
MEETING: Regular Town Council Meeting
DATE: September 15, 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 Acquisition, sale, lease and security of municipal property MGA Sec 22(2)(a)
 - 3.2 Contract Negotiations MGA Sec 22(2)(e)
4. **Conflict of Interest**
5. **Acceptance of Minutes**
 - 5.1 Minutes of the Regular Council Meeting – August 18, 2026
 - 5.2 Minutes of the Special Council Meeting – September 1, 2026
6. **Consent Agenda Items**
 - 6.1 Virtual Council Meeting Policy
 - 6.2 Town of Antigonish Technology Use Policy
 - 6.3 Letter from Strait Area Chiefs, Mayors, Wardens and CAO's re: Cell Service in Strait Region
 - 6.4 National Forest Week - September 20 to 26, 2026 - Proclamation
7. **Recognitions**
 - 7.1 Community Recognitions
8. **Business from the Committee of the Whole**
 - 8.1 Antigonish Regional Emergency Management (AREMO) Evacuation Plan Updated
9. **Business from the Minutes**
10. **New Business**
 - 10.1 Northern Collector (Hospital Way) – Funding Application
 - 10.2 Nominations Committee Recommendations - Antigonish Heritage Museum Board Appointments (2 Vacancies)
 - 10.3 Nominations Committee Recommendations - Accessibility Committee – Appointment (1 Vacancy)
 - 10.4 Council and Staff Clothing – Deputy Mayor Murray
 - 10.5 Appropriate and timely responses to Council – Councillor Roberts
11. **Correspondence**
 - 11.1 StFX Global Medical Brigade- Funding Request
 - 11.2 Antigonish Parents In Action Education Committee – Funding Request
 - 11.3 Special Olympics Canada Summer Games 2030 (Letter of Support) – Informational
 - 11.4 Chamber of Commerce Business Gala (October 22, 2026) – Informational
12. **Staff Reports**
13. **Adjournment**

**Regular Council Meeting
August 18, 2026
Town Council Chambers**

Present

Mayor Sean Cameron
Deputy Mayor Andrew Murray
Councillor Leon MacLellan
Councillor Patrick McKenna
Councillor Diane Roberts
Councillor Juanita Pelly
Councillor Jack Sullivan

Also in Attendance

Randy Delorey, CAO
Melanie Fougere, Municipal Clerk
Shannon Long, Marketing and Communications Officer
Kyle Meisner, P. Eng., Director of Infrastructure and Engineering
Kate MacInnis, Director of Community Development
Meaghan Barkhouse, Director of Corporate Services

Media

Gallery (in person and online)

1. Call to Order & Land Acknowledgement

Mayor S. Cameron called the meeting to order at 5:09 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 Alternative Appointment for EDCP
9.8 Hillcrest Re-Zoning – Councillor McKenna
9.9 Guaranteed Basic Income – Councillor McKenna

Motion: That the Agenda be approved as amended.

Moved by: Councillor Pelly

Seconded by: Deputy Mayor Murray

Motion carried.

Motion: That Council move into In-Camera at 5:12 p.m.

Moved by: Councillor Roberts

Seconded by: Councillor Sullivan

Motion carried.

3. In-Camera

Council entered an In Camera session to discuss the following matters:

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

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

Council rose from the In Camera session at 6:14 p.m.

4. Conflict of Interest

Mayor Cameron declared a conflict of interest regarding Item 9.9.

Councillor Roberts declared a conflict of interest regarding Item 10.8.

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

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.

6. Consent Agenda Items

No Consent Agenda items.

7. Presentations

7.1 2026-27 Electric Utility Budget

Ms. M. Barkhouse presented the proposed 2026-2027 Electric Utility Budget. She noted that the budget had not been approved alongside the Water Utility Budget and provided an overview of the proposed spending plan.

The presentation highlighted that the budget remains balanced after accounting for debt payments and the transfer to General Operating. Ms. Barkhouse reviewed the utility's primary revenue sources, including residential and commercial customers, and noted that purchased power costs account for approximately 82% of operating expenses.

Council was advised that the net purchased power budget is projected at \$12.76 million compared to \$12.90 million in 2025. While costs from Nova Scotia Power are expected to decrease and costs associated with AREA are anticipated to increase, the net impact results in an overall reduction in purchased power costs.

Discussion followed regarding the utility surplus, dividend payment, ratepayer impacts, purchased power costs, and budget assumptions. Council members asked questions and received clarification from Ms. Barkhouse.

Motion: That Council approve the 2026-2027 Electric Utility Budget as presented.
Moved by: Councillor McKenna
Seconded by: Councillor MacLellan

Motion carried.

8. Business from the Minutes

8.1 Low Income Property Tax Exemption Memo

Informational. No further discussion.

9. New Business

9.1 Helping Health Care Antigonish - Memorandum of Understanding (MOU)

CAO, R. Delorey advised Council that the organization's name change had previously been approved by the Board and that the Memorandum of Understanding required updating to reflect the change.

Motion: That Town Council approve the Memorandum of Understanding for Helping Healthcare Antigonish.

Moved by: Councillor MacLellan

Seconded by: Councillor Pelly

Motion carried.

9.2 Noise By-Law Exemption Request – St. Francis Xavier University Students' Union

Council reviewed an application from the St. Francis Xavier University Students' Union requesting an exemption to the Town's Noise By-Law for an event to be held from 8:00 p.m. on September 4 to 12:00 a.m. on September 5.

Motion: That Town Council approve the Noise By-Law Exemption Request submitted by the St. Francis Xavier University Students' Union.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

9.3 Cellphone Usage During Council Meetings

Mayor Cameron introduced the item and raised concerns regarding cellphone usage during Council meetings.

Council discussed the matter and expressed varying perspectives regarding cellphone use at the Council table. Discussion included concerns about potential distractions during meetings, the importance of setting an example for meeting conduct, and the appropriateness of personal device usage while Council is in session.

Council suggested that the CAO review policies and practices from other municipalities regarding cellphone usage during Council meetings and consider whether a formal policy would be appropriate for the Town.

9.4 Communications – Councillor Sullivan

Councillor Sullivan questioned the application of the Town's Media, Communications and Information Policy as it relates to responding to media inquiries. The CAO provided clarification on the policy and outlined the process followed in responding to media inquiries.

Council discussed the roles of elected officials and administration in communicating municipal information, as well as the importance of adherence to established policy.

9.5 Communities in Bloom National Symposium (Montreal, QC Oct 15-17,2026) - Deputy Mayor Murray

Deputy Mayor Murray advised Council of his interest in attending the Communities in Bloom National Symposium in Montreal, Quebec, from October 15 to 17, 2026.

Council directed staff to review available budget funding and report back.

9.6 E-Scooters

Councillor Roberts raised concerns regarding the operation of e-scooters within the Town, including reports of riders not wearing helmets and the use of e-scooters on sidewalks.

The CAO provided an overview of the applicable Motor Vehicle Act requirements, enforcement challenges, public education efforts, and existing arrangements with the e-scooter provider, including geofencing capabilities intended to restrict sidewalk use. Council discussed concerns relating to rider safety, helmet availability, compliance with operating requirements, enforcement measures, and the performance of the current service provider. Council also discussed potential age restrictions and the need for greater compliance with established operating standards.

The CAO advised that staff would investigate available options and bring the matter back to Council at a future meeting for further consideration.

9.7 Alternative Appointment for Eastern District Planning Commission (EDPC)

Reasons for quorum if a current representative is not available. Councillor McKenna and Deputy Mayor Murray were nominated for appointment as alternate representatives to the EDPC.

Motion: That Council appoint Councillor McKenna and Deputy Mayor Murray to be appointed as alternates representing the Town of Antigonish to join the Eastern District Planning Commission.

Moved by: Councillor MacLellan

Seconded by: Councillor Sullivan

Motion Carried.

9.8 Hillcrest Re-Zoning

Councillor McKenna requested clarification as to whether the zoning maps have been updated to reflect the recent rezoning changes affecting the Hillcrest area. The CAO advised that clarification would be sought from EDPC, and staff will provide an update to Council.

9.9 Guaranteed Basic Income

Mayor Cameron declared a conflict of interest with respect to this item and recused himself. Deputy Mayor Murray assumed the Chair for consideration of the matter.

Councillor McKenna introduced a resolution requesting that correspondence be sent to the Prime Minister of Canada, relevant federal ministers, and the Premier of Nova Scotia advocating for the implementation of a Guaranteed Livable Basic Income.

Resolution Text:

That Antigonish Town Council request a letter from the Deputy Mayor to the Prime Minister, Ministers, and Premier of Nova Scotia calling on the Government of Canada to implement a Guaranteed Livable Basic Income, ensuring that everyone has sufficient income to meet their needs, which would contribute to the eradication of poverty and homelessness, relieving pressure on municipalities to use limited resources to fill in the gaps of a failing social safety net.

Moved by: Councillor McKenna

Seconded: Councillor MacLellan

Council discussed the proposed resolution, including the role of municipalities in advocating on social issues, the potential scope and impact of a guaranteed livable basic income, and the intent of the resolution as an advocacy measure.

Motion Carried.

Following consideration of the item, Mayor Cameron resumed the Chair.

10. Correspondence

10.1 Minister MacDonald's Letter re: Active Transportation Trail

Council discussed correspondence from Minister MacDonald regarding the Active Transportation Trail and related correspondence submitted on behalf of the Town. Mayor Cameron provided clarification regarding the preparation and submission of the letter.

10.2 Antigonish Coalition to End Poverty (ACEP) – Thank you letter

The correspondence was received for information.

10.3 Municipal Success Stories - NSFM Conference November 5, 2026

Councillor McKenna nominated Councillor Roberts to present the Town's Municipal Success Story at the upcoming NSFM Conference taking place in Halifax. Council agreed to forward Councillor Roberts' name to NSFM as the Town's representative.

10.4 Town Hall Lights – Request for Donation or Purchase of Surplus Equipment

Mayor Cameron advised Council of a request regarding unused Town Hall lighting fixtures. Council reviewed information provided by the Director of Community Development regarding the fixtures and their potential disposition.

10.5 Eastern Nova Scotia Exhibition (ENSE) Rebuilding Project – Sponsorship Request

Council considered a sponsorship request from the Eastern Nova Scotia Exhibition (ENSE) in support of its Barn Rebuilding Capital Project.

Motion: That Council approve the platinum sponsorship for the Eastern Nova Scotia Exhibition Barn Rebuilding Capital Project request in the amount of \$20,000.00.

Moved by: Councillor McKenna

Seconded by: Councillor Pelly

Motion Carried.

10.6 4-H Rooted Gala Event 2026

Deputy Mayor Murray expressed interest in attending the 4-H Rooted Gala Event. The item was received for information.

10.7 Alan Syliboy and the Thundermakers - National Day of Truth and Reconciliation– Funding Request

Council considered a funding request in support of National Day for Truth and Reconciliation activities. It was noted that the request would be considered through the Town's sponsorship process.

Council discussed the request and referred the matter to staff for further consideration and determination of an appropriate sponsorship amount.

10.8 St. Ninian C.A.R.E. – Funding Request

Councillor Roberts declared a conflict of interest and recused herself from consideration of the item.

Council considered a funding request from St. Ninian C.A.R.E. It was noted that the request would be considered through the Town's sponsorship process.

11. Staff Reports

Council received the staff reports and discussed a number of operational matters, including road maintenance and pothole repairs, sidewalk improvements, municipal infrastructure projects, patching contracts, and project funding and tender timelines.

Staff provided updates regarding planned road repairs, ongoing design work for the James Street project, and anticipated timelines for patching and maintenance activities. Council also discussed contractor performance and operational meetings between municipal administrations.

12. Adjournment

With no further business, Deputy Mayor Murray moved for adjournment at 8:55 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

DRAFT

**Special Council Meeting
September 1, 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

1. Call to Order

Mayor S. Cameron called the meeting to order at 5:00 p.m.

2. Approval of the Agenda

Motion: That the agenda be approved as presented.

Moved by: Councillor Roberts

Seconded by: Deputy Mayor Murray

Motion carried.

Motion: That Council move In-Camera pursuant to Section 22(2)(e) of the Municipal Government Act respecting Contract Negotiations.

Moved by: Councillor Roberts

Seconded by: Deputy Mayor Murray

Motion carried.

Council entered the In-Camera session at 5:03 p.m.

3. In-Camera

3.1 Contract Negotiations - MGA Section 22(2)(e)

Council discussed a matter relating to Contract Negotiations pursuant to Section 22(2)(e) of the Municipal Government Act.

Council returned to Open Session at 5:58 p.m.

DRAFT

4. Adjournment

With no further business, Deputy Mayor Murray moved for adjournment at 5:58 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

Ver.	Date	Description
1.0	2026-08-26	Initial release (repealed)

Virtual Meeting Policy

1. Purpose

The purpose of this Policy is to establish the procedures and requirements for conducting meetings of Council and Council Committees by electronic means, and for participation by individual Council members through electronic means, in accordance with the Municipal Government Act of Nova Scotia.

This Policy is intended to:

- Ensure transparency, accountability, and public access to municipal decision-making;
- Facilitate participation by Council members when attendance in person is not practical;
- Establish consistent operational standards for virtual and hybrid meetings; and
- Ensure compliance with legislative requirements respecting notice, public access, quorum, voting, and records management.

2. Authority

This Policy is adopted pursuant to Section 19A of the Municipal Government Act, which authorizes municipalities to conduct Council and Committee meetings by electronic means where provided for in a procedural policy.

3. Scope

This Policy applies to:

- Regular meetings of the Town Council;
- Special meetings of Council;
- Meetings of Committees of Council;
- Meetings of other municipal entities;
- Public hearings required under municipal legislation; and
- Individual members participating electronically in otherwise in-person meetings.

This Policy does not apply to:

- Training sessions and workshops where no business is conducted; or
- Employee meetings.

4. Definitions

Electronic Means means any technology that allows participants to simultaneously hear and see one another and allows the public to hear and see the proceedings in real time.

Hybrid Meeting means a meeting where some participants are physically present and others participate by electronic means.

Virtual Meeting means a meeting conducted entirely through electronic means.

Member means a member of Council or a Council Committee.

Chair means the Mayor, Deputy Mayor, Committee Chair, or person presiding over a meeting.

5. Authorization to Conduct Virtual Meetings 5.1 Council meetings and Committee meetings may be conducted wholly or partially by electronic means.

5.2 The Mayor, in consultation with the Chief Administrative Officer and Clerk, may determine whether a scheduled meeting will be conducted:

- In person;
- Virtually; or
- In a hybrid format.

5.3 Council may direct that a particular meeting be held virtually or in hybrid format by resolution.

6. Notice Requirements

6.1 When a meeting is to be conducted by electronic means, notice shall be provided to the public not less than two (2) days before the meeting.

6.2 The notice shall include:

- The date and time of the meeting;
- The location for in-person attendance for hybrid meetings;
- The method by which the meeting will be conducted; and
- Instructions for public access;

6.3 Public notice shall be provided through the posting on the Town's official website and five other locations within the Town of Antigonish as required in Section 19A 4(b);

These notice requirements are intended to satisfy the MGA section 19A requirement that the public receive advance notice respecting the manner in which the meeting will be conducted.

7. Public Access

7.1 Virtual meetings shall be conducted using technology that enables participants in the meeting and members of the public to hear and see the meeting as it occurs.

7.2 Where feasible, the Town shall livestream virtual meetings in accordance with the Town's Live Streaming Policy.

7.3 If technical difficulties interrupt public access, the Chair may:

- Temporarily recess the meeting until access is restored; and/or
- Adjourn the meeting to another date and time.

7.4 A failure of an individual member of the public to access the meeting due to their own technical limitations shall not invalidate proceedings.

8. Participation by Members

8.1 Council meetings are in person by default. Hybrid and virtual meetings are authorized to expand opportunity for elected officials, staff, and third-party participants to actively attend Council meetings on an exception basis.

8.2 The technology used must permit:

- The public to see and hear the participating member during the meeting; and
- All participants to see and hear one another simultaneously.

8.3 Members participating electronically are deemed present for purposes of quorum and voting.

8.4 Members participating electronically shall:

- Join from a location with adequate connectivity;
- Ensure they can be clearly seen and heard (maintain video and audio connectivity);
- Maintain confidentiality during any closed session; and
- Avoid distractions that interfere with meeting proceedings.

9. Quorum

9.1 Members attending electronically shall be counted toward quorum.

9.2 If the loss of connectivity reduces attendance below quorum, the meeting shall be recessed until quorum is restored or the meeting is adjourned.

10. Voting

10.1 All votes during virtual or hybrid meetings shall be conducted by recorded vote, unless otherwise permitted by law.

10.2 The Chair shall clearly state the motion under consideration before the vote is called.

10.3 Each member shall verbally indicate their vote when requested by the Chair.

10.4 The Clerk shall record the vote in the minutes.

11. Rules of Order

11.1 Council's governance rules and applicable legislation continue to apply to virtual and hybrid meetings.

11.2 For in person and hybrid meetings the Chair of the meeting must participate in person;

11.3 The Chair may establish reasonable protocols governing:

- Speaking order;
- Recognition of speakers;
- Management of technical disruptions.

11.4 Members shall keep their cameras and microphones activated, except when excused by the Chair. Disabling camera and microphone will be equivalent to leaving the Council table in an in-person meeting and the Member shall no longer be counted towards quorum, until they return to the hybrid or virtual meeting, by re-enabling their camera and microphone.

12. Public Participation

12.1 Where public participation is permitted by Council policy or applicable legislation, members of the public may participate electronically.

12.2 The Clerk may establish registration procedures and submission deadlines.

12.3 The Chair may remove participants who:

- Disrupt proceedings;
- Use offensive or abusive language;
- Fail to follow meeting procedures; or
- Present a cybersecurity risk.

13. In-Camera Meetings

13.1 In-camera sessions conducted electronically shall use secure technology and access controls.

13.2 Only individuals entitled to attend the in-camera session shall be permitted access.

13.3 Participants shall confirm that no unauthorized person can hear or view the proceedings.

14. Technical Failures

14.1 The Chair may recess a meeting to address technical difficulties.

14.2 If a member loses connection during debate or voting, the Clerk shall note the interruption in the minutes.

14.3 A meeting may continue where:

- Quorum remains present; and
- Public access remains available.

14.4 If public access is materially interrupted, the Chair shall determine whether

- Proceedings should be suspended until access is restored; and/or
- Proceedings are adjourned to a later date.

14.5 At the Chair’s discretion, or by motion of Council, in person and hybrid meetings that maintain quorum during technological interruptions may continue without the electronic means.

15. Recording and Records Management

15.1 The Town may record and livestream virtual meetings, in accordance with the Town’s Live Streaming Policy.

16. Privacy and Security

16.1 The Town shall utilize reasonable measures to protect personal information and meeting security.

16.2 Meeting platforms shall incorporate appropriate safeguards, including:

- Password protection;
- Waiting rooms or controlled admission;
- Participant authentication where required; and
- Administrative controls over screen sharing.

16.3 Members shall comply with all applicable privacy legislation and municipal policies.

17. Severability

If any provision of this Policy is found invalid by a court or tribunal, the remaining provisions shall remain in force.

18. Review

This Policy shall be reviewed at least once every term of Council or sooner if legislative amendments require revision.

CAO’s Annotation for Official Policy

Date of Notice to Council Members Intent

To Consider (Minimum 7 Days): _____

Date of Passage of Council Policy: _____

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

Chief Administrative Officer

Date
Regular Town Council Meeting

Ver.	Date	Description
1.0	2026-08-26	Initial release

Technology Acceptable Use Policy

Title

1. This policy shall be known and may be cited as the Technology Acceptable Use Policy.

Scope

2. This policy applies to:
 - a. Staff, Elected Officials, Contractors, Partners, and others using Technology in a Municipal Building, or working on behalf of the Municipality at any location, including home based or remote work.
 - b. Use of Municipally owned laptop or desktop computers, cell phones, tablets, or other electronic devices.
 - c. Use of Municipal building control systems, signage, video surveillance systems, printers, and industrial control (SCADA) systems.
 - d. Use of Municipal data networks – including “guest” networks – provided by the Municipality by any device, including personally owned devices where such usage is authorized.

Rationale

3. The Municipality provides Technology for the purpose of providing Municipal services to its citizens. While other usage, including limited personal use as defined in this policy, may be acceptable, this policy is primarily concerned with the following:
 - a. Legal Compliance;
 - b. Providing a Safe, Welcoming, and Inclusive Workplace;
 - c. Clarifying and Reinforcing Expectations;
 - d. Maintaining Technical Capabilities and Performance of Municipal Systems;
 - e. Protection of Municipal Assets;
 - f. Cyber Security; and
 - g. Maintaining Organizational Reputation and Workplace Culture

No Expectation of Privacy

4. Users of Municipal Technology or data networks should be aware that any activity may be monitored for performance, troubleshooting, and compliance purposes. There should be no expectation of privacy while using Municipal technology.

Policy

5. For the purposes of this policy, use of the word AUTHORIZED shall imply authorization by the Chief Administrative Officer or designate.

6. **The following activities are prohibited** while using Municipal technology:

- a. **Illegal Activity** – any activity that is in violation of International Law, the Criminal Code of Canada, the Laws of Nova Scotia, or Municipal Bylaws.
- b. **FOIPOP / PIIDPA / MGA Violations** – this may include using Municipal Technology for any purpose that violates the legislation or jeopardizes another individual's personal privacy, as well as transporting a Municipal device or Municipal data (including electronic transmission) outside Canada without obtaining prior authorization.
- c. **Improper Storage of Municipal Data**
 - i. Consistent with PIIDPA legislation no personally identifiable data shall be stored or transmitted outside Canada, unless authorized in accordance with the legislation.
 - ii. Municipal data may only be stored in locations authorized by the Municipality (currently including but not limited to Microsoft OneDrive, Teams, SharePoint, Outlook, and Diamond).
 - iii. Users may not use third-party cloud-based storage (such as DropBox, Google Drive, iCloud, Sync and others) for storing Municipal data. These services may be accessed if files are shared from an external organization (i.e. consultants, PNS, Government of Canada).
 - iv. Unencrypted storage of data on USB or other external storage is prohibited.
- d. **Inappropriate Usage**
 - i. Using Municipal technology to produce, send, receive, print, or otherwise access and disseminate material that is fraudulent, harassing, embarrassing, sexually explicit, obscene, intimidating, bullying, defamatory, racist, or other material that may be deemed to be undesirable by the Municipality.
 - ii. Accessing file sharing sites or applications (BitTorrent, Android TV, and other similar services)

- iii. Gambling and online Gaming
 - iv. Accessing online dating apps and services
- e. **Copyright or License Violations**
 - i. Improper downloading of copyrighted material, including video, audio, and graphical content.
 - ii. Use of images or other intellectual property in work products (websites, presentations, newsletters, etc.) without a valid license or authorization from the copyright holder.
 - iii. Installation of software downloaded from any source without authorization.
- f. **Unauthorized Access** – other than for the purposes of approved generic accounts and workstations (i.e. Kiosks, reception computers, Council presentation equipment):
 - i. Using or attempting to use another’s computer or email account password without authorization.
 - ii. Allowing another person to use your computer or email account.
 - iii. Accessing data, documents, or records that are not required for the performance of your duties or enabling others to do so.
 - iv. Allowing a third party (family member, independent service technician, friend) to access, modify, or otherwise use your Municipal device.
- g. **Theft or Destruction of Data** – including malicious modification or deletion of data, unauthorized bulk deletion of email records, and copying Municipal data without authority (including scanning or photographing Municipal documents).
- h. **Tampering with Security Controls**
 - i. Altering or otherwise interfering with security settings on Municipal Devices relating to automatic updates, antivirus, firewall, network, and remote management settings.
 - ii. Installation of unauthorized remote access software (Chrome Remote Desktop, TeamViewer, AnyDesk, VNC, etc).
 - iii. Installation or use of unapproved VPN software or configurations.
- i. **Unauthorized Hardware Modifications** – excepting the attachment of approved peripherals (keyboards, mice, monitors, printers, etc):
 - i. Addition to or removal of hardware components from Municipal devices without authority.
 - ii. Any activity that may invalidate the manufacturer’s warranty.
- j. **Hacking** – the following activities are actively monitored and are prohibited:
 - i. Attempting to access restricted portions of the data network, an operating system, or security software.

- ii. Using hacking tools including password crackers, Wi-Fi scanners, packet analyzers, keyloggers, and others.
 - iii. Deliberately initiating activity that could be construed as a denial-of-service attempt either internally or externally.
 - iv. Tampering with or otherwise altering data wiring and cabling without authorization.
- k. **Personal Use of Industrial Control (SCADA) systems** – the personal use provisions of this policy do not apply to building control, signage, video surveillance, and Industrial Control (SCADA) systems. Personal use of these systems of any type is prohibited.
- l. **Usage for Commercial or Political Business** – except as authorized for the conduct of Municipal Council business and allowed under the Nova Scotia Elections Act:
 - i. Use of Municipal devices, accounts, or networks for commercial or personal advertisements, solicitations, promotions, “pyramid” or multi-level-marketing schemes, or other commercial activities not related to Municipal work.
 - ii. Use of Municipal devices, networks, or accounts for political purposes promoting any candidate or political party.
- m. **Excessive Personal Use** – any personal use that exceeds the duration or other limits specified under the “Allowable Personal Use” section of this policy, personal use that interferes with the use of others in providing Municipal services, or personal use that incurs direct or indirect financial costs to the Municipality.

Reporting Violations

- 7. Users who are aware of or suspect violations of this policy are required to report them to their Supervisor, Chief Administrative Officer, or to Strait-IT (in that order of precedence).
- 8. Suspected violations of this policy will be investigated in accordance with Municipal Council / HR practices, applicable procurement policy, and/or collective agreements as applicable. Substantiated violations may result in administrative or disciplinary action as prescribed in the Municipal Human Resources Policy, restriction or termination of contracts, or actions as outlined in the Municipal Code of Conduct for Elected Officials.
- 9. All occurrences of illegal or suspected illegal activity will be promptly reported to the appropriate law enforcement agency.

Acceptable Personal Use

- 10.** The Municipality provides Technology principally for the purpose of conducting Municipal Business. Recognizing the requirements for work / life balance, managing childcare, and other factors that impact our daily lives, the Municipality allows for incidental personal usage of Municipal Technology.
- 11.** Personal usage should be limited to times that are appropriate for doing personal things, such as scheduled breaks and lunch hours, or such other times as approved by a supervisor.
- 12.** Personal use outside of normal working hours or outside the office should comply with other aspects of this policy regarding personal use.
- 13.** Users may use “public” wi-fi networks to connect personally owned cell phones, provided such usage does not negatively impact the provision of Municipal services.
- 14.** All users should be aware of their environment when using Municipal technology for personal use. What may be appropriate in a meeting room or private office may not be in an open workspace or in the view of the public.

Equipment

- 15.** All technology used in the conduct of Municipal business shall normally be owned and managed by the Municipality. Any exceptions to this guidance (contractors, auditors, and other circumstances) must be approved by the Chief Administrative Officer in consultation with Strait-IT. Use of personal devices to conduct Municipal business is not normally permitted and, other than cell phones, should not be in the workplace.
- 16.** End users assigned equipment for Municipal use are expected to take reasonable precautions to prevent physical damage and shall report any such damage promptly. Users may be held responsible for costs related to repairs or replacement of damaged municipally issued equipment due to reckless or negligent actions.
- 17.** Where product accommodation is required due to physical, sensory, or other impairment, the CAO and Strait-IT shall work with the user and other medical or subject-matter experts to ensure technology is accessible and appropriate.
- 18.** Computer equipment which is no longer required shall be retained by the Municipality to ensure secure data disposal, redeployment within the Municipality, or other usage as approved by the Chief Administrative Officer.

19. No departing employee or elected official may retain any Municipal Technology when they leave the employment of the Municipality, unless such technology is of a personalized nature to address a physical, sensory or other impairment and cannot reasonably be reused by someone else. The Chief Administrative Officer may authorize retention in such cases, provided it does not conflict with other legislation or policy governing disposal of assets.
20. Users may be held responsible for costs related to repairs or replacement of damaged municipally issued equipment due to reckless or negligent actions.
21. Installing software that is not authorized for usage is prohibited.

CAO's Annotation for Official Policy

Date of Notice to Council Members Intent

To Consider (Minimum 7 Days): _____

Date of Passage of Council Policy: _____

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

_____	_____
Chief Administrative Officer	Date

Strait Area Chiefs, Mayors, and Wardens

XXX, 2026

Honourable Fred Tilley
Minister of Public Works
PO Box 186
Halifax, NS B3J 2N2

RE: Cell Service in Strait Region

Dear Minister Tilly,

We are writing on behalf of the Strait Area Chiefs, Mayors, Wardens and CAO's to express concern regarding the cellular connectivity in our region. For years, there has been a lack of consistent cellular connectivity, and we have advocated as individual units and as regional partners for upgrades. We understand that Build Nova Scotia is responsible to address the cellular gaps. We would like to request an update on the timeline for the proposed towers and a further update on plans to expand cellular connectivity across our region.

The latest concern is the decline in existing service as the build out from 3G to 5G continues. Perhaps the change from Huawei and ZTE technologies has also contributed to the decline. Many of our residents are noticing that there are gaps now where there was service before.

What may seem like a simple inconvenience is, in reality, a serious issue affecting public safety, economic development, and the long-term sustainability of rural communities. For instance, in emergency situations, poor connectivity can have life-threatening consequences. Residents travelling rural roads, seniors living alone, volunteer firefighters, and first responders all depend on reliable communication. Furthermore, during severe weather events and power outages, which heavily impact our area, many communities are left with limited or no dependable way to contact emergency services or receive updates. The challenges extend beyond safety with more people now working remotely, attending virtual appointments, running businesses online, and relying on mobile connectivity for banking, education, and day-to-day communication.

We are asking for immediate attention to these matters and for meaningful collaboration between the appropriate governments, regulators, and telecommunications providers to identify coverage gaps and invest in long-term solutions. We want commitment that the areas that are now seeing a decline in service will also be addressed and have service upgrades through Build Nova Scotia.

HON. FRED TILLY

Page 2

Cellular connectivity upgrades were also recently identified as a recommendation in the Provincial Fire Service Review. Cellular connectivity is an essential service, and our residents, businesses and visitors deserve to have reliable service they can trust.

Sincerely,

Chair, Strait Area Chiefs, Mayors, and Wardens

On behalf of :

- Municipality of the County of Richmond
- Municipality of the District of St. Mary's
- Municipality of the County of Inverness
- X
- X
- X
- X
- X
- X
- X
- X

CC: Hon. Kim Masland, Minister of Emergency Management
David Benoit, CEO of Build Nova Scotia
Hon. Sean Fraser, MP for Central Nova
Jaime Battiste, MP for Cape Breton-Canso-Antigonish
Mike Kelloway, MP for Sydney-Glace Bay
Hon. Trevor Boudreau, MLA for Richmond
Hon. Michelle Thompson, MLA for Antigonish
Hon. Greg Morrow, MLA for Guysborough-Tracadie
Kyle MacQuarrie, MLA for Inverness
Dianne Timmins, MLA for Victoria-The Lakes
Claude Bourgeois, MLA for Chéticamp-Margarees-Pleasant Bay

THE TOWN OF
ANTIGONISH
PROCLAMATION

National Forest Week, September 20 to 26, 2026

WHEREAS National Forest Week has been observed across Canada for more than 100 years, and continues to invite Canadians to learn about the forest sector and what it contributes to our culture, our history, and our future; and

WHEREAS forests are a renewable, green resource of lasting value that provide environmental, social, and economic benefits to communities across the country; and

WHEREAS the 2026 national theme, Forest Pathways: Innovation and Sustainability, recognizes that science, technology, and evolving management practices are shaping a forest sector that balances ecological integrity with economic opportunity; and

WHEREAS the forests of Nova Scotia sustain wildlife habitat, clean water, and outdoor recreation, while supporting jobs and livelihoods throughout our rural communities; and

WHEREAS a skilled and professional forestry workforce is essential to managing these forests sustainably for the generations that follow; and

WHEREAS the Town of Antigonish recognizes the contribution that forests and the forest sector make to the well-being of our residents;

NOW THEREFORE BE IT RESOLVED that I, **Mayor Sean Cameron** on behalf of **Antigonish Town Council**, do hereby proclaim the week of September 20 to 26, 2026 as **NATIONAL FOREST WEEK** in the Town of Antigonish, and I encourage all residents to spend time in a forest near them, to learn more about sustainable forest management and the people who work in our forests, and to take part in the activities held during the week.

Dated at **Antigonish, Nova Scotia**, this 15th day of September, 2026.



Sean Cameron
Mayor, Town of Antigonish

ANTIGONISH REGIONAL EMERGENCY EVACUATION PLAN

Antigonish, Nova Scotia



Version 1.0
September 10, 2026

Approval Signatures:

Nicholas MacInnis
Warden
Municipality of the County of
Antigonish



Sean Cameron
Mayor
Town of Antigonish



Record of Amendments

Amendment No.	Version No.	Section/Pages Amended	Amended By	Approval Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Distribution List

Copy No.	Organization
1	Antigonish Regional Emergency Management Organization (EMO Coordinator)
2	Municipality of the County of Antigonish (CAO)
3	Town of Antigonish (CAO)
4	Nova Scotia Department of Emergency Management
5	Municipality of the County of Antigonish Office - EOC (Multi-Purpose Room)
6	Town of Antigonish Office – EOC (Town Chambers)
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
38	
39	

Table of Contents

Record of Amendments	2
Distribution List	3
1.0 INTRODUCTION	7
1.1 Background	7
1.2 Authorities.....	7
1.3 Purpose	8
2.0 THEORY OF OPERATIONS	9
2.1 General	9
2.2 Types of Evacuations	9
2.2.1 Pre-Emptive Evacuation	9
2.2.2 No Notice Evacuations	9
2.2.3 Post Incident Evacuations	10
2.2.4 Partial Evacuations	10
2.2.5 Widespread Evacuations	10
2.2.6 Self-Evacuation	11
2.2.7 Shelter-In-Place	11
2.3 Evacuation Organizational Structure	11
2.4 Possible Community Hazards	11
2.5 Evacuation Considerations	11
2.6 Activation of the Evacuation Plan	12
2.7 Evacuation Presumptions	12
2.8 Evacuation Process	13
2.9 Evacuation Operations – Incident Command Team	13
2.10 Evacuee Registration and Facility Locations	13
2.11 Facilities	14
2.11.1 Comfort Centres	14
2.11.2 Reception Centres.....	14

2.11.3 Emergency Shelters	15
2.12 Special Needs Population	15
2.13 Domestic Animal Care and Relocation	16
2.14 Traffic Management	16
2.15 Access Control and Security	17
2.16 Demobilization and Re-Entry	18
2.16.1 Return to the Risk Area	18
2.16.2 Re-Entry Scenarios	18
2.16.3 Re-Entry Decision	18
2.16.4 Re-Entry Teams	19
2.16.5 Informing Evacuees of Re-Entry Procedures	19
2.16.6 Phased Re-Entry	19
2.17 Essential Services	20
3.0 RESPONSIBILITIES	21
3.1 Site Level – Incident Commander	22
3.2 Emergency Coordination Centre	22
3.3 Emergency Social Services (ESS)	23
3.4 Royal Canadian Mounted Police (RCMP)	24
3.5 Strait Area Ground Search and Rescue (SAGSAR)	24
3.6 Canadian Red Cross (CRC)	24
3.7 Department of Natural Resources (DNR)	24
4.0 PUBLIC EDUCATION & AWARENESS OF EVACUATION PROCEDURES	24
4.1 Evacuation Warnings	25
4.2 Essential Content - Evacuation Warning Messages	26
5.0 PLAN EVALUATION, REVIEW and MAINTENANCE.....	26
5.1 Plan Evaluation and Responsibilities.....	26
5.2 Plan Maintenance and Responsibility.....	27
ANNEXES.....	27
Annex A - Abbreviations and Definitions	27
Annex B - Evacuation Alert	32
Annex C - Evacuation Order	35

Annex D - Evacuation Rescind	37
Annex E - Evacuation Contact	38
Annex F - Potential Evacuation Routes	39
Annex G - Evacuation Planning Worksheet	40
Annex H - Acknowledgement of Refusal to Evacuate	42
Annex I - Instructions for Door Knockers – Shelter-in-Place	43
Annex J - Instructions for Door Knockers – Evacuation Alert	44
Annex K - Instructions for Door Knockers – Evacuation Order	45
Annex L - Declaring a State of Local Emergency (SOLE)	46
Annex M - Contact List	47

1.0 Introduction

1.1 Background

This Evacuation Plan is only one part of preparedness efforts that include training, exercises and the debriefing of actual events. As the Antigonish Regional Emergency Management Organization grows, so will the Evacuation Plan. Due to the nature of major emergencies, there may be a need to adapt the plan during an evacuation or sheltering-in-place as well. Therefore, the following plan should not be seen as a definitive rigid solution, but rather the basis for continuous planning efforts.

As a result of an emergency incident in the Antigonish region an evacuation may be the chosen form of protective action. Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with people involved is essential and shall include explaining that an evacuation is pending, what they shall be required to do and when they should be required to react if an evacuation is issued. A decision to evacuate should only be made when absolutely required.

First response agencies alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, provincial resources and volunteer services such as ground search and rescue and humanitarian organizations.

1.2 Authorities

The authority for an evacuation is afforded by the Nova Scotia Municipal Government Act.

The legal authority for local authorities to order an evacuation rest within the Nova Scotia Emergency Management Act (1990) Section 14(f) – Protection of property and health or safety.

Protection of property and health or safety – Section 14

Upon a state of local emergency being declared in respect to a municipality or an area thereof, the mayor/ warden may, during the state of local emergency, in respect of such municipality or an area thereof, do everything necessary for the protection of property and the health and safety of persons therein may:

- a) Cause an emergency management plan or any part thereof to be implemented;

- b) Acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- c) Authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- d) Control or prohibit travel to or on a road, street or highway;
- e) Provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
- f) Cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- g) Authorize the entry by a person into any building or upon land without warrant;
- h) Cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, or attempting to forestall its occurrence or of combating its progress;
- i) Order the assistance of persons needed to carry out provisions mentioned in this Section;
- j) Regulate the distribution and availability of essential goods, services and resources;
- k) Authorize and make emergency payments;
- l) Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
- m) Assess damage to the environment and the costs and methods to eliminate or alleviate the damage.

1.3 Purpose

The purpose of this Evacuation Plan is to provide a path through which a timely and effective evacuation and reception of people can be achieved.

The Plan will be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur in our region, the A.R.E.M.O. Emergency Management Coordinator (EMC) or designate, on the advice of the first response agency, will consult with the EOC DIRECTORS (CAOs) to activate the Emergency Management Plan (E.M.P.). The EMC or alternate will activate the notification procedure set out in the Emergency Management Plan (E.M.P.), so members of the Emergency Operations Centre (EOC) are alerted and instructed to report to the EOC.

If the need to evacuate and relocate residents of the affected area(s) is clear, the provisions of the Evacuation Plan shall be implemented. In such events, the

Municipality shall discuss the need to declare a State of Local Emergency (SOLE), if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief or Alternate has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

2.0 THEORY OF OPERATION

2.1 General

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

The community must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale (e.g. extensive local and regional) evacuations at all times of the day both from known hazard areas and from unexpected incident locations.

2.2 Types of Evacuation

2.2.1 Pre-Emptive Evacuation

- Given adequate warning about a hazard, sufficient resources, and a likely threat, it will be advisable to conduct pre-emptive evacuations.
- A pre-emptive evacuation may be undertaken when if delayed, conditions (weather or other hazard) would impede evacuation.

2.2.2 No Notice Evacuation

- It may be advisable to carry out an evacuation even while a threat is facing a community.
- With an evacuation of this type, decision may need to be made with limited information.
- Decision-makers, such as the EOC Director/ Incident Commander, must be willing to make decisions with whatever information is available at the time. They may have little or no time to wait for additional information because any delay may have a significant impact on public safety.
- Pre-planning will be instrumental in supporting decision-making in no-notice situations.

- Evacuations of this nature are done when life safety is at extreme risk. Such an evacuation poses increased risk to all involved.
- To acquire resources and expedite the evacuation normally requires extraordinary measures (i.e., a State of Local Emergency has been declared).
- Emergency responders may require personal protective equipment, as responder safety will be critical.
- Provincial or Federal assets may be required to facilitate an evacuation of this type.

2.2.3 Post Incident Evacuations

- After a threat has already impacted a community (i.e., flooding), it may be necessary to:
 - Remove residents from an environment that is no longer able to support them, or
 - Prevent or mitigate the onset of additional consequences leading to a prolonged or new emergency.

2.2.4 Partial Evacuations

- Partial evacuations typically are located to a specific area of a municipality and may be caused by fires, hazardous material incidents, etc.
- There is often on-scene activity by emergency response personnel who may direct the evacuation.

2.2.5 Widespread Evacuations

- Larger incidents may affect the entire region.
- Evacuations of this type often involve a larger number of evacuees, possibly from more than one municipality.
- This will require concentrated effort by emergency management personnel to coordinate, transport, and shelter the affected populations, and will place greater demands on staff and resources.
- Incidents that trigger a wide-spread evacuation typically cause far-reaching damage and are therefore more likely to compromise critical infrastructure in a manner that hampers evacuee movement.
- Structural damage to the transportation systems, such as bridges, and highways, may make them unsafe for use.
- If these sites are located on evacuation routes, those routes may be unavailable, and alternatives will need to be identified.
- In cases where the transportation network is severely restricted by such damage, sheltering in-place may be a safer short-term alternative.

2.2.6 Self-Evacuations

- Self-evacuation is when people choose to evacuate without explicit direction to do so.
- If people self-evacuate, they may still request shelter or other essential services.

2.2.7 Shelter-In-Place

- This is a precaution aimed to keep residents safe while remaining indoors.
- Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

2.3 Evacuation Organizational Structure

To support a mass evacuation of within the Antigonish region the Antigonish REMO Emergency Coordination Centre is structured under the Incident Command System.

2.4 Possible Community Hazards

The Antigonish REMO Hazard Identification Risk Analysis (HIRA) will be assessed by the A.R.E.M.O. Planning Committee (E A.R.E.M.O.P.C). The HIRA will determine the potential hazards that may create the need to evacuate. The list below is not extensive, and events are not listed in any order of risk. The following list is considered potential community hazards that may affect all or part of the region.

- Inland or coastal flooding
- Wildfires
- Weather events (hurricanes, blizzard, ice storms, extreme heat)
- Dangerous goods release (transportation or industrial)
- Highway closures

2.5 Evacuation Considerations

When considering the decision-making process as it relates to evacuations, the following factors need to be evaluated:

- Risk analysis of the underlying cause of the incident such as toxicity of substances, explosive characteristics of substance(s), reactivity characteristics of substance(s), wind direction, topography, fire.
- The number of persons to be evacuated.
- The approximate number of persons requiring special assistance to evacuate.
- Debris and damaged infrastructure.
- Egress routes.

- Time of day.
- Available lead time.
- Safety of emergency workers.
- Potential risk to evacuees during movement.
- Availability of resources to support the movement of evacuees.
- Land use of area – residential, employment, mixed uses.

2.6 Activation of the Evacuation Plan

The Emergency Management Coordinator will periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

2.7 Evacuation Presumptions

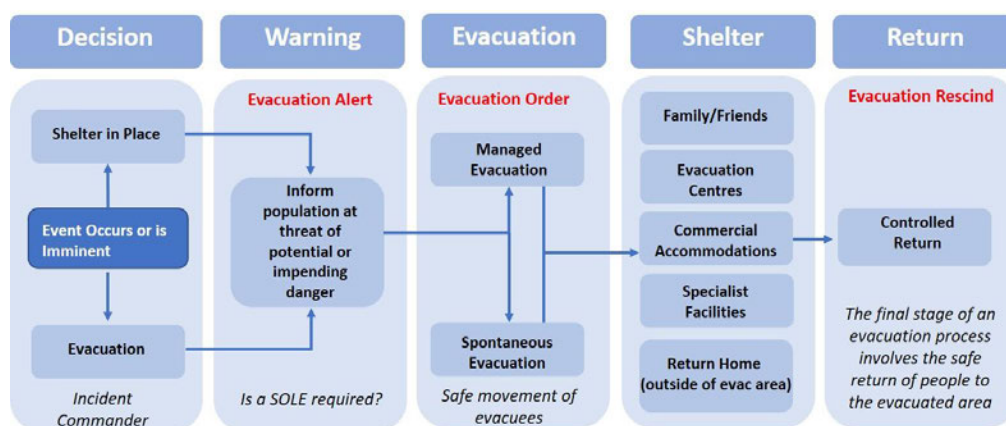
During the development of an evacuation plan, these considerations need to be recognized:

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 % of the people at risk will self-evacuate before being directed to do so;
- Some people will refuse to evacuate, regardless of the threat;
- Some individuals will require transportation support to evacuate;
- Some owners of animals will refuse to evacuate unless arrangements have been made to care for their animals;
- Approximately 10 to 20 % of the population impacted will require some form of assistance from local Emergency Services teams in the Reception Centres. This figure could vary depending on the composition of the community.
- Many evacuees will seek shelter with relatives, friends or hotels rather than use government provided facilities;
- For some hazards, such as flooding, designated evacuation routes must be used to safely evacuate people;
- The day of the week and time of day will determine if individuals/families will be at their homes or separated at work and/or school; and

- Many hazards provide a warning period which allows for a planned evacuation and re-entry.

2.8 Evacuation Process

Evacuation takes place within a process that begins with preparing for the possible need to evacuate populations at high risk from imminent or actual disaster. It involves ongoing risk monitoring and management as the situation and needs of evacuees evolve over time, and only ends with their safe, voluntary, and sustainable reintegration back home or in alternate locations.



2.9 Evacuation Operations – Incident Command Team

Once the decision has been made to evacuate an area, the EOC Director shall determine the following:

- Sign the evacuation order;
- Define boundaries of area to be evacuated;
- Indicate main evacuation route(s) to be used and identify necessary traffic control points;
- Assign staging area(s) to be used;
- Time the evacuation will start and if necessary, who will be evacuated first;
- Activate the notification system for affected residents.

2.10 Evacuee Registration and Facility Locations

If an evacuation is necessary, a list of possible facilities is available at the EOC that can be used as Registration Centres, Comfort Centres and/or Emergency Shelters.

Once registered, the residents will be directed to appropriate facilities if they require additional support.

The Evacuees who have been relocated to temporary shelters will require a wide range of support services. The Nova Scotia Department of Opportunities and Social Development (DOSD) has the primary responsibility for the provision of all such services, with the assistance of agencies such as the Canadian Red Cross, St. John Ambulance and the Salvation Army. The Canadian Red Cross is under contract with DOSD to provide the following six (6) services in the event of an evacuation.

1. Registration and Inquiry
2. Emergency Clothing
3. Emergency Lodging
4. Emergency Food
5. Personal Services
6. Mental health and psychosocial supports

2.11 Facilities

At first, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. It is important that evacuees register by calling or in person at the reception centre. This will allow authorities to contact you with updates and the re-entry details. There are three types of emergency facilities that may be established:

2.11.1 Comfort Centres

Comfort Centres, sometimes known as Warming or Cooling Centres, are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. The centre can provide a place to go to get light snacks pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres are normally operated by the municipality and/or local volunteer organizations and are not run by DOSD, however, DOSD may assist in some cases with supplies like bottled water, for example.

2.11.2 Reception Centres

During an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make temporary plans. The centre also allows the DOSD through its partners, such as the Canadian Red Cross, to provide a registration and assessment service. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation

area, re-entry procedures, etc. It is normally at a reception centre that a determination is made on how many residents do not have alternate temporary housing arrangements. If there are enough residents needing overnight accommodation, an emergency shelter may be set up.

Reception centres are provided by the municipality and managed by the DOSD. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is in meets the needs of the evacuees. There is no requirement to have the reception centre and the emergency shelter in the same facility.

2.11.3 Emergency Shelters

When enough residents are unable to remain in their homes and no other source of temporary housing, an emergency shelter may be established. The shelter is provided by the municipality and is managed by DOSD through its agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all the six emergency social services (ESS) including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped or may be prepared off-site and served at the shelter. Support to the DOSD may be needed, so again, there is an important role for community volunteers.

2.12 Special Needs Populations

Residents of the impacted area may have specialized needs in evacuating. The aged, infirm, hospital patients, nursing home/home for the aged residents, daycares, schools etc. may require specialized transport to evacuate. The facilities responsible for the care of special groups must have an evacuation plan for their site and a pre-selected destination where the needs of the special groups can be managed.

A portion of the population with special needs, reside in family homes or their own homes and may not have a personal evacuation plan. Special populations under home care need to have a preparedness plan and identify themselves to emergency services personnel to ensure that they can be safely removed from danger.

EHS will be directed to coordinate with other emergency services to facilitate the evacuation of populations with special needs.

2.13 Domestic Animal Care and Relocation

Evacuation and care of domestic animals is an increasingly important issue for emergency managers and the public. As pets are not allowed in shelters, the Regional Emergency Management Coordinator will coordinate with DEM NS for the Disaster Animal Response Team of Nova Scotia assistance in the establishment of pet shelters.

There are several considerations involved in providing domestic animal services:

- Communication to owners that the ultimate responsibility to find alternative lodging for domestic animals lies with the animal owner.
- Emergency management organizations and animal care agencies should work together to coordinate the expertise and resources of both emergency managers and animal care providers.
- Domestic animals need to be housed in a facility separate from shelter facilities due to potential allergies from exposure.
- Protocols for rescue workers who encounter animals are also helpful.
- Local authorities should become familiar with public health considerations and liability.
- Food and medical care for domestic animals.
- Clear guidelines should be communicated to owners, for example, how much food to bring, if kennel cases are required etc.
- Care of individuals always takes priority over the care of domestic animals.

In most cases, Emergency Social Services coordinates with pet services with assistance from local animal shelters and non-profit organizations

2.14 Traffic Management

In most evacuation scenarios, most evacuee movements will take place on roadways and highways, in both personal vehicles and coordinated transit vehicles like school buses or private vendors. Given the potentially large numbers of vehicles that will be accessing the roadway network at the same time, it is important to consider what can be done to increase the capacity of roadways.

The purpose of traffic management during an evacuation is to ensure:

- Evacuation routes are kept clear and are used as intended
- Emergency vehicles can access the emergency area
- Unauthorized vehicles are kept out of the emergency area

Traffic management tactics may include:

- The assignment of police resources to strategic locations to prevent congestions and unauthorized access to an emergency area.
- The use of additional signage to provide direction to evacuees on routes, destinations, etc.
- Converting two-way roads to one-way.
- Modifying traffic light controls at appropriate intersections.
- Dispatching tow trucks and other equipment as appropriate to remove obstacles.
- Establishing temporary holding lots for disabled vehicles to keep routes clear for evacuating traffic.
- Closure of inbound lanes on selected roads and highways to prevent people from entering an area while evacuations are taking place.
- Establishing a high-occupancy vehicle lane.

In terms of the best tactics to employ in an evacuation, the choice depends on the unique characteristics of our region's transportation network and the characteristics of the emergency.

2.15 Access Control and Security

Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence.

Along with controlling traffic during an evacuation, law enforcement will establish roadblocks to limit entry into evacuated areas and, where possible, conduct periodic roving patrols within such areas to deter theft by those on foot. To the extent possible, fire services will take measures to ensure continued fire protection.

Access control points, devices and procedures are predetermined by law enforcement or would be developed or secured by law enforcement specific to the event. These access points or roadblocks may be manned by law enforcement and/or fire service personnel.

If an evacuated area has sustained damage and cannot be reoccupied for an extended period, it may be desirable to implement a permit system with a sign-in/sign-out protocol, to monitor and limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

2.16 Demobilization and Re-Entry

2.16.1 Return to the Risk Area

The process for re-entry into the evacuated areas must be coordinated to ensure safety of the public, protection of property, and the continuation of response and recovery activities. The Municipalities will be responsible for notifying residents when it is safe to return to their homes and businesses. Law enforcement will be responsible for ensuring the return occurs in an orderly and safe fashion.

2.16.2 Re-Entry Scenarios

Once the threat has passed, Antigonish REMO's re-entry procedures may be based upon one of three (3) scenarios:

- Incident has passed and there is little or no damages that affect the communities.
- Effects are isolated to a localized area, operational area, or region of the county with minimal or isolated significant damages.
- Total devastation with significant infrastructure damages over a widespread area.

2.16.3 Re-Entry Decision

The decision of when to permit residents to return to the affected area will be made cooperatively between Antigonish's Regional EOC, supporting agencies and municipalities in the impacted areas based upon the three scenarios above. The decision to allow re-entry will be based on an overall evaluation of the situation, including the following major factors:

- Access – Following a major event a survey (ground or aerial) of the impacted areas should be conducted immediately to identify and prioritize the most seriously damaged areas of the locality. This can determine the level of damage to major routes into the area and help to determine the time needed for debris clearance from those routes.
- Essential Emergency Services – Emergency Service agencies that have been moved to safety prior to an evacuation need to return to their service areas.
- Water Levels – Floodwaters have receded from most of the area.
- Wildfire Areas – Wildfire activity is controlled and no longer a threat to the public.
- Public Health – Water and sewer services are operating, or reasonable accommodations are in place or available.

- Subsistence – Food is available or made available in the impacted area.
- Utilities – Electricity, water, telephone, and propane services are operating, or information is available about when they will be available in the affected area or reasonable accommodations are in place or available.
- Existing services can support the people already in the impacted area as well as an additional influx of people.

2.16.4 Re-Entry Teams

Re-entry teams should begin the process of clearing access to critical facilities and roads to facilitate the re-entry process. The Pre-Re-Entry Teams consist of but are not limited to:

- Public Works Team with heavy equipment (front end loader, backhoe, etc.), and chain saw crews.
- Power Crews to identify and remove downed utility lines (Power, Cable, etc.).
- Emergency Medical Service to provide medical support to victims that are relocated while opening roads.
- Fire Service agencies to provide incident, evacuation, and re-entry support.
- Law Enforcement to provide security for crews.

It needs to be understood that the Pre-Re-Entry Teams are not Search and Rescue Teams, they are only tasked with opening roads to gain access so Search and Rescue Teams and Damage Assessment teams can gain access to areas of destruction.

2.16.5 Informing Evacuees of Re-Entry Procedures

Public Information Officers at the Incident Command Post, and the EOC will coordinate messaging regarding re-entry procedures. This will be done through multiple means, including news releases, public briefings, social media, town and county website messaging and the municipal emergency notification system.

2.16.6 Phased Re-Entry

Once the decision to permit re-entry has been established, law enforcement personnel should set up checkpoints and roadblocks as needed based upon the level of damage that has occurred. Re-entry can proceed as recommended based upon a phased re-entry. This can ensure primary access to essential personnel and help to manage the number of people entering the disaster area.

- **Phase 1** – allows the re-entry of agencies and groups that play key roles in restoring normal operations in the impacted areas following a disaster. Law enforcement personnel should restrict access during this phase to provide for area safety and security. Phase 1 agencies and groups may include, but are not limited to, the following:
 - Law enforcement agencies
 - Search and Rescue Responders
 - Fire and EHS crews
 - Facility/Industry Emergency Response Teams
 - Debris Clearing and Removal Crews
 - Infrastructure and Utilities Repair Personnel
 - Official Damage Assessment Teams
 - Other personnel at the direction of the Antigonish EOC
- **Phase 2** – allows for the short-term limited re-entry of other critical groups as well as residents and business owners to assess damages. The EOC in coordination with public safety personnel should determine when it is safe to begin Phase 2 entry. These groups may include, but are not limited to, the following:
 - All agencies and personnel listed under Phase 1
 - Resident and Business Owners (with Insurance Adjusters and Contractors) to conduct insurance assessments (access may be temporary)
 - Relief Workers
 - Health Agencies
 - Large Box Store Management and Staff (to support recovery ops)
 - Hotel/Motel Staff (to prepare for receiving of Provincial and National relief agencies)
- **Phase 3** - allows for the re-entry of only those residents and business owners who can prove they live, own, rent, lease, or otherwise have a need to be allowed into the affected areas. It includes all agencies and personnel from Phase 1 and 2, as well as residents and business owners within the evacuated area. Phase 3 may still involve roadblocks and areas where access is limited.

2.17 Essential Services

Depending on the risk, designated essential services cannot be fully evacuated and minimal staff must remain on the job. In this instance, a plan must be in place to ensure the staff remain safe and an extraction protocol with triggers in case the staff must be evacuated quickly. Each municipal unit

in the County must complete a list of these services and the minimal staffing requirements well before an incident occurs.

3.0 RESPONSIBILITIES

Evacuation will be under the direction of the Police, assisted by the Fire Service when requested. Traffic control will be under the direction of the Police with support as required, including the Nova Scotia Department of Public Works and municipal Public Works Departments.

Notifications will normally be by door-to-door (if it is safe to do so) canvassing by police, fire, or others as designated by police – see **Annex I** (Instructions for Door Knockers – Shelter-in-Place), **Annex J** (Instructions for Door Knockers – Evacuation Alert), and **Annex K** (Instructions for Door Knockers – Evacuation Order). Where appropriate, sirens and emergency vehicle Public Announcement systems will be used. Antigonish REMO Emergency Coordination Centre (EOC) Information Officer, or designate, will coordinate with local media outlets for 24-hour announcements are to be kept current, and standard public announcement messages are to be available for immediate use.

Antigonish REMO shall maintain a current listing of transportation resources that can be immediately deployed. These shall include private buses, school buses, taxis, etc. For special needs, such as during severe weather, local snowmobile clubs, ATV clubs, Ground Search & Rescue teams, and area fire department resources, etc. may also be requested to assist.

Antigonish REMO Regional Emergency Management Coordinator (REMC) shall maintain a current listing of registration centres/comfort centres/emergency shelters that can be immediately assessed, such as fire halls, community centres, and recreation centres, schools, etc., with a current listing of contact names and phone numbers.

Antigonish REMO will liaison with the Red Cross who are responsible to provide (a) registration and inquiry, (b) lodging, (c) feeding, (d) clothing and (e) personal needs during an emergency. The Red Cross is to be notified immediately when an evacuation is being considered or implemented, normally through the 24-hour emergency response number of 1-800-222-9597.

With termination of the need for evacuation, as determined through consultation among the agencies involved, notice shall be given by all appropriate means to evacuees regarding any special procedures or cautions to be taken when returning to their homes.

Antigonish REMO shall be prepared to work with Provincial and Federal authorities as appropriate to arrange any special funding issues that may result from the emergency.

3.1 Site Level – Incident Commander

- Ensure all agencies that will be involved are consulted prior to evacuation
- Determine evacuation area
- Establish a perimeter to exclude people from entering the evacuation area – indicate perimeter on map
- Establish a policy on whether persons will be advised or ordered to evacuate
- Assemble, brief, and deploy personnel
- Announce evacuation plan decisions (boundaries and evacuation routes)
- Distribute evacuation Alerts and/or Orders
- Door-to-door canvassing and house-marking
- Work with local volunteer groups who are providing on the ground support to evacuation such as local Search and Rescue
- Continue to monitor the situation and re-evaluate the need to evacuate, keeping all field units up to date regarding changes
- Provide advice and information on any special precautions that should be taken during and after the event
- Determine the number of people needing transportation
- Determine actions required to establish access control
- Agency in charge: _____
- Resources assigned:
 - Police
 - Fire
 - Public Works
 - Other _____
- Determine any specialized resources required
- Agency in charge: _____
- Resources assigned:
 - HAZMAT Teams (special equipment needed)
 - Fire Service (level of Personal Protective Equipment needed)
 - Decontamination (set up area)
 - Ambulance Service (triage and treatment area)

3.2 Emergency Operations Centre

- Inform agencies of the evacuation order including DEM NS.

- Prepare a media release for immediate broadcast to the public.
- Initiate a state of local emergency (SOLE) if required.
- Provide resource support to the site.
- Select reception centres for registry and inquiry and shelters if necessary to accommodate the evacuees.
- Provide information to the Incident Command Team at the site(s).
- Assist the site in identifying the main evacuation routes.
- Arrange for services and resources from neighbouring municipalities, private contractors, volunteer agencies and service clubs to support the requests from site and meet the objectives of the EOC.
- During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public
- Information Officer (PIO) for dissemination to the media and to the public.
- Working in conjunction with all stakeholders to handle requests for information, key messaging, and agency media releases to ensure consistency with respect to the emergency.
- Develop a re-entry plan for the inspection of evacuated areas and orderly return of residents after the evacuation order is terminated and inspection is complete.

3.3 Emergency Social Services (ESS)

- Consider Reception Centre locations, number of people who will need to be assisted and for what length of time.
- Establish appropriate facility for Reception Centre outside of any potential risk area
- Activate local ESS to set up needed Reception Centres and Group Lodging facilities
- Ensure Reception Centre locations are announced and provided to people impacted.
- Consider at-risk population evacuation needs.
- Consider potential for domestic animals to be evacuated with families and alert pet care providers.
- Dispatch transportation to special facilities and identified areas where assistance is required.

3.4 Royal Canadian Mounted Police (RCMP)

- Establish Perimeters – establishment of inner and outer perimeters at the emergency or disaster site
- Crowd and traffic control – control to facilitate the movement of emergency vehicles, and if necessary, disperse crowds within the emergency site
- Evacuation lead – lead the evacuation of designated buildings or areas
- Animal control – act as liaison with the Humane Society when animal control is required
- Coroner assistance – provision of assistance to the coroner

3.5 Strait Area Ground Search and Rescue

- Search and rescue – provide search and rescue personnel for missing persons under the direction of the RCMP
- Evacuation support – assist in evacuation activities, first aid, and help in assembly areas

3.6 Canadian Red Cross

- Emergency shelters – manage designated emergency shelters and reception centres
- Primary provider – support affected populations by providing sufficient personnel for food, clothing, shelter, reception and information, registration and inquiry, and other personal services

3.7 Department of Natural Resources

- Wildfire management – responsible for wildfire control and management

4.0 PUBLIC EDUCATION & AWARENESS OF EVACUATION PROCEDURES

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Evacuation Plan, as part of the A.R.E.M.O. Emergency Management Plan, shall be posted on the Municipality of the County of Antigonish and the Town of Antigonish websites in order that the public may have access to it and printed information shall be provided to residents in historically

vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.

4.1 Evacuation Warnings

To be effective, Evacuation Warnings/Announcements should have the following characteristics:

- **Authority**—Warnings are more credible and more likely to stimulate appropriate public actions if they are issued by a recognized authority.
- **Consistency**—To avoid confusion and uncertainty, it is important that consistency be maintained when multiple warnings are issued to the public.
- **Accuracy**—Accuracy and currency of information contained in the warning also affect understanding and belief. Errors can cause people to doubt subsequent warnings.
- **Clarity**—An unclear warning can cause people to misunderstand or ignore it. Warnings should be in simple language, without the use of jargon.
- **Level of Certainty**—Certainty determines the level of belief in a warning and affects decision making by those to whom the warning is given.
- **Level of Detail**—Insufficient information creates confusion, uncertainty and anxiety, and public imagination will tend to fill the information void. This can promote rumours, uninformed misconceptions, or fears.
- **Clear Guidance**— Messages containing clear guidance about protective actions people should take and the time available for doing so are more effective than those which provide no specific instructions.
- **Repetition of Warnings**—Where time permits, warnings should be repeated preferably using more than one delivery method. This provides confirmation of the warning message, helps increase persuasiveness and overcomes the problem of people not responding after hearing a warning only once.
- **Impact Areas**—Warning information that clearly states the areas actually or likely to be affected by the event is most effective.
- **Methods of Information Dissemination**—Warnings are more effective if a range of methods is used rather than a single method, thereby reaching as many people as possible in the shortest time. Methods need to be chosen to fit the time-frame available and should recognize that some modes are appropriate in reaching many people but with only relatively simple or generalised information (i.e., radio, television) whereas others can provide more specific information to targeted individuals (i.e., telephone, facsimile machine, computer, two-way radio, door knocking or use of community leaders or wardens). Use of the Emergency Warning Signal “Alert Ready” will enhance the effectiveness of electronic media warnings by alerting listeners for an urgent safety message to follow.
- **Information Dissemination for Special Needs Groups**—Consideration must be given to the specific problems of special needs groups. Dissemination to, and receipt of information by, many of these groups will pose different

challenges, for example, language. Neighbours can also help by checking on special-needs people in proximity.

4.2 Essential Content - Evacuation Warning Messages

Evacuation Warning Messages will be prepared by the Public Information Officer in conjunction with advice from available specialists. Information should include:

- The issuing authority;
- The date and time of issue;
- An accurate description of the hazard (what has happened or is likely to happen);
- The area that is likely to be affected immediately by the hazard and any areas that may be affected in the longer term, for example, in the case of flood, areas that will be inundated once banks of dykes have been over-topped;
- Advice to those receiving the warning including:
 - evacuating (including anticipated duration of absence, if known) or staying indoors;
 - risk minimizing measures (if staying);
 - what to bring, for example, medication, or what not to bring, for example, pets, unless advised otherwise;
 - listening to a local radio station or monitoring municipal websites and social media for advice;
 - securing of premises and personal effects;
 - evacuation routes;
 - assembly areas;
 - assistance available (transport, medical, relief centres, counselling);
 - not using telephone unless absolutely necessary;
 - safeguarding domestic pets and other animals; and
- What is being done to control the hazard; and
- The time the next warning will be issued or advise that no further warning will be issued.

5.0 PLAN EVALUATION, REVIEW and MAINTENANCE

5.1 Plan Evaluation and Responsibilities

The Antigonish Emergency Management Coordinator is responsible for coordinating the exercising of the Emergency Evacuation Plan (EEP). The EEP will be evaluated and compiled biennially.

5.2 Plan Maintenance and Responsibility

The Antigonish EEP will be maintained by the A.R.E.M.O. Emergency Management Planning Committee (A.R.E.M.O.P.C.) and the A.R.E.M.O. Emergency Management Coordinator (EMC).

The EEP will be reviewed biennially and, where necessary, revised by a meeting(s) of the A.R.E.M.O. Planning Committee (A.R.E.M.O.P.C.) and the A.R.E.M.O. Advisory Committee (A.R.E.M.O.A.C.). The EEP shall be revised subject to the approval of Municipal Councils.

ANNEXES

Annex A – Abbreviations and Definitions

Assembly Points/Areas

Assembly Points or areas are designated areas within the community which are to be used in the case of emergency situations. They are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to Reception Centres and/or Group Lodging facilities. Can also be known as staging areas.

At Risk Populations

For the purposes of this document at-risk populations are described using the functional needs framework as described within the following framework.

The framework includes people with disabilities as well as individuals who do not identify as having a disability, but have limitations in any of the following key functional areas:

Communication needs: limited ability to speak, see and hear, read or understand English, limitations in learning and understanding;

Medical needs: assistance with bathing or feeding, managing medications, on dialysis or oxygen,

operating power-dependent equipment to sustain life;

Independence needs: maintaining functional independence with medical equipment such as wheelchairs, walkers, or scooters;

Supervision needs: persons with dementia or Alzheimer's, prisoners and unaccompanied children;

Transportation needs: persons who cannot drive due to disabilities, age, addictions, legal restrictions, socioeconomic factors.

The functional needs approach points to a diverse group of individuals potentially in need of additional assistance before and during emergencies.

Chokepoint

"Chokepoint" is synonymous with "bottleneck" and is often an area of high centrality in the transportation system.

CRC

Canadian Red Cross

DEM

Department of Emergency Management

DOSD

Depart. of Opportunities and Social Development

EOC

A pre-designated facility established by a local authority to coordinate the overall agency or jurisdictional response and support to site operations. When the site-level response requires resources or coordination not immediately available at site, an EOC should be activated.

ESS

Services that are provided short term to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.

EHS

Emergency Health Services

Emergency Shelter

A location designated by the local ESS team, in cooperation with the local authority, which provides dormitory style accommodation for people displaced

from their homes because of an emergency or disaster. These services are usually provided in local community centres, school gymnasiums and arenas. At an Emergency Shelter individuals will normally be provided with a sleeping space, meals as well as information about the emergency.

Evacuation Removal of people from an area that is either directly or imminently to be impacted by a disaster or emergency.

Evacuation Alert The population in an area is informed that they may be required to evacuate soon and that they should prepare accordingly. While Evacuation Alerts may give the population an estimated notice period for evacuation, the reality of the situation may require immediate action with very short notice. Evacuation Alerts do not require a declaration of a state of local emergency.

Evacuation Order The population is ordered to evacuate an area according to a formal written document that outlines the area in question and why an evacuation is necessary. Evacuation Orders are based on the authority granted through the declaration of a state of local emergency covering the impacted area under the Emergency Program Act. This is an order and as such does not allow for any discretionary decision on the part of the population. They must leave the area immediately.

Evacuation Rescind When the emergency which necessitated the evacuation is under control and the hazard/emergency zone is declared safe, a Rescind of the Evacuation Order is issued.

Group Lodging See Emergency Shelter.

HAZMAT Hazardous Materials

HRVA The purpose of Hazard Risk and Vulnerability Assessment (HRVA) is to help a community make

risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to and recovery from hazard events.

“Risk-based” means based on informed choices of alternate unwanted outcomes. In other words, communities make risk reduction choices based on the acceptability of consequences and the frequency of hazards.

Hazard Risk and Vulnerability Assessment (HRVA) is not an end. The purpose of hazard, risk and vulnerability analysis planning is to anticipate problems and possible solutions to help save lives and property, reduce damage, and speed a community’s recovery. HRVA helps us work towards disaster-resilient communities.

Incident Commander	The individual responsible for the management of all incident operations at the incident site.
Tactical Evacuation	An evacuation resulting from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.
Pre-Planned Evacuation	A pre-planned evacuation is an evacuation resulting from an event that provides adequate warning and preparation time.
RCMP	Royal Canadian Mounted Police
Reception Centre	A location designated by a local authority ESS Team, as a safe gathering place for people displaced from their homes because of an emergency or disaster. At a Reception Centre, individuals may register to receive Emergency Social Services (food, clothing, and/or lodging) as well as information about the emergency.

Relocation	Removing people and animals from an area that is safe at the present time but may become hazardous and/or contaminated soon.
EMC	Emergency Management Coordinator
REMO	Regional Emergency Management Organization
Self-Evacuation	When individuals make the decision to evacuate although there is no official Evacuation Order in place for their area.
Shelter-in-Place	“Shelter-in-Place” is a protective measure that encourages the population to stay indoors and perform safety measures (such as closing windows) for the duration of the threat.
SOLE	State of Local Emergency
Traffic Control Points	Points along the evacuation route that have stations to control the flow of traffic.

Annex B – Evacuation Alert

_____ - **EVACUATION ALERT**

DATE: _____ TIME: _____

An Evacuation Alert has been issued by the _____ at the Antigonish Emergency Coordination Centre.

(Briefly describe event and potential risk)

Because of the potential danger to life and health, the _____ has issued an Evacuation Alert for the following areas:

Geographic description including boundaries and properties potentially impacted.

An Evacuation Alert has been issued to prepare you to evacuate your premises, or property should it be found necessary. You may need to leave your home because of an emergency. We provide this warning so that you may prepare yourself and your family to leave immediately if requested to do so. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

**** Map/description of potential evacuation route and map of evacuation alert area to be provided ****

WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an ALERT, you should be prepared for the Evacuation Order by:

- Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
- Gathering essential items (see 'What you Should Take' section). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area, please call _____.
- Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of Reception Centres.

WHAT YOU SHOULD TAKE IF EVACUATION ORDERED

For your personal comfort and safety, we recommend you take the following items with you:

- Personal information for all family members (birth certificates, health cards, driver's license)
- Money (cash, cheques, debit cards, credit cards)
- Cell phone(s) and chargers
- Medications and medical aids such as wheelchairs or walkers
- House and personal insurance information
- Personal care items for 3-days (72-hours)
- Toys, games, favourite items for children
- Car seats for children that require them
- Change of clothing
- Name and phone numbers of family members and important contacts

Pets

If possible, take your household pets with you in an appropriate carrying case. Take food and any medications your pets will need for 3 days. Leashes or restraining devices should be brought with your pets. Pets should have identifying collars as appropriate. If you need assistance evacuating your pets, please call _____

immediately. If you are unable to take your pets with you, be prepared to evacuate without them and emergency personnel will make all reasonable efforts to ensure their safety.

Further information will be issued at _____ or should the situation change. For more information, contact: _____.

Mayor/ Warden

Annex C – Evacuation Order

_____ - **EVACUATION ORDER**

DATE: _____ TIME: _____

YOU MUST LEAVE THE AREA IMMEDIATELY

An Evacuation Order has been issued by _____ the
due to immediate danger to life safety due to:

(Briefly describe event and potential risk)

Members of _____ will be expediting
this action.

(Agencies)

The Evacuation Order is in effect for the following areas:

(Geographic description)

**** Map/description of potential evacuation route and map of evacuation order area
to be provided ****

WHAT YOU SHOULD DO:

- You must leave the area immediately
- Follow the travel route provided and register at _____
(ESS Reception Centre address)
- If you need transportation assistance from the area, please advise the individual providing this notice or call (contact number) _____
- Close all windows and doors
- Shut off all gas and electrical appliances, other than refrigerators and freezers
- Close gates (latch) but do not lock
- Gather your family: take a neighbour or someone who needs help
- Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available.
- Take pets in pet kennels or on leash
- Do not use more vehicles than required
- Do not use the telephone unless you need emergency service.

YOU MUST LEAVE THE AREA IMMEDIATELY

For more information, contact:

Mayor/ Warden

Annex D – Evacuation Rescind

_____ - **EVACUATION RESCIND**

DATE: _____ TIME: _____

Evacuation Order issued: Date _____ Time: _____

To the area(s)
Is **rescinded**.

For more information, please contact: _____.

Mayor/ Warden

Annex E – Evacuation Contact

Incident: _____

Date: _____ Time: ____

Name of Person Contacted:		Signature of Person Contacted:		
Civic Address Location of Contact:				
Phone Numbers of Contact Location:				
Emergency Contact Name & Number (once evacuated)	Name:		Phone Numbers:	
Number of Persons at Location	Adults		Minors	
	Males	Females	Males	Females
Transportation Available	Yes		No	
Pets/Livestock	Evacuate with People		Could not Evacuate	
	Species	#	Species	#
Special Needs or Assistance Required:				
Contact Made By: (Print Name)		Signature:		

F – Potential Evacuation Routes

To Be Developed

Annex G – Evacuation Planning Worksheet

Threat Information					
Type	Details				
Fire					
Natural Disaster					
Hazardous Materials					
Civil Disobedience					
Other					
Impact	Details				
Life Safety					
Environmental					
Other					
Comments:					
Population / Location					
Population Size - # of	Persons:			Animals:	
Density	☐ High	☒ Medium	☐ Low		
Type	☐ Residential	☐ Commercial	☐ Industrial		
Special Considerations					
Type	Yes	No	Type	Yes	No
Schools			Transport Available		
Hospitals			Translators		
Population (shut-in)			Physical Disabilities		
Secure Treatment / Jail			Non-Housed		
Shelters Available			Visitors / Tourists		
Location / Distance (Plot on Map)					
Distance from incident to population		M:		Km:	
Direction threat is from population		☐ North	☐ South	☒ East	☐ West
Terrain is:		☐ Flat	☐ Sloped	☐ Steep	☐ V. Steep
Available Evacuation Routes:					
Comments:					

Hazardous Materials Conditions				
Condition:	☐ Contained	☐ Not Contained	☐ Controlled	☐ Uncontrolled
	☐ Continuous	☐ Not Continuous	☐ Stable	☐ Unstable
Description:	☐ Puff	☐ Pool	☐ Plume	☐ Other
Location:	☐ Ground	☐ Elevated	☐ Accessible	☐ Inaccessible
Temperature:	Ambient:	On Fire:	Heated:	Cooled:
Describe evacuation plan (Plot on Map) ☐ Confirm area to be evacuated ☐ Determine if immediate evacuation or shelter-in-place required ☐ Determine evacuation routes (roadways, highways etc.) ☐ Determine alternate route in case primary exits are blocked ☐ Identify and develop transportation plan for those that request support ☐ Identify a safe assembly point for impacted persons to assemble (<i>ensure plenty of space for everyone to gather so you can perform a head count and double-check that everyone got out safely</i>) ☐ Develop communication plan, clearly communicate evacuation instructions to everyone in impacted area ☐ Issue evacuation message via alert ready, CJFX, The Hawk (Door knockers)				

Annex H – Acknowledgement of Refusal to Evacuate

A formal advisory of an emergency and instructions to evacuate, were given to:

occupying the residence at:

Despite these warnings, the occupant(s) have chosen not to evacuate the premises.

The occupant has been informed that:

- The safety of occupants of these premises may be compromised;
- Occupants refusing to evacuate may not fully benefit from the emergency services provided by A.R.E.M.O., as resources will largely be assigned to assisting the evacuation effort;
- Occupants' refusal to evacuate may place emergency response personnel in unnecessary danger; and
- Occupants refusing to evacuate may become liable for personal injury or property damage caused directly or indirectly by their refusal to evacuate when so requested by civil authorities.

Responder

Date

Annex I – Instructions for Door Knockers – Shelter-in-Place

1. Go to door quickly. Knock loudly or ring doorbell
2. Advise occupants of the need to Shelter-in-Place
3. Advise occupants to take the following measures:
4. Give occupants a copy of the *“Shelter-in-Place Instructions for Residents”*
5. Gather information from the occupants and complete the Shelter-in-Place Information Spreadsheet. The purpose of this spreadsheet is to gather information in case an ‘Evacuation Order’ is issued.

Tell occupants to monitor media for updates, or go to Municipal Websites for updates:

- Municipality of the County of Antigonish
- Town of Antigonish

Instructions for Residents – Shelter-in-Place

- Get everyone inside immediately, including pets.
- Close all doors and windows.
- Shut down furnace, air conditioners, and exhaust fans and vents.
- Close fireplace dampers.
- If possible, enter a room with no or few windows and seal any doors, windows, vents with plastic sheeting and tape.
- Place wet towels at base of door(s).
- Monitor local media for updates or go to Municipal websites for updates.
- Remain inside until an “All Clear” message has been given by emergency officials.



Annex J – Instructions for Door Knockers – Evacuation Alert

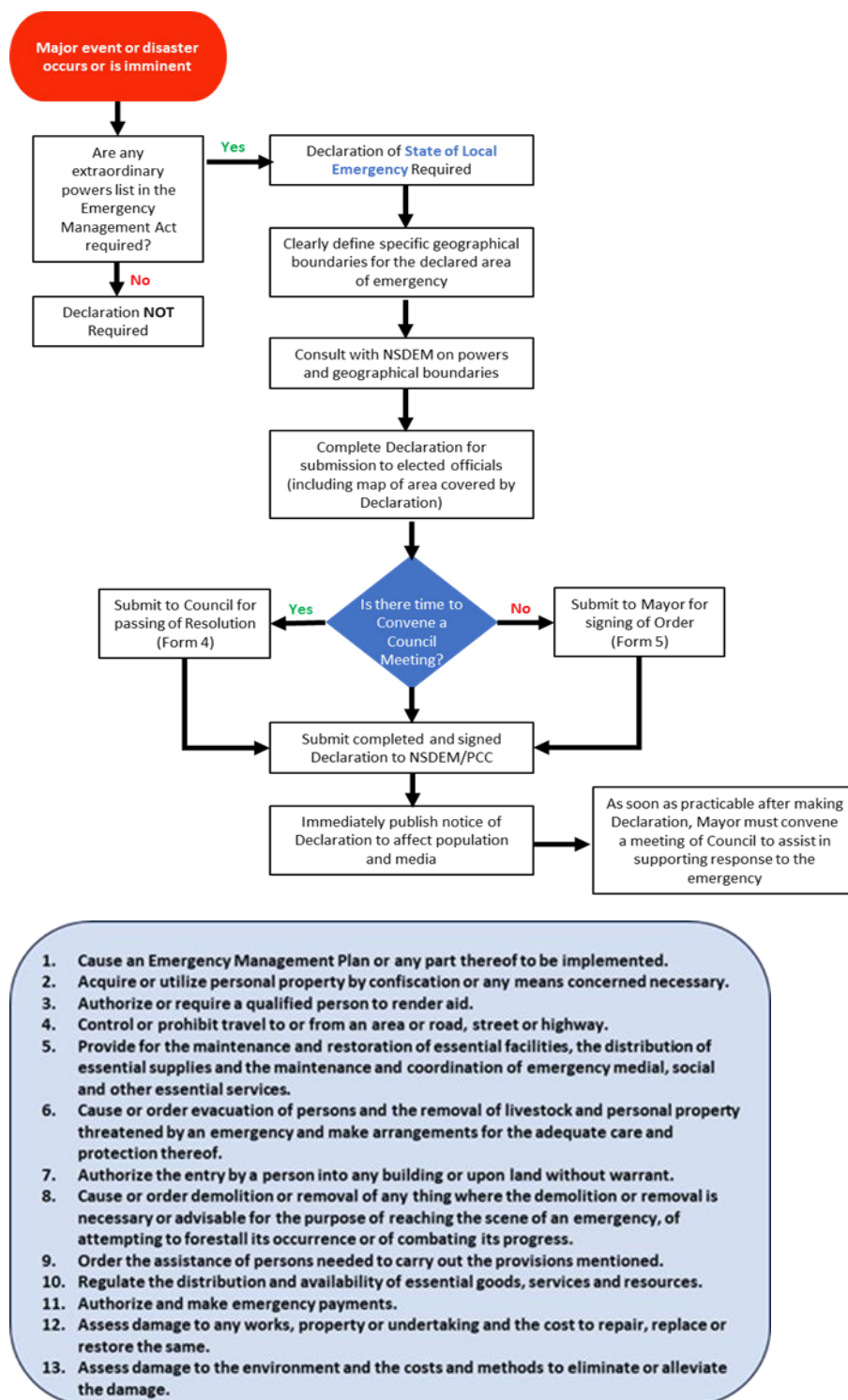
1. Go to door. Knock loudly or ring doorbell
2. Advise occupants of the 'Evacuation Alert' and give them a copy of the Evacuation Alert and map. Make sure occupants understand that they are not required to leave at this time but must leave the area immediately if an 'Evacuation Order' is issued.
3. Advise occupants to have their emergency kit and important documents ready to go, which should include things like insurance and personal papers such as birth certificates. They should also pack:
 - a. Several days' clothing.
 - b. Medicines, prescriptions, and mobility aids.
 - c. Consider pets and get leashes, carriers, and pet food ready to go.
 - d. Also consider the kids and bring some comfort items, like a favourite toy or colouring books to help keep them busy.
 - e. Don't forget to check in on family, friends and neighbours who may have mobility or other issues to contend with.
 - f. This is a good time to collect precious photos and mementos that can't be replaced.
4. Tell occupants to stay tuned to local radio stations and Municipal Websites or follow the Municipalities' Facebook page for updated emergency information.
5. Complete the Evacuee Information Spreadsheet. Make sure you ask if any of the occupants may require assistance to evacuate if an Evacuation Order is issued. Note their names, address and phone number and report this information to the Emergency Coordination Centre.
6. *People that are not able to evacuate independently, or who need more time to evacuate, should consider evacuating at this time. While the Municipality will try to give as much notice as possible, Evacuation Orders may be issued very quickly. The Emergency Coordination Centre can help arrange transportation for people who want to voluntarily evacuate at this time.*
7. If the occupants are not home, leave the Evacuation Alert in a visible location. Note the address of the home on the Evacuation Alert Information Spreadsheet and note that occupants were not home.
8. Advise occupants that a Reception Centre will be established if an Evacuation Order is issued. Evacuees can bring their pets with their leash and/or kennel. Animals will not be allowed in the Reception Centre (Exception: seeing eye dogs and special service dogs) but will be kept in a secure location outside the Reception Centre.

Annex K – Instructions for Door Knockers – Evacuation Order

1. Go to door quickly. Knock loudly or ring doorbell.
2. Advise occupants of the Evacuation Order and give them a copy of the Evacuation Order and map. Make sure occupants understand that they must leave the area immediately.
3. Complete the Evacuation Contact Information (Annex E). Make sure you ask if any of the occupants require assistance to evacuate. If yes, report this information to the Emergency Operations Centre.
4. If the occupants are not home, leave the Evacuation Order in a visible location. Note the address of the home on the Evacuee Information Spreadsheet and note that occupants were not home.
5. Advise occupants that a Reception Centre has been established and provide the location. Evacuees can bring their pets with their leash and/or kennel. Animals will not be allowed in the Reception Centre (Exception: seeing eye dogs and special service animals) but will be kept in a secure location outside the Reception Centre.
6. If evacuees do not have transportation, provide the location of evacuation transportation muster points.
7. *Ask occupants if they intend to evacuate. If occupants refuse to leave do not force them. If they have children under the age of 19, note the address and notify your Supervisor at the Emergency Coordination Centre. Ask for the name of their next of kin and dentist. Record this information. If time permits, ask them to sign a simple statement that they understand and accept the risks and that emergency services may not be able to assist them if the threat worsens.*

Annex L – Declaring a State of Local Emergency (SOLE)

(Reference: Nova Scotia Emergency Management Act)



Annex M – Contact List

NSP Power Outage
1-877-428-6004

Forest Fires/Poaching/Wildlife
Emergencies
1-800-565-2224

Bell Aliant Outage
611 or 1-506-663-4032/ 866-502-2914

Transportation and Renewal
1-844-696-7737

Eastlink Outage
1-888-345-1111

Environmental Emergencies (oil
spills and gas leaks)
1-800-565-1633

NS Department of Emergency Management
1-833-758-4540

Maritime Northeast Pipeline
Emergencies
1-888-444-6677

Disaster Animal Response Team
1-902-233-4089

Department of Natural Resources
Antigonish Office 902-863-4513

A.R.E.M.O. Regional Emergency Management Organization

Town of Antigonish Office
902-863-2351
After Hours
902-863-9699

Municipality of County of Antigonish Office
902-863-1117
After Hours
902-318-3077

A.R.E.M.O. EMO Coordinator
Blaise MacDonald
902-867-7152
Blaise.MacDonald@Antigonishcounty.ca

911 - This is for emergencies only. If someone's health, safety, and/or property are threatened, and help is needed right away.

511 - For information about Provincial roads in Nova Scotia.

211 - For community and social services.

To: Town Council
Chief Administrative Officer

Submitted by: Melanie Fougere, Municipal Clerk (on behalf of Nominations Committee)

Date: Friday, September 11, 2026

Subject: Appointment of Members to the Antigonish Heritage Museum Board

Purpose

The purpose of this memorandum is to bring forward a recommendation from the Nominations Committee regarding two appointments to the Antigonish Heritage Museum Board.

Background

The Nominations Committee met on Friday, September 11, 2026 to review applications received for appointment to the Antigonish Heritage Museum Board.

Recommendation

The Nominations Committee recommends that Council appoint the following two (2) Town representative individuals to the Antigonish Heritage Museum Board for the remainder of the current term:

- Peggy Thompson – 2-year term beginning September 15, 2026
- Caleb Marshall – 2-year term beginning September 15, 2026

Recommended Motion from the Nominations Committee

Motion: That Council appoint Peggy Thompson and Caleb Marshall to the Antigonish Heritage Museum Board for a two-year term beginning September 15 as recommended by the Nominations Committee.

To: Town Council
Chief Administrative Officer

Submitted by: Melanie Fougere, Municipal Clerk (on behalf of Nominations Committee)

Date: Friday, September 11, 2026

Subject: Appointment of Members to the Accessibility Committee

Purpose

The purpose of this memorandum is to bring forward a recommendation from the Nominations Committee regarding one appointment to the Accessibility Committee.

Background

The Nominations Committee met on Friday, September 11, 2026 to review applications received for appointment to the Accessibility Committee.

Recommendation

The Nominations Committee recommends that Council appoint the following individual to the Accessibility Committee for the remainder of the current term as a voting member:

- Jillian Swinkels – 2-year term beginning September 15, 2026

Recommended Motion from the Nominations Committee

Motion: That Council appoint Jillian Swinkels to the Accessibility Committee for a two-year term beginning September 15 as recommended by the Nominations Committee.

Melanie Fougere

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

From: Sophie. Fraser. [REDACTED]
Sent: Wednesday, 09 September 2026 10:39:52
To: Sean Cameron <sean.cameron@townofantigonish.ca>
Subject: EXTERNAL: Inquiry Regarding Sponsorship

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 Sean Cameron,

I hope this message finds you well. My name is Sophie Fraser, and alongside the Chapter leader Anna Stewart, I am helping organize a medical service trip to Panama this February 13-20th with the organization Global Medical Brigades. We will be leading a group of StFX student volunteers through the association of St. Francis Xavier University to support refugee communities who face significant barriers to accessing healthcare. In the previous academic year (2025-2026) we lead our very first StFX Global Medical Brigade to Athens, Greece which was beyond successful thanks to all the community support.

Our goal is to raise \$2800 per participant to fund this initiative. These funds will directly support the delivery of medical care in Panama while also covering all personal expenses including airfare, housing, and in-country transportation. Community sponsorship and support are essential to helping us reach our fundraising target and make a meaningful impact abroad.

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

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

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

Warm regards,
Sophie Fraser
[REDACTED]
[REDACTED]

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Special Olympics Canada Summer Games 2030 - Letter of Support for Bid

From: Mark Chisholm [REDACTED]
Sent: Wednesday, 02 September 2026 15:46:51
To: Town of Antigonish Mayor <mayor@townofantigonish.ca>
Cc: Randy Delorey <randy.delorey@townofantigonish.ca>; Bob Hale [REDACTED]
Subject: EXTERNAL: Special Olympics Canada Summer Games 2030 - Letter of Support for Bid

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

Hello Mayor Cameron,

I hope you are having a great week. As mentioned before, Special Olympics Canada re opened the bid for the 2030 National Games and StFX is bidding.

Currently, we do not need a financial commitment like last time, however we are required to have a letter of support from our town and county.

If you would be able to get me a letter by September 15th, that would be greatly appreciated. I have attached your last letter here for reference.

The letter can be made out to Ms. Kirsten Bobbie, Director of Sport and Competitions at Special Olympics Canada.

Thank you,
Mark

Mark Chisholm (He/Him)
Sales and Marketing Associate
St. Francis Xavier University
Antigonish, Nova Scotia · Canada

[REDACTED]

[REDACTED]

www.stfx.ca

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Request

From: Jennifer Desmond [REDACTED] >
Sent: Tuesday, 01 September 2026 17:43:26
To: Sean Cameron <sean.cameron@townofantigonish.ca>
Subject: EXTERNAL: Request

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

Dear Mayor,

I hope you are doing well.

I am a member of the **Antigonish Parents In Action Education Committee**, and I am reaching out to see if the **Town of Antigonish** would be willing to support an upcoming **Back to School Bash** we are planning through our Cultural and Academic Enrichment Program.

This event is being organized to welcome our African Nova Scotian students and families back to school and provide a positive, community-centered start to the new school year. Our goal is to bring students, families, educators, and community members together while helping our young people feel supported, celebrated, and excited about returning to school.

We are currently seeking donations to help purchase **food and refreshments, prizes and student giveaways, school supplies, and materials for activities**. Any monetary or in-kind contribution from the Town would be greatly appreciated and would directly support the students and families participating in the event.

We believe that when our community comes together to invest in our young people, it sends a powerful message that they are valued, supported, and that their success matters.

Thank you for considering our request and for your continued support of children, youth, and families in the Antigonish community.

Warm regards,

Jennifer Desmond
Antigonish Parents In Action Education Committee

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: September 10, 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 October with a all-staff event (BBQ) in September.
- MMEUA Meeting and Workshops in Summerside, PEI – lessons learned from others, opportunities for collaboration around regulatory reform, power purchasing, inventory and resource sharing/support etc..
- MMEUA – Security System Test of Town's network meetings and preliminary review of results
- AREA Meetings with CAOs and CEO of AREA including IMSA review & General Rate Application Planning
- AREA Board Meeting
- Provincial RCMP Contract Funding Meetings
- Preparation for and attendance at Council Meeting
- Supervised routine site visit by federal Environment department officials at STP while Director was on well earned vacation
- Financial Software System (Diamond to Naviline) upgrade meetings – Phase I Financial/Accounting
- RCMP Billing Changes Reviews Provincial Contract Changes – discussions and assessment of options
- Meetings and research around federal and provincial capital grant programs
- Antigonish REMO advisory Committee meeting – updates on EMO activities in the area
- Antigonish REMO planning meeting led by Town in preparation for rain event
- REMO Related – Provincial Engagement on provincial Strategic Emergency Plan
- HR Meetings / Planning with Directors
- Weekly Construction Project Updates
- Strait-IT Board Meeting prep and chair; Support interim manager
- Misc. Meetings with Council Members
- Communications Strategic Review Kick-off – meetings with Communications teams to manage direction
- Policy Reviews across Community Development and Communications (prepare for Committee of the Whole)
- Meeting with Senators Coyle and Prosper, Mayor, Warden and County CAO to discuss priorities
- Planning – EDPC Board Meeting and worked with EDPC to obtain report requested at CoW meeting

Marketing & Communications Update:

Communications

Communication Activities

Communications Audit and Development of a Communications Strategy

The contract was awarded to Stir Creative. A kickoff meeting was held, and staff has begun sharing documents (everything from examples of public notices, brand guidelines, policies, etc) to a Google Drive.

Emergency Communications:

Rainfall Event - Was in direct contact with By-Law who was doing patrols during the significant rainfall on Friday, September 4, 2026. Activities included sending emails to the Provincial Coordinator Centre who would then notify fire departments, EHS, and RCMP, emails to council and staff, and posting updates to the Town's Facebook page.

REMO – Have updated the Emergency Preparedness page on the website so that there is a page dedicated to Emergency Preparedness with important links and have added a page about the Antigonish Regional Emergency Management Operations (REMO). The Town and County's pages match so that the information is consistent.

Water Updates and Conservation

Updated website and posted that Voluntary Water Conservation Measures were lifted on September 8, 2026.

Website Updates:

- 2026/27 Good Neighbours Guide
- Job postings - Active Living Coordinator and Public Works Machine Operator/Labourer

Sponsorships:

- Ashley Pettipas - \$200 for competing at Pickleball Canada Nationals
- Alan Syliboy and the Thundermakers Concert - \$1,000
- C.A.R.E. - \$1,000
- Antigonish Chamber of Commerce - \$450 for Business Awards Gala

Flag Raising:

- India's Independence Day – Saturday, August 15, 2026

Social Posts:

- Reports of fireworks and firecrackers
- New parking kiosk in Creighton Lane Parking Lot
- E-Scooter Guide – multiple posts over the last month
- Congratulating Ashley Pettipas for competing at the Pickleball Canada Nationals
- Crossing Guards Orientation
- Back to school safety
- Job ads: Active Living Coordinator and Public Works Machine Operator/Labourer

- Tender awarded for residential waste collection
- Bulky Waste Pick-Up

Emancipation Day

The two Emancipation Day events were very well attended. The “Emancipate Your Mind” panel discussion in Council Chambers from 3 to 4 p.m. was moderated by Senator Wanda Thomas Bernard with three members of the community on the panel.

Many attendees came to Chisholm Park following the panel discussion for a gathering and free barbeque provided by the Antigonish Kinsmen.

Feedback on both events was quite positive.

The final report for the funding from African Nova Scotia Affairs has been submitted.

Christmas Events

Planning for this year’s Christmas events has begun. The Santa Claus Parade will be on Saturday, November 21 and Christmas on Main will be on Friday, November 27.

Canada Day

Final report for the funding received for Canada Day celebrations has been submitted.

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. Contract has been reviewed and should be signed this week.

Antigonish Tourism Association (ATA)

- Monthly check-in with ATA and County on September 27, 2026.

Project Communications

Avenues of information between Projects and the Public

Website

- Identifying and reducing page redundancy for project updates' (and other pages') visibility

Social Media and Public Notices

- Providing regular updates on changing traffic advisories
- We received some helpful feedback from residents, comments and messages about projects are slowing down as projects become less disruptive to services and traffic.

Projects in the news

- [Mayor Offers Water Update](#) | 989 XFM (August 1)
- [Federal Funding for AT Transportation](#) | Guysborough-Antigonish Journal (August 5)
Pothole patching set to begin | 989 XFM (August 17, link dead now)
- [Antigonish Town Officials Anticipate Water Levels at James River Dam to Fall](#) | 989 (August 19)
- [Antigonish water conservation measures continue as reservoir level drops](#) | Quad Counties (Aug 19)
- ['The worst street in Antigonish' Councillor bemoans potholes on Bay St.](#) | G.-A. Journal (August 26)

Project Communications

Focus on active construction projects will now shift to longer term utility, capital, and administrative projects. This includes developing communications plans to prepare for the next fiscal year.

Subject: Staff Report
To: Antigonish Town Council
Date Prepared: Sept 10th, 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: Work completed pending final deficiencies and retaining wall installation.
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 once the stone for the retaining wall arrives.
Title: West St Capital Project
Status Update: Work completed pending final deficiencies. 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. Prepare design, draft comms and tender for James St.
Title: Source Water Wells
Status Update: Regulatory and Appeals Board process underway for final Utility approvals. Negotiations and MOU work underway with landowner regarding land purchase.
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 preforming 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: Contract signed, contractor in process of mobilization to site Moving Electrical Poles to facilitate construction activities
Next Steps: Complete initial change orders for cost reduction, start construction
Title: Other Tenders / Projects
Status Update: Truck tender – may require re-tender STP Recirculation Project – went live July 14 th 2026 STP Rental Blower – onsite Patching Tender – Completed work Sidewalk Plow – purchase being undertaken through Standing Offer (Canoe) Traffic Study – closed, results under review STP Pump – closed, results under review
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: Valve work completed, asphalt placed on trail surface.
Next Steps: Continue with the work.

Title: Residential Waste Collection Tender
Status Update: Tender closed, awarded to Eastern 2.0
Next Steps: Preparing communications for transfer of contract to E2.0 in October

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) - Deliveries arriving over next week (various) Project Planner RFP (Scoping) awarded, work progressing Circuits to be converted over to new substation once active in September: - Superstore/Walmart - Nova Landing - Circuit 301 (surrounding Junior School) Substation maintenance and monitoring services to be re-tendered – Sept 9 th 2026
Next Steps: Continue work to complete and energize substation Coordinate Council / Infrastructure Committee site tour prior to energization? Pending Council motion?
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 Prep work for installation of robotic mower (Yarbo)
Next Step: AREA / EU to complete maintenance and upgrades
Title: EU Rubber Gloving Code of Practice
Status Update: Training and assessments ongoing Reach outs undertaken to Dept of Labour for some clarity on conditions.
Next Step: Next round of training scheduled for Sept 16 th and 17 th
Title: Power Outages
Outages Reported: - None noted in August
Title: Operations Items
Status Update: Items as noted below
Work Undertaken: Exhibition grounds – hookups and lights Disconnections and Reconnections New PA Speakers – Regional Field Preparations for new electrical service – STP Front End Building Tree removals – interval Trouble calls and partial power – NSLC, Landsdowne, STFX, Keltic Motors, Xavier, Gillis

Treatment Facilities:

Brierly Brook Water Treatment Plant
Title: Staffing Levels
Status Update: One permanent plant operator left July 31 st 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: One pump has started working again. Requests for pricing for a second and backup pump have been sent out.
Next Steps: More quotations needed per procurement policy. Requests sent.
Title: Repair of the James River Dam access road
Status: Repairs complete.
Next Steps: None.
Title: Inspection of James River Dam
Status: Contacted inspector. Waiting on scheduling
Next Steps: Complete inspection.
Title: Upgrades to Monitoring Equipment
Status: Scheduling for shut down for completing of work.
Next Steps: Complete upgrades.

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: Four new lines installed and warranty adjustments to two existing lines complete.
Next Steps: None.
Title: Lagoon Aeration Work
Status Update: Flexible header hose needs repairs on lines 7, 9, and 11.
Next Steps: Move raft for repairs.
Title: Blower Maintenance
Status Update: One blower has returned from maintenance but is not functioning properly.
Next Steps: Investigate valves on discharge side of blower to see if there is a blockage or valve failure causing recurrent issues with blower 4 performance.
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 available with a rental diesel pump.
Next Step: Updates to electrical in filter building to use the electric pump.
Title: Cold Water Addition to Sewage Plant Headworks
Status Update: Cold water addition suspended as lagoon temperature levels have dropped below 20°C.
Next Step: Monitor water temperatures.
Title: Lagoon Algae Control
Status Update: Dosing of control product to continue until September 30th.
Next Steps: Discontinue for winter months.
Title: Rental Blower for Aeration
Status Update: Blower on site and electrical upgrade plans received from engineer for hook up.
Next Steps: Working with electrician to get electrical hook up installed.

Public Works (PW):

Item:	Staffing Levels
Status:	1 Full-time employee resigned. PW is now short 3 positions (2 FT MOL and Meter Technician).

Next Steps:	Recruitment remains ongoing to fill vacancies on the Operations & Maintenance Crew.
Item:	Training & Professional Development
Status:	No formal staff training was completed during August.
Next Steps:	Evaluate training needs as new staff are onboarded and schedule required training opportunities.
Item:	Pleasant Street Sidewalk Project
Status:	Project postponed and will be tendered.
Next Steps:	Tender project in Jan 2027
Item:	Greening Drive Sidewalk
Status:	Construction continued throughout August.
Next Steps:	Substantial completion expected in September
Item:	Potholes
Status:	Mill and Fill program completed Aug 26, 2026. Patches were filled on Main, Court, College, Fairview, Highland, Braemore and Hawthorne. 301T of asphalt put down.
Next Steps:	N/A
Item:	Line Painting
Status:	Line painting has been completed for the 2026 season. There is some repainting required in areas where the Mill and Fill program patched areas with lines.
Next Steps:	Repaint areas to be assessed and scheduled.
Item:	Sewage Flow Study
Status:	The interim final report was received from RVA.
Next Steps:	Monitoring continues to Oct 2026.
Item:	Service Truck Tender
Status:	Tender submissions for two service trucks, one for Public Works and one for Facilities, were evaluated but a decision was not made before the tendered prices expired.
Next Steps:	Retender or work with supplier to procure suitable vehicles.

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: Procure new speed sign
Title: Northview Drive speed limit reduction request
Status Update: No reductions warranted, request denied. Official response sent to requester.
Next steps: Procure 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: Work underway for sign installations and communications to residents
Next steps: Inform Public, install signs
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: On Hold
Next steps: Assess for restriction of parking on Kirk St, present findings and plan – consult nearby properties
Title: Remax Signage Request – Driveway Issue
Status Update: Traffic Authorities assessing signage request for possible changes to street signage
Next steps: Complete assessment
Title: Crosswalk Beacon (RRFB) Locations for 2026
Status Update: Procurement process underway to acquire new beacons
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: September 8, 2026
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Division Updates:

By-Law	
General Update: By-Law led the resigning of Town owned parking lots. At this stage, the Sunflower Parking Lot and the St. Mary's Street parking lot signage is remaining at this time. Council can expect an amendment to the Parking Policy to include the Library Parking Lot(s) and then the final signs can be installed. The updates to signage are reflective of the Parking Policy/By-Law Council previously approved as well as the addition of kiosks. By-Law has also been busy connecting with landlords and tenants as the new academic year has started. Staff issued landlord specific communications which have been well received and been dealing with unsightly and solid waste issues as tenants move in. This activity at the end of August/beginning of September is typical as tenants need to learn new rules. By-Law has also been collecting any complaints driven by the Ride the Nish E-Scooters and follow-up with the operators has been engaged to put stricter restrictions on the geofencing on sidewalks and to get a timeline on the deployment of helmets. Parking Ticket volumes have increased and can be expected to increase significantly from StFX Security.	
Parking Ticket	Ticket Count
Expired Meter	94
Failing to obey parking sign (first offence)	8
Parking on private property without consent of owner (first offence)	71
Parking on private property without consent of owner (second offence)	1
Stopped or parking in accessible parking zone without mobility disable ID permit	2
Stopped or parking on or within 5m of crosswalk (first offence)	1
Stopped or parking vehicle in direction of other than direction of traffic (first offence)	1
Totals	178
Type	File/SOT Count
Dog Control	3
Land Use	2
Noise Control	1
Non By-Law	1
Unsightly	4
Vending	2
Parks & Recreation	
Hiring: The Manager of Parks and Rec started on August 10. Recruitment is actively underway for a 12 month term for the Active Living Coordinator starting in mid-November. Five Multi-Sport Leaders have been hired. Two members of the Parks Crew finished for the season and the remaining two staff are on until the end of October. The Rec Intern and all summer camp staff completed their terms.	

Programming: Summer Camp finished at the end of August and it was a very successful and fun filled summer. Multi-Sport will begin on September 13. Moving and Mingling Registration will take place on September 16 and classes will start on October 5. Classes are hosted at St. Ninian's Place with streaming locations of: Arisaig Hall, St. Andrews Community Centre, Parkland Antigonish, Pomquet Community Centre, Chedabucto Lifestyle Complex, Canso & Area Recreation Centre.

Needs Assessment: Staff are working with the consultant on the delivery of the final recommendations and public engagement report. Staff have reviewed the draft versions of all documents including the final report, recommendations, executive summary, site inspections, and public engagement summary, and the consultant is taking feedback to deliver the final product in October. Council will be given a presentation and an opportunity to offer feedback and ask questions at a joint presentation with County Council. September/October.

Facility Booking: The Manager of Parks and Rec led the facilitation of the high school sports schedule for the Town fields via the Athletic Director. The Manager is working through the past schedule for the summer to determine invoicing for the 2026-27 season and make adjustments to the booking format and policy to be in line with the Facility Allocation pilot.

Equipment Loan Program: Staff have transitioned all our equipment loan items to Playfinder. The backend needed some additional work to make it more user friendly. The official launch after testing should take place in mid-September.

Active Living: 2026-2027 Active Communities Fund Application was approved in the amount of \$12,000. This funding will allow the Active Living Coordinator to host more free community based activities and allow the Town to facilitate and fund more opportunities for teens, similar to the Empowered Yoga program done last spring. These funds will be used for smaller, capacity building projects, as well as support the expansion of the equipment loan program.

Beautification: Flower season is coming to an end. Many of the flower baskets have reached their end of life due to wear and tear from wind and excessive heat. Overall, considering the heat of the summer, the flowers have fared out very well this past season. Addition of new garbage cans have been initiated as well as replacing the last of the old cement ones are underway with the support of Public Works. Once the AT construction finishes on St. Ninian Street, benches and a garbage can will be added near the CACL/Legion and an additional one will be added to West Street by the Pride Guard Rail as this is a high traffic area.

Other Division Update:

- The new soccer goals were delayed in delivery due to coordination of install. The Town requires the company to provide install support, but the hope is to get them onsite and built to be used for a portion of the High School Soccer Season.
- A speaker fell at Central Field on August 17. The Electric Utility supported the installation of a new speaker and they also tightened all speakers to ensure there were no further damage. The lights were not damaged due to the falling speaker, as confirmed by an external electrician.
- The Manager of Parks and Rec is working with external support to repair and configure the sound system at the Central Field as well as Columbus Field.
- The Scoreboard at Central Turf is in the midst of repair. After an initial fix it stopped working again but after consulting with StFX staff were able to speak with technicians and a new antenna was ordered and will be installed.
- There was an apple tree in the Dog Park that fell due to the high winds on Labour Day Weekend. Parks Crew Staff were going to cut and remove the tree. No fencing was damaged, but the Dog Park

was closed while the removal took place. Minor flooding occurred at Rec Facilities during the rain event on September 5& 6, but no damage occurred.

- The Dr. JJ Carroll Grant advertisements are published, and applications are currently being accepted. Splash Pad drainage upgrades will be done this fall with the support of Infrastructure & Engineering.
- Staff are currently working on a survey to be released asking for input from residents on the future of Greening Drive Park. Results will be shared with the Recreation Committee and will help determine future design work.
- Gillis Way Pathway Upgrades were complete. Survey of pathway being done to resolve future issues with adjacent property owners. This project has started the planning for future upgrades to John's Path, Chisholm Street Pathway, which would bring forward \$10,000 a year to be set aside for the next 2-3 years to bring these pathways to a better maintenance standard.

Department Updates:

Mural Program
The 2026 Public Art Program Call for Artist Submissions was released on Friday, September 5. The 2026 Call celebrates the 50 th Anniversary of Antigonish Creative Dance with a theme called <i>Generations</i> . The location of this year's mural will be on the 5 cents to \$1.00 Store.
Good Neighbour Working Group
Staff supported the development of the newest version of the Good Neighbours Guide. Additional support materials for Off-Campus Parking have been developed. Council supported off campus house calls coordinated by StFX via the Good Neighbours group.
Crossing Guards
The Town and County MOU for crossing guard services has been expanded to include the new crosswalk on Appleseed Drive. The Town coordinates the staffing of all crossing guards for Dr. JH Gillis, SAJS and AEC. The county provides a full reimbursement of all employment expenses plus an additional \$500 a year to go towards training and materials (i.e. vests, jackets, hats, etc.).
EMO
Staff were on standby for the Labour Day Weekend Rain event. By-Law did patrols on September 5 and 6. A short street closure was in place, but was lifted after a few hours.
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 were able to attend the Art Fair this summer to do a community introduction of the plan. Similar pop-up style events are being considered for the library or other high traffic locations. 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 bring forward a draft Staff Volunteer Fire Fighter Responder Policy to the Fire Committee, Draft E-Scooter Policy and By-Law to P&L, Accessibility related policies, Equity & Anti-Racism, amendments to the Parking Policy and Community Grants Policy.

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

Asphalt complete. Reinstatement work to follow. Staff will start discussions around the easements required for the final section this fall.
Main Street Parking Kiosks
Kiosks ordered and are being delivered. Will be stored in the Dog Pound. Meetings with Infrastructure and Engineering are needed to determine best locations based on Accessible Parking Report, future Parking Study and to ensure snow removal doesn't get impacted by these devices.
Benches and Garbage Bin Installation
Ongoing.
Flashing Crosswalk Beacons
RFP to be developed for purchase.
Planter Boxes – Creighton Lane Parking Lot
Complete.

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of January

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-C2025-016	01265420	2330 Notre Dame Ave	0	Construction	Institutional And	Institutional Uses
TA-C2026-001	01229616	23 Main St	0	New Use	Commercial	Commercial Use
TA-C2026-002	01229335	232 Main St	0	Addition	Institutional And	Religious
TA-D2026-003	01229616	23 Main St	0	Addition	Commercial	Accessory Uses - Other
Total	4		0			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of February

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-D2026-004	01219120	9 Silverwood Dr	0	Construction	Residential	Accessory Uses - Shed
Total	1		0			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of March

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-B2026-005	10013100	33 Martin St	0	Renovate	Residential	Moble/Mini Homes
TA-B2026-006	10104115	2 Bantry Lan	0	Renovate	Residential	Roof Top Solar
Total	2		0			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of April

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-C2026-007	01229301	244 Main St	0	New Use	Commercial	Accessory Uses - Other
TA-D2026-009	01223056	165 Hawthorne St	0	Construction	Residential	Accessory Uses - Shed
TA-B2026-008	01264746	99 Main St	0	Construction	Park/Recreational	Tent
Total	3		0			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of May

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-B2026-010	01229095	43 College St	0	Repair	Commercial	Restaurants
TA-D2026-011	01228832	5 Hallowell Grant Rd	0	Construction	Commercial	Commercial Use
TA-C2026-014	01265230	24 Exhibition Lan	0	Construction	Agriculture	Barn
Total	3		0			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of June

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-C2026-015	01223718	59 Thompson St	0	Addition	Residential	Deck
TA-C2026-019	10088821	14 Mariner Dr	1	Renovate	Residential	Triplex
TA-C2026-012	10035038	91 Saint Andrews St	0	Relocate	Commercial	Shed
TA-C2026-013	10090827	Church St	1	Construction	Residential	House
Total	4		2			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of July

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-C2026-022	01227578	137 Church St	0	Renovate	Commercial	Commercial Use
TA-C2026-024	01289131	11 Nicholson Crt	0	Repair	Residential	Deck
TA-B2026-025	10075265	125 College St	0	Repair	Residential	Deck
Total	3		0			

Municipality = Town of Antig

PERMIT APPLICATIONS

For the Month of August

<i>Number</i>	<i>PID</i>	<i>Civc Address</i>	<i>New Units</i>	<i>Work Type</i>	<i>Bldg Type</i>	<i>Proposed Use</i>
TA-C2026-026	01218742	26 Xavier Dr	0	Construction	Residential	Deck
Total	1		0			

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.

Department Update:

Projects
Title: Naviline Financial Software Conversion Project
Progress on the financial software conversion continues. The core focus is in regards to the Chart of Accounts. Corporate Services has met 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: Continue to attend semi-weekly meetings for the next month
Title: 2025-26 Year End Audit (In Progress)
The Town’s Auditors (MNP) started their on-site audit on August 26 th to finished 28 th The preliminary samples have been provided, with the Manager of Accounting and Accounts Payable/Payroll Clerk providing information. The Town will continue to answer any inquiries as they continue to review the information. The Town is continues to be on target to have draft statements ready to present in October.
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 presented the draft Electric Utility (EU) budget on August 18 th , 2026, which was approved.
Next Step: Completed
Title: Electric Utility Flow-Through Rate Increase
The Nova Scotia Energy Board (NSEB) approved the Town’s large customer flow through application with new rates dated for September 1, 2026 and January 1, 2027. There is no change to the other rate classes at this time.
Next Step: Completed.
Title: Ministerial Approval for Municipal Finance Debentures

Corporate Services has prepared the documentation required to obtain ministerial approval for the Town's October 2026 Municipal Finance Corporation debenture issuance. We are waiting for Nova Scotia Appeals Tribunal ruling related to M to finalize the Production Well request, however all other documents have been forwarded for review.

Next Step: Ongoing

Title: Job Descriptions (Unionized Positions)

Town of Antigonish is finalizing the formalization of the Meter Technician/Labourer position within Public Works. A new job description and wage grid were tentatively agreed between the Town and the IBEW, Local 1928 and is going through the legal process on each side. The remaining job descriptions currently have a wage classification associated with and only work on the job descriptions will be updated. (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
- Active Living Coordinator (12 months term)

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 September 9, 2026):

Committed: \$186,773.92 + \$20,000 (4H Barn)

Budget: \$210,000.00

Remaining: \$ 3,226.08

10-800-4600-160000

Committed:

Vendor	Description	Amount
ROYAL CANADIAN LEGION	Legion-Ann Dinner Table	\$200.00
ANTIGONISH COUNTY ADULT LEARNI	ACALA-2026 Community Grants	\$3,400.00
ANTIGONISH AFFORDABLE HOUSING	Ant Affordable Hous-2026 Grants	\$4,400.00
ANTIGONISH ART FAIR &	Art Fair/House-2026 Grants	\$20,500.00
ANTIGONISH CHALLENGER BASEBALL	Ant Chall B'Ball-2026 Grants	\$3,000.00
ANTIGONISH CULTURE ALIVE	Ant Culture Alive – 2026 Grants	\$5,500.00
ANTIGONISH EMERGENCY FUEL FUND	Ant Emerg Fuel fund-2026 Grants	\$5,000.00
ANTIGONISH HIGHLAND SOCIETY	Highland Society-2026 Grants	\$17,100.00
ANTIGONISH IMAGINATION LIBRARY	ABC for Kids Soc-2026 Grants	\$7,200.00
ANTIGONISH SENIOR CARE VAN	Ant Care Van-2026 Grants	\$1,000.00
ANTIGONISH CREATIVE DANCE	Ant Creat Dance-2026 Grants	\$4,000.00
ANTIGONISH ALAYALI ASSOCIATIO	Ant Malayali Assn-2026 Grants	\$500.00
ANTIGONISH SKATE PARK ASSOCIATION	Ant Skateboard Assn-2026 Grants	\$2100.00
ANTIGONISH TOURISM ASSOCIATION	Ant Tourism Assn-2026 Grants	\$15,000.00
ANTIGONISH 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
CEOL AR 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 ANTIGONISH	Festival Ant-2026 Grants	\$17,500.00
HERITAGE ASSOCIATION OF ANTIGO	Heritage Assn-2026 Grants	\$1,250.00
POSITIVE ACTION FOR KEPPOCH	Pos Action-2026 Grants	\$10,000.00
L'ARCHE ANTIGONISH	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 ANTIGONISH	Pickleball-2026 Grant	\$1,500.00
IOOF	IOOF Bylaw Tax Credit	\$1323.92

Office of the Mayor Expenses:

Committed: \$259.64
Budget: \$1,800
Remaining: \$ 1,540.36

10-800-3700-175000

Committed:

Vendor	Description	Amount
CJFX RADIO	Mayor-Ad-Grad 2026	\$129.82
CJFX RADIO	Mayor-Ad-Canada Day	\$129.82

**Council Report
General Fund
For the One Month Ending 8/31/2026**

	2026 August Budget	2026 August Actual	Variance \$ August	Variance % August YTD	2026 YTD Budget	2026 YTD August	Variance \$ August YTD	Variance % August YTD	2026-27 Full Year Budget	2025 Budget	2025 Actual July YTD
Revenue											
Taxes	33,333	38,843	5,510	14%	9,409,856	9,429,857	20,001	0%	9,676,522	9,267,538	8,976,037
Grants in Lieu of Taxes	0	0	0		68,182	68,815	633	1%	1,334,493	1,338,568	67,233
Sale of Services	54,853	8,585	(46,267)	-539%	455,331	403,241	(52,090)	-13%	1,677,754	1,380,492	346,690
Services provided to other governments	0	0	0		76,598	0	(76,598)		1,372,669	1,138,847	
Other revenue from own sources	44,668	17,524	(27,144)	-155%	114,776	86,424	(28,352)	-33%	345,872	269,489	147,705
Unconditional Transfers from other govern	0	0	0		349	155,528	155,179	100%	192,183	691,194	117,541
Other Transfers	0	0	0		165,486		(165,486)		3,376,967	2,448,460	
	132,854	64,952	(67,901)	-105%	10,290,577	10,143,865	(146,713)	-1%	17,976,460	16,534,588	9,655,206
Expenditure											
Mayor and Council	20,783	20,218	(564)	-3%	309,713	291,675	(18,038)	-6%	483,351	462,926	267,059
Corporate Services and Office of the CAO	169,261	108,000	(61,260)	-57%	817,379	554,715	(262,664)	-47%	1,480,776	1,075,437	259,661
Capital	0	0	0		0	0	0		6,061,204	4,593,832	
Engineering and Public Works	180,918	161,501	(19,417)	-12%	897,804	707,837	(189,966)	-27%	1,819,377	1,634,446	403,592
Environmental Health Services	200,866	44,903	(155,963)	-347%	643,918	352,535	(291,383)	-83%	1,534,675	1,509,984	590,625
Community Development Administration	20,965	43,642	22,677	52%	118,958	229,634	110,676	48%	208,180	266,752	187,127
Partnerships & Initiatives	0	(54,058)	(54,058)	100%	241,925	310,455	68,530	22%	383,198	899,713	251,423
Protective Services	584,806	28,548	(556,258)	-1949%	1,988,893	928,162	(1,060,731)	-114%	3,307,030	3,302,009	674,903
Recreation and Cultural Services	93,846	60,155	(33,691)	-56%	418,539	334,803	(83,737)	-25%	803,279	682,596	318,714
Provincial Responsibilities	153,278	177,061	23,782	13%	766,390	786,637	20,247	3%	1,878,157	1,806,818	756,075
Restructured Account	0	0	0		8,604	0	(8,604)	#DIV/0!	17,204	299,636	108,756
	1,424,722	589,971	834,751	141%	6,212,123	4,496,453	1,715,670	38%	17,976,430	16,534,149	3,817,935
Excess(deficiency) of revenue over expenditure	(1,291,868)	(525,019)	766,850	-146%	4,078,455	5,647,412	1,568,957	28%	31	439	5,837,271

Council Report
Electric Utility
For the One Month Ending 8/31/2026

	2026	2026	Variance \$	Variance %	2026	2026	Variance \$	Variance %	2026-27	2025	2025
5	August Budget	August Actual	August	August YTD	YTD Budget	YTD August	August YTD	August YTD	Full Year Budget	Budget	Actual Aug YTD
Revenue											
Operating											
Electric Revenue	1,343,845	1,069,194	(274,651)		6,719,225	5,961,096	(758,129)	-13%	16,126,141	15,721,315	5,826,276
	1,343,845	1,069,194	(274,651)	-26%	6,719,225	5,961,096	(758,129)	-13%	16,126,141	15,721,315	5,826,276
Expenditure											
Operating											
Power Purchases	679,461	0	(679,461)		3,397,305	2,206,798	(1,190,507)	-54%	8,153,531	10,400,673	(882,343)
Power Generation and Delivery	383,786	298,945	(84,841)	-28%	1,918,931	(234,222)	(2,153,153)	919%	4,605,435	2,500,000	1,833,710
Electrical Buildings/Subs	2,708	0	(2,708)		13,542	4,418	(9,124)	-207%	32,500	17,975	3,627
Electric Distribution Exps	26,917	1,511	(25,406)	-1681%	134,583	54,709	(79,874)	-146%	323,000	241,782	58,862
Property Taxes	0	0	0		1,250	2,729	1,479	54%	3,000	2,666	2,793
Depreciation	0	0	0		0	0	0		625,000	319,524	0
Admin - Common Services	112,011	7,742	(104,269)	-1347%	560,056	50,811	(509,245)	-1002%	1,344,135	1,418,283	525,563
Interest and Bank Charges	1,250	796	(454)	-57%	6,250	3,750	(2,500)	-67%	15,000	0	4,331
Wages	50,065	58,913	8,848	15%	250,325	300,270	49,945	17%	450,780	619,499	292,109
	1,256,198	367,907	888,291	241%	6,282,242	2,389,263	3,892,979	163%	15,552,381	15,520,402	1,838,652
Non-operating revenue											
Interest on investments											
Interest on Accounts	3,333	5,269	1,936		16,667	27,061	10,394		40,000	0	20,489
	3,333	5,269	1,936	37%	16,667	27,061	10,394	38%	40,000	0	20,489
Non-operating expenditures											
Debt Payments	0	0			0	(53,292)	53,292		351,288	0	
Transfers to other funds	0	0			0	0			257,500	200,913	
	0	0	0		0	(53,292)	53,292	-100%	608,788	200,913	0
Excess(deficiency) of revenue over expenditure	90,980	706,556	(1,161,007)	-164%	453,650	3,652,186	(4,694,006)	-129%	4,972	0	4,008,113

Council Report
Water Utility
For the One Month Ending 8/31/2026

	2026	2026	Variance \$	Variance %	2026	2026	Variance \$	Variance %	2026-27	2025	2025
5	August Budget	August Actual	August	August YTD	YTD Budget	YTD August	August YTD	August YTD	Full Year Budget	Budget	Actual Aug YTD
Operating Revenue											
Water Revenue	0	145	(145)	-100%	534,185	515,946	(18,239)	-4%	1,831,492	1,832,431	540,892
Fire Protection	0	0	0		404,931	404,931	0	0%	404,931	404,837	0
Fire Protection - County	0	0	0		0	0	0		315,556	315,556	0
Other Water revenue	319	0	(319)		1,595	900	(695)	-77%	3,827	2,000	580
	319	145	(464)	-320%	940,711	921,777	(18,934)	-2%	2,555,806	2,554,824	541,472
Operating Expenses											
Property Taxes	0	604	604	100%	41,223	33,021	(8,202)	-25%	41,223	41,223	33,034
Depreciation	0	0	0		0	0	0		547,068	547,068	0
Source of Supply	4,400	0	(4,400)		22,000	1,216	(20,784)	-1709%	52,800	39,495	16,032
Purification	33,718	524	(33,194)	-6335%	168,588	119,539	(49,049)	-41%	404,610	367,977	129,137
Power and Pumping	0	3,196	3,196	100%	21,667	15,232	(6,435)	-42%	52,000	49,866	631
Transmission and distribution	0	275	275	100%	0	46,272	46,272	100%	164,724	144,436	129,825
Administration	11,236	600	(10,636)	-1773%	56,182	62,433	6,251	10%	134,837	109,156	183,705
Supervision	56,679	0	(56,679)		283,397	0	(283,397)		680,153	578,936	314,800
Wages	37,439	13,127	(24,312)	-185%	187,195	74,428	(112,767)	-152%	299,267	184,616	101,602
	143,472	18,326	125,146	683%	780,251	352,141	428,110	122%	2,376,682	2,062,773	908,766
Non-operating revenue											
Interest on investments											
Interest on Accounts	542	621	79		2,708	3,559	851		6,500	3,200	4,980
	542	621	79	13%	2,708	3,559	851	24%	6,500	3,200	4,980
Non-operating expenditures											
Debt Payments	0	0			0	(34,727)	34,727		95,607	155,949	17,283
Transfers to other funds	0	0			0	0			285,180	236,134	
	0	0	0		0	(34,727)	34,727	-100%	380,787	392,083	17,283
Excess(deficiency) of revenue over expenditure	(142,612)	(17,560)	(125,531)	715%	163,168	607,922	(480,920)	-79%	(195,163)	103,168	(379,597)