



**AGENDA**  
**Town Council Meeting-Council Chambers**  
**March 4<sup>th</sup>, 2024**  
**6:00 p.m.**

**Doc Ref:**

---

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the regular Town Council meeting held on February 20<sup>th</sup>, 2024.
- 4) Proclamations and Announcements:
  - a) International Women's Day, March 8<sup>th</sup>
- 5) Delegations/Presentation:
  - a) Rob Stork – Osprey Arts Centre D24-283
  - b) Chris Frotten, CAO, Municipality of Barrington – Complaints Handling System D24-264
- 6) Correspondence:

**Action:**

  - a) Letter from Andrea Davis – Heritage Monument D24-284
  - b) Shelburne County ATV Association – Letter of Support D24-285

**Information:**

  - a) Letter from Municipality of the District of Shelburne – Funding Sources, Wharf D24-286
- 7) Council Items:
  - a) Waste App – Region 6 D24-287
- 8) Committee Reports: NONE
- 9) Staff Reports:
  - a) Finance – Write Offs D24-288
  - b) IT – RFP Report D24-289
  - c) Water Utility Report – February D24-290
  - d) Infrastructure Upgrades – New Roseway Manor Project D24-291
  - e) Regional Material Recovery Facility (RMRF) – Assessment and Recommendations for Compliance with new regulations. D24-292
  - f) GIS Computer Request – Follow-up D24-293
- 10) In-Camera: MGA 22 (2) (e) – contract negotiations.
- 11) New Business:
- 12) Upcoming Meetings/Events:
  - a) International Women's Day Celebrations, Friday, March 8<sup>th</sup>, 2024, Municipality of the District of Shelburne, 11am-1pm
  - b) Sponsored Family Skate by the Town of Shelburne, Sunday, March 10<sup>th</sup>, 12-1:30pm, Shelburne Arena
  - c) Next Council Meeting, Monday, March 18<sup>th</sup>, 2024.
- 13) Adjournment



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**February 20<sup>th</sup>, 2024**  
**DRAFT**

**Council Members Present**

Mayor Harold Locke  
Deputy Mayor Sheldon Ringer  
Councillor Elizabeth Acker  
Councillor Rick Davis

**Staff Present**

Deputy Chief Administrator Officer, Ken Smith  
Executive Coordinator, Jill Webb

**Regrets**

Councillor Ben Nickerson

**Call to Order**

Mayor Locke called the Council meeting to order at 6pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitek, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

**Approval of the Agenda**

**THAT** Council approves the agenda for February 20<sup>th</sup>, 2024, with the addition of an in-camera session following staff reports.

**Acker-Ringer**

**CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on February 5<sup>th</sup>, 2024.

It was brought to the attention of the Executive Coordinator that Councillor Davis was not in attendance at the last meeting, therefore could not make a motion to approve the last meeting minutes. It was a typo and has been fixed on the minutes of the February 5<sup>th</sup>, 2024, meeting.

**Ringer-Acker**

**CARRIED**

**Proclamations and Announcements:** None

## Delegations/Presentations

### a) Erin Comeau – Western County Regional Libraries

Harold welcomed Erin to the meeting and thanked her for coming. Erin began her presentation, explaining to Council that the Board of the Western County Regional Libraries made a request to all Municipalities to consider an additional funding request of 5% over the operating grant already given which totals an additional \$600. Erin began speaking to the document in the package and outlining some of the challenges that the libraries are facing. She explained they are doing accessibility modifications to various buildings, etc., to become completely accessible by 2030. She explained that library services have changed over the years. A lot of services are now digital literacy services, teaching people how to use various programs, phones, showing them how to find information online. She then went over funding models and the libraries financial situation.

After the presentation she allowed time for questions, Councillor Davis asked how healthy the libraries reserves were and Erin explained that they are healthy enough to support the wage increase over the next few years however, they will still need help with cost-of-living increase.

Councillor Acker felt it important to comment on how the library staff role has changed due to the many services that are now offered. She also asked Ms. Comeau how the Towns and Municipalities can help, would a letter of support work, etc. Ms. Comeau said there will be a committee formed with representatives from Towns and Municipalities to help navigate the funding models, etc.

Harold commented that we are very fortunate to have the library that we do. He also asked Erin how our building is as far as accessibility.

thanked Erin for coming.

## Correspondence

**Action: NONE**

**Information: NONE**

- a) Thank you letter – Hanging Basket
- b) Thank you letter – Holly Renuad, CP&V Committee
- c) Thank you letter – City of Gloucester
- d) Letter of Reference – Kelly Cove Salmon Ltd.

## Council Items

### a) Information Sharing Agreement with Elections Nova Scotia

Ken spoke to this topic and explained that the election process requires an electoral list. Council can choose to either enumerate or use the Federal list or the provincial list. The last election we used the provincial list, so this year we are requesting the provincial list and that is what this agreement is.

***THAT Council accept the agreement and authorize the Mayor and Staff to sign the agreement.***

**Davis-Ringer**

**CARRIED**

**M24-166**

b) Shelburne and Area Chamber of Commerce

Councillor Acker explained that the letter is asking for a sponsorship of the business of excellence awards in the amount of \$1000. She explained that last year we sponsored \$500 after we had made an in-kind contribution for the venue, but then that changed so we ended up giving them \$500 towards the event.

Ken added that in with the Chamber of Commerce meeting, the financials presented noted that they broke even on the event.

*THAT Council defer the item to the budget process.*

**Acker-Ringer**

**CARRIED**

**M24-167**

c) Voyent Alert

Harold explained that we had discussed this at previous Council meetings, and he thinks it's a great idea. It is something that needs a response now and can not be passed over to the budget.

Councillor Davis asked if this was an annual thing, it was determined it was.

*THAT Council approve the purchase of the Voyent Alert app in the amount of \$1700.00 and direct staff to let the Municipality of the District of Shelburne know of their commitment.*

**Acker-Ringer**

**CARRIED**

**M24-168**

d) Western Counties Regional Library

*THAT Council defer the item to the budget process.*

**Acker-Davis**

**CARRIED**

**M24-169**

**Committee Reports**

a) Port Committee Meeting Minutes – November

b) CP&V Committee Meeting Minutes – November

**Staff Reports**

a) Port Expansion

Ken explained there was an opportunity that came to us from a former resident of Shelburne, David Cox, who has extensive experience in federal government. He noted that this was an opportunity to explore a potential expansion of the port. It was reviewed by the Port Committee, and they are recommending to Council to sole source this on a \$6000 budget for a specified amount of work; to provide analysis, give leads to go after potential funding, etc.

Harold confirmed that this money will be coming out of the Port budget.

*THAT Council enter into a contract with 122MowattSolutions for \$6000 to support the wharf expansion project.*

**Davis-Acker**

**CARRIED**

**M24-170**

b) GIS Computer Request

Ken explained we have GIS information that we can't access at present. We have entered into an arrangement with Matt King, a local resident who can do GIS work on a per hour basis. We will need to purchase of a GIS laptop and program. This would be a good way to manage the information we already have. Councillor Acker asked if the \$10,000 includes the salary, Ken explained that the salary portion was already budgeted. Councillor Ringer asked if already the data had been put in the system and Councillor Acker responded that we do have some, but not all, there is still a lot of information to be done. Councillor Ringer was concerned that the amount was too high and there were ways to do it cheaper. There was discussion around this and it was decided that Council would like further information.

**THAT** Council defer the GIS Computer request to the next Council meeting to gather further information and to get more clarification.

**Acker-Ringer**

**CARRIED**

**M24-171**

- c) By-Law Officer Report – January
- d) Building Inspector Report – January
- e) Shelburne Volunteer Fire Department Report – January

Councillor Acker wanted to make a comment regarding the fire department report. She said she went out for 16 calls and only 3 of them were in town.

**In Camera:**

**MGA 22 (2)e – Contract Negotiations**

It was moved that we go In Camera at 6:47pm

**Acker-Davis**

**CARRIED**

Council came out of Camera at 6:57pm. There are no motions coming out of in camera.

**New Business: NONE**

**Upcoming Meetings/Events**

- a) Next Town Council Meeting – Monday, March 4<sup>th</sup>, 2024, 6pm, Council Chambers.

**Adjournment**

**THAT** the Regular Town Council Meeting of February 20<sup>th</sup>, 2024, be adjourned.



**Application  
Request for Delegation/Public Presentation to  
Council/Committees**

Document # <i>D224-283</i>	
Rec'd by <i>gjo</i>	
Date <i>Feb. 14/24</i>	
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Council Chambers, 100-175-1293	Ext. 8

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at [www.shelburnens.ca](http://www.shelburnens.ca) or check the Town of Shelburne website at [www.shelburnens.ca](http://www.shelburnens.ca).

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: *Bob Stark*

Address: *29 Church Rd, Shelburne*

Phone: *275-6805* Email: *Open Arts Centre @ gmail.com*

- Council/Committee you wish to appear before:
- Town Council
  - Community Participation & Volunteerism Committee
  - Port Committee
  - Asset Management Committee
  - Shelburne County East RCMP Advisory Board
  - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

*Request special assistance w/ regard to operating grants*

Date of Council/Committee meeting at which you wish to appear: *ASAP*

- Are you representing:
- Yourself
  - An Organization/Society/Club (Name): *Open Arts Centre*
  - A Business (Name): \_\_\_\_\_
  - Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

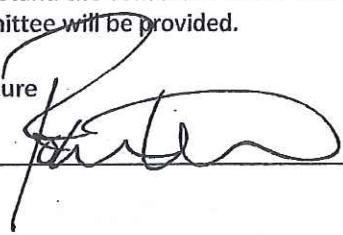
**Please return the completed form to:**

Jill Webb, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, [jill.webb@shelburnens.ca](mailto:jill.webb@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature



**For Office Use Only:**

Date Request Received: \_\_\_\_\_

Approved     Refused

Reason for Refusal: \_\_\_\_\_


Applicant Notified *yes*

If Approved, Date of Presentation: *Mar. 4/24*

Signature of Executive Coordinator/Committee Secretary *J Webb*

28 February 2024

To: Mayor Locke  
Members of Council  
Fr: Rob Stork, Executive Director, Osprey Arts Centre  
Alison Chappell, Board Chair, Osprey Arts Centre

Document # D24-283	
Rec'd by  The Osprey Arts Centre	
COPIES TO:	
Council	
Agenda	
Programming of	
Committee	

Thank you for the opportunity to appear as a delegation representing the Osprey Arts Centre Association and all those residents of the Town of Shelburne who enjoy and value the programming of the Osprey Arts Centre. We have to begin by acknowledging the support the town has shown to the Osprey in the past. We thank you for that. It is also a fitting segue to the purpose of our appearing before you.

The Osprey Arts Centre is an important social and cultural institution in the Town and Municipality of Shelburne. Indeed, it is the only facility of its kind in all of Shelburne County. To find a similarly equipped performing arts space, one must travel out of county over an hour to Yarmouth or nearly an hour to Liverpool.

Operating the Osprey comes with substantial challenges in the best of times. They include:

- A limited audience to draw from
- The extraordinary expenses associated with maintaining the building
- The expenses of bringing quality programming and performances from out of town while maintaining ticket prices that make the Osprey available to as many residents as possible

But to the above, we must more recently add:

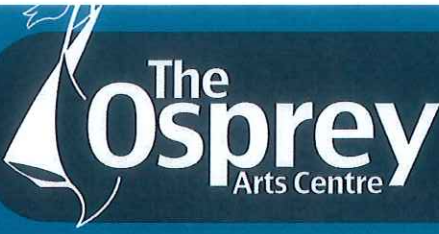
- A fire in the building which shut the Osprey down for the better part of a year
- Followed immediately by Covid which made it impossible to hold events in the space for another two years
- Last year's wildfires
- Even the floods in the fall, which didn't reach Shelburne County, but disrupted our programming, causing cancellations

Every cancellation, every missed show, is a missed opportunity to generate important operating capital.

So we appear before you to stress these factors as you deliberate over the Grants to Organizations program. We have applied for the maximum allowed amount of \$2K, and we hope we can count on that. But we're here to make a case for more support and to ask council if there are other funding streams which might be applied to our operation.

Finally, we have our season brochure for which we sell advertising/sponsorship space. We call it Brochure+ because we also feature our sponsors on-screen before, during (when applicable) and after every show. We have attached a one-sheet of the program for your further information. We hope council will consider coming on as a Major Sponsor at the \$1000 level.

All of the above notwithstanding, we'd also like to know how we can do better, how we can interface with the town in a way that is mutually supportive and may or may not involve dollars spent or dollars received. We welcome your questions.



**Brochure  
+Plus**

## Sponsorship Program

**\$2500**

### PRESENTING SPONSOR

- Logo appears with the Osprey's in all print and social media promotion. (est. 2024 events: 40+)
- Two (2) premium full page ads in the brochure (inside front cover and back cover)
- Screen credit (stand alone) at all shows,
- Banner on the building at entryway
- Customer discount program\*
- Acknowledgement on social media and website

**\$1000**

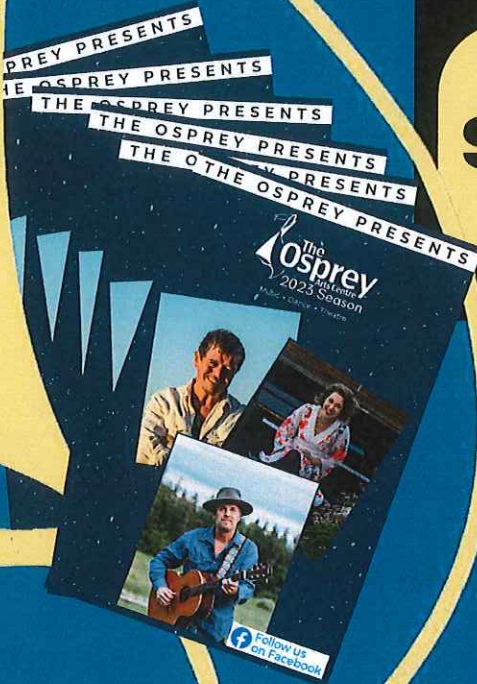
### MAJOR SPONSOR

- 1 full page ad in the season brochure
- Grouped credit with other Major Sponsors on-screen at all shows
- Customer discount program\*
- Acknowledgement on social media and website

**\$500**

### COMMUNITY SPONSOR

- 1/2 page ad in the brochure
- grouped credit with other Community Sponsors on-screen prior to shows
- Customer Discount Program\*
- Acknowledgment on social media and website

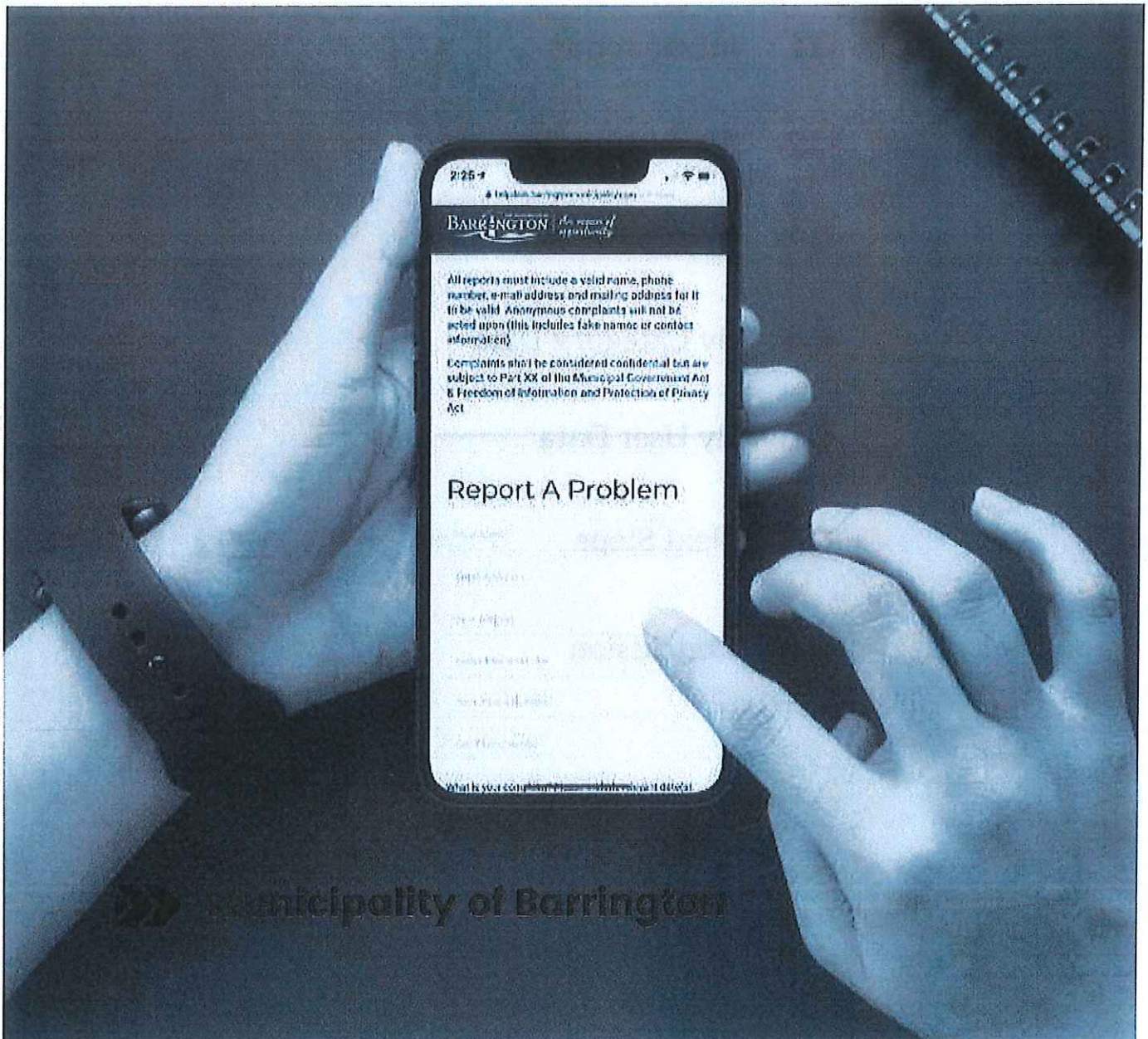


**Because it's not just the Osprey,  
it's Your Osprey**

2022-2023

# COMPLAINTS REPORT

Document #	D24-264
Rec'd by	<i>[Signature]</i>
Date	Jan. 28/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



# TABLE OF CONTENTS

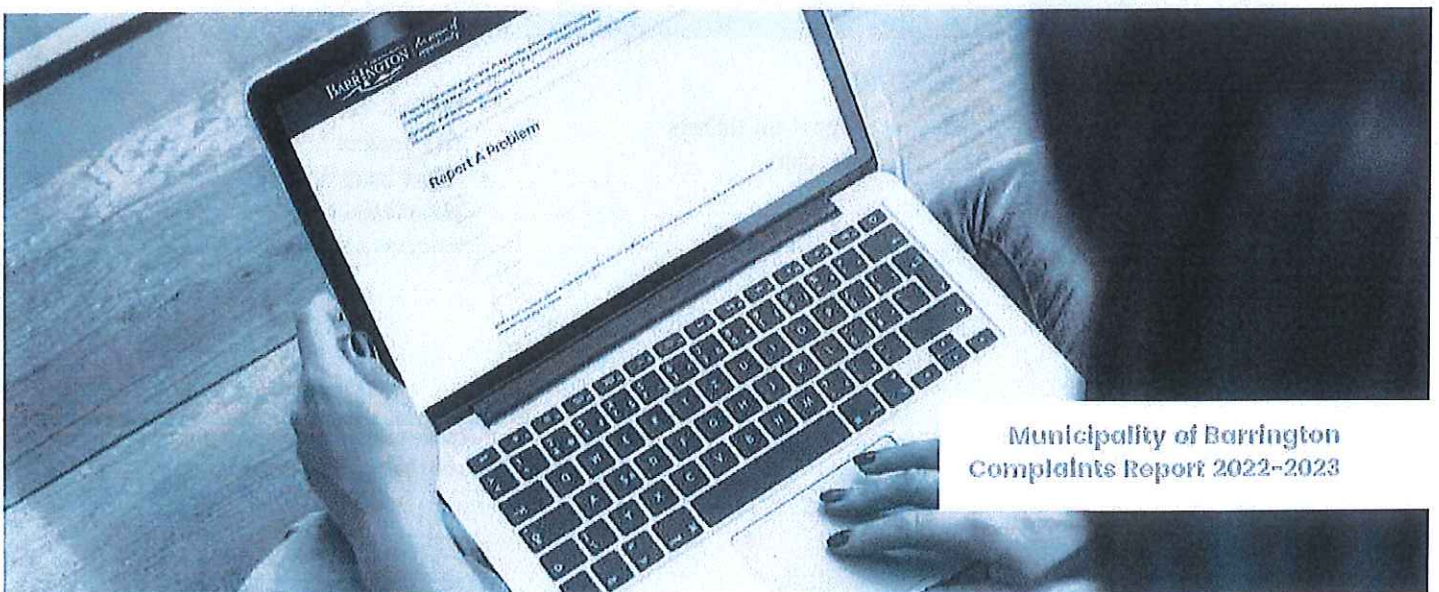
- 01** Introduction
- 02** Measuring Progress
- 03** By District Data
- 04** By Category Data
- 05** By User Data
- 06** Next Steps
- 07** Conclusion

# INTRODUCTION

On March 1, 2021, we launched a new complaints handling system called the “Helpdesk”. This system was implemented to help municipal staff streamline the complaint process through a cloud-based app which would allow the public to submit complaints online. A public page that included a form was made available for residents to report problems 24 hours a day, 7 days a week from any device and location. Internally, Staff and Council have access to an internal application (authorized access only) to manage the complaints and inquiries.

The system, which was built on the foundation of our complaints handling policy (Policy 84), was developed over a 4-month period with the aid of key frontline staff members and enforcement officers. We have now been using the system for two years and it continues to be an invaluable tool in better serving the public by tracking and monitoring complaints and managing our human resources through efficient scheduling.

This report has been prepared to provide an update on the use of the system and share the dataset on the complaints that have been received as of March 26, 2023. The report will also include areas of improvement in which we should consider in the future and potential service delivery adjustments in an effort to help us improve our service delivery or resolve any chronic issues or gaps.



Municipality of Barrington  
Complaints Report 2022-2023

# MEASURING PROGRESS

This system allows us to better intake, manage, monitor and measure the success of complaints. Reporting performance includes details such as indicators identified, data collected and enforcement-related activities accomplished. Clear and concrete data and outcomes make it easier to generate relevant, consistent and comparable data over time, in formats that everyone can understand and appreciate.

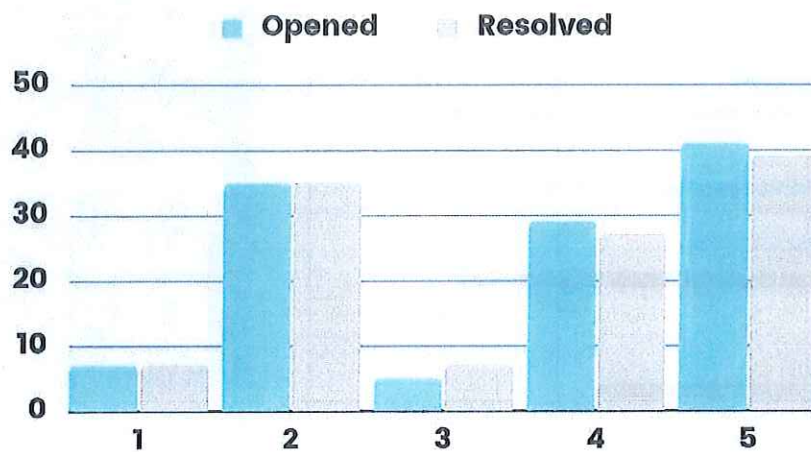
Below is a table which indicate the three types of datasets that are recorded in the system. As time goes on, these indicators will likely be adjusted or others may be added in an effort to gather the appropriate information that will help us to properly review and analyze our service delivery.

Key Indicator	Activity / Project	Data / Outcome
District	Report on tickets based on the district.	<ul style="list-style-type: none"><li>• Which district do the complaints originate?</li><li>• How many are still outstanding?</li></ul>
Category	Report on tickets based on category.	<ul style="list-style-type: none"><li>• Which category is problematic?</li><li>• How long does it take to resolve a ticket?</li></ul>
User	Report on tickets per user.	<ul style="list-style-type: none"><li>• Which users are the busiest?</li><li>• How long does it take them to resolve a ticket?</li></ul>

One of the key features of our complaints handling form is a map in which the resident is asked to mark the location of the issue. This allows us to separate the complaints between each of our 5 districts and create the dataset below which indicates the number of tickets that were opened and the number of tickets that were resolved in each district.

## District Ticket Chart

Tickets opened and resolved per district.



**117**  
total complaints  
received in the last year

**23**  
Average among  
the districts

Over the past year, we've received a total of 117 complaints which is approximately one every 3 days. This is very similar to the prior year, where we received a total of 124 complaints. As you can see, we've received a consistent amount in each district with district 5 receiving the most at 41 and district 3 receiving the least at 5.

- District 1 - 7 received and 7 resolved.
- District 2 - 35 received and 35 resolved.
- District 3 - 5 received and 7 resolved (two from the prior year).
- District 4 - 29 received and 27 resolved.
- District 5 - 41 received and 39 resolved.

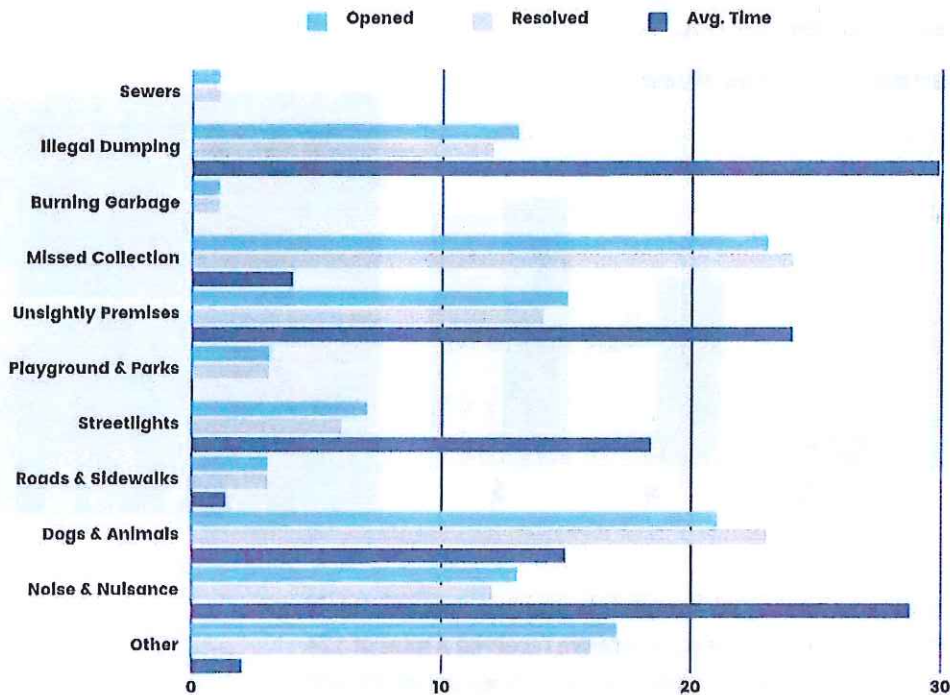
**98%**

*As of the date of this report, 97% of the complaints received were resolved.*

Our system can also filter the complaints received based on category. We have 11 different categories which include flooding & sewers, illegal dumping, burning garbage, missed collection, unsightly premises, playgrounds & parks, streetlights, roads & sidewalks, dogs & animals, noise & nuisance and other.

## Category Ticket Chart

Tickets opened and resolved per Category.



**10.6**

Average number of complaints per category

**11.2**

Average number of days to resolve a report

This dataset is valuable in helping us determine which services need improvement - either due to the number of complaints received or the length of time it takes to resolve them. At a glance, it is evident that missed garbage and illegal dumping should be scrutinized.

- Missed Collection - 23 complaints received in the last year.
- Dogs & Animals - 21 complaints received in the last year.
- Illegal Dumping - Takes, on average, 30 days to resolve.

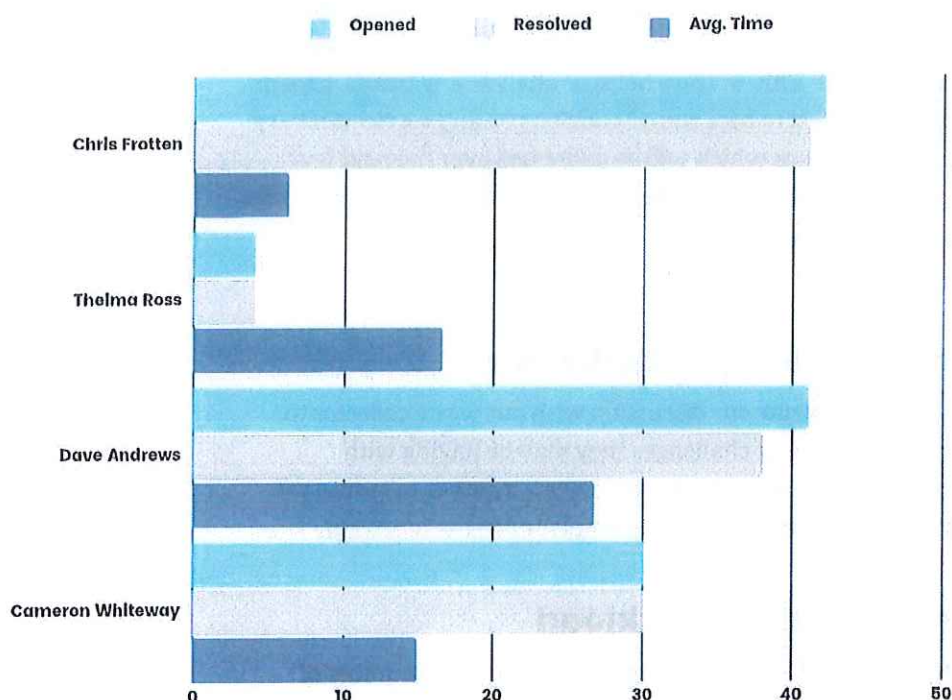
**20%**

Percentage of complaints relating to missed garbage collection.

Finally, our system can also track the number of complaints that were assigned to each individual employee and the average amount of time it took that employee to resolve their complaints.

## User Ticket Chart

Tickets assigned to and resolved per User.



**29**

Average number of complaints per employee

**4**

Number of employees managing complaints

This dataset helps us monitor the workload of our employees responding to complaints as well as better understand which employee receives the brunt of the complaints. This, in turn, helps us make internal adjustments to alleviate any undue burden.

- **CAO** - receives all garbage and "other" complaints.
- **Director of Property Services** - receives all sewer, dogs, sidewalks and parks complaints.
- **Building Inspector** - handles all illegal dumping, unsightly premises and noise complaints.

**36%**

Percentage of complaints handled by the CAO.

# NEXT STEPS

In addition to providing residents with the ability to report problems 24 hours a day, 7 days a week from any device and location and helping Staff manage complaints and inquiries more efficiently, this system helps us better record complaints and allows us to review data over a long period of time. This, in turn, helps us analyze any trends, gaps or issues and provides the evidence needed to back sound decisions on any service delivery adjustments. Below are three action items which will be addressed over the next few months in an attempt to lower the number of complaints received and the length of time needed to resolve specific complaint categories.



## **No. 01 – Missed Collection**

We will continue our discussion with our waste collector to understand what challenges they may be having with collection and see how we could work together to reduce the number of missed collection complaints in the next year.



## **No. 02 – CAO Workload**

Not enough has been done to mitigate the large number of complaints assigned directly to the CAO. An adjustment with who handles missed collection complaints will have to be looked at.



## **No. 03 – Illegal Dumping**

Illegal dumping complaints took an average of 30 days to resolve. This is, in part, due to the requirement for multiple multiple visits and the need to often collaborate with other agencies or departments. An adjustment to this process may be necessary.

# CONCLUSION

This system continues to be an indispensable tool for Staff. We hope that it is helping us better serve our residents and allows members of Council to be more informed. We continue to gain a wealth of knowledge that will help us continue to improve our service delivery, the internal processes relating to the handling of complaints, our data collection and the system itself.

CAUTION: This email originated from an external sender.

Good Evening, Sarah

Thank you for attending the African Heritage Month Proclamation Kick Off at the Black Loyalist Heritage Centre on February 1.

I want to continue the discussion on the list of items that I provided the Town of Shelburne a few months back.

I know it was mentioned for us to try to deal with the easier items - so I am bringing this to your attention in hopes it can be swiftly dealt with.

The few photos I will forward to you are of the snowy surface of the African Nova Scotian monument that sits by SASI.

I found it disappointing that the monument face and walkway leading up to monument were not cleared of snow and the bushes on either side heavily overshadow the monument itself.

Also, the bench and Historical Sign that are placed there now obstruct and take away from the significance and the purpose of the area. The bench and sign should be moved to another location.

The Black Heritage monument was strategically placed there to serve as a healing place for our community.

It would be nice to see a bench placed clear near the monument, the trees regularly cut, and the walkway maintained.

Community residents should be able to sit on a bench at the monument to reflect the historical negatives of the past all while dreaming of a positive future of hopes and harmony.

If you would like to know more about the Black Church that once occupied space close to that area of Shelburne, please let me know.

I hope this is something that can considered easily remedied.

I look forward to discussing this with you soon.

Thank you for your support,

Andrea Davis  
Executive Director  
Black Loyalist Heritage Centre  
902.875.1310 x105

Document # D24-284	
Rec'd by <i>[Signature]</i>	
Date Feb. 13/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Get [Outlook for Android](#)

Shelburne County ATV Association  
c/o 1784 East Sable River Road,  
Sable River, Nova Scotia, B0T 1V0

25 January 2024

Town of Shelburne  
168 Water Street, PO Box 670,  
Shelburne, Nova Scotia, B0T 1W0

Re: Letter of support for trail development


The Woodland Multi-Use Trail Association has been established in Shelburne County since June 2006 under the Nova Scotia Societies Act. It plans to develop a shared multi-use trail system using primarily the 125 kilometers of abandoned rail corridors throughout the County. It has worked in close collaboration with the Shelburne County ATV Association. Since 2006 the WMTA has developed, operated and managed 79 kilometers of shared multi use trail in Shelburne County including trail to Spa Road at the southern Town boundary. Our shared multiuse trails will form the backbone of a county wide trail system for the benefit of members and users linking to adjacent trail systems in southwest Nova Scotia as part of the Trans Canada Trail. It is also shared with a wide range of recreational users and tourists for the benefit of health and business.

The next phase of development is in the western part of the Municipality of Shelburne. The SCATVA and WMTA are applying to the Province for use of the Road Trails Act for approval of three sections of OHV Road Trail. We are also applying for three amendments from NS DNRR to a Notice of rail bed closure to motorized vehicles. Both applications are requested to connect the 36.9 km (23 miles) of rail bed between Roseway River and Clyde River connecting to the north boundary of the Town. We would be pleased to advise you on any further details of our applications as you wish or need in conjunction with your OHV Road Trail Bylaw development.

We are currently seeking letters of support for this improvement of the recreational and tourism infrastructure in the area. It would be very much appreciated if the Town of Shelburne could provide us with a letter of support for our project. This letter would accompany our various applications for letters of authority, grants, etc.

Your attention and support is very much appreciated by many.

Sincerely,



S. B. Embree for  
Shelburne County ATV Association  
C/O 1784 East Sable River Road  
Sable River, Nova Scotia, B0T 1V0

Attachments: OHV Road Trail Act Requests, Closure Notice requests, applicable maps

Document #	D24-285
Rec'd by	gw
Date	Feb 6/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3544 - Fax: (902) 875-1278

February 23, 2024

Mayor Harold Locke  
Town of Shelburne  
168 Water Street  
Shelburne, NS  
BOT 1W0

**Re: Town of Shelburne Port - Funding Request**

Dear Mayor Locke,

Thank you for your correspondence dated January 31, 2024, highlighting the need for remediation to both the Water Street and Dock Street wharves. We wholeheartedly acknowledge the significance of these assets to our wider community and the vital role they play in facilitating economic activity and fostering connectivity within our region. This matter was discussed at our Council meeting held February 14, 2024.

Reflecting on the substantial remediation undertaken at the Water Street wharf in 2019, during which time the Town faced considerable financial challenges and was only able to contribute \$56,027 towards the remediation, the Municipality provided \$141,556 in funding, demonstrating our commitment to supporting essential infrastructure for the community.

Now, as the wharves face the need for further remediation just five years later and given the improved financial stability of the Town Port Authority, our Council is committed to ensuring equitable contributions from both parties. With the Town proposing a \$100,000 contribution from the Port Authority's current reserves of \$247,000, bringing their total repair contributions between 2019 and 2024 to \$156,027, we believe it is reasonable for the Municipality to contribute \$14,471 in 2024. This allocation would maintain a balance in our respective contributions between 2019 and 2024. Should the Town consider contributing more than \$100,000 to the wharf remediation, the Municipality could consider at a future Council meeting to adjust our amount to maintain our equitable contributions to the remediation from 2019 until now. Any additional funding would need to be discussed during our budgetary discussions and taken from the 2024/25 budget.

While we acknowledge that our amount falls below the requested amount, we firmly believe that it reflects a fair and equitable approach to supporting the repair of a Town asset. It is important to note that the Municipality faces its own financial constraints, with upcoming budgetary demands such as sewer pipe replacements and the upgrading of the Jordan River trail bridge. In the case of the Jordan River trail bridge, which will clearly provide a direct economic benefit to the Town when it is upgraded to allow the passage of all terrain vehicles, it is being undertaken without financial assistance from the Town, underscoring our commitment to regional development and economic prosperity.

Document #	D24-286
Rec'd by	gaw
Date	Feb. 26/24
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Warren MacLeod, CAO

[Warren.MacLeod@municipalityofshelburne.ca](mailto:Warren.MacLeod@municipalityofshelburne.ca)

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Penny Smith, Warden

[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

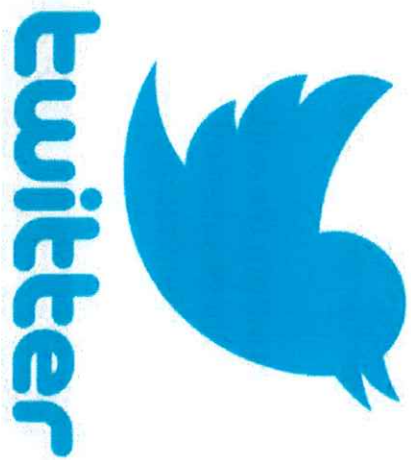
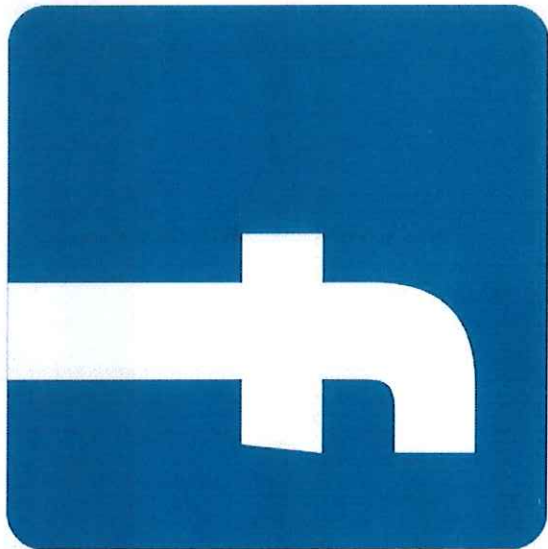
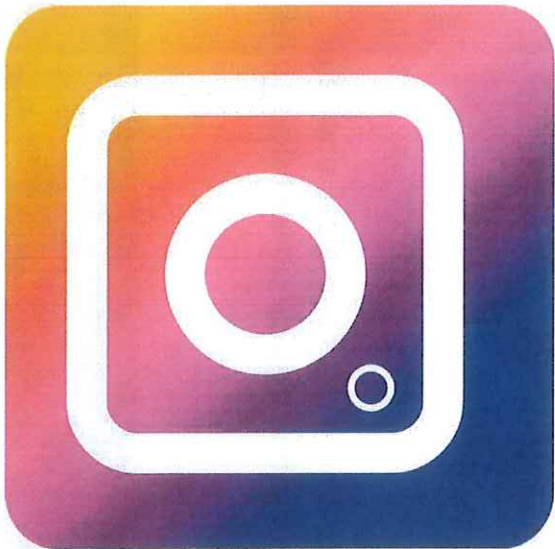
We will arrange for the transfer of the allocated funds and look forward to progress reports at upcoming Port Authority meetings. Together, we can continue to uphold and enhance the essential infrastructure that serves our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Penny Smith". The signature is written in a cursive, flowing style.

Warden Penny Smith

Document #	
D04-287	
Rec'd by	
gwo	
Date	
Feb. 13/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



Social Media & Website  
 R6RECYCLES Waste App

# R6RECYCLES Waste App



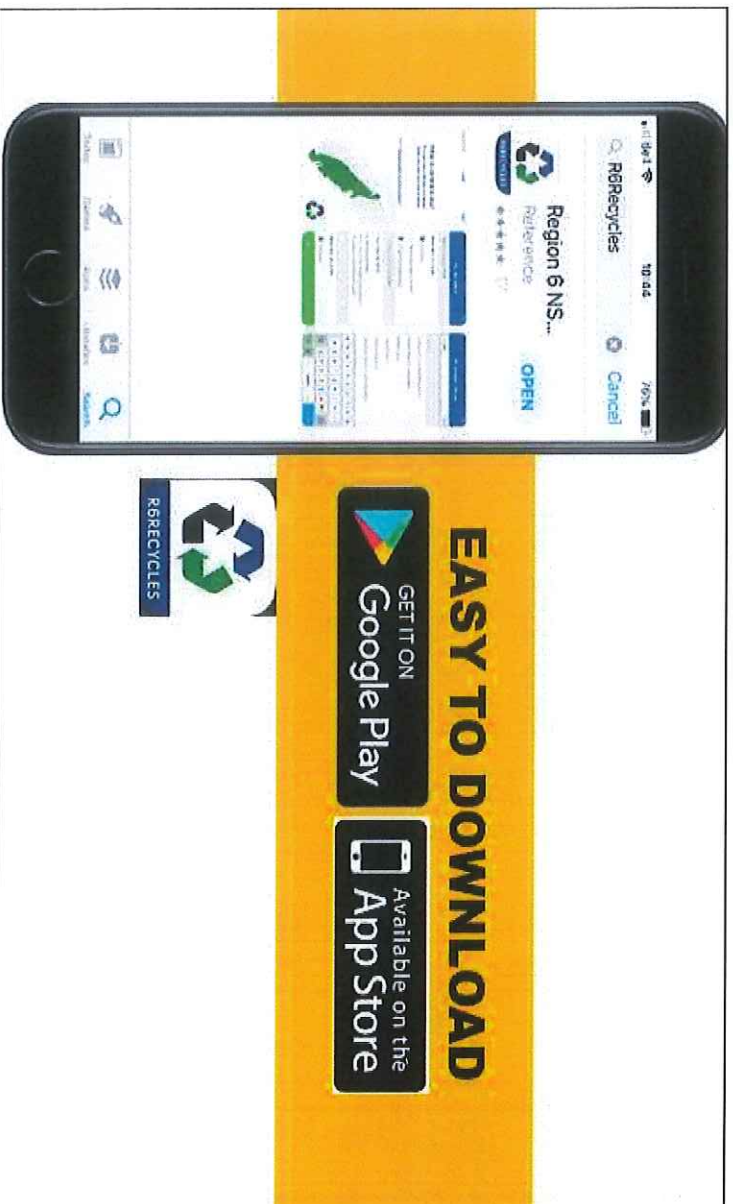
Region 6 encourages units to promote the R6RECYCLES app to residents highlighting:

- Notifications for collection disruptions and cancellations.
- Personalized collection calendar
- Search bar for those 'What Goes Where' questions

Most units promote the widget on their own webpage which is great for residents who don't have a cell phone or tablet and we have inserted a suggestion for promoting the waste app and offering a quick guide on websites to help people when downloading the app.

# R6RECYCLES

# #R6RECYCLES



*Suggested text to use:*

Try our waste app  
#R6RECYCLES for [Apple](#) or  
[Android](#) and never miss  
another collection day.

Don't forget to turn  
notifications on to receive  
real-time alerts for collection  
disruptions or cancellations  
during snowstorms.



# #R6RECYCLES



*Suggested text:*

Have you turned your notifications on so that you can receive alerts during collections disruptions and cancellations during weather events?

Need some help? Visit *<insert your weblink here>*



# To promote quick start guide on website



Home

More

Outreach & Education

Resources

## R6Recycles Waste App

Never miss another collection day

Search What Goes Where, sign up for weekly reminders and service alerts, or print a calendar customized for your address using our web app. Test your recycling skills by playing the What Goes Where game and use our handy search bar for those hard to know items.

You can also download the free R6Recycles waste app on your Android or iOS device to have waste info at the palm of your hand!



### QUICK START GUIDE

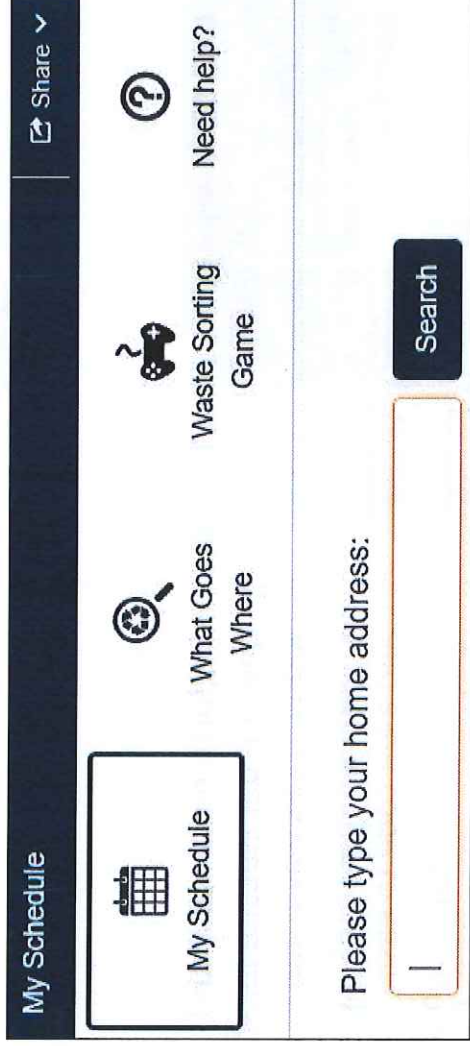
Download the R6 waste app from the [Apple App Store](#) or the [Google Play Store](#), or simply use the QR code.

- Type in your address for a personalized collection calendar.
- Turn notifications on so you get an alert during collection disruptions.
- Set reminders for special or regular collection.
- Use the search bar to get instant answers to your What Goes Where question.



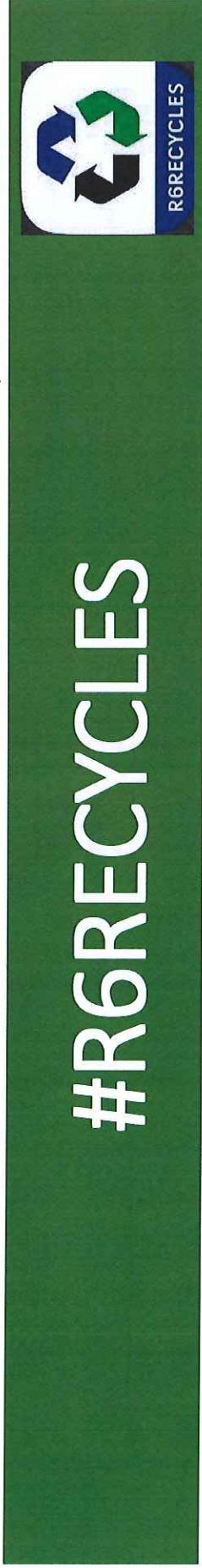
Region 6 has a dedicated page on our website for the R6RECYCLES waste app, including a quick start guide and a QR code to easily download the app on your device.

# To promote your website widget

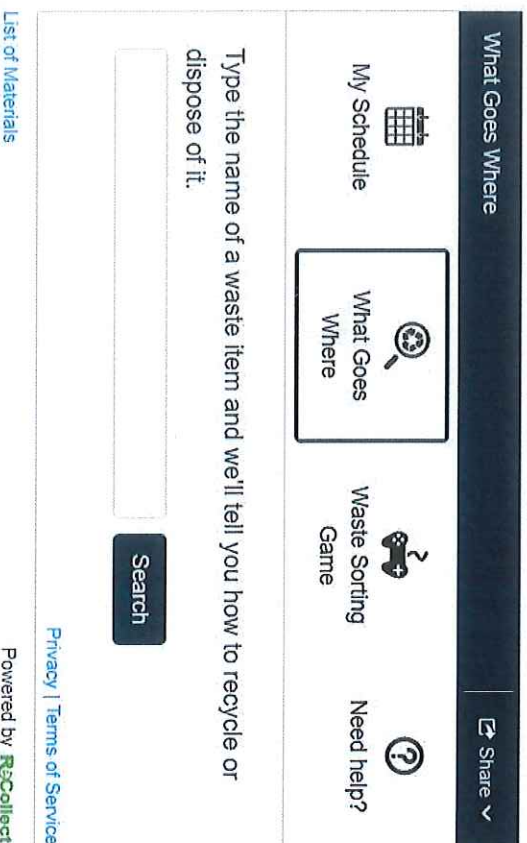


Suggested tweet text to use with the image to the left:

Visit <insert your weblink here> to get information about your waste collection #R6RECYCLES



# To promote your website widget



*Suggested tweet text to use  
with the image to the left:*

Visit *<insert your weblink here>*  
to sort out your waste  
questions **#R6RECYCLES**

# #R6RECYCLES





**Town of Shelburne**  
 Staff Report to Council – General and Water Write-Offs  
 2023/24  
 March 4, 2024

Document #	
D24-288	
Rec'd by	
[Signature]	
Date	
Feb 28/24	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**General Overview:**

The purpose of this report is to provide Council with a list of write-offs recommended for the 2023/24 fiscal year for General Operating and Water Utility.

**Background:**

In accordance with our standard practice – and the provisions of the Municipal Government Act – an annual review of Taxes, Sewer, Solid Waste, Water and Miscellaneous Billings has been conducted and there have been several amounts identified that should be written off.

**Analysis:**

It is recommended that the following accounts be written off for 2023/24:

**GENERAL OPERATING FUND:**

Doucette, Joel Andrew (Mobile Taxes \$354.75) – This amount is from 2021/22 and 2022/23 for taxes on mobile that was no longer within the Town.

Hipson, Samantha (Mobile Taxes and Tax Sale fees \$5,627.01) – This amount is from 2017/18 up to 2023/24. This mobile has been put up for tax sale three times with not bids forthcoming due to the condition on the mobile. Unable to contact owner of mobile to discuss. Landowner has been ordered to make the mobile secure as it is dangerous and unsightly.

Jones Lang Lasalle (Canada Post Rent \$4,793.35) – This amount originated in late 2016/17 and 2017/18, the first two years the Town of Shelburne owned the former GOC building. It has been lagging forward each year since that time. The probability of Canada Post paying this amount for that period is unlikely.

Municipality of Shelburne (Fire Services \$9,146.55) – This amount is from 2016/17 and 2017/18 for Fire Services before a Fire Services agreement was formalized. Was invoiced \$46,087.00 and received a grant of \$44,939.00 which leaves a balance of \$1,148.00 from 2016/17. Was invoiced \$58,579.55 and received a grant of \$50,581.00 which leaves a balance of \$7,998.55 for 2017/18. Since a formal agreement was not in place and was on a grant basis, with a formal agreement now in place, recommending outstanding amounts be written off.

Parsons, Gloria (Mobile Taxes \$610.61) – This amount is from 2020/21 for taxes on mobile that was no longer within the Town.

**WATER OPERATING FUND:**

3259248 Nova Scotia Limited (Private Hydrant \$200.00) – This amount is from 2021/22 Fire Protection Charge. Property was sold and this amount is outstanding.

Aylward & Harding Boatbuilders (Water \$512.95) – This amount is from water billings in 2020/21 and 2021/22. Property is in the Municipality of Shelburne and was sold, and outstanding water did not get paid in the sale.

Davis, John (Water and Disconnect Fee \$13,244.20) – This amount is for the 2018/19 & 2019/20 due to a water break underneath the mobile due to cold weather. There was an adjustment, and this is what is remaining on the account. Water has been disconnected since 2019/20 and probability of collection is low.

Doucette, Joel Andrew (Disconnect Fee for Water \$50.00) – This amount is from 2021/22 for disconnection of water within Harding’s Trailer Park. Mobile is no longer within the Town.

**Financial Analysis:**

**All accounts recommended for write-off have already been posted as uncollectible and are included in the Valuation Allowance under Liability in General and Water Operating Funds.**

These write-offs will have the following financial implications:

**General Operating – Valuation Allowance \$21,818.97**

Total Amount	\$20,532.27
Debit to Valuation Allowance	\$19,232.33
Debit to 2023/24 Interest Revenue	\$ 360.82
Debit to 2023/24 GST/HST collected	\$ 939.12

The impact to the 2023/24 fiscal year will be \$360.82 to current year interest to be written off.

**Water Operating - Valuation Allowance \$15,977.53**

Total Amount	\$14,007.15
Debit to Valuation Allowance	\$12,877.66
Debit to 2023/24 Interest Revenue	\$ 1,129.49

The impact to the 2023/24 fiscal year will be \$1,129.49 to current year interest to be written off.

**Recommendation:**

**THAT** Council approve the write offs contained in the staff report titled “General and Water Write-Offs 2023/24”.

Respectfully submitted,  
Jane Crowell, Finance Manager



**STAFF REPORT**

Document #	D24-289
Rec'd by	[Signature]
Date	Feb. 28/24
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

**To:** Council

**From:** Sarah Mattatall, CAO

**Date:** February 28<sup>th</sup>, 2024

**Subject:** IT Request for Proposal Award

**BACKGROUND**

The Municipal Joint Services Board (current IT provider) has given notice that their IT contract will end on March 31<sup>st</sup>, 2024. They have advised that they no longer have the capacity to service several of their customers including the Municipality of the District of Shelburne. Subsequent to that notice, the Town and Municipal administration representatives agreed to compile and issue a joint Request for Proposals (RFP) for IT Management and Support Services.

**EVALUATION**

The evaluation committee met on two occasions and consisted of the following members:

- Erin Hartley, Municipality of the District of Shelburne.
- Sarah Mattatall, Dana Nash and/or Ken Smith, Town of Shelburne.
- Lisa Bozek, Municipal Joint Services Board for her IT expertise and understanding of our systems.

The evaluation committee evaluated the proposals based on the following criteria:

- Understanding, Methodology and Approach
- Qualifications and Experience
- Quality of Proposals
- Fees/Charges

**Company:** G23 Technologies                      **Score:** 76/100

**Company:** IT Real Simple                      **Score:** 67/100

**Company:** Bulletproof                      **Score:** 63/100

<b>Company:</b>	Pathway	<b>Score:</b> 55/100
<b>Company:</b>	Digital nGenuity	<b>Score:</b> 52/100
<b>Company:</b>	Softsages	<b>Score:</b> 43/100
<b>Company:</b>	Terra	<b>Score:</b> 34/100
<b>Company:</b>	Davantec	<b>Score:</b> 27/100

### **DISCUSSION**

The RFP was issued on January 12<sup>th</sup>, 2024, with a deadline of February 2<sup>nd</sup>, 2024. It was advertised on our website and Facebook pages as well as on the Provincial Procurement website.

Eight proposals were received, a ninth came in after the deadline and was not included in the evaluation.

Staff feel that either of the top two scorers could carry out the duties outlined in the RFP; however, there is a substantial difference in cost. Consideration was given to the top two companies, including reference checks and follow-up to determine the best fit. With both having great references and the ability to meet the criteria outlined in the RFP, two topics were the main consideration – one company is local, and one company has a substantially lower cost (nearly half).

After lengthy consideration, it was unanimously agreed by the evaluation team that the highest scoring company is also the best fit for service. Staff are recommending that G23 Technologies be awarded the IT RFP.

G23's main office is located in Hammonds Plains, NS, they offer remote and onsite support, have experience with other municipal units, have a thorough team and plan, as well as a clear timeline for transition.

### **RECOMMENDATION**

THAT Council of the Town of Shelburne award the IT Management and Support Services Request for Proposals to G23 Technologies based on the details outlined in their proposal at a cost to the Town of \$9011.00 + HST.

### **ATTACHMENTS**

- Request for Proposals Document.

Document #	
D24-289	
Rec'd by	
[Signature]	
Date	
Feb. 28, 24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Municipality of the District of Shelburne  
and  
Town of Shelburne

**Joint Request for Proposal**

**IT Management and  
Support Services**

**Release Date: Friday, January 12, 2024**

**Proposals will be received no later than 4:00 pm on Friday, February 2, 2024**

## **TABLE OF CONTENTS**

<b>Project Overview</b>	
Project Intent	3
Background	3
Scope of Work	4
Project Schedule	5
<b>Submission instructions</b>	
How to submit a proposal	5
Proposal submission requirements	5
Understanding, Methodology and Approach	6
Qualifications and Experience	6
Fee Schedule	6
Firm Identification and Contact	7
<b>Opening, evaluation and selection process</b>	
Opening	7
Rejection of proposal submissions	7
Evaluation criteria	7
<b>Terms and Conditions</b>	
Agreement	8
Privilege	8
Confidentiality	9
Law	9
Payment of Fees	9
Subcontractors	9
Contract	10
Notice to Perspective Proponents	10
Procurement of Additional Services	11
Proponent Responsibilities	11
Data	12
Quotations and Payment	12
HST	12
Insurance and WCB	12
Inquiries/Contact/Addenda	13
Notification	13
Contract Award	13



## PROJECT OVERVIEW

### *Project Intent*

The Municipality of the District of Shelburne and Town of Shelburne (referred to as "the Client") are currently seeking proposals for Joint IT Management and Support Services for a five (5) year contract (with possibility of extension), with a one-year probationary period, including the following:

1. Transition of service provision with current provider
2. Network Security
3. Infrastructure Management
4. Endpoint Management
5. Support Desk
6. Website Domain Management

Proposals submitted should clearly identify costs for both the Municipality of Shelburne and Town of Shelburne individually as well as joint costs including any economies of scale available in such a partnership.

### *Background*

Shelburne is a unique, rural community with a lot to experience. Our communities are rich in cultural and natural diversity offering lighthouses, rugged coastlines, white sand beaches, fishing villages and neighbourly people. Conveniently located just two hours from Halifax, along Nova Scotia's beautiful South Shore.

The Municipality of Shelburne and the Town of Shelburne are two of the five municipal units in Shelburne County. Both municipal units strive to provide and administer the best services to its residents possible, IT services and support are an important part of that service delivery. While both units have different needs and historically different levels of support (as noted below in relation to support tickets), both have a departmental office structure, with most staff working from the office, but occasionally working from home or another location.

#### Municipality of Shelburne

Number of Users:	38
Number of Annual Support Tickets:	298 (approx. 350 hours)
Number of Website Domains:	17
Network Provider:	Eastlink
Productivity Platform:	Microsoft 365

#### Town of Shelburne

Number of Users:	21
Number of Annual Support Tickets:	56 (approx. 35 hours)
Number of Website Domains:	3
Network Provider:	Eastlink
Productivity Platform:	Microsoft 365

## ***Scope of Work***

1. Transition of service provision with current provider
  - a. See attached Offboarding process from Municipal Joint Services Board (MJSB),
  - b. Virtual meeting with MJSB to facilitate investigation of the IT environment.
  
2. Network Security
  - a. Establish new service contract with Eastlink,
  - b. Setup and monitor office network,
  - c. Firewall set up and monitoring,
  - d. Connection of the Client and their users to the network,
  - e. Remote access VPN to shared drive.
  
3. Infrastructure Management
  - a. Data backup and disaster recovery for local shared drive and license management,
  - b. Microsoft 365 tenant and license management.
  
4. Endpoint Management
  - a. Set up users in a new Active Directory,
  - b. Computer hardware configuration, deployment, decommissioning and end-point management (e.g., Maintain functionality and safeguard the devices, data, and other assets from cyber threats),
  - c. Provision of anti-virus and content filtering software for all endpoints.
  
5. Support Desk
  - a. Unlimited service requests (i.e. help desk tickets),
  - b. Annual service review meeting,
  - c. Cyber insurance application support,
  - d. Procurement assistance (hardware and software),
  - e. IT security training program,
  - f. Consulting on IT related issues.
  
6. Website Domain Management
  - a. Registering any new domains and renewals of any exiting.

### **Municipality of Shelburne**

MODSH	municipalityofshelburne.ca
MODSH	cometoshelburne.info
MODSH	cometoshelburne.com
MODSH	cometoshelburne.net
MODSH	cometoshelburne.org
MODSH	discovershelburne.com
MODSH	discovershelburne.info
MODSH	discovershelburne.net
MODSH	discovershelburne.org
MODSH	maritimeshelburne.com

MODSH	maritimeshelburne.info
MODSH	maritimeshelburne.net
MODSH	maritimeshelburne.org
MODSH	shelburnebythesea.com
MODSH	shelburnebythesea.info
MODSH	shelburnebythesea.net
MODSH	shelburnebythesea.org

#### Town of Shelburne

TOSH	town.shelburne.ns.ca
TOSH	shelburnens.ca
TOSH	portshelburne.com

Upon completion or termination of the contract, the successful proponent shall provide for an off-boarding process to the new provider similar to that outlined in item 1 above.

#### ***Project Schedule***

All attempts should be made to have the transition from the existing provider to the new provider by March 31, 2024.

#### **SUBMISSION INSTRUCTIONS**

##### ***How to submit a proposal***

Proposal can be submitted to Erin Hartley, Deputy CAO, Municipality of the District of Shelburne, in one of the following ways:

- a) Mail: P.O. Box 280, Shelburne NS, B0T 1W0
- b) In-person: Municipal Administration Building, 414 Woodlawn Drive, Shelburne

Please note, Proposals will not be accepted by email. Proposals shall be received no later than 4:00 pm on Friday, February 2, 2024.

No proposal or amendment of a proposal shall be considered if received on a date or at a time later than specified in the Request for Proposals. Late proposals will be returned unopened.

The Client reserves the right to issue addendum(s), amend the Request for Proposals document or reissue a revised Request for Proposals document.

##### ***Proposal Submission Requirements***

Respondents are requested to submit at least one (1) paper copy of the proposal in a sealed envelope, clearly marked "Request for Proposal for IT Management and Support Services" to the contact noted above prior to 4:00 pm, Friday, February 2, 2024.

Proponents are solely responsible for the method of conveyance of their proposal to the receiving point.

Responsibility for the submission of a proposal at the proper location within the proper times is that of the proponent submitting the proposal and the Client assumes no responsibility.

The proponent submitting a proposal may amend or withdraw his/her proposal subsequent to its submission and prior to the opening of the proposals by submitting a letter of amendment or withdrawal prior to the close of the proposals.

An amendment of proposal shall not reissue the total proposal but shall show the part(s) of the proposal to be amended; or the information missing from the original Proposal Submission.

If the Proposal and amendment are found to be a valid submission, then the original proposal shall be updated to reflect the proposal amendment.

All proposals shall include the following information:

***Understanding, Methodology and Approach***

Respondents should describe their understanding of the scope of work and their expected methodology along with any other relevant attributes of their approach.

***Qualifications and Experience***

Provide a general overview of the company. Please note the ratio of staff to clients. Please provide a list of staff assigned to this contract including their related qualifications and experience.

Submissions shall provide two or more letters of reference demonstrating the proponent's experience leading a project with a similar scope of work, including their ability to provide ongoing and timely service with a long term contract. Each letter must include contact information for the reference.

***Fee Schedule***

Provide a fee schedule along with a description that provides the best value for cost given municipal context outlined in the RFP. Where applicable, please note if there is a fee per user, per service or all inclusive cost.

Provide an outline of invoicing, payment, billing cycle expectations (i.e. monthly, quarterly, etc.).

Provide a list, if applicable, for excluded services and/or additional fees related to those services should the Client wish to engage those services at an additional cost.

***Firm Identification and Contact***

Each respondent should provide their full legal name, if incorporated, and the name, title, address, telephone number, and e-mail address of the individual to be contacted with respect to the submission.

**OPENING, EVALUATION AND SELECTION PROCESS**

***Opening***

Since price is not the only criterion on which proposals will be evaluated, there will not be a public opening of proposals.

***Rejection of Proposal Submissions***

A proposal submitted in response to this Request for Proposals may be rejected and the proposal not considered if the proposal:

- a) Does not contain any addendum(s) that have been issued by the Client;
- b) Is the second proposal submitted by the same proponent, in which case all proposals submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Proposals document.

A proposal may be rejected by either the Town of Shelburne or the Municipality of Shelburne, but not necessarily both, if it is determined that each party would like to have different IT Management and Support Service providers.

***Evaluation Criteria***

Each response to this Request for Proposals shall be evaluated by the Client to determine the degree to which it responds to the requirements as set out. All proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Score</b>
<b>Understanding, Methodology and Approach</b>	<b>20%</b>
<b>Qualifications and Experience</b>	<b>40%</b>
<b>Quality of Proposal</b>	<b>10%</b>
<b>Fees/Charges</b>	<b>30%</b>
<b>Total Score</b>	<b>100</b>

The proposal must show how the proponent is capable of delivering each of the items outlined in the scope of work.

The contract will be awarded to the proponent that scores the highest on the evaluation, and the general proposal satisfactorily meets the expectations of the evaluation committee.

In the event that no satisfactory quotations are received, the Client reserves the right to re-issue the RFP.

Once a conditional award is made, any concerns with the proposal which have been brought out through the evaluation process may be negotiated with the selected proponent. Final award will be subject to execution of a service contract.

It is acknowledged that the contents of proposals submitted in response to this RFP are confidential and shall not be released to other parties.

## **TERMS AND CONDITIONS**

### ***Agreement***

By submitting a proposal in response to this RFP, the Proponent agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

### ***Privilege***

The Client reserves the right to:

- a) Modify the terms of this RFP at any time at its sole discretion.
- b) Suspend or cancel the RFP at any time for any reason without penalty.
- c) Have one of the Clients (Town of Shelburne or Municipality of Shelburne) suspend or cancel the RFP.
- d) Have one of the Clients (Town of Shelburne or Municipality of Shelburne) continue with the RFP if the other decides to suspend or cancel the RFP.
- e) Reject any or all proposals, not necessarily accept the lowest proposal, or to accept any which it may consider being in the best interest of the Client.
- f) The Client also reserves the right to waive formality, informality or technicality in any proposal.
- g) In the event that a number of submissions are substantially the same amount or score, the Client may, at its discretion, call upon those respondents to submit further proposals or to make a presentation to the Client.
- h) Award a contract on the basis of the initial offers received, without discussions or requests for best or final offers.
- i) Disqualify respondent(s) if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest.
- j) Reject any proposal if after an investigation of the evidence submitted by the proponent fails to satisfy the Client that the proponent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- k) No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Client or otherwise, which are inconsistent with the provisions contained herein.

### ***Confidentiality***

This RFP document (including all attachments and appendices) may not be used for any purpose other than the submission of an offer. Proponents shall not use information obtained through the RFP process without written permission of the Client.

The successful proponents will be permitted access to files and reports that relate to this RFP. Information pertaining to the Client obtained by the successful proponents as a result of this project is confidential and must not be disclosed without written permission of Client.

By submitting a proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the proposal that the proponent considers to be personal information or confidential information of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Government Act as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the successful submission will be made public.

### ***Law***

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.

In responding to this RFP, Proponents warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Respondents must agree to indemnify the Client and its employees if they fail to comply, and the Client reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The selected firm shall indemnify the Client, its officers and employees against any damage caused to the Client as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful proponents shall agree to indemnify the Client, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

### ***Payment of Fees***

The Client shall have the right to withhold, from any sum otherwise payable to the Proponent, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same. Invoices are to be forwarded to the Client's Chief Administrative Officers or other contact as specified in the final Contract.

### ***Subcontractors***

Proponents are responsible for obtaining the Client's permission prior to hiring a subcontractor. The Client may, for reasonable cause object to the use of a proposed subcontractor and require the Proponent to employ another subcontractor.

All subcontractors employed by the proponent will be subject to the same terms and conditions of the Contract, and will be under the supervision and control of the Proponent. Nothing contained in the Contract shall create a contractual relationship between the Client and subcontractor.

### ***Contract***

The successful Proponent shall enter into a contract within 30 days of award. Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

Unless otherwise noted in previous sections, the contract will be terminated for any of the following reasons:

- a) Unsatisfactory performance of work,
- b) Conduct detrimental to the Client,
- c) Lack of response to work requests,
- d) Evidence of Collusion,
- e) An existing or recent business or personal relationship which could be perceived as causing a conflict of interest.
- f) Becoming insolvent or has filed against a Petition in Bankruptcy or makes an Assignment for the benefit of Creditors or it a Receiver is appointed for its assets.

### ***Notice to Perspective Proponents***

- a) The information contained in this RFP is supplied solely as a guideline for proponents. While every reasonable attempt has been made to ensure its accuracy, the Client does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.
- b) By submitting a response to the RFP, the Proponent represents and warrants that such proposal is genuine and not false and collusive or made in the interest or in behalf of any person therein named, and that the proponent has not, directly or indirectly, induced or solicited any other proponent to put in a false bid, or any other person, firm or corporation to refrain from submitting a proposal, and that the proponent has not in any manner sought by collusion to secure to the proponent an advantage over any other proponent.
- c) If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has in presenting any proposal(s), colluded with any other party or parties, then the contract so awarded shall be liable to the Client for all loss or damage which the Client may suffer thereby; and the Client may advertise for a new contract and for said labour, supplies, materials, equipment or service. Unauthorized conditions, limitations or provisions attached to an RFP may cause its rejection.
- d) The Proponent, by submitting a proposal, shall represent and warrant that he / she has sufficiently informed themselves in all matters affecting the performance of the work or the furnishing of the labour, supplies, materials, equipment, or service called for in the quotation documents; that he/she has checked their proposal for errors and omissions;

that the amounts stated in his/her proposal are correct.

- e) If a written agreement cannot be negotiated within 30 days of notification to the proponent(s) initially selected, the Client may, at its discretion, terminate negotiations with the proponent(s) and either negotiate a contract with the next highest qualified proponent or cancel the RFP process and not enter into a contract with anyone regarding the RFP.

### ***Procurement of Additional Services***

The Client may procure services from additional Proponents under the following circumstances:

- a) If the project scope is outside the scope of services, as deemed by the Client;
- b) If the project is being performed on behalf of a Village or another municipal unit, that Village or municipal unit may invite one service provider of its choosing to bid on that project;

### ***Proponent Responsibilities***

- a) The offer must be signed by the person(s) authorized to sign on behalf of the company and binds the company to the statements made in the proposal.
- b) The Proponent shall confirm in their submission that the Proponent agrees to abide by the terms and conditions outlined in the RFP. Submissions which do not have this confirmation will not be considered.
- c) Proposed subcontractors and or consultants must be listed with attached resumes. A joint proposal submission must indicate which Proponent has overall responsibility for the offer. If a Proponent wishes to submit alternative options, each option is to be submitted as a separate proposal.
- d) The Proponent is entitled to amend its proposal at any time before the closing time. After the closing time, the consultant will not change the wording or content of its proposal and no words will be added to or deleted from the proposal, including changing the intent or content of the presentation of the proposal, unless requested by the Client.
- e) The Proponent shall not transfer responsibility to meet the obligations of the contract to a third party without the written consent of the Client.
- f) Proponents are solely responsible for their own expenses in preparing the proposal, presentation of the proposal, and any travel costs incurred in presentation and/or interviews and negotiating a contract.
- g) It is the Proponents responsibility to ensure that their submission is complete and is delivered to the Client by the date and time indicated. Proposals submitted after the above noted time shall be returned unopened.
- h) Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

### ***Data***

All data materials, and information collected and work products created either directly for, or in support of the work outlined in the RFP is the property of the Client.

The successful Proponent is expected to maintain a log and have the ability to submit both paper and digital copies (.pdf, .doc, etc.) of all work completed to the Client, if requested.

The consultant shall not be permitted to publish or in any way use said information without the expression or final approval of the Client.

### ***Quotations & Payment***

Prices must be in Canadian funds, and shall include all handling, freight, duty, and any other charges, which are applicable at time of award. It is the responsibility of the Proponent to find out from the appropriate authorities what rates and charges are applicable.

### ***HST***

The fees and charges must clearly show the Harmonized Sales Tax as a separate item from the total price submission.

### ***Insurance and WCB***

The Proponent must provide the Client with a copy of a "Certificate of Professional Liability Insurance" prior to commencement of the work. The General Liability Insurance minimum will be one million dollars (\$1,000,000.00) with The Client named as additional insured.

The Proponent acknowledges that he/she is an independent Contractor and shall, indemnify, protect and save harmless The Municipality of Shelburne and Town of Shelburne, its agents and employees from all damages, liabilities and claims of whatsoever nature arising out of the furnishing by the Proponent, its agents or employees of the materials and/or performing of the services covered by this RFP. The Vendor remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

It is also expected that respondents shall be in good standing with the Workers' Compensation Board of Nova Scotia at all times when providing the service outlined herein or, if exempt, provide written proof thereof.

### ***Inquiries/Contact/Addenda***

All inquiries about the RFP must be directed to the Client at least five (5) business days prior to the submission date, (through e-mail) to:

Erin Hartley, Deputy Chief Administrative Officer: [erin.hartley@municipalityofshelburne.ca](mailto:erin.hartley@municipalityofshelburne.ca)

Any addenda will be uploaded to the Provincial Procurement Website no later than three (3) business days prior to the Final Submission date.

**Only formal written responses to properly submitted questions will be binding on the Client.**

**All formal responses by the Client (addenda) will form part of the Request for Proposal process.**

**Vendors may be advised by addenda, via the provincial procurement website and/or municipal websites, of required additions, deletions or alterations in the requirements of the Request for Proposal documents. It is the responsibility of the proponent to check the website to ensure all information has been obtained. All such changes shall become an integral part of the Request for Proposal documents and shall be allowed for in the evaluation process.**

***Notification***

**Submissions will be assessed and proponents may be contacted to answer questions or to present their proposal. The unsuccessful respondents will be informed in writing.**

***Contract Award***

**The award of this RFP is conditional upon the successful respondent entering into an agreement/contract to perform the services and other obligations as required by this RFP.**



**Municipal Joint Services Board, Lunenburg Region**

**131 North St, PO Box 209, Bridgewater, NS B4V 2W8 / Phone: (902) 543-2991 Fax: (902) 530-5189**

**Project Brief: Offboarding the Municipality of the District of Shelburne (MoDSH) from MJSB IT Shared Services (ITSS)**

**Project summary**

The Municipality of the District of Shelburne (MoDSH), together with MJSB IT Shared Services (ITSS), will transfer all equipment, data and information service accounts from MJSB's IT environment to that of MoDSH's new IT Service Provider by the end of the current contract (March 31, 2023).

**Project requirements**

1. The transfer of IT services must not interrupt business continuity for the Municipality of the District of Shelburne.
2. It is the responsibility of the Municipality of the District of Shelburne to procure a new IT service provider.
3. New services (see Project Phases and Key Tasks section) need to be in place before existing services can be discontinued.
4. The Municipality of the District of Shelburne and the Town of Shelburne share a Microsoft 365 tenant. Unless one of these two organizations decides to create their own tenant, they need to work together to find a joint administrator.

**Project scope**

1. All accounts, data, equipment, licenses, and IT services currently provided to MoDSH by MJSB must be transitioned to a new service provider.

**Exclusions**

1. Communication – MoDSH will manage communication regarding this change with their staff/councillors/service providers.
2. Townsuite – MoDSH will work directly with TownSuite to manage their access, data, software functionality, data hosting and account.
3. Laserfiche - MoDSH will work directly with Laserfiche to manage their data, software functionality, data hosting and account.

**Project phases and key tasks**

Phase	Task/Outcome	Owner	Estimated time
<b>Project Initiation</b>			
1	Create project brief	MJSB	

<b>2</b>	<b>Project sign-off</b>	MoDSH	
<b>Procure new service provider</b>			
<b>3</b>	RFP/recruitment	MoDSH	
<b>4</b>	Contract negotiations	MoDSH	
<b>5</b>	Offboarding project kick-off	BOTH	
<b>Design new IT environment</b>		MoDSH	
<b>5</b>	Network – contact Eastlink and get new network service established. MJSB will disconnect the service only when the new service is operational.	MoDSH	
<b>6</b>	Procure a data backup solution. Backup M365 + N drive data.	MoDSH	
<b>7</b>	Antivirus software – purchase new software (and install it on MoDSH computers, see #2). This could be done by upgrading M365 licenses to Business Premium to get Microsoft Defender (currently Business Standard and Basic licenses) or buying a standalone product.	MoDSH	
<b>8</b>	Domain registration – MoDSH creates a new account with a domain registrar e.g. GoDaddy (17 domains). MJSB initiates the domain transfer.	BOTH	
<b>9</b>	Communicate changes and transitions with end users (e.g. staff and councillors)	MoDSH	
<b>Transition from MJSB to MoDSH</b>			
<b>10</b>	Support desk – setup users (MoDSH) and remove users (MJSB)	BOTH	
<b>11</b>	Computer – setup new user profiles, unjoin existing computers from MJSB's Microsoft Active Directory (AD), reconnect users to internal storage device (N drive)	MoDSH	24 x 2 hrs
<b>12</b>	Data backup – turn off data backups for MoDSH once they confirm they have backed them up.	MJSB	1 hour
<b>13</b>	Microsoft 365 tenant – hand over the keys to MoDSH	MJSB	30 min

14	Meraki – transfer network management licenses over to a new tenant	MJSB	1 day
15	IT Training – cancel KnowBe4 licenses	MJSB	15 min
16	Antivirus software – cancel Sophos licenses	MJSB	15 min
17	Complete new network equipment installation – 2 new network switches and 1 wifi access point need to be installed and existing loaner equipment removed.	MJSB	1 day
<b>Close Project</b> 18	Review and close any outstanding items or issues, ensuring the offboarding is complete.	BOTH	1 day

## IT MANAGEMENT AND SUPPORT SERVICES Request for Proposals

Addendum – January 25, 2024

Further to inquiries, please find attached information for consideration.

### INQUIRY #1

1. What are the make and model of all firewalls currently in place?
  - a. The current MJSB firewall is located at Pennant Point.
  - b. The network they are on is a part of the MPLS WAN.
  - c. When MJSB disconnects Shelburne from their firewall, the new service provider will need to provide, install, configure and maintain the new firewall (both Municipality and Town)
2. What are the make and model of your current network switches?
  - a. Municipality – Meraki network equipment managed through central Meraki console.
    - i. 2 x Meraki MS120-48fp
    - ii. 2 x Meraki MS120-24p
    - iii. 3 x Meraki MR28
    - iv. 4 x Meraki MR52
    - v. 1 x MR30h
  - b. Town – they are planning to move buildings in the near future, all new network equipment will be required (e.g. firewall, 24-port switch and minimum of 3 x WAP)
    - i. the current switch and 1 WAP (belongs to MJSB and will recovered)
    - ii. the Town also has 1 generic unmanaged 16 port switch and 1 generic WAP unmanaged
3. How many servers are in the environment?
  - a. Municipality – 1 NAS (Synology), M365 backup and the NAS backup is currently hosted on our remote server, additionally, they are in our Active directory and will need to be moved out
  - b. Town – 0 onsite, their M365 backup, Townsuite and water metre software (Neptune) needs to move off of our remote server
4. What operating systems are running on the Windows servers? N/A
5. What operating systems are on user devices (laptops and desktops)? Windows 11 (a few are on Windows 10)
6. Is a back up solution current in place?
  - a. Yes, see #3
7. Is your environment on-premise, cloud, or hybrid?
  - a. Once the Municipality is off MJSB AD, they would be 100% cloud aside from their NAS
  - b. Town is 100% cloud except for Townsuite and Neptune
8. Regarding the Scope of Work item 2.a): Is the expectation that the successful proponent will hold the contract with Eastlink?

- a. Yes
9. Would the Municipality and Town be willing to migrate from your current file share to SharePoint?
  - a. Yes

## INQUIRY #2

1. Are the town and Municipality currently in the same building- NO  
on the same network- YES
  - b. They are both on the MJSB network which is a part of the MPLS WAN
  - c. The District connects to the MJSB VPN, The Town does not use VPN
  - d. The current MJSB firewall is located at Pennant Point.
  - e. When MJSB disconnects Shelburne from their firewall, the new service provider will need to provide, install, configure and maintain the new firewall (both Municipality and Town)
  - f. Each site has? 100 MBps EVPL circuit
2. How much Data is currently on the N drive and how many servers is it comprised of?  
Municipality of Shelburne's N drive currently has 779 GB free of 1.78 TB
3. I see mention of Office 365 backups, do you currently back up your one drive and sharepoint as well?
  - a. Municipality – 1 NAS (Synology), M365 backup and the NAS backup is currently hosted on our remote server, additionally, they are in our Active directory and will need to be moved out
  - b. Town – 0 onsite, their M365 backup, Townsuite and water metre software (Neptune) needs to move off of our remote server
4. Do you have any antispam software in place for email? Sophos
5. There is mention of setting up a new active directory, is there a reason for a new one?  
Typically this would follow your domain / Office 365 tenant.
  - a. Active Directory is not linked to their tenant.
  - b. TOSH computers have no interaction with MJSB Active Directory
  - c. District of Shelburne and the new service provider will need to decide if Shelburne computers move to a new AD or move fully to the cloud.
  - d. Shelburne will be removed from MJSB Active directory which means every computer in their environment will need to be "touched" and manually removed from MJSB system.
6. What are the hours of support required ie. 9-5, 8-4? We have employees on site between 8 am and 5 pm
7. Did MJSB provide your wifi solution as well? Yes Do you need a new solution or are you open to new hardware being installed?

- a. The Municipality – currently has Meraki network equipment in place that is managed (remotely) through central Meraki console.
  - 10. 2 x Meraki MS120-48fp
  - 11. 2 x Meraki MS120-24p
  - 12. 3 x Meraki MR28
  - 13. 4 x Meraki MR52
  - 14. 1 x MR30h
- b. The Town – they are planning to move buildings in the near future, all new network equipment will be required (e.g. firewall, 24-port switch and minimum of 3 x WAP)
  - 15. the current switch and 1 WAP (belongs to MJSB and will recovered)
  - 16. the Town also has 1 generic unmanaged 16 port switch and 1 generic WAP unmanaged

### INQUIRY #3

There are the following gaps in the document:

1. No description of the environment of infrastructure- network diagrams.

Both organisations have a LAN. No network diagrams have been documented.

- a. They are both on the MJSB network which is a part of the MPLS WAN
- b. The District connects to the MJSB VPN, The Town does not use VPN.
- c. The current MJSB firewall is located at Pennant Point.
- d. When MJSB disconnects Shelburne from their firewall, the new service provider will need to provide, install, configure and maintain the new firewall (both Municipality and Town)
- e. Each site has? 100 MBps EVPL circuit provided by Eastlink

2. No inventory of devices within networks

Make and model of current network devices:

1. Municipality – Meraki network equipment managed through central Meraki console.
  1. 2 x Meraki MS120-48fp
  2. 2 x Meraki MS120-24p
  3. 3 x Meraki MR28
  4. 4 x Meraki MR52
  5. 1 x MR30h
2. Town – they are planning to move buildings in the near future, all new network equipment will be required (e.g. firewall, 24-port switch and minimum of 3 x WAP)
  1. the current switch and 1 WAP (belongs to MJSB and will recovered)
  2. the Town also has 1 generic unmanaged 16 port switch and 1 generic WAP unmanaged

3. No inventory/description of Firewalls

Make and model of all firewalls currently in place

1. The current MJSB firewall is located at Pennant Point.
2. The network they are on is a part of the MPLS WAN.
3. When MJSB disconnects Shelburne from their firewall, the new service provider will need to provide, install, configure and maintain the new firewall (both Municipality and Town)

4. No details on present storage requirements.

1. Municipality – 1 NAS (Synology), M365 backup and the NAS backup is currently hosted on our remote server, additionally, they are in our Active directory and will need to be moved out
2. Town – 0 onsite, their M365 backup, Townsuite and water metre software (Neptune) needs to move off of our remote server

# TOWN OF SHELBURNE

## STAFF REPORT Water Utility

Document #	D-24-290
Rec'd by	gws
Date	Feb. 26/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



DATE: February 26<sup>th</sup>, 2024.

Dear Council Members,

I am pleased to present the following report on the operations of the Town of Shelburne Water Treatment Plant for your review and consideration.

### 1. Overview:

The Town of Shelburne Water Treatment Plant has continued its operations efficiently and effectively during the reporting period. Our primary goal remains to provide safe and clean drinking water to the residents and businesses of our community.

### 2. Key Performance Indicators:

- **Water Quality:** Our water quality monitoring systems indicate that the water supplied to our community meets or exceeds all regulatory standards set forth by Health Canada and DOE.
- **Treatment Efficiency:** The treatment processes at our facility have maintained high levels of efficiency, ensuring that contaminants are removed, and water is purified to the highest standards.
- **Maintenance and Upkeep:** Regular maintenance schedules have been followed diligently to ensure all equipment and machinery are functioning optimally. Any necessary repairs or replacements have been promptly addressed to minimize downtime and maintain uninterrupted operations.
- **Compliance:** We have maintained compliance with all regulatory requirements and have successfully passed all inspections conducted by relevant authorities



# TOWN OF SHELBURNE

### 3. Challenges and Mitigation Strategies:

- **Resource Management:** As with any operation, managing resources effectively remains a priority. We continue to optimize our processes to minimize water wastage and energy consumption.
- **Technological Upgrades:** We are exploring opportunities to invest in advanced technologies that could enhance the efficiency and reliability of our treatment processes. This includes potential upgrades to our monitoring systems and treatment equipment.
- **Workforce Development:** Training and development programs are ongoing to ensure that operators remain well-equipped to handle the evolving needs and challenges of our facility.

### 4. Public Concerns:

- January 12<sup>th</sup>, 2024: Complaint was received for low water pressure. It was determined that they would require a new pressure reducer. This piece of hardware was installed, and the problem was resolved.
- February 22<sup>nd</sup>, 2024: Complaint was received for having high color in the water. Upon arrival it was determined that there was discoloration, and we were also told of a problem the customer had earlier that morning with their sprinkler system. We proceeded to flush the line coming into the property from the main line. After a few minutes the water did clear up, however, we continued to flush for 30 more minutes. Other tests were performed for color and chlorine as well. Both were determined to be good, and the customer was informed the water had passed all required testing and they were cleared to drink once again.

### 5. Future Considerations:

- No future considerations at this time.

Respectfully submitted,

Mike Rhuland  
Water Plant Operator





**Town of Shelburne  
Staff Report to Council  
March 4, 2024**

Document # D24-291	
Rec'd by [Signature]	
Date Feb 28/24	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**General Overview**

The purpose of this report is to update Council as to the progress being made on the new Roseway Manor project and request Council's support in accessing more professional engineering services as we move along on the project.

**Background**

During the last week of November 2023, the Town was notified that the new Roseway Manor would be located on a 10-acre parcel of land, in proximity to the Hillcrest Academy Elementary School and the EHS location. In light of a deadline of December 13, 2023, for infrastructure funding, staff contacted Bob Funke, P. Eng. to seek his professional assistance to identify capital requirements to be in a position to provide water and sanitary sewer services to the new project and also assess other future development on King Street. The consultant met with staff and did "a boots on the ground" tour of both the water, the wastewater, and the storm water systems. Over the next two weeks, he worked remotely with staff which resulted in a summary of his observations (attached is the overview dated December 12, 2023). This overview formed the basis for our approx. \$1.8 million request as noted below.

A) Wastewater Treatment Facility

Treatment optimization study	\$20,000
Additional aeration	\$300,000
Additional surge tankage of wetland area	\$1,000,000
	<b>\$1,320,000</b>

B) Pumping Station upgrades

4 station upgrades	\$400,000
SCADA upgrades to overflow	\$15,000
	<b>\$415,000</b>

Total: **\$1,735,000**

Subsequent to Bob's input, staff began reviewing and following up on his observations and recommendations. As a result of their work, the Town was in a position to confirm that water and

wastewater service could be provided to the new nursing facility to be located off King Street (attached is a copy of the letter of confirmation).

Several weeks ago, the engineering consultant representing the Macleod Home Group began communication with our Supervisor of Public Works, Mr. Will Butler, to gather information to begin design work on the project as the Environmental Assessment and Archeology analysis had been concluded with the property being cleared.

Staff also began assessing the capacity of both the water and wastewater systems to service other proposed housing developments including a potential 60-unit apartment complex off Spa Road or across from the high school on land owned by the Municipality and in proximity to their municipal building.

Water and wastewater staff plus Will met with me on February 23, 2024, to follow up on Bob Funke's suggestions and recommendations. Mr. Funke also participated in the meeting by phone. Several conclusions arising from the meeting included the following:

1. The water treatment plant has had a number of readings over the past several weeks which are within the norm as a result of some modifications made by staff. The results of the tests will be monitored over the next few months to determine if outside assistance is required.
2. Staff will continue to assess where problems are occurring in the system leading to overflow issues.
3. Staff are concerned that the capacity of the sanitary sewer system is not able to handle the flows, resulting from dense housing development beyond the core of the network. However, the water system can accommodate new development.
4. Any housing development should be across from the high school rather than Spa Road due to a significant difference in infrastructure costs.
5. A professional engineer be hired to carry out a detailed review of our current sanitary system network.

On February 29, 2024, the Mayor, CAO, the Deputy CAO and the Supervisor of Public Works met Mr. Ramsay Duff, CEO, MacLeod Nursing Home, and updated him regarding the proceeding.

### **Recommendations**

THAT Town Council give directions to staff to seek professional engineering services to assess our sanitary services network with an amount of up to \$10,000 approved and to report back to Council for further requested funding.

Respectfully submitted by,

Ken Smith, Deputy CAO and Returning Officer



P.O. Box 670  
168 Water Street  
Shelburne, N.S.  
BOT 1W0  
Phone: (902) 875-2991  
Fax: (902) 875-3932  
[www.shelburnens.ca](http://www.shelburnens.ca)

December 20, 2023

MacLeod Group  
Attn: Ramsay Duff  
219 Main St, Suite 305  
Antigonish, Nova Scotia  
B2G 2C1

Dear Mr. Duff,

First and foremost, on behalf of the Town Council, I extend our heartfelt gratitude for bringing such an extraordinary development to our community. Your project not only promises a significant boost to our town's financial well-being through an expanded tax base but also holds the promise of generating employment opportunities. We are enthusiastic about the positive impact your venture will have on our community and the potential for future growth.

Following our recent teams meeting held on November 29<sup>th</sup>, 2023, the Town is pleased to confirm its commitment to providing water and wastewater services to your new facility located at PID 80146129 (assessment no. 01829602). Additionally, we are dedicated to supporting your development processes every step of the way. Our assistance will encompass various aspects, including zoning and allowable use, traffic counting/study, road access which may entail facilitating the widening of your entrance point off King St.

We want to ensure that your project progresses smoothly and seamlessly integrates with our community. Should there be any additional areas where the Town can extend its support, please do not hesitate to let us know. We are more than willing to collaborate and assist in any way possible to ensure the success of this venture.

Once again, thank you for choosing our Town for your development.

Sincerely,

**Harold Locke**

Mayor, Town of Shelburne  
902-875-2991  
[harold.locke@shelburnens.ca](mailto:harold.locke@shelburnens.ca)

Document #	D24-291
Rec'd by	gjo
Date	Feb. 28/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

A Robert Funke Engineering Services

Document #	
D24-291	
Rec'd by	
<i>[Signature]</i>	
Date	
Feb 28/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Town of Shelburne

Water and wastewater operations Overview

December 12, 2023

# Introduction

A Robert Funke Engineering Services (consultant) was engaged to take a high-level look at the Town of Shelburne Water and Wastewater infrastructure systems specifically to determine whether or not these facilities would be negatively impacted by new growth, 112 bed seniors home and future residential development on Kings St

The consultant met with representatives of the Town of Shelburne on Thursday Nov 30. The consultant viewed proposed growth locations on King st, met with treatment plant operators and toured all sewer lift stations. Subsequently the consultant discussed Shelburne's municipal infrastructure with Mark Holden Operator Direct Responsible Charge (ODRC) for the water treatment facility and Dan Vincent ODRC for the sewage treatment facility. In addition, the consultant discussed the facilities with Adam Dentremont P. Eng Regional Engineer for NSDOE and Dave Trudeau P. Eng with CBCL Ltd former consultant who worked on the current Shelburne sewage treatment facility upgrade between 2017 and 2019. The consultant also contacted Ben Bickerton, P. Eng from CBCL LTD who authored the latest system assessment report for the Shelbourne Water Utility

## **Water Treatment facility**

The Town of Shelburne operates a 1700l/d water treatment facility at Rodney Lake, Shelburne County which supplies water to both parts of the rural municipality and the Town of Shelburne. The water treatment facility has recently undergone a significant upgrade with the installation of a new DAF (Dissolved Oxygen Flootation) system and the addition of chloramines instead of traditional chlorine disinfection. The source of water Rodney Lake has particularly high levels of turbidity and requires careful monitoring to provide a finished water which will not give rise to Drinking Water Disinfection By-products (THMS) in the water distribution system. The result is a level 3 water treatment plant requiring highly trained operators to effectively treat and monitor the water.

The latest system assessment report for this facility was prepared by Ben Bickerton, P. Eng with CBCL in September of 2023. The report outlines in detail the number of deficiencies where the utility failed to meet the requirements of their permit to operate and provides a series of recommendations to improve the operation of both the water treatment plant and the water distribution facility to keep the plant in full compliance with the permit to operate.

Plant operators indicate they are working on the deficiencies and have corrected most of them except for the excessive HAA readings within the distribution system.

### **Observations and recommendations**

- 1) The Water Treatment Facility has the capacity to provide water service to the proposed developments while still having additional capacity for growth. Referring to the system assessment report the plant has an average allowable flow rate of 1150l/d while current daily uses for the highest monthly demand were 573l/d. **Basically the plant could double the existing number of customers and still be within its daily allowable flow rate.**
- 2) The Utility is one of only 2 in the province who use chloramines to disinfect the water. **NS environment advised that the Utility may want to notify the new developers especially the nursing home that they are using this disinfection rather than chlorine.**
- 3) The Utility has very low water pressure in this area so they should notify the owner and consultants designing abilities in this area that potable water resources in this area are low and this should be taken into consideration during design.
- 4) The latest system assessment has 8 recommendations listed by CBCL that should be acted upon ASAP. The consultant had been assured by operators that most of these have been corrected however the high levels of HAAs with a new assessment report due in April in 2024 it will be necessary to report progress to ensure compliance with the Utilities permit to operate.
- 5) The town may wish to obtain outside assistance with the treatment plant operation. There currently are private operators that can provide 1 day per

week assistance to improve operation at the Water treatment plant. This may take 1 to 2 months so that the new operator will better understand chemistry of the Coagulation process with the challenging water raw water at the facility. The use of private operators is becoming more common to aid Municipalities on an as needed basis. One such group, Atlantic Integrated Water Utility Consultants (AIWUC) was formed from CBCL staff a few years ago to serve a growing demand for direct operating support that water and wastewater engineers at CBCL had been providing on an ad-hoc basis for several years.

### **Wastewater Treatment plant and sewage collection system**

The Town of Shelburne wastewater treatment facility has a design capacity of 1700m<sup>3</sup>/day. The recent system assessment report indicates high capacity for 7 months due to operator error in recording daily flows. The results for the last 5 months are more indicative of the normal flows at the plant. What is important to note is the difference between low dry weather flows and wet weather flows. The average according to staff range from 800m<sup>3</sup> per day to over 5000m<sup>3</sup> per day. This high degree of variance is a result of the significant increase in stormwater that enters the system during heavy rains. Increased flows simply wash out the oxidation ditch and require staff to start again once flows recede. A surge tank and or wetland lagoon may be designed to handle storm water flows as was mentioned in the 2017-2019 CBCL study.

The treatment process is a modified activated sludge system using an oxidation ditch. These systems involve biological treatment processes which are utilizing long solids retention times for the removal of biodegradable organics. Dissolved oxygen is introduced to improve the biological process. Without proper oxygen in the oxygen ditch the town will not be able to lower the BOD and subsequent total suspended solids (TSS) in the plant. It is therefore a target to add DO to achieve a 1 ppm oxygen in the ditch. The town however struggles to attain .3ppm .

Therefore, to improve the effluent water quality at the sewage treatment plant improvements need to be made to the process by adding additional aeration at the facility and by eliminating the impact of high flows on the process. This will help reduce BOD and reduce odors

**Wastewater treatment facility estimated costs.**

Treatment optimization study	20000.00
Additional aeration (subject to study and design)	300000.00
Additional surge tankage of wetland area	1,000,000.00

**Sewage collection system.**

The Town of Shelburne has 15 sewage lift stations that together with the gravity system send effluent to the wastewater treatment facility. Recently the town has begun to upgrade the sewage lift stations with newer pumps and SCAD systems that send alerts to staff cell phones for stations issues. This is an excellent reporting tool however the stations do not indicate when they overflow raw sewage directly to the harbor. Three stations have been retrofitted so far with a 4<sup>th</sup> station due to be completed by the end of February. Staff indicate that there are there 4 additional stations that should be upgraded to 3 phase power and Scada added to these stations. This will give a much better picture of the sewage pumping reliability of the stations and a better estimate of the number and extent of overflowing. Unfortunately, due to the proximity of these stations to the ocean there is a possibility that some of these stations without proper maintenance will also allow the ocean during high tide to enter the stations and be pumped to the Sewage treatment plant.

**Pumping station upgrades**

To complete the station upgrades the Town should consider upgrading and additional 4 stations and retrofitting the first 3 statins with transducers to notify operators when they are overflowing and quantifying the volumes.

4 Station upgrades	4 at 100000	400000.00
Scada Upgrades to overflows		15000.00

### **Sewage collection system**

The town has provided the consultant with a GIS system of portions of the town as well as several CDs of the sewer videos conducted in 2019. An experienced CAD technician viewed this information; however, it was not labelled in standard sewer coding so the information will need additional work by a GIS specialist and verification by existing staff prior to being able to be useful to the town. The consultant therefore has no pipe sizing or sewage system attributes to make an overall comment on grades and flow capacities, piping ages condition etc.

It can be deducted with reasonable certainty that the town has handled numerous high flow events without reported sewage backups as indicted by the wide variance in flows recorded at the Towns sewage treatment facility. **Therefore there should be no capacity issues with the town adding additional sanitary volumes to the towns system provided the town makes improvements to the sewage treatment facility and attempts to eliminate sewage overflows should they occur within the distribution system** .Two common methods to make improvements are to conduct inflow/infiltration studies as well as conduct a detailed system investigation including a new sewer cleaning and video of the sewage collection system and compare results to the 2019 videos. The best practice is to camera and clean all sewers on a 5-year rotating basis.



**Town of Shelburne  
Staff Report to Council  
Regional Material Recovery Facility (RMRF)  
Assessment and Recommendations for Compliance with New Regulations  
March 4, 2024**

Document # D24-292	
Rec'd by [Signature]	
Date Feb 28/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**General Overview**

To update Town Council regarding the actions by MDS required to enable the West Green Harbour transfer station to maintain its operating license as a result of FRAC Flow Consultants Inc. review of the site.

**Background**

On February 20, 2024, I attended a meeting coordinated by Marcia D'eon, Director of Operations and Protective Services, Municipality of the District of Shelburne (MDS), to be updated on the potential future of the Regional Material Recovery Facility (RMRF) as a result of the new Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal in a report prepared by FRAC Flow Consultants Inc. The facility services the MDS, the Town of Shelburne and the Town of Lockport.

The report documents the findings of the assessment work and provides recommendations and guidance on how best to prepare the site and proceed with an application for an Approval to Operate the RMRF.

**Analysis**

MDS has already submitted an application to operate the site beyond March 31, 2024, subject to achieving compliance based upon a proposed schedule for MDS of undertaking the following activities:

1. Identification and delineation of existing wetlands.
2. Cutting of trees to create the required separation distance between stockpiled materials and the tree line.
3. Relocation of existing stockpiles to make best use of the existing site layout, while observing and respecting the required setbacks from critical features such as water courses and wetlands.
4. Installation of monitoring wells in and around the scale house and the drop points, and design of a water monitoring program that incorporates the existing well network followed by planning and executing the water monitoring program.
5. Design and Construction of a canopy over the drop points to limit direct contact with precipitation and help reduce the new leachate generation. Eventually consider a transition to the use of roll-off containers over time including a concrete pad below each drop point

Although the figures are preliminary, MDS has projected the following costs to upgrade the facility.

2024-25 – Cell design, tree clearing, wetlands assessment, monitoring wells, safety upgrades, etc. - \$147,000.

2025-26 – Cell covers (\$210,000), site roll off containers (\$135,000) - \$345,000.

They are budgeting approximately \$500,000 over the next two years related to those upgrades.

However, the report stated, “the cost to upgrade remains uncertain, but it will likely take less time and money to make the necessary improvements to the existing site, versus closing and rehabilitating that site, and designing and opening a new facility at a different location.”

Surface water and groundwater quality monitoring will likely become a requirement of a new operating approval for the existing RMRF. The report also noted that the only way to avoid a long-term commitment to water quality monitoring at the RMRF is to transition the site from its current operating model. If the transition can take place, it would likely take a few years due to cost and funding limitations.

Unfortunately, the RFP didn't request the consultants to consider a 4<sup>th</sup> option of exploring the utilization of the Barrington Material Recovery Facility.

Respectfully submitted by,

Ken Smith, Deputy CAO and Returning Officer

Document #	
D24-292	
Rec'd by	
[Signature]	
Date	
Feb 28/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Final Report

**Regional Material Recovery Facility (RMRF)  
Assessment and Recommendations for  
Compliance with New Regulations**

Prepared by:

Fracflow Consultants Inc.  
2 Fielding Ave., Suite D  
Dartmouth, NS, B3B 1E1

Submitted to:

**Municipality of the District of Shelburne**  
414 Woodlawn Drive  
P.O. Box 280  
Shelburne, NS, B0T 1W0



*[Handwritten Signature]*

Signature and Seal of  
Professional Geoscientist

*This page intentionally left blank*

## **Summary**

The Municipality of the District of Shelburne (MODS) required a review of the design of its Regional Material Recovery Facility (RMRF) within view of the new Solid Waste Management Facility (SWMF) Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal (ECC, 2023). Fracflow Consultants Inc. (Fracflow) completed that review and has concluded that the design of the existing RMRF does not meet the requirements of the new guidelines. Key issues are listed below.

- Watercourses and wetlands are recognized as critical features in the new SWMF guidelines and a 30 m separation distance from those features is required. The boundaries of the existing metals stockpile, at the southwest corner of the RMRF, are 6 m away from Reuben Meisner's Brook and 9 m away from an unnamed water course, and do not meet that requirement. Wetlands and/or wetlands-type vegetation may also be present near and beyond the banks of those watercourses, and may be present in other areas on and around the RMRF. Wetland boundaries at the RMRF need to be delineated.
- Most stockpiles do not maintain the necessary clearances between stockpiles or from the treeline, and some are marginally above the 3 m maximum height.
- The scrap metals stockpile and Drop Points are of primary concern for impacts to soil, surface water, and groundwater quality. The existing ash and metals disposal cell also represents an ongoing source of potential contamination.

Following a site meeting with the District Engineer from the Nova Scotia Department of Environment and Climate Change (ECC), MODS should complete and submit its application for an operating Approval. ECC intends to review the application, when received, and issue an Approval with terms, conditions and time lines to achieve compliance based upon a proposed schedule from MODS for the following list of activities.

- Identification and delineation of existing wetlands.
- Cutting of trees to create the required separation distance between stockpiled materials and the treeline.
- Relocation of existing stockpiles to make best use of the existing site layout, while observing and respecting the required setbacks from critical features such as water courses and wetlands.
- Installation of monitoring wells in and around the scale house and Drop Points, and design of a water monitoring program that incorporates the existing well network. Then, plan and execute that water monitoring program. It should be noted that baseline water

quality data are already available for the existing wells, and that may allow MODS to limit the scope of monitoring to semi-annual sampling events, rather than quarterly sampling events.

- Design and construction of a canopy over the Drop Points to limit direct contact with precipitation and help reduce the risk of leachate generation. Build flexibility into the design so that MODS can consider a transition to the use of roll-off containers over time (e.g., incorporate a concrete pad below each Drop Point for that purpose).

Given the significant capital investment for site upgrades, and the recurring costs for water quality monitoring, MODS should consider increasing the current schedule of tipping fees to help fund that work.

---

## Table of Contents

Summary .....	i
List of Figures .....	v
List of Tables .....	v
List of Appendices .....	v
<b>1.0 INTRODUCTION .....</b>	<b>1-1</b>
<b>1.1 Report Organization .....</b>	<b>1-1</b>
<b>1.2 Site Location .....</b>	<b>1-1</b>
<b>1.3 Objectives .....</b>	<b>1-2</b>
<b>1.4 Scope of Work .....</b>	<b>1-2</b>
<b>1.5 Statement of Limitations .....</b>	<b>1-3</b>
<b>2.0 OVERVIEW OF SITE OPERATIONS .....</b>	<b>2-1</b>
<b>2.1 Materials Received for Sorting and Temporary Storage .....</b>	<b>2-1</b>
<b>2.2 Mass of Materials Being Diverted, Disposed and Recycled .....</b>	<b>2-2</b>
<b>3.0 APPROVALS AND COMPLIANCE STATUS .....</b>	<b>3-1</b>
<b>3.1 Siting and Separation Distances .....</b>	<b>3-1</b>
<b>3.2 General Design, Construction and Operation .....</b>	<b>3-2</b>
<b>3.3 Groundwater, Surface Water and Leachate Considerations .....</b>	<b>3-3</b>
3.3.1 <u>Surface Water (Historical Data)</u> .....	3-3
3.3.2 <u>Groundwater (Historical Data)</u> .....	3-5
3.3.3 <u>Dug Well On-Site</u> .....	3-7
<b>3.4 Storage, Transfer and Processing Requirements .....</b>	<b>3-7</b>
<b>3.5 Disposal Cell (Incinerator Ash and Metal Waste) .....</b>	<b>3-10</b>
<b>4.0 OPTIONS FOR THE RMRF .....</b>	<b>4-1</b>
<b>4.1 Upgrade the Existing Site .....</b>	<b>4-1</b>
4.1.1 <u>Areas of Primary Concern</u> .....	4-1
4.1.2 <u>Other Stockpiled Materials</u> .....	4-2
4.1.3 <u>Opportunity for Expansion</u> .....	4-3
<b>4.2 Close and Reclaim the Existing Site .....</b>	<b>4-3</b>
<b>4.3 Design and Open a New Site .....</b>	<b>4-4</b>

4.4 Preferred Approach .....	4-5
5.0 CONCLUSIONS AND RECOMMENDATIONS .....	5-1
5.1 Conclusions .....	5-1
5.2 Recommendations .....	5-2
6.0 REFERENCES .....	6-1

## **List of Figures**

- Figure 1      General site location map.
- Figure 2      Site plan for the Regional Material Recovery Facility.
- Figure 3      Mapped water courses and potential wetlands around the Regional Material Recovery Facility.
- Figure 4      Concentrations of chloride and boron at background monitoring well MW-1, and downgradient monitoring well MW-4.

## **List of Tables**

- Table 1      Materials diverted, disposed of, and recycled at the RMRF between 2017 and 2022.
- Table 2      Required separation distances from critical features.
- Table 3      Field-measured water quality at surface water stations.
- Table 4      Field-measured water quality of groundwater at existing monitoring wells.
- Table 5      Required dimensions and clearances of stockpiled materials.
- Table 6      Measured dimensions and clearances of existing stockpiles at the RMRF.

## **List of Appendices**

- Appendix 1    Figures

*This page intentionally left blank*

## 1.0 INTRODUCTION

The Municipality of the District of Shelburne (MODS) required a review of the design of its Regional Material Recovery Facility (RMRF) within view of the new Solid Waste Management Facility (SWMF) Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal (ECC, 2023). Fracflow Consultants Inc. (Fracflow) was retained by MODS to undertake an assessment of that existing facility at West Green Harbour and to consider options for meeting the new requirements while expanding the services it offers to the public.

This report documents the findings of the assessment work and provides recommendations and guidance on how best to prepare the site, and proceed with an application for an Approval to operate the RMRF.

### 1.1 Report Organization

This introductory chapter, **Chapter 1**, provides the framework for the project. It identifies the site location, objectives and scope of work. Current site operations and are described in **Chapter 2**, and compared with the new requirements for an Approval in **Chapter 3**.

**Chapter 4** identifies the expected changes, improvements or additional components of work that will likely need to be addressed under an Approval to operate, and considers the option to close the existing site in favour of a new site. Conclusions and recommendations are presented in **Chapter 5**, followed by a list of referenced documents in **Chapter 6**.

The reader is referred to **Appendix 1** to view the figures described in this report. All data tables are embedded in the report text.

### 1.2 Site Location

MODS operates a Construction and Demolition Debris (C&D) Transfer Station at 4571 Highway 3, in West Green Harbour (**Figure 1**). The existing RMRF facility was designed and opened in 2004 before there was a requirement for an Approval to operate. The footprint of the facility occupies portions of five separate properties with PIDs, ownership, and land area as follows:

- 80125529 - Town of Lockeport (38.8 hectares);
- 80125479 - Town of Lockeport (2.2 hectares);
- 80125511 - Town of Lockeport (2.3 hectares);
- 80125503 - Town of Lockeport (2.3 hectares); and
- 80125537 - Municipality of Shelburne (2.2 hectares).

The facility is located in a rural wooded area, isolated from any residential or commercial developments.

### **1.3 Objectives**

The main objectives of this project are listed below.

- Assess RMRF operations and identify any areas of non-compliance with the new SWMF Guidelines, issued by the Nova Scotia Department of Environment and Climate Change (ECC).
- Evaluate the feasibility of keeping the existing site open and upgrading where necessary to meet the new guidelines.
- Assess the potential to expand the capacity of the site, particularly with respect to handling treated wood.
- Provide MODS with the necessary guidance to obtain an operating Approval for the RMRF from ECC.

### **1.4 Scope of Work**

Activities completed by Fracflow are listed below.

- Participated in an initial meeting with key MODS personnel and conducted a cursory site inspection of its existing RMRF facilities and operations on November 27, 2023.

- Requested, obtained and reviewed background information on site conditions and operations from MODS.
- Summarized site observations and information from existing documents within view of the new SWMF Guidelines and documented the preliminary findings in an internal memorandum on December 12, 2023. All information in that memorandum has been incorporated into this detailed report, which is why the memorandum is not a referenced document.
- Conducted a detailed site inspection of the RMRF on December 15, 2023 to further evaluate its compliance status with the requirements stated in the SWMF Guidelines. Fracflow measured the dimensions and clearances around existing stockpiles, measured the separation distances from critical features such as water courses, private wells, and buildings, opened and inspected the existing monitoring wells and measured water levels and quality using field-portable equipment, and considered options for future expansion.
- Prepared a draft of this report and reviewed the findings with MODS and ECC during a site meeting on February 6, 2024.
- Completed and submitted this final report, and developed a proposed work schedule (submitted under separate cover) for addressing compliance issues once an Approval to operate is received from ECC.

## **1.5 Statement of Limitations**

Information contained in this report is part of Fracflow's instruments of service, and Fracflow shall retain ownership thereof. Such information shall not be used for any purpose other than for matters related to this project. Any other use, reuse or modification of this document without Fracflow's prior written consent will be at the recipient's sole risk and without liability or legal exposure to Fracflow.

The findings and conclusions presented herein are probabilities based on professional judgement of the significance of those data gathered, and do not constitute scientific certainties. The opinions and recommendations that are expressed in this report by Fracflow may or may not be shared by ECC, and are not warranted by Fracflow.

*This page intentionally left blank*

## 2.0 OVERVIEW OF SITE OPERATIONS

The West Green Harbour RMRF is a critical component of the Municipality's solid waste management strategy. It provides a convenient and necessary drop-off location for residents where C&D materials can be properly sorted and diverted to other licensed facilities for recycling or disposal. Site operations are summarized below.

### 2.1 Materials Received for Sorting and Temporary Storage

The RMRF accepts and temporarily stores untreated wood, shingles, gypsum board/drywall, plaster, and mixed C&D that includes vinyl/plastic building materials, carpeting, built-up roofing, ceiling tiles, vinyl and linoleum flooring, wiring, lighting fixtures, fiberglass, styrofoam insulation, and heavy plastics. Those materials are delivered to the RMRF by residents and later transferred by contractors to the Queens Municipal Landfill Facility for disposal.

Most of the C&D materials are delivered and separated in five designated Drop Points (DP), located near the Scale House as shown in **Figure 2**. DP1 is strictly for landfill materials, such as insulation and large plastic items. DP2 is for drywall, DP3 receives shingles and roofing materials, and wood is delivered to DP4 and DP5.

The RMRF also accepts and temporarily stores scrap metal, white goods, wire lobster traps, brush, leaf and yard waste, and rope. Those materials are stockpiled at the locations shown in **Figure 2**. All of these other materials are also delivered by residents and later diverted to licensed receiving facilities, as follows:

- Fridges, Freezers and Air Conditioning Units - Approximately 160 to 200 items are received annually. MODS contracts with Rhyno's Heating, Refrigeration, Plumbing and Electrical in Bridgewater to purge and remove refrigerants from those units on an annual basis, before they are crushed and recycled.
- Metal - All forms of metal that are received at the RMRF are crushed and removed from the site on an annual basis. MODS contracts this service to either Ross & Sons or American Iron and Metal (AIM).
- Rope - MODS entered into a partnership with the Fishing Gear Coalition of Atlantic Canada. That agency removes rope from the site on an annual basis.

- Brush, Leaf and Yard Waste - That material is hauled to the Barrington C&D site on an annual basis.

## 2.2 Mass of Materials Being Diverted, Disposed and Recycled

**Table 1** below provides a breakdown of materials diverted, disposed of, and recycled at the RMRF between 2017 and 2022.

Table 1 Materials diverted, disposed of, and recycled at the RMRF between 2017 and 2022.

Fiscal Year	Diverted Materials (Metric Tonnes)	Disposed (Metric Tonnes)	Recycled Metals	
			White Goods (Metric Tonnes)	Lobster Pots (Metric Tonnes)
2017-2018	746	178	Unknown	
2018-2019	742.7	116.23	280.3	
2019-2020	924.26	218.11	228.91	
2020-2021	984.6	155.8	94.5	87.4
2021-2022	721.42	210.77	161.5	57.18

*Note: The mass of materials received between 2019 and 2021 is atypical of normal operations and related to an up-tick in home renovations during Covid lockdowns.*

### 3.0 APPROVALS AND COMPLIANCE STATUS

Under the new SWMF Guidelines, MODS will require an Approval to operate its RMRF. That requirement is based specifically on Section 8(2) of the *Activities Designation Regulations* and Section 31(2)(a) of the *Solid Waste-Resource Management Regulations* under the **Environment Act**. The current deadline for MODS to submit a completed application and supporting documentation to store, transfer and/or process C&D material at the West Green Harbour location is March 5, 2024.

Five key aspects of the SWMF Guidelines factored into the assessment of the suitability of the current RMRF site for expansion and eligibility for an Approval:

1. Siting and separation distances;
2. General C&D facility design, construction, and operation requirements;
3. Groundwater, surface water and leachate considerations;
4. C&D storage, transfer, and processing requirements; and
5. C&D Disposal Cell.

Each of the above considerations are discussed separately below. The various administrative requirements such as financial security, insurance, and records maintenance are not addressed here, but will be addressed by MODS in its Approval application.

#### 3.1 Siting and Separation Distances

An application for an Approval to operate and expand the existing C&D Facility will need to be accompanied by a letter from the Shared Services Authority stating that the facility meets all applicable zoning, planning restrictions and municipal by-laws. In addition, the facility must meet specific separation distances from defined features. Those features and current status of separation are noted in **Table 2** below.

Table 2 Required separation distances from critical features.

Feature	Horizontal Separation Distance (m)	Compliance Status
Watercourse (top of bank) and Wetland (boundary) or marine water body	30	<b>Does not comply</b> - Reuben Meisner's Brook 6 m away from metals stockpile, unnamed water course 9 m away from metals stockpile, also possible wetlands present
Property line of C&D Facility (PIDs)	30	<b>Complies</b> if all PIDs in Section 2 included in Approval
Municipal drinking water supply	See Note	<b>Complies</b> (nearest is Hayden Lake, 5 km away)
Foundation of off-site structure (commercial, industrial, residential, institutional)	90	<b>Complies</b> (nearest dwelling 750 m away, nearest commercial site 1,650 m away)
Off-site dug or drilled drinking water supply well (other than municipal supply)	90	<b>Complies</b> (nearest off-site well 725 m away)

*Note: Outside the municipal drinking water supply's Source Water Protection Area, and outside the boundary of any provincially designated Protected Water Area.*

A large culvert through which Reuben Meisner's Brook flows is located 6 m west of the metals stockpile. There is also a second, smaller, unnamed water course located 9 m to the east of the metals stockpile. Those features do not meet the minimum separation distance of 30 m from the metals stockpile and, therefore, will not comply with the new guidelines. Wetlands vegetation also appears to be present along those water courses and may be present in other areas of the RMRF, but confirmation will require a determination by a qualified wetlands assessor.

### 3.2 General Design, Construction and Operation

C&D Facility design must be prepared and signed by a professional engineer. MODS has supplied Fracflow with a copy of the tender-for-construction document that was signed and stamped by a professional engineer (Dillon, 2004a), but a companion design report was not located. A design report would normally accompany the Approval application, but when the

---

existing facility was designed in 2004 the existing guidelines did not apply. It is Fracflow's understanding that submission of the drawings from that tender-for-construction document will be acceptable to ECC, in lieu of a design report.

### 3.3 Groundwater, Surface Water and Leachate Considerations

Water quality monitoring has not been conducted as part of RMRF operations, which began in 2004. Historical baseline data on surface water and groundwater quality, and flow conditions are available (Dillon, 2004b; Dillon, 2009) and relate specifically to the former incinerator site and existing ash and metal waste disposal cell. The location of the capped disposal cell is shown in **Figure 2**. Background data on surface water and groundwater quality are summarized below. There were no leachate monitoring stations established during previous work.

#### 3.3.1 Surface Water (Historical Data)

Overland drainage from the ash disposal cell is diverted to on-site ditches. The controlled discharge waters gradually flow overland, eventually reaching Reuben Meisner's Brook, which flows into West Green Harbour. There are a number of water bodies, swamps and water courses around the site that were identified using the Nova Scotia Groundwater Atlas. Those features have the potential to be, or to host, wetlands (**Figure 3**).

The former monitoring network for surface water quality included three monitoring stations:

- SW-1: Reuben Meisner's Brook, upstream of the ash and metal waste disposal area (see **Figure 2**);
- SW-2: Reuben Meisner's Brook, adjacent to ash and metal waste disposal area (see **Figure 2**); and
- SW-3: Reuben Meisner's Brook, downstream of the ash and metal waste disposal area, and near civic number 1010, West Green Harbour Road.

According to Dillon (2004b), general inorganic chemistry of surface waters reportedly showed no significant changes between June 1995 and March 2024. Aluminum and pH routinely fluctuated outside of the Guidelines for the Protection of Freshwater Aquatic Life (FWAL) at both the up-gradient and down-gradient monitoring stations. Other parameters that were reported to occasionally exceed FWAL guideline values were total concentrations of iron, lead, copper,

and zinc. Petroleum hydrocarbons were not identified in any surface water samples during the monitoring period.

Fracflow measured flow rates and water quality at several locations during the December 2023 site visit. Readings were made at former monitoring stations SW-1 and SW-2, on Reuben Meisner's Brook, and in a drainage ditch (SW-4) and unnamed water course (SW-5) at the RMRF. Locations of those monitoring stations are shown in **Figure 2**. Those data are provided in **Table 3** below and compared with data recorded by Dillon (2004b) at SW-1, SW-2 and SW-3.

Table 3 Field-measured water quality at surface water stations.

Surface Water Station	Date	Temp. (°C)	pH (std. units)	Specific Cond. (µS/cm)	Flow Rate (Lpm)
SW-1 (Reuben Meisners Brook)	March 2004	---	4.5	43	---
	Dec. 2023	4.8	3.26	45	274
SW-2 (Reuben Meisners Brook)	March 2004	---	4.6	47	---
	Dec. 2023	4.9	4.75	56	713
SW-3 (Reuben Meisners Brook)	March 2004	---	4.7	68	---
	Dec. 2023	---	---	---	---
SW-4 (Drainage Ditch, East Side of Drop Points)	Dec. 2023	3.4	7.65	182	2
SW-5 (Water Course, East Side of Scrap Metal Stockpile)	Dec. 2023	5.3	4.69	52	146

*Notes:*

1. Data reported for March 2004 were obtained from Dillon, 2004b.
2. Fracflow's measurements were recorded on December 15, 2023. Stream velocity, width and depth were measured to calculate flow rate. Water quality was measured using calibrated, hand-held instruments.

Background quality of surface water is represented by SW-1, which had low pH and low specific conductance in 2004 and in 2023. The tea-like colour of that surface water suggests that there is a high concentration of naturally-occurring humic and fulvic acids present, which would cause

the pH to be low. The quality of surface water at stations SW-2, SW-3, and SW-5 are similar to conditions at SW-1 and appear to be indicative of background conditions. Surface water in the drainage ditch on the east side of the Drop Points (SW-4), flows eastward and has higher pH and specific conductance, suggesting impacts from solid waste materials that are temporarily placed at those Drop Points.

### 3.3.2 Groundwater (Historical Data)

Four monitoring wells were constructed around the ash disposal cell and monitored between 1994 and 2009:

- MW-1: Up-gradient of the former incinerator and ash disposal cell;
- MW-2: Down-gradient of the former incinerator and ash disposal cell;
- MW-3: Down-gradient of the former incinerator and ash disposal cell; and
- MW-4: Down-gradient of the former incinerator and ash disposal cell.

Well locations noted above are shown in **Figure 2**. Monitoring well MW-2 is buried below the existing metals stockpile, and may be damaged. Well logs were not found, but Fracflow located, opened and inspected MW-1, MW-3 and MW-4 and determined their respective depths to be 5.95 m, 4.10 m and 4.34 m below ground surface. Dillon (2004 b) reported that groundwater was generally within 1 to 2 m of ground surface.

Water levels in MW-1, MW3 and MW-4 were measured by Fracflow on December 15, 2023, and were 1.88 m, 0.38 m and 0.73 m below ground surface, respectively. Dillon (2004b) reported the direction of groundwater flow within both the overburden and shallow bedrock to be south-southeast, in the direction of Reuben Meisner's Brook and West Green Harbour (Dillon, 2004b). That would be is consistent with recent data recorded by Fracflow.

Fracflow purged monitoring wells MW-1, MW-3 and MW-4 using the existing Waterra sampling pumps. After removing approximately three standing-well volumes of water from each well, the temperature, pH and specific conductance of groundwater was measured using calibrated, field-portable HACH instruments. Those data are presented in **Table 4** below and compared with readings reported for the same parameters in 2004.

Table 4 Field-measured water quality of groundwater at existing monitoring wells.

Monitoring Well	Date	Temperature (°C)	pH (std. units)	Specific Conductance (µS/cm)
MW-1	March 2004	---	6.40	51
	Dec. 2023	10	4.64	40
MW-2	March 2004	---	6.90	277
	Dec. 2023	Buried and Possibly Destroyed		
MW-3	March 2004	---	5.20	417
	Dec. 2023	8.1	5.59	88
MW-4	March 2004	---	7.10	3420
	Dec. 2023	8.7	5.81	622
Dug Well	Dec. 2023	8.4	7.90	191

**Notes:**

1. Data reported for March 2004 were obtained from Dillon, 2004b.
2. Fracflow's measurements were recorded on December 15, 2023. Water quality was measured using calibrated, hand-held instruments.

Ambient groundwater quality for the site is represented by MW-1, which had similar conductivity values in 2004 and 2023, but much lower pH in 2023. MW-2 is buried under the scrap metal pile and could not be assessed. Groundwater at MW-3 and MW-4 had significantly lower conductivity values in 2023, compared with 2004, but the conductivity of groundwater at MW-4 remains approximately fifteen times higher than background conditions defined by MW-1.

According to Dillon (2004b), groundwater quality was assessed relative to the Canadian Environmental Quality Guidelines for drinking water (version 2002). Some observations from that report are summarized below.

- Groundwater quality at MW-1 was comparable to background levels that were established between October 1994 and March 2004. Groundwater from that well had pH values that fluctuated between 4.50 and 7.00, and total dissolved solids concentrations that varied between 29 and 49 mg/L.

- 
- Groundwater quality at MW-2 remained consistent during the monitoring period, with the exception of iron, manganese, colour and turbidity. An elevated (and possibly anomalous) chloride concentration (23.4 mg/L) was reported in September 2001.
  - Elevated manganese levels were observed at MW-3 between March 1999 and March 2004. The highest concentration was recorded in September 2000 (680 µg/L).
  - Chloride and manganese were elevated at MW-4. Manganese peaked at 2,300 µg/L in March 1999. Chloride peaked at 1,720 mg/L in March 1999 and declined to 550 mg/L in March 2004. Dillon reported that the elevated chloride levels were likely due to the placement of marine-based soil on the disposal area.

Petroleum hydrocarbon odours were detected at MW-2 during the September 2003 sampling event, but were not detected by the laboratory in any sample collected in March 2004. The only occurrences of total petroleum hydrocarbons (TPH) in groundwater were as follows:

- MW-1: TPH was 0.272 mg/L in 1994;
- MW-2: TPH was 0.014 mg/L in 1994, and 0.174 mg/L in 1999;
- MW-3: TPH was 0.06 mg/L in 1994; and
- MW-4: TPH was 0.22 mg/L in 1994, and 0.11 mg/L in 1995.

### 3.3.3 Dug Well On-Site

The scale house is supplied with non-potable water, for hand washing and toilet flushing, from a nearby dug well. **Table 4** above presents the field-measured temperature, pH and specific conductance of a sample collected from that dug well by Fracflow on December 15, 2023. Since the well is not being monitored for quality, a **Do Not Consume** notice should be posted above faucets in that facility. The dug well is located to the northwest side of the Drop Points and could be used as monitoring point for groundwater quality.

## 3.4 Storage, Transfer and Processing Requirements

Storing, transferring and processing activities shall be designed, constructed and operated in accordance with the minimum requirements established in the SWMF Guidelines, unless otherwise stated in the Approval. Individual stockpiles of material must meet the minimum clearances and not exceed the maximum base and height listed in **Table 5** below.

Table 5 Required dimensions and clearances of stockpiled materials.

Stockpiled Material	Maximum Base Area (m <sup>2</sup> )	Maximum Height of Storage (m)	Clear Space Around Each Stockpile (m)	Clear Space Between Stockpiles and Buildings (m)
Mixed C&D Debris	1000	≤ 3	6	15
Dimensional Lumber or Brush Piles		>3 ≤ 6	Twice the Height of Storage to a Maximum of 12 m	
Wood Chips	15000	18	9	15
Pallets	1000	3	15	15

Clearances between stockpiles and a building on the property is permitted to be waived where an individual stockpile area has a base area not greater than 5 m<sup>2</sup>.

C&D debris stored on site, for the purpose of diverting for beneficial reuse, that could deteriorate due to precipitation and produce leachate, shall be managed to prevent deterioration. Materials include but are not limited to drywall, cardboard, and architectural salvage. As shown in **Table 3**, the pH and specific conductance of surface water in the drainage ditch at SW-4 has likely increased above background as a result of leaching from the Drop Points. Sampling and chemical analysis of that surface water is necessary to determine the nature of those impacts. However, based on Fracflow’s monitoring experience at other C&D sites, dry wall and related materials at DP2 are probably the main source of leaching of major ions such as calcium and sulphate into surface water at that location.

The dimensions and compliance status of existing stockpiles at the RMRF are presented in **Table 6** below.

Table 6 Measured dimensions and clearances of existing stockpiles at the RMRF.

Stockpiled Material	Approx. Base Area (m <sup>2</sup> )	Max. Height of Stockpile (m)	Clear Space Around Each Stockpile (m)	Clear Space Between Stockpiles and Buildings (m)	Compliance Status
Drop Points	850	3.2	Drop Points Adjacent to Each Other	50 m to Scale House	Solid Waste Overlapping, Does Not Comply
Wire Lobster Pots (Stockpile #1 Near Scrap Metal)	100	2.1	2.5 m from Treeline	30 m to Storage Shed	Too Close to Treeline, Does Not Comply
Wire Lobster Pots (Stockpile #2 near Fridges)	725	2.3	3 m from Treeline on the South Side	85 m to Scale House	Too Close to Treeline, Does Not Comply
Fridges, Freezer and A/C Units	300	2	20 m to Cell 1, between 4 m and 8 m from Treeline	45 m to Scale House	Too Close to Treeline, Does Not Comply
Concrete and Brick (Stockpile #1, Near Fridges)	80	1	Adjacent to Treeline	75 m to Scale House	Too Close to Treeline, Does Not Comply
Concrete and Brick (Stockpile #2, Near Drop Points)	100	0.7	Adjacent to Treeline	45 m to Scale House	Too Close to Treeline, Does Not Comply
Scrap Metal	1,200	3.5	Adjacent to Treeline	15 m to Storage Shed	Too High, Too Close to Treeline, Does Not Comply
Brush	750	3.5	Two Windrows, 3.5 m Apart	15 m to Storage Shed	Too High, Too Close Together

### 3.5 Disposal Cell (Incinerator Ash and Metal Waste)

C&D materials are not being disposed of at the RMRF, but historical operation of an incinerator at this site did result in the construction of a disposal cell for incinerator ash and other non-burnable metal waste. Specifications and contract documents were prepared by Porter Dillon Limited (1997) for burial and capping of those materials. The scope of work included:

- General site clean-up and regrading of the incinerator site and surrounding area;
- Excavation of buried ash and metal waste and reburial in a secure area;
- Placement and grading of impermeable cover material over the disposal cell, including a geotextile cover over metal waste;
- Construction of drainage features, ditching and erosion control; and
- Hydraulic seeding and landscaping.

Surface water and groundwater monitoring began in 1994 and continued around the disposal cell until 2013. At the request of MODS, approval to suspend monitoring was granted by ECC. Dillon (2004b) suggested that the elevated chloride at MW-4 may have been derived from the placement of marine-based soil over the disposal area.

Fracflow noted some unusual trends in groundwater quality that would suggest impacts from incinerator ash or other un-burnable waste that was buried at the RMRF. **Figure 4** compares the concentrations of chloride and boron at background well MW-1 and downgradient well at MW-4. There is no doubt that chloride at MW-4 increased after capping, but chloride was already high and above background at 583 mg/L in October 1994, and at 523 mg/L in June 1995. After capping, chloride increased to 1,720 mg/L in March 1999, but returned to 550 mg/L in 2004. Chloride at background monitoring well MW-1 varied between 6 mg/L and 15.4 mg/L (ignoring one anomalous value), averaging 8.2 mg/L.

Boron in groundwater at MW-4 showed a general increase, from 410 µg/L (October 1994) to 850 µg/L (March 2004) during the monitoring period, averaging 681 µg/L. Rising boron could be related to leaching from buried waste given that boron at background monitoring well MW-1 varied between 7 and 94 µg/L, averaging only 22.3 µg/L. Boron is a common constituent of fly ash.

The land area directly above the disposal cell was used by MODS for storage of brush received at the RMRF between 2013 and 2023. At the request of MODS, Dillon Consulting Limited visited the West Green Harbour Landfill and conducted a test pit investigation and visual assessment to determine the integrity of the landfill final cover (Dillon, 2023). Twelve test pits were excavated in the area where brush was stored. Dillon (2023) concluded that the storage of

brush on the landfill did not negatively impact the integrity of the cover materials. Excavated materials consisted of a brown clay, with final cover depths exceeding the minimum required 600 mm and 450 mm. It was recommended that the brush storage area be relocated off the landfill cap to ensure its integrity, and that any future brush growth be controlled to prevent damage to the capping materials.

*This page intentionally left blank*

## 4.0 OPTIONS FOR THE RMRF

MODS identified the following scenarios to be evaluated when considering the best use of the RMRF site:

- Keep the existing site and upgrade to meet the new requirements; or
- Close and reclaim the existing site; and
- Design and open a new site at a new location to meet the new requirements.

Each of these scenarios are considered and discussed in separate sections below.

### 4.1 Upgrade the Existing Site

#### 4.1.1 Areas of Primary Concern

The southwest corner of the RMRF, where scrap metals are stockpiled, is an area of primary concern for impacts to soil, surface water, and groundwater quality. Reuben Meisner's Brook is located 6 m away on the west side, and there is an unnamed water course located 9 m away from the metals stockpile on the east side. The unnamed water course flows into the Brook, which flows through the community of West Green Harbour. There are also possible wetlands or wetland-type vegetation adjacent to, and extending some distance beyond, those water courses that need to be identified and mapped.

A wide variety of materials were observed in the metals stockpile by Fracflow staff, including the following items: a number of 200 litre empty chemical drums, domestic heating oil tanks, lawn mowers, propane tanks, hot water heaters, dish washers, bicycle frames, metal siding, generators, small engine fuel tanks, tables, empty cement cans, empty paint cans, tires and minor electronics. Those metals (excluding fridges, freezers and A/C units) are stored in an area that is difficult to monitor because it is not within view of the Scale House. Visual inspections of metal materials arriving at the scale house cannot confirm that all fluids have been drained from any discarded tanks and drums. A release of petroleum hydrocarbons or chemicals would pose an immediate threat to surface water quality in Reuben Meisner's Brook and the unnamed water course. In Fracflow's opinion, the metals stockpile will have to be relocated away from those water courses to another area of the RMRF. ECC may consider wire lobster traps to be sufficiently inert to be safely stored in that area.

The Drop Points (DPs) are another area of primary concern for impacts to soil, surface water, and groundwater quality. Drywall in DP2 and shingles and roofing materials in DP3 pose a significant risk to water quality, which is suggested by the elevated conductivity of water in the nearby drainage ditch (SW-4). Plastics in DP1 and wood in DP4 and DP5 appear to be of lesser concern, but some of the separated solid waste was found to be spread beyond the Drop Points and was co-mingling, which should not happen. The SWMF guidelines clearly state that C&D debris such as drywall, cardboard and architectural salvage that could deteriorate due to precipitation and produce leachate, shall be managed to prevent deterioration.

In order to continue receiving drywall and roofing materials at the RMRF, that material will need to be covered to minimize contact with precipitation, reduce the risk of leachate generation, and meet the expected regulatory requirements of an Approval. Each Drop Point is 6.5 m wide by 12 m long. There are a number of commercial solutions available for modular, portable, fabric-covered buildings of that size. For example, TMG Industrial offers a 10 m × 12 m PVC fabric container, peak roof shelter with end wall and partial front. The shelter mounts on pony walls or steel shipping containers for maximum height. The PVC material is fire retardant, water resistant and UV protected. Other manufacturers offer Quonset-style buildings. MODS could also consider constructing a more robust steel building using steel I-beams for columns and rafters, secondary steel members for wall girts, roof purlins and framed openings, and metal panels for the roof and walls. Perhaps the most practical solution may be to erect a canopy over the Drop Points, and consider design features that would permit future use of roll-off containers.

#### 4.1.2 Other Stockpiled Materials

With the exception of the Drop Points, all other stockpiles at the RMRF appear to represent a relatively minor risk to soil, surface water and groundwater quality and should not need to be covered. Those stockpiles can be brought into compliance by lowering the height of all stockpiles to 3 m or less, cutting trees to create a minimum 6 m buffer zone between those stockpiles and the treeline (if there are no wetlands or wetlands vegetation present), and increasing the separation distance between windrows of brush, leaf and yard waste.

A portion of the brush, leaf and yard waste remains stockpiled on top of the ash disposal cell. That material should be moved and windrowed with proper spacing. As recommended by Dillon (2023), large rocks or concrete median barriers need to demark the edge of the disposal cell, along the access road, to prevent site operations from expanding south onto the disposal cell. Signage should also be placed around the footprint of the ash disposal cell to denote its boundaries.

### 4.1.3 Opportunity for Expansion

MODS does have access to a large and vacant land area. The existing RMRF only occupies a small portion of the five municipal properties that host that facility. An expansion of the RMRF to include storage and transfer of treated wood is possible. According to ECC, treated wood will have to be placed in dedicated and covered containers. Any treated wood found to be mixed with normal wood waste may be tolerated, under an Approval, up to a possible maximum of 20 percent during any given inspection.

Tree clearing, grubbing and preparation of roads and gravel pads is considered expensive relative to the current funding available to MODS. It is Fracflow's understanding that ECC has previously suggested to MODS that municipal property with an open field could be used to store brush, which would free up space at the RMRF. MODS is concerned that materials other than brush may be dumped at a site that is not monitored and controlled. Clearing a small area on adjacent municipality property (away from any wetlands), and installing gated access and security cameras monitored at the scale house, may be a viable alternative.

## 4.2 **Close and Reclaim the Existing Site**

There is insufficient information available at this time to develop a scope of work and budget to evaluate the other scenarios identified by MODS, which would involve site closure and rehabilitation, and site selection and opening of a new site. If it becomes necessary to close and rehabilitate the RMRF, one cannot develop a reliable cost estimate for that work until an Environmental Site Assessment (ESA) has been completed to identify the nature and extent of any soil, sediment, surface water, and groundwater impacts. Knowing that a former incinerator operated at the RMRF would be a significant factor in planning, costing, and executing an ESA.

An ESA at the RMRF would be conducted in phases. A Phase 1 ESA pursuant to the *Contaminated Sites Regulations* and the Phase 1 Environmental Site Assessment Protocol, PRO-300 (ECC, 2013a), must evaluate the full property for all potential sources or substances that have, or may have caused, contamination of soil, groundwater, sediment, or surface water. Phase 1 is essentially a desktop study. A Phase 2 ESA would involve site-specific investigations to be conducted in accordance with the *Contaminated Site Regulations* and the Phase 2 Environmental Site Assessment Protocol, PRO-400 (ECC, 2013b). The objectives of a Phase 2 ESA are listed below.

- Confirm the presence of contamination as may be inferred or identified during the Phase 1 ESA, performed in accordance with protocol PRO-300.
- Conduct intrusive site investigations to delineate the extent of contamination vertically, horizontally, and laterally in soil, groundwater, surface water, and sediment to applicable Tier 1 Environmental Quality Standards (EQS) as determined using protocol PRO-100, Notification of Contamination Protocol (ECC, 2021a). Those investigations would likely involve excavation of test pits and soil sampling, as well as borehole drilling and soil sampling, monitoring well installations and groundwater sampling;
- Provide the required information to the Minister of ECC within the time frames specified in the *Contaminated Sites Regulations* for conducting a Phase 2 ESA;
- Acquire sufficient site information to develop a Remedial Action Plan (RAP), if necessary; and
- Report information in a Phase 2 ESA report, including a summary checklist submission, CHK-400: Phase 2 Environmental Site Assessment Checklist.

If contamination is identified, a Site Professional will need to determine the appropriate numerical remediation levels, or long-term exposure management measures, applicable to the contaminated site under the *Contaminated Sites Regulations* and protocol PRO-500 (ECC, 2021b). MODS will then need to proceed with site remediation or risk management as per protocol the Remedial Action Plan Protocol, PRO-600 (ECC, 2013c) and the Confirmation of Remediation Protocol, PRO-700 (ECC, 2013d).

In Fracflow's opinion, the most likely outcome would be a long-term commitment by MODS to risk manage the existing contamination at the site (i.e., area around the ash and metals disposal cell).

### **4.3 Design and Open a New Site**

Selecting a suitable site for a new facility would also be a major undertaking, and it would require provincial regulatory approval under the *Nova Scotia Environment Act*. It is understood from ECC that an Environmental Assessment (EA) Registration document would not be required for construction of a C&D transfer facility, but the environmental effects of such an undertaking would still need to be predicted and evaluated. Potential adverse effects would need to be monitored, and mitigated if detected.

#### **4.4 Preferred Approach**

MODS has a strong desire to continue providing the public with a convenient and secure location for receiving, sorting and diverting municipal solid waste. There are concerns with the existing RMRF that need to be addressed, starting with a wetlands assessment, but it is Fracflow's current opinion that the existing site will be eligible to receive an operating Approval, provided that there is a stated commitment and proposed schedule to address site deficiencies and comply with the new regulatory requirements. The cost to upgrade remains uncertain, but it will likely take less time and money to make the necessary improvements to the existing site, versus closing and rehabilitating that site, and designing and opening a new facility at a different location.

*This page intentionally left blank*

## **5.0 CONCLUSIONS AND RECOMMENDATIONS**

The Municipality of the District of Shelburne (MODS) required a review of the design of its Regional Material Recovery Facility (RMRF) within view of the new Solid Waste Management Facility (SWMF) Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal (ECC, 2023). Fracflow Consultants Inc. (Fracflow) completed a limited assessment of that existing facility and has documented its findings in this report. The main conclusions and recommendations arising from that work are summarized below.

### **5.1 Conclusions**

The design of the existing RMRF does not meet the requirements of the new SWMF guidelines for reasons described below.

- Watercourses and wetlands are recognized as critical features in the new SWMF guidelines and a 30 m separation distance from those features is required. The boundaries of the existing metals stockpile, at the southwest corner of the RMRF, are 6 m away from Reuben Meisner's Brook and 9 m away from an unnamed water course, and do not meet that requirement. The scrap metals stockpile is an area of primary concern for impacts to soil, surface water, and groundwater quality. In Fracflow's opinion, the metals stockpile will have to be relocated away from those water courses to another area of the RMRF.
- Wetlands and/or wetlands-type vegetation may also be present near and beyond the banks of those watercourses, and may be present in other areas on and around the RMRF. Wetland boundaries at the RMRF need to be confirmed and delineated before MODS can consider changing the site configuration and waste management practices to meet the regulatory requirements.
- Most stockpiles do not maintain the necessary clearances between stockpiles or from the treeline, and some are marginally above the 3 m maximum height. It is not possible to determine how best to sort, relocate and temporarily stockpile solid waste materials at the RMRF to meet new compliance requirements until a wetlands mapping program is completed.
- The Drop Points, located on the north side of the RMRF, are an another area of concern for impacts to soil, surface water, and groundwater quality. The SWMF guidelines clearly state that C&D debris such as drywall, cardboard and architectural salvage that could

deteriorate due to precipitation and produce leachate, shall be managed to prevent deterioration. In order to continue receiving drywall and roofing materials at the RMRF, that material will need to be covered to minimize contact with precipitation, reduce the risk of leachate generation, and meet the regulatory requirements for an Approval to be issued.

- The existing ash and metals disposal cell also represents an ongoing source of potential contamination to soil, surface water and groundwater quality and it should be monitored.

Surface water and groundwater quality monitoring will likely become a requirement of a new operating Approval for the existing RMRF. The only way to avoid a long-term commitment to water quality monitoring at the RMRF is to transition the site from its current operating model, involving placement and temporary storage of solid waste materials on the ground surface, to placement and temporary storage in roll-off containers only. If that transition can take place, it would likely take a few years due to cost and funding limitations. Until then, additional monitoring wells and sampling stations will probably need to be installed around the Drop Points, and the former surface water and monitoring well network will need to be reactivated.

Even if the transition to roll-off containers occurs, it is Fracflow's opinion that the ash and metals disposal cell will remain a long-term source of potential contamination to soil, surface water and groundwater quality and should continue to be monitored for the public good.

## **5.2 Recommendations**

Following a site meeting with the District Engineer from the Nova Scotia Department of Environment and Climate Change (ECC), MODS should complete and submit its application for an operating Approval. ECC intends to review the application, when received, and issue an Approval with terms, conditions and time lines to achieve compliance based upon a proposed schedule from MODS for the following list of activities.

- Identification and delineation of existing wetlands.
- Cutting of trees to create the required separation distance between stockpiled materials and the treeline.
- Relocation of existing stockpiles to make best use of the existing site layout, while observing and respecting the required setbacks from critical features such as water courses and wetlands.

- Installation of monitoring wells in and around the scale house and Drop Points, and design of a water monitoring program that incorporates the existing well network. Then, plan and execute that water monitoring program. It should be noted that baseline water quality data are already available for the existing wells, and that may allow MODS to limit the scope of monitoring to semi-annual sampling events, rather than quarterly sampling events.
- Design and construction of a canopy over the Drop Points to limit direct contact with precipitation and help reduce the risk of leachate generation. Build flexibility into the design so that MODS can consider a transition to the use of roll-off containers over time (e.g., incorporate a concrete pad below each Drop Point for that purpose).

C&D Facility design must be prepared and signed by a professional engineer. There was no design report found in the MODS records archive, and no as-built drawings for existing infrastructure. Submission of the drawings from the tender specifications document, *in lieu* of a design report, is expected to be acceptable to ECC.

The application for an Approval to operate and expand the existing C&D Facility will need to be accompanied by a letter from the Shared Services Authority stating that the facility meets all applicable zoning, planning restrictions and municipal by-laws, and be accompanied by this report.

It is in the best interests of the public to resume monitoring the quality of surface water in Reuben Meisner's Brook. Quarterly monitoring was conducted historically, but now that the disposal cell is capped, semi-annual monitoring (one dry-season and one wet-season event) is likely to be adequate. If MODS agrees, Fracflow would need to review copies of all past monitoring reports, with copies of all tabulated monitoring data in Excel form, in order to examine past trends and identify chemical parameters for monitoring. Historical data in Excel form should be readily available to MODS by way of a request to Dillon Consulting, which is the firm that conducted the previous monitoring.

Given the significant capital investment for site upgrades, and the recurring costs for water quality monitoring, MODS should consider increasing the current schedule of tipping fees to help fund that work.

*This page intentionally left blank*

## **6.0 REFERENCES**

- Dillon, 2004a.** Joint Services Board, Regional Material Recovery Facility Specifications. Tender document prepared by Dillon Consulting Limited, November, 60 p.
- Dillon, 2004b.** Surface Water and Groundwater Monitoring, 2003/2004 Annual Report, West Green Harbour Incinerator Site, May, 91 p.
- Dillon, 2009.** Hydraulic Head Elevations and Groundwater Flow, West Green Harbour Incinerator. Map only (Figure 1) from a report prepared by Dillon Consulting Limited, January.
- Dillon, 2023.** West Green Harbour Landfill, Final Cover Investigation. Report prepared by Dillon Consulting Limited, February, 16 p.
- ECC, 2013a.** Phase 1 Environmental Site Assessment Protocol. Document PRO-300, adopted by the Minister of Environment Pursuant to the Contaminated Sites Regulations, 10 p.
- ECC, 2013b.** Phase 2 Environmental Site Assessment Protocol. Document PRO-400, adopted by the Minister of Environment Pursuant to the Contaminated Sites Regulations, 11 p.
- ECC, 2013c.** Remedial Action Plan Protocol. Document PRO-600, adopted by the Minister of Environment Pursuant to the Contaminated Sites Regulations, 11 p.
- ECC, 2013d.** Confirmation of Remediation Protocol. Document PRO-700, adopted by the Minister of Environment Pursuant to the Contaminated Sites Regulations, 14 p.
- ECC, 2017.** A Proponent's Guide to Environmental Assessment. Issued by the Policy Division, Environmental Assessment Branch, Nova Scotia Environment, 40 p.
- ECC, 2021a.** Notification of Contamination Protocol. Document PRO-100, adopted by the Minister of Environment Pursuant to the Contaminated Sites Regulations, 22 p.
- ECC, 2021b.** Remediation Levels Protocol. Document PRO-500, adopted by the Minister of Environment Pursuant to the Contaminated Sites Regulations, 18 p.

**ECC, 2023.** Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal. Prepared by Nova Scotia Environment and Climate Change, July, 30 p.

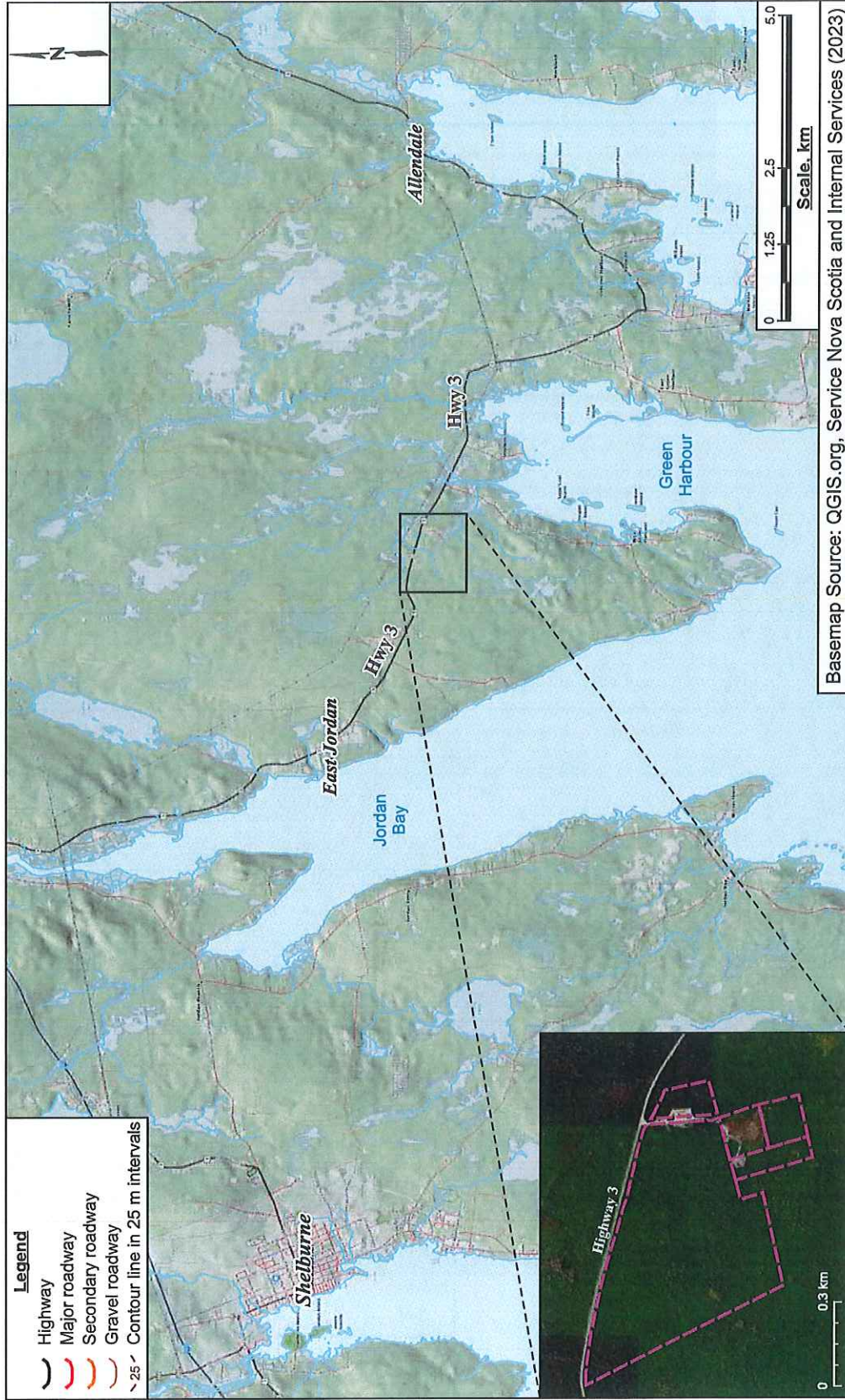
**Porter Dillon, 1997.** The Municipality of the District of Shelburne, Incinerator Site Closure, West Green Harbour, Specifications and Contract Documents. Document prepared by Dillon Consulting Limited, March, 166 p.

*APPENDIX 1*

---

*Figures*

*This page intentionally left blank*



Project No. 877	Scale	As Shown
	Location	West Green Harbour
Date		February 2024

FFC

Figure 1 General location map.

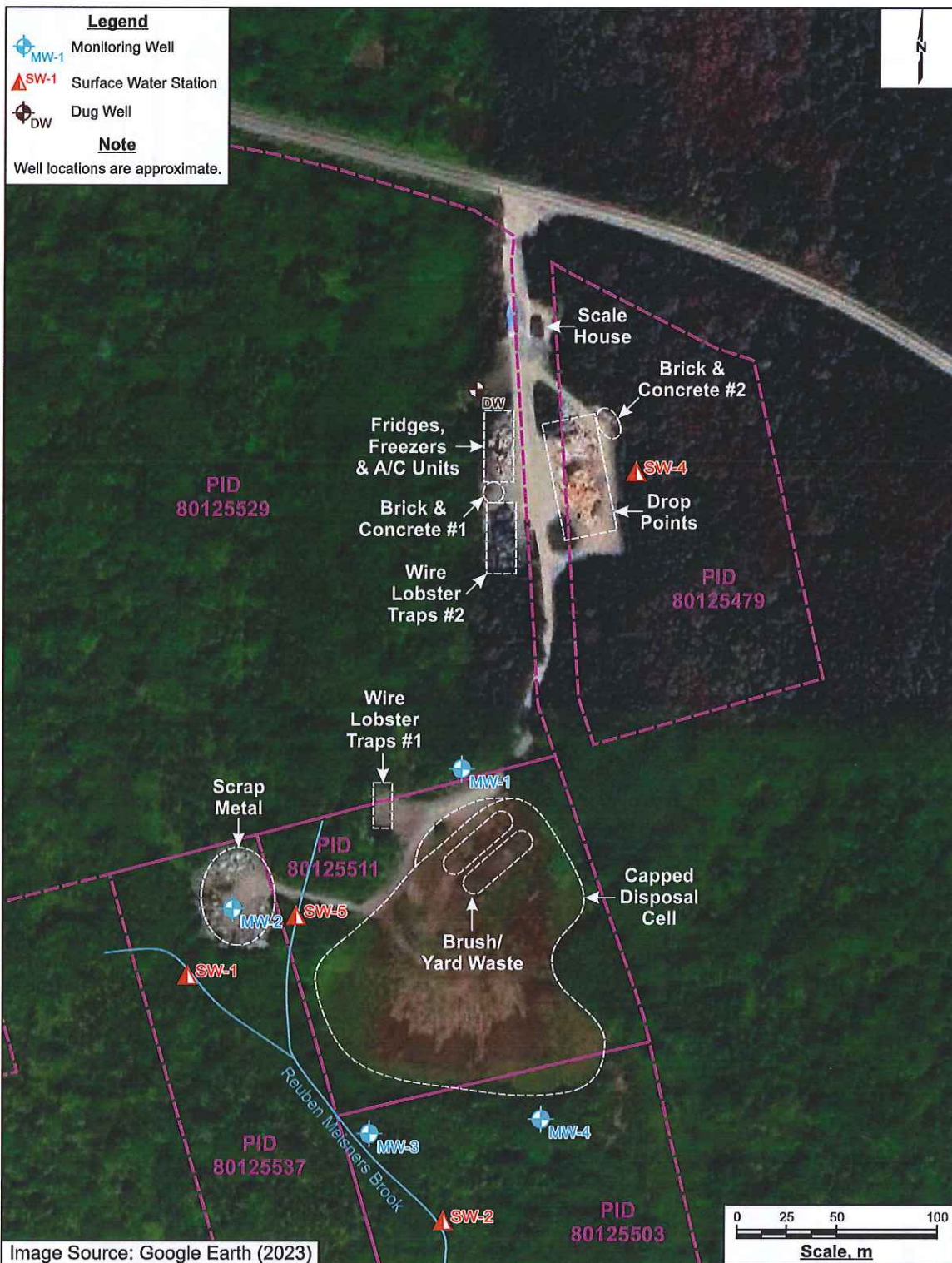



Image Source: Google Earth (2023)

<b>Figure 2</b> Site plan for the Regional Material Recovery Facility.	Project No. 877	Scale As Shown	
	Location West Green Harbour	Date February 2024	

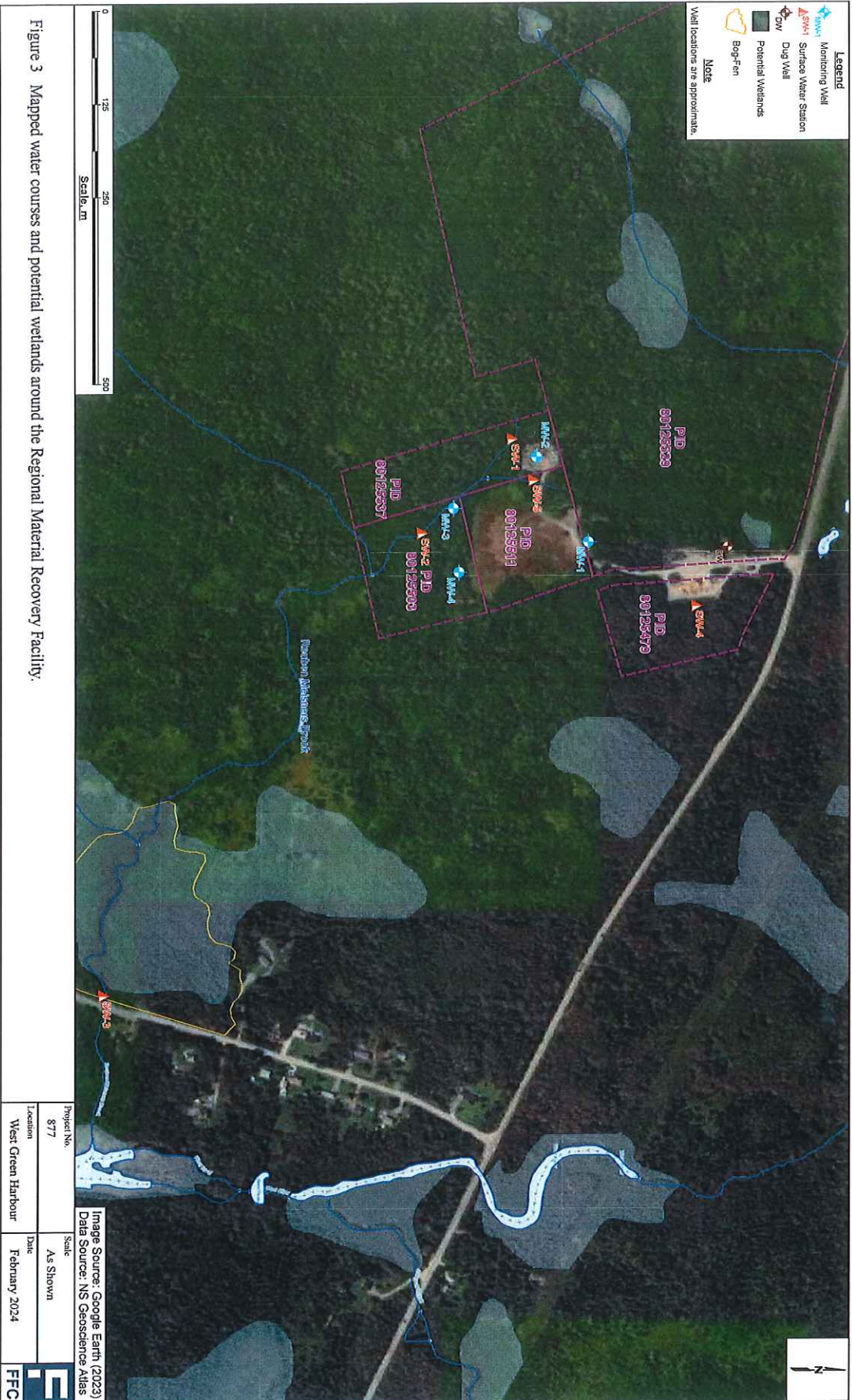


Figure 3 Mapped water courses and potential wetlands around the Regional Material Recovery Facility.

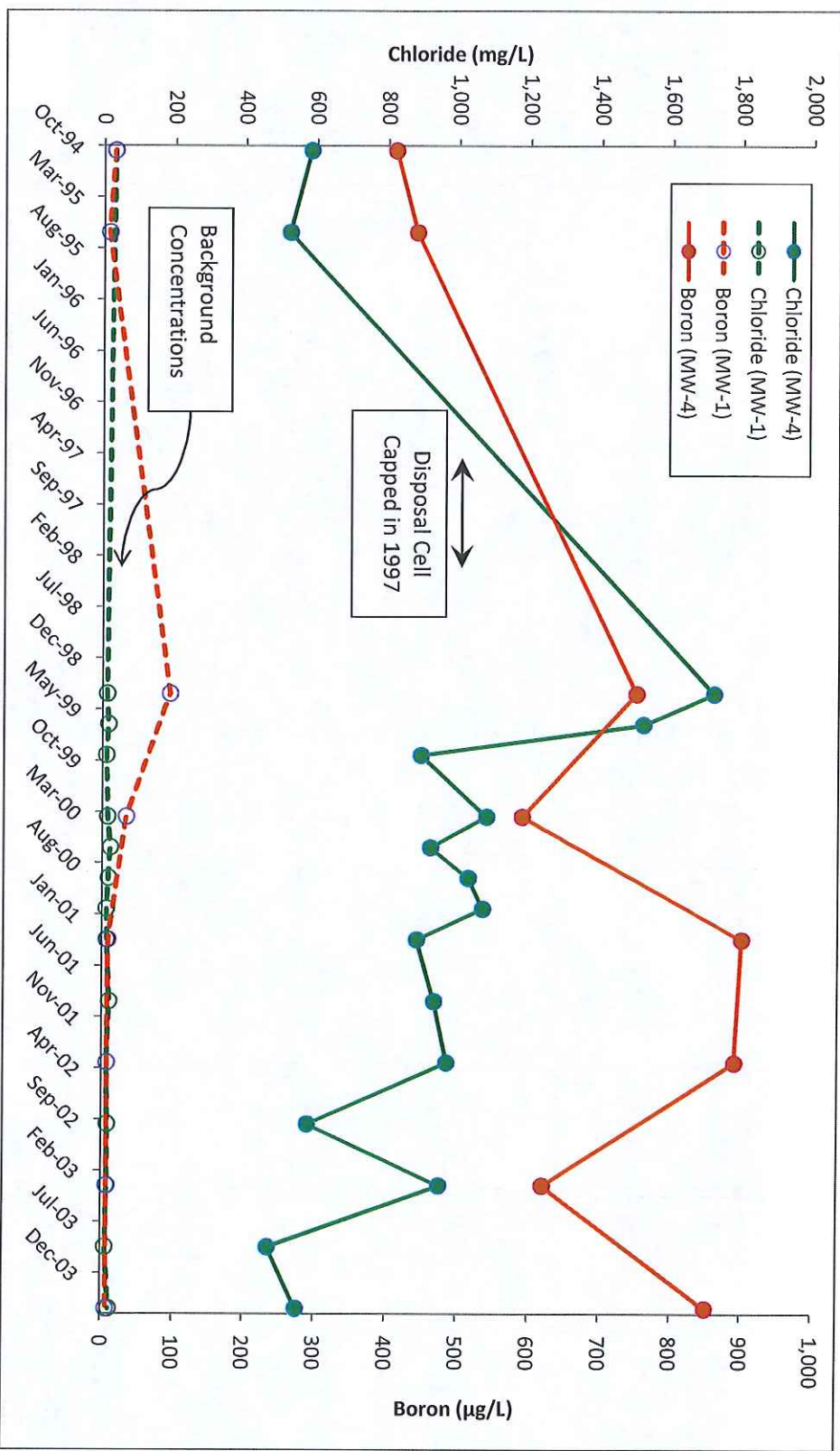


Figure 4 Concentrations of chloride and boron in groundwater at background monitoring well MW-1, and downgradient monitoring well MW-4.

Project No.	877	Scale	As Shown
Location	West Green Hbr.	Date	February 2024



Date: 8-Feb-24  
 Owner: Shelburne Shared Services Authority

Figure 1 Proposed work schedule for upgrades and improvements to the RMRF, West Green Harbour.

Below is the approximate schedule that is planned to address terms and conditions of the Approval. The schedule is subject to change depending on the requirements of ECC and other factors that may be beyond the control of the Shared Services Authority. A revised schedule will be issued, if and when necessary.

Objective	Activity	2024 - 2025 Monthly Schedule																						
		2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Anticipated Date of Issue of Operating Approval		Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
<b>1.0 WETLANDS</b>																								
1.1	Prepare / Issue RFP for Wetlands Delineation																							
1.2	Review Proposals / Award Contract																							
1.3	Complete Wetlands Delineation						31-Jul																	
<b>2.0 ESTABLISH SEPARATION DISTANCES</b>																								
2.1	Prepare RFP for Tree Cutting and Clearing																							
2.2	Receive and Review Proposals / Award Contract																							
2.3	Complete Tree Cutting and Clearing																							
2.4	Relocate Stockpiles as Necessary																							
<b>3.0 WATER MONITORING PROGRAM</b>																								
3.1	Prepare RFP for Well Installation and Water Monitoring																							
3.2	Receive and Review Proposals / Award Contract																							
3.3	Complete Drilling and Well Installation																							
3.4	Complete Semi-Annual Sampling Events (Year 1)																							
<b>4.0 CANOPY FOR DROP POINTS</b>																								
4.1	Prepare RFP for Canopy and Safety Rail Design																							
4.2	Receive and Review Proposals / Award Contract																							
4.3	Complete Design Work and Cost Estimate																							
4.4	Funding Request / Budget Approval																							
4.5	Prepare RFP for Construction																							
4.6	Award Contract																							
4.7	Complete Construction Work																							
<b>5.0 NEXT ACTIVITY</b>																								
5.1	Next Activity																							
5.2	Next Activity																							

KEY:  Normal Activity  Decision Point or Key Milestone

**Jill Webb**

**From:** Ken Smith  
**Sent:** February 27, 2024 12:21 PM  
**To:** Harold Locke; Elizabeth Acker; Rick Davis; Sheldon Ringer; Ben Nickerson  
**Cc:** Jill Webb; Sarah Mattatall; Jane Crowell  
**Subject:** FW: GIS Services Update

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Document #	
D24-293	
Rec'd by	
[Signature]	
Date	
Feb 27 2024	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	Will Butler

Jill  
You can add this to the agenda.  
Thanks  
Ken

**From:** Matthew King <matthewking87@gmail.com>  
**Sent:** Tuesday, February 27, 2024 11:03 AM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Dana Nash <Dana.Nash@shelburnens.ca>; Will Butler <Will.Butler@shelburnens.ca>; Ken Smith <Ken.Smith@shelburnens.ca>  
**Subject:** GIS Services Update

**CAUTION: This email originated from an external sender.**

Morning all,

I hope this message finds you all well.

I'm writing to update you on my review of the documentation and data I picked up from the Town Office on Friday, February 16th.

I'm pleased to report that the documentation is exceptionally well-organized and user friendly. The Town owes a debt of gratitude to Andrew Jones and the support staff for their meticulous efforts in compiling and managing these files. While some of the data requires a Geographic Information System (GIS) to be fully accessed, most decision-making information is readily available through the provided Excel data and PDF maps. This suggests that, for our current purposes, the need for a GIS Specialist is minimal. I had the impression that there had been some misconception that this data was exclusively GIS-based, which is not the case.

However, it's important to note that GIS does offer significant advantages, particularly in visualizing data by integrating tables with maps. It also facilitates ongoing management of spatial projects or assets within the Town.

On another note, Dana and I met (virtually) on Friday, February 23rd. He shared a document titled "How I do what I do," authored by Andrew Jones. Despite its light-hearted title, it serves as a crucial guide for managing the Town's geospatial information, especially in ArcGIS Pro. An important note that Dana also had access to the same information that was shared with me on the 16th; nice to know the information aligns.

Dana and I concurred on the idea of installing ArcGIS Pro software at the Town Office for a trial period, at no initial cost. This step seems prudent given the excellent condition and utility of the existing documentation, particularly in the

context of the care facility project. There had been some chatter about collaborating with the Municipality for access to GIS, but I'm not sure it's necessary at this stage.

Dana will keep me updated on his progress with the software trial and will reach out for further discussion as necessary. At this stage, the documentation provides sufficient information for informed decision-making, minimizing the need for my direct involvement.

Thanks, and take care,

Matthew

1-902-875-6064