

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 5th, 2018 5:30pm
Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Owen McCarron
- 2) Approval of Agenda – Additions or Deletions
- 3) Approval of May 22nd, 2018 Minutes
- 4) Business Arising from the Minutes
- 5) Delegations:
 - a. Department of Transportation and Infrastructure Renewal
- 6) Continuing Business:
 - a. Chip-in for St. Martha's Golf Event
- 7) New Business:
 - a. Eastern District Planning Commission Request – Alternate Board Members
 - b. Ceilidh in the Round Request
 - c. Tender Awards:
 - Beech Hill Water and Sewer Extension
 - Accessibility Upgrades to the Municipal Administration Building
 - d. Rescinding the Network Policy
 - e. Proclamations Policy
- 8) Reports from Inter-Municipal Boards, Committees and Commissions
 - a. Antigonish Heritage Museum Board
 - b. Antigonish Arena Commission
 - c. Antigonish Crime Prevention – *report attached*
 - d. Eastern District Planning Commission
 - e. Eastern Regional Solid Waste Management Committee
 - f. Eastern-Strait Regional Enterprise Network
 - g. Pictou Antigonish Regional Library
 - h. RK MacDonald Nursing Home
- 9) Community Events
- 10) Staff Reports
- 11) In-Camera Items
 - a. Contract Negotiations
- 12) Additions to the Agenda
- 13) Adjournment - Next Meeting: June 19th, 2018 @ 5:30pm

STRATEGIC PRIORITIES CHART December, 2017 (amended Mar. 2018)

| COUNCIL PRIORITIES | |
|--|--|
| NOW <ol style="list-style-type: none"> BROADBAND PROPOSAL: Agreement – Jan. INTERNET SERVICE: Business Case – March CELLULAR SERVICE: Business Case – May NEW BUSINESS PARK: Options – June REN STRATEGY: Review – Mar. | |
| NEXT <ul style="list-style-type: none"> ACCESSIBILITY: Audit INFRASTRUCTURE FUNDING: PLAN WATER: Assessment & Projects SEWER: Assessment & Projects GUYSBOROUGH: Collaboration Meeting TOURISM PROGRAM: Review | ADVOCACY/PARTNERSHIPS <ul style="list-style-type: none"> <i>Broadband Funding (Province)</i> <i>Long-Term Care Facility Funding (Province)</i> <i>Aging In Place Program (Province)</i> <i>NS Broadband Study (Province)</i> <i>PFN: CEDI Initiatives</i> |
| CLERK TREASURER | FINANCE |
| <ol style="list-style-type: none"> REN STRATEGY: Review – Mar. INDUSTRIAL PARK –LAND AD, SALE & NEW BUSINESS PARK: Options - June Asset Management System: Phase 1 – June <ul style="list-style-type: none"> Emergency Management Coordination Leadership Team Development Program | <ol style="list-style-type: none"> INFRASTRUCTURE FUNDING: Plan – Jun Water Meter System: Integration Landfill Billing System: Review – Mar. <ul style="list-style-type: none"> Water Utility Rates: Review – Oct. Information Technology Strategy: Sept |
| PUBLIC WORKS | RECREATION |
| <ol style="list-style-type: none"> SEWER TREATMENT: Assessments & Problem ID – Sept. WATER SYSTEM: Assessment – Mar. WATER SYSTEM: Upgrades <ul style="list-style-type: none"> Facilitate Asset Condition Assessments | <ol style="list-style-type: none"> Active Transportation: Action Plan – April. MPAL: Recreation Plan – June. Part Time Staff Leadership Program – April Support Community Initiatives – Jan 2019 <ul style="list-style-type: none"> Recreation for All Program – Jan 2019 |
| SUSTAINABILITY | PLANNING |
| <ol style="list-style-type: none"> ACCESSIBILITY: Audit – Mar. Emergency Business Continuity Plan – May. Renewable Energy: Options – June (Prov.) <ul style="list-style-type: none"> PFN: CEDI Initiative Next Steps – April Municipal Awareness Strategy – September | <ol style="list-style-type: none"> EASTERN ANTIGONISH PLAN REVIEW – Sept. <i>Civic Address Internal Audit</i> – April Amendments – PAC Jan/Feb. <ul style="list-style-type: none"> Antigonish Affordable Housing (Phase 3) MacDonald Dairy Warehouse Levy's Leather Warehouse |
| ADMINISTRATION | ADMINISTRATION |
| <ol style="list-style-type: none"> BROADBAND PROPOSAL: Agreement – Jan. INTERNET SERVICE: Business Case – March CELLULAR SERVICE: Business Case – May <ul style="list-style-type: none"> Newsletter Review Online Media Refresh | <ol style="list-style-type: none"> GUYSBOROUGH: Collaboration – Mar. TOURISM Review/Scan – Mar. Internet Upgrades – Mar. <ul style="list-style-type: none"> Court House: Assessment - Mar Dog Control Program: Review - June |

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: *COMMITTEE OF THE WHOLE MEMO*
DATE: MAY 22ND, 2018

DELEGATIONS

Department of Transportation and Infrastructure Renewal

Staff from the local office of the Department of Transportation and Infrastructure Renewal will be on hand to provide their quarterly update on local roads operations. Specific questions and concerns have been submitted by Council in advance, and will be reviewed at the meeting.

CONTINUING BUSINESS

Chip-in for St. Matha's Golf Event

As directed at the April 17th Committee of the Whole meeting, staff has consulted with the Town regarding the possibility of entering a joint team for the event, and they have indicated that they are interested. The event poster is attached for further consideration.

NEW BUSINESS

Eastern District Planning Commission Request – Alternate Board Members

The EDPC has asked Council to consider appointing one alternative member authorized to act for either of our regular members, when those regular members are temporarily unable or unavailable to attend, in order to increase the likelihood of obtaining quorum at their meetings. Correspondence from Mr. Bain, Director of the EDPC, is attached for further details.

Ceilidh in the Round Request

The Municipality has received a request to provide financial support to the fundraiser "Ceilidh in the Round", which benefits Saint Martha's Regional Hospital foundation. A copy of the letter is attached for consideration.

Tender Awards

Beech Hill Water and Sewer Extension

Tender submissions for the Beech Hill Water and Sewer Extension were received and reviewed by Strait Engineering Limited, and can be found in the attached correspondence. A recommendation is being made that the tender be awarded to Francis J. Boyle Construction Ltd, at the bid price of \$67,440.00 plus HST.

Accessibility Upgrades to the Municipal Administration Building

Increasing accessibility of the Municipal Administration Building at 285 Beech Hill Rd was identified as a priority for OHS & W committee. A tender document was developed by R. Bruce Latimer P.Eng., & Emily Gillis of Strait Engineering Limited of Port Hawkesbury; the tender closed on May 19, 2018. Eight tender packages were picked up and 2 responses were received. The Tenders were reviewed by Mr. Latimer and his team and he is

recommending that the job be awarded to Ron Chisholm Hydro-seeding Ltd for \$81,373.00, as outlined in the attached staff memo.

Rescinding the Network Policy

In a general housekeeping review of Municipal Policies, staff has identified that the Network Policy has become redundant due to duplication with clauses in the new Human Resources Administrative Policy Manual for Employees (Municipal Policy #5), which was passed in July 2016 and amended in January 2018. Staff is recommending that the Committee consider rescinding the Municipality's Network Policy. A staff report is attached.

Proclamations Policy

Staff has prepared a policy regarding criteria for the consideration of proclamations made by the Municipality in recognition of individuals, events, organizations or community groups of significance in the County. A copy of the draft policy is attached for review.

REPORTS FROM INTER-MUNICIPAL COARDS, COMMITTEES AND COMMISSIONS

Please see the attached reports.

COMMUNITY EVENTS

This item provides councillors with an opportunity to briefly bring to the attention of Council events that are taking place in their communities.

STAFF REPORTS

Administration

- Tammy Feltmate, Director of Sustainable Communities, has attended two multi-day sessions of the Rick Hansen Foundation Accessibility Training in Halifax with Councillor Mattie, and has also had speaking engagement at the UNSM Spring Workshop and the FCM Conference.
- Beth Schumacher, Deputy Clerk, attended the NSPDA/LPPANS annual conference in Halifax earlier in May

Finance

- Following the passing of the budget, tax bills were prepared and mailed on Friday, May 25th, and arrived in local mailboxes as early as Monday May 28th. Collections are now underway.
- The Finance Team is preparing for the upcoming Audit.
- Staff is working on the programming of the Diamond System, coding for automation in manually intensive transactions, which is resulting in further efficiencies in staff work.

Recreation

- Recreation Open Houses are taking place throughout the community, starting on Tuesday, May 29th and running through the month of June.
- Summer camp registration is underway, with good numbers to date. Several programs are nearing capacity or are already fully enrolled.
- Canada Day preparation is in full swing.
- In the past month, Recreation Team members have attended the Atlantic Canada Active Transportation Summit in Halifax and the Maritime Recreation & Facilities Conference in PEI.

IN-CAMERA – CONTRACT NEGOTIATIONS

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

MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

Committee of the Whole Meeting Minutes

Tuesday, May 22, 2018, 5:30 pm
Board Room
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron
Deputy Warden Hugh Stewart
Councillor Mary MacLellan
Councillor Donnie MacDonald
Councillor Vaughan Chisholm
Councillor Remi Deveau
Councillor John Dunbar
Councillor Gary Mattie
Councillor Neil Corbett
Councillor Bill MacFarlane

Staff Present: Glenn Horne, Clerk-Treasurer
Beth Schumacher, Deputy Clerk
Tammy Feltmate, Director of Sustainable Communities
Allison Duggan, Director of Finance

1. Call to Order – Chairman, Warden Owen McCarron

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:32pm.

2. Approval of Agenda

Warden McCarron asked for any additions or deletions to the agenda. Mr. Horne noted an addition: In-Camera, Personnel Matters.

Moved By Councillor MacLellan

Seconded By Councillor Deveau

That the agenda be approved as amended.

Motion Carried

3. **Approval of May 15th Committee of the Whole Minutes**

Warden McCarron asked for any errors or omissions in the minutes of May 15th, 2018.

Moved By Councillor MacDonald

Seconded By Councillor Corbett

That the Committee of the Whole minutes of May 15th, 2018 be approved as presented

Motion Carried

4. **Business Arising from the Minutes**

Warden McCarron asked for any business arising from the minutes. Councillor MacDonald asked for an update on the meeting being scheduled with the local MP and MLAs. Mrs. Schumacher provided an update on the steps taken by staff to date.

5. **Budget Deliberations**

Mrs. Duggan provided the Committee with an overview of the rates, noting the \$2 increase in the streetlight rate for Crockett Court. The Committee was asked whether they would consider increasing the residential sewer flat/unit rate by CPI, which this year is 1.7%, to offset the CPI increase in expenses for this utility. Consensus was provided to proceed with this increase.

The question was then asked regarding whether the commercial and industrial sewer rates should also increase; an increase of 1 cent per square foot is proposed. Consensus from the Committee was to proceed with this increase.

a. **Review of Complete Operating Budget**

Mr. Duggan then provided the Committee with a copy of the full budget, and began a detailed review of items not reviewed in the previous deliberation meetings. The Committee was taken through line-by-line, and explanations were provided for any figures that varied from the previous year's expenditures.

A detailed review was then provided for the internal borrowing from capital reserve, and the operating fund external borrowing from the Municipal Finance Corp. Mrs. Duggan provided an explanation about how the Municipality borrows from itself, by paying interest on those funds back to the Municipality's operating reserve instead of borrowing and paying interest to an external lender. Discussion followed.

Mrs. Duggan and her team were thanked for all of their work done to prepare the budget document.

Mrs. Duggan asked to maintain the low-income exemption threshold and combined household income to remain as they are, with the interest rate to remain the same, and due date to be set for June 29, 2018.

Moved By Deputy Warden Stewart
Seconded By Councillor MacLellan

The Committee recommends that Municipal Council maintain the Low-Income Exemption Threshold at \$125.00 with a minimum combined household income of \$25,000 for the 2018/2019 fiscal year.

Motion Carried

Moved By Councillor Deveau
Seconded By Councillor Mattie

The Committee recommends that Municipal Council approve maintaining the interest rate on unpaid taxes at a calculation of 6% per annum.

Motion Carried

Moved By Deputy Warden Stewart
Seconded By Councillor Dunbar

The Committee recommends that Municipal Council set the due date for 2018/2019 municipal taxes for Friday, June 29, 2018.

6. Low Income Tax Exemption Requests

Mrs. Duggan reviewed the two low-income tax exemptions that have been requested. An explanation was provided regarding how these exemption requests fits in to the budget, and how these requests differ from the regular low-income tax exemption.

Moved By Councillor Deveau
Seconded By Councillor MacDonald

The Committee recommends that Municipal Council approve a reduction of \$183.72 on the 2018/2019 Municipal Taxes for AAN#09707956

Motion Carried

Moved By Deputy Warden Stewart
Seconded By Councillor Mattie

The Committee recommends that Municipal Council approve a reduction of \$176.13 on the 2017/2018 municipal taxes, and a reduction of \$177.56 on the 2018/2019 municipal taxes, for AAN#071115679.

Motion Carried

7. In Camera – Personnel Matters

Warden McCarron asked for a motion to move to an In-Camera session to discuss personnel matters.

Moved By Councillor Deveau

Seconded By Deputy Warden Stewart

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss Personnel Matters at 6:33pm.

Motion Carried

Moved By Councillor MacFarlane

Seconded By Deputy Warden Stewart

The Committee recommends that Municipal Council hire Craig Chisholm for the position of Collection Vehicle Operator.

Motion Carried

Moved By Councillor Dunbar

Seconded By Councillor MacLellan

That the In-Camera session be adjourned at 6:36pm.

8. Adjournment

Warden McCarron asked for a motion to adjourn the Committee of the Whole meeting.

Moved By Councillor Deveau

Seconded By Councillor MacLellan

That the Committee of the Whole meeting be adjourned at 6:36pm.

Motion Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer

4th Annual



Golf Tournament

Proudly presented by

RJ MacIsaac Construction Ltd

September 7, 2018

10:00 am Shotgun start

Antigonish Golf and Country club



Registration Fee: \$1000/team

Includes t-shirts, 2 power carts and meal

Deadline to register: August 3, 2018

**Early Bird entry prize draw for \$500 for
entries received and paid by May 31, 2018**

**Register by calling St. Martha's Hospital
Foundation office at 1-902-863-1131**

Proudly Supported by :



**Hospitality
Network**





Eastern District Planning Commission

32 Paint St., Unit 4, Port Hawkesbury NS B9A 3J8
Tel : 902-625-5364
Fax : 902-625-1559
1-888-625-5361

John D. Bain
Director
jdbain@edpc.ca

May 24, 2018

Mr. Glenn Horne, Municipal Clerk
Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill, Nova Scotia B2G 0B4

Reference: Alternate Board Members

Dear Mr. Horne,

As you are perhaps aware over the last few years we have had some difficulty obtaining quorum for some of our Board meetings. Part of the difficulty is related to our Inter-Municipal Services Agreement (IMSA) stating a quorum *"...must include at least one member from each of the participating municipalities."*

The IMSA also states the following with respect to membership on the Board: *"Participating municipality may each appoint one alternate member authorized to act for either of its regular members when that member is temporarily unable or unavailable."* Only Victoria County has an alternate member appointed.

I would ask therefore that you consider appointing one alternate member authorized to act for either of your regular members when that member is temporarily unable or unavailable to attend in order that we may increase the likelihood of obtaining quorum at our meetings.

If you have any concerns related to this request please do not hesitate to get in touch.

Sincerely,

John D. Bain
Director

/jb

Joan MacLellan
244 Main Street
Antigonish, N.S.
B2G 2C2

May 30, 2018

Warden Owen McCarron
County Council

I, Joan MacLellan, on behalf of St. Martha's hospital foundation Committee am requesting funding from the County of Antigonish to help with a fundraiser "Ceilidh in the Round", That benefits Saint Martha's Regional Hospital foundation. We did this fundraiser last year, and raised over \$32,000 for the Hospital's endowment fund. We would like to continue this effort to put much needed funds toward St. Martha's hospital. We are planning a bigger show, which means a bigger production. We are asking the County for a donation of \$5000 to help with the cost of running such an event. Please feel free to contact me for any question's you may have. We appreciate any contribution you can offer.

Thanks for your consideration.

Joan MacLellan
Fundraising Committee
St. Martha's Regional Hospital Foundation
Cell (902)863-671

May 28, 2018

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

ATTENTION: Mr. Daryl Myers
Public Works Director

Dear Mr. Myers;

**RE: ANTIGONISH COUNTY – TENDER EVALUATION – BEECH HILL –
WATERLINE & SANITARY SEWER EXTENSION**

We have reviewed the tender submissions of the four bidders for the above project. Low bid for the project was Francis J. Boyle Construction Ltd. with a bid of \$67,440.00 plus HST.

The following table summarizes the four bids:

| Contractor | Bid Amount | Bid Bond | Agreement to Bond | Schedule | Safety Certification | WCB | Insurance |
|--------------------------------------|--------------|----------|-------------------|--|----------------------|-----|-----------|
| Francis J. Boyle Construction Ltd. | \$67,440.00 | √ | √ | ---- | √ | √ | |
| Ron Chisholm Hydro-Seeding Ltd. | \$70,652.00 | √ | √ | ---- | | | |
| S.W. Weeks Construction Ltd. | \$76,495.00 | √ | √ | June 4 th -20 th | √ | √ | √ |
| Atlantic Road Const. and Paving Ltd. | \$153,587.00 | √ | √ | June 18 th -July 27 th | √ | √ | √ |

Start and completion dates were not indicated in Francis Boyle's tender submission. We contacted him and he indicated they could start right away and after notification they could start two weeks later (allowing for delivery of materials) and complete the work in one week.

Francis Boyle also did not include a "Letter of Undertaking" from his insurance company so we requested a copy (attached).

.../2

Mr. Myers

May 28, 2018

We have been involved in projects that Francis J. Boyle Construction Ltd. has worked on in the past and projects were carried out in a competent, professional manner. We feel that Francis J. Boyle Construction Ltd. can successfully carryout the project.

Please feel free to contact the undersigned should you wish to discuss the above.

Very truly yours

STRAIT ENGINEERING LIMITED



R. Bruce Latimer, P. Eng.

attch:

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Project Update and Request for Direction

TO: MUNICIPAL COUNCIL
FROM: TAMMY FELTMATE, DIRECTOR OF SUSTAINABLE COMMUNITIES
SUBJECT: *ACCESSIBILTY MUNICIPAL OFFICE SITE ACCESSIBILITYIMPROVEMENTS -*
DATE: MAY 29, 2018

Increasing accessibility of the Municipal Administration Building at 285 Beech Hill Rd was identified as a priority for OHS & W committee.

A tender document was developed by R. Bruce Latimer P.Eng., & Emily Gillis of Strait Engineering Limited of Port Hawkesbury. The tender closed on May 19, 2018.

Eight tender packages were picked up and 2 responses were received (companies and bid amounts shown below).

| Contractor | Bid Amount |
|------------------------------------|------------|
| Higgins Construction Ltd. | \$89,600 |
| Ron Chisholm Hydro-seeding Ltd. | \$81,373 |

The Tenders were reviewed by Mr. Latimer and his team and he is recommending that the job be awarded to Ron Chisholm Hydro-seeding Ltd for \$81,373.00 with a 6 week period for project completion. Plan to work with successful company to start work as soon as appropriate given current activity level at office with tax collections and summer staff training. A project schedule will be shared with Council after project start up meeting.

Request for direction/ motion:

Asking for a Motion to Award the Tender for Municipal Office Site Accessibility Improvements to Ron Chisholm Hydor-seeding Ltd for \$81,373.00.

STAFF REPORT

TO: Committee of the Whole
FROM: Beth Schumacher, Deputy Clerk
SUBJECT: *Rescinding the Network Policy*
DATE: May 1st, 2018

RECOMMENDATION

Staff is recommending that the Committee consider the following motion:

THAT the Committee recommends that Municipal Council rescind the Municipality's Network Policy.

SUMMARY

In a general housekeeping review of Municipal Policies, staff has identified that the Network Policy has become redundant due to duplication with clauses in the new Human Resources Administrative Policy Manual for Employees (Municipal Policy #5), which was passed in July 2016 and amended in January 2018.

BACKGROUND

The Network Policy was passed in October 2002, and reflects the language and technology use of that time. As the role of technology in our workplace has changed, elements of this policy are no longer appropriate or applicable, and should be updated or removed.

Other important clauses found within the policy have been transferred to our Human Resources manual, as they speak to appropriate behaviour by staff members when in the workplace. A copy of the existing Network Policy, as well as an excerpt of the applicable section of the Human Resources Manual, is attached to this report for your reference.

MUNICIPAL GOVERNMENT ACT CONSIDERATIONS

Section 48(1) of the MGA states that *before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members*. This item was listed in a draft agenda for this meeting, emailed to members of the Committee on Monday, April 23rd, 2018.

BUDGET IMPLICATIONS

There are no budget implications with this action.

ALTERNATIVES

Council may choose to keep the Network Policy in effect.

NEXT STEPS

If the Committee chooses to proceed with the recommendation from staff, this motion will be presented in the Committee staff report at the May 15th, 2018 meeting of Council.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC: Proclamations Policy

POLICY NUMBER:

DATE APPROVED:

DATE REVISED:

1. TITLE:

- 1.1. This Policy may be cited as the “Proclamations Policy” of the Municipality of the County of Antigonish.

2. PURPOSE:

- 2.1. The purpose of this policy is to provide for the considerations of proclamations issued by the Municipality of the County of Antigonish in recognition of individuals, events, organizations or community groups of significance in the County.

3. POLICY:

- 3.1. The Municipality may issue proclamations to recognize individuals, events, organizations and community groups of significance in the County.
- 3.2. The proclamation itself is issued to acknowledge the effort and commitment of an individual, organization or community group and should not be interpreted as an endorsement by the Municipality.
- 3.3. The Council of the Municipality of the County of Antigonish has authority to approve or deny requests for proclamations.
- 3.4. The decision of Council is final.

4. PROCLAMATION CRITERIA

- 4.1. Proclamations will demonstrate an interest in or relationship to the Municipality, including but not limited to:
- i. Arts & cultural celebrations;
 - ii. Charitable fundraising campaigns;
 - iii. Public awareness campaigns; and,
 - iv. Honouring individuals or organizations for special achievement(s).
- 4.2. Proclamations related to the following will not be approved, including but not limited to:
- i. Individuals, events, organizations or community groups with no demonstrated significant interest or relationship to the Municipality;
 - ii. Political parties or political organizations;

- iii. Religious organizations or the celebration of religious events;
- iv. Businesses or commercial enterprises;
- v. Illegal matters, including matters contrary to Municipal policies or by-laws;
- vi. Matters which defame the integrity of the Municipality;
- vii. Discriminatory or inflammatory matters;
- viii. Matters designed to incite hatred or disorder; and,
- ix. Matters which are untruthful.

Council or designate will decide on requests for proclamations which do not fall into any of the criteria outlined above.

5. APPLICATION PROCEDURE

- 5.1. Proclamations are considered at regular meetings of Municipal Council. Requests for proclamations must be submitted to the Clerk in writing at least one (1) week in advance of the meeting at which a decision is being sought.
- 5.2. The Warden and Clerk or designate will review all requests and determine if the proclamation is consistent with the Policy.
- 5.3. The Warden and Clerk or designate may request and make any amendments to the proclamation, which in the Clerk's opinion improves the structure and/or overall intent of the requested proclamation

6. COMMUNICATION OF PROCLAMATION

- 6.1. The individual, organization or community group will be responsible for disseminating the proclamation to the media and making arrangements for the attendance of the Warden and/or councillors at the specific function or event, if any, at which the proclamation is to be made.
- 6.2. Certificates of proclamations are available from the Clerk's Office upon request with one week's notice.
- 6.3. Proclamations may be listed in any Municipal publication or notice, including social media, at the discretion of the Municipality.



Anita Stewart, Senior Safety Coordinator

Reporting Period: April 19-May 16, 2018

1. **CORE SERVICES:**

- New Clients: 3
- Reactivated Clients: 0
- Clients files closed: N/A
- Referrals to other Agencies: 1
- Transportation of Seniors to events/appointments: N/A
- Accompaniments: 0

SUMMARY OF ALL CONTACTS

| Support To | Telephone From | Telephone To | Meeting In | Meeting Out |
|---------------------|----------------|--------------|------------|-------------|
| Client | 11 | 6 | | |
| Organization | 21 | 26 | | |
| Business | 0 | 3 | | |
| Volunteers/Students | | | | |
| Total | 32 | 35 | | |

2. **COMMUNITY ACTION:**

Committee Meetings:

- Antigonish Community Transit Society April 19, 2018
- Keep Well Antigonish April 20, 2018
- Keep Well Antigonish April 23, 2018
- Keep Well Antigonish April 26, 2018
- Naomi Society April 27, 2018
- Keep Well Antigonish May 1, 2018
- Naomi Society May 4, 2018
- Oak & Owl May 7, 2018
- Marcia Connolly, Antigonish Women's Resource Center
- SGIA May 14, 2018
- Ant. & Area Interagency Committee on Family Violence, May 16, 2018
(upcoming meeting at time of report)

3. PUBLIC EDUCATION

- **Presentations/Fairs:**

- May 2, 2018 Presentation at R.K. MacDonald Nursing Home for the Continuing Care Assistants, "Role of The Senior Safety Coordinator".
- May 8, 2018 Presentation at R.K. MacDonald Nursing Home for the Continuing Care Assistants, "Vital Signs Workshop: Recognizing & Assisting Seniors at Risk for/or Experiencing Abuse" with Cst. Morgan MacPherson, Lori Castle and Deidre DeBolt (Naomi Society).
- May 9, 2018, Kid's First, Intergenerational Talk, with Michelle March.
- May 11th, 2018 Blood Pressure Clinic with Cardiovascular Health at Keep Well Antigonish.
- May 12, 2018, Mayfest (St.F.X.) with Cst. Morgan MacPherson and Sgt. Safety.

- **Media:**

- The Casket: Emailed information to Richard MacKenzie regarding Operation Boomers.
- Emailed Church Bulletins information regarding Operation Boomers.
- 98.9 XFM: Spoke with Paul Kirwan and provided him with information regarding Operation Boomers.
- May 15, 2018: I did Public Service Announcements at 98.9 XFM promoting Operation Boomers.

Staff Activity & Development:

- April 20, 2018, ordered Senior Safety Program & Crime Prevention **rack cards** from Bounty Printing.
- April 24, 2018, spoke with an Antigonish Senior, regarding concerns/complaints and issues she is having with her "landlord". Spoke with two members at RCMP detachment regarding above issue. I am currently working with senior and landlord to find a solution that is suitable and attainable for both parties. I have contacted Antigonish County Councillor Gary Mattie who has provided valuable information regarding this situation.
- **Operation Boomers** is taking place May 22, 2018 and to date, we have 35 people registered. I applied for a grant and received one thousand dollars from Insurance Bureau of Canada, same amount was awarded last year for

- **Operation Boomers** is taking place May 22, 2018 and to date, we have 35 people registered. I applied for a grant and received one thousand dollars from Insurance Bureau of Canada, same amount was awarded last year for Operation Boomers.
- Walking Club continues each Tuesday and Thursday at St. F.X. We will be finishing up at the end of May and resuming in September.
- To date, I have confirmed with four **fire departments** to do **presentations** about the Senior Safety Coordinator role and Crime Prevention (Antigonish Town FD, Antigonish Co. FD, Tracadie FD and Auld's Cove FD).
- Doug Holmes, EMO, contacted me to discuss concerns regarding a senior in our community. I will be following up and hope to carry out a home visit.
- I have been asked by the Evelyn MacDonald, RN, Instructor for Continuing Care Assistant class to be their Guest Speaker for Graduation, June 21, 2018.
- Marcia Connolly, **Antigonish Women's Resource Center**, and I had a meeting on May 8, 2018. We will be doing a Legal Information Session within the next month. Both Marcia and I agreed to do more programming/collaborating together as well as taking information sessions out into the rural areas. Our goal is to reach the outer lying areas of Antigonish County, providing programming to those individuals who may find it difficult to travel to town.
- Paul Kirwan, 98.9 XFM, asked if Cst. Morgan MacPherson and I would each volunteer one hour for **Hospital Help Day**, October 24, 2018.
- Planning for the 55+ Games is going very well. The Games are to take place June 15 & 16, 2018.
- Cst. MacPherson and I were invited to talk to the **55+ Older Worker Program**, a program geared towards re-training, reintegrating mature workers back into the workforce through **Nova Scotia Works** (previously known as the Career Resource Center).
- I emailed Juliana Julian to inquire if there is a Senior's group in Paq'tnkek. I am waiting to hear back from Ms. Julian. I would like to go out and do some programming if the elder's are interested.

Submitted by:

Anita Stewart, ATCCPA Senior Safety Coordinator

May 15th, 2018
Date