



414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, September 10, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, September 10, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Deputy Warden Heidi Wagner via Microsoft Teams
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole via Microsoft Teams

ALSO IN ATTENDANCE:

Warren MacLeod, CAO via Microsoft Teams
Erin Hartley, Deputy CAO
Adam Dedrick, Director of Recreation & Parks via Microsoft Teams
Val Kean, Director of Economic & Community Development
Jill Webb, Economic Development Officer
Nicole Blades, Recording Secretary

REGRETS:

Warden Penny Smith
Councillor Dale Richardson

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. September 10, 2025

2(a) MOTION: APPROVAL OF AGENDA – September 10, 2025

Being duly moved and seconded, be it resolved that the Agenda for September 10, 2025, be approved with the following amendment:

9. CORRESPONDENCE

f. CAMPS Re: Letter of Support Request

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. July 23, 2025

3(a) The Minutes of July 23, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. RECREATION & PARKS:

- a. Floating Dock Sale by Tender Award - Adam Dedrick, Director of Recreation & Parks

5(a) Adam Dedrick, Director of Recreation & Parks, presented the Floating Dock Sale by Tender Award staff report.

The replaced Welkum Park floating dock was declared as surplus property and advertised for sale by tender with a minimum bid of \$3,000 in July 2025 with no bids received. Staff readvertised with a minimum bid of \$1.00 and one bid was received.

MOTION: FLOATING DOCK SALE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Floating Dock Sale by Tender to Tony Dubinsky for the bid amount of \$500.

- **MOTION CARRIED**

6. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Affordable Housing Grant Policy – Jill Webb, Economic Development Officer
b. Development Officer Appointment – Val Kean, Director of Economic & Community Development
c. Market Gap & Investment Readiness Analysis – RFP Award - Val Kean, Director of Economic & Community Development
d. Housing Development Infrastructure Needs – RFP Award - Val Kean, Director of Economic & Community Development

6(a) Jill Webb, Economic Development Officer, presented the Affordable Housing Grant Policy staff report.

As an initiative of the Housing Accelerator Funding, the Affordable Housing Grant Policy provides the Municipality with a tool to help address housing challenges in our community, promoting mixed income and sustainable communities.

Ms. Webb advised Council the Policy outlines objectives and eligibility criteria to encourage the development of affordable housing within the Municipality. The grant program will operate with an annual budget allocation approved by Council. \$100,000 has been approved in the 2025/2026 operating budget.

A discussion was held and it was noted that Ms. Webb would be the first point of contact for interested applicants.

MOTION: AFFORDABLE HOUSING GRANT POLICY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Affordable Housing Grant Policy as presented, to support the creation of affordable housing units within the Municipality of the District of Shelburne.

- **MOTION CARRIED**

6(b) Val Kean, Director of Economic and Community Development, presented the Development Officer Appointment staff report.

Ms. Kean advised Council in order to meet legislative requirements under the Municipal Government Act, municipalities are required to appoint a Development Officer who is responsible for the administration of land use planning documents, including the Municipal Planning Strategy, Land Use By-law, and Subdivision By-law.

MOTION: DEVELOPMENT OFFICER APPOINTMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Jill Webb, Andrew Goreham and Chrystal Fuller as Development Officers for the Municipality of Shelburne, effective immediately, with all associated powers and responsibilities under the Municipal Government Act and applicable planning documents.

- **MOTION CARRIED**

6(c) Val Kean, Director of Economic and Community Development, presented the Market Gap & Investment Readiness Analysis – RFP Award staff report.

An RFP for a market and investment readiness analysis was advertised for the Municipally owned properties located between exit 25 and exit 26 on Highway 103 to assist in determining community needs and suited economic development. Seven submissions were received and evaluated.

MOTION: RFP AWARD – MARKET GAP & INVESTMENT READINESS ANALYSIS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Market Gap and Investment Readiness Analysis Request for Proposal to ASBB Economics and Research Ltd. AND,

THAT the Municipality authorize the Chief Administrative Officer to enter a legal contract, based on the terms of our Request for Proposal, and the proposal submission at a price of \$65,000, plus HST.

- **MOTION CARRIED**

6(d) Val Kean, Director of Economic and Community Development, presented the Housing Development Infrastructure Needs – RFP Award staff report.

An RFP for class A designs and cost estimates for wastewater infrastructure expansion was advertised for two sites including Clover, Aster and Mayflower Street and Lake Rodney Road to support housing development. Two submissions were received, with one being admissible after evaluation.

A discussion was held regarding funding and timeline constraints. Ms. Kean advised Council that twenty-seven units have been permitted this fiscal thus far and the infrastructure expansion will further support additional development to assist in reaching the target of forty units as part of the Housing Action Plan.

MOTION: RFP AWARD – WASTEWATER INFRASTRUCTURE EXPANSION DESIGN

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Request for Proposal for a Class A design and cost estimate to support wastewater infrastructure renewal and expansion to RV Anderson Associates Limited, AND,

THAT Council authorizes the Chief Administrative Officer to enter a legal contract, based on the terms of our Request for Proposal, and the proposal submission at a price of \$102,168, plus HST.

- **MOTION CARRIED**

7. ADMINISTRATION:

- a. Social Media Policy – Erin Hartley, Deputy CAO
- b. Strong Mayors Update – Warren MacLeod, CAO

7(a) Erin Hartley, Deputy CAO, presented the Social Media Policy staff report.

Ms. Hartley advised Council of the need for clear written process and procedures relating to municipal staff, Council, and representative's social media usage. A Social Media Policy would ensure professional, consistent, accurate and legally compliant communication with the public.

MOTION: SOCIAL MEDIA POLICY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Social Media Policy.

- **MOTION CARRIED**

7(b) Warren MacLeod, CAO, provided an update on the Strong Mayor legislation.

The Province of NS has begun discussions regarding Strong Mayor powers. A "strong mayor" is an elected official, primarily in a municipal government, who wields significant administrative and legislative powers beyond those of a typical mayor or warden, including the ability to veto council decisions, direct municipal staff, propose budgets, and appoint and dismiss senior staff like the CAO.

The Association of Municipal Administrators of Nova Scotia (AMANS) has released a briefing note to the CAO's of Nova Scotia stating that adopting "Strong Mayor" legislation in Nova Scotia would threaten to undermine the foundational democratic principles that ensure accountable, transparent, and effective municipal governance.

A discussion was held, and it was encouraged for Councillors to contact Nova Scotia Federation of Municipalities (NSFM) to learn their position on this matter, as no correspondence has been released from the NSFM Board with regards to Strong Mayors.

9(d) Warren MacLeod, CAO, reviewed the correspondence regarding AMANS stance on NSFM's proposed by-law changes, which would eliminate an AMANS member on the NSFM Board, creating an information and working gap between the two organizations.

8. OPERATIONS & PROTECTIVE SERVICES:

- a. Regional Emergency Measures Operations (REMO) Bylaw & Plan – Warren MacLeod, CAO
- b. Monthly Building Report – July 2025
- c. Monthly Building Report – August 2025

8(a) Warren MacLeod, CAO, presented the Regional Emergency Measures Operations (REMO) Bylaw & Plan staff report.

The advisory committee (REMAC) for the new REMO requires an updated bylaw for emergency management to reflect all five units that are part of the new regional organization. In addition, the two emergency plans from the former groups SCEEMO and BCHEMO need to be merged.

MOTION: REGIONAL EMERGENCY MEASURES OPERATIONS BYLAW AND PLAN

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne, as recommended by REMAC, approves By Law E-300; AND

Be it resolved that the Council of the Municipality of the District of Shelburne, as recommended by the REMAC, approves the emergency management plan as proposed with the understanding that changes can be made by the REMAC throughout the year and any major revisions will go to councils for approval yearly.

- **MOTION CARRIED**

It was later clarified that this motion will act as first reading. Second reading is scheduled for October 8, 2025.

8(b) Deputy Warden Wagner reviewed the Monthly Building Report for July 2025.

8(c) Deputy Warden Wagner reviewed the Monthly Building Report for August 2025.

9. CORRESPONDENCE:

- a. Hope Webb, Bursary Recipient Re: Thank you Letter
- b. Danny Holmes Re: Signage Request
- c. Town of Lockeport Re: Seacaps Playpark Funding Request
- d. AMANS Re: NSFM By-Law Changes
- e. Letter to Department of Justice Re: Urgent Concerns
- f. CAMPS Re: Letter of Support Request

9(a) Deputy Warden Wagner reviewed the thank you letter from Hope Webb who was the Municipality's SRHS bursary recipient for 2025.

9(b) Deputy Warden Wagner reviewed the signage request correspondence from Danny Holmes.

A discussion was held and staff was directed explore options and prepare a staff report for Council.

9(c) Warren MacLeod, CAO, reviewed the correspondence from Town of Lockport regarding a funding request for the Seacaps Park Playground.

A discussion was held and staff was directed to prepare a staff report with recommendations for Council.

It was noted that Councillors could issue district grant funds to make donations as well.

9(e) Deputy Warden Wagner reviewed the advocacy letter that Warden Smith sent on behalf of Council to the Ministers of Justice regarding urgent concerns with drug activity, community safety, and the justice system.

9(f) Councillor Thorburn Irvine reviewed the letter of support request from CAMPS to accompany their application for a grant through Seniors Horizons.

A discussion was held and Council unanimously agreed for staff to prepare a letter of support for CAMPS.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

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

- Longboat Christening honouring Bill Cox

It was noted that a Welcoming Neighbours Community Event – Bridging the Gap will be held September 20, 2025 from 12:00pm at the Shelburne Firehall.

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

- Shelburne County Arena Association Meeting

10(b) Warden Smith will provide a Warden's update at the next Council meeting.

11. IN-CAMERA:

- a. Contract Negotiations as per MGA 22(2)(e)

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 6:45 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 6:51 pm.

- **MOTION CARRIED**

11(a) The item was discussed and direction was given to staff in-camera.

MOTION: OAKHILL COMMUNITY SOLAR PROJECT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne transfer the Oakhill community solar program application to Power Bank, conditional on reimbursement of all the Municipality of Shelburne’s costs within 12 months and to execute accordingly.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:53 pm. The next Regular Council meeting will be held on Wednesday, September 24, 2025.

**Nicole Blades
Recording Secretary**

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**