
MEETING: Committee of the Whole Meeting
DATE: May 5, 2026
TIME: 6:00 PM
PLACE: Town Council Chambers

Agenda

- 1. Call to Order & Land Acknowledgement**
- 2. Approval of Agenda**
 - 2.1 Additions to the Agenda
- 3. Conflict of Interest**
- 4. Acceptance of Minutes**
 - 4.1 Minutes of the Committee of the Whole Meeting of April 7, 2026
- 5. Recognition/Presentations/ Flag Requests/ Proclamations**
 - 5.1 Antigonish Golf and Country Club
 - 5.2 Maclsaac's Funeral Home
 - 5.3 Access Awareness Week – Flag Request
 - 5.4 Gaelic Affairs – Flag Request
 - 5.5 Pride Month (June) – Flag Request
 - 5.6 Access Awareness Week 2026 – Proclamation
 - 5.7 Gaelic Nova Scotia Month – Proclamation
 - 5.8 Mental Health Week – Proclamation
- 6. Business Arising from the Minutes**
- 7. New Business**
 - 7.1 2026-2027 Waste Fee – Memo
 - 7.2 Rain Barrell Rebate Program – Memo
 - 7.3 Kirk Street Parking – Memo
 - 7.4 James River Watershed Stewardship Board Policy – Memo
 - 7.5 Electric Kick Scooters – Memo
 - 7.6 Council Meetings – Summer Schedule
- 8. Correspondence**
 - 8.1 Lyme Disease – Illumination request – Informational
 - 8.2 Mental Health Week – Illumination request – Informational
- 9. Councillor & Committee Reports**
- 10. In-Camera**
 - 10.1 Acquisition, Sale, Lease and Security of Municipal Property - MGA Section 22(2)(a)
- 11. Adjournment**

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**Committee of the Whole
April 7, 2026
Town Council Chambers**

Present

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

Also in Attendance

R. Delorey, CAO
M. Fougere, Municipal Clerk
K. Meisner, P.Eng., Director of Infrastructure and Engineering
S. Long, Marketing and Communications Officer
K. MacInnis, Director of Community Development
B. Collier, Manager of Accounting
L. Basinger, Projects Manager

Gallery (Online)

1. Call to Order & Land Acknowledgment

Mayor S. Cameron called the meeting to order at 6:01 p.m. and provided a land acknowledgement recognizing that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people and that we are all treaty people.

2. Additions to the Agenda

The following items were added under New Business:

- 7.6 Recreation Needs Assessment Survey – Councillor Roberts
- 7.7 Rules of Order – Councillor Roberts
- 7.8 Conflict of Interest – Councillor MacLellan

Motion: That the agenda be approved as amended.

Moved by: Councillor MacLellan

Seconded by: Deputy Mayor Murray

Motion carried.

3. Conflict of Interest

No conflicts of interest were declared.

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4. Acceptance of Minutes

Minutes of the Committee of the Whole Meeting of March 2, 2026 were accepted as presented.

5. Presentations/ Flag Requests

5.1 Antigonish Tourism Association

Lynne Delorey, Director of Tourism, provided Council with an update on Tourism Antigonish, including stakeholder engagement, collaboration initiatives, and ongoing work with Coastal Nova Scotia. She highlighted upcoming events, including Jazz Fest scheduled for November 5–7, and noted that the Tourism position is funded through the Marketing Levy Investment.

Ms. Delorey also provided an overview of tracking methods, development of an events database, and plans to refresh the tourism website.

Council discussion included:

- Potential for a Summer Music Festival in August
- Event tracking, including tournaments and visitor data
- Access to the events calendar and distribution list
- Attendance tracking for the Highland Games

Ms. Delorey advised that expanded tracking methods are being explored and will follow up on outstanding information.

Mayor and Council thanked Ms. Delorey for her presentation.

5.2 Antigonish Visitor Information Center

Mike MacEachern, Antigonish Visitor Information Centre (VIC), provided Council with an overview of VIC operations, noting that the centre is located at the Antigonish Library and supported by a network of tourism kiosks throughout the region. He advised that five kiosks are currently in operation at key locations, and that usage statistics for 2025–2026 were reviewed.

Mr. MacEachern highlighted recent and upcoming tourism initiatives and community events supported through the VIC, including local festivals and seasonal programming, as well as plans for busking activities leading up to Jazz Fest.

Council discussion included:

- Integration of Tourism and VIC websites
- Accessibility and reach of the kiosk program
- Community Ambassador Program and its role in tourism promotion

Staff advised that work is underway with the service provider to explore website integration.

Mayor and Council thanked Mr. MacEachern for the presentation.

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5.3 Tender Status Update

Lindsay Basinger, Projects Manager, provided Council with an update on current and upcoming project tenders, including revised standard contract terms such as completion timelines, penalties for delays, and incentives for early completion.

Council discussion included questions regarding:

- Application of penalties for delayed work
- Consideration of scheduling constraints, including night work
- Structure and enforceability of tender incentives and penalties

Ms. Basinger provided an overview of the AT Project B tender, including roadway and infrastructure upgrades, parking modifications, and construction timelines. Construction is scheduled for July 2 to August 31, with traffic to be maintained in both directions where possible.

Council raised concerns regarding construction staging, contractor access, and tender timing. Staff advised that standard tender review periods are in place prior to awarding contracts.

Ms. Basinger also provided an overview of the West and James Street tender, noting limited impacts and the use of detours to maintain traffic flow.

The James Street project was reviewed. Staff advised that the project is high priority due to sewer and watermain deficiencies. An information session for affected businesses is planned.

Council discussion included:

- Traffic management options during construction
- Consideration of overnight work
- Access and detour arrangements
- Duration and service impacts during utility connections

Ms. Basinger concluded by reviewing recommendations for Council's consideration.

5.4 Capital Budget

Kyle Meisner, P.Eng., Department of Engineering and Infrastructure, provided Council with an update on the Capital Budget previously presented to the Audit Committee and Council in March.

Mr. Meisner reviewed Council's primary concerns, identified as public impacts and project costs, and advised that the Department's top operational priority is the replacement of the failed sewer on James Street due to the risk of system failure. Mr. Meisner outlined anticipated impacts to residents and businesses, including detours,

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scheduling considerations, and construction timing, including asphalt plant operations and potential night work premiums (typically less than 10 percent above standard rates).

Council discussion included:

- Reserve fund impacts and overall project costs
- Project prioritization and potential deferrals
- Staff capacity and workload considerations
- The need for longer-term (multi-year) infrastructure planning
- Specific project sequencing, including James Street, West Street, and other capital works

Staff provided clarification on project readiness and funding considerations, including the use of six-month term employees to support the concrete crew and infrastructure delivery.

Council recessed at 8:04 p.m. and reconvened at 8:16 p.m.

Following the recess, Mr. Meisner concluded the presentation and reviewed staff recommendations for approval of the Capital Budget as presented.

Council further discussed infrastructure priorities and potential project deferrals. It was noted that additional consideration would be brought forward to a Special Council Meeting on April 8.

5.5 VON Flag Request

Council recommended that the VON Flag request be carried forward to the April 21 Regular Council Meeting.

Motion: To bring the VON Flag Request to the April 21 Regular Council Meeting.
Moved by: Councillor McKenna
Seconded by: Councillor MacLellan

Motion carried.

6. [Business Arising from the Minutes](#)

6.1 Intersection of Victoria and Pleasant Street – Memo

This item was received for information. Clarification was provided regarding the location of stop signs, and no further discussion took place..

7. [New Business](#)

7.1 2025/2026 Town of Antigonish Concrete Crew Cost Review – Memo

This item was deferred.

7.2 Council Stipend – Cost of Living Adjustment (COLA) for 2026-27 – Memo

This item was deferred.

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7.3 Eastern District Planning Commission (EDPC) Revised Appointments – Memo

Motion: To approve the recommended revised appointments to the Eastern District Planning Commission and bring them forward to the next Regular Council Meeting.

Moved by: Councillor MacLellan

Seconded by: Councillor McKenna

Motion carried.

7.4 Communication Strategy – Councillor McKenna

This item was deferred.

7.5 County Connect Media Guide – Councillor McKenna

This item was deferred.

8. Correspondence

8.1 Sisters of St. Martha

This item was deferred.

8.2 Recognition - Pucks for Purpose

Motion: To approve the recommended recognition for Pucks for Purpose.

Moved by: Councillor Sullivan

Seconded by: Deputy Mayor Murray

Motion carried.

8.3 National Dental Hygienists Week (April 4-10,2026) Illumination Request (For Information)

This item was received for information.

9. Councillor & Committee Reports

This item was deferred.

10. In-Camera

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

This item was deferred.

10.2 MGA Section 22(2)(c) - Personnel Matters

This item was deferred.

11. Adjournment

With no further business, Deputy Mayor Murray moved for adjournment at 9:18 p.m.

Mayor Sean Cameron

Randy Delorey, CAO

THE TOWN OF
ANTIGONISH
Flag/Banner Request

* Required

Applicant Information

1. Community Group/Organization Title: *

Town of Antigonish Accessibility Committee

2. Applicant Name: *

Kate MacInnis on behalf of the Accessibility Committee

3. Email: *

kate.macinnis@townofantigonish.ca

4. Address:

274 Main St.

5. Postal Code:

B2G 2C4

6. Phone:

902-318-6758

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.

Access Awareness Nova Scotia Flag

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

see attached

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

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

- Parade
- Community Event
- Designated 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: *

May 29 to June 8 (Access Awareness Week is May 31 to June 6)

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

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

- Yes
- No

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

Accessibility Committee would like to host a flag raising event at 12:30pm on May 29.

Permissions

Special Considerations

- Flags will be flown at Crisholm 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 seeks 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 Hill lights.

Declaration

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

16. Signature: *



17. Date: *

April 27, 2026

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





Flag/Banner Request

* Required

Applicant Information

1. Community Group/Organization Title *

Antigonish Highland Society

2. Applicant Name *

Dan Cochrane

3. Email *

admin@antigonishhighlandgames.ca

4. Address:

20 East Main Street

5. Postal Code:

□ □ □ □ E □

6. Phone:

9028634275

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.

Gaelic flag in honor of Gaelic NS Month

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

<https://highlandvillage.novascotia.ca/gaelic-nova-scotia/gaelic-flag>

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



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

- Parade
- Community Event
- Designated 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: *

May 1st

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

May 31st, or as close as is possible (VON usually raises their flag in late May)

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.

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 lettered, frayed, damaged or detracts from the beautification of the Town.
 - ii) The flag or banner promotes discrimination or philosophy or seeks 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 Hill 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: *



17. Date: *

March 4th, 2026

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

View results

Respondent

18

Anonymous

08:39

Time to complete

Applicant Information

1. Community Group/Organization Title: *

Pride Flag - Community Members

2. Applicant Name: *

Allan Ferguson

3. Email: *

Allan.Ferguson@srce.ca

4. Address:

73 Braemore Avenue Antigonish

5. Postal Code:

No answer provided.

6. Phone:

902-870-6343

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.

PRIDE

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

No answer provided.

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

red (life), orange (healing), yellow (sunlight), green (nature), blue (serenity/harmony), and violet/purple (spirit)

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: *

June 1st, 2026

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

June 30th, 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.

I am writing to respectfully request that the Town of Antigonish recognize Pride Month by raising the Pride flag at Chisholm Park on June 1st, 2026.

This gesture would provide meaningful visibility and support for 2SLGBTQIA+ residents, visitors, and allies in our community. A public display of inclusion helps foster a sense of belonging, respect, and safety, particularly for individuals who may not always feel represented in everyday spaces.

Raising the Pride flag at Chisholm Park would be a simple but powerful way to demonstrate the Town's commitment to diversity and inclusion, while also helping to create a welcoming environment during Pride Month celebrations.

Thank you for your consideration. I would be grateful for the opportunity to see this request supported.

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: *

Allan Ferguson

17. Date: *

2026-04-13

ACCESS AWARENESS WEEK 2026 PROCLAMATION

WHEREAS, the week of May 31 to June 6, 2026, is recognized as Access Awareness Week; and

WHEREAS, Access Awareness Week aims to celebrate achievements made both by and for persons with disabilities in the areas of accessibility, transportation, housing, employment, recreation, education, and communication; and

WHEREAS, this annual public awareness initiative continues to raise awareness of the importance of identifying, preventing, and removing barriers to accessibility; and

WHEREAS, accessibility barriers are many and interconnected, and removing and preventing them is a shared responsibility; and

WHEREAS, the foundation of Nova Scotia’s Accessibility Act is to provide, support, and protect the rights of persons with disabilities to full inclusion through the identification, prevention, and removal of accessibility barriers; and

WHEREAS, Access Awareness Week promotes the inclusion of all Nova Scotians with disabilities as full citizens within our communities; and

WHEREAS, through public awareness, community partnerships, education, and action, this initiative helps foster an environment of equal participation for persons with disabilities;

THEREFORE BE IT RESOLVED that Council for the Town of Antigonish hereby proclaims May 31 to June 6, 2026, as Access Awareness Week in the Town of Antigonish.

MAYOR SEAN CAMERON

DATE

Proclamation Gaelic Nova Scotia Month

WHEREAS the Gaelic language and culture have been an integral part of Nova Scotia’s identity for over 250 years, brought by Gaels from the Highlands and Islands of Scotland; and

WHEREAS Gaelic Nova Scotians have made significant contributions to the social, cultural, and economic fabric of the province; and

WHEREAS Gaelic traditions—including language, music, dance, storytelling, and community life—continue to enrich communities across Nova Scotia; and

WHEREAS Gaelic Nova Scotia Month provides an opportunity for all Nova Scotians to celebrate, learn about, and engage with Gaelic culture and heritage; and

WHEREAS the 2026 theme, *“Tha Sinn Rìghinn / We Are Resilient,”* reflects the enduring strength and persistence of Gaelic language and culture in Nova Scotia;

THEREFORE, I, Mayor Sean Cameron, on behalf of the Town of Antigonish, do hereby proclaim May 2026 as **Gaelic Nova Scotia Month** in the Town of Antigonish, and encourage all citizens to recognize and celebrate the important contributions of Gaelic people and culture.

Signed by: _____

Date: _____

MENTAL HEALTH WEEK MAY 4-10, 2026 PROCLAMATION

WHEREAS Mental Health Week is a national awareness and advocacy campaign recognized across Canada since 1951, dedicated to promoting the understanding of mental health, encouraging open dialogue, and reducing stigma; and

WHEREAS the Canadian Mental Health Association, Nova Scotia Division, in collaboration with their branches across the province, works to support individuals and families through community-based mental health programs, advocacy, and initiatives that promote the social determinants of health; and

WHEREAS this year's theme, "*Come Together Canada*," highlights the vital role that social connection plays in our overall well-being and encourages individuals, organizations, and communities to foster meaningful connections through everyday moments; and

WHEREAS strengthening community connections contributes to improved mental health outcomes, reduces isolation, and supports the overall well-being of residents across the Town of Antigonish;

THEREFORE, BE IT RESOLVED THAT I, Mayor Sean Cameron, **on behalf of** the Town of Antigonish, **do hereby proclaim May 4–10, 2026, as Mental Health Week in the** Town of Antigonish, and encourage all residents to come together in support of mental health and well-being.

DATED at Antigonish, Nova Scotia, this **5** day of **May 2026**

MAYOR SEAN CAMERON

DATE

To: Town of Antigonish Council
 Randy Delorey, Chief Administrative Officer

Submitted by: Meaghan Barkhouse, Director of Corporate Services

Date: Monday, April 27, 2026

Subject: **Correction to Waste Collection Fee Calculation**

Purpose

The purpose of this memo is to advise Council and the Chief Administrative Officer (CAO) of an error identified in the waste collection fee calculation presented in the recent budget materials, and to outline the financial implications as well as recommended correction.

Background

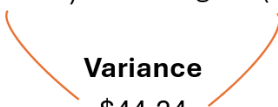
During a review of the waste collection model, it was identified that the Equivalent Units (EU) used to calculate the waste fee were overstated due to a duplication error. Specifically, mortgage holders were inadvertently double counted in the report.

As a result:

- Reported EU: 1,889.50
- Corrected EU: 1,591.00

Impact on Waste Fee

In the budget presentation, Council would have seen the required waste collection revenue of \$445,500. To fully recover costs, the corrected waste fee is \$280.02 per EU, compared to the previously reported rate of \$235.78. This represents an increase of \$44.24 per EU from the previously reported rate; however, the adjusted fee still results in a year-over-year decrease (or savings) to residents of \$56.24.

Original	Update
2025-26: \$336.26	2025-26: \$336.26
<u>2026-27: \$235.78</u>	<u>2026-27: \$280.02</u>
Savings: \$(100.48)	Savings: \$(56.24)
 <p>Variance \$44.24</p>	

Financial Implications

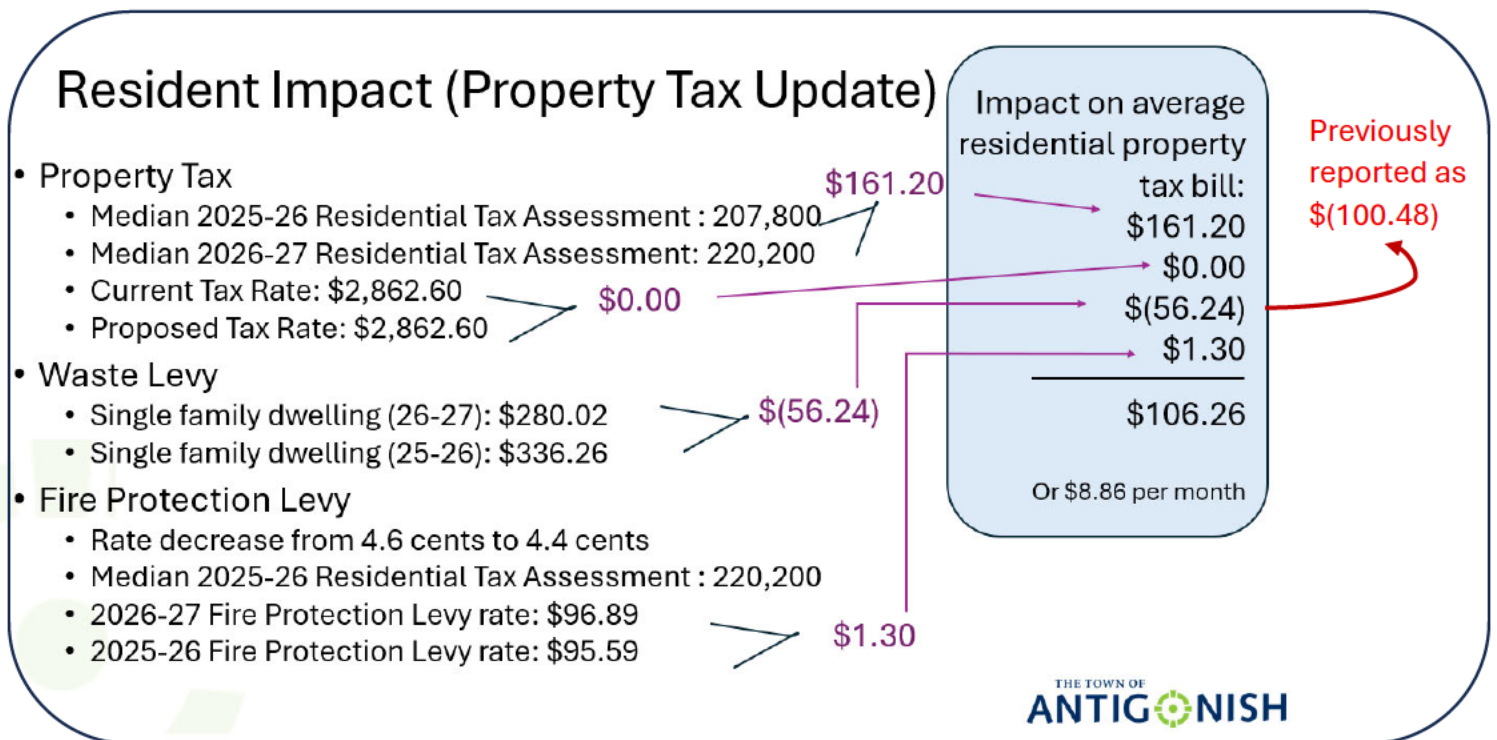
If the waste collection fee is not adjusted to reflect the corrected Equivalent Unit (EU) count, the Town will experience an estimated revenue shortfall of approximately \$70,400 within the waste collection budget. It is important to note that this correction does not impact the overall waste

collection expense or the approved budget; rather, it ensures that the appropriate level of revenue is generated to fully fund existing budgeted costs.

Looking ahead to the 2027–28 fiscal year, if the current error is not corrected in the 2026–27 fee structure, any efforts by staff to achieve operational efficiencies within the year would not address the underlying funding gap. As a result, the required correction would need to be incorporated in a future year, potentially resulting in an artificially higher year-over-year increase to the waste fee, in addition to any annual contractual or inflationary adjustments.

Impact to Residents Summary Update

The residential impact on property tax updated for the correct waste levy would have a \$106.26 increase or \$8.86/month versus the previous reported \$62.02 annualized increase (5.17/month)



Recommendation

It is recommended that Council approve the revised waste collection fee of \$280.02 per Equivalent Unit to ensure full cost recovery for the service. No update will be required to the budget overall. This will have residents having a savings from the previous year.

Please let me know if additional information or analysis is required.

Respectfully submitted,
Meaghan

To: CAO & Town Council

Submitted By: Kate MacInnis, Director of Community Development

Date: Tuesday, April 21, 2026

Subject: Rain Barrel Rebate Program – Pilot Project

Origin

This memo is to provide an overview of Council’s request for a Rain Barrel Rebate Pilot Program to be launched following the approval of the 2026-2027 operating budget.

Background

Over the past few years the Town has had to regularly encourage voluntary water conservation and enforce mandatory water conservation measures in response to dry conditions and increasing pressure on the James Rivier Dam during the summer months. These periods of dry conditions and higher summer demand for water have highlighted the importance of responsible water use and the need for practical, household-level solutions. Rain barrels provide an accessible and low-cost way for households to collect and reuse rainwater for gardening and lawncare.

Council would like to introduce a Rain Barrel Rebate program that supports the Town’s ongoing commitment to environmental sustainability and water conservation by empowering residents to take an active role in preparing for the likely future scenarios of water conservation measures.

Program Details

Overview

The Town of Antigonish Rain Barrel Rebate Program is a pilot initiative for 2026 designed to support water conservation and sustainable outdoor water use. The Rain Barrel Program is intended to help residents manage outdoor water use during times when the Town has to implement voluntary or mandatory water conservation measures.

By encouraging the use of rain barrels, residents can collect and store rainwater for uses such as gardening and lawncare without relying on the municipal water supply during voluntary or mandatory water conservation periods.

The pilot program will launch on a first-come-first-serve basis until the available funds are fully allocated. Staff will measure the success of the program in the late fall/winter to determine if it will be reoffered for the following year.

Details

- Rebate Amount: \$50 per rain barrel
- Limit: 1 rain barrel per household
- Funding: First-come-first serve until funds are fully allocated

Eligibility

- Be a resident of the Town of Antigonish
- Own or rent a property within the Town boundaries
- Purchase a new rain barrel as of April 1, 2026

Required Documentation

- Proof of purchase (i.e. a receipt)
- Receipt must have the vendor name, purchase date, item listed and the purchase price.
- Application Form (see below)

Terms and Conditions

The Town of Antigonish is not responsible for the product or quality of the rain barrel an individual chooses to purchase. The Town of Antigonish is not responsible for the installation, maintenance, filling, or operation of the rain barrel. Rebates will be issued via cheque or electronic funds transfer.

Budget Implications

Staff are recommending that \$2,500 of the Beautification Projects budget be allocated to the Rain Barrel Rebate Program. This would allow 50 residents to take advantage of the rebate. If the program is deemed successful, staff will look to increase the budget for the program in 2027-2028.

Rain Barrell Rebate Program Application Form

The Rain Barrel Rebate Program is a pilot project for 2026 designed to support water conservation and sustainable outdoor water use. The Rain Barrel Program will provide a \$50 rebate for the purchase of a new rain barrel. To be eligible applicants must rent or own property within the Town of Antigonish. Rebates are limited to one per household. The program is intended to help residents manage outdoor water use during voluntary or mandatory water conservation measures.

Application Information

Full Name:	
Address:	
Property Details:	<input type="checkbox"/> Rent <input type="checkbox"/> Own
Phone Number:	
Email Address	

Rain Barrel Purchase Details

Retailer:	
Purchase Date	
Receipt Attached	<input type="checkbox"/> Yes

Payment Preference

Type	<input type="checkbox"/> Cheque <input type="checkbox"/> Electronic Funds Transfer
Mailing Address for Cheque	
Copy of Void Cheque for EFT	<input type="checkbox"/> Yes

Declaration

I confirm that I am a resident of the Town of Antigonish and the rain barrel has been purchased and installed at the address listed above.

Signature: _____ Date: _____

Terms & Conditions

The Town of Antigonish is not responsible for the product or quality of the rain barrel an individual chooses to purchase. The Town of Antigonish is not responsible for the installation, maintenance, filling, or operation of the rain barrel. Rebates will be issued via cheque or electronic funds transfer.

Town Staff Use Only

Approved Denied Signature: _____

To: CAO and Council
Date: Wednesday, April 29, 2026
Subject: Kirk St Parking Changes

Introduction & Background

This memo is to advise of planned changes to on-street parking on Kirk Street to improve traffic flow and address ongoing operational and safety concerns.

Kirk St was the subject of several recent complaints to Town bylaw officers regarding parking abuses. The concerns were brought to the Traffic Authority for assessment and consideration.

Kirk Street is a dead-end street that primarily provides access to adjacent institutional and municipal uses. For reference, the street only extends to the limits of the curblines, approximately 100m from the intersection with St. Ninian Street.

The Royal Canadian Legion and CACL facility, located at 75 St. Ninian Street, is served by two designated parking areas. The first is a small pull-in parking area located immediately to the left upon entering Kirk Street, which includes six spaces. In addition, there is a larger rear parking lot located behind the building that provides approximately 25 spaces reserved for Legion and CACL use.

Highland Community Midwives (83 Kirk Street, Unit C) is provided with a small off-street parking area consisting of three spaces, along with an additional on-street pull-off area designated for clinic use. The Family Resource Centre (83 Kirk Street, Unit B) is also located on Kirk Street and is served by its own dedicated parking area.

Traffic Authority Assessment

Kirk Street is a relatively narrow roadway, with a measured width of approximately 6.1m. The minimum single-lane travel surfaces as per the Temporary Workplace Traffic Control Manual (NS) is noted to be 3m. Due to its constrained width, the street does not accommodate both parked vehicles and safe two-way traffic movement. Large vehicles have been observed parking on-street, at times resulting in unsafe obstruction of traffic flow and reduced visibility for motorists.

It is anticipated that to address these concerns, after discussion with property owners, that all on-street parking be removed on the Town's Kirk Street, including the following sections:

- East side from the end of pull in parking area to the entrance of the main parking lot behind 75 St. Ninian Street (loss of 3-4 spots); and
- East side from the far side of the parking lot entrance to the end of Town-owned property, where the curb terminates (loss of 1 spot).
- West side parking space located prior to the residential driveway to 87 St. Ninian Street (loss of 1 spot); and
- West side between the residential driveway and the driveway to Highland Community Midwives (loss of 1-2 spots).

This configuration eliminates on-street parking to improve traffic flow for emergency and other vehicles, while reducing conflicts associated with larger vehicles and constrained roadway width.

Purpose

The James River Watershed Stewardship Board (JRWSB) plays a vital and enduring role in safeguarding one of the community's most essential public assets - its drinking water source. By bringing together municipal leaders, provincial agencies, utilities, land-based interests, and community representatives, the JRWSB provides a trusted, collaborative forum for identifying risks early, balancing diverse interests, and advancing practical, locally informed solutions. Its consensus-based approach strengthens decision-making, builds shared understanding, and fosters accountability across jurisdictions and sectors.

Looking to the future, the work of the JRWSB will become increasingly important as pressures on water resources evolve due to climate change, land-use change, wildfire risk, and growing infrastructure demands. Through ongoing monitoring, inclusive planning, and adaptive management, the JRWSB ensures that both existing and future water sources are protected proactively rather than reactively. In doing so, it supports not only regulatory compliance, but also long-term community resilience, and stewardship of the watershed for generations to come.

The James River Watershed Stewardship Board (JRWSB) is established as the Source Water Protection Advisory Committee for the James River Watershed to provide consensus-based advice to the Town of Antigonish and partner authorities on:

- protection of public drinking water sources,
- water quality, quantity, and flows,
- activities and risks affecting current, and
- future municipal water supplies.

This purpose reflects Nova Scotia's multiple-barrier approach to drinking water protection, which requires early stakeholder involvement and local collaboration.

Authority and Official Recognition

The James River Watershed Stewardship Board (JRWSB) is formally recognized by the Town of Antigonish as an advisory committee under:

- the Nova Scotia Water Act, and

Commented [RD1]: FYI NOTE: Before approval the draft will be updated for formatting to include section enumeration for ease of reference.

Substance will be updated as recommended / requested by Council.

James River Watershed Stewardship Board:
Source Water Protection Advisory Committee Policy

- Nova Scotia Environment and Climate Change’s (NSDECC) Source Water Protection framework, and
- Town of Antigonish’s “Town Council Advisory Committee Policy”

The Committee is advisory only; final decision-making authority remains with the Town of Antigonish, consistent with NSECC guidance.

Mandate

The JRWSB shall:

- Provide advice on the development, implementation, and review of Source Water Protection Plans.
- Review and comment on:
 - water quality and quantity monitoring,
 - risk assessments and studies, and
 - land-use, infrastructure, and resource activities affecting source water.
- Facilitate coordination between municipal, provincial, utility, and community stakeholders, where required, and
- Promote public education and stewardship related to drinking water protection.
- Shall meet a minimum of twice per year and shall complete an annual report to Town of Antigonish Council as outlined within this policy.

Commented [RD2]: Current Mandate, under “General” section: “...will serve only to make recommendations to the Town Council for the Town of Antigonish on objectives and policies affecting the watershed.”

This breaks it out consistent with current guidelines to provide some direction for the committee rather than vague “objectives and policies”

Commented [RD3]: Currently only required to meet 1 per year and no report required.

Commented [RD4]: This is consistent with current version under S13 “The Board shall conduct its business by consensus or by motion as the situation warrants”

Consensus-Based Approach

The Committee shall operate using a consensus-based decision-making process, as recommended by NSECC.

Consensus is defined as an outcome all members can accept and support, even if it is not their preferred option.

Where consensus cannot be achieved, any member may put forward a motion for a vote, or differing viewpoints may be documented and forwarded with recommendations, while maintaining respect for all stakeholder interests.

Membership

Composition

Membership reflects the range of interests that may affect or be affected by source water protection, consistent with NSECC guidance on stakeholder representation:

Municipal (Voting)

- Town of Antigonish Mayor or designate
- Town of Antigonish Deputy Mayor or designate
- Municipality of the County of Antigonish Warden or designate

Commented [RD5]: County representatives are NOT on the current board.

Municipal (Non-Voting)

- Town of Antigonish Chief Administrative Officer or designate
- Town of Antigonish Director of Infrastructure and Engineering or designate
- Municipality of the County of Antigonish or designate

Commented [RD6]: County representatives are NOT on the current board

Provincial Government (Voting)

- Nova Scotia Environment and Climate Change
- Nova Scotia Department of Natural Resources and Renewables
- Nova Scotia Public Works (Transportation)
- Nova Scotia Department of Emergency Management

Commented [RD7]: New addition - With trending water shortages across the province they have are a new department with a vested interest in source water availability. *Have not confirmed with the department if they will assign a representative

Community and Land-Based Interests (Voting)

- Major watershed land or water users, as applicable and appointed by Council (i.e. Nova Scotia Power Inc. (NSPI) and forestry operations)
- Up to two (2) Members at Large representing residents, landowners, agriculture, forestry, or environmental interests within the watershed as appointed by the Town of Antigonish Council.

Commented [RD8]: Current version Port Hawkesbury Paper is explicitly named

Terms

- Provincial Government representatives serve at the discretion of their department
- Major watershed land or water representatives serve at the discretion of their organizations; organizational appointments are subject to review within one year of a general Municipal Election.
- Members at large serve two- or three-year renewable terms, as appointed by the Town of Antigonish Council.

Commented [RD9]: Currently only the Members at Large have terms defined - 2 years

Roles and Support

Chair and Vice-Chair

- The Chair shall be the Mayor or designate.
- A Vice-Chair shall be the Deputy Mayor or designate.
- The Chair acts as the JRWSB spokesperson.

Commented [RD10]: Consistent with current version - but vice-chair is not officially established instead it notes the Chair is either the Mayor or Deputy Mayor; but vice-chair acts as Chair when Chair is not available - so this is consistent with best practice

Administration

- Administrative support shall be provided by the Town of Antigonish.

Meetings and Operations

- The Committee shall meet at least once annually, and more frequently as required.
- Quorum: a majority of the voting membership.
- Information meetings may occur without quorum, but no formal recommendations shall be issued.

Commented [RD11]: Currently the board composition is 8 voting members; quorum defined at 5, which is majority of voting members. With flexible design proposed for membership the number of voting members may evolve and quorum will evolve with it - ie. If < 8 quorum threshold at "majority" will lower accordingly and If > 9 it will raise

Special Advisory Subcommittee - New or External Water Sources

Establishment

Where a new or potential drinking water source is being considered outside a provincially designated Protected Water Area, the Committee may establish a Special Advisory Subcommittee to ensure early and appropriate source water protection planning.

Commented [RD12]: This is a new section not in the current version

Purpose

The Subcommittee shall:

- assess risks and land-use considerations,
- receive affected jurisdiction and land-based stakeholders feedback,
- advise the JRWSB on protection measures consistent with NSECC source water planning principles.

Membership

In addition to JRWSB members, the Subcommittee may include up to three (3) invited members:

- Eastern District Planning Commission,
- One local landowner representative from the affected source area,
- One agricultural representative, where agriculture is present or relevant.

Information Sharing

The Committee shall:

- share available watershed information among members,
- receive information from non-member agencies such as health, fisheries, and emergency services,
- request technical expertise as needed to support informed recommendations.

Reporting and Annual Review

The Committee shall report to the Town of Antigonish Council.

An annual report shall include:

- activities and recommendations,
- source water risks and emerging issues, and
- Stakeholder feedback received.

Commented [RD13]: Consistent with current policy

Commented [RD14]: This is a guideline or best practice recommended by the province - it does not exist in the current version

James River Watershed Stewardship Board:
Source Water Protection Advisory Committee Policy

Recognizing wildfire as a risk to drinking water quality and infrastructure, the annual report shall also include a review of wildfire prevention and suppression considerations, in consultation with:

- Nova Scotia Department of Natural Resources,
- Nova Scotia Department of Emergency Management,
- Regional Emergency Management Office, and
- Local Fire Departments

Review and Amendment

This policy shall be reviewed at least every five (5) years, or sooner if required. Amendments require approval by The Town of Antigonish Council.

Previous Policies

The 2013 James River Watershed Stewardship Board Policy is hereby repealed.

Effective Date

This policy takes effect upon approval by the Town of Antigonish Council.

Commented [RD15]: Current version is generic may be amended but no timeframe for review.

To: Town Council

Submitted By: Kate MacInnis, Director of Community Development

Date: Wednesday, April 29, 2026

Subject: Electric Kick-Scooters Operation

Origin

This memo is informational for Council, stemming from the growth of electric kick scooters and the establishment of a new electric kick scooter ride-share service, within the Town.

Background

Electric kick scooters are considered a form of vending under the Town's By-law, as they involve the provision of a service outside of an enclosed building on public or private property. Operators are required to obtain a Vending Permit to legally operate within the Town. The Town has received observations and concerns regarding the operation of electric kick scooters locally, particularly related to improper parking and obstruction in public spaces such as sidewalks, active transportation pathways, and roadways.

Under the Nova Scotia Motor Vehicle Act, electric kick scooters are permitted provided they meet defined equipment and safety standards and are operated in a manner similar to bicycles, including adherence to minimum age requirements, speed limits, and restricted to street use and must follow traffic laws. Municipalities also have authority to regulate aspects of their use through By-laws.

Notification to Operator

Staff have issued notice to the owner of Ride the Nish advising that their operation falls under the Town's Vending By-law and requires a Vending Permit. The correspondence outlines the application requirements, including submission of supporting documentation such as proof of insurance and operating details. The owner has also been requested to provide a copy of user terms and conditions to demonstrate how riders are informed of their responsibilities as users of the service.

In addition, the correspondence clearly identifies the owner's responsibility to ensure scooters are used and parked appropriately. The Town has advised that scooters found to be creating safety hazards or obstructions may be removed, and fees may be applied should the issue persist.

Next Steps

Staff are preparing the following to support effective regulation and safe operation of electric mobility devices within the Town:

- Development of a policy to support the Vending By-law as it relates specifically to electric kick scooters and e-bikes, including operational expectations, parking requirements, public education to users, and potential enforcement mechanisms;
- Development of a letter with details of requirements to obtain a Vending Permit to share with current and future proprietors of electric mobility shared services;
- Evaluate the development of, or amendments to existing, bylaw concerning the use of electric kick sooters and other electric mobility devices, which would apply to all users of these devices.
- Engagement with the RCMP to explore opportunities for coordinated enforcement and public education related to safe and lawful use;

Melanie Fougere

From: Melanie.Fougere@townofantigonish.ca
Subject: FW: EXTERNAL: Lyme Disease Awareness Month - May 2026

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

You don't often get email from [REDACTED] [Learn why this is important](#)

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

Good afternoon,

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

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

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

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

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

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

Thank you.

Donna Lugar

Melanie Fougere

From: Erin Christie [REDACTED]
Sent: April 27, 2026 9:00 AM
Subject: EXTERNAL: Come Together, Nova Scotia - Mental Health Week is May 4–10

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

Good morning,

I'm reaching out on behalf of the Canadian Mental Health Association, Nova Scotia Division, to invite your municipality to take part in **Mental Health Week (May 4–10)**—a national awareness and advocacy campaign focused on building understanding, reducing stigma, and strengthening community well-being.

This year's theme, "**Come Together, Canada**," highlights the important role that social connection plays in our mental health. At a time when many people across the country are experiencing loneliness and disconnection, visible leadership at the local level can help reinforce the message that connection matters.

We would be grateful for your municipality's support in the following simple but meaningful ways:

- Access our Mental Health Week Toolkit and share our resources. Be sure to share a social media post using our social media toolkit.

 [Download Toolkit](#)

- Encourage staff and members of councillors to wear a green ribbon during Mental Health Week as a visible show of support and post a photo of you wearing your ribbon and tag **@cmhans**, using the hashtags **#MentalHealthWeek** and **#ComeTogetherCanada**
- Promote or attend local Mental Health Week events in your community.

 [View our Calendar](#)

- **Issue a municipal proclamation recognizing Mental Health Week** (*a template is included in the resource kit*)
- **Light up municipal landmarks in green in support of Mental Health Week.**

These small actions help signal to residents that mental health is a shared priority, and that connection, understanding, and support matter at every level of community leadership.

Thank you for your continued leadership and for helping to promote mental health and well-being across your municipality.

If you have any questions or would like more information, please contact:

Erin Christie
Provincial Lead, Communications and Community Engagement
Canadian Mental Health Association, Nova Scotia Division

Erin Christie (*She/Her/Elle*)
Provincial Lead - Communications and Community Engagement
Canadian Mental Health Association - Nova Scotia Division (CMHA-NS)

To: Town Council
Chief Administrative Officer

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

Date: Thursday, April 30, 2026

Subject: Councillor & Committee Reports

1. Councillor Reports

The following is a compilation of Councillor Reports submitted by Councillors for inclusion in the Committee of the Whole Council Agenda Package. Reports reflect activities, meetings, and events attended by members of Council since the last meeting. Only reports received have been included.

Councillor Diane Roberts

Meetings and Events Attended

Committee of the Whole

Special Council x 6

Regular Town Council meeting

Recreation Needs Assessment

Recreation Committee

Police Advisory Committee

AREA (Alternative Resource Energy Authority) – attempted to join online

Rules of Order – Meetings & Processes

Information from the Rules of Order Training

Following attendance at a session held in New Glasgow on March 27 (9:00 a.m. – 4:00 p.m.), presented by CAO Chris McNeill, Councillor Roberts shared the following key takeaways

Meetings may begin with a moment of silent reflection or prayer.

- Councillors may speak twice for up to 10 minutes during debate and must direct remarks through the Chair.
- Councillors should not refer to other members by name during debate to avoid personalizing discussions.
- Votes should not be conducted by a show of hands.
- Reports are approved (not “received” or “accepted”).
- Minutes are approved (not “received” or “accepted”).
- Minutes are approved and signed by the Mayor/Chair and Secretary.
- At virtual meetings, participants must be both visible and audible.
- Members should be addressed by title and last name.
- Cell phones should not be visible during Council and Committee meeting.

Items for Consideration:

- Is there a written policy regarding Conflict of Interest?
- Is there a procedural policy governing virtual meetings?

Legislative Note:

Under the Municipal Government Act (MGA), the following committees are required: Audit, Accessibility, Police Advisory, Emergency Management (EMO), and Source Water Protection.

Councillor Patrick McKenna

Meetings and Events Attended

Special Council Mtgs x 5
Audit Committee x2
RK Steering Committee
RK Waste Management Meeting
Fundraising sub committee
Accessibility Mtg
Town of Antigonish Resident Meeting
Waste Management Mtg
Accessibility Drop in session
PARL Revenue committee
RK Board Meeting

Mayor Sean Cameron

Meetings and Events Attended

NSFM Conference – Yarmouth
FOIPOP Online session
Antigonish Transit Stakeholders online consultation
NSFM Municipal Autonomy meeting
Regional Reconciliation working group
RCMP Advisory Board and all the other town committees and meetings

2. Committee Reports

The following is a compilation of Committee Reports submitted by Councillors in their capacity as Committee Chairs or representatives for inclusion in the Committee of the Whole Council Agenda Package. Reports reflect committee activities, discussions, and updates from recent meetings. Only reports received have been included.

Recreation Committee – Councillor Juanita Pelly

Councillor Pelly reported that the Recreation Committee meeting met on April 15, 2026, the following update was provided:

Active Living Update

Alana MacKay, Active Living Coordinator, Town of Antigonish attended the Recreation Committee meeting and provided an update on initiatives within her role. She spoke to key focus areas,

including social supports, physical environment and walking supports, community engagement, and policy development.

Ms. MacKay advised that a Youth Committee meeting is scheduled for May with the objective of supporting teen engagement. Community engagement activities related to the recreation needs Assessment are nearing completion.

Recreation Needs Assessment results to date include:

- Public survey: 689 responses
- Community group survey: 44 responses
- In-person and virtual engagement: 59 participants
- Dr. J.H. Gillis student engagement: approximately 100 students

Ms. MacKay also provided an update on summer camp hiring, noting that seven positions are being recruited for the upcoming summer program. Applications closed on April 16, and registration for summer camp opens May 6.

An update was provided regarding the PlayFinder platform, noting that the team is still working out the kinks.

Additionally, Colin Rankin, Manager of Parks and Recreation raised a concern regarding the availability of washroom facilities at the regional sports fields during the summer months, noting that the current number may not be sufficient given usage levels.

The following were recommended Motions that came from the meeting to go to Council. (Budget)

Recommendation: That the Recreation Committee recommend that Council approve the proposed allotment and placement of two (2) additional portable washrooms for the Town of Antigonish Regional Fields to improve facility services.

Recommendation: That the Recreation Committee recommend to Town Council that \$5,000.00 be put in the 2026-2027 Operating Budget for redevelopment plans and community engagement for Greening Drive Park.

Accessibility Committee – Councillor Patrick McKenna

Councillor McKenna noted that the Accessibility committee met on April 24. The committee reviewed the Town Hall accessibility design, Main Street Accessibility Parking report, Town of Antigonish Accessibility Action plan as well as reviewing Accessibility Awareness week in Nova Scotia from May 25 to May 31

The Committee has ordered an accessibility flag, and the committee would like to move a motion at the next council meeting to request a Flag raising ceremony as well as a Mayoral proclamation proclaiming Accessibility Awareness week in Nova Scotia from May 25 to May 31.