

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 14, 2025, 5:30pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

1. Call to Order – Chair, Warden Nicholas MacInnis
2. Approval of Agenda
3. Approval of December 10, 2024 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations
 - a. There are no scheduled delegations
6. Continuing Business
7. New Business
 - a. Seabright Road
 - b. Community Partnership Grants
 - c. 2025 Boundary Review
 - d. Hospitality and Expense Policy Updates
 - e. Off Highway Vehicle Discussion
 - f. Street Light Requests
 - i. Bayfield Road/Summerside Road
 - ii. Intersection of Pomquet Monkshead Rd and Pomquet River Rd on the Pomquet side of Hwy 104.
 - g. Municipal Transfer Station Hours of Operation Discussion
8. 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.
9. Additions to the Agenda
10. In-Camera Items
11. Adjournment

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday December 10, 2024, 5:30pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Nicholas MacInnis
Deputy Warden John Dunbar
Councillor Mary MacLellan
Councillor Adam Baden-Clay
Councillor Richelle MacLaughlin
Councillor Shawn Brophy
Councillor Wayne Melanson
Councillor Gary Mattie
Councillor Harris McNamara
Councillor Sterling Garvie

Regrets: None

Staff Present: Shirlyn Donovan, CAO
Beth Schumacher, Deputy Clerk
Chris Boyd, Legal

Others Present: Susie Doucet
Gallery

Call to Order – Chairman, Warden Nicholas MacInnis

The meeting of the Committee of the Whole was called to order by the Chair, Warden MacInnis, at 5:33 pm.

Approval of Agenda

Warden MacInnis called for any additions or deletions to the agenda. A request was made to remove the in-camera business regarding personnel matters from the agenda.

Moved and Seconded

That the agenda be approved amended.

Motion Carried

Approval of November 25, 2024 Committee of the Whole Minutes

Warden MacInnis called for any errors or omissions in the Committee of the Whole minutes of November 25, 2024. Hearing none, the minutes were considered approved.

Business Arising from the Minutes

There was no business arising from the minutes.

Delegations

Susie Doucet – Community Physician Navigator

Ms. Doucet provided members of the Committee with an overview of the operations and organization of the Physician Retention Association. Ms. Doucet's presentation outlined measures being taken by the navigator team to assist with attraction and retention of physicians in the community. 2024 numbers and 2025 goals were reviewed. Challenges raised by those looking at the community were childcare and housing.

Questions from the Committee and discussion followed. Deputy Warden Dunbar asked if there was anything that the County could do to assist with the retention efforts being undertaken by the Navigator. Ms. Doucet suggested that elected officials assisting with celebrating and highlighting new physicians coming to the community would be helpful. Ms. Doucet was thanked for her presentation.

Continuing Business

Municipal Code of Conduct

Ms. Schumacher provided an overview of the proposed code of conduct, referring to the staff report that was prepared to facilitate the introductory discussion on November 25th.

Councillor McNamara noted that he would like to see a clause added to explicitly note that the code of conduct would apply to in-camera sessions of meetings. Discussion followed regarding the most appropriate location to include this clause, with consensus to add a clause after 3.1 in the Schedule A model code of conduct under consideration.

Moved and Seconded

The Committee recommends that Municipal Council adopts the model Code of Conduct for Municipalities prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998, the Municipal Government Act, as outlined in Schedule A of N.S. Regulation 219/2024, as amended to include a section following subsection 3(1) noting that the Code of Conduct applies to elected officials at all times and in all locations, including in-camera sessions, and to renumber previous subsection 3(2) to 3(3).

Motion Carried

Committee Representation by Council

Staff presented the list of standing committees and asked members of the Committee for further input on Council assignments to these committees. Positions were filled, and consensus was that the RK MacDonald Board vacancy was noted to be for a public member and will be advertised in the new year.

A question about public members on the committees listed. Staff noted that there are positions that note that renewals will be required in 2025. Staff expects that this will take place early in the new year.

Moved and Seconded

The Committee recommends that Municipal Council approve the Standing Committee Appointments as proposed.

Motion Carried

New Business

Antigonish Skateboard Park Community Partnership Grant

Mrs. Donovan spoke to a request made in a letter from Jason Mason regarding a community partnership grant that was awarded in the spring of 2024. Mr. Mason is requesting for his grant to be carried over into the 2025/26 fiscal year. Mrs. Donovan explained the challenges posed by the timing of the grant application and review process when community groups are looking to hold events early in the fiscal year. Discussion regarding carry-overs and the policy followed.

Moved and Seconded

The Committee recommends that Municipal Council approve the deferral of the 2024/25 Community Partnership Grant in the amount of \$2000 awarded to the Antigonish Skatepark Association to the 2025/26 fiscal year.

Motion Carried

Moved and Seconded

The Committee recommends that Municipal Council directs staff to bring forward the policy regarding community partnership grants for review by the Committee.

Motion Defeated

Highway 337 and Mount Cameron Crosswalk Request

Moved and Seconded

Having received several communications from Mt Cameron residents expressing concerns about pedestrian safety when crossing Route 337 between the top Mt

Cameron entrance and the Bethany walking trail, and requesting that a crosswalk with lights be installed at that location, and having begun to learn about the history of this issue and the many previous communications and requests from the Municipality to the Province to have this crosswalk installed, the Committee recommends that Municipal Council direct staff to prepare a report on the history and current status of this issue for presentation to the Committee at the next meeting, with recommendations, in order that we can determine an appropriate course of action.

Discussion followed about timing of the report, in light of the timing being so close to staff holidays. Amended motion was put forward

Moved and Seconded

The Committee recommends that Municipal Council direct staff to prepare a report on the history and current status of the request for a crosswalk crossing Route 337 between the western Mount Cameron entrance and the Bethany walking trail for presentation to the Committee at a future meeting, with recommendations, in order that we can determine an appropriate course of action.

Amendment to Motion Approved

Motion Carried

Water and Sewer Discussion

Warden MacInnis handed the Chair to Deputy Warden Dunbar for the duration of this item of business. Warden MacInnis noted that he was looking to request that staff prepare a summary of the water and sewer services in the municipality, to provide an idea of the available capacity of those services. Discussion followed regarding well facilities and those shared with the Town of Antigonish, as well as upcoming development applications that could add to demand of this infrastructure.

Moved and Seconded

The Committee recommends that Municipal Council direct staff to prepare a report detailing all existing water and sewer infrastructure in the Municipality, with information regarding the capacity of the system.

An amendment to the motion was proposed, to have infrastructure summary done but look at capacity later due to how long it would take to have those studies done.

Moved and Seconded

The Committee recommends that Municipal Council direct staff to prepare a report detailing all existing water and sewer infrastructure in the Municipality.

Motion Carried

The Chair was returned to Warden MacInnis.

Staff Reports

Mrs. Donovan reviewed some highlights from the staff report regarding Internet installation in the community, training and staff presenting at conferences in the province. Updates were provided regarding holiday events in the community, and holiday hours of the office were noted. The impact of the postal strike on operations was reviewed.

Community Events

- Deputy Warden Dunbar shared that on Saturday December 14th there will be a Christmas Market at Heatherton Community Centre. On Sunday the 15th, a tree lighting and carols will take place at the Community Centre, with the unveiling of the community mural.
- Councillor MacLellan noted that a number of holiday events will be taking place in District 1.
- Councillor Mattie attended the annual rock-a thon in Tracadie. 28 seniors participated. He also attended the fire department awards dinner. The Monastery Fire Department Santa visit takes place this weekend.
- Councillor McNamara shared that in Havre Boucher the Festival of Lights took place on December 7th and there was good attendance and lots of floats. On December 14th Aulds Cove Volunteer Fire Department is having a food drive. On December 14th there will be a Christmas Workshop to fundraise with an auction. Catered dance for the 50s club was held, and the Havre Boucher Volunteer Fire Department had a training exercise.
- Councillor Melanson shared that a senior's dinner was held and 133 seniors were served. Pomquet Development Society assembled baskets to take to seniors in the community. A group of women in the community created a social group at the community centre. A new convenience store opened on the Pomquet Beach Road, along the way to the beach. Pomquet Volunteer Fire Department is hosting a dance on Saturday December 28th.
- Councillor MacLaughlin shared that in Lochaber a breakfast is planned to be taking place on the second Sunday of each month. The first was held this month and was very successful. Crossroads County Christmas hosted in the community and raised healthy funds for three community charities. FireLoch is starting a community calendar and will be busy in 2025.
- Councillor Baden-Clay noted that Mini Trails Community Centre summarizes activities in the community on their Facebook page. 4 Valleys Volunteer Fire

Department is having a celebration on December 14th, and Councillor Baden-Clay wished members of all of the volunteer fire departments in the County a wonderful holiday.

- Councillor Brophy attended the Lights of Love event at the RK MacDonald Nursing Home. This year funds are being used to purchase a new blanket warmer.
- Warden MacInnis noted that the St Andrews Volunteer Fire Department having their dinner on Saturday December 14th. Antigonish Kinsmen have been hosting their holiday gift card drive for local families in need.

Additions to the Agenda

There were no additions to the agenda

In-Camera Business

There was no in-camera business.

Adjournment

Moved

That the Committee of the Whole meeting be adjourned at 7:33pm.

Motion Carried

Warden Nicholas MacInnis

Shirlyn Donovan, CAO

REQUEST FOR DIRECTON

TO: COMMITTEE OF THE WHOLE
FROM: SHIRLYN DONOVAN, CAO
SUBJECT: SEABRIGHT ROAD
DATE: 14/01/2025

BACKGROUND

In November of 2023, some residents of Seabright Road presented to the Asset Management Committee. The purpose of the presentation was to secure confirmation from Municipal Council that the County would take over Seabright Road the road was upgraded to the public road standard.

The County has policy related to this scenario, which is available here:

<https://antigonishcounty.ca/wp-content/uploads/2020/12/2016-12-Private-Roads-Municipal-Waste-Collection.pdf>.

Specifically:

2.0 Ownership of Private Roads:

2.1 The Municipality of the County of Antigonish shall not assume ownership of a private road.

2.2 Municipal Council may consider assuming ownership of a private road only if the road is designed and constructed to a public road standard, as outlined in the [Municipality's Subdivision Bylaw](#).

2.3 The Municipality shall not provide nor fund road maintenance or road repairs on private roads.

The first portion (900m) of the road is owned and maintained by the Nova Scotia Department of Public Works. The remaining 900 meters has been maintained as a private road by the residents of Seabright Road.

Staff were recently made aware that the 900 meters of private road has been upgraded to an "I Class" standard and it has been asked that the committee consider having the Municipality take over ownership of the road. This is typically completed by NSDPW providing the County with a Deed, which we would then register.

CONSIDERATIONS

Staff are working with the Department of Public Works create an agreement for maintenance if the County does take over ownership. The Nova Scotia Department of Public Works has agreed to provide routine maintenance when they are in the area and bill the County.

For example when they are grading the Seabright Road they will continue on to the end of the proposed maintained section and bill the Municipality for the time spent on the Municipal Road.

For Winter Maintenance, they proposed a road exchange of equal km's.

The following motion is recommended:

The Committee recommends that Municipal Council take over ownership of a 900m portion of Seabright Road and develop a maintenance agreement with the Nova Scotia Department of Public Works for ongoing winter and summer maintenance.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Private Roads & Municipal Waste Collection Policy
POLICY NUMBER:	12
DATE APPROVED:	April 21, 2015 (#2015-053)
DATE REVISED:	

TITLE:

This Policy may be cited as the “Private Roads Policy” of the Municipality of the County of Antigonish.

PREAMBLE:

There are approximately 175 private roads within the Municipality of the County of Antigonish. These roads stretch almost 82km and are of various states of design and construction. Very often these roads are not designed with the delivery of municipal services in mind. Home owners residing on private roads commonly request the Municipality to provide municipal services and/or maintain these roads.

This policy shall establish the Municipality’s position concerning the provision of municipal service and maintenance of private roads and establish minimum standards for access and to outline conditions that must be satisfied in order for waste collection vehicles to travel on private roads throughout the Municipality.

POLICY:

1.0 **Definitions**

- (1) “cleared road” means a private road that is clear from obstructions that may prevent access of a waste collection vehicle. Such obstructions may include, but are not limited to, snow, ice, potholes and tree limbs;
- (2) “Homeowner” means the property owner, or collection of property owners, that share a private road and are responsible for its maintenance;
- (3) “Municipality” means the Municipality of the County of Antigonish;
- (4) “private road” means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles that is not a municipal street or provincial highway.
- (5) “turning area” means an area on or with direct access to the private road that is configured so as to permit collection vehicles to turn around 180 degrees;
- (6) “waste collection vehicle” means any vehicle owned or contracted by the Municipality to collect waste;

2.0 **Ownership of Private Roads:**

- 2.1 The Municipality of the County of Antigonish shall not assume ownership of a private road.

-
- 2.2 Municipal Council may consider assuming ownership of a private road only if the road is designed and constructed to a public road standard, as outlined in the Municipality's Subdivision Bylaw.
- 2.3 The Municipality shall not provide nor fund road maintenance or road repairs on private roads.
- 3.0 **Provision of Waste Collection Services**
- 3.1 The Municipality may consider providing waste collection services on private roads if the conditions herein are satisfied.
- 4.0 **Minimum Access Standards:**
- 4.1 In order for a waste collection vehicle to travel on a private road, it must be:
- 4.1.1 Identified with a sign that meets the requirements of the Municipality's Civic Addressing By-law, utilizing a name approved by the Civic Addressing Coordinator of the Municipality, that is visible from the municipal street or provincial highway;
 - 4.1.2 A minimum of 3.6 metres (12 feet) wide at its narrowest point;
 - 4.1.3 Finished with a surface treatment such as gravel, tar and chip, asphalt or concrete; and,
 - 4.1.4 A cleared road, free of obstructions and maintained as necessary to permit safe passage of the waste collection vehicle.
- 4.2 A turning area must be provided at the expense of the Homeowner in a location and of a design approved by the Director of Public Works or their designate.
- 4.3 Private roads with bridge or culvert structures, steep slopes, rail crossings, and overhanging structures will be evaluated for waste collection vehicle access on a case-by-case basis by the Director of Public Works or their designate.
- 4.4 The Director of Public Works or their designate reserve the right to refuse to permit waste collection vehicles to travel on a private road if minimum access standards are not satisfied.
- 5.0 **Petition to Commence Service**
- 5.1 Prior to commencing waste collection on a private road, the Homeowner, or at least 75% of the property owners requiring waste collection on the private road, must complete and submit to the Municipality the questionnaire found in Appendix "A".
- 5.2 On an annual basis, the Homeowner shall provide the Municipality with the name and contact information of a representative that can be contacted if issues arise with waste collection on that private road.

6.0 Liability and Service Limitations

- 6.1 The Municipality will not be responsible for any damage to private property that may occur as a result of a Homeowner allowing waste collection vehicles on a private road. This includes damage to the road itself, due to soft or wet road conditions.
- 6.2 The Municipality reserves the right to discontinue private road waste collection service on a temporary or permanent basis at its discretion.

Property Owner / Contact: _____

Telephone #: _____

Civic Address #: _____

Private Road Name: _____

Mailing Address: _____

Owner of Private Road: _____

Does this private road belong to a “cottage association”, “road association” or other similar arrangement?	Yes	No
If “yes”, please provide the name and contact information for the group representative:		
Name of Association:		
Name of Spokesperson:		
Telephone #:		
Please mark the appropriate box with an “x”:	Yes	No
Do you wish to allow waste collection vehicles to travel on your private road?		
Are you prepared to accept responsibility for damage to your private road/property that may unintentionally be caused by waste collection vehicles?		
Is this property utilized between October and May (during the fall and winter)?		
Is your private road identified by a sign that can be seen clearly from a public road?		
If there is no suitable “turning area” at the end of your private road, are you prepared to provide one?		
Do you agree to maintain the private road to a standard that will permit safe access, at the discretion of the waste collection vehicle operator, including snow and ice removal?		
Does your private road include any of the following?		
Low-hanging branches and trees		
A bridge or culvert crossing		
A railway crossing		
Steep slopes		
Travel under a structure, such as a bridge or archway		

Please submit this form to publicworks@antigonishcounty.ns.ca or “Director, Public Works, 261 Beech Hill Road, Beech Hill, NS B2G 0B4”

For Staff Use Only			
Date Questionnaire Received			
Name of staff member who took in questionnaire			
Follow-up Inspection Required?		Yes	No
Staff sign-off if no inspection necessary:			
Date of Inspection			
Inspection Notes:			
Private Road Approved for Waste Collection Services?		Yes	No
Date that applicant was notified of decision			
Staff sign-off post-inspection / notification			

Please submit this form to publicworks@antigonishcounty.ns.ca or “Director, Public Works, 261 Beech Hill Road, Beech Hill, NS B2G 0B4”

MEMO FOR INFORMATION

TO: COMMITTEE OF THE WHOLE
FROM: SHIRLYN DONOVAN, CAO
SUBJECT: 2025/2026 COMMUNITY PARTNERSHIP GRANT ALLOCATION
DATE: 14/01/2025

SUMMARY

Community Partnership Grants are set to open for the 2025/2026 budget year. Municipal Council must confirm the amount available for these grants.

BACKGROUND

The Community Partnership Grant Policy states:

- 2.1. It is the policy of the Municipality of the County of Antigonish to consider, within its financial capacity, financial support to community organizations that provide programs, services or activities that enhance the quality of life for residents of the Municipality.
- 3.1. All grant applications shall be considered as part of Council's annual budget process and allocations shall be included in the Municipality's annual operating budget.
- 3.2. On an annual basis, Municipal Council shall identify an amount to be allocated for community grants & sponsorships.

The complete Community Partnership Grant Policy can be found here:

<https://www.antigonishcounty.ns.ca/wp-content/uploads/2020/12/36-Community-Partnership-Grants-Policy-1.pdf>.

CONSIDERATIONS

The County generally aims to allocate 3% of tax revenue toward Community Partnership Grants. This is inclusive of Council Special District Grants. Based on preliminary assessments and the 2025/26 property tax rates, this equates to \$454,870 based on an \$0.85 tax rate in 2025/26, however if the tax rate changes that number will adjust accordingly.

If the Committee provides consent, the program will be launched in the coming weeks with a deadline for submissions on March 31, 2025.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Community Partnership Grants Policy
POLICY NUMBER:	36
DATE APPROVED:	January 21, 2014 (#2014-005) (As “Grants for Community Non-Profit Organizations Policy”)
DATES REVISED:	February 16, 2016 (#2016-020) (As “Community Partnerships Grants Policy”) February 19, 2019 (#2019-018)

TITLE:

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

PREAMBLE:

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed. The Municipality of the County of Antigonish has created the Community Partnership Grants Policy to inform the intake, consideration and awarding of public funds to community organizations that apply to the Municipality of the County of Antigonish for financial assistance under any established grant categories. This policy is designed to encourage involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds.

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

POLICY:

1. Definitions

- 1.1. **‘Application’** shall mean the formal application form developed by the Municipality, specific to the grant program from which funds are being sought.
- 1.2. **‘Community organization’** shall mean an organization that is either incorporated as non-profit or a registered charity as defined by the Canada Revenue Agency, or is a group that is not incorporated but has an executive, membership and a proven reputation.
- 1.3. **‘Grant’** shall mean an award of financial or in kind assistance by the Municipality to an eligible organization provided all criteria is met.
- 1.4. **‘Municipality’** shall mean the Municipality of the County of Antigonish
- 1.5. **‘Municipal Council’** shall mean the Council of the Municipality of the County of Antigonish

2. General

- 2.1. It is the policy of the Municipality of the County of Antigonish to consider, within its financial capacity, financial support to community organizations that provide programs, services or activities that enhance the quality of life for residents of the Municipality.
- 2.2. In general, grant applicants should not expect the Municipality to be the sole source of project funding. The Municipality is interested in ensuring that groups have other sources of funding or external partners to support the project. In certain cases the Municipality may make Municipal contributions contingent on other levels of government support or partnerships.

3. Budget and Allocation of Grants

- 3.1. All grant applications shall be considered as part of Council's annual budget process and allocations shall be included in the Municipality's annual operating budget.
- 3.2. On an annual basis, Municipal Council shall identify an amount to be allocated for community grants & sponsorships.
- 3.3. Funding requests for grants are considered for one fiscal year at a time.
- 3.4. Approvals for Capital and Operating Grants under this policy shall be given by Municipal Council.

4. Funding Conditions

- 4.1. Any funding approval that is contingent on certain terms and conditions shall be communicated to the applicant in writing with an associated timeline to satisfy said terms and conditions.
- 4.2. Funding may be revoked for failure to comply with the terms and conditions stipulated.
- 4.3. Funding may be revoked should there be a misappropriation of funds, failure to report when requested, or misrepresentation by the receiving organization.
- 4.4. Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a partner (where applicable).

5. Criteria

- 5.1. Basic eligibility requirements for all grants
 - 5.1.1. Applications will be accepted from groups that:
 - Have submitted a complete application by the deadline;
 - Have fulfilled any obligations outstanding from previous grant awards;
 - Have provided proof of non-profit status, **OR**

- Consideration may be given if the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

5.1.2. Applications will not be accepted from:

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

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

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

6. Accountability

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

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

7. Post Grant Reporting

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

8. Publishing of Grant Recipients

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

9. Application Process for Capital and Operating Grants

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

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

9.3. All applications for grant funding must include:

9.3.1. Completed application form

- 9.3.2. Proof of current registration as a non-profit or charitable organization;
 - 9.3.3. If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted with the application.
 - 9.3.4. Most recent financial statements
 - 9.3.5. Annual operating budget
- 9.4. All operating and capital grant applications received throughout a current year will be referred to the budget process of the next fiscal year.
- 9.5. Incomplete applications will not be considered for funding.
- 9.6. Municipal staff may request further information as required.
- 9.7. Municipal Council may wish to schedule a meeting to hear from grant applicants.
- 9.8. Applicants shall be notified in writing of Municipal Council's decision. There shall be no appeal process.

10. Previous Policies

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

11. Community Partnership Grant Categories

- 11.1. Operating Grants Schedule A
- 11.2. Capital Grants Schedule B

- 12.** Details of the Community Partnership Grants Program can be found in the:
[Community Partnership Grant Program Guidelines](#)

SCHEDULE A – OPERATING GRANTS

OBJECTIVE

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

CRITERIA:

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

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

Applications will not be accepted from:

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

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

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

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

SCHEDULE B – CAPITAL GRANTS

OBJECTIVE

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

CRITERIA:

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

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

Applications will not be accepted from:

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

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

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

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

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

COMMUNITY PARTNERSHIP GRANT PROGRAM GUIDELINES

The Municipality of the County of Antigonish recognizes the important contribution that volunteer organizations make to the sustainability of our communities and our County, and chooses to support their efforts by providing financial assistance. This program may be used to support any type of activity that benefits the community including Recreation, Health and Healthy Living, Social Opportunities, Community Service, Stewardship of the Environment, Education and Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.

Program Description

The Community Partnership Grants Program aims to partner with community organizations for activities in the following categories:

- A. CAPITAL GRANTS: Construction, Renovations and Major Repairs
- B. OPERATING GRANTS: Operation and Maintenance, Programs, Special Events and Initiatives

Deadline

All applications are to be submitted by **March 31st** so they can be considered with the Municipality's annual budget.

Eligibility

Applications will be accepted from groups that:

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

Applications will **not** be accepted from:

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

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

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

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

In the case of capital construction, renovation or major repair projects, applicants must own or have a long term lease to the property or other acceptable form of written agreement with the land owner.

CAPITAL GRANTS: Construction, Renovation and Major Repairs

This category refers to projects which involve construction of a new indoor or outdoor community facility, or renovations or major repairs to an existing one. Eligible applicants may apply for up to one third (1/3) of the total cost of the project to a maximum of \$20,000.

OPERATING GRANTS: Operation and Maintenance, Programs, Special Events and Initiatives

This category refers to:

- Applications for assistance with the costs of operating and maintaining indoor or outdoor community facilities which provide services and benefits to the residents of Antigonish County.
- Applications for assistance with providing ongoing programs or services for the benefit of the community.
- Applications for assistance to help offset the costs associated with hosting a special event or festival.

Application Procedure & Checklist

Applications for either of the above categories must be submitted using the Community Partnership Grant application form, and must include all additional materials listed on the form. Such applications will be considered on a case by case basis and are subject to budget availability.

All applications must include:

- The completed application form.
- A financial statement for the organization, which includes all current funds, surpluses, reserves and revenue sources for the organization. The application must explain why, any reserves, surpluses or other funds will not be applied to the current project or program. (e.g. Designated for another project, or investments for the purpose of annual income, etc.);
- Annual operating budget
- Proof of incorporation, or alternatively, consideration may be given if the group is not incorporated. Please include a list of executive, membership and a brief history about the organization.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

- Capital Construction, Renovations and Major Repairs projects require proof of property ownership (normally a deed), or long term lease or written agreement.

Application & Review Process

All complete applications will be assessed using the following criteria:

- Benefit to the Community;
- Project feasibility and likelihood of success;
- Applicant contribution (including in-kind);
- Over-all community support;
- Long-term sustainability of the facility or viability of the program; and
- Organizational practices (managing finances, planning, sharing responsibilities, involvement by the community, etc).

All complete applications and recommendations will be submitted to Municipal County for approval with the annual budget.

Payment of Grants

Upon Council approval, all applicants will receive a response to their application in writing. For approved applications, cheques will be issued in the name of the organization which applied for the grant. It is the responsibility of the organization to pick up the cheque at the Municipal Office. The Municipality may request to do a cheque presentation with any organization which is approved for grant funding.

Final reports are required and shall consist of a completed financial statement form, and a brief description of the results of the program or event and, in the case of capital projects a detailed description of the work completed as per the original application.

Contact Information

To submit your application or for inquiries please contact:

Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill, NS B2G 0B4
Attention: Community Partnership Grant
Phone: 902-863-1117

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Policy on Municipal Council and CAO Expense Reimbursement
POLICY NUMBER:	23
DATE APPROVED:	March 15, 2016
DATE REVISED:	September 20, 2016 (Min#2016-119)
	March 19, 2019 (Min#2019-036)
	December 2020 14, 2020 (Min#2020-173)

1. TITLE

1.1 This Policy may be cited as the “Council and CAO Expense Reimbursement Policy”

2. PURPOSE

2.1. The purpose of this policy is to provide guidelines for the reimbursement of expenses when members of Municipal Council (including the Warden and Deputy-Warden) and the CAO are required to travel on Municipal business, and for conference-related expenses.

3. INTERPRETATION

3.1. In this Policy:

3.1.1. “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.1.2. “Municipality” means the Municipality of the County of Antigonish;

3.1.3. “CAO” means the CAO or designate of the Municipality of the County of Antigonish;

3.1.4. “Designated Signing Officer” means those who are authorized to sign financial and legal documents on behalf of the Municipality; and,

3.1.5. All other words used have the same meaning as that used in governing provincial or municipal legislation or subordinate legislation from time to time, unless the context indicates otherwise.

4. INDIVIDUAL RESPONSIBILITIES

4.1. Everyone who incurs and expense in relation to Municipal business is responsible for:

4.1.1. Familiarizing themselves and complying with the provisions of this policy;

4.1.2. Completing and submitting expense claims with necessary supporting documentation;

4.1.3. Exercising reasonable diligence and care in incurring expenses prudently and responsibly; and,

4.1.4. With respect to travel, cancelling reservations as required and considering alternatives to travel such as teleconferencing and video-conferencing.

5. ELIGIBLE EXPENSES

5.1. Municipal Council members shall be reimbursed for the reasonable expenses incurred in attending:

5.1.1. The Nova Scotia Federal of Municipalities (NSFM) annual meeting and spring workshop;

5.1.2. The Federation of Canadian Municipalities (FCM) annual meeting once per term, except the Warden, who may attend each year;

- 5.1.3. Any meetings, conferences, or events at which the member's attendance is authorized or requested by Municipal Council;
- 5.1.4. Attendance at any Municipal Council, or Committee of Council meeting;
- 5.1.5. Attendance at a meeting of any Board, Commission, or other organization to which the member has been appointed by Municipal Council, except that no reimbursement shall be provided by the Municipality if the member is entitled to reimbursement of expenses directly from the applicable organization;
- 5.2. The CAO shall be reimbursed for reasonable expenses incurred in attending:
 - 5.2.1. The Association of Municipal Administrators of Nova Scotia (AMANS) annual meeting and spring workshop;
 - 5.2.2. Any meetings, conferences, or events at which the CAO's attendance is authorized or requested by Municipal Council;
- 5.3. Travel expenses include, but are not limited to, accommodations, airfare, rail, ferry transport, mileage, per diems, taxi fares, parking, and other applicable tolls;
- 5.4. Other eligible expenses include, but are not limited to, registration for conference and events;
 - 5.4.1. For members of Municipal Council, phone and Internet stipends are also considered other eligible expenses.
- 5.5. Only actual incurred expenses that are considered eligible under the terms of this policy will be authorized for reimbursement.

6. INELIGIBLE EXPENSES

- 6.1. Expenses incurred by a member of Municipal Council or the CAO in attending or participating in a political activity or political event are not reimbursable by the Municipality.
- 6.2. The expenses of a Municipal Council member for political activity associated with election or re-election is not reimbursable by the Municipality.
- 6.3. Fees, deposits, interest, and surcharges incurred on a personal credit card shall not be reimbursed.
- 6.4. The cost of any alcoholic beverages or cannabis shall not be reimbursed. Please refer to the Hospitality Policy for further detail.
- 6.5. Any fees or expenses incurred by a spouse, family-member or travelling companion will not be reimbursed by the Municipality. However, any fees or expenses associated with the courtesy booking arrangements for an individual travelling with member of Municipal Council or the CAO must be reimbursed to the Municipality within thirty (30) days of the expense being incurred. If the expense is not reimbursed within the thirty (30) day time allotment, the expense will be withdrawn from the Municipal Councillor's monthly stipend / the CAO's bi-weekly remuneration.
- 6.6. When personal and Municipal travel is combined, only documented expenses directly related to the Municipal portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense.

6.7. Reimbursement shall not be provided for loss of personal effects (e.g. lost luggage, clothing, and other personal belongings), or for personal services (e.g. dry cleaning, haircuts, valet services, etc.).

6.8. Members of Municipal Council and the CAO are prohibited from claiming reimbursement for anyone other than themselves.

7. REQUIREMENT FOR RECEIPTS

7.1. Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:

7.1.1. Claims for per diem meal allowances; and,

7.1.2. Claims for personal vehicle mileage.

8. AUTHORIZATION FOR REIMBURSEMENT

8.1. Designated Signing Officers may authorize reimbursement of expenses and mileage. The individual claiming the expense reimbursement is prohibited from authorizing their own reimbursement claim.

8.2. Directives with respect to the use of municipal credit cards are outlined in the Municipal Credit Card Policy.

9. PER DIEM MEAL ALLOWANCE

9.1. Councillors and the CAO will be given an allowance for meals during conference/training attendance, not to include meals that are provided as part of the registration fee. Allowances inclusive of gratuity will be paid as follows:

Meal	Rate (per day)
Incidental	\$10.00
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$36.00
Total	\$81.00

10. MILEAGE

10.1. The mileage allowance reimbursed for Municipal Council members and the CAO using personal vehicles for authorized travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage rate for its employees.

10.1.1. Those claiming mileage are expected to take the most direct route of travel reasonably possible.

10.2. In order for the Municipality to consider mileage reimbursement for members of Municipal Council from their home to the Municipal Office for meetings as a non-taxable benefit, the following must be satisfied:

10.2.1. The Municipality must maintain that there is no available space at the Municipal Office for the Councillors to have an office to work out of; and,

10.2.2. As a result of clause 10.2.1, Councillors must use a designated area of their homes to perform a substantial portion of the work related to the Municipality and their elected official duties (e.g. check email, answer phone calls, have meetings, etc).

10.3. Mileage reimbursement for the CAO is from the Municipal Administrative Office to the meeting, conference, or event location.

10.4. Where several Municipal Council members attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

11. LIMITS ON REIMBURSEMENT OF EXPENSES

11.1. Notwithstanding any other provision of this Policy, the following limits shall apply to the reimbursement of expenses:

11.1.1. Airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate that would have been available if Municipal staff had booked the airfare;

11.1.2. Hotel accommodations shall be booked by Municipal staff or shall only be reimbursed at the lowest rate that would have been available if Municipal staff had booked the accommodations;

11.1.3. Reimbursement of only one personal long distance phone call shall be permitted for each night of overnight travel;

11.1.4. Travel will be reimbursed at the most economical fare available (e.g. airfare, mileage).

11.2. Requests to attend any seminar and/or conference outside of the Atlantic Region shall be considered on an individual basis by the Committee of the Whole, which shall make a recommendation to Municipal Council with respect to attendance.

12. ADMINISTRATION

12.1. Expense claims must be submitted on the form provided on a monthly basis to the CAO's Office and shall be signed by the claimant before receiving their reimbursement.

12.1.1. The CAO may reject any reimbursement claim not in compliance with this Policy, but the claimant shall have a right of appeal to Municipal Council.

12.1.2. The Warden will authorize the CAO's reimbursement claims, and the CAO has the same right of appeal to Municipal Council if the Warden deems the CAO's claim to be non-compliant.

12.2. If no receipt is available, a written attestation signed by the claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.

12.3. In considering an expense claim for payment, the Designated Signing Officer may request additional explanations, documentation, or justification from the claimant, and may direct any claim or expense that the Designated Signing Officer feels is irregular or not in compliance with this policy to Municipal Council for consideration.

12.4. The use of petty cash to pay an expense claim is prohibited. Travel advances will not be provided.

13. SPECIAL CLAIMS

- 13.1. Municipal Council, by majority approval, may approve reimbursement of expense claims that do not comply with the requirement of this Policy, except that no variance shall be allowed with respect to subsections 6.1 and 6.2.

14. REPORTING REQUIREMENTS

- 14.1. Pursuant to Section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - 14.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts an expense report of the Municipal website for the Warden, the CAO (including an employee of the Municipality delegated any of the responsibilities or power of the Clerk Treasurer pursuant to subsection 29(b) of the *Municipal Government Act*) and each member of Municipal Council on their expenses regarding the following:
 - a) Travel and travel-related expenses, including transportation, accommodation, and incidentals;
 - b) Meals;
 - c) Training and education.
 - 14.1.2. By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, which is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

15. REVIEW REQUIREMENTS

- 15.1. The Municipal Audit Committee shall review the expense annual summary report at least once each fiscal year.
- 15.2. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion from Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Municipal Hospitality Policy
POLICY NUMBER:	44
DATE APPROVED:	November 19, 2019 (Min# 2019-148)
DATE REVISED:	December 14, 2020 (Min#2020-174)

1. TITLE

1.1 This Policy may be cited as the “Hospitality Policy”

2. PURPOSE AND OBJECTIVES

2.1. The Municipality recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development, or promotion, or advocacy.

2.2. This policy establishes uniform standards and procedures respecting Municipal Council members, the CAO, and municipal employee hospitality claims.

2.3. The object of this policy is to:

2.3.1. Provide direction and guidance with respect to the appropriate reporting of necessary hospitality expenses;

2.3.2. Ensure hospitality is offered in an accountable, economical, and consistent; and,

2.3.3. Ensure public funds are used prudently and transparently.

3. INTERPRETATION

3.1. In this Policy:

3.1.1. “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.1.2. “Municipality” means the Municipality of the County of Antigonish;

3.1.3. “Municipal” means the business or property of the Municipality of the County of Antigonish;

3.1.4. “Signing Authority” means an individual authorized to sign on behalf of the Municipality.

3.1.5. “Claimant” means the individual submitting the expense claim for the items listed in this policy.

4. HOSPITALITY AND HOSPITALITY EVENTS

4.1. A hospitality event is a reception, ceremony, conference, meal or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:

4.1.1. Hosting foreign dignitaries;

4.1.2. Engaging in official municipal business matters with representatives from other governments, business, industry or labour leaders, or other municipal or community leaders;

4.1.3. Sponsoring or hosting conferences;

4.1.4. Hosting ceremonies and/or recognition events; and,

4.1.5. Other official functions, as approved by the CAO, their designate, or Municipal Council.

5. SIGNING AUTHORITIES

5.1. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

6. PRIOR AUTHORIZATION

6.1. Subject to this policy, all hospitality events in require prior authorization.

6.2. A request for prior authorization for hospitality events requires the following information:

6.2.1. Rationale / purpose of the event;

6.2.2. Estimated numbers of attendees and their respective affiliations;

6.2.3. If alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and,

6.2.4. Estimated itemized costs including gratuities and supplementary expenses.

6.3. Requests for hospitality events shall be reviewed by Municipal Council, which shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.

6.4. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide details outlined above and include a document outlining the reasons prior approval was not possible.

7. SERVING OF ALCOHOL

7.1. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development, promotion or advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or Designate, or Municipal Council.

7.2. The Municipality, its employees, and Members of Council are expected to act responsibly in the use of public funds and in the care of well-being of themselves, other employees, and their respective guests with respect to the serving of alcohol.

7.3. The Municipality will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

7.4. If alcohol is provided at a hospitality event, food must be served.

8. GIFTS

8.1. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government is sometimes appropriate. Any giving of gifts requires prior approval by the CAO if the monetary value does not exceed \$250, or Municipal Council if it does.

9. CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES

9.1. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.

9.2. Hospitality expense claims must include the following:

- 9.2.1. A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - 9.2.2. The names, titles and organizations of the guests at the hospitality event;
 - 9.2.3. The business objective for the expense; and,
 - 9.2.4. A detailed itemized receipt for the expense.
- 9.3. In instances where prior approval of the hospitality event was not possible, the hospitality expense must also include the information required in section 6.4.
- 9.4. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
- 9.5. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- 9.6. No hospitality expense claim shall be paid unless the claim is approved for payment by two Signing Authorities. Before approving an expense claim, a Signing Authority must ensure that the claim is consistent with this policy.
- 9.7. In considering a hospitality expense claim for payment, a Signing Authority may be request additional explanations, documentation, or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy. In such an instance the claim may be withdrawn or shall be referred to Municipal Council.
- 9.8. The use of petty cash to pay a hospitality expense claim is prohibited.

10. REPORTING REQUIREMENTS

- 10.1. Pursuant to Section 65A of the *Municipal Government Act*, the CAO shall ensure that the Municipality does the following:
 - 10.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts a hospitality report of the Municipal website that describes all the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter.
 - 10.1.2. By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, which is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

11. REVIEW REQUIREMENTS

- 11.1. The Municipal Audit Committee shall review the hospitality annual summary report by October 31st of each year.
- 11.2. By the January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion from Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Streetlight Policy
POLICY NUMBER:	7
DATE APPROVED:	February 21, 1989
DATE REVISED:	July 7, 2001; Sept 18, 2001 (Min#153)

1.0 PURPOSE:

The purpose of this policy is to establish the guidelines for the installation and payment of streetlights within the Municipality of the County of Antigonish.

2.0 POLICY:

- 2.1 Where an individual or individuals representing ownership of two-thirds (2/3) of the property of any one area, file a petition with the Municipal Clerk requesting street lighting, the Municipality may have installed such lights.
- 2.2 In cases where the Municipality receives a petition for street lighting and agrees to have same installed, the Municipality shall recover all of the costs of those lights by levying an area rate or flat fee on the users.
- 2.3 Where an individual or individuals representing ownership of two-thirds (2/3) of the property of any one area file a petition with the Municipal Clerk requesting street lighting be removed, the Municipality may have such service discontinued.
- 2.4 The Municipality will consider installing a maximum of five (5) individual street lights per year with a maximum of no more than three (3) lights per district or as needed. If someone petitions the County, then Council would look at it on an individual basis.
- 2.5 Upon recommendation from an individual Councillor in conjunction with the RCMP or Traffic Authority, the Municipal Clerk will consider installing individual streetlights at dangerous intersections that, if not lighted, may cause harm to residents of the Municipality.

3.0 POLICY REVIEW:

This Policy is to be reviewed once each calendar year, unless deemed otherwise by the Policy Committee from time to time.