



COUNCIL AGENDA
THURSDAY DECEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order
2. Attendance
3. Approval of / Changes to Agenda
4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
 - A) November 14, 2024 – COTW
 - B) November 21, 2024 – Council Meeting
6. Announcements / Proclamations
7. Presentations
8. Written Petitions and Correspondence
9. Business

Staff Reports:

1. CAO Report
2. Riverside Project Close Out
3. Recycling Services
4. Planning Services – Town of Truro

Other Business:



COUNCIL AGENDA
THURSDAY DECEMBER 19, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

5. Town Lighting – Mayor Glasser
6. Planning Advisory Committee Update – Councillor Osborne

10. By-laws and Policies
11. Citizen Comments
12. Mayor Report
13. Councillors Reports
14. In-Camera Session
15. Notice of Motion and Reconsideration
16. Adjournment

1. Call to Order 7:00 PM

2. Attendance

PRESENT:

Mayor Doug Glasser

Deputy Mayor Rebecca Rogers-Laing

Councillors: Suzanne Lutz
David LeBlanc
Pam Osborne

Staff: CAO Marc Seguin

REGRETS / ABSENT:

3. Approval of / Changes to Agenda

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

4. Disclosure of Interest on Agenda Items

5. Approval of Minutes from Previous Meeting(s)

06-13, 2024 Committee of the Whole

Motion to Approve:	Approved By:
First	Councillor Osborne
Second	Deputy Mayor Rogers-Laing
Result	Carried

6. Announcements / Proclamations

N/A

7. Presentations

N/A

8. Written Petitions and Correspondence

N/A

9. Business

a) CAO Report

Motion that we recommend to council that we accept the CAO report.

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

b) Council Code of Conduct Update

We recommend to council that we approve and adopt the code of conduct, and that Council authorize the Cao to proceed to execute the process, to retain an independent 3rd party Integrity Commissioner.

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

c) Committees of Council (Verbal)

Motion that we recommend to council the committee appointments from Mayor Doug Glasser, on November 14, 2024.

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

d) New Years Levee – Time & Location (Verbal)

Will revisit this after more confirmation in on location

10. By-laws and Policies

11. Citizens Comments

12. Mayors Report – Verbal – Attended provincial training in Halifax Nov 4th and 5th, 2024.

13. Councillors Reports

Councillor	Report
Rebecca Rogers-Laing	Nothing to report.
David LeBlanc	Verbal – Attended provincial training in Halifax Nov 4 th and 5 th , 2024.
Suzanne Lutz	Nothing to report.
Pam Osborne	Verbal – Attended provincial training in Halifax Nov 4 th and 5 th , 2024.

14. In Camera Session 7:32 pm

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

Motion to go out of camera and return to COTW at 8:16PM	Approved By:
First	Councillor Pam Osborne
Second	Councillor David Leblanc
Result	Carried

- i. Contract Negotiations #1
- ii. Contract Negotiations #2
- iii. Contract Negotiations #3
- iv. Legal advice eligible for client solicitor privilege

15. Notice of Motions and Reconsideration

16. Adjournment 8:17

Read and approved this _____ day of _____, 2024

Mayor

CAO



Before we begin our meeting, we would like to acknowledge that Stewiacke is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

1. Call to Order at 7:00PM

2. **Attendance**

Town Council	Position
Doug Glasser	Mayor, Town of Stewiacke
Rebecca Rogers-Laing	Deputy Mayor, Town of Stewiacke
David LeBlanc	Councillor, Town of Stewiacke
Suzanne Lutz	Councillor, Town of Stewiacke
Pam Osborne	Councillor, Town of Stewiacke
Marc Seguin	CAO, Town of Stewiacke

3. Approval of / Changes to Agenda

Request made to add the New Years Levy as an agenda item under Business.



**COUNCIL MINUTES
THURSDAY NOVEMBER 21, 2024 AT 7:00 PM
Council Chambers Stewiacke NS**

Motion to Approve Agenda:	Approved By:
First	Councillor Pam Osborne
Second	Councillor Suzanne Lutz
Result	Carried

4. Disclosure of Interest on Agenda Items

Councillor Leblanc declared a Conflict of Interest pertaining to the discussion regarding the Town Levy.

5. Approval of Minutes

September 19, 2024 – Council Meeting

October 10, 2024 – Special Council Meeting

October 30, 2024 – Council Swearing In Meeting

***Amendment made to Oct 30, 2024 Minutes.**

November 6 – Special Council Meeting

Motion to Approve Minutes as Amended:	Approved By:
First	Councillor Pam Osborne
Second	Deputy Mayor, Rebecca Rogers - Laing
Result	Carried

6. Announcements / Proclamations

No announcements or proclamations were received.

7. Presentations

No requests for presentations were received.

8. Written Petitions and Correspondence



COUNCIL MINUTES
THURSDAY NOVEMBER 21, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

No written petitions or correspondence were received.

9. Business

a. Staff Reports

1) CAO Report

Motion to Approve:	Approved By:
First	Councillor Pam Osborne
Second	Councillor Suzanne Lutz
Result	Carried

2) Council Code of Conduct Update

Motion to Approve :	Approved By:
First	Councillor Pam Osborne
Second	Councillor David LeBlanc
Result	Carried

b. Report

1) Committee Report

Motion to Approve :	Approved By:
First	Councillor Osborne
Second	Councillor LeBlanc
Result	Carried As Amended

2) New Years Levee – Discussion



COUNCIL MINUTES
THURSDAY NOVEMBER 21, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

Motion that the New Years Levee be held at the community Center

Motion to Approve :	Approved By:
First	Councillor Osborne
Second	
Result	Motion Defeated

Motion To approve the New Years Day Levee be held at the Legion

Motion to Approve :	Approved By:
First	Deputy Mayor Rogers-Laing
Second	Councillor Lutz
Result	Motion Defeated

10. By-laws and Policies

11. Citizen Comments

No Comments

12. Mayor Report - None

13. Councillors Reports - None

14. In-Camera Session

Motion to go in camera at 7:23 PM	Approved By:
First	Councillor Pam Osborne
Second	Councillor Suzanne Lutz
Result	Carried

i. Contract Negotiations



COUNCIL MINUTES
THURSDAY NOVEMBER 21, 2024 AT 7:00 PM
Council Chambers Stewiacke NS

Motion to go out of camera and return to COTW at 8:01PM	Approved By:
First	Councillor Pam Osborne
Second	Councillor Suzanne Lutz
Result	Carried

Motion: That Council directs Staff to proceed to a tax sale for the property located at 29 Asquith Ave. Stewiacke.	Approved By:
First	Councillor Pam Osborne
Second	Councillor Suzanne Lutz
Result	Carried

15. Notice of Motion and Reconsideration

16. Adjournment

Call for a motion to adjourn at 8:02 PM.

Read and approved this _____ day of _____, 2024

Mayor

CAO



To: Town Council
From: Marc Seguin, CAO
Re: CAO Report
Date: December 19, 2024

The following is a list of general updates from the office of the Chief Administrative Officer as of December 19, 2024.

This report is submitted as information only.

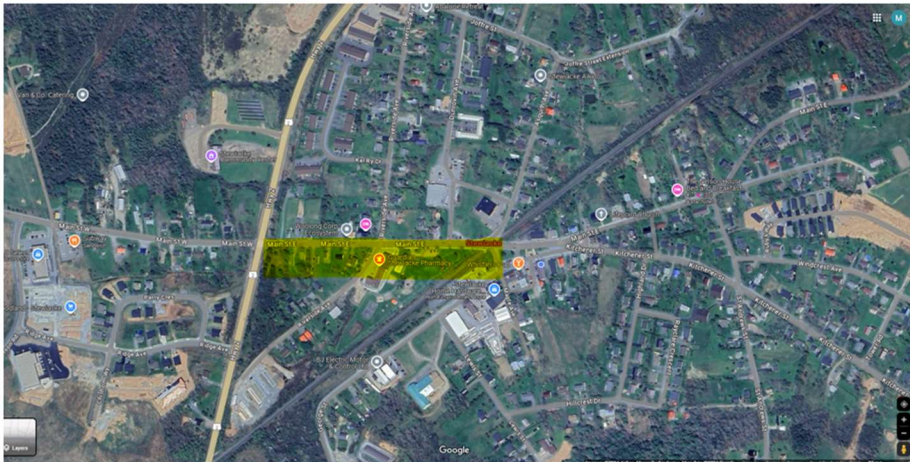
Paving Main St.

The 2024 capital budget approved funds to refurbish Main Street from Hwy # 2 to the CN Rail tracks. Staff issued a tender for the planning and paving work. Staff reported to Council on November 6 and the contract was awarded to Will Care paving. Staff noted that the project was weather dependent as the asphalt plants will close soon for the winter months. Staff also noted that the Main St. paving project can not commence until the Riverside paving is complete.

A combination of the cold temperatures in the final weeks of November and first week of December align with the final clean up of the Riverside Project has impacted the project. This project will be delayed until the Spring and will be completed as soon as the asphalt plants reopen.

Map of Area to be planed and paved

The Town of Stewiacke invites tenders for the planning and paving of approximately 400m on Main St. Stewiacke, from Hwy 2 to the CN tracks.



Community Development Update:

- Dennis Park Playground Project – The project is now complete. The new playground equipment and Mud Kitchen has been installed. Pictures of the completed project are enclosed. Town Council awarded the Dennis Park Playground Project to Cobequid Trail Consulting Ltd on May 28, 2024.



- Work on the Municipal Physical Activity Strategy continues. A stakeholder engagement session was held on Dec 5th with 16 attendees from local organizations and a public consultation was held on Dec 10th via zoom. This renewal is expected to be completed in March, and approval from Council will follow.
- The Regional Accessibility Strategy work is progressing well. Community Engagement was held throughout the region on Dec 5th-8th. Left Turn Right Turn was in Stewiacke Dec 7th at Breakfast with Santa. A final report will come to each Council upon completion in March.
- Stewiacke Minor Ball Associations total donation to Christmas Daddies this year was \$13,306.39. The donation was fundraised by Jeff Turple and his team of volunteers, players, families, and community. All the money raised goes back into our community through local organizations that care for families in our area (Shumilacke Foodbank, Salvation Army etc).
- Stewiacke Celebrates Christmas December 7th was a success, despite the frigid weather.
 - Breakfast with Santa served over 150 people.
 - Footwear donations - received 41 pairs of shoes/boots for the Foodbank
 - Stewiacke Fire delivered 682 pounds of food to the Foodbank after their food drive at Foodland



- 250 people attended the Christmas Carnival at the Community Centre
- Stewiacke Community Meals served 130 meals
- There were 18 parade entries
- The tree lighting had over 100 people

Parade Winners

- Best Overall Theme: Nannie and Pappy Grandchildren's Friends - Mele Kalikimaka Hawaiian Merry Christmas
- Best Business: Stewiacke Guardian
- Most Humorous: Pine Acres RV

Thank you to all our supporters of Stewiacke Celebrates Christmas:

- Town of Stewiacke Public Works
- Darrell Sandeson for providing the Christmas Tree
- Stewiacke Legion
- Stewiacke Fire Dept for their help with the food drive, support during the parade, and escorting a special guest
- Kara McCurdy
- Vicki Ives & her Supports
- Stewiacke Library Branch
- Hannah Grosvenor
- Evelyn Grosvenor & Daphne Barr
- Stewiacke Community Meals
- Stewiacke Foodland
- Stewiacke Robins
- Stewiacke Youth Volunteer Group
- Rising Tides Art Society
- Stewiacke Tim Hortons
- Town Staff and Council
- Various volunteers
- All our parade entries



Marc Seguin

Marc Seguin
Chief Administrative Officer



To: Town Council
From: Marc Seguin CAO
Re: Riverside Av. - Project Close Out
Date: December 19, 2024

RECOMMENDATION

That, the Riverside Project Close Out report be received.

ORIGIN

The Town of Stewiacke is in the process of making much needed infrastructure upgrades throughout the Town boundary. The Riverside Ave. project focused on water / wastewater and road and sidewalk upgrades along Riverside Ave.

Background

At the meeting of Council on Thursday, July 20, 2023 Council resolved regarding the Riverside Ave. project to approve the acceptance of the Dexter bid for the Riverside Ave. project.

As the Town does not have an Engineer on Staff to oversee such projects, WSP Engineering was retained by the Town in April 2024 to fill the role as Project Manager on the project.

The project was successfully completed in the first week of December 2024. Staff are now in the process of working with Dexters to Complete any deficiencies noted by our Project Manager from WSP.



DISCUSSION

During the project the Town received comments from residents that will serve as valuable learning for future projects. Many comments were made in regard to public consultation. Staff will use these comments and information received to improve communication and public participation in the process for future projects.

At the meeting of Council on Thursday, July 20, 2023 Council resolved regarding the Riverside Ave. project to approve the acceptance of the Dexter bid for the Riverside Ave. project. The project was subsequently awarded to Dexters in the amount of \$6,350,000.

In construction projects changes orders are utilized to track changes to the original contract. Most instances deal with changes needed to completed the project due to unforeseen circumstances. Change orders on construction project generally run on the average of a 10% increase to the overall contract award price.

Including all change orders valued at \$486,425.05, the total value of the project at completion is \$6,836,725.60 which is 6.3% over the originally forecasted construction budget, but below the average for projects of this nature. Contingency allowances are generally forecasted at 10% to capture portions of work that are not captured in the original scope of work.

A number of unforeseen items on the project required change orders. The changes required are considered normal during road / water / waterwater projects. These items included, but were not limited to:

- Roadbed structure revisions;
- Insulation of temporary water cleanouts;
- Asbestos pipe removal;
- Removal of unsuitable fill.



POLICIES/LEGISLATION

N/A

FINANCIAL

At the meeting of Council of Thursday, July 20, 2023 Council resolved regarding the Riverside Ave. project to approve the acceptance of the Dexter bid for the Riverside project in the amount of \$6,350,000.

Both the Canadian Federal Government and the Nova Scotia Provincial Government provided funding towards the project in the amounts below.

Riverside Project – Grant Funding	
Provincial Share	\$2,069,333
Federal Share	\$2,483,200

Including all change orders valued at \$486,425.05, the total value of the project at completion is \$6,836,725.60 which is 6.3% over the originally forecasted construction budget. The Towns cost for the construction at close out is \$ 2,284,192.60

The Town is required to report on the construction and payments to the Federal and Provincial Governments. The required reports have been completed and submitted for the \$4,552,533 in funding (\$2,069,333 Provincial Funding + \$2,483,200 Federal Funding).

For project oversight, the Town retained WSP Engineering to be the onsite advocate engineer to certify work and compliance under the contract. The overall value of the onsite advocate engineer work with WSP Engineering was completed at a total cost of \$255,935.

CONSULTATIONS

Helen Young, Manager of Finance, Town of Stewiacke
 Jeff Sibley, Superintendent, Public Works.



ATTACHMENTS

N/A

CONCLUSION

Staff report that the Riverside project is complete.

Marc Seguin

Marc Seguin
Chief Administrative Officer



To: Town Council
From: Marc Seguin CAO
Re: Circular Materials – Recycling Program
Date: December 19, 2024

RECOMMENDATION

That, the Circular Materials – Recycling Program report be received.

That Council authorize Staff to provide clear written intent to opt in to the program by the deadline of January 31, 2025; and

That Staff report back to Council with further information and details on a proposed agreement for Council to consider for final decision before April 18, 2025.

ORIGIN

Nova Scotia is taking steps toward implementing extended producer responsibility program for packaging, paper products and other blue bag materials, EPR regulations were released on August 2, 2023, with an implementation date set for December 1, 2025.

Background

New regulations in Nova Scotia shift the financial and operational responsibility for recycling from municipalities to the organizations that produce and sell packaging and paper.

Circular Materials is the producer responsibility organization that will be responsible for implementing and managing the new extended producer responsibility recycling system for packaging and paper in Nova Scotia.



The transition to this new framework will take place on December 1, 2025.

The Town is currently under contract for curbside collection of residential waste, recycling and organics with Royal Environmental Inc. (RE-Group), for a five-year term beginning on November 1, 2023 and ending on October 31, 2028.

The Town of Stewiacke along with all Municipal Governments across Nova Scotia, were previously advised of possible changes coming in 2025. Therefore, the Towns contract states that:

(b) With the Extended Producer Responsibility (EPR) regulations coming into effect on December 1, 2025, the Municipality reserves the right to discontinue its responsibility of the collection of the recycle blue bag collection program and assumes no financial or legal responsibility to the Contractor for this decision including, but not limited to, any claims for indirect damages such as lost profit. The Municipality will make every reasonable effort to notify the contractor of its intent as soon as possible throughout the implementation process of EPR. For greater certainty, in the event of such discontinuance, the Contractor shall have no right to claim against the Municipality except with respect to amounts owing to the Contractor from prior to the discontinuance. Additionally, notwithstanding any discontinuance hereunder, the Agreement, including any pricing provisions, shall remain binding in all other respects between the parties for all other purposes.

DISCUSSION

Circular Materials is a National not-for-profit organization created and governed by producers. The mandate is to support producers in meeting obligations under extended producer responsibility (EPR) regulations.

The new **extended producer responsibility** (EPR) for packaging, paper products and **packaging-like products** (PPP) regulations sets out industry responsibilities for the operational and financial management of certain recyclable materials.

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

EPR is recognized as one of the most effective mechanisms to improve recycling rates and advance a circular economy where materials can be collected, recycled and returned to producers for use as recycled content in new products and packaging.

In Nova Scotia, EPR for PPP will include materials commonly found in the blue bag system.

Information is still forthcoming on the program. Staff continue to attend update meetings and proceed to participate in active discussions.

The next steps in the process are as follows:

Community Collection Agreements Next Steps



POLICIES/LEGISLATION

Extended Producer Responsibility for Packaging, Paper Products and Packaging-Like Products Regulations made under Section 102 of the *Environment Act*

S.N.S. 1994-95, c. 1

O.I.C. 2023-209 (effective August 1, 2023), N.S. Reg. 139/2023



FINANCIAL

Financial Offers - During collection agreement review, Circular Materials will make financial offers:

- Consist of cost per stop for eligible sources.
- Include consideration for administration, P&E, and customer service.
- Basis includes financial data provided by municipalities to Divert NS and through commercial discussions with individual municipalities.

CONSULTATIONS

Alanna McPhee - Executive Director, EPR Oversight, Divert Nova Scotia

Phillip Redden, Director Solid Waste, Colchester

Andreas Trask, Manager of Solid Waste, Municipality of East Hants

ATTACHMENTS

Circular Materials – Nova Scotia First Nations and Municipal Working Group (November Update)

CONCLUSION

Staff conclude that the Town of Stewiacke should provide written intent to opt in to the program by the deadline of January 31, 2025 and that Staff report to Council with further information in preparation to make a final decision prior to the April 18, 2025 deadline.

Marc Seguin

Marc Seguin
Chief Administrative Officer



Nova Scotia First Nations and Municipal Working Group

November 12, 2024

Land Acknowledgement



About this Meeting

Presentation:

- Shared prior to this meeting.

Questions:

- Raise hand and ask verbally.
- Type in 'Chat' box.



Introductions



Allen Langdon
Chief Executive Officer



Sherry Arcaro
VP, National
Supply Chain
Operations



Andrew Philopoulos
Managing Director,
Atlantic Canada



Nadine Duguay-Lemay
Director, Marketing and
Media Relations, Atlantic
Canada

Agenda

- Background
- Readiness Report
- Engagement with Mi'kmaq First Nations
- Collection Service Delivery Approach
- Promotion and Education
- Wrap Up



Background



About This Meeting

- We are committed to working with communities, regional coordinators and the Mi'kmaq First Nations to foster a collaborative environment and deliver recycling services that meet the needs of Nova Scotia residents.
- These meetings provide an open forum to discuss program plans, share feedback, raise questions and directly engage with the Circular Materials team.



About Us

- National not-for-profit organization created and governed by producers.
- Support producers in meeting obligations under extended producer responsibility (EPR) regulations.
- Building efficient and effective recycling systems to:
 - Advance innovation
 - Increase performance
 - Deliver improved environmental outcomes

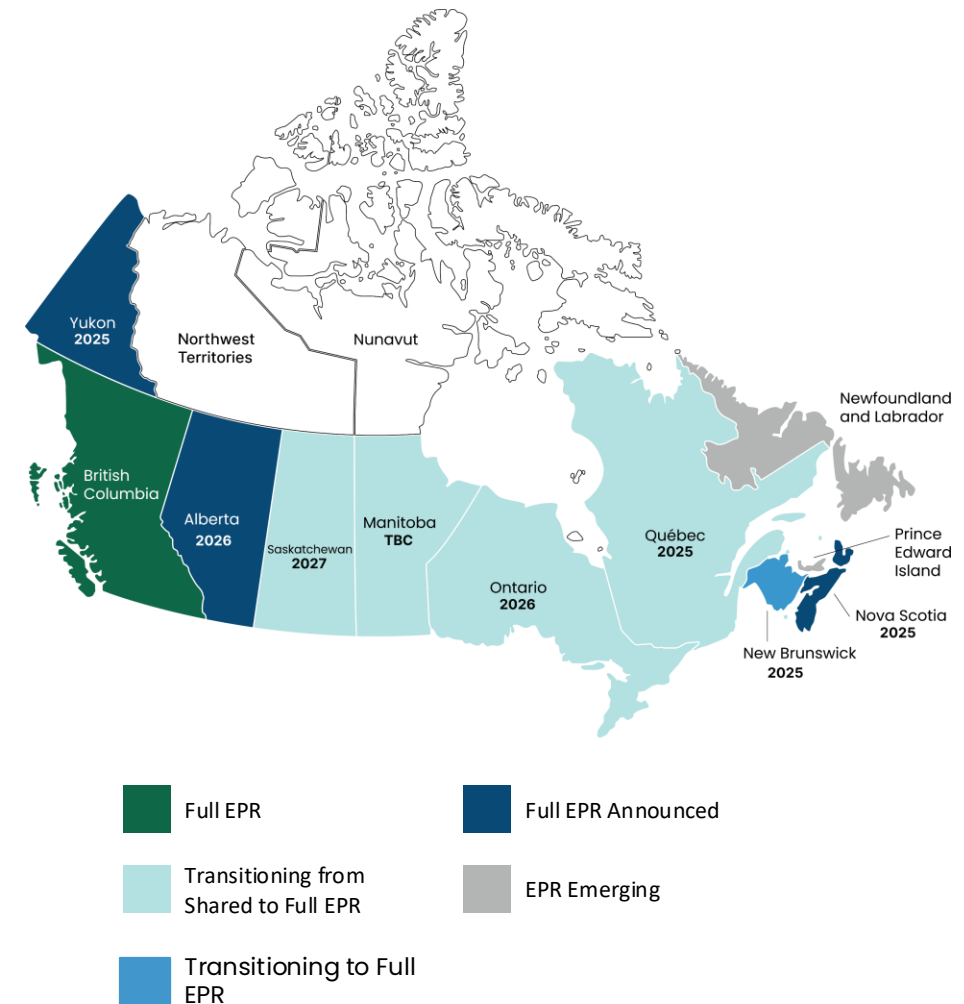


Our Founders



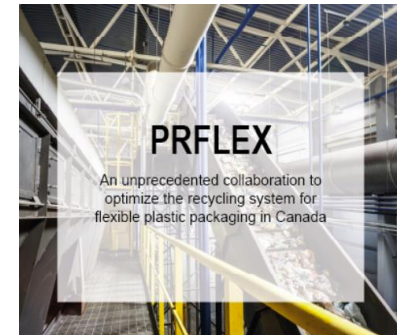
Extended Producer Responsibility (EPR) Across Canada

- EPR is gaining momentum across Canada.
- Transition to EPR successfully underway in New Brunswick and Ontario.
- Manitoba preparing to move from a shared-responsibility stewardship program to full EPR.
- Saskatchewan will transition from a shared responsibility model to full EPR on December 1, 2024.
- Alberta, Nova Scotia and the Yukon preparing for EPR to be rolled out in 2025.



Partnerships

Collaborate with partners to identify gaps and opportunities in current recycling infrastructure



EPR for PPP in Nova Scotia



- The new extended producer responsibility (EPR) for packaging, paper products and packaging-like products (PPP) regulations sets out industry responsibilities for the operational and financial management of certain recyclable materials.
- EPR is recognized as one of the most effective mechanisms to improve recycling rates and advance a circular economy where materials can be collected, recycled and returned to producers for use as recycled content in new products and packaging.
- In Nova Scotia, EPR for PPP will include materials commonly found in the blue bag system.

Readiness Report

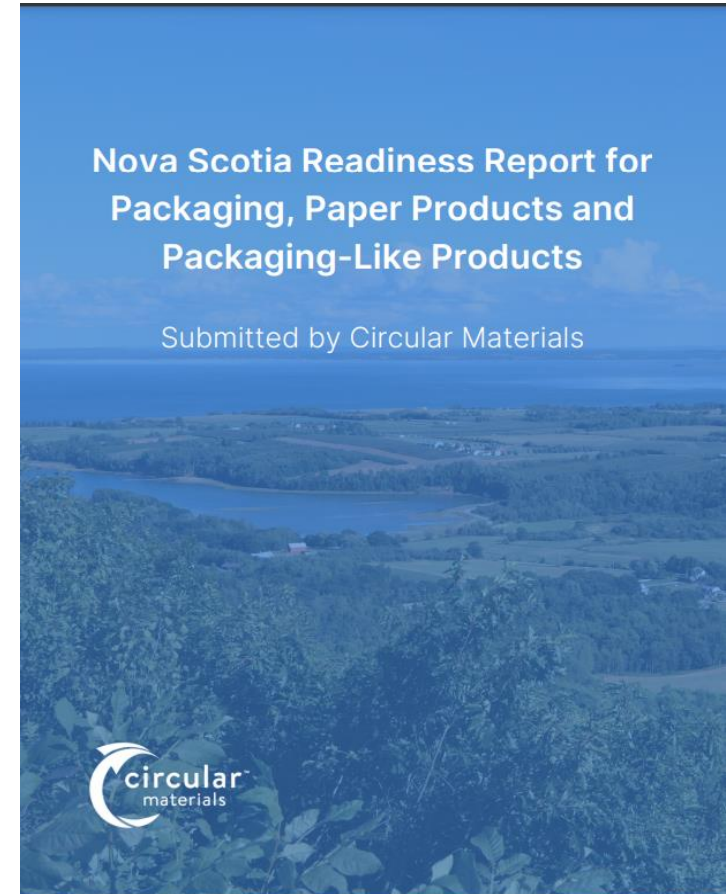
Consultation & Engagement on the Readiness Report

- Circular Materials launched a comprehensive consultation process with communities, producers and service providers to consult on its draft Readiness Report for PPP in Nova Scotia.
- Initial engagement sessions with municipalities took place between March – April 2024, with second sessions taking place in June 2024.
- Engagement with Mi'kmaq First Nations was facilitated through an Indigenous consultant from Indigivisor Nova Scotia who made introductions to key contacts at The Union of the Nova Scotia Mi'kmaq (UNSM) and the Confederacy of Mainland Mi'kmaq (CMM).



Readiness Report Update

- Revised Readiness Report submitted to Divert NS on October 1, 2024.
- In process of being reviewed by Divert NS.
- Revised plan includes more details such as with respect to workplan, curbside vs depot collection, non-PPP/IC&I sources, and promotion and education (P&E).





Engagement with Mi'kmaq First Nations

Ongoing Engagement & Collaboration

Offering a Common Collection System

- Circular Materials is continuing to engage with the Union of Nova Scotia Mi'kmaq (UNSM) and the Confederacy of Mainland Mi'kmaq (CMM).
 - Both organizations indicated they would like to introduce EPR and present the Readiness Report to the communities, ultimately being the ones to present collection service offers to the community.
- As per the Regulation, Circular Materials must extend collection offers 6 months before the implementation date.
- All offers will be aligned with Collection Design Principles.
- Firm commitment to productive, continuous relationships.

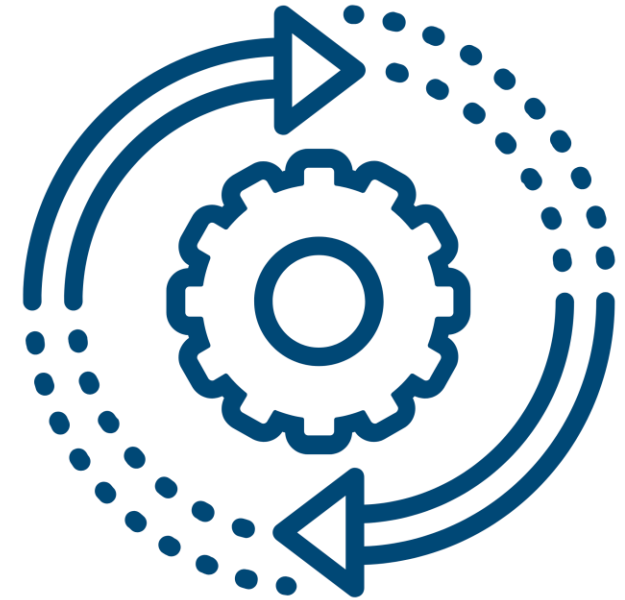


Collection Service Delivery Approach



Service Delivery Approach

- Current focus is on working with communities and representative organizations to determine interest in continuing to provide collection and post-collection services.
- Post-collection approach will be completed as a separate process with updates to be provided at future working group meetings.
 - Currently reviewing post-collection infrastructure.
- First Nation communities will be following similar process – timelines are yet to be determined.

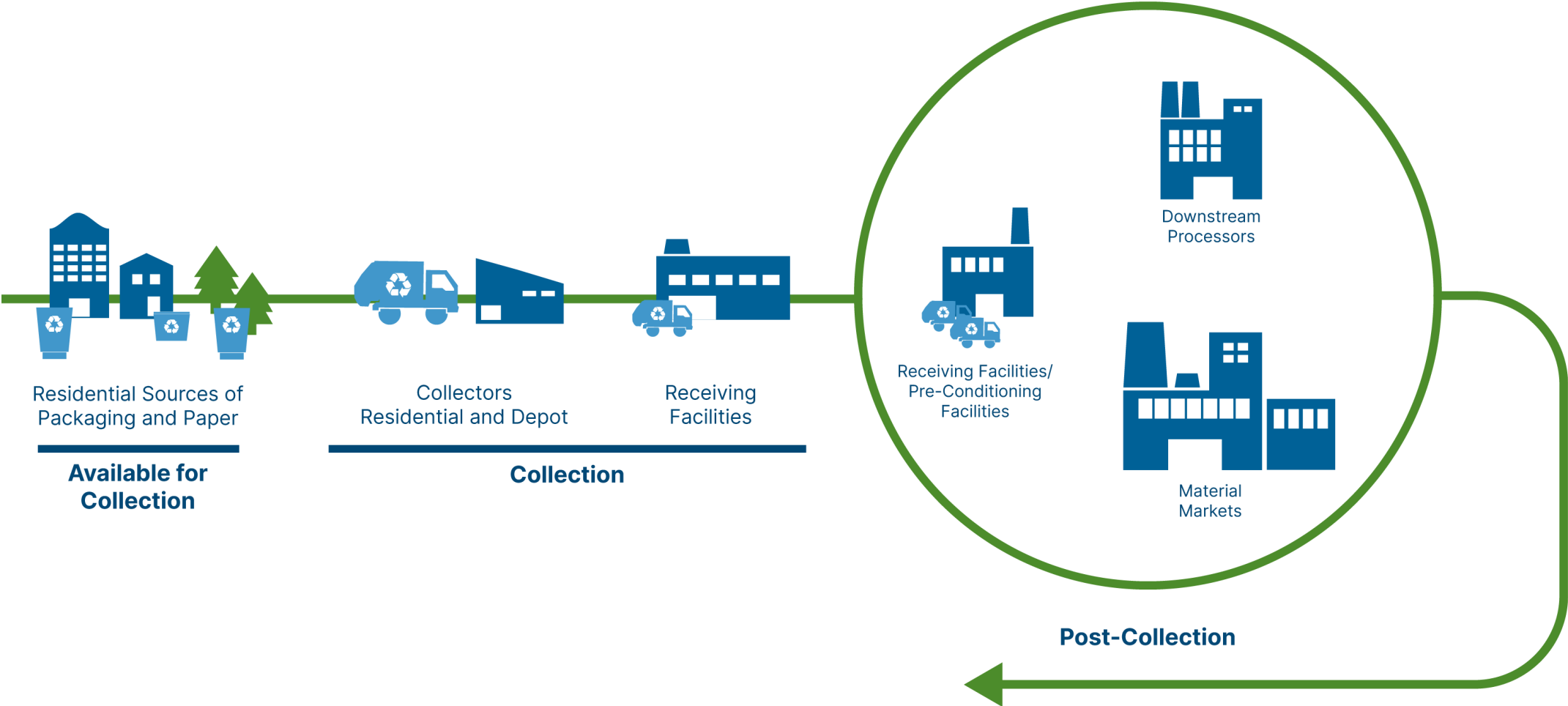


Consultations & Collaboration

- All Nova Scotia municipalities that registered with Divert NS by the end of 2023 are to be included in the EPR program.
- Using the dataset provided by each municipality to Divert NS, Circular Materials has been engaging directly with municipalities to learn about current collection and post-collection system, operations, and challenges.



Nova Scotia Provincial Operations Plan



Transition Model Options

OPT-IN SERVICE MODEL

Community will continue managing current **recycling collection**.

Payment provided by Circular Materials based on a **cost per stop**.

Community will manage **customer service under current contract**.

Community will continue to **manage P&E** with support from Circular Materials, and a top-up will be provided for P&E and contract administration.



OPT-OUT SERVICE MODEL

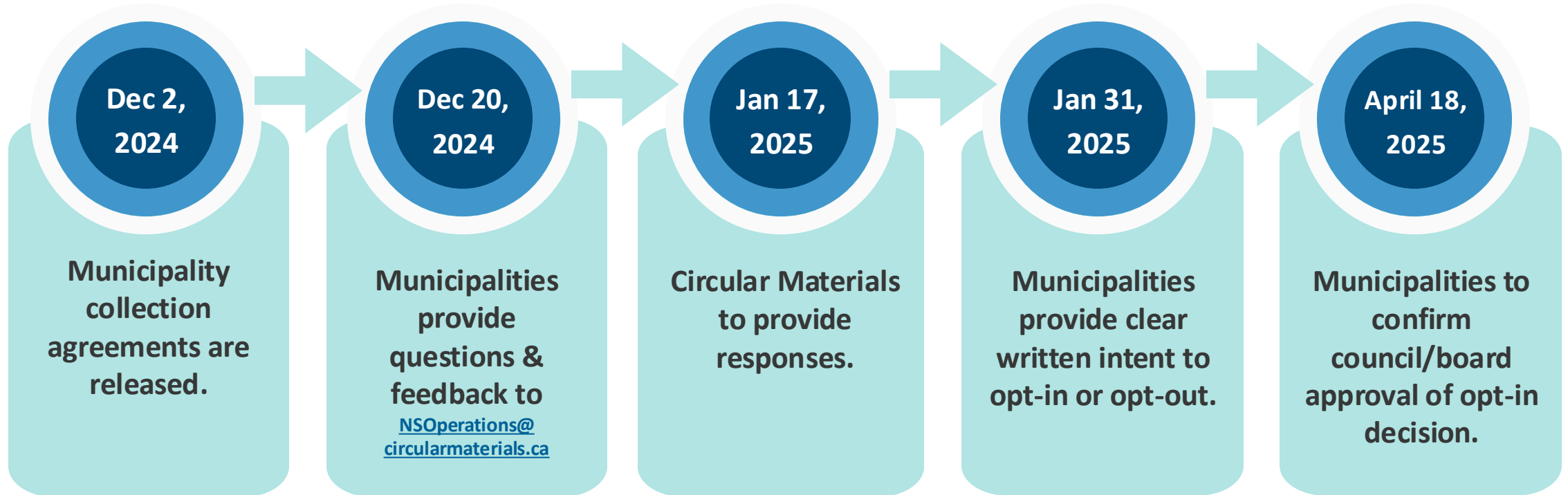
Circular Materials will manage **collection** for the recycling program.

Circular Materials will negotiate directly with a **collection service provider** and administer the **collection contract**.

The **collection service provider** will be responsible for **customer service**, with escalated inquiries managed by Circular Materials.

Circular Materials will directly **lead P&E in collaboration with the community**.

Community Collection Agreements Next Steps



Financial Offers

During collection agreement review, Circular Materials will make financial offers:

- Consist of cost per stop for eligible sources.
- Include consideration for administration, P&E, and customer service.
- Basis includes financial data provided by municipalities to Divert NS and through commercial discussions with individual municipalities.



Materials List for Nova Scotia Blue Bag Program

Curbside Collection (Status Quo)

- Dual-stream bag system
- Uniform sort list
- Similar Plastic/Glass/Metal list
 - Plastic Film (e.g., bags)
 - Glass food containers
- Similar Fiber List
 - Paper
 - Boxboard/Corrugated Cardboard

New items

- Polystyrene
- Plastic Laminates (e.g., frozen juice)
- Flexible Plastics (e.g., pouches, chip bags, candy wrappers)
- Non-hazardous aerosols

Items that will be removed

- Books
- Textiles
- Pots/Pans

Any material changes to the collection service will be communicated to affected eligible sources, where possible, at least three months before the change takes effect.

IC&I sources and materials are not part of the Nova Scotia's PPP EPR program.

Promotion and Education



Promotion and Education Objectives



Meet P&E Regulation Requirements

Available on a publicly accessible website and in print, and available upon request by an eligible source.



Seamless Transition for Residents

Support and maintain, with plans to enhance, recycling-related P&E residents received prior to program roll-out.



Increase Recycling Rates

Use education to positively influence behaviour, increase recycling participation rates, and reduce contamination.

Inputs: Promotion and Education Development

Circular Materials collects data from many inputs to develop promotion and education materials and tactics that will meet its objectives and drive behaviour change.

Research

Through focus groups, collect data on perceptions around recycling, motivators, challenges, and test promotion and education creative.

One-on-one meetings

Conduct one-to-one meetings with communities to learn about their current P&E initiatives, best practices and learnings.

Webinars

Host webinars with transitioning communities to gain feedback on promotion and education plans and creative.

Audit data

Collect local audit data to determine common challenges, contaminants and issues on a micro and macro scale.

Resident call centre

Through a robust CRM tool, track metrics on common questions/challenges to target local P&E strategies and tactics.

Opt-in P&E Approach

- Community continues to manage P&E with support from Circular Materials.
- Supporting P&E assets made available to communities to customize and use on their channels.
- Ongoing engagement with Circular Materials to ensure P&E is meeting objectives.
- Continue current process for recycling-related customer service inquiries.



Opt-out P&E Approach

- Circular Materials leads P&E in collaboration with the community.
- P&E is tailored to local community and strategically utilizes various tactics to meet its objectives and the needs of Nova Scotia residents.
- Plans are tailored to each community and based on their P&E prior to transition, local audit data and discovery meeting learnings.
- Ongoing engagement with Circular Materials to ensure P&E is meeting objectives.
- Contractor manages customer service with escalation process to Circular Materials.



P&E Timeline

DATE	MILESTONE
Q4 2024	<ul style="list-style-type: none">• Planning and creative development.• Explore partnerships as extension of P&E program (e.g. school programming).
Q2 – Q3 2025	<ul style="list-style-type: none">• Community webinars for communities to review P&E approach and provide feedback.• P&E finalized.
October 2025	<ul style="list-style-type: none">• Distribution of communications' toolkits to communities.
December 1, 2025	<ul style="list-style-type: none">• P&E program launches in communities.

Wrap Up



Meeting Series

- Moving forward, meetings will be held on the second Tuesday of every month from 11 a.m. – 121 p.m. AST.
- To register, please click [here](#).
- Once registered, click the link on your Zoom confirmation email to add the meeting series to your calendar.
- Your meeting link is unique to you.
- Presentation will be sent in advance of each meeting.



Closing

- Thank you for your continued support as we prepare to deliver collection services that meet the needs of Nova Scotia residents.
- We encourage you to provide input and topic suggestions for the First Nations and Municipal Working Group meetings.
- Questions can be sent to NSoperations@circularmaterials.ca.
- **Next meeting:** December 10, 2024 from 11 a.m. – 12 p.m. AT.





Questions?



circularmaterials.ca

info@circularmaterials.ca



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info@circularmaterials.ca



To: Town Council
From: Marc Seguin, CAO
Re: Town Planning Services
Date: Dec 19, 2024

RECOMMENDATION

That, report Town Planning Services be received; and

That the Mayor and CAO be authorized to execute a contract for planning services with the Town of Truro in accordance with the details in this report.

ORIGIN

The Town of Stewiacke is experiencing growth and will continue to do so for years to come.

Growth requires proper staffing resources and qualified personnel to assist Council, Staff, the development community and the residents of the Town of Stewiacke in proper growth planning, administration and management.

Background

The Town of Stewiacke is in need of several Municipal services, however, the need does not yet warrant full-time staff in many areas.

Early in 2024 the Town endorsed an agreement with the Town of Truro for planning services to fill a void in staffing resources, by subcontracting for part time services. This initial agreement was required to be re-visited and presented to Council for future direction.



DISCUSSION

The Town of Stewiacke does not have a full-time staff member that is responsible for Municipal Planning. Until December 2024 the Town has employed a planner “part time”.

Previous to the agreement for services with the Town of Truro the “Development Officer” position was absorbed by the CAO. Within the current agreement between Stewiacke and Truro, Jason Fox, Director of Planning & Development, Town of Truro acts as the Town of Stewiacke Development Officer.

The Town of Stewiacke also identified additional gaps in municipal human resources for which we now subcontract to the Town of Truro. These services include:

- Building Inspection
- Fire Inspection
- Dangerous & Unightly Premises Administration
- Development Officer services (development permits, subdivision approval, development inquiries).

Staff have identified gaps that still exist in required service levels that impact the Towns ability to keep up with the demands of development. This includes GIS & Mapping Services and Administrative Support, which would includes for the intake of Development Applications, Rezoning/Planning Approval Applications, Subdivision Approval Applications, and Building Permit applications. Although required, Stewiacke only needs such services on a part-time or as needed basis. Therefore, it is not feasible to recommend full-time staff.

The Town of Truro, is willing to extend the services required by the Town of Stewiacke.

Truro can offer such shared planning/GIS/building inspection service to the Town of Stewiacke at a fraction of the cost of a full-time staff person. It is estimated that the Town of Stewiacke will require a level of service equivalent to 10% of the Town of Truros Planning and Building Inspection budget.

It is proposed by the Town of Truro that the Town of Stewiacke pay an annual payment equal to 10% of the Town’s cost of operating Truro’s Planning & Building Inspection service.



Under the new agreement the Town of Truro would provide the following services:

- All services currently offered including Building Inspection, Fire Inspection, Dangerous & Unsightly Premises Administration;
- Development Officer services (development permits, subdivision approval, development inquiries);
- A dedicated staff person (planner) that would be primarily responsible for Stewiacke, but the proposed service to include access to all Planning and Development Services Staff (excluding By-law enforcement) to handle inquiries and routine requests for information concerning planning and development matters;
- Land Use Planning (Administration of Land Use By-law/Municipal Planning Strategy/Subdivision By-law). This would include attendance at PAC/Council meetings as required, Zoning Inquiries, land development advice.
- GIS & Mapping Services (potential to include web-based services through the Town's current contract with ESRI); and
- Administrative Support, which would include an option for the intake of Development Applications, Rezoning/Planning Approval Applications, Subdivision Approval Applications, and Building Permit applications.

Not Included:

- By-law Enforcement Services; and (Town would still be without a by-law officer)
- Mileage
- Plan Review Services – Can be offset by a development charge.

POLICIES/LEGISLATION

N/A

FINANCIAL

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



The planning services outlined in this report can be offered to the Town of Stewiacke by the Town of Truro for \$80,000, plus additional expenses (mileage and plan review services). This would require Council budget approval before acceptance and adoption of the 2025 / 2026 budget year.

CONSULTATIONS

Helen Young, Manager of Finance

ATTACHMENTS

N/A

CONCLUSION

Staff recommend that the Town of Stewiacke enter into an agreement with the Town of Truro for the planning services as outlined in this report.

Approved by:

A handwritten signature in cursive script that reads 'Marc Seguin'.

Marc Seguin
Chief Administrative Officer