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**MEETING:** Committee of the Whole Meeting  
**DATE:** December 2, 2025  
**TIME:** 6:00 PM  
**PLACE:** Town Council Chambers

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## Agenda

- 1. Call to Order & Land Acknowledgement**
- 2. Approval of Agenda**
  - 2.1 Additions to the Agenda
- 3. Conflict of Interest**
- 4. Acceptance of Minutes**
  - 4.1 Minutes of the Committee of the Whole Meeting of November 3, 2025
- 5. Presentations**
  - 5.1 Delightful December Contributions -Antigonish Emergency Fuel Fund & Antigonish Food Bank
  - 5.2 The Reporter – Nicole Fawcett
- 6. Business Arising from the Minutes**
- 7. New Business**
  - 7.1 Snow and Ice Control Policy – Staff
  - 7.2 HAF (Housing Accelerator Fund) Densification – Staff
  - 7.3 Tax Account Write-Off – Staff (No materials)
  - 7.4 Parking By-Law, Parking Policy, and amendments to the Municipal User Fee Policy
  - 7.5 FCM (Federation of Canadian Municipalities) Grant – Staff
  - 7.6 Town of Antigonish Communication – Councillor P. McKenna
  - 7.7 Speaker System in Council Chambers – Councillor D. Roberts
- 8. Correspondence**
  - 8.1 Youth Health Centre at Dr. John Hugh Gillis High School – Letter
  - 8.2 Chamber of Commerce – Support for local Businesses
  - 8.3 Knights of Columbus Toy Drive
  - 8.4 R.K MacDonald Nursing Home Foundation 2025 “Lights of Love” Campaign
  - 8.5 Antigonish Visitor Information Centre, Off-Season Tourism Holiday Event – Verbal update by Staff
  - 8.6 Public Library Funding Awareness– Letter
  - 8.7 Santa for Seniors – Letter
- 9. Councillor Reports**
- 10. Committee Reports**
- 11. Adjournment**

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**Committee of the Whole  
November 3, 2025  
Town Council Chambers**

**Present**

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

**Also in Attendance**

R. Delorey, CAO  
M. Fougere, Municipal Clerk  
S. Long, Acting Director of Community Development  
M. Barkhouse, Director of Corporate Services

Gallery (Online)

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

Mayor S. Cameron called the meeting to order at 6:05 PM and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and recognized that we are all treaty people.

**2. Approval of the Agenda**

**2.1 Additions/Amendments**

An addition was made to the Agenda: Item 6.4 – Delightful December.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

**Motion Carried**

**3. Conflict of Interest**

No Conflicts declared.

**4. Acceptance of Minutes**

**4.1 Minutes of the Committee of the Whole Meeting of October 7, 2025**

A correction was noted on page 6 under Councillor Reports, where the name MacKenna should read McKenna. The Clerk made the correction.

Minutes were accepted as corrected.

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## **5. Business from Minutes**

### **5.1 ACALA 2025 Grant Application**

Councillor Murray spoke to this item. ACALA was previously approved for 2025 grant funding for The International Food Fair 2025. The group has submitted a request to change the funded event to The Language Fair, scheduled for November 22, 2025. The proposed event will focus on promoting language diversity through interactive booths led by immigrants, newcomers, international students, and multilingual community members.

This information was included in the Council package for discussion. The request will be brought forward to the Special Council Meeting following this Committee of the Whole meeting for consideration.

### **5.2 Committee Structure Review**

Council engaged in a general discussion regarding the current committee structure and membership. Mayor Cameron noted that, as this Council is still early in its term, this is an opportunity to review whether the existing committees remain appropriate and whether council members are satisfied with their current assignments.

Council discussed the purpose, effectiveness, and composition of various committees, including whether certain committees should continue in their current form and how information flows from committees—particularly those related to planning and development. The need for more consistent reporting on development activity and PAC (Planning Advisory Committee) matters was raised. Staff noted that the Planning Advisory Committee operates as an advisory body through EDPC (Eastern District Planning Commission).

The CAO advised that staff would conduct an internal review of the committee structure and explore obtaining additional reporting from EDPC. A summary and analysis will be brought back to Council, along with options should Council wish to form a subcommittee to undertake a more detailed review.

## **6. New Business**

### **6.1 Budget/Fiscal Forecast Update – M. Barkhouse**

M. Barkhouse provided an overview to Council on the Fiscal Forecast update, went through the Revenue, Expenses, New Income (Deficit), Variance for Public Works Equipment and Variance from Staffing vacancies and project delays.

Ms. Barkhouse indicated that nearly 70% of the Town's expected revenue has been received to date, while approximately 38% of expected expenses have been incurred.

Mayor Cameron noted that some taxpayers had raised questions regarding the Educational component, as it had been misinterpreted by some residents. This rate has always been included within the overall tax rate; it was simply broken out this year to provide greater clarity.

Councillor McKenna sought clarification regarding the Deed Transfer Tax, noting that a decrease in housing sales would result in reduced transfer tax revenue.

Discussion ensued.

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#### 6.2 Water Barrels – Deputy Mayor Roberts

Council discussed the possibility of supporting residents in using rain barrels as a proactive measure during future drought conditions. Ideas explored included determining the cost of supplying rain barrels for residents to purchase, improving public communication—such as including notices with water bills—and considering a small grant or incentive program to encourage uptake.

Council also noted the importance of resident education on water conservation and discussed whether any program should extend to residents in fringe areas.

A suggestion was made that Council consider writing to the Provincial Government regarding this matter.

The CAO will review available options for communications and incentive approaches and report back to Council.

#### 6.3 Town Flag – Deputy Mayor Roberts

Deputy Mayor Roberts inquired about the availability of Town flags and whether additional flags should be ordered. Staff confirmed that a flag policy is in place and that some inventory is currently on hand.

Councillor Murray discussed the condition and size of the Canada flag at Town Hall and whether a larger, higher-quality replacement should be obtained.

A brief recess was called at 7:36 p.m., and the meeting reconvened at 7:50 p.m.

#### 6.4 Delightful December – Staff

CAO spoke to this, noting that this is something that came to council last year. Revenue would go to two charities, last year it was the Antigonish Emergency Fuel Fund and the Antigonish Food Bank. Historically it has always been those two charities.

This item will go to the next Regular Council meeting on November 17<sup>th</sup> for consideration.

#### 6.5 4-Way Stop Sign Pleasant St and College St.

This item was addressed at the Police and Licence Committee meeting held on September 9<sup>th</sup>. Deputy Mayor Roberts, chair of the committee inquired whether a traffic count could be conducted to collect data for review, noting a preference for the work to be completed in-house rather than through an external consultant. It was suggested that this review take place once construction activity in the area has settled.

Councillor McKenna noted challenges for motorists exiting Pleasant Street onto College Street, citing parked vehicles along the street as a visibility and safety concern. He suggested that consideration be given to designating Pleasant Street as a one-way street, allowing only entry from College Street. Discussions ensued.

Staff will refer this matter to the Traffic Authority for review.

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## **7. Correspondence**

### **7.1 L'Arche Antigonish – Funding Request**

Mayor Cameron noted that this correspondence was included in Council's agenda package and is presented for information and review at this time. The request will be brought forward to the Regular Council meeting on November 15th for consideration.

The CAO will confirm whether the County has also been contacted regarding potential funding.

### **7.2 PARL – Letter to Hon. T. Houston**

Councillor McKenna, who sits on the PARL Board, provided an overview of the letter sent to Premier Tim Houston. He noted that PARL is nearing a point where it may need to reduce hours or cut services. The Province has also asked local libraries to support additional programs without providing any additional funding.

Councillor Sullivan reported that during Jaime Battiste's campaign, he referenced up to \$1 million in available funding for Indigenous books. Councillor McKenna will follow up with Eric Stackhouse at the library to determine whether they intend to pursue this opportunity.

### **7.3 Transition House Association of Nova Scotia (THANS) – Purple Ribbon Campaign**

Mayor Cameron spoke to this. Information was circulated to Council in the agenda package. This item will be brought forward to the Regular Council Meeting for a motion.

### **7.4 Jazz Festival Fundraiser Honoring Inez Forbes – Funding Request**

Information was circulated to Council in the agenda package. This item will be brought to the Regular Council meeting for a motion.

## **8. Councillor Reports**

Councillor Reports were submitted and circulated to Council in advance of the meeting, outlining the meetings attended and events participated in.

### **Deputy Mayor Diane Roberts**

Meetings Attended (October 9 – November 3):

- Police Advisory Committee
- Recreation Committee
- Net Zero Engagement Session
- Regular Town Council Meeting
- Area Meeting (Ellershouse)

Events Attended:

- Affordable Housing Ribbon Cutting
- Poverty Coalition meeting
- Chamber of Commerce Business Awards Banquet
- Hospital Help Day (volunteered reading names on air and taking calls for two hours)
- Halloween Party at the Library (2-3:30pm)

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**Councillor Juanita Pelly**

Meetings and Events Attended:

- Chaired the Recreation Committee (October 14)
- AAHS Board Meeting (October 15)
- AAHS Grand Opening of Appleseed 2 (October 17)
- Chamber of Commerce Business Awards Banquet (October 22)
- Hospital Help Day
- RK Board Meeting

**Councillor Andrew Murray**

Meetings and Events Attended:

- Chaired the Beautification Committee meeting
- AACLA monthly meeting
- RK Board Meeting and Executive Committee Meeting
- Net Zero Meeting
- Chamber of Commerce Business Awards Banquet (October 22)
- Halloween Party at the Library
- Met with members of the public regarding Town-related concerns
- Ongoing updates from the Museum (noted increased visits over the past summer)
- Received 14 submissions for the Mural Program and reported strong community interest

**Councillor Patrick McKenna**

Meetings and Events Attended:

- RK Steering Committee - Discussions on change orders process and discrepancies for the new building.
- Net Zero Engagement strategy
- RK Finance Meeting - Investment strategies and policies
- Antigonish Chamber of Commerce Awards Oct 22
- Opening night of Theatre Antigonish production of Zomblet
- RK MacDonald Board Meeting
- Hospital Help Day – super fun day
- Mayor shared condolences to McKenna for his families recent loss.

**Councillor Leon MacLellan**

Meetings and Events Attended:

- AREA meeting in Ellershouse,
- Beautification Committee Meeting
- Seminar by the Antigonish Coalition to End Poverty
- Annual Chamber of Commerce awards dinner at St. Andrew's
- Hospital Help Day

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**Mayor S. Cameron**

Mayor Cameron noted that he attended the same events as most Council members over the past month.

**Upcoming Events:**

- Joint Council Meeting – Scheduled for November 19th
- Naomi Society Flag Raising – Taking place on November 25th at 9:30 a.m.
- NSFM Fall Conference – November 4–7, with five Councillors attending.
- Rooted Gala – On Wednesday, November 5th, noting that five representatives from the Town will be attending.
- Remembrance Day – The Mayor acknowledged the importance of this upcoming commemorative day.
- SAGSR (Strait Area Ground Search and Rescue) Event – The Mayor will be attending on November 22nd.

**Committee Reports (Added)**

Written Committee Reports were submitted and circulated to Council ahead of the meeting. Key items from those reports are summarized below.

**Councillor Jack Sullivan – Infrastructure Updates**

Councillor Sullivan provided an overview of recent updates from the Infrastructure Committee. Key items included:

- Town disconnected from County Wells as of today.
- Bay Street Project: Phase 1 underway (Haley Road to railroad tracks), Phase 2 scheduled for next spring (railroad tracks to past the hospital)
- West Street Project: Sidewalk removal and preparation on the west side is underway, with paving preparation to begin from Highland Drive to James Street.

Councillor Sullivan acknowledged the inconvenience caused by the ongoing infrastructure projects and expressed appreciation for residents' patience. He noted that while the work results in temporary disruption, it is necessary to support long-term improvements to streets, sidewalks, and overall infrastructure. He further advised that the Town is exploring ways to reduce traffic congestion where possible and thanked the public for their understanding and cooperation.

**Recommendations to go to the Police and License Committee**

Several items for referral to the Police and License Committee were discussed:

- Main Street / St. Ninian Street Intersection: Councillor MacLellan noted safety concerns related to the left turn onto St. Ninian Street and suggested consideration of a flashing beacon or potential relocation of the crosswalk toward the Martha Drive entrance.
- Traffic Calming Measures: Councillor MacLellan raised concerns regarding the lack of traffic calming in the Town, referencing issues on Xavier Drive. He highlighted that other municipalities are implementing measures such as speed bumps and curb bump-outs to reduce vehicle speeds.
- Crosswalk Safety: Ongoing issues were reported related to driver behaviour at crosswalks during peak traffic periods, particularly at the intersection of Braemore Avenue and Xavier Drive.

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- Parking Concerns – Braemore Avenue: It was reported that vehicles parked within the first 50 feet from Highland Drive on the east side of Braemore Avenue are restricting roadway width, creating difficulties for school buses and causing traffic disruptions.

Deputy Mayor Roberts added that traffic calming concerns had also been raised in previous years in the areas of Arbour Drive and MacLellan Street.

**Councillor MacLellan**

AREA Board Update:

AREA is a 100% municipally-owned company formed in 2014 by the towns of Antigonish, Berwick and Mahone Bay. The development of the 10-turbine, 23.5 MW Ellershouse Wind Farm in Windsor -West Hants provides over 40% renewable energy to our owner-towns and the Riverport Electric Light Commission, making them the only Utilities to meet the original design of Nova Scotia's 40% Renewable Electricity Standard in 2020.

Councillor MacLellan noted that AREA has historically provided good returns; however, recent regulatory changes regarding electrical rates have affected returns.

Waste Management Committee:

Councillor MacLellan reported that the Waste Committee sponsored a Town Cleanup Day, during which St. Andrew's Junior School bands and choir collected 25 bags of garbage and 2 bags of refundable bottles/cans. Starting December 1, 2025, responsibility for collecting recyclables will transfer to Circular Materials. The Town website provides information and a Waste Management Hotline at 902-863-4949.

**9. Adjournment**

With no further business, Councillor Murray moved for Adjournment at 8:58 pm

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Mayor Sean Cameron

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Randy Delorey, CAO



## 1. Purpose

The purpose of the Snow and Ice Control (SNIC) Policy is to define the responsibilities of the Town of Antigonish's winter maintenance operations and to establish the priorities, standards, and service levels of the snow and ice control program.

An effective and efficient snow and ice control program is necessary to enable the municipality to function under normal winter weather conditions, reduce snow and ice hazards, and provide the public with safe and reliable access to Town-controlled roadways, sidewalks, and parking lots.

This policy provides direction to staff involved in snow and ice management operations to ensure that streets, sidewalks, and parking lots are cleared in a safe and timely manner.

## 2. Scope and Authority

This policy applies to all Town-controlled streets, sidewalks, and public parking lots maintained by the Town of Antigonish. It governs all winter maintenance activities carried out by Town employees and authorized contractors.

Authority for the implementation and enforcement of this policy rests with the Director of Infrastructure and Engineering and the Manager of Public Works, who are responsible for ensuring compliance with the established priorities and service levels.

Council retains the authority to approve or amend this policy and related service levels through formal resolution.

## 3. Policy Statement

The Town will manage Snow and Ice Control operations on Town-controlled streets, sidewalks, and public parking lots in accordance with established service level priorities, relevant Town policies, by-laws, and all applicable provincial legislation.

The intent of the snow and ice control program is to minimize economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and ensure that emergency service vehicles can operate safely and efficiently.

The intent of the Snow and Ice Control Policy for streets is to create acceptable winter driving conditions for vehicles that are properly equipped for winter driving and operated with appropriate caution. The intent is also to maintain reasonable mobility conditions along Town-controlled sidewalks and active transportation trails for pedestrians and users under normal winter conditions. Accessibility for all shall remain a priority.

It is recognized that during extreme winter conditions, the immediate demand for snow and ice control services may exceed available resources.

In the event that extreme winter snowfall is classified as an emergency by the Emergency Coordination Center (ECC), the overall response to the event may be coordinated under the direction of the Director of Infrastructure and Engineering.

## 4. Definitions

For the purposes of this policy, the following terms apply:

- **Salting:** The application of salt or other de-icing materials to roadways or sidewalks to prevent or reduce ice formation.
- **Sanding:** The application of sand or abrasive materials to improve traction on icy surfaces.
- **Plowing:** The mechanical removal or displacement of accumulated snow from roadways or sidewalks.
- **Snow Removal:** The transportation of accumulated snow from a location to an approved storage or disposal site.
- **Downtown Core:** Sidewalks as defined in Appendix A of the Town of Antigonish Ice and Snow Removal Bylaw.

## 5. Service Levels

Levels of Service (LOS) are established for Town-controlled roadways and pedestrian infrastructure according to their priority ranking. The Snow and Ice Control priorities are based on the following criteria:

- Street classification
- Emergency routes

- Topography
- Traffic and pedestrian volumes

School zones and accessibility considerations are directly related to pedestrian volumes.

Winter operations typically begin December 1 and end April 30 each year, subject to weather conditions and public activity levels. Ice control is conducted as necessary to improve traction and is based on pavement temperature, atmospheric conditions, and topography.

Salting activities generally begin prior to a storm event, and snow plowing generally commences when snowfall accumulation begins to impede the safe flow of or vehicular or pedestrian traffic.

### General SNIC Priorities

1. Streets
2. Critical Municipal Operations/Services
3. Sidewalks
4. Parking Lots

### Key Level of Service (LOS) Points

1. The safety of the public and Town operators is paramount in all aspects of winter operations.
2. Snow and ice management operations will commence when conditions warrant, with plowing and salting activities prioritized based on road classification, safety considerations, and prevailing weather conditions to maintain an appropriate level of service across the transportation network.
3. Service levels may vary depending on factors such as temperature, time of year, time of day, forecasted weather, equipment and operator availability, competing priorities (e.g., emergency repairs), private contractor activity, frost conditions, and storm duration.
4. The timing and extent of snow and ice control on sidewalks will be determined by available resources, time of day or week, school operations, and impending weather conditions.

5. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
6. Additional street widening, intersection clearing, snow removal and other follow-up activities will occur following completion of priority operations and as time and budget permit.

## 6. Service Level Expectations

### Minor Storm

#### Streets

The objective is that all streets will be cleared of snow within **12 hours** following the end of a snowstorm of up to approximately 15 cm (Appendix A).

##### **Priority 1 – Primary Streets:**

- Collector-arterial streets

##### **Priority 2 – Secondary Streets:**

- School zones
- Streets with steep inclines

##### **Priority 3 – Residential Streets:**

- Residential streets

#### Sidewalks

The objective is that all sidewalks will be cleared of snow within **24 hours** following the end of a snowstorm of up to approximately 15 cm.

##### **Priority 1 – Sidewalks:**

- Sidewalks in the Downtown Core including area adjacent to accessible parking
- Sidewalks in school zones

##### **Priority 2 – Sidewalks:**

- Local street sidewalks

Where practicable, one sidewalk will be cleared on each street before the second sidewalk is opened. For efficiency, plowing routes may determine whether both sidewalks are cleared on a particular street before others are opened.

### Public Parking Lots and Street Parking

Town staff will take necessary steps to minimize public hazards caused by snow and ice conditions on Town-owned or leased properties.

Public parking lots will be cleared following the completion of priority street and sidewalk operations.

Designated accessible parking and loading/unloading spaces within the Downtown Core will be cleared to facilitate access between the street and sidewalk areas.

Winter parking bans will be enforced in accordance with the applicable Act / By-law.

### Major Storm

A major snowstorm will be declared by the Director of Infrastructure and Engineering or the Public Works Manager when snowfall intensity and accumulation prevent crews from maintaining all Town streets in a cleared condition while the storm is ongoing.

During a declared major snowstorm, operations will focus on keeping numbered routes, arterial roads, and designated emergency routes open to maintain essential access.

As conditions improve and snowfall intensity decreases, plowing operations will expand to include remaining streets, with sidewalk clearing commencing as resources and conditions permit.

When visibility or weather conditions make the safe operation of equipment impractical, snow and ice control operations will be temporarily suspended until conditions improve.

### Snow Removal

Buildups of snow / ice between the curb and sidewalk (snow storage area) will occur as a result of regular plowing activities. Removal of this buildup will occur on Main Street, from Hawthorne Street to Court Street following the end of a snowstorm, if warranted by the Director or Manager. Generally, snow removal activities will occur at night.

The determination of whether removal activities are required will be based on the hazards to pedestrians, and whether changing conditions may create a hazard to pedestrians (i.e. freeze / thaw conditions creating ice). Staffing levels, contractor availability, and other

priority work (i.e. watermain breaks) will all be factors assessed when determining if snow removal activities will be undertaken.

Snow removal on other streets within the Town will be at the discretion of the Director of Infrastructure and Engineering or the Manager of Public Works and guided by traffic safety needs including intersection visibility as well as available budget.

## 7. Salt Management

The Town of Antigonish is committed to the efficient management of road salt while continuing to provide effective winter maintenance to ensure the safety of motorists, pedestrians, and winter maintenance workers.

The Town will demonstrate environmental responsibility by implementing best management practices.

To achieve this commitment, the Town will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution.
- Continue to provide snow and ice control on Town streets to achieve established service level standards.
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations.
- Provide all winter maintenance personnel with appropriate training and resources to complete their assigned tasks safely and effectively.
- Establish and track objectives and targets to verify performance and identify opportunities for continual improvement.
- Monitor operations and implement corrective or preventive actions to improve performance.
- Communicate the requirements of this Policy to all affected employees.

## 8. References

- Municipal Government Act (Nova Scotia)
- Motor Vehicle Act (Nova Scotia)
- Town of Antigonish Parking By-law
- Town of Antigonish Ice and Snow Removal By-law
- Environment Canada Code of Practice for the Environmental Management of Road Salts

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## Appendix A – Street Priority

### Priority 1 – Primary Streets

- Main Street
- Bay Street
- St. Andrews Street
- Church Street
- West Street
- James Street
- St Ninian Street (from Main Street to West Street)
- Hawthorne Street
- College Street (from Hallowell Grant Road to Main St)
- Sydney Street

### Priority 2 – Secondary Streets

- Acadia Street
- Adam Street
- Braemore Avenue
- Brookland Street
- College Street (Main Street to St. Ninian Street)
- Court Street (Main Street to St. Mary's Street)
- Creighton Lane
- East Main Street
- Elm Street
- Fairview Street (James Street to Highland Drive)
- Greening Drive
- Highland Drive
- Pleasant Street
- St Mary's Street
- St Ninian Street (West Street to Church Street)
- Victoria Street
- Xavier Drive (from Hawthorne Street to Braemore Avenue)
- Haley Road

### Priority 3 – Residential / Local Streets

All other streets not listed above



## Appendix B – Sidewalk Priority

### Priority 1 – Primary Sidewalks

- Bay Street
- Braemore Avenue
- Brookland Street
- Church Street
- College Street
- Hawthorne Street (from Main Street to Xavier Drive)
- Highland Drive
- James Street
- Main Street
- West Street
- Xavier Drive (from Hawthorne Street to Braemore Avenue)

### Priority 2 – Secondary Sidewalks

All other sidewalks not listed above and where needed, the second side of a sidewalk.

## Appendix C – Public Parking Areas

### Parking Lots

- Creighton Lane
- Town Hall
- St Mary's Street
- Sydney Street
- Main Street (Sunflower Natural Foods)
- John Paul Center
- Chisholm Park
- Antigonish Town and County Library

# Town of Antigonish Housing Accelerator Fund Proposed Amendments

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## A By-law to amend the Town of Antigonish Municipal Planning Strategy.

The Municipal Planning Strategy for the Town of Antigonish shall be amended as follows:

1. In Policy RN7, removing the following text shown in strike-out and adding the following text shown in bold:

RN7 Council shall permit accessory dwelling units where accessory to a single detached dwelling, ~~or semi-detached dwelling,~~ **triplex dwelling, or townhouse dwelling with up to three units** (irrespective of whether these include home based businesses including work-live units) in the Neighbourhood (RN) Designation and Higher Order Residential Neighbourhood (HR) Designation to provide only one additional dwelling unit subject to requirements designed to ~~maintain the appearance of a single detached dwelling;~~ address servicing issues; and minimize the impact on adjacent land uses and the surrounding neighbourhood.

2. In Policy RN15, removing the following text shown in strike-out and adding the following text shown in bold:

RN15 Council shall permit the following uses by site plan approval in the Residential Neighbourhood (RN-1) Zone:

- ~~a) Accessory dwelling units~~
- ~~b) Dwelling, Triplex or Fourplex~~
- c) Work-Live Units
- d) Religious Institutions
- e) Schools
- f) **Dwelling, Multi-Unit (up to 6 Units)**

3. In Policy RN16, removing the following text shown in strike-out:

RN16 Council may consider the following uses by development agreement, subject to the provisions of Policies RN30 and ADM16 in the Residential Neighbourhood (RN-1) Zone:

- ~~a) Dwelling, Multi-Unit (up to 6 Units)~~

b) ~~Townhouses (up to 4 units)~~, Urban Cottage Developments, or Carriage Court Developments provided the requirements of the RN-2 Zone are met and deviations therefrom – if any – are clearly justified and compensated by over-fulfilling other criteria.

4. In Policy RN21, removing the following text shown in strike-out and adding the text in bold:

RN21 Council shall consider the following uses by site plan approval in the Higher Order Residential Neighbourhood (RN-2) Zone:

- a) ~~Accessory dwelling units~~
- b) Carriage Court Developments
- c) Urban Cottage Developments
- d) Dwelling, Multi-Unit (~~up to 6~~ **over 10** Units)
- e) ~~Townhouse Dwellings (up to 6 Units)~~
- e) Stacked Townhouse Dwellings**
- f) Work-Live Units
- g) Religious Institutions
- h) Schools
- i) Convenience Stores**

5. Delete Policy RN22, as shown in strikeout:

~~RN22 Council shall consider the following uses by development agreement, subject to the provisions of Policies RN30 and ADM16 in the Higher Order Residential Neighbourhood (RN-2) Zone:~~

- ~~a) Multi-Unit Dwellings (over 6 units)~~
- ~~b) Stacked Townhouse Dwellings (up to 4 attached dwellings)~~

6. In Policy RN23, removing the following text shown in strike-out:

RN23 Council shall consider, by development agreement, the development of professional and office uses, ~~and convenience stores~~ in the RN-2 Zone,

pursuant to the following requirements and the requirements under Policy  
ADM16: [...]

7. In Policy MU16, adding the following text shown in bold:

MU16 Council shall permit a series of residential and commercial land uses, **including accessory dwellings**, through the Mixed Use Centre (MC) Zone, with the objective of offering pockets of commercial amenities and greater residential densities in node locations which are nearby key destinations in the Town.

8. In Subsection 9.1.1, add the following text shown in bold:

Policy Goal: Plans are not meant to be static documents. Continuous review and study, and delivery of municipal projects is an ongoing responsibility of Council. Council is not bound to take any action indicated in a Municipal Planning Strategy, however, Council cannot take any action which would be in any manner inconsistent to the Strategy. In order to implement this document, it is in the interest of Council to consider a number of projects, as listed below.

[...]

Project 17: Transportation Master Plan to direct policies on parking management, AT network, truck routes, and transportation demand management.

**Project 18: Inclusionary zoning study to establish Land Use By-law provisions for a minimum proportion of affordable dwelling units in residential developments and an administrative framework to monitor and enforce long-term affordability of those units.**

1. In Policy ADM14, removing the following text shown in strike-out:

ADM14 Council may consider applications for the following types of development agreements, which are further guided by specific policies of the applicable designation:

Residential Designations

~~a) Multi-Unit Dwellings up to 6 units in the RN-1 Zone pursuant to Policy RN16;~~

~~b) Multi-Unit Dwellings over 6 units in the RN-2 Zone pursuant to Policy RN22;~~

~~c) Townhouses, Urban Cottage Developments, or Carriage Court Developments in the RN-1 Zone pursuant to Policy RN16;~~

d) Professional Offices and Convenience Stores in the RN-2 Zone pursuant to Policy RN23;

[...]

1. Amending 'Schedule A' Generalized Future Land Use Map as follows:



# A By-law to amend the Town of Antigonish Land Use By-law

The Land Use By-law for the Town of Antigonish shall be amended as follows:

1. In Section 1.8, removing the following text shown in strike-out:

## 1.8 Site Plan Approval

- a) This By-law states the types of land uses that are subject to Site Plan Approval through permitted use tables for each zone.
- b) Notwithstanding anything else in this By-law, the following developments shall be exempt from the Site Plan Approval procedure:
  - i. Changes of use, interior building reconfigurations or additions of up to a gross floor area of 75 m<sup>2</sup> that do not trigger increasing parking requirements;
  - ii. Installation, replacement or repair of building features and building repairs or additions that neither change the footprint of the building nor increase parking requirements;
  - iii. Accessory structures ~~excluding Accessory Dwelling Units~~ on a property where no site plan approval is currently applicable, or where Accessory Structures are not indicated on an existing site plan approval;
  - iv. Signage on a property where no site plan approval is currently applicable, or where signage is not indicated on an existing site plan approval;
  - v. Temporary Uses;

[...]

2. In Part 3, removing the following text shown in strike-out and adding the following text shown in bold:

[...]

~~**Accessory Dwelling Unit, Garage Suite** means one accessory dwelling unit built above a detached garage and located behind the primary single unit dwelling or bed and breakfast.~~

**Accessory Dwelling Unit, Garden Suite** means one free-standing, ~~single-story~~ accessory dwelling unit located in the rear yard of the primary single unit **or semi-detached** dwelling or bed and breakfast.



**Accessory Dwelling Unit, Secondary Suite** means one self-contained accessory dwelling unit fully contained within and subordinate to a single unit or **semi-detached** dwelling or bed and breakfast.

[...]

**Hard Surface** means any surface on a lot that is impervious to water and shall include buildings, asphalt, and monolithic concrete surfaces but shall exclude permeable landscaping features such as permeable pavers used in parking lots.

[...]

**Height** means the vertical distance between the established grade and the **average value between the lowest point and the** highest point of the roof and shall not include any accessory roof construction used as an ornament or the mechanical operation of the building such as a mechanical penthouse, a chimney, tower, cupola, steeple, antenna, or solar panels.

[...]

3. In Section 6.1, adding the following text as item ba) immediately following item b), as shown in bold:
  - a) No Development Permit shall be issued unless the development is in compliance with the parking requirements of this Part.
  - b) Mixed Use Zones and the High Risk Floodplain Zone are exempt from requirements regarding the supply of minimum parking space amounts for motorized vehicles.
  - ba) In all other zones not mentioned in clause b), the minimum parking requires for dwellings shall be reduced by 50% (rounded up to the next higher value in case of fractions of parking spaces) for all lots abutting a street that is serviced by a fixed-route transit service of the Antigonish Community Transit Society.**

[...]

4. In Table 6, removing the following text shown in strike-out and adding the following text shown in bold:

Residential Neighbourhood Zones	RN-1	RN-2	MH
Accessory Dwelling Unit	<del>SP</del> <b>P</b>	<del>SP</del> <b>P</b>	-
Dwelling, Triplex or Fourplex	<del>SP</del> <b>P</b>	<del>P</del>	-
Dwelling, Lodging Home	-	-	-
Dwelling, Multi-Unit (up to 6 Units)	<del>DA</del> <b>SP</b>	<del>SP</del> <b>P</b>	-
<b>Dwelling, Multi-Unit (6-10 Units)</b>	-	<b>P</b>	-
<del>Dwelling, Multi-Unit (over 6 Units)</del>	-	<del>DA</del>	-
<b>Dwelling, Multi-Unit (over 10 Units)</b>	-	<b>SP</b>	-
Dwelling, Townhouse	<del>DA</del> <b>P</b>	<del>SP</del> <b>P</b>	-
Dwelling, Townhouse, Stacked	-	<del>DA</del> <b>SP</b>	-
Convenience Stores	-	<b>SP</b>	-

[...]

5. In Subsection 7.3.1, adding Item f) with the following text shown in bold:

7.3.1 Buildings that simultaneously fall into a Residential Neighbourhood Zone and in the extent of the ‘Old Town’ overlay zone shall comply with the following architectural requirements:

[...]

- f) Living space developed within the attic of a (gable, mansard etc.) roof counts as ½ storey**

6. In Subsection 7.3.4, removing the following text shown in strike-out and adding the following text shown in bold:

7.3.4 Accessory Dwelling Units

- a) accessory dwelling unit (one Secondary ~~or Garden or Garage Suite~~) shall be permitted as an accessory use to a Single Unit, Semi-detached Dwelling,

**Triplex Dwelling, Townhouse Dwelling (with up to three units), or Work-Live Unit in an RN-1, ~~or~~RN-2, or MC zone** subject to the following requirements:

- i. On lots that exceed the minimum lot frontage of the zone by a factor of 1.8 or more, accessory dwelling units shall have a water and sewer laterals independent of the main building.
- ii. Accessory dwelling units are not subject to the requirements of accessory buildings.
- iii. Where permitted in this Bylaw, accessory dwelling units must comply with the requirements shown in Table 8. The combined total of units between dwelling units and accessory dwelling units shall not exceed four.

	Secondary Suite	<del>Garage Suite</del>	Garden Suite
Maximum number of bedrooms	2	<del>2</del>	2
Minimum Lot Area	<del>As per zone requirements</del>	600 m <sup>2</sup>	600 m <sup>2</sup>
Yard Setbacks	As per zone requirements Additionally, <del>garage suites and</del> garden suites must not be built closer to the front lot line than the main dwelling.		
Maximum accessory dwelling unit floor area including a habitable basement	80% of the gross floor area of the main dwelling up to 80 m <sup>2</sup>	<del>80% of the gross floor area of the main dwelling up to 95 m<sup>2</sup></del>	80% of the gross floor area of the main dwelling up to 95 m <sup>2</sup>  <b>The floor area of any garage attached to or below the accessory dwelling unit does not count towards accessory dwelling unit floor area</b>
Maximum Building Height	As per zone requirements	<del>Equal to the height of the main dwelling up to 9 m</del>	Equal to the height of the main dwelling up to 6.5 m
Minimum Setback from other Buildings	2 m from non-habitable <del>structures</del> <b>buildings</b> on the same lot		
	3 m from all other <del>structures</del> <b>buildings</b>		
<b>Design Requirements</b>			
Accessory Dwelling Unit Exterior	<b>Within the Old Town Overlay area, accessory dwelling units must comply with Subsection 7.3.1A or must match the main dwelling in building material type, cladding colour, roof type, and roof pitch.</b>		
Accessory Dwelling Unit Entrance, Main Windows, and Entry	Must be designed to be integrated into the main dwelling.	Must be oriented towards the main dwelling, flankage yard, or front yard.	

7. In Subsection 7.4.1, removing the following text shown in strike-out and adding the following text shown in bold:

	General Requirements	Semi-Detached Dwellings and Townhouses	Triplexes and Fourplexes	Multi-Unit
Minimum Lot Area	<del>460</del> <b>220</b> m <sup>2</sup>	<del>275</del> <b>182</b> m <sup>2</sup> per dwelling	<del>500</del> <b>310</b> m <sup>2</sup>	<b>500</b> m <sup>2</sup>
Minimum Lot Frontage	<del>42</del> <b>9.1</b> m	<del>9</del> <b>5.5</b> m per dwelling	12 m	<b>12</b> m
Minimum Front Yard	4 m	4 m	4 m	<b>4</b> m
Minimum Rear Yard	8 m	8 m	8 m	<b>8</b> m
Minimum Side Yard	1.8 m	Common wall: 0 m	1.8 m	<b>1.8</b> m
		Detached wall: 1.8 m		
Maximum Hard Surface Coverage on Lot	40%		50%	
Minimum Flankage Yard		4 m		
Maximum Building Height		11 m		

8. In Subsection 7.4.2, removing the following text shown in strike-out and adding the following text shown in bold

~~Triplexes and Fourplexes (3 or 4 dwelling units in one building)~~ **Multi Unit Dwellings up to 6 units** shall be permitted by Site Plan Approval subject to the following:

- a) ~~Triplexes and Fourplexes~~ **Multi Unit Dwellings** must be designed to fit or complement the character of adjacent dwellings, and:
  - i. Street Wall: the building shall be set at street line, and each street-facing façade shall have articulation. This may be achieved through porches, bay windows, recessed entrances, changes in materials, or other architectural details as determined by the Development Officer;

- ii. Lighting: lighting shall be artfully used to illuminate building architecture, and pedestrian linkages shall be appropriately lit;

[...]

- 9. In Subsection 7.5.1, amending Table 10 by removing the following text shown in strike-out and adding the following text shown in bold:

	Up to four dwelling units	<del>Five or six dwelling units</del> <b>Multi-Unit Dwellings</b>	Semi-Detached Dwellings, Townhouses and <b>stacked Townhouses</b>
Minimum Lot Area	<del>500</del> <b>310</b> m <sup>2</sup>	<del>600</del> <b>500</b> m <sup>2</sup>	<del>275</del> <b>182</b> m <sup>2</sup> per dwelling
Minimum Lot Frontage	15 m	<del>30</del> <b>20</b> m	<del>9</del> <b>5.5</b> m per dwelling
Minimum Front Yard	3 m	3 m	4 m
Minimum Rear Yard	6 m	6 m	8 m
Minimum Side yard	1.8 m	5 m	Common wall: 0 m Detached wall: 1.8 m
Maximum Number of Dwelling Units	4	6	6
Minimum Flankage Yard	3 m		
Maximum Building Height	12 m		
Maximum Hard Surface Coverage on Lot	50%		

- 10. Deleting Subsections 7.5.17, 7.5.18 and 7.5.19 in their entirety, as shown in **strikeout**.

~~7.5.17 Townhouse Development through Site Plan Approval~~

~~A site plan approval application for the development of townhouses may be considered provided the following requirements and all other requirements of this Bylaw are met:~~

- ~~a) The following requirements are satisfied:~~

~~Table 14~~

	<b>Townhouse</b>
--	------------------

Minimum Lot Area	500 m <sup>2</sup>
Minimum Lot Frontage	6 m per unit
Minimum Lot Area per Dwelling Unit	150 m <sup>2</sup>
Minimum Side Yard	Detached: 3 m
	Common wall: 0 m
Minimum Flankage Yard	5 m
Maximum Number of Dwellings Units in one building	6
Maximum Hard Surface Coverage on Lot	50%
Maximum Building Height	11 m

### 7.5.18 Townhouse Development Site Design Requirements

- a) ~~Townhouse Units shall meet the following requirements:~~
- ~~i. No more than one dwelling unit per Townhouse per lot is permitted.~~
  - ~~ii. Each ground level townhouse unit shall have a walkway directly connected to a sidewalk.~~
  - ~~iii. Driveways and front yards abutting units shall be twinned in order to provide larger front yard areas suitable for planting.~~
  - ~~iv. Attached garages shall be an integral part of the building. If provided, an attached garage must not be wider than half of the townhouse units width and must not project more than 1 m from the front elevation of the building.~~
- b) ~~Townhouse buildings must incorporate at least one of the following features on each of the front elevations:~~
- ~~i. A change in depth of at least 0.9 m projecting or setback from the adjacent façade, at least 3.5 m in width, along the wall. No wall shall be without a change of plane.~~
  - ~~ii. At least one architectural projection per unit that shall project at least 0.6 m from the façade, such as covered porches, bay windows, and other such features. Such projections should be significant architectural features, spanning the full height of a one storey building, and a minimum of one half of the height of a two storey or taller building.~~

### 7.5.19 Stacked Townhouses by Development Agreement

Stacked Townhouses by development agreement shall comply with the following:

*Table 15*

	Stacked Townhouse
Minimum Lot Area	800 m <sup>2</sup>

Minimum Lot Frontage	7 m per ground floor unit
Minimum Lot Area per Dwelling Unit	180 m <sup>2</sup>
Minimum Side Yard	Detached: 3 m
	Common wall: 0 m
Minimum Flankage Yard	5 m
Maximum Number of Dwellings Units in one building	12
Maximum Hard Surface Coverage on Lot	50%
Maximum Building Height	11 m

11. In Subsection 8.5.2, removing the following text shown in strike-out and adding the following text shown in bold:

Design Requirements

- a) Building Height and Rhythm
  - i. The maximum height for mixed-use buildings shall be **20 15** m and 12 m for all other buildings;
  - ii. ~~Where neighbouring structures are two or more storeys in height, a new building shall continue and reflect the abutting building's established patterns relating to floor elevation and window placement.~~
- b) Building Façades:
  - i. Dwelling units and bed and breakfast accommodation may be located in the basement level, on upper levels and on street level at the rear. However, not more than 50% of the floor area at the street level may be used for dwelling units or bed and breakfast accommodation. The remaining 50%, which fronts on the street, shall be used for other uses permitted in the zone.
  - ii. Building façades shall occupy at least 50% of the build-to plane along the front lot line and at least 25% of the build-to plane along a flanking lot line.
  - iii. Where a building exceeds **12 9** m, the remaining height shall be stepped back a minimum of 3 m from the façade or developed within the attic of a pitched roof.
- c) Articulations:
  - i. Buildings with a continuous street-facing façade of **30 20** m or greater shall have articulated division of the façade at a rate of every **15 7** m to break up the apparent mass of the building; this may be achieved

through one or a combination of the following:

- a. Pilasters;
- b. Projection or recession of the façade;
- c. Variation of texture or materials;
- d. Variation in roof lines;
- e. Addition of elements such as awnings, balconies, and framed entrances.

[...]

12. In Table 17, adding the following text shown in bold:

Mixed Use Zones	MU-1	MU-2	MC	CDD
<b>Accessory Dwelling Unit</b>	-	-	<b>P</b>	Commercial and Residential Uses permitted through development agreement only.
Accommodations, Bed & Breakfast	P	P	P	

[...]

13. In Section 8.6, adding the following subsection heading and text shown in bold following Subsection 8.6.3:

#### **8.6.4 Accessory Dwelling Units**

**Accessory dwelling units in the Mixed Use Centre (MC) Zone must meet the requirements of Subsection 7.3.4**

14. In Subsection 8.6.2, Item b), adding the following text shown in bold:

b) Street-Facing Façade Fenestration **within the Old Town (OT) Overlay Zone:**

15. Amending 'Schedule A: Zoning Map' as follows:







**Parking By-Law  
December 2, 2025**

# Purpose

- To repeal and replace the Parking Meter By-Law
- Repeal vs amending
- Remove parking rates and EV charging rates and add them to the Municipal User Fee Policy
- Remove list of Metered Parking Zones and time limits and add them to Parking Policy
- Remove penalty amounts, date specific bans or allowances and added them Parking Policy
- Rely on Motor Vehicle Act for violations where applicable rather than Municipal By-law summary offence tickets (SOTs).

# Minor Changes – Housekeeping Items

- Updated definitions
  - Adding Electric Vehicle, Electric Vehicle Charging Station, Electric Vehicle Parking Space, Parking Kiosk, and Tow-Away Zone.
- Pay & Display Parking Stations to Parking Kiosk

# New Additions

- Definitions – Tow-away zone
  - All parking spaces (metered or free – parking lots and streets)
  - All restricted parking areas as defined in the motor vehicle act
- Section 11 - EV Charging Station Parking
  - Reserved exclusively for EV's that are actively charging
  - Non-electric vehicles or EVs not connected to the charging equipment are prohibited from parking in these spaces.
  - If an EV Charging Station is clearly marked as out of order, the associated parking space shall be treated as a regular metered parking space and standard parking rates and time limits for that lot or zone shall apply.

# New Additions

- Section 12 - Seasonal Overnight Parking Permissions
  - Permitting overnight parking in Town-owned parking lots from May 1 to November 30
  - Vehicles parked overnight in these lots must be moved by 7 a.m.
  - MVA prohibits parking greater than 24 hours
- Section 13 – Overnight Winter Parking Ban
  - Extending from April 15 to April 30
  - 12 a.m. to 7 a.m.
  - Section 139 of MVA prohibits impeding snow removal or winter maintenance regardless of the dates – so an early or late snowstorm may result in enforcement under the MVA.

# Penalties

- **Parking Meter Violation**
  - Parking Policy defines the penalty rate
  - Align the penalty with the MVA SOT for S149 private property used by StFX
    - Increase penalty from \$20 to \$25
    - 21 days to 60 days
    - MVA S149 SOT is \$61.60 with \$36.60 discount (nets to \$25) if paid within 60 days
- **EV Charging Parking Space**
  - If an EV requires access to the charger and no other charging spot is available, and a vehicle is in that spot, the owner of that vehicle may be towed and ticketed.
- **Snow Removal or Winter Maintenance**
  - In accordance with the Motor Vehicle Act and Summary Offence Ticket booklet

# Municipal User Fee Policy

- Parking

Description of Fee	Fee
Parking Meter and Kiosk Rates	\$0.05 for 6 minutes
	\$0.10 for 12 minutes
	\$0.25 for 30 minutes
	\$1.00 for 2 hours

- Electric Vehicle Charging

Description of Fee	Fee
Electric Vehicle Charging Rates	\$2.00 per hour for the first three hours
	\$4.00 per hour after three hours



# Parking Policy

## **Purpose and Policy Statement**

To define the fixed penalty amount for parking violations issued under Section 18 of the Town of Antigonish Parking By-Law.

Includes:

- Metered Zones & Parking Time Limits
- Penalties for Parking Violations
- Seasonal Overnight Parking
- Overnight Winter Parking Ban
- Penalties for Overnight Winter Parking Ban

# Recommendations

- Council to endorse the proposed Parking By-Law and move first reading at December's Regular Council Meeting.
- Council approve the amendments to the Municipal User Fee Policy, when approving the second reading and adoption of the By-Law.
- Council approve the new Parking Policy, when approving the second reading and adoption of the By-Law.
- Council approve the

**BE IT ENACTED** by the Council of the Town of Antigonish pursuant to authority granted under Section 153 of the Motor Vehicle Act, as follows:

### 1) Short Title

This By-law shall be known as the “Parking By-law.”

### 2) Application

This By-law shall apply to the public streets and highways, and Town owned or operated parking lots in the Town of Antigonish and parts thereof in which a Metered Zone has been established by resolution of Council and listed in the Parking Policy.

### 3) DEFINITIONS

- a. “Electric Vehicle (EV)” means a vehicle that operates, either partially or exclusively, on electrical energy from an off-board source, stored on-board for motive power.
- b. “Electric Vehicle (EV) Charging Station” means a facility, structure, or device designed and used for the purpose of transferring electrical energy from a power source to an electric vehicle, including all equipment necessary for its operation.
- c. “EV Charging Parking Space” means a marked parking space adjacent to or associated with an EV Charging Station, designated for the exclusive use of actively charging EVs.
- d. “Metered Space” means, in the case of a Parking Meter Stand with a single or double Parking Meter Head, that portion of land with painted markings delineating the boundaries of a parking space. In the case of a Parking Kiosk, notwithstanding any marking on the street or parking lot delineating the boundaries of a parking space, any space on a street or parking lot where parking is lawful and the sign that regulates parking in such space indicates that the parking fee may be paid at a Parking Kiosk. EV Charging Parking Spaces are also considered a metered space.

- e. "Metered Zone" means any parking lot, street, or portion of a street allotted by resolution of Council for purposes of parking vehicles in respect of which a Parking Meter system or a Parking Kiosk system may be established and maintained to collect a fee for the use or occupation of a Metered Space established in such a zone;
- f. "Parking Kiosk" means a municipally authorized, fixed or freestanding electronic or mechanical device installed in a designated area and used for the purpose of managing paid parking. A parking kiosk may accept payment by coin, card, or electronic transaction, and is intended to issue receipts, record time purchased or otherwise regulate parking in accordance with this By-law. For greater certainty, a parking kiosk may serve multiple parking spaces within a defined zone and is not considered a parking meter."
- g. "Parking Meter" means a Parking Meter Stand and the single or double Parking Meter Head that it supports;
- h. "Parking Meter Head" means a mechanical or electronic appliance designed for the purpose of gauging and indicating a time within which a vehicle is, or may be, parked in a Metered Space;
- i. "Parking Meter Stand" means that pole or stand supporting a single or double Parking Meter Head;
- j. "Traffic Authority" means the Traffic Authority for the Town of Antigonish or their designate;
- k. "Tow Away Zone" is an area where parking is prohibited and any vehicle left in that space may be removed (towed) at the owner's expense. This designation applies to all parking spaces and restricted parking locations as defined in the Nova Scotia Motor Vehicle Act. This is authorized under Section 92 of the Motor Vehicle Act and intended to ensure traffic flow, safety, and compliance with the Nova Scotia Motor Vehicle Act and the Town's Parking By-Law.
- l. "Town-approved Mobile Payment Application" means a mobile payment application approved by the Town for making a payment required for the use of a parking space for a pre-determined period of time for the vehicle occupying such space; and

- m. “Town Mobile Enforcement System” means the Town’s mobile system for determining whether the payment required for the use of a parking space has been made based on the license plate of the parked vehicle and for determining whether a vehicle is parked in a Metered Space for a period longer than that for which payment has been made.

#### **4) PLACING PARKING METERS AND PAY STATIONS**

Each Parking Meter and Parking Kiosk installed in the Town shall designate the parking space or spaces associated with it.

#### **5) OPERATION OF A METERED SPACE**

- a. Where payment is required for the use of a parking space, such payment shall only be made as follows:
  - i. in the case of an individual Parking Meter by:
    - a) depositing a coin or coins into the Parking Meter controlling such parking space; or
    - b) making a payment through a Town-approved Mobile Payment Application for the vehicle occupying such space as identified by the vehicle’s license plate;
  - ii. in the case of a Parking Kiosk by:
    - a) depositing money or inserting a payment card and identifying the vehicle’s license plate into the Parking Kiosk controlling such space as identified by the vehicle’s license plate; or
    - b) making a payment through a Town-approved Mobile Payment Application for the vehicle occupying such space.
- b. Where a vehicle, by reason of its size necessarily occupies more than one parking space or portion thereof, payment must be made for each parking space or part thereof occupied.

## 6) WHEN IN EFFECT

- a. Each Parking Meter shall bear thereon:
  - i. information indicating the days and hours when the requirement to deposit coins therein shall apply, the value of the coins to be deposited, and the limited period of time for which parking is lawfully permitted in the parking space to which such meter relates; and/or
  - ii. information to direct persons to the instructions to pay by a Town-approved Mobile Payment Application.
- b. Each Parking Kiosk shall bear thereon:
  - i. directions indicating the days and hours when the requirement to make payment for the use of a Metered Space, the parking rate required and the limited period of time for which parking is lawfully permitted for parking in the Metered Space within the Metered Zone to which the pay station applies; and/or
  - ii. information to direct persons to the instructions to pay by cash, credit, debit, and/or by a Town-approved Mobile Payment Application.

## 7) AUTHORIZED COINAGE

- a. No person shall deposit, cause to be deposited or attempt to deposit in any Parking Meter any coin or coins other than those of the Government of Canada or the United States of America.
- b. No person shall deposit, cause to be deposited or attempt to deposit therein any slug, device, token, substance, object or any bent, punched, damaged or mutilated coin.

## 8) LAWFUL USE OF SPACE

- a. Upon placing the Parking Meter into operation, the parking space designated to the Parking Meter may be lawfully occupied by such vehicle for the period of parking time period equivalent to the payment deposited, or for equivalent to the payment made through a Town-approved Mobile Payment Application.
- b. In the case of Metered Zones in which parking is timed by the Parking Kiosk, one parking space in the Metered Zone for which said meter is applicable may be lawfully occupied by such vehicle as identified by the vehicle's license plate recorded in the Parking Kiosk at time of payment for the time period equivalent to the payment made, or for the time period equivalent to the payment made through a Town-approved Mobile Payment Application.

## 9) PARKING TIME

- a. The designated parking time limits for Metered Zones shall be defined in the Town of Antigonish Parking Policy.
- b. No person shall deposit or cause to be deposited in any Parking Meter or Parking Kiosk any money for the purpose of obtaining an extension of parking time beyond the maximum period as indicated in the Parking Policy.

## 10) PARKING TIME EXPIRED

- a. No person shall park a vehicle in any Metered Space or part thereof for a period longer than that for which payment has been made.
- b. For the purpose of subsection (a), a vehicle is deemed to have been parked for a period longer than that for which payment has been made:
  - i. in the case where a vehicle is parked in a Metered Space:
    - a) the Parking Meter indicates no time remaining; or
    - b) if payment for a pre-determined period of time has been made through a Town-approved Mobile Payment Application for the vehicle occupying such space as identified by the vehicle's license

- b. This seasonal permission does not exempt vehicles from other applicable parking regulations, including metered time limits and special event restrictions, unless otherwise posted.
- c. Section 155(1) of the Motor Vehicle Act deems it an offence to park for a period of time longer than twenty-four (24) hours.
- d. The Town reserves the right to suspend overnight parking privileges in any of the identified lots temporarily for maintenance, construction, special events, or public safety reasons, with reasonable notice provided via signage or public communication channels.

### **13) OVERNIGHT WINTER PARKING**

- a. To ensure safe and efficient snow removal and winter street maintenance, the Town of Antigonish has an Overnight Winter Parking Ban annually as defined in the Town's Parking Policy.
- b. During this period, no vehicle shall be parked on any Town-owned street or in any Town-owned parking lot between the specified hours, regardless of weather conditions or public notice status.
- c. Enforcement of this ban may occur at any time, day or night, if a vehicle is deemed to interfere with snow-clearing operations or winter maintenance activities, in accordance with Section 139 of the Nova Scotia Motor Vehicle Act.

### **14) EXEMPTIONS**

- a. No parking ticket shall be issued to the registered owner of a vehicle lawfully displaying a veteran's number plate issued pursuant to the Veterans' Number Plates Regulations of Nova Scotia.
- b. No parking ticket shall be issued to the registered owner of a vehicle lawfully displaying a license plate or identification permit used for the transportation of persons with disabilities.



- c. No parking ticket shall be issued to contractors who must occupy a Metered Space on Main Street for the purposes of conducting construction or renovation work to buildings on Main Street if they have received approval from the Traffic Authority to do so and are not occupying a Metered Space for longer than five (5) consecutive days.
- d. All Regulations heretofore made by the Traffic Authority of the Town of Antigonish respecting parking meters are hereby wholly repealed on and not before the date when this By-law came into force pursuant to Section 153(2)(b) of the Motor Vehicle Act.

#### **15) CONTINUATION OF OFFENCE**

A person commits a separate offence for each additional period of one (1) hour that an offence pursuant to all sections of this By-law continues.

#### **16) LIABILITY OF VEHICLE OWNER**

- a. The registered owner of a motor vehicle shall be liable for any offence pursuant to this By-law.
- b. Notwithstanding anything in this By-law, the registered owner of a motor vehicle shall not be liable for any offence pursuant to this By-law if the owner can establish that, at the time of the alleged offence, the motor vehicle in question was in the possession of a person who did not have the permission or consent of the owner, expressed or implied, to be in possession of said motor vehicle.

#### **17) AUTHORITY TO BE IN CHARGE OF PARKING METERS**

The operation, maintenance, regulation, and use of all Parking Meters and Parking Kiosks installed in the Town of Antigonish on Town-owned or leased land shall be under the management, supervision, and direction of the Traffic Authority for the Town of Antigonish.

## 18) ENFORCEMENT

It shall be the duty of any Special Constable of the Town of Antigonish to inspect and examine all Parking Meters and Parking Kiosks to ensure proper functioning and to post out-of-order signage and initiate scheduling of repairs when necessary. They are also responsible for monitoring all parking spaces in the Town of Antigonish and to address all violations of this By-law, including through the issuance of penalties as authorized.

## 19) PENALTY

- a) A vehicle found to be in violation of Section 7 Authorized Coinage, Section 8 Lawful Use of Space, Section 9 Parking Time, Section 10 Parking Time Expired, Section 11 EV Charging Station Parking, or Section 12 Seasonal Overnight Parking Permissions may result in a ticket being issued and left on the vehicle. The ticket shall indicate the specific violation and the fixed sum penalty amount as defined in the Town of Antigonish's Parking Policy. For each ticket that remains unpaid after sixty (60) days of issuance, a summary offence ticket pursuant to the Municipal Government Act Section 505 may be issued.
- b) In addition to any parking or summary offence tickets issued vehicles parked in violation of this By-law or the Motor Vehicle Act may be subject to towing at the owner's expense.
- c) Vehicles found obstructing snow removal or winter maintenance operations may be subject to a violation of Section 139 of the Nova Scotia Motor Vehicle Act. Penalties may include a summary offence ticket and/or towing at the owner's expense, as authorized under the Act.

## 20) Repeal

- a) The *Parking By-law* certified on March 17, 2014, and all amendments thereto are hereby repealed.
- b) The *Parking Meter Bylaw* certified on August 25, 2021, and all amendments thereto are hereby repealed.

Date of First Reading:

Date of Advertisement of Notice of Intent to Consider:

Date of Second Reading:

Date of Advertisement of By-law Passage and Approval:

I certify that this By-law was adopted by Council and published as indicated above.

\_\_\_\_\_  
Randy Delorey  
Chief Administrative Officer

\_\_\_\_\_  
Date

DRAFT

## Parking Policy

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### **Purpose and Policy Statement**

The purpose of this Parking Policy is to establish clear guidelines for the regulation, enforcement, and management of parking within the Town of Antigonish, in accordance with the Town's Parking By-Law.

### **Metered Zones & Parking Time Limits**

A "Metered Zone" is as defined in the Town's Parking By-law.

The following areas are designated as Metered Zones in the Town of Antigonish:

- Main Street
- Creighton Lane Parking Lot (PIDs 01302538, 01229814, 01264696)
- Sydney Street Parking Lot (PID 01229400)

The following time limits are applicable to Metered Zones within the Town of Antigonish:

- Main Street: Maximum of two (2) hours
- Creighton Lane Parking Lot: Maximum of three (3) hours
- Sydney Street Parking Lot: Maximum of two (2) hours

The following time limits are applicable to unmetered parking lots

- Chisholm Street Parking Lot (PID 01264720): Maximum of two (2) hours
- St. Mary's Street Parking Lot (PID 01226224): Maximum of eight (8) hours
- Parking Lot at Sunflower Natural Foods (PID 01229400): Maximum of four (4) hours

### **Penalties for Parking Violations**

A vehicle found to be in violation of Sections 7, 8, 9, 10, 11 or 12 of the Parking By-Law shall be issued a fixed penalty of \$25 per violation.

Unpaid tickets not resolved within sixty (60) days of issuance may result in the issuance of a summary offence ticket for \$100, in accordance with Section 505 of the Municipal Government Act.

Violations of the Nova Scotia Motor Vehicle Act referenced in the Parking By-Law are subject to penalties as defined in the Motor Vehicle Act.

All violations may be subject to towing at owner's expense.

### **Seasonal Overnight Parking**

Overnight (12:00 a.m. midnight to 07:00 a.m.) parking shall be permitted in the following Town-owned parking lots from May 1 to October 31:

- Creighton Lane Parking Lot (PIDs 01302538, 01229814, 01264696)
- Sydney Street Parking Lot (PID 01229400)
- Chisholm Park Parking Lot (PID 01264720)
- St. Mary's Street Parking Lot (PID 01226224)
- Parking Lot at Sunflower Natural Foods (PID 01229400)

### **Overnight Winter Parking Ban**

This ban ensures that Public Works crews can safely and efficiently perform winter maintenance operations, including snow plowing, salting, and sanding during significant weather events.

The Overnight Winter Parking Ban is in effect annually from December 1 to April 30, between the hours of 12:00 a.m. (midnight) and 7:00 a.m. on all Town-owned streets and parking lots, as well as designated areas under municipal jurisdiction.

While the ban is not enforced every night during the effective period, residents parking on Town streets and in Town-owned parking lots, do so at their own risk.

Enforcement will occur when winter maintenance operations are scheduled or snow clearing is required.

When enforcement is required, the Town will issue notices through:

- The Town's official website and social media accounts
- Local radio advertisements

## **Penalties for Overnight Winter Parking Ban**

Regardless of enforcement status, vehicles parked on streets that impede snow removal or winter maintenance may be ticketed and/or towed, in accordance with Section 139 of the Nova Scotia Motor Vehicle Act.

Vehicles parked in **Town-owned parking lots** overnight during the ban, or found interfering with snow removal or winter maintenance, will be subject to a **\$50 penalty**.

If the penalty remains unpaid 60 days from the date of issuance, a summary offence ticket for \$100 may be issued, in accordance with Section 505 of the Municipal Government Act.

DRAFT

**Parking**

<b>Description of Fee</b>	<b>Fee</b>
Parking Meter and Kiosk Rates	\$0.05 for 6 minutes
	\$0.10 for 12 minutes
	\$0.25 for 30 minutes
	\$1.00 for 2 hours

**Electric Vehicle Charging**

<b>Description of Fee</b>	<b>Fee</b>
Electric Vehicle Charging Rates	\$2.00 per hour for the first three hours
	\$4.00 per hour after three hours

**To:** Council

**Submitted by:** Lindsay Basinger, Project Manager

**Date:** Thursday, November 27, 2025

**Subject:** FCM Hazard, Risk, and Vulnerability Assessment Funding

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## Background

FCM has a fund available through their Climate-Ready Plans & Processes (CRPP) to support municipalities in developing a Hazard, Risk and Vulnerability Assessment which would serve as a tool to identify climate and emergency risks. This tool would be used by staff to support the design of future projects, used in water rate studies or other funding applications. Staff have prepared a funding application with the support of consultants at McAllister and Craig and are looking for a resolution from Council to support the application.

If successful with this application McAllister and Craig will work to capture the Town of Antigonish's infrastructure and cultural data, leading in-person and virtual engagement sessions as one method of data collection. Upon completion of this project the Town will have a tool that provides an objective view and perception of risk to support decision-making.

## Alignment

The Town of Antigonish has the following interest:

- To create a world-class, dynamic Hazard, Risk, and Vulnerability Assessment using cutting-edge technology, and;
- To create a prioritized, risk-based climate adaptation plan that reflects the unique characteristics of our municipality, and;
- To ensure the diversity of our people, our economy, our culture, and our environment are protected through risk-informed planning, operations, and emergency management, and;
- To complete the above with no capital nor ongoing costs, and to do so in a manner that enables discretionary sharing with other municipalities so as to explore common experiences and adaptation opportunities that build tomorrow's resilience, today.

## Financial Implications

The Town will provide in-kind services of \$32,000 in staff time over the 15-18 month period that the project will be ongoing. This can be spread across teams and will mainly be supporting community engagement sessions.



### Recommendation

Staff recommend that Council make the draft resolution provided.

### Resolution

Whereas the Town of Antigonish seeks to undertake “A Climate Risk Assessment and Prioritized Adaptation Plan for the Town of Antigonish in coordination with numerous other communities across Nova Scotia and Newfoundland & Labrador, all of whom are partnering with McAllister & Craig for highly technical project elements and technical expertise.

Be it resolved that the Town of Antigonish directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities’ Local Leadership for Climate Adaptation fund and Climate-Ready Plans & Processes program for “A Climate Risk Assessment and Prioritized Adaptation Plan for the Town of Antigonish”.



## DR. JOHN HUGH GILLIS REGIONAL HIGH SCHOOL

105 BRAEMORE AVENUE  
ANTIGONISH, NOVA SCOTIA  
B2G 1L3

Phone (902) 863-1620 / Fax (902)863-8284

Cory Austen, Principal

Suzanne Delaney, Vice Principal

Nathan Cormier, Vice Principal

Allan Briggs, Guidance

Ann MacFarlane, Guidance

November 18, 2025

Dear Councillor Pat McKenna,

I am writing as the Youth Health Centre Coordinator and on behalf of the Youth Wellness Team at Dr. John Hugh Gillis to request funding – at your discretion – to help us provide nutritious snacks. The Youth Wellness Team is a student-led group dedicated to promoting health, well-being, and inclusivity within our school. The team leads initiatives throughout the year that encourage healthy, active lifestyles and foster a positive, caring school environment.

Many Wellness Team members give up their recess, lunch, and after-school time to plan and carry out activities that support the social and emotional wellness of their peers. To recognize their contributions and promote healthy habits, we are seeking support to provide nutritious snacks for the Wellness Team. In addition, the team has identified a need to have snacks available in the Youth Health Centre for students who access services or use the space as a safe place to pause, reflect, and recharge. Providing snacks in both contexts ensures that students' leadership and well-being are supported throughout the school community.

Investing in youth wellness creates a ripple effect that benefits not only our students but the broader community. Your support would help sustain this work and demonstrate to young people that their leadership, care, and contributions are valued and supported by their community.

You are always welcome to visit the Youth Health Centre to see how our students are contributing to a healthier, more connected school environment—and how your support directly impacts their well-being and the well-being of the wider community.

With gratitude,

*Andrea MacIsaac*

*Youth Health Centre Coordinator*

*Dr. John Hugh Gillis High School*



## Melanie Fougere

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**From:** Melanie.Fougere@townofantigonish.ca  
**Subject:** FW: EXTERNAL: Town Support for Loca Businesses

**From:** Paul Curry <[REDACTED]>  
**Sent:** Tuesday, November 25, 2025 10:53 AM  
**To:** Sean Cameron <[sean.cameron@townofantigonish.ca](mailto:sean.cameron@townofantigonish.ca)>  
**Subject:** EXTERNAL: Town Support for Loca Businesses

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mayor Cameron, I hope you are doing well.

The Chamber of Commerce met this morning, and support for local businesses affected by the construction delays was top of mind. You won't be surprised.

The Chamber is going to pay for some marketing to promote support for local businesses. This will include highlighting park + walk options, promoting the purchase of gift cards and support for these businesses in general, and potentially a collaboration with Make Your Move.

Is the Town in a position to support this work in any way? We have a couple of thoughts in mind: support via your social media channels, purchasing a series of \$100 gift cards to give away to people who shop local and post as part of the social media campaign, and/or purchasing radio advertising to promote local shopping.

I am going to send a similar message to the Warden.

Thanks for hearing me out, and happy to chat further on this.

Paul Curry, President  
Antigonish Chamber of Commerce  
[REDACTED]



# KNIGHTS OF COLUMBUS

MSGR. HUGH MACPHERSON COUNCIL 14596  
PO Box1, 3868 Hwy 316, St. Andrews, NS, Canada B0H 1X0

November 26, 2025

Mayor Sean Cameron  
Town of Antigonish  
274 Main Street  
Antigonish, NS B2G 2C4

As the Christmas season approaches, our thoughts turn to how we can create moments of joy for people in our community who don't have a lot of joy in their lives.

Through our Toy Drive Plus program, the Knights of Columbus along with our many community partners, have for 16 years dedicated the Christmas Season to supporting those in need. Our goal is to reach every child from newborn to 15 years old in Antigonish Town and County that need our help and provide them with a Christmas they won't forget.

These families struggle throughout the year to try to make ends meet. Then Christmas comes along and adds more stress.

This is where you can make a huge impact. Your support will directly contribute to the happiness of these children on Christmas morning and show them that their community cares.

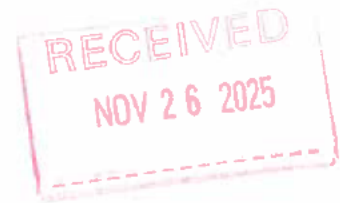
We are seeking donations of;

- **Cash**, that can be dropped into our donation bin at Antigonish Market Square, from Nov 17<sup>th</sup> to Christmas Eve. This cash will be used to purchase gift cards.
- **Cheques** which can also be dropped in our donation bin at Antigonish Market Square or mailed to Knights of Columbus, 3868 Highway 316, St Andrews, N S B0H 1X0. These cheques will also be used to purchase gift cards.
- **Gift cards** of any denomination from **Antigonish 5 to 1.00, Canadian Tire, Superstore or Walmart**, all of which can also be dropped into our donation bin at Antigonish Market Square
- You can also do an **e-transfer** to [kofc2020toydrive@gmail.com](mailto:kofc2020toydrive@gmail.com) or call to arrange for **pick up**. 902-867-2648.

The children are counting on you to do the best you can to support them at this time of year.

For The Children,

Clarence Deyoung  
Toy Drive Plus Co-ordinator  
Antigonish



October 31, 2025

Dear Friend of the R.K.:

Please join us in celebrating the Christmas holiday season by helping the R.K. MacDonald Nursing Home Foundation light its tree with bulbs dedicated to love. This is our **28th Lights of Love Campaign**. Through your generosity, our annual fundraiser has helped to improve the quality of life for R. K. residents for more than two decades.

Over the past several years, our campaign has supported such projects as construction of a Four Seasons Sunroom/Greenhouse and a dementia friendly garden. Funds raised have also provided much-needed equipment such as Easy Lift Chairs and Mechanical Lift Slings.

Our theme this year for the Lights of Love is **"Resident Mobility Companions"** of the R.K. MacDonald Nursing Home. This will allow residents to leave the facility and experience outings around the community.

Your generosity in previous years has done so much to improve the R.K. residents' lives and we ask your support this year in our mission to make their daily experiences as rich and full as possible.

We extend our best wishes for the Christmas Holiday season and hope you will be able to join us at **2:00 pm on Sunday, December 7, 2025**. Following prayers, dedications and carols, refreshments will be served in the R.K. Dining Room. All dedications will be entered in a "Lights of Love" memorial book that will be on display in the R.K Chapel throughout the coming year.

Yours truly,

R.K. MacDonald Foundation Board Members

Mike MacDonald, President	Joanne Mac Kenzie Vice President	Rozalyn Boddy Tobin Treasurer
Marian MacLellan, Secretary	Chantel Sangster	Joseph Pyke
Lynn Durant	Sarita Landry	Sheila Mac Neil
Terry Purcell	Bill Murphy	Janet Chisholm
Paula Avery		

**OTHER WAYS YOU CAN  
CONTRIBUTE TO THE  
R. K. NURSING HOME  
FOUNDATION**

- ◆ Bequests in your will
- ◆ Life insurance policies
- ◆ Charitable gift annuities
- ◆ Cash donations
- ◆ Memorial donations

The R. K. Nursing Home Foundation and the residents of the R. K. are forever grateful for the care and support shown by our community.



**MAJOR CONTRIBUTIONS  
ALREADY MADE TO  
THE**

**R. K. MACDONALD  
NURSING HOME**

- ◆ Special Events - Summer Picnics, Special Suppers, Music and Concerts, Keppoch Field Trips, Special Chairs & Dining Tables
- ◆ All the Comforts of Home
- ◆ Mechanical Lift Slings
- ◆ Four Seasons Sunroom/Greenhouse
- ◆ Onsite Dental Care Facility
- ◆ Dementia-Friendly Healing & Sensory Garden (Phase I & II)
- ◆ Resident Mobility Companions

**Invitation from  
the R. K. Nursing  
Home Foundation**

**SHOW THAT YOU  
CARE!**

Support the Residents of  
the Nursing Home

Be Part of the

2025

**“LIGHTS OF  
LOVE”  
CAMPAIGN**



**R.K. NURSING HOME FOUNDATION**  
**“LIGHTS OF LOVE” CHRISTMAS CAMPAIGN 2025**

Join us in celebrating Christmas this year by helping the R.K. MacDonald Nursing Home light its tree with bulbs dedicated to love. This is the 28th year that our “Lights of Love” Christmas tree will be lit to honour individuals in whose name donations have been made. Those honoured do not have to be Residents of the R.K.

You can dedicate a bulb in memory of a deceased loved one or honour someone presently in your life. There is no limit to the number of bulbs you can purchase. In addition to a tax receipt for your donation, you can receive a card to send to anyone you have honoured.

Your donation will be used to provide **“Resident Mobility Companions”** which are not covered by the day-to-day operation of the facility. This past summer resident enjoyed, on average, 160+ outing and interactions per week with support of Resident Mobility Companions.

The Lights of Love Service is at **2:00 pm on Sunday, December 7, 2025** and the Lights of Love tree will be lit during the service. Following prayers, dedications and carols, refreshments will be served in the R.K. Dining Room. All dedications will be entered in a “Lights of Love Memorial Book” that will be on display in the R.K. Chapel throughout the upcoming year.

<i>Light Bulb Gift Guide</i>		<i>Name .....</i>
White      \$10 <input type="checkbox"/>		<i>Address .....</i>
Yellow     \$20 <input type="checkbox"/>		<i>..... Postal Code.....</i>
Green      \$30 <input type="checkbox"/>		<i>Phone#.....</i>
Red         \$50 <input type="checkbox"/>		<i>Dedicated to 1.....</i>
Blue        \$100 <input type="checkbox"/>		<i>Dedicated to 2.....</i>
Silver      \$200 <input type="checkbox"/>		<i>No Dedication ____</i>
Gold        \$500 <input type="checkbox"/>		<b>All Gifts will be receipted for income tax purposes.</b>

\$ \_\_\_\_\_ **Total Amount Donated**

Cheque #.....      Cash       Check here if gift card required

**Do you wish to remain on our mailing list?**       YES     NO

**Are you willing to receive this pamphlet by e-mail instead of regular mail?**     YES     NO

If you responded **YES**, please provide us with your e-mail address.....

You can donate **online** at the R. K. website: <https://www.rkfoundation.ca/>

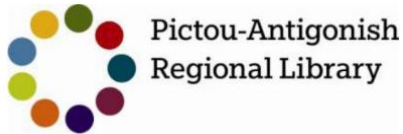


OR **E-Transfer** to [foundation@rkmacdonald.ca](mailto:foundation@rkmacdonald.ca). **Please note:** You **MUST** include your mailing address in the “Notes/Comment” section before transferring funds in order to have tax receipt issued.

**OR** Please **mail** completed form and payment to

**R.K. Nursing Home Foundation**  
**64 Pleasant St Antigonish,**  
**NS B2G 1W7**





November 19, 2025

Dear Friend and Partner.

The board of the Pictou-Antigonish Regional Library will always be clear and transparent in our communications to you and the communities we serve. We are writing to let you know that changes are coming in the spring of 2026, specifically cuts to hours, services, and programs.

Funding to the regional library is provided through annual grants from the Province of Nova Scotia (through Communities, Culture, Tourism, and Heritage), the 8 municipalities in our area, and through local fundraising. The grant from the province has not changed in six years. At the same time inflation has increased by 21% and the minimum wage by 31%, which is why we now face hard choices. We are very grateful the province provided bridge funding this year, but it was one-time only. Sustainable funding is required. At the request of Communities, Culture, Tourism and Heritage we worked for over a year to build recommendations for stable sustainable funding. We have been informed by government those recommendations will not go forward. We have suggested alternatives as well, recognizing the fiscal situation government is facing.

Which brings us to our current situation. Municipalities have assisted, the board has increased fundraising, but we still face a shortfall. We, and our municipalities, have written to the minister of Communities, Culture, Tourism and Heritage as well as local MLAs and the Premier informing them of the situation.

Our goal is to inform and please visit [www.parl.ns.ca](http://www.parl.ns.ca) to learn more. But if you or your organization value the public library service or our partnership, please consider letting your local MLA know why. Attached is a notice to the public. Also, board and senior staff will be in all of our libraries from Tuesday, November 25 to Thursday, November 27 to talk with our users. Please drop by and let's talk libraries.

Thank you.

A handwritten signature in black ink, appearing to read "Eric Stackhouse", written in a cursive style.

Eric Stackhouse, Chief Librarian and Board Secretary

Pictou-Antigonish Regional Library  
estackhouse@parl.ns.ca - [www.parl.ns.ca](http://www.parl.ns.ca)  
PO Box 276, New Glasgow, NS, B2H 5E3



Santa for Seniors  
40 Sylan Valley Lane, Antigonish, N.S. B2G 1C4  
[Santa.for.SeniorsNS@gmail.com](mailto:Santa.for.SeniorsNS@gmail.com)

December 1, 2025

**Mayor and Members of Council**

Town of Antigonish  
274 Main Street, Antigonish, N.S. B2G 2C4

Dear Mayor Cameron and Members of Council,

As the Christmas season approaches, many in our community look forward to gathering around a warm meal and celebrating with family and friends. Yet for a number of our seniors, the holidays bring a very different experience—quiet homes, limited resources, and the heavy feeling of being overlooked during what should be the most joyful time of the year.

Santa for Seniors was born in 2018 with the delivery of gifts to 5 seniors. In 2020 that number grew to more than 50, when not only gifts, but groceries were hand delivered. In those early years I concentrated on bringing personal gifts to each senior, be it towels, pyjamas or their favourite fruitcake. While these gifts were always cherished, I heard over and over that there was not enough money for bills or groceries. For the last three years I have shifted focus to delivering funds via cash or gift cards, and will continue that tradition again in 2025 to almost 60 seniors, in 50 households.

My goal for 2025 is to deliver \$100 to each of these households. Requesting your donation is just the beginning. I have also reached out to the Municipality of the County of Antigonish, Atlantic Superstore and Sobeys, as well as local residents who are always my biggest supporters.

As always, I will personally be visiting each senior, some of who are homebound, living on fixed incomes, or simply struggling to make ends meet during the holiday season.

To help me reach these seniors, I humbly request the support of the Mayor and Council. A contribution of **\$1,000** from the municipality would allow us to provide **\$100 in grocery support to 10 senior households** right here in our community. Of course, we deeply appreciate assistance of any amount; every dollar helps us extend compassion where it is needed most.

This holiday season, your leadership can help transform loneliness into warmth, hunger into nourishment, and uncertainty into hope. Your generosity may be the very moment a senior realizes they are still seen, valued, and cared for. We respectfully ask you to consider supporting this initiative and help us ensure that every senior in our town experiences a Christmas filled with kindness.

Thank you for your continued commitment to the well-being of our community.

Warmest Christmas wishes,

*Shannon Fear*

**To:** Town Council  
Chief Administrative Officer

**Submitted by:** Melanie Fougere, Municipal Clerk (on behalf of Council)

**Date:** Thursday, November 27, 2025

**Subject:** Councillor Reports

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## **Councillor Reports**

The following is a compilation of Councillor Reports submitted for inclusion in the Committee of the Whole Council Agenda Package. Reports reflect activities, meetings, and events attended by members of Council since the last meeting. Only reports received have been included.

### **Councillor Diane Roberts**

#### Meetings Attended

Committee of the Whole  
NSFM Conference – November 4<sup>th</sup> to the 7<sup>th</sup>  
Police and License  
Special Council  
Met with 2 different Taxpayers  
Monthly Regular Town Council  
Infrastructure Committee  
Joint Council  
Antigonish Transit

#### Events

Sang with group, Remembrance Day  
Housing Forum  
10th Anniversary for Safe  
Participated in Christmas parade

### **Councillor Juanita Pelly**

#### Meetings and Events Attended

November 11<sup>th</sup>. I attended the Remembrance Day parade and the reception afterwards at the legion.  
On November the 18 I attended the Quality Safety and Governance meeting for the RK.  
November 15<sup>th</sup>, I attended the SAFE dinner at St. Ninian Place.  
On November the 23<sup>rd</sup> I participated in the Santa Clause Parade.  
On November 26<sup>th</sup> I will be attending the AAHS board meeting.  
On November 27<sup>th</sup> I will be attending the monthly meeting for the RK board.

**Deputy Mayor Andrew Murray**

Meetings and Events Attended

RK executive meeting  
RK executive meeting with MLA  
Monthly ACLA meeting  
Hospital help day  
Remembrance Day  
Halloween event at library  
Christmas parade.  
Naomi society flag raising

**Councillor Patrick McKenna**

Meetings and Events Attended

NSFM Conference  
Police and Licensing committee meeting  
Remembrance Day services  
PARL board meeting  
Joint council meeting  
Waste management meeting  
RK Finance Meeting  
RK Board Meeting  
SAGSAR awards banquet  
Library Advocacy Nov 26/27  
Accessibility Committee Meeting

**Councillor Leon MacLellan**

Meetings and Events Attended

Since the last meeting of the Committee of the Whole on November 3<sup>rd</sup>, I have attended the NSFM Conference in Halifax (Nov 3<sup>rd</sup> to 7<sup>th</sup>). The sessions were more informative with Ministers and senior bureaucrats speaking. I also attended the regular Council meeting, the Joint County/Town Councils meeting, a Planning Advisory Committee meeting, an AREA meeting online, an Eastern Region Solid Waste Management (ERSWM) in Guysborough, and an Eastern District Planning Commission (EDPC) meeting in Port Hawkesbury.

With regards to community events, I attended the Antigonish Jazz Fest, the 10<sup>th</sup> anniversary of SAFE, the Town Christmas Parade, the Music of the Night production Into the Woods, and the Naomi Society flag raising.

**To:** Town Council  
Chief Administrative Officer

**Submitted by:** Melanie Fougere, Municipal Clerk (on behalf of Council)

**Date:** Thursday, November 27, 2025

**Subject:** Committee Reports

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## **Committee Reports**

The following Committee Reports have been submitted for inclusion in the Councils Committee of the Whole Agenda Package. These reports summarize recent activities, discussions, and updates from the various committees to which members of Council are appointed. Only reports received have been included.

### **Infrastructure – Councillor Jack Sullivan**

#### Phase 1 of Bay Street Project

This project is 1/3 completed. The recent weather conditions have not helped.

Dexter Construction has moved to 24 hr scheduling with two shifts. This should significantly help this project along. A new sewer line has been upgraded to a 12" line, which doubles the capacity. A new water line is to be upgraded to an 8" line and new sidewalks completed on both sides of the street.

A serious discussion has taken place on the access road to the hospital. This project has demonstrated more than ever the need for a second access to St Martha's Regional hospital which serves Antigonish, Guys, Richmond and Port Hawkesbury as well as serving other areas.

#### West Street Project

The curve and sidewalk has been removed. New curve has been installed. The placement of the new sidewalk is to begin shortly. New pavement is expected to start early December.

The Substation Grid Modification Project is progressing well. The new transformers have arrived, and Siemens has begun installation.

#### Sewer Treatment Plant

The new aerator equipment has arrived and is being installed. This will put more oxygen into the water. We must continue to be mindful of what we flush. Remember only flush the 3 P's.

#### Greening Drive Project

The project is moving along a little slower than we had hope, but the work is of good quality. Again, the weather over the last few weeks was not very helpful.

No pun intended, they are on the downhill run now.

### Source Water Wells

Drilling will begin this week on 3 of the 7 sites. If one of the sites proves to have adequate water supply, then piping the water to the water treatment plant would be the next phase. This will be a two-to-three-year time frame. Discussion took place; if at all possible, we must move this timeline up. Some wells are within 1 km of the treatment plant where others are up to 7 km away. This cost can vary significantly.

Town council is committee to sourcing acquired water supply to the town and surrounding area.

### Snow Removal Policy

Grace Gills highlights on the new snow removal policy. Significant changes to the removal of snow and ice from Main Street Policy gives more flexibility to the director of infrastructure, engineering and Public Works manager.

### **Planning Advisory Committee – Councillor Sullivan**

Paul from Upland presented his presentation. Paul noting that there were three main HAF goals

- 1- Accommodating “missing middle” house design
- 2- Amending selected higher density zones
- 3- Streamlining provisions for accessory dwelling units

A survey was conducted- major points affordable housing

The availability of housing

And diversity of housing choices

One of the requirements that the town must meet HAF goals is to allow fourplexes building as of right in residential areas, if they meet the Land Use Bylaw.

Recommendations allow building a six-store unit on James Street.

Concerns arising new structure fits the look of the neighbour

Acquitted parking

How does density affect neighbourhoods?

HAF (Housing Accelerator Fund) allows Antigonish to access additional funding for infrastructures such as water and sewer.

Over a three-year period, a total of 73 new units is required to meet the town’s commitment for the funding.

A motion was made by L MacLellan and seconded by M Grant , that the Planning Advisory Committee recommend to Town of Antigonish Council that they give First reading and Schedule a Public Hearing for the amending to the Municipal Strategy and the Land Use By-Law for the Town of Antigonish regarding to the Antigonish Housing Accelerator Fund, as presented to the Public in October / November on pages 1 to 15 of the amending pages, with the following additional change on page 13 that would alter the number of permitted storeys from 8 to 6 in the James Street Mixed Use Zone. Motion Carried.

**Police & License – Councillor Diane Roberts**

Mall Parking – This item was discussed at the last Police and License Committee meeting. It was noted in response to Councillor Sullivan’s inquiry that there may be an opportunity for residents to park at the Mall and then take a transit to destinations such as downtown and the hospital.

**Accessibility – Councillor Patrick McKenna**

Committee Membership – The Accessibility Committee met on November 27th, and as Chair, I would like to bring forward the following recommendation to Council. At the meeting, the Committee passed the following motion:

**Motion:** That the Accessibility Committee recommend to Council that the Advisory Committee Policy be amended to update the Terms of Reference for the Accessibility Committee by increasing community representation from two members to four.

**AREA - (owner of windmills by Towns of Antigonish, Berwick, and Mahone Bay)**

**Councillor Leon MacLellan**

AREA continues to wait for NSPI to recover from the cyber-attack and get proper billings up to date. There is also an issue to be resolved with the timing of the new pricing regulations.

**Waste Committee – Councillor Leon MacLellan**

As of December 1, 2025, the responsibility for collecting all recyclables transferred to Circular Materials. The Town’s website is promoting this and includes a Waste Management Hotline – 902-863-4949.

**ERSWM (Eastern Region Solid Waste Management) – Councillor Leon MacLellan**

Payment of charity to support the Town Cleanup Day is in February of the following year. This is to account for others who may apply. There is a total of \$1200 for the Town of Antigonish.

Bulk waste schedule for 2026 is similar to 2025. There was a request to make a one-week adjustment in Antigonish but it conflicted with other municipalities.

**EDPC (Eastern District Planning Commission) – Councillor Leon MacLellan**

The Planning Commission has requested proposals to conduct a comprehensive organizational review. I was appointed to the selection committee. Appointment of consultant is expected later this month. The deadline for the final report is March 31<sup>st</sup>, 2026.

The Councillors on the Commission have been paid \$75 per meeting. This was raised this past meeting and there was support for eliminating this stipend. It will involve changing the Intermunicipal agreement.