

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 10, 2026, 5:30pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

1. Call to Order – Chair, Warden Nicholas MacInnis
2. Approval of Agenda
3. In-Camera Items
 - a. Contract Negotiations
 - b. Contract Negotiations
4. Review of January 28, 2026, 2025 Committee of the Whole Minutes
5. Business Arising from the Minutes
6. Delegations
 - a. There are no scheduled delegations
7. Continuing Business
 - a. Debenture Financing Follow-up
 - b. EPR Update
8. New Business
 - a. Discussion Regarding Letter from the Antigonish Coalition to End Poverty
 - b. Interest on Overdue Taxes, Sewer and Local Improvement Charges
9. Staff Report
10. Community Events

This item provides Councillors with an opportunity to briefly bring to the attention of Council events that are taking place in their communities.
11. Additions to the Agenda
12. In-Camera Items
13. Adjournment

COUNCIL PRIORITIES (OCT 2025)	
<p><u>NOW</u></p> <ol style="list-style-type: none"> 1. TOWN/COUNTY UTILITY 2. 5 YEAR CAPITAL PLAN 3. BOUNDARY REVIEW 4. COMMUNICATIONS STRATEGY 5. HOUSING: HAF Action Plan Review 	<p><u>Next</u></p> <ul style="list-style-type: none"> • POLICY REVIEW POLICY • SOURCE WATER • RECREATION NEEDS ASSESSMENT • ACTIVE TRANSPORTATION • LONG TERM SEWER STRATEGY • MUNICIPAL PLAN: Six MPS Review
<p><u>ADVOCACY</u></p> <ul style="list-style-type: none"> • <i>Communication Tower: Installation (BNS)</i> • <i>Communication Towers: Dead Zones (BNS)</i> • <i>ATV Corridors: Map (ATV Club)</i> 	<p><u>PARTNERS</u></p> <ul style="list-style-type: none"> • <i>Housing Needs: Status (AAHS)</i> • <i>PFN Collaboration: Meeting</i> • <i>Shelter Providers: Forum</i>
Guiding Principles	
<p>Maximize Community Engagement & Communication Ensure Fiscal Responsibility & Sustainability Realize Collaboration with Town</p>	<p>Pursue Partnerships with Local & External Organizations Enhance Livable Community Opportunities Preserve an Accessible, Inclusive & Safe Place to Live</p>
Strategic Themes	
RELIABLE UTILITIES - INCLUSIVE COMMUNITY- COLLABORATIVE EFFORTS – STRATEGIC LEADERSHIP	
OPERATIONAL INITIATIVES	
<p><u>CHIEF ADMINISTRATIVE OFFICER</u></p> <ol style="list-style-type: none"> 1. TOWN/COUNTY UTILITY 2. HOUSING: HAF Action Plan Review 3. Town/County Relations: Meeting <ul style="list-style-type: none"> • Bylaw Enforcement Proposal 	<p><u>COMMUNITY SUSTAINABILITY</u></p> <ol style="list-style-type: none"> 1. Accessibility Plan 2. Equity/Anti-Racism 3. Net Zero: Building Review <ul style="list-style-type: none"> • Climate Resilience Plan (HAF initiative) • Source Water Planning & Protection: (HAF initiative)
<p><u>FINANCE</u></p> <ol style="list-style-type: none"> 1. 5 YEAR CAPITAL PLAN 2. 2024-25 Audit <ul style="list-style-type: none"> • Water Rate Study 	<p><u>PUBLIC WORKS</u></p> <ol style="list-style-type: none"> 1. County Water I & I 2. Source Water: (HAF initiative) 3. EPR <ul style="list-style-type: none"> • Asset Management: (HAF initiative)
<p><u>ADMINISTRATION</u></p> <ol style="list-style-type: none"> 1. BOUNDARY REVIEW 2. COMMUNICATION STRATEGY <ul style="list-style-type: none"> • POLICY REVIEW POLICY • Gateway Signage • Tourism Strategy 	<p><u>COMMUNITY PLANNING</u></p> <ol style="list-style-type: none"> 1. Eastern Antigonish MPS 2. Density Review: (HAF initiative) 3. MUNICIPAL PLAN: Overview <ul style="list-style-type: none"> • Subdivision Bylaw: Scope
<p><u>RECREATION</u></p> <ol style="list-style-type: none"> 1. ACTIVE TRANSPORTATION: On going 2. Sport Hub/Play Finder or Recreation Registration Software 3. Mini-Pitch Phase II <ul style="list-style-type: none"> • RECREATION NEED ASSESSMENT: RFP Community Use of Schools & Facility Allocation Policy 	
<p>CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies</p>	

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

**Wednesday January 28, 2026, following Asset Management Committee
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4**

Present were: Warden Nicholas MacInnis
Deputy Warden John Dunbar
Councillor Mary MacLellan
Councillor Adam Baden-Clay
Councillor Richelle MacLaughlin
Councillor Shawn Brophy
Councillor Wayne Melanson
Councillor Gary Mattie
Councillor Harris McNamara (by Zoom)
Councillor Sterling Garvie

Regrets: None

Staff Present: Shirlyn Donovan, CAO
Beth Schumacher, Municipal Clerk
Allison Duggan, CFO
Tammy Feltmate, Director of Sustainable Communities

Others Present: Gallery (online and in-person)

Call to Order- Warden MacInnis

Warden MacInnis called the meeting to order at 8:38pm.

Approval of Agenda

Warden MacInnis called for approval of the Committee of the Whole meeting agenda.

Moved and Seconded

That the agenda be approved as presented.

Motion Carried

Consideration of the January 13, 2026 Committee of the Whole Minutes

Warden MacInnis called for any errors or omissions in the minutes of January 13, 2026. Hearing none, the minutes were accepted as presented.

Business Arising from the Minutes

There was no business arising from the minutes.

Delegations

There were no delegations.

Continuing Business

Policy Review – Proposed Repeal of the Policy Regarding the Handling of Tire Fluff

Ms. Schumacher noted that no further comments or questions were received after the discussion at the January 13, 2026 meeting regarding the suggestion to repeal the policy regarding the handling of tire fluff. Staff provided a recommended motion for consideration by the committee.

Moved and Seconded

The Committee recommends that Municipal Council repeal Policy #24, being a Policy Regarding the Handling of Tire Fluff.

Motion Carried

New Business

2026-2027 Community Partnership Grant Allocation

Mrs. Donovan spoke to the Community Partnership Grants program that is preparing to open for applications for the 2026/2027 budget rate. Past process has been that the grants are set at 3% of the estimated revenue based on preliminary assessments. Discussion followed.

Moved and Seconded

The Committee recommends that Municipal Council set aside 3% of the estimated tax revenue based on preliminary assessment and 2026/27 property tax rates, which is estimated to be \$483,441, for the Community Partnership Grants in the 2026/2027 budget.

Motion Carried

Letter of Support for Road Access to St. Martha's Regional Hospital

Warden MacInnis spoke to the letter that was received from the Town's Mayor, asking neighbouring municipalities to send a letter to local MLAs asking for consideration of the construction of a secondary access to the .

Moved and Seconded

The Committee recommends that Municipal Council send a letter to Minister Thompson requesting consideration of a permanent alternate access route to St. Martha's Regional Hospital and Highway 337.

Motion Carried

Request for Tax Write-off of One Water Account and Inactive Tax Accounts with Balances

Mrs. Duggan provided background to the various accounts that are being put forward by staff for write-offs of tax accounts, for reasons of those amounts being uncollectable. Discussion followed.

Moved and Seconded

The Committee recommends that Municipal Council write-off a balance on one water utility account and the taxes on inactive accounts from the 2026 PVSC Tax Roll, in the total amount of \$1,458.86.

Motion Carried

Discussion Regarding the Consideration of a By-law Officer Position

Ms. Schumacher provided the committee with an update regarding past conversations about the Noise By-law, Dog Control, and the idea of looking at the by-law officer position. She asked members of the committee for preliminary ideas and feedback on the idea, to help to guide staff in preparing a proposal. She noted that the current contract with the SPCA for dog control services would be expiring on March 31, 2026. A suggestion was made to look at options for contractors to supplement elements of the dog control portfolio. Discussion followed.

Additions to the Agenda

There were no additions to the agenda.

Reports from Inter-Municipal Boards

Heritage Museum

- The next meeting will take place on February 2nd

Antigonish Arena Association

- Meeting to be scheduled

Eastern District Planning Commission (EDPC)

- Workshop scheduled for February 11th.

Eastern Regional Solid Waste Management (ERSWM)

- Meeting January 29th

Pictou Antigonish Regional Library (PARL)

- Received free books and those are being divided between the seven branches, as well as being distributed to groups and individuals in need. Event on February 2nd at the library regarding the dedication of the community room. No update on funding concerns.

RK MacDonald Nursing Home

- Meeting on January 29th

Helping Healthcare in Antigonish

- Meeting in April

Antigonish Affordable Housing Society (AAHS)

- Meeting on January 28th

Antigonish County Adult Learning Association (ACALA)

- Met earlier in the day and talked about library programs and policies and services.

Antigonish Community Transit Society (ACTS)

- Meeting yesterday cancelled due to weather.

Antigonish Regional Emergency Management Office (AREMO)

- Met earlier in the month.

Nova Scotia Federation of Municipalities

- Meeting on February 6th

In-Camera Items

There were no in-camera items.

Adjournment

Moved and Seconded

That Committee of the Whole meeting adjourn at 9:01 pm.

Motion Carried

Warden Nicholas MacInnis

Shirlyn Donovan, CAO

STAFF REPORT

TO: Committee of the Whole
FROM: ALLISON DUGGAN, CFO
SUBJECT: **REQUEST FOR CAO TO SEND A LETTER OF COMMITMENT AND SIGN THE RESOLUTION WITH THE PROVINCE TO REFINANCE DEBENTURE 31-A-1 OVER A 5-YEAR TERM**
DATE: 2026-02-06

RECOMMENDATION

THAT the Committee recommend Municipal Council approve CAO to sign a commitment letter and resolution to refinance debenture 31-A-1 in the amount of \$873,000 over a 5-year term.

SUMMARY

The County has a 10-year Debenture coming due on May 30, 2026, in the amount of \$873,000 plus any outstanding principal and interest. This Debenture was comprised of three capital projects when initially requested (Municipal Office, Havre Boucher Sewer Treatment Plant and Library Renovations). Municipal Finance provides the lowest cost of debt to municipal government organizations.

The County has two options when this Debenture comes due on May 30, 2026.

1. Balloon payment in the principal amount of \$873,000.
2. Refinance over a set term period (5, 7 or 10 year term). Staff are recommending refinancing this debenture over a 5-year term. Making a balloon payment would reduce reserve balances that are currently gaining a higher interest rate than the cost of debt to refinance with Municipal Finance.

Request for cao to send a letter of commitment and sign the resolution with the province to refinance debenture 31-a-1 over a 5-year term

1

January 29, 2026

Ben McAfee, CPA, CA
 Manager, Municipal Finance
 Province of Nova Scotia
 P.O. Box 187
 Halifax, NS, B3J 2N3

Re: Spring 2026 Debenture Submission

Please accept this letter as a firm commitment by the Council the Municipality of the County of Antigonish to participate in the Spring 2026 Debenture Issue.

We request long-term funding for the following completed municipal capital project(s) for the following amount(s) and term(s):

Purpose	Loan Amount	Loan Term*	Loan Amort*	TBR #	TBR Expiry	Project Completion	Fed/ Prov Funding?
Library - refinance	\$ 294,000.00	5 Years	5 Years	31-A-1	30 May 2026	30 May 2011	No
Wastewater Plant - refinance	\$ 579,000.00	5 Years	5 Years	31-A-1	30 May 2026	30 May 2011	Yes

**Max Term is 20 years. Max Amortization period is up to the useful life of the asset.*

Total Debenture Requirement: \$ 873,000.00 (sum of Loan Amount column)

Additionally, please find enclosed the *Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate*, which has been duly passed by Council.

Respectfully yours,

[Authorized senior staff member]

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on _____ February 24, 2026 _____.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Municipality of the County of Antigonish
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ __873,000.00_ , for a period not to exceed __5__ years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Municipality of the County of Antigonish
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
Municipality of the County of Antigonish

(Name of Unit)

held on the _____ day of _____ 20

GIVEN under the hands of the Mayor/Warden and the Clerk of the

(Name of Unit)

this _____ day of _____ 20

Mayor/Warden

Clerk CAO

January 22, 2026

Shirlyn Donovan
Chief Administrative Officer
Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill, NS, B2G 0B4

Dear Ms Donovan:

RE: Notification of Balloon Payments Due in Fiscal 2026-2027

This letter is a reminder that the Municipality of the County of Antigonish has balloon payments due in the upcoming fiscal year. Details of the balloon payments are outlined in the table below. Balloon payments may be paid in full on the maturity date or refinanced through the Department of Finance and Treasury Board Municipal Finance Division (“Municipal Finance”) for the remaining term of the original debenture.

Municipal Finance issues debentures in Spring (May or June) and in Fall (October or November) and will send correspondence seeking confirmation of participation in the debenture issues in February and July. Balloon payments are not automatically rolled into the next debenture and refinancing must be approved in accordance with debenture requirements. If you wish to refinance the balloon payment, it is important that Municipal Finance receives all documentation by the debenture deadlines included in the debenture call-outs.

Refinancing occurs as two transactions. First, the full balloon payment will be drawn by Municipal Finance on the repayment date and second, the refinanced amount will be deposited to the Municipality on debenture payout. If you are seeking refinancing and your balloon payment date falls before the debenture payout date, Municipal Finance offers a short-term bridge financing program that may be used to bridge the loan until debenture financing is received.

Balloon Payment Details:

Original Project	Balloon Payment Date (Maturity)	Balloon Payment*	Eligible to Refinance	Term	Refinancing Debenture
Library	May 30, 2026	\$ 323,400	\$ 294,000	10	Spring 2026
Wastewater Plant	May 30, 2026	\$ 637,120	\$ 579,200	10	Spring 2026

* Noted payments are for **balloon principal payments only** and do not include any other outstanding principal or interest payments due in fiscal 2026-27.

Please contact me at Ben.McAfee@novascotia.ca or (902) 717-2025 if you have any questions about your balloon payment, the short-term bridge financing program, or the debenture issue process.

Yours truly,



Ben McAfee, CPA, CA
Manager, Municipal Finance

cc Municipal Advisor, Department of Municipal Affairs
Director of Finance, Municipality of the County of Antigonish

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

MEMO FOR INFORMATION

TO: COMMITTEE OF THE WHOLE
FROM: SHIRLYN DONOVAN, CAO
SUBJECT: EXTENDED PRODUCER RESPONSIBILITY LAUNCH
DATE: FEBRUARY 10, 2026

Background

On August 1, 2023, the Nova Scotia Department of Environment and Climate Change approved the Extended Producer Responsibility for Packaging, Paper Products and Packaging-Like Products Regulations. The extended producer responsibility (EPR) program will launch December 1, 2025.

The Province has contracted Circular Materials to work with municipalities to ensure the EPR is set to launch on December 1, 2025. Municipalities across the province had the option to opt in which essentially meant we would still be responsible for collection of blue bag materials or to opt out and have a contracted company come in and take over the blue bag collection program.

In July, Municipal Council voted to opt in which means our staff would continue to collect blue bag materials and we would be compensated by Circular Materials for the curbside collection services.

The program launched on December 1 and while it has had its challenges initially with the change over, things are moving a bit more smoothly now. Staff are getting used to the reporting requirements and we have received our first reimbursement for the month of December.

Staff are working on a county wide mailout to go out to all residents with information about the items that are permitted in each of the blue bags and details about the depot items. This will be a document that people can keep or post to their fridge as a reminder.

We have also been working closely with Eastern Solid Waste Management Regional Coordinator and their Educator to ensure information is accurate. They have hosted a session for our collection vehicle operators and attended the Farmers Market in January and plan to attend again on February 21 from 10am-1pm to answer questions from residents.

Staff have been running some social media promotion and radio ads to increase awareness and education on the changes associated with the program.

New Items Accepted in Blue Bag Curbside Recycling

Multi-layer paper containers, such as:

- Paper cups (including disposable hot and cold beverage cups)
- Paper bowls
- Ice cream cartons
- Cookie dough spiral cans
- Frozen juice spiral cans
- Potato chip spiral cans

Plastic tubes, such as:

- Toothpaste tubes
- Deodorant tubes
- Hand cream tubes

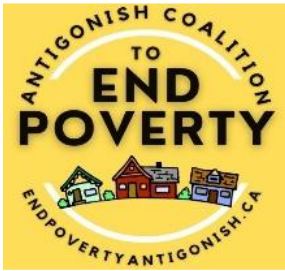
Small plastic packaging, such as:

- Small bottles and pumps
- Candy or gum containers
- Small pails
- Garden pots
- Seedling trays

Recycling Routine

Residents should continue sorting recyclables into blue bags and placing them at the curb on their regular collection day. The Municipality will share updates as they become available from Circular Materials.

Check out the FAQ and detailed lists of what goes in your blue bags, visit the website here: <https://www.circularmaterials.ca/resident.../nova-scotia/>



January 20, 2026

Premier Tim Houston
Office of the Premier
7th Floor, One Government Place
1700 Granville Street
Halifax, NS B3J 1X5

Dear Premier Houston,

RE: Need to increase Social Assistance rates

The Antigonish Coalition to End Poverty (ACEP) represents organizations and individuals providing a wide range of services and support to people in Antigonish and Guysborough Counties. ACEP leads initiatives in community development and public education. Our member organizations provide health care services and direct support for individuals in areas that include childcare, housing, transportation, energy, and crisis services.

A major focus of our service work involves helping individuals to cope with poverty. As part of this work, we advocate for people when systems fail them or treat them unfairly and, through the Coalition, we advocate for public policy changes that we believe could more effectively address poverty and other issues in our community.

In Nova Scotia, 13.1% of people are living in poverty (CCPA 2024) and 28.9% of Nova Scotians are food insecure (Food Banks Canada 2025). Many people in our communities must rely upon social assistance and disability benefits for basic daily needs. While your government has announced a 1.6% increase to social assistance and disability rates in 2026, it will leave individuals and families falling further into poverty. Bearing in mind that there was a 3.1% increase in social assistance rates in 2025, Nova Scotia rates still fall below both the deep income poverty threshold and the Market Basket Measure. Food prices alone increased by 3-5% in 2025 (Canada's Food Price Report). NS Power rates are likely to increase as well.

The Maytree Report for 2024 social assistance incomes and 2025 poverty lines show that current social assistance benefits together with federal benefits fall significantly below both the deep income poverty threshold as well as the more livable Market Basket Measure. Families living at the poverty line are living in poverty. Nova Scotia social assistance and disability support rates leave families living substantially below the poverty line.

Family type	Annual income from social assistance and federal benefits	Deep income poverty threshold and benefits % of threshold	Market Basket Measure poverty line and benefits % of MBM
Unattached single individual	\$9,415	Threshold: \$21,005 Benefits: 44% of poverty line	Threshold: \$28,006 Benefits: 34% of MBM
Unattached individual with a disability	\$15,117	Threshold: \$21,005 Benefits: 71% of poverty line	Threshold: \$28,006 Benefits: 54% of MBM
Single parent with 1 child	\$22,710	Threshold: \$29,795 Benefits: 76% of poverty line	Threshold: \$39,607 Benefits: 57% of MBM
Couple with 2 children	\$35,482	Threshold: \$42,010 Benefits: 84% of poverty line	Threshold: \$56,213 Benefits: 63% of MBM

Increasing the 2026 social assistance rate by only 1.6% will leave individuals and families living in even deeper poverty in 2026 as the cost of power, rent, groceries, clothing and other everyday necessities continues to rise. This results in legislated poverty.

We know that you care about the people of Nova Scotia and we are therefore calling upon you to increase social assistance and disability support rates by 10% this year and in subsequent years until the rates reach the Market Basket Measure threshold income. Ending poverty will benefit all Nova Scotians and increase the well-being of all our communities.

We are requesting a meeting with you to discuss these concerns further, and respectfully request a response to this letter.

Sincerely,

Wyanne Sandler, Co-Chair
 Antigonish Coalition to End Poverty
 including
 Antigonish Affordable Housing Association
 Antigonish Community Health Board
 Antigonish Community Transit Society
 Antigonish Emergency Fuel Fund
 Antigonish Food Security Association
 Antigonish Women's Centre & Sexual Assault Services
 A Roof Over Your Head
 Kids First Family Resource Centre
 Martha Justice Ministry
 Antigonish Town and County Library (PARL)
 St. James United Church Social Justice Committee

Cc: Honourable Barbara Adams, Minister of Opportunities and Social Development; Claudia Chender, Nova Scotia NDP; Iain Rankin, Nova Scotia Liberal Party; Honourable Michelle Thompson, Minister of Health and Wellness, MLA for Antigonish; Jaime Battiste, MP for Cape Breton – Canso – Antigonish; Antigonish Town Council; Municipality of the County of Antigonish.

STAFF REPORT

TO: Committee of the Whole
FROM: ALLISON DUGGAN, CFO
SUBJECT: **REQUEST FOR DECISION – INTEREST ON OVERDUE TAXES, SEWER AND LOCAL IMPROVEMENT CHARGES**
DATE: 2026-01-23

RECOMMENDATION

THAT the Committee recommend that Municipal Council approve one of the three interest rate options provided to be set out by Resolution of Municipal Council for the Fiscal 2026/27 Operating Budget.

SUMMARY

As part of the approval process for the annual operating budget and inline with Policy # 21 Interest and Late Charges, Interest on overdue taxes, sewer and local improvement charges are set out by Resolution of Municipal Council and are subject to change the rate year over year. The Municipality of the County of Antigonish has maintained the same interest rate for decades.

Staff have provided a sensitivity analysis of the interest rates on overdue balances from the neighbouring municipalities. See schedule of various municipal units per month and per annum interest rates provided.

Per Nova Scotia Municipal Government Act:

“Incentives and interest 113:

- (1) The council may provide incentives for the early payment of taxes.
- (2) The council may impose interest, at a rate determined from time to time by policy, for non-payment of taxes when due.
- (3) Interest shall be added to the unpaid taxes and shall be collected as if the interest originally formed part of the unpaid taxes.
- (4) Interest shall be calculated according to the length of default in payment.
- (5) The council may provide that interest be compounded, not more frequently than monthly.
- (6) The council may provide that interest shall be calculated from the date the tax rate is set if taxes are not paid within thirty days of the due date.
- (7) The council may adopt a formula by which, and the time when, the rate of interest on overdue taxes is automatically adjusted.
- (8) Unless the council otherwise provides, incentives shall be allowed and interest charged on area rates and rates collected for any other body at the same rates and under the same terms and conditions as the council has provided for its own taxes.”

OPTIONS:

1. **Maintain** the same interest rate on overdue balances **of 0.5% per month and 6% per annum.**
2. Change the annual interest rate to an average of the Town of Antigonish and the County of Antigonish **-> 0.63% per month and 8% per annum.**
3. Use some other percentage as directed by the Committee.

	OVERDUE PROPERTY LEVIED INTEREST RATES:	
	per month	per annum
County of Antigonish	0.50%	6%
District of St. Mary's	1.16%	14%
Municipality of the District of Guysborough	1.50%	18%
Victoria County	1.50%	18%
Inverness County	1.00%	12%
Pictou County	1.25%	15%
Municipality of Westville	1.17%	14.04%
Town of Antigonish	0.75%	9%
Town of Port Hawkesbury	1.25%	15%
Town of New Glasgow	1.25%	15%
Town of Mulgrave	1.50%	18%
Total Average of units in close proximity	1.17%	14%
Rural Average	1.15%	14%
Town Average	1.19%	14%
Town and County of Antigonish Average	0.63%	8%
Other Municipal Units:		
HRM	1.25%	15%
Town of Yarmouth	1.16%	14%
Annapolic County	1.00%	12%
Municipality of Chester	1.00%	12%
Municipality of Colchester	1.00%	12%
Argyle Municipality	1.0834%	13%
District of Lunenburg	0.83%	10%
Municipality of Shelburne	0.83%	10%

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Interest / Late Charges
POLICY NUMBER:	21
DATE APPROVED:	
DATE REVISED:	

1.0 PURPOSE:

The purpose of this policy is to establish guidelines for the charges of interest/late charges on Water, Sewer, Taxes, etc. for the Municipality of the County of Antigonish.

2.0 POLICY:

2.1 Interest on taxes, sewer, and paving are set out by Resolution of Municipal Council and are subject to change the rate and interest date from year to year. Interest is charged on all outstanding accounts after the interest date is set out by the Resolution of Municipal Council.

2.2 Interest on all outstanding water accounts are calculated after the current month has passed.

2.3 Payments received by mail, over the counter or by online banking after the current month has passed are subject to interest/late charges.

3.0 POLICY REVIEW:

This Policy is to be reviewed once each calendar year, unless deemed otherwise by the Policy Committee from time to time.

MEMO FOR INFORMATION

TO: Committee of the Whole
FROM: SHIRLYN DONOVAN, CAO
SUBJECT: FEBRUARY 2026 STAFF REPORT
DATE: 10/02/2026

ADMINISTRATION DEPARTMENT

- CAO attended:
 - Regular meetings with Town and County regarding Water and Sewer Infrastructure
 - RK MacDonald Steering Committee and Finance Committee Meetings
 - Meeting with Build NS, Minister Thompson, Minister Morrow and MP Jaime Battiste.
 - Antigonish Arena Board Meeting
 - EMO Planning Committee Meeting
 - Monthly meeting with StFX Administration
 - Planning Advisory Committee Meeting
 - Helping Healthcare Antigonish Quarterly Meeting
 - Joint Regional AMA Meeting
 - EDPC Budget Meeting
 - Meeting with North Shore Development Association, NSDPW, Minister Thompson, NSDNRR regarding Cape George Lighthouse Road
 - African Heritage Month Launch at StFX University
 - Ongoing day to day operations, meetings with residents and community groups.
- Policy Review – Senior Leadership are looking at all policies of the municipality and have developed timelines for updating the policies.
- EPR Training – staff attended a training related to the reporting portal for Circular Materials relating to Extended Producer Responsibility which launch on December 1, 2025.
- Communications Strategy
 - Staff has initiated early planning discussions for a new municipal website with Crispin and Simply Ducky.
 - Staff facilitated a dedicated meeting with department heads to gather feedback on current website strengths, identify priority needs, and ensure departmental goals and functionality are reflected in the new design. This session also provided an opportunity for open dialogue and alignment ahead of next steps.

- Tourism
 - Staff attended an Antigonish Tourism Association meeting led by the new Director of Tourism, Lynn Delorey.
 - Staff participated in a roundtable discussion with local tourism operators focused on introductions, shared goals, and collective vision-setting for the upcoming season.
- Community Partnership Grants
 - Launched the 2026 Community Partnership Grants program on February 1, 2026.
 - Updated the municipal website with current application forms and clear, accessible information to improve usability for community groups.
 - Organized both in-person and virtual information sessions to support non-profit organizations and volunteers through the application process.
- Communications (Ongoing)
 - Continued to provide regular municipal communications, including Council meeting highlights and service updates, distributed across multiple platforms.
 - Managed correspondence on behalf of Council.
 - Prepared media communications and speaking notes for public events.
 - Collaborated with the Town of Antigonish to coordinate consistent and aligned public messaging.
 - Staff coordinated training sessions for office staff and collection crews with ERSWM collection, as well as a public information session at the Antigonish Farmers' Market. ERSWM staff will host a follow-up information session at the market on February 21, 2026.
 - Organized a one-page waste sorting guide for distribution to all Antigonish County residents.
- Signage
 - Staff in discussions with Public Works regarding the installation of gateway signage at key County entry points.
- Strategic Priorities
 - Staff has initiated the collection of departmental updates for the Strategic Initiatives Quarterly Report, to be presented to Council at the February 24, 2026 meeting.
- Housing Accelerator Fund (HAF) Update
 - The final reporting period for the February 1, 2025 to January 31, 2026 HAF year has begun. Reports are due to CMHC by March 1, 2026. When the reports have been assessed we will be notified if we are entitled to receive the next 25% dispersal of the \$1.9 million awarded.
 - Consulting work for HAF initiatives has been completed for Community Transit, Accessory Dwelling Units, Residential Improvements and is

entering remaining phases for Permit Modernization and Asset Management.

- Details on the status and next steps of HAF initiatives and their respective milestones will be in the next Strategic Initiatives update on February 24, 2026.
- ICIP Community Buildings project is in final stages of administration, financial reimbursement and community support. We have had 2 meetings with community building representatives and have another meeting booked for end of March. Coming together to trouble shoot concerns and discrepancies with NSP re solar readings, learning tips from each other and developing a maintenance plan. This gathering is supported by PM team and Energy coach from Clean Foundation and FCM.
- OHS management is ongoing, no major incidents. Looking into radios and alternate communications methods, we have added GPS units to all collection trucks, safety day is coming up in February, a date and overview of the day will be shared with Council in the coming 2 weeks. Themes of the day include: What does safety mean to you? Psychological Safety what does that look like day to day? And what is everyone's role in PS? Communications and Team work.
- Finalizing committees' composition, and schedule re accessibility and anti-hate.
- Wellness program is still open for fiscal 2025-26, get applications in.
- Staff engagement committee is relaunching- Meeting mid February.
- Asset management inventory continues, program approved by Council in January, work continues- feeding information into the system in preparation for workshop with Council and AIM and budget prep.
- Energy management plan- developing timeline for renewable energy audit on county and community buildings systems.
- Security & Maintenance inspections including accessibility and safety are ongoing, troubleshooting accessible doors and timing. Working on lighting to improve outdoor cameras views.
- Boundary Review Update – Municipal Clerk has been coordinating with the NSUARB to schedule a hearing for Wednesday, June 3, 2026 at the Municipal Office.
- Staff is working on final reporting for the Beautiful Streets funding received from the province for the Courthouse.
- Staff is working on annual reporting to the Department of Justice for PIIDPA and FOIPOP statistics.
- Staff is supporting EDPC staff in preparing materials for an appeal of recent amendments to the Wind Turbine By-law.
- Noise By-law Updates – draft by-law prepared and under review internally and with the RCMP before coming to Committee of the Whole.

FINANCE DEPARTMENT

- Tax Office staff imported the Property Tax Assessment Roll for 2026 in Diamond and reviewed the information to make any necessary adjustments in advance of the Fiscal 2026/27 property tax billing.
- Tax Office staff are preparing for water billing the first week in February (approximately 1,800 water bills for the December/ January billing cycle) and 1,807 tax arrears letters.
- Tax Sale Process is ongoing, 14 Day notices have been mailed, and the next step is to prepare a list of properties to go to the lawyers for title search. Staff are aiming for Spring for the actual tax sale pending when we receive the title searches back from the lawyers.
- Approximately 221 residential/ home properties in the County have utilized the County's low Income Exemption Program. This program ended on December 31, 2025. Staff will re-evaluate this program as part of the F2026/27 budget process.
- F2025/26 Water Operating Budget was approved.
- Finance department is working with external consultant on water rate study.
- Budget preparation for Fiscal 2026/27 has begun.
- Audit was completed for the Consolidated Financial Statements of the County and for the Antigonish County Water Utility.
- Two Finance department staff are board members on the County's Occupational Health and Wellness committee which meet monthly.
- Finance department is on the Association of Municipal Tax Collectors (AMTC) board and is sharing responsible for maintenance of their website.
- Ongoing day to day operations (collections, reconciliations, payroll, property tax and utility customer maintenance, bill payments, monthly HST remittances, etc.).
- Member of the Finance Department is a board member for Strait IT. Board meetings occur monthly.
- Finance staff support the Antigonish Arena in the role of financial record keeping (day to day accounting, year end audit preparation, HST remittances, reconciliations, etc.).
- Diamond Municipal Solutions group of nine municipal units (Town of Antigonish, County of Antigonish, Town of Mulgrave, Town of Port Hawkesbury, County of Inverness, Victoria County, Richmond County, Guysborough County and District of St. Mary's) saw a demo of a potential new software system. The Group are meeting later this month to go through the software and offer from Central Square.

PUBLIC WORKS

- PW Admin & Waste Collection Staff are working on circular materials changeover with other depts.
- VOLVO Excavator at Transfer Station required maintenance - tracks replaced
- Weekly submissions by PW Admin to Circular Materials portal
- Roads- Cold patching when needed/able to
- Response to water and sewer breaks and dealing with contractors responsible.
- Recycling truck T10 has returned from transmission replacement
- Garbage / Recycling fleet requiring more maintenance – poor road conditions playing a major factor
- No Parking intervention required for Alex Terrace. Signs have been posted & consistently disregarded. We have been in contact with residents, and landlords re parking on the street and the need for space for utility and collection vehicles to pass regularly. Letter is being drafted for EDPC
- Winter road and sidewalk snow removal is in full swing.
- Regular collection and solid waste work.
- Random calls to support community.

RECREATION

- EDIA Navigator Initiatives
 - 3rd Six-week instalment of Y-Active Youth Sports Program has kicked off in early February. A collaboration between the YMCA's Y-REACH program and Sport Nova Scotia, bringing multisport programming to newcomer teens in Antigonish. Fully funded by the Department of Community Services.
 - On February 8th, youth snowboarding lessons will begin at Keppoch. Hosted by Nova Scotia's only certified snowboard club, Maritime Jibbers. This program is supported by Keppoch and Sport Nova Scotia EDIA funding.
- Needs Assessment
 - The Needs Assessment is progressing nicely. Town & County staff are working closely with the consultants to finalize the engagement plan which includes public and organizational surveys, public engagement sessions, focus groups and stakeholder interviews and pop-up engagements at community events.
 - The public survey is expected to launch in mid-February and remain open until late March. Engagement sessions will take place late February and early March. A flyer will be distributed to county residents to promote awareness and participation with further communications to follow once details are finalized.

- Learn-to-Swim Program
 - Registration – session is almost full, lots of participants – lessons started on January 21st
- Multisport
 - Multisport Swim is completed
- Equipment Loan Program
 - Equipment Loan Program – skates have been very popular this year. Snowshoes are starting to be popular now that we have snow
- Community Use of Schools
 - Invoicing for Gym/School Rentals
- Active Transportation
 - An RFQ is being developed for the Florence Circle Connector project which will seek consultants to provide a design for the construction of a MUP in the area.
 - Signage and enhancements to the AT Corridor and other areas continue. We are currently creating a “family” of signs to eventually be constructed and installed along the Corridor.
- Make Your Move Antigonish (MYMA)
 - A few MYMA led snowshoe workshops are being offered to the community over the next few months.
 - MYMA/County are taking part in the Coldest Night of the Year
 - MYMA continues to work with several workplaces, schools and other community champions to share our message and encourage/support change in PA/movement behaviors.