
MEETING: Regular Town Council Meeting
DATE: December 16, 2025
TIME: 6:00 PM
PLACE: Town Council Chambers

Agenda

1. **Call to Order & Land Acknowledgement**
2. **Approval of Agenda**
 - 2.1 Additions/Amendments
3. **Conflict of Interest**
4. **Acceptance of Minutes**
 - 4.1 Minutes of the Regular Council Meeting – November 17, 2025
 - 4.2 Minutes of the Special Council Meeting – December 8, 2025
5. **Presentations**
 - 5.1 Recognition - 2025 Engineers Nova Scotia Award Recipients
6. **Business from Committee of the Whole**
 - 6.1 1st Reading - Amendments to the Municipal Planning Strategy and Land Use Bylaw – HAF (Housing Accelerator Fund) Densification
 - 6.2 1st Reading – Parking By-Law
 - 6.3 Snow & Ice Control Policy
 - 6.4 FCM (Federation of Canadian Municipalities) Grant
 - 6.5 Tax Account Write-Off
 - 6.6 R.K MacDonald Nursing Home Foundation 2025 “Lights of Love” Campaign
 - 6.7 Knights of Columbus Toy Drive
 - 6.8 Chamber of Commerce – Support for local Businesses
7. **Business from the Minutes**
 - 7.1 Water & Sewer Update
8. **New Business**
 - 8.1 JJ Carroll Awards
 - 8.2 Youth Health Centre at Dr. John Hugh Gillis High School –Letter
 - 8.3 Santa for Seniors – Letter
 - 8.4 Regular Council Meeting Schedule 2026
9. **Correspondence**
 - 9.1 African Nova Scotian Pilgrimage - Cultural Heritage Trip to Ghana - Funding Request
 - 9.2 Raising the Villages Cooperative Ltd - Regional Well-Being Conference – Funding Request
 - 9.3 ACALA (Antigonish County Adult Learning Association) – Letter
10. **Staff Reports**
11. **Adjournment**

**Regular Council Meeting
November 17, 2025
Town Council Chambers**

Present

Mayor S. Cameron
Deputy Mayor D. Roberts
Councillor L. MacLellan
Councillor A. Murray (appointed Deputy Mayor during the meeting under Item 10.2)
Councillor J. Pelly
Councillor J. Sullivan
Councillor P. McKenna

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk
S. Long, Acting Director of Community Development
M. Barkhouse, Director of Corporate Services
K. Meisner, Director of Infrastructure & Engineering

Media

Gallery (In person and online)

1. Call to Order & Land Acknowledgement

Mayor S. Cameron called the meeting to order at 5:04 PM.

2. In-Camera

2.1 Contract Negotiations MGA Sec 22 (2) (e)

Motion: That Town Council move in camera to discuss Contract Negotiations.

Moved by: Councillor MacLellan

Seconded by: Councillor Murray

Motion Carried

Council moved in camera at 5:05 p.m.

Council returned to open session at 5:51 p.m.

A brief recess was called at 5:51 p.m., and the meeting reconvened at 6:02 p.m.

Mayor 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.

Mayor Cameron took a moment to congratulate the STFX X-Women's Cross Country team on receiving silver medal at the National U Sports Championships held in Sherbrooke, Quebec on November 8th.

3. Approval of Agenda

3.1 Additions/Amendments

Councillor McKenna, moved item 9.1 to Item 5 – Long Service Awards

Councillor MacLellan added item 9.3 - Calder MacKenzie National Support

Motion: That the agenda be approved as amended.
Moved by: Councillor MacLellan
Seconded by: Councillor McKenna

Motion Carried

4. Conflict of Interest

Mayor Cameron & Councillor Pelly declared a conflict of interest regarding Item 8.1 – L’Arche Antigonish.

5. Long Service Awards

Council recognized two staff members for their long service milestones. Kyle Meisner received a certificate for 10 years of service, and Bill Landry received a certificate for 20 years of service. A group photo was taken with Council and the recipients.

6. Acceptance of Minutes

6.1 Minutes of the Regular Council Meeting – October 20, 2025

The minutes of the Regular Council Meeting held on October 20, 2025, were accepted as presented.

6.2 Minutes of the Special Council Meeting – November 3, 2025

The minutes of the Special Council Meeting held on November 3, 2025, were accepted as presented.

6.3 Minutes of the Special Council Meeting – November 12, 2025

The minutes of the Special Council Meeting held on November 12, 2025, were accepted as presented.

7. Proclamations

7.1 Gen Well - November 24-30, 2025, as “Talk To A Stranger Week”

Mayor Cameron read a proclamation declaring November 24–30, 2025, as “Talk to a Stranger Week”. Councillor Sullivan provided remarks regarding recent GenWell events hosted on the St. Francis Xavier University Campus, noting they were well organized.

8. Business from Committee of the Whole

8.1 L’Arche Antigonish – Funding Request

Mayor Cameron declared a conflict of interest and vacated the chair. Deputy Mayor Roberts assumed the chair. Councillor Pelly also declared a conflict of interest.

Council reviewed the information provided in the agenda package regarding L’Arche Antigonish’s request for funding toward the installation of a walkway, vehicle turning area, and drainage improvements at their property. Background information and a project quote were included for Council’s consideration.

During discussion, Councillor McKenna suggested that L’Arche explore potential infrastructure grants or funding from other organizations prior to Council making a decision on the request. Council expressed general interest in the project but determined that further information is required.

CAO, R. Delorey noted that staff will reach out to L’Arche Antigonish to obtain additional information before Council considers the funding request.

8.2 Jazz Festival Fundraiser Honoring Inez Forbes – Funding Request

Council reviewed the information included in the agenda package.

Motion: That Town Council approve a donation of \$200.00 from Council's Discretionary Funds, in memory of the late Inez Forbes, to the Jazz Festival for Palliative Care.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Roberts

Discussion ensued. Mayor Cameron provided background on the event, noting it had already taken place, and that the request is for donations to palliative care in memory of Inez Forbes.

Amendment: During discussion, Councillor Sullivan moved to increase the donation from \$200.00 to \$500.00.

Seconded by: Councillor Pelly

The amendment was adopted.

Motion (as amended): That Town Council approve a donation of \$500.00 from Council's Discretionary Funds, in memory of the late Inez Forbes, to the Jazz Festival for Palliative Care.

Motion Carried

8.3 Transition House Association of Nova Scotia – Purple Ribbon Campaign

Council reviewed the information included in the agenda package.

Motion: That Council support the Transition House Association of Nova Scotia (THANS) Purple Ribbon Campaign and approve the illumination of the Town Hall in purple from November 25th to December 10th as part of this province-wide initiative, with the exception of Friday, November 28th, when the Town Hall will be illuminated in red for the Christmas on Main event.

Moved by: Deputy Mayor Roberts

Seconded by: Councillor Sullivan

Motion Carried

8.4 Delightful December – Memo

Council considered the memo included in the agenda package regarding the Town's annual Delightful December initiative, which donates December parking meter revenue to two local community organizations.

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.

Moved by: Councillor MacLellan
Seconded by: Councillor Murray

Motion Carried

9. Business from the Minutes

9.1 Water & Sewer Update

CAO, R. Delorey provided an update on the Water and Sewer projects, including:
The front-end screening system: tender has been issued, and the design is expected to be completed by February. The project was delayed due to additional geotechnical work.

Water test wells under the Housing Accelerator Fund (HAF): drilling is expected to be completed shortly, with data collection and analysis to follow. Results are anticipated in the new year.

Councillor MacLellan inquired about connection timelines for the test wells, and the CAO explained that system connection depends on successful well results and subsequent analysis of water quality and volume, with results expected sometime in January.

Deputy Mayor Roberts inquired about the well locations, and the CAO noted they are in Brierly Brook, upstream from the dam, with locations based on prior studies recommending four test wells.

This item will continue to appear on the agenda for regular updates to Council.

10. New Business

10.1 Long Service Awards

Council amended the agenda, moving Item 9.1 -Long Service Awards to Item 5. Subsequent items were renumbered accordingly.

10.2 Deputy Mayor – New Term

Deputy Mayor Diane Roberts recently completed her one-year term. Mayor Cameron thanked Deputy Mayor Roberts for her service. Deputy Mayor Roberts expressed appreciation, noting it had been an honor and privilege to serve, having been elected six times during her twenty-seven years on Council.

The floor was opened for nominations for the new term.

Councillor Pelly nominated Councillor Andrew Murray.

Councillor Murray accepted the nomination.

Hearing no further nominations after three calls, Mayor Cameron declared Councillor Andrew Murray elected as Deputy Mayor for the new one-year term.

10.3 Calder MacKenzie – Nationals

This item was added to the agenda by Councillor MacLellan. Due to agenda amendments, it appears as Item 10.3 in the minutes.

Motion: That Town Council approve a \$200.00 Donation to Calder MacKenzie to attend the Cross Country Jr. Nationals in Ontario.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Mayor and Council extended their congratulations to Calder, wishing him a successful experience at Nationals.

11. Correspondence

10.1 Global Medical Brigades – STFX

Mayor spoke to the information that was circulated in Councils Package.

Councillor McKenna questioned if this non-profit group can apply for a grant, Mayor spoke to this noting this is a group of STFX students requesting funding individually.

Motion: That Council approve a contribution of \$600.00 from Council's Discretionary Fund to the Global Medical Brigades in support of their medical services trip to Greece in April 2026.

Moved by: Councillor Sullivan

Seconded by: Councillor MacLellan

Discussions ensued.

Councillor MacLellan asked in the future if staff can provide more information for what the request is and what the funding amount should be and if it should be requested.

Would like to be better informed.

Motion Carried

10.1 Antigonish Visitor Information Centre - Off-Season Tourism & Holiday Event Proposal

Council received a letter from the Antigonish Visitor Information Centre for an upcoming event featuring Charlie A'Court. During discussion, the question was asked why a local musician was not being considered, noting the preference to support local talent when possible. The request was submitted late and that the musician identified by the organizers has not yet been formally secured, which made the timing and details of the request somewhat unclear.

The Mayor informed Council that he had spoken with the event organizers, who indicated that this would be a positive event for the Town and that Charlie A'Court was willing to make himself available.

Council expressed interest in learning more about the event, including the proposed date, location, and overall logistics.

CAO spoke that a motion can be made with some conditions where there is time strain.

Motion: That Council conditionally approve a contribution of \$1,000.00 from Council's Discretionary Fund to the Antigonish Visitor Information Centre in support of their Off-Season Tourism Holiday Event, with the following conditions:

1. A signed contract with Charlie A'Court; and
2. An identified venue and confirmed performance date on or before December 20, 2025.

Moved by: Councillor McKenna
Seconded by: Councillor MacLellan

Motion Carried

12. Staff Reports

Council had the opportunity to ask questions regarding the reports circulated in the agenda package.

East Main St: Councillor MacLellan asked whether the planned 12-inch elevation is sufficient and expressed concern about potential ice damming. K. Meisner noted that the consultant set the elevation to exceed the relevant flood level and confirmed that potential impacts on ice dams were considered.

St. Patrick's/Good Neighbours Report: Councillor MacLellan asked whether Council would have access to the report. CAO advised that the report will be forthcoming and a meeting is scheduled.

Temporary Internal HR Support: Councillor MacLellan questioned this temporary support. CAO, R. Delorey and M. Barkhouse explained this support is to assist with scheduling and interviews; a business case will be reviewed before the next budget.

Active Transportation Trail: Councillor Roberts noted approval from the Knights for the alignment through Columbus Field; CAO confirmed the lane will be located between the bike lane and the Cenotaph.

Good Neighbour / St. Patrick's Subcommittee: Deputy Mayor Murray asked about the subcommittee. CAO confirmed it is under the Good Neighbour group and recommendations will return to the Police and Licensing Committee.

Good Neighbour Report: Councillor Roberts inquired about the status of the report and suggested that, once finalized, could it be circulated to all Council members. CAO noted the report is still in draft form, a meeting is scheduled for Wednesday to review it and clarified that it is managed through the Good Neighbour group, with the Town providing support and information.

Parade Planning: Councillor McKenna asked about the upcoming Town Christmas parade logistics, including parking and marshalling. CAO provided clarification.

Greening Drive: Councillor McKenna asked about the end date; CAO indicated completion expected by the end of December.

Circular Materials: Councillor McKenna asked about communications regarding circular materials. CAO confirmed ongoing social media updates, noted provincial changes including depot pickups, and clarified that GFL remains the service provider with no change to the schedule. Residents experiencing issues should contact GFL or Circular directly rather than the Town.

Garbage App Update: Councillor Sullivan asked if the collection app would be updated with the Circular materials; CAO confirmed to his understanding it will be.

Bay Street Traffic: Councillor McKenna inquired about periods when traffic is stopped but no work is occurring. K. Meisner noted that staff will investigate.

Sewer Work Budget: Councillor MacLellan asked about budget status; CAO confirmed it is on track and thanked staff and residents for their cooperation.

Highway 4/Church St. Roundabout Completion: Councillor Sullivan asked about the project timeline. Staff indicated the roundabout is nearly finished, with approximately two more weeks of work remaining, and noted that this is a provincial project, not managed by the Town.

Mayor's Remarks

Mayor Cameron noted that the roundabout project is not under the Town's jurisdiction and that completion was initially promised for the end of October; Council made decisions based on the information available at the time. He offered apologies to residents for the inconvenience and encouraged Council and the public to support local businesses affected by the project.

Mayor advised that temporary traffic measures will be in place on Hawthorne Street on November 18 between Whidden Street and Viewville Street for a new water connection. Work will begin at 4:30 a.m. and traffic will be reduced to one lane.

He reminded residents that overnight parking restrictions will begin on December 1.

Mayor encouraged the public to attend the Christmas Parade on November 22, which will follow a new route beginning on Hawthorne Street, down Main Street to Church Street, and ending at the Antigonish Marketplace. He also invited the public to attend the Christmas on Main on November 28, noting Council's participation is requested.

Mayor noted that a Joint Council Meeting will be held on November 19 at 6:00 p.m. in the Town Council Chambers, open to the public.

He also reminded Council that on Sunday, December 7, they will assist with the Community Soup event.

13. Adjournment

With no further business, Councillor Roberts moved to adjourn the meeting at 7:02p.m.

Motion Carried

Mayor Sean Cameron

Randy Delorey, CAO

**Special Council Meeting
December 8, 2025
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO

Regrets

Deputy Mayor A. Murray
M. Fougere, Municipal Clerk

1. Call to Order

Mayor Cameron called the meeting to order at 4:50 PM.

2. Approval of Agenda

Motion: That the Agenda be approved as presented.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Motion Carried

Motion: That Council move into an In Camera session at 4:51 pm.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Motion Carried

3. In-Camera

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

Motion: That Council move out of the In-Camera session at 7:55 pm.

Moved by: Councillor Pelly

Seconded by: Councillor Sullivan

Motion Carried

4. Adjournment

With no further business, Councillor Pelly moved for adjournment at 7:56 pm.

Motion Carried

Town of Antigonish Housing Accelerator Fund Proposed Amendments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Delete Policy RN22, as shown in strikeout:

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

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

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

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

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

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

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

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

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

[...]

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

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

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

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

Residential Designations

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

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

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

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

[...]

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



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

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

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

1.8 Site Plan Approval

- a) This By-law states the types of land uses that are subject to Site Plan Approval through permitted use tables for each zone.
- b) Notwithstanding anything else in this By-law, the following developments shall be exempt from the Site Plan Approval procedure:
 - i. Changes of use, interior building reconfigurations or additions of up to a gross floor area of 75 m² that do not trigger increasing parking requirements;
 - ii. Installation, replacement or repair of building features and building repairs or additions that neither change the footprint of the building nor increase parking requirements;
 - iii. Accessory structures ~~excluding Accessory Dwelling Units~~ on a property where no site plan approval is currently applicable, or where Accessory Structures are not indicated on an existing site plan approval;
 - iv. Signage on a property where no site plan approval is currently applicable, or where signage is not indicated on an existing site plan approval;
 - v. Temporary Uses;

[...]

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

[...]

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

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

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

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

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

[...]

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

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

[...]

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

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

7.3.4 Accessory Dwelling Units

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

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

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

| | Secondary Suite | Garage Suite | Garden Suite |
|---|---|--|--|
| Maximum number of bedrooms | 2 | 2 | 2 |
| Minimum Lot Area | As per zone requirements | 600 m ² | 600 m ² |
| Yard Setbacks | As per zone requirements Additionally, garage suites and garden suites must not be built closer to the front lot line than the main dwelling. | | |
| Maximum accessory dwelling unit floor area including a habitable basement | 80% of the gross floor area of the main dwelling up to 80 m ² | 80% of the gross floor area of the main dwelling up to 95 m² | 80% of the gross floor area of the main dwelling up to 95 m ² The floor area of any garage attached to or below the accessory dwelling unit does not count towards accessory dwelling unit floor area |
| Maximum Building Height | As per zone requirements | Equal to the height of the main dwelling up to 9 m | Equal to the height of the main dwelling up to 6.5 m |
| Minimum Setback from other Buildings | 2 m from non-habitable structures buildings on the same lot | | |
| | 3 m from all other structures buildings | | |
| Design Requirements | | | |
| Accessory Dwelling Unit Exterior | Within the Old Town Overlay area, accessory dwelling units must comply with Subsection 7.3.1A or must match the main dwelling in building material type, cladding colour, roof type, and roof pitch. | | |
| Accessory Dwelling Unit Entrance, Main Windows, and Entry | Must be designed to be integrated into the main dwelling. | Must be oriented towards the main dwelling, flankage yard, or front yard. | |

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

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

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

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

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

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

[...]

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

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

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

~~7.5.17 Townhouse Development through Site Plan Approval~~

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

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

~~Table 14~~

| | |
|--|-----------|
| | Townhouse |
|--|-----------|

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

7.5.18 Townhouse Development Site Design Requirements

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

7.5.19 Stacked Townhouses by Development Agreement

Stacked Townhouses by development agreement shall comply with the following:

Table 15

| | |
|------------------|--------------------|
| | Stacked Townhouse |
| Minimum Lot Area | 800 m ² |

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

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

Design Requirements

a) Building Height and Rhythm

- i. The maximum height for mixed-use buildings shall be **20 15** m and 12 m for all other buildings;
- ii. ~~Where neighbouring structures are two or more storeys in height, a new building shall continue and reflect the abutting building's established patterns relating to floor elevation and window placement.~~

b) Building Façades:

- i. Dwelling units and bed and breakfast accommodation may be located in the basement level, on upper levels and on street level at the rear. However, not more than 50% of the floor area at the street level may be used for dwelling units or bed and breakfast accommodation. The remaining 50%, which fronts on the street, shall be used for other uses permitted in the zone.
- ii. Building façades shall occupy at least 50% of the build-to plane along the front lot line and at least 25% of the build-to plane along a flanking lot line.
- iii. Where a building exceeds **12 9** m, the remaining height shall be stepped back a minimum of 3 m from the façade or developed within the attic of a pitched roof.

c) Articulations:

- i. Buildings with a continuous street-facing façade of **30 20** m or greater shall have articulated division of the façade at a rate of every **15 7** m to break up the apparent mass of the building; this may be achieved

through one or a combination of the following:

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

[...]

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

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

[...]

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

8.6.4 Accessory Dwelling Units

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

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

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

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



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

1) Short Title

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

2) Application

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

3) DEFINITIONS

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

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

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

4) PLACING PARKING METERS AND PAY STATIONS

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

5) OPERATION OF A METERED SPACE

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

6) WHEN IN EFFECT

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

7) AUTHORIZED COINAGE

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

8) LAWFUL USE OF SPACE

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

9) PARKING TIME

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

10) PARKING TIME EXPIRED

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

plate and the Town Mobile Enforcement System indicates no time remaining or unpaid.

ii. in the case where the Metered Space is timed by a Parking Kiosk:

- a) If payment for a pre-determined period of time has been made at the Parking Kiosk or through Town-approved Mobile Payment Application for the vehicle occupying such space as identified by the vehicle's license plate and the Town Mobile Enforcement System indicates no time remaining.

11) EV Charging Station Parking

- a. EV Charging Parking Spaces are reserved exclusively for EVs that are actively charging.
- b. Non-electric vehicles and EVs not connected to the EV Charging Station are prohibited from parking in these spaces.
- c. Notwithstanding (a) and (b) above, if an EV Charging Station is clearly marked as out of order, the associated parking space shall be treated as a regular Metered Parking Space and standard parking rates and time limits for that Metered Zone shall apply, and electric and non-electric vehicles may park while not connected to the EV Charging Station provided they meet the payment and time limit terms of the Metered Zone.

12) SEASONAL OVERNIGHT PARKING PERMISSIONS

- a. Notwithstanding other sections of this By-law, overnight parking shall be permitted in Town-owned parking lots in accordance with the terms of this section only as authorized in the Town's Parking Policy.
- a. Vehicles parked overnight in these lots must be moved by 7:00 a.m. each day to avoid interference with regular daytime parking operations and maintenance activities.

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

13) OVERNIGHT WINTER PARKING

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

14) EXEMPTIONS

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

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

15) CONTINUATION OF OFFENCE

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

16) LIABILITY OF VEHICLE OWNER

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

17) AUTHORITY TO BE IN CHARGE OF PARKING METERS

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

18) ENFORCEMENT

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

19) PENALTY

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

20) Repeal

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

Date of First Reading:

Date of Advertisement of Notice of Intent to Consider:

Date of Second Reading:

Date of Advertisement of By-law Passage and Approval:

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

Randy Delorey
Chief Administrative Officer

Date

DRAFT

1. Purpose

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

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

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

2. Scope and Authority

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

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

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

3. Policy Statement

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

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

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

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

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

4. Definitions

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

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

5. Service Levels

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

- Street classification
- Emergency routes

- Topography
- Traffic and pedestrian volumes

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

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

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

General SNIC Priorities

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

Key Level of Service (LOS) Points

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

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

6. Service Level Expectations

Minor Storm

Streets

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

Priority 1 – Primary Streets:

- Collector-arterial streets

Priority 2 – Secondary Streets:

- School zones
- Streets with steep inclines

Priority 3 – Residential Streets:

- Residential streets

Sidewalks

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

Priority 1 – Sidewalks:

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

Priority 2 – Sidewalks:

- Local street sidewalks

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

Public Parking Lots and Street Parking

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

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

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

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

Major Storm

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

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

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

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

Snow Removal

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

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

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

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

7. Salt Management

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

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

To achieve this commitment, the Town will:

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

8. References

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

DRAFT

Appendix A – Street Priority

Priority 1 – Primary Streets

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

Priority 2 – Secondary Streets

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

Priority 3 – Residential / Local Streets

All other streets not listed above

Appendix B – Sidewalk Priority

Priority 1 – Primary Sidewalks

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

Priority 2 – Secondary Sidewalks

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

Appendix C – Public Parking Areas

Parking Lots

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

To: Council

Submitted by: Lindsay Basinger, Project Manager

Date: Thursday, November 27, 2025

Subject: FCM Hazard, Risk, and Vulnerability Assessment Funding

Background

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

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

Alignment

The Town of Antigonish has the following interest:

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

Financial Implications

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

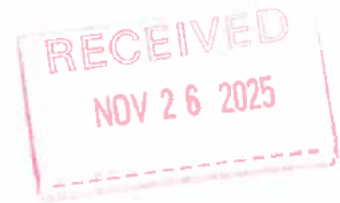
Recommendation

Staff recommend that Council make the draft resolution provided.

Resolution

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

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



October 31, 2025

Dear Friend of the R.K.:

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

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

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

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

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

Yours truly,

R.K. MacDonald Foundation Board Members

Mike MacDonald, President
Marian MacLellan, Secretary
Lynn Durant
Terry Purcell
Paula Avery

Joanne Mac Kenzie Vice President
Chantel Sangster
Sarita Landry
Bill Murphy

Rozalyn Boddy Tobin Treasurer
Joseph Pyke
Sheila Mac Neil
Janet Chisholm

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

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

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



**MAJOR CONTRIBUTIONS
ALREADY MADE TO
THE**

**R. K. MACDONALD
NURSING HOME**

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

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

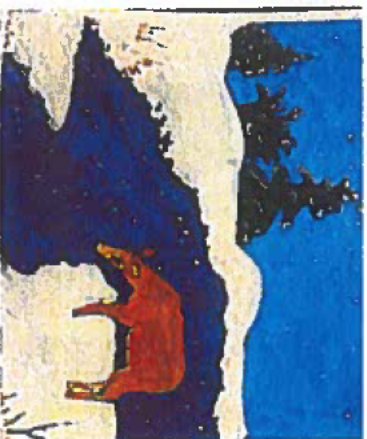
**SHOW THAT YOU
CARE!**

Support the Residents of
the Nursing Home

Be Part of the

2025

**“LIGHTS OF
LOVE”
CAMPAIGN**



R.K. NURSING HOME FOUNDATION
"LIGHTS OF LOVE" CHRISTMAS CAMPAIGN 2025

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

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

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

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

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

\$ _____ **Total Amount Donated**

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

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

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

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

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



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

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

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





KNIGHTS OF COLUMBUS

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

November 26, 2025

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

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

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

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

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

We are seeking donations of;

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

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

For The Children,

Clarence Deyoung
Toy Drive Plus Co-ordinator
Antigonish

Melanie Fougere

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

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

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

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

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

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

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

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

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

Paul Curry, President
Antigonish Chamber of Commerce
[REDACTED]

To: Town Council
CAO, Randy Delorey

Submitted By: Shannon Long, Acting Director of Community Development

Date: Wednesday, December 10, 2025

Subject: Dr. JJ Carroll Grant Recipients 2025

Origin

This memo is to provide an overview of proposed allotments and recommendations for the 2025 Dr. JJ Carroll Grant Funding.

Background

Earlier this year, the Town received correspondence from the Executive Trust for the Dr. JJ Carroll Estate. As outlined in Dr. JJ Carroll's estate, the purpose of the funding is to provide instruction for the young people of Antigonish, minor hockey, swimming, and track and field. If no applications are received from organizations that conduct these activities, funds may be made available to promote the general physical fitness and general well-being of young people in the Town of Antigonish. In this correspondence, it was indicated the estate had \$6,000 in cash funds available for 2025.

The Town opened applications in the Fall and below is a summary of those applications.

Summary of Applications for 2025

StFX Track and Field Club

"The StFX Track and Field Club's goal is to continue to grow participation by offering a wider range of programming, including more for ages and over a wider variety of track and field disciplines. To achieve these objectives, the club must expand its inventory of equipment." The funds would go towards the purchase of six sets of starting blocks and a cart to store/transport them around the track.

Swim Instructor Training for Antigonish Community Swim Program

The Town applies for funds to go towards swimming instructor training. The intent is for funds to be transferred to the Municipality of the County of Antigonish who organizes the community's swim program.

Town of Antigonish Multi-Sport Program

The Town's Multi-Sport Program is for children of the age of five/six to expose them to a variety of sport opportunities available in Antigonish and to give them a positive first sport experience. The program

provides equipment for hockey to eliminate the financial barrier associated with the sport. Over time, some of the equipment goes missing or needs to be replaced. This year, there was a large portion of participants who didn't have access to hockey equipment (53 of 60 participants) and more equipment had to be purchased. The funds would go towards the costs of this equipment.

PHAST Antigonish Swim Team

“This season, we are reintroducing mini-camps, an updated version of a successful program we previously offered called Next Wave. These camps are designed to introduce new athletes to the sport, develop essential skills, and create a welcoming entry point into competitive swimming, while also providing additional training opportunities for our current members.” The funds would be used for pool rentals, coaching, and swim caps for camp attendees.

Town Residents

Attached to this memo is the current Town of Antigonish D.r JJ Carroll Awards Program Policy. It is noted in the policy, as part of the application, applicants must submit a list of those who are registered participants in the program. The breakdown of Town residents is provided below.

| Group | Total # of Participants | # of Town Residents |
|--|------------------------------|---------------------|
| StFX Track and Field Club | 2024 – 115 | Approx. 31 |
| Swim Instructor Training <i>*Town forwards funding to the County to assist in cost of instructor training to run Antigonish Community Swim Programming.</i> | Unknown (not a Town program) | Unknown |
| Town of Antigonish Multi-Sport Program | 2025/2026 - 60 | 14 |
| PHAST Antigonish Swim Team | 2025 – 20 | 2 |

Recommendation

Based on the parameters of what was been awarded in past years, and as outlined in the JJ Carroll estate and the applications received, the following are the recommended allotments for 2025:

| Group | Request | Recommendation |
|--|----------------|-----------------------|
| StFX Track and Field Club | \$3,000 | \$3,000 |
| Swim Instructor Training <i>*Town forwards funding to the County to assist in cost of instructor training to run Antigonish Community Swim Programming.</i> | \$1,000 | \$1,000 |
| Town of Antigonish Multi-Sport Program | \$1,000 | \$1,000 |
| PHAST Antigonish Swim Team | \$1,000 | \$1,000 |

This recommendation was supported by the Recreation Committee who met on Tuesday, December 9, 2025.

Motion:

Town Council approves the 2025 proposed allotment of the \$6,000 JJ Carroll Grant go to the StFX Track and Field Club (\$3,000), Antigonish Community Swim Program (\$1,000), the Town’s Multi-Sport Program (\$1,000), and the PHAST Antigonish Swim Team (\$1,000).



Town of Antigonish

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



Subject Dr. J. J. Carroll Awards Program

Preamble The Town of Antigonish Recreation Committee in conjunction with the Town of Antigonish hereby adopts the following guidelines for making recommendations on the use and disbursement of monies through the Dr. J.J. Carroll Youth Trust.

Rationale (1) Establishment of guidelines will assist all concerned in clarifying who/what is eligible for award(s) and under what conditions.

(2) It will assist organizations in their planning.

(3) It will clarify for Canada Trust and the Town of Antigonish the projected method of allocation of funds.

General Statement It is recognized that the terms of the bequest specifically refer to three (3) areas of athletic participation namely, hockey, swimming and track and field. Also, it is known that all of those organizations now involved in promoting these sports differ rather dramatically in their organization, philosophy and program design.

Principles of Funding The following statements address those questions and concerns that should be noted in evaluating any request for funding through this program:

- A) What are the number of town residents involved?
- B) What are the number of instructional hours being given?
- C) Is the organization promoting the sport or activity?
- D) Is the organization maintaining an adequate level of competency in providing instruction , i.e., coaches, trainers, etc.?





Town of Antigonish

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E) There must be a demonstrated need for funding assistance both in terms of (1) annual budget and (2) accumulated assets.

Funding Formula

A) Having considered all of the foregoing the Recreation Committee shall make recommendations on awards to those groups that provide instruction to youth in the following areas:

1. Hockey
2. Swimming
3. Track and Field

B) A second level of funding may be made available on the basis \$10.00 (ten dollars) per registered member from the town who takes instruction.

C) A third level of funding is available for upgrading coaching, officials and administrators. Up to 100% of these costs may be acceptable.

E) Applications received after the advertised date will not be considered.

F) Notwithstanding any of the above, the Recreation Committee and the Town Council for the Town of Antigonish may dismiss any or all of the above guidelines in order that awards are given to individuals, groups and organizations in a more fair and equitable manner in keeping with the overall terms of the Dr. Carroll Youth Trust.





Town of Antigonish

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Town of Antigonish - J.J. Carroll Award

The Last Will and Testament of J.J. Carroll provided that funds would be made available for the following purposes:

- (1) For the purpose of providing instruction for juniors (young people) in the Town of Antigonish in the areas of minor hockey instruction, swimming instruction and track and field instruction. In the event that the income from the estate allocated for this purpose cannot be used, then the funds may be made available to promote the physical fitness and general good health of young people in the Town of Antigonish.
- (2) The Town has constituted the J.J. Carroll Awards Committee that will make recommendations to the Town Council of the Town of Antigonish respecting the granting of Awards.
- (3) Awards will be granted to persons or organizations that are eligible under the terms of the Last Will and Testament. It is suggested that applicants show that the award will be used to foster innovative programs in the area of minor hockey instruction, swimming instruction and track and field instruction. It is not the intent that the award would be used to pay existing operating expenses of the applicant. The receipt of an award in one year does not guarantee that an award will be provided in succeeding years. The amount of funding available may vary from year to year.
- (4) In order to be eligible for consideration, each applicant shall file an application with the Town Clerk and Treasurer of the Town of Antigonish setting forth the following:
 - (a) Name of person or organization, mailing address and phone numbers of current executive;
 - (b) Constitution and bylaws, if applicable, of the applicant together with some general statement as to the purposes of the organization. This is only necessary if this information is not already on file at the Town Office.





Town of Antigonish

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



2

- (c) Copies of financial statements for the three years previous to the date of application. In the case of organizations that received funding last year through the J.J. Carroll Awards Program, it will only be necessary to provide a financial statement for last year. Included in this statement there should be a breakdown of how the Carroll Award monies were spent.
- (d) A written proposal as to the manner in which the funds will be used by the applicant.
- (e) Agreement by the applicant that such financial information and receipts as to the use of the funds received, as may be required by the Town of Antigonish, will be provided to the town.
- (f) A detailed listing, including names and addresses, of all registrants must be provided. If current year is not available, application must include last year's registration.





Town of Antigonish

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



INFORMATION PAGE

NAME OF ORGANIZATION:

CONTACT PERSON:

MAILING ADDRESS:

TELEPHONE:

Home: _____ Work: _____

DATE:

Purpose of Request:

Total monies requested from Dr. Carroll Estate \$ _____

President:

Treasurer:

Signature: _____ Signature: _____

Mailing Address: _____ Mailing Address: _____

Telephone: _____ Telephone: _____





DR. JOHN HUGH GILLIS REGIONAL HIGH SCHOOL

105 BRAEMORE AVENUE
ANTIGONISH, NOVA SCOTIA
B2G 1L3

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

Cory Austen, Principal

Suzanne Delaney, Vice Principal

Nathan Cormier, Vice Principal

Allan Briggs, Guidance

Ann MacFarlane, Guidance

November 18, 2025

Dear Councillor Pat McKenna,

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

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

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

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

With gratitude,

Andrea MacIsaac

Youth Health Centre Coordinator

Dr. John Hugh Gillis High School



Santa for Seniors

Santa.for.SeniorsNS@gmail.com

December 1, 2025

Mayor and Members of Council

Town of Antigonish

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

Dear Mayor Cameron and Members of Council,

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

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

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

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

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

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

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

Warmest Christmas wishes,

Shannon Fear

Hello,

To whom it may concern,

Our names are Tyrell Byard and Alicia Clyde, and we are proud members from Sunnyville, a small African Nova Scotian community. We are helping to lead a meaningful community initiative — a cultural heritage trip to Ghana, Africa, planned for March 2026.

Our group consists of twelve community members that will embark on a week-long journey that includes guided tours each day to explore Ghana’s rich history, culture, and heritage. The group is made up of participants of diverse ages and backgrounds, all united by a shared commitment to learning, cultural exchange, and connecting with our African roots.

We are currently seeking donations or contributions to help offset the cost of travel and accommodations. We are also gratefully accepting items for a raffle basket that will be featured in a Christmas fundraiser to support this project. Any contribution(s) — big or small — will make a meaningful impact and help make this once-in-a-lifetime experience possible.

Your generosity will not only support this journey of cultural reconnection but also help strengthen community pride, identity, and shared learning.

Thank you sincerely for your time, consideration, and support. We would be honoured to partner with you in bringing this important community project to life.

Warm regards,

Tyrell Byard, LPN

[Redacted signature]

Alicia Clyde, Student

[Redacted signature]



Raising the Villages Cooperative Ltd

Mawiomi W'Jit Mijuwajik*

***translates to 'gathering for our children' in Mi'kmaq**

From: Raising the Villages Cooperative Ltd.

Re: Requesting support for the Regional Well-Being Conference

Attention: CAO Randy Delorey at the Town of Antigonish

December 2025

Dear CAO Randy Delorey,

We very much appreciate your time to review our letter requesting a financial contribution of \$1,000 from the Town of Antigonish to support the Regional Well-Being Conference.

Raising the Villages' Vision

A healthy and prosperous NS where welcoming, caring, and interconnected communities foster a sense of belonging and collective lifelong mental/physical well-being.

Raising the Villages' Mission

Our mission is to unite sectors and partners to share, learn, understand, and plan community-driven solutions using a whole-of-community approach to the social determinants of health and well-being. We champion and support intergenerational, welcoming hubs that foster social connection, coordinate services, and deliver responsive programs, while advancing strategies that strengthen housing, food security, and basic income.

We were established as a largely municipally supported initiative in 2017 and transitioned to become a non-profit in our own right in 2021. Initially, we concentrated our work on rural Cape Breton but have since broadened our focus to include all of Eastern NS.

Regional Well-Being Conference

(March, 26th 2026 at the Wagmatcook Culture & Heritage Centre)

By weaving together, the strengths of local communities, Indigenous teachings, cultural traditions, and evidence-based practice, Raising the Villages works to restore and sustain the connections that build a healthier, more equitable, and more resilient Nova Scotia—from infants to elders.

We are requesting a **\$1,000 contribution** from each municipality across our Eastern Nova Scotia focus area—including all of Cape Breton Island, the Municipality of the District of Guysborough, the Municipality of the County of Antigonish, and the Town of Antigonish. This support will contribute to both the advance planning required for the conference and the delivery of the event itself.

Equally important, we are inviting staff and elected officials from municipalities to join us for a day of sharing and learning. In this spirit, please find a link to the spring gathering's recently created

Eventbrite page here: <https://www.eventbrite.ca/e/regional-well-being-conference-tickets-1977136632892?aff=oddtcreator> with an opportunity to register early (the Eventbrite page has not been distributed to our mailing list yet). Thank you. Invitations will also be extended to provincial and federal representatives.

This spring gathering will serve as a regional opportunity to share, learn, and strengthen how we approach upstream health equity and community well-being. The conference will explore how communities and municipalities can build on “what’s working”, while championing for what more is needed to expand integrated, intergenerational “one-stop” community hubs that support well-being across the lifespan.

Conference Planning Status

Planning is well underway with community partners. A planning session is taking place this month with representatives from Nova Scotia Health’s Mental Health and Addictions team, the Atlantic Summer Institute for Healthy and Safe Communities (ASI), and other regional collaborators.

Further details and the most recent “save the date” communication are available here: <https://mailchi.mp/d34f36568b0f/update-timing-for-the-regional-well-being-conference-14065913>

The conference will also mark the launch of the **Regional Well-Being Coalition**.

In closing

Support from the Town of Antigonish in the 2025/26 fiscal year, would support a regional approach to rural health and well-being in Eastern NS as well as a ‘whole of community approach’ to the planning and development of more responsive models for inclusion and accessibility of services, programs, and social connectivity.

The Town of Antigonish’s support for the planning and organization needed for this gathering would endorse a regional approach to the health and well-being of everyone from our infants to our elders.

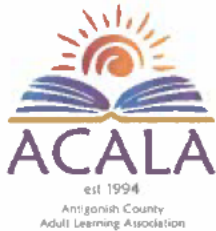
Thank you for your time and consideration.

Questions? Please contact raisingthevillages@gmail.com or call [REDACTED]

Yours Sincerely,

Jim Mustard – Founder/Board Chair and Project Coordinator

Amanda Knight – Communications and Network Development Coordinator



Dear Representatives of Antigonish Town, Municipality, and Nova Scotia Provincial Representatives,

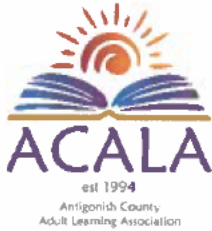
I am writing on behalf of the Antigonish County Adult Learning Association (ACALA) to express our strong support for the People's Place Library in Antigonish and for robust, sustainable funding for all public libraries across Nova Scotia. As an organization dedicated to adult education, lifelong literacy, and equitable access to learning, we see every day how essential our public library is to the health, well-being, and educational success of the community. We urge the Nova Scotia government to adopt a sustainable funding formula that adequately supports library staffing, programming, and operational hours so that libraries can continue meeting the evolving needs of Nova Scotians.

Libraries are vibrant, indispensable learning hubs. In Antigonish, the library's extensive collection of hardcopies, digital, audio, and video resources supports learners of all ages, including the adult learners we serve through ACALA. For many adults returning to learning, the library provides their primary access to reading materials, digital tools, and quiet study spaces. Through in-person and online services, as well as borrow-by-mail options, adult learners can access materials that support literacy development, GED preparation, digital skills training, English language learning, and employment readiness.

The library also provides essential digital access. Many adult learners, particularly those living in rural areas, depend on the library as their only reliable connection to the internet and technology. This access is critical for completing online courses, accessing government services, applying for jobs, participating in virtual programs, and building digital confidence. Without library support, many of our learners would be left behind in an increasingly digital world.

In addition, the library is a welcoming and supportive environment for community members facing housing insecurity, food insecurity, or social isolation. The community fridge, staff assistance with digital forms, help navigating government services, and a safe, warm space to study or connect all directly support adult learners who may be experiencing complex challenges. These supports contribute directly to improved literacy, economic participation, and personal well-being.

The People's Place Library is also a vital partner for ACALA and many other community organizations. Accessible meeting space at the library allows us to offer programming such as literacy tutoring, digital literacy sessions, family learning activities, and learner support groups at no cost to participants. The library's partnerships enable programs in health, mental wellness, children's literacy, income tax assistance, and more. All of these services strengthen community support for adults seeking to build skills, confidence, and stability. The educational and social value of this partnership is significant and irreplaceable.



Antigonish County Adult Learning Association
220 Main Street, Suite 105 Antigonish, Nova Scotia B2G 2C2
283 Main Street, Antigonish, Nova Scotia B2G 2C3
(902) 863-3060 acalalearn@acala.live

Libraries across the province were asked to provide recommendations for sustainable funding yet those recommendations were not implemented. This has resulted in municipalities, including the Town and County of Antigonish, using local resources to temporarily fill a gap created by the provincial government. Library staff are highly trained professionals who are being asked to take on increasing responsibilities, often in complex areas such as digital navigation, social support, and community programming. However, funding for salaries and operations has not kept pace with these growing demands.

On behalf of ACALA and the adult learners we support, we respectfully ask the government of Nova Scotia to reconsider its response. We urge you to stabilize library funding through immediate bridge funding and to adopt a sustainable funding formula that accounts for inflation, reflects the true scope of services libraries provide, and eases the financial pressure currently placed on municipalities.

Libraries are foundational to lifelong learning, community resilience, and economic participation. They are essential partners in adult education, digital inclusion, and literacy development. Please ensure they have the resources they need to continue this vital work.

Sincerely,

Jack Beaton, Board Chair

On behalf of the Antigonish County Adult Learning Association (ACALA) board of directors

Shayla MacDonald,
Executive Director, ACALA

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 2025-12-11
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 Finance Committee
- 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 – regularly scheduled and additional to prepare for Electric utility's flow through rate submission and general rate application (GRA)
- HAF new water source initiative – two wells drilled waiting on test results report.
- STRAIT-IT Board Meeting
- Presented on panel, representing the Antigonish Electric Utility and Maritime Municipal Electric Utility Alliance, at the New England Canadian Business Council Executive Energy Conference – included networking opportunities with the Premier/Minister of Energy, senior ACOA representatives and others.
- Received report from StFX students in Cyber Security Course outlining potential Cyber Security risks and response strategies.
- Engaged in infrastructure meetings with staff, partners, councillors, and the public to address communications, waittimes / delays, etc...
- Attended Maritime Municipal Electric Utility meeting in Saint John
- Working on assessment of financial system replacement (ERP)– must be replaced by 2029
- Meeting with local ACOA representative to discuss Town priorities and potential funding opportunities
- Meeting with Hospital Foundation representatives to discuss strategic plan review.
- Regular meeting with CAO for the County of Antigonish
- Helping Healthcare Antigonish quarterly meeting
- Reviewed Town Hall communication points for phone tree and website – more work needed.
- Posted RFP for Town Hall accessibility design to be completed by end of fiscal year.
- Reviews of various policies and reports prepared by staff
- Special Council meeting
- Worked with the senior team to prepare for Emergency Council meeting

Marketing & Communications Update:

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| Projects |
| Title: Net Zero Engagement Strategies |
| Status Update: <ul style="list-style-type: none"> - Brand audit still underway |
| Next Step: On-going |
| Title: Website Updates |
| Status Update: <ul style="list-style-type: none"> - Live streamed Council meetings uploaded, minutes, and agenda package - Added Committee and Council Meetings to Town Calendar - 'Holiday Events' page - Christmas on Main added - Extensive Public Notices for ongoing construction & misc. Construction/repairs - Weekly updates (& when required) to 'Project Updates' section under West / James St & Bay St project. Extensive project updates added along with weekly construction schedule - Winter Moving & Mingling Session Registration Details Page added - Capital Projects FAQ Page added - Salt Hauling Tender News Release - Provincial Recycling Changes News Release - Waste Management Page Updated - Delightful December New Release - Communications / Contact tree updated (all departments) – refined navigation, contact information, streamlining contact inquiries |
| Next Step: on-going |
| Title: Events |
| Status Update: <ul style="list-style-type: none"> - Attended the Naomi Society Flag Raising to mark the beginning of the 16 Days of Activism to End Gender-Based Violence - Sat on the planning committee for the Santa Claus Christmas Parade, aided in the execution of the event with float judging, traffic control, and photography - Sat on the planning committee for Christmas on Main event – coordinated with various parties to bring the event together – canceled (communications and coordination of all participants and involved parties) |
| Next Step: on-going |
| Title: Public Notices |
| Status Update: <ul style="list-style-type: none"> - Bay Street - James / West St - Town Hall voicemail down - Hydrant Flushing - Asphalt Patching - Water Meter Repairs |

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| <ul style="list-style-type: none"> - Water Discolouration - Water & Sewage Work - Winter Parking Ban – enforcement |
| Next Step: On-going |
| Title: Advertising and Sponsorship requests |
| Status Update: <ul style="list-style-type: none"> - Capital Project FAQ (paid ad) - Purple Ribbon Newspaper Campaign ad - ACOC – Shop Local Campaign - Miracle on 34th Street Program Sponsorship - New Years Newspaper Campaign - Dr. J.H.G. Basketball Tournament Sponsorship - Dr. J.H.G. Hockey Tournament Sponsorship |
| Next Step: n/a |
| Title: Speaking Remarks and Letters |
| <ul style="list-style-type: none"> • Shop Local Radio Ad – Script • Long Awards Certificates – Bill L., Kyle M. |
| Next Step: on-going |
| Title: Social Media Updates |
| Status Update: <ul style="list-style-type: none"> • Public Notices • Circular Materials Awareness Campaign • Community Postings • Lisa Delorey Family Photos posts • Christmas on Main Campaign • Santa Claus Christmas Campaign • Capital Project Update & Schedule • Delightful December Reminders • Bruce MacKinnon Convocation post • Convocation congratulatory post • X-Ring congratulatory post • Capital Projects FAQ post • Chamber of Commerce Re-posting campaign • Overnight Winter Parking ban reminders • Machine Operator Labourer Hiring post • Naomi Society Flag Raising Post • Santa Claus Christmas Parade Highlight posts • Christmas events postponement & cancellation posts |
| Title: Housing Accelerator Fund Communications Strategy |
| Status Update: <ul style="list-style-type: none"> • News Release Prepared – HAF Town Services & Affordable Housing Grant |

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| <ul style="list-style-type: none"> • Social Carousel / Campaign Prepared - HAF Town Services & Affordable Housing Grant • Social Campaigns for Town & County Prepared |
| Next Step: on-going |
| Title: Marketing Levy |
| Status Update: <ul style="list-style-type: none"> - Ongoing Tracking down payments and remittances – supported by Corporate Services Accounts Receivable - Monthly Collection Emails continue to roll out for remittance |
| Next Step: On-going |
| Title: Holiday Events |
| Status Update: <ul style="list-style-type: none"> - Coordination of installation of all Town Holiday Décor - Santa Claus Parade – planning, postponement & execution - Christmas on Main – planning & cancellation |
| Next Step: On-going |

Subject: Staff Report
To: Antigonish Town Council
Date Prepared: Dec 9th, 2025
Prepared by: Kyle Meisner, P. Eng., Director of Infrastructure and Engineering

Department of Infrastructure and Engineering

Projects/Tender Update:

| Projects |
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| Title: Bay St Municipal Servicing Upgrades Capital Project |
| Status Update: Water, sewer, and storm work up to the railway area largely completed. Jack-and-bore work underway beneath railway tracks for new pipe crossings Sidewalk and curb have been removed to prepare for raising, rebuilding, and paving the road. |
| Next Steps: Install asphalt by end of December |
| Title: West / James St Capital Project |
| Status Update: New curbs, catchbasins and storm lines have been installed, and sidewalk work is in progress. Road milling has been done in preparation for paving. Sewer lining work is now underway |
| Next Steps: Install asphalt by end of December |
| Title: Intermunicipal Agreement (Sewer Flow Study) |
| Status Update: Flow meters installed in Town/County connection points, GIS pickup complete for fall |
| Next Step: Monitor flows in preparation for interim reporting |
| Title: STP Screening / Headworks |
| Status Update: Equipment Tender awarded Oct 10th to Veolia, geotechnical report received |
| Next Steps: Finalize building design, tender civil works in January |
| Title: Security Fencing RFP – PW and Columbus Field |
| Status Update: Work now underway |
| Next Steps: Complete tendered work |
| Title: Hwy4 AT/Roundabout Project |
| Status Update: New main energized and in operation |
| Next Step: No further Town requirements |
| 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 undertaken at 2 sites, both productive |
| Next Steps: Site cleanup, hydrogeologist report on lab and test results, design screens for final wells |
| Title: STP Aeration Equipment RFP |
| Status Update: Aeration equipment installed |
| Next Steps: Install new front end blower hookup |
| Title: Asphalt Patching Tender |
| Status Update: Project Completed by Dexter with 151 Tonnes of asphalt placed on Main and Hawthorne. |
| Next Steps: Release holdback |
| Title: Water Materials / Insertion Valve Procurement RFPs |
| Status Update: Insertion valve installed on Hawthorne St |
| Next Steps: Evaluate Water Materials RFP submissions and award contract. |

Electric Utility (EU):

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| 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 – Closed Oct 28 th , expected Jan start Tenders for control building, cabinets, battery backup – assessing Distribution Transformer changeouts nearing term completion 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, #4, #5 and associated breakers |
| Next Step: Adjust breakers with design engineers, replace if necessary |
| Title: EU Rubber Gloving Code of Practice |
| Status Update: TOA sent responses to preliminary questions, awaiting further inquiries or approval. |
| 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: Hold poles for Bay St watermain work, turn off / on traffic lights Repair hooked / broken wires – Cloverville Rd, Braemore Ave Install new exit feeders at new substation (Post Rd) New poles and hook-ups at East Main, College St, Church St Install Christmas tree in Chisholm Park, wreaths on Town Hall Tree cutting / trimming – Bay St, other various areas |

Treatment Facilities:

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| Brierly Brook Water Treatment Plant |
| Title: Settling Pond Desludging |
| Status Update: Drying Bed 2 full. Pumping sludge from Pond 2 into Drying Bed 3. |
| Next Steps: Continue sludge removal from Pond 2 into Drying Bed 3 as long as weather allows. |
| Title: Saturator Cleaning |
| Status Update: Scheduled for the week of December 15 th . |
| Next Steps: Go through planning with new employees and purchase any supplies needed. |
| Title: DAF Cleaning |
| Status Update: Scheduled for the week of December 15 th . |
| Next Steps: Go through planning with new employees and check on availability of firetruck. |
| Title: Replacement of Discharge Pumps |
| Status Update: Sourcing suppliers for replacement pumps and materials. |
| Next Steps: Pricing. |
| Title: Source Water Review |
| Status Update: Drilling of test well in progress. |
| Next Steps: Evaluate viability of locations. |
| Title: WTP Tour to local students |
| Status Update: Tour given Nov 27 th to local highschool class |
| Next Steps: Evaluate viability of locations. |

| Antigonish Sewage Treatment Plant | |
|---|--|
| Title: Lagoon Aeration Upgrades | |
| Status Update: Nexom aerators installed on lines 1 and 2. Inspection and training complete. | |
| Next Steps: Evaluate efficiency of new aerators. | |
| Title: Lagoon Aeration Work | |
| Status Update: Completing necessary work on lines 12 & 13 before the snow makes raft work unsafe. | |
| Next Steps: Scheduled boom truck to move raft. Will complete work when wind allows. | |
| Title: Blower maintenance | |
| Status Update: Ordered air filters and oil for blower maintenance. Oil arrived. | |
| 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: Scheduled for down time in January. | |
| Next Step: Cleaning Filter 1. | |
| 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. | |
| Brierly Brook Water Treatment Plant | |
| Title: Settling Pond Desludging | |
| Status Update: Drying Bed 2 full. Pumping sludge from Pond 2 into Drying Bed 3. | |

Public Works (PW):

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| Item: Staffing – Vacancies |
| Status: One position remains unfilled; 1 employee was onboarded in November. Another employee is off on medical leave. |
| Next steps: Evaluate needs for winter operations. |
| Item: Transmission Main – Gravel Pit Road |
| Status: Full reinstallation completed at water break of 20in AC pipe. |
| Next Steps: No further action required. |
| Item: Service Installations (56 Highland Rd & 127 College St) |
| Status: New water, sewer, and storm services installed at 56 Highland. New water, and sewer, services installed at 127 College. |
| Next Steps: Storm service outstanding at 127 College. |
| Item: Storm Infrastructure – 80 Brookland Street |
| Status: Storm tie-in completed. |
| Next Steps: No further action required. |
| Item: Site Preparation – Fence Installations |
| Status: Prep work completed for Columbus Field and Public Works Yard. |
| Next Steps: Install fencing at both locations- scheduled for Dec 8 |

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| <p>Item: Water Break Response – Shamrock Acres</p> <p>Status: Water break repaired.</p> <p>Next Steps: Work remains on the private infrastructure. Property manager has been provided a copy of the MSP application.</p> |
| <p>Item: Sidewalk – Greening Drive</p> <p>Status: Work continues pouring curb and sidewalk. The main section of the street is expected to be completed by Christmas. The end sections will be completed in the Spring.</p> <p>Next steps: Oversee project progress and address issues as needed.</p> |
| <p>Item: Upcoming Project – Sewage Flow Study</p> <p>Status: 8 monitoring stations were installed in connection points with the county. Assessments were completed in ~60% of manholes with the remaining to be completed in December</p> <p>Next steps: Complete manhole assessments in December. Remove and reinstall 3 monitoring stations after cleaning in areas experiencing sediment build up.</p> |
| <p>Item: Valve Installation – Hawthorne Street</p> <p>Status: Installed 12-inch Mueller Permaseal valve. Hydreau Flo personnel onsite to complete installation of valve with no disruption of water distribution to residents.</p> <p>Next Steps: No further action required.</p> |
| <p>Item: Winter Operations Preparation</p> <p>Status: Equipment and gear fully prepped for winter operations.</p> <p>Next Steps: Begin seasonal operations as required.</p> |
| <p>Item: Snow and Ice Control Policy</p> <p>Status: New policy developed. Final copy to be brought to Committee of the Whole.</p> <p>Next Steps: Implement policy and communicate updates to staff.</p> |
| <p>Item: Hydrant Flushing</p> <p>Status: Scheduled for Dec 8. Communications have gone out to private hydrant owners.</p> <p>Next Steps: Complete flushing program.</p> |
| <p>Item: Fence Installation & Gate Flip</p> <p>Status: Prep work ongoing to clear debris, trees and stored items. Gate to be adjusted to open to the right.</p> <p>Next Steps: Gate adjustment scheduled for Dec 1. Install fencing at Columbus Field and Public Works Yard Dec 8.</p> |
| <p>Item: Sewer Cleaning</p> <p>Status: Scheduled for Dec 1 in various locations around town.</p> <p>Next Steps: Arrange for traffic control and determine logistics to complete job.</p> |

Waste Management:

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| Projects |
| Title: Circular Update |
| Status Update: Turned 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 November, 2025 |
| Status Update: RWC (October) 649.95 T |

Traffic Authority:

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| 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: No further changes at this time |
| 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: December 10, 2025
Prepared by: Shannon Long, Acting Director of Community Development

Community Development

Division Updates:

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| <p>By-Law</p> |
| <p>Parking Tickets: By-Law and StFX continue to use paper tickets for parking violations. The new printers have arrived to replace the old ones that had poor connectivity and firmware was out of date. Staff are working with Breken, the online system used to issue tickets, to get these printers set-up and paired with phones. All the paper tickets that have been issued have been added to Breken, and online payments are once again being accepted. Staff in Corporate Services have been trained in Breken to reconcile tickets paid online, or to park tickets as paid when someone comes to the front counter. In the new year, there will be effort made to start tracking down outstanding payments for parking tickets.</p> <p>Winter Parking Enforcement: The Overnight Winter Parking Ban was enforced on December 10 with a focus on the downtown core as Public Works was clearing snow. Seven parking violations were issued and two vehicles were towed.</p> |
| <p>Parks & Recreation</p> |
| <p>Multi-Sport: Participants are now in track and field after finishing hockey.</p> <p>Moving & Mingling: Registration for the winter term opened on December 10. The winter session starts in January and will run for eight weeks.</p> <p>Canada Summer Jobs Grant: Recreation has received funding for three summer camp positions in the past through the Canada Summer Jobs Grant. The Manager has been working with Public Works on submitting an application for these positions and as well as the Public Works Summer Student positions. The application is due December 11, 2025.</p> <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 were received and staff are working with selected contractors/vendors to get the sea can in place.</p> <p>Shed Demolition: A Request for Quotations for the demolition of the white shed by the dog park was released and has since closed. A submission was chosen and staff is coordinating with the contractor and the Highland Society to have the shed emptied.</p> <p>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 was issued. Eight submissions came in and after an evaluation, a proposal was submitted and should be awarded this week.</p> |

Dr JJ Carroll Awards: Applications have been submitted and the Recreation Committee has recommended the applications be submitted by Town council.

Department Updates:

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| Tourism |
| The Antigonish Tourism Association has hired Lynne Delorey as the Tourism Director. Corporate Services put a big push on this Fall to track late payments for the Marketing Levy. The Town remits this money to the Antigonish Tourism Association quarterly and this quarter, the remittance is \$86,555.02. On November 20, the Acting Director attended a tourism workshop hosted by NS Tourism reviewing the agency's new strategic plans. |
| 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. The jury has met but a final selection hasn't been made. |
| Good Neighbour Working Group |
| A report from the St. Patrick's Day subcommittee has been drafted and was presented to Town/County/StFX leadership on December 10. The report will go to the next Police and License Committee meeting scheduled for January 15, 2026. |
| Canada Day 2026 |
| The funding application for Canada Day celebrations in 2026 has been submitted. |
| African Heritage Month |
| The funding application for 2026 African Heritage Month has been released. The committee is scheduled to meet next week to discuss plans so that the application can be submitted. |

2025/2026 Project Updates:

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| Town Hall Lighting |
| Complete. |
| Accessible Pathways –Phase Two (2025) |
| Dexter is hopeful to pave the pathway and viewing pad next week. |
| Fence at Columbus Field |
| Work should begin on the fence in the next week or two. |
| Active Transportation Trail |
| Staff have met with WSP to lay out plans for the next two phases. The intent is to have tender packages ready by the end of January. Staff have also reached out to three property owners for easements for Project B and C. |
| 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. A contractor was selected and the front planter box where the parking kiosk will be located was added to the project. Staff are working with the contractor to develop a traffic control plan and determine if the work could be done on a Sunday to not cause any more disruption to downtown businesses. |

Housing Accelerator Fund Updates:

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| High-Density Zones |
| The amendments to the Land-Use By-Laws were presented to council at the Committee of the Whole on December 2. They are included in this council package for first reading. The deadline for this initiative is January 30, 2026. |
| Modernization of the Permitting Process |
| The portal had a soft launch in early December. |
| Source Water Protection |
| Two test wells were drilled, and water samples have been sent for testing. It is expected that results from these samples will be back in early to mid January. |

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: December 10, 2025
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

Over the past month, the Corporate Services Department has continued to advance a number of important organizational priorities while maintaining core administrative responsibilities.

A significant portion of the Director’s time has been dedicated to human resource matters, including investigating matters and the interview processes for the By-Law Enforcement Officer position. After an initial unsuccessful recruitment round, the position was reposted, and a new set of interviews was completed. An offer has been extended, and the Town is awaiting a response. As the contract with the external HR consultants concludes at year-end, Corporate Services is preparing to transition additional recruitment and HR administration responsibilities back in-house to ensure continuity.

The Director continues to meet weekly with AREA staff, providing support in SAGE bookkeeping, financial processes, and preparation for AREA Board reporting. The Director is also working closely with auditors, contributing to required documentation and ensuring accuracy in financial and inter-entity reporting obligations. While HR matters have required priority attention, Corporate Services remains engaged in AREA-related responsibilities as workload permits.

The Request for Proposal for the Water Utility Rate Study remains active and is proceeding as required in advance of the Town’s General Rate Application to the Nova Scotia Utility and Review Board. Corporate Services will continue to monitor submissions and respond to any inquiries to support an efficient and transparent process.

The Town has entered its seasonal winter moratorium on residential electric disconnections due to non-payment. This moratorium is weather-dependent, with disconnections resuming in the spring when conditions allow.

Due to staffing shortages within the By-Law Office, Corporate Services administrative staff have provided temporary support, including manual data entry for paper parking tickets. This assistance will continue until the transition to the electronic ticketing system is complete.

Following the signing of the Public Works Collective Bargaining Agreement, Corporate Services processed all associated retroactive payments and implemented the required payroll and administrative changes. As with any new agreement, the transition has required adjustments, which staff have managed efficiently and professionally.

Department Update:

| Projects |
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| 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 |

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| 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: Shared Services |
| Corporate Services presented to both the Town of Antigonish and Municipality of the County of Antigonish (Joint Council) a summary of shared services and financial contributions between the two organizations. This review included department collaborations, shared personnel positions, formal and informal shared service agreements as well, it was requested that various census and demographic data for Town and County be presented. |
| 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 – (internal) ○ By-law Enforcement Officer <ul style="list-style-type: none"> ▪ After a failed search in November, another round of interviews has been completed with an offer being made. |
| 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 December 10, 2025):

Committed: \$182,526.99

Budget: \$200,000.00

Remaining: \$ 17,473.01

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 |

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|---------------------------------------|----------------------------|------------|
| 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 POVERTY REDUCTION | Ant Comm Fridge-Donation | \$2,000.00 |
| EASTERN NOVA SCOTIA EXHIBITION | ENSE-Donation | \$4,800.00 |
| MACKENZIE CALDER | C MacKenzie-X Country | \$200.00 |
| ANTIGONISH EMERGENCY FUEL FUND | Emer Fuel Fund | \$3,000.00 |
| ANTIGONISH FOOD BANK | Ant Food Bank | \$3,000.00 |
| ANTIGONISH JAZZ FEST | Ant Jazz Fes | \$500.00 |
| ST FX STUDENTS UNION | Global Med Brigades | \$600.00 |

Council Report
General Fund
For the Eight Months Ending 11/30/2025

| | 2025 | 2025 | 2024 | 2024 |
|---|----------------------|----------------------|----------------------|----------------------|
| | <i>Budget</i> | <i>Actual</i> | <i>Budget</i> | <i>Actual</i> |
| Revenue | | | | |
| Taxes | 9,267,538 | 9,126,863 | 7,931,983 | 7,884,885 |
| Grants in Lieu of Taxes | 1,338,568 | 67,233 | 1,206,255 | 65,296 |
| Sale of Services | 1,380,492 | 791,585 | 1,058,889 | 542,820 |
| Services provided to other governments | 1,138,847 | 128,997 | 397,903 | 91,099 |
| Other revenue from own sources | 269,489 | 249,441 | 137,095 | 370,604 |
| Unconditional Transfers from other govern | 691,194 | 178,433 | 204,039 | 172,126 |
| Other Transfers | 2,448,460 | | 2,125,770 | |
| | 16,534,588 | 10,542,552 | 13,061,933 | 9,126,829 |
| Expenditure | | | | |
| Mayor and Council | 462,926 | 353,913 | 460,844 | 330,471 |
| Corporate Services and Office of the CAO | 1,075,437 | 431,974 | 1,148,128 | 787,173 |
| Capital | 4,593,832 | 369,684 | 2,513,576 | |
| Engineering and Public Works | 1,634,446 | 921,812 | 1,462,376 | 952,304 |
| Environmental Health Services | 1,509,984 | 984,981 | 1,353,886 | 926,799 |
| Community Development Administration | 266,752 | 203,810 | 264,361 | 204,356 |
| Partnerships & Initiatives | 899,713 | 363,241 | 499,701 | 636,746 |
| Protective Services | 3,302,009 | 1,867,980 | 2,960,477 | 1,915,638 |
| Recreation and Cultural Services | 682,596 | 449,069 | 706,221 | 512,381 |
| Provincial Responsibilities | 1,806,818 | 1,207,780 | 1,692,329 | 1,131,453 |
| Restructured Account | 299,636 | 178,970 | | |
| | 16,534,149 | 7,333,213 | 13,061,899 | 7,397,321 |
| Excess(deficiency) of revenue over expend | 439 | 3,209,339 | 34 | 1,729,508 |