
MEETING: Regular Town Council Meeting
DATE: August 18, 2026
TIME: 5:00 PM
PLACE: Town Council Chambers

Agenda

1. **Call to Order & Land Acknowledgement**
2. **Approval of Agenda**
 - 2.1 Additions/Amendments
3. **In-Camera**
 - 3.1 Contract Negotiations MGA Sec 22(2)(e)
 - 3.2 Acquisition, sale, lease and security of Municipal property MGA Sec 22(2)(a)
4. **Conflict of Interest**
5. **Acceptance of Minutes**
 - 5.1 Minutes of the Regular Council Meeting – June 16, 2026
 - 5.2 Minutes of the Special Council Meeting – June 15, 2026
 - 5.3 Minutes of the Special Council Meeting – July 9, 2026
 - 5.4 Minutes of the Regular Council Meeting – July 21, 2026
6. **Consent Agenda Items**

No Consent Agenda items.
7. **Presentations**
 - 7.1 2026-27 Electric Utility Budget – M. Barkhouse
8. **Business from the Minutes**
 - 8.1 Low Income Property Tax Exemption Memo – M. Barkhouse
9. **New Business**
 - 9.1 Helping Health Care Antigonish - Memorandum of Understanding (MOU)
 - 9.2 Noise By-Law Exemption Request – St. Francis Xavier University Students' Union
 - 9.3 Cellphone Usage During Council Meetings – Mayor Cameron
 - 9.4 Communications – Councillor Sullivan
 - 9.5 Communities in Bloom National Symposium (Montreal, QC Oct 15-17, 2026) - Deputy Mayor Murray
 - 9.6 E-Scooters – Councillor Roberts
 - 9.7 Eastern District Planning Commission (EDPC) - Alternative Appointment
 - 9.8 Hillcrest Re-Zoning – Councillor McKenna
 - 9.9 Guaranteed Basic Income – Councillor McKenna
10. **Correspondence**
 - 10.1 Minister MacDonald's Letter re: Active Transportation Trail
 - 10.2 Antigonish Coalition to End Poverty (ACEP) – Thank you letter
 - 10.3 Municipal Success Stories - NSFM Conference November 5, 2026 – Councillor McKenna
 - 10.4 Town Hall Lights – Request for Donation or Purchase of Surplus Equipment - Mayor Cameron
 - 10.5 Eastern Nova Scotia Exhibition (ENSE) Rebuilding Project – Sponsorship Request
 - 10.6 4-H Rooted Gala Event 2026
 - 10.7 Alan Syliboy and the Thundermakers - National Day of Truth and Reconciliation– Funding Request
 - 10.8 St. Ninian C.A.R.E. – Funding Request
11. **Staff Reports**
12. **Adjournment**

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**Regular Council Meeting
June 16, 2026
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk
S. Long, Marketing and Communications Officer
K. Meisner, P. Eng., Director of Infrastructure and Engineering
J. Jackman, Manager of Facilities
B. MacDonald, Eastern District Planning Commission (EDPC)
A. Jones, Eastern District Planning Commission (EDPC)

Regrets

Councillor P. McKenna

Media

Gallery (in person and online)

1. Call to Order & Land Acknowledgement

Mayor S. Cameron called the meeting to order at 6:10 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:

- 9.7 STFX Facilities
- 9.8 Antigonish Affordable Housing Society (AAHS)
- 9.9 CAO Performance Review - Consultant
- 12.1 Personnel Matters - MGA Sec 22(2)(c)

Motion: That the Agenda be approved as amended.

Moved by: Councillor Sullivan

Seconded by: Councillor Pelly

Motion carried.

3. Conflict of Interest

No conflicts of interest were declared.

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

Minutes of the Regular Council Meeting held May 19, 2026, and the Special Council Meetings held May 20, May 25, June 2, and June 8, 2026, were accepted as presented.

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

Motion: That Council approve the Consent Agenda Items as presented.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Motion carried.

6. Recognition/Proclamation/ Flag Request

6.1 Royal Canadian Legion 100th Anniversary – Recognition

Council recognized Royal Canadian Legion Branch 59 on the occasion of the Royal Canadian Legion's 100th Anniversary and presented the Branch with a commemorative certificate.

Present to receive the certificate were Branch President Tim Hinds, Past President James Matheson, Vice-President John MacDonald, Treasurer Loyola MacDonald, Sergeant-at-Arms Angus Coutts, and Poppy Chairperson J.P. MacEachern. A photo opportunity followed.

President Hinds invited Council and the public to attend an Open House and ceremony being hosted by Antigonish Branch 59 on July 17, 2026, at 2:00 p.m. at the Legion Branch located at 75 St. Ninian Street.

6.2 Indigenous Survivors Day June 30 – Proclamation

Mayor Cameron read the Indigenous Survivors Day Proclamation, proclaiming June 30, 2026, as Indigenous Survivors Day in the Town of Antigonish.

6.3 Royal Canada Legion Branch 59 – Flag Request

Motion: That Council approve the request from the Royal Canadian Legion Branch 59 to raise the Royal Canadian Legion 100th Anniversary Flag from July 13 to July 19, 2026, in recognition of the 100th Anniversary of the Royal Canadian Legion.

Moved by: Deputy Mayor Murray

Seconded by: Councillor MacLellan

Motion carried.

7 Business from Committee of the Whole

7.1 Sewer Plant Front-End - Procurement Memo

K. Meisner reviewed a memo included in Council's agenda package regarding the Sewer Treatment Plant Front-End Tender project. Mr. Meisner explained that the project is intended to address ongoing odour issues at the facility through the installation of a screening system and enhanced aeration equipment.

Council was advised that construction tenders received exceeded the available project budget by approximately \$1.5 million. Staff and the project consultant have met with the low bidder to investigate potential cost-saving measures while maintaining the project's core objectives and treatment performance. Options under review include deferring the purchase of a backup blower, postponing yard paving, and completing certain piping work in-house.

The CAO provided additional context on the proposed options and project requirements.

7.2 Municipal Finance Corporation (MFC) Borrowing Resolutions

Source Water - Production Wells

TEMPORARY BORROWING RESOLUTION

Amount: \$1,050,000 Purpose: Source Water – Protection 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 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 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 – Protection 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 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.

Moved by: Councillor Pelly
 Seconded by: Councillor MacLellan

Motion carried.

Sewer Plant Front End

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 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 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 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.

Moved by: Deputy Mayor Murray
 Seconded by: Councillor Sullivan

Motion carried.

Library**TEMPORARY BORROWING RESOLUTION**

Amount: \$255,000 Purpose: Antigonish Town & County Library Balloon Refinancing

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 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 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 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.

Moved by: Councillor MacLellan
Seconded by: Councillor Pelly

Motion carried.

Antigonish Electric Utility Fuel Adjustment Mechanism
TEMPORARY BORROWING RESOLUTION

Amount: \$2,800,000 Purpose: Antigonish Electric Utility Fuel Adjustment Mechanism

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 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 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 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.

Moved by: Councillor Roberts
Seconded by: Councillor Sullivan

Motion carried.

7.3 Town Services and Affordable Housing Grant Applications – Memo

Motion: Council approve a \$2,000 Town Services and Affordable Housing Grant to the Antigonish Affordable Housing Society under the Planning and Pre-Development for Non-Profit Organizations stream.

Moved by: Councillor Pelly
 Seconded: Deputy Mayor Murray

Motion carried.

Motion: Council approve a \$2,000 Town Services and Affordable Housing Grant to the Naomi Society under the Planning and Pre-Development for Non-Profit Organizations stream.

Moved by: Deputy Mayor Murray
 Seconded by: Councillor Pelly

Motion carried.

7.4 Housing Trust of Nova Scotia

Mayor Cameron informed Council that the Housing Trust of Nova Scotia is exploring the development of approximately 12–16 affordable housing units for healthcare-sector employees on lands adjacent to St. Martha's Regional Hospital. The proposed housing would support a range of workers within the healthcare system. An overview of the proposed site was provided.

The Mayor noted that municipal water and sewer servicing would require further review. CAO, R. Delorey advised that a formal request from the Housing Trust of Nova Scotia would be required before staff could evaluate the proposal, determine any municipal support requested, and undertake the necessary review.

No motion was made. Council received the information for information purposes.

8. Business from the Minutes

There was no business from the minutes.

9. New Business

9.1 Appeal of Variance – 57 Hillcrest St.

Mr. Brennan MacDonald with Eastern District Planning Commission (EDPC) presented the appeal of a variance for 57 Hillcrest Street. Mr. MacDonald advised that the proposed subdivision meets lot area requirements but requires a variance for reduced road frontage. EDPC approved the variance after determining it met the requirements of the Municipal Government Act and was consistent with the Town's Municipal Planning Strategy and Land Use Bylaw.

Council discussed driveway access arrangements for the existing and proposed lots.

Motion: That Council accept the variance for 57 Hillcrest Street based on the conclusion of the Eastern District Planning Commission (EDPC), and that the application meets the requirements of the Municipal Government Act (MGA).

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Motion carried.

9.2 2026 Rectangular Rapid Flashing Beacon (RRFB) Locations

The CAO reviewed a memo that was circulated in Council's package outlining the Traffic Authority's recommendation to install RRFB's at Hawthorne Street/MacDougall Street and Highland Drive/Fairview Street.

Discussion followed regarding the proposed locations and associated costs.

No motion was made. Council received the report for information.

9.3 Public Works/Facilities Staffing – Memo

The CAO spoke to the memo included in Council's package regarding staffing challenges within the Public Works and Facilities Departments, including employee leaves and a recent retirement. The CAO advised that staff are proposing revisions to the vacant position and a one-year redistribution of responsibilities between the Public Works and Facilities teams to address operational needs.

K. Meisner provided additional information regarding the proposed staffing arrangement and its anticipated operational benefits.

Councillor MacLellan requested that an updated organizational chart be circulated to Council.

Discussion followed. No motion was made.

9.4 Removal of Parking on St. Ninian Street for Active Transportation Trail - Traffic Authority Memo

The CAO reviewed the Traffic Authority memo regarding the removal of parking on St. Ninian Street as part of the approved Active Transportation Trail project and advised that the item was provided for Council's information.

Discussion followed regarding the project's funding commitments, potential impacts of project delays or cancellation, and the possible financial implications of withdrawing from the project.

Motion: That the Mayor be authorised to communicate with the political officials of the federal and provincial government to ask if there is possibility of cancelling the Active Transportation Project without penalty, and a response to be received within two weeks.

Moved by: Councillor MacLellan

Seconded by: Councillor Sullivan

Motion carried.

Council recessed at 7:58 p.m. and reconvened at 8:17 p.m.

9.5 Property Tax Collection Policy – Discussion

Council discussed the Property Tax Collection Policy, including provisions relating to tax sales for properties with outstanding taxes below the policy threshold.

Council reviewed issues relating to PID 10120236, including ownership and title matters, tax sale procedures, and the status of development approvals for the property.

The CAO advised that clarification would be obtained regarding the interpretation of the policy and the applicable approval processes. Council requested that staff review the matter and report back with information and recommendations at a future meeting.

9.6 Citizen Recognitions

Mayor Cameron informed Council of a recent Town employee retirement and a Town resident's 100th birthday and sought Council's approval to recognize the individuals. Council expressed consensus in support of the recognitions.

9.7 St. Francis Xavier University

Motion: That Council approve funding to St. Francis Xavier University, in support of the athletic facility upgrade project (Keating Centre and Stadium turf and track facilities) in the amount of \$85,000 over a three-year period, to be distributed \$29,000 in year one (2027-28) and \$28,000 in years two and three, contingent on full project funding reached and construction to begin in 2027-2028 fiscal year.

Moved by: Councillor Roberts

Seconded by: Councillor Sullivan

Motion carried.

9.8 Antigonish Affordable Housing

Motion: That Council approve funding to the Antigonish Affordable Housing Sugarloaf Development in the amount of \$250,000 over a five-year period, to be distributed at \$50,000 per year, commencing in the 2027–2028 fiscal year, contingent on full project funding reached and construction to begin in 2027-2028 fiscal year.

Moved by: Deputy Mayor Murray

Seconded by: Councillor MacLellan

Motion carried.

9.9 CAO Performance

Motion: That Council appoint Jacques Dubé, President of Strategic Engagement Stratégique Chaleur Inc., to serve as Recording Secretary for meetings of Council relating to the 2026 CAO Performance Evaluation process.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

10. Correspondence

10.1 Mi'kmaw Signage and Reconciliation Support – (Martha Justice)

Correspondence from Martha Justice regarding Mi'kmaw signage and reconciliation support was accepted as correspondence and received for information.

11. Staff Reports

- Public Works reported that the street sweeper has been returned and is awaiting a replacement part before becoming operational.
- An update was provided on line painting activities. Residential street painting is underway, with work on Main Street to be completed during nighttime hours. Line painting associated with the West and James Street project will be completed by the contractor.
- Council discussed sidewalk marking priorities and operational requirements related to weather conditions and traffic management.
- Council discussed the Low-Income Property Tax Rebate Program, including eligibility requirements related to application deadlines and tax arrears. CAO advised that the matter could be reviewed as part of a future review of the Tax Collection Policy.

Motion: That Council Move In-Camera at 8:42 p.m. pursuant to Section 22(2)(c) of the Municipal Government Act.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Motion carried.

12. In-Camera

12.1 Personnel Matters- MGA Sec 22(2)(c)

Council rose from In-Camera at 9:23 p.m.

13. Adjournment

With no further business, Councillor Pelly moved for adjournment at 9:23 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

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**Special Council Meeting
June 15, 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

1. Call to Order & Land Acknowledgment

Mayor S. Cameron called the meeting to order at 5:10 p.m.

2. Approval of the Agenda

Motion: That the agenda be approved as presented.

Moved by: Councillor Pelly

Seconded by: Deputy Mayor Murray

Motion carried.

3. New Business

3.1 Town of Antigonish Community Grants 2026-2027

Council resumed its review of the 2026–2027 Community Grant applications, continuing from the Special Council Meeting held on June 2. The previous meeting was adjourned due to time constraints, and this session was convened to complete the remaining review.

Conflict of Interest

Councillor Pelly declared a conflict of interest regarding the funding application submitted by L'Arche Antigonish and withdrew from the discussion and vote related to that application.

Councillor McKenna declared a conflict of interest regarding the funding application submitted by Naomi Society and withdrew from the discussion and vote related to that application.

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Councillor Roberts declared a conflict of interest regarding the funding request by the Antigonish Affordable Housing and withdrew from the discussion and vote related to that funding request.

Following review and discussion, Council approved the allocation of funding under the 2026–2027 Community Grants Program. The approved grant recipients are listed below.

ACALA	\$3,400.00
Antigonish Affordable Housing Society	\$4, 400.00
Antigonish Art Fair & Arts House	\$20, 500.00
Antigonish Challenger Baseball	\$3,000.00
Antigonish Culture Alive	\$5,500.00
Antigonish Emergency Fuel Fund	\$5,000.00
Highland Society	\$17,100.00
Antigonish Imagination Library (ABC for Kids Society)	\$7,200.00
Antigonish Seniors' Care Van	\$1,000.00
Antigonish Creative Dance Association	\$4,000.00
Antigonish Malayali Association	\$500.00
Antigonish Skatepark Association	\$2,100.00
Antigonish Tourism Association	\$15,000.00
Antigonish Visitor Information Centre	\$7,100.00
All-of-us Society ASAP Artist Run Center	\$2,500.00
CACL Antigonish	\$8,000.00
Ceol Ar Chridhe School of Celtic Music Society	\$1,000.00
Children's Place Daycare	\$11,000.00
DEANS (Coastal Nova Scotia)	\$8,200.00
Eastern Nova Scotia Exhibition	\$5,000.00
Festival Antigonish	\$17,500.00
Heritage Association of Antigonish	\$1,250.00
Positive Action for the Keppoch Society	\$10,000.00
L'Arche	\$5,000.00
Lochaber Growers Co-operative	\$4,000.00
Naomi Society	\$4,000.00
Nova Spiritus Society	\$3,000.00
Strait Area Ground Search and Rescue	\$3,500.00
STFX Art Gallery	\$4,000.00
Pickleball Antigonish Society	\$1,500.00

Discussion took place regarding the Children's Place funding request and the potential development of a policy that would allow non-profit organizations to apply for tax relief. Councillor McKenna expressed support for staff exploring such a policy for Council's future consideration.

Extra Requests

STFX University	\$85,000.00 (2027-2028 Budget)
Antigonish Culture Alive & Festival Antigonish	\$10,000.00
HOW Club	\$945.02
Antigonish Affordable Housing	\$250,000.00 (50,000 x 5 years)
CACL Antigonish	\$8,000.00

Motion: That Council accept all of the Community Grants as indicated on the spreadsheet to the total amount of \$185,250.00.

Moved by: Councillor McKenna

Seconded by: Councillor MacLellan

Motion carried.

Motion: That Council approve \$945.02 to go towards the property taxes payable to the HOW Club to be paid to the appropriate organization.

Moved by: Councillor Roberts

Seconded by: Councillor McKenna

Motion carried.

Motion: That Council accept all allocations from page two, including St. Francis Xavier University and Antigonish Affordable Housing in the total amount of \$18,945.02, minus \$945.02 from the HOW Club which was approved on the previous motion.

Moved by: Councillor McKenna

Seconded by: Councillor MacLellan

Motion carried.

4. Adjournment

With no further business, Deputy Mayor Murray moved for adjournment at 6:55 p.m.

 Mayor Sean Cameron

 Randy Delorey, CAO

DRAFT

**Special Council Meeting
July 9, 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. Meisner, P. Eng., Director of Infrastructure and Engineering
P. Cameron, Project Communications Coordinator

1. Call to Order & Land Acknowledgment

Mayor S. Cameron called the meeting to order at 6:10 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 Sullivan

Seconded by: Councillor Pelly

Motion carried.

3. Administration

3.1 July Regular Council Meeting

Motion: That Council reserve the Regular Council Meeting scheduled for July 21, 2026, for presentations from community groups, with only Staff Reports and time sensitive business to be included on the agenda, after presentations conclude.

Moved by: Councillor Roberts

Seconded by: Councillor Pelly

Motion carried.

During discussion, clarification was provided that the purpose of the meeting is to accommodate presentations from community groups. Council was advised that presentation requests may be submitted to the Municipal Clerk and are reviewed and approved by the Mayor and CAO.

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4. Flag Raising Requests

4.1 Pan-African Flag - Antigonish African Heritage Emancipation Committee

Motion: That Council approve the request from the Antigonish African Heritage Emancipation Committee to fly the Pan-African Flag on August 11, 2026, in recognition of Emancipation Day.

Moved by: Councillor Pelly

Seconded by: Councillor MacLellan

Motion carried.

4.2 Indian National Flag - Antigonish Indian Community - Independence Day

Motion: That Council approve the request from the Antigonish Indian Community to fly the Indian National Flag on August 15, 2026, in recognition of India's Independence Day.

Moved by: Deputy Mayor Murray

Seconded by: Councillor MacLellan

Motion carried.

5. New Business

5.1 Sewer Treatment & Water Update

The CAO provided updates on water conservation, water supply initiatives, and operations at the Sewer Treatment Plant.

Council received updates on additional water wells funded through the Housing Accelerator Fund (HAF), current water levels, public water conservation communications, the Rain Barrel Program, and delays to the splash pad opening.

The CAO advised that staff continue to address odor concerns at the Sewer Treatment Plant through increased aeration measures and ongoing infrastructure improvements, including the Front-End Upgrade Project and installation of additional equipment. Staff also noted operational challenges related to incoming materials, particularly rags and similar debris, as well as higher summer temperatures.

Reference was made to the 2024 CBCL report regarding treatment plant operations. The CAO agreed to circulate the report and provide follow-up information on questions raised by Council.

5.2 Electric Utility Large General Rate Class Flow-Through Application

The CAO advised that, pursuant to the Nova Scotia Energy Board requirements, the Town's Large General Rate Class must be aligned with the corresponding Nova Scotia Power rate. As rate changes implemented by Nova Scotia Power are not automatically applied to the Town's electric utility, a flow-through application is required to update the rate accordingly.

Motion: That Council approve the filing of the large general rate class flow-through application aligning with Nova Scotia Power rate for the same class, as required by the Nova Scotia Energy Board.

Moved by: Councillor MacLellan

Seconded by: Councillor Roberts

Motion carried.

5.3 Funding Applications – Building Water Resilience in Antigonish

The CAO provided an overview of proposed funding applications related to the Building Water Resilience in Antigonish. Staff advised that the applications would support the connection of the new production wells to the municipal water system and that external funding could offset a portion of the project costs.

Council discussed project funding, anticipated growth impacts, and future water system planning.

a) Build Communities Strong Fund

Resolution: “Be it resolved that the Town of Antigonish submit an application to the Federal Government for the Build Communities Strong Fund for the project of Building Water Resilience in Antigonish.

The Town acknowledges that it will be solely responsible for the remainder of the project funding, including cost over-runs.”

Moved by: Councillor McKenna

Seconded by: Deputy Mayor Murray

Motion carried.

b) Sustainable Communities Challenge Fund

Resolution: “Be it resolved that the Town of Antigonish submit an application to the Provincial Government for the Sustainable Communities Challenge Fund for the project of Building Water Resilience in Antigonish.

The Town acknowledges that it will be solely responsible for the remainder of the project funding, including cost over-runs.”

Moved by Councillor McKenna

Seconded by: Councillor Pelly

Motion carried.

5.4 Sewer Treatment Plant Front-End Tender Update and Recommendation

The CAO reviewed the Sewer Treatment Plant Front-End Tender Update and recommendation, noting that information had been circulated to Council previously and that discussions had been initiated with the contractor.

Council discussed the proposed upgrades, including the anticipated operational benefits of the new screening system, efforts to address odor concerns at the facility, and ongoing implementation of recommendations contained in the 2024 CBCL report.

Council acknowledged that improvements to the treatment plant are part of a multi-year process and that staff continue to work to mitigate operational challenges.

Motion: That Council approve an additional \$1.5 million to complete the Sewer Treatment Plant Front-End project as designed and tendered.

Moved by: Councillor Sullivan

Seconded by: Councillor Roberts

Motion carried.

5.5 Department of Infrastructure and Engineering Staffing Level – Memo

The CAO spoke to a memo that was circulated in council's agenda package regarding staffing levels within the Department of Infrastructure and Engineering and sought Council's feedback on the concept of adding staffing resources in future years, recognizing potential budget implications.

Council discussed staffing, project delivery, resident expectations, and the importance of workforce planning, including human resources and succession planning.

A general consensus was expressed that staffing decisions are an operational matter under the authority of the CAO. Concerns were also noted regarding the potential budget impacts of additional staffing positions.

6. Adjournment

With no further business, Deputy Mayor Murray moved for adjournment at 8:07 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Regular Council Meeting
July 21, 2026
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
L. Roy, Strategic Initiatives Coordinator / Recording Secretary
S. Long, Marketing and Communications Officer
K. Meisner, P.Eng., Director of Infrastructure and Engineering
K. MacInnis, Director of Community Development
M. Barkhouse, Director of Corporate Services

Media
Gallery (In Person and Online)

Absent with Regrets

Councillor J. Pelly
M. Fougere, Municipal Clerk

1. Call to Order & Land Acknowledgment

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 the Agenda

The following additions were made to the agenda:

- Item 3 Conflict of Interest
- Item 5.1 St. Martha's Day Proclamation
- Item 5.2 Emancipation Day Proclamation
- Item 7.2 Council Chambers

Motion: That the agenda be approved as amended.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

DRAFT

3. Conflict of Interest

The following conflicts of interest were declared:

- CAO R. Delorey declared a conflict of interest with respect to Item 7.1, Tax Relief Request.
- Mayor Cameron declared a conflict of interest with respect to Item 4.2, Antigonish Coalition to End Poverty.

4. Presentations and Delegations

4.1 Office of Gaelic Affairs – Lewis MacKinnon

Lewis MacKinnon, Executive Director of Gaelic Affairs, provided a presentation on the history and cultural significance of Gaelic communities in Nova Scotia. The presentation included information on Gaelic settlement patterns, the impact of historical assimilation and language loss, and current initiatives aimed at preserving and revitalizing Gaelic language, culture, and heritage.

Council discussed the presentation and shared comments and questions regarding the impact of colonization on the Gaelic population and importance of cultural preservation, language revitalization.

The Mayor thanked Mr. MacKinnon for his presentation.

4.2 Antigonish Coalition to End Poverty – Wyanne Sadler

Mayor Cameron declared a conflict of interest and vacated the Chair. Deputy Mayor Murray assumed the Chair.

Wyanne Sadler and Natasha Brubaker, on behalf of the Antigonish Coalition to End Poverty, presented to Council on the Coalition's work to address poverty and food insecurity in Antigonish Town and County. The presentation included information on the Coalition's mission, local poverty and food insecurity trends, and advocacy efforts related to poverty reduction and a Guaranteed Livable Basic Income.

Council discussed the presentation, specifically the statistics regarding child poverty in Nova Scotia and related community initiatives.

Mayor Cameron resumed the Chair and thanked both Ms. Sadler and Ms. Brubaker for their presentation.

5. Proclamations

5.1 Sisters of Saint Martha's Day – Proclamation

Mayor Cameron read aloud a proclamation declaring July 29, 2026, as Sisters of Saint Martha's Day in the Town of Antigonish in recognition of the Congregation's 125th Anniversary and its legacy of faith, service, compassion, and community leadership.

5.2 Emancipation Day – Proclamation

Mayor Cameron read aloud a proclamation declaring August 1, 2026 as Emancipation Day in the Town of Antigonish, recognizing the abolition of slavery and acknowledging the contributions, heritage, and history of African Nova Scotians.

6. Infrastructure Updates

6.1 Sewer Plant Update

The CAO provided an update on ongoing efforts to address odor concerns at the Sewer Treatment Plant. Staff continue to implement mitigation measures including regular inspections and assessments and are proceeding with the installation of additional aeration equipment and a rental blower in August to improve oxygen levels and treatment performance. Floaters continue to contribute to the odour issues, and the installation of the new screening equipment will help prevent unwanted materials from entering the lagoon.

Discussion ensued including council's interactions with the public and the communication efforts of staff. Council was advised that temporary odor impacts may occur during installation of the new equipment. Staff will communicate anticipated impacts to the public as the work proceeds.

Council took a recess at 7:58 p.m. and reconvened at 8:10 p.m.

7. New Business

7.1 Tax Relief Request

CAO, R. Delorey declared a conflict of interest and left the Council table.

M. Barkhouse, Director of Corporate Services, presented a report regarding tax relief requests and interest charges related to 2026 property tax payments.

Council discussed the administration of interest charges on electronic payments submitted on the tax due date of June 30th and the impact of bank processing times on receipt of payments by the Town.

Motion: That Council give a grace period for this year only of three days for online payments.

Moved by: Councillor Sullivan

Seconded by: Councillor Roberts

Amendment: That Council approve for this year only a 3-day grace period would be given above the fifty-five days.

Motion defeated.

Amendment: To add to the original motion that the burden of proof would be on the individual to show to staff that the online payment was made by the due date.

Moved: Councillor Sullivan

Seconded: Councillor Roberts

Amendment carried.

Main Motion, as Amended: That Council give a grace period for this year only of three days for online payments, the burden of proof is on the individuals to show staff that they paid it on time.

Moved by: Councillor Sullivan

Seconded: Councillor Roberts

Motion carried.

7.2 Council Chambers

Council considered a request from the Emancipate Your Mind Community Series to use Council Chambers on August 11, 2026, for a community discussion moderated by Senator Wanda Thomas Bernard.

Motion: That Council approve the Emancipate Your Mind Community Series' use of Council Chambers on August 11, 2026.

Moved by: Councillor MacLellan

Seconded by: Councillor Sullivan

Motion carried.

8. Staff Reports

Council received the Staff Reports as presented.

Council discussed ongoing infrastructure projects, including construction activities on Bay Street, West Street, and East Main Street. Discussion included traffic impacts related to the new entrance of the new development on East Main St before the train tracks. Signage, project timelines, paving, road conditions, landscaping, and contractor performance were also discussed.

Council also discussed communications regarding municipal projects and requested additional information on matters discussed during meetings between Town and County administration.

Mayor recognized two Town employees with service of 15 years, noting Municipal Clerk, Melanie Fougere and Engineering Administrative Assistant, Darlene Halfpenny. Both were not in attendance to accept the recognition.

DRAFT

Motion: That Council move into an In-Camera session at 9:36 p.m. in accordance with Section 22(2)(c) and Section 22(2)(a) of the Municipal Government Act to discuss Personnel Matters and the acquisition, sale, lease and security of municipal property.

Moved by: Councillor MacLellan

Seconded by: Councillor Sullivan

Motion carried.

9. In-Camera

9.1 MGA Sec 22(2)(c) – Personnel Matters

9.2 MGA Sec 22(2)(a) – Acquisition, sale, lease and security of Municipal property.

Motion: That Council rise from the In-Camera session at 10:35 p.m.

10. Adjournment

With no further business, Councillor MacLellan moved for adjournment at 10:35 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

2026-27 Electric Utility Budget *Draft Overview*

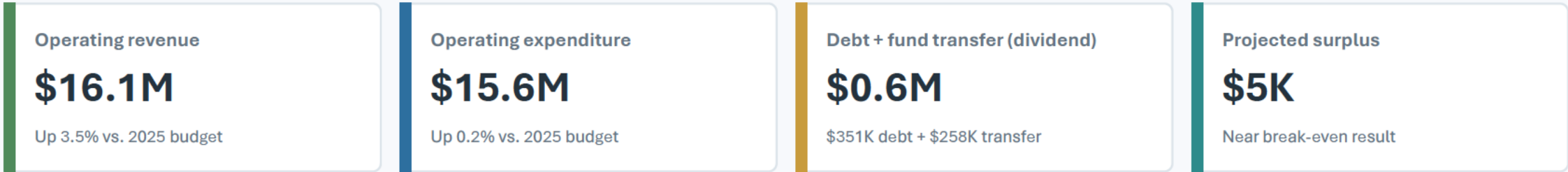
August 18, 2026

- **Balanced budget**
- **\$16.1M operating revenue**
- **\$5K projected surplus**

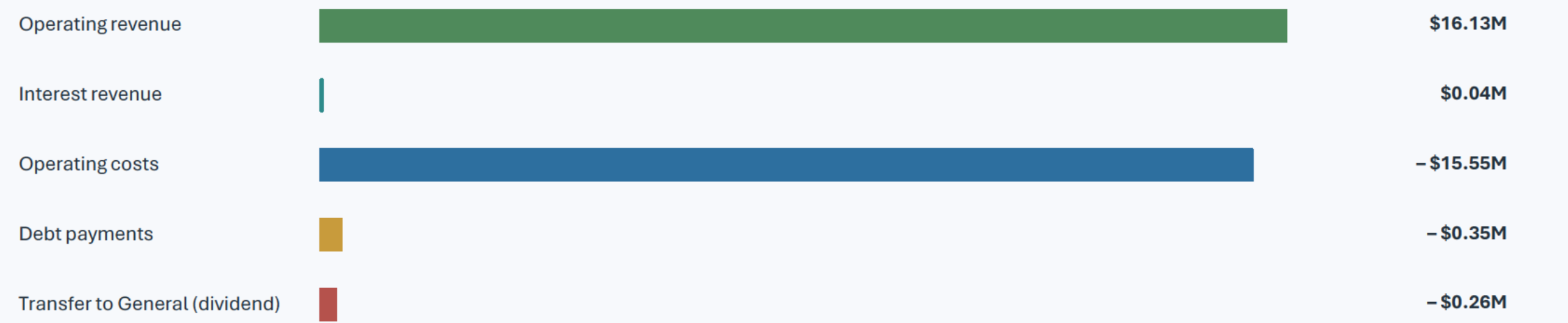


Budget at a Glance

The 2026–27 plan is essentially balanced after debt payments and the transfer to General Operating.



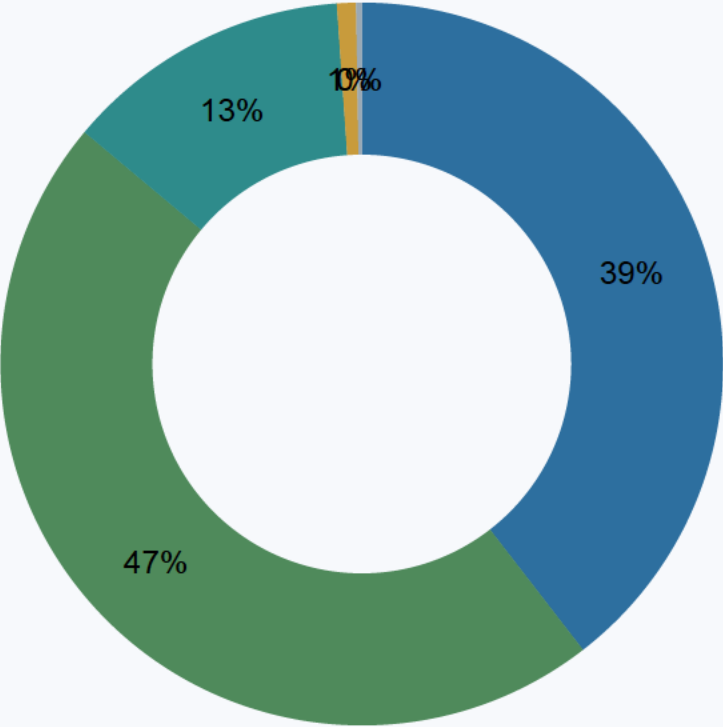
Budget bridge



Result: revenues and financing requirements are matched within approximately \$5,000.

Where the Revenue Comes From

Residential and commercial customers account for the large majority of budgeted electric revenue.

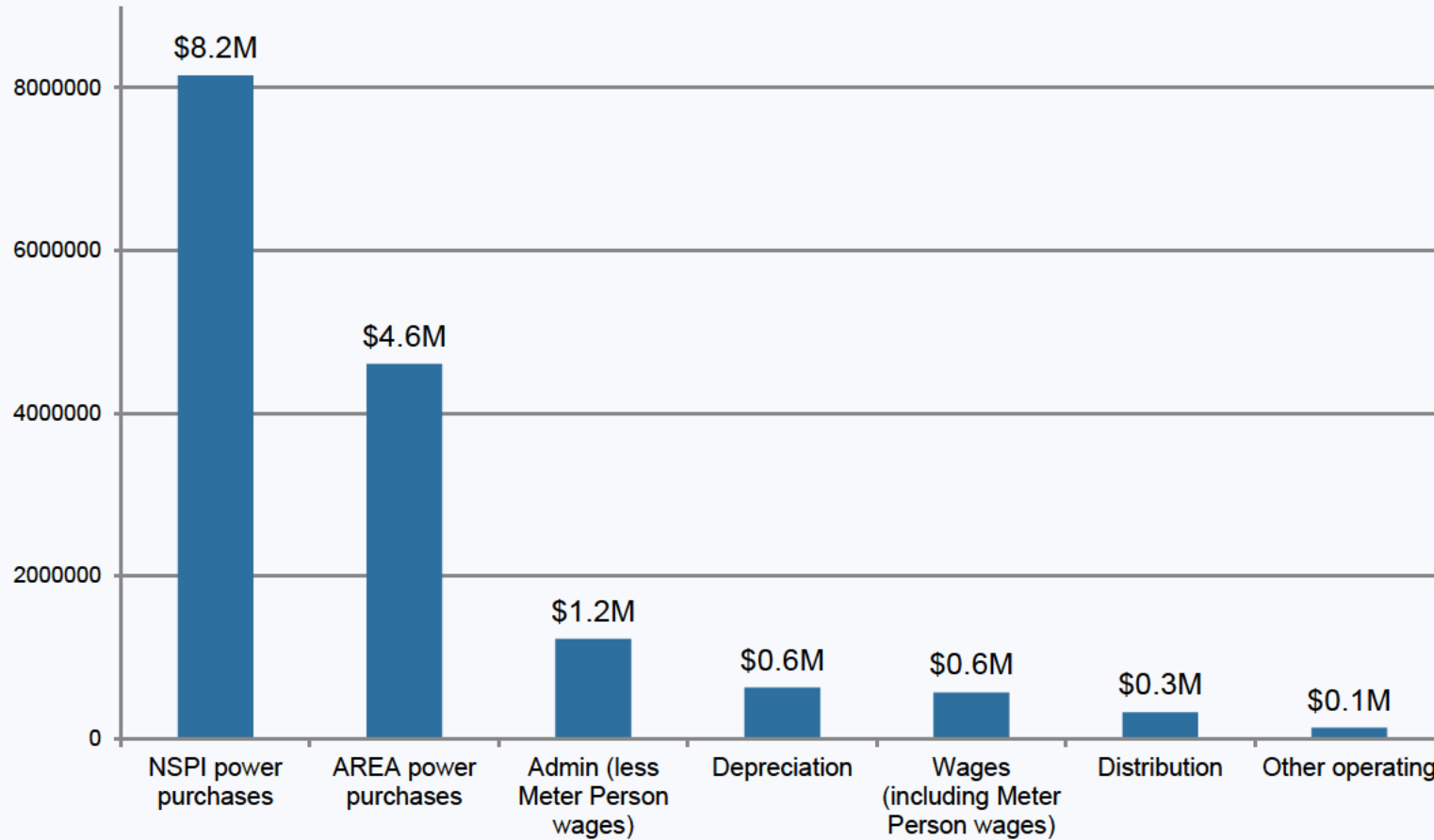


Residential electric	\$6.37M	39.5%
Commercial service	\$7.51M	46.6%
Large general service	\$2.07M	12.8%
Street lighting	\$0.14M	0.9%
Other electric revenue	\$0.04M	0.2%

Commercial service is the largest revenue class at 46.6%, followed by residential electric revenue at 39.5%.

What Drives Operating Costs

Purchased power is the defining cost of the utility, representing more than four-fifths of operating expenditures.



Purchased power

\$12.76M

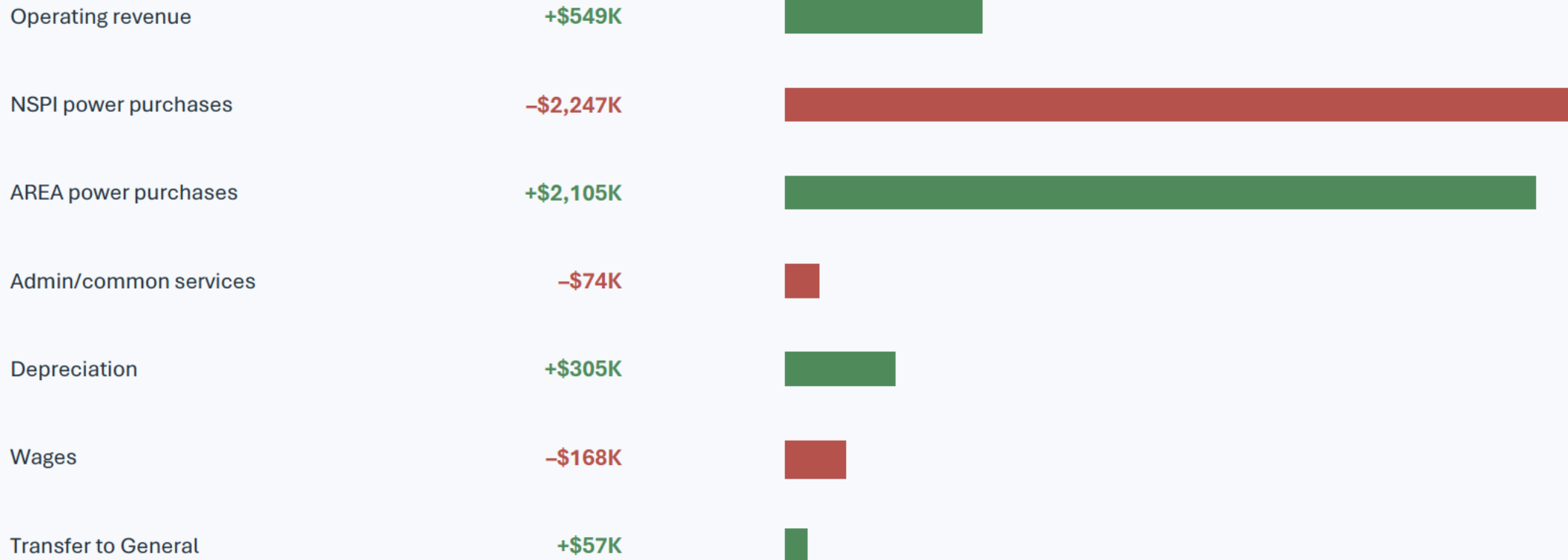
82.% of operating costs

Key budget issue

Power-cost assumptions matter far more than small changes in discretionary operating lines.

Year-over-Year Budget Changes

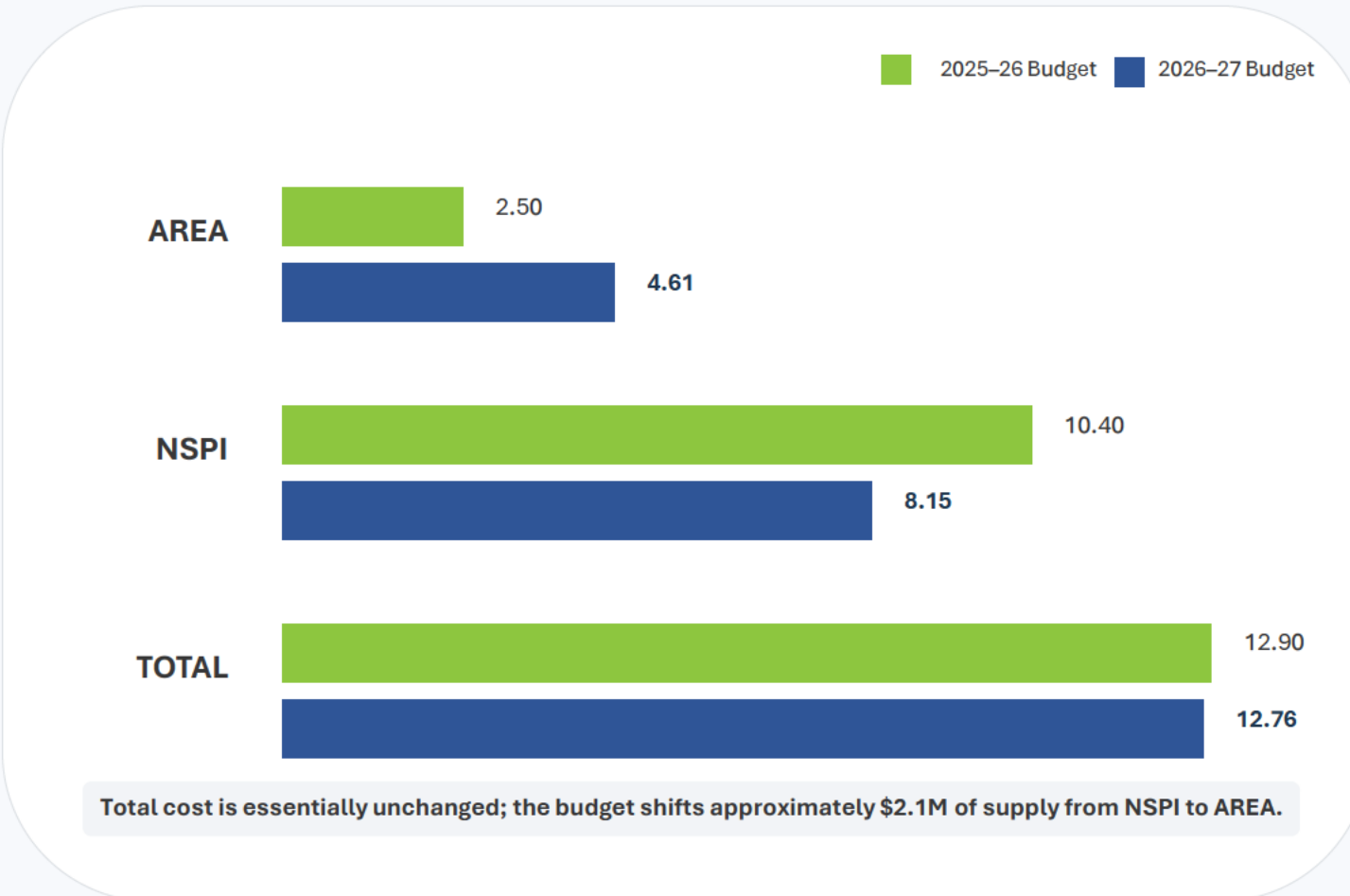
Revenue growth offsets a major shift in how purchased power costs are budgeted.



Net purchased power budget: \$12.76M vs. \$12.90M in 2025 — broadly stable overall, but with a larger AREA component and lower NSPI component. This is due to the changes in the reciprocal billing model.

Purchased Power: the central budget assumption

The total purchased-power envelope is slightly lower than the prior budget, despite a significant reallocation between suppliers.



Total purchased power

\$12.76M

Down about \$112K (0.9%)

AREA component

\$4.61M

Up about \$2.11M

NSPI component

\$8.15M

Down about \$2.22M

Bottom line for Council

The draft maintains a balanced electric utility while funding debt obligations and a larger transfer to General Operating.

-  **Balanced result** Projected surplus of approximately \$5,000 after operating costs, debt payments and transfers.
-  **Revenue plan** Operating revenue increases about \$549,000 (3.5%) over the 2025 budget.
-  **Cost structure** Purchased power remains the principal exposure at approximately \$12.76 million.
-  **Transfer to General (dividend)** Budgeted at \$257,500, an increase of about \$56,600 over the prior budget.
-  **Capital recovery** Depreciation increases to \$625,000, strengthening recognition of infrastructure consumption.

Council recommendation: approve the 2026–27 Electric Utility Budget as presented

Town of Antigonish Electric Utility Draft Budget 2026-2027

	2026	2025		Variances		2024	
	Budget	Budget	Actual	26 Budget vs 25 Actual (\$)	26 Budget vs 25 Actual (%)	YTD	March 31st
Revenue							
Operating							
Electric Revenue:							
Electric Revenue	6,373,309	6,471,992	6,137,352	235,957	3.8%	6,068,223	6,068,223
Commercial Service	7,509,537	7,305,250	7,321,341	188,196	2.6%	7,270,815	7,270,815
Large General Service	2,065,805	1800000	1,838,173	227,632	12.4%	1,806,837	1,806,837
Street Lighting	137,490		90,485	47,005	51.9%	103,148	103,148
Street Lighting - Private	-	144073	78,196	-78,196	-100.0%	80,248	80,248
Service Connections	15,000		14,750	250	1.7%	15,300	15,300
Misc Electric Revenue	5,000		3,875	1,125	29.0%	204,193	204,193
Pole Rental	5,000		4,926	74	1.5%	4,695	4,695
Electric Wiring Revenue	15,000		16,655	-1,655	-9.9%	14,665	14,665
Total Electric Revenue	16,126,141	15,721,315	15,505,753	620,388	4.0%	15,568,124	15,568,124
Expenditure							
Operating							
Power Purchases:							
Power Purchases-Energy	8,568,531	10,400,673	10,113,993	-1,545,462	-15.3%	9,981,789	9,981,789
NSPI Reciprocal Billing	-415,000			-415,000			
Total Power Purchases	8,153,531	10,400,673	10,113,993	-1,960,462	-19.4%	9,981,789	9,981,789
Power Generation and Delivery:							
AREA - Power Purchase	4,605,435	2,500,000	2,257,127	2,348,308	104.0%	2,335,562	2,335,562
AREA - Credit							
Total Power Generation and Delivery	4,605,435	2,500,000	2,257,127	2,348,308	104.0%	2,335,562	2,335,562
Electrical Buildings/Subs:							
Sub Stat Supplies & Expense	20,000	13,599.00	12,797.00	7,203	56.3%	28,641.00	28,641.00
Building Maint - Fuel	8,000	3,121.00	6,865.00	1,135	16.5%	6,574.00	6,574.00
Building Maint - Cleaning/Janitorial	3,000	814.00	2,504.00	496	19.8%	1,715.00	1,715.00
Building Maint - General Repairs	1,500	441.00	1,335.00	165	12.4%	928.00	928.00
Total Electrical Buildings/Subs	32,500	17,975.00	23,501.00	8,999	38.3%	37,858.00	37,858.00
Electric Distribution Exps:							
OH Conductor	12,000	11,470	-6,915	18,915	-273.5%	16,605.00	16,605.00
Other - OH Conductor	10,000	4,958	12,442	-2,442	-19.6%	7,177.00	7,177.00
Poles	12,000	12,652	-2,400	14,400	-600.0%	18,315.00	18,315.00
Other - Poles	25,000	17,053	23,567	1,433	6.1%	24,687.00	24,687.00
Dist Mntc Services	25,000	-3,214	12,024.00	12,976	107.9%	4,653.00	4,653.00
Tools	60,000	59,600	28,239.00	31,761	112.5%	86,279.00	86,279.00
Dist Mntc St Lights	15,000	14,924	1,130.00	13,870	1227.4%	21,604.00	21,604.00
Dist Traffic Lights	15,000	10,355	8,266.00	6,734	81.5%	14,991.00	14,991.00
Dist Truck Expenses	100,000	72,480	56,928.00	43,072	75.7%	104,925.00	104,925.00
Transformer Mntc	25,000	16,990	3,312.00	21,688	654.8%	24,596.00	24,596.00
Meter Mntce (Other)	15,000	15,826	3,191.00	11,809	370.1%	22,911.00	22,911.00
Clothing	9,000	8,688	10,576	-1,576	-14.9%	12,577	12,577
Total Electric Distribution Exps	323,000	241,782	150,360	172,640	114.8%	350,014	350,014
Property Taxes:							
Taxes Property	3,000	2,666	2,793	207	7.4%	2,745	2,745
Total Property Taxes	3,000	2,666	2,793	207	7.4%	2,745	2,745
Depreciation:							
Depreciation	625,000	319,524	606,248	18,752	3.1%	258,733	258,733
Total Depreciation	625,000	319,524	606,248	18,752	3.1%	258,733	258,733
Admin - Common Services:							
Super Town Chg	586,826	677,038	645,374	-58,548	-9.1%	625,080	625,080
Super Eng.	299,874	280,629	242,518	57,356	23.7%	259,093	259,093
Engineering Services	15,000	12,884	16,492	-1,492	-9.0%	11,895	11,895
Regulatory - Other	4,000	481	3,603	397	11.0%	444	444
Load Studies And Projects	4,000		3,600	400	11.1%		
Wages	98,862	97,648	102,135	-3,273	-3.2%	92,193	92,193
Canada Pension/Employ. Ins	6,294	4,770	5,019	376	6.4%	4,053	4,053

Town of Antigonish Electric Utility Draft Budget 2026-2027

	2026	2025		Variances		2024	
	Budget	Budget	Actual	26 Budget vs 25 Actual (\$)	26 Budget vs 25 Actual (%)	YTD	March 31st
Workers Compensation Prem.	57	467	555	-498	-89.8%	373	373
Pension	8,156	7,494	8,127	29	0.4%	6,174	6,174
Group Insurance	3,604	2,752	3,008	596	19.8%	2,478	2,478
Other Benefits	800	842	467	333	71.3%	777	777
Training	15,000	3,415	1,038	13,962	1345.1%	3,153	3,153
Audit	13,000	12,896	16,177	-3,177	-19.6%	11,906	11,906
Legal	100,000	145,493	70,575	29,425	41.7%	134,327	134,327
Admin and Office			220	-220	-100.0%		
Office - kitchen supplies	3,000	2,129	2,523	477	18.9%	1,966	1,966
Office - Supplies	1,500	3,539	1,347	153	11.4%	3,267	3,267
Telephone - Landline	3,000	3,065	2,897	103	3.6%	2,830	2,830
Telephone - Mobile Devices	3,000	3,073	2,549	451	17.7%	2,837	2,837
Meetings	1,000	289	752	248	33.0%	267	267
Asset Insurance	98,000	98,897	93,845	4,155	4.4%	91,307	91,307
Collection Charges	400	447	134	266	198.5%	413	413
	20,000	17,470	21,040	-1,040	-4.9%	16,129	16,129
Provision for Uncollectible Electric	42,000	42,456	22,658	19,342	85.4%	11,641	11,641
Restructure Account	16,763						
Total Admin - Common Services	1,344,135	1,418,283	1,267,552	76,583	6.0%	1,282,603	1,282,603
Interest and Bank Charges:							
Int Consumer Deposits	15,000	0	10,375	4,625	44.6%	13,853	13,853
Total Interest and Bank Charges	15,000	0	10,375	4,625	44.6%	13,853	13,853
Wages:							
Wages	423,904	522,469	542,318	-118,414	-21.8%	546,326	546,326
Overtime Wages	132,101		134,676	-2,575	-1.9%		
Canada Pension/Employ. Ins	25,175	33,210	31,183	-6,008	-19.3%	25,991	25,991
Workers Compensation Prem.	226	3,104	3,045	-2,819	-92.6%	2,429	2,429
Pension	34,972	44,197	32,913	2,059	6.3%	34,590	34,590
Group Insurance	11,651	15,370	11,375	276	2.4%	12,029	12,029
Other Benefits	750	1,149	750	0	0.0%	899	899
Wages to capital projects	- 178,000	0	-196,093	18,093	-9.2%	-137,429	-137,429
Total Wages	450,780	619,499	560,167	-109,387	-20%	484,835	484,835
	15,552,381	15,520,402	14,992,116	560,265	4%	14,747,992	14,747,992
Non-operating revenue							
Interest on investments							
Interest on Accounts:							
Discounts/Interest	40,000	0	47,018	-7,018	-14.9%	12,555	12,555
Total Interest on Accounts	40,000	0	47,018	-7,018	-15%	12,555	12,555
	40,000	0	47,018	-7,018	-15%	12,555	12,555
Non-operating expenditures							
Debt Payments							
Principal Payment	200,000						
Interest - Debentures	151,288	0	53,292	97,996	183.9%		
Total Debt Payments	351,288	0	53,292	297,996	559%		
Transfers to other funds:							
Transfer to General Operating	257,500	200,913	250,000	7,500	3.0%	305,572	305,572
Total Transfers to other funds	257,500	200,913	250,000	7,500	3%	305,572	305,572
	257,500	200,913	250,000	7,500	3%	305,572	305,572
Excess(deficiency) of revenue over expenditure	4,972	0	257,363	-252,391	-98%	527,115	527,115

To: Town of Antigonish Council
Submitted by: Meaghan Barkhouse, Director of Corporate Services
Date: Tuesday, August 11, 2026
Subject: Low Income Property Tax Exemption – Ineligible Applications

Purpose

Following Council's discussion and feedback regarding residents who were not approved for the 2026 Low Income Property Tax Exemption, Corporate Services reviewed the circumstances surrounding the four applications that were deemed ineligible. This memo provides Council with additional information regarding those applications and the efforts made by staff to assist the affected residents.

Application Review

Of the applications received, four residents did not receive the Low Income Property Tax Exemption. The reasons for ineligibility fell into two categories: outstanding property tax arrears from previous years and incomplete or late documentation.

Property Tax Arrears

Two applicants were ineligible because their properties had outstanding property tax arrears relating to multiple prior taxation years. Applicants were advised of the outstanding balances and were provided until the May 31 deadline to address the arrears in order to meet the eligibility requirements.

The Director of Corporate Services worked directly with one of the affected residents to discuss options for addressing the outstanding balance, including proposing a payment plan that could assist the resident in becoming eligible for the Town's program in a future year. During these discussions, the resident was also advised that outstanding property taxes may affect their eligibility for certain provincial seniors' grants, where one of the eligibility requirements is confirmation that property taxes have been paid in full.

Application Deadline and Required Documentation

The remaining two applications involved issues related to the application deadline or required supporting documentation.

One resident submitted an application prior to the deadline; however, the required Canada Revenue Agency (CRA) Notice of Assessment was not provided. The Notice of Assessment is required to confirm that the income information provided on the application has been submitted to and assessed by the CRA. The resident and family members were advised that the Notice of Assessment could be accessed online by establishing a CRA online account. The required Notice of Assessment was subsequently provided in June, after the application deadline, and therefore the original determination of ineligibility was not changed.

The fourth resident contacted the Town by telephone and indicated that they were unaware of the May 30 application deadline. Staff explained that, although the deadline differed from the previous year, May 30 is the standard deadline established under the Town's policy.

Public Communication

Corporate Services made efforts to communicate the program and application deadline broadly to residents. Information regarding the Low Income Property Tax Exemption and application deadline was communicated through several channels, including:

- the Town of Antigonish website;
- Town social media;
- radio advertising;
- advertising in the Guysborough-Antigonish Journal for two weeks; and
- an insert included with property tax bills.

Using multiple communication methods was intended to provide residents with several opportunities to become aware of the program, its eligibility requirements, and the application deadline.

Conclusion

Corporate Services recognizes the importance of the Low Income Property Tax Exemption in supporting eligible residents. At the same time, the eligibility requirements and application deadline need to be applied consistently to ensure the program is administered fairly.

Staff made reasonable efforts to communicate the program requirements and worked directly with applicants where possible to assist them in meeting the eligibility criteria. Based on the circumstances outlined above, the four applications did not meet the requirements of the policy by the established deadline.

Corporate Services will continue to review how the program is communicated and administered to ensure eligible residents have clear information regarding application requirements and deadlines.

This Renewal Agreement dated this ____ Day of ____, 2026

Between:

Municipality of The County of Antigonish (the "County")

and

Town of Antigonish ("Town")

(collectively, the "Municipalities")

WHEREAS The County and Town entered into The Inter-Municipal Services Agreement (The "Agreement") on 13th Day of October 2020 which set forth a framework for the creation of the Community Navigation and Physician Retention Services Association (The "Association").

AND WHEREAS The Municipalities wish to continue the Association.

AND WHEREAS This is a renewal of an inter-municipal Services Agreement made pursuant to section 60 of the Municipal Government Act ("MGA").

AND WHEREAS Section 10 of the Agreement allows for such renewal.

AND WHEREAS the County and Town have agreed to renew the Agreement for a period of Three (3) years commencing in October 2023, pursuant of clause 10(c) of the Agreement.

AND WHEREAS the County and Town have agreed to renew the Agreement once again for a period of Three (3) years commencing in October 2026, pursuant of clause 10(c) of the Agreement.

NOW THEREFORE in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Municipalities agree as follows:

Renewal

1. The Agreement is renewed for a period of Three (3) years commencing on October 1, 2026, upon the same terms and conditions as the Agreement.

Financial Commitments

2. Financial Commitments set out in The Administrative Clarification of Community Navigation and Physician Retention Services Inter-Municipal Agreement are included and incorporated in this Agreement and are set out below:

As outlined in the Agreement, The Parties to the Agreement agree to share equally the costs and expenses associated with the association's service delivery in

accordance with the Agreement signed between the Parties. For clarity, The County, Town and Foundation are each individually responsible for contributing 1/3rd of the amount of the approved annual operating budget for the Association and any approved amendments thereto. This equals out to a \$30,000 annual contribution for three (3) years.

Payment Schedule

It has been agreed that the funding schedule for each party will be as follows

October 2027 \$30,000

October 2028 \$30,000

October 2029 \$30,000

Binding Effect

3. This Agreement Renewal shall enure to the benefit of and be binding upon the parties and their respective successors and assigns.

In WITNESS whereof the Municipalities have executed this indenture, in duplicate on the date first above written.

Signed in Duplicate at Antigonish Nova Scotia, on this _____ day of _____ 20__

TOWN OF ANTIGONISH

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Witness Signature: _____

Witness Signature: _____

Printed Name: _____

Printed Name: _____

RENEWAL OF MEMORANDUM OF UNDERSTANDING

Between:

Municipality of The County of Antigonish (the “County”)

and

Town of Antigonish (“Town”)

and

The St. Martha’s Hospital Foundation (“Foundation”)

(collectively, the “Parties”)

WHEREAS The Parties entered into A Memorandum of Understanding Regarding Community Navigation and Physician Retention Services (the “MOU”) on 13th Day of October 2020, a copy of which is attached.

AND WHEREAS The County and Town have signed an agreement renewing an Inter-Municipal Agreement to continue the Community Navigator and Physician Retention Services Association (the “Association”).

AND WHEREAS The Municipalities and the Foundation will continue to be funders of the Association.

AND WHEREAS The Parties have agreed to renew the MOU for a period of Three (3) years commencing in October 2026.

Renewal

1. This MOU is renewed for a period of Three (3) years commencing on October 1, 2026, upon the same terms and conditions as the MOU.

Financial Commitments

2. Financial Commitments set out in the The Administrative Clarification of Community Navigation and Physician Retention Services Inter-Municipal Agreement are included and incorporated in this Agreement and are set out below:
As outlined in the Agreement, The Parties to the Agreement agree to share equally the costs and expenses associated with the association’s service delivery in accordance with the Agreement signed between the Parties. For clarity, The County, Town and Foundation are each individually responsible for contributing 1/3rd of the amount of the approved annual operating budget for the Association and any

approved amendments thereto. This equals out to a \$30,000 annual contribution for three (3) years.

Payment Schedule

It has been agreed that the funding schedule for each party will be as follows

October 2027 \$30,000

October 2028 \$30,000

October 2029 \$30,000

Signed in triplicate at Antigonish, Nova Scotia, on this _____ day of _____

TOWN OF ANTIGONISH

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Signature: _____ Signature: _____

Printed Name: _____ Printed Name: _____

Witness Signature: _____ Witness Signature: _____

Printed Name: _____ Printed Name: _____

St. MARTHA'S REGIONAL HOSPITAL FOUNDATION

Signature: _____ Witness Signature: _____

Printed Name _____ Printed Name _____

Community Navigation and Physician Retention Services Inter-Municipal Agreement

**This Inter-Municipal Services Agreement (the "Agreement") sets forth a framework for
the creation of the Community Navigation and Physician Retention Services
Association between:**

Between:

MUNICIPALITY OF THE COUNTY OF ANTIGONISH (the "County")

-AND-

TOWN OF ANTIGONISH (the "Town")

(collectively, the "Municipalities")

WHEREAS the Municipalities wish to partner to support and encourage physician integration and retention in the community;

AND WHEREAS the Municipalities agree that an association having representation from the Municipalities and St. Martha's Regional Hospital Foundation (the "Foundation") would be best positioned to navigate and guide services to support and encourage the same;

AND WHEREAS Section 60 of the *Municipal Government Act* (the "MGA") provides authority for municipalities to enter into agreements with other municipalities, villages, service commissions, the Government of the Province or of Canada or a department or agency of either of them or a band council pursuant to the *Indian Act* (Canada) to provide or administer municipal or village services on such terms and conditions as the municipalities may agree, and for the municipalities to delegate responsibility for the provision of such services to a body corporate;

AND WHEREAS social and economic development are services which municipalities in Nova Scotia are empowered to provide under the MGA;

AND WHEREAS the Municipalities have agreed to establish the Community Navigation and Physician Retention Services Association (the "Association") as a body corporate and delegate responsibility to it for guiding services as described herein;

AND WHEREAS the Municipalities wish to set out the terms and conditions for the creation of the Association and for certain matters related thereto;

- e) The Board shall nominate a member to serve as Chair of the Board. The term for the Chair shall be two (2) years.

5) POWERS OF THE ASSOCIATION

- a) In addition to any other powers explicitly set out in this Agreement or which a body corporate may have under the laws of Nova Scotia, the Association shall have all powers necessary to manage and deliver the services described herein and to perform any and all things necessary for the achievement of the Association's mandate, including, without limiting the generality of the foregoing, the following:
 - i. The authority to contract with any party hereto or any third party for the provision of any service, goods, or facility necessary or reasonably advisable to carry out the mandate of the Association and/or to enhance aspects of its service delivery, including, but not limited to, contracts of employment with the Community Navigator and any other persons employed by the Association;
 - ii. Notwithstanding the above, the Board and/or the Association may not enter into any financing, borrowing, and/or debt obligation without the prior written consent and approval of the Municipalities.
- b) The Association shall provide copies of all approved agreements and amendments thereto to the Chief Administrative Officer (the "CAO") of each Municipality within thirty (30) days of ratification.
- c) The Association shall not commit to financial obligations beyond the terms of this Agreement without prior approval from the funding partners.
- d) The Association shall be subject to the *Municipal Conflict of Interest Act* at all times.

6) COMMUNITY NAVIGATOR

- a) The Association shall create a staff position called the Community Navigator (the "Navigator") to carry out its mandate.
- b) The Association shall be the Navigator's employer and the Navigator shall report to the Board.
- c) The Navigator's duties and responsibilities are outlined in **Appendix B – Position Description**. These duties and responsibilities shall constitute the scope and nature of services to be delivered under this Agreement.
- d) The Navigator shall attend Board meetings as a non-voting representative.

7) BOARD MEETINGS AND PROCEDURE

- a) The Board shall meet at minimum on a quarterly basis. The Board may call additional or special meetings as required.
- b) The Navigator shall attend Board meetings as a non-voting representative.
- c) The following parties may attend Board meetings as non-voting representatives:
 - i. The Town's CAO or their designate;
 - ii. The County's CAO or their designate; and
 - iii. The Foundation's Executive Director.

that the Board may exceed its approved annual operating budget, the Board shall submit an amended operating budget to the Municipalities for approval.

- k) If an amended operating budget is approved, the Municipalities' contributions shall be proportionate to their vested interest in the services outlined herein. The Municipalities are deemed to each hold a 1/3rd interest in the services, unless otherwise determined and agreed to in writing by the Municipalities.

9) REPORTING REQUIREMENTS

- a) The Board shall submit the following to the Municipalities on an annual basis for review and approval:
 - i. a fiscal year end report summarizing activities undertaken and outcomes achieved with respect to the services outlined in the Agreement; and
 - ii. audited annual financial statements for the year prior by July 1.

10) EFFECTIVE DATE and TERM

- a) The Agreement shall be effective as of the incorporation date of the Association (the "effective date").
- b) The term of the Agreement is three (3) years, commencing from the effective date, unless terminated sooner in accordance with the terms herein.
- c) The Agreement may be renewed or extended on terms to be negotiated and mutually agreed to by the parties.

11) WITHDRAWAL AND TERMINATION

- a) A Municipality may withdraw from the Association at any time by giving written notice to the Board Chair and the CAO or their designate for the other Municipality, a minimum of twelve (12) months in advance of the date the Municipality intends to withdraw.
- b) The Municipalities may unanimously agree to terminate the Agreement and dissolve the Association at any time, provided that such agreement be in writing and signed by the duly authorized representative(s) for each Municipality.
- c) Upon notification of withdrawal of a Municipality or the execution of a unanimous agreement to dissolve the Association, the Board shall determine each Municipality's share of the assets and liabilities of the Association, up to and including the withdrawal date or date of dissolution, in accordance with the following principles:
 - i. Each Municipality's share of the assets of the Association shall be based upon the total amount of funding they have provided to the Association up to the withdrawal date or date of dissolution;
 - ii. Each Municipality's proportionate responsibility for the liabilities of the Association shall be based upon the total amount of funding they have provided to the Association up to withdrawal date or date of dissolution;
 - iii. Should either, but not both, Municipalities wish to terminate the Agreement, the departing unit shall not receive any assets of the Association upon termination; and

- b) Notice of any changes to this Agreement shall be provided in writing to the Foundation and the Board Chair.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the Municipalities and their respective successors and assigns.

SIGNED in duplicate at ANTIGONISH, Nova Scotia, on this 13 day of OCTOBER 2020.

TOWN OF ANTIGONISH

Signature: _____

Printed Name: LAURIE BOUCHER



MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Signature: _____

Printed Name: DWYN MCCABON



decision-making, and to communicate early and regularly on issues that may arise through the course of the Association's service delivery.

- b) The Foundation shall have representation on the Association's Management Board (the "Board") as provided in the Agreement.

3) FUNDING AND FINANCIAL OBLIGATIONS

- a) The Foundation will contribute as an equal partner with the Municipalities towards the operating expenses associated with providing services outlined in the Agreement.
- b) All Parties to this MOU agree to share equally all costs and expenses associated with the Association's service delivery in accordance with the Agreement signed between the Municipalities. For clarity, the County, Town, and Foundation are each individually responsible for contributing 1/3rd of the amount of the approved annual operating budget for the Association and any approved amendments thereto.
- c) The Foundation agrees to contribute its 1/3rd share by paying it in equal shares to the Municipalities. For clarity, it is understood that the Foundation will pay 50% of its 1/3rd contribution to the Town, and 50% of its 1/3rd contribution to the County. The Municipalities will in turn provide these amounts to the Association in addition to the 1/3rd individual share which the Municipalities are each responsible for providing to the Association.

4) TERMINATION

- a) The Parties may individually or collectively terminate this MOU by providing the other parties with a minimum of twelve (12) months' notice in writing to the duly authorized representatives for the other Parties.
- b) The Parties agree that this MOU is null and void if the Agreement is terminated by the Municipalities as provided in the Agreement.
- c) Upon notification of withdrawal of a Municipality, the Foundation or the execution of a unanimous agreement to dissolve the Association, the Association Board shall determine each Parties share of the assets and liabilities of the Association, up to and including the withdrawal date or date of dissolution, in accordance with the following principles:
 - i. Each Parties share of the assets of the Association shall be based upon the total amount of funding they have provided to the Association up to the withdrawal date or date of dissolution;
 - ii. Each Parties proportionate responsibility for the liabilities of the Association shall be based upon the total amount of funding they have provided to the Association up to withdrawal date or date of dissolution;
 - iii. Should either or both Municipalities wish to terminate the Agreement, the departing Municipality or Municipalities shall forfeit any claim to funding provided by the Foundation, or to the proportionate share of assets owing to the Foundation upon dissolution of the Association.
- d) Should this MOU be terminated, it shall trigger consideration of termination of the Agreement.

Appendix B

COMMUNITY NAVIGATOR – POSITION DESCRIPTION

POSITION TITLE:
COMMUNITY NAVIGATOR

LOCATION:
ANTIGONISH TOWN AND COUNTY

REPORTING RELATIONSHIPS

The Position Reports to:

Management Board – Community Navigation & Physician Retention Services Association

Titles and Number of Positions Reporting to this Position:

None

POSITION SUMMARY

The Community Navigator will support physician integration and retention in the Antigonish community. This will be done by liaising between physicians, the Nova Scotia Health Authority and community partners to share the deep sense of community pride that exists in Antigonish. The Navigator will work in collaboration with the NSHA Physician Recruiter to act as a community resource for prospective and new physicians. They will also engage with physicians and the community in delivering an integration and retention strategy. The Navigator is the local expert and provides a clear and direct connection to the community and its resources. Responsible for the financial stewardship and accountability of the organization.

SPECIFIC ACCOUNTABILITIES

Support Physician Integration and Retention

- Maintain regular contact with existing physician workforce at St. Martha's
- Establish and maintain an inventory of all previous and planned site visits which includes physician contact information, area of expertise, etc.
- Support the organization of personalized community tours, to include schools, housing, activities, library, as requested by the recruit and in partnership with NSHA Physician Recruiter.
- Get to know physicians coming to visit/work at St. Martha's to better understand their needs, interests, etc.
- Plan community integration activities for newly recruited physicians, physician mentors and members of the community
- Provides information, guidance and assistance with physician relocation needs.

- Exhibits a high energy level, and demonstrates the ability to work as a team, with flexibility in work habits to schedule and meet the needs of physicians and funding partners.
- Demonstrates the ability to plan and prioritize a large volume of detail-oriented work in accordance with changing deadlines.
- Ability to foster and promote excellent relationships and enhance inter-portfolio communication.
- Demonstrates positive approach to challenging situations.
- Excellent presentation and facilitation skills required.
- Has the ability to synthesize discussions into position opportunity descriptions.
- Is highly sensitive to the nature of this position which requires superior interpersonal skills judgment, tact, creativity, diplomacy, discretion and confidentiality.
- Excellent organizational, analytical, problem-solving and decision-making skills.
- Is self-directed with substantial initiative and creativity expected. Effective team development and leadership.

Experience:

- Minimum 3 years recent and relevant experience.
- Recent and relevant communications and marketing experience.
- Community engagement and public participation experience considered an asset.
- Event planning/coordination experience considered an asset.
- Demonstrates experience in initiating and managing multiple projects.
- Experience with advertising and short listing for interviews along with interviewing experience.
- Experience planning events and community-based activities.
- Experience managing multiple partners with conflicting demands.
- Experience in financial management, project management, research writing and analysis.
- Experience with professional computer applications and technology including, but not limited to, Microsoft Outlook, Microsoft Word, Excel, and PowerPoint.

Form "A"
Noise By-law Exemption Application*

Name of applicant: St. FRANCIS XAVIER UNIVERSITY STUDENTS' UNION

Address: 5555 UNION PLACE - BLOOMFIELD CENTER

Telephone #: [REDACTED]

Name of person overseeing event and telephone #: SEAN RYAN / ABBY CARLETON [REDACTED]

Name of groups, clubs, associations, or societies involved: _____

St. FX Students' Union

Event Description

Location: LOWER BLOOMFIELD PARKING LOT

Date(s): From: FRI SEPT 4th to: SAT SEPT 5th

Time(s): From: 8 PM to: 12 AM

What type of sound system is expected to be used? Speaker system - DJ

Will the decibel reading of the indoor/outdoor event be a maximum of 92 dBA at the mixing board?

YES - HEAVY IMPACT SOUND

Will efforts be made to curb the noise level? YES

Have / will surrounding property owners be contacted to apprise them of this activity and to solicit their acceptance? NO, but can be done if required

Why is the activity being held? A welcome back event for all St. FX students

Is there somewhere else the activity could be held? This is the best location for the event and to achieve a large turn out.

For Internal Use

Police comments: _____

Council decision: _____

* This application must be submitted to the Town Office at least thirty (30) days prior to the proposed event.

Media, Communications and Information Policy

Purpose:

The purpose of the Communications and Media Policy is to ensure regular, clear, transparent and timely communication to the public.

Definitions

Spokesperson – a person assigned to speak on behalf of the Town or Council. This person plays an important role in getting information about the Town out to the public in an accurate, timely and respectful manner.

Media Request – when a journalist asks for a comment, interview, statement on a specific topic for the purpose of informing the public.

Transparent Communication – sharing information that the public needs in a timely manner that provides full context and explanation.

General Statement:

1. Antigonish Town Council supports that regular, clear, transparent and timely communication between Town Council/Administration and the public it serves promotes positive relationships that are mutually beneficial.
2. It is noted that the Mayor and Chief Administrative Officer (CAO) are the official spokespersons of the Town of Antigonish. The Mayor and CAO may assign a designate of another council member or staff person to speak on behalf of the Town in areas of their specific expertise.
3. It is the intent of this policy to ensure that the most knowledgeable person or the individual who represents the highest level of responsibility of the subject in question, is the one designated to speak on the subject. Where no person is specifically designated, the Marketing and Communications Officer, under the discretion of the CAO or designate, may assign someone as a spokesperson.
4. When communicating with the public and media, either in person, over the phone, live on air, or through social media, the spokesperson must identify if they are speaking on behalf of the Town or expressing their own opinions.

Standards of Conduct

1. All media requests for the Town looking for comment, interview, statement, etc. must be directed through the Marketing, Communications and Events Office for review.

- i) Official media requests through social media will be directed to contact the Marketing, Communications and Events Officer through phone or email who will then assign a spokesperson.
- ii) Town spokespersons will response to all media or public inquires in a timely and factual manner. If follow-up is required it will be noted in the first response.
- iii) Town staff or Council approached for comment on any project or subject related to the Town of Antigonish or any past, present or future project partners must seek approval from the Marketing, Communications and Events Officer before issuing a comment on behalf of the Town.
- iv) Any unapproved Town Staff or Council issuing statements without approval are expressing their own opinions and not that of the Town of Antigonish.

2. The Marketing, Communications and Events Officer may recommend media training for Council or staff when deemed appropriate.

3. Inaccurate information published by any third parties or unauthorized sources may be challenged and corrected to ensure fair and accurate representation of the Town of Antigonish.

Confidentiality

1. Town staff will not intentionally withhold information that the Mayor and Council should be aware of.

2. Town staff may have access to or be aware of information that is strictly confidential. Staff are advised to respect the confidentiality of that information. If any questions arise regarding confidentiality they must be directed to the CAO or designate.

- i) Town staff will never release any personal information of residents.

Finding Information

1. The Town of Antigonish's municipal website is the primary source of official information for the residents of the Town of Antigonish. The website is utilized to access information and it is a resource for references materials on the Town, Council and ongoing/past projects.

- i) The Town's website will:

- Maintain up to date information
- Facilitate communication between residents, Town staff and council
- Will archive minutes of official meetings for one full calendar year
- Is the primary source of municipal information

2. The Town's social media will be used as a secondary source of information for the residents of the Town of Antigonish.

i) The Town will engage with residents through social media by adhering to the Human Resource Manual's section on Social Media Administration and Usage.

Written Information Request

1. The material that the Town will make available to the media and the public on the website include:

- Regular and Special Council Minutes
- Committee Meeting Minutes
- Building Inspector Reports
- Reports and Correspondence

i) The Town will archive minutes of official meetings for one full calendar year on the website.

Residents and media may request minutes that are over a year old. Requests may be directed to the Town's Deputy Clerk.

ii) The material listed above may only be given to the media if it is permitted to do so under the Nova Scotia Municipal Government Act's Freedom of Information Act and Protection of Privacy Rules and Regulations.

iii) Any specific requests for written information shall be processed in the usual manor through Nova Scotia Municipal Government Act's Freedom of Information and Protection of Privacy Rules and Regulations.

Repeal

The following Town of Antigonish policies are hereby repealed:

- Media and Communications Policy
- Media and Written Information Policy

CAO's Annotation for Official Policy Book

Date of Notice to Council Members Intent to Consider (Minimum 7 Days): February 18, 2020

Date of Passage of Current Policy: February 28, 2020

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



Chief Administrative Officer



Date



(<https://youtu.be/rMysuFYDoAw>)

+ WELCOME

— SCHEDULE AT A GLANCE

**All sessions and registration desk will take place at the:
Hotel Omni Mont-Royal – unless noted otherwise below**

THURSDAY – OCTOBER 15

1:00 pm – 5:00 pm Pre-Conference Tour *

6:00 pm – 7:00 pm Welcome Reception

Free Evening

FRIDAY – OCTOBER 16

8:00 am – 12:00 pm Symposium Opening Remarks with Keynote Speaker & Symposium Sessions

12:30 pm – 5:00 pm Lunch & Technical Visits in Rosemère QC*

6:00 pm – 10:00 pm Community Showcase Dinner in Rosemère QC

SATURDAY – OCTOBER 17

8:00 am – 12:00 pm Symposium Closing with Keynote Speaker & Symposium Sessions

12:00 pm – 1:00 pm Lunch and International Presentations

1:00 pm – 4:00 pm Visit to the Montreal Botanical Gardens

6:00 pm – 10:00 pm Gala Dinner and National & International Awards Ceremonies

Throughout the Event at Hotel Omni Mont-Royal

Registration: Thursday 4:00 pm – 7:00 pm; Friday 7:30 am – 12:00 pm; Saturday 7:30 am – 12:00 pm

July 29, 2026

Your Worship Sean Cameron
Mayor, Town of Antigonish
Via Email: sean.cameron@townofantigonish.ca

Dear Mayor Sean Cameron:

As Minister of Municipal Affairs, I am responding on behalf of the Premier to your letter of June 22, 2026, regarding the Town of Antigonish Active Transportation Spine project.

I appreciate you taking the time to outline the Town's concerns respecting the remaining phases of the project. Considerations such as project costs, flood risk, long-term maintenance obligations, public safety, and overall value to residents are important factors in municipal infrastructure decision-making.

The project was approved for funding under the Investing in Canada Infrastructure Program through a Contribution Agreement between the Province and the Town. Under that Agreement, responsibility for the planning, implementation, operation, maintenance, and repair of the project rests with the Town, while the Province and Government of Canada provide funding in accordance with the terms of the Agreement.

There is a process for municipalities to request changes to approved projects where circumstances have evolved or new considerations have arisen. Should the Town wish to explore options regarding the project, I encourage the Town's Chief Administrative Officer to contact Hardy Stuckless, Executive Director of Municipal Infrastructure and Finance, at (902) 220-1532. Mr. Stuckless and departmental staff would be pleased to discuss the Town's concerns and the available options under the Agreement.

Thank you again for bringing these matters forward. I appreciate the Town's commitment to ensuring infrastructure investments meet the needs of residents and provide long-term community benefit.

Yours truly,



Honourable John A. MacDonald
Minister of Municipal Affairs

c: Honourable Tim Houston, Premier
Honourable Tim Halman, Minister of Environment & Climate Change
Honourable Michelle Thompson, Minister of Health & Wellness
Randy Delorey, Chief Administrative Officer, Town of Antigonish
Connie Roney, Project Executive - Strategic Infrastructure Planning, Department of Public Works

PNS-72118/em

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Thank you from ACEP

From: Natasha Brubaker <[REDACTED]>
Sent: Thursday, 23 July 2026 08:07:36
To: Patrick McKenna <patrick.mckenna@townofantigonish.ca>
Subject: EXTERNAL: Thank you from ACEP

You 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 Mr. McKenna:

Thank you for engaging with our presentation on Basic Income at Tuesday's Town Council meeting. We appreciated your questions and the opportunity to share more with you about this public policy approach.

We look forward to hearing if the Town has passed another resolution in support of BI and also ask the Town to read and sign the Consensus Statement on the Basic Income Nova Scotia website. The Consensus Statement is a detailed document that includes supportive economic and social evidence for a Basic Income within an ethical framework. The document, along with other resources on the website, also provides links to research on Basic Income. Signing the statement shows the growing support from below for our federal government to seriously explore implementing such a program.

Here is the link to the Consensus Statement: <https://www.big-ns.org/read-and-sign-the-consensus-statement>

Other excellent sources of information are Basic Income Network Canada (<https://basicincomecanada.org>), UBI Works (though they have a slightly different approach, they do very thorough analyses, <https://www.ubiworks.ca>), and Evelyn Forget's book "Basic Income for Canadians: From the Covid-19 Emergency to Financial Security for All."

If there is anything Wyanne or myself can do to assist you further, please don't hesitate to ask.

Yours sincerely,
Natasha Brubaker

Natasha Brubaker

I acknowledge that I live, work, and play on the beautiful and sacred land of Mi'kma'ki, the home of the Mi'kmaq people, and governed by Treaties of Peace and Friendship. I commit to living into the spirit of those treaties and the calls to reconciliation.

Sent with [Proton Mail](#) secure email.

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Municipal Success Stories at NSFM Conference

From: Judy Webber [REDACTED] >
Sent: Thursday, 13 August 2026 07:50:25
To: Patrick McKenna <patrick.mckenna@townofantigonish.ca>
Cc: Randy Delorey <Randy.Delorey@townofantigonish.ca>; Town of Antigonish Council <Council@townofantigonish.ca>
Subject: EXTERNAL: Municipal Success Stories at NSFM Conference

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.

Good morning!

I'm pleased to let you know that the NSFM 2026 Conference Planning Committee has selected the Town of Antigonish to present your success story on your Rain Barrel Rebate Pilot Program during our upcoming conference in November.

This session will feature three success stories and will take place on Thursday, November 5th from 2:30 pm to 3:30 pm in the Commonwealth Ballroom at the Westin Hotel in Halifax. Each municipality will have 15 minutes to present, followed by a joint Q&A. A member of our planning committee will chair the session.

I'll be in touch with logistics and session details closer to the date. In the meantime, **please confirm your participation** and provide the name, title, and email of your presenter(s) for inclusion on the conference website.

We're looking forward to showcasing your work – thanks again for sharing your story.

Kind regards,
Judy

--

Judy Webber | She/her | Director of Events and Member Development
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.240.1624

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



STRONGER TOGETHER:
LEADERSHIP, TRUST &
TRANSFORMATION
2026 NSFM CONFERENCE
Nov 3 - 6 · Halifax, NS

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.

From: Patrick McKenna <patrick.mckenna@townofantigonish.ca>

Sent: Monday, June 29, 2026 1:27 PM

To: Judy Webber <[REDACTED]>

Cc: Randy Delorey <Randy.Delorey@townofantigonish.ca>; Town of Antigonish Council <Council@townofantigonish.ca>

Subject: Town of Antigonish submission Municipal Success Stories

Attention Judy Webber,

CC CAO Randy Delorey
CC Mayor and Council

Hi Judy,

This is something our Municipality did to encourage water conservation, and it has been very effective this spring.

The Town of Antigonish launched a new Rain Barrel Rebate Pilot Program this spring to help residents reduce outdoor water use and support long-term water conservation. This initiative was approved as part of the 2026–2027 municipal budget and is designed to make it easier for households to prepare for dry weather periods.

In recent years, the Town has implemented both voluntary and mandatory water conservation measures during stretches of dry weather. Through these efforts, it became clear that residents needed more tools to help manage outdoor water use for activities like watering gardens, flowers, and lawns. Rain barrels offer a simple, effective way to collect and reuse rainwater—reducing reliance on the municipal water supply, especially during conservation periods.

Residents can receive a \$50 rebate for the purchase of a new rain barrel.

A total of \$2,500 has been allocated for the 2026–2027 program year.

Rebates will be issued on a first-come, first-served basis until all funds are distributed.

Limit: one rebate per household.

It has been very successful in its uptake from our residents

Link to website for review

[Town of Antigonish Rain Barrel program](#)

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Town Hall lights

From: allan ferguson <[REDACTED]>
Sent: Tuesday, August 11, 2026 11:08 AM
To: Town of Antigonish Mayor <mayor@townofantigonish.ca>
Subject: EXTERNAL: Town Hall lights

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.

His Worship Sean Cameron
Mayor, Town of Antigonish

Dear Mayor Cameron,

On behalf of the St. Ninian Parish Foundation, I am writing to inquire about the possibility of obtaining several of the extra lighting fixtures acquired by the Town for the lighting of the Town Hall project. It is our understanding that some of these lights may remain unused.

The Foundation would be most grateful if the Town would consider donating them to support the ongoing restoration of St. Ninian Cathedral.

In the alternative, if the town is not in a position to donate the lights, please advise the price the Town would accept for purchase of same.

The lights would serve a lasting purpose by illuminating the Cathedral's remarkable paintings of the Saints. These masterworks were painted by the renowned Canadian artist Ozias Leduc, often described as "North America's Michelangelo." The Cathedral's artworks are nationally significant and represent some of Leduc's finest contributions to Canadian art.

The restoration of St. Ninian Cathedral is a community-led initiative dedicated to preserving and revitalizing this cherished gathering place for people of all backgrounds.

Your consideration of this request, whether through donation or sale, would greatly support our shared commitment to heritage, culture, and community life in Antigonish.

Thank you for your time and thoughtful attention to this matter.

We would welcome the opportunity to discuss details at your convenience.

Respectfully,

On behalf of the St. Ninian Parish Foundation

To: Randy Delorey, CAO

Submitted By: Kate MacInnis, Director of Community Development

Date: Wednesday, August 05, 2026

Subject: Declaration of Surplus Equipment – FullKolor HD Outdoor Lighting Fixtures

Origin

This memo is to seek approval to declare three FullKolor HD outdoor lighting fixtures as surplus equipment and authorize them to be offered for sale through the Town's surplus equipment disposal process.

Background

The Town purchased 16 FullKolor HD Outdoor Lighting fixtures to illuminate Town Hall in 2022. The original lighting project included three rows of lighting on the Town Hall Clock Tower. Staff successfully completed Phase One and Phase Two of the project. Prior to starting the project, it was determined that the upper portion of the Town Hall Clock Tower presented structural concerns that made the installation of the third row of lighting inadvisable. As a result, Phase Three was not completed. Following the completion of the revised project plan, seven unused light fixtures remain in the Town's inventory.

Maintenance Planning

Staff recommend keeping four light fixtures as replacement inventory for the existing Clock Tower Lighting. These fixtures are no longer manufactured and maintaining a supply of replacement units will help ensure consistency in appearance and performance should an existing fixture become damaged or require replacement in the future. Keeping four replacement units provides the Town will an appropriate inventory to support long-term maintenance.

Declaration of Surplus

Three light fixtures remain surplus to the Town's operational needs. Staff recommend declaring these three fixtures surplus and disposing of them in accordance with the Town's surplus equipment disposal procedures and be offered for sale through a public bid process.

Equipment Specifications

The surplus equipment consists of three FullKolor HD IP66 Projectors with the following specifications:

- Waterproof IP66-rated outdoor projector
- 14 RGBW 5W LEDs

- Approximately 1,600 lumens output
- 16° beam angle
- Power consumption: 65 W
- Dimensions: 245 x 245 x 205 mm
- Weight: 4.8 kg
- DMX compatible (4/5/6/7/9/10/13/15 channels)

Sale Conditions

- Original purchase price: \$1,370 + HST per fixture.
- The three (3) fixtures will be sold as one package only; individual sales will not be considered.
- Interested purchasers will be invited to submit bids.
- The successful purchaser will be responsible for any additional equipment, programming, control panels, electrical components, installation, or other work required to place the fixtures into service.
- The equipment will be sold on an as-is, where-is basis.

Recommendation

That the Chief Administrative Officer approve the declaration of three (3) FullKolor HD outdoor lighting fixtures as surplus equipment and authorize staff to advertise and dispose of the equipment through the Town's surplus equipment disposal process.

Appendix A – Lighting Model

FullKolor HD

IP66 Projector

900037



New version of the now famous FullKolor, FullKolor HD is a compact and powerful color changer equipped with 14 LEDs RGBW (+ 1600 lumens). It is waterproof (IP65). With its tight beam of 16 °, it offers all light designers the possibility to work in both saturated and pastel colors in most environments.

Technical specifications

- Opening angle: 16 °
- Illuminance: 1000 lux at 5m
- Strobe: 25 Hz
- Natural convection
- 3-pin XLR adapter
- Dimensions mm (W x W x H) 245 x 245 x 205
- Weight: 4.8 Kg
- Power consumption: 65 W
- LEDs: 14 x RGBW 5W
- DMX channels: 4/5/6/7/9/10/13/15





Town of Antigonish Procurement Policy

Purpose

To provide guidelines for the procurement of all goods and services for the Town of Antigonish based on sound management and public procurement practices. Procurement methods shall be open, fair, transparent and consistent, while being both efficient and effective; procurement methods should reflect the need to make timely decisions and make best use of staff time to reach defensible procurement decisions.

1.0 Definitions

In this policy:

- a. "alternative procurement practice" means the purchase of goods or services without a public tender or other competitive process;
- b. "best value" means evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, warranty details and the capacity of the supplier to meet other criteria as stated in tender documents;
- c. "bid" means a supplier response to a public tender notice to provide goods, services, construction, or facilities;
- d. "bidder" means a person, firm or corporation who submits a bid;
- e. "construction" means the construction, reconstruction, demolition, repair, or renovation of a building, structure, road, or other engineering or architectural work, excluding professional consulting services related to the construction contract unless they are included in the procurement;
- f. "Construction Contract Guidelines" means standard instructions developed in consultation with the Construction Association of Nova Scotia;
- g. "goods" means materials, furniture, merchandise, equipment, stationary and other supplies required by the Town of Antigonish for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies;
- h. "life cycle cost" means the total costs associated with a product or asset over its life span, including the cost of maintenance, repair, operation and disposal;
- i. "*Public Procurement Act*" means an Act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia;
- j. "public tender" means procurement for goods, services, construction or facilities obtained through public advertisement;

- k. "request for proposals" means a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Town of Antigonish;
- l. "request for quotations" means informally obtaining price quotations from a number of different suppliers;
- m. "services" means those services required by the Town of Antigonish for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract;
- n. "standing offer" means a contractual arrangement with a supplier to provide certain goods or services on an 'as required' basis, during a particular period of time, at a predetermined price or discount, generally within a pre-defined dollar limit. A standing offer does not imply a commitment on the part of the Town to acquire any minimum level of goods or services from suppliers/bidders;
- o. "traditional tender" means a formal invitation to suppliers to submit a bid to supply specified goods or services.

2.0 Scope

This policy applies to the procurement by the Town of Antigonish of all goods and services, including construction and facilities, by purchase or lease, but does not apply to procurements:

- a. by the Town of Antigonish from organizations owned or controlled by the Town of Antigonish;
- b. where a construction project is managed by a third party on behalf of the Town of Antigonish, in which case the procurement for the project must be in accordance with the contract between the Town of Antigonish and the third party, and in accordance with generally accepted procurement practices.

3.0 Principles

3.1 All procurement carried out by the Town of Antigonish must be carried out with a view to:

- a. ensuring an equitable, open and transparent process for the acquisition of goods and services by the Town of Antigonish;
- b. avoiding dishonesty, corruption or favouritism in the procurement of goods and services;
- c. encouraging competitive bidding wherever possible and, in any event, minimizing the Town of Antigonish's cost of acquiring goods and services while obtaining best value;
- d. utilizing suppliers who can be expected to provide satisfactory performance;

- e. taking into account environmental considerations in all procurement decisions and selecting environmentally beneficial goods and services where practical;
- f. complying with applicable regional, national, and international trade agreements, including the Agreement on Internal Trade and the Atlantic Procurement Agreement;
- g. complying with the *Public Procurement Act*, S.N.S. 2011, c. 12 and regulations made pursuant to the *Public Procurement Act*.

3.2 Pursuant to s. 15(1) of the *Public Procurement Act*, all employees involved in procurement on behalf of the Town of Antigonish must:

- a. ensure their procurement activities are conducted according to this policy, provincial and federal legislation, trade agreements and ethical business practices;
- b. encourage and support collaborative procurement amongst other municipalities and public sector entities such as hospitals and school boards;
- c. follow leading procurement practices;
- d. in good faith, conduct business with current and prospective suppliers and be fair in all business dealings;
- e. strive to obtain the best value for each expenditure;
- f. require suppliers provide accurate representations of goods, services and construction;
- g. encourage suppliers to consider integrating environmental, economic and social considerations in their product or service offerings;
- h. encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises;
- i. request removal from a procurement process when a personal conflict of interest is perceived.

4.0 Normal Procurement Practices

4.1 For goods or services with an estimated value of **less than \$2,500**:

- a. the procurement decision must be made by the applicable Department Head or by an employee designated by the Department Head;
- b. goods and services must be procured under a standing offer if one exists for the goods or services required, and if doing so will provide best value;
- c. if the goods or services cannot be procured under subsection (b), the goods or services may be purchased based on formal or informal written quotations from a minimum of three qualified suppliers. Where three quotations are not available, documentation

demonstrating the invitation of adequate competition and the attempt to obtain best value must be maintained on file for internal and external audit purposes.

- 4.2 For goods and services with an estimated value **between \$2,500 and \$25,000**:
- a. the procurement decision must be made by the applicable Department Head or by an employee designated by the Department Head;
 - b. goods and services must be procured under a standing offer if one exists for the goods or services required, and if doing so will provide best value;
 - c. if the goods or services can not be procured under subsection (b), the goods or services must be procured by a request for quotations.
- 4.3 For goods and services with an estimated value of **more than \$25,000, contained in the approved budget**:
- a. the procurement decision must be made by the applicable Department Head;
 - b. goods and services must be procured by public tender.
- 4.4 For goods and services with an estimated value of **more than \$25,000, not contained in the approved budget**:
- a. the procurement decision must be made by Council;
 - b. goods and services must be procured by public tender.

5.0 Alternative Procurement Practices

- 5.1 In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, alternative procurement circumstances may be followed. These practices must be used only for the purposes intended and not to avoid competition or to discriminate against specific suppliers.
- 5.2 When an alternative procurement purchase occurs, the reason for doing so must be documented and include the rationale permitting the alternative procurement circumstances. This documentation must be signed by the Chief Administrative Officer. Council shall be informed within 2 business days following the use of an Alternative Procurement Practice.
- 5.3 The Chief Administrative Officer may authorize Alternative Procurement Practices in the circumstances as described below.
- a. Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures.
 - b. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government

confidentiality, cause economic disruption or otherwise be contrary to the public interest.

- c. Where compliance with the open tendering provisions set out in this policy would interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health.
- d. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
- e. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- f. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- g. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- h. For the purchase of goods on a commodity market.
- i. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- j. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- k. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- l. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- m. For the procurement of original works of art.
- n. For the procurement of subscriptions to newspapers, magazines or other periodicals.
- o. For the procurement of real property.
- p. For the procurement of goods intended for resale to the public.
- q. For procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs.
- r. For procurement from a public body or a non-profit organization.
- s. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

6.0 Trade Agreement Exemptions

The Town of Antigonish requires all procurement be conducted within the allowances of this policy. It should be noted that there are no requirements within trade agreements to publicly tender for:

- a. Professional services such as engineers, architects, accountants, lawyers and notaries;
- b. Services of financial analysts or the management of investments by organizations who have such functions as their primary purpose; and
- c. Financial services respecting the management of government financial assets and liabilities.

7.0 Cooperative Procurement

Town personnel are encouraged to look for opportunities to collaborate with other municipalities or government agencies when the arrangement may result in overall cost savings or other substantial advantages. Examples of cooperative procurement may be for commonly used and standardized goods, services, fuel oil, natural gas, telecommunications, etc.

8.0 Methods of Procurement

8.1 A standing offer includes:

- a. a standing agreement between the Town of Antigonish and a supplier in which the supplier commits to providing specified goods or services at a specific price for a specific period of time. Such standing agreements should themselves be the subject of a competitive tender process;
- b. equipment leasing programs through the Government of Nova Scotia;
- c. Nova Scotia Provincial "standing offers" administered by the Nova Scotia Government;
- d. supplies and services available from the Nova Scotia Government;
- e. a procurement program administered by the Union of Nova Scotia Municipalities or the Association of Municipal Administrators;
- f. any other program available to several municipal units and other public sector entities, provided that municipal staff is satisfied that such program has been developed and conforms with the principles set out in this policy.

8.2 Request for quotations:

- a. Quotations must normally be sought from at least three suppliers but fewer suppliers may be used when three suppliers are not available within a reasonable distance, having regard to the value of the goods and services, the shipping or travel cost and the amount of time available before the goods and services are required to be available. If it is decided to obtain fewer than three quotations, the person responsible for that decision must document their reasons for doing so.

- b. Quotations must normally be obtained in writing, but when time does not permit the obtaining of written quotations, the quotations may be obtained verbally, except when this policy stipulates otherwise. If a quotation is obtained verbally, the person obtaining it must document the quotation, including the time, date, supplier, price and description of the goods and services, the person from whom the quotation was obtained and the name of the municipal staff obtaining the quotation.

8.3 Public tenders can be in the form of a traditional tender (section 8.3.a) or request for proposals (section 8.3.b):

a. Traditional tender:

- i. A traditional tender should be used when the procurement requirements of the Town of Antigonish can be clearly and completely specified.
- ii. Traditional tenders do not have to be opened in public, but if they are not, the name of each bidder and the amount of their bid must be made available to each bidder after the tenders are opened.
- iii. The Town of Antigonish must not negotiate with any bidders, but must award the procurement contract to the bidder that meets the tender requirements and provides best value.

b. Request for proposals:

- i. A request for proposals may be used when the Town of Antigonish is unable to clearly or completely specify the goods or services required, and suppliers are therefore asked to provide a solution to the problem, requirement or objective. A request for proposals may also be used for professional and consulting services.
- ii. In order to preserve confidentiality of sensitive commercial information contained in a proposal, proposals submitted in response to a request for a proposal must be opened in the presence of at least two representatives of the Town of Antigonish, and after the proposals are opened a list of the proponents must be available to the public and the proponents upon request.
- iii. Negotiations may be conducted with a proponent after proposals have been opened, subject to complying with the terms of the request for proposals which must be drafted to avoid unfair "bid-shopping" by the Town of Antigonish.
- iv. The Town of Antigonish must award the procurement contract to the supplier whose proposal is determined to provide best value to the Town of Antigonish based upon the evaluation criteria set out in the request for proposals and equitably applied to all proposals.

9.0 Requirements for all Public Tenders

The following requirements apply to all public tenders, whether traditional tenders, or requests for proposals:

- 9.1 The Town of Antigonish must provide reasonable notice and opportunity to respond to public tenders, and must post or place notices of public tenders as follows:
 - a. on the public website maintained and operated by the government of Nova Scotia;
 - b. on the Town of Antigonish website;
 - c. in other media, as directed by the Chief Administrative Officer, when it is determined that the cost and nature of the procurement warrants the expense of doing so.
- 9.2 Every public tender must include or have attached the terms and conditions that govern the tender. The terms and conditions of every notice of public tender must be consistent with:
 - a. the standard instructions that support public tenders issued by the four Atlantic provinces for goods and services, known as the Atlantic Standard Terms and Conditions, for the procurement of goods and services;
 - b. the standard instructions that support construction tenders issued by the government of Nova Scotia, known as the Construction Contract Guidelines, for the procurement of construction.
- 9.3 Public tenders should normally include specifications or terms as follows:
 - a. expressly or by implication outlining the issues or criteria that will be used for selection of a successful bidder or proponent;
 - b. a privilege clause stating that the lowest or any bid or proposal will not necessarily be accepted;
 - c. the location for delivery of bids or proposals;
 - d. the means of delivery of bids or proposals, e.g., whether faxes or e-mails are acceptable in addition to "hard copy" submissions;
 - e. the time and date of closing;
 - f. a warning that tender documents and bids will be open to the public, except to the extent otherwise stated in a call for tenders or a request for proposals, in which event there must be included a warning that proposals or bids are subject to the Freedom of Information and Protection of Privacy provisions of the *Municipal Government Act*;
 - g. for design or architectural services, a statement that the Town of Antigonish will own the copyright in the design, plans and other intellectual property produced for the Town.

- 9.4 Public tenders should also include a form of contract that the successful bidder will be required to enter into with the Town of Antigonish, or should direct that bidders or proponents must provide the form of contract with their bid or proposal.
- 9.5 For each public tender that is awarded, the Town of Antigonish must post the name of the successful supplier and the contract amount on the public website maintained and operated by the government of Nova Scotia.
- 9.6 The terms and conditions of every public tender must state the criteria that the Town of Antigonish will use in evaluating responses. Those criteria are not limited to purchase price and life cycle cost considerations, but may also include items such as environmental and social considerations, past performance, delivery, servicing and the capacity of the supplier.
- 9.7 All bidders shall be notified in writing of the Town's decision on a public tender.

10.0 Supplier Debriefing

Pursuant to s. 17 of the *Public Procurement Act*, upon the request of a supplier submitted a rejected bid, the Town of Antigonish shall conduct a debriefing with that supplier to provide feedback on the evaluation of the public tender. The debriefing must be conducted as follows:

- a. the Chief Administrative Officer shall conduct the debriefing;
- b. the debriefing must provide reasons for the disqualification of the supplier, or in the case where evaluation scoring was used, provide an overview of the supplier's score in each category and reasons for that score;
- c. the debriefing must also provide information to the supplier on how to improve future submissions;
- d. the debriefing must not disclose any information regarding other bidders or their submissions.

11.0 Contract and Risk Management

Section 12(g) of the *Public Procurement Act* requires municipalities to adopt contract and risk-management guidelines. These guidelines shall be established by the Chief Administrative Officer.

12.0 Disposal of Surplus Equipment

- 12.1 Goods, supplies and assets which are declared surplus by the Department Head or Chief Administrative Officer shall be offered to other departments of the Town of Antigonish, or sold in the most efficient manner to obtain the highest return by trade-in (vehicles and equipment), request for quotation, public tender or public auction in accordance with this policy.
- 12.2 Elected officials and employees of the Town of Antigonish or their agents shall not be permitted to bid on the purchase of surplus material.

13.0 Conflicts of Interest

If a staff member otherwise authorized to award a contract has a conflict of interest, the award must be made by the person to whom the conflicted staff member normally reports and the conflicted staff member must not participate in the procurement process related to the contract in any manner.

14.0 Duration of Contracts

Contracts for goods and services that are required to be procured by public tender under this policy, including price agreements, must be re-tendered at least once every 5 years but may be re-tendered more frequently at the direction of Council.

15.0 Lease Arrangements

Lease arrangements are subject to the provisions of this policy, save and except that Council's authority must be obtained for any leases required by the *Municipal Government Act* to be authorized by Council.

16.0 Approval of Form of Tender

Public tendering documents are to be reviewed by the Chief Administrative Officer or his or her designate prior to issuance to ensure consistency of tendering documents and practices.

17.0 Fees

The Town may charge a fee or deposit to interested parties prior to being given tender documents.

18.0 Posting on the Town of Antigonish Website

A copy of this policy must be posted on the Town of Antigonish website.

19.0 Compliance with Policy

All staff and Councillors must act in good faith to comply with this policy, but failure to comply with this policy does not invalidate any procurement decision or act of the Town of Antigonish, nor is the Town liable to any supplier or prospective supplier for failing to comply with this policy.

20.0 Reporting

The Town of Antigonish shall submit all legislated reports to the Provincial government with respect to procurement policies and activity, as required by section 12(k) of the *Public Procurement Act*.

21.0 Previous Policies

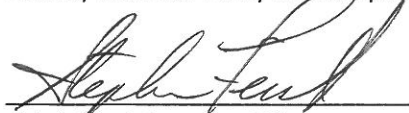
Any previous purchasing and tendering policies of the Town of Antigonish are hereby repealed.

CAO's Annotation for Official Policy Book

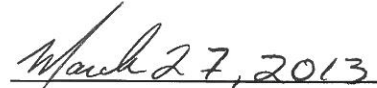
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days): **March 18, 2013**

Date of Passage of Current Policy: **March 25, 2013**

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



Chief Administrative Officer



Date

Dear Mr. Mayor and Town Council Members,

Attached is the information on the rebuilding project at the Eastern Nova Scotia Exhibition (ENSE). This 172ft by 60ft multipurpose building will be called the Jerome McCarron Pavilion. Also included with this email is the bio on Jerome and sponsorship information.

I would like to invite you and the Town of Antigonish to be part of this very important project. Agriculture is a substantial economic driver in North Eastern Nova Scotia. The ENSE has been a showcase for agriculture in our region for well over one hundred years. The Cattle Barn, on the Exhibition grounds, that was built by volunteers in the 1970's, collapsed this past winter due to excessive snow load. The Board of Directors of the ENSE felt that it was very important to rebuild this facility in time for this year's Exhibition. If you drive by the Exhibition grounds you will see that the construction of the building is well underway. This building in recent years has housed dairy and beef cattle, sheep, goats, horses and 4-H displays. It has played an important role in agricultural awareness in our area. A prime example of this is the annual milking demonstration hosted by local dairy farmers. It is an opportunity for the general public to see cows being milked and calves being fed.

The interior of the building is paved. It is an open span with a clearance of 14 feet. It will also have an accessible washroom. This space has the potential to be a multipurpose opportunity for the communities of Antigonish Town and County. One hundred percent of the work is being done by local contractors and businesses.

We invite you and the Town Council to be part of the legacy by participating in our sponsorship drive. Attached you will find

information on flexible sponsorship opportunities. Within the building there will be a donor board to recognize the levels of sponsorship. We invite the Town Council to show leadership by participating at the Platinum Level of \$20,000. It is important to our committee that both the Town and County be represented on the donor board at the top level.

Our timeline has been very tight. The building collapsed in February. An investigation took place to see if the building could be safely repaired. It was determined that the building was not salvageable and needed to be removed. A committee was struck in late April to make plans for the rebuilding and fundraising. Fundraising has been structured over three years in order to give organizations, businesses and individuals flexible options to donate recognizing that perhaps budgets would already be set for 2026. Our Committee is very thankful that Archibald Construction could commit to rebuilding on such short notice.

There will be an Open House on August the 24th at 7:00pm for donors, family and friends of Jerome McCarron to celebrate this valuable addition to our community. We invite council members to join us.

Our committee is more than happy to do a presentation to your Council if requested. We have made the same offer to the County Council.

Thank you for considering our request.

Harry Van der Linden

Rebuilding Project Committee

902-870-0301



Support the future of Nova Scotia **Food and Farming**

Celebrating farmers one plate at a time

ROOTED Gala is a one-of-a-kind guest experience celebrating the farmers who nurture the land and chefs who transform their strength into culinary artistry.

Investing in Nova Scotia's farming future

ROOTED Gala is a compelling fundraising event supporting 4-H programming and the next generation of community and agricultural leaders in Nova Scotia.

BE A TABLE SPONSOR | \$2,800

Benefits:

- Eight-guest **ROOTED Gala** table
- Two bottles of Nova Scotia farm wine
- Logo on table sign
- Recognition on **ROOTED Gala** big-screen
- Click-thru company listing on website

GROW YOUR IMPACT | \$300 add-on

- Sponsor two 4-H members/leaders to join your table (10-guest table)

You'll experience

- A journey of tastes reception through Nova Scotia farm country
- An unmatched culinary experience designed by renowned Nova Scotia chefs
- A Silent Auction and showcase of 4-H member talents
- An engaging on-stage musical performance



GALA INFO AND TICKETS
rootedgala.ca

To book your table or for more information, contact:

4-H Nova Scotia E: Info@4hnovascotia.ca T: 902-843-3990
Event Chair David Hovell E: david.hovell@eastlink.ca T: 902-670-0340



ROOTED Gala. Celebrating farmers one plate at a time.

November 10, 2026 – Halifax Convention Centre

EVENT BRIEF

Celebrating Nova Scotia Farmers and the Food they Produce

The **ROOTED Gala** is a one-of-a-kind, guest experience celebrating the farmers who nurture the land and the chefs who transform their resilience into culinary artistry.

ROOTED showcases a farm-to-table culinary journey with a focus on sustainability and the timeless relationship between our farmers and the soil. Each course celebrates a different aspect of farming in Nova Scotia highlighting the ingredients' journey from farm to plate.

Investing in Nova Scotia's Farming Future

The **ROOTED Gala** is also a compelling fundraising event dedicated to nurturing the next generation of leaders in Nova Scotia.

This country-chic evening (*wearing your best denim*) brings together community members, local businesses, 4-H supporters and generous people who believe in empowering youth - 4-H members who are essential to building strong, vibrant communities, farms and a resilient food system.

Proceeds from **ROOTED** support 4-H Nova Scotia programming - helping young people across the province develop leadership skills, pursue their passions and contribute meaningfully to the future of their communities and our province.

It's more than just a night out - *it's an investment in the next generation of stewards of the land!*

Goals

Celebrate Local Food and Community Roots - Highlight the people, places and stories behind Nova Scotia's farms, food system and rural communities through a vibrant farm-to-table culinary experience.

Raise Funds to Support 4-H Nova Scotia - Generate revenue to sustain and grow 4-H NS programming, empowering youth through leadership development, hands-on learning and community engagement.

Inspire Broader Support for Youth in Rural Communities - Showcase the impact of 4-H and the importance of investing in the next generation of rural leaders - from agriculture to community leadership.

Foster Connections Across Sectors - Bring together community members, local businesses, government partners and 4-H supporters to build shared understanding and collaboration around youth, food and rural sustainability.

Create a Memorable, Mission-Aligned Experience - Deliver an experience that reflects the values of 4-H through storytelling, local food, youth voices and community celebration.

Program

5:30 PM - Reception:

A Journey of Tastes through Nova Scotia Farm Country

6:30 PM - Gala Dinner & Program:

Nova Scotia Chef-Inspired Five-Course Culinary Experience, live silent auction, rich storytelling concluding with an acoustic musical performance.

9:15 PM - **ROOTED Gala** Concludes

www.rootedgala.ca

ROOTED Gala Contact: David Hovell david.hovell@eastlink.ca | 902 670 0340

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: 4th Annual Concert with Alan Syliboy and the Thundermakers commemorating the National Day of Truth and Reconciliation.

From: Marlis Lade <mlade@stfx.ca>
Sent: Monday, 27 July 2026 09:22:03
To: Sean Cameron <sean.cameron@townofantigonish.ca>
Subject: EXTERNAL: 4th Annual Concert with Alan Syliboy and the Thundermakers commemorating the National Day of Truth and Reconciliation.

You don't often get email from mlade@stfx.ca. [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.

4th Annual concert with Alan Syliboy and the Thundermakers, commemorating the National Day of Truth and Reconciliation, on September 29th at 7 pm at the MacKay room, Bloomfield Center.



This year, we want to celebrate our 4th Annual Concert with Alan Syliboy and the Thundermakers to commemorate the National Day of Truth and Reconciliation, inviting everyone to join in honoring our shared history and culture.

This day is important for StFX and our community. We are in Mi'kma'ki. This event offers a meaningful opportunity to come together and reflect on our shared history and culture with all Mi'kmaq People. To make this concert happen, we kindly ask for your monetary support.

Best regards
Marlis Lade

Marlis Lade
German instructor at StFX, MEd
Nicholson Tower 413
mlade@stfx.ca



St. Ninian C.A.R.E.

CANADIANS ACCEPTING REFUGEES EVERYWHERE

Box 1628 Antigonish, Nova Scotia B2G 2L8

August 5th 2026,

Mayor Sean *Cameron* and Members of Antigonish Town Council,

October 2026 marks the 10th anniversary of the arrival of the first family sponsored by C.A.R.E. (Canadians Accepting Refugees Everywhere). We are **CELEBRATING!**

C.A.R.E. is a Committee of Saint Ninian Parish, formed in 2015 in response to the war in Syria. Since its inception, C.A.R.E. has sponsored, welcomed and settled 9 families – from various parts of the world – all families who experienced great hardship, trauma and vulnerability.

Our C.A.R.E. family now includes 9 adults and 25 children! We could not have achieved this without the support of members of the St. Ninian congregation, the Sisters of St. Martha, the local community and the wider population – including some generous international support. Local generosity has made this possible and we are all grateful. Our work has been conducted by members of the C.A.R.E. committee, all volunteers who have provided many hours of work - from the initial completion of applications, fund-raising, welcoming newcomers, obtaining home furnishings, setting up apartments and settling the new families for one year post-arrival. While the committee is a Parish committee, our members and newcomers are not limited to members of any specific denomination or faith. Our door has always been open to all.

To mark this occasion of gratitude and celebration, and the end of activities of the present committee, we will be holding a reception – an opportunity for the community to meet our newcomer families, to hear of their achievements and goals for the future. We are celebrating their safe arrival, their welcome into this community and their awesome progress to date. The reception will be held on Sunday, October 18th at 12 noon in Saint Ninian Place.

In order to fund this reception, we are requesting a donation of \$2,000. This will defray the cost of food for approx. 150 people. It is our strong commitment that all monies presently existing in the C.A.R.E account will be used for the direct benefit of our newcomers – as this was the intent of the donors.

If further information is required, we would be happy to meet with representatives of Council. We look forward to hearing from you.

Sincere good wishes,

Sue O'Brien,

Sue O'Brien

Chair, C.A.R.E. committee.

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: August 14, 2026
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
- Working on annual performance reviews & planning for workshop/engagement session with senior team likely in September or October.
- 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 & NSPI Follow-up
- MMEUA Virtual Meeting – Electric Utility Assessment initiative report review
- Preparation for and attendance at Council Meeting
- Financial Software System (Diamond to Naviline) upgrade meetings – official kick-off
- RK Steering Committee Meetings
- RCMP Billing Changes Reviews Provincial Contract Changes – discussions and assessment of options
- Weekly Construction Project Updates
- Meeting with County CAO IMSA Sewer – working through the 1995 agreement to green and redline for the 2027 (target) updates; also discussing / reviewing status updates on shared projects (ie. Sewer and water)
- Strait-IT Board Meeting prep and Meetings – Managing transition to interim-manager & next steps
- Participated in NS Works Mentorship program – meet with client interested in Public Service
- Meeting with community members, including to discuss developments and economic opportunities
- Misc. Meetings with Council Members
- Communications Strategic Review Proposal Reviews

Marketing & Communications Update:

Communications

Communication Activities

Communications Audit and Development of a Communications Strategy

The deadline for proposals was noon on Friday, July 10, 2026 with 20 proposals being submitted. The contract will be awarded this week.

Emergency Communications

Continue to work closely with the Strategic Initiatives Coordinator at the County on emergency communications. Over the course of August, there will be nine social media posts relating to emergency preparedness for wildfire season. The intent is to do a similar campaign for September for hurricane season and continue to work on creating new website material as well.

Website

After the website was hacked in early July, received a report outlining the cause and recommendations going forward. Have also been working with the website administrator on cosmetic changes (colours fonts, etc).

Water Updates and Conservation

Starting the week of July 13, a variety of Facebook posts were published with water updates and water conservation tips expecting that Voluntary Water Conservation Measures were coming. The "Water" page on the website was updated with information about the two types of Water Conservation Measures, the Water Supply Contingency Plan, and water conservation tips. Regular water updates are also shared on this page.

Funding Announcement

Coordinated with staff from Housing, Infrastructure and Communities Canada for the announcement of the \$545,000 for the pathway as part of the Bay Street (phase two) project.

Kraft Hockeyville

Attended a meeting organized by StFX and the Arena to discuss the option of nominating the Antigonish Area as Kraft Hockeyville 2027. The consensus was to form a committee and have another meeting in September to discuss it further.

Advertising:

- Shared ad with the County in the StFX X-Men Football Guide
- Shared ad with County in the NS Sport Hall of Fame Induction Booklet for Dennis Bonvie

Sponsorships:

- StFX Homecoming - \$5,000
- Hospital Help Day - \$1,500
- Jax Mac Foundation Softball Tournament & Silent Auction - \$250

Emancipation Day

Received \$500 from African NS Affairs for the Emancipation Day BBQ being hosted on August 11 at Chisholm Park from 4:30 to 6 p.m.

Also hosting "Emancipate Your Mind" panel discussion in Council Chambers on August 11 from 3 to 4 p.m. moderated by Senator Wanda Thomas Bernard.

Canada Day

The fireworks from Canada Day were rescheduled for July 29 with Music on Main. The Mayor was the emcee and the North Shore Volunteer Fire Department were on hand to light the fireworks.

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. Have had one meeting with ORHMA and aiming to switch over in the Fall.

Antigonish Tourism Association (ATA)

Monthly check-in with ATA and County on June 30, 2026.

Project Communications

Communication Activities

Cross-project consideration

Whether for traffic impacts, or general understanding of everything the Town is doing, the aim is to consider what one project's timelines and needs are in relation to the others and to communicate those when possible to those impacted.

AT Trail Funding Announcement

We welcomed MP Jaime Battiste and Mayor Cameron for a funding announcement at the Antigonish Heritage Museum.

Town of Antigonish Website Articles

We've been providing updates on our projects through news articles on our website (in addition to more brief updates on the Project Pages themselves) so that we can share more photos and provide details. We've seen direct wording from those articles in local news. This is good for accuracy and allows the news to get answers in more ways than just media requests.

Community engagement with projects

Identifying and making connections with organizations who could be affected by projects and sharing contact information to maintain open communication. Instagram has been helpful for this, as we can directly tag organizations who can then re-share information to their followers. Community members with accurate project information have been very helpful in spreading project news among the community.

Media Requests

Housing Accelerator Fund, source water, Sewer Treatment Plant, AT Funding Announcement, post-council questions, and more.

Internal Project Communications

Kyle Meisner and I have been sharing a memo each Friday with milestones and project details within the infrastructure and engineering department.

Advertising:

Water ads with XFM (with Comms manager)

Subject: Staff Report
To: Antigonish Town Council
Date Prepared: Aug 13th, 2026
Prepared by: Kyle Meisner, P. Eng., Director of Infrastructure and Engineering, Traffic Authority

Department of Infrastructure and Engineering

Projects/Tender Update:

Projects
Title: Bay St Municipal Servicing Upgrades Capital Project
Status Update: The trail, final lift of asphalt, and line painting have all been completed with landscaping work underway.
Next Steps: Staff will be shifting their focus to administrative wrap up work including funding claims and a critical review of the project for lessons learned. The landscaping at 1 Bay Street will be completed later in August once the stone for the retaining wall arrives.
Title: West St Capital Project
Status Update: Line painting was completed on phase 1 The main work on Phase 2 has been completed with landscaping and some possible adjustments to concrete work outstanding. Design of James St Water / Sewer underway with WSP.
Next Steps: Staff will be shifting their focus to administrative wrap up work including funding claims and a critical review of the project for lessons learned.
Title: Source Water Wells
Status Update: Test wells 3 and 4 were drilled with further testing being completed on samples from test well 4. Test well 3 did not yield water so wasn't worth exploring further.
Next Steps: Staff are continuing conversations with the landowner regarding acquisition of the required land. The screens required to turn the test wells into production wells have been ordered. Once they've arrived, staff will work to schedule the drillers to install the larger casing and screens before performing pump tests. These pump tests will be key in whether the wells will truly produce. In parallel staff are working through the regulatory process to ensure the appropriate area of land is protected and the necessary reporting to the UARB is completed.
Title: STP Screening / Headworks
Status Update: Kickoff meeting undertaken July 29 th , with subsequent site meetings August 6 th and 12 th .
Next Steps: Final contract signing, Change Order for eliminations / reductions.
Title: Capital and Operational Budgets
Status Update: Operations Budget Approved Apr 23 rd , Capital Budget Approved Apr 21 st 2026
Next Steps: N/A
Title: Other Tenders / Projects
Status Update: Pleasant St Sidewalk Design – design completed Truck tender – results under review STP Recirculation Project – went live July 14 th 2026 STP Rental Blower – Arrived onsite Patching Tender – Starting Aug 17th
Next Steps: Continue Project Work
Title: Funding Applications
Status Update: BCSF application submitted July 14 th 2026 – Federal funding for Wells SCCF application submitted July 21 st , 2026 – Provincial funding for Wells Council Resolutions and letters of endorsement obtained for applications
Next Steps: Await follow-up from funding partners
Title: Active Transportation Project B

Status Update: B.D Clifton Contracting has the work well underway. They've been making great progress however some old undocumented infrastructure has been identified. Staff are monitoring how this could impact timelines but don't have any significance concerns at this time.

Next Steps: Continue with the work.

Electric Utility (EU):

Projects
Title: Grid Modernization
Status Update: Tenders / Contracts Update: - Pole Top Transformers contract cancelled, re-awarded to CamTran (due to labour dispute) - Delivery expected in late August - Project Planner RFP (Scoping) closed July 30th. Review of responses underway for award. - Circuits to be converted over to new substation once active in September: - Superstore/Walmart - Nova Landing - Circuit 301 (surrounding Junior School) - Substation and solar farm maintenance and monitoring services tendered – one response received, does not meet tender requirements. Re-assessing for re-tender or in-house work.
Next Steps: Continue work to complete and energize substation Coordinate Council / Infrastructure Committee site tour prior to energization.
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: AREA to provide solution
Title: EU Rubber Gloving Code of Practice
Status Update: Classroom portion of COP work completed late June
Next Step: Practical training and assessments scheduled for week of Aug 25th
Title: Power Outages
<u>Outages Reported:</u> - July 7th, 2026: ~5:45pm to ~5:50pm on Walmart / Superstore Circuit – Cause = NSPi issue in Brierly Brook - July 16th, 2026: Localized outage on MacDonald St from 9am – 2:30pm for operational pole installation.
Title: Operations Items
Status Update: Items as noted below
Work Undertaken: - MacDonald St – new pole, transformers, anchors – swap out failing pole - Disconnections and Reconnections - New Poles / Anchors – AT Project B, St Ninian St - Preparations for new electrical service – STP Front End Building - Tree removals – various areas - RK Nursing Home Project

Treatment Facilities:

Brierly Brook Water Treatment Plant
Title: Staffing Levels
Status Update: One permanent plant operator left July 31st to take another job.
Next Steps: Recruitment ongoing to fill vacancies.
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: Undertaking Procurement for new discharge pump.
Next Steps: Awaiting quotations as per policy.
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 results received, work completed.
Next Steps: N/A
Title: Inspection of James River Dam
Status: Ready for inspection.
Next Steps: Schedule for Fall

Antigonish Sewage Treatment Plant
Title: Sewage Treatment Plant Odor
Status Update: Plant Shutdown for ~40 minutes Saturday July 4 th due to main controller fault (PLC). Aeration was off for the noted ~40 minutes until manually reset. Odor began approximately July 7 th , corrective actions are being undertaken. Odor resolved ~ Aug 1 st with completion of aerator installations (Nexom)
Next Steps: Install rental blower for additional treatment capacity.
Title: Lagoon Aeration Upgrades
Status Update: Brief Aeration shutdowns undertaken July 30 th for air chain valve installations. Aerators installed over July 30 th – Aug 1 st
Next Steps: Work completed
Title: Lagoon Aeration Work
Status Update: Major repairs to lines 4 & 5 complete. Flexible header hose needs repairs on line 7. Small aerator leak on line 4.
Next Steps: Raft to be moved to line 7 after small leak repaired.
Title: Blower Maintenance
Status Update: One 50hp blower swapped out for rotation and maintenance.
Next Steps: Monitor blower performance.
Title: Headworks Pump Repairs
Status Update: Anchor points and confined space davit pricing received. Plans for confined space entry to assist in the removal of pumps have been made.
Next Steps: Purchase of confined space entry system and installation of anchor points.
Title: Sewage Plant Filter Cleaning
Status Update: Put on hold to focus on aeration repairs.
Next Step: Build new mega lift and resume when aeration repairs are complete.
Title: Recirculation of Sewage Plant Water
Status Update: Recirculation ongoing.
Next Step: Planning for permanent electric pump to replace current diesel setup.
Title: Cold Water Addition to Sewage Plant Headworks
Status Update: Cold water addition continuing.
Next Step: Cold water addition to continue for the remainder of the summer barring the need for mandatory water conservation measures.
Title: Lagoon Algae Control
Status Update: Dosing of control product seems to be keeping algae under control.
Next Steps: Continue monitoring and continue weekly dosing into Cell 2 until October.
Title: Rental Blower for Aeration
Status Update: Blower arrived to site and has been put under cover in a temporary shed for protection.

Next Steps: Arranging wiring and connecting to the existing aeration line.

Public Works (PW):

Item:	Staffing Levels
Status:	One permanent PW member left Aug 5th to take another job. Two temporary employees started in July to fill the vacancies on the Temp PW Concrete crew.
Next Steps:	Recruitment remains ongoing to fill vacancies .
Item:	Training & Professional Development
Status:	Ongoing.
Next Steps:	Evaluate training needs as new staff are onboarded and schedule required training opportunities.
Item:	Pleasant Street Sidewalk Project
Status:	Design work has been completed but the project has been put on hold for the 2026 construction season.
Next Steps:	Reassess at a later date.
Item:	Greening Drive Sidewalk
Status:	Construction continued throughout July.
Next Steps:	Complete curb and sidewalk installation.
Item:	Potholes
Status:	General pothole repair activity has slowed as road conditions have improved. Repairs continue to be completed where warranted. The 2026 Mill and Fill Program was awarded to Dexter Construction and is set to start Aug 17 th .
Next Steps:	Undertake the main tendered contract. Continue in-house pothole repairs as required.
Item:	Line Painting
Status:	Line painting continued, with the general completion of the full town (single pass). Awaiting centerline painting by the Department of Public Works (NS).
Next Steps:	Continue line painting until the annual program is complete.
Item:	Sewage Flow Study
Status:	The final interim report was received from RVA and is currently under review.
Next Steps:	Review the interim findings and continue working with RVA toward completion of the final report.
Item:	STP Recirculation Line
Status:	Installation of the new recirculation line at the wastewater treatment lagoon has been completed.
Next Steps:	No further action.
Item:	Hydrants
Status:	A hydrant repair was completed at Mt. Cameron Drive and a new hydrant was installed on Chestnut Street.
Next Steps:	Additional hydrant replacements have been identified for Keltic Park, Hawthorne Street (boxed hydrant), 86 Church Street, and MacDougal Street.
Item:	Flushing Valve malfunction on Hillcrest
Status:	Water quality concerns received from residents resulted in additional testing and investigation. The investigation identified that the Hillcrest flushing valve was not operating correctly. The controller was replaced, restoring operation and improving water quality. A permanent repair solution is being developed in consultation with a consultant. Weekly manual checks of the water meter are continuing to confirm adequate flushing flow.

Next Steps:	Implement a permanent repair for the flushing valve. Continue monitoring water quality and system performance.
Item:	Service Truck Tender
Status:	Pricing refresh underway with vendors.
Next Steps:	Finalize award once pricing updated.

Traffic Authority:

Projects
Title: Parade / Road Race / Street Fair Permits
Status Update: Parades completed, debrief required with 5-mile road race
Next Step: Create policy and present to Council in the fall for discussion
Title: Fairview Street speed limit reduction request
Status Update: No reductions warranted, request denied. Official response sent to requester.
Next steps: Capital Budget approved, order new speed sign
Title: Northview Drive speed limit reduction request
Status Update: No reductions warranted, request denied. Official response sent to requester March 6th.
Next steps: Capital Budget approved, order new speed sign
Title: Accessible Parking Zones on Main St
Status Update: Report under review
Next steps: Release final report after review process
Title: College St Parking
Status Update: Official statement issued Jan 28th, 2026 to advise Council of changes to be undertaken in the spring, and rationale for removal of parking.
Next steps: Coordinate new signage installation with communications to inform public in advance
Title: College/ Pleasant Intersection
Status Update: Will require further study on traffic impacts for a possible change to a 4-way stop.
Next steps: RFP Issued for Traffic and Parking Assessments
Title: Kirk St Parking Memo
Status Update: Memo submitted to Council of issue
Next steps: Assess for restriction of parking on Kirk St, present findings and plan – consult nearby properties
Title: Bay St Crosswalk
Status Update: Crosswalk installed and active
Next steps: None
Title: Remax Signage Request – Driveway Issue
Status Update: Traffic Authorities assessing signage request for possible changes to street signage
Title: Crosswalk Beacon (RRFB) Locations for 2026
Status Update: Hawthorne St and Highland Dr selected - see memo in package for details
Next steps: Install beacons at designated locations upon arrival



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

Subject: Community Development Council Report
CAO Report
To: Antigonish Town Council
Date Prepared: August 7, 2026
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Division Updates:

By-Law	
General Update: By-Law is supporting line painting of the Town-owned parking lots. The by-law vehicle was having some minor issues, so it was in with the mechanic twice in the last month. It is still operational and the repairs were able to be completed in a timely manner. Signage for all parking lots has been designed and are being printed and installed over the next few weeks. Staff will also bring forward an amendment to the Parking Policy in the Fall to add the Library Parking Lot and seeking Council direction on time limits for free parking spaces.	
Parking Ticket	Ticket Count
Expired Meter	40
Parking on private property without consent of owner – First Offence	2
Stopping or parking in accessible-parking zone without mobility-disable ID permit	3
Depositing money to extend parking time beyond max period	1
Totals	46
Type	File/SOT Count
Dog Control	1
Noise Control	1
Outdoor Fire	1
Unsightly	5
Vending	1
Parks & Recreation	
Hiring: Staff are pleased to announce the hiring of Megan King as the Manager of Parks and Recreation. Significant time has been spend prepping for a full onboarding. Megan will be starting with the Town on August 10, 2026. The Town also has a posting out to hire Multi-Sport Leaders for September.	
Programming: Summer Camp continues and the leaders have done an excellent job building fun and exciting weeks of activities for campers. Moving and Mingling will start back up in October. The Active Living Coordinator will be working on partnering on teen initiatives once school resumes in September. Multi-Sport registration is scheduled to take place in August for a September start.	
Needs Assessment: Staff are working with the consultant on the delivery of the final report and recommendations. Staff have reviewed the initial draft, and the consultant is incorporating the first round of edits and compiling the last round of data collection around current facility use to be included in the final	

report. Council will be given a presentation from the consultants with the next draft of the report. Timeframe for a Council presentation is September/October.

Facility Booking: When the new Manager gets settled into the role, staff will launch the online booking option on Playfinder. Staff have signed onto a Facility Allocation Pilot Policy. The pilot will give staff the tools needed to ensure the Town's facilities are assigned through a fair, transparent, and consistent process, helping all user groups understand how decisions are made around booking.

Equipment Loan Program: Staff have transitioned all our equipment loan items to Playfinder. There was a glitch in the final elements of the transition, but the intent is for it to be live by August 24th.

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 development 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: Watering program remains in place during Voluntary Water Conservation. Garbage bins that were ordered have arrived. Benches are in transit and should arrive soon. Staff will look at installing these items in early fall. The Crew continues to maintain and prep fields for events as well as mow the medians and other Town-owned areas. Yard Pro was awarded the RFQ for the maintenance of the Gillis Way Pathway. Benches as approved in the capital budget have been ordered. Delivery is expected in August.

Other Division Update: The Sport Fund Grant application was successful and the Town received \$5,000 for the purchase of new soccer goals for the regional turf field. The goals have been ordered and are expected prior to the start of high school soccer in September. Staff have been communicating with SteelMac on the building of a backstop for baseball/softball at the Regional Fields. The Splash Pad hours have been modified to 11 a.m. to 3 p.m. for Voluntary Water Conservation. is operational and the work approved to improve drainage will be done in the fall. Staff continue to work with contractors on repairs to the Scoreboard at the Regional Field. Parks Crew support the set-up and take down of the Art Fairs. The Columbus Field washroom continues to have minor issues of vandalism this season. The porta potties at the Regional have had their service increased and on weekends with tournaments scheduled additional units get added. The Dog Park was closed for the Antigonish Music Festival Weekend. There were no elements of the festival in the dog park, but the area where the dog park is located is behind the gate where paid entry is required. JJ Carrol Grant Application has been updated for 2026. Communications is to share the information publicly.

Department Updates:

Mural Program
Staff are working with ACA on the 2026 Call for Artists. The Call is expected to be out this summer. This year celebrates the 50 th Anniversary of Antigonish Creative Dance and the theme is <i>Generations</i> .
Good Neighbour Working Group
Staff have provided edits to the Good Neighbours Guide for Fall 2026. In addition to the Guide staff are working on Rack Cards and Social Media posts about off-campus parking.
Crossing Guards
MOU with the County has been updated and drafted for CAO review. All crossing guards for upcoming school year have been confirmed. Training will take place in mid-August.
Surplus Equipment
Memo has been sent to CAO to declare 3 of the extra clock tower lights be posted as surplus equipment. Staff intend to keep 4 for future replacements.
EMO

Staff are looking at new options for an alert system as the provincial Alerts will not allow for non-intrusive alerts that the Town can use.
Accessibility Plan
Updates to the Accessibility Page of the website have been made. Form for feedback about accessibility initiatives or ideas is on the website and paper copies are also available at the front counter. This form will remain open and any submissions will be taken to the committee.
Equity, Anti-Hate, Anti-Racism Plan
Town and County have booked a booth at the Art Fair for August 21. Participation will serve as an introduction to the Equity, Anti-Hate, and Anti-Racism Plan. Staff are also looking at other opportunities to host a table during the day, possibility at the library to encourage conversation and introduce the plan. Staff will be looking at a policy review in the fall and the creation of a joint advisory committee. Staff will bring forward suggestions for the advisory committee to Council for review and feedback.
Policy Work
Staff to develop a Staff Volunteer Fire Fighter Responder Policy, Accessibility related policies, Equity & Anti-Racism, amendments to the Parking Policy and Community Grants Policy. E-Scooter by-law and policy development is underway.

2026-2027 Project Updates:

Accessible Pathways –Phase Two (2025)
Complete.
Splash Pad
Staff postponed RFP until the fall and are currently prepping the facility for regular use.
Active Transportation Trail
Contract awarded to B.D. Clifton. Kick-Off Meeting has taken place and work is being scheduled.
Main Street Parking Kiosks
Staff to meet to finalize locations and install plan.
Benches and Garbage Bin Installation
Garbage cans have been delivered. Benches are in transit.
Flashing Crosswalk Beacons
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.
Planter Boxes – Creighton Lane Parking Lot
Planter boxes removed. Signage ordered.

Subject: CAO Report – Corporate Services
 To: Antigonish Town Council
 Date Prepared: August 11, 2026
 Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services
 Highlights

The Director of Corporate Services is working with the Property Valuation Services Corporation (PVSC) to address Council’s request regarding the process for properties that have been destroyed or partially destroyed by fire, storm, or other causes. An update will be provided to Council once the requested information has been received from PVSC.

Corporate Services has prepared a memo addressing the questions raised by Council following the Low Income Property Tax Exemption discussion.

- High level Budget to Actual Variance
- The following key assumptions should be considered when reviewing the May 2026 financial statements:
- The Q2 RCMP contract invoice has not been received (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
Title: Naviline Financial Software Conversion Project Progress on the financial software conversion continues. An official project kick-off involving the eight participating towns and municipalities was held with the Naviline project team. Corporate Services will meet with the Naviline team to review the parameters and requirements for establishing the chart of accounts within the new system. With this information, Corporate Services will have strategic meeting with senior leadership on how the chart of account set-up can help make financial reporting more accessible for managerial planning. Next Step: Attend meeting in August
Title: 2025-26 Year End Audit (In Progress) Corporate Services is completing year-end preparation during the week of August 11. The auditors will be onsite the week of the August 24 th . Under the current timeline, the Town's financial statements are expected to be presented to the Audit Committee in the first half of October 2026. Next Step: Ongoing
Title: Water Utility Rate Study Corporate Services is working collaboratively with Infrastructure and Engineering to compile data for the Town’s water utility rate study. Following analysis, consultants will provide recommended updates to all rate classes. These will be presented to Council prior to submission to the Nova Scotia Regulatory and Appeals Board. Next Step: Data compilation and consultant review ongoing
Title: 2026-27 Electric Utility Budget

Corporate Services is working with Infrastructure and Engineering, as well as AREA staff, to prepare the Electric Utility budget for the 2026-27 fiscal year. This budget will include the expected flow-through costs related to the large customer rate updates. Any updates related to the upcoming General Rate Applications, will be forecasted for April 1, 2027, due to timing it can take to work through the regulatory process (conservative estimation).
Next Step: Ongoing
Title: Electric Utility Flow-Through Rate Increase
The application has been filed with the Nova Scotia Energy Board. All large customer accounts have been informed of the updated flow-through rate.
Next Step: Filed with Nova Scotia Energy Board
Title: Ministerial Approval for Municipal Finance Debentures
Corporate Services is preparing the documentation required to obtain ministerial approval for the Town's October 2026 Municipal Finance Corporation debenture issuance.
Next Step: Ongoing
Title: Job Descriptions (Unionized Positions)
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.
Next Step: Ongoing
Title: Human Resources
Employee Hiring and Attrition Open positions • Water/Wastewater Operator (x2) • Machine Operator/Labourer • Multisport Leaders (2026-27)
Next Step: Ongoing recruitment
Title: Equity, Diversity, and Inclusion in the Workplace
This project was on temporary pause, the Director of Corporate Service is in progress of re-connecting to our consultants to have the report presented to Council. Developing and implanting an Equity, Diversity, and Inclusion (EDI) policy in the workplace is one of the accords Council signed with when the Town began applying for funding related to the grid modernization funding. The Directors of Corporate Services and Community Development, and the Strategic Projects Coordinator have received a working draft of the consultant's report on EDI for Town of Antigonish, which has come with recommendations and steps to make improvements within the workplace. This is being reviewed for comment and will be presented to Council over the coming month.
Next Step: Consultants Report to be presented
Title: Work from Home Policy
Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review. It has included potential strategies that other similar Town municipalities have implemented, including the Town of Bridgewater.
Next Step: Finalize and present to Council regarding a Work from Home Policy.
Title: In Development: Charitable Donation Policy
Status Update: Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for

evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.

Next Step: Finalize and prepare a memo to Council regarding a Charitable Donation Policy.

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

Committed: \$186,773.92

Budget: \$210,000.00

Remaining: \$23,226.08

10-800-4600-160000

Committed:

Vendor	Description	Amount
ROYAL CANADIAN LEGION	Legion-Ann Dinner Table	\$200.00
ANTIIONISH COUNTY ADULT LEARNI	ACALA-2026 Community Grants	\$3,400.00
ANTIIONISH AFFORDABLE HOUSING	Ant Affordable Hous-2026 Grants	\$4,400.00
ANTIIONISH ART FAIR &	Art Fair/House-2026 Grants	\$20,500.00
ANTIIONISH CHALLENGER BASEBALL	Ant Chall B'Ball-2026 Grants	\$3,000.00
ANTIIONISH CULTURE ALIVE	Ant Culture Alive – 2026 Grants	\$5,500.00
ANTIIONISH EMERGENCY FUEL FUND	Ant Emerg Fuel fund-2026 Grants	\$5,000.00
ANTIIONISH HIGHLAND SOCIETY	Highland Society-2026 Grants	\$17,100.00
ANTIIONISH IMAGINATION LIBRARY	ABC for Kids Soc-2026 Grants	\$7,200.00
ANTIIONISH SENIOR CARE VAN	Ant Care Van-2026 Grants	\$1,000.00
ANTIIONISH CREATIVE DANCE	Ant Creat Dance-2026 Grants	\$4,000.00
ANTIIONISH ALAYALI ASSOCIATIO	Ant Malayali Assn-2026 Grants	\$500.00
ANTIIONISH SKATE PARK ASSOCIATION	Ant Skateboard Assn-2026 Grants	\$2100.00
ANTIIONISH TOURISM ASSOCIATION	Ant Tourism Assn-2026 Grants	\$15,000.00
ANTIIONISH VISITOR INFORMATION	Ant VIC--2026 Grants	\$7,100.00
ALL-OF-US SOCIETY FOR ART PRES	All-of-Society-2026 Grant	\$2,500.00
ACCANDIAN ASSN FOR COMMUNITY LI	CACL-2026 Grants	\$8,000.00
CEOLAR CHRISDE SCHOOL OF CELT	Ceol Ar Chridhe-2026 Grants	\$1,000.00
CHILDREN'S PLACE DAYCARE	Children's Place-2026 Grants	\$11,000.00
DESTINATION EASTERN AND NORTHU	DEANS-2026 Grants	\$8,200.00
EASTERN NOVA SCOTIA EXHIBITION	ENSE-2026 Grants	\$5,000.00
FESTIVAL ANTIIONISH	Festival Ant-2026 Grants	\$17,500.00
HERITAGE ASSOCIATION OF ANTIION	Heritage Assn-2026 Grants	\$1,250.00
POSITIVE ACTION FOR KEPPPOCH	Pos Action-2026 Grants	\$10,000.00
L'ARCHE ANTIIONISH	L'Arch-2026 Grants	\$5,000.00
LOCHABER GROWERS CO-OPERATIVE	Lochaber Growers-2026 Grants	\$4,000.00
NAOMI SOCIETY	Naomi Society-2026 Grants	\$4,000.00
NOVA SPIRITUS SOCIETY	Nova Spiritus Soc-2026 Grants	\$3,000.00
STRAIT AREA GROUND SEARCH AND	SAGS&R-2026 Grants	\$3,500.00
STFX ART GALLERY	STFX Art Gallery-2026 Grant	\$4000.00
PICKLEBALL ANTIIONISH	Pickleball-2026 Grant	\$1,500.00
IOOF	IOOF Bylaw Tax Credit	\$1323.92