# MUNICIPALITY OF THE COUNTY OF

#### COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 12, 2023, 6:00pm Council Chambers Municipal Administration Building 285 Beech Hill Road Beech Hill, NS B2G 0B4

- 1. Call to Order Chair, Warden Owen McCarron
- 2. In-Camera Items
  - a. Advice eligible for solicitor client privilege
- 3. Approval of Agenda
- 4. Approval of November 28, 2023 Committee of the Whole Minutes
- 5. Business Arising from the Minutes
- 6. Delegations
- 7. Continuing Business
  - a. Consideration of Proposed Recreation Facility Feasibility Study
  - b. Consideration of a Community Transit Service Review
- 8. New Business
  - a. Annual County / Town / Legion New Year Levee
  - b. Appointment of Sgt. Warren McBeath as Traffic Authority
- 9. 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.

- 10. Staff Reports
- 11. Additions to the Agenda
- 12. Adjournment

# MUNICIPALITY OF THE COUNTY OF

#### **Committee of the Whole Meeting Minutes**

Tuesday November 28, 2023
Following Asset Management Committee
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were:	Warden Owen McCarron Deputy Warden Bill MacFarlane Councillor Mary MacLellan Councillor Donnie MacDonald Councillor Hugh Stewart Councillor Shawn Brophy Councillor Shawn Brophy Councillor Remi Deveau Councillor Gary Mattie Councillor Harris McNamara

Regrets: None

Staff Present:	Glenn Horne, CAO
	Beth Schumacher, Deputy Clerk

Others Present: Gallery John Heseltine, LPP MCIP, Stantec (by Zoom)

#### 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 5:52pm.

#### Approval of Agenda

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

Moved and Seconded

That the agenda be approved as presented.

#### Approval of November 14, 2023 Committee of the Whole Minutes

Warden McCarron called for any errors or omissions in the Committee of the Whole minutes of November 14, 2023.

Moved and Seconded

That the minutes of November 14, 2023 be approved as presented.

**Motion Carried** 

#### **Business Arising from the Minutes**

There was no business arising from the minutes.

#### **Delegations**

There were no delegations.

#### **Continuing Business**

#### Resignation of the Deputy Warden

Mr. Horne shared with the Committee that he has received the resignation of Deputy Warden Stewart, to step down from his role as Deputy Warden and remain Councillor for District 3. Mr. Horne welcomed Councillor Stewart back to the Council Chambers after his absence. Warden McCarron thanked Councillor Stewart for his support during his duration in the role. Councillor Stewart provided his thanks to Council and his community for their support.

Warden McCarron then opened the floor to nomination for the role of Deputy Warden. Councillor MacFarlane was nominated for the role of Deputy Warden. There were no further nominations.

#### Moved and Seconded

The Committee recommends that Councillor Bill MacFarlane be elected to the position of Deputy Warden for the remainder of the 2020-2024 council term.

#### **Motion Carried**

#### Letter of Support for Antigonish Affordable Housing Society

Mrs. Schumacher provided a brief review of the draft letters that have been prepared to support the Antigonish Affordable Housing Society's applications for funding for their second phase of development on Appleseed Drive. Consensus was given by the Committee provided to provide the letters of support as drafted.

#### Decision on Boundary Review Scenarios for Phase-2 Consultation

Mr. Horne welcomed Mr. Heseltine to the meeting and gave a brief overview of the process to date. Mr. Horne noted that he would facilitate the discussion about the selection of options to take forward to the second phase of the boundary review to

allow Warden McCarron to participate in the discussion. Mr. Horne noted that Mr. Heseltine was on hand to answer any questions and to provide feedback on any suggestions that came forward throughout the discussion. He then invited each councillor to provide their feedback on the options and ask any questions following their review of the larger maps provided the week before.

Councillor Brophy noted that District 4 changes in every scenario. He feels that a lot of investment has happened in District 4 and would not like to see that change to a different district if the boundary was redrawn. He feels that the new district in that area would be very rural in nature and would like to keep some urban profile in that district.

Councillor Dunbar reviewed the proposed scenarios in detail when the larger maps were provided and felt disappointed where Heatherton and area are chopped up and placed into other districts. He has concerns where the community is split and grouped in districts that extend quite far to the Guysborough line and Lochaber. Would like to see ten districts but have adjustments made to keep more of Heatherton together beyond just the village.

Councillor Stewart felt comfortable that with ten or eight districts.

Councillor Deveau noted that of all of the proposals, Pomquet is chopped up except for the option that chops up Heatherton area. Councillor Deveau provided some background on the designation of the community to obtain Acadian status for the school and noted that many feel that Pomquet is the heart of Acadian culture in the County. Additional information was shared about the community and cultural centre, funding from Heritage Canada for that development, and he feels that Pomquet should be treated like a community of interest and kept together in the review process.

Mr. Heseltine asked a question for further clarification from Councillor Dunbar about what he considers the area that should be considered for grouping with Heatherton. Councillor Dunbar shared the area names of many of the smaller communities around Heatherton that identify with Heatherton. Clarification was sought weather Meadow Green, Black Avon, Frasers Grant, Summerside, Bayfield and Paqtnkek were all areas that tend to group with Heatherton.

Councillor McNamara shared that he talked to UARB, and feels that with Strait of Canso opening up may see growth in that district. He reviewed some statistics from the survey, the process of the review to date, and discussed how the majority of survey respondents noted a preference for ten districts. He quoted the phase one report and municipal website posting.

He feels that there should not be options for the number of councillors other than ten, and raised concerns that there will be less public engagement if the same question is asked again. The various options for ten districts are within the allowed variance, and he recommends proceeding with two ten-district options. Mr. Heseltine agreed that considering different options of ten councillors is reasonable given how clearly it was supported in the public survey. This is one of the reasons why they created three different options for a ten-member council.

Councillor Mattie noted that he understands that there will be change. He noted that Monastery and Tracadie operate as a hub, and he has concerns with the eightcouncillor option where Monastery and Tracadie are split. His preference for the tencouncillor option with minimum change.

Mr. Heseltine asked some questions for clarification.

Councillor MacLellan had thoughts similar to what Councillor McNamara shared. She feels that a ten-councillor scenario would be the best. The proposed land area of District 1 is quite large in some of the scenarios. Her preference is Option 3. She has some concerns with the district being too large and how much travel that requires of a representative in that area.

Councillor MacDonald noted that District 2 is not significantly changed but would be good to go back to the community with two options to consider.

Deputy Warden MacFarlane echoed Councillor Deveau's comments about Pomquet as an Acadian community and could be considered as a community of interest and be allowed to have a smaller population than the other districts. He raised some concerns with communities in District 10 now being split. He suggested looking at a ten-district and a nine-district option to take forward, and the scenario with ten and a minimum variance would be his preference.

Warden McCarron noted that he looked at the overall benefit to the community as a county. Significant impacts are proposed to District 6 in the different options put forward. He gave example of changes to the boundary configuration made eight years ago to pull part of District 6 into District 7 to meet variances. The population is moving towards the urban area around the town, which is having an impact of the boundaries. He noted the previous comments made about communities of interest, particularly Pomquet's Acadian population, and noted Deputy Warden MacFarlane's suggestion to use the Pomquet River as a boundary. He suggested looking at the 10-district option with minimum variance, or look at 9 districts, and then make adjustments to the proposed boundaries and plan for trends for population shift in years to come. He expects substantial change to come in population movement in the community. He shared the example of when Meadow Green was proposed to move to District 7 in a past review, when the public made representation to have things adjusted so that they could stay in District 6.

Mr. Heseltine shared his agreement of the importance of the public consultation process.

Mr. Horne then asked the Committee if there could be some agreement on looking at moving from five scenarios to two to move to public consultation. He noted that he heard that Council wants to take a ten-district option forward. There was consensus to eliminate Scenario 2, Acadian Option, leaving Council looking at whether to take Scenario 1, Minimum Variance, or Scenario 3, Minimum Change, forward as ten-district options, with adjustments to the boundaries before finalizing what goes forward for public consultation.

- Minimum Variance Scenario 1 6 in favour
- Minimum Change Scenario 3 4 in favour

Through a show of hands, it was decided that Scenario 1, Minimum Variance will proceed to the second phase, with adjustments.

Mr. Horne asked whether there was a desire to proceed with Scenario 4, 8 districts. Consensus was to not proceed with the 8-district option.

Mr. Horne asked if there was a desire to consider Scenario 2 – Acadian Option, proceeding. Consensus was to not proceed with Scenario 2 – Acadian Option.

Mr. Horne noted that he was now looking for the Committee to choose between taking forward a second 10-district option, or the 9-district option, with the understanding that any boundary option going forward will need adjustments before the public consultation process. He also noted that any option needs to preserve the Acadian community of Pomquet. Councillor McNamara shared that he feels that the people have picked 10 councillors, and the second phase of consultation is only meant for the consideration of the boundaries.

The question was asked of Mr. Heseltine whether in his experience, a municipality must only proceed with one option for the number of districts in the second phase of consultation. He shared that in his experience it is not uncommon to proceeded with different numbers of districts for the second phase of consultation.

- Minimum Change Scenario 3 6 in favour
- Nine District Option Scenario 5 4 in favour (with the map adjusted based on the Committee's feedback)

Through a show of hands, it was decided that Scenario 3, Minimum Change will proceed to the second phase, with adjustments. To summarize, this means that two ten-district options will proceed to the next phase of consultation.

Moved and Seconded

The Committee recommends that Municipal Council approves taking Scenario 1, 10 Districts with Minimum Variance and Scenario 3, 10 Districts with Minimum Change,

forward to the second phase of public consultation for the Boundary Review, subject to further refinement to incorporate the suggestions of the Committee.

#### **Motion Carried**

Mr. Heseltine was thanked for joining the meeting and for his assistance in the process to date.

#### New Business

#### Consideration of Extended Producer Responsibility Opt-in

Mr. Horne spoke to the Extended Producer Responsibility Opt-in outlined in the memo in the agenda package and noted that all municipalities have to make a decision about whether to opt-in or out by January 1<sup>st</sup>. Opting-in would mean that for the next 18 months, work with program administrators can take place to help to understand changes to blue bag program.

#### Moved and Seconded

The Committee recommends to Municipal Council that the Municipality of the County of Antigonish Opt-In to the provincial Extended Producer Responsibility for paper, packaging, and packaging-like products program.

#### **Motion Carried**

#### **Community Events**

- Councillor Mattie shared that on December 10<sup>th</sup> Santa is coming to Tracadie Fire Hall with opportunities for photographs for pets and kids. New Years Dance is planned to take place at the Fire Hall.
- Councillor MacLellan shared that on December 2<sup>nd</sup> Santa is coming to Arisaig. Additional activities are planned for the Arisaig Hall. On November 15<sup>th</sup> had an emergency measures meeting in Arisaig, and it was well attended and worthwhile for community information. Also had a meeting regarding the windmill project proposed for District 1.
- Councillor MacDonald shared that on December 2<sup>nd</sup>, Santa will be at the Mini Trails Community Centre.
- Deputy Warden MacFarlane shared that he attended the Christmas on Main event on Friday evening, and Santa Claus Parade on Saturday. Convocation at St. FX is taking place this weekend.
- Councillor Brophy attended the Christmas on Main event on Friday evening.
- Councillor Dunbar shared that on Friday December 1<sup>st</sup>, the Heatherton Group Home is holding a fundraising concert. The Santa tour is coming to Heatherton on December 3<sup>rd</sup>.

- Councillor Stewart had no updates.
- Councillor Deveau shared that Santa is coming to Pomquet on December 3<sup>rd</sup>. A Christmas meal for Distict 5 seniors is planned to take place on December 3<sup>rd</sup>.
- Councillor McNamara noted that the Saturday night dinner and dance for those aged 50+ is sold out. On December 2<sup>nd</sup> Havre Boucher is having the light tour, with 20 floats registered so far and a number of children's activities planned. Johnnie Boucher concert on the last Sunday of each month. 45 card plays on Tuesday nights, darts on Thursdays. The Community Centre is having a draw in the community called the Toonie Chest up to 1600 people participating. This has been a very successful fundraiser in the community, and Councillor McNamara gave a shout out to the volunteers running this event.
- Warden McCarron shared that the Santa Tour is taking place on December 2<sup>nd</sup> and 3<sup>rd</sup>. In St. Andrews, the SASHA tree lighting will take place on Dec 1. Fall convocation is taking place at St. FX this weekend. Lights of Love at the RK MacDonald is planned to take place on Sunday Dec 3<sup>rd</sup>. Christmas on Main and the Santa Claus Parade were well attended. Curling is up and running in St. Andrews.

#### Reports from Inter-Municipal Boards, Committees, and Commissions

#### Antigonish Heritage Museum Board

 Saturday December 16<sup>th</sup> holding a volunteer thank-you event. Asking for RSVPs by December 8<sup>th</sup>.

#### Antigonish Arena Association

• Nothing new to report. Councillor Stewart commented on the positive feedback regarding improvements that have been made to the arena to create an accessible seating section.

#### Eastern District Planning Commission

• The Board had a board meeting last week, with the next one planned for the end of January. EDPC Eastern Plan review had a public meeting and good feedback was received.

#### Eastern Regional Solid Waste Management Committee

• The next Board meeting is planned to take place on the 25<sup>th</sup> of January.

#### Pictou Antigonish Regional Library

• Nothing to report.

#### RK MacDonald Nursing Home

• Working on accreditation with the walk-through with the Board early in December. The Board is meeting on Thursday November 30<sup>th</sup>.

#### County Paqtnkek Joint Steering Committee

• Nothing to report. Warden McCarron read through the results from the recent election at Paqtnkek and asked that letters of congratulations be sent to the Chief and each member of Council from Municipal Council.

#### Moved and Seconded

The Committee recommends to Municipal Council that letters of congratulations be sent to Chief and Council recently elected at Paqtnkek.

#### **Motion carried**

#### **Consolidation Steering Committee**

• Nothing to report.

#### Community Navigation and Physician Retention Services Association

• Nothing to report.

Warden McCarron shared that he met with a group that is helping with relocations by supplying furniture, which is looking for a surplus building for storage of donations. Members of the Committee were asked if they knew of anywhere that they could point this group in the direction of.

#### Additions to the Agenda

There were no additions to the agenda.

#### In-Camera Items

Moved and Seconded

That the Committee of the Whole adjourn to an in-camera session to discuss Potential Litigation and Contract Negotiations at 7:15 pm.

**Motion Carried** 

Moved and Seconded

That the in-camera session adjourns at 8:01 pm.

**Motion Carried** 



#### Adjournment

Moved

That the Committee of the Whole meeting be adjourned at 8:02pm.

**Motion Carried** 

Warden Owen McCarron

Glenn Horne, CAO

#### MEMO FOR INFORMATION

TO: Committee of the Whole
FROM: GLENN HORNE, CAO
SUBJECT: DECEMBER 2023 STAFF REPORT
DATE: 08/12/2023

#### ADMINISTRATION DEPARTMENT

- 2nd Annual Safety Day was held on Nov 29th, 2023 with areas of focus including safety culture and individual roles in safety; EMO updates and planning at home; being prepared at home and developing a plan; mental resilience; and practising inspections.
- Light retrofits of municipal buildings as outlined in our Energy Management Plan are ongoing.
- Delay in parts arriving has delayed the completion of the electrical and communications switch over and generator installation. Contractors have been onsite over past week, but still waiting for final pieces.
- An application has been submitted to ACOA for the recently announced \$9 million fund to help improve the readiness of designated comfort centres in areas impacted by Hurricane Fiona for future climate-induced weather events.
- On November 16, 2023, CAO Glenn Horne was a guest speaker at a StFX PGov Local Government class, speaking about the role of a municipal CAO.
- Construction work to replace windows and undertaken interior painting at the County Court House is underway when Court is not scheduled in the building.
- A Hometown Holiday activities in partnership with the Town of Antigonish are ongoing. Christmas on the Main took place on Nov 24, the Santa Claus Parade on Nov 25 and Santa's County Tour on Dec 2 & 3. Each event was met with great attendance and excitement. The Storyboard Walk is installed at the Antigonish Landing, Holiday Movie (The Grinch) and Holiday Skate are scheduled for Dec. 10.
- The Municipal Office will be closed for the Christmas Shutdown from noon on Friday, December 22 until Tuesday, January 2, 2024.

#### FINANCE DEPARTMENT

- Tax Reminder notices will be sent out in December. Of the 13,786 property tax invoices mailed out in May 2023 when the F2023/24 budget was approved – 1,288 tax reminders will be mailed out in December (427 less reminder notices than the October tax reminder notice mailouts).
- 1,722 water bills were sent in the mail as part of the County's regular semi-monthly billing cycle.
- Finance staff took part in Safety Day events.

- Potential tax sale properties have been submitted to our solicitors for title searches.
- Ongoing day to day operations (collections, reconciliations, payroll, property tax and utility customer maintenance, ad hoc provincial reporting, etc.).
- The County's Low-Income Tax Exemption Program will be over the end of December.
- Province of Nova Scotia's Senior Rebate Program will be over the end of December.
- Property Valuation Services Corporation's tax roll for 2024 will close the first week of December. Assessment notices will be mailed to property owners early in the New Year and the property owners appeal process will be for 30 days after the property assessments are mailed out.
- Strait IT Board meetings occur monthly.
- Finance staff support the Antigonish Arena in the role of financial accounting (day to day accounting, year end audit preparation, reconciliations, etc.).
- Auditors from MNP were on site from Tuesday, Dec 5 Friday, Dec 8.
- Professional Development is ongoing.

#### **RECREATION DEPARTMENT**

- Make Your Move Antigonish
  - Presented MYMA and the Make Your Move at Work program at a Antigonish Chamber of Commerce board meeting.
  - Ongoing evaluation: the Dal team in partner with MYMA are looking to have several interviews done to gather qualitative data for the project.
  - Working on Community Signage (signs to be posted at the Aux rink and an invitation has been sent out to Walmart)
  - Had a successful night joining in with Holiday on Main (Nov 24<sup>th</sup>)
  - Hosting online social media challenges to spread the MYMA message and grow support of the movement.

#### Community Hubs Project

- We have completed many of our meetings and will finish up in the new year with a meeting in St Andrews and Paqtnkek communities. A few goals of meetings:
  - Reconnect and reestablish communications.
  - Intro MYMA
  - Conversations around what is currently happening within communities and how the Rec dept can support.
- Free fixed route transit for the month of Dec. An extension of our Free Rec Transit that we hope to revisit in the new year for several Saturdays.
- Mini-Pitch
  - o finalizing lease agreement and MOU with partners.
  - CBCL has begun detailed design, under contract.

- o working towards issuing Purchase Agreement in coming week
- Barca Foundation project
  - introducing Ahead of the Game founder and StFX professor Dr. Jonathan Hood to community service organizations in Antigonish, Guysborough, Monastery, Paqtnkek, and Pictou communities
- Sport Hub
  - Oingoing SportHub support to organizations and individuals to overcome barriers to participation in local sport.
  - Works continues with migrating the recreation departments 's registration, facility scheduling, and equipment loan management systems to Sport Hub, with the goal of having it completed within the next couple of months.
- Other
  - Bringing new funding to Antigonish sport organizations and community groups vis the EDI coordinator position.
  - Recreation Programmer attended a two-day Aquatics Training session.
  - Holiday Sledge & Skate scheduled for December 10<sup>th</sup>

#### **PUBLIC WORKS**

- PW Director Daryl Myers and CAO Glenn Horne met with officials at Paqtnkek Mi'kmaw Nation to discuss Solid Waste Collection.
- Waterline extension along Highway 337 is now complete.
- St. Joseph's waterline extension is complete and the tower base is now under construction.
- Winter maintenance activities have begun.
- 2024/25 capital planning is ongoing.





#### **REQUEST FOR DECISION / DIRECTION**

TO:	JOINT COUNCIL OF THE MUNICIPALITY OF THE COUNTY OF ANTIGONISH &
	THE TOWN OF ANTIGONISH
FROM:	KATE MACINNIS & MARLENE MELANSON
SUBJECT:	ANTIGONISH COMMUNITY, SPORT, & RECREATION CENTRE
DATE:	NOVEMBER 29, 2023

#### RECOMMENDATION

That the Municipality of the County of Antigonish and the Town of Antigonish endorse staff to undertake a RFP process for a feasibility study to better understand how to optimize accessible and innovative recreational opportunities, with a particular interest in a recreation, sport, and community centre for Antigonish. The RFP process will determine budget request to forward to both Councils to undertake the feasibility study as part of the 24-25 deliberations.

#### BACKGROUND

On June 5<sup>th</sup>, 2023, People for an Antigonish Recreation Centre (PARC), a group representing diverse backgrounds and subgroups within our Town and County made a presentation to Joint Councils. The group proposed that Town & County Councils approve funding for a feasibility study to better understand how to optimize accessible and innovative recreational opportunities, with a particular interest in a recreation, sport, and community centre for Antigonish.

Since that time municipal staff Kate MacInnis and Marlene Melanson, along with PARC representatives have met to discuss this initiative and have prepared a draft Request for Proposals (RFP). The RFP looks to engage the services of a consultant to conduct a comprehensive analysis to assess the viability of and potential success of a community, sport, and recreation centre in Antigonish. The study seeks to capture the needs and expectations of a diverse community while considering financial and environmental sustainability, accessibility, and regulatory compliance.

#### ANTIGONISH COMMUNITY, SPORT, & RECREATION CENTRE RFP OVERVIEW

The intent of the RFP is to capture all elements that municipal councils must consider when evaluating the feasibility of consulting a Sport and Recreation Centre. The RFP aims to solicit proposals from qualified firms to undertake this extensive project. The analysis will include not only the physical and functional aspects of the facility, but also the social, environmental, and

physical impacts. By emphasizing the inclusion of these elements, the RFP seeks to ensure that proposals align with the broader communities' goals and values, which will foster a sustainable and well-rounded approach to the consideration of building a Sport and Recreation Centre. Through this inclusive framework, the RFP process and then in turn the feasibility study process will facilitate a throughout evaluation, giving Councils the opportunity to make an informed decision when considering the establishment of such a facility.

#### A summary of the RFP deliverables include:

- 1. <u>Background Analysis & Case Study</u> Reviewing relevant Town and County documents/strategies, as well as any provincial and federal government action plans/strategies that apply to this work.
- Social, Economic & Environmental Scan Assessing impacts from a community health and well being perspective, attraction and retention asset, tourism asset, and economic impacts.
- 3. <u>Current Assets</u> Inventory of what currently exists and measuring public access.
- 4. <u>Site Analysis</u> Evaluation of potential locations including requirements for each proposed site such as land acquisition, establishment of partnerships, etc.
- 5. <u>Environmental Impacts</u> Evaluation of risks and construction impacts, permitting and regulation requirements, zoning considerations, etc.
- 6. <u>Overall Risk Assessment</u> Potential risks that could impact the viability of a community sport and recreation centre.
- 7. <u>Financial Analysis</u> Estimation of capital costs, operating budgets, assessment of net financial cost of benefit, tax implications, etc.
- 8. <u>User Analysis</u> Identifying community groups, types of individuals and target audiences for such a facility.
- <u>Community Engagement</u> Community and stakeholder engagement to determine support for such a project, identifying public concern, determine assets and amenities the community would be looking for in such a facility.
- 10. <u>Final recommendation(s)</u> Presenting Councils with the findings, recommendations on how to move forward.

#### CONSIDERATIONS

The findings of a feasibility study will be used to support considerations for the future construction of an inclusive, multifaceted facility that meets the identified needs of our diverse region and creates new opportunities for increased community building and connectivity through recreation, sport, arts, and culture. The objective of the study to is to develop and finalize a report for an inclusive Antigonish Community Sport and Recreation Centre that meets the needs and expectations of the community while considering financial and environmental sustainability along with the project deliverables.

#### STRATEGIC PLAN

The suggested project is closely connected to several plans and reports, effectively addressing numerous objectives outlined in each of the plans below.

- Town of Antigonish Physical Activity Strategy.
- Municipality of the County of Antigonish Communities in Movement Plan.
- Town of Antigonish Municipal Planning Strategy.
- Municipality of the County of Antigonish Strategic Planning Document.
- Keppoch Mountain Community Health Impact Assessment Tool.
- Provincial Shared Strategy for Advancing Recreation in Nova Scotia.

#### WORK PLAN IMPLICATIONS & TIMELINES

Kate MacInnis and Marlene Melanson, with the support of PARC, will collaborate to complete the Request for Proposal (RFP), release it, evaluate submissions, and present the final report to both councils.

The proposed timeline is as follows:

- January March 2024: Finalize RFP, post RFP, then evaluate and select potential consultant.
- March/April 2024: Finalize financial request to Councils.
- May/June 2024: Award contract and finalize work plan.
- June October/November 2024: Conducting the feasibility analysis.
- December 2024/January 2025: Delivery of the consultant's final report to both councils.

#### **BUDGET IMPLICATIONS**

Based on research of similar studies undertaken by other municipalities in the past 5-10 years, the estimated cost for the feasibility study falls within the range of \$150,000 to \$200,000. Apart from seeking financial assistance from the municipality, alternative funding sources will be explored. It will be specified in the RFP that the ultimate decision to proceed with the study is

contingent upon budget approval. Decisions on how to approach the funding structure of a project of this magnitude would involve future discussions with the CAOs and a recommendation would be brought forward to Councils at budget time.

#### **NEXT STEPS**

Each council is asked to return to their respective units to deliberate and formulate a decision whether to proceed or not. Ideally, each Council will reach a decision on whether to proceed or not with the study during their respective December Council meetings. At the December Council meetings, staff would be looking for a motion or endorsement to proceed with the posting of the RFP for the feasibility study. Staff would come back to Councils once the RFP process was complete and a request for funding would come to continue the work.

### Proposal for Feasibility Study: Antigonish Recreation Centre

A Presentation by:

People for an Antigonish Recreation Centre (PARC)







Antigonish Town & County Joint Council Meeting June 5th, 2023



## Who We Are

People for an Antigonish Recreation Centre (PARC)

A group representing diverse backgrounds and subgroups within our Town and County.

Passionate about living healthy, active lifestyles, and community.



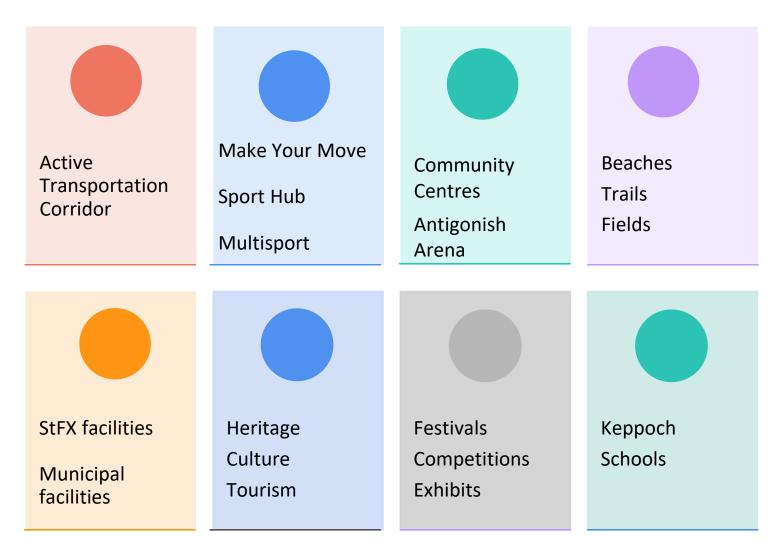




We propose that Town and County Councils approve funding for a **feasibility study** to better understand how to **optimize accessible and innovative recreational opportunities**, with a particular interest in a **recreation**, **sport**, **and community centre** for Antigonish. "Communities in Movement reflects our continued passion to support and provide recreation and physical activity opportunities for all residents of Antigonish County."

> Communities in Movement Report County of Antigonish 2019

### Gratitude For What We Have



## An Opportunity to Live Better



A welcoming space for recreation, wellness, and community purposes



A facility to grow recreation, sport, and culture that supports Town and County strategies



The desire to attract newcomers, skilled workers, tourists, and artists



A progressive approach to health, wellness and recreation

### **Our Vision**

A community that will thrive for generations to come socially, fiscally, and environmentally.

Investing in a future that is accessible and inclusive for our growing population.

walkablefood reation 10 municipa fee identi exhibits shows opportu lesd academic pride Chrise diverse cultural fisca vibrant stăinable HILINOLLON

We propose that Town and County Councils approve funding for a **feasibility study** to better understand how to **optimize accessible and innovative recreational opportunities**, with a particular interest in a **recreation**, **sport**, **and community centre** for Antigonish.



### Thank you

### **People for an Antigonish Recreation Centre**

(PARC)

Adam Baden-Clay **Stephanie Cooper Randy Crouse** Trudy Delorey MacDonald Matea Drljepan Maria Fraser Dr. Jane Anne Howard **Trevor Reddick Bronwen Smith Cooke** Steph Spencer **Patrick Withey** 

### Questions

### Feedback

Words of Support













#### **MEMO FOR DECISION**

TO: Committee of the Whole

FROM: Glenn Horne, CAO

SUBJECT: RFP – COMMUNITY TRANSIT SERVICE REVIEW

DATE: December 8, 2023

#### <u>Summary</u>

In follow-up to the Committee's September 26 direction, a request for proposals (RFP) has been drafted in collaboration with the Town of Antigonish and the Antigonish Community Transit Society (ACTS) for a review of Community Transit Service in Antigonish.

The goal of this project is to assess the needs of the community related to community / public transportation services, determine the most effective means of addressing those needs, and developing a strategy with a governance and service delivery model that is accessible and fiscally responsible.

Approval is being sought from Council to issue the RFP.

#### **Background**

At its September 26, 2023, meeting the Committee of the Whole received the ACTS *Fixed Bus Route Report*. This report states that the fixed bus route service (the 1-hour loop around Town, Post Road & Mount Cameron) was not sustainable as it currently exists, and ACTS will have to make decisions about the future of this service by Mar/April 2024. The report also made a case for municipal ownership and operation of the Fixed Route and further recommended changes to the service to enhance ridership, including additional promotion, placement of bus shelters and partnerships with user groups.

In follow-up to this report, the County, ACTS Board and Town Council each agreed to work together to further assess the community's needs for fixed route transit and how that fits with the overall community transit system. Based on those needs, we would then develop service delivery model options including long-term financial, operational and governance structures.

The attached RFP has been drafted to secure a qualified individual or organization to complete this exercise. It has been reviewed and is being recommended by County, Town and ACTS staff.



#### **Considerations**

With the Committee's approval, and pending approval of the Town Council, this RFP would be posted prior to Christmas, closing in mid- to late-January. Funding for this work has been applied for through the Housing Accelerator Fund. It is expected that the status of the County's application to the HAF will be known prior to awarding of a contract for this work. While a specific funding arrangement has not been established yet, all partners are contributing to the work in some fashion.

A working group made up of County, Town and ACTS officials will guide the work.

#### **Recommendation**

With the support of the Committee, the following recommendation is in order:

The Committee recommends to Municipal Council that and RFP be issued for a Community Transit Service Review in collaboration with the Town of Antigonish and Antigonish Community Transit.







#### **Request for Proposals – Community Transit Service Review**

#### 1. Purpose

The Municipality of the County of Antigonish (County), Town of Antigonish (Town), and Antigonish Community Transit Society (ACTS; collectively referred to as the Partners) are seeking submissions from qualified individuals and organizations for the review of community transit services in Antigonish.

The goal of this project is to assess the needs of the community related to community / public transportation services, determine the most effective means of addressing those needs, and developing a strategy with a governance and service delivery model that is accessible and fiscally responsible.

Services are required for the provision of professional and impartial insight to assess the accessibility and equity of services, determine the appropriateness of the current system structure, and provide expert recommendations. The awarded consultant must be familiar with rural transit challenges and solutions, municipal service delivery and budgeting, provincial regulations related to public passenger carriers, and the development of transit service operational plans.

Submissions will be accepted by email until the closing time of 4:00 p.m. local time, January XX, 2024. Incomplete or late submissions will not be eligible. All RFP requirements, outlined in Section 3, must be included in the submission.

#### 2. Background Reference Material

The following documents should be reviewed as part of the submission preparation process and are available from Primary Contact (Section 9.7):

- Antigonish Community Transit Feasibility Study (2014)
- Antigonish Community Transit, Board minutes
- Antigonish Community Transit, budget & financial statements (2023/24).
- Antigonish Community Transit Business Plan (2020)
- Antigonish Community Transit, Fixed Bus Route Report (2023)
- Municipal of the County of Antigonish, Accessibility Plan (2022)
- Town of Antigonish, Accessibility Plan (2023)

#### 3. Deliverables and Expectations

The following shall be used to develop the submission for the community transit service review. Submissions are to include all items outlined in Sections 3, 4, and 5.

3.1. A review and evaluation of current structures and programs, including:

- 3.1.1. Existing transit network to identify strengths, weaknesses, gaps, overlaps, and inefficiencies.
- 3.1.2. Historic and current ridership numbers & trends.
- 3.1.3. Revenue sources, trends and generating opportunities.
- 3.1.4. Expense categories, trends and mitigating strategies.
- 3.1.5. Systems for booking, tracking ridership, fleet maintenance, scheduling and other common areas of transit operations.
- 3.1.6. Viability as a sustainable long-term model.
- 3.1.7. Comparable examples of existing transit models.
- 3.1.8. Opportunities and best-practices to increase ridership.
- 3.1.9. Opportunities for better connections and more efficient travel.
- 3.1.10. Accessibility considerations.
- 3.1.11. Climate change resilience considerations.
- 3.1.12. Current market and advertising schemes, and awareness-raising opportunities,
- 3.2. Recommendations for service delivery improvements that reflect the following considerations:
  - 3.2.1. Best and innovative transit systems or practices for rural communities.
  - 3.2.2. Meeting the demonstrated needs of the community.
  - 3.2.3. Geographic size, population, and amenity distribution.
  - 3.2.4. Future population growth, density and changing demographics.
  - 3.2.5. Equity & accessibility.
  - 3.2.6. Financial sustainability.
  - 3.2.7. Organizational capacity.
- 3.3. The consultant shall prepare six (6) copies of the report and provide a digital copy.

#### 4. Process

The following process shall be used as a basis for carrying out the community transit service review for the awarded consultant:

- 4.1.1. The review is to be conducted based on a timeline prepared by the consultant, with the final report completed and presented to the Partners by [date].
- 4.1.2. The consultant will jointly meet with a steering committee comprised of representatives from each of the Partners to develop a better understanding of the issues and objectives of this service review, confirm the consultant's work plan and deliverable timeline, and establish communication channels and areas of responsibility.
  - 4.1.2.1. Additional meetings during the process may be held at the discretion of the Partners.
- 4.1.3. Collect and analyze statistical data such as population, vulnerable groups, and socio-economic considerations.
- 4.1.4. Collect and analyze information on comparable community transit systems.

- 4.1.5. Hold consultations with County, Town and ACTS officials, and other identified stakeholder groups including ACTS staff and high-frequency riders.
- 4.1.6. The consultant shall meet with senior administrators of both the Town, the County, and Antigonish Community Transit to review the options presented and the rationale for their recommendation.
- 4.1.7. The consultant will prepare and submit the final report and present the findings and recommendations to the councils of the Town, the County, and the Antigonish Community Transit Board.

#### 5. Submission Requirements

The following items are required for the submission:

- 5.1. A work plan with a schedule, including deliverables and associated timelines.
- 5.2. A resume and qualifications of the lead consultant and team members assigned to the project.
- 5.3. A minimum of three (3) references whose work has been completed within the past 5-years.
- 5.4. A detailed budget, including a fee structure with upper limits of project cost and a payment schedule for the entirety of the project, including but not limited to all material costs, labour costs, applicable taxes, and any other cost associated with the completion of the project.
- 5.5. A copy of the consultant's letter of good standing from the Workplace Compensation Board of Nova Scotia.
- 5.6. A copy of the insurance certification.

#### 6. Evaluation Criteria

Criteria		Ranking	Total	Score	Comments
Evidence of the	15	Significant evidence of ability			
consultant's general ability to fulfill the	10	Average evidence of ability	15		
services required as outlined in this RFP.	5	Little evidence of ability	15		
	0	No evidence/not addressed			
Has provided and met	5	All certifications are current and provided			
the required certifications 2.5		Some certifications are current and present	5		
	0	Not addressed			
	15	Extremely detailed and very realistic	15		

	10	Good detail and realistic		
Proposed approach to initiate and complete the project	5	Little detail and somewhat realistic		
	0	Not realistic/not addressed		
	15	Quality examples included and demonstrated clear ability to meet requirements		
Demonstrated ability to provide a high quality, cost effective final report based on provided examples of	10	Examples provided and demonstrated an understanding of the needs of the requirement	15	
similar work within the proposed budget range.	5	Examples don't align with project and have limited description of ability to meet the requirements		
	0	Not addressed		
Ability to provide alternatives, options,	5	Alternatives provided		
and flexibility should anticipated additional resources become available.	0	Not addressed	5	
Qualifications and experience of the	5	Qualifications and evidence provided		
consultant and staff that will be assigned to this project. Evidence of corporate support and structure.	0	Not addressed	5	
Consultants are requested to provide	5	Positive references provided		
references from similar sized/types of projects completed within the previous five years.	0	No references or unsatisfactory references	5	
Consultant's timelines provided with an	5	Realistic timeline and strategy	5	

anticipated completion date; including strategies and	2.5	Timeline with unrealistic or no strategy			
indication of how timelines will be met.	0	Not addressed			
Overall clarity and	5	Extremely clear, concise, and thorough			
quality of the submission.	2.5	Somewhat clear descriptions	5		
	0	Vague and unclear descriptions			
Level of effort.			5		
Locally based (NS) firms	s may be	given preference if			
selection criteria values	of all pro	posals are within			
5%.					
COST/PRICE EVALUA	TION SHI	EET			
( /		) x			
		,		20	
Lowest Bid F (#points)	Bidder's F	Price Price W	/eighting		
Total Score				100	

#### 7. Terms and Conditions

- 7.1. Inquiries: All inquiries are to be directed to Primary Contact (see Section 9.7).
- 7.2. Clarification and Addenda: Any errors, omissions, questions, or ambiguities found in this document may be brought to the attention of the Primary Contact no less than four (4) working days before the closing date.
- 7.3. H.S.T.: All pricing and estimates shall include H.S.T.
- 7.4. Indemnification: The consultant agrees to indemnify the Partners and hold harmless against all claims, suits, demands, damages, expenses, disbursements, and costs on a solicitor-client basis that the Partners may incur as a result of any act or omission by the consultant. The consultant acknowledges that it is not an employee of any of the Partners but is an independent contractor.
- 7.5. Amendment or Withdrawal of Submission: Submissions must be amended or withdrawn by email and received prior to the date and time of closing.
  - 7.5.1. The only acceptable price amendment is the amendment of individual unit prices.
- 7.6. Ownership of Material: All documents submitted to the Partners, including but not limited to final reports, budgets, forecasts, maps, analytical data, and working papers, shall become the property of the Partners, and the consultant shall assign copyright accordingly.

#### 8. Privilege

This RFP neither expresses nor implies any obligation on the part of the Partners to enter a contract with any consultant submitting a response or responses.

A table of evaluation criteria is included within this RFP document to be used as a guideline (Section 6.0). The Partners reserve the right to deviate from the evaluation criteria where it is in the best interests of the project.

The Partners reserve the right to reject all or any submission and to not necessarily accept the lowest submission, and they may accept any submission or any portion of any submission that may be considered in the best interests of the project. The Partners reserve the right to waive formality, informality, or technicality in any submission. This includes the right to accept a submission that is not strictly compliant with the instructions in the RFP document.

The Partners reserve the right to negotiate after the RFP closing date to finalize service arrangements in the best interests of the project.

The Partners shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP and reserve the right to interpret all aspects of this RFP in a manner most favorable to the project.

Consultants will be deemed to have familiarized themselves with existing site and working conditions and all other conditions that may affect the performance of the contract. No plea of ignorance of such conditions because of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

#### 9. Timeline and Contact Information

- 9.1. Invitation calls for submission: [date].
- 9.2. Deadline for queries: [date].
- 9.3. Addendum released (if required): 24 hours following query deadline.
- 9.4. Submission closing: [date], [time].
- 9.5. Submission title: "Community Transit Service Review"
- 9.6. Submission address: 285 Beech Hill Road Beech Hill, Nova Scotia

B2K 0B4

9.7. Primary contact:

[name] [email] [office number]

#### Antigonish RCMP Monthly Report for October 2023

Type of file	Town	County	Paqtnkek	Totals
Crime against Person	10	8	2	
Crime against Property	26	28	1	
Impaired Driving	4	11	1	
Traffic Collisions	13	22	1	
Traffic Complaints	24	50	0	
Drug Complaints	0	0	0	
Other Municipal	2	12	0	
Mental Health/Wellness	4	3	6	
Other Criminal Code	14	7	1	
Assist Other Gov't Agency	6	2	0	
Crime Prevention	1	4	2	

Occurrence and Crime Reporting- Calls for Service

Antigonish Detachment members responded to a total of 494 calls for service during the month of October including the categories noted above.

#### Notable Events

October brought Homecoming and a large influx of police officers from across the province to support the local members. There were over 30 members on duty during the height of the party. Statistics for the event from October 14<sup>th</sup> at 10am until October 15<sup>th</sup> at 10am;

Liquor Control Act charges:34

Municipal Bylaw charges: 2

Excessive muffler noise: 1

Other motor vehicle: 14

9-1-1 Act: 1

Persons taken into cells: 5 (1 was not a student and not local to Antigonish)

Students driven home from St Martha's: 4

Rainy weather kept the partying to a minimum in the morning, traffic picked up by midafternoon. Police response was pro-active with respect to off-campus parties. The largest gatherings were at 127 College Street and 25/27/29 Highland Drive. Both locations will receive bylaw tickets.

Halloween night was also a large party evening for the youth in the community. Members took 18 calls for service on the night shift, broke up multiple parties on Greening Drive, College St, Mariner Drive and throughout the town. With no dedicated activities planned for the students the parties sprung up quickly however the young people were respectful to police when asked to move along. A total of 67 calls for service were taken over the 24 hour period.

Strategic planning will be taking place concerning possible holidays in the future.

S/Sgt Hillier attended the anniversary dinner for the Antigonish Women's Resource Centre on October 28th, and S/Sgt Hillier with Sgt McBeath and Cpl Jessome attended the Legion Remembrance Day dinner on October 29<sup>th</sup>.



#### Community Policing/School Resource Officer

CPO Activity – Has injured herself and was off-duty for the month of October

#### Break and Enter Investigations

RCMP took a total of 5 Break and Enter complaints during the month of October, 2 of which required investigation;

On October 1, 2023 a Break and Enter was reported at MacDonald Convince in St. Andrews. Suspect broke window and entered the store twice taking liquor each time. Second suspect

waiting on 4-wheeler outside. The owner recognized the 4-wheeler driver and other information helped to identify the second youth. Both youths were arrested and released on conditions.

On October 27, 2023 the owner at Beech Hill towing reported someone entered their salvage yard and stole two motorbikes. One of which had been seized by police a week prior. This remains under investigation.

#### Impaired Driving Charges

On October 2 at 2:50 pm Antigonish RCMP received a report of a possible impaired driver at an address in Havre Boucher. Members attended and located the suspect vehicle, with driver still behind the wheel with the vehicle running. Police arrested the 24-year-old male driver for Impaired Operation, the driver provided low samples and was subject to a DRE test. He was issued an appearance notice for November 29,2023.

On October 16th, 2023 at approximately 9:50 pm RCMP were called to a complaint of a motor vehicle collision. The driver was located and samples were taken, both samples provided registered 150 mg%. The 18-year-old driver was released for court on November 15<sup>th</sup>, 2023.

On October 27th, 2023, members located a male sleeping in his vehicle, the 73-year-old male displayed signs of impairment and a breath demand was made. Samples registered at 150 mg% and 140 mg%. The driver was released for a court date in December.

#### Traffic Enforcement

October was Intersection Safety month; 8 additional patrols were completed. These happened through out the month by various members, focus areas included Appleseed/Highland Drive and Braemore/Xavier intersections during peak school drop off times, Hwy 316 / Pomquet River Road, Hwy 245 and Old Maryvale Rd, Highland Drive and Greening Drive and Highland Drive and West Street also during peak traffic times for school buses and student drop off and pick ups. 1 violation was issued for passing a school bus with lights flashing.

On October 12<sup>th</sup> a joint traffic enforcement initiative /multi-agency compliance enforcement check was done. Members targeting all motor vehicle infractions and vehicles emitting excessive noise from modified mufflers. 22 violations were issued, these included;

1 no seatbelt, 19 expired inspections, 1 no Insurance, 1 expired driver's licence, 3 vehicles send for re-inspection and 4 verbal warnings.

15 commercial motor vehicles were inspected by the Commercial Vehicle Enforcement team resulting in 6 of the vehicles being placed out of service and 8 vehicles receiving written warnings, 1 vehicle passed the inspection.

Human Resources

Two positions remain vacant.

1 Soft vacancy – Maternity leave.

1 ODS

#### Antigonish County

Building Permits (January 1 - October 31)

Building Permits (January 1 - October 31)			_
	Permits		Value
	2023	2022	2023 2022
Residential			
New	37	52	\$ 19,461,425 \$ 23,262,334
Mobile Homes	21	31	4,188,198 5,486,308
Additions, Alterations and Renovations	34	41	4,075,058 3,414,975
Garages and Accessory Buildings	44	58	1,525,241 3,205,400
Multiple Units	1	18	9,433,000 6,421,500
_	137	200	\$ 38,682,922 \$ 41,790,517
Agricultural, Commercial or Industrial			
Agricultural	1	7	\$ 100,000 \$ 958,285
Commercial	15	12	2,962,144 1,290,750
Industrial	0	1	- 38,000
-	16	20	\$ 3,062,144 \$ 2,287,035
Institutional Buildings			
New	1	0	\$ 2,300,000 \$ -
Additions and Alterations	0	0	
-	1	0	\$ 2,300,000 \$ -
Other	21	3	\$ 485,007 \$ 2,200
Total	175	223	\$ 44,530,073 \$ 44,079,752

