

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**  
**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, April 14, 2020, 6:30 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 March 30, 2020 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Continuing Business
  - a. Discussion of Provincial Tax Deferral Program
6. New Business
  - a. Quality of Life Survey Results
  - b. VON Antigonish Presentation Materials
  - c. Clarification on Special District Grants
  - d. Discussion of COVID-19 and Municipal Elections
7. 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.
8. Staff Reports
9. Additions to the Agenda
10. In Camera Items
11. Adjournment

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MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Committee of the Whole Meeting Minutes**

Monday, March 30, 2020, 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 (joined meeting at 7:15pm)  
                                  Councillor Gary Mattie  
                                  Councillor Neil Corbett  
                                  Councillor Bill MacFarlane

Regrets:

Staff Present:                   Glenn Horne, Clerk-Treasurer  
                                  Beth Schumacher, Deputy Clerk  
                                  Allison Duggan, Director of Finance  
                                  Marlene Melanson, Director of Recreation  
                                  Daryl Myers, Director of Public Works  
                                  Shirlyn Donovan, Strategic Initiatives Coordinator

**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 6 pm.

**2.     Approval of Agenda**

Warden McCarron called for any additions or deletions to the agenda. Two additions were made; a discussion about the Jeux L'Acadie Sponsorship, and Garden Road East Havre Boucher. Mr. Horne also requested consideration of moving the recycling discussion up to Item 5a.

*That the agenda be approved as amended.*

**Motion Carried**

**3. Approval of March 9, 2020 Committee of the Whole Minutes**

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

*That the Committee of the Whole minutes of March 9, 2020 be approved as presented.*

**Motion Carried**

**4. Business Arising from the Minutes**

There was no business arising from the minutes.

**5. Directive from the Minister**

Mr. Horne reviewed the Directive from the Minister of Municipal Affairs regarding how Council and Committee meetings are to be held until the state of emergency is lifted.

**a. Discussion of Recycling Service due to Colchester MRF Closure**

Mr. Horne provided an update of conversations that staff has had with Eastern Region Solid Waste Management staff regarding the recycling plant in Colchester, and the impact this has on the Municipal recycling program. Staff has explored what options are available to the Municipality, and at this time, recyclables collected over the past week are being stockpiled at the Beech Hill Transfer Station until storage capacity is reached. Staff expect to know more about options in the next day or two. Discussion followed.

**6. Continuing Business**

**a. First Review of Final Active Transportation Corridor Report**

Ms. Melanson joined the Committee meeting and spoke to the draft final report that was circulated to the Committee earlier in the day. Her review touched on the highlights of the plan, specifically the two main routes that are highlighted in the plan with cross-sections and supplementary information. The preferred option for each section of the routes was based on the recommendations from the steering committee, a standards manual, and input from the public consultation sessions. Discussion followed. Ms. Melanson was thanked for her presentation.

**b. COVID-19 Impact on Municipal Administration**

Mr. Horne spoke briefly to the measures that have been taken with municipal operations, but also provided the Committee with the opportunity to ask any questions, concerns and suggestions that they might have. Mrs. Duggan spoke to updates from an AMANS/NSFM meeting that was held last week. The Committee had the opportunity for questions and discussion about the information that was shared. An update was also provided to the Committee on staff work-from-home arrangements for those staff who can work from home.

**7. New Business**

**a. Cape Mabou Pasture Co-op**

Warden McCarron spoke to a letter received from the Cape Mabou Pasture Co-op, making a request of the municipality for a financial contribution. Fourteen local farms are a part of this co-op, and this is the first time the Municipality has been asked to assist. Discussion followed.

**b. Letter from Leonard Mason**

Warden McCarron spoke to a letter included in the agenda package from Mr. Mason regarding concerns with the water levels in Loch Katrine and his interactions with various Provincial Departments and individuals. Warden McCarron will call Mr. Mason to follow-up on the letter, and asked if the Committee would reconsider having Mr. Mason attend a future Committee meeting for a ten (10) minute presentation once the Committee is able to meet in person again, or to write a letter to the Province to raise his concerns to them again. Discussion followed.

**c. Discussion Regarding Railway Crossing**

Deputy Warden Stewart spoke to a constituent who is looking for the Municipality to write a letter to the railroad questioning the costs listed in the estimate and why they are so high, with the letter copied to the Minister of Transportation. Consensus was given to write the letter as requested.

**8. Additions to the Agenda**

**a. Jeux L'Acadie**

Councillor Deveau spoke to a request from Jeux L'Acadie to defer the \$10,000 contribution that was set aside for the 2020 Games until 2021, which is when the games have been rescheduled to take place. Consensus from Council was to carry that contribution over.

**b. Garden Road East Havre Boucher**

Councillor Corbett spoke to a concern from residents along a private road in his district, where there are two culverts that were installed in the 1950s/60s by the Department of Transportation that are now being impacted by erosion due to storm water flow from the highway. The Department of Transportation does not have any record of the installation/ownership of these culverts. The residents are concerned because additional water flow down the highway from East Havre Boucher is causing erosion of the roadway and the loss of the driveway. Councillor Corbett has been meeting with Department of Transportation staff, but they feel it is a private road and is the residents' responsibility. Discussion

followed. Suggestions were made to Councillor Corbett regarding Department of Transportation staff who may be able to find out more information.

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

**a. Antigonish Heritage Museum Board**

No updates are available - no meeting was held this month.

**b. Antigonish Arena Association**

The arena will remain closed until Friday April 3rd, when a meeting will take place and a decision will be made regarding whether the ice will be removed early for the summer. Questions were asked regarding what was happening with the arena staff, and the catering business within the building.

**c. Antigonish Crime Prevention**

No updates - the March meeting was cancelled.

**d. Eastern District Planning Commission**

At the last board meeting there was a review of operations and new staffing. A question was asked about EDPC operations with remote working; Mr. Horne noted that EDPC staff could be reached while their staff were working from home.

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

No updates - March meeting was cancelled.

**f. Pictou Antigonish Regional Library**

Libraries are closed until at least April 30th. Online services and programming are still available.

**g. RK MacDonald Nursing Home**

An update on infection control measures being taken by the facility was provided for the Committee, with specific details about the COVID-19 case being circulated to the Committee by Councillor MacLellan earlier in the day. Further updates will be sent directly from Councillor MacLellan to the Committee.

**h. County Paqtnkek Joint Steering Committee**

No update was available. Municipal staff are in touch with Paqtnkek staff on a regular basis during the COVID-19 response.

**10. In Camera Items**

*That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss Contract Negotiations at 7:57 pm.*

**Motion Carried**

*That the In-Camera session be adjourned at 8:12 pm.*

**Motion Carried**

*The Committee recommends that Municipal Council authorizes staff to proceed in lease negotiations with SBA Canada provided they secure a cellular provider.*

**Motion Carried**

**11. Adjournment**

Warden McCarron reviewed upcoming scheduled conference calls with the local MPs for general updates on the COVID-19 situation tomorrow.

*That the Committee of the Whole meeting be adjourned at 8:17 pm.*

**Motion Carried**

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Warden Owen McCarron

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Glenn Horne, Municipal  
Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**MEMO FOR INFORMATION**

**TO:** MUNICIPAL COUNCIL COMMITTEE OF THE WHOLE  
**FROM:** SHIRLYN DONOVAN, STRATEGIC INITIATIVES COORDINATOR  
**SUBJECT:** QUALITY OF LIFE SUMMARY  
**DATE:** APRIL 14, 2020

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Engage Nova Scotia conducted the Quality of Life survey across the province from April-July 2019. There were 80,000 surveys distributed across the province with the goal of a 10% response rate. A total of more than 12,000 surveys were completed.

Antigonish and Guysborough were identified as a region, 4000 surveys were distributed throughout the 2 counties. In our region alone, 861 surveys were completed for a 21% response rate.

The survey itself consisted of 230 questions broken into 9 different sections. Below, I will provide a summary of each section:

**Community Vitality**

- Antigonish-Guysborough scored significantly higher than the rest of the province for residents who volunteered (tied with Strait Area-Western CB for highest in province).
- Antigonish-Guysborough scored higher for residents who were members of sports or recreational organizations.
- Antigonish-Guysborough scored highest in the province for residents who were members of a professional association.
- Antigonish-Guysborough scored significantly higher for residents who were part of a union.
- Antigonish-Guysborough scored highest in the province for residents who were part of a faith-based organization.
- Antigonish-Guysborough residents scored significantly higher in the # of relatives whom are close, # of close friends in whom residents can confide, # of neighbours from whom residents could ask a favour and highest in the province for perceived sense of belonging to community.
- Antigonish-Guysborough residents had the lowest levels of feelings of isolation.
- Antigonish-Guysborough residents had the highest level of trust in the province for their local/municipal/band government.

## Healthy Populations

- Antigonish-Guysborough had the highest level of self-assessed mental health in the province.
- Antigonish-Guysborough had the lowest levels in the province for residents who experienced negative impacts in the past 12 months due to their own mental health issues, and a family members mental health issues.
- Antigonish-Guysborough scored highest in the province in the assessment of overall quality of healthcare services in the community and overall accessibility.
- Antigonish-Guysborough residents scored lower in engaging in substance abuse (eg recreational drugs).

## Democratic Engagement

- Antigonish-Guysborough residents scored higher in their interest in federal politics and highest in the province for interest in provincial and municipal politics.
- Antigonish-Guysborough residents scored lowest in the province “people like me do not have any say about what government does”.

## Environment

- Antigonish-Guysborough scored high in in thinking the quality of the natural environment in the community in which they live is very high and that there are plenty of opportunities to enjoy nature in the community they live.
- Antigonish-Guysborough scored highest in the provinces for the water quality in my community is very good.
- Antigonish-Guysborough scored higher for walk or bike more often (rather than use a car).
- Antigonish-Guysborough scored lower for purchasing foods produced locally.

## Leisure and Culture

- Antigonish-Guysborough scored the highest in the province for socializing with friends, attending a sports event as a spectator, reading books, newspapers and magazines for pleasure, playing board games or card games.
- Antigonish-Guysborough scored higher for doing puzzles, crosswords, sudoku, jigsaw and for hobbies such as knitting, beadings, crafts, woodworking.
- Antigonish-Guysborough scored the highest in the province for attending dance performances and live theatre, and significantly higher for attending music concerts.
- Antigonish-Guysborough scored the lowest in the province for playing computer games but scored somewhat higher for gambling.
- Antigonish-Guysborough scored higher that they use the following recreation facilities: community complex/recreation centre, indoor skating rink, curling rink, sports fields,

beaches (highest in province), public library and performing arts facility (highest in province).

- Antigonish-Guysborough had highest levels in the province where residents felt recreation and culture facilities are easy for me to get to and there are places nearby where I can take classes for my own interest.

### **Education**

- Antigonish-Guysborough scored the highest in the province for opportunities to take formal education courses.
- Antigonish-Guysborough scored high for opportunities to take courses of interest.

### **Living Standards**

- Antigonish-Guysborough residents score higher in that they work for pay.
- Antigonish-Guysborough residents score lower in that they work 1 job.
- Antigonish-Guysborough residents scores highest in the province that they work 3 or more jobs.
- Antigonish-Guysborough residents score higher in working a regular daytime Monday – Friday job.
- Antigonish-Guysborough residents scored the lowest in the province in working shift work and score low in commute time.
- Antigonish-Guysborough residents scored higher in having hope for promotion at my job and highest rate in the province for their job is meaningful to them.
- Antigonish-Guysborough scored lowest in the province for my job makes a personal life difficult and it is hard to work because of personal matters.
- Antigonish-Guysborough score the lowest in the province for could not pay my bills on time, and could not pay my mortgage or rent on time.
- Some other findings from this section include at least one in the past year:
  - 1 in 4 Antigonish-Guysborough residents could not pay their bills on time.
  - About 15% are less because there was not enough food or money for food.
  - More than 1 in 5 could not afford to buy nutritious foods
  - About 45% could not “buy the things they wanted”
  - Almost 1 in 4 could not “buy the things they needed”

### **Time Use**

- Antigonish-Guysborough scored significantly higher in perceptions of childcare as not adequate.
- Antigonish-Guysborough scored highest in the province in perceptions of care services for older adults as adequate.
- Antigonish-Guysborough residents score higher feeling that there is enough time to get enough sleep, to exercise, to prepare or eat healthy meals, to participate or be active in the community, to nurture their spiritual side, to complete chores/errands, to be with

children they live with, to be with spouse/partner, to be together with family, and to nurture creative side.

### **Overall Wellbeing**

- Antigonish-Guysborough scored higher the provincial average in my mental wellbeing, my physical wellbeing, my leisure time, my sense of belonging to this community, my personal relationships.
- Antigonish-Guysborough scored highest in the province for my access to educational opportunities in the community, the balance of activities in my daily life, my access to arts and culture opportunities in my community, my neighbourhood as a safe place to live, the environmental quality of my neighbourhood, the way my local government responds to community needs, how well democracy is working in our community, my financial situation.
- Antigonish-Guysborough score lower than average in mu access to parks and recreational opportunities in the community.

### **Satisfaction with Life and Sense of Purpose**

The percentage of residents in Antigonish-Guysborough who feel that the things they do in their life are worthwhile is the highest in the province. Almost 85% of residents find the things they do worthwhile and completely worthwhile.

Satisfaction with life in general is highest in Antigonish-Guysborough with more than 4/5 residents being either satisfied or very satisfied with their lives.



## VON Antigonish Community Support Programs

Your donations help us to provide essential services to people in our community; allowing them to access the nutrition they need and stay safe.

### Serving our Community in a Challenging Time

Seniors and persons with disabilities have always been among the most vulnerable populations in our province. This situation has become even more acute since the beginning of the Covid-19 pandemic. When an individual’s health impacts their ability to safely leave their home or access proper nutrition, VON wants to be there.

Each week, VON Community Support and Services run donor-funded programs that reach these isolated individuals who can fall through the cracks of our health care system. Each week, we depend on our dedicated volunteers to reach into the homes of our clients and provide them with the care that they need. Each week, VON seeks to grow these programs and extend the safety net offered to Nova Scotians through our community programs.

We rely on our donors and community supporters for the following programs:

#### 1. Meal Programs

VON meal programs help seniors and persons with disabilities access the nutrition and community support they need. We have two types of meal programs Meals on Wheels (currently delivered in Antigonish Town only because of food safety restrictions) and Frozen Favourites (delivered to Antigonish County).

Offering over 20 home-style frozen, well-balanced meals, Frozen Favourites helps to alleviate hunger and boost nutrition. This is a convenient, healthy meal option for clients who aren’t able to or interested in cooking a full, nutritious meal.

Our delivery service allows us to provide both nutrition and a safety check to seniors doorstep. We are also currently investigating vendors we can use to deliver fresh meals to Antigonish County residents.

474

Average meals served per month in Antigonish Town and County

  

46

Meals on Wheels Clients served per week

  

Delivering hot meals

5

days per week

## 2. Adult Day Program

Located in the JJ Carroll House, this program provides a safe, comfortable and stimulating environment for seniors and dependent adults who are living with chronic illness, social isolation and/or dementias. The program offers clients and families:

- Trained staff who use a Montessori approach to activities.
- A positive focus on cultivating independence within their means.
- The opportunity to make friends and form a community.
- Activities like: Music appreciation, drum circles and sing-alongs, therapeutic exercises, painting and other art projects
- Respite; a time of caregiver relief, from the constant physical and emotional demand of caring for a person with Alzheimer's Disease or a related illness.

Since the advent of Covid-19 we've had to temporarily close our program. Our staff are now calling clients to check in on them on a weekly basis to help reduce isolation and keep their spirits up. We look forward to opening the program again when it becomes safe to do so.

## 3. Assisted Transportation

This program makes it possible for those with barriers to access adequate transportation within Antigonish to maintain an independent lifestyle. Clients receive door-through-door transportation to medical appointments, errands, grocery trips, and more.

During this time of social and physical distancing, we are only providing drives to essential medical appointments like radiation or dialysis.

## We're asking for your help...

We are requesting your support to help us provide this crucial care in Antigonish County. Our goal is to raise **\$300,000** in the 2020-2021 fiscal year to help strengthen and grow these essential programs over the next three years. We've received a \$50,000 foundational donation from the Sisters of Saint Martha (which we share here with their permission). We will be submitting a Community Partnership Grant to ask for the maximum amount of **\$20,000**.

Thank you in advance for your consideration. The support of the Municipality of the County of Antigonish will help seniors and adults with disabilities in Antigonish county live more healthy, whole and independent lives.

If you have any questions, please contact:

**Emily Hemlow**, Fund Development Manager: [emily.hemlow@von.ca](mailto:emily.hemlow@von.ca) – (902) 880-3270

**Eleanor Price**, Manager of Community Support and Services: [eleanor.price@von.ca](mailto:eleanor.price@von.ca) – (902) 318-4763



### *Words from a client and donor:*

We receive meals three days a week, delivered by volunteers who are timely and always happy to see us. **Now, I have more time to look after my beautiful wife, Hazel**, who's been living with Alzheimer's for nine years. We were surprised by how much VON offers the community and as donors ourselves, we are pleased to know that our dollars are going directly to these wonderful programs in Antigonish."

-Vernon Murray

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

**MEMO FOR DISCUSSION**

**TO:** MUNICIPAL COUNCIL

**FROM:** GLENN HORNE, MUNICIPAL CLERK TREASURER

**SUBJECT:** *CLARIFICATION ON SPECIAL DISTRICT GRANTS*

**DATE:** APRIL 14, 2020

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**SUMMARY**

Municipal Council is responsible to award Special District Grants within the parameters of the Council Special District Grant Policy. Staff is seeking clarification on an element of administration of these grants.

**BACKGROUND**

Special District Grants are administered based on Council Policy. For your reference, the policy is attached.

Effective April 1, 2020, the Municipality has entered a new fiscal year. Unspent Special District Grant balances have rolled into FY20/21. However, the municipal budget has not yet been approved by Municipal Council and, again due to COVID-19, may be delayed compared to previous years. Staff are seeking direction on the release of the FY20/21 Special District Grant funds in the absence of an approved municipal operating budget.

**CONSIDERATIONS**

Based on the attached policy, "The amount allocated to Grants will be established annually through the Municipal budget," for Special District Grants. At the beginning of the fiscal year (April 1) the previous year's balance is rolled forward. The operating budget then allocates an additional \$11,500 for the new fiscal year.

In previous years we have allocated the entire amount of the available grant balance, the previous year and the current year, immediately upon the start of a new fiscal year. However, this is done without the expressed authorization of Municipal Council through the approved operating budget.

While awarding of grants is at the discretion of councillors within the parameters of the policy, staff would like this timing issue discussed so it is clear and can be properly captured within the policy. As written, the policy is silent on when councillors receive the current year's grant allotment, therefore, staff are requesting direction, so all councillors and staff are on the same page.

*Options:*

- 1) Release the entire current year's grant allotment at the beginning of the fiscal year (April 1) without an approved municipal operating budget;
- 2) Release part current year's grant allotment at the beginning of the fiscal year (April 1) without an approved municipal operating budget;

- 3) Release the current year's grant allotment only once the municipal operating budget is approved.

Based on the direction provided from the Committee, staff will prepare an amendment to the *Council Special District Grant Policy* reflective of that direction.

**NEXT STEPS**

Staff will proceed based on the Committee's discussion and direction.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>TOPIC:</b>	<b>Council Special District Grants Policy</b>
<b>POLICY NUMBER:</b>	<b>34</b>
<b>DATE APPROVED:</b>	<b>November 19, 2013 (#2013-147)</b>
<b>DATE REVISED:</b>	<b>November 20, 2018 (#2018-163)</b>

**TITLE:**

This Policy may be cited as the “Council Special District Grant 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.

Councillor's often receive requests for assistance from individuals and local community groups that are either ineligible, too small or time-sensitive to be handled in an effective manner by Community Partnership Grants, administered by the Municipality of the County of Antigonish (*herein referred to as the Municipality*). Flexibility is required to address such local requests. Therefore, an amount is allocated in the Budget for Council Special District Grants (*herein, referred to as “Grants” or “Grant”*), to provide a simple, effective method of providing funding for use within each district.

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

**POLICY:**

**1.0 Purpose**

- 1.1 Generally, *Grants* focus on local activities related to social welfare; culture; community development, engagement or support; charitable fund-raising by a recognized institution or community group; civic events; environmental protection; and, community-based educational initiatives.
- 1.2 In all cases, *Grants* can only be used for the intended purpose for which it was authorized.

**2.0 Parameters for Awarding Grants:**

- 2.1 The amount allocated to *Grants* will be established annually through the Municipal budget.
- 2.2 The fiscal year starts April 1 and ends March 31. No expenses shall be claimed or reimbursed after March 31 for the ending fiscal year.
- 2.3 There shall be no *Grant* over-expenditures.

- 2.4 *Grant* funding may be carried forward to future fiscal years.
- 2.5 Multi-year commitments of *Grants* are not permitted.
- 2.6 Any *Grant* request in excess of \$2000 shall be approved by consensus of all members of Council.
- 2.7 *Grants* may be awarded to individual persons or families in emergency situations only.
- 2.8 Any *Grants* to parishes, individual churches or religious groups in excess of \$1000 shall be approved by consensus of all members of Council.
- 2.9 Staff is not to encourage individuals or groups in lobbying members of Council. If a request for *Grant* funding is received, staff are expected to relay the request to members of Council. Such information should be relayed in writing.
- 2.10 *Grants* are not intended for use in fund-raising activities that are of direct benefit to a department, program, project or service of the Municipality of the County of Antigonish.
- 2.11 Funding requests for individuals participating in sporting, cultural or educational events shall be referred to the Recreation Department for consideration under the Community Partnership Grants for Travel Assistance or Leadership Development.
- 2.12 *Grants* expenditures shall be suspended 3 months prior to Nomination Day in an election held pursuant to Section 54(4) of the Municipal Elections Act. Once an incumbent has officially declared their candidacy in a government election, their use of *Grants* shall cease. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.
- 2.13 *Grants* shall not be spent on election related costs.
- 2.14 In the event of an incumbent's acclamation to Council, access to *Grants* shall not be suspended.

### **3.0 Accountability Requirements:**

- 3.1 Each member of Council is responsible for making a clear determination if expenditures are permissible and shall be expected to award all *Grants* in accordance with this policy.
- 3.2 Written authorization shall be required for all *Grant* expenditures in the form of an invoice, fax, email, letter or cheque requisition. Where written authorization cannot be provided in advance of the expenditure, the councillor awarding the *Grant* shall sign the cheque requisition.
- 3.3 Written authorization for *Grant* expenditures shall include the name of the recipient, the amount supported by an invoice or receipt and a clear and concise description of the purpose of the *Grant*.
- 3.4 A donation to a registered charitable organization or event shall be recognized with a receipt. Members of Council shall receive no personal tax benefit. All receipts for such

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donations are to be written out to the Municipality of the County of Antigonish and submitted to the Finance Department.

- 3.5 In the case of uncertainty, the authority and responsibility for the determination of a permissible award is that of the Committee of the Whole. The Committee's determination is final.
- 3.6 *Grants* are included in the annual audit. Any audit shall check for complete and appropriate documentation, compliance with policy, the fair and consistent application of policy, accurate reporting, and any other issues determined relevant by the audit team.

#### 4.0 Reporting Requirements:

- 4.1 The Finance Department shall be responsible for processing *Grant* awards, the maintenance of financial records including all original receipts, invoices, and cheque requisitions, and shall oversee the auditing of accounts as required.
- 4.2 Staff shall prepare for Municipal Council a quarterly, itemized report of *Grant* expenditures by electoral district, recipient and amount. A clear and concise rationale for the expenditure shall also be provided. An example of this report can be found in Annex A.

#### 5.0 Policy Review:

- 5.1 This policy shall be assessed after one (1) year of implementation to evaluate its scope, relevance and effectiveness. Thereafter, the policy shall be reviewed:
  - 5.1.1 Every five (5) years, or
  - 5.1.2 Upon request of Council, or
  - 5.1.3 To reflect substantive changes in legislation.

**Annex A**

**Council Special District Grants**  
*Report to Council*

<b>District</b>	<b>Recipient</b>	<b>Amount</b>	<b>Date</b>	<b>Rationale</b>

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## MEMO FOR INFORMATION

**TO:** Committee of the Whole  
**FROM:** GLENN HORNE, MUNICIPAL CLERK-TREASURER  
**SUBJECT:** STAFF REPORTS  
**DATE:** 14/04/2020

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### ADMINISTRATION DEPARTMENT

#### *Notable Things that Have Happened This Month*

- Implementation of COVID-19 measures to transition administrative employees to working from home and support service delivery in cooperation with other departments; liaising with Council, other municipalities, the Province and community partners.
- Coordination of public communication related to COVID-19.
- Completion of County Connect.
- The process to hire a new Emergency Management Coordinator was stalled due to COVID-19. Coordination with partners and the staffing process is ongoing.

#### *Major Project Updates*

- Security System and Fire Alarm install are underway at Admin building and Public Works, should be completed by April 16<sup>th</sup>.
- Phase 2 of Air Condenser Replacement at 285 Beech Hill should be finished by April 17<sup>th</sup>, phase 2 will include commissioning of units once temperatures rise and pressures are tested. This will take place in coming weeks.
- Solar PV install at 285 Beech Hill Rd, initial planning meeting complete. Site prep will begin in coming weeks.

### FINANCE DEPARTMENT

#### *Notable Things that Have Happened This Month*

- Transition of working from office to home with as little disruption to the public as possible.

#### *Major Project Updates*

- Working through March 31, 2020 financial accounting in preparation for the F19/20 audit and continuation of F20/21 budget compilation.
- Water rate study update: Gerry Isenor has been asking follow questions to the information that was provided. At this point in time all his questions are answered and the County is waiting to hear when the study will be completed for presentation to Council
- All Finance staff are working on documenting job/task processes.

### RECREATION DEPARTMENT

#### *Notable Things that Have Happened This Month*

- Recreation personnel have settled into a work from home routine.
- Due to COVID 19, March Break & After School programs as well as the spring swim program have been cancelled.

- Staff are in full planning mode for summer programming in the hopes that things will have returned to normal by summer. If we cannot provide our traditional summer activities; staff is actively researching and conversing with colleagues across the province to come with a plan to provide alternate programming and resources over the summer months.

#### *Major Project Updates*

- Formal presentation by WSP Consultants of the “Antigonish Active Transportation Corridor” project has been postponed to a later date.
- The Antigonish Sport Hub will be launching its website in the coming weeks. A full update on the current status of the Sport Hub project will be provided to council next month.

## **PUBLIC WORKS**

#### *Notable Things that Have Happened This Month*

- The Public Works Department has been able to maintain essential services such as garbage and recycling collection. The Transfer Station remains open throughout and fully operational.

#### *Major Project Updates*

- Work continues to progress on the Water Looping Project and North Grant Water.

#### *Upcoming Events and Meetings*

- We have been continuing to work on future projects such as St. Joseph’s Water and Water Storage in the Fringe Area.

## **PLANNING AND DEVELOPMENT**

#### *Notable Things that Have Happened This Month*

- Council gave **second reading** to amendments to the Antigonish County (Fringe) Area Land Use By-law to implement a maximum size limitation of 29.0% of bedroom space for new construction and renovations of dwellings located in the Rural General (RG-1) Zone, the Rural Residential (RR-1) Zone, the Residential (R-1) Zone and the Multiple Unit Residential (R-2) Zone as a means of limiting the size of boarding homes. The Notice of Amendment was published in The Casket, March 18, 2020. The appeal period expired April 1, 2020 and no appeals were received. The amendments are now fully in effect.

#### *Major Project Updates*

- **Restriction on Lodging Homes II** - After reviewing the first staff report restricting percentage of bedroom sizes PAC requested a more in depth review of measures to regulate boarding homes in the Fringe area.
- **Low Volume Rural Public Road Standard.** Staff received direction to begin researching the feasibility of adopting less stringent construction standards for municipal public roads in residential areas of Antigonish County to take into consideration narrower right-of-ways, etc. related to lower volumes and lower posted speed limits. PAC met to discuss this issue January 28, 2020 and directed staff to follow-up with a more detailed report on the issue. That work is continuing.
- **Eastern Antigonish County Plan Review.** The review of the Eastern Antigonish Municipal Planning Strategy is ongoing. The internal review by staff has started with our first meeting taking place via Zoom.