



COMMITTEE OF THE WHOLE AGENDA
Thursday February 13, 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
2. Attendance
3. Approval of / Changes to Agenda
4. Disclosure of Interest on Agenda Items
5. Approval of Minutes
6. Announcements / Proclamations
7. Presentations
 - 1) Vinitha Nair Health Promoter – Healthy Communities
Re: Partnership Opportunities with Town of Stewiacke.
 - 2) Richard Innes - Brian Trust
RE: STEP Program Presentation
8. Written Petitions and Correspondence
9. Business
 - A) CAO Report
 - B) STEP PROGRAM
 - C) Custodial RFP
 - D) MARCH COUNCIL MEETINGS



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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
 - 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
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 - Called to order at 7:03pm
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

3. Approval of / Changes to Agenda

Added 9 B – Federation of Canadian Municipalities Board Vacancy. Request to add by Councillor Pam Osborne.

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



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4. Disclosure of Interest on Agenda Items

None

5. Approval of Minutes

None – Minutes from Dec 19, 2024 Combined will be on the January 23, 2025 agenda.

6. Announcements / Proclamations

None

7. Presentations

1) J. David Phillips - Chief Executive Officer, Truro & Colchester Partnership for Economic Prosperity – **PRESENTIAON RECEIVED**

2) Beate Acker - Stewiacke Garden Club-President
RE: Stewiacke Community Garden - **PRESENTIAON RECEIVED**

8. Written Petitions and Correspondence

None

9. Business

a) Attendance for the Federation Canadian Municipalities Conference
<https://www.stewiacke.net/stewiacke-town-hall/policies/86-attendance-of-fcm-and-unsm-of-conferences-2007-24/file.html>

<p>Motion to Approve Agenda: Be it resolved that the representatives for the Town of Stewiacke that will attend the 2025 FCM Conference</p>	<p>Approved By:</p>
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<p>will be Mayor Doug Glasser and Councillor David Leblanc, and</p> <p>That the rotation for the 2026 Conference will be the CAO and one member of Councillor. This rotation will stand for the four year term of Council alternation each year as per the policy.</p>	
First	Councillor Osborne
Second	Councillor Lutz
Result	Carried

b) Federation of Canadian Municipalities Board Vacancy. Request to add by Councillor Pam Osborne.

FCM has one (1) vacant seat at large in the Atlantic Caucus, and that this role must be filled by a Nova Scotian representative who will serve until the end of the current board term in June 2025.

At the January 9, 2025 Committee of the Whole Meeting for the Town of Stewiacke, Councillor Pam Osborne requested that Council support her application for the position.

At the meeting Council endorsed the nomination of Councillor Pam Osborne for the Federation of Canadian Municipalities Board of Directors Atlantic Caucus position, and further if elected, the Town of Stewiacke Council agreed to support Councillor Osborne through the necessary budget and time commitments.

<p>Motion to Approve Agenda: WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;</p>	<p>Approved By:</p>
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<p>WHEREAS FCM’s Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and</p> <p>WHEREAS there are current vacancies on FCM’s Board of Directors for the remainder of the 2024-2025 board term;</p> <p>BE IT RESOLVED that Council of the Town of Stewiacke endorse Councillor Pam Osborne to stand for election on FCM’s Board of Directors, for the period starting in March 2025 and ending June 2025; and</p> <p>BE IT FURTHER RESOLVED that Council assumes all costs associated with Councillor Pam Osborne attending FCM’s Board of Directors meetings.</p>	
First	Councillor Leblanc
Second	Councillor Lutz
Result	Carried

10. By-laws and Policies

None

11. Citizen Comments

None

12. Mayor Report



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N/A

13. Councillors Reports

None

14. In-Camera Session

i. Contract Negotiations

Motion to go in camera at 8:04PM	Approved By:
First	Councillor Osborne
Second	Mayor Glasser
Result	Carried

Motion to go out of camera at 8:32PM	Approved By:
First	Mayor Glasser
Second	Councillor Leblanc
Result	Carried

15. Notice of Motion and Reconsideration

16. Adjournment @ 8:32PM



To: Town Council
From: Marc Seguin. CAO
Re: CAO Report
Date: February 13 ,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 been busy with winter road maintenance.

As a reminder to residents, crews are often hampered by cars parked on the streets, which block access to snow clearing equipment. This creates time delays and can be hazardous.

We would like to remind residents to keep the roadway clear of parked vehicles in order to allow snow clearing crews to do their work safely and efficiently.

If you have any questions about winter road maintenance please contact the Town office at 902 – 639 – 2231 or email at town@stewiacke.net



Budget Meetings:

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

Staff will present 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

Community Development:

- Community Use of Schools Funding 2024-25 for the after-school program was approved in the amount of \$4,000.00. We also received \$4,000 through a regional application for Community Use of Schools Funding 2024-25 with Colchester, Truro, East Hants and Bible Hill to run recreational programming during the after-school time period at WRC.
- Applying for funding (\$250) through the Shubenacadie/Stewiacke Lion's Den to support a sand box at the Community Centre.
- Pancake Community Supper March 4th, 2025
- March Break Programming is open for registration, and numbers are at capacity on two (2) of the five (5) days so far.
- Shumilacke Foodbank has reported that 41 families (total of 134 people) are being served by the foodbank. The clients can access the foodbank once every four (4) weeks.



FIRE UPDATES:

The Stewiacke Volunteer Fire Department, will be coming in to present to Town Council on February 27, 2023

RCMP UPDATES

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

Marc Seguin

Marc Seguin
Chief Administrative Officer



To: COTW

From: Erin Richard

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

Date: February 13th, 2025

RECOMMENDATION

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.

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 deliverable, 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.”

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



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

Staff provided a report to council on October 12th, 2023, describing the need for a DMO (Destination Marketing Organization) and progressing into the project with approval of Marketing Levy By-Law and signed Memorandum of Understanding with the parties.

The Town of Stewiacke signed a Memorandum of Understanding (MOU) on October 30th, 2023, with the Municipality of the County of Colchester, Town of Truro, and Millbrook First Nation to collaborate on developing, implementing and monitoring a regional tourism marketing strategy.

The regional working group entered contract with Brain Trust to perform the work required to draft a Regional Strategic Tourism Expansion Program plan.

STEP will indicate how Marketing Levy Funds are spent. See attached generated revenue from the Marketing Levy for the past two quarters.



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.

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 is being 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 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.

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 interim plan, including a draft Management Agreement between the four units, and further details, will be presented to councils in March 2025.

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.

Monies 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 Mantin, 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.

CONCLUSION

Staff recommend that the Strategic Tourism Expansion Plan be adopted as presented.

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

Witness


Witness

Witness

Witness



Witness



Witness

Witness

Witness

MUNICIPALITY OF THE COUNTY OF COLCHESTER

Per: _____
Christine Blair, Mayor

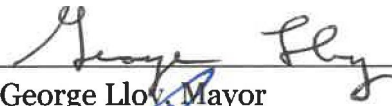
Dan Troke, CAO

TOWN OF TRURO

Per: _____
Bill Mills, Mayor

Per: _____
Michael Dolter, CAO

TOWN OF STEWIACKE

Per: 
George Lloy, Mayor

Per: 
Greg Brown, CAO

MILLBROOK FIRST NATION

Per: _____
Robert Gloade, Chief

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:

Provincial & Municipal Contributions	
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
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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".

Definitions

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.

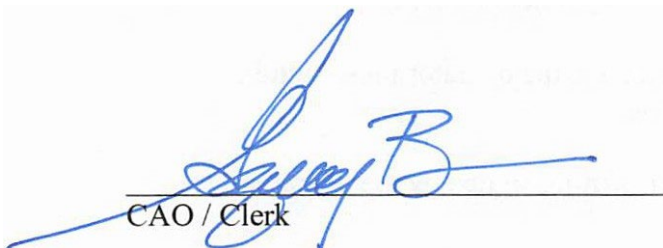
Effective Date

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

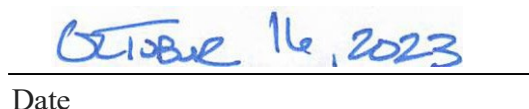
Annotations for Official Bylaw Book

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

As of January 21, 2025

	Registered with Municipality	% Registered with Municipality	Some or all Payments Received	% Payments Received	Possible Additional B111st11nt1:	Registered with Province	% Registered with Province
					Not Enough Information to Register		
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%

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.



To: COTW

From: Erin Richard

Re: Custodial Services RFP

Date: February 13th, 2025

RECOMMENDATION

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.

ORIGIN

The Town of Stewiacke contracts custodial services to a third party for a two-year period.

Previous:

On the motion of Councillor Rogers-Laing and Deputy Mayor Chapman:

The two year contract period started April 2023, ending March 2025 was in the amount of \$13,000 annually including HST.



Background

The Town of Stewiacke has contracted out custodial services for the Stewiacke Community Centre (main floor and kitchen), Stewiacke Library, and Town Office for several years. The contract for services is a two-year contract starting April 1st of the current year, ending March 31st in two years' time.

DISCUSSION

- A) Is Council happy with the quality of work our current custodian is providing based on financial commitment.
- B) Scope of work could be adjusted to meet the expectations, if there is a suggestion based on Councils needs.
- C) Materials such as cleaning supplies, equipment (mop, broom, floor stripper etc.), toilet paper, garbage bags, hand soap, are not included in any prices listed below, this is an additional cost within the operating budget.

The Town received five quotations for the work.

- Joan Crawford \$13,520.00 per year including HST
- Red Panda Maintenance and Cleaning Services \$47,173.00 per year including HST
- Atlantic Evershine Ltd \$42,048.60 per year including HST
- Night Vision Clean Maintenance Ltd \$52,900.00 per year including HST
- Crystal Clean Maintenance \$31,160.40 per year including HST

*The frequency of facility rentals may increase costs and the need for custodial services at the Stewiacke Community Centre.

POLICIES/LEGISLATION

PROCUREMENT POLICY Policy # 2000-05

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



FINANCIAL

Operational budget considerations for each facility (Stewiacke Town Office, Stewiacke Library and Stewiacke Community Centre).

CONSULTATIONS

Marc Seguin, CAO, Town of Stewiacke
Helen Young, Manager of Finance, Town of Stewiacke
Jeff Sibley, Superintendent of Public works, Town of Stewiacke

ATTACHMENTS

Appendix A- Custodial Services RFP

CONCLUSION

Staff recommend that the Custodial Services Contract be awarded to Joan Crawford for the period of April 1, 2025-March 31, 2027.

Approved by:

Marc Seguin

Marc Seguin
Chief Administrative Officer

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

STEWIACKE
RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

**Custodial Services
Request for Proposals
STEW2025-02**

DEADLINE: Thursday, February 6th, 2pm.

The Corporation of the Town of Stewiacke
Town Hall - 295 George Street, Stewiacke NS, B0N 2J0



EXECUTIVE SUMMARY

The Town of Stewiacke is seeking Custodial Services to be retained by the Town to complete regular cleaning in three municipally owned facilities. The successful proponent will be retained by the Town of Stewiacke for a two-year contract ending in 2027.

Attached to this RFP is the Schedule A – a compiled list of duties to be performed and how frequently at three of the municipally owned facilities.

By responding to this RFP, you agree to adhere to and to the scope of work, roles and responsibilities required of a custodial services contract.

BACKGROUND

The Town of Stewiacke has been tendering Custodial Services for a contract position for 10 years now. The three buildings that require services are:

- Stewiacke Community Centre 109 Highway 2 Stewiacke
- Stewiacke Town Hall 295 George Street Stewiacke
- Stewiacke Library Branch 295 George Street Stewiacke

Each facility has a schedule of users who occupy the space sporadically, so availability per week fluctuates based on rentals, time per year, and from facility to facility.

Attached to this RFP is the Schedule B- a draft schedule of the three facilities.

QUALIFICATIONS

The Successful Proponent must have experience cleaning a facility- directly related to a past role, or part of. Proponents are required to submit resumes and qualifications with their proposal.

Insurance Requirements - While the proponent will be responsible for maintaining adequate insurance to cover all claims, including but not limited to professional errors and omissions, automobiles, such policy shall also name the Township as an additional insured. Upon the successful award of the proposal the proponent shall supply the Township with a certificate of insurance outlining a minimum of \$2,000,000.00. The successful proposal should be responsible for all deductibles under their policy and must maintain the coverage stated above throughout the contract period.

PROPOSAL CONTENT REQUIREMENTS

- 1 - Complete Name/Company Contact information
- 2 - Qualifications



- 3 - Resume or work history (individual/company)
- 4 - Breakdown on pricing. (EX: Per facility, OR Hourly, OR annually) based on Schedule A
- 5 - Provide examples of similar work.
- 6 - Provide comments as to how you would address additional cleaning, or a fluctuating schedule based on facility demands.
- 7 – Provide a background check (individual)
- 8 – Provide proof of insurance
- 9 Provide list of three (3) references
- 10 - Other Considerations
 - i) It has been the expectation that the successful proponent oversees ordering the proper materials to complete the duties (cleaner). Please provide contact with a company you would recommend as a supplier.
 - ii) This role will be responsible for ordering toiletries (toilet paper, paper towel, hand soap) for the three facilities, as well as garbage bags. If you have contact with a company, please provide this.

Note: The contract will be for two years, STARTING APRIL 1, 2025. Please include rates for each year of the contract, I.e. YR 1: April 1st, 2025- March 31st, 2026. YR 2: April 1st, 2026-March 31st, 2027.

CRITERIA

The Township of Stewiacke will use a weighted value-based approach to select the successful proposal. Each proposal will be evaluated on its own merit as detailed in the table below. Each criterion will be given a value, and the total of each member of the evaluation team will be calculated to provide the total average rating. The highest total average proposal will be the successful evaluated proposal. That proposal will then be processed again to ensure compliance with all sections of the RFP. Should there be an inconsistency the next highest total average proposal will be processed.

SCORING

CRITERIA		POINT VALUE
Individual / Organization	<ul style="list-style-type: none"> • Experience • Qualification • Site viewing 	/15
Reporting	<ul style="list-style-type: none"> • Clear • Easy to Understand • Efficient • Expected to represent final product if successful 	/10



Pricing	<ul style="list-style-type: none"> • Transparent / Clearly Stated • Competitive • Breakdown of Hourly Rates (Year 1, Year 2,) 	<p style="text-align: right;">/25</p>
Interview	<ul style="list-style-type: none"> • If required <p>** The evaluation team may select a short list of proposals for interviewing depending on the response of the Request for Proposal.</p>	<p style="text-align: right;">/ 50</p>

RESPONDENT’S DECLARATION

I/We certify and acknowledge that:

1. The party (ies) executing this document is authorized to sign the same.
2. To the best of my/our knowledge and belief the information provided in our Submission is correct.
3. Except as expressly and specifically permitted herein, no Respondent shall have any claim for any compensation of any kind whatsoever, because of participating in this selection process, and by submitting a Submission each Respondent shall be deemed to have agreed that it has no such claim.
4. To the best of my/our knowledge and belief the Submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud.
5. To the best of my/our knowledge and belief no member of Town Council, Committees and no officer or employee of the Town of Stewiacke is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of this agreement, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.
6. Neither the issuance of this document nor the acceptance of a response shall constitute any obligation or imply any commitment on the part of the Town of Stewiacke. The highest scored Respondent or any submission shall not necessarily be accepted.



7. To the best of my/our knowledge and belief there is not nor was there any actual or perceived unfair advantage or conflict of interest in our bid submission or our performing of or observing the contractual obligations of the proponent as set out in the contract.

8. The Respondent must state whether the proponent is a corporation, person, partnership, consortium, sole proprietorship or other legally recognized entity. If the Respondent is a corporation, partnership, consortium, sole proprietorship, or joint venture, the Respondent must state the Respondent's legal name and any other names under which the Respondent carries on business.

9. I affirm that I have read and understand the roles and responsibilities of the Custodial Services as documented in Schedule A,

Name of proponent: _____

Signing Officer's
Signature: _____

Dated this _____ day of _____ 2025.



SUBMISSION REQUIREMENTS

The submission deadline is - **Thursday, February 6th, 2025 @ 2pm (Atlantic Time).**

Submissions of completed packages will be accepted up to 2pm (Atlantic time) on Thursday, February 6th, 2025 by:

- 1) By email to Erin Richard, Director of Community Development, Town of Stewiacke erichard@stewiacke.net
- 2) Drop off or courier to Town of Stewiacke Town Hall (must be date stamped as received by 2pm (Atlantic time) on Thursday, February 6th, 2025).

C/O – Erin Richard
295 George Street
Stewiacke, Nova Scotia
B0N 2J0

Note: proposals received after 2pm (Atlantic time) on Thursday, February 6th 2025, will not be accepted.

SCHEDULE A

Scope of Work

Town Office:

The contractor will 2 times per week:

- Dust and clean upstairs
- (Level 2) Mop and sweep Council Chambers, Lodge, Offices, stair landing and stairs
- Clean two downstairs washrooms as well as empty waste baskets, sweep and wet mop floors, and replenish toiletries
- Clean the general office, empty waste baskets
- Sweep and wet mop all downstairs floors
- Clean Staff room, empty waste basket, sinks(dishes), wipe counter & table
- Vacuum staff room and hallway
- Other items as required

The contractor will monthly:

1. Windows & Blinds
2. Walls & Doors
3. Registers
4. Baseboards & trim work – heaters as well

Library:

The contractor will 2 times per week:

- Dust and clean the library, empty waste baskets & recyclables
- Vacuum carpets, including hallway to washroom
- Clean washroom and replenish toiletries (mop & sweep floor)
- Sweep down steps from upstairs to the hallway

The contractor will monthly:

1. Windows & blinds
2. Walls & doors
3. Registers
4. Baseboards & trim work

Community Centre

The contractor will, at a minimum of 2 visits per week:

- Clean the entire main floor of the centre including the washrooms, and replenish toiletries, vacuum mats & stage
- Empty all waste baskets and place them into dumpsters
- Sweep and wet mop the entire main floor including washrooms & hallways
- Clean the Kitchen (floors, counter spaces, oven/stove, sink).
- Ensure storage room (tables and chairs are stored) is tidy
- Other items as required

The contractor will monthly:

1. Windows & blinds
2. Walls & Doors
3. Baseboard & trim work
4. Registers
5. Wash tables on a regular basis

The contractor will strip and wax floors on a bi-annual basis with support from the Town of Stewiacke staff.

SCHEDULE B

Stewiacke Community Centre Schedule

Monday	<ul style="list-style-type: none"> • 8am-9am Fitness Classes • 9am-12pm Craft Club • 1:30pm-5:30pm After School Program • 6pm-9pm Cadets
Tuesday	<ul style="list-style-type: none"> • 10am Fitness Classes • 12-1pm Chair Yoga • 1:30pm-5:30pm After School Program • 6pm-7pm Fitness Classes
Wednesday	<ul style="list-style-type: none"> • 9am-12pm Maggie's Playgroup • 1:30pm-5:30pm After School Program • 5:30pm-6:15pm Fitness • 6:30pm-9pm Cadets
Thursday	<ul style="list-style-type: none"> • 10am Fitness Classes • 1:30pm-5:30pm After School Program • 6pm-7pm Fitness • 7pm-10pm Theatre Group
Friday	<ul style="list-style-type: none"> • 8am-9am Fitness Classes • 1:30pm-5pm • 5pm-9pm Sportball OR Market
Saturday	Typical Booking time is 10am-4pm for birthdays -nothing is recurring at this time
Sunday	<ul style="list-style-type: none"> • 10am-12pm Childrens Yoga • 1pm-4pm Fencing
	Friday evening-Sunday evening fluctuates frequently depending on the timing of the year. Summer is wedding season, winter months is busy with birthdays etc,

Stewiacke Town Office

Office Hours 9am-4pm Monday to Friday.

Six meetings occur per month in the evenings. Typically, Wednesday & Thursday evenings; 6pm-10pm.

Stewiacke Library Branch:

Sunday-Closed
Monday-Closed
Tuesday-1pm-8pm
Wednesday-Closed
Thursday-10am-8pm
Friday-10am-5pm
Saturday-1pm-5pm