



Before we begin our meeting, we acknowledge that we are gathered on the traditional territory of the Mi'kmaq people. We recognize the deep and ongoing relationship the Mi'kmaq have with this land, and we honor their history, culture, and contributions. We welcome all those who live, work, and play in Stewiacke, and we strive to uphold the spirit of respect and unity in our community.

Committee Of The Whole

1. Call to order
2. Attendance;
3. Approval of / changes to agenda
4. Disclosure of interest on agenda items
5. Approval of minutes from the previous meeting – COTW January 8, 2026
6. Announcements
7. Presentations
8. Written petitions / correspondence
9. Citizens comments
10. Business
 - A) CAO report
 - B) GRID funding report
 - C) Tender – Low Tide Lift Station
 - D) TOWN Hall building report
 - E) 2026-2027 DRAFT budget

Town Committee(s)



COTW MEETING AGENDA
Thursday February 26, 2026 @ 7:00 pm
Council Chambers, Stewiacke, NS

- A) Bylaw and Policy – Funding and Grants Policy (Councillor Rogers)
- B) PAC - Request for encroachment agreement (Mayor Glasser)

11. In camera session

- A) Personnel Matters
- B) Personnel Matters

12. adjournment



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

1. Call to Order –7:00PM by Chair (Deputy Mayor Lutz)
2. Attendance I would like to acknowledge the attendance of the following:

Town Council	Position
Doug Glasser	Mayor, Town of Stewiacke
Suzanne Lutz	Deputy Mayor, Town of Stewiacke
David LeBlanc	Councillor, Town of Stewiacke
Rebecca Rogers	Councillor, Town of Stewiacke
Pam Osborne	Councillor, Town of Stewiacke
Marc Seguin	CAO, Town of Stewiacke
Erin Richard	Director, Community Development

3. Approval of / Changes to Agenda

Motion to Approve Agenda:	Approved By:
First	Councillor Osborne
Second	Councillor Rogers
Result	Carried

4. Disclosure of Interest on Agenda Items

None

5. Approval of Minutes



COMMITTEE OF THE WHOLE **MINUTES**
Thursday January 8th, 2026 @ 7:00 pm
Council Chambers, Stewiacke, NS

There are no minutes to approve at this meeting due to the combined meeting on December 18th. Minutes from that meeting will be brought forward at the next council meeting on January 22, 2026.

6. Announcements / Proclamations

There were none

7. Presentations

There were none.

8. Written Petitions and Correspondence

There were none.

9. Business

- a) Equity and Anti Racism Strategy – We will now have a staff report and presentation from Erin Richard, Director, Community Development.

Motion: That, the Regional Equity & Anti-Racism Strategy report be received; and That we recommend to council that Council adopt the Regional Equity & Anti-Racism Strategy as presented.

Motion to Approve:	Approved By:
First	Councillor Osborne
Second	Councillor LeBlanc
Result	Carried

- b) Town Committee Policy - Vacancies – hand over to Mayor Glasser for report presentation



Motion: We recommend to Council that the vacant Committee appointments be advertised in accordance with Town Policy; and

We recommend to Council that Staff proceed to advertise for the following vacancies:

- 1) Audit Committee - One (1) position for member at large 1
- 2) Community Parks, Recreation & Special Events - One (1) position for member at large
- 3) Community Parks, Recreation & Special Events - One (1) position for member at large 12-18 YR
- 4) Colchester East Hants Library Board – One (1) position

The original motion was rescinded by Mayor Glasser and Second by Councillor Rogers.

Motion: We recommend to Council that the vacant Committee appointments be advertised in accordance with Town Policy; and

We recommend to Council that Staff proceed to advertise for the following vacancies:

- 1) Audit Committee - One (1) position for member at large 1
- 2) Community Parks, Recreation & Special Events - One (1) position for member at large
- 3) Community Parks, Recreation & Special Events - One (1) position for member at large 12-18 YR

Motion Revised

Motion to Approve:	Approved By:
First	Mayor Glasser
Second	Councillor Rogers
Result	Carried

10. By-laws and Policies

There were none.

11. Citizen Comments – No Comments

12. Mayor Report – Verbal Report

13. Councillors Reports

Councillor Leblanc, Verbal Report



COMMITTEE OF THE WHOLE **MINUTES**
Thursday January 8th, 2026 @ 7:00 pm
Council Chambers, Stewiacke, NS

Councillor Osborne, Verbal Report
Deputy Mayor Lutz, Verbal Report

14. In-Camera Session

A) Contract Negotiations

Motion to go in camera called @ 7:24 PM

Motion to Approve	Approved By:
First	Councillor Osborne
Second	Councillor Rogers
Result	Carried

Motion to go out of camera called @ 7:59PM

Motion to Approve	Approved By:
First	Councillor Rogers
Second	Mayor Glasser
Result	Carried

15. Notice of Motion and Reconsideration - NONE

16. Adjournment @ 7:59PM



To: Town Council
From: Marc Seguin. CAO
Re: CAO Report
Date: February 26 ,2026

The following is a list of general updates as of February 26, 2026.

This report is submitted as information only.

Public Works Report:

Snow Removal - We ask residents to continue to be aware of the winter road parking restrictions that are in effect.

The Municipal Parking Ban Indicates

No person shall park or have standing any attended or unattended vehicle on any way or highway right-of-way which may interfere with snow removal or the normal movement of traffic. Any vehicle parked, disabled, or abandoned on any public way that interferes with or hinders the removal of snow or sanding may be removed and stored, at the owner's expense, at the order of the Town of Stewiacke without notice to the owner beginning December 15th and ending April 15th between the hours of 9:00 PM and 7:00 AM. The Town of Stewiacke will in no way be responsible for any damage or loss to a vehicle stored in compliance with this Section.

Water Tank Maintenance Project – Following Council approval the contract was awarded to Aqua Store. The project has started with maintenance on the water tower and related equipment at the water treatment plant, however some delays have been experienced.



Many of the maintenance items including the flashing replacement have been completed, however a pump failure delayed the process. The new pump was installed.

Water Treatment Plant Design Project – The Department of Environment has provided approval to take water from the aquifer on St. Andrews Rd.

Staff made an application to the GRID program for project funding. The Province of Nova Scotia responded the Town and have committed 50% funding towards the project request.

As a next step, Staff will be releasing a request for proposal for design and project management services.

Emergency Repairs:

Water Treatment Plant - On Saturday, January 31, 2026 a power outage caused power surge that blew fuses in the electrical system and damaged some electrical components. The electrical damage resulted in an emergency repair. Additionally, that same evening a pipe bust in the plant requiring emergency repairs and water conservation efforts to be put in place.



Deisel Generator – A leak in the diesel generator tank (required for emergency pumping) was found in January which requires immediate repair.

Upon inspection it was determined that the tank and liner need immediate replacement and is being deemed as an emergency repair. As the tank and liner are components that are specific to the generator brand the components cannot be sourced other than from the manufacturer of the generator, however Staff were able to acquire two quotes) on the same product from two separate suppliers. The components, labor and materials estimate to complete the repair are forecasted at \$50,000.

Water Tower Windcrest – A leak the approximate size of a “loonie” developed approximately 60ft in the air. An emergency repair was required. Aqua Store was engaged on an emergency basis to make the repair.



Upon inspection the leak was found to be located behind the riser pipe that runs up the wall of the tank. Both the riser pipe brackets and tie back straps show signs of ice damage as well as rust streaks on the tanks exterior from where the bolts have broken glass on the tank. In total there appears to be six (6) sheets in line with where the riser pipe is located that show signs of rust on the tanks exterior. These sheets will need to be replaced.



It is necessary to complete more maintenance work including re sealing the seams and replacing anodes. This work will be added to the scope of the water Tower maintenance project that was awarded to Aqua Store in the Fall. Water Reservoir Maintenance Tender to Aqua Store Canada in the amount of \$125,820 (Plus HST).

The Town of Stewiacke received a \$2.5 million dollar grant from the Province of Nova Scotia in 2024. The funding is a 50% / 50% split between the Province and the Town to a total combined investment of \$5,000,000. A total of \$300,000 was forecasted by Staff for this portion of the project and staff are confident that we can complete the unforeseen maintenance within the estimate.

The unforeseen maintenance will demand that the Windcrest water tank be taken completely offline during this work. Staff estimate a two-week timeline. Engineering support will be required to ensure proper planning for pressure and supply during the work. Staff are working towards May for this work to occur and anticipate asking the public to proceed with water conservation during this project.

Additional, Staff note for Council that the ice has fallen from the tower resulting in damage to the fence around the water Tower. Staff will assess the damage as the ground thaws and attempt to repair the damage.

Meeting with Highway and Transportation – Staff met with Provincial Staff to receive an update on the traffic infrastructure plans for Hwy # 2 and Mian St. Currently there are no plans on the Provinces capital plan for the intersection. The Province would require a traffic impact study to be complete at the Towns cost to review.

In the spring of 2026 the Provincial Highway Staff will complete a “Signal Warrant Analysis” for the Town as a first step. The report will be submitted to the Town once complete.

Community Development:

- March Break Camps are at 95% capacity
- Easter Egg Hunt will be held on March 28th, 2026, at 10AM @ Rec Grounds
- Fire Inspections at the Water Treatment Plant, Wastewater Treatment Plant and outbuildings have been completed.
- Recreation Nova Scotia Fall conference will be held in Truro this coming fall. Staff are supporting the planning committee
- Stewiacke Community Centre Stage has been renovated, thanks to a donation from the Rising Tides Art Society, the Dinner Theater, and a generous community member.



Amalgamation Meeting:




Join the Town of Stewiacke Council and Staff for an information session on amalgamation March 5, 2026.

The aim of the session will be to discuss the steps to amalgamation. Opportunity will be available for residents to provide opinion on amalgamation and combining resources, governance, and services.

When: Thursday, March 5, 2026
Time: 6:30pm to 8:30pm
Where: Stewiacke Community Centre

Your feedback is important. These are the questions that we will be asking you to feedback on at this meeting:

- What do you think are some pros?
- What do you think are some cons?
- What do you feel will be lost?
- What do you feel will be gained?

<p style="text-align: center;">AMALGAMATION INFORMATION SESSION</p> <p>Your Opinion Matters</p> <p>Join the Town of Stewiacke Council and Staff for an information session on amalgamation March 5, 2026. The aim of the session will be to discuss the steps to amalgamation.</p> <p>Opportunity will be available for residents to express their opinions on amalgamation and combining resources, governance, and services.</p> <p>Time, Date and Location</p> <p> Thursday, March 5, 2026</p> <p> 6:30PM - 8:30PM</p> <p> Stewiacke Community Centre</p> <p><small>STEWIACKE RIVERS OF OPPORTUNITY</small> For more information, visit www.stewiacke.net</p>	<p style="text-align: center;">AMALGAMATION Why Does Your Input Matter?</p> <p>What is Amalgamation?</p> <p>Amalgamation is a process that reshapes municipal services, like economic development, infrastructure investment, and municipal service delivery.</p> <p>Ensuring Decisions are Community Centered</p> <p>This opportunity aims to ensure that every decision made reflects the needs, values, and priorities of the residents of the Town of Stewiacke.</p> <p>This initiative focuses on understanding the effects and impacts of:</p> <ul style="list-style-type: none"> • Community Identity: Exploring efficiency with the unique traditions and character of each municipality. • Service Delivery: Investigating how amalgamation might impact municipal services. • Taxation and Costs: Analyzing the financial implications while ensuring transparency. • Representation: Making certain that all voices are heard and taken into account throughout this process.
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Marc Seguin

Marc Seguin
Chief Administrative Officer



To: Town Council

From: Marc Seguin, CAO

Re: Growth and Renewal for Infrastructure Development Program (GRID)

Date: February 26, 2026

RECOMMENDATION

We recommend to Council that the Mayor and CAO be authorized to execute the contribution documents with the Province of Nova Scotia, Department of Municipal Affairs to secure \$1,702,006 toward the cost of the Towns water treatment plant design and project management.

We recommend to Council that the Town of Stewiacke match the Provinces contribution and approve the Towns contribution of \$1,702,006 (50%) of the project cost (\$3,404,012).

ORIGIN

The Province of Nova Scotia released the Growth and Renewal for Infrastructure Development Program (GRID) in the Fall of 2025. The Growth and Renewal for Infrastructure Development Program (GRID) supports investment in priority municipal infrastructure projects that address critical capacity issues, build more accessible and adaptable communities and enable the preservation and expansion of services to support housing.

This program was established as part of the renewed Service Exchange Agreement between the Province and the Municipalities. This partnership led to the creation of GRID, an application-based program, which supports provincial priorities and provides municipalities with increased flexibility in leveraging funding.



The Town of Stewiacke made an application for eligible costs associated for the design, project management, construction inspection and administration of the Towns new water treatment facility project. This project remains the Towns number one priority.

Background

The GRID program may provide funding for 50% of eligible project costs, though the actual cost-sharing percentage can vary based on project specifics or budget availability.

DISCUSSION

Prior to the capital expenditures, the town needs to invest in the cost of design and design project management. Staff was tasked by Council to make the application and return and report with further information.

On Friday, February 20, 2026 the Honourable John A. MacDonald, Minister of Municipal Affairs wrote to the Town to advise that the Department of Municipal Affairs has approved our funding request and will contribute \$1,702,006 toward the cost of this project (50%).

POLICIES/LEGISLATION

N/A



FINANCIAL

Staffs’ estimates are based on construction costs. For the purposes of design and design project management, Staff have estimated the following:

Item	Cost
Engineering - Design (plant, well infrastructure & distribution system)	\$2,000,000
Engineering - Project Management (DESIGN)	\$500,000
Engineering - Backup well sourcing	\$350,000
Contingency 15%	\$427,500
Total estimated cost	\$3,277,500
HST	\$126,512
TOTAL ESTIMATED PROJECT COST	\$3,404,012

Based on the funding announcement the Town and Province will share the above total cost (3,404,012) at 50%.

The breakdown would be as follows:

Town of Stewiacke @ 50% of \$3,404,012	Province of Nova Scotia @ 50% of \$3,404,012
\$1,702,006	\$1,702,006

CONSULTATIONS

Helen Young, Manager of Finance

ATTACHMENTS

N/A



CONCLUSION

Staff recommend that Council authorize Staff to execute the contribution documents and that Staff release the procurement documents to secure a design team and project manager.

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer



To: Town Council
From: Marc Seguin
Re: Low Tide Road Pump Station
Date: February 26, 2026

RECOMMENDATION

That, the Low Tide Road Pump Station report be received; and

That Council recommend that contract No. 251100.00 – Low Tide Road Pump Station Upgrades be awarded to Rodco Mechanical (2014) Ltd. in the amount of \$247,000.00 (plus HST); and

That Council recommend that the Mayor and CAO be authorized to execute the contract on behalf of the Town.

Background

The Town of Stewiacke identified the wastewater pumping station adjacent to the intersection of Main Street West and Low Tide Road as deficient and in-need of upgrades to meet current and future wastewater capacity. CBCL Limited (CBCL) was retained to provide an assessment of the Towns wastewater infrastructure, design, tender, and construction services for this pumping station. The project is a reflection of the necessary wastewater infrastructure upgrades required to meet the Towns current and future wastewater capacity needs.

Town Staff issued a tender document which closed on February 19, 2026 at 2:00PM in accordance with Town procurement policy.

The Town of Stewiacke received tenders for the Low Tide Road Pump Station.



DISCUSSION

Four (4) bids were received at the closing of the tender on Feb. 19, 2026 at 2:00pm.

Bid #	Company	Total
Bid # 1 – LOW BID	Rodco Mechanical Ltd.	\$247,000
Bid # 2	L&R Construction Limited	\$271,416
Bid # 3	Atlantic Snow and Ice Management	\$281,945.14
Bid # 4	Dexter Construction Company Limited	\$468,200

POLICIES/LEGISLATION

Town Procurement Policy – 2000-05

FINANCIAL

The Town of Stewiacke received a \$2.5 million dollar grant from the Province of Nova Scotia in 2024. The funding is a 50% / 50% split between the Province and the Town to a total combined investment of \$5,000,000.

CONSULTATIONS

Gary Fisher – Public Works Supervisor
 Helen Young – Director, Corporate Services

ATTACHMENTS

N/A



CONCLUSION

Based on the bids received and the review completed by CBCL Limited, Staff recommends that Contract No. 251100.00 – Low Tide Road Pump Station Upgrades be awarded to Rodco Mechanical (2014) Ltd. in the amount of \$247,000.00 (plus HST).

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer



To: Town Council

From: Marc Seguin, CAO

Re: Offer of Land For The Construction of a Town Hall Building

Date: February 26, 2026

RECOMMENDATION

That the Offer of Land For The Construction of a Town Hall Building be received.

ORIGIN

The Town of Stewiacke Town Hall, which houses the local library branch, was built pre 1940 and additions were compelled in the 1960s and 1970s. This would make the building +/- 85 years old.

The building has recently been inspected for violations against the building and fire code. No previous fire inspection reports have been found on file for the building.

Staff brought this information forward to Council in May 2025 and a subsequent report was provided to Council in January 2026.

Since January, Staff have received an unsolicited offer for Councils consideration from Perry Lake Developments.

Background

As the Town of Stewiacke is required to be compliant with the building, fire code and pending accessibility codes changes, Staff require direction from Council on the option to proceed with.

Town of Stewiacke | 295 George Street | P.O. Box 8 | Stewiacke, NS B0N 2J0
Office 902-639-2231 | Fax 902-639-2221 | Email town@stewiacke.net



The Town of Stewiacke Town Hall, was built approximately 85 years ago and many expansions / renovations have occurred. Town Staff are not aware of the date of or if any previous fire inspection reports have been completed on the building.

The Town of Stewiacke is required, to provide the building inspectors with a schedule and/or time frame to which items will be addressed or what other direction will be taken.

To date, Staff have made all of the minor adjustments that can be made without major investment.

The Town is now in a position where, either:

- 1) Funds need to be allocated to remedy all fire code violations and accessibility code needs; and
or
- 2) Funds need to be allocated to proceed with another of the options as outlined within this report.

DISCUSSION

Options were provided to Council in January 2026. The options to Council which could include, but are not limited to:

Option 1 - Town Council, could instruct staff to proceed with all of the repairs and fixes needed at the current building (295 George St.)

Option 2 - The Town could initiate the process to construct a new Town Hall on vacant Town owned properties. Available Town land could be used for the purpose of building a new Town Hall and Library.

Option 3 – The Town could look at additional options to house staff. The Town owns the old public works building and the Community Centre which have space; however each would need significant investments to meet Town business needs and meet proper building code, including the provinces' new accessibility standards.



Option 4 – The Town could inquire about leasing or purchasing existing or new (future) building properties.

Following Staffs report to Council in January, Staff have received and unsolicited offer from Perry Lake Developments for Councils consideration.

The Offer : LAND - From Perry Lake Developments

Perry Lake Developments (PLD) offers the Town of Stewiacke the following:

- Perry Lake will gift lot (C10) in Stewiacke River Crossing to The Town of Stewiacke. (57387.79 sq.ft.) (1.31745 ac.) for \$1.00 (one dollar) for the purpose of building a new Town Hall Building.

SEE ATTACHMENT - LOT C10 - Approximately 1.3 Acres or 5,331.5 Sq. M

The offer to the Town of Stewiacke from Perry Lake Developments is subject to the following;

- Donation Receipt – PLD will require That the Town provide a “donation receipt for land value based on most recent sales of \$7.50 per sq. ft. $57387.79 \times \$7.50 = \$430,408.43$ net of HST.

Staff have confirmed that:

- The Municipal Government Act (MGA) does allow for Municipalities to receive land as a donation for the purposes of development of municipal assets (Town Hall / libraries, Parks etc.); and
- That the Municipality can issue a “donation receipt” for the market value of the land.
- PLD requires that Town covers all closing costs (costs will be minimal).
- PLD will require that the Town accept and abide by all existing PLD Commercial Land Covenants including construction Start Date and Buy Back clauses. This is required by all owners in the development area.

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- The Town must acknowledge that the purpose of the gifting of land is for the construction of a Library/Town Hall. If property is to be sold or other unapproved PLD uses, PLD would then be paid the above valued price plus HST by the town.
- The lot would be accepted in as-Is condition.
- The offer from Perry Lake Developments is open for acceptance until April 15 2026.

Should Council provide direction to Staff to proceed with this offer, Council should be aware of the following.

- 1) That the C10 property can hold a 5,000 sq. ft. footprint.
- 2) That Staff estimate Town Hall requiring approx. 5,000 Sq. Ft. for Town business requirements.
- 3) That if the library is included in a new building on this property that the building housing both a Town Hall and the library will need two floors to accommodate the requirements.

Note that the current library is approximately 30 ft x 60 ft or 1,800 sq. ft.

Building Size (Square Feet)	@ \$350 Per Square Foot Estimate
5,000 sq. ft.	\$1,750,000 *Estimate without library
6,000 sq. ft.	\$2,100,000
7,000 sq. ft.	\$2,450,000 *Estimate with approx. 2,000 square ft. for library
8,000 sq. ft.	\$2,800,000 *Estimate with approx. 3,000 square ft. for library
9,000 sq. ft.	\$3,150,000 *Estimate with approx. 4,000 square ft. for library
10,000 sq. ft.	\$3,500,000*Estimate with approx. 5,000 square ft. for library



What options exist for the library?

Options include but are not limited to:

- 1) Build New – Combine new library build with Town Hall.
- 2) Build New – Standalone library building on one of the Towns vacant properties (I.e. Old Church Lot).
- 3) Leave in Existing Building - Leave library in current space at 295 George St. – Renovate existing space to bring to code and accessibility requirements. Town would be responsible for cost of renovation (possible off set if contribution received from Colchester).
- 4) Leave in Existing Building current space at 295 George St. & expand – If Town Hall Staff move to new locations, the library could be expanded. Town would be responsible for cost of renovation (possible off set if contribution received from Colchester).
- 5) Seek Alternatives – Other building structures.

General feedback received by Staff from the community is that the library should remain in the “downtown” adjacent to or in proximity to Dennis Park. Therefore if Council wishes to pursue this proposal, it would be staff’s recommendation that a new Town Hall Administration building be built without the library and that the focus of

POLICIES/LEGISLATION

Nova Scotia building and fire code and the Municipal Government Act.



FINANCIAL

Perry Lake will gift lot (C10) in Stewiacke River Crossing to The Town of Stewiacke. (57387.79 sq.ft.) (1.31745 ac.) for \$1.00 (one dollar) for the purpose of building a new Town Hall Building. In addition the Town would be required to cover the closing costs.

As an option the Town could consider funding a new build by liquidating other unused Town land assets.

CONSULTATIONS

Avery Withrow – Town Building Inspector
Pat Boyce – Town Building Inspector
Helen Young – Director, Corporate Services
Erin Richard – Director, Community Services

ATTACHMENTS

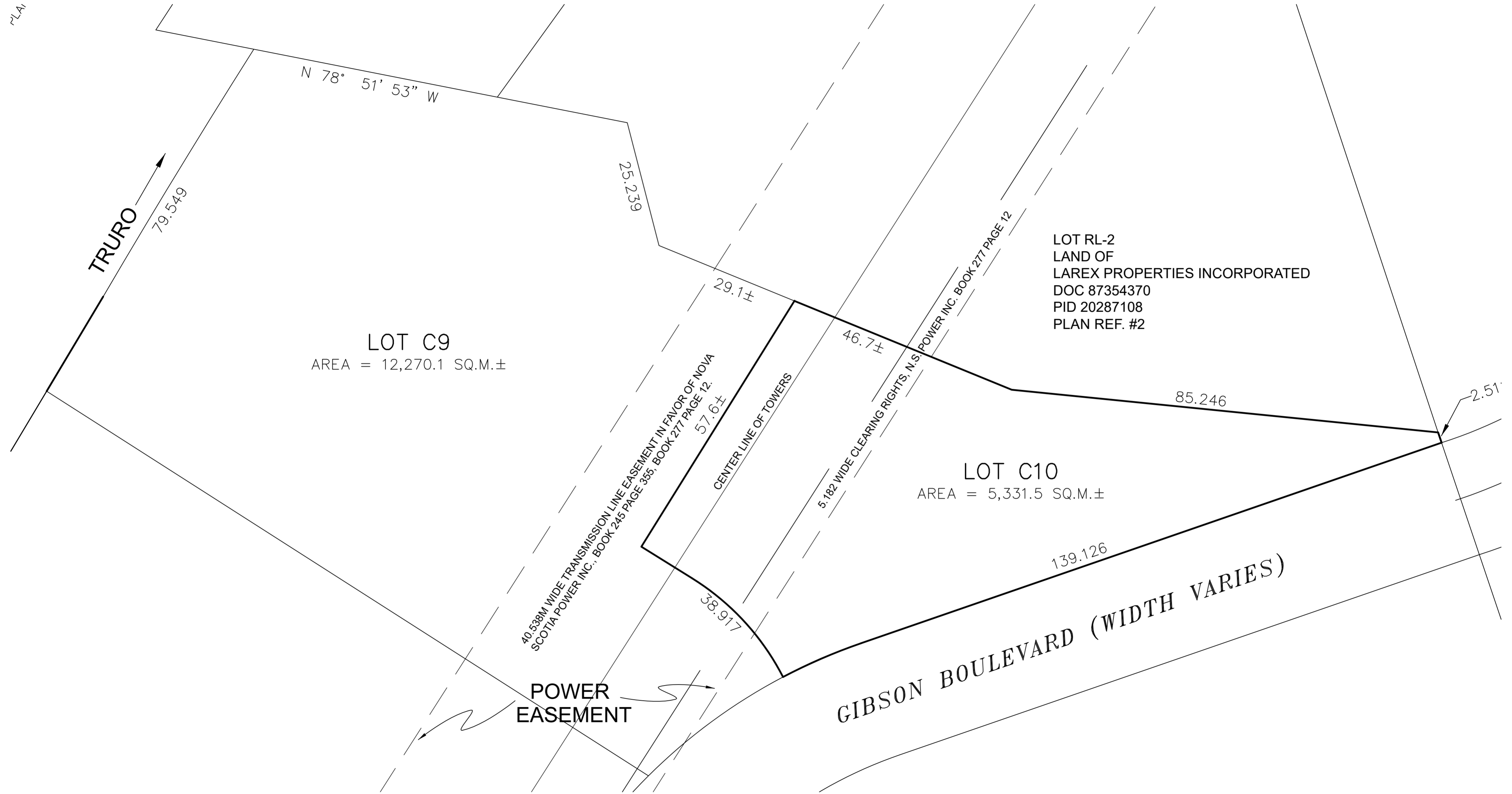
Property Survey / Site Plan

CONCLUSION

Staff present this report to Council as information and ask for Council direction.

Marc Seguin
Chief Administrative Officer

LOT C10 - Approximately 1.3 Acres or 5,331.5 Sq. M



LOT RL-2
LAND OF
LAREX PROPERTIES INCORPORATED
DOC 87354370
PID 20287108
PLAN REF. #2

LOT C9
AREA = 12,270.1 SQ.M.±

LOT C10
AREA = 5,331.5 SQ.M.±

POWER
EASEMENT

GIBSON BOULEVARD (WIDTH VARIES)



Policy Title: Funding and Grants Policy #2026-XX

Approval Date: March 26, 2026

Replaces: N/A

Preamble

The Town of Stewiacke (Municipality) recognizes that many public entities and registered societies maintain their financial records.

The Town also recognizes that the public's expectation regarding accountability for how all tax dollars are spent is steadily increasing. The Town of Stewiacke acknowledges that it has a legal accountability for spending public funds which extends to both Municipally elected and appointed officials, Staff and Directors / Agents of Volunteer Groups.

All parties have a responsibility to make sure that public dollars are being spent in a responsible, open, and transparent manner and that said funding is properly accounted for and reported.

Policy Objective

The following policy will outline the requirements of the Town of Stewiacke for funded agencies where the Town of Stewiacke has provided annual funding or a grant in excess of \$10,000 per year.

General Statement:

This policy shall capture the financial reporting requirements of all agencies or societies funded (funded agencies) by the Town of Stewiacke which includes but is not limited to the Colchester East Hants Public Library, Royal Canadian Mounted Police (RCMP), Stewiacke & District Volunteer Fire Department and others. Such entities will be defined as "funded agency / funded agencies" within this policy.

Town Council may require proof of compliance with its policies before advancing any funds.



Policy

1) General Provisions:

- 1.1 **Municipal Government Act** - In all activities and undertakings, the Town of Stewiacke and their funded service providers (i.e agency or society etc.) to which this Policy applies, shall also be subject to requirements of the Municipal Government Act (MGA) and other pertinent legislation.
- 1.2 **Registration** - This policy requires that all entities funded by the Town of Stewiacke be a registered society under the Societies Act of Nova Scotia, a company under the Companies Act of Nova Scotia, or a body corporate pursuant to other legislation.
- 1.3 **Joint Stocks** - This policy requires that all entities funded by the Town of Stewiacke be in good standing with the "Registry of Joint Stock Companies" of Nova Scotia.
- 1.4 **Funding Requirements** - All public agencies, societies or volunteer groups that receive annual funding in excess of \$10,000 annually must provide the following:
 - Audited financial statements
 - Annual budget requests to the Town by January 1st each year
 - One report to Council approximately halfway through each fiscal year (October)
- 1.5 **Proof of Compliance** – Upon request the funded agency shall be required to provide proof of compliance with any legislation or policies of the Municipality before advancing funds.
- 1.6 **Withholding Funds** - Any funded agency failing to comply with any applicable legislation, the Policy, and/or the conditions set out in the resulting funding agreement shall have future instalments from the Municipality withheld until such time as all conditions are met.
- 1.7 **Procurement** – Funded agencies shall follow Nova Scotia's procurement policies as updated from time to time. Funded agencies shall consult with the Municipality to determine how the goods or services will be tendered when the anticipated cost exceeds the greater of \$133,800,



or the current threshold amount established for Municipalities, Academic Institutions, Schools, and Hospitals (MASH) Goods under the Canadian Free Trade Agreement, unless otherwise dictated by Agreement.

- 1.8 **Capital Plan** – Any agencies that utilize public funding towards the assistance with capital expenditures, the Municipality will require the agency to submit to the Municipality a five (5) year capital plan.

2) Loan Guarantees

2.1 **Loans** - For capital expenditures requiring a loan, the Town of Stewiacke may consider requests for a loan guarantee to be approved by Municipal Council.

2.2 **Required Information** - The funded agency making the request is required to provide whatever information the Municipality deems necessary to consider a request for a loan guarantee. Any guarantee provided would be on conditions as stipulated by the Municipality and where the Municipality has determined that it would not create undue risk or liability for the Municipality.

2.3 **Guarantees** - The Municipality shall guarantee loans, subject to the other provisions of this Policy, and if by agreement, Council being satisfied that:

(1) **No Duplication** - The purpose of the loan is for equipment that is not unduly duplicative or available within or near the Municipality; and

(2) **Undue Risk** - The guarantee will not create undue risk or liability for the Municipality.

2.4 **Consideration** - In considering guarantees, the Municipality shall undertake financial analysis of the impact on the Municipality's obligations under the Municipal Government Act and any policies of the Municipality

The Municipality shall only consider guarantees for capital purchases in excess of the greater of \$133,800, or the current threshold amount established for MASH Goods under the Canadian Free Trade Agreement, unless otherwise dictated by Agreement.



2.5 **Fixed Term** - All loans for which the Municipality provides a guarantee, shall be of a fixed term.

2.6 **Proof of Compliance** - Council may require the funded agency to provide budgets, financial statements, proof of how the funded agency has fulfilled requirements of the Municipal Government Act, or other supporting materials for the loan guarantee request.

2.7 **Sole Discretion** - It shall be at the sole discretion of Council to limit the number of loan guarantees issued to a funded agency at any one time.

2.8 **Council Resolution** - Where there is the requirement that Municipal Council passes a guarantee resolution for receiving debentures directly from the Department of Finance and Treasury Board (formerly the Nova Scotia Municipal Finance Corporation), such resolution shall not be unreasonably denied.

Date of Council members Review: Thursday, February 26, 2026

Date of Passage of Current Policy: Thursday, March 26, 2026 - PENDING

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

CAO / Clerk

Date



To: Stewiacke Town Council (COTW)
From: Jacob Macpherson, Planner
Re: Request for encroachment agreement
Date: February 26, 2026
Submitted On: February 23, 2026

RECOMMENDATION

- (1) That Council recommend that staff enter the Town into an encroachment agreement with the applicant.
- (2) And that Council recommend that staff consider future encroachment agreement requests through a similar process without requiring a public process.

BACKGROUND

On January 1, 2026, the Town received a request by realtor Rene Levesque to provide a letter recognising an existing encroachment of a dwelling at 208 Kitchener Street on to Town land. A draft encroachment agreement is attached as Schedule 1.

DISCUSSION

The home on 208 Kitchener Street extends 1.27 feet onto the grass area between the sidewalk and front yard of the property. It is not clear exactly how long the home has been encroaching on the Town's land. In the future if the Town decided to widen this part of Kitchener Street, the part of the building that encroaches on the Town's land would need to be removed. For this reason, the new owner of the property is asking for the Town to recognize the encroachment.

Part 1 of Staff's recommendation is for the Town to enter into the encroachment agreement because it sets out clear, predictable rules for how the land will be handled by the Town and the landowner.



Through consultation with the Town’s solicitor, a draft encroachment agreement has been provided for the Planning Advisory Committee to consider, attached as Schedule 1. The benefit of entering into an encroachment agreement is that both and Town and the landowner will be in agreement on who owns the land, how the existing encroachment will be treated by the Town, and what will happen if the encroaching portion of the home is destroyed.

While the Town’s current development application process has measures to keep new buildings off of neighboring properties, similar encroachment agreement requests may come in for existing buildings going forward. Part 2 of Staff’s recommendation is for similar encroachment agreement requests to use the same style of agreement and for the request to only be considered by Staff instead of requiring a public process. The most common reason to request an encroachment agreement is because a residential property is going to be sold and the potential buyer wants the Town to acknowledge the encroachment before they buy the property. The agreement drafted for this request would serve as a reasonable agreement for most requests for the Town to recognize an existing encroachment and would allow Staff to process these time-sensitive requests more quickly. If a substantially different kind of request is made, it would go through a public process to allow the Planning Advisory Committee and Council to consider the request.



POLICIES/LEGISLATION

<p>Priority #3 Improve the quality of our road, sidewalk, and storm drainage infrastructure.</p>	<p>The agreement reserves the Town’s right to widen Kitchener Street in the future if necessary.</p>
<p>Goal 11 Protect the infrastructure of the Town.</p>	<p>The agreement reserves the Town’s right to widen Kitchener Street in the future if necessary.</p>
<p>Goal 5 Encourage active transportation</p>	<p>The agreement reserves the Town’s right to add active transportation infrastructure to Kitchener Street, such as a multi-use pathway, in the future if necessary.</p>
<p>Policy ICSP - 33 It shall be a policy of Council to promote the use of the Crawford Trail to both residents and visitors alike by providing information about the Trail on the Town’s website and by other means, such as additional signage directing visitors to the Trail. The Town will also continue to provide resources to maintain the Trail.</p>	<p>The subject property is about 366 ft (111 m) from the John Crawford trail. Additional signage to the trail may require the use of Town land in the future. This agreement reserves the right to use the encroachment land if necessary but also sets out that the Town will act reasonably when determining if municipal works necessitates the removal of the encroachment.</p>



MOTION

- (1) That Council recommend that staff enter the Town into an encroachment agreement with the applicant.
- (2) And that Council recommend that staff consider future encroachment agreement requests through a similar process without requiring a public process.

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer

ENCROACHMENT AGREEMENT dated this ____ day of _____, 2026

BETWEEN

TOWN OF STEWIACKE
(hereinafter referred to as the "Town")

AND

JILLIAN ANNE O’SULLIVAN
(hereinafter referred to as the "Property Owner")

RECITALS

WHEREAS Jillian Anne O’Sullivan is the registered owner of the property municipally known as 208 Kitchener Street, Stewiacke, Nova Scotia, PID 20427795 (the "Property"), which contains a residential structure (the "House");

AND WHEREAS the Town has determined that the House encroaches upon the street right-of-way located on Kitchener Street, as shown on the Plan of Survey filed at the Colchester County Land Registration Office as Instrument No. 124513533, a copy of which is attached as Schedule “A” to this Agreement;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Parties agree as follows:

ARTICLE 1 – DEFINITIONS

1.1. Destruction of the House

"Destruction of the House" means material or substantial damage resulting from fire, natural disasters, structural integrity failure, or similar unforeseen events that render the House uninhabitable or practically unrepairable.

1.2. Encroachment

"Encroachment" means any portion of the House permanently or temporarily occupying or negatively impacting the street right-of-way on Kitchener Street.

1.3. Right-of-Way

"Right-of-Way" means the portion of Kitchener Street designated as public property or roadway.

ARTICLE 2 – ACKNOWLEDGEMENT OF ENCROACHMENT

2.1 The Town hereby acknowledges the Encroachment of the House onto the street Right-of-Way located on Kitchener Street.

2.2 The Town consents to the continued existence of the Encroachment, subject to the provisions set forth in this Agreement.

2.3 This Agreement does not constitute any conveyance of title or legal rights in the Right-of-Way to the Property Owner nor constitute any permanent waiver of the Town’s powers regarding the Encroachment or its municipal property.

ARTICLE 3 – FUTURE MUNICIPAL INFRASTRUCTURE WORK

- 3.1 The Property Owner acknowledges the Town's right to undertake any road widening, maintenance, alteration, improvement, or other municipal works concerning Kitchener Street or the Right-of-Way.
- 3.2 The Town agrees that it shall act reasonably when determining whether such municipal works necessitate the removal of the Encroachment.
- 3.3 The Town shall provide the Property Owner with written notice of no less than sixty (60) days prior to the commencement of any municipal works that require the House to be moved, altered, or removed. The notice shall contain the following:
 - a. A detailed description of the proposed municipal works;
 - b. A clear explanation of the extent and necessity of removal or alteration of the Encroachment; and
 - c. Any material obligations the Property Owner must comply with in relation to the municipal works.
- 3.4 The Property Owner shall, at their sole expense, undertake all removal, alteration, or adjustment of the Encroachment within the time period specified in the Town's notice.

ARTICLE 4 – DESTRUCTION OF THE HOUSE

- 4.1 In the event of Destruction of the House, the Property Owner agrees not to rebuild, reconstruct, or otherwise place a replacement structure on the Property such that it encroaches upon the Right-of-Way.
- 4.2 Any rebuilding or reconstruction on the Property shall comply with:
 1. Applicable municipal bylaws, zoning ordinances, and building codes; and
 2. Any Town-issued permits or approvals required for construction affecting the Right-of-Way.

ARTICLE 5 – LIABILITY AND INDEMNIFICATION

- 5.1 The Property Owner shall indemnify, release, and hold harmless the Town, its elected officials, employees, contractors, agents, and representatives from and against any and all claims, liabilities, losses, costs, damages, and expenses, including legal fees on a solicitor-client basis, arising from or related to the Encroachment.
- 5.2 The Town shall not be liable to the Property Owner for any damages or losses resulting from actions required to address the Encroachment, except where they result from the gross negligence or misconduct of the Town or its agents.
- 5.3 The indemnification provisions herein shall survive the termination of this Agreement and shall remain binding upon the Property Owner and their successors or assigns.

ARTICLE 6 – GENERAL PROVISIONS

6.1 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia and the applicable federal laws of Canada.

6.2 Notice

- a. All notices required under this Agreement shall be delivered in writing by registered mail, personal delivery, or email to the following addresses:

To the Town:
Town of Stewiacke
295 George Street, PO Box 8, Stewiacke NS
Attention: Chief Administrative Officer

To the Property Owner:
Jillian Anne O'Sullivan
208 Kitchener Street, Stewiacke, NS

6.3 Dispute Resolution

Any disputes arising under or in connection with this Agreement shall first be referred to mediation, and if unresolved, shall proceed to binding arbitration administered under the Arbitration Act, R.S.N.S. 1989, c. 19. Arbitration decisions shall be final and binding upon the Parties.

6.4 Severability

If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

6.5 Binding on successors and assigns etc.

This Agreement shall extend to and be binding upon the Parties, their heirs, administrators, successors, and assigns, and shall run with the property

6.6 Entire Agreement

This Agreement constitutes the entire agreement between the Parties concerning the Encroachment and supersedes all prior communications, representations, or agreements, whether oral or written.

6.7 Amendment

No modification of this Agreement shall be valid unless made in writing and signed by both Parties.

ARTICLE 7 – EXECUTION

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first written above.

TOWN OF STEWIACKE

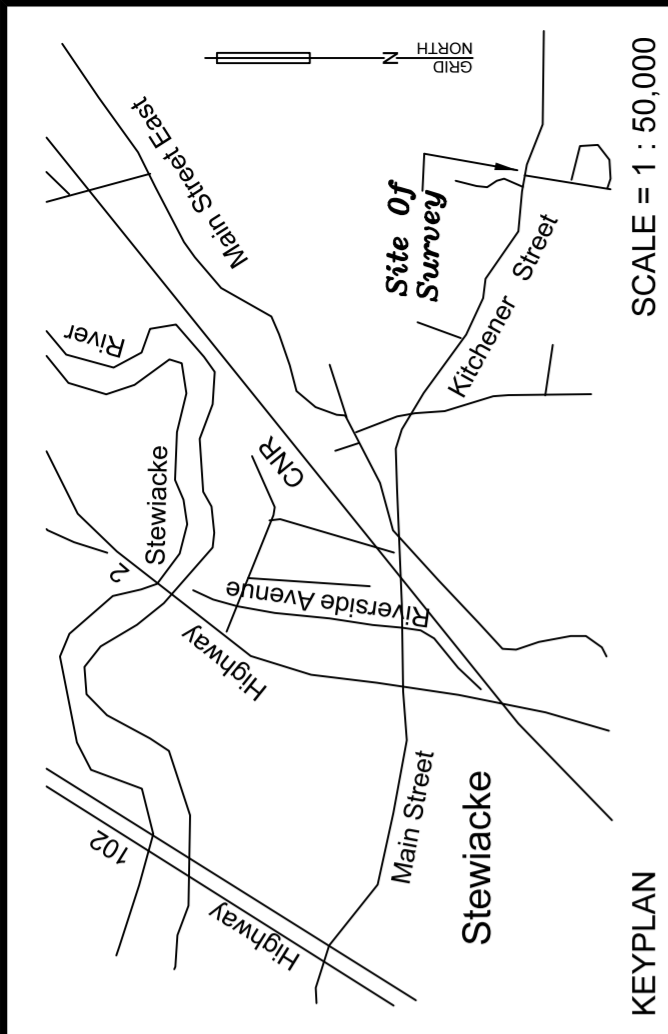
By: _____
Name: Marc Seguin
Title: CAO

Witness

Jillian Anne O'Sullivan

Witness

Schedule "A"



LEGEND:

- SURVEY MARKER (Symbol) SM
- NON MONUMENTED POINT (Symbol)
- FOUND (Symbol) Fd.
- PLACED (Symbol) PL.
- RADIUS (Symbol) R.
- ARC (Symbol) A.
- CHORD (Symbol) C.
- POINT OF CURVATURE (Symbol) PC.
- LANDS DEALT WITH BY THIS PLAN (Symbol) PID.
- PROPERTY IDENTIFICATION NUMBER (Symbol) PID.
- SQUARE FEET (Symbol) SQ.FT.
- SQUARE METRES (Symbol) SQ.M.
- GUY WIRE (Symbol) GUY.
- UTILITY POLE (Symbol) UP.
- DOCUMENT (Symbol) DOC.
- LAND REGISTRATION OFFICE (Symbol) LRO.
- E.C. KEEN, NOVA SCOTIA LAND SURVEYOR (Symbol) #249.
- NOVA SCOTIA HIGH PRECISION NETWORK MONUMENT (Symbol) NSHPN.
- ADJUSTED (Symbol) ADJ.
- OVER HEAD UTILITY LINES (Symbol) OHUL.
- NORTHING (Symbol) N.
- EASTING (Symbol) E.

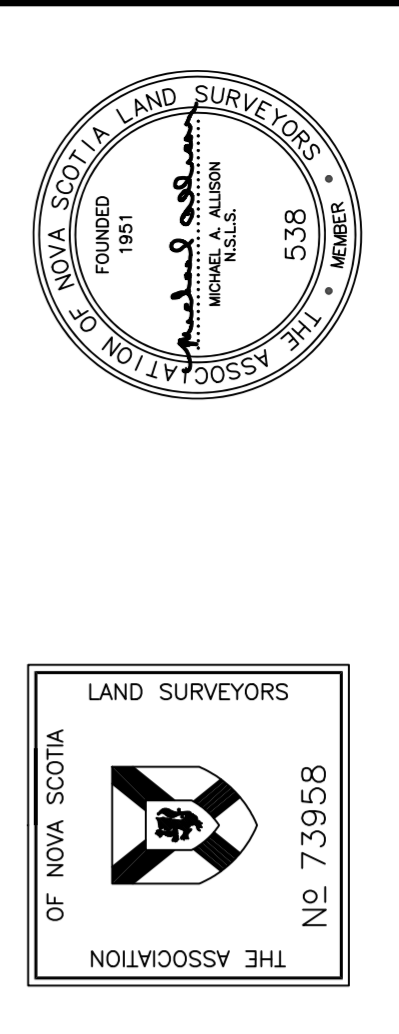
ALL DISTANCES SHOWN ARE GRID DISTANCES UNLESS OTHERWISE STATED.
GROUND DISTANCES MAY BE DETERMINED BY APPLYING A COMBINED SCALE FACTOR OF 1.000003 AT SITE OF SURVEY.

BEARINGS ARE GRID AND REFER TO ZONE 5, CENTRAL MERIDIAN 64°30' WEST, NOVA SCOTIA 3°MTM PROJECTION (NAD83CSRS) EPOCH 2010.0, NSHPN 209604, ADJUSTMENT ID. NSHPN 2021AAMB.

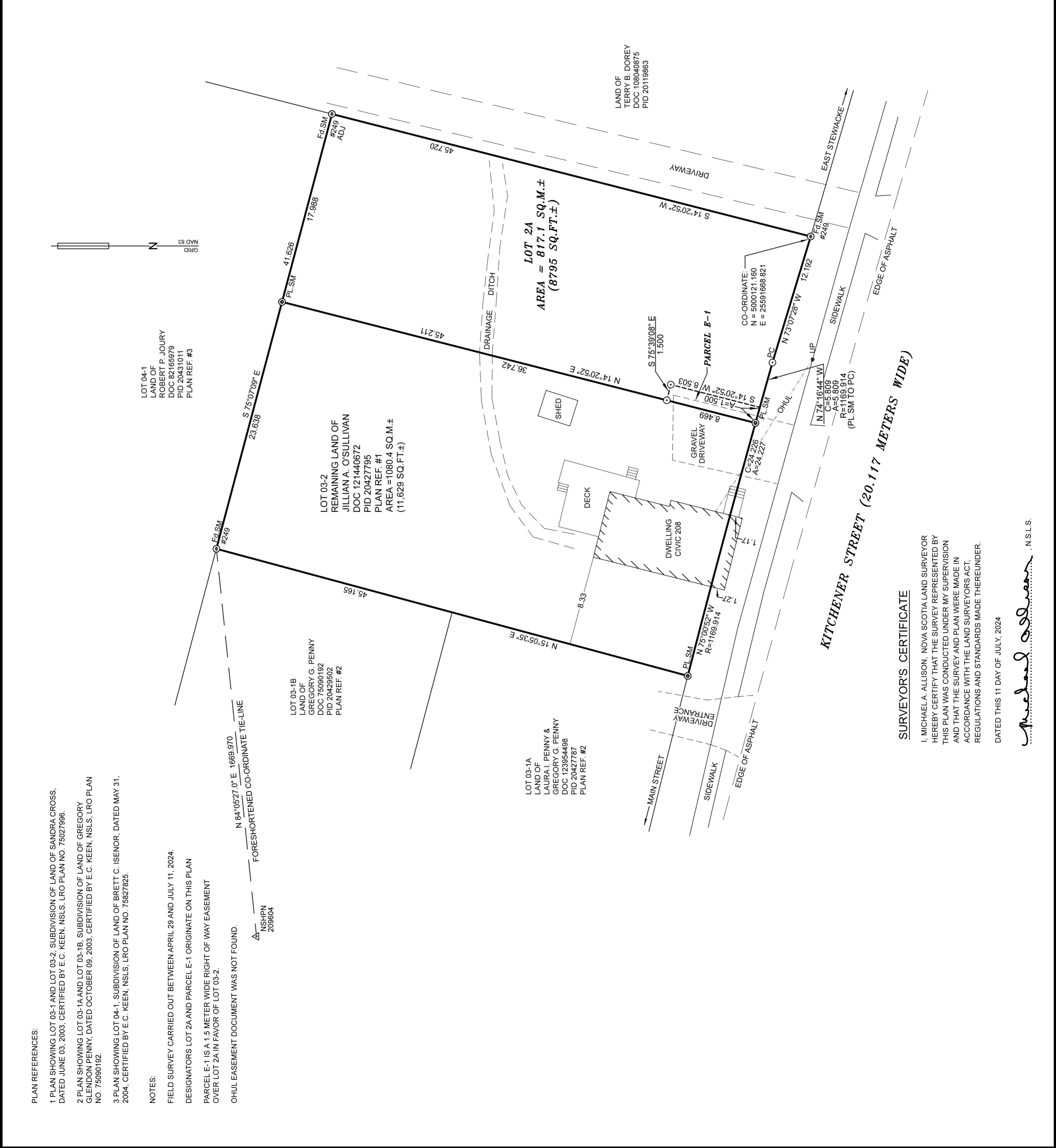
POINT	NORTHING	EASTING	DESCRIPTION	CO-ORDINATE DATE
209604	5000004.218	25589978.824	NSHPN	2021-04-29

PLAN OF SURVEY OF LOT 2A
SUBDIVISION OF LAND OF
JILLIAN A. O'SULLIVAN
KITCHENER STREET, TOWN OF STEWIACKE
COLCHESTER COUNTY, NOVA SCOTIA

PLAN DATED JULY 11, 2024



ALLISON LAND SURVEYS LIMITED
205 Highway 214, Elmsdale
902-883-7541
30 Duke Street, Unit GR9, Truro
902-843-2221
FILE NO. 2414288



SURVEYOR'S CERTIFICATE

I, MICHAEL A. ALLISON, NOVA SCOTIA LAND SURVEYOR HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAN WAS CONDUCTED UNDER MY SUPERVISION AND THAT THE SURVEY AND PLAN WERE MADE IN ACCORDANCE WITH THE LAND SURVEYORS ACT, REGULATIONS AND STANDARDS MADE THEREUNDER.

DATED THIS 11 DAY OF JULY, 2024

Michael A. Allison, N.S.L.S.

PLAN REFERENCES:

- 1 PLAN SHOWING LOT 03-1 AND LOT 03-2, SUBDIVISION OF LAND OF SANDRA CROSS, DATED JUNE 03, 2003, CERTIFIED BY E.C. KEEN, N.S.L.S., LRO PLAN NO. 75027986.
- 2 PLAN SHOWING LOT 03-1A AND LOT 03-1B, SUBDIVISION OF LAND OF GREGORY GLENDON PENNY, DATED OCTOBER 08, 2003, CERTIFIED BY E.C. KEEN, N.S.L.S., LRO PLAN NO. 75090192.
- 3 PLAN SHOWING LOT 04-1, SUBDIVISION OF LAND OF BRETT C. ISENER, DATED MAY 31, 2004, CERTIFIED BY E.C. KEEN, N.S.L.S., LRO PLAN NO. 75827825.

NOTES:

FIELD SURVEY CARRIED OUT BETWEEN APRIL 29 AND JULY 11, 2024.

DESIGNATORS LOT 2A AND PARCEL E-1 ORIGINATE ON THIS PLAN

PARCEL E-1 IS A 1.5 METER WIDE RIGHT OF WAY EASEMENT OVER LOT 2A IN FAVOR OF LOT 03-2.

OHUL EASEMENT DOCUMENT WAS NOT FOUND.