



AGENDA
Special Council Meeting – Town Council Chambers
March 25th, 2026
6:00 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes of the Special Town Council Meeting held on March 18th, 2026
- 4) Delegations/Presentation:
 - a) Clean Foundation- Joint Climate Action Plan- Workplan Process D26-049
- 5) Staff Reports:
 - a) Facilities Cleaning Tender Results – Revised Award Recommendation D26-050
TOS2026-002
- 6) Adjournment



Town of Shelburne
Minutes of the Special Town Council Meeting
March 18th, 2026

Council Members Present

Mayor Stanley Jacklin
Deputy Mayor Elizabeth Acker
Councillor Sheldon Ringer

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn
By-law Officer, Dana Nash

Call to Order

Mayor Jacklin called the Special Council meeting to order at 6:16pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for March 18th, 2026, Special Council Meeting.

Cruz - Ringer

MOTION CARRIED

Correspondence

Action:

a) Letter- Chamber of Commerce re: Visitor Information Centre

THAT Council direct staff to provide the Shelburne & Area Chamber of Commerce with the staff report regarding proposed alternatives for Visitor Information Centre (VIC) operations, as presented at the March 16th, 2026, Council meeting.

E. Acker - Ringer

M26-027

MOTION CARRIED

Council Items:

a) Land Use By-law, Municipal Planning Strategy & Subdivision By-law Second Reading

THAT Council approve Second Reading of the updated Municipal Planning Strategy, Land Use By-law and Subdivision By-law as attached.

E. Acker – Ringer
M26-028
MOTION CARRIED

b) Planning and Development Fees

Council reviewed the staff report and agreed to defer the matter for further consideration at a future Council meeting.

c) Vending By-law Amendments

THAT Council give First Reading to the Vending By-law, as attached in Appendix A.

Ringer – E. Acker
M26-029
MOTION CARRIED

d) Notice of Motion- Roseway Manor Rebuild Advocacy

THAT Council direct staff to prepare and submit formal correspondence to the Province of Nova Scotia requesting:

1. A confirmed timeline for the Roseway Manor rebuild project; and
2. Consideration if interim financial mitigation measures to address the Town's wastewater infrastructure investment undertaken in support of the project.

AND THAT Council direct staff to provide a detailed financial impact brief to support these discussions and to engage regional partners and the local MLA in coordinated advocacy efforts.

Ringer – E. Acker
M26-030
MOTION CARRIED

e) Notice of Motion- Library Janitorial Cost Sharing

THAT Council direct staff to prepare and send a formal letter to the Municipality of the District of Shelburne (MDS) requesting financial support toward the ongoing operational costs of the MacKay Memorial Library, recognizing that a significant portion of the library users are residents of the Municipality.

AND THAT the letter request an opportunity for further discussion on establishing a fair and sustainable cost-sharing arrangement for library services.

E. Acker – Ringer
M26-031
MOTION CARRIED

Adjournment

THAT the Special Town Council Meeting of March 18th, 2026, be adjourned at 6.37pm.

Ringer

**Jessie Dyer
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

DRAFT



Document #
D240-049

Rec'd by
JD

Date
Mar. 24/26

COPIES TO:

Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Joint Climate Action Plan Workplan Process

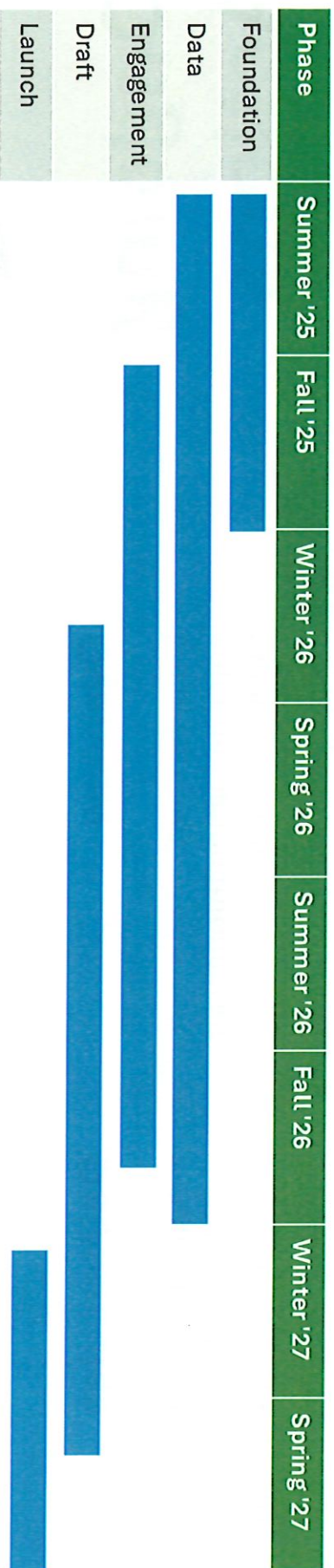
Town of Shelburne
March 25, 2026

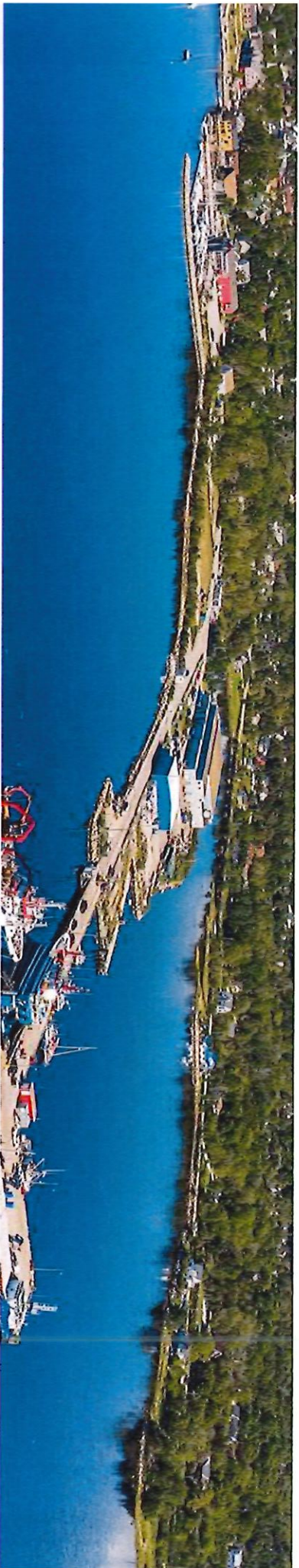


Joint Climate Action Plan (JCAP)

- Developing JCAP with the Municipality of Shelburne, Municipality of Barrington and Town of Lockport.
- Will provide guiding framework to adopt climate adaptation and resilience measures, including greenhouse gas emission reductions.
- Guides administrative bodies in prioritizing local climate actions.

Timeline





Ongoing Actions

Timeline

Overview

Ensuring open communication throughout the JCAP process.

Deliverables

- Quarterly reports to Council starting April 2026
- Monthly meetings with Clean Foundation and municipal liaisons
- Monthly meetings with Climate Action Committee



Phase 1:

Establish a

Foundation

Summer—Fall 2025

Overview

- Confirm scopes, roles and responsibilities;
- Create workplan to March 2027;
- Coordinate data collection project; and
- Establish meeting structure.

Key Players

- Clean Foundation staff
- Municipal staff
- Climate Action Committee
- External consultants

Deliverables

- Finalized workplan
- Responsibility matrix
- Meeting schedule



Phase 2:

Data and

Inputs

Fall 2025—March 2027

Overview

Working with external consultants (AIM Network, Dillon Consulting) to gather the necessary data to inform the JCAP.

Deliverables

- Greenhouse gas (GHG) inventory report
- Coastal adaptation roadmaps
 - 3 municipal maps
 - 1 regional map
- Non-coastal risk profile for each municipality



Data Collection

1

LOW CARBON COMMUNITIES

Lead: Dillon Consulting

- GHG emissions inventories (community and corporate profiles)
- GHG emissions tracking tool
- Community engagement strategies

2

CLIMATE RESILIENT COASTAL COMMUNITIES

Lead: AIM Network

- Coastal risk assessments (per municipality and regional synthesis)
- Coastal flood risk map
- Coastal planning best practices
- Adaptation roadmap

3

CLIMATE-READY PLANS AND PROCESSES

Lead: Clean Foundation as Climate Risk Coordinator

- Non-coastal climate risk profiles
- Targeted engagement with key parties and equity-deserving groups
- Hazard, vulnerability and resilience maps



Phase 3:

Engagement

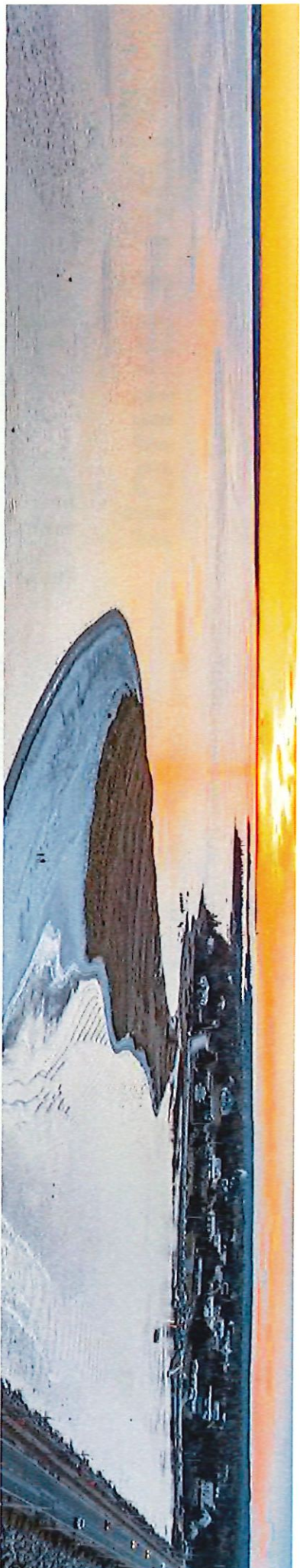
November 2025—Fall 2026

Overview:

The Climate Action Committee and Clean Foundation are developing an engagement plan focused on residents' lived experiences and reaching groups not covered by the risk assessments.

Deliverables

- Engagement plan
- Engagement activities
- Engagement result report
- Integrate results into JCAP



Phase 4: Draft Climate Action Plan

Winter 2026—March 2027

Overview

Clean Foundation will create the first draft of the Joint Climate Action Plan, using the data collected in Phase 2 and engagement results from Phase 3.

Deliverables

- Draft JCAP
- Refine actions by Climate Action Committee



Phase 5: Review,

Adoption and Plan Launch

February—April 2027

Overview

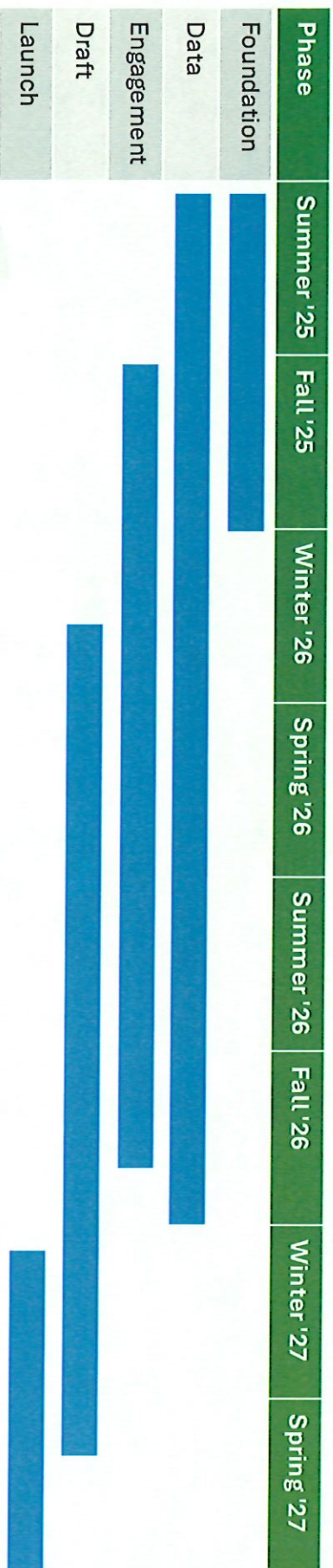
Reviews by Climate Action Committee, municipal residents and municipal councils.

Final JCAP will launch via joint press release and public event(s), with actions and implementation roadmap for the first year.

Deliverables

- Final JCAP
- Implementation plan (Year 1)
- Public launch materials

Timeline



Thank you!

Molly Boley
Climate Lead
mboley@cleanfoundation.ca



COUNCIL REPORT - FOR DECISION

Subject: Facilities Cleaning Tender Results – Revised Award Recommendation TOS2026-002

Date: March 24, 2026

Authority: Municipal Government Act, NS Procurement Policy

Council Dates: March 25, 2026

Prepared by: Daniel MacKay, HR & Admin Coordinator

Document #	
D26-050	
Rec'd by	
JD	
Date	
Mar. 25/26	
COPIES TO:	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Purpose

To present Council with a revised award recommendation for Tender No. TOS2026-002 – Janitorial Services, following the identification of conflicting language in the Request for Tender document and a subsequent internal procurement review. Council is being asked to rescind the split award approved on March 16, 2026 and re-award the contract in full to a single vendor in accordance with Section 1.5 of the RFT.

Background

The Town of Shelburne owns and maintains several facilities, including the Community Centre, the ACOA building, the McKay Memorial Library, and two public washroom locations. On March 10, 2026, staff presented Council with the results of Request for Tender TOS2026-002 – Janitorial Services. Council approved a split award across two vendors on March 16, 2026, awarding facilities individually based on cost, compliance, and submitted work plans as follows: Community Centre, Guild Hall Washrooms, and Graham’s Park Washrooms to one vendor; McKay Memorial Library to a second vendor. ACOA was placed on hold pending a separate process, as a federal reliability clearance requirement for cleaning staff accessing the building emerged following tender close – a requirement that was not known at the time the RFT was published or when bids were submitted. This change in operational requirements necessitates a separate procurement process for ACOA with the clearance requirement properly disclosed from the outset.

Following the issuance of award notifications on March 17, 2026, a vendor formally raised concerns regarding the award structure, specifically referencing Section 1.5 of the RFT, which states: “The tender will be awarded to one firm only.” The vendor’s correspondence was received and reviewed in accordance with the Town’s procurement review process. Upon review, staff confirmed that conflicting language exists between Section 1.1 – which invited bidders to submit on all or select individual facilities – and Section 1.5, which indicated a single-firm award. In the interest of procurement integrity, staff placed a hold on all contract finalization and initiated an internal review. No contracts were signed under the original split award. This report presents a revised recommendation for Council’s consideration.

Analysis

The Town received four (4) tender submissions for TOS2026-002. Three (3) proponents provided pricing for all five (5) facilities; one (1) submission was limited in scope. The original split award approved by Council on March 16, 2026 totalled \$75,599.40 + HST annually, excluding ACOA. The original evaluation was conducted on a price basis per facility, with work plan used as a tiebreaker where pricing was comparable. The McKay Memorial Library was originally awarded to a second vendor as the lowest compliant bidder for that facility, with the price difference between submissions not sufficient to determine a clear winner on cost alone, resulting in the work plan being the deciding factor.

Following the internal review, staff reviewed all compliant submissions on file in the context of the single-firm award requirement of Section 1.5. The vendor currently holding the Community Centre, Guild Hall Washrooms, and Graham's Park Washrooms award submitted a comprehensive, fully compliant bid covering all facilities. Their submission represents the lowest compliant combined bid across all four active facilities, is supported by a detailed work plan and implementation schedule, and the vendor is a local business based in Lockeport, NS holding WCB clearance, \$2,000,000 commercial general liability insurance, and four professional references. They already hold three of the four active facility awards and have confirmed readiness for an April 1, 2026 commencement date. Staff is satisfied that this vendor represents the best value and most operationally sound choice for a single-firm award.

Awarding the full contract to a single vendor resolves the Section 1.5 conflict, eliminates the outstanding vendor dispute, simplifies contract management, and maintains the April 1st service commencement date. The RFT includes standard privilege clauses reserving the Town's right to accept or reject any or all tenders, which further supports Council's authority to rescind the original award and issue a revised award within the existing tender process. Post-award, staff will work with the vendor to confirm final service scope and scheduling for all facilities, including the McKay Memorial Library. Any scope adjustments will be subject to mutual agreement prior to contract execution.

Next Steps

Upon Council approval, staff will formally notify all vendors of the revised award decision in writing. A revised award letter will be issued to the successful vendor at their original submitted bid prices, and a contract will be executed targeting an April 1, 2026 commencement date. All unsuccessful vendors will receive formal written notification thanking them for their participation and advising of the revised outcome. The vendor who held the Library award under the original split decision will be formally notified and thanked for their continued service to the Town. ACOA will proceed under a separate procurement process with federal reliability clearance requirements clearly disclosed in the new RFT. Post-award, staff will work with the successful vendor to confirm final service scope and scheduling for all facilities.

Financials

Original Split Award (Council approved March 16, 2026, excluding ACOA): \$75,599.40 + HST annually.

Revised Single-Firm Award (full submitted scope, excluding ACOA): \$78,300.00 + HST annually.

Variance: +\$2,700.60 + HST at full scope. Post-award scope discussions may reduce the final contract value. The contract term is one (1) year with up to four (4) optional annual renewal terms at the Town’s discretion.

Options

Following the internal review, staff presents the following option for Council’s consideration:

Option	Pros	Cons
Rescind split award and re-award in full to single vendor (Staff Recommended)	Resolves Section 1.5 conflict completely Single vendor – simpler contract management Local compliant vendor, ready to start April 1st start date achievable Resolves vendor dispute – no escalation risk Post-award scope discussions may reduce cost	\$2,700.60 + HST increase at full scope Requires formal rescission motion Second vendor loses Library award – relationship management required

Recommendation

THAT Council rescind the split award approved on March 16, 2026 for Tender No. TOS2026-002 – Janitorial Services; and

THAT Council award Tender No. TOS2026-002 – Janitorial Services in full to Salty Swabbers Housekeeping Inc. of Lockeport, NS, in the amount of \$78,300.00 + HST annually, based on the vendor’s submitted scope of five (5) days per week at the McKay Memorial Library (excluding ACOA, which remains subject to a separate procurement process), effective April 1, 2026; and

THAT Staff be directed to engage with the successful vendor post-award to explore a revised Library service schedule of three (3) days per week at the vendor’s submitted hourly rate, with any agreed scope reduction and associated cost savings to be reflected in the final executed contract, and reported back to Council; and

THAT Staff be directed to research federal reliability clearance requirements applicable to the ACOA building and initiate a separate procurement process for janitorial services at that facility, with all applicable clearance requirements disclosed in the tender documents.