



Naturally Yours

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**SPECIAL SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
DECEMBER 18, 2025 | 2:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	2:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. December 18, 2025		1
3. <u>OPERATIONS & PROTECTIVE SERVICES</u>		
a. Decision for Future of C&D Site* – Marcia d’Eon, Director of Operations & Protective Services		2-29
b. RFP Award – Construction & Demolition Transfer Station – BINS WITH COVERS, TRUCKING AND MAINTENANCE* – Marcia d’Eon, Director of Operations & Protective Services		30-42
4. <u>ADJOURNMENT</u>		



STAFF REPORT

TO: Council

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

APPROVED BY: Warren Macleod, Chief Administrative Officer

DATE: December 18, 2025

SUBJECT: Decision for Future of C&D Site

ORIGIN

A staff report on alternative options for the future of the C&D site, also known as the Regional Material Recovery Facility (RMRF), was presented to Council on December 10th, 2025. An opportunity for Council to consider options as well as an opportunity for public feedback occurred between December 11th and 16th. A decision on the future of the C&D Site is now required.

DISCUSSION

Further to the presentation made December 10, 2025, and the public feedback received, Council must make decisions on the following options:

- 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.

A variety of potential motions have been identified for Councils consideration.

POTENTIAL MOTIONS

1. Operation Model

Choose 1 of 3-If option 1 or 2 is chosen skip to item 4)

Option 1 Motion to Close the C&D Site as Planned

THAT Council of the Municipality of the District of Shelburne proceed with the closure of the Municipal Construction & Demolition Transfer Station effective March 31, 2026, due to the inability to meet Department of Environment permit compliance requirements;

AND THAT staff be directed to take all necessary steps to prepare the site for closure and communicate the closure plan to residents and shared-service partners.

Option 2 Motion to Close the Site but Offer Limited Drop-Off Days

THAT Council of the Municipality of the District of Shelburne approve the closure of the Construction & Demolition Transfer Station effective March 31, 2026;

AND THAT the Municipality implement scheduled drop-off days for unregulated materials only (metal, lobster traps, and brush) beginning April 1st 2026;

AND THAT staff be directed to prepare a detailed operational plan including required capital upgrades (estimated at \$30,000), a revised fee schedule and rehabilitation of parts of the site not required for unregulated materials drop-off.

Option 3 Motion to Pursue Continued Operations Using a Covered Bin Model

THAT Council of the Municipality of the District of Shelburne approve the continuation of C&D waste services at the existing Municipal C&D site using a covered bin operating model, utilizing the purchase/rental option;

AND furthermore that Council approves the completion of associated capital site upgrades with funds to come from shared service reserve, capital or operating reserve;

AND THAT staff be directed to:

- submit the required permit application to the Department of Environment and Climate Change and;
 - negotiate the services of the successful RFP proponent and;
 - obtain site maintenance services pursuant to the Municipality's procurement policy.
-

2. Waste-Sorting Model (Choose 1 of 3)

Option 1 – Hybrid Sorting Model

THAT Council approve the implementation of Option 1 – Hybrid Sorting, involving mixed waste, shingles, treated wood, and rope separation at the C&D Transfer Station.

Option 2 – Mixed Waste Only with Treated Wood Separated

THAT Council approve the implementation of Option 2 – Mixed Waste plus Treated Wood, with all other formerly sorted materials accepted as mixed C&D.

Option 3 – Full Sorting Model

THAT Council approve the implementation of Option 3 – Full Sorting, requiring the separation of all waste streams including clean wood, gyproc, shingles, treated wood, mixed waste, and rope.

3. Schedule (Choose 1 of 4)

Option 1 Full-Year Operation

THAT Council approve operating the C&D site under the new operating model five days per week, beginning April 1st, 2026.

Option 2 Seasonal Closure Model

THAT Council approve a seasonal closure of the C&D site during December, January, and February, with five day per week operations from March through October, beginning April 1st, 2026 under the new operating model.

Option 3 Reduced Winter Schedule

THAT Council approve operating the C&D site two days per week during December–February, and five days per week from March–October beginning April 1, 2026 under the new operating model.

Option 4 # of Days-Per-Week Annual Operation

THAT Council approve operating the site insert # days per week throughout the year, beginning April 1, 2026 under the new operating model.

4. Fees and Charges

THAT Council direct staff to undertake a review of C&D site user fees, including options for cost increases to reduce operational deficits, and return with proposed fee amendments at a later date.

5. Agreement Amendment

THAT Council authorize the CAO to update the Intermunicipal Service Agreement based upon the options chosen for the future use/closure of the C&D site and provide to the Town of Shelburne and Town of Lockeport for amendment.

ATTACHMENTS

C&D Alternative Options Staff Report
MDS2025-12 RFP for provision of Bins and Service
Resident Feedback



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



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

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 5 Days per Week	Option 2 Seasonal Closure 3 Months (Dec, Jan, Feb)- Full Open Days and Hours March to October	Option 3 2 days per week December through February, 5 days per week March to October	Option 4 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

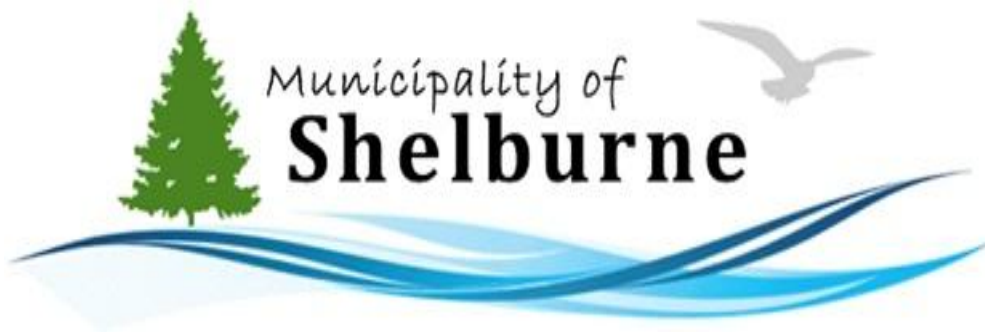
*Estimated losses to be shared by the shared service partners according to the shared service agreement.

**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.

REQUEST FOR PROPOSALS

MUNICIPALITY OF THE DISTRICT OF SHELBURNE

**Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING
AND MAINTENANCE**



October 14, 2025

Objective

The Municipality of the District of Shelburne (hereafter referred to as 'Municipality') is seeking to establish a contract for its Construction & Demolition Transfer Station (C&D Site) for the provision of covered disposal bins, trucking and site maintenance requirements. This contract will include providing bins and hauling of construction and demolition materials from the RMRF to authorized disposal sites, currently Queens Municipal Landfill Facility, located at 3750 Highway 8, Sustane at 450 Kaizer Meadow Road, Sherwood and to 1934 Hardscratch Road, Yarmouth. As well as facility maintenance at the C&D Site including clean-up of site material between transport and snow plowing/salting, gravel, grading as required.

NOTE: This RFP is being posted in conjunction with a Request for Expressions of Interest for provision of a private C&D drop-off facility. Council for the Municipality of the District of Shelburne will make a final decision regarding a private C&D drop-off facility or continued operations at the existing site once all factors have been taken into consideration.

Background

Beginning in the mid-1990s, Nova Scotia began its efforts to move towards the implementation of a regionalized municipal solid waste management strategy. As new regional processing and disposal facilities were established, the efficient and effective waste/resource transfer became a significant undertaking for municipal waste managers throughout the Province. Some municipalities established new transfer facilities at existing management sites, while others altered collection contracts to accommodate direct hauling to regional facilities; the latter in the case of the Municipality.

With the regional approach well established, the Municipality currently hauls its construction and demolition waste to Queens Municipal Landfill Facility as well as to Sustane (Chester) and brush to Yarmouth Solid Waste Park. Benefits of a local transfer station include being able to economically transport waste to an out-of-area landfill from one consolidated site, increasing proper sorting efficiency in addition to providing a convenient drop-off location for residents.

Construction and demolition waste often contains bulky, heavy materials, including concrete, wood, asphalt, gypsum, metals, bricks and plastics. It also includes salvaged building components such as doors, windows and plumbing fixtures. Construction and demolition waste makes up between 30% and 40% of the total amount of solid waste that is created in Nova Scotia.

The Municipality's C&D Site accepts the following items for trucking to Queens, Chester and other locations as instructed, which are disposed of by residents in separated piles at the facility:

Wood

Shingles

Gypsum board/drywall, plaster

Mixed Materials - vinyl/plastic building materials, carpeting, built up roofing, ceiling tiles, vinyl flooring and linoleum, wiring, lighting fixtures, fiberglass and clear bagged insulation.

The Municipality's RMRF also accepts other materials, including:

Scrap Metal

Metal Appliances

Wire Lobster Traps

Brush, leaf and yard waste

Rope

Heavy Plastics

The Municipality's RMRF is located at 4571 Highway 3, West Green Harbour. Its current regular hours of operation are Tuesday through Saturday 9:30 am – 4:00 pm-**Subject to Change.**

Scope of Work

Contract requirements include:

Provide covered bins for all streams of waste (6 bins with replacements) haul construction and demolition materials to the authorized disposal facility-Queens Municipal Landfill Facility as required, approximately 85 kilometers and to Sustane as required, approximately 163 km and to Yarmouth Solid Waste Park approximately 125 km. This consists of picking up the covered bins with the transportation vehicle, ensuring materials are covered to avoid losing materials on route, proper disposal of materials according to all provincial and facility guidelines, standards and operations.

Provide separate pricing for an option to provide bins and hauling for mixed waste-(2 bins with replacements).

The proponent shall also make recommendations and provide a cost estimate for any site works needed to safely place the bins on-site and to facilitate safe and efficient hauling of bins from the facility.

Proponents must provide alternative options for bin provision and hauling, including:

- Purchase covered bins sufficient for six (6) different waste streams;
- Rental rates for sufficient number of covered bins for six (6) different waste streams;

For each option, bins must allow for an empty bin on-site for each stream while the other bin is being hauled away for disposal.

Proponents must also provide pricing for hauling of bins on a scheduled basis, including:

Price for on call hauling on an as needed basis;

Price for one haul per week on a schedule (to be determined);

Price for each additional scheduled days per week (to be determined);

Council reserves the right to purchase bins directly and award the hauling and site maintenance portion of the contract only, should this option be determined to be in the best interest of the Municipality.

Have a full understanding of the Municipality's RMRF requirements, guidelines and hours of operation.

Have a full understanding of Queens Municipal Landfill, Sustane and Yarmouth County Solid Waste Park Facility requirements, guidelines and hours of operation.

Maintenance of construction and demolition waste at RMRF, including lifting and placing into bins any materials left outside of the covered bins by residents and maintaining a neat worksite, as required.

Maintenance of metal pile, including pushing back piles to allow for easy disposal compliance with height regulations and navigation by residents, as required.

Maintenance of brush pile, including pushing back piles to allow for easy disposal and navigation by residents, as required.

Plowing and salting of the main entrance, waste offload sites, road to metal pile and lower loop of construction and demolition waste piles, as required, approximately 5,200 square meters.

Collection and facility maintenance components must take place during regular hours of operation, unless alternate arrangements are made in advance with Management.

Plowing and salting should be completed before open hours and as required.

Contractor is responsible for submitting monthly invoices detailing each trip, attaching the related tickets from the receiving facility and detailing each charge for maintenance performed at the facility.

Contractor is responsible for visiting the facility at least once a week to do a site assessment and plan transportation and/or maintenance accordingly.

Contractor is responsible for being available, as soon as reasonably possible, should the need arise.

Reporting Structure

The Contractor will report to the Director of Operations for the Municipality of the District of Shelburne in relation to invoicing, contract matters and payment. The Contractor may receive information or direction from the Municipality's Waste Diversion Coordinator or the C&D Manager in relation to day-to-day requirements, suggestions or inquiries.

Deliverables and Timeline

Key deliverables of this contract include:

Timely trucking/hauling of construction and demolition waste to Queens Municipal Landfill Facility and to other locations on occasion-Sustane and Yarmouth County Solid Waste Park.

Timely and pro-active facility maintenance.

Professional and respectful interaction with staff, residents and service providers.

This contract is based on need for the services being provided by the C&D Transfer Station, therefore time requirements cannot be exactly calculated. The time requirement for these services varies based on a number of factors including time of year, resident usage, weather and construction and demolition volumes. The following is an estimation of time requirements based on historical volumes:

Approximate Average Annual Total Tonnage

Wood – (clean and treated) 344MT/11.42MT

Brush 70MT

Shingles – 150MT

Gyproc – 20MT

Mixed – 225MT

Rope-20MT

Average number of weather events requiring plowing and salting - 13

Average number of site maintenance events - 14

This contract will be for a five (5) year term with the option to extend for an additional five (5) year term with mutual agreement. Should the contractor fail to comply with the terms of the contract, 90 days notice of termination will be given.

Conflict of Interest

Proponents must indicate if a conflict of interest exists and must deliver a statement providing a full and complete disclosure in writing if there is a conflict of interest.

The evaluation committee reserves the right to disqualify any proponent that in its sole opinion has an actual or potential conflict of interest, whether existing now or is likely to arise in the future, or may permit the proponent to continue and impose such terms and conditions as necessary.

Submission Requirements

- 1) Proposals shall include the following information:
- 2) Understanding of contract requirements.
- 3) Description of proponent and business.
- 4) Provide an overview of contract approach/methodology.
- 5) Provide a work plan.
- 6) Complete the included bid form. Provide a detailed contract price that identifies all anticipated costs, including hourly fees for equipment and labour as well as mileage costs. Pricing must reflect each alternative option, including purchase or rental of covered bins for six (6) waste streams-sorted waste, (2) covered bins-mixed waste, and must include scheduled hauling and on-call pricing. Use an additional bid form if necessary.
- 7) Provide a detailed description of any site works that are necessary for implementation of the service model-bins and hauling.
- 8) Provide a list of all equipment required and related rates, noting if you own the equipment or you have an alternate plan for rental, lease, etc.
- 9) Provide proof of insurance with a minimum of two million dollar coverage per occurrence.
- 10) Provide proof of Workers Compensation coverage.
- 11) Provide HST number.
- 12) Provide list of similar contract work experience and three (3) references.

Proposal Submission Procedures

Proposals must be received by 2:00 pm on Friday, November 21, 2025, and shall be emailed to or delivered to:

Marcia d'Eon, Director of Operations
Marcia.deon@municipalityofshelburne.ca
Municipality of the District of Shelburne

PO Box 280
Shelburne, NS
B0T 1W0

Receipt of all proposals will be acknowledged by email. Proposals received after the closing date and time will not be considered. Proposals sent by email should be in PDF. Those that do not transmit due to the size of the attachments will not be accepted after the deadline. Proponents should prepare their documents so they can be transmitted by email and send them early enough to receive a confirmation email before the deadline.

Any interpretation or change in the RFP prior to the closing date will be made by written addendum, which will be numbered, dated and posted on the Nova Scotia Procurement Services Website with the original RFP. These addenda shall become part of the RFP document. It is the responsibility of the proponent to ensure that he/she has received all addenda or other instructions issued by the Municipality during the RFP's open period.

Clarifications requested by a proponent must be submitted to the Director of Corporate Services by email not less than five (5) business days prior to the RFP closing date. Clarifications requested less than five (5) business days prior to the closing date cannot be guaranteed a response. Verbal requests for clarification will not be entertained. Significant clarifications will be made in the form of an addendum which will be sent to all known proponents.

Proponents may amend proposals submitted prior to the closing date by submitting a new proposal with "revised" written on the proposal submission. Amended proposals received after the closing date will not be considered.

Proponents may withdraw their proposal at any time throughout the RFP process prior to execution of a service agreement or contract.

All documents, including RFP responses, submitted to the Municipality, become the property of the Municipality and are potentially subject to disclosure under the Nova Scotia Freedom of Information and Protection of Privacy Act or otherwise. By submitting a proposal, the proponent thereby agrees to public disclosure of its content. The proponent acknowledges that any contract entered into pursuant to this RFP is a public document.

Proposal Evaluation

An evaluation committee comprised of Municipal staff, and potentially others, shall evaluate the proposals. To assist in the evaluation of the proposals, the evaluation committee may, but is not required to:

Conduct reference checks relevant to the proposal.

Conduct any background investigations that it considers necessary in the course of the evaluation process, and consider any relevant information resulting in the evaluation of the proposals.

All submissions shall be evaluated against the following criteria:

Evaluation Criteria	Weight
References, Experience and qualifications.	15
Suitability and flexibility of the proposed bins, hauling, service schedule and overall anticipated effectiveness of proposed plan.	45
Cost Effectiveness of the proposed solution	20
Proposed Timeline and Start Date	20
Total	100

The successful proponent shall be notified by email or regular mail of the acceptance of their proposal.

The awarding of any contract as a result of this RFP shall be at the sole discretion of the Municipality. The Municipality reserves the right to either award a contract to the most effective proponent as determined by the evaluation criteria or not to make an award if none of the proposals received represents an acceptable level of value and risk in the opinion of the Municipality.

In the event that the Municipality and a successful proponent are unable to finalize and enter into a contract within twenty (20) days of the evaluation committee notifying the successful proponent, the evaluation group shall have the right to revisit the proponent evaluations and enter into negotiations with the next highest scored proponent for the award of the contract. There will be no further responsibility to the original successful proponent with whom a contract could not be finalized.

The Municipality reserves the following rights:

To reject any proposal not meeting the requirements outlined in the RFP document.

To reject any or all proposals if deemed unsatisfactory.

To accept or reject any or all proposals, or to accept any proposal deemed most satisfactory and in the best interests of the Municipality, which shall be determined at the sole, unfettered discretion of the Municipality.

To waive formality, informality or technicality in any proposal of a non-material nature.

To enter into negotiations with another of the proponents submitting a proposal prior to a final award;

The lowest priced proposal, or any proposal, will not necessarily be accepted.

The right to cancel this RFP at any time.

DISCLAIMER:

This Statement of Work does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. It is a guidance document to assist proponents in preparing proposals for the Municipality's RMRF trucking and maintenance contract.

The invitation implies no obligation on the Municipality to accept any proposal submitted. The Municipality shall not be responsible for any costs incurred by proponents in preparing a response to this Request for Proposal document or by participating in this process.

Bid Form – C&D Bins and Hauling

This bid form is to be completed by proponents responding to the Municipality of the District of Shelburne’s RFP for C&D Bins, Hauling, and Site Maintenance. Please provide pricing for each service as indicated below. Do not provide a total tender price. All prices should exclude HST.

1. Bins with Covers-Provision Of

Item	Description	Unit of Measurement	Unit Price
1.1	Purchase of covered bins – 6 waste streams (12 bins total to allow rotation)	Lump Sum	
1.2	Rental of covered bins – 6 waste streams (12 bins total to allow rotation)	Lump Sum/month	
1.3	Purchase of covered bins – Mixed waste (2 bins total)	Lump Sum	
1.4	Rental of covered bins – Mixed waste (2 bins total)	Lump Sum/month	

2. Hauling Services

Provide pricing for each hauling option. Per tonne pricing should reflect a single haul from the RMRF to each authorized disposal facility. Per tonne pricing should reflect all associated costs.

Item	Description	Unit of Measurement	Unit Price
2.1	On-call hauling	Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth	
2.2	Scheduled hauling – once per week.	Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth	

2.3	Scheduled hauling – additional scheduled days per week.	Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth	
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3. Site Works

Provide a cost estimate for any site preparation or improvements required to safely place and haul bins from the facility.

Item	Description	Unit of Measurement	Unit Price
3.1	Site preparation and site works required for bin placement and safe hauling	Lump Sum	

4. Facility Maintenance

Provide pricing for required maintenance tasks as specified in the RFP.

Item	Description	Unit of Measurement	Unit Price
4.1	C&D waste pile management	Per Hour	
4.2	Metal pile maintenance	Per Hour	
4.3	Brush pile maintenance	Per Hour	

5. Winter Maintenance

Provide per-event pricing for plowing and salting (~5200 m²).

Item	Description	Unit of Measurement	Unit Price
5.1	Snow plowing (~5200 m ²)	Per Event	
5.2	Salting (~5200 m ²)	Per Event	

6. Alternative Proposals (Optional)

Proponents may propose alternative solutions or additional services. Please describe and provide associated pricing below.

Alternative Description and Pricing: Attach an extra sheet if necessary.

Resident Feedback Received - C&D Site Options

Date	Time	District	Feedback
11-Dec-25	6:34pm	6	<p>First, thank you for the opportunity to give feedback.</p> <p>I live at [REDACTED] I was shocked and very disappointed to hear that our local landfill was closing.</p> <p>I, personally, am disappointed for a few reasons but I'll share two:</p> <ul style="list-style-type: none"> - hauling any refuse or building materials etc all the way to Barrington or Bridgewater is both environmentally wrong and will cost us, the tax payers highly - it will encourage the poor behavior of creating personal garbage dumps on properties. The home I currently own had everything from tires, batteries, liquor bottles and even vehicles dumped on the property. Not having at least an option for folks to dispose of things properly will just cause more personal landfills. <p>If this landfill is closed, our taxes should go down since we no longer have that service.</p>
12-Dec-25	10:17am	5	<p>I propose that the MoDS do everything in their power to keep the C&D site open year round. This is a necessity in our area for the responsible disposal of building materials etc.</p> <p>Residents may undertake indoor home improvements or need vital repairs during the winter months but reducing the hours/days when the site is open is a good compromise to save some costs.</p> <p>In my opinion, closing the site without a viable & cost effective alternative for residents will lead to illegal dumping of possibly hazardous materials which could cause harm to water supplies, residents, wildlife & the environment. This will also lead to increased clean-up costs for the MoDS without any revenue.</p> <p>Residents & businesses pay property taxes for the waste disposal services & C&D site users pay extra for disposal facilities there. Instead of trying to make the disposal of building waste etc seem like it should be a profitable business, the MoDS needs to think of it as another service they are required to provide along with garbage pick-up, recycling & snow removal.</p>
13-Dec-25	6:25pm	6	<p>My name is [REDACTED] and I live in the municipality. Approximately 10 minutes away from the C&D site. It is my proposal that we keep the site open for a various number of reasons...</p> <ol style="list-style-type: none"> 1) It creates jobs 2) makes construction upgrades cheaper for the customers 3) makes prices cheaper for contractors, which means more opportunities of being hired. 4) it's a convenient location for the town of Lockeport, the villages of East Green Hbr, West Green Hbr, East Jordan, Jordan falls and even parts of Shelburne <p>I would also like to propose that people are allowed to go in and take things that they need for the purposes of using it or fixing things around their home. Has not everyone has the ability to go out and buy new appliances or maybe even wood among other things for that matter. It's personally helped me many times over the years. Be able to afford repairs on many different items in my home and around my home. For example, I've gotten parts for my washing machine that enabled me to use it for 20 years instead of 10.</p> <p>Wood to burn when I wasn't able to afford to buy firewood to keep my family warm</p> <p>Which brings me to the next reasons on my list...</p> <ol style="list-style-type: none"> 5) a great way to recycle 6) helps to lower the amount of products going into the landfills 7) lowers the municipality's carbon footprint. <p>I'm sure I could go on with this list forever. But honestly, it's a big part of our community! And as far as I'm concerned, it's a necessity to have open!</p>
15-Dec-25	11:37am	6	<p>Thank you. I should have also added the amount of dumping that can potentially and likely occur along rural roads.</p>
15-Dec-25	1:06pm	5	<p>I'm reaching out to you today as per your December 10th request for feedback of Staffs' proposed options for the C&D site. As you are likely aware we submitted a Petition of 1700 citizens who notified the Municipality they did not want the C&D site closed. We have not moved off of that position. The C&D site is an essential community service that proactively reduces illegal dumping, excessive costs to citizens and business while keeping our community competitive for business growth as we maintain a baseline basket of amenities within the District of Shelburne. So, any proposed closure of the C&D site will not be welcomed by the citizens.</p> <p>I'll restate our 3 proposed recommendations that have been provided via in person presentations, and multiple correspondence to date. The recommendations still stand and are:</p> <ol style="list-style-type: none"> 1. Save the operations of the C&D site while minimizing outsourcing 2. Grandfather operations for the next fiscal year to allow for a planned holistic service delivery model which may include garbage pick up, C&D operations, other disposal facilities and recycling opportunities. 3. Initiate a "operational review committee" for the C&D site that have citizen participants alongside staff and other levels of government to assist Future State planning of the site. <p>As for general feedback of the information provided 10th I would provide the following observations and recommendations:</p> <ul style="list-style-type: none"> • The financial information provided didn't seem plausible and wasn't presented in coherent manner [REDACTED] I've learned long ago to walk away from decisions when I can't understand the information being provided. I found the process of categorizing all options as a loss misleading and to not compare "current operations" costs very improper. I would recommend that Finance sign off such financial projections for Council when such large sums of money are at stake. Specifically, I would have your staff member who holds a chartered accounting designation review such projections sign off and possibly even present the financial part. In conclusion I walked away from the presentation wondering if the current service delivery was the cheapest option. • The municipality has requested multiple feedback on C&D site, Amalgamation and the Strategic plan with a one week turnaround time. I don't think this is a reasonable turnaround time considering the time of year. Clustering all these asks in a one-week window when the municipality won't convene on some of them until February appears deliberate. I hope this is not so and I formally request time extensions for the community. In the meantime, we are attempting to provide feedback, but this would be almost impossible for the normal citizens. • Why alter the existing service delivery model prior to the amalgamation talks being complete? It seems odd that the municipality would fast track closure of the site right prior to amalgamation talks taking place. The municipality partners/stakeholders should be engaged and part of the discussions. • My final observation was that the option of keeping the site inhouse wasn't even contemplated last night even though it's the will of the citizens. The municipality knew of this project likely 5 years ago, had budget in place, and failed to execute. I believe strongly a formal project debrief is required to identify what went current and what failed as to improve Municipal outcomes going forward. <p>We look forward to the Municipality expanding on its financial projections as it comes to the C&D site and will continue to be a collaborative partner to the municipality when so requested.</p>
16-Dec-25	2:04pm	7	<p>Just a quick note in terms of feedback. My wife and I support any option that keeps the facility open. I think it's a terrible step backwards in terms of waste management and provincial and local environmental planning. Closing the local C&D will undoubtedly lead to more illegal dumping on land and on sea, taking us back to the 70's. The Municipality needs to have a long term view of the waste stream and invest in this now.</p>



Town Of Lockeport

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(902) 656-2935

December 14, 2025

Re: C&D Site Decision – Public Engagement Submission

Dear Council of the Municipality of the District of Shelburne,

The Town of Lockeport Council wishes to take advantage of the public engagement window regarding the future of the Construction & Demolition (C&D) Site to provide comments on behalf of our Council and residents.

The original decision to close the C&D Site was met with disappointment and concern within our community. We appreciate Council's decision to delay the closure and to explore alternative options that may allow continued operation of the facility. We also wish to acknowledge and thank Municipal staff for the detailed analysis and ongoing communication provided to our Council and residents throughout the review process.

While we recognize that the financial considerations outlined in the staff report are significant and must be carefully weighed, we urge Council to also consider the broader costs associated with closing the site altogether. Our region is home to some of the most beautiful natural environments in the province, and the loss of a local C&D disposal option poses a real risk to environmental protection.

Closure of the site will almost certainly increase the risk of illegal dumping and make it more difficult for residents to responsibly dispose of construction and demolition materials. From an economic perspective, closing the C&D Site will also increase costs for residents undertaking home improvements, as service providers will be forced to pass along additional disposal and transportation costs.

This will disproportionately impact small contractors and tradespeople, for whom added travel time and disposal expenses create real operational challenges.

My Town . . .

Lockeport – where we partner to build a prosperous future with services that provide value and a quality of life in which we take pride.

We understand that a transfer station is not intended to be a revenue-generating service, and that financial losses must be managed responsibly. However, we ask Council to clearly consider and define what level of loss is deemed acceptable in order to maintain this important regional service. We also ask whether a review of user fees has been fully explored, and how adjustments to fees might impact both cost recovery and resident access.

Has the Municipality sought to explore and identify potential funding or grant streams that could help offset some of the financial obligations associated with operating the C&D Site?

Given that continued operation and improvement of the facility would have an environmental benefit, are there applicable provincial or federal grants available that could be applied to support these environmental improvements and help reduce the burden on municipal finances?

Should Council determine that continued operation under a covered-bin model is the preferred path forward, the Town of Lockeport would encourage serious consideration of purchasing bins rather than renting, particularly if the intention is to commit to long-term service delivery of the site under the new service model.

We recognize that there are financial limits to any municipal service. However, we believe there is value in identifying a balanced path forward — one that allows the Municipality to remain fiscally responsible while ensuring residents across the region retain access to a safe, local, and environmentally responsible option for construction and demolition waste disposal.

Thank you again to Council and staff for the thoughtful work undertaken to date, and for providing the opportunity for public input on this important regional issue.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'D. Amalfa', is written over the signature line.

Mayor Derek Amalfa for

Town of Lockeport Council

STAFF REPORT

TO: Council

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

APPROVED BY: Warren Macleod, CAO

DATE: December 18, 2025

SUBJECT: RFP Award-Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING AND MAINTENANCE

This staff report is prepared in preparation for the discussion of C&D site operations. If any option to remain open utilizing a bin service model is approved, then this staff report will follow. If a bin service model is not approved this report will not be presented.

BACKGROUND

The Municipality sought proposals for the provision of covered bins, service and site maintenance for the C&D site.

An RFP was advertised on the Municipality's website, Facebook page and the NS Procurement website, posted on December 18, 2025.

The RFP deadline was extended to 2:00 pm on Monday, November 24, 2025. Two (2) submissions were received.

The submissions were scored based on the criteria provided in the RFP.

Evaluation Criteria	Weight
References, Experience and qualifications.	15
Suitability and flexibility of the proposed bins, hauling, service schedule and overall anticipated effectiveness of proposed plan.	45
Cost Effectiveness of the proposed solution	20
Proposed Timeline and Start Date	20
Total	100

Of the two submissions received Harlow's Construction scored the highest overall with a score of 96. The

evaluation team awarded them high marks for their understanding of the scope, schedule, timeline as well as for their experience and qualifications. These factors, combined with their competitive pricing and local supplier consideration, resulted in the highest overall score.

GE Environment scored 69. GE has extensive experience with waste service and experience with the provision of bins and service at our C&D site. Their submission is significantly more expensive for bin service (hauling) than the other submission which resulted in a lower score for this proposal.

It is important to note that neither proponent had a fully compliant submission as, neither proponent provided a bid for maintenance services such as plowing, salting, snow removal for the site. Harlow's provided a bid for servicing the metal and brush pile, GE did not.

GE did not provide any commentary or pricing on needed site upgrades to place and service the site utilizing the provided bins. Harlow's provided a detailed list of recommendations and pricing.

If Council decides to proceed with the bin operating model at the C&D site, then staff recommends engaging the provision and service of bins from Harlow's Construction.

RECOMMENDATION-If Bin Model Chosen

THAT Council of the Municipality of the District of Shelburne award the **Request for Proposals for Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING AND MAINTENANCE** to Harlow's Construction and further that they authorize the CAO to negotiate a contract including services relevant to the new service model of the site.

ALTERNATIVE RECOMMENDATION

Not award the RFP.

Award to another proponent.

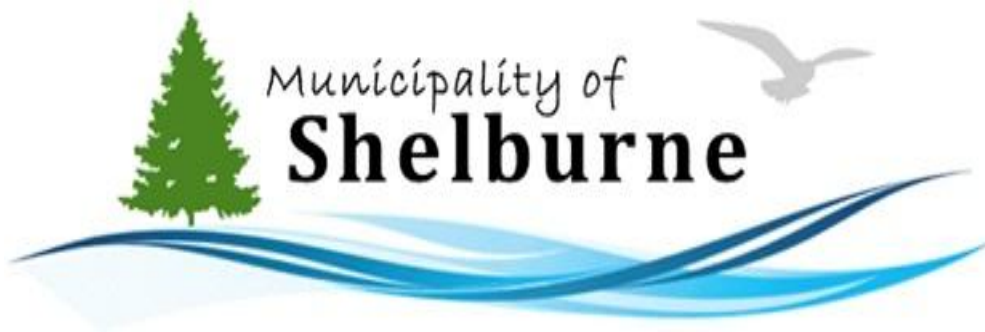
ATTACHMENTS

Request for Proposals MDS 2025-12 Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING AND MAINTENANCE

REQUEST FOR PROPOSALS

MUNICIPALITY OF THE DISTRICT OF SHELBURNE

**Construction & Demolition Transfer Station-BINS WITH COVERS, TRUCKING
AND MAINTENANCE**



October 14, 2025

Objective

The Municipality of the District of Shelburne (hereafter referred to as 'Municipality') is seeking to establish a contract for its Construction & Demolition Transfer Station (C&D Site) for the provision of covered disposal bins, trucking and site maintenance requirements. This contract will include providing bins and hauling of construction and demolition materials from the RMRF to authorized disposal sites, currently Queens Municipal Landfill Facility, located at 3750 Highway 8, Sustane at 450 Kaizer Meadow Road, Sherwood and to 1934 Hardscratch Road, Yarmouth. As well as facility maintenance at the C&D Site including clean-up of site material between transport and snow plowing/salting, gravel, grading as required.

NOTE: This RFP is being posted in conjunction with a Request for Expressions of Interest for provision of a private C&D drop-off facility. Council for the Municipality of the District of Shelburne will make a final decision regarding a private C&D drop-off facility or continued operations at the existing site once all factors have been taken into consideration.

Background

Beginning in the mid-1990s, Nova Scotia began its efforts to move towards the implementation of a regionalized municipal solid waste management strategy. As new regional processing and disposal facilities were established, the efficient and effective waste/resource transfer became a significant undertaking for municipal waste managers throughout the Province. Some municipalities established new transfer facilities at existing management sites, while others altered collection contracts to accommodate direct hauling to regional facilities; the latter in the case of the Municipality.

With the regional approach well established, the Municipality currently hauls its construction and demolition waste to Queens Municipal Landfill Facility as well as to Sustane (Chester) and brush to Yarmouth Solid Waste Park. Benefits of a local transfer station include being able to economically transport waste to an out-of-area landfill from one consolidated site, increasing proper sorting efficiency in addition to providing a convenient drop-off location for residents.

Construction and demolition waste often contains bulky, heavy materials, including concrete, wood, asphalt, gypsum, metals, bricks and plastics. It also includes salvaged building components such as doors, windows and plumbing fixtures. Construction and demolition waste makes up between 30% and 40% of the total amount of solid waste that is created in Nova Scotia.

The Municipality's C&D Site accepts the following items for trucking to Queens, Chester and other locations as instructed, which are disposed of by residents in separated piles at the facility:

Wood

Shingles

Gypsum board/drywall, plaster

Mixed Materials - vinyl/plastic building materials, carpeting, built up roofing, ceiling tiles, vinyl flooring and linoleum, wiring, lighting fixtures, fiberglass and clear bagged insulation.

The Municipality's RMRF also accepts other materials, including:

Scrap Metal

Metal Appliances

Wire Lobster Traps

Brush, leaf and yard waste

Rope

Heavy Plastics

The Municipality's RMRF is located at 4571 Highway 3, West Green Harbour. Its current regular hours of operation are Tuesday through Saturday 9:30 am – 4:00 pm-**Subject to Change.**

Scope of Work

Contract requirements include:

Provide covered bins for all streams of waste (6 bins with replacements) haul construction and demolition materials to the authorized disposal facility-Queens Municipal Landfill Facility as required, approximately 85 kilometers and to Sustane as required, approximately 163 km and to Yarmouth Solid Waste Park approximately 125 km. This consists of picking up the covered bins with the transportation vehicle, ensuring materials are covered to avoid losing materials on route, proper disposal of materials according to all provincial and facility guidelines, standards and operations.

Provide separate pricing for an option to provide bins and hauling for mixed waste-(2 bins with replacements).

The proponent shall also make recommendations and provide a cost estimate for any site works needed to safely place the bins on-site and to facilitate safe and efficient hauling of bins from the facility.

Proponents must provide alternative options for bin provision and hauling, including:

- Purchase covered bins sufficient for six (6) different waste streams;
- Rental rates for sufficient number of covered bins for six (6) different waste streams;

For each option, bins must allow for an empty bin on-site for each stream while the other bin is being hauled away for disposal.

Proponents must also provide pricing for hauling of bins on a scheduled basis, including:

Price for on call hauling on an as needed basis;

Price for one haul per week on a schedule (to be determined);

Price for each additional scheduled days per week (to be determined);

Council reserves the right to purchase bins directly and award the hauling and site maintenance portion of the contract only, should this option be determined to be in the best interest of the Municipality.

Have a full understanding of the Municipality's RMRF requirements, guidelines and hours of operation.

Have a full understanding of Queens Municipal Landfill, Sustane and Yarmouth County Solid Waste Park Facility requirements, guidelines and hours of operation.

Maintenance of construction and demolition waste at RMRF, including lifting and placing into bins any materials left outside of the covered bins by residents and maintaining a neat worksite, as required.

Maintenance of metal pile, including pushing back piles to allow for easy disposal compliance with height regulations and navigation by residents, as required.

Maintenance of brush pile, including pushing back piles to allow for easy disposal and navigation by residents, as required.

Plowing and salting of the main entrance, waste offload sites, road to metal pile and lower loop of construction and demolition waste piles, as required, approximately 5,200 square meters.

Collection and facility maintenance components must take place during regular hours of operation, unless alternate arrangements are made in advance with Management.

Plowing and salting should be completed before open hours and as required.

Contractor is responsible for submitting monthly invoices detailing each trip, attaching the related tickets from the receiving facility and detailing each charge for maintenance performed at the facility.

Contractor is responsible for visiting the facility at least once a week to do a site assessment and plan transportation and/or maintenance accordingly.

Contractor is responsible for being available, as soon as reasonably possible, should the need arise.

Reporting Structure

The Contractor will report to the Director of Operations for the Municipality of the District of Shelburne in relation to invoicing, contract matters and payment. The Contractor may receive information or direction from the Municipality's Waste Diversion Coordinator or the C&D Manager in relation to day-to-day requirements, suggestions or inquiries.

Deliverables and Timeline

Key deliverables of this contract include:

Timely trucking/hauling of construction and demolition waste to Queens Municipal Landfill Facility and to other locations on occasion-Sustane and Yarmouth County Solid Waste Park.

Timely and pro-active facility maintenance.

Professional and respectful interaction with staff, residents and service providers.

This contract is based on need for the services being provided by the C&D Transfer Station, therefore time requirements cannot be exactly calculated. The time requirement for these services varies based on a number of factors including time of year, resident usage, weather and construction and demolition volumes. The following is an estimation of time requirements based on historical volumes:

Approximate Average Annual Total Tonnage

Wood – (clean and treated) 344MT/11.42MT

Brush 70MT

Shingles – 150MT

Gyproc – 20MT

Mixed – 225MT

Rope-20MT

Average number of weather events requiring plowing and salting - 13

Average number of site maintenance events - 14

This contract will be for a five (5) year term with the option to extend for an additional five (5) year term with mutual agreement. Should the contractor fail to comply with the terms of the contract, 90 days notice of termination will be given.

Conflict of Interest

Proponents must indicate if a conflict of interest exists and must deliver a statement providing a full and complete disclosure in writing if there is a conflict of interest.

The evaluation committee reserves the right to disqualify any proponent that in its sole opinion has an actual or potential conflict of interest, whether existing now or is likely to arise in the future, or may permit the proponent to continue and impose such terms and conditions as necessary.

Submission Requirements

- 1) Proposals shall include the following information:
- 2) Understanding of contract requirements.
- 3) Description of proponent and business.
- 4) Provide an overview of contract approach/methodology.
- 5) Provide a work plan.
- 6) Complete the included bid form. Provide a detailed contract price that identifies all anticipated costs, including hourly fees for equipment and labour as well as mileage costs. Pricing must reflect each alternative option, including purchase or rental of covered bins for six (6) waste streams-sorted waste, (2) covered bins-mixed waste, and must include scheduled hauling and on-call pricing. Use an additional bid form if necessary.
- 7) Provide a detailed description of any site works that are necessary for implementation of the service model-bins and hauling.
- 8) Provide a list of all equipment required and related rates, noting if you own the equipment or you have an alternate plan for rental, lease, etc.
- 9) Provide proof of insurance with a minimum of two million dollar coverage per occurrence.
- 10) Provide proof of Workers Compensation coverage.
- 11) Provide HST number.
- 12) Provide list of similar contract work experience and three (3) references.

Proposal Submission Procedures

Proposals must be received by 2:00 pm on Friday, November 21, 2025, and shall be emailed to or delivered to:

Marcia d'Eon, Director of Operations
Marcia.deon@municipalityofshelburne.ca
Municipality of the District of Shelburne

PO Box 280
Shelburne, NS
B0T 1W0

Receipt of all proposals will be acknowledged by email. Proposals received after the closing date and time will not be considered. Proposals sent by email should be in PDF. Those that do not transmit due to the size of the attachments will not be accepted after the deadline. Proponents should prepare their documents so they can be transmitted by email and send them early enough to receive a confirmation email before the deadline.

Any interpretation or change in the RFP prior to the closing date will be made by written addendum, which will be numbered, dated and posted on the Nova Scotia Procurement Services Website with the original RFP. These addenda shall become part of the RFP document. It is the responsibility of the proponent to ensure that he/she has received all addenda or other instructions issued by the Municipality during the RFP's open period.

Clarifications requested by a proponent must be submitted to the Director of Corporate Services by email not less than five (5) business days prior to the RFP closing date. Clarifications requested less than five (5) business days prior to the closing date cannot be guaranteed a response. Verbal requests for clarification will not be entertained. Significant clarifications will be made in the form of an addendum which will be sent to all known proponents.

Proponents may amend proposals submitted prior to the closing date by submitting a new proposal with "revised" written on the proposal submission. Amended proposals received after the closing date will not be considered.

Proponents may withdraw their proposal at any time throughout the RFP process prior to execution of a service agreement or contract.

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Conduct any background investigations that it considers necessary in the course of the evaluation process, and consider any relevant information resulting in the evaluation of the proposals.

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To reject any or all proposals if deemed unsatisfactory.

To accept or reject any or all proposals, or to accept any proposal deemed most satisfactory and in the best interests of the Municipality, which shall be determined at the sole, unfettered discretion of the Municipality.

To waive formality, informality or technicality in any proposal of a non-material nature.

To enter into negotiations with another of the proponents submitting a proposal prior to a final award;

The lowest priced proposal, or any proposal, will not necessarily be accepted.

The right to cancel this RFP at any time.

DISCLAIMER:

This Statement of Work does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. It is a guidance document to assist proponents in preparing proposals for the Municipality's RMRF trucking and maintenance contract.

The invitation implies no obligation on the Municipality to accept any proposal submitted. The Municipality shall not be responsible for any costs incurred by proponents in preparing a response to this Request for Proposal document or by participating in this process.

Bid Form – C&D Bins and Hauling

This bid form is to be completed by proponents responding to the Municipality of the District of Shelburne’s RFP for C&D Bins, Hauling, and Site Maintenance. Please provide pricing for each service as indicated below. Do not provide a total tender price. All prices should exclude HST.

1. Bins with Covers-Provision Of

Item	Description	Unit of Measurement	Unit Price
1.1	Purchase of covered bins – 6 waste streams (12 bins total to allow rotation)	Lump Sum	
1.2	Rental of covered bins – 6 waste streams (12 bins total to allow rotation)	Lump Sum/month	
1.3	Purchase of covered bins – Mixed waste (2 bins total)	Lump Sum	
1.4	Rental of covered bins – Mixed waste (2 bins total)	Lump Sum/month	

2. Hauling Services

Provide pricing for each hauling option. Per tonne pricing should reflect a single haul from the RMRF to each authorized disposal facility. Per tonne pricing should reflect all associated costs.

Item	Description	Unit of Measurement	Unit Price
2.1	On-call hauling	Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth	
2.2	Scheduled hauling – once per week.	Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth	

2.3	Scheduled hauling – additional scheduled days per week.	Per Tonne to Queens Per Tonne To Sustane Per Tonne to Yarmouth	
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3. Site Works

Provide a cost estimate for any site preparation or improvements required to safely place and haul bins from the facility.

Item	Description	Unit of Measurement	Unit Price
3.1	Site preparation and site works required for bin placement and safe hauling	Lump Sum	

4. Facility Maintenance

Provide pricing for required maintenance tasks as specified in the RFP.

Item	Description	Unit of Measurement	Unit Price
4.1	C&D waste pile management	Per Hour	
4.2	Metal pile maintenance	Per Hour	
4.3	Brush pile maintenance	Per Hour	

5. Winter Maintenance

Provide per-event pricing for plowing and salting (~5200 m²).

Item	Description	Unit of Measurement	Unit Price
5.1	Snow plowing (~5200 m ²)	Per Event	
5.2	Salting (~5200 m ²)	Per Event	

6. Alternative Proposals (Optional)

Proponents may propose alternative solutions or additional services. Please describe and provide associated pricing below.

Alternative Description and Pricing: Attach an extra sheet if necessary.
