



***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 May 28, 2026
6. Announcements
7. Presentations – Waye Mason – ATN Strategies
8. Written petitions / correspondence
9. Citizen comments
10. Business
  - A) CAO Report
  - B) Fire Hall Land Designation
  - C) Paving Tender
  - D) Water Plant Design and Construction Mgmt. RFP
11. Town Committee(s)
  - A) Bylaw & Policy
    - Sewer Connection By-Law
    - Procurement Policy
  - B) PAC Committee – Easement Report
12. Council Updates
13. In camera session
14. Adjournment

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



**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 – Council May 28, 2026
6. Announcements
7. Presentations - None
8. Written petitions / correspondence
9. Citizen comments
10. Business
  - A) 2026 – 2027 General Operating Budget
  - B) 2026-2027 Water Utility Operation Budget
  - C) 2026 – 2027 Water Utility & General Capital Budget
11. Town Committee(s)
  - A) Planning Advisory Committee Re: R4 Assembly Amendment
12. Council Updates
13. In camera session
  - A) Contract Negotiations
  - B) Personnel Matters
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 - 7:00 PM
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 - <b>ABSENT</b>	CAO, Town of Stewiacke
Erin Richard	Director, Community Services
Helen Young	Director, Corporate Services
Jacob MacPherson	Town Planner



3. Approval of / changes to agenda

Motion to approve the Committee of the Whole agenda as presented for Thursday, May 28th.

<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- None
5. Approval of minutes from the previous meeting April 23<sup>rd</sup>.
6. Announcements There are none
7. Presentations – There are none
8. Written petitions / correspondence - None
9. Citizen comments – None
10. Business -
  - A) CAO Report – Presented by Erin Richard
  - B) Council Meeting Date (July 2026) –Mayor Glasser

Brought up at the July Council meeting, because Mayor Glasser and Deputy Mayor Lutz are going to be away.

Motion by Mayor Glasser to move our July 23, 2026 meeting to July 16, 2026. As there was no seconder, the motion did not go forward.



C) 2026-2027 Draft Budget –Helen Young

-On the line item of council travel and other set at \$3500, Mayor Glasser wanted to see each council member with a separate line item. Went around the table majority wanted to see this discussion at bylaw & Policy Committee. Line item on budget was left as is.

Motion that we recommend to Council the approval of the 2026-2027 General Operating Budget for the Town of Stewiacke as presented.

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

Motion that we recommend to Council the approval of the 2026-2027 water utility operation budget as presented.

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

Motion that we recommend to Council the approval of the water utility capital budget 2026/2027 and the general capital budget 26-27

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

11. Town Committee(s)

- A) Planning Advisory Committee Re: R4 Assembly Amendment Staff Jacob MacPherson presented the report.



Motion : recommendation to Council proceed with the first reading for the Town of Stewiacke, whose by-law to be amended as per Schedule 1 That the adopting to the outdoor event permit by-law, as per Schedule 2.

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

B) Recreation Committee – Town Days Plan – Mayor Glasser – Verbal

12. Council Updates – Pam – Verbal

13. In camera session - NONE

14. Adjournment @ 8:11 PM

**\*\*\*\*\* A FIVE (5) MINUTE RECESS WILL FOLLOW COTW\*\*\*\*\***



**Council Meeting Agenda:**

1. Call to order- 8:19 PM
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 - ABSENT	CAO, Town of Stewiacke
Erin Richard	Director, Community Services

3. Approval of / changes to agenda -

Motion to approve the agenda as is.

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



4. Disclosure of interest on agenda items - None
5. Approval of minutes from the previous meeting April 23 2026
6. Announcements - none
7. Presentations - none
8. Written petitions / correspondence - none
9. Citizen comments - None
10. Business

**1. Revised 2026 Rental Agreement Form – Councillor Rogers**

Motion that Council adopt the rental policy 2021-47 to the Tier 1-tiered User Classification Model as outlined. the facility rental agreement form as amended and presented.

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

In favor:  
4 Yay  
1 Nay – Councillor Leblanc

11. Town Committee(s)
12. Council Updates – None



13. In camera session

Motion to go in camera 8:40 PM

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

Motion to go out of camera called @8:48 \_PM

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

14. Adjournment @8:48 PM



To: Town Council  
From: Marc Seguin, CAO  
Re: CAO Report  
Date: June 25 ,2026

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The following is a list of general updates as of June 25, 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 Towns 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, however it will take 3 to 5 days to refill the Town on Windcrest.

During regular business hours (9am to 4pm Monday to Friday) residents are asked to continue to report any water issues to the Town by phone at 902-639-2231 or email [town@stewiacke.net](mailto:town@stewiacke.net).

Any issues outside of regular business hours should be reported to Public Works at 902-897-7823.

**TANK WATER TOWER ROOF REPLACEMENT:**

During the water tower maintenance projects, damage was observed and reported to the Towers 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 projects contingency budget.

**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

**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



**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.

**PROJECT UPDATE** – Project has been completed 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.

*Marc Seguin*

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



To: Town Council

From: Marc Seguin, CAO

Re: New Fire Hall –Stewiacke & District Volunteer Fire Department

Date: June 25, 2026

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**RECOMMENDATION**

That council recommend that the land illustrated within this report at 111 NS-2, Stewiacke, NS B0N 2J0 be designated as the future home of the New Fire Hall –Stewiacke & District Volunteer Fire Department; and

That Council recommend that the Stewiacke & District Volunteer Fire Department be authorized to fund-raise for the planning and construction of the new fire hall; and

That Council recommend that Town Staff support the Stewiacke & District Volunteer Fire Department as necessary.

**ORIGIN**

The Stewiacke & District Volunteer Fire Department has identified a need to upgrade their facilities.

The proposed upgrades to the current Fire Hall are important so the volunteer fire fighters of the department can continue to provide their essential service to the community safely and efficiently. To ensure adequate recruitment of new volunteers it will be essential to have facilities that support the current standards of safety and equipment housing needs of the department.



## **Background**

The Stewiacke and area population is growing (13.4% population growth 2016 - 2021). A fire hall expansion or new build is necessary to house necessary equipment, ensure the proper space and safety components for volunteers, and to maintain the quality of service to the Towns growing population.

## **DISCUSSION**

The Stewiacke & District Volunteer Fire Department completed a feasibility report to look at the department's needs. The report was completed by Vincent Den Hartog, Architect & Jordan Spidle.

### **Mandate**

The mandate of the report was to prepare a functional Program for a new and/or renovated Fire Hall Facility, and to make suggestions on potential concepts for further development.

### **Methodology**

The following tasks were completed:

- Analysis of the existing site: short site visit
- Analysis of the site via google maps and viewpoint.ca aerial images
- Comparison to similar sized fire departments
- Review of previous projects and other similar fire hall projects recently completed in Nova Scotia
- Internet review of current fire hall design in North America
- A meeting with fire department representatives to review this draft report and obtain feedback in the summer of 2024
- Final report with recommendations and budget commentary.

Following the report Town Staff and The Stewiacke & District Volunteer Fire Department have discussed possible options for the project. Both Staff and the Stewiacke & District Volunteer Fire Department recommend the site plan below as it:

- Fulfills the needs and functionality required by the Stewiacke & District Volunteer Fire Department
- Allows the Town to regain space on the lower level of the Stewiacke Community Centre for Town operations needs once the fire department moves into their new home.

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)



**Note: Site plan footprint is approximate and will be finalized during the planning phase.**

**POLICIES/LEGISLATION**

The Nova Scotia building and fire code will govern the design of the project. The Towns Land Use Bylaw and planning regulations will apply.



## **FINANCIAL**

In the current construction market, it is challenging to determine appropriate construction budgets without a completed design and appropriate cost estimate. Project costs will also depend significantly on specific equipment and design choices such as the quality of finish materials.

That said, the feasibility report noted cost information gathered from other recent and current fire hall projects in the Maritimes.

The following recent projects are similar in scale and scope to the proposed functional program required by the new fire hall:

- \$3.5M Canning (2015)
- \$4.4M Middleton (last funding raising goal 2023)
- \$5.2M Mahone Bay (2024)
- \$6.1M Springhill (2024)
- \$6.2M Charlottetown (2022 estimate)

Any all new build for the Stewiacke Fire Hall is estimated at \$4.4M with a contingency of \$500,000.

Upon designation of the land by the Town, the Stewiacke & District Volunteer Fire Department will commence a fund-raising campaign.

## **CONSULTATIONS**

- Mark Crozier – Fire Chief
- Scott Fisher – Deputy Fire Chief
- Helen Young – Director, Corporate Services
- Erin Richard – Director, Community Services



## **ATTACHMENTS**

Feasibility Report - Final

## **CONCLUSION**

Staff recommends that Council designate the land required for the new fire hall and authorize the Stewiacke & District Volunteer Fire Department to commence fund raising for the project.

*Marc Seguin*

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



# Stewiacke & District Volunteer Fire Department

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Feasibility Report - Final

Prepared By: Vincent Den Hartog, Architect

Jordan Spidle

Date: March 18, 2025

Project Number 2024-392-01

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# Introduction

## Background

The Stewiacke & District Volunteer Fire Department has identified a need to upgrade their facilities. The proposed upgrades to the current Fire Hall are important so the volunteer fire fighters of the department can continue to provide their essential service to the community safely and efficiently. In future, to ensure adequate recruitment of new volunteers it will be essential to have facilities that support the current standards of safety.

The Stewiacke and area population is growing ([13.4% population growth 2016 - 2021](#)). Some expansion of the fire hall is necessary so that the quality of service is maintained for a growing population.

The presentation to Council April 27, 2023 and the Stewiacke & District Volunteer Fire Department Station Needs Document 2024 identified many deficiencies of the current facility.

## Mandate

Our mandate to the Fire department was to prepare a functional Program for a new and/or renovated Fire Hall Facility, and to make suggestions on potential concepts for further development.

## Methodology

In undertaking this mandate, we have completed the following tasks:

- Analysis of the existing site: short site visit
- Analysis of the site via google maps and viewpoint.ca aerial images
- Comparison to similar sized fire departments
- Review of previous projects and other similar fire hall projects recently completed in Nova Scotia
- Internet review of current fire hall design in North America
- A meeting with fire department representatives to review this draft report and obtain feedback in the summer of 2024
- Final report with recommendations and budget commentary.

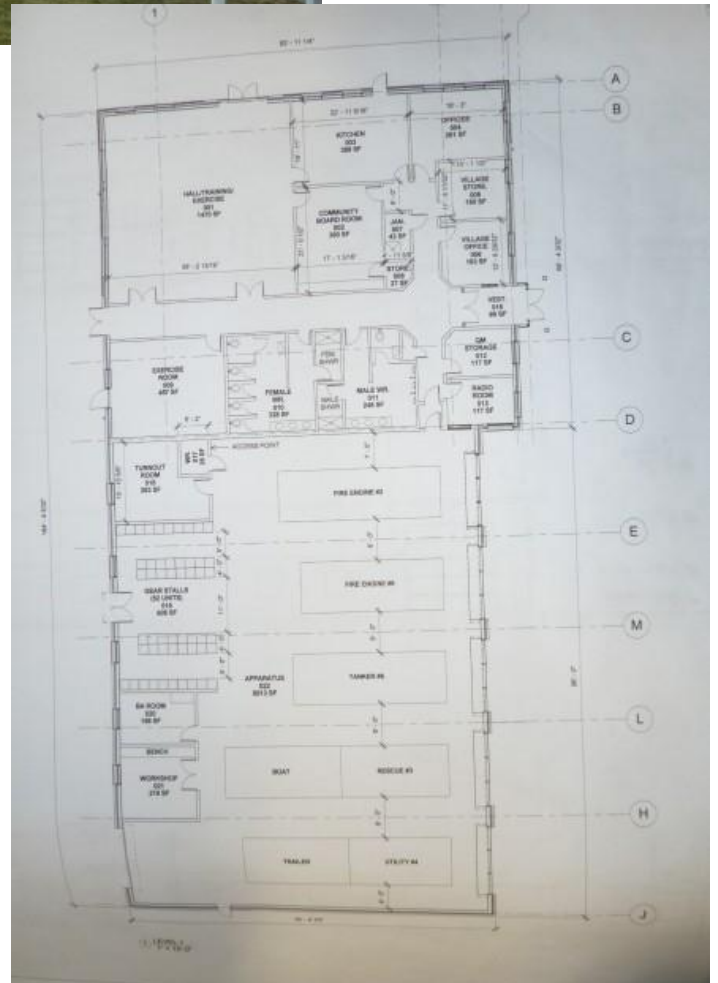
# Comparison Analysis

## **Canning & District Volunteer Fire Department:**



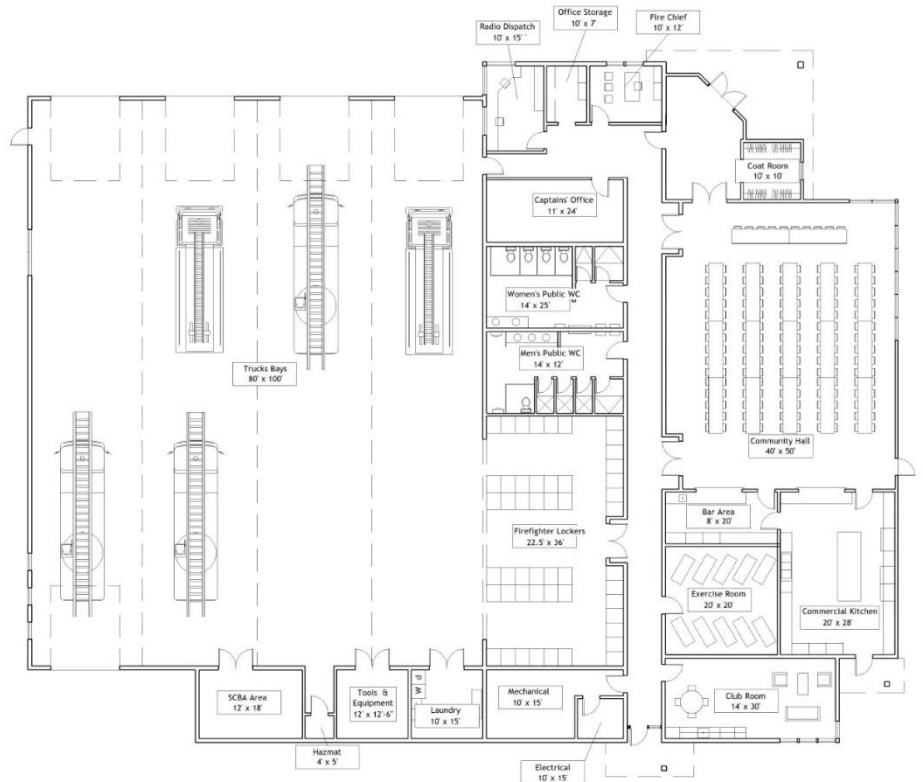
### **Canning & District Volunteer Fire Department: Metrics**

- Area Served: Canning Fire District  
Approximately 275 km<sup>2</sup> (Includes Shoreline)
- Approximate Population served:  
3,856 persons
- Size of facility: +/-1200m<sup>2</sup>
- No. of members by design of facility: 52  
persons
- Vehicles: 5 trucks, 1 trailer, 1 boat
- Calls /Alarms Per Year: Average 140



Metrics are approximate and were obtained using a combination of census data, self-reporting through social media / [Valley Connect](#) and google map data.

## ***Middleton Fire Department: Concept Design***

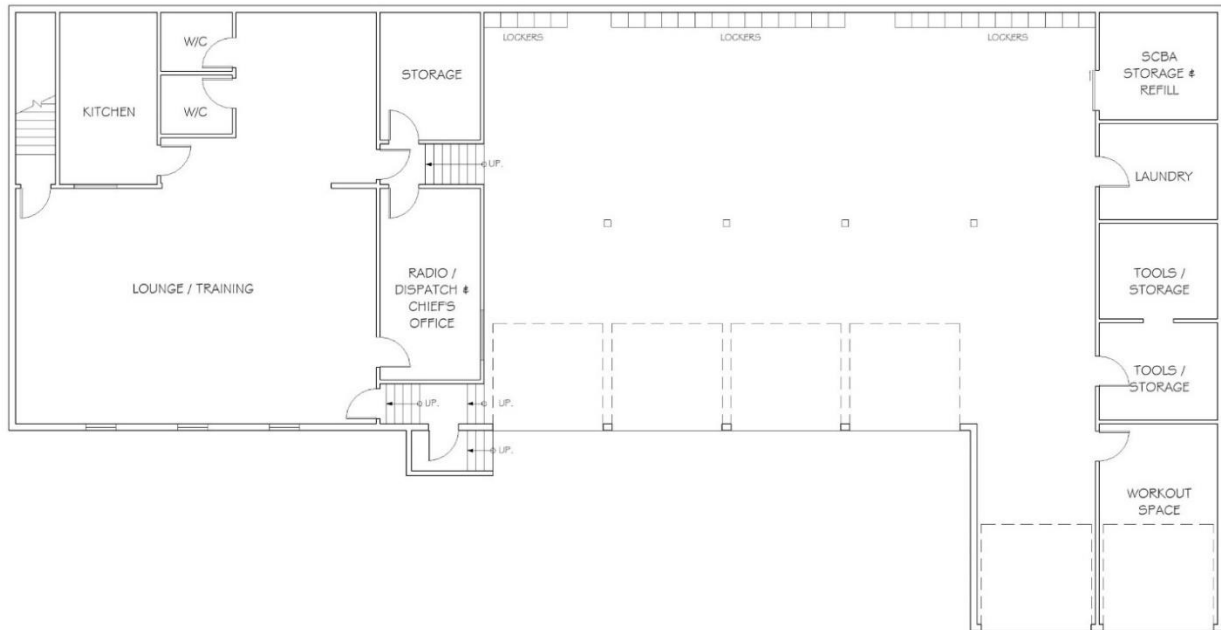


### **Middleton Fire Department: Metrics**

- Area Served: Canning Fire District: approximately 260 km<sup>2</sup>
- Approximate Population served: 4,000 persons
- Size of facility: +/-1525.5m<sup>2</sup>
- No. of members by design of facility: 50 persons
- Vehicles: 6 – 8
- Calls / Alarms Per Year: 2023: 111

Metrics are approximate and were obtained using a combination of census data, self-reporting through social media / [Valley Connect](#) and google map data

***Stewiacke and District Volunteer Fire Department: (Existing)***



**Stewiacke Fire Department: (Existing) Metrics**

- Area Served: approximately 240 km<sup>2</sup>
- Approximate Population served: 3,750 persons
- Size of facility: +/-530m<sup>2</sup>
- No. of members: 35-40 persons
- Vehicles: 5 trucks, 1 boat
- Calls Per Year: 2022: 156

Metrics are approximate and were obtained using a combination of census data, self-reporting through social media / [Valley Connect](#) and google map data.

## Functional Program

Based upon our research as described in the Methodology, we have prepared a functional program for a project to create an upgraded fire hall. The program identifies the spaces that the new fire hall requires, as well as the size, relationship and other important design parameters for all the spaces.

This program illustrates the size of the project and is relevant to either an option of renovation/addition or a new build. It is also independent of site, so if for some reason an alternate site is identified for the new fire hall this document can serve as the basis for the concept design of the new fire hall.

The functional program has been created as a separate document (see appendix A). In preparing the program we drew upon information gained from the recent projects for the Canning Fire Hall and Middleton Fire Hall, both of which have similar sized populations and areas served. We have also conducted some on-line research on current fire station design.

The functional program has a proposed overall area of 15,500 sq.ft. of which 9500 sq.ft. is the apparatus bays and equipment storage. The remaining 6000 sq.ft. being the other ancillary office and support spaces.

## Survey of Existing Site

We visited the site on two occasions to gather information enabling the preparation of the as built plan of the existing facility. Note: the as-built drawing is only for the purpose of this report and not intended as basis of future design work. The following are our observations, including current deficiencies of the existing building, and limitations of the building and opportunities for the building and site.

### **Current Deficiencies of the Facility:**

#### Apparatus Bays

The bays are too small to accommodate the current standards for modern apparatus. They are too short, too narrow and of inadequate ceiling height. A person should be able to stand upright on top of the apparatus while doing maintenance (See photos illustrating this deficiency).

The bays do not have dedicated exhaust for the apparatus which leads to unsafe levels of carbon monoxide when vehicles are running.

Currently the fire fighter protective gear stalls are at the back of the apparatus bays too close to the vehicles. This presents an unsafe condition when fire fighters are gearing up for calls. Current best practice dictates that apparatus bays are used only for storage of vehicles with ample space to move unencumbered around the vehicles. All other storage should be in separate areas adjacent to the apparatus bays when appropriate.



**Minimal clearance at front of vehicle bays, to the back of vehicles, between vehicles and structural elements and to the ceiling.**

Other Deficiencies: Many other deficiencies are already identified in the document 'Stewiacke & District Volunteer Fire Department Station Needs 2024'

#### Limitations:

- The building has a split level making full accessibility challenging. No matter what use is made of the existing fire hall space, the accessibility of the space will need to be addressed in some manner.
- The building has a shared use as community centre. This is both a limitation and an advantage. It is a limitation in that site access of traffic needs to be carefully controlled so that emergency personnel can arrive and leave the site efficiently without endangering the public that may present during the time of a call. This is currently achieved by maintaining a completely separate access driveway the public portion of the building. It will be important to maintain that clear separation in any design going forward.
- There is no practical way to renovate the apparatus bays to make them adequate for the current standards of vehicles. New construction for apparatus bays is required.

#### Opportunities of the building and site:

- The site is already owned by the municipality (financial advantage)
- The site is well located by being central in the district with easy access to main roads
- The site has ample space to accommodate a larger or new facility.
- As of the time of this report the building has an emergency generator to run the building as a comfort centre during community emergencies. This complements the fire service.
- Although the apparatus bays are too small for their intended use, the ceiling height and open space makes them relatively easy to adapt to other uses such as training room, workout room and/or lounge.
- The fire department has identified that the current site of the fire hall is ideal for servicing the catchment area. Many calls require access to the highway, which is fast and convenient from this site without disturbance through the populated area of the town. At the same time, it is close to the populated area for calls that may occur within the town. It has been noted that the proximity to the intersection of Highway #2 and Main Street is advantageous as the intersection can become congested at peak rush hour times which would add to response times if the station were located further from the intersection.
- The town has recently upgraded the building with an emergency generator to run the building power in case of a power outage. The upper hall in the building is intended to be a comfort centre in times of disaster relief.
- The site is large enough to accommodate the functional program either by a new building or a combination of building addition and renovation of existing areas of the building.

## Recommended Options:

We prepared four possible options for a site plan. Three options that propose a combination of new build and renovation, and one that proposes a completely new fire hall, while allowing for the existing space to be renovated for some other use (See Appendix B).

There are pros and cons to choosing a completely new building versus the newbuild/renovation. A completely new building could be built while maintaining the current facility fully operational until the fire department simply moves into the completed facility. A renovation project will necessitate either relocating some services temporarily or going without certain amenities all together for a period.

The benefit of a hybrid project with some renovation is that the renovated spaces should represent a cost savings versus construction of brand new space.

### Recommended Option

#### Option 1:

Of the four site plan options, option 1 appears to offer the best potential for further development. It has the advantage that the apparatus bays could be built and made ready for use while maintaining the existing facility fully operational. There is potential for pull through apparatus bays. The existing apparatus bays could then be renovated to accommodate the office and support spaces for the facility.

The Administrative and Fire Fighter support areas based upon the Functional Program aligns well with the amount of space available for renovation. The apparatus bays should also be the lowest cost new space to build as they are large open areas with a lower cost per square foot than the other spaces with interior walls, multiple services and finishes.

The required size for the apparatus bays for current equipment designs require new space. There is no practical way to renovation the existing space to accommodate the size and heights needed. If a new structure is built to house the apparatus, there may be ways to integrate that structure with a renovation of the existing space to accommodate the remainder of the functional program.

The current apparatus bays, while not large enough for their intended use, have ample height and structural span to be renovated for the larger spaces in the program such as the training room, exercise room, lounge and meeting room.

The lower height space that currently serves as training/lounge has adequate height for the smaller spaces of the administrative areas outlined in the functional program.

# Construction Budgets:

In the current construction market it is challenging to determine appropriate construction budgets. There is still high demand for construction services and significant labour shortages in keys trades which generally puts upward pressure on construction bids. There remain some material shortages that can also affect construction timelines ultimately affecting project costs.

Project costs will also depend significantly on specific equipment and design choices such as the quality of finish materials.

That said, we have noted below cost information gathered from other recent and current fire hall projects in the Maritimes. Other than the Blockhouse project which is smaller than the proposed functional program these are similar in scale to your project.

\$890,000	Blockhouse Fire Hall 2017 (smaller project)
\$3.5M	Canning (2015)
\$4.4M	Middleton (last funding raising goal 2023)
\$5.2M	Mahone Bay (2024)
\$6.1M	Springhill (2024)
\$6.2M	Charlottetown (2022 estimate)



Blockhouse Fire Hall 2017, \$824,000



Charlottetown Fire Station #3 2022 revised estimate \$6.2M

## **Proposed Budget Commentary for Option 1**

Renovation / New build:

The suggested Construction Budget of \$3.4M with a contingency of \$500,000.

This is based upon square foot cost assumptions below

- Apparatus Bays: 9500 sq.ft. double height space (open no interior walls, limited equipment and finishes) \$200/sq.ft. = \$1.9M
- Renovation of existing station for remainder of spaces +/- 6000sq.ft. @ \$250/sq.ft. = \$1.5M

All New Build: \$4.4M with a contingency of \$500,000

These suggested budgets are intended to provide an understanding for order of magnitude of the project. Further refinement of the project program and design goals will be necessary to determine a more precise construction budget. However, this should give an adequate idea for the purpose of pursuing funding to develop the project to the next level.

**END OF DOCUMENT**

APPENDIX A: FUNCTIONAL PROGRAM & ROOM LAYOUTS



# Stewiacke & District Volunteer Fire Department

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## Functional Program

Prepared By: Jordan Spidle  
Reviewed By: Vincent Den Hartog, Architect

4/30/2024

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# 1. Introduction

The Functional Program is intended to set the basic design parameters for the project. Once reviewed and accepted by the client it provides the basis for preparing and evaluating the project design.

The document comprises three sections.

Room Narratives: provides a description and list of design parameters for each room or space within the building project.

Bubble Diagrams: illustrates in a graphic format the basic relationship of various rooms to each other.

Room Schematics: provides a preliminary layout for each room. The actual plan of each room may change due to the building design, but the preliminary layout provides a check for the expected space allocation for each room or use.

## 2. Room Narratives

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### Room Narrative Notes:

#### **Security:**

High = sensitive or valuable materials, equipment or information requiring special locking devices, security cameras, controlled access or other special requirements,

Medium = standard lockable devices,

Low = Not requiring lockable hardware.

**Fire Suppression:** This criterion has been left blank in the room narratives. Whether or not the fire station has a fire suppression system may depend on whether the building is designated as a post disaster structure by the Municipality.

**Fire fighter Parking:** Not listed in the room narratives but a highly important design factor is to provide safe and efficient parking for fire fighters responding to a call. There should be adequate lighting of the parking area and approach to the building. The parking area should be easy and safe to access and should be clearly understood as reserved for fire department by the public.

<b>DATA SHEET :</b>		<b>Vehicle Bays</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Storage and maintenance of the mobile firefighting apparatus.</b>							
<b>Shared Or Multiple Activities in Room: No</b>							
<b>Relationship to other Rooms and Activities: Adjacent to Locker Area / Decontamination / HAZMAT / Equipment Storage &amp; SCBA Area, and Laundry</b>							
Critical Dimensions	Floor Area		20'x50' per Bay / 8 Bays (8,000 sq.ft.)				
	Ceiling Height		22'-0" clear height				
Daylight	Yes		Lites on bay doors / other natural light can reduce energy use				
Users	Firefighters	X					
	Captains / LT.	X					
	Chief	X					
	Public						
Time In Use	Office Hours	X					
	Over Night	X					
	Emergency Hours	X					
	Other						
Furnishings	Wire storage racks on castors / Open Shelving / Tool Racks						
Equipment	Fire Fighting Apparatus / Water Rescue Vehicles / Hoses & equipment associated with vehicles						
Security	High	X					
	Medium						
	Low						
Finish	F.S.R.						
	Ceiling	Gypsum Board or other moisture resistant surface					
	Walls	Gypsum Board or other water resistant surface					
	Floor	Concrete Sealer					
Doors	Size: 18' W. x 20' H. Min		Hardware : Automatic Openers / Heavy Duty				
	Frame: Steel		Fire Rating:				
	Description: Rolling Bay Doors / Lites. / Four Fold.						
Windows	Size:		Type:				
	Glass		Fire Rating:				
	Description: As per design						
Millworks							
Electrical	Convenience Outlets / <b>review w/SFD</b>						
Communication	Cable		Data		Intercom	X	
	Internet	X	Telephone	X	CCTV		
Lighting	300-750 Lux at floor / Surface Mount or recessed / Caged						
HVAC System	Fresh Air / Heat / Exhaust extraction for exhausts at top & bottom of vehicles / Large fans for enhanced air circulation.						
Plumbing	Floor Drains Centered on vehicle bays						
Fire Suppression							
Special Requirements	Fuel Separators for floor drains. / Central access to all areas associated with equipment. 1 Bay designed as a wash bay. Hose drying area. Air drops required in each bay. Hardener for concrete slab. Provide bollards at bay doors.						
Other Remarks	May be used for other departments vehicles in collaborative efforts. Consider security where equipment is costly and may provide medical services. <b>Locate control joints to aid vehicle parking. Could explore options for horizontal bay doors for decrease in operating time.</b>						

<b>DATA SHEET :</b>		Equipment Storage			
<b>ROOM NAME :</b>					
<b>Room Description And Function:</b> Storage and <b>repair</b> of equipment not inclusive of lockers and SCBA (Self Contained Breathing Apparatus).					
<b>Shared Or Multiple Activities In Room:</b> N/A					
<b>Relationship To Other Rooms And Activities:</b> Adjacent to vehicle bays for loading / unloading.					
Critical Dimensions	Floor Area		150 SQ.FT. / 12' x 12.5'		
	Ceiling Height		8'-0"		
Daylight	No		N/A		
Users	Firefighters	X			
	Captains / LT.	X			
	Chief	X			
	Public				
Time In Use	Office Hours	X			
	Over Night	X			
	Emergency Hours	X			
	Other				
Furnishings	Shelving / <b>Workbench</b> /				
Equipment	<b>Hoses</b> / Tools / Misc. Equipment				
Security	High				
	Medium	X			
	Low				
Finish	Flame Spread Rating				
	Ceiling		Gypsum Board		
	Walls		Gypsum Board / Plywood		
	Floor		Concrete Sealer / Homogenous Flooring		
Doors	Size: 72"x80" (Double)		Hardware: Passage / Heavy Duty / Store room?		
	Frame: Steel		Fire Rating: N/A		
	Description: <b>Store room doors</b>				
Windows	Size: N/A		Type:		
	Glass		Fire Rating:		
	Description: As per design				
Millworks	<b>Built-in Shelving or purchase shelving?</b>				
Electrical	<b>Counter height</b> and standard height convenience outlets / <b>charging &amp; tool power.</b>				
Communication	Cable		Data		Intercom
	Internet		Telephone		CCTV
Lighting	50-200 Lux at counter height / Surface Mount / Caged Lights / 500-750 Lumens				
HVAC System	Fresh Air / Heat				
Plumbing	Floor Drains				
Fire Suppression					
Special Requirements					
Other Remarks					

<b>DATA SHEET :</b>		<b>HAZMAT - Storage</b>			
<b>ROOM NAME :</b>					
<b>Room Description And Function: Area for storage of hazardous materials</b>					
<b>Shared Or Multiple Activities In Room: No</b>					
<b>Relationship To Other Rooms And Activities: Adjacent to vehicle bays</b>					
Critical Dimensions	Floor Area		20 sq.ft. / 4'x5'		
	Ceiling Height		8'-0"		
Daylight	N/A				
Users	Firefighters			X	
	Captains / LT.			X	
	Chief			X	
	Public				
Time In Use	Office Hours			X	
	Over Night			X	
	Emergency Hours			X	
	Other				
Furnishings	Wire Rack Shelving				
Equipment	N/A				
Security	High				
	Medium	X			
	Low				
Finish	F.S.R.				
	Ceiling	Gypsum Board			
	Walls	Gypsum Board <b>1hr FRR?</b>			
	Floor	Concrete Sealer			
Doors	Size: 36" x 80" Min.		Hardware: Heavy Duty / Storeroom function		
	Frame: Steel		Fire Rating: <b>45min?</b>		
	Description: Storeroom doors / hollow steel w/ FPR				
Windows	Size: N/A		Type:		
	Glass		Fire Rating:		
	Description: As per design				
Millworks	N/A				
Electrical	N/A				
Communication	Cable		Data		Intercom
	Internet		Telephone		CCTV
Lighting	50-200 Lux at floor				
HVAC System	Separately vented				
Plumbing					
Fire Suppression	(2hrs fire resistance rating may be required) 3.3.6.2.				
Special Requirements	<b>Requirements of room pending nature of materials being stored.</b>				
Other Remarks					

<b>DATA SHEET :</b>		<b>SCBA Refill &amp; Storage</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Storage and refilling of SCBA (Self Contained Breathing Apparatus)</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to Vehicle Bay &amp; Locker Area</b>							
Critical Dimensions	Floor Area		216 SQ.FT. / 12'x18'				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Wire storage racks on castors / Open Shelving / Tool Racks						
Equipment	Refill Station						
Security	High						
	Medium		X				
	Low						
Finish	F.S.R.						
	Ceiling	Gypsum Board					
	Walls	Gypsum Board / Plywood					
	Floor	Concrete Sealer					
Doors	Size: 42" x 80" Min.		Hardware: Heavy Duty / Storeroom				
	Frame: Steel		Fire Rating:				
	Description: Storeroom doors						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	N/A						
Electrical	Convenience Outlets / Counter Outlets / Refill Station						
Communication	Cable		Data		Intercom		
	Internet		Telephone		CCTV		
Lighting	50-200 Lux at floor						
HVAC System	Fresh Air / Heat						
Plumbing	Floor Drain						
Fire Suppression							
Special Requirements							
Other Remarks							

<b>DATA SHEET :</b>		<b>Decontamination Bay</b>			
<b>ROOM NAME :</b>					
<b>Room Description And Function: Area designated for cleaning of contaminated equipment.</b>					
<b>Shared Or Multiple Activities In Room: No</b>					
<b>Relationship To Other Rooms And Activities: Adjacent to Vehicle Bay &amp; Exterior access</b>					
Critical Dimensions	Floor Area		100 SQ.FT. / 10'x10'		
	Ceiling Height		8'-0"		
Daylight	N/A				
Users	Firefighters		X		
	Captains / LT.				
	Chief				
	Public				
Time In Use	Office Hours		X		
	Over Night		X		
	Emergency Hours		X		
	Other				
Furnishings	Bench / Coathooks / Shelving				
Equipment	Shower interior & exterior / Laundry sinks – 2 bays / hose / hose bib				
Security	High				
	Medium		X		
	Low				
Finish	F.S.R.				
	Ceiling	FRP panels? / Water resistant finish			
	Walls	FRP panels? / Water resistant finish			
	Floor	Concrete Sealer			
Doors	Size: 36" x 80" Min.		Hardware : Heavy Duty / Storeroom		
	Frame: Steel		Fire Rating:		
	Description: Store room doors				
Windows	Size:		Type:		
	Glass		Fire Rating:		
	Description: As per design				
Millworks	Kitchen Style Cabinetry.				
Electrical	Convenience Outlets / Counter Outlets / Refill Station				
Communication	Cable		Data		Intercom
	Internet		Telephone		CCTV
Lighting	300-750 Lux at counter height				
HVAC System	Exhaust Fan / Heat				
Plumbing	Floor Drain / water to spray down equipment				
Fire Suppression					
Special Requirements	Cabinetry style laundry sinks for ease of cleaning?.				
Other Remarks					

<b>DATA SHEET :</b>		Locker Room / Space					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Storage of uniforms &amp; Fire Fighting suits. Quick access and ease for fire fighters to don the gear and get to apparatus.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to Vehicle Bay / Equipment storage / Laundry / Showers / Direct access from fire fighter parking area.</b>							
Critical Dimensions	Floor Area		810 SQ.FT. 16sq.ft. per fire fighter				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Purpose made wire lockers.						
Equipment	N/A						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board					
	Walls	Gypsum Board					
	Floor	Concrete Sealer					
Doors	Size: 72"x80" (Double)		Hardware: Heavy Duty / Passage				
	Frame: Steel		Fire Rating:				
	Description: Passage doors						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description: As per design						
Millworks	Benches						
Electrical	Convenience Outlets						
Communication	Cable		Data		Intercom	X	
	Internet		Telephone		CCTV		
Lighting	100-300 Lux at floor						
HVAC System	Fresh Air / Heat						
Plumbing	Floor Drain						
Fire Suppression							
Special Requirements	Ease of access for emergency response.						
Other Remarks	+/- 16.5 SQ.FT. per person						

<b>DATA SHEET :</b>		<b>Laundry</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Cleaning of uniforms / firefighting suits and storage.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to Vehicle Bay / Equipment storage / Showers</b>							
Critical Dimensions	Floor Area		150 SQ.FT. / 10'x15'				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief						
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Open Shelving.						
Equipment	Industrial Washer / Dryer rated for cleaning of likely contaminants.						
Security	High						
	Medium		X				
	Low						
Finish	F.S.R.						
	Ceiling	Gypsum Board					
	Walls	Gypsum Board or <b>FRP panels?</b>					
	Floor	Concrete Sealer					
Doors	Size: 72"x80" (Double)		Hardware: Heavy Duty / <b>Storeroom?</b>				
	Frame: Steel		Fire Rating:				
	Description: Storeroom doors						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	Counter / upper cabinets w/ doors						
Electrical	Convenience Outlets / Counter Outlets /						
Communication	Cable		Data		Intercom	X	
	Internet	X	Telephone		CCTV		
Lighting	300-750 Lux at floor						
HVAC System	Fresh Air / Heat						
Plumbing	Floor Drain						
Fire Suppression							
Special Requirements							
Other Remarks							

<b>DATA SHEET :</b>		<b>Training Room</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Space for classroom style learning / multi use space.</b>							
<b>Shared Or Multiple Activities In Room: Multi Use</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to other administrative areas.</b>							
Critical Dimensions	Floor Area		720 SQ.FT. / 24x30' (Appropriate for 24 people)				
	Ceiling Height		8'-0" – 10'-0"				
Daylight	Yes		Not required but beneficial				
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public		X				
Time In Use	Office Hours		X				
	Over Night						
	Emergency Hours		X				
	Other						
Furnishings	Desks – Tables / Non fixed seating / White Board						
Equipment	T.V. / Computer /						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board or T-bar with acoustic tile					
	Walls	Gypsum Board					
	Floor	Concrete Sealer / Vinyl Plank					
Doors	Size: 72"x80" (Double)		Hardware: Classroom Function				
	Frame: Steel		Fire Rating:				
	Description: Classroom Function						
Windows	Size: Medium		Type: Fixed and Operable				
	Glass: High Efficiency Glazing		Fire Rating:				
	Description:						
Millworks							
Electrical	Convenience Outlets / <b>Floor Outlets?</b>						
Communication	Cable		Data		Intercom	X	
	Internet	X	Telephone	X	CCTV	X	
Lighting	500-750 Lux / dimmable						
HVAC System	Fresh Air / Heat / AC						
Plumbing							
Fire Suppression							
Special Requirements							
Other Remarks							

<b>DATA SHEET :</b>		<b>Lounge</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Kitchenette / Break room</b>							
<b>Shared Or Multiple Activities In Room: Multi Use</b>							
<b>Relationship To Other Rooms And Activities: close to exercise room, other fire fighter support areas</b>							
Critical Dimensions	Floor Area		420 SQ.FT. / 14'x30'				
	Ceiling Height		8'-0" – 10'-0"				
Daylight	Yes		Natural light is highly desirable				
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public		X				
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Lounge furniture for 8 people / Dining table and chairs for 6 people						
Equipment	T.V. / Computer / Fridge / Microwave / Dishwasher						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board or T-bar with acoustic tile					
	Walls	Gypsum Board					
	Floor	Concrete Sealer / Vinyl Plank					
Doors	Size: 36" x 80"		Hardware: Passage				
	Frame: Steel		Fire Rating:				
	Description: Passage						
Windows	Size: Medium		Type: Fixed and operable				
	Glass: High Efficiency		Fire Rating:				
	Description:						
Millworks	Kitchenette cabinetry						
Electrical	Convenience Outlets / Counter Outlets						
Communication	Cable		Data		Intercom	X	
	Internet	X	Telephone	X	CCTV	X	
Lighting	100-300 Lux / Dimmable						
HVAC System	Fresh Air / Heat / AC						
Plumbing	Sink / Dishwasher						
Fire Suppression							
Special Requirements							
Other Remarks							

<b>DATA SHEET :</b>		Exercise Space						
<b>ROOM NAME :</b>								
<b>Room Description And Function: Space for exercise equipment &amp; training</b>								
<b>Shared Or Multiple Activities In Room: No</b>								
<b>Relationship To Other Rooms And Activities: Adjacent to locker area &amp; Lounge Room</b>								
Critical Dimensions	Floor Area		500 SQ.FT. 20'x25'					
	Ceiling Height		8'-0" – 10'-0"					
Daylight	Yes							
Users	Firefighters	X						
	Captains / LT.	X						
	Chief	X						
	Public							
Time In Use	Office Hours	X						
	Over Night	X						
	Emergency Hours	X						
	Other							
Furnishings	Seating / Mirrors							
Equipment	Exercise equipment ( <b>Existing + New</b> )							
Security	High							
	Medium							
	Low	X						
Finish	F.S.R.							
	Ceiling	Gypsum Board						
	Walls	Gypsum Board						
	Floor	<b>Vinyl / Rubber Flooring / Athletic floor</b>						
Doors	Size: 72"x80" double			Hardware: Passage				
	Frame: Steel			Fire Rating:				
	Description: Passage							
Windows	Size: Medium			Type: Fixed and operable				
	Glass: High Efficiency			Fire Rating:				
	Description:							
Millworks	N/A							
Electrical	Convenience Outlets							
Communication	Cable			Data			Intercom	X
	Internet			Telephone			CCTV	X
Lighting	200-300 Lux /							
HVAC System	Fresh Air / Heat / AC higher rate of fresh air when in use							
Plumbing								
Fire Suppression								
Special Requirements								
Other Remarks	Double doors for ease of moving equipment. This size will accommodate 6-10 pieces of exercise equipment.							

<b>DATA SHEET :</b>		<b>Shower Rooms (SQ.FT. included in Washrooms)</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Decontamination and cleaning after emergency response for fire fighters prior to returning home/work.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Close to Locker Rooms / integrated with Washrooms</b>							
Critical Dimensions	Floor Area		4x 32 SQ.FT. (Men) / 2x 32 SQ.FT. Stalls (Women) (192 SQ.FT.)				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	N/A						
Equipment							
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board / highly cleanable					
	Walls	Ceramic Tile					
	Floor	Ceramic Tile					
Doors	Size: 36" x 80"		Hardware: Privacy				
	Frame: Steel		Fire Rating:				
	Description: Privacy						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description: As per design						
Millworks							
Electrical	N/A						
Communication	Cable		Data		Intercom	X	
	Internet		Telephone		CCTV		
Lighting	100-300 Lux						
HVAC System	Exhaust Fans / Heat						
Plumbing	Showers / Floor Drains						
Fire Suppression							
Special Requirements							
Other Remarks	Individual full height shower rooms.						

<b>DATA SHEET :</b>		<b>Washrooms (Female)</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Decontamination and cleaning after emergency response.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Close to Locker Rooms / Area</b>							
Critical Dimensions	Floor Area		335 SQ.FT. (2x Showers / 3x water closets)				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public		X				
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Mirrors / Fold Down Benches						
Equipment	Typical washroom accessories: waste bin, paper towel dispenser, hygiene dispensers, sharp disposal, etc.						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board / highly cleanable					
	Walls	Ceramic Tile					
	Floor	Ceramic Tile					
Doors	Size: 36" x 80"		Hardware: Privacy				
	Frame: Steel		Fire Rating:				
	Description: Privacy						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	Vanity counters						
Electrical	GFI outlets @ sinks						
Communication	Cable		Data		Intercom	X	
	Internet		Telephone		CCTV		
Lighting	100-300 Lux						
HVAC System	Exhaust Fans / Heat						
Plumbing	Water closets / Floor Drains / sinks						
Fire Suppression							
Special Requirements							
Other Remarks	Confirm distribution of facilities with team. <a href="#">2022 census data</a> indicates 11% female firefighters average in Canada.						

<b>DATA SHEET :</b>		<b>Washrooms (Male)</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Decontamination and cleaning after emergency response.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Close to Locker Rooms / Area</b>							
Critical Dimensions	Floor Area		400 SQ.FT. (4x Showers / 2x water closets / 2x urinals)				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public		X				
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Mirrors / Fold Down Benches						
Equipment	Typical washroom accessories: waste bin, paper towel dispenser, sharp disposal, etc.						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board / highly cleanable					
	Walls	Ceramic Tile					
	Floor	Ceramic Tile					
Doors	Size: 36" x 80"		Hardware: Privacy				
	Frame: Steel		Fire Rating:				
	Description: Privacy						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	Vanity counters						
Electrical	GFI outlets @ sinks						
Communication	Cable		Data		Intercom	X	
	Internet		Telephone		CCTV		
Lighting	100-300 Lux						
HVAC System	Exhaust Fans / Heat						
Plumbing	Water closets / Floor Drains / sinks						
Fire Suppression							
Special Requirements							
Other Remarks	Confirm distribution of facilities with team. 2022 census data indicates 11% female firefighters in NS.						

<b>DATA SHEET :</b>		<b>Universal Washroom</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Barrier free washroom</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to public access areas</b>							
Critical Dimensions	Floor Area		100 SQ.FT.				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public		X				
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Mirrors						
Equipment	Typical washroom accessories: waste bin, paper towel dispenser, hygiene dispensers, sharp disposal, etc.						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board / cleanable					
	Walls	Ceramic Tile					
	Floor	Ceramic Tile					
Doors	Size: 36" x 80"		Hardware: Privacy				
	Frame: Steel		Fire Rating:				
	Description: Privacy						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	Vanity counter						
Electrical	GFI @ sink						
Communication	Cable		Data		Intercom	X	
	Internet		Telephone		CCTV		
Lighting	100-300 Lux						
HVAC System	Exhaust Fans / Heat						
Plumbing	Water closet / Floor Drain / sink						
Fire Suppression							
Special Requirements							
Other Remarks	<b>Review with current personnel to determine requirements for family / friends. Change tables?</b>						

<b>DATA SHEET :</b>		<b>Chief's Office</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Private Office</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to administrative functions</b>							
Critical Dimensions	Floor Area		120 SQ.FT. 10'x12'				
	Ceiling Height		8'-0"				
Daylight	Yes		Natural light highly desirable				
Users	Firefighters						
	Captains / LT.						
	Chief		X				
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Desk / Seating / Shelving Filing Cabinets.						
Equipment							
Security	High	X					
	Medium						
	Low						
Finish	F.S.R.						
	Ceiling		Gypsum Board or T-bar with acoustic tile				
	Walls		Gypsum Board				
	Floor		Concrete Sealer / Vinyl Plank				
Doors	Size: 36" x 80"			Hardware: Privacy			
	Frame: Steel			Fire Rating:			
	Description: Privacy						
Windows	Size: Medium			Type: Fixed and operable			
	Glass: High Efficiency			Fire Rating:			
	Description:						
Millworks	N/A						
Electrical	Convenience Outlets / Outlets for computer equipment.						
Communication	Cable		Data		Intercom	X	
	Internet	X	Telephone	X	CCTV	X	
Lighting	300-500 Lux / dimmable						
HVAC System	Fresh Air / Heat / AC						
Plumbing	N/A						
Fire Suppression							
Special Requirements							
Other Remarks	Potential for storage of sensitive documents. Consider Acoustic Ratings for private conversation						

<b>DATA SHEET :</b>		Private Office					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Private Office for use by other personnel for administrative tasks.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to administrative functions</b>							
Critical Dimensions	Floor Area		100 SQ.FT. / 10'x10'				
	Ceiling Height		8'-0"				
Daylight	Yes		Natural light is highly desirable				
Users	Firefighters						
	Captains / LT.		X				
	Deputy Chief		X				
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Desk / Seating / Shelving Filing Cabinets.						
Equipment	N/A						
Security	High						
	Medium		X				
	Low						
Finish	F.S.R.						
	Ceiling		Gypsum Board or T-bar with acoustic tile				
	Walls		Gypsum Board				
	Floor		Concrete Sealer / Vinyl Plank				
Doors	Size: 36" x 80"			Hardware: Office Function			
	Frame: Steel			Fire Rating:			
	Description:						
Windows	Size: Medium			Type: Fied and operable			
	Glass: High Efficiency			Fire Rating:			
	Description:						
Millworks	N/A						
Electrical	Convenience Outlets / Outlets for computer equipment.						
Communication	Cable		Data		Intercom		X
	Internet		Telephone		CCTV		X
Lighting	300-500 Lux / dimmable						
HVAC System	Fresh Air / Heat / AC						
Plumbing	N/A						
Fire Suppression							
Special Requirements							
Other Remarks	Consider Acoustic ratings for private conversation						

<b>DATA SHEET :</b>		<b>Meeting Room</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Space for meetings with staff / officials.</b>							
<b>Shared Or Multiple Activities In Room: Multi Use</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to other administrative areas.</b>							
Critical Dimensions	Floor Area		240 SQ.FT. / 12'x20'				
	Ceiling Height		8'-0"				
Daylight	Yes		Not required but beneficial				
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public		X				
Time In Use	Office Hours		X				
	Over Night						
	Emergency Hours		X				
	Other						
Furnishings	Boardroom table and chairs for 12 people						
Equipment	T.V. / Computer /						
Security	High						
	Medium		X				
	Low						
Finish	F.S.R.						
	Ceiling	Gypsum Board or T-bar with acoustic tile					
	Walls	Gypsum Board					
	Floor	Concrete Sealer / Vinyl Plank					
Doors	Size: 36" x 80"		Hardware: Classroom Function				
	Frame: Steel		Fire Rating:				
	Description: Classroom Function						
Windows	Size: Medium		Type: Fixed and operable				
	Glass: High Efficiency		Fire Rating:				
	Description:						
Millworks	Sideboard.						
Electrical	Convenience Outlets / Counter Outlets / Floor outlets						
Communication	Cable		Data		Intercom	X	
	Internet	X	Telephone	X	CCTV	X	
Lighting	500-750 Lux / Dimmable						
HVAC System	Fresh Air / Heat / AC						
Plumbing							
Fire Suppression							
Special Requirements							
Other Remarks							

<b>DATA SHEET :</b>		Radio / Dispatch					
<b>ROOM NAME :</b>							
<b>Room Description And Function:</b> Room for communications with firefighters & other emergency response.							
<b>Shared Or Multiple Activities In Room:</b> No							
<b>Relationship To Other Rooms And Activities:</b> Adjacent to administrative functions							
Critical Dimensions	Floor Area		150 SQ.FT. / 10'x15'				
	Ceiling Height		8'-0"				
Daylight	Yes		Dispatcher should have clear line of site to bay doors				
Users	Radio / Dispatch officers		X				
	Firefighters						
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Desk / Seating / Shelving Filing Cabinets.						
Equipment	Computers						
Security	High						
	Medium		X				
	Low						
Finish	F.S.R.						
	Ceiling		Gypsum Board or T-bar with acoustic tile				
	Walls		Gypsum Board				
	Floor		Concrete Sealer / Vinyl				
Doors	Size: 36" x 80"			Hardware: Office Function			
	Frame: Steel			Fire Rating:			
	Description:						
Windows	Size: Medium			Type: Fixed			
	Glass: High Efficiency			Fire Rating:			
	Description:						
Millworks	N/A						
Electrical	Convenience outlets / Outlets for multi monitor setup & computers						
Communication	Cable				Intercom		X
	Internet		X	Telephone		X	CCTV
Lighting	300-500 Lux						
HVAC System	Fresh Air / Heat / AC						
Plumbing							
Fire Suppression							
Special Requirements	Potential for server equipment. Consider UPS systems. Should be located on exterior wall with visibility of Vehicle Bay doors.						
Other Remarks	Consider Acoustic ratings to ensure clear communication without distractions from adjacent rooms.						

<b>DATA SHEET :</b>		Office Storage					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Storage for office supplies and paper files.</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities: Adjacent to administrative functions</b>							
Critical Dimensions	Floor Area		70 SQ.FT. / 7'x10'				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Chief		X				
	Public						
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings	Shelving Filing Cabinets.						
Equipment	Copier / Printer						
Security	High						
	Medium		X				
	Low						
Finish	F.S.R.						
	Ceiling	Gypsum Board or T-bar with acoustic tile					
	Walls	Gypsum Board					
	Floor	Concrete Sealer / Vinyl					
Doors	Size: 36" x 80"		Hardware: Office Function				
	Frame: Steel		Fire Rating:				
	Description:						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description: As per design						
Millworks	Lower & Upper cabinets with countertop						
Electrical	Convenience Outlets / counter outlets / Outlets for task lighting						
Communication	Cable		Data		Intercom	X	
	Internet		Telephone		CCTV	X	
Lighting	50-200 Lux						
HVAC System	Fresh Air / Heat						
Plumbing							
Fire Suppression							
Special Requirements							
Other Remarks	Acoustic Treatment to contain copier / printer noise						

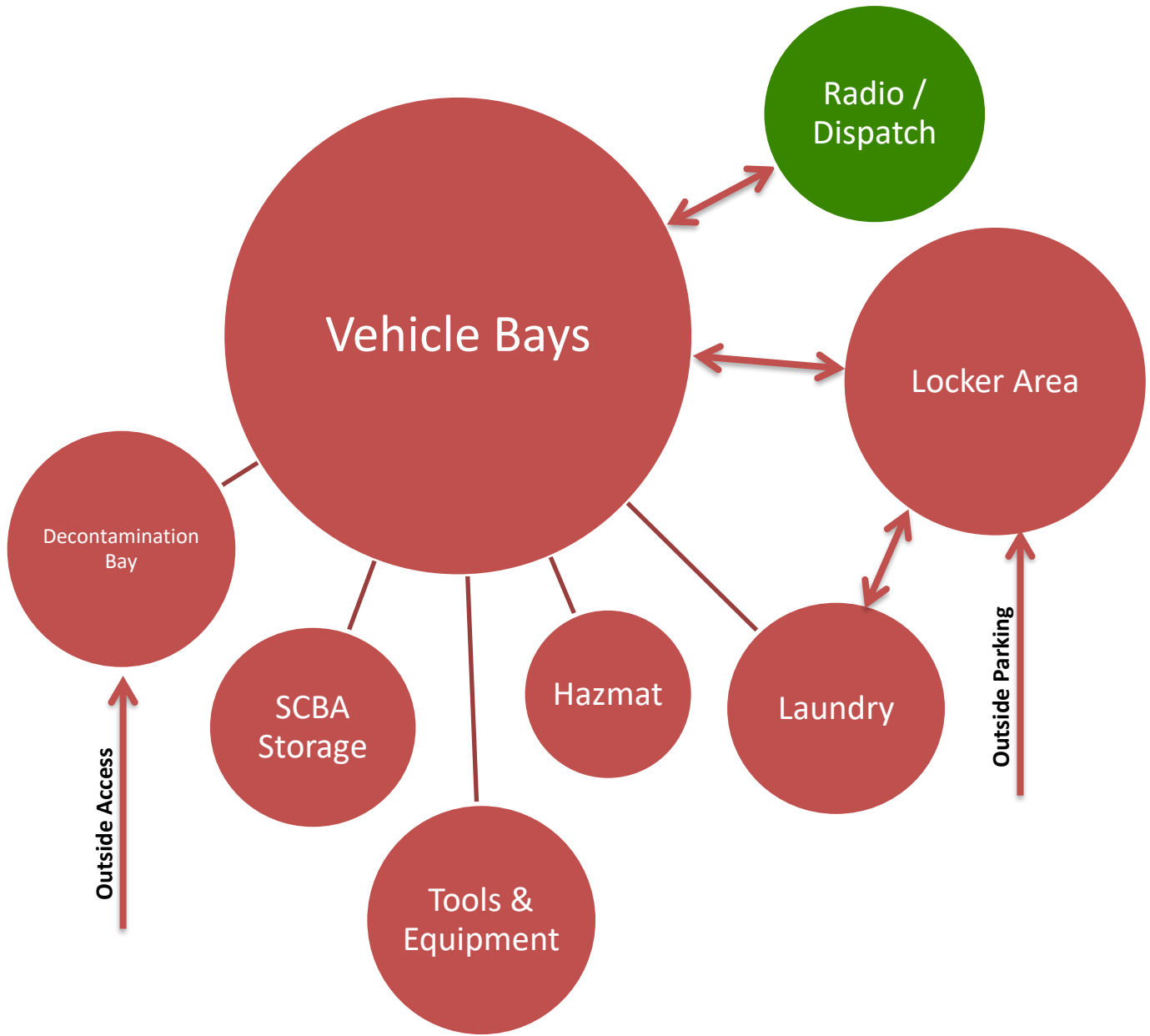
<b>DATA SHEET :</b>		Mechanical / Electrical					
<b>ROOM NAME :</b>							
<b>Room Description And Function:</b> Room for electrical panel / equipment and mechanical equipment.							
<b>Shared Or Multiple Activities In Room:</b> No							
<b>Relationship To Other Rooms And Activities:</b> No particular requirement / access directly from exterior could make maintenance easier							
Critical Dimensions	Floor Area		300 SQ.FT.				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters	X					
	Captains / LT.	X					
	Deputy Chief	X					
	Public	X		Technicians / Maintenance			
Time In Use	Office Hours	X					
	Over Night	X					
	Emergency Hours	X					
	Other						
Furnishings							
Equipment	Mechanical / Electrical Equipment.						
Security	High						
	Medium	X					
	Low						
Finish	F.S.R.						
	Ceiling	Gypsum Board					
	Walls	Gypsum Board / FRR 1hr					
	Floor	Concrete Sealer					
Doors	Size: 36" x 80"		Hardware: Storeroom Function				
	Frame: Steel		Fire Rating: FPR 45min.				
	Description: Steel door						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	N/A						
Electrical	Electrical Panels / Entrance / <b>Provision for backup generator.</b>						
Communication	Cable			Data			
	Internet	X		Telephone			
Lighting	200-500 Lux						
HVAC System	Fresh Air / Heat						
Plumbing	Floor Drains / Water Tanks						
Fire Suppression							
Special Requirements	Fire rated construction / Electrical portion separated from plumbing or mech. Equipment with fire rated construction.						
Other Remarks							

<b>DATA SHEET :</b>		<b>Janitors Closet</b>					
<b>ROOM NAME :</b>							
<b>Room Description And Function: Storage for Janitorial Supplies</b>							
<b>Shared Or Multiple Activities In Room: No</b>							
<b>Relationship To Other Rooms And Activities:</b>							
Critical Dimensions	Floor Area		20 SQ.FT.				
	Ceiling Height		8'-0"				
Daylight	N/A						
Users	Firefighters		X				
	Captains / LT.		X				
	Deputy Chief		X				
	Public		X	Maintenance			
Time In Use	Office Hours		X				
	Over Night		X				
	Emergency Hours		X				
	Other						
Furnishings							
Equipment	Mop sink						
Security	High						
	Medium						
	Low		X				
Finish	F.S.R.						
	Ceiling	Gypsum Board					
	Walls	Gypsum Board / FRR 45 min.					
	Floor	Concrete Sealer					
Doors	Size: 36" x 80"		Hardware: Storeroom Function				
	Frame: Steel		Fire Rating: FPR 20min.				
	Description: Steel door						
Windows	Size: N/A		Type:				
	Glass		Fire Rating:				
	Description:						
Millworks	N/A						
Electrical							
Communication	Cable		Data		Intercom		
	Internet		Telephone		CCTV		
Lighting	200-500 Lux						
HVAC System							
Plumbing	Mop Sink & faucet						
Fire Suppression							
Special Requirements	45 min. Fire rated construction						
Other Remarks							

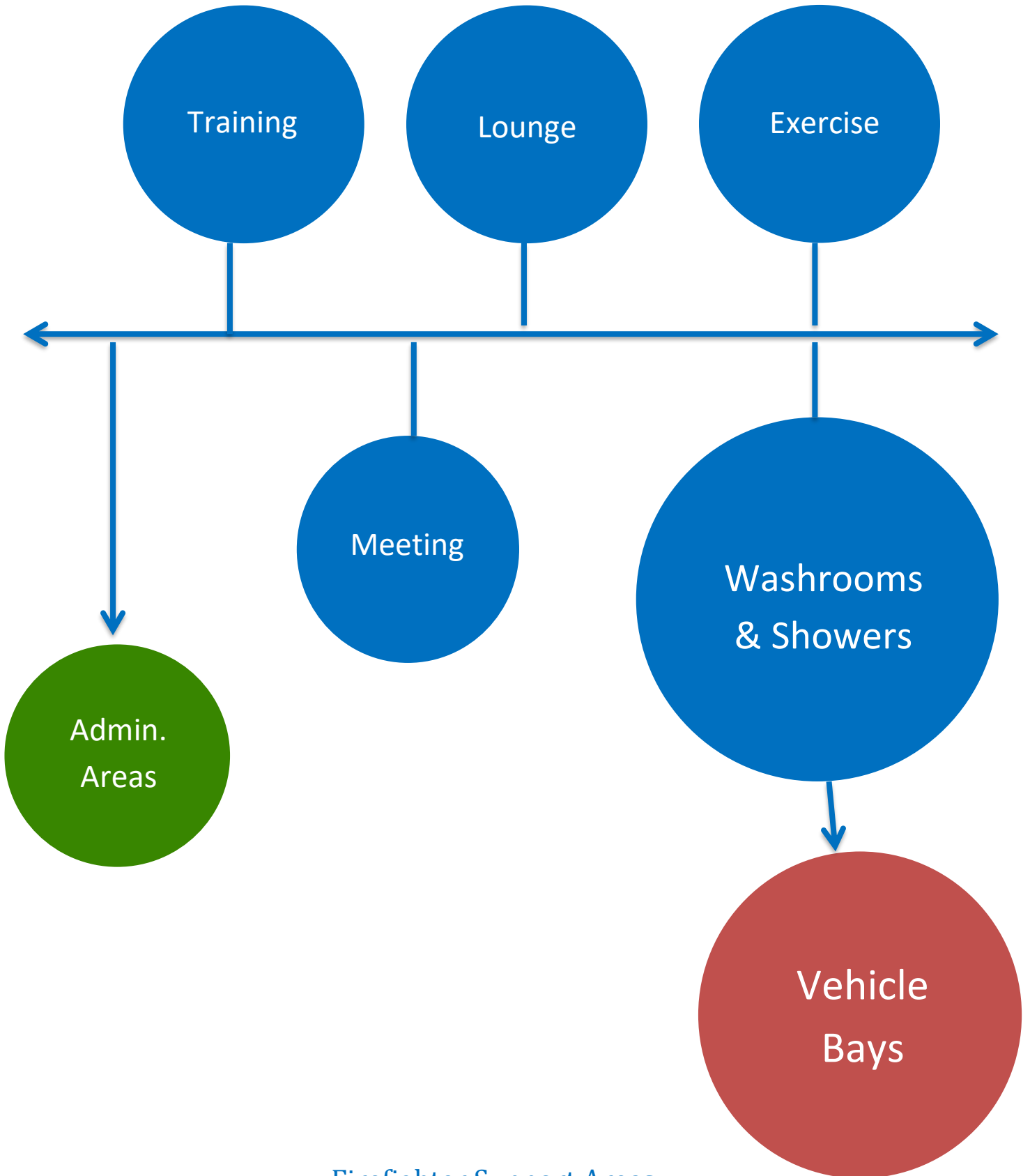


### 3.Area Bubble Diagrams

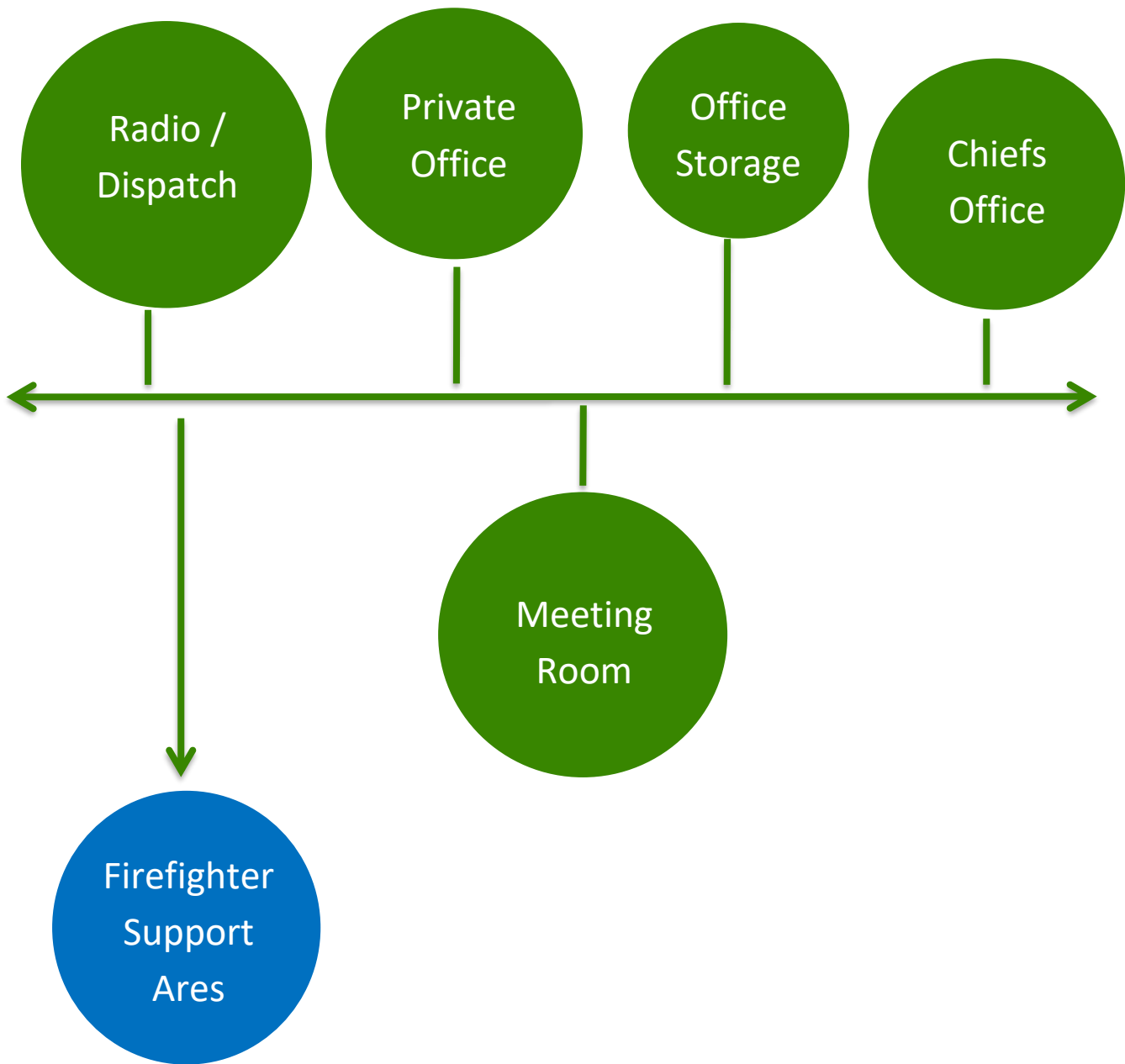
Vehicle Bays & Support Spaces Response: .....	28
Firefighter Support Areas:.....	29
Administrative Areas:.....	30
Area Relationships .....	31
Room Area By Percentage .....	32



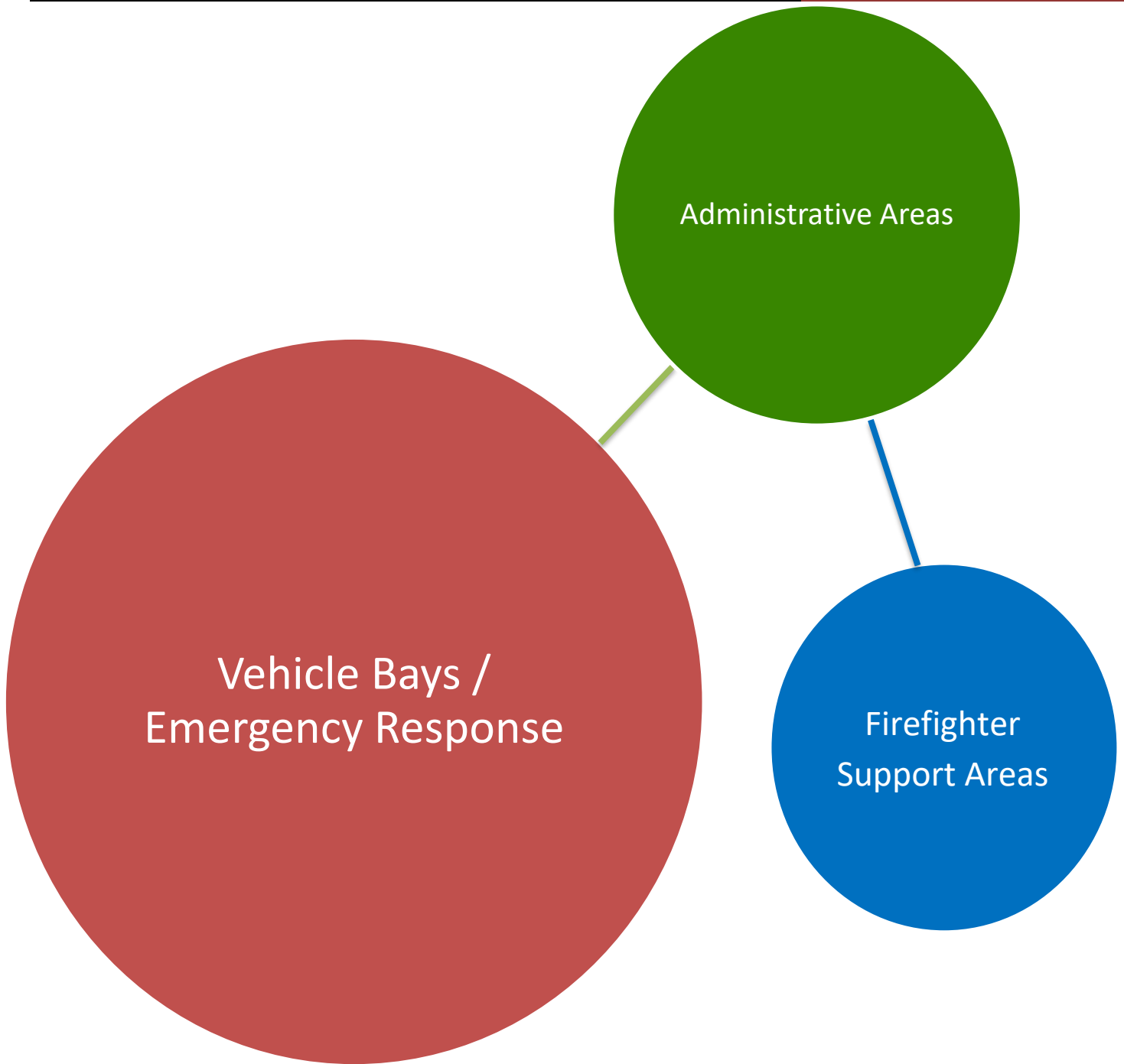
## Vehicle Bays & Support Spaces



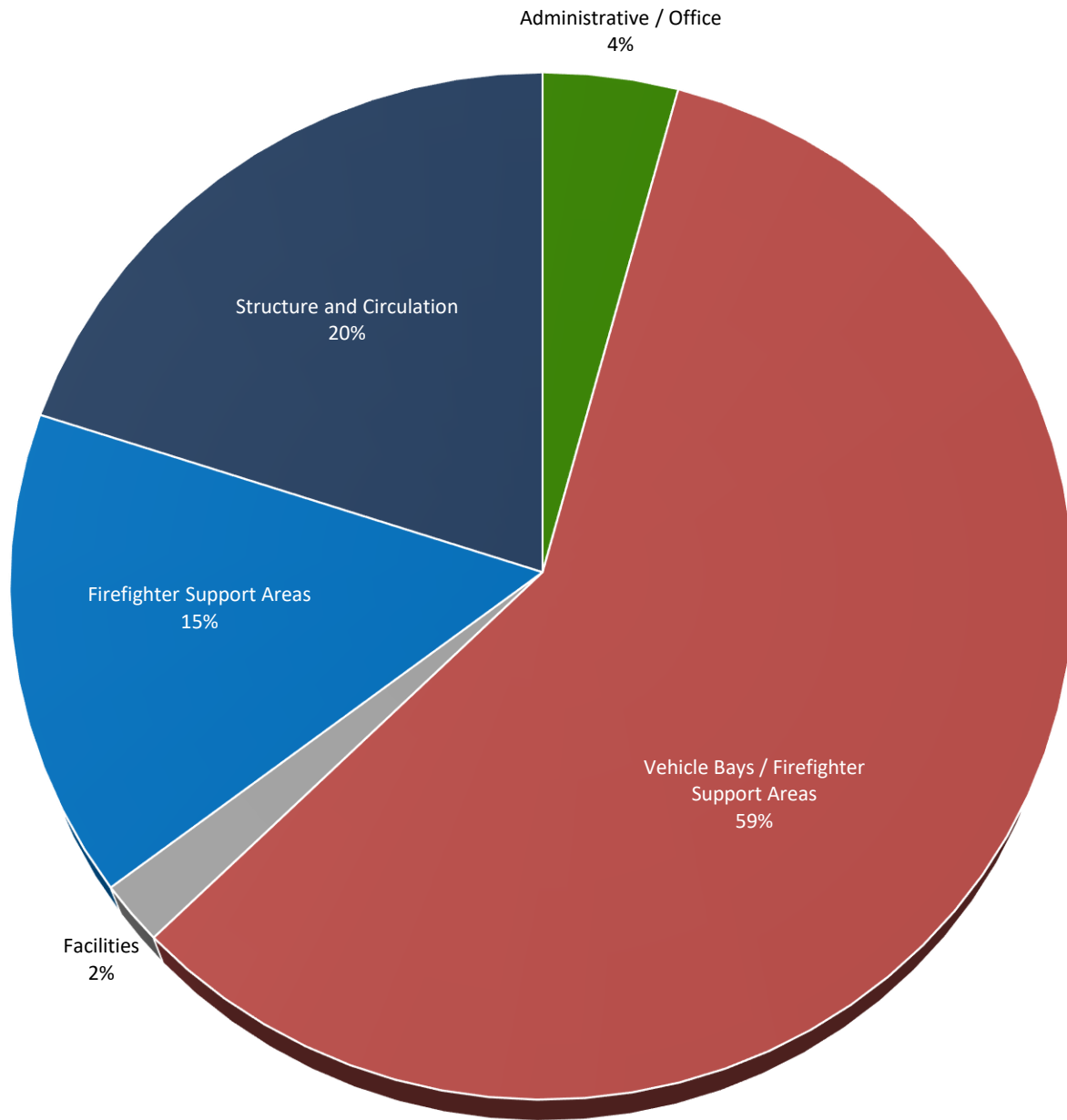
Firefighter Support Areas:



Administrative Areas:



## Area Relationships



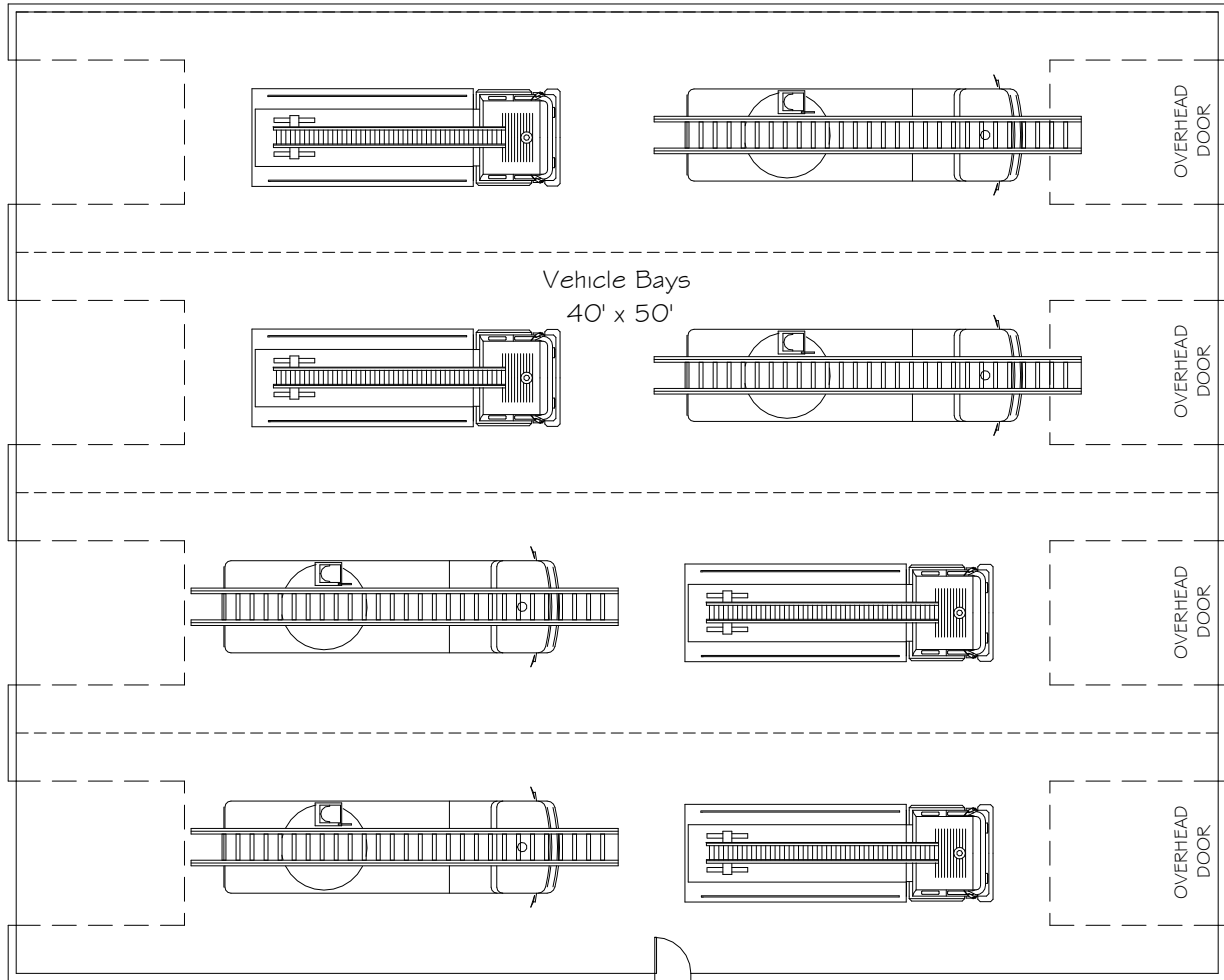
- Administrative / Office
- Vehicle Bays / Firefighter Support Areas
- Facilities
- Firefighter Support Areas
- Structure and Circulation

## Room Area By Percentage

## Annex A Room Schematics

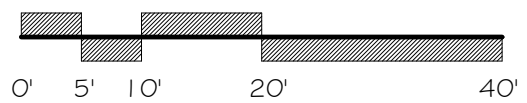
1) Vehicle Bays.....	34
2) Equipment & Storage.....	35
3) Firefighter Support Areas.....	36
4) Administrative Areas.....	37
5) Facilities.....	38

# Annex A - Vehicle Bays

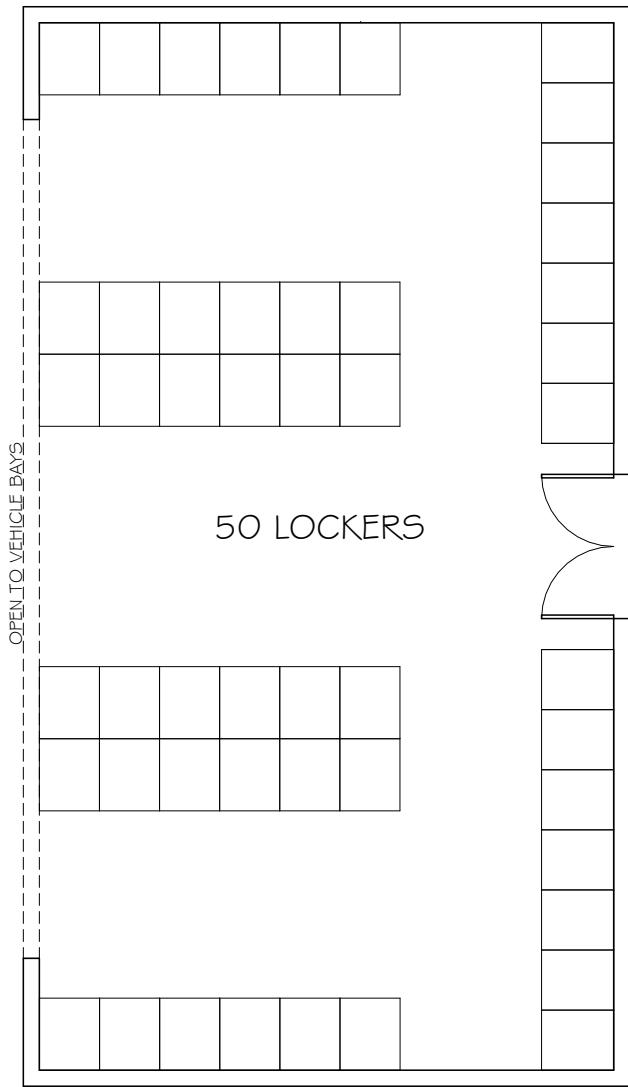


VEHICLE BAYS  
8,000 S.F.

SCALE: 1/16" = 1' - 0"

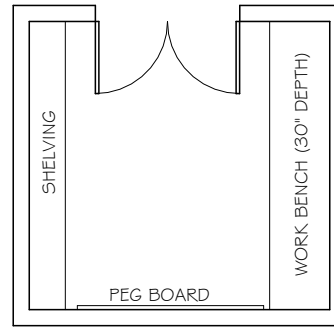


# Annex A - Equipment & Storage

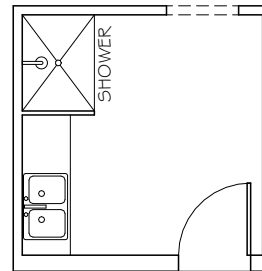


50 LOCKERS

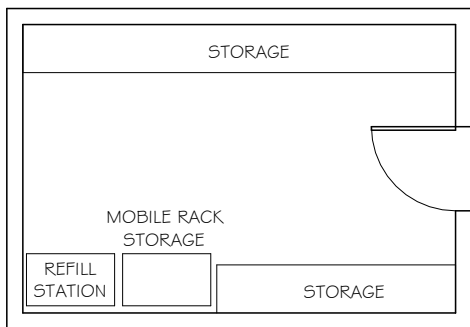
LOCKER ROOM / SPACE  
1040 S.F.



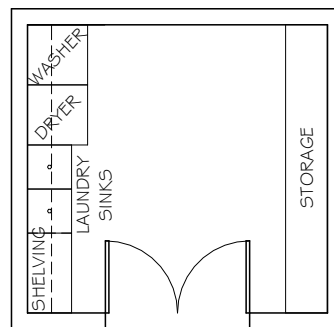
EQUIPMENT STORAGE  
150 S.F.



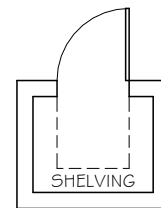
DECONTAMINATION BAY  
100 S.F.



SCBA STORAGE  
216 S.F.

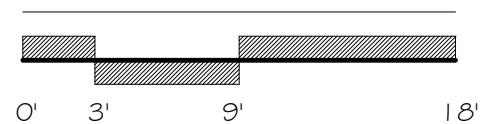


LAUNDRY  
150 S.F.

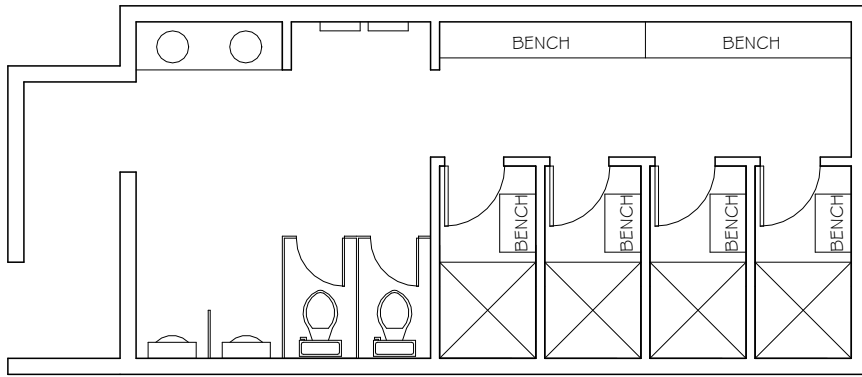


HAZMAT STORAGE  
20 S.F.

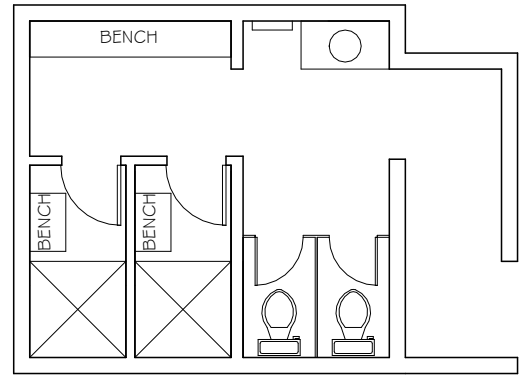
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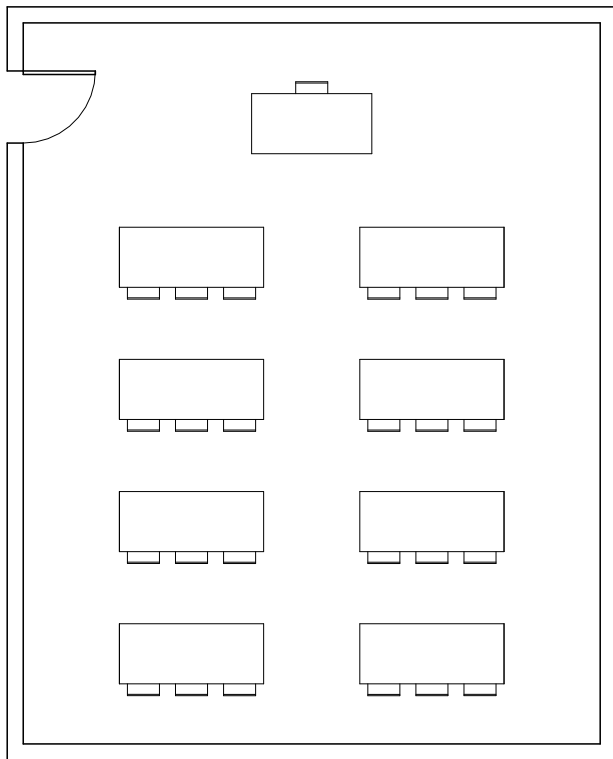
# Annex A - Firefighter Support



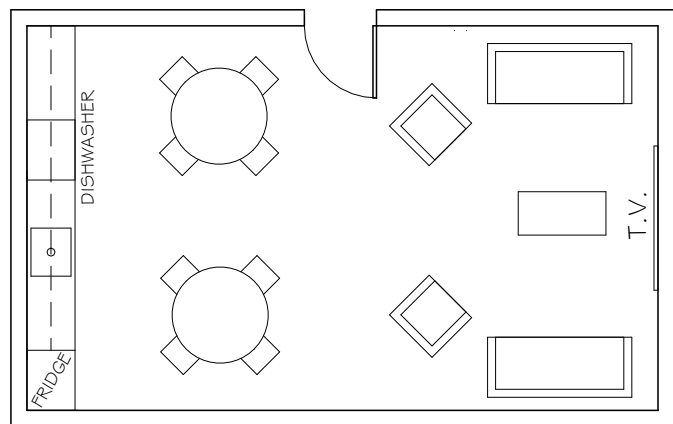
MALE WASHROOM  
470 S.F.



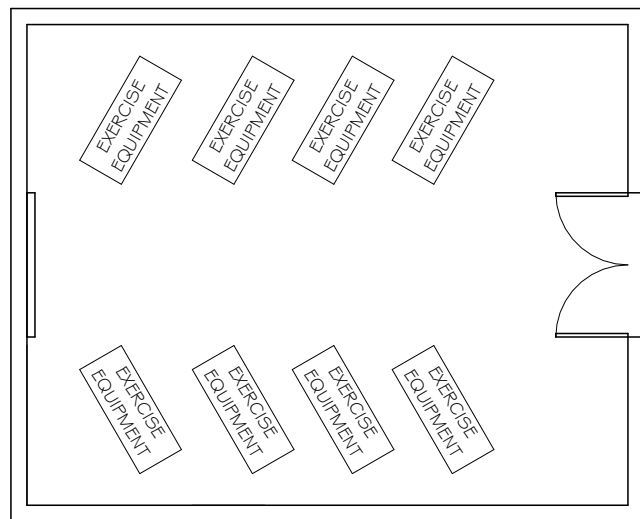
FEMALE WASHROOM  
265 S.F.



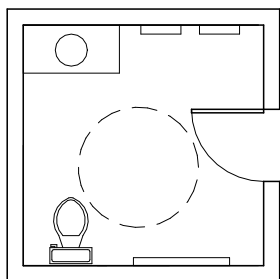
TRAINING ROOM  
720 S.F.



LOUNGE  
420 S.F.

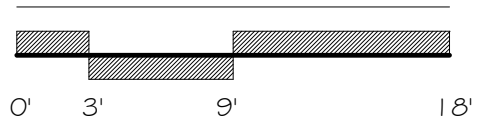


EXERCISE SPACE  
500 S.F.

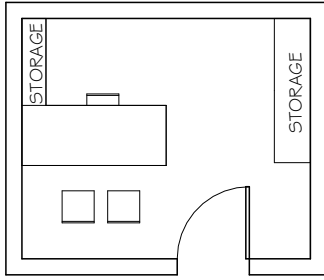


UNIVERSAL WASHROOM  
100 S.F.

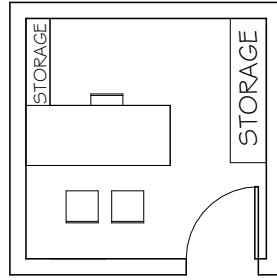
SCALE: 1/8" = 1'-0"



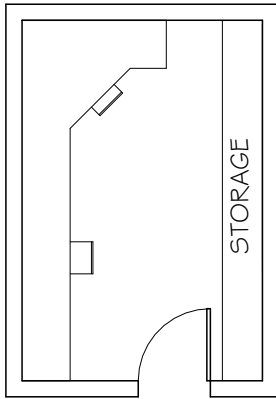
# Annex A - Administrative Areas



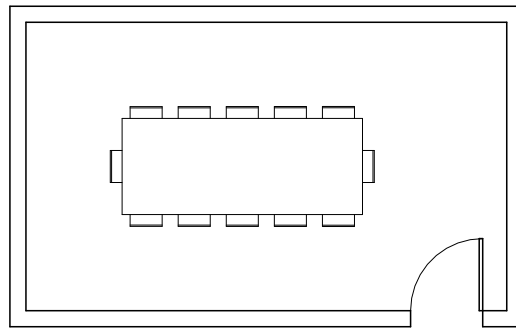
CHIEF'S OFFICE  
120 S.F.



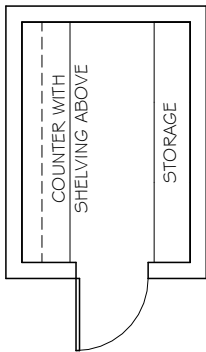
PRIVATE OFFICE  
100 S.F.



RADIO / DISPATCH  
150 S.F.

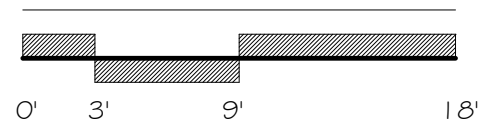


MEETING ROOM  
240 S.F.

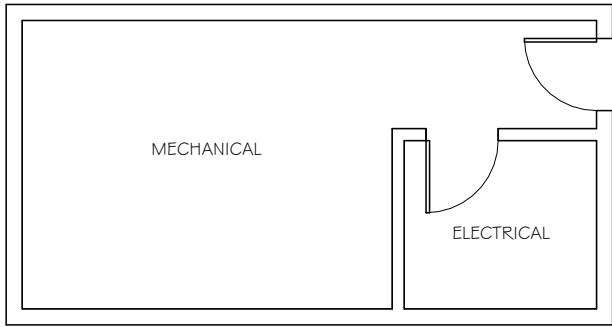


OFFICE STORAGE  
70 S.F.

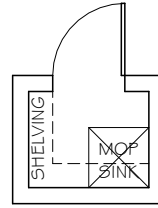
SCALE: 1/8" = 1'-0"



# Annex A - Facilities

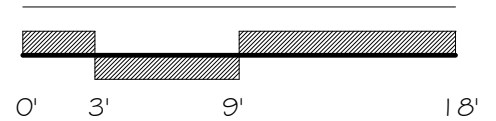


MECHANICAL / ELECTRICAL  
300 S.F.

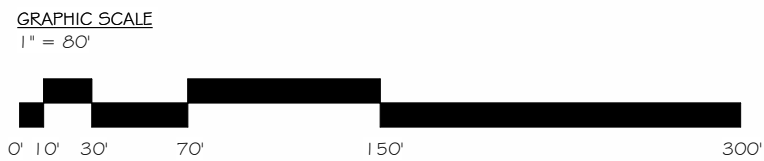
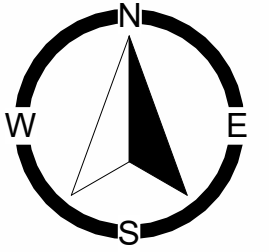


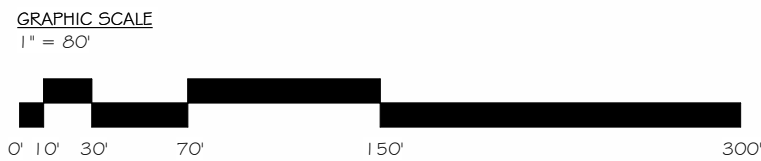
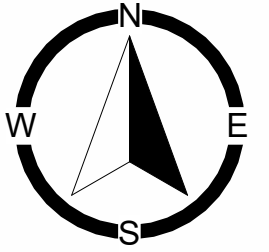
JANITORS CLOSET  
20 S.F.

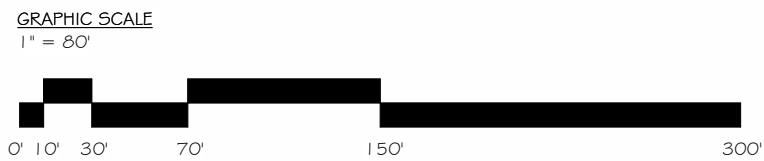
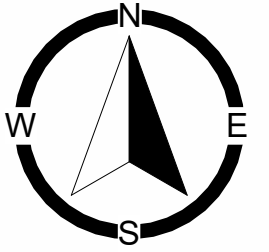
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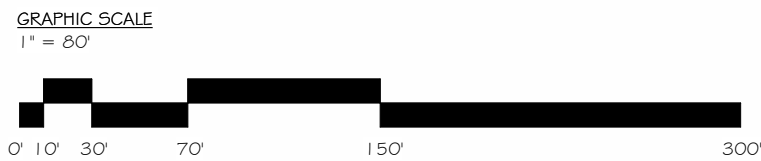
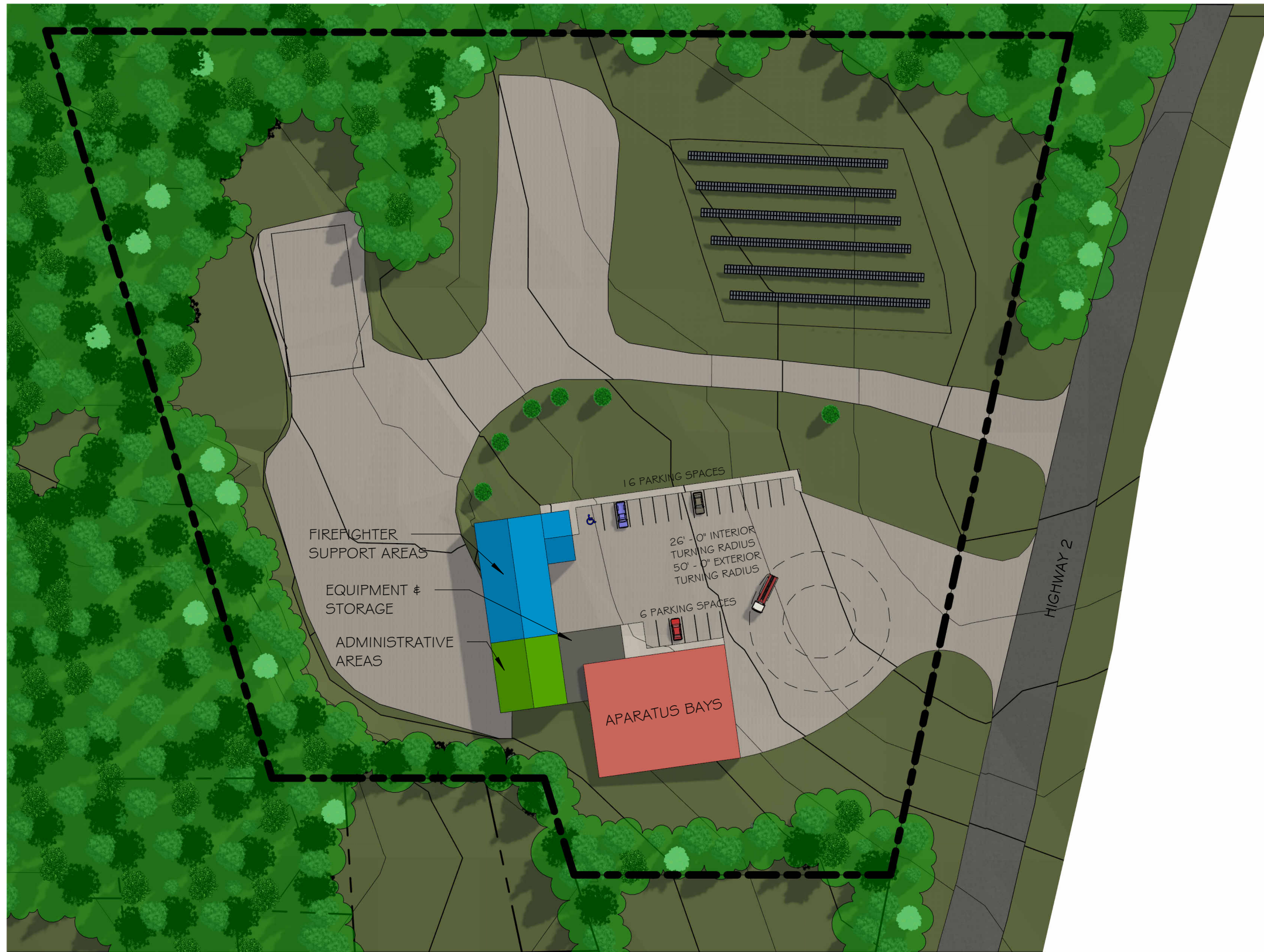
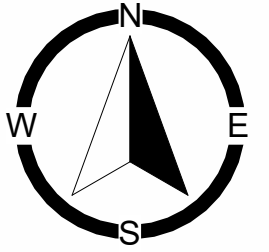


APPENDIX B: SITE PLAN OPTION











To: Town Council  
From: Marc Seguin, CAO  
Re: 2026 Paving – Award of Tender  
Date: June 25, 2026

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**RECOMMENDATION**

That report 2026 Paving – Award of Tender be received; and

Pending approval for the project and Council approval of the 2026-2027 Capital Budget, we recommend to Council that the Town award the 2026-2027 Paving tender to Basin Contracting Limited in the amount of \$27,000 (+HST); and

We recommend to Council that the CAO be authorized to execute the necessary contract.

**ORIGIN**

The 2026-2027 capital budget, if approved by Council provides funding to pave an area of Asquith Avenue. Areas of Kitchener St. were explored; however Kitchener St. was moved to the 2027-2028 capital budget.

Staff issued a tender for the paving work and are ready to proceed with the project. A paving amount of \$75,000 was included in the budget.

## Background

Many road areas within the Town boundary are in need of repair.

Staff have identified an area of Asquith Ave. as the priority for the 2026 paving program.

As budget deliberations on the 2026-2027 have continued, Staff have had to move forward with the tendering process for paving projects to meet the paving season timelines.

The scope of work explored for paving during the summer of 2026 included the following:

### **Area # 1 – Kitchener St. (from 99 Kitchener to 203 Kitchener St.)**

Supply and place asphalt type C to compacted thickness 2". Asphalt to be keyed at each end.  
Contractor to include class A gravel (1 side) on side of roadway.

### Map of Area # 1



**Area # 2 - Asquith Ave.  
Surface Area approximate**

Plane area and supply, place and compact asphalt type B to compacted thickness 2”  
Asphalt to be keyed at each end.

## Map of Area # 2





Following the Towns procurement policy, Staff issued a “Request For Tender” for the work. The tender document is attached to this report. The tender closed at 2:00PM on Thursday, June 18th 2026.

On Friday, June 19, 2025 at 9:30AM Town Staff opened the Tenders received from proponents for the Paving Project.

In total five (5) bids were received prior to the June 18, 2026 2:00PM deadline

The following Staff attended the opening of the bids:

- 1) Jill Rafuse, Executive & Financial Assistant
- 2) Marc Seguin, CAO

The result of the bids is as follows:

Bidder	Price (Excluding HST)
<b>Basin Contracting *Low bid*</b>	\$136,700
Will Care	\$177,900
Cumberland	\$189,111
Ocean	\$161,925
Dexters Construction	\$189,860

The low bid for the tender was submitted by Basin Contracting in the amount of \$136,700 (+HST).

**The low bid submitted by Basin Contracting is broken down into two areas.**

Area	Cost Per Area
Kitchener St. – Area # 1	\$109,700
Asquith – Area # 2	\$27,000
Total Bid	\$136,700 + HST



Asquith Avenue is deemed the priority for the 2026 and during the budget discussions, Staff have allocated the portion of Kitchener St. that was explored for costing into a larger capital project budget for 2027-2028. which will include most of Kitchener St.

## **POLICIES/LEGISLATION**

The tender was issued in line with the Town of Stewiacke procurement & purchasing policy.

## **FINANCIAL**

The 2026-2027 Capital budget has a recommended amount of \$75,000 for paving. The total for moving forward with Asquith paving will total \$27,000 + HST.

The tender amount falls well within the approved budget and will leave a surplus of \$48,000 within the recommended 2026-2027 budget.

## **CONSULTATIONS**

- 1) Erin Richard, Director, Community Services
- 2) Helen Young, Manager of Finance

## **ATTACHMENTS**

None

## **CONCLUSION**

Staff recommend that the Town proceed to pave the area on Asquith Ave. as identified within this report and that Council award the contract to Basin Contracting in the amount of \$27,000 (+HST).



*Marc Seguin*

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**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 | Email [town@stewiacke.net](mailto:town@stewiacke.net)



To: Town Council

From: Marc Seguin

Re: Request for Proposal Engineering Services & Project Management (Water Plant)

Date: June 25, 2026

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## **RECOMMENDATION**

That, the Request for Proposal for Engineering Services & Project Management (Water Plant) report be received; and

That Council recommend that Request For Proposal (RFP) STEW–2026-02 Engineering Design Services & Project Management Stewiacke Water Treatment Plant Design be awarded to Dillion Consulting Ltd. in the amount of \$1,405,220 + HST (plus HST); and

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

## **Background**

The Town of Stewiacke is moving forward with the planning & design for construction of a new water treatment plant and water source.

Staff released “Request For Proposal (RFP) STEW–2026-02 Engineering Design Services & Project Management Stewiacke Water Treatment Plant Design”, which closed on June 4, 2026 @ 2PM.

The Town of Stewiacke advertised for qualified services of a qualified engineering firm that has specific experience in the assessment, design, and construction of municipal water treatment plants. The successful proponent will undertake the design of a new water treatment plant to support the town’s



current and future needs. The design will include the roadway from St. Andrews Street into the new water treatment plant.

**DISCUSSION**

Three (3) proposals were received at the closing of the RFP process on June 4, 2026 at 2:00pm. Proponents were advised of the proposed schedule, which is based on Councils acceptance.

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

Upon receipt of the proposals, Staff completed a review and scored each proposal in accordance with the evaluation criteria. The following criteria was used to score each proposal.



Criterion	Maximum Point Value	Proposal Score
<i>Technical Evaluation</i>		
Proposed Approach / Project Understanding	30	
Team Composition / Technical Ability	25	
Reference Projects	10	
Risk Management	5	
<b>Proposal Technical Evaluation Qualification Score</b>	<b>70</b>	
<b>Subtotal A – Minimum Qualifying Score</b>		<b>Min. 50</b>
<i>Costing Evaluation</i>		
Pricing Response	20	
<i>Schedule Evaluation</i>		
Schedule Response	10	
<b>Total Proposal Score</b>	<b>100</b>	

The scoring and results of the review process are as follows:

RFP Ranking	Company	Total Score (average out of 100)	Total Cost
Bid # 1	Dillion Consulting Ltd.	97	\$1,405,220 + HST
Bid # 2	WSP Engineering	93	\$1,420,507 + HST
Bid # 3	CBCL	87	\$2,308,594 +HST

The proposal submitted by Dillion Consulting Ltd. was deemed to be the highest ranked proposal by staff and it is recommended that the Town proceed with the proposal as submitted.



**POLICIES/LEGISLATION**

Town Procurement Policy – 2000-05

**FINANCIAL**

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

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

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

The breakdown would be as follows:

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

The recommendation is within the budget estimates.

**CONSULTATIONS**

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



## **ATTACHMENTS**

N/A

## **CONCLUSION**

Based on the proposals received Staff recommend moving forward with the proposal submitted by Dillion Consulting Ltd.

Approved by:

*Marc Seguin*

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



## 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**



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



To: Stewiacke Town Council  
From: Jacob Macpherson, Planner  
Re: Request to grant easements  
Date: June 25, 2026  
Submitted On: June 22, 2026

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## **RECOMMENDATION**

That Council refuse the request submitted by Carruthers MacDonell & Robson Law on behalf of Perry Lake Developments Inc. for the Town of Stewiacke to become the beneficiary to the subject easements set out in Schedules 1 and 2.

## **BACKGROUND**

On October 21, 2025, Carruthers MacDonell & Robson Law requested that the Town of Stewiacke become the beneficiary of easements between Ridge Avenue and Perry Crescent. The easements follow a ditch between the backyards of private properties. The maps attached as Schedule 1(a) and Schedule 1(b) shows where the easements are.

On June 17, 2026, the Planning Advisory Committee followed Staff's recommendation that Council refuse the request.

## **DISCUSSION**

Form 24 (attached as Schedule 2) is the legal agreement that describes the easements. Perry Lake Developments Inc. is asking the Town to become the new beneficiary of the easements so that Town staff can access and maintain the ditch. By becoming the beneficiary, the Town would be putting itself in a position where it may be responsible for maintaining the ditch if it became blocked.



The advantage of becoming the beneficiary is that residents may expect the Town to help solve flooding issues caused by a blockage in the ditch on a neighbouring property. If the Town is a beneficiary, it becomes possible for the Town to be involved in maintaining the flow of the ditch. However, Staff are recommending that Council refuse the request because the ditch does not provide a benefit to the Town's stormwater system and could not be maintained by the Town properly and efficiently.

The ditch, which follows the easements, collects water from the backyards of the properties between Perry Crescent and Ridge Avenue and moves it in the direction of Highway 2 and to the storm drains on Ridge Avenue. Water from the Town's storm water system does not flow into the ditch, meaning the ditch does not need to be maintained for the Town's storm water system to flow properly. For this reason, maintaining the ditch would benefit the property owners along the ditch by reducing the risk of flooding on their properties, but would not help the Town's overall ability to handle the flow of storm water.

Municipalities usually use heavy machinery to maintain ditches, which can be more difficult for ditches between the backyards of private properties as opposed to maintaining a ditch on the side of a public road. In order to properly move materials out of a ditch running between private properties, the machinery would be required to be driven over the easements multiple times to access the section that needs to be maintained.

Because this ditch is not required for the overall flow of the Town's stormwater management system and cannot easily be maintained by the Town, Staff is recommending that it is best to refuse to become the beneficiary of the easements.

## **MOTION**

That the Planning Advisory Committee recommend that Council refuse the request submitted by Carruthers MacDonell & Robson Law on behalf of Perry Lake Developments Inc. for the Town of Stewiacke to become the beneficiary to the subject easements set out in Schedules 1 and 2.

**POLICIES/LEGISLATION**

<p><b>Policy ICSP – 19</b>          It shall be a policy of Council to cost share in the construction of a new street and services for Phase I of the proposed Perry Lake Development for new business and residential growth. Such growth is crucial to maintaining and improving the Town’s long term viability.</p>	<p>This policy specifically refers to part the development being considered in this report. However, the streets and services have already been constructed. Also, the responsibility and cost of maintaining the ditch does not fall to Perry Lake Developments.</p>
<p><b>Policy ICSP - 8</b>          It shall be the policy of Council to maintain the Town’s storm sewer system in an efficient manner and to extend the piped storm sewer system into all the serviced areas of the Town as funding permits.</p>	<p>This policy refers to the Town’s storm sewer system. If the Town were to assume responsibility for the ditch, it would be difficult to maintain it “in an efficient manner”.</p>
<p><b>Priority #3</b>          Improve the quality of our road, sidewalk, and storm drainage infrastructure.</p>	<p>This Priority refers to the quality of drainage infrastructure. The drainage ditch infrastructure considered in this report is private and as such it would not be directly considered by this Priority because it does not belong to the Town.</p>
<p><b>Goal 5</b>          Provide and maintain an efficient storm management system.</p>	<p>This Goal refers to maintaining an efficient storm water management system. If the Town were to assume responsibility for the ditch, it would be difficult to maintain it efficiently.</p>
<p><b>Goal 11</b>          Protect the infrastructure of the Town.</p>	<p>It is not required to maintain the ditch to protect the overall storm water infrastructure of the Town because the ditch does not assist with the overall flow of storm water.</p>



**MOTION**

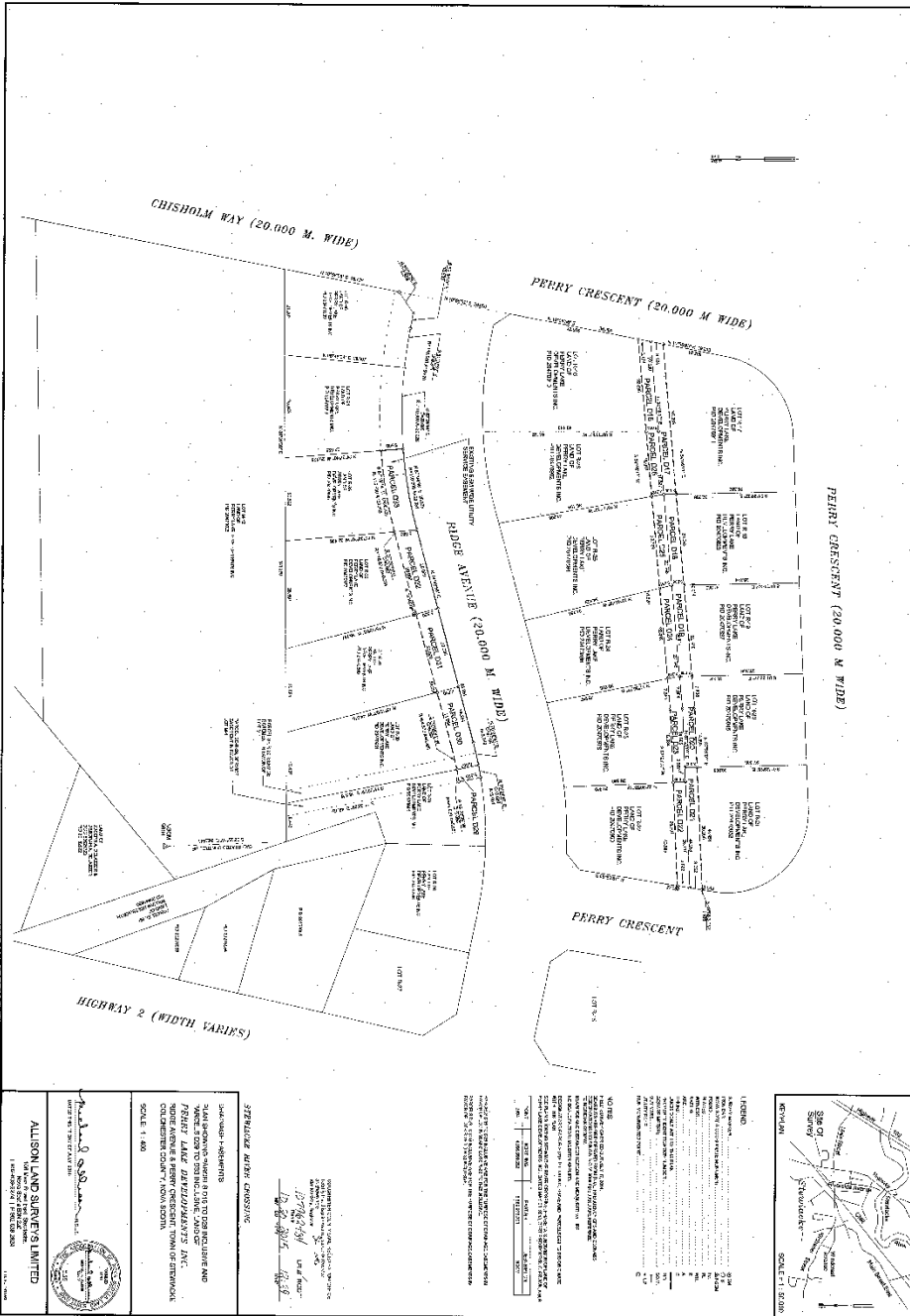
That Council refuse the request submitted by Carruthers MacDonell & Robson Law on behalf of Perry Lake Developments Inc. for the Town of Stewiacke to become the beneficiary to the subject easements set out in Schedules 1 and 2.

Approved by:

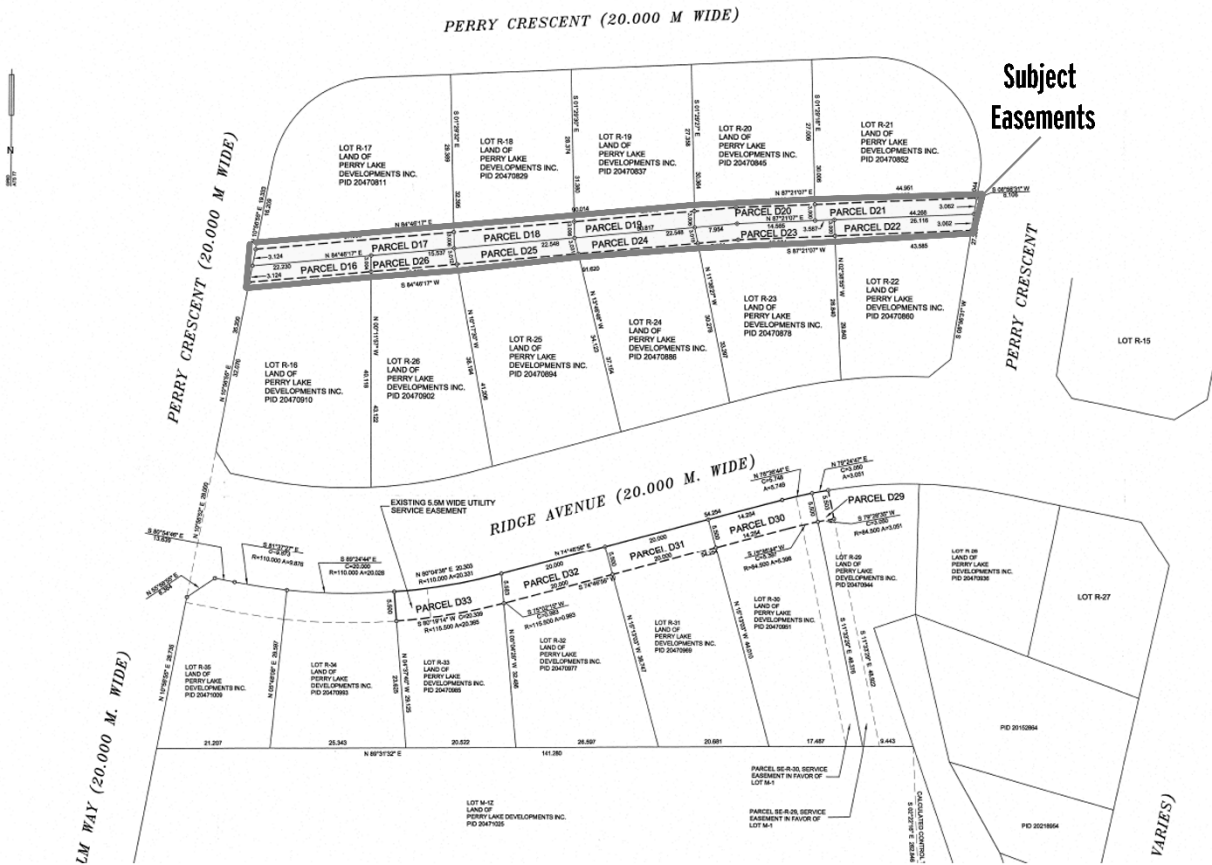
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**Marc Seguin**  
**Chief Administrative Officer**

**Schedule 1(a) – Map Showing Affected Parcels**



**Schedule 1(b) – Map Showing Affected Parcels**



# SCHEDULE 2

Form 24

**Purpose: to change the registered interest, benefits or burdens**

**(Instrument code: 450)**

*(If change requested relates to one or more of the following and no other interests are being added or removed on this form: manner of tenure, description of manner of tenure, non-resident status, parcel access or NSFLB occupant. Note: This form cannot be used to correct an error in a parcel register).*

**(Instrument code: 451)**

*(Change to existing servient or dominant tenement PID number in a parcel register as a result of subdivision or consolidation. Note: This form cannot be used to correct an error in a parcel register).*

<b>Registration District:</b>	<b>Colchester County</b>
<b>Submitter's User Number:</b>	<b>19723</b>
<b>Submitter's Name:</b>	<b>Madeleine E. Coats / Stewart McKelvey</b>
<b>In the matter of Parcel Identification Number (PID)</b>	
<b>PID: 20470811</b>	

<b>For Office Use</b>	
<b>COLCHESTER COUNTY LAND REGISTRATION OFFICE</b>	
I certify that this document was registered or recorded as shown here.	
Cathy L. Polson, Registrar <i>ML</i>	
<i>119080498</i>	LR <input type="checkbox"/> ROD <input type="checkbox"/>
Document #	
<b>AUG 10 2021</b>	<i>11:21</i>
MM DD YYYY	Time

The following additional forms are being submitted simultaneously with this form and relate to the attached document:

- Form 24(s)
- Form 8A(s)

Additional information:

- This Form 24 creates or is part of a subdivision or consolidation.
- This Form 24 is a municipal or provincial street or road transfer.
- This Form 24 is adding a corresponding benefit or burden as a result of an AFR of another parcel.
- This Form 24 is adding a benefit or burden where the corresponding benefit/burden in the "flip-side" parcel is already identified in the LR parcel register and no further forms are required.

**Power of Attorney:**

- The attached document is signed by attorney for a person under a power of attorney, and the power of attorney is:
  - Recorded in the attorney roll
  - Recorded in the parcel register
  - Incorporated in the document
- OR
- No power of attorney applies to this document

This form is submitted to make the changes to the registered interests, or benefits or burdens, and other related information, in the above-noted parcel register(s), as set out below.

The registered interests and related information are to be changed as follows: **N/A**

The following tenant in common interests that appear in the section of the parcel register(s) labelled "Tenants in Common not registered pursuant to the *Land Registration Act*" are to be removed because the interests are being registered (*insert names to be removed*): **N/A**

I have searched the judgment roll with respect to this revision of the registered interest and have determined that it is appropriate to add the following judgment(s) or judgment-related documents to the

parcel register, in accordance with the *Land Registration Act* and *Land Registration Administration Regulations*: *N/A*

The following benefits are to be added and/or removed in the parcel register(s):

<b>Instrument type</b>	Easement/Right of Way
<b>Interest holder and type to be removed</b>	N/A
<b>Interest holder and type to be added</b>	Together with an Easement/Right of Way – Easement/Right of Way Holder (Benefit)
<b>Mailing address of interest holder to be added</b>	N/A
<b>Servient tenement parcel(s)</b>	20470910 – Servient Tenement PID 20470829 – Servient Tenement PID 20470837 – Servient Tenement PID 20470845 – Servient Tenement PID 20470852 – Servient Tenement PID 20470860 – Servient Tenement PID 20470878 – Servient Tenement PID 20470886 – Servient Tenement PID 20470894 – Servient Tenement PID 20470902 – Servient Tenement PID
<b>Reference to related instrument in names-based roll/parcel register</b>	N/A
<b>Reason for removal of interest: <i>Instrument code: 443</i></b>	N/A

The following burdens are to be added and/or removed in the parcel register(s):

<b>Instrument type</b>	Easement/Right of Way
<b>Interest holder and type to be removed</b>	N/A
<b>Interest holder and type to be added</b>	20470910 – Easement/Right of Way Holder (Burden) – Dominant PID 20470829 – Easement/Right of Way Holder (Burden) – Dominant PID 20470837 – Easement/Right of Way Holder (Burden) – Dominant PID 20470845 – Easement/Right of Way Holder (Burden) – Dominant PID 20470852 – Easement/Right of Way Holder (Burden) – Dominant PID 20470860 – Easement/Right of Way Holder (Burden) – Dominant PID 20470878 – Easement/Right of Way Holder (Burden) – Dominant PID 20470886 – Easement/Right of Way Holder (Burden) – Dominant PID 20470894 – Easement/Right of Way Holder (Burden) – Dominant PID 20470902 – Easement/Right of Way Holder (Burden) – Dominant PID
<b>Mailing address of interest holder to be added</b>	N/A
<b>Reference to related instrument in names-based roll/parcel register</b>	N/A
<b>Reason for removal of interest: <i>Instrument code: 443</i></b>	N/A

The following recorded interests are to be added and/or removed in the parcel register(s): **N/A**

The textual qualifications are to be changed as follows: **N/A**

The following information about the occupier of the parcel, which is owned by the Nova Scotia Farm Loan Board, is to be changed: **N/A**

**Certificate of Legal Effect:**

I certify that, in my professional opinion, it is appropriate to make the changes to the parcel register(s) as instructed on this form.

**Dated** at Halifax, in the County of Halifax and Province of Nova Scotia, on this 4 day of August, 2021.



**Signature of Authorized Lawyer**


**Name:** Madeleine E. Coats / Stewart McKelvey  
**Address:** P.O. Box 997, Halifax, NS B3J 2X2  
**Phone:** 902.420.3200  
**E-mail:** mcoats@stewartmckelvey.com  
**Fax:** 902.420.1417

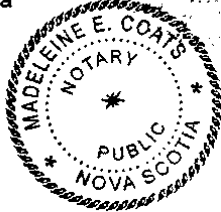
- This document also affects non-land registration parcels. The original will be registered under the *Registry Act* and a certified true copy for recording under the *Land Registration Act* is attached.

**TO ALL TO WHOM THESE PRESENTS MAY COME, BE SEEN OR KNOWN**

I, Madeleine E. Coats, a NOTARY PUBLIC IN AND FOR THE PROVINCE OF NOVA SCOTIA BY ROYAL AUTHORITY DULY APPOINTED, residing at Halifax, in the said Province, DO CERTIFY AND ATTEST that the paper writing hereunto annexed is a TRUE COPY of the GRANT OF EASEMENT, the said copy having been compared by me with the said original document, an act whereof being requested, I HAVE GRANTED the same under my notarial form and seal of office to serve and avail as occasion shall or may require.

IN TESTIMONY WHEREOF I have hereunto subscribed my name and affixed my seal of office at Halifax, the 4 day of August, 2021.

  
Madeleine E. Coats  
A Notary Public in and for the Province of  
Nova Scotia



**THIS GRANT OF EASEMENT** made this 4<sup>th</sup> day of August, 2021

**BETWEEN:**

**PERRY LAKE DEVELOPMENTS INC.**, a body corporate,  
(hereinafter referred to as the "Grantor")

and

**PERRY LAKE DEVELOPMENTS INC.**, a body corporate,  
(hereinafter referred to as the "Grantee")

**WHEREAS** certain Drainage Easements are depicted on a plan entitled "PLAN SHOWING PARCELS D16 TO D26 INCLUSIVE AND PARCELS D29 TO D33 INCLUSIVE, LAND OF PERRY LAKE DEVELOPMENTS INC. RIDGE AVENUE & PERRY CRESCENT, TOWN OF STEWIACKE". Said Plan was registered on October 20, 2015, as **PLAN NO. 107962434**;

**AND WHEREAS** the above referred to Plan shows that Parcels D16 to D26 inclusive are for the purpose of Drainage Easements in favour of Lot R-16 and Lots R-22 to R-26 inclusive;

**WITNESSETH** that in consideration of the sum of One Dollar (\$1.00) now paid by the Grantee to the Grantor, the premises, and other good and valuable consideration, the sufficiency and receipt whereof are hereby acknowledged, the Grantor hereby grants to Grantee, its respective agents, contractors, employees and licensees, the free and uninterrupted right, privilege, liberty and easement in perpetuity over, under and through Parcels D16 to 26 inclusive, collectively and individually the "**Drainage Easement Area**" upon the following provisions:

1. The Grantor hereby grants to the Grantee the right at any time to enter upon the Servient Lands within the Drainage Easement Area to grade or excavate said lands and to construct, reconstruct, operate, remove, repair or maintain the aforementioned ditches, swales, pipelines, conduits, mains, manholes or catch basins for the conveyance of storm water, sanitary sewage (the "**Drainage System**"), over, in, across, through and under the said Drainage Easement Area and of keeping and maintaining the same together with all necessary appurtenances thereto at all times in good condition and repair, for every such purpose the Grantee shall have access to the said Drainage Easement Area at all times by its servants, agents, employees and workmen.

2. The Grantor agrees that the Grantee shall have, at all times, the right of access to the Drainage Easement Area for the purposes of operating and maintaining the Drainage System and to this end the Grantor will keep the Drainage Easement Area free and clear of all encumbrances and structures so as to afford access to the Drainage System Area by the Grantee at all times and shall not without the Grantee's express permission alter the grades, soil and sodding situate within the aforesaid easement.
3. The foregoing grant of easement is subject to the following prohibitions:
  - (a) The Grantor **shall not**:
    - (i) excavate, demolish, drill, install, erect, construct, or permit to be excavated, drilled, installed, erected, or constructed on, under or over the Drainage Easement Area, any foundation, building or other structure or installation, pile material or plant any growth upon the Drainage Easement Area that, in the reasonable opinion of the Grantee, may in any material manner interfere with or endanger the Drainage System;
    - (ii) construct, excavate, demolish, drill or permit any such activity adjacent to the Drainage Easement Area which may in any manner unreasonably interfere with the full enjoyment of the Drainage System by the Grantee, including, without limiting, affecting the adjacent support required for the use of the Drainage Easement Area by Grantee;
    - (iii) disturb or otherwise interfere with the Drainage System or this easement and the privileges associated with its use as granted herein; or
    - (iv) plant or establish within the Drainage Easement Area any trees, shrubs or other vegetation which could interfere with the Drainage System at any time unless previously consented to by the Grantee.
4. The Grantor represents and warrants to the Grantee that it has good title in fee simple to the Servient Lands and the right to grant this easement as hereby granted. The Grantor will procure any such further assurances as may be reasonably granted.
5. This Grant of Easement shall enure to the benefit of and be binding upon the parties hereto, other persons authorized from time to time by the Grantee, and the parties' respective successors and assigns and the respective owners from time to time of Servient Lands and the Dominant Lands with the intent that the benefits and burdens as outlined herein are and shall be appurtenant to the lands of Grantor and Grantee and are to run with those lands.
6. This Grant of Easement shall be read with all change of number and gender required by the context.

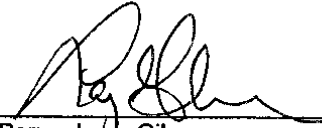
**IN WITNESS WHEREOF** the parties have executed this instrument the day, month and year first written above.

Executed in the presence of:

**PERRY LAKE DEVELOPMENTS  
INC.**



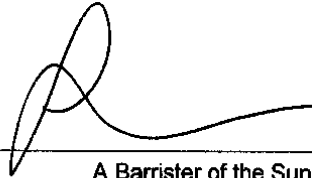
\_\_\_\_\_  
Witness



\_\_\_\_\_  
Per: Larry Gibson  
Title: President

**CERTIFICATE OF EXECUTION**

I certify that on this 4 day of Aug, 2021, Perry Lake Developments Inc., one of the parties thereto, caused the same to be executed in its name on its behalf by its proper officers in my presence and that I have signed as a witness to such execution.



\_\_\_\_\_  
A Barrister of the Supreme Court  
of Nova Scotia


**Lawrence A. Freeman, Q.C.**


**AFFIDAVIT OF STATUS**

I, Larry Gibson, of the Halifax Regional Municipality and Province of Nova Scotia, make oath and say as follows:

1. That I am the President of Perry Lake Developments Inc. (the "Company") and have a personal knowledge of the matters herein described;
2. That for the purposes of this my Affidavit, "Matrimonial Home" means the dwelling and real property occupied by a person and that person' spouse or domestic partner as their family residence and in which either or both of them have a property interest other than a leasehold interest;
3. That the company is not a non-resident of Canada within the meaning of the *Income Tax Act*;
4. That the lands described in the annexed instrument are not occupied by any shareholder as a Matrimonial Home nor is any shareholder entitled to use the lands as a Matrimonial Home and the lands have never been so occupied while any interest in the lands has been owned by the Company;
5. That I am an Officer of the Company, duly authorized to execute the annexed instrument for and on behalf of the Company;
6. That I have executed the annexed instrument for and on behalf of the Company and thereby bind the Company; and
7. That this affidavit is sworn for the purpose of registering the annexed instrument pursuant to sections 79(1) and 83 of the *Land Registration Act* and in compliance with the provisions of the *Matrimonial Property Act* and the *Vital Statistics Act*.

**SWORN TO** at Halifax, in the County of Halifax and Province of Nova Scotia, this 4 day of Aug, 2021, before me

  
A Barrister of the Supreme Court of Nova Scotia

  
Larry Gibson

**Lawrence A. Freeman, Q.C.**

**SCHEDULE "A"**

<b>LOT</b>	<b>PID</b>
<b>R-16</b>	<b>20470910</b>
<b>R-17</b>	<b>20470811</b>
<b>R-18</b>	<b>20470829</b>
<b>R-19</b>	<b>20470837</b>
<b>R-20</b>	<b>20470845</b>
<b>R-21</b>	<b>20470852</b>
<b>R-22</b>	<b>20470860</b>
<b>R-23</b>	<b>20470878</b>
<b>R-24</b>	<b>20470886</b>
<b>R-25</b>	<b>20470894</b>
<b>R-26</b>	<b>20470902</b>



## Council Meeting June 25, 2026 @ 7PM

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### Item 10 – Business

The following motions were recommended to Council by COTW on May 28, 2026:

**10A)** That Council approve the 2026-2027 General Operating Budget for the Town of Stewiacke as presented.

**10B)** That Council approve the 2026-2027 water utility operation budget as presented.

**10C)** That Council approve the water utility capital budget 2026/2027 and the general capital budget 26-27.



To: Stewiacke Town Council

From: Jacob Macpherson, Planner

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

Date: June 25, 2026

Submitted On: June 22, 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> 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> 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> 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> 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> 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: 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> <li>b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</li> <li>c) the adequacy of the dimensions and shape of the lot for the intended use;</li> <li>d) the pattern of development which the proposal might create;</li> <li>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;</li> <li>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;</li> <li>g) the impact of not only the use being proposed but all uses permitted in the zone;</li> <li>h) the site meets all of the zone requirements for the zone sought;</li> <li>i) the impact of the proposed development on adjacent uses; and</li> <li>j) any other matter required by relevant policies of this Strategy.</li> </ul>	<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*

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**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 STEWIACKE

#### 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.

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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.