
MEETING: Regular Town Council Meeting

DATE: May 20, 2025

TIME: 6:00 PM

PLACE: Town Council Chambers

Agenda

1. **Land Acknowledgement & Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - 3.1 Minutes of the Regular Council Meeting of April 22, 2025
4. **Business from Committee of the Whole**
 - 4.1 Live Streaming Policy
 - 4.2 Traffic Authority Policy
 - 4.3 Resolution of Council for PCAP funding for the Intermunicipal Agreement [Sewage] Study
5. **Presentations/Flad Requests**
 - 5.1 Antigonish Highland Society
 - 5.2 ACTS (Antigonish Community Transit Society)
 - 5.3 Allan Armsworthy - Fence Repair Denial Appeal
 - 5.4 Filipino Cultural Society of Nova Scotia Flag Raising Request
 - 5.5 Antigonish Pride Flag Raising Request
 - 5.6 Access Awareness Week (May 25-31)
6. **Business from Minutes**
 - 6.1 Low-Income Property Tax Exemption Policy – staff
7. **New Business**
 - 7.1 EFT (Electronic Funds Transfer) Policy – staff
 - 7.2 Volunteer of the Year Nominations 2025 – staff
8. **Correspondence**
9. **Staff Reports**
10. **In-Camera Session under the MGA – Sec 22 (2) (e)**
 - 10.1 Contract Negotiations
11. **Adjournment**

DRAFT

**Regular Town Council
April 22, 2025
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Deputy Clerk
M. Barkhouse, Director of Corporate Services
S. Long, Acting Director of Community Development
K. Meisner, P. Eng., Director of Public Works
M. Williams, Marketing and Communications

Regrets

Councillor J. Pelly
Councillor J. Sullivan

Members of the Gallery
Media

1. Call to Order & Land Acknowledgement

Mayor S. Cameron called the meeting to order at 6:00 PM.
Mayor S. Cameron acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and recognized that we are all treaty people.

2. Approval of Agenda

An addition was made to the agenda:
Item added 7.6 No Parking Signs on St. Ninians Street.
It was Moved and Seconded "to approve the agenda as amended."

Motion Carried

3. Approval of Minutes

It was Moved and Seconded "to approve the March 17th Regular Council Minutes and the Special Council Meeting Minutes of March 26th, 2025, as presented."

Motion Carried

4. Presentations / Flag Requests / Banner Request / Proclamation

4.1 Housing Trust of Nova Scotia – Joel Westin

Joel Westin, joined by Peter Bigelow and Jordan Rogers from the Housing Trust of Nova Scotia (HTNS), presented an overview of the Modular Housing Program—an initiative developed in partnership with the Province to provide affordable housing for healthcare workers. Launched in March 2023, the program received a \$45 million investment in 2024 to support the construction of 112 modular units across the province.

Mr. Westin highlighted that HTNS is a non-profit organization focused on delivering affordable, good-quality housing for working-class households, which make up approximately 60% of Nova Scotia's population. The current phase of the program includes plans for up to 16 additional units, with Antigonish identified as a potential location.

The program uses a mixed-income rental model, where market-rate units help offset subsidized rents, promoting both financial sustainability and inclusive access for healthcare workers across a range of roles.

HTNS is actively seeking municipal partnerships to support Phase 3.

A Q&A period followed the presentation, during which Council members discussed unit types, land availability, affordability strategies, and the long-term viability of the program.

Mayor and Council thanked Joel, Peter, and Jordan for their informative presentation and ongoing work.

4.2 Antigonish Sno-Dogs Snowmobile Club – Jonathan MacKenzie

Jonathan MacKenzie, Vice-President of the Antigonish Sno-Dogs Snowmobile Club, along with President Jeremy Landry and youth snowmobiler Evan MacKenzie, presented to Council to request \$20,000 in funding support toward the purchase of a new snow groomer, valued at approximately \$475,000. To date, \$94,000 has been raised locally, with additional funding applications submitted to provincial and federal programs.

The Club emphasized the importance of the groomer for public safety, risk management, and improved trail maintenance. Letters of support were received from Search & Rescue, Fire Departments, and MLA Michelle Thompson, along with a business endorsement from Steve Smith (Keltic Quay Resort). The new equipment is intended to benefit a wide range of users and aligns with regional tourism and recreation strategies.

The Sno-Dogs are collaborating with Keppoch, the Eigg Mountain Trails Association, and the Arisaig Community Trails Association to expand winter recreational offerings such as snowshoeing, fat biking, and cross-country skiing. The new groomer is seen as a shared investment in recreation, tourism, and community inclusion.

Council was asked to consider the funding request as part of the Town's 2025 grant program.

During discussions, Councillor P. McKenna commended the presentation and noted that a new groomer could enable quicker trail maintenance and potential expansion.

Mayor S. Cameron expressed thanks to Mr. MacKenzie, Mr. Landry and the Sno-Dogs representatives in the gallery for their continued efforts and presentation.

4.3 Highland Society – Flag request - Gaelic Awareness Month May 1-31

A flag request was received from the Highland Society to raise the Gaelic flag in recognition of Gaelic Awareness Month from May 1 to 31.

Conflict of Interest:

Councillor L. MacLellan declared a conflict of interest and recused himself from the discussion and decision.

Motion

It was Moved and Seconded “that the Gaelic flag be raised for the month of May.”

Motion Carried

4.4 Antigonish VON – Flag request – May 18 -24

A flag request was received from the Antigonish VON to raise their flag during the week of May 18–24 in recognition of VON Week.

Motion

It was Moved and Seconded “that the VON flag be raised for one week during the week of May 18–24.”

Motion Carried

4.5 Memo to Council on Banner request from the Royal Canadian Legion Br 59

A memorandum was presented to Council outlining a banner request from the Royal Canadian Legion Branch 59 to display 10 veterans’ banners on Main Street from Church Street to Columbus Field, in recognition of the upcoming Legion Provincial Convention being held from May 15 to 20, 2025.

The memo provided background on the Town's current banner rotation schedule, associated installation costs, and the logistics involved in managing banner installations on Main and James Streets.

Discussions ensued.

Motion

It was Moved and Seconded “that Council approve the installation of 10 veterans’ banners from the Royal Canadian Legion Branch 59 to be installed when the Spring banners are changed over, and to be removed when the Highland Games banners are installed.”

Motion Carried

4.6 Gaelic Nova Scotia Month - May 2025 – Proclamation

Mayor S. Cameron read the Gaelic Nova Scotia Month proclamation aloud to Council and formally signed the proclamation in recognition of the month of May 2025.

DRAFT

5. Business from Committee of the Whole

5.1 Temporary Borrowing Resolution for the GRID Modernization project

M. Barkhouse presented to Council at the Committee of the Whole meeting held on April 1st on the need for a Temporary Borrowing Resolution (TBR) related to the Grid Modernization Project. The total cost of the project is \$20.5 million, with \$10.8 million representing the Town utility's share. The remaining \$9.7 million will be covered through external funding sources.

Recommendation

We request that the attached Temporary Borrowing Resolution be approved by Council to begin the process of accessing temporary borrowing for the Grid Modernization project.

Motion

It was Moved and Seconded "that Council approve the Temporary Borrowing Resolution for the Grid Modernization Project."

Motion Carried

MUNICIPAL COUNCIL OF THE
Town of Antigonish
TEMPORARY BORROWING RESOLUTION

Amount: \$ 10,800,000

Purpose: Grid Modernization (M11082)

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

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

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

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

BE IT THEREFORE RESOLVED

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

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

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

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

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

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

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

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

Clerk

DRAFT

5.2 Body Armour Policy

This item was brought forward as a recommendation from the April Committee of the Whole meeting.

Motion

It was Moved and Seconded “that the Council for the Town of Antigonish hereby approves and endorses the Town of Antigonish Body Armour Policy, as presented on April 22, 2025.”

Motion Carried

5.3 Tourism Partnership Agreement

This item was brought forward as a recommendation from the April Committee of the Whole meeting.

Motion

It was Moved and Seconded “that Council approve the partnership agreement as presented and authorize the CAO to sign on behalf of the Town of Antigonish.”

Motion Carried

6. New Business

6.1 Inter Municipal Agreement (IMA) approved for Strait IT

CAO R. Delorey provided an overview of the updated Inter-Municipal Service Agreement with Strait IT, the Town’s IT service provider. Originally established 3–4 years ago, Strait IT is a consortium of several municipalities. The agreement underwent a comprehensive review by the Board, resulting in several updates related to operations and governance. Seven key areas were amended, including Board structure, procedural rules, financial provisions, and capital planning.

Motion

It was Moved and Seconded “that Council approve the revised Inter-Municipal Agreement for Strait IT as presented.”

Motion Carried

Recess

Council recessed at 7:15 PM

Reconvene

The meeting resumed at 7:25 PM

6.2 Town Advisory Committee Nominations

Mayor Sean Cameron, as Chair of the Nominations Committee, recused himself from chairing this portion of the meeting. Deputy Mayor Diane Roberts assumed the Chair. S. Cameron presented the Nominations Committee’s recommended appointments to various Town Advisory Committees. The following individuals were appointed:

Audit Committee

Mary Oxner – 4-year term

Accessibility Advisory Committee: Gary Mattie – 4-year term; Caleb Marshall – 2-year term.

Beautification Committee Allan Ferguson – 4-year term; Caleb Marshall – 2-year term.

Councillor McKenna nominated Emilie Chaisson for the 2-year term on the Beautification Committee, noting her interest in contributing to local community initiatives. Following a vote, Emilie Chaisson was appointed, effective April 22, 2025. Caleb Marshall was not appointed.

Final Appointments – Beautification Committee:

Allan Ferguson – 4-year term; Emilie Chaisson – 2-year term.

Planning Advisory Committee; Michael Grant – 4-year term; André Boudreau – 3-year term; Oyenyi Adewoye – 2-year term.

Recreation Committee; Jochen Ruebener – 4-year term; Tina Augustia – 2-year term.

Police and Licensing Committee; Colin Duggan – 4-year term.

Infrastructure Committee; Rylan Boucher - 4-year term; Michael Grant– 2-year term.

Waste Committee; Neil Hamilton – 4-year term.

Following the completion of the appointments, Mayor Cameron resumed the Chair.

6.3 Antigonish Volunteer Fire Department – Appointment of two new members

A memo regarding the appointment of two new members to the Antigonish Volunteer Fire Department was included in Council’s package.

Motion

It was Moved and Seconded “that Christopher Mattock and Gregory Linton be recommended for membership with the Antigonish Fire Department pending receipt of their medical records indicating fitness for active fire fighting duties, with a one-year probationary period which if successful will result in full membership.”

Motion Carried

During discussion, Councillor MacLellan inquired about the selection process and questioned the necessity of Council’s formal approval for such appointments. CAO R. Delorey noted he would review past practices and clarify whether future appointments require Council approval. He suggested it may be more appropriate to bring such items forward for information purposes only.

6.4 Low-Income Property Tax Exemption Policy (See Corporate Services Report)

M. Barkhouse presented an update on the Town’s Low-Income Property Tax Exemption Program. Traditionally, the application deadline falls in May; however, staff are recommending a one-time extension to June 30th. Additionally, staff are exploring potential changes to the program, including the introduction of a two-tier exemption model to better reflect varying income levels.

Motion 1:

It was Moved and Seconded “that Council approve a one-time extension of the application deadline for the Low-Income Property Tax Exemption to Monday, June 30th.”

Motion Carried

Motion 2:

It was Moved and Seconded “that Council direct staff to review the Town’s Low Income Property Tax Exemption policy and report to the Committee of the Whole with any recommended updates or changes.”

Motion Carried

6.5 What We Heard Report on AT (Active Transportation) Trail

M. Williams, currently serving in a one-year term position as Marketing and Communications Officer, presented the “What We Heard” report on the Active Transportation (AT) Trail. CAO R. Delorey provided a brief introduction ahead of the presentation.

During Council discussion, Councillor P. McKenna inquired about the validity of the survey responses, noting that 87% support was reported. He also questioned how the Town could move forward with the project in a way that reflects public input and secures the best value for taxpayers—particularly with capital budget planning underway.

Councillor L. MacLellan observed that many public comments implied that Council had already made a decision on the project, which is not the case. Council has yet to finalize its direction.

The report was described as an excellent public engagement exercise, providing valuable insight into community perspectives.

Mayor S. Cameron noted that the exercise was intended to inform the incoming Council and acknowledged that while the report included some public misinformation, the process itself was a step toward openness and transparency.

Mayor S. Cameron thanked M. Williams for the presentation and her work on the report.

6.6 No Parking on St. Ninian St – Amended item McKenna

Councillor McKenna brought forward a motion regarding parking near the crosswalk on St. Ninian Street, previously discussed at the Police and Licensing Committee.

Motion:

Whereas parking proximity to crosswalks obstructs sightlines and endangers pedestrians, as outlined in provincial traffic safety guidelines.

DRAFT

Whereas the Nova Scotia Rules of the Road prohibit parking within 5 meters of crosswalks, but increased clearance may further enhance safety.

Whereas relocating a No Parking sign 15 meters west of the St. Ninians Street crosswalk would align with recommendations to prioritize pedestrian visibility, while eliminating one parking spot.

It was Moved and Seconded “that Council direct staff to Relocate the no parking sign on St. Ninians Street to a position 15 metres west of the existing crosswalk, measured from the nearest crosswalk boundary; and to install the new no parking sign on a signpost in the grass meridian”

Council was reminded to ensure the motion complies with Traffic Authority regulations.

Deputy Mayor Roberts supported the change, noting it would enhance visibility and improve safety in the area. She commented that right turns at the location can be dangerous due to limited sightlines caused by nearby parked vehicles.

Staff member K. Meisner addressed liability considerations tied to the current parking arrangement.

Mayor S. Cameron spoke against the motion.

Motion Carried

7. Correspondence

7.1 Antigonish Jr. B Bulldogs – 2025 Don Johnson Memorial Cup (Atlantics)

Correspondence circulated to staff; funding request is \$4,000.00.
Discussions ensued.

Motion Carried

It was Moved and Seconded “that Town Council support \$2,000.00 to the Antigonish Jr. B Bulldogs for the upcoming Don Johnson Cup at Atlantics.”

Motion Carried

7.2 National Medical Laboratory Week – April 13 -19 2025

Correspondence was circulated, requesting to light up the Town in purple following the same idea as Dental Hygienists week. Council previously approved this request.
No Motion required.

Mayor S. Cameron recognized Earth Day and noted that students from the St. Andrew Junior High School Welcome Committee visited Town Hall earlier today and participated in a community clean-up around Columbus Field.

DRAFT

7.3 Dr. John Hugh Gillis Regional High School Model United Nations – Conference

Correspondence was circulated to Council on a funding request.

Motion

It was Moved and Seconded “that \$300.00 be approved to support the Dr. John Hugh Gillis Regional High School's participation in the Model United Nations Conference.”

Motion Carried

7.4 Surrey Christian School – Grade 2 Class

Mayor S. Cameron advised Council that he received a letter from a Grade 2 class at Surrey Christian School in Surrey, BC, along with a Flat Stanley. Mayor Cameon plans to take some pictures of Flat Stanley around the Town of Antigonish and will mail the pictures and a letter back to the Grade 2 class.

8. Staff Reports

Deputy Mayor Roberts inquired about the status of the Move and Mingle program. S. Long advised that the current session is wrapping up, and details for fall programming are still to be determined.

There were no additional staff reports at this time, as the meeting was running behind schedule.

Recess

Council recessed at 8:51 PM and reconvened at 9:04 PM.

Motion

It was Moved and Seconded “that council move to an in-camera session at 9:04 PM.”

Motion Carried

9. In-Camera Discussion

9.1 To discuss contract negotiations, under the MGA Act Section 22 (2) (e)

Motion

It was Moved and seconded “that Council come out of in-camera session at 9:42 pm.”

Motion Carried

Motion

It was Moved and Seconded “that Council Approve the proposed amendments to the Collective Bargaining Agreement between the Town of Antigonish and the International Brotherhood of Electrical Workers (IBEW) Local 1928 for the term April 1, 2025, to March 31, 2029.”

Motion Carried

10. Adjournment

With no further business the meeting was adjournment at 9:44 PM.

Live Streaming Policy

Town of Antigonish, Nova Scotia

Effective Date: [Date TBD]

1. Purpose

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

2. Scope

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

3. Live Streaming and Recording

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

4. Privacy Considerations

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

5. Retention, Storage, and Public Use

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

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

6. Technical and Operational Considerations

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

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

7. Accessibility

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

8. Disclaimer

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

9. Compliance and Review

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

10. Contact Information

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

CAO’s Annotation for Official Policy Book

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

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

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

Chief Administrative Officer

Date

Traffic Authority Policy

Purpose

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

Scope

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

Policy

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

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

CAO's Annotation for Official Policy Book

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

Date of Passage of Current Policy:

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

Chief Administrative Officer

Date

DRAFT

To: Town Council
Chief Administrative Officer

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

Date: Wednesday, May 07, 2025

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

Purpose

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

Background

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

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

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

Objectives of the Study

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

Recommendation

That Council pass the following resolution:

Resolution of Council:

Be it resolved that the Municipality of the Town of Antigonish submit applications for available provincial funding (PCAP) jointly with the Municipality of the County of Antigonish for an intermunicipal sewage flow study. This flow study will be undertaken by a third-party consultant and will form the basis for a new Intermunicipal Sewage Agreement between the two parties.



10



July 6-13th, 2025

Events and Highlights

Free Day Passes for Everyone!!!

Piping and Drumming

Highland Dance

Heavy Events

- North American Pro Challenge
- Men's, Women's, and Youth Competitions

Tug of War

- Men's, Women's, and 4-H Competitions

Five Mile Road Race



Events and Highlights

AHG Reunion Pipe Band

Main Street Parade

Clan March

Saturday Night Concert Featuring:

- **The East Pointers and Beech Hill!**

And So Much More!!!





Antigonish Community Transit Society

Richie Connors
General Manager
April 2025

Who We Are



Antigonish Community Transit Society (ACTS) is a registered not-for-profit, charitable organization providing transit service for the town and county of Antigonish.



We were established under the Societies Act on October 15th, 2013, (Registration # 3276038) and have been providing transit services since September 2014.



We achieved CRA charitable status in February 2021.



Our mission is to provide safe, affordable, and accessible transportation to all residents of Antigonish town & county.

Services That We Provide

- ▶ **Book-A-Ride** - offered Monday - Friday *Flexible hours
**Drives must be booked by 1:00 PM the previous day
- ▶ **Fixed Route** - a 1-hour loop that operates in the Town and County, providing service Monday - Friday 9:00 AM - 5:00 PM & Saturdays 8:00 AM - 4:00 PM

But That's NOT All We Do

- ▶ **Door-to-door** transit services for all residents
- ▶ **Accessible transportation** for seniors & persons with disabilities
- ▶ **Rural route service** connecting communities throughout the county
- ▶ **Medical transportation** (local & out of town)
- ▶ **Recreational Transit** - County & Town Rec, CACL & local daycares
- ▶ **Essential trips** - groceries, pharmacy, social services, etc
- ▶ **Fare Assistance Program** - \$12,833 NSFA subsidy

LOCATION #

1
 :00

EACH HOUR

9:00am - 5:00pm

Monday - Friday

FLAG
DOWN



DROP
OFF

Flag us down or request a drop off
 anywhere along the fixed route.

Fixed Route Fares

Children Under 12 - Free

One Way 2.00

Day Pass 5.00

Bundle x20 55.00

Day Pass Bundle
 will not expire.

Debit and Credit accepted
 - on Fixed Route only -





**ANTIGONISH
TRANSIT**

FIXED ROUTE

Schedule



Information & Service
Call **0411**
902 867

Funders & Partners



Provincial Government of Nova Scotia



The Town of Antigonish



The Municipality of the Town of Antigonish



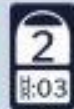
The Sisters of St. Martha of Antigonish



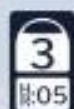
98.9 XFM Radio



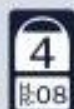
1 Antigonish Mall
133 Church St



2 Highland Housing
86 St Ninian St



3 Mulroney Centre
2329 Cathedral Way



4 Keating Centre
1100 Convocation Blvd



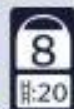
5 Atlantic Superstore
26 Market St



6 Walmart
50 Market St



7 Appleseed Court
23 Appleseed Dr



8 Pleasant St.
Hawthorne St & Pleasant St



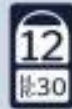
9 Shamrock Acres
14 Shamrock W



10 Sylvan Valley Apt.
12 Sylvan Valley Rd



11 Hawthorne Variety
201 Hawthorne St



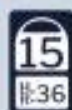
12 JJ Carroll House
20 Orchard Terrace



13 Antigonish Manor
138 College St



14 People's Place Library
283 Main St



15 Canadian Tire Gas Bar
165 Main St



16 The Maples
31 Smiths Wy



17 Parkland (Shannex)
153 NS-337



18 St. Martha's Hospital
25 Bay St



19 The Sunflower
194 Main St



20 Sobeys
151 Church St

Who We Serve

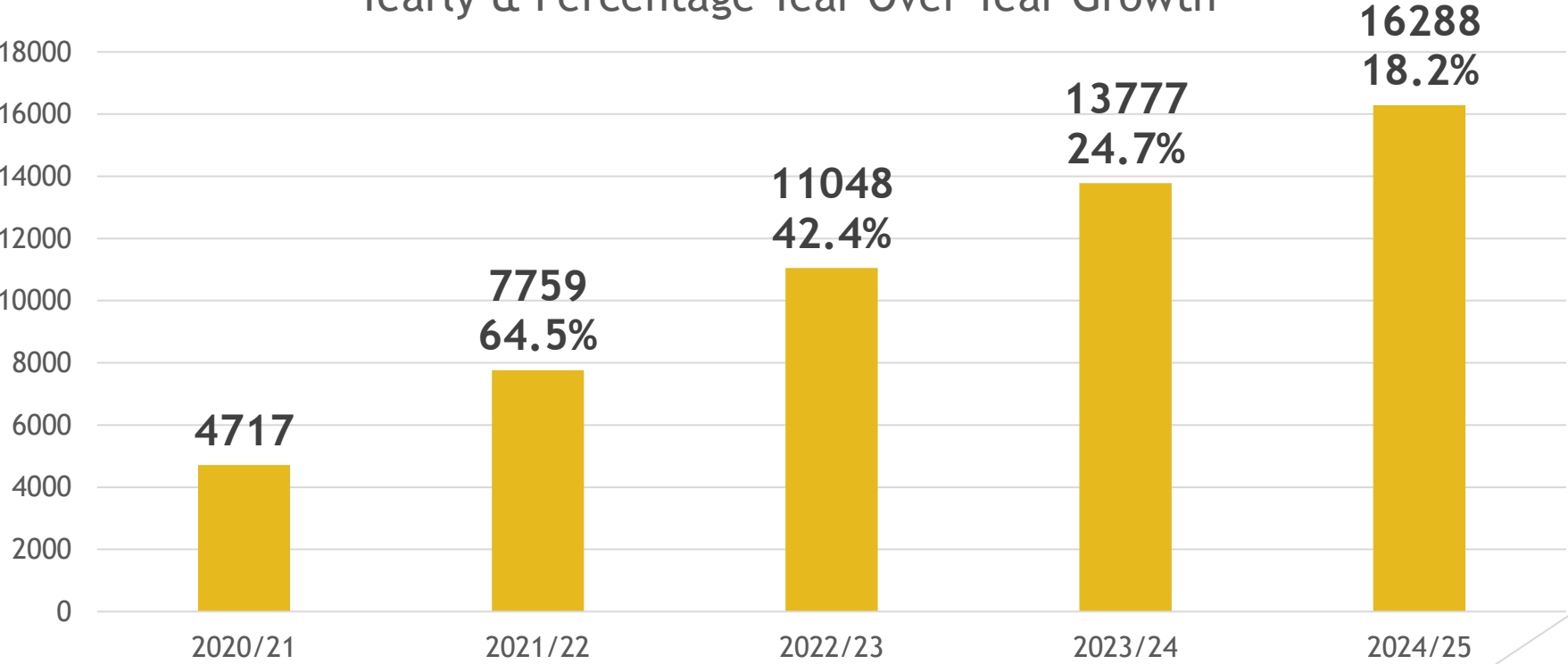
- ▶ ALL RESIDENTS of Antigonish Town & County
- ▶ Seniors
- ▶ Students & Youth
- ▶ Residents with mobility issues
- ▶ Low-income individuals & families
- ▶ Rural community members with limited transportation options

Community Impact

- ▶ In 2024/25, ACTS drivers completed 16,288 drives in Antigonish. This number surpassed the 13,777 completed in 2023/24.
- ▶ Increased access to healthcare, education & employment
- ▶ Reduced social isolation for vulnerable populations
- ▶ Lower transportation barriers in rural communities

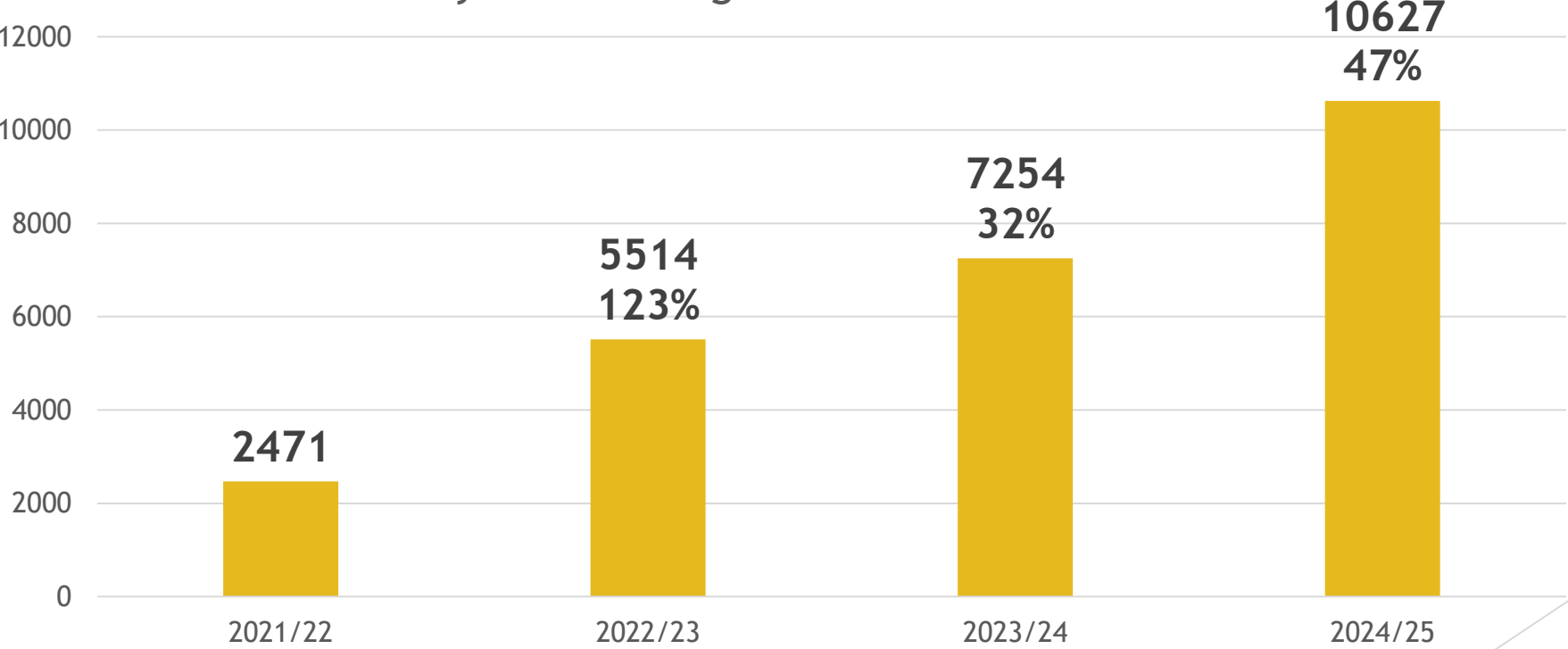
BY THE NUMBERS - BOOK-A-RIDE

Yearly & Percentage Year Over Year Growth



BY THE NUMBERS - FIXED ROUTE RIDERSHIP

Yearly & Percentage Year Over Year Growth



A photograph showing the interior of a bus, viewed from the driver's perspective. The seats are blue with a colorful pattern, and the handrails are yellow. The bus is empty, and the view is looking down the aisle towards the front.

A Day In The Life: From The Driver's Seat

A Personal Perspective

- ▶ *Senior who rides the bus daily for social connection*
- ▶ *Clients getting to work daily, allowing them to work*
- ▶ *Drivers hearing directly from clients about a recent medical diagnosis*
- ▶ *Personal connection with clients & their daily routines*
- ▶ *Letter Riding the bus “blesses our socks off”*

Working Together

ACTS success depends heavily on strong Municipal partnerships



On-going support & funding from the Town & County are appreciated & allow us to continue to keep our community moving



Gary Mattie (County councillor) & Diane Roberts (Town councillor) are valued members of our Board Of Directors.

Year 1 Actions	Funding Source Options
1.1 Purchase a new bus with low-floor accessibility, air conditioning, and a more comfortable ride experience. (Buy an interim bus)	ACTS, federal grants
1.2 Conduct a operational review to address driver shortage	Town & County HAF programs, NS Pubic Works
2.1 Engage consultant(s) to redesign and rebrand the route	Town & County HAF programs
4.1. Maintain Saturday service	NS Environment & Climate Change

Action 1.2- OPERATIONAL REVIEW

- ▶ **Purpose:**

To conduct a full operational review of Antigonish Community Transit to improve organizational effectiveness & prepare for future growth.

- ▶ **Total Project Cost: \$40, 000**

- ▶ **Funding**

- ▶ \$20,000 NS Public Works

- ▶ \$20,000 (split between Town & County HAF Programs)

Action 2.1- REBRAND & REDESIGN

- ▶ **Purpose:**
Rebrand & redesign of ACTS & FIXED ROUTE
- ▶ **Total Project Cost: \$80,000**
- ▶ **Funding**
 - ▶ NS Dept of Environment \$65,000
 - ▶ \$15,000 (split between Town & County HAF Programs)

Thank You for supporting Antigonish Community Transit

Together, we keep our community connected.

Richie Connors

General Manager

antigonishcommunitytransit@gmail.com

902-870-4504

Fence Repair Denial Appeal

I am appearing before Town Council to appeal the decision of the Town CAO denying the repair of our metal fence at # 91 Church Street, Antigonish.

On May 8, 2024 I submitted a complaint form to the Town of Antigonish because the Town plow damaged the black iron fence in front of my house at # 91 Church Street while plowing snow and ice onto my property (again). The Town plow has been damaging the fence for years.

My sister, Donna DeWolfe, notified me of the damage in March. We returned from Florida in late April, and I filed the complaint a couple of weeks later. Nothing happened, so on July 8th, I filed a second complaint. Darlene Halfpenny asked me to be patient as the boys at the Town had a lot of work and were very busy. We had all the trim on the front of the house power washed and painted for Highland Games. The property is a registered heritage property and we try our best to keep the property in top shape. The fence was an utter eyesore.

In the late fall, I asked Randy to look into it. I gave him photos, explained what happened, and answered questions. He denied my request to have the Town fix the fence, they had damaged. In essence he seemed to feel I had no proof that the Town had done the damage. Instead of consulting me for more information, he had commissioned an “independent engineer” to give him a report on our fence. He had gone back in Town records three years and could find no records of the Town paying to ever have the fence repaired. I asked the CAO for a copy of the report, a copy of the bill for the report, and the amount of hours the CAO spent on this issue. I did receive a copy of the “independent engineer’s report. It was written on Town stationary and months after the on site visit to the property. I never did see an invoice for his work, nor did I receive an accounting for the CAO's time spent on this. It took almost a year to receive this response.

We were shocked and upset that our integrity be put in question. Can we afford to repair our fence? I believe so. Should we have to pay for damage done by the Town? I believe not. I will be informally be presenting you with some facts, some photographs, and an Engineering Inspection Report. I will request that Town Council repair my fence.

Allan Armsworthy & Shirley Vinten

Engineering Inspection Report

Subject: Damage to Metal Handrails – 91 Church Street, Antigonish, NS

Date of Inspection: March 9, 2025

Prepared by: Nicholas Wilson, P.Eng, PMP

Conflict of Interest Disclosure: The undersigned is the son-in-law of the property owner of 91 Church Street, Antigonish, and has prepared this report solely to summarize physical observations made during an informal inspection. This report does not constitute a professional engineering opinion or recommendation.

1. Property Description

Location: 91 Church Street, Antigonish, Nova Scotia

Type: Private property with pedestrian access including metal handrails abutting the Town of Antigonish's right-of-way.

2. Purpose of Inspection

To document and summarize physical observations of apparent damage to metal handrails located at the property's frontage, reportedly following snow clearing operations by the Town adjacent to the site.

3. Observations

- **Evidence of Mechanical Impact:**
 - Several sections of the metal handrail located at the property's boundary show signs consistent with mechanical force. Specifically, damage was noted at the junctions between the handrail and supporting vertical posts.
 - Several vertical posts of the handrail are visibly bent inward toward the 91 Church Street property. The deformation suggests the posts were subjected to a horizontal force originating from the direction of the adjacent public right-of-way.
 - Shearing was observed at multiple rail-to-post connections, indicating lateral force application consistent with potential contact from snow removal equipment or heavy snow displacement.
- **Corrosion and Material Degradation:**
 - Rust was visible at a number of welded joints between rails and posts.

- While some rust appears pre-existing, in certain locations it may be exacerbated by recent mechanical stress and exposure due to compromised protective coatings.
 - **Snow Clearing Evidence:**
 - Track marks consistent with snow clearing machinery were observed leading from the municipal right-of-way on Church St adjacent to the 91 Church Street property frontage.
 - Compressed snow and debris patterns were noted in alignment with the damaged rail locations.
-

4. Photographic Evidence

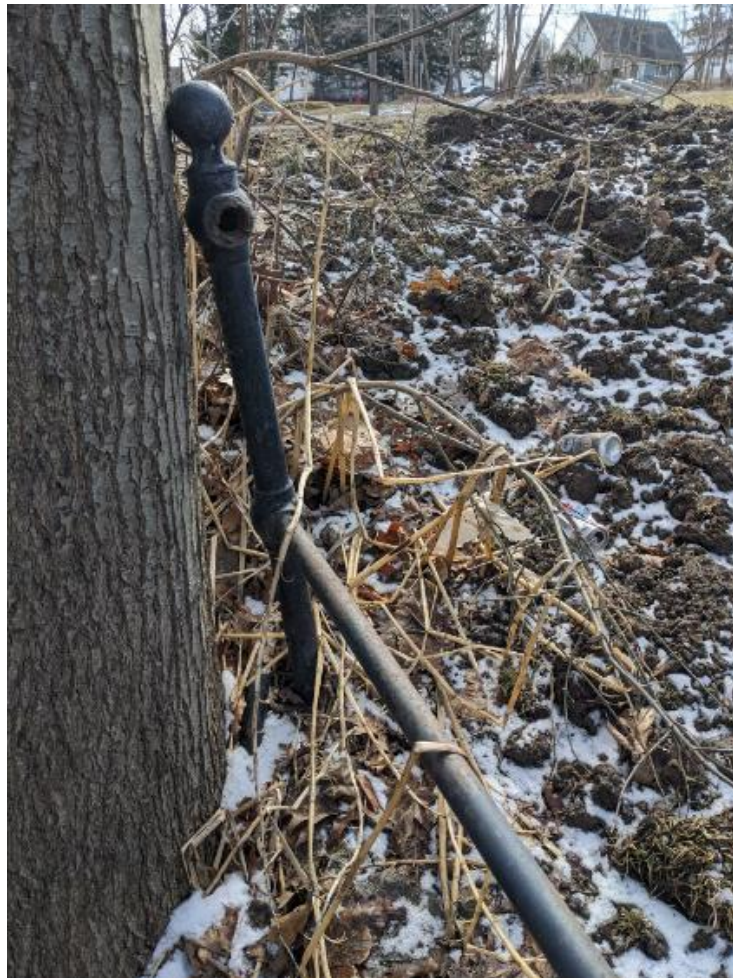


Figure 1 – Inward Bending of Vertical Post Toward Property



Figure 2 – Inward Deflection of Horizontal Handrail Toward 91 Church Street Property



Figure 3 – Sheared Connection Between Horizontal rail and Vertical Post



Figure 4 – Sheared Connection Between Horizontal rail and Vertical Post



Figure 5 – Evidence of Surface Disturbance on Town Right-of-Way Near Handrail Location

5. Additional Notes

- No measurements or destructive testing were performed during this inspection.
- This inspection was limited to visible surface-level damage and general condition; no internal structural integrity assessments were made.

6. Conflict of Interest Statement

As noted above, I am related to the property owner. This report is provided strictly for documentation purposes and refrains from assigning liability or making professional conclusions regarding causation.

Prepared by:

Nicholas Wilson, P.Eng., PMP

Date: April 29, 2025

Flag/Banner Request Form

Section 1: Applicant Information

1. Community Group/Organization Title

2. Community Group/Organization Contact Information

Applicant Name: _____

Email: _____ Phone: _____

Address: _____ Postal Code: _____

Section 2: Request Details

1. Please indicate your request:

Flag Lamp Post Banner Other (please specify): _____

2. What type of event does your request coincide with?

Parade Community Event Designated Month Memorial Recognition
 Festival/Celebration Other (please specify): _____

3. Please indicate the date(s) your organization would like to have you flag/banner request fulfilled.

Flag/Banner Request Start Date: _____

Flag/Banner Request End Date: _____

Does your event require an official flag raising ceremony with Mayor and Council?

Yes No

Additional information: (Please provide an overview of your request and how the addition of a flag to Chisholm Park or lamp post banners will benefit your event, celebration, or memorial).

Section 3: Permissions

Special Considerations

- Flags will be flown at Chisholm Park.
- Banners must be designed to be 18 inches by 44 inches and be made from vinyl material. Banners must be designed and installed to the standard set by the Town.
- The Town reserves the right to inspect any flag or banner prior to placement on Town-owned property. Flags or banners will not be placed by the Town if:
 - i) The material is tattered, frayed, damaged or detracts from the beautification of the Town.
 - ii) The flag or banner promotes discrimination or philosophy or seek values are deemed to be divisive or discriminatory.
 - iii) The flag or banner contradicts the guidelines in place in the Town’s Special Events Planning Guide.
 - iv) No flag or banner can be suspended across the street.

Section 4: Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that the Town will make the final decision on this flag/banner request.

Signature: _____

Date: _____

Section 5: Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

Shannon Long
Marketing and Communications Officer
Town of Antigonish
274 Main Street
Antigonish, Nova Scotia B2G 2C4
shannon.long@townofantigonish.ca
902-318-9245

Flag/Banner Request Form

Section 1: Applicant Information

1. Community Group/Organization Title

Antigonish Pride

2. Community Group/Organization Contact Information

Applicant Name: John Pellerin

Email: john.pellerin@townofantigonish.ca

Phone: 902-870-7503

Address: 7 Court Street Antigonish

Postal Code: B2G 1Z7

Section 2: Request Details

1. Please indicate your request:

Flag Lamp Post Banner Other (please specify):

2. What type of event does your request coincide with?

Parade Community Event Designated Month Memorial Recognition
 Festival/Celebration Other (please specify):

3. Please indicate the date(s) your organization would like to have you flag/banner request fulfilled.

Flag/Banner Request Start Date: June 2nd, 2025

Flag/Banner Request End Date: June 30th, 2025

Does your event require an official flag raising ceremony with Mayor and Council?

Yes No

Additional information: (Please provide an overview of your request and how the addition of a flag to Chisholm Park or lamp post banners will benefit your event, celebration, or memorial).

See page 3.

Section 3: Permissions

Special Considerations

- Flags will be flown at Chisholm Park.
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 - iv) No flag or banner can be suspended across the street.

Section 4: Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that the Town will make the final decision on this flag/banner request.

Signature: John Pellerin

Date: May 20th, 2025

Section 5: Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

Shannon Long
Marketing and Communications Officer
Town of Antigonish
274 Main Street
Antigonish, Nova Scotia B2G 2C4
shannon.long@townofantigonish.ca
902-318-9245

We are requesting to raise the Pride flag at Chisholm Park on June 2nd, 2025, at 12 noon, as part of Antigonish Pride's official launch of Pride Month. This flag raising serves as a meaningful and visible celebration of the 2SLGBTQIA+ community in Antigonish, and a public affirmation of the town's commitment to diversity, equity, and inclusion.

The addition of the Pride flag will enhance the visibility of Pride Month, help foster a sense of belonging and create a welcoming atmosphere for all residents and visitors. It will also signal support for ongoing efforts toward equity and inclusion for 2SLGBTQIA+ individuals in our community.

We hope the Town will support this important initiative and join us in visibly celebrating Pride throughout Antigonish.

Regards,



John Pellerin

Flag/Banner Request Form

Section 1: Applicant Information

1. Community Group/Organization Title

Town of Antigonish

2. Community Group/Organization Contact Information

Applicant Name: I am submitting this as a resident of the local community - Katie Aubrecht

Email: caubrech@stfx.ca Phone: 902-789-0800

Address: 84 Mountain View Drive Postal Code: B2G 2K9

Section 2: Request Details

1. Please indicate your request:

Flag Lamp Post Banner Other (please specify):

2. What type of event does your request coincide with?

Parade Community Event Designated Month Memorial Recognition
 Festival/Celebration Other (please specify): Designated Week - Access Awareness Week

3. Please indicate the date(s) your organization would like to have you flag/banner request fulfilled.

Flag/Banner Request Start Date: May 25, 2025

Flag/Banner Request End Date: May 31, 2025 (last day - remove the next day)

Does your event require an official flag raising ceremony with Mayor and Council?

Yes No

Additional information: (Please provide an overview of your request and how the addition of a flag to Chisholm Park or lamp post banners will benefit your event, celebration, or memorial).

See Attached

Section 3: Permissions

Special Considerations

- Flags will be flown at Chisholm Park.
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Section 4: Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that the Town will make the final decision on this flag/banner request.

Signature:

Date:

Section 5: Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

Shannon Long
Marketing and Communications Officer
Town of Antigonish
274 Main Street
Antigonish, Nova Scotia B2G 2C4
shannon.long@townofantigonish.ca
902-318-9245

Hello, this may already be happening but I wanted to submit the form just in case as I had to last year. The Town of Antigonish should still have a flag for Access Awareness Week May 25-31, 2025 from last year. As a municipality and prescribed public sector body with obligations under the Accessibility Act the Town should have a flag raised, perhaps someone from the Accessibility Directorate may have already been in touch! Last year the Town read the proclamation into the minutes and raised the flag for the week. StFX University is doing a flag raising on campus indoors and will be presenting an award in honour of Jeff Murray. Maria Ludlow from the office of the VP Finance and Administration is supporting coordination and may be in touch directly with an invitation for the Mayor and/or others to attend and this may satisfy the ceremony aspect if they did not plan to do one for the Town. More info is available on the Partnership for Access Awareness NS website: <https://nsleo.com/access-awareness-week-nova-scotia/>;



Low-Income Property Tax Exemption Policy – Proposed Updates

Overview

Corporate Services is recommending two updates to the Low-Income Property Tax Exemption Policy: Increase the maximum annual household income threshold from \$28,510 to \$35,000. Adjust the exemption amounts to a tiered range of \$250 to \$750, replacing the flat \$450 exemption offered last year.

These changes aim to better align with anticipated tax rate increases and to provide targeted support for those most affected. Based on last year’s recipients, the estimated impact of the proposed changes is up to \$2,000. The total impact of expanding eligibility to households earning up to \$35,000 remains unknown at this time.

Program Participation (2019–2024)

Following an extensive advertising campaign, nineteen residents qualified for the Low-Income Property Tax Exemption in 2024—the highest number since the program’s update in 2019.

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

In 2024, the median household income of applicants was \$24,559—the first year income data was recorded. Notably, four applicants reported incomes under \$20,000.

Proposed Income-Based Exemption Tiers

Household Income	Tax Exemption
\$29,000 to \$35,000	Up to \$250
\$20,000 to \$28,999	Up to \$500
\$0 to \$19,999	Up to \$750

These changes provide a more progressive structure, ensuring the highest support is offered to the most financially vulnerable residents.

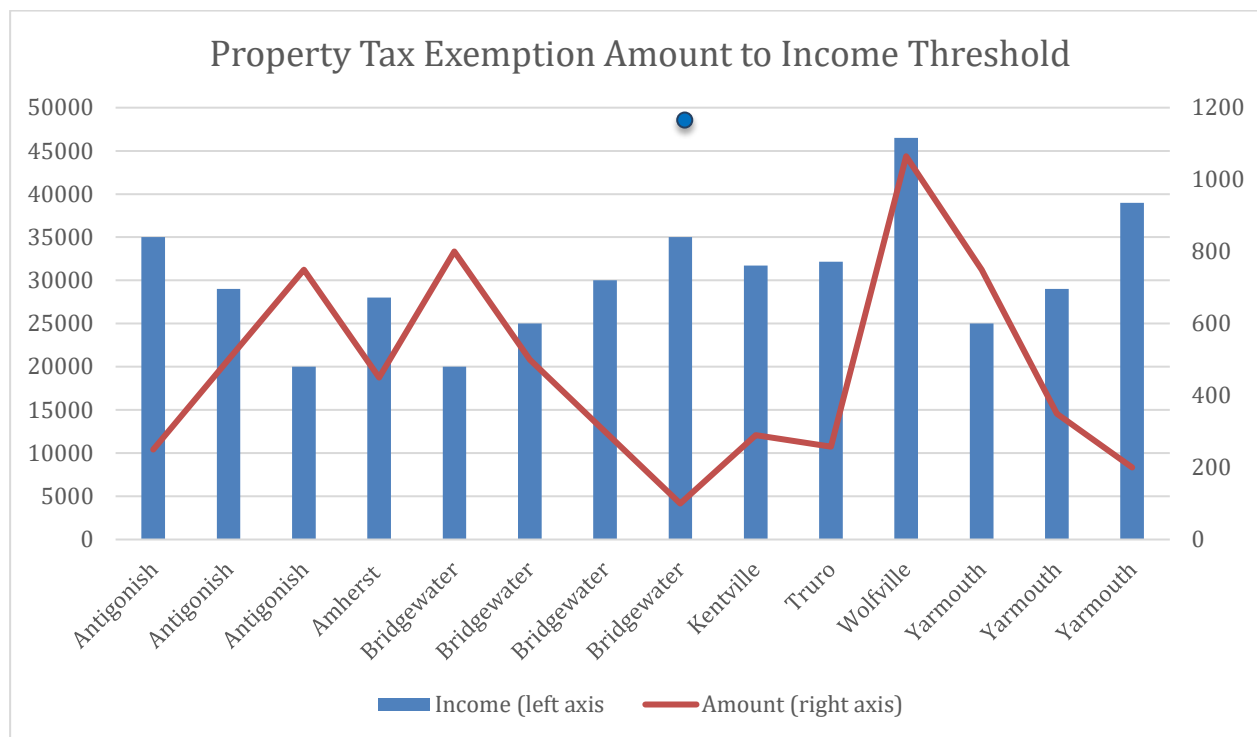
THE TOWN OF
ANTIGONISH Comparison with Other Municipalities

Town	Exemption	Maximum Annual Household Income
Town of Antigonish	\$ 250-750	\$ 35,000
Town of Bridgewater	\$100-\$800	\$35,000
Town of Amherst	\$ 450	\$28,000
Town of Kentville	\$290	\$ 31,732
Town of Wolfville	\$1,065	\$ 46,500
Town of Truro	\$258	\$32,147
Town of Yarmouth	\$200-\$750	\$29,000

These proposed updates will bring the Town of Antigonish closer in line with comparable municipalities and provide relief for households potentially impacted by upcoming tax increases.

Visual Summary

A chart illustrating the inverse relationship between income level and exemption amount (i.e., lower income = higher exemption) is included below to demonstrate the equity-based structure of the proposed changes.



Town of Antigonish

Electronic Funds Transfer (EFT) Payments Policy

1. Purpose

The purpose of this policy is to establish a secure, efficient, and transparent process for issuing payments via Electronic Funds Transfer (EFT) for accounts payable and employee expense reimbursements. This policy expands the Town's use of EFTs beyond payroll to reduce reliance on paper cheques, improve processing times, and enhance financial controls.

2. Scope

This policy applies to all Town of Antigonish departments and covers:

- Vendor payments
- Employee expense reimbursements
- Other non-payroll disbursements previously issued by cheque

3. Policy Statement

The Town of Antigonish is committed to modernizing its financial operations by implementing EFTs as the preferred method of payment for eligible disbursements. EFTs will be processed only after appropriate approvals have been obtained, in accordance with existing financial controls and authorization hierarchies.

4. EFT Payment Process

4.1 Invoice and Expense Submission

- Invoices and employee expense claims must be submitted to the appropriate Manager, Director, or Chief Administrative Officer (CAO) for review and approval, consistent with current practice.
- Approved submissions are forwarded to the department of Corporate Services' Accounting Services division for processing.

4.2 EFT Batch Preparation

- Upon approval, the Accounts Payable (AP) Clerk or designated staff member prepares the EFT batch.
- A summary sheet listing all EFT payments is generated and submitted to the CAO and Mayor for final approval, replacing the current cheque-signing step.

4.3 Bank Submission and Authorization

- The approved EFT file (see 4.2) is uploaded to the Town’s banking platform by an authorized staff member.
- A second, independent approver must authorize the EFT batch within the bank system, based on the following segregation of duties, if such functionality is available within the Town’s banking system:

<u>Uploader</u>	<u>Required Approver</u>
AP Clerk	Manager of Accounting Services, Director of Corporate Services, or CAO
Manager of Accounting Services	Director of Corporate Services or CAO
Director of Corporate Services	CAO
CAO	Director of Corporate Services

- If technical functionality is available, then under no circumstance may the same individual upload and approve an EFT batch.

5. Security and Controls

- EFT credentials and access to the banking platform must be restricted to authorized personnel.
- Dual authentication and audit trails must be maintained for all EFT transactions.
- EFT summary sheets and approvals must be retained in accordance with the Town’s records management policy.

6. Review and Updates

This policy will be reviewed annually or as needed to ensure it meets Town needs and alignment with best practices and evolving financial technologies.

1.Name of Nominee:

Dondre Reddick

2.What is the Nominee's Place of Residence?

The Town of Antigonish

3.Nominee's Address:

27 Viewville Street, Antigonish, NS B2G 1E1

4.Nominee's Contact Information:

<http://facebook.com/dondre.reddick> ----- Phone - 902-440-9726 --- 902-863-3552

5.Please indicate if this nominee is for Volunteer of the Year or Youth Volunteer of the Year:

Youth Volunteer of the Year

6.If this was a Youth Volunteer of the Year, please indicate their age (if known)Single line text.

24 years - Born August 05, 2000

7.Number of Years the Nominee has been a volunteer:

The nominee has been volunteer for over six to seven years or more with youth sport teams (basketball and Soccer) with town and county

8.Nominee's Occupation:

professional Sportsmen/Camp Coach/Trainer

9.Please provide a summary of why you believe this individual deserves to be nominated. It is important to include their accomplishments, commitment, and contributions made by the nominee to their organization of choice and/or community.

Dondre is an exceptional and thoughtful young man. A home town Antigonisher and a graduate of the Dr. John Hugh Gillis Regional High School. Dondre has been a part of the Antigonish sports fabric since a young age. His love of soccer did not win over his love for playing the sport of basketball. Before Dondre's time as a student at Saint Francis Xavier University, he was recruited to be a part of the summer basketball Camp as a camper and as a camp leader. Through his exposure of the sport Dondre has organized many camps for youth in the local are and throughout Nova Scotia and New Brunswick. Dondre has developed a very positive reputation among many of the youth and parents alike as a

volunteer and a mentor. Dondre's time playing for the X-Men helped to earn him the privilege to represent his town of Antigonish by spending the last few months playing professional basketball in Georgia (Russia). Dondre never forgot from the place where he was born. I feel he certainly is among some of the standouts for the Town of Antigonish and I believe he deserves the nomination for the Youth Volunteer of the Year.

10. Please provide your name:

Lorraine Reddick

11. Please provide your contact email address and phone number:

lreddick@stfx.ca ---- 902-863-3552 (H) ----- 902-318-7125 (C)

12. Please check below if you give the Town permission to share your name with your nominee if they are chosen as the 2024 Volunteer or Youth Volunteer of the Year.

Yes I give permission

1. Name of Nominee:

William "Bill" Landry

2. What is the Nominee's Place of Residence?

The Town of Antigonish

3. Nominee's Address:

(If full address is not known, please indicate the area/street the nominee lives.)

60 New Heights

4. Nominee's Contact Information: (Please include email address and phone number)

902-863-5649 Bill.Landry@townofantigonish.ca

5. Please indicate if this nominee is for Volunteer of the Year or Youth Volunteer of the Year:

Volunteer of the Year

7. Number of Years the Nominee has been a volunteer:

Over 25 with the Fire Department. Over 25 with the Knights of Columbus

8.Nominee's Occupation:

Stores Clerk

9.Please provide a summary of why you believe this individual deserves to be nominated. It is important to include their accomplishments, commitment, and contributions made by the nominee to their organization of choice and/or community.

Bill has been the epitome of volunteer work since he arrived back in Antigonish. He is a passionate member of the Town's volunteer Fire Department for well over 30 years. He served on the executive for years. Always one of the first responders.

He has served his church as a member of the Knights of Columbus for over 30 years. He has served as the Grand Knight (President) and has held roles on the executive committee for most of his years with the KofC.

He was instrumental in the Pioneer Cemetery project as one of the original founders. He acted as the historian of this project, helped secure funding and you can still see him today getting dirty cleaning up the property.

He works closely with the Antigonish Legion where he has volunteered to research former members of the Canadian military who had served. These elders of Antigonish had their history revealed through Bill's research and then published for all to see.

When you need help with anything, a call to Bill is usually met with "where do you want me to be?" He can be counted on to deliver. He is the definition of what a volunteer is.

10.Please provide your name:

Sean Cameron

11.Please provide your contact email address and phone number:

902-318-6745

12.Please check below if you give the Town permission to share your name with your nominee if they are chosen as the 2024 Volunteer or Youth Volunteer of the Year.

Yes I give permission

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 25-05-20
Prepared by: Randy Delorey, Chief Administrative Officer

Administration

This report compiles monthly updates and progress reports from the Town of Antigonish’s Administration, Corporate Services, Community Development, and Infrastructure and Engineering departments.

Highlights

- AREA board meetings, including strategic planning workshop session
- Developed and tested live streaming technology solution and policy
- Draft budget development and presentation to Committee of the Whole and Audit committees
- Implemented organizational reconfiguration, per earlier email to Council and staff
- Regular meetings with CAO of the County (by-weekly)
- Antigonish Regional Emergency Management Office (AREMO) Advisory Committee Meeting
- Engagement to schedule a meeting with the Minister of EMO to discuss EMO priorities
- Engagement with the Minister of Energy to discuss priorities and initiatives of AREA and AEU
- Attended NSFM conference in Truro – several sessions and networking including discussions with Minister and Deputy Minister of Municipal Affairs.
- Engagement with County on Recreation systems for registration and facility booking
- Joint Occupational Health & Safety Committee Meeting (JOHSC) – Monthly
- Sewer treatment plant (STP) onsite audit by NS Environment – Attended with staff
- Attended AMANS conference in Queens County – Multiple sessions providing valuable information and networking with municipal and provincial representatives.
- Labour Relations – Negotiations continuing with the Public Works/Facilities bargaining unit
- AREA – Regular meetings as required with CEO and PM
- Attended Gaelic Awareness Month flag Raising with Mayor, Warden, Councilors, and Community

Marketing & Communications Update:

Projects
Title: Net Zero Engagement Strategies – Collaboration with Sean Kelly Consulting and next RFP
Status Update: Continuation of engagement strategy work. Reviewing background material provided and discussing message building around current initiatives. Meeting to establish next scope of work and RFP process.
Next Step: On-going
Title: Website Updates
Status Update: <ul style="list-style-type: none"> • Put mandates on all Committee Pages. Created new folders on backend for the new committees’ minutes.

<ul style="list-style-type: none"> • Upcoming meetings section is continuously updated with new meeting dates. • Public notices and press releases posted. • Council and Committee agendas and minutes uploaded. • Bulky Waste page was updated with current information. • 'Join a committee' page was updated, no longer taking new applications.
Next Step: on-going
Title: Gaelic Awareness Month Flag Raising
Status Update: Flag raising was completed, and a post was published to the Town's social media accounts.
Next Step: n/a
Title: Public Notices
Status Update: <ul style="list-style-type: none"> • Water main breaks • Spring Hydrant Flushing • Corporate services software disruption • Friendly Reminder – pick up after your dog • Others as needed
Next Step: On-going
Title: Advertising and Sponsorship requests
Status Update: <ul style="list-style-type: none"> • 'Something Missing' play - Sponsorship was received, and event was promoted on social media. • Bonvie MacDonald Rinks to Link - Tee & Green Sign Sponsorship • Festival Antigonish Ad Request • Antigonish This Week in the Guysborough Journal - ¼ page mock-up has been approved and purchased.
Next Step: n/a
Title: Speaking Remarks and Letters
<ul style="list-style-type: none"> • NSSSA letter for Mayor • Mini-Pitch Grand Opening remarks for Mayor
Next Step: on-going
Title: Canada Day
Status Update: <ul style="list-style-type: none"> • Held first meeting with Mike MacEachern • Coordinating logistics
Next Step: on-going
Title: Social Media Updates
Status Update: <ul style="list-style-type: none"> • Public notices

<ul style="list-style-type: none"> • Community postings • Power updates • Miscellaneous
Title: Housing Accelerator Fund Communications Strategy
Status Update: <ul style="list-style-type: none"> • Developed and approved Town & County logo • Website launch on the way
Next Step: on-going
Title: Council Meeting Live Streaming Policy
Status Update: <ul style="list-style-type: none"> • Presented to Committee of the Whole • Created process documentation for live streaming meetings
Next Step: Adoption at May Council Meeting

Subject: Staff Report
To: Antigonish Town Council
Date Prepared: May 12th, 2025
Prepared by: Kyle Meisner, P. Eng., Director of Infrastructure and Engineering

Department of Infrastructure and Engineering

Projects/Tender Update:

Projects	
Title: Capital Budgeting Process	
Status Update: Presentation made to Committee of the Whole May 7 th 2025	
Next Step: Continue Strategic Planning Process	
Title: CHIF Funding Application – Northern Collector and STP + Source Water	
Status Update: Application submitted March 31 st , 2025 for \$18M in funding	
Next Step: Awaiting response from Funding Program	
Title: Municipal Trunks and Routes Funding Application – West / Hawthorne / Main	
Status Update: Application submitted March 18 th , 2025 for \$2.5M in funding	
Next Step: Confirmation Received of Funding April 28 th for West St Paving (2025 portion)	
Title: Intermunicipal Agreement	
Status Update: Submitted PCAP application for joint funding of study with County (50% Prov, 25% TOA, 25% County)	
Next Step: Complete Terms of Reference, release RFP	
Title: STP Screening / Headworks	
Status Update: Design process underway, kickoff meeting held March 20 th 2025 with CBCL	
Next Step: Continue design process	
Title: Bay St Municipal Servicing Upgrades	
Status Update: Pending Approval of Capital Budget	
Next Step	Design work on hold with WSP. Design at approx. 95% ICIP Funding Received for \$1.8M GRID Funding Received for \$1.1M – Feb 20 th ATF Funding Application - \$0.55M – Pending Approval
Title: Hwy4 AT/Roundabout Project	
Status Update: Ongoing follow-ups with NSDPW / Strum on the phased project	
Next Step: NSDPW Tendering Project	
Title: Safety Audits	
Status Update: Organization-wide Safety Audits undertaken with CCS	
Next Step: Planning and implementation of CCS Safety Audit recommendations with JOHS committee	
Title: Safety Management System	
Status Update: Drafting of Programs underway	
Next Step: Continue work with CCS (consultant) and proceed with completion of SMS	

Electric Utility (EU):

Projects
Title: Electric Utility Capital Modifications (Grid Mod)
Status Update: EU working group continues to assess project scheduling & major stock purchases/delivery Substation Site work preparation continues. Preparations and assessments underway for 2025 construction season
Next Steps: Job postings completed for seasonal hires for PLTs, interviews being planned
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Site testing generally completed. Solar Garden currently hooked to grid and producing power during testing phase. Inspection completed for Deviation work Feb 4 th 2025 Substantial completion under assessment. Facility OM being assessed for requirements.
Next Step: Project follow-ups in progress.
Title: EU Code of Practise
Status Update: Rubber Gloving Code of Practice under review by JOHS working group
Next Step: Review and present findings for acceptance by JOHS committee, send to province
Title: Power Outages
Status Update: Power Outages: April 20 th – Braemore sub down ~9:30pm – 3am due to NSPI line issue May 3 rd – NSPI main transformer failure ~1pm – 7pm (full Utility area) For maintenance work - short service outages will be required till Code of Practice in place.
Next Step: Continue coordination with Communications on outages
Title: Operations Items
Status Update: Items as noted below
Next Step: Street lights - replacement work continues Pole Line Work – ongoing Service Work - ongoing Tree trimming work continues. Electrical Inspections Ongoing Meter reading
Title: Pad Mount transformers (Xfmrs)
Status Update: Finalized quotes for Capital Purchases (growth and stock)
Next Step: Pad Mount Transformers ordered Feb 28 th 2025

Treatment Facilities:

Projects
Title: Treatment Facilities Manager
Status Update: Position awarded to J. Jackman, promoted to Foreman until new staff trained
Next Step: Complete promotion to Manager once staff trained
Title: Treatment Operator New Hires (2)
Status Update: T. Kasza and E. Mattie joined staff in March
Next Step: Continue training. On-call scheduled to start June 5 th (TK) and July 5 th (EM)
Title: Annual Report
Status Update: Annual Report submitted on April 15 th
Next Step: Vetting of data for follow up questions in process and should be submitted by May 14 th
Title: Operational Support (Contract)
Status Update: Contracted support underway, accepted March 6 th , 2025
Next Step: Continue work on STP Aeration maintenance. Two days with 2 operators remain in contract.
Title: Source Water Review
Status Update: Prepping RFP for negotiation services to secure test well locations
Next Steps: Release RFP for bidding
Title: Water Utility Items

Status Update: James River Dam - Fall inspection completed. Report received Jan 30th
Next Step: Follow-ups to report to be undertaken in spring.
Title: Sewage Plant Aeration Work
Status Update: Aeration in Cell 1A has mostly cleared (3 aerators remain) and additional diffusers installed on lines 4 and 5.
Next Steps: Continue into Cell 1B
Title: Sewer Plant Chemical Desludging
Status Update: Project underway to add chemical desludging agent to clean up any leftover material
Next Step: Continue for the remaining 30-day cycle.
Title: Sewage Plant Annual Report
Status Update: Submitted May 1, 2025
Next Step: Updates for formatting of future reports.
Title: Sewage Plant UV Light Changeover
Status Update: Spring replacement of UV bulbs and sleeves.
Next Step: In progress.
Title: Sewage Plant Filter Cleaning
Status Update: Cleaning scheduled to start after UV light changeover complete.
Next Step: Inventory and purchase required equipment


Public Works (PW):

Personnel	
Title:	Worker off due to lost time incident, Jan 18, 2025.
Status Update:	Worker had returned to work (Feb 3rd), but is now off for 3-month leave for other medical issue. Incident investigation has been completed and presented to the JOSHC.
Next Steps:	Worker has returned to work on light duty. Updates to the SOP for Hydrant Thawing and review of equipment required is in progress to be finalized before the next winter season (Dec 1, 2025).
Title:	MPWWA (Maritime Water and Wastewater Association Conference in Halifax.
Status Update:	Two representatives from the Public Works Department attended the MPWWA Conference from April 14-16. The conference featured a comprehensive tradeshow, and employees attended sessions on the impact of extreme weather events on surface water treatment, trenchless excavation, municipal process valves and grooved piping systems. Employees also attended a tour of the Lake Major Water Treatment Plant.
Next Step:	N/A
Streets	
Title:	Seasonal Snow Clearing and Salting Operations
Status Update:	Plowing and salting operations concluded during the first week of April.
Next Step:	Equipment has been prepared for summer operations.
Title:	Street Sweeping
Status Update:	Street sweeping operations have started for the spring season. Early morning operations have targeted high traffic areas while low volume and residential streets are being completed during regular hours.
Next Step:	Sweeping on streets and sidewalks will continue throughout the summer season as needed.
Title:	Pothole Repairs

Status Update:	Crews responded promptly to reported potholes by placing appropriate signage and adding gravel to ensure road safety. Cold patch was used to temporarily repair potholes on several occasions in April.
Next Step:	Mill and fill assessments to take place in May.
Title:	Curb Repairs
Status Update:	Concrete curb was reinstalled in 3 locations where it had been removed/damaged during water and sewer works throughout the winter.
Next Step:	Additional locations have been identified and are planned for repair in May.
Wastewater Collection	
Title:	Sewer Camera Investigations
Status Update:	Investigations conducted on Briery Brook Road and the Library.
Next Step:	Tree roots were removed from the Mainline under Briery Brook Road on April 4. The Library was inspected and found to be in good shape with potential for plumbing improvements inside the building.
Title:	Sewer Lateral Repair - St Mary's Street
Status Update:	A compromised sewer lateral (non-corrode) was replaced at a business location on St. Mary's Street.
Next Step:	NA
Water Distribution	
Title:	Water Breaks
Status Update:	There were no reported waterline breaks in April.
Next Step:	Crews remain prepared to respond should incidents occur.
Title:	Water Line Repair - Vincents Way
Status Update:	A temporary repair was completed following a water line break on Vincent's Way on February 12. Testing to isolate the affected area was conducted but yielded inconclusive results.
Next Step:	An investigation into the inline valves is currently underway to properly isolate the area and complete permanent repairs. No update for April.
Title:	College St Service
Status Update:	New water and sewer services were installed at two new residential developments on College Street.
Next Step:	Paving, sidewalk and curb repairs are planned for May.
Title:	West Street - 4" line decommissioning
Status Update:	Additional testing was completed to isolate the area and work to cap the end of the line at West/James St. was completed April 29-30. A new valve was installed.
Next Step:	Work for West/Highland intersection is planned for May 12 and 20th.

Waste Management:

Projects
Title: Circular Update
Status Update: Offer made by Circular, not sufficient to cover TOA budget
Next Step: Turn over recycling pickup to Circular in December 2025
Title: Solid Waste Items
Status Update: Waste Management Bylaw - awaiting Municipal Affairs approval for SOTs
Next steps:
Title: Waste disposal weights – End of March, 2025
Status Update: RWC (Mar) 995.18 T ICI (Mar) 3767.98 T



Kyle Meisner, P.Eng.
Director of Infrastructure and Engineering

Subject: Community Development Council Report
CAO Report
To: Antigonish Town Council
Date Prepared: May 12, 2025
Prepared by: Shannon Long, Acting Director of Community Development

Community Development

Division Updates:

<p>By-Law</p> <p>Staff Update: By-Law Officer Shaun Smith is retiring with his last day being May 14, 2025. After 29 years of dedicated service to the Town of Antigonish, we extend our heartfelt thanks and best wishes to Shaun on his retirement. As he moves on to this next chapter, we offer our sincere congratulations and wish him good health, happiness, and plenty of time to enjoy the things that matter most. Interviews to hire a new By-Law/Dog Control Officer have started with a steady flow of applicants.</p> <p>By-Law Enforcement Statistics with Reporting Period: April 14 to May 10, 2025</p> <p>New Files:</p> <div style="text-align: center;"> <p>Case Files by Investigation Type</p> <table border="1"> <caption>Case Files by Investigation Type</caption> <thead> <tr> <th>Investigation Type</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Solid Waste</td> <td>28</td> <td>73.68%</td> </tr> <tr> <td>Unsightly Premises</td> <td>6</td> <td>15.79%</td> </tr> <tr> <td>Land Use</td> <td>3</td> <td>7.89%</td> </tr> <tr> <td>Other</td> <td>1</td> <td>2.63%</td> </tr> </tbody> </table> </div>	Investigation Type	Count	Percentage	Solid Waste	28	73.68%	Unsightly Premises	6	15.79%	Land Use	3	7.89%	Other	1	2.63%
Investigation Type	Count	Percentage													
Solid Waste	28	73.68%													
Unsightly Premises	6	15.79%													
Land Use	3	7.89%													
Other	1	2.63%													
<p>Parking Tickets: 32 Tickets Issued (inclusive of Town, StFX, and St. Martha's)</p>															
<p>Parks & Recreation</p> <p>Staff Updating:</p> <ul style="list-style-type: none"> • Applications have been coming in steady to fill the Manager of Parks and Recreation. Interviews will begin next week. • Summer Intern, Kennedy Atwater has started for the summer • Camp Coordinator, Hannah Dort will start work on May 13, 2025 • Summer Camp Leaders – Three individuals have been hired who will start at the end of June. One candidate declined the position, so applications are being reviewed to do interviews in the next week to ensure we have four leaders. • Parks & Maintenance – Two new employees, David Pirie and Cole Farrell start on May 12, 2025. One additional crew member is needed. The job was re-posted after a candidate declined the position and interviews will be done in the next week to have someone start as soon as possible 															

Summer Camps: Registration for this year’s summer camps was coordinated with the County to take place on the same day – May 7. There are seven weeks of summer camps starting in early July. Registrations went well and nearly every camp is full.

Parks & Maintenance: Supervisor Sandy MacDonald has been busy ensuring maintenance on the equipment is done, the nets at the tennis courts have been installed, the washrooms at Columbus Field have been de-winterized and are open again to the public.

Moving & Mingling: This program wraps up on May 16 after a very successful pilot year. The plan is to launch the program again in September, partnering with the County to offer three, eight-week sessions.

Field Bookings: Rec staff have been very busy with booking the fields at the Regional, Columbus Field, and SAJS for the summer baseball/softball and soccer season. The Active Living Coordinator is exploring a grant opportunity to purchase a portable back stop for Field #3 (the baseball field behind the Regional) to make it usable for more groups and lessen the pressure for other fields.

Mini-Pitch: The Grand Opening of the Scotiabank Mini-Pitch is scheduled for Saturday, June 7th from 12 to 4 p.m. The first hour will be a sensory hour. There will be a free BBQ hosted by the Kinsmen. Councillors are encouraged to attend.

Beautification: Yard Pro is still under contract for the Town’s landscaping services and began working mid-April. Flowers for the planters and hanging baskets have been ordered and the watering will once again be done by the CACL; details of their contract are being finalized.

Department Updates:

Tourism
To date, the Marketing Levy has collected \$84,667.89. The current total after some expenses have been paid is \$63,949.23. There is a meeting scheduled with Mary Tulle, the County, and the Antigonish Tourism Association for May 13 to discuss next steps and transferring the funds to the Tourism Association.
Equity, Anti-Hate, Anti-Racism
The North Shore Local Immigration Partnership is a program offered through the YMCA Centre for Immigrant Programs with the purpose to foster welcoming communities for newcomers in Colchester, Pictou, and Antigonish. A committee of representatives from municipalities in these areas has met to discuss our Equity Plans, challenges (example – engagement fatigue), and best practices. The committee has committed to meeting regularly. The Town and the County are part of this committee.
Good Neighbour Committee
A sub-committee of the Good Neighbour Committee has been formed to investigate and research options for St. Patrick’s Day. The committee has representatives from the Town (Shannon Long and John Pellerin), StFX (administration and the student union), and the County. One meeting had taken place so far with the plan to meet bi-weekly for the next couple of months. The first step is do some research on what other universities and municipalities do to celebrate St. Patrick’s Day and minimize risk to students and the community.
By-law, Policy & Procedures:
<ul style="list-style-type: none"> • Traffic Authority Policy – Amendments presented at May’s Committee of the Whole • EV Charging Stations – The Town will need a policy to outline the operations of our electric vehicle charging stations, including how to set the rate, budget for maintenance, etc.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: May 14, 2025
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

Corporate Services has prioritized delivering a working budget for consideration by the Audit Committee and Council. This budget emphasizes the implementation of key infrastructure projects identified as priorities in the draft Strategic Plan, while also ensuring staff have the necessary support to carry out this work. The plan includes a capital investment of over \$20 million across the Town and its three utilities, supported by \$8 million in secured or pending grant funding.

The budget has been presented to both the Committee of the Whole and the Audit Committee. However, at this time, staff has not received clear direction to proceed with a final draft budget for Council and will not be presenting one at the upcoming Regular Council meeting. The Director of Corporate Services will request an additional Audit Committee meeting to discuss next steps.

On May 14, the CAO, Town legal counsel (N. Martin), and the Director of Corporate Services met with representatives from the International Brotherhood of Electrical Workers (I.B.E.W.), Local 1928, for a second round of negotiations related to the Public Works and Treatment Facilities collective agreement. The initial meeting took place in March. An in-camera update will be required to share the status of ongoing contract discussions.

April is a particularly busy period for Corporate Services, as it marks the fiscal year-end. It is also a peak time for utility service connections and disconnections, due to the large number of student rental leases ending during this period. This results in a heightened workload for Utility Clerks.

Department Update:

Projects	
Title: 2024-25 Year End Audit	
Status Update: Manager of Accounting has taken the lead and is working with our Auditors, MNP to prepare for our upcoming audit.	
Next Step: On-going	
Title: 2025-26 Budget	
Status Update: Director of Corporate Services presented a high-level budget to the Committee of the Whole and Audit Committee in May. Further direction from Council is needed, specifically infrastructure projects to complete and on the required tax revenue to meet Council’s strategic priorities.	
Next Step: Direction from Council regarding key infrastructure budget and tax revenue levels.	
Title: Low Income Property Tax Exemption Policy	
The Director has attached and will present an update to the new Low Income Property Tax Exemption Policy. This recommendation is based on Council accepting an increase in the current rate. Corporate Services is recommending that the following exemptions be based on the summarized table:	
Household Income	Tax Exemption
\$29,000 to \$35,000	Up to \$250
\$20,000 to \$28,999	Up to \$500
\$0 to \$19,999	Up to \$750

<p>Next Step: Recommend to Council approve the changes to the Low Income Property Tax Exemption Policy as attached.</p>
<p>Title: Human Resources</p>
<p>Employee Hiring and Attrition</p> <ul style="list-style-type: none"> • The following positions have been closed with interviews being scheduled or in progress : <ul style="list-style-type: none"> ○ Manager of Recreation ○ By-law Enforcement Officer ○ Powerline Technician x 2 (term) ○ Powerline Technician Lead Hand ○ Public Works Summer Student Crew
<p>Next Step: On-going</p>
<p>Title: Safety Update</p>
<p>Corporate Services will be working with all Town Hall employees who are on the Joint Occupational Health and Safety Committee (JOHSC) to make recommendations on how to address the deficiencies that were identified by CC Safety and Compliance. Two updates have been completed:</p> <ul style="list-style-type: none"> • Electrical room is locked, proper signage is on order • Three (3) step-stools/ladders (with an evaluation of 3 or residential use only) were taken out of commission and will be replaced with the appropriate grade ladder (Grade 1 or 2).
<p>Next Step: On-going</p>
<p>Title: Equity, Diversity, and Inclusion in the Workplace</p>
<p>Status Update: *This project was on temporary pause, the Director of Corporate Service is in progress of re-connecting to our consultants to have the report presented to Council.* Developing and implanting an Equity, Diversity, and Inclusion (EDI) policy in the workplace is one of the accords Council signed with when the Town began applying for funding related to the grid modernization funding. The Directors of Corporate Services and Community Development, and the Strategic Projects Coordinator have received a working draft of the consultant’s report on EDI for Town of Antigonish, which has come with recommendations and steps to make improvements within the workplace. This is being reviewed for comment and will be presented to Council over the coming month.</p>
<p>Next Step: Consultants Report to be presented</p>
<p>Title: Work from Home Policy</p>
<p>Status Update: Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review. It has included potential strategies that other similar Town municipalities have implemented, including the Town of Bridgewater.</p>
<p>Next Step: Finalize and present to Council regarding a Work from Home Policy.</p>
<p>Title: In Development: Charitable Donation Policy</p>
<p>Status Update: Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.</p>
<p>Next Step: Finalize and prepare a memo to Council regarding a Charitable Donation Policy.</p>

March 2025 Financial Statements will be available after the year-end audit is completed.

April 2026 Financial Statements will be available once the 2025-26 Budget is approved.