

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

SPECIAL COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 19, 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. Review of May 12, 2026 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Continuing Business
 - a. Motion to Reconsider the Municipal Planning Strategy and Land Use By-law Amendments Regarding Wind Turbine Setbacks
 - b. Budget Deliberations – Operational Items
 - c. Policy Review – Human Resources Policy
6. New Business
 - a. Policy Review - Harassment Prevention in the Workplace Policy
 - b. Heritage Museum Board Appointment
7. Additions to the Agenda
8. In-Camera Items
 - a. Acquisition, Sale, Lease, and Security of Municipal Property
 - b. Personnel Items
 - c. Personnel Items
9. Adjournment

COUNCIL PRIORITIES (FEBRUARY 2026)	
<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 	<p><u>Next</u></p> <ul style="list-style-type: none"> • POLICY REVIEW POLICY: Ongoing • 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: Ongoing /Bi-weekly <ul style="list-style-type: none"> • Bylaw Enforcement Proposal 	<p><u>COMMUNITY SUSTAINABILITY</u></p> <ol style="list-style-type: none"> 1. Accessibility Plan: Review 2. Equity/Anti-Racism: Action Plan 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. 2026-27 BUDGET <ul style="list-style-type: none"> • Water Rate Study • 2025 -2026 Audit 	<p><u>PUBLIC WORKS</u></p> <ol style="list-style-type: none"> 1. County Water I & I: Ongoing 2. Source Water: (HAF initiative) 3. EPR <ul style="list-style-type: none"> • Asset Management
<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 2. Recreation Management Software 3. Mini-Pitch Phase II: Accessible Washrooms <ul style="list-style-type: none"> • RECREATION NEED ASSESSMENT: RFP Community Use of Schools & Facility Allocation Policy 	
<p><u>CODES:</u> 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

Thursday, May 7, 2026, 5:30pm
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 Richelle MacLaughlin
Councillor Shawn Brophy
Councillor Wayne Melanson
Councillor Gary Mattie (by Zoom)
Councillor Harris McNamara
Councillor Sterling Garvie

Regrets: Councillor Adam Baden-Clay

Staff Present: Shirlyn Donovan, CAO
Allison Duggan, CFO
Beth Schumacher, Municipal Clerk

Others Present: Gallery (by Zoom and in-person)

Call to Order- Warden MacInnis

Warden MacInnis called the meeting to order at 5:32pm.

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 May 7, 2026 Committee of the Whole Minutes

Warden MacInnis called for any errors or omissions in the minutes of May 7, 2026.
Hearing no concerns, the minutes were accepted as presented.

Business Arising from the Minutes

There was no business arising from the minutes.

Delegations

Chelsea Ash & Gillian Sampson - Pomquet Beach Road Concerns

The representatives from the Pomquet Beach Road provided members of the committee with a presentation outlining their concerns with the conditions of the roadway. Photographs in the presentation identified specific areas of concern and showed images of the severity of the potholes on the roadway, and concerns with the responses from grader operators was shared. The impact of the roadway conditions on the tourism businesses and the access to the Pomquet Beach were also raised. Residents requested consideration of paving or chip-sealing on the roadway, enhanced maintenance, and better communications with local residents regarding their concerns. A suggestion was made to do a traffic count in the area to get an idea of the volume of vehicles using the roadway. The delegates noted that they have reached out to the Department of Transportation on numerous occasions, have filed a FOIPOP request for maintenance logs with the province, and have reached out to their local MP to have a letter written to the Provincial Minister of Public Works asking for their attention to the road conditions.

Warden MacInnis thanked the delegates for their presentation. Members of the committee shared their sympathies with the challenges experienced on this roadway, noting similarities with road conditions in their districts. Discussion followed regarding the advocacy role that the municipality can serve in working with the Provincial Department of Public Works, including through correspondence and copying the Minister of Communities Culture Tourism and Heritage, expressing the concerns with the road conditions. Comment was made that the roadway seemed like a good candidate for the RIM program that the Province has for their gravel roads, to rebuild the roadway. Including Colton LeBlanc, Minister of Acadian Affairs, and Minister Masland, Minister of Natural Resources, on any correspondence sent about the roadway was requested. A suggestion was also made to reach out to the Department of Public Works Local Area Supervisor regarding the way that residents were treated by the grading operator.

Ms. Donovan suggested the wording of a motion for the committee's consideration. She also suggested that the presenters reach out to Minister Thompson and request a meeting to present their concerns.

Moved and Seconded

The Committee recommends that Municipal Council send a letter to the Minister of Public Works, Minister of the Department of Natural Resources, the Minister of Acadian Affairs, the Minister of Communities Culture Tourism and Heritage, Minister of Education, Minister of Justice, and the local MLAs regarding concerns with the condition of the Pomquet Beach Road.

Motion Carried.

Kathleen Robertsson and Betty Rose Landry – Imagination Library Updates

The delegates provided an update on the Dolly Parton Imagination Library and its operations over the past year. They noted that since 2023, the program has grown to have gifted over 22,000 books to children in the Town and County. They shared that the team recently were in Halifax to meet with provincial program representatives to discuss the success of the program in the community. They provided recognition of the support from the County, as well as from 98.9XFM for their coverage of the program. They noted that they have created reading tips to include in all 2026 Canadian books on the book list to help participants.

Members of the committee thanked the delegates and their volunteer team for the work that they have done in providing this program in the community. They spoke to the positive impact of the program on children in the community.

Continuing Business

Budget Deliberations – Sewer Rates

Mrs. Duggan spoke to the proposal to gradually increase the sewer rate over several fiscal years to bring it to a rate closer to revenue neutral after operating since fiscal 2018/19 with no change. Discussion followed regarding expectations for upcoming work on the sewer system and were in favour of providing for gradual increases instead of a dramatic increase at one time. Members of the committee provided comment that they were in favour of the proposed increase. The importance of communication to residents explaining the reasons for the proposed increase was discussed.

Moved and Seconded

The Committee recommends that Municipal Council approves an increase to the municipal sewer rates effective the approval of the Fiscal 2026/27 Operating Budget to give a new rate structure as follows:

- a residential flat unit rate of \$325,
- a commercial square footage rate of \$0.12/ square foot
- an industrial square footage rate of \$0.15 per square foot.

Motion Carried.

New Business

There is no new business.

Community Events

Warden MacInnis shared information about the upcoming Lobster Dinner at the Legion. Additional details will be shared with staff, and Councillors were asked to contact Alisha at the office if they are interested in attending.

- Deputy Warden Dunbar shared that on Friday May 9th a concert was held at the Heatherton Community Centre to support new heating system there.
- Councillor McNamara shared that on May 17th there is a Firemen Breakfast at the Havre Boucher Community Centre from 8am-noon. On May 24th there will be the event called Hank's Jamboree, at the Havre Boucher Community Centre,

from 1pm -3pm. He also shared that in May the Havre Boucher Fire Department members are taking a MEDICAL FIRST RESPONDER COURSE to respond to medical emergencies in their district, which involves four days of training. Councillor McNamara noted that there is a need recognized by the fire department as the ambulance may take up to 40 minutes to get to the area, which is a concern with sporadic cell coverage and numerous accidents on the Trans-Canada Highway, as well as a large percentage of seniors in the district. The potential for the Causeway being closed due to accidents or weather conditions such as high winds was also a factor.

- Councillor Melanson shared that a community barbecue took place on Saturday, May 9, 2026, as part of the Pomquet Community Clean Up event.
- Councillor MacLaughlin shared details about the St. Joseph's Community Centre planning an indoor/outdoor yard sale on Sat May 30th
- Councillor Brophy shared details about the Back Road Brierly Brook Cleanup that took place earlier in the month.

Further discussion followed regarding the bulky waste pickup that is scheduled for later in the month. Updates were provided regarding the community cleanups that had taken place in the county.

Additions to the Agenda

There were no additions to the agenda.

Adjournment

Moved and Seconded

That Committee of the Whole meeting adjourn at 6:31 pm.

Motion Carried

Warden Nicholas MacInnis

Shirlyn Donovan, CAO

Staff Report

To: Committee of the Whole
From: Beth Schumacher, Municipal Clerk
Subject: **Motion to Reconsider the Municipal Planning Strategy and Land Use By-law Amendments Regarding Wind Turbine Setbacks**
DATE: May 19, 2026

Background

At their meeting on Tuesday, May 12, 2026, members of Municipal Council made a motion to reconsider a motion that was defeated with respect to proposed amendments to the Municipal Planning Strategy and Land Use By-law regarding setbacks for wind turbines. An excerpt from the draft minutes for that meeting, including the discussion and questions from the Statutory Public Hearing, are included as Appendix A to this report.

Discussion

As noted in the presentation given by John Bain, Director of Planning, the history of this planning file is as follows:

- The original text amendment application by EverWind (July 2025) to amend the Antigonish County Wind Turbine Land Use By-law to update setback regulations for utility-scale wind turbines from residential dwellings, public highways, and watercourses, and to clarify the definition of “highways.”
- Application considered by the PAC: October 6, 2025
- Public Hearing of Council November 18, 2025
- Appealed December 9, 2025
- Preliminary NSUARB Appeal Hearing January 22, 2026
- Appeal Adjourned to give the Municipality the opportunity to revisit its previous decision to amend the minimum setback for utility-scale wind turbines from public highways.

A copy of the staff report and presentation that was included in the May 12, 2026 Municipal Council Agenda Package is included with this memo as Appendix B.

This item has been put on this special Committee of the Whole agenda to allow for further discussion and a decision by members of the Committee and Council. In accordance with subsection 205(4)(7) of the MGA, *only those council members present at the public hearing may vote on second reading of the planning documents.*

As part of the adjournment of the appeal of the original application to the NSUARB, staff are required to report the status of the proposed changes to that authority by May 31, 2026.

Recommendations

The motion as originally put before Municipal Council for their consideration at the May 12, 2026 Municipal Council meeting was as follows:

That Municipal Council approve a proposal to amend the County of Antigonish Municipal Planning Strategy and Land Use By-law as follows:

County of Antigonish Municipal Planning Strategy

1. Subsection 4.6.2 of the Energy Section of the Municipal Planning Strategy is amended by adding the following text to the preamble immediately before Policy 4-39:

In March 2025, the Province of Nova Scotia amended the Provincial Minimum Planning Requirements Regulations to establish maximum allowable setbacks for wind turbines within municipalities. Under the amended regulations, municipal planning documents are restricted with respect to certain wind turbine regulations to allow for a uniform approach to turbine development across the Province. The Municipality reviewed and amended their policies in alignment with these minimum planning regulations in 2026.

Policy 4-39: Council shall adopt wind turbine regulations consistent with the Minimum Planning Regulations of the Province of Nova Scotia to help encourage a uniform approach to wind turbine development across the Province.

2. Renumber Policies 4-39 to 4-49 accordingly.

The Land Use By-law for the Municipality of the County of Antigonish

1. Section 7.4.2(a) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:

a. *“Minimum setback from all residences, except residences located on the same lot as the wind turbine, shall be ~~600 metres (1969 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*

2. Section 7.4.2(b) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:

b. *“Minimum setback for larger turbines or wind farms requiring environmental assessment from all residences, except residences located on the same lot as the wind turbine, shall be ~~1000 metres (3280 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*

3. Section 7.4.2(f) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:

f. *“The minimum setbacks from public ~~roads highways~~ shall be ~~60 metres or two 1.1 times the height of the turbine, whichever amount is greater.~~”*

4. Section 7.4.2(g) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:

g. *“Minimum setbacks from watercourses shall be ~~30 metres plus the blade length.~~ **60 metres.**”*

5. Section 7.4.2(i) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:

- i. *"The mean value of sound pressure level from a wind turbine shall not exceed 40dBA or above the existing background noise, whichever is greater, at the ~~nearest residence~~ **from the exterior of a residential dwelling.**"*
6. Section 30 of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold in the alphabetical order they should appear within the definitions section:

Height of Wind Turbine refers to the distance from the bottom of the turbine to the height of a rotor blade in vertical position.

Height of Rotor refers to the diameter of the swept area of the rotor blades.

Public Road means ~~a public street or road as defined in the Subdivision By-law of the Municipality of the County of Antigonish.~~ any street accepted and maintained by the Province of Nova Scotia or the Municipality as a public thoroughfare.

Residence refers to a structure used for human habitation, whether for seasonal or permanent occupancy, and is assessed for taxation purposes.

Setback Wind turbine is measured from the base of the wind turbine tower.

Supporting structure of a wind turbine includes all structures accessory to the turbine itself, including guy wires.

Wind Farm refers to a grouping of more than one interconnected wind turbines on one lot or abutting lots used for the purpose of converting wind power to produce electricity. These typically require a central computerized monitoring system that monitors the operation of the turbines.

In-Camera Items

Min # 2026-43

Moved and Seconded

That Council move into an in-camera session to discuss the Personnel Matters at 7:04pm.

Motion Carried

Min # 2026-44

Moved and Seconded

That Council adjourns the in-camera session at 7:20 pm.

Motion Carried

The meeting recessed at 7:21pm.

The meeting was called to order by Warden MacInnis at 7:29pm

Statutory Public Hearing

Amendments to the Plan Antigonish Municipal Planning Strategy and Land Use By-law for the Municipality of the County of Antigonish in Response to New Provincial Setback Requirements for Utility Scale Wind Turbines and in response to an appeal before the Nova Scotia Regulatory and Appeals Board.

Mrs. Donovan read out the Public Hearing Protocol for the benefit of the individuals in attendance.

Mr. Bain provided members of Council with a presentation regarding the proposed amendments and the background of the application, starting with a previous application that was considered and approved in late 2025 that was subsequently appealed. He noted that the appeal was adjourned in order to allow the municipality the change to reconsider/review the proposed amendments.

Mr. Bain reviewed the current by-law regulations regarding wind turbines in the Land Use By-law. He also reviewed the changes to provincial regulations made in early 2025. Mr. Bain then reviewed the proposed amendments to the Municipal Planning Strategy that are under consideration concurrently with the amendment to the Land Use By-law. The timelines for the statutory requirements were noted, and Mr. Bain noted that no written submissions were received by EDPC but one submission was forwarded to EDPC by the Municipal Clerk.

Planning Staff is recommending that the Antigonish County Land Use By-law be updated to align with the new provincial regulations concerning wind turbine setbacks, as well as being revised to amend the required separation distances from public highways and watercourses in keeping with recent provincial approvals, and further be amended to include wind turbine related definitions.

Staff is also recommending that the Antigonish County Municipal Planning Strategy be amended to give policy support for these proposed amendments.

Warden MacInnis then called for any individuals who wanted to speak against or in favour of the applications. One party, Mr. Jonathan MacKenzie, asked to speak against the proposed amendments. Three parties, being Tyler de Gier, Keith Martin, and Mark Stewart, asked to speak in favour of the proposed amendments.

Parties Against the Proposed Amendments

Mr. MacKenzie raised his concerns with the potential for ice to shed from the turbine blades, being his reason for having a concern with turbines and their setbacks. He shared a number of photographs with members of Council regarding incidents that were of concern. He asked for evidence, and not statistical probabilities, demonstrating the safety of turbines.

Questions from the Council followed, being with respect to the university references that were noted in the presentation. Mr. MacKenzie was thanked for his presentation.

Parties in Favour of the Proposed Amendments

Mr. de Gier was then called forward. He noted that he works for EverWind and is working on the Upper Afton wind farm. Mr. de Gier spoke about ice shed and ice throw and what the difference is between those definitions, and noted other terms for clarity, being blade failure and turbine collapse. He provided some clarity regarding the reason for the 1.1 times height setback, being that most ice shed, blade failure, and catastrophic turbine failure typically fall in the one-times turbine height. He noted that their position that the proposed setback of 1.1 times turbine height is a reasonable setback for safety reasons.

A question was asked by a member of Council for clarification on what a 10% safety factor is. A question was asked about whether turbines are fenced in, and it was noted that they typically are not. A question was asked about how often they are inspected, with the response noting maintenance scheduling and safety features to address ice concern. Further discussion about de-icing, blade heating, and providing clarification of statistically how often ice throw could exceed the 1.1 times turbine height setback. Further details about the report prepared for EverWind by Dr. Olson were requested and shared. Discussion regarding public education and signage to inform the public followed.

Mr. Stewart was then called forward. He noted that he is a resident of Antigonish County, provided his education background, and gave further clarification regarding the definition between ice shed and ice throw. He also spoke to the report prepared by Dr. Olson, noting the probability of risk identified in that report and how that compares to the inherent risk of other activities that people could participate in.

A question was asked about whether there were any warning systems that were on site of a turbine to give those in the area an indication of the potential risk. Mr. Stewart spoke to the various sensors built into turbines, and their willingness to work with different projects and local groups to develop warning systems that could be explored. A question was asked about how technology has changed for turbines since earlier generation turbines were constructed in the community. Further questions were asked about turbine speeds. Questions about how regulations in Nova Scotia differs from those in other provinces in Canada.

Mr. Martin was called forward. Mr. Martin noted that he had nothing further to add but was supporting the comments made by Mr. Stewart and Mr. de Gier.

Mr. MacKenzie was asked what he felt would be an acceptable setback, and he noted that he looked to the standards set in Germany for turbines, which is approximately 1.5 times hub height plus total blade diameter. Mr. de Gier spoke to the Canadian Standard that is provided for the possible maximum distance that ice could be thrown, noting that it is not a road setback. He noted that the question before Council is to determine what the reasonable setback for public safety is.

Mrs. Donovan read out the motion as proposed for Council's benefit for their discussion and debate.

Min # 2026-45

Moved and Seconded

That Municipal Council approve a proposal to amend the County of Antigonish Municipal Planning Strategy and Land Use By-law as follows:

County of Antigonish Municipal Planning Strategy

1. Subsection 4.6.2 of the Energy Section of the Municipal Planning Strategy is amended by adding the following text to the preamble immediately before Policy 4-39:

In March 2025, the Province of Nova Scotia amended the Provincial Minimum Planning Requirements Regulations to establish maximum allowable setbacks for wind turbines within municipalities. Under the amended regulations, municipal planning documents are restricted with respect to certain wind turbine regulations to allow for a uniform approach to turbine development across the Province. The Municipality reviewed and amended their policies in alignment with these minimum planning regulations in 2026.

Policy 4-39: Council shall adopt wind turbine regulations consistent with the Minimum Planning Regulations of the Province of Nova Scotia to help encourage a uniform approach to wind turbine development across the Province.

2. Renumber Policies 4-39 to 4-49 accordingly.

The Land Use By-law for the Municipality of the County of Antigonish

1. Section 7.4.2(a) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - a. *“Minimum setback from all residences, except residences located on the same lot as the wind turbine, shall be ~~600 metres (1969 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*
2. Section 7.4.2(b) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - b. *“Minimum setback for larger turbines or wind farms requiring environmental assessment from all residences, except residences located on the same lot as the wind turbine, shall be ~~1000 metres (3280 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*
3. Section 7.4.2(f) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - f. *“The minimum setbacks from public ~~roads highways~~ shall be ~~60 metres or two 1.1 times the height of the turbine, whichever amount is greater.~~”*
4. Section 7.4.2(g) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - g. *“Minimum setbacks from watercourses shall be ~~30 metres plus the blade length.~~ **60 metres.**”*
5. Section 7.4.2(i) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - i. *“The mean value of sound pressure level from a wind turbine shall not exceed 40dBA or above the existing background noise, whichever is greater, at the ~~nearest residence~~ **from the exterior of a residential dwelling.**”*
6. Section 30 of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold in the alphabetical order they should appear within the definitions section:

Height of Wind Turbine refers to the distance from the bottom of the turbine to the height of a rotor blade in vertical position.

Height of Rotor refers to the diameter of the swept area of the rotor blades.

Public Road means a ~~public street or road as defined in the Subdivision By-law of the Municipality of the County of Antigonish.~~ any street accepted and maintained by the Province of Nova Scotia or the Municipality as a public thoroughfare.

Residence refers to a structure used for human habitation, whether for seasonal or permanent occupancy, and is assessed for taxation purposes.

Setback Wind turbine is measured from the base of the wind turbine tower.

Supporting structure of a wind turbine includes all structures accessory to the turbine itself, including guy wires.

Wind Farm refers to a grouping of more than one interconnected wind turbines on one lot or abutting lots used for the purpose of converting wind power to produce electricity. These typically require a central computerized monitoring system that monitors the operation of the turbines.

Motion Defeated.

Min # 2026-46

Moved and Seconded

That Municipal Council reconsider the vote on a proposal to amend the County of Antigonish Municipal Planning Strategy and Land Use By-law with respect to updates to align with the new provincial regulations concerning wind turbine setbacks, changes to the required separation distances from public highways and watercourses in keeping with recent provincial approvals, and the inclusion of wind turbine related definitions as well as amendments to the Antigonish County Municipal Planning Strategy to give policy support for these proposed Land Use By-law amendments

Motion Carried.

The motion will come forward at a future date for the consideration of Council.

Consideration of the April 14, 2026 Municipal Council Minutes

Warden MacInnis called for any errors or omissions in the minutes of April 14, 2026. Hearing none, the minutes were considered accepted as presented.

Business Arising from the Minutes

There was no business arising from the minutes.

Correspondence

Hon. John A. MacDonald, Minister of Municipal Affairs – Amendments to the MGA

Mrs. Donovan read highlights in the letter to Council for their information. A question was asked about clarification about what the regulations may dictate regarding mandatory training, and Mrs. Donovan noted that there was no further information provided by the Province at this time. Deputy Warden Dunbar was asked whether there was anything coming from the NSF, and was asked that there be strong municipal input for autonomy in the training provided by their units.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Public Hearing

Antigonish County Municipal Planning Strategy and Land-Use Bylaw
Amendments – Wind Turbine Provisions

May 12, 2026, 7:30pm



Application Information

- Original Text Amendment Application by EverWind (July 2025) to amend the Antigonish County Wind Turbine Land Use By-law to update setback regulations for utility-scale wind turbines from residential dwellings, public highways, and watercourses, and to clarify the definition of “highways.”
- PAC: October 6, 2025
- Public Hearing of Council November 18, 2025
- Appealed December 9, 2025
- Preliminary Appeal Hearing January 22, 2026
- Appeal Adjourned to give the Municipality the opportunity to revisit its previous decision to amend the minimum setback for utility-scale wind turbines from public highways.

CURRENT Regulations for Utility Wind Turbines

- Permitted Zone: Wind Resource Overlay
- Setbacks:
 - Minimum 600 m (1,969 ft) from all residences, except dwellings on the same lot
 - Minimum 1,000 m (3,280 ft) for larger turbines / wind farms requiring Environmental Assessment
 - Noise limit: ≤ 40 dBA or existing background level
 - Minimum 60 m (197 ft) or 2 times turbine height, whichever is greater, from public highways
 - Minimum 30 m (98 ft) plus blade length from watercourses

Provincial Regulations

- On March 27, 2025, the Province of Nova Scotia introduced changes to Wind turbine Setbacks: Any statement of policy included in a municipal planning strategy on the minimum setback required between a residential dwelling and a wind turbine, with a production rating of **2 MW or greater**, must not require a minimum setback larger than the greater of the following:
 - **4 times the wind turbine height;**
 - And the distance required to ensure that (i) sound levels from the wind turbine do not exceed 40 dBA at the exterior of a residential dwelling, and (ii) a residential dwelling receives less than 30 minutes per day or 30 hours per year of shadow flicker.

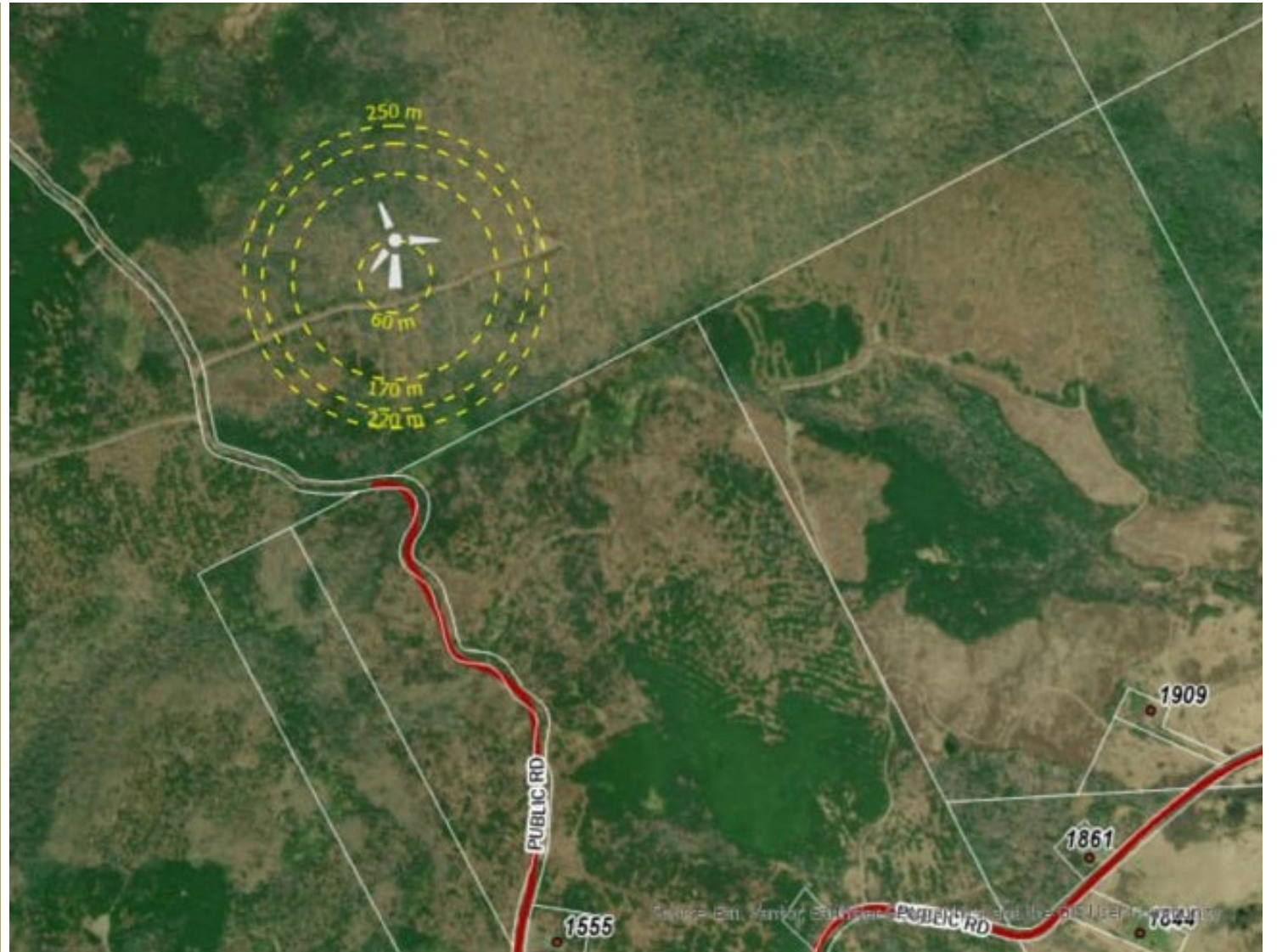
Setback Comparisons

200-meter High Turbine
80-meter Blade
120-metre Hub Height

Setback	Details	Distance	Approval by Province?
Previously proposed LUB Public Road Setback	60 metres	Property Line Setback	Yes
Current LUB Property Line Setback	Rotor Diameter plus 10 metres	170 metres	Yes
1.1 times Turbine Height (Proposed amendment)	1.1 times turbine height	220 metres	Likely
Inverness Proposal (Rejected by Province)	Turbine Height plus 50 metres	250 metres	No

Setback Comparisons

200-meter High Turbine
80-meter Blade
120-metre Hub Height



Setback Comparisons

200-meter High Turbine
80-meter Blade
120-metre Hub Height



PROPOSED Policy Amendment for Utility Wind Turbines

In March 2025, the Province of Nova Scotia amended the Provincial Minimum Planning Requirements Regulations to establish maximum allowable setbacks for wind turbines within municipalities. Under the amended regulations, municipal planning documents are restricted with respect to certain wind turbine regulations to allow for a uniform approach to turbine development across the Province. The Municipality reviewed and amended their policies in alignment with these minimum planning regulations in 2026.

Policy 4-39: Council shall adopt wind turbine regulations consistent with the Minimum Planning Regulations of the Province of Nova Scotia to help encourage a uniform approach to wind turbine development across the Province.

PROPOSED Definitions for Utility Wind Turbines

- **Height of Wind Turbine** refers to the distance from the bottom of the turbine to the height of a rotor blade in vertical position.
- **Height of Rotor** refers to the diameter of the swept area of the rotor blades.
- **Public Road** means ~~a public street or road as defined in the Subdivision By-law of the Municipality of the County of Antigonish~~ any street accepted and maintained by the Province of Nova Scotia or the Municipality as a public thoroughfare.
- **Residence** refers to a structure used for human habitation, whether for seasonal or permanent occupancy, and is assessed for taxation purposes.
- **Setback Wind turbine** is measured from the base of the wind turbine tower.
- **Supporting structure** of a wind turbine includes all structures accessory to the turbine itself, including guy wires.
- **Wind Farm** refers to a grouping of more than one interconnected wind turbines on one lot or abutting lots used for the purpose of converting wind power to produce electricity. These typically require a central computerized monitoring system that monitors the operation of the turbines.

Statutory Requirements

- 1) On **March 30, 2026**, the Municipality's Planning Advisory Committee reviewed the Staff Report and associated amendments to the Municipality's Municipal Planning Strategy and Land Use Bylaw, and recommended Council give first reading approval and schedule a public hearing.
- 2) On **April 14, 2026**, the Municipal Council recommended its Staff Report and associated amendments to the Municipality's Municipal Planning Strategy and Land Use Bylaw. In addition, first reading of these amendments occurred at this April 14, 2026 Council meeting.
- 3) On **April 22, 2026**, the associated Public Hearing advertisement was posted to the Municipality's webpage.
- 4) On **April 29, 2026**, the associated Public Hearing advertisement was published in the Port Hawkesbury Report and the Guysborough Journal.
- 5) Public Hearing and Second Reading dates have been scheduled for Tuesday, **May 12, 2026**.

Conclusion

In the opinion of Planning Staff:

The Antigonish County Land Use By-law should be

- 1) Updated to align with the new provincial regulations concerning wind turbine setbacks;
- 2) Revised to amend the required separation distances from public highways and watercourses in keeping with recent provincial approvals;
- 3) Amended to include wind turbine related definitions; and

That the Antigonish Municipal Planning Strategy be amended to give policy support for the proposed amendments.

End

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TO: MUNICIPAL COUNCIL
 FROM: COUNCILLOR MARY MACLELLAN, CHAIR
 SUBJECT: PLANNING ADVISORY COMMITTEE
 REPORT DATE: April 14, 2026

The Planning Advisory Committee was convened at 6:00 pm on Monday, March 30, 2026, at the Municipal Office. The following committee members were in attendance:

Councillor Mary MacLellan, Chair
 Deputy Warden John Dunbar
 Councillor Richelle MacLaughlin
 Mike MacEachern
 Ron Pumphrey
 Fred Allan

The Planning Advisory Committee recommends that Municipal Council give first reading and schedule a Statutory Public Hearing for a proposal to amend the County of Antigonish Municipal Planning Strategy and Land Use By-law as follows:

County of Antigonish Municipal Planning Strategy

1. Subsection 4.6.2 of the Energy Section of the Municipal Planning Strategy is amended by adding the following text to the preamble immediately before Policy 4-39:

In March 2025, the Province of Nova Scotia amended the Provincial Minimum Planning Requirements Regulations to establish maximum allowable setbacks for wind turbines within municipalities. Under the amended regulations, municipal planning documents are restricted with respect to certain wind turbine regulations to allow for a uniform approach to turbine development across the Province. The Municipality reviewed and amended their policies in alignment with these minimum planning regulations in 2026.

Policy 4-39: Council shall adopt wind turbine regulations consistent with the Minimum Planning Regulations of the Province of Nova Scotia to help encourage a uniform approach to wind turbine development across the Province.

2. Renumber Policies 4-39 to 4-49 accordingly.

The Land Use By-law for the Municipality of the County of Antigonish

1. Section 7.4.2(a) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:

- a. *“Minimum setback from all residences, except residences located on the same lot as the wind turbine, shall be ~~600 metres (1969 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*
2. Section 7.4.2(b) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
- b. *“Minimum setback for larger turbines or wind farms requiring environmental assessment from all residences, except residences located on the same lot as the wind turbine, shall be ~~1000 metres (3280 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*
3. Section 7.4.2(f) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
- f. *“The minimum setbacks from public ~~roads highways~~ shall be ~~60 metres or two 1.1 times the height of the turbine, whichever amount is greater.~~”*
4. Section 7.4.2(g) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
- g. *“Minimum setbacks from watercourses shall be ~~30 metres plus the blade length.~~ **60 metres.**”*
5. Section 7.4.2(i) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
- i. *“The mean value of sound pressure level from a wind turbine shall not exceed 40dBA or above the existing background noise, whichever is greater, at the nearest residence **from the exterior of a residential dwelling.**”*
6. Section 30 of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold in the alphabetical order they should appear within the definitions section:

Height of Wind Turbine refers to the distance from the bottom of the turbine to the height of a rotor blade in vertical position.

Height of Rotor refers to the diameter of the swept area of the rotor blades.

Public Road means a ~~public street or road as defined in the Subdivision By-law of the Municipality of the County of Antigonish.~~ any street accepted and maintained by the Province of Nova Scotia or the Municipality as a public thoroughfare.

Residence refers to a structure used for human habitation, whether for seasonal or permanent occupancy, and is assessed for taxation purposes.

Setback Wind turbine is measured from the base of the wind turbine tower.

Supporting structure of a wind turbine includes all structures accessory to the turbine itself, including guy wires.

Wind Farm refers to a grouping of more than one interconnected wind turbines on one lot or abutting lots used for the purpose of converting wind power to produce electricity. These typically require a central computerized monitoring system that monitors the operation of the turbines.

To: **Antigonish County Planning Advisory Committee
Antigonish County Council**

From: **Planning Staff (EDPC)**

Date: **March 30, 2026**

Reference: **Amendments to the Plan Antigonish Municipal Planning Strategy and Land Use By-law for the Municipality of the County of Antigonish in Response to New Provincial Setback Requirements for Utility Scale Wind Turbines and in response to an appeal before the Nova Scotia Regulatory and Appeals Board**

Background

In March 2025, the Province of Nova Scotia amended the Provincial Minimum Planning Requirements Regulations to establish maximum allowable setbacks for wind turbines within municipalities. Under the amended regulations, municipal planning documents cannot require a setback greater than four times the height of the turbine, unless a greater distance is necessary to ensure that sound levels do not exceed 40 decibels at the exterior of a dwelling or that shadow flicker on nearby residential dwellings does not exceed the defined provincial limits. The amendments also removed the ability for municipalities to regulate wind turbine placement based on visual impact on the landscape.

On July 28, 2025, Planning Staff received an application from EverWind to amend the Antigonish County Land Use By-law provisions concerning wind turbine development. The proposed amendment were to align the County's Land Use By-law with the newly established maximum setback provisions under the Provincial regulations. In addition, the applicant has requested amendments to bring setback requirements from public highways and watercourses into conformity with regulatory norms. The application also includes a request for clarification of the definition of "highways" within the context of the by-law.

After Council's Public Hearing (November 18, 2025) on amendments to the Wind Turbine sections of the Plan Antigonish land use bylaw to implement these new minimum planning requirements enacted by the province, the amendments were advertised with an appeal period specified. An appeal was received by the Regulatory and Appeal Board on December 9, 2025, and a preliminary appeal hearing was held January 22, 2026.

Legal council for the Municipality then submitted the Board a request to adjourn the appeal hearings advising that the Municipality intended to review its previous decision to amend the minimum setback for utility-scale wind turbines from public highways. This staff report is in response to that directive from the appeal board.

Recommendations

Staff recommend that the Planning Advisory Committee again recommend to Council that the proposed amendments to the Plan Antigonish Municipal Planning Strategy and Land Use Bylaw align with the new wind turbine setback regulations introduced by the Province of Nova Scotia and further that amendments be made to the required separation distances in accordance with recently accepted municipal practice, be given first reading and a public hearing be scheduled.

The main differences of these recommendation compared to the last time, is that staff are now recommending policy amendments supportive of these provincial initiated amendments; there is an increased setback from public roads added which is in excess of property line setbacks and; staff are adding wind turbine related definitions which were missed by the consultants who wrote the Plan Antigonish Municipal Planning Strategy and Land Use Bylaw.

Analysis

Under the wind turbine provisions of the Plan Antigonish, utility-scale wind turbines are subject to a series of setbacks designed to balance residential compatibility, public safety, and environmental considerations. The by-law requires a minimum setback of 600 metres (1,969 feet) from all residences, with the exception of dwellings located on the same lot as the turbine. For larger turbines or wind farms requiring an environmental assessment, this setback increases to 1,000 metres (3,280 feet) from all residences. The Province has mandated that the setbacks from residences cannot be more than four times turbines height.

In addition to residential requirements, turbines must also be located a minimum of 60 metres (197 feet) or two times the turbine height, whichever is greater, from public highways. These new amendments now recognize the larger size of the typical wind turbine which make both of these setbacks unworkable and contrary to the intent of the Province's wind turbine minimum planning regulations. Therefore, staff now recommend a 1.1 times turbine height as a reasonable setback which will be consistent with provincial directives.

Relative to public road setback the Regulatory and Appeal Board was informed that Planning staff had prior experience amending a similar by-law for the County of Inverness with respect to the sections on wind turbines. Specifically, when staff sent proposed amendments for Inverness County to the Province, the proposal attempted to:

1. Make the property line setback and public road setback the same;
2. Increase the property line setback from the previous "height of rotor + 10 m" to "height of turbine + 50 m"; and
3. Increase the public road setback from the previous "60 m" to "height of turbine + 50 m".

The Province refused these amendments. The effect of this refusal was to restore the public road setback in Inverness County to 60 metres. The rationale behind making the property line setback and public road setback the same was based on the fact that a public road and a property line are in effect the same thing. Where one of these setbacks is more restrictive than the other, the more restrictive one applies and the other is redundant. As it currently stands, Antigonish County’s LUB is drafted in the same way, where the property line setback (rotor diameter plus 10 metre) is more restrictive than the public road setback (60 metre) for utility scale wind turbines, and so the public road setback effectively never applies to utility scale wind turbines. This is summarized in the table below, which provides a comparison of setbacks based on a 200-metre-high turbine with an 80-metre blade (120 metre hub height).

Setback	Details	Distance	Approval by Province?
Previously proposed LUB Public Road Setback	60 metres	60 metres	Yes
Current LUB Property Line Setback	Rotor Diameter plus 10 metres	170 metres	Yes
1.1 times Turbine Height (Proposed amendment)	1.1 times turbine height	220 metres	Likely
Inverness Proposal (Rejected by Province)	Turbine Height plus 50 metres	250 metres	No

While the previous proposed amendments attempted to reflect the Provincial precedent set in the Inverness amendments it did give the erroneous impression that a larger turbine could be with 60 meters of a public road. The only time this lesser setback would apply is in instances where the turbine only had a blade length of 50 metres. For modern turbines the property line setback would apply. Nevertheless, staff are now proposing a separate road setback which is larger than the property line setback.

Noise limits form another component of the current by-law. The mean sound pressure level from a wind turbine must not exceed 40 decibels, or the existing background noise level—whichever is greater—when measured at the nearest residence. This requirement is clarified in the bylaw amendments. These standards, along with the setback requirements, do not apply to residences constructed after a turbine has been installed.

In addition to these changes, the applicant has also requested amendments to clarify and update setback requirements from watercourses. Setbacks from watercourses were 30 metres (98 feet)

plus the blade length of the turbine, while property line setbacks are set at 10 metres plus the height of the rotor. A precedent for reducing these to 60 meters can be found in the Municipality of Inverness, which recently amended its planning documents to establish a minimum setback of 60 metres to watercourses which is twice the setback requirement found in the Rhodena Wind Project in Creignish Rear, environmental assessment approval.

Finally, when Upland Consultants incorporated the previous wind turbine by-law into the larger Municipal Planning Strategy and Land Use Bylaw they neglected to include a number of crucial wind turbine specific definitions in the new document. This has been corrected in the proposed amendments.

Conclusion

Staff recommend that the Planning Advisory Committee again recommend to Council that the proposed amendments to the Plan Antigonish Municipal Planning Strategy and Land Use Bylaw align with the new wind turbine setback regulations introduced by the Province of Nova Scotia and further that amendments be made to the required separation distances in accordance with recently accepted municipal practice, be given first reading and a public hearing be scheduled.

The main differences of these recommendation compared to the last time, is that staff are now recommending policy amendments supportive of these provincial initiated amendments; there is an increased setback from public roads added which is in excess of property line setbacks and; staff are adding wind turbine related definitions which were missed by the consultants who wrote the Plan Antigonish Municipal Planning Strategy and Land Use Bylaw.

Appendices

Appendix A: Proposed Amending By-laws

Appendix B: Amending Pages

**BYLAW TO AMEND THE MUNICIPALITY OF THE COUNTY OF ANTIGONISH MUNICIPAL
PLANNING STRATEGY SECTIONS CONCERNING THE REGULATION OF WIND TURBINES**

WHEREAS Section 205 of the Municipal Government Act provides that a Municipality may make amendments to municipal planning strategies and land use by-laws, the Council of the Municipality of the County of Antigonish enacts as follows:

The Municipal Planning Strategy for the Municipality of the County of Antigonish, as it pertains to wind turbine development, is hereby amended as follows:

1. Subsection 4.6.2 of the Energy Section of the Municipal Planning Strategy is amended by adding the following text to the preamble immediately before Policy 4-39:

In March 2025, the Province of Nova Scotia amended the Provincial Minimum Planning Requirements Regulations to establish maximum allowable setbacks for wind turbines within municipalities. Under the amended regulations, municipal planning documents are restricted with respect to certain wind turbine regulations to allow for a uniform approach to turbine development across the Province. The Municipality reviewed and amended their policies in alignment with these minimum planning regulations in 2026.

Policy 4-39: Council shall adopt wind turbine regulations consistent with the Minimum Planning Regulations of the Province of Nova Scotia to help encourage a uniform approach to wind turbine development across the Province.

2. Renumber Policies 4-39 to 4-49 accordingly.

READ a first time this ____ day of _____, 2026
(Min#2026-XXX).

READ a second time and passed this ____ day of _____, 2026
(Min#2026-XXX).

Nicholas MacInnis, Warden

Shirlyn Donovan, CAO

**BYLAW TO AMEND THE MUNICIPALITY OF THE COUNTY OF ANTIGONISH LAND-USE BY-LAWS
 CONCERNING THE REGULATION OF WIND TURBINE SETBACKS**

WHEREAS Section 205 of the Municipal Government Act provides that a Municipality may make amendments to municipal planning strategies and land use by-laws, the Council of the Municipality of the County of Antigonish enacts as follows:

The Land Use By-law for the Municipality of the County of Antigonish, as it pertains to wind turbine development, is hereby amended as follows:

1. Section 7.4.2(a) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - a. *“Minimum setback from all residences, except residences located on the same lot as the wind turbine, shall be ~~600 metres (1969 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*
2. Section 7.4.2(b) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - b. *“Minimum setback for larger turbines or wind farms requiring environmental assessment from all residences, except residences located on the same lot as the wind turbine, shall be ~~1000 metres (3280 feet)~~ **four (4) times turbine height. There is no setback requirement from residences located on the same lot.**”*
3. Section 7.4.2(f) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - f. *“The minimum setbacks from public ~~roads highways~~ shall be ~~60 metres or two 1.1 times the height of the turbine, whichever amount is greater.~~”*
4. Section 7.4.2(g) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - g. *“Minimum setbacks from watercourses shall be ~~30 metres plus the blade length.~~ **60 metres.**”*
5. Section 7.4.2(i) of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold:
 - i. *“The mean value of sound pressure level from a wind turbine shall not exceed 40dBA or above the existing background noise, whichever is greater, at the ~~nearest residence~~ **from the exterior of a residential dwelling.**”*
6. Section 30 of the Land Use By-law is amended by removing the text shown in strikethrough and adding the text shown in bold in the alphabetical order they should appear within the definitions section:

Height of Wind Turbine refers to the distance from the bottom of the turbine to the height of a rotor blade in vertical position.

Height of Rotor refers to the diameter of the swept area of the rotor blades.

Public Road means ~~a public street or road as defined in the Subdivision By-law of the Municipality of the County of Antigonish.~~ any street accepted and maintained by the Province of Nova Scotia or the Municipality as a public thoroughfare.

Residence refers to a structure used for human habitation, whether for seasonal or permanent occupancy, and is assessed for taxation purposes.

Setback Wind turbine is measured from the base of the wind turbine tower.

Supporting structure of a wind turbine includes all structures accessory to the turbine itself, including guy wires.

Wind Farm refers to a grouping of more than one interconnected wind turbines on one lot or abutting lots used for the purpose of converting wind power to produce electricity. These typically require a central computerized monitoring system that monitors the operation of the turbines.

READ a first time this ____ day of _____, 2026
(Min#2026-XXX).

READ a second time and passed this ____ day of
_____, 2026
(Min#2026-XXX).

Nicholas MacInnis, Warden

Shirlyn Donovan, CAO

Notice of Approval Published (date) and (date)

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC: Human Resources Policy
POLICY NUMBER: 5
DATE APPROVED: Date, 2026 (Min#2026-XXX)
DATE REVISED:

I certify this to be a true copy of the Human Resources Policy as adopted by the Municipal Council of Antigonish County at a Public Meeting held on **Date**.

Shirlyn Donovan
CAO

Title

1. The title of this policy is the Human Resources Policy for the Municipality of the County of Antigonish.

Purpose

2. The purpose of this policy is to establish guidelines and expectations for the employment relationship within the Municipality of the County of Antigonish.

Scope

3. This Policy applies to all Employees of the Municipal of the County of Antigonish.

Definitions

4. In this policy the following definitions apply:
 - a. "Council" refers to the elected officials of the Municipality of the County of Antigonish who are convened at duly scheduled meetings of the Council.
 - b. "Department Head" includes the CAO and Directors or members of the Senior Leadership Team.
 - c. "Full-time Employee" means an employee who works full time hours based on their classification.
 - d. "Casual Employees" means an employee who is hired on an irregular, as-needed basis with no firm, ongoing commitment to hours or duration.
 - e. "Contract Employees" means any employee who works for the municipality in an arrangement, that is directly related to a specific period, or project and often timebound. Contract Employees do not receive the same benefits as permanent employees but are expected to respect and follow policy and procedures when working with, in and at municipal infrastructure and when representing the Municipality, unless otherwise defined in their contract
 - f. "Permanent Employee" means any employee filling a permanent position who has successfully completed their probationary period.

- g. “Probationary Employee” means any employee who is within their probationary period
- h. “Grievance” is defined as an employee’s expression of dissatisfaction concerning conditions of employment or treatment by management or other employees.

Employment

5. Accommodations for Persons with Disabilities

- a. The Municipality is committed to hire, train, and promote qualified individuals with disabilities and to make reasonable accommodation for their unique needs.
- b. A qualified individual with a disability is defined as “an individual with a disability who with or without reasonable accommodation, can perform the essential functions of the employment position” that such an individual holds or desires. Reasonable accommodation may include making existing facilities used by employees readily accessible to and usable by individuals with disabilities. It may also include job restructuring; adjusting or modifying examinations and training materials; and other reasonable accommodations, for persons with disabilities, provided that making such accommodations does not constitute any undue and unreasonable hardship for the Municipality.

6. Position Announcement

- a. The Municipality encourages the advancement opportunities of all employees. Positions may be advertised internally or internally and externally simultaneously.

7. Equality Hiring Practices

- a. The Municipality of the County of Antigonish is committed to building and sustaining a community where every person is treated with respect, dignity, and fairness. A community that celebrates diversity of race, colour, religion, gender identity or expression, sexual orientation, ability, age, ethnicity, socioeconomic status, or other identity. We strive for a community that denounces all forms of hate, racism, discrimination, violence and harassment. This policy aligns with our approved Nalikitquniejik Equity, Anti-Hate and Anti-Racism Plan, which commits to ongoing review of policies and services, engagement with underserved communities, education, and public accountability and is engrained in our Human Resource practices.

8. Employment of Immediate Family

- a. The Municipality may employ immediate family of municipal employees and elected officials. No special advantage or favouritism will be shown.
- b. Immediate family of a candidate for employment may not be involved, directly or indirectly, in assessing with merits, qualifications or capacities of any candidate for an open position.
- c. An employee may not be employed in a position subject to direct or in-line supervision or direction by an immediate family member.

- d. For the purposes of this section, “immediate family” includes parent, spouse (including common-law spouse), child, sibling or half sibling, grand-parent, grandchild (“in-law” or “step” relatives).

Benefits

9. Pension

- a. Permanent full-time employees of the Municipality are required to join the Municipality’s Pension Plan after completing one year of service with the Municipality.
- b. Upon the anniversary of completing one year of service with the Municipality, the employee will arrange with their supervisor to enroll in the Municipality’s Registered Pension Plan Automatic deductions will be taken from the employees’ paycheque to cover plan premiums.
- c. The contribution increases by both employee & employer through the Years of Service Graduated Table (Table 1) increase on the employee’s date of hire anniversary for years of service 2, 6, 11 & 21.

Table 1: Years of Service Graduated Table

Year of Service	Employee Contribution	Employer Contribution
Year 2-5	5% of their annual salary	5% of the employee’s annual rate of earnings
Year 6-10	7% of their annual salary	7% of the employee’s annual rate of earnings
Year 11-20	9% of their annual salary	9% of the employee’s annual rate of earnings
Year 21+	7% of their annual salary	11% of the employee’s annual rate of earnings

- d. The increases in employee pension contributions based on the years of service graduated table are voluntary. If for any reason the employee does not wish to step up to the next contribution level (based on their years of service anniversary), then the employee can elect to decrease their pension contribution to a previous contribution level, with a minimum contribution of 5%. The County will match the employee’s contribution at the reduced percentage amount.
- e. A request for a contribution increase, deferral, rollback, and any reversion back to the regular schedule of increase, must be provided to the CAO by January 1st in any year, and will not take effect until the subsequent April 1st.
- f. The Municipality does allow for the employee to elect to make voluntary contributions over and above the Municipality’s pension plan. The sum of the matched employer/ employee contribution plus any voluntary contributions can not exceed 18% of an employee’s annual rate of earnings. The voluntary contributions must be requested in writing, and it should be noted that the Municipality does not match voluntary contributions outside of the Years of Service Graduated table. Once the employee reaches the Graduated table matched contribution of a

combined employee and employer contribution of 18% threshold, the voluntary contribution option is withdrawn.

- g. An employee cannot “buy back” any deferred contribution.

10. Benefits Deducted by Payroll

- a. The Municipality shall make deductions from employee’s earnings as required or permitted by applicable federal and provincial legislation. Deductions may include but are not limited to: Statutory (Income Tax, CPP, EI), Court Ordered or legislated (legally ordered), mandatory group benefits premiums (including Life, AD&D, Dependent Life and LTD), and Voluntary (Group benefit premiums, pension contributions, other voluntary programs offered by the County). The Municipality contributes resources to fund these premiums. The CAO must approve any changes in the plans. Information on the plans will be provided to all employees as part of the onboarding process.
- b. In the event that an employee is off for an extended period, during the 119-day waiting period, an employee shall continue to contribute their share of the benefits premium as required.
- c. Employees will have the option to join the Municipality’s medical benefit plan after 3 months of employment. Employees who are legally entitled to work in Canada and who meet the eligibility requirements of the group benefits plan are eligible to participate in the County’s sponsored health and dental benefits program, subject to terms and conditions of the insurer. They must also work a minimum of 30 hours per week on a regular basis, year round. Information on the plans will be provided to all employees.

11. Employee Recognition and Retirement

- a. The Municipality of the County of Antigonish is committed to providing a positive and appreciative work environment for its employees at all municipal work sites. A program of recognition is to celebrate the service accomplishments of staff as public servants striving to represent Municipality in service to our community.
- b. A budget will be approved each fiscal year based on service award levels to be recognized for that year.
- c. The Warden and Council may acknowledge staff service milestones and retirements as they arise through the calendar year at the appropriate monthly Council meeting.
- d. Full-time staff will be recognized at the service milestones outlined in Table 2 below:

Table 2 Service Milestones

Years of Service Completed	Award / Monetary Value of Recognition
5	Certificate & gift valued at \$50
10	Certificate & gift valued at \$100
15	Certificate & gift valued at \$150
20	Certificate & gift valued at \$200
25	Certificate & gift valued at \$250
30	Certificate & gift valued at \$400
35	Certificate & gift valued at \$500
40	Certificate & gift valued at \$500

- e. Retirement from the Municipality will be acknowledged at the next available milestone based on the employee’s years of service;
 - i) e.g., if an employee retires after completing 12 years of service with the Municipality, they will be recognized with an award/gift at the “15 years of service completed” level.
- f. Notwithstanding clause 11.e, full-time employees who have completed 20 years of service, will receive a lump sum payment of \$2000 upon retirement.

Leaves & Absences

12. Vacation

- a. Full-time employees are entitled to vacation time.
- b. The vacation year is April 1st to March 31st. Entitlement for full time employee in the first year of employment is calculated on a pro-rated basis from start date until the next March 31st.
- c. Subject to any variation in an employee’s contract of employment, annual entitlement to vacation after the first March 31st following the date of hire is normally calculated as follows:
 - i) Less than five (5) years of service on April 1: one and one-quarter (1 ¼) days per month vacation for each month of service in the year, to accumulate to a maximum of fifteen (15) working days.
 - ii) More than five (5) years of service but less than ten (10) years of service on April 1: one and two-thirds (1 2/3) days per month vacation for each month of service in the year to a maximum of twenty (20) working days.
 - iii) More than ten (10) years of service but less than twenty (20) years of service on April 1: two and one-tenth (2 1/10) days per month vacation for each month of service in the year to a maximum of twenty-five (25) working days.
 - iv) More than twenty (20) years of service on April 1: two and one-half (2 1/2) days per month vacation for each month of service in the year to a maximum of thirty (30) working days.

- d. The Employee's start date is the date from which the annual vacation allotments are calculated. The vacation entitlement will be accrued on a pro-rated basis.
 - i) Seniority shall not apply when vacation leave has been approved in advance.
 - ii) If two persons apply for the same dates of vacation leave at the same time, the senior staff person will get priority in regard to vacation leave scheduling.
 - iii) Employees will be required to submit prior to May 1 of each year their vacation request. The request will specify the dates that vacations will be taken for the period ending March 31.
 - iv) All but five (5) days must be specified on this schedule. No changes will be made to this schedule unless approved the CAO/Designate. The remaining five (5) days can be taken as required provided sufficient notification is given to the employee's supervisor.
 - v) Vacation schedules are not official until they have been approved by the CAO in consultation with the Senior Leadership Team no later than May 15.
 - vi) Permission must be granted by the CAO/Designate to carry over any vacation balances more than five (5) days.

13. Sick Leave

- a. Permanent full-time employees are entitled to accumulate sick leave credits at a rate of 1.25 days, for each completed month of service, to a maximum of 150 Days. If the employee becomes ill, full salary will be paid until all sick leave credits are used.
- b. Sick leave carries over year over year.
- c. No remuneration shall be granted in lieu of unpaid sick benefits.

14. Pregnancy and Parental Leave

- a. Pregnancy, End of Pregnancy and Parental leaves shall be in compliance with legislated standards.
- b. While off on leave, employees will contribute their share of the Long-Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums.
- c. Employees have the ability to put their Medical and Dental Benefits plan on hold during their time off.
- d. To support employees during their transition to parenthood, The Municipality of the County of Antigonish provides a salary "top-up" to eligible employees who are receiving federal Employment Insurance (EI) pregnancy or parental benefits.
 - i) Eligibility
 - (1) Service Requirement: Employees must have completed 12 months of continuous full-time service prior to the start of their leave.
 - (2) Employees must provide at least four (4) weeks' written notice of the date that they intend to start their leave and their expected return date.

- (3) EI Approval: The employee must provide proof that they have applied for and are in receipt of EI pregnancy or parental benefits.
 - (4) An employee that is receiving a salary “top-up” during pregnancy leave cannot qualify for a salary “top-up” during parental leave for the same pregnancy.
- ii) Top-Up Amount
- (1) Pregnancy/Standard Parental Leave: The company will pay the difference between the EI weekly benefit (currently 55% of insurable earnings to a maximum which is federally adjusted on an annual basis) and 95% of the employee’s regular gross weekly salary.
 - (2) Extended Parental Leave: If an employee chooses the EI Extended Option (paid at 33%), the company top-up will be calculated as if the employee were receiving the Standard (55%) rate to ensure equitable benefit costs for the company over 17 weeks.
- iii) Duration of Top-Up
- (1) Maternity Top-Up: Paid for the first 17 weeks of maternity leave.
 - (2) Parental Top-Up: Paid for the first 10 weeks of parental leave.
- iv) Conditions of Receiving Top-Up Payment
- (1) Return to Work Commitment: To receive the top-up, the employee must sign an agreement committing to return to work for a period of at least twelve (12) months following the leave.
 - (2) Repayment: If the employee resigns before the end of the commitment period, they may be required to repay the top-up benefits on a pro-rated basis.
 - (3) Taxation: These payments are considered supplemental income and are subject to standard statutory deductions (Income Tax, CPP).
- e. To provide support time for permanent full-time employees who are not giving birth to allow them to provide support when introducing a new child to the family, either through birth or adoption, the Municipality offers a limited “supportive-parental leave”.
- i) As a parent of a new child, you may take up to five (5) paid days of “supportive-parental leave” in support of a new child coming into your family (through birth or adoption)
 - ii) Notification of an employee intending to take this supportive-parental leave should be given at least four (4) weeks prior to the intended absence, if possible, and must be approved by the CAO/designate.
 - iii) This supportive-parental leave must be taken within one (1) month of the arrival of a new child (through birth or adoption).

14. Domestic Violence Leave

- a. Domestic violence leave was established under the Nova Scotia Labour Standards Code as part of Standing Together Nova Scotia's action plan to prevent and address domestic violence.
- b. Up to 5 days of domestic violence leave will be paid by Municipality in each calendar year.

Workplace Expectations

15. Harassment Free Workplace

- a. The Municipality of the County of Antigonish will provide a workplace free from harassment and discrimination. Harassment of any nature will not be tolerated at the Municipality.
- b. The Municipality holds its employees, clients, and volunteers to a high standard in the execution of this procedure. It is the responsibility of each employee to be familiar with the Harassment Prevention Workplace Policy.

16. Grievances

- a. The Municipality encourages employees to bring work related problems to the attention of the CAO in a timely manner. Employees should be provided with an opportunity to present issues and to appeal decisions through a formal complaint and grievance procedure. All grievances shall be handled promptly and fairly as outlined in the Harassment Prevention Workplace Policy.

17. Drugs & Alcohol

- a. Employees are prohibited from using, distributing, procuring, or possessing alcohol, cannabis and illicit drugs on Municipal property or in connection with any and all municipal services.

18. Disciplinary Approach

- a. All staff of the Municipality of the County of Antigonish are representatives of our organization, work in public service, and play an important role in providing services to our community. These roles rely on integrity, accountability and a high level of respect and responsibility for effective and efficient use of public funds and resources. Professionalism, respect of the law, and impartiality in service delivery is paramount.
 - i) To support respectful fair treatment of all employees a progressive discipline approach anchored in Nova Scotia's Occupational Health and Safety (OHS) Act is in place. This includes a system that ensures fair timely documentation of any concerns, in dialogue with employee(s) involved.
 - ii) This approach involves the following steps:
 - (1) a verbal warning;
 - (2) written warning;
 - (3) suspension (length and terms dependant on situation);
 - (4) termination.

- iii) These steps are not always graduated, severe or egregious conduct could result in immediate termination for cause. All will include consistent, fair, timely documentation. Forms and additional information available in employee handbook.

19. Conflict of Interest

- a. The Municipality realizes that employees may become involved in situations where loyalties are divided or where his/her personal interest may conflict with their duty to the Municipality.
- b. Employees are expected to remain loyal to the Municipality even in situations that arise in which they may be tempted to act in violation of their duty to the Municipality. i.e. financial gain, professional advancements, and commitment to third parties which conflicts with their duties for the Municipality.

20. Operational Hours

- a. The hours of operation of the Municipality shall be set by Municipal Council. The CAO/Designate shall have the authority to assign hours of work to employees based on service requirements.
 - i) Municipal Administrative Centre: Monday to Friday - 9:00am to 4:30pm
 - ii) Public Works Department: Monday to Friday - 8:00am to 4:30pm
 - iii) Beech Hill Solid Waste Management Facility
 - Monday to Friday 8:00am to 4:30pm
 - Saturday 8:00am to 12:00pm
- b. Employees are entitled to one hour each for lunch and two (2) fifteen (15) minute paid breaks if they work more than five (5) hours per day. They are entitled to one (1) fifteen (15) minute break if they work more than three (3) hours and less than five (5) hours per day.
- c. Exceptions to this Policy will be considered by the CAO/Designate.

21. Legal Holidays

- a. The following shall be legal holidays, and the employee shall not be required to work and shall be paid at their regular rate of pay, except as required for service delivery. Employees directed to work on a legal holiday set out in section 21(a) will be paid at time plus one-half (1.5 x rate of pay).
 - i) New Year's Day*
 - ii) Heritage Day*
 - iii) Good Friday*
 - iv) Easter Monday
 - v) Victoria Day
 - vi) Canada Day*
 - vii) Natal Day
 - viii) Labour Day*
 - ix) National Day for Truth and Reconciliation
 - x) Thanksgiving Day

- xi) Remembrance Day
 - xii) Christmas Day*
 - xiii) Boxing Day
- b. Employees directed to work on a legal holiday set out in section 21(b) will be paid at time plus time and one-half (2.5 x rate of pay).
- i) New Year's Day
 - ii) Heritage Day
 - iii) Good Friday
 - iv) Canada Day
 - v) Labour Day
 - vi) Christmas Day
- c. The Municipality will close the last business day prior to Christmas at 12pm. There will be an administrative closure between December 25th and January 1st. Employees will be granted paid days off during this closure. Employees scheduled to work on these designated days will be granted a day off with pay at some other time.

22. Travel

- a. Upon prior approval from the CAO/Designate employees shall receive compensation for travel expenses.
- b. Reimbursement for travel expenses is only available for job related activities, and with prior approval of the CAO/Designate
- c. Employees will be given an allowance for meals during conference/training attendance not to include meals that are provided as part of the registration fee.
 - i) This is the maximum allowed under the Income Tax Act without provision of receipts, as noted in the Policy on Municipal Council and CAO Expense Reimbursement.
- d. Per-Diem meal allowances will be pro-rated based on the length of the day.
- e. Incidentals can only be claimed when employees travel for a full day.
- f. The mileage allowance reimbursed for employees using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage rate for its employees and the employee shall be expected to take the most direct route of travel reasonably possible.
- g. Where several employees attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.
- h. Expense claims are to be submitted to the CAO/Director for approval by the end of each month.

23. Salary Determination

- a. The CAO is ultimately responsible for determining the amount of the employees' salaries. Although certain factors are used to help determine salaries, the CAO will apply the approved Salary Scale as noted in Table 3 below.

- b. There will be an annual practice of movement within the approved step range for each level based on the results of the annual Performance and Potential Reviews.
 - i) These practices recognize the annual performance gain of the individual as they move from a new employee in a range to one with five years of experience. The outcome is to recognize the increased contribution in 5 years of experience.
- c. A review of market position on ranges and salaries will be conducted every 3-5 years.
- d. All compensation adjustments will be made on April 1st of each year.
- e. Ranges will be updated on an annual basis to reflect the cost-of-living allowance.

Appendix A:

The salary range grid will be updated on an annual basis to include the cost-of-living allowance approved in the annual operating budget.

Fiscal 2026/2027

Grade	1	2	3	4	5
2				\$54,278	\$58,065
3		\$51,925	\$56,135	\$60,345	\$64,556
4	\$60,244	\$65,560	\$70,876	\$76,191	\$81,506
5	\$72,268	\$78,645	\$85,022	\$91,399	\$97,775
6	\$81,302	\$88,475	\$95,649	\$102,823	\$109,996
7	\$112,338	\$122,251	\$132,163	\$142,075	\$151,987
8	\$150,791	\$164,096	\$177,402	\$190,706	\$204,011

Outside Workers					
Grade	1	2	3	4	5
2				\$51,457	\$55,047
3	\$54,797	\$59,633	\$64,468	\$69,303	\$74,138

Outside Workers					
Grade	1	2	3	4	5
Class 1 Full	\$59,797	\$64,633	\$69,468	\$74,303	\$79,138
Class 2 Full	\$64,797	\$69,633	\$74,468	\$79,303	\$84,138

Staff Report

To: Committee of the Whole
From: Shirlyn Donovan, CAO
Subject: Harassment Prevention in the Workplace Policy
DATE: May 19, 2026

Background

In February 2025, Municipal Council participated in a facilitated session to set Council Priorities. Through this session a review of the municipalities policy documents was identified as a priority and since that time staff have been reviewing and update our existing policies.

One of the policies under review, the Human Resources Administrative Manual for Employees, was originally written and approved by Council in 2016. Senior Leadership have worked together over the past six (6) months to review the existing document. Through that process, staff identified that a separate policy addressing harassment and grievances should be created to meet recently legislated requirements.

Discussion

While undertaking the review of the HR policy, staff had consideration for the Workplace Health and Safety Regulations made under Section 82 of the - *Occupational Health and Safety Act*, which were amended in late 2025. These updates outline specific requirements for how workplace harassment is defined and outline the requirements of a workplace harassment prevention policy. A copy of an excerpt is included as Appendix A to this report.

Using the legislated requirements as a checklist, along with the Policy Review Policy requirements set by Municipal Council earlier in the year, staff have created the following Harassment Prevention in the Workplace Policy for consideration by the Committee of the Whole and Council.

Recommendations

A draft of this policy was circulated to members of Municipal Council by email on Tuesday, May 12, 2026. Where councillors have had the draft policy available for their consideration for the required seven (7) days as outlined in Section 48 of the MGA, the committee could approve the proposed policy if they wish.

Staff are recommending consideration of the following motion:

The Committee recommends that Municipal Council adopt the new proposed Harassment Prevention in the Workplace Policy.

Workplace Health and Safety Regulations
made under Section 82 of the- *Occupational Health and Safety Act*
S.N.S. 1996, c. 7
O.I.C. 2013-65 (effective June 12, 2013), N.S. Reg. 52/2013
amended to O.I.C. 2025-239 (effective September 1, 2025), N.S. Reg. 163/2025

Part 27: Harassment in the Workplace

Definitions for Part 27

27.1 In this Part,

“workplace harassment” means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades, intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace: (i) workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1)(h) to (v) of the *Human Rights Act*,

(ii) inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Workplace harassment prevention policy

27.2 (1) An employer must establish and implement a written workplace harassment prevention policy that includes all of the following:

(a) a statement that every employee is entitled to employment free of workplace harassment;

(b) a commitment by the employer to ensure, so far as is reasonably practicable, that no employee will be subjected to workplace harassment;

(c) a statement that all employees have an obligation not to engage in workplace harassment;

(d) a statement that employees are encouraged to report incidents of workplace harassment;

(e) information about all of the following procedures:

(i) how to recognize, prevent and respond to workplace harassment,

(ii) the procedure for reporting incidents of workplace harassment to the employer or a supervisor,

(iii) the procedure for making a workplace harassment complaint to a person other than the employer or supervisor, if the employer or supervisor is a subject of the complaint,

(iv) the procedure for investigating a complaint of workplace harassment,

(v) the procedure for informing the complainant and the subject of the complaint of the result of the investigation or any corrective action that has been or will be taken as a result of the investigation;

(f) a statement that the employer will not disclose any information obtained in relation to a complaint of workplace harassment, including personal information, unless the disclosure is

(i) required by law,

(ii) necessary for the purposes of investigating the complaint, or

(iii) necessary for the purposes of taking corrective action with respect to the complaint;

(g) a statement that the employer will not reprimand or seek reprisal against an employee who has made a workplace harassment complaint in good faith;

(h) a commitment by the employer to investigate all complaints of workplace harassment;

(i) a commitment by the employer to take appropriate corrective action respecting any person under the employer's direction who subjects an employee to workplace harassment;

(j) a statement that the employer's workplace harassment prevention policy is not intended to discourage, prevent or preclude a complainant from exercising other legal rights under any other law.

(2) An employer must ensure that employees are trained in the workplace harassment prevention policy.

(3) An employer must review the workplace harassment prevention policy at least once every 3 years and update it, if necessary.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC: Harassment Prevention in the Workplace Policy

POLICY NUMBER: XX

DATE APPROVED: Date, 2026 (Min#2026-XXX)

DATE REVISED:

I certify this to be a true copy of the Harassment Free Workplace Policy as adopted by the Municipal Council of Antigonish County at a Public Meeting held on **Date**.

Shirlyn Donovan
CAO

Title

1. This is the Harassment Prevention in the Workplace Policy for the Municipality of the County of Antigonish.

Purpose

2. To ensure a respectful, safe and legally compliant workplace for all employees and help keep all employees safe and healthy at work in alignment with the Nova Scotia Occupational Health and Safety Act (OHS Act). This will be done by providing clear guidelines and expectations for behaviour in the workplace to ensure there is a clear process for staff complaints and grievances.

Scope

3. This policy applies to all employees of the Municipality of the County of Antigonish, and all contract employees working on municipal property, and with municipal staff, while conducting municipal work.

Definitions

4. In this policy the following definitions apply:
 - a. "Employee" includes any permanent employee of the Municipality and any contract employee working on municipal property doing municipal work.
 - b. "Grievance" is defined as an employee's expression of dissatisfaction concerning conditions of employment or treatment by management or other employees.
 - c. "Workplace Harassment" is defined in subsection 27.1 of the Workplace Health and Safety Regulation: 27.1 In this Part, "workplace harassment" means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace,

including bullying, that, whether intended or not, degrades, intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace.

- i. workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1)(h) to (v) of the *Human Rights Act*,
- ii. inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Supporting a Harassment Free Workplace

5. The Municipality of the County of Antigonish is committed to maintaining a work environment that is free from harassment. All employees have the right to work in a harassment-free workplace.
 - a. All employees:
 - i. are entitled to employment free of harassment
 - ii. have an obligation not to engage in workplace harassment
 - iii. are entitled to support, and a timely investigation process free of retaliation and,
 - iv. are encouraged to report incidents of workplace harassment.
 - b. Clear steps for reporting concerns of harassment and the investigation process will be included in the Employee Handbook.
 - c. The Municipality of the County of Antigonish commits to confidentiality and non-retaliation. Disclosure will only occur if required by law, or necessary for the purposes of investigating, the complaint or necessary for the purposes of taking corrective action with respect to the complaint.

Investigation

6. The Employee Handbook will include a Grievance and Complaint Investigation Procedure; all reported incidents or complaints of workplace harassment will be promptly investigated. The investigation will be conducted in a fair, impartial and timely manner, by competent investigators, determining both the root cause as well as any contributing factors to best inform corrective actions and next steps.
 - a. Communication of Investigation Results Following the investigation:
 - i. The complainant and the individual alleged to have engaged in harassment will be informed of the outcome of the investigation.
 - ii. Both parties will be advised of any corrective action taken or that will be taken because of the investigation, where appropriate.

Compliance

7. To ensure the policy remains current and relevant, the Municipality of the County of Antigonish will review our Harassment Prevention in the Workplace Policy at least once every 3 years and update if necessary.
 - a. The Municipality of the County of Antigonish shall ensure that all employees receive workplace harassment prevention training. This training must include:
 - i. A review of the organization's Harassment Prevention in the Workplace Policy.
 - ii. Instruction on how to recognize, prevent, and appropriately respond to workplace harassment.
 - iii. Clear outline of complaint and grievance procedure and access to supports if needed.

Staff Report

To: Committee of the Whole
From: Beth Schumacher, Municipal Clerk
Subject: **Heritage Museum Board County Resident Appointment by Council**
DATE: May 19, 2026

Background

The Antigonish Heritage Museum Board has contacted the Municipality to inform them of a suggested candidate to fill a vacancy, being one of the two seats dedicated for residents of the Municipality who are ratepayers of the Municipality appointed by the Municipal Council. The Board has interest from Trevor Gould from Paqtnkek to sit as a representative of the County, and they endorsed that expression of interest at their most recent meeting.

Discussion

In accordance with the Statement of Governance supplied by the Heritage Museum (Appendix A):

Where a person or a body designates or elects a person as a member of the Board, the person so designated or elected holds office as a member for such time as the person or body that designates or elects the member determines.

While no term length is currently specified, staff suggest looking at specifying a term for any appointment to a committee to be consistent with how appointments to internal committees are handled. As examples, citizen appointments that are endorsed by the County on the RK MacDonald Board are for three (3) year terms, while citizen appointments to internal boards such as the Accessibility Board and Planning Advisory Board have term lengths between two (2) and four (4) years.

In keeping with a similar term length, staff suggests that an appointment for a three-year term for this citizen appointment be specified. Further, staff suggests that future appointments by Municipal Council for vacancies on this board requiring their endorsement be for a similar term length.

Recommendations

Staff are recommending consideration of the following motion:

The Committee recommends that Municipal Council appoint Trevor Gould of Paqtnkek for the seat dedicated for residents of the Municipality who are ratepayers of the Municipality on the Antigonish Heritage Museum Board, for a three-year term (2026-2029).

Antigonish Heritage Museum Statement on Governance

The **Antigonish Heritage Museum** under its Board has a number of policies and procedures which govern our operation. These policies and procedures have been developed over the past 30 years by the Heritage Association of Antigonish and the **Antigonish Heritage Museum** Board. They have been consolidated and approved by motion of the Board at our January 2012 meeting.

8.0 Framework and Governance

The **Antigonish Heritage Museum** Board was incorporated in 1997. The Act of Incorporation specifies the following.

8.1 The Objects of the Board are to manage and operate the **Antigonish Heritage Museum**.

8.2 The Board has authority to

- (1) Develop and operate educational and cultural programs that interpret the natural and cultural heritage of the Town and the Municipality
- (2) Acquire and take by purchase, donation, devise, bequest or otherwise real and personal property, and hold, enjoy, sell, exchange, lease, let, improve, and develop the same and erect and maintain buildings and structures.
- (3) Enter into agreements for the purpose of this act.
- (4) Make by-laws for the conduct and management of its activities and affairs.
- (5) Subject to the approval of the Town and Municipal Councils, borrow money by way of temporary loan from any chartered bank or credit union in the Province for current operating expenses, so long as the total of all loans outstanding at any time does not exceed ten thousand dollars.
- (6) Draw, make, accept, endorse, discount, execute and issue bills of exchange and other negotiable instruments.
- (7) In accordance with a scale approved by the Board pay salaries and remuneration to such persons as it employs for its purposes.
- (8) Co-operate with all levels of government and with the Nova Scotia Museum Board of Governors in order to attain its objects.
- (9) Do all matters and things as may be necessary for, incidental or conducive to, or consequential upon, the attainment of the objects and the exercise of its powers.

8.3 The Board of the **Antigonish Heritage Museum** consists of:

- (1) The Mayor or a Town Councilor designated by the Mayor
- (2) The Warden or a Municipal Councilor designated by the Warden

From: Revised Management Procedures Manual approved Oct 29, 2012.

- (3) One Town Councilor appointed by Town Council
- (4) One Municipal Councilor appointed by Municipal Council
- (5 & 6) Two residents of the Town who are ratepayers of the Town appointed by the Town Council
- (7 & 8) Two residents of the Municipality who are ratepayers of the Municipality appointed by the Municipal Council.
- (9) The president of the Heritage Association of Antigonish and
- (10 & 11 & 12) Three members elected by the Heritage Association of Antigonish

8.4 Where a person or a body designates or elects a person as a member of the Board, the person so designated or elected holds office as a member for such time as the person or body that designates or elects the member determines.

8.2 (1) A member of the board is eligible for re-appointment.

(2) Where a person who was designated, appointed, or elected as a member of the Board pursuant to Section 6 ceases to be a member of the board before that person's term of office expires, the person or body that designated, appointed or elected the person shall fill the vacancy for the unexpired portion of the term, not later than two months after the vacancy occurs

(3) A vacancy on the Board does not impair the corporate capacity of the Board or the ability of the remaining members to act

8.6(1) The Board shall appoint a member of the Board as Chair of the Board to hold office during such time as the Board determines.

(2) the Board shall appoint a Secretary-Treasurer or Secretary and Treasurer to hold office for such term as the Board determines

(3) A person who is not a member of the board may be appointed pursuant to subsection.

(4) The Board may appoint a person as auditor if that person is considered by the Town Council and the Municipal Council to be a satisfactory person to be the auditor, to hold office for such time as the Board determines

8.7 (1) There shall be an annual meeting of the Board in April (amendment January 2009) of each year and the Board shall meet at least nine additional times in each year.

(2) At least three days prior to each meeting of the Board a notice of the meeting specifying the time and place of the meeting shall be given to each member of the Board, except that an emergency meeting may be held at such shorter notice as the Chair of the Board may determine.

(3) A majority of the members of the Board constitutes a Quorum.

From: Revised Management Procedures Manual approved Oct 29, 2012.

8.8 (1) Notwithstanding any other act, the Municipal Council and the Town Council may appropriate any pay to the Board, to be used by the Board in attaining its objects such sums of money as the Municipal Council and the Town Council determine and approve.

(2) All moneys required for each payment pursuant to subsection (1) shall be held to be money required for the ordinary lawful purposes of the Town and the Municipality and shall be levied, raised and collected in all respects as other monies required for the ordinary lawful purposes of the Municipality and the Town are levied, raised and collected.

8.9 (1) The Board may not make an expenditure except in accordance with an annual budget approved by the Municipal Council and the Town Council.

(2) The Budget of the Board shall be submitted to the Town and the Municipality in February of each year.

8.10 The fiscal year of the Board shall be the period from April 1st in any year to March 31st in the following year.

8.11 The Board shall, not later than January 31st in each year, submit to the Municipal Council and the Town Council an audited statement for the fiscal year immediately preceding.

8.12 (1) The land on which the Museum is now located and the building that now houses the Museum are exempt from taxation imposed by the Town or the Municipality for general municipal purposes as long as they are used by the Board as a Museum.

(2) The Town or the Municipality may exempt from tax imposed by it for general municipal purposes any property other than the land and building referred to in subsection (1) that the Board acquires after the coming into force of this Act.