

Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order
2. Attendance
3. Approval of / Changes to Agenda
4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
 - a. January 25, 2024
6. Announcements / Proclamations
7. Presentations
8. Written Petitions and Correspondence
9. Business
 - a. Police Advisory Board
 - b. Voting method for Municipal election
 - c. Returning Officer
 - d. Recreation Committee citizen appointee
 - e. Final Phase 4 Report- WSP
 - f. RFP – Accessible Washrooms at Community Centre
 - g. RFP – Room Divider at Community Centre
 - h. CAO recruitment update
 - i. Audio-video of Council and Committee meetings
10. By-laws and Policies
11. Citizen Comments
12. Mayor Report



COUNCIL MEETING AGENDA
Thursday February 22 @ 7:00 pm
Council Chambers, Stewiacke, NS

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13. Councillors Reports
14. CAO Report
15. In-Camera Session
16. Notice of Motion and Reconsideration
17. Adjournment



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1. Call to Order

Mayor George Lloy called the Council Meeting to order at 7:00 pm

2. Attendance

PRESENT:

Mayor George Lloy

Deputy Mayor Roseanne Chapman

Councillors: Susan Creelman
Suzanne Lutz
Chad Ramsey

Rebecca Rogers-Laing
Pam Osborne

Staff: Kevin Matheson
Erin Richard

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

Additions of:

10. c Capital Budget

10. d Tax Sale Tender Results

On the motion of Councillor Creelman and Councillor Lutz:

I so move to approve the agenda as amended adding 10. c. Capital Budget and 10. d. Tax Sale Tender Results for the January 25th, 2024 – Council Meeting

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes from Previous Meeting(s)

a) Combined Council Meeting Minutes 2023 12 14

On the motion of Councillor Osborne and Deputy Mayor Chapman:

I so move to approve the minutes as amended, adding in 5million to 9b, for December 14th, 2023 combined council meeting.

MOTION CARRIED UNANIMOUSLY

b) Emergency Council Meeting Minutes 2023 12 21

On the motion of Councillor Osborne and Councillor Creelman:

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I so move to approve the minutes as presented for December 21st, 2023, Emergency Council

MOTION CARRIED UNANIMOUSLY

c) Special Council Meeting 2023 12 27

On the motion of Councillor Osborne and Councillor Rogers-Laing:

I so move to approve the minutes as presented for December 27th, 2023, Special Council Meeting

MOTION CARRIED UNANIMOUSLY

d) Emergency Council Meeting 2023 01 02

On the motion of Councillor Osborne and Councillor Creelman:

I so move to approve the minutes as amended, adding in the abstention by Councillor Osborne on the vote for Kevin Matheson to be appointed as interim CAO due to lack of knowledge on total costs, presented for January 2nd, 2024, Emergency Council Meeting,

MOTION CARRIED UNANIMOUSLY

6. Announcements / Proclamations

NIL

7. Presentations

Service Awards

Erin Richard- 10 years

Gary Fisher- 10 years

Rick Smith- 15 years

Jeff Sibley- 25 years

8. Written Petitions and Correspondence

a. NS Department of Justice 2024 01 10

b. Katherine Williams 2024 01 16

c. Eldon Hubbard 2024 01 17

On the motion of Councillor Osborne and Deputy Mayor Chapman:

I so move to add in 8.d to Written Petitions and Correspondence, email from Cindy Young.

MOTION CARRIED UNANIMOUSLY

d. Cindy Young 2024 01 23

9. Business

a. COTW – Water Rate Study

On the motion of Councillor Osborne and Deputy Mayor Chapman:

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I so move to defer the water rate study back to staff to bring back to council at the May Council Meeting.

MOTION CARRIED UNANIMOUSLY

b. COTW – Appointment of Development Officer

On the motion of Councillor Osborne and Councillor Lutz:

I so move to approve the appointment of Jason Fox from the Town of Truro as the Development Officer on an interim basis.

MOTION CARRIED UNANIMOUSLY

c. COTW- Citizen Appointments to Committees

On the motion of Councillor Osborne and Councillor Lutz:

I so move the appointment of Beate Acker and Cassandra Swallow to the Audit Committee.

MOTION CARRIED UNANIMOUSLY

On the motion of Councillor Creelman and Deputy Mayor Chapman:

I so move the appointment of Melanie Haggart, Chris Pelling, Audrey Armsworthy and Ian Gulliver to the By-Law and Policy Committee.

MOTION CARRIED UNANIMOUSLY

On the motion of Councillor Osborne and Councillor Lutz:

I so move the appointment of Beate Acker to the Parks, Recreation & events Committee.

MOTION CARRIED UNANIMOUSLY

On the motion of Councillor Creelman and Councillor Osborne:

I so move the appointment of Todd Fleck to the Business & Tourism Committee.

MOTION CARRIED UNANIMOUSLY

d. COTW- Council Appointment to Committees

On the motion of Councillor Creelman and Councillor Rogers-Laing:

I so move the appointment of Deputy Mayor Chapman and Councillor Osborne to the Parks, Recreation and Events Committee.

MOTION CARRIED UNANIMOUSLY

10. New Business

a. Returning Officer

Councillor Ramsey left the council meeting at 8:27pm and returned at 8:29pm.

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On the motion of Councillor Osborne and Deputy Mayor Chapman:

I so move to direct staff to prepare a request for proposal to hire an outside deputy returning officer and election staff for the coming election and bring it back to the Council Meeting in February.

MOTION CARRIED UNANIMOUSLY

b. FCM Attendance

On the motion of Councillor Lutz and Councillor Rogers-Laing:

I so move to approve the attendees for the FCM as Councillor Osborne, and Mayor Lloy for full coverage and Deputy Mayor Chapman for costs except flights.

MOTION CARRIED UNANIMOUSLY

c. Capital Budget

On the motion of Councillor Creelman and Deputy Mayor Chapman

I so move that Council approve the 2024-2025 General Capital Budget totalling \$680,000 as presented.

MOTION CARRIED UNANIMOUSLY

On the motion of Councillor Creelman and Councillor Lutz:

I so move that Council approve the 2025-2028 General Capital Budgets totalling \$5,995,000 as presented.

MOTION CARRIED UNANIMOUSLY

On the motion of Councillor Rogers-Laing and Councillor Osborne:

I so move that Council approve the 2024-2025 Water Utility Capital Budget totalling \$40,000 as presented.

MOTION CARRIED UNANIMOUSLY

On the motion of Councillor Creelman and Deputy Mayor Chapman:

I so move that Council approve the 2025-2028 Water Utility Capital Budget totalling \$12,000,000 as presented.

YAY- 6 NAY- 1

MOTION CARRIED

d. Tax Sale Tender Results

On the motion of Councillor Rogers-Laing and Councillor Osborne:

I so move to accept the highest bid of \$30,250.00 from M. Cogger for the tax sale of 50 St. Andrews Street in Stewiacke, NS.

MOTION CARRIED UNANIMOUSLY

11. By-law and Policies

NIL

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12. Citizen Comments

NIL

13. Mayor Report

Attended:

- MP Breakfast with Councillor Osborne and Deputy Mayor Chapman
- Planning and Advisory Meeting
- Hiring Committee meetings
- Tax Sale Tender Opening
- Capital Budget Meeting
- Meetings with Kevin Matheson

Deputy Mayor Report

- Attended:
- MP Breakfast
- Hiring Committee Meeting
- RFP opening on January 19th
- Planning Advisory Meeting

Congrats to staff on their Service Awards

14. Councillors Reports

Councillor Creelman –

- Marketing Levy moving forward, start of the Levy for April 1st.
- Can we expand our newsletter to include water and wastewater etc. information.
- Congrats to staff on achieving your milestones.

Councillor Osborne –

- Attended the budget meeting
- Congrats to staff on your years of service
- Thinks councillor Creelman's suggestion of including more information in the newsletter is a great idea.
- Looking forward to attending the Public Participation Opportunity on February 10th.

Councillor Rogers-Laing – NIL



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Councillor Lutz –

- Great meeting this evening, good discussions
- Congrats to staff on their service awards.

Councillor Ramsey -

- Congrats staff

15. CAO Report

Written report submitted.

16. CAO Recruitment update

On the motion of Councillor Creelman and Deputy Mayor Chapman:

I so move that Council retains the firm of Facet by Royer Thompson to be engaged to complete the Executive Recruitment of a permanent Chief Administrative Officer for the Town of Stewiacke per their proposal dated January 9th, 2024, at a quoted price of \$19,500 plus HST and disbursements.

MOTION CARRIED UNANIMOUSLY

17. In-Camera Session

NIL

18. Notice of Motion and Reconsideration

NIL

19. Adjournment

Adjournment called at 9:06pm.

Read and approved this _____ day of _____, 2024

Mayor

CAO



Submitted By: Erin Richard, Director of Community Development
 Date: February 8th, 2024
 Subject: Citizen Appointments

Purpose

Stewiacke Town Council is looking to fill vacancies on committees, and staff have advertised the need for applications on the town website and social networks.

Committees with vacancies:

- Parks, Recreation & Events Committee (4 vacancies)

Application received:

- Greg Connell- Parks, Recreation & Events Committee

As per our Citizen Application Process Policy, staff have circulated the applications submitted from residents within the town of Stewiacke, to the Chair of each committee. After discussion with the chairs of the respective committees, the recommendations put forth are as follows:

RECOMMENDATION

The Committee of the Whole recommend to Council that Greg Connell be appointed to the Parks, Recreation & Events Committee.



Request for Decision

Submitted By: Erin Richard, Director of Community Development
 Date: February 22, 2024
 Subject: Request for Proposal- Accessibility Compliant Washrooms

ORIGIN

This report originates with funding received through Enabling Accessibility Fund (\$100,000.00) towards accessible washrooms, and doorways into/in the Community Centre.

RECOMMENDATION

Staff respectfully recommend:

That Town Council award the "Accessibility Compliant" project to Global Construction (Maritimes) in the amount of \$115,294.96 without HST.

BACKGROUND

The Town of Stewiacke staff applied for funding through the Enabling Accessibility Fund in 2022 to support renovations at the Stewiacke Community Centre to install a power equipped door at the main entrance of the centre and renovate the male and female washrooms into accessible washrooms. The project deadline for Enabling Accessibility fund is March 31st, 2024. \$100,000.00 was received through this grant, and the town has the required \$66,000.00 (our portion required to spend) in priors years spent.

DISCUSSION

Two bids were received in the amounts of:

- 1) Global Construction (Maritimes) \$115,294.96 without HST
- 2) Flagship Construction \$112,100.00 without HST

Both proposals received had a breakdown of work for the project but after detailed evaluation, Global Construction provided a more thorough budget breakdown and timeline for the work completion plus attached references to completed projects like this one.

IMPLICATIONS

Financial/Budget

Timelines

Community Centre Rentals / Fire Department Usage

OPTIONS

Council has the following options to consider:

- a) Accept the recommended bid of \$115,294.96 from Global Construction
- b) Reject the recommendation.
- c) Accept the bid from Flagship Construction.
- d) Defer a decision pending further information and discussion.

COMMUNICATIONS

NA

ATTACHMENTS

NA



Request for Decision

Submitted By: Erin Richard, Director of Community Development

Date: February 22nd, 2024

Subject: Request for Proposals – Room Divider

ORIGIN

The Town of Stewiacke posted a Request for Proposals for a room divider for the Stewiacke Community Centre.

RECOMMENDATION

staff respectfully recommend:

Town Council accept the bid "Option 1" in the amount of \$17,450.00 plus HST submitted by Creative Sport Solutions.

BACKGROUND

The Town of Stewiacke was awarded \$59,000.00 in December 2023 through a government organization (cannot release the organization title until an official release has been made). This funding is 100% of the costs of purchases that align with the scope of the project. Funds need to be spent by March 28th, 2024, so our timeline is a quick turnaround.

DISCUSSION

Creative Sport Solutions was the only company to submit a proposal. Within their proposal they have outlined 2 options:

- 1) Centre Roll Up Divider Curtain in the amount of \$17,450.00.
- 2) Walk Draw Divider Curtain in the amount of \$13,000.00.

Town staff recommend option 1 (centre roll divider – ceiling attachment) because it will not affect the floor plan while rolled up. If Council were to proceed with option 2, there would be approximately 2 feet per side of the community centre where the curtain would sit.

IMPLICATIONS

NA

OPTIONS

Council has the following options to consider:

1. Accept the bid price "Option 1" for \$17,450.00 plus HST.
2. Accept the bid price "Option 2" for \$13,000.00 plus HST.
3. Reject the recommendation.
4. Explore other purchasing options.

COMMUNICATIONS

NA

ATTACHMENTS

Nil.

Only one tender was received, and prices are listed above for the two options.