

# TOWN OF SHELBURNE

NOVA SCOTIA

## REQUEST FOR PROPOSALS

*Lease with Option to Purchase*

### VISITOR INFORMATION CENTRE

King Street / Dock Street, Shelburne, Nova Scotia

#### REQUEST FOR PROPOSALS — VISITOR INFORMATION CENTRE

<b>RFP Number:</b> <b>TOS2026-004</b>	<b>Issue Date:</b> June 3, 2026	<b>Closing Date &amp; Time:</b> June 18, 2026 at 4:00 PM ADT	<b>Closing Location:</b> Town of Shelburne, Planning & Development 162 Mowatt Street, Shelburne NS B0T 1W0
<b>Submit Proposals To:</b> Town of Shelburne, Planning & Development 162 Mowatt Street, Shelburne, NS B0T 1W0 Email: <a href="mailto:development@shelburne.ca">development@shelburne.ca</a>		<b>Proponent Inquiries:</b> Mike Kahn, Director of Planning & Development Email: <a href="mailto:development@shelburne.ca">development@shelburne.ca</a> Tel: <b>902-875-2991 EXT 8</b>	

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## 1. Introduction & Purpose

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The Town of Shelburne (the "Town") invites qualified respondents to submit proposals for the lease, with an option to purchase, of the Visitor Information Centre ("VIC"), located at the corner of King Street and Dock Street in downtown Shelburne, Nova Scotia.

Following direction from Shelburne Town Council on May 19, 2026, the Town is seeking creative, commercially viable proposals for the re-use of this high-visibility waterfront asset. The Town's objective is to activate the VIC as a productive commercial space that generates revenue, serves the public interest, and contributes to the vitality of the Shelburne waterfront.

This Request for Proposals (RFP) is issued pursuant to the Nova Scotia Municipal Government Act (MGA), and in accordance with the Town's Surplus Land Policy, Section 3(a), which authorizes the issuance of an Expression of Interest/RFP process for municipal property.

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## 2. Property Description

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### 2.1 Location & Physical Description

The VIC is situated at the King Street / Dock Street right-of-way in the Town of Shelburne. The building is a small, single-storey structure currently used as a seasonal visitor information facility. Key physical attributes include:

- High-visibility, prominent waterfront location
- Currently part of the King/Dock Street municipal right-of-way (the building does not yet sit on a separately titled lot — see Section 2.3)
- Building is not designed for year-round / winter operations and is only partially insulated
- A nearby sign feature and public seating area to the south of the building are NOT included in the lease
- Subsurface stormwater infrastructure exists to the north of the building; any future lot created will be subject to an easement in this area, and no construction will be permitted over this infrastructure

### 2.2 Permitted Uses

The Town is seeking commercial uses only. Respondents are encouraged to propose innovative, viable commercial uses appropriate to the waterfront location, including but not limited to:

- Retail (food & beverage, specialty retail, artisan goods)
- Tourism and hospitality services
- Marine or recreation-related commercial activity
- Professional services with a public-facing component

The land is currently zoning is interpreted as Historic Waterfront (H-W), which includes limits on land uses and architectural controls, including the placement of new windows and exterior cladding that must be wood or wood in appearance. See section. 9.10 of the Land Use Bylaw.

Note: The Town's Land Use By-law is currently undergoing an update to incorporate coastal protection policies. Respondents should be aware that future use of the VIC site may be subject to additional regulatory requirements arising from this update. Proposers assume responsibility for confirming applicable zoning and regulatory requirements.

## 2.3 Land Title & Harbour Considerations

Respondents are advised of the following important title and regulatory considerations:

- The VIC building is currently part of the municipal street right-of-way. Subdivision of the building onto its own lot is required prior to any sale.
- Staff have identified that historical harbour infilling associated with the VIC may not have received federal regulatory approval. Resolving this matter is expected to take several months to years.
- The property cannot be declared surplus under the MGA at this time, as it forms part of municipal streets. A future Council motion will be required to declare the newly surveyed VIC lot surplus prior to any sale proceeding.
- The lease will take effect while title and survey matters are being resolved. The right to purchase will be triggered upon the VIC being declared surplus and a separate lot being created.

The Town will keep the successful lessee informed of progress on these matters. The anticipated pathway to sale is outlined in Section 4 (Lease & Purchase Terms).

## 3. Site Tours

The Town will offer optional, scheduled site tours of the VIC building for interested proponents. Tours are not mandatory but are strongly encouraged, as the building's condition, layout, and utility connections are best understood through an in-person visit.

Tour	Details
Tour Date 1	<b>June 10<sup>th</sup>, 10am &amp; 530pm ADT</b>
Meeting Point	Main entrance of the VIC building, King Street / Dock Street, Shelburne
RSVP / Register	Email <a href="mailto:development@shelburne.ca">development@shelburne.ca</a> with your name and preferred tour date

Questions raised during site tours will be recorded and answers posted publicly as an addendum to this RFP. Prospective proponents are encouraged to submit written questions prior to the proposal deadline.

## 4. Lease & Purchase Terms

### 4.1 Lease

A lease will be negotiated based on the RFP with the successful respondent. Key anticipated lease terms include:

- Lease terms, including duration, will be negotiated with the successful respondent and included in the formal lease agreement
- The lessee will be responsible for all building upkeep, maintenance, improvements, and general repairs
- The lessee will be responsible for utilities and utility connections

- The lessee will be required to maintain adequate property and liability insurance, in amounts acceptable to the Town
- The nearby public sign feature and seating area to the south are excluded from the lease area
- The area to the north of the building, over the subsurface stormwater infrastructure, will be included in the lease area but subject to an easement — no structures may be erected over this area
- Snow removal for the building area will be the lessee's responsibility.
- The lessee will have right of first refusal on purchase of the property.

#### 4.2 Right of First Refusal to Purchase

The successful lessee will be granted a Right of First Refusal (ROFR) to purchase the VIC building and lot once the following conditions are met:

- The VIC property is surveyed and subdivided onto its own separate lot
- Outstanding federal harbour matters related to infilling are resolved
- Town Council formally declares the VIC surplus under the Municipal Government Act, s. 50

Upon declaration of surplus, the lessee will be notified and will have the right to purchase the property at the higher of:

- The price proposed in their RFP submission; or
- The appraised market value as determined by an independent appraiser retained by the Town, less building related improvements approved by the Town, the value of which will be determined prior to the construction of said improvements

The Town reserves the right to require an independent appraisal prior to completing any sale, in accordance with MGA s. 50 requirements regarding the sale of municipal property at market value. The Town will NOT offer the property for sale below market value.

Following sale, the Town does not intend to require a buyback agreement on the VIC, as the site contains an existing building, unlike other Town-owned vacant land disposals.

#### 4.3 Improvements & Additions

Respondents are encouraged to propose building improvements or additions that increase the building's value, usable area, or public appeal (e.g., additions, deck extensions, docking facilities for boat rentals, etc.).

- All proposed improvements must receive written approval from the Town prior to construction, for the duration of the lease
- All improvements and additions become property of the Town, unless otherwise noted, (or lessee upon purchase) and will not be separately compensated
- Any proposed extension over the water or dock facilities will require applicable federal and provincial regulatory approvals, which are the lessee's responsibility
- Where public access is proposed as part of the development, the Town may enter into a separate public access agreement
- The Town is open to discussing potential VIC renovations as part of the overall process, particularly where these may also address outstanding harbour-related regulatory matters

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## 5. Submission Requirements

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Proposals must be submitted in writing and must include the following components. Incomplete proposals may be scored lower under the evaluation criteria:

- Cover Letter — a brief letter introducing the respondent and summarizing their proposal
- Respondent Information — legal name of business, contact information, principal owner(s), business registration number (if applicable), business experience and references
- Business Proposal
  - Proposed Commercial Use — a clear description of the proposed use of the VIC, including the nature of the business, target market, and anticipated hours and season of operation
  - Operational Plan — proposed timeline for commencing operations, conditions attached to the proposal (e.g., financing, permits), planned staffing, and any other relevant operational details
  - Proposed Monthly Rent — a stated monthly rent amount for the lease of the VIC
  - Proposed Sale Price — a stated price the respondent proposes to pay upon exercise of the right of first refusal to purchase, subject to the conditions in Section 4.2, and outlining any expected improvements to be subtracted from an appraised value.
- Building Proposal
  - Proposed Improvements (if any) — a description of any proposed improvements, additions, or renovations to the VIC building or site, including estimated costs, timelines, and any required approvals
  - Statement on Public Access (if applicable) — if the respondent proposes any element of public access to the VIC site, this should be described in detail
- In Person Presentation
  - An in-person presentation to Council on July 6<sup>th</sup>, will be expected.
  - Interested parties should reach out no later than 3PM July 3<sup>rd</sup>, 2026, if they require any IT support for their presentation.
  - No PowerPoint or formal presentation is required

Proposals must be received by 4:00 PM ADT on June 18, 2026. Submissions may be delivered by email, hard copy, or courier to the address listed on the cover page. Late proposals will not be accepted.

## 6. Evaluation & Scoring

All complete proposals will be evaluated by Town staff using the following scoring criteria. Staff will recommend up to three (3) finalist proposals for presentation to Council:

Evaluation Criteria	Points Available	Notes
Proposed Sale Price	40	Must meet or exceed appraised market value; scored against other respondents
Proposed Monthly Rent	15	Evaluated against other respondents
Complete & Detailed Response	15	Clarity, feasibility, timelines, conditions
Proposed Improvements / Enhancements	10	Additions that expand usable area or building value
Presentation to Council	20	Top 3 finalists present in person
<b>TOTAL</b>	<b>100</b>	

The first 80 points will be scored by Town staff. The final 20 points will be awarded by Council following finalist presentations. The Town reserves the right to request clarification from any respondent during the evaluation process.

Note on Scoring: A "Complete and Detailed Response" (15 points) rewards proposals that clearly outline timelines, financing conditions, operational plans, and seasonal versus year-round intentions. Respondents are encouraged to be thorough.

## 7. Process & Timeline

Date	Milestone
June 3, 2026	RFP Posted Publicly
June 10 <sup>th</sup> – 10AM & 530PM	Optional Site Tour(s)
June 16 <sup>th</sup>	Questions/Clarifications Due (4:00 PM ADT)
June 18, 2026	Proposals Due (4:00 PM ADT)
June 19, 2026	Notice to Top 3 Finalists
July 6 <sup>th</sup> , 2026	Finalist Presentations to Council (Special Meeting)
Week of July 6, 2026	Lease Execution / Signing
Early July 2026 (target)	Business Operational

The Town reserves the right to adjust this timeline as required. Any changes will be communicated to registered proponents and posted publicly.

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## 8. General Terms & Conditions

- The Town is not obligated to accept the highest-scoring proposal or any proposal.
- The Town reserves the right to cancel, postpone, or re-issue this RFP at any time without liability.
- All costs associated with preparing and submitting a proposal are the sole responsibility of the respondent.
- Proposals become the property of the Town and are subject to disclosure under the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP), except for information designated as confidential (e.g., financial statements).
- Any commitment made by a respondent regarding improvements or operations following sale of the property cannot be legally enforced by the Town post-sale. Respondents should understand this when structuring their proposals.
- The RFP process does not create a binding legal obligation on the Town until a lease agreement is fully executed.
- Respondents are responsible for conducting their own due diligence regarding the property, applicable zoning, regulatory requirements, and title matters.

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## 9. Contact & Inquiries

All inquiries and questions regarding this RFP **must be submitted in writing by 4:00pm June 16**, to:

Email: [development@shelburne.ca](mailto:development@shelburne.ca)

### Planning & Development Department

Town of Shelburne  
162 Mowatt Street, Shelburne, NS B0T 1W0

To ensure transparency, written responses to material questions from proponents will be issued as addenda to this RFP and distributed to all registered proponents. Proponents who wish to receive addenda should register their interest by contacting the above address.

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**Issued by:**

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### Mike Kahn

Director of Planning & Development Services  
Town of Shelburne, Nova Scotia  
June 3, 2026