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**SPECIAL SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, December 18, 2025**

The Special Session of the 53rd Council of the Municipality of the District of Shelburne was held on Thursday, December 18, 2025, at 2:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland via Microsoft Teams
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
Val Kean, Director of Economic Development
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 2:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

- a. December 18, 2025

2(a) **MOTION: APPROVAL OF AGENDA – DECEMBER 18, 2025**

Being duly moved and seconded, be it resolved that the Agenda for December 18, 2025, be approved with the following additions:

4. CORRESPONDENCE

- a. Shelburne Voice Re: Resident Interest in Question Regarding Amalgamation

5. IN-CAMERA

- a. Legal Advice Eligible for Solicitor-Client Privilege as per MGA 22(2)(g)
- b. Personnel Matters as per MGA 22(2)(c)

- **MOTION CARRIED**

3. OPERATIONS & PROTECTIVE SERVICES:

- a. Decision for Future of C&D Site – Marcia d’Eon, Director of Operations & Protective Services
- b. RFP Award – Construction & Demolition Transfer Station – BINS WITH COVERS, TRUCKING AND MAINTENANCE – Marcia d’Eon, Director of Operations & Protective Services

3(a) Warden Smith presented the potential options for the C&D Site operational model, waste sorting model, and schedule to Council.

Discussions were held regarding the importance to keep the C&D Site open for residents, concerns for continued operational losses, trucking expenses for different types of waste sorting, clarification that compliance details for the permit will not be received until after the operations plan is submitted, as well as human resource considerations.

It was noted that unregulated material including brush, traps, and metal would still be separated and accepted, and Saturdays are to be considered when staff decide on days/hours of operation.

MOTION: C&D SITE – OPERATIONAL MODEL

Being duly moved and seconded, be it resolved that 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 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.

- **MOTION CARRIED**

MOTION: C&D SITE – WASTE SORTING MODEL

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the implementation of Option 2 – Mixed Waste plus Treated Wood, with all other formerly sorted materials accepted as mixed C&D.

- **MOTION CARRIED**

MOTION: C&D SITE - SCHEDULE

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve operating the site three days per week throughout the year, beginning April 1, 2026 under the new operating model;

AND THAT the data be considered in 24 months to decide if additional days are required.

- **MOTION DEFEATED**

MOTION: C&D SITE - SCHEDULE

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve operating the C&D site two days per week during December – February, and four days per week from March – November beginning April 1, 2026;

AND THAT the data be considered in 24 months to decide if additional days are required.

- **MOTION CARRIED**

MOTION: C&D SITE – FEES & CHARGES

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne 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.

- **MOTION CARRIED**

MOTION: C&D SITE – AGREEMENT AMENDMENT

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne authorize the CAO to update the Intermunicipal Service Agreement based upon the options chosen for the future use of the C&D site and provide to the Town of Shelburne and Town of Lockeport for amendment.

- **MOTION CARRIED**

3(b) Marcia d'Eon, Director of Operations and Protective Services, presented the RFP Award – Construction & Demolition Transfer Station – BINS WITH COVERS, TRUCKING AND MAINTENANCE staff report.

An RFP for the provision of covered bins, service and site maintenance for the C&D Site was advertised in preparation for the discussion of site operations.

Two submissions were received and scored on references, experiences, qualifications, suitability and flexibility, costing, timeline and start date.

It was noted that both submissions did not include a bid for maintenance services such as plowing, salting, and snow removal for the site.

MOTION: RFP AWARD – C&D SITE – BINS WITH COVERS, TRUCKING, AND MAINTENANCE

Being duly moved and seconded, be it resolved that 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.

- **MOTION CARRIED**

4. CORRESPONDENCE:

- a. Shelburne Voice Re: Resident Interest in Question Regarding Amalgamation

4(a) Warden Smith reviewed the letter received by all Councillors from Shelburne Voice regarding amalgamation.

A discussion was held and Council agreed for Warden Smith to respond to the letter stating all amalgamation questions can be submitted to the Amalgamation Steering Committee email found on the Municipality website.

5. IN-CAMERA:

- a. Legal Advice Eligible for Solicitor-Client Privilege as per MGA 22(2)(g)
b. Personnel Matters as per MGA 22(2)(c)

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In-Camera" at 2:44 pm.

- **MOTION CARRIED**

MOTION: EXIT "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In-Camera" at 4:01 pm.

- **MOTION CARRIED**

5(a) The item was discussed, and direction was given to staff in-camera.

5(b) The item was discussed, and direction was given to staff in-camera.

6. ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:01 pm. The next Regular Council meeting will be held on Wednesday, January 14, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**

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