



COMBINED COMMITTEE OF THE WHOLE & COUNCIL MEETING

AGENDA

Thursday April 25th, 2024 @ 7:00 pm
Or Immediately Following Public Hearing
Council Chambers, Stewiacke, NS

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
2024 03 14 Committee of the Whole
2024 03 28 Council
6. Announcements
7. Presentations
 - a. TCPEP – David Phillips
 - a. Big River Cafe
8. Written Petitions and Correspondence
 - a. Rising Tides – re rental space
9. Business
 - a. Operating Budgets – General and Water Utility
 - b. Chamber of Commerce sponsorship
 - c. New Police Advisory Board and interim appointment to Regional Police Advisory Board
 - d. 2nd Reading – Planning Amendments
 - e. Recommendations from Planning Advisory Committee
 - i.) Amendments re 12 Main St. East
 - ii.) Amendments re Perry Lake Developments
 - f. Parking on George St.
 - g. Riverside Construction Update
 - h. CAO report



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- i. May Committee of the Whole schedule

10. By-laws and Policies
 - a. Summer Camp Policy

11. Citizen Comments

12. Mayor Report

13. Councillors' Reports

14. In-Camera Session
 - a. Personnel matter - CAO Recruitment Update

15. Notice of Motion and Reconsideration

16. Adjournment



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

Mayor Lloy called the meeting to order 7:00pm

2. Attendance

PRESENT:

Mayor Lloy

Deputy Mayor Roseanne Chapman

Councillors: Pam Osborne

Rebecca Rogers-Laing

Staff: Kevin Matheson

REGRETS / ABSENT: Susan Creelman, Suzanne Lutz

3. Approval of / Changes to Agenda

CAO report moved to 9.j

Subsequent items renumbered

On the motion of Deputy Mayor Chapman and Councillor Rogers-Laing:

***I so move to approve the agenda as amended for February 8th, 2024 – Committee of the Whole Meeting
MOTION CARRIED***

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes from Previous Meeting(s)

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

***I so move to approve the Minutes as presented for February 8th, 2024 – Committee of the Whole Meeting
MOTION CARRIED***

6. Announcements / Proclamations

NIL

7. Presentations

NIL

8. Written Petitions and Correspondence

NIL



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

9. Business

a. Hiring Committee Report

Verbal update from Interim CAO. Position is advertised and recruiters are making initial contacts.

b. WSP Phase 4 Water report

Report circulated to Councillors. Several concerns raised about aquifers, residuals from treatment and listing of items requiring further consideration. Interim CAO instructed to get answers and/or arrange another presentation with WSP.

c. Chamber of Commerce sponsorship

Interim CAO instructed to inquire about Impact and Connector level sponsorships.

d. Returning Officer Update

On the motion of Councillor Osborne and Deputy Mayor Chapman:

Committee of the Whole recommends to Town Council the appointment of Janet Friday Dorey as the Returning Officer for the 2024 Municipal Election at a fee of \$15,000.

MOTION CARRIED

e. New Police Advisory Board

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

Committee of the Whole recommends to Town Council that the Town of Stewiacke start the implementation process for its own five member Police Advisory Board, and further that the Town request permission from the Minister of Justice to extend the deadline to December 31st, 2024 following the 2024 municipal elections.

MOTION CARRIED

f. Voting methods for October elections

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

Committee of the Whole recommends to Town Council that paper ballots be used in addition to electronic voting for the October 2024 Municipal Election.

MOTION CARRIED

g. Atlantic Mayors Congress

On the motion of Councillor Osborne and Deputy Mayor Chapman:

Committee of the Whole recommends to Town Council that the Town of Stewiacke continue membership in the Atlantic Mayors Congress pending further information to be brought back to Council.

MOTION CARRIED

h. SPCA – contract renewal

Staff have not yet received proposed renewal terms. Current contract extended to August to allow negotiations to proceed.



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i. Rentals to non-profits

Verbal report from Interim CAO – concern about consistency. Staff will investigate current arrangements with community groups.

j. CAO report

Written report circulated.

10. By-laws and Policies

NIL

11. Citizen Comments

NIL

12. Mayor Report

Report attached

13. Councillors Reports

14. In-Camera Session

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

Committee of the Whole to go in-Camera at 8:24pm to discuss:

a. Potential litigation

b. Contract negotiations

MOTION CARRIED

Meeting resumed at 9:03pm, with no motions from in-camera session.

15. Notice of Motion and Reconsideration

NIL

16. Adjournment

Adjournment called at 9:04pm.

Read and approved this _____ day of _____, 2024



Committee of the Whole Meeting - **MINUTES**
Thursday, March 14th, 2024 @ 7:00 p.m.
Zoom, Council Chambers, Stewiacke, NS

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

Mayor

CAO



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

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

Rebecca Rogers-Laing
Pam Osborne

Staff: Kevin Matheson
Erin Richard

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

Additions of:

8.a Honourable John A. Lohr- New Service Exchange Agreement

8. b Honourable John A. Lohr – New Provincial Department of Emergency Management

Defer: 9.b Perry Lake Development

On the motion of Councillor Osborne and Councillor Lutz :

I so move to approve the agenda as amended, adding in 8.a Honourable John A. Lohr- New Service Exchange Agreement, 8. b Honourable John A. Lohr – New Provincial Department of Emergency Management and deferring 9.b Perry Lake Development, for March 28th, 2024 -Council Meeting.

MOTION CARRIED

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes from Previous Meeting(s)

a) Council Meeting Minutes 2024 02 22

On the motion of Councillor Osborne and Deputy Mayor Chapman:

I so move to approve the minutes as presented for February 22nd, 2024, Council Meeting.

MOTION CARRIED

b) March 20th, 2024 Special Meeting



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

On the motion of Councillor Osborne and Councillor Lutz:

I so move to approve the special meeting minutes from March 20th, 2024, with the following amendments: name change from Pamela to Pam and change mover and seconder of motion 9a to Councillor Rogers-Laing and Councillor Lutz.

MOITON CARRIED

6. Announcements / Proclamations

NIL

7. Presentations

Big River Café

8. Written Petitions and Correspondence

- a. Honourable John A. Lohr- New Service Exchange Agreement
- b. Honourable John A. Lohr – New Provincial Department of Emergency Management

9. Business

- a. Recommendations from Committee of the Whole
 - i. New Police Advisory Board

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

That the Town of Stewiacke start the implementation process for its own five member Police Advisory Board, and future that the Town request permission from the Minister of Justice to extend the deadline to December 31st, 2024, following the 2024 municipal elections.

MOTION CARRIED

- ii. Atlantic Mayors Congress

On the motion of Councillor Lutz and Councillor Osborne:

That the Town of Stewiacke continue membership in the Atlantic Mayors Congress.

MOTION DEFEATED

- b. First Reading – LUB Amendments – Perry Lake Development
Withdrawn at the request of Perry Lake Developments
- c. First Reading- LUB Amendments – 12 Main St East



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

On motion of Deputy Mayor Chapman and Councillor Osborne:

I so move that First Reading – LUB Amendments 12 Main Street be referred back to the Planning Advisory Committee for clarification.

MOTION CARRIED

- d. First Reading – LUB – Height Restrictions in the Downtown C1 Zone

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

I so move that Council accept the recommendation of the Planning Advisory Committee and give first reading to proposed amendments to the Municipal Planning Strategy and Land Use By-Law to establish a maximum height of four storeys in the C1 zone. Staff are hereby directed to set the date of the public hearing for these amendments.

MOTION CARRIED

- e. Interim Budget Approval

On the motion of Deputy Mayor Chapman and Councillor Rogers-Laing:

That the Town of Stewiacke authorize an interim operating budget authorization of \$650,000 for fiscal 2024-2025 to continue existing services until the detailed operating budget is finalized.

MOTION CARRIED

- f. CAO Recruitment Update
Verbal update provided by CAO Matheson.

10. By-law and Policies

NIL

11. Citizen Comments

NIL

12. Mayor Report

- March 20: Chaired the Planning & Advisory Committee meeting.
- March 20: Chaired the Special Town Council meeting.
- March 21: Attended the Bylaws & Policy committee meeting.
- March 23: I attended the Easter Eggs Hunt @ the Ball field. A wonderful event for the children in our town organized by Stewiacke Recreation. Thank you to Ben & Erin for all you do.
- March 27: I attended the Audit Committee meeting.



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** I signed a letter on behalf of the Town Council thanking Darren & Sherry Shriver for the donations of old pictures of Stewiacke from the previous Foodland location to our town.

** Weekly briefing with our Interim CAO Mr. Matheson.

13. Councillors Reports

14. In-Camera Session

NIL

15. Notice of Motion and Reconsideration

NIL

16. Adjournment

Adjournment called at 8:25PM pm.

Read and approved this _____ day of _____, 2024

Mayor

CAO



April 10, 2024

Kevin Matheson, Acting CAO
Town of Stewiacke
295 George Street
Stewiacke NS B0N 2J0

RE: Rising Tides Arts Society Space Request

Dear Mr. Matheson :

This follows our recent conversations regarding rental of town space by our society. We initially made this request in May of 2023. Since then we have explored a couple of options offered by the town and undertook consultation with councillors, town staff and citizens who are all strong supporters of this initiative. We had recently viewed with you the space above the town office, which we found to be very suitable, but were disappointed that we would need to rent by the hour, which will present financial challenges for future development. We had also hoped to have more access exclusively for our use to allow us some flexibility in scheduling a variety of programs.

More recently, we had the opportunity to view the town-owned space on the third floor of the community centre. We discovered that space would be very well suited to our current and potential future activities and could bring our performing arts under the same roof, essentially giving our town a comprehensive centre for the arts. We had hoped, based on our knowledge of the previous rental arrangement with the day-care, that we could rent the space on a monthly basis with access at most times. That would exclude Monday evenings, which are currently being used for Cadets and fitness classes as well as the town-run summer camp activities 10am-2pm during the off-school season.

At this time, we have two funded programs that we are ready to deliver to children and teens in the after-school time slot. Once we have a home base for our equipment, supplies and facilitators to gather, there is potential for several new programs in both the afternoon and evening time frames year-round.

We appreciate that the town is making an effort to optimize income from the various rental spaces, but we would like to stress that our society has the potential to provide programming with tremendous social value for our citizens at no cost to the town. Our vision is to work in partnership with the town's recreation staff to expand what they are offering by incorporating more arts programming. We hope the town will consider providing us a rental agreement that is beneficial for all. We are ready to start programs, have funds for our rent and operations. We have a grant that needs to be used by the fall and significant in-kind support.

We would appreciate if you would bring this request to Council at the earliest opportunity and we look forward to a positive response.

Sincerely,

C Timmons Vice-Chair
Cindy Timmons

Terry Stanislaw, Chair
Terry Stanislaw

RISING TIDES ARTS SOCIETY

9. General Operating Budget Approval

- I so move that the Committee of the Whole recommend that Council approves the 2024–2025 General Operating Budget totaling \$3,160,385; and Further, that after crediting all probable revenues of the Town for 2024-2025, the tax rates for the 2024-2025 fiscal year be set as follows:
 - Residential Tax Rate
 - \$1.58 per \$100.00 of Residential Assessment
 - Commercial Tax Rate
 - \$3.45 per \$100.00 of Commercial Assessment

Further, that a Fire Protection Charge be set as follows:

- \$0.10 per \$100.00 of Residential and Commercial Assessment

Further, that a Solid Waste Collection Charge be applied to residential bills, where applicable, as follows:

- \$256.60 per Residential Unit in the Town of Stewiacke

OR

- I so move that the Committee of the Whole recommend that Council approves the 2024–2025 General Operating Budget totaling \$3,160,385 as presented, with the following changes:

TOWN OF STEWACKE
For the Twelve Months Ending Wednesday, March 31, 2025
GENERAL OPERATING

	Budget	2024 proj	2023	Budget	Notes
	2024	Actual	Actual	2025	
Revenues					
Taxes:					
1 10-100-1009-10090 Taxes - Residential	1,784,517	1,781,659	1,519,004	2,137,173	
10-100-1029-10290 Taxes - Commercial	514,129	514,129	394,535	690,459	
10-100-1029-10300 Taxes - Commercial Tax Rebate	(129,438)	(102,157)	(26,544)	(250,638)	\$ 5,111,000
10-100-1049-10490 Taxes - Resource	22,359	22,359	23,482	23,447	
10-100-1049-10491 Taxes - Forest <50,000	0	368	369	347	
10-100-1069-10610 Farm Property Acreage	3,524	3,735	3,524	3,735	based on last year
10-100-1089-10710 Taxes - MT&T	7,058	6,585	7,058	6,585	based on last year
2 10-100-1169-11150 Garbage Collection-Residential	98,384	110,394	102,069	189,884	*increase of approx \$100/dwelling
10-100-1169-11550 Waste Water-Residential	163,462	176,684	171,491	176,036	
10-100-1169-11610 Taxes-Fire Protection	129,262	129,081	107,016	156,761	
10-100-1169-11670 Fire Dept Grant	(125,262)	(125,262)	(99,092)	(152,700)	Revenue less dispatch costs
19 10-100-1179-11710 Deed Transfer Tax	75,000	175,000	200,445	105,000	
1 10-100-1189-11810 Regional School Board	(328,970)	(328,970)	(287,700)	(394,259)	Based on \$.03048 per \$100.00 of Uniform Assessment
21 10-100-1189-11830 Correctional service	(17,350)	(17,350)	(16,355)	-	Removed as per new Provincial MOU
20 10-100-1189-11850 Deficit of Regional Housing Aut	(44,090)	(63,052)	(78,926)	-	Removed as per new Provincial MOU
Total Taxes	2,152,586	2,283,204	2,020,376	2,691,831	
Grant in Lieu of Taxes:					
10-110-1219-12190 Grants In Lieu Federal Gov't	3,300	3,266	3,103	3,300	
10-110-1229-12210 Grants In Lieu DOT	2,373	2,373	6,124	2,373	
Total Grant in Lieu of Taxes	5,673	5,639	9,227	5,673	
Sale of services:					
10-140-1419-14190 Water Utility Admin	81,032	81,032	81,032	81,032	per rate study
Total Sale of services	81,032	81,032	81,032	81,032	
Other revenue from own sources:					
10-150-1519-15190 Building permits	10,000	10,000	17,055	10,000	
10-150-1589-15902 Sewer Connections	20,000	10,500	38,000	10,000	1000 per serviced lot
10-150-1519-15192 Tax Certificate	500	2,467	2,407	1,000	
10-150-1519-15193 Licenses (Animal)	500	700	1,400	-	
10-150-1529-15290 Fines	1,000	50	138	-	
10-150-1539-15390 Community Centre Hall Rentals	8,800	10,000	11,259	5,000	no day care revenue
10-150-1559-15590 Interest On Investment	10,000	42,000	19,727	15,000	higher interest rates
10-150-1569-15690 Penalties And Interest-Taxes	12,000	28,533	14,401	12,000	avg \$100k @ 12%, reduction for Preauth
10-150-1589-15890 Miscellaneous Revenue	5,000	8,505	9,401	5,000	
10-150-1589-15891 Miscellaneous Revenue-Recreation	5,000	30,000	49,589	25,000	
10-150-1589-15895 Down Town Decorating	2,000	1,826	1,111	2,000	
10-150-1589-15896 Summer Programs	16,000	3,022	1,098	3,000	
10-150-1589-15897 Field Rental	200	435	630	-	

13	After School Care		0		25,000	
	10-150-1519-15191 Sign Permits	200	0		-	
	10-150-1589-15893 Town Day Revenue	5,000	7,900	2,256	8,000	**operating at a deficit
	10-150-1589-15903 Culvert/Driveway Installation	3,000	(500)	19,350	1,000	100 per driveway
	10-150-1589-15800 Solar Revenue NSP	28,000	25,000	25,558	22,000	revenue reduced to better reflect actual
	Total Other revenue from own sources	127,200	180,438	213,380	144,000	
	Unconditional transfers from other gov't:					
	10-160-1619-16190 Equalization Grant	202,349	202,349	202,349	202,349	
	10-160-1639-16390 UNSM HST Offset Revenue	7,800	11,612	8,917	8,000	
	10-160-1689-16890 Fuel Tax Rebate	2,800	2,550	2,682	2,500	
	Total Unconditional transfers from other gov't	212,949	216,511	213,948	212,849	
	Conditional transfers from other gov't:					
	10-170-1739-17390 Grants DHMA	25,000	25,000	25,000	25,000	
	10-170-1739-17391 Misc Gov't Grants		46,000	33,015		
	Total Conditional transfers from other gov't	25,000	71,000	58,015	25,000	
	Total revenues	2,604,440	2,837,824	2,595,978	3,160,385	
	Expenses					
	Legislative:					
3	10-200-2098-20100 Mayor Remuneration	13,697	13,697	12,730	14,190	payroll calc sheet
	10-200-2098-20180 Mayor Mileage	3,000	3,000	2,839	3,000	
	10-200-2098-20185 Mayor Other Travel	4,000	5,000	3,517	5,000	nsfm, amc, other
3	10-200-2098-20200 Mayor Federal Benefits	920	920	816	966	payroll calc sheet
3/4	10-200-2099-20100 Council Remuneration	56,835	56,835	51,392	45,328	payroll calc sheet
3	10-200-2099-20200 Council Federal Benefits	3,742	3,742	2,711	3,039	payroll calc sheet
	10-200-2099-20412 Council Professional Development and T	7,000	5,000	5,353	7,000	nsfm
	10-200-2099-20981 Leves	0		25	-	
5	10-200-2099-20982 Elections	0		8,507	30,000	outside services for RO/admin 20k
	10-200-2099-20410 **Council Travel and Travel related Expe	0			-	
	10-200-2099-20180 Council Mileage	2,000	1000	128	2,000	
	10-200-2099-20185 Council Other Travel	2,000	2000	243	2,000	
	Total Legislative	93,194	91,494	88,261	112,523	
	Administrative:					
3	10-200-2149-20100 Administrative Salaries	215,962	218,160	172,165	222,006	payroll calc sheet
	10-200-2149-20180 Administration Mileage	500	279	332	500	
	10-200-2149-20181 Administration Meals	500	596	1,224	1,000	
	10-200-2149-20185 Administration Other Travel	0	1,980	2,043	-	
3	10-200-2149-20200 Administration Federal Benefits	14,582	13,113	3,349	15,222	payroll calc sheet
3	10-200-2149-20215 Administration Pension	18,823	13,872	11,792	19,368	payroll calc sheet
	10-200-2149-20220 Administration Medical	6,000	6,968	5,790	7,000	
	10-200-2149-21010 Postage	8,000	9,524	8,720	9,000	postage increase

	10-200-2149-21011 Stationery & Supplies	10,000	9,687	5,147	10,000	
	10-200-2149-21012 Equipment Rental	9,000	6,357	7,468	8,000	
	10-200-2149-21014 Legal Services	18,000	28,652	30,983	30,000	increase based on last 2 yrs
	10-200-2149-21015 Telephone	6,000	6,655	5,520	7,000	
	10-200-2149-21016 Internet	800	600	742	1,000	
	10-200-2149-21017 Fax	500	0	123		
	10-200-2149-21019 Common Services Other	5,000	25,000	6,196	8,000	
	10-200-2149-21020 Training & Development	5,000	2,330	4,075	5,000	
	10-200-2149-21021 Advertising	4,000	41,180	10,751	15,000	ads for Public consultations for planning
6/16	10-200-2149-21023 Insurance Premium-General	47,668	45,861	34,542	54,071	+7%, plus Cyber
	10-200-2149-21034 Workers' Compensation	20,535	24,212	19,614	22,369	calculation
7	10-200-2149-21036 Annual Software Fees	10,000	20,000	14,780	20,000	additional user added
	10-200-2149-21037 IT Services	10,000	21,700	12,001	15,000	rate increase
	10-200-2149-21038 Lights	5,000	6,089	4,001	6,394	+5%
	10-200-2149-21039 Heat	9,000	5,527	12,676	5,803	+5%
	10-200-2149-21045 Maintenance	5,000	3,863	881	5,000	
	10-200-2149-21046 Janitor	13,000	4,008	3,745	4,000	
	10-200-2149-21410 Tax Exemption	4,000	1,854	2,500	4,000	
	10-200-2149-21500 Financial Management	20,000	20,000	18,711	21,000	+5%
3	10-200-2148-20100 CAO Renumeration	94,111	80,403	96,028	111,333	payroll calc sheet + 25k for interim for 2 mths
	10-200-2148-20180 CAO Mileage	5,000	1,164	3,672	5,000	
	10-200-2148-20181 CAO Meals	1,000	504	598	1,000	
	10-200-2148-20185 CAO Other Travel	0	118	351	-	
3	10-200-2148-20200 CAO Federal Benefits	5,157	3,880	5,076	5,525	payroll calc sheet
3	10-200-2148-20215 CAO Pension	8,593	4,223	8,642	9,580	payroll calc sheet
	10-200-2148-20220 CAO Medical	2,000	1,009	1,424	2,000	
	Total Administrative	582,731	629,347	515,662	650,171	
	Other government services					
	Police Protection:					
8	10-210-2219-22190 RCMP Contract	209,017	201,495	190,015	231,719	added 15% to current year
	10-210-2219-22191 Police Protection - Other	1,000	1,000	807	1,000	
	Total Police Protection	210,017	202,495	190,822	232,719	
	Fire Protection:					
	10-210-2229-22280 Hydrant	188,598	188,598	188,598	188,598	per rate study
	10-210-2229-22281 Fire Dispatch Service	4,000	4,061	3,937	4,061	from county
	Total Fire Protection	192,598	192,659	192,535	192,659	
	Protective other:					
	10-210-2298-20150 Crosswalk Guards	10,000	10,000	9,625	10,000	
	10-210-2298-20200 Crosswalk Federal Benefits	300	300	215	300	
	10-210-2298-22981 EMO Plan - County	7,700	6,117	3,600	8,800	from county/D Westlake
	10-210-2298-22982 Dog Control	12,000	12,000	11,627	12,000	SPCA contract \$1k/month
	10-210-2298-22984 Security Services	1,200	1,360	889	1,000	

	Total Protective other	31,200	29,777	25,956	32,100	
	Transportation and Public Works:					
3	10-220-2319-20100 Public Works Wages	134,599	205,155	173,990	206,644	payroll calc sheet
3	10-220-2319-20150 Public Works Temp Wages		18,519	52,002	25,600	payroll calc sheet
3	10-220-2319-20200 Public Works Federal Benefits	18,125	16,417	16,781	19,717	payroll calc sheet
3	10-220-2319-20215 Public Works Pension	20,476	17,508	13,086	21,890	payroll calc sheet
	10-220-2319-20220 Public Works Medical	3,500	5,457	3,517	5,000	
	10-220-2319-23197 Staff Training	2,000	2,000	2,808	3,000	MPWWA conference plus other travel
	10-220-2319-23198 Garage - Telephone	3,000	444	2,179	500	
	10-220-2319-23199 Garage - Lights	2,000	0	278	500	
	10-220-2319-23200 Garage - Heat	5,500	996	4,112	1,046	+5%
	10-220-2319-23201 Equipment O & M	15,000	11,551	13,643	15,000	
	10-220-2319-23202 P.W. Buildings O. & M.	4,000	9,253	6,883	8,000	
	10-220-2319-23203 Equipment Fuel	20,000	36,219	25,291	38,030	+5%
	10-220-2319-23204 Shop Tools & Equipment	25,000	19,673	7,771	25,000	
	10-220-2319-23205 Materials and Supplies- General	5,000	5,000	7,517	5,000	
	10-220-2319-23207 Garbage Collection	3,000	0	2,292	3,000	
	10-220-2328-20100 PW-Snow Removal Wages	0	513	7,037	-	
	10-220-2328-20200 PW-Snow Removal Federal Benefits	0	21	542	-	
	10-220-2328-20215 PW-Snow Removal Pension	0	37	496	-	
	10-220-2328-20220 PW-Snow Removal Medical	0	(1)	145	-	
3	10-220-2329-20100 PW-Road Wages	45,682	976	577	1,165	payroll calc sheet
	10-220-2329-20200 PW-Road Federal Benefits	0	76	45	-	
	10-220-2329-20215 PW-Road Pension	0	68	40	-	
	10-220-2329-20220 PW-Roads Medical	0	29	7	-	
16	10-220-2329-23290 Auto Fleet/Liability Insurance	26,713	19,863	19,357	21,253	+7%
	10-220-2329-23293 Snow & Ice	50,000	50,000	28,769	50,000	
	10-220-2329-23295 Calcium Chloride	5,000	5,635	4,901	6,000	
	10-220-2329-23298 Vehicle Registration	2,000	1,500	1,750	2,000	
	10-220-2329-23299 Drainage Ditches	6,000	12,868	3,774	12,000	
	10-220-2329-23301 Street Lights	32,000	30,855	24,895	32,397	+5%
	10-220-2329-23302 Traffic Light		532	187		
	10-220-2329-23303 X walk Light	500	0	360	500	
	10-220-2329-23304 Roadway O & M	15,000	30,000	69,237	15,000	
	10-220-2329-23305 Gravel Roads O & M	15,000	0		20,000	
	10-220-2379-23790 Equipment Loan-Principal	47,616	19,760		50,000	rotating purchase of Dump truck/Back Hoe
	10-220-2379-23791 Equipment Loan-Interest	4,000	351	2,129	10,000	avg interest @ 8% for 250k principle
	10-220-2319-20185 Public Works Other Travel		2,461	372		
	Total Transportation and Public Works	510,711	523,737	496,770	598,242	
	Environmental Health:					
3	10-230-2419-20100 PW-Sewer Wages	25,658	22,153	20,049	24,096	payroll calc sheet
	10-230-2419-20200 PW-Sewer Federal Benefits	-	1,765	1,569	-	
	10-230-2419-20215 PW-Sewer Pension	-	1,808	1,318	-	
	10-230-2419-20220 PW-Sewer Medical	-	828	768	-	
	10-230-2419-24191 Sewer - Treatment Plant Power	24,000	24,955	22,185	26,202	+5%
16	10-230-2419-24193 Insurance Premium-Environmental	3,267	3,182	2,841	3,405	+7%

3	10-230-2419-24194 Mains and Laterals O & M	5,000	3,335	8,555	6,347	payroll calc sheet
	10-230-2419-24195 Sewer Main Flushing	4,416	0		5,000	
18	10-230-2419-24196 Testing	2,500	1,253	2,755	17,500	sewer assessment 15k
	10-230-2419-24199 Sewer Lift Station..Power	12,000	10,068	9,287	10,571	+5%
	10-230-2419-24200 Sewer Lift Station O & M	40,000	30,000	19,371	40,000	lift station refurb (30k)
9	10-230-2419-24201 Sewer - Treatment Plant O & M	10,000	5,000	43	90,000	ballasts, bulbs, blowers, 80k WWV study
2	10-230-2429-24290 Garbage Collection Contract-Town	105,747	138,209	108,209	190,000	**year 1 contract + tipping fees
Total Environmental Health		232,588	242,556	196,950	413,122	
Environmental Dev. Services:						
10	10-250-2619-26190 Planning & Zoning	30,000	37,436	53,130	79,040	G. Cooke, Planner/DO 95/hr x 1 day x 2 people
	10-250-2619-26195 Building Inspection Fees	46,200	42,000	38,872	46,200	new Town of Truro contract +5% plus mileage \$1k per quarter
	10-250-2619-26196 Dangerous & Unightly			19,814	-	
	10-250-2629-26290 Development Promotions	20,000	1,000	17,716	5,000	
	10-250-2629-26295 Tourism	10,000	9,447	9,601	10,000	
	10-250-2698-26981 Colchester Ground S & R	7,500	7,500	7,500	7,500	
	10-250-2698-26982 Tourism-VIC	4,000	4,000	4,000	4,000	
	10-250-2698-26984 Down Town Decorating	8,000	8,652	6,224	8,000	
	10-250-2698-26980 Colchester Historeum	1,000			-	
11	10-250-2698-26983 TOR Rec Committee	15,000	20,000	15,338	25,000	TOR Rec committee
	10-250-2698-26985 Rhubarb Festival	2,000	0	456	-	
12	Engineering	71,474	50,000		50,000	Development app engineering reviews 5k/each
Total Environmental Dev. Services		215,174	180,035	172,651	234,740	
Recreational and Cultural:						
3	10-260-2718-20100 Recreation Wages	127,131	110,311	89,927	128,180	payroll calc sheet
	10-260-2718-20150 Recreation Temp Wages		20,180	20,244		
	10-260-2718-20180 Recreation Mileage	1,000	751	867	1,000	
	10-260-2718-20185 Recreation Other Travel	0	3,248	1,567	2,000	
3	10-260-2718-20200 Recreation Federal Benefits	9,896	10,131	8,360	9,891	payroll calc sheet
3	10-260-2718-20215 Recreation Pension	9,225	7,341	6,783	9,121	payroll calc sheet
	10-260-2718-20220 Recreation Medical	4,000	6,617	3,816	8,000	
	10-260-2719-20150 Student Program Wages	10,000	26,336	16,493	30,000	
	10-260-2719-20200 Rec Students Federal Pension		1,351	906		
13	After School Care				35,000	
	10-260-2719-27198 Staff Training	2,000	2,000	1,933	2,000	
16	10-260-2719-27199 Insurance Premium-Parks & Rec	4,569	4,485	3,973	4,799	+7%
	10-260-2719-27201 Special Projects	17,000	77,913	15,704	17,000	Miscellaneous
14	Facility Rentals				7,000	legion, new school fees
	10-260-2719-27203 Program Supplies/Equipment	7,000	12,000	7,937	10,000	Equipment
	10-260-2719-27204 Power	4,000	2,395	1,754	2,514	+5%
	10-260-2719-27206 Parks & Grounds Upgrade	9,100	9,100	8,506	9,000	Trails, boardwalk
	10-260-2719-27207 Canteen - Maintenance & Equip	0	331	6,424	-	
	10-260-2719-27208 Ballfields & Parks Others	5,500	11,719	9,956	9,000	
	10-260-2719-27210 Trails	8,000	8,000	(1,700)	8,000	Ballfield trail, dennis park
	10-260-2719-27212 Cenitaph Maintenance		15,000	324	1,000	
	10-260-2719-27300 Splash Pad Operational Costs	5,000	3,853	3,583	5,000	estimate

10-260-2729-27290 CC-Custodial	6,000	10,161	4,887	12,000	additional rev=more cleaning
10-260-2729-27291 CC-Kitchen - Propane	500	388	236	500	
10-260-2729-27297 CC-Telephone & Fax	2,000	3,049	2,105	3,000	
10-260-2729-27298 CC-Power & Lights	10,000	11,973	9,489	12,572	+5%
10-260-2729-27299 CC-Heating Fuel	20,000	15,000	14,600	15,750	+5%
10-260-2729-27300 CC-Water Usage	3,000	3,485	933	2,000	
10-260-2729-27301 CC-Equipment Repair	0		1,368	-	
10-260-2729-27302 CC-Maint. and Cleaning Supplies	10,000	4,595	9,567	10,000	
10-260-2739-27390 Regional Library Board	0	7,630	7,630	-	
10-260-2741-27410 Library	15,000	3,252	6,127	15,000	
10-255-2500-25000 Solar Panel Maintenance			1,402	-	
10-260-2729-27296 CC-Garbage Collection			117	-	
10-260-2719-27205 Water Usage		0	1,963	-	
Total Recreational and Cultural	289,921	392,683	269,564	369,328	
Fiscal Services:					
10-200-2149-21450 Assessment Costs	28,350	27,556	15,638	28,934	+5%
10-200-2179-21790 Bank Charges and Interest	9,000	8,877	8,042	6,000	
10-300-3219-23690 Main Street Principal	37,500	37,500	37,500	37,500	
10-300-3219-23692 Joffre Street Principal	26,250	26,250	26,250	26,250	
10-300-3219-23695 Main Street Interest	1,290	1,280	1,332	700	
10-300-3219-23697 Joffre Street Interest	5,275	5,975	5,198	3,763	
Grader Principal	20,788	20,788	20,788	20,788	
Grader Interest	5,469	5,365	5,423	5,204	
Solar Principal	13,285	13,285	13,285	10,885	
Solar Interest	7,970	9,390	8,263	9,092	
9/18 10-300-3243-32430 Transfer to/from Operating Res	0	0		(95,000)	WW study, WW assessment for DOE
15 10-300-3245-32450 Transfer to/from Capital Res	71,130	71,130	305,088	210,666	5% of tax revenue is GOAL adjusted to balance
10-300-3219-23700 Short Term Interest	20,000	0		60,000	50% of Short Term interest
Total Fiscal Services	246,307	227,396	446,807	324,781	
Total expenses	2,604,440	2,712,181	2,595,978	3,160,384	
SURPLUS/(DEFICIT)	(0)	125,643	0	0	

9E

Suggested Motions for First Reading – Proposed MPS/LUB Amendments

From MGA

205

(7) Only those council members present at the public hearing may vote on second reading of the planning documents.

(8) A council shall adopt planning documents, at second reading, by majority vote of the maximum number of members that may be elected to council.

Amendment #1

“I so move that Council accept the recommendation of the Planning Advisory Committee and give first reading to the proposed Municipal Planning Strategy and Land Use By-law amendments to rezone the property located at 12 Main Street to the Special Commercial (C-3) Zone as per amendments below. Staff are hereby directed to set the date of the public hearing for these amendments.”

“I so move that Council accept the recommendation of the Planning Advisory Committee and give first reading to the proposed Municipal Planning Strategy and Land Use By-law amendment to provide for future rezonings to the C-3 Zone as per amendments below. Staff are hereby directed to set the date of the public hearing for these amendments.”

Proposed Amendments to the Municipal Planning Strategy and Land Use By-law

Rezoning of 12 Main Street

The Municipal Planning Strategy (MPS)

The MPS is amended:

(a) by deleting the following from Section 4.1 the following:

f
i

“One of these residential areas deserves special mention, and that is the area along Main Street between the highway commercial uses near the highway and the downtown. Although there will be pressure to convert this area to commercial uses (there are already several commercial uses intermixed with the residential ones), Council feels it is important to maintain the area as residential to provide a buffer between the two commercial areas. If this main entrance of the Town becomes an unbroken commercial strip, the goal of promoting the Downtown area as a vibrant, pedestrian-friendly place to visit will be jeopardized.

Equally important is this area’s proximity to the residential component of the Perry Lake proposal, located just to the south of this area. The proposal consists of a subdivision in excess of 30 lots for the first phase and a mix of residential uses. Maintaining the residential uses on Main Street will solidify this entire area as a stronger residential community. The Serviced Residential designation will include an area on Main Street East up to Riverside Avenue.”;

(b) by adding the following section after **Section 5.2 Highway Commercial**

“5.2A Special Commercial (C-3) Zone

While most of the residential areas of the Town will be zoned primarily for residential uses one area has been chosen for a limited number of commercial uses. This is the area along Main Street between the highway commercial uses near the highway and the downtown.

The Town has received a request to allow the conversion of a house at 12 Main Street into a café in order to expand one that is located on property leased from the Town. The lease is nearly up and the property may be the site of a new library.

Council is in favour of allowing this use at 12 Main Street and will give the other residential properties in the area the same opportunity to have a similar commercial use if the owners decide to do so.

One reason for allowing commercial uses on this section of Main Street is to attract people to continue along Main Street into the downtown. Main Street is the main route into the downtown.

So that Main Street will not in time have the appearance of one long commercial strip the commercial uses in this area will only be permitted in buildings which have a residential "look". There are no significant changes being made to the existing home at 12 Main Street so it will retain its residential appearance. If new construction is proposed for other sites at some point in time the building will be required to look like a residence.

The type of commercial uses will also be controlled. Uses which do not generate a lot of traffic such as cafes, hair salons, small offices, physical therapy clinics, etc will be the kind of commercial use permitted. There will also be other requirements to help maintain the residential character of this area, such as parking lots in the rear yard.

Council will accomplish this by establishing a special commercial zone which will initially only apply to the area on Main Street between the Downtown Commercial (C-1) Zone and the Highway Commercial (C-2).

The zone will also allow residential uses so a building may contain both a dwelling unit and a commercial use.

Policy CP-6A

It shall be a policy of Council to establish the Special Commercial (C-3) Zone which will permit a limited number of commercial uses which do not generate a significant amount of traffic and have less of an adverse effect than other commercial uses on adjacent residential uses.

Policy CP-B

It shall be a policy of Council to zone the property at 12 Main Street (PID#20122750) to the C-3 Zone.

Policy CP-6C

It shall be a policy of Council to consider a rezoning to the C-3 Zone in the area along Main Street between the Downtown Commercial (C-1) Zone and the Highway Commercial C-2 Zone.

9.c

Policy CP-6D

The C-3 Zone shall contain requirements designed to help maintain the residential appearance of the area.”; and

(c) by deleting the following from the first paragraph of **Section 5.3:**

“Council has identified one step in Section 4.1 to achieve this goal. Instead of having a continuous commercial strip along the street, the residential area that currently exists near Highway 2 will be preserved for the long term.”

Land Use By-law

The Land Use By-law is amended:

(a) by adding in Section 3.1 **Zones** “Special Commercial (C-3)” below “Highway Commercial (C-2)”

(b) by adding to the end of **Part 9** the following:

“9.3 Special Commercial (C-3) Zone

9.3.1 Permitted Uses

The following uses are permitted in this zone:

- cafes
- hair salons
- business or professional offices
- flower sales
- physical therapy establishments
- uses permitted in the General Residential (R-2) Zone

9.3.2 Lot Specifications

The following minimum specifications apply to all lots in the Special Commercial (C-3) Zone

	MINIMUM SPECIFICATIONS
Minimum Lot Area	460 m ² (4952 sq. ft.)
Minimum Lot Frontage	15 m (49.2 ft.)
Required Front Yard	6 m (19.7 ft.)
Required Rear Yard	6 m (19.7ft.)
Required Flanking Yard	3.5 m (11.4 ft.)
Required Side Yard	1m (3.3 ft.) on one side and 3 m (9.8 ft) on the other
Maximum Height	11 m (36 ft.)

9.3.3 Lot Specification Exceptions

A conversion of an existing residence to a commercial or partial commercial uses need not meet the yard specifications above.

9.3.4 Residential Appearance

Any building which is used for a commercial use will, either by the conversion of an existing residence or by the redevelopment of a residential property, shall have the appearance of a residence.

9.3.5 Drive- thrus Not Permitted

Drive-thrus are not permitted in this zone.

9.4.5 Buffer required

A buffer consisting of a hedge or fence sufficient to screen from adjacent residential uses the parking lot and garbage receptacles shall be required.

9.4.6 Maximum Size of Commercial Use

The size of the commercial use shall be restricted to 120 sq. metres (1291 sq. feet), excluding decks and accessory buildings.

9.4.7 Signage

Notwithstanding Part 7, one sign with a maximum size of 1 square metre (10.8 sq. ft.) shall be permitted and shall not be a flashing or digital sign.

9.4.8 Dumpsters

Dumpsters are not permitted.

Amendment #2

“I so move that Council accept the recommendation of the Planning Advisory Committee and give first reading to the proposed Municipal Planning and Land Use By-law amendment to redesignate and rezone Perry Lake Developments. Phase 3 as per the amendments below Staff are hereby directed to set the date of the public hearing for these amendments.”.

Proposed Amendments to the Municipal Planning Strategy and Land Use By-law

Perry Lake – Phase 3

Municipal Planning Strategy amendment

The Municipal Planning Strategy is amended by:

- (a) Deleting the first bullet of the third paragraph of Section **4.1.3 Multiple Unit Residential Development** as follows:

“In addition to single and two unit residential developments this proposal includes a site for multiple unit residential development consisting of two buildings of six storeys. Council has determined that this development is consistent with criteria contained in this Strategy and will zone these sites to the Multiple Mid Rise Residential (R-3B) Zone.”

and substituting therefor the following:

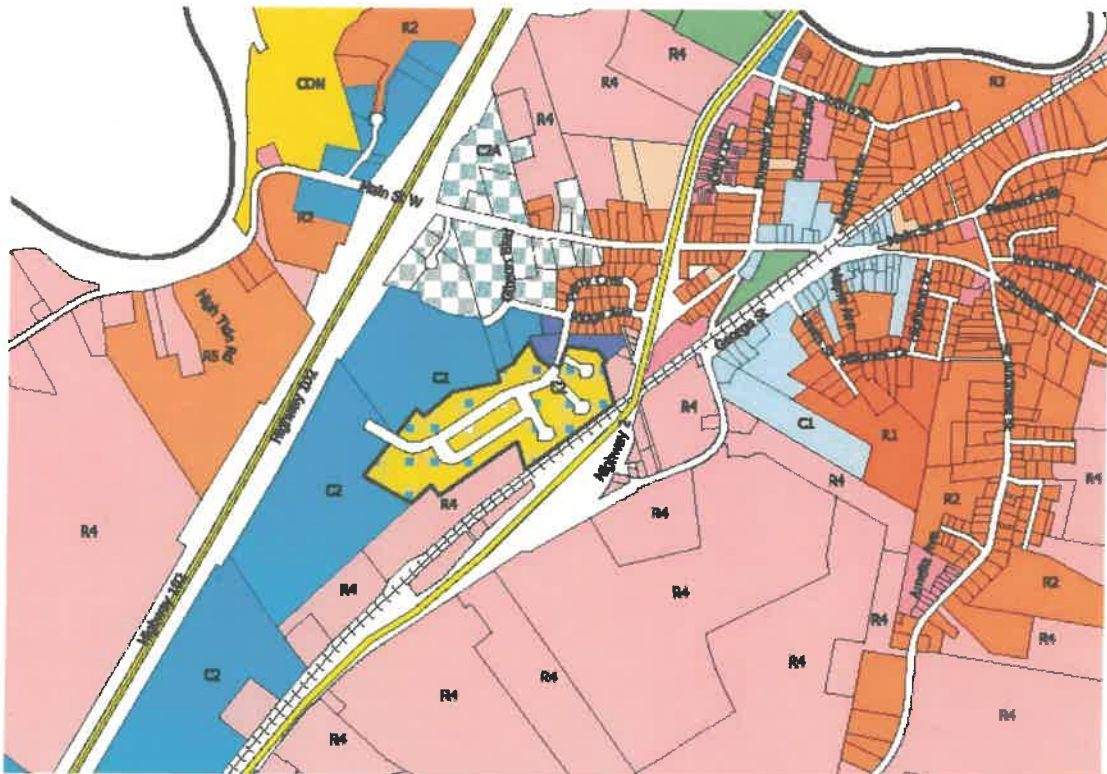
“In addition to single and two unit development the proposal includes a number of sites for townhouse development and apartment buildings as shown on a concept plan submitted to the Town in 2007.

Council is in favour of zoning the site to reflect this 2007 Concept Plan. The Town is planning to upgrade its water and wastewater system and the owner Perry Lake Limited is aware that these upgrades will be necessary to service all of the site in the long term. Perry Lake Ltd has indicated the planned "build out" of the site is in the order of 10 to 12 years.

The Statement of Provincial Interest on Housing states that the measures that should be considered in planning documents include: enabling higher densities, smaller lot sizes and reduced yard requirements that encourage a range of housing types. Council has already made changes to reduce lot sizes and yard requirements. This zoning will more directly encourage higher densities.

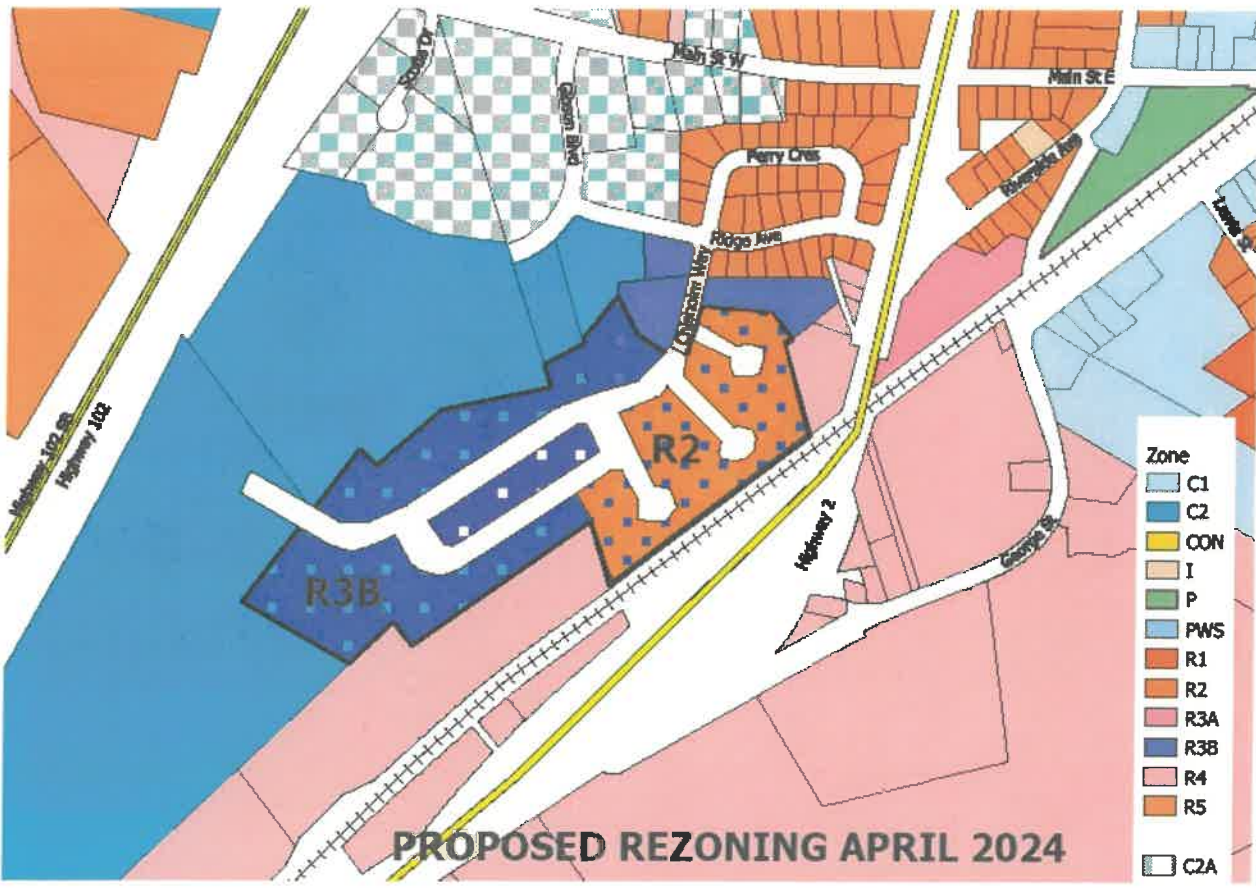
As well, the senior levels of government have stated that establishing higher densities will be a requirement in accessing funding for service upgrades such as the ones being planned by the Town." ;

- (b) adding "including the multi-unit development shown on the Perry Lake Limited Concept Plan" to the end of Policy RP-8.
- (c) redesignating the area highlighted below to Serviced Residential.



Land Use By-law Amendment

The Land Use By-law is amended by rezoning to the General Residential (R-2) Zone and the Multiple Mid-Rise Residential (R-3B) zone the area as shown below.



Bylaw & Policy Committee report to Council April 25, 2024

The Bylaw & Policy Committee was asked to review the Summer Day Camp Policy to help staff prepare for the 2024 summer season of Day Camps.

The current policy previously approved and on the website is in essence the handbook the staff uses to run the camps. This is a guide for parents and all the information they need to have children at camp.

The Committee's suggestion is to create a policy as a high level overview of Summer Camps. The handbook will be used for parents as they register children. This will allow staff to make changes as needed and not have to go via Bylaw & Policy Committee and Council.

In the policy you will note that we are suggesting allowing children who live within the town boundaries to register 1 week before opening to all other participants. As the Town funds much of our recreation and day camp events it is a small advantage to live in the town.

The Committee has reviewed and concurred with content of the handbook. The Committee approved and recommends approval of the policy to Council.

Respectfully submitted, Councillor Susan Creelman, Chair Bylaw & Policy Committee

Policy: Stewiacke Summer Day Policy

Motion: *“That the Summer Day Camp Policy _____ be approved as presented;
And
Further that the Policy be effective immediately.”*

Date Originally Approved: 2024

Proposed amendment presented:

Date presented for Councils approval:

Motion: *“That the Summer Day Camp Policy ____ be approved as amended; and
Further that the Policy be effective immediately.”*

This Policy is current as of:

Policy Number: _____

Policy Subject: Stewiacke Day Camp Policy

Policy Objective

To establish a framework of the Town of Stewiacke Day Camp Programming.

Policy

1. This policy is entitled Stewiacke Day Camp Policy.
 2. The Director of Community Development and Recreation Programmer will create a schedule of summer day camp programming for July and August.
 3. Advertisements for summer day camp programming will be posted on the Town of Stewiacke website and social media platforms.
 4. Registration will be opened for Summer Day Camps the first full week of May each year. The first week registration is open, it will be for residents of Stewiacke to enroll. Registration will then be opened to families outside of Town.
 5. Day camp fees will be detailed per week, in the Summer Day Camp Handbook.
 6. Staff hiring requirements:
 - a. Must complete a vulnerable sector check.
 - b. Must obtain Emergency CPR Level C or be willing to become certified.
 - c. Must attend the Fundy Region Summer Staff Training.
 7. Summer Day Camps will be located primarily at the Stewiacke Community Centre.
 8. Town of Stewiacke staff will provide a handbook on Summer Day Camp Programming to parents/guardians, summer staff hires, and Council. This manual will be shareable.
 9. The Town of Stewiacke is implementing a Discipline Process for staff and parents to follow, detailed in the Summer Day Camp Handbook.
 10. Parents/Guardians of campers will be required to review and sign the Day Camp Handbook before their child is enrolled into camp.
-

Annotation's For Official Policy Book

Date of Council members Review

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

CAO / Clerk

Date

STEWIACKE
RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Town of Stewiacke

Summer Day Camp

Handbook

Contact Information

Town of Stewiacke
Director of Community Development
Erin Richard
902-639-2111 / 902-805-9236
erichard@stewiacke.net

Town of Stewiacke
902-639-2231
town@stewiacke.net

Town of Stewiacke
Recreation Programmer
Ben Grosvenor
902-639-2111
bgrosvenor@stewiacke.net

Introduction

The Town of Stewiacke is a small rural Town with a population of 1600. The Town owns different facilities that the Recreation Department uses during the summer months. The Recreation Department in Stewiacke has a goal: to offer quality recreation programming for members of the community, whether that is offering adult programming in the evenings, senior programming throughout the week days or weekend/summer programming for children.

The Town of Stewiacke started incorporating Summer Day Camp programming into the Recreation Department's work plan in 2015. The Summer Day Camp program runs throughout the months of July and August. Programming is open to children ages 4 years to 12 years. For staffing camp purposes, the Town of Stewiacke has a pairing ratio of 1 leader to 8 children.

The Town of Stewiacke's day camps are all themed weeks. Each day of the week we will have a few program plans that relate to the theme. For example; Sports Week we will play different sports throughout the week, while at Water Week we have water balloons, a slip and slide and sprinklers.

Summer Day Camp Policies

Hours

Full Day Hours: Monday-Friday 9:00am-4:00pm (excluding the holidays for town staff identified in their HR Policy). If you are to request an earlier drop-off or later pick up, please notify staff. The summer staff can authorize drop off thirty minutes earlier (8:30am), and pick-up thirty minutes later (4:30pm).

Half-Day Hours: Monday- Friday 9:00am-12:30pm or 12:30pm-4:00pm. If you are looking to enroll your child for half-day programming, please indicate whether it will be a morning or afternoon. This is a limited and specialized option that does not always apply to availability within camps.

- If your child has not been picked up by the time listed on the registration form, the parent/guardian will be called, and if not answered the emergency contact will be called.
- Day camp programming will only close if there is a power outage or extreme weather conditions (hurricane etc.)
- If your child is going to be absent for the day(s) he/she was registered for, please call the Director of Community Development to inform them. Please note that if a child is ill and unable to attend camp, there is no refund option.

Age

Children must be 4 years of age to enroll in Summer Day Camp programs. Until they have had their 4th birthday, they are not eligible to be registered.

Children cannot exceed the age of 12 years in Summer Day Camp programming. Children can attend camp until their 13th birthday but will not be allowed to participate after that.

Pick Up/Walking Authorization

On your child's registration form, you will be required to indicate 3 different individuals who have the parents'/guardians' authorization to pick up the child following camp. If someone new is to pick up your child, a written notice will be needed to authorize release of the child into their care. If this is not provided, we will not release the child into their care until a parent/guardian has been contacted.

Camp Essentials

Your child is to bring the items listed below each day that they attend camp, in a book bag with their name on it.

- A change of clothes
- Sunscreen
- Bug spray
- Snacks
- Lunch
- Water bottle
- A hat
- Sneakers

Please remember to take your child's bag home at the end of each day. The book bag also serves as a safe space for campers to put their art work, clothing and lunch cans.

Please do not bring toys to camp. We are not responsible for campers personal items, and cannot guarantee that the items will not be lost or broken.

Nutrition

The Town of Stewiacke does not provide snacks or lunch for campers. Campers are required to bring enough food for 2 snack times and lunch. Our nutritional break times are 10:00am in the morning for first snack, 12:00pm for lunch and 2:00pm for second snack. We recommend that each camper bring healthy snacks and healthy lunches. We DO NOT allow food sharing at camp. We DO NOT allow nuts at camp. The Community Centre does have a microwave that campers can use to heat their food. If we are at a different location we will not have access to a microwave. Please take note of the location each week. **If your child has had nuts before coming to camp, please ensure they have washed their face and hands.

Extreme Weather Safety

The Summer Day Camp programs spend many hours outside each day, as we believe in connecting children to nature and exposing the participants to all the positive opportunities the outdoors has to offer. During the months of July and August, the temperature is known to be extremely warm and the UV index high. This is why we recommend that the campers bring water, dress appropriately and have sunscreen with them. When the temperature outside has reached 35 degrees Celsius with or without the humidex we will remain inside.

Campers are encouraged to have sunscreen applied before arriving at camp. Before we go outside all children will be required to apply another coat of sunscreen. Campers who are unable to apply their own sunscreen will have a camp counselor apply it, should parents agree (please see attached registration form).

Dismissal

The Town of Stewiacke reserves the right to remove any child from camp for the following reasons:

- Non-payment of fees
- If the Recreation Programmer, Director of Community Development and staff feel the program is not meeting the needs of the child
- If the parent displays behavior such as, but not limited to: profanity, verbal abuse or physical aggressiveness towards the summer day camp staff
- If parents/guardians do not follow the practices in the Day Camp Handbook
- Excessive behavioral problems persist with the child
- Intentional damage to property
- Stealing
- Intentionally inflicting serious harm upon other campers, or staff

Behaviour Guidance

The Town of Stewiacke's summer camp staff plan and work hard to develop programs that will have a positive impact on all campers. All programs will follow a strict schedule, close to the same schedule daily (activities will vary) to help children adjust to their best ability to the new environment. All day camps offer free play and structured play activities, these differences give all children time to be part of team play and singular play, while expressing themselves as individuals. The Town of Stewiacke day camp is inviting every camper to take part in all programs regardless on differing abilities; adaptive programming will be applied. Staff will work with parents and campers to develop a plan that will best suit campers individually if requested or suggested. It is noted that summer staff leaders are not trained behavior specialists.

One-on-One Attention

The Town of Stewiacke will maintain an average ratio of 1 leader to 8 children. If you have concerns that this will not be adequate for your child, please speak to the Director of Community Development regarding whether our camps are able to accommodate your child's needs. Our staff will make every effort to accommodate individual needs, however we are not staffed to provide one-on-one attention for extended periods of time. If your child requires significant amounts of one-on-one attention, whether due to age or any other factor, the supervisor may ask to meet with you to discuss some solutions, such as your child attending camp with their support person.

Discipline

For daily disciplinary actions *The Town of Stewiacke is implementing a major and minor incident process. Please find the attachment "Schedule A" at the back of this handbook.*

Suspected Child Abuse

All cases of suspected child abuse (physical, emotional, verbal, sexual or neglect) must be reported to the Department of Community Services (DCS) by law. The following instructions have been given to staff.

Colchester District Office - Child Welfare

60 Lorne St.,
Truro, Nova Scotia, B2N 3K3
Phone: (902) 893-5950
Fax: (902) 893-5609

- If a child makes a disclosure, staff will be careful listeners, DO NOT ask leading questions (this is for DCS professionals)
- Staff will thank the child for telling them and be sympathetic
- After a disclosure is made, the staff member should inform the Recreation & Physical Activity Coordinator, but it is the responsibility of the person who heard the disclosure to report to DCS as soon as possible
- Staff are also responsible to report suspected cases if a third party has informed us and we do not know for sure that it has been reported
- It is not left to the discretion of the staff to decide if the disclosure is true or not, that is for the DCS professionals.
- Staff are to pay close attention to the actions and words of children who are acting developmentally inappropriate for their age (i.e. a 4 year old talking about sex in a manner they should not know, or simulating sexual acts); these are also to be reported.

Amber Alert

Should a child wander away from the facility that the day camp is being offered, the Town of Stewiacke Day Camp Staff will gather all other campers into a secure location, and the Recreation Programmer & Director of Community Development will contact Parents as well as other Stewiacke Town Staff. After searching for the missing child with no result, the Town will notify the police and proper personnel.

Staff Expectations

Under no circumstance will summer staff use any of the following forms of discipline: shaking, shoving, slapping or any other form of aggressive contact; shouting in a negative manner, screaming belittling or degrading the children.

☺The staff will respect the children, showing positive attitude towards the children and staff will express discipline statements positively whenever possible.

First Aid

Town of Stewiacke staff are trained in First Aid and will treat any major or minor injuries that occur. If it is necessary that the child be taken to the hospital immediately, an ambulance will be called, and the parents will be contacted and asked to meet their child at the hospital. A Town of Stewiacke staff member will accompany the child to the hospital. All charges will be the responsibility of the parents.

Healthy and Safety

Your child's physical health is not only a concern for you but for the Town of Stewiacke day camp as well. In order to prevent spread of infections/illnesses, children are not permitted to attend the camps with any of the following symptoms and should remain home until they are symptom free.

- Earache
- Difficulty breathing
- Persistent cough or runny nose
- Diarrhea
- Fever of 37.3C or 99F
- Vomiting
- Rash
- Eye infection

The Stewiacke Day Camps are not, responsible to care for sick children, nor are staff trained to do so. The camps would like to keep all the campers protected from these illnesses. Children should remain home until they are feeling well enough to participate in camp activities. We cannot let children who are feeling sick stay inside should we have an outdoor activity planned.

Staff do not administer any medication other than puffers or epi-pens which are a necessity and must be on hand at all times. Antibiotics should be given at home. We do not give your child

over the counter medications such as Tylenol, Gravol or cough medicine so please do not bring them. Parents will be required to fill out a Medication consent form. If there are other health concerns brought forward by parents, the town staff will work with parents/guardians and the child on a situation basis, to accommodate.

Fees & Schedule

Please refer to the Stewiacke Day Camp Registration form for most recent fees and scheduling of camps. Fees and themes are attached to this document, updated yearly for each summer season. For reference; 2023 fees and themes are attached.

Parental Consent and Agreement

I have received a copy of the Town of Stewiacke Summer Day Camp Manual, I understand that I must comply with these policies while my child is enrolled in camp. Failure to comply with the policies outlined, will result in your child being removed from camp.

_____ Signature Parent/Guardian

_____ Date



Discipline Policy

Minor infractions: disruptive to the learning environment, handled by the supervising staff member in the situation (parents may or may not be contacted depending on the interventions needed)

Major infractions: more serious or repeated inappropriate behaviors, meet with administration and parents receive notification

Minor Infraction	Major Infraction	Consequence
1st Offense Violation of any rule listed below		Verbal Warning to student
2nd Offense Violation of any rule listed below		10 Minute Time Out
3rd Offense Violation of any rule listed below	1st Offense Violation of any rule listed below	Warning letter or call to parents
4th Offense Violation of any rule listed below	2nd Offense Violation of any rule listed below	1 week suspension from an activity or expulsion from the program depending on the severity of the incident.
5th Offense Violation of any rule listed below	3rd Offense Violation of any rule listed below	Expulsion from the activity or across programs for 1 semester or 1 year

- **Program leaders have the authority to use their judgement and discretion in choosing a consequence for infractions.**
- **In cases where the safety, security, and well-being of the program, staff, or children are compromised, a more severe consequence will be implemented.**



Examples of major and minor Infractions

Minor Infractions

Minor Disruption

Talking out, blurting, low-intensity behaviors that cause inappropriate disturbances.

Defiance or Disrespect

Rolling eyes, refusing to participate, huffing/sighing, not following directions

Inappropriate Language

Swearing, Cursing, Talk about inappropriate things and/or make sexual comments, Mature/immature discussion that is not typical of their age, Inappropriate innuendoes

Physical Aggression/Contact

includes intentional behaviors like bumping, pushing, shoving, and unwanted touching, as well as aggressive sports interactions

Major Infractions

Chronic or Major Disruption

Screaming, yelling, throwing objects that have potential to harm.

Blatant/Excessive Defiance or Disrespect

Includes non-compliance, insubordination

Abusive Language / Profanity

Includes verbal threats and intimidation, excessive swearing, hate language

Physical Fighting / Hurtful Touching or Threat of Physical Violence

Includes spitting, biting, unwanted inappropriate touching



Minor Infractions

Lying/Cheating

- Purposefully going against the rules of the game to gain an unfair advantage.
- Purposefully providing an untrue statement with intent to deceive

Wandering

- Entering into areas that are out of sight from leader supervision and without permission.
- Entering into areas that are restricted i.e. the back storage room, the kitchen, upstairs, etc.

Major Infractions

Leaving the Property without Permission, Hiding from staff

This includes any threat to run away from the premise.

Technology

During Day Camp hours, cell phones and electronic devices must be kept at home or in backpacks at all times. Devices should not be used unless parents/guardians contact leadership and special permission is granted.

- Any use of media devices for cheating, bullying, harassment, or unauthorized recording or photography will be considered a serious violation.

PRICING INFORMATION

2023



	<u>Cost</u>
July 4 - 7: Sports Camp	\$80
July 10 - 14: Imagination Camp	\$90
July 17 - 21: Camp Olympics	\$90
July 24 - 28: Splash Camp	\$90
July 31 - Aug 4: Challenge Camp	\$90
August 8 - 11: Mystery Camp	\$80
August 14 - 18: Adventure Camp	\$90
August 21 - 25: Travel Camp	\$TBD



Payment can be made at Town Hall, 295 George St, Stewiacke.

Or

E-Transfer: town@stewiacke.net

SUMMER SCHEDULE

2023



July 4 - 7: Sports Camp @ Community Centre, 9am - 4pm

Campers will be taught the basic skills in a variety of indoor and outdoor sports, including soccer, pickleball, volleyball, baseball and frisbee.

July 10 - 14: Imagination Camp @ Community Centre, 9am - 4pm

Campers will have lots of opportunities to maximize their imagination and creative abilities through arts, crafts, baking, creating, and drama.

July 17 - 21: Camp Olympics @ Community Centre, 9am - 4pm

Campers will experience some of the classic games that they know and love, including Time Bomb and Dr. Dodgeball. Campers will also have the opportunity to participate in new games and activities, led by our team of leaders

July 24 - 28: Splash Camp @ Community Centre, 9am - 4pm

A Summer Camp favourite with lots of Slip n Slide, and plenty of time at the Splash Pad.

July 31 - Aug. 4: Challenge Camp @ Community Centre, 9am - 4pm

Campers will have to rely on their talents, skills, teamwork, and brains to take on fun daily challenges, all of which will result in lots of laughter and fun!

August 8 - 11: Mystery Camp @ Community Centre, 9am - 4pm

Everyday, a new mystery to be solved! Campers will have to put their skills to the test as they participate in treasure hunts, scavenger hunts, and other mysterious activities.

August 14 - 18: Adventure Camp @ Stewiacke River Park, 9am - 4pm

Campers will get to adventure all around the beautiful Stewiacke River Park, as they learn outdoor skills, and participate in lots of fun outdoor activities.

August 21 - 25 - Travel Camp @ Community Centre, 9am- 4pm ***

Campers will hop on the bus and travel to a fun destination each day

*** Travel Camp details, costs, destinations and a separate registration form will be provided on June 12th at 12:00pm

Mayors Report April 25, 2024

- April 17: Chaired Planning & Advisory Committee meeting
 - April 20: I participated in the cleanup of our town
 - April 23: Participated in the CAO Candidates Interviews as part of the Hiring Committee
 - April 24: Weekly briefing with Interim CAO Kevin Matheson
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