



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) February 13, 2025
 - B) February 27, 2025
6. Announcements / Proclamations
7. Presentations
 - A) Lions Club
8. Written Petitions and Correspondence
9. Business
 - 9.1 Staff Reports:
 1. CAO Report
 2. Regional Accessibility Report
 3. STEP – Selecting member for executive committee
 4. Micro Grant Applications



**COTW & COUNCIL AGENDA
THURSDAY MARCH 20, 2024 AT 7:00 PM
Council Chambers Stewiacke NS**

5. Council Code of Conduct - Appointment of 3rd Party Investigator(s)

9.2 – Committee Reports

A) Planning Advisory Committee Report – Councillor Pam Osborne

9.3 2025-2026 Budget

Other Business:

10. By-laws and Policies

11. Citizen Comments

12. Mayor Report

13. Councillors Reports

14. In-Camera Session

1) Contract Negotiations / Acquisition, sale, lease and security of Municipal Property

15. Notice of Motion and Reconsideration

16. Adjournment



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 @ 7PM

2. Attendance

Town Council	Position
Doug Glasser	Mayor, Town of Stewiacke
Rebecca Rogers-Laing (CHAIR)	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
Erin Richard	Director, Community Development

3. Approval of / Changes to Agenda

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



**COMMITTEE OF THE WHOLE MINUTES
Thursday February 13, 2025 AT 7:00 PM
Council Chambers Stewiacke NS**

4. Disclosure of Interest on Agenda Items

N/A

5. Approval of Minutes – COTW Thursday January 9th

3) Approval Change – Motion 2nd by Mayor Doug Glasser

9A) Change of Motion re: FCM delete 2nd part of motion.

6. Announcements / Proclamations

None

7. Presentations

1) Vinitha Nair Health Promoter – Healthy Communities

Re: Partnership Opportunities with Town of Stewiacke.

A 10 minute presentation was provided to Council

2) Richard Innes - Brian Trust

RE: STEP Program Presentation

A 10 minute presentation was provided to Council

8. Written Petitions and Correspondence

None received.

9. Business

A) CAO Report – Report was presented as information only.



COMMITTEE OF THE WHOLE MINUTES
Thursday February 13, 2025 AT 7:00 PM
Council Chambers Stewiacke NS

B) STEP PROGRAM

Motion that we recommend to Council that the Strategic Tourism Expansion Program report be received, and that the committee of the whole recommended Council to adopt the Truro Colchester County strategic tourism expansion program otherwise known as STEP as presented.	Approved By:
First	Councillor Osborne
Second	Mayor Glasser
Result	Carried

C) Custodial RFP

That, the Custodial Services report be received; and That Council award the Custodial Services Contract to Joan Crawford in the amount of \$13,520.00 including HST per year, for the two year (2023 - 2025); and That Council authorizes the CAO to execute a contract with Joan Crawford.	Approved By:
First	Councillor Osborne
Second	Mayor Glasser
Result	Carried



COMMITTEE OF THE WHOLE MINUTES
Thursday February 13, 2025 AT 7:00 PM
Council Chambers Stewiacke NS

D) MARCH COUNCIL MEETINGS

<p>Motion made by Councillor Osborne: That the Council meeting on Thursday, Feb 27th, be changed to a start time of 6:00PM; and</p> <p>That the COTW and Council meeting for March 2025 be combined and that the meeting be held on Thursday, March 20, 2025 @ 7PM.</p>	<p>Approved By:</p>
First	Councillor Osborne
Second	Councillor Lutz
Result	Carried

E) Planning Advisory Committee Update

<p>I recommend that the Planning Advisory Committee provide a recommendation for Council directing staff to draft regulations pertaining to addressing the water supply concerns by limiting development based on the general framework proposed as outlined in the options, and that staff draft the subsequent bylaws and policies as required by the Municipal Government Act.</p>	<p>Approved By:</p>
First	Councillor Osborne
Second	Councillor Leblanc
Result	Carried



COMMITTEE OF THE WHOLE MINUTES
Thursday February 13, 2025 AT 7:00 PM
Council Chambers Stewiacke NS

10. By-laws and Policies

None

11. Citizen Comments

None

12. Mayor Report

Nothing to report

13. Councillors Reports

14. In-Camera Session

Motion to move in Camera at 7:53	Approved By:
First	Councillor Osborne
Second	Mayor Glasser
Result	Carried

- 1) Contract Negotiations / Acquisition, sale, lease and security of Municipal Property
- 2) Contract Negotiations / Acquisition, sale, lease and security of Municipal Property
- 3) Acquisition, sale, lease and security of Municipal Property
- 4) Contract Negotiations / Acquisition, sale, lease and security of Municipal Property
- 5) Legal advice eligible for client solicitor privilege

Motion to move out of Camera at 9:01PM	Approved By:
First	Councillor Osborne
Second	Councillor Lutz
Result	Carried



**COMMITTEE OF THE WHOLE MINUTES
Thursday February 13, 2025 AT 7:00 PM
Council Chambers Stewiacke NS**

15. Notice of Motion and Reconsideration

16. Adjournment @ 9:01PM

Read and approved this _____ day of _____, 2024

Mayor

CAO



COUNCIL MINUTES
THURSDAY FEBRUARY 27, 2025 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 - Called to order at 6:02PM
2. Attendance - In attendance were the following:

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
Helen Young	Manager, Finance
Erin Richard	Director, Community Development
Jeff Sibley	Superintendent, Public Works

3. Approval of / Changes to Agenda



COUNCIL MINUTES
THURSDAY FEBRUARY 27, 2025 AT 7:00 PM
Council Chambers Stewiacke NS

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

4. Disclosure of Interest on Agenda Items

None

5. Minutes of last meeting

None were voiced

6. Announcements / Proclamations

No announcements or proclamations were received.

7. Presentations

THERE ARE NO PRESENTATIONS FROM THE PUBLIC TONIGHT

8. Written Petitions and Correspondence

No written petitions or correspondence were received.

9. Business

Staff Reports:

1. 2025 – 2026 DRAFT Budget

The DRAFT 2025-2026 Budget was presented to Council by Helen Young, Manager of finance.



9.2 Staff Reports:

A) CAO Report - The CAO Report was brought forward as information only. No motion is required.

B) STEP Program

RECOMMENDED MOTION

That, the Strategic Tourism Expansion Program (STEP) report be received; and

That Committee of the Whole Recommend to Council to adopt the Truro, Colchester County Strategic Tourism Expansion Program (STEP) as presented.

The Motion was recommend at Committee of the Whole on February 13, 2025.

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

C) Custodial RFP

RECOMMENDED MOTION

That, the Custodial Services report be received; and That Council award the Custodial Services Contract to Joan Crawford in the amount of \$13,520.00 including HST per year, for the two year (2025 - 2027); and

That Council authorizes the CAO to execute a contract with Joan Crawford.

Motion to Approve Agenda:	Approved By:
First	Councillor Osborne
Second	Councillor Rogers Laing



COUNCIL MINUTES
THURSDAY FEBRUARY 27, 2025 AT 7:00 PM
Council Chambers Stewiacke NS

Result	Carried
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D) MARCH COUNCIL MEETINGS

RECOMMENDED MOTION

That the COTW and Council meeting for March 2025 be combined and that the meeting be held on Thursday, March 20, 2025 @ 7PM.

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

Other Business:

10. By-laws and Policies

None

11. Citizen Comments

12. Mayor Report -

Councillors Reports

Councillor Osborne – Encourages residents to come to the Budget information sessions on March 1 and March 5, 2025.



COUNCIL MINUTES
THURSDAY FEBRUARY 27, 2025 AT 7:00 PM
Council Chambers Stewiacke NS

13. In-Camera Session

I WILL NOW MAKE A MOTION TO GO IN CAMERA at 6:49PM

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

MOTION TO GO OUT OF CAMERA at 7:16PM

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

14. Notice of Motion and Reconsideration

NONE

15. Adjournment

Meeting is adjourned at 7:17PM



To: Town Council
From: Marc Seguin, CAO
Re: CAO Report
Date: March 20 ,2025

The following is a list of general updates from the office of the Chief Administrative Officer as of February 13, 2025.

This report is submitted as information only.

Public Works Report:

Public works Staff have reported an increase level of illegal dumping of garbage in Town. Please refrain from dumping garbage to get rid of it properly.

If you need help with sorting garbage & recyclables you can find tips, sorting guides and more on our Town website under: Services / Public works & services / Waste

Please be mindful that if you have too much Garbage to go curbside there is a waste facility available. The **Colchester Waste Management Park** is located in Kempton (Exit 18 off Highway 104). The Colchester Balefill Facility **DOES NOT** accept material from outside Colchester County.

Colchester Balefill & Compost Facilities
188 Mingo Road, Kempton

Open - Monday to Friday 8:00 am to 4:00 pm Saturdays 8 :00 am to Noon



Waste Management App:

Did you know that we have a Waste Management App that will provide residents of the Town of Stewiacke with the waste collection schedule and information about any delays, changes or special pickups?

GET THE AP TODAY and have all of the information in the palm of your hand.

The Colchester Waste Management app is available on the App Store and provides garbage and recycling schedules and reminders for Colchester, all in the palm of your hand.

Features - View garbage and recycling schedules, Receive reminders for garbage and recycling collection, and View collection schedules for residential collection.

How to use the app:

1. Search for "Colchester Waste Management" in the App Store
2. Download the app
3. View your garbage and recycling schedules
4. Receive reminders for garbage and recycling collection

Budget Meetings:

Town Staff continue working on the DRAFT 2025 – 2026 budget that will govern town business from April 1, 2024 to March 31, 2026.

Staff presented the DRAFT Budget to the public and answer questions on:

Presentation # 1 - Saturday March 1 from 10AM to NOON at the Stewiacke Community Centre

Presentation # 2 - Wednesday, March 5 from 6:30PM to 8:30PM at the Stewiacke Community Centre



The budget process will continue with Staff bringing the budget forward to Council for discussion and direction.

Community Development:

Food Bank - In 2024 the Town Office became a drop off location for the Shumilacke Foodbank.

- In 2024 727KG of food was dropped off here at the town office (including the tree lighting food drive, and Christmas eve food drive).
- The dollar value of food per kg totals \$5670.60 to the foodbank.
- There was also \$715 donated from the first pancake supper. This is a total of \$6,385.60 to the foodbank.

Dismantling Hate and Racism - Work on the Regional Dismantling Hate and Racism strategy is underway. Public Engagements are being scheduled with the consultant and will be circulated to Council and the public for the with dates in Stewiacke. The project will be complete by May 30th, 2025, which is not presenting an issue with the Provinces deadline of April 1st, 2025, to have a plan in place, as the region is diligently working on meeting this request as soon as possible.

Indoor Yard Sale - on April 5th from 10am-1pm proceeds from table sales and door admission will go into the recreation budget to offset costs of constructing a gaga ball pit for the children to utilize who register in our programs.

East Egg Hunt - Tickets will be available for pick up on March 24th at the town office. The Easter Egg Hunt will be April 12th at 10am at the recreation grounds.

Summer student positions - Will be advertised on April 1st, for day camp leader positions and summer sport positions. Interviews and number of hires will be set once the operational budget for fiscal 2025-2026 is approved.

Community Centre Rental Rates - Starting April 1st, 2025, the rental rate per hour at the Community Centre will increase to \$30/HR an increase of \$5 per hour.



RCMP UPDATES

There are no updates from the RCMP to report at this time.

Marc Seguin
Chief Administrative Officer



To: Council

From: Erin Richard

Re: Regional Accessibility Plan

Date: March 20th, 2025

RECOMMENDATION

That, the Regional Accessibility Plan 2025 report be received; and

That Council adopt the Regional Accessibility Plan 2025 as presented.

ORIGIN

Under the Accessibility Act, the government is required to develop an accessibility plan to help meet the goal of a more accessible Nova Scotia by 2030.

“Facilitate the timely implementation of accessibility standards with a goal of achieving an accessible Nova Scotia by 2030;

Background

In 2022, Truro, Stewiacke and Colchester worked together on developing a Regional Accessibility Strategy. Priorities within this document were achieved to a certain level, but some expectations were not attainable.

Stewiacke was involved in the 2022 project but felt as if it was more focused on the larger towns and municipalities and their capacities.

While working with the consultants on this current effort, Stewiacke has been involved at every stage providing feedback and concerns. Left Turn Right Turn has outlined recommendations within the Strategy that are all SMART Goals (Specific, Measurable, Achievable, Reasonable and Timely). With this approach, staff believe the strategy will progress the town towards becoming a more barrier free community.

It is important to mention that Stewiacke is a smaller community, working with a smaller budget, so outcomes for recommendations may vary from others within the region.

The recommendations highlight priority areas for the immediate future and others that need to be achieved within the three-year term of this strategy. Stewiacke Council will need to work with the recommendations and provide a list to staff of their priorities on the remaining items.

DISCUSSION

A regional Working Group, comprising representatives from four partners and various organizations, businesses, and community members, contributed to the Regional Accessibility Plan.

There were community engagement sessions in December, one held at the Stewiacke Legion.

Many working group discussions with staff throughout the towns/villages, to ensure that the divisions of work within each region had their input included (transportation, built environment, parks, HR, Public Works, IT).

It was felt that the report should include items that have been completed within the past two years, to provide proof that the towns and municipality are working diligently towards a more accessible and inclusive region.

It is very important that Stewiacke Town Council have their member appointed to the Regional Accessibility Committee provide input and information at the Stewiacke Council Table monthly. This Regional Committee will be following through on regional approaches highlighted in the Strategy.

POLICIES/LEGISLATION

Accessible Canada Act (ACA)

- The ACA was enacted in 2019.
- The goal of the ACA is to make Canada barrier-free by 2040.
- The ACA applies to federal organizations and businesses across all provinces.
- The ACA covers many areas, including:
 - Employment
 - Built environment
 - Information and communication technologies
 - Transportation
 - Procurement of goods, services, and facilities
 - Design and delivery of programs and services

Bill Number 59; Accessibility Act

FINANCIAL

To complete recommendations within the Accessibility Plan, there are financial considerations. Within the Director of Community Development's DRAFT operational budget there is a financial commitment of \$2,000 for fiscal 2025-2026 to cover costs of any unexpected accessibility fees (potential for sign language interpreter, signage changes etc.).

CONSULTATIONS

Marc Seguin, CAO, Town of Stewiacke
Phil Redden, Director of Solid Waste, County of Colchester
Carla Connelly, Senior Planner and Development Officer, Town of Truro
Mitchell Bell, CAO, Village of Bible Hill
Helen Young, Manger of Finance, Town of Stewiacke
Regional Accessibility Committee

ATTACHMENTS

Appendix A- Regional Accessibility Plan

CONCLUSION

Staff recommend that the Regional Accessibility Plan be adopted as presented.

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer



Regional Accessibility Plan 2025



The Village of

Tatamagouche



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Plan Background

In 2022, the Town of Truro, Municipality of Colchester, Village of Bible Hill, Town of Stewiacke, and the Village of Tatamagouche (the 'entities') collaborated to develop our first Regional Accessibility Plan for the Truro-Colchester Region (the Region). Barriers to accessibility were assessed across the Region resulting in a list of recommendations to guide accessibility improvements throughout the Region. In 2024, we decided that the 2022 Regional Accessibility Plan was due for a review and update. This was to ensure better alignment of commitments to accessibility with the priorities of the community and our capacity to implement them. We retained the accessibility consulting firm Left Turn Right Turn (LTRT) to support the Regional Plan review and update process.

As a third party, LTRT connected with staff members, the Regional Accessibility Advisory Committee, council and commission members, and members of the public to gain a better understanding of the successes and challenges of implementing the recommendations from the 2022 plan. LTRT also engaged the public to solicit feedback on what is working well in our communities when it comes to accessibility, and on priority areas of improvement for accessibility across the Region. The insights shared through these meetings and community engagements informed this updated Regional Accessibility Plan. The commitments made in this plan reflect:

- The needs and priorities of people with disabilities living in the Region.
- Realistic actions we can take to improve accessibility
- Actions focused on capacity building to ensure the Region's efforts to improve accessibility are sustainable.

We recognize that accessibility is an ongoing and evolving process. Full implementation of this plan will not mean that the Truro-Colchester region has achieved 'full' accessibility. However, it will make the Region more accessible than it was before, and this is a meaningful step in the process.

Statement of Commitment

The Municipality of Colchester, the Town of Truro, the Village of Bible Hill, the Town of Stewiacke, and the Village of Tatamagouche are committed to fostering an inclusive, accessible, and welcoming region for all our residents and visitors. To ensure the long-term success of the changes we plan to make, we are building our internal capacity around accessibility and working to embed accessibility into our programs and services. Our goal is to improve accessibility consistently and intentionally across the Truro-Colchester Region and to listen to the voices of people with disabilities at every stage of this process.

Territorial Acknowledgement

Definitions

Disability: An inability to participate fully and equally in society because of the interaction of an impairment and a barrier.

Accessibility: Proactively designing barrier-free spaces, products, tools, and practices which enable people with disabilities to live with dignity and to meaningfully participate in their own communities.

Accommodation: The practice of responding to a barrier to accessibility experienced by a person and coming up with a solution to reduce or remove that barrier for that person.

Equity: A principle and process that promotes fair conditions for all persons to fully participate in society. It recognizes that while all people have the right to be treated equally, not all experience equal access to resources, opportunities or benefits.

Region: Referring to the Truro-Colchester Region, which includes the Town of Truro, Municipality of Colchester, Village of Bible Hill, Town of Stewiacke, and the Village of Tatamagouche.

Haley Gienow-McConnell
2025-02-05 15:17:00

Note to project staff: There is a lack of consistency in usage and language as it relates to the territorial acknowledgement. In this case I think it best for the project team to decide how

Entities: Referring to the municipal bodies within the Region, collectively the Town of Truro, Municipality of Colchester, Village of Bible Hill, Town of Stewiacke, and the Village of Tatamagouche.

Guiding Principles

We approached this plan from a place of intention and good-faith efforts towards accessibility. We recognize the importance of accessibility to the Region and the people who live, work, and play here. The following guiding principles guided the development of this plan.

Nothing Without Us Inspired by the disability rights movement’s slogan “nothing about us without us” which suggests that anything relevant to people with disabilities should involve the input of people with disabilities. However, people with disabilities are important members of our communities who are and have a right to be involved in all aspects of community life. Therefore, we have taken a “nothing without us” approach to this plan, as all aspects of community life are relevant to people with disabilities. We have done this by consulting people with disabilities living in the Region in the development of this plan, as well as by making commitments in this plan that support the full and equal access and participation of people with disabilities in our communities.

Equity The commitments in this plan support equity in our communities by working to remove barriers proactively, when possible, and through accommodation where barriers persist. We recognize that while people have the right to be treated equally, the process to achieve equality may require different steps for different people and groups. Not all people have the same access to resources, opportunities, or benefits. This plan contributes to the advancement of equity in our communities.

Safety, Dignity, Autonomy: We believe that true accessibility is more than just ensuring a person can do something free of barriers. We believe it also means that a person can do something in a way that is safe, dignified, and respecting their autonomy. This doesn’t mean that we shouldn’t help each other. This means that a person has agency, and that they have the opportunity to be independent to their fullest extent. This plan respects these principles.

Capacity Building and Sustainability: This plan was developed to build capacity and therefore enhance the sustainability of accessibility initiatives. We recognize that achieving maximum accessibility is a process that involves time, know-how, and resources. Through this plan we have strived to make commitments that promote meaningful, achievable, and sustainable change. Change done right is better than change done quickly. This plan is forward thinking and future-oriented.

Progress Made to Date

This plan represents an update to our 2022-2025 Regional Accessibility Plan. Some commitments from our previous plan have been carried forward to this one. Some commitments have been reframed to better align with community need and regional capacity. And some progress has been made towards commitments made in our last plan. The following is a summary of progress made towards accessibility across the Region over the last 3 years.

Public Awareness and Engagement

Entities within the region have completed activities related to increasing public awareness and engagement including:

- Staff training on engaging with persons with disabilities.
- Online municipal voting made available for the first time in October 2024.
- Efforts to launch public events celebrating diversity.

Buildings, Infrastructure, and Public Spaces

Entities within the Region have completed activities related to increasing accessibility of buildings, infrastructure, and public spaces, including:

- Adjusting the height of regularly used (e.g. fire extinguishers, first aid kits, soap dispenser, etc.) or critical items in public buildings for greater accessibility.
- Installing auditory and visual alarms for emergencies.
- Establishing emergency response plans and muster points for people with disabilities who need support during an emergency.
- Improvements to recreational trail gates design to be cane detectable.

- Updates to by-laws to ensure all government and public buildings adhere to accessibility standards.
- Working towards creating an accessible playground standard.

Accessibility improvements at specific sites include:

Stewiacke Community Centre

- Installed new accessible doors and ramps at the newly renovated washrooms with accessible doors.

Stewiacke, Kitchener Street

- Purchased 6 new benches to install along Kitchener Street to provide a rest station for those using Active Transportation as a means of travel.

Dennis Park and Recreation Grounds

- Installed a ramp and accessible doors in both parks.

Bible Hill Recreation Park

- Paved parking lot.
- Painted lines with 6 accessible parking stalls and areas with walking aisles.
- Installed power door operators on 2 washrooms with long-style door buttons.
- Installed anti-slip flooring in all washrooms and the change room.
- Installed wood-fibre surfacing in the main play area, removing pea gravel, which makes it more friendly for wheelchairs, walkers, strollers to navigate the space.
- Installed a sensory tunnel play structure.
- Constructed a new multi-use trail between neighbouring subdivisions to access the park (Guest Dr, Covington PI (55+ community), & Osprey Ct)

Airport Field Park

- Installed multiple new accessible picnic tables.
- Planning to convert existing two-washroom building to three new barrier-free washrooms.

- Working on new accessible parking, new site pathways from sidewalk to parking, building, and seating areas.

H. Douglas Boyce Village Hall

- Accessible entrance to fire station installed.
- Elevator installed in recent years.
- Accessible washroom installed in fire station in recent years.
- Installed anti-slip flooring in lobby and commercial kitchen.
- Planning to install horn/strobe annunciators to replace fire bells.

Colchester Courthouse

- Front entryway into main administration office at the Courthouse Heritage building has a redesign is in progress for full accessibility with tendering for construction this spring 2025.

Colchester Public Buildings

- Bathroom signage has been updated for all facilities for accessibility options including braille and all gender locations.

Fundy Discovery Site

- Improvements to accessible parking.
- Improvements to surface accessibility for paths and parking.
- Installation of accessible picnic tables.
- Increase of benches and places of rest.
- Accessible family washrooms installed.
- Construction of accessible playground and structure.

Stewiacke River Park

- Improvements to accessible parking.
- Installation of accessible picnic tables.
- Improvements to accessibility of surfacing (crusher dust and concrete).
- Improvements to washroom accessibility.

- Improvements to signage accessibility.
- Improvements to accessibility of playground structure.
- Improvements to number and accessibility of benches.

Five Islands Lighthouse Park

- Improvements to accessible parking.
- Installation of accessible picnic tables.
- Improvements to accessibility of surfacing (crusher dust and concrete).
- Improvements to washroom accessibility.
- Improvements to signage accessibility.
- Improvements to accessibility of playground structure.
- Improvements to number and accessibility of benches.
- Improvements to viewing ramp accessibility.

Nelson Memorial Park

- Improvements to accessible parking.
- Installation of accessible picnic tables.
- Improvements to accessibility of surfacing (crusher dust and concrete).
- Improvements to washroom accessibility.
- Improvements to signage accessibility.
- Improvements to accessibility of playground structure.
- Improvements to number and accessibility of benches.

Cobequid Trail

- Improvements to accessible parking.
- Improvements to accessibility of surfacing (crusher dust and concrete).
- Improvements to washroom accessibility.
- Improvements to signage accessibility.

Crosswalks

- Bible Hill has reviewed the majority of our marked crosswalks, with NS Department of Public Works, to improve visibility and uniformity, installing flashing lights whenever permitted by Nova Scotia Department of Public Works. In recent years, this has involved upgrading eight crosswalks with new flashing lights.
- In Stewiacke, installed RRFB (rapid reflective flashing beacons) Units at 8 crosswalks in Town, which have audio and visual features for those hard of hearing and seeing.

Transportation

Entities within the Region have completed activities related to increasing accessibility of transportation including:

- Putting out a request for proposals and beginning a regional public transit feasibility study.
- Colchester public parking - Repainted several parking lots to refresh all parking spaces including the accessibility locations and signage.

Information and Communications

Entities within the Region have completed activities related to improving accessibility of information and communications including:

- Staff training on accessible communications
- Incorporating accessible communications practices into signage, including font type and size, colour contrast, and plain language.
- Evaluating and updating information technology systems to ensure they are compatible with assistive technology.
- Updates to municipal websites for accessible navigation.
- Streaming of some council meetings for greater public accessibility.

Delivery of Services and Goods

Entities within the Region have completed activities related to improving accessibility of the delivery of services and goods, including:

- Staff training on engaging people with disabilities in the Region.

Employment

Entities within the Region have completed activities related to improving accessibility of employment including:

- Staff training on disability, including engaging persons with disabilities.
- Working with procurement to fulfill accommodations requests that require special equipment.
- Working to establish an accessibility compliance role.

What We Heard from the Community

LTRT completed a series of engagement activities on behalf of the Region to support the development of our updated accessibility plan.

The purpose of these engagements was to gather feedback about accessibility from residents (people who live here but aren't necessarily directly impacted by accessibility barriers) and stakeholders (people who live here and have a personal stake in accessibility) in the Region. People were asked about the current state of accessibility. We asked what the towns, villages, and municipality in the Region are doing well and what they could do better with respect to accessibility. Residents and stakeholders were asked what they would like to see improved, and what their priority areas of improvement are for accessibility in the Region.

We engaged residents and stakeholders in a variety of ways to maximize accessibility. Engagement activities were conducted virtually as well as in person. Options to contribute and have conversations in American Sign Language were available across engagement activities. The following engagement activities took place between November 2024 – February 2025:

November 2024

Virtual engagement – Regional Accessibility Advisory Committee

December 2024

Truro – In-person engagement at the Douglas Street Recreation Centre
Stewiacke – In-person engagement at the Royal Canadian Legion
Truro – In-person engagement at the Truro Farmer’s Market

January 2025

Virtual engagement – Stakeholder organizations in the Region

February 2025

Virtual engagement – Regional Accessibility Advisory Committee consultation #2

Summary of Feedback

Overall, residents and stakeholders in the Region were pleased to hear that the Region was preparing a new accessibility plan. Few people had knowledge of the first Regional Accessibility Plan (2022-2025), and many were surprised to learn of its existence. Residents were mostly unaware of any recent or ongoing accessibility initiatives in the Region, and they had no knowledge of the goals the Region intended to achieve through its original plan. Capacity limits delayed the implementation of the first plan, but residents and stakeholders had low to no expectations from it because they did not know about it. However, this shows that we should consider how we can better communicate information about important plans and activities to residents. This includes both information about plans and activities, and consultation about these plans and activities. This should also serve as a sign of the extent to which the first Accessibility Plan was deprioritized, and as a call to action for us to prioritize the implementation of the forthcoming plan.

Most of the people consulted believe the Region has a lot of work to do when it comes to accessibility. The areas of need they referenced most frequently were access to transportation and accessibility of the built environment and public spaces. Increased public awareness about and engagement on accessibility were also frequent topics of discussion. Some residents talked about communication and access to services and information as areas they would like to see improved, but these topics were generally a lower priority than the preceding areas.

Notably, nearly everyone consulted expressed that the town, village, or municipality where they lived felt welcoming and like home to them. They shared that, despite the barriers to accessibility, they were happy living in the Region - even if they wished for improvement in some areas. They were invested in the future of the Region and eager to share their feedback about how to make it a more accessible and livable place. Importantly, people shared ideas about community-based initiatives that could support accessibility in the Region. While residents and stakeholders believe that the towns, villages, and municipality should take an active role in improving accessibility and we should use our power and resources to do so, many people described a vision for accessibility that incorporates community resources such as disability advocacy organizations and local businesses. Given that the towns, villages, and municipality have limited capacity and resources, leveraging community resources and goodwill will be key to the successful implementation of the forthcoming Accessibility Plan.

Positive Feedback

The following positive feedback about accessibility was shared with LTRT and the Region.

Welcoming and Helpful

Many residents shared that their respective communities within the Region are welcoming, and that the people around them are helpful. They expressed that, though the Region has many structural and systemic barriers to accessibility, most people are willing to do what they can to support accessibility needs. One example of this was shared by a resident who frequents the Truro Farmer's Market. The accessible bathroom needed repair, and they reported this to the Market's facilities manager. The bathroom was not proactively maintained and so it posed barriers to access for people with disabilities. However, once the issue was raised it was addressed quickly, and the bathroom was repaired. In another example, residents shared that the legion and the library in Stewiacke have poor infrastructure for people using mobility devices to access their buildings. To work around these barriers, staff and other residents are always willing to assist people with disabilities to get into the buildings safely, if not easily.

Moving in the Right Direction

Many residents and stakeholders shared their frustration with the pace at which accessibility is being advanced across the Region. However, they acknowledged that they have seen evidence that things are moving in the right direction. People noted increased accessibility in newer or recently renovated spaces controlled by Regional entities, such as the East Rathlink Community Centre. A member of the Regional Accessibility Advisory committee noted that a heritage building in the Municipality of Colchester is being renovated for accessibility, and that they are glad to see a move towards blending heritage and accessibility.

Services

Residents and stakeholders shared that they are typically able to access services controlled by the Regional entities without any barriers. They reported that staff are generally easy to contact and are helpful in answering questions. They shared examples of staff answering questions about tax bills and helping seniors to find and register for community programs. People appreciated that they could connect with staff in a variety of ways, including in person, over the phone, and by email. They also appreciated that information is shared using a variety of forms (like digital, print, and public signage) and channels. Residents and stakeholders are hopeful that the Region will continue to be mindful of the diverse needs and communication preferences of residents (such as aging persons, newcomers, and people with disabilities), and that they will continue to provide services accordingly.

Where They Want to Be

People we engaged with, by and large, felt that the Region and entities within it are inaccessible. However, the Region is their home and where they want to be. They are frustrated by a lack of access but have endured it, hoping for a better and more accessible future for their community. The personal connection and/or history that people have with the Region is important and meaningful to them, to the extent that they'd rather stay, if they can, than move somewhere more accessible. Even with these connections, however, residents and stakeholders have been practically and emotionally impacted by barriers to access. As one resident put it, "[It feels like] this

town I adored and fell in love with and fully participated in didn't want me." People want to live, work, play, and age-in-place in the Truro-Colchester region. However, it needs to be accessible to continue to be livable.

What We Heard: Areas of Improvement

The following constructive feedback about accessibility was shared with LTRT and the Region.

Public Awareness and Engagement

- Members of the Regional Accessibility Advisory Committee feel there is a lack of community awareness about accessibility. As noted above, Committee members and other stakeholders shared that individual people are generally helpful when they are made aware of a barrier to accessibility. An example was shared of staff helping people with mobility disabilities access the recently closed Truro Brewing Company. However, individuals can only do so much to address systemic and structural barriers to access. Accessibility needs to be meaningfully considered and addressed at a community-wide level.
- Stakeholder organizations we spoke with told us that stigma and ignorance around disability persist in the community. They shared that much of their work and energy focuses on dismantling false, harmful beliefs around disability.
- Stakeholders feel that people in the community want to help, but they don't always know what help is needed or how to help. They want to see more community education and awareness around accessibility.
- Community advocates feel they are not listened to by people within the community who have the power to make change. As previously noted, stakeholders feel that people are helpful and supportive in reducing barriers on an individual basis, within limited interactions. When it comes to longer-term solutions or ongoing initiatives, community advocates for accessibility feel their perspectives and priorities aren't listened to or respected.

Buildings, Infrastructure, and Public Spaces

- We heard many concerns about the barriers posed by aging buildings. People noted that older buildings either haven't been retrofitted for accessibility, haven't been sufficiently updated, or have kept barriers to access in the name of preserving heritage features. For example, we heard that the library and legion in Stewiacke have ramps and doorways that are poorly designed and difficult to navigate. We heard similar feedback about the East Hants Library. We also heard multiple times that heritage is prioritized over accessibility in the use and maintenance of older buildings in the Region. LTRT acknowledges this may be a blend of perception and reality, as municipal staff told us that accessibility is considered when older public buildings are renovated. It may also be that residents are referring to older, non-public buildings.
- Where accessibility features have been incorporated into public buildings, maintenance of those features is important. People shared experiences with automatic door openers not working and accessible pathways and ramps not being properly maintained, whether related to snow removal or surface maintenance.
- A parent to a child with a disability shared a story of how her daughter, a wheelchair user, couldn't get into the library in Stewiacke. When she and her daughter visited the Stewiacke Town Hall to raise the issue with town staff, her daughter couldn't get into that building, either. Their experience highlights the need for the renovation and maintenance of public spaces for accessibility.
- Several people noted a lack of places of refuge and rest throughout community, such as benches or sheltered pavilions. They shared that this is a barrier to some people with disabilities, including those with mobility disabilities or limited stamina, who need places to rest to safely and comfortably travel in their communities. These features should be in public places that are frequented by residents, including parks and town squares. They should not impede pathways of travel. For example, benches should not be installed along public sidewalks or paths if there isn't sufficient width to accommodate them, as this may pose a barrier to people using mobility devices.

- Residents noted a lack of accessible public washrooms throughout the community, such as in parks and town squares. One person with a disability cited the washrooms in Bible Hill Rec Park as a good example of accessible public washrooms. They suggested this as a good model and starting point for future washroom designs.
- We heard a need for accessible venues, forums, and events throughout the community. This includes physically accessible venues to host events, as well as accessibility features to support the events like sign language interpreters, accessible seating, and accessible signage. This also includes forums like council/commission meetings and other public forums.
- Several parents of children with disabilities expressed a need for more accessible play structures and facilities in parks and recreational spaces. The same parents also cited a need for accessible recreation and leisure programs.

Transportation

- By far the most common feedback we received about accessibility was about the barriers created by the lack of public transportation options across the Region. For people who can't drive (e.g. some people with disabilities, aging persons who are no longer licensed, or newcomers without valid provincial licenses), or who otherwise lack access to personal vehicles (e.g. for reasons of affordability), the lack of public transportation in the Truro-Colchester Region is a major barrier. Services are spread out across the Region, and many residents shared that they live in residential areas that are not within walking distance to essential services. Accessible vehicles for conventional transit as well as paratransit services were highlighted as necessities for any future regional transportation plans.
- We heard that sidewalk safety and access are major barriers to access and transportation throughout the Region. Stewiacke was referenced most often, but these comments apply across the Region. Residents reported that some areas have no sidewalks or crosswalks at all. In cases where sidewalks are present,

they noted that some are too narrow to fit mobility devices, or are heaving, uneven, or otherwise poorly maintained. All these factors pose barriers and hazards for people with disabilities. Where there are crosswalks, people reported that many feel unsafe and lack accessibility features like tactile walking surface indicators, pavement markings, audio and visual crossing signals, and islands of refuge for wide intersections.

- Many people reported that key services and locations in the community are not safely walkable, due to both distance and factors like the lack of accessible sidewalks. This poses a particular problem given that there are no public transportation services.
- Several people mentioned a lack of sufficient accessible parking throughout the community. This may or may not be under the purview of the Regional entities, as it may be provincially controlled or the responsibility of private businesses.

Information and Communications

- Residents shared that they don't always know where to find information. They appreciate that information about services, activities, and initiatives in the Region are shared in a variety of mediums and channels to suit the diverse needs and preferences of the community. However, when it comes to looking for specific information, such as about services, programs, and events, people aren't sure where to look. To this end, people advocated for a more centralized and/or intuitive method of information-sharing on the towns', villages', and municipality's websites. At the same time, people facing barriers to technology, whether related to access or knowledge, need print information to remain available.
- Even if they are able to find information about services, programs, and events, some people noted that the information put out by the Region rarely addresses accessibility. As one resident with a disability put it, "How do we know where we can go and what we can do?" Understanding what is accessible and to what extent is helpful to residents making plans in their community.

- We heard that it would be helpful to have more accessible signage throughout the community. Signage that is written in plain language, uses intuitive symbols, includes tactile features, and designed with sufficient font size and colour contrast is helpful to people with disabilities and to newcomers whose first language isn't English.
- In addition to more accessible signage, people shared that it would be helpful to have more signage about accessible spaces and accessibility features in the community. This could include things like signage indicating where the nearest accessible washroom is, or which trails are accessible and to what extent.
- People also reported that creating consistency in the signage across the Region (especially in its design, placement, and usage) would be helpful to people with disabilities and newcomers to the community.

This feedback from the community has been addressed through the commitments outlined in the [Commitments to Accessibility](#) section of this plan. Additional priority areas of commitment were identified through LTRT's review, including improvements to accessibility in municipal employment practices. While community members we spoke with were satisfied with the accessibility of municipal services on the whole, we made commitments around preserving and enhancing service quality when it comes to the delivery of goods and services. These areas are also captured in our Commitments to Accessibility.

Regional Accessibility Advisory Committee

The Regional Accessibility Advisory Committee was established to provide advice to the Municipal Councils and Village Commissions on identifying, removing, and preventing barriers to people with disabilities in the Truro-Colchester Region. As part of this accessibility plan review and update process the Regional Accessibility Advisory Committee participated in two virtual consultation sessions to provide feedback. The committee members provided feedback on the state of accessibility generally during our first consultation. They provided feedback a draft version of this plan and the commitments included in it during their second consultation. Their feedback was aligned

with the feedback we heard from the wider community. Committee members specifically highlighted the persistent barriers to accessibility in the built environment including sidewalks, washrooms, and other respite facilities.

The Regional Accessibility Advisory Committee will continue to play a crucial role in monitoring our progress on accessibility and the implementation of this plan.

Identification and Development of Priority Areas

In addition to feedback from the community, we identified and developed our priority areas of commitment based on the Nova Scotia Accessibility Act (Bill 59, 2017), the Accessible Canada Act (2019), and the input of regional staff. Note that standards for both the Nova Scotia Accessibility Act and the Accessible Canada Act are currently in development. The language below refers to anticipated forthcoming standards. These should not be interpreted as the standards themselves. The language in the legislation around these priority areas is as follows:

Delivery of Goods and Services:

Nova Scotia Accessibility Act: Standards for delivering and receiving goods and services may address how service providers interact with and are trained to serve persons with disabilities. This may include how persons with disabilities access goods and services, including the use of assistive devices.

Accessible Canada Act, Service Design & Delivery: Receive services that are accessible to all.

Buildings, Infrastructure, and Public Spaces

Nova Scotia Accessibility Act: Standards in this area will address how to make buildings, streets, sidewalks, and shared spaces accessible to all. These standards may address gaps in current regulations.

Accessible Canada Act, Built Environment: Move freely around buildings and public spaces.

Information and Communications

Nova Scotia Accessibility Act: Requires institutions to ensure all Nova Scotians can receive and share the same information. Consider accessible formats (for example, braille, American Sign Language, or large print), accessible websites and technologies, and standards for communicating with persons with disabilities.

Accessible Canada Act, Information and Communications Technology: Requires accessible digital content and technologies, barrier free spaces and services for people with communication disabilities. Note that the Accessible Canada Act has an additional separate priority area, Communications Other than ICT.

Transportation

Nova Scotia Accessibility Act: Public transportation and transportation infrastructure: standards in this area will help make it easier for everyone to travel throughout rural and urban Nova Scotia.

Accessible Canada Act, Transportation: Barrier-free federal transportation network.

Employment

Nova Scotia Accessibility Act: Standards in this area will support persons with disabilities in finding meaningful employment. The goal is to ensure equal access to employment for persons with disabilities.

Accessible Canada Act, Employment: Access to employment opportunities and accessible workplaces.

Public Awareness and Engagement

While not identified as a priority area under either Act, following best practices and feedback from the public, we have identified Public Awareness and Engagement as a priority area for this plan. This is to support cultural change across the Region when it comes to understanding, prioritizing, and addressing accessibility.

Consultation

While not a distinct priority area on its own, consulting people with disabilities is important to ensuring that spaces, activities, and operations across the Region meet the

needs of people with disabilities, and that their input is considered when making changes or planning new projects. To that end, consultation with people with disabilities has been seeded throughout the commitments to accessibility put forth in this plan.

Note that the Accessible Canada Act has an additional priority area, Procurement, not addressed in the Nova Scotia Accessibility, nor directly addressed as its own distinct area in this plan. However, commitments around accessible procurement are embedded in other areas of this plan.

Prioritization Framework

The following prioritization framework is a set of criteria that we apply to our recommendations around improving accessibility. Recommendations are ranked into commitments, assessed using this prioritization framework, and then ordered by priority, within their respective categories. Applying this prioritization framework helped determine which accessibility improvements the Region should address sooner during the life of this plan, and which they may address later. Note that the order of priority in this plan is subject to change based on community need and availability of resources to implement the commitments outlined in this plan.

We used three prioritization criteria, and a scoring system associated with those criteria to help determine the priority and order of implementation for this plan. The criteria are:

Degree of Benefit Associated with Implementing a Recommendation

How beneficial will the implementation of a commitment be? The benefit of implementing a commitment will often be related to how significant the barrier is. Removal of a significant barrier (e.g. no ramped access to a community building) will be more beneficial than the removal of a less significant one (e.g. missing alt-text in a social media post).

Priorities of People with Disabilities.

This considers whether a particular commitment is a high priority for people with disabilities, based on feedback received from people with disabilities. Barriers that people with disabilities report are highly problematic for them (e.g. inaccessible transit

Haley Gienow-McConnell
2025-02-05 18:24:00

To Regional Staff: Note that this prioritization framework has not been applied to this document. We feel that it is best for your staff to evaluate and prioritize the order of implementation of

access; inaccessible public buildings) should be given a higher priority than barriers which people with disabilities don't see as being as large of a problem (e.g. lack of braille and ASL formats for public communications).

Degree of Difficulty Implementing a Commitment

This considers the degree of difficulty for the Region to implement a commitment in the plan. This does not mean the commitment is not a priority for the Region. It means that some commitments will be more complex and/or require more time and money than other commitments and therefore are likely to take longer to implement.

These criteria and the associated scoring methods are outline in this rubric below:

	Score 1/4	Score 2/4	Score 3/4	Score 4/4
1. Degree of benefit associated with implementing a commitment	There is minimal or moderate benefit for a small number of people	There is minimal or moderate benefit for many people	There is significant benefit for a small number of people	There is a significant benefit for many, people
2. Priorities of people with disabilities	This is a low priority for people with disabilities but may have a small impact for a small number of people	This is a moderate priority for people with disabilities and may have a small impact for many people	This is a high priority for people with disabilities and may have a moderate or high impact for a small number of people	This is a very high priority for people with disabilities and will have a high impact for many people
3. Degree of difficulty implementing the commitment	There is a high degree of difficulty (time, complexity, cost) implementing the commitment.	There is a moderate degree of difficulty (time, complexity, cost) implementing the commitment.	There is little difficulty (time, complexity, cost) implementing the commitment.	There is virtually no difficulty implementing a commitment. This mostly applies to commitments that are already underway or ongoing.

Commitments to Accessibility

The following are our commitments to accessibility, which have been developed according to feedback from people with disabilities and the larger community, following Nova Scotia Accessibility Act and Accessible Canada Act legislation, following best practices, using input from regional staff, and with support from accessibility experts.

Commitments: Public Awareness and Engagement

The entities (“we”) within the Region will work together to:

- **Advance public education and awareness** around accessibility by developing and implementing a Regional public education campaign on accessibility aimed at both residents and the business community, including things like why it is a priority for the Region, how the Region is taking action towards accessibility, and how the public can engage with the Region and the entities within it on accessibility (e.g. a feedback mechanism; community consultations on specific projects). This may include social media messaging, dedicated webpages to accessibility, columns in community newsletters, and posterage. The purpose of this is to raise awareness around accessibility, reduce attitudinal barriers to disability, and give a forum for engagement around accessibility.
- **Promote relationship-building by:**
 - Continuing to work in good faith the Regional Accessibility Advisory Committee.
 - Working to build relationships with relevant service and advocacy organizations who can support the work the Region is doing to achieve greater accessibility.
- **Identify accessibility champions** and consider ways to spotlight accessibility champions within the Region, for example local businesses and leaders who can model accessibility for others in the Region. This will reward businesses and leaders who are making good on accessibility, inform community members about accessible places they can visit, as well as promote accessible practices across the Region.

Commitments: Buildings, Infrastructure, and Public Spaces

We will work together to:

- **Prioritize planning for accessibility** when making plans for renovations, updates, or construction of municipal buildings and facilities.
 - We will prioritize accessibility from the earliest stages of planning.
 - We will consult people with disabilities in the planning and design of these spaces.
- **Align heritage and accessibility** when making plans for renovations or updates of existing public spaces.
 - We will work with architects and engineers who are experts in aligning heritage considerations with accessibility.
 - We will be sure to prioritize accessibility on equal or greater terms to heritage when updating community spaces.
- **Incorporate accessibility into RFPs and vendors agreements** when sourcing and procuring vendors.
 - We will incorporate accessibility into the earliest stages of planning and projects, including selecting and working with vendors during the procurement and contracting stages.
 - We will include accessibility as a criterion for vendors to address when responding to RFPs. E.g. explaining how they will incorporate accessibility into their work, both the process and the finished product.
- **Improve accessibility of signage.** When updating or replacing regional signage, we will:
 - Integrate accessibility features into new designs. Accessibility features include things like plain language, easy-to-read font, visual cues, and tactile signage.
 - Consider developing regional guidelines on signage to ensure consistency and accessibility in signage across the Region, as well as work with the Provincial Accessibility Directorate to improve accessibility of signage.

- **Identify opportunities to increase the number of public accessible washrooms.**
 - When feasible to advance these projects, we will consider different user needs including adults with disabilities who may require changing stations.
 - We will ensure that these washrooms are clearly identified on public information kiosks and other wayfinding elements such as point of interest markers and park information kiosks.
- **Investigate the possibility of increasing the availability of public seating (e.g. accessible benches) throughout the Region.**
 - When feasible to advance these projects, we will ensure that the design and construction of this seating accommodates a range of body types and disabilities, and that the location of seating does not create new barriers.
 - We will ensure that this seating is clearly identified on public information kiosks and other wayfinding elements such as point of interest markers and park information kiosks.
- **Review currently available accessible public parking** and determine if there is need and opportunity to increase those spaces.
- **Align bylaws, where feasible.**
 - We will work to develop consistent accessibility practices across the Region, especially where public spaces are concerned, to the extent feasible and in alignment with forthcoming provincial standards. For example, consistency in accessibility of crosswalks, sidewalks, and intersections; consistency in accessibility of signage and wayfinding.
- **Identify opportunities to improve accessibility of public recreational spaces.** Opportunities could include more accessible structures, accessible seating, improving accessibility of paths

Haley Gienow-McConnell
2025-02-04 19:35:00

To Regional staff: This commitment was added after our workshop on the draft commitments at Niki's observation that there were no commitments about parks and rec. I think it could use refinement

Commitments: Transportation

We will work together to:

- **Investigate opportunities to improve transit access** by conducting a regional transportation feasibility study to explore options to increase access to public transit in the Region.
 - We will give high priority consideration to accessibility (of routes and vehicles) in the study.
 - We will explore paratransit options as part of the study.
- **Prioritize accessibility when planning transportation projects.**
 - We will ensure accessibility is a key consideration in the execution of projects.
 - We will prioritize plans that address known accessibility barriers or provide significant upgrades to accessibility and increased safety for vulnerable road users.
- **Consult people with disabilities** in the planning and design of transportation-related projects, including the Region's 2025 regional transportation feasibility study.
- **Source expertise and include accessibility knowledge and experience** as a criterion when sourcing and selecting vendors for transportation-related projects.
- **Leverage community programs** by continuing to work with, provide support to, and promote local non-profit and community organizations (e.g. Colchester Transportation Co-operative Limited; Local health transport unit) to support transportation access.
- **Work to improve sidewalk and safety access** in line with provincial requirements by:
 - Working to identify high-priority sidewalks and crosswalks in need of repairs and updates.
 - Working with the province to secure necessary permissions to facilitate those improvements.
 - When projects are happening, we will consult people with disabilities and industry experts on accessibility to identify key accessibility features (e.g. curb cuts, tactile surface indicators, crosswalk markings, auditory and visual signals) needed for these improvements.

- When projects are moving forward, we will work with necessary Councils/Commissions to secure the budget to complete the work.

Commitments: Information and Communications

We will work together to:

- **Include accessibility as part of our communications practices.**
 - If a formal communications policy doesn't exist, we will consider developing one and including accessible communications practices as a priority item. Practices may include:
 - Information on producing accessible documents (e.g. internal documents, public documents, newsletters). shared internally with employees, as well as public facing documents such as official plans, community newsletters, etc.
 - Social media accessibility.
 - Accessible style guides.
- **Develop guidance or a checklist on accessibility best practices for social media communications**, including:
 - Using alternative text
 - Using camel case hashtags
 - Writing in plain language
 - Including or enabling captions in videos captions Ensure that when updating or developing these policies that consideration is given to both accessible formats and channels of dissemination.
- **Incorporate accessibility into our websites and web tools.** When making planned changes to public websites and internal web systems, we will engage a digital accessibility specialist to ensure accessibility of the updated websites and web tools.

- **Develop a feedback mechanism for web accessibility.** If a user encounters a barrier to web accessibility with engaging with regional websites or web tools, they can share feedback about the barrier with the relevant entity. The relevant entity will take steps to remove that barrier.
- **Source training on accessible communications best practices and have relevant staff complete training.** Note that relevant staff may not just be communications personnel, but anyone who has a role in creating content that is shared with staff or residents.
- **Develop guidelines for meeting accessibility,** both for in-person and virtual meetings. Guidelines could include information on things like:
 - Developing accessible meeting agendas.
 - Creating and sharing accessible slide decks for presentations in advance of meeting.
 - Enabling captions in meetings.
 - Etiquette for speaker identification and visual descriptions for meetings which include participants who identify as blind or having low-vision.
 - Scheduling breaks in longer meetings.
 - Etiquette for working with sign language interpreters.
 - Booking accessible venues for in-person meetings.
- **Explore options for all-staff training on meeting accessibility,** including how to use virtual meeting platforms in accessible ways, how to provide accommodations in meetings, and how to prepare and circulate accessible meeting materials.
- **Leverage relationships with service provider and stakeholder organizations (e.g. The Lemonaid Stand Society) to help disseminate relevant communications** to ensure that high priority information is reaching residents with disabilities.

Commitments: Delivery of Services and Goods

We will work together to:

- **Explore opportunities for accessible recreational community programming, for example accessible programs and/or program designed specifically for people with disabilities through local libraries, community centres, and other recreation and leisure channels controlled by the entities.** We will ensure that, when available, these programs are advertised in the community in accessible ways, and we will work with advocacy organizations to promote the availability of these programs.
- **Establish an in-person service (e.g. kiosk or service desk) to support residents accessing and navigating services.** We will ensure this service operates on a regular schedule and is well-advertised in the community using accessible communications methods and leveraging relationships with stakeholder organizations to get the word out.
- **Consult with the public—including people with disabilities—about major or highly relevant planned changes.**
 - We will inform the public of any confirmed changes to services in an accessible manner (e.g. multi-modal communication channels; alternative formats such as braille or ASL upon request).
 - We will take into consideration how planned changes may create barriers to accessibility and either modify the plans or make alternative provisions for service for people with disabilities upon request.
- **Allocate budget that will allow the entities to address ad hoc accessibility requests/expenses** that arise unexpectedly throughout the year (e.g. ASL interpretation for a council meeting or regional event).
- **Develop and implement an accessible events checklist or a guidance document for regional events** that is also free to use by local community groups, non-profit and for-profit businesses and organizations who stage events in the community. This could be part of a larger, pre-existing resource library for the community.

- We will ensure this resource is well advertised, and easy to find or access by relevant user groups (e.g. a dedicated tab or page on municipal websites.) Items to consider including in the list are:
 - Ensuring event venues are physically accessible for people using mobility aids and devices.
 - Ensuring communications about events are made and disseminated in accessible ways (e.g. following best practices in document and web accessibility; having alternative formats of communications).
 - Including information about accessibility in event communications (e.g. if the venue is physically accessible; if there will be a sign language interpreter).
 - Considering proactively including accessibility measures for events (where reasonable and feasible) like sign language interpreters, CART captioning, assistive hearing technology, sensory-friendly spaces, etc.
 - Offering accommodations upon request in communications about the event.
 - Developing a roster of accessible venues and service providers who can facilitate accessible events.

Commitments: Employment

We will work together to:

- **Promote knowledge and resource-sharing related to accessibility.** The Region will work to identify actions that leverage staff knowledge about accessibility, particularly the professional and lived experience of staff who have disabilities. Examples activities could include:
 - Establishing a Regional Accessibility Staff Working Group.
 - Identifying Accessibility Champions within each of the Regional entities.
 - Regular meetings among the Regional entities to share progress on and promising practices to support the fulfilment of this Accessibility Plan.

- Engaging the Provincial Accessibility Directorate.
- **Improve accessibility of our recruitment and hiring processes.**
Improvements could include things like:
 - Using plain and inclusive language in job postings to the extent possible.
 - Including information in job postings about the availability of accommodations in the recruitment process.
 - Focusing on bona fide job requirements in job postings, and eliminating exclusionary language from postings.
 - Formatting job postings according to best practices in web and document accessibility.
 - Incorporating discussions about accommodations early in the onboarding process.
 - Developing a process to fulfill accommodation requests efficiently and effectively.
 - Developing relationships with local service providers and stakeholder organizations to facilitate the implementation of best practices around recruitment and hiring for people with disabilities, and to increase outreach to jobseekers with disabilities in the Region.
- **Develop a comprehensive accommodations policy and process for municipal employees.**
- **Ensure that the policy and process:**
 - Reflect best practices and legal requirements.
 - Have clear guidance on timelines for fulfillment of accommodations.
 - Have expectations established for both employee and employer.
 - Clearly define process owners for the end-to-end (e.g. receiving request; evaluating and approving request; fulfilling request) accommodations process.
- **Source and deliver practical training on accessibility to all employees** (e.g. disability and accessibility awareness training).
- **Identify learning needs and deliver accessibility training specific to job requirements.** For example, accessible customer service training for people

interacting with the public; accessibility engineering standards training for people responsible for infrastructure; etc. The purpose of this is to raise awareness around accessibility in work carried out across the Region, to reduce attitudinal barriers to disability, and to promote accessible practices in municipal jobs.

Commitments: Other

We will work together to:

- **Explore funding opportunities** such as provincial grants to support accessibility work in the Region. Likewise, we will work to source and promote funding opportunities for local businesses and organizations to improve accessibility of their spaces and services.

Conclusion

We understand that the above commitments are a matter of inclusion, dignity, autonomy, and safety. Greater accessibility in the Region translates to a more livable and welcoming place for all people, including people with disabilities. The removal of barriers to access is not a luxury. It is a need. We take seriously the commitments outlined in this plan. We will work to secure the resources we need to prioritize the implementation of the plan. And we look forward to working with the community to build a more accessible Truro-Colchester Region.



To: Council

From: Erin Richard

Re: Truro, Colchester, Millbrook and Stewiacke 2025-2027 Regional Tourism Strategy (STEP) and Planning for Implementation

Date: March 20th, 2025

RECOMMENDATION

That Council appoint Councillor _____ to the Executive Committee of the Truro, Colchester, Millbrook and Stewiacke Strategic Tourism Expansion Program (STEP) required within the approved STEP Plan.

ORIGIN

In early 2023, Colchester County, the Town of Truro, the Town of Stewiacke, Millbrook First Nation, and regional tourism stakeholders recognized the need for a unified tourism strategy. They proactively engaged Tourism Atlantic (ACOA) in the process and, in November 2023, issued a Request for Proposal to identify a consulting firm to facilitate the creation of Tourism Atlantic’s Strategic Tourism Expansion Program (STEP). The delivery, as articulated in the Request for Proposal, was as follows:

“Collaborate on the development, implementation, and monitoring of regional tourism marketing and development strategies that consider regional assets, local accommodation providers, sector strengths, regional opportunities and challenges, and consider provincial and regional priorities. The regional strategic plan will help guide the formation of a tourism organization or similar structure and its governance model and develop key actions over the next 3 years.”



Tourism Marketing Levy:

In November 2022, the Province of Nova Scotia passed new legislation through the Municipal Government Act (Bill No. 24), allowing municipalities to introduce a Tourism Marketing Levy. In April 2024, the Town of Truro, Town of Stewiacke, County of Colchester, and Millbrook First Nation implemented a Tourism Marketing Levy. The levy is managed by the Municipality of Colchester and the Town of Truro, on behalf of all the partnering municipalities. An MOU was signed by the four parties in 2023, outlining the intent to develop the STEP and pool regional marketing levy funds to execute the recommendations of the STEP.

Background

Town of Stewiacke Council adopted the Truro, Colchester, Millbrook and Stewiacke 2025-2027 Regional Tourism Strategy (STEP) on February 27th, 2025.

To move forward on the next steps with the Marketing Levy and the Regional plan, creation of an Executive Committee (one Councillor from each) to make decisions regarding the establishment of the Society, member recruitment, hiring strategy, approving a year 1 operating budget, policies and procedures are required.

This Executive would be in place for a short time, but they would then become members of the Society once it's formed and represent our respective communities as the Society moves forward.

DISCUSSION

Planning Process:

A regional Working Group, comprising representatives from four partners and various organizations, businesses, and community members, contributed to the STEP's development by:

- Providing a regional lens, fostering collaboration for mutual benefit.
- Communicating goals and encouraging community engagement.
- Recommending and prioritizing implementation actions.
- Advising on sustainable governance and leadership models.

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 STEP includes validated findings and strategic recommendations aimed at strengthening the regional tourism sector.

Planning for Implementation:

In accordance with the MOU, the STEP was presented by Richard Innis, Brain Trust, to each of the four partners (Town of Truro, Town of Stewiacke, County of Colchester, and Millbrook First Nation) for approval.

Upon approval of the STEP, staff will develop an interim implementation plan covering the following:

1. **Tourism Society:** Formation of a Tourism Society to act as the core accountability body. This includes establishing governance models (Executive Committee) and membership recruitment.
2. **Interim Staffing:** Develop and recruit short-term/contractual staff to ensure the STEP can be actioned during the interim period.
3. **Operational Framework:** Development of a 12-month operational plan and budget to guide the Tourism Society.
4. **Executive Committee:** Creation of an Executive Committee with representatives from each partner to provide short-term accountability and oversight.
5. **Funding Requests:** Processes and procedures to address fiscal year 2025-2026 funding requests, including Major Event Funding.



Once established, the Tourism Society would serve as the core accountability body. The interim implementation plan would cover the period between approval of the STEP by each partner and the establishment of the Tourism Society.

POLICIES/LEGISLATION

Memorandum of Understanding with County of Colchester, Town of Stewiacke, Town of Truro, and Millbrook First Nation.

Town of Stewiacke By-Law Number 2023-01 Marketing Levy Bylaw.

FINANCIAL

No financial commitment is required.

Mones received through the Marketing Levy (Truro, Stewiacke, Colchester and Millbrook) will fund the use of a website, part time data coordinator, and implementations from STEP.

CONSULTATIONS

Marc Seguin, CAO, Town of Stewiacke

Jenn Martin, Economic Development Officer, County of Colchester

Alison Grant, Manager of Strategic Initiatives and Communications, Town of Truro

ATTACHMENTS

Appendix A- MOU

Appendix B- Marketing Levy By-Law



Appendix C- Marketing Levy financial update as of Dec 2024.

Appendix D- Section within STEP

CONCLUSION

Staff encourage an appointment of one (1) council member to follow implementation needs within STEP.

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made this _____ day of
--- 2023.

BETWEEN:

THE MUNICIPALITY OF THE COUNTY OF COLCHESTER, a municipal body corporate pursuant to Section 7 of the *Municipal Government Act* (Nova Scotia) ("**Colchester**")

OF THE FIRST PART

-and-

TOWN OF TRURO, a municipal body corporate pursuant to Section 8 of the *Municipal Government Act* (Nova Scotia) ("**Truro**")

OF THE SECOND PART

-and-

TOWN OF STEWIACKE, a municipal body corporate pursuant to Section 8 of the *Municipal Government Act* (Nova Scotia) ("**Stewiacke**")

OF THE THIRD PART

-and-

MILLBROOK FIRST NATION, a First Nations Band pursuant to the *Indian Act* (Canada) ("**Millbrook**")

OF THE FOURTH PART

WHEREAS Colchester, Truro, Stewiacke and Millbrook (collectively the "**Parties**" and individually a "**Party**") wish to collaborate on the development, implementation, and monitoring of regional tourism marketing and development strategies that consider regional assets, local accommodation providers, sector strengths, regional opportunities and challenges, and take into account provincial and regional priorities ("**Regional Marketing Collaboration**");

AND WHEREAS under the *Municipal Government Act* (Nova Scotia), at Section 75A a council may by bylaw impose a marketing levy upon a person who, for a daily charge, fee or remuneration purchases accommodation in the municipality;

AND WHEREAS the Parties agree that a destination marketing organization ("**Destination Marketing Organization**") may be best positioned to navigate and guide regional tourism marketing and development in the geographic region of Nova Scotia that is made up of the Parties' respective territorial jurisdictions, while supporting tourism related business expansion in communities;

AND WHEREAS the parties wish to enter into this MOU to confirm their mutual agreement with respect to the Regional Marketing Collaboration and formation of a Destination Marketing Organization;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT the parties wish to set forth in this MOU their intent with respect to the ongoing negotiations:

1. **Working Group.** The Parties agree to establish a working group (the "**Working Group**") to oversee and guide the Regional Marketing Collaboration in accordance with this MOU, which such Working Group shall consist of the following persons:
 - a. The Chief Administrative Officer, or their designate, and Economic Development Officer for Colchester;
 - b. The Chief Administrative Officer, or their designate, and Economic Development Officer for Truro;
 - c. A representative appointed by Stewiacke;
 - d. A representative appointed by Millbrook;
 - e. A representative appointed by the Truro & Colchester Chamber of Commerce;
 - f. A representative of the hotel industry to be selected collectively by those from whom the levy detailed at paragraph 5 will be collected; and
 - g. A representative of the tourism industry to be selected collectively by the remaining members of the Working Group.

Additionally, the Economic Development Officers of each of Truro and Colchester shall be non-voting members of the Working Group.

If the Working Group determines that additional input from other appropriate industry stakeholders is required, they may consult with or include such persons in their meetings or discussions from time to time.

All decisions of the Working Group shall be approved by a majority vote of those then serving in the Working Group.

2. **Retention of Consultant.** The Parties agree to retain the services of a consultant through the Strategic Tourism for Areas and Regions and Strategic Tourism

Expansion Program ("**STAR/STEP Program**") to develop a strategic plan and provide best practices and recommendations for the structure and framework for the Destination Marketing Organization, as is more particularly detailed in the Scope of Work at Schedule "A" hereto (the "**Scope of Work**"). The Working Group shall oversee and provide any instruction or direction required for the work performed under the STAR/STEP Program. The Parties agree to collectively seek funding as appropriate for the Scope of Work provided that, any costs and expenses not covered by funding obtained specific to such Scope of Work, shall be shared and paid equally by the Town and Colchester as and when such cost or expense arise. Additionally, the Parties hereby agree to commit to the in-kind contributions as outlined in the Scope of Work. Any amounts advanced by the Parties for the STAR/STEP Program shall be reimbursed to the Parties who advanced the amounts on a pro-rata basis and reasonable repayment terms (considering other expenses of the Destination Marketing Organization) after the establishment of the Destination Marketing Organization and commitment of collection of the marketing levy.

3. **Approval of Strategic Plan.** Upon finalization of the strategic plan developed by the consultant under the STAR/STEP Program in consultation with the Working Group, such strategic plan shall be presented to and approval sought from the respective Council of the Parties.
4. **Formation of Destination Marketing Organization.** Upon approval of the strategic plan by the Council of all Parties (the "**Approved Strategic Plan**"), the Parties agree to, acting reasonably and in good faith and considering any recommendations made by the consultant under the STAR/STEP Program in the performance of its work, enter into an Inter-Municipal Agreement acceptable to the Parties pursuant to Section 60 of the *Municipal Government Act* (Nova Scotia) to form the Destination Marketing Organization. The Parties expressly agree that, if the consultant under the STAR/STEP Program recommends a different structure than as contemplated herein, the Parties shall, acting reasonably and in good faith, consider such structure in place of the Destination Marketing Organization contemplated herein. Subject to recommendations made by the consultant under the STAR/STEP Program the Destination Marketing Organization shall be responsible for: implementing, administering and monitoring the Approved Strategic Plan; cultivating close working relationships with the business and accommodations community; working with key partners to attract new tourism/events opportunities and to retain existing activities and events; and informing the Parties and other partners and stakeholders about local tourism business-climate conditions and regional challenges and opportunities. The Destination Marketing Organization shall provide regular reporting to the Parties

and/or a committee established of representatives of the Parties (if determined appropriate).

5. **Marketing Levy.** Each of the Parties shall establish marketing levies under section 75A of the *Municipal Government Act* (Nova Scotia), or similar arrangements for accommodation providers within their respective boundaries at a rate unanimously agreed to by the Parties from time to time. Funds collected by the Parties pursuant to any such marketing levy or similar arrangement shall be directed to the Destination Marketing Organization, subject to reasonable arrangements unanimously agreed to by the Parties to permit a portion of such levy to be retained by a Party to cover administration costs and expenses for tourism marketing and development or for specific events organized by such Party.
6. **Binding Nature.** This MOU is intended to be a binding obligation of each Party.
7. **Term.** This MOU shall continue in full force and effect until such time as the parties execute an Inter-Municipal Agreement to form the Destination Marketing Organization or the Parties otherwise mutually agree to terminate the MOU. Notwithstanding any termination, any obligation of the Party to share in costs or expenses incurred prior to termination shall continue to be binding upon such Party.
8. **Dispute Resolution.** If the parties are unable to resolve any issue of interpretation or other issues arising from this MOU after meeting diligently and in good faith, the parties agree that they will partake in mediation. The parties will make all reasonable effort to ensure that the mediation is scheduled no later than thirty (30) days after they last met to resolve it between themselves. If the mediation fails to resolve the issue the matter shall be resolved by arbitration conducted under the terms of the *Commercial Arbitration Act*. Any decision of an arbitrator shall be final and binding.
9. **Successors and Assigns.** This MOU enures to the benefit of and is binding upon the parties hereto, their respective heirs, estates, legal representatives, successors and assigns.
10. **No Assignment.** No party hereto may transfer or assign its rights or obligations hereunder without the prior written consent of the other parties hereto.
11. **Time of Essence.** Time is of the essence in this MOU.
12. **Governing Law.** This MOU shall be interpreted in accordance with the laws of the Province of Nova Scotia and of Canada as applicable therein.

13. **Further Assurances.** The parties agree to execute such further documents, instruments and undertakings as may be required from time to time to bring effect to the intent of this MOU.
14. **Expenses.** Except for any sharing of costs and expenses expressly provided hereunder, each party hereto shall bear all costs and expenses incurred by it in connection with this MOU, including, without limitation, the charges of their respective legal counsel or other advisors.
15. **Counterparts.** This MOU may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument, which shall be sufficiently evidenced by any such original counterpart. A copy of a signed counterpart may be delivered by fax, PDF email or other electronic means which shows a reproduction of the signature and such shall be considered complete delivery and shall be deemed to be a signed original.

REMAINDER OF PAGE LEFT BLANK - SIGNATURES TO FOLLOW

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto on the date first mentioned herein.

SIGNED, SEALED AND DELIVERED
in the presence of

MUNICIPALITY OF THE COUNTY OF COLCHESTER

Witness

Per: _____
Christine Blair, Mayor

Witness

Dan Troke, CAO

TOWN OF TRURO


Witness

Per: _____
Bill Mills, Mayor

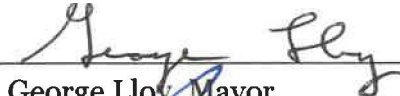
Witness

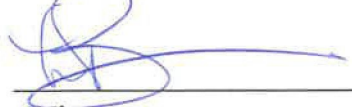
Per: _____
Michael Dolter, CAO

TOWN OF STEWIACKE



Witness

Per: 
George Lloy, Mayor



Witness

Per: 
Greg Brown, CAO

MILLBROOK FIRST NATION

Witness

Per: _____
Robert Gloade, Chief

Witness

Per: _____
Claire Marshall, Executive Director

SCHEDULE "A"

SCOPE OF WORK

Project Description:

Through research and conversations with ACOA staff, and in developing a list of requirements for the Strategic Plan at the local level, it was felt that the STAR/STEP Program will best assist the Truro-Colchester region with a strategic approach to regional tourism.

The project will focus on the following key items/scope of work:

1. Hire a consultant to provide a strategic plan to guide the DMO through the first 3-5 years. The plan will include stakeholder engagement, a review of existing plans/work done, inventory of assets, market gaps/SWOT analysis, target markets/audience, partnerships, future funding opportunities, a final strategic plan with action items and budget (including marketing/promotional plan, organizational planning and staffing recommendations).
2. Provide best practices and recommendations for the structure and framework of the forthcoming OMO.
3. A regional Digital Assessment Report.
4. Training for an incoming Executive Director.
5. A project manager post-plan to assist with execution and roll-out.
6. A branding consultant to establish a regional brand and name for the OMO.

The STAR/STEP Program is a unique program that aligns with local needs and will guide the region through practical activities and capacity-building sessions focusing on strategic and sustainable tourism planning. The final plan, which results from the process, is uniquely tailored to the region and considers economic, environmental and social/cultural elements that are relevant and beneficial to tourism in the region. Our

region has engagement and active participation from local stakeholders from both industry, government, organizations, and more that will be critical to the success of STAR planning and long-term outcomes of the plan. This group is committed to working through the STAR/STEP program over the longer term in order to allow for incorporating regional nuances in key seasons.

4.0 Project Benefits:

Economic Benefits:

Tourism is a crucial industry for the Province of Nova Scotia and for the region of Truro-Colchester. It plays a vitally important role in local economic development and supports many small and medium-sized businesses in the region, including the arts and culture sector, restaurants, small retailers, leisure businesses, and so many more.

Through a collaborative process which brings different government jurisdictions and private industry and stakeholders together, greater economic impact is possible than any one organization can have alone. Growth of tourism in the Truro-Colchester region will allow for greater diversity within the local economy and create job and industry opportunities that currently may not exist.

The economic benefits of local tourism were highlighted throughout the pandemic when global travel restrictions crippled the industry leaving many in vulnerable positions, both workforce and industry, alike. Cases like this show how important it is to diversify a local economy and within the industry itself. A project like this will help to strengthen and foster sustainable tourism at the local level.

Current Jobs Status:

The Town of Truro and Municipality of the County of Colchester will be providing in-kind contributions of staff time to this project. This will include the staffing resources of

the Town and County's Economic Development staff. It is also planned to hire staffing of a future Destination Marketing Organization throughout this program. At present, this is planned to be one full time position at the Executive Director level, however administrative staff and additional resources may also be required. All current jobs will also be maintained.

4.0 Milestones:

Project timeline includes:

September 2023	Application Approval and RFP Finalized and Issued.
October 2023	Tender awarded to Consultant and STAGE 1: STAR Start-up and Regional Research.
November 2023	STAGE 2: Introduction to STAR and Site Visit
November/December 2023	STAGE 3: Visioning and Idea Generation
January - March 2024	STAGE 4: Regional Consultations
April 2024	STAGE 5: Draft Plan Presentation and Launch Capacity Building Sessions
May 2024	STAGE 6: Final Plan Presentation and Implementation
June 2024 - Early to Mid 2025	STAGE 7: Follow up and Interim Reporting

5.0 Project Costs & Financing:

A breakdown of total projected project activities and their costs are outlined below:

Item:	Cost/Estimate:
Consultant Fees	\$ 40,000
Capacity Building	\$ 10,000
Digital Assessment Report	\$ 15,000
Best Practice Mission	\$ 12,000
GMIST training	\$ 5,000

Travel	\$	12,000
Other (facility, equip rentals)	\$	5,000
Administration Fees	\$	10,000
Project Manager, Post Plan	\$	25,000
Total STEP/STAR Budget	\$	134,000
<i>Additional:</i>		
Branding Consultant	\$	30,000
Graphic Design Fees	\$	20,000
Total Branding Budget	\$	50,000
Project TOTAL:	I	184,000

Comments:

1. Consultant Fees: The consultant's general scope of work will include:
 - a. Local stakeholder engagement
 - b. A review of previous regional marketing efforts, including previous reports or plans
 - c. Completion of an inventory of regional assets
 - d. Completion of a SWOT Analysis, to provide insights on regional gaps, target markets and audience, potential partnerships, and future funding opportunities
 - e. Completion of a final Strategic Plan. The plan should provide 3-5 years of actionable items to guide the marketing and promotional efforts of the forthcoming organization. The plan should also include budget recommendations and the highest and best use of incoming levy funds, based on the projected regional budget.
2. Capacity building: These funds are to be administered once the strategic plan is complete and focused on providing educational resources needed for

stakeholders or municipal partners. The resources provided should align with the outcomes of the strategic plan and assist with the launch of the OMO.

3. Digital Assessment Report: An analysis of the Truro-Colchester digital footprint, providing insights and perspective on the online presence of our regional tourism businesses and tourism or economic development organizations. This report should provide recommendations to improve the online impression of our regional attractions to potential visitors. Insights on individual digital platforms (accommodations, food and beverage establishments, arts and culture attractions, activities and experiences) should be provided, and should be used as a tool to assist with future digital marketing efforts.
4. Best Practice Mission (BPM): The BPM should provide a review of best practices (provincially and nationally) and recommend a structure and framework for the local destination marketing organization, or other another entity. The BPM should also propose organization staffing and reporting requirements.
5. Gros Mome Institute for Sustainable Tourism Training (GMIST Training): The Gros Mome Institute for Sustainable Tourism offers training programs and development support services to advance the quality and success of tourism operators and destinations. This training will be provided to the staff lead (OMO Executive Director or otherwise) of the strategic plan.
6. Travel: The portion of the budget is allocated for travel expenses, anticipating that the selected consultant will be from outside of Atlantic Canada.
7. Other: Expenses related to facility and venue rentals, equipment rentals, office space for consultants and other related administrative costs. The majority of this budget is to be contributed, in-kind by Truro and Colchester.
8. Administration Fees: In the absence of a dedicated staff member for the forthcoming OMO, Truro and Colchester's Economic Development staff will oversee the execution and administrative work related to the strategic planning

process and best practice mission. The municipal units will provide this as an in-kind contribution.

9. **Project Manager:** A project manager will be hired, post plan, to oversee execution of the STAR/STEP project recommendations and plan. The project manager will be required for roughly the first 12 months to assist with the lead staff is onboarding and the takeoff of the strategic plan execution.
10. **Branding Consultant:** This consultant will provide branding research, propose a concept and theme for a regional brand which will include design recommendations, colour scheme, and a suggested regional brand name and tag line.
11. **Graphic Design Fees:** Graphic design work will be in-kind, provided by a municipal graphic designer, familiar with other regional brands and organizations. This approach will provide cohesiveness and connectivity between all tourism and economic development agencies and consider previous branding efforts.

Financial Information:

A breakdown of current and proposed funding partners is outlined below:

Provisional Funding Source	
Federal Contribution, Items 1-9 (60%)	\$ 80,400.00
Municipal Contribution, Items 1-9 (29%)	\$ 38,600.00
Municipal In-Kind Contribution, Items 1-9 (11%)	\$ 15,000.00
<i>Total:</i>	<i>\$ 134,000.00</i>

Federal Contribution, Items 10-11 (33.3%)	\$	16,666.67
Municipal Contribution, Items 10-11 (26.7%)	\$	13,333.33
Municipal In-Kind Contribution, Items 10-11 (40%)	\$	20,000.00
<i>Total:</i>	\$	<i>50,000.00</i>
Total Federal Contributions	\$	97,066.67
Total Municipal Contributions	\$	51,933.33
Total In-Kind Municipal Contributions	\$	35,000.00
	i	18i,000.0Q

6.0 Project Management and Key Partnerships:

Chair Role of the STAR Process (Jennifer Mantin and Alison Grant, jointly, Economic Development staff for the Municipality of the County of Colchester and Town of Truro)

- Issue request for proposal(s) and selection of required consultants
- Provide direction, scope of work and correspondence with appropriate consultant(s)
- Provide background information and overview of region to consultant(s)
- Coordination of meetings and engagement sessions, as necessary
- Inspire tourism stakeholders in the region with fresh ideas, energy and focus
- Represent the region at tourism-related meetings, as required

- Be the spokesperson for tourism efforts in the region
- With administrative assistance, report to councils on progress of tourism projects, biannually (spring, fall)

Working Committee Role during the STAR/STEP Process (the current Stakeholder Working Group will be expanded and will become the Working Committee):

- Bring forward a regional perspective focused on global thinking and industry needs
- Direct development and implementation of the **Strategic Regional Tourism Plan**
- Lead on regional tourism priorities and "speak for" regional tourism efforts
- HiFe staff, as Felev:ant
- Direct/lead regional tourism activities such as Tourism Forums, surveys and special projects
- Advise on regional industry communication concerning tourism among stakeholders and partners
- Advise on product development efforts and regional marketing efforts
- Monitor/communicate tourism updates including successes, benchmarks and shifts in the tourism landscape
- Advise on rationalization and optimization of use of significant, existing infrastructure
- Monitor annual work plan outlining priorities, deadlines, resources, partners required, progress indicators and industry/stakeholder communication efforts

Consultant Role during the STAR/STEP Process (Consultant to be Retained):

- Guides the region through the STAR/STEP process in Stages 1 - 4, with a strong understanding of required inputs and early outcomes
- Beginning with Stage 5, focus of the consultant shifts to mentor and guide the Working Committee
- Provides frequent and honest communication support to the Working Committee, based on the individual needs and aspirations of the region
- Delivers professional expertise for plan development and capacity building resources
- Takes the lead in penning the draft and eventually the final plan
- Presentation of the final plan to regional stakeholders and municipal partners
- Ensures the final plan captures ambitions and potential of the region, along with extensive regional input
- Mentors the region in Step 7 as part of the follow-up process

Town of Stewiacke
By-Law Number 2023-01
Marketing Levy Bylaw

1. This Bylaw may be cited as the "Marketing Levy Bylaw".

Defnitions

2. In this Bylaw:
 - (1) "accommodation" means the provision of one or more rental units or rooms as lodging in hotels and motels and in any other facility required to be registered under the *Tourist Accommodations Registration Act* and in a building owned or operated by a post-secondary educational institution.
 - (2) "inspector" means a person appointed by the Town to investigate whether this Bylaw is being complied with.
 - (3) "marketing levy" means a levy imposed pursuant to this Bylaw.
 - (4) "operator" means a person who, in the normal course of the person's business, sells, offers to sell, provided, and offers to provide accommodation in the Town.
 - (5) "purchase price" means the price for which accommodation is purchased including the price in money, the value of the services rendered, and other consideration accepted by the operator in return for the accommodation provided but does not include the goods and services tax.
 - (6) "remittance" means the remittance of levies collected by an operator to the Town.
 - (7) "remittance period" means each of a quarterly period ending March 31, June 30, September 30 and December 31,
 - (8) "Town" means Town of Stewiacke.

Notice Effective

3. A person shall be deemed to have received written notice when the notice is personally delivered to the person, sent to the person by email or other electronic communication at the address and/or number registered with the Town for electronic communication, or

posted on the person's place of business. A person shall be deemed to have received written notice 5 days after the notice is sent to the person by regular mail.

Application of Levy

- 4 . (1) A marketing levy is hereby imposed upon every person who, for a daily charge, fee or remuneration purchases accommodation in the Town. The marketing levy is set at the rate of 3% of the purchase price of the accommodation.
- (2) The marketing levy, whether the price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the purchase on the total amount of the purchase price and must be remitted to the Town at the times and in the manner set out in this Bylaw.

Exemption From Levy

- 5 . (1) The marketing levy shall not apply to:
 - (a) a person who pays for accommodation for which the daily purchase price is no more than twenty dollars (\$20.00);
 - (b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution;
 - (c) a person who is accommodated in a room for more than thirty consecutive days;or
 - (d) a person and the person's family accommodated while the person or a member of the person's family is receiving medical treatment at a hospital or provincial healthcare center or seeking specialist medical advice, provided the person provides to the operator a statement from a hospital or provincial healthcare center stating that:
 - (i) the person or a member of the person's family is receiving medical treatment at the hospital or center or from a physician licensed to practice medicine in the Province of Nova Scotia;
 - (ii) as a result thereof the person or member of the person's family is in need of the accommodation; and
 - (iii) the duration that the accommodation will be required.

Registration of Operator

6. (1) Every operator must apply for and obtain a certificate of registration under this Bylaw for each place of business providing accommodations.
- (2) An operator applying for a certificate of registration must submit an application to the Town on a form provided by the Town.
- (3) The registration certificate shall be displayed in a prominent place at the facility.
- (4) Where an operator changes their address, the name of their business, or the nature of the accommodation offered, they shall forthwith apply to the Town to amend their certificate of registration accordingly.
- (5) Where an operator ceases to carry on or sells a business in respect of which a registration certificate has been issued, the certificate shall immediately be void, and the operator shall return the certificate to the Town within 15 days of the date of discontinuance or sale of the business.
- (6) Where a registration certificate is lost or destroyed, the operator shall apply to the Town for a copy of the original.
- (7) A registration certificate granted under this Bylaw is not transferable.

Remittance of Levy

7. (1) All operators shall make remittances to the Town or its delegate within thirty days following the end of each remittance period.
- (2) Each remittance shall be accompanied by a completed remittance return in the form provided by the Town.
- (3) If an operator during the preceding period has collected no levy, they shall nevertheless make a report to that effect on the prescribed remittance form.
- (4) Where an operator ceases to carry on or disposes of their business, they shall make the return and remit the levy collected with 15 days of the date of discontinuance or disposal.

Records

8. (1) Every operator shall keep books of account, records, and documents sufficient to furnish the Town with the necessary particulars of:
 - (a) sales of accommodation;
 - (b) amount of levies collected; and

- (c) payment of levies to the Town.
- (2) All entries concerning the levy in such books of account, records, and documents shall be separate and distinguishable from other entries made therein.
- (3) Every operator shall retain any book of account, record, or other document referred to in this section for a period of five years, unless under audit.
- (4) Where a receipt, bill, invoice, or other document is issued by a person selling accommodation, the levy shall be shown as a separate item thereon.

Calculation of Levy

- 9. Where an operator sells accommodation in combination with meals and other specialized services for an all-inclusive package price, the purchase price of the accommodations within the all-inclusive package shall be deemed to be the purchase price of the accommodations when offered for sale in the same facility without the addition of meals and other specialized services.

Refund of Levy Collected in Error

- IO. (1) If the Town is satisfied that a levy or a portion of a levy has been paid in error, the Town shall refund the amount of the overpayment to the person entitled, which shall not include interest.
- (2) If the Town is satisfied that an operator has remitted to the Town an amount as collected levy that the operator neither collected nor was required to collect under this Bylaw, the Town shall refund the amount to the operator, which shall not include interest.

Claim for Refund

- (1) In order to claim a refund under this Bylaw, a person must:
 - (a) submit to the Town an application in writing signed by the person who paid the amount claimed; and
 - (b) provide sufficient evidence to satisfy the Town that the person who paid the amount is entitled to the refund.
- (2) For the purposes of subsection (1)(a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

Interest

12. Interest on overdue levies shall be paid at the rate of 15% per annum.

Inspection, Audit, and Assessment

13. An inspector appointed by the Town may enter at any reasonable time the business premises occupied by a person, or the premises where the person's records are kept:

- (1) to determine whether:
 - (a) the person is an operator or the premises are accommodations are within the meaning of this Bylaw;
 - (b) this Bylaw is being and has been complied with;
- (2) to inspect, audit, and examine books of account, records, or documents.

14. The person shall provide all reasonable assistance to the inspector to enable the inspector to confirm whether the person has been collecting and remitting the levy in accordance with this Bylaw and shall furnish the inspector with such information as the inspector may reasonably require to carry out their inspection.

15. Where the inspection, audit or examination reveals that an operator has not complied with this Bylaw, a person appointed by the Town shall calculate the amount of levy and any interest due in such a manner and form as the Town deems adequate.

16. When an operator fails to provide reasonable assistance in accordance with section 14, a person appointed by the Town may estimate the levy amount that should have been collected and remitted to the Town by the operator.

17. Upon calculating or estimating that a levy amount is due, the Town shall provide written notice to the operator that a levy amount is payable.

18. Regardless of whether the operator submits an application under section 19 objecting to the amount payable, the operator shall remit the levy amount plus applicable interest to the Town within 30 days of receiving notice that the levy amount is due.

19. If an operator objects to the amount payable to the Town, the operator must, within 15 days of receiving written notice of the amount due:

- (a) submit to the Town an application in writing signed by the operator or a representative of the operator; and
- (b) provide sufficient evidence to satisfy the Town that the operator has complied with this Bylaw.

20. Upon receiving an application by the operator, or from time to time, the Town may assess or reassess any amounts payable under this Bylaw and may vacate or vary any assessment or reassessment and thereupon, the amount so determined shall be payable to the Town by the operator.

Offence

21. A person who contravenes any provision of the Bylaw is guilty of offence punishable by summary conviction and on conviction is liable:
- (1) for a first conviction, to a fine of not less than \$500 and not more than \$1,000;
 - (2) for a subsequent conviction, to a fine of not less than \$1,500 and not more than \$5,000.

Administration of Bylaw

22. This Bylaw shall be administered on behalf of the Town by the Chief Administrative Officer and any persons designated by the Chief Administrative Officer.

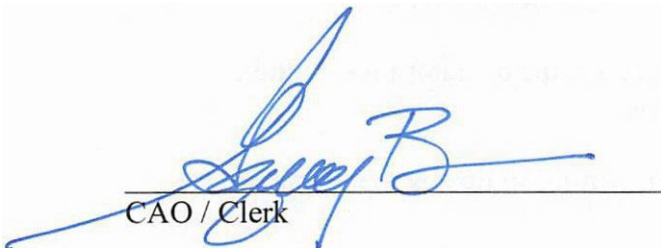
Effective Date

23. This Bylaw shall take effect on the September 28, 2023.

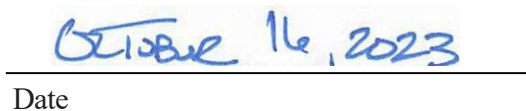
Annotations for Official Bylaw Book

Date of first reading: July 20, 2023
Date of advertisement of Notice of Intent to Consider: August 2, 2023
Date of second reading: September 28, 2023
Date of advertisement of Passage of By-law: November 1, 2023
Date of mailing to Minister a certified copy of By-law: October 25, 2023

I certify that this ***By-law to Repeal By-law*** was adopted by Council and published as indicated above.



CAO / Clerk



Date

Tourism Marketing Levy Coordinator

Summary of Tasks Completed Since Early December 2024

- ▶ Reviewed, analyzed and updated marketing levy data including creation of spreadsheets to manage information
- ▶ Created reporting form and registration documents
- ▶ Sent out group/broadcast emails to the following:
 - Operators not registered for the levy, but Provincial Proof of Compliance sent to them
 - Operators registered for the levy, but not with the Province
 - Operators registered for the levy, but have not reported and/or paid.

Many have responded providing necessary information, reports and payments.
- ▶ Updated all operator records with up-to-date payment information
- ▶ Begun set up of filing system for each tourist accommodation
- ▶ Corresponded with marketing levy partners to obtain necessary information to update spreadsheets and communicate with operators
- ▶ Corresponded with individual operators to assist in bringing their marketing levy accounts up to date
- ▶ Created layout and compiled content for new website; online information, registration and reporting platform
- ▶ Corresponded with Province to determine use of STR number as Marketing Levy Registration number. Discussions internally regarding other options for registration number. Determined would continue to use number created by Check-In Analytics for ease of communications with operators. Some numbers need to be changed

Summary of Marketing Levy Registrations

As of January 21, 2025

	Registered with Municipality	% Registered with Municipality	Some or all Payments Received	% Payments Received	Possible Additional B11st11nt1: Not Enough Information to Register	Registered with Province	% Registered with Province
Millbrook	2 of 2	100%	2 of 2	100%	0	2	100%
Stewiacke	2 of 2	100%	1 of 2	50%	0	2	100%
Truro	24 of 26	92%	14 of 26	58%	13	2 of 24	8%
Colchester	103 of 113	91%	54 of 113	48%	81	60 of 113	53%

Revenue To Date

Region	Revenue to Date	Colchester	Stewiacke	Millbrook
Colchester	\$138,512	\$45,017	\$302	\$93,193
Truro	\$179,351			
Total	\$317,863			

Website

Working with Les Coleman, Municipal Website Coordinator, Association of Municipal Administrators, NS, to build website.

Domain registration for **tcmarketinglevy.ca** has been commenced.

The new website will provide information on the levy and ability to register and submit monthly reports online.

All information in web-based forms (registration and monthly report) is required to be provided by an operator or an error message will be received. Information provided online by the operators will be sent to the Marketing Levy Coordinator to update the records.

A link to the Province's short-term rental accommodation requirements will be included on the website and the ability to download the necessary request forms (Municipality or Town of Truro) for completion and submission. Note: need to know what process Truro would like to receive the request forms and send the proof of compliance to the operator once available.

Information on the "use" of levy funds will be provided.

Expected live date is currently mid to late February.

Next Steps

- ◆ Determine process for regular feedback to partners; i.e., how and how frequently would partners like to be updated on work being done by the Municipality?
- ◆ Advise Check-In Analytics Colchester and Truro will no longer be using platform. Ideally, would like them to issue a message to operators if they try to login. Municipality still needs access to Check In to obtain copies of reports previously submitted by operators.
- ◆ Continue to update spreadsheets and other records of operator information as information is received.
- ◆ Continue to follow up with each operator to ensure their accounts are up to date and to provide information and assistance.

- ◆ Continue work on website development providing information to Les as needed and reviewing drafts as presented towards go live as soon as possible in February. Communicate to all operators once website is live with information and instructions.
- ◆ Complete filing system of operator information.

Recommendations	Actions	Role	Timing
<p>1. Operationalize the Strategic Tourism Expansion Plan Implementation Leadership Model, which aims to balance accountability, local representation, and effective implementation of the tourism strategy.</p>	<ul style="list-style-type: none"> Establish the Regional Tourism Development Society (not-for-profit) <ul style="list-style-type: none"> An Executive Committee made up of municipal partners manages the society leadership recruitment process. 	MUN LP	IT
	<ul style="list-style-type: none"> Once approved by Councils and First Nations, the leadership model will include: The Society, as a Core Accountability Body, serves as the primary accountability group, comprising municipal representatives, industry leaders, and community stakeholders. Specifically, the society would include 11 representatives: <ul style="list-style-type: none"> Four municipal/First Nation units (one from each - Truro, Colchester, Millbrook and Stewiacke. This group would act as the Executive Committee. An application process would ensure diverse representation across Colchester, considering geographic balance and varied perspectives within the industry to select: Three industry partners (representing one large hotel, one Airbnb/VRBO, and one small niche operator Four tourism-related attraction operators 	MUN LP	IT
	<ul style="list-style-type: none"> Accountability and Financial Oversight: a committee within the society would manage accountability and financial oversight, distinct from the operational support of facilitating entities <ul style="list-style-type: none"> Collaborators would be required to report back to this committee through annual presentations or regular updates, particularly when the society is setting its yearly operations budget A STEP Tourism Manager: Recruited and hired by the society and municipalities (or one designated Municipality), the Tourism Manager is required to support the implementation of the strategic plan and 	DS MUN LP	IT
		DS	IT



To: Council
From: Erin Richard
Re: Microgrant Applications
Date: March 20th, 2025

RECOMMENDATION

That, the Microgrant application report be received; and

That Council award the requested funds of \$750.00 to applicants Limitless Angels Society, Rising Tides Art Society, K9 Tricksters, and \$250 to Women’s Sport Group through the microgrant funding opportunity; and

That Council authorizes the CAO to execute a contract with each organization.

ORIGIN

Staff applied to the Province of Nova Scotia’s Funding Program (Active Communities Fund) to support a microgrant application process to provide funding to various groups/organizations within the Town of Stewiacke to enhance opportunities for residents in Stewiacke. This opportunity creates capacity and creativity of the program offering that staff would otherwise not be able to accommodate.

Funding through ACF for Microgrant applications totaled \$2,500 to award to successful groups. Each applicant was eligible to apply for funds up to \$750 for their project.



Background

The Town of Stewiacke has a Memorandum of Understanding (MOU) with the province of Nova Scotia for the Town to host a Municipal Physical Activity Leader (MPAL) position on Town Staff. This position/partnership with the province gives the town the opportunity to apply for various funding streams to support differing initiatives that can benefit the town.

The Town of Stewiacke applied for funding in the 2023-2024 fiscal year for microgrants and was awarded \$12,000 towards this initiative. Six projects were funded with the dollar amount per project being \$2,000.00. All applicants followed through on their projects and enhanced and expanded their program offerings because of the funding received.

The goal of microgrant funding is to introduce ways to move for program participants, and provide skills, equipment and knowledge to those participating, so they can continue to be active and move at home.

DISCUSSION

There were six applicants for the microgrant program:

Applicant	Project Name	Amount
Bushinkan Dojo	Mat Replacement	\$750
Limitless Angels Society	Summer Dance Camp Subsidy	\$750
Rising Tides Art Society	Art in Motion	\$750
K9 Hi-Flyers Dog Agility	Empowering our community	\$750
K9 Tricksters	Trick Dog Team Development	\$750
Women’s Sport Group	Co-Ed Lacrosse	\$466.60

After evaluation by town staff and members of Communities, Culture, Heritage and Tourism (Prov NS), it was recommended we move forward with four applicants.



- Limitless Angels Society will be offering subsidies for those who cannot afford to participate in dance programming. This will provide participants with the opportunity to dance. Such program provides learning for participants, so they can practice dance at home- no equipment is needed.
- Rising Tides Art Society will be offering art through dance in partnership with Limitless Dance Studio. This program will introduce a new stream of dance through art in motion not currently offered. This partnership will also allow for more participation due to increased staff capacity. No equipment needed and participants will take away their learnings and be able to practice at home.
- K9 Trickster's will be offering a new program for trick development for individuals and their furry friends. This program stream is less demanding than dog agility and allows the older participants (targeting older sedentary demographic) to become involved, and tricks and abilities can be modified. There are home packages and online video lessons for participants to follow.
- Women's Sport Group will be offering drop in lacrosse programming during the summer months, and throughout the school calendar year at WRC. A member is going to do a lesson each drop in and teach new players the fundamentals. Target group for this program is 14-year-olds to adults. The plan is to house the lacrosse gear at the Town Office and allow for borrowing for members of the public, to reduce barriers of equipment needs.

POLICIES/LEGISLATION

Nil.

FINANCIAL

The microgrant funding for applicants is provided through the Active Communities Funding received by the town in the amount of \$2,500.00. The Town is not contributing a dollar amount to this project. The contribution is staffs time and promotion/administration of the project.

CONSULTATIONS

Province of Nova Scotia, Communities Culture Heritage and Tourism
Marc Seguin, CAO, Town of Stewiacke
Helen Young, Manager of Finance, Town of Stewiacke

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



ATTACHMENTS

Appendix A- ACF
Appendix B- Applications

CONCLUSION

Staff recommend that council approve microgrant funding to Rising Tides Art Society, Limitless Angels Society, K9 Tricksters, and Women Sport Group.

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer



**Communities, Culture, Tourism and Heritage
Office of the Minister**

1741 Brunswick Street, PO Box 456, Halifax, Nova Scotia, Canada B3J 2R5
Telephone 902-424-4889 • Fax 902-424-4872 • novascotia.ca

File Number:
5032323

January 7, 2025

Erin Richard
Town of Stewiacke
PO Box 8
Stewiacke NS B0N 2J0

Dear Erin Richard:

I am pleased to advise you that your application for funding under the Active Communities Fund program has been approved. The Department of Communities, Culture, Tourism and Heritage will invest \$2,500 towards microgrants for community groups to help deliver Physical Activity opportunities across the town.

Investing in communities by increasing access to physical activity opportunities for Nova Scotians is a vital part of *Let's Get Moving Nova Scotia, an action plan for increasing physical activity in Nova Scotia*.

A Terms and Conditions document will be sent to you, once received, please sign and return it to denise.scott@novascotia.ca. If you have any inquiries pertaining to your project, please contact Courtney Nicholson-Patriquin, Fundy Regional Manager at (902) 717-5439 or by email at Courtney.Nicholson-Patriquin@novascotia.ca.

Best wishes to your organization for continued success and thank you for your efforts to provide physical activity and movement opportunities that contribute to strong, vibrant communities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave Ritcey'.

Dave Ritcey
Minister
Communities, Culture, Tourism and Heritage

c. Courtney Nicholson-Patriquin, Fundy Regional Manager

StewiACTIVE Fund Application

The Town of Stewiacke applied for funding through the province of Nova Scotia's Active Communities Fund Application Program and was awarded \$2,500.00 to go towards a microgrant program for the Town of Stewiacke residents. The maximum amount of donation per application is \$750.00.

Date: *

15 January 2025

Project Name / Title: *

Bushinkan Dojo Mat replacement

Organization: *

Bushinkan Dojo

Contact Person:

Todd Fleck

Mailing Address & Email Address & Phone Number: *

PO Box 508, Stewiacke, N.S. B0N 2P0. sensei@bushinkan.ca, 902-880-5846

If approved, when will the project start? *

DD MM YYYY

01 / 02 / 2025

When will the project end? *

DD MM YYYY

31 / 12 / 2025

What is the total funding request? (Maximum \$750). *

\$750.00

Registry of Joint Stocks #

4487967

If you do not have a Joint Stocks #, please provide a reference or proof of online presence by providing website/social media links.

Please provide a brief description of your project initiative and the impact it will have on the community. *

Project Initiative

Our initiative focuses on replacing aging martial arts mats at Bushinkan Dojo in Stewiacke. These mats are essential for providing a safe environment for students of all ages to practice Aikido and other martial arts. The current mats are showing significant wear, which poses potential safety risks and limits the quality of instruction and training. The project will involve acquiring new, high-quality mats to ensure the safety and effectiveness of our training sessions.

Impact on the Community

Upgrading the mats will directly enhance the safety of participants, reducing the risk of injury during practice. It will also support the growth of martial arts programs in Stewiacke, encouraging physical activity, discipline, and community engagement. This initiative will benefit a diverse group, from children to adults, by fostering a healthier, more active community and promoting values such as respect, resilience, and teamwork.

Explain how your project will help your participants develop new habits which will support ongoing regular movement as part of their daily lives? *

Our project to replace aging martial arts mats at Bushinkan Dojo will help participants develop new habits by creating a safer and more inviting space for regular practice. Martial arts training emphasizes consistency, discipline, and physical activity, encouraging participants to integrate movement into their daily routines.

By ensuring a safe environment with high-quality mats, students will feel more confident engaging in techniques that improve balance, coordination, and flexibility. As they experience the physical and mental benefits of regular training, participants are more likely to adopt habits of ongoing movement and mindfulness that extend beyond the dojo, supporting healthier lifestyles in their daily lives.

Who is your target group (age ranges, families, abilities, etc.?) *

Our target group includes individuals of all ages and abilities, creating a diverse and inclusive environment:

Children and Youth (Ages 6-14): Encouraging physical activity, focus, and discipline at an early age while fostering confidence and teamwork skills.

Adults (Ages 14+): Providing opportunities for stress relief, improved fitness, and personal growth through regular martial arts practice.

Families: Promoting shared experiences that strengthen bonds and encourage healthy habits together.

All Abilities: Ensuring programs are accessible, with modifications available to accommodate varying physical and cognitive abilities.

This broad approach ensures our initiative benefits the entire community, fostering inclusivity and lifelong habits of movement and wellness.

How will you reach your target group and include them in your project planning and or leadership? *

To reach our target group and actively include them in project planning and leadership, we will use a multi-faceted approach:

Community Outreach

Local Advertising: Share updates through social media, community bulletin boards, and newsletters to inform the public about the project and its benefits.

Direct Engagement: Conduct open houses and demonstrations at the dojo, encouraging participation and feedback from prospective and current members.

School Partnerships: Collaborate with local schools to introduce martial arts programs, promoting physical activity and wellness among youth.

Participant Inclusion

Surveys and Feedback: Gather input from students, parents, and community members to understand their needs and priorities for the dojo.

Leadership Opportunities: Involve participants in fundraising efforts, planning events, and managing outreach initiatives.

Youth Involvement: Empower young members to take active roles, such as assisting in planning and serving as project ambassadors, developing leadership and organizational skills.

By engaging the community and offering leadership opportunities, we aim to foster a sense of ownership and commitment, ensuring the project meets the diverse needs of our target group.

Will any other community organizations or individuals be involved? If yes, what will their role be (funding, venue, promotion, logistics)? *

No

How will you measure the project success and report back (participation rates, feedback, surveys, etc.)? *

We will measure the success of our project and report back using a combination of qualitative and quantitative methods:

Measurement of Success

Participation Rates: Track enrollment and attendance before and after replacing the mats to measure growth and retention across age groups and abilities.

Safety Metrics: Monitor incidents of injuries during training to assess the impact of improved mats on participant safety.

Feedback: Conduct surveys and informal discussions with participants, parents, and instructors to gather insights on the quality of the training environment and overall satisfaction.

Skill Development: Evaluate progress in participants' technical abilities and confidence levels, as observed by instructors.

Reporting Back

Community Updates: Share progress through newsletters, social media, and community meetings, highlighting participation data and testimonials.

Open House Events: Host follow-up events to showcase the upgraded space and celebrate the project's impact with participants and supporters.

By continuing to prioritize safety and engagement, we will ensure this initiative supports sustainable habits and builds a stronger, healthier community.

What is your organizations plan to sustain this initiative in the longer term (ongoing funds needed to run the program year after year)? *

Our organization's plan to sustain this initiative long-term focuses on a combination of proactive funding strategies, community engagement, and operational efficiency:

Funding Strategies

Membership Growth: Increase enrollment through targeted outreach and inclusive programs, ensuring a steady stream of revenue from class fees.

Fundraising Events: Host annual events such as martial arts demonstrations, tournaments, and family-friendly gatherings to maintain community involvement.

Grants: Apply for ongoing grant opportunities from local, provincial, and national programs that support community wellness and recreational activities.

Community Engagement

Volunteer Involvement: Engage parents, students, and community members to assist with event planning, fundraising, and dojo maintenance, reducing operating costs.

Operational Efficiency

Maintenance Plan: Implement a regular maintenance schedule to extend the lifespan of the mats and other equipment, minimizing future replacement costs.

Program Diversity: Offer workshops, seminars, and specialized classes to attract new participants and diversify income streams.

By diversifying revenue sources and fostering strong community relationships, we can ensure the dojo continues to thrive and provide a safe, high-quality environment for all participants year after year.

Budget: Please attach a budget break down of your project.

 SO-58462 - Bushi...

 Add File

Declaration: I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent. *

I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).

I agree to report back to the Stewiacke Parks, Recreation and Events Committee with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Director of Community Development within 60 days of the completion of the initiative.

Agree

Disagree

Applicant Signature & Date *

DD MM YYYY

16 / 01 / 2025

This content is neither created nor endorsed by Google.

Google Forms

StewiACTIVE Fund Application

The Town of Stewiacke applied for funding through the province of Nova Scotia's Active Communities Fund Application Program and was awarded \$2,500.00 to go towards a microgrant program for the Town of Stewiacke residents. The maximum amount of donation per application is \$750.00.

Date: *

January 17 2025

Project Name / Title: *

Summer Dance Camp Subsidy

Organization: *

Limitless Angels Society

Contact Person:

Brittany Giddens

Mailing Address & Email Address & Phone Number: *

298 Monte vista rd, Enfield NS B2T1H9

Info@limitlessdancecompany.com

902-223-9272

If approved, when will the project start? *

DD MM YYYY

07 / 07 / 2025

When will the project end? *

DD MM YYYY

15 / 08 / 2028

What is the total funding request? (Maximum \$750). *

\$750

Registry of Joint Stocks #

4604346

If you do not have a Joint Stocks #, please provide a reference or proof of online presence by providing website/social media links.

Please provide a brief description of your project initiative and the impact it will have on the community. *

Providing subsidies to families who need them helps remove the financial barriers while also getting and keeping children safe, active and healthy.

Explain how your project will help your participants develop new habits which will support ongoing regular movement as part of their daily lives? *

Our camps incorporate dance or movement based activities that support an active and healthy lifestyle in a safe and supportive environment. Teaching children how to move in fun and creative ways helps support regular movement.

Who is your target group (age ranges, families, abilities, etc.?) *

Children ages 4-11 of all abilities

How will you reach your target group and include them in your project planning and or leadership? *

Through our partnership with Limitless Dance company, word of mouth and online registration

Will any other community organizations or individuals be involved? If yes, what will their role be (funding, venue, promotion, logistics)? *

Limitless Dance Company will provide venue, staff, materials.


How will you measure the project success and report back (participation rates, feedback, surveys, etc.)? *

Participation and feedback through surveys

What is your organizations plan to sustain this initiative in the longer term (ongoing funds needed to run the program year after year)? *

Limitless Angels society collects funding through donations, fundraising and grant opportunities.

Budget: Please attach a budget break down of your project.

 Untitled docume...

 Add File

Declaration: I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent. *

I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).

I agree to report back to the Stewiacke Parks, Recreation and Events Committee with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Director of Community Development within 60 days of the completion of the initiative.

Agree

Disagree

Applicant Signature & Date *

DD MM YYYY

17 / 01 / 2025

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Google Forms

StewiACTIVE Fund Application

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Date: *

Jan 22, 2025

Project Name / Title: *

Art In Motion

Organization: *

Rising Tides Art Society

Contact Person:

Kamie Branch

Mailing Address & Email Address & Phone Number: *

risingtidesarts@gmail.com 221-2802

If approved, when will the project start? *

DD MM YYYY

07 / 07 / 2025

When will the project end? *

DD MM YYYY

11 / 07 / 2025

What is the total funding request? (Maximum \$750). *

\$750.00

Registry of Joint Stocks #

4496035

If you do not have a Joint Stocks #, please provide a reference or proof of online presence by providing website/social media links.

Please provide a brief description of your project initiative and the impact it will have on the community. *

Rising Tides Art Society would like to Partner with Limitless Dance Company to create a "Art in Motion" summer camp. Doing so will expose camp participants to the world of art and how they can experience visual art through movement. Combining forces also allows for the camp capacity which will allow for more children to be able to sign up.

Explain how your project will help your participants develop new habits which will support ongoing regular movement as part of their daily lives? *

Our goal is to get children and their parents excited about this new summer camp where they are in constant motion throughout the day. Children who are interested in more of a art camp may see themselves participating in a dance camp that also has an art component to it.

Who is your target group (age ranges, families, abilities, etc.?) *

Children aged 4-14

How will you reach your target group and include them in your project planning and or leadership? *

Once we have a draft curriculum, we would reach out to older dancers who are with Limitless Dance Co., and ask them for their input. They might also be given the opportunity to become camp leaders and gain free access to programming.

Will any other community organizations or individuals be involved? If yes, what will their role be (funding, venue, promotion, logistics)? *

No


How will you measure the project success and report back (participation rates, feedback, surveys, etc.)? *

We will compare registration rates to her other summer camp programs of 2025 and compare to 2024 registration rates as well. We will survey the parents and children with integrated feedback.

What is your organizations plan to sustain this initiative in the longer term (ongoing funds needed to run the program year after year)? *

If the program is a success, we would like to do it every summer. We would look for funding to support the yearly program.

Budget: Please attach a budget break down of your project.

 Budget - Kamie B...

 Add File

Declaration: I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent. *

I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).

I agree to report back to the Stewiacke Parks, Recreation and Events Committee with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Director of Community Development within 60 days of the completion of the initiative.

Agree

Disagree

Applicant Signature & Date *

DD MM YYYY

22 / 01 / 2025

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Google Forms

StewiACTIVE Fund Application

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Date: *

February 4, 2025

Project Name / Title: *

Empowering Our Community: Growing our Membership Through Engagement

Organization: *

K-9 Hi Flyers Dog Agility Team

Contact Person:

Lisa Matthews

Mailing Address & Email Address & Phone Number: *

69 Kent Road, Stewiacke, NS, B0N 2J0 (902) 956-3863

If approved, when will the project start? *

DD MM YYYY

18 / 05 / 2025

When will the project end? *

DD MM YYYY

19 / 10 / 2025

What is the total funding request? (Maximum \$750). *

\$750

Registry of Joint Stocks #

If you do not have a Joint Stocks #, please provide a reference or proof of online presence by providing website/social media links.

<https://www.facebook.com/groups/K9HiFlyers>

Please provide a brief description of your project initiative and the impact it will have on the community. *

Our initiative is dedicated to expanding our equipment inventory and resources, enhancing the experience for current team members while creating new opportunities for community involvement. By diversifying and improving our agility training materials, we aim to provide a more dynamic and engaging environment that fosters skill development, confidence, and teamwork.

Beyond benefiting existing participants, this initiative will help us attract new members of all ages and backgrounds, encouraging broader community participation. We believe that dog agility is more than just a sport—it is a way to bring people together, promote physical activity, and strengthen the bond between handlers and their dogs.

Additionally, our group regularly engages with local events, fundraisers, and demonstrations, further reinforcing our commitment to giving back to the community. By investing in upgraded equipment, we can continue to support and inspire individuals while creating a welcoming and inclusive space where everyone has the opportunity to learn, grow, and connect.

Explain how your project will help your participants develop new habits which will support ongoing regular movement as part of their daily lives? *

Our project will help participants, both human and canine, develop new habits centered around regular movement by encouraging consistent practice throughout the week. Through dog agility training, participants will not only strengthen their bond with their dogs but also improve their own physical fitness and coordination. Regular practice will build stamina for both dogs and handlers, making it easier to navigate agility courses with confidence and ease. This ongoing commitment to training will help participants incorporate more movement into their daily lives, fostering a routine of physical activity that benefits both them and their dogs in the long term.

Who is your target group (age ranges, families, abilities, etc.?) *

The K9 Hi Flyers Dog Agility Team is inclusive and open to all individuals, regardless of age, race, or ability. We welcome participants of all skill levels, from beginners to experienced handlers. Whether young or old, and regardless of any physical or cognitive disabilities, we are committed to making dog agility training accessible and enjoyable for everyone. If a participant has a disability, we work together to adapt our training approach, ensuring they can fully engage in the sport and enjoy the benefits of teamwork, fitness, and connection with their dog.

How will you reach your target group and include them in your project planning and or leadership? *

We will engage our target group through a multi-faceted approach, leveraging the power of social media, poster advertising, and strategic partnerships with local youth organizations such as 4-H Nova Scotia, as well as adult community groups. Additionally, we will collaborate with municipal and town offices to expand our outreach and ensure inclusivity.

Although our team is family-run, we actively welcome fresh ideas, potential new events, and opportunities to support other charities. Our team values open communication, ensuring that every voice is heard and that all participants have a role in shaping the project's direction and success.

Will any other community organizations or individuals be involved? If yes, what will their role be (funding, venue, promotion, logistics)? *

At this time, no additional community organizations or individuals are directly involved. However, we remain open to future collaborations that could enhance our project through funding, venue support, promotion, or logistics.

How will you measure the project success and report back (participation rates, feedback, surveys, etc.)? *

We will measure the success of the project through various engagement metrics, including participation rates at training sessions, performances, and group activities. Additionally, we will gather feedback from vendors and collect testimonials from new members to assess their experiences and the project's overall impact. This information will help us refine our approach and ensure continued growth and success.

What is your organizations plan to sustain this initiative in the longer term (ongoing funds needed to run the program year after year)? *

For over 25 years, our non-registered nonprofit group has thrived through dedication, resilience, and the generosity of the team owner(s) and our team members. Without past access to funding, we have built a self-sustaining model, relying on contributions from our members and actively fostering relationships with event organizers. These long-term partnerships have allowed us to continue training and performing. A portion of our performance fees is allocated to essential equipment maintenance, ie our trailer; ensuring the continued success of our program, while the remainder is donated to local charities such as the IWK. We have consistently maintained a zero year-end balance, reinforcing our commitment to being a 100% nonprofit organization dedicated to giving back to the community

Budget: Please attach a budget break down of your project.

 StewiACTIVE Fu...

 Add File

Declaration: I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent. *

I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).

I agree to report back to the Stewiacke Parks, Recreation and Events Committee with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Director of Community Development within 60 days of the completion of the initiative.

Agree

Disagree

Applicant Signature & Date *

DD MM YYYY

04 / 02 / 2025

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StewiACTIVE Fund Application

The Town of Stewiacke applied for funding through the province of Nova Scotia's Active Communities Fund Application Program and was awarded \$2,500.00 to go towards a microgrant program for the Town of Stewiacke residents. The maximum amount of donation per application is \$750.00.

Date: *

January 29, 2025

Project Name / Title: *

Trick Dog Team Development

Organization: *

K9 Tricksters

Contact Person:

Cassandra Armsworthy

Mailing Address & Email Address & Phone Number: *

69 Kent Road Stewiacke NS - 9023050944 - carmsworthy@gmail.com

If approved, when will the project start? *

DD MM YYYY

01 / 05 / 2025

When will the project end? *

DD MM YYYY

31 / 10 / 2025

What is the total funding request? (Maximum \$750). *

\$750.00

Registry of Joint Stocks #

If you do not have a Joint Stocks #, please provide a reference or proof of online presence by providing website/social media links.

<https://www.facebook.com/profile.php?id=61572349423230>

Please provide a brief description of your project initiative and the impact it will have on the community. *

Essentially, we will be inviting people to come join us and participate in Trick Dog Training with their dogs. I am a Certified Trick Dog Instructor through the Do More With Your Dog Organization, which certifies trainers and animals for trick training, stunt animals work, and animal actors.

Training will take place through both free, in-person classes and through online videos. Participants will have the opportunity to take part in public shows as well as working towards their own videos and certifications.

We worked with the K-9 Hi-Flyers last year to do a "soft launch" in 2024. Members of their team were invited to begin Trick Dog Training. Throughout the season they displayed their tricks at the Hi-Flyer shows, and at the end of the season, members were invited to complete the assessments to obtain their Trick Dog titles. Nine dogs received their Novice Trick Dog Title and one received their Expert Trick Dog Title.

Trick training encourages people to be more active themselves and to be more engaged with their dogs. Studies have shown that people who invest in activities like trick dog training form a better understanding of animal behaviour and the importance of having good animal citizens. They are less likely to allow their pet to engage in "problem" behaviour, such as running at large, aggression, or nuisance barking. At the community level, this reduces the strain on areas like animal control.

Trick dogs are also able to take their talents into a variety of settings, including public events, schools, and seniors centres. In doing so, it creates a wider awareness and appreciation of the roles our dogs should play in our lives, and of our responsibilities to them as owners. It also encourages people to come together and enjoy performances.

Explain how your project will help your participants develop new habits which will support ongoing regular movement as part of their daily lives? *

Trick dog training requires work on a daily basis. On average, a dog has to repeat a trick 100 times before it is learned, and the ideal training regimen is regular daily training sessions. In addition, the Do More With Your Dog curriculum encourages engaging in more than trick dog training to help build the bond that allows you to work with your dog, including building in daily time for playing and exercise.

The benefit of trick training is that it is more adaptable to individuals of varying abilities than some other dog activities. Even individuals with mobility concerns or physical limitations can easily adapt the recommendations to suit their abilities.

Who is your target group (age ranges, families, abilities, etc.?) *

All ages and abilities. Trick dog training is especially well suited to children, who often have the creativity and persistence needed to work with their dogs.

How will you reach your target group and include them in your project planning and or leadership? *

We will be working with the K-9 Hi-Flyers to continue promoting the Tricksters program. In addition, we will be running in-person classes in May or June (weather permitting), which will be advertised in the community to try to attract new participants. Those participants will be invited to provide ideas on how the program should develop in future years.

People who are especially engaged will be encouraged to consider becoming certified instructors to ensure that we have strong leadership.

Will any other community organizations or individuals be involved? If yes, what will their role be (funding, venue, promotion, logistics)? *

The K-9 Hi-Flyers will be involved to assist with promotion. As an established organization, they have a wide reach and perform throughout the province. They have agreed to allow the Tricksters to perform in each of their shows for the upcoming year.

They has also offered us use of their training space.

How will you measure the project success and report back (participation rates, feedback, surveys, etc.)? *

The main measures of success will be participation rates, as well as feedback from performances.

What is your organizations plan to sustain this initiative in the longer term (ongoing funds needed to run the program year after year)? *

The most significant financial outlay is purchase of equipment. My time, as an instructor and assessor, is volunteered, and we have had training space donated. Individuals will be responsible for their own individual out-of-pocket costs (such as applying for certifications).

For this year, we will not be asking participants to contribute to the cost of training materials, such as lesson plans and printed tip sheets. If needed in future, we may ask for a small contribution to those costs, or move to an electronic distribution that has a lower const.

In future years, we anticipate that funding will be generated through performances as well as individual support from members. However, the benefit of a program of this nature is that it can be run on a shoestring budget.

Budget: Please attach a budget break down of your project.

 Tricksters Budge...

 Add File

Declaration: I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent. *

I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).

I agree to report back to the Stewiacke Parks, Recreation and Events Committee with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Director of Community Development within 60 days of the completion of the initiative.

Agree

Disagree

Applicant Signature & Date *

DD MM YYYY

07 / 02 / 2025

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From: [Cassandra Armsworthy](#)
To: [Erin Richard](#)
Subject: Re: Trick Dog Team Development
Date: Monday, March 10, 2025 5:40:46 PM

Hi Erin,

I'm happy to provide the additional information.

In terms of "take home" packages, these will essentially take two forms. The first will be information sheets that give further explanation on working on tricks at home, and expanding the trick base. In Trick Dog Training, a lot of the Advanced Tricks build on rudimentary skills that we begin teaching in Beginner classes. For instance, dogs are taught to "Paws Up" or place their front feet on your arm or a surface. From there they are taught to "Jump Up" and put all four feet on that surface. We then start expanding those skills to include jump INTO something, rather than on top of it, or jumping up onto unstable surfaces, like an exercise ball.

Trick classes will teach the rudimentary skill, and participants will be given the guide to keep developing the skill at home. Those information sheets will also include recommendations for everyday household items that can be used to replicate specialty trick equipment, so that owners can keep working without having to invest large amounts of money.

The second form of "take home" work will be a series of video lessons which will be shared online during the winter months to ensure that participants carry on with training during the winter months when weather precludes us from meeting together, and to encourage new participants to get involved even in the "off-season". These will be freely accessible through social media (at this time, intended to be Facebook and Instagram).

The goal of trick dog training is for people to engage with their dog every single day. Participants will be encouraged to keep logs to help them understand how engaging with their dog impacts their relationship with their dog.

With respect to the impact for older individuals, this was one of the key demographics we were hoping to reach. As a member of the K-9 Hi-Flyers, I have met older individuals who join the team, but their involvement is severely limited because agility is a physically demanding sport. Trick training has no such constraints. Any trick can be modified to suit the handler's abilities, and trick dog training even offers resources to train "assistance" skills (like retrieving a drink from the fridge). Further, the goal is to have the Trick Dog Team be a "performance" team. Unlike agility, which requires large spaces and specific terrain, trick dog performances have far fewer space requirements, which means we can perform at retirement homes or seniors' socials. In doing so, it not only provides entertainment, but allows our older members to be an example to others in the community and encourage them to become involved as well.

I hope that helps. If you have any other questions, please let me know.

Thank you,

Cassandra Armsworthy

On Mon, Mar 10, 2025 at 3:17 PM Erin Richard <erichard@stewiacke.net> wrote:

Hi Cassandra,

We are in the process of evaluating applications for the Microgrant program and we are hoping you can help us with your application.

The committee is wondering if you can elaborate more on possible trick take home packages to encourage more activity at home for your participants and their furry friends. We want to fund programs that people can participate in, but then have the skills, or equipment needed to continue being active. The provincial rep has indicated that people with dogs are more generally active than those without, so how can we target groups that may not be, or how can we enhance the activity levels with new ideas for at home.

This would also make for a great targeted activity for older folks who are rather isolated. If there could be a small paragraph provided to us with this request that would be appreciated- deadline March 14th at 4:00pm.

Let me know if you have any questions,

Erin Richard

Director of Community Development

Town of Stewiacke

erichard@stewiacke.net

902-639-2111

StewiACTIVE Fund Application

The Town of Stewiacke applied for funding through the province of Nova Scotia's Active Communities Fund Application Program and was awarded \$2,500.00 to go towards a microgrant program for the Town of Stewiacke residents. The maximum amount of donation per application is \$750.00.

Date: *

Feb 13, 2025

Project Name / Title: *

Women's/ Co-ed Lacrosse

Organization: *

Women's Sport Group

Contact Person:

Kamie Branch

Mailing Address & Email Address & Phone Number: *

879 Stewiacke Rd, West St. Andrews B0N2J0

If approved, when will the project start? *

DD MM YYYY

20 / 02 / 2025

When will the project end? *

DD MM YYYY

31 / 12 / 2025

What is the total funding request? (Maximum \$750). *

466.60

Registry of Joint Stocks #

N/A

If you do not have a Joint Stocks #, please provide a reference or proof of online presence by providing website/social media links.

N/A

Please provide a brief description of your project initiative and the impact it will have on the community. *

Our women's sport group has been operational for two winter seasons. We use the gym at Winding River Consolidated. We meet weekly on Thursdays from January to April , and would like to extend our weekly sessions to be year-round and specifically play Lacrosse during non-winter/non-school months. We would use the recreation grounds to practice and play games. Note that the group would like for the town to hold onto the equipment so it can be shared with the community. The Women's Sport Night group would reserve and pickup the equipment on Thursdays.

Explain how your project will help your participants develop new habits which will support ongoing regular movement as part of their daily lives? *

Meeting weekly to play lacrosse will enable participants to learn the game and also get a great cardio workout while playing sports. This initiative would enable the group and new members to play year-round, as compared to being restricted to when school is in session.

Who is your target group (age ranges, families, abilities, etc.?) *

Our target group are young women/women aged 14+. If there's enough interest we could open it up to have a co-ed group as well.

How will you reach your target group and include them in your project planning and or leadership? *

We will discuss the program to current Women's Sport Night participants and ask them to talk to their family and friends about the project.

Will any other community organizations or individuals be involved? If yes, what will their role be (funding, venue, promotion, logistics)? *

N/A

How will you measure the project success and report back (participation rates, feedback, surveys, etc.)? *

We would take weekly attendance

What is your organizations plan to sustain this initiative in the longer term (ongoing funds needed to run the program year after year)? *

No ongoing funds would be needed.

Budget: Please attach a budget break down of your project.

 StewiActive Gran...

 Add File

Declaration: I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received approval of the organization I represent. *

I certify that all parties involved have been consulted and have given written confirmation of any promised investment (labour, financial, promotion, etc.).

I agree to report back to the Stewiacke Parks, Recreation and Events Committee with a written report of the results regarding the activity of which financial assistance was approved. The final report will be sent to the Director of Community Development within 60 days of the completion of the initiative.

Agree

Disagree

Applicant Signature & Date *

DD MM YYYY

13 / 02 / 2025

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From: [Kamie Branch](#)
To: [Erin Richard](#)
Subject: Re: Microgrant Application
Date: Tuesday, March 11, 2025 9:21:13 PM

Hi Erin, thanks for the feedback. Please see the paragraph below.

With access to lacrosse equipment, the Women's Sports Group would like to organize a weekly drop-in evening during the summer months. We currently run open-gym nights during the winter and have access to the gym. This would allow us to gather and play sports during the summer at the Recreation Grounds in Stewiacke. We have a regular participant of the Women's sport group who coached lacrosse and we would do a 10-15 minute demo of the rules before every play time (when necessary). We would target women aged 14+ for regular drop-ins and would be very interested in doing special drop-ins for younger kids and their parents! It would be great for the regular drop-ins to occur to introduce people to the sport, and if community members want to make use of the equipment on their own time and practice outside of regular-drop in time then we would view that as successful programming.

On Mon, 10 Mar 2025 at 15:21, Erin Richard <erichard@stewiacke.net> wrote:

Hi Kamie!

We are in the process of evaluating microgrant applications, and we are looking for a little more information on your co – ed lacrosse program.

The province is requesting this be a more unstructured, drop in format. How could your group vision this being done? Could there be a social piece involved, and a rental of equipment to some participants who have previously join a drop in to learn? Could you target groups through outreach to teach?

Our goal is to provide participants of this grant, the skills and equipment to be active at home, after they leave the program session. If you can provide a paragraph or two on how you can enhance your application by touching on the items above that would be great. if this submission could be made by 4pm on March 14th that would be appreciated.

Let me know if you have questions!

Erin Richard

Director of Community Development

Town of Stewiacke

erichard@stewiacke.net

902-639-2111



To: Town Council

From: Marc Seguin CAO

Re: Council Code Of Conduct - Third Party Integrity Commissioner

Date: Marc 20, 2024

RECOMMENDATION

That, the Council Code Of Conduct - Third Party Integrity Commissioner report be received; and

That Council adopt the current list of AMANS Qualified Investigators for the Municipal Code of Conduct; and

That Council authorize the CAO proceed to execute contracts to retain an independent third-party Integrity Commissioner from AMANS current list of qualified investigators as necessary, when a complaint is received.

ORIGIN

On August 9, 2024 Municipalities across Nova Scotia received correspondence from the Honourable John A. Lohr, Minister of Municipal Affairs and Housing pertaining to the code of conduct framework will be coming into effect following the October municipal election.

The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. The Minister prescribed that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption. The newly elected Town of Stewiacke Council adopted the code of conduct and the Province was notified.



BACKGROUND

A the time of adoption Council authorized the Town CAO to proceed to execute the process to retain an independent third-party Integrity Commissioner, that will review and report on any complaints received against the Code of Conduct to Town Council.

DISCUSSION

In February 2025, the Association of Municipal Administrators Nova Scotia completed a procurement and review process on behalf of its members. This procurement process complies with Town of Stewiacke procurement procedures and the process has resulted in a number of pre-qualified third-party investigators.

The list of investigators attached in Schedule A has been qualified through the Association of Municipal Administrators, Nova Scotia (AMANS) request for qualification (RFQ) process that closed on January 17, 2025.

AMANS worked with its internal Procurement Committee to evaluate all submissions received. Committee members evaluated each proposal and then met to form consensus on each proponent. The listed 10 investigators were qualified.

All investigators met the Procurement Committee's evaluation thresholds for criteria related to investigations including corporate/financial, legal/adjudication, and human resources (HR). Each investigator has indicated capacity to administer potential complaints. Should a municipal unit choose to use this list, they will need to verify with the potential investigator if there may be capacity limits with client onboarding.

AMANS has not entered into either a Contract or an Agreement with any of the qualified investigators. The investigators included on this list have been vetted through an internal AMANS RFQ procurement process.



It will be the Town of Stewiacke's responsibility to determine an appropriate investigator for each received complaint against the Code of Conduct from the approved list as well as to facilitate the process of entering into any Contract or Agreement should the municipality choose to use an investigator on the list.

AMANS may expand the list at a later point in time by re-issuing the RFQ. AMANS will inform members of any potential changes to the list of qualified investigators as they come forward.

The Town of Stewiacke acknowledges that Charles A. Thompson from Burchell MacDougall LLP was qualified by AMANS, however as Mr. Thompson is the Towns Solicitor, and therefore will be excluded from any and all Council Code of Conduct investigation processes. Now or in the future, any proponent which poses a perceived conflict of interest will be excluded from consideration.

By adopting the pre-qualified third-party investigators through AMANS, the Town of Stewiacke will have the ability to utilize available and skilled independent investigators when and if a code of conduct complaint is received by the Towns of Stewiacke.

POLICIES/LEGISLATION

- 1) Nova Scotia Municipal Grants Act.
- 2) Municipal Government Act – Nova Scotia.
- 3) Regulations Respecting a Code of Conduct for Municipal Elected Official made under Section 520 of Chapter 18 of the Acts of 1998, the Municipal government Act.
- 4) Town of Stewiacke Procurement Policy

FINANCIAL

Budget implications are difficult to predict. A third party (independent) investigator is required to review any complaints against the code of conduct. The Town would be required to compensate for this third party financially at an hourly rate.

The budget impact would be based on the number of complaints received and the time required to review and report on the complaint in line with the Code of Conduct requirements.

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



CONSULTATIONS

Association of Municipal Administrators, Nova Scotia (AMANS)

ATTACHMENTS

Schedule A – AMANS Qualified List of Investigators – Municipal Code of Conduct

CONCLUSION

Staff recommend that Council adopt the list of AMANS Qualified Investigators for the Municipal Code of Conduct and that Council authorize the CAO proceed to execute contracts to retain an independent third-party Integrity Commissioner from AMANS current list of qualified investigators, when a complaint is received.

Marc Seguin

Marc Seguin
Chief Administrative Officer



Schedule A – AMANS Qualified List of Investigators – Municipal Code of Conduct



AMANS Qualified List of Investigators – Municipal Code of Conduct

The following is a list of investigators qualified through the Association of Municipal Administrators, Nova Scotia (AMANS) request for qualification (RFQ) process that closed on January 17, 2025. AMANS worked with its internal Procurement Committee to evaluate all submissions received. Committee members evaluated each proposal and then met to form consensus on each proponent. The listed 10 investigators were qualified.

Unless otherwise indicated, all investigators met the Procurement Committee’s evaluation thresholds for criteria related to investigations including corporate/financial, legal/adjudication, and human resources (HR). Each investigator has indicated capacity to administer potential complaints. Should a municipal unit choose to use this list, they will need to verify with the potential investigator if there may be capacity limits with client onboarding.

AMANS has not entered into either a Contract or an Agreement with any of the qualified investigators. The investigators included on this list have been vetted through an internal AMANS RFQ procurement process. It will be the municipal unit’s responsibility when determining an appropriate investigator as well as facilitating the process of entering into any Contract or Agreement should the municipality choose to use an investigator on the list. Municipal units should also consider potential internal conflicts of interest if they choose to select a qualified investigator from the list.

AMANS may expand the list at a later point in time by re-issuing the RFQ. AMANS will inform members of any potential changes to the list of qualified investigators as they come forward.



AMANS Qualified List of Investigators – Municipal Code of Conduct

The following is a list of investigators qualified through the Association of Municipal Administrators, Nova Scotia (AMANS) request for qualification (RFQ) process that closed on January 17, 2025.

AMANS worked with its internal Procurement Committee to evaluate all submissions received. Committee members evaluated each proposal and then met to form consensus on each proponent. The listed 10 investigators were qualified.

Unless otherwise indicated, all investigators met the Procurement Committee's evaluation thresholds for criteria related to investigations including corporate/financial, legal/adjudication, and human resources (HR). Each investigator has indicated capacity to administer potential complaints. Should a municipal unit choose to use this list, they will need to verify with the potential investigator if there may be capacity limits with client onboarding.

AMANS has not entered into either a Contract or an Agreement with any of the qualified investigators. The investigators included on this list have been vetted through an internal AMANS RFQ procurement process. **It will be the municipal unit's responsibility when determining an appropriate investigator as well as facilitating the process of entering into any Contract or Agreement should the municipality choose to use an investigator on the list.** Municipal units should also consider potential internal conflicts of interest if they choose to select a qualified investigator from the list.

AMANS may expand the list at a later point in time by re-issuing the RFQ. AMANS will inform members of any potential changes to the list of qualified investigators as they come forward.

If you have any questions about the list of qualified investigators, criteria when using the list, or on the RFQ process, please reach out to David Campbell, AMANS Executive Director at (902) 423-2215 x8 or at dcampbell@amans.ca.

<p>BDO Canada LLP</p> <p>Caroline Dixon Partner, Forensic Disputes & Investigations</p> <p>6940 Mumford Road, Suite 510 Halifax, NS B3L 0B7</p> <p>Tel: (250) 837-5225 Email: cdixon@bdo.ca</p>	<p>Stewart McKelvey</p> <p>Rick Dunlop Partner</p> <p>Queens Marque, 600-1741 Lower Water Street Halifax, NS B3J 0J2</p> <p>Tel: (902) 420-3384 Email: rdunlop@stewartmckelvey.com</p>
<p>Burchell MacDougall LLP</p> <p>Charles A. Thompson Partner</p> <p>710 Prince Street Truro, NS B2N 5H1</p> <p>Tel: (902) 896-7543 Email: cthompson@burchellmacdougall.com</p> <p style="text-align: center;">DISQUALIFIED DUE TO CONFLICT</p>	<p>Taylor McLellan Cochrane</p> <p>Jonathan G. Cuming Managing Partner</p> <p>50 Bridge Street Kentville, NS B4N 2E4</p> <p>Tel: (902) 678-6156 x234 Email: cuming@tmclaw.com</p>
<p>Burchell Wickwire Bryson LLP</p> <p>Noella Martin Partner</p> <p>1900-1801 Hollis Street Halifax, NS B3J 3N4</p> <p>Tel: (902) 482-7013 Email: nmartin@bwblp.ca</p>	<p>Bardsley Investigative Services (HR matters only)</p> <p>Claudine Bardsley Owner/Operator</p> <p>2733 Deacon Street Halifax, NS B3L 3J2</p> <p>Tel: (902) 293-5052 Email: investigate@claudinebardsley.com</p>
<p>MC Advisory Group Inc.</p> <p>Tanya Tynski Senior Advisor</p> <p>1969 Upper Water Street, Suite 1300 Halifax, NS B3J 3R7</p> <p>Tel: (902) 598-7423 Email: tanya.tynski@mcadvisory.com</p>	<p>Mobile Resources Group Inc. (HR matters only)</p> <p>Tracey Williams Senior Workplace and Human Rights Investigator</p> <p>500-1000 Innovation Drive Kanata, Ontario K2K 3E7</p> <p>Tel: (902) 266-3040 Email: info@traceywilliams.ca</p>

<p>Nijhawan McMillan & Conlon Barristers</p> <p>Kelly McMillan Partner</p> <p>200-5162 Duke Street Halifax NS B3J 1N7</p> <p>Tel: (902) 407-2406 Email: kelly@nmbarristers.com</p>	<p>Power HR Inc. (HR matters only)</p> <p>Susan Power Founder & CEO</p> <p>22 Chelmsford Place Halifax, NS B3M 4R2</p> <p>Tel: (902) 719-6662 Email: susan@powerhr.ca</p>
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