



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, 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  
JUNE 23, 2026 | 6:00 PM  
AGENDA

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. June 23, 2026		1
3. <u>ACCEPTANCE OF MINUTES</u>		
a. June 10, 2026		4-7
4. <u>BUSINESS ARISING</u>		
5. <u>OPERATIONS</u>		
a. Green Cart Replacement Options* – Danyelle Smith, Waste Diversion Officer		8-11
b. Responses to Tender - Surplus Equipment* – Marcia d’Eon, Director of Operations		12-20
6. <u>ADMINISTRATION</u>		
a. Water Projects* – Warren MacLeod, CAO		21-46
7. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden’s Update		
8. <u>ADJOURNMENT</u>		

**Municipality of the District of Shelburne**  
**June 23<sup>rd</sup>, 2026 - Council Meeting**  
**RECOMMENDED MOTIONS**

**5(a) MOTION: GREEN CART REPLACEMENT**

ALTERNATIVE ONE:

Be it resolved that the Council of the Municipality of the District of Shelburne instruct staff to amend the internal procedure for green cart replacement to the following:

1. One green cart replacement will be provided free of charge within every \_\_\_\_\_ year period commencing July 1, 2026 when; the broken green cart is delivered to the Municipality, and the new green cart is picked up.
2. That all requests for additional carts beyond 1 (one) will be subject to a replacement fee.

ALTERNATIVE TWO:

Be it resolved that the Council of the Municipality of the District of Shelburne instruct staff to amend the internal procedure for green cart replacement to the following:

1. One green cart replacement per civic address will be provided free of charge after the initial free green cart provided when you apply for a new construction building permit.
2. That all requests for additional carts beyond 1 (one) will be subject to a replacement fee.
3. All future green carts beyond the initial cart and the one free replacement cart will be subject to a replacement fee.

ALTERNATIVE THREE:

Be it resolved that the Council of the Municipality of the District of Shelburne instruct staff to provide green carts free of charge to Municipal property owners.

**5(b) MOTION: SURPLUS EQUIPMENT**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the request of the Shelburne County Arena Association to purchase six flip top tables at a price of \$50+HST each, AND

THAT, Council of the Municipality of the District of Shelburne approve the donation of the Honda and the Yamaha generator to the REMO.

**6(a) MOTION: COMMUNITY WELL PROJECT**

Be it resolved that the Council of the Municipality of the District of Shelburne reaffirm its support for the Shelburne Community Well Project and approve, in principle, an agreement whereby ownership of the completed community well facility will be transferred to the Municipality upon completion of construction, with the Municipality assuming responsibility for annual operating costs and the Town of Shelburne providing certified water operator services, water quality monitoring, sampling, and regulatory reporting as an in-kind contribution.

**Municipality of the District of Shelburne**  
**June 23<sup>rd</sup>, 2026 - Council Meeting**  
**RECOMMENDED MOTIONS**

**6(a) MOTION: BULK FILL WATER STATION PROJECT**

Be it resolved that the Council of the Municipality of the District of Shelburne support participation in the proposed Bulk Fill Water Station Project and approve a municipal contribution of up to a maximum of \$62,500 from the Operating Reserve and expensed through 00-21210-300, subject to the receipt of external funding, final project approvals by the Town of Shelburne, and the execution of any required partnership agreements.



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**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, June 10, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, June 10, 2026, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

- Warren MacLeod, CAO via Microsoft Teams
- Erin Hartley, Deputy CAO via Microsoft Teams
- Jenn Bell, Administrator of Protective Services via Microsoft Teams
- Nicole Blades, Recording Secretary
- Members of the Public

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

- a. June 10, 2026

2(a) **MOTION: APPROVAL OF AGENDA – June 10, 2026**

Being duly moved and seconded, be it resolved that the Agenda for June 10, 2026, be approved with the following addition:

**8. ADMINISTRATION**

- b. Roseway River Trail and Jordan River Trail Bridge

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

- a. May 27, 2026

3(a) The Minutes of May 27, 2026 were accepted as circulated with amendments as discussed.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATION:**

- a. Bulk Water Fill Station Proposal – Mike Kahn, Director of Planning and Development,  
Town of Shelburne

5(a) Warden Smith welcomed Mike Kahn, Director of Planning and Development with the Town of Shelburne.

Mr. Kahn presented Council with a proposal for a bulk fill water station intended to assist residents during periods of drought, which have become increasingly frequent. The presentation outlined a potential location for the station, estimated project costs, and possible funding scenarios.

Discussions were held regarding eligible container sizes, minimum charge to residents, possible restrictions, maintenance responsibilities, installation timeline, and potential for a small business to provide a delivery service.

Council thanked Mr. Kahn for presenting.

**6. PROTECTIVE SERVICES:**

- a. REMO By-Law – Second Reading – Jenn Bell, Administrator of Protective Services

6(a) Jenn Bell, Administrator of Protective Services, presented the REMO By-Law - Second Reading staff report.

Ms. Bell advised Council that all requirements have been met to hold the second and final reading for the REMO By-Law and noted that no public comments were received.

**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, give second and final reading to the Revised By-Law E-300.

- **MOTION CARRIED**

**7. OPERATIONS:**

- a. Monthly Building Report - May 2026

7(a) Warden Smith reviewed the Monthly Building Report for May 2026.

**8. ADMINISTRATION:**

- a. Proposed Sandy Point Wilderness Area Discussion – Warren MacLeod, CAO
- b. Roseway River Trail and Jordan River Trail Bridge – Councillor Dale Richardson

8(a) Warren MacLeod, CAO, advised Council the Nova Scotia Government has opened consultation on thirteen proposed new or expanded wilderness areas and nature reserves with one proposal being 880 hectares in Sandy Point. The province is accepting comments until July 28, 2026.

A discussion was held and consensus was given for staff to contact the province requesting a public consultation in the community prior to Council providing comments on the matter.

8(b) Councillor Dale Richardson stated he received an inquiry on the Roseway River Trail Letter of Authority (LOA) being adjusted to a multiuse trail. A discussion was held and CAO MacLeod stated the Municipality was waiting to hear back from the province on designations of other parts of the trail before Council made a decision.

Councillor Richardson stated he received an inquiry regarding the design of the Jordan River Trail Bridge and if there was a pull off section for ATVs. A discussion was held and CAO MacLeod stated there will be no pull off section on the bridge. It was noted that a timeline for the bridge construction will be advertised in the near future.

**9. COMMITTEE REPORTS/WARDEN'S UPDATE:**

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

9(a) Councillor Thorburn Irvine advised she attended and provided updates on the following:

- Western County Crown Land Interaction Group Meeting
- Western Regional Library Meeting
- Eastern Shelburne County Equity and Anti-Racism Advisory Committee Meeting

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

- Amalgamation Steering Committee Meeting
- Roseway Manor Board Meeting

Councillor Shand advised she attended and provided updates on the following:

- Climate Action Committee Meeting
- Shelburne County Arena Association Meeting
- Roseway Manor Board Meeting
- NSFM Understanding Human Rights Webinar
- Pride Parade in Shelburne
- African Nova Scotia Seafaring at the Black Loyalist Heritage Centre

Councillor Richardson advised she attended and provided updates on the following:

- Community Garden and Foodshare Association Meeting

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

- May 30 – Pride Parade and Spring Youth Makers Market at Our House Youth Wellness Centre
  - African Nova Scotia Seafaring at the Black Loyalist Heritage Centre
  - Welcome Neighbours Community Event at SRHS
- June 1 – Shelburne County Community/Nova Scotia Health Group Meeting
- June 3 – Amalgamation Steering Committee Meeting
- June 4 – Roseway Manor Board Meeting

Warden Smith noted the next Amalgamation Steering Committee meeting will be held on Tuesday, July 7, 2026 at 6pm in Lockeport. Location will be disclosed once finalized.

#### **10. IN-CAMERA**

- a. Contract Negotiations as per MGA Section 22 (2)(e)

##### **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 6:50 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 7:20 pm.

- **MOTION CARRIED**

10(a) Item was discussed, and direction was given to staff in-camera.

#### **11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:21 pm. The next Regular Council meeting will be held on Tuesday, June 23, 2026 due to a Town of Shelburne event requesting Council’s attendance on Wednesday, June 24, 2026.

**Nicole Blades**  
**Recording Secretary**

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**Date**

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**Penny Smith, Warden**

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**Erin Hartley, Deputy Chief Administrative  
Officer**



## STAFF REPORT

**TO:** Council

**FROM:** Danyelle Smith, Waste Diversion Officer & Marcia d'Eon, Director of Operations

**APPROVED BY:** Warren Macleod, Deputy CAO

**DATE:** June 24, 2026

**SUBJECT:** **Green Cart Replacement Options**

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### Purpose

The purpose of this report is to respond to Council's direction provided at the May 13, 2026 Council meeting regarding the Municipality's current practice for replacement green carts and to explore potential alternatives.

### Background

At the May 13, 2026 Council meeting, concerns were raised regarding the requirement for residents to purchase replacement green carts when existing carts become damaged and unusable. Staff provided an overview of the Municipality's current internal procedure and noted that neighbouring municipalities, including the Town of Shelburne and the Town of Lockeport, also charge residents for replacement carts.

Council requested that staff explore options, including the possibility of providing one free replacement cart when a damaged cart is returned to the Municipality, while requiring payment for any additional or subsequent carts.

The Municipality's current practice is as follows:

- One green cart is provided at no charge for all new residential construction.
- Existing property owners are responsible for purchasing replacement carts when their cart becomes damaged, lost, or unusable.
- Replacement carts are sold to residents at the Municipality's cost with no markup applied.
- Residents also have the option to source their own compatible green cart from an alternate supplier if they choose.

### Staff Position:

Staff strongly recommends maintaining the current internal procedure.

The existing approach is straightforward, equitable, administratively efficient and compatible with neighboring units. The current system ensures that all residents receive an initial cart through the

waste collection program while maintaining personal responsibility for the care and replacement of carts thereafter.

The Municipality currently has a simple and manageable process in place for ordering and distributing replacement carts. Introducing a free replacement program, even on a limited basis, would require the development and ongoing administration of a tracking system to monitor:

- The number of replacement carts issued to each property;
- The year a replacement cart was provided;
- The reason for replacement;
- Whether the original cart was returned;
- Eligibility for future replacements; and
- Inventory control and verification procedures.

Staff anticipates that administering such a program would require additional staff time and record keeping. It would also require clear eligibility criteria and ongoing oversight to ensure consistent application across the Municipality. The most common reasons for requesting a new cart include:

- being broken by the waste truck
- being hit by the snow plow
- cracking after compost has frozen
- smells bad/is dirty

Council requested consideration of an option whereby residents could receive one free replacement cart if the damaged cart is delivered to the Municipality and the replacement cart is picked up by the resident. Under this approach, any additional or subsequent carts would be purchased by the resident. There was some discussion regarding one replacement every 2 years, 5 years or other amount. Keeping track of the year that a cart was given out, whether a replacement cart was already given out within the period and which year a property is replacement eligible will result in administrative burden.

While this option may address some concerns raised by residents, staff does not recommend proceeding with this approach. The administrative requirements, operational impacts, and need to track replacement eligibility would add complexity to the program, and the approach would not align with the practices of neighboring municipalities. As well, this approach is not consistent with our neighboring units.

Staff believe that having residents return used green carts to the Municipality will create challenges for both front-office staff and Public Works staff. For example, damaged carts may be dirty or have unpleasant odours, and if staff are unavailable to transport them to the C&D site for disposal, we would need to determine where they would be stored in the meantime.

Staff believe the current system works well for residents, haulers, and staff. When a resident picks up a replacement green cart, or when one is delivered, arrangements are already made regarding how and when the damaged cart will be collected. We do not make special trips for pickups; residents are advised that their empty damaged cart will be collected on a specified date when staff are already working in the area. This process aligns well with our diversion efforts which include making sure that green carts are not disposed of as residual waste.

For these reasons, staff believes a bring-in replacement system would create unnecessary operational challenges for both staff and residents.

## Financial Implications

Under the current system, replacement carts are sold at cost and therefore do not create additional financial burden on the Municipality's waste management budget.

Any free replacement program would result in additional costs to the Municipality both in terms of cart replacement expenses and staff administrative time.

## Recommendation

Staff recommends that Council maintain the Municipality's current internal procedure for green cart replacement, specifically:

1. That one green cart continue to be provided free of charge for all new residential construction;
2. That all other property owners continue to be responsible for purchasing replacement green carts at cost from the Municipality or sourcing their own compatible green cart from an alternate supplier; and
3. That no free replacement cart program be implemented at this time.

## Alternative One

Council recommends to staff that the Municipalities internal procedure for green cart replacement be amended to the following:

1. One green cart replacement will be provided free of charge within every \_\_\_\_\_ year period commencing July 1, 2026 when; the broken green cart is delivered to the Municipality, and the new green cart is picked up.
2. That all requests for additional carts beyond 1 (one) will be subject to a replacement fee.

## Alternative Two

Council recommends to staff that the Municipalities internal procedure for green cart replacement be amended to the following:

1. One green cart replacement per civic address will be provided free of charge after the initial free green cart provided when you apply for a new construction building permit.
2. That all requests for additional carts beyond 1 (one) will be subject to a replacement fee.
3. All future green carts beyond the initial cart and the one free replacement cart will be subject to a replacement fee.

### **Alternative Three-preferred over Alternative One and Two.**

Council instruct staff to provide green carts free of charge to Municipal property owners.



## STAFF REPORT

**To:** Council  
**From:** Marcia d'Eon, Director of Operations  
**Approved by:** Warren MacLeod, Chief Administrative Officer  
**Date:** June 24, 2026  
**Subject:** Responses to Tender-Surplus Equipment

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### Origin

A staff report was presented to council May 13, 2026 declaring public works equipment as surplus and permission was granted to place the items for tender.

### Discussion

The tender was posted on May 14<sup>th</sup> with a closing date of June 5, 2026. See attached tender document. The municipality received 6 non-compliant bids for 6 flip top tables from the Shelburne County Arena Association in the amount of \$50. The minimum bid for these new tables was \$244.50 plus HST per table. Staff recommend that council consider waiving the minimum bid for these items and providing the tables to the Shelburne County Arena Association at the bid amount of \$50.

There were no bids received for either the Honda or Yamaha generator. After the close of bidding the municipality received a request from the REMO asking if the generators could be donated to the REMO. Staff recommend that council donate the generators to REMO.

All other items will either be awarded to the highest compliant bidder or disposed of in accordance with our disposal policy.

### Recommendation

THAT, Council of the Municipality of the District of Shelburne approve the request of the Shelburne County Arena Association to purchase six flip top tables at a price of \$50+HST each.

AND

THAT, Council of the Municipality of the District of Shelburne approve the donation of the Honda and the Yamaha generator to the REMO.

### Attachments

Tender Document

Addendum A-List and Description of Surplus Items

# Surplus Equipment-Sale by Tender

Municipality of the District of Shelburne



The Municipality of the District of Shelburne is inviting sealed tenders for surplus equipment from our Public Works Department, located at 243 Sandy Point Road, Shelburne Nova Scotia.

## Description:

See attached addendum A. Various woodworking equipment, a TV, new folding tables etc.

## Details:

**The minimum bid for all items is \$1.00 plus HST. Except for the item titled Flip Top Table-minimum Bid for this item is \$244.50 plus HST per table.** Tender will be awarded to the highest bidder.

Bidders must complete a separate Tender Bid Form for each item and submit it in a sealed envelope addressed to the undersigned and be clearly marked "**Municipality of Shelburne Sale by Tender**".

Sealed tenders will be received up to **4:00 p.m. AST, Friday, June 5, 2026**, at the Municipality of Shelburne Administration Building, 414 Woodlawn Drive, Shelburne, NS B0T 1W0.

NOTE: Faxed or electronic tenders are not acceptable and will not be considered.

Tender will be awarded to the successful bidder on **Thursday, June 25, 2026**.

The removal of the item and any associated costs will be the responsibility of the successful bidder and must be removed by no later than **July 10, 2026**.

The accepted tender price amount must be paid prior to removal. Failure to pay the accepted tender price will result in the award being offered to the next highest bidder.

Municipality of the District of Shelburne reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest. The Municipality also reserves the right to waive formality, informality or technicality in any tender.

## For inquiries contact:

Marcia d'Eon, Director of Operations

414 Woodlawn Drive, Shelburne, NS

Phone: 902-875-3544 ext. 246

Email: [marcia.deon@municipalityofshelburne.ca](mailto:marcia.deon@municipalityofshelburne.ca)

# Tender Bid Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## Item Name and Description

Item: \_\_\_\_\_

Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Serial: \_\_\_\_\_

Bid Amount: \_\_\_\_\_ (plus HST)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **The Tender Bid Form is part of the tender package:**

Surplus Equipment by Tender  
Municipality of the District of Shelburne

### **For inquiries contact:**

Marcia d'Eon, Director of Operations  
414 Woodlawn Drive, Shelburne, NS  
Phone: 902-875-3544 ext. 246  
[marcia.deon@municipalityofshelburne.ca](mailto:marcia.deon@municipalityofshelburne.ca)

**Addendum A Surplus Equipment-For Sale by Tender**

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



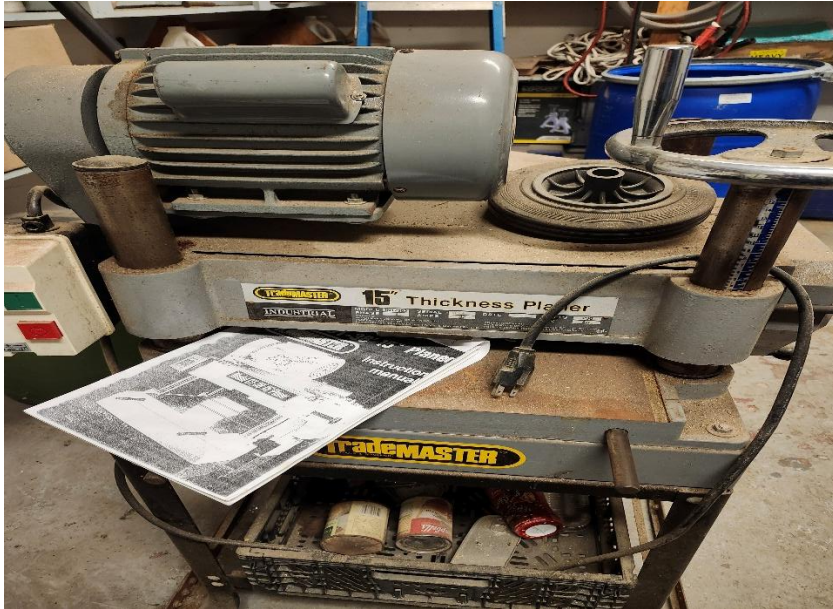
Item: 60" 4K TV  
Brand: Sharp  
Model # 4T-B70CJ1U  
Purchased: 2020  
Serial # 104421299



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



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



Item: 255mm Slide Compound Saw  
Brand: Makita  
Model: 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



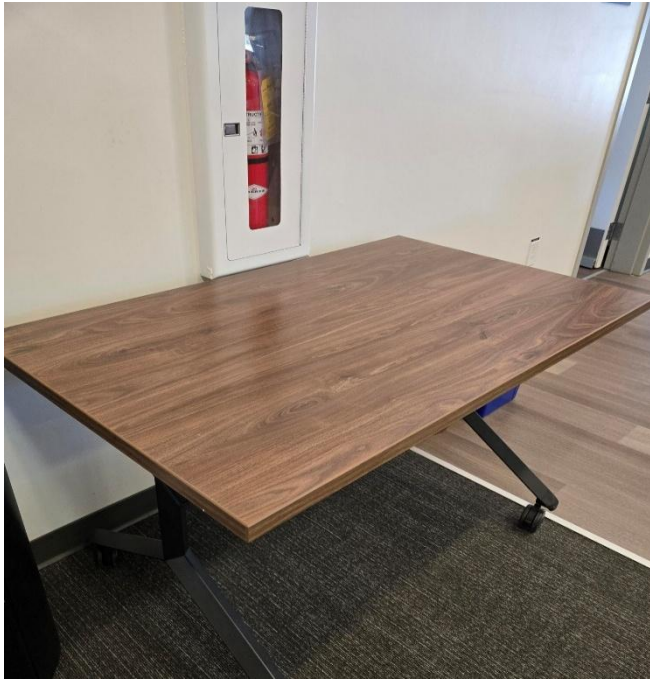
Item: Wood Shredder  
Brand: Super Tomahawk  
Model: 11389  
Serial# W832290  
Purchased: 1988



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



Item: Flip-top table on casters (6 tables)  
Top: Laminate  
Legs: Powder coated metal  
Brand: Zona  
Size: W48 x D30 x H29  
Model: ANFLPT3048NN



**STAFF REPORT**

**TO:** Warden and Members of Shelburne Municipal Council

**FROM:** Warren MacLeod, Chief Administrative Officer,

**APPROVED BY:** Warren MacLeod, Chief Administrative Officer

**DATE:** June 24<sup>th</sup>, 2026

**SUBJECT:** **Water Projects**

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**PURPOSE**

To provide Council with information and recommendations regarding three water-related projects currently under consideration:

1. Oneka Desalination Project;
2. Shelburne Community Well Project; and
3. Bulk Fill Water Station Project.

**BACKGROUND**

Access to safe and reliable drinking water continues to be a concern for a number of residents throughout the Municipality of the District of Shelburne. Changing weather patterns, prolonged drought conditions, flooding events, and saltwater intrusion have increasingly impacted private wells throughout the region. Community members have continued to express concerns regarding access to safe drinking water, particularly during periods when private wells become contaminated or unusable. The Municipality has therefore explored a number of options intended to improve water security and provide access to potable water for residents in need.

Staff have reviewed three separate projects and provide the following analysis and recommendations for Council's consideration.

***1. Oneka Desalination Project***

The Municipality has received information regarding a proposal from Oneka Technologies to provide potable water through a desalination system. While the project may offer an alternative source of drinking water, staff have significant concerns regarding the financial risks associated with the proposal. The project would require the Municipality pay an initial capital contribution of \$95,000 and

to commit to minimum annual payments of ~\$255,000 regardless of actual water sales. This minimum payment is based on Oneka providing 26,335 M3 of water per annum at a price of \$9.68 / M3. Based on analysis of bulk water sales by the Municipality of West Hants, staff believe potential water sales could possibly be as much as 8,000 M3 (although this is purely a rough educated estimate), well short of the minimum payable amount of 26,335 M3.

At present, the Municipality does not have reliable information regarding:

- The number of residents who would utilize the service;
- The frequency with which residents would purchase water;
- The volume of water that would be sold annually; or
- Whether demand would be sufficient to offset the Municipality's financial obligations under the agreement.

Staff are concerned that revenues generated through the sale of water may fall well short of the minimum annual payment required by Oneka, resulting in a financial burden being borne by municipal taxpayers. Given the uncertainty surrounding demand and the potential exposure to ongoing operating costs, staff do not recommend proceeding with the project at this time.

Should Council wish to revisit the proposal in the future, staff recommend that further analysis be undertaken to better understand demand projections, anticipated revenues, and the overall financial sustainability of the project.

## ***2. Shelburne Community Well Project***

The Shelburne Community Well Project is a collaborative initiative involving SEED, Nova Scotia Community College (NSCC), the Municipality of the District of Shelburne, and other community partners. The project proposes the construction of a treated community well system at the NSCC Shelburne Campus to provide free potable drinking water to residents who require access to safe drinking water. The facility is intended to provide drinking water only and is not designed to serve as a bulk water fill station. Council has previously expressed support for the project through resolutions adopted on September 25, 2024.

The SEED project team has completed significant preliminary work, including well testing, feasibility assessments, design development, and funding research. The proposed facility would utilize an existing high-yield well located on the NSCC Shelburne Campus and include a small pumphouse and treatment system.

SEED is currently updating the project's capital cost estimates and identifying funding opportunities to support construction. Staff understand that the objective is to complete construction and begin operation next spring, subject to securing sufficient funding.

Staff have also worked with the Town of Shelburne on a proposed partnership arrangement. Under the proposed model:

- Ownership of the facility would transfer to the Municipality following completion of construction;
- The Municipality would assume responsibility for annual operating and maintenance costs;
- The Town of Shelburne would provide certified water operator services as an in-kind contribution, including operation of the treatment system, water quality monitoring, regulatory reporting, and sampling requirements.

It is anticipated that the facility would operate seasonally from April through December each year.

Staff believe the project provides a practical and affordable means of providing safe drinking water to residents experiencing well-water challenges while minimizing capital costs through the pursuit of external funding opportunities.

### ***3. Bulk Fill Water Station Project***

The Town of Shelburne has developed a proposal to construct a regional bulk fill water station that would allow residents and commercial users to access treated municipal water on a self-service basis as per the previous presentation to Council. The proposed facility would be located adjacent to the Shelburne Community Centre and would include an automated payment and metering system capable of operating year-round.

The project is intended to improve regional water security and provide a reliable source of bulk potable water during periods of drought or well failure. The proposal contemplates a partnership between the Town of Shelburne and the Municipality of the District of Shelburne.

Staff have reviewed information provided by Town staff outlining two potential funding scenarios. Depending on the grant funding secured, the Municipality's contribution would range from approximately \$20,000 to \$62,500. The project would leverage external funding wherever possible while providing a long-term water security asset for the region.

Staff support the project in principle and recommend participation subject to the funding arrangements outlined by the Town.

## **BUDGET IMPLICATIONS**

### ***Oneka Desalination Project***

The Oneka proposal would require the Municipality to enter into a long-term financial commitment involving minimum annual payments. Due to uncertainty regarding customer demand and water sales volumes, staff are unable to determine whether revenues generated through water sales would be sufficient to offset these obligations. Staff are therefore concerned that the Municipality could be required to subsidize ongoing operating costs through taxation.

### ***Shelburne Community Well Project***

The capital cost estimate for the Community Well Project is currently being updated by SEED. Previous project estimates indicated a total project value in excess of \$200,000, with funding anticipated from a combination of grants and partner contributions. The Municipality would have no obligations to contribute towards the capital costs of the community well.

The Municipality's primary financial responsibility is expected to be the ongoing operation of the facility following construction and transfer of ownership.

Staff have developed preliminary annual operating cost estimates of approximately \$25,800 which include:

- Electrical costs associated with operation of pumps, heating, treatment equipment, lighting, and seasonal operation of the facility;
- Water quality testing and laboratory analysis;
- Consumable treatment supplies, including filters, ultraviolet disinfection components, chlorination products, and other treatment materials;
- Routine maintenance and repairs;
- Seasonal opening and closing of the facility;
- Insurance and administrative costs;
- Emergency repairs and equipment replacement reserves.

A significant portion of operational expertise is anticipated to be provided by the Town of Shelburne as an in-kind contribution through the provision of a certified water operator. This arrangement will reduce operating costs to the Municipality while ensuring the facility is operated in accordance with provincial requirements.

Staff estimate annual operating costs to be in the range of \$25,800; however, because the Municipality has never owned or operated a facility of this nature, these estimates should be considered preliminary. Actual operating costs may vary depending on water demand, regulatory requirements, maintenance needs, and equipment performance.

Staff recommend that Council consider the first operating season as a pilot year from a budgeting perspective. Following the completion of the first full season of operation, staff will be in a much stronger position to report on actual operating costs and recommend future budget allocations.

### ***Bulk Fill Water Station Project***

The Town of Shelburne has identified funding scenarios that would require a municipal contribution ranging from approximately \$20,000 to \$62,500. The final municipal contribution will depend on the grant funding secured for the project.

Based on correspondence received from the Town, staff anticipate that ongoing operating costs associated with the facility would be the responsibility of the Town's water utility and would be offset through user fees and bulk water sales.

## **RECOMMENDATION**

Staff recommend that Council:

1. Receive this report for information;
2. Decline to proceed with the Oneka Desalination Project at this time;
3. Continue supporting the Shelburne Community Well Project and approve the proposed ownership and operating arrangement with the Town of Shelburne; and
4. Support participation in the Bulk Fill Water Station Project, with a municipal contribution of up to a maximum of \$62,500, subject to grant funding approvals and execution of any required partnership agreements.

### ***Motion No. 1 – Community Well Project***

Be it resolved that the Council of the Municipality of the District of Shelburne reaffirm its support for the Shelburne Community Well Project and approve, in principle, an agreement whereby ownership of the completed community well facility will be transferred to the Municipality upon completion of construction, with the Municipality assuming responsibility for annual operating costs and the Town of Shelburne providing certified water operator services, water quality monitoring, sampling, and regulatory reporting as an in-kind contribution.

### ***Motion No. 2 – Bulk Fill Water Station Project***

Be it resolved that the Council of the Municipality of the District of Shelburne support participation in the proposed Bulk Fill Water Station Project and approve a municipal contribution of up to a maximum of \$62,500 from the Operating Reserve and expensed through 00-21210-300, subject to the receipt of external funding, final project approvals by the Town of Shelburne, and the execution of any required partnership agreements.

## **APPENDICES & ATTACHMENTS**

Appendix A – SEED Community Well Project Presentation

Appendix B – Town of Shelburne Bulk Fill Water Station Proposal

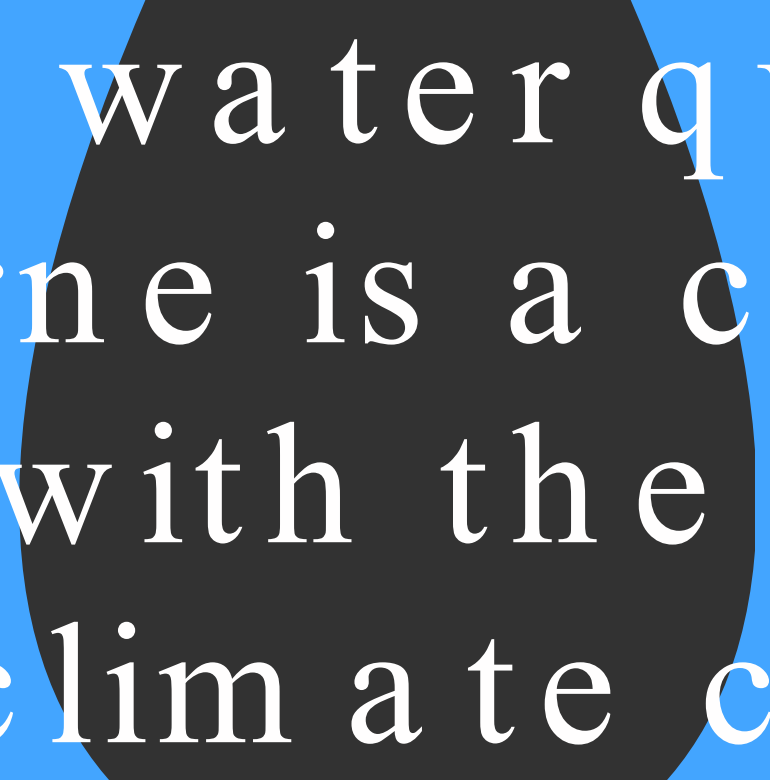
SEED X NSCC X MUNICIPALITY OF SHELBURNE

# SHELBURNE COMMUNITY WELL PROJECT

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providing potable water for the community of Shelburne





The well water quality in  
Shelburne is a concern,  
especially with the increasing  
risk of climate change.

# Climate change and well water.

providing clean, potable water for a community in need

drought, flooding, and seawater intrusion can affect everyone in the province

# 42%

dug wells are more prone to surface water contamination

Southwestern NS has a much higher percentage of people on dug wells, which are shallower than drilled ones and more sensitive to drought.

of Nova Scotians are on wells

100 year extreme weather events are happening every 10 years



There is a water crisis in the  
*Shelburne Community*

With droughts and heavy rainfall,  
many members of the community  
are susceptible to well water  
contamination

This well can  
provide plenty of  
clean drinking  
water for the  
community



Through the  
collaboration of  
NSCC, SEED, and the  
municipality of  
Shelburne we want  
to construct and  
maintain a water  
pumphouse for the  
community



# THE COMMUNITY WELL

- 🔹 Located at the NSCC Shelburne Campus
- 🔹 High yield
- 🔹 Exceptional quality, minimal treatment required

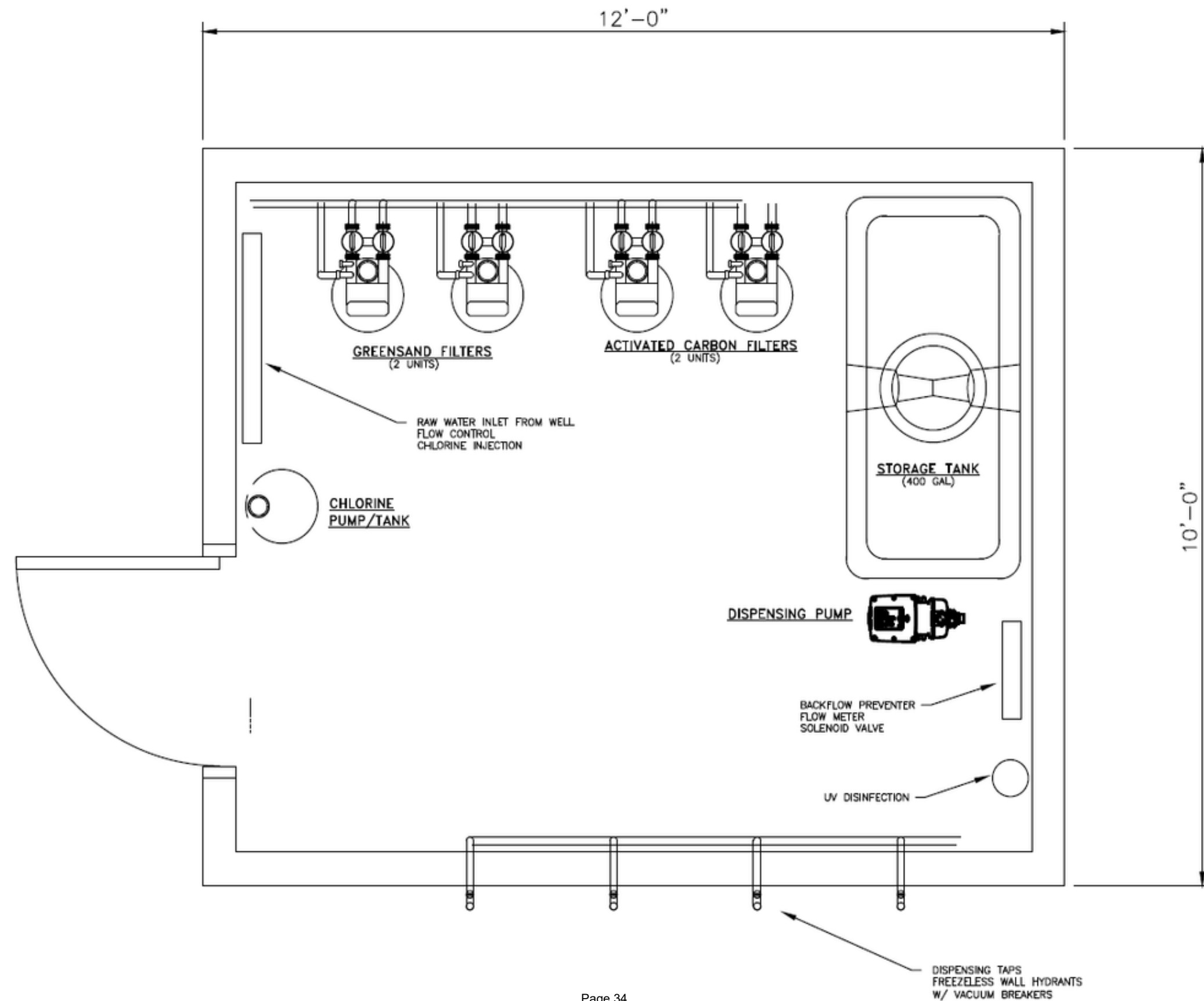


NSCC Shelburne Campus

# Well & P u m p h o u s e

location

# p u m p h o u s e p l a n s



# By the numbers

\$ 10,000

Feasibility study- can we use the well located at the NSCC campus? How much will it cost to build the pumphouse and the water treatment equipment

\$ 17,000

Well pump test- is this existing well a good candidate for this project? Does it have a high yield for high demand? Is the water quality acceptable and treatable?

\$ 50,000

The water treatment equipment

\$ 35,000

The structure (pumphouse) to house the water treatment equipment

\$ 70,000

Trenching, site works, services, reinstatement, paving, driveway

\$ 17,000

10'x12' concrete slab

\$ 32,000

Contracting services and design

required funds

Total  
Spent

\$27,336.35

Total  
Required

\$234,000

# Funding Opportunities

Sustainable  
Community  
Challenge  
fund

Round 2 of funding will be released soon

Farm Credit  
Canada  
AgriSpirit  
Fund

Can apply water as an essential nutrient

Wellness  
Funds

Access to clean drinking water is a social  
determinant of health.

Funding will be announced in March 2024



The project team has reached out to the province and the municipality for funding opportunities and begun research and applications for grants that have been recommended to us.

# PROJECT TIMELINE

Desired Completion of the Project

2023

SPRING 2024

FALL 2024

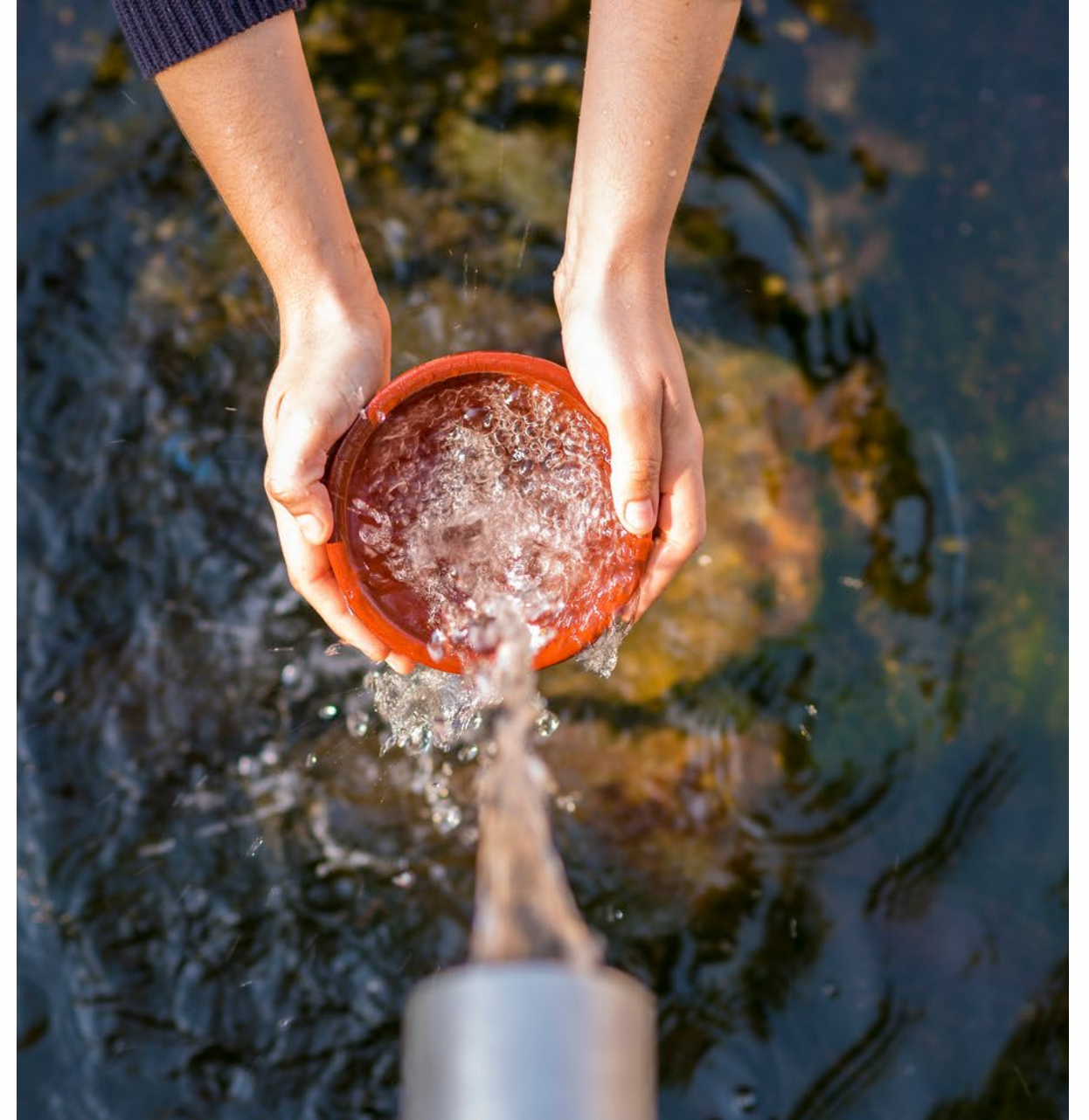


Feasibility study,  
well analysis,  
planning,  
design, and  
funding

Start  
construction

Start  
Operation

Thank you



# Proposed Bulk Fill Water Station



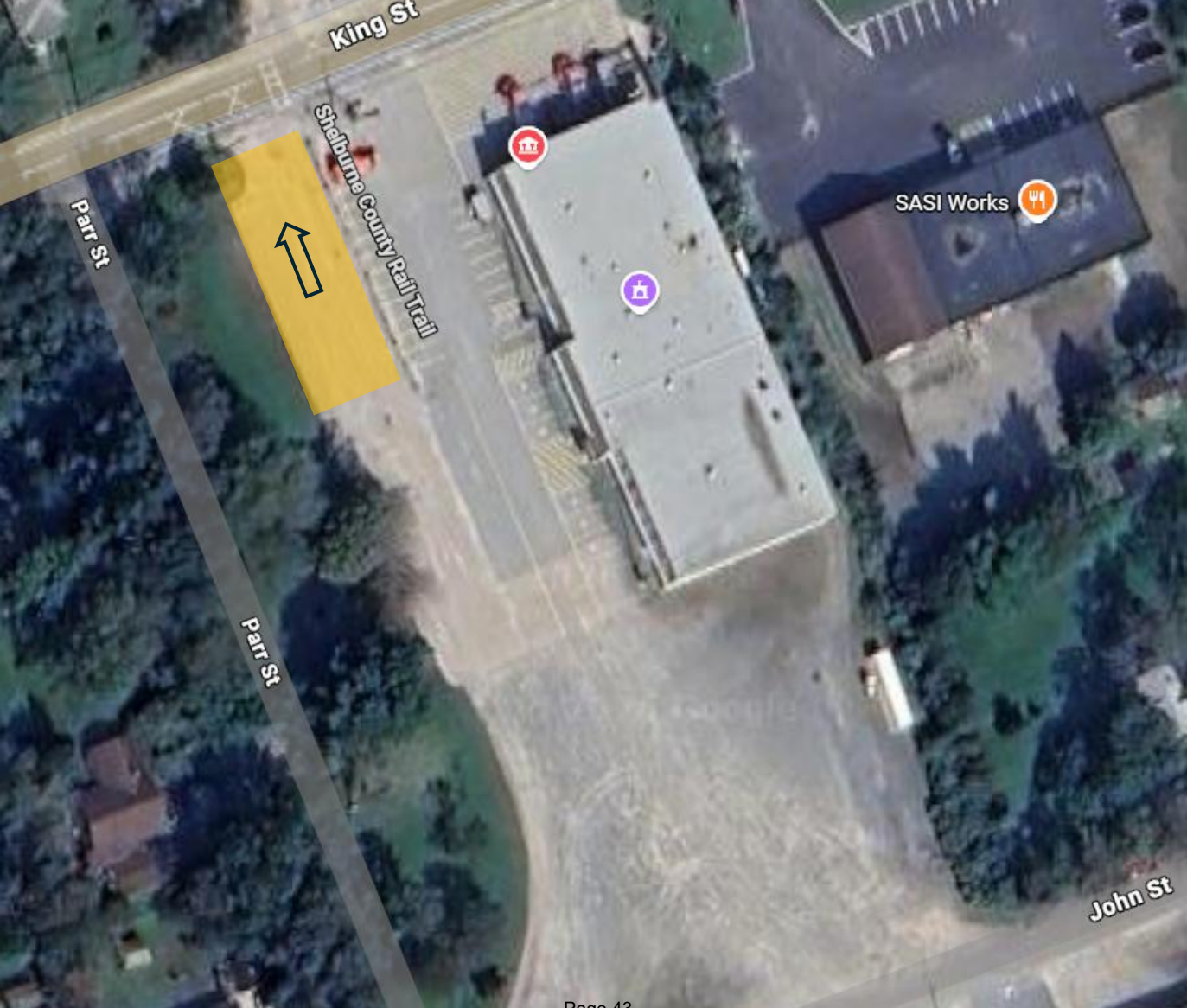
# YARMOUTH BULK FILL



# YARMOUTH BULK FILL SIZE



# POTENTIAL LOCATION



# BULK FILL STATION COST ESTIMATE

<b>Item</b>	<b>Amount</b>
Bulk fill station with overhead rack	\$87,000
Civil works (site prep, connections, reinstatement of paving/sidewalks landscape)	\$90,000
Contingency on civil work (20%)	\$18,000
First 2 years operations	\$4,800
<b>Total</b>	<b>\$199,800</b>

# BULK FILL STATION FUNDING

Source	Scenario 1	Scenario 2
Town of Shelburne	\$20,000	\$62,500
Municipality of the District of Shelburne*	\$20,000	\$62,500
Sustainable Communities Fund (Provincial)	\$159,800	-
TBD Grant/Future Surcharge	-	\$74,800
<b>Total</b>	<b>\$199,800</b>	<b>\$199,800</b>

# Question?