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Town of Stewiacke
Combined Committee of the Whole & Town Council
July 16th, 2020

A Combined Session of Committee of the Whole and Town Council meeting of the Town of Stewiacke was held on July 16th, 2020 at 7:00pm in the Stewiacke Town Hall and virtually through Zoom.

1. Call to Order

Mayor Robinson called the meeting to order at 7:02pm.

2. Attendance

Mayor Robinson
Deputy Mayor Chapman
Councillor(s) Susan Creelman, Rebecca Rogers-Laing, Mary Commo
Regrets:Chad Ramsey

Staff:

Dale Bogle	Chief Administrative Officer
Erin Richard	Recreation & Physical Activity Coordinator/Recording Secretary
Randi Buchi	Manager of Finance
Josh Hilton	Community Development

3. Approval of / Amendments to Agenda

On Motion of Councillor Commo and Deputy Mayor Chapman it was moved to approve the amended agenda for July 16th, 2020 with the following amendments:

ADD an In-Camera session for Legal, Personnel and Land.

Motion carried unanimously.

4. Disclosure of Interest on Agenda Items.

Nil.

5.Approval of Minutes: Committee of the Whole February 13th, 2020- Committee of the Whole June 11th, 2020 – Special Council June 18th, 2020- Council Meeting June 25th, 2020.

On Motion of Deputy Mayor Chapman and Councillor Rogers-Laing it was moved that Stewiacke Town Council approve the minutes from the Committee of the Whole meeting on February 13th, 2020 as presented.

Motion carried unanimously.

On Motion of Councillor Creelman and Councillor Commo it was moved that Stewiacke Town Council approve the minutes from the Council meeting on June 11th, 2020 as presented.

Motion carried unanimously.

On Motion of Deputy Mayor Chapman and Councillor Rogers-Laing it was moved that Stewiacke Town Council approve the minutes from the Special Council meeting on June 18th, 2020 as presented.

Motion carried unanimously.

Councillor Ramsey joined the meeting at 7:06pm

On Motion of Councillor Creelman and Councillor Ramsey it was moved that Stewiacke Town Council approve the minutes from the Council meeting on June 25th, 2020 as presented.

Motion carried unanimously.



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6. Announcements/Proclamations

Mayor Robinson reminds everyone of the Combined Committee of the Whole and Council meeting in August, on August 20th, 2020.

7. Presentations

a) Nicki Farquhar- Proposed Development Old School Lot. Discussion on the petition that was created to allow the residents on Highland Drive first option to purchase this land. Council engaged with other community members through discussion on the school lot as well as discussion on water and the SK Living Development.

8. Written Petitions and Correspondence

Nil.

9. Business Staff Reports

a) Administration

Dale Bogle, C.A.O., provided an overview of this report.

b) Physical Activity & Recreation

Erin Richard, Recreation & Physical Activity Coordinator, provided an overview of this report.

Josh Hilton, Community Development, provided an overview of this report

c) Financial Report

Randi Buchi, Director of Finance, provided an overview of this report.

Water Utility Capital Budget

On Motion of Councillor Creelman and Deputy Mayor Chapman it was moved that Stewiacke Town Council approve the 2020-2021 Water Utility Capital Budget, as presented, with capital expenditures totaling \$1,083,132.00

Motion carried unanimously.

d) Public Works

Dale Bogle, answered questions on behalf of Public Works.

e) Planning

Grant Cooke provided a planning report.

f) Buisness & Tourism

Councillor Creelman provided a report. VIC is open 11am-6pm daily. Looking at offering a coupon booklet at the VIC as well as a Tide Table and Map of the Town with amenities listed.

On Motion of Councillor Commo and Councillor Rogers-Laing it was moved to approve the reports as presented.

Motion carried unanimously.

g) SK Living- Proposed Seniors Complex and Library

Randi Buchi, Finance Manager, provided a verbal overview of costs, income, reserves, tax rate etc. when speaking to purchasing a new building for a Library VS Housing the Library in the SK Living Development. For more information on numbers presented please contact town@stewiacke.net



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Deputy Mayor Chapman: Would like financial details from Randi if we looked at a 3000 square foot Library rather than 4500 square feet.

Councillor Ramsey: Is in favor of asking SK about 3000 square feet for the Library, but will this still appeal to them?

Councillor Commo: Would like the numbers in writing that were discussed this evening. We need to make a decision on this soon.

Councillor Creelman: Would like to seek the Town of Stewiacke's Legal Council for guidance with this. Likes the idea of smaller square footage.

Councillor Rogers-Laing: Not going to be for this project, smaller footage or not.

Action Items: 1) Speak with the Library on smaller square footage. 2) Meet with Highland Drive Residents. 3) Reach out to SK Living about the 3000 square footage and their opinion. Bring information back to Council for the August meeting.

h) Town of Stewiacke Business Continuity Plan (Reopening)

Dale Bogle presented this plan.

On Motion of Deputy Mayor Chapman and Councillor Commo it was moved that Stewiacke Town Council approve the Town of Stewiacke Business Continuity Plan (COVID-19) Reopening, as presented.

Motion carried unanimously.

i) Custodial Contract

Erin Richard presented a report.

On Motion of Councillor Creelman and Councillor Commo it was moved that Stewiacke Town Council award the Custodial Services Contract to Joan Crawford in the amount of \$12,720.00 per year for the two-year term.

Motion carried unanimously.

j) Municipal Election

Update: most Municipalities/Towns are looking at Electronic Voting, especially now that 2 factor identification has been introduced.

k) Housing Support Program

Presented at the March Committee of the Whole.

On Motion of Councillor Creelman and Councillor Rogers-Laing it was moved to approve the recommendation of the Committee of the Whole on March 12, 2020, to approve \$500.00 to contribute to a Housing Needs and Demand study for Colchester.

Motion carried unanimously.

l) Land Use By-Law Amendments (2)

Amendment #1

On Motion of it Deputy Mayor Chapman and Councillor Rogers-Laing was moved that Stewiacke Town Council accept the recommendation of the Planning Advisory Committee and give first reading to the proposed Land Use By-Law amendment to rezone the property with the PID #20253753 from the Rural Residential (R-4) Zone to the General Residential (R-2) zone. Staff are directed to set the date of the public hearing for these amendments.

Motion carried unanimously.

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Amendment #2

On Motion of Councillor Commo and Councillor Ramsey it was moved that Stewiacke Town Council accept the recommendation of the Planning Advisory Committee and give first reading to the proposed Land Use By-law amendment to add the use “commercial storage” to the list of the permitted uses in the Rural Residential (R-4) Zone. Staff are directed to set the date of the public hearing for these amendments.

Motion carried unanimously.

10. By-Laws and Policies

a) Human Resource Policy

On Motion of Councillor Creelman and Deputy Mayor Chapman it was moved that Stewiacke Town Council approve the Human Resource Policy as presented.

Motion carried unanimously.

b) Meeting and Procedures By-Law

Discussion: We can ask questions for clarification during Mayor and Councillor reports. Citizens comments; was suggested to leave the citizens comments later on in the meeting. Open forum has been removed.

c) Alternative Voting By-Law

Our policy is fine, if we agree to move forward with electronic voting. If we would like to have paper ballots as well it will just require a motion to add that voting option in as well.

Councillor Commo: yes, to paper ballot

Deputy Mayor Chapman: yes, to paper ballot

Councillor Ramsey: yes, to paper ballot

Councillor Rogers-Laing: yes, to paper ballot

Do we have to do paper ballot if we put a motion in place? Staff will follow up with clarification.

On Motion of Councillor Creelman and Deputy Mayor Chapman it was moved that Stewiacke Town Council include a paper ballot as part of the fall election and it be made available at the polling station.

Motion carried unanimously.

11. Citizen Comments

Written comments in the Zoom Chat were read aloud. Please contact town@stewiacke.net for the audio.

12. Mayor Report

Thank you to all of our staff members for all of the extra work that has been done during COVID-19 and reopening. I was present and spoke at the Progressive Flag raising and it was very meaningful to me and all the members of their community.

13. Councillors Report

Deputy Mayor Chapman attended the Progressive Flag Raising. I've been in touch with residents on Kelry regarding safety issues on Kelry. Great job Josh on Signage and playboxes funding as well as speaking with our member of Parliament about trail development. Communication received from a resident regarding a lot grading By-law. Two residents are looking at the process for deer crossing signs to be placed in town. Recycling will be sorted again starting July 24th. July 20th Dunrovin and Skate Park Paving starts.



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14. In Camera Session- Legal, Personnel and Land

On Motion of Councillor Ramsey and Councillor Creelman it was moved that Stewiacke Town Council go into in-camera at 9:04PM.

Motion carried unanimously.

On Motion of Deputy Mayor Chapman and Councillor Ramsey it was moved that Stewiacke Town Council come out of in-camera at 9:22PM.

Motion carried unanimously.

15. Notice of Motion and Reconsideration

Nil.

16. Adjournment

Time: 9:23PM.

Read and approved this _____ day of _____, 2020.

Mayor

CAO