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**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, July 9, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, July 9, 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 via Microsoft Teams
Councillor Dale Richardson

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Michelle Williams, Director of Finance
Marcia d'Eon, Director of Operations & Protective Services
Adam Dedrick, Director of Recreation & Parks
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. July 9, 2025

2(a) **MOTION: APPROVAL OF AGENDA – July 9, 2025**

Being duly moved and seconded, be it resolved that the Agenda for July 9, 2025, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

a. June 25, 2025

3(a) The Minutes of June 25, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

6. FINANCE:

- a. 2024/2025 Financial Statements – Gloria Banks, Municipal Auditor
- b. Financial Update – July 2025 – Management Team

6(a) Gloria Banks, Municipal Auditor, presented the Municipality's Financial Statements for March 31, 2025.

Ms. Banks reviewed the Audit Report regarding responsibilities of management, the Audit Committee, and Auditors. It was noted that a clean audit opinion was given as there were no issues or concerns encountered during the Audit.

Ms. Banks reviewed the Statement of Operations, Statement of Financial Position, Statement of Changes in Net Financial Assets and Statement of Cash Flows. Explanations were provided regarding items with significant changes from prior year.

Councillors thanked the staff and auditors for their work.

MOTION: 2024/2025 FINANCIAL STATEMENTS

Being duly moved and seconded, based on the Audit Committee's recommendation, be it resolved that:

1. The Council of the Municipality of the District of Shelburne adopts the financial statements as presented for the 2024/2025 fiscal year.
2. Be it resolved that the Council of the Municipality of the District of Shelburne transfer the surplus of \$574,167.32 for the 2024/2025 fiscal year to the Operating Reserve Fund.

- **MOTION CARRIED**

6(b) Michelle Williams, Director of Finance, presented the financial update to Council.

The report summarized key points about departmental revenues and expenditures. As it is still early in the fiscal year, projections for year-end 2026 will be available next quarter.

Discussions were held regarding deed transfer tax and low-income applications. Ms. Williams provided Council with a comparison of last year amounts compared to the current year. It was noted that residents have until the end of February 2026 to apply for the low-income application.

Councillors thanked the Management Team for providing the report.

5. PRESENTATIONS:

- a. Shelburne County Health Board Initiative – Davie Hartley

5(a) Warden Smith welcomed Davie Hartley, volunteer with the Shelburne County Community Health Board.

Mr. Hartley advised Council of a participatory action research project called Bridging the Gap led by Alicia Noreiga-Mundaroy from Acadia. Mr. Hartley is the community connection for the project. The intention of the project is to identify barriers when accessing vital services, foster mutual understanding between community members and service providers, and co-create actionable solutions.

Mr. Hartley reviewed the project timeline including preparation and community engagement, focus group interviews, information sessions, interviews and evaluation, and reporting and further action planning. Staff contact information was given to Mr. Hartley to assist in advertising engagement sessions and for the grants to organizations funding.

Councillors thanked Mr. Hartley for presenting.

7. RECREATION & PARKS:

- a. Surplus Properties: Floating Dock and Flatbed Trailer – Adam Dedrick, Director of Recreation and Parks

7(a) Adam Dedrick, Director of Recreation and Parks, presented the Surplus Properties: Floating Dock and Flatbed Trailer staff report.

Mr. Dedrick advised Council there is no further need for the Welkum Park floating dock that was replaced and an unused flatbed trailer. Both are stored on the sewage treatment facility property and must be moved due to the upcoming planned construction of the wetland polishing pond.

A discussion was held and Council requested that staff offer the flatbed trailer for tender as well if there are salvageable parts instead of disposing of it completely.

MOTION: SURPLUS PROPERTY – FLOATING DOCK

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the floating dock be declared as a surplus property, and;

THAT, Council of the Municipality of the District of Shelburne approve sale of the floating dock by tender at a minimum bid amount of \$3,000 plus HST.

- **MOTION CARRIED**

MOTION: SURPLUS PROPERTY – FLATBED TRAILER

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the flatbed trailer be declared as a surplus property, and;

THAT, Council of the Municipality of the District of Shelburne approve the disposal of the flatbed trailer.

- **MOTION CARRIED**

8. OPERATIONS & PROTECTIVE SERVICES:

- a. RFP Award – ½ Ton, Extended Cab with Colour Matched Cap* – Marcia d'Eon, Director of Operations & Protective Services
- b. Fees and Charges Policy Amendment* – Marcia d'Eon, Director of Operations & Protective Services
- c. C & D Facility Closure Update – Marcia d'Eon, Director of Operations & Protective Services

8(a) Marcia d'Eon, Director of Operations and Protective Services, presented the RFP Award – ½ Ton, Extended Cab with Colour Matched Cap staff report.

The current vehicle utilized by staff for bylaw enforcement and public works was budgeted to be replaced in 2025/2026 fiscal. Ms. d'Eon advised Council an RFP was advertised for a ½ ton truck, either gas, hybrid, or electric.

Seven submissions were received, and all were substantially compliant apart from minor variations in the colour of vehicles proposed. A discussion was held regarding towing capacity for a gas truck verses an electric truck.

MOTION: RFP AWARD – ½ TON, EXTENDED CAB WITH COLOUR MATCHED CAP

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the ½ ton Extended Cab with Color Matched Cap Request for Proposal to Bruce Leasing Limited – 2025 Ford F-150 XL gas as per the RFP specifications at a cost of \$69,453.93.

- **MOTION CARRIED**

8(b) Marcia d'Eon, Director of Operations and Protective Services, presented the Fees and Charges Policy Amendment staff report.

Ms. d'Eon advised Council of changes required to the Fees and Charges Policy including fees to be established for various development requests required by the new Land Use By-Law, increase to septage receiving facility rates, and correction to error in the interest charges sections.

Warden Smith noted that agenda item 9(a) Reissuing of Tax Bill Costs be discussed under this agenda item as it could impact the motion. It was noted that an email with a resident concern was received regarding the cost of reprinting tax bills or statements. A discussion was held with the Director of Finance and Council unanimously agreed to remove the fee from the policy as it is an infrequent request and not an administrative strain.

MOTION: FEES AND CHARGES POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached amended Fees and Charges Policy as amended effective August 1, 2025, including:

- New Development Permit Fee section

- Corrected Interest Charges section
- Updated Septage Usage Fees
- Removal of Section 19.2(s)

- **MOTION CARRIED**

8(c) Marcia d'Eon, Director of Operations and Protective Services, presented the C & D Facility Closure Update staff report.

Ms. d'Eon provided an update to residents on the reasoning for Council's decision of the closure of the C & D Facility. The new regulations, request for proposals, financial strains, funding opportunities, taxpayer impacts, and other considerations were reviewed.

A discussion was held regarding utilization of the Sustainable Services Growth Fund, potential of turning transfer site into a landfill, the status of the current site wells, collection of unregulated materials, and the path forward.

It was noted that residents can submit all questions and comments regarding the closure of the C & D Facility to the CAO.

9. ADMINISTRATION:

- a. Reissuing of Tax Bill Costs – Warden Penny Smith

9(a) Reissuing of Tax Bill Costs was incorporated into the discussion under item 8(b) Fees and Charges Policy Amendment.

10. CORRESPONDENCE:

- a. Attorney General and Minister of Justice – Outcomes of Comprehensive Policing Review
- b. David Chute – Shelburne Tourist Bureau

10(a) Warden Smith advised of the letter from the Attorney General and Minister of Justice regarding the outcomes of the comprehensive policing review.

10(b) Warden Smith advised of the email from David Chute regarding the Shelburne Tourist Bureau. It was noted staff reached out to Mr. Chute when the email was received inviting the group to apply for funding through the Municipality's Grants to Organizations contingent on the Town of Shelburne's decision.

11. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
 - i. Audit Committee Update – Warden Penny Smith
- b. Warden's Update

11(a)(i) Warden Penny Smith provided an update on the recent Audit Committee Meeting.

11(a) Councillor Thorburn Irvine provided an update on an upcoming meeting she will be attending regarding wage negotiations for library staff.

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

- June 26 – SRHS Graduation
- June 27 – LRHS Graduation
- July 2 – Municipal Fire Department Meeting
- July 3 – Audit Committee Meeting
- July 3 – Western REN Meeting
- July 7 – Meeting with MP Jessica Fancy-Landry
- July 8 – Strategic Planning Session with Davis Pier
- July 8 – Economic Growth Committee Meeting

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:54 pm. The next Regular Council meeting will be held on Wednesday, July 23, 2025.

Nicole Blades
Recording Secretary

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**