

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

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, November 19, 2019, 5:30 pm**

**Council Chambers**

**Municipal Administration Building**

**285 Beech Hill Road**

**Beech Hill, NS B2G 0B4**

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1. Call to Order – Chairman, Warden Owen McCarron
2. Approval of Agenda
3. Approval of October 29, 2019 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations
6. Continuing Business
  - a. Strategic Priorities Update
  - b. Retirement Award Discussion
7. New Business
  - a. Establishing an Audit Committee
  - b. Municipal Election 2020 - E-Vote Information Memo
  - c. CTV Christmas Daddies Telethon Donation Request
  - d. RK MacDonald Lights of Love Campaign
  - e. Monsignor Hugh Macpherson Knights of Columbus Toy Drive Request
  - f. Streetlight Request - Tracadie Volunteer Fire Department
8. Reports from Inter-Municipal Boards, Committees and Commissions
  - a. Antigonish Heritage Museum Board
  - b. Antigonish Arena Association
  - c. Antigonish Crime Prevention
  - d. Eastern District Planning Commission
  - e. Eastern Regional Solid Waste Management Committee
  - f. County – Paqtnkek Joint Steering Committee
  - g. Pictou Antigonish Regional Library
  - h. RK MacDonald Nursing Home
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

## Recreation

- A Request for Proposals has been issued by the Antigonish Community Sport Hub Council (comprised of the Municipality of the County of Antigonish, the Town of Antigonish, Sport Nova Scotia and various community sport organizations) for a Sport Hub Coordinator contract position. The deadline for submissions is noon on Thursday November 28th. The RFP document can be found on the County Recreation Website.

11. Additions to the Agenda
12. In Camera Items
13. Adjournment

**STRATEGIC PRIORITIES CHART** (amended Feb. 2019)

<b>COUNCIL PRIORITIES</b>	
<p><b><u>NOW</u></b></p> <ol style="list-style-type: none"> <li>1. <b>CELLULAR &amp; BROADBAND CONNECTIVITY:</b> Business Case, Funding &amp; Advocacy</li> <li>2. <b>WATER INFRASTRUCTURE:</b> Assessment, Plan &amp; Implementation</li> <li>3. <b>RENEWABLE ENERGY:</b> Explore Partners &amp; Develop Options</li> <li>4. <b>PAQTNKEK PARTNERSHIP:</b> Transition Plan &amp; Milestones</li> <li>5. <b>TOURISM:</b> Plan Development</li> </ol>	
<p><b><u>NEXT</u></b></p> <ul style="list-style-type: none"> <li>• ACCESSIBILITY: Improvements &amp; Engagement</li> <li>• INFRASTRUCTURE FUNDING: Plan &amp; Implementation</li> <li>• WATER &amp; SEWER: Assessment &amp; Plan</li> <li>• ACTIVE TRANSPORTATION PLAN: Implementation</li> <li>• MUNICIPAL AWARENESS: Plan &amp; Implementation</li> <li>• RECREATION PLAN: Implementation</li> <li>• BUSINESS PARK: Determine need for new / LSR Options.</li> </ul>	<p><b><u>ADVOCACY/PARTNERSHIPS</u></b></p> <p><i>Connectivity Funding (Prov &amp; Feds)</i>  <i>Physician Recruitment &amp; Retention (Prov)</i>  <i>Long-Term Care Facility Funding (Prov)</i>  <i>Aging In Place Program (Prov)</i></p>
<b>ADMINISTRATION</b>	<b>FINANCE</b>
<ol style="list-style-type: none"> <li>1. <b>CELLULAR &amp; BROADBAND CONNECTIVITY:</b> May 2019</li> <li>2. <b>TOURISM:</b> Plan – December 2019</li> <li>3. <b>INFRASTRUCTURE FUNDING:</b> Plan &amp; Implementation - Ongoing <ul style="list-style-type: none"> <li>• <b>BUSINESS PARK:</b> Determine need for new / LSR Options – June 2019</li> <li>• <b>Asset Management System:</b> Complete Phase 1 &amp; 2 – June 2019</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>INFRASTRUCTURE FUNDING:</b> Plan &amp; Implementation - Ongoing</li> <li>2. <b>Water Meter System:</b> Integration – Mar 2019</li> <li>3. <b>Water Utility Rates:</b> Review – Oct <ul style="list-style-type: none"> <li>• <b>Information Technology Strategy:</b> Oct 2019</li> <li>• <b>Receivables and Payables:</b> Ongoing</li> </ul> </li> </ol>
<b>PUBLIC WORKS</b>	<b>RECREATION</b>
<ol style="list-style-type: none"> <li>1. <b>WATER INFRASTRUCTURE</b> Assessment, plan and Implementation.</li> <li>2. <b>SEWER SYSTEMS:</b> Assessment - October.</li> <li>3. <b>WATER SYSTEM:</b> Fringe Water Upgrades - 2020 <ul style="list-style-type: none"> <li>• Day-to-day operations</li> <li>•</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ACTIVE TRANSPORTATION PLAN:</b> Trunk 104 Concept Design – Mar 2020</li> <li>2. <b>RECREATION PLAN:</b> Community Hubs Concept Design – Nov 2019.</li> <li>3. <b>RECREATION PLAN:</b> <ul style="list-style-type: none"> <li>• <b>Summer, After School &amp; Learn to Swim Programing:</b> Ongoing</li> </ul> </li> </ol>
<b>SUSTAINABILITY</b>	<b>PLANNING</b>
<ol style="list-style-type: none"> <li>1. <b>RENEWABLE ENERGY:</b> Options Development – Jan 2020</li> <li>2. <b>PAQTNKEK PARTNERSHIP:</b> Transition Plan from CEDI &amp; Key Milestones for 2020 – Sept 2019.</li> <li>3. <b>ACCESSIBILITY:</b> Improvements and Engagement – Feb 2020 <ul style="list-style-type: none"> <li>• <b>MUNICIPAL AWARENESS:</b> Plan &amp; Implementation – Nov 2019</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Eastern Antigonish Plan Review</b> – Sept.</li> <li>2. <b>Bill 58 Amendments to the MGA</b> assessment and response – Summer 2019</li> <li>3. <b>Development Applications</b> – Ongoing</li> <li>4. <b>Building and Fire Inspection</b> – Ongoing <ul style="list-style-type: none"> <li>• <b>Certification of Assistant Building Inspector</b></li> </ul> </li> </ol>

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MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Committee of the Whole Meeting Minutes**

Tuesday, October 29, 2019, 6:30 pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

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

Regrets: Councillor Gary Mattie

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

**1. Call to Order – Chairman, Warden Owen McCarron**

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 7:00 pm.

**2. Approval of Agenda**

Warden McCarron called for any additions or deletions to the minutes. One addition was requested: a discussion regarding the federal election boundaries.

**Moved By** Councillor MacFarlane

**Seconded By** Councillor Corbett

*That the agenda be approved as amended.*

**Motion Carried**

3. **Approval of October 15, 2019 Committee of the Whole Minutes**

Warden McCarron called for any errors or omissions in the minutes.

**Moved By** Councillor MacDonald

**Seconded By** Deputy Warden Stewart

*That the Committee of the Whole minutes of October 15, 2019 be approved as presented.*

**Motion Carried**

4. **Business Arising from the Minutes**

There was no business arising from the minutes.

5. **Delegations**

There were no delegations.

6. **Continuing Business**

a. **Consideration of a Hospitality Policy**

The item was brought forward for final consideration by the Committee, and any questions or concerns were invited. Brief discussion followed.

**Moved By** Deputy Warden Stewart

**Seconded By** Councillor Chisholm

*The Committee recommends that Municipal Council adopt the Hospitality Policy as presented.*

**Motion Carried**

b. **Physician Recruitment Discussion**

Mr. Horne provided an update to the Committee regarding the efforts made to date to help with physician recruitment in the community. While the Municipality's role has been relatively passive to date, a request has recently been received to assist with funding a position for a community navigator to help with the recruitment process. The level of involvement in communities across the province is varied; the request was brought to the Committee for their consideration. Discussion followed, with examples of what similar staffed positions in neighbouring municipalities were shared.

7. **New Business**

a. **Assessment Concerns - Church Street**

Mrs. Duggan provided a summary of a recently discovered duplicate assessment that dates to the early 1990s for a property on Church Street. A recent sale of the

land revealed that historical consolidation error by the Land Registry Office resulted in a double-assessment on the property owner. The property owner has followed up with PVSC and the Land Registry Office but hasn't had success to date with recouping any of the amount overpaid. An update was provided regarding efforts of staff and the AMANS Board efforts to meet with PVSC and the Land Registry Office to address concerns like this that have come up through the Municipality.

A suggestion was made to provide formal written correspondence to the affected property owner. Discussion followed about contacting municipal neighbours to undertake further public awareness campaigns in the local media to highlight the importance of checking assessments when they are sent out by PVSC early in the year.

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

**a. Antigonish Heritage Museum Board**

The last meeting was cancelled; the next meeting is scheduled for the end of November.

**b. Antigonish Arena Association**

The next meeting is scheduled to take place on November 13th.

**c. Antigonish Crime Prevention**

There were no updates.

**d. Eastern District Planning Commission**

The County of Richmond has rescinded their notice to leave the Commission.

**e. Eastern Regional Solid Waste Management Committee**

Councillor MacDonald provided a summary of the business reviewed at the October meeting. Highlights of the Regional Chairs Workshop, Mobius Environmental Awards of Excellence, Business Waste Reduction Tools, the Used Oil Management Association Program, and the Electronic Products Recycling Association Program. The next meeting will take place on November 28th.

**f. County – Paqtnkek Joint Steering Committee**

No updates were available, but updates were provided on staff meetings with representatives from Paqtnkek about emergency management, as well as their participation in staffing a regional onsite energy manager position.

**g. Pictou Antigonish Regional Library**

There were no updates.

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h. **RK MacDonald Nursing Home**

There were no updates.

9. **Community Events**

The following community events were noted:

- Arisaig Christmas Bazaar on November 3rd.
- November 3rd Havre Boucher Remembrance Day ceremony

10. **Staff Reports**

There were no further staff reports.

11. **Additions to the Agenda**

a. **Discussion Regarding Federal Election Boundaries**

Councillor Dunbar brought forward a concern raised by several of his constituents regarding the location of the federal boundaries and the representation of the eastern part of the county in their riding which is significantly composed of Cape Breton. The boundaries are based on the results of the Census, and a commission is struck to review and establish the boundaries in the provinces. Councillor Dunbar provided further information regarding the process, and what involvement the municipality could have in promoting public attendance at future boundary reviews.

Councillor MacFarlane flagged that a polling station in his district was inaccessible and requested that a letter be sent to Elections Canada to make them aware of that concerns.

12. **In Camera Items**

**Moved By** Councillor Dunbar

**Seconded By** Councillor Deveau

*That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease, and Security of Municipal Property at 8:06 pm.*

**Motion Carried**

**Moved By** Councillor MacFarlane

**Seconded By** Councillor Deveau

*That the in-camera session be adjourned at 8:20 pm.*

**Motion Carried**

13. **Adjournment**

**Moved By** Deputy Warden Stewart

*That the Committee of the Whole meeting be adjourned at 8:20 pm.*

**Motion Carried**

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Warden Owen McCarron

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Glenn Horne, Municipal Clerk/Treasurer

Priority	Description	Activities To Date	Next Steps
<b>ADMINISTRATION</b>			
Cellular & Broadband Connectivity	Advocate to Develop NS	<ul style="list-style-type: none"> <li>RFP for Broadband has closed and they are currently in contract negotiations.</li> <li>Some contracts will be given out very soon and work is expected to begin in 2019 for a June 2020 completion date.</li> <li>The second RFP for will be issued after the first round of contracts goes out to address areas that were not addressed in the first round.</li> <li>A cellular provider has a proposal in for 3 towers in District 1, conversations are ongoing with land owners to create lease agreements and then an addition cost assessment will be done.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with successful proponents to try to find link to cellular connectivity.</li> <li>Meet with cellular provider to discuss proposal for district 1.</li> </ul>
Tourism	Plan Development	<ul style="list-style-type: none"> <li>Event attraction concept development underway partnering with the Town of Antigonish and StFX University.</li> <li>Investments in initiatives, projects and organizations that support area tourism.</li> <li>Review of tourism related investments over the past three years completed.</li> <li>Partnering to host the 2019 55+ Games.</li> <li>Assist with the development of the quarterly event calendar.</li> <li>Discussions with DEANS.</li> <li>Took part in annual Saltscapes Expo.</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of event attraction concept in Fall 2019.</li> <li>Further discussion with Municipal Council to determine a valuable role for the Municipality with Tourism.</li> </ul>
Business Park	Determine need for new park and options for Lower South River	<ul style="list-style-type: none"> <li>Economic Assessment and regional scan of business parks complete.</li> <li>Estimates for service extensions in LSR have been updated.</li> <li>Remaining land in LSR also being considered for renewable energy initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate Council discussion re: business park in December 2019.</li> <li>Continue to explore options for LSR.</li> </ul>

<b>FINANCE</b>			
Infrastructure Funding	Plan & Implementation	<ul style="list-style-type: none"> <li>Secured J-Class Road Cost Share for Cape Jack Wharf Road (50%)/</li> <li>PCAP application for Pomquet Sewer was unsuccessful.</li> <li>Successfully secured ICIP funding of over \$800,000 for North Grant Water line and Beech hill to Church street water line, both in progress.</li> <li>Completed short list of Council capital priorities to begin LIC process.</li> <li>Secured multi-year capital funding for the County Court House.</li> <li>Negotiating with TIR for capital upgrade of J-Class section of Mount Cameron Circle.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to build relationships.</li> <li>Completing a scan for funding opportunities re: renewable energy &amp; efficiency.</li> <li>Developing 2020/21 Capital Investment Plan.</li> <li>Short list of approximately a dozen projects has been identified with the Asset Management Committee and will be further reduced in the Winter 2020 for the F20/21 capital budget</li> <li>Preparing projects for a 2020/21 ICIP Call.</li> </ul>
<b>PUBLIC WORKS</b>			
Water Infrastructure	Assessment, Plan & Implementation	<ul style="list-style-type: none"> <li>St. Joseph's water system expansion approved by residents for Capital Improvement Bylaw – project will happen with cost sharing</li> <li>Cameron Kinney Hill waterline complete.</li> <li>Construction underway for North Grant Waterline &amp; Church Street to Beech Hill Looping.</li> <li>A plan for increased flows on Post Road / Trunk 7 has been developed.</li> <li>A new well is being brought online in Lower South River.</li> <li>Water Meter Implementation Project</li> </ul>	<ul style="list-style-type: none"> <li>The next set of potential Local Improvements will be determined by Municipal Council in fall 2019.</li> <li>Phased implementation of Post-Road / Trunk 7 Fire Flow Plan will be provided for further discussion in the fall.</li> <li>Water meters have been installed in two water utilities but there were approximately 50 residents that Neptune were unable to install water meters in. The Public Works Department is working to have meters installed for every location on the list.</li> <li>Water rate study(s) will be presented to Council for approval before submission to the UARB.</li> </ul>

Water & Sewer	Assessment & Plan	<ul style="list-style-type: none"> <li>• EXP has provided an assessment of all Fringe Area water assets and is providing modeling for options for future growth and / or changes.</li> <li>• DMA has provided maps and GIS data on condition, risk of failure and consequence of failure for all water infrastructure.</li> <li>• DMA is providing maps and GIS data on condition, risk of failure and consequence of failure for all linear sewer infrastructure.</li> <li>• Public Works is completing assessments of each of the Municipality's five STPs.</li> <li>• Targeted I&amp;I investigation is ongoing.</li> <li>• Working with the Town of Antigonish to assess the future needs of the Town STP. Update provided to Joint Council meeting in June.</li> <li>• Water Utility Rates – Consultants are in the process of compiling water rates for Fringe &amp; LSR water utilities as well as an amalgamated water rate study for both water utilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Asset Mapping will be presented to Municipal Council in the winter 2020.</li> <li>• Asset maps will be used to inform repair &amp; replacement priorities.</li> <li>• Sewer assessments to be completed by the Fall.</li> <li>• Plans for sewer upgrades developed into 2020/21.</li> </ul>
<b>RECREATION</b>			
Active transportation	Plan & Concept Design	<ul style="list-style-type: none"> <li>• A preferred route has been identified from Trunk 4 to Antigonish Landing. Route was presented at a public meeting on October 26.</li> </ul>	<ul style="list-style-type: none"> <li>• Late November: Steering committee will meet to discuss the functional design report (facility types) presented by consultants</li> <li>• December: Second draft of functional design &amp; Class D cost estimates will be provided by the consultant.</li> <li>• January 2020: Public meeting will be held to present the functional design</li> <li>• February 2020: Final functional design submitted</li> </ul>

			<ul style="list-style-type: none"> <li>• Consultant's report presented to council.</li> </ul>
Recreation Plan	Community Hubs Design Concept	<ul style="list-style-type: none"> <li>• A meeting to present the community hub concept to various community groups was held in October, with two more sessions yet to take place. Response was very favorable.</li> </ul>	<ul style="list-style-type: none"> <li>• Developing a communication plan will be the first priority while simultaneously identifying the structure and additional priorities for the hubs</li> </ul>
<b>SUSTAINABILITY</b>			
Renewable Energy	Options Development	<ul style="list-style-type: none"> <li>• Awarded a 72-kWh ground mounted Solar Project for Beech Hill Location between Public Works Building and Municipal Administration Building. Project details to be developed winter 2019-20 with project ready to go spring 2020.</li> <li>• Efficiency One/ NS has gotten approval for our OEM (onsite Energy Manager), for a 2-year position. Contracts and agreements to be reviewed and signed week of Nov 12; next steps include invoice CEDI/ FCM for funding, advertising and hiring (all done with Efficiency NS.)</li> <li>• Currently planning an inhouse energy workshop for Council and interested staff to explore the types of renewable energy available in our region; grid reality; NSPI's role in renewables and energy planning 101.</li> <li>• Exploring innovative ideas for water looping and water tower, striving to energy/ carbon neutrality for project.</li> <li>• Low Carbon Communities Program submission completed in July, decision coming Nov 2019.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget for Solar Installation in FY 20/21. Prepare for spring construction.</li> <li>• Execute OEM contract and establish inter-municipal partnership.</li> <li>• Work with Paqtnkek and other partners to progress renewable energy projects.</li> </ul>

		<p>Project titled; Antigonish – Paqtnkek Joint Solar Energy Feasibility Study this project would look at: GHG Reduction, looking for innovative ways to approach renewables, creating links to local economic development/ benefits, engagement and involvement with community both for increasing social equity.</p>	
Paqtnkek Partnership	Transition Plan from CEDI & Key Milestones	<ul style="list-style-type: none"> <li>• The CEDI facilitated component of our partnership is complete.</li> <li>• PMN – MCA Energy Committee and Joint Steering Committees meetings to be scheduled</li> <li>• Sept 2019 Tammy Feltmate along with Rose Paul presented at Links to Learning in Fredericton NB.</li> <li>• Joint Council meetings are being scheduled, minimum of 2xs/ year.</li> <li>• Nitdap program, a program developed in partnership with Recreation Dept is currently active.</li> <li>• PMN staff joining MCA staff for OHS &amp; W training November 21, 2019. We are attempting to open doors for training opportunities as much as possible to build connections as well as lowering training costs for any one unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Council meeting in winter 2020.</li> </ul>
Accessibility	Improvements & Engagement		<p>Accessibility – current Terms of Reference and committee structure are being developed for an Accessibility Committee.</p>

## EMPLOYEE RECOGNITION

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Benefits	02:009
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016 Amended January 2018

### Administrative Policy:

The Municipality of the County of Antigonish is committed to providing a positive and appreciative work environment for its employees at all municipal work sites. A program of recognition is to celebrate the service accomplishments of staff as public servants striving to represent Municipality in service to our community.

### Procedure:

- An annual recognition event will be planned by the Staff Engagement Committee (SEC) and others as desired.
- A budget will be approved each fiscal year based on service award levels to be recognized for that year.
- The Warden and Council will acknowledge staff service milestones and retirements as they arise through the calendar year at the appropriate monthly Council meeting.
- Staff will be recognized at the service milestones outlined in the table below:

Years of Service Completed	Award / Monetary Value of Recognition
5	Certificate & gift valued at \$50
10	Certificate & gift valued at \$100
15	Certificate & gift valued at \$150
20	Certificate & gift valued at \$200
25	Certificate & gift valued at \$250
30	Certificate & gift valued at \$400
35	Certificate & gift valued at \$500
40	Certificate & gift valued at \$500

- Retirement from the Municipality will be acknowledged at the next available milestone based on the employee’s years of service;
  - e.g., if an employee retires after completing 12 years of service with the Municipality, they will be recognized with an award/gift at the “15 years of service completed” level.

- Notwithstanding the preceding clause, in recognition of the previous retirement practice any staff members hired before January 1, 1997, will receive a lump sum payment of \$2000 upon retirement instead of a gift value based on the table above.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>Topic: Audit Committee</b>	<b>Date Approved:</b>
<b>Item: Terms of Reference</b>	<b>Amendments:</b>

**Introduction**

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an Audit Committee in accordance with Section 44 of the *Municipal Government Act*. To this end, the Planning Advisory Committee is hereby established.

**1. Mandate**

The responsibilities of the Audit Committee include

i) Audit

- Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to Council;
- Review with Management and the External Auditor, the annual audited financial statements and recommend the approval to Council;
- Review with Management, the internal control management letter received from the auditors and recommend any changes to Council, as required.
- Carry out all other responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act;

ii) Finance and Risk Management

- Review with Management annually all financial policies including those used in the preparation of the external financial statements;
- Review Annual Summary Report for the Municipality’s Council Expense and Hospitality Policies;
- Review with Management the adequacy of internal controls;

**2. Membership**

Membership shall include four members of Municipal Council, one of whom is the Warden, and one member of the public who is a resident of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Committee by resolution.
- By January following a municipal election, an advertisement for the public member shall be circulated in the community. It is the intention to have members with a varied background;

- Members at large shall not be related to a member of Council or an employee of the Municipality
- Where an audit committee does not include a public member, the audit committee shall continue to meet and perform its duties and may exercise its powers; and the Municipality shall advertise to recruit a person who is not a member of Council or an employee of the Municipality of the County of Antigonish at least once every six (6) months until the requirement is met.
- Audit committee members should be financially literate.
- Each audit committee member must complete training as prescribed by the Municipality of the County of Antigonish.
- The Committee Chairperson and Vice-Chairperson will be selected by Municipal Council from among councillors.
- The term shall be one (1) year unless otherwise stated by resolution of Council. Members may be re-appointed to the Committee.

### **3. Meetings**

- The Committee shall meet at the Municipal Office – 285 Beech Hill Rd – at least twice in each fiscal year.
- The Chairperson, in consultation with the Director of Finance, may convene additional meetings as deemed necessary.
- A quorum will consist of fifty percent plus one of the total number of members.
- Agenda items must be forwarded to the Director of Finance at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to the Municipality’s website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

### **4. Role and Responsibility of Municipal Staff**

The Director of Finance will provide staff support to the Committee.

### **5. Reporting and Communication**

Meetings of the Committee are open to the public unless deemed to fall within section 203 of the *Municipal Government Act*. A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

### **6. Conflict of Interest**

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

## **7. Amendments**

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.

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## MEMO FOR INFORMATION

**TO:** Committee of the Whole  
**FROM:** BETH SCHUMACHER, DEPUTY CLERK  
**SUBJECT:** ELECTION 2020 – ELECTRONIC VOTING PRELIMINARY DISCUSSION  
**DATE:** 2019-11-19

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### RECOMMENDATION

**That the following be received for information.**

### SUMMARY

October 17, 2020 is the next municipal election for Nova Scotia. Once again, staff is bringing forward information to help Municipal Council decide if they will be implementing electronic voting. Electronic voting, or e-voting, continues to be utilized for elections at the municipal government level throughout Canada with cited benefits such as easy access, fewer spoiled ballots and almost immediate results.

### BACKGROUND

In advance of the 2016 municipal election, staff brought forward a detailed analysis for the consideration of electronic voting (e-voting). The Municipality's By-law Respecting Alternative Voting was approved by Council and came into force on February 25, 2016, and the Municipality was able to participate in a collaborate bulk-purchase of services RFP initiated by the Association of Municipal Administrators (AMANS) and the Halifax Regional Municipality (HRM). In the end, the Committee chose by consensus not to pursue e-voting for the 2016 election.

### DISCUSSION

AMANS and HRM have again paired up to put forward a tender for a standing offer for Integrated Voting Services. This tender closed on November 15<sup>th</sup>, and staff from HRM will provide additional information and details to help other municipal units in a staff report evaluating the tender bids at a future date.

Since e-voting was first permitted in the 2008 municipal elections, there has been a steady increase in the number of municipalities electing to use it (2008: 4 communities, 2012: 16 communities, 2016:20 communities). There are benefits to using e-voting in terms addressing the changing lifestyles of electors, increasing turnout, enhancing accessibility, offering additional voting opportunities, appealing to young electors and establishing the viability and reliability of electronic voting.

According to eDemocracy and Citizen Engagement: The Delvinia Report of Internet Voting in the Town of Markham:

- The extension of Internet voting is about convenience.
- 91 percent of online voters chose to vote from home, indicating that is the preferred voting location when it comes to Internet ballots.
- 99 percent of online voters would be likely to vote online in a federal election if it were available.
- Middle-aged electors (45 to 55 years old) are the most likely group to make use of Internet voting.
- Internet voters report voting in most elections at all levels of government.
- In terms of social values, online voters are less concerned about their personal information being gathered by databases and are not overly worried about the impact of technology on their autonomy and/or privacy.

- Evidence suggests online voting may be a useful way to make the electoral process easier for students away at college or university.
- The likelihood of voting online because of a "positive past experience with it" increases with age.
- 78 percent of candidates report that the option of Internet voting has a significant impact on the campaign – namely, on campaign strategies, mobilization tactics and voter turnout.
- 92 percent of candidates indicate that they are either "completely" or "mostly" in favour of the implementation of Internet voting in the 2010 Markham municipal election.

The Municipality may choose to look at using e-voting to supplement traditional paper ballots, or to use e-voting for the advance polls with traditional paper ballots reserved for Election Day.

### **BUDGET IMPLICATIONS**

In 2016, the quoted price for e-voting services was \$24,530. The 2016 Municipal election expenses were approximately \$22,300, inclusive of salaries, stipends and operating costs, for 5 of 10 Council seats being contested.

### **NEXT STEPS**

At this time no decision is necessary; staff are providing notice of the process that is underway and will provide a report with further financial details once those are available.

# Christmas Daddies

1283 GEORGE ST., SYDNEY, NS B1P 1N7 ★ 902-562-9724



*Christmas Daddies will feature 7 hours of live Cape Breton talent on this year's telethon. The annual Christmas Daddies Telethon will be broadcast Saturday, December 7<sup>th</sup> from 11 am to 6 pm on CTV reaching all Maritime Provinces and across Canada via cable and satellite TV. We are pleased audiences around the world are able to enjoy our webcast. Viewing information available at [christmasdaddies.org](http://christmasdaddies.org)*

*Funds raised from this volunteer effort are distributed to needy families in Cape Breton and Eastern Nova Scotia. This money can make Christmas happier for underprivileged children in our area. Social workers and teachers have often reached out to our office to share the positive changes in children's lives because of the efforts made by Christmas Daddies. It is much more than just providing gifts and food for a child, but on a higher level lifting their self-esteem and giving them an inclusive feeling with their peers. In our history, Cape Breton Christmas Daddies Telethon has raised over eight million dollars which has stayed in our local communities.*

*If your municipality would like to make a donation, you can do so by mailing a cheque to **Christmas Daddies, 1283 George St., Sydney, NS, B1P 1N7**. Cheques are made payable to Christmas Daddies. Your donation can also be made by phoning in your pledge on the day of the telethon. As well, Credit Unions and Royal Banks are accepting donations on our behalf. If your municipality would like to make an on air presentation at the Membertou Trade and Convention Centre please contact our office at 902-562-9724. Thank you for considering our request.*

*Mary Murphy*

## Christmas Daddies

**Mary Murphy, Christmas Daddies Cape Breton Producer**

902 562 9724 [mary.murphy@bellmedia.ca](mailto:mary.murphy@bellmedia.ca)

1283 George St. Sydney, Nova Scotia, B1P 1N7

Saturday, December 7th, 2019 11 am – 6 pm



[www.christmasdaddies.org](http://www.christmasdaddies.org)



[@DaddiesTelethon](https://twitter.com/DaddiesTelethon)



[CTV Christmas Daddies Telethon](https://www.facebook.com/CTVChristmasDaddiesTelethon)



[Christmas Daddies Telethon](https://www.youtube.com/ChristmasDaddiesTelethon)



[ChristmasDaddies](https://www.indiegogo.com/ChristmasDaddies)

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## **RK NURSING HOME FOUNDATION**

P.O. Box 1263  
Antigonish, N.S.  
B2G 2L6

### **Lights of Love 2019**

You are receiving this e-mail because you provided an e-mail address on the form submitted with your 2018 Lights of Love donation, or made a donation through the "Donate Online" link on the R K MacDonald Nursing Home's website.

Please join us in celebrating the Christmas holiday season by helping the R K MacDonald Nursing Home light its tree with bulbs dedicated to love. This is our 22nd Lights of Love campaign. Through your generosity, our annual fundraiser has helped to improve the quality of life for R. K. residents for more than two decades.

Over the past several years, our campaign has supported such projects as construction of a Four Seasons Sunroom - Greenhouse and a dementia-friendly Healing & Sensory Garden. Funds raised have also provided much-needed equipment for the provision of residents' daily personal care.

This year, proceeds from the Lights of Love campaign will support an **R K MacDonald Nursing Home initiative to enhance residents' dining experience**. This undertaking includes purchasing specially-designed carts for food delivery to the facility's dining areas, providing each area with additional required equipment, and refitting the R K's dining, common and residential areas to create a more "home-like" atmosphere.

Your generosity in previous years has done so much to enhance the R K residents' lives. Please support us in our mission to make their daily

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You can donate online by visiting the R K MacDonald Nursing Home website and clicking the **Donate Online** button. If you wish to contribute by mail, click [here](#) to download a pdf copy of the donation form. There is a donation box in the front door lobby of the R K MacDonald Nursing Home. You can also mail your donation to:

R K MacDonald Nursing Home  
64 Pleasant St.  
Antigonish, NS  
B2G 1W7

For this year's campaign, the R K Foundation Board has decided to send this information to you by e-mail as well as regular mail, to ensure that we reach all previous donors. In future, we are considering removing donors for whom we have an e-mail address from our regular mail list, in an effort to reduce our campaign's operating costs. If you wish to remain on our regular mail list, please contact us by e-mail at:

[rkmacdonald.foundation@gmail.com](mailto:rkmacdonald.foundation@gmail.com)

We extend our best wishes for the Christmas holiday season. You are invited to join us in the R K Chapel for the Lights of Love ceremony on **Sunday, December 1, 2019 at 7:00 p.m.**

R K MacDonald Foundation Board



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Good Morning Mayor Boucher, Warden Owen McCarron and Councillors of Antigonish Town and County:

While much time has passed, since Santa brought any of us presents, but I suspect we can all remember how excited we were Christmas morning, even if the presents we received paled compared to what some children receive today. Santa was Santa.

Unfortunately back then and still today, Christmas is not a good time of year for everyone, so 8 years ago when the Monsignor Hugh Macpherson Knights of Columbus(St. Andrews) were asked to take over the operation of the annual toy drive to provide toys for needy children in Antigonish Town and County, we jumped at it. Seeing that the first principle of our order is charity, it seemed like a good fit.

Fast forward to 2019, we have now partnered on an annual basis, with organizations in the community such as Women's Resource center, Naomi Society, RCMP, St Vincent de Paul Society, Antigonish Food Bank, Community Services, Antigonish Crime Prevention, Kid's First, Paqtnkek Mi'Kmaq Nation, Family Services, Nova Scotia Early Childhood Development Intervention Services, etc and we have done this with the support of many local businesses, individuals and organizations.

During our 2018 Christmas Toy Drive we provided toys, as well as some winter coats, winter boots, hats, mitts, etc to 162 families(344 children from newborns to 15 years old) and to my surprise when I crunched the numbers, there were exactly 81 families in the Town of Antigonish and 81 in the county that were helped. This is the breakdown: Town of Antigonish(81), Lower South River(9), Havre Boucher(6), St Andrews(5), Monastery(5), Pomquet(3), Paqtnkek(36), with 1 or 2 in Cloverville, Sylvian Valley, Tracadie, Linwood, Bayfield, Beech Hill Rd, Afton, James River, North Grant, St Josephs, Ohio, Clydesdale and Addington Forks.

So why am I telling you all this?

Even with The Knights of Columbus paying all the expenses of the operation of the toy drive, at \$75.00 to \$100.00 per child, that is a budget of approximately \$30,000.00. Yes the community has been GREAT to donate toys and sponsor families but we still have to raise a substantial amount of money each year to help cover the cost.

Sooooooooooooooooooooooooooooooooooooo, I am wondering if you fine folks still have 200.00 or so left in your budgets that you might each consider donating to the toy drive this year. If you can help great, if your budget doesn't allow and you cannot we understand. We have all heard the saying "You will never know if you don't ask" You might also consider asking folks to bring toys to your Christmas parties you might have there at your office or in your homes.

If you can, cheque should be made out to Monsignor Hugh Macpherson Knights of Columbus Toy Drive and mailed to P O Box 1, 3868 Hwy 316, St Andrews, N S B0H 1X0 or dropped off in the box at our toy drive location at Antigonish Market Square once we open on Nov 25th.

Should you have any questions please contact me at [clarencedeyoung@gmail.com](mailto:clarencedeyoung@gmail.com) or 902-870-3279.

For The Children

Clarence Deyoung

Monsignor Hugh Macpherson Knights of Columbus Toy Drive Co-ordinator 2019