



**COMMITTEE OF THE WHOLE AGENDA**  
**Thursday May 8, 2025 AT 7:00 PM**  
**Council Chambers Stewiacke NS**

d) 2025-2026 Budget

Committee Reports

e) Audit Committee Report

f) Business and Tourism Committee Report

10. By-laws and Policies

N/A

11. Citizen Comments

12. Mayor Report

N/A

13. Councillors Reports

N/A

14. In-Camera Session

15. Notice of Motion and Reconsideration

16. Adjournment



**COMMITTEE OF THE WHOLE Meeting  
Thursday April 10, 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.**

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1. Call to Order 7:00 PM
2. Attendance

PRESENT:

Mayor Doug Glasser

CHAIR Deputy Mayor Rebecca Rogers-Laing

Councillors: David LeBlanc  
Suzanne Lutz  
Pam Osborne

Staff: CAO Marc Seguin  
Erin Richard, Director Community  
Development  
Helen Young, Manager of Finance



**COMMITTEE OF THE WHOLE Meeting**  
**Thursday April 10, 2025 AT 7:00 PM**  
**Council Chambers Stewiacke NS**

3. Approval of / Changes to Agenda

*Motion to Accept the agenda as amended for our committee of the whole session for Thursday, April 10th 2025*

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

4. Disclosure of Interest on Agenda Items

5. Review of Minutes

6. Announcements / Proclamations

7. Presentations

- 1) Jeff Mercer, Executive Director and Chief Librarian - Colchester-East Hants Public Library

8. Written Petitions and Correspondence

SPCA Re: Termination of Service Agreement

9. Business

- 2) CAO Report (with Stewiacke Fire Stewiacke Fire Department – Brendan VB) – Report was presented as information only.

- A) CAO REPORT
- B) MPAL REPORT

*Motion that Council recommend that the municipal Physical Activity Leader strategy be received and that Council approve the municipal physical Activity Leader strategy for the town of Stewiacke for the next 5 years, 2025 to 2030 as presented, and that council*



*authorizes the CAO to sign the Updated memorandum of understanding with the province of Nova Scotia.*

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

C) Town of Stewiacke Water Infrastructure and Supply Update

*Motion that we proceed with the next step in the process, and that the town proceed to contract Wsp. Engineering to complete the groundwater withdrawal application at a cost of \$13,970, not including Hst. On a time and matters basis, and that this amount be included with the 2025, 2026 budget*

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

D) PAC Update Development – Councillor Osborne

- 10. By-laws and Policies
- 11. Citizen Comments
- 12. Mayor Report
- 13. Councillors Reports
- 14. In-Camera Session

*Motion to move in camera 8:39 PM*



**COMMITTEE OF THE WHOLE Meeting**  
**Thursday April 10, 2025 AT 7:00 PM**  
**Council Chambers Stewiacke NS**

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

- 1) Legal advice eligible for client solicitor privilege

*Motion to move out of camera 9:08 PM*

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

15. Notice of Motion and Reconsideration

16. Adjournment @ 9:09PM



To: Council  
From: Erin Richard  
Re: Central Nova Scotia Tourism Development Society- Memorandum of Understanding  
Date: May 08, 2025

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## **RECOMMENDATION**

That Council approval the Memorandum of Understanding (MOU) related to the formation of a Regional Tourism Society.

## **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).

### 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.

Town of Stewiacke | 295 George Street | P.O. Box 8 | Stewiacke, NS B0N 2J0  
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## **Background**

At the February 27<sup>th</sup>, 2025 Council meeting, Council adopted the recommendations of the Regional Strategic Tourism Expansion Program (STEP) Report and directed staff and legal counsel to proceed with the formation of a Tourism Society.

A draft MOU has been prepared and reviewed by legal counsel, who have recommended proceeding with its execution and have indicated they are comfortable with the terms. The MOU outlines an agreement between Colchester, Millbrook, Truro, and Stewiacke to establish a Tourism Society. This Society would manage regional marketing levy funds, guided by the recommendations of the STEP report. The MOU also details the composition of the Society's membership, its duties, and reporting obligations.

Once established, the Tourism Society would serve as the core accountability body for the use of tourism marketing levy dollars.

An Executive Committee has been created to oversee and guide staff's work related to member recruitment, staffing, operational framework development, and funding approvals. The Executive Committee is comprised of one Council representative from each municipal partner. Councillor Osborne has been appointed as Stewiacke's representative.

The Executive Committee met on April 24, 2025, and will meet again on May 15 to review and provide final comments on the MOU.

## **DISCUSSION**

Nil.

## **POLICIES/LEGISLATION**

STEP- 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 Tourism Society Formation

Appendix B- Memo Burchell MacDougall

Appendix C- STEP Recommendation Clip

**CONCLUSION**

Staff encourage approval of the Memorandum of Understanding (MOU) related to the formation of a Regional Tourism Society.

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](mailto:town@stewiacke.net)

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**”) have imposed marketing levies upon persons who, for a daily charge, fee or remuneration purchase accommodations in their respective municipalities or First Nation (with respect to each Party the “**Marketing Levy**” or collectively the “**Marketing Levies**”);

**AND WHEREAS** the Parties wish to collaborate on the formation of a society (the “**Society**”) pursuant to the *Societies Act* (Nova Scotia) which Society will support tourism marketing and development in the geographic region of Nova Scotia that is made up of the Parties’ respective territorial jurisdictions, including through the management and distribution of Marketing Levies in accordance with a regional marketing strategy;

**AND WHEREAS** the Parties wish to enter into this MOU to confirm their mutual agreement with respect to the intended formation of the Society and the Parties' respective commitments to the Society;

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

1. **Formation of Society.** The Parties agree to form the Society pursuant to the *Societies Act* (Nova Scotia), with the following structure:
  - a. **Name:** The Society shall be named the Central Nova Scotia Tourism Development Society.
  - b. **Objectives:** The objectives of the Society shall be to execute activities for purposes of tourism marketing and development in the geographic region of Nova Scotia that is made up of the Parties' respective territorial jurisdictions.
  - c. **Members:** The members of the Society shall be the Parties (or, if required by law, an individual representative on behalf of the each of the Parties) and any person named as a Director of the Society from time to time.
  - d. **Directors:** There shall be Eleven (11) Directors, subject to flexibility for purposes of quorum to allow the Society to operate during any period where there may be vacancies, as follows:
    - i. One (1) Director who is also a Councillor of that Party, representing a total of Four (4) Directors (the "**Councillor Directors**");
    - ii. Three (3) Directors representing the accommodations sector comprised of: (i) One (1) Director representing a hotel or motel; (ii) One (1) Director representing short term rentals by owners, such as Airbnb or Vrbo; and (ii) One (1) Director representing smaller accommodations such as Bed & Breakfasts or similar accommodations; and
    - iii. Four (4) Directors representing various tourism operators other than accommodations.

Provided that, in the event that, despite attempts acting reasonably and in good faith, the Director positions identified at paragraph 1(d)(ii) or (iii) above are not able to be filled with a person representing the identified group, such Director position could be filled by any person representing any of the identified groups in paragraph 1(d)(ii) or (iii). For example, if no person is able and willing to serve as Director representing smaller accommodations such as Bed & Breakfasts or similar accommodations, then that Director position may be filled by any person representing any of a

hotel or motel, short term rentals by owners, or tourism operators other than accommodations.

Additionally, each of the Parties may appoint a person as a non-voting Ex-Officio Director on the Society Board which shall not be required to be a Councillor and may be a staff member.

- e. **Appointment of Directors:** Except for Councillor Directors which shall be appointed by the respective Parties, all other persons nominated for election to the Board of Directors, whether by the members at an Annual General Meeting, or by the Directors to fill a vacancy may only be eligible to be elected a Director if their election is first approved by  $\frac{3}{4}$  of the Councillor Directors.
- f. **Membership Ceases:** The membership of a Party shall cease if at any time that Party does not have a signed and binding Operating Agreement with the Society as detailed herein. Additionally, a Director shall cease to be a member if they are no longer a Director.
- g. **Director Position Ceases:** Any Councillor Director may be removed by the respective Party who appointed them at any time. Further, any Councillor Director shall be deemed removed in the event they are no longer a Councillor with the Party who appointed them. In the event of such removal or deemed removal, the Party may immediately appoint an alternate Councillor Director and, pending such appointment, the Mayor or Chief of the applicable Party shall serve as the interim Councillor Director appointee for such Party. Additionally, any person appointed as a Councillor Director shall be deemed to be immediately removed if at any time the Party who appointed them does not have a signed and binding Operating Agreement with the Society as detailed herein Any other Director may be removed at any time by a vote of  $\frac{3}{4}$  of the Councillor Directors.
- h. **Duties of Society:** The Society, as represented by the Board of Directors responsible for its operation and management, shall have the duties and responsibilities as summarized at Schedule "A" hereto.
- i. **Fiscal year:** The fiscal year of the Society shall be for the period from April 1 to March 31 of each year.
- j. **Budget and Business Plan:** The Board of Directors of the Society shall prepare and approve a budget and business plan for the Society for each fiscal year of the Society, which budget and business plan shall not be validly approved unless at least  $\frac{3}{4}$  of the Councillor Directors vote to approve. The approved budget and business plan shall be provided to the

respective Parties by no later than February 28 in each year for information purposes only.

- k. **Additional Information:** Upon the request of any Party, acting reasonably and subject to confidentiality or privacy obligations, the Society shall provide additional information as and when requested by a Party in a reasonable format which may include an in-person meeting or written report.
  - l. **Employees:** The Society shall minimize its costs and expenses as best possible to enable the maximum availability of the Marketing Levies to be used for grants to third parties for tourism and marketing events. Except with express, written approval from each of the Parties, there shall be a maximum of two (2) employees of the Society. Notwithstanding the foregoing, if contemplated in any approved budget of the Society the Society may enter into short term contracts for services with independent contractors.
2. **Operating Agreements.** Each of the Parties shall execute an operating agreement with the Society which will include, but shall not be limited to the following terms and conditions:
- a. a commitment to fund the Society with the Party's Marketing Levy subject to amounts to be deducted to cover the cost of levy collection and administration;
  - b. obligations of the Society to provide the approved budget and business plan of the Society to each Party by no later than February 28 of each year;
  - c. obligations of the Society to provide additional information at the Request of a Party acting reasonably and subject to confidentiality or privacy obligations whether in person or in a written report;
  - d. providing a right for a Party to terminate the Operating Agreement while minimizing the impact on existing budget and business plans of the Society which termination right shall require that a Party must provide notice of termination by no later than March 31 of a fiscal year and termination would be effective at the end of the subsequent fiscal year. For example, if a Party wished to terminate the operating agreement for the fiscal year commencing April 1, 2026 and ending March 31, 2027 that Party would provide notice of termination no later than March 31, 2026 and any termination would be effective March 31, 2027;
  - e. providing a right to terminate the operating agreement if at any time all of the Parties unanimously agree to terminate, in which case termination shall be on thirty (30) days' notice;

- f. providing for the return of all funds held by the Society to the Parties based on the proportion of total levy funds held by the Society that came from each Party's Marketing Levy in the event of termination of the operating agreement for any reason including but not limited to paragraph 2 e. hereof or the Society ceasing to operate; and
  - g. such other terms and conditions as are reasonable, usual or customary.
3. **Binding Nature.** This MOU is intended to be a binding obligation of each Party.
4. **Term.** This MOU shall continue in full force and effect until such time as the Society is formed and operating agreements are executed 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.
5. **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.
6. **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.
7. **No Assignment.** No party hereto may transfer or assign its rights or obligations hereunder without the prior written consent of the other parties hereto.
8. **Time of Essence.** Time is of the essence in this MOU.
9. **Governing Law.** This MOU shall be interpreted in accordance with the laws of the Province of Nova Scotia and of Canada as applicable therein.
10. **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.
11. **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.

12. **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: \_\_\_\_\_  
Cathy Hinton, Mayor

Per: \_\_\_\_\_  
Michael Dolter, CAO

**TOWN OF STEWIACKE**

Per: \_\_\_\_\_  
Doug Glasser, Mayor

Per: \_\_\_\_\_  
Marc Seguin, CAO

**MILLBROOK FIRST NATION**

Per: \_\_\_\_\_  
Robert Gloade, Chief

Per: \_\_\_\_\_  
Claire Marshall, Executive Director

## SCHEDULE "A" DUTIES AND RESPONSIBILITIES

### *Responsibilities of the Central Nova Scotia Tourism Development Society.*

The Strategic Tourism Expansion Plan (STEP) is a short-term, three-year action plan designed to guide the Society's initial efforts in developing and marketing tourism in Truro-Colchester. The Society will focus on implementing STEP's recommendations to build a strong foundation for sustainable tourism growth. After three years, the board will take the lead in developing a long-term strategic plan that expands on STEP's outcomes and aligns with evolving regional priorities.

#### Key Responsibilities:

- Governance & Leadership – Manage finances, ensure levy funds are used effectively, and oversee the hiring of a Tourism Manager.
- Tourism Development & Destination Management – Support new tourism experiences, strengthen Indigenous tourism offerings, address infrastructure gaps, and enhance regional attractions.
- Funding & Financial Oversight – Allocate levy funds strategically: 50% to leisure tourism, 25% to business events, and 25% to major events.
- Marketing & Promotion – Develop a regional marketing strategy, collaborate with key tourism partners, and amplify visibility through digital campaigns.
- Business & Major Event Attraction – Secure conferences, events, and overflow business from Halifax, while expanding signature events.
- Digital & Data-Driven Growth – Enhance the region's online presence, train operators in digital marketing, and leverage visitor data for smarter targeting.
- Expanding Off-Season & Winter Tourism – Grow winter tourism with expanded festivals, outdoor activities, and community events.
- Community Engagement – Host tourism summits, update stakeholders, and foster collaboration with local businesses and residents.
- Sustainable & Regenerative Tourism – Promote eco-friendly practices, prioritize local sourcing, and develop a long-term vision for sustainable growth.

# MEMORANDUM



TO: Erin Richard  
FROM: Charles Thompson  
DATE: April 29, 2025  
RE: Tourism Society MOU

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This memo contains a summary of the Memorandum of Understanding (“MOU”) prepared by the County of Colchester for the establishment and operation of a Society to administer the funds collected through the marketing levies on hotels and other short term rental accommodations. The MOU is among Colchester, Truro, Stewiacke, and Millbrook First Nation, called the “Parties” in the MOU.

**Paragraph 1 - Formation of Society:** This paragraph deals with the establishment of a new Society under the Nova Scotia *Societies Act*.

- a) **Name:** The name of the Society will be the “Nova Scotia Tourism Development Society”.
- b) **Objectives:** The main objective of the Society is fairly broad - to undertake activities for tourism marketing and development in the areas covered by the 4 Parties.
- c) **Members:** All societies must have members. The members of the Society will be the 4 Parties plus the Directors.
- d) **Directors:** This is an important provision, since the Directors of the Society will have the power and authority to direct the activities of the Society. There are to be 11 Directors, as follows:
  - i) One Director who is a Councillor from each Party, so that each Party has one Council member who is a Director of the Society.
  - ii) One Director representing a hotel or motel, one representing short-term rentals such as Airbnbs, and one representing smaller accommodations such as Bed & Breakfasts.
  - iii) Four Directors representing various tourism operators other than accommodations.

In addition to the 11 voting Directors, each Party can appoint a non-voting Ex-Officio Director, who would likely be the CAO or another staff member.

- e) **Appointment of Directors:** Each Party will appoint its own Councillor Director. All other Directors will be appointed either at an AGM of the members of the Society, or by the Directors. Except for the Councillor Directors, any new Directors have to be approved by at least  $\frac{3}{4}$  of the Councillor Directors. This provision gives the 4 Parties significant control over who is appointed as a Director.

**f) Membership Ceases:** A Party ceases to be a member of the Society if it no longer has an “Operating Agreement” in force with the Society. A Director ceases to be a member when they are no longer a Director.

**g) Director Position Ceases:** Councillor Directors cease to be Directors if the Party who appointed them removes them (eg: The Town of Stewiacke Council votes to remove their Director), or if they are no longer a Councillor for the Party who appointed them. If a Councillor Director position becomes vacant, the Council of that Party can appoint a new Councillor Director in their place.

Other Directors can be removed at any time by a vote of at least  $\frac{3}{4}$  of the Councillor Directors. As with the appointment of Directors, this provision is important in that it gives the 4 Parties significant power to decide who will compose the Board of Directors.

**h) Duties of Society:** The general duties of the Society are set out at Schedule “A” of the MOU. In general, the Society is to implement the short-term, three-year action plan contained in the Strategic Tourism Expansion Plan (STEP). After three years, the Society is to develop a long-term strategic plan for developing and marketing tourism in the area. Some of the “key responsibilities” contained in Schedule “A” include managing the Society’s financial affairs and hiring a tourism manager and allocating the Marketing Levy funds to events and organizations.

**i) Fiscal Year:** To run from April 1<sup>st</sup> to March 31<sup>st</sup>, to coincide with the fiscal years of the Municipalities.

**j) Budget and Business Plan:** The Board of Directors has to prepare a budget and business plan each year. The budget and business plan has to be approved by at least  $\frac{3}{4}$  of the Councillor Directors. Again, this provision provides the Parties with some control over the financial management and activities of the Society. The approved budget and business plan is to be provided to the Parties by February 28<sup>th</sup> each year, but only for their information. The councils of the individual Parties do not have any responsibility or ability to approve (or not approve) the annual budget and business plan.

**k) Additional Information:** A Party can make reasonable requests for additional information from the Society.

**l) Employees:** The Society may employ a maximum of 2 people, unless each of the 4 Parties agrees to the Society having more employees. This provision is intended to minimize the costs of running the Society in order to free up as much money as possible for grants to third parties for tourism and marketing events.

**Paragraph 2 - Operating Agreements:** Once the Society is established, each of the 4 Parties will enter into an “Operating Agreement” with the Society. Each operating agreement will contain the following provisions:

a) The Party will agree to pay its Marketing Levy funds to the Society, subject to an amount to be deducted to cover the cost of levy collection and administration.

b) The Society must provide the approved budget and business plan to each Party by February 28<sup>th</sup> each year.

- c) The Society must provide additional information to a Party upon request.
- d) A Party may terminate the Operating Agreement, but it has to provide notice of termination by no later than March 31<sup>st</sup> of a year, with termination to be effective at the end of the following fiscal year. This means that a Party would have to provide at least one year's notice if it wished to terminate its Operating Agreement.
- e) If all 4 Parties wished to terminate the Operating Agreement, termination could occur on 30 days notice.
- f) If the Operating Agreement is terminated, the funds held by the Society are to be returned to the 4 Parties on a pro rata basis. For example, if Stewiacke had contributed 10% of the total Marketing Levy funds received by the Society, Stewiacke would receive 10% of the funds held by the Society at the time of termination.

**Remaining paragraphs:** Most of the remaining paragraphs in the MOU (paragraphs 3-12) are fairly standard legal term and conditions. A couple of note are the following:

4. **Term:** Once the MOU is signed, it is intended to remain in effect until the Society is formed and the Parties have all entered into the Operating Agreement with the Society. After that, the operations of the Society and the Parties' relationship with the Society, will be governed by the Society's Bylaws and by the Operating Agreement.

5. **Dispute Resolution:** If any disagreements arise out of the MOU, the Parties agree to attempt to resolve the disagreement through negotiation and mediation, failing which, in a worst-case scenario, they would go to arbitration.

## **Conclusion**

Once the MOU is approved and signed by all 4 Parties, the next step will be to prepare the documents to form the Society, including the Bylaws, which will incorporate the provisions contained in paragraph 1 of the MOU. The Operating Agreement will also have to be prepared and signed by the Society and the Parties, in accordance with paragraph 2 of the MOU.

At the end of the process, the Society will be an independent entity that governs itself and administers the Marketing Levy funds from each of the 4 Parties. However, collectively the 4 Parties will have significant control over the Society through the requirements that some key decisions require approval of ¾ of the Councillor Directors, including who becomes and remains a director, and the annual budget and business plan.

I hope the above is helpful. Let me know if I can provide any further information or clarification to you.



Charles Thompson

Recommendations	Actions	Role	Timing
<p><b>1. Operationalize the Strategic Tourism Expansion Plan Implementation Leadership Model, which aims to balance accountability, local representation, and effective implementation of the tourism strategy.</b></p>	<ul style="list-style-type: none"> <li>Establish the Regional Tourism Development Society (not-for-profit)               <ul style="list-style-type: none"> <li>An Executive Committee made up of municipal partners manages the society leadership recruitment process.</li> </ul> </li> </ul>	MUN LP	IT
	<ul style="list-style-type: none"> <li>Once approved by Councils and First Nations, the leadership model will include:</li> <li><b>The Society</b>, 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"> <li>Four municipal/First Nation units (one from each - Truro, Colchester, Millbrook and Stewiacke. This group would act as the Executive Committee.</li> <li>An application process would ensure diverse representation across Colchester, considering geographic balance and varied perspectives within the industry to select:</li> <li>Three industry partners (representing one large hotel, one Airbnb/VRBO, and one small niche operator</li> <li>Four tourism-related attraction operators</li> </ul> </li> </ul>	MUN LP	IT
	<ul style="list-style-type: none"> <li><b>Accountability and Financial Oversight:</b> 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"> <li>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</li> </ul> </li> </ul>	DS MUN LP	IT
	<ul style="list-style-type: none"> <li><b>A STEP Tourism Manager:</b> 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</li> </ul>	DS	IT



To: Town Council  
From: Marc Seguin  
Re: Town Vehicle Purchase  
Date: May 8, 2025

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## **RECOMMENDATION**

That, the Town Vehicle Purchase be received; and

That subject to Council approval of the 2025-2026 capital budget, that Council approve the purchase of the two vehicles from the Bruce Auto Group in the amount of \$76,275.

## **Background**

Town Staff issued a tender document which closed on April 15, 2025 at 2:00PM in accordance with Town procurement policy.

The Town of Stewiacke received bids on the supply and delivery of two (2) half ton trucks.

All vehicles proposed were required to have at a minimum.

1. 2 wheel drive
2. Single cab
3. 8 ft box
4. Back rack – Similar to picture enclosed
5. Box liner (plastic liner specified)
6. Trailer hitch

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



7. Colour - White is preferred

## DISCUSSION

Two bids were received at the closing of the tender on April 15, 2025 at 2:00pm.

Bid #	Company	Total
Bid # 1 – <b>LOW BID</b>	Bruce Auto Group	\$76,275
Bid # 2	O'Regan's Automotive Group	\$82,872

## POLICIES/LEGISLATION

Town Procurement Policy – 2000-05

## FINANCIAL

Approved has been granted in Town Budgets as follows:

- WU- 2024/25 – Half ton= \$40,000
- PW-2025/26 – Half ton = \$40,000 (Subject to Council Approval)
- Total of \$80,000

The combined purchase price of the low bid by Bruce Auto Group for the purchase of the two vehicles with the trade in allowance is \$76,275 which is within the approved budget.

Staff will proceed with the purchase subject to Council approval of the 2025-2026 capital budget.

## CONSULTATIONS

Jeff Sibley – Superintendent, Public Works

Helen Young – Manager, Finance

## ATTACHMENTS

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



REQUEST FOR TENDER - Public Works Vehicles (Two)  
TOWN OF STEWIACKE STEW-2025-02

**CONCLUSION**

Staff recommend proceeding with the purchase of the two vehicles from the Bruce Auto Group in the amount of \$76,275 subject to council approval of the 2025-2026 capital budget.

Approved by:

  
\_\_\_\_\_  
**Marc Seguin**  
**Chief Administrative Officer**

**STEWIACKE**  
RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

**REQUEST FOR TENDER**

**Public Works Vehicles (Two)**  
**TOWN OF STEWIACKE**  
**STEW-2025-02**

**CLOSING: April 15, 2025 at 2:00 pm**

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



## INSTRUCTION TO BIDDERS

Sealed Tenders, in clearly marked envelopes, are to be delivered to Town Hall - 295 George Street, Stewiacke NS, B0N 2J0, **prior to 2:00:00 P.M. LOCAL TIME on April 15, 2025.**

This Request for Tender is to obtain an offer from a qualified contractor to supply a vehicle. The Town of Stewiacke reserves the right to at any time during the process, reject any or all tenders, either in whole or in part.

**Tenders received after the deadline, will not be opened and will be returned unopened. Fax or electronic (email) submissions will not be accepted. The onus is on the Proponent to ensure that the Tender is received in the proper location and before the closing time.**

## COMMUNICATIONS

All questions relating to this tender, are to be directed to Jeff Sibley at 902-897-7803 or [jsibley@stewiacke.net](mailto:jsibley@stewiacke.net)

## INSTRUCTIONS TO PROPONENTS

Sealed Tenders, in clearly marked envelopes which includes the prescribed form(s) as instructed, are to be delivered to **Town Hall - 295 George Street, Stewiacke NS, B0N 2J0**, prior to 2:00:00 P.M. LOCAL TIME (as per time clock located in the Corporate Services Division) **April 15, 2025**. Bids may also be sent by email and must be received by 2:00:00 P.M. LOCAL TIME. Emailed bids must be sent to [procurement@stewiacke.net](mailto:procurement@stewiacke.net)

The Town of Stewiacke is NOT obligated to accept the lowest or any Tender. The onus is on the Proponent to ensure that the Tender is received in the proper location and before the closing time.

Tenders must be submitted on the forms provided. Tenders that do not comply strictly with the terms and conditions hereof may be declared informal and/or disqualified. Tenders that are incomplete, conditional, obscure or qualified will be rejected.

Your signed Tender submission shall be taken as your statement that you understand the requirements and agree to comply with our requirements and any supplementary terms and conditions stated in the Tender Documents. Your signed Tender Document confirms that you have checked and confirmed your pricing and by signing the Form of Tender and/or Form of Quotation or your Tender submission, you agree that you have not omitted any items from your Tender and you will be bound by law to supply the items as specified at the prices proposed.

## SCOPE OF WORK

The Town of Stewiacke is receiving bids on the supply and delivery of two (2) half ton trucks. All vehicles proposed must have at a minimum.

1. 2 wheel drive
2. Single cab
3. 8 ft box
4. Back rack – Similar to picture enclosed



5. Box liner (plastic liner specified)
6. Trailer hitch
7. Colour - White is preferred

**Trade In** - The Town is interested in trading in a vehicle against the purchase. We understand that bidders will need to see the vehicle prior to the final trade in value being established, however we would ask bidders to provide an approximate trader in value. The Town reserves the right to accept or reject the final trade in value on the purchase of the vehicle.



**Vehicle trade in information:**

Make: Ford F150

Year: 2019

Colour: White

VIN: 1FTMF1CB9MKD51034

Mileage: Approximately 115,000KM



# STEWIACKE

RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

Public Works Vehicle  
Stew 2025-02



STEWIACKE  
RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

Public Works Vehicle  
Stew 2025-02



STEWIACKE  
RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

Public Works Vehicle  
Stew 2025-02



# STEWIACKE

RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE NORTH POLE & EQUATOR

Public Works Vehicle  
Stew 2025-02





**FORM OF TENDER**

**TO:** The Corporation of the Town of Stewiacke (hereinafter called the "Town")

**TENDER:** Public Works Vehicle

\_\_\_\_\_  
(Name of Firm or Individual Proponent)  
Address and Postal Code:

Name of Person Signing for Firm: \_\_\_\_\_

Position of Person Signing for Firm: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I/We, the undersigned, having carefully examined the minimum vehicle requirements, and having read, understood, and accepted them submit this bid in strict accordance with the Tender Documents noted above and hereto attached for the lump price including taxes of: \_\_\_\_\_ Dollars  
(In Words, including taxes)

The cost of proposed vehicle: \$ \_\_\_\_\_  
Harmonized Sales Tax \$ \_\_\_\_\_

**TOTAL BID** \$ \_\_\_\_\_

**Additional Price: Trade In**

I/We acknowledge that The Town is interested in trading in a vehicle against the purchase. We understand that bidders are asked to provide a trade in value and that the Town is aware that bidders will need to see the vehicle prior to a final trade in value being established. Furthermore we acknowledge that the approximate trade in value (if agreed to) will be used against the purchase of the vehicle and that the Town reserves the right to accept or reject the final trade in value towards the purchase.

Total proposed vehicle trade in value: \$ \_\_\_\_\_

Harmonized Sales Tax \$ \_\_\_\_\_

**TOTAL TRADE IN VALUE** \$ \_\_\_\_\_

**PROPONENT'S DECLARATION**

I/We certify that:

1. The party(ies) executing this document is authorized to bind their corporation.
2. To the best of my/our knowledge and belief the information provided in our Tender submission is correct.
3. Except as expressly and specifically permitted in the Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this tender process, and by submitting a tender each Proponent shall be deemed to have agreed that it has no such claim.
4. To the best of my/our knowledge and belief the Tender submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a tender 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. My/Our Tender submission will remain open for acceptance for a period of 90 (ninety) business days after opening of the Tenders and the Town of Stewiacke may at any time within this period accept our Tender submission.
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 tender submission or our performing of or observing the contractual obligations of the proponent as set out in the contract.

I/We agree if awarded the contract that I/we will supply at the time of issue or my execution of the contract, at my/our expense, a copy of our letter of incorporation, certificate of corporate status, or business registration.

Name of Firm: \_\_\_\_\_

Signing Officer's  
Signature: \_\_\_\_\_

Declared by me this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

## GENERAL ACKNOWLEDGEMENTS

### No Collusion

In participating in this Request for Tender, the Proponent will not discuss or communicate, directly or indirectly, with any other Proponent or any servant, agent or representative thereof, respecting the preparation or presentation of their Tender. Each Proponent's Tender shall be submitted without any connection, knowledge, comparison of figures or arrangements with any other Proponent or servant, agent or representative thereof and each Proponent will be responsible to ensure that its participation in this process is conducted fairly and without collusion or fraud.

### Conflict of Interest

The Proponent shall provide a statement that clearly identifies that the Proponent has no conflict of interest with respect to other work and/or other clients.

No member of the Council and no officer or employee of the Town is, will be, or has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said agreement, or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived therefrom

### Cancellation

Failure by the successful Proponent to comply with all terms, conditions and general provisions of this Request for Tender to the satisfaction of the Town of Stewiacke shall be just cause for the cancellation of the Contract award. The Town of Stewiacke shall then have the right to award this Contract to any other Proponent, or to re-issue the Request for Tender.

### Default

In the event that the successful Proponent fails to properly, promptly, and fully carry out the Work required by these Documents, the Town reserves the right to notify the successful Proponent to discontinue all Work under this Contract, to advertise for new Tenders or carry out the Work in any way as the Town may, at its sole discretion, deem best.

### Indemnification

The Proponent will indemnify and save harmless the Town, its employees, agents, successors, and assigns, from and against all actions claims and demands whatsoever which may be brought against or made upon the Town and against all losses, liability, judgments, claims, costs, demands or expenses which the Town may sustain, suffer, or be put to resulting from or arising out of the Proponent's failure to exercise reasonable care, skill or

diligence in the performance or rendering of any Work or service required hereunder to be performed or rendered by the Proponent.

#### Claims and Costs

All costs and expenses incurred by the Proponent relating to the Tender submission and any negotiations with the Town of Stewiacke will be borne by the Proponent. The Town of Stewiacke is not liable to pay such costs or expense or reimburse or compensate Proponents under any circumstances, including the rejection of any or all other Tenders. The Town of Stewiacke will not accept responsibility for any delays or costs associated with any reviews or the approval process. No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Tender and by submitting a Tender, the Proponent shall be deemed to have agreed that it has no claim. The Proponent hereby releases and waives any claims for damages, including any claims for damages for fundamental breach, relating to this Request for Tender.

#### Rejection of Tenders

The Town of Stewiacke reserves the right to reject any, or any part of, or all Tenders, and also reserves the right to award a contract to other than the Proponent submitting the lowest total acquisition cost or highest scored Tender. The Town of Stewiacke will not consider Tenders where the Form of Tender is improperly filled out.

#### Variation of Tender Prices

No variation in the unit prices or total Tender Price will be permitted after a sealed Tender has been submitted to the authorized representative, except in the instance of variation due solely to an increase or decrease in the rate of eligible taxes, beyond the control of the Proponent, occurring after the time and date of submission of their Tender. An increase or a decrease in the rate of eligible taxes, under these circumstances, shall alter the price of the Tender, but only to the extent of the tax increase or decrease.

#### Legal Compliance

The Contract resulting from the Request for Tender shall be governed by, subject to and interpreted in accordance with the laws of the Province of Nova Scotia.

Proponents/Bidders will be required to demonstrate that they are in compliance with the requirements of any applicable authority which is licensing, regulating or approving the activities which relate to the tender, request for tender or quotation.



To: Town Council  
From: Marc Seguin, CAO  
Re: Town Hall Building Report  
Date: May 8, 2025

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**RECOMMENDATION**

That Town Hall Building Report be received.

**ORIGIN**

The Town of Stewiacke Town Hall, which houses the local library branch was built pre 1940 and additions were compelled in the 1960s and 1970s. This would make the building +/- 85 years old.

The building has recently been inspected for violations against the building and fire code. No previous fire inspection reports have been found on file for the building.

**Background**

The Town of Stewiacke is required to be compliant with the building and fire code and must respond to the inspectors report.

The Town of Stewiacke Town Hall, was built approximately 85 years ago and many expansions / renovations have occurred.

Town Staff are not aware of the date of or if any previous fire inspection reports have been completed on the building.



The memo enclosed below, documents all fire code violations as noted by the Town building inspectors.

The Town of Stewiacke are required, to provide the building inspectors with a schedule and/or time frame to which each of the above-mentioned items will be addressed or what other direction will be taken. Town CAO will meet with the inspectors following direction from Council.

## **DISCUSSION**

There are options for the Town to explore. Options could include, but are not limited to:

**Option 1** - Town Council, could instruct staff to proceed with all of the repairs and fixes needed on the building.

The current list of code violations provided by the inspectors is significant and the Town is responsible for correcting each item. Staff note that this option would likely result in the building needing to be taken down to the studs and rebuilt based on new code and accessibility standards. Additionally, given the age of the building, it is likely that designated substances exist in the building which will add to demolition and construction costs.

If this option is selected, both the Town Hall Staff and Library will need to be housed at temporary locations during the renovation project.

**Option 2** - The Town could initiate the process to construct a new Town Hall on vacant Town owned properties.

Knowing that the current Town Hall and library building was nearing the end of its life cycle, our previous Council purchased a property at 46 Main St. for future Town infrastructure needs.

This land could be used for the purpose of building a new Town Hall and Library or for another Town need as directed by Council.



**Option 3** – The Town could look at additional options to house staff. The Town owns the old public works building and the Community Centre which have space; however each would need significant investments to meet Town business needs and meet proper building code, including the provinces new accessibility standards.

While the old public works building does provide space, it requires a significant investment to make the space usable and offers minimal floor space. The building space does not allow for the space required to conduct Town business and does not provide space for the library.

### **POLICIES/LEGISLATION**

Nova Scotia building and fire code.

### **FINANCIAL**

The financial implications are not known at this time.

Each option presented above requires a different but significant financial investment.

Staff note that should the Town build a new building, that the current property at 295 George St. could be sold and the proceeds used to offset the cost of a new building.

### **CONSULTATIONS**

Avery Withrow – Town Building Inspector

Pat Boyce – Town Building Inspector

### **ATTACHMENTS**

Building Inspection Report – 295 George St.



## CONCLUSION

Staff present this report to Council as information and note that direction from Council to Staff is required.

*Marc Seguin*

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

# Fire Inspection Report



Town of Stewiacke  
 Fire Inspection Services  
 PO Box 8 Stewiacke, NS  
 B0N2J0

<b>Contact</b>	Marc Seguin	<b>Occupant</b>	Library and Town of Stewiacke
<b>Occupancy</b>	Library – Assembly Occupancy Town Hall offices – Business and Personal Services Occupancy	<b>Phone No</b> <b>Email</b>	(902) 639-2231 <a href="mailto:mseguin@stewiacke.net">mseguin@stewiacke.net</a>
<b>Classification</b>	Group A2 Assembly and Group D	<b>Address</b>	285 George Street, Stewiacke, NS
<b>Building Height</b>	2 storey	<b>Owner</b>	Town of Stewiacke
<b>Building Area</b>	267.5m <sup>2</sup> (2880ft <sup>2</sup> )	<b>PID#</b>	20122941
<b>Year Built</b>	Building -Pre 1940s Additions- 1960s and 1970s	<b>Owners Address</b>	PO Box 8 Stewiacke, NS B0N 2J0
<b>Occupant Load</b>		<b>Fire Inspector</b>	Pat Boyce Accompanied by Avery Withrow and Jeff Sibley
<b>Area</b>	<b>Persons</b>		
1 <sup>st</sup> floor offices and library	88		
2 <sup>nd</sup> floor	40		
TOTAL	128		
<b>NOTES: No pervious fire inspection on file. Building history provide by Ronald Colpitts (Local Contractor). The library space (unit) was created(renovated) in 1990 by Mr. Colpitts.</b>			

During a fire inspection carried out on the above building, the following deficiencies were noted:

1. Fire extinguishers in the Library and Town Hall 1<sup>st</sup> floor kitchen areas were not accessible, hung up and/or not visible. Please have the portable fire extinguishers mounted on a wall, visible and unobstructed access. National Fire Code of Canada 2.4.5.1.(2).
2. The portable fire extinguishers located on the second floor, one by the council chambers and two in the new office area and existing storage area are of the incorrect type, size and not had their yearly inspection performed by a certified company. Have these portable fire extinguishers replaced with a minimum 2A-10BC portable fire extinguishers and have them inspected and serviced by a certified company and hung up on the wall. National Fire Code of Canada 6.2.1.1.
3. At the time of the fire inspection there was no emergency lighting located in the council chambers, front stairway (wrong type at top of stairs and not working), in the first-floor corridor with the electrical panels, in the access route to the rear fire escape, in the access route to library rear exit door and the first-floor office and lobby areas. Please have Install emergency lighting installed in the above identified locations. If self-contained emergency lighting units are used, they shall conform to CSA C22.2 No. 141, "Emergency Lighting Equipment and be installed by a qualified electrician. Emergency lighting is required to be located in exits, public corridors, access to exits, floor areas where the public may congregate, and in food preparation areas so they can find their way to exit the building at night when the power fails. National Fire Code of Canada 2.7.3.1.(1).
4. Nearly all the existing emergency lighting units throughout the building were not working property. Please have all existing emergency lighting working properly by having qualified electrician repair or replace the units. Self-contained emergency lighting units shall conform to CSA C22.2 No. 141, "Emergency Lighting Equipment. National Fire Code of Canada 2.7.3.1.(1).
5. There are extension cords in use for the library running a mini fridge and lamp, In the Town Hall staff kitchen for a coffee maker, in the Town Hall server/communication room running equipment, and in the back office upstairs running computer equipment. Remove the extension cord and have the appliances, equipment and devices plugged directly into an electrical duplex, certified electrical power bar, or relocate the equipment so that it can be plug directly into an electrical duplex. All electrical installations are to be preformed by a qualified electrician. National Fire Code of Canada 2.4.7.1.

6. Electrical wires are exposed from junction box in the ceiling of one of the new upstairs offices above the library (ceiling light fixtured removed). Please have a cover install over the wires and junction box. National Fire Code of Canada Division B 2.4.7.1.
7. There were exits signs and directional exit signs missing, not working, or the wrong type. Install exit signs over or adjacent to every exit door and door that is located in the path of travel to exit the building. Install directional exit signs in corridors, hallways, stairways and other locations to indicate the way to an exit door. The signs must be illuminated continuously while the building is occupied. National Fire Code of Canada Division B 2.7.3.1.(1).
8. The path of travel (means of egress) to the fire escape exit door was obstructed with storage items, and to the library rear exit door by a bi fold door. Please have these items removed and maintain an unobstructed means of egress width 1100mm (43 Inches) to the exit door. National Fire Code of Canada 2.7.1.1. and 2.7.1.6.
9. Accessibility equipment (chair lift) had been installed on the center stairway, thus reducing the minimum means of egress width of 36 inches on stairs for a two-storey building to 28 inches. Please have the chair lift altered to maintain the 36-inch width or remove the chair lift. National Fire Code of Canada 2.7.1.1. and 2.7.1.6.
10. The furnace room requires a minimum 1-hour fire resistance rated fire separation and a 45-minute fire protection rated hardware, door, self-closing device and door frame. These items are required to slow down the spread of a fire if one were to occur in a higher fire risk area. There were a number of these items for the 1-hour fire resistance rated fire separation room missing, not rated, penetrated, or damaged. Install the required minimum 45-minute fire resistance rated self-closing devices, hardware, doors, and door frames. These holes, opening, and penetrations must be sealed with a fire stopping material, device, or system that meets a minimum 1hour fire resistance rating. All damaged sheet rock is to be repaired or replaced with same type to maintain the 1hour fire resistance rated fire separations. National Fire Code of Canada 2.2.1.2. and 2.2.2.1.
11. There was an accumulation of combustible materials stored in the furnace room. Have the combustible removed and stored or disposed of properly. National Fire Code of Canada 2.4.1.1.(1).
12. The library space/unit including the small storage room under the stairs is to be separated from the remaining building with a minimum 1-hour fire resistance rated fire separation. The current wall and ceiling assemblies of this space does not meet this minimum requirement. Please install the required fire resistance rated fire separation. National Fire Code of Canada 2.2.1.1.
13. The front exit stairway and the middle exit stairway/corridor are to be separated from the remaining building including washrooms with a minimum 45-minute fire resistance rated fire separation. The current wall and ceiling assemblies of this space does not meet this minimum requirement. Please install the required fire resistance rated fire separation. National Fire Code of Canada 2.2.1.1.
14. The ceiling/floor assembly between the 1<sup>st</sup> and 2<sup>nd</sup> floors of the building is required to be constructed as a minimum 45-minute fire resistance rated fire separation. The ceiling/floor assembly above the library is to be constructed as a minimum 1-hour fire resistance rated fire separation. The current ceiling/floor assembly between the 1<sup>st</sup> and 2<sup>nd</sup> floors of the building does not meet these minimum requirements. Please install the required fire resistance rated fire separation. All structural components supporting the rated ceiling/floor assembly including exterior and interior walls, columns, and beams/arches are to have an equal fire resistance rating. National Fire Code of Canada 2.2.1.1.
15. Doors, door hardware, self-closing devices and door frames within the front exit stairway and middle exit stairway/corridor rated fire separations, (exterior doors not included), are required to have a minimum 20-minute fire protection rating. Please install the required fire protection rated doors, door hardware, self-closing devices and door frames. (A total of 7 doors will be required to meet these requirements) National Fire Code of Canada 2.2.2.1.
16. The egress door to the middle exit/corridor (exit path of travel) from the library have dead bolts, locks, and/or multiple releasing mechanisms to open this door. You must be able to open these type doors from the exiting side and readily openable without requiring keys, special devices, or specialized knowledge of the door-opening mechanism with not more than one releasing operation. Have every egress and access to exit door be equipped with a latching mechanism, a device that will release the latch and allow the door to be readily openable without requiring keys, special devices, or specialized knowledge of the door-opening mechanism with not more than one releasing operation. National Fire Code of Canada 2.7.1.1.

17. The walls and ceilings in the front exit stairway and middle exit stairway/corridor were finished with residential wood paneling and ceiling acoustic tiles which does not meet the flame spread rating of 25 for exits. The flame spread ratings of all interior finishes on exit walls and ceilings must have a flame spread rating of 25 for exits and exit routes. Submit documentation to this office showing that the flame spread ratings of all residential wood paneling and ceiling acoustic tiles installed has a maximum flame spread rating of 25 or have the residential wood paneling and ceiling acoustic tiles removed and/or covered with a material that has a flame spread rating of 25. National Fire Code of Canada 2.3.1.1.
18. All other areas/spaces in the building except the library and 1<sup>st</sup> floor Town Hall office areas were finished with residential wood paneling, ceiling acoustic tiles, and/or fiber board which does not meet the flame spread rating of 150 for other areas. The flame spread ratings of all interior finishes on the walls and ceilings must have a flame spread rating of 150 for other areas. Submit documentation to this office showing that the flame spread ratings of residential wood paneling, ceiling acoustic tiles, and/or fiber board installed has a flame spread rating of 150 or have the residential wood paneling, ceiling acoustic tiles, and/or fiber board removed or covered with a material that has a flame spread rating of 150. National Fire Code of Canada 2.3.1.1.
19. The two egress doors at the top of the middle exit stairway/corridor must swing in the direction of travel to exit the building. Currently these doors swing the wrong way (opposite the direction of travel to exit the building). Please have these doors swing in the direction of travel to exit the building. National Fire Code of Canada 2.3.1.1.
20. There is electrical equipment, disconnect switches and panels in a wood cabinet located in the middle exit stairway/corridor on the first floor. This electrical equipment is not permitted to be located in an exit stairway/corridor as it may pose a risk of fire and delay or obstruct exiting out of the building. Please have the electrical equipment relocated out of the exit/corridor or enclose the equipment with a 45- minute fire resistance rated closet complete with 20-minute fire protection rated doors, door hardware, self-closing devices and door frames. National Fire Code of Canada 2.3.1.1.
21. There was no fire safety plan or procedures posted or present in the building. A fire safety plan is required for all buildings containing an assembly use (library). Have a fire safety plan and procedures developed and posted in accordance with the attached requirements. National Fire Code of Canada 2.8.1.
22. All building owners or occupiers are required to keep records for maintenance, inspection and tests for the following fire protection systems
  - Exit doors, fire separation doors and doors(closures) located in means of egress.
  - Emergency lighting.
  - Portable fire extinguishers

Requirements of the testing, maintenance and inspection of the above noted items are attached.

Please provide this office with a schedule and/or time frame to which each of the above-mentioned items will be addressed within 30 days of receiving this report. If we do not receive a schedule from you within 30 days, we will require that all items are corrected within 365 days and a follow-up inspection will be scheduled to confirm.

If you have any questions or need clarification on any of the above, please contact me at 902-639-2231.

Thank you,

Pat Boyce,  
Municipal Fire Inspector  
Town of Stewiacke



## **Audit Committee Report to Committee of the Whole – May 8<sup>th</sup>, 2025**

The Audit Committee met on April 23<sup>rd</sup> with the Town of Stewiacke’s Auditor from MNP. All committee members were in attendance.

The committee and staff will be working with the auditor during the months of May and June with the anticipation of having a full audit report to Council for the July 2025 Council session.

I would like to thank our Manager of Finance, Helen Young, for your hard work and dedication.

Respectfully submitted,

Councillor Pam Osborne, Chair



## **Business & Tourism Committee Report to Committee of the Whole – May 8<sup>th</sup>, 2025**

The Business & Tourism Committee met on April 24<sup>th</sup> to discuss the Committee’s vision, goals and achievements for the upcoming 2025/26 fiscal year.

We had six members in attendance and the discussion was held over a two hour interactive session.

After much discussion and examination by the committee members; the following was recommended as our primary role – attract new business while supporting the businesses already here; communication with businesses, residents and other organizations like TCPEP & Chamber of Commerce; engaging residents to see what they would like for businesses i.e. restaurants, shops, industrial; support and provide input for the upcoming Municipal Strategic Plan review; be proactive as much as possible while realizing being reactive is strength as well.

The following motion was made and passed unanimously at the Committee meeting –

MOTION: I move to change the committee’s name from “Stewiacke Business & Tourism Committee” to “Stewiacke Business Committee”. Motion made by Greg Connell. Second, by Jeff Gray. Motion carried.

As such, as Chair of the committee, **I would like to make the motion that the Stewiacke Business & Tourism Committee be renamed to the Stewiacke Business Committee.**

I want to thank the committee members for their engaged, thoughtful, and foresight discussion. I also want to thank Erin Richard, Director of Community Engagement for her hard work and dedication to this committee.

Respectfully submitted,

Councillor Pam Osborne, Chair