



**COMMITTEE OF THE WHOLE AGENDA**  
**Tuesday, January 19<sup>th</sup>, 2016 @ 5:30 pm**  
**Municipal Administration Centre**

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of agenda
- 3) Approval of December 17<sup>th</sup>, 2015 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Review of Community Partnership Grants Policy Draft
- 6) Active Transportation Status Update
- 7) Strait of Canso Port Governance
- 8) Review of Council Expenses & Discussion of Policy Amendments
- 9) Consideration of Routine Access Policy Draft
- 10) Electronic Traffic Speed Signs
- 11) Street Improvements – Mount Cameron and Appleseed Drive
- 12) Street Light – South Rover Road
- 13) Strait Regional School Board Update
- 14) Municipal Mural Competition – Next Steps
- 15) Staff Report
- 16) Personnel Matter (In-Camera)
- 17) Contract Negotiations (In-Camera)
- 18) Contract Negotiations (In-Camera)
- 19) Adjournment



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## MUNICIPALITY OF THE COUNTY OF ANTIGONISH

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**TO:** MUNICIPAL COUNCIL  
**FROM:** GLENN HORNE, MUNICIPAL CLERK TREASURER  
**SUBJECT:** ***COMMITTEE OF THE WHOLE MEMO***  
**DATE:** JANUARY 19, 2016

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### **Review of Community Partnership Grants Policy Draft (For Discussion)**

The draft policy attempts to merge the recreation grants with the municipal grants to make for a more concise policy and application process. Under the draft Policy there are 5 categories of grants that groups can apply for. Development, Operating and Capital Grants can be applied for prior to budget time each year by filling out the application form attached. Recreation, Sport & Culture as well as Leadership Grants can be applied for on an ongoing basis throughout the year by filling out the application for specific to Travel Assistance which is also attached.

The major change from the previous policies is that under the new policy the recreation grants would be applied for in March as opposed to June.

Changes to the grant policies can be seen in the summary table provided.

Please see the attached draft policy for consideration.

### **Active Transportation Status Update (For Decision)**

Please see the attached Active Transportation status update from Recreation Director, Marlene Melanson. She is requesting for Municipal Council to send a letter expressing their support for the draft Active Transportation (AT) Policy Framework and a desire to be part of the consultation process when the Province begins implementation

### **Strait of Canso Port Governance (For Discussion)**

At a recent meeting of the Strait Area Mayors & Wardens it was requested that members seek from their respective councils a position of the attached proposal for Port Governance by Mayor Billy Joe MacLean. Please see the attached materials.



### **Review of Council Expenses & Discussion of Policy Amendments (For Discussion)**

Please see the attached summary of councillor and Clerk expenses for 2014 & 2015. An application under the Freedom of Information section of the MGA was received for all expense claims for councillors and the CAO in 2014 and 2015. Staff have completed this request and will be forwarding the requested records to the proponent on Wednesday, January 20, 2016. This request presents Municipal Council with an opportunity to discuss and consider amendments to the Municipality's existing expense policies.

### **Consideration of a Routine Access Policy (For Discussion)**

Please see the attached draft policy. Staff are currently preparing recommendations to populate Appendix A, which will outline what records are attainable through this process rather than the formal FOIPOP process. Also see attached the standard routine release list for municipal bodies.

### **Electronic Traffic Speed Signs (For Discussion)**

The Municipality has obtained estimates for driver feedback signs / electronic speed signs. Attached are two documents outlining two different sizes:

- 15" with a Solar panel option; approx \$5000 + HST;
- 9" with a Solar panel option; approx \$4400 + HST; and

Additionally a 9" sign with Battery and AC is approximately \$3500 + HST. There are additional variables that can significantly change the price both ways. We understand that the Town of Antigonish and RCMP are both exploring these signs in their upcoming budgets. IF Council would like to proceed further it is recommended we do so in concert with these parties and potentially TIR.

### **Street Improvements – Mount Cameron and Appleseed Drive (For Decision)**

As per the Municipality's Capital Investment Plan, street improvements for Appleseed Drive and Harbour View Drive have been approved. If these projects are to be initiated the Street Improvements By-Law requires a letter to be sent to all residents to determine that two thirds are supportive and willing to contribute 1/3 of the project costs:

*2.1 Where a person or persons representing ownership of two thirds of the frontage of real property fronting on a street file a Petition with the Clerk requesting that the Municipality make an improvement to the said street, the Municipality may make such an improvement and shall recover that portion of the costs of making the improvement as is specified in subclause 2.2 hereof, by levying a Special Tax upon all owners of frontage on that street.*



*2.2 The portion of the costs of an improvement to be recovered by the Special Tax shall be 33⅓% of the total costs of the improvement.*

Staff are seeking authorization from Council to move forward with this project by contacting the residents via letter.

### **Street Light – South Rover Road (For Decision)**

Councillor MacFarlane has a request for a streetlight at South River Road.

### **Strait Regional School Board Update (For Discussion)**

The Strait Regional School Board is planning a review of student transportation and boundaries for the Dr. J.H. Gillis High feeder system of schools.

There three public meetings will be similar to those for the SAERC feeder system review: board officials will explain the issue at the first meeting, present scenarios at the second, and receive feedback at the third. After, they'll try to find cost savings, but they have to study the data first.

Superintendent, Ford Rice said they'll study where students live and the schools they attend, among other factors. He said he hopes efficiencies can be found, since the system has the most concentrated population within the board, and probably has the most buses. Rice said they must consider the issue of bussing students in from other catchment areas.

Rice said potential efficiencies may not necessarily translate to fewer school buses. He said it costs roughly \$50,000 to keep a bus on the road for a school year.

Rice said this will be the first boundary review conducted as part of their 10-year long range outlook; it's the second of two items they planned to undertake as part of their long range outlook during the 2015-16 school year, the other being the ongoing review of the SAERC feeder system of schools.

He said the transportation and boundary review could take several years, based on its comprehensive nature.



### **Municipal Mural Competition (For Decision)**

The first mural developed through the Municipal Mural Competition was unveiled on Tuesday, January 12. This project came about with the goal of developing public spaces and highlighting our local arts community. We challenged both emerging and professional artists to design an image that would reflect the ideals, values and essence of our community. We hoped to receive a design that would inspire and celebrate who we are and who we strive to be as well as reflect our community today. This project has been widely seen as a significant success.

Based on feedback gathered throughout this process, if Municipal Council would like to initiate a new competition for a mural at another location, it ought to be done through the winter. The approximate cost of this initiative is \$4000.

### **Staff Reports (for Information)**

**Water Meter Program Tender** – The closing date for the Water Meter Tenders has been extended to January 28<sup>th</sup>

**Capital Investment Strategy** – Staff have begun work on the development of financial policies (Capital Investment, Reserve Account & Expenditure) that taken together will form the basis of a Capital Investment Strategy. These policies reflect best practice established by the Municipal Finance Corporation and other municipalities across the province. This package of policies will be before Municipal Council in February. Once the policy package has been approved work will begin on a capital budget for the 2016/17 fiscal year to be approved with the operating budget.

**2016/17 Operating Budget** – Staff have begun preparation of Departmental Work Plans, the operating budget and capital budget for the 2016/17 fiscal year. Budget deliberations are tentatively scheduled for Tuesday, May 3, and Tuesday, May 10, 2016. Final budget approval is scheduled for Tuesday, May 17, 2016.

**Town Sewer Treatment Plant Desludging** – Work was completed by the end of Nov/2016. Approximately 220 bdt of dewatered sludge was removed from Cell 1 by the contractor (Centrix) and sent as 800 wet tonnes to Fundy Compost for treatment/disposal.

The final costs are currently being assessed and processed, but generally the following status on expected final costs is:

Item	Cost
Dewatering/Delivery	\$199,000
Disposal Fees	\$ 72,000



Tender & Inspection Services	\$ 15,000
<b>Estimated total</b>	<b>\$286,000</b>

This project was budgeted to be \$327,000. An estimated actual of \$286,000 results in \$13,667 in savings for the Municipality as per below:

	<b>Town</b>	<b>County</b>
Budget	\$ 218,000	\$ 109,000
Est Actual	\$ 190,667	\$ 95,333
Savings	\$ 27,333	\$ 13,667

A further update will be provided when costs are finalized.

**Tourism Community Meeting** – A meeting with tourism vendors has been confirmed for Wednesday, January 27 at 6pm at the Municipal Office. This meeting will be facilitated by DEANS and serve to:

- (a) get an indication of what the sector views as a valuable contribution to the industry;
- (b) identify a core group of stakeholders to serve as a steering committee for future ventures;
- (c) initiate a process toward a strategic plan (ie: STEP) that would be led by the tourism industry and supported by the Municipality.

**Occupational Health & Safety** - A review of the OHS policy manual will be initiated in February 2016. No incidents or near misses to report. NSPI has been onsite 3 times regarding installation of street light at the Administration Centre entrance. Pole is installed, light should be in place shortly.

**Workplace Wellness** - AMA & UNSM Wellness challenges had seven teams participate from the County in 2015. Challenges will continue to be issued in 2016. In house challenges are underway, leadership and initiative regarding wellness and creating a positive healthy work space continues to grow. Staff Christmas party was held in Heatherton Community Centre in December, a great event, games, music and pizza- simple and fun. Other holiday events included a door decorating challenge, sponsoring a family through the Kinsman for Christmas and an in house cookie treat exchange all contributed to a positive, productive work environment, and contribute to a strong staff team. There is a need for a representative from Public Works and Councillors to join provincial Wellness Committee. Please contact Tammy if you are interested. Commitment includes 1 in person meeting in April and 2 conference call meetings between April and December.

**Municipal Solar Project** – C.J. MacLellan & Associates Inc.'s Neil VanRossum is working on RFP development for Municipal Solar Project. Negotiations of scope of work and content to be included are in final stages. A draft RFP will be available on or before January 22; with aim to release RFP by beginning of February. RFP will be circulated to Council upon completion.



### **Personnel Matter (In-Camera)**

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

### **Contract Negotiations (In-Camera)**

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

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## **COMMITTEE OF THE WHOLE MEETING**

A Committee of the Whole Meeting was held Thursday, December 17<sup>th</sup>, 2015 at 6:00pm 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 Angus Bowie
- 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
- Holly Glassford, RCMP Staff Sergeant

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher at 6:05pm.

### **APPROVAL OF AGENDA**

The following items were added to the agenda:

- Request for advanced funds from Antigonish Arena
- Request for street light on Beech Hill Road
- Consideration of Staff Training Opportunity
- Request to endorse a community energy forum
- Strait Regional School Board Fair Play Policy

*Moved by Deputy Warden McCarron and seconded by Councillor MacLellan that the agenda be approved as amended. Motion carried.*

### **APPROVAL OF MINUTES**

*Moved by Councillor MacDonald and seconded by Councillor Deveau that the Committee of the Whole minutes for November 24, 2015, be approved as presented. Motion carried.*

### **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

### **PRESENTATION BY RCMP STAFF SGT. GLASSFORD**

Staff Sgt. Glassford reviewed with Municipal Council information about the check stops which will be taking place over the next couple of weeks. The local RCMP have partnered with MADD and Crime Prevention to set up these check points.



Staff Sgt. Glassford reviewed her monthly report with Council for the month of November.

She indicated that they will be hiring for a Corporal position which she expects to be filled before April. They also hope to hire a Constable position to fill a vacant position. This will not happen before April 1<sup>st</sup>, 2016.

Staff Sgt. Glassford asked Council if they have any priorities they would like the RCMP to focus on.

Warden Boucher asked how often Constable MacPherson does foot patrol at StFX. Staff Sgt. Glassford said once per month and more during the month of September. He also asked how long it takes when a person vacates a position for a new person to be hired. Staff Sgt Glassford said that there will be no new hires until next fiscal year.

Councillor MacFarlane noted that there are speeding cars in his district during morning traffic, on the Highway 7 and along Old South River Road.

Councillor Bowie asked if calls were down in Paqtnkek First Nation and Staff Sgt. Glassford said they were down.

Councillor MacDonald asked if cell phone offences were included in the report and she replied that they are.

Councillor Boucher asked if cell phone reception was an issue for RCMP. She responded that it is not, they radio coverage has improved greatly in remote areas.

Deputy Warden McCarron asked what HR challenges she is facing with the force. Staff Sgt. Glassford said there is a disconnect between staffing requirements and headquarters. She works hard to keep her staff engaged and work as a team and provide a service to the public.

Warden Boucher thanked Staff Sgt. Glassford for coming to present to Council.

### **MUNICIPAL GRANTS POLICY REVIEW**

Mr. Horne reviewed the information provided in the memo to Municipal Council.

Mr. Horne outlined some of the potential changes to the Policy and let Municipal Council know that the first draft of the Grants Policy would be coming early in the New Year.

### **INITIATION OF A REVIEW OF COUNCIL AND COMMITTEE PROCEEDINGS POLICY**

Mr. Horne asked Council if there are any particular changes or suggestions they have to the Council and Committee Proceedings Policy.

Mr. Horne suggested adding Old Business and New Business Sections to the Agendas which would create continuity among meetings. It would allow us to capture items which recur for a short time.

Councillor MacLellan stated that it does not mention what the quorum of Council is. Mr. Horne believes it is described in the Municipal Government Act which would be why it is not mentioned in the Policy.

Councillor MacLellan also asks about the Motion to Adjourn whether a seconder is required. Mr. Horne said that although we do not state that we are governed by Roberts Rules of Order, we do use Roberts Rules of Order which does require a seconder to adjourn the meeting.

Under Section 25 Negative Votes, Councillor MacLellan has concerns about the two month time period which is required before a motion can go back to Council. If it was initially a negative vote, it can only go back to Council with two thirds of the whole Council agreeing and it must be two months after the initial vote. It could be a timely issue and the two month lapse might be too long. Mr. Horne suggested with the two thirds of Council's consent it could be brought back to the next meeting.

Under Section 31.2 Rules of Procedure, it states that the Warden shall choose all committee chairs. Councillor MacLellan points out that this is not the way it is currently done. Committee chairs have been chosen in a democratic way.

Mr. Horne told Council we will be amending the Policy to more reflect the practice.

Mr. Horne also asked about the agenda packages that they receive. They are typically sizable.

Councillor Boucher asked if it would be possible to click on an Agenda Item and it take you to the page where that information starts.

Councillor MacLellan would like to see page numbers on the document as a whole.

### **2016 STANDING COMMITTEE APPOINTMENTS**

Councillor MacLellan asked if there is still a need to have a Skateboard Park Committee.

Fences Arbitration is on both internal and external committees, make change on document, it should only be listed as an external committee.

Antigonish Community Transit is not on this list.

Councillor Boucher is the representative on the Eastern Region Solid Waste Management Committee not Councillor Stewart.

### **STAFF REPORT**

Mr. Horne directed Council to the staff report provided with the agenda package.

### **REQUEST FOR ADVANCE OF FUNDS FOR ANTIGONISH ARENA**

Antigonish Arena is asking for an advance of funding for cash flow purposes and will repay by February 28, 2016.

*Moved by Councillor Deveau and seconded by Councillor Stewart that the Municipality provide advance funding to the Antigonish Arena to be paid back by February 28, 2016. Motion carried.*

#### **REQUEST FOR STREET LIGHT ON BEECH HILL ROAD**

The Municipality has received a request from Sobeys Express and Tim Hortons on Beech Hill Road to put a street light at the end of their driveway.

*Moved by Councillor MacFarlane and seconded by Councillor Chisholm that Municipal Council approve the addition of a street light on Beech Hill Road. Motion carried.*

#### **CONSIDERATION OF STAFF TRAINING OPPORTUNITY**

Mr. Horne reviewed the proposal from Quantum Communication regarding staff training.

*Moved by Councillor MacLellan and seconded by Councillor Boucher that Municipal Council approve the proposal from Quantum Communications for a staff training opportunity. Motion carried.*

#### **REQUEST TO ENDORSE COMMUNITY ENERGY FORUM**

Mr. Horne, Warden Boucher and Tammy Feltmate met with Frank Gallant who is assisting to coordinate an effort to bring together partners to build a community energy plan. The intent is to bring community partners together on Saturday, January 30<sup>th</sup> at the Assembly Hall at Bethany to begin a conversation about developing a community energy plan. They are asking the Municipality to send the invitation to the community to attend the forum. A consensus from Council was made to endorse the Community Energy Forum.

#### **STRAIT REGIONAL SCHOOL BOARD FAIR PLAY POLICY**

Councillor MacFarlane requests for Municipal Council to send a letter to the Strait Regional School Board outlining concerns about kids on school sports teams not getting an opportunity to play. He would like to see a fair play policy among all team sports in the Strait Regional School Board so that all kids get the opportunity to participate.

*Moved by Councillor MacFarlane and seconded by Councillor Stewart that Municipal Council send a letter to the Strait Regional School Board outlining concerns about their Fair Play Policy. Motion carried.*

#### **ADJOURNMENT**

*Moved by Deputy Warden McCarron and seconded by Councillor MacFarlane that the Committee of the Whole meeting be adjourned at 7:39pm. Motion carried.*

*Moved by Councillor MacLellan and seconded by Councillor Deveau that the Committee of the Whole Meeting be reconvened at 8:17pm. Motion carried.*

#### **CONTRACT NEGOTIATIONS**

*Moved by Councillor MacDonald and seconded by Councillor Bowie that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss contract negotiations. Motion carried.*

*Moved by Deputy Warden McCarron and seconded by Councillor MacLellan that the In-Camera session be adjourned at 8:36pm. Motion carried.*

*Moved by Deputy Warden McCarron and seconded by Councillor Deveau that the Committee of the Whole meeting be adjourned at 8:36pm. Motion carried.*

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Warden Russell Boucher

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Glenn Horne, Municipal Clerk/Treasurer

# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TOPIC: Community Partnership Grants  
POLICY NUMBER: 36  
DATE APPROVED: January 21, 2013  
DATE REVISED:

## TITLE:

This Policy may be cited as the “Community Partnership Grants Policy” of the Municipality of the County of Antigonish.

## PREAMBLE:

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed.

The Municipality of the County of Antigonish has created the Community Partnership Grants Policy to inform the intake, consideration and awarding of public funds to community organizations that apply to the Municipality of the County of Antigonish for financial assistance under any established grant categories.

This policy is designed to encourage involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds as authorized by section 65 (au) of the Municipal Government Act.

This policy is intended to direct members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to Grants.

## POLICY:

### 1. Definitions

- 1.1. **‘Application’** shall mean the formal application form developed by the Municipality, specific to the grant program from which funds are being sought.
- 1.2. **‘Community organization’** shall mean an organization that is either incorporated as non-profit or a registered charity as defined by the Canada Revenue Agency, or is a group that is not incorporated but has an executive, membership and a proven reputation.

1.3. **'Grant'** shall mean an award of financial or in kind assistance by the Municipality to an eligible organization with no expectation that the funds will be paid back; does not include monies transferred as part of a contract for service.

1.4. **'Municipality'** shall mean the Municipality of the County of Antigonish

1.5. **'Municipal Council'** shall mean the Council of the Municipality of the County of Antigonish

## **2. General**

2.1. It is the policy of the Municipality of the County of Antigonish to consider, within its financial capacity, financial support to community organizations that provide programs, services or activities that enhance the quality of life for residents of the Municipality.

2.2. In general, grant applicants should not expect the Municipality to be the sole source of project funding. The Municipality is interested in ensuring that groups have other sources of funding or external partners to support the project. In certain cases the Municipality may make Municipal contributions contingent on other levels of government support or partnerships.

## **3. Budget and Allocation of Grants**

3.1. All grant applications shall be considered as part of Council's annual budget process and allocations shall be included in the Municipality's annual operating budget.

3.2. On an annual basis, Municipal Council shall identify an amount to be allocated for community grants & sponsorships.

3.2.1 The amount identified by Municipal Council shall not be greater than four percent (4%) of tax revenue for general municipal purpose minus mandatory contributions.

3.3. Funding requests for grants are considered for one fiscal year at a time.

3.4. Approvals for Development, Capital and Operating Grants under this policy shall be given by Municipal Council.

3.5. Approvals for Travel Assistance and Leadership Grants under this policy shall be administered by the Recreation Department.

## **4. Funding Conditions**

4.1. Any funding approval that is contingent on certain terms and conditions shall be communicated to the applicant in writing with an associated timeline to satisfy said terms and conditions.

- 4.2. Funding may be revoked for failure to comply with the terms and conditions stipulated.
- 4.3. Funding may be revoked should there be a misappropriation of funds, failure to report when requested, or misrepresentation by the receiving organization.
- 4.4. Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a partner (where applicable).

## **5. Criteria**

### **5.1 Basic eligibility requirements for all grants**

#### **Applications will be accepted from groups that:**

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

#### **Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

5.2 Priority will be given to community organizations that provide programs or services within the Municipality, or to a significant number of residents of the Municipality.

5.3 All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues fundraising etc.)

## **6. Accountability**

6.1. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the provisions set out in this policy.

6.2. The objectives and criteria specific to each grant program shall identify the purpose of the grant program. See schedules A to E.

6.3. In some cases, Council may delegate the responsibility for awarding grants to municipal staff.

## **7. Post Grant Reporting**

7.1. The Municipality may require any recipient of grant funding to confirm that the funds received were used as described in the grant request that was approved by Municipal Council by requesting a follow-up report.

## **8. Publishing of Grant Recipients:**

8.1. The Municipality shall publish annually a list of grants or contributions made to community organizations as required under Section 65 (au) of the Municipal Government Act.

## **9. Application Process for Development, Capital, and Operating Grants**

9.1. The deadline for grant applications shall be identified annually.

9.2. Only one application per community organization may be submitted in each fiscal year.

9.3. All applications for grant funding may include:

9.3.1. Completed application form

9.3.2. Proof of current registration as a non-profit or charitable organization;

9.3.3. If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted with the application.

9.3.4. Most recent financial statements or Treasurer's Report

9.3.5. A budget outlining expenses and revenues for the proposed project, program or service.

9.4. All development, operating and capital grant applications received throughout a current year will be referred to the budget process of the next fiscal year.

9.5. Incomplete applications will not be considered for funding.

9.6. Municipal staff may request further information as required.

9.7. Municipal Council may wish to schedule a meeting to hear from grant applicants.

9.8. Final decisions on grants will be made upon approval by Municipal Council of the Municipality's annual operating budget.

9.9. Applicants shall be notified in writing of Municipal Council's decision. There shall be no appeal process.



## **10. Application Process for Travel Assistance & Leadership Development**

10.1. Applications for Travel Assistance and Leadership Development will be considered on an ongoing basis.

10.2. All applications for grant funding shall include:

10.1.1. Completed application form

10.1.2. Application form must be submitted at least two weeks prior to the event taking place.

## **11. Previous Policies:**

11.1 . Any previous policy of the Municipality concerning the allocation of grants to community based non-profit groups is hereby repealed.

## **12. Community Partnership Grant Categories**

12.1.	Development Grants	<b>Schedule A</b>
	Operating Grants	<b>Schedule B</b>
	Capital Grants	<b>Schedule C</b>
	Recreation, Sport & Culture Travel Assistance Grants	<b>Schedule D</b>
	Leadership Development	<b>Schedule E</b>

# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

**TOPIC:** Development Grant  
**POLICY NUMBER:** Policy 36 – SCHEDULE A  
**DATE APPROVED:**  
**DATE REVISED:**

**OBJECTIVE:** To provide one time financial support to fund or sponsor an event, program, project or activity that enhances, supports, promotes, informs/educated, celebrates, preserves and/or provides access to:

- a. Arts/Culture/Community Heritage
- b. Community Beautification/Environmental Sustainability
- c. Community Health and Wellness
- d. Youth/Seniors Supports
- e. Tourism/Economic Development

**CRITERIA:** Basic Eligibility Requirements for All Grants

**Applications will be accepted from groups that:**

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

**Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

**TOPIC:** Operating Grant Policy  
**POLICY NUMBER:** Policy 36 – SCHEDULE B  
**DATE APPROVED:**  
**DATE REVISED:**

## **OBJECTIVE**

1. To provide grants to community groups and organizations that have a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by the Municipality of the County of Antigonish.

## **CRITERIA:** Basic Eligibility Requirements for All Grants

### **Applications will be accepted from groups that:**

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

### **Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

Operating grants are not intended to support permanent full-time staff salaries or wages.

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

**TOPIC:** Capital Grant Policy  
**POLICY NUMBER:** Policy 36 – SCHEDULE C  
**DATE APPROVED:**  
**DATE REVISED:**

## **OBJECTIVE**

1. To provide one-time support for the purchase of property, the construction of a facility, remodeling, expansion of a facility; or purchase of equipment.
2. Council may consider a multi-year funding option for a capital grant

## **CRITERIA:** Basic Eligibility Requirements for All Grants

### **Applications will be accepted from groups that:**

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

### **Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

Applicants are required to submit quotes for capital improvements for projects that exceed \$5,000.

Applicants must hold the deed/lease to the property/facility or acceptable alternative (if relevant).

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

<b>TOPIC:</b>	Recreation, Sport and Cultural Travel Assistance Grant Policy
<b>POLICY NUMBER:</b>	Policy 36 – SCHEDULE D
<b>DATE APPROVED:</b>	
<b>DATE REVISED:</b>	

## **OBJECTIVE**

To provide travel assistance to youth teams, clubs, or organizations travelling to sport or cultural competitions/tournaments outside of Antigonish County.

To provide travel assistance to local youth who have been selected as members of a provincial or national team.

## **CRITERIA:** Basic Eligibility Requirements for All Grants

### **Applications will be accepted from groups that:**

- Have submitted complete applications two (2) weeks prior to the travel date(s).
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

### **Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish.

Applicants must have competed in a competitive event or activity and qualified to compete at the next level of completion.

Invitational tournaments are not eligible for funding.

The tournament/competition site must be 100km or more from the team, club or organizations home base in Antigonish.

The next level of competition must be at the provincial, eastern Canadian or national level, or higher and recognized as such by the governing body specific to each discipline. (Examples include but not limited to Provincial Sport Governing Body, National Sport, Governing Body, Scotdance Canada, Nova Scotia School Athletic Federation.)

# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

**TOPIC:** Leadership Development Grant Policy  
**POLICY NUMBER:** Policy 36 – SCHEDULE E  
**DATE APPROVED:**  
**DATE REVISED:**

## **OBJECTIVE**

To provide travel assistance to youth travelling to workshops and conferences which are leadership based or educational in nature.

## **CRITERIA:** Basic Eligibility Requirements for All Grants

### **Applications will be accepted from groups that:**

- Have submitted complete applications two (2) weeks prior to the travel date(s).
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

### **Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish.

Applicants must have gone through a selection process and selected by the host organization/team as a participant or team member.

# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

## COMMUNITY PARTNERSHIP GRANT APPLICATION FORM

### Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist prior to the annual submission deadline. Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the Municipality of the County of Antigonish grants program is available on the County's website at [www.antigonishcounty.ns.ca](http://www.antigonishcounty.ns.ca) or by contacting the Municipality at 902-863-1117.
- Please forward complete application to the following address:  
 Municipality of the County of Antigonish  
 Attn: Community Partnership Grant Application  
 285 Beech Hill Road  
 Antigonish, NS B2G 0B4

### APPLICANT CHECKLIST

- ☐ A signed original of your **Municipality of the County of Antigonish Grant Application**.
- ☐ Most recent **financial statements**, which indicate all revenue sources for the organization
- ☐ **Provide one of the following:**
  - **Proof of current registration as a non-profit or charitable organization** such as NS Registry of Joint Stocks Number or Federal Charitable Status Number.
  - If the organization is not incorporated, **a list of the executive, membership, and a brief history** about the organization must be provided with the application.

### PART A – APPLICANT INFORMATION

Community group/organization (applicant):	
Title of project:	
Contact Name:	Title:
Mailing Address:	Telephone:
	Fax:
	Email:
Website (if applicable):	
NS Registry of Joint Stocks Number (if applicable):	
Federal Charitable Status Number (if applicable):	



## **PART A – PROJECT TYPE**

Please choose **one** of the following grants you wish to apply for:

- ☐ **Development Grant**
- ☐ **Capital Grant**
- ☐ **Operating Grant**

Objectives and criteria for each type of grant can be found in the Community Grants Policy.

**Amount Requested:** \_\_\_\_\_

## **PART C – PROJECT INFORMATION**

1. Please describe your organizations mandate, objectives, specific project, program or service requiring support from the Municipality of the County of Antigonish.

2. Please describe the benefits your project, program or service will provide to the County of Antigonish and the community.

**3. Please describe the community, area and/or group(s) your organization serves.**

**4. List in-kind contributions that your organization will provide to this project, program or service. Also describe the role volunteers in the proposed project/program/service. Please include the number of participating volunteers.**

**PART D – ORGANIZATION / PROJECT / SERVICE BUDGET**

*Please complete the following Budget, detailing the planned expenditures and anticipated revenues for your project, program or service.*

<b>PLANNED EXPENDITURES</b> <i>(Itemize and list all costs related to your project, program or service)</i>	<b>AMOUNT</b>
<b>TOTAL PLANNED EXPENDITURES</b>	

**Does your organization receive a tax exemption from the Municipality of the County of Antigonish?**

Yes or No (Please circle)

**If yes, what is the value of the property tax exemption?**

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<b>ANTICIPATED REVENUE</b> <i>(Itemize and list all revenue sources of your project, program or service)</i>	<b>AMOUNT</b>	
	<b>Requested</b>	<b>Confirmed</b>
<b>Federal Government Support</b>		
<b>Provincial Government Support</b>		
<b>Municipal Government Support</b>		
Municipality of the County of Antigonish (Amount requested in this application)		
Town of Antigonish		
<b>Donations/Fundraising</b>		
<b>Other (please specify)</b>		
<b>TOTAL ANTICIPATED REVENUE</b>		

**DECLARATION**

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give The Municipality of the County of Antigonish authority to verify any and all information pertaining to this application.

**Application prepared by:**

_____	_____	_____
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

**Board authorization (if applicable):**

_____	_____	_____
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

## Recreation, Sport, Cultural and Leadership Travel Assistance Grant Application

### Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist with your completed application. Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the Municipality of the County of Antigonish Community Partnership Grants is available on the County's website at [www.antigonishcounty.ns.ca](http://www.antigonishcounty.ns.ca) or by contacting the Municipality at 902-863-1117.
- Please forward complete application to the following address:  
Municipality of the County of Antigonish  
Attn: Recreation Director, Antigonish County Recreation  
285 Beech Hill Road, Antigonish, NS B2G 0B4

### APPLICANT CHECKLIST

- ☐ A signed original of your **Municipality of the County of Antigonish Grant Application**.
- ☐ Community group/organization must submit one of the following:
  - Proof of current registration as a non-profit or charitable organization.
  - If the organization is not incorporated but has an executive, membership, and a proven reputation please provide a list of executive and membership.
  - Team, group or delegation can have their governing body sign the application confirming the team/group is a member of their organization.

### PART A – APPLICANT INFORMATION

Community group/organization (applicant):

Contact Name:	Title:
Mailing Address:	Telephone:
	Fax:
	Email:

Website (if applicable):

NS Registry of Joint Stocks Number (if applicable):

Federal Charitable Status Number (if applicable):

Please provide a brief description of your organization/team /group or delegation mandate and/or purpose.

## PART A – PROJECT TYPE

Please choose **one** of the following grants you wish to apply for:

- ☐ **Recreation, Sport and Cultural Travel Assistance**
- ☐ **Leadership Development Leadership Development**

Objectives and criteria for each type of grant can be found in the Community Partnership grant policy.

## PART B – PROJECT INFORMATION

**1. Please indicate why you require travel assistance. Describe the event you will attend, the location, duration of the event as well as any additional information which will assist us in assessing your application.**

**2. Applicant must have competed in a competitive event or activity and qualified to compete at the provincial, national or international level.**

**OR**

**Applicant must have made application to a specific event/activity; gone through a selection process and subsequently been selected by the host organization to participate in that particular event. Please describe the activity/event you participated in to reach the next level of competition or the selection process you participated in.**

### DECLARATION:

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Municipality of the County of Antigonish authority to verify any and all information pertaining to this application.

**Application prepared by:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Governing Body Authorization (if applicable):**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Municipal Grants Program Summary**  
**January 2016**

<b>Current Structure of Municipal Grant Program</b>		<b>Proposed New Structure of Municipal Grant Program</b>	
<b>Program</b>	<b>Available annual funds in program</b>	<b>Program</b>	<b>Recommended available annual funds for each program</b>
Grants for Community Non-Profit Organizations	Maximum of 4 % of annual municipal operating budget.	Community Partnerships Grants	4 % of annual municipal operating budget, plus some funds from the former Recreation Financial Assistance Program
Council Special District Grants	\$100,000 (\$10,000/district)	Council Special District Grants	\$112,000 (\$11,200/district)
Policy 1000: Capital District Grant	\$10,000 (\$1,000/district)	Captured in Community Partnerships Grants in Schedule C	\$10,000 Moved into Community Partnerships Grants
Policy 2000: Sports Grants 2001 - Travel Assistance 2002 - Elite Athletes 2003 – Hosting Tournaments & Competitions	\$3600	Captured in Community Partnerships Grant: -Travel Assistance & Elite Athletes in schedule D -Hosting Tournaments & Competition in schedule A	\$3600 Moved into Community Partnerships Grants
Policy 3000: Cultural Grant Program 3001 - Travel Assistance 3002 – Hosting Tournaments & Competitions	\$1,300	Captured in Community Partnerships Grant: -Travel Assistance in schedule D -Hosting Tournaments & Competition in schedule A	\$1300 Moved into Community Partnerships Grants
Policy 4000: Grants to Community Groups & Organizations	\$12,600	Captured in Community Partnerships Grants in schedule B	\$12,600 Moved into Community Partnerships Grants
Policy 6000: Miscellaneous Requests (Workshops, conferences, etc.)	\$2000	Captured in Community Partnerships Grants in schedule E	\$2000 Moved into Community Partnerships Grants
Policy 7000: District Grants (Recreation)	\$12,000 (\$1,200/district)	Moved to Special District Grants Program	\$12,000 Moved to Special District Grants Program
Policy 8000: Other Requests	\$0 Prorated from District Grants	Repealed	\$0



## **Active Transportation Status Update**

**January 2016**

Active Transportation (AT) has been the topic of discussion at Municipal Council on numerous occasions over the past couple years. The subject has gained momentum at the community level with local groups expressing interest in developing active transportation projects in their areas. Many have also inquired about the municipality's role and plans for the future as it relates to AT. Recreation personnel have also attended AT meetings and workshops during the past year. In addition, provincial representatives have developed an Active Transportation Policy Framework which will hopefully be adopted by the Province of Nova Scotia in the near future.

With regards to AT in Antigonish County, the recommended next step in the process is for Municipal Council to establish an Active Transportation strategic direction. To that end, the recreation director will lead a discussion around AT as well as bring forward suggestions for next steps at the February 2, 2016 committee of council meeting. Additional information will be provided in the agenda package for that meeting.

In the interim Marlene Melanson, Recreation Director, recommends the following two actions:

1. Members of council are asked to please re-visit the proposed AT plan prior to the February 2 meeting. The plan contains a vision, objectives, guiding principles, a number of proposed AT networks, examples of various designs, an implementation plan as well as a variety of other items. Should you require another copy of the plan please contact Denise Fougere.
2. On Dec. 14, 2015 UNSM's President sent a letter to the Honorable Leo Glavine, Minister of the Department of Health and Wellness expressing support for the draft Active Transportation (AT) Policy Framework. Municipalities have been invited to do the same. It's recommended that the Municipal Council of the Municipality of the County of Antigonish also send a letter of support for the AT Framework

### **BACKGROUND ON THE ACTIVE TRANSPORTATION POLICY FRAMEWORK**

In November and December of 2014, the Province offered a number of consultations sessions on the draft AT Policy Framework around Nova Scotia. A number of elected officials, municipal staff and members of UNSM's AT Committee attended the sessions to provide input. Although still in a draft phase, it is anticipated that once the Department of Health and Wellness seeks and garners ministerial approval for the Framework, it will then begin work on an implementation strategy. UNSM's has expressed interest that municipalities are invited to be part of this process.

The draft AT Policy Framework indicates the Province's commitment to developing a strategic and collaborative approach to advance AT in Nova Scotia. Collaboration is a cornerstone to the draft Framework and many of its goals build on commitments in other provincial strategies, like *Thrive! – A Plan for a Healthier Nova Scotia and the Sustainable Transportation Strategy*. The draft Framework's overall intent is to outline how the Province can best support AT in Nova Scotia and is meant to provide a blueprint for action.

The draft Framework acknowledges that:

- Municipalities and community groups have been instrumental in moving AT forward in Nova Scotia.
- In order to advance change to support an AT culture, the Province needs to work to address gaps in tools, supports, knowledge and capacity in Nova Scotia.
- Communities are diverse and have varying levels of opportunities for advancing AT.
- Public transit and AT are linked.
- Planning supports AT but the availability of planning tools and varying approaches can present significant challenges to some municipalities.
- The implementation strategy that will follow must address the varying needs and circumstances of our communities.

The five areas of focus in the draft Framework include:

- 1) ***Community planning*** to facilitate built environments that support and enable AT
- 2) ***Building and upgrading routes*** to encourage interconnected networks for AT routes
- 3) ***Public buildings and facilities*** to encourage, enable and integrate options for AT
- 4) ***Education and awareness***
- 5) ***Data and measurement***

The draft AT Policy Framework states that the Provincial Active Transportation Team is committed to forming working groups to coordinate the implementation of actions in the five focus areas. Both UNSM and municipalities are recognized as partners that have important roles to play in supporting the implementation of the Framework.

# **Strait Area Mayors & Wardens Committee**

## **Memo**

**To: Strait Area Mayors and Wardens Committee**  
**From: Mayor Billy Joe MacLean, Chair**  
**Subject: Strait of Canso Port Governance**

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I have attached three documents related to Port Governance for consideration by the Mayors and Wardens Committee:

1. Correspondence from Tim Gilfoy regarding a process
2. Correspondence regarding a facilitated Port Governance Meeting
3. Draft Terms of Reference for a Strategic Planning Process and Facilitation

This item is presented to the Mayors and Wardens Committee for direction and approval.

Respectfully submitted,



Billy Joe MacLean  
Chair, Strait Area Mayors and Wardens Committee

## **Strait of Canso Port Governance**

The following are my thoughts on advancing the Mayor's and Wardens initiative on the Strait of Canso Port Governance.

- 1) First of all there should be a determination by the Mayors & Warden's Committee on whether they will be handling the Request for Proposals themselves or delegating this to a Steering Committee or Sub Committee. If a Committee were to be established a suggested makeup could be:
  - A) Three CAO's selected by the Mayors & Wardens Committee
  - B) The Executive Director of the Strait Area Chamber of Commerce
  - C) The Chairman of the Chamber of Commerce Industrial Committee
  - D) The CEO of the Strait of Canso Superport Corporation
  - E) ACOA Representative Karen Malcolm
- 2) Assuming ACOA assistance is available, there will have to be a determination on who the applicant will be.
- 3) Assuming that there will be a Committee of some sort ( probably shouldn't be too large ) this Committee should guide the request for proposals and make a recommendation to the Mayors and Wardens Committee on the successful proposal for the facilitator
- 4) The Committee will review and edit the Terms of Reference and make recommendations on the stakeholders to be invited to the facilitated session.
- 5) Upon completion of the facilitated session and the filing of the facilitators report, the committee will make a recommendation to the Mayors & Wardens Committee.

I am prepared to work with Karen Malcolm to refine the Terms of Reference a little more before presenting them to the Committee for final review and edit.

Just my initial thoughts.

Regards

Tim

## **Strait of Canso Facilitated Port Governance Meeting**

The Strait Area Mayors & Wardens have long recognized that the Port is the key to economic growth in the Strait of Canso Region. Local control and management is a necessity if the Port is to achieve its true development potential and serve as a vehicle of economic growth for the area. For several years now, the Strait of Canso Superport Corporation has been attempting to create a structure that would realize local control and management and ultimately lead to having the Harbour Dues collected in the Port, stay in the Port for reinvestment. While there is general support for the concept, divisive views have arisen on the management structure to achieve this goal.

The Strait Area Mayors & Wardens Committee have come forward with a concept that suggests that the Strait of Canso Superport Corporation as the logical entity/structure around which an appropriate governance model can be achieved. Additionally, the Strait Area Mayors & Wardens Committee have stated that it is absolutely essential that the various stakeholders in the Strait of Canso speak with a united voice in order to gain the credibility necessary to engage in meaningful dialogue with Transport Canada.

**The immediate challenge before us is how do we achieve that unified voice?**

The initiative of the Strait Area Mayors & Wardens Committee and the broad stakeholder representation on the Superport Corporation Board of Directors can be viewed as a starting point in achieving that unified voice.

As we move forward, the following points that should be noted:

- 1) Transport Canada will not become engaged in meaningful discussions unless there is a consensus and support for a single entity to lead the initiative. Transport will not negotiate with more than one group.
- 2) The Strait Area Mayors & Wardens Committee have started an initiative to develop a consensus on a unified approach under the umbrella of the Strait of Canso Superport Corporation
- 3) It is important that all stakeholders have an opportunity to provide input on how the Governance Structure should be designed and managed
- 4) The process should be transparent, collaborative and accountable in order to achieve good governance for the Port
- 5) The Mayors & Wardens Committee's suggested approach should be given a chance to evolve into a unified approach

### **Suggested Next Steps:**

- 1) The Strait Area Mayors & Wardens Committee, working collaboratively with the Strait of Canso Superport Corporation, arrange an inclusive meeting of stakeholders to discuss respective views and issues related to establishing an appropriate port governance structure for the Strait of Canso.
- 2) Engage the services of a facilitator for this meeting to guide and encourage full participation of stakeholders in attendance and stimulate thorough discussion of the various views and opinions of everyone present.

### **Desired outcomes:**

The process leading to the establishment of a Governance Structure that is acceptable to Transport Canada and the stakeholders in the Strait Area will take some time. It will be important to manage expectations as we go along. The suggested facilitated meeting of stakeholders will be the first and perhaps the most important step in the process. The outcomes of this meeting should be concise and focused. As the process continues there will undoubtedly be a need to have further stakeholder meetings to address specific issues that arise as we move forward with discussions and negotiations with Transport Canada. Outcomes for the facilitated session could include:

- 1) Agreement on a general outline for a transfer mechanism that would minimize the liabilities that we are assuming and insure the authority to collect the harbour dues.
- 2) A consensus on who will lead discussions with Transport Canada, what items should be on the table for discussion with Transport Canada and general guidelines on the preferred structure for receiving and managing the harbour dues collected in the Strait of Canso.
- 3) Have all stakeholders commit to speaking with a unified voice

### **Facilitator**

The selection of a facilitator will be an important decision. The facilitator should have good communication skills and a broad general knowledge of ports and port management structures. The facilitator's expertise and experience should be used to guide discussions without any prejudgement of the outcomes. Resumes for possible facilitators will be circulated for selection to submit a proposal.

The Terms of Reference/Scope of Work for the facilitator should be developed in consultation with the stakeholders that will be participating in the facilitated meeting. Stakeholders participating in the meeting will be invited to submit topics/ points they would like discussed at the facilitated event. This input from stakeholders will be incorporated into a concise Terms of Reference that will be forwarded to the facilitator to prepare a quote for his/her services.

First and foremost we must reach a consensus on a unified approach to Transport Canada. Once this consensus is achieved, we can then begin discussions with the Federal Government. At this point we cannot assume what form of Governance Structure that Transport Canada will be willing to entertain. As discussions with Transport Canada proceed it will be necessary to reconvene meetings with the stakeholders to review progress and keep everyone informed on the direction of the discussions.

# Request for Proposals

## STRAIT OF CANSO PORT GOVERNANCE STRATEGIC PLANNING PROCESS & FACILITATION

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The ..... on behalf of the Strait Area Mayors and Wardens Committee is seeking the services of a facilitator/consultant for the preparation and facilitation of a key stakeholder meeting that will set direction for Strait of Canso Port governance.

**Terms of Reference** for the RFP can be found on the .....website at [www.....](http://www.....)

Proposals must be submitted to: *Who?*

**Proposals to be submitted to:** .....

**Deadline for proposals:** .....*Timeframe?*

**Address Inquiries to:** ..... All inquiries must be received in writing via email. .... will respond to inquiries whenever possible within a 24 hour period. All inquiry responses will be responded to via email.

The..... reserves the right to reject any or all proposals or to accept any proposal or part thereof considered to be in its best interest. We thank all inquiries in advance and advise that only those proposals selected will be contacted.

## Terms of Reference

### **STRAIT OF CANSO PORT GOVERNANCE STRATEGIC PLANNING PROCESS & FACILITATION**

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#### **Overview**

The Strait Area Mayors & Wardens Committee is seeking the services of a facilitator/consultant for the preparation and facilitation of a key stakeholder meeting that will set direction for Strait of Canso Port governance. The meetings' purpose is to build stakeholders consensus and determine the process (organization, structure, items for negotiation) to move forward with developing a Management Agreement of the Strait of Canso Harbour Bed to acquire harbor bed dues.

The anticipated budget and level of effort for the process is expected to range between \$ ..... and ..... The facilitated process is expected to span a four week period starting in September 2015.

The last formal strategic planning process around port governance was undertaken by the Strait Super Port in 2009.

A Steering Committee of CAO's from municipal units bordering the Strait of Canso will be established to oversee the consultant selection and planning process. The ..... on behalf of the Strait of Canso Mayors & Wardens Committee Steering Committee is the proponent for administering the RFP and contract agreement.

The Terms of Reference/Scope of Work have been developed in consultation with the stakeholders participating in the facilitated meeting. See attached stakeholder list.

#### **Background & Context**

The Strait Area Mayors & Wardens have long recognized the Port is key to economic growth in the Strait of Canso Region. Local control and management is a necessity if the Port is to achieve its true development potential and serve as a vehicle of economic growth for the area. For several years now, the Strait of Canso Superport Corporation has been attempting to create a structure that would realize local control and management and ultimately lead to Harbour Dues collected in the Port and reinvested for port development and promotion. While there is general support for the concept, divisive views have arisen on the management structure and process to achieve this goal.

In 2010, a Strait of Canso Superport Master Development Plan was developed by AECOM. The primary goals of the plan were to: 1) determine the best form of future port governance, 2) develop a market analysis of potential terminal opportunities, 3) identify potential terminal development sites and 4) provide a long range vision plan for expansion of port assets. One of the main recommendations that



came out of the study was SCSCCL was the logical entity to lead the evolution of a new port governance structure for the Strait of Canso.

Today the Strait of Canso Superport Corporation Limited (SCSCCL) owns and operates two marine facilities located along the Strait of Canso, which include the Mulgrave Marine Terminal and the Port Hawkesbury Pier. The Superport Corporation was formed in 1997 and is a non-profit organization governed by a volunteer Board of Directors who represents various stakeholders in the Strait of Canso region. The organizations mission is *"To promote and accommodate marine operations in the Strait of Canso for the benefit of the area's economy."*

The Strait of Canso Superport operates on a user base fees. The organization continues to look for ways to expand and enhance the economic value of the port to the surrounding communities by implementing recommendations made in the Strait of Canso Superport Master Plan including working to access harbor bottom fees to allow for promotion and development of the port. In January 2015 SCSCCL started discussions on a possible Management Agreement with Transport Canada that would allow for the transfer of fees without the responsibility of liability.

The Strait Area Chamber of Commerce (SACOC) established an Industry Committee with industry representatives for the Strait of Canso. A main focus of the committee was to re-think and strike a new Port Management Structure that would take on deregulated status model. This concept expressed to SCSCCL in correspondence early in 2015.

The Strait Area Mayors & Wardens Committee have held discussions on the opposing positions amongst industry and municipal units on a governance structure and potential management agreement of the Strait of Canso Harbour Bed and recognize a need for a facilitative process to reach any agreement.

There is agreement amongst stakeholders it is absolutely essential that the **Strait of Canso speak with a united voice**. As we move forward, the following points that should be noted:

1. Transport Canada will not become engaged in meaningful discussions unless there is a consensus and support for a single entity to lead the initiative.
2. The Strait Area Mayors & Wardens Committee have started an initiative to develop a consensus on a unified approach under the umbrella of the Strait of Canso Superport Corporation.
3. It is important that all stakeholders have an opportunity to provide input on how the Governance Structure should be designed and managed.
4. The process needs to be transparent, collaborative and accountable in order to achieve good governance for the Port.
5. The facilitative strategic planning process is viewed as a starting point in achieving that unified voice.

## Scope of Work

The facilitator/consultant will work collaboratively with The Strait Area Mayors & Warden Committee, The Strait of Canso Superport Corporation, and The Strait Area Chamber of Commerce Industry Committee and coordinate an inclusive meeting of stakeholders to discuss respective views and issues related to establishing an appropriate port governance structure for the Strait of Canso. The facilitator/consultant will guide and encourage full participation of stakeholders in attendance and stimulate thorough discussion of the various views and opinions of everyone present.

Preparation for this meeting may include:

1. Review previously completed studies and relevant materials and interviews with key stakeholders to extract facts and relevant information. (Steering Committee will provide collection of information and reports).
2. Gather intelligence on port development and an assessment of the Strait of Canso Region and overview the region's competitive advantages and disadvantages.
3. Create a summary of the strategic review that identifies and outlines key questions to be addressed for discussion by the Steering Committee.
4. Provide a solid overview of information that is relevant to all parties
5. SWOT analysis on possible management structures.
6. Work with Steering Committee to identify stakeholders (municipal units, industry stakeholders, government partners, community organizations) and consultative process.

## **Desired Outcomes**

The outcomes of this meeting should be concise and focused. Desired outcomes are:

1. Establishment of a Governance Structure that is acceptable to stakeholders and Transport Canada.
2. A consensus on who will lead discussions with Transport Canada, what items should be on the table for discussion with Transport Canada and general guidelines on the preferred structure for receiving and managing the harbour dues collected in the Strait of Canso.
3. Agreement on a general outline for a transfer mechanism that would minimize the liabilities to be assumed and insure the authority to collect the harbour dues.
4. Determine a process to continue stakeholder meetings to address specific issues that arise as we move forward with discussions and negotiations with Transport Canada.
5. Achieving a unified Strait of Canso Port development vision, voice and approach.

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- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

#### **Consultant Expertise**

- Excellent facilitator to guide discussions without any prejudgement of the outcomes.
- A broad general knowledge of ports and port management structures.

#### **Potential Consultants/Facilitator (send RFP)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## **Port Governance Initiative**

- ☐ The Strait of Canso Superport Corporation Limited (SCSCL) was incorporated in 1997 to acquire the Mulgrave Marine Terminal and Port Hawkesbury Pier.
- ☐ Initial discussions under the divestiture program included the transfer of physical assets as well as water bed management and regulatory control of shipping operations in the Strait of Canso.
- ☐ In February 2000, Transport Canada transferred the Port Hawkesbury Pier and the Mulgrave Marine Terminal to SCSCL.
- ☐ The Strait of Canso Harbour Bed was not included in the asset transfer.
- ☐ Transport Canada continues to charge and collect Harbour Dues in the Strait of Canso. These funds go directly into the General Revenue Fund in Ottawa and are not reinvested in the Strait Area.
- ☐ In 2011, the Strait of Canso Superport Corporation completed a Port Master Plan for the Strait of Canso.
- ☐ One of the key recommendations of the Port Master Plan was to conclude negotiations with Transport Canada on an acceptable governance structure for the Strait of Canso.
- ☐ Gaining access to the Harbour Dues collected in the Port was seen as a logical revenue stream to market and develop marine infrastructure in the Strait of Canso.
- ☐ Prior to the economic downturn in 2009, harbor dues collected in the Strait of Canso were more than \$1.2 million per year.
- ☐ In 2015 they are estimated to be approximately \$800,000 per year.
- ☐ The Strait of Canso Superport Corporation has been attempting to create a structure that would realize local control and management of the Port and ultimately lead to having the Harbour Dues collected in the Port, stay in the port for reinvestment.
- ☐ While there is general support for the concept, divisive views have arisen on the management structure to achieve this goal
- ☐ The immediate challenge is to develop a consensus on a united voice to move forward.
- ☐ The Strait Area Mayors and Wardens Committee would like to play a lead role in arranging an inclusive stakeholder consultation process to achieve that unified voice.

## 2014 MILEAGE CLAIMS

DISTRICT		
#1 - Mary MacLellan	Councillor	\$4,614.16
#2 - Donnie MacDonald	Councillor	\$1,493.77
#3 - Hughie Stewart	Councillor	\$1,091.74
#4 - Vaughan Chisholm	Councillor	\$997.29
#5 - Remi Deveau	Councillor	\$2,407.69
#6 - Owen McCarron	Deputy Warden	\$1,575.58
#7 - Angus Bowie	Councillor	\$2,570.07
#8 - Pierre Boucher	Councillor	\$4,614.96
#9 - Russell Boucher	Warden	\$10,597.59
#10 - Bill MacFarlane	Councillor	\$1,646.37
Glenn Horne	Clerk/Treasurer	\$1,643.92

## 2015 MILEAGE CLAIMS

DISTRICT		
#1 - Mary MacLellan	Councillor	\$3,951.10
#2 - Donnie MacDonald	Councillor	\$3,129.97
#3 - Hughie Stewart	Councillor	\$927.82
#4 - Vaughan Chisholm	Councillor	\$2,813.37
#5 - Remi Deveau	Councillor	\$1,458.64
#6 - Owen McCarron	Deputy Warden	\$1,197.02
#7 - Angus Bowie	Councillor	\$3,229.29
#8 - Pierre Boucher	Councillor	\$2,594.35
#9 - Russell Boucher	Warden	\$11,121.46
#10 - Bill MacFarlane	Councillor	\$980.87
Glenn Horne	Clerk/Treasurer	\$1,858.08

# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

**TOPIC:** Open Government - Routine Access Policy  
**POLICY NUMBER:**  
**DATE APPROVED:**  
**DATE REVISED:** January 2016

## **TITLE**

This Policy may be cited as the “Routine Access Policy” of the Municipality of the County of Antigonish.

## **PURPOSE**

This Routine Access Policy is intended to clarify which records of the Municipality are available routinely upon request, and which requests for records require review by the Responsible Officer under Part XX, Freedom of Information and Protection of Privacy, of the Municipal Government Act for conformity with the terms of the Act.

This Routine Access Policy will improve public access to the records of the municipality which are not released through active publication, without the requirement to submit a request under Part XX of the Municipal Government Act.

This policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer.

## **POLICY:**

- 1.0 Applications for routine release of information may be made in writing to the staff person having custody of the record.
- 2.0 Any applications for records exceeding one copy of a single record must be made in writing to the Clerk Treasurer and such applicants will be expected to pay for the staff time and costs required to process the application.
- 3.0 Staff having custody of the requested record may copy and release to the public within 48 hours any record listed in Appendix A to a maximum total of one copy of one record. Fees for copying in accordance with the User Fee Policy will apply.

- 4.0 Staff having custody of the requested record which is not clearly listed in Appendix A shall not release the requested record except as directed by the Responsible Officer.

DRAFT

## Standard Routine Release List for Municipal Bodies

The following is a list of records typically created at the municipal level that could be made publicly available without a formal access request. Municipalities will have to each evaluate their versions of these types of documents before release. Ideally they would be posted on a website or otherwise made easily and immediately available upon request with no charge to the requester.

Business Area	Record Types
Access	<ul style="list-style-type: none"> <li>• List of all formal access to information requests (personal information redacted)</li> <li>• Copy of all previously released general records</li> </ul>
Boards & Committees	<ul style="list-style-type: none"> <li>• External board membership and appointment procedures</li> <li>• Municipal and School Board Election background, procedure, voter and candidate information, results</li> </ul>
Business Units	<ul style="list-style-type: none"> <li>• General overview of the business unit responsibilities</li> <li>• Contact information of business unit staff</li> <li>• Links to relevant legislation and historical versions of relevant legislation</li> <li>• Standards and regulations</li> <li>• Copies of by-laws</li> <li>• Statistics</li> <li>• Program evaluation</li> </ul>
Council and Mayor	<ul style="list-style-type: none"> <li>• Councillor name by district and district maps</li> <li>• Councillor compensation records</li> <li>• Councillor discretionary and district capital spending records</li> <li>• Municipal elections campaign contribution records</li> <li>• Elected officials' mileage reimbursement claims and travel expenses</li> <li>• Record of conflict of interest declarations for Council and Committees</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Contact information for business unit staff</li> <li>• Generic information about current benefits and hours of work</li> <li>• Current job descriptions, salary ranges or hourly rate, classification of positions</li> <li>• Employee expense reports</li> <li>• Organizational charts</li> <li>• Overtime expenditures</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Audited financial statements</li> <li>• Costs of specific or special events</li> <li>• Expenditure reports by cost elements (salaries, office supplies, travel, etc)</li> <li>• Standard &amp; Poor's annual rating</li> <li>• Budgets including capital budget</li> <li>• Project overviews</li> <li>• Business plans</li> <li>• Procurement information</li> <li>• Taxation information, tax exemption plans</li> <li>• Tender results</li> <li>• General real estate acquisitions and disposals</li> <li>• Real estate record of closed transactions</li> <li>• Community Grants Program</li> </ul>



Business Area	Record Types
Fire & Emergency	<ul style="list-style-type: none"> <li>• Emergency management plans and kits</li> <li>• Fleet vehicles</li> <li>• Fire investigation summaries</li> <li>• Fire inspection reports</li> <li>• Fire prevention information, template, inspection sheets, permit applications</li> <li>• Fire hall rental information</li> <li>• Fire station location and coverage areas</li> <li>• Fire incident statistics</li> <li>• Volunteer firefighter recruitment information</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Membership, schedule, minutes, agendas and reports for all meetings (except in camera), including archived minutes, agendas and reports</li> <li>• Meeting logs for in camera meetings held by Council, Standing Committees, and Advisory Committees</li> <li>• Meeting procedures</li> </ul>
Parks & Recreation	<ul style="list-style-type: none"> <li>• Guides and guidelines</li> <li>• Application forms</li> <li>• Toolkits</li> <li>• Strategy documents</li> <li>• Field conditions</li> </ul>
Planning & Development	<ul style="list-style-type: none"> <li>• Guides and guidelines and toolkits</li> <li>• Application forms</li> <li>• Strategy documents</li> <li>• Official street list</li> <li>• Water quality information</li> <li>• Climate change information</li> <li>• Information on invasive species that the municipality is managing</li> <li>• Lot file information (with personal information redacted) including occupancy permits, encroachment permits, development permits, streets and services permits, lot grading permits, blasting permits</li> <li>• Blasting reports</li> <li>• Building permits (with personal information redacted)</li> <li>• Building standard statistics</li> <li>• Vending license statistics</li> <li>• Parking permit statistics</li> <li>• By-law standards</li> <li>• Parking enforcement statistics</li> <li>• Animal control statistics</li> <li>• Number of licensed taxi cabs</li> <li>• Approved concept, tentative and final subdivision plans</li> <li>• Plans and maps prepared by planning</li> </ul>

Business Area	Record Types
Policies, Procedures & Plans	<ul style="list-style-type: none"> <li>• Access and privacy obligations</li> <li>• Annual service plans</li> <li>• Human resources business plan</li> <li>• Human resources policies and procedures</li> <li>• Municipal archive access information and procedures</li> <li>• Policies</li> <li>• District boundary review information and procedures</li> <li>• Economic strategy summary description and approval plans</li> </ul>
Policing	<ul style="list-style-type: none"> <li>• Media releases</li> <li>• External crime mapping</li> <li>• Crime and related statistics</li> </ul>
Polls & Surveys	<ul style="list-style-type: none"> <li>• Results of polls or surveys</li> </ul>
Transit	<ul style="list-style-type: none"> <li>• Service descriptions</li> <li>• Schedule and route information</li> <li>• Fare information</li> <li>• Terminal information</li> <li>• Parking information</li> <li>• Security information</li> <li>• Snow plan information</li> <li>• Statistical information in relation to accidents/collisions, ridership, complaints</li> <li>• Fleet and fleet maintenance</li> </ul>
Transportation & Public Works	<ul style="list-style-type: none"> <li>• Curbside collection schedules</li> <li>• Permit applications for parades</li> <li>• Reports and policies including on street parking policy, neighbourhood shortcutting, etc.</li> <li>• Road construction projects</li> <li>• Traffic control manual</li> <li>• Summary of solid waste satisfaction surveys</li> </ul>



## TraffiCalm 9" Driver Feedback Smart Sign

The TraffiCalm Street Series of Radar Driver Feedback Smart Signs offers solutions for increasing driver speed awareness and road safety. The bright 9" characters can be seen from up to 450' away, and help increase driver speed awareness on the neighborhood streets where so many small accidents occur every year. SafetyCalm™ data collection software allows you to gather hard data of traffic patterns and program the sign to help keep streets safer.

TraffiCalm Driver Feedback Signs are manufactured in the USA in an ISO 9001:2008 certified facility, meeting and exceeding industry standards and state testing requirements. The 9" TraffiCalm Smart Signs are UL/ULC listed for electric code compliance. TraffiCalm signs are unmatched in durability, accuracy, ease of use and affordability.

### Features:

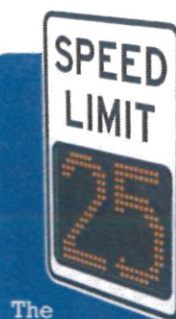
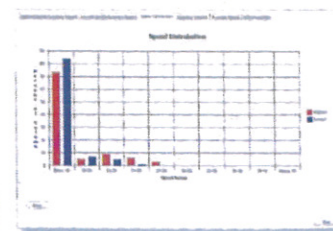
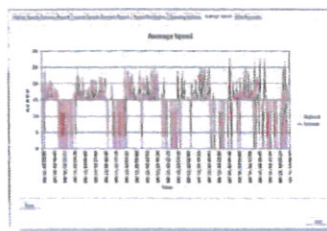
- Bluetooth remote programming
- SafetyCalm™ Configuration and Traffic Data Collection software included free
- Programmable full matrix display allows the sign to display speed numbers as well as messages like 'SLOW DOWN'.
- UL/ULC listed for simple and code compliant installation
- 100% MUTCD compliant
- Solar or 110V AC ready (power packages sold separately)
- K-band (24.15GHz) radar, range 450+ feet.
- Unlimited tech support and customer service from our USA facility for the life of the sign
- Fast delivery- typically ships within 5 days of order
- 3 year limited warranty

### Package Includes:

Driver Feedback sign, mounting bracket, SafetyCalm™ Configuration and Traffic Data Collection Software, installation and user manual.

### SafetyCalm™

SafetyCalm™ Configuration and Traffic Data Collection Software allows you to program your sign from your laptop and collect and graphically display traffic data



The 9" Smart Sign is also available as a Variable Speed Limit sign with data logging and driver feedback (speed awareness) features. When ordering, select VSL.

Part #: M75-9IDFB-000x

- Full Matrix Display
- Solar or AC power options
- Optimized for 5-25 mph roadways
- Bluetooth wireless communication





## 9" Driver Feedback Smart Sign

Feature	Specifications
<b>LED and Radar Components</b>	
Speed Display Height	9" high numbers
Text & Emoticon Height	3" high two lines 'SLOW DOWN' text; 9" high 'smile' or 'sad' face emoticon
"YOUR SPEED" Legend	3" high highway gothic font (MUTCD compliant)
LED, 1/2 Cone Angle	Amber (590nm); 1/2 Angle 15°; Rated 100,000 hours; 20,000 CDA/ M <sup>2</sup> , Auto Dimming employed
Amber LED on Axis Intensity	20,000 CDA/SQ meter
Sign Legibility	Viewable range: 750 feet; legible range: 450 feet
Speed Resolution and Range	Min 5 mph; Max 99 mph in 1 mph steps (min 8 kph, max 99 kph in 1.6 kph steps)
Radar Specification and Range	K-band (24.15GHz) direct sensing; license free (FCC part 15 compliant); average range at 450 feet (plus 400' or minus 100' depending on vehicle size)
<b>Materials and Construction</b>	
Chassis Size/Total Weight	18" width x 24" height x 1-7/8" depth; 10 pounds with bracket
Front Face Sheeting	3M™ Diamond Grade™; high visibility prismatic, long life protective sheeting
Sign Face Color	White; fluorescent yellow-green; additional colors optional
Sign Mounting Construction	1/8" thick aluminum brackets and face; standard 3% tilt bracket configuration; flat mount brackets optional
Vandal Resistant Construction	Sealed electronics box (ECS): 1/16" thick aluminum enclosure attached to a 1/8" thick mounting plate. The ECS is removable from the chassis as a complete unit. 3/16" high impact polycarbonate face with high contrast mask; anti-glare graffiti and sunlight resistant Provisions for padlocking in place are provided Standard DOT powder coat green color with additional colors optional
Electronics Enclosure Rating	Weatherproof; NEMA 3R
<b>Electrical Specifications</b>	
Power Requirements	12VDC, low standby: average day at 8.5W, average night at 1.5W
Voltage Requirements	9V-30VDC, 12VDC Nominal (Battery protection at 11.5VDC and 10.8VDC; startup at 12.3VDC)
Power Options	AC power kit Solar kits: 55W, 90W and 130W Battery charger kit; battery box
Operating Temperature	Internal components: -34°C to +74°C/(-29°F to +165°F) Ambient environment: -34°C to +60°C/(-29°F to 140°F)
Warranties	3 year limited warranty; Power options: 2 year limited warranty (excluding batteries)
<b>SafetyCalm™ Configuration and Traffic Data Collection Software</b>	
Data Collection	SafetyCalm™ software; license free
Event Logging with Time Stamp	Event data: (60 days with a circular buffer): applied voltage (VDC); internal temperature (°C); ambient light (lux); display functional status; traffic status; shock sensor events; parameter events
Vehicle Data Logging Capacity	Speed Data: 90 days with circular buffer (oldest reading replaced by newest) based on 24/7 operation
Programmable Display Features	Min. speed limit; speed limit; over speed; maximum speed to display Display type: blank (stealth mode); actual speed; speed limit; flashing digits; steady digits; strobing digits and strobing 'SLOW DOWN' text Programmable integrated "SLOW DOWN" Message; external beacon control
Schedules	Repeating daily: 9 events; repeating weekly: 9 events; non-repeating dated: 9 events; (27 events in each 24 hour period; 365 days per year while powered)
Communications	Bluetooth™ Class 1 connectivity (V2.1 +EDC) min at 30' (FCC certified); RS232 port App for Android™ optional
System Requirements	Operating system: Windows XP; Windows Vista; Windows 7 Screen resolution: 1024 x 768 or better Communications interfaces: Bluetooth Class 1 or 2 adapters (capabilities: V1.0, V1.2, V2.0, V2.1 + EDC) Disk space: 16.5MB minimum

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## TraffiCalm 15" Driver Feedback Smart Sign

The TraffiCalm Roadway Series of Radar Driver Feedback Smart Signs offers solutions for increasing driver speed awareness and road safety. The bright 15" characters can be seen from up to 1,000' away, and help increase driver speed awareness on the roadways where accidents can be so dangerous. SafetyCalm™ data collection software allows you to gather hard data of traffic patterns and program the sign to help keep roads safer.

TraffiCalm Driver Feedback Signs are manufactured in the USA in an ISO 9001:2008 certified facility, meeting and exceeding industry standards and state testing requirements. The 15" TraffiCalm Smart Signs are UL/ULC listed for electric code compliance. TraffiCalm signs are unmatched in durability, accuracy, ease of use and affordability.

### Features:

- Bluetooth wireless programming / traffic data collection using included SafetyCalm™ software
- SafetyCalm™ Configuration and Traffic Data Collection software included free
- Programmable full matrix display allows the sign to display speed numbers as well as messages like 'SLOW DOWN'.
- UL/ULC listed for simple and code compliant installation
- 100% MUTCD compliant
- Solar or 110V AC ready (power packages sold separately)
- K-band (24.15GHz) radar, range 1,000+ feet.
- Unlimited tech support and customer service from our USA facility for the life of the sign
- Fast delivery- typically ships within 5 days of order
- 3 year limited warranty



The 15" Smart Sign is also available as a Variable Speed Limit sign with data logging and driver feedback (speed awareness) features. When ordering, select VSL.

### Why TraffiCalm?

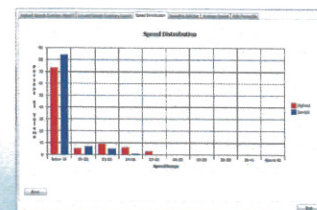
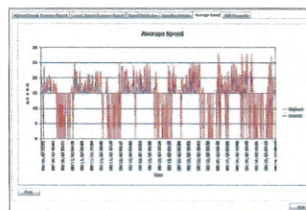
- UL/ULC listed products available
- ISO:9001 Certified USA based manufacturing facility
- All signs 100% MUTCD compliant
- Vandal resistant designs
- Broadest range of sizes and options in the industry
- Industry leading turn-around from order to delivery
- Unlimited tech support and customer service from our USA facility
- Industry Pioneers in Radar Driver Feedback Technology

### Package Includes:

Driver Feedback sign, mounting bracket, SafetyCalm™ Configuration and Traffic Data Collection Software, installation and user manual.

### SafetyCalm™

SafetyCalm™ Configuration and Traffic Data Collection Software allows you to program your sign from your laptop and collect and graphically display traffic data



**TRAFFICALM™**  
Division of MOR Manufacturing  
**SYSTEMS**



## 15" Driver Feedback Smart Signs

Feature	Specifications
<b>LED and Radar Components</b>	
Speed Display Height	15" high numbers
Configuration	Seven-Segment Display (targeted for less than 50MPH applications)
"YOUR SPEED" Legend	6" high highway gothic font (MUTCD compliant)
LED, 1/2 Cone Angle	Amber (590nm); 1/2 Angle 15°; Rated 100,000 hours; 20,000 CDA/ M^2, Auto Dimming employed
Amber LED on Axis Intensity	20,000 CDA/SQ meter
Sign Legibility	Viewable range: 1,000 feet; legible range: 750 feet
Speed Resolution and Range	Min 5 MPH; Max 99 MPH in 1 MPH steps. Range 600 feet.
Radar Specification and Range	K-band (24.15GHz) direct sensing; license free (FCC part 15 compliant); average range at 1,000 feet (plus 400' or minus 100' depending on vehicle size)
<b>Materials and Construction</b>	
Chassis Size/Total Weight	30" width x 41" height x 3" depth; 36 pounds
Front Face Sheeting	3M™ Diamond Grade™, high visibility prismatic, long life protective sheeting
Sign Face Color	White, fluorescent yellow-green; with additional colors optional
Sign Mounting Construction	3/16" thick aluminum brackets and 1/8" face; standard 3% tilt bracket configuration; Flat mount brackets optional
Vandal Resistant Construction	Sealed electronics box (ECS) 1/16" (.06", 1.58mm) thick aluminum enclosure attached to a 1/8" thick mounting plate. The ECS is removable from the chassis as a complete unit.
	1/4" high impact polycarbonate face with high contrast mask; anti-glare graffiti and sunlight resistant
	Provisions for padlocking in place are provided
	Standard DOT powder coat green color with additional colors optional
Electronics Enclosure Rating	Weatherproof; NEMA 3R
<b>Electrical Specifications</b>	
Power Requirements	12VDC (10.5VDC to 16VDC), 54W (30x41) or 115W (48x60), Stealth 2W: Standby 0.5W/Shutdown 100mW; Ave 10W (30x41) or 30W (48x60)
Voltage Requirements	9V-30VDC; 12VDC Nominal (Battery protection at 11.5VDC and 10.8VDC; startup at 12.3VDC)
Power Options	AC Power Module 100-120VAC 50/60Hz 60W or 120W
	Solar kits: 85W recommended with 55W optional
	Battery charger kit
Operating Temperature	Internal components: -34°C to +74°C/-29°F to +165°F
	Ambient environment: -34°C to +60°C/-29°F to 140°F
Warranties	2 year limited warranty on sign and options (excluding batteries)
<b>SafetyCalm™ Configuration and Traffic Data Collection Software</b>	
Data Collection	SafetyCalm™ software, license free
Event Logging with Time Stamp	Event data: 60 days with a circular buffer; applied voltage (VDC); internal temperature (°C); ambient light (lux); display functional status; traffic status; shock sensor events; parameter events
Vehicle Data Logging Capacity	Speed Data: 90 days with circular buffer (oldest reading replaced by newest) based on 24/7 operation
Programmable Display Features	Min. speed limit, speed limit, over speed, and maximum speed to display
	Display type: blank (stealth mode); actual speed; speed limit; flashing digits; steady digits; strobing digits and strobing 'SLOW DOWN' text
	Programmable integrated "SLOW DOWN" Message; external beacon control
Schedules	Repeating daily: 9 events; repeating weekly: 9 events; non-repeating dated: 9 events; (27 events in each 24 hour period; 365 days per year while powered)
Communications	Bluetooth™ Class 1 connectivity (V2.1 +EDC) min at 30' (FCC certified); RS232 port App for Android™ Optional
System Requirements	Operating system: Windows XP, Windows Vista, Windows 7
	Screen resolution: 1024 x 768 or better
	Communications interfaces: Bluetooth Class 1 or 2 adapters (capabilities: V1.0, V1.2, V2.0, V2.1 + EDC)
	Disk space: 16.5MB minimum

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<b>APPLESEED DRIVE CURB &amp; STORM OPTION 1 - OPINION OF PROBABLE COST</b>		
Project Name: Appleseed Drive Option 1	Discipline: Civil- Class D	Client: <b>MCA</b>
SLI Project #: 628561-05	Drawing: NA	Date: 12-May-15
Prepared By: BM	Drawing Revision: NA	Approved By: Blaine Murray

<b>CIVIL WORKS</b>	<b>PRICE</b>
Earthwork	\$7,500
Storm System	\$101,500
Street System	\$37,050
Landscaping	\$8,550
<b>SUB-TOTAL</b>	<b>\$154,600</b>
<b>25% CONTINGENCY</b>	<b>\$38,650</b>
<b>TOTAL (Excluding HST)</b>	<b>\$193,250</b>

\*Note: This is an "Opinion of Probable Cost" based on past experience and judgment. The above cost does not consider items beyond the control of CJMac such as non-competitive bidding, market trends, unforeseen labour and material fluctuations, etc. Actual tender and construction costs may vary from

APPLESEED DRIVE FOOTING DRAIN COLLECTOR OPTION 2 - OPINION OF PROBABLE COST		
Project Name: Appleseed Drive Option 2	Discipline: Civil- Class D	Client: <b>MCA</b>
SLI Project #: 628561-05	Drawing: NA	Date: 12-May-15
Prepared By: BM	Drawing Revision: NA	Approved By: Blaine Murray

CIVIL WORKS	PRICE
Storm System	\$68,000
Street System	\$9,800
Landscaping	\$8,550
<b>SUB-TOTAL</b>	<b>\$86,350</b>
<b>25% CONTINGENCY</b>	<b>\$21,590</b>
<b>TOTAL (Excluding HST)</b>	<b>\$107,940</b>

\*Note: This is an "Opinion of Probable Cost" based on past experience and judgment. The above cost does not consider items beyond the control of CJMac such as non-competitive bidding, market trends, unforeseen labour and material fluctuations, etc. Actual tender and construction costs may vary from



## HARBOUR VIEW DRIVE CURB & STORM - OPINION OF PROBABLE COST

Project Name: Harbour View Drive Curb & Storm	Discipline: Civil- Class D	Client: <b>MCA</b>
SLI Project #: 628561-05	Drawing: NA	Date: 12-May-15
Prepared By: BM	Drawing Revision: NA	Approved By: Blaine Murray

CIVIL WORKS	PRICE
Storm System	\$35,500
Street System	\$59,760
Landscaping	\$5,400
<b>SUB-TOTAL</b>	\$100,660
<b>25% CONTINGENCY</b>	\$25,170
<b>TOTAL (Excluding HST)</b>	\$125,830

\*Note: This is an "Opinion of Probable Cost" based on past experience and judgment. The above cost does not consider items beyond the control of CJMac such as non-competitive bidding, market trends, unforeseen labour and material fluctuations, etc. Actual tender and construction costs may vary from the opinion

**PROJECT** Antigonish STP Project **MEETING NO.** 8

**MEETING LOCATION** SNC/CJMac Boardroom – Antigonish **PAGE** 1 of 3

**MEETING TIME/DATE** Thursday 02 Dec 2015 (2:30pm to 4:40pm) **PROJECT No.** 618950

**PREPARED BY** Mike Topley (exp Services Inc.)

**MEETING PURPOSE** Project Advancement

**PRESENT** Ken Proctor, P. Eng., Town of Antigonish  
Kyle Meisner, EIT, Town of Antigonish  
Jason Angel, M.Sc., P.Eng., SNC Lavalin Inc (to 3:45pm)  
Hilda Dunnewold, P.Eng., SNC Lavalin Inc.  
Mike Topley, P. Eng., exp Services Inc.

**DISTRIBUTION:** Same as Meeting No. 7 Minutes

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Hilda Dunnewold, P. Eng., SNC Lavalin Inc.	Hilda.dunnewold@snclavalin.com
Stephen Feist, CAO, Town of Antigonish	sfeist@townofantigonish.ca
Glenn Horne, Municipal Clerk Treasurer, Mun. of the County of Antigonish	glenn.horne@antigonishcounty.ns.ca
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No.	DESCRIPTION	ACTION BY	DATE
1)	<b>Agenda</b> Agenda was accepted as circulated. It was agreed to go directly to Jason's report on Natech Environmental.		
2)	<b>Report on Natech Environmental</b> Jason presented a 2 page memo outlining his discussions with Vincent Balland of Natech Environmental who are located in New Brunswick and who have completed most of the ERA's in that province. Vincent indicated that NATECH could address the receiving water component of		



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	an ERA for a budget of approximately \$10k. This would cover one site visit including; river characterization, dye testing, cross sectioning at 3 locations, and river sampling upstream of the outfall. Additionally Natech will calculate river flows based on watershed mapping. Mixing zone will be modelled and EQO/EDO's identified. Natech's work will assume that the discharge is into fresh water, i.e. non-tidal. Proposal is favorable but requires some clarifications and confirmation on deliverables.		
3)	<b>Hydraulic Profile</b> Mike reported that exp's work on identifying the tidal limits at the outfall has been inconclusive. Ken advised that the Town will establish a tide board for involved correlations, once fencing alterations and access is complete. Hilda advised that she would locate tide tables for Antigonish Harbour, but that it would be for the mouth of the harbour and would require extrapolation to the outfall location.		
4)	<b>Current Onsite Activities</b> Ken reported current onsite activities including; <ul style="list-style-type: none"> <li>a) Effluent Sampling – Ongoing for the last 6 months and will continue to May 2016. Results are still showing good plant performance meeting current discharge criteria.</li> <li>b) STP Optimization – The following was reported at the last meeting; improved air supply and monitoring DO (upgrading floating aerators), supplemental lab equipment, new pump skid, and work on the sand filters. Ken further advised; a new SCADA system, receipt/commencement of Efficiency Nova Scotia's recommendations for power optimization, regulation of flow to filters, changing out of UV disinfection lights, repairing cracks in concrete walls, and testing of biomass agent for re-seeding of sludge after high flow upsets. Ken plans to speak with Parkson about further optimization of the aeration / filtration systems and ask whether this might allow upgrading of STP hydraulic capacity.</li> <li>c) Sludge Removal – Consolidated Giroux (Centrix) was awarded contract with a bid that was on budget. Centrix removed 812 wet tonnes of sludge from Cell No.1 commencing from 29 Oct through to 28 Nov 2015. Sludge was dewatered to an avg 26% dry solids and trucked to Fundy Composting in Colchester County. Sludge removal is now complete.</li> </ul>		



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	d) Flow Monitoring – STP effluent flow gauging is ongoing and continuous. Influent monitoring is more problematic due to the wet well piping configuration. Current monitoring is assessing past County reports for repeatability of dry and/or wet weather flows at various 8 MMH locations. Three to four locations at a time are being monitored, depending on conditions encountered at the MMHs. Several subareas in Town sections to follow. Last set of monitoring indicated that County's flow contribution was approximately 40% (vs 33% funded in agreement).		
5)	<b>Geotechnical Considerations</b> Agree to hold off on further discussions/decisions until ERA was advanced.		
6)	<b>Project Financing</b> To date most of the costs for planning and engineering assistance with Study work has been paid by each municipal unit for the work performed by their consultant. The Optimization works have been funded through the STP operating budget, while the Biophysical study was funded by the ToA.		
7)	<b>Team Take-Aways</b> Team take-away tasks include; <ul style="list-style-type: none"> <li>a) Jason will provide Natech with background material available including NSE's draft TOR for the ERA, and work out a scope/budget for their involvement on receiving water characterization and identification of discharge EQO's/EDO's.</li> <li>b) Mike will forward exp.'s Hydraulic Plan and Profile to Hilda.</li> <li>c) Kyle will send outfall / receiving water photos to Hilda.</li> <li>d) Hilda will obtain tide tables for Antigonish Harbour and investigate time lag to the outfall.</li> <li>e) Ken will contact Parkson and summarize optimization activities to date.</li> </ul>		
8)	<b>Next Meeting</b> To be scheduled once we hear back from Natech.		

Please advise Mike Topley of any errors or omissions