

**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**

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1. Call to Order

Mayor Lloy called the meeting to order 7:25pm

Wanted to acknowledge the firefighters for all the hard work with the current wildfires in Nova Scotia

2. Attendance

PRESENT:

Deputy Mayor Roseanne Chapman

Councillors: Pam Osborne  
Susan Creelman

Suzanne Lutz  
Rebecca Rogers-Laing

Staff: Randi Buchi  
Erin Richard  
Chad Ramsey

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

Amendments:

Addition of 9.c. we are adding external to internal committees

Addition of 9.m. PCAP

Addition of 9.n. Library

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

***I so move to approve the Agenda as amended for June 8<sup>th</sup>, 2023 – Committee of the Whole Meeting***

***MOTION CARRIED UNANIMOUSLY***

4. Disclosure of Interest on Agenda Items

NIL

5. Approval of Minutes from Previous Meeting(s)

Councillor Osborne mentioned that 7.a. Patrick Hartling was spelled incorrectly.

Deputy Mayor Chapman noted that planning report mentioned Town of Oxford when it should have been Oxford Frozen Foods.

Councillor Osborne noted Staff reports pg 3 that the notes stated that Randi would get the answers and get back to her but Councillor Osborne stated that she listened to the recording and it clearly stated that Randi would bring them back to Council.

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On the motion of Councillor Osborne and Deputy Mayor Chapman:

***I so move to approve the Minutes as amended for May 11<sup>th</sup>, 2023 – Committee of the Whole Meeting***

***MOTION CARRIED UNANIMOUSLY***

## **6. Announcements / Proclamations**

NIL

## **7. Presentations**

NIL

## **8. Written Petitions and Correspondence**

### a. Rising Tides Arts Society Space Request

Randi had stated that we had a request for the Public Works building and we contacted the Building Inspector to see if this was a possibility. Unfortunately, this would be a significant cost to the Town. But we do have a space that is coming up at the Community Centre.

b. Colchester Ground Search & Rescue Association – Mayor Lloy mentioned that it is for information purposes only. Deputy Mayor Chapman mentioned that they are looking for \$7500 and have we done this before to which Interim CAO Buchi replied that it has been done every year since she has been with the town.

## **9. Business**

### a. Staff Reports

#### i. Administration

- High level - Dexters has approved an extension on the bid for Riverside
- Well Source Study – split out the last phase allowing us to apply for funding for engineering, allowing us to start right away with parts of the project
- Complaint process – we have people fill out a form and Pat and Avery review
- Boundary Review – Survey had a lot of response, good work Erin
- Councillor Osborne questioned how councillors bring concerns forward and how is the process communicated with the public? Interim CAO Buchi stated we encourage the resident to come directly in so we can guarantee confidentiality and ensure the first hand details of the complaint. The form is on the website and at the front desk.

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- Councillor Osborne wanted to know if residents could remain anonymous to which Interim CAO Buchi stated that their name goes on the complaint form but that information does not go anywhere. It is strictly confidential and standard practice of municipalities and their complaint process.
- ii. Financial
- May is Audit month so we have been busy working with them over the last 4 weeks
- iii. Recreation
- Received funding for Feasibility Study for Community Transit
  - Summer Camps are all full and Sports are close to full capacity
  - Senior games are on the way now, closing banquet next week
  - Volunteer of the Year – Mark Crozier nominated
  - New playground is installed, fencing hopefully removed tomorrow
  - Splashpad is scheduled to open June 9<sup>th</sup>, hopefully operational by June 16<sup>th</sup>
  - Interim CAO Buchi stated that Erin's funding update is pretty amazing and thank you
  - Councillor Osborne asked when the volunteer of the year close was to happen? Erin responded with the first deadline being May 23<sup>rd</sup> which was extended until the 12<sup>th</sup>. If anyone wants to submit a different name they can do so online on the provincial volunteer of the year link, but if wanted specific to the town, they can reach out to Erin prior to submission
- iv. Public Works
- Interim CAO Buchi stated how everything they have been doing is listed
  - Amazing work on the floor
  - Councillor Osborne asked if the annual spring flushing has happened to which Interim CAO Buchi responded she did not know
  - Councillor Osborne mentioned the lift station on St Andrews St, the light was on and Interim CAO Buchi said Public Works is aware and either working on it or have it fixed

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- Councillor Creelman questioned about no parking areas, will they be marked as no parking? Interim CAO Buchi stated that it will be looked at with the CBCL report

On the motion of Councillor Osborne and Councillor Creelman:

***I so move to receive the Staff Reports as presented for June 8<sup>th</sup>, 2023 – Committee of the Whole Meeting***  
***MOTION CARRIED UNANIMOUSLY***

b. Temporary Borrowing Solution

This is for the long term debt with worst case scenario for the work to be done for Riverside.

Mayor Lloy asked if the construction can be delayed if not through in time? Interim CAO Buchi stated that we can part of Riverside done prior to winter and the rest next spring.

Councillor Osborne asked when funding is good until and Randi stated she thinks it is 2025 but that was asked previously so she will find out and send it out with her notes.

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

***I so move that the Committee of the Whole recommend that Council approve the Temporary Borrowing Resolution as presented.***

***MOTION CARRIED UNANIMOUSLY***

c. Committee Appointments

Mayor Lloy stated that Councillor Commo went to Business & Tourism as a guest and that there is not an opening on Business & Tourism Committee at this time.

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

***I so move that Committee of the Whole recommend to Council to approve the following appointments to vacant committees effective immediately:***

***Councillor Lutz to the Audit Committee***

***Councillor Osborne to By-law & Policy Committee and external Library Committee***

***Deputy Mayor Chapman to external Solid Waste Committee***

***MOTION CARRIED UNANIMOUSLY***

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d. 101 Kitchener St Demo Extension

Pat Boyce added conditions that are included in the motion.

Councillor Osborne questioned if this was updated information and Interim CAO Buchi stated it was, that Pat had walked around the property with the family and explained what was expected of them. Also, some of the conditions have already been met.

Questions were raised in regards to the safety of the property and different perspectives on what a person deems “safe”. It was noted that there were no concerns at this point but if someone deems it unsafe that a complaint should be put in to have the property inspected as the inspectors do not go out each time they are in town.

On the motion of Councillor Osborne and Deputy Mayor Chapman:

***I so move that the Committee of the Whole recommend that Council approve the extension of the demolition order for 101 Kitchener St to August 30<sup>th</sup>, 2023 with the conditions that the site be secured from the public entering the property until the demolition is complete, the property has no hazard and the entire property is cleaned up including the accessory building***

**MOTION CARRIED UNANIMOUSLY**

e. Notice to rescind of motion to reduce the number of Councillors

Interim CAO Buchi stated that this is a mute motion as the NSUARB rejected the application as it was incomplete. NSUARB stated to seek legal council, legal council stated to rescind the motion and start the process over from the start.

Rescinding is necessary as the process was originally done incorrectly and this is not reconsideration.

On the motion of Councillor Creelman and Deputy Mayor Chapman:

***I so move that Committee of the Whole recommend to Council to rescind approval for the Municipal Boundary review applications to reduce the number of councillors from 6 to 4, dated November 24<sup>th</sup>, 2022***

**YAY 5**

**NAY 1**

f. Police Advisory Board

Interim CAO Buchi had spoken with Colchester who had explained that Stewiacke had not shown presence at a couple of meetings, therefore quorum was not met, hence the reason to omit Stewiacke from the Police Advisory Board. Stewiacke can reach out and state if we want to remain members of the Police Advisory Board. Mayor Lloy noted that there was a move by Colchester’s Council to put a chair in place to replace a previous member which himself and CAO Bogle had blocked as it was not protocol and that there was definitely a lapse of members showing up from Stewiacke although it wasn’t all Stewiacke that was causing the lack of quorum all the time. Mayor Lloy will draft a letter and bring back to Council. We will have to

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create our own Police Advisory Board if we are not part of Colchester. Sending the letter is operational and no answer was given on bringing it to Council.

g. Fire Evacuation Routes / Plan

Interim CAO Buchi stated that she reached out to EMO for information. There are 4 reports, 1 of which was included with the package. In the next couple of weeks, the reports should be complete and will be brought to Planning & Advisory Committee. CBCL report does have suggestions in regards to extending streets which could assist. Looking at an egress road for St Andrews for evacuation and traffic.

h. Signing Authority

Our policy attached shows that we require two signers and with upcoming vacations, Erin Richard was suggested as a second signer for banking.

On the motion of Councillor Osborne and Councillor Creelman:

***I so move that Committee of the Whole recommend to Council to approve to appoint Erin Richard, Director of Community Development, as Second Administrative signing authority***

***MOTION CARRIED UNANIMOUSLY***

i. HR Committee

The job advertisement for CAO position has been posted on several sites and we are receiving applications, as of 6:00pm this evening we had 37 applications.

j. Business & Tourism Committee

Business & Tourism Committee will not be meeting over the summer and their regular meetings are the first Thursday of the month at 9:00am with the next meeting being in September  
Mayor Lloy noted the Indigenous Games coming and it will be exciting

k. Standardized Communications

Erin stated that we reached out to our communication firm and they put together a list of suggestions included. Next step will be a meeting with staff to do a strategy sessions.  
Combining social medias and continuing with mailing newsletters were discussed.



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I. Banking Resolutions

While reaching out to the bank for the signing authority, RBC mentioned that our Banking Resolutions were not up to date. The financial indicators are not affected in any way with updating the banking resolutions.

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

***I so move that Committee of the Whole recommend to Council to approve the increase in the credit card borrowing facility with the RBC from \$25,000 to \$30,000***

**MOTION CARRIED UNANIMOUSLY**

On the motion of Councillor Creelman and Deputy Mayor Chapman:

***I so move that Committee of the Whole recommend to Council to approve the current operating overdraft with the RBC of \$250,000***

**MOTION CARRIED UNANIMOUSLY**

m. Well Water PCAP (Provincial Capital Assistance Program)

We have split the project into smaller portions to proceed with funding applications which are to be approved by Council. Could potentially receive \$100,000 in funding from PCAP.

On the motion of Councillor Osborne and Councillor Creelman:

***I so move that Committee of the Whole recommend that Council approve the application for funding of the Well Water study, Phase 5, from the Provincial Capital Assistance Program in the amount of \$200,000 plus HST***

**MOTION CARRIED UNANIMOUSLY**

n. Library – Architectural Tenders

Reached out to Colchester in regards to MOU for the Library, as the biggest item is that Colchester wants to cap the amount of their contribution. We budgeted 100% of Architectural and the tenders came in substantially lower than expected.

On the motion of Deputy Mayor Chapman and Councillor Creelman:

***I so move that the Committee of the Whole recommend that Council approve the authorization for the Library Committee to bring forward a recommendation for awarding the Library Architecture bid which will be funded solely by the Town of Stewiacke***

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## **10. By-laws and Policies**

### a. 2004-19 Human Resource Policy Proposed Amendment Mar 2023

Section 34-01 – If an employee is required to be on-call, the fee is \$100 previously \$50

Section 36-01 – Staff salaries were increasing the same as CPI, should be amended to allow a minimum and a maximum. The minimum of 2% and maximum of 5% would be the norm.

On the motion of Councillor Osborne and Councillor Creelman:

***I so move that Committee of the Whole recommend to Council to approve the amendment to the 2004-19 Human Resource Policy outlined in the Policy Report for June 8<sup>th</sup> SHOWING SECTION 31-01 be amended from \$50 to \$100 per week per on-call duty and that section 36-01 that the annual salary adjustment will continue to follow CPI as of December 31<sup>st</sup> each year and will also include a ban of a minimum increase of 2% to a maximum of 5%***

**MOTION CARRIED UNANIMOUSLY**

### b. By-law and Policy Committee Report

Marketing By-law will be brought forth at the July Combined Council Meeting and it will be in line with the Town of Truro and Colchester County. By-law & Policy meetings are held third Thursdays of the month.

## **11. Citizen Comments**

Terri Stanislow – would like to thank Council for the detailed report on the space request and options to look into. Will be in touch with the town to discuss options. Pleased to report that Rising Tides first fundraiser at Whistlers brought a lot of support and especially from our Councillors. Deputy Mayor Chapman won the 50/50 and generously donated it back to Rising Tides. Thank you again for your support.

## **12. Mayor Report**

May 19 – HR / CAO recruiter meeting

May 24 – Briefing Mrs Buchi

May 25 – Released congratulations on behalf of Town Council to Bette Dickie who celebrated her 100<sup>th</sup> birthday. This is an incredible milestone to recognize

May 25 – 29 – Attended the FCM Toronto. Report sent to Council. Thank you to the Town of Stewiacke allowing me the opportunity to represent our town. Overview forwarded to Council.

May 31 – Briefing Mrs Buchi and met with Sandy Martin, owner MGM, in regards to their grand opening, more information will be posted as it comes available.

June 1 – HR / CAO Recruiter meeting

June 2 – Attended Day of caring in Truro & Stewiacke at Mastodon Ridge

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June 3 – Attended the fundraiser for Rising Tides Arts at Whistlers

June 5 – Attended the NSCC student graduations. Congratulations to the students from Stewiacke and surrounding area for their achievement .

June 7 – Weekly briefing with Mrs Buchi

- Released from the Office of the Mayor a statement to update the citizens of the Town of Stewiacke regarding the fires in NS and applicable related information
- Met with auditors who stated no irregularities were noted and our financial reports were in order
- Scheduled office time each Wednesday on site at the Town Hall for applicable meetings, office time, phone calls, signing of cheques and other related duties
- Will be attending the Atlantic Mayors Congress in Amherst June 8-10, leaving after our Council session tonight
- Received daily update from the province pertaining to the wildfire conditions in NS
- Thank you to Deputy Mayor Chapman for chairing the Council meeting June 25<sup>th</sup> while I was at the FCM
- Congratulations are extended to Municipality of Colchester County Deputy Mayor who was acclaimed First Vice President at the FCM in Toronto

### **Deputy Mayor Report**

- Attended 1 or 2 HR meetings
- United Way Day of Caring at Mastodon Ridge
- Business & Tourism Meeting
- Early part of the Rising Tides fundraiser at Whistler's
- Rhubarb Festival breakfast

### **13. Councillors Reports**

Councillor Lutz – nothing

Councillor Ramsey – N/A

Councillor Osborne –

Just looking forward to joining committees, nice weather and no more fires

Councillor Rogers-Laing - nothing

Councillor Creelman –

HR Committee meetings

Town Days meeting

United Way Day of Caring



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Happy Rhubarb Festival weekend

**14. In-Camera Session**

NIL

**15. Notice of Motion and Reconsideration**

NIL

**16. Adjournment**

Adjournment called at 8:55pm.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

DRAFT