
MEETING: Special Town Council Meeting

DATE: July 9, 2026

TIME: 6:00 PM

PLACE: Town Council Chambers

Agenda

1. **Call to Order**
2. **Approval of Agenda**
3. **Administration**
 - 3.1 July Regular Council Meeting
4. **Flag Raising Requests**
 - 4.1 Pan-African Flag - Antigonish African Heritage Emancipation Committee
 - 4.2 Indian National Flag - Antigonish Indian Community - Independence Day
5. **New Business**
 - 5.1 Sewer Treatment & Water Update
 - 5.2 Electric Utility Large General Rate Class Flow-Through Application
 - 5.3 Funding Applications – Building Water Resilience in Antigonish
 - a) Build Communities Strong Fund
 - b) Sustainable Communities Challenge Fund
 - 5.4 Sewer Treatment Plant Front-End Tender Update and Recommendation
 - 5.5 Department of Infrastructure and Engineering Staffing Level – Memo
6. **Adjournment**

View results

Respondent

22

Anonymous

58:41

Time to complete

Applicant Information

1. Community Group/Organization Title: *

Antigonish African Heritage Emancipation Committee

2. Applicant Name: *

Lorraine Reddick

3. Email: *

lreddick@tfx.ca

4. Address:

27 Viewville Street, Antigonish NS

5. Postal Code:

B2G 1E1

6. Phone:

902-318-7125

Request Details

7. Please indicate your request: *

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



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

Union Jack

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

https://en.wikipedia.org/wiki/Pan-African_flag

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

nil

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

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

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

Flag/Banner/Light Request Start Date: *

Tuesday August 4, 2026, or Wednesday August 05, 2026

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

August 2026 (or Rain date - following week)

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

☒ Yes

☐ No

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

Emancipation is the act of freeing someone from the control, power, or legal authority of another. It represents the process of achieving social, political, or legal freedom, and is most commonly used to describe the abolition of slavery, the fight for equal rights, or a minor gaining legal independence. Emancipation Day is recognizing Canada's history of slavery remains largely overlooked. In Canada both Indigenous and Black peoples were enslaved. Emancipation Day is observed every year on August 1. It marks the day in 1834 when the Slavery Abolition Act of 1833 came into effect. The law officially ended more than 200 years of slavery in Canada.

Permissions

Special Considerations

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

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

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

- i) The material is tattered, frayed, damaged or detracts from the beautification of the Town.
- ii) The flag or banner promotes discrimination or philosophy or seek values are deemed to be divisive or discriminatory.
- iii) The flag or banner contradicts the guidelines in place in the Town's Special Events

Planning Guide.

iv) No flag or banner can be suspended across the street.

- Not all colour schemes may be available with Town Hall lights.

Declaration

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

16. Signature: *

Lorraine Reddick

17. Date: *

June 22, 2026

View results

Respondent

24

Anonymous

08:52

Time to complete

Applicant Information

1. Community Group/Organization Title: *

Antigonish Indian Community

2. Applicant Name: *

Jyotsna Jain

3. Email: *

jainjyotsna@yahoo.com

4. Address:

5. Postal Code:

6. Phone:

Request Details

7. Please indicate your request: *



Flag



Lamp Post Banner



Town Hall Lights



Other

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



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

we will bring the Indian National Flag, shared with us by Indian Embassy in Ottawa

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

No answer provided.

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

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

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

Flag/Banner/Light Request Start Date: *

15th Aug 2026

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

15th Aug 2026

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



Yes



No

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

We have been celebrating Indian Independence Day for the past two years at the Chisholm Park. We celebrate this day - as 'freedom for everyone' day; a day when India achieved its independence from British colonizers through nonviolent means, and triggers independence of many many more nations from colonizers countries across Asia, Africa and Latin America. The event will be open to all and a public event, though expected to have members of Indian community in Antigonish present to celebrate 80th Independence Day.

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

Declaration

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

16. Signature: *

Jyotsna Jain

17. Date: *

9th July 2026

To: Council
Date: Tuesday, July 07, 2026
Subject: Electric Utility Large General Rate Class Flow-Through Application

Purpose:

To obtain Council approval to proceed with a Flow-Through Application to the Nova Scotia Energy Board (formerly the UARB) for the Town's Large General Rate Class.

Background:

The Town's Large General Rate Class is regulated that is tied directly to Nova Scotia Power's corresponding rate class. Following the recent approval of a rate increase for Nova Scotia Power by the Nova Scotia Energy Board, the Town is required to submit a Flow-Through Application to implement the equivalent increase for customers within the Large General Rate Class.

This application is primarily an administrative and regulatory requirement that allows the Town to continue aligning its Large General Rate Class with the approved Nova Scotia Power rate.

To: CAO and Council
Submitted by: Kyle Meisner, Director of Infrastructure and Engineering, Traffic Authority
Date: Tuesday, June 30, 2026
Subject: Funding Applications + Resolutions of Council – Source Water Wells

Introduction & Background

The Town is pursuing external funding opportunities to support the next phase of the Source Water Wells project which is being named as the Building Water Resilience in Antigonish Project for the applications. Following the successful identification and development of a supplemental groundwater source in the James River–Brierly Brook area, the proposed project will construct approximately 1.5 kilometres of watermain infrastructure to connect the new groundwater supply wells to the existing municipal water transmission system serving the Brierly Brook Water Treatment Plant. The project will improve water security, increase system redundancy, and enhance the Town's resilience to drought and other climate-related impacts affecting the municipal water supply.

A key strategic priority of Council was the development of the new Source Water Wells, with Council indicating that well development should be an urgent project for the long-term stability and growth of the community.

Funding has now become available through both the Provincial and the Federal Governments under two different, stackable streams that are specifically intended for source water and wellfield development.

Funding Application Details

SCCF:

Provincially, the Sustainable Communities Challenge Fund (SCCF) has an Adaptation Stream which specifically, “will prioritize projects that help Nova Scotians, the Mi’kmaq of Nova Scotia, communities and municipalities adapt to drought and water shortages.”

Examples of eligible projects include:

- Community wells (new or expanded) to improve reliable access to local water supplies

An expression of interest has already been submitted by the Town and accepted by the Province to gain access to the full application. The fund is available for a maximum of 60% grant on a project of up to \$1M (or a potential for **\$600,000** in grant funds), but does allow in-kind contributions (staff time, etc.) to make up a portion of the remainder.

BCSF:

Federally, The Build Communities Strong Fund (BCSF) is now available for the first round of the Direct Delivery Stream. Application submissions must be made by July 15th, 2026 with a heavy focus on shovel-ready projects that can be constructed before November of 2027.

Specifically, under the Local Infrastructure Projects sub-stream, the fund is intended to, “increase capacity, quality, or accessibility of community infrastructure and support complete communities.” Project types include, but are not limited to:

- Drinking water assets (whether grey, natural, or hybrid) such as drinking water treatment facilities, pump stations, and local drinking water pipes;

Notable items:

- Projects must demonstrate that they have secured all sources of funding required for the project (other than federal funding requested through the BCSF).
- Project proponents should provide, through the portal, letters of support from the community and/or organizations impacted by the project, including public consultation records.
- The fund is available for a maximum of a 40% contribution, and is focused on projects in excess of \$1M. On a project such as the well piping development and connections to the existing system, this could net up to 40% of \$5.31 million, or ~**\$2.13 million** in grant funds.

Financial Implications

- A preliminary Class C cost estimate has been prepared for the project. Staff will continue to refine project costs as detailed design progresses.

Total Costs (Class C)	\$4,427,540.00
Contingency @ 20%	\$885,508.00
Total Budget	\$5,313,048.00
BCSF @ 40%	-\$2,125,219.20
SCCF Round 4	-\$600,000.00
Total Due from TOA	\$2,587,828.80

Recommendation and Proposed Resolutions

As these funds appear to be stackable, and as the Water Utility lacks capital reserves to undertake the entirety of the proposed work, it is recommended that funding applications be submitted for both the SCCF and BCSF for the Source Water Wells Project.

The resolutions should indicate Council's commitment to proceeding with the noted project, including a commitment to funding the remaining portion of the work after funding.

Resolution 1:

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

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

Resolution 2:

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

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



Kyle Meisner, P.Eng

Director of Infrastructure and Engineering; Traffic Authority

Town of Antigonish

(902) 318-1265

To: CAO and Council
Submitted by: Kyle Meisner, Director of Infrastructure and Engineering, Traffic Authority
Date: Thursday, July 02, 2026
Subject: STP Front End Screening Tender Recommendation

Introduction & Background

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

This Front-End project primarily does 2 things as it has been tendered:

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

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

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

Funding & Cost Assessment

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

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

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

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

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

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

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

Bidder Review

In light of the significant cost overrun of the bids, the Town has initiated a review to consider ways to decrease the overall cost of the project. The Town and CBCL met multiple times with the low bid on the tender to discuss options on substitutions, reductions in scope and other potential cost saving measures. The contractor provided a budget breakdown, and 2 rounds of possible scope reductions for cost savings.

Some minor reductions are feasible, but the contractor has not provided the scale of cost reductions requested without reductions in project scope as detailed below (previously stated at the \$0.5 - \$1.0M range).

Council has also expressed an interest in completing the full scope of work of the project and not leaving items out. Many of the reductions contemplated to reach the above target were either deferrals (do them later), or reductions in redundancy (get 1 as opposed to the recommended 2). Some items considered for these cuts were:

- 2nd Blower + VFD for aeration system
- Lifting Equipment for screens
- 2nd Generator to ensure full coverage during outages
- Piping System for aeration
- Remove future bypass piping connections
- Removal of aeration scope entirely

If Council is prioritizing doing the project as fully and completely as possible, staff will not spend further time on pursuing scope of work reductions. The designed solution is most effective if left with the full scope intact.

Funding Options

These options are intended to outline scenarios staff considered most feasible to allow the project to financially proceed.

Option 1:

Borrow the additional \$1.5M, financed through the sewer rates and complete the full project as designed and tendered, as per staff's understanding of Council's preference.

Allow sewer rates to increase to cover the cost of the borrowing, coming into full effect in next fiscal year. Estimated annual cost for the increased borrowing (as noted above), is \$115k/year.

Option 2:

Borrow the additional \$1.5M, financed through the sewer rates and complete the full project as designed and tendered, as per staff's understanding of Council's preference.

To offset the cost to Town sewer rate payers, scale back future sewer capital projects as referenced above – completing one fewer project per year over the 20-year payback period is expected to roughly equate to the increased cost of this project. Estimated annual cost for the increased borrowing (as noted above), is \$115k/year.

Recommendation

As per staff's understanding of the preference of Council at the regular meeting on June 16th and the Joint Council meeting of June 17th, staff's recommendation is to proceed with Option 2, awarding the full scope and proceeding with the work as soon as possible. The sewer utility has the capacity to scale back capital works as required to cover the additional cost of the borrowing to allow for this critical project to proceed.

The project will still take approximately 1 year for completion as per the schedule given by the contractor, but it is important that we begin work as soon as possible so that the system can be functional next summer, as opposed to the following summer.



Kyle Meisner, P.Eng

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

To: CAO and Council
Submitted by: Kyle Meisner, Director of Infrastructure and Engineering
Date: Tuesday, July 07, 2026
Subject: Business Case – Staffing Levels

Introduction

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

Background

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

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

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

Current Staffing Status

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

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

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

- 1 Manager
- 3 Plant Operators

Treatment Facilities Staffing Difficulties

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

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

Any leaves / absences lead to the on-call being carried by only 2 staff, which has been historically noted to be unsustainable, leading to burnout and turnover of staff. Large jobs also lack the resources to be done efficiently at anything less than a compliment of 3 staff.

New Demands on Treatment Facilities Operations Staff

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

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

Public Works Staffing Difficulties

Two active members of staff have been employed with the Town for 20+ years, and they are now past standard retirement age (66, 69, respectively). Some retirements are expected in 2027, and prior to that is an opportunity to ensure that cross-training and the sharing of knowledge take place.

There is still uncertainty about another member of the crew, who has been off for ~18 months due to a long-term medical issue. The latest information indicates they may be eligible to return to work by September 2026.

The PW main crew has had 1 vacancy since Apr 20th, 2026 due to a staff member leaving. Given the above uncertainty with a crew member possibly returning, the Department is attempting to fill this position with a temporary hire to ensure enough staff are available to complete the summer's work.

Proposals

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

Option 1:

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

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

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

Option 2:

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

Issue: Budget was done for the equivalent of 6.5 FTEs with PW, not 7. Treatment Facilities was budgeted with a full 4 FTEs.

Possible Solution: Find additional labour savings through in-house performance of capital projects and operational re-allocations.

Approximate full year cost of FTE = ~\$90k including all benefits and OT allowance

- General Ops - possible long-term operational re-allocations = \$20k
- Capital – possible project savings = \$25k (hydrants, valves, sidewalks, curb)
- Water Ops – possible long-term operational re-allocations = \$45k

Current year (26/27) approximate savings to date due to vacancies (PW Operator and Water Sampler) = \$37,500

Option 3:

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

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

Conclusion and Recommendations

Conclusion:

- The Department needs enough staff to ensure reasonable long-term coverage for operations, both for Public Works and Treatment Facilities.
- The retirement of the meter technician / water sampler is an opportunity to drive beneficial change to the organization that has been contemplated for several years.
- Splitting up the job duties of the sampler appears to be the easiest way to get additional support to Treatment Facilities Division, although this should not be to the detriment of the Public Works Division.

Recommendations:

- Option 2 is preferred for the beneficial change to the organization.
- Public Works staff are already committed to completing a variety of capital and operational projects this summer, as it keeps capital costs low. More could be done with the additional resources.
- For stability, Treatment Facilities needs appropriate resourcing to ensure the long-term needs are met for operation/maintenance of our water and sewer systems.

Request:

Council Consensus on an option for long term staffing and budgeting needs.



Kyle Meisner, P.Eng

Director of Infrastructure and Engineering, Traffic Authority