

**Committee of the Whole  
May 7, 2025  
Town Council Chambers**

**Present**

Mayor S. Cameron  
Deputy Mayor D. Roberts  
Councillor A. Murray  
Councillor J. Sullivan

**Also in Attendance**

R. Delorey, CAO  
M. Fougere, Deputy Clerk  
M. Barkhouse, Director of Corporate Services  
B. Collier, Manager of Accounting  
S. Long, Acting Director of Community Development  
K. Meisner, P. Eng., Director of Infrastructure and Engineering

**Absent with Regrets**

Councillor L. MacLellan  
Councillor P. McKenna  
Councillor J. Pelly

Members of the Gallery

**1. Call to Order & Land Acknowledgment**

Mayor S. Cameron called the meeting to order at 5:31 PM and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and recognized that we are all treaty people.

Mayor Cameron noted the recent passing of Tony McVicar, a longtime employee of the Town. A Moment of Silence was observed in his memory.

**2. Approval of Agenda**

It was Moved by Councillor Murray and Seconded by Councillor Sullivan “to approve the agenda as presented.”

**Motion Carried**

**3. Approval of Minutes**

Minutes of the Committee of the Whole Meeting of April 1, 2025, were accepted as presented.

#### 4. New Business

##### 4.1 Policy on Live Streaming – staff

M. Williams, Marketing and Communications Officer provided a summary of the proposed Live Streaming Policy. A memo outlining the policy's purpose and scope was included in the Council package.

The policy was developed in response to Council's February 18, 2025 directive to increase transparency and public access to municipal meetings. It sets out procedures for livestreaming public Council and applicable committee meetings, while excluding in-camera sessions.

The policy is aligned with provincial legislation and municipal standards, supporting the Town's commitment to open, inclusive governance.

Recommendation:

That the Livestreaming Policy be brought forward for adoption at the May 20, 2025, Regular Council Meeting.

##### **Motion**

Moved by Councillor A. Murray and Seconded by Councillor J. Sullivan "that the Livestreaming Policy be brought forward for adoption at the May 20, 2025 Regular Council Meeting."

**Motion Carried**

##### 4.2 Gaining a Legal Opinion AT Trail (Referred from March Regular Meeting)- Mayor

Mayor Cameron advised that this item is now redundant, as the CAO has followed up on the matter.

Item Closed

##### 4.3 News Paper (Referred from March Regular Meeting) -Councillor J. Sullivan

Mayor S. Cameron provided an update to Council following discussions with Helen Murphy of the Guysborough Journal. The publication will begin including an "Antigonish" section, offering a dedicated focal piece within a wider distribution. The section is expected to launch with the May 14th edition under the title "This Week in Antigonish."

Deputy Mayor Roberts inquired about delivery, and it was confirmed that while home delivery is not offered, the paper is available in local retail stores.

##### 4.4 Traffic Authority Policy - staff

Council was presented with a memo in their council package outlining proposed amendments to the Town's Traffic Authority Policy. The need for amendment arose due to the upcoming retirement of the current Traffic Authority, Shaun Smith, effective May 14, 2025.

The existing policy includes specific names of individuals appointed to the roles of Traffic Authority and Deputy Traffic Authority. This has led to a requirement to formally amend the policy with each personnel change. To improve administrative efficiency, the amended policy removes all references to named individuals. Instead, future

appointments will be made by motion of Council, following a recommendation from the Chief Administrative Officer or the Director responsible for traffic authority functions.

The updated policy aims to streamline the appointment process while maintaining transparency and consistency.

Recommendation that Council consider the following motions for the Regular Council Meeting on May 20, 2025:

**Recommended Motion 1:** That Council approve the amended Town of Antigonish Traffic Authority Policy as presented.

**Recommended Motion 2:** That Council approve the appointment of Kyle Meisner as the Town's Traffic Authority, John Pellerin as Deputy Traffic Authority, and Grace Gillis as an additional Deputy Traffic Authority.

Discussions took place.

**Motion:**

It was Moved by Deputy Mayor Roberts, seconded by Councillor Andrew Murray, "that the motions as recommended be forwarded to Council for approval at the May 20<sup>th</sup> Regular Council Meeting."

**Motion Carried**

#### **4.5 Low Income Property Tax Exemption Policy update – staff**

M. Barkhouse presented to Council a comparative analysis of Low-Income Property Tax Exemption policies in similar towns.

The CAO provided further clarification on how the Town's current exemption model functions. The policy allows for a property tax exemption up to \$450.00. For example:

- If a qualifying resident's tax bill is \$400.00, the Town would cover the full amount.
- If the tax bill is \$200.00, the Town would pay \$200.00.
- If the bill exceeds \$450.00, the Town pays only \$450.00—the remaining balance is the taxpayer's responsibility.

The CAO also suggested the potential implementation of a two-tiered exemption model, which would allow for more tailored support based on income thresholds or other qualifying criteria.

No motion was made at this time, as the discussion was intended to inform Council and gather feedback for future policy updates.

#### **4.6 Resolution of Council for PCAP funding for the Intermunicipal Agreement [Sewage] Study – staff**

Council was provided with a memo outlining a request for support of a joint application with the Municipality of the County of Antigonish for Provincial Capital Assistance Program (PCAP) funding. The purpose of the application is to fund an Intermunicipal Sewage Flow Study to support the development of a new Intermunicipal Sewage Agreement.

It was noted that the Town and County jointly submitted the funding application on April 28, 2025. The total estimated cost of the study is \$200,000, with equal cost-sharing between both municipalities. The funding breakdown is as follows:

- \$100k PCAP
- \$50k Town
- \$50k County

Primary goal is to determine the correct contribution % from the County Fringe area into the Town sanitary sewer system via a proposed 1-year long study at 8 monitoring locations.

Secondary goal would be to undertake an updated system study looking at identifying and assessing Sanitary Sewer system Inflow and Infiltration in both the Town and County (Fringe) sewer systems.

This is just informational purposes to bring to the May 20<sup>th</sup> Regular Council Meeting for a Motion on the resolution.

#### Resolution of Council:

Be it resolved that;

The Municipality of the Town of Antigonish submit applications for available provincial funding (PCAP) jointly with the Municipality of the County of Antigonish for an intermunicipal sewage flow study.

This flow study will be undertaken by a 3<sup>rd</sup> party consultant and will form the basis for a new Intermunicipal Sewage Agreement between the 2 parties.

#### **4.7 Strategy Document – staff**

CAO R. Delorey provided an update on the Strategic Document, noting that final edits are currently underway. Once complete, the draft will be circulated to Council via email for review. Councillors were encouraged to submit any additional feedback directly to the CAO.

It was noted that approximately 80% of the document has already been reviewed by Council, with prior comments incorporated into the updated version.

Mayor Cameron suggested that, as this is a Town document, the term “community” should be reflected as “Town” where appropriate. He noted that while the document impacts the broader community, it should represent the Town’s role and perspective.

#### 4.8 Draft Budget for Discussion - staff

K. Meisner & M. Barkhouse presented the preliminary draft of the 2025/2026 General Capital Budget, with context provided by CAO R. Delorey. The draft remains in development and reflects major infrastructure priorities based on Council's strategic goals and ongoing funding applications.

##### **Key Capital Projects Identified:**

- Bay Street Reconstruction – Option 6
- West/James Street – Full replacement (subject to funding)
- Sewage Treatment Plant – Designed to complement residential surroundings
- Source Water Test Wells – Brierly Brook (~\$400K, majority funded by HAF and jointly with the County)
- New sidewalks, particularly along Greening Drive, a key student route

Accessibility was a recurring theme. Staff highlighted the need to comply with updated provincial standards mandating 6-foot-wide sidewalks. Current 4-foot sidewalks, such as those on Brookland Street, are non-compliant and create operational challenges for snow removal.

A refined 10-Year Capital Plan has been condensed into a focused 3-Year Strategic Capital Plan, featuring updated cost projections. M. Barkhouse presented three funding scenarios for consideration:

Best-Case Funding: Assumes success of all grant applications. Full project scopes are maintained, and a temporary in-house sidewalk crew (5 positions) is proposed to save costs and support staffing needs (Project Manager and Safety Officer).

Worst-Case Scenario: Reflects only confirmed funds. Scaled-back projects and reliance on external contractors.

Zero Tax Increase Scenario: Uses best-case funding, significantly reduces project scopes (e.g., no sidewalk or pedestrian crossing work), requires draining reserves and borrowing \$800K, leaving no funding capacity for the following year.

Council discussed the scenarios presented, emphasizing the importance of balancing strategic goals with fiscal responsibility and community needs. Council will continue to review options and refine the budget ahead of final approval.

Additionally, Council discussed opportunities for community engagement regarding potential Parkette upgrades on Beaverbrook and Whidden Streets.

Discussions ensued.

In-Camera Session – Legal advice eligible for solicitor-client privilege; MGA  
Sec 22 (s) (g)

It was Moved by Councillor Sullivan, Seconded by Deputy Mayor Roberts,  
“that Council proceed to an In-Camera session at 9:31 PM to discuss a matter eligible  
for solicitor-client privilege pursuant to Section 22(2)(g) of the Municipal Government  
Act.”

**Motion Carried**

Council returned to the regular meeting at 9:41 PM.

It was Moved by Councillor Sullivan, Seconded by Deputy Mayor Roberts,  
“that the regular Council meeting be reconvened.”

**Motion Carried**

Mayor Cameron thanked K. Meisner, M. Barkhouse, and all staff for their efforts and  
for the thorough budget presentation.

**5. Correspondence**

No correspondence was presented at this meeting.

**6. Councillor Reports**

At the request of Council, Councillor reports were deferred to the next meeting.

**7. Adjournment**

On a motion of Deputy Mayor D. Roberts, it was Moved “that the meeting be adjourned  
at 9:56 PM.”

**Motion Carried**