

MEETING: Committee of the Whole Meeting

DATE: May 7, 2025

TIME: 5:30 PM

PLACE: Town Council Chambers

Agenda

1. Land Acknowledgement
 2. Call to Order
 3. Approval of Agenda
 4. Approval of Minutes
 - 4.1 Minutes of the Committee of the Whole Meeting of April 1, 2025
 5. New Business
 - 5.1 Policy on Live Streaming - staff
 - 5.2 Gaining a Legal Opinion AT Trail (Referred from March Regular Meeting)- Mayor
 - 5.3 News Paper (Referred from March Regular Meeting) -Councillor J. Sullivan
 - 5.4 Traffic Authority Policy -staff
 - 5.5 Low Income Property Tax Exemption Policy update - staff
 - 5.6 Resolution of Council for PCAP funding for the Intermunicipal Agreement [Sewage] Study - staff
 - 5.7 Strategy Document - staff
 - 5.8 Draft Budget for Discussion - staff
 6. Correspondence
 7. Councillor Reports
 8. Adjournment
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**Committee of the Whole
April 1, 2025
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Deputy Clerk
L. Roy, Strategic Initiatives Coordinator
M. Barkhouse, Director of Corporate Services
Bethany Collier, Manager of Accounting
S. Long, Acting Director of Community Development

Members of the Gallery

1. Land Acknowledgment

Mayor S. Cameron acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people, and that we are all treaty people.

2. Call to Order

Mayor S. Cameron called the meeting to order at 6:08 PM.

3. Approval of Agenda

It was Moved and Seconded "to approve the agenda as amended."

Motion carried.

4. Approval of Minutes

It was Moved and Seconded "to approve the Committee of the Whole Meeting minutes of March 4, 2025, as presented."

Councillor P. McKenna noted that his councillor report was not included in the minutes. The minutes were adopted as presented.

Motion carried.

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5. Presentations

5.1 Keppoch – Dr. John Chaisson

Dr. John Chaisson provided an engaging presentation on Keppoch's initiative to combat social isolation among seniors in long-term care. In partnership with local organizations, Keppoch launched a program offering weekly outdoor outings between April and November. Activities included nature walks, music, and storytelling, with over 150 seniors participating. Feedback from participants highlighted the emotional and social benefits, with many expressing that the experience lifted their spirits and provided a meaningful sense of connection.

Dr. Chaisson addressed the logistical challenges involved in transporting seniors and ensuring accessibility, while also noting the program's positive reception both locally and internationally. The initiative has been recognized as a model for inclusion and well-being.

Keppoch is seeking funding support from the Town of Antigonish, requesting \$15,000 to sustain and expand the initiative. The program's budget covers transportation, staffing, and activity costs.

The presentation concluded with discussions on Keppoch's broader role in community engagement and the importance of access to outdoor recreation for people of all ages and abilities.

Mayor and Council thanked Dr. Chaisson for his presentation.

5.2 PARC (People for an Antigonish Rec Centre) – Stephanie Cooper & Paul Curry

Stephanie Cooper and Paul Curry presented to Council on behalf of PARC, outlining the group's current focus on conducting a Recreation Needs Assessment for the Antigonish area, rather than pursuing immediate development of a new recreation facility.

A structured assessment will provide data-driven decisions on facility utilization, community needs, and potential gaps.

The proposed needs assessment scope includes:

Inventory of Existing Facilities – Evaluating conditions, usage, accessibility, and capacity.

Community Input – Engaging residents to determine recreation needs.

Gap Identification – Assessing missing resources compared to similar communities.

Prioritization of Needs – Outlining recommendations for future recreation planning.

Request to Council:

- Staff assistance in developing an RFP (Request for Proposals) for the assessment.
- Collaboration in grant writing and securing funding.
- Oversight of the process with PARC's involvement.
- Formation of a steering committee including town, county, and PARC representatives.

The estimated cost of the assessment is \$75,000. PARC is seeking \$25,000 from the Town, \$25,000 from the County, and noted that \$10,000 has been secured through a provincial grant. Additional funding may be pursued through further grants and in-kind contributions. PARC is also in discussions with StFX University for potential collaboration.

Some council members expressed disappointment and questioned why preliminary assessment work had not been conducted following prior meetings.

Discussion on school gym access issues as a potential solution rather than a new facility.

Other community projects, such as the Theatre Expansion, were noted as competing priorities.

PARC will also present this request to the Municipality of the County of Antigonish in the coming week.

Mayor and Council thanked S. Cooper and P. Curry for their presentation.

5.3 File Management Policy Update (STFX Consultant Project)

Students from the St. Francis Xavier University BSAD492 business class presented the outcomes of a consulting project completed in collaboration with the Town's CAO and staff. The initiative aimed to improve internal document management systems and was delivered at no cost to the Town.

This initiative is fully operational, aimed at improving internal document management processes.

Town operations face challenges with misplaced, or disorganized documents. The goal was not only to organize past records but to implement a long-term, sustainable document management system.

Solutions developed align with best practices and ensure future efficiency.

- Document Retention Policy
- File Naming Convention
- SharePoint Redesign
- Updated Document Templates
- Training Videos & User Guides

Council Discussion and Feedback took place. Positive reception, particularly regarding real-world application of student work.

Recognition that past document storage issues have persisted for years.

Acknowledgment that successful adoption requires leadership and accountability.

The project establishes a foundation for improved document management.

The Town now has tools and policies in place to reduce clutter, enhance searchability, and streamline operations.

Next steps involve staff implementation and potential funding for historical document digitization.

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Council expressed appreciation for the students' contributions and recognized the project as a valuable foundation for long-term organizational efficiency.

Recess

Council recessed at 7:13 PM

Reconvene

The meeting resumed at 7:19 PM

6. New Business

6.1 Council Strategic Planning Update (CAO)

CAO, R. Delorey provided an update on Council's strategic planning process, informed by survey input from all seven councillors and five senior staff. The survey helped establish a shared understanding of the Town's key priorities.

Key Strategic Priorities

- Infrastructure
- Fiscal Sustainability
- Environmental Sustainability
- Social Sustainability
- Strategic Supports

To ensure efficiency, the town has narrowed its infrastructure priorities to the top five categories:

- Sewer
- Water
- Streets/Paving
- Electric Utility
- Sidewalks

Other areas, such as flood mitigation and the Northern Collector, were also identified as significant but secondary to these top five priorities.

The town's infrastructure investments must align with fiscal sustainability, ensuring affordability without excessive tax increases.

The balance between infrastructure spending and social sustainability must be maintained to avoid financial strain on residents.

The planning update will be formatted into a formal document for council's review and potential modifications.

Council will use this framework to guide budget decisions and strategic investments over the coming years.

Continued discussions will refine priorities, ensuring alignment with the town's long-term vision.

6.2 Body Armour Policy – Memo to Council

S. Long presented a proposed Body Armour Policy for the Town's Special Constables. The policy outlines conditions under which body armour may be worn, with oversight provisions included.

Council expressed general support for the policy.

A motion to formally approve the policy will be brought forward at the April 22 Regular Town Council meeting.

6.3 Tourism Strategy Update – Memo to Council

S. Long presented an update on the Town's Tourism Strategy, with a focus on the recent implementation of the Marketing Levy Bylaw, effective January 2024.

Collections began in April, following initial administrative setup.

Marketing Levy Use - Funds are legally required (under Section 75 of the MGA) to support tourism only.

Tourism Working Group Includes representatives from the Town, County, StFX, the Antigonish Tourism Association, and the Visitor Information Centre.

Consultant Mary Tulle has been engaged to assist in organizing implementation and governance.

The Antigonish Tourism Association will hire a Director of Tourism to lead local tourism efforts.

Discussion to place.

Emphasis on keeping levy funds local instead of remitting to DEANS (Destination Eastern and Northumberland Shores).

Tourism operators and guests have largely accepted the levy without issue.

A long-term multi-year funding commitment from the County is being sought to ensure stability.

6.4 Temporary Borrowing Resolution for the Grid Modernization project

Meaghan Barkhouse outlined the need for a Temporary Borrowing Resolution (TBR) of \$10.8 million to cover the utility's share of the Grid Modernization Project, which totals \$20.5 million. The remaining \$9.7 million will be covered through external funding sources. The borrowing will be arranged through Scotiabank, following the same model used for the Solar Garden project. As per Municipal Finance Corporation guidelines, long-term debentures cannot be issued until the project is fully operational. The TBR will allow access to funds over the 36-month period following ministerial approval, with funds drawn as required.

Council Discussions took place.

Councillor P. McKenna requested information on how the borrowing might impact household electricity rates. Staff will return with estimates at the April 22 meeting.

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M. Barkhouse further advised that the town had submitted an expression of interest in December for a \$400,000 sub-project (reclosers to improve grid reliability), with 50% federal funding. If council wishes to proceed, a motion to support contributing \$200,000 is required.

Staff emphasized there's no obligation; the project could be deferred until future funding becomes available.

Council provided consensus direction for staff to prepare a support letter for the application without formal motion at this time, to meet the imminent submission deadline. If approved, council can opt out later if needed.

Consolidation from five metering points to one will reduce base charges paid to Nova Scotia Power.

Upgraded infrastructure will improve efficiency and reduce transmission losses, with long-term savings and enhanced reliability.

Once operational, the project's capital costs (including any additional components) will be incorporated into electric rates through a future General Rate Application (GRA).

MUNICIPAL COUNCIL OF THE
Town of Antigonish
TEMPORARY BORROWING RESOLUTION

Amount: \$ 10,800,000

Purpose: Grid Modernization (M11082)

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the

Town of Antigonish, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Antigonish has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the Town of Antigonish has determined to borrow the aggregate principal amount of ten million eight hundred thousands dollars Dollars (\$10,800,000) for the purposes of Grid Modernization (M11082);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Antigonish borrow a sum or sums not exceeding ten million eight hundred thousands dollars Dollars (\$ 10,800,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Antigonish to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding ten million eight hundred thousand dollars Dollars (\$ 10,800,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT pursuant to Subsection 92(2) the sum be borrowed for a period not exceeding Thirty Six (36) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Antigonish held on the 22 day of April, 2025.

GIVEN under the hands of the Clerk and under the seal of the Town of Antigonish this 22 day of April, 2025.

Clerk

Correspondence

6.2 Letter – re: Flood Protection - Monitoring and Maintenance requirements

A letter addressed to Mayor and Council was received from several business owners Ron MacGillivray, owner Ron MacGillivray Chev Buick GMC, Jim Berkvens, President Antigonish Farm & Garden Co-op, Derek Geldart, Area Manager Natural Resources, Kyle VandeSande, President, Riavan Investments Ltd, Jordan Paradis, owner, Paradis Investments Ltd., Darrel MacLellan, Resident of St. Andrews St., Julie Duykers, Manager Antigonish Farm & Garden Co-op., regarding flood protection measures they have implemented around their properties. They request that the Town incorporate ongoing monitoring and maintenance of these measures into the annual Public Works operational budget and infrastructure planning.

Council Discussions took place.

Some council members suggested referring the request to the Infrastructure Committee to become part of regular maintenance planning.

There were questions raised over whether this is an operational budget issue or a committee responsibility. Staff clarified the Infrastructure Committee can monitor but does not control budget lines.

The Town previously commissioned the Rights River study, but follow-up on the study has lapsed.

General consensus emerged that the Infrastructure Committee should take ownership of the study recommendations and ensure follow-up, particularly regarding flood mitigation.

A few members expressed concern about the lack of formal response structure and the need for better oversight and integration into budget planning.

Council agreed to acknowledge the letter, thank the residents, and consider their request through staff and budget planning channels.

6.3 Letter – Department of Emergency Management re: 911 Cost Recovery Fund

A letter from the Department of Emergency Management regarding the 911 Cost Recovery Fund was received by the Mayor and distributed to Council for information.

7. Councillor Reports

Deputy Mayor Diane Roberts

Deputy Mayor Roberts raised a safety concern regarding a Town sign near Chisholm Park, specifically at the exit behind Shoppers Drug Mart. The sign obstructs visibility for drivers pulling out, forcing them to enter the sidewalk to see oncoming traffic. The issue is expected to worsen once trees are in full leaf.

Noted that the current sign replaced an older one that previously had a flower basket removed due to similar safety concerns.

It was explained that the new sign uses the same location and base as the old one but has less clearance underneath, blocking more of the sightline.

Options to address the concern include relocating the sign, raising it, or redesigning it — though all options would come with significant costs, particularly due to underground lighting infrastructure.

Councillor Murray expressed frustration over the cost and the fact that the issue was not considered earlier.

Discussions ensued.

CAO R. Delorey advised that staff would review potential solutions and incorporate them into future budget considerations.

Councillor Juanita Pelly

Councillor Pelly provided an update on the Antigonish Affordable Housing Society, noting that a significant number of applications have been received. The organization is preparing to move seventeen families into housing by August.

Councillor L. MacLellan asked the question, if there will be any emergency housing and the answer was no.

Councillor Andrew Murray

Councillor Murray reported that the Peace by Chocolate shed may soon be relocated to its new location. He also attended recent RK meetings, describing them as interesting and lengthy.

Councillor Murray noted that ACALA meetings are progressing well. There has been no Beautification Committee meeting to date, pending new appointments expected following the April 22 Regular Council Meeting.

Councillor Jack Sullivan

Councillor Sullivan had no updates to report at this time. He noted that he is awaiting committee appointments before holding the first meeting of the Infrastructure Committee. New members are expected to be appointed at the Regular Town Council Meeting on April 22.

Councillor Patrick McKenna

Councillor McKenna reported that the Accessibility Committee held its first meeting and shared the update including the submission of the updated Accessibility Plan.

He also participated in multiple RK-related meetings, including board, steering committee, and finance.

Additionally, he attended a Waste Management meeting and described it as productive.

Councillor Leon MacLellan

Councillor MacLellan reported on behalf of the Watse Committee, noting that the CAO described the current state of everything that is being done or not done. There were no additional updates.

Mayor Sean Cameron

Mayor Cameron provided a summary of recent activities over the past month, including:

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- Met with MLA Michelle Thompson.
- Met with the STFX President, Vice Presidents.
- Attended the Whitecaps Female Hockey Tournament, which Council had sponsored.
- Met with Julie Duykers, Jordan Paradis, and Danielle Maclellan regarding flood control.
- Attended the AREA Meeting in Ellershouse with Councillor MacLellan and CAO, R. Delorey.
- Met with the Sisters of Saint Martha alongside Warden MacInnis to discuss their 125th Anniversary.
- Chaired the first Nominations Committee meeting.
- Participated in an Arena Committee meeting.
- Had informal discussions with the Farmers' Market, who raised concerns about accessibility and paving.
- Attended the STFX Cheerleaders' closing event with Deputy Mayor Roberts.
- Attended the Strait Area Mayors, Wardens, and Chiefs meeting. It was a productive meeting, and the group intends to meet quarterly.
- Announced of his selection to sit as a member on of the NSFM (Nova Scotia Federation of Municipalities) Municipal Autonomy Advisory Committee, which has met twice and will present at the upcoming NSFM Spring Conference.

8. Adjournment

With no further business the meeting adjourned at 9:16 PM.

To: Town Council
Chief Administrative Officer

Submitted by: Mikaela Williams, Marketing and Communications Officer

Date: Wednesday, May 07, 2025

Subject: Town of Antigonish Livestream Policy

Origin

This memo is to advise Council of a Livestream Policy intended to guide the recording and broadcasting of public Council and committee meetings.

Background and Summary

In response to increased public interest in accessible and transparent municipal governance, the Town Council requested staff to develop a Livestreaming Policy to guide the live streaming and recording of Council and committee meetings. This direction was provided at the Regular Council Meeting held on February 18, 2025, through the following motion: “The Town will develop a policy and budget to enable live streaming of Town Council meetings, upon adoption of the policy and any necessary technological investments, the Town of Antigonish will proceed with live streaming Town Council meetings in accordance with the policy.” This policy aligns with the Municipality’s commitment to enhancing civic engagement while ensuring compliance with the Nova Scotia Municipal Government Act (MGA), the Personal Information International Disclosure Protection Act (PIIDPA), and the Town's own records management policy.

The policy outlines procedures for livestreaming all public Council meetings and, optionally, Council committee meetings. It excludes in-camera sessions as defined by legislation. It includes protocols for privacy protection, signage and verbal notice requirements, and consent guidelines for public participation. Additionally, the policy specifies technical responsibilities, retention periods for recorded content (minimum one year, maximum five years), and clear usage restrictions to prevent political, commercial, or misleading edits of recordings.

Implementation of this policy will ensure that livestreamed meetings are conducted in a consistent, secure, and inclusive manner while expanding access to the Town’s legislative process.

Recommendation

The recommendation from staff is that Council adopt the Town of Antigonish Livestream Policy at the next Regular Council Meeting on Tuesday, May 20, 2025.

Draft Motion:

That the Council for the Town of Antigonish hereby adopts the Town of Antigonish Livestreaming Policy, as presented at the Town's Committee of the Whole meeting on May 7, 2025.

Live Streaming Policy

Town of Antigonish, Nova Scotia

Effective Date: [Date TBD]

1. Purpose

The purpose of this policy is to establish guidelines for the live streaming and recording of Council and committee meetings in compliance with Nova Scotia's **Municipal Government Act (MGA)** and other relevant legislation, regulations, and policies. This policy aims to enhance transparency, accessibility, and public engagement while ensuring the protection of personal information.

2. Scope

This policy applies to all live-streamed and recorded Council and committee meetings of the Town of Antigonish. It governs the management, storage, and dissemination of video and audio recordings, ensuring compliance with legal and privacy requirements.

3. Live Streaming and Recording

- The Municipality will live stream and record all public Council meetings excluding in-camera sessions and may live stream and record Council committee meetings excluding in-camera sessions, as permitted under the **MGA**.
- Any parts of Council's and Council committees' meetings that are closed to members of the public under Section 239 of the Municipal Act are regarded as confidential and will not be aired or recorded.
- Should Council adopt a policy respecting virtual Council meetings, this policy respecting live streaming and recording of virtual participants will apply, as though these individuals were part of the in-person Council or committee meetings.

4. Privacy Considerations

- Members of the public attending meetings may be captured in the live stream; signage will be posted at meeting locations notifying attendees of the live streaming and recording.
- The Municipality will take reasonable measures to avoid recording members of the public or disclosing sensitive personal information during broadcasts.
- Verbal notice will be provided by the Chair at the start of each meeting or event and a notice will be included on meeting agendas indicating that the meeting is being live streamed and recorded.
- Individuals or delegates making presentations or comments during a meeting are deemed to consent to being recorded and live streamed.
- Live streaming of public Council meetings is a form of publication of information which is a matter of public record, which means the live stream and recording is exempt from **PIIDPA** legislation, per section S4.2 of **PIIDPA**.

5. Retention, Storage, and Public Use

- The live stream will be made available through the Municipality's official website and/or a designated online platform.
- Recorded meetings will be accessible to the public and retained for a minimum of one (1) and maximum of five (5) years and will be disposed of in accordance with the Municipality's records management policy.

- Storage of recorded meetings will comply with Municipal document management and privacy policies and the province of Nova Scotia’s **MGA, PIIDPA**, and other applicable legislation.
- The Town of Antigonish retains copyright for the live stream and recordings of Council and committee meetings so the use of recorded Council and committee meetings must comply with the following guidelines for use:
 - The video may only be used with its original audio component and no other audio or video material may be added to audio or video material used.
 - Television and radio broadcasters may use recorded excerpts of the proceedings in their news or public affairs programs in balanced, fair and accurate reports of proceedings.
 - Neither the audio nor the video may be used for political advertising, election campaigns, or any other political or partisan activity except that members of the town Council may, for the purpose of serving their constituents, make use of recorded excerpts of the proceedings on their websites or on social media if not altered or presented in a misleading manner, and if a link is provided to the full proceeding is also included in the posting.
 - Neither the audio nor the video may be used in any edited form that could mislead or misinform an audience or viewer or that does not present a balanced portrayal of the proceedings in the Council or committee meeting.
 - Neither the audio nor the video may be edited in such a way that alters the essence of presentations, discussions, or decisions during the Council or committee meeting.
 - Neither the audio nor the video may be used for commercial purposes.

6. Technical and Operational Considerations

- The Municipality will ensure that the live streaming platform is cost effective, reliable, and accessible to the public.
- Live streaming and recordings will be made using reasonable efforts, however due to potential for technical issues, the Municipality does not guarantee uninterrupted access. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms, or power outages.
- In the event of technical issues that prevent or interrupt streaming, the meeting will continue in person and if applicable a recording may be uploaded after the meeting.
- Recordings will not be edited or altered, except to remove in-camera portions, rectify technical errors, or to add proceeding details such as meeting or committee title and date information and Town contact information at the start of the live stream or recording.
- The Chair and/or the Chief Administrative Officer (CAO) have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances when deemed relevant. Circumstances include, but are not limited to instances:
 - where the content of debate is considered misleading, defamatory or infringing on copyright
 - that breach the privacy of an individual or unauthorized disclosure of the personal information of an individual
 - that constitute discrimination, hatred or vilification of an individual or group of individuals based on race, gender identity, sexual orientation, ability, age, religion or other protected human right
 - which disclose confidential or privileged information, pose a threat to Town infrastructure, personnel, or the security of Town systems
 - other as deemed necessary

- o The CAO or delegate will be responsible for:
 - Setting up, positioning, and testing the video equipment for each Council meeting.
 - Providing ongoing support to ensure the live stream is operational for each meeting.

7. Accessibility

- Where possible, live streams will include closed captioning or transcripts to ensure accessibility.
- The Town will make efforts to ensure streaming platforms are user-friendly and compatible with assistive technologies.

8. Disclaimer

- The Municipality is not responsible for any misinterpretation of meeting content due to technical issues, audio/video quality, or third-party platform performance.
- Official meeting minutes remain the legally recognized record of Council and committee meetings.

9. Compliance and Review

- This policy will be reviewed periodically to ensure compliance with legislative requirements and best practices.
- Any updates to this policy will require Council approval, be communicated publicly, and be posted to the Town’s website.
- In cases of policy violation, the Town may investigate and determine appropriate corrective action.

10. Contact Information

- For inquiries regarding this policy, contact:
Municipal Deputy Clerk
 Town of Antigonish
 274 Main Street
 Antigonish, NS
 902-870-6204
 deputy.clerk@townofantigonish.ca

CAO’s Annotation for Official Policy Book

Date of Notice to Council Members Intent to Consider (Minimum 7 Days): **DD/MM/YYYY**

Date of Passage of Current Policy: **DD/MM/YYYY**

I certify that this Policy was adopted by Council as indicated above.

Chief Administrative Officer

Date

To: Town Council
Chief Administrative Officer

Submitted by: Shannon Long, Acting Director of Community Development

Date: Monday, May 05, 2025

Subject: Amendments to the Traffic Authority Policy

Origin

This memo is to advise Council of amendments to the Town's *Traffic Authority Policy*.

Background

The Town has an appointed Traffic Authority (currently Shuan Smith) and a Deputy Traffic Authority (John Pellerin) as determined by the current *Traffic Authority Policy*.

With the retirement of Shaun Smith on May 14, 2025, the policy needs to be amended and a Traffic Authority appointed.

Summary

The existing *Traffic Authority Policy* refers to specific individuals by name, which creates a need to amend the policy each time someone leaves the position, and a new appointment is made. To improve administrative efficiency and flexibility, the policy has been amended to remove all references to individual names.

The updated policy now states that appointments to the roles of Traffic Authority and Deputy Traffic Authority will be made by motion of Council, based on a recommendation from the Chief Administrative Officer or the Director of the department responsible for traffic authority functions.

This change ensures that appointments follow a consistent, transparent process without requiring policy amendments for each personnel change.

Recommendation

For Council to consider the following motions for the regular council meeting on Tuesday, May 20, 2025:

That Council approves the amended Town of Antigonish Traffic Authority Policy as presented.

That Council approves Kyle Meisner as the Town's Traffic Authority, John Pellerin to a Deputy Traffic Authority, and Grace Gillis as another Deputy Traffic Authority.

Traffic Authority Policy

Purpose

The purpose of this policy is to appoint Town of Antigonish's Traffic Authority and Deputy Traffic Authority, as per the Municipal Government Act.

Scope

This policy is applicable to all those within the Town of Antigonish, citizens and staff, who deal with the traffic issues that fall within the purview of the Traffic Authority.

Policy

- 1.** As outlined in Section 311 the Municipal Government Act, Council may, by policy, appoint a traffic authority for all or part of the municipality.
- 2.** The Nova Scotia Motor Vehicle Act requires that the Traffic Authority be the Town Manager, Chief of Policy, or some other official of the Town.
- 3.** The role of the Traffic Authority is to provide for the safe regulation of public streets, pursuant to the Motor Vehicle Act, the Municipal Government Act, and any applicable by-laws and policies of the Town of Antigonish.
- 4.** The Traffic Authority position is structured such that there is no right of appeal. Council does not have supervisory role over the decision that fall within the purview of the Traffic Authority.
- 5.** It is the Policy of the Town of Antigonish that appointments to Traffic Authority and Deputy Traffic Authority roles will be made by motion of Council upon recommendation of the Chief Administrative Officer or Director of the Department responsible for the Traffic Authority.
- 6.** It will be the role of the Deputy Traffic Authority to hold all the responsibilities of the Traffic Authority in circumstances where the Traffic Authority is on

vacation, on sick leave, or otherwise out of the office and unable to perform their duties.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members Intent to Consider
(Minimum 7 Days):

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated
above.

Chief Administrative Officer

Date

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Highlevel Data

Low Income Property Tax Exemption

May 7, 2025

THE TOWN OF
ANTIGONISH

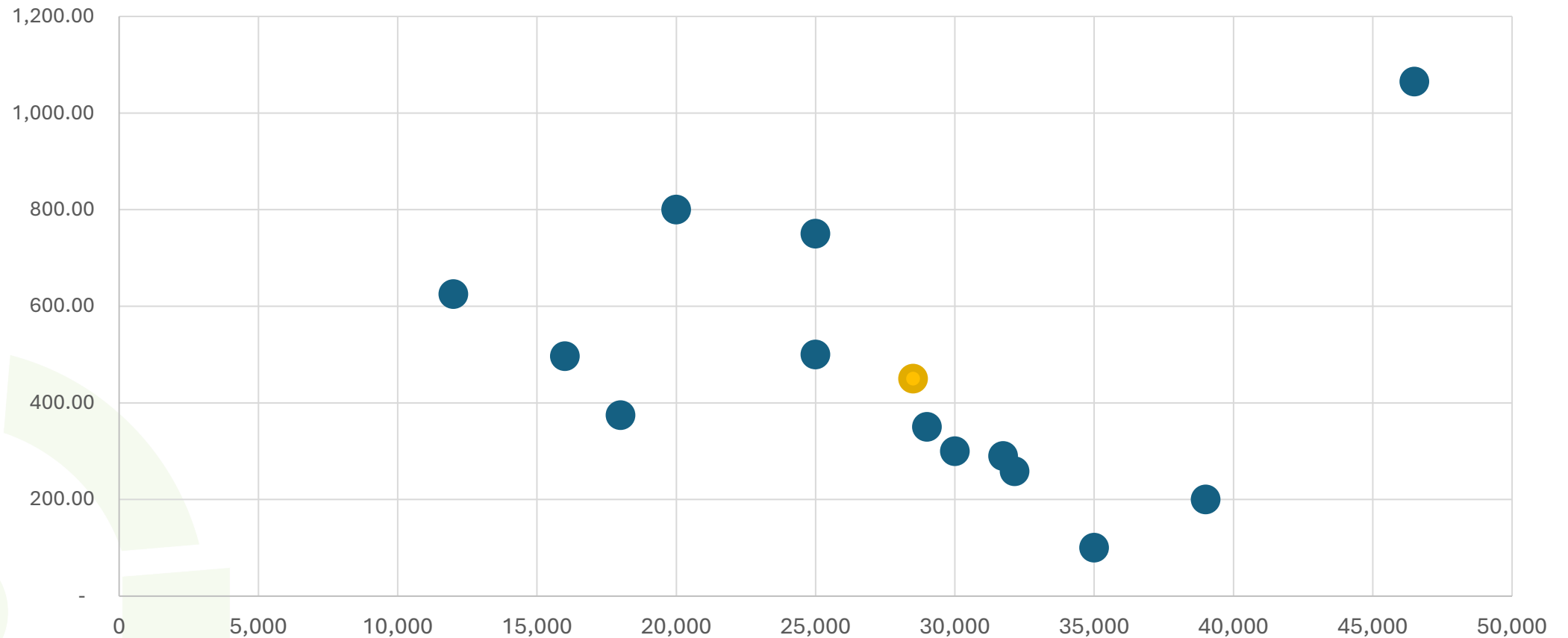


Low Income Property Tax Exemption

Year	Total Exemptions	# of Participants
2024	\$7,740.86	19
2023	\$4,722.70	11
2022	\$ 3,318.39	9
2021	\$ 4,400.00	11
2020	\$ 2,400.00	6
2019	\$ 6,400.00	16

Town	Exemption	Maximum Annual Household Income
Town of Antigonish	\$ 450	\$ 28,510
Town of Bridgewater	\$100-\$800	\$35,000
Town of Amherst	\$ 450	\$28,000
Town of Kentville	\$258-625	\$ 31,732
Town of Wolfville	\$1,065	\$ 46,500
Town of Truro	\$258	\$32,147
Town of Yarmouth	\$200-\$750	\$29,000

Low Income Property Tax Exemption



Questions



To: Town Council
Chief Administrative Officer

Submitted by: Kyle Meisner, P. Eng., Director of Infrastructure and Engineering

Date: Wednesday, May 07, 2025

Subject: Resolution to Council for PCAP funding for the Intermunicipal Agreement (Sewage) Study

Purpose

To seek Council's approval to formally support the joint application for Provincial Capital Assistance Program (PCAP) funding for an Intermunicipal Sewage Flow Study between the Town of Antigonish and the Municipality of the County of Antigonish.

Background

On April 28, 2025, the Town and County jointly submitted applications for PCAP funding to undertake a sewage flow study. This initiative stems from the need to update and formalize a new Intermunicipal Sewage Agreement. The study will be completed by a third-party consultant. The total estimated project cost is \$200,000, to be cost-shared equally between the Town and County. Funding breakdown is as follows:

- \$100,000 – PCAP grant
- \$50,000 – Town of Antigonish
- \$50,000 – Municipality of the County of Antigonish

As the lead applicant, the Town will be responsible for coordinating with the Province and project partners throughout the duration of the study.

Objectives of the Study

- Primary Objective:
To determine the appropriate cost-sharing contribution percentage from the County Fringe Area into the Town's sanitary sewer system. This will be accomplished via a one-year flow monitoring study at eight key locations.
- Secondary Objective:
To conduct a broader analysis identifying and assessing inflow and infiltration (I&I) within both the Town and Fringe Area sewer systems.

Recommendation

That Council pass the following 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 third-party consultant and will form the basis for a new Intermunicipal Sewage Agreement between the two parties.

Preliminary Budget General Capital Fiscal Year 25/26

Department of Infrastructure and Engineering
(DIE)

May 7th, 2025



Capital Budget Overview

- Options presented based on possible funding levels, and methods of achieving results:
 - Best Case
 - Most Likely Case
 - Worst Case
 - Zero Tax Increase Case

Capital Budget Assumptions

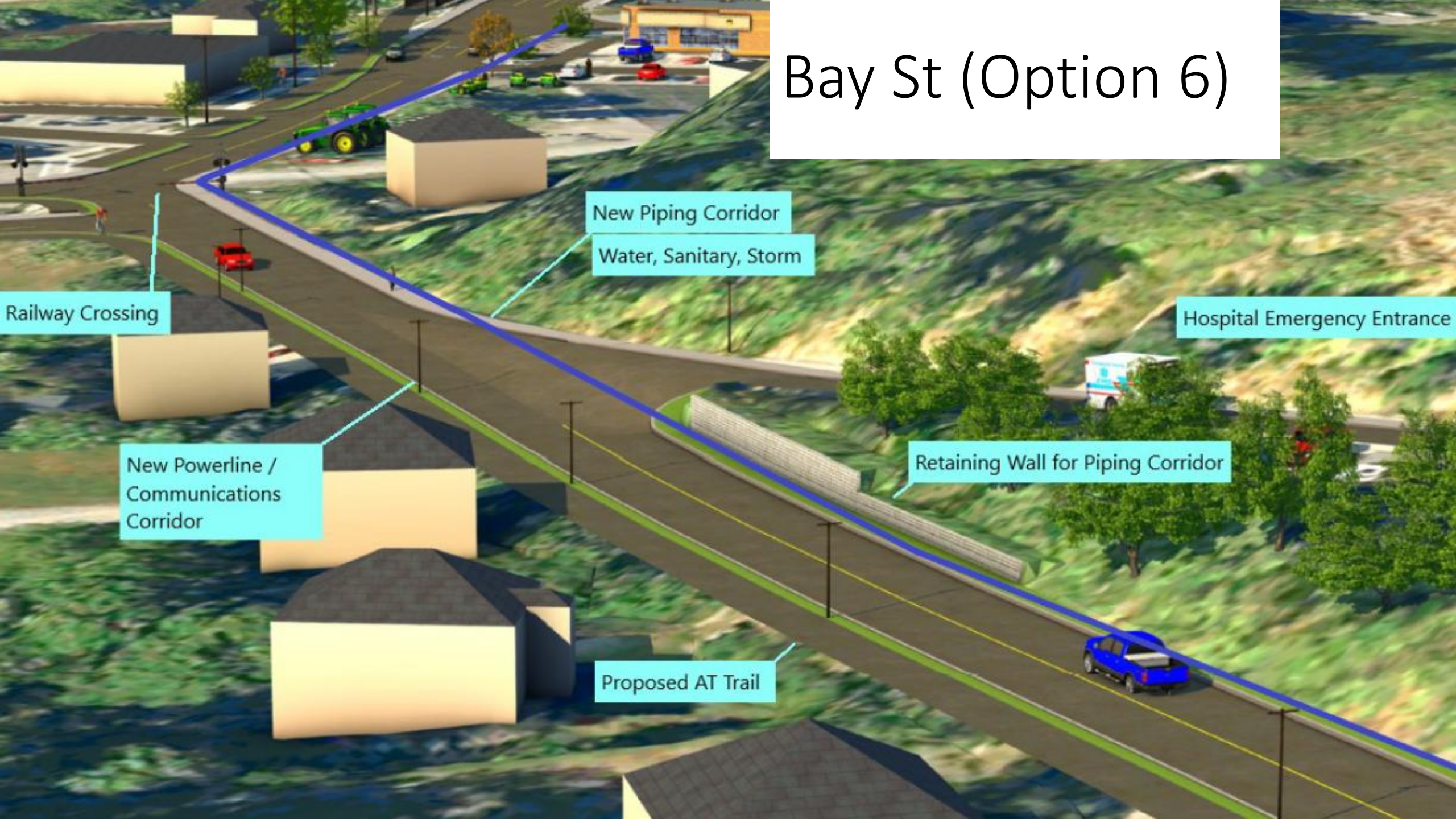
- The following assumptions have been made:
 - Priority is for critical water / sewer infrastructure;
 - Council's stated preference is completion of West St;
 - If water / sewer infrastructure is replaced, the full street is also upgraded to current standards (6-foot-wide accessible sidewalks, curblines, pavement, storm sewer, etc);
 - Assuming costs based on contract bids from 2024 with 30% contingency to represent worst-case scenarios with uncertainty in markets.

Major Projects

Based on Council's Strategic Priorities and the Town's current needs, we have put together a budget based on the following major projects:

- Bay St
- West St / James St
- Sewage Treatment Plant Front End
- PW Equipment
- Source Water Test Wells
- Sidewalks

Bay St (Option 6)



New Piping Corridor
Water, Sanitary, Storm

Railway Crossing

Hospital Emergency Entrance

New Powerline /
Communications
Corridor

Retaining Wall for Piping Corridor

Proposed AT Trail

West St / James St



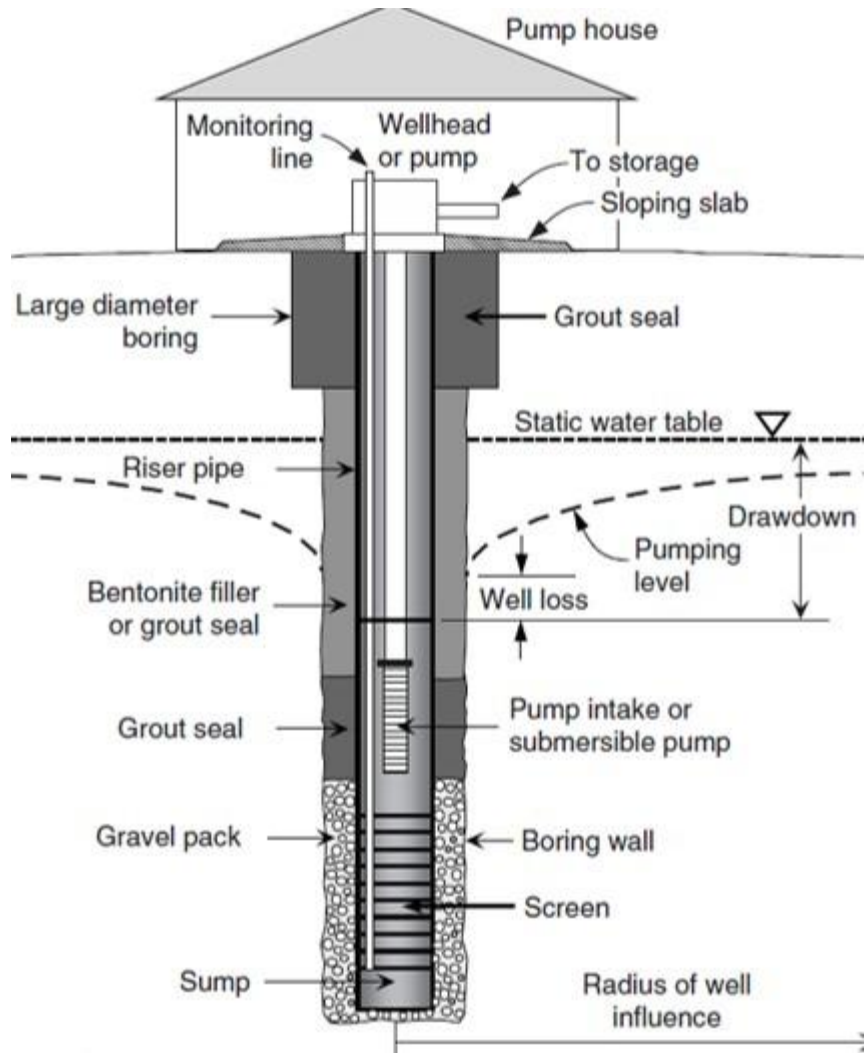
Sewage Treatment Plant Front End





PW Equipment

Source Water Test Wells



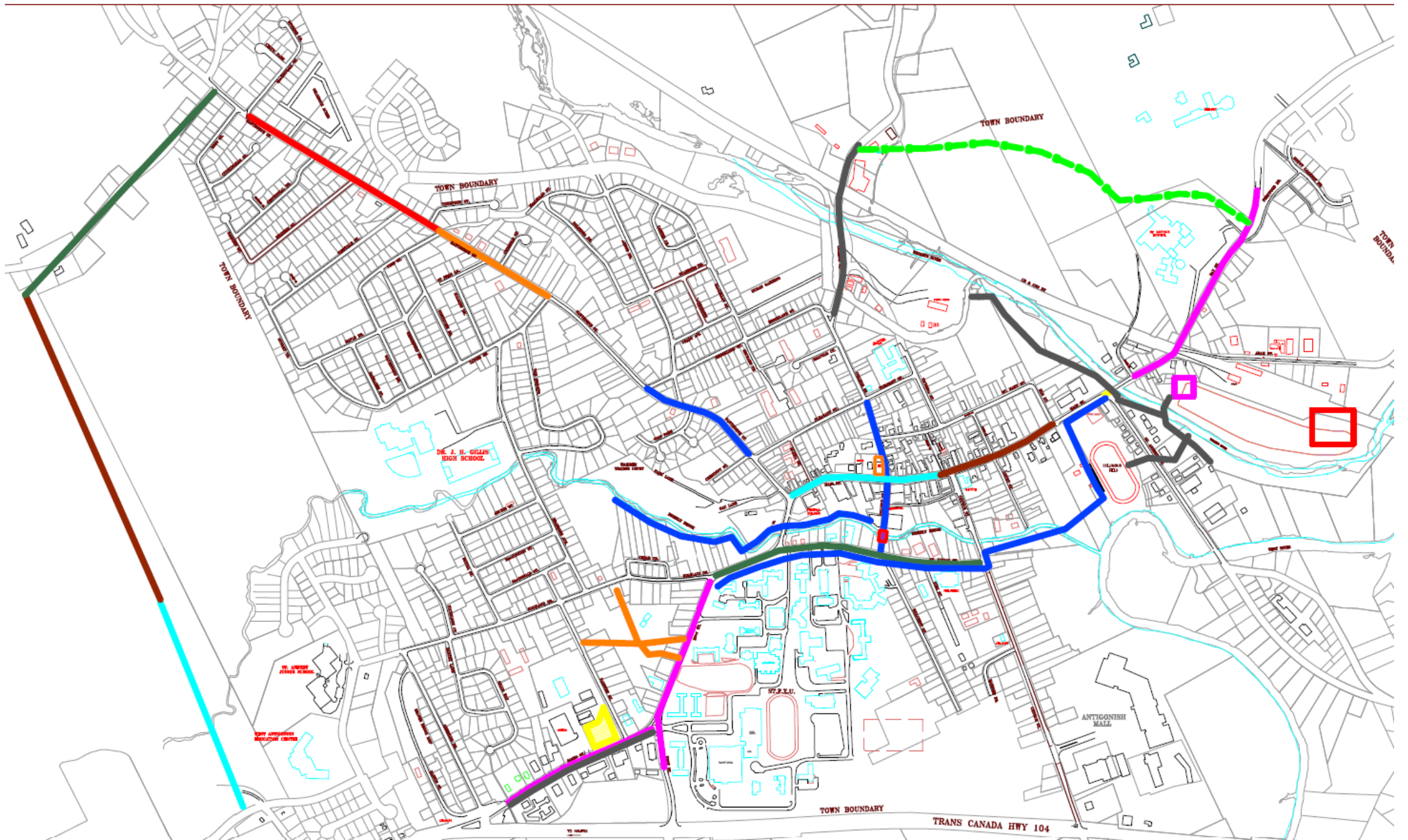
Sidewalks



Capital- 10 Year Plan, with all funding

	Average cost per year
General Capital	\$ 4,671,161.93
Water	\$ 4,298,801.52
Sewer	\$ 1,549,593.94
Electric	\$ 881,199.01

10 Year Capital Plan	If All Funding Received											
	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10	Future	
Sewer Plant - Front End	\$ 1,350,000.00	\$ 450,000.00										
Sewer Plant - Capacity Upgrade				\$ 4,484,500.00								
Source Water	\$ 390,000.00		\$ 3,339,089.00									
BBWTP Backwash Ponds		\$ 650,000.00										
Northern Collector					\$ 7,848,500.00							
PW Equipment	\$ 600,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00		
Brierty Tank		\$ 5,200,000.00										
College St Bridge				\$ 2,600,000.00								
PW Building	\$ 50,000.00	\$ 300,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
Town Hall		\$ 390,000.00	\$ 1,067,300.00									
Grid Modernization (EU)	\$ 5,788,000.00	\$ 1,603,000.00	\$ 377,000.00	\$ 86,000.00								
West St	\$ 2,570,800.00											
James St	\$ 364,000.00					\$ 2,167,300.00						
Farmers Market Parking Lot							\$ 1,204,000.00					
Bay St (including CD Proj D)	\$ 2,334,000.00											
Hawthorne (Pleasant to Brookland)		\$ 2,056,500.00										
Hawthorne (Xavier to Pine)			\$ 3,444,350.00									
Hawthorne (Pine to MacDougall)			\$ 5,244,950.00									
Main St (Hawthorne to Elm)				\$ 5,257,775.00			\$ 5,606,500.00					
College St (St Ninian to Pleasant)		\$ 3,293,000.00										
St Ninian St (Highland to Church)								\$ 5,793,000.00				
Highland Dr									\$ 7,577,000.00			
College St to Cloverville						\$ 4,357,000.00						
Water Transmission Line - Brierty								\$ 2,998,666.67	\$ 2,998,666.67	\$ 2,998,666.67		
AT Project B and C		\$ 995,000.00										
Trunk Sewers		\$ 520,000.00	\$ 364,000.00			\$ 1,736,000.00						
Church St											\$ 9,346,000.00	
Viewville St										\$ 3,534,000.00		
Xavier Dr										\$ 6,919,000.00		
Water Transmission Line - The Rest											\$ 42,127,000.00	
Yearly Total	\$13,446,800.00	\$15,757,500.00	\$14,186,689.00	\$12,778,275.00	\$ 8,198,500.00	\$ 8,610,300.00	\$ 7,160,500.00	\$9,141,666.67	\$10,925,666.67	\$13,801,666.67	\$ 51,473,000.00	\$ 165,480,564.00
Water Utility	\$ 1,251,267.53	\$ 7,194,200.00	\$ 7,372,989.00	\$ 2,261,350.00	\$ 1,244,958.68	\$ 1,874,600.00	\$ 2,261,350.00	\$ 5,835,266.67	\$ 6,177,166.67	\$ 7,514,866.67		\$ 42,988,015.21
Electric Utility	\$ 5,788,000.00	\$ 1,603,000.00	\$ 377,000.00	\$ 86,000.00	\$ 502,990.07	\$ 390,000.00	\$ 390,000.00	\$ 65,000.00				\$ 8,811,990.07
Sewer Utility	\$ 2,088,504.01	\$ 1,282,000.00	\$ 988,000.00	\$ 5,203,400.00	\$ 879,135.40	\$ 2,100,000.00	\$ 718,900.00	\$ 364,000.00	\$ 1,144,000.00	\$ 728,000.00		\$ 15,495,939.41
General Capital (Tax Rate Impact)	\$ 4,319,028.46	\$ 5,678,300.00	\$ 5,448,700.00	\$ 5,227,525.00	\$ 5,571,415.85	\$ 4,635,700.00	\$ 3,790,250.00	\$2,877,400.00	\$ 3,604,500.00	\$ 5,558,800.00		\$ 46,711,619.31
											Over 10 Years	\$ 114,007,564.00



Strategic 3-Year Capital Plan

- Costs updated to reflect current funding applications.
- Baseline for development of 2025/2025 Capital Budget

	Average cost per year
General Capital	\$ 4,759,806.62
Water	\$ 5,064,657.68
Sewer	\$ 1,301,284.00
Electric	\$ 2,589,333.33

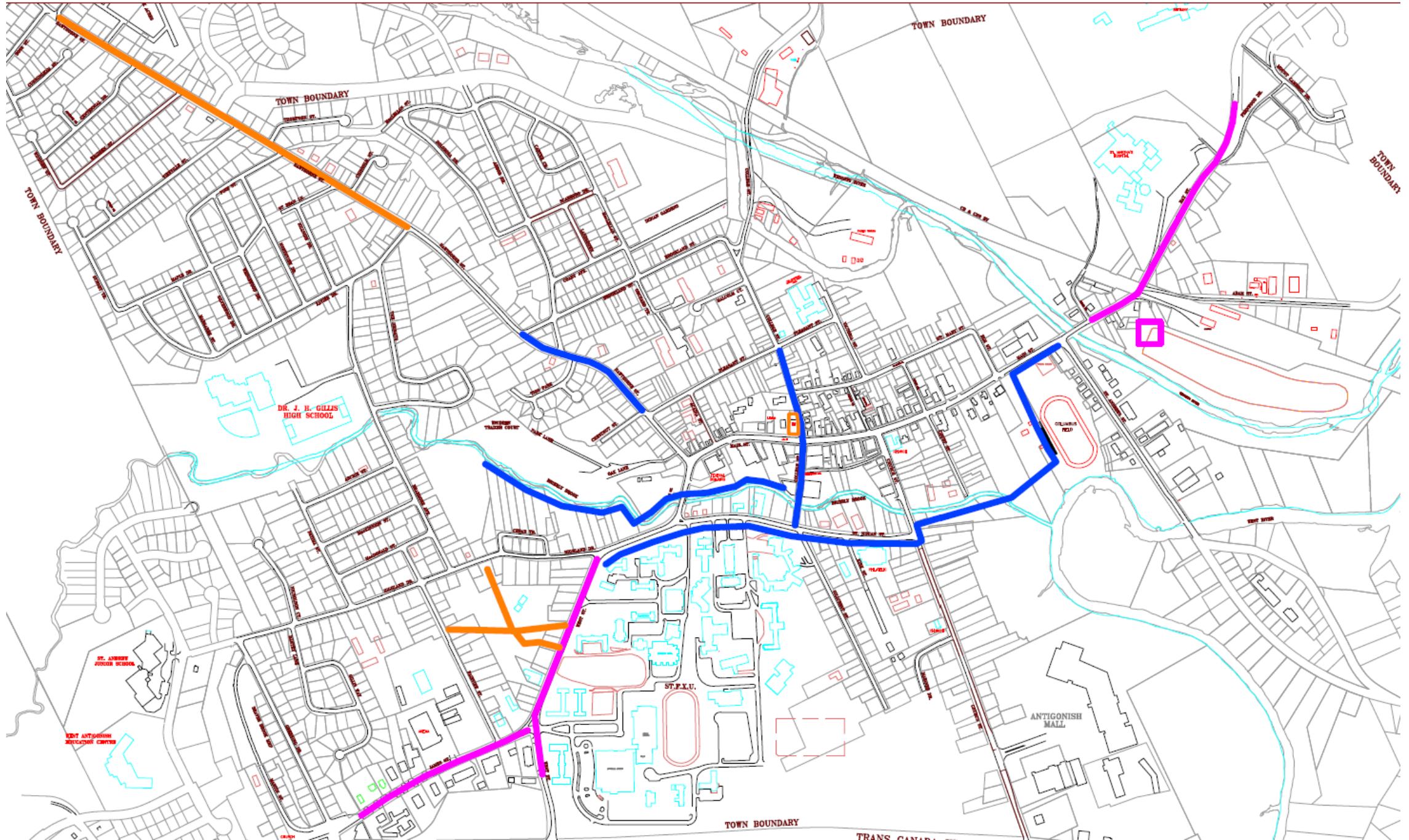
3 Year Capital Plan	If All Funding Received			
	YR1	YR2	YR3	
Sewer Plant - Front End	\$ 1,350,000.00	\$ 450,000.00		
Sewer Plant - Capacity Upgrade				
Source Water	\$ 187,000.00		\$ 3,339,089.00	
BBWTP Backwash Ponds		\$ 650,000.00		
Northern Collector				
PW Equipment	\$ 780,000.00	\$ 390,000.00	\$ 390,000.00	
Brierly Tank		\$ 5,200,000.00		
College St Bridge				
PW Building	\$ 50,000.00	\$ 300,000.00	\$ 50,000.00	
Town Hall		\$ 390,000.00	\$ 1,067,300.00	
Grid Modernization (EU)	\$ 5,788,000.00	\$ 1,603,000.00	\$ 377,000.00	
West St	\$ 1,075,000.00			
James St	\$ 275,000.00			
Farmers Market Parking Lot				
Bay St (including CD Proj D)	\$ 1,516,055.89			
Hawthorne (Pleasant to Brookland)		\$ 2,056,500.00		
Hawthorne (Xavier to Pine)			\$ 3,444,350.00	
Hawthorne (Pine to MacDougall)			\$ 5,244,950.00	
Main St (Hawthorne to Elm)				
College St (St Ninian to Pleasant)		\$ 3,293,000.00		
St Ninian St (Highland to Church)				
Highland Dr				
College St to Cloverville				
Water Transmission Line - Brierly				
AT Project B and C		\$ 995,000.00		
Trunk Sewers		\$ 520,000.00	\$ 364,000.00	
Church St				
Viewville St				
Xavier Dr				
Water Transmission Line - The Rest				
Yearly Total	\$11,021,055.89	\$15,847,500.00	\$14,276,689.00	\$ 41,145,244.89
Water Utility	\$ 626,784.03	\$ 7,194,200.00	\$ 7,372,989.00	\$ 15,193,973.03
Electric Utility	\$ 5,788,000.00	\$ 1,603,000.00	\$ 377,000.00	\$ 7,768,000.00
Sewer Utility	\$ 1,633,852.01	\$ 1,282,000.00	\$ 988,000.00	\$ 3,903,852.01
General Capital (Tax Rate Impact)	\$ 2,972,419.85	\$ 5,768,300.00	\$ 5,538,700.00	\$ 14,279,419.85
				\$ 41,145,244.89

2025/2026

2026/2027

2027/2028

3 Year Plan



TOWN BOUNDARY

TOWN BOUNDARY

TOWN BOUNDARY

TOWN BOUNDARY

DR. J. H. GILLIS HIGH SCHOOL

ANTIGONISH MALL

TOWN BOUNDARY

TRANS CANADA

ST. ANTHONY JUCOBY SCHOOL

WEST ANTIGONISH MULTICULTURAL CENTRE

ST. P.X.U.

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1 Year General Capital Plan

Best Case Funding Scenario

Yearly Total	\$	13,466,000.00
Water Utility	\$	1,191,388.98
Electric Utility	\$	6,251,000.00
Sewer Utility	\$	1,995,056.41
General Capital (Tax Rate Impact)	\$	4,028,554.61

Funding	Amount
ICIP (Bay St)	\$ 1,808,400.00
ICIP (AT East Main)	\$ 466,199.00
GRID (Bay St)	\$ 1,116,700.00
ATF (Bay St)	\$ 547,000.00
MCGP (STP)	\$ 2,032,892.63
Trunks + Routes (West St)	\$ 458,275.00
CHIF (West/James St)	\$ 2,247,857.82
PCAP (Intermunicipal Agreement)	\$ 50,000.00
	\$ 8,727,324.45
Confirmed Funding	
Potential Funding	

General / Mixed	BEST CASE SCENARIO	All Funding
PW Equipment	\$ 780,000.00	
College St Bridge	\$ 20,000.00	
PW Building Renos	\$ 50,000.00	
West St	\$ 1,138,000.00	\$ 1,957,800.17
James St	\$ 273,000.00	\$ 748,332.65
Bay St (including CD Proj D)	\$ 1,516,000.00	\$ 3,938,299.00
Church St Roundabout Design + Insp	\$ 30,000.00	
Service Truck PW	\$ 65,000.00	
PW Gate	\$ 25,000.00	
PW Cameras	\$ 20,000.00	
Curb Bump-Outs / Ped Crossings (Main)	\$ 50,000.00	
Line Painting Machine	\$ 18,000.00	
Sewer Only		
Sewer Plant - Front End	\$ 1,350,000.00	\$ 2,032,892.63
Intermunicipal Agreement Study	\$ 75,000.00	\$ 50,000.00
STP Aerators	\$ 180,000.00	
New Blower	\$ 21,000.00	
Adam St Lift Station	\$ 50,000.00	
Sidewalk	In-House Plan (Concrete)	
SW - Church St (Mall to Mariner)	\$ 196,000.00	
SW - Brookland St (4' section)	\$ 113,000.00	
SW - Greening Dr (New)	\$ 400,000.00	
	\$ 709,000.00	
Community Development		
Security Camera - Ball Field		
Security Camera - Columbus Field Washroom	\$ 15,000.00	
Secan - Columbus Field	\$ 22,500.00	
Parkette Upgrade		
Crosswalk Beacons	\$ 27,500.00	
Ballfield #3 Repairs		
Columbus Field Fencing	\$ 44,000.00	
Splash Pad Engineering Assessment	\$ 5,000.00	
Parking Kiosks	\$ 19,000.00	
	\$ 133,000.00	\$ 8,727,324.45

1 Year Capital Plan

Other Utilities

Best Case Funding Scenario

Yearly Total	\$	13,466,000.00
Water Utility	\$	1,191,388.98
Electric Utility	\$	6,251,000.00
Sewer Utility	\$	1,995,056.41
General Capital (Tax Rate Impact)	\$	4,028,554.61

- List updated to reflect all required projects including smaller values
- Total is below original amount in 10-Year Plan due to funding (all potential and actual included)
- Minor projects focus on security and safety

Water only	
Source Water	\$ 187,000.00
Church St Roundabout Water	\$ 175,000.00
Bethany Tank Regrading	\$ 30,000.00
BBWTP Valves and Instrumentation	\$ 30,000.00
West St (capping of old 4")	\$ 50,000.00
Valvework	\$ 40,000.00
Asset Management Software / Modelling	\$ 20,000.00
Hydrants	\$ 40,000.00
Water Meters (Bulk 20 year replacements)	\$ 100,000.00
Services	\$ 20,000.00
Rate Study	\$ 20,000.00
Electric Utility	
Grid Modernization (EU)	\$ 5,788,000.00
Pad Mount for RK	\$ 150,000.00
Pad Mounts (Mall, Paradis)	\$ 138,000.00
EU Fence	\$ 50,000.00
3/4 Ton Truck	\$ 75,000.00
EU Building Renos	\$ 50,000.00
	\$ 6,251,000.00

Best Case Funding Scenario Highlights

Large Capital Projects:

- Assuming all funding received for ATF (Bay St) and Provincial CHIF (West St)
- Full scope of projects – Full street replacement for West + Bay St

	BEST CASE SCENARIO	All Funding	Totals
West St	\$ 1,138,000.00	\$ 1,957,800.17	\$3,095,800.17
James St	\$ 273,000.00	\$ 748,332.65	\$1,021,332.65
Bay St (including CD Proj D)	\$ 1,516,000.00	\$ 3,938,299.00	\$5,454,299.00
	\$ 2,927,000.00	\$ 6,644,431.82	\$9,571,431.82
	TOA	Fed / Prov	

In-House Plan for Sidewalk Projects:

- Hire a crew of 5 (Foreman + 4 Workers)
- 6-month terms (Temp)
- Pays for itself, includes 30% for overhead and administration
 - Funds can be used to offset Project Manager + Safety Officer Positions (~\$160k)

Sidewalk	In-House Plan (Concrete)	Contractor Pricing (Asphalt)	Contractor Pricing (Concrete)
SW - Church St (Mall to Mariner)	\$ 196,000.00	\$ 389,000.00	\$ 452,000.00
SW - Brookland St (4' section)	\$ 113,000.00	\$ 214,000.00	\$ 260,000.00
SW - Greening Dr (New)	\$ 400,000.00	\$ 809,000.00	\$ 925,000.00
	\$ 709,000.00	\$ 1,412,000.00	\$ 1,637,000.00

1 Year Capital Plan

Most Likely Funding Scenario

Yearly Total	\$	14,950,000.00
Water Utility	\$	1,191,388.98
Electric Utility	\$	6,251,000.00
Sewer Utility	\$	1,995,056.41
General Capital (Tax Rate Impact)	\$	5,512,554.61

- Updated to reflect funding we are confident on receiving (drops Bay St ATF funding of \$547,000)
- Includes more traditional option of doing Sidewalks with Contractor instead of in-house (asphalt used as lower cost option)
- Adds in full package for Community Development, with additional work to fields and Parkettes
- No changes to Utilities (Water / Electric)
- Significantly more expensive, additional \$1.5M to price

General / Mixed	MOST LIKELY SCENARIO	Most Likely Funding
PW Equipment	\$ 780,000.00	
College St Bridge	\$ 20,000.00	
PW Building Renos	\$ 50,000.00	
West St	\$ 1,138,000.00	\$ 1,957,800.17
James St	\$ 273,000.00	\$ 748,332.65
Bay St (including CD Proj D)	\$ 2,064,000.00	\$ 3,391,299.00
Church St Roundabout Design + Insp	\$ 30,000.00	
Service Truck PW	\$ 65,000.00	
PW Gate	\$ 25,000.00	
PW Cameras	\$ 20,000.00	
Curb Bump-Outs / Ped Crossings (Main)	\$ 50,000.00	
Line Painting Machine	\$ 18,000.00	
Sewer Only		
Sewer Plant - Front End	\$ 1,350,000.00	\$ 2,032,892.63
Intermunicipal Agreement Study	\$ 75,000.00	\$ 50,000.00
STP Aerators	\$ 180,000.00	
New Blower	\$ 21,000.00	
Adam St Lift Station	\$ 50,000.00	
Sidewalk Contractor Pricing (Asphalt)		
SW - Church St (Mall to Mariner)	\$ 389,000.00	
SW - Brookland St (4' section)	\$ 214,000.00	
SW - Greening Dr (New)	\$ 809,000.00	
	\$ 1,412,000.00	
Community Development		
Security Camera - Ball Field	\$ 15,000.00	
Security Camera - Columbus Field Wash	\$ 15,000.00	
Secan - Columbus Field	\$ 22,500.00	
Parkette Upgrade	\$ 135,000.00	
Crosswalk Beacons	\$ 27,500.00	
Ballfield #3 Repairs	\$ 83,000.00	
Columbus Field Fencing	\$ 44,000.00	
Splash Pad Engineering Assessment	\$ 5,000.00	
Parking Kiosks	\$ 19,000.00	
	\$ 366,000.00	\$ 8,180,324.45

Most Likely Funding Scenario Highlights

Large Capital Projects:

- Assuming no funding received for ATF (Bay St), but funding received for Provincial CHIF (West St)
- Full scope of projects – Full street replacement for West + Bay St

	MOST LIKELY SCENARIO	Most Likely Funding	Totals
West St	\$ 1,138,000.00	\$ 1,957,800.17	\$3,095,800.17
James St	\$ 273,000.00	\$ 748,332.65	\$1,021,332.65
Bay St (including CD Proj D)	\$ 2,064,000.00	\$ 3,391,299.00	\$5,455,299.00
	\$ 3,475,000.00	\$ 6,097,431.82	\$9,572,431.82
	TOA	Fed / Prov	

Asphalt Sidewalk Projects:

- More expensive than in-house, less cost than concrete
- Service life not as long as concrete (~15 years vs ~25years)

Sidewalk	In-House Plan (Concrete)	Contractor Pricing (Asphalt)	Contractor Pricing (Concrete)
SW - Church St (Mall to Mariner)	\$ 196,000.00	\$ 389,000.00	\$ 452,000.00
SW - Brookland St (4' section)	\$ 113,000.00	\$ 214,000.00	\$ 260,000.00
SW - Greening Dr (New)	\$ 400,000.00	\$ 809,000.00	\$ 925,000.00
	\$ 709,000.00	\$ 1,412,000.00	\$ 1,637,000.00

1 Year Capital Plan

Worst Case Funding Scenario

Yearly Total	\$	16,766,000.00
Water Utility	\$	1,663,267.53
Electric Utility	\$	6,251,000.00
Sewer Utility	\$	2,414,504.01
General Capital (Tax Rate Impact)	\$	6,437,228.46

- Only counts funding already received. Excludes anything pending / applied for.
- Continues with Sidewalk work by contractors using concrete pricing.
- This is what is required if we don't want to be dependant on exterior funding.

General / Mixed	WORST CASE SCENARIO	Confirmed Funding
PW Equipment	\$ 780,000.00	
College St Bridge	\$ 20,000.00	
PW Building Renos	\$ 50,000.00	
West St	\$ 2,638,000.00	\$ 458,275.00
James St	\$ 364,000.00	\$ -
Bay St (including CD Proj D)	\$ 2,064,000.00	\$ 3,391,299.00
Church St Roundabout Design + Insp	\$ 30,000.00	
Service Truck PW	\$ 65,000.00	
PW Gate	\$ 25,000.00	
PW Cameras	\$ 20,000.00	
Curb Bump-Outs / Ped Crossings (Main)	\$ 50,000.00	
Line Painting Machine	\$ 18,000.00	
Sewer Only		
Sewer Plant - Front End	\$ 1,350,000.00	\$ 2,032,892.63
Intermunicipal Agreement Study	\$ 125,000.00	\$ -
STP Aerators	\$ 180,000.00	
New Blower	\$ 21,000.00	
Adam St Lift Station	\$ 50,000.00	
Sidewalk Contractor Pricing (Concrete)		
SW - Church St (Mall to Mariner)	\$ 452,000.00	
SW - Brookland St (4' section)	\$ 260,000.00	
SW - Greening Dr (New)	\$ 925,000.00	
	\$ 1,637,000.00	
Community Development		
Security Camera - Ball Field	\$ 15,000.00	
Security Camera - Columbus Field Wash	\$ 15,000.00	
Secan - Columbus Field	\$ 22,500.00	
Parkette Upgrade	\$ 135,000.00	
Crosswalk Beacons	\$ 27,500.00	
Ballfield #3 Repairs	\$ 83,000.00	
Columbus Field Fencing	\$ 44,000.00	
Splash Pad Engineering Assessment	\$ 5,000.00	
Parking Kiosks	\$ 19,000.00	
	\$ 366,000.00	\$ 5,882,466.63

1 Year Capital Plan

Other Utilities

Worst Case Funding Scenario

Yearly Total	\$	16,766,000.00
Water Utility	\$	1,663,267.53
Electric Utility	\$	6,251,000.00
Sewer Utility	\$	2,414,504.01
General Capital (Tax Rate Impact)	\$	6,437,228.46

- Significant increase to Utilities as well due to lack of funding on large street projects (West, Bay)

Water only	
Source Water	\$ 187,000.00
Church St Roundabout Water	\$ 175,000.00
Bethany Tank Regrading	\$ 30,000.00
BBWTP Valves and Instrumentation	\$ 30,000.00
West St (capping of old 4")	\$ 50,000.00
Valvework	\$ 40,000.00
Asset Management Software / Modelling	\$ 20,000.00
Hydrants	\$ 40,000.00
Water Meters (Bulk 20 year replacements)	\$ 100,000.00
Services	\$ 20,000.00
Rate Study	\$ 20,000.00
Electric Utility	
Grid Modernization (EU)	\$ 5,788,000.00
Pad Mount for RK	\$ 150,000.00
Pad Mounts (Mall, Paradis)	\$ 138,000.00
EU Fence	\$ 50,000.00
3/4 Ton Truck	\$ 75,000.00
EU Building Renos	\$ 50,000.00
	\$ 6,251,000.00

Worst Case Funding Scenario Highlights

Large Capital Projects:

- Assuming no funding received for ATF (Bay St), Provincial CHIF (West St), PCAP (Int Mun Agr)
- Reduce Scope on James St to Sewer Only

	WORST CASE SCENARIO	Confirmed Funding	Totals	
West St	\$ 2,638,000.00	\$ 458,275.00	\$3,096,275.00	
James St	\$ 364,000.00		\$ 364,000.00	Reduced Scope
Bay St (including CD Proj D)	\$ 2,064,000.00	\$ 3,391,299.00	\$5,455,299.00	
	\$ 5,066,000.00	\$ 3,849,574.00	\$8,915,574.00	
	TOA	Fed / Prov		

Concrete Sidewalk Projects:

- Current methods
- Highest Cost

Sidewalk	In-House Plan (Concrete)	Contractor Pricing (Asphalt)	Contractor Pricing (Concrete)
SW - Church St (Mall to Mariner)	\$ 196,000.00	\$ 389,000.00	\$ 452,000.00
SW - Brookland St (4' section)	\$ 113,000.00	\$ 214,000.00	\$ 260,000.00
SW - Greening Dr (New)	\$ 400,000.00	\$ 809,000.00	\$ 925,000.00
	\$ 709,000.00	\$ 1,412,000.00	\$ 1,637,000.00

1 Year Capital Plan

Zero Tax Increase Scenario

Best Case Funding Plan

Yearly Total	\$	12,192,298.85
Water Utility	\$	1,191,388.98
Electric Utility	\$	6,251,000.00
Sewer Utility	\$	1,995,056.41
General Capital (Tax Rate Impact)	\$	2,754,853.46

- Uses BEST CASE funding numbers.
- Decreases scope of work for West St to only pipes and asphalt. (even with 73% funding)
- No sidewalk work, Ped Crossings, etc.
- **Attempts** to hit a zero-cent tax increase through draining of reserves and borrowing (\$800k).
- No capacity for work the following year.

General / Mixed	BEST CASE SCENARIO	Zero Tax Increase (BEST CASE)
PW Equipment	\$ 780,000.00	\$ 780,000.00
College St Bridge	\$ 20,000.00	
PW Building Renos	\$ 50,000.00	\$ 50,000.00
West St	\$ 1,138,000.00	\$ 819,220.05
James St	\$ 273,000.00	\$ 97,078.80
Bay St (including CD Proj D)	\$ 1,516,000.00	\$ 1,516,000.00
Church St Roundabout Design + Insp	\$ 30,000.00	\$ 30,000.00
Service Truck PW	\$ 65,000.00	\$ 65,000.00
PW Gate	\$ 25,000.00	\$ 25,000.00
PW Cameras	\$ 20,000.00	\$ 20,000.00
Curb Bump-Outs / Ped Crossings (Main)	\$ 50,000.00	
Line Painting Machine	\$ 18,000.00	\$ 18,000.00
Sewer Only		
Sewer Plant - Front End	\$ 1,350,000.00	\$ 1,350,000.00
Intermunicipal Agreement Study	\$ 75,000.00	\$ 75,000.00
STP Aerators	\$ 180,000.00	\$ 180,000.00
New Blower	\$ 21,000.00	\$ 21,000.00
Adam St Lift Station	\$ 50,000.00	\$ 50,000.00
Sidewalk		
	In-House Plan (Concrete)	No Sidewalk
SW - Church St (Mall to Mariner)	\$ 196,000.00	
SW - Brookland St (4' section)	\$ 113,000.00	
SW - Greening Dr (New)	\$ 400,000.00	
	\$ 709,000.00	\$ -
Community Development		
Security Camera - Ball Field		
Security Camera - Columbus Field Washroom	\$ 15,000.00	\$ 15,000.00
Secan - Columbus Field	\$ 22,500.00	\$ 22,500.00
Parkette Upgrade		
Crosswalk Beacons	\$ 27,500.00	\$ 27,500.00
Ballfield #3 Repairs		
Columbus Field Fencing	\$ 44,000.00	\$ 44,000.00
Splash Pad Engineering Assessment	\$ 5,000.00	\$ 5,000.00
Parking Kiosks	\$ 19,000.00	\$ 19,000.00
	\$ 133,000.00	\$ 133,000.00

Zero Tax Increase Scenario Highlights

Large Capital Projects:

- Assuming all funding received for ATF (Bay St) and Provincial CHIF (West St)
- Minimize the scope of the West St Project – Ignore all Accessibility requirements, no new curb or sidewalk – Pipes and Pave

	ZERO TAX SCENARIO	All Funding	Totals	
West St	\$ 819,220.05	\$ 1,082,679.95	\$1,901,900.00	Reduced Scope
James St	\$ 97,078.80	\$ 266,921.20	\$ 364,000.00	Reduced Scope
Bay St (including CD Proj D)	\$ 1,516,000.00	\$ 3,938,299.00	\$5,454,299.00	
	\$ 2,432,298.85	\$ 5,287,900.15	\$7,720,199.00	
	TOA	Fed / Prov		

No Sidewalk Projects:

Sidewalk	In-House Plan (Concrete)	Contractor Pricing (Asphalt)	Contractor Pricing (Concrete)	No Sidewalk
SW - Church St (Mall to Mariner)	\$ 196,000.00	\$ 389,000.00	\$ 452,000.00	
SW - Brookland St (4' section)	\$ 113,000.00	\$ 214,000.00	\$ 260,000.00	
SW - Greening Dr (New)	\$ 400,000.00	\$ 809,000.00	\$ 925,000.00	
	\$ 709,000.00	\$ 1,412,000.00	\$ 1,637,000.00	\$ -

Summary / Discussion

- Tax increases, use of reserves, and borrowing are all required to do the amount of work needed for 25/26.
- The “Zero Tax Increase” scenario cripples the Town’s future capital work by draining reserves and adding the cost of borrowing.
- Long-term, the Town needs to aim for fiscal independence (being able to do work without funding), but short-term needs to chase every funding dollar to keep costs down to taxpayers.
- Staff and Council have a lot of work to do if we want Antigonish to still be a Town in 20 years.

Questions?



Draft (Broad Strokes)
2025-26 Operating & Capital Budget
May 7, 2025

THE TOWN OF
ANTIGONISH



Highlights



Tax Levy

Increase X cents

- Residential: \$
- Commercial: \$
- Resource: \$



Fire Levy

Increase 0.20 cents

- 4.6 cents
- NSUARB



Waste Levy:

Decrease \$16.00

- \$319.90 per EU



Sewer Levy:

Increase X%

- XX % of water charges

Assessment Growth



Assessment growth

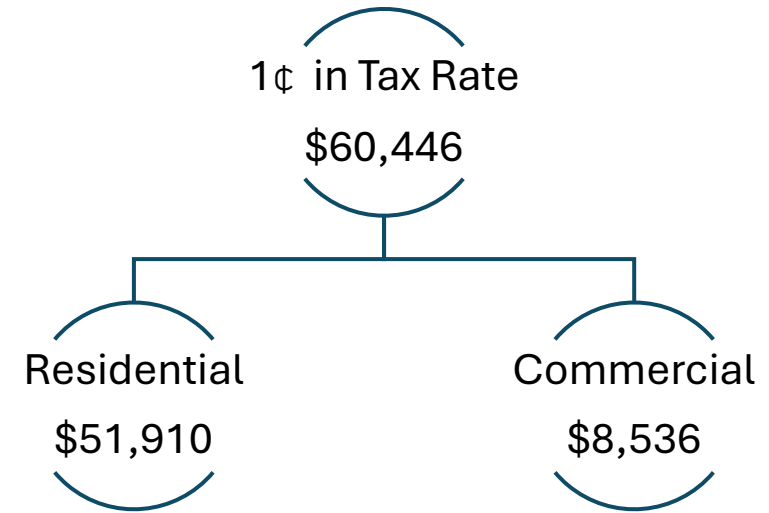
Taxable – 5.8%

Grant in Lieu – (3.3)%

Overall Uniform Assessment – 6.9%



1 cent of tax rate revenue (includes grant in lieu)



Overview of Assessment (& Grants in Lieu)

	2024/25 Total Assessment	2024/25 Tax Rate	2024/25 Forecasted Tax Revenue	2025/26 Total Assessment	2025/26 Tax Rate	2025/26 Forecasted Tax Revenue	Increase/ (Decrease)
01 Residential Taxable	396,963,900	1.13	4,485,692	424,381,300	1.13	4,795,509	309,817
02 Commercial Taxable	81,098,900	2.65	2,149,121	81,608,600	2.65	2,162,628	13,507
03 Resource Taxable	747,300	1.13	8,444	749,900	1.13	8,474	29
Sub Total - Tax Revenue	\$478,810,100		\$ 6,643,257	\$ 506,739,800		\$ 6,966,610	\$ 323,353
GIL Federal Government	1,500,300		39,758	1,390,400	2.65	36,846	(2,912)
GIL Federal Agencies	672,400		17,819	673,500	2.65	17,848	29
GIL Provincial	98,889,900		1,143,569	95,693,500	<i>Various</i>	1,106,956	(36,613)
Total Tax Revenue	579,872,700		\$ 7,844,403	\$ 604,497,200		\$ 8,128,260	\$ 283,857

Overview of Assessment (& Grants in Lieu)

	2025/26 Total Assessment	2025/26 Tax Rate	2025/26 Forecasted Tax Revenue	Increase/Decrease
01 Residential Taxable	424,381,300	1.13	4,795,509	309,817
02 Commercial Taxable	81,608,600	2.65	2,162,628	13,507
03 Resource Taxable	749,900	1.13	8,474	29
Sub Total – Tax Revenue	\$ 506,739,800		\$ 6,966,610	\$ 323,353
GIL Federal Government	1,390,400	2.65	36,846	(2,912)
GIL Federal Agencies	673,500	2.65	17,848	29
GIL Provincial	95,693,500	<i>Various</i>	1,106,956	(36,613)
Total Tax Revenue	\$ 604,497,200		\$ 8,128,260	\$283,857

• 2025-26 Increases:

- Net increase of \$284,000
- \$114,000 Education Transfer (7%)
- \$105,000 RCMP (5%)
- \$ 65,000 left
 - All other operating accounts: 0.8% to 0.9% increase

New Expenses - Operations

- Support Staff
 - Project Manager
 - Safety Officer
- Support Software
 - Timesheets, Human Resources, Procurement
- Accessibility & Safety
- Restructure Account
 - Annual Cost of Living Adjustment
 - Labour Contract Negotiations
 - Maternity/Paternal Leave
 - Historic Labour Obligations

Updates- Operations

- Staff Reorganization
 - Stores Clerk: Public Works to Corporate Services
 - Strategic Initiatives Coordinator: Administration to Infrastructure & Engineering
 - Marketing & Communication Officer: Community Development to Administration
- Updated Cost Recoveries to include new staff & shared service expenses

Budget Overall

Summary	2025-26	2025-26	2024-25	25-26 Budget v 24-25 Budget	2024-25	25-26 Budget v 24-25 Projections
	Budget (Best Case)*	Budget (No Tax Increase)	Budget	Variance	Projections*	Variance
Revenue						
Taxes	9,395,077	8,321,893	7,931,983	1,463,095	7,992,521	1,402,556
Grants in Lieu of Taxes	1,366,758	1,169,369	1,206,255	160,503	1,208,865	157,893
Sale of Services	1,335,737	1,335,737	1,058,889	276,848	1,071,126	264,611
Services provided to other governments	463,847	463,847	397,903	65,943	188,370	275,476
Other revenue from own sources	300,871	295,871	137,095	163,776	220,959	79,913
Unconditional Transfers from other governments	691,194	691,194	204,039	487,155	572,727	118,467
Other Transfers	2,128,570	2,628,570	2,125,770	2,800	1,313,144	815,426
	15,682,055	14,906,481	13,061,933	2,620,121	12,567,713	3,114,342
Expenditure						
Mayor and Council	513,254	523,254	460,844	52,410	604,244	(90,990)
Corporate Services and Office of the CAO	1,077,944	1,129,444	933,010	144,934	1,088,257	(10,313)
Capital Accounts	4,186,086	3,429,910	2,513,576	1,672,510	532,001	3,654,085
Engineering and Public Works	1,670,364	1,670,364	1,462,376	207,988	1,513,559	156,805
Environmental Health Services	1,532,484	1,532,484	1,353,886	178,597	1,784,775	(252,291)
Community Development Administration	226,965	243,215	479,479	(252,513)	218,464	8,502
Partnerships & Initiatives	919,370	919,370	499,701	419,669	1,252,179	(332,809)
Protective Services	3,322,935	3,321,757	2,960,477	362,458	3,099,404	223,532
Recreation and Cultural Services	659,247	664,927	706,221	(46,974)	611,690	47,557
Provincial Responsibilities	1,806,818	1,806,818	1,692,329	114,489	1,692,329	114,489
Restructure Account (new)	315,813	315,813		315,813	-	315,813
	16,231,281	15,557,357	13,061,899	3,169,382	12,396,902	3,834,379
Excess(deficiency) of revenue over expenditure	(549,227)	(650,875)	34	(549,261)	170,811	(720,037)

Best Case:
Residential: \$1.33
Change: 20 cents

Commercial: \$2.90
Change: 25 cents

Rate Changes vs CPI

Year	Residential Rate	Commercial Rate	CPI	CPI Resi Rate	CPI Comm Rate
2017/2018	1.06	2.58	1.3%	1.06	2.58
2018/2019	1.09	2.61	1.7%	1.07	2.61
2019/2020	1.09	2.61	1.6%	1.09	2.66
2020/2021	1.09	2.61	2.2%	1.11	2.70
2021/2022	1.10	2.62	0.6%	1.13	2.76
2022/2023	1.11	2.63	4.8%	1.14	2.78
2023/2024	1.11	2.63	7.6%	1.20	2.91
2024/2025	1.13	2.65	3.6%	1.29	3.13
2025/2026	1.13	2.65		1.33	3.24

Best Case:

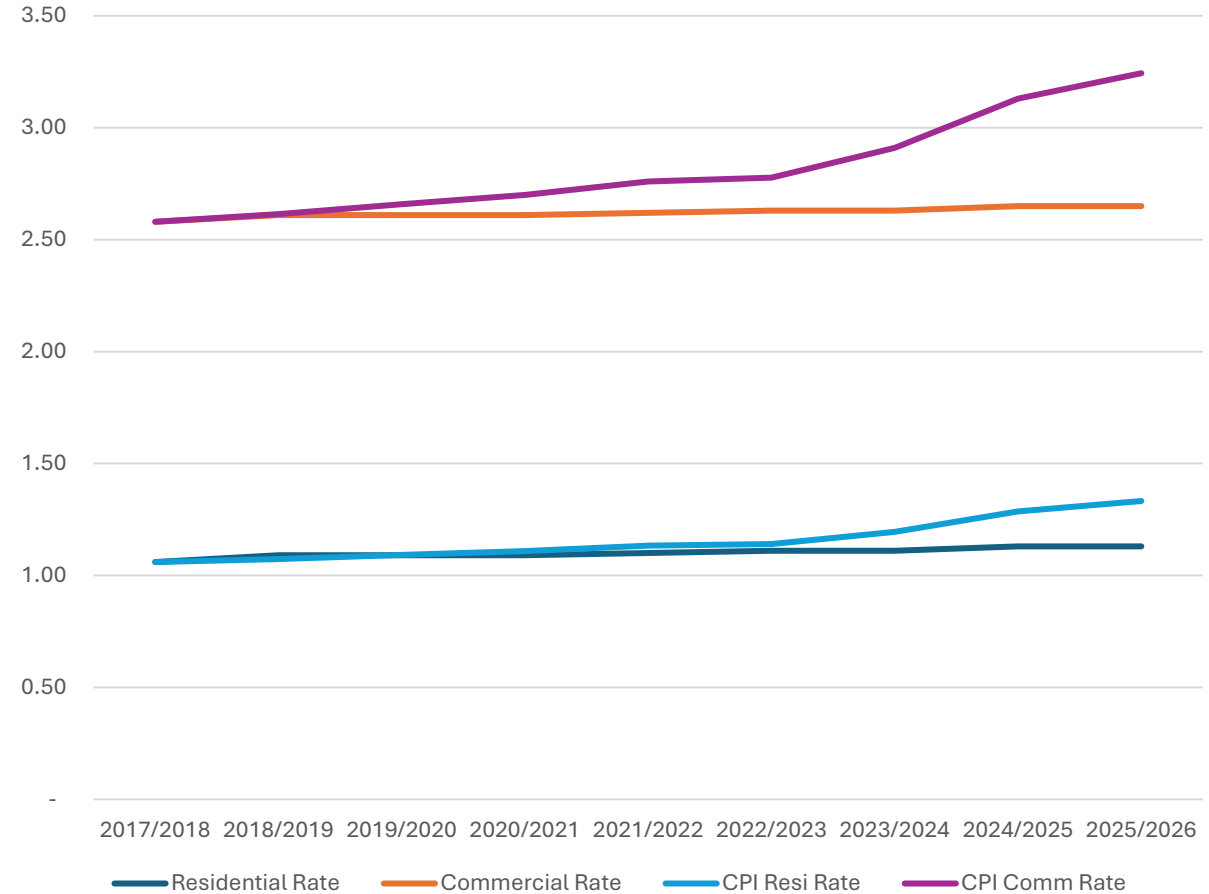
Residential: \$1.33

Change: 20 cents

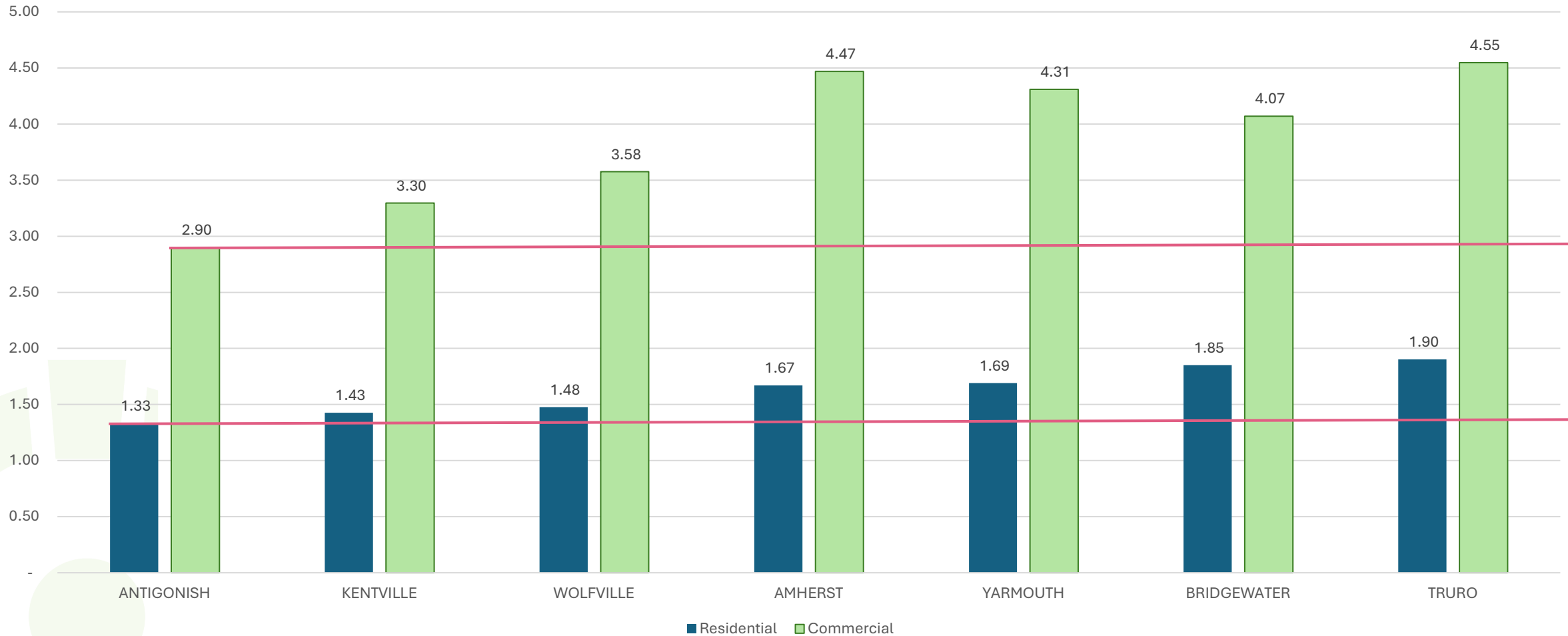
Commercial: \$2.90

Change: 25 cents

Tax Rate Change vs CPI



Update Comparison to Nova Scotia Towns



Reserves Status – Best Case

	2025-26 Earmarked*	2025-26 Budget Withdrawals	
Capital Reserve			
Opening Balance	2,250,500		
College Street Bridge	(279,000)		
Church Street Roundabout	(211,000)		
Fire Vehicle	(572,600)		
Creighton Lane Parking Lot	(256,000)		
<i>Project Total</i>	(1,318,600)		
Projected Ending Balance	931,900	1,000,000	(68,100)
		*Unearmark some funds	
Operating Reserves	2025 Earmarked Opening	2025-26 Budget Withdrawals	
Opening Balance	1,885,560.00		
Network Upgrade	(38,000)		
Traffic Flow/Parking Assessments	(10,000)		
College St (ECCU) - Sidewalk	(78,000)		
College St (Main St to Mid Block X-walk)	(4,000)		
Project Total	(130,000)		
2024-25 Surplus			
Projected Ending Balance	1,755,560	867,570	887,990

Option 1: No Borrowing

- Ability to not borrow for best case scenario, but will reduce reserves.
- Assume deficit comes from Operating
- Capital: 1,250,500 (100% earmarked)
- Operating: \$468,763 (130K earmarked)

Breakout may be between capital and operating but assume operating for tonight's discussion

Reserves Status – No Tax Rate

	2025-26 Earmarked*	2025-26 Budget Withdrawals	
Capital Reserve			
Opening Balance	2,250,500		
College Street Bridge	(279,000)		
Church Street Roundabout	(211,000)		
Fire Vehicle	(572,600)		
Creighton Lane Parking Lot	(256,000)		
<i>Project Total</i>	(1,318,600)		
Projected Ending Balance	931,900	1,000,000	(68,100)
		*Unearmark some funds	
	2025 Earmarked Opening	2025-26 Budget Withdrawals	
Operating Reserves			
Opening Balance	1,885,560.00		
Network Upgrade	(38,000)		
Traffic Flow/Parking Assessments	(10,000)		
College St (ECCU) - Sidewalk	(78,000)		
College St (Main St to Mid Block X-walk)	(4,000)		
Project Total	(130,000)		
2024-25 Surplus			
Projected Ending Balance	1,755,560	1,367,570	387,990

Option 1: No Borrowing

- Ability to not borrow for no tax rate scenario, but will reduce reserves significantly.
- All projects outside of Fire Vehicle & Church Street Roundabout should be unearmarked
- Total remaining reserves \$334,015 + \$783,600

Breakout may be between capital and operating but assume combination for tonight's discussion

Borrowing Capital (up to balance to \$0, best case)

Date	Principle	Total Interest	Total Repayment	Interest Rates
2025-05-28	0	9,625.00	9,625.00	
2025-11-28	55000	9,625.00	64,625.00	3.5000%
2026-05-28	0	9,427.00	9,427.00	
2026-11-28	55000	9,427.00	64,427.00	3.4280%
2027-05-28	0	9,487.50	9,487.50	
2027-11-28	55000	9,487.50	64,487.50	3.4500%
2028-05-28	0	9,677.25	9,677.25	
2028-11-28	55000	9,677.25	64,677.25	3.5190%
2029-05-28	0	9,935.75	9,935.75	
2029-11-28	55000	9,935.75	64,935.75	3.6130%
2030-05-28	0	10,315.25	10,315.25	
2030-11-28	55000	10,315.25	65,315.25	3.7510%
2031-05-28	0	10,692.00	10,692.00	
2031-11-28	55000	10,692.00	65,692.00	3.8880%
2032-05-28	0	11,101.75	11,101.75	
2032-11-28	55000	11,101.75	66,101.75	4.0370%
2033-05-28	0	11,387.75	11,387.75	
2033-11-28	55000	11,387.75	66,387.75	4.1410%
2034-05-28	0	11,665.50	11,665.50	
2034-11-28	55000	11,665.50	66,665.50	4.2420%
	550,000.00	206,629.50		

Option 2: Borrowing

Based on current assessment values will require approximately an increase next year of **1.23 cents**

Borrowing Capital (up to balance to \$0, no tax rate increase)

Date	Principle	Total Interest	Total Repayment	Interest Rates
2025-05-28	0	11,392.50	11,392.50	
2025-11-28	65100	11,392.50	76,492.50	3.5000%
2026-05-28	0	11,158.14	11,158.14	
2026-11-28	65100	11,158.14	76,258.14	3.4280%
2027-05-28	0	11,229.75	11,229.75	
2027-11-28	65100	11,229.75	76,329.75	3.4500%
2028-05-28	0	11,454.35	11,454.35	
2028-11-28	65100	11,454.35	76,554.35	3.5190%
2029-05-28	0	11,760.32	11,760.32	
2029-11-28	65100	11,760.32	76,860.32	3.6130%
2030-05-28	0	12,209.51	12,209.51	
2030-11-28	65100	12,209.51	77,309.51	3.7510%
2031-05-28	0	12,655.44	12,655.44	
2031-11-28	65100	12,655.44	77,755.44	3.8880%
2032-05-28	0	13,140.44	13,140.44	
2032-11-28	65100	13,140.44	78,240.44	4.0370%
2033-05-28	0	13,478.96	13,478.96	
2033-11-28	65100	13,478.96	78,578.96	4.1410%
2034-05-28	0	13,807.71	13,807.71	
2034-11-28	65100	13,807.71	78,907.71	4.2420%
	651,000.00	244,574.19		

Option 2: Borrowing

Based on current assessment values will require approximately an increase next year of **1.45 cents**

Questions

