


MEETING: Committee of the Whole Meeting

DATE: September 2, 2025

TIME: 6:00 PM

PLACE: Town Council Chambers

Agenda

1. **Call to Order & Land Acknowledgement**
 2. **Approval of Agenda**
 3. **Acceptance of Minutes**
 - 3.1 Minutes of the Committee of the Whole Meeting of August 5, 2025
 4. **Presentation/Proclamation**
 - 4.1 Micro-Mobility Electric Scooters – Stephen Gaudon
 - 4.2 Antigonish Women’s Resource Centre – New Build Update
 - 4.3 Seniors for Climate Day – September 20, 2025, Proclamation (Information Only)
 5. **Business from Minutes**
 - 5.1 Main Street Crosswalks (WSP report)
 - 5.2 Nova Scotia Federation of Municipalities (NSFM) – Discussion
 6. **New Business**
 - 6.1 Tax Grants Non-Profits
 - (a) Canadian Association for Community Living (CACL)
 - (b) HOW Club
 - (c) Independent Order of Odd Fellows (IOOF Jewel Lodge # 42)
 - 6.2 Human Resource Policy Update- Preventing Workplace Harassment Policy
 7. **Councillor Reports**
 8. **Adjournment**
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**Committee of the Whole
August 5, 2025
Town Council Chambers**

Present

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

Regrets

Mayor Sean Cameron

Also in Attendance

R. Delorey, CAO
M. Fougere, Deputy Clerk
K. Meisner, P.Eng., Director of Infrastructure and Engineering
M. Barkhouse, Director of Corporate Services
M. Williams, Marketing and Communications Officer

Media

Members of the Gallery

1. Call to Order & Land Acknowledgment

Mayor S. Cameron called the meeting to order at 6:02 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 Agenda

Additions under New Business:

Item 6.8 – Mandatory Water Discussion (Councillor McKenna)

Item 6.9 – Sewer Update (Deputy Mayor Roberts)

Moved: Councillor Pelly

Seconded: Councillor MacLellan

Motion: That the agenda be approved as amended.

Motion Carried

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3. Acceptance of the Minutes

The minutes of the Committee of the Whole Meeting held on June 3, 2025, were accepted as presented, with the following correction under Item 8 (Councillor Reports – Councillor Murray): the wording “Committee meeting and a proposed AGM” shall be corrected to read “Committee meeting and a proposed AGM of the Museum.” The Deputy Clerk will make the correction.

4. Presentations

4.1 Settlement in Antigonish for Families from Everywhere Society (SAFE)

Mr. Mark Ballard, along with representatives from SAFE (formerly Syria-Antigonish Families Embrace), presented to Council on the Society’s work supporting refugee sponsorship and settlement in Antigonish, Pictou, and Inverness counties. SAFE began in 2015 and, since 2018, has held Sponsorship Agreement Holder status, enabling the group to help reunite families and support sponsorship efforts in the region.

SAFE highlighted their history of welcoming newcomers from Syria, Congo, Somalia, and Afghanistan, emphasizing the generosity of the community in providing both financial and settlement assistance. Background information was also provided on Canada’s private sponsorship program and its requirements.

SAFE is planning its 10th anniversary celebration on November 15, 2025. This one-day event will feature workshops for volunteers and newcomers, a community dinner showcasing newcomer businesses and international music, and a keynote speaker.

Request to Council: SAFE is requesting a one-time contribution of \$6,000 to support the event, ensuring it is inclusive and accessible to all community members, including newcomers.

During the question-and-answer period, Council sought clarification on the number of newcomers in Antigonish (approximately 100, excluding Ukrainians who arrived through other channels). Discussion also touched on the greatest needs by country (e.g., Somalia, Congo), with sponsorship applications often taking 2–4 years. SAFE will provide budget details to staff and noted they are also seeking financial support from the Municipality of the County of Antigonish.

No decision was made at this meeting; the request will be brought forward to the August Regular Council meeting for consideration and motion.

5. Business from Minutes

There was no business arising from the minutes.

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6. New Business

6.1 Beautification Recognition (Councillor Murray)

Councillor Murray presented a recommendation from the Beautification Committee that Oona Landry be recognized for over 30 years of service on the Town Committee. A supporting memo was included in the Council package. This item is provided for Council's information, with a decision to be brought forward at the August Regular Council meeting. Discussion ensued.

6.2 Creighton Lane – Parking Update

The CAO provided a brief presentation on the current parking configuration, noting that a parking kiosk has been ordered and that free parking will continue until installation in early September. The proposed design, developed by WSP in 2020, aims to improve traffic flow and provide approximately 100 spaces, including five accessible spaces and two solar/moveable kiosks, representing a net loss of about 10 spaces. Line markings along the riverbank are also planned.

Property ownership issues were discussed. A meeting was held July 18 with parcel owners. Options considered:

- Paid parking only for previously metered spaces (≈59 spots)
- Paid parking for metered + some unmetered (≈95 spots)
- Maintain 24–25 free spaces on private property.

Questions were raised about consistency with the Town's overall parking policy and concerns about non-shoppers using spaces.

Differing views were expressed regarding paid vs. free parking, with suggestions for a mixed approach (e.g., certain rows free, others paid).

Concerns noted about reduction of total spaces and adequacy of proposed free spaces. By-law enforcement practices were discussed; CAO noted that data on enforcement will be brought to a later council meeting once the data has been obtained.

6.3 CRA Town Rep

Meaghan Barkhouse, Director of Corporate Services, informed Council of the need to designate CAO Randy Delorey as the Town's authorized representative (owner) with the Canada Revenue Agency (CRA) to enable access to the Town's CRA online account. As no current employee is listed as the account owner and the existing contact is unknown, Council, by consensus, approved the designation of the CAO as the CRA account owner. This process will also be adopted as a standard practice during future staff transitions.

6.4 Solar Garden Municipal Finance Debenture (Commitment Letter and Pre-Approval Form)

M. Barkhouse provided an overview of financing options for the Solar Garden project, noting that details were included in the Council package. A commitment letter will be required to proceed with a Municipal Finance Corporation (MFC) debenture in the fall. Financing options for a Public Works loader were also discussed, with debenture financing offering lower interest than leasing.

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A resolution for MFC borrowing will be brought forward at the next Regular Council meeting on August 18.

6.5 RK By-Law Amendments

The CAO provided an overview of proposed amendments to the RK By-Laws. The first amendment would streamline the approval process by removing the requirement for provincial approval, leaving Municipal Council as the approving body. The second relates to the timing of the AGM, clarifying requirements for the delivery of reports, which historically occurred no later than June each year.

No decision was made at this meeting. Council may invite an RK representative to a future meeting for further discussion.

6.6 2025 Sidewalk Projects

Kyle Meisner, Director of Infrastructure and Engineering provided an update on sidewalk priorities previously discussed during budget meetings. Projects identified include:

- Pleasant Street to Hawthorne Street: construction of a sidewalk on the hill where none currently exists.
- Church Street: widening sidewalks from 4 ft. to the accessible standard of 6 ft., with priority from Mariner Drive to the Mall, and eventual extension to the St. Ninian's crosswalk.

Council discussion took place, and it was noted that the concrete crew began work today.

6.7 Line-Painting Update

K. Meisner, provided an update on ongoing night-time line-painting, including the realignment of the St. Ninian Street crosswalk to match the Bridge walkway. A few missing markings were identified and noted for completion. Deputy Mayor Roberts acknowledged the quality of the newly painted crosswalks.

Council discussions took place.

A suggestion from Councillor MacLellan was made to prepare a map of all crosswalks and sidewalks in Town for staff reference.

Recess: 7:37 PM

Reconvene: 7:47 PM

6.8 Mandatory Watering Discussions

The CAO reported that voluntary water conservation measures will move to mandatory restrictions effective 6:00 AM, August 6, with enforcement measures in place for non-compliance. The urgency was emphasized, noting current drought conditions are among the worst in decades. The CAO commended the County for assisting with supplementary water supply and confirmed conservation protocols are available to Council and the public.

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During discussion, Councillor Murray inquired about timelines for potential water supply depletion. Staff responded that river flows would decline before dam levels. Councillor McKenna raised concerns about the impact on vegetable gardens and asked whether limited allowances might be considered. The CAO explained that such practices are generally restricted but could be reviewed at Council's discretion, while also noting the communication challenges this would present. It was further discussed that although direct hose use is prohibited, residents may reuse household water, such as from sinks or dehumidifiers.

6.9 Sewer Update

The CAO provided an update on recent measures to address wastewater treatment challenges. A new recirculation system is now operating, pumping water from Cell 6 back to Cell 1 to increase oxygen levels and improve stability. Early data indicates no negative effects and some signs of improvement.

Discussions have also begun with Nova Scotia Environment regarding the potential use of a well, with staff noting the province has been supportive and collaborative.

Council members discussed the ongoing odor concerns and resident frustrations, particularly in the Mount Cameron and East End areas. While data trends are showing improvement, the odor issue remains. It was noted that there is no quick fix, and the unusually warm summer has compounded the challenges.

Ideas such as cooling methods (e.g., pond coverings or plastic balls) were raised. The possibility of a well for future use will continue to be explored.

7. Councillor Reports

Councillor MacLellan

Reported that a successful community cleanup was held in June, noting that the event went well and was enjoyable. He also expressed hope that the new provincial recycling program, Circular Materials, will meet its contractual obligations.

Councillor McKenna

Provided an update on recent activities and meetings attended, including:

Committee meetings: Waste Management, Police and Licensing, Accessibility, RK Board, Finance, Steering, and AGM.

Events: CACL Ham and Bean Supper, Antigonish Chamber of Commerce Golf Tournament, Mini-Pitch Grand Opening, RK MacDonald Ground-Breaking Ceremony, Filipino Society Flag Raising, EDPC Planning and Advisory Presentation, Canada Day Celebrations, CACL Barbecue, and the Emancipation Event.

Councillor McKenna highlighted that the Emancipation event was a very meaningful gathering. He praised the Deputy Mayor and the Warden for their contributions and noted it was a good opportunity to learn more about loyalist history and to reflect on how to keep building inclusive communities.

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Councillor Sullivan

Had nothing to report.

Councillor Murray

Reported on the Canada Day celebrations, highlighting the addition of a children's choir. He noted that while the choir faced some challenges with stage access and not having microphones, they still plan to return next year.

Councillor Pelly

Had nothing to report.

Deputy Mayor Roberts

Provided the following update:

May: Attended 7 meetings and 3 events, and signed cheques as required.

June: Attended 6 meetings and 8 events, represented the Town at 2 flag-raising ceremonies, and signed cheques as required.

July: Attended 2 meetings (noting the Police Advisory meeting was cancelled due to lack of quorum) and signed cheques as required.

8. In-Camera

8.1 Legal advice eligible for solicitor-client privilege; MGA Sec 22 (2) (g)

8.2 Contract negotiations; MGA Sec 22 (2) (e)

At 8:28 p.m., Council moved to go In Camera.

Moved: Councillor MacLellan

Seconded: Councillor Murray

Council reconvened in open session at 9:06 p.m.

9. Adjournment

There being no further business, the meeting was adjourned at 9:06 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

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MICRO-MOBILITY ELECTRIC SCOOTERS



HOPP IS CARBON NEUTRAL IN COOPERATION WITH
THE ICELAND CARBON FUND

HOPP IN THE MAKING

2019

Reykjavík, Iceland

Hopp is created. 60 scooters take off on a cold September morning in Reykjavík.

EOY: 60 scooters in 1 location

2020

Costa Blanca, Spain

First branch-off from Hopp established.

EOY: 750 scooters in 2 locations

2021

Franchise model established

Increased demand for new locations answered by setting up Hopp ehf., franchisor for all Hopp related products.

EOY: 1550 scooters in 7 locations

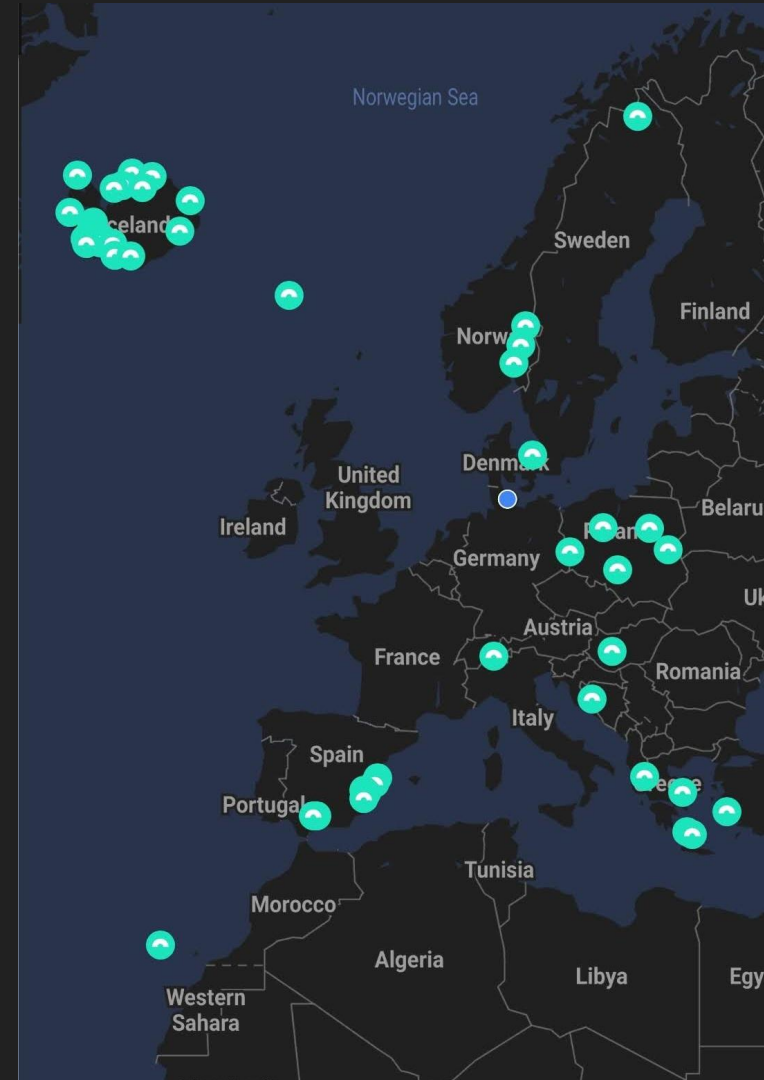
2022

Hopp expansion

Hopp franchises welcomed around the world.

EOY: 6600 scooters in 33 locations

Shared electric cars launched in Reykjavík as a pilot project



HOW WE OPERATE

- All Hopp franchises owned and operated by locals
- Local contact, knowledge and connections very important to Hopp
- Hopp in Iceland handles development of the user app, the management app, logistics for spare parts and scooters, technical know-how



OKAI ES400B SCOOTERS

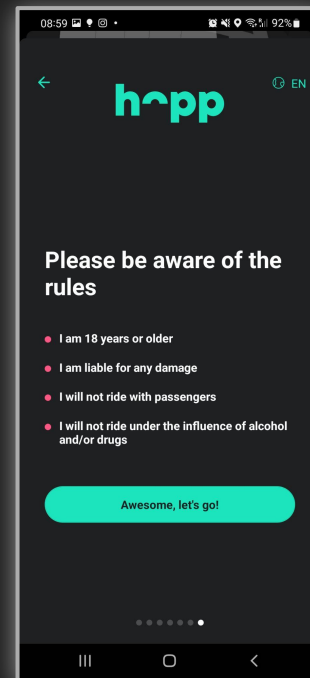
- High quality and extremely sturdy
- Swappable batteries
- Full lights, including indicator and brake lights
- Monitored 24/7 by our local operators



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SAFETY REQUIREMENTS

- Safety briefing when app is first used in each city
 - Traffic rules
 - Responsible parking
 - Community thinking
- Graphical presentation of all rules enforced locally
 - 2 meter clearance on sidewalk
 - Possible no-parking zones
 - Preferred parking zones



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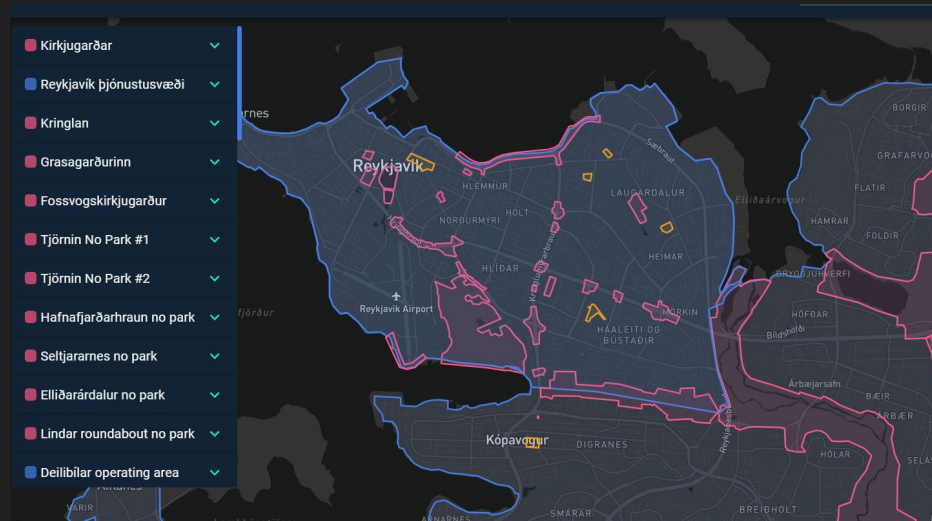
RESPONSIBLE PARKING

- Every ride ends with a photo of the parked scooter
- Hopp temporarily or permanently bans repeat parking offenders
- If a Hopp scooter is not rented for 24 hours a member of staff makes sure it is operational, approachable and moves it to a better location
- Changes in location for dropping off scooters easily dealt with
- 24/7 phone number for reporting scooters



GEOFENCING

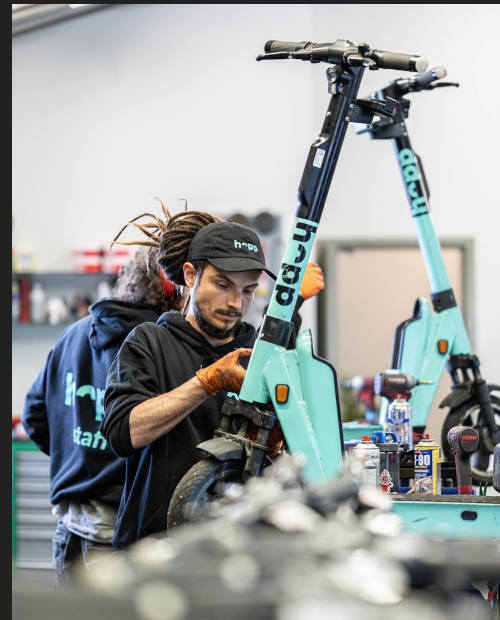
- Operational Zone
 - No parking zones
 - Preferred parking zones
 - No riding zones
 - Slow zones
- Setup of new zones takes a few hours
- GPS signal sent every 10 seconds



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DAILY OPERATIONS

- Move scooters reported as a hazard
- Move scooters requested to be moved
- Recover scooters
- Swap batteries
- Move badly parked scooters
- Straighten toppled scooters
- Pick up faulty scooters
- Pick up scooters for QC inspection
- Inspect scooters not moved for 24 hours



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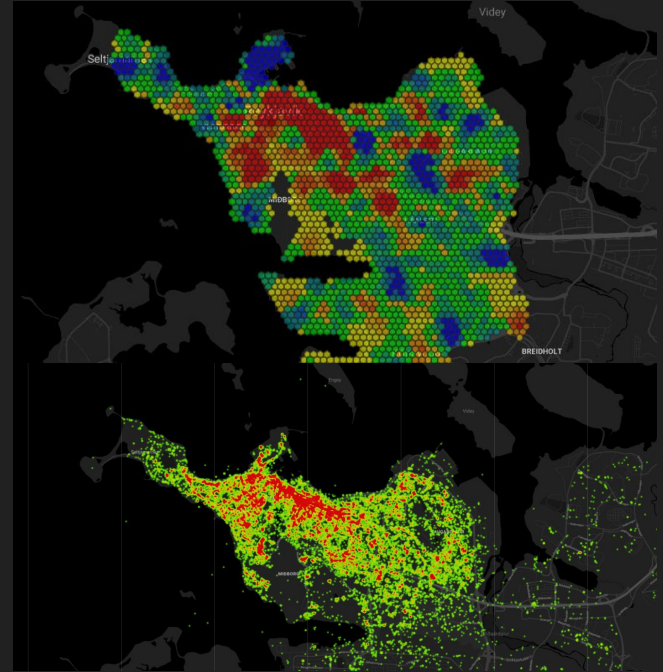
OTHER PROVISIONS

- Winter operations can either be reduced or all scooters fitted with studded tires
- Hopp fully complies with local provisions regarding holidays, festivals, outdoor markets etc.
- Hopp Stops in collaboration with local businesses



DATA SHARING

- Hopp is eager to share non-identifiable data with local authorities on a monthly basis, such as:
 - Scooters in service
 - Disappeared scooters
 - Number of trips, average distance and duration
 - Number of active users per day
- Traffic data map
- Complaints and inquiries
- Accidents



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ENVIRONMENTAL FACTORS

- All of Hopp's operations are carbon neutral
 - Electric service vehicles
 - Minimal management level
 - Scooters built to last
- All franchisees must follow Hopp's operational policies
 - Operations Manual
 - Waste Management Policy
 - Health and Safety Policy



HOPP IS FULLY CARBON NEUTRAL

Agreement with Iceland Carbon Fund (kolvidur.is)

Full offsetting of all GHG emissions through planting trees

- Production of scooters
- Shipping
- Daily operations

Calculated value of entire life cycle is 25-35 g of CO₂e/pkm. 35 g assumed for the agreement

Agreement covers all emissions from 1 January 2022



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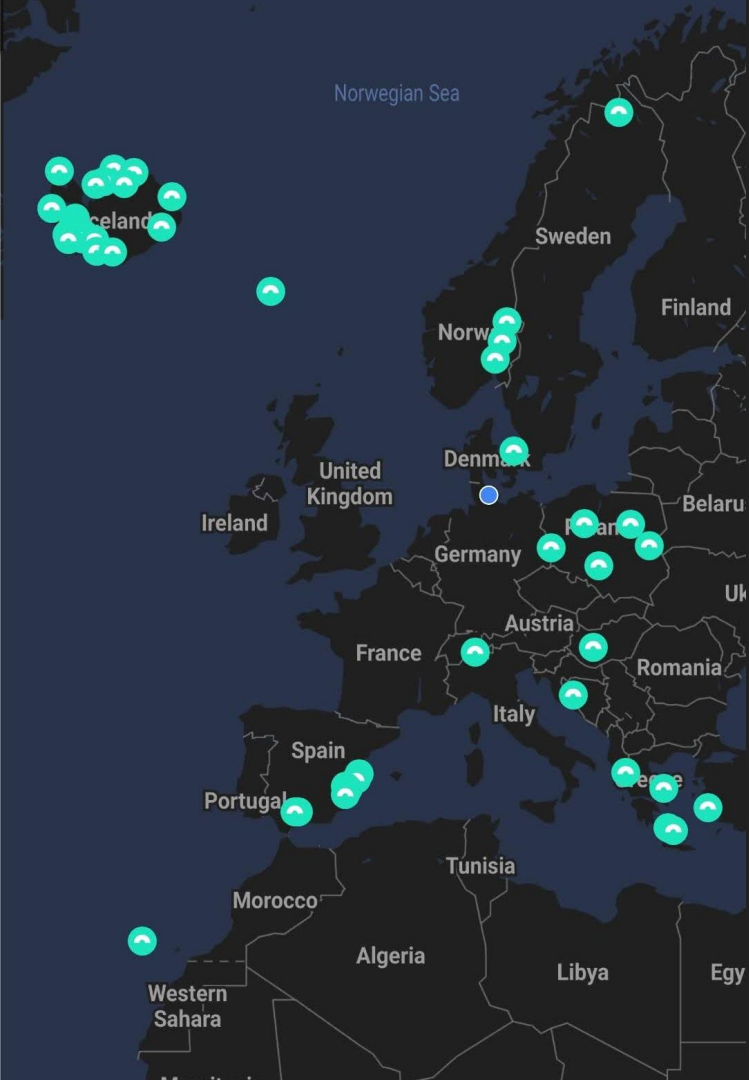


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e-scooters for cities, big and small

The shift from private cars to multi-modal forms of transportation in cities is urgent and extremely important. Hopp scooters are a quick, simple and effective part of that solution. Hopp is part of a growing number of businesses that cater to the needs of those who want to move around more freely, without the need to own a large vehicle that takes up a large portion of the urban landscape.

Since starting our first operation in 2019, Hopp's aim has been on having a positive impact on the cities and towns we operate in. We are constantly working on new initiatives, technology and community outreach to make Hopp shared electric scooters the first and best option for your daily commute.



HOPP OPERATIONS

10 countries in Europe

7,000 scooters in operation

Flexible and proactive adaptation to local laws and regulations

Largest operation in Reykjavík (pop. 250,000)

3,000 scooter + 55 cars

Smallest operation in Blönduós (pop 895)

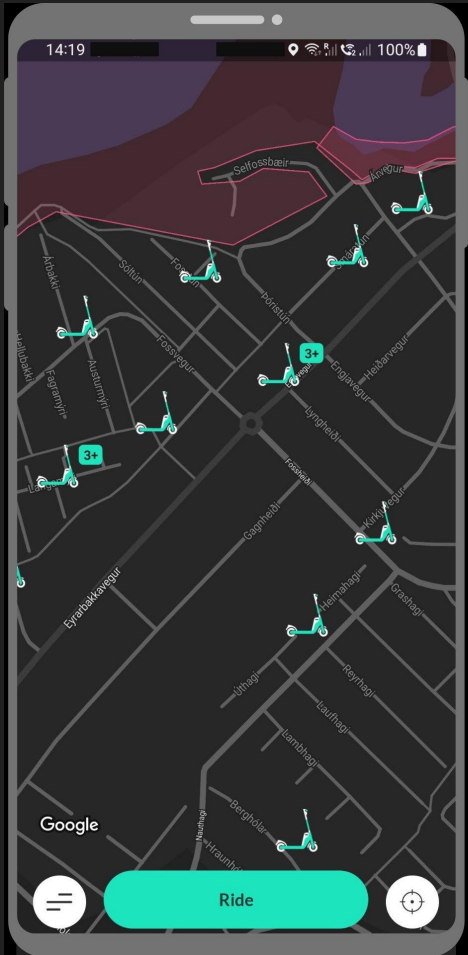
10 scooters



Hopp scooters are managed and controlled at the fleet level using Hopp's state-of-the-art management software, Opp. Every scooter is equipped with GPS and sends a signal with its location and status every few seconds. The location of each scooter is visible in Opp, making tracking, retrieval and maintenance quite straightforward.

Opp is also used to designate the area where Hopp scooters are allowed to go, how fast they can get there and where they are allowed to park once there.

Hopp offers two different approaches in regards to parking, a free-floating fleet or a fleet limited to certain parking locations.



FREE-FLOATING SCOOTERS

Scooters are distributed to certain locations

Users can return scooters to any legal parking location

Users naturally distribute scooters to locations where a scooter is likely needed

Hopp staff redistribute scooters when needed



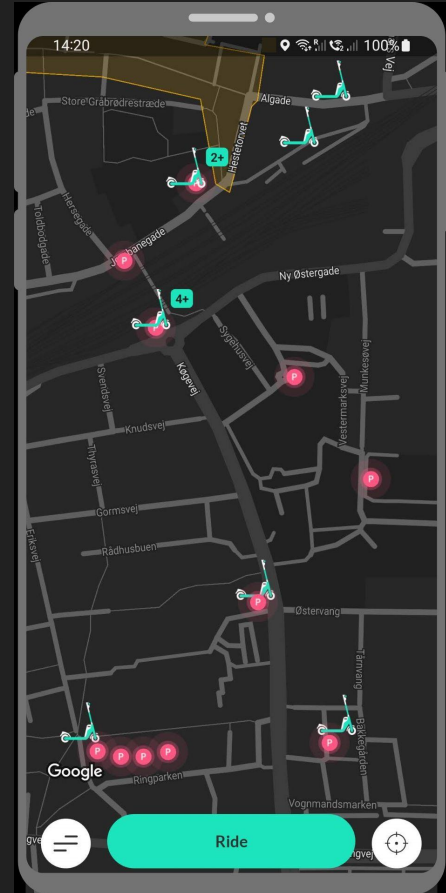
FIXED PARKING LOCATIONS

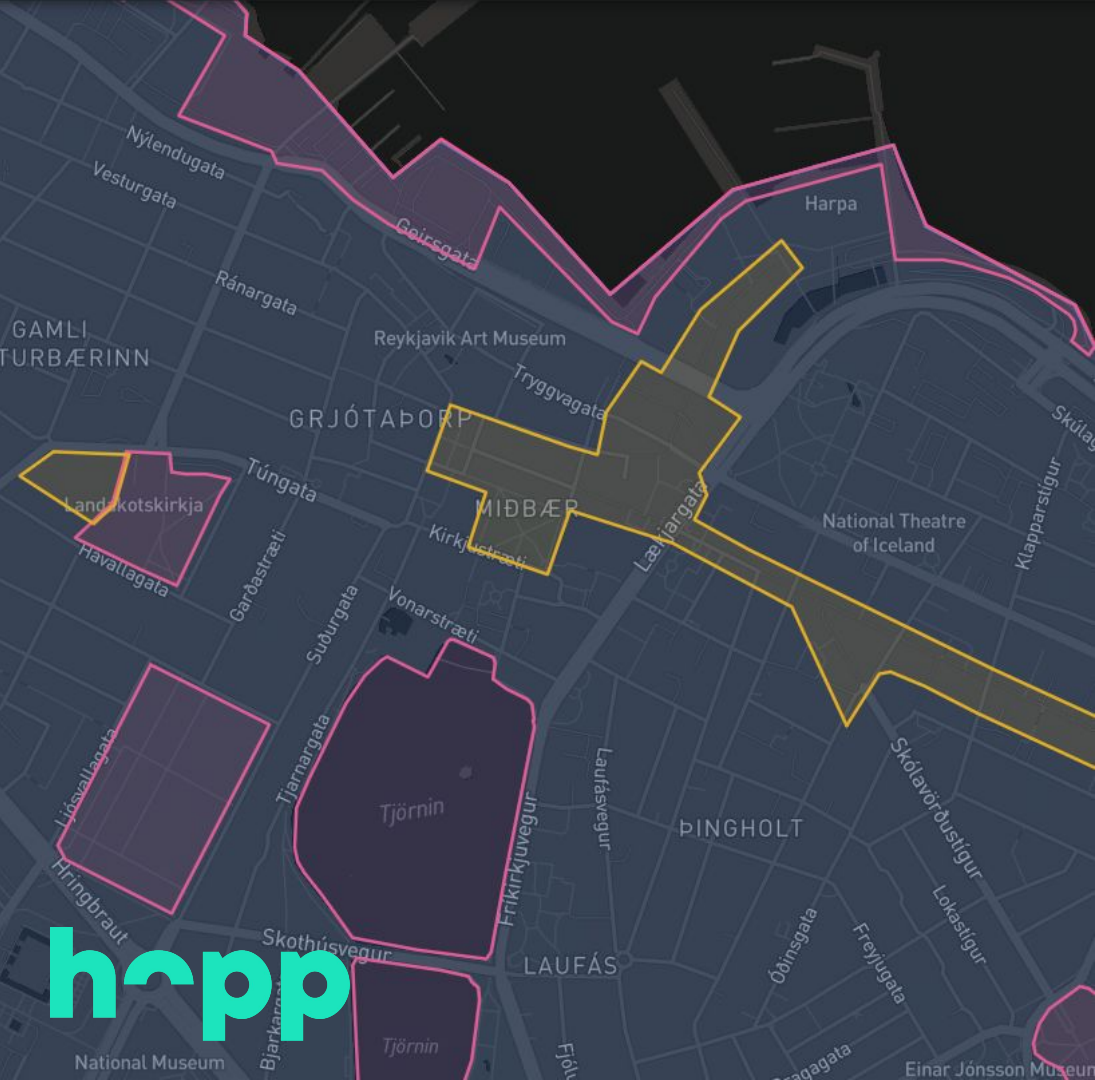
Scooters are distributed to certain locations

Users can only return scooters to these same locations (Hopp Stops)

Requires a certain number of parking locations/sq. km. to be useful for commuters

More control over parking but less overall usage of scooters





RIDER SAFETY

Scooters send GPS signal every 10 seconds for precise location

Top speed, parking status and other alerts controlled centrally

Zones are edited locally in consultation with local authorities

No Parking and Slow Speed zones, discount Parking Stations available for temporary events

Hopp scooters quickly become a part of the landscape wherever we operate. Hopp is very useful alongside traditional public transportation, but even more so in towns that do not have a public transportation system.

Many cities have purchased and operate shared bicycles. Usually the initial investment comes from the municipality, and the municipality supplies employees to service the bicycles.

This is not the case with Hopp. Hopp is a privately owned company and only uses employees, not contractors, for service and maintenance. We at Hopp always aim for good cooperation with local authorities, but for consultation and permitting, not to hand all the work over to someone else.



COST FOR MUNICIPALITIES

Typical cost/involvement for municipality



Typical bike share scheme (for comparison)

Initial investment (100 units)

None, Hopp owns fleet

150,000 - 250,000 EUR

Running cost per year

None, operated by Hopp

40,000 - 60,000 EUR

Income

None, all income goes to Hopp

Varies on usage
Approx. 125 hours of paid rent per bike needed to cover annual costs

Impact on municipality staff

None after initial permit procedure. Hopp handles maintenance

Employees or contractors needed to maintain vehicles

Infrastructure needed

None, renting/returning done through Hopp app.
Stencil paint on ground

Parking hubs at each location

How much usage do Hopp scooters get? Well, we can give you the raw numbers from the analytical part of Opp, but the numbers really make sense when compared to other active forms of transportation.

Reykjavík city in Iceland has placed traffic counters for walking and cycling commuters. Unfortunately they are older than scooter technology, so scooters are counted randomly as either a bicycle or a pedestrian. We looked at our own data and counted how often Hopp scooters had been driven past the exact location of two of the counters.

To make a long story short, Hopp scooters are between 13 and 22 percent of all traffic counted by the official traffic counters.

Not bad for a three year old transportation service company.

REYKJAVÍK PEDESTRIAN/CYCLING COUNTER STATISTICS

1 - Sæbraut

Month	Walking	Biking	Hopp	Hopp %
May	9751	9599	3138	16.22%
June	12767	14774	3560	12.93%
July	10750	15287	4199	16.13%
August	13407	16638	4571	15.21%
September	13923	12574	3661	13.82%
October	9879	10039	3233	16.23%
November	9038	7863	3425	20.27%

2 - Suðurlandsbraut

Month	Walking	Biking	Hopp	Hopp %
May	9751	9599	3214	16.61%
June	12767	14774	4323	15.70%
July	10750	15287	5912	22.71%
August	13407	16638	6135	20.42%
September	13923	12574	3939	14.87%
October	9879	10039	3292	16.53%
November	9038	7863	2658	15.73%

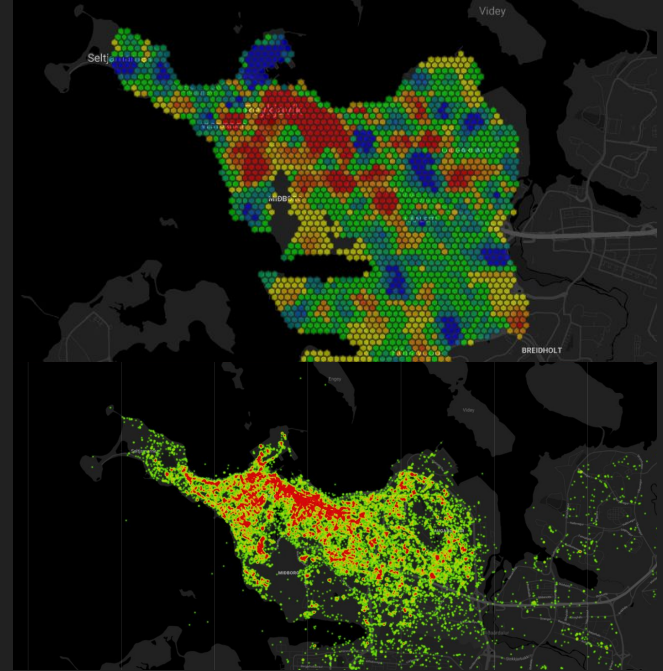


Reykjavík

- 3000 scooters
- 55 electric cars
- 208000 registered users
- 4800 daily commuters

DATA SHARING

- Hopp is eager to share non-identifiable data with local authorities on a monthly basis, such as:
 - Scooters in service
 - Disappeared scooters
 - Number of trips, average distance and duration
 - Number of active users per day
- Traffic data map
- Complaints and inquiries
- Accidents



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At the request of local planning departments Hopp can create a heatmap of all rides that have been taken with Hopp scooters in each period within the operational area. This can give city planning departments a valuable insight into micro-mobility and the use of city infrastructure. In most cases, since different modes of micro-mobility use similar infrastructure, our data can be extrapolated to privately owned scooters and even bicycles.



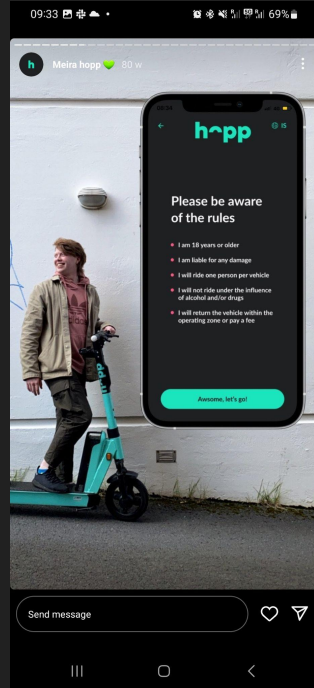
HOPP SAFETY INITIATIVES



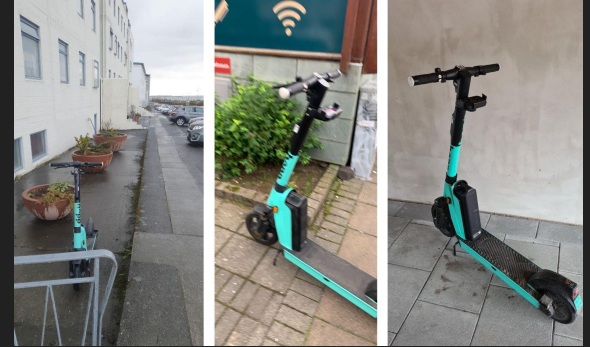
Incentivized parking locations



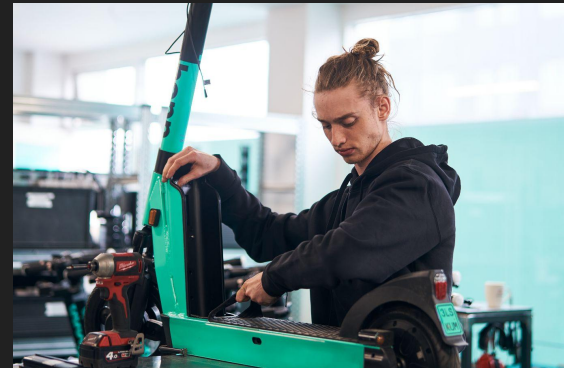
Community shared mobility parking



Social media campaigns



End-of-ride photographs



Strict maintenance schedules

HOPP IS FULLY CARBON NEUTRAL

Using our life-cycle calculations and usage data from Hopp scooters all around the world, Hopp can estimate how much carbon dioxide is released from their use every year. Hopp scooters emit 25-35 g of CO₂e/pkm using this full-cost accounting method.

Hopp works with the Iceland Carbon Fund, a reforestation project spearheaded by the Icelandic Forestry Association, to sequester an equal or greater amount of carbon dioxide by planting trees. Since Hopp scooters are very efficient modes of transportation to begin with, this relatively modest amount of emissions forms the basis of our yearly remittance to ICF.

Our full-cost accounting method looks at every aspect of the scooter lifecycle,

- Production of scooters
- Shipping
- Daily operations
- End-of-life recycling and waste management



The Hopp logo consists of the word 'hopp' in a lowercase, rounded, teal-colored sans-serif font.





Reykjavíkurborg

Borgarstjórnin í Reykjavík

Reykjavík, 23. júlí 2020

R20070150

Letter of recommendation

It is a great pleasure to recommend Hopp Mobility for operating shared scooter services in your city. A homegrown company, they first launched a fleet of scooters in Reykjavík in the fall of 2019, to an incredible reception by locals. Hopp is a fantastic addition to Reykjavík, and makes getting around easier for locals and tourists alike.

What makes Hopp an especially strong addition to any cities' plethora of transit options is their unwavering focus on making the service as reliable to locals as possible. They helped Reykjavík define the framework for any scooter sharing service in Reykjavík, which places strict limits on how many scooters can be on the streets, based on usage. Hopp's citizen focused software allows the city to properly zone scooter usage, and encourages riders to park nicely, and snap a photo for proof.

The data provided by Hopp is instrumental in various policy decisions we make regarding small electric vehicles and bikes as well as decision making for the city infrastructure necessary for these kinds of vehicles. And unlike many companies, they celebrate good regulation. As good regulation on shared micro-mobility helps make the space better for all players and people involved.

I have personally enjoyed the benefits of their service, making my way around our beautiful city on a modality that is not only environmentally friendly, but also simply fun.

Reykjavík loves Hopp, and Hopp loves Reykjavík. Hopefully you'll find a Hopp in your city too.

Dagur B. Eggertsson
Mayor of Reykjavík



Antigonish Women's Centre AGM

Mission, Vision, Values



- Our ***mission*** at Passive Design is to significantly improve the way we use resources for the health of our planet.
- Our ***vision*** is to design beautiful, efficient buildings for everyone.

Passive Design

- A Nova Scotian residential architectural design and engineering firm
- An employee-owned company
- Passive House and Net Zero design specialists
- A collaborative group who work each day towards our *mission* and *vision*
- Our core values are **Care**, **Collaboration**, and **Efficiency**





Molly Merriman

NSAA, OAA, M.Arch.

- Director at Passive Design
- Lead Architect for your project
- Rick Hansen certified.

Accumulative Worldwide CO2 Emissions

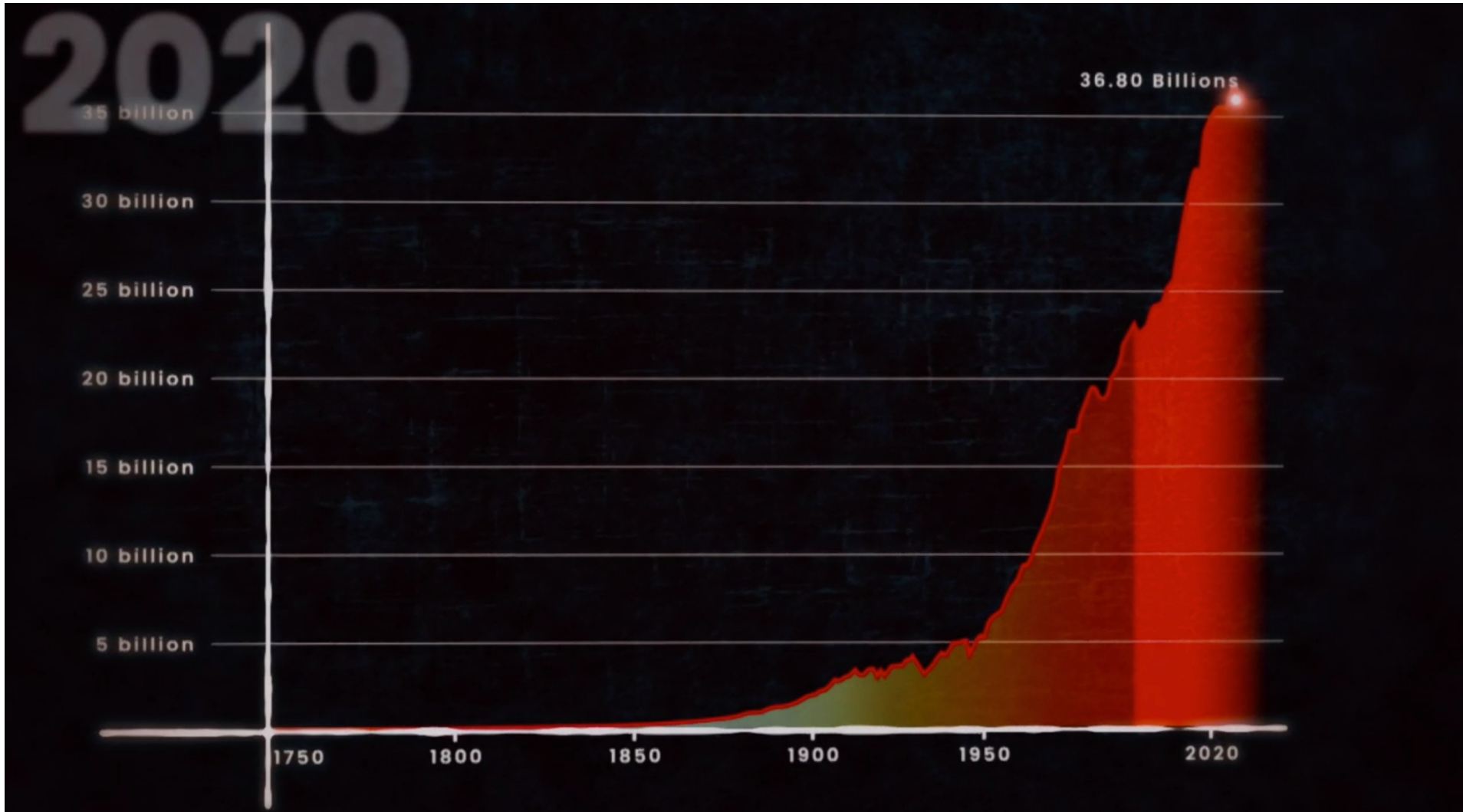


Image Credit: CBC Nature of Things: Apocalypse Plan B

Central Park Coal Equivalent of Worldwide CO2 Emissions for One Year – 10 billion tons

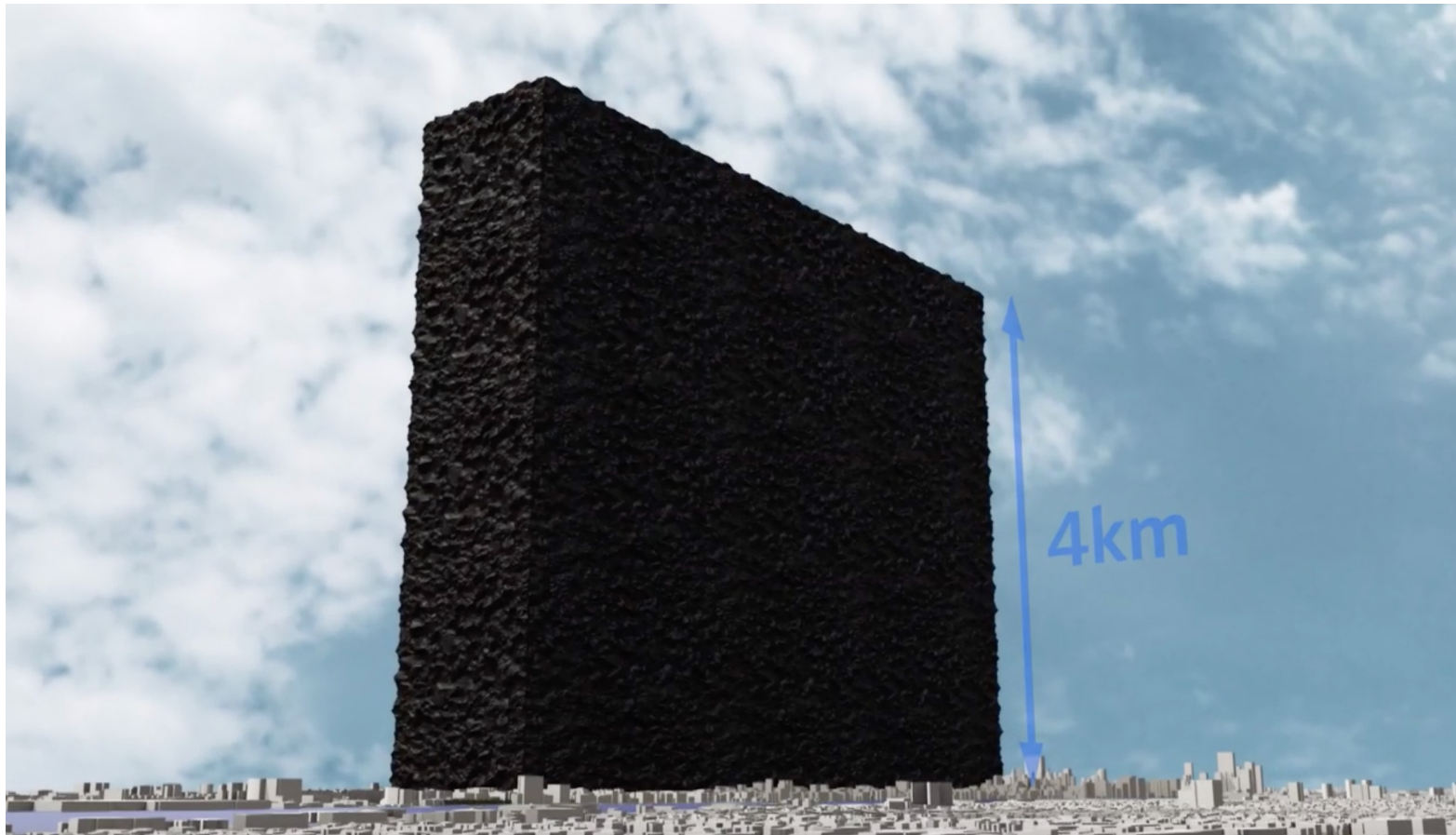


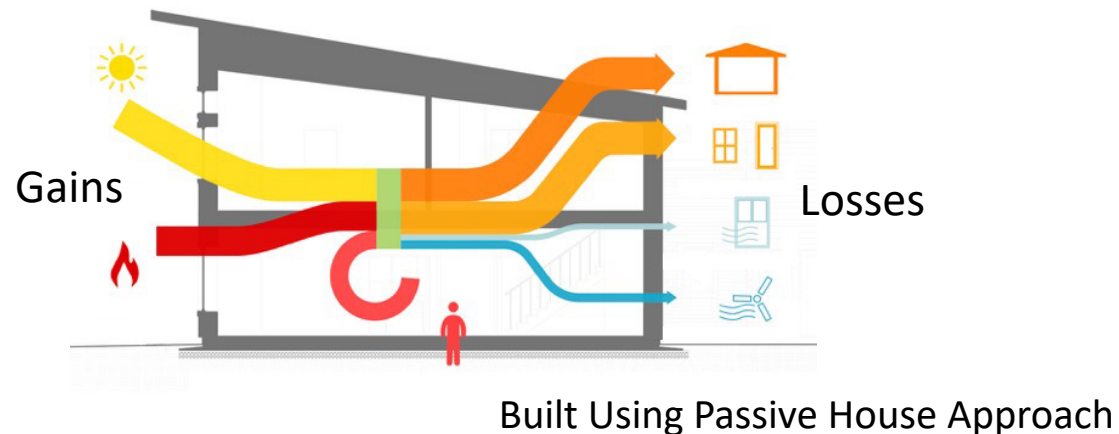
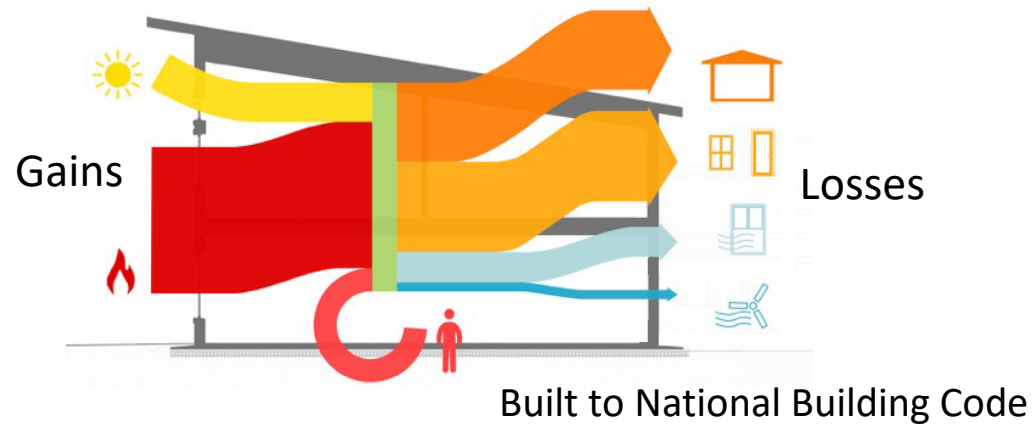
Image Credit: CBC Nature of Things:
Apocalypse Plan B

How do we meet peak loads in NS?



Credit: Shutterstock

High Performance Buildings



- Use Passive House approach and energy model to target Net Zero
- Use cost-effective assemblies and components
- Plan for rooftop solar PV
- Make more durable buildings with lower operating costs

Working in the Non-Profit Sector



- Those with the most to gain from good design often have the least access
- Energy efficiency can play a huge role in the sustainability
- Affordability benefits from an efficiency mindset
- Practical approaches pay off
- Capital funding is often easier to secure than operational funding

Net Zero Design for Not-for-Profit Organizations



Photo by Solar Ascent

- Stable operations costs
- Less maintenance
- Most grants, rebates, and financing programs require investment in energy efficiency
- Insulates organizations from rate increases by NSPI and other utilities
- Doing our part for the health of the planet

-
- “Prioritizing Net-Zero in our building designs is critical. Not only do we see this as an ethical decision to do our part in the fight against climate change, Net-Zero design plays an integral part of our proforma.
 - The cost savings from Net-Zero design improves the financial viability of our buildings while increasing affordability.”

Adriane Salah: Director, Planning and Development
Affordable Housing Association of Nova Scotia (AHANS)



Design Principles for AWRC

Accessibility

Net Zero, Zero Carbon

Family spaces

Separate entries for privacy

Flex spaces on 2nd floor

Welcoming from the street

Proper staff room

Roof design for solar

Complies with the zoning



Site Plan

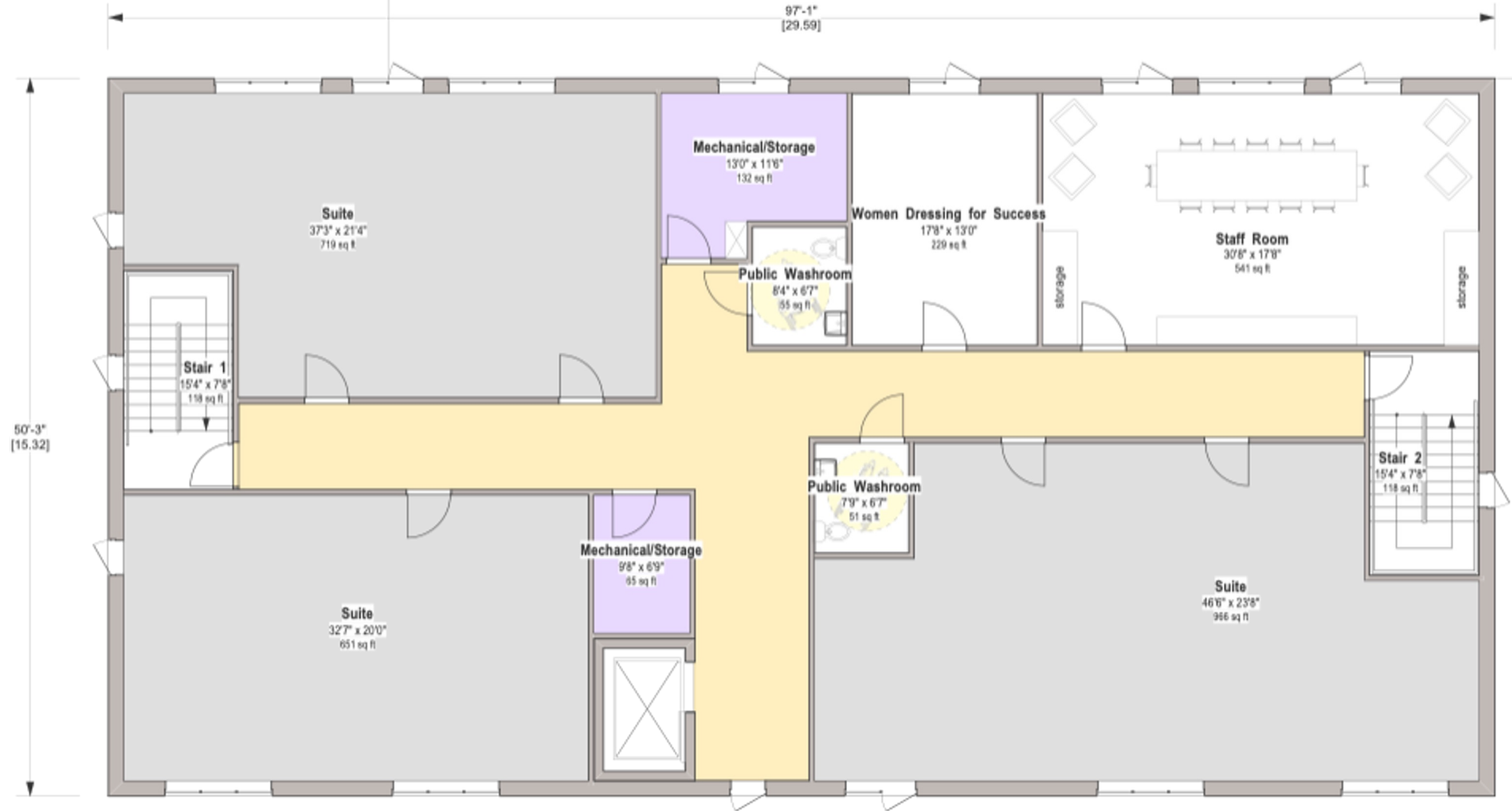


First Floor Plan



1 **GROUND FLOOR PLAN**
 SCALE: 1/8" = 1'-0"
 GROSS FLOOR AREA: 6,015 SF

Second Floor Plan



Street View



Project Timeline

Jun 26 -
Dec 27

Months

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May

Design to Class B



Class B estimate



Complete Construction Documents



Permit Application



Secure funding



Tender and Award

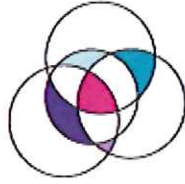


Construction



Questions and Discussion

Thank you for your time!



Antigonish Women's Resource Centre &
Sexual Assault Association

RISE TOGETHER

A HUB FOR HOPE, HEALING, AND REBUILDING



*Conceptual rendering of the proposed centre.



Antigonish Women's Resource
Centre & Sexual Assault Association

A Letter From The Executive Director

For over 40 years, the Antigonish Women's Resource Centre and Sexual Assault Services Association has been a trusted presence in our community—supporting individuals and families through both everyday challenges and life-altering crises.

Through this work, we've seen just how essential it is to have a safe, welcoming space for those who need support. And while we've made real progress, we know the need has outgrown our current space.

That's why we're building a new centre—a permanent, purpose-built facility that will be the first of its kind in our region. This centre will respond to rising demand for trauma-informed care, women's health services, and community supports in rural Nova Scotia.

The new Antigonish Women's Resource Centre will be a sustainable, net-zero building rooted in safety, connection, and care. It will allow us to expand our programs, offering expanded services in women's health, crisis response, violence prevention, and youth leadership. It will be a place where people arrive with stories of trauma and resilience—and leave feeling seen, supported, and no longer alone.

This is more than just a building—it's our commitment to showing up for our community in a stronger, more sustainable way. It represents a lasting capacity for rural Nova Scotia to meet complex, evolving social challenges and ensures that survivors of violence and those in crisis never have to walk alone.

Within these new walls, we won't just provide services—we'll offer hope, healing, and a place to rebuild.

Thank you for your support.

Anita Stewart





Antigonish Women's Resource
Centre & Sexual Assault Association

ABOUT US

The Antigonish Women's Resource Centre & Sexual Assault Services Association (AWRCSASA) is a trusted source of safety, support, and connection across Antigonish and Guysborough Counties. What began as a grassroots initiative has grown into a dynamic, community-led organization rooted in advocacy, education, and systemic change.

Our work spans three core areas: direct services, education, and community development. We take a holistic, person-centred approach to healing, offering:

- Trauma-informed therapy and crisis support
- A daily medical clinic addressing health needs
- Frontline advocacy to navigate justice systems
- Assistance with securing safe and stable housing
- Support for healing after sexual violence

Building for the Future of AWRCSASA

Today, we're building on more than four decades of community-driven work to support survivors, prevent violence, and improve women's health. With the support of our staff, long-time allies, and a dedicated Rise Together Board of Directors, we are looking to create a new, purpose-built facility that will better reflect the depth and urgency of our work.

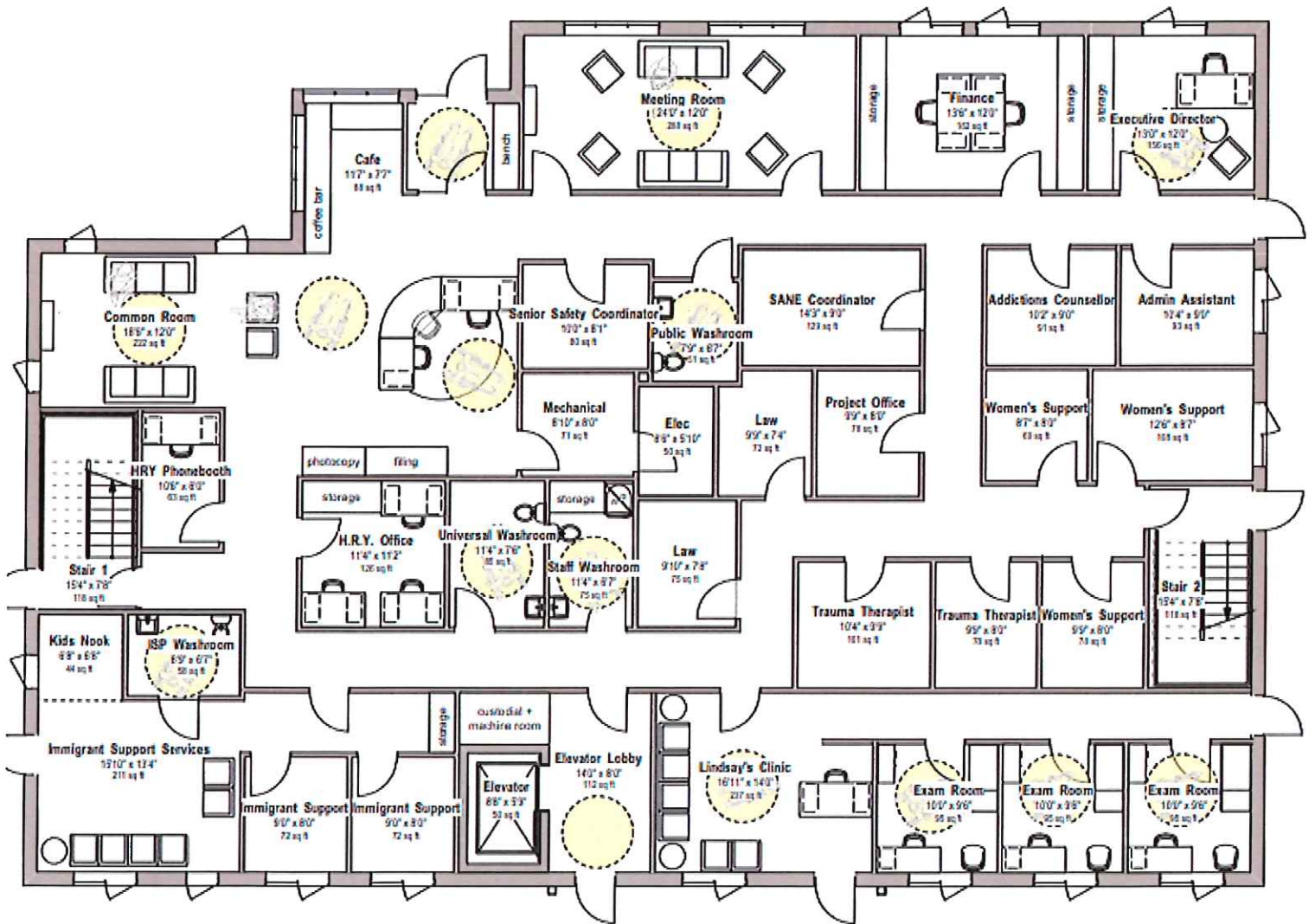
In May 2024, AWRCSASA purchased land at 45 James Street in Antigonish. Here, we will create a permanent, purpose-built facility designed to meet the growing and evolving needs of our communities.

This new space will allow us to expand access to trauma-informed care, enhance women's health services, and bring together crisis response, advocacy, and support for survivors of violence under one roof. It will provide the dignity, privacy, and comprehensive care that women deserve when facing complex challenges.

This is about more than bricks and mortar. It is about building a safe, accessible place where healing happens, where women can find coordinated services, and where hope and empowerment are at the heart of everything we do.

SITE PLAN

First Floor Plan





DESIGNING WITH PURPOSE

We're proud to partner with Passive Design Solutions, a leading Nova Scotia firm known for its expertise in sustainable architecture, to help bring our vision to life.

Together, we're building more than just a structure—we're creating a net-zero, fully accessible space that reflects our deep commitment to both people and the planet.

This new centre will:

- Expand our capacity to serve those who need us most
- Dramatically reduce our environmental footprint
- Lower long-term operating costs

The design process is already underway, and we anticipate receiving our building permit and breaking ground by the end of 2025. As of now, we're proud to say we're on track to open our new centre and welcome the community by January 2027.

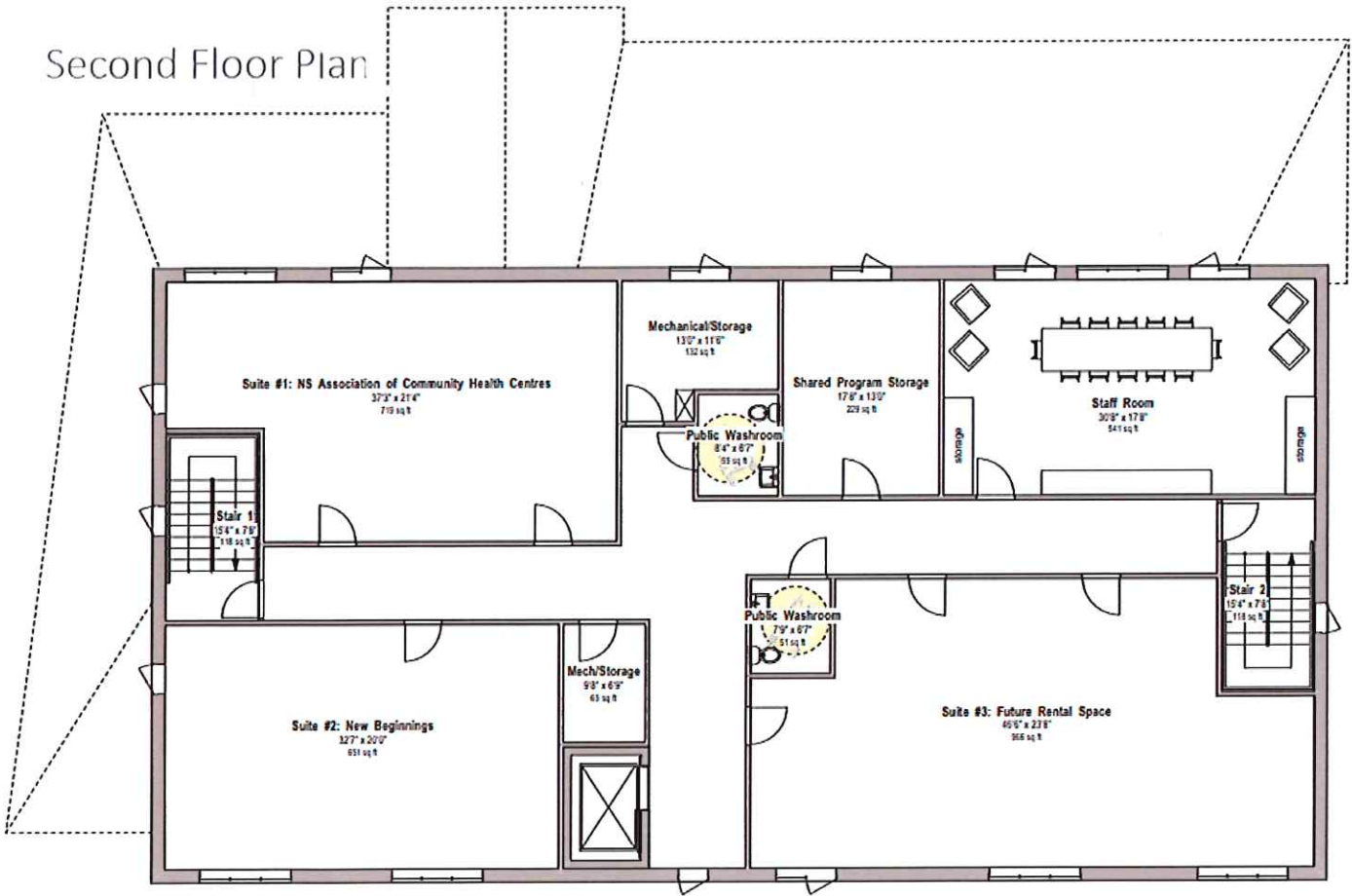
PROJECT TIMELINE

Months	July	Aug	Sept	Oct	Nov	Dec 25 - Jun 27
Design Development and Engineering	Yellow					
Class B costing estimate				Blue		
Complete Construction Documents			Green			
Permit Application				Dark Blue		
Secure funding	Light Blue					
Tender and Award				Orange		
Construction						Red



Antigonish Women's Resource
Centre & Sexual Assault Association

Second Floor Plan



Street View





THE POSSIBILITIES

Our new facility is more than just a building—it's a critical step forward in advancing women's health and safety in our region. Purposefully designed to meet the growing and diverse needs of our community, the space will allow us to expand and strengthen the services we provide every day.

Key features include:

- An expanded Lindsay's Health Centre for Women, offering enhanced clinical support and private consultation rooms to ensure compassionate, confidential care.
- A new Health & Wellness area, separate from the clinic, led by our Wellness Coordinator. This space will feature a Menopause Doula and Birth Doula, and will host engaging workshops, information sessions, and support for women at all stages of life.
- A dedicated, private space for our Sexual Assault Nurse Examiner (SANE) Program to maintain client confidentiality and respect the sensitive nature of our services.
- Office space for women's support workers, trauma therapists, and violence prevention educators, all housed in the main building, enabling collaboration while honouring the privacy and dignity of our clients.
- Versatile rooms for trauma therapy, violence prevention education, and youth programming, creating space for education, growth, and healing.
- An immigrant support office, providing newcomers with accessible, safe, and welcoming services tailored to their needs.
- A warm, welcoming community room designed to reduce social isolation and foster meaningful connections. Programs like Together Tuesdays—featuring group activities such as paint nights and music therapy—will thrive here, offering opportunities for joy, creativity, and community engagement.
- Dedicated space for our finance and administration teams, as well as a new Senior Safety Coordinator, focused on supporting older women, particularly those living in rural communities.



CLIENT IMPACT SNAPSHOT

This snapshot highlights the vital support, outreach, and education we provide—empowering women, youth, and communities across rural Nova Scotia.

KEY FACTS ABOUT SERVICES & PROGRAMS



HEALTH & HEALING SERVICES

SANE Program (Sexual Assault Nurse Examiner)

- 29 identified as female
- 1 identified as non-binary
- 1 identified as male
- 1 identified as trans-male
- 3 site responds

Lindsay's Health Centre for Women

- 1,187 clinic visits

Trauma Therapy

- 349 therapy sessions (Waitlist ongoing)

TOTAL SURVIVORS SERVED: 35

IMMIGRANT SUPPORT

- 252 visits with Immigrant Support Worker

HEALTHY RELATIONSHIPS FOR YOUTH

- 1,129 Grade 9 students reached
- 300 trained youth facilitators

WOMEN'S SUPPORT & OUTREACH

Justice Matters for Women Outreach

- 262 women supported
- Multiple contacts per woman

Women's Support Workers

- 1,200+ Visits Across Programs & Services



Antigonish Women's Resource
Centre & Sexual Assault Association

BOARD OF DIRECTORS

- Anita Stewart, Executive Director, The Antigonish Women's Resource Centre & Sexual Assault Services Association
- Jennifer Desmond, Student Equity Consultant, Strait Regional Centre for Education (SRCE)
- Adam Rodgers, Managing Lawyer, Nova Scotia Legal Aid
- Stephanie Hart, Registered Nurse currently completing her Nurse Practitioner studies at Dalhousie University.
- Barbara McLean, Former senior executive with the Toronto Police Service, and Former Co-Chair of The Antigonish Women's Resource Centre & Sexual Assault Services Association
- Natalie Leonard, P.Eng, Founding Partner, Passive Design Solutions
- Amy Carver, Executive Director, St. Martha's Regional Hospital Foundation
- Gillian Reid, Founder of REID Ltd.

WHY NOW?

Because more people than ever are turning to us—women seeking safety, newcomers in need of support, families working through trauma, and youth learning to build healthier, more respectful relationships.

We're committed to helping as many people as possible—and while our current space has served us well, it's clear we've outgrown it. The demand for our services is growing, and our ability to keep up simply isn't sustainable in our existing space. We support thousands of people each year, and that number will only continue to rise.

Building a new home isn't just the next step—it's a necessity. It's how we honour over 40 years of community strength and resilience, and how we ensure we're here for the next 40.

Most importantly, this new space will allow us to shift resources away from rent and temporary solutions and into what truly matters: the programs and services that change lives. It's a lasting investment in the health, safety, and well-being of our community.

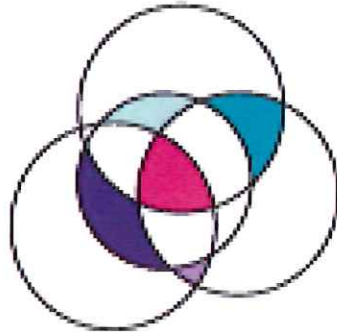


HELP US BUILD A NEW \$5M COLLABORATIVE HUB

We're reaching out to you—our neighbours, partners, and allies—because this vision can't become reality without you. Every donation, partnership, or act of advocacy does more than build walls— it builds safety for those who need it most.

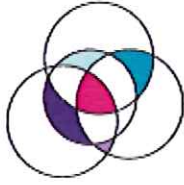
This isn't just a building—it's a promise. A promise that healing has a home here, today and for generations to come.

Total Floor Area	10991		
Circulation Factor	1.6232462		
Building Cost /SF	\$ 405		
Class D Estimate	\$ 4,448,700		
Program	Sf	SF with circ factor	Building Cost
Level 1			
1/ Entrance, Lobby, Café, Common Room	763	1239	\$ 501,607
2/ Meeting Room and Executive Suites	780	1266	\$ 512,783
3/ Senior Safety Coordinator	80	130	\$ 52,593
4/ SANE Coordinator and Project Office	206	334	\$ 135,427
5/ Addictions Counsellor	91	148	\$ 59,825
6/ Womens' Support	258	419	\$ 169,613
7/ Trauma Therapy	183	297	\$ 120,307
8/ Law	145	235	\$ 95,325
9/ Lindsay's Clinic	651	1057	\$ 427,977
10/ Healthy Relationships for Youth	189	307	\$ 124,251
11/ Immigrant Support Services	550	893	\$ 361,578
Level 2			
1/ Suite #1: NS Association of Community Health Centres	719	1167	\$ 472,681
2/ Suite #2: New Beginnings	651	1057	\$ 427,977
3/ Suite #3: Future Rental Space	966	1568	\$ 635,063
4/ Staff Office	539	875	\$ 354,347
Total Program SF	6771	10991	\$ 4,451,355



Antigonish Women's Resource Centre & Sexual Assault Association

Kirk Place, 219 Main St, Antigonish, NS B2G 2C1
(902) 863-6221
awrcsasa.ca



Antigonish Women's Resource Centre &
Sexual Assault Association

RISE TOGETHER

A HUB FOR HOPE, HEALING, AND REBUILDING

**About Passive Design Solutions & The
New AWRCASA Building**

awrcsasa.ca



Antigonish Women's Resource
Centre & Sexual Assault Association

Site Plan





Antigonish Women's Resource Centre & Sexual Assault Association

First Floor Plan

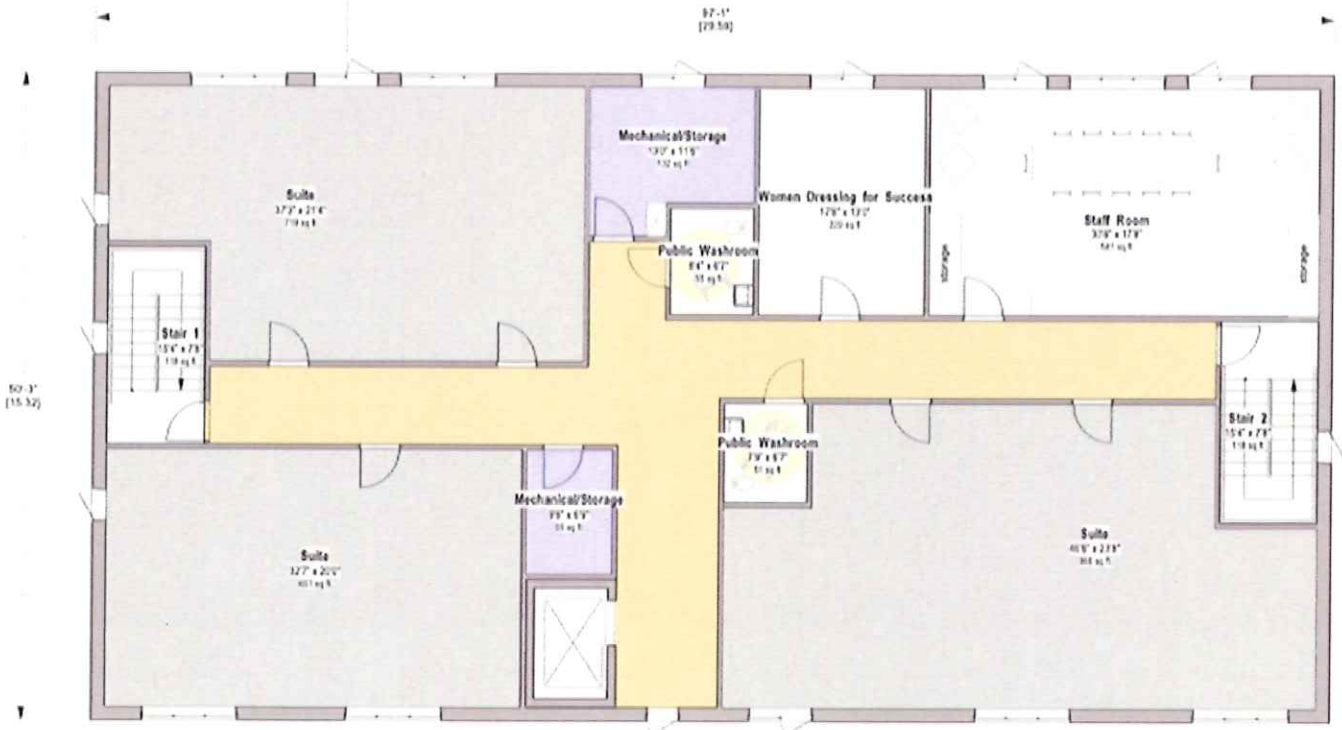


1 GROUND FLOOR PLAN
SCALE: 1/8" = 1'-0"
GROSS FLOOR AREA: 6,075 SF



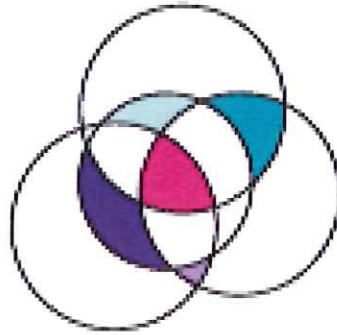
Antigonish Women's Resource
Centre & Sexual Assault Association

Second Floor Plan



Street View





Antigonish Women's Resource Centre & Sexual Assault Association

Kirk Place, 219 Main St, Antigonish, NS B2G 2C1
(902) 863-6221
awrcsasa.ca

Seniors for Climate Day – September 20, 2025

Whereas September 20 is a global day of action in collaboration with 350.org’s “Draw the Line” campaign, calling on communities around the world to clearly reject fossil fuels and demand bold and immediate government action to ensure a just and livable future; and

Whereas the Draw the Line campaign unites people of all ages to demand an end to fossil fuel expansion, and to support policies that prioritize community-led renewable energy, justice for frontline communities, and a fair transition for workers; and

Whereas Seniors for Climate is a nationwide mobilization calling for urgent action to address the climate crisis and support a livable future for our children and grandchildren; and

Whereas we face a climate emergency. We are witnessing the degradation of the natural environment, loss of biodiversity, mass extinction, deadly heat waves, wildfires, floods, and destructive storms; and

Whereas we must reduce carbon emissions for a livable future. Extreme weather is the symptom. Fossil fuel pollution is the cause. We need faster and better action by all levels of government to phase out fossil fuels, lower carbon emissions, and work toward a just transition to renewable energy; and

Whereas we need climate action that is broad-based and inclusive—supporting seniors, youth, Indigenous Peoples, and disadvantaged and equity-seeking populations. We must work together to preserve the planet that we love and depend upon; and

Whereas the Town of Antigonish recognizes the importance of supporting Seniors for Climate and the goals of the Draw the Line campaign in the global movement to build a climate-safe and equitable world;

Therefore, I, Mayor Sean Cameron, on behalf of Antigonish Town Council, hereby proclaim **September 20, 2025**, as “**Seniors for Climate Day**” in the Town of Antigonish.

Dated at Antigonish this 20th day of September, 2025

Sean Cameron, Mayor

June 25, 2019

Ken Proctor, P.Eng.
 Director of Public Works
 Town of Antigonish

[Via Email: kproctor@townofantigonish.ca]

RE: DRAFT - Main Street Crosswalk Review, Antigonish, Nova Scotia

Dear Mr. Proctor,

As requested, we have completed a crosswalk review along Main Street (from Hawthorne Street to College Street) in Antigonish, Nova Scotia. This included a review of existing crosswalks and an alternate crosswalk location considering traffic and pedestrian volumes and the crosswalk warrant analysis.

EXISTING ROADWAYS AND CROSSWALKS

DESCRIPTIONS OF ROADWAYS AND INTERSECTIONS

Main Street is an urban arterial roadway with a single through lane in each direction. Main Street is located north of St. Francis Xavier University and provides access to a number of retail, dining, and entertainment establishments.

There are currently four marked crosswalks along this segment of Main Street; one at each intersection and one north of the Antigonish Town & County Library (see Figure 1). Between Hawthorne Street and College Street there are sidewalks on both sides of the street. Along this section of street, there are several time-restricted and accessible parking spaces located on either side of the street.

The Main Street and Hawthorne Street intersection is a 3-leg intersection controlled by traffic signals. The Main Street and Acadia Street intersection is a 3-leg intersection with STOP control on Acadia Street and free flow on Main Street. There have been concerns reported at crosswalk location #1 regarding a large tree on the south side of the crosswalk that blocks visibility to pedestrians and restricts light from nearby streetlights in the evenings. Visibility of pedestrians crossing at this location can be challenging when there are on-street parked cars blocking the sightlines. The Main Street and College Street intersection is a 4-leg intersection controlled by traffic signals.

Hawthorne Street, Acadia Street and College Street all provide access to residential properties to the north. In addition, Hawthorne Street is a segment of NS Route 245, which connects Antigonish to Sutherlands River.

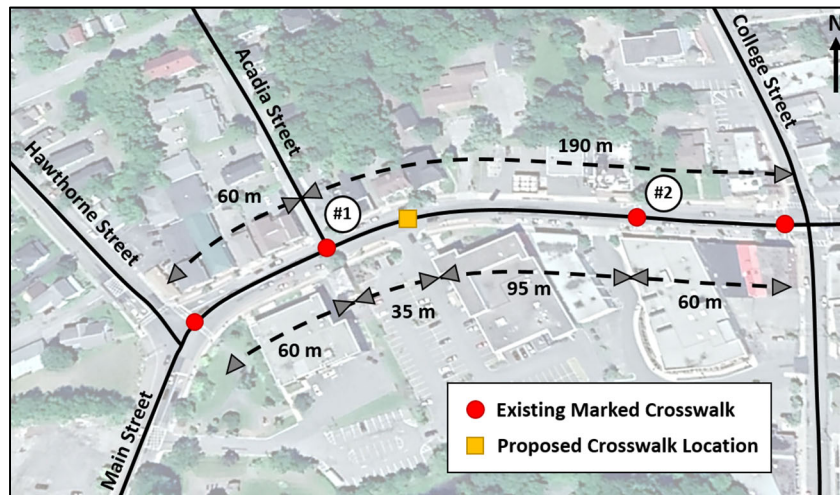


Figure 1 – Existing and Proposed Crosswalk Locations on Main Street

EXISTING CROSSWALK #1

Crosswalk #1 is located on the east side of the Main Street and Acadia Street intersection, 60m east of the Hawthorne Street crosswalk and 190m west of the College Street crosswalk. This crosswalk includes zebra markings and RA-4 signage. Parking on both sides of the street is currently permitted on the west side of the intersection, which can interrupt sightlines for drivers (see Photo 1). There are trees present on both sides of the crosswalk, which can disrupt sightlines for pedestrians (see Photo 2) as well as restricting street lighting effectiveness at the crossing.



Photo 1 – Looking East towards Existing Crosswalk #1



Photo 2 – Looking East from Existing Crosswalk #1

EXISTING CROSSWALK #2

Crosswalk #2 is adjacent to the Antigonish Town & County Library, 60m west from the College Street crosswalk and 190m east of the Hawthorne Street crosswalk. This crosswalk includes zebra markings and RA-4 signage. A limited painted buffer between the crosswalk and parking have been provided in both directions (see Photo 3 and Photo 4). Visibility is challenging for both pedestrians and vehicles due to proximity of on-street parked cars blocking sightlines.



Photo 3 – Looking West from Existing Crosswalk #2



Photo 4 – Looking East from Existing Crosswalk #2

PEDESTRIAN AND VEHICULAR VOLUME DATA

Pedestrian and vehicular volume data were collected by the Town of Antigonish in November 2016 on Main Street at the intersections of Hawthorne Street and College Street. At the intersection of Main Street and Hawthorne Street, on the Main Street crossing (east side), there were 50 pedestrian crossings in the AM peak and 75 pedestrian crossings during the PM peak. At the intersection of Main Street and College, on the Main Street crossings, there were a combined 65 pedestrian crossings in the AM peak and 115 pedestrian crossings during the PM peak. Pedestrian crossing volumes were not available at the uncontrolled crossings (existing crosswalks #1 and #2). Based on the collected vehicle volumes there are approximately 630 and 820 vehicles per hour during the AM and PM peak hours, respectively, on Main Street east of Hawthorne Street.

CROSSWALK WARRANT ASSESSMENT

The TAC *Pedestrian Crossing Control Guide, 2018* contains a Decision Support Tool that considers the warrant criteria and provides a recommendation on whether Main Street is a candidate for pedestrian crossing control between Hawthorne and College Street intersections. The assessment is summarized in Table 1.

Table 1 – Proposed Crosswalk Warrant Assessment on Main Street

Criteria	Discussion	Warrant Met?
Pedestrian Volume	Average pedestrian volumes crossing Main Street (from Hawthorne Street to College Street) are more than the 15 pedestrians per hour threshold.	Yes ✓
Vehicular Volume	Traffic volumes exceed the minimum 1,500 vehicles per day threshold.	Yes ✓
Crosswalk Spacing	There is not space available to provide more than one crossing location between Hawthorne Street and College Street, however one crosswalk location could be considered with spacing of approximately 100 metres to 150 metres from the signalized intersections of Hawthorne Street or College Street.	No ✗
Connectivity	A pedestrian crossing on Main Street between Hawthorne Street and College Street provides improved system connectivity.	Yes ✓

Based on the criteria in Table 1, a crosswalk is warranted on Main Street between Hawthorne and College intersections, however, due to spacing between Hawthorne Street and College Street, this segment of street should include only one crosswalk. The Decision Support Tool provides guidance on appropriate level of control for a pedestrian crossing. With a two-lane crossing of Main Street and daily average volume less than 12,000 vehicles, the Decision Support Tool recommends that a marked crosswalk on Main Street should be considered for a “GM” level of control. The type of control recommended for the proposed crosswalk is a marked crosswalk with side-mounted RA-4 signs and should be supplemented with zebra markings across Main Street.



RA-4 Signage

PROPOSED CROSSWALK LOCATION

LOCATION OF CROSSWALK & CURB EXTENSION

Existing crosswalks #1 and #2 both experience issues with sightlines for vehicles and pedestrians and are in close proximity to existing signalized crosswalks. It is recommended to consolidate both crosswalks into one crosswalk in a more central location along the street segment. A proposed location on the east side of the Shoppers Drug Mart driveway is shown in Figure 1 and Photo 5. The proposed crosswalk location is 35m east of existing crosswalk #1 and 95m west of existing crosswalk #2. The proposed crosswalk location will be 95m east of the Hawthorne Street crosswalk and 155m west of the College Street crosswalk.



Photo 5 – Looking West Toward the Proposed Crosswalk Location

To improve sightlines and reduce the crossing distance at the proposed crosswalk, a curb extension should be considered at this location (see Figure 2). The extended curb would increase sightlines for pedestrians as there is an existing tree located on the sidewalk at the proposed location that may obstruct the sightlines of westbound traffic. In addition, on-street parking is permitted near the proposed crosswalk location, which could disrupt sightlines for pedestrians and drivers. Extending the curb at this location would make pedestrians more visible for eastbound and westbound traffic, which could improve pedestrian comfort and safety. The curb on the south side of the proposed crosswalk currently has a pedestrian ramp and is not expected to require modifications.

As an interim implementation before the curb extension is constructed, additional parking near the crosswalk should be restricted to ensure adequate sightlines between pedestrians and vehicles.

PARKING & LEFT-TURN LANE

Extending the curb at the proposed crosswalk would result in a loss of three parking spaces on the north side of Main Street directly across from the parking lot. The lost parking spaces can be recaptured at the existing crosswalk #2 location by modifying the ramps and removing the crosswalk warning signs and markings. There will be little to no impact to parking at the existing crosswalk location #1. Overall, this block of Main Street will see minimal change to the total number of on-street parking spaces available.

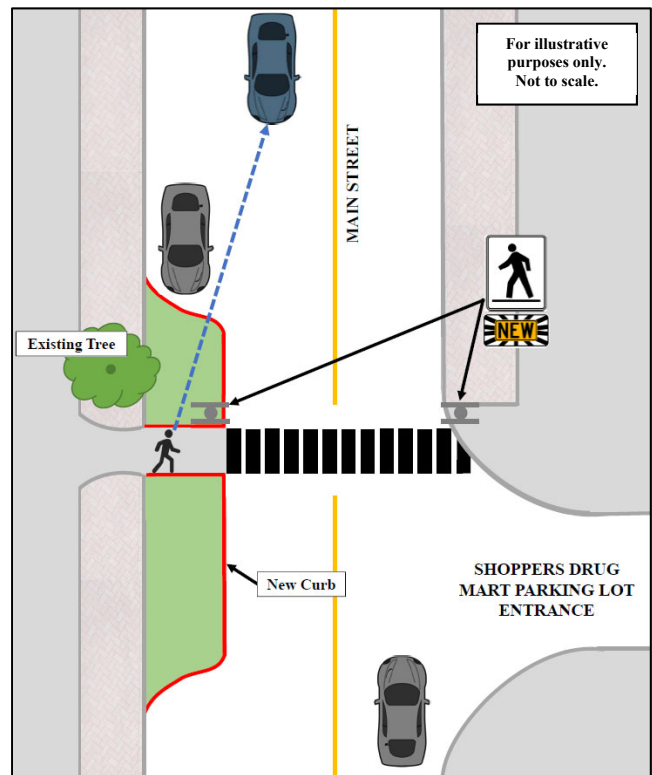


Figure 2 – Sketch of Proposed Crosswalk & Curb Extension

With the addition of the curb extension, the left turn lane for westbound vehicles entering the Shoppers Drug Mart parking lot would be removed. Left turn movements into this driveway would continue to be permitted but removal would improve the crossing by reducing the number of conflicting lanes and crossing width.

CONNECTIVITY

With the consolidation of the two existing crosswalks to the proposed crosswalk location, the pedestrian flow and connectivity along Main Street will see little to no impact. Depending on the destination of pedestrians, there is now an improved crosswalk at the upgraded signalized intersection of Main Street at Hawthorne Street and the proposed crosswalk, located between Hawthorne and College, provides an improved pedestrian crossing that is safe and has a shorter crossing distance. Overall, pedestrian connectivity along Main Street remains.

STREET LIGHTING

There is street lighting on the south side of Main Street, however it is recommended that street lighting dedicated for the pedestrian crossing be added. This will improve visibility of pedestrians to vehicles and provide improved visibility of pedestrians in the evenings.

RECOMMENDATION

Relocate crosswalks #1 and #2 to consolidate at a location on the east side of the Shoppers Drug Mart driveway. This will improve the crosswalk spacing and provide a convenient crossing location for the users of the John Paul Centre parking lot. Consolidating the existing crosswalks will provide an opportunity to reclaim some on-street parking near crosswalk location #2 and allows for improved visibility and options for street lighting without removal of existing trees along Main Street. The following items are required to consolidate the crosswalks:

- 1) Extend the curb at the proposed crosswalk location to reduce crossing distance and increase sightlines for pedestrians and vehicles, as indicated in Figure 2. An interim measure, if the crosswalk is relocated before the curb extension, is to hatch out an area with paint and remove additional parking spaces to provide adequate sight lines.
- 2) Add a pedestrian ramp on the north side of Main Street, add RA-4 crosswalk signs and paint crosswalk. Consider adding “NEW” tabs for an introductory period.
- 3) Modify the pedestrian ramps and remove the crosswalk warning signs, posts and crosswalk markings at the existing crosswalk #1 and #2 locations.
- 4) Reinstate the on-street parking at the existing crosswalk locations, where available.

If you have any questions or require additional information, please contact me by email at Greg.O'Brien@wsp.com or by telephone at 902-444-8347.

DRAFT

Greg O'Brien, P.Eng.
Atlantic Practice Manager, Traffic Engineer and Transportation Planning
WSP Canada Inc.



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

NSFM By-laws

LEGISLATION

The Nova Scotia Federation of Municipalities, formerly the Union of Nova Scotia Municipalities, was incorporated in 1981 under the Act to Incorporate the Union of Nova Scotia Municipalities (attached as Appendix A to these by-laws). The Act was amended on May 22, 2003.

DEFINITIONS

In these by-laws:

“Act” means Chapter 103 of the Acts of 1981, An Act to Incorporate the Union of Nova Scotia Municipalities;

“Annual Conferences” means the fall annual conference and spring annual conference;

“Board” means the Board of Directors of the Federation;

“Director” means a Member of the Board;

“Elected Municipal Official” means a person who holds an elected office in a Member Unit;

“Electoral Region” means a geographic area specified pursuant to the NSFM Elections Policy;

“E-Voting” refers to votes made by members of the Federation through electronic means in relation to business that would otherwise be conducted in an in-person, virtual, or hybrid meeting pursuant to Article 6.7;

“Federation” means the Nova Scotia Federation of Municipalities, formerly called the Union of Nova Scotia Municipalities;

“Good Standing” means a Member Unit's annual membership dues are paid in full;

“Local government” includes a town, a regional municipality, a municipality of a county and a municipality of a district;

“Members’ Meeting” refers to any meeting of all the members of the Federation, including but not limited to ~~Annual General Meetings and Special Meetings;~~

Deleted: the Annual Conferences

“Member Unit” means a Municipal Unit that is a member in good standing of the Federation;

“Municipal Unit” means a regional municipality, incorporated town, a municipality of a county, or a municipality of a district;

“Past President” means the person who held the office as President prior to the most recent election of officers, and who is still an Elected Municipal Official;

“Policy” means a document, approved by the Board that is on file at the Federation office, that contains statements of principle, procedures or protocols directing how certain work of the Federation is to be performed;

▼ Deleted: “Regional Municipality” means a regional municipality established by, or continued pursuant to, the Municipal Government Act;

▼ Deleted: “Rural Municipality” means a county or district municipality;

“Special Meeting” means a meeting called by the Board or Member Units pursuant to Article 6.3;

▼ Deleted: “Town” means an incorporated town;

ARTICLE 1 – NAME

The name of the organization is the Nova Scotia Federation of Municipalities (NSFM).

ARTICLE 2 - OBJECTIVES

The objectives of the Federation, as outlined in Section 4 of the Act, are to:

- a) represent the interests of municipal governments in the province, and to act as the advocate for Member Units on all such matters as are properly within the jurisdiction of the government of the Province;
- b) carry out, or cause to be carried out, such research activities as will assist in the betterment and encourage a higher degree of efficiency of local government in the province;
- c) act as a clearing house for the collection, exchange and dissemination of statistical data and general information on all matters of municipal practices and procedures;
- d) hold Annual Conferences for information, discussion and resolutions, and to hold a general workshop and discussion sessions at each Annual Conference to give delegates an opportunity to present problems of concern;

- e) promote and strengthen what is best in local government and service;
- f) protect the rights and privileges of responsible government in municipal affairs;
- g) further municipal interests by encouraging cooperation between Municipal Units;
- h) undertake such activities on its own or in concert with others as may be in the best interests of local government in the province; and
- i) to do all such other acts and things as are incidental or conducive to or consequential upon the attainment of the objects in the exercise of the powers of the Federation.

ARTICLE 3 - MEMBERSHIP

3.1 Conditions of Membership

Every Nova Scotia Municipal Unit is eligible for membership in the Federation.

3.2 Fees

- a) A Member Unit shall pay the annual membership fee and upon payment it becomes or remains a Member Unit.
- b) Membership fees payable by Member Units shall from time to time be fixed by resolution of the Board.

3.3 Resignation

- a) Member Units may apply to the Board to resign by providing written notice directed to the Chief Executive Officer (CEO).
- b) A resignation by a Member Unit is not effective until accepted by a resolution of the Board.

3.4 Termination of Membership

Member Units cease to be members upon:

- a) dissolution of the Member Unit;
- b) failure to pay the annual membership fee in the year in which the fee is due; or
- c) approval of the Member Unit's application to resign.

3.5 Reinstatement of Membership

A former Member Unit may not apply to be reinstated to membership unless it has deposited with the CEO a sum equivalent to its membership fee for the current year. This sum will be applied to the membership fees if the application is accepted.

3.6 Rights of Members

A Member Unit

- a) must be sent notice of Members' Meetings by email through their municipality's Chief Administrative Officer (CAO) or Clerk;
- b) may send Elected Municipal Officials from their municipal council to attend Members' Meetings.
- c) ~~may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings;~~
- d) may inspect the annual financial statements, minutes of Board meetings and other books and records of the Federation, that are not confidential;
- e) Any request for inspection pursuant to paragraph (d) above must be in writing, addressed to the President or CEO.

Deleted: may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings;

3.7 Elected Municipal Officials

- a) Every Elected Municipal Official:
 - i. may attend any Members' Meeting of the Federation held pursuant to Art. 6.2 and 6.3;
 - ii. may vote at any Members' Meeting of the Federation or participate in any E-Voting, as applicable;
 - iii. shall be eligible for election to the Board in accordance with these by-laws and the Federation's "Elections Policy".
- b) An Elected Municipal Official shall not be paid by or receive any personal benefit from the Federation, other than the President's stipend pursuant to section 5.9 c), and reimbursements or per diem allowances authorized by the Federation's "Travel and Expense Reimbursement Policy".
- c) Only Elected Municipal Officials are eligible to be elected to the Board.

Deleted: appointment

ARTICLE 4 – OFFICERS

4.1 Officers

- a) The Officers of the Federation are the President, Vice President and Past President.
- b) The Officers are subject to the control, direction, and policies established by the Board.
- c) The President and Vice President of the Federation are elected at-large by Elected Municipal Officials annually.

- d) Officers serve a one-year term or until their successors are elected.

4.2 Powers and Duties of Officers

- a) The President:
 - i. is responsible for the general direction of the affairs of the Federation;
 - ii. chairs all meetings of the Board, Executive Committee, and Special Meetings;
 - iii. performs any duty as assigned by the Board;
 - iv. may vote in proceedings of the Board; and
 - v. serves as an ex officio non-voting member of all Federation Committees.
- b) The Vice President:
 - i. exercises the authority of the President in the absence or incapacity of the President;
 - ii. performs other duties as assigned by the Board; and
 - iii. serves as an ex officio non-voting member of all Federation Committees.
- c) The Past President:
 - i. chairs the Nominations Committee;
 - ii. performs other duties as assigned by the Board.

4.3 Chief Executive Officer

- a) The Board must appoint a Chief Executive Officer.
- b) The Chief Executive Officer, under the direction of the Board, is responsible for the management and coordination of all phases of the operation, administration, finances, organization, supervision and maintenance of all activities of the Federation.
- c) Specific duties of the Chief Executive Officer are outlined in the Federation's "Chief Executive Officer Policy".
- d) In the absence of a Chief Executive Officer the Board must appoint a person to serve as interim Chief Executive Officer.

4.4 Execution of Contracts

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Federation by any two (2) of the President, Vice-President and the CEO, or as otherwise prescribed by resolution of the Board.

ARTICLE 5 - BOARD OF DIRECTORS

5.1 Powers

The powers governing the Board of Directors are granted by *An Act to Incorporate the Union of Nova Scotia Municipalities* (1981) as amended.

5.2 Composition

- a) The Board of Directors consists of ~~sixteen,~~ (16) members:
 - i. the President,
 - ii. the Vice President,
 - iii. the Past President,
 - iv. two (2) Regional Representatives from the Cape Breton-Strait Electoral Region,
 - v. two (2) Regional Representatives from the Cumberland-Colchester-Pictou-East Hants Electoral Region,
 - vi. two (2) Regional Representatives from the Valley Electoral Region,
 - vii. two (2) Regional Representatives from the Southwestern Electoral Region,
 - viii. two (2) Regional Representatives from the Southern Shore Electoral Region,
 - ix. two (2) Regional Representatives from Halifax Regional Municipality,
 - x. one (1) Regional Representative from Cape Breton Regional Municipality,
- b) Regional Representatives serve a two (2) year term or until their successor is elected.
- c) In all Electoral Regions and Municipal Units that have two (2) Regional Representatives, the terms of the Regional Representatives will be staggered so that one (1) is elected each year. In elections in which both Regional Representatives in an Electoral Region or Municipal Unit need to be elected, the Regional Representative nominee receiving the second most votes, will serve a one (1) year term as specified in the Federation’s “Elections Policy”.

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Deleted: <#>a representative appointed by the Association of Municipal Administrators.¶

5.3 Elections

- a) The Board shall be comprised of members elected by Elected Municipal Officials.
- b) Elections shall be held in accordance with the Federation’s “Elections Policy”, attached as Appendix B to these by-laws.

Deleted: <#>The representative appointed by the Association of Municipal Administrators shall be an employee of a Member Unit.¶

5.4 Indemnification

- a) The Federation must maintain Officers and Directors Insurance that indemnifies the Directors for actions in the normal course of their duties.
- b) Directors or Officers may rely on the accuracy of any statement or report prepared by the Federation’s auditor.

- c) The Federation indemnifies each Director against all costs and charges resulting from any act done as a Director for the Federation, except for acts of fraud, dishonesty, or bad faith.
- d) No Director is liable for:
 - i. the acts of any other Director, Officer or employee;
 - ii. any loss or damage as a result of acting on that statement or report of the Federation's Auditor;
 - iii. any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm, or corporation dealing with the Federation;
 - iv. any loss due to an oversight or error in judgement; or
 - v. an action when acting as a Director or Officer, unless the act is fraud, dishonesty, or bad faith.

5.5 Executive Committee

- a) The Executive Committee consists of the President, Vice President, Past President, and two Board members appointed annually by the Board .
- b) The appointment of the Executive Committee members as per 5.5 (a) shall occur at the first meeting of the Board following the election held pursuant to 5.3 (b).
- c) When appointing the two Regional Representatives, the Board shall give preference to interested Board members who are from Electoral Regions, other than:
 - i. The Electoral Regions represented by Officers of the Federation; and
 - ii. Each other.

Deleted: Executive Committee members appointed by the Board shall be from Electoral Regions

5.6 Term Limits

- a) A Board Member may serve seven (7) consecutive years on the Board.
- b) A Board Member who serves seven (7) consecutive years on the Board must wait one year before being reappointed or re-elected to the Board.
- c) Article 5.6 (a) and (b) does not apply if:
 - i. a new member does not come forward to replace a Board member who has reached the term limit; and
 - ii. a Board Member becomes Vice President in their sixth or seventh consecutive year on the Board.

5.7 Removal of a Board Member

- a) A Board member, who without excuse satisfactory to the President, is absent from three (3) consecutive meetings of the Board, is deemed to have resigned from the Board.
- b) If a Board member is determined by the Board to have breached the NSFM Code of Conduct, that Board member may be removed from the Board by a motion passed by two thirds (2/3) of Board members taking part in the vote.

Deleted: Board

5.8 Code of Conduct & Conflict of Interest

- a) The Board of Directors Code of Conduct adopted by the Board applies to all Directors, Officers and members of Committees of the Federation.
- b) All Board members shall sign the Board of Directors Code of Conduct, in order to assume responsibilities as a Board Member.
- c) The Municipal Conflict of Interest Act applies to all Federation meetings. No Elected Municipal Official is entitled to vote or be present at the portion of a meeting where matters being discussed or presented (as the case may be) may create a conflict of interest for that Elected Municipal Official. If such a matter arises, the affected person shall immediately declare a conflict. A conflict of interest shall be as described in the Municipal Conflict of Interest Act.

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5.9 Board Expenses

- a) With the exception of the President's stipend, Board members serve without remuneration and may not receive any profit from their positions, including the receipt of loans, loan guarantees or advance funds to any Director.
- b) The Federation reimburses all Board members for reasonable expenses incurred while undertaking Federation business and provides a per diem allowance to each Board member. Such expense reimbursement and per diem allowances are governed by the Federation's "Travel and Expense Reimbursement Policy".
- c) The President receives an annual stipend as determined by the Board in recognition of their time commitment.

5.10 Vacancies

- a) If the President or Vice President resigns or becomes ineligible to serve as a member of the Board, the Board must appoint an eligible replacement from the Board to serve as President or Vice-President for the remainder of the term.
- b) If the Past President is no longer an Elected Municipal Official, the Past-President position is to be assumed by the most recent Past-President still holding elected

municipal office in Nova Scotia who is willing to fill the position.

- c) In the event that a Board member position becomes vacant or is left vacant following a regular Board election, the vacancy is to be filled by a replacement elected from that member's Electoral Region. If the vacancy is not filled within sixty (60) days, the Board must make a reasonable effort to appoint an eligible replacement. Service as a replacement is not considered a term for purposes of calculating term limits.
- d) In the event that a replacement is required as per Article 5.10 (c), the Board must call for nominations from Elected Municipal Officials of the Electoral Region and may utilize E-Voting to fill the position.

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Deleted: by reason of 5(10)(a) or if any other Board member resigns or becomes ineligible to serve

5.11 Guiding Principles

- a) The Board shall establish Guiding Principles for NSFM and review them from time to time as necessary.

ARTICLE 6 - MEETINGS

6.1 Board of Directors

- a) The Board must meet at least six (6) times per year.
- b) Immediately following the election of the Board, the Board must meet in order to set the dates for its future meetings, make any necessary appointments and conduct any matters that must be considered by the Board.
- c) Notice of regular Board meetings are to be given by the CEO or their designate to all directors at least one week before the meeting.
- d) The Board may establish a "Policy on Meetings" that, among other matters allows a vote on a motion via email.

Deleted: Annual General Meeting

6.2 Annual Conference

- a) The Board shall set the time and place of the Annual Conference to be held in the fall of each year.
- b) The CEO shall provide Member Units with written notice of the fall Annual Conference and the Annual General Meeting at least thirty-one (31) days before the meeting.
- c) The Annual General Meeting will take place during the fall Annual Conference and must conduct the following business:
 - i. Consider and approve the minutes of the previous Annual General Meeting and any Special Meetings held since the previous Annual General Meeting;

- ii. Consider and approve the audited financial statements;
 - iii. Appointment of Auditors for the fiscal year;
 - iv. Consider and approve any proposed amendments to the by-laws;
 - v. Consider and approve any borrowing resolution proposed by the Directors; [and](#)
 - vi. Any other business properly brought before the Meeting.
- d) All other procedural issues relating to meetings of the Federation (Regular, Special, Board, Executive Committee, and Annual General Meeting) are outlined in the Federation's "Rules of Order Policy".

Deleted: Declare the new Board members, who shall assume office immediately upon the adjournment of the Annual Meeting; and

6.3 Special Meetings

- a) Special Meetings of the Federation may be called by the Board or upon written request signed by Elected Municipal Officials of at least one-third of the Member Units with at least three (3) Electoral Regions represented.
- b) Special Meetings must be called within thirty (30) days of such request.
- c) Subject to Article 10), the CEO must give written notice to all Member Units at least seven (7) days prior to a Special Meeting specifying:
 - i. the date, place and time of the meeting;
 - ii. the nature of business; and
 - iii. the non-receipt of such notice by any Member Unit shall not invalidate the proceedings.
- d) Notice by e-mail to the address used by the Federation for communication with Members Units constitutes written notice.
- e) No other business shall be conducted at Special Meeting without the unanimous consent of those present.

6.4 Quorum

- a) No business may be transacted at a Board meeting or at Members' Meetings unless a quorum of Elected Municipal Officials is present.
- b) If within thirty (30) minutes from the time appointed for the meeting a quorum is not present, the meeting can only be convened by those gathered for the sole purpose of setting the date for another meeting.
- c) Where a meeting begins with the requisite quorum and such quorum is lost before the conclusion of the meeting, no more business may be conducted until

- a quorum is resumed.
- d) Board of Directors: A quorum of the Board of Directors is a majority of the Board positions that are currently filled.
 - e) Executive Committee: A quorum of the Executive Committee is ~~three (3)~~ Executive members.
 - f) Annual General Meeting: A quorum for the Annual General Meeting is twenty-five (25) Elected Municipal Officials including at least one Elected Municipal Official, who is not a member of the Board, from three (3) of five (5) NSFM Regions as specified in the Federation's "Regional Meeting Policy".
 - g) Special Meeting of the Federation: A quorum for Special Meetings is the same as the Annual General Meeting.
 - h) Committees: ~~The quorum of such Committees shall be a majority of the Committee members serving, from time to time,~~

Deleted: four

Deleted: A quorum for a Committee is half the appointed membership of the Committee.

6.5 Mode of Undertaking Business

- a) Any and all business of the Federation to be transacted pursuant to these By-laws or the Act, including, without limitation, Members' Meetings, or meetings of the Board or any Committees, may be conducted through one of the following modes:
 - i. In-person meeting;
 - ii. Virtual meeting, including through the use of telephonic, electronic or other communication facilities;
 - iii. Hybrid of virtual and in-person meeting; or
 - iv. E-Voting in accordance with Art. 6.6

provided always that any proceedings set out in Art. 6.5(a)(i), (ii) and (iii) utilize such communication facilities that allow all Elected Municipal Officials in attendance to communicate adequately with each other during the meetings.
- b) A virtual meeting or hybrid meeting shall be deemed an in-person meeting for the purposes of any law of the Province of Nova Scotia including the Act and these by-laws.
- c) An Elected Municipal Official who is entitled or permitted to participate and attend any of the meetings and does so via telephonic, electronic, or other telecommunication facility is deemed present at the meeting, including for the purposes of establishing quorum.

6.6 E-Voting

Notwithstanding any provision to the contrary herein:

- a) The President or the CEO may, at the recommendation of the Board, authorize the use of E-Voting to transact any business of the Federation pursuant to these By-laws or the Act.
- b) The following rules will apply to any utilization of E-Voting:
 - i. A notice of motion to be decided by E-Vote will be provided no less than seven (7) business days in advance of the E-Voting period;
 - ii. The E-Voting period shall be no less than two (2) business days;
 - iii. The identity of any voter must be verified and protected; and
 - iv. The E-Voting procedures must be reliable, sufficiently safeguarded, and recorded for the purposes of an audit of results if one is requested.
- c) Without limiting the generality of Art.6.6(a), and for greater clarity, E-Voting may be held:
 - i. in the place of any Members' Meeting;
 - ii. in place of Committee meetings;
 - iii. in place of Board meetings;
 - iv. for all purposes prescribed in the Federation's "Elections Policy", including the election of the Board.
- d) A question or matter raised by way of E-Voting is answered affirmatively if, at the end of the E-Voting period:
 - i. the number of votes cast by way of E-Voting in support of the question would suffice if such question or matter was raised in a duly constituted meeting called pursuant to these By-laws; and
 - ii. the total number of votes cast by way of E-Voting satisfies the prescribed quorum requirements in respect of decisions to be undertaken at the respective meetings set out in Art. 6.4 above such that:
 - 1) for any matter to be considered by the Board, more than nine (9) Directors cast their vote by E-Voting in respect of such matter;
 - 2) for any matter to be considered by the Executive Committee, more than four (4) Executive members cast their vote by E-Voting in respect of such matter;
 - 3) for matters to be considered in a Members' Meeting, more than 25 Elected Municipal Officials with at least one Elected Municipal Official from three (3) of five (5) NSFM Regions as specified in the Federations "Regional Meeting Policy" cast their vote by E-Voting in respect of such matter;

- 4) for matters to be considered by a Committee formed pursuant to these Bylaws, more than half of the appointed Committee members cast their vote by E-Voting; and
- 5) for any other matters to be considered for decision pursuant to these By-laws, the number of votes cast by E-voting is equal to or greater than the number of participants that must be present to achieve quorum at the meeting of the Federation having the authority to make such decision.

ARTICLE 7 - COMMITTEES

- a) The Board shall from time to time, on an as needed basis, establish, and maintain Committees as appropriate to conduct the business of the Federation. In addition to the Standing Committees referred to hereafter, the Board may, from time to time, appoint any *ad hoc* committee(s) as it deems necessary or appropriate for such purposes and with such powers as the Board shall see fit.
- b) The work of all Committees shall be subject to the review, supervision, and approval of the Board.
- c) Each Committee shall provide the Board with periodic reports.
- d) The Chair of each Committee, or their designate, shall make themselves available to the Board for discussion of issues that arise within the scope of its mandate and, if necessary, present the Board with recommendations for resolution.
- e) Subject to the specifics governing the Standing Committees set forth below, each Committee shall hold regular meetings at a time and place agreed to by the members of the Committee.
- f) Attendance at Committee meetings will be limited to members of the Committee and invited guests.
- g) Committee members shall serve for such term as the Board may, from time to time, determine.
- h) The Standing Committees of the Federation include:
 - i. Executive Committee
 - ii. Nominations Committee
 - iii. Audit Committee
 - iv. Advisory Committees on Areas of Municipal Interest, the operation of which is established in sections 6 and 7 of the NSFM "Advocacy Identification and Prioritization Policy".

Deleted: <#>The quorum of such Committees shall be a majority of the Committee members serving, from time to time.¶

ARTICLE 8 - AUDIT OF ACCOUNTS

- a) The Auditor of the Federation is appointed by resolution at the Annual General Meeting.
- b) At each Annual General Meeting the Auditor must provide a written report to the Member Units of the results and conclusions of its audit.
- c) At least every three (3) years the Board must review the performance of the Auditors and present the results of that review at the Annual General Meeting

ARTICLE 9 - PARLIAMENTARY AUTHORITY

The rules contained in the 12th edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Federation's proceedings, except as otherwise addressed in any special procedural rules policy that the Federation may adopt.

ARTICLE 10 – BY-LAW AMENDMENTS

- a) These by-laws may be amended at the Annual General Meeting or a Special Meeting, on a motion passed by two thirds (2/3) of votes cast or, in the event of a motion proposed by way of E-Voting, on a motion passed by two thirds (2/3) of the votes cast by way of E-Voting subject to the satisfaction of the requirements of Art. 6.6 (d)(ii).
- b) Notice of proposed amendments to the by-laws must be provided at least twenty-eight (28) days prior to the date on which they are to be discussed.

Approved: October 15, 2003
Amended: November 6, 2019
Amended: January 26, 2023
Amended: November 28, 2024

CHAPTER 103-ACTS OF 1981

An Act to Incorporate

the Union of Nova Scotia Municipalities

(As amended up to and including May 2003)

Be it enacted by the Governor and Assembly as follows:

1 This Act may be cited as the Union of Nova Scotia Municipalities Act.

Definitions

2 In this Act,

(aa) "former member unit" means a municipal unit that was, immediately prior to the coming into force of this Act, a member of the unincorporated Union;

(b) "member unit" means a municipal unit that is a member of the Union;

(c) "municipal unit" means a regional municipality, town or municipality of a county or a municipality of a district; (1996)

(ca) "regional municipality" means a municipal unit incorporated as a regional municipality by or pursuant to an Act of the Legislature; (1996)

(d) "unincorporated Union" means the Union of Nova Scotia Municipalities prior to the incorporation of the Union;

(e) "Union" means the Union of Nova Scotia Municipalities incorporated by this Act.

3 The former member units and such municipal units which become members of the Union in accordance with the provisions of this Act and by-laws made thereunder are hereby created a body corporate under the name of the "Union of Nova Scotia Municipalities".

4 The objects of the Union are,

(a) to represent the interests of local governments in the Province, and to act as the advocate for member units on all such matters as are properly within the jurisdiction of the government of the Province;

(b) to carry out, or cause to be carried out such research activities as will assist in the betterment and encourage a higher degree of efficiency of local government in the Province;

Appendix A of NSFM By-laws: Act of Incorporation

- (c) to act as a clearing house for the collection, exchange and dissemination of statistical data and general information on all matters of municipal practices and procedures;
- (d) to hold Annual Conferences for information, discussion and resolutions, and to hold a general workshop and discussion sessions at each Annual Conference to give delegates an opportunity to present problems of concern;
- (e) to promote and strengthen what is best in local government and service;
- (f) to protect the rights and privileges of responsible government in municipal affairs;
- (g) to further municipal interests by encouraging cooperation between municipal units;
- (h) to undertake such activities on its own or in concert with others as may be in the best interests of local government in the Province; and
- (i) to do all such other acts and things as are incidental or conducive to or consequential upon the attainment of the objects in the exercise of the powers of the Union.

Powers

- 5 The Union may exercise such powers and engage in such activities as are necessary or conducive to the attainment of its objects and, without restricting the generality of the foregoing, may
- (a) purchase, acquire by gift or otherwise, take, lease, hold and enjoy real and personal property or any other interest by ownership, lease or otherwise and use and apply the same to the realization of the objects of the Union;
 - (b) raise money for the purposes of the Union;
 - (c) draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, cheques and other negotiable and transferable instruments;
 - (d) borrow on the security of its real and personal property, or either of them, or on any other security, or without any security whatever, all such money as it shall deem necessary, and mortgage, pledge or otherwise charge its real and personal property or any part thereof for the purpose of securing any sum or sums so borrowed;
 - (e) improve, enlarge, repair, erect and maintain any building or buildings suitable for the purposes of the Union;

Appendix A of NSFM By-laws: Act of Incorporation

(f) mortgage, lease, sell or otherwise dispose of, or deal with any of the assets of the Union as it may deem expedient; and

(g) do all such other things as may be necessary or incidental to the attainment of the objects and purposes of the Union.

- 6 (1) There shall be a Board of Directors of the Union.
- (2) The Board of Directors shall be elected or appointed by representatives of member units in accordance with the by-laws of the Union.
- (3) The Board of Directors may, subject to the by-laws of the Union,
- (a) exercise the powers of the Union; and
 - (b) appoint committees and delegate to committees such powers and duties as the Board of Directors considers necessary or desirable.
- (4) Notwithstanding subsection (2),
- (a) the members of the Executive Committee of the Union holding office immediately before the coming into force of this Section are the first Board of Directors and hold office until a Board of Directors is elected or appointed in accordance with that subsection; and
 - (b) the officers of the Union holding office immediately before the coming into force of this Section continue to hold office until their successors are elected in accordance with the by-laws of the Union.

By-laws

- 7 (1) The Board of Directors may make by-laws not inconsistent with this Act or contrary to law providing for the conduct and management of the affairs, business and property of the Union, and for the exercise of its objects, and without restricting the generality of the foregoing may make by-laws.
- (a) prescribing the terms and conditions of membership in the Union, and suspension or expulsion therefrom;
 - (b) prescribing the fees payable by member units;
 - (c) prescribing the rights and obligations of membership;
 - (d) regulating and governing the appointment, functions, duties, remuneration, suspension and removal of employees.

Appendix A of NSFM By-laws: Act of Incorporation

- (e) regulating the calling, holding and conduct of meetings and conferences of the Union, the Board of Directors and other committees;
- (ea) respecting the election of officers and members of the Board of Directors and members of committees and prescribing the duties thereof; (1994-95, c.34, s.6)
- (eb) respecting the right to vote and the manner of voting by delegates at any meeting of the Union; (1994-95, c.34, s.6)
- (f) any matter incidental or necessary for the carrying out and management of the objects and affairs of the Union.

Signing Officers

- 8. The Union, by such signing officers as are authorized by its by-laws, may make and execute under the corporate seal of the Union deeds, leases in which the Union is either landlord or tenant, mortgages and other conveyances of the real and personal property or any interest therein held by the Union.

Non-Profit Organization

- 9. Any profits derived from carrying out the affairs and business of the Union shall be devoted and applied solely in promoting and carrying out its objects and exercising its powers and shall not be divided among its member units.

Not Personally Liable

- 10. No officer or employee of the Union shall be personally liable for any debt, liability or obligation of the Union unless he specifically renders himself liable in his individual capacity.

Successor

- 11. Upon the passing of this Act all property belonging to or held in trust or by the unincorporated Union hereby vests in and belongs to the Union, and the Union shall be the successor to the unincorporated Union.

Additional Powers

- 12. In addition to the power by law vesting in a body corporate and without limiting the generality of any powers conferred by this Act, the Union shall have, for the purpose of carrying out its objects, the power to:

Appendix A of NSFM By-laws: Act of Incorporation

- (a) Contract with any person respecting any matter within the power or objects of the Union and to do all such acts, deeds and things and to execute all such documents as may be considered expedient in the attainment of the objects of the Union and
- (b) enter into agreements with
 - i. the Government of the Province,
 - ii. any department, board, commission, corporation or agency of Her Majesty in the right of the Province, and
 - iii. any municipal unit or department, board, commission, corporation or agency thereof.

to carry out the purpose of this Act and may by such an agreement establish intergovernmental or other committees to co-ordinate or implement programs relating to the objects of the Union.

Tax Exemptions

13. The Union and its property are exempt from taxation under or pursuant to any enactment of the Legislature.

Union Deemed Municipality

14. For the purpose of
- (a) any enactment conferring upon a municipal unit a tax exemption of property, and
 - (b) any enactment providing for a grant or assistance to be paid to a municipal unit,

the Union shall be deemed to be a municipality.

By-laws, Rules and Regulations

15. All by-laws, regulations and rules of procedure of the unincorporated Union remain in force and apply to the Union until they are amended or repealed by the Union.

NOTE: The headings in bold type have been inserted for convenience only and are not part of the Act.

**By-law Changes Document
For Annual General Meeting
November 6, 2025**

Motion #1: Amending definition of Member's Meeting in Definitions

Be it resolved that NSFM amend the definition of "Members' Meeting" of its by-laws as follows:

"Members' Meeting" refers to any meeting of all the members of the Federation, including but not limited to, ~~the Annual Conferences,~~ Annual General Meetings, and Special Meetings.

Motion
Seconded

Motion #2: Deletion of three definitions in Definitions

Be it resolved that NSFM delete the following definitions of its by-laws: "Regional Municipality", "Rural Municipality", and "Town":

~~"Regional Municipality" means a regional municipality established by, or continued pursuant to, the Municipal Government Act;~~

~~"Rural Municipality" means a county or district municipality;~~

~~"Town" means an incorporated town;~~

Motion
Seconded

Motion #3: Deletion of 3.6 (c) in Right of Members

Be it resolved that NSFM delete Section 3.6 (c) of its by-laws as follows and renumber accordingly:

~~may send municipal staff to Members' Meetings as advisors to Elected Municipal Officials. Staff advisors shall not have voting rights but shall be entitled to speak at such meetings;~~

Motion
Seconded

Motion #4: Amendment to 3.7 (a) in Elected Municipal Officials

Be it resolved that NSFM amend 3.7 (a) iii. of its by-laws as follows:

shall be eligible for election ~~appointment~~ to the Board in accordance with these by-laws and the Federation's "Elections Policy" .

Motion
Seconded

Motion #5: Amendment to 5.2 (a) in Composition

Be it resolved that NSFM amend 5.2 (a) of its by-laws as follows:

The Board of Directors consists of ~~sixteen~~ ~~seventeen~~ (16~~7~~) members:

- i. the President,
- ii. the Vice President,
- iii. the Past President,
- iv. two (2) Regional Representatives from the Cape Breton-Strait Electoral Region,
- v. two (2) Regional Representatives from the Cumberland-Colchester-Pictou-East Hants Electoral Region,
- vi. two (2) Regional Representatives from the Valley Electoral Region,
- vii. two (2) Regional Representatives from the Southwestern Electoral Region,
- viii. two (2) Regional Representatives from the Southern Shore Electoral Region,
- ix. two (2) Regional Representatives from Halifax Regional Municipality,
- x. one (1) Regional Representative from Cape Breton Regional Municipality,
- ~~xi. a representative appointed by the Association of Municipal Administrators.~~

Motion

Seconded

Motion #6: Amendment to 5.2 (d) in Composition

Be it resolved that NSFM delete 5.2 (d) of its by-laws as follows:

~~The representative appointed by the Association of Municipal Administrators shall be an employee of a Member Unit.~~

Motion

Seconded

Motion #7: Amendment to 5.5 (c) in Executive Committee

Be it resolved that NSFM amend 5.5 (c) of its by-laws as follows:

~~When appointing the two Regional Representatives, the Board shall give preference to interested Board members who are from Electoral Regions.~~ ~~Executive Committee members appointed by the Board shall be from Electoral Regions other than:~~

- i. The Electoral Regions represented by Officers of the Federation; and
- ii. Each other.

Motion

Seconded

Motion #8: Amendment to 5.7 (a) in Removal of a Board Member

Be it resolved that NSFM amend 5.7 (a) of its by-laws as follows:

A Board member, who without excuse satisfactory to the President Board, is absent from three (3) consecutive meetings of the Board, is deemed to have resigned from the Board.

Motion
Seconded

Motion #9: Amendment to 5.8 (a) in Code of Conduct & Conflict of Interest

Be it resolved that NSFM amend 5.8 (a) of its by-laws as follows:

The Board of Directors NSFM Code of Conduct adopted by the Board applies to all Directors, Officers and members of Committees of the Federation.

Motion
Seconded

Motion #10: Amendment to 5.8 (b) in Code of Conduct & Conflict of Interest

Be it resolved that NSFM amend 5.8 (b) of its by-laws as follows:

All Board members shall sign the Board of Directors NSFM “Code of Conduct Policy” in order to assume responsibilities as a Board Member.

Motion
Seconded

Motion #11: Amendment to 5.10 (c) in Vacancies

Be it resolved that NSFM amend 5.10 (c) of its by-laws as follows:

In the event that a Board member’s position becomes vacant ~~or is left vacant following a regular Board election by reason of 5(10) (a) or if any other Board member resigns or becomes ineligible to serve~~, the vacancy is to be filled by a replacement elected from that member’s Electoral Region. If the vacancy is not filled within sixty (60) days, the Board must make a reasonable effort to appoint an eligible replacement. Service as a replacement is not considered a term for purposes of calculating term limits.

Motion
Seconded

Motion #12: Amendment to 6.1 (b) in Board of Directors

Be it resolved that NSFM amend 6.1 (b) of its by-laws as follows:

Immediately following the election of the Board Annual General Meeting, the Board must meet in order to set the dates for its future meetings, make any necessary appointments and conduct any matters that must be considered by the Board.

Motion
Seconded

Motion #13: Amendment to 6.2 (c) in Annual Conference

Be it resolved that NSFM delete 6.1 (c) vi. of its by-laws as follows and renumber accordingly:

~~Declare the new Board members, who shall assume office immediately upon the adjournment of the Annual Meeting; and~~

Motion
Seconded

Motion #14: Amendment to 6.4 (e) in Quorum

Be it resolved that NSFM amend 6.4 (e) of its by-laws as follows:

Executive Committee: A quorum of the Executive Committee is ~~four (4)~~ three (3) Executive members.

Motion
Seconded

Motion #15: Amendment to 6.4 (h) in Quorum

Be it resolved that NSFM amend 6.4 (h) of its by-laws as follows:

Committees: The quorum of such Committees shall be a majority of the Committee members serving, from time to time. ~~A quorum for a Committee is half the appointed membership of the Committee.~~

Motion
Seconded

Motion #16: Amendment to 7 (h) in Committees

Be it resolved that NSFM delete 7 (h) of its by-laws as follows and renumber accordingly:

~~The quorum of such Committees shall be a majority of the Committee members serving, from time to time.~~

Motion
Seconded



Canadian Association
for Community Living
Antigonish
Inspiring Possibilities

To: Mayor Sean Cameron, Town Of Antigonish
From: Jeff Teasdale, Executive Director, CACL Antigonish
RE: Request to support the work of the CACL Antigonish
Date: March 14th, 2025

=====
Mayor Cameron,

On behalf of the participants, families, staff and Board of Directors of the CACL Antigonish, I would like to request a grant in the amount of \$8,000.

Each year the CACL pays the Town of Antigonish a Commercial Tax of approximately \$11,000. This amount comes from our operating budget.

The CACL receives approximately 67 % of its funding from the Province of Nova Scotia, the remaining is from selling of products and services, fundraising and grants. It is through your generosity that the CACL is able to continue the many programs and services it offers to participants from the Town and County of Antigonish. The CACL Antigonish is transforming its' delivery of services for folks with Disabilities as the Province of Nova Scotia rolls out the "Remedy". We have expanded our day program services to be exclusively Participant led. We have also streamlined our Social Enterprises. All Social Enterprises are paid employment for Participants. Our costs for providing services have increased.

We appreciate the opportunity given to the CACL with Supported Employment with the street cleaning and watering programs. The collaboration between the Town and the

East Coast Credit Union Social Enterprise centre with regards to the establishment of a Comfort Center and Emergency Shelter is very much appreciated.

Thank you for considering this request. If you require any further information, please be in touch.

Respectfully,



Jeff Teasdale

Executive Director

CACL Antigonish

902-870-5061

jeff@caclantigonish.ca

17/02/2025

Town of Antigonish
Mayor and Councillors
C/o Diane Roberts

On behalf of the HOW Club of Antigonish I am requesting an exemption from taxes, as you have so generously granted our group in the past. As you may be aware the HOW club is a special interest group which maintains the HOW Club building on Main Street. The building has hosted various meetings of Alcoholics Anonymous and Alanon for many decades now. Members of the program come from Port Hawkesbury as well as Antigonish, Guysborough and Pictou counties to attend meetings there. The club also hosts District 7 business meetings where representatives from each of the 15 groups come to discuss and vote on affairs both locally and in the greater Nova Scotia and NFLD area.

Any financial help would be appreciated as membership is dropping and maintenance costs are rising in the last few years.

You may contact me on cellphone 902-870-5671. Email. danaveline@msn.com

Thanks you in advance,



Dana Aveline
HOW Club Treasurer
310 Main Street
B2G 1C4

WHEREAS the I.O.O.F. is the assessed owner of lands and premises at 73 Court Street, Town of Antigonish;

AND WHEREAS the property is classified as commercial;

AND WHEREAS a portion of the property is used and occupied by the I.O.O.F. ;

AND WHEREAS the I.O.O.F. is a non-profit community, charitable, fraternal or religious organization.

RESOLVED by the Town Council of the Town of Antigonish that the following By-law be and the same is hereby enacted and that the Clerk be and is hereby instructed to forward same to the Minister of Municipal Affairs with a request for his approval hereof.

BY-LAW FOR PARTIAL EXEMPTION OF LANDS OF I.O.O.F.

1. THAT the portion of the property assessed to I.O.O.F. at 73 Court Street, Town of Antigonish, Province of Nova Scotia, that is used and occupied by the I.O.O.F. shall be taxed at the residential tax rate for properties in the Town of Antigonish.

To: Town of Antigonish Council
Randy Delorey, Chief Administrative Officer

Submitted by: Meaghan Barkhouse, Director of Corporate Services

Date: Thursday, August 28, 2025

Subject: **Preventing Workplace Harassment Policy**

Effective September 1, 2025, new Workplace Harassment Regulations came into force in Nova Scotia under the Stronger Workplaces for Nova Scotia Act. As a result, Corporate Services is recommending updates to the Town's Workplace Harassment Policy, which is part of the Human Resources Standard Operating Procedures ("HR Manual," Section 16-1).

The Town's previous policy covered most of the key elements required by the new regulations; however, several updates were necessary:

- **Language and Definitions:** Specific definitions are now required by regulation. The previous policy used broader commitments (e.g., "The Town of Antigonish is committed to advancing all elements of a respectful workplace and to maintain the dignity and respect of all people within, and interacting with the Town"). The updated language is more direct, stating that "The Town of Antigonish is committed to maintaining a work environment that is free from harassment. All employees have the right to work in a harassment-free workplace."
- **Investigation Process:** The policy's outline already met requirements, but additional clarity has been added to ensure processes are explicitly stated.
- **Review and Training:** A new subsection has been introduced requiring the policy to be formally reviewed at least every three years and for all employees to receive training on how to recognize, prevent, and appropriately respond to workplace harassment. Corporate Services will develop a plan for delivering this training to current employees and incorporating it into onboarding for new hires.
- **Inclusive Language:** The entire policy has been updated to reflect gender-inclusive terminology.

These updates strengthen our existing policy, ensure alignment with provincial regulations, and reaffirm the Town's commitment to maintaining a safe, respectful, and inclusive workplace. A copy of the proposed changes, prepared to meet our legal requirements, is enclosed for your review. Additions and revisions have been highlighted in bold.

Respectfully submitted,

Meaghan L. Barkhouse

16-1 Preventing Workplace Harassment

The intention of these procedures is to prevent discrimination, sexual harassment and any other workplace harassment from taking place and, where necessary, to act upon complaints of such behaviour promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned. The policy applies to the employer and all employees of the Town of Antigonish. The Town of Antigonish is committed to advancing all elements of a respectful workplace and to maintain the dignity and respect of all people within, and interacting with the Town.

1.0 Definitions

- 1.1 'Complainant' means the person(s) who initiates a complaint which is then handled through a complaint process either established within the organization or undertaken by a neutral third party.
- 1.2 'Discrimination' means treating an individual or member of a particular group differently based on one or more of the protected characteristics in the Nova Scotia Human Rights Act, which results in a disadvantage to the person or individuals.
- 1.3 'Harassment' is a form of discrimination and includes comments, jokes, name-calling or behavior or display of pictures that insult or offend. This also includes multimedia forms of communication.
- 1.4 'Respondent' means the accused party in a complaint.
- 1.5 'Sexual harassment' means the unwanted or unwelcome conduct or course of comment of a sexual nature made by a person who knows, or ought to reasonably know, that such conduct or comment is unacceptable. Sexual harassment is a protected characteristic in the Nova Scotia Human Rights Act and included, but not limited to:
 - a. expressed (or implied) promise (or reward) for complying with a request of a sexual nature;
 - b. actual reprisal (or an expressed or implied threat of reprisal) for refusal to comply with a request of a sexual nature;
 - c. actual denial (or an expressed or implied threat of denial) of opportunity for refusal to comply with such a request; or
 - d. the conduct or comment intended to, or which as the effect of, creating an intimidating, hostile or offensive environment.
- 1.6 "Workplace harassment" as defined in subsection 27.1 of the Workplace Health and Safety Regulation:

In this Part, "workplace harassment" means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades, intimidates or threatens, and includes all of the following, but does

not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace:

- (i) workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1)(h) to (v) of the Human Rights Act,
- (ii) inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact

Statement

The Town of Antigonish is committed to maintaining a work environment that is free from harassment. All employees have the right to work in a harassment-free workplace.

All Employees are:

- entitled to employment free of harassment
- have an obligation not to engage in workplace harassment; and
- are encouraged to report incidents of workplace harassment

The Town of Antigonish will maintain the confidentiality of all workplace harassment complaints and investigations. Information related to a complaint will unless:

- required by law;
- required for investigation purposes; or
- required for taking corrective action in response to a complaint;

The Town of Antigonish shall not reprimand or seek reprisals against employees who make complaints in good faith.

- This policy does not discourage employees from exercising other legal rights pursuant to the law by implementing a harassment policy.

2.0 Responsibilities

2.1 The Chief Administrative Officer (or designate) shall:

- a. ensure reported incidents of sexual harassment are investigated in a prompt and objective manner by person(s) viewed to be impartial to the complainant and the respondent; and
- b. ensure that harassment and/or discrimination is not condoned within the workplace.

2.2 Directors shall:

- ensure all reported incidents of workplace harassment and/or discrimination are investigated in a prompt and objective manner by person(s) viewed to be impartial to the complainant and the respondent;
- ensure formal complaints of harassment and/or discrimination are referred immediately to the Chief Administrative Officer;
- ensure employees have an opportunity to obtain confidential advice regarding harassment and/or discrimination;
- ensure employees are aware of the Town of Antigonish's procedures on harassment and discrimination;

2.3 Employees shall:

- a. familiarize themselves with the Town of Antigonish's procedures on harassment and discrimination; and
- b. maintain accurate records of any incidents of harassment and/or discrimination including time, place, and description of the incident and names of witnesses.

3.0 Complaint Investigation Procedure

3.1 Informal Resolution Options

- a. Any employee who feels that they are being harassed or discriminated against is encouraged to make it known to the harasser that their behavior is unwanted. The employee should inform the harasser, clearly and directly, that their behavior isn't welcome and must stop. This may be done verbally, or in writing. If in writing, a copy of the letter should be kept by the complainant.

OR

- b. If the complainant feels comfortable, they may discuss concerns relating to harassment and/or discrimination with their immediate supervisor or a designate of their choice and request their assistance in resolving the situation. The complainant should inform the alleged harasser clearly and directly that their behavior isn't welcome and must stop. The complainant should keep a record of the discussion and if the concerns are communicated in writing, keep a copy of the correspondence.

3.2 Formal Complaint

- a. If informal processes are not effective in resolving the situation to the satisfaction of the complainant or if the complainant prefers to file a formal complaint immediately, the complainant may register their complaint of harassment, in writing, with either:
 - the Chief Administrative Officer (or designate); and/or
 - the Director within their own department.

- b. Upon receiving a complaint, Directors are responsible for taking immediate action by referring the complaint to the Chief Administrative Officer (or designate).
- c. When a formal written complaint signed by the complainant is filed, the Chief Administrative Officer (or designate) shall notify the appropriate Director. A copy of the formal complaint shall be given to the respondent named in the complaint. The respondent shall be given a copy of the standard operating procedures and shall be advised of the right to retain their own legal counsel or be represented by any other person when they is required to be present during the process.
- d. The complainant shall be advised of the availability of counseling and support services through the Town of Antigonish's Employee Assistance Program and be provided with advice and assistance on how to deal with the situation. The seriousness of the complaint and the action and consequences may result in the following:
- the right to file a complaint with the Nova Scotia Human Rights Commission;
 - the right to report the incident(s) to the police where there is an indication that a criminal offence was committed;
 - the right to report the incident to their union and/or file a grievance;
 - the right to retain and be represented by their own legal counsel or other person of choice.
- e. Every formal complaint shall be investigated. The investigation of the complaint shall be assigned to a committee of two, which shall be comprised of the Chief Administrative Officer (or designate) and one other person who shall not be an employee in the same department as the complainant or the alleged harasser. The investigator(s) shall attempt to conclude the investigation within 30 days.
- f. The investigators shall interview the complainant, the respondent, and other individuals relevant to the case and review any related documentation. If the allegations are substantiated the investigators will determine both the root cause as well as any contributing factors to best inform corrective actions, and the complaint shall be resolved in the following manner:
- i. the seriousness and the effects of the offence shall be discussed with the complaint and offender - including findings, conclusions and any corrective action taken or that will be taken because of the investigation, where appropriate;
 - ii. the offender must agree to the following steps:
 - the harassment and/or discrimination must stop without any repercussions to the complainant;
 - the complainant must be given a verbal or written apology as appropriate to the circumstances and the promise that the action will not recur;

- appropriate disciplinary action shall be taken as per the advice of the Town of Antigonish's legal advisor.
- g. In the event that the investigators are not in agreement on the result of the investigation, the complaint and investigation results shall be submitted to the Chief Administrative Officer for further consideration and action.
- h. In the event the complainant is not satisfied with the results of the investigation, they may:
 - submit the complaint and investigation results to the Chief Administrative Officer for further consideration and action; and/or
 - contact the Nova Scotia Human Rights Commission.

4.0 Records

- 4.1 If harassment and/or discrimination have been substantiated, the incident shall be documented in the offender's personnel file. No formal record shall be kept if the allegation is not substantiated.
- 4.2 All records pertaining to investigations shall be maintained by the Chief Administrative Officer (or designate) in a confidential file.

5.0 Review & Training

- 5.1 This policy should be reviewed every three (3) years, with policies updated as necessary to ensure the policy remains current and relevant.
- 5.2 Training to be provided to Employees in relation to the Policy, including:
 - 5.3 A review of the Town's workplace harassment prevention policy
 - 5.4 Instruction on how to recognize, prevent and appropriately respond to workplace harassment
- 5.5 This training will be provided to all employees in a timely manner and refreshed as needed to support a safe and respectful work environment.