
MEETING: Regular Town Council Meeting
DATE: November 17, 2025
TIME: 5:00 PM
PLACE: Town Council Chambers

Agenda

- 1. Call to Order & Land Acknowledgement**
- 2. Approval of Agenda**
 - 2.1 Additions/Amendments
- 3. In-Camera**
 - 3.1 Contract Negotiations; MGA Sec 22(2)(e)
- 4. Conflict of Interest**
- 5. Acceptance of Minutes**
 - 5.1 Minutes of the Regular Council Meeting – October 20, 2025
 - 5.2 Minutes of the Special Council Meeting – November 3, 2025
 - 5.3 Minutes of the Special Council meeting – November 12, 2025
- 6. Proclamations**
 - 6.1 Gen Well - November 24-30, 2025, as “Talk To A Stranger Week”
- 7. Business from Committee of the Whole**
 - 7.1 L’Arche Antigonish – Funding Request
 - 7.2 Jazz Festival Fundraiser Honoring Inez Forbes – Funding Request
 - 7.3 Transition House Association of Nova Scotia – Purple Ribbon Campaign
 - 7.4 Delightful December - Memo
- 8. Business from the Minutes**
 - 8.1 Water & Sewer Update
- 9. New Business**
 - 9.1 Long Service Awards
 - 9.2 Deputy Mayor – New Term
- 10. Correspondence**
 - 10.1 Global Medical Brigades – STFX
 - 10.2 Antigonish Visitor Information Centre - Off-Season Tourism & Holiday Event Proposal
- 11. Staff Reports**
- 12. Adjournment**

DRAFT

**Regular Council Meeting
October 20, 2025
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk
N. D'Entremont, Marketing and Communications Officer

Media

Members of the Gallery

1. Call to Order & Land Acknowledgement

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 Agenda

2.1 Additions/Amendments

Mayor Cameron added under New Business, Item 9.3 – Eastern Nova Scotia Exhibition 2025 Funding Request.

Item 5, In-Camera, was moved to the end of the meeting as Item 12.

Motion: That the agenda be approved as amended.

Moved by: Councillor MacLellan

Seconded by: Councillor Murray

Motion Carried

3. Conflict of Interest

Councillor McKenna declared a conflict of interest and advised that he would recuse himself from discussion on Item 6.1 on the agenda.

4. Acceptance of Minutes

4.1 Minutes of the Regular Council Meeting – September 15, 2025

Deputy Mayor Roberts noted a correction, as she was not in attendance at the September 15, 2025 Regular Council Meeting. The minutes were amended accordingly and accepted as amended.

4.2 Minutes of the Special Council Meeting – October 6, 2025

The minutes of the Special Council Meeting held on October 6, 2025 were accepted as presented.

DRAFT

5. In-Camera

5.1 Personnel Matters: MGA Sec. 22(2)(c)

This item was moved to Item 12 near the end of the agenda, as approved under the Approval of the Agenda.

6. Flag Requests

Councillor McKenna recused himself from the Council Table prior to the discussion of this item.

6.1 Naomi Society Flag Request (November 25 – December 10, 2025)

A flag request was received from the Naomi Society, with a copy of the request included in the Council agenda package.

Motion: That Town Council approve the Naomi Society's request to raise the flag at Town Hall to mark the 16 Days of Activism Against Gender-Based Violence from November 25 to December 10, 2025.

Moved by: Councillor MacLellan

Seconded by: Councillor Murray

Motion Carried

7. Business from Committee of the Whole

7.1 Antigonish Community Fridge (Donation)

Motion: That Town Council approve a donation to the Antigonish Community Fridge in the amount of \$2,000.00 from Council's Discretionary Fund.

Moved by: Councillor Pelly

Seconded by: Councillor MacLellan

Mayor Cameron spoke to this giving some context that it would be nice for Council to attend an event being held on Dec 7th.

Motion Carried

7.2 ACALA 2025 Grant Application

Motion: That Town Council take the 2025 grant application from ACALA and move it to be used by March 31, 2026 and or can be transferred to use for an approved program submitted to council prior to execution.

Moved by: Councillor McKenna

Seconded: Councillor MacLellan

Discussion:

Council discussed the proposed extension and potential use of the grant funds. It was noted that if ACALA does not meet the terms of this motion, they may reapply for funding in the next fiscal year.

The CAO clarified that ACALA may proceed with their original proposal up to March 31, 2026, providing a three-month extension. Any substantial change to the approved project would require a revised submission for Council's approval.

Councillor Murray, as the Town's representative on the ACALA Board, had circulated the request in advance of the meeting.

Motion Carried

8. Business from the Minutes

8.1 Water & Sewer Update

The CAO provided an update on the current status of the water and sewer systems, noting that the dam has begun to spill and operations remain stable. Staff continue to address floatable materials entering the system.

It was noted that voluntary water conservation measures remain in place and are guided by established trigger levels. Discussion also included public communication around odours that may occur this time of year due to agricultural activity and not the sewer treatment process.

9. New Business

9.1 FCM Greenhouse Gas (GHG) Reduction Pathway Capital Grant – Resolution (Memo)

The CAO provided an update noting that a previous funding application to support capital energy-efficiency projects was unsuccessful. A new call for applications has been announced, and staff intend to reapply to support deep energy retrofits in municipal buildings.

Resolution:

Be it resolved that the Municipality of the Town of Antigonish submit a funding application to FCM's Green Municipal Fund for a Deep Energy Retrofit Capital Project for eight (8) Municipal Buildings.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Roberts

Motion Carried

Council discussed the terms and conditions associated with the funding agreement and confirmed understanding of program requirements.

9.2 Project Updates

The CAO provided brief updates on several ongoing projects.

(a) Sewer Treatment Plant (STP)

The tender for screening equipment (\$600,000) and the tender for aeration equipment (\$140,000) have both been awarded.

(b) Housing Accelerator Fund (HAF)

i. Water source

Staff are assessing potential supplemental water sources to address long-term climate-related challenges. Test well drilling is underway to identify and verify suitable locations.

ii. Planning/Density

Updates were provided from EDPC and Upland Planning regarding density requirements related to HAF funding. An in-person open house will be held by Upland on November 3 at the John Paul Centre to gather public feedback. Discussion emphasized the importance of thoughtful densification to support affordable housing and community growth.

iii. Planning/ E-Permitting

The CAO reported that the e-permitting system, administered through EDPC, is functioning well and allows for digital development applications. This system is expected to streamline the process for developers.

iv. Grant

The CAO provided an update on the Town's Services and Affordable Housing (HAF) Grant Program. Council approved the program in June, and it has been soft-launched. The grant is designed to promote increased housing density and the creation of additional affordable housing units, with two streams: one for high-density housing and one for affordable housing.

The CAO noted that the Town will be increasing social media and public promotion of the program in the coming week to raise awareness within the community.

(c) Bay Street

The CAO provided an update on Bay Street, noting that some night work may be required as part of the tender to minimize disruption to the hospital and local residents. Staff are finalizing a secondary route to alleviate traffic during peak hours. This work represents Phase 1 of the project.

(d) West Street

The CAO provided an update noting that the project will proceed in two phases. For Phase 1, the tender has closed. Work from James Street to Highland Drive will include sewer lining, followed by complete repaving. There will be one tender for the sewer lining and one tender for the sidewalk and paving.

(e) Creighton Lane Parking

An update was provided regarding the installation of the parking kiosk. To minimize disruption, one flower box will be removed to allow for the placement of a cement pad for the kiosk.

(f) Patching - Hawthorne and Main Street

Patching work is underway, beginning today on Main Street and moving next to Hawthorne Street.

Councillor Sullivan requested that communication be issued to residents noting that patching is scheduled for this year and, in alignment with the Town's Strategic Plan, paving of Main Street and Hawthorne Street is planned for the next capital budget.

There was discussion on timelines for issuing and securing tenders to ensure work can begin earlier in the season.

(g) Greening Drive Sidewalk

Progress is ongoing, though slower than anticipated due to staffing challenges. The Public Works and Concrete crews are now working jointly, which has contributed to delays. An anticipated completion date will be brought back to the Committee of the Whole.

Councillor Sullivan inquired whether project costs are being tracked, noting that the concrete crew initiative is a pilot project to evaluate potential cost savings compared to tendering the work externally.

(h) GRID Mod

The project remains on schedule. The current phase will be wrapping up shortly, with the next phase to resume in the spring.

Work on Post Road is progressing well; the transformers on-site have been set up and the connection process is underway.

Questions were raised regarding the Town's communication of infrastructure updates and project progress.

(i) Accessible Path – Central Sports Field

An update was provided on the accessible path extension from the Central Sports Field to the portable washroom. The path will extend into the field and will include the creation of a landing pad to serve as an accessible viewing area.

9.3 Eastern Nova Scotia Exhibition 2025 – Funding Request

Motion: Due to unforeseen challenges negatively impacting the 2025 Eastern NS Exhibition the Town of Antigonish will provide a \$4,800.00 contribution to the Eastern NS Exhibition from Council's Discretionary Fund.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Roberts

Discussion:

Questions were raised regarding whether this funding request may become recurring in future years and whether the Exhibition would be returning to Council with a formal presentation. It was noted that the circumstances leading to this request are believed to be unexpected. Additional context was provided based on correspondence previously circulated to Council.

Motion Carried

10. Correspondence

10.1 Letter to Council from St. Francis Xavier University

A letter was received from St. Francis Xavier University thanking Council and staff for their support during the Homecoming celebrations. The letter highlighted the collaborative relationship between the Town and the University.

The correspondence was acknowledged, and thanks were expressed to Dr. A. Hakin for his letter.

10.2 Email from ABC for Kids Society of Antigonish – Imagination Library

Correspondence was received expressing appreciation for support of the Imagination Library.

11. Staff Reports

During review of the staff reports, the following matters were discussed:

It was noted that no by-law enforcement had previously been carried out regarding EV charging stations, and that enforcement will now begin. Context was provided that the Director of Community Development is preparing a draft for the Police & Licensing Committee, which may be ready for first reading at the November or December Council meeting.

Questions were raised regarding the electronic gate at Public Works, including timing and cost. It was noted that recent break-ins prompted the installation for added security. The gate operates electronically with key fobs for staff entry and a buzzer system for deliveries.

Clarification was requested on parking ticket reporting, with a request to separate figures for the Town and StFX. It was explained that the previous software provider is no longer in business and the Town is transitioning to a new platform. Technical issues are being resolved, and manual processing is in place until the system is fully implemented.

Questions were raised regarding the Town Services Grant. An update was provided that the matter relates to the Housing Accelerator Fund (HAF).

Inquiries were made about recent submissions of the Town to external programs, including a home and garden television show and SiriusXM. Communications staff noted that the Chamber of Commerce will be informed and engaged in external communications.

Attention was drawn to the ongoing work within Corporate Services, where the AREA audit is nearing completion. No major issues were identified, though timing delays have occurred. Audit statements were due by the end of September and are still being finalized.

DRAFT

Council recessed at 8:02 p.m. and reconvened at 8:19 p.m.

Motion: That Council move to an In Camera session at 8:19 p.m.

Moved by: Councillor MacLellan

Seconded by: Councillor Murray

Motion Carried

12. In Camera

12.1 Personnel Matters; MGA Sec. 22(2)(c)

Moved by: Councillor MacLellan

Seconded by: Councillor Sullivan

Motion: That Council move out of the In Camera session.

Motion Carried

13. Adjournment

With no further business the meeting was adjourned at 9:05 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
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, Deputy Clerk
S. Long, Marketing and Communications Officer

1. Call to Order

Mayor Cameron called the meeting to order at 8:59 PM.

2. Approval of Agenda

Motion: To approve the Agenda as presented.
Moved and seconded.

Motion Carried

3. Business from Committee of the Whole

3.1 ACALA Grant Application

This item has been brought forth from the November 3rd Committee of the Whole Meeting.

Motion: That Town Council approve a change of type of meeting with no financial changes on the original budgeted amount to ACALA.

Moved and seconded.

Motion Carried

4. Adjournment

With no further business, Deputy Mayor Roberts called for adjournment at 9:01 PM.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
November 12, 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

M. Fougere, Deputy Clerk
M. Barkhouse, Director of Corporate Services

1. Call to Order

Mayor Cameron called the meeting to order at 5:09 PM.

2. Approval of Agenda

Moved by: Deputy Mayor Roberts

Seconded by: Councillor Murray

Motion: To approve the Agenda as presented.

Motion Carried

Moved by: Councillor Murray

Seconded by: Councillor McKenna

Motion: That Town Council move to an in-Camera session

Motion Carried

3. Business from Committee of the Whole

3.1 Contract Negotiations; MGA Sec 22 (2) (e)

Moved by: Councillor Sullivan

Seconded by: Councillor Pelly

Motion: That Town Council move out of the In-Camera session.

Motion Carried

4. Adjournment

With no further business, Deputy Mayor Roberts called for adjournment at 6:21 PM.

Mayor Sean Cameron

Randy Delorey, CAO

WHEREAS, Research shows that people who speak to strangers once a week are up to three times happier, and nearly 100% of the time, both people feel glad the connection happened;

WHEREAS, Studies show that connecting with new people can increase optimism, trust, and feelings of inclusion, safety, and belonging—all vital elements of strong and healthy communities;

WHEREAS, GenWell, a Canadian charity focused on strengthening human connection, organizes Talk To A Stranger Week to encourage Canadians to recognize the power of everyday interactions;

WHEREAS, The residents of the Town of Antigonish are invited to participate by greeting others, starting conversations, and helping to foster an even stronger sense of community throughout the week;

NOW THEREFORE, I, Sean Cameron, Mayor of the Town of Antigonish, do hereby proclaim November 24-30, 2025, as “Talk To A Stranger Week” in the Town of Antigonish.

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Learn more at www.talktoastrangerweek.org & genwell.ca



Join us November 24-30, 2025

This campaign intends to educate, empower, and catalyze Canadians about the many benefits of talking to strangers.

Talk To A Stranger Week is an opportunity to build a sense of connection and community that many need in a post-pandemic world. It is seizing the opportunity that many of us have each day to make a difference in our own lives and the lives of others by simply saying hello, smiling or striking up a conversation with a stranger.

www.TalkToAStrangerWeek.org @GenWellProject

THE BENEFITS:

Connecting with strangers can enhance our happiness, optimism, empathy, and sense of belonging, grounding us in the world.

Additionally, several long-term benefits arise from these connections, including:

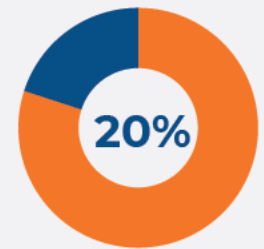
- Increased well-being
- Greater happiness and optimism
- Stronger empathy and compassion for others
- Better cognitive performance
- Heightened sense of connection
- Higher trust levels
- Decreased feelings of social isolation, disconnection, and loneliness

TIPS TO CONNECT:

- Say hello
- Compliment someone
- Make eye contact and smile
- Celebrate or complain about the weather
- Strike up a conversation in a line-up
- Speak about a current event
- Ask for advice
- Tell a joke or make light of a situation



How many years people have been told not to talk to strangers



Percentage of Canadians that speak to strangers each day



Those who speak to strangers are up to 3x happier



How often talking to strangers is a positive experience for both people



Media Partner



“A stranger today can be a friend tomorrow.”

Proud health partners:



Make a donation directly to GenWell

Help us scale our impact and bring social health to the forefront across Canada. Scan the QR to access our donations page for more details.



L'Arche Funding Request

From: Paul Samson <property@larcheantigonish.ca>

Sent: Friday, September 26, 2025 8:25:12 AM

To: Sean Cameron <sean.cameron@townofantigonish.ca>

Cc: Beth Wolters <director@larcheantigonish.ca>

Subject: EXTERNAL: Fw: L'arche Antigonish

Hi Sean, this is the revised plan for 63 Highland dr. to put in a walkway, vehicle turning area and proper drainage to alleviate the water problem also. Thanks, Paul



Paul Samson

PROPERTY MANAGER

Phone: 902-863-5000, Ext 7

E-Mail: property@larcheantigonish.ca

Address: 4 West Street, Antigonish, N.S. B2G 1R8

Website: www.larcheantigonish.ca



Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Re: L'Arche Funding Request - COTW 2025 10 03

From: Paul Samson <property@larcheantigonish.ca>
Sent: Monday, November 17, 2025 8:42 AM
To: Randy Delorey <Randy.Delorey@townofantigonish.ca>
Subject: EXTERNAL: Re: L'Arche Funding Request - COTW 2025 10 03

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.

Hello Randy we are looking to have a walkway installed because a second driveway wasn't permitted under the town's bylaw. We need to do something about the water collecting where the walkway is to go. Also, we require a turning area, as of now vehicles are backing out on the street. We have no funding of our own or from any other source. The Mayor has a copy of the quote from Nova Construction to complete the work. Regards, Paul



L'ARCHE
Antigonish

Paul Samson

PROPERTY MANAGER

Phone: 902-863-5000, Ext 7

E-Mail: property@larcheantigonish.ca

Address: 4 West Street, Antigonish, N.S. B2G 1R8

Website: www.larcheantigonish.ca



We acknowledge that L'Arche Antigonish is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Confidentiality Message: This e-mail message is confidential, may be privileged and is intended for the exclusive use of the addressee. Any other person is strictly prohibited from disclosing, distributing, or reproducing it. If the addressee cannot be reached or is unknown to you, please inform the sender by return e-mail immediately and delete this e-mail message and destroy all copies. Thank you.



Nova Construction Co. Ltd.

Mailing: P.O. Box 1328
Antigonish, N.S.
B2G 2L7

Street: 3098 Post Road
Antigonish, N.S.
B2G 2K3

Tel: 902.863.4004
Fax: 902.863.2291

L'ARCHE ANTIGONISH
63 Highland Dr.
Antigonish NS
B2G 1P3

No. 3421
Date: Sept. 25, 2025

PROPOSAL and CONTRACT

We are pleased to submit a proposal to furnish all labour, materials and equipment required for the performance of the following described work at 63 Highland Dr. Antigonish NS which property is owned by L'ARCHE ANTIGONISH

DESCRIPTION and PRICE of WORK:

To excavate existing grass & unsuitable base materials as required. Excavate material for drainage ditch. Install cloth, pipe, stone for trench to grass surface elevation. Supply, place, grade & compact any necessary gravels. Pave with 3" compacted thickness hot mix area. PAVING Approx 121 m² Trench Approx. 35 m²

Price of Work	\$13,900.00
HST	1,946.00
Total Price	\$15,846.00

Price only valid for 30 days from the above date. Payment due upon completion of work.

It is understood that the foregoing is an estimate of the time and materials required for completion. Payment shall be made at the lump sum or at the stated unit price on the actual quantities of work performed by the Company as determined upon completion of the work.

If the foregoing meets with your acceptance, please sign and return the attached copy of this proposal which thereupon becomes a contract between us. Upon its receipt, it is understood the foregoing will constitute the full and complete agreement between us.

ACCEPTED:

X _____ Owner
Date:

Yours very truly,
NOVA CONSTRUCTION CO LTD.

X Ray Javel 902-870-4042
Contractor

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Donation Request for Jazz Festival Fundraiser Honoring Inez Forbes

From: Antigonish Jazzfest <[REDACTED]>
Sent: Tuesday, October 28, 2025 4:15:13 PM
To: Antigonish Jazzfest <[REDACTED]>
<[REDACTED]>
Subject: EXTERNAL: Donation Request for Jazz Festival Fundraiser Honoring Inez Forbes

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 day, everyone,

As you may be aware, the Antigonish Jazz Festival is taking place from November 13th – 15th, featuring 15 different shows across several venues.

This year, we're hosting a special show in honor of our dear friend and former committee member, Inez Forbes, on Thursday, November 13th, from 2:00–4:00 PM at the Royal Canadian Legion, Antigonish. The event will feature performances by the Dr. J.H. Gillis High School Stage Band and The Nth Degree (the Antigonish Quartet).

During the show, we'll be selling tickets on a variety of prizes to raise funds — with all proceeds donated to Palliative Care in Inez's memory.

We are reaching out to local businesses to ask for prize donations in support of this fundraiser. If you would like to contribute, please reply to this letter or contact me directly, and I will gladly arrange pickup or drop-off at your convenience.

Thank you in advance for helping us honor Inez and support such a meaningful cause.

Warm regards,

Lynne Delorey

Antigonish Jazz Fest

[REDACTED]
[REDACTED]
c/o Antigonish Tourism Association
137 Church Street, Antigonish, NS



Mayor Sean Cameron
Town Hall, 274 Main Street
Antigonish, Nova Scotia
B2G 2C4

October 26, 2025

Re: Illumination for the Purple Ribbon Campaign

Dear Mayor Sean Cameron,

I am writing on behalf of the Transition House Association of Nova Scotia (THANS), an umbrella association of fourteen violence-against-women organizations across the province. Our member organizations, including Naomi Society in Antigonish, provide a variety of services to women and their families who are experiencing or are at risk of experiencing violence, including emergency shelter, counselling, safety planning, and outreach services. To learn more about the critical work we do and about our local member organization in your area, please visit www.thans.ca.

This year, we hope you will participate in our annual Purple Ribbon Campaign. The Purple Ribbon Campaign, held annually from November 25th (International Day for the Elimination of Violence Against Women) to December 10th (Human Rights Day), raises awareness about domestic violence, shows solidarity with survivors, and honours victims lost to violence.

We invite the community of Antigonish to join this province-wide initiative by illuminating local landmarks in purple from November 25th to December 10th. The colour purple symbolizes courage, survival, and remembrance of domestic violence. Your participation would demonstrate your continued leadership in creating safer communities for all. **Some key facts to consider:**

- 79% of survivors of domestic violence in Nova Scotia are women.
- Less than 1 in 5 incidents of domestic violence are reported to the police.
- In 2024 alone, THANS member organizations served over 8,000 women and children fleeing violence across the province.

Thank you for considering this request. To confirm your participation, or for more information, please contact Nicole Mann, Executive Director of Naomi Society, at [REDACTED]. We appreciate your consideration and ongoing commitment to building safer communities.

Sincerely,

Ann de Ste Croix
THANS Executive Director

Transition House Association of Nova Scotia

204-6169 Quinpool Rd.

Halifax, NS B3L 4P8

www.thans.ca

Regular Council Agenda Package November 17th, 2025

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To: Town Council
Randy Delorey, CAO

Submitted by: Shannon Long

Date: Wednesday, November 05, 2025

Subject: Delightful December

Origin

This memo is submitted in preparation for the Town's annual *Delightful December* initiative, which supports local organizations through the donation of December parking revenue.

Background & Summary

Each year, the Town of Antigonish donates the revenue collected from downtown parking meters during December to two essential community organizations:

- Antigonish Emergency Fuel Fund
- Antigonish Community Food Bank

Historically, this initiative generates approximately \$6,000 to \$6,300 in revenue spilt evenly between the two organizations in January once the revenue is confirmed.

In December 2024, there was a significant drop in parking revenue. This drop in revenue can be attributed to many of the parking meters not working on Main Street, few meters in the Creighton Lane Parking Lot, and the kiosk on Sydney Street not working. Most of the meters on Main Street have since been replaced and/or repaired and are now in working order and there is a new kiosk on Sydney Street. We cannot confirm a date for the installation of the parking kiosk at Creighton Lane at this time.

Given the seasonal urgency of both fuel and food assistance, it is recommended that Council approve the donation of \$3,000 to each organization in December, regardless of the final parking revenue collected. This proactive approach will ensure timely support for two community organizations at a busy time of year.

It is important to note that if more than \$6,000 is collected in parking revenue, that total will be spilt between the two organizations in January.

Recommendation

It is recommended that Council approve the following motion:

Motion:

That the Town of Antigonish donate \$3,000 to the Antigonish Emergency Fuel Fund and \$3,000 to the Antigonish Community Food Bank in December 2025, as part of the *Delightful December* initiative, with funding to be provided in advance of final parking revenue collection.

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Inquiry Regarding Sponsorship

From: Sophie. Fraser. <[REDACTED]>
Sent: Wednesday, October 8, 2025 1:27 PM
To: Sean Cameron <sean.cameron@townofantigonish.ca>
Subject: EXTERNAL: Inquiry Regarding Sponsorship

Dear Sean Cameron,

I hope this message finds you well. My name is Sophie Fraser, and alongside the chapter leader Anna Stewart, I am helping organize a medical service trip to Greece in April of 2026 with the organization Global Medical Brigades. We will be leading a group of Stfx student volunteers through the association of St. Francis Xavier University to support refugee communities who face significant barriers to accessing healthcare.

Our goal is to raise \$4,000 per participant to fund this initiative. These funds will directly support the delivery of medical care in Greece while also covering all personal expenses including airfare, housing, and in-country transportation. Community sponsorship and support are essential to helping us reach our fundraising target and make a meaningful impact abroad.

We are incredibly passionate about global health equity, and your support- whether through financial sponsorship, donations or simply helping us spread the word would be deeply appreciated.

Please don't hesitate to reach out with any questions. I would be happy to meet with you in person or provide more details about the project and how your support can make a difference.

Thank you for your time and consideration. I look forward to hearing from you!

Warm regards,

Sophie Fraser
[REDACTED]
[REDACTED]

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Request for Support: Off-Season Tourism & Holiday Event Proposal

From: Antigonish VIC [REDACTED] >
Sent: Friday, November 14, 2025 9:31 AM
To: Sean Cameron <sean.cameron@townofantigonish.ca>
Subject: EXTERNAL: Request for Support: Off-Season Tourism & Holiday Event Proposal

Good day, Mayor Cameron,

As part of the Antigonish Visitor Information Centre's ongoing efforts to increase off-season tourism and holiday shopping traffic, we would love to host an additional event this year—an off-season night of song and dinner in late November or early December for the holiday season, with the opportunity to shop while visiting the area.

To make this new event a success, we hope to hire a musician who can draw a full house. Our top choice is Charlie A'Court, whose talent, reputation, and broad appeal would help create a memorable community experience and provide a meaningful boost for local businesses during the slower season.

To support this initiative, we respectfully request that the Town Council consider a financial contribution toward hiring Charlie. A minimum contribution of \$1,000—representing less than 50% of the total performance cost—would make a significant difference in allowing us to offer this additional off-season event. Any further support, should budgets allow, would be sincerely appreciated.

We look forward to hearing from you and would be pleased to provide any additional information you may need.

Warm regards,

Mike MacEachern
Lynne Delorey

Antigonish Visitor Information Center
283 Main Street
Antigonish, NS B2G 2C3

[REDACTED]
www.visitantigonish.ca

[Click here to view our events calendar](#)

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 2025-11-17
Prepared by: Randy Delorey, Chief Administrative Officer

Administration

This report compiles monthly updates and progress reports from the Town of Antigonish's Administration, AREA Community Development, and Public Works departments.

- Regular meetings with RK Steering Committee (new build)
- Regular meetings with StFX, Town and County – open discussion / organizational updates
- Regular weekly meetings with Directors and monthly including Managers
- Meeting with community residents and business representatives Re: Misc. topics from construction impacts to infrastructure needs
- AREA Meetings with CAOs and CEO of AREA and monthly AREA Board Meeting (in person)
- NSFM Fall Conference in Halifax
- HAF new water source initiative – staff and consultants have been onsite – drilling anticipated to be complete by end of November.
- REMO Meetings for partner updates and to review new provincial standard expectations
- STRAIT-IT Board Meeting
- Grid Mod meetings – of particular note respecting Substation ongoing work and next phase smart meter research
- NSFM - Municipal Police Service Agreement meeting assessing state of services, provincial policing review etc...
- Guest lectured at StFX BMIG PGOV course on local (municipal) government
- Prep meeting for the New England Canadian Business Council Executive Energy Conference I will be speaking at next week – the Premier/Minister of Energy will also be at the conference speaking.
- Kick off meeting with StFX Students in Cyber Security Course to discuss scope of a project to assess Cyber Security risks within the Town.
- Attended Halifax Chamber of Commerce event – President of StFX University spoke on the economic impact of Universities to the Province.
- Reviews of various policies and reports prepared by staff

Marketing & Communications Update:

Projects
Title: Net Zero Engagement Strategies
Status Update: <ul style="list-style-type: none"> - Check-in meetings with Forward Creative. - Brand audit still underway. - Council Presentation & post-presentation meeting with Forward Creative.
Next Step: On-going
Title: Website Updates
Status Update: <ul style="list-style-type: none"> - Live streamed Council meetings uploaded, minutes, and agenda package - News Release for SiriusXM Music Town - 'Holiday Events' page reinstated with information about Santa Claus Parade (+incoming Christmas on Main) + News Release for Santa Claus Parade Registration - Extensive Public Notices for ongoing construction & misc. Construction/repairs - HAF News Release prepared for release - 'Project Updates' section developed under West / James St & Bay St project pages where weekly Friday updates are posted
Next Step: on-going
Title: Events
Status Update: <ul style="list-style-type: none"> - Affordable Housing Antigonish - Attended & photographed - CHIF Announcement - Coordinated on behalf of ToA, photographed media for news release & coordinated with Feds & Province until cancellation (rescheduling process underway) - Remembrance Day - Speaking remarks prepared
Next Step: on-going
Title: Public Notices
Status Update: <ul style="list-style-type: none"> - Power Outages - Street Closures - Various day-long construction projects

- Bay Street
- James / West St
- Halloween Safety Post
- Remembrance Day TH Closure & Traffic Notice
- Early Waste Pickup (due to construction)
- Transmission Line Work
- Patching Work

Next Step: On-going

Title: Advertising and Sponsorship requests

Status Update:

- Remembrance Day Radio & Journal Ads
- Zomblet (Antigonish Theatre) Journal Ads
- E-Scooter Safety Guide (Paid Ad)
- Machine Operator Laborer (Paid Ad)
- Job Posting / Hiring Journal Ads

Next Step: n/a

Title: Speaking Remarks and Letters

- Remembrance Day (speaking remarks)
- 2 x Certificates of Recognition for local engineers
- CHIF News Release (Mayoral quote)
- Federal Budget Announcement (Mayoral quote)

Next Step: on-going

Title: Social Media Updates

Status Update:

- Public Notices
- Circular Materials Awareness
- Leaf & Yard Waste Disposal
- By-Law & Machine Operator Job Postings
- Road & Infrastructure Updates (Bay St & James / West) Live on Website
- Halloween Safety Notices
- Halloween Post
- Remembrance Day Post
- Town Hall Closures
- Post in Recognition of XFM Hospital Help Day
- 4-H Show Your Colours Day (Green TH Lights) Post
- Blue Jays (Celebratory & Blue TH Lights) Post
- SiriusXM Music Town Mini Campaign
- ACA Call for Submissions – Public Art
- ToA Litter Cleanup Post
- Misc. Community Postings
- Upland HAF Posts

Title: Housing Accelerator Fund Communications Strategy

<p>Status Update:</p> <ul style="list-style-type: none"> • News Release Prepared – HAF Town Services & Affordable Housing Grant • Social Carousel / Campaign Prepared - HAF Town Services & Affordable Housing Grant • Social Campaigns for Town & County Prepared • Updating Socials with Upland HAF posts
<p>Next Step: on-going</p>
<p>Title: Marketing Levy</p>
<p>Status Update:</p> <ul style="list-style-type: none"> - Ongoing Tracking down payments and remittances – supported by Corporate Services Accounts Receivable - Met (Community Dev., Corps Services) to further strategize collection & personalized letters. - Monthly Collection Emails rolled out for remittance
<p>Next Step: On-going</p>
<p>Title: Holiday Events</p>
<p>Status Update:</p> <ul style="list-style-type: none"> - Ongoing meetings with the County to plan and strategize Christmas on Main and the Santa Claus Parade - Outreach to external vendors for décor, staffing/volunteers, safety precautions & more - Registration Opened for Santa Claus Parade (News Release + Social Posts) - Traffic Planning meeting - Holiday Events page creation to nest both holiday events - Radio Ad recording at XFM
<p>Next Step: On-going</p>

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<p>Next Step: On-going</p>

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

Department of Infrastructure and Engineering

Projects/Tender Update:

Projects
Title: Bay St Municipal Servicing Upgrades Capital Project
Status Update: Phase 1 pipe work underway with Dexter Construction MOU signed with Granny's Antiques Discussions underway with property owners for alternate traffic route
Next Steps: Complete Phase 1 Project work by end of December
Title: West / James St Capital Project
Status Update: Dexter underway with curb and sidewalk work on West St (started Oct 27 th) Eastern Trenchless ordering sewer liners, planning and scheduling underway
Next Steps: Complete Phase 1 Project work by end of December
Title: Intermunicipal Agreement (Sewer Flow Study)
Status Update: Flow meters installed in Town/County connection points Oct 1-3, GIS pickup underway
Next Step: Monitor flows and complete sewer GIS pickup
Title: STP Screening / Headworks
Status Update: Equipment Tender awarded Oct 10th to Veolia, geotechnical work undertaken
Next Steps: Geotechnical report, finalize building design, tender civil works
Title: Security Fencing RFP – PW and Columbus Field
Status Update: Awarded Oct 10 th to Eastern Fence
Next Steps: Complete tendered work before end of Dec
Title: Hwy4 AT/Roundabout Project
Status Update: Project nearing completion, watermain passed testing
Next Step: Strum undertaking inspections of work, energize new and cap old main
Title: Safety Management System
Status Update: Electronic SMS RFP closed Aug 14 th , 2025
Next Step: Assessing for best value and data hosting (US vs Canada) – on hold until new year
Title: In-house Sidewalk Capital Works
Status Update: Greening Dr construction underway
Next Steps: Complete Greening Drive
Title: Source Water Test Wells
Status Update: Test Well drilling RFP closed and awarded to Brewsters
Next Steps: Drilling planned for week of Nov 24th
Title: STP Aeration Equipment RFP
Status Update: Awarded to Nexom, contracts signed, materials shipping
Next Steps: Install new aeration equipment
Title: Asphalt Patching Tender
Status Update: Project Completed by Dexter with 151 Tonnes of asphalt placed on Main and Hawthorne.
Next Steps: Finalize invoice for payment.
Title: Water Materials / Insertion Valve Procurement RFPs
Status Update: Issued RFPs for procurement of water materials and for supply and installation of an insertion valve on Hawthorne Street.
Next Steps: Evaluate RFP submissions and award contracts.

Electric Utility (EU):

Projects
Title: Grid Modernization
Status Update: Substation Transformers arrived Sept 8 th , 2025 Substation Transformer Assembly Tender awarded to Siemens June 20 th 2025 - Substantially completed Oct 10 th , pending deficiency repairs Substation Civil Works Tender awarded to R. Chisholm Hydroseeding June 20 th 2025 Substation Steel Structures Tender awarded to Cherubini Aug 5 th 2025 Electrical Site Work Tender – Closes Oct 28 th , expected Jan start Tenders for control building, cabinets, battery backup – issued Oct 10 th Distribution Transformer changeouts underway with seasonal PLT hires
Next Steps: Complete substation construction, testing and commissioning
Title: Solar Garden
Status Update: AREA accepted Care and Control of site July 2025 EU Troubleshooting issues with Inverter #3 + #5 and associated breakers
Next Step: Adjust breakers with design engineers, replace if necessary
Title: EU Rubber Gloving Code of Practice
Status Update: Province sent back questions, TOA to submit responses
Next Step: Complete Provincial review and approval process, begin training
Title: Power Outages
Status Update: 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: Anchors / poles for Bay St, turn off / on traffic lights Repair hooked / broken wires – Cloverville Rd, Sylvan Valley Rd, house services Install new poles/anchors at new substation (Post Rd) Assessments of partial power Replace broken pole at James St Plaza
Title: Break-ins and theft
Status Update: 1 instances of break-in and theft under investigation: - Aug 4 th , theft of copper scrap (TOA), and grounds from NSPi substation
Next Step: Increase security – additional cameras and fencing

Treatment Facilities:

Brierly Brook Water Treatment Plant
Title: Settling Pond Desludging
Status Update: Pumping sludge from Pond 2 into Drying Bed 2.
Next Steps: Continue sludge removal from Pond 2 into Drying Bed 2.
Title: Saturator Cleaning
Status Update: Planning stages for plant shut down to facilitate cleaning of saturator media and tank.
Next Steps: Schedule shut down for cleaning.
Title: DAF Cleaning
Status Update: Planning stages for half plant shut down to facilitate cleaning of DAFs.
Next Steps: Schedule shutdowns for cleaning.
Title: Replacement of Discharge Pumps
Status Update: Sourcing suppliers for replacement pumps and materials.
Next Steps: Pricing.
Title: Source Water Review
Status Update: Preparing four locations for drilling test wells.

Next Steps: Drill and evaluate test wells.

Antigonish Sewage Treatment Plant
Title: Lagoon Aeration Equipment RFP
Status Update: Awarded to Nexom.
Next Steps: None.
Title: Lagoon Aeration Upgrades
Status Update: New aeration equipment from Nexom shipped.
Next Steps: Arrival of aeration equipment expected by November 18 th . Installation and inspection planned for the third and/or fourth week of November.
Title: Lagoon Aeration Work
Status Update: Change over of aging wire rope support on several aeration laterals.
Next Steps: Assess and schedule any required maintenance before Cell 3 of lagoon begins to freeze over.
Title: Blower maintenance
Status Update: Ordered air filters and oil for blower maintenance.
Next Steps: Schedule maintenance once materials arrive.
Title: Headworks Pump Installation
Status Update: Refurbished pump installed, and power connected.
Next Steps: Schedule relay installation for alarms on SCADA.
Title: Sewage Plant Filter Cleaning
Status Update: On hold due to release of gasses during sand cleaning.
Next Step: Set up sufficient ventilation and staff safety processes before continuing.
Title: Recirculation of Sewage Plant Water
Status Update: Recirculation halted for winter as temperatures have fallen, and dissolved oxygen levels have risen to adequate levels. Rented 6" pump has been returned.
Next Step: Restart recirculation in the spring.
Title: Cold Water Addition to Sewage Plant Headworks
Status Update: Water temperature in lagoon has dropped with the weather to a point where addition of cold water will no longer be helpful in raising dissolved oxygen retention.
Next Step: Will reassess in spring.

Public Works (PW):

Item: Staffing – Vacancies
Status: Two positions remain unfilled; 2 employees were onboarded in October. 1 remains employed with the town.
Next steps: Continue the competition and proceed with hiring.
Item: Staffing – Operator in Training Certificates
Status: Three staff received OIT certificates from NSE; beginning one-year on-the-job training period before Level 1 exams.
Next steps: Support staff through training period and prepare for certification exams.
Item: Winter Operations Supervisor Certificate and Water Training
Status: Two staff attended the Winter Maintenance Supervisor Certification October (APWA). Two staff attended ACWWA session on turbidity/chlorine monitoring, pump/valve maintenance.
Next steps: N/A
Item: Fleet – Loader Acquisition
Status: Komatsu WA320-8 loader was delivered and orientation completed
Next steps: N/A
Item: Fleet – Single-Axle Truck Purchase

<p>Status: Axle weight review completed and waiting on updated quote for truck.</p> <p>Next steps: Finalize purchase agreement and track delivery timeline.</p>
<p>Item: Fleet – Electronic Gate</p> <p>Status: Installed at PW/EU Yard; operational with key cards, codes, and visitor intercom. Hours set: 7:45 a.m.– 4:35 p.m.</p> <p>Next steps: Gate will be closed at all times starting October 1. Inquires can be elevated to Directors.</p>
<p>Item: O&M – Catch Basins</p> <p>Status: Four new catch basins installed at Main and Greening in conjunction with sidewalk upgrades.</p> <p>Next steps: N/A</p>
<p>Item: O&M – Hydrant Installation</p> <p>Status: New hydrant installed at Sunset Terrace and Greening drive, replacing AVK brand hydrants with Canada Valve.</p> <p>Next steps: Verify functionality and update asset records.</p>
<p>Item: O&M – Routine Maintenance</p> <p>Status: Ongoing sign replacements, pothole repairs, and tree removals.</p> <p>Next steps: Continue with scheduled maintenance activities.</p>
<p>Item: Concrete Work – Completed Projects</p> <p>Status: Church Street driveway entrance, Mt. Cameron curb, Columbus Field crosswalk curb reinstatement, St Ninian / College, and Main Street bump-out completed; College Street housing development. Line painting completed to accompany changes and highlight no parking areas.</p> <p>Next steps: N/A</p>
<p>Item: Concrete Work – Greening Drive</p> <p>Status: 425ft of sidewalk poured, assessing for ways to accelerate progress.</p> <p>Next steps: Complete project before new year.</p>
<p>Item: Sewage Flow Study</p> <p>Status: Flow data collection underway since October, field work underway for asset pickup.</p> <p>Next steps: Complete fieldwork and ensure data accuracy.</p>
<p>Item: Transmission Line Repairs</p> <p>Status: Disassembled and reassembled the transmission water main to accommodate Alva’s installation of a watercourse culvert for Provincial Public Works.</p> <p>Next steps: Finalize invoicing to Alva Construction for work.</p>
<p>Item: Upcoming Project – Safety Management System RFP</p> <p>Status: Submissions received; currently under review.</p> <p>Next steps: Evaluate proposals and proceed with vendor selection.</p>

Waste Management:

Projects
Title: Circular Update
Status Update: Turn over recycling pickup to Circular in December 2025
Next Step: Assess communications to direct residents to Circular App / site
Title: Solid Waste Items
Status Update: Waste Management Bylaw - awaiting Municipal Affairs approval for SOTs
Next steps:
Title: Waste disposal weights – End of October, 2025
Status Update: RWC (October) 571.89 T

Traffic Authority:

Projects
Title: Parade / Road Race / Street Fair Permits
Status Update: Permit approved for Christmas Parade with modified route to avoid construction
Next Step: Create Policy for parade requirements for clarity for 2026 (winter)
Title: Crosswalk Changes
Status Update: Crosswalks at Acadia St / Main and Library / Main removed, new crosswalk installed at Shoppers / Main
Next steps: Work completed for 2025



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

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

Community Development

Division Updates:

<p>By-Law</p>
<p>Parking Tickets: By-Law and StFX continue to use paper tickets for parking violations. New printers have been ordered to replace old ones that had poor connectivity and firmware was out of date. New tickets will be need to be ordered once new Parking By-Law is in place. By-Law Officer and Acting Director had a meeting with StFX security to discuss parking on campus for students and community members, parking passes, etc.</p> <p>Crosswalk Beacons: New crosswalk beacons at Main Street and Court Street were installed however the buttons are malfunctioning. New ones have been ordered.</p> <p>Parking Kiosks: The new kiosk was installed on Sydney Street on November 3. The kiosk for Creighton Lane has arrived, will coordinate with Public Works for installation.</p> <p>Traffic Control: By-law organized traffic control for the Remembrance Day parade and ceremony and is helping organize traffic control for the upcoming Santa Claus Parade.</p> <p>Winter Parking: The Town’s Overnight Winter Parking Ban comes into effect December 1. Antigonish Towing is on board again this year to provide towing services.</p> <p>Staff Update: Interviews have been scheduled for next week to fill the vacant By-Law Position.</p>
<p>Parks & Recreation</p>
<p>Multi-Sport: The hockey portion of this year’s program is nearly complete. Out of 60 participants, 53 were identified as having little to no skating/hockey experience. They have made great process over the last few weeks.</p> <p>Moving & Mingling: The program has passed the half way mark for this session. Attendance at all locations continue to be steady and the feedback is very positive. Registration for the winter session, due to start in January, will likely take place in early December.</p> <p>Registration Platform: In partnership with the Municipality of the County of Antigonish, a request for proposals was issued for a new registration platform to replace Sport Hub. The contract has been awarded to Play Finder.</p> <p>Cameras - Columbus Field Washrooms: This has deferred to the next fiscal year. To be complete once the Town has a privacy policy in place.</p> <p>Splash Pad: Late in the summer, there was some vandalism/damage to the pumphouse for the splash pad. Repairs have been complete, and the facility has been winterized.</p>

Storage: A new storage container (sea can) was approved in the 2025-2026 budget for parks and recreation. Staff released a Request for Quotations for the preparation of a pad for a sea can as well as the purchase and delivery of a sea can. Quotes are being evaluated.

Shed Demolition: A Request for Quotations for the demolition of the white shed by the dog park was released and has since closed. Submissions are being reviewed.

Needs Assessment: The Town has been working with the County on a Recreation and Recreation Facility Needs Assessment. A leadership team consisting of staff and community members has been formed and an RFP has been issued.

Dr JJ Carroll Awards: Applications have been submitted and staff will be reviewing them to bring to council in December.

Department Updates:

Tourism
The committee is planning to meet over the next few weeks to discuss if the job posting has to be re-opened.
Mural Program
The application period has now closed for this year's mural project celebrating 100 years of the Town's Electric Utility. There were 14 applications submitted and are under review.
Good Neighbour Working Group
A draft report from the St. Patrick's Day subcommittee has been drafted and circulated to members for feedback. The intent is for the final plan to be complete by December 10.

2025/2026 Project Updates:

Town Hall Lighting
Complete.
Accessible Pathways –Phase Two (2025)
Due to weather Dexter had to move the start date of this project to November 24.
Fence at Columbus Field
Work should begin on the fence in the next week or two.
Active Transportation Trail
The Columbus Club/Knights of Columbus have given their approval for the Town's AT Trail through Columbus Field. Staff are now seeking one permanent easement and two temporary, construction easements from property owners to have in place for construction next year. Staff will be meeting with WSP to confirm designs for the remaining two phases to be tender ready in the new year.
Planter Boxes – Creighton Lane Parking Lot
A Request for Quotations for the demolition and removal of the three, back planter boxes in the Creighton Lane Parking Lot was issued with 10 submissions received which are currently under review.

Housing Accelerator Fund Updates:

High-Density Zones
After presenting the draft recommendations to the Planning Advisory Committee on October 1, this initiative moved to the public consultation phase with an online survey and two in-person sessions. The feedback will be collected and presented to the Planning Advisory Committee at the end of this month.
Modernization of the Permitting Process
The portal is under development for the new permitting process with a soft launch scheduled in December or January.
Source Water Protection
Site visits took place October 17 to finalize site selections.
Town Services Grant
Complete. The application for the grants has been developed and launched online. One application has been submitted so far and is under review.
Community Transit
Complete.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: November 12, 2025
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

Corporate Services has been focusing on several key financial initiatives to keep Council informed. For the November Committee of the Whole meeting, with the support of the Manager of Accounting and other Directors, Director presented a comprehensive financial update to Council.

This update provided:

- A detailed review of year-to-date expenditures, including inventory updates.
- A high-level projection of capital project spending.
- A reforecast of the Town’s financial position through to year-end (March 31, 2026).

The Town is currently projected to finish the fiscal year under budget, primarily due to labour savings resulting from delays in backfilling vacant positions. Two major capital items are not yet reflected in the income statement due to timing: the Public Works Wheel Loader and the Salt Truck. A debenture was issued for the Wheel Loader, with the first of three principal payments scheduled for November 2026. The Salt Truck’s delivery and invoice are expected in June 2026. At year-end, Corporate Services will bring forward a recommendation to Council to allocate these two capital costs to reserves, ensuring funds are properly recorded in the year they were made available.

Corporate Services is also compiling a comprehensive summary of shared services and financial contributions between the Town of Antigonish and the Municipality of the County of Antigonish. This review includes:

- Departmental collaborations such as Public Works (snow removal) and Parks and Recreation (programming, capital, and operating costs).
- Shared personnel positions, including the Emergency Management Officer, Housing Accelerator Fund Coordinator, Community Navigator, and Crossing Guard management.
- Formal and informal shared service agreements such as the Antigonish Arena, People’s Place Library, Antigonish Community Transit, and the Antigonish Heritage Museum.

The report will also include key contextual data such as historical uniform assessments, tax rates, and census information for both the Town and County.

Finally, Corporate Services, in collaboration with the Directors of Infrastructure and Engineering and Community Development, is developing a business case for temporary internal Human Resources support.

Department Update:

Projects
Title: 2024-25 Year End Audit
The 2024–25 year-end audit remains ongoing and is pending the completion and approval of the Alternative Resource Energy Authority (AREA) financial statements by the AREA Board of Directors. The Town’s consolidated financial statements cannot be finalized until these external audit components are complete. The Director of Corporate Services continues to work closely with the auditors to finalize process documentation and ensure all necessary information from AREA is incorporated accurately. This includes

confirming inter-entity transactions, validating shared financial data, and completing required supporting schedules.
Next Step: Continue working with AREA and the external auditors to finalize outstanding documentation and complete the Town's consolidated year-end financial statements once AREA's audit has been approved.
Title: Financial Update
Corporate Services has completed a mid-year financial update which was presented at the November Committee of the Whole meeting. The Town is forecasting to be underbudget this year and is watching the capital projects work that is under way and the RCMP contract accounts, as they are two of the largest single accounts in the 2025-26 budget.
Next Step: Completed
Title: Preventing Workplace Harassment
The Director attended a half-day workshop on October 30th focused on the Stronger Workplaces for Nova Scotia Act and strategies for preventing workplace harassment. This session, offered through the Association of Municipal Administrators of Nova Scotia (AMANS), provided targeted, practical guidance for municipal employers on meeting new legislative requirements. It clarified the training level required needed for all employees and how this important policy needs to be stated separately from the Human Resources Standard Operating Procedures and training provided during new employee onboarding. Re-training for all employees should occur every three years when after the policy is reviewed (every three year)
Next Step: Formalize training for all employees on the new policy (above the Toolbox Talk previously completed), present as its own separate policy and create an onboarding document for new employees.
Title: Human Resources
Employee Hiring and Attrition
<ul style="list-style-type: none"> • The following positions are open with applications being accepted: <ul style="list-style-type: none"> ○ Equipment Operator/Labourer – Term (due to attrition from previous temp employees) <ul style="list-style-type: none"> ▪ Two new candidates have started • By-law Enforcement Officer position has been posted with interviews to begin the week of Nov 17th
Next Step: On-going
Title: Equity, Diversity, and Inclusion in the Workplace
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.
Next Step: Consultants Report to be presented
Title: Work from Home Policy
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.
Next Step: Finalize and present to Council regarding a Work from Home Policy.
Title: In Development: Charitable Donation Policy
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.
Next Step: Finalize and prepare a memo to Council regarding a Charitable Donation Policy.

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

Grants to Organizations/Council Discretionary Account Listing (as of November 12, 2025):

Committed: \$175,226.99
 Budget: \$200,000.00
 Remaining: \$ 24,773.01

Committed:

Vendor	Description	Amount
DR JOHN HUGH GILLIS REG HIGH S	Dr JH Gillis-Mod Unite	\$300.00
ANTIGONISH JR B BULLDOGS	Don Johnsons Cup	\$2,000.00
DR JH GILLIS REGIONAL HIGH	St Marth's Relay	\$200.00
ANTIGONISH COUNTY ADULT LEARNI	ACALA-'25 Comm Grants	\$3,500.00
ANTIGONISH AFFORDABLE HOUSING	Ant Afford Hsing-'25 C	\$4,500.00
ANTIGONISH ART FAIR &	Art Fair-'25 Comm Gran	\$18,000.00
ANTIGONISH CHALLENGER BASEBALL	Ant Chall Baseball-'25	\$2,000.00
ANTIGONISH CULTURE ALIVE	Ant Cult Alive-'25 Com	\$6,500.00
ANTIGONISH EMERGENCY FUEL FUND	Ant Emer Fuel-'25 Comm	\$5,000.00
ANTIGONISH HIGHLAND SOCIETY	Ant Highland Soc-'25 C	\$15,000.00
ANTIGONISH IMAGINATION LIBRARY	ABC for Kids-'25 Comm	\$6,500.00
ANTIGONISH SENIORS CARE VAN	Ant Sr's Care Van-'25	\$1,000.00
ANTIGONISH SKATE PARK ASSOCIAT	Ant Skateboard-'25 Com	\$2,000.00
ANTIGONISH TOURISM ASSOCIATION	Ant Tourism Asn-'25 Co	\$8,000.00
ANTIGONISH VISITOR INFORMATION	Ant VIC-'25 Comm Grant	\$6,000.00
ANTIGONISH FARMER'S MARKET ASSOC	Ant Farmer's Mark-'25	\$2,000.00
ANTIGONISH SNO DOGS	Ant Sno Dogs-'25 Comm	\$15,000.00
ALL-OF-US SOCIETY FOR ART PRES	All-Of-Us-'25 Comm Gra	\$1,500.00
CANADIAN ASSN FOR COMMUNITY LI	CACL-'25 Comm Grant	\$8,000.00
DESTINATION EASTERN AND NORTHU	DEANS-'25 Comm Grant	\$8,000.00
FESTIVAL ANTIGONISH	Fest Ant-'25 Comm Gran	\$15,000.00
KEEP WELL ANTIGONISH	Keep Well-'25 Comm Gra	\$3,000.00
POSITIVE ACTION FOR KEPPOCH	Pos Act for Kepp-'25 C	\$10,000.00
L'ARCHE ANTIGONISH	L'Arche-'25 Comm Grant	\$3,500.00
NAOMI SOCIETY	Naomi Soc-'25 Comm Gra	\$3,000.00
ROOF OVER YOUR HEAD	Roof over Head-'25 Com	\$2,000.00
STRAIT AREA GROUND SEARCH AND	SAGSR-'25 Comm Grant	\$2,500.00
PICTOU ANTIGONISH REG. LIBRARY	PARL-'25 Comm Grant	\$2,900.00
IOOF Property Tax By-law	Move Council Credit IOOF	\$1,976.00
ROSS SCREENPRINT	Canada Day-Council Shirts	\$205.32

EASTERN NOVA SCOTIA EXHIBITION	ENSE	\$500.00
HOW CLUB AA	How Club-Funding-(Taxe	\$945.67
GUYSBOROUGH EMANCIPATION	Guys Emancipation	\$500.00
SETTLEMENT IN ANTIGONISH FOR	2025/26-SAFE	\$6,000.00
DELOREY SADIE	S Delorey – Canada Games	\$200.00
KELL GARY	G Kell-Arm Wrestling Champ	\$200.00
ST FRANCIS XAVIER UNIVERSITY	Nat'l Truth Rec-Concert	\$1,000.00
ANTIGONISH COMMUNITY FRIDGE	Ant Comm Fridge-Donation	\$2,000.00
EASTERN NOVA SCOTIA EXHIBITION	ENSE-Donation	\$4,800.00

Council Report

General Fund

For the Seven Months Ending 10/31/2025

	2025	2025	2024	2024
	Budget	Actual	Budget	Actual
Revenue				
Taxes	9,267,538	9,062,150	7,931,983	7,862,561
Grants in Lieu of Taxes	1,338,568	67,233	1,206,255	65,296
Sale of Services	1,380,492	654,220	1,058,889	543,760
Services provided to other governments	1,138,847	128,997	397,903	91,099
Other revenue from own sources	269,489	220,300	137,095	330,285
Unconditional Transfers from other govern	691,194	178,433	204,039	172,126
Other Transfers	2,448,460		2,125,770	
	16,534,588	10,311,333	13,061,933	9,065,126
Expenditure				
Mayor and Council	462,926	325,664	460,844	290,342
Corporate Services and Office of the CAO	1,075,437	409,130	1,148,128	638,430
Capital	4,593,832	369,684	2,513,576	
Engineering and Public Works	1,634,446	604,063	1,462,376	883,799
Environmental Health Services	1,509,984	897,804	1,353,886	812,548
Community Development Administration	266,752	179,625	264,361	178,553
Partnerships & Initiatives	899,713	349,987	499,701	630,489
Protective Services	3,302,009	1,782,604	2,960,477	1,719,001
Recreation and Cultural Services	682,596	415,979	706,221	486,726
Provincial Responsibilities	1,806,818	1,060,447	1,692,329	993,661
Restructured Account	299,636	164,470		
	16,534,149	6,559,457	13,061,899	6,633,550
Excess(deficiency) of revenue over expen	439	3,751,876	34	2,431,576