STEWIACKE
RIVERS OF OPPORTUNITY

COTW & COUNCIL MEETING **AGENDA**
Thursday November 26, 2026 @ 7:00 pm
Stewiacke Community Centre, Stewiacke, NS

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
6. Announcements
7. Presentations
8. Written petitions / correspondence – Shannon MacPhee
9. Citizen comments
10. Business
    A) CAO Report
    B) Community Development Report
    C) STORM Grant Application
    D) Memo – Amalgamation Survey Results
    E) 103 Main St. East (Old Public Works Building) – Ideas for future use
    F) 2027 -2028 Draft Budget – Council Feedback
11. Town Committee(s)
    A) Policy 2026-24 Attendance at FCM and NSFM and Atlantic Mayor Conferences
    B) Travel, Meal and Miscellaneous Expenses 2026-18
    C) Rental Policy
    A) Vacancies
12. Council Updates
13. In camera session
14. Adjournment

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

STEWIACKE
RIVERS OF OPPORTUNITY

COTW & COUNCIL MEETING **AGENDA**
Thursday November 26, 2026 @ 7:00 pm
Stewiacke Community Centre, Stewiacke, NS

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
6. Announcements
7. Presentations - None
8. Written petitions / correspondence
9. Citizen comments
10. Business
11. Town Committee(s)

ii) Rental Policy #2021-47
iii) Recognition of Birthdays and Anniversaries Policy # 2011-32

12. Council Updates
13. In camera session

A) **Personnel Matters**

14. Adjournment

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

COTW & COUNCIL MEETING **MINUTES**
Thursday October 22, 2026 @ 7:00 pm
Stewiacke Community Centre, Stewiacke, NS

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 @ 7:00 pm

2. Attendance

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

3. Approval of / changes to agenda

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

6. Announcements – None

7. Presentations – Lynann Wambolt Re: Responsible Chicken Keeping

8. Written petitions / correspondence

9. Citizen comments – several comments on control and bylaw officers in concern of chickens and chicken coops (Lynann Wambolt & Wayne Geddes)

10. Business
    A) CAO Report
    B) Community Development Report
    C) RCMP

11. Town Committee(s)

12. Council Updates

General Council updates were provided. A statement was read by Deputy Mayor Lutz outlining harassment, bullying and misinformation and its impact on Council, Staff and the community. Comments were also provided by Councillor Osborne, who had previously released a similar public statement.

13. In camera session

14. Adjournment 8:33 pm

Council Meeting Agenda:

1. Call to order 8:40 pm

2. Attendance

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

3. Approval of / changes to agenda

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

4. Disclosure of interest on agenda items

5. Approval of minutes from the previous meeting – None

6. Announcements – None

7. Presentations - None

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

8. Written petitions / correspondence

9. Citizen comments – Lynann Wombolt

10. Business

A) Tender – Old PW Building

Motion – That Council award the Stewiacke Public Works Office Demolition Section 1 to Axios Construction Limited in the amount of $26,675.32, including tax; and that Council recommend that they authorize the CAO to enter into a formal contract with Axios Construction Limited.

Motion to Approve	**Approved By:**
First	Councillor Rogers
Second	Deputy Mayor Lutz
Result	Carried

B) Deputy Mayor Policy

Councillor Rogers nominated Councillor Osborne for deputy mayor
Councillor Lutz second the nomination.
Councillor Osborne accepted the nomination

Councillor Osborne nominated Councillor LeBlanc.
There was no seconder.

Mayor Glasser made a Call for any other nominations a second time. – None
Mayor Glasser made a Call for any other nominations a third time – None

Motion that Councillor Osborne will be deputy mayor from the term October 30th 2026 to October 31st 2027

Motion to Approve	**Approved By:**
First	Councillor Rogers
Second	Deputy Mayor Lutz
Result	Carried

11. Town Committee(s)

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

12. Council Updates

13. In camera session

A) Re: personnel matters

Motion to go in camera at 8:52 pm

Motion to Approve	**Approved By:**
First	Councillor Osborne
Second	Deputy Mayor Lutz
Result	Carried

Motion to go out of camera at 9:24

Motion to Approve	**Approved By:**
First	Councillor Osborne
Second	Deputy Mayor Lutz
Result	Carried

14. Adjournment @ 9:24 pm

From: Shannon MacPhee <shannonmmacphee@gmail.com>
Sent: September 17, 2026 10:20 AM
To: Rebecca Rogers-Laing <rrogers-laing@stewiacke.net>; Pam Osborne <posborne@stewiacke.net>; David LeBlanc <dleblanc@stewiacke.net>; Suzanne Lutz <suzannelutz@stewiacke.net>; Doug Glasser <dglasser@stewiacke.net>
Cc: Marc Seguin <mseguin@stewiacke.net>; Erin Richard <erichard@stewiacke.net>
Subject: Stewiacke Community Center Rental

Good Morning Council Members,

I have taken a considerable amount of time to think and ponder about the changes to the rental for the Stewiacke Community Center and would now like to express a few things and ask some questions.

I understand that the Town is looking for ways to increase revenue and that it is not unreasonable to charge for using the Center.

What I do not understand is how the rates have been determined. So, I would like to understand where the logic came from in determining these rates.

I would appreciate responses to the following questions to help me understand.

1. What is the cost per hour to run the downstairs of the Hall?

2. Do you have a cost recovery policy in relation to helping to determine the amounts to charge.(this of course would be based on the cost per hour)

3. How did you determine that the Dinner Theatre is a "For Profit" user of the Community Center?

4. Why was I not contacted before the decision was made ,to help you understand where the revenue goes from the Dinner Theatre, and to ask for information to prove that Dinner Theatre is not a "For Profit" organization.

5. How much revenue have you lost due to the fact that the Dinner Theatre Group has not been paying to use the space. Let me point out that our group has never touched the heating, we only used the lighting... as some nights we kept our coats on for the whole evening.

6. Have you thought about or acknowledged the benefits that our group has provided in relation to providing the flooring for the stage at no cost to the Town, due to a sponsorship we have had with Stewiacke Hardware ever since we started our theatre. (Also from the Children's Theatre.. volunteers put the floor down and painted) The stage looks so much better!

If the rates were determined from simply asking other communities what they charge, and it was thought that the $30 is "in line" with other places, then I would like to know how that makes sense, since every place would have a different cost per hour.

I could not find anything on the website that would have answered my questions, but if there is a Policy or Bylaw that can answer my questions, please direct me to the proper place.

As I said earlier, I am not opposed to a fee being implemented but I always need to know how and why the decisions are made to help me understand your decisions.

Thank you for reviewing my questions and I look forward to a reply.

Shannon MacPhee
4 Edgewood Drive
Stewiacke, NS

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

To: Town Council

From: Marc Seguin, CAO

Re: CAO Report

Date: November 26 ,2026

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

This report is submitted as information only.

Water Treatment Plant Design Project

- Desing continues
- Topographic imaging completed.
- Geotechnical investigation commencing – Scheduled for first week of December
- Pads for wells / geotechnical investigation completed

Next Steps:

- **NS Power – Site analysis (Week of November 23, 2026)**
- **Hydrological analysis - December**
- **Drilling of test wells – December**

It is anticipated that we should achieve 50% of the design by January 2027.

Status – On schedule

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.

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Status – PROJECT DEALYED

***Update – The equipment has been received. Staff decided to complete the installation in January 2027, to avoid any disruption in or around the holiday season. The date and details will be circulated to residents.**

Pleasant Hill Project

The Pleasant Hill Project is on track. Staff appreciate the patience of residence as we work to complete this project. We are working towards substantial completion by December 18th with clean up work to be finished in the spring.

Emergency Management

The Colchester Regional Emergency Management Organization (REMO) is in the process of working through the process to expand our team.

Staff have received a DRAFT Memorandum of Understanding (MOU) that establishes the intent of the parties to work collaboratively toward the expansion of the existing Colchester Regional Emergency Management Organization (REMO) to include the Municipality of the District of East Hants and to develop a regional emergency management framework that complies with the requirements of the Province of Nova Scotia and applicable REMO standards.

Waste Management

The County of Colchester is in the process of completing an RFP for waste management Services for Colchester, Stewiacke and Truro. The results of the RFP will be presented to Council at the December 17, 2026 COTW.

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MUNI – Service Tickets Pilot

Residents expect timely responses to municipal service concerns, including potholes, missed waste collection, drainage issues, park maintenance, streetlight outages and general inquiries.

Currently, requests are managed through individual staff members and departmental email accounts, which can result in inconsistent recordkeeping, duplicate inquiries, delayed follow-up and limited visibility of outstanding requests.

August Digital Inc., a Toronto-based software company founded in 2018, launched Muni in 2023 as a municipal digital platform connecting residents and municipal staff through a resident web portal, native iOS and Android applications, and a centralized staff dashboard.

The platform allows municipalities to introduce individual modules as operational needs and resources permit, rather than committing to a full technology transformation upfront.

Muni is currently working with the Town of Paradise, Newfoundland and Labrador, which launched the platform in 2024 and has configured more than 100 service request types, supported by approximately 16 administrators.

MUNI has approached the Town with an offer for a three-month cost-free implementation of the software. The proposed pilot provides Stewiacke with an opportunity to evaluate the platform's suitability for its operations before making any longer-term financial commitment.

The proposed module will provide residents with a more consistent and accessible way to submit municipal service requests, while enabling the Town to improve internal tracking, accountability and service delivery.

With limited staffing and financial resources, the Town currently receives requests through multiple channels, including telephone calls, emails, website inquiries and in-person visits. A centralized system would provide a more organized approach to recording, assigning, monitoring and resolving requests without requiring additional administrative positions or a significant technology investment.

Marc Seguin

Marc Seguin
Chief Administrative Officer

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

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

To: Council

From: Erin Richard

Re: Department of Community Development Update

Date: November 26th, 2026

Special Events

1) Stewiacke Celebrates Christmas annual event will take place on December 4th & 5th.

- December 4th
  - 6pm-7:30pm Family Dance @ Community Centre
- December 5th
  - 8am Breakfast with Santa @ Stewiacke Legion
  - 10am Puppet Show w/ Colchester East Hants Library @ Life Point Church
  - 10am-12pm Cookie Decorating with Big River @ Community Centre
  - 10am-2pm Food Drive with Stewiacke Fire Dept @ Stewiacke Foodland
  - 6pm Parade of Lights
  - 7pm Tree Lighting @ Dennis Park

2) Staff are implementing a Light Up Dennis Park intiative, utilizing solar powered lights for the month of December. There are approx. 30 businesses/families who have sponsored a tree (covering the cost of the lights).
3) Staff are working alongside the Central Nova Scotia Tourism Development Society, Town of Truro, and County of Colchester on preparing the Winter Long John Festival, which will take place February 19-21st 2027 across the region.
4) Holiday Day Camps are open to the public for registering. Staff have expanded the operating times to 8:30am-4:30pm for Inservice days and holiday camps. The response from families is extremely positive.

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Facilities/Green Spaces/Trails

- Staff will decorate 30 trees throughout Dennis Park with solar lights sponsored by businesses and families on November 30th, weather pending.
- Staff will install the Christmas Tree on December 1st for the Tree Lighting.
- Wreaths will be installed on December 1st
- Staff have completed the initial layout of a small 9-hole disc golf course located at the John Crawford Trail. Refinements on trail surfacing, launch pad and installation of baskets will be next steps.
- 103 Main Street East interior demolition started on November 12th, 2026, and is complete.

Budget/Cost Saving Initiatives

- Staff submitted a funding application through Canada Summer Jobs for three (3) positions for 2027- two-day camp positions and a trails maintenance position.
- Staff applied through the CRIS (Climate Ready Infrastructure Study) envelope in August for funding to support creating a clean energy and resilience plan for the Public Works Garage, and Stewiacke Community Centre. The application has been evaluated (November 24th) and moved to the second phase of evaluation.

Equity Diversity Inclusion Accessibility

- Staff participated in the Anti-Hate Session on November 26th with regional partners and elected officials
- Staff are attending the KIAROS Blanket exercise on December 1st at the Millbrook Cultural & Heritage Centre
- January 14th, 2027, will be the next training hosted by the Alzheimer Society of Nova Scotia focusing on “Understanding Dementia”. Details will be circulated.

Parks & Recreation Committee

The next Community Parks, Recreation and Special Events meeting will be held December 1st, discussing budget and the calendar of events for 2027.

Newsletter

The January and February 2027 e-newsletter will be circulated to the registered emails on January 4th, 2027.

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To: Town Council

From: Marc Seguin, CAO

Re: The Stormwater Transformation Optimization and Resilience for Municipalities (STORM) program

Date: November 26, 2026

RECOMMENDATION

We recommend that Council approve the submission of an application to the Stormwater Transformation Optimization and Resilience for Municipalities (STORM) Program for the development of a Storm Water Management Assessment and Recommendations and authorize the CAO to submit the application on behalf of the Municipality.

That Staff report back to Council with details of the application.

ORIGIN

The Province of Nova Scotia has released the Stormwater Transformation Optimization and Resilience for Municipalities (STORM) program

The Stormwater Transformation Optimization and Resilience for Municipalities (STORM) program provides targeted funding to help Nova Scotia municipalities advance stormwater management through focused planning, analysis, and program development.

Many municipalities across Nova Scotia have already established core stormwater management practices and infrastructure. STORM supports municipalities in building on this foundation through

initiatives that advance stormwater management, improve system knowledge and risk awareness, and increase flood and climate resilience. These initiatives also support watershed and environmental health, strengthen infrastructure planning and service delivery, and promote stronger governance, accountability, and continuous improvement.

DISCUSSION

Each Municipality can submit one application. A motion from Municipal Council must accompany the submission.

STORM is organized around seven Key Areas of Advancement that reflect how municipalities strengthen stormwater management over time. Together, the seven key areas provide a practical framework for identifying eligible stormwater initiatives. Proposed projects should show how they will contribute to measurable improvements in municipal stormwater management, such as stronger system knowledge, better decision-making, improved resilience, and enhanced long-term program performance.

To be considered eligible, proposed initiatives must clearly demonstrate how they align with at least one of the seven key areas of advancement below and the related program outcomes.

1. System Understanding and Data Build a reliable foundation of data and knowledge to support informed decision-making.
2. System Performance and Risk Awareness Improve understanding of how systems perform under current and future conditions, including climate impacts.
3. Risk Identification and Solution Development Identify priority issues, risks, and opportunities, and define practical approaches to address them.
4. Decision-Making and Investment Planning Strengthen prioritization, financial planning, and project readiness.
5. Program Delivery and Integration Enhance governance, coordination, and integration across municipal functions.
6. Climate Resilience and Adaptation Incorporate climate considerations into planning, policy, and program development.
7. Performance Monitoring and Continuous Improvement Track progress, measure outcomes, and refine approaches over time.

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Staff recommend that the Town of Stewiacke complete a town wide Storm Water Management Assessment that results in recommendations for:

- Storm water requirements and recommendations for new developments; and
- Storm water infrastructure improvements (curbs catch basins etc.); and
- Development of a townwide stormwater maintenance ditching).

The scope of the Town's proposed project is comprised of the following:

Core Components of a Town-Wide Storm water assessment:
• Background Review & Data Inventory:
• Collect and review existing record drawings, GIS pipe networks, ditch inventories, culverts, and historical flooding complaints.
• Gather local rainfall data, Intensity-Duration-Frequency (IDF) curves, and soil/geotechnical maps.
• Identify data gaps and recommend field surveys or flow-monitoring campaigns to verify system performance.

Risk Identification & Vulnerability Assessment:
• Map flood-prone areas, capacity bottlenecks, erosion sites, and surface water pollution sources.
• Assess risks to critical municipal infrastructure, emergency routes, and vulnerable populations.

Solution Development & Green Infrastructure Integration:
• Formulate capital improvement projects (e.g., pipe upsizing, culvert replacements, retention/detention ponds).
• Incorporate Low Impact Development (LID) strategies such as bioretention cells, bioswales, rain gardens, and permeable pavements to promote source-level infiltration.
• Establish water quality targets (such as capturing and treating initial runoff volumes).
• Stakeholder & Public Engagement: • Conduct public information centers (PICs), council updates, and stakeholder workshops to gather local flooding observations.

Implementation Plan & Lifecycle Management:
• Prioritize projects based on risk severity, cost-benefit, and capital budgeting.

• Define long-term operation, inspection, and maintenance protocols for both public and private stormwater assets,

POLICIES/LEGISLATION

N/A

FINANCIAL

Should Council wish to proceed with the project, and if the province approves the funding request, Council will need to confirm that they will authorize the Towns 50% required funding portion within the 2027-2028 budget.

The estimate for the project is $103,860. The Towns required 50% share with HST rebate is estimated at $51,930.

H. PROJECT COSTS	
Professional Fees	$ 90,000.00
Materials/Supplies	
Other (Please Specify)	
Contingency	$ 10,000.00
TOTAL ELIGIBLE COSTS	$ 100,000.00
HST (14%)	$ 14,000.00
HST Rebate	$ 10,140.00
TOTAL NET ELIGIBLE COSTS	$ 103,860.00

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CONSULTATIONS

Helen Young, Director Corporate Services
Erin Richard, Director Community Development

ATTACHMENTS

N/A

CONCLUSION

Staff recommend that Council authorize Staff to make an application for eligible costs associated the Town of Stewiacke - Storm Water Management Assessment and Recommendations.

Approved by:

Marc Seguin
Marc Seguin
Chief Administrative Officer

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

To: Town Council

From: Marc Seguin, CAO

Re: Memo – Amalgamation Survey Results

Date: November 26 ,2026

On March 5, 2026, Town Council held a public information session on amalgamation.

Following that meeting, Town Council committed to keeping residents up to date on discussions around amalgamation. Amalgamation, in a Municipal context is the process of joining another Municipal Government.

Council recently, provided direction to Staff to release a survey to residents on amalgamation. The deadline to complete the survey was Thursday, November 19, 2026. The survey is attached to this memo.

The results of the survey were compiled on Friday, November 20, 2026 and the results were as follows.

Response Summary:

- In total the Town received one hundred and sixteen (116) responses from residents.
- Ninety-two (92) responses were submitted online, and
- Twenty-four (24) responses were submitted in hard copy to Town Hall.

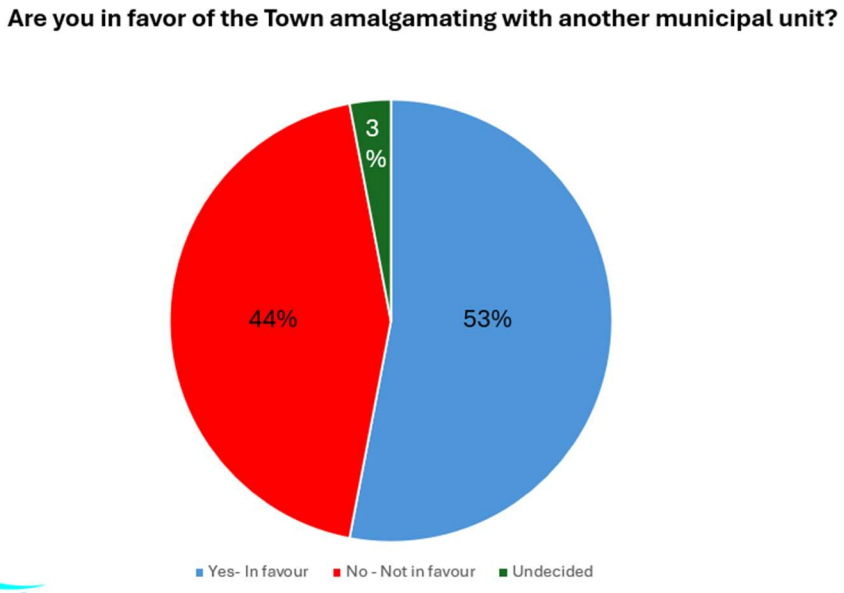
Are you in favor of the Town amalgamating with another municipal unit?	**Results**
YES	**62**
NO	**51**
Not Sure / Need More Information	**3**
Total	**116**

- All 116 resonant identified as “Residents” of the Town of Stewiacke.
- One hundred nine (109) respondents identified as residents that occupy “own” property in Town
- Seven (7) respondents identified as residents that occupy “rent” a property in Town.

Attachment: Resident survey

Summary: One hundred and sixteen (116) responses from person that identified as residents of the Town of Stewiacke. Of those respondents

- Fifty three percent (53%) indicated that they are IN FAVOUR of the Town amalgamating with another municipal unit.
- Approximately forty-four percent (44 %) indicated that they are NOT in favor of the Town amalgamating with another municipal unit.
- Approximately two and a half percent (3 %) indicated that they were undecided
  **Percentages rounded to nearest number*



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Conclusion:

Staff provide this information to Council as information.

Marc Seguin
_____
Marc Seguin
Chief Administrative Officer

STEWIACKE
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HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

AMALGAMATION – Resident Survey
October 26, 2026

Dear Resident:

On March 5, 2026, Town Council held a public information session on amalgamation. Information from that session can be found on the back of this survey, including the Pros and Cons of amalgamation. If you would like to obtain a copy of the full presentation prior to responding to this survey, please email town@stewiacke.net .

The Town of Stewiacke is committed to keeping residents up to date on discussions around amalgamation. Amalgamation, in a Municipal context is the process of joining another Municipal Government. Your household is asked to fill out the following survey by:

Option 1: Drop Survey Off At Town Hall	**Option 2: Respond Online**
Please return your completed survey form to the Town office at 295 George St. Monday to Friday 9am to 4pm or complete the survey online.	Fill out the survey by visiting https://www.stewiacke.net or by scanning the QR code below. **Scan Here**
****THE DEADLINE TO COMPETLE THE SURVEY IS FRIDAY, NOVEMBER 19, 2026****	

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QUESTIONS:	
Are you a resident of the Town of Stewiacke?	**YES** **NO**
Please provide your last name.	
Please provide your property tax roll number	
Are you in favor of the Town amalgamating with another municipal unit?	**YES** **NO**
What do you believe would be gained by amalgamation?	
What do you believe would be lost with amalgamation?	

***If you need additional space for comments, please feel free to add additional pages.**

All public input received will be collected and presented to Council in a 'What We Heard Report'.

Pros and Cons of amalgamation may include:

Pros of Amalgamation	Cons of Amalgamation
Increased efficiency: Amalgamation can pool resources to create more efficient services and reduce redundant administrative costs. **Stronger tax base:** A larger, combined municipality may have a stronger tax base, which could lead to more economic growth and better funding for projects like housing and infrastructure. **Improved service delivery:** A single municipality can be better positioned to tackle larger issues, manage projects like infrastructure improvements, and deliver services more effectively. **Reduced competition:** Eliminating competition between municipalities for residents and industry can help create more stable and consistent development within the region.	**Loss of local representation:** Amalgamation can lead to a loss of local representation, as larger merged entities may have fewer councillors. **Higher costs:** Instead of reducing costs, amalgamation can lead to higher costs as the new entity may level up service costs to the most expensive level among the pre-amalgamated units. **Loss of democratic accountability:** A single, larger government can reduce the direct accountability that residents feel to their local representatives. **Complexity and time:** The process of amalgamation is complex and can be lengthy, requiring significant time and effort to complete. **Lack of public information:** Some residents feel that amalgamation is being pushed without sufficient information or public consultation, leading to distrust and concerns about the lasting effects on their communities.

Item 11 A

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Policy Title: Policy 2026-24 Attendance at FCM and NSFM and Atlantic Mayor Conferences
Approval Date: October XX, 2026
Replaces: Attendance at FCM and NSFM Conferences Policy #2025-24

Preamble

The Annual Conferences of the Federation of Canadian Municipalities (FCM) and (Nova Scotia Federation of Municipalities (NSFM) are recognized as a valuable opportunity for the sharing of information and networking with elected officials from across the Province and for the FCM across Canada… both valued professional development opportunities. The FCM Conference location is scheduled, each spring, on a rotating basis – from East Coast to the West Coast.

Policy Objective

The objective of this policy is to provide a procedure, under which the Town of Stewiacke will be properly represented at provincial and national Municipal Conferences and also to allow a fair schedule for attendance by the Mayor, Council members and the Chief Administrative Officer.

Policy

1. **Attendance at NSFM Conferences**
   - The Mayor, Council and the Chief Administrative Officer will be encouraged to attend the annual NSFM Conference usually held in the fall.
   - The Mayor, Council and the Chief Administrative Officer will be encouraged to attend the annual NSFM Spring or Fall conference / workshop.
   - The Town will budget annually, depending on the years financial capability, sufficient funds to provide for the attendance of the officials outlined in the above two bullets.

DRAFT

STEWIACKE
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2. Attendance at the FCM Annual Conference

- The Mayor shall be afforded the opportunity to attend FCM annually.

- One member of Council shall be afforded the opportunity, on a rotational basis, to attend the annual FCM Conference. Each Council member (4 Council members) shall be afforded the opportunity to attend the conference during their term of office.

- If the Mayor or a Council member (Council member designated to attend that year) is unable to attend, the opportunity will be given to another member of Council.

- One Councillor shall be selected for attendance every year as follows:

  - All interested Councillors shall, at the December meeting of Council, place their name into a hat and the mayor/chairperson shall pick a name along with an alternate name.

  - The Councillor will be given one month to secure holiday time, if applicable, and confirm his / her attendance. If unable to attend, the alternate Councillor will be given the opportunity to attend.

  - After attending one FCM conference, a Councillor is not eligible to attend another conference in his / her 4 year term, unless a vacancy occurs.

- The rotation will be as follows:

YEAR	FCM Attendee One	FCM Attendee Two
Year one of elected Council	Mayor	Council Member
Year two of elected Council	Mayor	Council Member
Year three of elected Council	Mayor	Council Member
Year four of elected Council	Mayor	Council Member

DRAFT

- In any year the FCM annual conference is held in the Maritime Provinces, Council may authorize that any member of Council may attend and be reimbursed expenses.

- The Town will budget annually, depending on the year's financial capability, sufficient funds to provide for the attendance of the officials outlined in the above bullets.

- A verbal summary is expected to be presented, in a timely fashion upon return from attending the FCM conference.

3. Attendance at the Atlantic Mayors Conference

The Mayor is authorized to attend the Atlantic Mayors Conference and any related meetings, workshops, or events. Attendance shall be subject to the availability of funds within the approved municipal budget and in accordance with the Municipality's travel and expense policies. Where sufficient budget funds are not available, attendance may be approved by Council through a separate resolution authorizing the required expenditure. The Mayor shall report to Council on matters of relevance to the Municipality arising from the conference following attendance.

Annotation's For Official Policy Book

Date of Council members Review: **Thursday, October XX, 2026**
Date of Passage of Current Policy: **Thursday, October XX, 2026**

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

_____ _____

CAO / Clerk **Date**

DRAFT

ITEM 11 B

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Policy Title: Travel, Meal and Miscellaneous Expenses 2026-18
Approval Date: October XX, 2026
Replaces: Travel, Meal and Miscellaneous Expenses 2003-18

Policy Objective

To provide procedures for the reimbursement of travel expenses, meal expenses and other approved expenses while on authorized outof Town business.

Policy

1. **Accommodation** expenses will be paid on the actual costs as indicated on the receipt. A reasonable class of Accommodation shall be selected where a choice is available. Where accommodations are required for approved municipal travel, all hotel reservations will be made through the Town Office administrative staff when payment is to be made using a municipal credit card.

2. **Mileage expenses** will be paid from the Town Office to the destination when personal vehicles are used for Town business. The expense rate, as set out in Schedule A, will be paid at a straight kilometer rate, with the rate being same as that of the Province. When two or more individuals are travelling to the same destination, it is expected that they will travel together. However, when it is necessary, individuals may travel separately to the same destination for Town business, and each may submit mileage expenses for reimbursement.

3. **Meal expenses** will be provided on a per diem basis when individuals are on Town business as set out in Schedule A.

4. **Otherexpenses incurred** will be reimbursed, while out of town, on Town of Stewiacke business. Items for consideration would include, but not limited to; ground transportation, parking charges, toll charges and other small items.

   There may be times when an individual may need an advance to cover out of pocket expenses when attending seminars, training courses, conventions, etc. These occasions may arise when a purchase order may not be appropriate. Therefore, when the estimated expense is over $200.00, an advance of up to 75% of the estimate, will be made to the individual. When the individual returns, he/she must submit receipts within 5 working days to account for the advance. If the expenses are less than the advance, the balance must be returned to the Town. If the expenses exceed the advance and valid receipts are submitted, the individual will be reimbursed for the same.

DRAFT

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

5. **Statement of Travel Expenses** form must be signed and filed, along with receipts where appropriate, in order to receive reimbursement of expenses.

Schedule A

Travel, Meal and Miscellaneous Expenses

- Meal Allowance — Maximum of $55.00 per day
  (Taxes and a maximum gratuity of 15% not included)

General Guidelines

Breakfast…	$10.00
Lunch	$15.00
Dinner	$30.00

Note: Alcoholic beverages are not reimbursable

- Other expenses - $5.00 per day on overnight trips
- Mileage expenses - as per the provincial rate

Annotation's For Official Policy Book

Date of Council members Review: **Thursday, October XX, 2026**
Date of Passage of Current Policy: **Thursday, October XX, 2026**

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

_____ _____
CAO / Clerk **Date**

DRAFT

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

ITEM 11 A

To: Council

Re: Policy #2021-47 Rental Policy; Fee Structure

Date: November 26th, 2026

RECOMMENDATION

That Council the amended hourly fee structure for rentals at the Stewiacke Community Centre to:
$30/HR for private rentals
$15/HR for non-for-profits
$10/HR for youth 18 and under
$0/HR for municipal programming

and that Council approve of an additional subsection to the fee structure, to allow reduced hourly rates based on number of bookings annually.

ORIGIN/BACKGROUND

Staff brought forward the need for a uniform rental agreement breaking down costs per group utilizing the Stewiacke Community Centre, and other recreational spaces. Previously the fee per hour for the Community Centre was $30.00, with no subsidy or clear direction on fees for other groups (youth, non-for-profit).

Council previously approved a tiered fee structure in May 2026:

Current Rates			
Private Rentals	$30/HR	$250/Day	Minimum of 3 hours per booking

Non for Profit	$15/HR	$125/Day	
Municipal Programs	$0/HR		

Following the approved fee structure in May 2026, there have been concerns brought forward from community on impacts to the groups utilizing the space.

By-Law and Policy Committee has met several times to find a fair solution for all parties involved. The recommended break down of fee structure and subsection of the fees is provided below:

1) Fee Structure

Private Functions / For Profit	$30 / HR	3 Hour Minimum to $250 /day	Day maximum $250.00
Non for Profit	$15 / HR	No minimum required	Day maximum $125.00.
Youth (18 and under)	$10 / HR	No minimum required	Day maximum $80.00
Municipal Programs	$0 / HR		

2) Subsection – Annual Booking Reduced Rates Per

Annual Bookings	Private/ For Profit	Non for Profit	Youth	Municipal
1-10	$30/HR	$15/HR	$10/HR	$0/HR
11-20	$30/HR	$13/HR	$8/HR	$0/HR
21-34	$30/HR	$10/HR	$6/HR	$0/HR
35 plus	$30/HR	$8/HR	$5/HR	$0/HR

POLICIES/LEGISLATION

Rental Policy # 2021-47

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

FINANCIAL

The proposed fee structure (if approved) will impact revenues for future budgets. Estimation for 2027-2028 revenue based on historic data (reoccurring rentals of 3 organizations) would total $1,420.00 in additional rental fees.

CONSULTATIONS

Marc Seguin, CAO, Town of Stewiacke
By-Law and Policy Committee

ATTACHMENTS

A - Rental Agreement

CONCLUSION

Staff encourage approval of the proposed Fee Structure and additional reduced rate subsection per annual booking.

Marc Seguin

Marc Seguin
Chief Administrative Officer

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Facility Rental Agreement Form

Please complete and return this agreement to:

Town of Stewiacke
295 George Street, Stewiacke, NS B0N2J0
Phone: 902-639-2231 Email: town@stewiacke.net

Name of Renter (Individual or Organization)		
Type of Event		
Address		**Postal Code**
Phone number	**Email address**	
Date of Event (if multiple dates, attach schedule)	**Time of Event** (open & close time)	**Expected Attendance**

Facilities Requested		
Stewiacke Community Centre		
☐ Community Centre Hall ($30 per hour -min $90 to $250 max) ☐ Kitchen Full ($25 per hour to $150 max) ☐ Kitchen Half ($15 per hour to $75 max) ☐ Key Deposit ($100 mandatory refundable deposit per rental)	☐ Tables/chairs 45 tables & 180 Chairs	
Stewiacke Ballfields	**Stewiacke Soccer Field**	
☐ **F1** ☐ **F2**	☐	
☐ Baseball diamonds ($15 per field per hour)		
☐ Full day field rental ($100 per day per field)		
☐ Key sign out ($100 mandatory refundable deposit)		
☐ Garbage/damage deposit ($100 mandatory refundable deposit per tournament)		
☐ Seasonal Rental $1000		
☐ Seasonal Rate for Minor Ball $400		
☐ Soccer Field ($15 per hour)		
☐ Soccer Field Tournament ($100 per day)		
Setup/Other Comments:		**Total cost**

For Office Use Only	Payment amount: Payment type: Receipt number: Comments: Copy provided to renter: Rental agreement Staff signature: Date:

Payment can be made by cash, cheque, debit or EMT to town@stewiacke.net
$100 Deposit is to be made ASAP to hold the rental date requested..

STEWIACKE
RIVERS OF OPPORTUNITY
HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Subsidy Request Form- Facility Rental

Name of Renter (Individual or Organization)	
Contact Person	Name/Purpose of Event
Not for Profit or Charity #	
Date of Event (if multiple dates, attach schedule)	
Please check applicable qualifying criteria for subsidized use	

☐ Municipal / Internal — Town programs (MPAL outcomes), Council-approved initiatives
100% subsidzed

☐ Non-Profit / Community Group — Registered non-profits — youth sports, service clubs
50% subsidized

☐ Private / Commercial — Businesses, private events, ticketed events
0% subsidized - 3 Hour Minimum rental

FOR OFFICE USE ONLY	

COUNCIL ITEM 11
II

Policy: **Rental Policy**

Policy No: **2021-47**

Date Originally Approved: **January 24th, 2019**

Proposed amendment presented: **May 13th, 2021**

Proposed amendment presented:

Removal of rental property schedule and additional piece on rental guidelines during State of Emergency status.

Date presented for Councils Approval: **May 27th, 2021**

Motion: *Moved that Council approve the recommendation to update the Rental Policy No. 2021-47 as presented at Committee of the Whole May 13, 2021.*

This Policy is current as of: May 28, 2021



Policy Number:

Policy Subject: **Rental Policy 2021- 47**

Policy Objective

The objective of this policy is to inform individuals who are interested.in renting or reserving one of the Town of Stewiacke's owned public spaces/facilities on the guidelines to follow during the rental and what costs and requirements must be met to confirm the reservation.

Policy

The Town of Stewiacke owns and manages many properties and facilities for the benefit and enjoyment of residents and visitors. It is the intent ofthis document to ensure all users understand what the Town will expect of them if they rent out facilities for private events or make use of the public parks/spaces.

General Guidelines

1) Groups or individuals shall be expected to observe all facility policies, rules and regulations.

2) Groups or individuals hosting an event shall be expected to follow all guidelines in the signed rental agreement

3) Groups or individuals attending an event shall be expected to observe all event policies, rules and regulations instituted by the event host/renter.

4) Inappropriate behaviour at a Town facility or property shall result in the issuance of a written or verbal warning to the offenders and if necessary, the police will be notified. Inappropriate behaviour for the purpose of this document includes but is not limited to:

a. Behaviour that obstructs or hinders the ability of others to use and enjoy Town facilities, or participate in Town service programs or events, or compromise the safety and health of others including staff;

b. Refusal to follow rental agreement terms and conditions and all other related Town policies, rules and regulations;

c. Willful damage or vandalism of property;

d. Criminal behaviour;

e. Access into the building or facility during a time that was not specified in the rental agreement.

5) The use of facilities will not be restricted on the basis of race, nationality, ethnic origin, religion, sexual orientation, age or mental/physical disability.

6) Town Staff or Town Council have the right to refuse any proposed use of Town property after reviewing the completed Rental Agreement, and noticing that the planned activity will not comply with the guidelines stated in this document.

7) Booking of facilities/greenspaces, etc. is on a first-come first-serve basis, with Town programs given priority.

8) Cleaning of properties and facilities after use is the responsibility of the user and all used space must be left in the same condition in which they are found. Users are required to remove all materials, equipment and rubbish left after use of the facility/property

9) Users of Town facilities/properties are prohibited from removing materials (woods, stones etc.) from the property for personal or commercial use. Removal of these materials will be treated as a crime and referred to the RCMP.

10) Alcohol, tobacco and cannabis products are prohibited on all Town owned property, unless otherwise indicated on rental agreement and provincial regulations.

11) All users must follow and respect the occupancy numbers stated per building during rentals.

12) the renter is a business or society, the renter must provide proof of liability insurance with coverage of at least $1,000,000, with the Town of Stewiacke added as an Additional Insured with respect to the event.
If the renter is an individual, insurance coverage will be provided by the Town under the Rental Agreement at the renter's cost. Premium depends of the type of event and the number of participants.

13) All users booking a facility/property that requires key access will have to pay a deposit before receiving the key. Deposits will be refunded to the user, once the key is returned.

14) All users must comply with Provincial guidelines, orders and regulations regarding States of Emergencies. Users may have their rental/reservation altered or cancelled as a result of a State of Emergency Order.

15) The Town reserves the right, in its sole and absolute discretion, to refuse any application to rent space in any Town facility or property for any event, activity, or purpose that the Town reasonably determines to be inappropriate for use of the facility.

16) Without limiting the generality of paragraph 15, the Town may refuse to rent space to any person, group, or organization, or for any event or activity, where the Town reasonably believes that:

(a) the proposed use, event, or activity may promote discrimination, hatred, or violence against any person or group based on race, national or ethnic origin, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity or expression, or any other ground protected by applicable human rights legislation;

(b) the proposed use, event, or activity is contrary to the Town's values, policies, or community standards;

(c) the proposed use, event, or activity may bring the Town or the facility into disrepute;

(d) the proposed use, event, or activity may create a risk to public safety, security, or order;

(e) the applicant or organization has previously violated the terms of a rental agreement with the Town or has engaged in conduct that caused damage to municipal property or disruption to municipal operations; or

(f) the proposed use, event, or activity is otherwise incompatible with the facility's purpose as a public facility.

17) All rental applications shall be reviewed by the designated Town official or committee responsible for facility rentals. The Town shall provide written notice of any refusal to the applicant, including general reasons for the refusal, within a reasonable time following receipt of the application, but the Town is not required to provide detailed justification for its decision to refuse a rental application.

18) Nothing in this policy creates an obligation on the Town to rent space in any Town facility or property to any person, group, or organization.

19) The Town's acceptance of a rental application does not constitute approval of the views, beliefs, or activities of the applicant or any associated organization.

Please refer to Rental Agreement for schedule of fees, insurance coverage options, possible subsidy and schedule of green spaces/facilities for reservation. Completing the Rental Agreement, including having a member of Town staff sign the Agreement, will confirm your reservation/rental.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent
To Consider (Minimum 7 Days):

Date of Passage of Current Policy: May 27, 2021

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

Chief Administrative Officer — Date: 2021-06-14

Modified: May 28, 2021

COUNCIL ITEM
11 III

Policy: **Milestone Recognitions Policy**

Date Originally Approved: **April 28, 2011**

Motion: ***"That the ~~Recognition of Birthdays and Anniversaries~~ Milestone Recognitions Policy 2011 - 32, be approved, as presented".***

This Policy is current as of: ***April 28, 2011***

Policy Number: **2011 – 32**

Policy Subject: **Milestone Recognitions Policy**

Policy Objective

To establish a process where the Town of Stewiacke may acknowledge individual and group milestones through submit submission of a a request for a "Congratulatory Message", signed by the Mayor on behalf of Town Council, in recognition of Birthdays ~~and~~ Anniversaries and significant Milestones.

Policy

1. A "**Congratulatory Message Request Form"** attached as Appendix "A" must be submitted to the ~~CAO~~ Director of Community Services for consideration and processing.

2. Birthday milestones start at age 65, then every 5 years (70, 75, 80, 85, 90 etc)

3. Anniversary Milestones start at 35 years, then every 5 years after (40, 45, 50 etc)

4. Significant personal milestones achieved. Examples provided in the list below:
    a. Graduation from high school, college, university, or a recognized trade or apprenticeship program;
    b. Opening or launching a new business;
    c. Enlistment in the Canadian Armed Forces, law enforcement, fire services, emergency medical services, or other protective service professions;
    d. Birth or adoption of a child;
    e. Marriage or civil union;
    f. Other notable achievements or life events deemed appropriate by the Mayor ~~and~~ or member of council ~~Director of Community Services~~.
5. Requests should be submitted at least two weeks prior to the milestone date, where possible, to allow sufficient time for processing and preparation of the congratulatory message.
6. The Town reserves the right to determine eligibility for recognition and may decline requests that do not align with the intent of this policy.
7. Recognition requests beyond a letter signed by the Mayor on behalf of Town Council shall be charged at a rate of $15.00 per week, to a maximum of two weeks for display on the electronic sign, ~~and $15.00 per week, to a maximum of two weeks, for social media promotion, consisting of up to four posts total (two posts per week).~~

Annotation's For Official Policy Book

Date of Council members Review April 14, 2011

Date of Passage of Current Policy: April 28, 2011

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

_____ April 29, 2011

CAO / Clerk Date