-Strait Regional Enterprise Network Update

The Board of Directors for the ESREN held its first meeting on Wednesday, October 28, 2015. A joint meeting of the Board and Liaison & Oversight Committee followed. At the Board meeting CAOs were present to initiate the transition of operational duties to the Board. This included a discussion of the inter-municipal agreement, CEO recruitment and the launch of a strategic planning process. A second meeting of the Board has been scheduled for Monday, November 23, at which time it is intended the Board will take on all operational duties of the REN.

In acknowledgement of the early stages of development Municipal facilities and staff have been offered to support the Boards efforts.

Fire Departments Visits

I am in the process of setting up meetings with each of the Fire Chiefs at their respective stations to have an informal discussion about any issues / concerns and to better acquaint myself to each department. To date I have met with the Antigonish County and Aulds Cove fire departments; 4-Valley's is scheduled for Wednesday, Nov. 18. I will be following up with all the other departments in the coming weeks.

Staff Training

Staff have had a number of training opportunities in the last number of months, including:

- **“Working Minds”** A workplace mental health and wellness education-based program designed to address and promote mental health and reduce the stigma of mental illness in a workplace setting.
- **“Freedom of Information and Protection of Privacy Workshop”** An overview / refresher of this legislation for all front-line and some management staff.
- **“Basic Emergency Management”** A two-day course designed to provide an overview of the Emergency Management System, in Nova Scotia. Including the systems, process and structures, for mitigating, preparing for, responding to and recovering from emergencies.

Participants will discuss current federal, provincial, and municipal emergency legislation, components of an emergency plan, the relationship between emergency sites and emergency operations centres and the role of media.

In the coming months the Municipality will also be hosting a “Writing Effective Policies and Procedures” course. This and all other courses were offered to surrounding municipalities and other organizations.

RECREATION DEPARTMENT REPORT

Holiday Open House

Sunday November 29th the Recreation Department will be hosting a Holiday Open House at the newly renovated Antigonish Arena. The event will be open to all community members from 4:30-6:00pm and will include a free skate, opportunities to try out a sledge, a county council meet and greet, and refreshments. This is a great opportunity for community members to meet and socialize with county councillors in a fun and informal setting.

Free Facility Access Initiative

Antigonish County and Town Recreation Departments have partnered to offer free physical activity opportunities throughout the fall and winter. This initiative is made possible through funding from the Department of Health and Wellness. As in past years, there will be free open skates and swims weekly in Antigonish at the Antigonish Arena and the Alumni Aquatic Centre. In addition, a number of skates and swims will be offered at the Port Hawkesbury Civic Centre and the Strait Area Pool. Please see attached schedule for more information, dates, times, etc.

Adapted Equipment Loan Program

The Recreation Department has been approved for a grant through Canadian Tire JumpStart that will be used to purchase sledges. This is the first grant received in support of our growing Adapted Equipment Loan program. These sledges will be made available for use at the Antigonish Arena to enhance accessibility to open skates and other activities for individuals of all abilities. The sledges and other adapted equipment will also be available to the community for personal use, by request.

Online Registration Website Launch

As of December 15th 2015, community members will be able to take advantage of an online registration system for all Recreation programming. The launch of the new website comes as a result of years of community feedback. The Recreation Department and the “OnDemand” team have been working together to provide a convenient, easy to use experience for citizens. The website can be used anywhere, anytime, on any device.

PUBLIC WORKS DEPARTMENT REPORT

For an update on operational engineering consulting, please see the attached minutes from October 29, 2015. Ongoing projects / items of discussion include the Pomquet sanitary system improvements & orenco wastewater system review, among others.

EASTERN DISTRICT PLANNING COMMISSION REPORT

As part of District Planning's continued response to the Planning Services Audit completed by AtlanPLAN, District Planning has commenced a series of meetings with stakeholders in the development of land within Antigonish County. Our first meeting during the summer invited Surveyors and Engineering firms working in the County to meet for an open-ended discussion on the Municipality's Subdivision By-law. A number of issues were discussed and a follow up meeting was held October 27, 2015. Attendance included:

Consultants: Blake Beaton, STRUM; Nathan Clark, C. J. MacLellan and Associates; Andy Decoste, C. J. MacLellan and Associates; Blair Doiron, STRUM.

Antigonish County: Russell Boucher, Warden; Owen McCarron, Deputy Warden; Glenn Horne, Municipal Clerk Treasurer; Shirlyn Donovan, Deputy Municipal Clerk.

District Planning: John Bain, Director; Andrew Jones, Senior Planner; Nathan MacLeod, Planner; Wanda Ryan, Development Officer.

An agenda for the October meeting was presented to the group which addressed the following topics for discussion.

1. Private Lanes;
2. Section 31 Construction Waivers – Design Standards;
3. “Functionally Equivalent” definition;
4. Usable Land Parkland Definition – (Section 76(2) Waiver); and
5. Concept, Preliminary and Tentative Approvals.

Before addressing the agenda we asked for any issues, concerns and/or questions for discussion from the Engineers present. There was some discussion about the feasibility of requiring a “Private Road/Lane Owners Users Agreement” as part of a subdivision approval process. The users’ agreement would set out requirements for maintenance of the road which potentially would be recorded against the property at the Land Registry. There was some continued discussion regarding the Pros and Cons of such an option and staff committed to researching the item further.

The group was then presented the possible amending pages to the Subdivision By-law which rather than removing the higher “Private Road” construction standard made it clear that any provision which applied to a private road also applied to a private lane. The group also spent the majority of the meeting discussing the requirement for designing a private road or lane which would only serve six or fewer lots and therefore would not necessarily be constructed. A number of options were discussed and the group thought an Engineer’s “Certificate of Feasibility” would allow for private lanes or roads to be assessed by an Engineer as to their feasibility of construction allowing on some cases a certificate to be submitted without an actual design depending on the individual circumstances. We also discussed the possibility of the certificate including a standard disclaimer but this option was dismissed. The Engineers present committed to looking at some potential wording for a certificate of feasibility provision in the Subdivision By-law.

The group also discussed the “functionally equivalent” provision, parkland provisions and concept, preliminary and tentative approval processes without suggesting any changes. The last item on the

agenda was additional issues and there was some discussion regarding building inspection outside of mandatory required inspections. A follow-up meeting was suggested for December 1, 2015.

Recommendations:

- 1) Review and possible propose Private Road/Lane User Agreements.
- 2) Review and possible propose “Certificates of Feasibility” to replace a design requirement for non-constructed exemptions.

FINANCE DEPARTMENT REPORT

Debit / Credit Payment at Landfill – The debit machine has arrived and we are just waiting for Theresa to get back from vacation to install it and train her on how to use it. The machine should be up and running in the very near future.

PROJECT: MOCA Engineering Standing Offer

MEETING: #6 – Discuss Progress for Ongoing Projects

DATE/TIME: Thursday, October 29, 2015 – 10:00 AM

LOCATION: CJMac Office, 65 Beech Hill Road

ATTENDED BY: Andy, Hilda, Glenn, Daryl and Debbie
Via Teleconference – Jason

Andy opened the meeting.

SAFETY MOMENT

Andy provided the safety moment for the meeting. For the Safety Moment he provided Halloween Safety Tips

REVIEW OLD BUSINESS/ONGOING PROJECTS:

Beech Hill Servicing (109586-06)	<p>Beech Hill drawings have been received from Weeks, however, a set of As Built drawings have not been provided to the County yet.</p> <p>ACTION: Andy indicated that a set of As Built drawings for the Beech Hill Servicing project will be provided to the County prior to next meeting.</p>
Pomquet Sanitary System Review (628561-03)	<p>Hilda indicated that she had checked on the concern that was expressed over two homes sharing one E-One pump. Basically, if the pump services two homes then logically there should be twice the volume and the pump should burn out twice as fast. Daryl indicated that the case at hand has a couple in one of the homes so perhaps the flow isn't as great from that side of the connection.</p> <p>It was agreed that if it becomes an issue then we will have to do something.</p> <p>Daryl noted in the past that two homes have been permitted to connect to one pump in some instances.</p> <p>In the current case, a replacement will be tried and let the non-conformance issue go for now.</p> <p>It was noted that the pump in question is one of the pumps slated to be changed out as part of the review.</p>

	<p>Hilda indicated that she spoke with the gentleman regarding training for E-One pump installation. The training can be done here or in Truro. If it is done in Truro they have a working model of the pump. The general feeling was that travelling to Truro would be better. A time will be set up for later for this training.</p> <p>Daryl indicated that the work has started in Pomquet and two pumps have now been replaced. He also indicated that he is ordering a Barnes pump for the empty chamber that we have at the Shop.</p> <p>Discs have been ordered for tagging E-One pumps for tracking purposes.</p> <p>-----</p> <p>In terms of flow monitoring, Eric spec'd flow meters for the County and forwarded that information to Daryl.</p> <p>Jason indicated that there are different products and he questioned what the County wanted to use flow meters for.</p> <p>Daryl gave the example that if we were to encounter a situation when we have high flows, meters could be used to isolate a section of pipe</p> <p>Daryl is waiting for prices from the Manufacturer. Jason indicated that we need people who know how to use the meters properly.</p> <p>Daryl indicated that purchasing the meters will depend on the price. He added that he felt having flow meters would help trouble shoot potential problem areas.</p> <p>Daryl and Jason will keep in touch on this topic.</p>
<p>Wright's River Pump House Controls (628561-04)</p>	<p>Jason reported that a meeting was held last week. There was discussion on the sequence of operations & controls.</p> <p>Allan Hawkco is at Wright's River today working.</p> <p>There is a meeting with DOE at 11 a.m. this morning. Ken has an issue with pumping. For GUDI do we need individual meters for each well?</p>

	<p>There is one flow meter already installed and Jason questions why we would need another one.</p> <p>Allan Hawkco will need a couple of weeks to make sure everything is communicating properly.</p>
Subdivision Review – Nova Landing (628561-06)	<p>This is an on-going topic and there really isn't anything new at this point. The Development Agreement has not been signed.</p> <p>The Developer is satisfied with the information from us; however, they are still working with TIR.</p> <p>This topic will just be monitored going forward.</p>
Orenco Wastewater System Review (628561-07)	<p>Glenn indicated to Blake that we are looking for more information on their proposal.</p> <p>The Developer hasn't really been pushing too much for the project to move forward so Blake knows that the next move on this project will be for them to provide additional information to the County.</p>
Pollution Control Study Update (618950-01)	<p>Jason indicated that he had a discussion with Vincent Ballard. Mr. Ballard has agreed that we can "pick his brain" when we get to that point on this project.</p> <p>Glenn indicated that he will use the Minutes to do an update for Council</p>
30 kw Generator	<p>Marc Andre has been away, however, he did indicate that a 30 kw generator would be adequate to support the LSR System.</p> <p>Marc Andre is putting together a work program and fee schedule for this project.</p> <p>ACTION: Marc Andre to forward Glenn and Daryl a copy of a work proposal and fees associated with the work. Once this information has been received the County will have to consider if they want to move forward.</p>

UPCOMING PROJECTS

In terms of the Water Meter Tender, Daryl forwarded Jason information from the Town. Jason indicated that he is working on the Tender.

Two applications under the Private Ways Act were discussed.

ACTION: For the application on the Myette property, Andy will put together a work schedule outlining the tasks involved with moving forward on an application under the Private Ways Act and associated fees that will be presented to the proponent requesting the service.

The discussion regarding the Dooling property centered on whether TIR should be notified of this potential application. One of the neighbours has contacted TIR and has requested to have the road in question shortened. Glenn indicated that he has really not received a formal request yet regarding the Dooling property.

ADDITIONAL ITEMS

Daryl had contacted Andy regarding the amount of land currently being occupied by Newalta. Andy indicated that Newalta is currently occupying 12.8 acres of land and provided Daryl with a map outlining the property in use.

The current agreement between Newalta and the County is for five (5) acres of land. Newalta will need to be made aware that they are now using more land which they are not paying for under the current agreement.

Glenn indicated that Council has passed a motion to move forward on a 25 kW solar PV System for the County Building. Tammy Feltmate will be contacting CJMac because we will potentially need a Tender. This project is being priced out for the next year's budget.

NEXT MEETING

It was agreed the next meeting will be held on Tuesday, November 24th at 10:00 AM at CJMac location.

Andy indicated that he will no longer be with CJMac as of the middle of next month. He has accepted another job. Best wishes were wished to Andy in his new position.

Hilda will now be the County's point of contact with CJMac.

Meeting adjourned.

FREE PHYSICAL ACTIVITY OPPORTUNITIES



Antigonish Town and County Recreation Departments, with funding from the Nova Scotia Department of Health & Wellness will be offering opportunities for Antigonish residents to **get active for free** this fall and winter!

Free swims:

- St. F.X. Alumni Aquatic Centre: Saturdays, October 31st—March 19th (except for Boxing Day), 1:00-2:50 pm.
- Strait Area Pool: 2:30 – 3:30 pm on the following Saturdays: November 7, November 28, December 12, January 9, January 23, February 6, February 20, March 5

Free skates:

- Antigonish Arena: Sundays, Nov. 1st —March 20th, 4:30pm—5:50pm.
There are also free skates throughout the week. See their website (www.antigonisharena.com) for the full ice schedule.
- Port Hawkesbury Civic Centre: 4:00—5:00 pm on the following Saturdays: November 14 and 21st, December 5th and 19th, January 16th and 30th, February 13th and 27th.

Mark your calendars now so you are sure not to miss these opportunities! There may be more swims and skates added throughout the winter so “Like” Town of Antigonish Recreation and Antigonish County Recreation on Facebook to stay up-to-date on physical activity opportunities throughout the winter!

In addition to skates and swims there are countless other ways to get active in Antigonish. Antigonish Town and County Recreation have snowshoes, and Antigonish County Recreation has Nordic walking poles to borrow. There are trails, outdoor rinks and so much more! Remember: **don't hibernate, participate!**

Municipal Priorities Update

Presentation for Antigonish County Municipal Council
17 November 2015

Summary

- In October 2014 Municipal Council took part in a Priority Setting Exercise, facilitated by Gordon MacIntosh of the Local Government Leadership Institute.
- Through this exercise five (5) key priorities were identified with specific timelines and actions attributed to specific individuals.
- Municipal Council has given the following guidance concerning the “Strategic Priorities Chart & Priority Work Program”:
 - The Program is for continuous use at each Council meeting, quarterly review, and annual updating.
 - Each year the Municipal Clerk Treasurer shall schedule an annual Priority Setting Update session to be held prior to the setting of the annual operating budget.
- This session will serve as a quarterly review.

Benefits

- From a Staff perspective the Priority Setting Exercise has proven to be a valuable exercise:
 - Improved time and resource management;
 - More efficient use of Council's time and input at meetings;
 - Engage partners with confidence, building better relationships and making more progress.
 - Better communicate our priorities to stakeholders and community;
 - Achieve specific outcomes and move on to the next – progress!
- At its core these articulated priorities have given staff direction – they are our lighthouse....



Corporate Priorities

NOW

1. A Business Case for Solar Energy ✓
2. Fringe Area Sewer Treatment Plant and Sewer System Capacity
3. Economic Development & Tourism Strategy
4. Fringe Area Water Capacity
5. Complete Fringe Area MPS / LUB Revisions ✓
6. Develop a Capital Investment Strategy & Long-Term Investment Plan (Added in April 2015)

Corporate Priorities

NEXT

- ✓ ● Review Municipal Planning Function
- ~~Develop a Capital Investment Strategy~~ (moved to NOW)
- ✓ ● Explore the Potential for Shared Services
- Explore the Potential for the Existing and a New Industrial Park
- Develop Options for a Residential Energy Program
- ~~Develop a Long Term Financial Plan~~ (moved to NOW)
- Seniors Housing (Added in April 2015)

NOW Priority Updates

1. A Business Case for Solar Energy

COMPLETED

- Staff Lead: Tammy Feltmate
- In December 2012, Appleseed Energy completed a feasibility study for the Municipality, analyzing opportunities to use solar power to offset heating and electricity costs at the Municipal Office.
- Three options were presented to Council in 2013 of increasing energy output.
- Staff have revisited the financial analysis to provide a more accurate picture to Council of the proposed costs.
- At its October meeting, Municipal Council approved a 25kW Solar PV project for the 2016/17 fiscal year.

2. Fringe Area Sewer Treatment Plant and Sewer System Capacity ONGOING

- Staff Leads: Glenn Horne & Daryl Myers
- Working Group has been meeting regularly on this item:
 - Municipality: Jason Angel & Hilda Dunnwold. Town: Ken Proctor & Mike Topley
- Department of Environment is preparing regulations requiring all municipalities to conduct Environmental Risk Assessments (ERA) by 2017 on sewage effluent outfall / receiving waters.
 - Suggested that Antigonish's ERA should be completed before any commitments are made for STP upgrade.
- Effluent Sampling (required to gather data for an ERA) commenced in May 2015 and will continue to May 2016. Results are showing good plant performance meeting current discharge criteria.
 - An RFP for the ERA will be prepared to follow the effluent sampling. STP effluent flow gauging is ongoing and continuous. Sludge removal is underway.
- Hydraulic Profile is complete except for finalizing the high and low tide elevations.
- Anticipated Schedule: ERA preparation (2015), ERA completion (2016), predesign/design (2017).
- Anticipated Budget: Study in the \$200k range.

3. Economic Development & Tourism Strategy ONGOING

- Staff Lead: Glenn Horne
- Eastern-Strait Regional Enterprise Network
 - Inter-Municipal Agreement signed on Wednesday, April 8
 - First meeting of the LOC on Tuesday, April 14
 - LOC Orientation & Board of Directors Recruitment Complete.
 - Board of Directors meets on Nov. 23 to determine next steps.
 - CEO competition is near completion.
- Antigonish Tourism Strategy
 - Discussions have been held with local tourism vendors, municipal & town Councils as well as neighboring municipalities.
 - Ongoing engagement with ACOA to determine what assistance is available.

4. Fringe Area Water Capacity

- Wright's River Aquifer (ONGOING)
 - Staff Lead: Daryl Myers
 - Staff have been active in working with the Town and the Department of Environment to come to an agreement on sequence of operation & monitoring for the Aquifer.
 - All treatment and monitoring equipment has been approved and/or enhanced.
 - Council has approved an approach to compensation for this activity.
 - We are awaiting response from the Town on proposal for compensation.
- Water Rate Study (COMPLETED)
 - Staff Lead: Allison Duggan/Jim Davis
 - Rates have been approved.
 - Tender for a Comprehensive Water Metering Program is before Council.
 - Accounting systems have been revised to reflect UARB standards.
- Fire Flow Upgrades (ONGOING)
 - Staff Lead: Daryl Myers
 - Anticipated initiation of this project in 2016.
 - Once the fire flow assessment is complete engineering consultants will revise the previously provided upgrades for further consideration.

5. Complete Fringe Area MPS / LUB Revisions **COMPLETED**

- Staff Lead: John Bain
- The MPS / LUB were approved by the Minister of Municipal Affairs in late April 2015.
- The follow-up amendments concerning Commercial Signage were also approved.
- These documents are now in force.

6. Develop a Capital Investment Strategy & Long-Term Investment Plan

- Staff Lead: Jim Davis / Allison Duggan **ONGOING**
- Met with Paul Wills, CEO of Municipal Finance Corporation on numerous occasions to explore the Debt Affordability Model.
 - The Debt Affordability Model is endorsed by MFC and currently being used by a number of municipalities throughout the province.
 - The Municipality's financial information has now been populated in the model.
 - Staff have reviewed the model and have determined that it will be useful for our purposes.
- Exploring best practices:
 - Revisiting old practices such as “due to – due from”, separate billing for sewer, budget preparation & forecasting, etc...
 - Address weaknesses in Financial Indicators, where necessary.
 - Developing a plan for asset management.
 - Policy Development:
 - Grant Policy Review underway in coordination with the Town.
 - Drafting of Reserve Fund Policy & Expenditure Policy.

Next Corporate Priorities

- ✓ • **Review Municipal Planning Function (Lead: Glenn)**
 - Mr. Lloyd's report has been completed and Council has endorsed continuing to work with the EDPC.
 - Mr. Lloyd and I met with EDPC Director John Bain on Thursday, April 2, to discuss next steps and how services can be improved.
 - An EDPC presentation was made to Council in early May.
 - EDPC has been undertaking to address the issues outlined in the report.
- ✓ • **Explore the Potential for Shared Services (Lead: Glenn)**
 - Inter-Municipal Agreement Policy passed by Council in January
 - Identification of opportunities completed in January.
 - Recent examples:
 - Eastern-Strait Regional Enterprise Network
 - Antigonish / Port Hawkesbury Leadership Coaching and Staff Development
 - Senior staff have actively reviewed programs to look for opportunities for shared services.
 - CAO / Clerk continue to meet and have discussed further opportunities for shared services such as Records Management and further utilization of Diamond Municipal Solutions.

Next Corporate Priorities

- **Develop Options for a Residential Energy Program (Lead: Tammy)**
 - Efficiency Nova Scotia (ENS) developed a proposal in September for marketing and administration of a Residential Energy Program.
 - Proposed cost to participating municipalities were estimated to be \$15K in year one and \$9400 years 2-4.
 - September 21 we co-signed a letter with four other Municipal Units (Town of Bridgewater & Districts of Lunenburg, Shelburne & Digby) Deputy Minister of Energy expressing concern that a program would not be feasible with high admin fees.
 - October 14 the Deputy Minister responded acknowledging the concerns and committed the Department of energy to looking into alternatives.
 - A teleconference of stakeholders was held on Nov. 10. Next steps included:
 - Development of project evaluation metrics that does hinge on a four-year agreement;
 - Review and approval of funding from the Department of Energy to support first year fees for municipal units interested in moving forward with PACE program for fiscal 2016-17.
 - Receipt of a new proposal from ENS.

Next Corporate Priorities

- **Seniors Housing (Lead: Glenn for now)**
 - No update.
 - Ownership of the RK MacDonald Nursing Home
 - Support of the Antigonish Affordable Housing initiative (\$100K over five years).
- **Explore the Potential for the Existing and a New Industrial Park (Lead: Glenn)**
 - No update.

In addition to these priorities...

Operational Priorities			
Clerk's Office	Council Coordination (Approx. 40 meetings each year)	Recreation	Regular Summer Programming with Accessibility Development ✓
	Organizational Development (ongoing)		Shared MPAL Programming with Town ✓
	Quality Management Initiative Proposal (Nov 2015)		Procure Registration Software ✓
	Records Management Proposal (ongoing)		Part-Time Staff Development & Support
	Process/Policy Review & Improvement (ongoing)		ID Priorities from the Active Transportation Plan
	Misc. (Evolve, Cluster Sewers, Jail, Arena, Inter-Gov, etc...) (ongoing)	ESC	Develop a Business Continuity Plan (ongoing)
Public Works	Regular Water, Sewer, Solid Waste & Road Ops		Community Outreach (ongoing)
	Conduct Solid Waste Audit ✓		Develop Community Engagement Strategy /
	Commissioning of Beech Hill Pump Station ✓		Development of "Listening to Our Neighbors" ✓
	Development of LSR Pump #7 ✓		OHS Operations
	Replacement & piloting of 5-6 E-One pumps in the pomquet sewer system. ✓	Planning	Planning Review Response (ongoing)
Finance	2015/16 Municipal Operating Budget ✓		Review of Hamlet Industrial Permitted uses in Central Antigonish Plan ✓
	Tax & Utility Billing ✓		Nova Construction – Development Agreement ✓
	Adjust Utility Accounting Systems ✓		

Questions?
Comments?