



**COTW & COUNCIL MEETING AGENDA**  
**Thursday July 23, 2026 @ 7:00 pm**  
Stewiacke Community Centre, Stewiacke, NS

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***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 Agenda**

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 June 25, 2026
6. Announcements
7. Presentations
8. Written petitions / correspondence – Maggies Place
9. Citizen comments
10. Business
  - A) CAO Report
  - B) Development Officer Appointment (Alternate)
11. Town Committee(s)
12. Council Updates
13. In camera session
14. Adjournment

**\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\***



**COTW & COUNCIL MEETING AGENDA**  
**Thursday July 23, 2026 @ 7:00 pm**  
Stewiacke Community Centre, Stewiacke, NS

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**Council Meeting Agenda:**

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 – June 25, 2026 & Council July 7<sup>th</sup>, 2026
6. Announcements
7. Presentations - None
8. Written petitions / correspondence
9. Citizen comments
10. Business
  - A) Fire Hall Land Designation
  - B) Paving Tender
  - C) Water Plant Design and Construction Mgmt. RFP
11. Town Committee(s)
  - A) Planning Advisory Committee Re: R4 Assembly Amendment First Reading
  - B) Bylaw & Policy
    - Sewer Connection By-Law
    - Procurement Policy
12. Council Updates
13. In camera session
14. Adjournment

**\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\***



***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 Agenda**

1. **Call to order** 7:01pm
2. **Attendance**

| <b>Town Council</b>  | <b>Position</b>                 |
|----------------------|---------------------------------|
| 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          |
| Helen Young – Online | Director, Corporate Services    |

3. **Approval of / changes to agenda**  
Motion to approve the Committee of the Whole Agenda as presented for Thursday June 25<sup>th</sup>.

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Councillor Osborne  |
| Second                           | Councillor LeBlanc  |
| <b>Result</b>                    | Carried             |

4. **Disclosure of interest on agenda items – none**

**\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\***

5. **Approval of minutes from the previous meeting** – COTW May 28, 2026
6. **Announcements**
7. **Presentations – Wayne Mason – ATN Strategies**
8. **Written petitions / correspondence**
9. **Citizen comments - None**
10. **Business**
  - A) CAO Report - Verbal Report
  - B) Fire Hall Land Designation

Motion, that Council recommend... that we recommend to Council that the land illustrated within the report That shows 111 Nova Scotia, number 2 Highway, Stewiacke be designated as the future home of the new Stewiacke Fire Hall, Stewiacke and District Volunteer Fire Department, and We recommend to Council that the Stewiacke District Volunteer Fire Department be authorized to fundraise for the planning and construction of the new fire hall, and We recommend to Council that Town staff support the Stewiacke and District Volunteer Fire Department as necessary.

| <b>Motion to Approve</b> | <b>Approved By:</b> |
|--------------------------|---------------------|
| First                    | Councillor Osborne  |
| Second                   | Councillor Rogers   |
| <b>Result</b>            | Carried             |

C) Paving Tender

Motion that we recommend to Council that the Report 2026 paving award of tender be received, and pending approval for the project, and Council approval of the 26-27 capital budget. that we recommend to Council that the Town award the 2026 2027 paving tender to Basin Contracting Limited in the amount of \$27,000 plus HST, and we further recommend to Council that the CAO be authorized to execute the necessary contract.

| <b>Motion to Approve</b> | <b>Approved By:</b> |
|--------------------------|---------------------|
| First                    | Councillor Osborne  |
| Second                   | Councillor LeBlanc  |
| <b>Result</b>            | Carried             |

\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\*



D) Water Plant Design and Construction Mgmt. RFP

Motion that we recommend to Council the request for proposal for engineering design services and project management, in brackets, water plant, report be received, and we recommend to Council that request for proposal STEW-2026-02, Engineering Design Services and Project Management of Stewiacke Water Treatment Plant Design, be awarded to Dylan Consulting Limited in the amount of \$1,405,220 plus HST. And further, we recommend to Council that the Mayor and CAO be authorized to execute the contract on behalf of the Town

| Motion to Approve | Approved By:       |
|-------------------|--------------------|
| First             | Councillor Osborne |
| Second            | Mayor Glasser      |
| <b>Result</b>     | Carried            |

11. Town Committee(s)

A) Bylaw & Policy

Sewer Connection By-Law

Councillor Osborne asked to Define Property Line. Council will define what Property line will include

We recommend to Council the changing, of Section 8 in the Sewer Connection By-law 2026-10.

| Motion to Approve | Approved By:       |
|-------------------|--------------------|
| First             | Councillor Rogers  |
| Second            | Councillor LeBlanc |
| <b>Result</b>     | Carried            |

Procurement Policy

Recommend to Council that we Add in section purchase of equipment to the procurement policy number.2026-05.

| Motion to Approve | Approved By:       |
|-------------------|--------------------|
| First             | Councillor Rogers  |
| Second            | Councillor Osborne |
| <b>Result</b>     | Carried            |

\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\*



**B) PAC Committee – Easement Report**

Recommendation by PAC to Council regarding an easement in Perry Lake. PAC recommended that the Town does not proceed with the easement request from Perry Lake Development.

**12. Council Updates**

Councillor Osborne – Verbal Report

Councillor LeBlanc – Verbal Report

**13. In camera session**

**14. Adjournment 7:54 pm**



**COTW & COUNCIL MEETING MINUTES**  
**Thursday June 25, 2026 @ 7:00 pm**  
Stewiacke Community Centre, Stewiacke, NS

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**Council Meeting Agenda:**

1. Call to order 8:04 pm
2. Attendance

| 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          |
| Helen Young – Online | Director, Corporate Services    |

3. Approval of / changes to agenda

Motion to approve the agenda as presented

| Motion to Approve Agenda: | Approved By:      |
|---------------------------|-------------------|
| First                     | Councillor Rogers |
| Second                    | Deputy Mayor Lutz |
| <b>Result</b>             | Carried           |

4. Disclosure of interest on agenda items - None
5. Approval of minutes from the previous meeting – Council May 28, 2026
6. Announcements
7. Presentations - None

\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\*

**8. Written petitions / correspondence**

**9. Citizen comments –**

Lynann Wamboldt - Question regarding Zoom. Option for citizen questions on line is disabled

**10. Business**

**A) 2026 – 2027 General Operating Budget**

Motion. That Council approved the 2026-2027 General Operating Budget for the Town of Stewiacke as presented.

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Councillor Rogers   |
| Second                           | Councillor Leblanc  |
| <b>Result</b>                    | Carried             |

**B) 2026-2027 Water Utility Operation Budget**

Motion. The Council approve the 2026-2027 Water Utility Operation Budget as presented.

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Councillor Rogers   |
| Second                           | Deputy Mayor Lutz   |
| <b>Result</b>                    | Carried             |

**C) 2026 – 2027 Water Utility & General Capital Budget**

Motion that we approve the 2026-2027 water utility and general capital budget as presented

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Deputy Mayor Lutz   |
| Second                           | Councillor LeBlanc  |
| <b>Result</b>                    | Carried             |

\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\*





**11. Town Committee(s)**

A) Planning Advisory Committee Re: R4 Assembly Amendment

PAC recommended to Council that the Town of Stewiacke Land Use By-law be amended as per Schedule 1, and tha Council adopts the Outdoor Event Permit By-law as per Schedule 2.

Motion to Amend Bylaw

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Councillor Osborne  |
| Second                           | Councillor LeBlanc  |
| <b>Result</b>                    | Carried             |

**12. Council Updates**

Mayor Glasser – Verbal Report

**13. In camera session**

Motion to go in camera 8:17 pm

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Councillor Osborne  |
| Second                           | Deputy Mayor Lutz   |
| <b>Result</b>                    | Carried             |

A) Contract Negotiations

B) Personnel Matters

Out of Camera 9:21 pm

**14. Adjournment 9:21 pm**

\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL OCCUR BETWEEN COTW & COUNCIL \*\*\*\*\*



**COUNCIL MEETING AGENDA**  
**Tuesday July 7, 2026 @ 6:30 pm**  
Stewiacke Community Centre, Stewiacke, NS

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**Council Meeting Agenda:**

1. Call to order @ 6:30 PM by Mayor Glasser.
2. Attendance

| <b>Town Council</b> | <b>Position</b>                 |
|---------------------|---------------------------------|
| 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          |
| Charles Thompson    | Town Solicitor                  |

3. Approval of / changes to agenda

Motion to approve the Council agenda as presented for Tuesday, July 7<sup>th</sup> 2026.

| <b>Motion to Approve Agenda:</b> | <b>Approved By:</b> |
|----------------------------------|---------------------|
| First                            | Councillor Rogers   |
| Second                           | Mayor Glasser       |
| <b>Result</b>                    | Carried             |

4. Disclosure of interest on agenda items

Mayor Glasser stated that he will remove himself prior to item 13.

5. Approval of minutes from the previous meeting - None



**COUNCIL MEETING AGENDA**  
**Tuesday July 7, 2026 @ 6:30 pm**  
Stewiacke Community Centre, Stewiacke, NS

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6. Announcements - None
7. Presentations - None
8. Written petitions / correspondence
9. Citizen comments
10. Business - None
11. Town Committee(s) - None
12. Council Updates - None
13. In camera session

B) Personnel Matters

Motion to go in camera @ 6:34 PM

Chair duties were passed from Mayor Glasser to Deputy Mayor Lutz at 6:34PM.

Note: Both Mayor Glasser and Councillor Osborne did not attend Item 13B

| Motion to Approve | Approved By:        |
|-------------------|---------------------|
| First             | Councillor Rogers   |
| Second            | Coiuncillor Leblanc |
| <b>Result</b>     |                     |

Motion to go out of camera called @ 7:56 PM

| Motion to Approve | Approved By:      |
|-------------------|-------------------|
| First             | Councillor Rogers |
| Second            | Deputy Mayor Lutz |
| <b>Result</b>     | Carried           |

Note: Both Mayor Glasser and Councillor Osborne re-joined the meeting at 7:58pm

**Chair role assumed by Mayor Glasser at 7:58PM.**

**MOTION**



Whereas:

1. a complaint was made under sections 7(1) and 18 of the Town's Code of Conduct for members of Council
2. the Code of Conduct investigator recommended that the complaint be upheld with respect to section 18, and their investigation into the complaint under section 7(1) was inconclusive

Be it resolved as follows:

- (a) the complaint under section 7(1) of the Code of Conduct is upheld
- (b) the complaint under section 18 of the Code of Conduct is upheld
- (c) the following sanctions are imposed against the member of Council who was the subject of the complaint:
  - (i) The member must complete additional Code of Conduct training by October 1st, 2026 or at the earliest availability of the training.
  - (ii) The member will be sent a letter of formal reprimand by Town Council
  - (iii) The member is suspended from the Planning Advisory Committee for a period of six (6) months.
  - (iv) A fine of \$250 per contravention of the code of conduct (a total of \$500), that must be paid no later than 6 months after the date that council imposes the sanction;

|                          |                     |
|--------------------------|---------------------|
| <b>Motion to Approve</b> | <b>Approved By:</b> |
| First                    | Deputy Mayor Lutz   |
| Second                   | Councillor Rogers   |
| <b>Result</b>            | Carried             |

\*\* Mayor Glasser & Councillor Osborne abstained from voting on the motion.

14. Adjournment @ 8:00PM

**Maggie's Place-Cumberland**  
11 Elmwood Drive  
Amherst NS B4H 4L2  
P: 902-667-7250 F: 902-667-0585  
cumberland@maggiesplace.ca  
www.maggiesplace.ca



**Maggie's Place-Colchester**  
1027 Prince Street  
Truro NS B2N 1H7  
P: 902-895-0200 F: 902-895-9302  
colchester@maggiesplace.ca  
www.maggiesplace.ca

June 24, 2026

Town of Stewiacke

Dear Mayor and Members of Council,

On behalf of Maggie's Place Family Resource Centre, I am writing regarding the recently introduced rental fees for the use of municipal spaces by non-profit organizations.

For many years, Maggie's Place has proudly offered outreach playgroup programming in Stewiacke. This program has consistently been one of our most well-attended outreach services, demonstrating the significant need for family support opportunities within the community.

We understand the financial pressures facing municipalities and recognize the need to generate revenue, particularly in challenging economic times. As an organization, we too have experienced the impact of provincial funding reductions and appreciate the difficult decisions that must be made when balancing budgets.

However, the introduction of rental fees will have a direct impact on our ability to deliver programming. The additional costs associated with facility rental will likely result in approximately ten fewer days of programming being offered annually in Stewiacke.

While playgroups are often viewed simply as opportunities for children to play together, their value extends far beyond recreation. These programs provide critical opportunities for families to build social connections, reduce isolation, access community resources and support services, and strengthen parenting capacity. They also promote healthy early childhood development and help foster a strong sense of community belonging.

Research consistently demonstrates that social inclusion and connectedness are among the most significant factors influencing health and well-being. Programs such as ours create accessible spaces where families can develop supportive relationships, seek assistance when needed, and become more engaged members of their community.

We respectfully ask Council to consider the broader community value of this programming when determining facility rental rates for non-profit organizations. We would be grateful if Council would consider providing access to the space at no cost, or at a nominal fee that would allow us to continue offering this important service without reducing program availability.

Thank you for your consideration and for your ongoing commitment to supporting the well-being of families in our community. We would welcome the opportunity to discuss the impact of this decision further.

Sincerely,

Sarah MacMaster  
Executive Director



To: Town Council

From: Marc Seguin, CAO

Re: CAO Report

Date: July 23 ,2026

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The following is a list of general updates as of July 23, 2026.

This report is submitted as information only.

**Public Works Report:**

Water Tank Maintenance Project – On Tuesday, May 19, the Town of Stewiacke started maintenance on the Town's water system. The project has been completed on schedule.

At the time of writing this report, the system has been changed back to operation at full capacity.

**Status - Complete**

**TANK WATER TOWER ROOF REPLACEMENT:**

During the water tower maintenance projects, damage was observed and reported to the Tower's roof area. It was noted that damage had likely occurred during a previous storm (likely during Hurricane Fiona) and that work is required to maintain the structural integrity of the tank.

The following items need to be rectified:

- Removal of tank roof, flashing, dome angle, 19" wall sheets (12) and web truss
- Replace top ring with new 19" wall



The lead time for ordering parts for this is 4 to 6 weeks. It is estimated that the project will commence in late August to early September and the cost is \$137,704 + HST. The repair is deemed to be an emergency repair and must be completed. Funding will be used from the project's contingency budget.

**Status – Ahead of schedule. Project will commence July 27th**

### Water Treatment Plant Design Project

The project is on track and proceeding as reported.

| Item                           | Date / Time              |
|--------------------------------|--------------------------|
| RFP Open                       | April 2 2026             |
| Question Deadline              | May 7 2025 2 p.m. (ADT)  |
| RFP Close                      | June 4 2026 2 p.m. (ADT) |
| Recommendation to Council Date | June 25, 2026            |
| Award Date                     | July 23, 2026            |

**Status – On schedule**

**High Tide Low Tide** – The High Tide / Low Tide Road pump station project planning is underway. The physical improvements will commence in July.

The estimated schedule is as follows:

| Item                                                     | Date / Time         |
|----------------------------------------------------------|---------------------|
| Mobilization                                             | July 6, 2026        |
| Mechanical upgrades to wet well                          | July 15 to 17, 2026 |
| Install new concrete top, riser and new pump guide rails | July 18 to 19, 2026 |
| Electrical updates                                       | July 20, 2026       |
| Commission Station with Engineer                         | July 21, 2026       |
| Demobilization                                           | July 22, 2026       |

**Status – Project is complete.**

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



**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.

**Status– Compelte**

**Kitchener St – Lift Station** – Two lift pumps are in need of replacement on Kitchener St. It is not possible to bypass the pumps and keep the system in operation.

With this in mind, the work should be done at a time where there is the least amount of demand on the system. Staff are looking at performing the work between the hours of 1am and 6am on a date to be selected. The public will be advised.

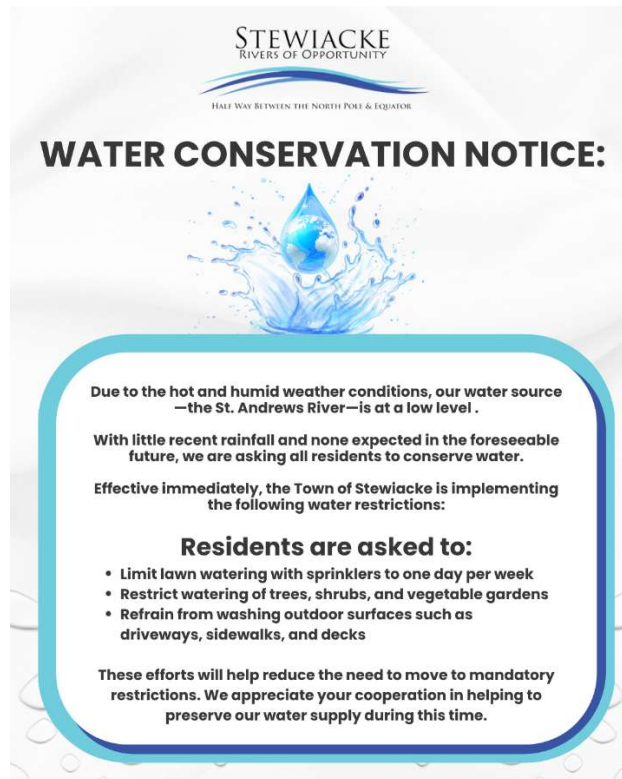
**Status – IN PROGRESS**

**Water Updates:**

The Town remains on voluntary water restrictions at this time as the water levels in the St. Andrews River continue to drop. Staff continue to monitor the levels daily. As a result, mandatory water restrictions may need to be implemented.

Staff have been in contact with the Department of Fisheries and Oceans and the Department of Environment to discuss emergency measures should water level in the St. Andrews River drop to levels where the water treatment plant could not draw water. An emergency damming plan was established and approved last year, and Staff are requesting permission again to implement the damming if required. Staff have not had to implement the measures at the time of this report but are prepared to proceed when and if required.





## RCMP

Speeding in Town continues to be an issue. Staff have brought the issue forward to RCMP. The RCMP will be conducting additional speed enforcement in Town.

*Marc Seguin*

**Marc Seguin**  
**Chief Administrative Officer**

## 10. Business



### **Council Meeting July23, 2026**

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The following motions were recommended to Council by the COTW on June 25, 2026:

#### **Item 10A - Fire Hall Land Designation**

Motion, that Council recommend... that we recommend to Council that the land illustrated within the report That shows 111 Nova Scotia, number 2 Highway, Stewiacke be designated as the future home of the new Stewiacke Fire Hall, Stewiacke and District Volunteer Fire Department, and We recommend to Council that the Stewiacke District Volunteer Fire Department be authorized to fundraise for the planning and construction of the new fire hall, and We recommend to Council that Town staff support the Stewiacke and District Volunteer Fire Department as necessary.

#### **Item 10 B - Paving Tender**

Motion that we recommend to Council that the Report 2026 paving award of tender be received, and pending approval for the project, and Council approval of the 26-27 capital budget. that we recommend to Council that the Town award the 2026 2027 paving tender to Basin Contracting Limited in the amount of \$27,000 plus HST, and we further recommend to Council that the CAO be authorized to execute the necessary contract.

#### **Item 10 C - Water Plant Design and Construction Mgmt. RFP**

Motion that we recommend to Council the request for proposal for engineering design services and project management, in brackets, water plant, report be received, and we recommend to Council that request for proposal STEW-2026-02, Engineering Design Services and Project Management of Stewiacke Water Treatment Plant Design, be awarded to Dylan Consulting Limited in the amount of \$1,405,220 plus HST. And further, we recommend to Council that the Mayor and CAO be authorized to execute the contract on behalf of the Town

## ITEM 11 A



To: Stewiacke Town Council

From: Jacob Macpherson, Planner

Re: Land Use Bylaw Text Amendment Application for 670 Highway 2, Stewiacke NS

Date: July 23, 2026

Submitted On: July 16, 2026

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### RECOMMENDATION

Staff recommend to Council that:

1. the Town of Stewiacke Land Use By-law be amended as per Schedule 1; and
2. Council adopts the Outdoor Event Permit By-law as per Schedule 2.

### BACKGROUND

On March 9, 2026, zzap consulting submitted a request on behalf of the applicant to amend the Town's Land Use Bylaw to permit an assembly use in the R4 Zone. The applicant has submitted this request so that catered events can be allowed on their property, 670 Highway 2, which is in the R-4 Zone. A rationale was also provided by zzap to explain the purpose and potential benefit of making the amendment.

On March 18, 2026, the Planning Advisory Committee (PAC) considered the application to permit a 'Place of Assembly' as a permitted use in the R-4 zone. PAC directed Staff to create a new draft of the regulations that more closely consider:

- The impact of noise in residential parts of Town, especially in residential neighborhoods that are zoned R-4.
- The traffic impact of an event space on local roads (i.e. roads that are not Highway 2).
- Parking requirements.
- The movement of vehicles in and out of the event site.



On April 22, 2026 Staff presented updated regulations based on the Planning Advisory Committee's direction. In addition to permitting the Place of Assembly use, as the applicant requested, the updated regulations consider the potential impacts of:

- Traffic congestion issues on local roads.
- Noise caused by outdoor event spaces.
- Parking required to properly host events.

PAC recommended that Council adopt the proposed regulations as they are presented in this report.

On May 28, 2026 this project was brought to the Committee of the Whole, who recommended that Council adopt the proposed Land Use By-law amendments and new by-law.

The regulations are attached as:

- Schedule 1 (Land Use By-law amendments); and
- Schedule 2 (Outdoor Event Permit By-law).

## **DISCUSSION**

The proposed Land Use By-law amendments would define the Place of Assembly use and permit the use in the R-4 zone with added requirements to reflect the direction of PAC. To be eligible as a Place of Assembly, the property would need to be along Highway 2, have multiple access points, and meet the parking requirements of the Land Use By-law. These requirements are intended to reduce the potential for congestion in Town, improve the ability of event attendees to evacuate during an emergency, and distance event spaces from more established neighbourhoods in Town that are zoned R-4 such as the Southern end of St Andrews St.

While the Town's existing Noise By-law already considers what levels of noise are acceptable in the Town at different times, PAC has identified the need for regulations that take a more proactive approach by considering the impact of noise before the event location has been chosen. To reduce the potential for noise disturbance from outdoor event spaces, outdoor concert venues have been removed from the proposed definition of 'Place of Assembly'. In addition, any events using outdoor speakers would need to apply for an Outdoor Event Permit through the proposed Outdoor Event Permit By-law.

The Outdoor Event Permit by-law requires that outdoor events using speakers are located away from neighboring homes and limits the times when speakers can be used to the hours listed in the Town of Stewiacke Noise By-law. By licensing an event through a permit, the event would be considered



exempt from the Noise By-law which would normally prohibit any event space in Town from being able to operate without the potential of being fined.

## POLICIES/LEGISLATION

|                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Policy RP-13</b></p> <p>It is a policy of Council to establish the Rural Residential (R-4) Zone and to allow uses which are suitable for a rural area, such as agricultural uses, forestry uses, and golf courses. The R-4 Zone shall apply to the area designated Rural Residential. Existing R-4 uses located outside of the designation will also be zoned R-4.</p> | <p>Policy RP-13 establishes the Rural Residential Zone and gives examples of the kind of uses that are suited for rural parts of town. The uses listed, and more, are included as permitted uses for the R-4 Zone in the Land Use Bylaw.</p> <p>Uses such as a building to host catered events or a wedding venue are a good fit for rural spaces. The larger lot size of R-4 properties makes it easier for an event organizer to account for noise, parking space, and space for large crowds, all of which could cause be land use conflicts in other parts of Town.</p> |
| <p><b>Policy GP-2</b></p> <p>It shall be the intention of Council to allow a range of compatible uses in each designation, subject to the policies of this document.</p>                                                                                                                                                                                                     | <p>Permitting the Place of Assembly use increases the range of compatible uses in conformance with Policy RP-13.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Policy GP-3</b></p> <p>It shall be the intention of Council to encourage the majority of future development to locate in the serviced areas of the Town.</p>                                                                                                                                                                                                           | <p>Permitting Place of Assembly in rural areas would not encourage specific kinds of future development to locate in serviced areas of Town.</p>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>GP-4</b></p> <p>It shall be the intention of Council to support the unserviced areas of the Town as a rural and agricultural area.</p>                                                                                                                                                                                                                                 | <p>Allowing for a greater flexibility in permitted uses in the R-4 zone would support new and existing businesses in the rural areas of Stewiacke.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Policy IM-3</b></p> <p>In considering amendments to the Town of Stewiacke Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:</p> <p>a) whether the proposal is considered premature or inappropriate in terms of:</p>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>i. the adequacy of sewer and water services;</li> <li>ii. the adequacy of school facilities;</li> <li>iii. the adequacy of fire protection;</li> <li>iv. the adequacy of road networks adjacent to, or leading to the development; and</li> <li>v. the financial capacity of the Town to absorb any costs relating to the development.</li> </ul> <p>b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</p> <p>c) the adequacy of the dimensions and shape of the lot for the intended use;</p> <p>d) the pattern of development which the proposal might create;</p> <p>e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;</p> <p>f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations;</p> <p>g) the impact of not only the use being proposed but all uses permitted in the zone;</p> <p>h) the site meets all of the zone requirements for the zone sought;</p> <p>i) the impact of the proposed development on adjacent uses; and</p> <p>j) any other matter required by relevant policies of this Strategy.</p> | <p>(a)(iii) The applicant has already considered fire protection and evacuation as part of an application for a temporary event permit. Fire protection will continue to be considered as a part of the permitting process.</p> <p>(b) Hosting events has the potential to increase traffic in the rural areas of Town as people travel to and leave the event space. Only properties located along Highway 2 would be eligible.</p> <p>i) The impact of the proposed development is minimized by the size and location of the property.</p> |
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## MOTION

Staff recommend to Council that:

1. the Town of Stewiacke Land Use By-law be amended as per Schedule 1; and
2. Council adopts the Outdoor Event Permit By-law as per Schedule 2.



Approved by:

*Marc Seguin*  
\_\_\_\_\_  
**Marc Seguin**  
**Chief Administrative Officer**





## Schedule 1 – Proposed Land Use By-law Amendments

(1) Under “Definitions”, add a new definition:

**“Place of Assembly** means a building, facility, or outdoor space where people gather for cultural events, festivals, celebrations, or similar purposes but does not include restaurants or outdoor concert venues.”

(2) Under “8.6.2 Permitted Uses”, add “Place of Assembly, subject to Section 8.6.3” as a new permitted use

(3) Add a new section after “8.6.2 Lot Specifications” with the following text:

“8.6.3 – Assembly Use

The Assembly Use may be permitted in the R4 Zone provided:

- The proposed event is within 250 meters (820.2 feet) of Highway 2 and has more than one legal access point;
- Adequate parking is provided, subject to Section 6.1; and
- For any event that involves the outdoor amplification of sound, a valid Outdoor Event Permit has been issued.”



## **Schedule 2 – Proposed Outdoor Event Permit By-law**

### **TOWN OF STEWIACKÉ**

#### **BY-LAW #2026 – \_\_**

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of Second Reading:

Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-law:

#### **1. Title**

This by-law may be cited as the “Outdoor Event Permit By-law”

#### **2. Definitions**

For the purposes of this By-law, the following words shall have the meanings hereby assigned to them:

- “Development Officer” means a development officer of the Town of Stewiacke
- “Non-participant Household” means a dwelling that is not associated with the hosting of an event
- “The Town” means the Town of Stewiacke

#### **3. Purpose**

- 3.1. This By-law is to provide for the requirements and issuance of Outdoor Event Permits where such a permit is required by the Land Use By-law.
- 3.2. An event that receives an Outdoor Event Permit shall be considered as an event that is licensed by the Town.
- 3.3. An Outdoor Event Permit shall not exempt the need to obtain a building or development permit.

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](mailto:town@stewiacke.net)



#### **4. Requirements**

A Development Officer may, at their sole discretion, issue an Outdoor Event Permit provided:

- a) The Place of Assembly use is a permitted or legally existing use on the property;
- b) The outdoor amplification of music will only occur outside of the hours proscribed in Part 2 of the Town of Stewiacke Noise By-law, as amended;
- c) The location of the event is 200 ft away, or more, from non-participant households; and
- d) The event is not open to the general public.

#### **5. Application**

5.1. An Outdoor Event Permit application shall be submitted by the property owner or a representative of the property owner to the Development Officer and shall contain any information required for the proper administration of this by-law, including but not limited to:

- a) The address and proposed location of the event on the property;
- b) A general description of the event(s) to take place; and
- c) The planned date of the event, or events in the case of multiple events.

5.2. An Outdoor Event Permit shall be valid for twelve months after the permit is issued.

5.2.1. A valid Outdoor Event Permit may be used for multiple events provided that the proposed location and timings remain the same.

#### **6. Penalties**

6.1. No person shall host an event where an Outdoor Event permit is required without an Outdoor Event Permit.

6.2. Any person who contravenes any provision of this By-law is punishable by:

- 6.2.1. The revocation of the Outdoor Event Permit; and
- 6.2.2. A fine, as per the Town of Stewiacke Noise By-law, as amended.

## APPLICATION FOR OUTDOOR EVENT PERMIT

**Please note:** Outdoor Event Permits may only be issued where required by the Town of Stewiacke Land Use By-law.

|                                 |                         |
|---------------------------------|-------------------------|
| Name of Applicant(s):           |                         |
| Telephone:                      | Cell:<br>Home:<br>Work: |
| Event Address:                  |                         |
| Event(s) description and dates: |                         |

I certify that:

- ☐ The event(s) will not be open to the general public.
- ☐ The outdoor event space is 200 feet away or more from any non-participating households.
- ☐ That no outdoor amplification of music will occur during the quiet hours set out in Part 2 of the Town of Stewiacke Noise By-law.

**X**

Applicant(s) Signature

Date

|                                                                         |
|-------------------------------------------------------------------------|
| <b>For Office Use Only</b>                                              |
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Valid until:                                                            |
| Approval Number:                                                        |
| Date of approval by Development Officer:                                |
| Comments:                                                               |



## **ITEM 11 - Bylaw & Policy**

### **Council Meeting July 23, 2026**

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The following motions recommended to Council by the COTW on June 25, 2026:

#### **ITEM 11B (1) – Sewer Connection Bylaw**

Recommendation: We recommend to Council the changing, of Section 8 in the Sewer Connection By-law 2026-10.

DRAFT Attached

#### **ITEM 11B (1) – Procurement Policy**

##### **Procurement Policy**

Recommendation: Recommend to Council that we Add in section purchase of equipment to the procurement policy number 2026-05.

DRAFT Attached



## Title: Sewer Connection Bylaw 2026-10

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### 1. Short Title

This By-law may be cited as the ***“Sewer Connection By-law”***.

### 2. Interpretation

In this By-law, unless the context otherwise requires, the expression:

- a) “Combined Sewer” means a sewer that is intended to conduct wastewater and stormwater;
- b) “Council” means the Town Council of the Town of Stewiacke;
- c) “Engineer” means the Engineer for the Town of Stewiacke as appointed by Council;
- d) “Person” shall mean any individual, firm, company, association, society, corporation or group;
- e) “Sanitary Sewer” means a sewer for the collection and transmission of domestic, commercial and industrial wastewater or any of them, and to which uncontaminated or cooling water, storm, surface, and groundwater are not intentionally admitted;
- f) “Sewer” means a pipe, conduit, drain, open channel, or ditch used for the collection and transmission of wastewater, stormwater, or uncontaminated process or cooling water;
- g) “Sewerage System” means all pipes, mains, equipment, buildings and structures for collecting, pumping or treatment of wastewater and operated by the Town of Stewiacke, but does not include a storm sewer;
- h) “Storm Sewer” means a sewer and all related structures designed exclusively for the collection and transmission of uncontaminated water, stormwater, drainage from land or from any watercourse or any of them;
- i) “Town” means the Town of Stewiacke or the area contained within its municipal boundaries, as the context requires;



- j) "Town" means the Town's Superintendent of Public Works or a person designated by Superintendent of Public Works.
3. a) No person shall connect any private sewer or building sewer to a municipal sewer without first completing and filing, with the Municipal Town Office, an application form, as prescribed by the Town, and a plan or description of the work to be performed including but not limited to the position, size, kind and weight of all pipe.
- b) No connection to a municipal sewer shall be made except with approval from the Town and under the supervision of the Engineer or Town Representative.
- c) No connection shall be covered until it has been inspected and approved by the Engineer or Town Representative.
4. Every person connecting to a sewerage system shall construct the connection according to requirements of the Canadian Building and Plumbing Codes.
5. No person shall connect any storm sewer to any sanitary sewer.
6. a) The owner of a building, the nearest part of which is not more than three hundred feet from any portion of a municipal sewer shall be required at the owners expense to construct a building sewer therefrom and connect the same to the said municipal sewer; provided, however, Council may exempt therefrom any such building as appears to it:
- i) to be adequately served with existing storm drainage and on-site sewage disposal systems;
  - ii) would not be adequately served by connection to the municipal sewerage system.
- b) The Council shall give the owner of an existing building which is located within 300 feet from any portion of a municipal sewer one year, from the passing of this By-law, to establish a sewer connection in accordance with Town by-laws.
- c) The Council may direct the owner of a building that does not have a proper or sufficient outlet for sewage to proceed, within thirty (30) days to cause the sewage disposal from such building to be properly deposited into the sanitary sewer of the Town.



7. Where a building has been connected to the municipal sewerage system or the Council has ordered a building to be so connected, the Council may by resolution order the owners of outhouses and septic tanks to remove such outhouses and to destroy or fill such septic tanks.

8. All costs associated with the installation, connection, maintenance or repair of a building sewer connection to the municipal sewerage system, including the costs of any necessary permits, are the sole responsibilities of the owner, with the exception of the portion of connection from the property line to the main line connection, which will be the responsibility of the Town.

#### 9. Offenses

Except as otherwise provided herein, any person who contravenes any section of this By-law is liable on conviction to a penalty of not less than \$200.00 and not more than \$1,000.00 and in default of payment to imprisonment for a term of not more than three (3) months

#### 10. Repeal

This By-law repeals any and all By-laws regarding sewer connection.

I, Marc Seguin, CAO & Municipal Clerk of the Town of Stewiacke, hereby certify that the above noted bylaw was passed at a meeting of the Town of Stewiacke Municipal Council on July 23, 2026.

| Annotation's:                          |                         |
|----------------------------------------|-------------------------|
| First Reading                          | July 23, 2026 - PENDING |
| Advertisement of Second Reading        | PENDING                 |
| Second Reading                         | PENDING                 |
| Final Notice/ Effective Date           | PENDING                 |
| Notice sent to Province of Nova Scotia | PENDING                 |

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

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date





**Policy Title:** Procurement Policy #2026-05

**Approval Date:** July 23, 2026

**Replaces:** Policy 2000-05

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## 1. PURPOSE

**1.1.** It is the policy of The Town of Stewiacke to acquire goods and services on a competitive basis and to ensure uniformity of rules and procedures. This policy shall guide Town staff in the acquisition of goods and services on behalf of the Town in a manner that is:

- a) consistent with Council's budget approvals, and
- b) complies with the Province of Nova Scotia's Public Procurement Act.

**1.2.** The Town of Stewiacke is committed to:

- a) providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value for the Town;
- b) encouraging competition, innovative ideas and solutions, while respecting Legislative and Trade Agreement obligations;
- c) promoting sustainable options in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations;
- d) ensuring that qualified suppliers have equal opportunity to bid on the Town's procurement activity;
- e) being accountable for procurement decisions.

## 2. DEFINITIONS

**2.1.** For the purposes of this policy, the following definitions are provided:

**a) Atlantic Standard Terms & Conditions** - Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.

**b) Best Value** - Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.

**c) Bid** - A supplier response to a public tender notice to provide goods, services,



construction or facilities.

**d) Competitive (Formal) Quote** – A formal written quote from a supplier for the acquisition of goods or services.

**e) Construction** - The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.

**f) Construction Contract Guidelines** - Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.

**g) Goods** - Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Stewiacke for the execution of its business and affairs and includes services that are incidental to the provision of such supplies.

**h) Informal Quote** – a verbal, hand-written or otherwise informally communicated quote from a supplier for the acquisition of goods or services.

**i) Local Preference** – Any supplier of goods and/or services located in the Town of Stewiacke. In the absence of an interested supplier from Stewiacke, any supplier of goods and/or services located in the Town's surrounding area.

**j) Procurement Advisory Group** - The advisory group established by the Public Procurement Act to provide advice and recommendations to advance the outcomes of the Act.

**k) Procurement Activity** - The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.

**l) Procurement Value** - The value of the total contract *excluding taxes* but including all options whether exercised or not. For facilities this value is determined by the monthly lease/rent multiplied by the term of the contract.

**m) Procurement Web Portal** - The public website maintained by the Province where all public tender notices are posted.

**n) Public Advertisement** - Advertising a public tender notice on the provincial procurement web portal when PPA thresholds are exceeded. Public advertisement could also include advertisement on the Town's website and local or provincial newspapers, or other means as applicable.

**o) Public Procurement Act (PPA)** - An Act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia.

**p) Public Tender** - Procurement for goods, services, construction, or facilities obtained through public advertisement. May also be a Request for Proposals.

**q) Public Tender Notice** - Notice of intended procurement for goods, services,



construction, or facilities obtained through public advertisement.

**r) Services** - Services required by the Town of Stewiacke in the execution of its business and affairs, excluding services provided by an employee through a personal services contract.

**s) Standing Offer** - A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an “as required” basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

**t) Sustainable Procurement** - Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- i) Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction;
- ii) Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy;
- iii) Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

### 3. APPLICATION

**3.1.** This policy applies to all procurement activity of the Town of Stewiacke effective October 1, 2018.

**3.2.** The Chief Administrative Officer (CAO) is the *Responsible Authority* for the purchase of goods, services, construction, or facilities for The Town of Stewiacke subject to the policy and procedure herein. It shall be the responsibility of the CAO to ensure that purchases of goods and services are carried out in accordance with this policy. The CAO is also considered to have Purchasing Authority for the purposes of this Policy.

**3.3.** All other Town staff who have authority for the procurement of goods, services, construction, or facilities shall adhere to this policy. Department Heads are considered to have *Purchasing Authority*. They include the Superintendent of Public Works, the Treatment Plant Operator, the Manager of Finance and the Recreation and Physical Activity Coordinator. The Town Clerk also has purchasing authority as per section 4.1. The CAO shall be advised of intended purchases greater than \$1,000 made by Department Heads.

**3.4** The CAO shall encourage the consolidation and standardization of items used within the



Town. Under the direction of the CAO, Purchasing Authorities shall endeavor to combine the purchasing of common goods and services to achieve the most economical financial benefit to the Town. This may include cooperative purchases with other public sector agencies when it is deemed to be the most cost-efficient method of procurement.

**3.5** The Responsible Authority should ensure that, wherever feasible and economical, specifications are prepared to provide for the expanded use of products that contain post-consumer recycled waste and/or recycled content, without significantly affecting the intended use of the products or service.

**3.6** Leasing of equipment shall be subject to this policy. Comparison of lease -vs- purchase costs should be performed prior to the tender process, with due consideration to budget approvals and funding sources.

#### **4. PURCHASING AUTHORITY**

**4.1.** Purchasing Authority is to be exercised as follows:

In all cases, *consideration* should be given to:

- a) any Standing Offers that exist between suppliers and the Town;
- b) any Standing Offers that exist between suppliers and the Province of Nova Scotia. These Standing Offers are in most cases eligible for use by the Town, however the Purchasing Authority may give preference to local suppliers as per section 8;
- c) where no Standing Offer exists or the Purchasing Authority is required to use the competitive process, the following procedures and thresholds apply:

##### **PROCEDURES AND THRESHOLDS:**

- a) Up to \$500** - The Town Clerk is authorized to make purchases of goods and services for the purpose of carrying on the business of the Town where such expenditure is within budget allocation. Price comparisons should be made to ensure the Town is getting best value.
- b) Up to \$3,500** - A Department Head is authorized to make purchases or contracts for the acquisition of goods and services for the purpose of carrying on the business of the Town. Such expenditures shall not exceed budget allocation by more than 10%. *Informal quotes* from more than one supplier are required for purchases greater than \$500.
- c) Up to \$5,000** - A Department Head is authorized to make purchases or contracts for the acquisition of goods and services for the purpose of carrying on the business of the Town. Such



expenditures shall not exceed budget allocation by more than 10%. *Written formal quotes* from at least three suppliers are required for purchases greater than \$3,500.

**d) Up to \$15,000** - The Chief Administrative Officer is authorized to make purchases or contracts for the acquisition of goods and services for the purpose of carrying on the business of the Town. Such expenditures shall not exceed budget allocation by more than 10%. *Written formal quotes* from at least three suppliers are required for purchases greater than \$3,500.

**e) Greater than \$15,000** - The Chief Administrative Officer requires Council approval for the acquisition of goods and services for the purpose of carrying on the business of the Town. A traditional Public Tender or Request for Proposals (RFP) process is required.

|             | Up to \$500      | Up to \$3,500   | Up to \$5,000     | Up to \$15,000    | Greater than \$15,000 |
|-------------|------------------|-----------------|-------------------|-------------------|-----------------------|
| Clerk       | Yes              | No              | No                | No                | No                    |
| Dept Head   | Yes              | Yes             | Yes               | No                | No                    |
| CAO         | Yes              | Yes             | Yes               | Yes               | No                    |
| Requirement | Price comparison | Informal quotes | 3 x Formal quotes | 3 x Formal quotes | Tender or RFP         |

**4.2.** All threshold dollar amounts are ***exclusive of tax***.

**4.3.** Contract splitting to remain within certain threshold limits or to avoid a competitive process is strictly prohibited.

#### **4.4. Exempted payments**

**a)** Certain payments such as provincially determined expenditures as they apply, including any payments as may be required by the Municipal Government Act, or any other applicable legislation, are exempt from this policy. Examples of such commitments include but are not restricted to: School Board Appropriation paid to the Province, PVSC Services, RCMP Services, and Correctional Services.

**b)** Utility payments, where no competitor exists, are exempt from this policy;

**c)** Contracted joint services with other municipal units, brokered through an affiliated municipal organization, such as the Nova Scotia Federation of Municipalities for health benefits and general insurance.

## **5. PURCHASE TOOLS**

### **5.1. Purchase Order**

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



**a)** The Purchase Order is the tool normally used to finalize the bid process for goods and services. The purchasing procedure begins with a Purchase Order form being completed. It describes the items or service to be ordered, delivery date, the amount and the expense code to which the purchase will be allocated in the financial records.

**b)** The Department Heads shall then proceed to purchase the items, following processes outlined in the policy. The Department Head shall sign the Purchase Order. In the absence of a Purchase Order a formal contract should normally be drafted and signed by the Purchasing Authority and the supplier.

#### **5.2. Purchase Order Not Required:**

**a)** There are a number of purchases of low value items made at local businesses that accumulate, and such businesses may submit a monthly statement to the Town for payment. A Purchase Order is not necessarily required for individual purchases less than \$500 in value. However, the Purchasing Authority shall review the monthly statements from suppliers to verify price and receipt of goods.

#### **5.3. Public Auction or Used Goods:**

##### **Purchase of Equipment**

The Department Head/designate is authorized to purchase used fleet and equipment, upon approval of the Chief Administrative Officer, that is sold by other municipalities, by private sale or public auction; sold through a vendor licensed to sell used equipment; by sealed bid; or by negotiation providing that:

- The equipment meets or exceeds the departmental equipment requirements and that a budgeted amount has been approved by Council.
- It is documented that it is fiscally responsible to purchase a used piece of equipment or fleet rather than purchase new.
- If the total expenditure per piece of equipment exceeds \$50,000.00, a report will be forwarded to Council detailing purchase information and expenses.

### **6. PUBLIC TENDER PROCESS**

#### **6.1. Specifications**

The Purchasing Authority or designate shall prepare specifications for the goods and services to be acquired by public tender (or Request for Proposals as the case may be).



## **6.2. Tender Documents**

Tender documents shall normally include the following:

- a) Instructions to bidders;
- b) Sufficient detail to ensure the scope of work and requirements are clearly understood by bidders;
- c) Project drawings and/or specifications where required;
- d) Evaluation method, criteria and weighting as required;
- e) A Privilege Clause;
- f) Form of "General Conditions" as required;
- g) Form of "Contract Agreement" as required;
- h) Any other details that may be pertinent to the specific Tender not included above.

Tender documents shall also include the closing date and time, and the fact that all tenders must be delivered to the Town Office in sealed envelopes clearly marked with the purpose of the tender.

## **6.3. Tender Openings**

All tenders solicited by the Town of Stewiacke shall normally close on a Thursday at 2:00pm. All tenders shall be received by the Receptionist at the Town Office, who shall stamp the time and date received on the sealed envelope and placed in a designated secure location. No tenders shall be received by fax or e-mail, however, amendments to tenders will be accepted if the tendered price is not revealed in the fax.

**6.4.** At the designated time for opening, the Purchasing Authority, one member of Town Council (if available), and the CAO (or one other person selected by the CAO) shall meet in the Council Chambers. As a minimum, two people plus a recorder shall be present. The CAO or Purchasing Authority will bring the sealed bids to the Council Chambers for opening. The public is normally permitted to view the tender opening.

**6.5.** The CAO or Purchasing Authority shall ensure that a recorder records the proceedings at the opening, including the names of those persons in attendance and the amounts of the bids.

**6.6.** Tenders received after the closing shall be returned to the bidder, unopened.

## **6.7. Tender Awarding**





**PRIVILEGE CLAUSE:** It is customary for the Town of Stewiacke to award contracts to the bidder with the lowest price meeting the specifications. However, the Town reserves the right to make an award for reasons deemed to be in its best interest and representing best value. Primary evaluation criteria shall normally be price, however other distinguishing criteria, such as warranty, use of superior materials, and history (experience) may be considered if it clearly provides the Town with better value. A tender may not be awarded to a supplier who did not bid on the original tender.

- 6.8.** A report to Council from the Purchasing Authority is required for all public tenders. It will normally include the proceedings from the tender opening, the bid amounts, the results of the bid evaluation and a staff recommendation to Council. The report will be presented at the earliest opportunity to Council, who will then consider the staff recommendation prior to making a decision on awarding the tender.
- 6.9.** The successful bidder shall be notified as soon as practical by phone or e-mail, with a mailed letter following. The unsuccessful bidders are to be notified by mailed letter.
- 6.10.** The successful bidder and contract award amount for all public tenders and RFPs shall be posted on the Province of Nova Scotia's Procurement Web Portal. After tenders have been awarded, routine access to information at a suppliers request shall be provided in the following areas:
- a) Bidders list (may include bid prices);
  - b) Name of successful bidder;
  - c) Award price excluding taxes of the successful bidder;
- Access to tender documents or other proprietary information is subject to provisions in the Freedom of Information and Protection of Privacy Act.
- 6.11.** In the event that all of the bids received exceed the budgeted appropriation, the Purchasing Authority shall do one of the following:
- a) Cancel the project;
  - b) Recommend awarding the tender to the lowest acceptable bidder noting the budget overage in consideration of project importance and priority;
  - c) Alter the scope of work and re-issue the public tender;
  - d) Undertake negotiations in the scope of the work with the bidder submitting the lowest acceptable tender to reduce or alter the scope.

**6.12. Supplier Debriefing**





At the request of a supplier who submitted a bid, Town personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out *how their proposal scored against published criteria*, obtain *comments on their bid*, and gather *information on how future bids may be improved*. Supplier bids are *not compared to other bids*, nor will information on other bids be provided.

#### **6.13. Supplier Complaint Process (SCP)**

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the PPA. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

### **7. FAIR TREATMENT FOR NOVA SCOTIA SUPPLIERS**

**7.1.** Based on the principle of best value for the Town of Stewiacke and when deemed to be in their best interest, Town personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the CAO.

**7.2.** Town personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below \$3,500 to Nova Scotia Suppliers. Any such decision made by Town personnel should be based on budget considerations, and shall be approved by the CAO.

### **8. LOCAL PREFERENCE AND SUSTAINABILITY CONSIDERATIONS**

**8.1.** Purchasing Authorities or Council (whoever has the authority to award contracts in accordance with this Policy) may give preference to purchasing goods and services from local businesses in accordance with the following:

- a)** If the goods or services available from a local business are equal in providing the best value to those available from a non-local business, the goods or services from the local business may be purchased;
- b)** In evaluating which goods or services offer best value to the Town, the Purchasing Authority may apply a preference of 5% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 5% and only for the purposes of evaluating which goods or services offer best value.



**8.2.** All requests for quotations and notices of public tender should state that local preference may apply to the procurement.

**8.3.** In accordance with the Atlantic Procurement Agreement, the local preference described above does not apply to the following procurements:

- a)** goods that have a value of \$25,000 or greater;
- b)** services that have a value of \$50,000 or greater;
- c)** construction that has a value of \$100,000 or greater.

**8.4.** Pursuant to the PPA, in evaluating which goods or services offer best value to the Town, the Town may consider sustainability criteria, including environmental, economic, and social considerations.

**8.5.** All requests for quotations and notices of public tender must list the sustainability criteria that apply to the procurement, if any.

## **9. OBLIGATIONS UNDER THE PUBLIC PROCUREMENT ACT (PPA)**

**9.1.** In addition to the areas already covered by this Policy, the following are additional obligations of the PPA that Purchasing Authorities are required to adhere to:

**a) Terms and Conditions**

i) Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

**b) Posting Tender Notices and Awards**

i) All opportunities subject to a public tender, as required by PPA guidelines, must be advertised on the Province of Nova Scotia Procurement Web Portal. Town personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded (as per section 6.10).

**c) Code of Ethics**

i) Town personnel and Council members must ensure their conduct in relation to procurement activity is consistent with the “Duties of public sector entity employees” in the PPA. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.



**d) Other**

**i) Supplier Development Activities**

Town personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat.

**ii) Regulations**

Town personnel will ensure that procurement practices remain consistent with any regulations that are adopted under the PPA, through periodic reviews of this policy and interim directives as required.

## **10. SALE OF SURPLUS MATERIAL**

**10.1.** Goods, supplies and assets which are declared surplus by the CAO shall be sold in the most effective manner to obtain the highest return. Sale by tender, auction, negotiation or quotation are authorized methods of disposition of surplus items. As required, Department Heads should provide the CAO with adequate justification prior to asking the CAO to declare the item as surplus. Some items may be deemed to be of little or no value and may also be declared surplus and given away to the public or non-profit organizations.

**10.2.** Employees and Councillors of the Town or their agents shall not be permitted to purchase surplus material.

## **11. PROFESSIONAL SERVICES**

**11.1.** Professional services include auditing, banking, legal, information technology support and engineering services.

**11.2.** Generally these services will be subject to a Request for Proposal process on a five year basis. The CAO is responsible to carry out the RFP process and file a recommendation with the Town Council for the five year appointment.

**11.3.** The Council and the CAO, or a designate, shall prepare the specifications for these services, issue Requests for Proposals, carry out the necessary interviews or bid evaluations, and prepare a report and a staff recommendation for Council approval.



**11.4** The Town employs a variety of other personnel on short-term contracts in various capacities, such as dog control, custodial and trail grooming services. These contracts shall be reviewed periodically and RFPs issued at or near contract termination.

## **12. RECEIPT OF GOODS AND SERVICES**

**12.1.** Immediately upon the receipt of goods or services, authorized staff shall ascertain that the goods or service are received as ordered, relating to quantity, quality and/or condition. Rejection of delivery shall be reported to the Purchasing Authority and the Town Clerk, who shall in turn notify the supplier and/or carrier and determine how the issue is to be rectified.

**12.2.** A receiving report shall be prepared and signed by the authorized person, and it shall be forwarded to the Office Clerk to be attached to the purchase order. Some goods or services may not have a receiving report, and in those cases the Purchasing Authority's signature on the invoice shall signify that the goods or services have been received/provided in an acceptable manner.

## **13. PAYMENT FOR GOODS AND SERVICES**

**13.1.** Payment may be made by the CAO or the Town Clerk to the supplier if the supplier invoice is accompanied by a receiving report (or a signed invoice as per section 12.2), a purchase order and approval of the purchasing authority. The CAO, Town Clerk, or a designate, shall verify that all appropriate steps and approvals for the acquisition of the goods and services have been carried out prior to making payment to the supplier.

**13.2.** The Town's Corporate Credit Card is held by the CAO. Payment by Corporate Credit Card is authorized for smaller purchases in the conduct of Town business. Use of the card may also include authorized travel and accommodation bookings, reservations, organizational fees, professional dues, certain hospitality items, etc. Individual purchases by credit card should normally not exceed \$500. The card balance shall be paid in full monthly so as not to incur interest charges. The Corporate Credit Card shall not be used for personal purchases, cash advances, the purchase of alcohol, or the purchase of other items that may be deemed a questionable use of public money.

## **14. ALTERNATIVE PROCUREMENT PRACTICES**

**14.1.** In order to balance the need for an open and competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to



discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town personnel stating the rationale permitting the Alternative Procurement Circumstance, and signed by the CAO. All documents must be filed and maintained for audit purposes.

## **14.2 Alternative Procurement Circumstances**

### **No Threshold Restrictions**

Town personnel may use Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions and in the following circumstances:

- (1) In **an emergency**, where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in a timely manner by means of the regular purchase procedures:
  - (a) Emergencies include a lack of supplies or services that will have a significant adverse effect on the functioning of the Town, threaten public or private property or the environment, or jeopardize the health or safety of the public;
  - (b) Emergency purchases will be completed using the most expedient method in the circumstances but will take best value into consideration;
  - (c) The purchasing employee will report the emergency purchase to their Department Head who will provide the CAO with documentation of the purchase.
- (2) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise municipal or other governmental confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- (3) Where compliance with the open tendering provisions set out in this Policy would interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health;
- (4) In the absence of bids in response to an public tender, or when the bids submitted have been collusive, or not in conformity with the essential requirements in the tender (if there are no bids, the tender may be re-issued);
- (5) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- (6) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;



- (7) For the purchase of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
- (8) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- (9) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- (10) For the purchase of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
- (11) Where authorized by the CAO, for the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, at auction or through tender, but not for routine purchases;
- (12) For the purchase of original works of art;
- (13) For the purchase of real property;
- (14) For a purchase from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs;
- (15) For a purchase from a public body or a non-profit organization; or
- (16) For the purchase of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.

**14.3.** Except for an emergency purchase under section 14.2 (1), alternative procurement purchases must be made in accordance with the following process:

- (1) The responsible Department Head or their designate must submit their request for an alternative procurement purchase in writing to the CAO, explaining why they believe an alternative procurement purchase is necessary;
- (2) The CAO must discuss the request with the Department Head to ensure an alternative procurement purchase is required;
- (3) The CAO will assess the request. If the request is approved, the CAO will notify the Department Head, and if the request is denied, the CAO will notify the Department Head with an adequate reasoning as to why the request has been denied;
- (4) The purchase should be completed through negotiation with the available supplier or suppliers of the goods or services required.

**14.4.** When an alternative procurement purchase occurs, the reason for doing so must be documented and briefed to Council as soon as practical, even prior to the procurement if feasible, especially with respect to items from sections 14.2 (2) through 14.2 (16).



### **Threshold Restrictions**

**14.5.** Town personnel may use Alternative Procurement practices as described below, up to \$10,000 in the following circumstances:

- (1) For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases;
- (2) For procurement that fosters the development of minority businesses.

### **Annotation's For Official Policy Book**

**Date of Council members Review:** Thursday, June 25, 2026 - PENDING

**Date of Passage of Current Policy:** Thursday, July 23, 2026 - PENDING

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

\_\_\_\_\_  
**CAO / Clerk**

\_\_\_\_\_  
**Date**