



REQUEST FOR PROPOSALS
Deer Population Management Program
TERMS OF REFERENCE

October 15, 2026

Contents

1.0	INSTRUCTIONS	2
1.1	Introduction	2
1.2	Proposal Submission	2
1.3	Proposal Acceptance	2
1.4	Proposal Validity.....	3
1.5	Fees, Expenses and Disbursements.....	3
1.6	Proposal Requirements	4
1.7	Inquiries	4
1.8	Addenda to RFP.....	5
1.9	Liability for Errors	5
1.10	Proposal Evaluation	5
2.0	GENERAL CONDITIONS.....	6
2.1	Key Personnel	6
2.2	Media	6
2.3	Conflict of Interest.....	6
2.4	Confidentiality and Freedom of Information and Protection of Privacy (FOIPOP).....	6
2.5	Insurance and Indemnity.....	7
2.6	Governing Law.....	7
2.7	Taxes.....	7
2.8	Health and Safety.....	8
2.9	Licensing Requirements	8
3.0	WORK DESCRIPTION	8
3.1	Background	8
3.2	Objectives	9
3.3	Scope of Work	9
3.4	Municipal Support.....	11
3.5	Proponent Qualifications	12
3.6	Permits and Regulatory Compliance.....	12
3.7	Reports and Data	13
3.8	Compliance.....	13

1.0 INSTRUCTIONS

1.1 Introduction

The Municipality of the County of Colchester is seeking proposals from qualified organizations to develop and implement a safe, effective and professionally managed deer population reduction program within select urban and suburban areas of the Municipality.

The preferred proponent will utilize existing deer population data, including three years of municipal pellet count inventory studies, to identify priority management areas and conduct a managed deer harvest in accordance with all applicable provincial legislation and best management practices.

The Municipality's primary objective is to reduce deer populations in areas experiencing persistent human-deer conflicts while maintaining the highest standards of public safety, professionalism, and community confidence.

1.2 Proposal Submission

Proponents may submit a digital copy (PDF) of their proposal, with email and attachments clearly marked "Deer Population Management Program". Submissions will be accepted until **4:30PM (local time), October 26, 2026**. Responses to this call for "Request for Proposals" shall be emailed to the following:

Devin Trefry
Research, Policy, and Community Engagement
Municipality of the County of Colchester
Phone: 902-897-3182
Email: dtrefry@colchester.ca

Proponents shall be solely responsible for the delivery of their proposal in the manner and time prescribed and are also responsible for confirming receipt of their submission. Late proposals will not be accepted and will be returned unopened. Faxed proposals will not be accepted. Incomplete proposals may be rejected.

The Municipality will proceed with private openings. Proponents will be advised of the results after the Contract has been awarded.

An individual or company who submits a proposal is hereinafter referred to as a "Proponent."

1.3 Proposal Acceptance

The Municipality reserves the right to reject any or all proposals. The Municipality reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests.

Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, or that contain additions or deletions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal. The Municipality reserves the right to waive formality, informality or

technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in these RFP documents may be rejected.

The Municipality reserves the right to make further requests from any Proponent or any third party to clarify the proposal or to verify any of the information contained within the proposal including verification of licensing or other credentials.

This Request for Proposals is not to be construed as an offer. The Municipality reserves the right not to proceed with any or all aspects of this work without compensation for proposal preparation expenses to proponents. The Municipality will not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained or suffered by a proponent prior to, or subsequent to, or by reason of the acceptance or the non-acceptance by the Municipality of any submission, or by reason of any delay in the allowable period of acceptance of a submission. It is important to note the Municipality is not bound to accept any or all proposals and no contractual relationship with the Municipality shall come into existence through this process until such a time as the Municipality formally deems appropriate.

As this RFP is not a tender and is not intended to create "Contract A", the Proponent and all other entities participating in this RFP Process agree that if the Municipality is found to be liable, in any way whatsoever, for any act or omission in respect of this RFP Process, the total liability of the Municipality to any Proponent participating in this RFP Process, and the aggregate amount of damages recoverable against the municipality for any matter relating to or arising from any act or omission by the Municipality, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the Municipality shall be no greater than the Proponent's cost of preparing its proposal.

The Proponent whose proposal is accepted by the Municipality is hereafter referred to as the "Preferred Proponent." The Municipality will enter negotiations with the Preferred Proponent and may use the negotiations to negotiate any aspect of the Preferred Proponent's proposal relating to the details of the proposal, commercial terms, legal terms and conditions and the project schedule. Only if there is a contract negotiated and approved by the parties will the Municipality have any legal obligations to the Preferred Proponent. If a contract cannot be successfully negotiated the Municipality reserves the right to negotiate with any other proponent or third party and shall have no other obligation to the Preferred Proponent.

1.4 Proposal Validity

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

1.5 Fees, Expenses and Disbursements

Proponents shall provide detailed pricing for the Services, including all applicable labour, equipment, travel, supplies and other anticipated expenses. Proponents shall clearly identify any assumptions or limitations associated with their pricing.

Unless otherwise approved in writing by the Municipality, the preferred Proponent shall be responsible for all costs necessary to complete the Services in accordance with its proposal and the Agreement.

Payment shall be made upon receipt of detailed invoices and in accordance with the payment schedule established in the Agreement. The preferred Proponent shall not incur additional costs beyond the approved contract amount without prior written authorization from the Municipality.

This work is being conducted with public funds therefore, Proponents' submissions, fees and expenses may be made public.

1.6 Proposal Requirements

The proposal shall clearly and concisely outline the scope of work being provided and shall include a description of the steps and methodology that will be used to perform the work. Proposals shall also include:

- Company profile
- Project understanding
- Proposed methodology
- Safety Management Plan
- Landowner engagement strategy
- Communications approach
- Community benefit plan
- Meat utilization plan
- Educational partnership opportunities
- Project schedule
- Project team qualifications
- Relevant experience
- References
- Insurance documentation
- Detailed pricing

1.7 Inquiries

All requests for additional information or clarifications regarding this Request for Proposals shall be directed to the following Municipal Contact Person:

Devin Trefry
Research, Policy, and Community Engagement
Municipality of the County of Colchester
1 Church Street
Truro, NS B2N 3Z5

Tel: (902) 897-3182
E-mail: dtrefry@colchester.ca

The Municipality will only be responsible for written replies. The Municipality will determine whether the inquiries received merit an addendum. Requests for additional information or clarification must be received within 3 working days of the closing date and time.

1.8 Addenda to RFP

The Municipality may issue addenda adding to, deleting from, clarifying, or varying provisions in this Request for Proposals. If addenda are needed, the Municipality will publicly publish the addendum in the same manner as the RFP and it will be the Proponent's responsibility to confirm if any such addendums have been issued.

1.9 Liability for Errors

While the Municipality has made efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP, including materials incorporated by reference or made available in connection with this RFP, is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive.

Each Proponent is solely responsible for conducting its own thorough and complete review of this RFP and ensuring that it has a full and complete understanding thereof.

This RFP must be read in its entirety to understand the project and the RFP process.

Each Proponent shall promptly report, or request clarification of, any discrepancy, deficiency, ambiguity, error or inconsistency, which it discovers during the course of its review.

1.10 Proposal Evaluation

Considering the nature and scope of this work, the Municipality will use the following list of criteria in reviewing each proposal. This list is a tool that will assist the Municipality in carrying out evaluation of the submissions.

Criteria	Weight
Understanding of project objectives	10%
Methodology and technical approach	20%
Safety Management Plan	30%
Relevant experience and qualifications	15%
Community benefits (e.g. food donation, partnerships, education)	10%
Reporting and project management	5%
Price	10%
TOTAL	100%

2.0 GENERAL CONDITIONS

2.1 Key Personnel

The Municipality expects the key personnel identified in the Preferred Proponent's proposal to perform the Services. The Preferred Proponent shall obtain written approval from the Municipality before making any material change to key personnel assigned to the project. Any replacement personnel shall possess qualifications and experience reasonably equivalent to those of the personnel being replaced and shall be acceptable to the Municipality.

The Preferred Proponent shall remain responsible for the supervision, conduct and performance of all personnel involved in the Services.

2.2 Media

The Preferred Proponent shall not respond to media inquiries concerning the Municipality's deer population management program or the Services without prior authorization from the Municipality. Media inquiries relating to the program shall be directed to the Municipality.

The Preferred Proponent shall not issue public statements, news releases, social media posts or other public communications regarding the Services without prior approval from the Municipality.

2.3 Conflict of Interest

Proponents shall disclose any actual or potential conflict of interest that may affect, or could reasonably be perceived to affect, their ability to perform the Services objectively and in the best interests of the Municipality.

The Preferred Proponent shall promptly disclose any conflict of interest that arises during the term of the Agreement. The Municipality reserves the right to require the Proponent to take reasonable measures to address or mitigate a conflict of interest or, where a conflict cannot be satisfactorily addressed, to terminate the Agreement.

2.4 Confidentiality and Freedom of Information and Protection of Privacy (FOIPOP)

The Preferred Proponent shall keep confidential all information obtained through the course of the Services that is not publicly available and shall not disclose such information to any third party without the prior written consent of the Municipality, except where disclosure is required by law.

The Preferred Proponent acknowledges that the Municipality is subject to applicable freedom of information and privacy legislation and shall comply with all applicable requirements relating to information received or collected in the course of providing the Services. The Proponent should identify any part of their proposal which they consider to be confidential information which may be taken into account if a request for records is made but is not determinative.

The Preferred Proponent shall take reasonable measures to protect confidential information, including information relating to participating landowners, properties, management locations and operational activities.

2.5 Insurance and Indemnity

The Preferred Proponent shall, at its own expense, obtain and maintain throughout the term of the Agreement all insurance required to perform the Services safely and in accordance with applicable legislation, regulations, licenses, permits and the requirements of this RFP. Proponents must include proof of insurability with their proposal submission

At a minimum, the Preferred Proponent shall maintain Commercial General Liability (CGL) insurance on an occurrence basis with limits of not less than \$2,000,000 per occurrence, including coverage for bodily injury, personal injury and property damage arising from the performance of the Services. The Municipality of the County of Colchester shall be named as an additional insured. The Preferred Proponent shall provide a certificate of insurance satisfactory to the Municipality prior to commencing the Services and upon request thereafter.

Where vehicles are used in the performance of the Services, the Preferred Proponent shall maintain automobile liability insurance in accordance with applicable Nova Scotia requirements, with coverage appropriate to the vehicles and activities undertaken.

The Preferred Proponent shall be responsible for ensuring that any subcontractor engaged in the Services maintain appropriate insurance coverage and shall remain responsible for the acts and omissions of its subcontractors.

The Preferred Proponent shall indemnify, defend and hold harmless the Municipality of the County of Colchester, its elected officials, officers, employees, agents and representatives from and against all claims, demands, actions, damages, losses, liabilities, costs and expenses, including reasonable legal costs, arising out of or resulting from the performance of the Services by the Proponent, its employees, agents or subcontractors, including any negligent act, error, omission, misconduct or breach of the Agreement.

The Proponent shall be responsible for any loss, damage, injury or death arising from its performance of the Services, except to the extent caused by the negligence or willful misconduct of the Municipality.

The insurance requirements set out in this RFP are minimum requirements and shall not limit the Proponent's liability or its obligations to indemnify the Municipality. The Proponent shall remain responsible for any liability, loss or claim that exceeds the limits or scope of its insurance coverage.

The Proponent shall ensure that all individuals involved in deer management activities possess and maintain all licenses, certifications, training and permits required to lawfully and safely perform their assigned duties.

2.6 Governing Law

The Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia and the applicable laws of Canada.

2.7 Taxes

The Preferred Proponent shall be responsible for all applicable federal and provincial taxes arising from the provision of the Services. Harmonized Sales Tax (HST), where applicable, shall be identified separately on invoices.

In the event of changes in applicable tax legislation to provide additional tax relief during the course of this Contract, it is the intent of the Contract that any benefits therefrom shall accrue to the Municipality who shall deduct any overpayment of taxes from moneys due to the Successful Proponent.

In the event of additional taxes being imposed during the course of the Contract, it is the intent of the Contract that the additional amounts paid by the Preferred Proponent will be reimbursed by the Municipality in accordance with the requirements of the applicable tax act.

2.8 Health and Safety

Health and safety are extremely important and must not be compromised when performing the work. The Accepted Proponent shall adhere to all parts of the Occupational Health and Safety Act of Nova Scotia, including all related Regulations.

2.9 Licensing Requirements

The Key Personnel, where appropriate, shall be licensed, certified, or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Province of Nova Scotia.

3.0 WORK DESCRIPTION

3.1 Background

The Municipality has completed deer pellet count inventory studies over the past three years to better understand localized deer populations throughout several communities.

Potential management areas include:

- Bible Hill
- Brookside
- Valley
- Salmon River
- Lower Truro
- Truro Heights
- Hilden

The Municipality anticipates that the scope of work may involve multiple management areas and properties within the identified communities. The actual number and location of sites, properties involved, deer managed, and management activities undertaken will depend on available population data, site suitability, landowner participation, public safety considerations, applicable legislation and regulations, and any required permits or authorizations.

The Municipality does not guarantee a minimum or maximum number of deer to be managed, properties to be included, or management activities to be undertaken. Proponents should clearly identify any assumptions regarding the anticipated volume of work that has been used in developing their proposals and pricing.

These communities have experienced increasing deer populations resulting in concerns related to:

- Motor vehicle collisions
- Damage to landscaping and agriculture
- Human-wildlife conflicts
- Public safety
- Ecological impacts associated with over-browsing

The Municipality intends to implement a science-based management approach using existing inventory data.

3.2 Objectives

The preferred proponent will:

- Review available pellet count inventory data.
- Identify suitable management areas.
- Conduct a managed deer reduction program.
- Prioritize public safety and conduct all deer management activities with the utmost care, discretion, and consideration for surrounding residents and the public.
- Maximize community benefit from harvested animals.
- Provide detailed reporting and recommendations for future management.

3.3 Scope of Work

The Preferred Proponent shall provide all labour, supervision, equipment and expertise necessary to complete the project and shall obtain or support the Municipality and participating landowners in obtaining any approvals, permits or authorizations required for activities undertaken by the Proponent.

The work shall include, at minimum:

A. Project Planning

- Review municipal pellet count inventory data.
- Review available GIS information.
- Identify suitable hunting locations.
- Conduct site assessments.
- Prepare a detailed operational plan.

B. Safety Planning

Develop a comprehensive Safety Management Plan including:

- Compliance with all Nova Scotia hunting regulations.
- Compliance with all Nova Scotia Department of Natural Resources requirements.
- Site maps that include minimum hunting setback distances from:
 - residences
 - schools
 - playgrounds
 - businesses

- roads
- public buildings
- Emergency response procedures.
- Public notification strategy in partnership with the Municipality.
- Traffic, and pedestrian considerations.
- Hunter qualifications and supervision.
- Daily operational safety procedures.
- Site specific safety plans such as shooting direction, backstops, posted signs, established shooting lanes, etc.

Safety shall be the Municipality's highest priority.

The Municipality reserves the right to reject any proposed hunting locations that do not adequately demonstrate public safety.

Current Nova Scotia hunting setback distances and regulations must be followed or exceeded where appropriate.

C. Landowner Engagement

The Proponent shall:

- Identify affected property owners.
- Obtain written permission from all participating landowners.
- Maintain documentation of all permissions.
- Coordinate directly with participating landowners throughout the project.

D. Managed Deer Harvest

The Proponent shall:

- Supply qualified personnel that are experienced, safety conscious, and discrete.
- Establish a shooter proficiency standard to ensure all hunters possess the necessary skill to participate in the program.
- Ensure all hunters possess valid licenses and certifications.
- Provide program specific training session for all personnel involved that outlines program objectives, safety, operational procedures, reporting, and standards prior to participation.
- Conduct harvest activities professionally.
- Utilize appropriate equipment for urban environments and be responsible for its proper maintenance.
- Provide details on baiting and trail camera use.
- Maintain detailed harvest records.

The Municipality, in consultation with the Nova Scotia Department of Natural Resources may specify preferred harvest methods where appropriate.

E. Processing and Community Benefit

Proposals should describe how harvested deer will be:

- retrieved;

- inspected as required;
- processed;
- butchered; and
- distributed.

Preference will be given to proposals that demonstrate meaningful community benefit through partnerships with:

- local food banks;
- First Nations communities or organizations;
- community or charitable organizations; or
- other approved food distribution agencies.

Proposals may also demonstrate additional social value through initiatives that support food security, community well-being, education, or other community priorities beyond the harvest itself.

F. Educational and Community Partnerships

The Municipality encourages innovative partnerships that may include:

- agricultural programs;
- wildlife management programs;
- culinary programs;
- butchery training;
- veterinary sciences;
- environmental studies;
- Indigenous knowledge partnerships;
- community education.

Collaboration with local educational institutions or community organizations that create learning opportunities or research value will be considered an asset.

G. Reporting

The final report shall include:

- locations hunted;
- effort by location;
- number of deer harvested;
- sex and age class (where possible);
- GIS mapping of harvest locations;
- meat donation records;
- safety incidents (if any);
- recommendations for future management;
- evaluation of pellet count data relative to harvest success.

3.4 *Municipal Support*

The Municipality may provide, upon request:

- GIS mapping support;

- aerial photography;
- property information;
- assistance identifying municipal lands;
- communications support, if required.

The Preferred Proponent shall remain responsible for final site selection and operational safety.

3.5 Proponent Qualifications

Proponents must ensure that the individuals proposed to conduct the deer management activities possess all licenses, certifications, training, and permits required for their assigned duties under applicable federal, provincial, and municipal legislation and regulations, including, as applicable:

- A valid Nova Scotia Nuisance Wildlife Operator License;
- A valid Nova Scotia Wildlife Resources Card with the appropriate certifications;
- Nova Scotia Fur Harvester Certification, as required;
- Firearm Certification, including the required Canadian Firearms Safety Course and Hunter Education Course, for any individual using a firearm;
- Crossbow Hunting Certification, for any individual using a crossbow; and
- Any other licenses, authorizations, or certifications required for the lawful possession, transportation, use, and discharge of firearms or other approved equipment.

Where a Nuisance Wildlife Permit or other site-specific wildlife permit or authorization is required for a proposed management activity, the Municipality and/or participating landowner will be responsible for submitting the applicable application to the Department of Natural Resources, as appropriate. The Preferred Proponent shall provide information and assistance reasonably required to support such applications and shall comply with all conditions associated with any permit or authorization issued for the Services. The successful Proponent shall not undertake any activity requiring a permit or authorization until the required approval has been obtained.

Proponents should also demonstrate:

- Experience conducting controlled or managed deer harvests;
- Wildlife management expertise;
- Experience conducting wildlife management activities in urban, suburban, or other populated areas;
- Experience developing and implementing public and worker safety procedures;
- Knowledge of and compliance with Nova Scotia wildlife legislation and hunting regulations;
- Experience working with municipalities, public agencies, landowners, or other community stakeholders; and
- Appropriate insurance coverage for the proposed activities.

3.6 Permits and Regulatory Compliance

The Preferred Proponent shall comply with all applicable federal, provincial and municipal legislation, regulations, licenses, permits and authorizations relating to the Services.

Where a Nuisance Wildlife Permit or other site-specific permit or authorization is required, the Municipality and/or participating landowner will be responsible for submitting the applicable application to the Department of Natural Resources, as appropriate. The Preferred Proponent shall

provide information and assistance reasonably required to support such applications and shall comply with all conditions associated with any permit or authorization issued for the Services.

The Preferred Proponent shall not undertake any activity requiring a permit or authorization until the required approval has been obtained.

3.7 Reports and Data

All reports, records, maps, data and other documentation specifically produced for the Municipality as part of the Services shall be provided to the Municipality and may be used by the Municipality for municipal purposes.

3.8 Compliance

The Preferred Proponent shall comply with:

- Nova Scotia Wildlife Act
- Deer Hunting Regulations
- Occupational Health and Safety Act
- Municipal by-laws and policies
- All applicable federal, provincial and municipal legislation

All work shall comply with current Nova Scotia hunting regulations, including prescribed safety setback distances and licensing requirements.