

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, May 14, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, May 14, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland via Microsoft Teams
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Robin Smith, Community Development Coordinator
Nicole Blades, Recording Secretary

REGRETS:

Councillor Anthony Gosbee

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

- a. May 14, 2025

2(a) MOTION: APPROVAL OF AGENDA – MAY 14, 2025

Being duly moved and seconded, be it resolved that the Agenda for May 14, 2025, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. April 14, 2025
- b. April 23, 2025

3(a) The Minutes of April 14, 2025 were accepted as circulated.

3(b) The Minutes of April 23, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATIONS:

- a. Partners for Climate Protection Program – Izzie Collier, Clean Foundation

5(a) Warden Smith welcomed Izzie Collier with Clean Foundation.

Ms. Collier presented Council with a brief overview of the Partners for Climate Protection (PCP) Program. The five-step milestone framework that will assist in taking action against climate change by reducing emissions in the Municipality was reviewed.

In 2011 the Municipality had completed steps one to three of the five-step milestone framework. Ms. Collier advised Council that due to the time lapse, the data would no longer be accurate, and work would need to begin back at step one.

A discussion was held regarding timelines, data, climate misinformation, sharing educational components, and ensuring past projects the Municipality has completed are recognized in future reports including the installation of solar panels and EV charging stations.

Councillors thanked Ms. Collier for presenting.

6. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Grants to Organizations Funding – Robin Smith, Community Development Coordinator
- b. Shelburne County Climate Action Committee – Val Kean, Director of Economic & Community Development

6(b) Izzie Collier, Clean Foundation, presented the Shelburne County Climate Action Committee staff report on behalf of Val Kean, Director of Economic & Community Development.

Through Clean Foundation's Community Climate Capacity (CCC) Program, the Municipality of the District of Shelburne, Town of Shelburne and Municipality of Barrington are working together as a regional cohort to advance climate action initiatives in the County.

The Shelburne County Climate Action Committee will provide guidance to municipal Councils across the County in developing and prioritizing plans and actions to mitigate greenhouse gas emissions, advance adaptation initiatives and promote an equitable and climate resilient future for Shelburne County.

As the Municipality of Shelburne is the lead applicant for the CCC program, the aim is for this committee to be adopted as a Committee of Council by the Municipality of Shelburne, while the Committee will be composed of both elected officials and residents from neighbouring communities.

MOTION: SHELburne COUNTY CLIMATE ACTION COMMITTEE

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne adopt the Shelburne County Climate Action Committee as a Committee of Council; and

The Council of the Municipality of the District of Shelburne approve the Committee's Terms of Reference; and

The Council of the Municipality of the District of Shelburne appoint Councillor Sherry Thorburn Irvine as Council representative on the Committee.

- **MOTION CARRIED**

6(a) Robin Smith, Community Development Coordinator, presented the Grants to Organizations Funding staff report.

Ms. Smith advised Council that the Grants to Organizations applications are reviewed by the grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of financial statement/budget.

MOTION: GRANTS TO ORGANIZATIONS FUNDING

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne approve the recommended grant amount for \$1000.00 to come from the 2025/26 Grants to Organization, GL# 00-21950-791 for the Southwest BLAST (Barrington, Lockeport, And Shelburne Teams) Football Club.

- **MOTION CARRIED**

7. ADMINISTRATION:

a. CAO Performance Review Committee – Erin Hartley, Deputy CAO

7(a) Erin Hartley, Deputy CAO, presented the CAO Performance Review Committee staff report.

Ms. Hartley advised Council the organizational review final report suggested the CAO performance review process be revisited. The creation of a committee to establish a process based on the guidelines of the Canadian Association of Municipal Administrators would ensure that expectations and outcomes are clearly communicated based on measurable goals and objectives linked to the CAO job description and strategic plans. The Committee would come back to Council with periodic updates and a formal evaluation report annually.

MOTION: CAO PERFORMANCE REVIEW COMMITTEE

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne create a CAO Performance Evaluation Committee, and

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Penny Smith, Deputy Warden Heidi Wagner and Councillor Paula Sutherland to the CAO Performance Evaluation Committee.

- **MOTION CARRIED**

8. OPERATIONS & PROTECTIVE SERVICES:

- a. Monthly Building Report – April 2025

8(a) Warden Smith reviewed the Monthly Building Report for April 2025.

9. CORRESPONDENCE:

- a. Department of Municipal Affairs Re: Fire Records Management System
- b. NSFM Advocacy Priority for Libraries* – Councillor Thorburn Irvine
- c. Department of Municipal Affairs Re: Reprofiting of Beautification & Streetscaping Program and Community Works Program
- d. Department of Municipal Affairs Re: Notice of Provincial Actions

9(a) Warden Smith reviewed the correspondence received from the Department of Municipal Affairs regarding the Fire Records Management System.

9(b) Councillor Thorburn Irvine discussed the correspondence received at the Nova Scotia Federation of Municipalities Conference regarding advocacy priority for libraries.

MOTION: NSFM ADVOCACY PRIORITY FOR LIBRARIES

Whereas public libraries provide collections, programs and services, on behalf of the Municipality of the District of Shelburne and the Province of Nova Scotia, that contribute to the health and wellbeing of the citizens of Nova Scotia; and

Public libraries in Nova Scotia can no longer successfully sustain said collections, programs and services due to rising costs, and are unable to provide living wages for the majority of library staff; and

The current funding formula for public libraries in Nova Scotia does not account for Municipal contributions for capital costs, and the funding formula has now expired; and

Funding for public libraries in Nova Scotia is currently under review by the provincial government;

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne move that the issue of adequate and sustainable funding for public libraries in Nova Scotia be brought forth to the Nova Scotia Federation of Municipalities Board for consideration as an advocacy priority.

- **MOTION CARRIED**

9(c) Warden Smith reviewed the correspondence received from the Department of Municipal Affairs regarding reprofiling of Beautification and Streetscaping Program and Community Works Program.

9(d) Warden Smith reviewed the correspondence received from the Department of Municipal Affairs regarding the notice of provincial actions.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
- b. Warden's Update

10(a) Deputy Warden Wagner advised she attended and provided updates on the following:

- Shelburne County Arena Association Meeting
- Events Committee Meeting

Councillor Thorburn Irvine advised she attended and provided updates on the following:

- Nova Scotia Federation of Municipalities Conference
- Shelburne Area Chamber of Commerce AGM
- Site preparation for the Community Garden
- Removing Interprovincial Trade Barriers Webinar

Councillor Sutherland noted The Bridge Peer Support Group will be hosting a Healthy Minds and Addictions Meet & Greet on May 31, 2025 from 10:00am to 3:00pm at the Shelburne Fire Hall.

10(b) Warden Smith advised she attended and provided updates on the following:

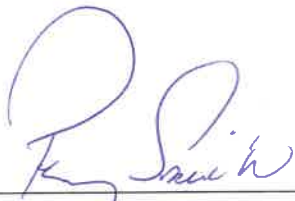
- April 24 – Roseway Manor Board Meeting
- April 29 – Oceans 11 Group Meeting
- April 30-May 2 – Nova Scotia Federation of Municipalities Conference
- May 5 – Walk for Missing and Murdered Indigenous Women, Black Loyalist Heritage Centre
- May 6 – Shelburne Area Chamber of Commerce AGM
- May 12 – Traffic Safety Act Webinar
- May 13 – National Demin Day
- May 13 – Strategic Planning Pre-Engagement Session
- May 14 – Site preparation for the Community Garden

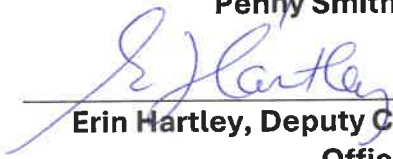
11. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:47 pm. The next Regular Council meeting will be held on Wednesday, May 28, 2025.

Nicole Blades
Recording Secretary

May 29/25
Date


Penny Smith, Warden


Erin Hartley, Deputy Chief Administrative
Officer