



## **NOTICE**

**MEETING:** St Mary's Municipal Council  
Committee of the Whole

**DATE:** Wednesday, April 3<sup>rd</sup>, 2024

**TIME:** 4:00 pm

**PLACE:** St. Mary's Municipality  
Council Chambers, Sherbrooke, NS

**Please advise if unable to attend**



# Municipality of the District of St. Mary's

Committee of the Whole Meeting Agenda  
Wednesday, April 3<sup>rd</sup>, 2024 at 4:00pm

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*We acknowledge that we are gathering in Mi'kmaq the traditional unceded territory of the Mi'kmaq people.*

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of Minutes: COTW held March. 20<sup>th</sup>, 2024
6. Business Arising from Minutes
7. Correspondence:  
Gaelic Nova Scotia Month 2024
8. Presentation: Atlantic Canada Climate Services Hub of Nova Scotia Environment and Climate Change – Alex Cadel
9. In-Camera: Legal, Personnel, Contract Negotiations
10. Other Matters of Business
  - a. 2024 2025 Municipal Operating Budget – Draft #3
  - b. 2024 2025 Municipal Capital Budgets – Draft #2
  - c. Truth and Reconciliation Update
  - d. Update 2024 Volunteer Awards: Verbal Report
  - e. Transfer Station Service Levels: Verbal Report
  - f. Lease Agreement for the Port Bickerton Lighthouse
  - g. Presentation of the New Municipal District Maps

- h. 2024 and 2025 Internal and External Committee Appointments
- i. Security Action Plans: Verbal Report
- j. Annual Ad Messages
- k. Circular Materials and Extended Producer Responsibility

Adjournment



# Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, March 20<sup>th</sup>, 2024

*We acknowledge that we are gathering in Mi'kma'ki the traditional unceded territory of the Mi'kmaq people.*

## 1. Meeting, Date & Time:

Warden Wier called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, March 20<sup>th</sup>, 2024, at 4:00 p.m. in the Council Chambers, Sherbrooke, N.S.

## 2. Attending:

Warden Greg Wier

Councillor Charlene Zinck

Councillor Beulah Malloy

Councillor Everett Baker

Councillor Courtney Mailman

## Absent with Regrets:

Deputy Warden James Fuller

Councillor James Harpell

## Also Attending:

Doug Patterson, Chief Administrative Officer (CAO)

Marian Fraser, Director of Finance (DOF)

Jadzia Graham, Interim Municipal Clerk

## 3. Additions to the Agenda:

- Addition to #9 c. Nova Scotia Coastal Buoy Awards

## 4. Approval of the Agenda:

*On the motion of Councillor Baker, and seconded by Councillor Mailman, Council approved the agenda with the addition.*

***Motion approved.***

## 5. Approval of Minutes:

*On the motion of Councillor Malloy, and seconded by Councillor Zinck, Council approved the minutes of the COTW Meeting held March. 6<sup>th</sup>, 2024.*

***Motion approved.***

## 6. Business Arising from the Minutes:

- There was no business arising from the minutes.

## 7. Correspondence:

- There was no correspondence.

## 8. Oath of Staff Municipal Election Officials

## 9. Presentation: Charlene Porter – St. Mary's Trails Association

- See the attached presentation.

- St. Mary's Trails Association is requesting the Municipality help fund the expansion of the Trans Canada Trail from Aspen to New Town. The project is going to cost around \$10,000. Their goal is to have a shared-use nature trail along the abandoned rail line in the Municipality. They currently maintain 6.2km of Trans Canada trail between Aspen and Country Harbour.

### **Presentation: Chris O'Brien – Ridgeback Security**

- See the attached presentation.
- Ridgeback Security offers a wide range of security options such as personal security, physical security, and education and training.

### **Nova Scotia Coastal Buoy Awards Dinner and Gala**

- Councillor Charlene Zinck brought up that she would like to have the opportunity to go to the Coastal Nova Scotia Buoy Awards dinner and gala, it is a great opportunity to do networking.

*On recommendation of Councillor Mailman, and seconded by Councillor Baker, Council agree to send Councillor Charlene Zinck to attend the Coastal Nova Scotia Buoy Awards Dinner and Gala.*

***Recommendation adopted.***

## **10. In-Camera: Personnel, Legal, and Contract Negotiations**

*On motion of Councillor Malloy, and seconded by Councillor Baker, Council agree to move In-Camera for Personnel, Legal and Contract Negotiations at 4:40 p.m.*

***Motion approved.***

*On motion of Councillor Malloy, and seconded by Councillor Baker, Council agree to reconvene to regular session at 5:45 p.m.*

***Motion approved.***

## **11. Other Matters of Business:**

### **a. 2024-2025 Draft #2 Municipal Operating Budget**

- See the attached report.
- All revenue remains the same in draft #2 from draft #1, the street light area rates will still be reviewed with the Council before the AGM.
- Some changes to the Municipal Operating budget from Draft 1 are General Government Services (Council, Election, and Insurance) decreased by \$7,346, Protective Services (EMO, Fire services) by \$8,200, Transportation Services (Roads, Street Lights) at \$0, Environment Health Services (Public Works, and Transfer Station) decreased by \$12,181, Environmental Development Services (Economic Development) decreased by \$14,350, and Recreation and Cultural Services (Grants to Organizations, and Equity Diversity Inclusion and Accessibility) increased \$25,348.

### **b. 2024-2025 Draft #1 Capital and Canada Community Building Fund Budgets**

- See the attached report.
- Projects include but are not limited to:

- Sewer Inflow and Infiltration – upgrades to sewer infrastructure to reduction of ground water access.
- Replacement and installation of Sewage lagoon grating at Sewer Treatment Plant.
- Accessibility upgrades doorways at both the Recplex and the local library.
- Completing the second half of Recplex Siding Repairs and installing a new walking track/flooring.
- Upgrades to the Water Treatment Plant automated programmable control system and aeration system for water distribution.
- Housing project focusing on developing a neighborhood concept plan on Municipal Land as identified through the Municipal Land Development Committee.
- Active transportation project based on recommendations from the Active Transportation Plan for the Municipality developed in 2023/24.
- Installation of two additional Dry hydrants within the Municipality for fire protection.
- Upgrades to fire and security systems on Municipal properties.

c. Joint Council Meeting Items with the Municipality of the District of Guysborough and the Town of Mulgrave

- See the attached report.
- The Municipality of the District of Guysborough (MODG) is hosting a joint council meeting with the Municipality of the District of St. Mary's and the Town of Mulgrave. Each municipality is expected to have 3-4 Agenda items.
- Council discussed what items they would like to add to the MODG agenda.
- The items Council agreed on are the Tourism Levy, Community First Guysborough County Housing Association, and Wind Project Overview.

d. Election Tariff of Fees, Expenses, and Service Plan Options

- See the attached staff report.

*On recommendation of Councillor Baker, and seconded by Councillor Mailman, Council approves the service package plan for an electronic election via touch tone phone and internet enabled devices for the 2024 municipal election.*

**Recommendation adopted.**

*On recommendation of Councillor Malloy, and seconded by Councillor Zinck, Council approves the award of providing electronic voting services for our residents to use in the 2024 municipal election to Intelivote Systems Incorporated for a cost of \$4,950.00 Plus HST.*

**Recommendation adopted.**

## Adjournment

*On motion of Councillor Mailman, and seconded by Councillor Baker, there being no further matters of business, Council adjourned at 6:35 p.m.*

**Motion approved.**

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Recorded By  
Jadzia Graham, Interim Municipal Clerk

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Approved By  
Warden Wier

## Gaelic Nova Scotia Month 2024

Gaelic is the language of Gaels. All elements of Gaelic culture, history, and society are informed by the language. As an early settler language, Scottish Gaelic has deep roots in Nova Scotia and was once spoken by tens of thousands of people. One-third of Nova Scotians have Gaelic heritage, and thousands are reclaiming their language and culture today. And, you don't have to have Gaelic heritage to learn and be part of the Gaelic community. Many in Nova Scotia and beyond are learning this vibrant, poetic, musical, and communal language. All are welcome!

The Planning Committee for Mìos nan Gàidheal wants to encourage overall engagement with Gaelic culture in May 2024. We invite you or your organization to advise if you are planning an in-person or online event so that we can help to advertise it as an official event. Some areas of focus might be:

- A lecture or lecture series on Gaelic language;
- Gaelic conversation groups;
- Gaelic storytelling, storytelling tutorials, or lectures on Gaelic storytelling;
- Panels or discussions on Gaelic language, history, and culture;
- Gaelic language connection to music and dance;
- Sharing information on Gaelic traditions and customs;
- Outdoor activities through the medium of Gaelic; or,
- An online event to connect to geographically distant Gaelic communities.

# Gaelic Nova Scotia Month 2024

To have information included in the official public calendar of Gaelic Nova Scotia Month 2024, please provide the following information to [comhairlenagaidhlig@gmail.com](mailto:comhairlenagaidhlig@gmail.com)

**by April 15th, 2024.**

|                                                                                              |              |               |               |
|----------------------------------------------------------------------------------------------|--------------|---------------|---------------|
| <b>Title of Event:</b>                                                                       |              |               |               |
| <b>Date(s):</b>                                                                              |              | <b>Time:</b>  |               |
| <b>Location:</b>                                                                             |              |               |               |
| <b>Brief Description:</b><br>(Format, presenters, entertainment, etc.)                       |              |               |               |
| <b>Event Sponsors:</b><br>(List all if applicable)                                           |              |               |               |
| <b>Event Contacts:</b><br>(Please provide two, if possible)                                  | <b>Name:</b> | <b>Phone:</b> | <b>Email:</b> |
|                                                                                              | <b>Name:</b> | <b>Phone:</b> | <b>Email:</b> |
| <b>Organization's Mailing Address:</b>                                                       |              |               |               |
| <b>Other Information:</b><br>(Please include any other relevant details not mentioned above) |              |               |               |

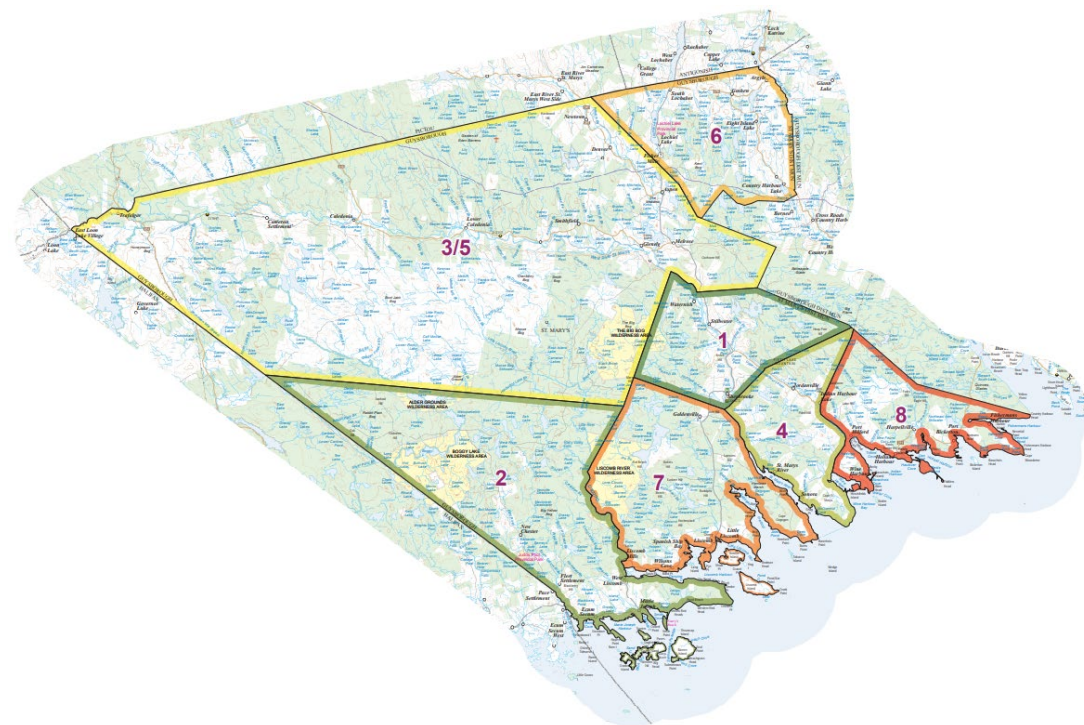


# Climate Change Trends: Municipality of the District of St. Mary's



# Outline

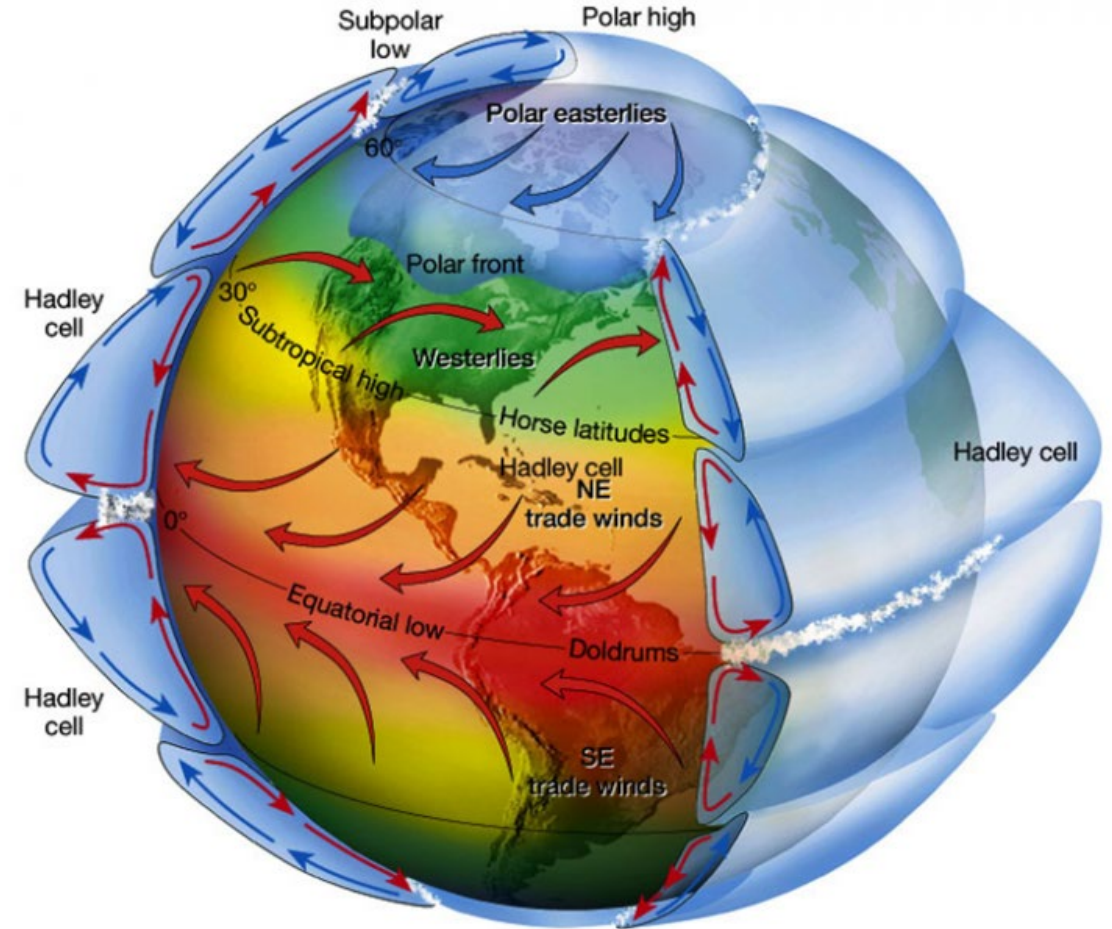
- Understanding the changing climate
- Climate change trends:  
Municipality of the District of St. Mary's
  - It's getting warmer
  - Precipitation patterns are changing
  - More frequent and intense storms
  - Sea levels are rising
  - Oceans are changing
- Final thoughts



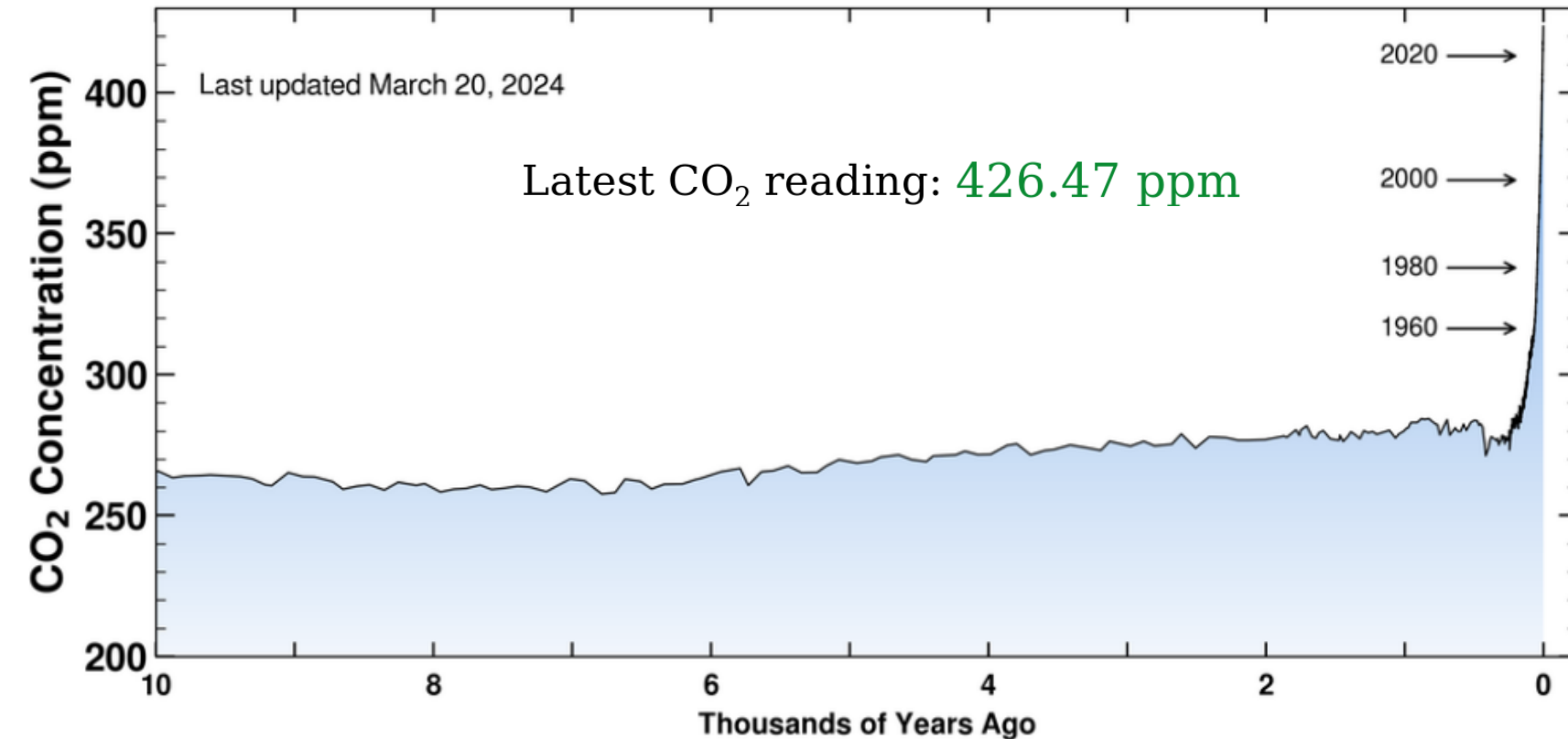
# WEATHER VS CLIMATE

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- **Weather:** day-to-day changes in the atmosphere
- **Climate:** long-term patterns and averages of weather (30 years)



# Greenhouse Gases



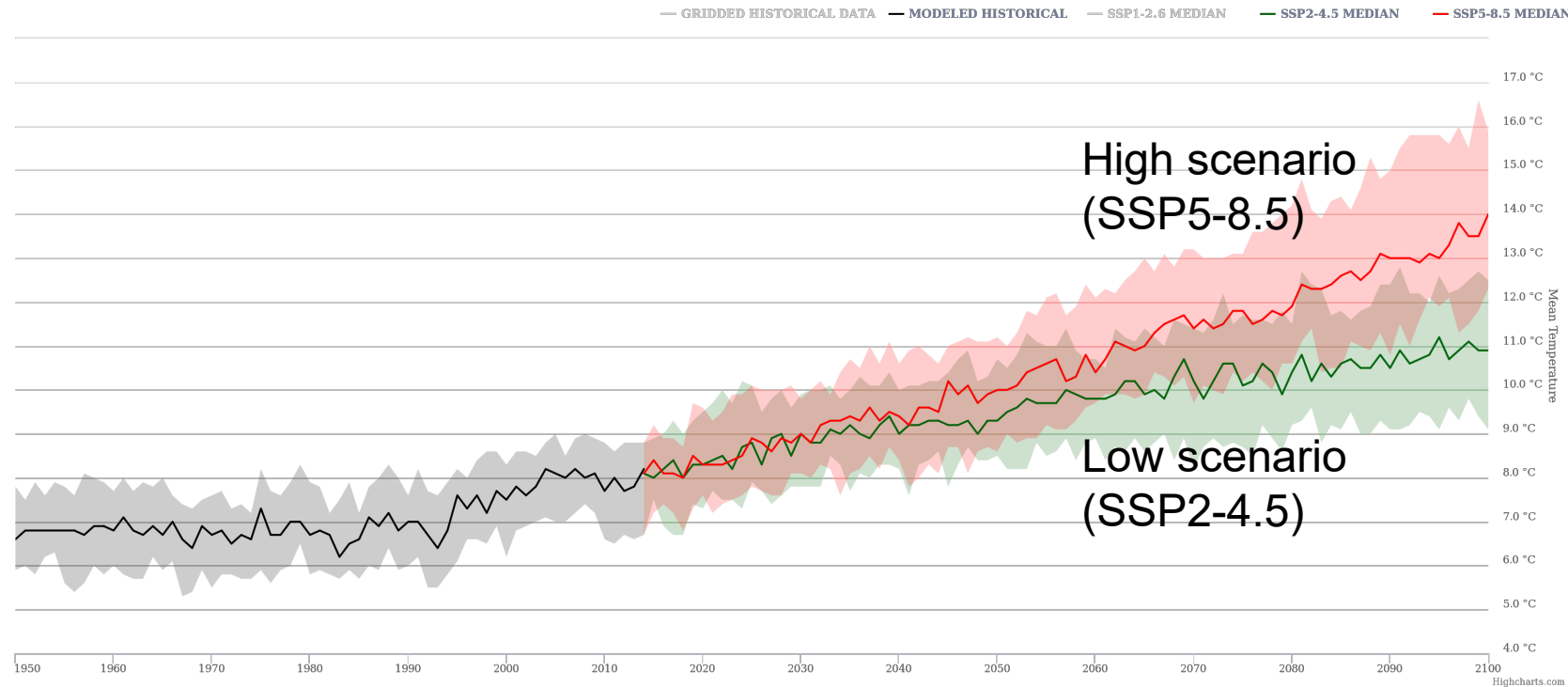
- Trap heat in the atmosphere
  - Carbon dioxide
  - Methane
  - Nitrous oxide
- Increasing concentrations
- Long residence time

# Projecting Future Climate

## Mean Temperature

Click and drag in the plot area to zoom in

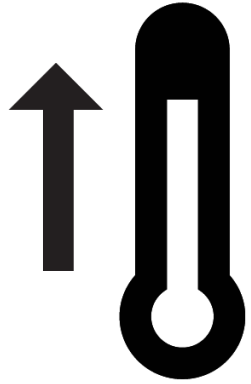
- Climate models to help us understand long-term patterns.
- Examine uncertainty using scenarios.
- Projections consistent for several decades.
- Warming is a concern for many built and natural systems.



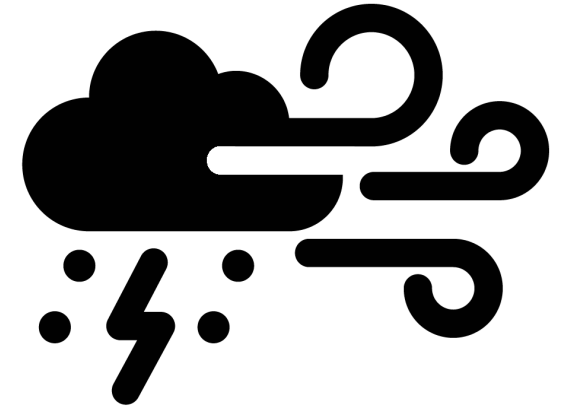
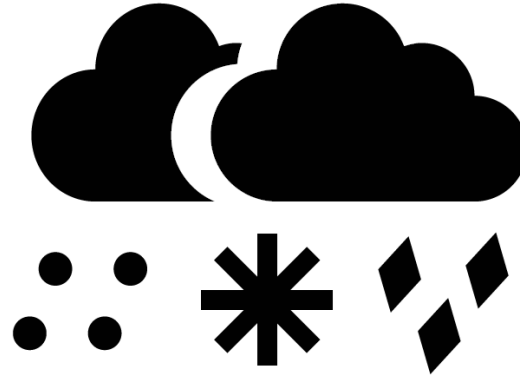
# NOVA SCOTIA'S CHANGING CLIMATE

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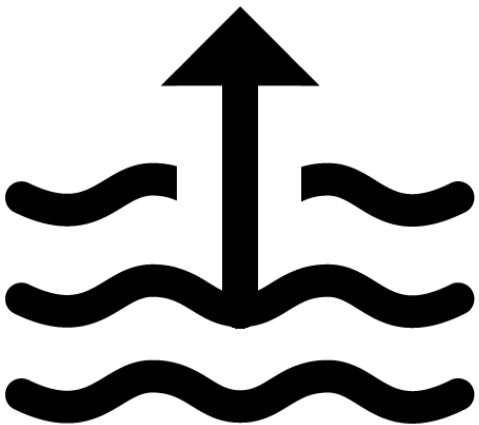
It's getting warmer



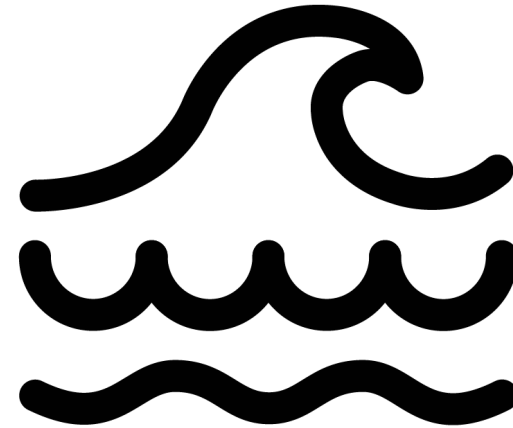
More frequent and intense storms



Changing precipitation patterns



Sea levels are rising



Our oceans are changing

# It's Getting Warmer

Data is specific to the District of St. Mary's

|                    | Recent Past<br>(1981-2010) | Present<br>(2011-2040) | Mid-century<br>(2041-2070) | End century<br>(2071-2100) |
|--------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Mean temperature   | 6.2°C                      | 7.5°C (+1.3)           | 9.5°C (+3.3)               | 11.5 (+5.3)                |
| Annual hottest day | 29.0°C                     | 30.2°C                 | 32.0°C                     | 34.4°C                     |
| Days > 29°C        | 2 days                     | 4 days                 | 12 days                    | 35 days                    |
| Annual coldest day | -24.1°C                    | -21.4°C                | -18.0°C                    | -13.8°C                    |
| Ice days           | 50 days                    | 37 days                | 25 days                    | 12 days                    |
| Last spring frost  | May 13                     | May 6                  | Apr 25                     | Apr 10                     |
| First fall frost   | Oct 12                     | Oct 24                 | Nov 5                      | Nov 19                     |

- Summer days and nights will be more uncomfortable.
- Rapidly warming winters: less extreme cold, more temperatures above freezing.
- Increased risks of hazards such as heat waves, wildfires and droughts.

# Precipitation Patterns are Changing

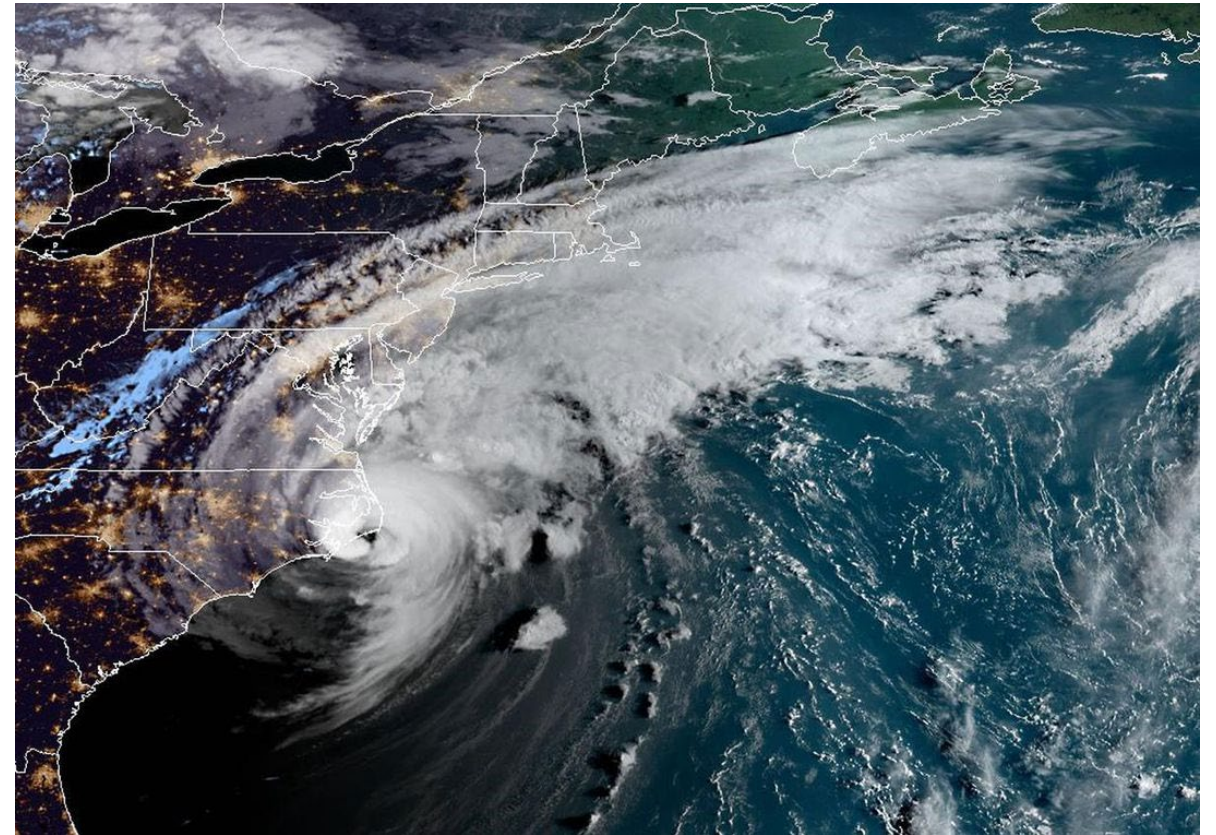
Data is specific to the District of St. Mary's

|                      | Recent Past<br>(1981-2010) | Present<br>(2011-2040) | Mid-century<br>(2041-2070) | End century<br>(2071-2100) |
|----------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Annual precipitation | 1356 mm                    | 1427 (+5%)             | 1469 (+8%)                 | 1500 (+11%)                |
| Days with rain       | 113                        | 119                    | 125                        | 132                        |
| Days with snow       | 37                         | 30                     | 24                         | 17                         |
| Days with > 20 mm    | 17                         | 19                     | 20                         | 22                         |
| Maximum 1-day total  | 59 mm                      | 64 mm                  | 69 mm                      | 75 mm                      |

- More total precipitation, but more of that water will evaporate in warmer air or run off in more intense downpours.
- As temperatures warm, more precipitation will fall as rain instead of snow.
- Trend towards more intense rainfall events, increasing the risk of flooding.

# More Frequent and Intense Storms

- Warming oceans will enable tropical storms to travel further north before weakening.
- More intense storms will bring higher peak wind speeds and more powerful storm surges.
- Hazards include coastal or inland flooding, erosion, high winds, landslides.



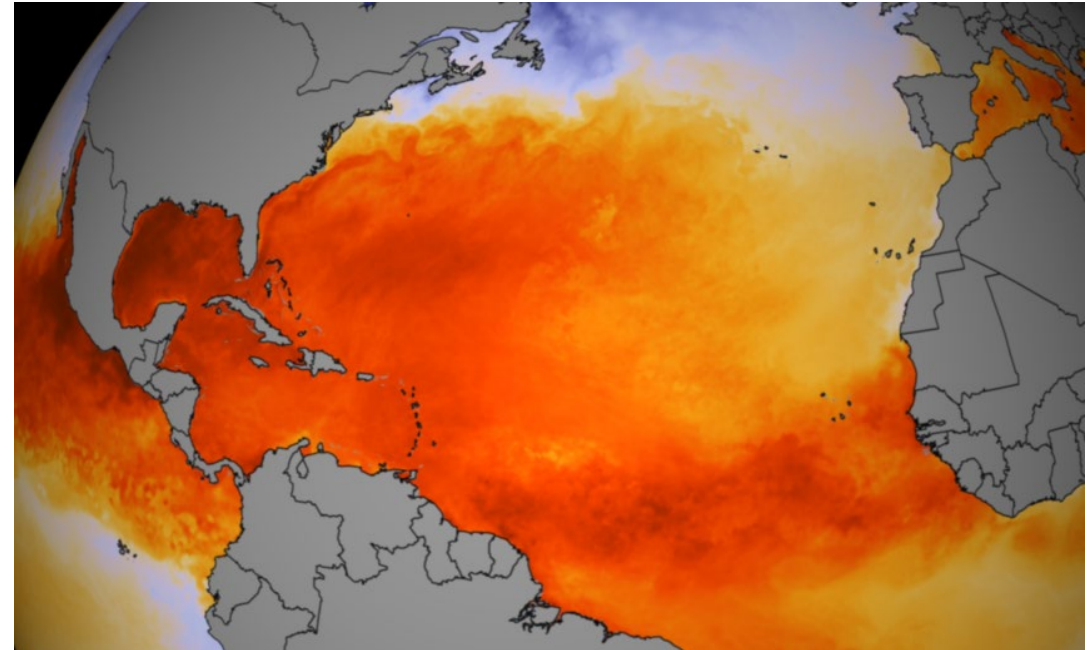
# Sea Level Rise

- District of St. Mary's:
  - Historical: +3 cm / decade
  - 2050: +35 cm (median)
  - 2100: +83 cm (median), +120 cm (high end)
- Water levels still depend on tides and storm surge.
- Hazards include coastal flooding, saltwater intrusion, damage to coastal ecosystems.



# Ocean Conditions & Hazards

- Increased ocean temperatures
  - Impacts ocean processes and habitats
  - Marine heatwaves
- Ocean acidification
  - Can corrode molluscs, crustaceans, corals
  - Increased likelihood of algal blooms
- Decreased marine oxygen levels
  - Reduces the growth, reproduction, and distribution of aquatic species



# Final thoughts

- Our changing climate is impacting community infrastructure, health, the environment, livelihoods, and more.
  - Mitigation will be crucial to avoid the most severe impacts.
  - Adaptation will be necessary to adjust to the changing climate.
- Responding to these challenges will require ambitious, collaborative efforts.
- Good information supports good decision-making.

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**[www.climatlantic.ca](http://www.climatlantic.ca)**

**(506) 710-2226**

**@CLIMAtlantic**

**Questions?**

## Staff Report



### Truth and Reconciliation – Recognizing the Impact of Residential Schools in Canada

Community Development and Recreation Department Director, Kerri Jack

#### SUMMARY

In 2021, Municipal Council passed a motion to create a commemorative plaque recognizing the impact of residential schools in Canada. Since that time, staff have been working to create a partnership with an indigenous organization or individual to help create this piece in the spirit of Truth and Recognition. In October, council passed a motion to give an honorarium to Elder Geri LeBlanc for her assistance in this project. Elder LeBlanc has sought feedback and opinions on this project from Elders and residential school survivors from throughout Nova Scotia. Based on this feedback, staff are proposing the development of an original painting by an Indigenous Artist with specific wording and imagery.

#### BACKGROUND

On Monday, September 13<sup>th</sup>, 2021, Municipal Council passed a motion to explore the development of a plaque with proper wording and placement to acknowledge Truth and Reconciliation moving forward. On October 10<sup>th</sup>, 2023, Municipal Council passed a motion to provide Elder Geri LeBlanc an honorarium to work with staff to develop a commemorative piece to recognize the impact of residential schools in Canada.

Elder Geri has discussed this project with many Elders and residential school survivors over fall and winter months. On March 7<sup>th</sup>, staff met with Geri and another Elder in Halifax to discuss the project and review the information and opinions collected from elders and residential school survivors. A proposal has been created for the development of this piece.

In lieu of a plaque, it is recommended that the piece be an original painting created by an indigenous artist in Nova Scotia. Staff are working on identifying an artist to complete this piece. The wording on the piece was created based on specific feedback from Elders and Survivors, who felt that the inscription should use simple wording in order to be accessible, so all, including residential school Survivors can read it. Elders did not feel the word "Survivor" should be included in the piece, but instead focus on their endurance to make it through the residential school system as represented in the term "We are still here."

## Staff Report



The wording recommended for the piece, in consideration of the above feedback from Elders and Survivors is as follows: "In honour of the children who were taken from their families and sent to residential schools and the families left behind. We are still here."

Imagery recommended for this piece is the 8-pointed star and the 7 sacred teachings. It is recommended that the Mi'kmaq and English word for each of the teachings is represented in the piece.

With guidance from Elder Geri, the Municipality has commissioned artist Natasha Root to complete this piece. Natasha describes herself as "a Two-spirited Mi'gmaw woman from Listuguj First Nation, which is in the traditional district of Gespeg, in the unceded territory of the Mi'gmaq, known as Mi'gma'gi. I am a Mixed Media Artist who specializes in painting & digital designs."

### ADDITIONAL INFORMATION

The 8-pointed star has been used for centuries as the symbol for the sun, it also represents the original seven districts of the Mi'kmaq Nation which later became eight districts with the addition of Taqamkuk (Newfoundland). It has also been noted to represent unity with the colours of the star representing the four races of people and the four directions: North - white, South - black, East - Red, and West - Yellow. The number four has great significance throughout Mi'kmaq culture. The points show the four directions and emphasises balance within oneself and with mother earth. ([www.benoitfirstnation.ca](http://www.benoitfirstnation.ca)).

The Seven Sacred Teachings, also known as the Teachings of the Seven Grandfathers, is a set of teachings on human conduct towards others. They are what was traditionally and still is to this day needed in order for communities to survive. The teachings are as follows:

To cherish knowledge is to know WISDOM; This teaching is represented by the Beaver.

To know LOVE is to know peace; This teaching is represented by the Eagle.

To honor all of the Creation is to have RESPECT; This teaching is represented by the Buffalo.

BRAVERY/COURAGE is to face the foe with integrity; This teaching is represented by the Bear.

HONESTY also means "righteousness", be honest first with yourself – in word and action; This teaching is represented by the Sabe or Raven.

HUMILITY is to know yourself as a sacred part of the Creation; This teaching is represented by the Wolf.

TRUTH is to know all of these things. This teaching is represented by the Turtle.

(<https://empoweringthespirit.ca/cultures-of-belonging/seven-grandfathers-teachings/>)

## Port Bickerton Lighthouse

### SUMMARY

The Municipality of the District of St. Mary's and the Port Bickerton & Area Planning Association have engaged in an agreement where the Port Bickerton & Area Planning Association including its officials, employees, contractors and agents, is hereby granted permission, in common with others, to enter upon the Site for purposes of the Licensee, including (but not limited to) purposes relating to tourism, such as managing, operating and maintaining a tourist interpretative facility, rental accommodation, and a gift and craft shop.

A renewal of the agreement between the Municipality of the District of St. Mary's and the Port Bickerton & Area Planning Association will be required for the continuation of the Port Bickerton & Area Planning Association to be the service provider who operates the lighthouse.

### BACKGROUND

A draft agreement has been prepared and is attached to this report.

The Port Bickerton & Area Planning Association has passed a motion at their March 25, 2024, Annual General Meeting confirming their acceptance of the draft agreement and authorizing executive to sign.

### CONSIDERATIONS

The proposed agreement is for a term of 10 years.

The agreement can be terminated by either party with a six-month written notice.

The attached draft agreement, via shading, shows the updates to the new proposed agreement vs. the previous 10-year agreement. Key changes include the licensee's increased insurance liability requirement from previous 1 million dollars to 3 million dollars. There are also improvements to the indemnity clauses to reflect modern precedents.

## Staff Report



### RECOMMENDATIONS

Based on the above considerations, staff are recommending that:

*Council accepts the new proposed agreement between the Municipality of the District of St. Mary's and the Port Bickerton & Area Planning Association to be effective upon signing. Further, that council approves and requests that the warden sign the agreement on the Municipality's behalf.*

LICENSE made in duplicate this of \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ BETWEEN:

**MUNICIPALITY OF THE DISTRICT OF ST. MARY'S**, a body corporate, with head office at Sherbrooke, in the County of Guysborough, province of Nova Scotia, B0J3C0;

(the "Licensor")

AND

**PORT BICKERTON & AREA PLANNING ASSOCIATION**, a not-for-profit body and registered charity incorporated under the laws of the Province of Nova Scotia and the Government of Canada respectively, carrying on business in the Community of Port Bickerton, in the County of Guysborough, in the Province of Nova Scotia,

(the "Licensee")

IN EXCHANGE FOR \$1.00 and such other consideration as may be set out herein; DURING the term commencing on the date of execution of the License herein and terminating 10 (ten) years hence, or until terminated as provided herein, the Licensor hereby grants permission to the Licensee to utilize the Site as set forth in this License.

#### **IN THIS LICENSE:**

**"Site"** means the lands described in Schedule "A" hereto and existing improvements thereon.

**"License"** means this agreement and the attached Schedule "A", which is incorporated into and forms a part of this License.

#### **PURPOSE**

1. The Licensee, including its officials, employees, contractors and agents, is hereby granted permission, in common with others, to enter upon the Site for purposes of the Licensee, including (but not limited to) purposes relating to tourism, such as managing, operating and maintaining a tourist interpretative facility, rental accommodation, and a gift and craft shop.

#### **CONSTRUCTION**

2. The Licensee shall maintain the Site in a condition satisfactory to the Licensor.
3. The Licensee shall not construct, or change any improvement on the Site or install, or modify any service to the Site without first obtaining from the Licensor written consent, which consent may be unreasonably withheld, to the plans showing the design of the improvement, any changes, and its location on the Site.

4. Where the Licensee lays anything below the surface, the Licensee shall within ten (10) days following the completion of such laying notify the Licensors, in writing, giving full detail of the location of anything so laid and restore the surface to the satisfaction of the Licensors. The Licensors shall not be responsible for any damage to anything so laid whether caused by the negligence of the Licensors's officers, servants, agents or otherwise.
5. Until termination of this License, the Licensee shall make good any defect in the surface that in the opinion of the Licensors may be attributed to or consequence upon any such laying below the surface.

#### **FEDERAL RIGHT OF ACCESS**

6. This Lease is made subject to the right of Her Majesty the Queen in Right of Canada to access certain portions of the property, including the Lighthouse building and equipment.

#### **ENVIRONMENTAL**

7. The Licensee agrees to abide by and comply, throughout the term of the License, with all federal environmental legislation, including the relevant provisions of the *Canadian Environmental Protection Act*, affecting the Site, as well as with the regulations and guidelines made and established under it, and all applicable Provincial, Territorial and municipal environmental legislation, regulations, rules or guidelines, as amended from time to time, affecting the Site.
8. The Licensee shall not process, use, deposit or store on the Site or in its subsoil any toxic substance, as defined in the *Canadian Environmental Protection Act*, nor any other substance that constitutes or may constitute a danger to the environment or to human life or health.
9. The Licensee agrees to clean up, at its expense, to then current federal and provincial standards, any part or the entire Site, **determined to have been contaminated as a direct result of the Licensee's activity** during the term of this License or any renewal of it immediately upon becoming aware of the contamination.
10. The Licensee agrees to inform the Licensors forthwith upon becoming aware of any significant contamination of the Site.
11. The Licensee shall notify the Licensors within 2 business days of it becoming aware of legal proceedings having been instituted against the **Licensee** in respect of any environmental contamination of the Site occurring after the date of execution of this License, or commencement date, whichever is the earliest.

#### **SURVEY**

12. The Licensee shall ensure that all legal or control survey monuments are protected and not disturbed, damaged, or destroyed during any construction or maintenance which may take place

on the Site. Should any monuments be disturbed, damaged, or destroyed the Licensee shall at its expense replace such monuments by a duly qualified Land Surveyor to the satisfaction of the Licensors.

## INDEMNITY

13. The Licensee shall defend, indemnify and save harmless the Licensors its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

14. The Licensee agrees to defend, indemnify and save harmless the Licensors and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WCB. This indemnity shall be in addition to and not in lieu of any proof of WCB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

15. The Licensee shall, subject to the Licensors's prior approval, construct, install and maintain for the term of this License, appropriate signage at all entrances to the Site.

## INSURANCE

16. The Licensee shall obtain at its expense, a comprehensive general liability insurance policy satisfactory to the Licensors covering all damages and losses resulting from the Licensee's use of the Site, including third party liability. The policy shall be effective during the term of this License, any renewals and any tenancy that may arise pursuant to this License. It shall include the Licensors as an additional insured. It shall be for at least \$3,000,000.00 for personal injury, bodily injury and property damage, including loss of use of property, for any one occurrence, or series of occurrences arising out of one cause of action. The policy shall also include:

- a. A provision for cross liability and severability of interest in respect of the Named Insured; and
- b. Non-owned automobile coverage including contractual non-owned coverage (SEF 96); and
- c. Products and completed operations coverage; and
- d. Contractual Liability.

17. The Licensee shall provide to the Licensor a certified copy of each insurance policy required under this License, with proof of premium payments, and shall submit to the Licensor before the expiration of the current policy evidence of the renewal or replacement of the insurance policy and shall promptly notify the Licensor of any cancellation or intended cancellation of the insurance policy.
18. Each insurance policy required to be obtained by the Licensee pursuant to this License must contain a clause that the insurer will not cancel or change or refuse to renew the insurance without first giving the Licensor 30 days prior written notice.
19. The Licensee's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.
20. The Licensee shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

#### **ASSIGNMENT**

21. The Licensee shall not assign the privileges granted by this License without the written consent of the Licensor, which consent shall not be unreasonably withheld.

#### **TERMINATION**

22. Either the Licensor or the Licensee may terminate this License at any time, by either of the two parties giving the other notice in writing of its intention of terminating the License within six (6) months. On the date of termination provided on such notice this License will terminate and be void whether the Licensor has re-entered the Site or done any other thing or act in respect of it.

#### **RENEWAL**

23. This License may be renewed for a further term or 10 (ten) years, or such other ' length as agreed, on terms agreeable to both parties.

#### **WAIVER OF THE LICENSOR'S RIGHTS**

24. Unless by waiver given in writing by the Licensor, the Licensor shall not be denied to have waived any breach by the Licensee of any of the terms or conditions of this License and a waiver relates only to the specific breach to which it refers and in no way affects or limits the right of the Licensor with respect to any breach to which it does not refer.

#### **REMOVAL**

25. Either prior to or on the last day of the term of the License the Licensee shall remove all chattels and improvements placed by the Licensee in, on or above the Site at its expense, unless the Licensor agrees otherwise. If the Licensee fails to remove such chattels or improvements within a

reasonable time, the Licensor may do so at the expense of the Licensee.

## **GENERAL**

26. Prior to use of and construction on the Site, the Licensee will be responsible for obtaining all appropriate Provincial, Federal and Municipal permits and Licenses required for such use and construction.
27. Upon completion of any work on the Site the Licensee shall restore the Site to the satisfaction of the Licensor.
28. The Licensee shall be responsible for any damages, loss or charges created by or resulting from the flooding of, or caused by seepage or overflow of the utilization of the Site by the Licensee.
29. The Licensee shall ensure that any existing or future road, pathway, or parkway on the Site shall remain open and unobstructed at all times.
30. This License does not grant exclusive possession of the Site and shall not create, or be deemed to create any estate or interest in land.
31. The Licensee agrees to abide by all applicable orders, instructions or regulations that may be issued by or under the authority of the Licensor.
32. The Licensee agrees to comply with all applicable by-laws, rules and regulations of federal, provincial, municipal or other authority that may govern, relate to or affect the License.
33. The Licensee agrees that the granting of this License does not constitute an agreement of purchase and sale and does not commit, obligate, or compel the Licensor to transfer title or any other interest in land to the Licensee, at the termination of this License or at any time after the termination of this License.
34. The Licensee shall not claim any compensation for any work performed on the Site or for any improvements made to the Site by the Licensee.
35. The Licensee agrees that the Licensor will not compensate the Licensee for any work performed on the Site or for any improvements made to the Site by the Licensee.
36. Prior to the Licensee receiving their annual grant from the Licensor, the Licensee will submit their most recent financial statements to the Licensor.

## **NOTICES**

37. Any notice given pursuant to this License must be in writing and delivered personally by courier or registered mail unless otherwise agreed in writing, and, unless notice to the contrary is given, must be addressed as follows:

to the Licensor:

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S  
8296 HWY 7, P.O. Box 296  
Sherbrooke, Nova Scotia, BOJ 3CO

to the Licensee:

PORT BICKERTON & AREA PLANNING ASSOCIATION  
Box 142  
Bickerton West, MS BOJ IAO

38. Notices shall be deemed to have been received when the postal receipt is acknowledged by the party to whom they have been sent, if sent by registered mail, and the following business day if sent by telecopier or courier or delivered in person.

IN WITNESS WHEREOF the parties have executed this License as of the day and year first above written,

**SIGNED, SEALED AND DELIVERED**

in the presence of

\_\_\_\_\_  
Witness

MUNICIPALITY OF THE DISTRICT OF ST.  
MARY'S

Per:\_\_\_\_\_

Per:\_\_\_\_\_

\_\_\_\_\_  
Witness

PORT BICKERTON & AREA PLANNING  
ASSOCIATION

Per:\_\_\_\_\_

Per:\_\_\_\_\_

Dated at Sherbrooke, Province of Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## **Schedule "A"**

### Land:

ALL AND SINGULAR-that certain lot, piece or parcel of land situate, located and being in the Community of Port Bickerton, County of Guysborough, in the Province of Nova Scotia, known as PID 37542000, and

ALL AND SINGULAR that certain lot, piece or parcel of land situate, located and being in the Community of Port Bickerton, County of Guysborough, in the Province of Nova Scotia, known as PJD 35216712.

## New Municipal District Maps

Election Update

### SUMMARY

The Municipality of the District of St. Mary's completed a Boundary Review of its Municipal Districts in December 2022.

As a result of the Boundary Review the Municipality will have five districts in the upcoming 2024 municipal elections and five Municipal councillors will be elected.

### BACKGROUND

The full boundary review report is available on the municipality web site under Government, Municipal Documents, Planning Documents. <https://www.saint-marys.ca/municipal-documents.html>

### CONSIDERATIONS

The new district maps representing the five districts are now available.

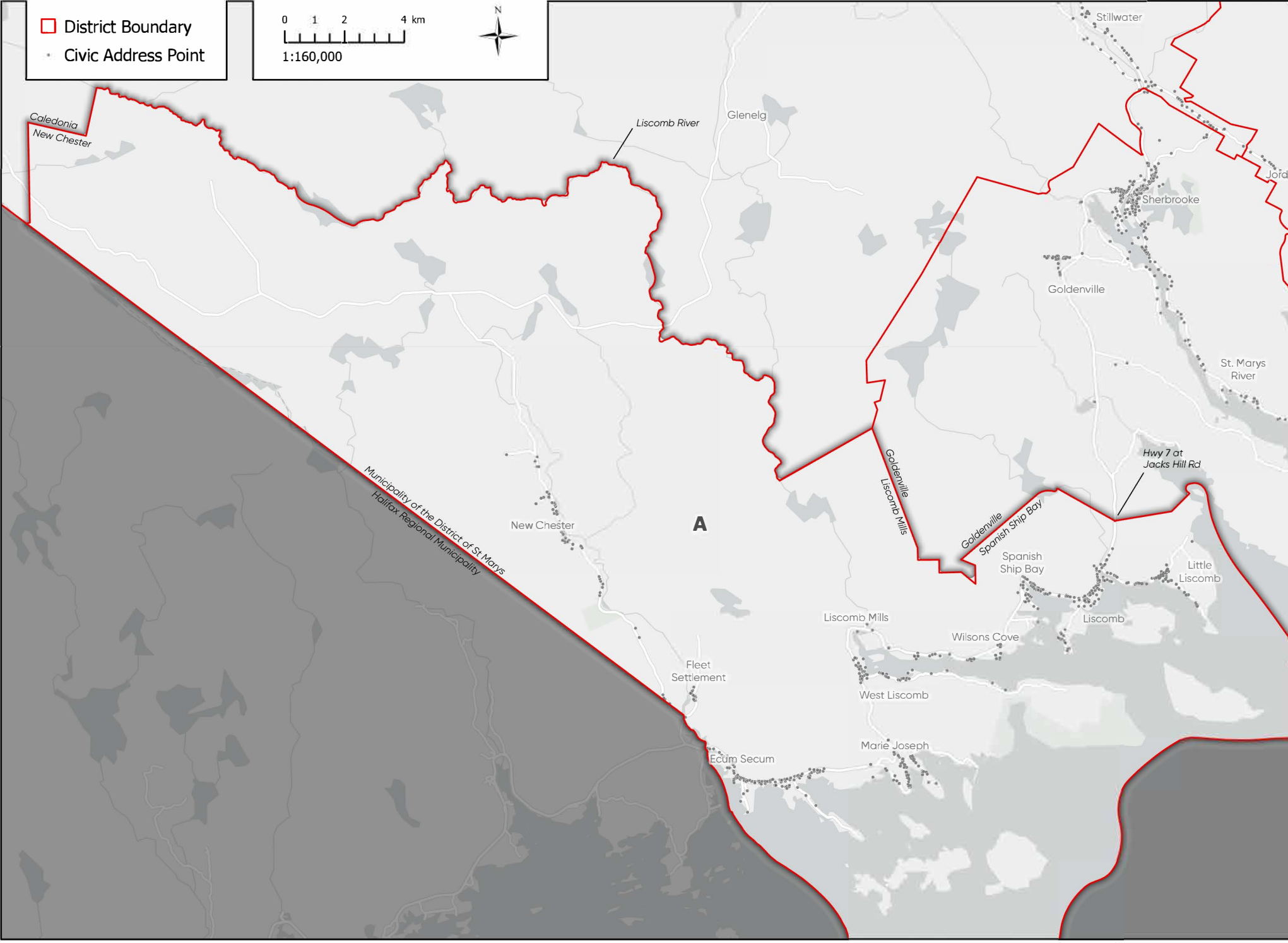
The maps will be placed on the municipal web site under a new Municipal election tab under the Residents Heading.

The election tab will build in information and resources for both resident voters and candidates as the election planning progresses.

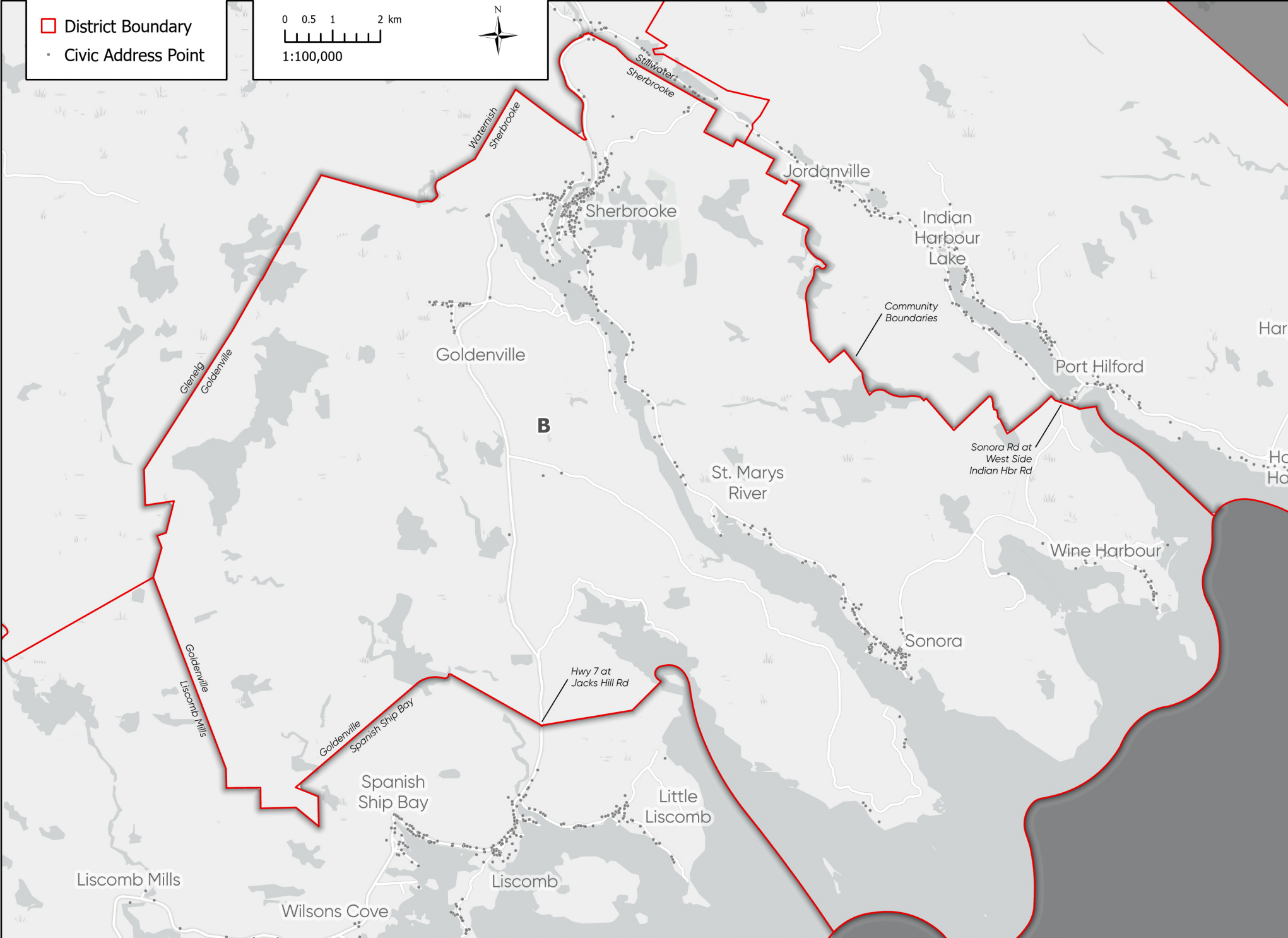
### RECOMMENDATIONS

Not Applicable: Report is FYI

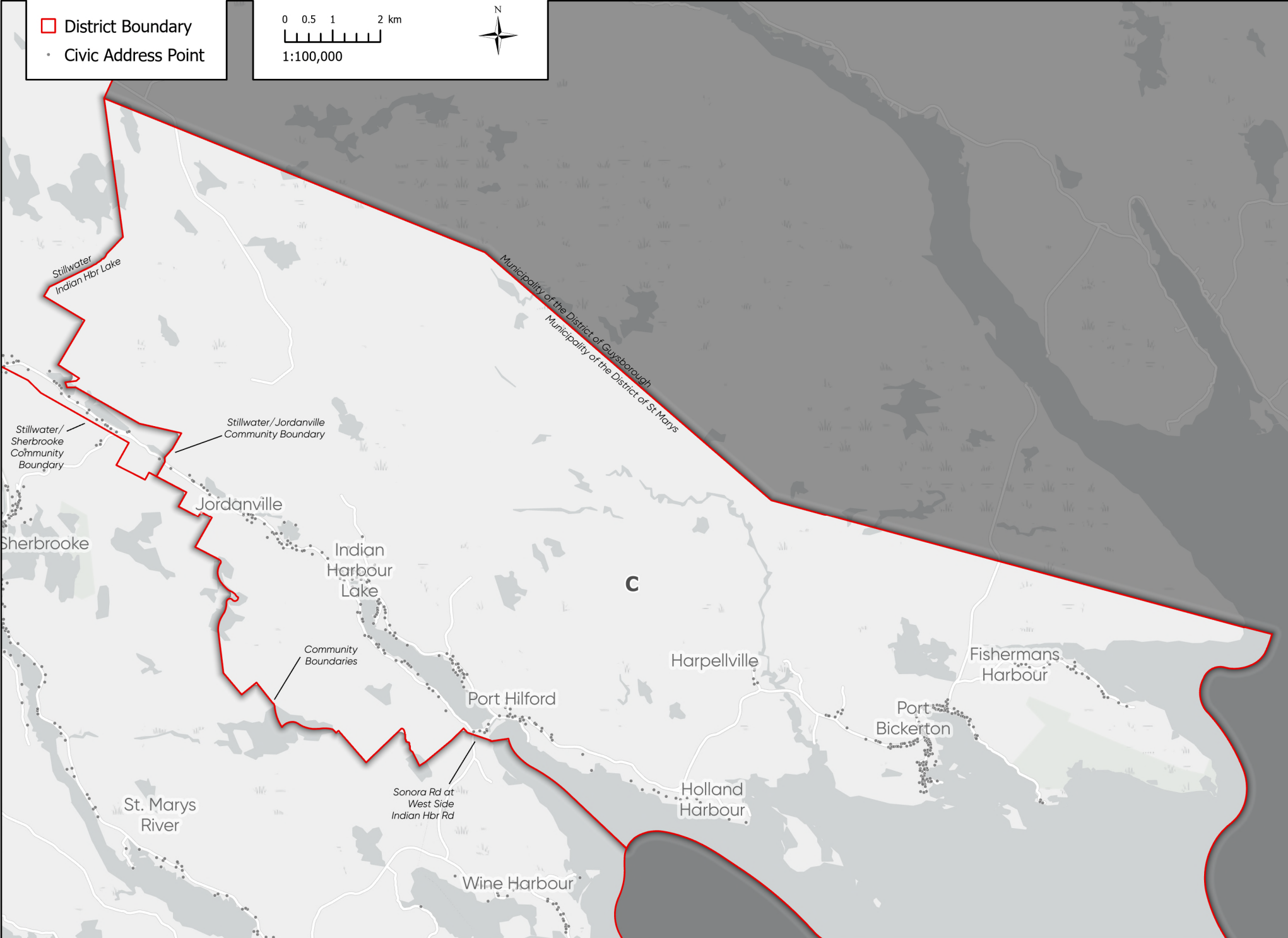
# St Marys Electoral Districts: District A



# St Marys Electoral Districts: District B

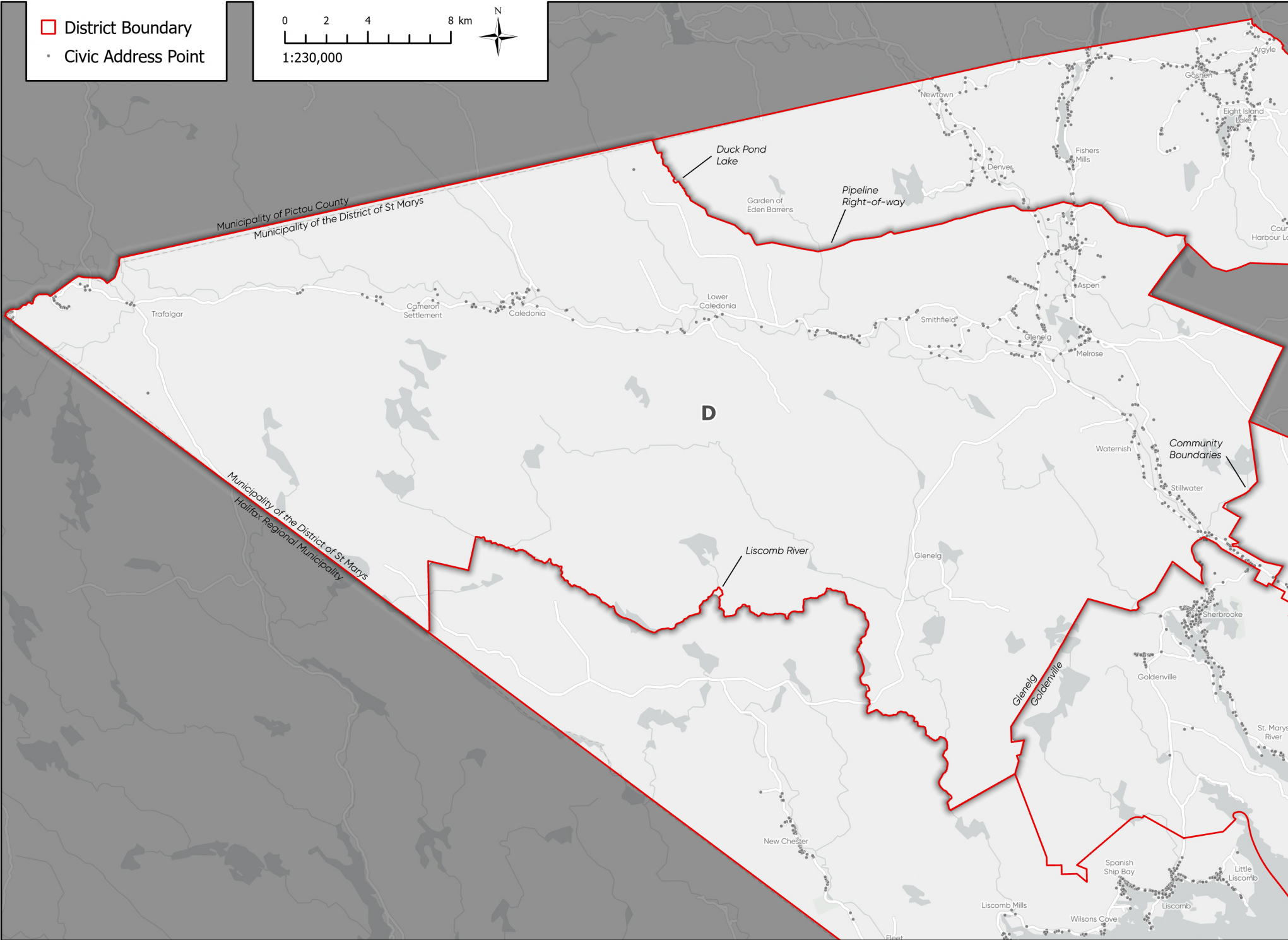


# St Marys Electoral Districts: District C

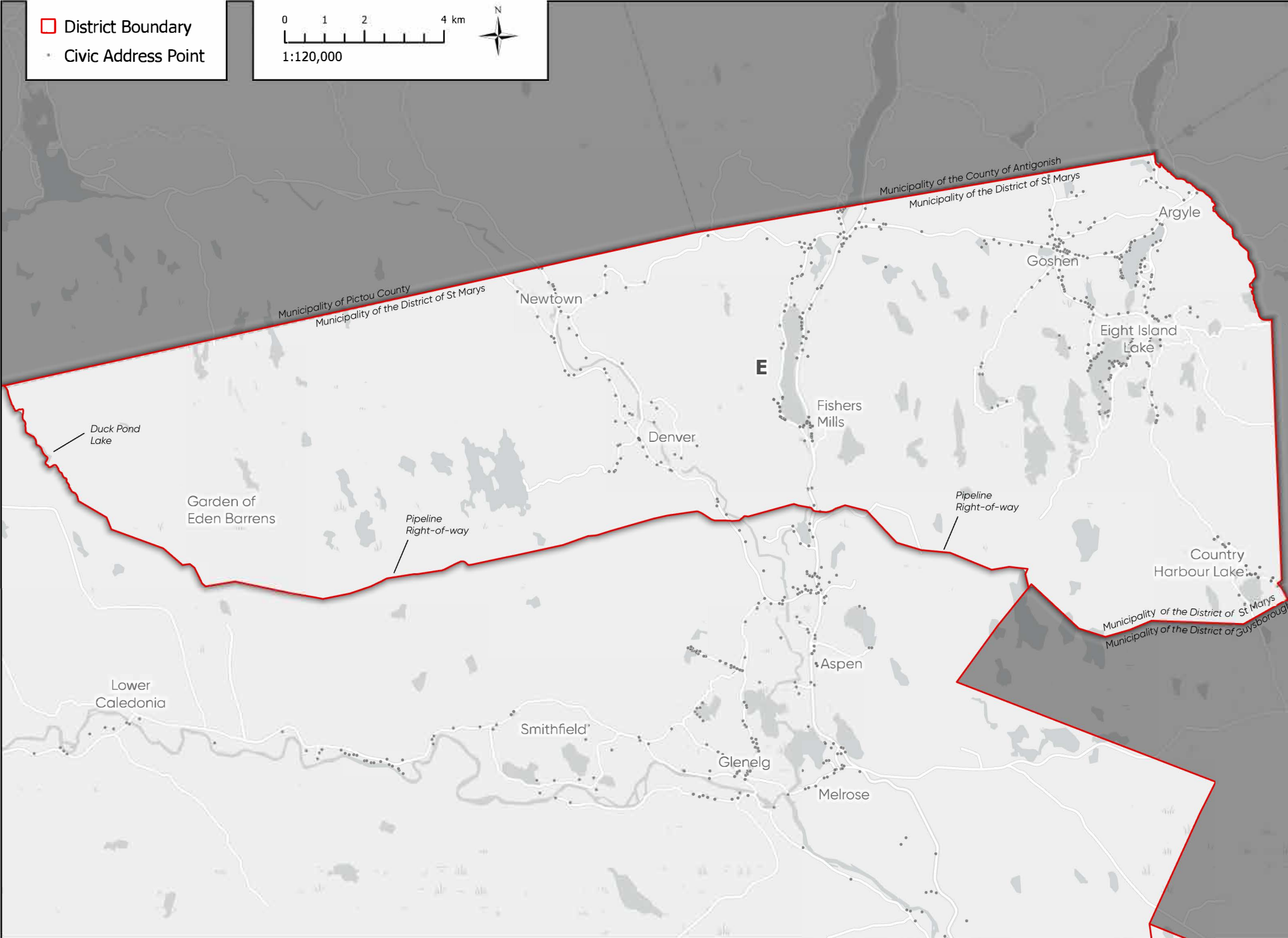


# St Marys Electoral Districts: District D

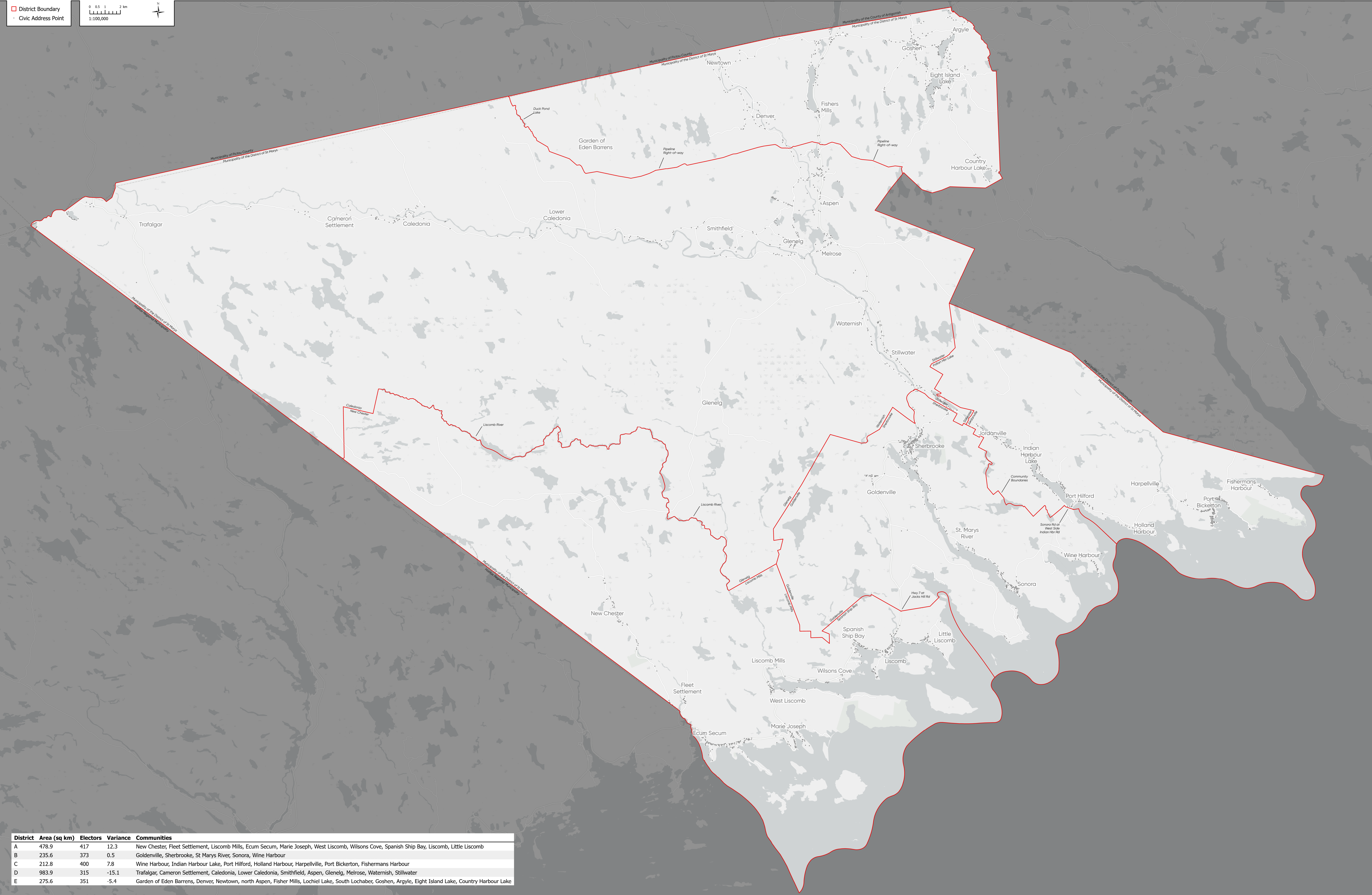
- District Boundary
- Civic Address Point



# St Marys Electoral Districts: District E



St Marys Electoral Districts



| District | Area (sq km) | Electors | Variance | Communities                                                                                                                                               |
|----------|--------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | 478.9        | 417      | 12.3     | New Chester, Fleet Settlement, Liscomb Mills, Ecum Secum, Marie Joseph, West Liscomb, Wilsons Cove, Spanish Ship Bay, Liscomb, Little Liscomb             |
| B        | 235.6        | 373      | 0.5      | Goldenville, Sherbrooke, St Marys River, Sonora, Wine Harbour                                                                                             |
| C        | 212.8        | 400      | 7.8      | Wine Harbour, Indian Harbour Lake, Port Hilford, Holland Harbour, Harpellville, Port Bickerton, Fishermans Harbour                                        |
| D        | 983.9        | 315      | -15.1    | Trafalgar, Cameron Settlement, Caledonia, Lower Caledonia, Smithfield, Aspen, Glenelg, Melrose, Waternish, Stillwater                                     |
| E        | 275.6        | 351      | -5.4     | Garden of Eden Barrens, Denver, Newtown, north Aspen, Fisher Mills, Lochiel Lake, South Lochaber, Goshen, Argyle, Eight Island Lake, Country Harbour Lake |



# Municipality of the District of St. Mary's

## INTERNAL AND EXTERNAL COMMITTEES OF COUNCIL 2024/2025

| IN HOUSE COMMITTEES                                     | 2023-24                                             | 2024-25 |
|---------------------------------------------------------|-----------------------------------------------------|---------|
| <b>Accessibility Advisory Committee</b>                 | Deputy Warden Fuller                                |         |
| <b>Audit Committee</b>                                  | <i>Open to all Councillors</i>                      |         |
| <b>Fences and Arbitration Committee</b>                 | Councillor Baker<br>Alternate: Warden Wier          |         |
| <b>Fire Services Advisory Committee</b>                 | <i>Open to all Councillors</i>                      |         |
| <b>Joint Occupational Health &amp; Safety Committee</b> | Councillor Harpell<br>Alternate: Councillor Malloy  |         |
| <b>Source Water Protection Advisory Committee</b>       | Councillor Mailman<br>Alternate: Councillor Harpell |         |
| OUTSIDE BOARDS/AGENCIES                                 | 2023-24                                             | 2024-25 |
| <b>Eastern Counties Regional Library Board</b>          | Councillor Mailman<br>Alternate: Councillor Harpell |         |
| <b>Eastern Region Solid Waste Management</b>            | Councillor Malloy<br>Alternate: Warden Wier         |         |
| <b>Guysborough Adult Learning Association</b>           | Deputy Warden Fuller<br>Alternate: Councillor Baker |         |
| <b>Guysborough Community Health Board</b>               | Deputy Warden Fuller                                |         |
| <b>Tourism Guysborough County Association</b>           | Councillor Zinck<br>Economic Dev. Officer           |         |
| <b>Guysborough County Home Support Agency</b>           | Councillor Harpell<br>Alternate: Councillor Malloy  |         |
| <b>S.V. Old Fashioned Christmas Association</b>         | Warden Wier<br>Councillor Zinck                     |         |
| <b>Port Bickerton &amp; Area Planning Association</b>   | Councillor Harpell                                  |         |
| <b>Sherbrooke Restoration Commission</b>                | Deputy Warden Fuller                                |         |

*Approved by St. Mary's Municipal Council on this 3<sup>rd</sup> Day of March 2024.*

# Staff Report



## Annual Ad Submissions

### Ad Campaigns (2024)

#### SUMMARY

The Municipality advertises and promotes many events, activities, and holidays. that informs the Community of activities, events, and current information that is taking place in the Municipality of the District of St. Mary's.

In previous years the Municipality has put an ad in the journal whenever the Guysborough Journal staff reach out. Guysborough Journal has put together a list for the full year's ad campaigns and would like to know what the Council's thoughts are on doing all or a selected amount of ad campaigns. Prices are based on 2023 pricing. The municipality also advertises in the Municipal Newsletter as well as the Municipal Website.

#### BACKGROUND

The Municipal website, <https://saint-marys.ca/> and the Monthly newsletter is something that all residents in the Municipality have access to or receive. Guysborough Journal advertises local businesses, activities and events happening in Guysborough County. The Municipality has the ability to advertise and support different holidays and promotional events in the Guysborough Journal.

This is a great opportunity to advertise and show support for the national holidays as well as promote the great activities and events happening in the St Mary's Municipality.

Pricing is as follows:

1/12 page: \$79

1/8 page: \$119

1/4 page: \$199

1/3 page: \$299

1/2 page: \$380

#### CONSIDERATIONS

Council may choose which Ad submissions they would like to participate in and to advertise in either the Municipal Newsletter/website or Guysborough Journal, Warden Greg Wier will read them off and Councillors will vote whether they would like to participate or not and in which Newsletter/Journal.

| Ad Campaign              | Date                 | Municipal Newsletter/Website | Guysborough Journal |
|--------------------------|----------------------|------------------------------|---------------------|
| • New Year's Day         | Jan. 1 <sup>st</sup> |                              |                     |
| • African Heritage Month | Feb. 7 <sup>th</sup> |                              |                     |

April 3<sup>rd</sup>, 2024 COTW

# Staff Report



|                                             |                                          |  |  |
|---------------------------------------------|------------------------------------------|--|--|
| • International Women's Day                 | March. 6 <sup>th</sup>                   |  |  |
| • Easter                                    | March. 27 <sup>th</sup>                  |  |  |
| • Volunteer Week (April 17)                 | April. 17 <sup>th</sup>                  |  |  |
| • Congrats University Grads                 | May. 1 <sup>st</sup>                     |  |  |
| • Mother's Day                              | May. 8 <sup>th</sup>                     |  |  |
| • National Nurse's Week                     | May. 15 <sup>th</sup>                    |  |  |
| • Father's Day                              | June. 12 <sup>th</sup>                   |  |  |
| • High School Graduation                    | Jun. 19 <sup>th</sup>                    |  |  |
| • Canada Day (June 26)                      | June. 26 <sup>th</sup>                   |  |  |
| • Come Home Week                            | July 24 <sup>th</sup>                    |  |  |
| • National Forest Week                      | Sept. 25 <sup>th</sup>                   |  |  |
| • National Day for Truth and Reconciliation | Sept. 25 <sup>th</sup>                   |  |  |
| • Mi'kmaq History Month                     | Oct. 9 <sup>th</sup>                     |  |  |
| • Fire Prevention Week                      | Oct. 9 <sup>th</sup>                     |  |  |
| • School Bus Safety Week                    | Oct. 16 <sup>th</sup>                    |  |  |
| • Small Business Week                       | Oct. 23 <sup>rd</sup>                    |  |  |
| • Continuing Care Month                     | Oct. 23 <sup>rd</sup>                    |  |  |
| • Halloween Safety                          | Oct. 30 <sup>th</sup>                    |  |  |
| • Remembrance Day                           | Nov. 6 <sup>th</sup>                     |  |  |
| • Christmas Greetings                       | Dec. 11 <sup>th</sup> & 18 <sup>th</sup> |  |  |
| • New Years Greetings                       | Dec. 25 <sup>th</sup>                    |  |  |

## Staff Report



|                                                                                                                        |                       |  |  |
|------------------------------------------------------------------------------------------------------------------------|-----------------------|--|--|
| <ul style="list-style-type: none"><li>Nova Scotia/Nunavut Command RCL – "Veteran's Service Recognition Book"</li></ul> | Nov. 11 <sup>th</sup> |  |  |
| <ul style="list-style-type: none"><li>Nova Scotia Ground Search and Rescue Guide Ad Submission</li></ul>               | Published in May.     |  |  |

### RECOMMENDATIONS

***That Municipal Council directs staff to participate in the selected Ad campaigns with the selected advertisement publisher that Council approved and to direct the Municipal Clerk to follow up with executing the Ad submissions.***

## Circular Materials and Extended Producer Responsibility

### SUMMARY

Circular Material is a not-for-profit entity, managed by Divert Nova Scotia to execute the Extended Producer Responsibility Plan (EPR).

Circular Materials made a presentation to area municipalities on March 27, 2024, to explain their planned steps. (The Circular Materials presentation is attached).

### BACKGROUND

In December 2023, at the regular council meeting held on December 11, 2023, municipal council voted to participate in the provincial EPR planning process that would develop a Nova Scotia EPR program.

Council Motion: Council agrees to opt in and participate in the Nova Scotia Extended Producer Responsibility (EPR) program for Packaging and Paper Products (PPP).

The purpose of the Extended Producer Responsibility Plan (EPR) is based on Federal and Provincial legislation that requires producers of recyclable waste to fund local recycle programs. This is a change from traditional municipal services that are funded by local taxpayers.

Divert Nova Scotia has projected that Nova Scotia Municipalities will save 25 million per year.

### CONSIDERATIONS

The Attached presentation provides an introduction to the planning process to be led by Circular Material.

Circular materials will work with individual municipalities and local curbside collection providers to identify needs and develop a proposed conversion process. There is a goal to complete plans by October 2024.

### RECOMMENDATIONS

*Report is FYI*



# Consultation: Nova Scotia Readiness Report for PPP

Jeff MacCallum  
Managing Director, Atlantic Canada

# About Us

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



# Our Founders



# What is EPR?

- Extended producer responsibility (EPR) is a policy approach in which producers (the businesses that supply packaging and paper to residents) are operationally and financially responsible for the end-of-life management of the materials they supply to consumers.
- Many jurisdictions across Canada are moving to this framework.
- Circular Materials supports producers in meeting their obligations under each jurisdiction's EPR regulation.

## Circular economy



# Our Presence Across Canada

## Implementing:

- **Ontario:** transition to EPR began July 1, 2023
- **New Brunswick:** transition to EPR began November 1, 2023
- **Saskatchewan:** Circular Materials and MMSW are working together on the transition to EPR in 2024
- **Alberta:** 2025
- **Nova Scotia:** 2025
- **Yukon:** 2025

## Monitoring:

- Prince Edward Island



## Service provider relationships:

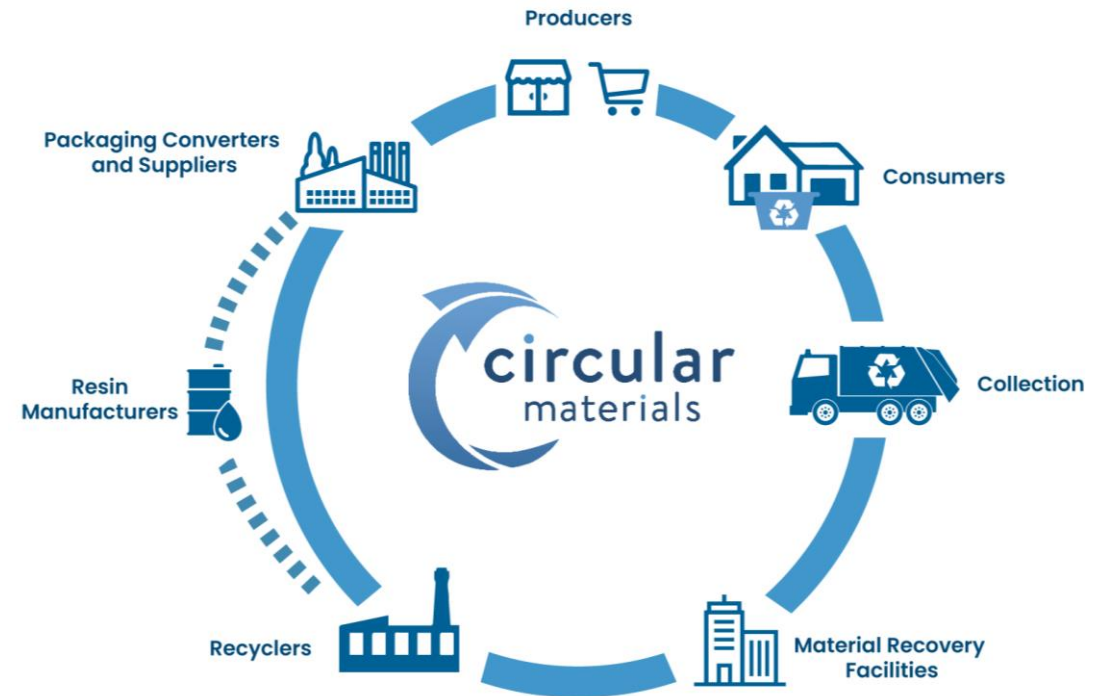
- Recycle BC
- Multi-Material Stewardship Western (current program)
- Multi-Material Stewardship Manitoba
- Stewardship Ontario
- Automotive Materials Stewardship

## In consultation:

- Newfoundland and Labrador

# Building Effective & Efficient Supply Chains

- We are designing recycling supply chains where materials are collected, recycled and returned to producers for use as recycled content in new products and packaging.
- This enhanced, closed-loop system will conserve resources and ensure materials are reused as recycled content in new packaging and products.



# Partnerships

Strategic collaborations with industry leaders to advance elements of the circular economy in Canada.



# EPR for PPP in Nova Scotia



# EPR for PPP in Nova Scotia

- The new Extended Producer Responsibility (EPR) for Packaging, Paper Products and Packaging-Like Products Regulations (PPP) sets out industry responsibilities for the operational and financial management of certain recyclable materials.
- EPR is recognized as one of the most effective mechanisms to improve recycling rates and advance a circular economy where materials can be collected, recycled and returned to producers for use as recycled content in new products and packaging.
- In Nova Scotia, EPR for PPP will include materials commonly found in the blue bag system, with some exclusions.

# Our Role as a PRO

As the producer responsibility organization (PRO) in Nova Scotia, we will:

- Establish and operate a single common collection system on behalf of our products.
- Ensure producer compliance with Part IV of the regulations.
- Execute written agreements with all participating producers.



# Our Responsibilities



## Collection System Operation

- Arranging and establishing a common collection system for PPP.
- Operating the system efficiently to meet regulatory standards.
- Ensuring accessibility and convenience for all stakeholders.



## Promotion and Education

- Developing and implementing educational campaigns to increase recycling rates.
- Informing residents and businesses about proper PPP disposal.
- Encouraging participation and proper sorting to reduce contamination.



## Reporting and Representation

- Preparing and submitting compliance reports to the Administrator.
- Representing producers in regulatory matters and consultations.
- Maintaining transparent communication with municipalities and stakeholders.

# Obligations Under the Regulation

- By no later than October 1, 2024, a producer (or a PRO on their behalf) must consult with every municipality in the province and submit a Readiness Report to Divert NS.
- The Readiness Report will include the actions planned or already undertaken to ensure that the requirements of the Regulation are met, including operating a collection system, material management, auditing, reporting and record keeping, and promotion and education.



# Designated Materials



# Overview of Materials

## Designated Materials

- Paper products, packaging, and packaging-like products (PPP).
- Primarily made from paper, glass, metal, or plastic.
- Excludes certain materials for safety and from existing stewardship and EPR programs.

## Excluded Materials

- Materials in existing stewardship and EPR programs.
- Packaging for pressurized gas or hazardous products.
- Waste containment products.
- Health, hygiene, or safety products that, if used, may become unsafe for recycling.
- Packaging for refillable beer containers (with management requirements).



# Paper Products

## Eligible Paper Products

- Used for printing, copying, writing, or general use.
- Includes newspapers, magazines, promotional materials, directories, and catalogues.

## Excluded Paper Products

- Books (hard or soft-covered), reference/literary books, textbooks.
- Hard-covered periodicals.
- Paper unsuitable for recycling due to safety or sanitation concerns.

# Packaging

## Eligible Packaging

- Primary Packaging: Directly contains and presents the product.
- Convenience Packaging: Facilitates handling or transportation by the end user.
- Transport Packaging: Used for handling or transportation by others than the end user.

## Excluded Packaging

- Long-term storage packaging.
- Reusable/refillable packaging lasting at least five years.
- Products not made primarily from glass, plastic, metal, paper, or any combination thereof
- Rigid or flexible plastics made from certified compostable plastic or biodegradable plastics.



# Packaging-like Products



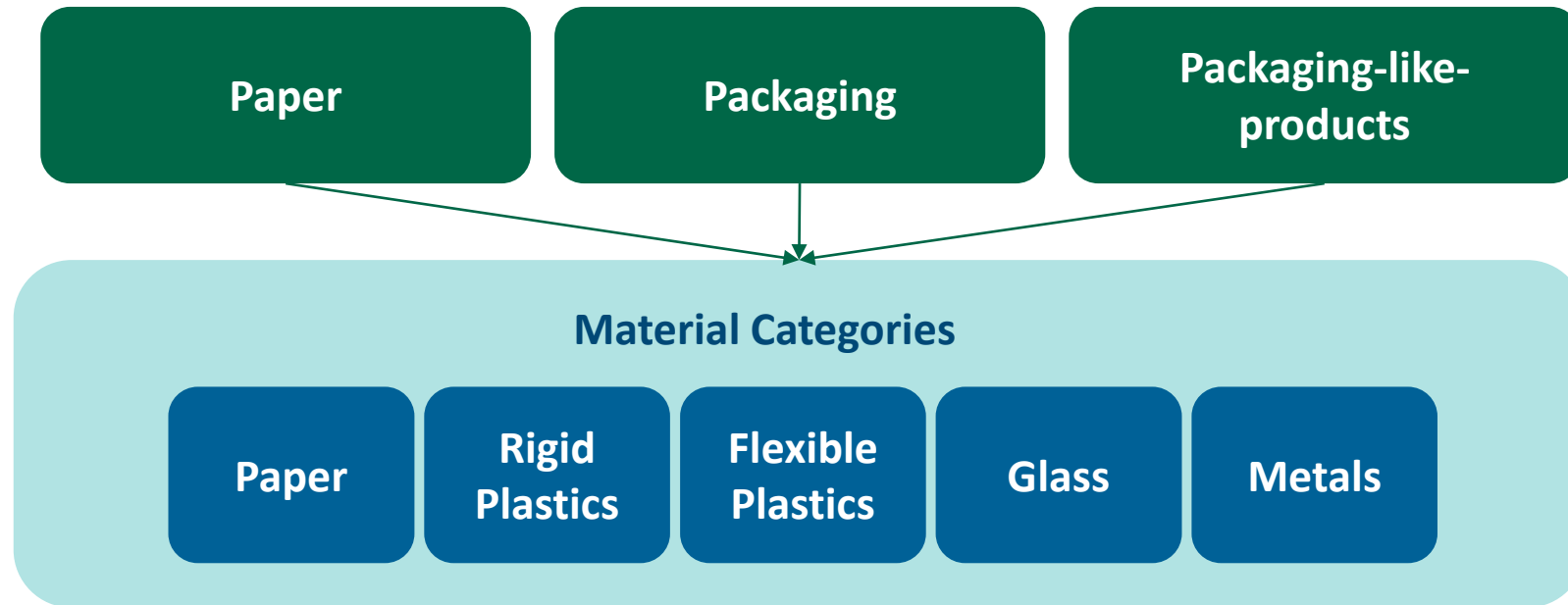
## Eligible Packaging-like Products

- A product used for protection, containment, handling, delivery, presentation, or transportation of a commodity or product.
- Includes aluminum foil, metal trays, plastic film, plastic wrap, food containers, wrapping paper, paper bags, beverage cups, plastic bags, cardboard boxes and envelopes.
- Packaging-like product includes single-use products and those intended for short-term use (5 years or less), regardless of reusability.

## Excluded Packaging-like Products

- Single-use products intended for use beyond 5 years (e.g., large plastic storage totes).

# Material Categories



# Collection

# Collection System Mandate & Approach

## Regulatory Requirements for Producers

Producers must establish and operate a collection system post-implementation date (December 1, 2025).

Option to collaborate on a common collection system via a PRO.

## Forming a Common Collection System

Producers can create a common system.

A PRO can operate the system on behalf of producers.

A written agreement is required between the PRO and each producer.

# Collection Service Partners



## Partnering with Collection Service Providers

- Circular Materials will contract with service providers.
- Partners may include but are not limited to private providers, municipalities, and First Nations.

## Service Provider Requirements

- Circular Materials will contract with service providers to ensure we operate the common collection system in accordance with the requirements of the regulations and
- Ensure we can meet our material management requirements.

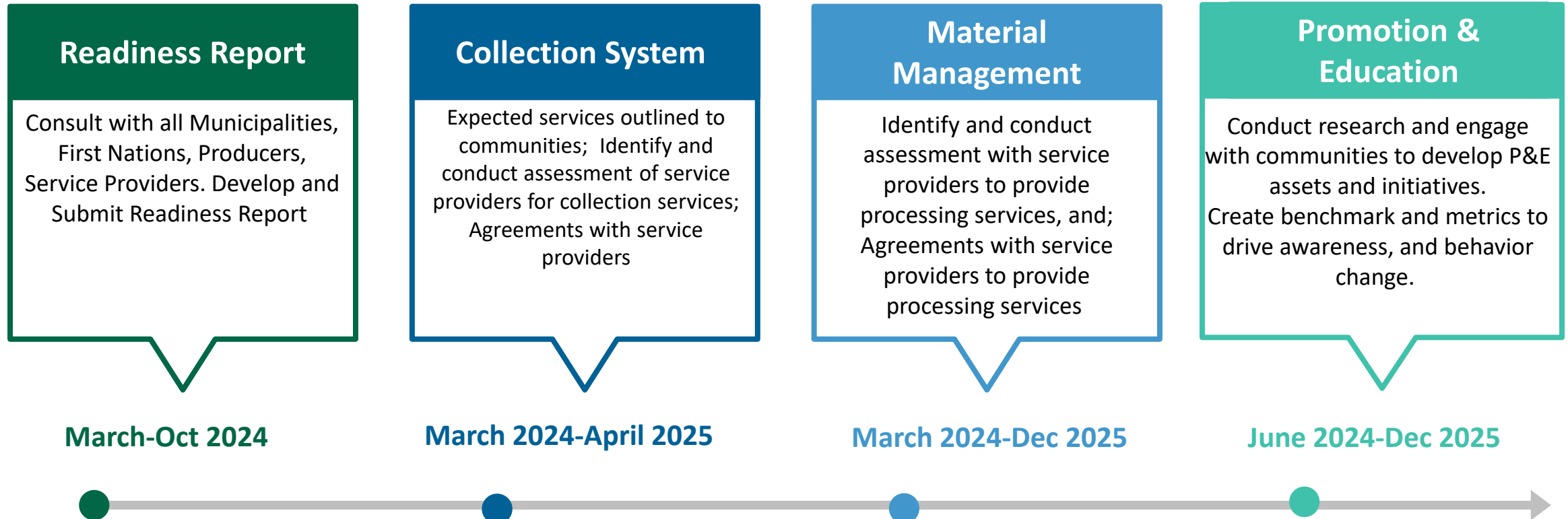


# Operationalizing the Collection System

## Workplan for Implementation

- Circular Materials has developed a workplan.
- Key milestones and deliverables have been outlined.
- Workplan is aimed at meeting obligations by the implementation date (December 1, 2025).

# Workplan





# Operationalizing the Collection System

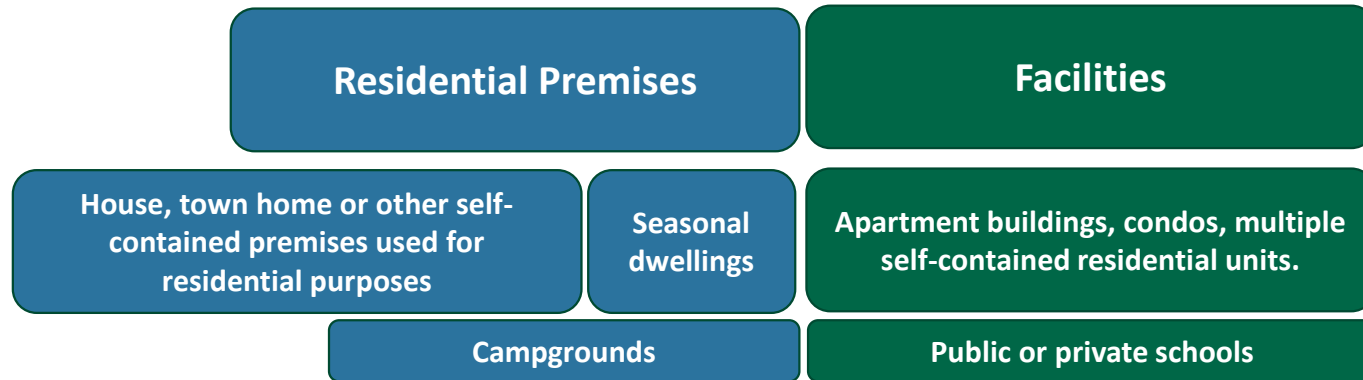
## Collection Service Coverage

- Services to every **eligible source** in the province.
- All Designated Materials to be accepted.

# Eligible Sources

Services to every **eligible source** in the province.

## Eligible Sources

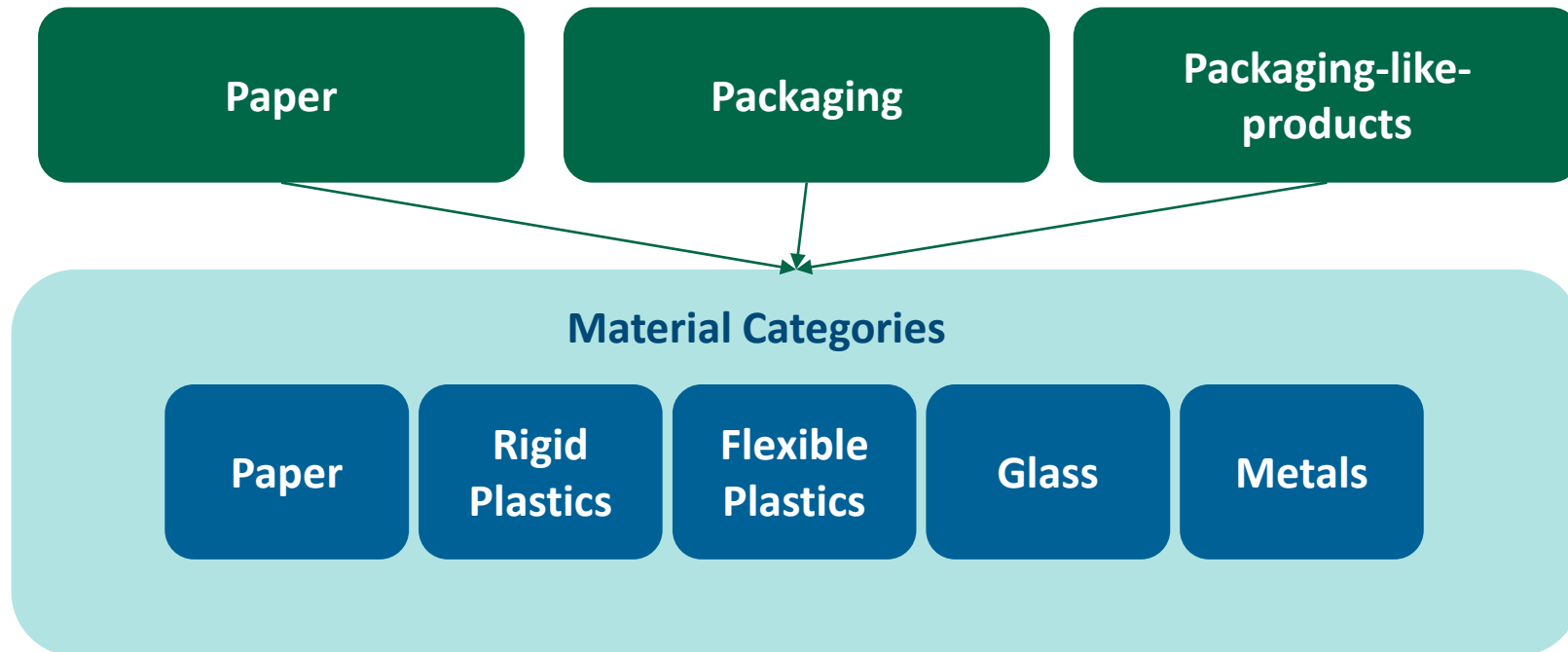


## Non-Eligible Sources



# What's Accepted

All **Designated Materials** to be accepted.





# Establishing a Collection System

Elements in this section:

- Service provider contracts
- Securing collection services
- Collection system design principles
- First Nations
- Curbside
- Municipal depots



# Securing Collection Services

## Contracting Collection Service Providers

- Circular Materials to establish contracts with service partners.
- Agreements to define standards and required services.

# Collection System Design Principles

## Guiding Principles for Development, Implementation, and Management



What will be collected and how

---



Frequency of collection

---



Notice of changes to service

---



Collection services to First Nations

---



How we will manage contamination

---



Performance measures

# Commitment to First Nations

## Offering a Common Collection System

- Circular Materials will engage and extend offers for collection services to First Nations reserves.
- Offers to be made 6 months before the Implementation Date.
- All offers will be aligned with Collection Design Principles.
- Firm commitment to productive, continuous relationships.

## Service Delivery Offers

- Offers to include service delivery specifics.
- Curbside or depot collections based on requirements.
- Inclusion of all eligible sources within First Nations upon acceptance.

# Commitment to First Nations Cont'd

## Seeking Feedback and Guidance

- Proactive outreach during the engagement period.
- Gathering feedback to tailor service delivery to First Nations reserves.

## Ongoing Dialogue with First Nations

- Flexibility and understanding of readiness and acceptance timelines.
- Collaboration towards agreeable solutions beyond regulatory deadlines.

## Influence of Feedback on Service Offers

- Summary of feedback to be reflected in service offers.
- Engagement sessions for detailed information.

# Curbside Collection Services



## Curbside Collection for Residential Premises

- All premises with existing garbage collection to receive curbside recycling.
- Individual and communal collection setups for households and complexes/schools.
- Provision of adequate reusable receptacles where required for Facilities before service commencement.



## Maintenance of Collection Receptacles

- Commitment to repair or replace reusable receptacles in a timely manner.
- Separate collection for materials that affect management regulations.

# Depot Collection Services



## Depot Collection for Non-Curbside Areas

- Depot services for premises without curbside collection.
- Collection of all designated materials, including problematic items.
- Strategic depot locations for convenient access.



## Communication of Depot Changes

- Advance notice of depot location or operation changes.
- Methodology for determining access thresholds.

A **Depot** is any location that accepts PPP from residents

# Service Commencement Dates

## Timelines for Collection Service Start



Services to begin by the Implementation Date for all eligible sources.

Municipalities and First Nations to notify PRO of new eligible sources.

## Procedures for New Eligible Sources



Circular Materials to establish a procedure for Municipalities.

Ensuring seamless integration of new sources into the collection system.

# Performance Measures

**Monitoring Accessibility to collection services.**

**1**

**Number of Residential Premises and facilities receiving curbside collection services within the common collection system**

**2**

**Number and location of depots within the common collection system**

# Material Management



# Regulatory Requirements

## Principles for Managing Designated Materials

- Hierarchy of preferred management options.
- Commitment to processing at registered facilities.
- Timely processing within three months.

| Preferred Management Options <sup>12</sup> |
|--------------------------------------------|
| Reuse                                      |
| Recycled                                   |
| Composted                                  |
| Beneficial Reuse                           |
| Energy Recovery                            |
| Treatment (Landcover/Incineration)         |
| Disposal                                   |

# Regulatory Requirements

## Adherence to Standards

- Performance measured by the ratio of managed vs. supplied materials (A/B).

$$\frac{A \text{ (Materials Managed)}}{B \text{ (Materials Supplied)}}$$

A = Amount of Designated Material Type that is reused, recycled, composted, energy recovery, or beneficially reused

B = The amount of Designated Material Type that a producer supplies in Nova Scotia to consumers for personal, family or household purposes

# Contracting and Assessments

| Ensuring Quality Processing Services                                                                                                                                          | Determining Processing Partners                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Contracts with registered processors for service delivery.</li><li>• Field assessments to verify compliance and capability.</li></ul> | <ul style="list-style-type: none"><li>• Identifying facilities currently registered and capable of meeting Circular Materials' needs.</li><li>• Evaluating whether facilities can be utilized for required services and options for short-term versus long-term.</li></ul> |

# Infrastructure and Collection System



## Utilizing Infrastructure and Collection Systems

Preference for leveraging existing infrastructure that meets regulatory and market standards.

Considering short-term solutions through successful commercial negotiations

Developing a common collection system to support high-level management options.

Map out the potential need for new infrastructure to meet future demand.



## Maximizing Recycling Efficiency

Strategies to minimize contamination.

Examining audit data to implement educational campaigns to improve consumer recycling behavior.

# Processing of Designated Materials

## Expected Material Management Strategies



### Paper

Sorting and directed to recycling end markets.



### Rigid Plastics

Sorting into resin categories where possible and directed to recycling end markets.



### Flexible Plastics

Sorting into single category of flexible plastics, shipped downstream for recycling or further processing or to alternative fuel.



### Metal

Sorting into steel and aluminum and directed to recycling end markets.



### Glass

Downstream processing for various applications.

Materials not captured during processing will be sent to alternative fuel/energy for waste and/or landfill.

# Promotion and Education



# Overview

- Promotion and education (P&E) is essential to increasing participation and influencing behaviour to reduce contamination rates.
- Circular Materials' P&E strategy and plans are strategically targeted and executed across various channels and platforms to maximize reach and drive behaviour change.
- Plans are measured for results and updated regularly to ensure effectiveness.

# Promotion and Education Objectives



## Meet P&E Regulation Requirements

Deliver a P&E program that meets the required information, free of charge to eligible sources that are serviced under the common collection system.



## Seamless Transition for Residents

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



## Increase Recycling Rates

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

# Inputs: Promotion and Education Development

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

## Research

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

## One-on-one meetings

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

## Webinars

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

## Audit data

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

## Resident call centre

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

# P&E Approach

- Circular Materials will develop P&E with input and collaboration from Nova Scotia municipalities and First Nations.
- Where Circular Materials manages a local recycling program, P&E will be led by Circular Materials.



# Call to Action Tagline: Ready. Recycle. Repeat.

- Simple, easy-to-understand messaging.
- Influences resident barriers and taps into their motivation.
- Consistently used on all P&E assets, highlighting the word that each asset speaks to.



## READY

Recycling preparation and what you need to do before your material goes into the recycling bin.



## RECYCLE

What you need to do when placing your material in the bin and at the curb.



## REPEAT

Continuing the behaviour cycle, focusing on the 'why recycle' piece, motivating residents to recycle.

# Promotion and Education Tactics

- Circular Materials will strategically utilize various P&E tactics to meet its objectives and the needs of Nova Scotia residents.
- Plans are tailored to each community and based on their P&E prior to transition, local audit data and discovery meeting learnings.



Recycling guides and calendars.



Host website information for each community.



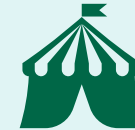
Manage recycling-portion of waste apps and campaigns.



Recycling education social media content.



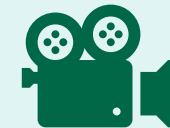
Manage local ad planning and buys.



Local event activations.



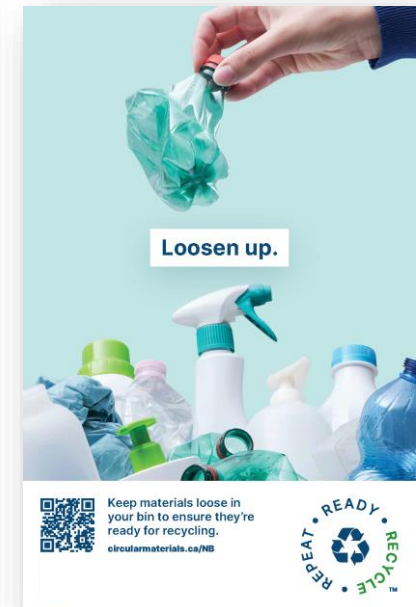
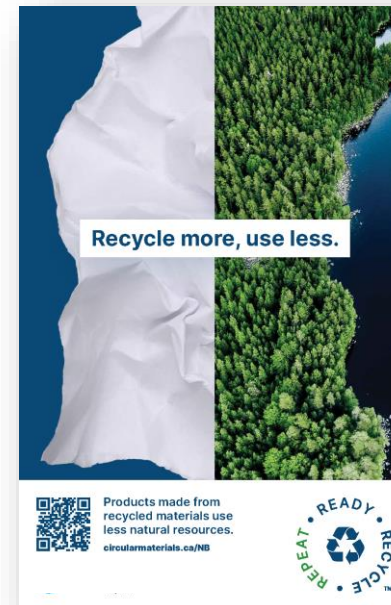
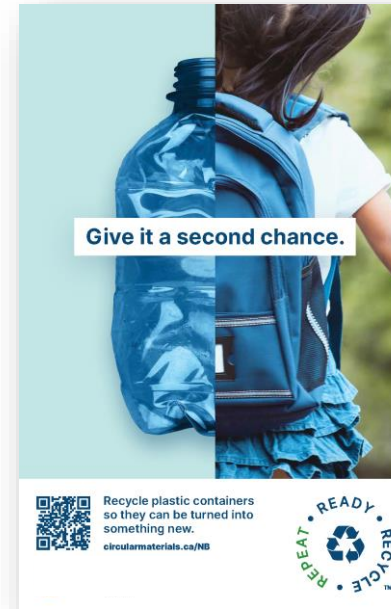
School toolkits delivered to teachers.



Educational videos for digital platforms.

# Strategic and Targeted P&E Program

- Simple, easy-to-understand messaging that focuses on motivation and behaviour change.
- Digestible content that speaks to the everyday resident.
- P&E addresses recycling topics/challenge areas from discovery phase and audit reports.
- Assets that can be used on multiple channels (digital, print, out of home, etc.) for greater impact and reach.



# Measuring Impact

Continuous improvement to test and improve P&E effectiveness



## Research

Through focus groups, measure year over year P&E ad recall, awareness and perceptions.



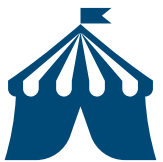
## Audits

Localized audit data is compared to determine whether P&E influenced problematic behaviour.



## Resident Call Centre

Themes and trends of questions & complaints are addressed by targeted communications and P&E and measured by reduction of inquiries.



## Event Activations

Measure interactions, impressions and qualitative feedback related to booth and activities.



## Media Buy Analytics

Based on channel, we measure reach, impressions, click through rate, etc. to determine impact of P&E.



## School Education

Educators provide feedback; requests for more materials.



## Digital Metrics

Website, social channels, video views, downloads, etc. are measured to determine what content is most impactful.

# Next Steps

# Feedback & Next Steps

- Presentation will be provided following this meeting.
- Feedback on today's discussed approach due to [NSoperations@circularmaterials.ca](mailto:NSoperations@circularmaterials.ca) by **April 26, 2024**.
- We will review and consider all feedback as we develop the draft Readiness Report.
- Draft Readiness Report will be released prior to the second round of virtual consultations taking place in late May/early June. Feedback will be reviewed for inclusion.
- Finalize the Readiness Report for submission to Divert NS by October 1, 2024.





# Questions?



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