COMMITTEE OF THE WHOLE AGENDA
Tuesday, October 6, 2015 @5:30 pm
Municipal Administration Centre

1) Call to Order – Chairman, Warden Russell Boucher

2) Approval of agenda

3) Approval of September 15th, 2015 Committee of the Whole Minutes

4) Business Arising from the Minutes

5) Lochaber Land-Use Planning

6) Consideration of Planning Activities

7) Use of Land

8) Offsite Signage Update

9) Review of Inclusion Policy & Adaptive Equipment Loan Program

10) All Wheels Park

11) Recreation Management System

12) Review of Proclamations Policy

13) Blue Dot Movement

14) Special District Grant Request – District 2

15) Antigonish Arena Update

16) Position of Warden & Deputy Warden

17) Business Ability Banquet

18) UNSM Conference

19) Staff Report

20) Adjournment

CORPORATE PRIORITIES (Council/CAO)

NOW	TIMELINE
1. SOLAR ENERGY: Business Case	November
2. SEWER TREATMENT PLANT: Memorandum of Understanding	December
3. ECONOMIC DEVELOPMENT & TOURISM STRATEGY: Terms of Ref.	November
4. FRINGE AREA WATER: Options	January
5. FRINGE AREA MPS: Completion	December

NEXT

- PLANNING FUNCTION: Review
- CAPITAL STRATEGY
- POTENTIAL SHARED SERVICES
- INDUSTRIAL PARK
- RESIDENTIAL ENERGY PROGRAM
- LONG TERM FINANCIAL PLAN

ADVOCACY / PARTNERSHIPS

- *Shared Services Review*
- *Potential Shared Services*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (   )

1. EDT STRATEGY: Terms of Reference - Nov.
2. REN: Start-up - April
3. SHARED SERVICES: Review

- Strategic Plan Linkages
- Policy Review

FINANCE (   )

1. CAPITAL STRATEGY: Inventory - June
2. Water utility Rates: Review - Nov.
3. IT Proposal - Staff - Jan.

- LONG TERM FINANCIAL PLAN
-

PUBLIC WORKS ( )

1. SEWER TREATMENT PLANT: MOU - Nov.
2. FRINGE AREA WATER: Options - Jan.
3. Water Meter Proposal - Jan.

- Maintenance System
-

RECREATION ( )

1. Accessibility Policy -
2. Registration Software
3. Active Transportation Actions

-
-

CORPORATE SERVICES (   )

1. SOLAR ENERGY: Business Case - Nov.
2. Residential -
3. MCCAP: Review -

- Business Continuity
- Public Engagement Strategy

PLANNING (____)

1. FRINGE MPS: Completion
2. South West MPS -
3.

-
-

CODES: **BOLD CAPITALS** = NOW Priorities; CAPITALS = NEXT Priorities; *Italics = Advocacy;*
Regular Title Case = Operational Strategies

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: *COMMITTEE OF THE WHOLE MEMO*
DATE: OCTOBER 6, 2015

Lochaber Land-Use Planning *(for Direction)*

Since the development of the Southwestern Antigonish Planning Strategy was ended, the Municipality has received a number of concerns from residents. Please see correspondence attached. Warden Boucher will lead a discussion of the issues raised.

Consideration of Planning Activities *(for Decision)*

At the direction of Council planning staff have ceased work on the Southwestern Antigonish Municipal Planning Strategy and Land Use By-law. Staff have been requested to present a work plan of major plans to the Municipality's Planning Advisory Committee based on when documents were adopted. Based on this schedule and subject to Council approval the Eastern Antigonish County Municipal Planning Strategy (Approved by Council September 1, 1994) would be the next major project for staff. After this in the order of approval: Keppoch Beaver Mountain (March 2007), Wind Turbines (June 2009), Central Antigonish County (April 2013) and finally the most recently adopted Fringe Plan and By-law.

Use of Land *(for information)*
John Bain has prepared the attached memo on the Use of Land.

Off-Site Signage Update *(for Direction)*
Further to the discussion at the recent Joint Council meeting, staff have followed up with the Departments of Municipal Affairs and Transportation and Infrastructure Renewal.

Concerning the Municipal Government Act: The Municipality must consider that municipalities are not permitted to grant tax concessions or other forms of direct financial assistance to business or industry - Section 57(2). This means any regulations concerning the limitation of signage must be clear and non-discriminatory.

Concerning the Public Highways Act: No signs are permitted within 1000m of the centre line on controlled-access highways. Municipalities are permitted to regulate signage within the TIR right-of-way on highways without controlled access (ie: Trunks & Routes) through by-law. By-laws concerning the regulation of signage in the TIR right-of-way must be approved by the Minister. Port Hastings and HRM have approved by-laws – Argyle, Kings & Chester currently have by-laws under review.

Business Logo Program: This is the program offered by TIR that sells space on provincial signs on controlled access highways. Under this program up to six businesses purchase placement of its logo on four signs (two in each direction - one on the highway and one on the ramp). The approximate cost of this program is up to $25,000 total, divided among the six businesses. There are also additional maintenance and replacement fees.

Review of Inclusion Policy & Adaptive Equipment Loan Program *(for Decision)*
Memo from Recreation Director, Marlene Melanson, is attached.

Antigonish All Wheels Park *(for Information)*
Memo from Recreation Director, Marlene Melanson, is attached.

Recreation Management System *(for Decision)*
Memo from Recreation Director, Marlene Melanson, is attached. Ms. Melanson will be recommending to Municipal Council that the On Demand: Parks and Recreation by Diamond Municipal Solutions be purchased.

Review of Proclamations Policy *(for Decision)*
As mentioned during the presentation of the Blue Dot initiative, the Proclamations Policy (2004) states that the Municipality shall not endorse any proclamations of "…certain weeks, months, years, events, and position statements." The policy document is attached for your review. Councillor MacFarlane will speak to this during the meeting.

Blue Dot Movement *(for Decision)*
The Blue Dot movement is a grassroots movement that aims to see the right to a healthy environment, including the rights to fresh air, clean water, and safe food, enshrined in our Canadian constitution. The movement has started with people standing up and saying they believe in our inherent right to a healthy environment. The growing movement of Canadians is calling upon their local communities to pass municipal declarations respecting people's right to live in a healthy environment. Already, dozens of communities across Canada have mobilized, and many have already passed municipal declarations for the right to a healthy environment. Community by community, this movement will inspire decision-makers across our provinces and territories to take notice.

Municipal Council is asked to recognize the Blue Dot Movement (Information attached).

Special District Grant Request – District #2 *(for Decision)*

Councillor MacDonald, District #2 is looking to allocate $3000 of his Special District Grant for repairs to the cemetery. Please review the attached email regarding a special district grant request for District #2.

Antigonish Arena Update *(for Information)*
An update on the Antigonish Arena upgrades will be given by Warden Boucher.

Position of Warden & Deputy Warden *(for Direction)*
Section 16(2) requires Municipal Council to determine the term of office of the deputy mayor or deputy warden prior to their selection. Similarly, the term of office of the warden expires when the term of office of the council expires, unless prior to the selection of a warden, the council adopts a shorter term of office for the warden.

The Municipality's Policy concerning the Position of Warden and Deputy Warden states that both positions are elected for the full four-year term. If Council would like to consider any changes to this policy they would have to be implemented prior to the October 2016 election.

Based on an informal poll of CAO the practice of appointing a deputy warden varies across the province. Among towns: 10 appoint annually, 1 for two years and 2 for four years. Among rural: 2 appoint annually, 5 for two years and 2 (including us) for four years. The practice of appointing a warden varies less, with the vast majority appointing for a four year term. Staff are seeking direction as to Council's interest in exploring this further.

Business Ability Banquet *(for Decision)*
CACL Antigonish and East Novability Society for Persons with Disabilities are jointly hosting the 2nd Annual Business Ability Banquet on Thursday, November 12th at 6:00pm at the Keating Centre. The keynote speaker will be David Fischl. For over three decades Mr. Fischl worked with the Saskatchewan Ministry of Highways and Infrastructure, and finished his career as the Workplace Diversity Coordinator. He was responsible for integrating aboriginal people and persons with disabilities into unionized workplaces. Cost of a plate is $50/person. Staff is seeking direction on which Councillors would like to attend.

The banquet itinerary is as follows:
- 6:00-7:00pm   Meet and Greet: Cash bar available
- 7:00-7:15pm   Welcome
- 7:15pm   Dinner

- 8:00pm Keynote Address by David Fischl
- 8:30pm Q & A
- 8:45pm Closing Remarks

UNSM Conference Attendance *(for Decision)*

The Annual UNSM Fall Conference will be taking from November 3-6th at the Westin Nova Scotian Hotel. A motion will be made to approve the attendance of Municipal Councillors.

Staff Reports *(for Information)*

Outstanding Landfill Accounts

In early September, twenty-five (25) final notice letters were sent to users of the Beech Hill Solid Waste Resource Management Facility with significant outstanding balances – either amount owed or longest standing. Of those account, three (3) were paid in full and partial payments have been made on three (3) accounts. As a next step, staff intend to pursue the following six accounts through small claims court. Further assessment will be made to pursue the others through small claims court as well.

Basic Emergency Management Training

On September 19 & 20, Shirlyn Donovan, Allison Duggan and Glenn Horne attended this two-day course designed to provide an overview of the Emergency Management System in Nova Scotia. Participants discuss current federal, provincial, and municipal emergency legislation, components of an emergency plan, the relationship between emergency sites and emergency operations centres and the role of media. The course emphasized a coordinated, integrated approach to emergency management and is a pre-requisite for further emergency management training.

Shared Services Discussion

Stephen Feist, Antigonish CAO, Maris Freimanis, Port Hawkesbury CAO, and Glenn Horne met on Friday, September 25 in Port Hawkesbury to discuss shared service opportunities among the three municipalities and across the region. Through this discussion we determined to hold a joint regional AMA meeting for the Eastern (Municipality, Town, St. Mary's, Guysborough & Mulgrave) and Cape Breton (Port Hawkesbury, Inverness, Victoria & Richmond) regions. This is also the same grouping involved in the Diamond system.

This meeting will invite all members of the AMA (specifically directors of finance and CAOs) and provincial officials and will provide an opportunity to discuss the following:
- how we can use the Diamond system to enhance our other work processes and further share / coordinate services;

- experiences from other municipalities, specifically Cumberland and Amherst, which have merged their finance departments;
- development of a plan for the implementation of a records management system; and
- other opportunities to share services on a regional scale.

Consolidated Financial Statements

On Monday, September 28, 2015, the Municipality's Internal Control Letter & Financial Statements for Fiscal 2014 2015 were received from municipal auditors at MGM & Associates. These documents are as presented to Council in June 2015, however they now also include outstanding balances associated with the RK MacDonald Nursing Home. With the receipt of these documents Finance staff have completed and submitted the municipality's Financial Information Return to the Department of Municipal Affairs.

IT Meeting

On Monday, September 28, Shirlyn Donovan and Glenn Horne met with Jason Burns, the municipality's IT consultant, to discuss upcoming projects. Jason is currently working to install a debit / credit terminal at the Beech Hill Solid Waste Resource Management Facility and will then turn his attention to the installation of a second screen and projector in the Council Chamber.

Monthly Meeting with SNC Lavalin

Please see the attached agenda and minutes.

Grant Policy Review

On Tuesday, September 29, 2015, Shirlyn Donovan, Marlene Melanson and Glenn Horne met to review progress of amendments to the Municipality's various granting policies. We have also received notice that the Town is interested in coordinating efforts as it seeks to review its own grant policies.

From:	William (Bill) Marshall <bmarshal@stfx.ca>
Sent:	September-14-15 8:36 PM
To:	Clerk
Subject:	Council mmeting agenda: Land use planning

Hello:

I am a land owner and resident of Antigonish County in Lochaber. I understand that there is some reluctance in some quarters to seriously consider revisions to the land use by-laws in our area. Our representative, Hugh Stewart, seems unwilling to consider these advances and has refused to answer questions on the matter. Perhaps he does not value the protective function of land use planning that builds neighbourly interaction under a recognized and modern set of reasoned regulations.

This is simply to register the fact that our family would like to see land use planning discussed, inasmuch as similar by-laws in other parts of this municipality and more widely have proven to be useful in the orderly development of land for the greater and wider good.

I understand also that the next opportunity to discuss the matter is September 15, but failing that, a later discussion where voices could be heard on both sides of the issue would be valuable.

Respectfully.

WS Marshall
1391 Lochaber Road
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William S. Marshall, Ph.D.                o  o   o
Professor, Biology Department              o  o
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"Every person is a valuable member of society who by their
observations, researches, and experiments procures knowledge for humankind."
 --James Smithson, founder, Smithsonian Institution
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From:	Greg Carter <gcarter@stfx.ca>
Sent:	September-13-15 4:47 PM
To:	Clerk
Subject:	Land Use Planning--Lochaber

To whom it may concern:

I am writing in support of a continued and reasonable discussion regarding Land -Use Planning in our area. I would encourage council to take the necessary steps to find individuals with a background in Land-Use Planning to articulate the pros and cons of this issue to Council and to the general public.

Please note: I am, currently, neither for against Land-Use-Planning. I simply believe that the public is best served by a fair-minded and consistent pattern leadership with this and other issues.

Thank you for your kind consideration.

Greg Carter
Lochaber, Nova Scotia
902-783-2423

Shirlyn Donovan

On the June 28, 2015, a community meeting was held in Lochaber on land use planning. Since this meeting I have had casual conversations with many community members on what land use planning is all about and have found that there is a tremendous amount of misinformation gossip and rumour that I believe to be totally unfounded. I understand that there is an interest in the area to educate the community so that decisions can be informed based on fact. I very much support this.

R. Paul McClung
Retired
Lochaber, N.S.

Shirlyn Donovan

Dear Glenn Horne,

We are writing to you concerning our interest in having the process of a land-use planning strategy that encompasses our district of Lochaber, Antigonish county continued. We attended the introductory meetings with J. Bain and subsequent public meetings for our region and have felt that sustainable planning will be of great benefit to the community.

We look forward to hearing if the Antigonish county council members will investigate a means to bring information and discussion on this important topic to our area in the near future.

Sincerely,
Cindy Murphy
1255 Westside Lochaber Rd
H 902 783 2692

Shirlyn Donovan

From: Martin Alpert <alpertelectric@gmail.com>
Sent: September-12-15 6:03 PM
To: Clerk
Subject: Land use planning

Glenn Horne

I would like to see the Land Use Planning issue that exists in one section of Antigonish County (I think its called district 3) be brought out in the open.

Sincerely,
Marty Alpert

--

Martin D. Alpert
Alpert Electric
267 Pinevale Road (RR#5)
Antigonish, Nova Scotia
B2G 2L3
902-863-5496

To: **Glenn Horne, Municipal Clerk Treasurer**

From: **John Bain, Director of Planning (EDPC)**

Date: **August 25, 2015**

Reference: **Use of Land Definition**

Background:

In the past Council has received complaints regarding the storage of topsoil and gravel on a vacant property zoned C-2 General Commercial and bordering properties zoned R-1 Residential and C-1 Local Commercial. Located on one of the C-1 properties is a residential single unit dwelling. The complaints primarily relate to the noise and dust (nuisances) associated with the storage of these materials. The question which has been raised is whether or not the storage of topsoil and gravel on a property could be considered a "use of land" which can be regulated through the implementation of zoning controls in a land use by-law. Also further questions have been raised about the potential processing of these materials with mobile vibrating screeners and gravel crushers and whether the use of such mobile equipment can also be regulated by a land use by-law.

Analysis:

All land use planning within a municipality is enabled and regulated through the provisions of the *Municipal Government Act, s*pecifically the provisions of *"PART VIII Planning and Development".* This is done through a municipal planning strategy as enabled by Sections 212 and 213 of the *Act* and a corresponding land use by-law as enabled by Section 219. Section 220 of the *Act* sets out specifics as to what type of, and under what conditions, development may be controlled in a by-law.

Section 191 of the *Act* includes the definitions which are specific to the Planning and Development Part and defines "development" as follows: *"development" includes the erection, construction, alteration, placement, location, replacement or relocation of, or addition to, a structure and a change or alteration in the use made of land or structures;"* While the definition primarily is concerned with "structures" it does also reference *"…a change or alteration in the use made of land…"* independent and separate from a structure. The three types of developments addressed in the *Act* broadly include a structure, a use of land, and a use within a structure.

The *MGA* then gives authority to Municipalities to regulate development through the use of a land use by-law. Specifically Section 220(3) states: *"A land-use by-law may regulate or prohibit development, but development may not be totally prohibited, unless prohibition is permitted pursuant to this Part."* and then sets out the specific uses which can be administered through the use of a land use by-law. Subsection 220(4) addresses uses which can be regulated **without** policy support in a municipal planning

strategy and Subsection 220(5) specifies what categories of uses can only be regulated **with** policy support. For the most part a municipality can regulate structures without policy support.

Subsection 220(5) addresses uses which require policy support and includes in clause (e) *"regulate or prohibit the **outdoor storage of** goods, machinery, vehicles, building materials, waste materials, **aggregates and other items** and require outdoor storage sites to be screened by landscaping or structures;". (Emphasis added.)* Therefore a land use by-law can be used to "regulate or prohibit" the storage of topsoil and gravel on a vacant property but such controls would require policy support in a municipal planning strategy. Presently there is no **specific** policy addressing this type of regulation in the *Fringe Area Municipal Planning Strategy*.

With respect to using mobile machinery for the processing of materials, while the administration of such regulations would be difficult, the *Fringe Plan Area Land Use By-law* presently only allows "Construction Operations" within either of the Industrial Zones. The term is not defined in the by-law however classifying a mobile screener and rock crushing operation as construction operations could be considered a reasonable interpretation of the *Land Use By-law*. Nevertheless to make this classification less open to challenge (and to make it clear that temporary constructions operation associated with an on-site development are permitted in any zone) adding a definition to the by-law would be helpful.

Given the above the next issue relates to the non-conforming use status of a newly regulated use. Given the storage of topsoil and aggregates is a use of land which to this point has not been regulated by a zoning by-law, bringing new provisions in after the fact would **not** stop existing outdoor storage sites from operating. Section 238(1) of the *MGA* states: *"A nonconforming structure, nonconforming use of land or nonconforming use in a structure, may continue if it exists and is lawfully permitted at the date of the first publication of the notice of intention to adopt or amend a land use by-law"*

The *Act* distinguishes three different types of non-conformance: a structure, a use of land, and a use within a structure. Therefore the existing storage of topsoil and aggregates would be considered a use of land and as such, in the face of new regulations, still be permitted to continue but could not extend beyond the limits the use presently occupies.

Summary:

1) The storage of topsoil and aggregates could be considered a regulated use of land if the *Municipal Planning Strategy* was amended to add policy support for such regulations.
2) The processing of topsoil and aggregates through mobile screening and crushing machines could be considered as "Construction Operations" not permitted in the C-2 Zone.
3) The interpretation of mobile screening and crushing machines as "Construction Operations" may be susceptible to successful challenge given there is no definition of this use in the *Land Use By-law* and therefore Council may wish to consider adding such a definition.
4) Nonconforming use provisions would apply to existing facilities if new regulations were implemented.

Appendix:

Below are possible amendments to the Municipal Planning Strategy and Land Use By law for the Antigonish County Fringe Area. Strikethrough is used for portions which would be recommended for deletion and bold text is used for additions.

MPS:

Policy CS-2.6   It shall be the policy of Council to allow temporary ~~uses and structures~~ **Construction Operations** used in conjunction with a development, construction or subdivision projects, including offices, storage buildings, **mobile equipment, construction tools,** scaffolding**, construction materials, soils or aggregates,** or signs in the Plan Area. Council shall require that such temporary uses or structures be removed within a specified time following the completion of the project that they are associated with. A Development Permit shall not be required for a temporary use.

Policy CS-2.6(A) It shall be the policy of Council to provide for the regulation of the outdoor storage of goods, machinery, vehicles, building materials, waste materials, aggregates and other items and require outdoor storage sites to be screened by landscaping or structures.

Land Use By-law:

CONSTRUCTION OPERATION means the use of land or buildings for the storage of vehicles, mobile equipment, construction tools, scaffolding, construction materials, soils or aggregates, and similar items normally associated with a contractor's business as well as a cement plant and/or the processing (screening and crushing) of soils and aggregates, or similar materials but does not include a Construction and Demolition (C&D) Materials Disposal Site.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL

FROM: MARLENE MELANSON, RECREATION DIRECTOR

SUBJECT: ***RECREATION REPORT FOR COMMITTEE OF THE WHOLE***

DATE: OCTOBER 6, 2015

Review of Inclusion Policy & Adaptive Equipment Loan Program

The recreation department employed an Inclusion Coordinator/ Leader during the summer of 2014, whose primary responsibilities were to provide inclusion support to day camp participants, to examine the recreation department's current inclusion practices, to develop a draft inclusion policy for the recreation department; as well as to research and make recommendations for an adapted equipment loan program.

ACR has a long standing history of modifying programs and providing support for children with disabilities, particularly in the swim program and summer day camps.   Currently, ACR is working under a *reactionary* system of inclusion. That is to say, the department does not promote itself as being inclusive, however when a person requiring additional support is never turned away and every effort is made to accommodate the individual's needs. Examples include one on one instruction in the pool; a leader to provide personal care, and much more.

We are, however, working towards a more *proactive* system which includes the development of an inclusion policy, as well as clear guidelines and procedures. To this end, Laura Duggan, who was employed as the inclusion coordinator has written a summative report of her work, drafted a policy and outlined recommended procedures (steps to follow when assessing needs, participant information sheet, medicine dispensing information form, etc.). The "summative report" and draft "inclusion policy" are attached for your information and discussion at committee of the whole. Following discussions and feedback at committee of the whole, the recreation department will draft a more formal version of the policy for council consideration.

In addition to being more proactive in the delivery of municipal recreation programs, the department would like to increase accessibility in the community for persons with disabilities by developing and implementing an adaptive equipment loan program. After much research and consultations, the recreation department is now in a position to begin seeking funding sources to establish the program. A report entitled "Antigonish Adaptive Equipment Loan Program" prepared by Laura Duggan which outlines what has been done to date as well as next steps is attached. Some of the funding sources the department be applying too will require a Municipal Contribution. To that end, the recreation department is requesting permission to reallocate a small surplus ($2736) from the 2015-2016 Accessibility Leader Program salary budget to the purchase of adaptive equipment.

Antigonish All Wheels Park

The Antigonish All Wheel Park committee whose purpose is it to explore the possibility of developing a bike/skate/scooter park in Antigonish has met twice over the summer. Committee members include representation from the county and town of Antigonish, Antigonish Market Square, Schools Plus, All Wheels Park and various community members.

The overall concept includes a concrete all wheels park with an integrated green space. The intention is to incorporate local culture and designs into the park to make it a true community space. Location was to be on the property adjacent to Antigonish Market Square which belongs to the owners of Market Square. (An on graphic below). Unfortunately, this location cannot be used for the park and an alternate location also owned by Market Square proprietors is being explored. (B on graphic.)
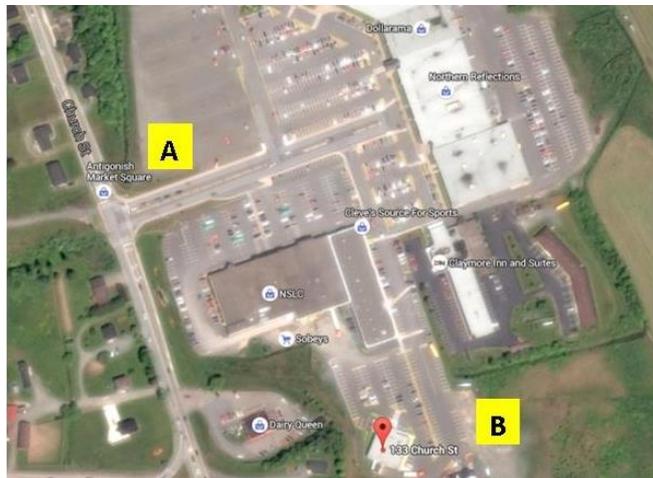
A small working group is currently preparing a proposal for the park which they hope to present at a joint town and county council meeting in the near future. Proposal will include park concept & design, draft budget, liability coverage, and a formal ask for support from town and county council.

Recreation Management System *(for Decision)*

During the May 2015 budget deliberations the recreation department introduced a recreation booking software that would allow for online registrations and facility scheduling. At that time, the department had explored various available online registration packages and had a proposal from Book King as this software came closest to meeting the department's needs. Shortly thereafter it was brought to the department's attention that Diamond Municipal Solutions was developing new Parks & Recreation software that would also allow for online registration & facility scheduling. It was decided to hold off on the purchasing of registration software until the Diamond system could be explored further and a proposal was recently obtained from Diamond. The two proposals are summarized in the table below. The full "Book King" and "Diamond Municipal Solutions" proposal are attached.

	On Demand: Parks & Recreation Diamond Municipal Solutions	Book King Pacific Tier Solutions
Program Features Quoted	• Unlimited System User • Unlimited on-line users • Unlimited product & technical support includes direct access to the On-demand development and support team via phone, email and on-line • Program Registration • Event Booking • Facility Reservations • Customer Relationship Management • Reporting/Analytics & Financials Analytics (by Jan. 2016) • Social Media Integration • Complete financial integration with Diamond Dynamics GP	• Unlimited User Accounts • Unlimited Clients • Integrated Invoicing & Reporting • Unlimited Telehone Support/Online Help • Scheduling Module • Registration Module • Public Access Module • E-commerce set-up • Customized file to import into Diamond system
Additional Information	• Pricing includes unlimited program registration & facilities • On Demand is a new module of the Diamond Municipal System. • Annual pricing is locked in for three years. No additional fees to the annual for new developments in the software. • On-site training would incur an additional cost.	• Pricing is based on number of programs offered and number of facilities scheduled. • On-site training would incur an additional cost.
Software Fees	$7500/year + hst	$580.49/month = $6965.88/year + hst
Total Fees (year 1)	$10,500 + hst	$10,265.83 + hst

Inclusion Support Services at Antigonish County Recreation:

Review and Recommendations

By Laura Duggan

Inclusion Coordinator/Consultant

Municipality of the County of Antigonish, Recreation Department

285 Beech Hill Road, RR6, Antigonish NS, B2G 0B4

recreation@antigonishcounty.ns.ca

(902) 863-1141

Introduction

Serving as Inclusion Coordinator for Antigonish County Recreation for the summer of 2014, I had many responsibilities. First and foremost, my job was communicating with families and providing/coordinating support services for participants with disabilities. This allowed me to assess the day to day practical application of inclusion services and identify possible areas for growth in terms of this programming. I used time in the office to stay up to date on the latest research, preferred terminologies, equipment, and other advancements in inclusive recreation. I combined this research with my formal education, teacher training, and related inclusion experience, to multiple inclusion related documents such as an inclusion policy, medication dispensing forms, participant information forms, educational material etc. I then used this educational material to present inclusion seminars both with the Antigonish Staff and at the Highland Region Recreation Coordination Leadership Camp for leaders from Antigonish, Guysborough, and Pictou Counties. The latter was a joint presentation created and implemented with the guidance and assistance of St. Francis Xavier University professor, Chris Gilham. Chris teaches numerous courses in the faculty of Education and is an experienced academic leader in inclusion and equity research/practices. I specify this because Chris has been and continues to be a great resource for me in this work, and so I suggest future Equity Coordinators in the Highland Region be encouraged to reach out to local experts in the community for assistance and mentorship.

Consulting with colleagues in the department, I was also asked to provide suggestions for improving accessibility at our large community events like the Canada Day Celebration. I have been asked by the Recreation Director at ACR, Marlene Melanson, to create a summative report

of my experience in this position complete with suggestions for how we might move forward and improve our recreational services in the Highland Region.

Purpose

Diversity in all its forms strengthens our community. A community that recognizes and celebrates its diversity and supports the participation and inclusion of all its members makes for a richer community life. Inclusive programs foster positive social interactions that nurture and strengthen our community and benefit everyone. We believe that having access to positive, nurturing, secure, and enjoyable organized leisure activities promotes strong physical, social, emotional, and cognitive growth for all individuals. Equity in community programming is a matter of social justice and, as such, are committed to providing equal opportunity for participation in and enjoyment of our programs for community members of all abilities.

The principals of inclusion are access, participation, and support. Inclusive recreation describes equitable access to recreational programs, services, equipment, and opportunities for community members of all abilities. Our inclusive recreational programming should see diversity as a rich resource for everyone involved where everyone contributes to the group with unique skills, strengths, interests, abilities, etc. Individuals with exceptionalities are only "disabled" by their environmental/societal barriers. The goal of the current suggestions is to reduce/eliminate barriers to participation in an effort to enable all community members to take part in enjoyable activities on their terms.

Support

Disability Studies is a diverse area of academic study which examines disability as a social, cultural, and political phenomenon. In Disability Studies, disability is often thought of as

a social construct that has to do with an individual's environment as opposed to their ability. Looking at disability through this lens, we begin to see that "disability" is not inherent to an individual, but rather people are disabled by their environment/society/context. The suggestions and support provided in this report have been created using this lens to view disability. At ACR we believe it is our job to provide equitable and high quality services to all members of our community. Any interventions should aim to enhance the support factors that enable more community members to participate and feel a sense of belonging. A saying that stems from Disability Studies states "Nothing about us without us", meaning no decisions regarding an individual or a group of people should be made without the input of those individuals. Community and potential participant input is critical in the formational/transformation stages of any intervention.

Universal design is the ultimate goal of our inclusive recreation policies and practices. UD is intended to simplify life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost and without the need for adaptation or specialized accommodations (Valle & Connor, 2011). It is clear that working under this philosophy ensures equity from the outset. Programs and buildings are created from the beginning to be utilized by all members of the community with no exceptions.

Parent testimonials

"I am extremely thankful that Antigonish County Recreation was able to accommodate Will's needs at summer camp this year. He was able to participate and be with his peers. His needs were taken care of such as feeding, changing, and dealing with his physical disabilities in a caring and respectful manner. The staff tried to incorporate him into activities however possible such as art, music and outside time. I felt very comfortable leaving him in the staff's care.

I truly hope that my son can be provided more opportunities to be included with his able-bodied peers. I think it is highly beneficial for all parties involved: Will, his peers and the staff. They all have something to learn from the experience and it is a huge opportunity for all to create meaningful, inclusive relationships within the community.

He currently takes swimming lessons and I would love to see them become more inclusive in nature by letting Will join in on songs and games with his peers. We would certainly be open to other opportunities for him to participate in community activities. It is a win-win for me!

I can only speak for my son but I really feel that there could be more awareness of these inclusive opportunities offered, so more children can participate"

-Tiffany MacNeil, Parent

Existing Programming/Services

Our programs are run by many talented, engaging, responsible, unique, and caring staff. Perhaps the greatest test for assessing a recreation program is asking oneself "would I want my own children to attend this camp?" I would answer yes to this question without hesitation, simply based on the quality of leadership I experienced in the field.

ACR has access to some great facilities where our camps take place. Each site has its own particular benefits and challenges, but overall the sites are clean, safe, spacious, and include all critical elements. We are very fortunate to gain access to these buildings, parks, playgrounds, fields, etc., and I saw staff taking incredibly good care of these facilities. Ensuring the facilities were safe and accessible for participants of all abilities was a group effort and a priority. Staff members were very conscientious of safety and preparation.

As is reflected by the parent testimonials included in this report, the level of inclusive programming at the summer ACR camps was very good. Qualified and experienced personnel were on site, and available to provide personal care. The children seemed to enjoy the programs immensely and each child participated in every activity in their own way. The leaders at the camps were very supportive and flexible, especially the supervisors. All children and families were treated with the utmost respect and confidentiality.

Moving Forward

Over my time as Inclusion Support Coordinator I witness many children (who traditionally may have been excluded from our community spaces) participate fully and receive the related social, emotional, and cognitive benefits related to their participation. In light of the difference this support makes during the summer months, I highly recommend there be a year round Inclusion Coordinator position created. This individual could be part time at first, like a pilot project, and could possibly serve the entire Highland Region. To my knowledge the adult programs, senior programs, after school programs, fall/winter/spring programs, do not have any inclusion or equity support available. We also do not have the equipment or resources available to provide quality rental service to all members of our community at this time. Of course ACR would provide any accommodations/support/equipment within available resources that was requested by a potential participant. However, if these supports were already in place, those who require them may be more likely to get involved and feel welcome in community events. Many recreation providers work under this reactionary system of inclusion in which accommodations and adaptations are made to pre-existing programs, but a great effort is being made at ACR towards a more proactive system in which we will assess our policies, programs, practices, facilities, etc. and adjust them utilizing more concepts of Universal Design.

It is important to work with community members and local organizations in an attempt to assess any gaps in service/equipment and create programs/services that are accessible to and usable by all members of our community. ACR is in the early stages of creating an Adapted Equipment Loan Program that will make this proactive approach much more realistic by providing necessary equipment and support to get more community members active. This program will require an individual who is trained in the use and maintenance of the equipment

and who can be in charge of the rental process, instructing clients on use/safety, waivers, and transportation of equipment if necessary.

Upon analyzing feedback on training from other staff members, I think there is room for streamlining in the training provided that would make room for different types of training/education. If there was a year round Inclusion Specialist, this person would work with the recreation director to make these changes and implement some of the new training. More inclusion training like behaviour management strategies, personal care, etiquette and respect, etc. would be beneficial to all programs so the Highland Region can be proactive in reaching more members of our community.

Summary of Suggestions

It is my main recommendation that a year round inclusion coordinator be hired who is well trained and qualified and would ensure top quality programming and continuity in services. As opposed to a full time position in the summer months, it could transform into a part-time position for twelve months. This individual would be expected to:

- Update and create policies, forms, etc. and distribute to/communicate with parents/guardians/families.
- Run an adapted equipment loan program. The individual would research equipment, get input from the community, get funding, procure equipment, run a free rental service, maintain equipment, and provide instruction/setup for those borrowing equipment. Some transportation of equipment may also be required.
- Work closely and constantly with families to organize/provide services and get feedback/assess programming and work to improve it.

- Look and apply for grant money and other resources to improve services/get equipment/fund programs, etc.

- Create and maintain resources like fidget kits, sensory equipment, etc.

- Be in charge of/involved with the hiring process of new staff.

- Provide training and education to staff in the Highland Region as well as create educational material for staff.

- Meet with other professionals in the field and attend Inclusion conferences to help improve our programming.

- Organize/host a community open house where a presentation of all available services/equipment would be available and community feedback for improving accessibility/opportunities would be sought.

- Work with local schools and actively seek out students who may be interested in recreation programs but are unaware of what is available. (Again, thinking proactively).

- Insure all facilities are accessible and work to mitigate any issues.

- Consult with all three recreation departments when they hold events, (like Canada day celebrations), to provide and implement suggestions that make them more accessible to more members of the community.

- Other…?

References

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Antigonish County Recreation
Inclusion Policy 2014

Our Beliefs

At Antigonish County Recreation (ACR), we believe that having access to positive, nurturing, secure, and enjoyable organized leisure activities promotes strong physical, social, emotional, and cognitive growth for all individuals. As such, we are committed to providing equal opportunity for participation in and enjoyment of our programs for community members of all abilities.

All people have a right to access enjoyable, social, health promoting, recreational/leisure time activities that suit their interests and abilities. By being prepared to adapt our programs/activities, ACR is ensuring everyone in our community has equitable opportunities for participation. It may not look the same for every participant, but everyone is unique and deserves differentiated instruction/activities based on their strengths and interests.

Diversity in all its forms strengthens our community. A community that recognizes and celebrates its diversity and supports the participation and inclusion of all its members makes for a richer community life. Inclusive programs foster positive social interactions that nurture and strengthen our community and benefit everyone. Equity in community programming is a matter of social justice and, as such, we are committed to establishing and improving upon inclusive practices at ACR.

Support

In Article 7, Section 1 of the United Nations Convention on the Rights of Persons with Disabilities, it states: "…Parties shall take all necessary measures to ensure the full enjoyment by children with disabilities of all human rights and fundamental freedoms on an equal basis with other children" and "In all actions concerning children with disabilities, the best interests of the child shall be a primary consideration". Article 19 states that we must "…recognize the equal right of all persons with disabilities to live in the community with choices equal to others, and shall take effective and appropriate measures to facilitate full enjoyment by persons with disabilities of this right and their full inclusion and participation in the community, including by ensuring that: c) Community services and facilities for the general population are available on equal basis to person with disabilities and are responsive to their needs" (UN Conventions).

"Promoting moderate levels of physical activity among people with disabilities is an important goal for public health and public policy, as regular physical activities improves well-

being and contributes to the prevention/delay of chronic disease" (Rimmer et.al, 2004). Research shows leisure and physical activities can provide a multitude of physical and emotional benefits. However, "many individuals with disabilities are denied these benefits through attitudinal as well as architectural barriers" (Bedini, 2000).

Universal design is the ultimate goal of our inclusive recreation policies and practices. UD is intended to simplify life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost and without the need for adaptation or specialized accommodations. It benefits community members of all ages and abilities.

What is Inclusive Recreation?

The principals of inclusion are access, participation, and support. Inclusive recreation describes equitable access to recreational programs, services, equipment, and opportunities for community members of all abilities that are offered/available at Antigonish County Recreation. In our inclusive recreational programming, diversity is viewed as a rich resource for everyone involved where everyone contributes to the group with unique skills, strengths, interests, abilities, etc.

Individuals with differences are only disabled by their environmental/societal barriers. The goal of our inclusive programs is to reduce/eliminate barriers to participation in an effort to enable all community members to take part in enjoyable activities on their terms.

Antigonish County Recreation (ACR)…

- Accepts, welcomes, and encourages participation in our programs by individuals of all abilities and will attempt to implement all necessary strategies and resources available to remove obstacles to participation.

- Is committed to providing safe and accessible services and activities for all persons. Our programs, activities, and equipment are open, available, and accessible, providing all participants and their families with the same opportunities, support, rights, and responsibilities. If, for some reason, one of our programs is inaccessible to an individual who wishes to participate, we will do everything within our power and means to ensure their safe and successful participation.

- Values inclusive practices and will take exhaustive measures to allow for safe and enjoyable participation by children with special needs in any recreation activity compatible with their interests and within the means of our resources.

- Encourages open, frequent, and effective communication between our staff and the families of the participants in our programs. We view inclusion as a partnership between ACR and the families of the participants.
- Will strive to be proactive in our attempts to become more inclusive and barrier free. By collaborating with community members and organizations, we will attempt to cooperatively structure goals and assess needs/gaps in service. We can then gain access to funding/equipment in an attempt to improve our services.
- Will train all staff to view all participants through a strengths based lens as opposed to deficit based.

The Future of Inclusion at Antigonish County Recreation

Currently, ACR is working under a *reactionary* system of inclusion in which accommodations and adaptations are made to pre-existing programs that were created under the assumption of ableism and must be modified by request. We are, however, working towards a more *proactive* system in which we will deconstruct our policies, programs, practices, facilities, etc. and rebuild them utilizing the concepts of Universal Design. We plan to work with community members and local organizations in an attempt to assess any gaps in service/equipment and create programs/services that are accessible to and usable by all members of our community.

If you have any questions or suggestions about our policies/programs we encouraged you to contact the recreation office:

Municipality of the County of Antigonish, Recreation Department

285 Beech Hill Road, RR6, Antigonish NS, B2G 0B4

recreation@antigonishcounty.ns.ca

(902) 863-1141

Antigonish Adaptive Equipment Loan Program

I.   Executive Summary

The present proposal is made by Antigonish Country Recreation regarding the creation and continuation of an Adaptive Equipment Loan Program that would serve the Town, County, and surrounding areas. We seek funding/donations to purchase specialized equipment and accessories that will be offered for use by the general public, local organizations, and schools at little to no charge.

II.   Statement of Need

Currently there is no program in the Antigonish area that has adaptive equipment available for rent. The closest loan program is in Halifax, close to a 3 hour drive away from Antigonish. The specialized equipment required for use in recreational activities, especially outdoors, is very expensive. Many families cannot afford to purchase these items, especially for children who will outgrow them very quickly. There is a large senior population in the Antigonish area as well, many of whom would like to get more active but are held back by financial and logistical barriers. Antigonish County Recreation already has an equipment loan program running, renting out items such as snow shoes, life jackets, Nordic walking poles, etc. Much of the infrastructure is already in place to expand this program to include adaptive equipment that would enhance opportunities and experiences for so many members of our community. Already, in the early stages of its creation, this program has already brought the community closer together. Equity of available programs and services in our community is very important to us, and it is our goal to serve and support community members of all abilities in recreational pursuits.

III.   Program Description

Thus Far…

Antigonish County Recreation has a long standing practice of adapting recreation programs and services to accommodate a variety of needs and abilities. (i.e. One on one instruction in swim lessons, day camps, and other programs, hiring extra staff to provide personal care). In an effort to enhance inclusive services, an Inclusion Support Leader was hired from May to September of 2014. This individual developed and define a clear inclusion policy outlining accessible and equitable programming for all. Detailed practices and procedures were also designed with accompanying forms. They also researched existing equipment loan programs and available equipment, compiling information for the initiation of our own program. This was made possible by grant funding from the Department of Health and Wellness. The rest of this funding was used to attain the first items for the loan program, as outlined in Phase 1 of budget section below.

At the beginning of 2015, a working committee was gathered for a number of meetings to continue planning the program. This included parents, teachers, St.FX University Adaptive Sport Society, IWK equipment loan program team, Sport Nova Scotia Highland Region Sport Development Coordinator, Positive Action for Keppoch representative, Community Health

Board, etc. By April, 2015, a focus group was held which including various stakeholders from the community including many of those listed above. After reviewing the feedback and suggestions, a priority list of equipment was created. Other information was also collected that will aid in the sustainability and success of the program. This needs assessment type work-shopping will continue as the program grows.

Moving Forward…

The program will continue and thrive in direct correlation to the amount of financial support received. Antigonish County Recreation has a limited budget for purchasing equipment that can be tapped to some extent, but this alone is not enough to attain the types of equipment desired by the community. As more equipment is acquired

IV.   Participation/Collaboration

The establishment of the Antigonish Adaptive Equipment Loan Program will involve broad community support and participation:

- Through consultations and discussions with various individuals, parents, teachers, community sport and recreation organizations, health professionals, academic professionals, community leaders, schools, and organizations already providing programs/services for people with disabilities.
- Through making Adaptive equipment available for public use, as well as for use in pre-existing community programs and the local schools.
- By partnering with other organizations in the storage and transportation of equipment.
- Program will be promoted through local media, Antigonish County Recreation Newsletter and Facebook page, the Municipality of the County of Antigonish Website, schools, etc.
- Provide training for local individuals, such as life guards, so they can become involved with the fitting and safety of loaning the equipment "onsite", like at the beach or pool.

V.   Program Impact Goals

An Adaptive Equipment Loan Program will:

- Greatly enhance accessibility in the community by increasing opportunities for fun and healthful recreational activities for people of all abilities.
- Increase opportunities for meaningful and positive social interactions between more members of the community.

It is our goal at Antigonish County Recreation to build a sustainable program that will run indefinitely. We are committed to purchasing equipment when we have resources and making it all available to the public immediately. Attaining the equipment will take time, and with the variety of interests, ages, and ability levels, it will be evolving and growing endlessly. As such, there is no specific timeline for this project. That said, we are hopeful we will have the resources to purchase certain specific equipment to have for public use during this summer, 2016.

VI.   Budget

Phase 1: Antigonish County Recreation initiated this program with $3500 used to purchase 2 Snow Coaches and 3 pairs of Adapted Nordic Walking Poles. It is our hope to augment this funding with assistance from generous and community minded supporters like the Community Foundation of Nova Scotia. After several meetings and needs assessment initiatives with the involvement of a number of community members and organizations, we have a solid sense of what equipment would benefit the community. More funding will allow us to move forward with those purchases, thus providing more opportunities for recreational and social opportunities for more members of our community.

Phase 2: Moving forward, funding will be required to purchase priority equipment. Now that the program is gaining momentum, community members with disabilities and their families have been reaching out to us with requests for equipment. At this time, we are unable to fulfill these requests and suggestions with the resources available. Most major costs are related to the purchasing of equipment, as we already have storage available and equipment rental services running currently. Any monetary assistance your foundation or donors see appropriate to provide would be greatly appreciated by the community and be put to good use immediately. A true "budget" will become available at a later date, but below is a list of equipment we wish to purchase in order of priority with <u>estimated</u> costs.

- Hippocampe* and related accessories……………………………...$6000 each
- Stabilizing PFDs (lifejackets)…………………………………..$200 each
- Fat Wheels (heavy duty training wheels)………………………$100-$200 per set
- Freedom Wheel (Adapts any wheelchair for rough terrain)........... $600
- Outriggers for Canoe stabilization and adaptation……………..$200-$500 (?)
- Adaptive Tricycles of varying sizes……………………………... $3500-$3500
- Nordic Sit Ski: …………………………………………………... $500-$2000 (?)
- Grit Freedom Off Road Wheel Chair…………………………..$3000
- Hockey Sledges…………………………………………………...$600

*The Hippocampe was unanimously chosen by focus groups and community members to be of highest priority. It is an all season, all terrain, all sizes, piece of equipment that would benefit a large number of individuals in the community of all ages. We hope to purchase 2 Hippocampes and would be thrilled to get them in use by the Summer of 2016.

Municipality of the County of Antigonish
Recreation Management Cost Estimate

The Diamond On-Demand Recreation Management System is a Cloud based recreation management program that allows municipalities to manage program registrations, facility & event bookings, memberships, payments and other aspects of the facility and program registration process. The product is delivered via a subscription based model with annual product license fees that are renewable on an annual basis.

Diamond is in the process of completing development of the On-Demand Recreation Management system and has a target release date of January 2016 for the completed product. In the interim, we have collaborated with a number of "early adopters" from within the Diamond client base to refine product deliverables and identify and tailor the product to the specific needs of small to mid-sized municipalities. We are also able to setup live production sites for our early adopter partners so they can begin to use the product in a safe 'sandbox' environment. This helps to ensure that there is a strong fit between the needs of our users and the functional aspects of the On-Demand product.

Some of the features included in On-Demand Recreation Management include:

- ✓ **Customer Relationship Management** – There is a full CRM application available within the system for storing all client data (names, history & registration details). Citizens can access their profile on-line and see a complete history of the events & programs that they have participated in.
- ✓ **Reporting/BI** – We provide a simple and meaningful reporting experience using visuals and analytics and comparative data sets. Information is pushed instantly to your internal users so that they do not have to hunt and peck for reports.
- ✓ **Financial Integration** – we provide complete integration to the Diamond Dynamics GP system to eliminate redundancy and data manipulation between recreation management and finance.
- ✓ **User experience** – Our product is easy to learn and enjoyable to use for both internal and external users.
- ✓ **Simplicity and ease of use** – We simplify business processes to make setting up fee schedules, program registration, payments and other business processes easy.
- ✓ **Social Media Integration** – We offer system authentication and sign on via Social Media sites like Facebook and also offer two-way data management (Note: you must be using our website manager product for this to apply).

- ✓ **Automated Data Backups** – Every one of our production sites is empowered by the highest levels of redundant data replication with multiple data center nodes across Canada that backup and refresh your data. If one of our data center locations goes down, the replicated environment picks up the slack seamlessly so that your system is never down or unavailable. Your data is safely backed up in real time to a vaulted location so that data loss is impossible**.**
- ✓ **World Class Security** – On-demand production sites are all *https:* protected so that you have complete peace of mind in knowing that every bit of data entering or leaving your system is fully protected with the latest encryption standards. Our IP whitelists provide further protection by ensuring that administrative access is isolated to approved locations on your network.

SOFTWARE LICENCE FEES

Our goal during the market incubation phase is to provide "early adopter" pricing that will reward those municipalities who have joined our development community to contribute to the on-going development of our Recreation Management product.

All Early Adopter program participants will receive a 3 year lock in on annual software license fees and will be able to active all new system features/modules as they are delivered to market by the Diamond development team. Diamond also provides unlimited technical and product support to our clients as part of the annual product license fee.

Annual Program Subscription Fee = $7,500

- Subscription fee is renewed annually on the anniversary of the product purchase date.
- Subscription fee includes unlimited system users and unlimited citizen on-line users
- Subscription fee includes unlimited access to all recreation management modules released within with the Diamond On-demand system, without restriction
- Subscription fee includes all hosting & infrastructure costs

IMPLEMENTATION & TRAINING SERVICES

Diamond will provide project management, planning, implementation and training services to all of our early adopter sites to ensure that a successful outcome is achieved with the Recreation Management product. We will include all Project Management and User Training for the product free of charge.

Billable services will include, content setup assistance, system setup, template creation/setup and acceptance testing. Diamond will provide services based on a fixed cost based on the services summary provided below:

Services	Hourly Rate	Estimate	Total Cost
Project Management	$150	Included	$0
Setup & Configuration	$125	4 hours	$600
Content Setup	$125	4 hours	$600
User Training (remote)	$125	Included	$0
Template Setup	$125	6 hours	$900
Acceptance Testing	$125	6 hours	$900
Total Services			**$3,000**

- All Services will be delivered remotely, unless specified otherwise.
- If on-site service delivery is requested, the client will reimburse all travel costs related to the provision of on-site services (airfare & transportation, accommodation, meals) based on the invoiced amounts submitted by Diamond for on-site services approved by the client.

OUT OF SCOPE ITEMS

Data Conversion

The assumption is that there will be no automated data conversion required for this implementation project. If Diamond is required to develop scripts or import utilities to convert existing data into the system, these services will be billed on a time and materials basis at our standard services rate of $125/hour

Integration Scripts

The assumption is that there will be no custom integration development services required by the client. If Diamond is required to develop integration scripts to export and import data between systems that are not delivered and supported by Diamond, these services will be billed on a time and materials basis at our standard services rate of $125/hour

Product Customization

The On-Demand platform has been developed with standardized modules and features that are aligned specifically to the needs of municipalities. There is some ability to personalize the user experience for both internal users and citizens. We do not, however, include any client specific customizations in our services portfolio.

TIMELINES & PROJECT DEVELOPMENT STATUS UPDATE

To date we are 70% of the way through our proposed phase one development project for the On-Demand Recreation Management product with 4 out our 6 phases completed. On-going development of this product will continue for the remainder of 2015 and we anticipate having a go-to-market product ready in January 2016. Our baseline product deliverable for January will include the following six modules:

- **Program Registration (completed)**
- **Event Booking (completed)**
- **Facility Reservations (completed)**
- **Customer Relationship Management (completed)**
- **Reporting/Analytics (phase 5)**
- **Financials (phase 6)**

In addition to this, there will be other fundamental features built into the core product to manage Memberships, Waivers (hard copy), Gate Access, Subsidies/Co-pays, Attendance Tracking and Payments (via a PCI compliant gateway).

If the client requires a go-live production date earlier than January 2016, Diamond will attempt to accommodate this delivery date to the best of our ability. We cannot guarantee that all product development will be completed prior to January 2016 and some feature/functionality compromises may be required on behalf of the client based on collaboration with the Diamond development team.

SUPPORT

Diamond will provide on-going product & technical support for the On-demand Recreation Management product as part of your annual product licensing fee. Support will include all technical items (general trouble-shooting, system performance issues) as well as end user support related to usability issues and assistance with training and system optimization (assistance with setting up new programs/events, etc).

All support will be provided via phone or webinar during our regular operating hours between 8:30 AM to 7:30 PM EST. Every attempt to accommodate after hours support queries will be made by our development & production team.

TOTAL INVESTMENT

The total investment proposed for the County of Antigonish is as follows:

Annual Program Subscription Fees

YEAR 1 - $7,500   - includes unlimited product & technical support
YEAR 2 - $7,500   - includes unlimited product & technical support
YEAR 3 - $7,500   - includes unlimited product & technical support

- Unlimited product & technical support includes direct access to the On-demand development and support team via phone, email and on-line

Services Estimate

YEAR 1 - $3,000   - includes all project management, setup, training, template design and testing services

Total Year One Cost

YEAR 1 - $10,500 plus applicable taxes

Budget Proposal

For

County of Antigonish

Date: March 16, 2015

All Prices are in Canadian Dollars

Submitted by:
Pacific Tier Solutions
#103 – 415 Gorge Road East
Victoria, BC V8T2W1
Canada

For More Information or Questions Pertaining to this Proposal Contact:
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Introduction

This proposal provides the County of Antigonish with the information required to purchase Book King's Scheduling, Registration and Public Access Software. Through conversations with staff at the County of Antigonish we have determined that this software system will:

- assist the public in registering for classes, and request to book facilities online – providing a one stop location for enrollment and payment.

- Prevent conflicts and double bookings.

- save time and money by reducing staff workload and administrative overheard by streamlining the Scheduling, Registration and Public Access business processes.

- improve communications by providing rich reports to inform all stakeholders on key metrics pertaining to these business processes

- Provide a system hosted in Canada that is not subject to the Patriot Act.

Here we provide a background for Book King, provide details on the Book King Scheduling, Registration, Membership and Public Access Modules, detail how simple the modules are to implement and outline the pricing for the solution that best meets County of Antigonish's needs.

Company History

Pacific Tier Solutions (PTS) has invested over 12 years in optimizing Book King - a user friendly recreation services management software solution for Municipalities, Schools, Healthcare, Universities, Colleges, Federal Governments, Theatres and Conference Centers. We are a 100% Canadian owned company located in Victoria, BC, Canada. All data hosted by Pacific Tier Solutions is hosted in Canada.

Book King is currently used by over 200 organizations in various industries located in Canada, US, Europe and Asia to manage their facilities and enrollments. Book King was used in the Beijing 2008 Olympics to schedule Olympic Venues and manage accommodations for athletes.

Product Information

The complete Book King solution is comprised of four modules – the Book King Scheduling Module, the Book King Registration Module, the Book King Membership Module, and the Book King Public Access Module. These four products integrate seamlessly to form the complete Book King solution for facility and program management.

Each of the four modules are available in five different levels that are priced and tailored to meet the needs of our diverse client list. These versions are: Complete, Plus, Advantage, Premium and Unlimited. The versions differ by the number of Facilities, Memberships or Courses a client requires.

Here the Common Features that are available with the Book King Scheduling, Book King Registration, and Book King Membership Modules are presented followed by complete desriptions of the Scheduling Module, the Registration Module, the Membership Module and the Public Access Module.

Common Features of Book King Modules

There are several standard common features available with the Book King Scheduling Module, the Book King Registration Module, and the Book King Membership Module. They include:

- **Unlimited User Accounts** – You are able to add as many users at any time providing you with the ability to extend the use of Book King to other departments and areas without incurring extra cost.

- **Unlimited Client Records** – There is also no limit to the number of clients you can add with Book King, again assuring the system will scale with your needs without additional investment.

- **Integrated Invoicing & Reporting** – Book King comes with all that is required to manage your invoicing needs ensuring you are able to track and realize facility and program revenue. You also have access to a wide variety of standard reports to track key metrics and keep stakeholders apprised of key activities.

- **Unlimited Telehone Support/Online Help** - We provide unprecedented telephone support during regular business hours and online help to ensure you have the assistance required to solve issues and use Book King to its maximum potential.

Book King Scheduling Module

Book King automates your management processes by providing a complete and affordable rules-based scheduling solution. Maximizing the County of Antigonish facility usage can increase revenues and reduce expenses at a time when budgets are tight. Book King's Scheduling Module is the perfect solution to optimize the County of Antigonish use of its facilities and resources through an intuitive interface that provides access to a centralized solution providing easy access for your staff and clients. Book King is a 100% web based solution accessed with most standard web browsers – eliminating the need for expensive and time consuming server installations. This makes Book King quick and simple to implement, reducing training costs and providing benefits within days of your decision to purchase. All Book King Modules are fully integrated and can be purchased as a suited solution or individually as your organization grows.

Standard Features with Book King Scheduling

The following list details the standard features available to the County of Antigonish with the Book King Scheduling Module. With the Book King Scheduling Module you are able to:

Manage Facilities and Resources - Dynamically manage your organization's schedulable resources such as facilities, services and equipment. Configure hours, dates, rental rates and booking intervals based upon your business rules. You are able to define your facilities at a granular level based upon your needs. For example, each lane of a pool can be booked separately or a gym can be separated into units based upon use – Floor Hockey, Volleyball and Badminton as examples.

Configure User Groups - Unlimited simultaneous user support with definable user groups and security for complete access control.

Manage Client Information - Searchable client database to update and track client account information or integrate with an LDAP database.

Search Facility Availability - Use Time Slot, Block Time and Calendar searches to create recurring or pattern bookings with ease. Internal staff or the public are able to search for facilities and multiple time slots at the same time for availability. This reduces the time and associated frustration of attempting to find available function specific space for staff and your clients.

Apply Facility/Resource Conflict & Booking Rules - Set conflict rules to subdivide facilities to maximize potential revenue while preventing conflicts and double bookings.

Service Scheduling & Inventory Control - Allows you to book equipment, resources, and services along with the venue ensuring the client has the resources to meet their needs. Inventory control prevents overbooking of resources and allows you to check in and check out items.

Equipment Rentals - Allows you to rent equipment attached to a facility rental or as a stand-alone rental. The Service Monitor allows you to check out and check in equipment as it is being used.

TV Schedule Display – The Scheduling module combined with the Public Access Module, allows you to display content in multiple ways on a TV monitor.

Booking Approval & Notification Rules - Create comprehensive and highly automated facility booking approval and notification rules to effectively manage multiple requests – ensuring that your business rules are followed and stakeholders are aware of any status updates.

Document Management - Provides the ability to create and email invoices and attach any documents such as waiver forms or applications as determined by your business processes. This ensures your clients have the documentation required and covers your legal obligations.

Digital Signature Request System - You have the ability to request a digital signature from known clients decreasing the likelihood of fraud for you and your clients.

Book King Registration Module

The Book King Registration Module eases your administrative processes by providing a complete and affordable registration solution.

People expect a simple and quick process for registering into a course or event. With a public access portal and self-service registration package like the Book King Registration Module your clients are able to view the information and register for courses and events at their own leisure with just a few clicks. Book King's Registration Module is the perfect solution to help you manage and streamline your enrollment activities. The Registration Module allows you to efficiently manage enrollments, invoicing and reporting of all your organization's courses, events and activities. Also, since Book King is a 100% web based solution you are to access and manage this functionality with only a web browser such as Internet Explorer, Chrome, Firefox or Safari.

The Book King Registration Module provides a very comprehensive event setup process and optional integration with our Scheduling Module for facility and resource scheduling. Here the Standard Features that come out the box with Book King Registration that can be used to meet the County of Antigonish needs.

Standard Features with Book King Registration

The following list details the standard features available to the County of Antigonish with the Book King Registration Module. With the Book King Registration Module you are able to:

Manage Courses - Create unlimited seasons, categories, activities, courses, classes and camps with deadlines, wait lists, age requirements, and minimum and maximum enrollments. You can also copy these courses and descriptions into new semesters or seasons saving the effort of repetitive work.

Manage Enrollment - View, search, enroll and override course enrollments by name, code, category or instructor depending upon the situation. You are able to easily withdraw, refund or transfer enrolees and communicate with these clients individually or as a group.

Manage Wait Lists - Wait lists are tracked automatically and queueing is based upon your rules. You are able to email wait listed clients when vacancies arise ensuring clients are aware of their standing and reducing the possibility of vacant seats.

Manage Families & Groups - Manage and maintain alternate billing addresses for groups or family enrollments – once again removing the need to conduct repetitive tasks.

Manage Instructors & Payments - Organize, manage and maintain Instructor qualifications, descriptions, rates and assignments. Manage Instructor payment options by course rate, session rate, hourly rate and percentage of course fees.

Attendance & Course Completion - You have the ability to track attendance for each session and course completion for each activity.

Course Enrolment Filters

Restrict constituents from registering online if they do not meet the course requirements.

Document Management - Provides the ability to create and email invoices and attach any documents such as waiver forms or applications as determined by your business processes. Thus ensures your clients have the documentation required and covers your legal obligations.

Digital Signature Request System - You have the ability to request a digital signature from known clients decreasing the likelihood of fraud for you and your clients.

Book King Public Access Module

Book King makes it possible for your organization to offer a dynamic, easy to use, manage and administer public access website. This allows your clients access to your activities, memberships, facilities and services significantly increasing the awareness of your organization's offerings while reducing the time and effort your clients take to gain access to your services. Book King Public Access increases enrollments, memberships and facility usage while reducing administration. It is the perfect solution to provide your organization with a community accessible website that enables easy access to information on your activities, facilities and services.

The Public Access Website integrates with Book King's Scheduling, Registration and Membership modules with E-Commerce service, providing an end to end service for your facility and program management requirements.

Book King Public Access Module - Features

Here we detail the features available to the County of Antigonish with the Book King Public Access Module. The Book King Public Access Module has the following standard features:

Publicly Accessible Website - Allow the public to browse, search and view additional information on any activity, facility, or service offered by your organization. Clients can manage their contact information and view and print invoices.

Customizable Page Layouts & Content Management - You are able to manage individual page content, add custom text sections or multi-lingual content. You are able to lay your page out in the same manner as your current website to preserve a look and feel for your clients while providing information specific to your organization. You are able to add content and change settings without having to use HTML.

Option Panels - Provide the ability to add to page layouts to provide search features, additional information, and options. Once again allowing you to optimize the site based upon your business practices.

Multiple Client Search Functions - You can use the Activity and Facility Search Panels to easily locate any activity or facility. Users are able to browse the Activity Catalog or search by name, code, location, instructor name, age, grade, type, session dates, season or combination of options to locate and enroll/book the service they are interested in.

Calendar Views – Provides the ability to View Activity, Facility and Personal Calendars for individual days, weeks or entire months. Use the List or Grid views and drop down filters to organize the information displayed.

Add-On Features for Book King

Add-On Features are functionality that can be added to your module for a low monthly cost. This ensures you have a solution tailored to your needs without having to pay for features that are not currently required.

The following Add-On Features are available for the Book King Scheduling Module:

Integrated E-Commerce - Accept payments from your clients using any major credit card, eCheck or Interac Online.

Multi-Lingual Interface

Book King has a multi-lingual interface that translates the entire solution with the click of a button, allowing users and the public to choose their language of choice.

General Ledger Coding & Exporting

Book King can be set up to match your general ledger coding and produce reports that can be be exported to your financial system to remove data silos and provide end to end servi ce.

CSS and Banner

The Book King Public Access site can be set up to match the grafical look and feel of your current website. The Cascading Style Sheets and Banner imporves the user experience while maintaining your branding efforts.

Pricing

Based upon our conversations with the County of Antigonish we recommend the purchase of Book King Scheduling, Registration, and Public Access Modules. The table below details the standard features and cost of each of the products recommended.

Table #1: Price Proposal for County of Antigonish

Modules	Features	Set Up Fee	Monthly Fee
Book King Scheduling Module – Complete	• Ability to configure **50 Facilities*** • Facility/Resource Conflict & Booking Rules • Service Scheduling & Monitoring • Document Management • Approvals and Notifications	**$299.99**	**$169.99**
Book King Registration Module – Plus	• Ability to configure **750 courses/events annually** • Location Management • Wait List Management • Instructor Management • Attendance & Completion Tracking • Document Management • Course Enrollment Filters	**$399.99**	**$274.99**
Book King Software - Add On Options	• French/English Bi-Lingual Text switch buttons at all modules including public access.	**$0.00**	**$50.00**
Book King Public Access Module	• $25.00 per module, per level • Publicly Accessible Website • Simple Content Management • Multiple Client Search Functions • Calendar Views	**$299.99**	**$125.00**
Book King E-Commerce	• E-commerce setup	**$299.98**	**$0.00**
Book King Services For Public Access	• CSS (Cascading Style Sheets) - $400.00 • Banner - $400.00	**$800.00**	**$0.00**
General Ledger Coding and Exporting	• Exports a custom file specifically designed for importing into your Diamond financial system.	**$1200.00**	**$25.00**
Total		$3299.95	$644.98
Discount	• Three Module 10% Discount	$0.00	($64.49)
Grand Total		**$3299.95**	**$580.49**

Pricing of all Book King Module Levels

Table #1 above details the pricing arrived at through an analysis of the County of Antigonish's current situation. However in our experience once organizations start to use Book King they find new areas where they can improve internal processes and provide better service to their clients. As such they often find they have to increase to a higher Module Level in order to accommodate the number of Facilities or Courses/Programs they want to administer. The following table provides a summary of the Set Up Costs and Monthly Costs available to you for all of the Book King Modules.

Item	Number of Resources	Set Up Fee	Monthly fee
Book King Scheduling Module:	**Number of Facilities***		
Basic	10	$299.99	$99.99
Complete	50	$299.99	$169.99
Plus	150	$399.99	$274.99
Advantage	350	$549.99	$399.99
Premium	750	$699.99	$699.99
Book King Registration Module:	**Number of Courses/Events****		
Basic	39	$299.99	$99.99
Complete	150	$299.99	$169.99
Plus	750	$399.99	$274.99
Advantage	2,500	$549.99	$399.99
Premium	5,000	$699.99	$699.99
Book King Membership Module:	**Number of Active Members***		
Basic	300	$299.99	$99.99
Complete	1,000	$299.99	$169.99
Plus	2,500	$399.99	$274.99
Advantage	5,000	$549.99	$399.99
Premium	10,000	$699.99	$699.99
Book King Public Access:	**Level****		**Fee /Module**
Basic	1	$299.99	$25.00
Complete	2	$299.99	$50.00
Plus	3	$299.99	$75.00
Advantage	4	$299.99	$100.00
Premium	5	$299.99	$125.00

**The Public Access Fee is charged per level, per module. For example, if you had Scheduling at the Complete Level – 2 ($50.00) plus Registration at the Plus Level – 3 ($75.00) you total monthly fee would be $50.00 + $75.00 = $125 per month.

Pricing Details

The following provides extra details with respect to the information in Table #1 – Price Proposal for County of Antigonish:

- A **Facility** is defined as the any area that would be configured and booked. Based upon conversations with County of Antigonishwe have determined that a maximum of 10 facilities will meet your current needs. If future demands require extra facilities it is simple process to increase to higher level of the Book King Scheduling Module. This module may be used for individual instructor lessons using the services add-on.

- A **Course/Event** is defined as a distinct program that requires registration. If this program is offered multiple times over the course of a year this counts towards the maximum number. For example if a Computer Class is offered four times a year this would count as 4 Courses/Events towards your total.

- Your **Set Up Fee** and **Monthly Fee** includes the following services:
    - Initial set up and configuration of Book King to meet your specific needs
    - 12 hours of online training
    - Online help
    - Unlimited telephone support
    - Upgrades and new release

E-Commerce

A onetime Merchant Account/Gateway setup fee of $199.99 is collected by the bank via Electronic Fund Transfer (EFT). This onetime fee is included in your setup fee. Transaction fees and credit card processing fees are not included in the One Time SaaS Set-Up Fee or SaaS Monthly Fees. The Merchant account agreement includes a flat 2.5% credit card processing fee and $0.99 gateway transaction fee

On Your Premises Option

If you prefer to have the software installed on your servers, it is available. Please contact us for a Price Quote.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TOPIC: **Proclamations**
POLICY NUMBER: 23
DATE APPROVED: **December 21, 2004**
DATE REVISED:

GENERAL STATEMENT OF POLICY

23.01 It shall be the policy of the Municipality of the County of Antigonish to provide a policy for the handling of requests of the Municipality to proclaim certain weeks, months, years, events, and position statements.

POLICY INFORMATION

23.02 It shall be the policy of the Municipality of the County of Antigonish not to endorse any proclamations.

23.03 Section 20.02 is in no way to be interpreted as lack of respect for the excellent efforts of any organization that may request the Municipality of the County of Antigonish to endorse a proclamation.

23.04 When requested to issue a proclamation, the Warden will acknowledge that request by letter and state: "Please be assured that the Council has not taken this step lightly and in no way should this be considered a negative view of any organization or activity. The Warden and Council simply believe that there has been such a proliferation of proclamations recognizing events and activities that the effect on the general public has been minimal".

Blue Dot Movement Motion

Re: Declaration to Recognize the Right to Live in a Healthy Environment.
That Antigonish Town and County Councils endorse the following resolution and authorize the Mayor and Warden to sign this declaration on behalf of Councils:

Whereas tens of thousands of Canadians, including more than a thousand in Antigonish, have been inspired by the Blue Dot Movement to request that the right to a healthy environment be enshrined in the Charter of Rights and Freedoms through support of the following motion;
and

Whereas the Town and County of Antigonish understand that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;
and

Whereas the Town and County of Antigonish have Integrated Community Sustainability Plans that provide a strong policy foundation to pursue actions and initiatives that contribute toward a healthy environment;
and

Whereas the Town and County of Antigonish have the opportunity to endorse the Declaration of the Right to a Healthy Environment, joining 83 other Canadian municipalities in re-affirming our commitment to social, environmental and economic sustainability.

Therefore be it resolved that the Town and County of Antigonish endorse the following declaration:

1. All people have the right to live in a healthy environment, including:
•The right to breathe clean air;
•The right to drink clean water;
•The right to consume safe food;
•The right to access nature;
•The right to know about pollutants and contaminants released into the local environment;
•The right to participate in decision-making that will affect the environment.

2. Further, the Town and County of Antigonish have the responsibility, within their jurisdictions, to respect, protect, fulfill and promote these rights.

3. The Town and County of Antigonish shall apply the precautionary principle: where threats of serious or irreversible damage to human health or the environment exist, the Town and County shall take cost-effective measures to prevent the degradation of the environment and protect the health of their citizens.

4. The Town and County will consider costs to human health and the environment when evaluating proposed actions and alternatives.

5. The Town and County of Antigonish shall review the objectives, targets, timelines and actions in their Integrated Community Sustainability Plans, and evaluate progress towards fulfilling this declaration.

From:	bigtoryjoe@gmail.com
Sent:	September-16-15 4:03 PM
To:	Donnie MacDonald
Subject:	Re: information

As per our conversation re graveyard we have finished the clearing clean the main monument researched all the names 92 in total we have a price from arsenals for 10thousand to clean and repair the present old stones and to put a large stone up with all the names on it as many of the graves have no tombstones I have around three thousand so far and if the county could come up with at two more it would really help. Regards Joe cheque could be made direct to arsenaults or to Canadian martyrs chapel. Thank you Joe .

Sent from my iPad

On Sep 16, 2015, at 3:40 PM, Donnie MacDonald <dfmacdonald@antigonishcounty.ns.ca> wrote:

> Hi Joe,
> Would you please provide me with the details for the funding request. As well who to make the cheque payable.
> Thanks, Donnie.

$ 3000⁰⁰

Arsenault Monuments
R.R # 3 North Grant
Ary / NS
B2G 2L1
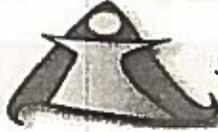
2nd **Annual Business Ability Banquet: Keynote Speaker: David Fischl**

Thursday, November 12, 2015, Keating Millennium Center, Antigonish, N.S.

Sponsorship Package

++

CACL Antigonish and East Novability Society for Persons With Disabilities invite you to the 2nd Annual Business Ability Banquet on Thursday November 12th at 6:00 p.m. at the Keating Millennium Center, Antigonish. We are excited to announce **David Fischl,** of Prince Albert, Saskatchewan, as this year's keynote speaker. For over three decades, Mr. Fischl worked with the Saskatchewan Ministry of Highways and Infrastructure; and finished his career as the Workplace Diversity Coordinator. He was responsible for integrating aboriginal people and persons with disabilities into unionized workplaces; overcoming many barriers along the way. Dave Fischl presents his arguments for diversity in the workplace in a compelling, professional and ethical way, inspiring leaders to look beyond what they have done in the past!   Below is the banquet registration.   We look forward to seeing you at the **Business Ability Banquet on November 12th.** For more information on David, please go to: http://ofischlinclusion.com

++
How does sponsorship benefit your organization?

As a **prominent supporter** of the event you will:

- Establish personal contacts with the keynote speakers and event partners;
- Gain access to a valuable network of organizations and attendees, exposing your services & products to this community; and
- Be recognized for your initiative to support this conference amongst your colleagues

PLUS **all sponsors benefit from:**

- Organization's name and logo prominently displayed and hyperlinked on the FaceBook event page, promotions, and ticket/registration receipt;
- Organization's name and logo displayed in all promotional materials Acknowledgement of sponsorship from the podium during the event;
- Organization's name and logo prominently displayed during the event;
- Sponsor recognition on your personal name badge; and
- Sponsor recognition in the event thank you letter post this event.

Sponsorship Benefits	Gold Sponsor	Silver Sponsor	Bronze Sponsor
	$2,500.00	$1,000.00	$500.00
Speaking Opportunities (optional)	During Banquet	n / a	n / a
VIP Dinner Seating	Complementary Table (8)	Complementary Half Table (4)	2 Banquet Tickets Complementary
Organizational Display	Tabletop, Event Signage, Logo	Event Signage, Logo	Logo
Organizational Profile	250 word bio	100 word bio	Name only

Table Booking: As an alternative to the above sponsorship options, you can choose to book a table for your business at the cost of **$350.00.** A table of 8 would be 400.00 buying individually; so there would be a savings of $50.00.

Please provide sponsorship payment with cheque by October 30, 2015 made payable to:

East Novability Society for Persons With Disabilites
609 Church St. Suite 102
Port Hawkesbury, N.S. B9A 2X4

Include in Memo Line: "Business Ability Banquet Sponsorship"

For more information please contact Chris Cook at chris@eastnovability.ca 902-631-2858 or Jeff Teasdale at jeff@caclworkshop.ca 902-863-5024

Discover Ability in Disability!

Canadian Association for Community Living
Antigonish

2nd Annual Business Ability Banquet

With Keynote Speaker: David Fischl

Thursday, November 12, 2015: 6:00 – 9:00 p.m.

Keating Millennium Center, Antigonish

Banquet Registration

+++

CACL Antigonish and East Novability Society for Persons With Disabilities invite you to the 2nd Annual Business Ability Banquet on Thursday November 12th at 6:00 p.m. at the Keating Millennium Center, Antigonish. We are excited to announce **David Fischl,** of Prince Albert, Saskatchewan, as this year's keynote speaker. For over three decades, Mr. Fischl worked with the Saskatchewan Ministry of Highways and Infrastructure; and finished his career as the Workplace Diversity Coordinator. He was responsible for integrating aboriginal people and persons with disabilities into unionized workplaces; overcoming many barriers along the way. Dave Fischl presents his arguments for diversity in the workplace in a compelling, professional and ethical way, inspiring leaders to look beyond what they have done in the past!   Below is the banquet registration.   We look forward to seeing you at the **Business Ability Banquet on November 12th.** For more information on David, please go to: http://ofischlinclusion.com

+++

Name: _____

Address: _____

_____

Email: _____

Business or Organization: _____

Number of Tickets: _____

Food Sensitivities (please specify): _____

Comments: _____

_____

Banquet Cost: $50.00 per person. If you are a business sponsor, please note in the "comments" section the level of sponsorship.

Banquet Itinerary:

6:00 – 7:00 Meet and Greet: Cash bar available

7:00 – 7:15: Welcome

7:15: Dinner

8:00: Keynote Address by David Fischl

8:30: Q & A

8:45: Closing Remarks

Please provide sponsorship payment with cheque by October 30, 2015 made payable to:

East Novability Society for Persons With Disabilites
609 Church St. Suite 102
Port Hawkesbury, N.S. B9A 2X4

Please return the registration form to the above address by mail or
Email to: admin@eastnovability.ca or by Fax to: 902-625-2361

Include in Memo Line of all cheques: "Business Ability Banquet"

For more information please contact Chris Cook at chris@eastnovability.ca 902-631-2858 or
Jeff Teasdale at jeff@caclworkshop.ca 902-863-5024

Discover Ability in Disability!
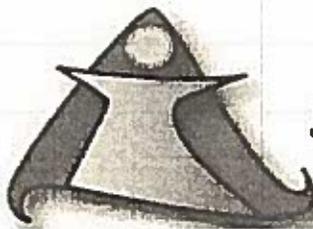
East Novability
Society for Persons with Disabilities

609 Church St., Suite 102   Port Hawkesbury, Nova Scotia B9A 2X4

**Canadian Association
for Community Living**
Antigonish
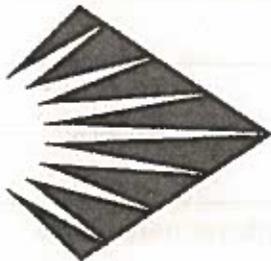
NAME	AMOUNT	# INVOICES	DATES	FN	PAID
FINAL NOTICE LETTERS - September 2, 2015 (2 weeks notice)					
ANDREWS CHRIS	$264.70	15	March 2011 - July 2013	Y	
ANTIGONISH GREEN CLEAN	$327.32	8	May 2012 - May 2014	Y	Paid $100.00
BENOIT JASON	$613.85	16	June 2009 - May 2015	Y	
BETHUNE BRENT	$210.25	6	May 2012 - May 2015	Y	
BROWN DARREN #2	$261.65	8	August 2011 - May 2015	Y	
CHISHOLM DANIEL RODERICK	$247.75	9	February 2014 - May 2015	Y	
CLYKE COREY	$502.80	18	April 2012 - March 2015	Y	
FARRELL JOE CONTRACTING	$246.75	5	July 2014 - June 2015	Y	
JORDAN JACKIE	$532.80	12	July 2011 - December 2014	Y	
LAWRENCE WAYNE	$270.00	11	October 2010 - July 2015	Y	Paid $170.00
LORDLY WINSTON	$135.00	3	September 2014 - October 2014	Y	Paid $39.65
MACDONALD SHELDON	$308.10	2	October 2010 - September 2012	Y	
MACDONALD WAYNE SANFORD	$628.45	13	April 2014 - July 2015	Y	
MACEACHERN BOYD A.	$133.00	5	July 2012 - August 2013	Y	
MACISAAC HECTOR	$137.50	8	April 2012 - July 2015	Y	
MACISAAC MARK	$226.80	5	March 2014 - May 2015	Y	
MACPHERSON BERNIE	$419.05	9	June 2013 - July 2015	Y	
O'LEARY DAN	$420.50	11	May 2010 - April 2014	Y	
PEEPLES CONTRACTING	$132.75	1	January 2015	Y	
SANTANA CONTRACTING	$821.00	2	April 2014 - May 2014	Y	
WORTH CHARLIE Jr.	$3,463.90	5	March 2015 - July 2015	Y	X
TOTALS	**$6,248.00**				

PROJECT:	MOCA Engineering Standing Offer
MEETING:	#5 – Discuss Progress for Ongoing Projects
DATE/TIME:	Tuesday, September 29, 2015 – 10:00 AM
LOCATION:	CJMac Office, 65 Beech Hill Road
ATTENDED BY:	Andy, Hilda, Glenn, Daryl and Debbie
	Via Teleconference – Jason

Andy opened the meeting.

SAFETY MOMENT

Jason provided the safety moment for the meeting. When preparing food keep in mind that kitchen utensils can be hazardous. For example, ensure you have a solid grip on an onion before cutting it. Otherwise it could slip and your finger/hand could be cut.

REVIEW OLD BUSINESS/ONGOING PROJECTS:

Beech Hill Servicing (109586-06)	Commissioning was completed on September 9th. There were a few deficiencies noted and a list has been sent to Weeks Construction. Water was brought in for the commissioning and a Commissioning Report will be provided. **ACTION: As Built drawings were provided by Weeks, however, Andy indicated that a good set of As Built drawings will need to be provided to the County.**
Antigonish Courthouse Audit (628561-02)	There will be no change in the method of heating the Court House for the coming winter. Glenn indicated that the County will be moving toward demolition of the Jail in the spring. At that time this topic of heating for the Court House will have to be addressed. It was noted that the County is in the process of getting prices to have the roof repaired at the Court House. That was one of the issues identified in the Audit that was conducted by CJMac.
Pomquet Sanitary System Review (628561-03)	Glenn indicated that a meeting had been held with Council and he felt the meeting went very well and thanked Hilda for her input. Letters have gone out to six property owners that had been identified regarding replacement of their

E-One pump. To date, Consent Forms have been received back from three property owners.

Daryl indicated that we just became aware that there are two separate properties sharing one pump. Daryl questioned if one chamber could handle two homes. Hilda indicated that the chamber system is meant for one home, however, if there is low occupancy it shouldn't have too great an influence on how the system works.

Discussion was held on the fact that we have a non-compliance issue.

ACTION: Hilda will check into the impact two homes sharing one E-One pump might have on how the pump functions.

In the meantime, we will proceed with replacing the E-One pump and the non-compliance issue will have to be addressed.

Hilda indicated that she had met with the Factory Representative from Samson. She indicated that he had some good comments and offered to put on a training session on installation of E-One pumps. This would be a 2 hour session at no cost to the County.

Daryl indicated that he felt this training would be beneficial to our staff. Hilda indicated that it would be good too to invite Excavator operators to attend as well. If everyone is trained the same, then there will be a standardized installation approach.

ACTION: Daryl will provide Hilda with a list of the people who should attend this training and Hilda will make the arrangements.

A system of numbering and tracking E-One pumps will be put in place.

In terms of flow monitoring, we are just tracking flows at the plant right now.

Daryl suggested that the County might want to purchase a couple of flow meters for tracking as well.

	ACTION: Jason will have Eric put together a package for flow monitoring to ensure we get the right product.
Wright's River Pump House Controls (628561-04)	Daryl indicated that the instrumentation has been installed and Allan Hawkco is working on the programming. Josh had provided information to Jason in an email earlier this morning. **ACTION:** Jason will take information provided by Josh and prepare an agenda and send it to Ken and request a meeting. Glenn asked if Jason could be the primary contact between Ken and the County. He felt that one person should be coordinating the responses to Ken's questions. A letter was sent to Steven at the Town. Steven has reviewed the correspondence with Ken; however, Glenn is still waiting for a response.
Subdivision Review – Nova Landing (628561-06)	Andy indicated that the Nova Landing plans have been reviewed and general comments provided, however, a Development Agreement has not yet been signed. It was felt that there is still issues that have to be addressed, i.e., storm sewer, road alignment, etc. before a Development Agreement will be signed. **ACTION:** Glenn will talk to John Bain on this topic and get back to Andy.
Orenco Wastewater System Review (628561-07)	Glenn indicated that Blake had contacted him and wanted to meet with him. It was agreed that Blake will have to better define what they are proposing. **ACTION:** Glenn will set up a meeting with Blake.
Pollution Control Study Update (618950-01)	Daryl indicated that the flow meter had been moved up to the next manhole, however, we have not heard anything further from the Town. Hilda indicated that there was a meeting on September 10th. They are still doing effluent monitoring. They are moving toward a pre-design.

	An RFP will be put out for an Environmental Risk Assessment. Natech Environmental Services are the leaders in Atlantic Canada for this type of work. Hilda thought it may be beneficial to talk to them in terms of scheduling and scope of work. **ACTION: Jason will contact Vincent Bower to see when we can get started and what info they need.** **ACTION: Glenn requested the Minutes or highlights from the meeting to give to Council to give them a sense of where things are going with the Pollution Control Study. Hilda will follow up** The next meeting is scheduled for November.
Emergency Communications Center	Glenn indicated that he spoke with Tom Bennett and the Regional Emergency Management team has opted to go in a different direction than the proposal presented to them by SNC. The question was asked how this will impact Lower South River. Daryl indicated that we have a 30 KW Generator. It was agreed that rather than Marc Andre doing work to determine if a 25 or 50 KW generator would be adequate that perhaps he should look at what we can do with a 30 KW Generator we already own. **ACTION: Jason will talk to Marc Andre to let him know we have a 30 KW Generator and ask him to determine what can be serviced with the piece of equipment we have.**

UPCOMING PROJECTS

In terms of the Water Meter Tender, Daryl indicated that he had obtained a copy of the Tender issued by the Town of Antigonish. He noted that he will tweak the Town's document and send it to Jason for review.

Two applications under the Private Ways Act were discussed. Andy and Glenn will meet to review.

NEXT MEETING

It was agreed the next meeting will be held on Tuesday, October 27th at 10:00 AM at CJMac location.

11:04 meeting adjourned.