



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
DECEMBER 10, 2025 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. December 10, 2025		1-2
3. <u>ACCEPTANCE OF MINUTES</u>		
a. November 26, 2025		5-9
4. <u>BUSINESS ARISING</u>		
5. <u>PRESENTATION</u>		
a. Mike Shand – Service Recognition – Warden Penny Smith	6:00 pm	
b. Region 6 Solid Waste Management – Budget 2026/27 – Christine McClare, Regional Coordinator	6:05 pm	10-30
6. <u>OPERATIONS & PROTECTIVE SERVICES</u>		
a. Dangerous & Unsightly Update Re: 11 Lupin Street, 23 Lupin Street, 24 Lupin Street, 20 Aster Street, and 62 Aster Street, Sandy Point* – Darrell Locke, By-Law Enforcement Officer	6:30 pm	31-32
b. C & D Site Options – Marcia d’Eon, Director of Operations & Protective Services		33-42
c. Tractor Attachment Purchase* – Marcia d’Eon, Director of Operations & Protective Services		43
d. Monthly Building Report – November 2025		44
7. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Public Participation Policy Revision* – Jill Webb, Economic Development Officer		45-51

	<u>TIME</u>	<u>PAGES</u>
8. <u>RECREATION & PARKS</u>		
a. Roseway River Trail Options – Adam Dedrick, Director of Recreation & Parks		52-64
b. Jordan River Trail Bridge Visual Inspection Report – Adam Dedrick, Director of Recreation & Parks		65-91
9. <u>ADMINISTRATION</u>		
a. Real Estate Services – RFP Award*– Erin Hartley, Deputy CAO		92-102
b. Procurement Policy Amendment* – Erin Hartley, Deputy CAO		103-120
c. Special Election 2026 – District 4* – Erin Hartley, Deputy CAO		121-123
d. Amalgamation Steering Committee – Workshop Recommendation* - Verbal Update – Warren MacLeod, CAO		
10. <u>CORRESPONDENCE</u>		
a. RCMP Response Letter Re: Request for an Organized Crime Unit in Southwest NS		124-125
11. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden’s Update		
12. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
November 10th, 2025 - Council Meeting
RECOMMENDED MOTIONS

6(a) MOTION: DANGEROUS AND UNSIGHTLY – 11 LUPIN STREET, 23 LUPIN STREET, 24 LUPIN STREET, 20 ASTER STREET, AND 62 ASTER STREET, SANDY POINT

Be it resolved that the Council of the Municipality of the District of Shelburne hereby issues an order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition and clean up order for the property located at 11 Lupin Street, 23 Lupin Street, 24 Lupin Street, 20 Aster Street, and 62 Aster Street, Sandy Point.

6(c) MOTION: TRACTOR ATTACHMENT PURCHASE

Be it resolved that the Council of the Municipality of the District of Shelburne of Shelburne approve the purchase of a flail mower attachment at a cost of \$4,446.00 in the fiscal year 2025/2026. Funds to come from capital or operating reserve.

7(a) MOTION: PUBLIC PARTICIPATION POLICY

Be it resolved that the Council of the Municipality of the District of Shelburne repeal the existing Public Participation Policy and approve the new Public Participation Policy as presented in this report.

9(a) MOTION: REAL ESTATE SERVICES – RFP AWARD

Be it resolved that the Council of the Municipality of the District of Shelburne award the Real Estate Services Request for Proposals to The Huskilson Group based on the details outlined in their proposal submission.

9(b) MOTION: PROCUREMENT POLICY AMENDMENT

Be it resolved that the Council of the Municipality of the District of Shelburne approves the Procurement Policy as amended.

9(c) MOTION: SPECIAL ELECTION 2026 – DISTRICT 4

Be it resolved that the Council of the Municipality of the District of Shelburne hold a Special Election for the Councillor vacancy in District 4, with the Special Election date being set as Saturday, February 21, 2026;

That electronic voting methods be used;

That Intelivote be hired as the Municipality of Shelburne's service provider for electronic voting at an estimated amount of \$3,000 plus HST, plus costs of voter cards and mailouts;

That Council set the alternative voting period as February 12, 2026 at 8:00 am to February 21, 2026 at 7:00 pm;

That Wanda Atkinson be appointed as Returning Officer for the Special Election;

Municipality of the District of Shelburne
November 10th, 2025 - Council Meeting
RECOMMENDED MOTIONS

That Erin Hartley and Anita DeMings be appointed as Assistant Returning Officers for Special Election;

That Anita DeMings be appointed as the Registrar of Voters for the Special Election on the recommendation of the Returning Officer;

That Val Kean be appointed as Auditor for the Special Election;

Tariff of Fees - That compensation be set as follows:

- Returning Officer (Wanda Atkinson) \$23/hour - up to \$8,000
- Assistant Returning Officer/Registrar of Voters/Revising Officer (Anita DeMings) Per Collective Agreement
- Assistant Returning Officer (Erin Hartley) Per Non-Union Staff Policies
- Auditor (Val Kean) Per Non-Union Staff Policies

That the Municipality use the permanent register of electors established and maintained for use in a provincial election and if required, enter into an agreement with Elections Nova Scotia's Chief Electoral Officer.

That on the advice of the Returning Officer, that the Revising Officer shall furnish the Returning Officer or Registrar of Voters with the Amended List of Electors on January 13, 2026.

The Municipality approve up to \$15,000 from the 2025/26 budget for the 2026 Special Election using GL 0021910000.

9(d) MOTION: AMALGAMATION WORKSHOP

Be it resolved that the Municipality of Shelburne approve up to \$3,000 for the engagement of Kevin Latimer to provide an amalgamation workshop to the Amalgamation Steering Committee. Funds to come from Legal GL 0021210620. Funding contingent upon funding approval from the Towns of Shelburne and Lockeport.



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**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, November 26, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, November 26, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations & Protective Services via Microsoft Teams
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. November 26, 2025

2(a) It was noted that item 8(b) was added to the agenda prior to the meeting with the updated agenda being distributed and posted online.

MOTION: APPROVAL OF AGENDA – November 26, 2025

Being duly moved and seconded, be it resolved that the Agenda for November 26, 2025, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. November 12, 2025

3(a) The Minutes of November 12, 2025 were accepted as circulated.

4. BUSINESS ARISING:

- a. Crosswalk Lights – Deputy Warden Heidi Wagner

4(a) Deputy Warden Wagner requested an update from staff regarding the crossing signal lights for the crosswalk at the beginning of Woodlawn Drive/King Street.

CAO MacLeod advised that Public Works had responded and stated the request does not correspond with their protocols and rules.

A discussion was held and direction was given to staff to follow-up with Public Works as there was another near miss incident at the location with a student.

5. PRESENTATION:

- a. Strategic Plan Version 2 – Ilse van Winssen & Grace Buckel, Davis Pier

5(a) Warden Smith welcomed Ilse van Winssen and Grace Buckel with Davis Pier to the meeting.

Ms. van Winssen and Ms. Buckel reviewed key themes from the feedback received from the public and Council on the first draft of the Strategic Plan, and how the project team incorporated the feedback into the second version of the plan. The document was included in the meeting package and available online.

A discussion was held regarding the next steps on implementing the strategic plan, budgetary implications, public participation during the engagement process, and clarification on completion of surveys for the first draft and second draft.

It was noted that there will be a Strategic Planning Meeting held on Tuesday, December 9, 2025 at 8:30am in the Council Chambers for Council to begin outlining possible action items for the plan that will be implemented during the budget discussions. Residents are welcome to attend and observe the meeting.

Council thanked Ms. van Winssen and Ms. Buckel for presenting.

MOTION: STRATEGIC PLAN 2026 - 2030

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Strategic Plan as presented.

- **MOTION CARRIED**

6. OPERATIONS & PROTECTIVE SERVICES:

- a. Exterior Sign Design Choice – Marcia d’Eon, Director of Operations & Protective Services

6(a) Marcia d'Eon, Director of Operations & Protective Services, presented the Exterior Sign Design Choice staff report.

An RFP had been awarded in September 2025 for an exterior sign for the Municipal Administration Building, subject to provision of three designs. Three designs were prepared for Council to review.

A discussion was held regarding the three options. Council did not support any of the proposed choices and provided staff with direction on the elements they would like incorporated into a revised design.

7. ADMINISTRATION:

- a. Heritage Properties By-Law Amendment – Second Reading – Erin Hartley, Deputy CAO
- b. Heritage Advisory Committee Terms of Reference and Council Appointments – Erin Hartley, Deputy CAO

7(a) Erin Hartley, Deputy CAO, presented the Heritage Properties By-Law Amendment – Second Reading staff report.

With the elimination of the Municipality's Planning and Development Committee, the Heritage Properties Bylaw requires an amendment to update the responsible Committee to a Heritage Advisory Committee.

The Bylaw was advertised on Municipal social media, website, and in the newspaper. It was noted that no written submissions were received.

MOTION: HERITAGE PROPERTIES BYLAW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give second and final reading to the attached Heritage Properties Bylaw as amended.

- **MOTION CARRIED**

7(b) Erin Hartley, Deputy CAO, presented the Heritage Advisory Committee Terms of Reference and Council Appointments staff report.

The Municipality is mandated to have a Heritage Properties Bylaw and a Committee responsible for the matters outlined in the Province's Heritage Property Act related to Municipal Heritage Properties.

A discussion was held, and Councillors expressed their interest in the committee.

MOTION: HERITAGE ADVISORY COMMITTEE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Heritage Advisory Committee Terms of Reference, and

That the Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole and Councillor Sherry Thorburn Irvine as municipal representatives, and Warden Penny Smith as the alternate on the Heritage Advisory Committee.

- **MOTION CARRIED**

8. CORRESPONDENCE:

- a. Leigh Thorburn Re: Letter of Support Request for Green Crab Mitigation
- b. Councillor Anthony Gosbee Re: Letter of Resignation

8(a) CAO MacLeod reviewed the correspondence from Leigh Thorburn regarding a letter of support request for harvesting green crab, an invasive species, in the area.

A discussion was held, and direction was given to staff to draft a letter of support.

8(b) Warden Smith reviewed the letter of resignation from Councillor Anthony Gosbee.

Council thanked Councillor Gosbee for his contribution to the Municipality and wished him all the best.

It was noted that details regarding a special election will be presented in a staff report at the December 10, 2025 Council meeting.

MOTION: COUNCILLOR ANTHONY GOSBEE - RESIGNATION

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne accept Councillor Anthony Gosbee's resignation.

- **MOTION CARRIED**

9. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
- b. Warden's Update

9(a) Councillor Richardson requested a progress update on Nova Scotia Power removing the Roseway River Dam. CAO MacLeod noted an update has not been received. A discussion was held and staff were directed to draft a letter to Nova Scotia Power on this matter.

Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Lunch and Learn on Climate Change and Air Quality

Deputy Warden Wagner noted she attended and provided updates on the following:

- No. 2 Construction Battalion War Monument Ceremony at the Black Loyalist Heritage Centre
- Blessing of the Fleet in West Green Harbour

9(b) Warden Smith noted she attended and provided updates on the following:

- November 13 – Economic Growth Committee Meeting
- November 14 – Tree Lighting at the Gunning Cove Wharf

- November 18 – Dalhousie Leadership/Faculty of Medicine Site Visit
- November 24 – Dumping Day
- November 26 – Minister of Municipal Affairs Meet and Greet

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:42 pm. The next Regular Council meeting will be held on Wednesday, December 10, 2025.

Nicole Blades
Recording Secretary

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**

DRAFT

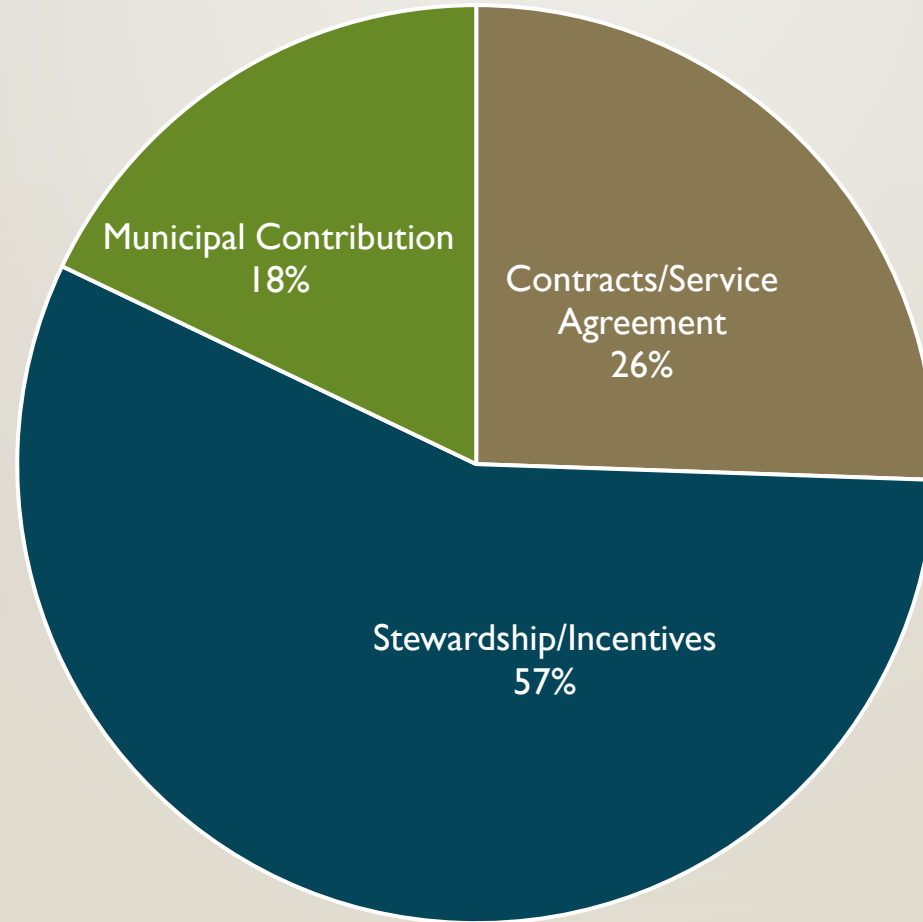


BUDGET 2026-27

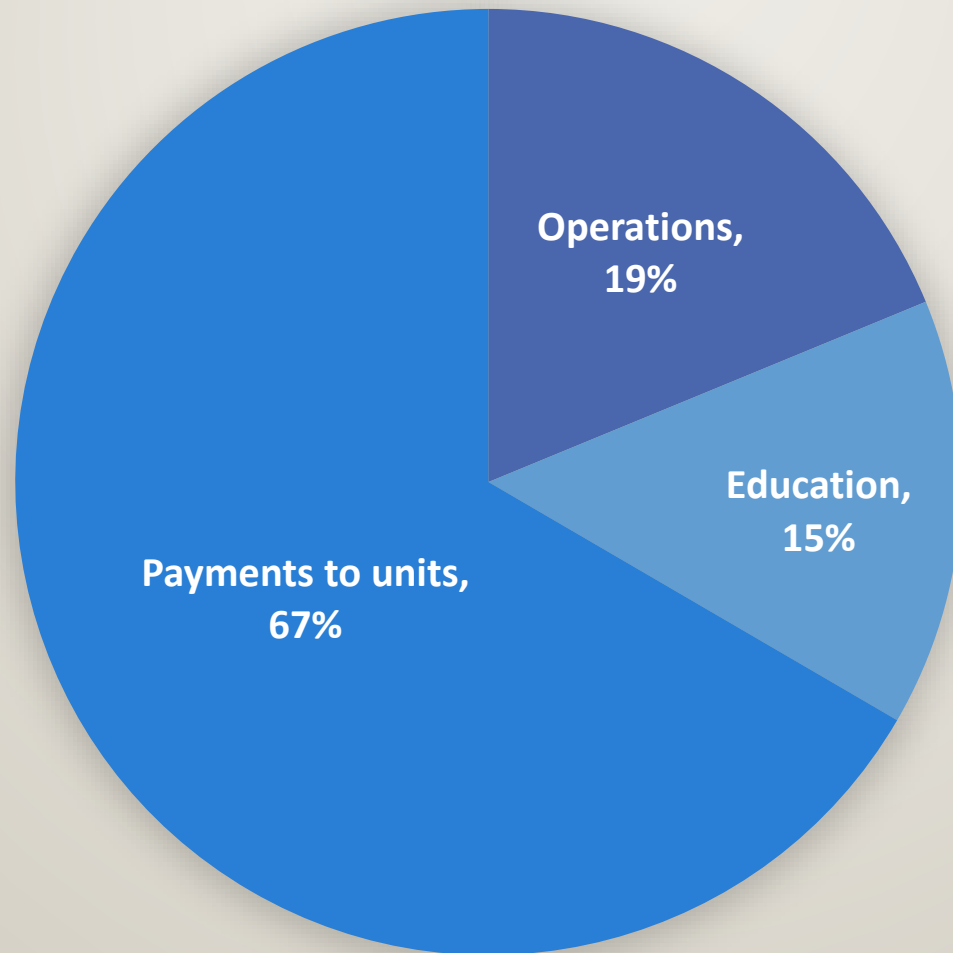
CHRISTINE MCCLARE

REGIONAL COORDINATOR

REVENUE



EXPENSES



BUDGET 2026-27

REVENUE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Revenue
Contracts/Service Agreement	\$213,103	\$213,103	\$210,998	26%
Stewardship/Incentives	\$483,000	\$483,000	\$467,000	57%
Municipal Contribution	\$149,942	\$129,858	\$147,885	18%

EXPENSE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Expenses
Operations	\$154,090	\$154,090	\$156,659	19%
Education	\$119,530	\$119,530	\$121,967	15%
Payments to units	\$572,425	\$572,425	\$555,622	67%

REVENUE	2025-26 Projection		2025-26 Budget	2026-27 Proposed Budget
Contracts/Service Agreements				
Education Contract	80,392	80,392	80,392	79,090
Coordinator Agreement	43,286	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425	88,622
Sub-total	\$ 213,103	\$ 213,103	\$ 213,103	\$ 210,998
Stewardship/Incentives				
Dairy Stewardship ¹	53,000	53,000	53,000	37,000
Diversion ²	350,000	350,000	350,000	350,000
Municipal Approved Programs	80,000	80,000	80,000	80,000
Interest	0	0	0	0
Sub-total	\$ 483,000	\$ 483,000	\$ 483,000	\$ 467,000
Municipal Contribution				
Municipal Billing ³	149,942	129,858	129,858	147,885
Sub-total	\$149,942	\$129,858	\$129,858	\$147,885
TOTAL	\$ 846,045	\$ 825,961	\$ 825,961	\$ 825,883

EXPENSES	2025-26		2026-27
	2025-26 Projection	Budget	Proposed Budget
OPERATING EXPENSE			
Admin Salaries and Benefits	108,025	108,025	109,969
Administration (host)	9,390	9,390	9,390
Travel	2,500	2,500	2,500
Training and conference	2,000	2,000	2,000
Office Rental	9,500	9,500	9,500
Office supplies/computer	8,300	8,300	8,300
Insurance	4,050	4,050	4,500
Legal & Auditor	10,325	10,325	10,500
Sub-total	\$ 154,090	\$ 154,090	\$ 156,659
EDUCATION			
Education salaries and benefits	87,030	87,030	88,597
Education travel	14,000	14,000	14,000
Program materials ⁴	4,000	4,000	3,500
Advertising	1,000	1,000	1,000
R6 Recycles	13,500	13,500	14,870
Inter-Municipal program expenses ³	0	0	0
Sub-total	\$ 119,530	\$ 119,530	\$ 121,967

EXPENSES	2025-26		2026-27	
	2025-26 Projection	Budget	Proposed Budget	
PAYMENTS TO UNITS				
Enforcement Contract	89,425	89,425		88,622
Dairy Agreement	53,000	53,000		37,000
Diversion ¹	350,000	350,000		350,000
Municipal Approved Program	80,000	80,000		80,000
Sub-total	\$ 572,425	\$ 572,425	\$	555,622
TOTAL	\$ 846,045	\$ 846,045	\$	834,248

Revenue/Expenditure \$ - - \$ 20,084 - \$ 8,365

TABLE 1:

Municipal Billing 2026-27

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2026-27</i>
Shelburne Shared Services	6,456	6.99% \$	10,344.16
Town of Bridgewater	8,790	9.52% \$	14,083.83
Town of Mahone Bay	1,064	1.15% \$	1,704.80
Municipality of Lunenburg	25,545	27.68% \$	40,929.62
Municipality of Barrington	6,523	7.07% \$	10,451.51
Town of Clark's Harbour	725	0.79% \$	1,161.64
Municipality of Chester	10,804	11.71% \$	17,310.77
Town of Lunenburg	2,396	2.60% \$	3,839.00
Region of Queens Municipality	10,486	11.36% \$	16,801.25
West Hants Regional Municipality	19,509	21.14% \$	31,258.41
Total	92,298	100.00% \$	147,885.00

THANK YOU!

Christine McClare

Regional Coordinator

902-624-1339

902-790-6834

Christine.McClare@Region6SWM.ca

Warren MacLeod
Municipality of Shelburne
PO Box 280
136 Hammond St.
Shelburne, NS B0T 1W0

December 2, 2025

RE: Budget Approval 2026-27

Dear Mr. MacLeod,

On Friday, November 28, 2025, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2026 – March 31, 2027.

The following motion was passed:

MOTION: to recommend approval of the 2026-27 Region 6 Inter-Municipal Committee Budget to member units, as circulated at \$147,885. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

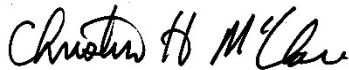
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 13, 2026 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Acting Chair, Scott McLean at 902 790-3100.

If you require my attendance at the council meeting when the budget is up for discussion, please feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive, flowing style.

Christine H. McClare BA Psych
Regional Coordinator

encl. Region 6 2026-27 Budget Report and R6 Coordinator Annual Report for 2025.

BUDGET REPORT 2026-27



Christine McClare, Regional Coordinator
Region 6 Solid Waste Management
November 28 2025
Christine.McClare@Region6SWM.ca

MUNICIPAL DETAILS:

Region 6 Solid Waste-Resource Management serves 12 municipalities.

- Town of Clark's Harbour
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- Town of Shelburne
- Town of Lockeport
- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg
- Municipality of the District of Chester
- West Hants Regional Municipality



Facilities:

Within our jurisdiction, we have:

- 3 second generation municipal solid waste landfills
- 1 compost facility
- 1 material recovery facility (processes blue bags) **Queens Closing Dec 2025**
- 1 Construction and Demolition (Only) landfill
- 2 organics transfer stations
- 2 construction and demolition transfer stations **Shelburne possibly closing Dec 2025**
- 1 waste transfer station

Presented for information only as Region 6 has no responsibility in operations or administration of the facilities.

ADMINISTRATION:

1. Distribute funds Regionally:
 - a. Diversion Credits
 - b. Dairy Stewardship
 - c. Enforcement
 - d. Hazardous Waste grant
 - e. Municipal Approved Program
2. Datacall – Assist with Municipal data input and output to Nova Scotia Environment/Divert NS
3. R6RECYCLES – Manage and maintain ReCollect waste app
4. @Region6SWM – Manage and maintain social media
5. Voice on provincial initiatives:
 - a. Divert Nova Scotia –
 - i. Municipal Approved Programs
 - ii. Enforcement
 - iii. Municipal Adoption Funding
 - iv. Municipal Efficiency Funding
 - b. Nova Scotia Environment –
 - i. Policy review, Act review, Regulations review
 - ii. Materials markets
 - iii. Stewardship liaison
 - iv. Packaging/Extended Producer Responsibility
 - v. 300 kg/capita goal

EDUCATION:

1. Deliver the Divert Nova Scotia Contract (this is the funding source for our education programs)
Complete required focus area delivery to:
 - a. Institutions – Schools, hospitals and colleges
 - b. Offices
 - c. Food Services – Grocery stores, farm markets, restaurants
 - d. Specific initiatives (such as waste reduction campaign)
 - i. Other: Community Halls, business visits, compliance promotion, public spaces, information booths, council presentations, community group presentations
 - ii. Special Events – Waste Reduction Week, Compost Awareness Week, Environment Week
2. Maintain existing programs:
 - a. Schools – Compliance promotion (are they sorting properly? do they have bins/signs?), curriculum-based presentations, how to sort properly presentations, composting presentations, presentations at staff meetings
 - b. Public spaces – checking for types of containers in public spaces and the signage on the containers, working with municipal/provincial and federal parks,
 - c. Public Relations – Newspaper ads, Education/outreach, webinars, contests, media outreach
 - d. Ongoing support to Municipal outreach –assisting in the delivery of tailored education messages to whomever our stakeholders want

FINANCES

Region 6 has several goals outlined in the Inter-Municipal Agreement (Sept 2018). Two of these goals:

"To strive for an optimum balance between maximizing the long-term benefits achievable by diversion from disposal and minimizing Costs, both operating and capital, associated with implementation of the SWRM system;"

AND

"To conduct its operations equitably and in a fiscally responsible manner."

Revenues

Coordinator Funds	<p>ABOUT Each region is provided a stipend in exchange for contract services that support the role of a liaison on behalf of the Region and partners; Nova Scotia Environment, Divert Nova Scotia, Stewards and other regions and municipalities.</p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED An equal amount per year. Currently at \$43,286. This money offsets some of the costs associated with employing a coordinator, the office, travel and overhead expenses.</p> <p>WHEN AND HOW OFTEN A one-year extension (2025-26) to the last 3-year contract (2022-2025) has been signed. Quarterly deposits are made to the Region 6 account. New 3 year contract expected in 2026-27</p>
Education Funds	<p>ABOUT Each region must deliver a set amount of program deliverable hours to residents, businesses and schools on proper waste management and promoting its environmental benefits. A portion of the contract is reserved for provincial strategic areas and a stipend was assigned. Started in F2022, the stipend was an extra \$20,000.</p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED Deliverables to specific target areas, which are revised annually, are required to be completed. An approved work plan includes an allowance for Region specific goals. Total NS funding is \$770,000 distributed as a Stipend of \$25,000 per region and remainder distributed on % of population. Currently, \$79,090.</p> <p>WHEN AND HOW OFTEN A plan is submitted in April for approval. The contract is drafted and issued with a 15% advance in May each year. The remainder is released based on meeting contract obligations for deliverables; 50% mid-year and 35% at year end.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Municipal Approved Programs (MAP)</p>	<p>ABOUT Solid Waste-Resource Regulations Section 8(1) (b) <i>paying out of the Fund money to provide financial assistance and incentives under an approved program.</i></p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED Distributed based on the % of tonnes of solid waste diverted in the province and eligible only towards program costs that keep waste from going to landfill. This money is not permitted to be used to offset any costs associated with the disposal of waste. The estimated revenue issued to member units is approximately \$0.69 per person.</p> <p>WHEN AND HOW OFTEN An amount is advanced to Region 6 following the AGM for Divert Nova Scotia and is distributed after the final contribution is made in February/March.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Diversion Credits</p>	<p>ABOUT Solid Waste-Resource Regulations Section 8(1) (a) <i>paying a minimum of 50% of the net revenues in the Fund to provide financial support, to be divided between or among municipalities or regions based on the solid waste diverted by the municipality or region;</i></p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED Based on the solid waste diverted by the member municipal units. Some areas share services; in these cases, the total is paid to the service area, i.e. Municipal Joint Services and Shelburne Shared Services. Three-year average = \$20.25 per tonne diverted</p> <p>WHEN AND HOW OFTEN Diversion payments are made to each area following final confirmation of the datacall numbers to Nova Scotia Environment. Typically, after January.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Dairy</p>	<p>ABOUT A voluntary stewardship agreement that was developed in 2001 and has been renegotiated between the Atlantic Dairy Council and the Municipalities (Chairman of Regional Chairs) every year since. Agreement to end with EPR for PPP Dec 1, 2025.</p> <p>FROM Atlantic Dairy Council</p> <p>HOW IS IT CALCUALTED Based on the total tonnes of fluid milk containers¹ sent to market each year. Three-year average = \$755 per tonne</p> <p>WHEN AND HOW OFTEN The amount is negotiated each June (based on previous year data) and a cheque issued in August or early September</p>

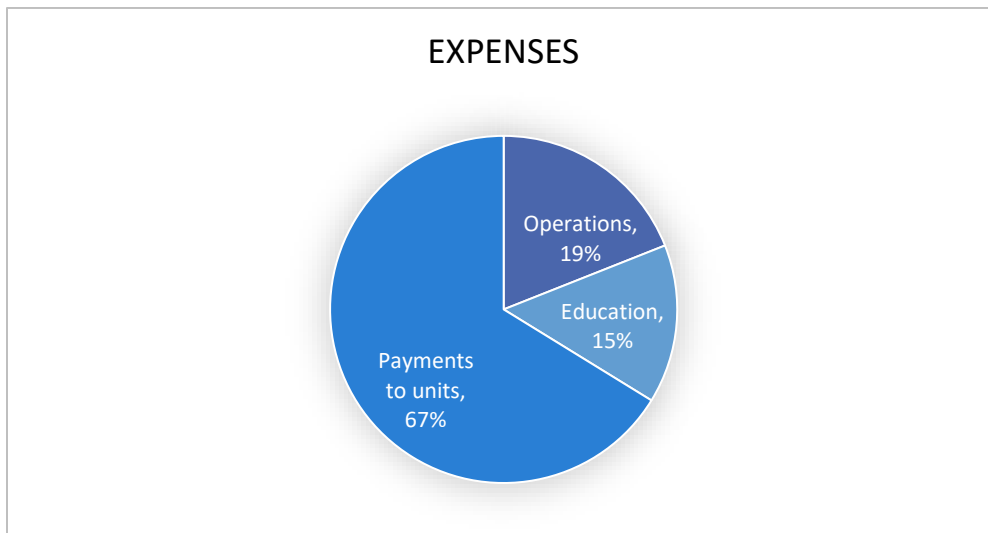
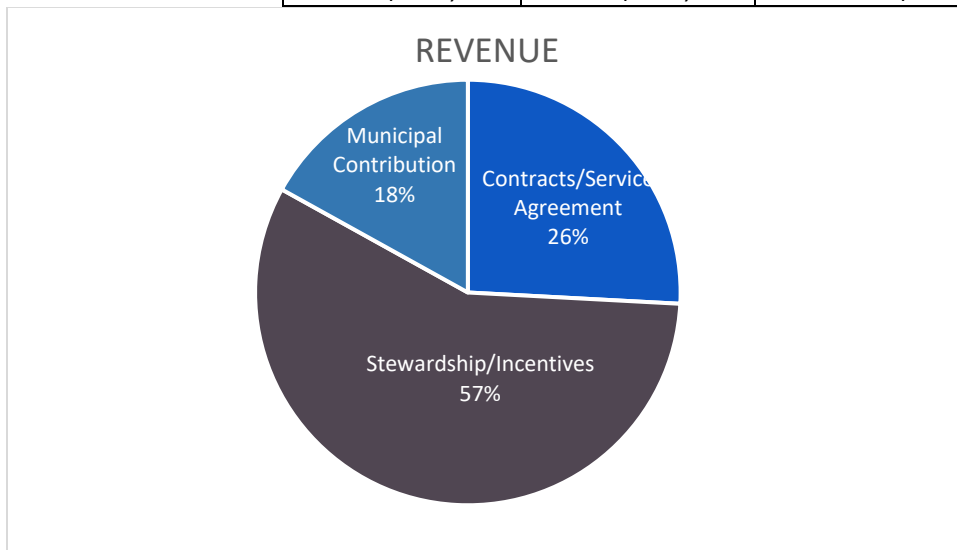
¹ Fluid milk – yogurt, ice cream, butter and other similar containers are not part of the program. Likewise, soy, almond and milk replacement products are also not part of the program.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enforcement Fund</p>	<p>ABOUT This program began in 2009 in response to the increasing demand for support to help fund compliance outreach as more enforcement was required to supplement the education programs. Several employees within Region 6 are partially paid using this fund.</p> <p>FROM Divert Nova Scotia.</p> <p>HOW IS IT CALCULATED The region receives between \$88-\$89,000 based on a stipend (base funding plus a % for our portion of provincial population plus a percent for our portion of the land area). Within the region, it is distributed based on regional population. Each unit must demonstrate meeting the contract eligibility requirements to release the funds both from Divert Nova Scotia and within the region. Deliverables of how many complaints were followed up on and warnings or tickets issued as well as proof of expenditures for staff and equipment to complete the contract deliverables.</p> <p>WHEN AND HOW OFTEN A progress report must be submitted mid-year and a final report at year-end after which funds are released to area participants based on eligible expenses.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Inter-Municipal Fund</p>	<p>ABOUT This account was generated on the inception of Region 6 with \$100,000 grant from the province. That money was used to pay for a study and support the formation of the region. Since that time, a few grants had been earned (based on surplus at the RRFB at the time) and added to the account. This is a reserve fund and can be accessed based on motion of the Inter-Municipal Committee.</p> <p>FROM Region 6 - Reserves</p> <p>WHEN AND HOW OFTEN On an as needed basis and only on motion of the Inter-Municipal Committee. Past uses: Public Bins Program, Compost transport and Processing study, R6RECYCLES waste app</p>

BUDGET (Summary)

REVENUE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Revenue
Contracts/Service Agreement	\$213,103	\$213,103	\$210,998	26%
Stewardship/Incentives	\$483,000	\$483,000	\$467,000	57%
Municipal Contribution	\$149,942	\$129,858	\$147,885	18%

EXPENSE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Expenses
Operations	\$154,090	\$154,090	\$156,659	19%
Education	\$119,530	\$119,530	\$121,967	15%
Payments to units	\$572,425	\$572,425	\$555,622	67%



REVENUE	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget
Contracts/Service Agreements			
Education Contract	80,392	80,392	79,090
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	88,622
Sub-total	\$ 213,103	\$ 213,103	\$ 210,998
Stewardship/Incentives			
Dairy Stewardship	53,000	53,000	37,000
Diversion ¹	350,000	350,000	350,000
Municipal Approved Programs	80,000	80,000	80,000
Interest	0	0	0
Sub-total	\$ 483,000	\$ 483,000	\$ 467,000
Municipal Contribution			
Municipal Billing ²	149,942	129,858	147,885
Sub-total	\$ 149,942	\$ 129,858	\$ 147,885
TOTAL	\$ 846,045	\$ 825,961	\$ 825,883

EXPENSES	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget
OPERATING EXPENSE			
Admin Salaries and Benefits	108,025	108,025	109,969
Administration (host)	9,390	9,390	9,390
Travel	2,500	2,500	2,500
Training and conference	2,000	2,000	2,000
Office Rental	9,500	9,500	9,500
Office supplies/computer	8,300	8,300	8,300
Insurance	4,050	4,050	4,500
Legal & Auditor	10,325	10,325	10,500
Sub-total	\$ 154,090	\$ 154,090	\$ 156,659
EDUCATION			
Education salaries and benefits	87,030	87,030	88,597
Education travel	14,000	14,000	14,000
Program materials ⁴	4,000	4,000	3,500
Advertising	1,000	1,000	1,000
R6 Recycles	13,500	13,500	14,870
Inter-Municipal program expenses ³	0	0	0
Sub-total	\$ 119,530	\$ 119,530	\$ 121,967

PAYMENTS TO UNITS

Enforcement Contract	89,425	89,425	88,622
Dairy Agreement	53,000	53,000	37,000
Diversion ¹	350,000	350,000	350,000
Municipal Approved Program	80,000	80,000	80,000
Sub-total	\$ 572,425	\$ 572,425	\$ 555,622
TOTAL	\$ 846,045	\$ 846,045	\$ 834,248

Revenue/Expenditure	\$	-	-\$	20,084	-\$	8,365
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Notes to BUDGET:

1. Dairy Credits - Dairy containers marketed is down from 71 tonnes to 49 tonnes. Queens material has been stockpiled.
2. Diversion Credits - Expected decrease provincially from \$6.6 million available last year. Projections not available yet.
3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2024-25 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2026-27</i>
Shelburne Shared Services	6,456	6.99%	\$ 10,344.16
Town of Bridgewater	8,790	9.52%	\$ 14,083.83
Town of Mahone Bay	1,064	1.15%	\$ 1,704.80
Municipality of Lunenburg	25,545	27.68%	\$ 40,929.62
Municipality of Barrington	6,523	7.07%	\$ 10,451.51
Town of Clark's Harbour	725	0.79%	\$ 1,161.64
Municipality of Chester	10,804	11.71%	\$ 17,310.77
Town of Lunenburg	2,396	2.60%	\$ 3,839.00
Region of Queens Municipality	10,486	11.36%	\$ 16,801.25
West Hants Regional Municipality	19,509	21.14%	\$ 31,258.41
Total	92,298	100.00%	\$ 147,885.00



Region 6 Activities Summary 2025-26

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Outreach and presentations for contract work through Divert NS continues in schools, businesses, apartments, community groups and events.
- Collaboration continues with various partners on litter reduction in Parks, at schools, public event spaces, along roads, on beaches and coastlines.
- Use of social media posts and videos (What Goes Where, Let's Be Clear Litter Doesn't Belong Here and many more) aim to reduce litter, improve sorting and educate on proper waste management. New contests and themed weeks are used to continue to engage residents.

Enforcement

Many By-Laws have been updated to reflect new sorting requirements (2 bag recycling). Other areas touched on are privacy bags, bag limits and preparations for EPR for PPP. We assisted, collaborated and reviewed on amended by-laws for Shelburne Shared Service, Region of Queens and West Hants Regional Municipality.

Facilitated Enforcement Officer training for MJSB and Shelburne Shared Services. This training is an important step to have staff appointed for by-law enforcement.

Private road collection and misuse of the collection locations has presented issues for Queens, Chester and West Hants. Region 6 staff have provided support and recommendations to address the issues. This is an ongoing issue throughout the province.

Administration

Work continues to implement EPR for PPP with every municipality registering for the program. Most municipalities decided to Opt-In or continue collecting curbside recyclables. Region of Queens (and 3 other municipalities in NS) chose to Opt-Out whereby Circular Materials will take over the recyclables program and assume the associated costs.

Other aspects of the EPR for PPP program include service for apartments, campgrounds, schools and optional small ICI collection. Much collaboration has taken place with Circular Materials and all levels of government to ensure a smooth transition.

The Queens recycling facility has closed as a suitable agreement could not be arranged for the continued operation under the new EPR for PPP program. The Shelburne C&D transfer station (Regional MRF) has also met with challenges to meet changes in site regulations. The required site upgrades seem to be beyond what is a reasonable cost to the residents in the Shelburne Shared Service. The site is expected to close before the end of 2025-26.

Work continues on other EPR programs (batteries, lights, electronics, paint, tires) and litter abatement. The Recollect Waste App provides a valuable method to help residents to seek sorting information, get reminders of collection and service interruptions and get updates of

STAFF REPORT

To: Members of Shelburne Municipal Council

From: Darrell Locke, Administrator Dangerous or Unsightly Premises

Approved By: Marcia d'Eon, Director of Operations & Protective Services

Date: November 27, 2025

Subject: Property located at 11 Lupin St., 23 Lupin St., 24 Lupin St., 20 Aster St. and 62 Aster St., Sandy Point.

ORIGIN:

This is a Dangerous or Unsightly Premise file that was opened on July 3, 2025. The property is registered to 3337285 Nova Scotia Limited with Randolph Bolt as President. The Municipal tax records indicate the same company with Randy Bolt as the contact. The appropriate documentation has been prepared and sent to Mr. Bolt. There has also been email correspondence to and from Mr. Bolt regarding the process.

RECOMMENDED MOTION:

Be it resolved that the Council of the Municipality of the District of Shelburne hereby issues an order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition and clean up order for the property located at 11 Lupin St., 23 Lupin St., 24 Lupin St., 20 Aster St., and 62 Aster St., Sandy Point.

DISCUSSION:

That the Municipality of the District of Shelburne holds that the condition of the property located at 11 Lupin St., 23 Lupin St., 24 Lupin St., 20 Aster St., and 62 Aster St., Sandy Point justifies that the property is in violation of the provisions of the Municipal Government Act, S.N.S. 1998, c.18 because the property is Dangerous or Unsightly because but not limited to: The property or building is in such a condition that seriously depreciates the value of land or buildings in the vicinity. The property or buildings are in a ruinous or dilapidated condition. The property or building is in such a state of non-repair that they are not suitable for human habitation or business. The property or building is an allurements to children who may play there to their danger. The property or building constitutes a hazard to the health or safety of the public. The property or building is unsightly in relation to the neighbouring properties because the exterior finish of the building or the landscaping is not maintained. The property or building is a fire hazard to itself or to surrounding lands or buildings.

The Municipality of Shelburne will determine the order in which the structures will be demolished and the property cleaned up.

ATTACHMENTS:

Photographs of the property
Copies of documents posted and/or served

STAFF REPORT

TO: Council

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

APPROVED BY: Warren Macleod, CAO

DATE: December 10, 2025

SUBJECT: Update on C&D Site Options

Origin:

Councils' instructions to explore options for continued services at the Construction & Demolition Transfer Station or at a private site.

Discussion:

The Municipality issued both an Expression of Interest (EOI) for the provision of a private construction and demolition transfer station as well as a Request for Proposal (RFP) for the provision of covered bins (purchase and/or rental) and the service of these bins at the existing Municipal C&D site.

No submissions were received for the EOI. One proponent provided a letter indicating reasons why they were not submitting a proposal for the EOI, referencing the high cost to residents for using a private site, suggesting that they would need to charge in excess of \$400/MT to make it a viable business.

In regard to the RFP, two submissions were received. The two submissions provided construction and demolition waste options but did not account for any site maintenance such as snow removal and debris clean up. Should Council select an option that results in the site remaining open under a new operating model, a future quote or request for proposal process for maintenance services will be required.

For the purposes of this evaluation, the pricing from the lowest cost proponent has been utilized when calculating various service scenarios.

Shared services administrative group, with representatives from the Town of Lockport, Town of Shelburne and Municipality of Shelburne, met to review various options and to discuss the potential future of the C&D site. The feedback from this meeting informed the various options provided below.

*Actual income and expense amounts for each scenario will not be known until we have at least one full year of operating data, however for the purposes of this staff report, Municipal staff have

provided their best estimates of income and expenses for the various financial scenarios. The income amounts are based on current revenue and expense levels with assumptions added to reflect reductions expected under each option. The expense amounts have been taken from the responses to the request for proposal, estimates and existing site data.

Options for Council to consider:

- 1) Close as planned, March 31, 2026 due to lack of permit compliance.
- 2) Close as planned March 31, 2026 and plan drop off days for unregulated products only (metal, lobster traps and brush-no permit required).
- 3) Stay open continuing to accept C&D waste using a covered bin model. Contingent upon NSECC permit approval.
 - a) Rent bins vs Purchase bins-if moving forward with this option.
 - b) How many days per week/month, which days per week/weekend and hours of operation. Consider seasonal model.
 - c) Decide on separation of waste-options 1,2,3, below.

A petition was presented to Council indicating that the community would like to see the site remain open. Council asked staff to explore alternative options that would provide a local option for the disposal of construction and demolition waste.

Feedback from local contractors and residents who attended a brainstorming session, indicated that being open one day per week during the busy season was not preferred. The service must be offered on a regular basis to encourage enough usage to generate tipping fees to decrease the costs of maintaining and staffing the site. Residents expressed concern with having to store construction debris on their property until such time as our facility was open for disposal. Concerns were raised that construction waste would begin being dumped in the woods if a facility was not available on a consistent basis.

If the decision is made to remain open our shared services partners requested that we consider a reduced service and/or seasonal operational model. Closing during the winter months would not only reduce the staffing costs for this facility but would also result in reduced maintenance costs due to the snow and ice removal component.

2 Year Average Site Visits by Month

April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Total
405	436	501	496	474	434	428	264	124	171	105	250	4085

Option 1-Hybrid Model-Some Waste Sorted, Some Mixed:

The existing 5 drop points to be set up with 3 bins for mixed waste, 1 bin for shingles and 1 for treated wood. The rope bin will be located on the site but not within a drop point. This option would require 10 bins if each drop point had a replacement bin on site.

Option 1 allows for the greatest operational efficiency while still maintaining sorting of some materials such as treated wood, shingles and rope.

Option 2-Mixed Waste & Treated Wood-No Separation of Waste.

The existing 5 drop points to be set up with 4 mixed waste bins and 1 treated wood bin. All waste tipped as mixed C&D. The rope bin will be located on the site but not within a drop point.

Option 2 there is a concern that this option may encourage dumping of mixed materials that are not classed as C&D which would result in the Municipality being charge the residual tipping fee from the Region Queens Solid Waste Facility versus the mixed or sorted fee. (\$145.82/MT vs \$83.50/MT or \$79.80/MT). Tipping all waste as mixed requires less bins and is less expensive yet does not support environmental sustainability and would have a small negative impact on our diversion credits.

Option 3-All Waste Sorted and Separated by Type.

The existing five drop points to be set up with 1 mixed waste bin, 1 clean wood, 1 gyproc, 1 shingles, 1 treated wood bin. This option means we would continue to separate all streams of waste resulting in the need for 12 bins to accommodate six waste streams with replacement bins. This option means that each stream has its own cell except for rope. Selecting this option will result in the mixed and clean wood bins requiring frequent service. It may result in residents arriving on site and a bin being too full for offloading of waste until a new bin can be placed.

Option 3 promotes best practice for waste sorting and allows us to pay the slightly lower sorted waste tipping fees at the Region of Queens Solid Waste Facility (\$79.80/MT vs \$83.50/MT). Does not allow for optimal configuration of bins on the site.

Other Considerations:

- 1) One or both of the Towns may leave the agreement, and all site costs will fall to Municipal residents.
- 2) The bins are not suitable for use by large scale commercial users and will require loading by hand, limiting the client base to residents and small businesses.
- 3) Department of Environment will not give a definitive list of requirements until we provide them with a new application under the proposed operating model. Water monitoring may still be required; it is anticipated that this cost would be minimal as the bin model comes with less leachate risk.
- 4) Deciding to remain open under the bin model will require some site upgrades which are estimated to be in the range of \$105,000 for fill, regrading and safety railings (if bins are rented) or \$272,500 (if bins are purchased).
- 5) The site user fees should be reviewed to consider a cost increase to decrease the loss if the decision is made to remain open.

- 6) This service will not be a cost recoverable service.
- 7) The estimated costs as presented utilize 10 bins, we may be able to purchase or rent less bins depending on the sorting option chosen (if Council decides to keep the site open under the bin style operating model).

Next Steps:

December 11th to 16th - Public Feedback Period-See press release.

December 18th-Special Council Meeting at 2:00 pm

Attachments:

Press Release

Scenario Financial Considerations:

Current Operating Model

The current model requires compliance with Department of Environment permitting regulations by investing an estimated \$1,000,000 in capital upgrades that comes with leachate risk and unknown water monitoring requirements. Council has previously decided not to proceed with this option. Revisiting this option will require a new RFP and Department of Environment permit extension.

Below is an overview of the historical operating costs, these are operation figures only and do not include capital upgrade costs required for permit compliance.

	2025/2026 Budget	2024/2025 YTD Actual	2023/2024 YTD Actual	2022/2023 YTD Actual
REVENUE				
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
REVENUE TOTAL	\$ 115,000.00	\$ 105,240.09	\$ 91,241.89	\$ 95,528.89
EXPENSES				
*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
TOTAL EXPENSES	\$ 431,073.00	\$ 338,325.03	\$ 252,240.08	\$ 222,586.64
NET INCOME/LOSS	-316,073.00	-\$ 233,084.94	-\$ 160,998.19	-\$ 127,057.75

* 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.

Financials for Drop Off Unregulated Materials 1 Day Per Week

Implementation of this option will require an estimated \$30,000 in capital upgrades to make the site safe for access, now that the drop points will no longer be in use. This capital cost is not included in the operational numbers provided below.

Estimated Capital Costs \$30,000 to make the site safe for access, now that the drop points will no longer be in use.	1 Day/week for unregulated materials.
Income	\$55,000
Expenses	\$90,000
Net Loss	-\$35,000

Financials for Bin Rental Option-10 Bins:

Implementation of this option will require an estimated \$105,000 in capital upgrades for fill, grading and safety rails. This capital cost is not included in the operational numbers provided below.

**Rental Option
Estimated Capital
Costs \$105,000 for
fill, grading and
safety rails.**

	Option 1	Option 2	Option 3	Option 4
	5 Days per Week	Seasonal Closure 3 Months (Dec, Jan, Feb)- Full Open Days and Hours March to October	2 days per week December through February, 5 days per week March to October	4 Days Per Week
Total Estimated Income	\$ 105,000	\$ 85,000	\$ 95,000	\$ 100,000
Total Estimated Operating Expenses	\$ 412,645	\$ 381,782	\$ 395,551	\$ 387,954
Total Estimated Disposal Costs All Units	\$ 115,000	\$ 98,500	\$ 104,000	\$ 109,500
* Estimated Net Loss	-\$ 422,645	-\$ 395,282	-\$ 404,551	-\$ 397,454

*Estimated losses to be shared by the shared service partners according to the shared service agreement.

**If council wanted to further reduce the number of days per week that the site is open, expenses would be reduced by approximately \$25,000 per year for each additional day of closure. NOTE: The revenue would also likely be significantly reduced, it is difficult to estimate the impact additional closure would have on revenue.

Financials For Purchase of Bins Option-10 Bins:

Implementation of this option will require an estimated \$272,500 in capital upgrades for fill, grading, bin purchase and safety rails. This capital cost is not included in the operational numbers provided below.

Purchase Option
Estimated Capital Costs
 Bin Purchase, fill, grading & safety rails. **\$272,500**

	Option 1	Option 2	Option 3	Option 4
	5 Days per Week	Seasonal Closure 3 Months (Dec, Jan, Feb)-Full Open Days and Hours March to October	2 days per week December through February, 5 days per week March to October	4 Days Per Week
Total Estimated Income	\$ 105,000	\$ 85,000	\$ 95,000	\$ 100,000
Total Estimated Operating Expenses	\$ 344,345	\$ 313,482	\$ 327,252	\$ 319,654
Total Estimated Disposal Costs All Units	\$ 115,000	\$ 98,500	\$ 104,000	\$ 109,500
Estimated Net Loss	-\$ 354,345	-\$ 326,982	-\$ 336,252	-\$ 329,154

*Estimated losses to be shared by the shared service partners according to the shared service agreement.

**If council wanted to further reduce the number of days per week that the site is open, expenses would be reduced by approximately \$25,000 per year for each additional day of closure. NOTE: The revenue would also likely be significantly reduced, it is difficult to estimate the impact additional closure would have on revenue.



Press Release

Municipality of Shelburne Announces Upcoming Council Meetings and Resident Feedback Opportunity on C&D Site Options

November 26, 2025

The Municipality of the District of Shelburne will consider options regarding the future of the Regional Materials Recovery Facility (RMRF) also known as the Construction & Demolition (C&D) Site, located in West Green Harbour.

December 10th – Report to Council

Municipal staff will present a report to Council at its regularly scheduled Council meeting at 6:00 pm on Wednesday, December 10, 2025, outlining a range of options available for the future of the C&D Site. This report will be made available to residents as part of the Council package on Friday, December 5, 2025.

December 11th- 16th - Public Feedback Period

Residents will have from Thursday, December 11, 2025 until 9:00 am on Tuesday, December 16, 2025 to provide their comments for feedback via email to nicole.blades@municipalityofshelburne.ca. Municipal staff will compile all feedback into a single document, which will be shared with both councillors and residents (via website, social media, or for pick up at the municipal office) by end of day December 16, 2025.

December 18th – Special Council Meeting at 2:00 pm

A special meeting of Council will take place at 2:00 pm on December 18, 2025. At this meeting, Council will review resident feedback alongside the staff report and make a decision on the path forward for the C&D Site.

While one of the options before Council will be to continue with the closure of the C&D Site, there will also be options presented that may allow the site to remain open in various capacities, under a new operational model.

Warden Penny Smith states “Resident input has been, and continues to be, an essential part of determining next steps. Council is committed to evaluating all options carefully and responsibly as we focus on the best path forward.”

Council has set out a clear timeline to ensure transparency, public input, and informed decision-making. The Municipality encourages all residents to take part in this process by reviewing the staff report and participating in the public feedback process.

Contact:

Warren MacLeod
(902) 875-3544 ext. 223
warren.macleod@municipalityofshelburne.ca

STAFF REPORT

TO: Council
FROM: Marcia d'Eon, Director of Operations & Protective Services
APPROVED BY: Warren Macleod, CAO
DATE: December 10, 2025
SUBJECT: **Tractor Attachment Purchase**

Origin:

At the council meeting on November 12, 2025 Council approved the purchase of a small multi purpose tractor with snow blade and snow blower. This purchase was approved at the quoted amount of \$54,288.86 including HST.

Discussion:

The invoice for the tractor was less than anticipated due to an unanticipated rebate being applied to the purchase. This resulted in a savings of \$6307.40. The original RFP asked for proponents to price additional implements and attachments that could be purchased for the proposed tractor. Staff is planning to request budget approval to purchase additional attachments for lawn care in the next fiscal year.

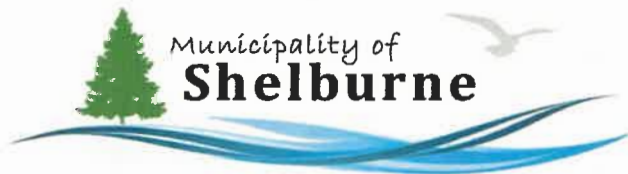
Although additional attachments will still be requested in the next fiscal budget, staff would like to purchase a flail mower in this fiscal with the savings from the rebate, at a cost of \$4446.00. If approved there would be less budget needed for attachments in the fiscal year 2026/2027.

Recommendation:

Be it resolved that the Municipality of the District of Shelburne approve the purchase of a flail mower attachment at a cost of \$4446.00 in the fiscal year 2025/2026. Funds to come from capital or operating reserve.

Alternative:

Do not fund this fiscal, include in budget deliberations for 2026/2027.



Naturally Yours

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

TO: Warren MacLeod, CAO
FROM: Andrew Goreham
 Manager of Inspection Services
DATE: December 5, 2025
RE: November Monthly Building Report

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued in November	3	9
Number of Permits Issued to Date	84	85
Construction Values for November	\$ 270,000.00	\$ 738,000.00
Total Construction to Date	\$ 7,393,900.00	\$ 5,858,600.00

Highlights:

- 1 New Dwelling - \$ 200,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services
 /aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Jill Webb, Economic Development Officer

APPROVED BY: Val Kean, Director of Economic & Community Development

SUBJECT: Public Participation Policy – Revision

DATE: December 10, 2025

PURPOSE:

The purpose of this report is to present Council with the proposed new Public Participation Policy for consideration and adoption. The updated policy ensures clear, transparent and meaningful public input during the preparation and amendment of planning documents and development agreements, in accordance with the Municipal Government Act (MGA).

RECOMMENDATION:

It is recommended:

THAT Council repeal the existing Public Participation Policy and approve the new Public Participation Policy as presented in this report.

BACKGROUND:

The Municipal Government Act requires municipalities to adopt a Public Participation Program (PPP) that describes how the public will be engaged when planning documents are created or amended. While the Municipality of the District of Shelburne (MoDS) already has a Public Participation Policy, the proposed new policy has been updated to align with the recently adopted Municipal Planning Strategy (MPS) and Land Use By-law (LUB). It also supports Council's goals of transparency, accountability, and stronger community engagement.

The new policy formalizes and clarifies the Municipality's engagement process by ensuring that:

- all statutory requirements are met;
- expectations for the public, staff, and Council are clearly defined; and
- engagement processes remain transparent, predictable, and accessible.

This policy applies to planning processes such as amendments to the MPS, LUB, Subdivision By-law, and all Development Agreement applications.

DISCUSSION

The proposed policy provides a clear and flexible approach to public engagement, allowing the level of consultation to match the scale and complexity of each planning application while still meeting MGA requirements. It strengthens communication with neighbouring municipalities when planning changes may affect shared boundaries or infrastructure and includes additional notification to the Town of Shelburne for draft Development Agreements in the Hartz Point Special Planning Area.

The policy sets out straightforward notice requirements for Public Hearings, including at least 14 days' notice through online or newspaper publication. Property owners within 30 metres of an affected site must also receive mailed notice. To support early involvement, the policy requires Public Information Meetings (PIMs) for all rezoning and development agreement applications unless Council decides otherwise. Planning documents must be made available to the public, with cost recovery permitted for printing or administrative services. For amendments to the Municipal Planning Strategy that involve policy or land use designation changes, the policy requires at least one engagement opportunity before First Reading, ensuring public input is included early in the process

BUDGET IMPLICATIONS

No new financial impacts are expected. Costs related to printing, advertising, and meeting facilitation are already included in the Planning & Development budget. Fees charged for amendments will help offset these expenses.

ATTACHMENTS

1. Current Public Participation Policy
2. Updated DRAFT Public Participation Policy



MUNICIPALITY OF THE DISTRICT OF SHELburne

Policy Statement

PUBLIC PARTICIPATION PROGRAM RESPECTING PLANNING DOCUMENTS

Be it resolved that the Municipality of the District of Shelburne does hereby adopt the following Public Participation Program pursuant to Part VIII, Section 204 of the Municipal Government Act of 2006 as amended, for the purpose of securing public input into the preparation, revision and amendment of planning documents.

1. In preparing and reviewing planning documents as required by the Municipal Government Act, Part VIII, the Council shall provide for public input into the review of the planning documents by holding one or more public meetings, which shall be held prior to Council giving notice of its intention to adopt a planning document.
2. Any proposed amendments to a planning document shall be aired to the public at a regular or special meeting of Council, and a public information session shall be held dealing with the proposed amendments.
3. Notice of any public meeting shall be published in a newspaper circulating in the Municipality of the District of Shelburne, on the municipal web site and by posting a notice in the Municipal Courthouse, Shelburne. The notice shall state the time, date and place of the meeting and the hours during which relevant documents pertaining to the amendment or review may be inspected by the public.
4. The purpose of the public meeting(s) shall be to provide an opportunity for the public to comment, make suggestions, discuss and receive information with respect to the adoption or review of the planning document(s).
5. Members of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.

6. The public meeting (4) shall be conducted by staff, and the staff responsible for the preparation of the planning document(s) shall attend the meeting and prepare a written report to Council outlining the views expressed at the public meeting and recommendations with respect to the public views so expressed.

Clerk's Annotation For Official Policy Book

Date of Notice to Council members of Intent to Consider: March 14, 2011

(7 days minimum)

Date of Passage of Policy: March 28, 2011

Clerk

Date



Public Participation Policy

Municipality of the District of Shelburne

Purpose

To ensure transparent and meaningful public input is obtained during the preparation and amendment of planning documents and development agreements, in accordance with the Municipal Government Act (MGA).

Scope

Applies to all amendments and adoptions related to the following:

- Municipal Planning Strategy (MPS)
- Land Use By-law (LUB)
- Subdivision By-law
- Development Agreements (DAs)
- Any other planning document involving land use planning

This section outlines the standard public participation process required by Council for policy and development matters.

Policy

1.1 Applicability and Program Variability

The Public Participation Program may include different procedures or levels of engagement depending on the type of planning document involved. Council retains discretion to vary the process based on the complexity or scale of the amendment or adoption under consideration, provided that statutory requirements under the MGA are met.

2.1 Engagement with Abutting Municipalities

When consulting with abutting municipalities, the Municipality shall follow Policy 7.4.4 of the Municipal Planning Strategy. This includes notification requirements for:

- a) The creation or review of a Municipal Planning Strategy.
- b) The creation or review of a Land Use Bylaw.
- c) The creation or review of a Subdivision Bylaw.
- d) The preparation of amendments to a Municipal Planning Strategy, Land Use Bylaw, or draft a Development Agreement, where:
 - i. the property is located within 500 metres of the Municipality Boundary,
 - ii. the proposal is expected to have a direct impact on Town infrastructure

2.2 Engagement with Town of Shelburne

In addition to 2.1, the Municipality shall notify the Town of Shelburne Council of any DRAFT development agreements for property located in the Special Planning Area on western half of Hartz Point.

3.1 Notification of Public Hearings

Before holding a Public Hearing, the Municipal Clerk shall provide notice at least fourteen (14) days prior to the hearing date. This notice must be posted on the Municipality's website or published in a newspaper circulating within the Municipality once per week for two successive weeks. The notice shall include the hearing date, time, and location; a description of the affected area; a synopsis of the proposed document or amendment; and a statement on where and when the full document may be inspected.

4.1 Adjacent Landowner Notification

In addition to the public notice, all assessed property owners within 30 metres of the subject lands must be notified of the Public Information Meeting and the Public Hearing by mail. Notices must include meeting details, the nature of the proposed change, and contact information for inquiries.

5.1 Public Information Meetings (PIMs)

Public Information Meetings (PIMs) may be recommended for significant applications by planning staff, the Chief Administrative Officer (CAO), a Councillor, or the Warden. These meetings are to be organized and facilitated by planning staff to provide an opportunity for public engagement and feedback before formal Council consideration. For all rezoning and development agreement applications, at least one PIM is required unless Council specifically directs otherwise.

6.1 Document Accessibility and Cost Recovery

Copies of the proposed documents or excerpts shall be made available to any interested party upon request. The Municipality may charge a fee set by Council policy to recover printing or administrative costs associated with distributing such documents.

7.1 Plan Amendments – Public Participation

For amendments to the Municipal Planning Strategy that involve a change in policy or land use designation, a Public Participation Program (PPP) is required. The PPP shall provide at least one opportunity for public feedback prior to Council First Reading, in addition to the Public Hearing.

8.1 Repeal

The Public Participation Program Respecting Planning Documents adopted by the Council of the Municipality of the District of Shelburne on the 28th day of March, 2011, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Affordable Housing Grant Policy on the ___ day of _____, 2025.

SIGNED this _____ day of _____, 20_____

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council:

Effective Date:

DRAFT

STAFF REPORT

To: Council
 From: Adam Dedrick, Director of Recreation & Parks
 Approved by: Warren MacLeod, Chief Administrative Officer
 Date: December 10, 2025
 Subject: Roseway River Trail Options



Origin

It was requested to review options for the Roseway River Trail that would ensure trail connectivity for pedestrians, cyclists, and OHV use.

Recommendation

For information purposes and future decision making.

Background

The Municipality has a letter of authority (LOA) with the Department of Natural Resources & Renewal (DNRR) to operate and maintain the Roseway River Trail. The trail is approximately 700m long and is designated for pedestrians and cycling but not off highway vehicles (OHVs). It has two bridges, a bailey bridge (142 feet) and a small trail bridge (26 feet), both located at the eastern end of the trail. The bailey bridge is about 15 years old, the trail bridge is over 100 years old and is due for long term rehabilitation within 2-3 years. The trail connects to the Town of Shelburne rail trail at its eastern end and to the undeveloped rail trail at its southern end, at Islands Park Road. The undeveloped trail is managed by the Department of Natural Resources & Renewal (DNRR) and does not have any OHV restrictions and travels through Hartz Point to Birchtown. It should be noted that even if the Municipality did not have the LOA for the trail, there is an existing OHV restriction in place on the trail by DNRR.

Being that OHVs are not permitted on the Roseway River Trail it creates a few challenges. One is keeping OHVs off the trail as it is nearly impossible despite signage and barriers. There are numerous entry points including driveways, paths in the woods, and routes around some of the barriers. To keep OHVs off the trail would require an excessive number of barriers which would be unreasonable for such a short trail. As well, trail counts were conducted in 2020 and indicated there was significant OHV use on the trail.

Another challenge is enabling connectivity within the local trail system. One way this has been addressed on a province wide scale is with road trails. The Road Trails Act enables the operation of off-highway vehicles on designated parts of highways to allow for trail and amenity connectivity. It allows off-highway vehicles to access the shoulders of roadways, and the roadway itself where necessary, to safely travel from one trail to another or to access facilities (like gas stations) in designated areas. Road trails help provide solutions to problematic areas and trail connectivity.

There are now road trails in place in the area that are intended to connect the trail system from Queen's County to Barrington. The Town of Shelburne road trail enables OHVs to travel through the town on their main roads and connect to trails in the Municipality at both the east and west ends. However, on the west end, the Town road trail connects to the Roseway River Trail, which

does not allow OHVs so there is a gap in connectivity. As a result, riders are either illegally travelling on the trail or on sections of roads that are not designated as road trails (i.e. Falls Lane, Islands Park Road).

The Municipality is responsible for five trail bridges and three require major rehabilitation within the next 2-3 years. The Jordan River Trail bridge is currently in the process of a planned replacement for 2026 at a budget of \$3,000,000 with the Municipality contributing \$525,000. As per the last engineering inspection completed in the fall of 2023, the Tom Tigney Bridge rehabilitation is estimated at a cost of \$2,000,000 and the Roseway River Trail Bridge at \$800,000-\$1,200,000. The Municipality is responsible for two other bridges, including the Sable River Footbridge and the Roseway River Trail Bailey Bridge, which is the larger of the two bridges located on the Roseway River trail. Neither of those bridges are not in need of any immediate or short-term repairs.

Discussion

To address the above challenges the following options could be considered.

1) Open the Roseway River Trail to OHVs

This would require changing the LOA to include OHVs. OHVs travelling west on the Town of Shelburne road trail would connect to the Roseway River Trail at McGill's Point Lane. Riders could then proceed through Hartz Point on the undeveloped trail (DNRR trail) to the road trail in Birchtown. Those travelling west (towards Town of Shelburne) from Hartz Point would connect to the trail at Islands Park Road.

Potential outcomes:

- This would provide connectivity for all users: pedestrians, cyclists, and OHVs.
- It would eliminate the need to enforce an OHV restriction, which due to the location of the trail is not achievable without an excessive increase in barriers at numerous entry points.
- It would require a public consultation process to change the letter of authority (LOA) to include OHVs.
- The Municipality would continue to be responsible for the operation and maintenance of the trail and the two bridges. The smaller trail bridge is due for repairs within the next 2-3 years as per the last inspection from 2023.
- The trail would require resurfacing and additional signage to bring it up to a shared-multi-use trail standard.
- All other Municipal operated trails with LOAs are open to OHVs and this trail is part of the same trail system so it would provide consistency.

2) Keep the Roseway River Trail as is and establish a road trail for OHVs

A road trail could potentially start at Fall's Lane where the Town of Shelburne road trail ends, go over the bridge and along Island's Park Road to where the undeveloped trail begins, across the road from the end of the Roseway River Trail.

Potential outcomes

- This would provide a solution for all trail users to ensure connectivity as the road trail would provide a separate dedicated route for OHVs and the trail would remain open to pedestrians and cyclists as per the LOA.
- Some OHV use on the trail would likely continue as there are numerous entry points including driveways and paths in the wooded areas that surround the trail. To keep OHVs off the trail would require numerous barriers to be installed.
- The Municipality would continue to be responsible for the operation and maintenance of the trail and the two bridges.

3) Terminate the Letter of Authority (LOA)

The Municipality could terminate the LOA and no longer be responsible for the trail and the two bridges. To provide connectivity pedestrians and cyclists could still use the trail, it would just be managed by DNRR. For OHVs, a request could be made to DNRR to lift the OHV restriction on the trail, or a road trail could be established.

Potential outcomes:

- By terminating the LOA, the Municipality would be relieved of all responsibilities associated with the operation and maintenance of the trail and the two bridges, which would reduce the financial obligation for the short term and long term.
- Pedestrians and cyclists could still use the trail and OHVs would be accommodated by the road trail or the trail itself if the restrictions on the trail were lifted.
- The ongoing and long term maintenance of the trail and two bridges would be unknown under DNRR's responsibility.

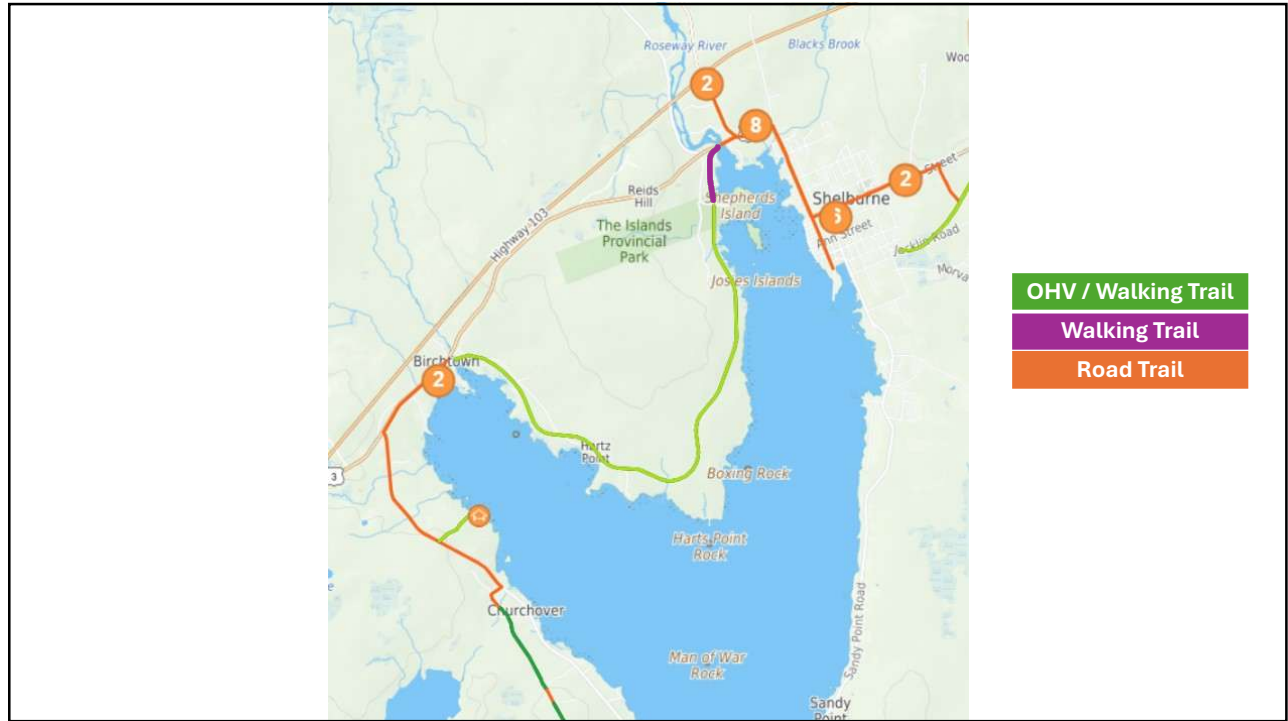
This all poses some questions for Council to think about in their consideration of the options:

1. What are they willing to put into trails resource wise? And for how long?
2. Where do trails fit within the overall scope of recreation infrastructure and how does that affect other recreation infrastructure, both existing and potential new projects?

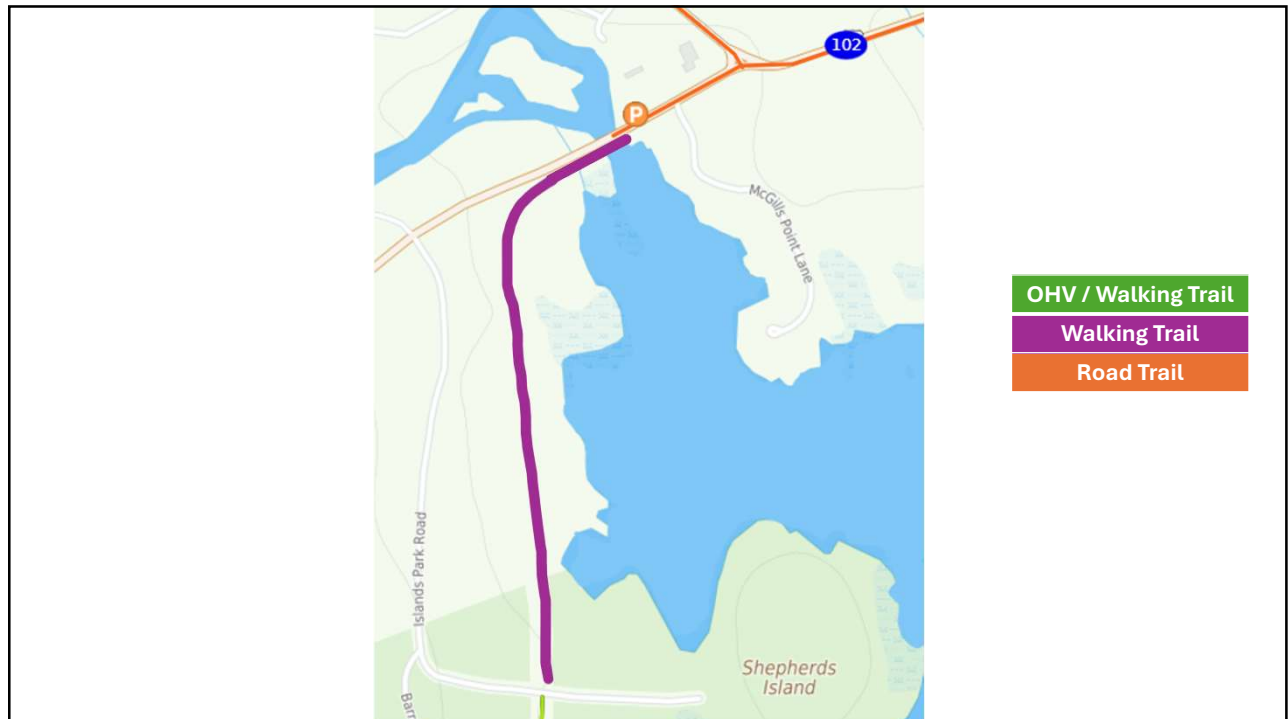
In considering the options and the associated challenges of each, there are several things to keep in mind. One is the big picture for trails locally, how they connect to surrounding areas and the benefits they bring such as social, recreational and economical. Another is the financial impact on the Municipality when it comes to costs for the ongoing and long-term operation and maintenance of all Municipal trails, especially the potential costs for repairs to numerous trail bridges. Also, it needs to be considered where trails fit within the overall scope of recreation infrastructure and how that affects other recreation infrastructure, both existing and potential new projects.

Attachments

-Maps and photos of Roseway River Trail (numbered slides)



1



2

Roseway River Bailey Bridge



Roseway River Trail Bridge



3

Access Point #1
Trail Entrance (North End)



4

Access Point #2



5

Access Point #3



Access Point #4



6

Access Point #5



Access Point #6



7

Access Point #7
Trail Entrance (South End)



8

Access Point #7
Trail Entrance (South End)

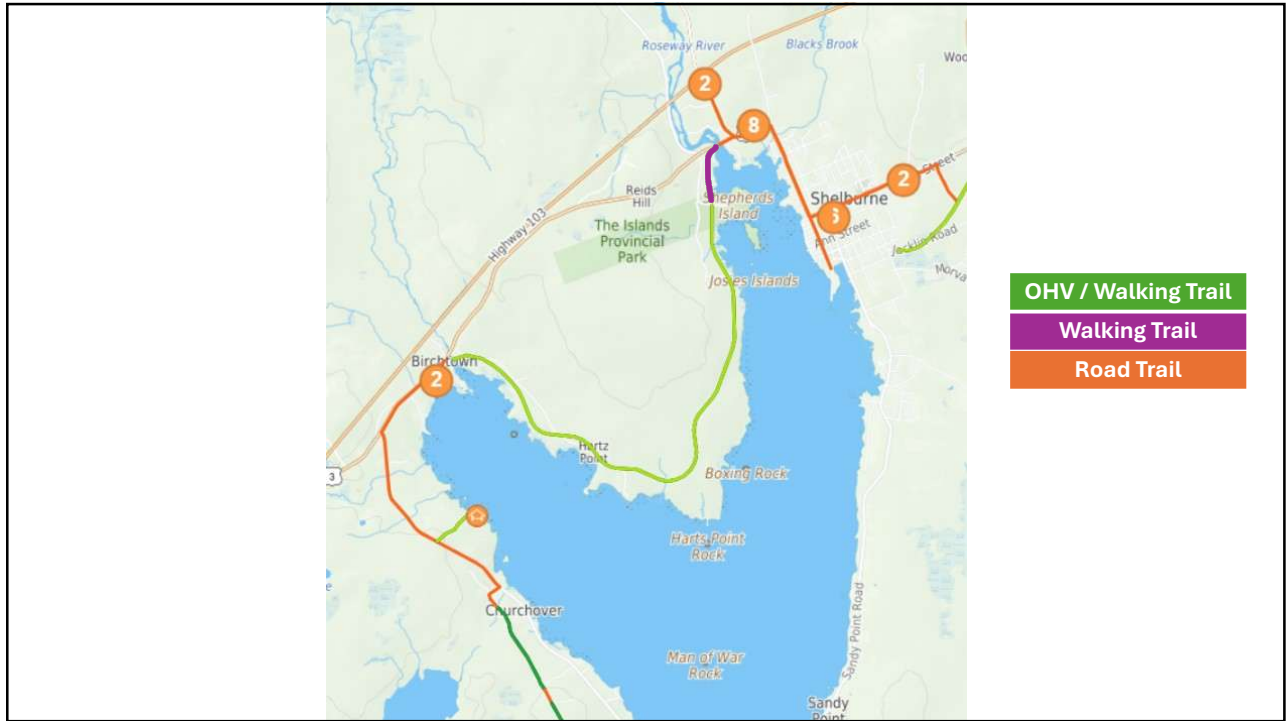


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Access Point #8



10



11

Jordan River Bridge



12

Tom Tigney Bridge



Roseway River Trail Bridge

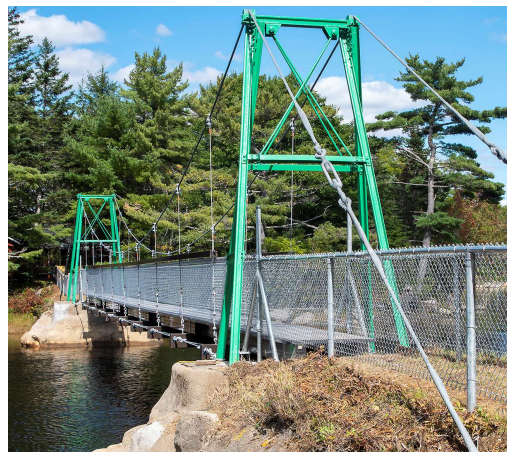


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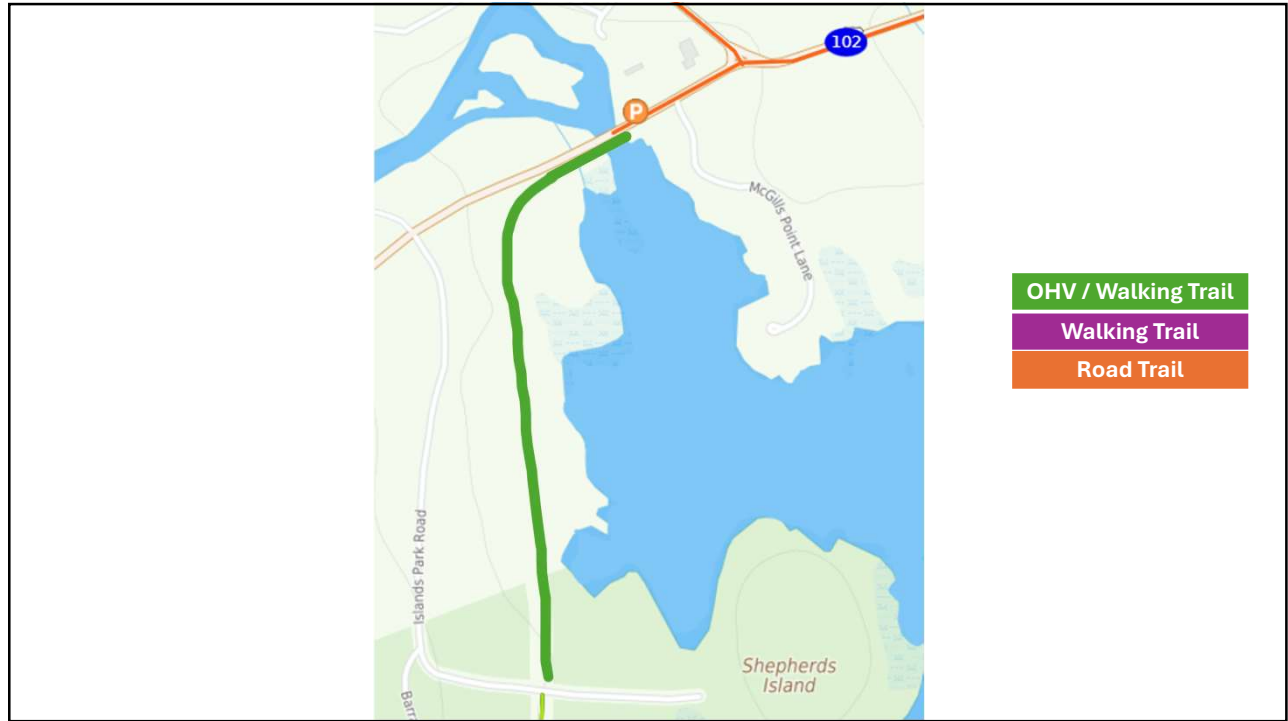
Roseway River Bailey Bridge



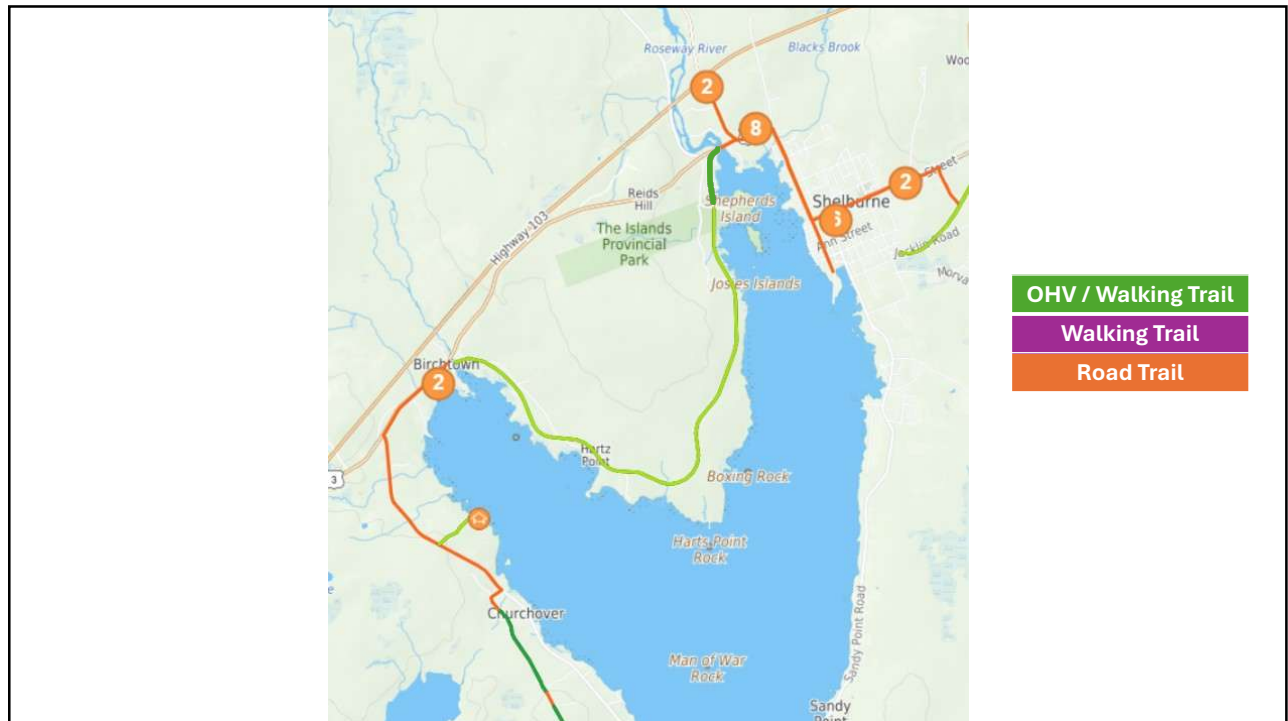
Sable River Footbridge



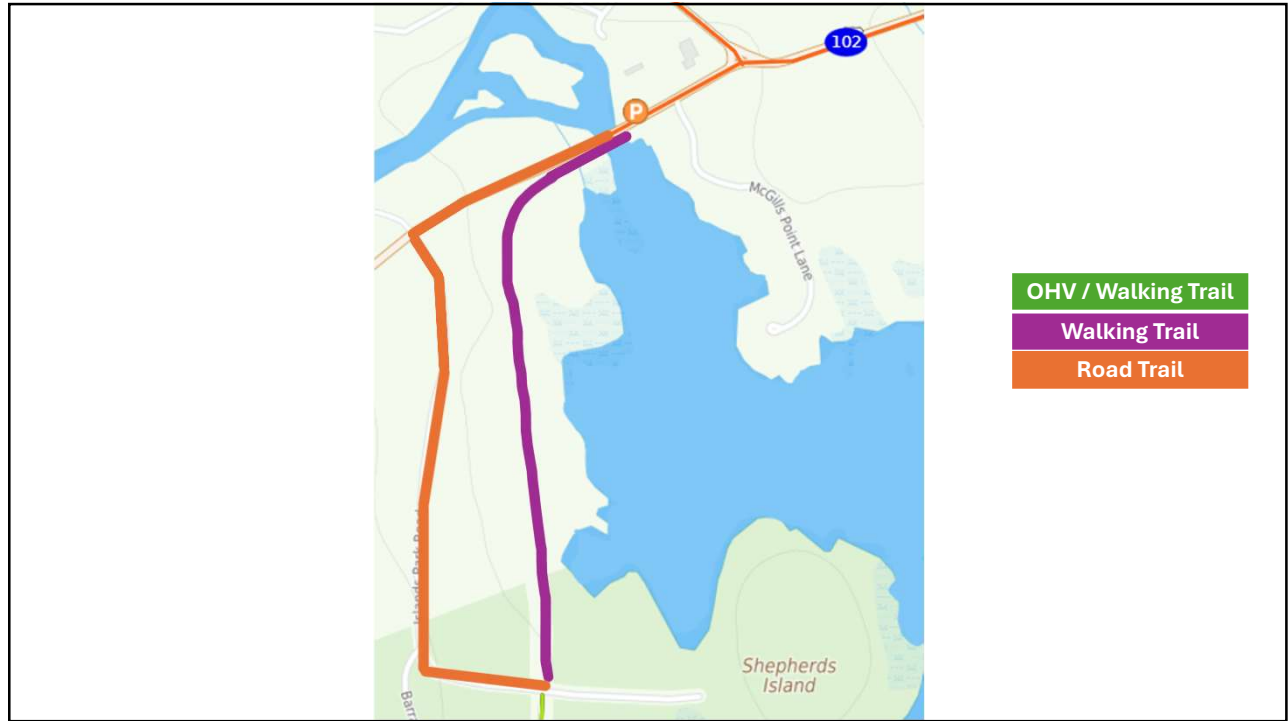
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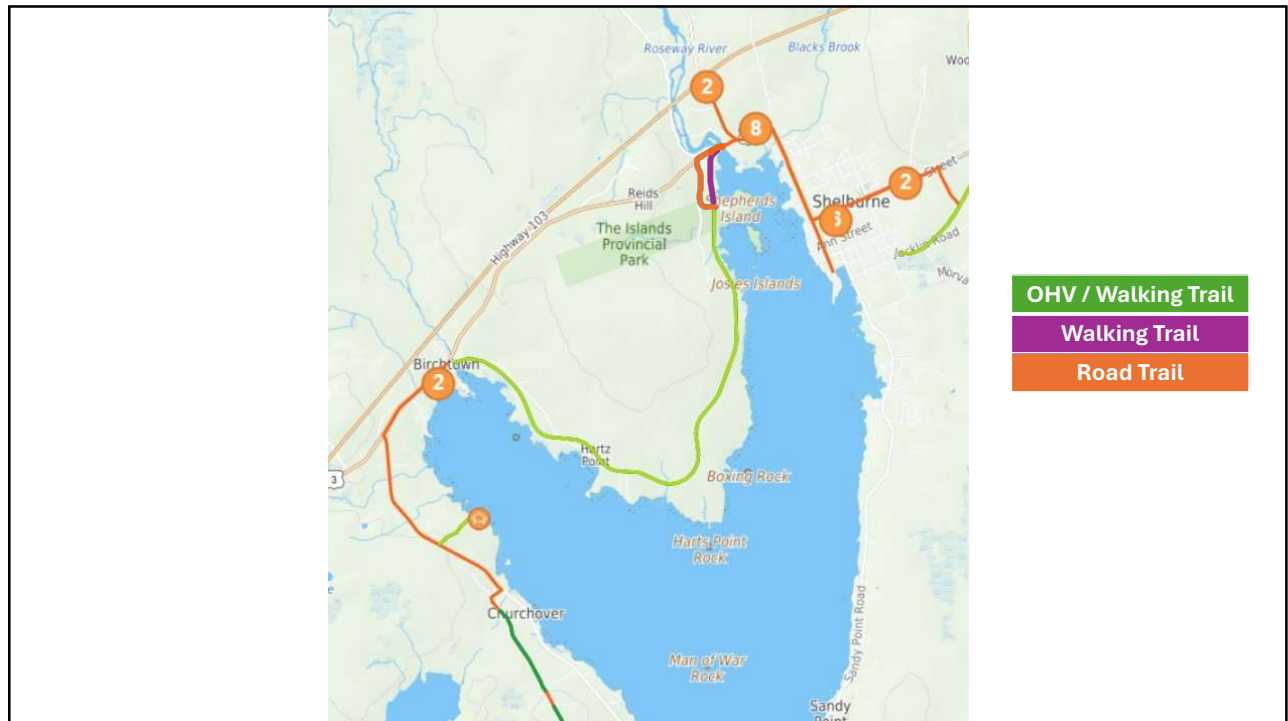
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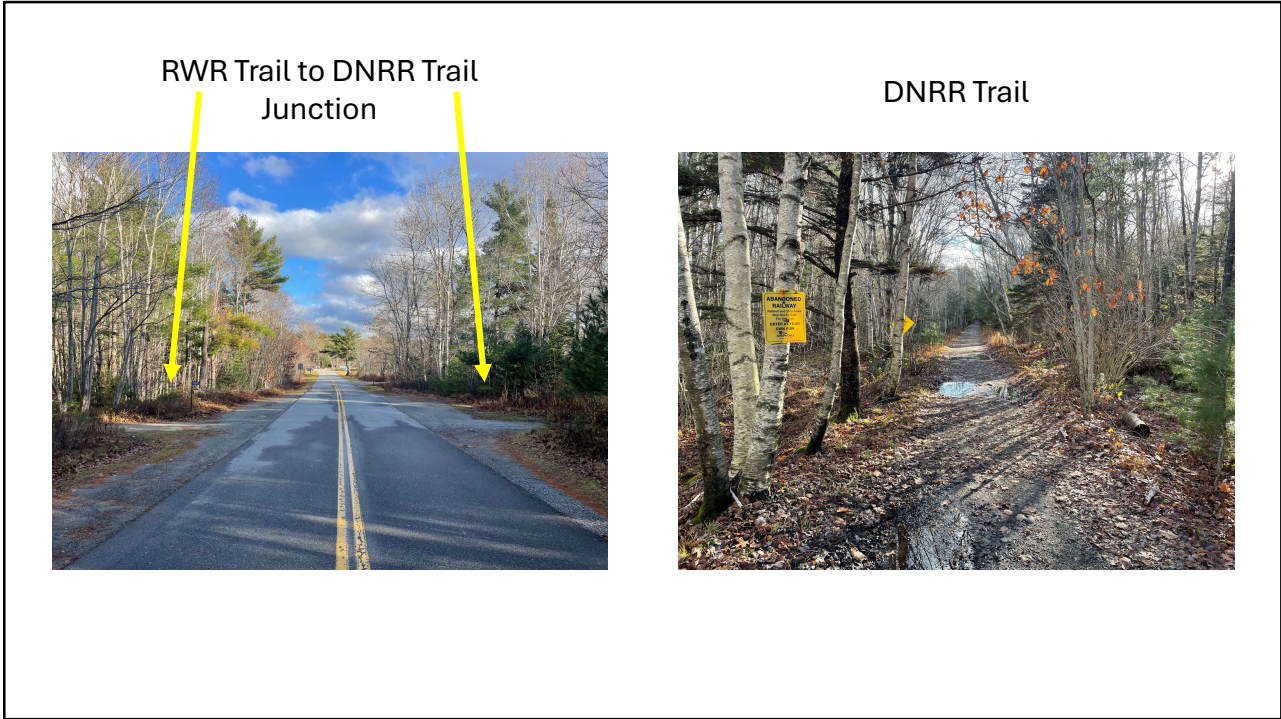
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STAFF REPORT

8(b)

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: December 10, 2025
Subject: Jordan River Trail Bridge Visual Inspection Report



Origin

A visual inspection of the Jordan River Trail Bridge was completed on November 20, 2025. This staff report provides an overview of the results of the inspection.

Background

In December of 2023 a condition assessment of the Jordan River Trail bridge and an underwater inspection of the piers were completed. It was determined that in its condition at the time, the bridge is safe for pedestrian and off-highway vehicle use for the short-term (1-2 years), which would take it to this December (2025). As a result, the existing bridge required an inspection to determine if it is safe for continued use beyond December until the bridge is replaced. Ideally this would be June 2026 but if the project is delayed a year, it would be June 2027.

Discussion

A visual inspection of the Jordan River Trail Bridge was completed on November 20, 2025, by CBCL Limited. Their findings indicated that the timber ties and south barrier are in poor condition and are cause for concern. The rot in the ties has reduced their overall capacity while there is very little stability if the south barrier were to be impacted by an off-highway vehicle.

The following is a further summary of their findings. The attached inspection report has more details and accompanying photos.

The timber ties are in poor condition and while there are some that appear to be in acceptable condition, there are multiple with severe defects. Without being able to access all the ties, CBCL cannot ensure that the ties that look to be in good condition are structurally sound and have capacity to handle loading from off-highway vehicles (see Photo 5 and Photo 6, Appendix A of the report). The barrier system is unstable and there are multiple locations on the south side that have weakened sections and dislodged connections and will not be able to withstand impact from an off-highway vehicle (see Photo 7, Photo 8 and Photo 9, Appendix A of the report and attached Photos of Barriers Damage). Out of approximately 55 posts on each side, the south has 20 dislodged posts and the north has 12. While the north side exhibits similar deterioration as the south side, it remains comparatively more stable.

The steel superstructure remains the most significant concern for the overall structural integrity of the bridge as deterioration has continued since the previous inspection. However, from the previous assessment, the steel superstructure had enough capacity to continue under its current service conditions and CBCL still believes this to be true even with the slightly worsened defects.

In general, CBCL noted that the Jordan River Trail Bridge is in acceptable condition structurally to handle pedestrian and cyclist loads for the next two years, so until December 2027. If construction of the new bridge were to extend beyond this timeline a re-inspection would be recommended. CBCL stated clearly in the report that the bridge in its current state is not adequate to handle off-highway vehicle loading (Page 9).

CBCL recommends that the Municipality consider one of the two options below to ensure the bridge is safe for users:

1. Close the bridge to off-highway vehicles by installing bollards or laying large boulders by the ends of the bridge. Along with this, periodic visual inspections of the bridge top side, every six months, to see if any defects are worsening (this does not have to be completed by an engineer or specialized personnel).
2. Replace all timber ties and rehabilitate or replace the south barrier.

CBCL noted that while Option 1 is inconvenient for off-highway vehicle users, safety is the key concern for the bridge until it is replaced and without rehabilitation, there is no way to justify that the bridge is safe for off-highway vehicles. Also, the lead engineer for the inspection estimated costs for Option 2 to replace the timber ties and south barrier could be up to \$300,000.

Based on the results of the visual inspection and the safety of users being priority, the Jordan River Trail Bridge has been closed to off highway vehicles and it is recommended for this closure to remain. When asked, CBCL advised that the bridge should be closed to OHVs immediately. Boulders have been installed at each end of the bridge as barriers and repairs to the south barrier are being arranged.

With rehabilitation plans in the works for 2026 it would not be worth spending the funds at this time and for a potentially short time period. If the rehabilitation project is delayed, which will be determined in March or April of 2026, it can be revisited at that time. As well, the opening of the bridge to OHVs was temporary and was dependent on its condition, which was communicated to the public and trail users upfront.

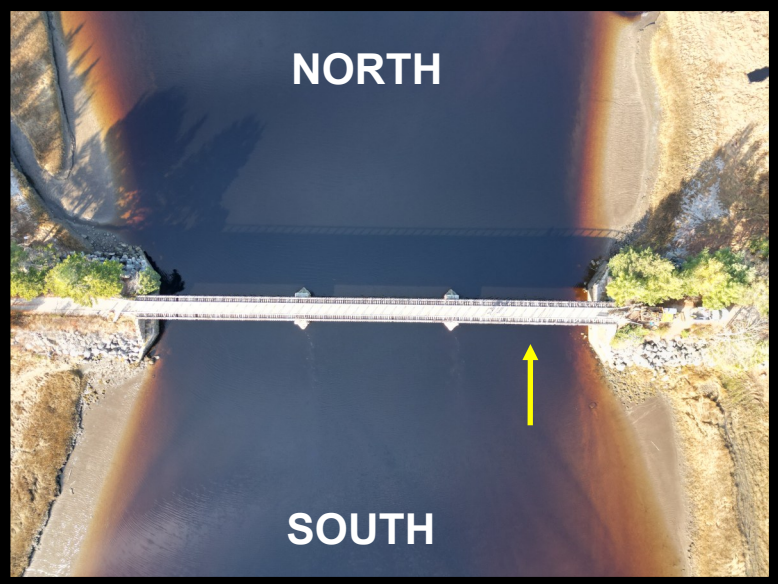
Budget Implications

Exact costs associated with installation of the boulders and barriers repairs are not known at the time of the preparation of this report; however, they are estimated at around \$2,000 to \$2,500. More accurate costs will be provided at the Council meeting. The final amount will be taken from the Recreation Facilities Development GL 00-27130-831.

Attachments

- Photos of Barriers Damage
- Jordan River Trail Bridge Visual Inspection Report

South Barrier (ocean side)



North Barrier (inland side)



December 2, 2025

Adam Dedrick
Director of Recreation & Parks
Municipality of the District of Shelburne

Dear Mr. Dedrick:

RE: *Jordan River Trail Bridge – Visual Inspection Memo*

Pleased find attached the memo for the visual inspection of the Jordan River Trail Bridge. This memo reflects the observations made on November 20th, 2025, in conjunction with the previous condition report completed January 31st, 2024 (CBCL).

Executive Summary

CBCL completed the site visit at the Jordan River Trail Bridge in the Municipality of the District of Shelburne, NS on November 20th, 2025.

Since the previous inspection in 2023 (CBCL), all bridge components have continued to deteriorate, with varying degrees of severity. We are aware that the intention is to replace the bridge starting in May of 2026 (with the possibility that construction is delayed until May 2027). In our opinion, the Jordan River Trail bridge in its current condition will remain serviceable for pedestrians and cyclists, **but not off-highway vehicles**, for the next two years (November 2027).

Key Observations

- ▶ **Deck:** Rot, minor splits, and minor checks observed in the deck planks.
- ▶ **Ties:** Rot and severe section loss to the point of complete deterioration observed in the ties.
- ▶ **Barrier:** Impact damage, post failure, dislodged connections, rot, checking, and splits observed in both barriers. Most notable defects are at the south barrier.
- ▶ **Abutment & Piers:** Loss of mortar joints, erosion, scaling, and several dislodged stones observed in the abutment and piers.
- ▶ **Steel Girders:** Severe corrosion resulting section loss observed in the bottom portion of the steel girders.

Key Recommendations

The ties and south barrier are in poor condition and are cause for concern. The rot in the ties has reduced their overall capacity while there is very little stability if the barrier were to be impacted by an off-highway vehicle. We recommend that the Municipality consider either rehabilitating the ties and barriers or closing the bridge to off-highway vehicles to ensure safety for users.

Introduction

CBCL was retained by The Municipality of the District of Shelburne to perform a visual inspection of the Jordan River Trail Bridge, located in Jordan Falls, NS. The inspection was performed on-foot and with the aid of a microdrone. **Figure 1** presents a plan view aerial image of the inspection site.

The most recent inspection of the bridge was completed on December 13th, 2023 (by CBCL). In the inspection report, the bridge was determined to be safe to carry its intended loads (pedestrians, cyclists, and off-highway vehicles) for two years. The bridge is slated for replacement, with work scheduled to start in May 2026 (however, CBCL is aware that replacement could be delayed until May 2027), which falls out of the two-year timeline given in the previous inspection report. The purpose of CBCL's inspection detailed in this memo was to determine if the bridge is safe for continued use until the bridge replacement commences.

Table 1 – Site Visit Information

Jordan River Trail Bridge – Shelburne County, NS	
Inspection Date/Time	November 20 th , 2025 12:00 pm to 3:00 pm
Conditions	Clear, 5°C, low tide
Inspectors	Eric Tynski, P. Eng – Bridge Engineer Brian Latimer, EIT – Junior Bridge Engineer Meghan Whalen, Engineering Student
Orientation	See Figure 1
Access Equipment	N/A
Inspection Equipment	Hammer, measuring tape, chalk, microdrone
Safety Equipment	Safety vest, hard hat, safety boots
Areas Accessed	Deck and barrier accessed by foot, remaining areas accessed via microdrone only (girders, abutments, ties).

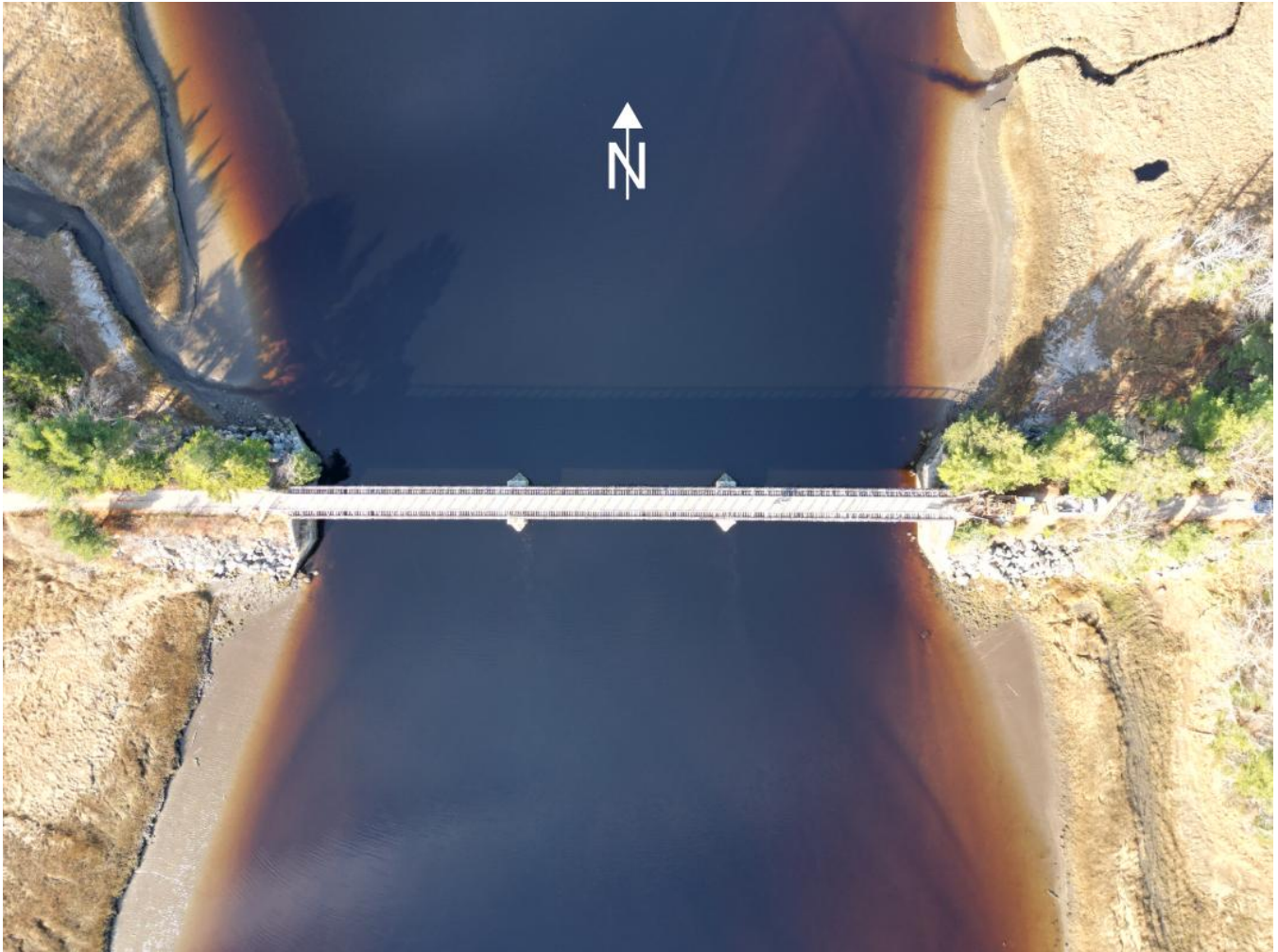


Figure 1 - Site Plan View

Background

The Jordan River Trail Bridge is a three-span steel girder bridge resting on masonry/concrete abutments and piers, originally constructed in 1906. Originally built for train traffic, the bridge has been converted to service pedestrians, cyclists, and off-highway vehicles (likely in the 1990s). The timber ties lie across the two original girders and support a timber deck and barrier. The clear width of the deck is 1.6 m. From the previous inspection report, the east, center, and west spans were measured at approximately 25.6, 25.7, and 25.8 m, respectively, for a total length of 76.2 m.



Figure 2 - Aerial view of Jordan River Trail Bridge. Picture facing north.

Observations

Based on the visual assessment of the bridge, a condition rating was assigned to each major element observed from the four categories – Excellent, Good, Fair, and Poor – defined in **Table 2**. These categories reflect the relative condition of each element and the extent to which any

deterioration might affect functionality or structural performance. The categories are taken from the Ontario Structure Inspection Manual (OSIM); however, the inspection did not follow OSIM procedures, and they are only provided to give a general sense of element condition.

Table 2: Condition Rating Categories.

Rating	Description
Excellent	No visible defects. Element is in brand-new condition.
Good	Light visible defects that do not currently affect the performance of the element.
Fair	Individual defects or quantity of defects that affect the performance of the element, such as rot, corrosion, minor section loss, etc., but do not yet present safety concerns.
Poor	Defects are potentially a safety concern or present a risk to the stability of the element and should be addressed.

** It should be noted that these ratings are performance based for the intended function of an element. For example, the girders may appear to be in "poor" condition due to the section loss, but they are still capable of performing as the main load carrying element of the structure. As such, they were given a "fair" rating.*

Timber Deck

The timber deck planks run transversely across the bridge and are supported by three longitudinal stringers, which connect into the timber ties. The deck planks were visually assessed and sounded using a hammer to evaluate their condition. A significant number of planks appear to have been recently replaced and are generally in good condition. However, several of the older planks that have not been replaced exhibit signs of deterioration (See Photo 3, Appendix A). Observed deficiencies include areas of rot present throughout several of the original wooden deck planks. In addition, minor checks and splits were noted across these older planks as well.

Overall, the deck is in good condition and remains functional for its intended use.

Timber Ties

Like the deck planks, the timber ties run transversely across the bridge and are supported by two longitudinal steel girders. The ties were assessed visually, and some were accessed to hammer sound. The ties are aging and exhibit significant deterioration, including extensive checking and splitting, as well as rot in the sounded members. A total of 14 ties have experienced severe section loss (see Photo 5 and Photo 6, Appendix A).

Overall, the ties are in poor condition. While there some members that appear to be in acceptable condition, there are multiple members with severe defects. Without being able to access all the ties, we cannot ensure that the ties that look to be in good condition are structurally sound and have

capacity to handle loading from off-highway vehicles. CBCL recommends either replacing the timber ties or limiting access for off-highway vehicles.

Timber Barrier

The timber barrier system consists of timber posts, double timber top railings, a bottom frame, timber struts connected to the supporting ties, and a chain-link mesh. Multiple posts exhibit signs of impact damage (See Photo 8 and Photo 9, Appendix A), resulting in dislodged connections or complete post failure (See Photo 7, Appendix A). Barrier components show widespread checking and splitting, in some cases, completely through the members (See photo 10, Appendix A). On the south barrier, large portions of the double top railing and sections of the bottom frame are missing. Numerous connections have failed as nails have been dislodged, or the members have experienced section loss. Rot is present throughout the barrier system, contributing significantly to its instability.

As a result of these deficiencies, the barrier system is unstable. There are multiple locations on the south side where the barrier can be easily displaced by hand, indicating that a weakened section will not be able to withstand impact from an off-highway vehicle. While the north side exhibits similar deterioration, it remains comparatively more stable than the south side. It is recommended that the south side barrier is replaced or rehabilitated before the bridge is replaced. Alternatively, as mentioned above, the bridge could be closed to off-highway vehicles.

Overall, the north and south barrier systems are in fair and poor condition, respectively.

Masonry Abutments and Piers

The abutments and piers are constructed of large stone blocks stacked with mortar joints. On the east abutment, the bottom row of stones is encased in a concrete jacket that has experienced severe scaling and erosion to the point of section loss. The top stones of the east abutment have an added layer of cast-in-place concrete near the steel girders for additional support (See Photo 11, Appendix A). The west abutment masonry stones extend down to a mass concrete footing (as detailed in the previous inspection report). Both the east and west piers have concrete noses poured over their north faces, which exhibit severe scaling and erosion.

Observed deficiencies include extensive loss of mortar joints throughout the abutments and piers. Severe erosion of the concrete jacket on the east abutment's bottom row has exposed reinforcement and filler material (See Photo 17, Appendix A). Similarly, the north noses of the piers show significant erosion, exposing the aggregate (See photo 12, Appendix A). Some masonry blocks at the northwest and southwest corners of the west abutment, as well as the south faces of the piers are slightly dislodged (See Photos 13-15, Appendix A), but do not seem to have shifted position significantly compared to the previous inspection.

The observed deficiencies within the abutments and piers are primarily durability-related and do not currently pose a significant risk to the structural integrity of the bridge. These issues would normally warrant monitoring and eventual repair to prevent further deterioration, but they are not expected to compromise the load-carrying capacity of the bridge within the next one to two years under its current service conditions.

Overall, the abutments and piers are in fair condition.

Steel Superstructure

The steel superstructure consists of two built-up plate girders, which serve as the primary load-bearing elements of the bridge. The girders are reinforced with cover plates on the bottom flanges and vertical stiffeners along the web. From the previous inspection CBCL is aware internal diaphragms exist between the girders, however, the underside of the bridge was not accessed for this inspection and as such this bracing was not observed. It is assumed that the condition of the internal diaphragms would be in a similar or slightly worsened condition compared to the 2023 inspection, based on the observed condition of the girder exteriors.

The upper portions of the girders have light to moderate corrosion with no apparent section loss in these areas. In contrast, the bottom portions of the girders exhibit severe corrosion, resulting in significant section loss. This deterioration extends to the webs, bottom flanges, and stiffeners. Most of the section loss has occurred on the webs. See **Figure 3**, **Figure 4**, and **Figure 5** below for a comparison between the 2023 and 2025 inspections.



Figure 3 - North girder, Span 2 (viewed from west to east), showing condition comparison between 2023 (left) and 2025 (right). Increase in existing section loss and new areas of section loss forming.



Figure 4 - North girder, Span 3 (viewed from west to east), showing condition comparison between 2023 (left) and 2025 (right). Similar conditions.



Figure 5 - South girder, Span 1 (viewed from west to east), showing condition comparison between 2023 (left) and 2025 (right). New section loss forming on the web and stiffener.

The steel superstructure remains the most significant concern for the overall structural integrity of the bridge. Deterioration has continued since the previous inspection, with section loss in the webs becoming more pronounced. Several new minor areas of section loss have developed, and previously identified areas have slightly increased in severity. From the previous assessment, the steel superstructure had enough capacity to continue under its current service conditions. CBCL still believes this to be true even with the slightly worsened defects.

Overall, the girders are in fair to poor condition.

Recommendations and Closing

In general, the Jordan River Trail Bridge is in acceptable condition structurally to handle pedestrian and cyclist loads for the next two years. If construction of the new bridge were to extend beyond this timeline we would recommend a re-inspection. **The bridge in its current state is not adequate to handle off-highway vehicle loading.**

The timber ties have extensive visual defects and could not be accessed to confirm if more physical defects were present. The south barrier has significant defects and poses a safety hazard to users, especially if subjected to an impact force from an off-highway vehicles.

Adam Dedrick
December 2, 2025

CBCL recommends that that the Municipality consider one of the two options below to ensure the bridge is safe for users:

1. Close the bridge to off-highway vehicles by installing bollards or laying large boulders by the ends of the bridge. Along with this, periodic visual inspections of the bridge top side, every six months, to see if any defects are worsening (this does not have to be completed by an engineer or specialized personnel).
2. Replace all timber ties and rehabilitate or replace the south barrier.

With the upcoming replacement of the bridge, we understand there are limited funds available to carry out any large rehabilitation project. While Option 1 is inconvenient for off-highway vehicle users, safety is the key concern for the bridge until it is replaced. Without rehabilitation, there is no way to justify that the bridge is safe for off-highway vehicles.

We thank you for this opportunity to complete this work for the Municipality of the District of Shelburne and welcome the opportunity to discuss our findings and how we can assist you with next steps.

Please do not hesitate to contact the undersigned if you have any questions or concerns.

Yours very truly,

CBCL Limited



Prepared by:
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Report No: 254216.00

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Appendix A

Site photos

Appendix A – Site Photos



Photo 1: Aerial overview of Jordan River Trail Bridge, facing south.



Photo 2: Aerial plan view of the Jordan River Trail Bridge.

Appendix A – Site Photos



Photo 3: Typical view of timber deck planks, with several boards replaced.

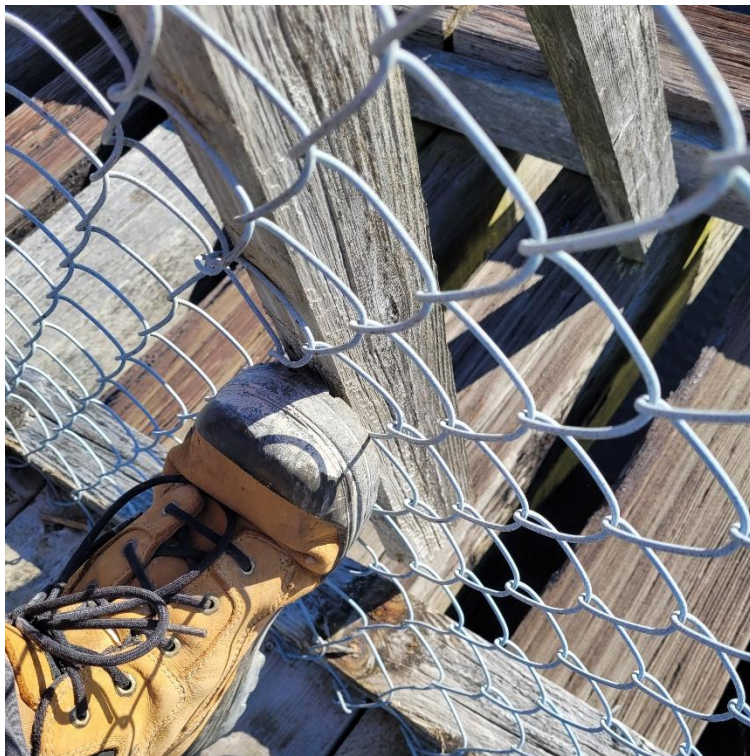


Photo 4: Typical view of a barrier post completely disconnected, south barrier.



Photo 5: Typical view of a missing timber tie, south side.

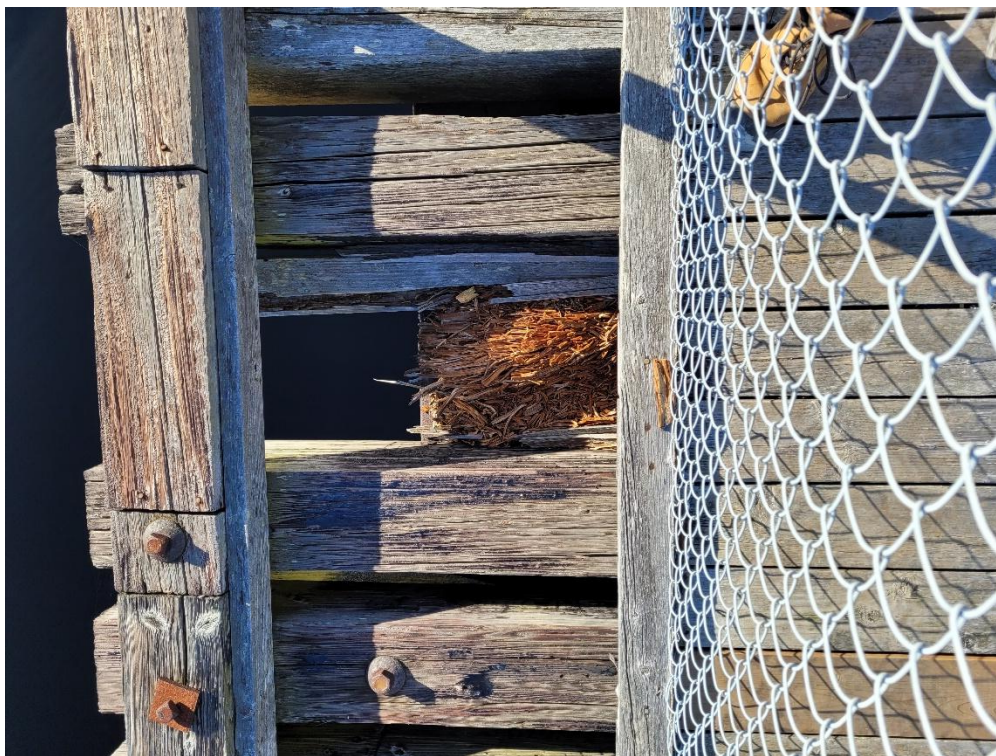


Photo 6: Typical view of a deteriorated timber tie, south side.

Appendix A – Site Photos



Photo 7: Typical view of a barrier post completely disconnected, north barrier.

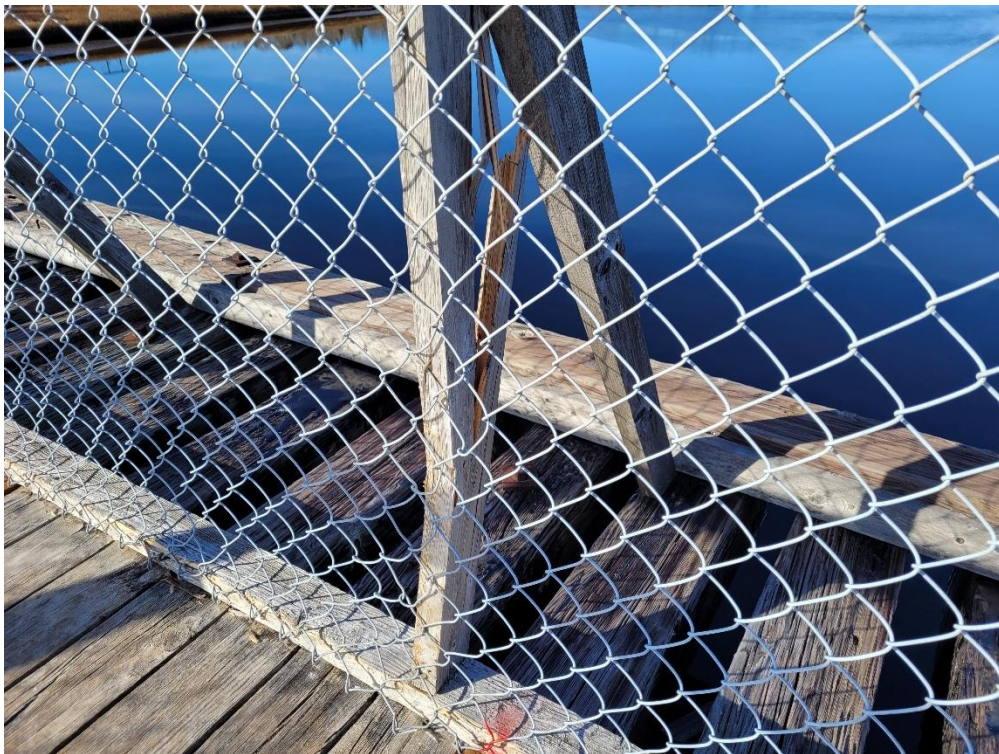


Photo 8: Typical view of barrier impact damage, north barrier.

Appendix A – Site Photos



Photo 9: Barrier impact damage resulting in a damaged post, north barrier.

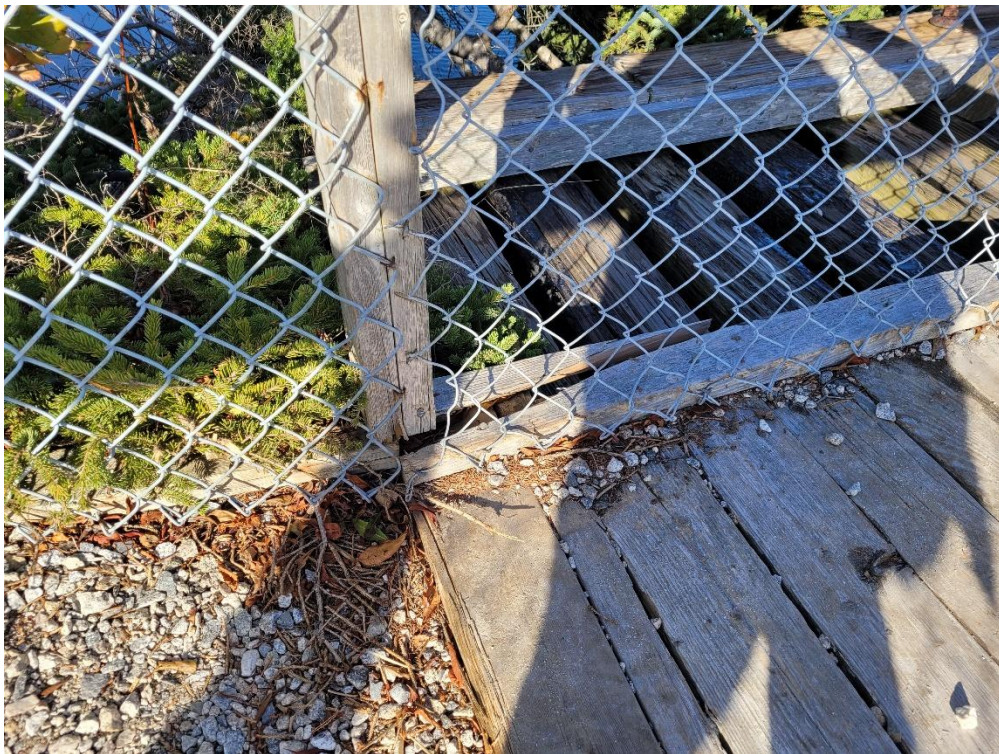


Photo 10: Typical connection damage with splits and checks throughout the timber.

Appendix A – Site Photos



Photo 11: Cast-in-place concrete atop masonry stones at the east abutment near the girders.



Photo 12: Typical erosion and scaling on pier nose.

Appendix A – Site Photos



Photo 13: Dislodged masonry stones at the northwest abutment.



Photo 14: Slightly dislodged masonry stones on the south face of the piers.

Appendix A – Site Photos



Photo 15: Dislodged masonry stones at the southwest abutment.



Photo 16: Typical view of superstructure bearings at the west abutment.

Appendix A – Site Photos



Photo 17: Severely eroded concrete jacket at the east abutment, with exposed reinforcement and other filler material (1).



Photo 18: Severely eroded concrete jacket at the east abutment, with exposed reinforcement and other filler material (2).

Appendix A – Site Photos



Photo 19: Severe corrosion on the south girder near the west abutment, resulting in section loss.



Photo 20: Severe corrosion on the south girder near the west pier, resulting in section loss.

Appendix A – Site Photos



Photo 21: Severe corrosion on the south girder near the east abutment, resulting in section loss.

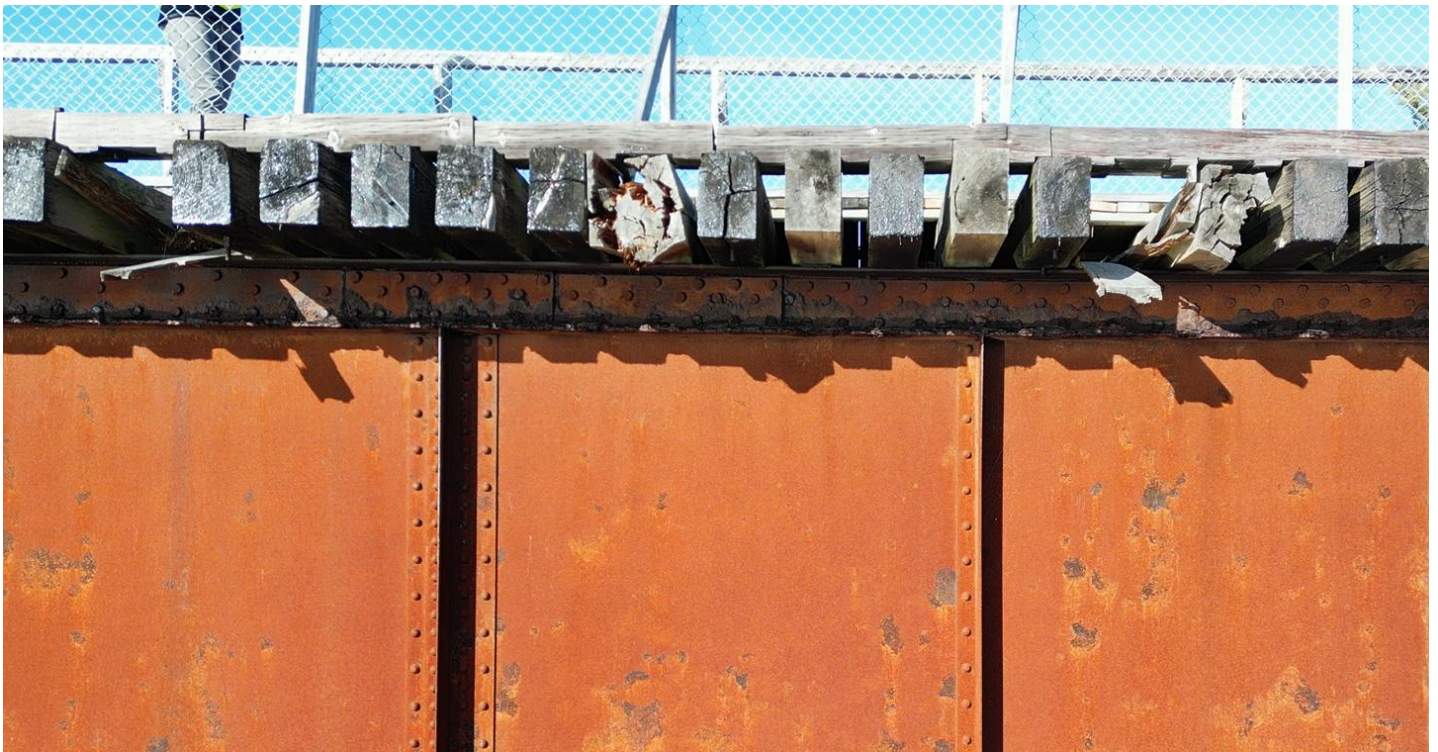


Photo 22: View showing a missing tie, a deteriorated tie, and a severely damaged tie, south side.

Appendix A – Site Photos



Photo 23: The most extensive corrosion on the north girder near the west abutment, resulting in severe section loss on the girder web.



Photo 24: Severe corrosion on the north girder near the east abutment, resulting in section loss.



STAFF REPORT

TO: Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: December 10, 2025

SUBJECT: **Real Estate Services - RFP Award**

BACKGROUND

The objective of this Request for Proposals (RFP) is to hire for real estate services, and more specifically to aid in the sale of surplus municipal properties, on an as needed basis.

DISCUSSION

The RFP was advertised twice, first on October 10, 2025, and then again on November 4, 2025, with a deadline of November 21, 2025. Both rounds were advertised on our website, social media, direct outreach to local agencies, and the NS Procurement website. Four (4) submissions were received and evaluated from both rounds.

EVALUATION

The evaluation committee consisted of the following members:

- Adam Dedrick, Director of Recreation and Parks
- Val Kean, Director of Economic and Community Development
- Erin Hartley, Deputy CAO

The evaluation committee evaluated the proposals based on costs of services, experience and qualifications, as well as approach and implementation.

Company: The Huskilson Group **Score:** 90.5/100

Company: The Agency **Score:** 90/100

Company: ROI Group **Score:** 88/100

Company: Steward-Lucas Inc. **Score:** 66/100

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne award the Real Estate Services Request for Proposals to The Huskilson Group based on the details outlined in their proposal submission.

ATTACHMENTS

- Request for Proposals Document



**REAL ESTATE SERVICES FOR THE MUNICIPALITY OF THE
DISTRICT OF SHELBURNE
FOR THE SALE OF SURPLUS MUNICIPAL PROPERTIES**

2nd Round

Issued: November 4, 2025

Deadline: November 21, 2025 @ 2:00 pm (AST)

1.0 INVITATION

The Municipality of the District of Shelburne is issuing a Request for Proposals (RFP) to interested parties for Real Estate Services. The intent of the RFP is to award the work to a Proponent based on the evaluation of relevant information including proven experience and knowledge in similar undertakings.

2.0 PROPOSAL REQUIREMENTS

2.1 Background

It is the intent of the Municipality to enter into a three (3) year agreement. The selected Proponent will provide services to aid in the sale of surplus municipal properties, on an as needed basis. Note: If the Municipality elects to dispose of property without the assistance of the Proponent, the selected Proponent may elect to represent possible buyers/lessees. However, at no time may the Proponent represent both the Municipality and a buyer on a sales transaction without prior written approval from the Municipality.

2.2 Scope of Work

The selected real estate firm will be expected to provide listing/marketing services only and must adhere to all federal, provincial and local laws and real estate practices. Surplus Municipal Properties will be listed for sale with the selected real estate firm on an as needed basis.

3.0 SCHEDULE AND CONTACT INFORMATION

3.1 Schedule

RFP Published : Tuesday, November 4, 2025

Proposal Due: Friday, November 21, 2025 at 2:00 p.m. Atlantic time.

This schedule is tentative and is subject to change for reasons including, but not limited to, changes in deadlines by the Municipality.

3.2 Contact Information

Erin Hartley, Deputy CAO

Municipality of Shelburne

PO Box 280

414 Woodlawn Drive

Shelburne

Nova Scotia

B0T 1W0

Tel: 902-875-3544 Ext. 226

Email: erin.hartley@municipalityofshelburne.ca

4.0 EXPERIENCE AND QUALIFICATIONS

4.1 Experience

Please provide background information on your Real Estate Team that demonstrates your team's experience and qualifications to deliver the requested Real Estate Services to the Municipality.

Responses should demonstrate experience/qualifications in the following areas:

- Familiarity with local Zoning and By-laws;
- Possession of a thorough knowledge of available conventional and unconventional financing;
- Demonstrated experience as an intermediary in price negotiations and using thorough knowledge of the details of the transactions between buyers and sellers;
- Demonstrated experience administering sale closings;
- Demonstrated ability to recommend a competitive market price for target properties;
- Possession of real estate licenses for the province of Nova Scotia that are current and in good standing.

4.2 Personal Qualifications

Provide credentials/bios of personnel that have performed the requested or equivalent services and will likely provide services to the Municipality. The response shall also designate the team leader who will serve as the Proponent's point person for the Municipality.

5.0 Approach

Please provide a description of the Proponent's proposed approach to deliver real estate services to best position the Municipality's surplus municipal property for disposition through sale.

6.0 Requirements for Proposal Preparation

Proposals will not be accepted after the final closing date and time of 2:00 p.m. Atlantic Time on Friday, November 21, 2025. Proponent may not make modifications to their proposals after the closing date and time. The Municipality of Shelburne will not be obligated in any way by the Proponent's response to the Request for Proposal. The Proponent's proposal and all supporting documents will remain with the Municipality of Shelburne and will not be returned. Proponent's costs related to preparing and issuing the Request for Proposal response are entirely the

responsibility of the Proponent. The Municipality may reproduce all such documentation, if such reproduction is made solely for internal use or for purpose required by law.

6.1 Pricing

Price for Real Estate Services is to remain firm for the term of the agreement.

6.2 Compliance with Applicable Laws

Proponents agree that they will comply with all applicable federal, provincial, and local laws, regulations, ordinances, and other requirements under law that apply to the scope of work, including all reporting and registration requirements. Proponents further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the Province of Nova Scotia, Canada.

6.3 Criteria for Proposal Evaluation

Municipal Staff will review submitted proposals and make recommendations for a contract award to Council of the Municipality of the District of Shelburne using the following criteria listed below:

- | | | |
|----|---|------------------|
| A. | Cost of Services. | 40 points |
| B. | Experience and qualifications of team. | 40 points |
| C. | Quality of proposed approach based on the Municipality’s specification and needs, ease of implementation, and quality of product. | 20 points |

6.4 No Assignment

A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the Municipality.

6.5 Submitting Proposals

The Proponent may submit their proposal via email, in person or by mail. For submissions by mail or in person, the proponent is to provide one hard copy of the proposal in a sealed envelope clearly marked “**Real Estate Services**” to identify contents and addressed to Erin Hartley, Deputy CAO, 414 Woodlawn Drive, P.O. Box 280, Shelburne, NS, B0T 1W0. For email submissions, the proponent is to email Erin Hartley, Deputy CAO at erin.hartley@municipalityofshelburne.ca with the subject line “**Real Estate Services**”.

Proposals must be received at the address listed **no later than 2:00 p.m. Atlantic Time on Friday, November 21, 2025**. It is the responsibility of the proponent to ensure their proposal is received before the time indicated. Proposals received after the submission deadline will be returned unopened. Faxed submissions will not be accepted.

7.0 Privilege Clause

The Municipality does not bind itself to accept any proposal but may accept any proposal, in whole or in part, or discuss with any proponent different or additional terms to those described in the proposal. The Municipality may:

- a) cancel the proposal at any time;
- b) reject any or all proposals;
- c) accept any proposal;
- d) if only one proposal is received, choose to accept or reject it;
- e) choose not to accept the lowest bid price;
- f) reject any proposals that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, proposal process or any other aspect of the proposal as it may determine in its sole and absolute discretion.

If the Municipality elects to reject all proposals it may, in its sole discretion and in addition to any other recourse it may choose, call for additional proposals or re-issue the RFP for all or part of the work, all without incurring any liability and no proponent will have any claim against the Municipality as a consequence.

The Municipality reserves the right to waive any formality, informality, technicality or non-compliance in any proposal.

In evaluating proposals the Municipality reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience and local preference. The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Municipality is not liable for any costs associated with responding to the proposal.

The proponent, in submitting a response, has accepted the privileges and reservations of rights set out herein and agrees to be bound by same.

8.0 REQUIRED RESPONSE DOCUMENTS

Required responses to the RFP must follow the following template and must be numbered with corresponding tabs. Failure to follow this template will be grounds for disqualification of the bid/proposal.

8.1 Tab 1:

Declaration. Proponent must complete this Declaration and attach this Declaration as **Tab 1** of its proposal.

Proponent has examined this RFP, including the Scope of Work for the project. Proponent hereby proposes to provide this service in accordance with the RFP and agrees to commence work on the sale of surplus municipal property as directed by the Municipality.

Proposal of: **Sale of Surplus Municipal Properties**

Name of Proponent: _____

Telephone: _____

Name of Authorized Representative: _____

Title: _____

Email Address: _____

8.2 Tab 2:

Project Team. Proponent must complete the following required information and attach it as **Tab 2:**

Real Estate Team Member(s)

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

8.3 Tab 3:

Experience and References. Proponent is required to submit an **Experience and Qualifications Page** as per section 4 of this RFP. Proponent must complete the required references for similar goods and services provided to at least three (3) clients in the past five (5) years and attach information as **Tab 3**.

Client 1

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 2

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 3

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

8.4 Tab 4:

Approach and Cost Proposal. Proponent is required to submit an **Approach and Pricing Page**, which is to include a detailed approach to the service delivery and a price breakdown for all services that will be provided in relation to this RFP. Pricing will be firm for the next three (3) year period. Attach this document as **Tab 4**.

8.5 Tab 5:

Disclosure Information. Proponent is required to submit **disclosure information** on company letterhead, including all officers and key employees, and attach this document as **Tab 5**.

8.6 Tab 6:

Insurance. The successful Proponent shall carry and keep in force errors and omissions insurance and standard Commercial General Liability insurance for all services provided to and on behalf of the Municipality of the District of Shelburne and the amount of coverage for each type of insurance shall be not less than two million dollars (\$2,000,000.00) per occurrence. The successful Proponent shall indemnify and save harmless the Municipality from any damages, suits or actions as a result of damages, injuries or accident done to or caused by it or its agents or employees or relating to the works that are the subject of this RFP or any of its operations or caused by reason of the existence or location or condition of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on its part, or on the part of any of its agents or employees, to do or perform any or all of the several acts or things required to be done by it or them under and by these conditions, and covenants and agrees to hold the Municipality harmless and indemnified for all such damages and claims for damages including indemnification for reasonable legal fees on a solicitor client basis.

Each Proponent is required to provide as part of its submission Certificates of Insurance evidencing the above insurance. For the successful Proponent, such insurance shall name the Municipality as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the Municipality. Each Proponent agrees that these conditions shall form part of any contract with the Municipality.

8.7 Tab 7:

Certifications, Licenses, Tariffs, etc. Proponent is required to submit under **Tab 7** any and all required certifications, licenses, etc. that are requested and required for this RFP.

8.8 Tab 8: Additional Terms and Conditions or Documents. The Proponent is required to address any additional terms and conditions or submit any other documents that would affect a contract arising under this RFP under **Tab 8**.



STAFF REPORT

TO: Municipal Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: December 10, 2025

SUBJECT: **Procurement Policy Amendment**

ORIGIN

Policy review resulting in need for updates.

BACKGROUND

The Municipality's Procurement Policy establishes guidelines for staff's acquisition of goods and services for the organization.

The current Procurement Policy is 11 years old, being last updated in 2014.

DISCUSSION

There are four major areas of change being recommended for Council consideration, including:

1. Purchasing Authority
2. Amended Value Thresholds and related Purchasing Directives
3. Removal of Purchase Tools section
4. Alternate Procurement Process

There are also a number of wording changes to the policy to provide clarity.

1. Section 4 of the Policy details Purchasing Authority. The intent of the changes to this section is to more clearly identify when staff have the authority to make a purchase or if Council approval is required, based on value thresholds.

2. Section 5 of the Policy details value thresholds and purchasing directives. In the last 11 years costs of goods and services have increased dramatically, resulting in a proposed significant change to value thresholds in this policy. Alignment with other municipal unit's policy that have been recently updated as well as Atlantic Trade and Procurement Partnership standards and Nova Scotia's Public Procurement Act were considered in the proposed values.

Essentially the proposed value threshold and purchasing directives are as follows:

Low Value - All procurement under \$10,000 may be made by direct purchase through informal quotes.

Mid- Range Value – Categories and end values proposed are consistent with provincial standards.

Goods - \$10,001 up to and including \$25,000
Services - \$10,001 up to and including \$50,000
Facilities - \$10,001 up to and including \$50,000
Construction - \$10,001 up to and including \$100,000

All purchases falling within these value thresholds require formal, competitive, written quotes.

High Value – Categories and values proposed are consistent with provincial standards.

Goods over \$25,000
Services over \$50,000
Facilities over \$50,000
Construction over \$100,000

All purchases falling over these values require tender documents and must include use of the provincial procurement web portal.

3. Section 6 of the Policy details the use of Purchase Tools, specifically purchase orders. Purchase orders are no longer used with updated financial practices, therefore it is being recommended that this section be removed. The Municipality's general financial practices and standards include purchases under this policy.
4. Appendix 1 of the Policy details Alternative Procurement Protocols. The Government of Nova Scotia recently updated their list of circumstances where alternative procurement protocols can be used. The list was reduced to nine (9) circumstances.

Under the current policy, the full tender process has to take place for every purchase over \$15,000, this process usually takes 8-10 weeks from start to finish. Increasing value thresholds to align with up-to-date figures will save significant human resources and increase the ability to reach out to local businesses/companies for informal and formal quotes, instead of full tender proposals. In addition to feedback from staff regarding the lengthy tender process internally, we also hear feedback from local businesses/companies indicating that they did not participate in our tender process due to the time it takes to compile a more involved proposal versus the ease of submitting a quote.

RECOMMENDATION

That the Council of the Municipality of the District of Shelburne approves the Procurement Policy as amended.

ATTACHMENTS

Proposed Amended Procurement Policy



MUNICIPALITY OF THE DISTRICT OF SHELburne **Policy Statement**

PROCUREMENT POLICY

1. PURPOSE

1.1. To establish a Policy that guides Municipal staff in the acquisition of goods and services on behalf of the organization in a manner that is (1) consistent with Council's budget approvals, and (2) complies with the Province of Nova Scotia's Public Procurement Act.

1.2. The Municipality of Shelburne is committed to:

- a)** Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value;
- b)** Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations;
- c)** Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations;
- d)** Ensuring that qualified suppliers have equal opportunity to bid on the Municipality of Shelburne's procurement activity;
- e)** Being accountable for procurement decisions.

2. DEFINITIONS

2.1. For the purposes of this policy, the following definitions are provided:

- a)** Atlantic Standard Terms & Conditions - Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.
- b)** Best Value - Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
- c)** Bid - A supplier response to a public tender notice to provide goods, services, construction or facilities.

- d)** Competitive quotes – A written request for a written quote from no less than 3 suppliers for the acquisition of goods or services.
- e)** Construction - The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.
- f)** Construction Contract Guidelines - Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.
- g)** Goods - Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Municipality of Shelburne for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
- h)** Local preference – Any supplier of goods and/or services located in the Municipality of Shelburne. In absence of an interested supplier from Shelburne, any supplier of goods and/or services located in Shelburne County. In absence of an interested supplier from Shelburne County, any supplier of goods and/or services located in either of Queens, Lunenburg and Yarmouth Counties.
- i)** Procurement Advisory Group - The advisory group established by the Public Procurement Act to provide advice and recommendations to advance the outcomes of the Act.
- j)** Procurement Activity - The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.
- k)** Procurement Value - The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.
- l)** Procurement Web Portal - The public website maintained by the Province where all public tender notices are posted.
- m)** Public Advertisement - Advertising a public tender notice on the provincial procurement web portal when PPA thresholds are exceeded. Public advertisement could also include advertisement on the Municipal website and local, provincial, and national newspapers, most notably when PPA thresholds are not exceeded.
- n)** Public Procurement Act (PPA) - An Act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia.
- o)** Public Tender - Procurement for goods, services, construction, or facilities obtained through public advertisement. (See appendix 2 for an outline of the various tools that can be used for public tender.)
- p)** Public Tender Notice - Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

- q) Services - Services required by the Municipality of Shelburne for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.
- r) Standing Offer - A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an “as required” basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.
- s) Sustainable Procurement - Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:
 - Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction
 - Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
 - Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

3. APPLICATION

- 3.1. This policy applies to all procurement activity of the Municipality of Shelburne effective November 30, 2014.
- 3.2. The Chief Administrative Officer of the Municipality of Shelburne is responsible for ensuring compliance with this policy.
- 3.3. All Municipality of Shelburne personnel who have authority for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

4. PURCHASING AUTHORITY

4.1. Purchase Authority shall be designated based on the following **value** thresholds **as detailed in section 5 of this policy**:

- ~~a) Up to \$1,500 A Department Head is authorized to make contracts for the acquisition of goods and services where such expenditure does not exceed budget by more than 10%~~
- b) **Up to \$5,000 Low and Mid-Range Value Procurement** – A **Director/Department Head** is authorized to make contracts **pursuant to this policy** for the acquisition of goods, **and services, facilities, and construction** where such expenditure is within budget allocation.
- c) **Up to \$10,000 Low and Mid-Range Value Procurement** – The Chief Administrative Officer is authorized to make contracts **pursuant to this policy**

for the acquisition of goods, ~~and~~ services, facilities, and construction where such expenditure does not exceed budget by more than 10%.

Low and Mid-Range Value Procurement – The Chief Administrative Officer requires Council approval for the acquisition of any goods, services, facilities, and construction where such an expenditure was not budgeted or exceeds budget by more than 10%.

- d) ~~\$10,000 or greater~~ High Value Procurement – The Chief Administrative Officer requires Council approval for the acquisition of all goods, ~~and~~ services, facilities, and construction.

4.2. Exempted payments

a) Certain payments such as provincially determined expenditures as they apply, including any payments as may be required by the Municipal Government Act, or any other applicable legislation, are exempt from this policy. Examples of such commitments include but are not restricted to: School Board Appropriation paid to the Province, PVSC Services, RCMP services, and Correctional Services.

b) Utility payments, where no competitor exists, are exempt from this policy.

4.3. All dollar threshold references are to be values excluding tax.

5. DIRECTIVES

5.1. Low value procurement of goods, ~~and~~ services, facilities, and construction having a cost of less than ~~\$1,500~~ \$10,000.

- a) If a standing offer with the Municipality exists, the goods, ~~and~~ services, facilities, or construction must be procured under the standing offer.
- b) If a standing offer exists through the Province of Nova Scotia, the goods, ~~and~~ services, facilities, or construction may be procured through that standing offer, however the Purchase Authority may give preference to local suppliers.
- c) If no standing offer exists with the Municipality, the Purchase Authority may authorize acquisition from any supplier, so long as the purchase is consistent with the Purpose of this Policy.

5.2. Mid-range value procurement: ~~of goods and services between \$1,501 and \$15,000.~~

Goods - \$10,001 up to and including \$25,000

Services - \$10,001 up to and including \$50,000

Facilities - \$10,001 up to and including \$50,000

Construction - \$10,001 up to and including \$100,000

- a) If a standing offer with the Municipality exists, the goods, ~~and~~ services, facilities, or construction must be procured under the standing offer.

- b) If a standing offer exists through the Province of Nova Scotia, the goods, ~~and~~ services, **facilities, or construction** may be procured through that standing offer, however the Purchase Authority may give preference to local suppliers.
- c) If no standing offer exists, the Purchase Authority will obtain **invitational** competitive quotes and award the purchase to the supplier providing best value to the Municipality of Shelburne.

5.3. High value procurement: ~~of goods and services greater than \$15,000.~~

Goods over \$25,000
Services over \$50,000
Facilities over \$50,000
Construction over \$100,000

- a) If a standing offer with the Municipality exists, the goods, ~~and~~ services, **facilities, or construction** must be procured under the standing offer.
- b) If no standing offer exists, the procurement must take place by public tender. If the procurement activity exceeds the thresholds stipulated in the PPA, then any public advertisement must include use of the provincial procurement web portal.

6. ~~PURCHASE TOOLS~~

6.1. ~~Purchase Order~~

- ~~a) The Purchase Order is the tool used to finalize the bid process for goods and services. The purchasing procedure begins with a Purchase Order being completed. It describes the items or service to be ordered, delivery date and the amount to which the purchase will be allocated in the financial records.~~
- ~~b) The Department Heads shall then proceed to purchase the items, following the bid process as required in the policy. The Department Head shall sign the Purchase Order.~~

6.2. ~~Purchase Order Not Required:~~

- ~~a) There are a number of purchases of low value items made at local businesses that accumulate the purchases and submit a monthly statement to the Municipality for payment. A purchase order shall not be required for individual purchases less than \$500 in value. However, the Department Heads shall review the monthly statements from the suppliers to verify price and receipt of goods.~~

7. ALTERNATIVE PROCUREMENT PRACTICES

7.1. In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use,

each circumstance must be documented by Municipality of Shelburne personnel stating the rationale permitting the Alternative Procurement Circumstance, and signed by the CAO. All documents must be filed and maintained for audit purposes. See Appendix 1 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

8. BID OPENING, EVALUATION AND AWARD

8.1. Bid Opening

- a) Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

8.2. Bid Evaluation

- a) All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

8.3. Award

- a) The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors request shall be provided in the following areas:
 - Bidders list
 - Name of winning bidder
 - Award price excluding taxes of the winning bidder
 - Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

8.4. Supplier Debriefing

- a) At the request of a supplier who submitted a bid, Municipality of Shelburne personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Supplier's bids are not compared to other bids, nor will information on other bids be provided.

8.5. Supplier Complaint Process (SCP)

- a) When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the Public Procurement Act. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

9. PRIVELEGE CLAUSE

- 9.1.** A statement shall be included in the advertisement that “The Municipality reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest. The Municipality also reserves the right to waive formality, informality or technicality in any tender.”

10. FAIR TREATMENT FOR NOVA SCOTIA SUPPLIERS

- 10.1.** Based on the principle of best value for the Municipality of Shelburne and when deemed to be in their best interest, Municipality of Shelburne personnel may apply a preference for goods valued up to and including \$25,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the Chief Administrative Officer.
- 10.2.** Municipality of Shelburne personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low or mid-range value procurement thresholds to Nova Scotia Suppliers. Any decision made by Municipality of Shelburne personnel should be based on budget considerations, and shall be approved by the Chief Administrative Officer.

11. LOCAL PREFERENCE AND SUSTAINABILITY CONSIDERATIONS

- 11.1.** Municipal staff or Council (whoever has the authority to award the contract under this Policy) must give preference to purchasing goods and services from local businesses in accordance with the following:
- a)** If the goods or services available from a local business are equal in providing the best value to those available from a non-local business, the goods or services from the local business must be purchased.
 - b)** In evaluating which goods or services offer best value to the municipality, the municipality must apply a preference of 10% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 10-% for the purposes of evaluating which goods or services offer best value.
- 11.2.** All requests for quotations and notices of public tender must state that local preference applies to the procurement.
- 11.3.** In accordance with the Atlantic Procurement Agreement, the local preference described above does not apply to the following procurements:
- a)** goods that have a value of \$25,000 or greater;
 - b)** services/facilities that have a value of \$50,000 or greater;
 - c)** construction that has a value of \$100,000 or greater.

- 11.4. Pursuant to the Public Procurement Act, in evaluating which goods or services offer best value to the municipality, the municipality may consider sustainability criteria, meaning environmental considerations, social considerations and economic considerations.
- 11.5. All requests for quotations and notices of public tender must list the sustainability criteria that apply to the procurement.

12. OTHER CONSIDERATIONS

12.1. Cooperative Procurement

- a) The Municipality of Shelburne personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, telecommunications, etc.

12.2. Standing Offers

- a) The Municipality of Shelburne personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should Municipality of Shelburne personnel wish to make use of the savings opportunities.

13. OBLIGATIONS UNDER THE PUBLIC PROCUREMENT ACT

- 13.1. In addition to the areas already covered by this Policy, the following are additional obligations of the Public Procurement Act that the Municipality of Shelburne personnel are required to adhere to with their Procurement practices.

a) Terms and Conditions

- 13.1.a.1. Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

b) Posting Tender Notices and Awards

- 13.1.b.1. All opportunities subject to a public tender, as required by the PPA guidelines, must be advertised on the Province of Nova Scotia Procurement

Web Portal. Municipality of Shelburne personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

c) Code of Ethics

13.1.c.1. Municipality of Shelburne personnel and board members must ensure their conduct in relation to procurement activity is consistent with the “Duties of public sector entity employees” in the Public Procurement Act. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

d) Other

13.1.d.1. Policy Posting

13.1.d.1.1. Municipality of Shelburne personnel will ensure this policy is posted on the Municipality of Shelburne web site.

13.1.d.2. Supplier Development Activities

13.1.d.2.1. Municipality of Shelburne personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat

13.1.d.3. Regulations

13.1.d.3.1. Municipality of Shelburne personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the Public Procurement Act.

14. AMENDMENTS

14.1. Any amendments of this Policy will be communicated to the public on the Municipality of Shelburne website.

Appendix 1

Alternative Procurement Approval, Consultation, and Reporting Process

Only those holding the appropriate role/position within the Municipality of Shelburne may delegate signing authority.

Low & Medium Value:

The Department Head/**Director/CAO** will be accountable for the proper use of alternative procurement transactions.

High Value:

Municipality of Shelburne personnel wishing to make use of a high value alternative procurement practice (with the exception of an emergency) must consult with the Chief Administrative Officer to obtain his or her approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, the Chief Administrative Officer may direct Municipality of Shelburne personnel to proceed with the procurement. The Chief Administrative Officer may wish to confer with provincial government procurement officials for discussion, validation, and or alternative options.

The Chief Administrative Officer may delegate signing authority for high value alternative procurement transactions to an Acting Chief Administrative Officer in his or her absence. All appropriate documentation will be maintained on file for audit purposes. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

Alternative Procurement Circumstances

~~The Province of Nova Scotia is currently reviewing ALTP circumstances and will be issuing regulations that outline best practices in this area. Once issued by the Province, these revisions will be reviewed for incorporation into this Policy.~~

A. No Threshold Restrictions

~~Municipality of Shelburne personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:~~

- ~~1. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.~~
- ~~2. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through~~

~~an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.~~

- ~~3. Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.~~
- ~~4. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.~~
- ~~5. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.~~
- ~~6. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.~~
- ~~7. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.~~
- ~~8. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.~~
- ~~9. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.~~
- ~~10. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.~~
- ~~11. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.~~
- ~~12. For the procurement of original works of art.~~
- ~~13. For the procurement of subscriptions to newspapers, magazines, or other periodicals.~~
- ~~14. For the procurement of real property.~~

- ~~15. For the procurement of goods intended for resale to the public.~~
- ~~16. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.~~
- ~~17. For the procurement from a public body or a non-profit organization.~~
- ~~18. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation~~

~~B. Threshold Restrictions~~

~~Municipality of Shelburne personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:~~

- ~~1. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.~~
- ~~2. For procurement that fosters the development of minority businesses.~~

Pursuant to the Government of Nova Scotia's Alternative Procurement Protocols updated October 23, 2025, Alternative Procurement Practices may be used in the following circumstances:

1. Emergency - If strictly necessary, an urgent, serious, unexpected, and often dangerous situation requiring immediate action.
2. Ability to Maintain Security / Life / Health - Compliance with the competitive process requirements would interfere with the ability to maintain security or order or to protect human, animal, or plant life or health. Non-urgent emergency.
3. Absence of competition
 - a. Technical - Due to an absence of competition for technical reasons.
 - b. Monopoly - For the procurement of goods or services where the supply is controlled by a supplier that is a monopoly.
 - c. Prototype - For a prototype or first good or service that is developed in the course of, and for a particular contract for research, experiment, study or original development.
 - d. Advantageous Circumstances - Purchases made under exceptionally advantageous conditions that only arise in short term cases of unusual disposals.
 - e. Additional Deliveries – Additional Deliveries by the original supplier of goods or services that were not included in the initial procurement where a change of supplier for such additional goods or services cannot be made for economic or technical reasons.
4. Compatibility - To ensure compatibility with existing products, or to ensure the protection of patents, copyrights, warranties or other exclusive rights.

5. Confidentiality - Where goods or services regarding confidential matters are to be purchased and the disclosure through an open tendering process could be expected to compromise government confidentiality, cause economic disruption, or be contrary to public interest.

6. No Suppliers Satisfied the Conditions - No bids were submitted or no suppliers requested participation; no bids that conform to requirements of solicitation were submitted; no suppliers satisfied the conditions for participation.

7. Sustainability - To support businesses owned by members of underrepresented and underserved communities, including: Mi'kmaq and persons of Indigenous descent, African Nova Scotians and persons of African descent, persons of colour/racialized persons; newcomers (immigrants and refugees), 2SLGBTQIA+, persons with disabilities, minority faithbased groups and persons who are neurodivergent.

8. Health and Social Services - For vital public services that prioritize public health and welfare.

9. Procurement Financed By Donations - For the procurement of goods and services financed primarily from donations that are subject to conditions that are inconsistent with this Policy

Appendix 2

Below is an outline of some of the various tools available for use when issuing a public tender:

Request for Proposal (RFP)

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

Request for Construction (RFC)

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

Request for Quotation (RFQ)

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

Request for Standing Offer (RSO)

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

Request for Expression of Interest (REI)

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider

(7 days minimum): November 10, 2014

Date of Passage of Policy: November, 24, 2014

Amendment Date:

Clerk

November 24, 2014
Date



STAFF REPORT

TO: Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: December 10, 2025

SUBJECT: **Special Election 2026 – District 4**

ORIGIN

Vacancy due to the resignation of Councillor Anthony Gosbee.

RECOMMENDED MOTIONS

- That Council of the Municipality of the District of Shelburne hold a Special Election for the Councillor vacancy in District 4, with the Special Election date being set as Saturday, February 21, 2026;
- That electronic voting methods be used;
- That Intelivote be hired as the Municipality of Shelburne’s service provider for electronic voting at an estimated amount of \$3,000 plus HST, plus costs of voter cards and mailouts;
- That Council set the alternative voting period as February 12, 2026 at 8:00 am to February 21, 2026 at 7:00 pm;
- That Wanda Atkinson be appointed as Returning Officer for the Special Election;
- That Erin Hartley and Anita DeMings be appointed as Assistant Returning Officers for Special Election;

Staff are recommending using the same procedures, practices and framework as the 2024 Municipal Election.

Electronic voting options include online and telephone voting. A kiosk will also be available at the Municipal Administration Building for those would like to vote there.

Updated Special Election information will be posted on the municipal website beginning December 11, 2025.

BUDGET

This is an unbudgeted but mandatory item.



Superintendent Jason Popik
Southwest Nova District Policing Officer
8833 Commercial Street
New Minas, NS
B4N 3C4

Your File

Warden Penny Smith, Municipality Shelburne

Our File

November 7, 2025

Dear Warden Smith:

Re: Request for an Organized Crime Unit in South West Nova Scotia Letter dated October 21, 2024

I recognize the delayed response regarding this letter to the Minister of Justice dated October 21, 2024. I also acknowledge I was not the primary recipient however as a key representative to and for you, I consider it important that I provide input and feedback now that I can.

I took command of Southwest Nova District RCMP on September 23, 2025. At that time I recognized a similar issue as it pertained to a lack of organized crime investigative resources both in terms of leadership and form. I quickly established an ad hoc organized crime response to address the long standing and ongoing issues of organized crime in Clare County, specific to issues related to drug dealing, intimidation, extortion, shootings and arsons. I also was aware that this organized crime group was influence and inflaming tensions and activities within the Fishery Industry.

I trust you can understand the need for discretion and confidence when police embark on an active organized crime investigative project. It is for this need of operational security, I was not in a position to share the efforts I was taking to address the very real concerns that you had brought forward. I want to reassure you that both S/Sgt Mark MacPherson, NCO i/c Shelburne District, and Sgt Jeff LeBlanc, NCO i/c Meteghan Detachment, were aware, supporting and cooperating participants in this project.

As it pertains to the immediate concern that you raised, early in October 2024 I coordinated a multi-agency response that encompassed collaboration amongst local law enforcement bodies including: the Department of Fisheries and Oceans, provincial Department of Natural Resources and the RCMP. This enabled us to pool our collective resources while applying our distinct subject matter expertise as we shared intelligence, developed new intelligence, then identified and captured evidence in an effort to address a collective issue within the Clare based organized crime group.

Non-sensitive

Our joint forces operation was formalized in a memorandum of understanding and operated from October 28, 2024 until February 2025. This project had good success in bringing together multiple agencies with differing perspectives, techniques and authorities to address illegal fishery as well as criminal code and CDSA matters. Overall we were able to address 8 organized crime files, one of which involved a significant organized crime group in County Clare. As it pertains to this group, we arrested the leaders on 4 occasions which significantly reduced their ability to extort, threaten and terrorize this community. Throughout the course of this project we collectively drafted 27 judicial search warrants; conducted over 1050 hours of surveillance with another 2000 investigative resource hours; searched 10 locations; seized 5 firearms; seized CDSA: 41.3 g of crystal methamphetamine, 376.4 g of cocaine, psilocybin (magic mushrooms), 15 g of Tusi (designer drug), \$6156 Canadian currency and 14,540 illegal cigarettes. An additional benefit of this type of joint operation is the trust and cross agency skill, knowledge and development that our collective members come away with.

These efforts have enabled the Southwest Nova RCMP to address a long standing and prolific organized crime group in County Clare, however I recognize your concerns exceed that immediate community. I have also redirected the Additional Officer Program members while also developing more GIS Plain Clothes resources to support our detachments. Previous to this new direction, the SCEU (street level organized crime investigators) worked in small siloed teams, within the immediate detachments where they are posted. There are numerous reasons why this type of localized direction limits efficiency and success, as it pertains to organized crime investigations. The units are now directed through my level of authority to the betterment of addressing organized crime globally across Southwest Nova. However it still remains necessary to provide detachment commanders with plain clothes investigators (GIS) that they can direct to serious persons crimes or prolific offenders in their immediate areas. Through this realignment and direction of the 21 SCEU Resources while broadening the number of GIS resources (12) I have been able to offer 3 investigative tactical business line to our commanders. I do note that 2 of 10 detachments do not have GIS resources (Queens and Shelburne/Barrington) and this remains a challenging gap in Southwest Nova.

I offer this information to provide a clear direction on my efforts to improve efficiency in addressing organized crime, illicit drug crime as well as knock on effects resulting from tensions in the fisheries. I recognize your letter was seeking additional law enforcement resources within Shelburne County however I am limited to gaining efficiencies with those that I currently have. I will note however that the Commanding Officer of Nova Scotia, has developed a priority, in consultation with the Department of Justice, to establish a midlevel organized crime investigative team. This will further enhance our ability to address organized crime across Nova Scotia as the Provincial Police Agency will have both street level and mid-level organized crime groups who can work cooperatively to address these groups wherever they are operating.

I remain available to discuss these matters further, if you so chose.

Regards,



Supt. Jason Popik
Southwest Nova District Policing Officer

CC: Warden Yvon LeBlanc - Municipality of Clare
MLA Becky Druhan