

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

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, June 19<sup>th</sup>, 2018 5:30pm**  
**Municipal Administration Centre**

- 1) Call to Order – Chairman, Warden Owen McCarron
- 2) Approval of Agenda – Additions or Deletions
- 3) Approval of June 5<sup>th</sup>, 2018 Minutes
- 4) Business Arising from the Minutes
- 5) Continuing Business:
  - a. Community AED Locations
- 6) New Business:
  - a. Strategic Priorities Quarterly Update
  - b. Tax Reduction Request
  - c. H.O.W. Club of Antigonish Request
  - d. MCIP Funding Application for CEDI Project
- 7) Reports from Inter-Municipal Boards, Committees and Commissions
  - a. Antigonish Heritage Museum Board
  - b. Antigonish Arena Commission
  - c. Antigonish Crime Prevention
  - 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
- 8) Community Events
- 9) Staff Reports
- 10) Additions to the Agenda
- 11) In-Camera Items
  - a. Acquisition, Sale, Lease, and Security of Municipal Property
  - b. Contract Negotiations
- 12) Adjournment - Next Regular Meeting: September 4<sup>th</sup>, 2018 @ 5:30pm

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

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

**TO:** COMMITTEE MEMBERS  
**FROM:** STAFF  
**SUBJECT:** *COMMITTEE OF THE WHOLE MEMO*  
**DATE:** JUNE 19<sup>TH</sup>, 2018

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### **CONTINUING BUSINESS**

#### Community AED Locations

Further to discussions earlier this year regarding AEDs in Community Centres, staff has prepared a list of facilities that have AEDs, and those which need the devices. A copy of this list is attached.

### **NEW BUSINESS**

#### Strategic Priorities Quarterly Update

Staff will provide an update on the progress of the Strategic Priorities that were identified during the December sessions with Gordon MacIntosh.

#### Tax Reduction Request

Mr. Randy Crouse is requesting consideration of a reduction of taxes for a property located at 4112 South River Road, following the demolition of the house on that property in February 2018.

#### H.O.W. Club of Antigonish Request

Correspondence has been received from G. MacD, President of the H.O.W. Club of Antigonish, requesting consideration of providing a grant. A copy of the letter is attached.

#### MCIP Funding Application for CEDI Project

Through the CEDI partnership workshops and team meetings, a number of priorities have been identified that fall within the Climate innovation and or energy sector. Currently two opportunities exist for staff position funding that could support advancing these priorities/ initiatives; these funding opportunities would provide 80%-100% funding for the position over the 2 year period.

A management agreement needs to be developed between Paqtnkek Mi'kmaw Nation and the County to clearly identify the objectives of the position, physical location, manager, oversight committee etc. This agreement along with being awarded funding would enable the position to be created. The overarching objectives of this position include supporting the transition of our partnership for 2 yrs beyond the CEDI facilitation, and advancing our collective energy agenda.

A joint staff position resolution is included in the agenda package, for consideration by the Committee.

### **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*

- An all-staff meeting was held on Tuesday, June 12<sup>th</sup>
- Information meetings were held for community residents who are being consulted as part of capital infrastructure projects for consideration under the Local Improvements By-law.

### *Finance*

- A summary of the 2018 Tax sale is attached for the Committee's information.
- The Audit is scheduled to begin on Monday, June 18<sup>th</sup>.

### *Recreation*

- Recreation Open Houses are continuing to take place throughout the community through the month of June.
- Canada Day preparation is underway; progress on the pavilion is good and the facility should be ready in time for the event.

## **IN-CAMERA ITEMS**

### *Acquisition, Sale, Lease and Security of Municipal Property; 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, June 5, 2018, 5:30 pm  
Council Chambers  
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 Neil Corbett  
Councillor Bill MacFarlane

Regrets: Councillor Gary Mattie

Staff Present: Glenn Horne, Clerk-Treasurer  
Beth Schumacher, Deputy Clerk  
  
Basil Pitts, Area Manager, DTIR  
Doug Cameron, DTIR  
Robert (Gussie) MacInnis, DTIR  
Angelo Lamanna, Resident of the Fraser Valley  
Denis Adamson, Electoral Director, Area B, Fraser Valley Regional District

### **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 5:31pm

### **2. Approval of Agenda**

Warden McCarron called for any additions or deletions to the agenda. Several additions were made to the agenda.

**Moved By** Councillor MacDonald

**Seconded By** Councillor MacLellan

*That the agenda be approved as amended.*

***Motion Carried***

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**3. Approval of May 22nd, 2018 Committee of the Whole Minutes**

Warden McCarron called for any errors or omissions in the May 22nd, 2018 minutes.

**Moved By** Councillor Chisholm

**Seconded By** Councillor Deveau

*That the Committee of the Whole minutes of May 22nd, 2018 be approved as presented*

**Motion Carried**

**4. Delegations**

Deputy Warden Stewart took the opportunity to introduce two visitors to the community from British Columbia; Mr. Dennis Adamson, the Electoral Director of Area B, Fraser Valley Regional District, and Mr. Angelo Lamanna, a resident of the Fraser Valley.

**a. Department of Transportation and Infrastructure Renewal**

Warden McCarron introduced the staff team in attendance from the local DTIR office. Mr. Basil Pitts, Doug and Gussy provided the following updates:

A brief summary of spring operations and the plans for summer grading and dust control was provided. A number of road and driveway culverts have also been taken care of. Median mowing, asphalt patching, shoulder improvements on Trunk 7, sign repairs and replacement, and brush cutting are underway or planned.

A review of the grading status of the Antigonish-Guysborough Road, which is underway. Detailed reviews of work pending or already completed was provided for Districts 5 through 9, including patching, grading, ditches, brush cutting, culverts, guardrails, and other general repairs.

Mr. Pitts provided a review of the staffing changes made at the local office; Doug and Gussy split the County in half, with a third supervisor that will assist Doug starting in July on a seasonal basis.

Further discussion took place, allowing Council to ask questions about specific locations of concern in their districts, with specific mention of Mount Cameron, grader travel times, a property owned by DTIR in East Havre Boucher where garbage on site is a concern, and the Beech Hill / Trunk 4 Intersection. An update was also provided on the call centre operations.

The DTIR staff was thanked for their time and for coming in to have this discussion with the Committee, and were thanked for doing such a great job.

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5. **Continuing Business**

a. **Chip-In for St. Martha's Golf Event**

Mr. Horne reviewed the event and the follow-up staff has done as directed by Council regarding contacting the Town to see if they are interested.

**Moved By** Deputy Warden Stewart

**Seconded By** Councillor Deveau

*That the Committee recommends that Municipal Council approve entering a joint team with the Town of Antigonish in the Chip in for St. Martha's Golf Event, at a cost of \$500 per unit.*

**Motion Carried**

6. **New Business**

a. **Eastern District Planning Commission Request - Alternate Board Members**

Mr. Horne noted the correspondence in the agenda package, and provided a brief background on the reasoning for the request. Discussion followed. Councillor MacDonald volunteered

**Moved By** Councillor Deveau

**Seconded By** Councillor MacFarlane

*That the Committee recommends that Municipal Council appoint Councillor MacDonald as the County's alternative member on the EDPC Board.*

**Motion Carried**

b. **Ceilidh in the Round Request**

Warden McCarron provided a background on the request; the letter was received during the last week of May, and missed the community grants program intake earlier in the year. Consensus was given to deny the request; a letter will be provided to the organization noting the other contributions made to the St. Martha's Hospital Foundation this year, as well as information about the Community Grants program.

c. **Tender Awards**

6.c.1 **Beech Hill Water and Sewer Extension**

Mr. Horne provided a review of the bids that were received, and the Engineer's recommendation noted in the agenda package.

**Moved By** Deputy Warden Stewart

**Seconded By** Councillor MacFarlane

*That the Committee recommendation that Municipal Council be award the tender for the Beech Hill Water and Sewer Extension to Francis J. Boyle Construction Ltd., at the bid price of \$67,440.00 plus HST.*

**Motion Carried**

**6.c.2 Accessibility Upgrades to the Municipal Administrative Building**

Councillor Mattie was dialed into the meeting, so that he could participate in the discussion. Mr. Horne provided a review of the Accessibility Upgrades bids that were received, and noted the recommendation of the Engineer. Councillor Mattie noted that including signage for parents with strollers/small children may also be something to include in the accessible parking area. Discussion followed regarding the project plans, with Mr. Horne noting details in the parking lot spacing.

Mr. Horne noted that, in order to permit Councillor Mattie to vote on the matter, this item would be circulated as an e-poll following the meeting.

**d. Rescinding the Network Policy**

Mr. Horne reviewed the staff report in the agenda package, noting the antiquated language in the policy and the duplication with the new HR policy. Staff is recommending that the policy be rescinded.

**Moved By** Deputy Warden Stewart

**Seconded By** Councillor MacFarlane

*That the Committee recommends that Municipal Council rescind the Network Policy.*

**Motion Carried**

**e. Proclamations Policy**

Mr. Horne introduced the draft policy before the Committee for consideration. The policy provides guidance for the consideration of proclamation requests, giving staff direction on how to bring these requests before Council. Discussion followed.

**Moved By** Deputy Warden Stewart

**Seconded By** Councillor MacDonald

*That the Committee recommends that Municipal Council approve the Proclamations Policy as proposed.*

**Motion Carried**

## **7. Reports from Inter-Municipal Boards, Committees and Commissions**

### Heritage Advisory Board

- Councillor Corbett provided an update from the meeting; summer student hiring, nominations for positions, and the scheduling of the next meeting.

### Arena Commission

- Audit complete, and the paperwork has been gathered and needs to be submitted to change from the commission over to the new corporation.

### Antigonish Crime Prevention

- Senior Safety Coordinator's report in the agenda package. Upcoming fundraising efforts will include a lobster-roll sale during the Special Olympics.

### EDPC

- The next meeting is this week; the Town will be joining the EDPC on July 1st

### ERSWM

Councillor MacDonald shared that the efficiency study is complete; province-wide study on governance of waste management is due by the end of June. Producer responsibility for waste report is complete and ready for Councils - Nicole will be presenting this report at the Joint Council meeting later this month. Paint program changes are upcoming. Waste audit completed and going to regional chairs later in June - will be public after this. C&D materials plan underway, with more details about stakeholder consultations to come.

Warden McCarron provided an update on the Sustane Technologies company, which was featured at the FCM conference last week with a tour of their plant in Chester. Pellets produced by compacting waste will be used as bio-fuel for neighbouring industry. Once the plant in Chester is up and running, Council may look to take a tour of the operation.

### ESREN

- No update to provide.

### PARL

- Budget process is underway.

### RK Nursing Home

- The operating deficit has been reduced through efficiencies and a donation.

### Recreation Open Houses

- Warden McCarron provided a brief update on the open houses that have been held in the last week, and Councillors who have attended gave their feedback on the topic.

**8. Community Events**

- Mini Trial Community Centre Canada Day Celebrations upcoming - all are invited
- Clan Chisholm holding annual dinner during the Highland Games (Tuesday, July 3rd in Heatherton this year)
- Giant Yard / Plant Sale Sunday June 10th at the Arisaig Hall; proceeds go to Arisaig Community Development Association

**10. Additions to the Agenda**

**a. Infrastructure Discussion Debrief**

Mr. Horne made note of meetings that had taken place since the last CoW meeting, with MP Sean Fraser, Minister Mombourquette (Municipal Affairs), and Minister Hines (Minister of Transportation), and provided a brief summary of the topics discussed at each. Staff will follow-up with MP Fraser's team for the summary of funding opportunities discussed at that meeting. The meeting with Minister Mombourquette was regarding cellular coverage, and was very productive. The meeting with Minister Hines was regarding infrastructure funding, and the team in that meeting left feeling very hopeful about the concerns raised by the Municipality being addressed.

**b. Challenger Baseball Request**

Mr. Horne reviewed a package received from the Town of Antigonish regarding the redevelopment of a ball field into a fully accessible ball field, with help from the Jays Care Foundation. A miscommunication meant that the Municipality hasn't received a formal application regarding the project, but this is being brought forward to the Committee to provide an opportunity to discuss the project. The official applicant would be the Town of Antigonish.

Warden McCarron noted the importance of the project in terms of inclusive recreational facilities and accessibility in the community. Consensus around the table was provided to support the efforts. Thought will be given to how much support will be provided, and the conversation will be continued at a later date.

**c. Antigonish Heritage Museum Board Public Member Resignation**

Councillor MacDonald noted that the public member appointed to the Antigonish Heritage Museum Board has resigned. Discussion was held regarding the best way to select a new appointee. Councillor MacDonald will bring names back to the Committee for consideration at the next meeting.

**11. In Camera – Contract Negotiations**

Warden McCarron called for a motion to go in-camera to discussion Contract Negotiations.

**Moved By** Councillor Deveau

**Seconded By** Councillor Dunbar

*That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss Contract Negotiations at 7:14 pm.*

**Motion Carried**

**Moved By** Councillor Chisholm

**Seconded By** Deputy Warden Stewart

*That the in-camera session be adjourned at 7:18 pm.*

**Motion Carried**

**12. Adjournment**

**Moved By** Councillor MacLellan

**Seconded By** Councillor Corbett

*That the Committee of the Whole meeting be adjourned at 7:19 pm.*

**Motion Carried**

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Warden Owen McCarron

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Glenn Horne, Municipal Clerk/Treasurer

Working list for AED's:

| Has an AED (reimbursed)   | Does Not Have an AED   |
|---|--|
| <p>Lochaber Community Centre</p> <p>St. Andrews Community Centre</p> <p>Arisaig Parish Community Centre</p> | <p>St. Joseph's Lakeside Community Centre</p> <p>Mini Trail Community Centre</p> <p>Havre Boucher Community Centre</p> <p>Tracadie Hall</p> <p>Heatherton Community Centre</p> <p>Pomquet Community Hall</p> |

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Quarterly Priorities Update, 19 June 2019**  
*(Bold indicated a Council “Now” Priority)*

| ADMINISTRATION  | DESCRIPTION  | ACTIONS TO DATE  | NEXT STEPS & TIMELINE   |
|---|--|--|---|
| <b>REN Strategy</b>   | <b>Review and determine the value for Antigonish County created by the ESREN.</b>  | <ul style="list-style-type: none"> <li>• <b>Staff are reviewing the strategy and activities of the REN.</b></li> <li>• <b>“Notice of Withdrawal” has been provided along with all other partners, which provides the opportunity to end partnership in April 2019.</b></li> <li>• <b>Discussions have been held among REN CAOs and REN CEO to identify and address challenges. Referred back to LOC.</b></li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Meeting with the Min. of Municipal Affairs is being scheduled for July to discuss challenges with REN model.</b></li> <li>• <b>Municipal Staff are developing economic options for Council to consider in addition to or instead of the ESREN.</b></li> <li>• <b>Council discussion on Economic Development will begin in the fall with a decision by December 2018.</b></li> </ul>   |
| <b>Industrial Park Review &amp; New Business Park Options</b> | <b>What can be done to encourage remaining development at the Antigonish County Industrial Park and what are options for a new Business Park</b> | <p><b>Antigonish County Industrial Park</b></p> <ul style="list-style-type: none"> <li>• <b>Opportunities to list the remaining land have been explored and are being considered.</b></li> <li>• <b>Non-economic development options for the use of the land are also being explored.</b></li> </ul> <p><b>New Business Park</b></p> <ul style="list-style-type: none"> <li>• <b>An Economic Assessment is being conducted in partnership with the Town of Antigonish and ESREN to provide additional information to inform economic development decisions, like whether or not to invest in a new business park.</b></li> </ul> | <p><b>Antigonish County Industrial Park</b></p> <ul style="list-style-type: none"> <li>• <b>Non-economic development opportunities will be explored further; August 2018.</b></li> <li>• <b>A sense of opportunities for listing and associated costs are forthcoming; June 2018.</b></li> <li>• <b>Once options are better understood, we will explore if both can be explored.</b></li> </ul> <p><b>New Business Park</b></p> <ul style="list-style-type: none"> <li>• <b>Economic Assessment submission scheduled for October 2018.</b></li> </ul> |
| <b>Asset Management System</b>                                | <b>Development and implementation of asset management tools to inform decision making.</b>   | <ul style="list-style-type: none"> <li>• <b>Establishment of the Asset Management Committee &amp; approval of an Asset Management Policy.</b></li> <li>• <b>Training provided to key staff, Warden &amp; Asset Management Committee Chair.</b></li> <li>• <b>AutoCAD data collection.</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Completion and conversion of linear asset data, condition assessments and generate “state of asset” reports, September 2018.</b></li> <li>• <b>Participation in the Atlantic Infrastructure Management Network Asset Management Cohort Program, fall 2018.</b></li> </ul>   |

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Quarterly Priorities Update, 19 June 2019**  
*(Bold indicated a Council “Now” Priority)*

|                                     |  |   |   |
|-------------------------------------|--|---|---|
|                                     |  | <ul style="list-style-type: none"> <li>• Participation in Asset Management forums and discussions with experts.</li> <li>• Completion of the FCM Asset Management Readiness Scale.</li> </ul>   | <ul style="list-style-type: none"> <li>• Application to the FCM Asset Management Funding Program, fall 2018.</li> </ul>   |
| Emergency Management Coordination   | Work with our partners at the Town and StFX to enhance our Emergency Management planning and readiness by developing a proposal for a full time EMC.                         | <ul style="list-style-type: none"> <li>• Staff from the Town, StFX and County have discussed the concept and identified their needs.</li> <li>• A proposal is being developed by an experienced emergency management professional to provide options for the partners to consider.</li> </ul>   | <ul style="list-style-type: none"> <li>• Options are being developed and will be vetted by staff.</li> <li>• Anticipate the Emergency Management Advisory Committee will receive a proposal by November 2018.</li> <li>• If recommended by the EMAC, Municipal and Town Councils will receive a proposal for a full-time EMC in time for 2019/20 budget development.</li> </ul> |
| Leadership Team Development Program | Provide support and opportunities to the Senior Leadership Team (SLT) and staff to develop leadership capacity and continuously improve the performance of the organization. | <ul style="list-style-type: none"> <li>• SLT completed a development program with Frank Gallant in February 2018.</li> <li>• Multiple sessions were held with staff to develop a workplace mission statement and core values.</li> <li>• Areas for improvement have been identified and are being addressed.</li> <li>• Staff training and development has become a priority for SLT.</li> <li>• A “lunch &amp; learn” on Municipal Modernization was held on April 18.</li> <li>• An All-Staff meeting was held on June 12.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff &amp; Council Fun Day being planned for September 2018.</li> <li>• Hosting a session on Municipal Government in fall 2018.</li> <li>• Training on Microsoft Office is being scheduled for fall 2018.</li> <li>• Identifying opportunity to further engage and empower staff in their roles.</li> </ul>                           |
| <b>Broadband Business Proposal</b>  | <b>Assist with advancing broadband internet to be brought to a private business in District 3.</b>   | <ul style="list-style-type: none"> <li>• <b>A funding announcement will be made on June 16<sup>th</sup> which will see Internet Fibre extend out the #7 Highway.</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>See what Bell plans to do with the Connect to Innovate Funding and how it will benefit local businesses.</b></li> </ul>   |
| <b>Internet Service</b>             | <b>What can be done to improve broadband service throughout Antigonish County?</b>   | <ul style="list-style-type: none"> <li>• <b>Requested a proposal for a full analysis on Antigonish County’s Cellular and</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Meet with Internet Service Providers to identify gaps in service.</b></li> </ul>  |

MUNICIPALITY OF THE COUNTY OF  
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**Quarterly Priorities Update, 19 June 2019**  
*(Bold indicated a Council “Now” Priority)*

|                         |   |  |  |
|-------------------------|---|--|--|
|                         |   | <b>Broadband Connectivity</b> <ul style="list-style-type: none"> <li>• <b>Met with Monique Arsenault from Dept. of Business</b></li> <li>• <b>Attended a broadband meeting in Kings County on June 13th</b></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Prepare funding applications when Provincial call comes out.</b></li> </ul>  |
| <b>Cellular Service</b> | <b>What can be done to improve cellular connectivity in Districts 1 &amp; 2</b> | <ul style="list-style-type: none"> <li>• <b>Requested a proposal for a full analysis on Antigonish County’s Cellular and Broadband Connectivity</b></li> <li>• <b>Estimates have been received from both Bell and Eastlink to provide the required service in districts 1 &amp; 2</b></li> <li>• <b>Met with Minister Momberquette to request province look at cellular funding along with the broadband funding.</b></li> <li>• <b>Met with Mark vandeWiel (ACOA) to see if there are any angles we can approach the federal government for funding.</b></li> <li>• <b>Connected with officials from Industry Canada to discuss potential federal support.</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Arrange meeting with Minister MacLellan to express cellular concerns</b></li> <li>• <b>Arrange meeting with Premier to express cellular concerns.</b></li> <li>• <b>Wait to hear back from Province if they will fund any cellular connectivity projects through the bi-lateral agreement</b></li> </ul> |
| Newsletter Review       | Re-design County Quarterly into a biannual publication                          | <ul style="list-style-type: none"> <li>• First edition of the County Connect was published and delivered in March 2018</li> <li>• Lots of positive feedback was received from community members</li> <li>• Calendar of events is updated live in the web version of the County Connect.</li> </ul>   | <ul style="list-style-type: none"> <li>• Planning is underway for the fall/winter edition of the County Connect</li> </ul>   |
| Online Media Refresh    | Refresh website to make it more user friendly                                   | <ul style="list-style-type: none"> <li>• In March 2018 we moved our website to a new server to limit the website outage time.</li> <li>• Our website receives a lot of traffic so we have since had to upgrade our bandwidth.</li> </ul>   | <ul style="list-style-type: none"> <li>• Continue to refresh website and update regularly.</li> </ul>  |

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*(Bold indicated a Council “Now” Priority)*

|                               |   |  |   |
|-------------------------------|---|--|---|
| Municipal Internet Upgrades   | Look into speed and connectivity challenges at the Municipal Office, including feed into building, hardware, settings, and programs running.  | <p>Met with staff group and IT consultants in January and created an action plan, which included:</p> <ul style="list-style-type: none"> <li>Increasing Internet speed into building with Bell from 20MB to 50MB</li> <li>Feeding PW Building with Wireless connection from main building instead of stand-alone connection</li> <li>Refresh of computer hardware; all staff in Admin building have now had unit replaced (spread over last and current fiscal years), plus PW computers being refreshed – old units that are still useful being repurposed when possible</li> <li>Office network settings updated to create public and secure network split; network settings reviewed for efficiencies and security</li> </ul> | <p>Continuing work with staff to identify and remedy IT concerns in a timely manner:</p> <ul style="list-style-type: none"> <li>Check-in over the summer with team, to get feedback on work done in last six months, and to identify anything further that might be required</li> <li>Group of 9 meeting (June 8<sup>th</sup>), to further discuss collaborative approach to IT support systems.</li> </ul> |
| Collaboration with MODG       | Contact MODG to look to arrange a Joint Council meeting.  | Reached out several times to staff; left with MODG Warden and CAO.   | Take advantage of opportunities for informal meetings and collaboration, such as opening event at Chedabucto Lifestyle Complex (June 29 <sup>th</sup> ).  |
| Tourism Program Review        | Take a look at the activities and expenditures over a period of time (e.g. 5 years) that could be classified as being targeted towards “tourism” (e.g. trade shows, advertising, grants). | <ul style="list-style-type: none"> <li>Conducted a scan of financial records and Council minutes for five years, looking for key words including “tourism”, “visitor”, “VIC”, “Advertising”, and “Saltscapes”</li> <li>Summary provided to Clerk-Treasurer for review</li> </ul>   | <ul style="list-style-type: none"> <li>Provide to Municipal Council for review and further discussion, October 2018.</li> </ul>   |
| County Court House Assessment | Complete assessment to determine amount of work required to maintain the County Courthouse.   | <ul style="list-style-type: none"> <li>Contracted assessment completed in winter, and presented to Council in advance</li> </ul>   | <p>Proceed with direction provided by Council:</p> <ol style="list-style-type: none"> <li>Warden to have discussion with Mayor to</li> </ol>  |

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*(Bold indicated a Council “Now” Priority)*

|                            |  |   |  |
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|                            |  | <ul style="list-style-type: none"> <li>of budget deliberations for direction.</li> <li>Planned summer work on building in response to direction given by Council.</li> </ul>  | <p>determine whether any interest from the Town in taking over the building.</p> <p>2. Solicit expressions of interest for the building.</p>   |
| Dog Control Program Review | Review and Update Dog Control By-law, create standard operating procedures to assist dog control officer, explore opportunities for training and memberships for Dog Control Officer, review and update equipment if required. | <ul style="list-style-type: none"> <li>Identified possible training and membership for Dog Control Officer</li> <li>Dog Control Officer provided by paperwork to complete and return</li> <li>Equipment obtained for Dog Control Officer (pole, gloves, dog spray)</li> <li>Worked with Dog Control Officer to review reporting forms, discussion about operations, provision of ID and crested clothing (for ID purposes), SOP drafted to responding to Dog Bites to provide direction</li> <li>Dog By-law revision in progress</li> </ul> | <ul style="list-style-type: none"> <li>Complete By-law review, conduct public consultation process for feedback (late summer, early fall) before bringing to Council later in the fall</li> <li>Continue to work with Dog Control Officer to improve communications (internal and external), paperwork process, staff support system</li> </ul>  |
| <b>FINANCE</b>             | <b>DESCRIPTION</b>   | <b>ACTIONS TO DATE</b>  | <b>NEXT STEPS &amp; TIMELINE</b>   |
| Infrastructure Funding     | Identify and pursue infrastructure funding.  | <ul style="list-style-type: none"> <li>Secured J-Class Road Cost Shares (2 x 50%)</li> <li>Applied for PCAP Cost Share (Appleseed)</li> <li>Efforts made to build relationships with DMA.</li> <li>Submitted overview of infrastructure priorities Province re: ICIP</li> <li>Met with Min. Mombourquette &amp; Min. Hines re: 2018/19 ICIP Funding.</li> <li>Prepared multiple projects for eventual ICIP call.</li> <li>Opened dialogue with <i>Municipal Solutions</i> to assist with ICIP application development and lobby.</li> </ul> | <ul style="list-style-type: none"> <li>Identify potential 2019/20 J-Class projects.</li> <li>Continue to build relationships with DMA.</li> <li>Anticipating ICIP call for applications in fall 2018 for 2019/20.</li> <li>Continue to prepare shovel-ready projects.</li> <li>Council to approve a 3-5 year Capital Plan in fall 2018.</li> <li>Work with <i>Municipal Solutions</i> to prepare ICIP applications when made available.</li> </ul> |

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*(Bold indicated a Council “Now” Priority)*

|                                 |   |  |   |
|---------------------------------|---|--|---|
| Water Meter Integration         | Extract consumption data from installed water meters and import the information into Diamond Utility water module in preparation for water rate study to provide water consumption rates. | <ul style="list-style-type: none"> <li>• Staff provided an excel document to Diamond with every water meter installed and necessary information (name of property owner, address, meter serial number, account number, etc)to be updated in Diamond.</li> <li>• Water Utility Script has been customized and is in the Diamond System</li> <li>• Neptune and Diamond are working together to configure the scripts for the water guns (to collect the data and import in the Diamond System).</li> <li>• Staff has engaged Diamond to customize the “new” water utility invoice so a graph with the water consumption will show on the bill.</li> <li>• Staff has requested a training session with Diamond on how to utilize the Water Utility Module in Diamond once all the changes have been completed.</li> </ul> | Neptune to train Public Works & Finance Staff on how to use the water guns and import the information in the Diamond System will occur over the summer 2018.  |
| Transfer Station Billing Review | Review the Transfer Station Billing Process and make recommendations for improvement where necessary.   | <ul style="list-style-type: none"> <li>• Reviewed/ Observed the transaction/billing process at the transfer station.</li> <li>• Reviewed the billing and receivables processes/ procedures at the Administrative Office.</li> <li>• Staff requested more customized reports in the PDOX landfill billing system.</li> <li>• The entire 2017/18 fiscal year revenue process was re reconciled using the recommended changes to procedures and</li> </ul>  | <ul style="list-style-type: none"> <li>• Landfill revenue from PDOX reconciles with our Financials in Diamond.</li> <li>• Training Session for additional staff members to be scheduled on how the PDOX system works (summer or early Fall).</li> </ul> |

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|                          |   | new reports in PDOX.  |  |
|--------------------------|---|---|--|
| Water Utility Rate Study | Have a water rate study prepared and submitted to the UARB with a new rate structure for the LSR and Fringe Water Utilities | Contact has been made quarterly with the consultants who will be preparing the water rate study with water meter integration status updates.  | <ul style="list-style-type: none"> <li>Once the water meter integration is completed the consultants will be engaged to prepare the water rate study. The expectation is that will happen in early Fall (September). The water rate study will take approximately 6 – 8 weeks to complete.</li> <li>Present the water rate study to Council for consideration and approval.</li> <li>Once the water rate study is finalized it will be submitted to the UARB for approval. The UARB will review the water rate study in detail, ask a series of follow up questions, set a Public Hearing Date and approve the rate structure once they are comfortable with it. The interaction with the UARB could take up to 4 months from start to finish to complete.</li> <li>The end goal is to have a new water rate structure for April or May 2019.</li> </ul> |
| IT Strategy              | The inter-municipal “Diamond” group are looking for ways to share IT support and services.                                  | <ul style="list-style-type: none"> <li>IT group has met multiple times (with external consultants, just the group of nine alone, with the Province and with a Director of IT from another group of 4 municipal units who have a model where they share IT services.</li> <li>The inter-municipal group is now determining “needs” or desired outcomes report to be presented to their respective Councils on potentially creating a similar IT</li> </ul> | <ul style="list-style-type: none"> <li>Present options and make a recommendation to Council in early Fall as to proceed or not with a shared IT model</li> </ul>   |

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|                                   |  |   |   |
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|                                   |  | service shared model that is currently being used.  |   |
| <b>PUBLIC WORKS</b>               | <b>DESCRIPTION</b>                                     | <b>ACTIONS TO DATE</b>  | <b>NEXT STEPS &amp; TIMELINE</b>  |
| Sewer Assessment & Projects       | Engineered review of sewer treatment plans systems.    | <ul style="list-style-type: none"> <li>Completed system assessment reports on Havre Boucher, Lower South River, Pomquet and St. Andrews STPs.</li> <li>ERA completed on Town STP.</li> <li>Working with Strait Engineering to develop an I&amp;I assessment plan.</li> <li>Sylvan Valley sewer line relocation options developed.</li> <li>West River &amp; Southside Harbour sewer extension consideration underway.</li> <li>Preliminary estimates received for Frankville Sewer Extension</li> </ul> | <ul style="list-style-type: none"> <li>Complete I&amp;I investigations throughout the summer &amp; fall, 2018.</li> <li>Continue to work with Town on STP; update to Joint Council in the fall.</li> <li>Local Improvements presented to residents and seeking feedback throughout the summer into the fall, 2018.</li> </ul> |
| Water Assessment & Projects       | Review of Fringe Water System and associated projects. | <ul style="list-style-type: none"> <li>Hired EXP to do an assessment of the Fringe Water Utility to develop options to address future development and fire flows.</li> <li>Cameron Kinney Hill waterline extension consideration underway.</li> <li>St. Joseph’s water system expansion options under development.</li> </ul>   | <ul style="list-style-type: none"> <li>Waiting for report from EXP.</li> <li>Local Improvements presented to residents and seeking feedback throughout the summer into the fall, 2018.</li> <li>Based on resident feedback, projects will be further developed or passed over.</li> </ul>                                     |
| <b>RECREATION</b>                 | <b>DESCRIPTION</b>                                     | <b>ACTIONS TO DATE</b>  | <b>NEXT STEPS &amp; TIMELINE</b>  |
| Active Transportation Action Plan |  | <p>In March of 2018, Municipal Council adopted the Active Transportation Plan and with the following three priorities for the upcoming year.</p> <ul style="list-style-type: none"> <li>Create an AT corridor along old hwy 104 (now route 4).</li> <li>Provide financial support to community led AT initiatives.</li> </ul>   | Awaiting for word from the province with regards to their plans for this route. Work on the other two priorities will begin this fall.  |

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|                                     |  |   |   |
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|                                     |  | <ul style="list-style-type: none"> <li>• Increase safety on popular cycling routes within Antigonish County.</li> </ul> <p>A meeting was held with local and provincial TIR representatives to discuss the possibility of creating the AT Corridor along route 4.</p>   |   |
| Physical Activity & Recreation Plan |  | Rick Gilbert Consulting and Frank Gallant Consulting were contracted to help develop the plan. Community meetings are ongoing with the last one scheduled for June 18.  | A draft plan will be presented to council in September 2018.  |
| Part-Time Staff Leadership Program  |  | Nothing new to report at this time.   |   |
| Support Community Initiatives       |  | Nothing to report at this time.   |   |
| Recreation for All Program          |  | Nothing to report at this time.   |   |
| <b>SUSTAINABLE COMMUNITIES</b>      | <b>DESCRIPTION</b>   | <b>ACTIONS TO DATE</b>  | <b>NEXT STEPS &amp; TIMELINE</b>  |
| Accessibility Audit                 | Accessibility is a priority and Antigonish County wants to be proactive with regard to Bill 59 and accompanying regulations. | <p>Audit completed in February 2018. Summary of needs was shared with OHS&amp;W and plan actions have been listed and prioritized for 2018-19. First project will be increasing accessibility from parking to access to Municipal Administration Building at 285 Beech Hill Rd. Tender awarded on Friday June 8<sup>th</sup>. Work plan and completion date to be shared asap. Work will be complete on parking and entrance summer 2018. Director of Sustainable Communities was selected to participate in Rick Hansen Foundation Accessibility Certification training at NSCC May 2018. This was the first time the training happened in Atlantic Canada, and was funded completely by the Province.</p> | <ul style="list-style-type: none"> <li>• Development of Action Plan for Accessible Upgrades to inside of Admin building. This Plan will be developed by September 2018 and the scope will be through 2021.</li> <li>• Develop proficiency with RHFAC and certification Summer2018; then fall 2018 rating of Municipal Building under the RHFAC system.</li> <li>• Funding Applications: <ol style="list-style-type: none"> <li>1) Provincial Accessibility Funding</li> <li>2) Enabling Accessibility Fund-July 26, 2018</li> </ol> </li> </ul> |

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|   |  |   |   |
|---|--|---|---|
| Emergency Business Continuity Plan                      | Development of a business continuity plan for short term response and operational continuity in the event of an incident that throws normal operations off. Recognition that BCP needs to be aligned and integrated into larger EMO planning and implementation.   | Introduction of BCP overview and concepts to Senior Leadership Team.<br>Early liaising with Provincial EMO team to determine parameters of plan and templates.  | Plan development milestones completed by July 2018.<br>Plan in draft to be complete by end of Sept 2018.<br>Exercise and review winter 2018.  |
| Renewable Energy Options                                | Exploring Renewables with provincial programs, partners and staffing positions.  | Joint Energy Workshop on May 5 <sup>th</sup> & 7 <sup>th</sup> held in Paqtneke & Heatherton.<br>Solar Display online in front lobby.<br>Funding applications are ongoing for programs and support.   | The Solar Electricity for Community Buildings Pilot Program- application deadline June 29 <sup>th</sup> 2018.<br>Staff funding applications due June 29 <sup>th</sup> .<br>Energy Fair underdevelopment for October 2018.   |
| Community Economic Development Initiative with Paqtneke | CEDI partnership commenced in November 2016 and 1 <sup>st</sup> phase (with cando and FCM facilitation) ends March 2019.   | Three rounds of meetings and workshops have occurred with focus on learning, relationship building, Truth & Reconciliation, priority setting and energy options; all with ec dev lens.<br>Friendship Accord Ceremony held May 5 <sup>th</sup> .<br>Ec Dev forum planned for fall 2018- dates are to be confirmed by July 1, 2018. | Joint Council Meeting dates for September 2018 to be determined.<br>Development of program for Energy Fair and Economic Development Forum in Oct 2018.<br>Succession Outline and Planning for after CEDI phase 1 is complete.   |
| Municipal Awareness Strategy                            | Engaging with Community regarding Municipal Operations and ‘raison d’etre’ has been a focus over the last few years in an attempt to educate and where appropriate encourage input in when and how we do business. We have held open houses, educational events, released vignettes and continue to look for ways to raise awareness/ understanding regarding what we do and don’t do and why.<br>A strategy will outline objectives and key components of maintaining and increasing awareness. | SMART Cities Challenge engagement April 2018<br>CEDI An’kukamkwey / Friendship Accord Ceremony- May 2018<br>Coady Partnership- ABCD workshop planning, ongoing, event in August and October.<br>Mural program- 2 ongoing development.   | Finalize plan for Municipal Tour with Council, staff and strategic partners to infrastructure, programs and operations to make connections. June- September 2018.<br>Municipal Vignette- Land use, Planning and Development & EMO focus- Oct- Nov 2018.<br>Municipal Awareness Week- Nov 2018<br>October 2018- Develop document to record events and successes that can be used as a guide for municipal awareness. |
| <b>ADVOCACY &amp; PARTNERSHIPS</b>                      | <b>DESCRIPTION</b>   | <b>ACTIONS TO DATE</b>  | <b>NEXT STEPS &amp; TIMELINE</b>  |
| Broadband Funding                                       | Identify and pursue broadband funding  | <ul style="list-style-type: none"> <li>A \$120 Million Trust has been announcement by the Provincial</li> </ul>   | <ul style="list-style-type: none"> <li>Wait on application process from the province for broadband funding.</li> </ul>  |

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**Quarterly Priorities Update, 19 June 2019**

*(Bold indicated a Council “Now” Priority)*

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|                                 |  | <p>Government for Broadband projects.</p> <ul style="list-style-type: none"> <li>Met with Monique Arsenault from Department of Business to discuss funding process.</li> </ul>  | <ul style="list-style-type: none"> <li>Meet with Internet Service Providers to see where the Gaps are in Antigonish County.</li> <li>Have business case prepped and ready for when a funding call comes out from the Province.</li> </ul>  |
| Long-Term Care Facility Funding |  | <ul style="list-style-type: none"> <li>Support efforts of the RK MacDonald Nursing Home</li> </ul>  |  |
| Aging in Place Program          |  | No actions taken.   |  |
| NS Broadband Study              | The Province of Nova has commissioned Brightstar Canada to develop a Middle Mile and Last Mile Strategy which would see internet speeds of at least 25Mbps download speeds which would cover at least 95% of populated property locations outside of urban Sydney and urban Halifax with a wireline or wireless service. | <ul style="list-style-type: none"> <li>Both the Middle Mile Strategy and the Last Mile Strategy have been released by the province.</li> </ul>  | <ul style="list-style-type: none"> <li>Steps will be taken by the province to start implementing the Middle Mile Strategy which would see broadband internet taken to the POP (point of presence) within a community. The Last Mile will see the internet being taken from the POP in the community to residential homes.</li> </ul> |
| Paqtnkek First Nation           | Exploring opportunities for joint partnerships and project with Paqtnkek First Nation  | <ul style="list-style-type: none"> <li>See updates above regarding CEDI project, joint energy workshop, and SMART cities challenge joint submission</li> <li>Working together on the Physical Activity and Recreation Plan</li> </ul> |  |

The H.O. W. Club of Antigonish  
310 Main Street  
Antigonish, Nova Scotia, B2G 2C4

Warden of the County of Antigonish  
Municipality of the County of Antigonish  
285 Beech Hill Road  
Antigonish, Nova Scotia, B2G 0B4

Dear Mr. McCarron,  
RE: Request For Annual Grant

Members of our group continue to be in your debt for the support you and your Council have provided each year. We recognize the demands made on Council annually, many of which are worthy of support. Consideration of your continued support is that much more significant.

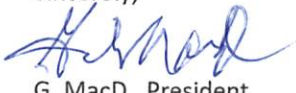
As you are probably aware the Provincial Health Department has made it clear that many of these programs will be expected to be provided in and by individual Communities in the future.

We in the H.O.W. club are quite prepared to continue to assume that role for the many individuals and families who need support to deal with the ravishes of alcoholism. Too often the innocent are the victims and broken families are left to survive.

The rooms at 310 Main Street have helped individuals to recover for 69 years on our anniversary in April. With your generous support that work will continue.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. MacD.', is written over a horizontal line.

G. MacD., President

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**A Council Resolution to enhance our partnership with Paqtnkek Mi'kmaw Nation and Community Economic Development Initiative (CEDI) work through the creation of a shared staff position for a two year period. This resolution supports the application for funding, followed by creation and shared management for this position.**

**WHEREAS** relationships between First Nations and municipalities based on mutual respect and understanding bring shared benefits to all, this staff position will increase capacity for our collective community;

**BE IT RESOLVED** that **The Municipality of the County of Antigonish** enter into a management agreement and joint application with **Paqtnkek Mi'kmaw Nation** for Municipalities for Climate Innovation Program (MCIP) staff position funding to support collaboration, economic prosperity, and building community.

**BE IT FURTHER RESOLVED** that in order to realize shared benefits, **Warden Owen McCarron & Chief Paul James Prosper** have been named as the two joint CEDI champions/ applicants and the following resources are committed to the relationship:

**1. Council Commitment**

- Municipal council agrees to staff support in development of management agreement and application to MCIP for this position.

**2. Expectations of Participation**

- Paqtnkek First Nation will be cosigning the application and in partnership with the Municipality of the County of Antigonish will develop the management agreement, position description and application for the 2 year project.

Signature of the Warden: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Municipal Clerk Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_



**EASTERN REGION SOLID WASTE MANAGEMENT COMMITTEE**  
**Thursday, April 26, 2018 9:30 A.M.**  
**GUYSBOROUGH WASTE MANAGEMENT FACILITY**

Chair Vernon Pitts welcomed everybody to the meeting and called the meeting to order at 9:35 am.

**ATTENDANCE:**

**04-26-2377**

Chair, Warden Vernon Pitts, Municipality of the District of Guysborough  
Councillor Donnie MacDonald, County of Antigonish  
Councillor Sheila Brophy, Town of Mulgrave

**Others Present**

Nicole Haverkort, ERSWM Coordinator  
Kevin O`Handley, ERSWM Compliance Officer  
Gary Cleary, District of Guysborough Deputy CAO  
Jim Davis, Town of Mulgrave CAO

**Absent with Regrets**

Vice Chair, Deputy Warden Jackie Dort District of St. Mary`s  
Councillor Jack MacPherson, Town of Antigonish

**APPROVAL OF AGENDA:**

**04-26-2378**

Chair Vernon Pitts suggested that Nicole Haverkort`s Employee Evaluation should be dealt with at the end of the meeting. The Committee agreed to this.

A motion was moved and seconded, “**That** the Eastern Region Solid Waste Management Committee approve the meeting agenda for the April 26, 2018 meeting with the above noted change.” **MOTION CARRIED**

**APPROVAL OF MINUTES:**

**04-26-2379**

A motion was made and seconded, “**That** the Eastern Region Solid Waste Management committee approve the minutes of February 22, 2018 as presented with no errors or omissions.” **MOTION CARRIED**

**BUSINESS ARISING FROM MINUTES:**

**04-26-2380**

**a. Plastic Bag Ban Resolution**

Nicole Haverkort reported that at the last Regional Chairs meeting there was not much discussion on the Plastic Bag Ban Resolution. However, with the upcoming

## **Eastern Region Solid Waste Management Committee**

meeting next week, this will be an item that will receive a lot of discussion. Nicole noted that in the event that the Province does not support the plastic ban, there is a rumor that a municipality in Region 5 might establishing a ban within their own boundaries. Nicole has received letters of support for the ban from the Municipality of the District of Guysborough and the County of Antigonish. There was also an email from the Town of Antigonish and the District of St Mary's indicating their support for a provincial single use shopping bag ban.

Nicole read the draft resolution that was circulated before the February meeting to consider a signature by the Chair, attached as Appendix A. During the discussion on the ban and if members support the resolution, Councillor Sheila Brophy noted that the Town of Mulgrave Council were presented the information and there was no concern when discussed, it was also noted that it is on their agenda again for the next Council meeting. It was agreed through consensus that the resolution be signed as presented and sent to Leland Anthony Chair, Solid Waste-Resource Management Regional Chairs Committee.

There was further discussion on the repercussions of the ban versus a fee. It was the feeling of the committee that a fee would not solve the issue so there should be an outright ban on single use retail shopping bags.

### **b. Diversion Credit Funds Distributed**

Nicole Haverkort noted that the funds have been distributed to the Municipalities. There were no questions at this time. It was also mentioned that there will be a look at the formula, if not at the Provincial level we can still review for distribution if agreed to within the Region.

### **c. Letter of Support**

Nicole Haverkort noted that at the last regular meeting the committee had received a letter from a Guysborough resident who was looking for a letter of support for her research project which involved marine litter along the local coastline. Basically the letter was asking if the Eastern Region Solid Waste Management would be interested in looking at the information and data that was collected during the research. The Committee wrote a letter of support to Lois Ann Dort, attached as correspondence. Some information has already been shared from the research, to be reviewed at a future date.

### **d. Approved EPR Key Messages**

Nicole Haverkort reported that the Regional Chairs have finalized the EPR Key Messages through the Priorities Group. The document is now available to share. Nicole circulated the EPR Key Messages document and the proposed timeline document and explained the timeline and process to the Committee. Nicole pointed out that in the timeline, each step or activity will have a desired outcome, timeframe and status. The first step was approval by the Regional Chairs to share the approved key messages and a power point presentation that explains what EPR means and details specific to packaging and printed paper. Both documents make

## **Eastern Region Solid Waste Management Committee**

up the proposed EPR tool. Regional Chairs have committed to regional sharing the tool kit, also once the tool kit is final each Chair and or Committee member with staff will be available to present the EPR toolkit to respective Councils, also the Regional Chairs Priorities Committee will present the toolkit to UNSM at the Spring Session.

Nicole shared the EPR presentation with Committee, it was stated that the Regional Chairs are working to develop an EPR proposal for PPP that works best for Nova Scotians. Nicole spoke on the EPR benefits, ie, Economic, Environmental and Social. Members and staff found the presentation was helpful and want it shared with their Councils as soon as possible. Nicole will clarify the timeline for sharing with Councils. There was some discussion on potential future changes to waste management in Nova Scotia, with the waste to energy companies knocking on some doors, and a cautionary note that it is important to be aware of all potential impacts. {Following the meeting it was learned that the Priorities Group will present on Solid Waste and Extended Producer Responsibility at the UNSM Spring Workshop on May 11 at 10:45AM}

### **REGIONAL CHAIRS UPDATE:**

**04-26-2381**

#### **a. January 12, 2018 Approved Minutes**

Nicole Haverkort noted that the January 12, 2018 approved minutes were included in the meeting package. There were no questions at this time.

#### **b. March 23, 2018 Meeting Notes**

Nicole Haverkort noted that the March 23, 2018 Meeting notes were included in the meeting package. There were no questions at this time.

### **NEW BUSINESS**

**04-26-2382**

#### **a. ReCollect Mobile App Set-up**

Nicole Haverkort reported that Apple and Google App Stores have a new policy regarding the platform for the ReCollect Mobile App. They will no longer host 3<sup>rd</sup> party agreements through for ReCollect, each organization using ReCollect must request their own. Nicole stated that in order to continue updating the app through Apple and Google, the Committee must set up an agreement with both companies. To simplify the process, Nicole asked if there would be interest in passing a motion to allow her to sign specifically for this or if status quo should apply. The direction was made to follow the existing signing policy.

#### **b. Yellow Pages Stewardship Agreement**

Nicole Haverkort noted that the agreement is ready to be signed.

A motion was approved and seconded “**That** the Yellow Pages Agreement be signed by the ERSWM Committee.” **MOTION CARRIED**

**c. Regional Education Agreement**

Nicole Haverkort stated that the body of the Regional Education Agreement has changed. Instead of single year contracts, the coordinators have asked to have the term moved to 3-year contracts.

A motion was approved and seconded “**That** the Regional Education Agreement be signed by the ERSWM Committee.” **MOTION CARRIED**

**ERSWM Program Funding Updates**

**04-26-2383**

**a. MAP Funding**

Nicole Haverkort shared a power point display with the Committee that showed the total funds that were dispersed for 2017 and also explained the amounts given for both litter incentive and community bin funding. Nicole added that the total amount for this available term that will carry forward was just over \$11,700.

Nicole also noted that the guidelines and application have been updated for the 2018/19 fiscal year. Applications are due by June 21 at 4:30PM. The first round of applications will be reviewed at the following meeting. After that meeting all applications will be reviewed and funds distributed as approved until the fund is depleted.

**b. Litter Incentive Funding**

Nicole Haverkort updated that no changes were made to the application form. The deadline for not-for-profits to apply prior to a cleanup is September 15, 2018. The total value for the program was not changed, \$6,000 total, maximum of \$1,200 circulated per Municipality. There was a question if this fund could be used to hire students. The response was no; this program is for community groups. The MAP funding application would be used by municipalities to hire students for a clean-up, noting that they must be new hires, existing municipal staff positions are not eligible for MAP funding. Jim Davis asked that the form be sent to their office. Nicole reported that each of the applications will be sent to members and associate staff for sharing.

**c. Community Bin Funding**

Nicole Haverkort noted that there were no applications last year for Community Bin Funding. It was further noted that the application was updated for the 2018/19 fiscal year to include increased pricing for some containers. Nicole stated that some of the Easy Sorters have gone up in price. The total value for the program is unchanged. There was a question if other bins could be purchased through the program.

**REGIONAL COMPLIANCE:**

**04-26-2384**

**a. Compliance Update**

## Eastern Region Solid Waste Management Committee

Compliance officer Kevin O`Handley reported that illegal dumpsites recorded are down slightly from the same period last year but that could change where this week 5 sites have been reported. Kevin stated he was involved at the Guysborough facility with a load was rejected and 2 loads were double tipped. Kevin noted that he has received a lot of calls concerning roadside litter and that he was trying to encourage residents to partake in litter cleanups within their community. Kevin also reported that the Guysborough public drop off building has been monitored closely in the past week.

A motion was made and seconded, **“That** the Eastern Region Solid Waste Management Committee accept the Compliance Report as presented by Kevin O`Handley.” **MOTION CARRIED.**

### OTHER ITEMS:

04-26-2385

#### a. Employee Evaluation – Kevin O`Handley

Nicole Haverkort noted that the Evaluation Report for Kevin O`Handley has been completed and that he is doing an excellent job. This is the last year for a salary step and there will be an increase in pension paid by the Committee and Kevin starting December 1, 2018 for 5 years’ employment. Chair Vernon Pitts made reference to a motion that was previously passed that links ERSWM paid staff positions to the Municipality of the District of Guysborough pay scale and cost of living adjustment.

A motion was made and seconded, **“That** the Eastern Region Solid Waste Management Committee to accept Kevin O`Handley’ Employee Evaluation.” **MOTION CARRIED**

A motion was made and seconded, **“That** the Eastern Region Solid Waste Management Committee authorize the signing the Letter of Offer for Kevin O`Handley.” **MOTION CARRIED**

#### b. Newspaper Advertisement

Nicole Haverkort shared a power point display of the advertisement that was published in the Chronicle Herald and The Casket with the flyer package. The advertisement focused on the refusal to use plastic shopping bags and to encourage the consumer to use the reusable bags.

### BUDGET:

04-26-2386

#### a. 2017- 2018 Budget

## **Eastern Region Solid Waste Management Committee**

Nicole Haverkort circulated a draft copy of the 2017-2018 Budget and explained there will be some more changes before it is final. A payment is expected for Final Enforcement Funding at the end of the week and final VISA expenses.

A motion was made and seconded, “**THAT** the Eastern Region Solid Waste Management Committee accept the Draft Budget report for 2017-2018.”

**MOTION CARRIED**

### **b. 2018-2019 Budget**

Nicole Haverkort noted that the 2018-2019 Budget has been circulated to the Municipalities. There were no questions at this time regarding the budget.

## **MUNICIPAL UPDATES:**

**04-26-2387**

### **District of Guysborough**

Director of Waste Management Gary Cleary attached a copy of his report with the meeting package and also noted that the tender is out for the capping of cells 2 and 3. There are tenders out for gas collection of cells 1, 2, 3 and 4. Gary noted that they are putting out tenders for a new Waste Truck. Gary stated that the highway cleanup along Route 16 will start over the next few weeks. Gary noted that construction of the new lifestyle complex is near completion and within budget.

### **Town of Mulgrave**

Councillor Sheila Brophy asked CAO Jim Davis to provide the update. Jim noted that some buildings within the Town were demolished. They will have the school demo to plan and cover the cost of. It was also noted that the Bulky Waste pickup will take place at the end of May.

A motion was made and seconded, “**That** the Eastern Region Solid Waste Management Committee accept the Municipal Updates that were presented.” **MOTION CARRIED**

## **CORRESPONDANCE:**

**04-26-2388**

### **a. Letter of Support**

Nicole Haverkort noted that a copy of the letter of support addressed to Lois Anne Dort was included in the meeting package.

### **b. Provincial Ban Plastic Shopping Bags**

Nicole Haverkort made mention of the letters that were received from the Regions to date that were circulated through Regional Chairs and attached to the meeting package supporting the Province Wide Ban on plastic shopping bags. Nicole also circulated a copy of the letter from the District of Guysborough and the County of Antigonish regarding support for the Single Use Plastic Shopping Bag Ban.

## **Eastern Region Solid Waste Management Committee**

A motion was made and seconded, “**That** the Eastern Region Solid Waste Management Committee accept the letters attached to the meeting package and the two circulated at the meeting as correspondence.” **MOTION CARRIED**

### **SCHEDULE NEXT MEETING DATE:**

**04-26-2389**

The next meeting is scheduled for Thursday, May 31, 2018 at 9:30 am.  
This meeting will take place at the Guysborough Waste Management Facility.

During this time, Nicole Haverkort, Kevin O`Handley, Gary Cleary and Jim Davis were excused from the meeting while Committee members discussed Nicole Haverkort`s Employee Evaluation. Chair Vernon Pitts will provide Nicole will an update following the meeting.

### **ADJOURNMENT:**

A motion was moved and seconded, “**THAT** the Eastern Region Solid Waste Management Committee stand adjourned.” **MOTION CARRIED. (11:50 am)**

## Tax Sale April 25, 2018

- 193 – “14 Day Notices” were mailed on September 26, 2017 (estimated at \$327,050 or \$296,050 less the unsellable)
- By May 01, 2018 - full payment was received from 95
  - 9 were sold at Tax Sale (\$ 102,188 Surplus collected)
- Partial payment (with ongoing payments) received from 65
- No payment received from 33
  - 15 considered unsellable due to title issues, location investigations by PVSC or disputes.
  - Several letters (approx. 6 - 8) returned, incorrect address or moved
- A total of **\$173,911** (*not including tax sale surplus*) was collected through the tax sale process to May 01, 2018.