

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**COMMITTEE OF THE WHOLE AGENDA**

**Thursday, October 5<sup>th</sup>, 2017 @ 5:30 pm**

**Municipal Administration Centre**

- 1) Call to Order – Chairman, Warden Owen McCarron
- 2) Approval of Agenda
- 3) Approval of September 19<sup>th</sup>, 2017 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Consideration of Adopting the Shared Strategy for Advancing Recreation in Nova Scotia
- 6) Consideration of Community Energy Proposal
- 7) Executive Certificate Request
- 8) Town & Gown Committee
- 9) Heatherton Skateboard Park
- 10) Discussion of Community Signage
- 11) Road Name Change Petition – Capeview Drive
- 12) Policy 35 Amendment - Arisaig Glebe House as a Tax Exempt Property
- 13) Adjournment

**TO:** COMMITTEE MEMBERS  
**FROM:** STAFF  
**SUBJECT:** ***COMMITTEE OF THE WHOLE MEMO***  
**DATE:** OCTOBER 5<sup>TH</sup>, 2017

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**CONSIDERATION OF ADOPTING THE SHARED STRATEGY FOR ADVANCING RECREATION IN NOVA SCOTIA**

A memo from Recreation staff is attached, recommending that Municipal Council of the Municipality of the County of Antigonish adopt the Shared Strategy for Advancing Recreation in Nova Scotia as the Municipality's Guiding Framework for municipal recreation in Antigonish County. The shared strategy document was emailed to council members on September 26th and can also be viewed at:

<http://www.recreationns.ca/wp-content/uploads/2012/12/Final-Shared-Strategy.pdf>

**CONSIDERATION OF COMMUNITY ENERGY PROPOSAL (For Decision)**

On September 28<sup>th</sup> staff submitted an application to participate in the *The Solar Electricity for Community Buildings Pilot Program 2017*. Attached is an overview of details of submission. Originally, staff reviewed three (3) potential sites for the project, and settled on submitting one site proposal. Each municipality or organization is permitted to submit a proposal for a maximum of 50kWh system; staff felt that it made sense to contain a project to one site to save on installation costs, panel upgrades and maintenance. The two (2) buildings proposed at the Solid Waste Management Site were selected in part because they allow the system to be wired and feed into one panel.

Based on feedback gathered from other municipal units, solar installers and municipal energy colleagues along with the finances of this project we submitted a bid of \$.235/kWh, with max production of 65MWh/year this would provide us with a payback of \$15,275.00/year.

All applications will be reviewed in October and successful projects proponents will be notified the week of November 7, 2017. Once notified whether the Municipality has a successful pilot project, staff will request a decision from Council as to whether to move on the project and plan in the 2018-19 fiscal or in 2019-2020 budget year. Each approved project has 24months to reach completion and be producing power.

**EXECUTIVE CERTIFICATE REQUEST (For Decision)**

Municipal Clerk Treasurer, Glenn Horne, has applied and been accepted into the Executive Certificate in Local Government program offered by Dalhousie University. This program is offered online and provides an opportunity to learn from and share real world challenges and opportunities from senior municipal officials across the country. It runs from October – December, 2017. Please see the attached leaflet for additional information. The cost of the program is \$2495; approval is being sought from the committee to complete enrollment in this program.

**TOWN AND GOWN COMMITTEE (For Decision)**

The Antigonish Town and Gown Committee has been reconstituted after a brief hiatus. This committee includes representatives from the Municipality, Town, University and Students Union. The official terms of reference for the committee are attached for your consideration and approval. The agenda for the August 23, 2017, meeting is also attached.

**HEATHERTON SKATEBOARD PARK (For Discussion)**

A community information session was held at the Heatherton Community Centre on Thursday, September 21, 2017. An update on this community effort will be provided at the meeting.

**DISCUSSION OF COMMUNITY SIGNAGE**

In 2015, discussions were held with the Committee of the Whole regarding community signage throughout the County. Out of these discussions came the Municipal Signage Program, the first phase of which resulted in the new identifier signs at either end of the County on Highway 104, as well as matching signage at municipally-owned buildings. Councillor Deveau has asked that a discussion be held regarding community identification signage. A copy of the 2015 memo is included with this package for information.

**ROAD NAME CHANGE PETITION – CAPEVIEW DRIVE (For Decision)**

The Civic Addressing Coordinator has submitted an approved petition to re-name “B-22 Road” (temporary name), in Cape George Point approximately 470 metres past Ballantynes Cove Wharf Road, to “Capeview Drive”. This road has five (5) households on it; four (4) of these parties signed the petition. A copy of the petition and a map are attached for reference.

**POLICY 35 AMENDMENT - ARISAIG GLEBE HOUSE AS A TAX EXEMPT PROPERTY (For Decision)**

A request has come forward to consider the addition of the Arisaig Glebe House (AAN01413996) for tax exemption. Part 1 of Policy 35 (Tax Exemption Policy for Non-Profit Organizations), would need to be amended to include this property for exemption.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**COMMITTEE OF THE WHOLE MEETING MINUTES**

A Committee of the Whole Meeting was held Tuesday, September 19<sup>th</sup>, 2017 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were:           Warden Owen McCarron, Chair  
                              Councillor Mary MacLellan  
                              Councillor Donnie MacDonald  
                              Councillor Vaughan Chisholm  
                              Councillor Rémi Deveau  
                              Councillor John Dunbar  
                              Councillor Gary Mattie  
                              Councillor Bill MacFarlane  
                              Neil Corbett

                              Glenn Horne, Municipal Clerk/Treasurer  
                              Beth Schumacher, Deputy Municipal Clerk  
                              Allison Duggan, Director of Finance  
                              Sonny MacDougall, MGM & Associates Chartered Accountants

Regrets:                 Deputy Warden Hugh Stewart

**CALL TO ORDER**

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:35pm.

**APPROVAL OF AGENDA**

Councillor MacLellan asked that an in-camera item be added to that part of the agenda.

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

**APPROVAL OF MINUTES**

Warden McCarron called three times for any errors or omissions in the July 25<sup>th</sup>, 2017 Committee of the Whole minutes.

*Moved by Councillor Deveau and seconded by Councillor Mattie that the Committee of the Whole minutes of July 25<sup>th</sup> be approved as presented. Motion carried.*

**BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**PRESENTATION OF 2016/2017 AUDITED STATEMENTS**

Mr. Sonny MacDougall provided the Committee with an overview of the draft audited statements that had been prepared by his team for the 2016/2017 financial year. Overall, the results of the audit were very good, and Mr. MacDougall noted how the use of the Diamond Software provided staff and the auditing team with reports that were very accurate and expedited the auditing process.

One item that would be reported in the audit that would have an impact on the 2017/2018 budget was the donation agreement to the St. Martha's Hospital Foundation. The entire \$500,000 donation would need to be reported in the 2017/2018 budget year; the ten (10) year payment term by agreement is more like a financing agreement than a multi-year grant allotment that can be reviewed every year.

Words of thanks to staff, for all of their work in preparing for the audit, were given by Mr. MacDougall and the Committee, and the Committee thanked Mr. MacDougall for the work done by his team in undertaking the audit.

*Moved by Councillor MacLellan and seconded by Councillor Chisholm that the Committee recommend that Municipal Council approves the 2016/2017 Audited Statements. Motion carried.*

### **APPROVAL OF WATER UTILITY BUDGET & STATEMENT OF ESTIMATES**

Mrs. Duggan guided the Committee through a copy of the 2017/2018 water utility budget. Discussion was held regarding the timing of the next water rate study, which would be necessary to bring the metered water utility charges into effect. Early in 2019 was the estimated timeline for new rates.

Questions were asked by the Committee regarding the incorporation of depreciation in the budgeting process. Mrs. Duggan noted that the contributions were being made into a depreciation fund, which can be used to fund projects or upgrades with broad benefits to the water utility system. Further discussion was held regarding the changes in the way that the expenses incurred by the Municipality for the operation of the water utilities are tracked, in order to allow for the utility rates to reflect the full cost of the service.

*Moved by Councillor Deveau and seconded by Councillor Mattie that the Committee recommends that Municipal Council approves the 2017/2018 Water Utility Budget. Motion carried.*

Mrs. Duggan then requested approval of the 2017/2018 Statement of Estimates, which is the 2017/2018 budget formatted into an online template provided by, and submitted to, the Province.

*Moved by Councillor MacDonald and seconded by Councillor Dunbar that the Committee recommends that Municipal Council approves the 2017/2018 Statement of Estimates. Motion carried.*

### **CONSIDERATION OF A WATER AND SEWER CONNECTION AT BEECH HILL ROAD**

Mr. Horne reviewed the request as summarized in the meeting memo; Mr. John G. MacDonald has requested financial support from the Municipality for the extension of services across Beech Hill Road, in order to facilitate the development of lands on the east side of the road. The estimated cost of this connection to the existing lift station in front of 124 Beech Hill Road is \$26,000, due to the requirement of using directional drilling since DTIR will not permit trenching on the road.

Warden McCarron noted that both he and Deputy Warden Stewart had calls from Mr. MacDonald to discuss the servicing concern. Mr. MacDonald has one development already approved through Development Agreement, and other properties that could be developed as well in the area, representing economic development opportunities for the community. Warden McCarron suggested that an arrangement, similar to what is done in areas subject to a local improvement by-law, be considered. General consensus with the group was that having the developer pay 25% of the expense of services installed by the Municipality would be a reasonable arrangement.

*Moved by Councillor MacFarlane and seconded by Councillor MacLellan that the Committee recommends that Municipal Council approve a financial contribution for a service connection at Beech Hill Road up to \$26,000, contingent on a developer contribution of 25%*

### **CONSIDERATION OF A MARKET ASSESSMENT**

Mr. Horne reviewed the memo that was included in the agenda package, which provided an overview of the provision of industrial and business parks in the province, and the considerations to have in mind if the Municipality were to look to develop, or have some degree of involvement in developing, a new park in the County. Undertaking a market analysis would provide more information issues such as occupancy availability, leakage, demographics, trends, and projections.

Mr. Horne noted that such a study may cost between \$40,000 and \$60,000, but partnerships may be possible with other units in the region, including Paqtnkek, who have already indicated an interest, but also the Town, who have yet to be approached. The local Regional Economic Network has also indicated that they would be interested in helping with coordination. Discussion then followed. Overall, the group was not opposed to gathering information that could be useful to the community.

*Moved by Councillor Deveau and seconded by Councillor Dunbar that the Committee recommends that Municipal Council authorize the issuance of an RFP for a Market Assessment. Motion carried.*

### **REDUCTION OF PROPERTY TAXES DUE TO FIRE DAMAGE**

Mr. Horne noted that Finance staff was notified by PVSC that two properties in the County have had their values for tax purposes reduced due to fire damage/destruction. The Municipal Government Act (MGA) provides Municipal Council with the ability to reduce or reimburse taxes payable in cases of property destroyed or damaged by fire. Finance staff has calculated the reduction in taxes for the year that would be applicable given this reduction in assessed value. Mr. Horne read out the two affected addresses, 385 Heatherton Village Road and 146 Grovenor Road. The tax reductions based on the PVSC revisions would be \$615.11 and \$203.84, respectively.

*Moved by Councillor Mattie and seconded by Councillor MacFarlane that the Committee recommend that Municipal Council approve the reduction of property taxes for properties damaged by fire, as identified by PVSC. Motion carried.*

### **IN-CAMERA: CONTRACT NEGOTIATIONS (SISTERS OF ST. MARTHA); ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY (TOWN TRAIL PROPOSAL)**

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

*Moved by Councillor Dunbar and seconded by Councillor MacLellan that the Committee of the Whole Meeting be adjourned to an In-Camera Session at 7:10 pm to discuss: Contract Negotiations; and Acquisition, Sale, Lease, and Security of Municipal Property. Motion carried.*

*Moved by Councillor MacDonald and seconded by Councillor Mattie that the In-Camera session be adjourned at 7:26pm. Motion carried.*

### **ADJOURNMENT**

*Moved by Councillor Chisholm and seconded by Councillor MacLellan that the Committee of the Whole meeting be adjourned at 7:27pm. Motion carried.*

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Warden Owen McCarron

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Glenn Horne, Municipal Clerk/Treasurer

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**REQUEST FOR DECISION / DIRECTION**

**TO:** MUNICIPAL COUNCIL COMMITTEE OF THE WHOLE  
**FROM:** MARLENE MELANSON, RECREATION DIRECTOR  
**SUBJECT:** CONSIDERATION OF ADOPTING THE SHARED STRATEGY FOR  
ADVANCING RECREATION IN NOVA  
SCOTIA  
**DATE:** OCTOBER 5, 2018

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**RECOMMENDATION**

That Municipal Council of the Municipality of the County of Antigonish adopt the Shared Strategy for Advancing Recreation in Nova Scotia as the Municipality's Guiding Framework for municipal recreation in Antigonish County. (Please see the attached resolution. The shared strategy document was emailed to council members on September 26<sup>th</sup> and can also be viewed at: <http://www.recreationns.ns.ca/wp-content/uploads/2012/12/Final-Shared-Strategy.pdf>)

**BACKGROUND**

The Municipality's recreation department was created in 1991 and since that time it has experienced a great deal of growth and change. The existing recreation department plan adopted by Municipal Council in 2011 is due to be updated to better reflect the needs of the community. The 2011 plan is a combination of the department's 2004 recreation plan and the municipality's 2010 Municipal Physical Activity Program (MPAL) plan.

The MPAL program is a partnership between the Nova Scotia Department of Communities, Culture & Heritage and the municipality to cost-share in the implementation of a comprehensive local physical activity plans intended to increase participation in health enhancing physical activity. We have been a partner in this program since 2008 and 2018 will mark the beginning of our 3<sup>rd</sup> five year cycle in the MPAL program.

Renewing the Municipality's MPAL partnership in 2018 will require the Municipality to update its five year physical activity plan. The development of this new plan is also an ideal opportunity to obtain community input to update the recreation department's operational plan. Developing a new Recreation/MAPL plan will provide us with a better understanding and increased knowledge of the recreation needs of Antigonish County residents by providing accurate information in order to make strategic decisions on the future development of recreation in Antigonish County.

The Shared Strategy for Advancing Recreation in Nova Scotia was adopted by the province of Nova Scotia in 2015. The strategy aligns nicely with Canada's national framework "A Framework for Recreation in Canada 2015 – Pathways to Wellbeing". The national framework was endorsed by Provincial and Territorial Ministers responsible for Sport, Physical Activity and Recreation and supported by the Government of Canada in February 2015

## **CONSIDERATIONS**

The adoption of the Shared Strategy for Advancing Recreation in Nova Scotia will help guide the development of a new Recreation/MPAL plan.

## **STRATEGIC PLAN**

This process would lead to the replacement of 2011 recreation plan and meet one of the renewal requirements of the Municipal Physical Activity Leadership program.

## **WORK PLAN IMPLICATIONS**

Work plan implications are that recreation personnel will be required to spend time working on the development of a new plan. This development of a new operational plan for the recreation department is identified as a priority in the recreation departments 2017-18 work plans.

## **BUDGET IMPLICATIONS**

There is no cost associated with adopting the Shared Strategy for Advancing Recreation in Nova Scotia. The development of the a new recreation/MPAL will plan will cost between \$10, 000 to \$12,000 with 50% cost sharing available through NS Communities, Culture and Heritage planning assistance program. Costs include the securing the services of a consultant,

## **ALTERNATIVES**

- 1) Maintain the status quo and not develop a new recreation plan.
- 2) In order to continue our participation in the MPAL program we are required to develop a new five year MPAL plan.

## **COMMUNICATION CONSIDERATIONS**

The process of developing a new recreation plan will require communicating with the public, various stakeholders, and community consults.

## **NEXT STEPS**

- 1) Adoption of the Shared Strategy for Advancing Recreation in Nova Scotia as the Municipality's Guiding Framework for recreation as well as to inform the development of a new Recreation/MPAL plan.
- 2) Creation of a new Recreation/MPAL plan to be completed by March 2018.



## RESOLUTION

**WHEREAS** the recreation sector in this province has a rich and successful history of engaging Nova Scotians in high quality and innovative recreational experiences; and

**WHEREAS** these experiences, be they physical, social, intellectual, creative or spiritual, contribute to individual wellbeing, vibrant, prosperous and healthy communities, and a closer relationship with the natural world; and

**WHEREAS** we are facing significant social and environmental challenges and recreation has proven to play an important role in addressing them; and

**WHEREAS** there is also evidence that recreation positively impacts tourism, helps to attract business, enriches neighborhoods, and encourages environmental protection; and

**WHEREAS** the government of the province of Nova Scotia has endorsed the Shared Strategy for Advancing Recreation in Nova Scotia; and

**WHEREAS** the following five goals outlined in the strategy will help achieve the vision for advancing recreation:

**Goal 1: Active Living:** To foster active, healthy living through recreation.

**Goal 2: Inclusion and Access:** To increase inclusion and access to recreation for populations that face constraints to participation.

**Goal 3: Connecting People and Nature:** To help people connect to nature through recreation.

**Goal 4: Supportive Environments:** To ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.

**Goal 5: Recreation Capacity:** To ensure the continued growth and sustainability of the recreation field.

**THEREFORE BE IT RESOLVED** that the Municipal Council adopts the provincial shared strategy as our guiding framework for recreation, as it effectively articulates the challenges and opportunities facing recreation, provides a bold and progressive vision for the future, expresses the values and operating principles we're committed to and outlines a compelling set of goals.

**Dated at Antigonish, Nova Scotia, this the \_\_\_\_ day of \_\_\_\_\_ 2017.**

Signed: \_\_\_\_\_

Warden,  
Municipality of the County of Antigonish

\_\_\_\_\_  
Municipal Clerk Treasurer,  
Municipality of the County of Antigonish

Witness: \_\_\_\_\_

Recreation Director,  
Municipality of the County of Antigonish

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**The Solar Electricity for Community Buildings Pilot Program 2017**



**Site:** Municipality of the County of Antigonish, Solid Waste Management Site, 1356 Beech Hill Rd, Antigonish, NS B2G 0B4; the recycling and waste collection buildings.

PID 10016590 / GPS coordinate -45°33'49.5"N 61°57'38.6"W

There is a security system on site, and staff are present daily.

Proposing 200 Solar panels in total for a 50 kW system -150 solar PV panels will be installed on first building and 50 solar PV panels on the second building, both on South facing sides.

Buildings are 60' X 100' pre-engineered steel buildings with reinforced frames. The roof is a 4-12 pitch which will have the panels tilted at 14 degrees.

**Details of System:**

**Size of System:** 50 kW = 200 PV Panels

**Planned Energy Production prediction:** 65MWh annually or 65,000kWh

**Panel Tilt:** 14 degrees

**Panel: Azimuth:** 180 degrees

**Maximum output:** 50 kW system

**Bid Price:** \$0.235 / kWh = \$15,275.00/ year

# Executive Certificate in Local Government



## MAKING A CIVIC LEADERSHIP DIFFERENCE

### A UNIQUE ONLINE LEARNING OPPORTUNITY FROM DALHOUSIE UNIVERSITY

Join your peers and thought leaders for a timely opportunity to discuss contemporary matters facing elected and appointed executives in local and regional governments. Professional skills alone do not guarantee success in dealing with strategic challenges, emerging governance trends and dynamic political/administrative interface. Take time to fine-tune your leadership capabilities to enhance your organization's success.

This unique ten (10) unit online program starting October 2017 will cover challenges and emerging practices for service excellence, strategic alignment, collaboration imperatives, policy making, council/staff relations, the illusive public interest and the prevailing effectiveness/efficiency contradictions.

We have designed a convenient way for you to join us, as your schedule permits, to view interviews with leading experts, read significant literature and interact with your colleagues. The prestigious **Executive Leadership Certificate in Local Government** is awarded to participants who satisfy the academic requirements.

Participants will be ready to make a significant leadership difference in their organization with frameworks to examine complexities, tools to creatively find solutions and techniques to enhance personal leadership capacity. Long after the program you will have an network of exemplary leaders throughout Canada.

*Program Facilitator — Gordon McIntosh, PhD & CLGM has 36 years of executive, consultant and educator roles in local and regional government. Dr. McIntosh's current research is focused on the situational leadership success of Chief Administrative Officers.*

Chief Administrative Officers, senior managers and elected officials are invited to review the eligibility criteria and apply for this national dialogue.

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**Fee:** \$2495

**For more  
information:**  
[DAL.CA/CCE](http://DAL.CA/CCE)

**Contact:**

Shelby Lang, Program Manager  
Dalhousie University's  
Local Government Program  
902-494-7459  
[shelby.lang@dal.ca](mailto:shelby.lang@dal.ca)



**DALHOUSIE  
UNIVERSITY**

College of  
Continuing Education

# **Town and Gown Committee**

## **Terms of Reference**

### **Article 1: Structure**

1. The Town and Gown Committee is chaired by a representative from the university;
2. The membership of the Town and Gown Committee shall consist of the following:
  - i. Town of Antigonish (“Town”):
    - a. Mayor
    - b. Chief Administrative Officer
  - ii. County of Antigonish (“County”):
    - a. Warden
    - b. Chief Administrative Officer
  - iii. St. Francis Xavier University (“University”):
    - a. President
    - b. Vice President Finance & Administration
  - iv. St. Francis Xavier University Students’ Union (“Students’ Union”):
    - a. President
    - b. Vice President External Affairs

### **Article 2: Mandate**

1. The mandate of the Town and Gown Committee is to develop and enhance communications and relationships amongst the University, the Students’ Union, the Town and the County.
2. The Committee shall discuss issues of common interest or concern including the strategic vision of the University and the surrounding communities and seek mutually beneficial directions.
3. Activities or projects that address issues of concern will be delegated to the appropriate committees within the representative organizations for follow-up action.

# **Town and Gown Meeting Agenda**

August 23, 2017

1:00 pm to 2:00 pm

Students' Union Boardroom, Bloomfield

1. Call to order
2. Terms of Reference
3. Campus Planning Framework
  - 3.1 Antigonish as a Bike Community – Exploring a Concept
4. University Capital Projects
5. Oland Centre
6. Business and University Alignment to Support Economic Growth
7. Adjournment

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**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**REQUEST FOR DIRECTION**

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

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**RECOMMENDATION**

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

**BACKGROUND**

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

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

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

**CONSIDERATIONS**

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

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



Figure 1 – Wayfinding Example of Community Identification Sign

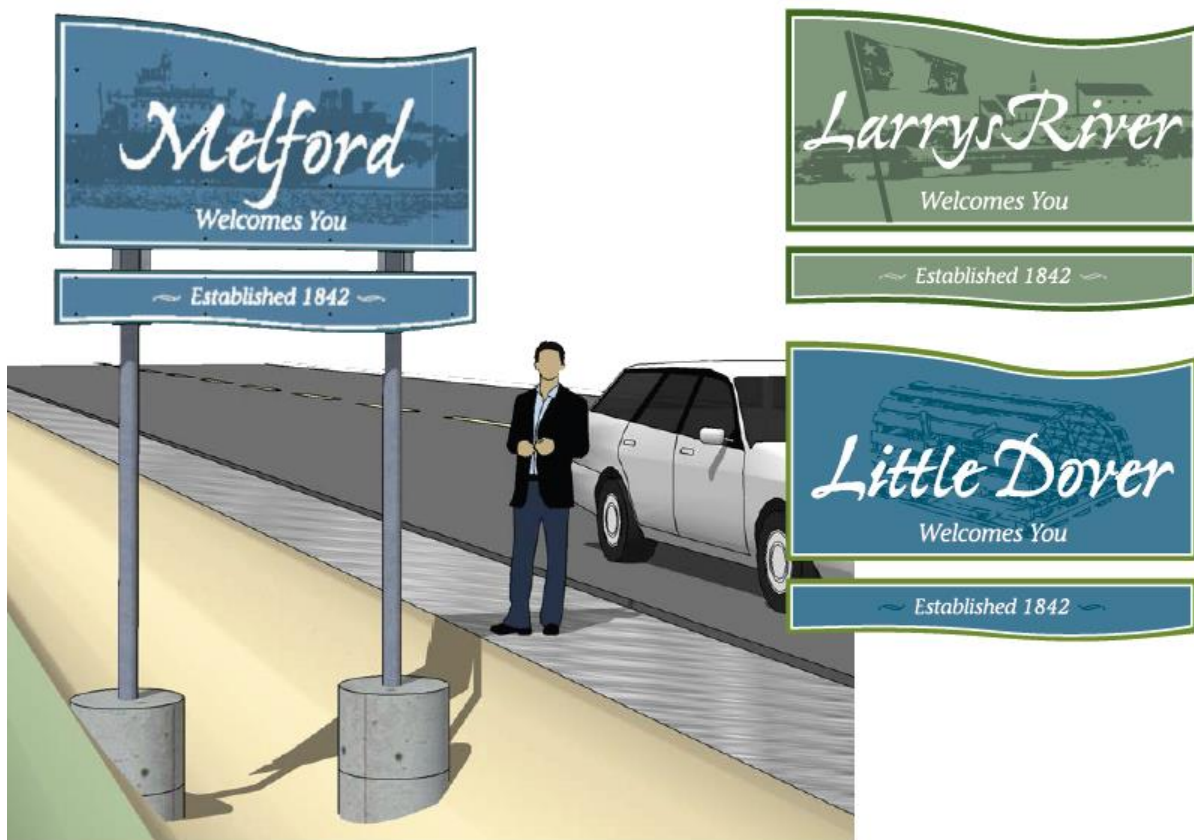


Figure 2 – Guysborough Examples of Community Identification Signs

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



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

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



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

## **STRATEGIC PLAN**

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

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

## **WORK PLAN IMPLICATIONS**

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



## BUDGET IMPLICATIONS

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

Municipal Building Signs may include (15):

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

## **ALTERNATIVES**

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

## **COMMUNICATION CONSIDERATIONS**

If consultation is required a plan will be developed.

## **NEXT STEPS**

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

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

# ROAD NAME CHANGE PETITION FORM

Bryne Butts  
Civic Address Coordinator  
Eastern District Planning Commission  
32 Paint Street, Suite # 4  
Port Hawkesbury, Nova Scotia, B9A 3J8  
902-625-5366 bbutts@edpc.ca

## FOR OFFICE USE ONLY:

File Number:	n/a
Application Received:	Date: September 18, 2017
Application Complete:	Date: September 27, 2017
Signage Fee Enclosed:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Proposed Road Name:** Capeview Dr

## Road Type

<input type="checkbox"/> TIR Road	
<input checked="" type="checkbox"/> Private Lane	
<input type="checkbox"/> New Subdivision Road	
<input type="checkbox"/> Other:	

## Reason For Renaming:

<input type="checkbox"/> Third building added to driveway	
<input checked="" type="checkbox"/> Existing named road - resident initiated	Currently "B-22 Rd" (Temporary Road Name )
<input type="checkbox"/> Previously unnamed	
<input type="checkbox"/> New subdivision road	
<input type="checkbox"/> Other:	

## Location: (See Map)

District: 1

Current B-22 Rd in Cape George Point, 470m past Ballantynes Cove Wharf Rd.

## Petition Status

Submitted Road Name: **Capeview Drive**

Meets Road Naming Evaluation Criteria: ☒ Yes ☐ No

Two-thirds majority on Petition ☒ Yes ☐ No

Number of households on road: 5 Number of eligible signatories: 4 ( Including Initiator)

☒ Road Name Change Petition Attached

☒ Application Accepted

☐ Application Rejected

Reasons:

Date: September 27, 2017

Signed

*Bryne Butts*

# Appendix C – Road Name Change Petition Form

## ROAD NAME CHANGE PETITION FORM



### EASTERN DISTRICT PLANNING COMMISSION

32 Palm Street Unit 4  
Port Hawkesbury NS  
B9A-3J8

1-888-625-5361

### FOR OFFICE USE ONLY:

File Number:	
Application Received:	Date: _____ Initial: _____
Application Complete:	Date: _____ Initial: _____
Signage Fee Enclosed:	Yes <input type="checkbox"/> No <input type="checkbox"/>

### INITIATOR INFORMATION:

Name of initiator(s):	Karen Getchell Falkenham
Address of initiator(s):	6263 Hwy 337 Ballantynes Cove, NS B2G2L2
Postal code:	B2G 2L2
Phone number:	902-863-6886 H 902-863-5222 W 902-870-4284 L
Email address:	Kgf1361@gmail.com
Preferred method of contact:	email

### ROAD NAME INFORMATION:

Municipality:	Antigonish
Existing road name:	B-22 Road
First choice of new road name:	Capeview Road Drive
Second choice of new road name:	Bayview Road Drive

Local, historic, or cultural significance of name(s) (if applicable):

Road is overlooking St. George Bay  
on Cape George.

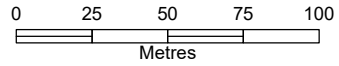
### PETITION:


Name:	Civic Address:	Mailing Address:	Signature:
Margaret + Joe Chernosky	76, B22 Road lot B Ballantynes Cove Antigonish, Nova Scotia		Margaret Chernosky
Phil MacDonald	#3 B 22 Cape George Antigonish NS B2G 2L2		Phil MacDonald
Isabel MacDonald	#8 B 22 Cape George		Isabel MacDonald
Deborah Smith Douglas Crook	105 B-22 Road Cape George Point Antigonish B2G 2L2		Deborah Smith

# EASTERN DISTRICT PLANNING COMMISSION

## LOCATION MAP

Cape George Point, Antigonish County



 Affected Address

*Cape George Point*

Road Name Change  
From: B-22 Rd  
To: **Capeview Dr**

B-22 RD

HIGHWAY 337

BALLANTYNES COVE WHARF RD

*Ballantynes Cove*

6435

6407

6405

14

6398

6381

6379

Road Name Change  
From: B-22 Rd  
To: **Capeview Dr**

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