



AGENDA
Town Council Meeting – Town Council Chambers
March 16th, 2026
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 March 2nd, 2026
- 4) Proclamations and Announcements:
 - a) Epilepsy Awareness Day- March 26th, 2026
 - b) Town of Shelburne Birthday- April 4th, 1907
 - c) Autism Acceptance Month- April
- 5) Delegations/Presentation:
 - a) Kevin Curry- Sou' West Nova Transit D26-036
- 6) Correspondence:

Action:

 - a) Letter- SVFD Ladies Auxiliary re: Table Replacement D26-037

Information:

 - a) Letter-Chamber of Commerce re: Visitor Information Centre Communication and Governance Process D26-038
- 7) Council Items:
 - a) Notice of Motion- Committee Appointment- Equity & Anti-Racism Advisory Committee
- 8) Committee Reports: NONE
- 9) Staff Reports:
 - a) General, Water and SMT (Port) Write-Offs 2025/26 D26-039
 - b) Cox Warehouse Sale D26-040
 - c) Visitor Information Centre D26-041
 - d) Facilities Cleaning Tender Results- TOS2026-002 D26-042
 - e) Replacement of Wastewater Department Truck D26-043
 - f) SVFD Report- February D26-044
- 10) In Camera Session: NONE
- 11) New Business:
- 12) Upcoming Meetings/Events:
 - a) Office Closures, Good Friday, Friday, April 3rd, and Easter Monday, Monday April 6th
 - b) Shelburne Events Committee, Easter Egg Hunt, Friday April 3rd, 1-3pm, Islands Park
 - c) Next Council Meeting, Tuesday April 7th, 2026, 6pm, Council Chambers, 63 King Street
- 13) Adjournment



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

Document #	
D26-036	
Rec'd by	
JD	
Date	
Mar-11/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 4 or check the Town of Shelburne website at www.shelburne.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: Kevin Curry

Address: PO Box 84, Barrington, NS

Phone: 902-619-9420 Email: Kevin Curry (Executive Director)

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): Update on our roadmap, Year to Date Progress and FY26/27 Funding Request

Date of Council/Committee meeting at which you wish to appear: March 16/26 6PM

Are you representing:

- Yourself
- An Organization/Society/Club (Name):
- 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:

Jessie Dyer, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(902) 875-2991 ext. 4, 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

Kevin Curry

For Office Use Only:

Date Request Received: *Mar. 11/26*

Approved Refused

Reason for Refusal:

Applicant Notified

If Approved, Date of Presentation: *Mar. 16/26*

Signature of Executive Coordinator/Committee Secretary

Delegation/Public Presentation Information Form

Purpose

To provide an opportunity for members of the public to make presentations to Council or Town Committees. It is intended to guide the staff when approving or scheduling requests from the public to make a presentation to Council or Town Committees.

It is also not intended to limit Councillors from lobbying other Councillors or Council itself from time-to-time to consider matters of general interest; Councillors are not delegations.

Shelburne Volunteer Fire Department Ladies Auxiliary
63 King Street, Shelburne, Nova Scotia

March 9, 2026

Town of Shelburne
168 Water Street
Shelburne, NS

Dear Mayor and Members of Council,

On behalf of the Shelburne Volunteer Fire Department Ladies Auxiliary, we are writing to request that the Town consider replacing the tables currently used in the Shelburne Community Centre.

Many of the existing tables are quite old and have become worn over time. In several cases the surfaces and edges have deteriorated to the point where clothing is catching or snagging on them. This has become a concern during community events, particularly when the tables are being used for meals, fundraisers, and large gatherings.

The Community Centre is an important hub for local events and is used regularly by a variety of community groups, including our own organization. Updated tables would not only improve the appearance of the facility but would also help ensure a safer and more comfortable experience for those attending events.

The Ladies Auxiliary hosts several events each year in support of the volunteer fire department and the broader community, including large gatherings such as Breakfast with Santa and other fundraisers. Reliable and well-maintained equipment makes a significant difference in our ability to host these events successfully.

We respectfully ask that the Town consider including the replacement of the Community Centre tables in an upcoming capital or facility maintenance plan.

Thank you for your consideration and for your continued support of the organizations that make use of this important community space.

Sincerely,

Shelburne Volunteer Fire Department Ladies Auxiliary

Document #	D26-037
Rec'd by	JD
Date	Mar. 10/26
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Council	✓
Agenda	✓
Committee	



Town of Shelburne
 162 Mowatt St. 2nd Floor
 Shelburne, NS B0T 1W0

Document #	
D26-038	
Rec'd by JD	
Date Mar. 9/26	
COPIES TO:	
Council	✓
Agenda March 8th, 2026	✓
Committee	

March

Re: Visitor Information Centre Communication and Governance Process

Dear Members of Council,
 Dear Mrs. Mattatall,

Thank you for your correspondence regarding recent communications related to the 2026 operation of the Shelburne Visitor Information Centre (VIC).

The Shelburne & Area Chamber of Commerce acknowledges Council's statutory role in approving operational frameworks, staffing models, and funding commitments through the municipal budget process. It was never implied that a final decision had been made or that Council had formally endorsed any specific operational structure for the 2026 season.

Our Volunteer Ambassador survey clearly states: "This Survey is being conducted in anticipation of these three partners (SACC, MoS and Town Shelburne) establishing an operating arrangement for the Shelburne Visitor Information Centre."

Our recent communication was intended to signal early planning efforts and to demonstrate continued commitment to supporting the Visitor Information Centre in partnership with the Town of Shelburne and the Municipality of Shelburne. Given the seasonal nature of tourism operations and the need to secure volunteers and staffing in a timely manner, the Chamber believed it was important to begin exploratory discussions to ensure readiness for the upcoming season. That has included several requests to the Town for financial costs relating to the past expenses of the VIC to evaluate operating for the 2026 season.

That said, we recognize the concerns raised regarding public perception and the importance of clarity around governance and authorization. But once again we clearly stated that in our survey. The Chamber remains committed to working collaboratively with Council and municipal administration to ensure alignment moving forward.

We agree that clear communication channels are essential. The Chamber is prepared to coordinate future public messaging that references Town programs, funding, or operational structures to avoid misunderstanding. We also welcome participation in the upcoming budget discussions to contribute constructively to establishing a mutually agreed-upon operating model for 2026.



Our shared objective remains the success of the Visitor Information Centre operation for the 2026 season and the continued promotion of Shelburne as a vibrant and welcoming destination. We value the partnership between the Chamber and Councils and look forward to strengthening that relationship through respectful collaboration and transparent planning by all parties.

Sincerely,

Charlene Harris
Past-President
Shelburne & Area Chamber of Commerce



COUNCIL REPORT - FOR DECISION

Document #	D26-039
Rec'd by	JD
Date	Mar. 9/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: General, Water and SMT (Port) Write-Offs 2025/26
Date: March 9, 2026
Council Dates: March 16, 2026
Prepared by: Jane Crowell, Manager of Finance

Purpose

The purpose of this report is to provide Council with a list of write-offs recommended for the 2025/26 fiscal year for General Operating, Water Utility and SMT(Port).

Background

In accordance with our standard practice – and the provisions of the Municipal Government Act – an annual review of outstanding amounts 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 2025/26:

GENERAL OPERATING FUND:

4426147 Nova Scotia Limited (Misc Billing, Parking Lot Lease \$149.50) – This amount originates from a 2023/24 invoice for parking. New owner did not have a lease for parking and is now in the process of signing new lease. Will resume issuing fees in fiscal year 2026/27.

East Coast Credit Union (Mortgage Admin Fee \$50.00) – This amount is from 2023/24 Interim Tax billing. East Coast Credit Union held no mortgages at that time; therefore, should not have been charged.

Dinh, Dung Trung (Interim taxes on property was sold \$1,477.05) Property was sold at Tax Sale, then immediately redeemed and then sold soon after, unfortunately the timing of several transactions led to this amount being overlooked.

WATER OPERATING FUND:

3337285 Nova Scotia Ltd (Water Disconnected \$386.43) This amount is from 2021/22 and 2022/23 for final water billing due to non-payment. This property has been transferred several times and chances of collection are low.

Roseway Hospital (Water Interest \$2,050.36) – This amount is from 2023/24, 2024/25 and 2025/26 and is for interest. The District Health Authority does not pay interest as it is Provincial, therefore requesting interest be written off.

SMT (Port) OPERATING FUND:

Acadia First Nations (\$13.62) – This amount is from 2024/25 for interest.

Clearwater Fleet Operations (\$130.07) – This amount is from 2023/24 and 2024/25 for interest.

Harris, Paul (\$95.44) – This is from 2023/24 and is for berthage and interest and chances of collection is low.

Kelly Cove Salmon (\$1,232.43) – This is interest from 2022/23 up to 2025/26.

Joe Lamrock (\$431.65)- This is from 2023/24 and chances of collections are low.

Financial Analysis:

All accounts within this report have been posted as uncollectible and are included in the Valuation Allowance under Liability in General, Cemetery and Water Operating Funds.

These write-offs will have the following financial implications:

General Operating – Total

Amount	\$1,676.55
Debit to Uncollectible	\$ 180.00
Debit to 2025/26 Interest Revenue	\$1,477.05
Debit to GST/HST Collections	\$ 19.50

Water Operating - Total

Amount	\$2,436.79
Debit to Uncollectible	\$2,245.60
Debit to 2025/26 Interest Revenue	\$ 191.19

SMT (Port) Operating – Total

Amount	\$1,904.04
Debit to Uncollectible	\$1,395.95
Debit to 2025/26 Interest Revenue	\$ 448.41
Debit to GST/HST Collections	\$ 59.68

SMT (Port) Write-offs were discussed with SMT (Port) Committee before coming to Council for approval.

Recommendation:

THAT Council approves the write-offs contained in this staff report.

Attachments:

- General, Water and SMT (Port) Accounts

MISCELLANEOUS	NAME GENERAL	ACCOUNT	ITEM	FISCAL YEAR						2020/21 & PRIOR	INTEREST TO 01/15/26	TOTAL	UNCOLLECTABLE	2025/26	
				2025/26	2024/25	2023/24	2022/23	2021/22	2020/21					REVENUE TO DATE	25/26 ADJ TO HST COLLECTIONS
4426147 NOVA SCOTIA LIMITED(44261002)		44261002	PARKING 36 DOCK												
EAST COAST CREDIT UNION (EASTC001)		EASTC001	ST	-	-	149.50	-	-	-	-	149.50	130.00	-	1,477.05	19.50
TAXES, WSTEWATER, SOLID WST			MORT ADMIN FEE	-	-	50.00	-	-	-	-	50.00	50.00	-	-	0.00
DINH, DUNG TRUNG		DINH001	Interim Taxes	1,389.51	-	-	-	-	-	87.54	1,477.05	-	-	1,477.05	-
VALUATION ALLOWANCE TAXES		#1.4.45.1000				199.50				87.54	1,676.55	180.00		1,477.05	19.50
VALUATION ALLOW SET UP - OTH		#1.4.45.2000													
UNCOLLECTIBLE AMINTS BUDGET		#1.2.28.2110													

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NAME	ACCOUNT	ITEM	2025/26	2024/25	2023/24	2022/23	2021/22	2020/21 & PRIOR	INTEREST TO 02/27/2026	TOTAL	UNCOLLECTIBLE	2025/26 REVENUE TO DATE	25/26 ADJ TO HST COLLECTIONS
SMT - PORT													
ACADIA FIRST NATIONS	ACAD.001	BERTHAGE	-	13.62	-	-	-	-	0.83	14.45	11.84	0.83	1.78
CLEARWATER FLEET OPERATIONS	CLEAR002	BERTHAGE	-	-	-	-	-	130.07	130.07	130.07	15.05	115.02	0.00
HARRIS, PAUL W.	HARRP005	BERTHAGE	-	-	80.50	-	-	14.94	95.44	95.44	79.70	5.24	10.50
KELLY COVE SALMON	KELLY002	BERTHAGE	-	-	-	-	-	1,232.43	1,232.43	1,232.43	938.31	294.12	0.00
JOE LAMROCK	LAMR001	BERTHAGE	-	-	363.40	-	-	68.25	431.65	431.65	351.05	33.20	47.40
VALUATION ALLOWANCE	#6.4.45.1000									10,187.04	1,395.95	448.41	59.68
UNCOLLECTIBLE AMNNTS BUDGET	#6.2.28.2100									4,000.00			

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COUNCIL REPORT - FOR DECISION

Subject: Sale of Cox Warehouse
Date: March 11, 2026
Authority: Previous Motion
Council Dates: March 16, 2026
Prepared by: Mike Kahn, Director of Planning and Development

Document #	
D26-040	
Rec'd by	
JD	
Date	
Mar. 11, 2026	
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Council	✓
Agenda	✓
Committee	

Background:

In 2015 Council sold the Cox warehouse to the Shelburne Historical Society on the condition that future sales would be subject to the approval of Council.

On September 15, 2025, The Shelburne Historical Society approached Council stating that the cost of maintaining the Cox Warehouse had become too great, and the society was looking to sell the building.

On March 5, 2026, the Shelburne Historical Society received an offer to buy the Cox Warehouse. The proposed sale includes maintaining the existing lease to Shelburne Physiotherapy, providing storage to the Shelburne Historical Society and looking to create a few apartment units in the building. More information can be found in the attached letter. The smaller building used for historical re-enactments, will be subdivided to allow that use to continue on its own lot.

Analysis:

The proposed sale maintains the structure and uses, including Shelburne Physiotherapy, with the proposed addition of a few apartments. These proposals are in keeping with the current and proposed land use bylaw.

Any alterations to the structure would need to be in keeping with the surrounding buildings in keeping with the land use bylaw. The structure is not a municipally designated heritage structure, based on a search of the land title for PID 80150881.

Options

	Pros	Cons
Authorize the sale of Cox Warehouse	<ul style="list-style-type: none"> • Allows adaptive reuse of a historic building • Potentially increased tax revenue 	<ul style="list-style-type: none"> • None
Do not authorize the sale of Cox Warehouse	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not allow the building to be reused

Recommendation

THAT Council authorizes the sale of the Cox Warehouse, PID 80150881, to Dirk Arnold and Robert Redding, as requested by the Shelbure Historical Society.

Attachments

ATTACHMENT 1 - Letter from Proposed Buyers

ATTACHMENT 1 - Letter from Proposed Buyers

To the Shelburne Historical Society:

We are pleased and excited to make an offer to purchase 10 Ann St, Shelburne, Nova Scotia, the Historic Cox Warehouse. We understand its value as an important part of Shelburne's maritime history and believe the Cox Warehouse should remain a community resource.

Were we to acquire the Warehouse we would be willing to work with the Shelburne Historical Society to reduce its expenses by renting part of the Cox Warehouse for continued:

- Artefact storage
- Seasonal housing for the Master Dory Bulder
- Storefront window displays as a community connection to the Society

We have no interest in disturbing the short- or long-term plans of the current primary tenant, Shelburne Physiotherapy, also a community resource.

Our names are Dirk Arnold and Robert Redding of Tucson, Arizona. We are not professional developers, nor are we particularly wealthy. We do, however, have experience maintaining historic properties and providing sensibly-priced residential rental options in both Tucson and Shelburne.

We discovered Shelburne after searching the globe (online) for a less-hot place to spend summers after retirement. After visiting Shelburne in person in 2018 we were hooked. To explain why seems unnecessary.

After a brief flirtation with the former Capitol Theatre, we purchased the Georgian home at 136 Water Street formerly known (among other things) as Central House. We were happy to find a historic property that gives us a space to visit whenever we are able and also provides affordable rental housing to the community year-round.

In 2025 we acquired the long-vacant building at 125 Water Street formerly known (among other things) as the Judson Holden store. We are in the process of rehabilitating it into a residential property. (We learned that the Society has the store's sales counter in the Cox Warehouse and would welcome the chance to return it to its original home.)

Robert has recently discovered he may have status as a "Lost Canadian." Fingers crossed. At a minimum, we plan after retirement to max out our six months a year in Shelburne if that's all we can get.

We would not propose a major redevelopment of the Cox Warehouse. Instead, we would adapt part of the second floor to add one or two market-rate, loft style apartments that leverage the historic woodwork and early industrial aesthetic of the space. Pending due diligence we believe we can derive sufficient income from these apartments, combined with a reasonable rent offered to the Society to remain on-site, plus the existing income from the first floor tenant, to keep the Cox Warehouse a component of the Society and an ongoing contributor to the Shelburne community.

Sincerely,
Dirk Arnold
Robert Redding



COUNCIL REPORT - FOR DECISION

Document #	
D26-041	
Rec'd by	
JD	
Date	
Mar. 13/26	
COPIES TO:	
Council Centre	✓
Agenda	✓
Committee	

Subject: Future Operations of the Shelburne Visitor Information Centre
Date: March 16th, 2026
Prepared by: Sarah Mattatall, CAO

Purpose

The purpose of this report is to provide Council with an overview of the current operational and financial challenges associated with the Town’s Visitor Information Centre (VIC), review visitor trends, and present a potential alternative service delivery model that would allow visitor services to continue in the community while reducing municipal operating costs.

Background

Over the past year, the Shelburne County Chamber of Commerce has approached Council on several occasions to discuss the importance of the Town’s Visitor Information Centre and the opportunity to extend operations beyond the two-month season.

Council and staff have met with representatives of the Chamber to hear their concerns, ideas, and suggestions for improving the success of the Visitor Information Centre. During these discussions, potential opportunities were explored including:

- Increasing volunteer involvement to support VIC operations
- Volunteer oversight of seasonal staff
- Collaborative efforts between the Chamber and the Town

The Chamber has expressed a willingness to assist with volunteer support where possible and has been supportive of exploring options that would strengthen visitor services in the community.

The Visitor Information Centre has played an important role in directing visitors to local businesses and attractions within the community.

Analysis

Current Operating Model

The Town currently operates the Visitor Information Centre during the months of July and August, primarily staffed through seasonal student employment.

The estimated cost to operate the VIC for this two-month period is approximately:

Expense	Estimated Cost
Seasonal Staff Wages	~\$20,000
Operating Costs (power, water, insurance, internet/phone, supplies, janitorial, etc.)	~\$10,000
Total Annual Cost	~\$30,000

Historically, the Town has offset some of these costs through external funding sources.

Funding Source	Typical Contribution
Municipality of the District of Shelburne (MDS)	~\$3,500
Tourism Industry Association of Nova Scotia (TIANS)	~\$4,000 – \$5,500
Canada Summer Jobs Program (CSJ)	Variable

However, funding from the Canada Summer Jobs Program has declined in recent years.

Year	CSJ Funding
2021	\$4,656
2022	\$3,373
2023	\$3,879
2024	\$1,687

The Town has applied again for Canada Summer Jobs funding this year and has also reached out to TIANS regarding potential funding opportunities; however, no confirmation has been received to date.

Given current provincial funding uncertainty, staff cannot rely on these external contributions moving forward.

Visitor Statistics

Staff also reviewed available visitor statistics from previous seasons.

Year	Visitors
2017	~7,000 (<i>Tall Ships event</i>)
2019	1,681
2020	Closed (COVID-19)
2021	568
2022	427
2024	237

These figures indicate a decline in visitor foot traffic over time.

Advancements in technology, including online travel planning, mobile applications, and digital tourism platforms, have reduced reliance on traditional visitor information centres. As a result, some municipalities across Nova Scotia have restructured or closed standalone tourism bureau sites.

Financial and Operational Considerations

The Town of Shelburne continues to face increasing operating costs while operating within the constraints of a small tax base and multiple competing municipal priorities.

At the same time, recent provincial funding changes are impacting several local cultural institutions, including the Town’s museums, which play an important role in the community’s tourism sector. Integrating visitor information services within the museum facility could strengthen collaboration within the local tourism sector while encouraging visitors to engage directly with a key cultural attraction.

The Town currently maintains a standalone Visitor Information Centre building that is typically operated for only two months of the year. Given the limited seasonal use of this facility, staff believe it is appropriate to evaluate whether maintaining a dedicated building for this purpose represents the most efficient use of municipal resources.

Staff have therefore explored opportunities that would:

- Maintain visitor services within the community
- Support existing tourism infrastructure
- Reduce municipal operating costs
- Strengthen partnerships with community organizations

Proposed Alternative Service Model

Staff have approached the Shelburne Museums to discuss the possibility of integrating Visitor Information Centre services within the museum facility.

Under this model:

- Visitor information services would be delivered from the museum location
- Visitors would be greeted by knowledgeable museum staff
- Tourism information would continue to be provided to visitors
- Visitors would also have the opportunity to explore the museum and local exhibits

This approach would provide several benefits:

- Direct visitors into a key cultural attraction
- Increase museum exposure and potential revenue
- Provide a more centralized tourism experience
- Reduce municipal operational costs associated with maintaining a standalone facility

To support this partnership model, the Town could provide:

- An annual donation to the museum to support VIC operations
- Designated visitor parking spaces near the museum
- Appropriate VIC directional signage identifying the museum as the visitor information location

Staff would also approach the Municipality of the District of Shelburne to determine if they would be willing to continue their annual \$3,500 contribution, recognizing that visitor services would still be provided to the area from a different location.

If Council chooses to proceed with this new service model, it would present an opportunity to declare the existing VIC building surplus and offer it for sale.

Potential benefits include:

- Eliminating ongoing building maintenance and operating costs
- Generating municipal property tax revenue from the property
- Redirecting operational savings toward supporting the museum-based VIC service

Options

	Pros	Cons
Option 1 – Maintain Current VIC Operations	<ul style="list-style-type: none"> • Maintains the existing standalone visitor information location • Provides a dedicated tourism facility visible to travelers • Maintains historical operating model familiar to residents and visitors 	<ul style="list-style-type: none"> • Annual operating cost of approximately \$30,000 • Declining visitor usage over time • Increasing uncertainty around external funding • Continued maintenance and operating costs for the building

<p>Option 2 – Integrate VIC Operations with the Museum</p>	<ul style="list-style-type: none"> • Maintains visitor services within the community • Directs tourists into an existing cultural attraction • Supports the sustainability of the Town’s museums • Reduces operational and facility costs for the Town • Creates potential to sell the existing VIC building and generate tax revenue 	<ul style="list-style-type: none"> • Loss of the standalone VIC location • Requires coordination and agreement with the museum regarding service delivery • May require signage and communication updates to redirect visitors
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Recommendation

THAT Council direct staff to enter into discussions with the Shelburne Museum regarding the potential delivery of Visitor Information Centre services through the museum facility;

AND THAT staff approach the Municipality of the District of Shelburne to confirm whether they would be willing to continue their annual financial contribution toward visitor information services;

AND THAT staff report back to Council with further details and potential next steps.



COUNCIL REPORT - FOR DECISION

Document #	D26-042
Rec'd by	JD
Date	Mar. 13/26
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Subject: Town Of Shelburne, Facilities Cleaning Tender
TOS2026-002

Council Dates: March 16th, 2026

Prepared by: Daniel MacKay, HR & Admin Coordinator

Purpose

The purpose of this report is to present the results of Tender No. TOS2026-002 for janitorial services at various Town-owned facilities and to seek Council approval to award contracts for the provision of cleaning services.

Background

The Town of Shelburne owns and maintains several municipal facilities that require routine janitorial services. These include the Community Centre, the ACOA Building, the Shelburne Public Library, and two seasonal public washroom facilities located at Guild Hall and Graham's Park.

Under the operating requirements and rental agreements associated with these facilities, the Town is responsible for ensuring regular cleaning and maintenance. The required service levels vary by location as follows:

1. ACOA – Two (2) cleanings per week; Sunday and Wednesday.
2. Library – Five (5) cleanings per week; Tuesday through Saturday evenings.
3. Community Center - Cleaning frequency varies depending on facility rentals. Estimated range of three (3) to seven (7) cleanings per week.
4. Seasonal Public Washrooms (Guild Hall & Graham's Park) - Daily cleaning required during operating season (April through October).

Interested Bidders were permitted to bid on all or individual facilities. This approach was intended to encourage participation from smaller local cleaning providers who may only be able to service certain sites, particularly the seasonal facilities.

Analysis

The Town received four (4) tender submissions. Three (3) proponents provided pricing and responses for all five (5) facilities, while one (1) submission was limited in scope to the ACOA building and the seasonal washrooms. A summary of results is provided below:

The submissions were evaluated based on:

- Pricing
- Work plan and scheduling approach
- Operational capacity to deliver services
- Local proponent considerations where applicable

ACOA:

Euroworld - \$8,112.00
Inside Out Cleaning - \$4,679.40
Salty Swabbers - \$4,320.00
Tamelot Cleaning - \$ 14,420.70

GUILD HALL WASHROOMS:

Euroworld - \$7,644.00
Inside Out Cleaning - \$48,959.40
Salty Swabbers - \$8,100.00
Tamelot Cleaning - \$ 10,996.36

COMMUNITY CENTER:

Euroworld - \$40,560.00
Inside Out Cleaning - \$41,639.40
Salty Swabbers - \$43,200.00
Tamelot Cleaning – NO Bid

GRAHAM'S PARK WASHROOMS:

Euroworld - \$7,644.00
Inside Out Cleaning - \$41,279.40
Salty Swabbers - \$8,100.00
Tamelot Cleaning - \$ 10,996.36

LIBRARY:

Euroworld - \$40,560.00
Inside Out Cleaning - \$16,199.40
Salty Swabbers - \$21,600.00
Tamelot Cleaning – NO Bid

SUBMISSION NOTES:

Submissions have been evaluated and presented on a facility-by-facility basis to illustrate the cost elements for each site. Pricing includes cleaning supplies for the year. HST is excluded, and yearly/periodic deep-cleaning services are not included unless otherwise stated.

All totals represent the annual service rate.

While the lowest bid was considered for each facility, the evaluation also included the proponent's ability to meet operational requirements, scheduling needs, and service reliability.

Recommendation

THAT Council award Tender No. TOS2026-002 for municipal facilities cleaning services, as outlined in the staff report dated March 16, 2026, as follows:

- ACOA Building: Inside Out Cleaning Services in the amount of \$4,679.40 + HST;
- Community Centre: Salty Swabbers in the amount of \$43,200.00 + HST;
- Guild Hall Washrooms: Salty Swabbers in the amount of \$8,100.00 + HST;
- Graham's Park Washrooms: Salty Swabbers in the amount of \$8,100.00 + HST; and
- Shelburne Public Library: Inside Out Cleaning Services in the amount of \$16,199.40 + HST;

FOR a total annual contract value of \$80,278.80 + HST.





COUNCIL REPORT – FOR DECISION

Document #	D210-043
Rec'd by	JD
Date	Mar. 12/26
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Subject: Replacement of the Wastewater Department Truck
Date: March 16th, 2026
Prepared For: Council
Prepared By: Lewis Chetwynd

Purpose

The purpose of this report is to request Council approval to advance funding for the replacement of the Wastewater Department truck and to authorize staff to begin sourcing a suitable replacement vehicle. The purchase is currently identified in the 2027/2028 Capital Budget, however approval is being requested to move the project forward to the 2026/2027 fiscal year due to the deteriorating condition of the existing vehicle.

Background

The Wastewater Department currently operates a 2010 Chevrolet truck that has reached the point where continued repairs are no longer cost-effective. The vehicle has significant structural deterioration and mechanical needs, including:

- The truck box is rusted out and would require replacement, with parts alone estimated at a minimum of \$1,000.
- The vehicle requires new front brakes.
- The driver’s side floor is rusted through and requires replacement.
- The rocker panels are severely rusted.
- The rear spring hanger is deteriorating and will require repair or replacement.

Due to the level of corrosion and structural repair required, the truck cannot be repaired at a reasonable cost. Even if these repairs were completed, the overall age and condition of the vehicle would likely continue to result in ongoing maintenance issues and increased downtime.

The Wastewater Department also operates a 1999 Dodge van. While the van is currently inspected, it is not suitable as a daily operational vehicle due to its size, age, and high fuel consumption. These factors make it inefficient and impractical for the day-to-day operational needs of the department.

Analysis

Given the current condition of the existing truck and the limitations of the department's van, replacement of the truck has become necessary to maintain reliable operations.

The Wastewater Department is proposing to purchase a replacement truck to better meet operational requirements. Once a replacement vehicle is acquired:

- The existing 2010 truck will be sold for salvage or resale value.
- The 1999 van will also be sold.

The Wastewater Department is recommending a net capital budget of \$40,000 for the purchase of a replacement vehicle.

While this replacement was originally identified for the 2027/2028 Capital Budget, the condition of the current truck warrants advancing the project to the 2026/2027 fiscal year to ensure the department maintains a reliable operational vehicle.

Recommendation

THAT Council approve advancing the Wastewater Department vehicle replacement from the 2027/2028 Capital Budget to the 2026/2027 fiscal year;

AND THAT Council approve the purchase of a replacement vehicle for the Wastewater Department in an amount not to exceed \$40,000, plus applicable taxes, to be funded from the Capital Budget;

AND THAT staff be authorized to dispose of the existing 2010 Chevrolet Silverado and 1999 Dodge Ram.



**SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS**

Doc # 2019/110	
Date D26-044	
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Date Mar. 2/26	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councilor's and CAO

This is the monthly activity report for your Fire Department for the month of February 2026

Total number of calls for service: 10

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 6

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL	1	1
MOTOR VEHICLE ACCIDENT	2	2
STRUCTURE		
CHIMNEY/FLUE		1
VEHICLE FIRE		
GRASS, BRUSH, FOREST		
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
SMOKE CONDITIONS		1

DEREK MACKENZIE, FIRE CHIEF

ALLEN ALLISON, DEPUTY CHIEF

MIKE SHAND, PRESIDENT

shelburnefire@gmail.com