



## **Staff Report**

**To:** Municipal Council

**From:** Marcia d'Eon, Director of Operations & Protective Services

**Approved by:** Warren MacLeod – CAO

**Date:** September 4, 2025

**Subject:** C&D Facility Closure – Updated Options for Alternate Service Delivery

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## **ORIGIN**

Council's previous decision to close the C&D Transfer Station at the end of 2025 due to cost-prohibitive compliance upgrades required by Nova Scotia Environment and Climate Change (NSECC). This report provides updated options to explore alternate service delivery, based on recent discussions with municipal partners, contractors, and service providers.

## **BACKGROUND**

As outlined in the July 9, 2025, report, the C&D Transfer Station requires between \$800,000 and \$1,000,000 in upgrades to meet NSECC's mandatory permitting standards, in addition to increased annual water monitoring and operating costs that would result in large annual operating deficits.

Council directed that the site be closed in December 2025, and staff were tasked with exploring viable alternatives for managing C&D waste and unregulated materials (brush, lobster traps, metals) while minimizing environmental, operational, and financial impacts.

Recent joint discussions with the Towns of Shelburne and Lockeport, local contractors, and the public have generated options for Council's consideration.

## **DISCUSSION**

### **Part 1: Scheduled C&D Drop-Off Days at Current Site**

This model would see designated "C&D Days" when waste could be brought directly to bins placed at the existing site. These bins would be trucked out the same day, avoiding the need for site

permitting under NSECC rules. We would continue to accept unregulated materials at the same time (traps, white metal goods, brush).

**Pros:**

- Continues to provide local disposal options for all forms of waste.
- Avoids capital upgrade costs and annual compliance expenses.
- Maintains tipping fee revenue and potential revenue from scrap metal sales.
- Potential to contract service to an independent company, reducing municipal operating expenses.

**Cons:**

- Residents and businesses would need to store C&D waste until scheduled days.
- Partially filled bins still incur full trucking costs.
- Annual costs will depend on the frequency of drop off days. Costs could be similar to current operations assuming 6 streams of waste, 2 drop off days per month, plus costs to dispose of brush.
- RFP process is required, and timelines are tight for implementation before December 2025.
- Significant staff resources are required to operate C&D drop off days.

Discussion Points for Council

- How many days of service per week, month, year, what hours of service should we be asking for in the RFP?
- What streams of waste, do you want to accept, do you still want to sort all waste?
- Tipping all waste as mixed requires way less bins and is considerably less expensive yet does not support environmental sustainability and would impact our diversion credits.
- How would we split these costs with the Towns? Current formula? Usage based with the contractor tracking use? Population percentage?

**Part 2: Private Sector C&D Drop-Off Site**

Encourage local contractors or companies to establish their own C&D drop-off location (under contract to the Municipality), potentially with municipal subsidies or cost-sharing from all three units.

**Pros:**

- Shifts responsibility, compliance and staffing obligations to a private operator.

- Retains a C&D disposal option within eastern Shelburne County.

#### **Cons:**

- No control over service standards, hours, or fees charged to residents.
- Potential service gaps for any materials not accepted by private operators.
- Potential impact to diversion credits if proper sorting is not undertaken.

#### **Discussion Points for Council**

- Do they want to subsidize residents or residents and businesses yes or no? If yes, in what amount?
- How would we split these costs with the Towns? Current formula? Usage based with the contractor tracking user locations? Population percentage?
- If we go to a private site model, would we still accept unregulated materials at our site or does Council want to go to RFP for all streams of C&D waste (not curbside)? Does Council want staff to explore regional partnership with neighbouring units?
- A regional or Shelburne County facility would be a long-term solution to explore but not obtainable short-term.
- The Town of Shelburne has requested an extension of the closure date or operating permit to allow time for alternate service contracts to be finalized. We are suggesting March 31, 2026.

#### **NEXT STEPS**

1. Discuss with shared services partners, their administration and councils.
2. Review all feedback and Council's direction on the potential RFP.
3. Prepare any necessary RFPs.
4. Explore the implementation of the new service model.

#### **RECOMMENDATION**

That Council receive this report for information and provide direction to staff on the preferred path forward for C&D waste management service delivery.

#### **Recommended Motion**

Be it resolved that the Municipality of the District of Shelburne extend the closure date of the C&D Site at 4517 Highway #3 West Green Harbour to March 31, 2026.

#### **ATTACHEMENTS**

Financials

	2025/2026 Budget	2024/2025 YTD Actual	2023/2024 YTD Actual	2022/2023 YTD Actual
<b>REVENUE</b>				
C & D WASTE - TIPPING FEES	\$ 70,000.00	\$ 61,733.41	\$ 51,620.95	\$ 55,673.04
SCRAP METALS	\$ 45,000.00	\$ 43,506.68	\$ 39,620.94	\$ 39,855.85
<b>REVENUE TOTAL</b>	<b>\$ 115,000.00</b>	<b>\$ 105,240.09</b>	<b>\$ 91,241.89</b>	<b>\$ 95,528.89</b>
<b>EXPENSES</b>				
*C&D TRUCKING AND DISPOSAL FEES TOTAL	\$ 160,000.00	\$ 126,492.67	\$ 93,973.37	\$ 82,303.94
C&D FACILITY MTCE & REPAIRS	\$ 110,280.00	\$ 68,246.46	\$ 29,541.62	\$ 23,518.57
C&D OFFICE EXPENSE	\$ 9,700.00	\$ 2,505.49	\$ 2,223.00	\$ 3,363.41
C&D ADVERTISING & PROMOTIONAL	\$ 4,000.00	\$ -	\$ -	\$ 513.87
C&D MISCELLANEOUS EXPENSE	\$ 5,000.00	\$ 3,773.02	\$ 3,388.74	\$ 3,949.03
C&D SCALE MTN & REPAIRS	\$ 4,000.00	\$ 7,051.24	\$ 902.86	\$ 948.60
C & D SITE - ELECTRICITY	\$ 1,600.00	\$ 1,466.99	\$ 1,451.08	\$ 962.98
C&D EQUIPMENT MAINTENANCE	\$ 1,500.00	\$ -	\$ -	\$ -
*C&D STAFFING & RELATED FEES TOTAL	\$ 134,993.00	\$ 128,789.16	\$ 120,759.41	\$ 107,026.24
<b>TOTAL EXPENSES</b>	<b>\$ 431,073.00</b>	<b>\$ 338,325.03</b>	<b>\$ 252,240.08</b>	<b>\$ 222,586.64</b>
<b>NET INCOME/LOSS</b>	<b>-316,073.00</b>	<b>-\$ 233,084.94</b>	<b>-\$ 160,998.19</b>	<b>-\$ 127,057.75</b>

\* These two sections have been consolidated to protect private information (Staffing & Contracts).  
Expenses do not include capital expenditures nor other staff costs; ie Administration, Director, Waste  
Diversion.