



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
MAY 13, 2026 | 6:00 PM
AGENDA**

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| 3. <u>ACCEPTANCE OF MINUTES</u> | | |
| a. April 22, 2026 | | 4-8 |
| 4. <u>BUSINESS ARISING</u> | | |
| 5. <u>PROCLAMATION</u> | | |
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| 6. <u>PRESENTATION</u> | | |
| a. Sustainable Desalination Project Proposal - Oneka Technologies | 6:00pm | 10-26 |
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| a. Community Representatives Appointment – Eastern Shelburne County Equity & Anti-Racism Committee* – Adam Dedrick, Director of Recreation & Parks | | 27-31 |
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Municipality of the District of Shelburne
May 13th, 2026 - Council Meeting
RECOMMENDED MOTIONS

7(a) MOTION: EASTERN SHELBURNE COUNTY EQUITY & ANTI-RACISM COMMITTEE - APPOINTMENTS

Be it resolved that the Council of the Municipality of the District of Shelburne approve the appointment of Louise Delilse, Davie Hartley, Cat Hartley and Cory Lavendar as community representatives for the Eastern Shelburne County Equity & Anti-Racism Advisory Committee based on the recommendation of the Nominating Committee.

8(a) MOTION: ACCOUNT WRITE OFF – PARTI001

Be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of \$637.12 from RMRF Account PARTI001 using the 2026/2027 shared services bank interest and charges account (GL#00-29540-000).

8(b) MOTION: SURPLUS EQUIPMENT

Be it resolved that the Council of the Municipality of the District of Shelburne approve the declaration of all items shown in addendum A as a surplus property, and

THAT, Council of the Municipality of the District of Shelburne approve sale by tender with minimum bid set by the CAO. All bids plus HST.

9(a) MOTION: REMO BYLAW – FIRST READING

Be it resolved that the Council of the Municipality of the District of Shelburne as recommended by REMO, approve Revised Bylaw E-300.

10(a) MOTION: JOINT SERVICES BOARD EXPLORATION COMMITTEE – TERMS OF REFERENCE

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Joint Services Board Exploration Committee Terms of Reference.

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, April 22, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, April 22, 2026, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson
Councillor Angie Shand

ALSO IN ATTENDANCE:

Warren MacLeod, CAO via Microsoft Teams
Erin Hartley, Deputy CAO
Val Kean, Director of Economic & Community Development
Jill Webb, Economic Development Officer
Adam Dedrick, Director of Recreation & Parks
Robin Smith, Community Development Coordinator
Nicole Blades, Recording Secretary

REGRETS:

Councillor Paula Sutherland

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. April 22, 2026

2(a) **MOTION: APPROVAL OF AGENDA – April 22, 2026**

Being duly moved and seconded, be it resolved that the Agenda for April 22, 2026, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. April 8, 2026
- b. April 15, 2026

3(a) The Minutes of April 8, 2026 were accepted as circulated.

3(b) The Minutes of April 15, 2026 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATIONS:

- a. National Volunteer Week – Warden Penny Smith

5(a) Warden Smith read the National Volunteer Week Proclamation, formally declaring April 19-25, 2026, National Volunteer Week in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Municipal Planning Strategy and Land Use By-law Amendment – First Reading – Brighter Community Planning and Consulting
- b. Grants to Organizations – Robin Smith, Community Development Coordinator

6(a) Jennifer Nicholls, Senior Project Manager with Brighter Community Planning and Consulting, presented the Municipal Planning Strategy and Land Use By-law Amendment – First Reading staff report.

Ms. Nicholls reviewed and advised Council the proposed amendments will establish clearer framework for affordable housing bonusing with Suburban Designation.

A discussion was held regarding the cash-in-lieu timeline and the potential development of a pictorial presentation to provide residents with an example of what a mock subdivision could look like.

It was noted that the amendments were circulated to adjacent municipal units, with no feedback received, and that no participants attended the public engagement webinar held on March 3, 2026.

A Public Hearing will be held on Wednesday, May 27, 2026 at 6:00pm in the Municipal Council Chambers.

MOTION: MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give first reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to establish affordable housing bonusing within the Suburban Designation, and direct staff to schedule a Public Hearing.

- **MOTION CARRIED**

6(b) Robin Smith, Community Development Coordinator, presented the Grants to Organizations staff report.

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program. \$67,500 was approved in the Municipality's 2026/2027 Operating Budget for Grants to Organizations. Ms. Smith advised that 35 applications were received, requesting a total of \$97,676.08. A spreadsheet was included in the staff report detailing the applicants, the requests, and the amounts recommended for approval.

It was noted that no funding was offered to the Sandy Point Community Recreation Group through Grants to Organizations as Council approved funding in the capital budget, or for Woods Harbour Days based on location.

MOTION: GRANTS TO ORGANIZATIONS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$66,019.14, to come from the 2026/27 Grants to Organizations, GL# 00-21950-791

- **MOTION CARRIED**

7. RECREATION & PARKS:

- a. Provincial Volunteer Representative 2026 – Adam Dedrick, Director of Recreation & Parks

7(a) Adam Dedrick, Director of Recreation and Parks, presented the Provincial Volunteer Representative 2026 staff report.

The Departments of Economic and Community Development and Recreation and Parks discussed potential candidates for the award. Both departments work closely with community groups and volunteers. After viewing several candidates, Frances Scott was chosen as the recipient of the 2026 Provincial Volunteer Representative award.

Ms. Scott's volunteering spans over decades including coaching youth sports, founding member of Shelburne County Special Olympics, board member of Big Brothers Big Sisters, Chair of Shelburne County Learning Network, and Chair of the Harmony Bazaar.

Ms. Scott's volunteering, kindness, and community involvement has had a lasting impact on many people from many places, but especially in Eastern Shelburne County and she is very deserving of this award.

MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE AWARD

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve Frances Scott as the recipient of the 2026 Provincial Volunteer Representative Award.

- **MOTION CARRIED**

8. OPERATIONS & PROTECTIVE SERVICES:

- a. Monthly Building Report – March 2026

8(a) Warden Smith reviewed the Monthly Building Report for March 2026.

9. ADMINISTRATION:

- a. Fees and Charges Policy Amendment – Erin Hartley, Deputy CAO

9(a) Erin Hartley, Deputy CAO, presented the Fees and Charges Policy Amendment staff report.

Ms. Hartley advised Council of two proposed amendments to the Fees and Charges Policy including an increase in FOIPOP and photocopying fees and updating the RMRF Charges that were approved at the February 25, 2026 Council meeting.

MOTION: FEES AND CHARGES POLICY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Fees and Charges Policy as amended.

- **MOTION CARRIED**

10. CORRESPONDENCE:

- a. Danielle Atwood Re: Proposed Amendment for Dangerous Dog By-Law
b. Draft Advocacy Letter to the Province Re: Freezing NSPI Fees

10(a) Warden Smith reviewed the correspondence received from Danielle Atwood regarding proposed amendment for Dangerous Dog By-Law.

Ms. Atwood was thanked for her submission.

It was noted that the Municipality's current Dog By-Law is undergoing review and community input will be considered.

10(b) Warden Smith reviewed the draft advocacy letter to Premier Houston requesting a five-year freeze on power rates and exploration of public ownership of Nova Scotia Power.

A discussion was held and consensus was given from Council for staff to send the drafted letter.

11. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
b. Warden's Update

11(a) Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Western County Regional Library Board Meeting
- Equity and Anti-Racism Committee Meeting

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

- Shelburne County East RCMP Advisory Board Meeting

Councillor Coole noted he attended and provided updates on the following:

- Mr. Stoddard's Grade 3/4 Lockport Class Visit to the Municipality Administration Building
- 3rd Annual Healthcare Career Fair at the Shelburne Community Centre

Councillor Angie Shand noted she attended and provided updates on the following:

- Events Committee Meeting
- Shelburne County Arena Association Meeting
- Connect Session with Clean Foundation Re: Shelburne County Climate Action Committee
- Connect Session with Adam Dedrick Re: Eastern Shelburne County Accessibility Advisory Committee

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

- April 14 – Lunch with Healthcare Professionals
- April 15 – Special Council Meeting Re: Budget Approval
- April 20 – Shelburne County Leadership Meeting
- April 22 – Earth Day Garbage Cleanup
- April 22 – Municipal Volunteer Recognition Ceremony

Warden Smith noted April 22 is Administrative Professionals Day and thanked the Municipal administrative team on behalf of Council.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:41 pm. The next Regular Council meeting will be held on Wednesday, May 13, 2026 at 6:00 pm.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

Erin Hartley, Deputy Chief Administrative Officer



**PROCLAMATION
Lyme Disease Awareness Month
May 2026**

WHEREAS Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, be it resolved that I, Warden Penny Smith, on behalf of the Municipality of the District of Shelburne, do hereby proclaim May 2026 as “Lyme Disease Awareness Month”.

Date

Warden Penny Smith



6(a)

SUSTAINABLE DESALINATION PROJECT PROPOSAL

Making the oceans a sustainable and
affordable source of freshwater

*Presented to the City Council
on May 13th 2026*





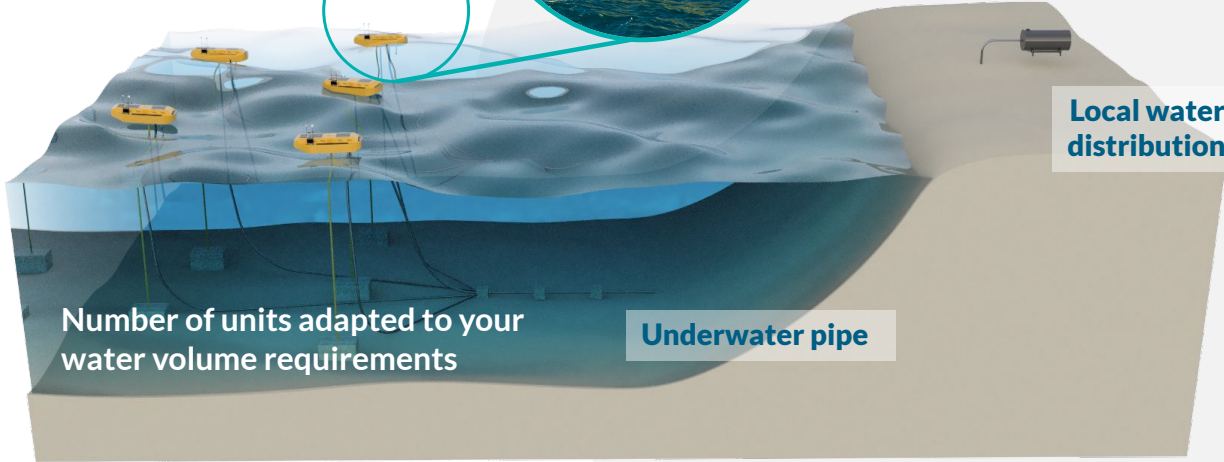
Context: Municipality of Shelburne

- **Current Water Supply:** Residents have wells at home
- During summers, the Municipality experienced recurring water shortages, despite improved conditions this past year. Periodic stress on water availability. Town of Shelburne has offered for free some water to the residents.
- **Pressure on resources:** increase in summer tourism and droughts linked to climate change.
- **Local Economy :** Fisheries, Maritime & Tourism
- **Coastal context :** municipality surrounded by the ocean
- **Key challenge:** securing sustainable water to increase community resilience and support economic development

WAVE ENERGY SYSTEM OVERVIEW



**Modular
Wave-Powered
Desalination
Buoy Array**



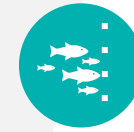
ZERO GHG EMISSIONS



**ZERO LAND USE
FOR
DESALINATION**



**LOWER SALINITY &
WELL DIFFUSED BRINE**



**WATER INTAKE SAFE
FOR MARINE LIFE**

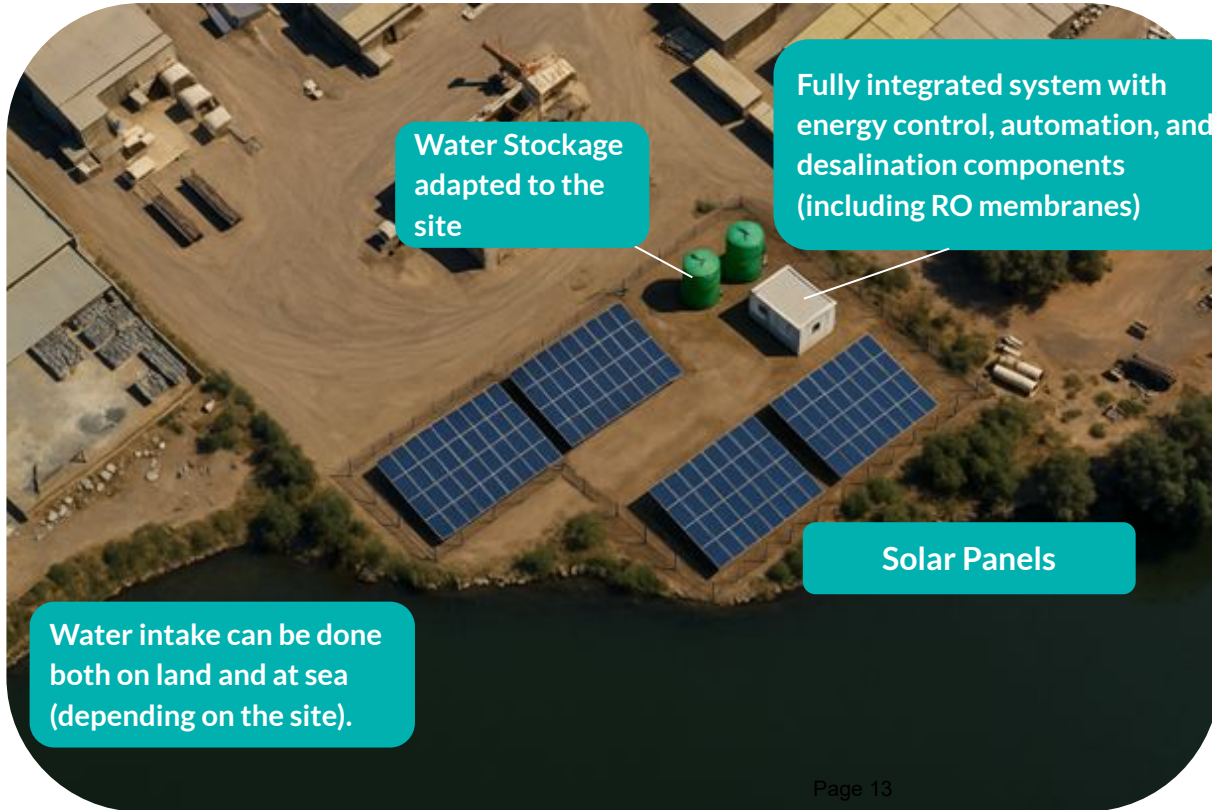


**DECENTRALIZED -
GRID INDEPENDENT**

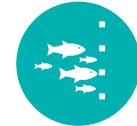


**POTENTIAL PROMOTION
OF MARINE LIFE**

ONEKA'S SOLAR-POWERED MODULAR SYSTEM OVERVIEW



ZERO GHG EMISSION



WATER INTAKE SAFE FOR MARINE LIFE



LOWER SALINITY & WELL DIFFUSED BRINE



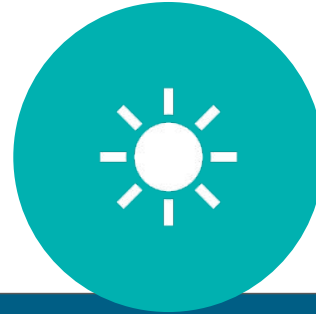
DECENTRALIZED - GRID INDEPENDENT

FACTORS EVALUATED BY ONEKA



Wave-Powered Solutions

- Water volume required
- Wave height and period throughout the year
- Bathymetry
- Marine Protected Areas (MPAs)
- Nearby maritime or port facilities



Solar-Powered Solutions

- Water volume required
- Solar Irradiation
- Land availability & protected areas
- Feasibility of beach wells & other intakes or outfalls

PRIMARY BUSINESS MODEL



Water Supply Service Model

(build own Operate)

Long-term water supply agreement with Oneka - 10 to 20 years

Hybrid Model

Initially operated by Oneka with transfer to client over time.

Who we serve?



Municipal & Water Utilities



Heavy & Process Industries



Agriculture & Mining



Resorts & Tourism

The Advantages



Securing long term water supply



Predictable & stable cost



Flexible structure



Sustainability leader

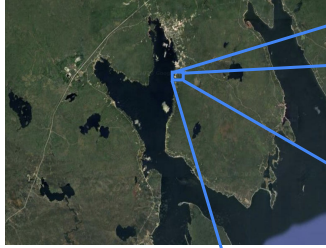


Potential phased project scale-up



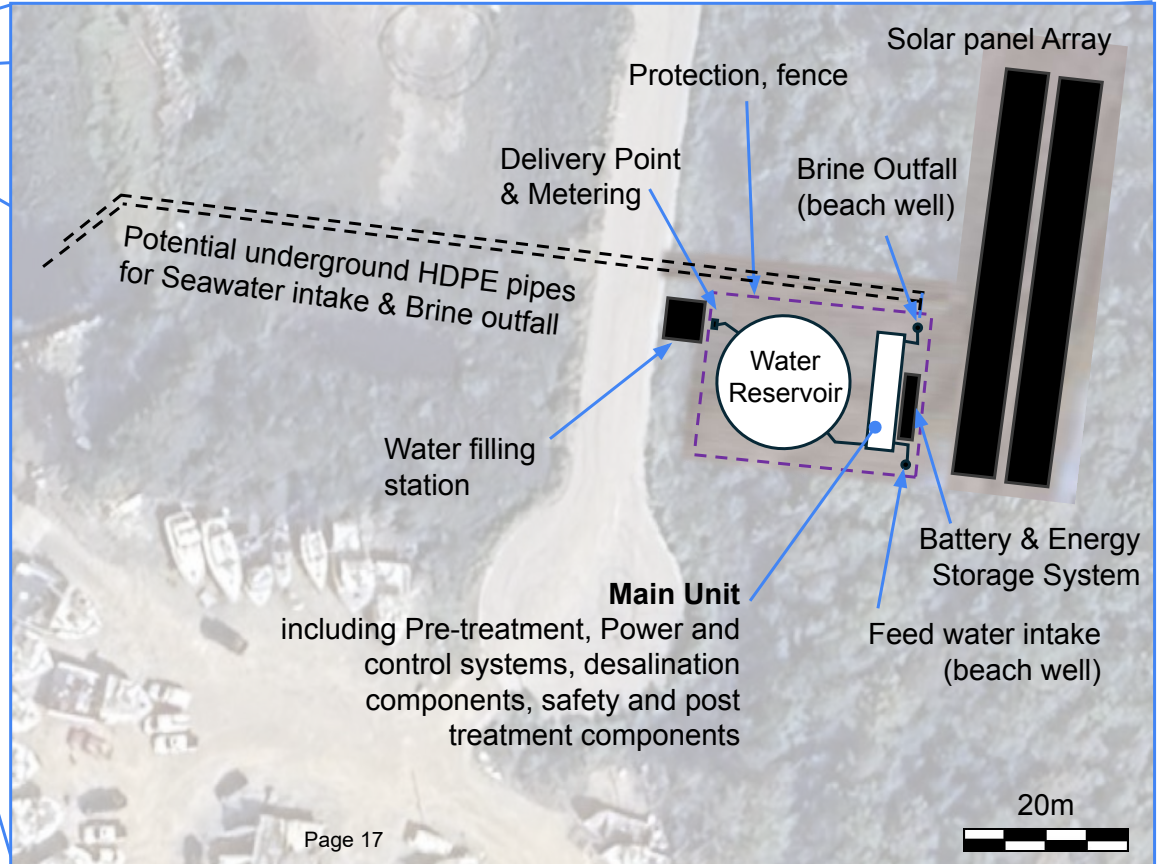
OUR PROJECT PROPOSAL

Potential Site: Adamant Drive



Area of the Production site: $\pm 10,000-15,000 \text{ ft}^2$

Water production capacity over $100 \text{ m}^3/\text{d}$



*System sizing, arrangements & design pending engineering

Water Distribution Station



- Oneka is responsible for the production and water distribution systems;
- Payments of water from residents to be sent directly to the municipality including the fees;
- Oneka will provide the water operators required to operate the project, eliminating the need for the Municipality to hire and manage its own specialized operating staff.



**Example of a water distribution system*

Committed Water Volumes



Annual Water Commitment: 26,335 m³

Total Annual Cost (12 months): 254,900\$

- *Possibility of ramp up to be discussed*
- *Exact volumes determined in the contract*

Business Model & Financial Structure

Sustainable and autonomous water supply service

- **Turnkey service including all costs associated with:**
 - Financing
 - Project engineering
 - Permit/license applications
 - Installation and commissioning
 - Water distribution system
 - Operations and maintenance (incl. Labour, material, parts replacements, monitoring, system adjustments as needed, cleaning etc.)
- **Price for water: 0.0098 \$/L (CA\$9.68/m³)**
 - Project initiation \$95,000 (including the water distribution system)
 - Scaling project could reduce the price of water by over 75%
- **Contract term: 15 years (adjusted depending on ramp-up)**
 - **Commitment to a minimum purchase volume (take-or-pay structure)**
- **Possibility of project buyback**

Responsibilities & expenses in the 1st year



| Expense Item | Price Estimate (\$) |
|---|--|
| Set-up Fees (First Year Only) | |
| Project Initiation fee | 95,000 \$* |
| Land preparation - leveled space | 15,000\$-30,000\$ |
| Site fencing & security (for water reservoir) | 10,000-20,000\$ |
| Total: | Between 120,000 and 145,000\$ |
| | |
| Water delivered up to the end of 2026 | Up to 65,000\$* (less water sold) |

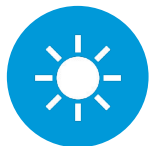
Benefits for the Municipality of Shelburne



Water supply security for the community



Long-term stabilization of water-related costs



Increased resilience to climate change



Sustainable positioning of the Municipality of Shelburne



Maintaining good relations with the people who live there

Project Impacts



Environmental

- Protection of local freshwater resources
- Use of GHG-free technology
- Low-salinity brine discharge



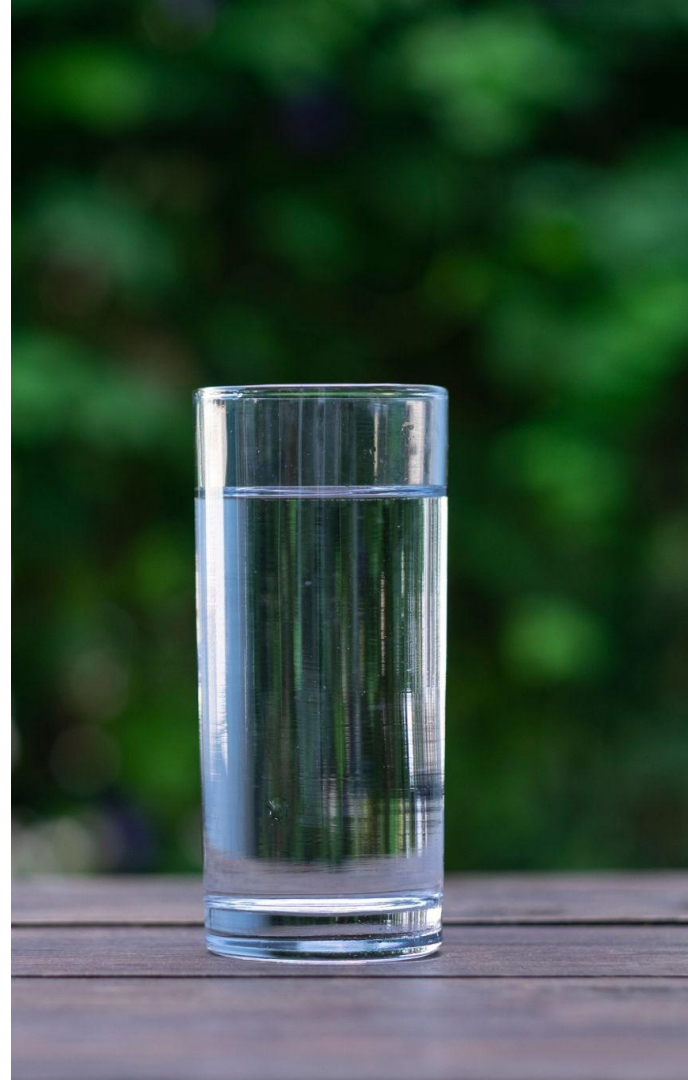
Social

- Creates a new water source for residents, avoids long water hauling and increases collective resilience
- Limits unexpected price increases for the use of emergency solutions
- Citizens' positive perception of the municipality as proactive, responsible, and forward-looking

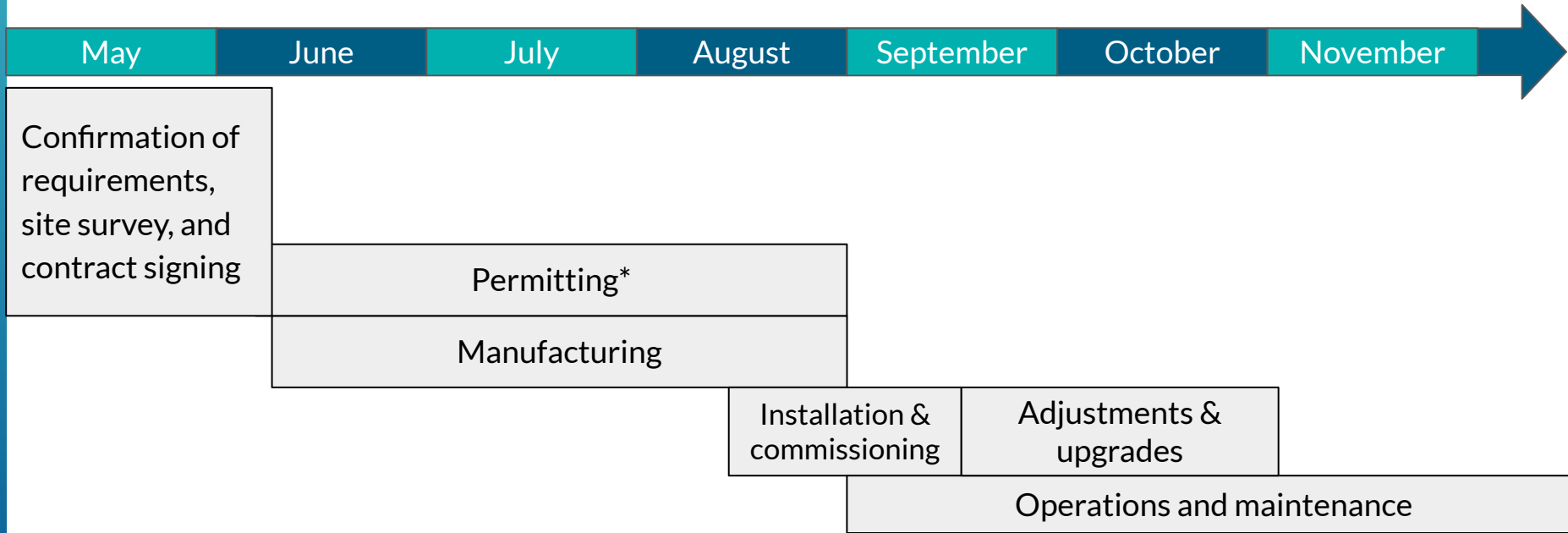
Steps for Setting Up a Project with Oneka

1. **Initial Assessment:** Validation of water requirements, needs and site specifications
2. **Technical and Environmental Feasibility:** Engineering Team performs the analysis and preliminary design of the project
3. **High-Level Proposal:** Presentation and adjustments of the preliminary design of the project
4. **Detailed Proposal:** Completion of the solution design and water supply agreement tailored to your needs.
5. **Contract preparation:** Upon the execution of the agreement, the permitting and manufacturing processes are initiated in parallel to rapidly complete the project and start delivering sustainable freshwater.

Now



Preliminary Schedule



Tentative schedule with significant uncertainty for the permitting and challenge for this season due to already being in may. Oneka to put all efforts to have the system operational at least for the end of the season. Adjustments to be completed for full normal operation for the 2027 season (billing would be still based only on the committed water volumes only once the system is fully commissioning and ready to deliver water).



Oneka

CONTACT US!

Oneka Technologies

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+1 819-580-6380

OnekaWater.com



4615

ENTRÉE PRINCIPALE



Contact Details

STAFF REPORT

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: May 13, 2026
Subject: Community Representatives Appointment - Eastern Shelburne County Equity & Anti-Racism Advisory Committee

Origin

Advertising was held in March and April 2026 for Expressions of Interest for public members of the Eastern Shelburne County Equity & Anti-Racism Advisory Committee.

Recommendation

THAT, Council of the Municipality of the District of Shelburne approve the appointment of Louise Delilse, Davie Hartley, Cat Hartley and Cory Lavendar as community representatives for the Eastern Shelburne County Equity & Anti-Racism Advisory Committee based on the recommendation of the Nominating Committee

Background

The Eastern Shelburne County Equity & Anti-Racism Advisory Committee provides advice to the three Councils representing the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport on identifying, preventing, and eliminating discrimination (based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation) in Municipal/Town services.

As per the Terms of Reference, the Committee will consist of six (6) community members to be appointed by all three (3) municipal units. The committee will aim to have representation from a diverse array of voices and equity deserving groups and from different geographical areas of the Municipality/Towns. Additional community members may be appointed.

Discussion

All Expressions of Interests were reviewed by the Nominating Committee, which is comprised of the appointed Council representatives from each municipal unit and resource staff. Four Expressions of Interest were received and reviewed by the Nominating Committee. The following individuals are being recommended to be appointed as community representatives for the Eastern Shelburne County Equity & Anti-Racism Advisory Committee.

Louise Delilse - Resident, Town of Shelburne

Louise seeks to join the committee to support her community's growth and well-being using her time, knowledge, and skills. Raised in Shelburne, she has long worked to address equity, racism, and discrimination and is committed to helping find solutions. Drawing on her lived experience, she believes she can make a meaningful impact. She is active in several organizations, including the Black Cultural Society, Southwestern Regional Providers Network, and African Nova Scotian Justice Institute, and was a founding member of SEED and CEJ.

Davie Hartley - Resident, Municipality of Shelburne

Davie is a community development leader with over 30 years of experience advancing equity and anti-racism. His ancestral roots in Shelburne (since 1783) and lived experience shape his commitment to addressing systemic racism and historical trauma. He holds degrees in sociology, psychology, and counselling, informing his understanding of intergenerational inequality. He has worked with organizations like the Black United Front, Saint Mary's University, and the Métis Nation of Ontario, leading initiatives in youth support, economic development, and community health. He currently chairs the Shelburne Community Health Board and leads local efforts to support marginalized communities.

Cat Hartley - Resident, Municipality of Shelburne

Cat believes discrimination shouldn't be ignored and is motivated by personal experiences and observations of how subtle and overt racism can harm people. She values both speaking up and listening, and is open to learning and engaging in meaningful, even uncomfortable, conversations. As a Black person and descendant of Black Loyalists, this work is personally meaningful to her. Ultimately, she wants to help create real, positive change and be part of something that makes a difference.

Cory Lavendar - Resident, Municipality of Shelburne

Cory, from Gunning Cove and originally Liverpool, Nova Scotia, is part of a Black Loyalist family (the Lavenders) with deep ties to Shelburne County. His work explores race, identity, and African Nova Scotian history. He holds a Master's in English and Cultural Studies from McMaster University, researching racism and George Elliott Clarke. Cory writes poetry on mixed identity and Black Loyalist heritage, leads workshops on poetry and microaggressions, serves on the Writers' Federation of Nova Scotia board, and is committed to community-focused, collaborative work.

Attachments

-Expression of Interest Form



Expression of Interest - Community Representative

Eastern Shelburne County Equity & Anti-Racism Advisory Committee

Members of the public are being sought for the Eastern Shelburne County Equity & Anti-Racism Advisory Committee. The role of the Committee to advise the three councils, Municipality of Shelburne, Town of Shelburne, and Town of Lockeport, on the implementation and effectiveness of the Eastern Shelburne County Equity & Anti-Racism Plan and to provide oversight and accountability. The Committee will aim to have representation from all three units with community members from a diverse array of voices and equity deserving groups.

The **Eastern Shelburne County Equity & Anti-Racism Plan** and the Advisory Committee **Terms of Reference** can be found on the Municipality of Shelburne website under the Equity & Anti-Racism Committee page (website address below). It is recommended to review both documents prior to submitting.

www.municipalityofshelburne.ca/equity-and-anti-racism-committee/

Submission deadline: 4:00pm, Friday March 27, 2026

- By email to adam.dedrick@municipalityofshelburne.ca
- In person at the Municipality of Shelburne Administration Building, 414 Woodlawn Drive, Shelburne.

To assist with the review process and ensure a variety of representation on the Committee, you are being asked to provide some personal information.

| | |
|--------------|--|
| Name | |
| Phone Number | |
| Email | |

Where do you live?

- Municipality of Shelburne
- Town of Shelburne
- Town of Lockeport

Which age group do you belong to?

- Under 20
- 20 – 29
- 30 – 39
- 40 – 49
- 50 – 59
- 60 – 69
- 70 and over

Do you identify as being part of a group that doesn't have equal opportunities or isn't well represented in your community?

Select all that apply.

- 2SLGBTQIA+
- Black/people of African descent
- Historic African Nova Scotian
- Mi'kmaw
- Métis
- Immigrant
- Refugee
- Newcomer
- People with a disability
- Religious/Faith-based
- Low income
- Seniors (55+)
- International
- Visible minority
- Non-visible minority
- I use a different identifier to self-identify (specify): _____

Please explain why you want to be a member of the Equity & Anti-Racism Committee and how you think you can contribute. Include any information that you feel is important such as your background, education, employment, lived experience, membership with other committees or groups, community activities and initiatives, interests, etc. Provide as much information as you feel is necessary.

You can use the other side of this page as well →



STAFF REPORT

To: Council

From: Marcia d'Eon, Director of Operations

Approved by: Warren Macleod, Chief Administrative Officer

Date: May 13, 2026

Subject: RMRF Account Write off

ORIGIN

Regional Materials Recovery Facility (RMRF) Accounts Receivable review from March 31, 2026 has led to the following request for write off.

RECOMMENDATION

That the Municipality of the District of Shelburne write off the balance of \$637.12 from RMRF Account **PARTI001** using the 2026/2027 shared services bank interest and charges account (GL#00-29540-000).

BACKGROUND

Municipal Government Act requires that all accounts considered uncollectible and which are to be removed from the accounts of the Municipality of the District of Shelburne be approved by Council.

DETAILS

One RMRF Account is being presented for write-off.

Account # PARTI001
Account Holder's Name: Patrick Swaine
Balance Owing: \$637.12

This RMRF charge account remains unpaid despite the Operations Executive Assistant contacting the client on several documented occasions by telephone and monthly invoicing as well as account suspension. This account totals \$637.12 and is deemed uncollectable by the Director of Operations.

APPLICABLE LEGISLATION

Municipal Government Act section 38(a)-(b) requires that the treasurer shall promptly advise the council of:

- (a) all moneys due to the municipality that the treasurer considers cannot reasonably be collected after pursuing all reasonable avenues of collection; and
- (b) the reasons for the belief that such moneys cannot be collected, and the council may write off the amounts determined to be uncollectible. 1998, c. 18,

BUDGET IMPLICAITON

Total amount of the write-off is \$637.12 to be taken from 2026/2027 budget using the shared services bank interest and charges account.

ATTACHMENTS

- Account Summary

Customer Name/Code

| Source | Invoice | DueDate | Date | Total | Fiscal 26 | Fiscal 25 | Fiscal 24 | Prior |
|--|------------|------------|--------------|-------|-----------|-----------|-----------|-------|
| Partick Swaine Roofing and Repairs (PARTI001) | | | | | | | | |
| PARTI001 | 2405125623 | 05/31/2024 | 005/31/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2405125916 | 05/31/2024 | 005/31/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2405136118 | 05/31/2024 | 005/31/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2405136135 | 05/31/2024 | 005/31/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2406123644 | 06/30/2024 | 006/30/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2406125147 | 06/30/2024 | 006/30/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2406125623 | 06/30/2024 | 006/30/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2406125916 | 06/30/2024 | 006/30/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2406136118 | 06/30/2024 | 006/30/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2406136135 | 06/30/2024 | 006/30/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2406136523 | 06/30/2024 | 006/30/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2407123644 | 07/31/2024 | 007/31/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2407125147 | 07/31/2024 | 007/31/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2407125623 | 07/31/2024 | 007/31/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2407125916 | 07/31/2024 | 007/31/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2407136118 | 07/31/2024 | 007/31/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2407136135 | 07/31/2024 | 007/31/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2407136523 | 07/31/2024 | 007/31/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2024138047 | 09/30/2024 | 1:08/21/2024 | - | - | - | 90.00 | - |
| PARTI001 | 2024138077 | 09/30/2024 | 908/28/2024 | - | - | - | 162.48 | - |
| PARTI001 | 2408123644 | 08/31/2024 | 008/31/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2408125147 | 08/31/2024 | 008/31/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2408125623 | 08/31/2024 | 008/31/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2408125916 | 08/31/2024 | 008/31/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2408136118 | 08/31/2024 | 008/31/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2408136135 | 08/31/2024 | 008/31/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2408136523 | 08/31/2024 | 008/31/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2409123644 | 09/30/2024 | 009/30/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2409125147 | 09/30/2024 | 009/30/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2409125623 | 09/30/2024 | 009/30/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2409125916 | 09/30/2024 | 009/30/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2409136118 | 09/30/2024 | 009/30/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2409136135 | 09/30/2024 | 009/30/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2409136523 | 09/30/2024 | 009/30/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2409138047 | 09/30/2024 | 009/30/2024 | - | - | - | 0.75 | - |
| PARTI001 | 2409138077 | 09/30/2024 | 009/30/2024 | - | - | - | 1.35 | - |
| PARTI001 | 2410123644 | 10/31/2024 | 010/31/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2410125147 | 10/31/2024 | 010/31/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2410125623 | 10/31/2024 | 010/31/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2410125916 | 10/31/2024 | 010/31/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2410136118 | 10/31/2024 | 010/31/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2410136135 | 10/31/2024 | 010/31/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2410136523 | 10/31/2024 | 010/31/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2410138047 | 10/31/2024 | 010/31/2024 | - | - | - | 0.75 | - |
| PARTI001 | 2410138077 | 10/31/2024 | 010/31/2024 | - | - | - | 1.35 | - |
| PARTI001 | 2411123644 | 11/30/2024 | 011/30/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2411125147 | 11/30/2024 | 011/30/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2411125623 | 11/30/2024 | 011/30/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2411125916 | 11/30/2024 | 011/30/2024 | - | - | - | 0.19 | - |

Customer Name/Code

| Source | Invoice | DueDate | Date | Total | Fiscal 26 | Fiscal 25 | Fiscal 24 | Prior |
|--|------------|------------|-------------|-------|-----------|-----------|-----------|-------|
| Partick Swaine Roofing and Repairs (PARTI001) | | | | | | | | |
| PARTI001 | 2411136118 | 11/30/2024 | 011/30/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2411136135 | 11/30/2024 | 011/30/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2411136523 | 11/30/2024 | 011/30/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2411138047 | 11/30/2024 | 011/30/2024 | - | - | - | 0.75 | - |
| PARTI001 | 2411138077 | 11/30/2024 | 011/30/2024 | - | - | - | 1.35 | - |
| PARTI001 | 2412123644 | 12/31/2024 | 012/31/2024 | - | - | - | 0.28 | - |
| PARTI001 | 2412125147 | 12/31/2024 | 012/31/2024 | - | - | - | 0.53 | - |
| PARTI001 | 2412125623 | 12/31/2024 | 012/31/2024 | - | - | - | 0.05 | - |
| PARTI001 | 2412125916 | 12/31/2024 | 012/31/2024 | - | - | - | 0.19 | - |
| PARTI001 | 2412136118 | 12/31/2024 | 012/31/2024 | - | - | - | 0.32 | - |
| PARTI001 | 2412136135 | 12/31/2024 | 012/31/2024 | - | - | - | 0.34 | - |
| PARTI001 | 2412136523 | 12/31/2024 | 012/31/2024 | - | - | - | 0.66 | - |
| PARTI001 | 2412138047 | 12/31/2024 | 012/31/2024 | - | - | - | 0.75 | - |
| PARTI001 | 2412138077 | 12/31/2024 | 012/31/2024 | - | - | - | 1.35 | - |
| PARTI001 | 2501123644 | 01/31/2025 | 001/31/2025 | - | - | - | 0.28 | - |
| PARTI001 | 2501125147 | 01/31/2025 | 001/31/2025 | - | - | - | 0.53 | - |
| PARTI001 | 2501125623 | 01/31/2025 | 001/31/2025 | - | - | - | 0.05 | - |
| PARTI001 | 2501125916 | 01/31/2025 | 001/31/2025 | - | - | - | 0.19 | - |
| PARTI001 | 2501136118 | 01/31/2025 | 001/31/2025 | - | - | - | 0.32 | - |
| PARTI001 | 2501136135 | 01/31/2025 | 001/31/2025 | - | - | - | 0.34 | - |
| PARTI001 | 2501136523 | 01/31/2025 | 001/31/2025 | - | - | - | 0.66 | - |
| PARTI001 | 2501138047 | 01/31/2025 | 001/31/2025 | - | - | - | 0.75 | - |
| PARTI001 | 2501138077 | 01/31/2025 | 001/31/2025 | - | - | - | 1.35 | - |
| PARTI001 | 2502123644 | 02/28/2025 | 002/28/2025 | - | - | - | 0.28 | - |
| PARTI001 | 2502125147 | 02/28/2025 | 002/28/2025 | - | - | - | 0.53 | - |
| PARTI001 | 2502125623 | 02/28/2025 | 002/28/2025 | - | - | - | 0.05 | - |
| PARTI001 | 2502125916 | 02/28/2025 | 002/28/2025 | - | - | - | 0.19 | - |
| PARTI001 | 2502136118 | 02/28/2025 | 002/28/2025 | - | - | - | 0.32 | - |
| PARTI001 | 2502136135 | 02/28/2025 | 002/28/2025 | - | - | - | 0.34 | - |
| PARTI001 | 2502136523 | 02/28/2025 | 002/28/2025 | - | - | - | 0.66 | - |
| PARTI001 | 2502138047 | 02/28/2025 | 002/28/2025 | - | - | - | 0.75 | - |
| PARTI001 | 2502138077 | 02/28/2025 | 002/28/2025 | - | - | - | 1.35 | - |
| PARTI001 | 2503123644 | 03/31/2025 | 003/31/2025 | - | - | - | 0.28 | - |
| PARTI001 | 2503125147 | 03/31/2025 | 003/31/2025 | - | - | - | 0.53 | - |
| PARTI001 | 2503125623 | 03/31/2025 | 003/31/2025 | - | - | - | 0.05 | - |
| PARTI001 | 2503125916 | 03/31/2025 | 003/31/2025 | - | - | - | 0.19 | - |
| PARTI001 | 2503136118 | 03/31/2025 | 003/31/2025 | - | - | - | 0.32 | - |
| PARTI001 | 2503136135 | 03/31/2025 | 003/31/2025 | - | - | - | 0.34 | - |
| PARTI001 | 2503136523 | 03/31/2025 | 003/31/2025 | - | - | - | 0.66 | - |
| PARTI001 | 2503138047 | 03/31/2025 | 003/31/2025 | - | - | - | 0.75 | - |
| PARTI001 | 2503138077 | 03/31/2025 | 003/31/2025 | - | - | - | 1.35 | - |
| PARTI001 | 2504123644 | 04/30/2025 | 004/30/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2504125147 | 04/30/2025 | 004/30/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2504125623 | 04/30/2025 | 004/30/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2504125916 | 04/30/2025 | 004/30/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2504136118 | 04/30/2025 | 004/30/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2504136135 | 04/30/2025 | 004/30/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2504136523 | 04/30/2025 | 004/30/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2504138047 | 04/30/2025 | 004/30/2025 | - | - | 0.75 | - | - |

Customer Name/Code

| Source | Invoice | DueDate | Date | Total | Fiscal 26 | Fiscal 25 | Fiscal 24 | Prior |
|--|------------|------------|-------------|-------|-----------|-----------|-----------|-------|
| Partick Swaine Roofing and Repairs (PARTI001) | | | | | | | | |
| PARTI001 | 2504138077 | 04/30/2025 | 004/30/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2505123644 | 05/31/2025 | 005/31/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2505125147 | 05/31/2025 | 005/31/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2505125623 | 05/31/2025 | 005/31/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2505125916 | 05/31/2025 | 005/31/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2505136118 | 05/31/2025 | 005/31/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2505136135 | 05/31/2025 | 005/31/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2505136523 | 05/31/2025 | 005/31/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2505138047 | 05/31/2025 | 005/31/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2505138077 | 05/31/2025 | 005/31/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2506123644 | 06/30/2025 | 006/30/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2506125147 | 06/30/2025 | 006/30/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2506125623 | 06/30/2025 | 006/30/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2506125916 | 06/30/2025 | 006/30/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2506136118 | 06/30/2025 | 006/30/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2506136135 | 06/30/2025 | 006/30/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2506136523 | 06/30/2025 | 006/30/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2506138047 | 06/30/2025 | 006/30/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2506138077 | 06/30/2025 | 006/30/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2507123644 | 07/31/2025 | 007/31/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2507125147 | 07/31/2025 | 007/31/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2507125623 | 07/31/2025 | 007/31/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2507125916 | 07/31/2025 | 007/31/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2507136118 | 07/31/2025 | 007/31/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2507136135 | 07/31/2025 | 007/31/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2507136523 | 07/31/2025 | 007/31/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2507138047 | 07/31/2025 | 007/31/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2507138077 | 07/31/2025 | 007/31/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2508123644 | 08/31/2025 | 008/31/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2508125147 | 08/31/2025 | 008/31/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2508125623 | 08/31/2025 | 008/31/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2508125916 | 08/31/2025 | 008/31/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2508136118 | 08/31/2025 | 008/31/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2508136135 | 08/31/2025 | 008/31/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2508136523 | 08/31/2025 | 008/31/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2508138047 | 08/31/2025 | 008/31/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2508138077 | 08/31/2025 | 008/31/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2509123644 | 09/30/2025 | 009/30/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2509125147 | 09/30/2025 | 009/30/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2509125623 | 09/30/2025 | 009/30/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2509125916 | 09/30/2025 | 009/30/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2509136118 | 09/30/2025 | 009/30/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2509136135 | 09/30/2025 | 009/30/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2509136523 | 09/30/2025 | 009/30/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2509138047 | 09/30/2025 | 009/30/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2509138077 | 09/30/2025 | 009/30/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2510123644 | 10/31/2025 | 010/31/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2510125147 | 10/31/2025 | 010/31/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2510125623 | 10/31/2025 | 010/31/2025 | - | - | 0.05 | - | - |

Customer Name/Code

| Source | Invoice | DueDate | Date | Total | Fiscal 26 | Fiscal 25 | Fiscal 24 | Prior |
|--|------------|------------|-------------|-------|-----------|-----------|-----------|-------|
| Partick Swaine Roofing and Repairs (PARTI001) | | | | | | | | |
| PARTI001 | 2510125916 | 10/31/2025 | 010/31/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2510136118 | 10/31/2025 | 010/31/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2510136135 | 10/31/2025 | 010/31/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2510136523 | 10/31/2025 | 010/31/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2510138047 | 10/31/2025 | 010/31/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2510138077 | 10/31/2025 | 010/31/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2511123644 | 11/30/2025 | 011/30/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2511125147 | 11/30/2025 | 011/30/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2511125623 | 11/30/2025 | 011/30/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2511125916 | 11/30/2025 | 011/30/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2511136118 | 11/30/2025 | 011/30/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2511136135 | 11/30/2025 | 011/30/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2511136523 | 11/30/2025 | 011/30/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2511138047 | 11/30/2025 | 011/30/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2511138077 | 11/30/2025 | 011/30/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2512123644 | 12/31/2025 | 012/31/2025 | - | - | 0.28 | - | - |
| PARTI001 | 2512125147 | 12/31/2025 | 012/31/2025 | - | - | 0.53 | - | - |
| PARTI001 | 2512125623 | 12/31/2025 | 012/31/2025 | - | - | 0.05 | - | - |
| PARTI001 | 2512125916 | 12/31/2025 | 012/31/2025 | - | - | 0.19 | - | - |
| PARTI001 | 2512136118 | 12/31/2025 | 012/31/2025 | - | - | 0.32 | - | - |
| PARTI001 | 2512136135 | 12/31/2025 | 012/31/2025 | - | - | 0.34 | - | - |
| PARTI001 | 2512136523 | 12/31/2025 | 012/31/2025 | - | - | 0.66 | - | - |
| PARTI001 | 2512138047 | 12/31/2025 | 012/31/2025 | - | - | 0.75 | - | - |
| PARTI001 | 2512138077 | 12/31/2025 | 012/31/2025 | - | - | 1.35 | - | - |
| PARTI001 | 2601123644 | 01/31/2026 | 001/31/2026 | - | - | 0.28 | - | - |
| PARTI001 | 2601125147 | 01/31/2026 | 001/31/2026 | - | - | 0.53 | - | - |
| PARTI001 | 2601125623 | 01/31/2026 | 001/31/2026 | - | - | 0.05 | - | - |
| PARTI001 | 2601125916 | 01/31/2026 | 001/31/2026 | - | - | 0.19 | - | - |
| PARTI001 | 2601136118 | 01/31/2026 | 001/31/2026 | - | - | 0.32 | - | - |
| PARTI001 | 2601136135 | 01/31/2026 | 001/31/2026 | - | - | 0.34 | - | - |
| PARTI001 | 2601136523 | 01/31/2026 | 001/31/2026 | - | - | 0.66 | - | - |
| PARTI001 | 2601138047 | 01/31/2026 | 001/31/2026 | - | - | 0.75 | - | - |
| PARTI001 | 2601138077 | 01/31/2026 | 001/31/2026 | - | - | 1.35 | - | - |
| PARTI001 | 2602123644 | 02/28/2026 | 002/28/2026 | - | - | 0.28 | - | - |
| PARTI001 | 2602125147 | 02/28/2026 | 002/28/2026 | - | - | 0.53 | - | - |
| PARTI001 | 2602125623 | 02/28/2026 | 002/28/2026 | - | - | 0.05 | - | - |
| PARTI001 | 2602125916 | 02/28/2026 | 002/28/2026 | - | - | 0.19 | - | - |
| PARTI001 | 2602136118 | 02/28/2026 | 002/28/2026 | - | - | 0.32 | - | - |
| PARTI001 | 2602136135 | 02/28/2026 | 002/28/2026 | - | - | 0.34 | - | - |
| PARTI001 | 2602136523 | 02/28/2026 | 002/28/2026 | - | - | 0.66 | - | - |
| PARTI001 | 2602138047 | 02/28/2026 | 002/28/2026 | - | - | 0.75 | - | - |
| PARTI001 | 2602138077 | 02/28/2026 | 002/28/2026 | - | - | 1.35 | - | - |
| PARTI001 | 2603123644 | 03/31/2026 | 003/31/2026 | - | - | 0.28 | - | - |
| PARTI001 | 2603125147 | 03/31/2026 | 003/31/2026 | - | - | 0.53 | - | - |
| PARTI001 | 2603125623 | 03/31/2026 | 003/31/2026 | - | - | 0.05 | - | - |
| PARTI001 | 2603125916 | 03/31/2026 | 003/31/2026 | - | - | 0.19 | - | - |
| PARTI001 | 2603136118 | 03/31/2026 | 003/31/2026 | - | - | 0.32 | - | - |
| PARTI001 | 2603136135 | 03/31/2026 | 003/31/2026 | - | - | 0.34 | - | - |
| PARTI001 | 2603136523 | 03/31/2026 | 003/31/2026 | - | - | 0.66 | - | - |



STAFF REPORT

To: Council
From: Marcia d'Eon, Director of Operations
Approved by: Warren MacLeod, Chief Administrative Officer
Date: May 13, 2026
Subject: Declaration of Surplus Equipment

Origin

Clean up of the Public Works Building to address the shortage of storage space and OH&S concerns.

Discussion

There are several items currently stored in/at our Public Works Building that no longer have a useful purpose for Municipal operations. A list and description of each item is attached as Addendum A.

These items include older wood working equipment, (new) folding tables, a large flat screen TV and two obsolete yet reportedly working generators.

As per the Disposal of Surplus Property Policy, it is recommended that these items be declared as surplus under the Movable Municipal Assets category. The method of disposal is to be sold by tender. The tender would include the requirement that the removal of the materials is the responsibility of the buyer. Staff recommend that no minimum bid be set as the intent is for the items to be disposed of, alternatively the CAO could be authorized to set a minimum bid before going to tender.

Recommendation

THAT, Council of the Municipality of the District of Shelburne approve the declaration of all items shown in addendum A as a surplus property

AND

THAT, Council of the Municipality of the District of Shelburne approve sale by tender with minimum bid set by the CAO. All bids plus HST.

Attachments

-Addendum A-List and Description of Surplus Items

Public Works Department

Item: 6 Inch Wood Jointer
Brand: King Industrial
Model: KC60FX
Serial Number: 602398
Purchased: 2000
Operator Manual: Yes



Item: Generator
Brand: Honda
Model: EG3500X
Serial Number: EA6-4013693
User Manual: Not found/Purchased between 2000-2004



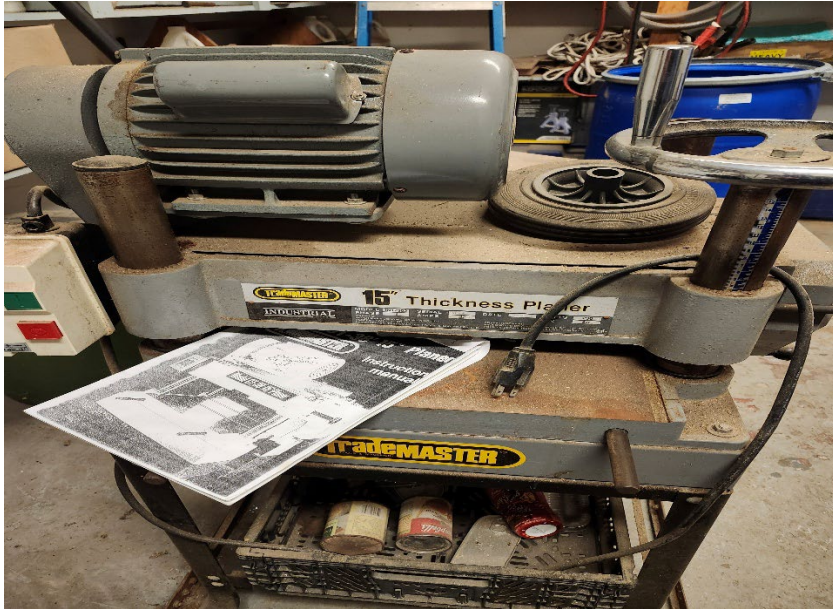
Sharp 60" 4K TV
Model # 4T-B70CJ1U
Purchased: 2020
Serial # 104421299



Item: 10" Contractor's Table Saw
Brand: Delta
Model# N/A
Serial #91C14570
Purchased:



Item: 15" Planer
Brand: Trade master
Model: CT-38
Serial # 658031
Purchased: 2004



Brand: 255mm Slide Compound Saw
Model: Makita LS1011
Serial # 029276E
Purchased: 2004



Item: Cement Mixer
Brand: Red Lion
Model: RLMG
Serial# 2700
Purchased: 1980's



Item: Wood Chipper
Brand: Wood Pro
Model: 20D160
Serial# 0590107
Purchased: 1995



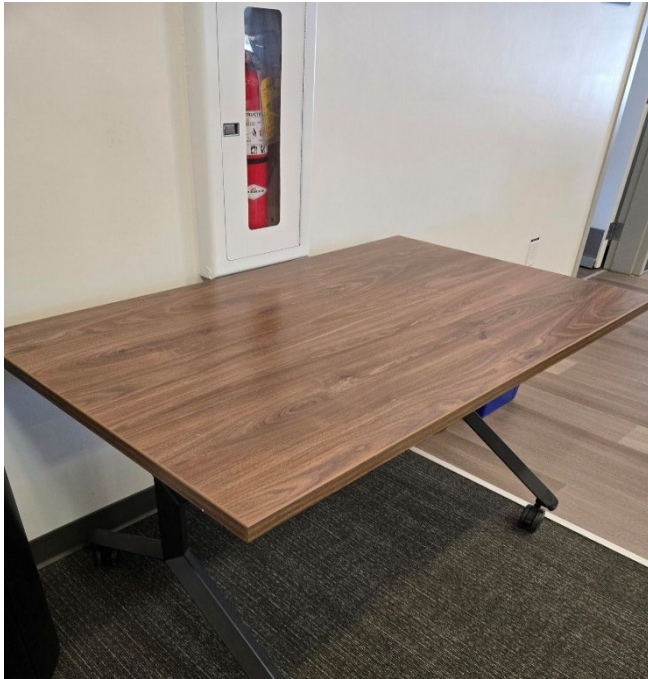
Item: Wood Shredder
Brand: Super Tomahawk
Model: 11389
Serial# W832290
Purchased: 1988



Item: Generator (6600)
Brand: Yamaha
Model: EF6600DEX
Serial# 7RH-243269
Purchased: 1996



Description: Flip-top table on casters (10 tables)
Top: Laminate
Legs: Powder coated metal
Brand: Zona
Size: W48 x D30 x H29
Model: ANFLPT3048NN





Inspection Department

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

MEMORANDUM

TO: Marcia d'Eon, Director of Operations
FROM: Andrew Goreham
Manager of Inspection Services
DATE: May 1, 2026
RE: April Monthly Building Report

| Fiscal Year | 2026/2027 | 2025/2026 |
|-----------------------------------|-----------------|---------------|
| Number of Permits Issued in April | 9 | 13 |
| Number of Permits Issued to Date | 9 | 13 |
| Construction Values for April | \$ 2,300,000.00 | \$ 826,200.00 |
| Total Construction to Date | \$ 2,300,000.00 | \$ 826,200.00 |

Highlights:

- 5 New Dwelling - \$ 2,135,000.00

Yours very truly,

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

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



STAFF REPORT

TO: Municipal Council

FROM: Jennifer Bell, Administrator of Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: May 13th, 2026

SUBJECT: **REMO BYLAW – E-300, REVISED - FIRST READING**

ORIGIN:

A staff report was prepared and discussed at Council's September 10th, 2025, meeting, repealing REMO Bylaw E200 and the first reading of the new REMO Bylaw E300 was conducted. At the September 10, 2025, Council Meeting the motion to approve REMO Bylaw E300 was passed.

BACKGROUND

The approved REMO Bylaw E300 underwent additional revision by the Province of Nova Scotia, and recommendations were made for changes to the document. The document was revised and is again being presented to each municipal unit for review.

RECOMMENDED MOTION: REMO BY-LAW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne, as recommended by REMO, approves Revised Bylaw E-300.

BUDGET CONSIDERATIONS:

No change to budget.

ATTACHMENTS

Revised REMO By Law E-300

By-law # E300
REGIONAL EMERGENCY MANAGEMENT BY-LAW

The Council of the Municipality of the District of Shelburne pursuant to section 10(1)(a) *Emergency Management Act*, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

This By-law may be cited as the Emergency Management By-Law

Contents

| | |
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| Part 1 Purpose | Error! Bookmark not defined. |
| Part 2 Definitions | Error! Bookmark not defined. |
| Part 3 Regional Emergency Management Organization ... | Error! Bookmark not defined. |
| Part 4 Regional Emergency Management Executive Committee | Error! Bookmark not defined. |
| Part 5 Regional Emergency Management Coordinator | 4 |
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| Part 10 Declaration of a State of Local Emergency | Error! Bookmark not defined. |
| Part 11 Duties During an Emergency | Error! Bookmark not defined. |
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Part 1 Purpose

The Nova Scotia *Emergency Management Act* requires municipalities to adopt a Municipal Emergency Management By-law with the aim of establishing a municipal emergency management organization and preparing and approving emergency management plans. This by-law will allow for the Municipality of the District of Shelburne to work with neighboring municipal units of the Municipality of the District of Barrington, Town of Clarks Harbour, Town of Shelburne and the Town of Lockeport to develop coordinated plans on a regional level which will better serve residents.

Part 2 Definitions

- 2.1 **Act** means the *Emergency management Act, S.N.S. 1990, c,8*;
- 2.2 **Agreement** means the Agreement entered into accordance with Clause 10(1)(a) of the Act, among the Municipality of the District of Shelburne, the Municipality of the District of Barrington, the Town of Clarks Harbour, the Town of Shelburne and the Town of Lockeport dated September 1, 2024, attached as Appendix A.
- 2.3 **Assistant Regional Emergency Management Coordinators** means a staff member appointed from the Municipality to liaison with the coordinator.
- 2.4 **Council** means the Council of a municipality, town or village.
- 2.5 **Deputy Regional Emergency Management Coordinator** means the person charged to back up or replace the Regional Emergency Management Coordinator during all phases of emergency planning.
- 2.6 **Emergency** means a present or imminent event in respect of which the Minister or a Municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety, or welfare of people in the municipality/municipalities.
- 2.7 **Emergency Management** means the prevention and mitigation of preparedness for, response to and recovery from emergencies.
- 2.8 **Municipality** means the Municipality of Shelburne.
- 2.9 **Regional Emergency Management Executive Committee** means the Advisory Committee established pursuant to the Agreement, and as required by Clause 10(1)(d) of the Act.
- 2.10 **Regional Emergency Management coordinator** means coordinator, the person appointed by Council, and in accordance with the Agreement, as required by Clause 10(1)(c) of the Act.
- 2.11 **Regional Emergency Management Organization (REMO)** means the organization established by the Agreement, and as required by Clause 10(1)(b) of the Act.

- 2.12 **Regional Emergency Management Planning Committee** the Committee established by the Agreement responsible for recommending policy and procedures to the Executive Committee for maintaining a reasonable state of preparedness for emergencies.
- 2.13 **Regional Emergency Management Plans** means plans, programs or procedures prepared by the Regional emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health, or welfare of the civil population of property in the event of such an occurrence, as set out in Clause 2(d) of the Act.
- 2.14 **State of Local Emergency** means a state of local emergency declared by a Municipality pursuant to the Act and the Regulations made pursuant thereto, and this By-Law.
- 2.15 **Warden** means the Warden of the Municipality of Shelburne.

Part 3 Regional Emergency Management Organization

- 3.1 Council hereby establishes a Regional Emergency Management Organization (REMO), and shall create an intermunicipal agreement with its partners, specifying funding, governance, and other requirements of Councils.
- 3.2 The Regional Emergency Management Organization shall consist of the following people and committees:
- 3.2.1 The Regional Emergency Management Executive Committee (Executive Committee);
 - 3.2.2 The Regional Emergency Management coordinator;
 - 3.2.3 The Regional Emergency Planning Committee (Planning Committee)
 - 3.2.4 Assistant Emergency Management Coordinator (Assistants).

Part 4 Regional Emergency Management Executive Committee

- 4.1 Council shall appoint representatives to the Executive Committee in accordance with the Agreement.
- 4.2 The Council's representative on the Executive Committee shall always be no fewer than two members of the Council, one of whom shall be the Warden/Mayor, as referenced in the REMO Agreement.
- 4.3 The Executive Committee shall, on behalf of REMO:
- 4.3.1 Shall approve of REMO plans and policies;

- 4.3.2 Recommend the annual budgets to Council;
- 4.3.3 Provide directions to the coordinator and the Planning Committee, as deemed appropriate by the Executive Committee from time to time;
- 4.3.4 Brief Council on the development and approval of REMO plans and policies whenever required to do so by Council;
- 4.3.5 Brief Council on developments during a State of Local Emergency when deemed necessary.

Part 5 Regional Emergency Management Coordinator

- 5.1 The coordinator and Deputy coordinator shall be appointed in accordance with the Agreement.
- 5.2 The coordinator shall:
 - 5.2.1 Be responsible for appointing a Chair of the Planning Committee;
 - 5.2.2 Coordinate and prepare REMO plans, training, and exercises;
 - 5.2.3 Be responsible for on-going public education programs related to emergency preparedness;
 - 5.2.4 Following the activation of the REMO Plan or a declaration of state of local emergency, coordinate municipal operations with those of the provincial and federal governments during a declared emergency;
 - 5.2.5 Ensure all emergency operations centers and equipment are fully operational;
 - 5.2.6 Advise the Department of Emergency Management of any real or anticipated event or emergency as required by the *Emergency Management Act*
 - 5.2.7 Perform such other duties as may be required by the Executive Committee.

Part 6 Regional Emergency Planning Committee

- 6.1 The Planning Committee, as per the Agreement, Section (17), shall be comprised of the coordinator, the Deputy coordinator and the Assistant coordinators.
- 6.2 The Planning Committee may include, but not be limited to, persons responsible during an emergency to provide:
 - 6.2.1 Local Law Enforcement;

- 6.2.2 Ground Search and Rescue;
 - 6.2.3 Fire Services;
 - 6.2.4 Municipal Public Works representatives;
 - 6.2.5 Provincial OSD and Red Cross;
 - 6.2.6 Provincial Department of Health and Wellness;
 - 6.2.7 Regional Housing Authority;
 - 6.2.8 Emergency Health Services;
 - 6.2.9 Provincial Department of Natural Resources;
 - 6.2.10 Provincial Department of Public Works;
 - 6.2.11 Telecommunications;
 - 6.2.12 Public Information Services;
- Department of Emergency Management

6.3 The Planning Committee shall:

- 6.3.1 Assist the coordinator in the preparation and coordination of REMO Plans, to maintain a reasonable state of preparedness for emergencies.
- 6.3.2 Formulate policy and procedure recommendations, planning, training, and exercises.

Part 7 Assistant Emergency Management Coordinators

- 7.1 The Assistant Emergency Management coordinator/ appointed in accordance with Clause 25 of the Agreement shall:
 - 7.1.1 Participate in Planning Committee meetings;
 - 7.1.2 Assure that the interests of the Municipality are served by participating in training, exercises, and responses.

Part 8 Agreements

- 8.1 Council hereby agrees that the Executive Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a Municipality, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

Part 9 Budget Considerations

- 9.1 The Municipality shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population, and equal shares, in accordance with Clauses 41, 42 and 43 of the Agreement.

Part 10 Declaration of a State of Local Emergency

- 10.1 Council may, when satisfied that an emergency exists or may exist in all or any area of its own Municipality, declare a State of Local Emergency in respect of their own Municipality or an area thereof.
- 10.2 If any of the Councils are unable to act promptly under Section 12(2), the mayors of the Towns of Clarks Harbour, the Town of Shelburne and the Town of Lockeport and the Wardens of the Municipality of Barrington and Municipality of Shelburne may declare a State of Local Emergency, subject to Section 12(3) of the Act, in respect of their own Municipality or area thereof.

If both the Mayors and/or Wardens and Councils of the Municipality of the District of Barrington the Municipality of the District of Shelburne and the Town of Clarks Harbour, The Town of Shelburne and the Town of Lockeport are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under Section 15(2) of the Act, any one of the Mayors or Wardens may, subject to the provisions of Sections 12(2) and 12(3) of the Act, declare a State of Local Emergency in regards to an emergency that exists or may exist in all or within any area of the Municipality of the District of Barrington, the Municipality of the District of Shelburne, the Town of Clarks Harbour, the Town of Shelburne or the Town of Lockeport.

After signing a declaration or termination of a State of Local Emergency or the issuance of an order under Section 14 of the Act, Council shall immediately communicate or publish details on the municipal website or by the means most likely to inform the affected residents.

Part 11 Duties During an Emergency

- 11.1 Following the activation of any Regional Emergency Plan or a declaration of a state of local emergency:
 - 11.1.1 Every Councilor shall advise the coordinator and Warden as to their location and how they may be contacted.
 - 11.1.2 Every employee and agent of the Municipality who has a role in such emergencies as assigned in the Regional Emergency Management Plans, shall:
 - 11.1.2.1 Advise the coordinator of their location and how they may

be contacted; and

11.1.2.2 fulfill such duties described in the emergency operational plan.

11.1.2.3 Provide the Minister with a copy of the Declaration of a State of Local Emergency, and renewals thereof, as required by the *Emergency Management Act*.

Part 12 Repeal

12.1 This by-law repeals and replaces Municipal Emergency Management By-law # E200

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

Date of mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Regional Emergency Management By-law E300**-- was adopted by Council and published as indicated above.

Municipal Clerk

Date



STAFF REPORT

TO: Municipal Council

FROM: Nicole Blades, Executive Assistant

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: May 13, 2026

SUBJECT: **Joint Services Board Exploration Committee Terms of Reference**

ORIGIN

For Council to consider the Terms of Reference for the Joint Services Board Exploration Committee.

BACKGROUND

The Municipality of Shelburne, Town of Shelburne, Town of Lockeport, Municipality of Barrington, and Town of Clarks Harbour would like to move forward exploring joint services among the five units of Shelburne County. At the Council meeting held on October 22, 2025, Council approved the creation of the committee and appointed members of Council.

A draft Terms of Reference has been attached for Council review.

RECOMMENDATION

That the Council of the Municipality of the District of Shelburne approve the attached Joint Services Board Exploration Committee Terms of Reference.

ATTACHMENTS

Draft Joint Services Board Exploration Committee Terms of Reference

JOINT SERVICES BOARD EXPLORATION COMMITTEE

TERMS OF REFERENCE

1. Establishment of the Committee

The Joint Services Board Exploration Committee (the “Committee”) is a joint body established by the Municipality of the District of Barrington, Municipality of the District of Shelburne, Town of Clark’s Harbour, Town of Lockeport, and the Town of Shelburne (“the Municipal Units”) to explore the opportunities, challenges, and best approaches for establishing a Joint Services Board to deliver municipal services collaboratively across Shelburne County.

2. Definitions

- a. **“Committee”** means the Joint Services Board Exploration Committee.
- b. **“Council”** means the municipal council of any of the five Municipal Units.
- c. **“Councillor”** means a sitting member of Council for any of the Municipal Units.
- d. **“Municipal Units”** means, collectively, the Municipality of the District of Barrington, Municipality of the District of Shelburne, Town of Clark’s Harbour, Town of Lockeport and the Town of Shelburne.
- e. **“Member”** means a person appointed to the Committee.
- f. **“Chair”** means the person elected by the Committee to preside over meetings.
- g. **“Vice-Chair”** means the member elected to preside in the absence of the Chair.
- h. **“Administration/Staff Resource”** means the CAO/Clerk of each Municipal Unit, or their designate, providing administrative and technical support to the Committee.

3. Objectives

The Committee’s objectives are to:

- a. Explore the feasibility, structure, governance, and operational models for a Joint Services Board, including service delivery options, financial impacts, legislative requirements, and legal considerations.

- b. Identify municipal services suitable for inclusion in the Joint Services Board. Areas may include, but are not limited to, senior services, waste collection, building inspection, HR, IT, and other municipal functions.
- c. Provide a structured forum for discussion, information gathering, and collaborative analysis.
- d. Commission or support studies, reports, public engagement processes, and other research necessary to inform Councils.
- e. Develop recommendations for consideration by each Council regarding the formation, governance, scope, and implementation of a Joint Services Board.
- f. Report regularly to each Council on progress, findings, and emerging issues.

4. Membership

- a. Voting Members:
 - i. Two (2) Councillors appointed from each of the five Municipal Units.
- b. Non-Voting Members (Staff Resources):
 - i. The CAO/Clerk from each Municipal Unit (or designate).
- c. All appointments shall be made by each respective Council.
- d. Members serve without remuneration but may be reimbursed for authorized expenses incurred in performing their duties, in accordance with municipal policies.
- e. Members must disclose any conflicts of interest and abstain from voting where applicable. Committee deliberations and documents may include sensitive information and shall be treated confidentially, in accordance with applicable legislation and municipal policies.

5. Meetings

- a. A quorum shall consist of a majority of the voting members, including at least one representative from each Municipal Unit.
- b. Meetings shall be held quarterly or as required, at a time and location agreed upon by the Committee. Meetings may be in-person or virtual, at the discretion of the Chair.
- c. Except as permitted under applicable legislation, meetings shall be open to the public, with efforts to accommodate virtual attendance when feasible.

- d. Members may participate virtually using technology that allows all participants and the public to see and hear one another simultaneously.

6. Voting

- a. Decisions shall be made by majority vote of the voting members present.
- b. Members who abstain from voting are deemed to have voted in the negative unless otherwise provided by statute or policy.
- c. In the event of a tie vote, the motion is defeated.

7. Role of the Chair and Vice-Chair

- a. The Committee shall elect a Chair and Vice-Chair annually.
- b. Duties will include:
 - i. Assisting Administration with agenda preparation and meeting scheduling;
 - ii. Calling the meeting to order;
 - iii. Confirming quorum;
 - iv. Maintaining order and facilitating respectful discussion;
 - v. Guiding the agenda;
 - vi. Recognizing members to speak;
 - vii. Putting motions to vote;
 - viii. Declaring the meeting adjourned.

8. Administration / Staff Support

- a. The CAO/Clerks of the Municipal Units shall jointly provide administrative and technical support.
- b. Committee minutes, reports, and supporting documentation shall be maintained by the staff resources in accordance with municipal records management policies and made available to the public in accordance with applicable legislation.
- c. Staff may assist with research, analysis, report preparation, public engagement planning, and coordination of external consultants or studies.
- d. Committee members shall not direct or instruct staff except through the Committee in accordance with municipal policies.

9. Reporting

- a. The Committee shall report regularly to the Councils of each Municipal Unit, providing updates, findings, and recommendations through formal written reports.
- b. Major reports, studies, or public engagement results shall be formally submitted to all five Councils.
- c. The Committee shall provide a formal written interim report within 6–12 months from the start of its work, outlining preliminary findings, observations, and any emerging recommendations, followed by a formal written final report within 12–24 months, presenting comprehensive findings and final recommendations.
- d. Costs associated with research, studies, or external consultants shall be shared among the Municipal Units in proportion to each unit's share of the uniform assessment and population of Shelburne County, as determined by the most recent provincial data.

10. General

- a. The Committee's recommendations will be submitted to each Council for consideration. Implementation, if approved, will be the responsibility of the respective Municipal Units and may include further inter-municipal agreements.
- b. All public communications or media releases regarding the Committee's work shall be coordinated through the CAO/Clerks of the Municipal Units and approved by the Chair.
- c. The Committee shall conduct its work in accordance with all relevant legislation, municipal by-laws, policies, and codes of conduct.
- d. These Terms of Reference may be amended by mutual agreement of the Councils of all five Municipal Units.

11. Approved by Councils

These Terms of Reference for the Joint Services Board Exploration Committee have been reviewed and approved by the Councils of the Municipal Units of Shelburne County. By way of the signatures below, each Council confirms its support for the establishment of the Committee, its mandate, and its operating principles as outlined in this document.

| Municipal Unit | Mayor/Warden | Date |
|--|---------------------|-------------|
| Municipality of the District of Barrington | _____ | _____ |
| Municipality of the District of Shelburne | _____ | _____ |
| Town of Clark's Harbour | _____ | _____ |
| Town of Lockeport | _____ | _____ |
| Town of Shelburne | _____ | _____ |

DRAFT



Shelburne & Area Chamber of Commerce
P.O. Box 1150, Shelburne, NS, B0T 1W0
Phone: 902-875-6956 :: Email: info@shelburnechamber.com

April 29, 2026

**Attn: Warden Smith and Council, Warren MacLeod, CAO, Val Kean, Director of Economic & Community Development, and Robin Smith, Community Development Coordinator
Municipality of the District of Shelburne
414 Woodlawn Drive
P.O. Box 280, Shelburne, NS, B0T 1W0**

To the Municipality of the District of Shelburne,

The Shelburne & Area Chamber of Commerce would like to extend our sincere gratitude to the Municipality of Shelburne for their continued financial support in our organization.

Through funding supplied in part by the Municipality, the Chamber has been able to significantly strengthen its organizational foundation and capacity. This support has enabled us to develop and formalize key structural elements including our mission, vision, strategic plan, policies, and procedures—creating a stronger, more sustainable framework for the organization moving forward. With this foundation now in place, we are well positioned to focus on the next phase of growth: expanding our membership, broadening the programs and supports we offer to local businesses, and working toward long-term self-sustainability. Just as importantly, this strengthened structure allows us to continue building meaningful collaboration between the business community and municipal leadership, helping align priorities, foster economic development, and create a stronger collective voice for our region.

If we can be of assistance at any time to the Municipality, please reach out to us.

Sincerely,

The Shelburne & Area Chamber of Commerce Board of Directors



NOVA SCOTIA

Municipal Affairs Office of the Minister

11(b)

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

May 4, 2026

David Mitchell
President, Nova Scotia Federation of Municipalities (NSFM)
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8
Via email: david.mitchell@bridgewater.ca

Dear David Mitchell:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2027-2028 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Department of Cybersecurity and Digital Solutions

- 1) Starting in 2026-27, the Department of Cyber Security and Digital Solutions (CSDS) will begin working with affected municipalities to offboard from the following SAP-related services:
 - Customer Care and Service (CCS) Utilities (e.g., property tax and revenue): Amherst, Annapolis, CBR, Cumberland, East Hants, Queens
 - Materials Management: Amherst, Annapolis, CBRM, Cumberland, East Hants, Queens, HRM
 - HR Pay: CBRM, HRM
 - Environment Health and Safety Management: HRM
 - Success Factors HR: HRM

CSDS is issuing notice and will be communicating with municipalities directly.

.../2

Department of Emergency Management

- 1) The Department acknowledges that elements of ongoing work to strengthen fire services in Nova Scotia may have a financial impact on some municipal units.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- conduct a fire protection service review in order to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- participate in a common records management system.

The possible impacts of these new requirements, which will be further detailed through regulations and standards, may vary significantly based on local context, including existing governance and collaboration models, levels of municipal readiness, and voluntary fire service provider capacity.

This legislation is part of an ongoing commitment to strengthening the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates,
- the new Fire Records Management System, and
- a risk-based assessment tool to facilitate council decision-making around fire protection service levels.

Department of Growth and Development

- 1) A review of the *Peggy's Cove Commission Act* is seeking to modernize planning for the Peggy's Cove area. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example, shifting responsibility for planning approvals.

- 2) The Department is undertaking a review of the Regional Enterprise Networks (RENS) program. Key areas of focus include improving consistency in service delivery across the province, improving how businesses access and navigate existing programs and services and aligning delivery with provincial economic development priorities. Addressing these areas may involve adjustments to the current REN model, which would have implications for municipal partners.

Department of Intergovernmental Affairs

- 1) Under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities. Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA), and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2026, to December 31, 2027, are as follows:

| FTA | Goods | Services | Construction |
|-----------------|--|-----------|--------------|
| CFTA | Province | | |
| | \$34,700 | \$139,000 | \$139,000 |
| | Municipalities and MASH | | |
| | \$139,000 | \$139,000 | \$347,400 |
| CETA/TCA | Crowns, Utilities, etc. | | |
| | \$694,700 | \$694,700 | \$6,943,900 |
| | Province, Municipalities and MASH | | |
| | \$368,000 | \$368,000 | \$9,200,000 |
| CFTA | Crowns | | |
| | \$653,200 | \$653,200 | \$9,200,000 |
| | Utilities, etc. | | |
| | \$736,000 | \$736,000 | \$9,200,000 |

Department of Justice

- 1) The Nova Scotia Comprehensive Policing Review was released in June 2025. Since that time, the Department of Justice has met with all municipalities to discuss implementation of the six foundational changes and the expanded role of the provincial police service. These foundational changes are designed to strengthen public safety across the province and support more effective, consistent, and sustainable outcomes. As part of implementation:
 - Municipalities are required to meet established provincial policing standards. Municipalities that are unable to meet these standards independently will be required to contract with the provincial police service for the delivery of those services and, effective April 1, 2027, will be required to purchase those services on a fee basis. While these changes are intended to enhance public safety and ensure greater consistency across jurisdictions, they may result in increased costs for some municipalities. At this time, the specific nature and extent of any financial impacts cannot be determined for any individual municipality.
 - The Province will continue to enhance and modernize its policing standards over time. The creation or expansion of standards may result in additional costs for municipalities.
 - The Province will procure a province-wide records management system (RMS) in fiscal year 2026–27. The Province will fund the acquisition and associated start-up costs. It is anticipated that beginning in 2027–28, as part of implementation, municipalities with their own police agencies will be required to contribute annual licensing fees associated with the RMS. For municipalities policed by the RCMP under the provincial policing model, RMS-related costs will be incorporated into the provincial billing model.
 - The Province will continue to work toward the development of a new municipal billing model for provincial police services during fiscal year 2026–27. Municipalities will continue to be engaged throughout this process. The specific structure of the model and the extent of any financial impacts cannot be determined at this time for any individual municipality; however, changes to the billing model could result in increased costs for some municipalities beginning in 2027–28.
- 2) The National Police Federation is the certified union representing regular members and reservists of the Royal Canadian Mounted Police (RCMP) below the rank of Inspector. The current Collective Agreement expires on March 31, 2025, and labour negotiations between the National Police Federation and Treasury Board Secretariat Canada are ongoing. The cost implications cannot be determined at this time.

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- 3) The 'H' Division (Nova Scotia) Royal Canadian Mounted Police (RCMP) have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. The cost implications cannot be determined at this time.
- 4) Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
- 5) Municipalities in Nova Scotia are prescribed under the *Accessibility Act* which means they must have an accessibility advisory committee, prepare and make publicly available accessibility plans, and comply with accessibility standards (regulations) once they are enacted.
 - The Built Environment Accessibility Standard Regulations under the *Accessibility Act* were approved on March 7, 2025. Compliance with the standard is required beginning April 1, 2026. These regulations apply to newly constructed and newly installed elements of the built environment such as pedestrian facilities, recreational spaces, and outdoor infrastructure. These regulations include technical design requirements for infrastructure. The regulations also introduce requirements for accessibility planning for both new and existing infrastructure, including municipal infrastructure. These infrastructure plans are due April 1, 2026. There is no requirement to retrofit existing infrastructure, and as a result the cost implications are minimal.
 - The Department of Justice is expected to share the proposed accessibility standard for employment, and goods and services for public review in 2026-27. This would be an opportunity for municipalities to review the proposed standard to provide input into the feasibility and cost implications of the proposed standards on municipalities.

Department of Public Works

- 1) The recoverable cost to municipalities for adjustments to catch basins, manholes, and water valves during construction work will increase June 1st, 2027. Manhole and catch basin adjustments will increase from \$600 to \$1200, and water valve adjustments will increase from \$300 to \$600.

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Department of Service Nova Scotia

- 1) Nova Scotia's new FOIPOP Act will come into effect on April 1, 2027 and regulations are currently under development to support the new Act. The legislation requires municipalities to adopt new privacy policies and practices, requires mandatory reporting of significant privacy breaches to affected individuals and the Information and Privacy Commissioner, and gives the Information and Privacy Commissioner oversight over municipal privacy programs for the first time. It is anticipated that these changes will require municipal resources in the form of personnel to undertake privacy assessments for any new projects or programs where personal information is being collected, for mandatory privacy breach notifications when there are significant privacy breaches, and for responding to privacy complaints filed with the Office of the Information and Privacy Commissioner (OIPC). The Province will support municipalities through creation of templates, training materials, and education campaigns to help mitigate some of these impacts.

Yours truly,



Honourable John A. MacDonald
Minister of Municipal Affairs

c: Juanita Spencer, Chief Executive Officer, NSFM