

MEETING: Regular Town Council Meeting
DATE: April 21, 2026
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 – March 17, 2026
 - 4.2 Minutes of the Special Council Meeting – April 8, 2026
 - 4.3 Minutes of the Special Council Meeting – April 13, 2026
 - 4.4 Minutes of the Special Council Meeting – April 14, 2026
 - 4.5 Minutes of the Special Council Meeting – April 16, 2026
- 5. Consent Agenda Items**
 - 5.1 VON Flag Request
 - 5.1 Eastern District Planning Commission (EDPC) Appointments
- 6. Presentations/Proclamations**
 - 6.1 Pucks for Purpose - Recognition
 - 6.2 Lyme Disease Awareness Month – May 2026
- 7. Business from Committee of the Whole**
- 8. Business from the Minutes**
 - 8.1 Council Stipend – Cost of Living Adjustment (COLA) for 2026-27
 - 8.2 Capital Budget
- 9. New Business**
 - 9.1 RK Facility
- 10. Correspondence**
 - 10.1 Mini Trail Community Centre
- 11. Staff Reports**
- 12. In-Camera**
 - 12.1 MGA Section 22(2)(a) – Acquisition, Sale, Lease and Security of Municipal Property
- 13. Adjournment**

**Regular Council Meeting
March 17, 2026
Town Council Chambers**

Present

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

Also in Attendance

M. Fougere, Municipal Clerk
M. Barkhouse, Director of Corporate Services
K. MacInnis, Director of Community Development
K. Meisner, P. Eng., Director of Infrastructure and Engineering
D. Dunn, Housing Accelerator Fund (HAF)

Absent with Regrets

R. Delorey, CAO

Gallery (online)

1. Call to Order & Land Acknowledgement

Mayor S. Cameron called the meeting to order at 6:02 p.m. and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and recognized that we are all treaty people.

2. Approval of Agenda

2.1 Additions/Amendments

Under New Business, the following items were added.
8.6 African Heritage – Councillor Roberts
8.7 Tourism – Councillor Roberts

Motion: That the Agenda be approved as amended.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion carried.

3. Conflict of Interest

Mayor Cameron declared a conflict of interest with respect to Item 9.2

4. Acceptance of Minutes

- 4.1 Minutes of the Regular Council Meeting – February 17, 2026
- 4.2 Minutes of the Special Council Meeting – February 3, 2026
- 4.3 Minutes of the Special Council Meeting – February 10, 2026
- 4.4 Minutes of the Special Council Meeting – February 23, 2026
- 4.5 Minutes of the Special Council Meeting – March 2, 2026
- 4.6 Minutes of the Special Council Meeting – March 9, 2026

The minutes of the Regular Council Meeting held February 17, 2026, and the Special Council Meetings held February 3, February 10, February 23, March 2, and March 9, 2026, were accepted as presented.

5. Presentations/Proclamations

5.1 Recognition - 2025 Engineers Nova Scotia Award Recipients

Councillor MacLellan recognized Dr. Emeka Oguejiofor, FEC, P. Eng. a resident of the Town of Antigonish and Engineering Professor at St. Francis Xavier University, as a recipient of the 2025 Engineers Nova Scotia J.D. Fraser Service Award recognizing his longstanding service and contributions to the engineer's profession.

Dr. Oguejiofor has over 30 years of experience in engineering education and professional service and has served six years (three terms) on the Council of Engineers Nova Scotia. He currently teaches undergraduate engineering students at St. Francis Xavier University.

Dr. Oguejiofor accompanied by his spouse Mavis, was in attendance for the recognition. Council participated in a commemorative photo with Dr. Oguejiofor and his spouse.

Dr. Oguejiofor provided brief remarks of appreciation to Council.

5.2 Sudden Unexplained Death in Childhood (SUDC) Awareness Month – March 2026

The Mayor read a proclamation declaring March 2026 as Sudden Unexplained Death in Childhood (SUDC) Awareness Month in the Town of Antigonish.

Jessica Grande was present and spoke in support of SUDC awareness in recognition of the loss of her nephew Logan on March 18, 2025, due to SUDC.

The Mayor further noted that Town Hall will be illuminated on March 18 in recognition of SUDC Awareness.

6. Business from Committee of the Whole

6.2 Main Street Accessible Parking Evaluation and Design – RFP Results

Council considered the Request for Proposals (RFP) results for the Main Street Accessible Parking Evaluation and Design.

The Mayor noted that Council's agenda package included a memo outlining the evaluation and design process. The RFP was posted on the Nova Scotia Procurement

website, and two submissions were received. Based on the evaluation, staff recommended awarding the contract to EXP as the top-scoring proponent.

Motion: That Town Council approve awarding the contract for the Main Street Accessible Parking Evaluation and Design to EXP at a cost of \$26,624.00 plus HST.

Moved by: Councillor McKenna

Seconded by: Councillor MacLellan

Motion carried.

6.3 Atlantic Challenger Baseball All-Star Series 2026

Council considered a request related to the Atlantic Challenger Baseball All-Star Series 2026. The Mayor noted that the request includes a financial component and would be considered as part of the upcoming fiscal year budget.

Councillor McKenna inquired about the relationship between the request and the Town's Grants program, including levels of sponsorship. The Mayor clarified that Antigonish Challenger Baseball applies separately through the Town Grants program and that this request is outside of the Grants framework.

It was further clarified that any approved sponsorship would be funded from the Sponsorship budget line.

Motion: That Town Council approve the Grand Slam sponsorship for the Atlantic Challenger Baseball All-Star Series 2026 in the amount of \$5,000.00.

Moved by: Councillor Roberts

Seconded by: Deputy Mayor Murray

Motion carried.

7. [Business from the Minutes](#)

There was no business arising from the Minutes.

8. [New Business](#)

8.1 James River Watershed Stewardship Board – Vacancies

The Mayor stepped down from the Chair due to his role as Chair of the Nominations Committee. Deputy Mayor Murray assumed the Chair.

Deputy Mayor Murray advised Council that two nominations had been received from the Nominations Committee. Background information on each nominee was provided to Council.

The Chair called for further nominations three times. Hearing none, the nominations were closed.

Ronald B Chisholm and Herbert Callahan were appointed to the James River Watershed Stewardship Board for a three-year term, commencing March 17, 2026.

Following the conclusion of this item, the Mayor resumed the Chair.

8.2 Housing Accelerator Fund (HAF) Update

Ms. Denise Dunn addressed Council regarding an update on the Housing Accelerator Fund (HAF). A memorandum had been circulated in Council's agenda package in advance of the meeting.

Ms. Dunn outlined the purpose of the federal CMHC Housing Accelerator Fund and advised that the Town of Antigonish was awarded approximately \$1.3 million in 2024 to support housing-related initiatives.

Ms. Dunn reported on completed initiatives, including the Municipal Planning Strategy review, modernization of the building permit process, protection of source water, Town Services Grant program along with Antigonish Community Transit, noting that these initiatives were completed on time and under budget.

Key planning amendments resulting from the Municipal Planning Strategy review were highlighted, including building height increases on James Street, zoning changes to permit higher-density residential development along primary corridors, and process changes to permit certain residential developments as-of-right. Ms. Dunn noted that a public hearing was held on January 13 and that the amendments were approved by the Province in February.

Council was advised that a new online e-permitting portal is operational and that feedback on the system is welcome.

Ms. Dunn reviewed the overall timeline for the HAF program, noting that final reporting is anticipated in 2027.

Councillors MacLellan, McKenna, and Sullivan asked questions related to community transit, use of under-budget funds, and source water protection measures. Ms. Dunn and staff responded to the questions.

The Mayor and Council thanked Ms. Dunn for the update.

8.3 Committee Structure

A memorandum from the Municipal Clerk was circulated to Council regarding committee structure. The Municipal Clerk addressed Council on the development of a centralized calendar for internal and external committees and boards of Council, including meeting dates and times, to be posted on the Town's website for the information of Council and the public.

Council expressed support for the initiative, and the Municipal Clerk will work with Council to complete the schedule for publication on the Town's website.

8.4 Town of Antigonish Video Conferencing Policy

A draft Video Conferencing Policy was circulated to Council for review.

The Mayor addressed Council regarding the draft policy. Ms. M. Barkhouse advised Council that the draft policy requires internal staff review and legal review prior to finalization and would be brought back to Council for approval.

Councillor McKenna requested clarification to the wording related to the loss of connection during virtual participation, suggesting that the policy specify that Council members participating virtually be visible by camera at all times.

Councillor Sullivan asked for clarification regarding meeting procedure should quorum not be maintained due to a loss of connection. It was noted that the meeting would be suspended should quorum not be met.

Council agreed to refer the draft Video Conferencing Policy back to staff for further review and revision. Ms. Barkhouse advised that the revised draft policy could return to Council at the next Committee of the Whole meeting.

8.5 Capital Budget

Kyle Meisner, P.Eng., addressed Council and provided an overview of the proposed 2026–2027 Capital Budget, including infrastructure and sidewalk construction projects. Council discussion took place regarding project timelines, construction scheduling, contractor availability, and coordination with other capital projects.

Questions were raised regarding the Greening Drive sidewalk, source water wells, sewer plant front-end work, and the impact of construction sequencing. Council members emphasized the importance of completing projects within the construction season and receiving clear timelines for tendering and award dates. Staff advised that planning would commence following Council approval of the Capital Budget.

Bay Street – Phase 1B

Motion: That Council approve the Bay Street Phase 1B project as part of the 2026–2027 Capital Budget, as presented.

Moved by: Deputy Mayor Murray

Seconded by: Councillor McKenna

Motion carried.

West Street – Phase 1B

Motion: That Council approve the completion of the West Street Phase 1B project as part of the 2026–2027 Capital Budget, as presented.

Moved by: Deputy Mayor Murray

Seconded by: Councillor Sullivan

Motion carried.

Source Water Wells

Motion: That Council approve the Source Water Wells project as part of the 2026–2027 Capital Budget, as presented.

Moved by: Councillor Roberts

Seconded by: Councillor McKenna

Motion carried.

Sewer Plant Front End

Motion: That Council approve the Sewer Plant Front End project as part of the 2026–2027 Capital Budget, as presented.

Moved by: Councillor Pelly

Seconded by: Councillor MacLellan

Motion carried.

Discussion:

Council discussed project updates. Councillor McKenna requested that one-page project information sheets be posted on the Town website.

Sidewalk Capital Projects

Motion: That Council approve the Sidewalk Capital Projects as part of the 2026–2027 Capital Budget, as presented.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion carried.

Mayor requested that the Director of Public Works report back on the outcomes and cost savings associated with the sidewalk crew.

James and West Street Project

Motion: That Council approve proceeding with design work, up to but not including tender award, for the James Street projects.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Discussion and clarification took place. Councillor MacLellan made an amendment to the original motion.

Amended Motion: That Council approve to do the design work up to but not including tender award for the James and West Street Project.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion carried.

AT Project B – West Street to Church Street

Motion: That Council pursue the Active Transportation Corridor from West Street to Church Street and approve design work up to, but not including, tender award, pending Council approval.

Moved by: Councillor McKenna

Seconded by: Councillor MacLellan

Discussion: Council discussed the proposed approach to design and tendering.
Motion was withdrawn.

Motion: That Council approve the Director of Engineering to present to Council at the May Council meeting, the plan for construction of the AT Project B, West Street to Church Street for Council's approval.

Moved by: Councillor McKenna

Seconded by: Councillor MacLellan

Motion carried.

Council recessed at 7:46 p.m. and reconvened at 7:59 p.m.

8.6 African Heritage

Councillor Roberts requested clarification regarding funding referenced in the staff report related to African Heritage Month.

Ms. K. MacInnis advised that the Town received \$500 from African Nova Scotia Affairs to support the annual African Heritage Month launch event, noting that the Town applies for this funding each year and that the funds are used to offset event costs.

8.7 Tourism

Councillor Roberts added the item to the agenda and referenced information contained in the staff reports regarding the Antigonish Tourism Association (ATA). Councillor Roberts requested clarification regarding the requirement for a Town Council representative on the ATA Board.

The Mayor and the Municipal Clerk advised that the new ATA Director will be presenting to Council at the upcoming May Committee of the Whole meeting and that additional information would be provided at that time.

9. Correspondence

9.1 Antigonish Transit Society (ACTS) – Funding Letter

Accepted as correspondence for information purposes.

9.2 Letter of Support for Antigonish Coalition to End Poverty

Mayor recused himself from the chair for this item. Deputy Mayor Murray assumed the Chair.

Motion: That Town Council authorize to write a similar letter to the office of the Premier in support of the Antigonish Coalition to End Poverty, and that the letter be signed by the Deputy Mayor.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion Carried.

9.3 Pictou Antigonish Regional Library (PARL)– Letter from the Library Board Budget 2026/27

Correspondence from the Pictou Antigonish Regional Library (PARL) Board regarding the 2026/27 budget was circulated to Council for information.

Councillor McKenna, who serves on the PARL Board, provided background information and advised that the PARL budget is legislated by the Province of Nova Scotia.

Councillor McKenna noted that anticipated funding increases are not forthcoming and that the Executive Director has taken steps to address budget pressures, including exploring additional fundraising and reducing operating hours. It was noted that the Antigonish Library will no longer be open on Sundays as part of these measures.

Discussions ensued.

9.4 Antigonish Town & County Library and New Glasgow Library – Update

Council received additional correspondence. The information was similar in nature to Item 9.3 and was considered concurrently.

Discussion continued regarding library funding and the funding formula used by the province and participating municipalities. The Mayor requested that the library funding formula be provided to Council for clarification, specifically outlining the respective provincial and municipal contributions.

Councillor McKenna advised that he will look into obtaining the funding formula and provide the information to Council.

10. Staff Reports

Motion: That the staff reports be accepted as presented.

Moved by: Councillor Roberts

Seconded by: Deputy Mayor Murray

Motion carried.

Council moved into an in-camera session at 8:14 pm pursuant to Section 22(2)(c) of the Municipal Government Act to discuss personnel matters.

Motion: That Council move into an in-camera session pursuant to Section 22(2)(c) of the Municipal Government Act.

Moved by: Councillor Roberts

Seconded by: Councillor McKenna

Motion carried.

Council rose from the In-Camera session at 8:42 p.m.

11. Adjournment

With no further business, Councillor McKenna moved to adjourn the meeting at 8:42 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
April 8, 2026
Town Council Chambers**

Present

Mayor S. Cameron
Deputy Mayor A. Murray
Councillor L. MacLellan
Councillor, P. McKenna
Councillor D. Roberts
Councillor J. Sullivan
M. Oxner, Community Committee Member

R. Delorey, CAO
M. Fougere, Municipal Clerk
M. Barkhouse, Director of Corporate Services
B. Collier, Manager of Accounting
K. MacInnis, Director of Community Development
K. Meisner, P. Eng., Director of Infrastructure and Engineering

Absent with Regrets

Councillor J. Pelly

1. Call to Order

Mayor S. Cameron called the meeting to order at 7:10 p.m.

2. Approval of Agenda

Motion: That the agenda be approved as presented.

Moved by: Councillor Roberts

Seconded by: Councillor Sullivan

Motion carried.

3. New Business

4.1 2024-2025 Audit Findings & Draft Financial Statements

Motion: That Council accept the audit financials as presented.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

4. Adjournment

With no further business, Councillor Sullivan moved for adjournment at 7:11 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
April 13, 2026
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk
S. Long, Marketing and Communications Officer

Gallery (Online)

1. Call to Order

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

2. Approval of Agenda

2.1 Additions/Amendments

Motion: That the Agenda be approved as presented.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

3. Business from Committee of the Whole

3.1 2025-2026 Town of Antigonish Concrete Crew Cost Review – Memo

A memorandum regarding the 2025–2026 Concrete Crew cost review was circulated to Council. The CAO addressed Council and advised that the cost estimates are within budget. The CAO noted that staffing turnover and employee leaves impacted the completion of some project work; however, staff time was redirected to assist the Public Works crew as required.

The CAO further advised that the Town is currently recruiting for three positions for the upcoming season, noting that a strong number of applications have been received, and that the competition closes on April 17, 2026.

Councillor MacLellan raised a concern regarding deficiencies observed on the Greening Drive sidewalk.

Councillor Roberts noted a concern received regarding the Brookland Street sidewalk. The CAO advised that the Brookland Street sidewalk matter would be addressed during consideration of the Capital Budget later in the meeting.

3.2 Council Stipend – Cost of Living Adjustment (COLA) for 2026-27 – Policy

A draft policy regarding a Cost of Living Adjustment (COLA) for Council stipends was circulated to Council. The Mayor addressed Council and provided background on the purpose of the policy.

The CAO reviewed the key components of the policy, noting that Council stipend rates would be set as of March 31, 2026, with adjustments effective April 1, 2026, consistent with non-union staff increases. The CAO further advised that Council may opt out of an increase for a one-year period by resolution and that the policy provides for review by January 31 following a municipal election year.

It was noted that the policy would be brought forward to the April Regular Council meeting for consideration. Council members were invited to provide any feedback or recommendations to the CAO.

Councillor McKenna requested clarification to the policy language related to non-union. The CAO advised that the policy would be updated to provide greater clarity.

3.3 Conflict of Interest – Councillor MacLellan

Councillor MacLellan raised questions regarding the handling of potential conflicts of interest and whether certain matters should be considered in camera for clarity.

The CAO addressed Council and provided general guidance regarding the Conflict of Interest Act, noting that members should refer to the Act when uncertain. The CAO advised on procedures related to declaration of conflict, participation in public discussion, and in-camera sessions, including quorum considerations.

Council members asked general questions regarding financial interest, perceived conflicts, and family relationships. Clarification was provided, and no action was required.

3.4 Capital Budget 2026-2027

CAO, R. Delorey provided an overview of the proposed Capital Budget for 2026–2027, including a review of the three-year Capital Plan and its alignment with the 2025–2029 Strategic Plan previously presented to Council. The CAO reviewed project options and scenarios, including projected Town costs under various approaches.

Council discussion took place regarding capital reserves, project sequencing, design timelines, and prioritization of infrastructure and sidewalk projects. Discussion included consideration of the James Street project, sidewalk locations, and the potential deferral or reprioritization of certain works.

The CAO cautioned Council regarding coordination of capital projects with future underground infrastructure requirements to avoid rework in subsequent years.

Council members discussed whether further direction or motions were required at this meeting. It was noted that clarification could be provided by staff and that the Capital Budget may return to Council for further consideration.

Council recessed at 8:00 p.m. and reconvened at 8:16 p.m.

4. Councillor & Committee Reports

Councillor Reports

Councillor reports were circulated to Council in advance of the meeting as part of the Council package. No discussion took place.

Committee Reports

Infrastructure Committee - Councillor Sullivan

Councillor Sullivan brought forth a recommended motion from the infrastructure committee

Motion: That the infrastructure committee recommend that council allocate the necessary resources to the communication department to design and deliver a public awareness campaign promoting proper flushing practices emphasizing that only the three P's pee poop and toilet paper are to be flushed.

Moved by: Councillor Sullivan

Seconded by: Councillor Roberts

Motion carried.

Beautification Committee -Deputy Mayor Murray

Deputy Mayor Murray provided an update from the Beautification Committee, advising that the Committee recently had a meeting and reviewed the Strategic Plan. He noted that further work will take place at the next committee meeting and that the plan will be brought back to Council for final review.

Motion: That Council move In-Camera at 8:25 p.m. pursuant to Section 22(2)(a), and Section 22(2)(c) of the Municipal Government Act.

Moved by: Councillor Roberts

Seconded by: Councillor MacLellan

Motion carried.

DRAFT

5. In-Camera

5.1 MGA Section 22(2)(a) – Acquisition, Sale, Lease and Security of Municipal Property

5.2 MGA Section 22(2)(c) – Personnel Matters

Council rose from the In-Camera session at 9:10 p.m. and returned to open session.

6. Adjournment

With no further business, Councillor Roberts moved to adjourn the meeting at 9:12 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
April 14, 2026
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk

1. Call to Order

Mayor Cameron called the meeting to order at 5:22 p.m. acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and recognized that we are all treaty people.

2. Approval of Agenda

2.1 Additions/Amendments

Motion: That the Agenda be approved as presented.

Moved by: Councillor Roberts

Seconded by: Councillor Sullivan

Motion carried.

3. New Business

3.1 Operating Budget

Motion: That Council defer the Operational Budget to a future meeting.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion carried.

Motion: That Council move to an In-Camera session at 5:23 p.m. pursuant to Section 22(2)(c), and Section 22(2)(e) of the Municipal Government Act.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

4. In-Camera

3.1 MGA Section 22(2)(c) – Personnel Matters

3.2 MGA Section 22(2)(e) – Contract Negotiations

Council rose from the In-Camera session at 7:17 p.m. and returned to open session.

5. Adjournment

With no further business, Councillor Roberts moved to adjourn the meeting at 7:17 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
April 16, 2026
Town Council Chambers**

Present

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

Also in Attendance

M. Fougere, Municipal Clerk
S. Long, Marketing and Communications Officer

Absent with Regrets

Councillor J. Pelly

Gallery

Antigonish Girl Guides

1. Call to Order

Mayor Cameron called the meeting to order at 6:01 p.m. 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.

Members of the Antigonish Girl Guides and their leaders were in attendance at the meeting. The Mayor welcomed and thanked the group for attending.

2. Approval of Agenda

2.1 Additions/Amendments

Mayor Cameron added one item to the agenda under 3.4 – Proclamation

Motion: That the Agenda be approved as amended.

Moved by: Deputy Mayor Murray

Seconded by: Councillor MacLellan

Motion carried.

3. Business from Committee of the Whole

3.1 County Connect

Councillor McKenna raised the Municipality of the County of Antigonish “County Connect” initiative and suggested that a joint Town–County version of the program may be beneficial. Councillor McKenna requested that staff explore whether there is an opportunity for the Town to participate jointly with the County.

3.2 Recreation Needs Assessment Survey

Councillor Roberts spoke to the Antigonish Recreation Needs Assessment survey that the Town of Antigonish and the Municipality of the County of Antigonish are working collaboratively to better understand the use of local recreation facilities and programs, and to identify opportunities for improvement.

Councillor Roberts advised that she attended a survey session and noted that existing facilities within the Town, such as school facilities, may present opportunities for increased community use. Councillor Roberts expressed interest in exploring improved access to facilities to support youth programming.

3.3 Rules of Order Meeting Processes

Councillor Roberts spoke to a recent course she attended regarding rules of order for council meetings and referenced general meeting procedures. Topics noted included the use of formal titles when addressing members of Council and appropriate conduct at the council table, including the use of cell phones during meetings.

Deputy Mayor Murray also addressed Council on the matter, noting that he attended the same course.

3.4 Proclamation

Mayor Cameron read a proclamation aloud proclaiming April 17, 2026 as Girl Guide Day in the Town of Antigonish and encouraging residents to recognize the contributions of Girl Guides within the community.

The Mayor further advised that Town Hall will be illuminated in blue from April 16 to April 19, 2026, in recognition of Girl Guide Day.

4. [Correspondence](#)

4.1 Sisters of St. Martha

Correspondence from the Sisters of St. Martha was received and circulated to Council. The Mayor advised that the item would be accepted and reviewed by Council and would be brought forward to the Regular Town Council meeting on Tuesday, April 21, for further discussion.

5. [Adjournment](#)

With no further business, Councillor Sullivan moved for an Adjournment at 6:16 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

View results

Respondent

17 Anonymous

33:06

Time to complete

Applicant Information

1. Community Group/Organization Title: *

Antigonish VON - Victoria Order of Nurses

2. Applicant Name: *

Jean MacDonell

3. Email: *

[Redacted]

4. Address:

133 Church Street Unit 104, Antigonish NS

5. Postal Code:

B2G 2E3

6. Phone:

[Redacted]

Request Details

7. Please indicate your request: *

- Flag
- Lamp Post Banner
- Town Hall Lights
- Other

8. If requesting a flag raising, please indicate what the flag is.

Official VON Flag

9. If requesting a flag, please provide a link to an image of the appropriate flag.

499606917_1121257960035458_2839721183554274706_n

10. If requesting Town Hall lights, please indicate the preferred colour scheme.

Blue

11. What type of event does your request coincide with? *

- Parade
- Community Event
- Designated Month
- Memorial Recognition
- Festival/Celebration
- VON Week

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

Flag/Banner/Light Request Start Date: *

May 17

13. Flag/Banner/Light Request End Date: *

May 23

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

Yes

No

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

Raising the flag helps us make VON Week a meaningful celebration of our people, our impact and our shared commitment to community based care. We are proud of the essential role VON plays in supporting people to live safely and independently at home.

Permissions

Special Considerations

- Flags will be flown at Chisholm Park.
- Banners must be designed to be 18 inches by 44 inches and be made from vinyl material.

Banners must be designed and installed to the standard set by the Town.

- The Town reserves the right to inspect any flag or banner prior to placement on Town owned property. Flags or banners will not be placed by the Town if:

i) The material is tattered, frayed, damaged or detracts from the beautification of the Town.

ii) The flag or banner promotes discrimination or philosophy or seek values are deemed to be divisive or discriminatory.

iii) The flag or banner contradicts the guidelines in place in the Town's Special Events

Planning Guide.

iv) No flag or banner can be suspended across the street. • Not all colour schemes may be available with Town Hall lights.

Declaration

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

16. Signature: *

Jean MacDonell

17. Date: *

February 10, 2026



Regular Power of Council Agenda Package
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Eastern District Planning Commission

606 Reeves Street, Unit #3, Port Hawkesbury NS B9A 2R7
Ph.: 902-625-5364
Fx.: 902-625-1559
1-888-625-5361

John D. Bain
Director
jdbain@edpc.ca

March 23, 2026

Mr. Randy Delorey, CAO
Town of Antigonish
274 Main Street
Antigonish, Nova Scotia B2G 2C4

Reference: Revised Appointments

Dear Mr. Delorey,

As in years past we would ask that the Town of Antigonish Council make the following appointments at your next regular session of Council replacing all previous appointments of District Planning staff to various Municipal positions effective **Immediately**:

- **Building Inspection:**
Building Inspectors: **Sean Donovan** and **Jonathan Martin**
Assistant Building Inspector: **Todd Samson**
Alternates: **David MacKenzie, André Samson** and **Luke Ross**
- **Development Officer: John Bain**
Alternates: Andrew Jones; Hetvi Joshi; Brendan MacDonald; Kristen Scanlan and Mikayla Tait.
Assistant Development Officer: Heike Bruckner
- **Fire Inspector: Sean Donovan**
Alternates: A. Samson, L. Ross, T. Samson; D. MacKenzie; and J. Martin.
- **Dangerous or Unsightly Premises**
Administrators: **Sean Donovan** and **John Bain**
Alternate: Jonathan Martin and André Samson
- **Special Constables: Building/Fire Codes, Dangerous or Unsightly Premises, Land Use By-laws**
Sean Donovan and **Jonathan Martin**

These appointments stay in place so long as they are employees of the Commission or until they are replaced by new appointments. If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,



John Bain
Director

/jb

From: [Randy Delorey](#)
To: [Melanie Fougere](#)
Cc: [Sean Cameron](#)
Subject: Fwd: EXTERNAL: Lyme Disease Awareness Month - May 2026
Date: April 6, 2026 12:45:31 PM
Attachments: [Lyme Disease Awareness Month 2026 Town Antigonish.doc](#)

----- Forwarded message -----

From: Donna Lugar <[REDACTED]>
Date: Apr 6, 2026 12:35 p.m.
Subject: EXTERNAL: Lyme Disease Awareness Month - May 2026
To: Randy Delorey <cao@townofantigonish.ca>
Cc:

You don't often get email from donna.lugar@outlook.com. [Learn why this is important](#)

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 afternoon,

I am reaching out to inquire as to whether the Town of Antigonish could proclaim May as Lyme Disease Awareness Month. It is very important to keep this issue at the forefront of residents' minds so that proper precautions are undertaken, and a quick diagnosis and treatment can be obtained.

If you have any facilities that could be lit in lime green for all, or a portion, of Lyme Disease Awareness Month, it would be very much appreciated. If so, the Pantone colour is Green: PMS 368c.

Although May is generally known as Lyme Disease Awareness Month around the world, ticks can be active anytime temperatures are above freezing. In Nova Scotia, this means that ticks can be active for 12 months of the year. Year-round awareness would be very helpful in reducing the number of annual cases. For your information, the number of reported Confirmed/Probable cases of Lyme disease in Nova Scotia has been published for 2024 - <https://novascotia.ca/dhw/populationhealth/documents/Annual-Notifiable-Disease-Surveillance-Report-2024.pdf>.

As an FYI, In 2023, three more tick-borne diseases were added to the Notifiable Diseases reporting - Babesiosis, Anaplasmosis, and Powassan virus. Word needs to get out that it isn't just Lyme that we should be concerned about, and it isn't just blacklegged ticks. Other ticks can transmit infections as well. The number of cases of Anaplasmosis are steadily climbing and many cases result in trips to the ER and a stay in the hospital.

I have attached a template to assist you with the development of a proclamation.

Please let me know if you would like me to provide any additional information/clarification.

Thank you.

Donna Lugar

Founder, NS Lyme Support Group

Founder, NS Lyme Advocacy Group

Vice-President, Nova Scotia Lyme & Tick-Borne Diseases Association

41 Brentwood Drive, Bedford, NS B4A 3S2

[REDACTED]

[REDACTED]

PROCLAMATION

LYME DISEASE AWARENESS MONTH May 2026

WHEREAS Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, be it resolved that I, Mayor Sean Cameron, on behalf of the Town of Antigonish, do hereby proclaim May 2026 as “Lyme Disease Awareness Month”.

DATED at Antigonish, Nova Scotia, this ____ day of _____, 2026.

Mayor Sean Cameron

MINI TRAIL COMMUNITY CENTRE

4382 HWY #337

LAKEVALE, NS, B2G 2L2

Hello:

As spring approaches so does the **30th Annual Goods and Services Auction**, the main fundraiser for the **Mini Trail Community Centre** in Lakevale. This community based centre is completely financed by volunteer fundraising efforts such as this.

The Mini Trail, as it is affectionately known, is used by community members for activities such as Pickle ball, Community dinners, weddings, and meetings. We have recently open a fitness room.

Our Annual Auction will be held on Sunday, May 3, 2026.

If you have been able to support us in the past, we sincerely thank you. We recognize the challenges facing the business in Antigonish today and would truly appreciate any support you can offer us this year.

If you are able to offer your support, either in goods, services or a monetary donation, please complete the attached form and give it to the canvasser. If you need time to consider this request, please let the canvasser know a date to return.

Tax receipts are provided for donations.

Thank you for any and all support.

On behalf of the MTCC Board of Directors,
Terry Penny, Chair



30TH ANNUAL GOODS AND SERVICES AUCTION

MINI-TRAIL COMMUNITY CENTRE

4382 Hwy 337, Lakevale, Antigonish Co.

Sunday May 3rd, 2026 at 1:00pm – Doors Open at Noon

The 30th Annual Goods and Services Auction is a major fundraising event for the Mini Trail Community Centre, located in Lakevale, NS. The Mini Trail Community Centre serves all residents of Route 337 & surrounding areas in Antigonish County and is funded solely through community fundraising initiatives such as this.

In Support of this fundraising initiative the Mini Trail Community Centre Association Auction Committee is once again canvassing members of the community and local businesses for donations. Any contribution to our major fund-raising effort is sincerely appreciated.

Donations appreciated by April 25th. Thanks

Donor/ Vendor/ Business Name		
Donor Name & Phone #		
Address of Donor		
Description of Donation		
Price Value		
Tax Receipt	YES	NO
MTCCA Representative		
MTCCA Contact #		

Thank You for Supporting Our Community

Please ask the MTCC Auction Committee Rep for a copy of this form for your Records

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 2026-04-17
Prepared by: Randy Delorey, Chief Administrative Officer

Administration

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

- Meetings for Town Hall Accessibility Design Team
- Regular weekly meetings with Directors and monthly including Managers
- AREA Meetings with CAOs and CEO of AREA
- AREA Board Meeting
- MMEUA Meeting in Berwick
- ALERT READY session with province – potential for non-emergency alerts
- Director Public Works annual performance review
- Meeting with MP Baptiste to review capital work in the Town
- Meeting with NSCC and other CAO/Reps Re: Water/Wastewater Operator training options
- STRAIT-IT Board Meeting Preparations & Meeting
- REMO Advisory Committee Meeting
- Attended Provincial meetings on Fire Services Review
- CHIF Announcement took place in Chambers – West & James Street work
- Preparation for Capital Budget Priorities – Planning
- Source Water Wells meeting with property owner to discuss next steps
- Preparation for and attendance at Council Meetings
 - Committee of the Whole (CoW)
 - Special Council Meetings for Capital Budget & other items
 - Audit Committee Meeting (2024-2025 Financials)
- EDPC Personnel and Board Meeting
- Working on three FOIPOP requests
- Meeting with RCMP representatives to review budgeting information & processes
- Received report from StFX BSAD492 consulting projects – Telecom Audit
- 2026-2027 Budget Work and Presentations
- Working on assessment of financial system replacement (ERP)– must be replaced by 2029
- Regular meeting with CAO for the County of Antigonish
- Reviews of various policies and reports prepared by staff

Marketing & Communications Update:

Communications

Communication Activities

Recreation Needs Assessment:

- Supported this initiative by creating various posts for the community engagement sessions and the survey over the course of a few weeks. All posts were coordinated with the County.

Employment Opportunities:

- Added various job openings and job descriptions to the website for Public Works and Recreation
- Booked radio ads for the openings that ran for two weeks
- Booked two ads in the Guysborough-Antigonish Journal
- Scheduled multiple social posts

Bay Street & West Street:

- Working with Project Manager on developing communications for these two projects including public notices for Facebook and the Town's website, radio ads for the Hawk and XFM, and coordinating with the Chamber of Commerce for information to be shared with their members

Media Requests:

The Guysborough-Antigonish Journal

- Bay Street updates
- Capital budget updates
- Hospital Way updates

XFM:

- 100th anniversary of the Electric Utility
- Bay Street
- Damage to Central Turf Field

Sponsorships:

- \$250 – Antigonish RCMP Charity Game

Advertising:

- Shared ad with the County in the Journal for Easter

Town Hall Lights:

- Changed purple for Oral Health Month and National Dental Hygienists Week from April 2-10

Other:

- Coordinated with the Electric Utility to have the Christmas tree removed at Chisholm Park now that the snow is gone
- Have drafted a Sponsorship Policy for the Town that will help clarify the roles of staff and council as well as the process for establishing naming rights
- Drafted speaking remarks for the Mayor for EID Celebration Party on March 27
- Social media posts have been scheduled for the Spring Bulky Waste pick-up

Canada Day

Canadian Heritage has confirmed \$6,275 in funding to go towards the Town and County's Canada Day Celebrations.

The Town will be hosting the free pancake breakfast at St. Ninian Place from 8:30 to 10:30 am. The evening's activities will include the free concert, official ceremonies, and fireworks. This event starts at 7 p.m. and will feature Lewis MacKinnon, Caragh Kennedy, The J Walkers, and Andre & The Giants.

100th Anniversary – Electric Utility

Working with the Strategic Initiatives Coordinator, L. Roy, in doing research on the Town's Electric Utility. Putting together a timeline of its history from old Town council minutes, the Casket archives, and the Coady Library.

Tourism

With the Manager of Accounting, have been researching a better way to collect and track Marketing Levy payments from operators with a third-party vendor.

A quarterly payment of Marketing Levy funds was transferred to the Antigonish Tourism Association of \$26,402.34. This was levy money remitted to the Town from January to the end of March.

Subject: Staff Report
To: Antigonish Town Council
Date Prepared: Apr 16th, 2026
Prepared by: Kyle Meisner, P. Eng., Director of Infrastructure and Engineering

Department of Infrastructure and Engineering

Projects/Tender Update:

Projects
Title: Bay St Municipal Servicing Upgrades Capital Project
Status Update: Jack-and-bore work for sewer scheduled for April, railway permits extended. Planning underway with emphasis on minimizing traffic disruption.
Next Steps: Complete Phase 1 - work to begin Apr 20 with Dexters
Title: West / James St Capital Project
Status Update: Sewer lining completed with the exception of two sections. A new liner needs to be ordered for one of them so the work will be rescheduled once contractors have received the materials. Planning to resume West Street work with Dexters is underway Design of James St Water / Sewer underway with WSP.
Next Steps: West St work to begin Apr 20 with Dexters
Title: Source Water Wells
Status Update: Final report received, Discussions with property owner undertaken March 9 th , 2026
Next Steps: Assess report for redactions, finalize budget, release report.
Title: STP Screening / Headworks
Status Update: Final Tender due April 17 th from CBCL
Next Steps: Post for public bidding
Title: Capital and Operational Budgets
Status Update: Council Presentations underway for 26/27 Budgets
Next Steps: Awaiting approval of budgets by Council

Electric Utility (EU):

Projects
Title: Grid Modernization
Status Update: New Substation site break-in – Feb 16 th , 2026 – Investigation completed. Tenders closed for: Pad Mount Transformers, Pole Top Transformers Substation electrical building under construction Alternate Procurement undertaken for substation switches
Next Steps: Award Tenders Post for Seasonal PLT crew for transformer installations
Title: Solar Garden
Status Update: AREA accepted Care and Control of site July 2025 AREA / 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 Code of Practice approved by Dept of Labour March 17 th 2026
Next Step: Undertake live-line training once staffed up for summer work
Title: Power Outages
Outages Reported: March 10 th , 2026: ~8:38pm to ~9:45pm on Arbor Dr, Coady Ave, Scarborough, Landsdown – Cause = cutout failure on single phase primary line. March 24 th , 2026 – Cloverville Substation down from 11:37 – 16:53, cause = NSPi issue on 25kV feed

March 24th, 2026 – Outage (19:30 – 20:55) for NSPi repairs to circuit 8C-301 (Church St + Ext)
Title: EU Staffing
Status Update: PLT interviews completed, position awarded.
Next Step: New PLT to arrive at end of April.
Title: Operations Items
Status Update: Items as noted below
Work Undertaken: <ul style="list-style-type: none"> Changed out broken pole – Braemore Ave Remove triplex for Demo of cattle barn at Exhibition Grounds Annual Inspections for bucket trucks and digger truck RK MacDonald Nursing Home Project Connections for new food truck – Chisholm Park

Treatment Facilities:

Brierly Brook Water Treatment Plant
Title: Sludge Tank Pumping
Status Update: Oil change required for compressor and trash pump prior to use.
Next Steps: Pump out sludge tank to upper drying bed.
Title: Settling Pond Desludging
Status Update: Will begin pumping from lagoon 1 after cleaning out the sludge tank.
Next Steps: Set up pump, compressor, and hoses to upper drying bed.
Title: Settling Pond Desludging RFP
Status Update: Gathering information for RFP on a complete desludging and removal of waste from site.
Next Steps: Prepare RFP once budget is approved.
Title: Replacement of Discharge Pumps
Status Update: One pump has started working again. Requests for pricing for a second and backup pump have been sent out.
Next Steps: Evaluate options and purchase for spring installation.
Title: Equipment Inventory
Status Update: Ongoing.
Next Steps: Evaluate inventory to clear out unnecessary and incompatible items and make list of critical and required spare parts and equipment.
Title: 2025 Annual Report
Status: Complete.
Next Steps: None.

Antigonish Sewage Treatment Plant
Title: Lagoon Aeration Upgrades
Status Update: Nexom to adjust aerators at ends of lines where downcomer length was not adjusted to the correct depth of the lagoon’s sloped wall.
Next Steps: Nexom to be in are in May. Exact date TBD.
Title: Lagoon Aeration Work
Status Update: Aerator on line 9 replaced. Flexible header hose needs replacing/repairs on lines 4, 5, 7, & 9. Small aerator leaks on lines 4 & 12. Large aerator leak on lines 11 & 13.
Next Steps: Work on lines 7 & 9 to be completed in the week of April 13th & raft to be moved to line 11.
Title: Blower Maintenance
Status Update: Air filters in progress of being replaced. Blower 4 belts came off and new belts ordered. 50hp blower sent for maintenance work is complete.
Next Steps: Complete air filter changes, install new blower 4 belts, and accept delivery of refurbished blower.
Title: Headworks Pump Repairs
Status Update: Anchor points scheduled for installation in April.

Next Steps: Relocate level sensor and wet well wizard and schedule boom truck for pump 3 removal.
Title: Sewage Plant Filter Cleaning
Status Update: New mega lifts for cleaning are required for filter cleaning. The previous models are becoming clogged and/or will not fit together anymore.
Next Step: Purchase materials and build new mega lift.
Title: Recirculation of Sewage Plant Water
Status Update: Looking at the possibility of installing a permanent pipe to allow for recirculation at all times.
Next Step: Waiting on budget approvals.
Title: Cold Water Addition to Sewage Plant Headworks
Status Update: Not required yet. Lagoon temperature is not an issue with current temperatures.
Next Step: Will continue to monitor temperature.
Title: New Staff Certification Upgrades
Status Update: TK & EM have written Wastewater Treatment Class I exams on March 11 th and have completed the exam preparation courses from ACWWA.
Next Steps: Waiting on results.

Public Works (PW):

Item: Water Break Response – Shamrock Acres
Status: Work completed by third party plumber March 9.
Next Steps: n/a
Item: Margaree Service
Status: New storm, sewer and water services installed for apartment dwelling under construction.
Next Steps: Complete reinstatement of curb and asphalt.
Item: Sewage Flow Study
Status: Received a list of manholes identified with gravel build-up as part of the ongoing study. This information is being used to better understand inflow and infiltration and system constraints. Full draft report expected in April.
Next steps: Review report and provide comments/feedback, including identification of priority areas for maintenance or capital upgrades.
Item: Winter Operations
Status: Winter operations continued through March, with multiple snowfall and freeze-thaw events requiring plowing, sanding, and salting. Crews responded to changing conditions to maintain safe roadways and sidewalks.
Next Steps: Continue snow operations as needed. Begin transition to spring/summer operations, including equipment maintenance, inspection, and changeover.
Item: Potholes
Status: Pothole repairs are ongoing, with increased occurrences due to freeze-thaw cycles. Crews are completing temporary repairs where required to maintain road safety.
Next Steps: Continue monitoring and repairs, with transition to more permanent asphalt repairs as plants open and weather conditions improve.
Item: Sign Repairs
Status: Routine inspection and maintenance of signage is ongoing, including repair or replacement of damaged or missing signs identified through patrols and public requests.
Next Steps: Repair and replace as needed.
Item: Sweeper

Status: The street sweeper was extracted from the collapsed barn at the exhibition grounds. The unit sustained damage to the sweeping components and operator cab. An insurance claim has been initiated and the unit is currently out of service pending further assessment.

Next Steps: Insurance adjuster is expected on site the week of April 16. Await direction on repair or replacement following assessment.

Item: Training & Professional Development

Status: Staff continue to participate in required and ongoing training to support operational needs and maintain/obtain certifications for Water Distributions and Waste Water collection. 1 staff attended equipment show in Moncton.

Next Steps: Confined Space and Hydrant training scheduled for April.

Waste Management:

Projects
Title: Solid Waste Items
Status Update: Waste Management Bylaw - awaiting Municipal Affairs approval for SOTs
Next steps:
Title: Waste disposal weights – End of December, 2025
Status Update: RWC (December) 728 T

Traffic Authority:

Projects
Title: Parade / Road Race / Street Fair Permits
Status Update: Permits completed until spring
Next Step: Create Policy for parade requirements for clarity for 2026
Title: Pleasant / Victoria intersection
Status Update: Official TA Memo issued March 6th, will change to 3-way stop in spring
Next steps: Install new signage
Title: Fairview Street speed limit reduction request
Status Update: No reductions warranted, request denied. Official response sent to requester.
Next steps: Approval of capital budget for radar speed sign
Title: Northview Drive speed limit reduction request
Status Update: No reductions warranted, request denied. Official response sent to requester March 6th.
Next steps: Approval of capital budget for radar speed sign
Title: Accessible Parking Zones on Main St
Status Update: RFP awarded March 5th for design and assessment of accessible parking spaces
Next steps: Draft report under review
Title: College St Parking
Status Update: Official statement issued Jan 28th, 2026 to advise Council of changes to be undertaken in the spring, and rationale for removal of parking.
Next steps: Install new signage
Title: College/ Pleasant Intersection
Status Update: Will require further study on traffic impacts for a possible change to a 4-way stop.
Next steps: Will assess for RFP or inclusion into a broader study.



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

Subject: Community Development Council Report
CAO Report
To: Antigonish Town Council
Date Prepared: April 15, 2026
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Division Updates:

By-Law	
<p>General Update: Jonathan Wright’s appointment was approved by the Department of Justice on March 13. Both By-Law Officers supported St. Patrick’s Day Enforcement. For St. Patrick’s Day 3 Nuisance By-Law infractions were issued, additionally RCMP issued 6 Liquor Control act violations and 7 individuals were placed in cells for safety.</p> <p>Winter Parking Enforcement: The Overnight Winter Parking Ban was enforced on March 14 and 22. 49 tickets issued and 12 vehicles towed.</p> <p>Parking Tickets: From March 11 to April 13, 1404 parking tickets were issued; a large portion of them being issued by StFX. The Town continues to work with StFX Security to address issues with ticketing around incomplete tickets and void requests. Following the approval of the operating budget, staff are developing a plan to begin efforts for sending letters to individuals with outstanding tickets, starting with those who have multiple tickets.</p> <p>Parking: Staff have confirmed site logistics to install signage for the parking areas to the side and rear of the People’s Place Library to encourage turnover as well as increase enforcement in these areas to limit the volume of vehicles that remain parked for extended periods of time. ensure staff have access to parking within a reasonable distance to the building. Staff are also waiting to review the Main Street Accessible Parking Review to provide feedback.</p>	
Parking Ticket	Ticket Count
Failing to obey parking sign (specify) - First Offence	2
Expired Meter	26
Parking in manner that might interfere with snow removal or winter maintenance - First Offence	55
Parking in a manner that might interfere with snow removal or winter maintenance – Second Offence	1
Parking on private property without consent of owner - First Offence	1296
Parking on private property without consent of owner - Second Offence	13
Stopping or parking in accessible-parking zone without mobility-disabled identification permit - First Offence	7
Stopping or parking in front of a driveway – First Offence	1
Stopping or parking in intersection - First Offence	3
Stopping or parking where traffic would be obstructed – First Offence	1
Totals	1404

Type	File/SOT Count
Civic Addressing	1
Land Use	2
Lodging Home	1
Unsightly	3
Non By-Law Issues	2
Solid Waste	11

Parks & Recreation

Moving & Mingling: Spring session will finish on May 1. Survey will be created and sent to participants and instructors for feedback and suggestions on how to improve the program. Survey results will support planning for the Fall session as the program breaks for the summer months.

Needs Assessment: Engagement activities are near complete. The consultants will return in May to finish with an in person session for Town and County Councils, visits to l'École acadienne de Pomquet and East Antigonish Education Center. One-on-One interviews are being scheduled between the consultant and key community stakeholders (i.e. StFX, Sport Nova Scotia, YMCA, SRCE). 689 people have submitted the public survey, 44 submissions have been received for the Community Groups survey, 59 people attended inperson/virtual engagement, and 100 students were engaged through classroom sessions at Dr. JH Gillis Regional High School. Site visits to facilities were completed the week of April 6th. Draft What We Heard Report will be available following the conclusion of the remaining engagement sessions in May.

Facility Booking: Most priority users have been booked for the upcoming season. The schedule allows for some flexibility for upcoming tournaments. There should be no impact to bookings on the recent damage to the turf field. Repairs should be able to be completed by seasonal staff. The Beach Volleyball Courts will require new sand. Plans for sand were proposed as part of the operating budget.

Equipment Loan Program: Rec staff are transitioning our booking platform to Playfinder. The transition in season allows staff the opportunity to make the change. The existing site will be available until the final switch is ready. Timeline right now is to have everything moved to Playfinder by July.

Seasonal Hires: Positions for the seasonal parks crew have nearly all been filled. As of April 13 one Parks Crew position remains unfilled, but interviews continue. There are seven seasonal recreation positions that have been posted and close on April 16. Staff expect to have those positions filled by the first week of May.

Department Updates:

Budget Planning
Staff have been working with Director of Corporate Services and CAO on Capital and Operating Budget. Submissions for both have been made and waiting on Council approval to begin execution of projects.
Mural Program
The theme for the 2026 has been selected and it will be to celebrate the 50 th anniversary of the Antigonish Creative Dance Association. Once 26-27 operating budget is approved, staff will meet with Antigonish Culture Alive and the Call for Artists will be launched. Staff have developed an MOU to formalize arrangement with Antigonish Culture Alive for the administration and delivery of the Town's Public Art Program.
Good Neighbour Working Group
This year's St. Patrick's Day efforts were a noted improvement from previous years. There continues to be room for improvement with the schedule and offerings of Student Union activities. RCMP enforcement efforts were excellent and directed students back to campus. The Town, County, StFX and RCMP remain committed to continuing the partnership to see improved results for Homecoming and St. Patrick's Day.
EMO

Town and County staff will be participating in a Community Evacuation Planning Meeting on April 16.
Community Grants
2026 applications have been received. Council will be provided a full summary document as well as supporting documentation detailing each applicant's project or event. Summary will be delivered to CAO and Council for review and allocation.
Accessibility Plan
Action Item listing has been updated to reflect 3 year time frame. Staff will coordinate with committee as well as other Directors for the execution of action items. Council can expect draft policies to come forward in the coming months.
Equity, Anti-Hate, Anti-Racism Plan
Town and County staff have met to review Action Item listing for the next three lists. Priority areas for 26-27 have been identified for staff to deliver. Council can expect draft policies and community engagement opportunities in the coming months.

2025/2026 Project Updates:

Accessible Pathways –Phase Two (2025)
Asphalt and landscaping will be completed in the spring following the opening of asphalt plants.
Splash Pad
Pending approval of Capital Budget.
Active Transportation Trail
Pending approval of Capital Budget.
Main Street Parking Kiosks
Pending approval of Capital Budget
Benches and Garbage Bin Installation
Pending approval of Capital Budget
Flashing Crosswalk Beacons
Pending approval of the Capital Budget.
Planter Boxes – Creighton Lane Parking Lot
Rear boxes have been removed. Front middle box will be removed and placed as part of kiosk project. Additional removal has been put in 26-27 operating budget under Beautification Projects.

Housing Accelerator Fund Updates:

The Town has received, \$329,000, the full 25% dispersal of HAF Funds on March 19.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: April 15, 2026
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

Water and Electric Arrears

Utility Clerks have been focusing on contacting residents with outstanding balances on their water and electric accounts. Efforts have been directed toward encouraging payment of balances in full or establishing payment plans (contracts) with residents who have demonstrated the ability to adhere to such arrangements. The winter disconnection moratorium is weather dependent; however, it is currently anticipated that the moratorium will be lifted in April.

Electric Utility – Flow-Through Rate Increase Preparation *on going*

In response to the Nova Scotia Power rate application currently before the Nova Scotia Energy Board (NSEB), Corporate Services is working with the Town’s previous electric utility rate study consultants to prepare the required documentation and application to flow increased wholesale power costs through to customers. This is a flow-through rate increase, not a full rate study. The flow-through methodology has been updated as per previous NSEB submissions.

AREA Financial and Administrative Support

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

Department Update:

Projects
Title: 2024-25 Year End Audit Status
The Town’s auditors, MNP Ltd., presented the audit findings and draft financial statements to the Audit Committee on April 8. A subsequent Special Council Meeting approved the draft Consolidated and Non-Consolidated Financial Statements.
Next Step: Final statements will be distributed and posted to the Town’s website within two weeks. (Completed).
Title: 2025-26 Year End Audit (In Progress)
Corporate Services has begun year-end preparation, including inventory counts and interim audit testing with MNP. Auditors are scheduled to be onsite in early July to begin the core audit process.
Next Step: Ongoing
Title: Water Utility Rate Study
Corporate Services is working collaboratively with Infrastructure and Engineering to compile data for the Town’s water utility rate study.
Following analysis, consultants will provide recommended updates to all rate classes. These will be presented to Council prior to submission to the Nova Scotia Regulatory and Appeals Board.
Next Step: Data compilation and consultant review ongoing

Title: 2026-27 Budget Development (In Progress)

Senior Leadership continues to prepare draft operating and capital budgets for:

- General Operations
- Water Utility
- Electric Utility

Council direction is currently required on capital priorities for the 2026–27 fiscal year. Several projects received initial consensus at the March Council meeting.

Final scope and costing of capital projects are required before finalizing the operating budget, as General Government capital is not depreciated under PSAB standards.

A status quo operating budget will be presented to Council next week, with any proposed new initiatives clearly identified for consideration.

Next Step: Council direction on capital priorities; presentation of operating budget

Title: Human Resources

Employee Hiring and Attrition

Open job positions:

- Foreperson (Concrete Crew) – 6-month term (*interviews underway*)
- Machine Operator/Labourer (Concrete Crew) – 6-month term (*interviews underway*)
- Labourer (Concrete Crew) – 6-month term
- Public Works Students – 16 weeks
- Summer Recreation Intern – 16 weeks (*interviews scheduled*)
- Summer Camp Coordinator – 10 weeks
- Summer Camp Leaders – 9 weeks

Closed positions

- Powerline Technician – Candidate selected (R. Martin), start date May 4

Next Step: Continued recruitment

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 2026 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: \$188,780.51

Budget: \$200,000.00

Remaining: \$11,219.49

10-800-4600-160000

Committed:

Vendor	Description	Amount
DR JOHN HUGH GILLIS REG HIGH S	Dr JH Gillis-Mod Unite	\$300.00
ANTIGONISH JR B BULLDOGS	Don Johnsons Cup	\$2,000.00
DR JH GILLIS REGIONAL HIGH	St Marth's Relay	\$200.00
ANTIGONISH COUNTY ADULT LEARNI	ACALA-'25 Comm Grants	\$3,500.00
ANTIGONISH AFFORDABLE HOUSING	Ant Afford Hsing-'25 C	\$4,500.00
ANTIGONISH ART FAIR &	Art Fair-'25 Comm Gran	\$18,000.00
ANTIGONISH CHALLENGER BASEBALL	Ant Chall Baseball-'25	\$2,000.00
ANTIGONISH CULTURE ALIVE	Ant Cult Alive-'25 Com	\$6,500.00
ANTIGONISH EMERGENCY FUEL FUND	Ant Emer Fuel-'25 Comm	\$5,000.00
ANTIGONISH HIGHLAND SOCIETY	Ant Highland Soc-'25 C	\$15,000.00
ANTIGONISH IMAGINATION LIBRARY	ABC for Kids-'25 Comm	\$6,500.00
ANTIGONISH SENIORS CARE VAN	Ant Sr's Care Van-'25	\$1,000.00
ANTIGONISH SKATE PARK ASSOCIAT	Ant Skateboard-'25 Com	\$2,000.00
ANTIGONISH TOURISM ASSOCIATION	Ant Tourism Asn-'25 Co	\$8,000.00
ANTIGONISH VISITOR INFORMATION	Ant VIC-'25 Comm Grant	\$6,000.00
ANTIGONISH FARMER'S MARKET ASSOC	Ant Farmer's Mark-'25	\$2,000.00
ANTIGONISH SNO DOGS	Ant Sno Dogs-'25 Comm	\$15,000.00
ALL-OF-US SOCIETY FOR ART PRES	All-Of-Us-'25 Comm Gra	\$1,500.00
CANADIAN ASSN FOR COMMUNITY LI	CACL-'25 Comm Grant	\$8,000.00
DESTINATION EASTERN AND NORTHU	DEANS-'25 Comm Grant	\$8,000.00
FESTIVAL ANTIGONISH	Fest Ant-'25 Comm Gran	\$15,000.00
KEEP WELL ANTIGONISH	Keep Well-'25 Comm Gra	\$3,000.00
POSITIVE ACTION FOR KEPPOCH	Pos Act for Kepp-'25 C	\$10,000.00
L'ARCHE ANTIGONISH	L'Arche-'25 Comm Grant	\$3,500.00
NAOMI SOCIETY	Naomi Soc-'25 Comm Gra	\$3,000.00
ROOF OVER YOUR HEAD	Roof over Head-'25 Com	\$2,000.00
STRAIT AREA GROUND SEARCH AND	SAGSR-'25 Comm Grant	\$2,500.00
PICTOU ANTIGONISH REG. LIBRARY	PARL-'25 Comm Grant	\$2,900.00
IOOF Property Tax By-law	Move Council Credit IOOF	\$1,976.00
ROSS SCREENPRINT	Canada Day-Council Shirts	\$205.32
EASTERN NOVA SCOTIA EXHIBITION	ENSE	\$500.00
HOW CLUB AA	How Club-Funding-(Taxe	\$945.67
GUYSBOROUGH EMANCIPATION	Guys Emancipation	\$500.00

SETTLEMENT IN ANTIGONISH FOR	2025/26-SAFE	\$6,000.00
DELOREY SADIE	S Delorey – Canada Games	\$200.00
KELL GARY	G Kell-Arm Wrestling Champ	\$200.00
ST FRANCIS XAVIER UNIVERSITY	Nat'l Truth Rec-Concert	\$1,000.00
ANTIGONISH 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
RK MACDONALD FOUNDATION	Lights of Love Campaign	\$1,000.00
KNIGHTS OF COLUMBUS	Knights of Columbus Toy Drive	\$1,000.00
SANTA FOR SENIORS	Santa for Seniors	\$1,000.00
AFRICAN NS PILGRIMAGE COMMITTEE	African NS Pilgrimage	\$500.00
DR JH GILLIS YOUTH HEALTH CTR	DR JH Gillis Youth Hea	\$1,000.00
RAISING THE VILLAGES COOPERATI	Raising the Villages C	\$1,000.00
CANADIAN ASSN FOR COMMUNITY LIVING	Bus Ability Banquet	\$2,000
PUCKS FOR PURPOSE	Pucks for Purpose-Banquet	\$400

Summary

Corporate Services continues to balance core financial responsibilities, audit requirements, and policy development, while supporting operational priorities across the organization. Key focus areas in the coming period include:

- Finalizing the 2026–27 budget
- Advancing utility rate studies
- Completing policy development initiatives
- Continuing recruitment efforts