

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. 04-25 2024 Combined Committee of the Whole & Council
 - b. 05-23 2024 Combined Committee of the Whole & Council
 6. Announcements / Proclamations
NA
 7. Presentations
Canadian Heritage Rivers System
 8. Written Petitions and Correspondence
 9. Business
 - a. Business & Tourism Report
 - b. Request for Decision – Dennis Park Playground
 - c. Request for Decision – Commercial Development District Amendment
 - d. Wastewater treatment plant Assessment 2024 RFP Award
 - e. Development Update
 10. By-laws and Policies
 - a. Audit Committee Policy
 11. Citizen Comments
 12. Mayor Report
 13. Councillors Reports
-



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14. In-Camera Session

- 1- Legal advice eligible for solicitor-client privilege
- 2- Personnel matters

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 for March 28th, 2024 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***

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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 Matheson 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)"

Municipal Planning Strategy (MPS)

The Municipal Planning Strategy is amended by adding the following immediately before **Policy CP-1**:

"Although buildings of six to eight storeys are permitted in the downtown area of many towns in Nova Scotia Council feels that buildings of this height are not compatible with Stewiacke's downtown area. Therefore the height of any building in the C-1 zone shall be restricted to four storeys."

Policy CP-3A

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

- g. Riverside Construction Update
Interim CAO Matheson- 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

Internal meetings:

Council - Feb 22, Mar 28

COTW - Mar. 14

PAC – Mar 20 Apr 17

Audit Committee – Mar 27

Mayor – Mar 20, 26 Apr 17, 24

Deputy Mayor - April 3, 10

Business and Tourism - April 4

By-law and Policy - Apr 17

CAO Recruitment – Apr 9

External Meetings

2 virtual meetings with WSP – Mar 21, 26

John Woodford East Hants – April 3

TCPEP – Apr 17

Video Conference with Province, Mayors, CAOs re Nova Scotia Guard

Other

Various emails, calls and meetings with individuals and businesses

Researching various bylaws and policies

Research property titles, planning maps and documents on several issues

Evaluate evoting proposals. Awarded to Intelivote

Executed various documents

Returning Officer Contract

Correspondence Dept of Justice

Illegal dumping investigation



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Review of parking issue
CAO Interviews – Apr 17

Approvals

Payroll, disbursements and Bank reconciliations

- i. May Committee of the Whole schedule
Conflict same date as NSFM consensus to move to combined council & COTW on May 23rd

10. By-law and Policies

- a. Summer Camp Policy
1 Key change, Suggested by Councillor Creelman we update the policy less 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:
"I so move to approve the Summer Camp Policy as presented."

MOTION CARRIED

11. Citizen Comments

NIL

12. Mayor Report

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

17. Councillors Reports

Deputy Mayor Chapman

18. In-Camera Session

On motion of Councillor Osbourne and seconded by Councillor Creelman to go in camera at 8:48 to discuss

- a. Personnel matter - CAO Recruitment Update



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Meeting recommenced at 9:29 PM

19. Notice of Motion and Reconsideration

NIL

20. 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

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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
Grant Cooke

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

On the motion of Councillor Osborne and Rogers-Laing :

Moved that the agenda for May 23, 2024, be approved as amended to describe 9b and 9c.

MOTION CARRIED

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes

04 25 2024 Combined Committee of the Whole & Council Deferred
Pam- Chapmans report not embedded Mayors report and CAO report not embedded
Susan – changes she sent not submitted typos
“and” put in because one motion

6. Announcements / Proclamations

NIL

7. Presentations

Infrastructure By-laws – John Woodford, Director of Planning & Development,
Municipality of East Hants

8. Written Petitions and Correspondence

NIL

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9. Business

a. Appointment of Chief Administrative Officer

On the motion of Councillor Creelman and Councillor Osborne

Formal appointment of Marc Seguin as new Chief Administrative Officer to start June 17th 2024.

Motion Carried

b. Second Reading – Proposed MPS/LUB Amendments – Perry Lake

On the Motion of Councillor Rogers-Laing and Councillor Osborne

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 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.”

(a) adding “including the multi-unit development shown on the Perry Lake Limited Concept Plan” to the end of Policy RP-8.

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The MPS is amended:

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

“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.

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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.

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:

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“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 have the appearance of a residence in terms of windows and a roof with a minimum pitch of 4:12.

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9.3.5 Drive- thrus Not Permitted

Drive-thrus are not permitted in this zone.

9.4.5 Buffer required

The parking area and garbage receptacles shall be screened from adjacent residential uses by:

- a) a fence that forms an opaque visual barrier at least 1.75 m (5.7 ft) high; or
- b) a evergreen hedge that is at least 1.75 (5.7 ft.) high.

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.

9.4.9 Lighting

Lighting is designed to light the structure, driveways and pedestrian infrastructure, but shall not be directed onto neighboring properties or public streets.

MOTION CARRIED

d. Lease agreement – Community Centre

On the motion of Councillor Osborne and Deputy Mayor Chapman

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.

Motion Carried

e. Funding Application – Provincial Capital Assistance Program

On the motion of Councillor Osborne and Councillor Creelman

I so move to approve a resolution of Council supporting the submission of the Waste Water Expansion/Upgrade study for funding consideration under the Provincial Capital Assistance Program.

Motion Carried

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f. CAO report – attached

10. By-laws and Policies

a. Occupational Health & Safety Policy

On the motion of Councillor Osborne and Councillor Lutz to approve the Occupational Health and safety Policy as attached to these minutes.

Motion Carried

b. Land Acknowledgements

Councillor Creelman gave an update on the research conducted by the By-law and Policy Committee

c. Citizen Appointment Process Policy

On the motion of Councillor Creelman and Councillor Rogers-Laing to approve the Citizen Appointment Process Policy as attached to these minutes.

Motion Carried

d. Stewiacke Day Camp & Child Care Services Policy

On the Motion of Councillor Creelman and Deputy Mayor Chapman

to approve the amendments to the Stewiacke Day Camp & Child Care Services Policy as attached to these minutes.

Motion Carried

11. Citizen Comments

12. Mayor Report

Attached

13. Councillors Reports

Councillor Osborne report attached

Councillor Creelman report attached

14. In-Camera Session

On the motion of Councillor Osborne and Councillor Lutz to move to in camera session to discuss a Personnel Matter at 8:??pm

Public session reconvened at 8:30 pm.

15. Notice of Motion and Reconsideration

NA

16. Adjournment

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Mayor Lloy adjourned the meeting at 8:31 p.m.

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MEMO

To: Committee of the Whole
From: Kevin M Matheson CPA CA, Interim CAO
Re: CAO Report
Date: May 21, 2024

Internal meetings:

Council – Apr 25 May 2,8
PAC – May 15
Mayor – Apr 30 May 1,7,14,15
Business and Tourism – May 2
By-law and Policy – May 16
Management group – May 2,14

External Meetings

TCPEP – May 15
Video Conference with DHMA re funding programs – May 15

Other

Various emails, calls and meetings with individuals and businesses
Researching various bylaws and policies
Executed various documents
CAO Contract
Drafting Subdivision streets agreement with Solicitor and Grant Cooke
Lease agreement for Community Centre
Illegal dumping investigation
Draft RFP for Wastewater assessment
Advertisement for Manager of Finance
Compile CAO Briefing Document

Approvals

Payroll, disbursements and Bank reconciliations

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OCCUPATIONAL HEALTH AND SAFETY POLICY

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.
-

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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.

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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.
-

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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.

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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
-

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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.



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Mayor Report May 23, 2024

- May 6: Attended a meeting with Minister Michelle Thomson organized by TCPEP.
 - May 7: Attended the Chamber of Commerce Women in Business Breakfast.
 - May 8: Special Council meeting. In Camera CAO hire.
 - May 8 – 10: Attended the NSFM Spring Conference. Report will be sent to Council.
 - May 13: Attended the Cadet graduation ceremony @ the Stewiacke Legion.
 - May 15: CBC Interview with CAO Matheson regarding the separation of the Police Advisory Board for the TOS & The Municipality of Colchester.
 - May 15: Chaired the Planning & Advisory Committee meeting.
 - May 17: Attended the Policing Services Recipient meeting.
 - May 22: Attended the Police Advisory Committee meeting.
 - May 23: Attended the open bid for Dennis Park Playground
 - ** Weekly briefing with Mr. Matheson
 - ***** **Reminder Stewiacke Fire Department 80 Anniversary, Saturday May 25th & the Stewiacke Community Center & an afternoon of events planned.**
-



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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



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.

Councillor Creelman's comments May 23 2024 Council session

Thank you to Mayor Lloy for your service to the Town and for making it a better place. I wish you well and successes as you move on to new chapters.

The last few weeks volunteerism has been in the forefront with the activities of the Stewiacke Garden Club, Shannon MacPhee and the Dinner Theatre, Rising Tides Art Society, Stewiacke Community Meals, along with the Fire Department and Legion always at the ready. It is inspiring to watch and I am happy I get to help out from time to time. Thank you.

Happy 80th anniversary to the Stewiacke Fire Department. Thank you for what you do and for making us a part of the celebration.

And lastly, Randi Buchi prepares to leave the Town's employment later this month. It has been a pleasure to work with Randi, learn more about our finances. I am appreciative that Randi has always had the best interests of the town at heart. Best wishes in your future endeavours Randi.

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.

Councillor Osborne Report May 23 2024 Council session

NSFM Spring Conference - Future-Focused Municipalities: Pioneering Solutions

Opening Day — May 9th

President Bolivar-Getson opened the conference outlining the program's schedule outlining the theme of the conference - "Pioneering Solutions"

President Bolivar-Getson's speech included an overview of the NSFM's new structure; modernization; streamlining operations; updated bylaws; inclusivity of regional representatives; educational programs for executive and board members.

President Bolivar-Getson emphasized advocacy is paramount. Looking forward to the 2024 Municipal Election - we need to realize that our decisions, our actions shape the fabric of our communities.

CEO, Juanita Spencer provided an update on Climate Change; Municipal Service Agreement; Canada Building Fund; Gas Tax

Keynote Speaker - Brad Gushue

Mr. Gushue spoke about his background that may be unknown to the general public; he holds a MBA from Queens University.

Mr. Gushue outlined what he believes makes a "Great Team":

- 1) Individual Talent — build the foundation of the team; much like the foundation of a House
- 2) Strong Leadership - building strong leaders underneath you makes the team stronger; develops strong leaders for the future

Plan for Success

- 4) Positive Attitude — stay in the moment; limits the negativity; creates a narrative. One thing that Mr. Gushue recommended that has helped him is mediation; it has helped him stay in the moment
- 5) Resilient — Stay True and authentic to yourself. There will be storms - step away from the storm but if stay true & authentic you will weather the storm. Storms do pass!
- 6) Communication & Culture — By sharing and talking through things you create a culture of a great team. Curiosity should be encouraged as it creates a culture of ideas



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.

Learn from your failures and successes. Try different things. Whether in success or failure - it is a learning experience that come from curiosity.

Empathy & Vulnerability — Be comfortable with vulnerability. Vulnerability is looked upon as a weakness but the reality is a team with vulnerability is a strength. Creates a culture whereby you can be completely vulnerable & honest with each other. This builds a successful team

By having empathy & vulnerability on your team — you create an environment whereby teammates can "go out on a limb" by being vulnerable — you create a Safe Space by having conversations. These conversations need to be held in the strictest confidences in order for all member to feel safe to share their ideas.

In closing, Mr. Gushue spoke about giving mediation a try; creating safe spaces - trust, vulnerability; having authentic people leads to a successful team

Minister John Lohr

Minister Lohr provided an overview of a number of funding streams available to municipalities; which included Infrastructure & Roads and Water & Wastewater funding. He spoke about the change in funding for the Municipal Growth Capital Fund - from 30 million to 102 million.

He spoke about the savings municipalities will have with the new service agreement.

Minister Lohr also stated that all municipal leaders elected in the fall election of 2024 will be under the new Code of Conduct.

Concurrent Sessions:

Untangling Government Relations

Kristine Hines, National Public Relations

Ms. Hines spoke about building trusting relationships with other levels of government & government staff through networking. This lends well to move projects forward for your municipalities. According to a survey, the general public trust in the municipal level of government more so than other levels of government.

NSFM - speaks with one voice; one clear constant message Pick your battles

Driving NS Forward: Solutions for Sustainable Communities - David Benoit (Invest NS) & Mark Peck (JRTA)



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.

This session focused on sustainable growth within Nova Scotia. Build NS focused on using strategic infrastructure to support growth and connectivity. One project Build NS is focusing on is the

Internet Service for NS Initiative. This initiative is to measure access to fibre technology for all of NS; it also is looking at the use of cellular service and improving the pockets of NS that have little to no cellular services. The next phase of this project is to build infrastructure to improve connectivity.

Mark Peck provided an overview of JRTA and what JRTA is all about. JRTA encompasses 15 municipalities — approximately 62% of the population of Nova Scotia. It is about the movement of people (vehicles) and the movement of goods

Mr. Peck referred the group to the JRTA's website whereby you can read up on the vision and goals of the Agency

Empowering Tomorrow: Youth Engagement Success Stories

Town of Amherst — Youth Engagement Strategy

The Town of Amherst funds the Cumberland County Youth Development Center in partnership with Maggie's Place. The center provides a safe space for equity deserving youth. They recently hosted a youth summit bringing together youth and service providers to examine the challenges faced by youth today. The Town of Amherst recently received funding from the Canadian Race Relations Foundation's National Anti-Racism Fund to host an international Youth Forum: Cultural Connections for Newcomer Youth in NS.

Youth-led Active Transportation Infrastructure in Glace Bay — Ecology Action Centre

The Ecology Action Centre provided an overview of the steps youth have taken to identify a concern, form it into a recommendation, outline a plan and funding, and then bringing that idea to a reality. They did this with community support.

From Fall of 2019 to Spring of 2022; 8 inspiring youth from Glace Bay High School participated in a school-based group called the Changemakers. These students provided examples of true community leadership by developing a safer physical and social outdoor environment that supported active transportation for all ages and abilities.

This project was a great example of how youth engagement can re-create a public space that the community takes pride in; a positive legacy for future students

Community Climate Capacity Program & Coastal Protection

Minister Tim Halman in conjunction with Scott Skinner from Clean Foundation made an announcement regarding the Community Climate Capacity Program.

Minister Halman spoke about green hydrogen; flood mapping programs; introduced staff from the coastal & land protection; and erosion risk assessments.



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

Minister Halman outlined 12 municipalities that were receiving funds from the Community Climate Capacity Program.

Minister Halman took questions from the attendees. Many of these questions/comments referred to the Province's downloading of the Coastal Protection Act to municipalities and how this will cause confusion & different rules depending upon where you reside within the province.

A handwritten signature in black ink, appearing to read 'Pam Osborne', is written in a cursive style. The signature is located in the lower-left quadrant of the page.



COMBINED COMMITTEE OF THE WHOLE & COUNCIL MEETING **MINUTES**
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Canadian Heritage Rivers System

Presentation to Town of Stewiacke
April 11, 2024





Outline

- About the SCC
- Canadian Heritage River
 - Supporting the Nominating of the Shubenacadie Waterway
- Discussion & Questions



About Us

Shubenacadie Canal Commission

The mission of the Shubenacadie Canal Commission is to **preserve** the historic features of the Shubenacadie Canal Waterway and to **provide access** to the waterway for the education and the enjoyment of the public.

- Established in 1986
- Operate and maintain 9 parcels of land and an interpretive centre
- Representation from East Hants, HRM, Colchester, and the Province of NS



Canadian Heritage River

Exploring nomination to the Canadian Heritage Rivers System is a key objective of the Transitions Project.

What is the CHRS?

The Canadian Heritage Rivers System (CHRS) is Canada's national river excellence program that recognizes the natural, cultural, and recreational values of rivers across Canada.

The CHRS has no legislative authority—it is driven by voluntary participation, partnerships, cooperation, and community involvement.

41

Heritage Rivers are recognized nationally for their outstanding natural, cultural, and recreational heritage. These rivers are an important part of Canada's rich heritage, and shape who we are as a nation.

The CHRS seeks to include rivers that represent the full spectrum of Canada's rich river heritage.

Rideau Waterway, ON (2000)



The Wolastopq | St. John River, NB (2013)



Fraser River, BC (1998)





Jurisdictional representatives from NS Dept of Environment and Climate Change are working with us on the designation



In Nova Scotia two rivers are designated: the Margaree River-Lake Ainsley and the Shelburne River

The Shubenacadie Waterway was identified by a federal /provincial panel as a river system to be included in the CHRS program.

For a river to be nominated, it must have a high level of public support and contain natural and/or cultural values of Canadian significance.





The waters, shores, and people of the Shubenacadie hold the stories of thousands of years of Mi'kmaq life; of settlement by diverse groups; of industry, engineering, and labour; of conflict and Canada's residential school system; of resistance; and of care for the environment and recreation.



Support is growing for the waterway to be recognized provincially and nationally for its cultural and recreational values.





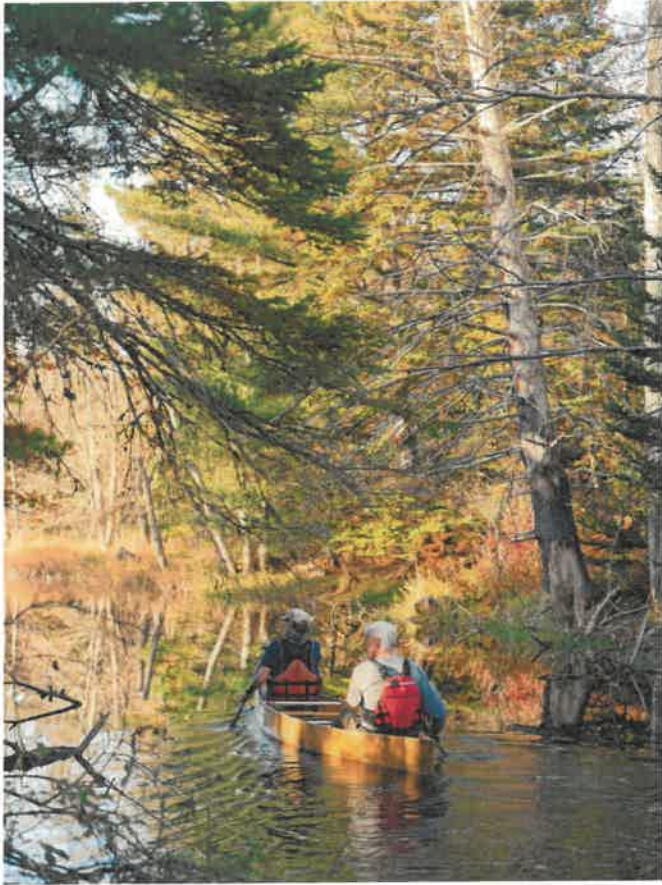
Benefits

- Connect the many people, businesses, and organizations that care about the river through the process of applying to the CHRS program.
- Supports tourism and attracts visitors to the waterway
- Celebrate and support the cultural connections of Mi'kmaq with the waterway
- Funders and investors look favourably on a CHRS designation.
- Collaboratively create a plan to ensure the ecological, social, and economic benefits of the river are maintained.
- Build recognition, appreciation and stewardship of the waterway.
- National and provincial recognition of the importance of the Shubenacadie Waterway.



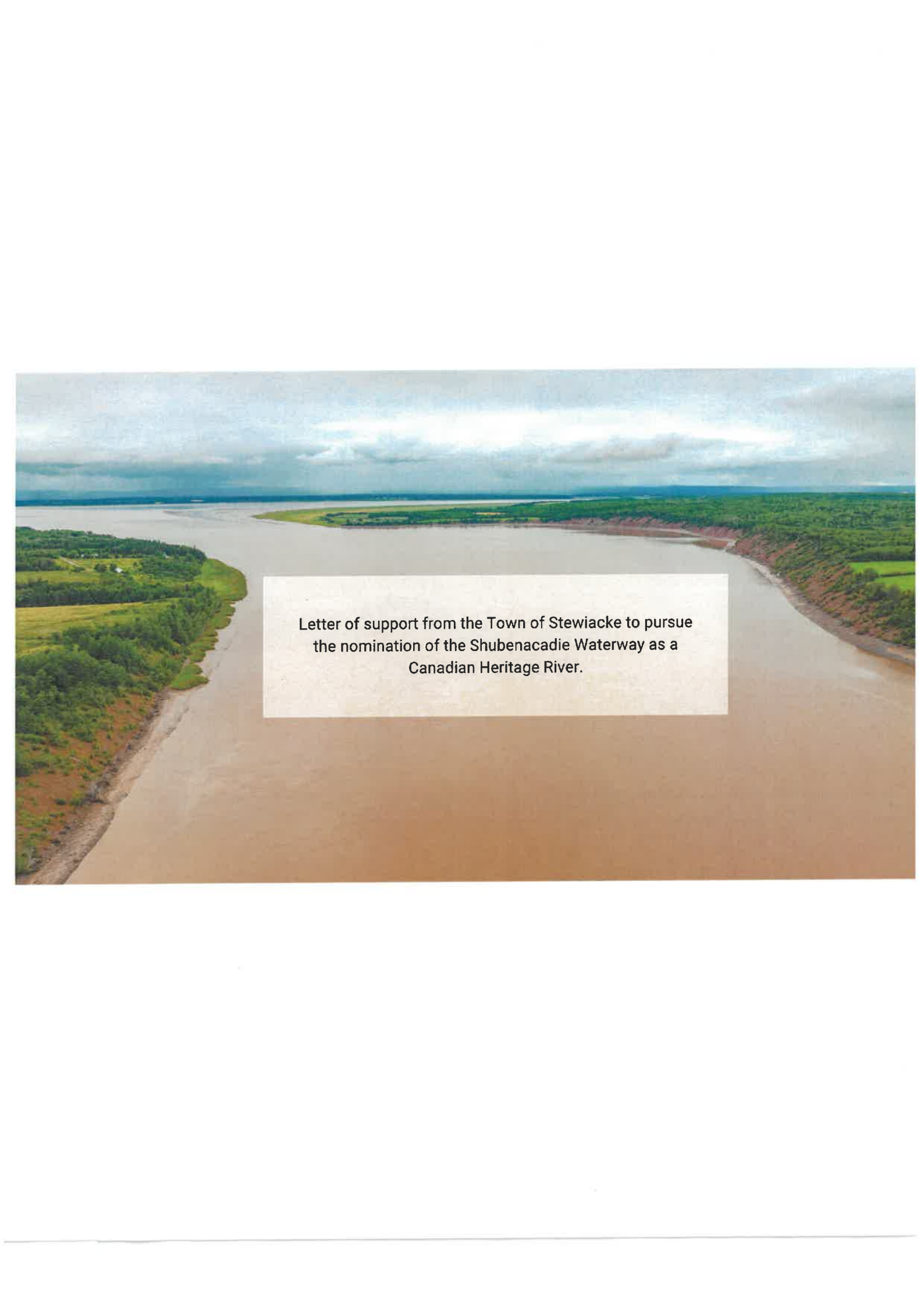
Process

- Garner broad community support
 - Department of Environment and Climate Change
 - Confederacy Of Mainland Mi'kmaq
 - Municipalities
 - Sipekne'katik First Nation
 - Local businesses and residents
 - Community organizations
 - Transitions Advisory Committee
- Support received from the Municipality of East Hants, Municipality of Colchester and HRM CAO
- Updated and complete a background study
 - Draft study completed in 2009
 - Identifies the waterway's natural, cultural, and recreational values
 - Funding received from Parks Canada
- Partner with Province to advance nomination to approval



Timeline

- 2023-25
 - Support for Nomination
 - Complete and submit background study
- 2025
 - Complete Nomination Documents
- 2026-27
 - Complete Designation Documents
- 2027
 - Review and approval of Designation Documents

An aerial photograph of a wide, muddy river flowing through a green landscape. The river is the central focus, curving from the bottom left towards the top right. The banks are covered in lush green vegetation, with some areas showing reddish-brown soil. In the distance, a large body of water is visible under a cloudy sky. A white rectangular box is overlaid on the river, containing text.

**Letter of support from the Town of Stewiacke to pursue
the nomination of the Shubenacadie Waterway as a
Canadian Heritage River.**



Thank you for the opportunity to present.

Questions?



For more information:
claire@shubenacadiecanal.ca
Web: shubenacadiecanal.ca/heritage-river

BUSINESS & TOURISM COMMITTEE- REPORT TO COUNCIL – JUNE 2024

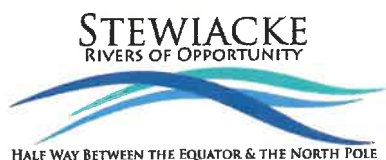
On behalf of the Business & tourism Committee (B&T) I would like to take this opportunity to advise Council of our activities this past year. Our focus mostly concentrates on tourism encouraging a great visit to Stewiacke. Tourism is an economic driver and we follow numbers and trends in the Province and industry. The brochure we use “Come for a Visit, Stay for a Lifetime” promotes the concept of creating a good experience while in Stewiacke, returning more than once and perhaps move here one day.

Members are kept informed on Council and Town activities and have a keen interest in the Town’s progress offering valued input. Members include – Darren Schriver, Julie Hay, Brian Harrison, Marla Taylor, Jeff Gray, Natasha Head, Chad Ramsey, Mark Laughlin, Natasha Head, Todd Fleck and Greg Connell. David Phillips of TCPEP and Andrea Jackson attend when possible.

Some of the issues and activities we have focused on include:

1. Welcome sign PJILA’SI for the Indigenous games posted around town
2. Requisition to TIR re highway sign at Exit 11 Northbound
3. Marketing Levy and District Marketing Organization – held several public meetings gathering input and a regular agenda item. Mark Laughlin and I sit on the Steering Committee. More sessions planned and this project is moving forward and looking for first report in fall 2024.
4. Staff presented to Committee on social media practices and enhancements looking for our feedback
5. Staff, Common Good and CTCL solutions presented to B&T about community transportation. Foodland working with CTCL to start a weekly route in Stewiacke.
6. Presentation by Stewiacke Garden Club on the new Community Garden a project that many local businesses have already supported.

This Committee continues to be a pleasure to work with and I proudly sit in the Chair. Respectfully submitted, Councillor Susan Creelman



Request for Decision

Submitted By: Erin Richard, Director of Community Development
Date: May 28th, 2024
Subject: Dennis Park Request for Proposal

ORIGIN

This report originates with Dennis Park playground slowly degrading and requiring repairs. Request for Proposal was posted on the Procurement NS Website for viewership.

RECOMMENDATION

Staff respectfully recommend:

That Stewiacke Town Council award the Dennis Park Playground Project to Cobequid Trail Consulting Ltd option 3 in the amount of \$97,064.00 plus HST.

BACKGROUND

The Town of Stewiacke installed a hybrid playground in Dennis Park in 2017. The wooden structure lifespan was approximately 7 years before breakdown. Town staff have removed the hazardous structures, and our playground is now lacking features. The Town of Stewiacke council approved \$150,000.00 in the capital budget for 2024-2025.

The Request for Proposal was posted on the Nova Scotia Procurement Website on May 2nd, 2024, and closed on May 23rd, 2024. We received 2 packages:

1. Cobequid Trail Consulting Ltd.
2. Absolute Pressure Welding Ltd.

Each company complied with requests within the tender documentation and provided options for playground features. After reviewing all submissions, staff recommend Cobequid Trail Consulting Ltd option 3 as the best fit.

Cobequid Trails Consulting Ltd has been doing work in the facility development sector and trails for over 20 years. They have completed trail work for the Town of Stewiacke and installed inclusive playgrounds throughout Nova Scotia with many located in Colchester County.

Absolutely Pressure Welding Ltd referenced construction work within their proposal, but no past history of commercial playground work.

DISCUSSION

- 1) Cobequid Trail Consulting Ltd.
 - a. Option 1 - \$95,932.00
 - b. Option 2- \$98,735.00
 - c. Option 3 - \$97,064.00

- 2) Absolute Pressure Welding Ltd
 - a. Option 1- \$83,178.00 including HST on options.
 - i. Base price \$17,080 plus options Digger, serenade, mega worm, drop down water, bench, counter, sink, drainage, countertop, A frame structure.
 - b. Option 2- \$114,577.26 including HST on options.
 - i. Base price \$17,080 plus options digger, tree climber, serenade, mega worm, drop down water, sink, countertop, drainage, and wooden structure.
 - c. Option 3- \$96,905.26 including HST on options.
 - i. Base price \$17,080 plus options digger, serenade, mega worm, snail, drop down water, bench, countertop, sink, drainage, A frame structure.

- 3) Timeframe

Installed by the end of fiscal year but work not to start until after Labor Day to allow for regular use in Dennis Park during the summer months. (no closures because of construction).

IMPLICATIONS

Nil.

OPTIONS

N/A.

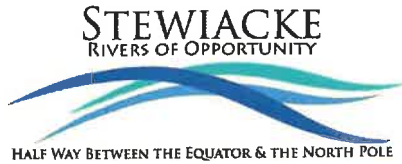
COMMUNICATIONS

- 1) A letter will be sent out to companies for notification on successful bidder.
- 2) A release for the community to know on the plans of the park.

ATTACHMENTS

See attached the options from both companies.

9c



Request for Decision

Submitted By: Kevin Matheson, Interim CAO
Date: June 6, 2024
Subject: Addition to Commercial Development District

ORIGIN

Town Council passed second reading on May 23, 2024 of amendments to the Municipal Planning Strategy to create a Special Commercial (C-3) Zone. At the same meeting, Council also amended the Land Use Bylaw to rezone the property at 12 Main St. E to C-3. The owner is also requesting Council to include the property in the Commercial Development District (CDD).

RECOMMENDATION

Staff respectfully recommend:

Stewiacke Town council approve the addition of 12 Main St. E to the Commercial Development District for the purposes of the Commercial Development District Improvement By-law once the rezoning of the property to C-3 has been proclaimed on the Town website.

BACKGROUND

This development on the property is to allow the building to be converted to a café under the conditions of the C-3 zone in the LUB. The amendment to the CDD allows the increased taxes from the commercial development to be phased in over 10 years.

DISCUSSION

IMPLICATIONS

9c

Financial/Budget

Rebates under the by-law are calculated based on the increased taxes from the time the Commercial development of the property is completed compared to the taxes under the assessment prior to the development. There is not a reduction in total taxes from what existed prior to the development.

1

Legal

The By-law only requires a resolution of Council to amend the CDD. An agreement must also be signed between the property owner and the Town prior to any rebates being issued. The development must be completed.

Strategic Priorities/Workload

OPTIONS

Council has the following options to consider:

- a) Approve the recommendation;
- b) Reject the recommendation;

COMMUNICATIONS

N/A

ATTACHMENTS

N/A

9d.



To: Town Council
From: Marc Seguin CAO
Re: CAO Report - Wastewater treatment plant Assessment 2024 RFP Award
Date: June 27, 2024

RECOMMENDATION

That, Stewiacke Wastewater Treatment Plant Assessment report be received; and
That the Town award the contract to CBCL engineering for \$24,557.00; and
That the Mayor and CAO be authorized to execute agreements for the Stewiacke Wastewater Treatment Plant Assessment contract.

ORIGIN/BACKGROUND

In May 2024 the Town of Stewiacke released a request for proposals for Stewiacke Wastewater Treatment Plant Assessment (Stew2024-WW1).

The details of the RFP as released were as follows:

The Town of Stewiacke has a two-cell aerated lagoon system operated in series with ultraviolet disinfection. The lagoons were constructed and use ultraviolet disinfection. A pumping station at Joffre Street lifts all collected sewage flows to the first of two lagoon cells. The current system is approaching design capacity. Treated effluent is released into the Stewiacke River.

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9d



The Town is also going through a prolonged period of population and development growth, both completed and proposed. This is largely due to the Highway 102 exit within Town boundaries and several areas of undeveloped land within those boundaries.

The Town of Stewiacke is inviting qualified proponents to submit a proposal to assess the current treatment plant's capacity to meet anticipated future growth of the Town within an interim 5-year window and a longer-term 25-year window.

Background

A previous WWTP assessment was completed in 2009 based on one large, proposed development. Infilling and extensions of existing subdivisions continues, and there are a number of other subdivision applications in process and anticipated.

Upon award of contract, the Town of Stewiacke will provide the following background data:

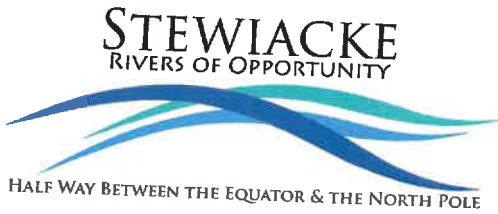
- Most recent 5 years of flow data;
- Most recent 5 years of influent and effluent quality data, over all seasons;
- All available lagoon sludge volume data;
- Copies of regulatory permits, site reports and correspondence related to discharge compliance identifying treatment targets;
- Existing equipment sizing for all components;
- Current site plan and layout;
- Population projections for 5 and 25 years; and
- An overview of the current collection infrastructure.

Scope of Work

The selected proponent shall:

- Conduct a site visit to visually assess the current plant and its surroundings and collect operating information from staff;
- Evaluate the current WWTP capacity and performance using recent actual data and make observations or recommendations to improve operations or capacity of the existing infrastructure;
- Develop future projections of wastewater volume for both 5 and 25 years;

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- Develop system upgrade options for both timeframes including treatment methods, system sizing and equipment sizing;
- Discuss upgrade options with regulators to identify any potential compliance conflicts;
- Provide Class D estimates, conceptual site layout and process flow diagram for each option presented;

DISCUSSION

The Town has seen rapid growth over the past few years and has come to the point where expansion of our water treatment facilities are required to accommodate future growth.

The Town received four proposals on June 13 2024, for a wastewater treatment plant assessment report. The details of the proposals are as follows:

CBCL	\$24,557.00 + hst
RVA	\$27,845.00 + hst
Dillon Consulting	\$44,889.00 + hst
CIMA	\$69,264.00 + hst

NEXT STEPS

1. Notify successful proponent.
2. Execute contractual agreements.

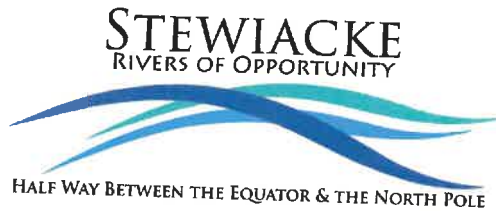
POLICIES/LEGISLATION

The proposals and award of this work meet the requirements of and complies with the Town of Stewiacke Policy.

CONSULTATIONS

Jeff Sibley, Superintendent of Public Works
Kevin Matheson, Interim CAO

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ATTACHMENTS

N/A

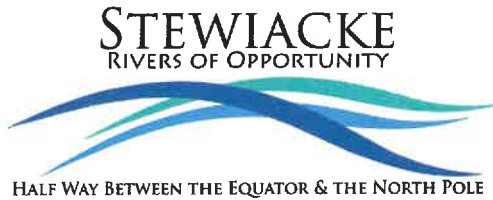
CONCLUSION

After the review of the proposals submitted, staff recommend awarding the contract to, CBCL engineering for \$24,557.00

Marc Seguin

Marc Seguin
Chief Administrative Officer

9e



To: Town Council
From: Marc Seguin CAO
Re: CAO Report – Future Development in the Town of Stewiacke
Date: June 27, 2024

RECOMMENDATION

That Council directs PAC to meet in July, 2024 to discuss proposed amendments to control development and to schedule a public meeting to receive comments before making a recommendation to Council

ORIGIN/BACKGROUND

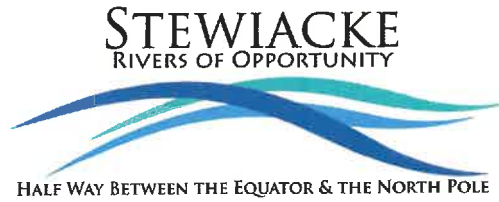
The Town is concerned that the capacity of its wastewater system and especially its water system will not have the capacity to accommodate development that may be proposed within the next few years.

This requires Council and Staff to complete due diligence in research and information collection to ensure that the Town of Stewiacke has the water and wastewater capacity to provide services to existing resident, local business. Staff have engaged WSP to conduct a Water Supply System review and report. A report is expected in July 2024.

Additionally, upgrades to both the water and wastewater systems are in process, but the timing of completion is uncertain. One major factor is whether and when cost sharing from senior levels of government will be forthcoming.

Town staff met on June 20th, 2024 to discuss this issue. Staff agree that the Town must take some action to “slow down” the pace of development until the capacity issues are resolved.

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DISCUSSION

In the absence of accurate data on the Towns current water supply capacity and needs for water / wastewater infrastructure upgrades and improvements, there has been much discussion as to what steps to take next to ensure proper planning and proper resources to supply residents and local businesses now and in the future.

Many options exist, some of which include.

1. Put a moratorium in place

East Hants by resolution of Council declared a moratorium on most development in Shubenacadie approximately ten (10) years ago pending the completion of a new wastewater treatment plant. The treatment plant is still not completed.

East Hants also declared a moratorium on development about twenty (20) years ago until the expansion of their water treatment facility was completed. The moratorium lasted about one year.

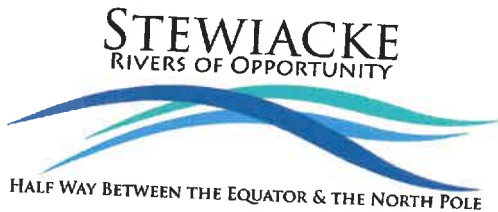
Both the Town solicitor and planner are of the opinion that the Town does not have the authority under the *Municipal Government Act (MGA)* to authorize a moratorium through a resolution of Council.

2. Control development through amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB)

There is authority to prohibit development through clause 220(5)(n) of the MGA which states that the Land Use By-law may prohibit development or certain classes of development where, in the opinion of council, the provision of municipal wastewater facilities, stormwater systems or water systems would be premature.

One possibility for using this section is to consider a “class of development” any use that uses a significant amount of water. There would have to be some analyses done to determine the threshold that would trigger refusal of a project.

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Amendments to the MPS and LUB are subject to public input and take some months to put in effect.

3. Use development agreements to control development

The MPS and LUB could be amended to require developments that are heavy or even moderate water uses to be permitted only by development agreement. One of the criteria would be the adequacy of services.

One way to do this would be to identify the specific uses that are subject to development agreement. For example an office building may not use much water but a Laundromat would.

4. Take no immediate action but notify developers that a moratorium may be necessary

Let it be known that it may become necessary to declare a moratorium as outlined in Option #1. Developers could review their plans and perhaps postpone going ahead with any projects that a significant amount of water.

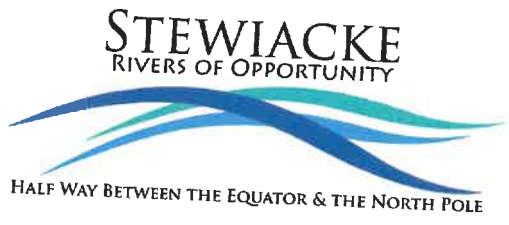
Staff recommend that Council directs PAC to meet in July, 2024 to discuss proposed amendments to control development and to schedule a public meeting to receive comments before making a recommendation to Council

Grandfathering

There are a number of developments which are "in the works" and should be grandfathered. Two of them are apartment buildings; one of 75 units in Perry Lake and the other of 20 units at the end of Riverside.

There are also subdivisions which involve the construction of new streets with services. A considerable amount of expense has already been incurred by the developers and they should be allowed to proceed.

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The subdivisions for which the construction of streets and services has begun and are close to completion are as follows:

- Ruby’s Way (second phase)
- Amelia Avenue and Emma Janes Way
- Sherbrooke extension - These streets will likely be fully developed within the next within the next year.

CONSULTATIONS

Jeff Sibley, Superintendent of Public Works
 Kevin Matheson, Interim CAO
 Grant Cooke, Town Planner
 Charles Thompson, Town Solicitor (Burchell MacDougall LLP)
 Jason Fox, Development Officer

ATTACHMENTS

N/A

CONCLUSION

Staff recommend that Council resolve to move to the next step which will be to hold a meeting of the Planning Advisory Committee (PAC).

Marc Seguin
 Chief Administrative Officer

BYLAW & POLICY REPORT TO COUNCIL - JUNE 27, 2024

We have been reviewing and cross-referencing our Committees' Terms of Reference (ToR) with respect to the Citizen Appointment Process Policy. Only 1 – Audit Committee requires an amendment and that is in section 4.1, bullet 5. Staff have prepared a draft with highlighted changes.

To summarize – all members of Committees are to be residents of Stewiacke with the exception of the Business & Tourism and the Recreation Committees. They also allow directors of companies within the Town.

Respectfully Submitted – Councillor Creelman, Chair Bylaw & Policy



General Policies

Policy Number: 2019-44
Title: **AUDIT COMMITTEE POLICY**
Approved by Council: September 26, 2019
Proposed Amendment Approval :

1. Purpose

- 1.1. The primary purpose of the Audit Committee is to provide advice to Council on all matters relating to audit and finance. The objectives of the Committee are to:
- fulfill the requirements outlined in Section 44 of the Municipal Government Act, and,
 - assist Council in meeting its responsibilities by assessing the adequacy and effectiveness of financial reporting, risk management and internal controls and making recommendations as deemed appropriate.

2. Scope

- 2.1. The Policy is applicable to all serving members of the Town of Stewiacke Audit Committee referencing the Nova Scotia Municipal Government Act (MGA) *(To be formed as per provincial requirements)*

3. Background

- 3.1. Municipalities are obligated to establish an audit committee, as outlined in Section 44 of the Municipal Government ACT (MGA). By establishing an audit committee, the independence of an external auditor is enhanced because there is a direct link between the auditor and the Councillors. Audit committees also facilitate communication between the auditor, the governing board and the counsellors. Furthermore, the audit committee acts as an advisory role to the governing body

Town of Stewiacke – Audit Committee Policy

because the committee is extensively informed on various matters relating to the financial statement audit.

4. Policy

4.1 Composition

- The Audit Committee will consist of five members – the Mayor, two Council members and two members at large.
- The Mayor will not serve as Chair of the Committee.
- The Vice Chair can be any member and will be selected by the Committee.
- A quorum is defined as 50% of the committee plus one.
- The appointment of the members at large shall follow the **Citizen Committee Appointment Process Policy** which states a member can be a resident or taxpayer or a director of a company in the Town of Stewiacke.
- Independent members or member at large cannot be related to a council member or an employee of the Town of Stewiacke.
- All members will serve a four-year term to maintain the knowledge base.
- The Audit Committee council members are required to complete training as prescribed by the Department of Municipal Affairs and Housing. All committee members are encouraged to attend to attend AMANS financial management courses.
- All members shall be appointed before December 31 of a municipal election year.
- Where a member is appointed in any time period before the election the members shall serve until the election and may be reappointed following the election.
- Where the call for ~~citizen~~ committee appointments does not result in an appointment, the vacancy will be re-advertised within six months.
- A meeting of the Committee will be held at least twice per year. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

5. Duties and Responsibilities

5.1 Audit

- a) Review the qualifications, independence; quality of service, performance and fees of the External Auditors, annually and recommend the appointment of an auditor to Council.
- b) Carry out the responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act.

Town of Stewiacke – Audit Committee Policy

- c) Review with Management and the External Auditor, the annual audited financial statements and recommend the approval to Council;
- d) Review with Management, the internal control management letter received from the auditors and recommend any changes to Council as required.
- e) The Audit Committee are required to review and discuss Financial Condition Indicators.
- f) The Committee will review the financial statements from the previous year as well as the current year.

6. 6.1 Finance and Risk Management

- a) Review with Management the quarterly financial package to be presented to Council and recommend approval;
- b) Review with Management annually all financial policies including those used in the preparation of the external financial statements;
- c) Review with the Management the adequacy of internal controls;
- d) Review with Management annually risk management practices including insurance coverage.
- e) Audit Committee must create a process in relation to alleged wrong-doing as well as having a process established for review purposes and advising Council.
- f) The Audit Committee shall review the annual summary of remuneration and expense schedule as well as annual hospitality expenses.

7. 7.1 Administration

- a) The meeting of the Committee will be held at least two times per year, more if necessary. October and January are the preferred months to meet although the meeting dates can be flexible, subject to consensus by the Committee. Additional meetings may be necessary to review items relating to the audit and will be called by the chair.
- b) The Chief Administrative Officer (CAO) and Manager of Finance will provide staff support to the Committee.

8. 8.1 Policy Considerations

- a) Develop an effective audit committee terms of reference for the Town of Stewiacke.
- b) Suggestions and recommendations of the audit committee should be made available to the public.
- c) Select, orient, and update audit committee members.
- d) Influencing the overall corporate "tone" for quality financial reporting, risk controls, and ethical behaviour.

- e) Reviewing the internal and external auditors' risk assessments and overall audit plans.
- f) Risk controls – monitoring processes for management's identification and control of key corporate financial and regulatory risk.
- g) Financial reporting – monitoring the integrity and quality of annual and interim financial reporting to stakeholders.
- h) Compliance – monitoring compliance with the corporate code of conduct and regulatory requirements, and reviewing and assessing conflicts of interest and related-party transactions.
- i) Audit committee needs to ensure independent external auditors.
- j) Audit Committee should adhere to the Financial Management Capacity Building Committee (FMCBC) Recommended Practice on Audit Procurement
- k) Assessing internal and external auditor performance.
- l) Assessing audit committee performance.
- m) Committee should be subject to an evaluation.

9. 9.1 Elaborated Policy Considerations

Developing an Effective Audit Committee Terms of Reference

- a) Audit committees should adopt a formal written mandate that is approved by Council members that establishes the scope of the committee's responsibilities. The terms of reference should also be made available to the public. A regular (no less than every five years) assessment of the terms of reference should be conducted and reported to the Council. The terms of reference should include a full description of the roles and responsibilities of the committee.
 - i. For example: The relationship with and expectation of the external auditor;
 - ii. The relationship with and expectation of the internal auditor function;
 - iii. Its oversight of internal control;
 - iv. Disclosure of financial and related information; and,
 - v. Any other matters that the audit committee feels are important to the terms of reference or that the Councillors choose to delegate.

Disclosure to the Public

- a) The audit committee should make their recommendations and suggestions known and disclosed to the public. The audit committee should be transparent with their decisions and their reasons behind its decisions, which can be done by disclosing the annual report to the public.

Selecting, Orienting, and Updating Audit Committee Members

- a) Council appoints audit committee members and the audit committee chairperson(s). Orientation may enhance the knowledge and effectiveness of an audit committee.

Town of Stewiacke – Audit Committee Policy

Influencing the Overall Corporate “Tone” for Quality Financial Reporting, Risk Controls, and Ethical Behaviour

- a) It is important for the audit committee to work closely with a municipality’s Council members. By maintaining a strong and cooperative relationship with open lines of communication, the committee can work effectively with the municipality.

Reviewing the Internal and External Auditors’ Risk Assessments and Overall Audit Plans

- a) The audit committee must be aware of the internal and external auditors, and understand their assessments. For those municipalities that do not have an internal auditor, the audit committee should understand the internal audit functions.

Risk Controls – Monitoring Processes for Management’s Identification and Control of Key Corporate Financial and Regulatory Risk

- a) It is important that the audit committee is aware of the government’s mandate and the specific goals that they wish to obtain. Audit committees must also be aware of the government’s risk management strategy and control mechanisms to ensure that these instruments are successful.

The Audit Committee Needs to Ensure Independent External Auditors

- a) Members of the audit committee should be independent and they should not have a relationship with the external auditors. Their independence should be maintained throughout the duration of their time on the audit committee.
- b) Refer to sections 3 and 4 of the Municipal Conflict of Interest Act, and the municipality’s own conflict of interest policies.

Financial Reporting – Monitoring the Integrity and Quality of Annual Interim Financial Reporting to Stakeholders

- a) The audit committee should recommend to Council any publication of financial reports, including key disclosures, changes from prior reporting periods, and important judgment questions that impact the integrity of the information.

Audit Committee should adhere to the FMCBC Recommended Practice on Audit Procurement

- a) The recommended practice provides guidance on specific elements that ought to be included when selecting independent auditing services for a municipality’s financial statements.

Compliance – Monitoring Compliance with the Corporate Code of Conduct and Regulatory Requirements, and Reviewing and Assessing Conflicts of Interest and Related-Party Transactions

- a) The audit committee should understand and be aware of the overall environment, laws, and regulations that affect the municipality. This provides reasonable assurance of compliance. The audit committee acts on illegal acts, reported conflicts of interest, and related-party transactions.

Assessing Internal and External Auditor Performance

- a) How internal and external auditors respond to the needs and expectations of the audit committee is the basis of performance measurement (need to be developed). An external auditor's purpose is to serve the citizens and Council through the audit committee. If an internal auditor is present in a municipality, its purpose is to assist the audit committee in various areas of financial reporting.

Assessing Audit Committee Performance

- a) The audit committee should periodically assess its performance. This often includes assessing the effective use of the committee's time, responsiveness to the terms of reference. This also includes an assessment of its effectiveness of relationships and communications with the external / internal auditors, the Councillors, and the users of the financial statements.

Evaluation

- a) The audit committee should be subject to an evaluation. The auditor and the audit committee should also be held accountable to the Councillors.

10. Legal and Regulatory – Section 44 Municipal Government Act

10.1 Audit Committee

- (1) The council shall annually appoint an audit committee
- (2) The responsibilities of the audit committee include
 - i. a detailed review of the financial statements of the municipality with the auditor;
 - ii. an evaluation of internal control systems and any management letter with the auditor;
 - iii. a review of the conduct and adequacy of the audit;
 - iv. such matters arising out of the audit as may appear to the audit committee to require investigation;

Town of Stewiacke – Audit Committee Policy

- v. such other matters as may be determined by the council to be the duties of an audit committee
- vi. any other matters as may be determined by the council.

<u>Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days):	
	<u>September 27, 2019</u>
Date of Passage of Current Policy:	
	<u>October 8, 2019</u>
Date of proposed amendment:	
	<u>June 27th, 2024</u>
_____	_____
Chief Administrative Officer	Date

Mayor Report June 27, 2024

- May 17: Rasing of the Progressive Flag in Dennis Park
 - May 20: Funding announcement with MLA Larry Harrison
 - May 21: Indigenous Day Celebration in Millbrook
 - May 22: Truro Pride Celebration in Truro
 - May 24: IANS AGM in Halifax
 - May 25: TCPEP AGM in Truro & REMAC in Bible Hill
 - May 26: Audit Committee members meeting
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