

**MEETING:** Regular Town Council Meeting  
**DATE:** June 16, 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 – May 19, 2026
  - 4.2 Minutes of the Special Council Meeting – May 20, 2026
  - 4.3 Minutes of the Special Council Meeting – May 25, 2026
  - 4.4 Minutes of the Special Council Meeting – June 2, 2026
  - 4.5 Minutes of the Special Council Meeting – June 8, 2026
5. **Consent Agenda Items**
  - 5.1 Festival Antigonish Summer Theatre Banner Request
  - 5.2 President's Night of Xaverian Legacy - June 20, 2026
  - 5.3 CACL Ham and Bean Dinner & Auction – June 5, 2026
6. **Recognition/Proclamation/ Flag Request**
  - 6.1 Royal Canadian Legion 100<sup>th</sup> Anniversary – Recognition
  - 6.2 Indigenous Survivors Day June 30 – Proclamation
  - 6.3 Royal Canadia Legion Branch 59 – Flag Request
7. **Business from Committee of the Whole**
  - 7.1 Sewer Plant Front-End - Procurement Memo
  - 7.2 Municipal Finance Corporation (MFC) Borrowing Resolutions
  - 7.3 Town Services and Affordable Housing Grant Applications – Memo
  - 7.4 Housing Trust of Nova Scotia – Mayor
8. **Business from the Minutes**
9. **New Business**
  - 9.1 Appeal of Variance – 57 Hillcrest St.
  - 9.2 2026 Rectangular Rapid Flashing Beacon (RRFB) Locations
  - 9.3 Public Works/Facilities Staffing – Memo
  - 9.4 Removal of Parking on St. Ninian Street for Active Transportation Trail - Traffic Authority Memo
  - 9.5 Property Tax Collection Policy – Discussion
  - 9.6 Citizen Recognitions
  - 9.7 St. Francis Xavier University Facilities - Request
  - 9.8 Antigonish Affordable Housing Society – Request
10. **Correspondence**
  - 10.1 Mi'kmaw Signage and Reconciliation Support – (Martha Justice)
11. **In-Camera**
  - 11.1 Personnel Matters MGA Section 22(2)(c)
12. **Staff Reports**
13. **Adjournment**

DRAFT

**Regular Council Meeting  
May 19, 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**

R. Delorey, CAO  
M. Fougere, Municipal Clerk  
M. Barkhouse, Director of Corporate Services  
S. Long, Marketing and Communications Officer

Media

Gallery (online)

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

Mayor S. Cameron called the meeting to order at 6:01 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**

The following items were added to the agenda:

- 7.3 Rain Barrels – Councillor Roberts
- 8.5 VON (Victorian Order of Nurses) – Councillor Roberts
- 8.6 Highland Society – Mayor Cameron

**Motion:** That the Agenda be approved as amended.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

**Motion carried.**

**3. Conflict of Interest**

No conflicts on interest were declared.

**4. Acceptance of Minutes**

4.1 Minutes of the Regular Council Meeting – April 21, 2026

4.2 Minutes of the Special Council Meeting – April 20, 2026

4.3 Minutes of the Special Council Meeting – April 23, 2026

4.4 Minutes of the Special Council Meeting – May 5, 2026

4.5 Minutes of the Special Council Meeting – May 6, 2026

4.6 Minutes of the Special Council Meeting – May 11, 2026

DRAFT

Minutes were accepted as presented.

**5. Consent Agenda Items**

**5.1 Access Awareness Week Flag Request**

**5.2 Pride Flag Request**

**Motion:** That the consent agenda items be approved as presented.

Moved by: Councillor Roberts

Seconded by: Councillor Pelly

**Motion carried.**

**6. Business from Committee of the Whole**

**6.1 James River Watershed Stewardship Board (JRWSB) Policy**

CAO, R. Delorey, advised that amendments have been made to the policy since its initial adoption by Council. The revised policy was circulated in the Council package.

**Motion:** That Council adopt the James River Watershed Stewardship Board and Source Water Protection Advisory Committee Policy.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

**Motion carried.**

Direction was provided to staff to draft a policy addressing virtual attendance at meetings.

**7. Business from the Minutes**

**7.1 Approval of the Water Utility Budget**

The proposed Water Utility Budget was circulated in the Council package for review. It was noted that, while the budget had been considered during prior budget deliberations, a formal motion for approval had not been made.

**Motion:** That Council approve the Water Utility Budget as presented.

Moved by: Councillor MacLellan

Seconded by: Councillor Pelly

**Motion carried.**

**7.2 Selection of the RFP – Performance Evaluation of the CAO**

Council considered the results of the RFP process for the CAO performance evaluation.

**Motion:** That Council approve JD Strategy as the successful proponent to undertake the CAO performance evaluation process.

Moved by: Councillor McKenna

Seconded by: Councillor Pelly

**Motion carried.**

DRAFT

### **7.3 Rain Barrells – Councillor Roberts**

Councillor Roberts inquired about the availability of rain barrels locally, noting difficulty locating them for purchase. The CAO advised that rain barrels must be purchased prior to applying for the rebate, noting that the Town has received a number of applications to date, approximately a dozen.

It was further noted that if local retailers are sold out, additional stock may be ordered.

## **8. New Business**

### **8.1 Volunteer of the Year Award – Nominations**

A memo regarding the 2026 Volunteer of the Year selection process was circulated in the Council package. Council reviewed the two nominations received.

**Motion:** That Council select Elliott Anderson as the Town of Antigonish 2026 Volunteer of the Year.

Moved by: Councillor Pelly

Seconded by: Deputy Mayor Murray

**Motion carried.**

It was suggested that future items of this nature could be referred to the Recreation Committee for review, with recommendations then brought forward to Council.

### **8.2 Bay Street / Eastern Main Street Mid-Block Crosswalk – Memo**

A memo regarding the proposed mid-block crosswalk on East Main Street was circulated in the Council package.

No further discussion took place.

### **8.3 Public Presentations – Memo**

A memo regarding a proposed process for scheduling community presentations/delegations was circulated in the Council package. The Mayor spoke to the rationale for the proposed changes.

Council discussed the proposed approach, including the use of Special Meetings on an as-needed basis, overall meeting efficiency, and ensuring a consistent process for presenters. It was noted that presentations related to grant applications would not be scheduled for Council where the presentation aligns with an active grant application.

Council agreed to proceed with the proposed approach on a one-year pilot basis.

### **8.4 Paving/Infrastructure Request – Court St (Councillor McKenna)**

Councillor McKenna introduced an item requesting feedback from Council regarding a paving concern on Court Street.

**Motion:** That Council approve the inclusion of the deteriorated sections in front of 80 and 82 Court Street in the Town's paving and patching program for 2026.

Moved by: Deputy Mayor Roberts

Seconded by: Councillor Pelly

**Motion carried.**

### **8.5 Victorian Order of Nurses (VON)**

Councillor Roberts advised Council that she attended an event with representatives of the Victorian Order of Nurses (VON) and conveyed their appreciation for the support Council has provided over the years.

### **8.6 Highland Society**

The Mayor noted an informal meeting he attended with some members of the Highland Society regarding signage at Chisholm Park and the potential reinstatement of the Antigonish Sign identifying the "Highland Heart of Nova Scotia".

Council discussed signage, including alignment with Town branding, representation of Mi'kmaw identity, and options for redesign. Direction was suggested for staff to explore potential design options and report back.

**Motion:** That the Town investigate into the design of the one sign located coming directly into the town that reflects the broader community and traditionally the highland heart of Nova Scotia.

Moved by: Councillor Sullivan

Seconded by: Councillor McKenna

Motion defeated.

Councillor Sullivan proposed an amendment to the motion that the Town investigates a redesign of the sign at Chisholm's park that it reflects the heritage of our community the Highland Heart of Nova Scotia.

The amendment died for lack of a seconder.

The question was then called on the main motion.

Motion defeated.

Following further discussion, Council agreed to defer the item for further consideration at a later meeting.

DRAFT

## 9. Correspondence

### 9.1 Royal Canadian Legion 100<sup>th</sup> Anniversary Dinner - May 30, 2026

Information was circulated in council's package.

**Motion:** That Council approve the purchase of a table for the Royal Canadian Legion 100<sup>th</sup> Anniversary Dinner on May 30<sup>th</sup>, 2026, at a cost of \$200.00.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

**Motion carried.**

### 9.2 Antigonish Imagination Library (Informational)

### 9.3 Raising the Villages - Regional Well-Being Conference (Informational)

### 9.4 May 22 World Preeclampsia Day – Illumination Request (Informational)

### 9.5 2nd Dr. Agnes Calliste Black Community Recognition Awards Dinner (Informational)

**Motion:** That correspondence items 9.2 to 9.5 be received for information.

Moved by: Councillor McKenna

Seconded by: Councillor Pelly

**Motion carried.**

## 10. Staff Reports

Council discussed various items within the Staff Reports.

Discussion included scheduling a future meeting to review community grants, staffing updates, and operational items such as line painting, street sweeping, and facilities maintenance. Clarification was provided by staff on current timelines and resources.

Additional discussion included by-law enforcement activity and scoreboard signage considerations at the Regional Turf Field. Direction was provided for staff to review the scoreboard signage.

**Motion:** That the Staff Reports be accepted as presented.

Moved by Councillor Pelly

Seconded by: Deputy Mayor Murray

**Motion carried.**

## 11. Adjournment

With no further business, Councillor Roberts moved to adjourn the meeting at 7:38 p.m.

---

Mayor Sean Cameron

---

Randy Delorey, CAO

**DRAFT**

**Special Council Meeting  
May 20, 2026  
Town Council Chambers**

**Present**

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

**Also in Attendance**

R. Delorey, CAO

**1. Call to Order**

Mayor S. Cameron called the meeting to order at 5:01 p.m.

**2. Approval of the Agenda**

**Motion:** That the agenda be approved as presented.

Moved by: Deputy Mayor Murray

Seconded by: Councillor Pelly

**Motion carried.**

**Motion:** That Council move to an in-camera session at 5:02 p.m. pursuant to Section 22(2)(e) of the Municipal Government Act (Contract Negotiations).

Moved by: Councillor McKenna

Seconded by: Councillor Pelly

**Motion carried.**

**3. In-Camera**

**3.1 MGA Section 22(2)(e) – Contract Negotiations**

**Motion:** That Council move out of the in-camera session at 6:52 p.m.

Moved by: Deputy Mayor Murray

Secodned by: Councillor MacLellan

**Motion carried.**

Council rose from the in-camera session at 6:52 p.m.

**4. Adjournment**

With no further business, Councillor Pelly moved for adjournment at 7:00 p.m.

---

Mayor Sean Cameron

---

Randy Delorey, CAO

**DRAFT**

**Special Council Meeting  
May 25, 2026  
Town Council Chambers**

**Present**

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

**Also in Attendance**

R. Delorey, CAO

**1. Call to Order**

Mayor S. Cameron called the meeting to order at 5:06 p.m.

**2. Approval of the Agenda**

**Motion:** That the agenda be approved as presented.

Moved by: Councillor Sullivan

Seconded by: Councillor Pelly

**Motion carried.**

**Motion:** That Council move to an in-camera session at 5:07 p.m. pursuant to Section 22(2)(e) of the Municipal Government Act (Contract Negotiations).

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

**Motion carried.**

**3. In-Camera**

**3.1 MGA Section 22(2)(e) – Contract Negotiations**

**Motion:** That Council move out of the in-camera session at 6:43 p.m.

Moved by: Councillor MacLellan

Secodned by: Councillor McKenna

**Motion carried.**

Council rose from the in-camera session at 6:43 p.m.

**4. Adjournment**

With no further business, Deputy Mayor Murray moved for adjournment at 6:44 p.m.

---

Mayor Sean Cameron

---

Randy Delorey, CAO

**DRAFT**

**Special Council Meeting  
June 2, 2026  
Town Council Chambers**

**Present**

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

**Also in Attendance**

R. Delorey, CAO  
M. Fougere, Municipal Clerk  
K. MacInnis, Director of Community Development  
M. Barkhouse, Director of Corporate Services  
S. Long, Marketing and Communications Officer

**Regrets**

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

Mayor S. Cameron called the meeting to order at 5:21 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 the Agenda**

**Motion:** That the agenda be approved as presented.

Moved by: Councillor McKenna

Seconded by: Deputy Mayor Murray

**Motion carried.**

**3. New Business**

**3.1 Town of Antigonish Community Grants 2026-2027**

Council reviewed and discussed a number of Community Grant applications for 2026–2027. Questions and clarification were raised on several applications.

It was noted that one application was withdrawn following clarification regarding ownership of equipment.

Council did not complete review of all applications and agreed to continue discussions at a future meeting.

**DRAFT**

Councillor MacLellan requested additional background information on arts-related applications to support future deliberations.

**4. Adjournment**

With no further business, Councillor MacLellan moved for adjournment at 6:04 p.m.

---

Mayor Sean Cameron

---

Randy Delorey, CAO

**DRAFT**

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

**Present**

Deputy Mayor A. Murray  
Councillor D. Roberts  
Councillor J. Pelly  
Councillor J. Sullivan  
Councillor L. MacLellan

**Also in Attendance**

R. Delorey, CAO  
M. Fougere, Municipal Clerk

**Regrets**

Mayor S. Cameron  
Councillor P. McKenna

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

Deputy Mayor Murray called the meeting to order at 5:17 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 the Agenda**

**Motion:** That the agenda be approved as presented.  
Moved by: Councillor Roberts  
Seconded by: Councillor MacLellan

**Motion carried.**

**3. New Business**

**3.1 Filipino Association Flag Request – Independence Day June 12, 2026**

Council reviewed correspondence from the Filipino Association of Nova Scotia requesting permission to fly the Philippine flag from June 12 to June 30, 2026, in recognition of Philippine Independence Day.

**Motion:** That Council approve the request from the Filipino Association of Nova Scotia to fly the Philippine flag from June 12 to June 14, 2026, in recognition of Philippine Independence Day.  
Moved by: Councillor MacLellan  
Seconded by: Councillor Pelly

**Motion carried.**

DRAFT

### 3.2 Alternative Resource Energy Authority (AREA) - Power Purchase Agreement

Council considered a motion to approve the amended Ellershouse Wind Farm (EWF) Power Purchase Agreement and non-reciprocal backup/top-up billing arrangement with Nova Scotia Power Inc.

**Motion:** That Council approve the amended Ellershouse Wind Farm (EWF) Power Purchase Agreement and non-reciprocal Backup / Top-up billing arrangement with Nova Scotia Power Inc., effective June 1, 2026, or the earliest date thereafter.

Moved by: Councillor Pelly

**Amendment:** To revise the motion to approve the amended Ellershouse Wind Farm (EWF) Power Purchase Agreement **with AREA** and non-reciprocal backup/top-up billing arrangement with Nova Scotia Power Inc., effective June 1, 2026, or the earliest date thereafter.

**Amended Motion:** That Council approve the amended Ellershouse Wind Farm (EWF) Power Purchase Agreement with AREA and non-reciprocal backup/top up billing arrangement with Nova Scotia Power Inc., effective June 1, 2026, or the earliest date thereafter.

Moved by: Councillor Pelly

Seconded by: Councillor Roberts

**Motion carried.**

Councillor Sullivan requested clarification on the non-reciprocal billing arrangement, and the CAO provided clarification.

### 4. [Adjournment](#)

With no further business, Councillor Roberts moved for adjournment at 5:27 p.m.

---

Deputy Mayor Andrew Murray

---

Randy Delorey, CAO

THE TOWN OF  
**ANTIGONISH**  
Flag/Banner Request 

\* Required

Applicant Information

1. Community Group/Organization Title: \*

Festival Antigonish Summer Theatre

2. Applicant Name: \*

Cassie MacDonald

3. Email: \*

[REDACTED]

4. Address:

5015 Chapel Square Antigonish NS

5. Postal Code:

B2G 2W5

6. Phone:

[REDACTED]

Request Details

7. Please indicate your request: \*

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

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

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

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

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

- Parade
- Community Event
- Designated March
- Memorial Recognition
- Festival/Celebration
- Other

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

Flag/Banner/Light Request Start Date: \*

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

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 Chatham Park, lamp post banners, or Town Hall lights will benefit your event, celebration, or memorial.

**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 standards 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:
  - 1) The material is tattered, frayed, damaged or detracts from the beautification of the Town.
  - 2) The flag or banner promotes discrimination or philosophy or seek values are deemed to be divisive or discriminatory.
  - 3) The flag or banner contradicts the guidelines in place in the Town's Special Events Planning Guide.
  - 4) No flag or banner can be suspended across the street. Not all colour schemes may be available with Town staff flags.

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: \*

17. Date: \*

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.  
Microsoft Forms

## Melanie Fougere

---

**From:** melanie.fougere@townofantigonish.ca  
**Subject:** FW: EXTERNAL: President's Night of Xaverian Legacy

---

**From:** Claire Kelly [REDACTED]  
**Sent:** May 28, 2026 10:46 AM  
**To:** Melanie Fougere <melanie.fougere@townofantigonish.ca>  
**Subject:** EXTERNAL: President's Night of Xaverian Legacy

**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 Melanie,

For Mayor and Council;

We're looking forward to this year's **President's Night of Xaverian Legacy** on **June 20th** and would love for you to join us for what promises to be a memorable evening.

This event was formerly called the President's Gala. Whether you've attended in the past or are considering joining us for the first time, we've been busy developing a refreshed event experience and wanted to share a preview of what's to come.

In the attached video, Wendy Langley, Director of Development at StFX, will walk you through the evening and offer a glimpse into the new experience being created for guests. We've also included a link to the President's Night webpage, where you can learn more about the event and purchase tickets for yourself or guests you may wish to bring along.

We truly hope to see you there.

<https://stfx.thankview.com/video/60bd6a0f50914ee12/generic?source=export>

Thank you,

**CLAIRE KELLY**

**EXECUTIVE ASSISTANT TO  
THE VICE-PRESIDENT, ADVANCEMENT**

St. Francis Xavier University  
Antigonish, Nova Scotia · Canada  
t 902 867 2359 · c 902 863 7914  
[www.stfx.ca](http://www.stfx.ca)



**ST. FRANCIS XAVIER  
UNIVERSITY**



I acknowledge that StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

**CACL**

# *Ham and Bean*

**DINNER & AUCTION**

**Hosted at St. Ninian Place**

*Food* **FRIDAY** **5** **5:30 PM** *Fun*  
**JUNE**

Viewing of Auction Items: 5:30 PM  
Dinner: 6:30 PM

**\$35**  
a plate

**Tickets are available by  
calling 902-870-6051**

**Limited seating so please  
book your seats by May 29<sup>th</sup>**

*Live Auction • Silent Auction • Raffle Tables*

Media Sponsor:

**989  
XFM**  
*Nothing But Hits*

Canadian Association  
for Community Living

*Antigonish*

---

**INDIGENOUS SURVIVORS DAY PROCLAMATION**

---

**WHEREAS** Indigenous peoples have endured the impacts of colonization, forced assimilation, residential schools, and systemic discrimination, while demonstrating remarkable resilience, strength, and perseverance; and

**WHEREAS** Indigenous Survivors Day provides an opportunity to honour Indigenous survivors, acknowledge their experiences and truths, and recognize their enduring contributions to their families, communities, and society; and

**WHEREAS** this observance promotes healing, education, understanding, and meaningful dialogue, while raising awareness of the ongoing impacts of historical and contemporary injustices experienced by Indigenous peoples; and

**WHEREAS** the Town of Antigonish is committed to fostering respect, reconciliation, inclusion, and stronger relationships with Indigenous peoples and communities; and

**WHEREAS** recognizing Indigenous Survivors Day affirms our collective responsibility to learn from the past, support healing, advance reconciliation, and work toward a more equitable future for all;

**NOW THEREFORE, I, Sean Cameron, Mayor of the Town of Antigonish,** do hereby proclaim **June 30, 2026**, as **Indigenous Survivors Day** in the Town of Antigonish and encourage all residents to take time to reflect, learn, and participate in activities that honour Indigenous survivors and support the ongoing journey of truth and reconciliation.

---

MAYOR SEAN CAMERON

---

DATE

## Melanie Fougere

---

**From:** Troy Abromaitis [REDACTED]  
**Sent:** April 12, 2026 9:42 AM  
**To:** Town of Antigonish Mayor; Melanie Fougere; info@townofantigonish.ca  
**Subject:** EXTERNAL: Indigenous Survivors Day - National Blanket Ceremony Day  
**Attachments:** New Brunswick.pdf; Nova Scotia Proclamation - Indigenous Survivors Day.pdf; BC Indigenous Survivors Day - June 30.pdf; Chief Janet Reference Letter Final.pdf; 36-2025 Support for a National Day for Indigenous Child Removal Survivors by the Government of Canada\_EN (2) (1) (2) (1).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**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.

Dear Mayor and Members of Council,

I write to you today in a deeply personal capacity—this request comes from my heart and is not made on behalf of any organization or group.

On behalf of myself and my family, as Sixties Scoop survivors—myself and my late mother—I respectfully request that the Town and County of Town and County of Antigonish formally proclaim June 30 as **Indigenous Survivors Day – National Blanket Ceremony Day**.

This day has already been recognized by the provinces of British Columbia, Nova Scotia, and New Brunswick, as well as by cities such as Surrey and Prince George. It honours the survivors of the Sixties Scoop, Millennium Scoop, birth alerts, and other systemic practices that forcibly separated First Nations, Inuit, and Métis children from their families and communities.

My own journey home to Lytton First Nation took over thirty years—a path of healing, reconnection, and profound discovery. Through that journey, I reunited with my family and came to understand the full weight of the Sixties Scoop on our lives. My late mother, who passed earlier this year, was also a survivor. One of her final wishes was that the voices of survivors—so long silenced—be heard, honoured, and lifted up in ceremony across this country.

Indigenous Survivors Day – National Blanket Ceremony Day creates space for exactly that: a day to reflect, to learn, and to honour the strength and resilience of Survivors. It is also a day to remember those who were taken, those who never returned, and those who are still finding their way home. The blanket, as a symbol of belonging, protection, and ceremony, sits at the heart of this day—wrapping Survivors in recognition, care, and community.

This initiative supports your communities' commitment to reconciliation and aligns with the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), particularly the rights to identity, culture, and healing. While September 30—the National Day for Truth and Reconciliation—

honours residential school survivors, there remains no dedicated day recognizing survivors of the Scoop and similar practices. June 30 offers an opportunity to respectfully fill that gap.

I would respectfully request that this be considered for inclusion on an upcoming Council agenda. I would be honoured to support this proclamation in any way that may be helpful, including sharing my story or working alongside your communities to help shape meaningful commemorative events.

On behalf of my mother, my family, and the many Indigenous children and families impacted by these policies, I thank you for your time, your compassion, and your leadership in considering this request.

With respect and hope,

**Troy Abromaitis**

## View results

Respondent

20

Anonymous

29:58

Time to complete

## Applicant Information

1. Community Group/Organization Title: \*

Royal Canadian Legion Br. 59

2. Applicant Name: \*

John MacDonald vice president

3. Email: \*

[REDACTED]

4. Address:

75 St Ninion st.

5. Postal Code:

No answer provided.

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.

100 anniversary of the Royal Canadian Legion

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

No answer provided.

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

No answer provided.

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

- Parade
- Community Event
- Designated Month
- Memorial Recognition
- Festival/Celebration
- Other



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

Flag/Banner/Light Request Start Date: \*

13 July

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

19 July

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.

17 July is the 100 anniversary of the Royal Canadian Legion. Our local Legion br. 59 will be hosting a open house and BBQ .

## 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: \*

John MacDonald

17. Date: \*

1 June 2026

**To:** CAO and Council  
**Submitted by:** Kyle Meisner, Director of Infrastructure and Engineering, Traffic Authority  
**Date:** Tuesday, June 09, 2026  
**Subject:** STP Front End Tender Options

---

## **Introduction & Background**

The Town has had odor issues with the Antigonish Sewage Treatment Plant over the past number of years, primarily related to a lack of oxygen in the front of the plant during times of peak loading and peak temperatures. The long-term solution to this issue was multi-part, but all relates to ways to increase the amount of oxygen passed through / retained in the front cell.

This Front-End Tender project primarily does 2 things:

1. This project installs a fine screening system which will remove solids from the waste stream, both reducing load slightly, and increasing the efficiency of the aeration system which is currently being continuously bound up by sanitary products (wipes, pads, tampons) and other materials.
2. The project also installs new aeration blowers and associated piping systems at the front of the plant, where air demand is highest, adding additional treatment capacity, which combined with the new aerators being installed, will roughly triple the amount of air that can be added to the front cell.

This project has now spanned several years, funding applications, designs and tenders. To date:

- The design was undertaken by CBCL after multiple studies
- The screening system was tendered and purchased based on best value + efficiency
- The tender for construction of the new front end closed May 28th, 2026

## **Funding & Cost Assessment**

The project estimate was \$5.42M to complete the screening and increased aeration. Funding for this project was secured through the provincial Municipal Capital Growth Program (MCGP) at 50% contribution on the total expected project cost of \$5.42M. The remaining \$2.71M costs on the project were to be split 1/3 : 2/3 between the County and the Town respectively, as per the standard practice applied for the STP budget.

Currently design and equipment purchases have been completed accounting for \$1.1M (net) of the project budget. The estimated remaining budget for construction was \$4.3M (net) for 2026-2027. The construction tender closed on May 28 and all three submissions came in well over the budgeted amount.

The final low cost tender came in at \$6.28M + HST (\$6.53M net), or ~\$2.23 million (net) over the available remaining budget (\$4.3M) after design work and purchase of screens.

The tendered construction timelines are also all in excess of one year. The low bid (shortest timeline) came in at 53 weeks, but bids ranged from there up to 65 weeks from award.

Applying the same 1/3 : 2/3 split of costs after funding to the overage, the Town's budget is short by approximately \$1.5M to complete this project as tendered, with the \$0.74M balance being charged to the County.

The Town's portion of the cost of this project (\$1.8M) was planned to be covered by a borrowing, amortized over 20 years and paid back through the sewer rates. This would lead to a loan payment of around \$140k (approximately \$87.50/customer) yearly for the original budgeted amount. To cover the increased \$1.5M the annual loan payment would increase by approximately \$115k (approximately \$71.88/ customer) per year.

For greater clarity, the Town's sewer rates will need to cover approximately \$255k per year for 20 years, up from the original estimate of \$140k per year. The increased cost (\$115k) is equivalent of approximately one (1) capital project for the sewer system / plant, of which four (4) are being undertaken this year and on average historically about three (3) per year are completed.

### **Bidder Review**

In light of the significant cost overrun of the bids, the Town has initiated a review to consider ways to decrease the overall cost of the project. The Town and CBCL met with the low bid on the tender to discuss options on substitutions, reductions in scope and other potential cost saving measures. The contractor provided a budget breakdown, and discussion took place on various possible reductions which preliminarily suggest a potential to reduce the bid by around ~\$0.5 - \$1.0M, while still retaining the essential functions required by the tender.

Some items identified for consideration that could potentially be removed from the scope and done in-house, or later as future budgets allow, which account for the potential \$0.5-\$1.0M savings, include:

- Having 2 x 75hp blowers for full redundancy – one could be removed from the work and simply ordered later from the manufacturer. The existing blowers onsite do provide redundancy regardless. Expected short-term cost savings = \$200,000
- Not paving the yard once the project is completed – the current surface is asphalt, but the other plant we operate (BBWTP) only has a gravel yard. Expected short-term cost savings = \$40,000
- Undertaking the installation of the outdoor blower piping with in-house staff. Could potentially be done by the Town Public Works piping crew, but at the expense of other work. Potential cost savings = \$200,000

Several other items were discussed, and a full breakdown of potential cost saving items with accurate costing is expected Friday June 12<sup>th</sup> from the contractor.

### **Funding Options**

These options are intended to outline how this project could financially proceed.

#### Option 1:

Borrow the additional \$1.5M, financed through the sewer rates and complete the full project as designed and tendered.

To offset the cost to Town sewer rate payers, scale back future sewer capital projects as referenced above – completing one fewer project per year over the 20-year payback period.

Option 2:

Accept the proposed changes and substitutions put forward by the contractor and continue to work with the contractor to lower the price as much as possible. This includes shifting in-house crews to self-perform as much as possible, including yard aeration pipe work which will also result in postponing or deferral of some of the Town's capital or maintenance work to free up schedules, such as:

- Curb bump-out / ped crossing (Main St at Court St) - \$25,000
- Accessible Parking Spaces construction - \$50,000
- Air release valves (water utility) - \$10,000

These changes may reduce the project cost by between \$0.5M and \$1M (preliminary estimates) bringing the overage amount down to between ~\$1.1M and ~\$0.8M TOA cost. Note, the reductions presented include both the contractor's estimated savings and the redirection of Town staff and the capital budgets associated with projects above.

Borrow the remaining amount as per Option 1 (backed by sewer rates) and scaling back future work as need to keep rates stable and proceed with the project.

Option 3:

Same as option #2, but cancel / postpone additional capital projects to bring the total closer to budget. Possible options include:

- Hospital Way Design – \$300,000 can be freed up if funding is desired to be maximized, or
  - \$500,000 if we cancel the entire works including land acquisition and geotechnical
  - This initiative is not required and no legal obligation to pursue in the future
- Hawthorne Design - \$300,000
  - Council and community priority – work will need to be completed at some point
- Parking / Traffic Study - \$100,000
  - Council recognizes parking challenges that continue to grow with population growth
- STP Filter Building Roof - \$210,000
  - Roof is leaking and end of life (30 years) the maintenance costs grow the longer it is deferred
- Town Hall Roof - \$205,000
  - Roof is leaking and end of life (estimated 30 years) operating and maintenance costs the longer it is deferred
- AT Trail Project B - \$355,000
  - This project requires over \$1M of Town contribution whether completed or abandoned, so the cost is an obligation in the current or future year – does not result in net savings to the Town if deferred.

Project cancellations are possible for up to \$1.67M, allowing for full coverage of the reduced cost.

Choose which reductions to undertake and proceed with the project, recognizing the implications of any reductions chosen.

Option 4:

Declare a failed tender, as no submissions meet budget. Undertake design revisions to reduce the cost of the work and retender.

Extends timelines by an unknown amount. Unknown cost savings – other projects proceed in year as approved with budget.

Option 5:

Declare a failed tender similar to Option 4 but undertake a new design-build process to work more collaboratively with construction contractors. Have them review the existing design and submit new design proposals based on revising the design to something more economically constructable.

Extends timelines by an unknown amount. Unknown cost savings.

**Recommendation**

Recommendation from the Department of Infrastructure and Engineering is to proceed with Option 2, with the intent that we work with the low bid to find the best path forward that allows this project to be built without sacrificing many other priorities. The sewer utility can scale back capital works for a period of time to cover the additional cost of the borrowing to allow for this critical project to proceed.

Should Option 2 be chosen, this still allows for discussion of the memo submitted to the June Committee of the Whole, with the possible re-allocation of capital funds from Hospital Way design work to further much-needed asphalt work on roadways or those savings could be reallocated to this project, as per Option 3 reducing budget pressures.



**Kyle Meisner, P.Eng**

Director of Infrastructure and Engineering; Traffic Authority  
Town of Antigonish  
(902) 318-1265

**To:** Town of Antigonish Council  
**Submitted by:** Meaghan Barkhouse, Director of Corporate Services  
**Date:** Friday, May 29, 2026  
**Subject:** **TBRs for Ministerial Approval (Fall 2026 Municipal Finance)**

---

## Purpose

The purpose of this memo is to seek Council approval of four Temporary Borrowing Resolutions required to obtain Ministerial approval from the Department of Municipal Affairs and Housing for interim and Municipal Finance financing of approved projects.

## Background

Under Section 66 of the Municipal Government Act, municipalities must obtain approval from the Minister prior to borrowing funds for capital purposes. Adoption of a Temporary Borrowing Resolution (TBR) allows the Municipality to secure short-term financing pending long-term debenture issuance through the Municipal Finance Corporation (MFC).

## Discussion

The proposed TBRs relate to the following:

- **Antigonish Town and County Library [MFC Debenture Refinancing]**  
This borrowing is not new capital debt, but rather a refinancing of an existing obligation (balloon payment) related to the library. The intent is to roll this amount into long-term financing through MFC. Staff recommend that the final structure and term of this refinancing be brought forward for Council consideration in the fall, when we participate in an MFC debenture issue and can evaluate interest rates and term options at that time.
- **Sewer Plant Front End**  
These represent standard capital borrowings as approved in the current capital budget.
- **Source Water – Production Wells**  
This represents a capital investment in water infrastructure to support source water supply and system reliability.

## Financial Implications

- The TBR enables access to interim financing only; it does not authorize new spending beyond Council-approved capital projects.
- Participation in a future MFC debenture issue is expected to reduce borrowing costs relative to current short-term or third-party financing arrangements.
- Final borrowing terms, including interest rates and amortization, will be presented to Council prior to long-term financing. Anticipated timeline will be October 2026 with rates provided by Municipal Finance.

## Recommendation

It is recommended that Council approve the Temporary Borrowing Resolution(s) as presented in order to:

- Obtain Ministerial approval;
- Authorize interim financing for approved projects; and
- Position the Municipality to secure more favorable long-term borrowing rates through the Municipal Finance.

**MUNICIPAL COUNCIL OF THE**

**Town of Antigonish**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,050,000

Purpose: Source Water - Production Wells

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Antigonish, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

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

**WHEREAS** the Council of the Town of Antigonish has determined to borrow the aggregate principal amount of one million fifty thousand Dollars (\$ 1,050,000 ) for the purposes of Source Water - Production Wells;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Antigonish borrow a sum or sums not exceeding one million fifty thousand Dollars (\$ 1,050,000 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one million fifty thousand Dollars (\$ 1,050,000 ) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** pursuant to Subsection 92(2) the sum be borrowed for a period not exceeding **Twenty-Four (24) Months** from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

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

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Antigonish held on the 16 day of June, 2026.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Antigonish this 16 day of June, 2026.

\_\_\_\_\_  
Clerk

**MUNICIPAL COUNCIL OF THE**

**Town of Antigonish**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 3,141,000

Purpose: Sewer Plant Front End

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Antigonish, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

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

**WHEREAS** the Council of the Town of Antigonish has determined to borrow the aggregate principal amount of three million one hundred forty one thousand Dollars (\$ 3,141,000) for the purposes of Sewer Plant Front End;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Antigonish borrow a sum or sums not exceeding three million one hundred forty one thousand Dollars (\$ 3,141,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding three million one hundred forty one thousand Dollars (\$ 3,141,000) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** pursuant to Subsection 92(2) the sum be borrowed for a period not exceeding Twenty-Four (24) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

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

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Antigonish held on the 16 day of June, 2026.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Antigonish this 16 day of June, 2026.

\_\_\_\_\_  
Clerk

**MUNICIPAL COUNCIL OF THE**

**Town of Antigonish**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 255,000

Purpose: Antigonish Town & County Library Bal

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Antigonish, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

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

**WHEREAS** the Council of the Town of Antigonish has determined to borrow the aggregate principal amount of two hundred fifty five thousand Dollars (\$ 255,000 ) for the purposes of Antigonish Town & County Library Balloon Refinancing;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Antigonish borrow a sum or sums not exceeding two hundred fifty five thousand Dollars (\$ 255,000 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding two hundred fifty five thousand Dollars (\$ 255,000 ) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** pursuant to Subsection 92(2) the sum be borrowed for a period not exceeding Twenty-Four (24) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

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

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Antigonish held on the 16 day of June, 2026.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Antigonish this 16 day of June, 2026.

\_\_\_\_\_  
Clerk

**MUNICIPAL COUNCIL OF THE**

**Town of Antigonish**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 2,800,000

Purpose: Antigonish Electric Utility Fuel Adjustr

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Antigonish, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

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

**WHEREAS** the Council of the Town of Antigonish has determined to borrow the aggregate principal amount of two million eight hundred thousand Dollars (\$ 2,800,000) for the purposes of Antigonish Electric Utility Fuel Adjustment Mechanism;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Antigonish borrow a sum or sums not exceeding two million eight hundred thousand Dollars (\$ 2,800,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding two million eight hundred thousand Dollars (\$ 2,800,000) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** pursuant to Subsection 92(2) the sum be borrowed for a period not exceeding Twenty-Four (24) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

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

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Antigonish held on the 16 day of June, 2026.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Antigonish this 16 day of June, 2026.

\_\_\_\_\_  
Clerk

## Town Services and Affordable Housing Grant Application

The purpose of the Town Services and Affordable Housing Grant is to guide the provision of financial support to developers involved in the development of affordable housing. The policy establishes a framework for awarding grants to assist with seed funding, capacity building, and capital costs, with the objective of enabling increased affordable housing supply in the Town of Antigonish.

Prior to filling out the application below, please review the policy found here: <https://townofantigonish.ca/policies-bylaws/policies/1892-town-services-and-affordable-housing-grant-policy/file.html>

1. Organization or Business Name

2. Organization or Business Mailing Address

3. Contact Name

4. Email

5. Phone Number

6. Eligibility Criteria

Please check the following boxes to ensure all criteria is met.

- Be a registered non-profit or charitable organization with the Nova Scotia Registry of Joint Stock Companies to access grant categories 1 and 2.
- Be a non-profit or for-profit housing developer that is building 30% of their project as affordable units.
- Operate within the municipal boundaries or deliver a project that benefits residents of the Town.
- Provide evidence of an increase in housing supply through densification or affordability, aligning with the Town of Antigonish's Housing Needs Assessment: <https://townofantigonish.ca/town-documents-1/1416-final-town-of-antigonish-municipal-housing-needs-assessment/file.html>.
- Streams 1 and 2 require completion of activities within the fiscal year applied (April 1 – March 31).
- Stream 3 requires installation and connection of services to occur by December 31, 2027.
- Have acceptable financial and governance practices, where applicable.

7. Category

The Town Services and Affordable Housing Grant offers applicants the opportunity to apply to one of three funding streams. Please select one of the following.

- Stream 1: Planning & Pre-Development for Non-Profit Organizations
- Stream 2: Capacity Building for Non-Profit Organizations
- Stream 3: Town Services Connections

8. Project Description

Please provide a detailed description of your project including but not limited to, number of units, the break-down of affordable units versus market rent, accessibility features, and other relevant details.

Applications will be assessed based on demonstrated need and evidence of alignment with Town housing needs assessment, readiness and feasibility of the project, capacity and track record of the applicant, leveraging of other funding sources, and long-term affordability and community impact.

9. Confirmation of other funding sources for the project.

Please include a breakdown of other funding sources.

10. Timeline

Please include key project dates including anticipated completion date.

### 11. Supporting Documentation

Please email any applicable supporting documentation to [housing@townofantigonish.ca](mailto:housing@townofantigonish.ca). This could include site plan, proof of non-profit status, budget, etc. Please note that your application will not be considered complete until supporting documentation is provided. Staff may follow up for additional documentation.

Documentation Sent

### 12. Signature

By typing your name below, you acknowledge that this constitutes your electronic signature and that it carries the same legal effect as a handwritten signature.

[Redacted signature area]

---

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.



## 8. Project Description

*Please provide a detailed description of your project including but not limited to, number of units, the break-down of affordable units versus market rent, accessibility features, and other relevant details.*

*Applications will be assessed based on demonstrated need and evidence of alignment with Town housing needs assessment, readiness and feasibility of the project, capacity and track record of the applicant, leveraging of other funding sources, and long-term affordability and community impact.*

### Naomi Society Mission Statement

Naomi Society is dedicated to eliminating violence against women and gender-based violence in Antigonish and Guysborough Counties. Our mission is to protect and promote the safety, dignity, and human rights of women, children, and all genders through trauma-informed community prevention, outreach, support, and advocacy. Our work strives to address the social, economic, and cultural needs of those we serve while confronting the foundational issues of domestic, family, intimate partner, and sexual violence.

### Project Overview

<b>Housing Type &amp; Description</b>	Second-stage housing/supportive housing designed to meet the specific needs of women and children domestic violence. With deeply affordable rental rates, these units will ensure that women with low incomes are not left behind.
<b>Number of units</b>	10
<b>Deeply Affordable Units</b>	10
<b>Market Rent Units (100% of MMR)</b>	0
<b>Number of Buildings on Site</b>	1
<b>Building Size</b>	-Approximately 17,000 sq ft total -2 storeys
<b>Key Features and Amenities</b>	This supportive housing will prioritize safety through enhanced security measures, on-site support staff, and anti-violence programming, creating a secure environment

	<p>where survivors can begin to rebuild their lives.</p> <p>In addition to residential units, the building will have a maximum of 30% floor area dedicated to:</p> <ul style="list-style-type: none"> <li>- Staff offices</li> <li>- Flexible programming space/communal areas</li> <li>- Discreet outdoor space for residents and their families to enjoy</li> </ul>
<b>Site Ownership</b>	Naomi Society has ownership of the site as it was donated to the Society by an individual.
<b>Zoning and Planning Approvals</b>	While the current zoning is not permissive of multi-residential development, Naomi Society is confident the required Development Agreements will be granted to amend the zoning of the site to permit multi-residential development. There is strong, existing precedent for re-zoning in the area, as evidenced by the recent re-zoning of The Maples (Supportive Living) development from H1 to H2. Furthermore, as noted, the County and The Town have both expressed their support of this project and remain an active and engaged partner. We have actively been engaged with the Eastern District Planning Commission who will ultimately provide the Development Agreement, and they have not identified any barriers to-date.

Currently, Naomi Society offers two units of affordable housing for women and children fleeing violence. However, with 6% of households in core housing need, a subsidized housing waitlist of up to ten years, and the recent declaration of Intimate Partner Violence as an epidemic in Nova Scotia, the demand for safe and affordable housing is critical. Gender-based violence continues to rise, particularly in rural communities, underscoring the urgent need for a specialized housing solution in Antigonish and Guysborough Counties.

To address this crisis, Naomi Society proposes the development of 10 additional units of deeply affordable housing, designed to meet the specific needs of women and children fleeing violence. The initial vision for the facilities also includes flexible programming space and staff offices reflecting around 25% of the gross floor area. These details are to be determined during the conceptual design phase with architectural.

This supportive housing will prioritize safety through enhanced security measures, on-site support staff, and anti-violence programming, creating a secure environment where survivors can begin to rebuild their lives.

With deeply affordable rental rates, these units will ensure that women with low incomes are not left behind. As part of this initiative, Naomi Society also seeks to enhance its capacity to serve the community and advance its mission.

In addition to affordable housing, Naomi Society will continue providing critical services, including crisis and counselling support, outreach programs, public education, and advocacy. Each year, the Society supports over 300 women and children, delivering more than 8,000 unique support opportunities across the region. This project represents a vital step toward extending the continuum of care for survivors of violence, addressing the urgent need for safe and affordable housing, and empowering women and children to build lives free from violence.

#### Project Alignment with Town Housing Needs Assessment

The Antigonish 2023 Housing Needs Assessment identifies a significant shortage of affordable and suitable rental housing, making it difficult for individuals and families across the community to secure stable accommodation (Turner Drake & Partners, 2023). This shortage is even more acute for those fleeing domestic violence, who often require immediate, safe, and appropriate housing options yet face a market with extremely limited availability. With only 71 publicly owned units in the County, almost all one-bedroom units designated for seniors, there is little existing stock to support families or adults under 65 (2023). Nearly half of renters earn below what is required to afford median rents, 34% live in unaffordable conditions, and more than 125 households with children are in inadequate or unsuitable housing (2023). At the same time, total housing demand is projected to reach 1,020 units by 2027, outpacing current construction trends (2023).

This development directly responds to these pressures by adding new, safe, family-appropriate, and accessible units to the community. By increasing the availability of stable and affordable housing, it will play a critical role in supporting survivors of domestic violence, ensuring they have access to secure accommodation during moments of crisis and helping protect some of the most vulnerable families in Antigonish County.

### Organizational Capacity & Experience

The Naomi Society brings strong organizational capacity and deep community experience to this project. As the lead agency providing support to women and families affected by domestic and gender-based violence in Antigonish and Guysborough Counties, the Society has a long history of delivering trauma-informed, client-centered services. It currently manages 2 second-stage housing units, overseeing operations, tenancy supports, partnerships, and case management for women fleeing violence. Through this work, the Naomi Society has demonstrated its ability to manage complex housing operations, coordinate multidisciplinary supports, and maintain safe, stable environments for vulnerable households. Their proven track record, governance stability, and established community partnerships position them well to contribute meaningfully to the development and ongoing success of new supportive and affordable housing initiatives.

### Strengthening Capacity Through Partnerships

This project will involve a collaborative effort among various partners to ensure its success and sustainability. Naomi Society has contracted Tim Welch Consulting to act as project managers to provide ongoing oversight and project management, further ensuring the long-term sustainability and viability of this project.

Municipal, provincial, and federal government agencies will play key roles in providing funding, policy support, and regulatory approvals necessary to facilitate the development. Naomi Society will work with municipal agencies on matters such as zoning, land use planning, and local infrastructure upgrades and requirements. Clients, future residents, and community partners, including local organizations and nonprofits, will lend invaluable insights to this development, helping to shape the project's design and implementation. This inclusive approach will create a development that reflects shared goals, supports economic viability, and enhances quality of life for its future residents.

### List of Partners:

- Town and County
  - Through planning and site servicing, there will be continued engagement with both municipalities (site is in the county but close to town boundary).
  -
- CMHC
  - Confirmed Seed Funders and Primary Capital funding prospect through the AHF Rapid Housing Sub Stream or Build Canada Homes equivalent.
- Community Housing Transformation Centre
  - Vital support through the Nova Scotia Growth Fund is secured to get the project through the pre-development stage.
- THANS
  - As a member of THANS, the Provincial advocacy board for Transitional Housing, the Society knows that together the sector and providers are stronger. THANS are advocating for operating and capital support from the Ministry of Health.
- Dr. Amy Hendricks
  - Donor of the land and neighbor of the project. A key stakeholder who will be informed of progress and project plans. Dr. Hendricks is also building a medical clinic on the adjacent site.
- Canadian Association for Community Living (CACL)
  - A neighbor of the project, currently building their own project adjacent to the site.
- AAHS
  - Like CACL above, a neighboring project can offer collaboration opportunities to benefit both parties.
- Naomi Clients
  - Through design development Naomi will engage stakeholders for input

### 9. Confirmation of other funding sources for this project

*Please include a breakdown of other funding sources.*

Securing sufficient funding is a critical challenge for the success of this project. To-date, Naomi Society has received \$115,000 of feasibility and pre-development funding as outlined in the table below. While these 2 funding sources have enabled the project to hire a project management consultant, complete site feasibility studies, and hire a design team, the \$115,000 is not enough to cover all forecasted pre-development expenses to reach construction. The funding gap to

cover remaining forecasted pre-development expenses (such as design fees to reach construction documents, project management consultant fees and other associated costs) is approximately \$260,000 HST included. This figure is supported by quotes and contracted fees.

Naomi Society is actively pursuing diverse funding sources, including grants, partnerships, and community fundraising initiatives. By crafting a robust financial strategy and transparently communicating the project’s objectives and community impact to potential funders, Naomi Society aims to build a strong case for support and ensure the project’s financial sustainability. By anticipating these challenges and employing proactive, strategic solutions, we are committed to overcoming barriers and delivering a development that meets the pressing housing needs of the community.

Funding Organization Name & Program Name	Confirmed Amount	Eligible Activities this Fund will be Used Toward
Community Housing Transformation Fund (CHTC)'s <i>Nova Scotia Growth Fund</i>	\$25,000 for Feasibility Activities + \$50,000 for Pre-Development Activities = \$75,000 Grant	<ul style="list-style-type: none"> <li>-ESA Phase I &amp; Geotechnical Investigation</li> <li>-Legal Survey</li> <li>-Topo Survey</li> <li>-Legal Fees</li> <li>-Land Valuation</li> <li>-Project Management Consultant fees</li> <li>-Architect’s Conceptual &amp; Schematic Design fees</li> </ul>
Canada Mortgage and Housing Corporation (CMHC)'s <i>Seed Funding</i>	\$40,000 Forgivable Loan	<ul style="list-style-type: none"> <li>-Architect’s Conceptual &amp; Schematic Design Fees</li> <li>-Project Management Consultant Fees</li> </ul>

## 10. Timeline

*Please include key project dates including anticipated completion date.*

<b>Project Task/Phase</b>	<b>Date</b>
Feasibility & Pre-Development Funding Applications	Feb 2025 – Aug 2025
Feasibility Studies	Mar 2025 – Aug 2025
Retaining Design Team	Aug 2025
Pre-design	Oct - Nov 2025
Conceptual/Schematic Design	Nov 2025 – Jan 2026
Rezoning Application	Feb 2026
Capital Funding Applications, Retain Construction Manager, Design Development to Class B	Winter/Spring 2026
Construction Documents	Spring 2026
Construction	July 2026 – Jan 2028
Occupancy	Feb 2028

## References

Turner Drake & Partners. (2023). Municipality of the County of Antigonish Municipal Housing Needs Report. Retrieved from <https://antigonishcounty.ca/wp-content/uploads/2023/10/Municipal-Housing-Needs-Report-2023.pdf>

## Town Services and Affordable Housing Grant Application

The purpose of the Town Services and Affordable Housing Grant is to guide the provision of financial support to developers involved in the development of affordable housing. The policy establishes a framework for awarding grants to assist with seed funding, capacity building, and capital costs, with the objective of enabling increased affordable housing supply in the Town of Antigonish.

Prior to filling out the application below, please review the policy found here: <https://townofantigonish.ca/policies-bylaws/policies/1892-town-services-and-affordable-housing-grant-policy/file.html>

1. Organization or Business Name

2. Organization or Business Mailing Address

3. Contact Name

4. Email

5. Phone Number

6. Eligibility Criteria

Please check the following boxes to ensure all criteria is met.

- Be a registered non-profit or charitable organization with the Nova Scotia Registry of Joint Stock Companies to access grant categories 1 and 2.
- Be a non-profit or for-profit housing developer that is building 30% of their project as affordable units.
- Operate within the municipal boundaries or deliver a project that benefits residents of the Town.
- Provide evidence of an increase in housing supply through densification or affordability, aligning with the Town of Antigonish's Housing Needs Assessment: <https://townofantigonish.ca/town-documents-1/1416-final-town-of-antigonish-municipal-housing-needs-assessment/file.html>.
- Streams 1 and 2 require completion of activities within the fiscal year applied (April 1 – March 31).
- Stream 3 requires installation and connection of services to occur by December 31, 2027.
- Have acceptable financial and governance practices, where applicable.

7. Category

The Town Services and Affordable Housing Grant offers applicants the opportunity to apply to one of three funding streams. Please select one of the following.

- Stream 1: Planning & Pre-Development for Non-Profit Organizations
- Stream 2: Capacity Building for Non-Profit Organizations
- Stream 3: Town Services Connections

8. Project Description

Please provide a detailed description of your project including but not limited to, number of units, the break-down of affordable units versus market rent, accessibility features, and other relevant details.

Applications will be assessed based on demonstrated need and evidence of alignment with Town housing needs assessment, readiness and feasibility of the project, capacity and track record of the applicant, leveraging of other funding sources, and long-term affordability and community impact.

9. Confirmation of other funding sources for the project.

Please include a breakdown of other funding sources.

10. Timeline

Please include key project dates including anticipated completion date.

### 11. Supporting Documentation

Please email any applicable supporting documentation to [housing@townofantigonish.ca](mailto:housing@townofantigonish.ca). This could include site plan, proof of non-profit status, budget, etc. Please note that your application will not be considered complete until supporting documentation is provided. Staff may follow up for additional documentation.

Documentation Sent

### 12. Signature

By typing your name below, you acknowledge that this constitutes your electronic signature and that it carries the same legal effect as a handwritten signature.

---

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.



## **8. Project Description**

*Please provide a detailed description of your project including but not limited to, number of units, the break-down of affordable units versus market rent, accessibility features, and other relevant details.*

*Applications will be assessed based on demonstrated need and evidence of alignment with Town housing needs assessment, readiness and feasibility of the project, capacity and track record of the applicant, leveraging of other funding sources, and long-term affordability and community impact.*

### Overview

The Antigonish Affordable Housing Society (AAHS) has embarked on the planning and design of a transformative affordable housing project of 140 units in Antigonish, Nova Scotia. Situated at the front of a 16-hectare parcel of land donated generously to the organization, the site is strategically located near St. Martha's Regional Hospital and directly along the Antigonish Community Transit Route. This location ensures strong connectivity to essential services, employment, education, and healthcare.

The organization is currently nearing the end of the schematic design phase with the project architect. The project has received pre-development funding from the Nova Scotia Growth Fund and the CMHC Seed Fund to cover initial expenses such as site feasibility studies, project management consultant fees and architect fees to reach this point. The project team is preparing to submit capital funding applications, move through design development, retain a construction manager, finalize construction documents and receive all necessary planning approvals.

### Project Vision and Community Impact

AAHS aims to address the negative effects facing those with low incomes, housing insecurity, and social isolation by creating high-quality, affordable, energy-efficient housing supported by a community-oriented service model. AAHS' vision for this project extends beyond housing and aims to build a vibrant community that features essential infrastructure and community space including public roads, sidewalks, walking trails, water systems, and a neighboring medical clinic and community centre. Through strong community partnerships, economically and environmentally viable housing development, and a significant increase to local, affordable housing stock, this project is positioned to be transformational for future and current residents of Antigonish.

The primary goal of this development is to increase the affordable housing stock in Antigonish, which would have far-reaching impacts within the community. There are currently no emergency shelters in the Town, and very limited transitional housing programs. Increasing housing stock through this project would empower individuals accessing transitional housing to successfully transition to the rental housing market, thus increasing providers' capacity to provide services to others in need of shelter and transitional housing. Additionally, increasing the affordable housing stock could help to attract employable workers to the Town who would otherwise not be able to find housing, thus improving access to skills and labour.

AAHS is an active member of the Nova Scotia Non Profit Housing Association (NSNPHA) and it's regional housing network, which launched around one year ago. AAHS expects this organization to be the channel where they share their learned experience regionally and provincially to those organizations who might benefit from their learning.

The long-term vision extends beyond the buildings themselves. The master plan includes:

- New public roads and sidewalks
- Walking and active-transportation trails
- Community green spaces and gardens
- Water and servicing infrastructure
- A nearby medical clinic and community centre (partner-led)

Through these features and partnerships, the project will be designed to create a vibrant, multi-generational community that enhances wellbeing for current and future residents.

Project Scope and Unit Mix

Please note that:

- The affordability mix is subject to change based on further financial viability modelling and final board approval
- Affordable rents will be calculated in accordance with new Build Canada Homes requirements

Number of units	~140
Affordable Units	~98
Market Rent Units	~42

<p><b>Unit Mix</b></p>	<p>1 bedroom: ~33% of total  2 bedroom: ~42% of total  3 bedroom: ~17% of total  4 bedroom: ~8% of total</p>
<p><b>Number of Buildings on Site</b></p>	<p>Building Type A – 48 Units each x2  Building Type B – 11 units each x4    4 Buildings Total</p>
<p><b>Key Features and Amenities</b></p>	<p>-1.4 parking spaces per unit  -Community gathering rooms  -Shared outdoor greenspace  -Communal laundry rooms  -Staff office near lobbies  -Communal areas are fully accessible  -Energy efficient buildings</p>
<p><b>Site Ownership</b></p>	<p>AAHS has ownership of the site as it was donated to the Society by an individual.</p>
<p><b>Accessibility Features</b></p>	<ul style="list-style-type: none"> <li>● Around 20% of units or more will be barrier free, ensuring Build Canada Homes Minimum Requirements</li> <li>● All accessible homes will be located on the ground floor with proximate designated parking.</li> <li>● All common areas—including hallways, shared programming space, and tenant-facing offices—will meet accessibility standards and be designed for barrier-free use.</li> </ul>

A mixed-income approach strengthens long-term financial sustainability while maximizing the number of deeply affordable homes.

## Project Alignment with Town Housing Needs Assessment

The Town of Antigonish Municipal Housing Needs Assessment of 2023 shows a significant shortage of affordable rental housing, especially for families and adults under 65. Only 71 publicly owned units exist in the County, almost all of them one-bedroom units designated for seniors. Nearly half of renters earn below what is needed to afford median rents, and 34% of rental households are living in unaffordable conditions. In addition, more than 125 households with children live in inadequate or unsuitable housing (Turner Drake & Partners, 2023).

The Town has a housing gap of 305 units as of 2022 and will need 580 new units by 2027, and 860 units by 2032 to meet demand. The Assessment also projects a total housing demand of up to 1,020 units by 2027, and 1520 units by 2032 in the County, far beyond what current construction trends can supply. This development directly responds to these gaps by providing an anticipated 100 new affordable units by 2028, including family-sized homes and several accessible ground-floor units to support aging in place. By adding a substantial number of units at once, this project meaningfully reduces the projected deficit and helps stabilize local housing pressures (2023).

## Equity, Inclusion, and First Voice Leadership

AAHS is committed to advancing diversity, equity, and inclusion by:

- Addressing systemic barriers that prevent marginalized individuals from accessing safe, affordable housing
- Integrating First Voice perspectives and maintaining ongoing engagement with underrepresented groups
- Creating a community environment that supports social inclusion, safety, and dignity

A tenant-centred approach supports long-term success. Shared indoor and outdoor gathering spaces promote community building, while shared garden boxes encourage food security and tenant engagement. AAHS has two designated spaces on the board for tenant directors and space for tenants to join themselves. The organization works with community partners and ensures that their services are equitably accessible to underserved and underrepresented groups. A dedicated Community Navigator/property manager provides individualized support and helps residents connect to local services. Linking eligible tenants with rent supplements enables a diverse income mix and contributes to organizational stability.

### Environmental Sustainability Commitment

The development will target net-zero energy efficiency, reducing operating costs and environmental impact. The project team plans to apply for funding through Efficiency Nova Scotia (ENS) to offset the costs associated with building a highly energy-efficient building and has already engaged in positive discussion with ENS regarding this funding.

Additionally, this project aims to install solar panels to offset energy costs and install Electric Vehicle charging stations to help support clean energy transition. These endeavors may be supported by funding programs from ENS or the Green Municipal Fund, which the project team plans to apply to with the guidance from a regional Energy Coach.

### Zoning

Although the current zoning does not yet permit multi-residential development, AAHS is confident that a Development Agreement will be approved. The Society has:

- Engaged early with the Eastern District Planning Commission, which has identified no concerns to date
- Received clear expressions of support from both the Town and County
- Noted strong local precedent, such as the recent rezoning of The Maples (Supportive Living), from H1 to H2

These factors demonstrate a feasible pathway to approvals and timely advancement of the project.

### Organizational Capacity & Experience

The AAHS Board demonstrates strong organizational capacity, backed by a proven track record of delivering affordable housing from concept through construction, occupancy, and ongoing property management. Their developments, such as the homes on Appleseed Drive, are thoughtfully designed, energy-efficient, and built to be safe, welcoming, and responsive to the needs of the community. These homes foster dignity and connection through features like communal gathering space and the support of a designated full-time community navigator/property manager.

AAHS currently manages 45 units with one paid staff member who oversees both housing coordination and property management, supported by an exceptionally engaged board of approximately 20 members. This volunteer board brings a wide range of professional expertise

and specialized skills, enabling AAHS to steward high-quality, community-focused housing with strong governance and long-term stability.

### Strengthening Capacity Through Partnerships

This project will involve a collaborative effort among various partners to ensure its success and sustainability. Municipal, provincial, and federal government agencies will play key roles in providing funding, policy support, and regulatory approvals necessary to facilitate the development. AAHS will work with municipal agencies on matters such as zoning, land use planning, and local infrastructure upgrades. Community partners, including local organizations and non-profits will bring invaluable insights into the unique needs and priorities of the town's residents, helping to shape the project's design and ensure its alignment with community values. This inclusive approach will create a development that reflects shared goals, supports economic growth, and enhances quality of life for all stakeholders. A list of partners is below:

- The Naomi Society
  - Is building a 10-unit second stage housing development on the adjacent site. Will work collaboratively on accessing shared resources or services where needed to deliver the two development projects efficiently and in a way that benefits both projects.
- Canadian Association for Community Living (CACL)
  - Is building a housing development and social enterprise on an adjacent site. Will work collaboratively where needed.
- Medical Clinic – Dr. Amy Hendricks
  - Is on an adjacent site. Will work collaboratively where needed.
- Sisters of St. Martha
  - Situated on the neighbouring site, this organization has shown strong support for this development.
- NS Department of Municipal Affairs and Housing
  - Capital funder (unconfirmed)
- Municipality of the County of Antigonish
  - Have received letter of support
- Town of Antigonish
  - Have received letter of support
- CMHC
  - Capital funder (unconfirmed)
  - Pre-development funder (confirmed)

- Community Housing Transformation Centre (CHTC)
  - Pre-development funder (confirmed)
- Current & future residents
- Community Stakeholders

**9. Confirmation of other funding sources for this project**

*Please include a breakdown of other funding sources.*

To date, the project has been granted and loaned a total of \$296,000 from public funding programs to cover feasibility and pre-development expenses. This funding has allowed the project to advance through site feasibility studies and arrive at the schematic design phase, but will be exhausted before class B level drawings and cost estimates are achieved. Please refer to the chart below showing the confirmed funding amounts and expenses to be used towards.

Funding Organization Name & Program Name	Confirmed Amount	Eligible Activities this Fund will be Used Toward
Community Housing Transformation Fund (CHTC)'s Nova Scotia Growth Fund	\$25,000 for Feasibility Activities + \$50,000 for Pre-Development Activities  =\$75,000 Total	<ul style="list-style-type: none"> <li>• Project Management Consultant Fees (funding applications, liaison with planning department, coordination with design team)</li> <li>• Topographic and Boundary Surveys</li> <li>• Environmental Site Assessment</li> <li>• Geotechnical Investigation</li> </ul>

		<ul style="list-style-type: none"> <li>• Land Valuation</li> </ul>
Canada Mortgage and Housing Corporation (CMHC)'s <i>Seed Funding</i>	\$121,000 Forgivable Loan + \$100,000 Repayable Loan = \$221,000 Total	<ul style="list-style-type: none"> <li>• Architect's Conceptual &amp; Schematic Design Fees</li> <li>• Project Management Consultant Fees</li> </ul>

Upcoming pre-development activities that do not yet have funding include design development and construction document fees for architecture and engineering, planning and approvals fees, and project management consultant fees. The funding gap amount is approximately \$281,000 (HST included) which is required to cover these expenses and reach the end of pre-development to move into construction. This figure is supported by contracted consultant fees and quotes.

Securing sufficient funding is a critical challenge for the success of this project. AAHS is actively pursuing diverse funding sources, including grants, HST rebates, property tax exemptions, partnerships, and community fundraising initiatives to cover pre-construction activities and construction needs. By crafting a robust financial strategy and transparently communicating the project's objectives and community impact to potential funders, AAHS aims to build a strong case for support and ensure the project's financial sustainability.

By anticipating these challenges and employing proactive, strategic solutions, AAHS is committed to overcoming barriers and delivering a development that meets the pressing housing needs of the community.

## 10. Timeline

*Please include key project dates including anticipated completion date.*

Project Task/Phase	Date
Feasibility & Pre-Development Funding Applications	Feb 2025 – Aug 2025
Feasibility Studies	Mar 2025 – Aug 2025
Retaining Design Team	July 2025
Pre-design	Sept - Oct 2025
Conceptual/Schematic Design	Nov 2025 – Jan 2026
Rezoning Application	Feb 2026
Capital Funding Applications, Retain Construction Manager, Design Development to Class B	Feb – March 31 <sup>st</sup> , 2026
Construction Documents	April – Jul 2026

Construction	Aug 2026 – Aug 2028
Occupancy	Sept 2028

Site Plan In-Progress – November 21, 2025



## References

Turner Drake & Partners. (2023). Town of Antigonish Municipal Housing Needs Report. Retrieved from <https://www.townofantigonish.ca/town-documents-1/1416-final-town-of-antigonish-municipal-housing-needs-assessment/file.html>

To: **Mr. Randy Delorey, CAO**  
**Town of Antigonish Council**

From: **Planning Staff (EDPC)**

Date: **June 16, 2026**

Reference: **Variance Request for PID 01300094 (57 Hillcrest Street)**  
**File: TA-MV2026-007**

**Background:**

The Eastern District Planning Commission received a variance application from the owner of the referenced property to vary from the Higher-Order Residential Neighbourhood (RN-2) Zone minimum lot frontage requirement of **12.0 m (39.4 ft)** to the Residential Neighbourhood (RN-1) Zone minimum of **9.1 m (29.9 ft)**. This action was taken to permit the proposed subdivision of the property for the subsequent building of a fourplex; a copy of the proposed Final Plan of Subdivision is included.

PROPERTY DESCRIPTION	
<b>PID:</b>	01300094
<b>Civic Address:</b>	57 Hillcrest Street
<b>Owner:</b>	Allan Armsworthy
<b>Zone:</b>	Higher-Order Residential Neighbourhood (RN-2)
<b>Site Visit:</b>	June 2, 2026

**Analysis:**

Property Context



Figure 1: Aerial Imagery of referenced property



Figure 2: Front view of property

Prior to the Housing Accelerator Fund (HAF) amendments to the Town Municipal Planning Strategy and Land Use bylaw this property was zone with the Residential Neighbourhood RN-1 Zone. Amendments to the RN-1 zone requirement would have allowed for this property to be subdivided as proposed however part of the HAF amendments also rezoned Hillcrest Street to

the RN-2 Zone with a frontage requirement which precluded subdivision. The applicant therefore applied for a variance to the frontage requirement to allow for subdivision.

Legal Background

Section 235 of the *Municipal Government Act (MGA)* enables Development Officers to grant variances from requirements as follows:

- 235 (1) *A Development Officer may grant a variance in one or more of the following... land use bylaw requirements:*
- (a) *percentage of land that may be built upon*
  - (b) *size or other requirements relating to yards*
  - (c) *lot frontage or lot area, or both of (i) the lot existed on the effective date of the bylaw, or (ii) a variance was granted for the lot at the time of subdivision approval.*

Further, the Section requires Development Officers to “test” the property and whether a variance is permitted for granting as follows:

- 235 (3) *A variance may not be granted where the:*
- (a) *variance violates the intent of the... land use bylaw;*
  - (b) *difficulty experienced is general to properties in the area; or*
  - (c) *difficulty experienced results from an intentional disregard for the requirements of... land use bylaw.*

Variance Conditions

With reference to the three factors listed above, the following observations were made where:

**a) The variance does *not* violate the intent of the Town of Antigonish Land Use Bylaw (LUB).**

The intent of the LUB is expressed in the *Municipal Planning Strategy*. Specifically, it states the following with respect to Residential Neighbourhoods:

*In order to meet the variety of demands, and encourage a range of housing types, Council has created a number of residential zones: ...*

***Higher Order Residential Neighbourhood (RN-2) Zone:*** *to provide a variety of medium density housing alternatives for senior citizens, small families, and starter housing for newly formed households or newcomers in Town that are not ready to own.*

Also, Policy RN18 states the following:

*Within the Higher Order Residential Neighbourhood (HR) Designation, it is the intention of Council to enable a range of infill, multiple-unit, and ground-oriented housing forms. For*

*this purpose, Council shall establish the Higher Order Residential Neighbourhood (RN-2) Zone in the Land Use Bylaw*

It is the general policy of Council to permit higher density development in the Town, specifically in areas zoned Residential Neighbourhood RN-2 Zone, with provisions in place permitting the construction of fourplexes in the zone as-of-right. The frontage being varied from one Residential zone's requirement to another would not violate the intent, rather it is consistent with the intent of the Land Use Bylaw and would allow further development at the end of Hillcrest Street.

Therefore, it is the position of staff that granting this variance did **not** violate the intent of the Land Use Bylaw.

**b) The difficulty experienced is *not* general to properties in the area.**

Plainly speaking, a Development Officer is required to check whether there are unique circumstances related to the property that puts unusual constraints on the development potential of the property. The difficulty experienced is **not** general to properties in the area.

The subject property is deemed to be unique given that it is larger than abutting and nearby residential lots, capable of meeting the minimum lot size requirement for RN-2 Zone for the creation of two lots. However, the lack of complete road frontage along its front lot line does not allow for subdivision without this variance.

**c) The difficulty experienced *does not result from an intentional disregard for the requirements of a land use bylaw.***

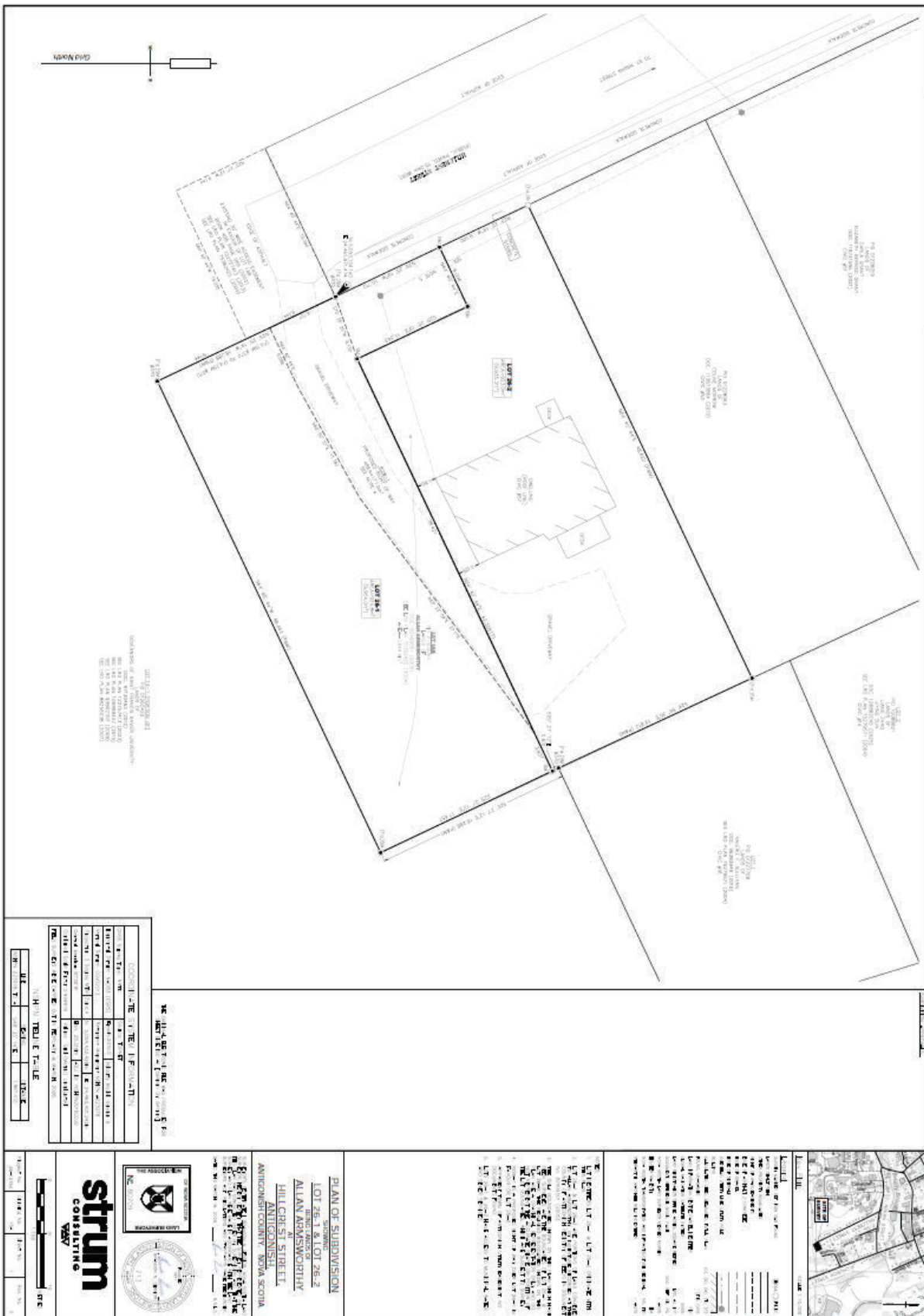
The applicant has followed procedure and did **not** begin with the construction work prior to obtaining all applicable approvals; no disregard of the LUB has taken place.

**Conclusion:**

The MGA allows for the variance of "*lot frontage or lot area, or both*" permitting, in this case, a variance from the minimum lot frontage requirement of the RN-2 Zone. Furthermore, the variance application fulfills all required conditions; no violations or difficulties were identified.

Consequently, the variance was granted by the Development Officer on May 14, 2026, to vary the minimum lot frontage requirement of **12.0 m (39.4 ft) to 9.1 m (29.9 ft).**

Letters to owners of any property wholly or partially within 30 metres of the subject were sent out on May 15, 2026. Section 509(2) of the MGA deems notice to have been served on the third day after it was sent to allow for mailing. Therefore, appeals must have been received on or prior to June 2, 2026; an appeal was delivered to the Town Hall on June 1, 2026.



**To:** CAO and Council  
**Submitted by:** Kyle Meisner, Director of Infrastructure and Engineering, Traffic Authority  
**Date:** Tuesday, June 09, 2026  
**Subject:** 2026 RRFB Locations

---

### **Introduction & Background**

This memo is to advise Council on the outcome of the Traffic Authority's review of pedestrian crossing locations throughout the Town for the current year. From this review, two locations have been selected for pedestrian crossing upgrades:

- Hawthorne Street at MacDougall Street
- Highland Drive at Fairview Street

The intended approach is the installation of Rectangular Rapid Flashing Beacons (RRFBs) at both locations.

### **Assessment**

The Town's Crosswalk Treatment Selection Guidelines (WSP, June 2023) provide a consistent framework for selecting pedestrian crossing treatments based on roadway conditions, traffic characteristics, and pedestrian activity. RRFBs are an enhanced crossing treatment generally used where additional driver awareness and improved yielding behaviour are desired.

Hawthorne Street at MacDougall Street represents the first designated pedestrian crossing encountered when entering the Town from the NS-245 corridor, where traffic transitions from an 80 km/h environment into an urban roadway setting. An RRFB is intended for this location to support this transition and improve visibility of the crossing at this entry point to the Town.

Highland Drive at Fairview Street functions as a key pedestrian corridor connecting the school zone, the James Street commercial area, and the university. An RRFB is intended for this location to support pedestrian activity within this corridor and enhance driver awareness in a high-use pedestrian environment.

The WSP memorandum is attached for reference.

### **Decision**

The Traffic Authority's review supports the use of RRFBs at both locations. This memo is provided for Council's information.



**Kyle Meisner, P.Eng**

Director of Infrastructure and Engineering; Traffic Authority  
Town of Antigonish  
(902) 318-1265

## MEMO

**TO:** Ken Proctor, P.Eng. – Director of Public Works, Town of Antigonish  
**FROM:** Greg O'Brien, P.Eng. – WSP Canada Inc.  
**SUBJECT:** **Crosswalk Treatment Selection Guidelines**  
**DATE:** **June 2, 2023**

The Town of Antigonish recognizes the need for guidelines to standardize crosswalk devices and signage selection considerations throughout the Town. Consistency of crosswalk location, features selection, and design elements to meet driver expectations is an important safety consideration. Keeping consistency in the crosswalk type and other features along a corridor ensures that one location does not detract from other crossings to make them look less visible or important. For example, adding enhancement features to one crosswalk may make a pedestrian crossing at the next location less noticeable if a driver expects similar features, such as flashing lights.

## OVERVIEW

Crosswalks are important devices that help create gaps in traffic to provide opportunity for pedestrians to cross a roadway and maintain connectivity of the pedestrian network. The Transportation Association of Canada (TAC) Pedestrian Crossing Control Guide provides direction to determine whether a site is a candidate for pedestrian crossing control and provides guidance on the appropriate signage and marking treatments at locations considered appropriate for a marked crosswalk.

Crosswalks are considered in a variety of locations with varying degrees of physical conditions such as the crossing distance or number of lanes on the street being crossed, available sight lines, proximity to a school, and volume of conflicting traffic. Once it has been determined that a location should be marked with a crosswalk, selection of the appropriate signage and marking treatments are important to promote safety and consistency and to focus higher order of investment to locations that will provide appropriate benefits. Before investing in enhancements to existing crosswalks, the suitability of the crossing location should be reviewed to determine if the crosswalk continues to serve its initial intended function or if there may be a more appropriate crossing location. This review may include consideration of sightlines, pedestrian desire lines, and distance to other crossing opportunities.

Crosswalk treatment features used by the Town listed in order from lowest to highest level of signage and investment include:

- Type 1 - Marked Crosswalk with RA-4 Pedestrian Signage
- Type 2 - Enhanced with side mounted Rectangular Rapid Flashing Beacon (RRFB)
- Type 3 - RA-5 Pedestrian Signage with Overhead Pedestrian Activated Flashing Beacons
- Type 4 - Traffic Signal or Pedestrian Half-Signal

The following describes each of these pedestrian crossing treatments, the associated signage and markings with general guidance on where they are appropriate for consideration. The first crosswalk encountered by drivers when entering the Town should use Type 2 or higher markings to help transition to a more urban environment. West Street and Church Street both already include higher order crossings with traffic signals (Type 4), and Appleseed Drive is All-Way STOP controlled. A higher order control type such as an RRFB would likely be appropriate on James Street. This could also be applicable on higher volume or higher speed streets transitioning to an urban environment such as James Street, Bay Street, Hawthorne Street, St. Andrews Street, and College Street.

## SIGNAGE AND PAVEMENT MARKINGS

Consistent signage and pavement markings are also critical for meeting driver expectations which is an important safety consideration at crosswalks. Typical crosswalk markings and signage are shown in Figure 1 and Figure 2, where Figure 1 includes a STOP controlled crosswalk on a side street and an uncontrolled crosswalk on a main street and Figure 2 includes a signalized intersection with crosswalks. All-Way STOP controlled intersections could include crosswalk markings and signage similar to those at the signalized intersection shown in Figure 2.

Crosswalk signs at uncontrolled marked crosswalks should be located at each end of the crosswalk and in line with or just before the pavement markings. Pavement markings, as shown, should be zebra stripe for uncontrolled crosswalks and twin parallel lines at controlled crosswalks (i.e., signalized or STOP controlled approaches).

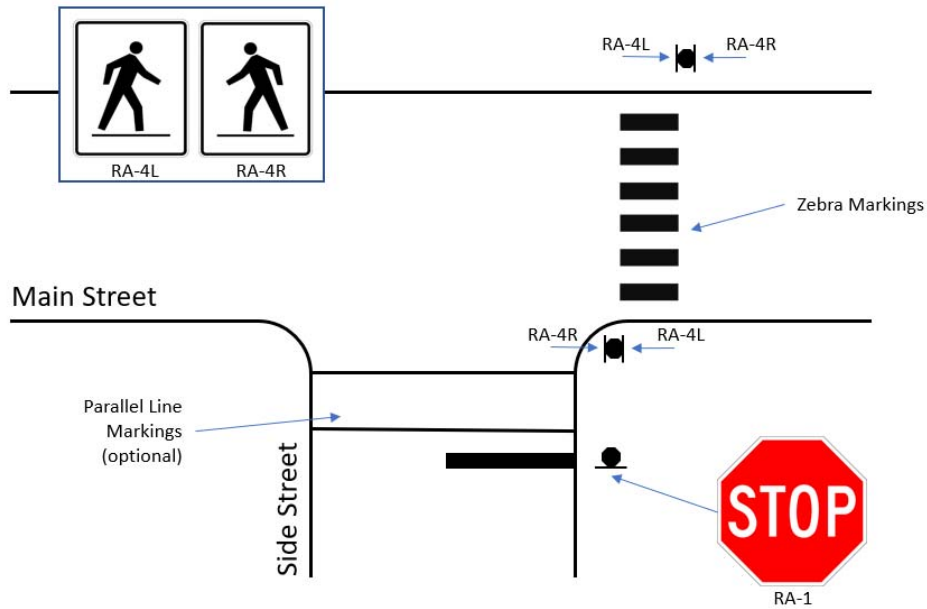


Figure 1 - Typical Crosswalk Signage and Pavements Markings – STOP Controlled Intersection

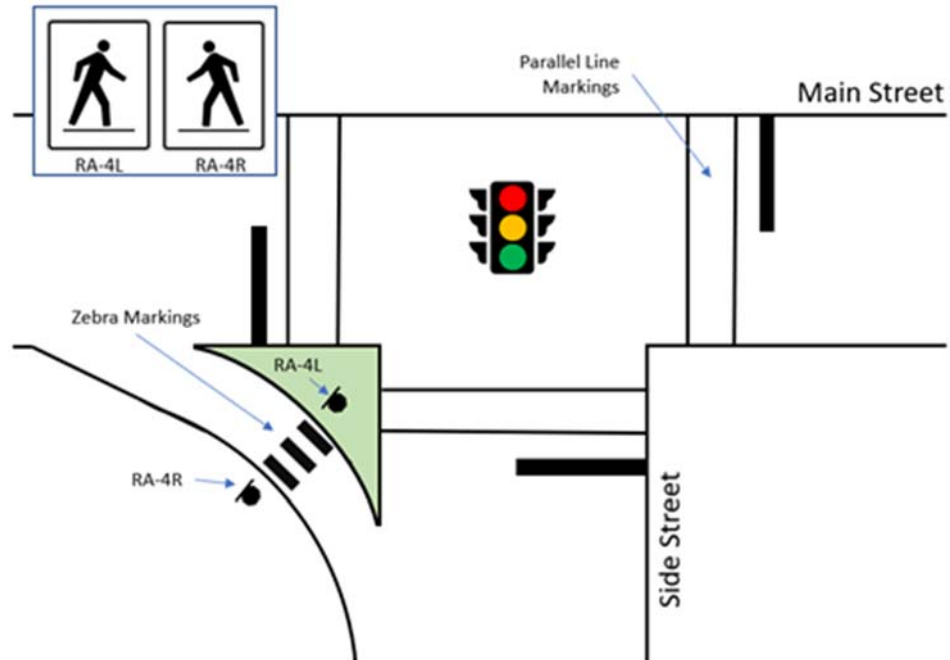


Figure 2 - Typical Crosswalk Signage and Pavement Markings – Signalized Intersection

The signage and pavement markings are consistent with what is defined in the Nova Scotia Motor Vehicle Act (MVA), as shown in Figure 3, and are thereby considered appropriate for use in Nova Scotia. This figure shows all of the crosswalk signs permitted in the MVA and is consistent with those specified in the TAC Sign Pattern Manual. Signs with a white background (RA-3 and RA-4 signs) are side mounted on poles or posts and signs with a black background (RA-5) are overhead pedestrian crosswalk signs and include internal lighting to improve visibility at night. RA-3 signage is used in place of RA-4 signage at all crosswalk types that are within school zones or where an official crossing guard is present during appropriate times.

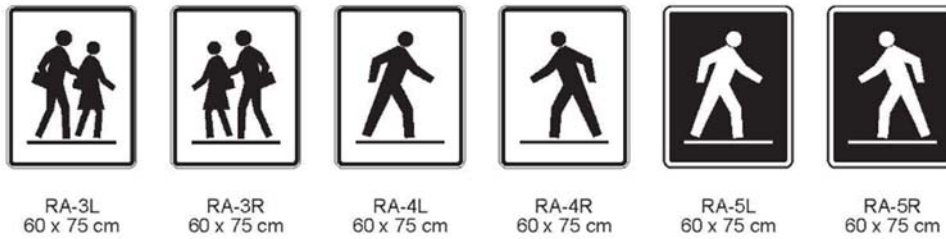


Figure 3 - Extracted from the Province of Nova Scotia Schedule of Official Traffic Signs

As per the Nova Scotia MVA, no other background colours are permitted for crosswalk signs. However, there is provision to enhance each signpost with fluorescent yellow-green strips to improve visibility (See Photo to the right).



RRFB Enhanced with Fluorescent Yellow-Green Strip

### TYPE 1 – MARKED CROSSWALK WITH RA-4 PEDESTRIAN SIGNAGE

This is the minimum level of signage that must be installed for locations considered appropriate and designated for a marked crosswalk. The RA-4 signage is located on each end of the crosswalk and the pedestrian conflict area is marked with a zebra stripe pattern.

This crosswalk treatment is typically used on local or collector streets and is considered appropriate at locations such as two-lane streets with lower vehicle approach speeds that do not warrant a higher order treatment as described below.



Photo 1 - Example Installation of Crosswalk with RA-4 Signs - Hawthorne Street at Thompson Street



RA-4R Sign



RA-3R Sign

## TYPE 2 – ENHANCED WITH RECTANGULAR RAPID FLASHING BEACON (RRFB)

Rectangular Rapid Flashing Beacons (RRFBs) are pedestrian activated crosswalk treatments that consist of two rapidly and alternately flashing rectangular amber beacons that are mounted above side-mounted pedestrian crosswalk signage (see Photo 2). The pedestrian activated beacons enhance Type 1 crosswalks to draw more attention to the presence of pedestrians and improve overall safety and driver yield compliance at specific crosswalks and are typically installed on higher volume roads (such as crossing Hawthorne Street at Pleasant Street).



Photo 2 - Example Installation of RRFB - Hawthorne Street at Pleasant Street

The Town may consider the installation of Type 2 crosswalks with RRFBs to enhance the RA-4 signage when:

- It is the first crosswalk encountered when entering Town if not controlled by a higher order crossing;
- Crosswalks are located on a leg of a roundabout (single or double lane);
- Pedestrians are required to cross more than two (2) lanes. The total number of lanes is representative of crossing distance. Cross section features (e.g. bicycle lane, on-street parking) may extend the total distance pedestrians are required to cross;
- Pedestrians are not required to cross more than three (3) travel lanes;
- There are moderate to high traffic volumes;
- The average operating speed of vehicles exceeds 60 km/h;
- Vehicle compliance at a crosswalk is low; or,
- There are sight distance limitations.

The installation of RRFBs is not appropriate at:

- Crosswalks on local streets.
- Crosswalks across approaches controlled by STOP signs or traffic signals.
- Crosswalks across approaches controlled by YIELD signs except when associated with a roundabout as noted above.

## TYPE 3 – ENHANCED CROSSWALKS WITH OVERHEAD RA-5 SIGNAGE AND FLASHING BEACONS

Crosswalks with overhead RA-5 signage include pedestrian pushbuttons to activate overhead (and often additional side mounted) flashing beacons that advise motorists that a pedestrian is crossing. The overhead RA-5 signage is positioned over the roadway to provide more visibility on wider roads. Side mounted RA-4 signage is also provided at these crossings but they do not include Rectangular Rapid Flashing Beacons from Type 2 crosswalks. The Type 3 crosswalk treatment is considered a higher order crosswalk treatment than Types 1 and 2 and is generally more suited to higher class roadways such as collectors or arterials. These streets tend to carry higher traffic volumes and are wider with higher travel speed than crosswalk locations considered for the lower crossing treatments. Photo 3 shows a typical installation of a Type 3 crosswalk.



RA-5R Sign



Photo 3 - Example Installation of RA-5 Crosswalk with Overhead Flashing Beacons - Riverview, NB

The Town may consider the installation of Type 3 crosswalks with RA-5 signage and pedestrian activated flashing beacons where:

- It is the first crosswalk encountered when entering Town if not controlled by a higher order crossing;
- The pedestrian crossing width is 3-lanes or more;
- The average operating speed of vehicles exceeds 60 km/h;
- To provide connectivity of a bikeway;
- There is a high volume of traffic that would limit crossing opportunities;
- Vehicle compliance at a crosswalk is low; or,
- There are sight distance limitations.

## TYPE 4 – TRAFFIC SIGNAL OR PEDESTRIAN HALF-SIGNAL

Intersections with traffic signals include pedestrian signal displays at marked crosswalks and are typically installed at collector or arterial streets. At unsignalized intersections it may be beneficial to install a Pedestrian Half-Signal at locations where there are multiple traffic lanes to cross or where traffic or pedestrian volumes are high. A Pedestrian Half-Signal controls traffic on the main street where approaching vehicles will see a red signal on a standard traffic signal display during the pedestrian crossing phase. At a Pedestrian Half-Signal, the side street traffic is controlled separate from the traffic signal display, often with a STOP sign. Pedestrian half-signals are typically installed on multilane arterial streets.



Photo 4 - Example of Markings at a Signal - Main Street at Hawthorne Street

The Town may consider the installation of Type 4 crosswalks at intersections that warrant traffic signals or Pedestrian Half-Signals where:

- The pedestrian crossing width is 4-lanes or more;
- At locations with higher vehicle travel speed;
- To provide connectivity of a bikeway;
- There is a high volume of traffic that would limit crossing opportunities;
- To meter crossings that are near fully signalized intersections or where there is a high volume of pedestrians that would interfere with traffic flow;
- There are infrequent pedestrian crossings where interference with traffic would be minimized.
- At locations with poor vehicle compliance.

While there are many traffic signalized crossings in Town, there are currently no Pedestrian Half-Signals in Antigonish.

**To:** CAO and Council  
**Submitted by:** Kyle Meisner, Director of Infrastructure and Engineering  
**Date:** Friday, June 12, 2026  
**Subject:** Business Case – Staffing Levels

---

### **Introduction**

While this memo is primarily to discuss options regarding the retirement of the Water Sampler / Meter Technician, it also outlines the broader issues surrounding staffing within 2 divisions – Public Works and Treatment Facilities. These issues drive the recommendations, as this retirement is an opportunity to drive beneficial change to the organization that has been contemplated for several years.

This ties into the other memos currently under discussion with Council, as staffing with the Public Works Division will impact the capability of the Division to assist in self-performing capital projects, including items for the Sewage Treatment Plant Front End Upgrade.

### **Background**

The Public Works main crew was budgeted in fiscal year 25/26 to be made up of the equivalent compliment of 6 full-time staff (Foreman + 5 operators), plus one water sampler / meter technician and ~3 months of assistance from temp staff.

In fiscal year 26/27, the Public Works main crew was budgeted to be made up of a compliment of 6 full-time staff (Foreman + 5 operators), plus one temporary employee for 6 months. The water sampler position was shown in the budget to move to Treatment Facilities.

The original intention was to have the water sampler move to Treatment Facilities for better balancing of oversight needs. However, dividing up the job duties could allow for the addition of an equivalent 0.5 FTE operations staff for Treatment Facilities, which has historically run at minimum staffing levels. It could also allow for the addition of a 0.5 FTE to the PW Division, which can be justified through the ongoing performance of capital projects in-house by the main crew (i.e. water utility work), where best value is desired to keep rates low.

### **Current Staffing Status**

The normal staffing status of TOA's Public Works Division consists of:

- 1 Manager
- 1 Working Supervisor / Foreman
- 5 Machine Operator / Labourers – currently 6 employed with:
  - 2 off on long term medical leave (HB+SB)
  - 4 currently active
- 1 Water Sampler / Meter Reader

The normal staffing status of TOA's Treatment Facilities Division consists of:

- 1 Manager
- 3 Plant Operators

### **Treatment Facilities Staffing Difficulties**

As stated, historically, there have been significant difficulties with staffing for Treatment Facilities. For the last 10+ years, the division has been run with a compliment of 3 unionized Plant Operators and a Manager, with partial (unofficial) oversight of the water sampler and backfill when on vacation.

The way the on-call rotation works at the plants is that when a full compliment of 3 operators is available, each operator does a 1-week on-call shift every 3 weeks, physically working the weekend (alone) that they are on call. The plants are staffed 8 hours a day, 7 days a week, 365 days a year including holidays. This leads to a rotation where a full compliment of union staff is only available for a maximum of 3 days a week for projects requiring full staff, before vacations and sick leaves.

Any leaves / absences lead to the on-call being carried by only 2 staff, which has been historically noted to be unsustainable, leading to burnout and turnover of staff.

### **New Demands on Treatment Facilities Operations Staff**

The construction of the new Sewage Treatment Plant Front End will create further demands on operations staff for maintenance, cleaning and repair activities. The equipment is duplexed for reliability, but will still require daily checks, adjustments, cleaning and disposal of materials, as well as further 24/7 SCADA monitoring, alarm response and on-call demands.

This work will be absorbed by the Treatment Facilities staff, but an opportunity exists to make staffing changes due to the noted retirement that will set the Division up for success in the future.

More short-term, there are discussions underway for assistance to the contractor for the STP Front End Project, where Facilities staff may also be able to contribute to keeping the capital costs down on the project, by taking on portions of the work such as bypass pumping from the contractor.

### **Public Works Staffing Difficulties**

Two active members of staff have been employed with the Town for 20+ years, and they are now past standard retirement age (66, 69, respectively). One of these individuals suffered from a heart attack last year and was also hospitalized for an extended period with pneumonia. The individual has historically been an extremely hard worker but is now dealing with repeat, extended absences. The stated intent of the noted worker is to work until approximately Spring 2027.

There is still uncertainty about another member of the crew, who has been off for ~18 months due to a long-term medical issue. While attempts to reach out to the employee have been undertaken periodically, it is unclear whether they will be able to return to work. The latest information from the medical professionals / insurance was that he may be eligible to return to work after the end of August 2026.

The PW main crew currently has 1 vacancy due to a staff member leaving. There are options to backfill this position either permanently or with a temporary hire. Regardless, this position will need to be filled for the summer to be able to complete the planned and budgeted work.

Another crew member recently announced he would need to take a 5-week leave of absence in early summer, the most critical time for getting projects started.

### **Proposals**

These proposals are to assess the options presented by the retirement of the current water sampler / meter technician.

#### Option 1:

Move water sampler / meter technician job fully over to Treatment Facilities.

Allows for better balance between staffing levels in Public Works / Treatment Facilities. Also allows for better integration with the group covering for the individual for leaves.

Issue: Does not solve long-term plant operator staffing issue with Treatment Facilities, and removes some work that was purely distribution-related from the group best aligned with that work (water meters, Public Works).

#### Option 2:

Split the job duties, moving the sampler work to Treatment Facilities and retaining the meter technician duties with Public Works. Would be best accomplished by adding an additional 0.5 FTE to each PW and TF (1 full FTE total), allowing for additional employees to undertake the work needed to ensure coverage in both divisions.

Issue: Budget was done for the equivalent of 6.5 FTEs with PW, not 7. Treatment Facilities was budgeted with a full 4 FTEs, so no issue there.

Possible Solution A: Move 1 PW FTE to the concrete crew for the summer to aid in backfilling vacancies on that team, allowing for the other 0.5 FTE cost that was not budgeted.

Possible Solution B: Request additional budget to cover the difference.

Possible Solution C: Find additional labour savings through in-house performance of capital projects.

#### Option 3:

Split the job duties as in Option 2 but contract out the meter technician job duties rather than add an additional body to Public Works. Utilize the salary cost (and the existing meter maintenance budget) to cover the cost of the work and scale back the aggressiveness of meter changeouts for ~2 years until Smart Meters tendered and large scale changeouts required.

The Utility is currently slightly ahead on its 20yr meter lifecycle replacements and has sufficient stock such that the work required could be contracted out to be done on a quarterly basis following the read cycle. Meetings have been held with the company that typically provides TOA support on meter testing and replacements, and they do have capacity to take on a contract such as this.

#### Option 4:

Split the job duties as in Option 2, but assign the meter replacement work to an existing employee in Public Works. This allows for no overt increase in staffing, but takes a 0.5 FTE away from existing forces that are planned and scheduled to do other tasks, both capital and operational. No currently working staff have the skill set required to step into the metering role, and would require significant training.

As such I do not recommend this option.

### **Conclusion and Recommendations**

#### Conclusion:

- We need enough staff to ensure reasonable long-term coverage for operations, both for Public Works and Treatment Facilities.
- The Sewage Treatment Plant Front End Project may require additional resources should the decision be made to self-perform and keep costs to a minimum.
- The retirement of the meter technician / water sampler is an opportunity to drive beneficial change to the organization that has been contemplated for several years.
- Splitting up the job duties of the sampler appears to be the easiest way to get additional support to Treatment Facilities Division, although this should not be to the detriment of the Public Works Division.

#### Recommendations:

- Options 2 or 3 are preferred for the beneficial change to the organization.
- Public Works staff are already committed to completing a variety of capital and operational projects this summer, taking staffing away should be avoided to minimize risk of lack of completion on those projects.
- For the employee that is potentially returning from a long-term leave, I would recommend that Public Works hire a temporary employee for the summer while we re-assess his return to work.



Kyle Meisner, P.Eng

Director of Infrastructure and Engineering

**To:** CAO and Council  
**Submitted by:** Kyle Meisner, Director of Infrastructure and Engineering, Traffic Authority  
**Date:** Thursday, June 11, 2026  
**Subject:** Parking Zone Removal St Ninian St

---

### **Introduction & Background**

Council's 2026-27 capital budget approval for projects included the Active Transportation Trail Project B. This work runs from West St to Church St along St Ninian St.

The approved trail will result in the removal of 10 free parking spaces along St Ninian St between Notre Dame Ave and Hillcrest St. These spaces are primarily utilized by people transiting to and from the university. Active Transportation infrastructure reduces reliance on personal vehicles and over time, can reduce parking demand.

The Tender for Project B closed June 10<sup>th</sup>, with construction anticipated to start by July 20<sup>th</sup>.

### **Decision**

The Traffic Authority's review supports the removal of parking at the noted location to meet the needs of AT Project B. This memo is provided for Council's information.



**Kyle Meisner, P.Eng**

Director of Infrastructure and Engineering; Traffic Authority  
Town of Antigonish  
(902) 318-1265

# Tax Collection Policy

## PURPOSE

To set out policy and guidelines for the collection of all outstanding taxes due to the Town of Antigonish in accordance with the provisions of the Municipal Government Act, S.N.S., 1998, c.18, Part VI, "Tax Collection".

### 1. BILLINGS, NOTICES AND REMINDERS

1. Following the setting of the tax rate, tax bills shall be issued, and due no earlier than 30 days from the date of issue.
2. At Council's discretion and following the setting of the tax rate, tax bills may be issued once during the year.
3. Statements of account shall be issued periodically throughout the year for all amounts due.
4. Discretion is exercised by the person fulfilling the duties of Tax Collector, who may suppress the dispatch of notice on certain accounts because of special circumstances or smallness of balance. As a general rule, however, all procedures will be followed right up to an actual Tax Sale if the arrears are \$750 or more. (With this first notice of intended sale, there is some benefit in mailing notices to property owners owing less than \$750 in an endeavor to induce payment to clear accounts.)

### 2. INTEREST ON OVERDUE ACCOUNTS

Simple interest at the rate approved by Council annually shall be added to each account for which taxes have not been paid in full by the due date.

### 3. INTEREST ON OVERPAYMENTS/APPEALS

Where an overpayment of taxes has been made, or where an assessment appeal is pending, the Town shall pay interest on the excess taxes paid at the rate of 0% per annum from the date of overpayment.

(For greater clarity, Section 114(1) of the Municipal Government Act states: "Taxes on property may be collected or recovered even if the assessment of the property is under appeal.")

4. COLLECTION LIMIT

If the amount of taxes, including interest, is below seven hundred fifty dollars (\$750.00), then, in accordance with Section 134(4)(b) of the Municipal Government Act, the property may not be put up for tax sale at the discretion of Council.

5. PRELIMINARY NOTICE

The time period for payment of overdue taxes to be set forth in the preliminary notice described in Section 138 of the Municipal Government Act shall be extended from 14 days to 21 days.

6. TAX CERTIFICATES

The fee for a Tax Certificate shall be as determined in the Municipal Fee Policy.

There shall be only one certificate for each property.

7. FEE FOR ISSUING OF TAX DEEDS

The fee for issuing of tax deeds shall be as determined in the Municipal Fee Policy.

8. PAYMENT ARRANGEMENTS

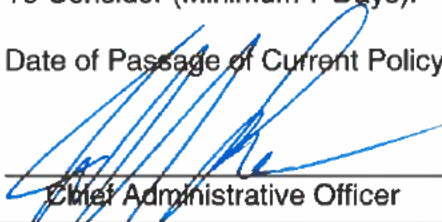
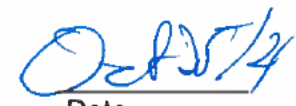
The Town of Antigonish hereby delegates to the Treasurer the power to enter into tax arrears payment agreement with the taxpayer, pursuant to Section 134(4)(3) of the Municipal Government Act. Such payment arrangements shall include the full balance outstanding. Any scheduled payments not received by the dates specified in the agreement shall be deemed to be default on the agreement. The property owner shall have 30 business days to remedy said default before the Treasurer declares default and tax arrears payment arrangement becomes void.

9. SURVEYS FOR PROPERTIES TO BE SOLD AT TAX SALE

Included in the documentation of the tax sale file shall be the PID number and map showing the location of the property and its boundaries, and any buildings that appear on the property. This policy shall permit the Treasurer, if he or she deems it necessary, to engage a survey firm to perform work on a property which may include a survey of the property which has been sold or will be sold at tax sale. In exercising this discretion, the Treasurer shall take into account the work to be performed by a survey firm in relation to the overall benefit to the Town and all of the circumstances of the particular case.

10. OTHER

All other tax collection activities shall be performed in accordance with the Guide to Part VI of the Municipal Government Act – Tax collection, prepared by Service Nova Scotia and Municipal Relations, as amended from time to time.

<u>CAO's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent:	October 18, 2021
To Consider (Minimum 7 Days):	October 25, 2021
Date of Passage of Current Policy:	October 25, 2021
 _____ Chief Administrative Officer	 _____ Date

## Melanie Fougere

---

**From:** Melanie.Fougere@townofantigonish.ca  
**Subject:** FW: EXTERNAL: Martha Justice Ministry support for Reconciliation and signage with Mi'kmaw name

**From:** Darlene O'Leary <[REDACTED]>  
**Sent:** June 10, 2026 11:07 AM  
**To:** Sean Cameron <[sean.cameron@townofantigonish.ca](mailto:sean.cameron@townofantigonish.ca)>; Diane Roberts <[diane.roberts@townofantigonish.ca](mailto:diane.roberts@townofantigonish.ca)>; Leon MacLellan <[leon.maclellan@townofantigonish.ca](mailto:leon.maclellan@townofantigonish.ca)>; Patrick McKenna <[patrick.mckenna@townofantigonish.ca](mailto:patrick.mckenna@townofantigonish.ca)>; Andrew Murray <[andrew.murray@townofantigonish.ca](mailto:andrew.murray@townofantigonish.ca)>; Juanita Pelly <[juanita.pelly@townofantigonish.ca](mailto:juanita.pelly@townofantigonish.ca)>; Jack Sullivan <[jack.sullivan@townofantigonish.ca](mailto:jack.sullivan@townofantigonish.ca)>  
**Cc:** Randy Delorey <[cao@townofantigonish.ca](mailto:cao@townofantigonish.ca)>; Joanne Tompkins [REDACTED]  
**Subject:** EXTERNAL: Martha Justice Ministry support for Reconciliation and signage with Mi'kmaw name

Some people who received this message don't often get email from [REDACTED]. [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.

Dear Mayor and Council,

On behalf of Martha Justice Ministry, Sisters of St. Martha, Antigonish, I want to express our support for the signs that have been placed around the town with the Mi'kmaw name for Antigonish, *Nalikitquniejk* ("the place where the branches are torn off").

We have heard about the discussion at a recent Council meeting regarding the suggestion that these signs be removed and replaced with the "Highland Heart of Nova Scotia" signs, which promote the Scottish heritage that has been an influential part of the town's history.

The conversation that took place on this topic was concerning in its lack of reference to the ongoing duty of the town to promote reconciliation and lift up Mi'kmaw culture and language. The signs in place now are a wonderful step in doing this, and it would be deeply concerning and harmful to relationships with the Mi'kmaw community if they were removed.

We encourage Council to do the ongoing work of reconciliation through education on Treaty rights and Mi'kmaw history. One of the members of our Core Group, Joanne Tompkins, regularly co-facilitates Blanket Exercises with Paqtnkek community leader Terena Francis. These are experiential exercises that promote a deeper understanding of the history and impacts of colonization and a consciousness of how we can live out reconciliation in our communities. We encourage the Town and County Councils, as well as staff, to participate in a Blanket Exercise, and we would be happy to host it at the Gathering Room of the Marthas' Bethany Resource Centre.

It would also be a wonderful education for the Council to invite Paqtnkek's Trevor Gould to speak about the importance of recovering Mi'kmaw language as part of healing and transforming communities.

We would be happy to talk with you further about this and to help facilitate these learning experiences for the Council.

Thank you for considering this recommendation to prioritize these commitments to reconciliation and to recognize the importance of the Mi'kmaw heritage of this town and county.

Sincerely,  
Darlene

**Darlene O'Leary, PhD**  
**Coordinator, Martha Justice Ministry**  
Sisters of St. Martha, Antigonish  
Unceded Mi'kmaq Territory



*"Embracing Our Neighbour and Our Common Home."*

**Subject:** CAO Report  
**To:** Antigonish Town Council  
**Date Prepared:** 2026-06-10  
**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 weekly meetings with Directors and monthly including Managers
- Project Communications Application Review, Interviews, and Hiring (Pauline Cameron)
- AREA Meetings with CAOs and CEO of AREA including IMSA review & Flow Through application
- AREA Board Meeting
- Discussions with provincial representatives about electric utility FAM
- Preparation for and attendance at Council Meetings
  - Committee of the Whole (CoW)
  - Special Meetings
- Community member meetings / discussions various land related items
- Financial Software System (Diamond) upgrade meetings
- Sales Pitch meetings/discussions
  - Electric Utility – consulting services (AMI / Smart Meter Space)
  - FOIPOP System custom built to facilitate document management – local vendor
  - Custom municipal focused AI platform (in development) – NS connection
- Meeting with Mr. Dubes Re: Performance Review Process overview
- MMEUA – Meeting (virtual) to review Cyber Testing scope
- MMEUA – Meeting (virtual)
- FOIPOP Process and Document Review (collaboration with Municipal Clerk)
- Meetings with and responding to calls/emails with Councillors various issues/concerns
- Regular meeting with CAO for the County of Antigonish
- Reviews of various policies and reports prepared by staff
- Meeting with ACOA representative Re: New Federal Grant Stream
- Weekly project updates
- Public Works Planning Session and Business Case Discussions
- RCMP / DOJ meetings Re: New billing mechanism & resource requirement assessment
- Arena Board Meeting
- Community Transit meeting with ACTS representatives
- HAF – Housing Grant review and discussion
- EDPC – Administrative meeting to review proposed org review
- EDPC – ePermitting project update meeting
- Discussion with ED Gaelic Affairs – interest in presenting to Council
- Grievance discussion – potential resolution tabled and agreed in principle
- Meeting with vendor Re: mobility services; potential for significant savings being assessed
- JOHS Committee Meeting

## Marketing & Communications Update:

### Communications

#### Communication Activities

##### **Communications Audit and Development of a Communications Strategy**

A Request for Proposals has been drafted and reviewed with the CAO. Edits will be done this week with the intent of having the document posted to the provincial procurement portal next week.

##### **Emergency Communications**

Working closely with staff from the County in developing communications that may be required in the event of wildfire and an evacuation. Working on education pieces for the community (wildfire preparedness checklists) and updating the Town and County websites as they are currently targeted towards hurricanes and extended power outages. Also working on having material that can be used if the Emergency Coordination Centre is activated including graphics, templates for Evacuation Alerts and Evacuation Orders, online forms (Evacuee Registration Form and Animal Rescue Request Form), and templates ready to fill out the NS Alert Ready form.

##### **Policies:**

Will be working on the following policies to present to council in the Fall:

- Sponsorship Policy
- Flag Raising Policy

##### **Project Communications Coordinator**

Pauline Cameron has been hired as the Town's Project Communications Coordinator. Pauline's first day is Thursday, June 11 and she has been hired on a six-month contract to work with the Project Manager on projects including: Bay Street Project, West Street, source water, grid modernization, active transportation, and more.

##### **Bay Street Project & West Street:**

Weekly notices for these two projects include:

- Emails to council
- Emails to first responders (Town Fire Chief, County Fire Chief, RCMP, EHS)
- Emails to Chamber of Commerce and Antigonish Community Transit
- Website
- Facebook
- Radio ads

##### **Mural Unveiling**

Working with Antigonish Culture Alive, planned a public unveiling of the 2025 mural by artist Qi Cai. The event received great media coverage and will be installed this month.

##### **Media Requests:**

The Guysborough-Antigonish Journal

- Mural Unveiling
- Sewer Treatment Plant Updates
- Volunteer of the Year

- Street Sweeper
- Active Transportation Trail
- Antigonish Music Festival

**Advertising:**

- Shared ad with the County for Theatre Antigonish Booklet
- Shared ad with the County for the X-Men Basketball Program

**Speaking Remarks:**

- Mayor – Access Awareness Flag Raising
- Mayor – Pride Flag Raising
- Deputy Mayor – VON Flag Raising
- Deputy Mayor – Mural Unveiling
- Deputy Mayor – Antigonish Black Community Recognition Awards

**Town Hall Lights (change lights and social posts):**

- VON Week
- World Preeclampsia Day

**Canada Day**

Preparation for Canada Day events continues. The Lion’s Club confirmed they will serve pancakes at the breakfast, breakfast supplies have been ordered, a media release was sent out announcing the entertainers for the concert, the fireworks were ordered and delivered, invitations have been sent to local dignitaries, and more.

Reminder of events: Pancake breakfast at St. Ninian Place, afternoon activities at St. Andrew Junior School (organized by the County), and concert with official ceremonies in the evening at Columbus Field.

**Tourism**

**Marketing Levy**

To have better compliance with reporting and remitting, and to have better access to data (e.g. number of rooms sold) the Town will be entering into a partnership with the Ontario Restaurant Hotel Motel Association who specializes in the administration and compliance of marketing levies.

### **Antigonish Tourism Association (ATA)**

#### **Saltscapes Expo**

The Tourism Director attended the Saltscapes Expo in Halifax with a booth for Antigonish. There was a prize basket, and there were nearly 600 ballots filled out for it. Made connections with four bus tour companies and three have already been in touch. A garden tour was making plans to stop in Antigonish in early June and an agricultural tour is making plans for a tour in the Fall.

#### **Fam Tour**

From June 3 to 6<sup>th</sup>, ATA hosted six Nova Scotia based travel writers and influencers for a stay in Antigonish. There was an official welcome hosted at Festival Antigonish Wednesday evening. Friday the tour started on campus then moved downtown to Main Street, then on to the gardens at Bethany, to the Cape for dinner and ended with a ceilidh at the Antigonish Heritage Museum. Thursday the group went to the Keppoch, Riverside, Chez Deslauriers, Pomquet School Museum, Cape Jack, Gabrieau's, and did a Haunted Tour. Saturday they had a farewell breakfast and were given market money for the Farmers' Market. All the accommodations were donated and most of the meals were donated as well.

#### **Summer Students**

Through various funding programs, the Tourism Association has two summer students who will be working on website content and social media content.

Next monthly check in with Town and County: Thursday, June 25

Next Antigonish Tourism Association Board meeting: Wednesday, June 10, 2026

**Subject:** Staff Report  
**To:** Antigonish Town Council  
**Date Prepared:** June 10th, 2026  
**Prepared by:** Kyle Meisner, P. Eng., Director of Infrastructure and Engineering

## Department of Infrastructure and Engineering

### Projects/Tender Update:

Projects
<b>Title:</b> Bay St Municipal Servicing Upgrades Capital Project <b>Status Update:</b> Jack-and-bore work for sewer completed. Work underway with emphasis on minimizing traffic disruption. <b>Next Steps:</b> Complete concrete, asphalt, and landscaping to wrap up this phase of the project
<b>Title:</b> West St Capital Project <b>Status Update:</b> Phase 1 complete with the exception of line painting. That will be scheduled for a Saturday to avoid traffic issues with phase 2 Phase 2 (James to Roundabout) was tendered and awarded to Harbour Construction with work beginning on June 1 Design of James St Water / Sewer underway with WSP. <b>Next Steps:</b> Complete Phase 2 Construction
<b>Title:</b> Source Water Wells <b>Status Update:</b> Discussions with property owner undertaken regarding next steps and plans made for the drillers to return to drill the third test well. <b>Next Steps:</b> Drill test well 3 / 4 and continue planning for production well construction which is tracking for late summer/fall.
<b>Title:</b> STP Screening / Headworks <b>Status Update:</b> Tender closed May 28 <sup>th</sup> , 2026 Prices received are over available budget, discussions underway with low bid and consultant for reductions. Memo in package on options. <b>Next Steps:</b> Lower price where reasonable while not sacrificing project outcomes, seek approval for capital re-allocations to cover remaining overage.
<b>Title:</b> Capital and Operational Budgets <b>Status Update:</b> Operations Budget Approved Apr 23 <sup>rd</sup> , Capital Budget Approved Apr 21 <sup>st</sup> 2026 <b>Next Steps:</b> Finalize Sidewalk Crew's 3 <sup>rd</sup> Location
<b>Title:</b> Other Tenders / Projects <b>Status Update:</b> Pleasant St Sidewalk Design – awarded to Strum May 12 <sup>th</sup> Truck tender – closed May 26 <sup>th</sup> , results under review AT Tender (Project B, St Ninian) – Closes June 10th STP Recirculation Project – Pipe install work underway by PW. STP Rental Blower – Tendered operational rental of blower to ensure additional supply of air to front end for summer. Tender posted June 5th. Patching Tender – Preparing for tender release with provisional additional patches if Council chooses to extend budget. <b>Next Steps:</b> Continue Project Work

### Electric Utility (EU):

Projects
<b>Title:</b> Grid Modernization <b>Status Update:</b> Tenders / Contracts Update: Pole Top Transformers contract cancelled, re-awarded to CamTran (due to labour dispute) Substation electrical building completed, wiring continues for new camera system.

Substation and solar farm maintenance and monitoring services tendered – one response received, review underway.
Next Steps: Continue work to complete and energize substation Coordinate Council / Infrastructure Committee site tour prior to energization.
Title: Grid Mod Temp PLTs
Status Update: Offers made to 2 candidates for 6-month terms (accepted)
Next Step: Start training upon arrival
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 <sup>th</sup> 2026
Next Step: Undertake live-line training once staffed up for summer work
Title: Power Outages
Outages Reported: May 4 <sup>th</sup> , 2026: ~4:47am to ~8:07am on Main St / Downtown Core to out the 337 – Cause = NSPi issue with 25kV feed affecting Cloverville substation
Title: EU Staffing
Status Update: New PLT, RM arrived May 4 <sup>th</sup> 2026
Next Step: N/A
Title: Operations Items
Status Update: Items as noted below
Work Undertaken: New transformers and service for 14 Fairview (STFX Daycare) New permanent service for 56 Highland Dr (Apts) New underground service – Highway Salt Shed Disconnections and Reconnections – Chestnut, St Ninian RK Nursing Home Project

**Treatment Facilities:**

<b>Brierly Brook Water Treatment Plant</b>
Title: Settling Pond Desludging
Status Update: Pumping from lagoon 2 to lower drying bed to make room.
Next Steps: Continue until drying bed is full.
Title: Settling Pond Desludging RFP
Status Update: Gathering information for RFP on a complete desludging and removal of waste from site.
Next Steps: Preparing RFP for posting.
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: More quotations needed per procurement policy. Requests sent.
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: Repair of the James River Dam access road
Status: RFP for gravel for road repair is being prepared.
Next Steps: Need to walk the remainder of the road to ensure there are not further washouts.
Title: Inspection of James River Dam
Status: Access road is not passable due to washout.
Next Steps: Schedule inspection once the road is repaired.

<b>Antigonish Sewage Treatment Plant</b>	
<b>Title:</b>	Lagoon Aeration Upgrades
<b>Status Update:</b>	4 lines of Nexom aerators have been purchased. This will complete the replacement of aeration lines in Cell 1A.
<b>Next Steps:</b>	Installation of new lines and warranty adjustment date TBD.
<b>Title:</b>	Lagoon Aeration Work
<b>Status Update:</b>	Work on line 12 is complete. Flexible header hose needs replacing/repairs on lines 4, 5, & 7. Small aerator leak on line 4.
<b>Next Steps:</b>	Raft to be moved to lines 4 & 5 for repairs and cleaning.
<b>Title:</b>	Blower Maintenance
<b>Status Update:</b>	Two standby 50-hp blowers have been sent out for refurbishment. Spring oil changes have been completed. All blowers are on.
<b>Next Steps:</b>	Monitor blower performance.
<b>Title:</b>	Headworks Pump Repairs
<b>Status Update:</b>	Anchor points and confined space davit pricing received. Plans for confined space entry to assist in the removal of pumps have been made.
<b>Next Steps:</b>	Purchase of confined space entry system and installation of anchor points.
<b>Title:</b>	Sewage Plant Filter Cleaning
<b>Status Update:</b>	Put on hold to focus on aeration repairs.
<b>Next Step:</b>	Build new mega lift and resume when aeration repairs are complete.
<b>Title:</b>	Recirculation of Sewage Plant Water
<b>Status Update:</b>	Pipe installation in progress. Options for suction line and discharge point are being considered.
<b>Next Step:</b>	Will need to investigate electrical updates to facilitate the hook up of the electric pump to the filter building.
<b>Title:</b>	Cold Water Addition to Sewage Plant Headworks
<b>Status Update:</b>	Equipment on site and being set up in response to raising lagoon temperatures.
<b>Next Step:</b>	Cold water addition starting week of June 8th.
<b>Title:</b>	Lagoon Algae Control
<b>Status Update:</b>	Initial dose added week of June 1st.
<b>Next Steps:</b>	Weekly dosing into Cell 2 until October.
<b>Title:</b>	New Staff Certification Upgrades
<b>Status Update:</b>	TK & EM have passed their Wastewater Treatment Class I exams. Both have now received their certificates.
<b>Next Steps:</b>	Preparation for taking Wastewater Treatment Class II exams next year.

### Public Works (PW):

<b>Item:</b>	Staffing Levels
<b>Status:</b>	Four temporary staff were onboarded in May. One employee was subsequently terminated during the probationary period. Long time employee responsible for water sampling and water meter servicing retired this month.
<b>Next Steps:</b>	Recruitment remains ongoing to fill two vacant positions on the Concrete Crew and one vacant position on the Operations & Maintenance Crew.
<b>Item:</b>	Training & Professional Development
<b>Status:</b>	Four new staff members completed Traffic Control Person/Temporary Workplace Signer (TCP/TWS) training, First Aid certification, and respirator fit testing. Public Works Operations & Maintenance and Facilities staff also participated in Confined Space Entry practical training. The PW Manager and IE Director attended the Municipal Public Works Association of NS annual conference in Cheticamp.

<b>Next Steps:</b>	Evaluate training needs as new staff are onboarded.
<b>Item:</b>	Sidewalk & Concrete
<b>Status:</b>	Small sections of curb and sidewalk were repaired or replaced at various locations affected by winter watermain breaks and utility service work completed earlier this spring.
<b>Next Steps:</b>	Continue curb and sidewalk repairs as required through regular operations.
<b>Item:</b>	Pleasant Street Sidewalk Project
<b>Status:</b>	Preliminary design drawings were received and reviewed.
<b>Next Steps:</b>	Meet with Strum Consulting to determine the preferred direction for final design development.
<b>Item:</b>	Creighton Lane Parking Kiosk
<b>Status:</b>	Installation of the parking kiosk was completed.
<b>Next Steps:</b>	No further action required.
<b>Item:</b>	Greening Drive Sidewalk
<b>Status:</b>	Construction activities for the 2026 season have commenced.
<b>Next Steps:</b>	Complete curb and sidewalk installation.
<b>Item:</b>	Potholes
<b>Status:</b>	Pothole repairs continue as required throughout Town streets. Streets have been assessed for the 2026 Mill and Fill Program, and tender documents are being finalized.
<b>Next Steps:</b>	Issue the Mill and Fill tender.
<b>Item:</b>	Line Painting
<b>Status:</b>	PW Students have returned for the summer season and have begun line painting in residential neighborhoods. The Legion commemorative crosswalk was also repainted.
<b>Next Steps:</b>	Line Painting will continue as the weather improves.
<b>Item:</b>	Sweeper Repairs
<b>Status:</b>	The street sweeper remains in Truro undergoing repairs and is expected to be returned to service in June.
<b>Next Steps:</b>	Monitor repair progress and coordinate return of the unit to Town operations.
<b>Item:</b>	Sewage Flow Study
<b>Status:</b>	Daily STP operational data was provided to RVA. Work on the draft report is ongoing.
<b>Next Steps:</b>	Receive and review the draft report and share findings with the County.
<b>Item:</b>	STP Recirculation Line
<b>Status:</b>	Public Works crews have commenced installation of a new 150 mm recirculation line at the wastewater treatment lagoon. The project will provide a permanent recirculation system to support lagoon operations and treatment performance.
<b>Next Steps:</b>	Continue installation of the recirculation line and complete commissioning of the system.
<b>Item:</b>	Hydrant Flushing Program
<b>Status:</b>	Annual hydrant flushing was completed during the week of May 11. Several minor maintenance deficiencies were identified through the program, allowing for proactive repairs and improved system reliability.
<b>Next Steps:</b>	Summarize and prioritize the identified maintenance activities.
<b>Item:</b>	New Service at 33 College Street
<b>Status:</b>	A new 2in service was installed at 33 College Street.

<b>Next Steps:</b>	None.
<b>Item:</b>	Service Truck Tender
<b>Status:</b>	A tender was issued for the supply of two service trucks, one for Public Works and one for Facilities. Tender submissions have been received and are under review.
<b>Next Steps:</b>	Complete the evaluation of tender submissions and issue an award recommendation.

**Traffic Authority:**

Projects	
<b>Title:</b>	Parade / Road Race / Street Fair Permits
<b>Status Update:</b>	Highland Games Parade Application - approved 5 Mile Run Application - approved Stroll on Main – Awaiting insurance paperwork
<b>Next Step:</b>	Complete approval of parades with appropriate safety measures, create policy
<b>Title:</b>	Pleasant / Victoria intersection
<b>Status Update:</b>	Official TA Memo issued March 6th, will change to 3-way stop
<b>Next steps:</b>	Install new signage
<b>Title:</b>	Fairview Street speed limit reduction request
<b>Status Update:</b>	No reductions warranted, request denied. Official response sent to requester.
<b>Next steps:</b>	Capital Budget approved, order new speed sign
<b>Title:</b>	Northview Drive speed limit reduction request
<b>Status Update:</b>	No reductions warranted, request denied. Official response sent to requester March 6th.
<b>Next steps:</b>	Capital Budget approved, order new speed sign
<b>Title:</b>	Accessible Parking Zones on Main St
<b>Status Update:</b>	Draft report being finalized
<b>Next steps:</b>	Release final report after review process
<b>Title:</b>	College St Parking
<b>Status Update:</b>	Official statement issued Jan 28th, 2026 to advise Council of changes to be undertaken in the spring, and rationale for removal of parking.
<b>Next steps:</b>	Coordinate new signage installation with communications to inform public in advance
<b>Title:</b>	College/ Pleasant Intersection
<b>Status Update:</b>	Will require further study on traffic impacts for a possible change to a 4-way stop.
<b>Next steps:</b>	Will assess for RFP or inclusion into a broader study.
<b>Title:</b>	Kirk St Parking Memo
<b>Status Update:</b>	Memo submitted to Council of issue
<b>Next steps:</b>	Assess for restriction of parking on Kirk St, present findings and plan – consult nearby properties
<b>Title:</b>	Bay St Crosswalk
<b>Status Update:</b>	Council notified of recommended change May 11 <sup>th</sup>
<b>Next steps:</b>	Contractor installing crosswalk as per traffic engineer design
<b>Title:</b>	Remax Signage Request – Driveway Issue
<b>Status Update:</b>	Traffic Authorities assessing signage request for possible changes to street signage
<b>Title:</b>	Crosswalk Beacon (RRFB) Locations for 2026
<b>Status Update:</b>	Hawthorne St and Highland Dr selected - see memo in package for details
<b>Next steps:</b>	Install beacons at designated locations upon arrival
<b>Title:</b>	Parking Zone Removal St Ninian St
<b>Status Update:</b>	AT Project requires loss of parking spaces - see memo in package for details
<b>Next steps:</b>	Proceed with removal of parking upon award of AT Project B



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

**Subject:** Community Development Council Report  
**CAO Report**  
**To:** Antigonish Town Council  
**Date Prepared:** June 9, 2026  
**Prepared by:** Kate MacInnis, Director of Community Development

**Community Development**

**Division Updates:**

By-Law	
<p><b>General Update:</b> Both By-Law Officers attended the Atlantic By-Law Officers Association Conference. Key takeaways were information of documentation, reviewing evidence and basic legal procedures from the Mock Trial Session. There was also a session in how to approach situations where they may have to deal with individuals who are unhoused. There was a Baton certification course as well as a session on mental health and PTSD.</p>	
<p><b>E-Scooters:</b> Follow-up contact was made with the owners of the company. They are willing to adjust operations to meet requirements of the MVA and other concerns brought forward by the Town. Staff are in communication with the RCMP to compile a list of safety concerns/changes that the company is open to discuss and adopt. Staff are reviewing what is working in other jurisdictions and developing a pilot to implementing these regulations to monitor and evaluate before bringing a final policy and/or by-law recommendation forward to Council. An outline of the pilot will be presented to Council at a later date. Collaboration with RCMP on the pilot will be an important component to the success of a pilot and long-term implementation of a policy or by-law.</p>	
<p><b>Parking:</b> The kiosk has been installed in Creighton Lane. Staff will install signage prior and allow a grace period prior to enforcing parking again in this area. At the same time new parking lot signage will be added in other Town owned lots to reflect the updated parking policy. Staff will be working to develop a role out plan for parking kiosks on Main Street, which will include education/signage, as well as repairs to broken meters on Main Street. Placement of parking kiosks will be done in collaboration with the Department of Infrastructure and Engineering to ensure equipment does not block snow removal operations.</p>	
Parking Ticket	Ticket Count
Failing to obey parking sign (specify) - First Offence	1
Parking on Private Property without consent of owner – First Offence	4
Parking on Private Property without consent of owner – Second Offence	1
Stopping or parking an accessible parking zone without mobility-disable identification permit	1
Stopping or parking vehicle in direction other than direction of traffic – First Offence	1
<b>Totals</b>	9
Type	File/SOT Count
Dog Control	3
Land Use	1
Non-By-Law Issues	2

Solid Waste	3
Unsightly	18
Solid Waste	14
Unsightly	18
Vending	2

### Parks & Recreation

**Hiring:** Interviews finished for the Manager of Parks and Recreation. Staff are conducting reference checks and will look to make an offer soon. The Recreation Summer Intern has started and the Summer Camp Coordinator will start on June 15 and the Summer Camp Leaders will start on June 24. CACL watering contract has been finalized.

**Programming:** Summer Camp will start July 6 and run until August 21. Each session is nearly full. There are some final places being filled by people on the waitlist. Active Living was able to partner with Schools Plus and Brit Overmars to offer a 4 week Girls Empowerment Yoga Program for grades 5 and 6 girls. The Town's support covered 50% program cost, which brought the fee for individuals from \$90 down to \$45. Multi-Sport planning is well underway and the Active Living Coordinator is adjusting the sports schedule as needed and has enlisted the support of StFX's Education Students to support with program delivery this coming year.

**Needs Assessment:** The consultant is reviewing the survey data, as well as feedback from engagement sessions, one on one interviews, and Council sessions to compile into the final report. The consultant will be providing a draft report to staff and look to do a final presentation to Councils. Timeframe is end of June or early July.

**Facility Booking:** Staff along with Playfinder staff continue to update field booking requests as they come in. Currently most of the bookings going in are additions to the schedule to accommodate for games and tournaments.

**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.

**Active Living:** 2026-2027 ACF work will involve an update to the Physical Activity Strategy. Staff will use data from the Needs Assessment to update the strategy for Council to review. Additional funding request support open gyms, free skates, program develop like the girl's empowerment yoga, and smaller capacity building projects. Final approval of the Active Communities Fund (ACF) application from the province is expected in the next few weeks. Final amount isn't confirmed as provincial cuts did impact the ACF budget.

**Beautification:** The Parks Crew and Yard Pro have been working hard so far this season. The rain has made mowing and field prep in particular challenging, but the crews take advantage of the clear days. Priority leading into the end of the June will be rolling out the planters and hanging baskets. Additional beautification projects including Pride Guard Rail Plantings and Gaelic Signs in Chisholm Park will roll out in the next few weeks. Additionally staff are looking to add a concrete pad for benches to be placed in Carin Park to create a more welcoming environment.

**Other Division Update:** Staff are finalizing a Sport Fund Grant Application for \$5000 to support the purchase of two portable soccer nets for the Turf Field. These would replace the existing nets and remove them from the uprights, allowing for the football program to move ahead. The SplashPad work will be moved to the fall after a discussion with the Director of Infrastructure and Engineering as internal staff will be able to support some of the work. Staff will aim to have the SplashPad open for public use at the end of June, aligning with our usual annual schedule. Staff are also working on a template for a Recreation Flyer/newsletter as

suggested by the Recreation Committee. Follow-up will be taken to the committee. Staff will be developing an RFQ to have an assessment done on the Central Turf Field. It is due for replacement/heavy maintenance, and staff would like to get an independent evaluation done to determine if a full replacement is necessary and what drainage opportunities may exist to eliminate issue of the turf bubbling after major rain events. Staff are also working on repairs for the score board, and getting repairs completed to the sound system at the Regional Fields. Staff are also looking at 2027-2028 planning which include accessibility upgrades to Regional Field, repairs to the tennis court surface, replacement of Chisholm Park Gazebo. The Recreation Committee and Council will be kept informed as planning and staff recommendations for Council's consideration come forward later in the year.

### Department Updates:

<b>Mural Program</b>
Staff are working with ACA on the 2026 Call for Artists. The Call is expected to be out in mid-to late June. This year celebrates the 50 <sup>th</sup> Anniversary of Antigonish Creative Dance and the theme is <i>Generations</i> .
<b>Good Neighbour Working Group</b>
The Group met and communications/planning is underway for September. Door to Door visits were deemed to be successful and StFX will be looking for Council support in the fall for those visits. Staff to work on Parking communications, specifically off campus parking and considerations tenants need to make. Additional communications to be made to encourage landlords to add their contact to By-Law's contact list.
<b>EMO</b>
Town and County staff will participate in Alert Training in August.
<b>Community Grants</b>
2026 applications have been received. Council has received a full summary. Council will be scheduling a follow-up meeting to finish the grant allocation discussion.
<b>Accessibility Plan</b>
Staff have updated the Accessibility Page on the website. The backend of the website was unable to be edited during the first portion of Access Awareness Week. This pushed Accessibility Posts back, but the information, education and request for feedback on Accessibility initiatives can still be published outside of Access Awareness week. Due to Rain the Flag Raising for Access Awareness Week was moved indoors. Representatives from the Province, Town, County, and StFX were all in attendance.
<b>Equity, Anti-Hate, Anti-Racism Plan</b>
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.
<b>Policy Work</b>
Staff to develop a Staff Volunteer Fire Fighter Responder Policy. Staff working on amendments to the Community Grants Policy. E-Scooter Pilot program research and development is underway as well.

### 2026-2027 Project Updates:

<b>Accessible Pathways –Phase Two (2025)</b>
Final walkthrough has been completed. Contractor to address reinstatement issues before final claim is complete.
<b>Splash Pad</b>
Staff postponed RFP until the fall and are currently prepping the facility for regular use.
<b>Active Transportation Trail</b>
Project B Tender closes on June 10. All site visits for temporary construction easements are complete, as well as additional site visits with the Legion, CACL, StFX, and St. Ninian's Parish were completed. All site visits were positive and the stakeholders/property owners were pleased to move ahead.
<b>Main Street Parking Kiosks</b>

Staff to meet to finalize locations and install plan.
<b>Benches and Garbage Bin Installation</b>
Ordered. Lead time is 4-8 weeks before delivery.
<b>Flashing Crosswalk Beacons</b>
RFP to be developed. RFP will allow the Town to source additional contractors as there have been issues with the latest models purchased from a previous supplier.
<b>Planter Boxes – Creighton Lane Parking Lot</b>
Kiosk is installed. Staff to develop signage as well as work with Communications and Infrastructure and Engineering on updates to signage and communications for public education on the kiosk.

**Subject:** CAO Report – Corporate Services  
**To:** Antigonish Town Council  
**Date Prepared:** June 09, 2026  
**Prepared by:** Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

**Electric Connections and Disconnections (voluntary)**

May 6th – May 31st  
 Connections: 101  
 Disconnections: 27

**Request for Proposal – Human Resources Consultant Services**

**High level Budget to Actual Variance**

The following key assumptions should be considered when reviewing the May 2026 financial statements:

- It was originally anticipated that Community Grants would be approved and paid in May 2026. These are now scheduled for approval and processing in June 2026, which will result in the year-to-date variance being reflected in next month’s reporting. (Timing)
- A number of partnership and initiative grants are processed concurrently with Community Grants. As a result, these expenditures appear under budget for May but will be adjusted in June once processing is complete. (Timing)
- The Fire Department fire protection charge (fire levy) has not yet been recorded, although it was budgeted for completion in May. This entry will be completed in June. (Timing)
- Within Corporate Services, the principal debenture payment to the Municipal Finance Corporation (MFC) was recorded in June through a journal entry. In addition, one debenture (Public Works Loader) is being funded through capital reserves and is reflected under “Other Transfers” in revenue. (Timing)

Department Update:

Projects
<b>Title: 2024-25 Year End Audit Status</b>
The final 2024-25 financial statements were sent to the Director, where a copy was signed by the Chief Administrative Officer and the Mayor. Copies have been provided to external stakeholders who require them, including the Province of Nova Scotia, the Town's financial institution, the Nova Scotia Energy Board, and the Nova Scotia Regulatory and Appeals Board.
<b>Next Step:</b> Completed and posted on the Town website
<b>Title: 2025-26 Year End Audit (In Progress)</b>
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.
<b>Next Step:</b> Ongoing
<b>Title: Water Utility Rate Study</b>
Corporate Services is working collaboratively with Infrastructure and Engineering to compile data for the Town’s water utility rate study.

<p>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.</p>
<p><b>Next Step:</b> Data compilation and consultant review ongoing</p>
<p><b>Title: 2026-27 Electric Utility Budget</b></p>
<p>Corporate Services is working with Infrastructure and Engineering on the 2026-27 Electric Utility Budget. A large component of the budget is related to the power purchase agreements with AREA and NSPI. With the decision made by the Town Council, pending agreement from AREA’s partner Town’s Councils and Commissions, these updates will be budgeted for and a budget will be presented to Council in July. This budget will also be prepared to go before any General Rate Applications if necessary.</p>
<p><b>Next Step:</b> Ongoing</p>
<p><b>Title: Electric Utility Flow-Through Rate Increase Preparations</b></p>
<p>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. The consultants have a working model that is being reviewed. The Large General Commercial rate will be updated to match the NSPI Large General Service rate.</p>
<p><b>Next Step:</b> Data compilation and consultant review ongoing</p>
<p><b>Title: Temporary Borrowing Resolutions</b></p>
<p>For the Committee of the Whole, a memo with three temporary borrowing resolutions (TBR) was presented to Council. For the Regular Council Meeting, an additional TBR is added related to the Electric Utility and the Fuel Adjusted Mechanism (FAM) balance that the Town owes NSPI. This balance is to be paid over two-years but Corporate Services recommending that NSPI be paid off, and borrowing at a lower interest on the balance stretched over a slightly longer time period to ensure rate smoothing. As well there is a recommended change to the Sewer Treatment Plant Front End to account for the tender results. This approval is to get Ministerial approval for borrowing with Municipal Finance or a financial institute, final borrowing amount, terms and interest will be presented to Council for final approval.</p>
<p><b>Next Step:</b> Ongoing</p>
<p><b>Title: Low-Income Property Tax Exemption</b></p>
<p>The Low-Income Property Tax Exemption program had 28 applicants with 25 exemptions totalling \$8,685.87 approved. Two of the unsuccessful applicants’ accounts were in arrears, with an additional applicant submitting their application without providing the required 2025 CRA Notice of Assessment. Although other supporting documentation was submitted, the Notice of Assessment was received after the May 31 deadline. Additional details will be in a memo to Council</p>
<p><b>Next Step:</b> Completed for fiscal year 2025-26</p>
<p><b>Title: Request for Proposal – Human Resources Consultant Services</b></p>
<p>Corporate Services has issued a Request for Proposals (RFP) for Human Resources Consultant Services (TOA27052026). The purpose of this procurement is to obtain professional support for recruitment and onboarding activities, helping to address the increasing administrative demands associated with employee hiring and workforce planning.</p> <p>The successful consultant will provide assistance with key stages of the recruitment process, including preparing and posting job advertisements, screening and shortlisting candidates, coordinating interviews, conducting reference checks, and supporting onboarding activities for new employees. The intent is to improve recruitment efficiency, reduce time-to-fill vacancies, and enable senior leadership and management staff to focus on strategic priorities and operational responsibilities rather than routine administrative recruitment tasks.</p>

<b>Next Step:</b> Review proposal upon closing date.
<b>Title: Job Descriptions (Unionized Positions)</b>
Town of Antigonish management is working with the shop stewards of the Public Works and Treatment Facilities, and Electric Utility to update or create job descriptions. Existing job descriptions within the Collective Bargaining Agreement (CBA) were either limited in scope or not included for certain positions. This aligns with provisions in the Collective Bargaining Agreement (CBA) signed earlier in 2025.
<b>Next Step:</b> Ongoing
<b>Title: Human Resources</b>
<b>Employee Hiring and Attrition</b> Job positions in interview stage: <ul style="list-style-type: none"> <li>• Machine Operator/Labourer (Concrete Crew) – 6-month term (Repost) <ul style="list-style-type: none"> <li>○ Recruitment challenges (two individuals hired but departed within the first week)</li> </ul> </li> <li>• Powerline Technicians – Term (3 positions)</li> <li>• Manager of Parks and Recreation</li> </ul> Filled positions <ul style="list-style-type: none"> <li>• Project Communications Coordinator – 6-month term</li> <li>• Machine Operator/Labourer (Concrete Crew) – 6-month term <ul style="list-style-type: none"> <li>○ 2 positions confirmed</li> </ul> </li> </ul>
<b>Next Step:</b> Ongoing recruitment
<b>Title: Equity, Diversity, and Inclusion in the Workplace</b>
*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.
<b>Next Step:</b> Consultants Report to be presented
<b>Title: Work from Home Policy</b>
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.
<b>Next Step:</b> Finalize and present to Council regarding a Work from Home Policy.
<b>Title: In Development: Charitable Donation Policy</b>
<b>Status Update:</b> 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.
<b>Next Step:</b> Finalize and prepare a memo to Council regarding a Charitable Donation Policy.

**Grants to Organizations/Council Discretionary Account Listing (as of June 9, 2026):**

Committed:	\$	200.00
Budget:	\$	210,000.00
Remaining:	\$	209,800.00

10-800-4600-160000

Committed:

Vendor	Description	Amount
ROYAL CANADIAN LEGION	Legion-Ann Dinner Table	\$200.00

**Council Report  
General Fund  
For the One Month Ending 5/31/2026**

	2026 May Budget	2026 May Actual	Variance \$ May	Variance % May YTD	2026 YTD Budget	2026 YTD May	Variance \$ May YTD	Variance % May YTD	2026-27 Full Year Budget	2025 Budget	2025 Actual
<b>Revenue</b>											
Taxes	9,309,856	9,209,666	(100,189)	-1%	9,343,189	9,259,164	(84,025)	-1%	9,676,522	9,267,538	28,200
Grants in Lieu of Taxes	60,802	0	(60,802)		68,182		(68,182)		1,334,493	1,338,568	7,380
Sale of Services	21,503	30,595	9,093	30%	28,005	33,301	5,296	16%	1,677,754	1,380,492	(5,944)
Services provided to other governments	0	0	0		0		0		1,372,669	1,138,847	
Other revenue from own sources	19,703	8,436	(11,266)	-134%	40,355	28,223	(12,133)	-43%	345,872	269,489	25,251
Unconditional Transfers from other govern	349	0	(349)		349		(349)		192,183	691,194	349
Other Transfers	161,184	0	(161,184)		165,486		(165,486)		3,376,967	2,448,460	
	<u>9,573,396</u>	<u>9,248,698</u>	<u>(324,698)</u>	<u>-4%</u>	<u>9,645,567</u>	<u>9,320,688</u>	<u>(324,878)</u>	<u>-3%</u>	<u>17,976,460</u>	<u>16,534,588</u>	<u>55,236</u>
<b>Expenditure</b>											
Mayor and Council	205,983	22,275	(183,707)	-825%	229,965	22,561	(207,404)	-919%	483,351	462,926	22,434
Corporate Services and Office of the CAO	344,841	107,233	(237,608)	-222%	482,778	228,460	(254,317)	-111%	1,480,776	1,075,437	(106,668)
Capital	0	0	0		0		0		6,061,204	4,593,832	
Engineering and Public Works	110,744	121,971	11,226	9%	261,070	245,553	(15,517)	-6%	1,819,377	1,634,446	84,105
Environmental Health Services	82,919	77,900	(5,019)	-6%	165,838	121,194	(44,644)	-37%	1,534,675	1,509,984	105,927
Community Development Administration	20,965	49,721	28,757	58%	56,064	70,300	14,237	20%	208,180	266,752	38,283
Partnerships & Initiatives	210,000	(1,519)	(211,519)	13926%	241,925	29,199	(212,726)	-729%	383,198	899,713	(39,815)
Protective Services	467,796	42,328	(425,468)	-1005%	1,065,931	591,509	(474,422)	-80%	3,307,030	3,302,009	57,610
Recreation and Cultural Services	75,832	110,718	34,885	32%	137,369	153,179	15,811	10%	803,279	682,596	107,535
Provincial Responsibilities	153,278	147,333	(5,945)	-4%	306,556	304,788	(1,768)	-1%	1,878,157	1,806,818	147,497
Restructured Account	4,302		(4,302)		8,604		(8,604)		17,204	299,636	23,561
	<u>1,676,660</u>	<u>677,961</u>	<u>998,700</u>	<u>147%</u>	<u>2,956,100</u>	<u>1,766,745</u>	<u>1,189,354</u>	<u>67%</u>	<u>17,976,430</u>	<u>16,534,149</u>	<u>440,470</u>
Excess(deficiency) of revenue over expenditure	<u>7,896,736</u>	<u>8,570,738</u>	<u>(674,002)</u>	<u>-8%</u>	<u>6,689,467</u>	<u>7,553,943</u>	<u>(864,476)</u>	<u>-11%</u>	<u>31</u>	<u>439</u>	<u>(385,234)</u>

**To:** Town of Antigonish Council  
**Submitted by:** Meaghan Barkhouse, Director of Corporate Services  
**Date:** Tuesday, June 09, 2026  
**Subject:** **2026-27 Low-Income Property Tax Exemption Program Summary**

---

## Purpose

The purpose of this memo is to provide Council with a summary of the 2026-27 Low-Income Property Tax Exemption Program, including application statistics and program outcomes.

## Program Overview

The Low-Income Property Tax Exemption Program is intended to provide financial relief to qualifying property owners whose household incomes fall below the eligibility threshold established by Council. The program helps offset the impact of municipal property taxation for residents with limited financial means while supporting housing stability within the community.

For 2026-27 the exemption amount and income levels were

2025 Total Household Income	Tax Exemption
\$29,000 to \$35,000.00	Up to \$250
\$20,000 to \$28,999.99	Up to \$500
\$0 to \$19,999.99	Up to \$750

The program was advertised in the billing insert included in the property tax bill, two weeks with the local newspaper, local radio station, social media and the Town's website.

## Application Results

For the 2026-27 fiscal year, Corporate Services received a total of 28 applications for the program. This is a decrease of 32 applicants last year. Of the 2026-27 applications:

- 25 applications were approved
- 3 applications were declined
  - Two applicants were in arrears on their property tax accounts and therefore did not meet program requirements.
  - One applicant did not submit the required 2025 Canada Revenue Agency Notice of Assessment by the application deadline.

The approved exemptions totaled \$8,685.87.

Corporate Services did receive a phone call from a previous applicant stating they thought the deadline was the same as last year (June 2025) and was unhappy they missed the May 31<sup>st</sup> deadline this year.

## **Applicant Profile**

Of the 25 approved applicants:

- 22 were returning participants in the program.
- 3 were first-time applicants, indicating modest growth in awareness and utilization of the program.

The average household income of approved applicants was approximately \$25,600, with reported incomes ranging from \$11,900 to \$32,600.

The average property tax levy among approved applicants was approximately \$1,150.

## **Program Impact**

The program continues to provide meaningful financial assistance to some of the Town's most financially vulnerable residents. Of the approved applicants:

- Seven households received exemptions equal to or greater than their annual property tax levy, effectively eliminating their municipal property tax obligation for the year.
- The remaining approved applicants received partial relief that helped reduce their overall tax burden.

The average exemption provided to approved applicants was approximately \$350.

These results demonstrate that the program continues to achieve its intended objective of supporting low-income homeowners while helping eligible residents remain in their homes and maintain their property tax accounts in good standing.

## **Conclusion**

The 2025-26 Low-Income Property Tax Exemption Program experienced participation levels similar to previous years and provided targeted financial assistance to 25 qualifying households. The program remains an important component of the Town's efforts to support residents experiencing financial hardship while balancing the Town's fiscal responsibilities.