

DRAFT

**Committee of the Whole
December 2, 2025
Town Council Chambers**

Present

Mayor S. Cameron
Deputy Mayor A. Murray
Councillor L. MacLellan
Councillor, P. McKenna
Councillor D. Roberts
Councillor J. Pelly
Councillor J. Sullivan

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk
K. Meisner, Director of Infrastructure and Engineering
M. Barkhouse, Director of Corporate Services
L. Basinger, Projects Manager
N. D'Entremont, Co-op Student, Marketing and Communications

Gallery (In Person & Online)

Media

John Bain, Eastern District Planning Commission

1. Call to Order & Land Acknowledgment

Mayor S. Cameron called the meeting to order at 6:03 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.

2. Approval of the Agenda

2.1 Additions/Amendments

The Mayor added an In-Camera item at the end of the meeting under Item 11 for Personnel Matters (MGA Section 22(2)(c)).

Motion: That the Agenda be approved as amended.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion Carried

3. Conflict of Interest

No Conflicts declared.

DRAFT

4. Acceptance of Minutes

4.1 Minutes of the Committee of the Whole Meeting of November 3, 2025

The minutes were accepted as presented.

5. Presentations

5.1 Delightful December Contributions -Antigonish Emergency Fuel Fund & Antigonish Food Bank

At the previous Regular Town Council meeting, Council approved a motion to support two local organizations—the Antigonish Community Food Bank and the Antigonish Emergency Fuel Fund—as part of the Delightful December initiative, where revenue from Main Street parking meters was allocated to these organizations.

A cheque presentation was held for the Antigonish Community Food Bank and was received by Peter Goldie, representative of the Food Bank. A photo opportunity with Council was also taken. The representative from the Antigonish Emergency Fuel Fund was unable to attend the presentation.

5.2 The Reporter – Nicole Fawcett

Nicole Fawcett, owner and publisher of The Reporter – Strait Area News, provided a presentation to Council, explaining how the newspaper supports communities across the Strait region and highlighting the important role of local newspapers in rural areas.

The purpose of the presentation was to raise awareness among Council of the newspaper's activities. Nicole also offered Council members a six-month subscription to see firsthand the work of The Reporter.

Councillors Sullivan, MacLellan, and Roberts each thanked Ms. Fawcett for her presentation.

The CAO will follow up with Ms. Fawcett in accordance with the Town's gifts policy.

6. Business from Minutes

There was no business arising from the minutes.

7. New Business

7.1 Snow and Ice Control Policy

Councillor Sullivan, Chair of Infrastructure Committee, introduced the Snow & Ice Control Policy. K. Meisner, Director of Infrastructure and Engineering, provided an overview of the draft policy that had been circulated in Council's package.

Council members expressed support for the draft Snow & Ice Control Policy, noting that it is well-prepared, easy to follow, and provides clear guidance for staff. The policy was recognized as proactive and beneficial to the downtown core, with attention to accessibility considerations.

DRAFT

Motion: That Town Council will bring forward the draft Snow & Ice Control Policy for adoption at the Regular Town Council meeting on December 15, 2025.

Moved by: Councillor Sullivan

Seconded by: Councillor Roberts

Motion Carried

7.2 HAF (Housing Accelerator Fund) Densification

Councillor Sullivan, Chair of the Planning Advisory Committee introduced the proposed amendments to the Housing Accelerator Fund (HAF) regulations, noting that the changes represent a significant update for residents.

The Director of EDPC, J. Bain provided an overview of the draft amendments circulated to Council in advance of the meeting.

Key points of the draft amendments included:

- Clarification and identification of RN-1 and RN-2 zones.
- Accessory dwelling units (ADUs) to be removed from the site plan approval process.
- Fourplexes would no longer require site plan approval; five- and six-unit dwellings would continue to require approval.
- Parking requirements for additional bedrooms remain unchanged, with RN-2 zones identified along arterial routes.

Council discussed various aspects of the amendments, including site plan approvals, gravel parking lots, parking requirements, potential height definition changes, and manufactured home definitions. Staff confirmed interpretations and provided clarification where needed. It was agreed that the definition of hard surface and the proposed height amendment would not be adopted at this time, and that staff would review parking requirements, ADU considerations, and height ranges for future reporting.

Motion: That Council adopt the proposed amendments excluding the hard surface definition and the height definition amendment, and that staff review parking requirements, and a review of the manufactured home definition particularly as it relates to the ADU's (Accessory Dwelling Units), and to review the height range of 4 to 6 storeys.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion Carried

Recess took place at 7:48 PM

Meeting reconvened at 8:02 PM

DRAFT

7.3 Tax Account Write-Off

M. Barkhouse provided a brief presentation to Council regarding a correction to tax accounts from 2022, including previously stopped interest.

Motion: That Council bring this forth to the Regular Council Meeting on December 15th to write off a total of \$2,575.83 in taxes. This amount is carried over two accounts. This stems from back in 2022, stopped interest, and this is a correction. Permission is requested to write off Tax Roll 02635887 in the amount of \$2,535.46 and Tax Roll 10951593 in the amount of \$40.37.

Moved by: Councillor MacLellan
Seconded by: Councillor Roberts

Motion Carried

7.4 Parking By-Law, Parking Policy, and Amendments to the Municipal User Fee Policy

CAO, R. Delorey provided a presentation to council regarding the proposed Parking By-Law, Parking Policy, and amendments to the Municipal User Fee Policy. The presentation was circulated to Council in advance of the meeting.

The proposed by-law would:

- Appeal and replace the existing Parking Meter By-Law.
- Repeal parking rates and EV charging rates from the by-law and include them in the Municipal User Fee Policy.
- Introduce minor changes and new additions, including Tow-Away zones, EV Charging Station parking (Section 11), seasonal overnight parking (Section 12), and extended winter overnight parking to April 30 (Section 13).
- Update the penalties section, covering parking meter violations, EV charging spaces, and snow removal/winter maintenance.

Council discussed the enforcement of the proposed Parking By-Law, including current staffing levels in the By-Law department and the ongoing process to hire a second officer. Clarification was provided regarding seasonal and overnight parking, including applicable Town parking lots and limits. Council also noted that on-the-spot enforcement may be limited depending on officer availability.

Motion: That Council endorse the proposed Parking By-Law and move first reading at the Regular Council meeting on December 15th.

Moved by: Councillor Roberts
Seconded by: Councillor McKenna

Motion Carried

7.5 FCM (Federation of Canadian Municipalities) Grant

L. Basinger, Projects Manager provided an overview of a proposed funding application to the FCM Local Leadership for Climate Adaptation Fund and the Climate-Ready Plans & Processes (CRPP) program. The project, titled "A Climate Risk Assessment and Prioritized Adaptation Plan for the Town of Antigonish", aims to develop a Hazard, Risk, and Vulnerability Assessment to identify climate and emergency risks and support decision-making, project design, and funding applications. Consultants from McAllister & Craig will assist in data collection, engagement sessions, and analysis.

Motion (to bring forth to Regular Council): That the Town of Antigonish directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation fund and Climate-Ready Plans & Processes program for "A Climate Risk Assessment and Prioritized Adaptation Plan for the Town of Antigonish".

Moved by: Councillor MacLellan
Seconded by: Councillor McKenna

Motion Carried

7.6 Town of Antigonish Communication

Councillor McKenna introduced this item to the agenda to discuss concerns regarding current communications practices. Council discussed challenges including phone line accessibility, two-way communication, timely updates, and clarity of messaging. It was highlighted that recent events, such as the cancellation of Christmas on Main, demonstrated gaps in planning and public notification.

The discussion emphasized the need for a comprehensive communications plan and a three-year strategy to provide clear, jargon-free information, maintain strong media relationships, manage social media engagement responsibly, and ensure timely, transparent updates on projects and community events.

Staffing constraints, including the vacancy in the Communications & Marketing position, were noted, along with ongoing efforts to improve live project updates on the Town's website. The discussion included suggestions that a communications subcommittee could help prioritize initiatives and improve coordination between Council, staff, and the public. Council agreed that better communication is essential for maintaining public trust and engagement.

No formal motion was put forward; the discussion will inform ongoing communications planning.

DRAFT

7.7 Speaker System in Council Chambers

Councillor Roberts added this item to the agenda to request that the speaker system in Council Chambers be addressed. The CAO noted that the Accessibility Re-Design of the Town Hall is soon to be posted as an RFP, and the speaker system will be included as part of the scope of work and deliverables.

No formal motion was made; the item will be addressed through the upcoming RFP process.

8. Correspondence

Council deferred consideration of the correspondence to the Regular Council meeting on December 15th.

Motion: That the correspondence be moved to the Regular Council meeting on December 15th.

Moved by: Councillor McKenna

Seconded by: Councillor MacLellan

Motion Carried

The below correspondence includes:

8.1 Youth Health centre at Dr. John Hugh Gillis High School

8.2 Chamber of Commerce – Support for local Businesses

8.3 Knights of Columbus Toy Drive

8.4 R.K MacDonald Nursing Home Foundation “Lights of Love” Campaign

8.5 Antigonish Visitor Information Centre – Off Season Tourism Holiday Event

8.6 Public Library Funding Awareness

8.7 Santa for Seniors – Letter

9. Councillor Reports

Councillor reports were presented as follows:

Deputy Mayor Roberts provided a verbal overview of her report, noting meetings attended, including Committee of the Whole, NSFM Conference (November 4–7), Police & License Committee, Special Council, Infrastructure Committee, Joint Council, Antigonish Transit, and regular monthly Council meetings. Events attended included Remembrance Day, the Housing Forum, the 10th Anniversary for Safe, and the Christmas Parade.

Councillor Pelly referred to her written report, which had been circulated in the Council agenda package. The report highlighted attendance at Remembrance Day events, community and charitable functions, participation in the Quality Safety and Governance meeting for the RK, attendance at board meetings, and noted upcoming committee meetings.

Deputy Mayor Murray read his report aloud, highlighting attendance at RK executive meetings, the monthly ACLA meeting, Hospital Help Day, Remembrance Day ceremonies, the Halloween event at the library, the Christmas Parade, and the Naomi Society flag raising.

Councillor McKenna spoke to his report, referencing attendance at the NSFM Conference, Remembrance Day services, various committee and board meetings including Police & Licensing, Pictou-Antigonish Regional Library (PARL), Joint Council, Waste Management,

DRAFT

RK Finance and Board, the Strait Area Ground Search and Rescue (SAGSAR) awards banquet, Library Advocacy sessions (November 26–27), and the Accessibility Committee meeting.

Councillor MacLellan submitted his written report, which was circulated in advance of the meeting. His report outlined attendance at the NSFM Conference in Halifax (November 3–7), regular Council meetings, Joint County/Town Council meetings, Planning Advisory Committee and AREA meetings, as well as the Eastern Region Solid Waste Management meeting in Guysborough and the Eastern District Planning Commission meeting in Port Hawkesbury. He also noted attendance at community events, including the Antigonish Jazz Festival, the 10th anniversary of SAFE, the Town Christmas Parade, the Music of the Night production (Into the Woods), and the Naomi Society flag raising.

Mayor indicated that his update will be circulated to Council following the meeting.

10. Committee Reports

Police & License Committee – Councillor Roberts

Mall Parking was discussed at the most recent Police & License Committee meeting. In response to an inquiry, it was noted that there may be an opportunity for residents to park at the Mall and utilize transit to access destinations such as downtown and the hospital.

Infrastructure Committee- Councillor Sullivan

Read his committee report aloud noting progress on major Town infrastructure projects. Phase 1 of the Bay Street Project is approximately one-third complete, with new sewer and water lines installed and sidewalk improvements underway. West Street improvements, including curb and sidewalk upgrades, are nearing completion, with new pavement expected early December. The Substation Grid Modification Project is progressing, with transformers installed and Siemens initiating work. At the Sewer Treatment Plant, new aerator equipment is being installed to improve oxygen levels in the water. Work on the Greening Drive Project continues, although weather has caused delays. Drilling for Source Water Wells will begin shortly, with potential new water supplies expected within a two- to three-year timeframe. Updates on the new Snow and Ice Control Policy were also provided.

Planning Advisory Committee – Councillor Sullivan

The Planning Advisory Committee reviewed Housing Accelerator Fund (HAF) goals, including accommodating “missing middle” housing, amending higher density zones, and streamlining provisions for accessory dwelling units. Discussion included parking requirements, neighbourhood compatibility, and funding opportunities for infrastructure.

Motion: That the Planning Advisory Committee recommend to Council first reading and a public hearing for amendments to the Municipal Strategy and Land Use By-Law regarding the HAF, including a change to the James Street Mixed Use Zone reducing the number of permitted storeys from 8 to 6.

Moved by: Councillor MacLellan; Seconded by M. Grant – Motion Carried

Accessibility Committee – Councillor McKenna

The Accessibility Committee met on November 27, 2025. As Chair, Councillor McKenna brought forward the following recommendation from the Committee:

DRAFT

Motion: That the Accessibility Committee recommend to Council that the Advisory Committee Policy be amended to update the Terms of Reference for the Accessibility Committee by increasing community representation from two members to four. Councillor McKenna noted that the Committee has since lost one member and currently does not have quorum to hold further meetings. He requested that staff review existing applications and consider additional advertising to fill vacancies. Motion Carried.

AREA (Alternative Responce Energy Authority) – Councillor MacLellan

AREA continues to monitor NSPI recovery from a cyber-attack and issues related to billing and pricing regulations.

Waste & ERSWM Committees – Councillor MacLellan

As of December 1, 2025, responsibility for recyclables collection transferred to Circular Materials. Information and a Waste Management Hotline are available on the Town's website. Charity payments for Town Cleanup Day are scheduled for February. The bulk waste collection schedule for 2026 remains similar to 2025, with minor adjustments considered but conflicted with other municipalities.

The CAO provided clarification regarding recent changes to blue bag recycling, noting that these are provincial changes which remove municipal responsibility and adjust classifications for acceptable materials.

EDPC (Eastern District Planning Commission) – Councillor MacLellan

The Planning Commission is requesting proposals for a comprehensive organizational review, with a consultant expected to be appointed later in the month. The final report is due March 31, 2026. Councillors on the Commission have been receiving \$75 per meeting, with discussion ongoing regarding potential elimination of this stipend, which would require changes to the Intermunicipal Agreement.

Mayor Cameron reminded Council of upcoming events, including the X-Ring Ceremony, Convocation, the Lights of Love event, the Soup Kitchen on December 7 (starting at 9:30 a.m.), and the Chamber of Commerce social.

Council recessed at 9:40 p.m. and reconvened at 9:59 p.m.

11. In-Camera

11.1 Personnel Matters (MGA Section 22(2)(c))

Motion: To move to an In-Camera Session.

Moved by: Councillor Pelly

Seconded by: Deputy Mayor Murray

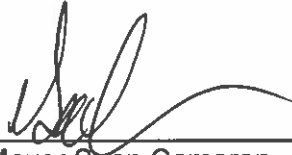
Motion Carried

Meeting reconvened at 10:01 pm.

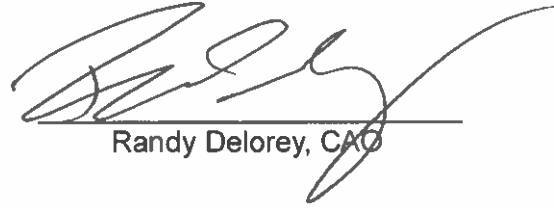
DRAFT

12. Adjournment

With no further business, Councillor MacLellan moved for Adjournment at 10:01 pm.



Mayor Sean Cameron



Randy Delorey, CAO