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**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, June 11, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, June 11, 2025, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Marcia d'Eon, Director of Operations & Protective Services  
Val Kean, Director of Economic & Community Development  
Darrell Locke, By-Law Enforcement Officer  
Danyelle Smith, Waste Diversion Officer  
Jill Webb, Economic Development Officer  
Nicole Blades, Recording Secretary

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. June 11, 2025

2(a) **MOTION: APPROVAL OF AGENDA – June 11, 2025**

Being duly moved and seconded, be it resolved that the Agenda for June 11, 2025, be approved.

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

a. May 27, 2025

3(a) The Minutes of May 27, 2025 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATIONS:**

- a. Public Works Road Initiatives Update – Kirk Reede, Maintenance Supervisor & Donald Houston, Operations Supervisor
- b. Shelburne & Area Community Economic Development (CED) Society – Peter Frampton, President/Chair

5(a) Warden Smith welcomed Kirk Reede, Maintenance Supervisor, NS Public Works and Donald Houston, Operations Supervisor, NS Public Works.

Mr. Houston and Mr. Reede provided an update on current and upcoming road repairs that include shouldering, gravel patching, bush cutting, ditching, and installation of culverts. Councillors expressed their concerns regarding ongoing road issues in each district.

It was noted that residents should contact the Operations Contact Centre at (902) 875-3017 to have any road concerns documented.

Councillors thanked Mr. Houston and Mr. Reede for presenting.

5(b) Warden Smith welcomed Peter Frampton, President, of Shelburne and Area Community Economic Development (CED) Society.

The Shelburne and Area CED Society is a non-profit, community owned society facilitating economic development to make profit that can be reinvested into community capital projects and community owned businesses.

Mr. Frampton stated there is a vacancy on the board and invited a Council member or staff member of the Municipality to be appointed to the position. Warden Smith advised Mr. Frampton a staff report would be prepared and brought to a future Council meeting.

Councillors thanked Mr. Frampton for presenting.

**6. OPERATIONS & PROTECTIVE SERVICES:**

- a. Dangerous & Unsightly Update Re: 2882 Sandy Point Road – Darrell Locke, By-Law Enforcement Officer
- b. Waste Diversion Officer Quarterly Report – Danyelle Smith, Waste Diversion Officer
- c. Sewage Treatment Plant Operator Quarterly Report – Dan Vincent, Public Works Facility Operator
- d. Monthly Building Report – May 2025

6(a) Darrell Locke, By-Law Enforcement Officer, presented the Dangerous & Unsightly Update regarding 2882 Sandy Point Road staff report.

Discussion was held regarding the timeline of communication with the property owner. To date no activity has taken place to clean-up the property. The condition of the property justifies the demolition order.

**MOTION: DANGEROUS & UNSIGHTLY PROPERTY – 2882 SANDY POINT ROAD**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne hereby issues an order as per Section 507 of the Municipal Government Act: and authorizes the Warden to sign off on the demolition and clean up order for the properties located at 2882 Sandy Point Road and 40, 44, 52, 62, 83, 84, 85, 87, 88, 129, 132, 135, and an unnumbered former wastewater treatment facility, Government Point Road, Sandy Point.

- **MOTION CARRIED**

6(b) Danyelle Smith, Waste Diversion Officer, presented the Waste Diversion Officer Quarterly Report.

A discussion was held regarding black bags no longer being permitted for curbside pick-up, potential rope recycling programs, and the high interest, completion and possible future expansion of litter incentive program.

6(c) Marcia d'Eon, Director of Operations and Protective Services, presented the Sewage Treatment Plant Operator Quarterly Report.

A discussion was held regarding the septage panel replacement, upcoming general maintenance scheduled, an update on the wetlands polishing pond project, and mandatory upgrades required as a result of a recent Occupational, Health, & Safety inspection.

6(d) Warden Smith reviewed the Monthly Building Report for May 2025.

**7. ECONOMIC & COMMUNITY DEVELOPMENT:**

- a. Disposal of Surplus Property Policy Revision\* – Jill Webb, Economic Development Officer
- b. Categorization and Declaration of Surplus Property\* – Val Kean, Director of Economic & Community Development
- c. Housing Development – Sewer Services on Spa Road\* – Val Kean, Director of Economic & Community Development

7(a) Jill Webb, Economic Development Officer, presented the Disposal of Surplus Property Policy Revisions staff report.

Under the Housing Accelerator Fund program, the Municipality is required to create an updated version of the surplus lands policy. The updated policy provides clear definitions, a structured way to evaluate surplus property, and a stronger connection to the Municipality's goals.

**MOTION: DISPOSAL OF SURPLUS PROPERTY POLICY REVISION**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the revised Disposal of Surplus Property Policy, replacing Policy 18, to improve efficiency and better align surplus property decisions with the Municipality’s land use, economic, and community development goals.

- **MOTION CARRIED**

7(b) Val Kean, Director of Economic and Community Development, presented the Categorization and Declaration of Surplus Property staff report.

The Economic Growth Committee reviewed municipally owned properties identified by staff as potential surplus. Each property was evaluated based on factors including location, size, access to services, and potential to contribute to economic and community development.

A discussion was held regarding the property that is land locked, an update on additional land in West Green Harbour that is currently being surveyed, and property under the categories of economic or housing development including a buy-back clause in the future purchase and sale agreements.

**MOTION: CATEGORIZATION AND DECLARATION OF SURPLUS PROPERTY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the categorization of surplus property and declare each of the following properties surplus, giving staff direction to sell property in accordance with Council’s Disposal of Surplus Property Policy:

PID	SIZE	RECOMMENDED CATEGORIZATION	DESCRIPTION
80085012	8611 sq ft	Adjacent Landowner	Small Property, Ingomar Past Black Point Road
80088305	1 acre	Adjacent Landowner	Small Property in Roseway
80096621	2153 sq ft	Adjacent Landowner	Small Property before Goodick Road
80112543	101 acres	Housing	Property Lake Road
82568304	13 acres	Economic Development	Industrial Park, No Water Frontage
82568296	13 acres	Economic Development	Industrial Park, Water Frontage
80099179	43 acres	Regular Sale	Jordan Bay, Old Weather Station
82553496	14.5 acres	Regular Sale	Jordan Bay, Old Weather Station Across Road
80115215	5382 sq ft	Adjacent Landowner	Trailhead in Jordan Branch
80111818	3.6 acres	Housing	Spa Road Beside Municipal Building
80125347	62 acres	Regular Sale	Large Property near West Green Harbour Road
80125495	84.16 acres	Regular Sale	Behind CD Site – Land locked
80124589	2.6 acres	Regular Sale	Surrounds WGH Recreation Hall, Water frontage
80120835	2.37 acres	Regular Sale	West Green Harbour Road, Before Stuart Road

- **MOTION CARRIED**

7(c) Val Kean, Director of Economic and Community Development, presented the Housing Development – Sewer Services on Spa Road staff report.

Ms. Kean advised Council the surplus property on Spa Road offers strong development potential. It was recommended by the Economic Growth Committee to reapproach the Town of Shelburne to explore the

possibility of sewer connection across the municipal boundary to support proposed housing development on Spa Road.

**MOTION: SEWER SERVICES ON SPA ROAD**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a letter to the Town of Shelburne to initiate discussions regarding the possibility of a sewer connection for the purpose of supporting housing development at PID 80111818, Spa Road.

**8. FINANCE**

**a. Tax Reduction – AAN 01811665 – Warren MacLeod, CAO**

8(a) Warren MacLeod, CAO, presented the Tax Reduction – AAN 01811665 staff report.

Mr. MacLeod advised Council that staff was notified by a resident that their property had been destroyed by fire April 9, 2025. A tax reduction application was submitted by the resident that met all the criteria outlined by the Tax Reduction on Destroyed Property Policy and was approved.

**MOTION: TAX REDUCTION – AAN 01811665**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a tax reduction totaling \$4,429.07 using GL 00-21243-300 and allocate the credit to the Assessment Account Number 01811665.

- **MOTION CARRIED**

**9. COMMITTEE REPORTS/WARDEN'S UPDATE:**

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

9(a) Councillor Thorburn Irvine advised she attended and provided updates on the following:

- Library Boards Association of Nova Scotia Meeting
- Western County Regional Library Audit & Risk Finance Committee Meeting
- Climate Adaptation Natural Resources Canada and Climate-Resilient Coastal Community Program
- Equity and Anti-Racism Meeting

Deputy Warden Wagner advised she attended and provided updates on the following:

- Economic Growth Committee Meeting
- Events Committee Meeting
- Shelburne County Arena Association AGM
- Pride Parade hosted by Our House Youth Wellness Centre
- Lockeport Graduates Breakfast

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

- May 29 – Meet & Greet at NSCC to meet new principle
- June 2 – Shelburne County NSH Stakeholder Meeting

- June 2 – Economic Growth Committee Meeting
- June 3 – NSCC Convocation
- June 6 – Black Loyalist Heritage Centre 10<sup>th</sup> Year Celebration
- June 6 – Municipality’s Renewable Energy Event
- June 6 – Robert A. Bower Ohio Field Grand Opening
- June 8 – Pride Parade hosted by Our House Youth Wellness Centre
- June 10 – Roseway Hospital Charitable Foundation AGM
- June 11 – Lockeport Graduates Breakfast
- June 11 – Community Well Project Meeting

**10. IN-CAMERA**

- a. Contract Negotiations as per MGA 22(2)(e)
- b. Contract Negotiations as per MGA 22(2)(e)
- c. Contract Negotiations as per MGA 22(2)(e)
- d. Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22(2)(a)

**MOTION: ENTER “IN-CAMERA”**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter “In-Camera” at 8:06 pm.

- **MOTION CARRIED**

**MOTION: EXIT “IN-CAMERA”**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit “In-Camera” at 9:21 pm.

- **MOTION CARRIED**

10(a) **MOTION: PURCHASE OF PID 80094287 and PID 82550559**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne use the daily operating account and/or the Operating Reserve as required to purchase PID 80094287 and PID 82550559 until the 2025 Fall Debenture is advanced.

THAT the Council of the Municipality of the District of Shelburne obtain a \$1,460,000 10-year 2025 Fall Debenture from the Province of Nova Scotia to purchase PID 80094287 and PID 82550559.

THAT the Council of the Municipality of the District of Shelburne use the Operating and Capital Reserves to pay any related fees and interest associated with the purchase of PID 80094287 and PID 82550559.

THAT the Council of the Municipality of the District of Shelburne use the Operating and Capital Reserve to make payments on the 10-year 2025 Fall Debenture from the Province of Nova Scotia.

THAT the Council of the Municipality of the District of Shelburne approve the pre-approval letter from the Province of Nova Scotia to borrow up to \$1,460,000 over a 10-year period for the

purchase of PID 80094287 and PID 82550559 and authorize the Warden and the Clerk to sign the document.

- **MOTION CARRIED**

10(b) **MOTION: EXTENDED PRODUCER RESPONSIBILITY (EPR) PROGRAM**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize staff to finalize the required agreements with Circular Materials based on the Opt-In Service Model under the Extended Producer Regulations and further that the Council authorized the CAO or Deputy CAO to execute the contracts with circular materials once finalized and further; to contract with Circular Materials for the continued collection of residential industrial commercial institutional waste once an acceptable collection schedule and cost is proposed for this stream of material.

- **MOTION CARRIED**

10(c) **MOTION: C & D SITE CLOSURE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne understands that the required upgrades are not financially or physically feasible, and given the large annual operating deficit, and potential reduction in partnership funding, plan to close the C&D site as of December 31, 2025 offering alternative solutions where possible.

- **MOTION CARRIED**

10(d) Item was discussed, and direction was given to staff in-camera.

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:26 pm. The next Regular Council meeting will be held on Wednesday, June 25, 2025.

**Nicole Blades**  
**Recording Secretary**

\_\_\_\_\_  
**Date**

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**Penny Smith, Warden**

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**Erin Hartley, Deputy Chief Administrative  
Officer**