

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
04 25 2024 Combined Committee of the Whole & Council
6. Announcements / Proclamations
NA
7. Presentations
Infrastructure By-laws – John Woodford, Director of Planning & Development,
Municipality of East Hants
8. Written Petitions and Correspondence
9. Business
 - a. Appointment of Chief Administrative Officer
 - b. Second Reading –
 - c. Second Reading –
 - d. Lease agreement – Community Centre
 - e. Funding Application – Provincial Capital Assistance Program
 - f. CAO report
10. By-laws and Policies
 - a. Occupational health & Safety Policy
 - b. Land Acknowledgements
 - c. Citizen Appointment Process Policy
 - d. Stewiacke Day Camp & Child Care Services Policy
11. Citizen Comments
12. Mayor Report
13. Councillors Reports
14. In-Camera Session
 - a. Personnel Matter



COMBINED COMMITTEE OF THE WHOLE & COUNCIL MEETING **AGENDA**
Thursday May 23, 2024 @ 7:00 pm
Stewiacke Community Centre, 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.**

15. Notice of Motion and Reconsideration

NA

16. 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

Rebecca Rogers-Laing
Pam Osborne

Staff: Kevin Matheson
Randi Buchi

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

On the motion of Councillor Creelman and Deputy Mayor Chapman :

Moved that the agenda for April 25th, 2024, be approved as presented.

MOTION CARRIED

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes from Previous Meeting(s)

2024 03 14 Committee of the Whole

2024 03 28 Council

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

I so move to approve the COTW minutes from March 14th, 2024

MOTION CARRIED

On the motion of Councillor Osborne and councillor Lutz:

I so move to approve the minutes as amended, adding under bylaw 18 .2 shall record the outcome of each vote under business record of vote

MOTION CARRIED

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6. Announcements / Proclamations

NIL

7. Presentations

- a. TCPEP – David Phillips – Presented an update of activities of TCPEP for the past year
- b. Big River Café – Presented on behalf of their rezoning application for 12 Main St E.

8. Written Petitions and Correspondence

- a. Rising Tides – re rental space
Consensus to direct CAO to proceed with negotiating a lease.

9. Business

- a. Operating Budgets — General and Water Utility

On the motion of Councillor Creelman and Councillor Osborne

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***

MOTION CARRIED



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On the motion of Councillor Creelman and Councillor Lutz

I so move that Council approves the 2024-2025 Water Operating Budget expenses totaling \$704,215 as presented.

MOTION CARRIED

- b. Chamber of Commerce sponsorship
Verbal update by CAO Kevin will continue at the same level set at \$800/ year
- c. New Police Advisory Board and interim appointment to Regional Police Advisory Board
Kevin- still need joint meetings asking council to appoint second member, Councillor Lutz volunteered.

On The motion of Councillor Osborne and Deputy Mayor Chapman

"I so move to approve Councillor Lutz as second Council member of Regional Police Advisory Board"

MOTION CARRIED

- d. 2nd Reading — Planning Amendments
On the motion of Deputy Chapman and councillor Osborne

"I so move that Council approve the amendments to the Municipal Planning Strategy and Land Use By-Law to restrict the height in the downtown commercial (C-1) Zone to four storeys (12 Metres)"

- e. Recommendations from Planning Advisory Committee
 - i. Amendments re 12 Main St. East

On the motion of Councillor Osborne & Deputy Mayor Chapman

"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."



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“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.”

Motion Carried

Amendments re Perry Lake Developments

- ii. On the motion of Deputy Mayor Chapman and Councillor Creelman

“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.”

MOTION CARRIED

- f. Parking on George St.

Kevin – We have no By-law for parking and residents have been contacting us to complain.

- g. Riverside Construction Update

Kevin- Update Dexter is now doing adjustments and checking all temp water hookups make sure all are ok before start of major work. Dexter will submit schedule when they are ready and we will add to web site, FB to let everyone know.

- h. CAO report

As attached

Review of parking issue

- i. May Committee of the Whole schedule

Conflict same date as NSFMM consensus to move to combined council & COTW on May 23rd



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10. By-law and Policies

a. Summer Camp Policy

1 Key change, Suggested by Councillor Creelman we update the policy more often. Suggest open registration to Stewiacke residents only one week Prior then everyone else. Motion to approve policy as attached.

On the motion of Councillor Creelman & Councillor Rogers- Laing

MOTION CARRIED

11. Citizen Comments

NIL

12. Mayor Report

As attached.

13. Councillors Reports

Deputy Mayor Chapman

14. In-Camera Session

a. Personnel matter - CAO Recruitment Update

8:47 Councillor Osbourne & 8:48 Councillor Creelman

Meeting Re-commenced 9:29 PM

15. Notice of Motion and Reconsideration

NIL

16. Adjournment

Adjournment called at 9:29 PM .

Read and approved this _____ day of _____, 2024

Mayor

CAO

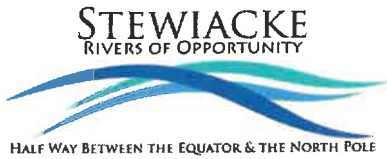


COMBINED COMMITTEE OF THE WHOLE & COUNCIL MEETING - **MINUTES**

Thursday April 25, 2024 @ 7:00 p.m.

Council Chambers or via Zoom, 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



Request for Decision

Submitted By: Kevin Matheson
 Date: May 16, 2024
 Subject: Lease for Third Floor of Community Centre

ORIGIN

This matter arises from discussion at the April Combined Committee of the Whole and Council meeting where I was directed to negotiate a lease for the third floor of the Community Centre with Rising Tides Arts Society for a one-year term.

RECOMMENDATION

Staff respectfully recommend:

Town Council approve a lease for the third floor space at the Community Centre to the Rising Tide Arts Society for a one year term commencing July 1, 2024 at \$400 per month plus HST.

Town Council publicly advertise the space for non-profit or community organizations prior to the expiration date of June 30, 2025.

BACKGROUND

From the *Municipal Government Act*

51 (1) A municipality may sell or lease property at a price less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality.

51 (2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

DISCUSSION

We do not have an objective measure of market value of a lease for the space without advertising the space as available and seeing what all willing renters are willing to pay. Allowing the space to be rented for one year to Rising Tide will allow us to do such an advertisement.

Rising Tide will be providing arts and cultural programming which are also permissible municipal services. This lease will allow these services to be offered without direct cost to the Town.

The lease is not for exclusive use by Rising Tide. The space will be available for Town programs and another organization at times specified in the lease.

IMPLICATIONS

Financial/Budget

The Town currently receives no revenue for this space. The rent will help offset some operating expenses of the building.

Legal

Strategic Priorities/Workload

Enhances arts and cultural experiences for youth in the community without requiring staff resources.

OPTIONS

Council has the following options to consider:

- a) Approve the lease (requires two-thirds majority)
- b) Reject the lease and proceed to advertising the space
- c) Retain the space for Town purposes

COMMUNICATIONS

ATTACHMENTS

9e

Randi May 9 :

Please add PCAP funding approval to the agenda.

Attached are the reports to be included for discussion.

Below is the recommended motion:

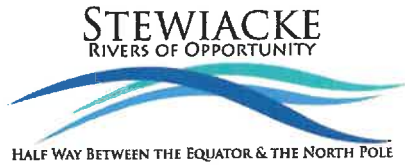
#. Provincial Capital Assistance Program

- I so move to approve a resolution of Council supporting the submission of the Waste Water Expansion/Upgrade study for funding consideration under PCAP.

OR

- I so move to approve a resolution of Council supporting the submission of the Waste Water Expansion/Upgrade study for funding consideration under PCAP, with the following changes:

9e



Request for Decision

Submitted By: Manager of Finance, Randi Buchi
Date: May 23, 2024
Subject: PCAP funding application for WWTP study

ORIGIN

This report originates with an identified need to increase capacity in our Wastewater treatment plant.

RECOMMENDATION

Staff respectfully recommend:

That Town Council approve a resolution of council supporting the submission of an application for funding under the Provincial Capital Assistance Program to offset the costs of a preliminary engineering study.

BACKGROUND

The Town of Stewiacke's WWTP consists of a two-cell aerated lagoon system operated in series with ultraviolet disinfection. A pumping station at Joffre Street lifts collected sewage flows to the first of the two lagoon cells. The Joffre Street pumping station conveys all of the sewage to the lagoon system. The current system is nearing capacity and will likely require upgrading to accommodate any future developments in the area including the planned Perry Lake Developments.

Dillon Consulting Limited previously completed a WWTP assessment in 2009 which concluded that an upgrade to the system would be required in order to handle the projected year 2026 sewage flow and load with the Phases 1 and 2 of the Perry Lake development.

DISCUSSION

The Town of Stewiacke requested Dillon Consulting Limited (Dillon) submit a proposal to perform a capacity assessment of the existing wastewater treatment plant (WWTP) and provide a system upgrade options analysis with a cost estimate.

The attached letter proposal provides Dillon's understanding of the project scope and objectives, and presents their approach, methodology, as well as the expected level of effort. The proposal was prepared in accordance with the e-mail correspondence subject line "RE: WWTP assessment" received by Dillon on December 11, 2023.

IMPLICATIONS

Financial/Budget -awarding of the PCAP funding would directly reduce the budgeted transfer of \$80,000 from operating reserves.

Legal

Strategic Priorities/Workload

OPTIONS

Council has the following options to consider:

- a) Approve the application and potentially reduce the project costs by 50%.
- b) Reject the recommendation and fully fund the cost of the project.
- c) Defer a decision pending further information and discussion.

COMMUNICATIONS

ATTACHMENTS

Stewiacke WWTP Assessment Proposal_08Jan2024 from Dillon Consulting.



Occupational Health and Safety Policy

DRAFT

1.0 Statement

The Town of Stewiacke is committed to providing a healthy and safe working environment and to actively work toward the prevention of occupational illness and injury. To express that commitment, the town has issued this policy on workplace safety.

2.0 Purpose

The Town of Stewiacke will promote a culture where employees are supported and encouraged to contribute to health and safety programs and initiatives. As an employer, the town will create and maintain a safe and healthy workplace and demonstrate due diligence by sharing the responsibility for the health and safety of persons at the workplace. The Town will take every reasonable precaution to provide a safe and healthy working environment by applying and abiding by the Nova Scotia Occupational Health and Safety Act and all relevant Regulations.

3.0 Scope

This policy will apply to all Town employees and at all work sites for which the Town is responsible.

4.0 Responsibilities

1. Council is responsible to adopt an Occupational Health and Safety Policy and instruct staff to adhere to its principles.
2. The Chief Administrative Officer is responsible to ensure the Town is protected by an effective, legally compliant Occupational Health and Safety Program that has been developed in consultation with the Safety Representative.
3. Town Managers will implement all relevant parts of the Occupational Health and Safety Program and will ensure that all Town work sites are safe and that employees are adequately trained and advised of actual or potential hazards.
4. Town employees will cooperate with management in implementing the Occupational Health and Safety Program and will follow all occupational health and safety processes and procedures, taking steps to protect their health and that of other persons at or near the workplace, including reporting any hazards to their Manager.
5. The Safety Representative will monitor the implementation of the Occupational Health and Safety Program.

P1/2

295 George Street, P.O. Box 8
Stewiacke, NS, B0N 2J0
Telephone: 902-639-2231
Email: town@stewiacke.net Website:
www.stewiacke.net



**Occupational Health and Safety Policy****DRAFT****5.0 General**

1. The Town will make available safety procedures and rules and ensure that all employees have access to the Nova Scotia Occupational Health and Safety Act, applicable regulations, and any other necessary safety documents.
2. The employees select a Safety Representative from among the employees, who are not connected to management.
3. The Town will identify hazards and where possible eliminate the possibility of occupational illness or injury.
 - a. Where it is not possible to eliminate a hazard, the Town will make safety training, equipment, devices, and materials for personal protection available to relevant staff.
4. The Town will ensure employees receive the necessary safety training.



BYLAW & POLICY COMMITTEE REPORT TO COUNCIL MAY 23, 2024

Land acknowledgement – The Committee was asked by Council to look at the land acknowledgement statement the Mayor reads as we start our CoW and Council meetings. It was noted the regional library board uses a different and more elaborate statement. We did some checking/investigating and find the following:

- The statement used varies between municipalities.
- L'nu Affairs advised that the Province of NS been trying to do some clean up and education around land acknowledgement. Land acknowledgement is not part of the truth and reconciliation process. If we are committed to reconciliation then we need to consider – Why are we doing this; what is our intention; what does it mean? Publications from L'nu affairs have been placed in your mail slots for reference.
- Our Municipal Advisor, Jason Haughn advised that acknowledgement is a start, but reconciliation is more than just a statement or wording. Getting stuck on the wording may be a “red herring”. He suggested we check with an elder for advice. For some history and context he did note land never was ceded and including African Nova Scotians and Acadians a choice by each municipality.
- Elder Joe Michael confirmed the statement we are using is correct.
- To quote from the booklet published from L'nu Affairs page 24, “Today, acknowledging traditional territory is a way of showing respect for and honouring our shared Treaty relationship. It is an important step towards reconciliation and not intended to create any legally binding obligations or recognition of asserted claims”.
- It is the consensus of the Committee further work on this matter should start with a discussion at Council on land acknowledgments along with truth and reconciliation. Council could then direct this Committee to create a policy.

Committee Appointment Policy 2017-42 has been amended to further the work Council has done re committee review/restructure last year. This proposed amendment defines who can be appointed – all Committees will be made of residents with the exception of the Business & Tourism Committee and the Community Parks, Recreation & Events Committee (also allowing for Directors of businesses in the town).

Summer Day Camp Policy 2024-01 – Amendment allows for the addition of the after school program and other child care programs the Recreation Department may undertake.

Occupational Health and Safety Policy – Submitted by staff.

Respectfully submitted on behalf of the Bylaw & Policy Committee – Chair Susan Creelman

Policy: **Citizen Appointment Process Policy**

Date Originally Approved:

Motion: *“That the Citizen Appointment Process Policy 2017 – 42 be approved as presented; and*

Further that the Policy be effective immediately.”

This Policy is current as of: October 26, 2017

Proposed amendment presented:

- ***Title Change: Committee Appointment Process Policy***
- ***Striking out citizens and replacing them with committee throughout document.***

Date presented for Councils approval: May 23, 2024

Motion: *“That the Citizen Appointment Process Policy be approved as amended; Committee Appointment Process Policy and*

Further that the Policy be effective immediately.”

This Policy is current as of:

Policy Number: 2017 - 42

Policy Subject: Committee Appointment Process Policy

Policy Objective

To establish a process for Council to follow for the appointment of members to various Committees, Boards Agencies and Societies to which Council has the authority to appoint to as “committees”.

Policy

1. This Policy is entitled “Committee Appointment Process Policy”.
2. Appointments to committees shall be done through application.
3. A notice will be advertised throughout the community, including the Town’s web page notifying the public of the opportunities to serve on committees and providing directions on how to apply.
4. Applications shall be submitted on the prescribed form or on another form containing the same information. All applications must be complete and received at the Town Office prior to the established deadline date.
5. Where there are eligibility requirements in the by-laws, policies or mandate of the committee, the candidates must meet the eligibility criteria.
6. Candidates must be a resident of the Town of Stewiacke with the exception of Business & Tourism and Community Parks, Recreation, and Events Committee which allows a director of a company in the Town of Stewiacke.
7. Candidates may be considered for appointment to more than one committee if they apply.
8. The term of appointment expires in November of the second year of a municipal election term.
9. All appointments are made by Council.
10. Where the appointment is to fill a vacancy on a Town committee the Chair of the committee will recommend to Council the person to be appointed.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent to consider: October 19, 2017

Date of Passage of Current Policy: October 26, 2017

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

CAO / Clerk

Date

Policy: Stewiacke Summer Day Policy

Motion: *“That the Summer Day Camp Policy 2024-01 be approved as presented; And Further that the Policy be effective immediately.”*

Date Originally Approved: *April 25th, 2024.*

Proposed amendment presented:

- *Title Change: Stewiacke Summer Day Camp & Childcare Services Policy*
- *Including childcare services clause into sections throughout*

Date presented for Councils approval: *May 23, 2024*

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

This Policy is current as of:



Policy Number: 2024-01

Policy Subject: Stewiacke Day Camp & Childcare Services Policy

Policy Objective

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

Policy

1. This policy is entitled Stewiacke Day Camp & Childcare Services Policy.
 2. The Director of Community Development and Recreation Programmer will create a schedule of summer day camp programming for July and August.
 3. The Director of Community Development and Recreation Programmer will oversee development of supplemental childcare services (EX: after school care) during the school year.
 4. Advertisements for childcare service programming will be posted on the Town of Stewiacke website and social media platforms.
 5. Registration will be opened for Summer Day Camps & supplemental childcare services 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.
 6. Summer Day camp and Childcare Service fees will be detailed in the Summer Day Camp & Childcare Services Handbook.
 7. 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 or equivalent courses.
 8. Summer Day Camp and Childcare Services will be located primarily at the Stewiacke Community Centre.
 9. Town of Stewiacke staff will provide a handbook on Summer Day Camp & Childcare Services Programming to parents/guardians, seasonal and part-time staff hires, and
-

Council. This manual will be shareable.

10. The Town of Stewiacke is implementing a Discipline Process for staff and parents to follow, detailed in the Summer Day Camp & Childcare Services Handbook.
 11. Parents/Guardians of participants will be required to review and sign the Summer Day Camp & Childcare Services Handbook before their child is enrolled into programming.
-

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

Reoffering decision 2024

Earlier this month I informed members of the Town Council & Staff I will not be reoffering for Mayor at the end of this term. My commitment to offer and if successful was for the 4-year term in office. I will remain committed to our Town until the end of this term in this position as your elected Mayor.

This term of office has proven to be both rewarding and challenging. The challenges were not unexpected. Leadership for me is leading by example. Treat people the way you want to be treated with respect, honesty & integrity.

My gratitude is extended to our staff for your commitment & the members of the Town Council for the privilege to serve with you as Mayor during this period of unprecedented period growth for our Town. I also want to recognize the Stewiacke Fire Department, our business community & our volunteers who go above & beyond on a regular basis.

To the citizens of Stewiacke, I offer my sincere appreciation for your trust during this term of office. All decisions I made on your behalf were based on the best outcome for our Town.

I am confident the newly elected Mayor and Town Council will work together as a team in the best interests of our town under the founding principles of Respect, Growth and Prosperity. The Town of Stewiacke is poised for tremendous growth. An engaged high-level team approach is paramount for continued success.

I was honored to represent the Town of Stewiacke as your Mayor.

In the words of Muhammad Ali "Service to others is the rent you pay for the room here on earth".

Thank you.

George