

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
OCTOBER 22, 2025 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. October 22, 2025		1-2
3. <u>ACCEPTANCE OF MINUTES</u>		
a. October 8, 2025		4-8
4. <u>BUSINESS ARISING</u>		
5. <u>ADMINISTRATION</u>		
a. Municipal Joint Services Board Steering Committee* - Verbal - Warren MacLeod, CAO		
b. Amalgamation Steering Committee* - Verbal - Warren MacLeod, CAO		
c. Municipal Heritage Properties Bylaw Amendment – First Reading* - Erin Hartley, Deputy CAO		9-14
d. Well Drilling Programs – Erin Hartley, Deputy CAO		15-17
6. <u>OPERATIONS & PROTECTIVE SERVICES</u>		
a. Drinking Water Program – Verbal – Macia d'Eon, Director of Operations & Protective Services		
b. Monthly Building Report – September 2025		18
7. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Economic Growth Committee – Community Member Appointment* - Val Kean, Director of Economic & Community Growth		19
b. Economic Growth Committee – Terms of Reference Revision* - Val Kean, Director of Economic & Community Growth		20-26



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	<u>TIME</u>	<u>PAGES</u>
8. <u>CORRESPONDENCE</u>		
a. Minister Lohr Re: Land Use Bylaw and Municipal Planning Strategy – Provincial Amendments		27
9. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
10. <u>IN-CAMERA</u>		
a. Personnel Matters as per MGA 22(2)(c)		
11. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
October 22nd, 2025 - Council Meeting
RECOMMENDED MOTIONS

5(a) MOTION: MUNICIPAL JOINT SERVICES BOARD STEERING COMMITTEE

Be it resolved that the Council of the Municipality of the District of Shelburne approve the creation of a Steering Committee to explore the possibility of a Municipal Joint Services Board for all five Shelburne County municipal units, and appoint two members of Council to the Steering Committee. The Steering Committee will consist of ten members (two members of Council from each municipal unit). CAO/Clerks, or their designates, will act as the staff resource for each municipal unit.

5(b) MOTION: AMALGAMATION STEERING COMMITTEE

Be it resolved that the Council of the Municipality of the District of Shelburne approve the creation of a Steering Committee to explore the possibility of Amalgamation with the Town of Shelburne and the Town of Lockeport, and appoint two members of Council to the Steering Committee. The Steering Committee will consist of six members (two members of Council from each municipal unit). CAO/Clerks, or their designates, will act as the staff resource for each municipal unit.

5(c) MOTION: MUNICIPAL HERITAGE PROPERTIES BY-LAW – FIRST READING

Be it resolved that the Council of the Municipality of the District of Shelburne approves the Heritage Properties Bylaw as amended.

7(a) MOTION: ECONOMIC GROWTH COMMITTEE – COMMUNITY MEMBER APPOINTMENT

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Mr. Drew Jacklin as a community representative to the Economic Growth Committee, effective immediately, for the remainder of the current term.

7(b) MOTION: ECONOMIC GROWTH COMMITTEE – TERMS OF REFERENCE REVISION

Be it resolved that the Council of the Municipality of the District of Shelburne approve the revised Terms of Reference for the Economic Growth Strategy Committee of Council.

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, October 8, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, October 8, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Adam Dedrick, Director of Recreation & Parks
Val Kean, Director of Economic & Community Development
Michelle Williams, Director of Finance
Marcia d'Eon, Director of Operations & Protective Services
Nicole Blades, Recording Secretary

REGRETS:

Councillor Paula Sutherland

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. October 8, 2025

2(a) MOTION: APPROVAL OF AGENDA – October 8, 2025

Being duly moved and seconded, be it resolved that the Agenda for October 8, 2025, be approved.

- MOTION CARRIED

3. ACCEPTANCE OF MINUTES:

- a. September 24, 2025

3(a) The Minutes of September 24, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION:

- a. Mi'kmaq History Month

5(a) Warden Smith read the Mi'kmaq History Month Proclamation, formally declaring October 2025 Mi'kmaq History Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. PRESENTATION:

- a. Recent Council Decisions – Shelley Smith

6(a) Warden Smith welcomed Shelley Smith, Municipal resident to the meeting.

Ms. Smith presented to oppose Council's recent decisions including the purchase of Hartz Point and Highway 103 properties, and the closure of the C&D site.

A discussion was held regarding the Municipality's position with the proposed RCMP relocation, consideration and feedback of public presentations, Council's process and reasoning for purchasing the properties in question for economic development purposes, and the role of the Economic Growth Strategy Committee.

Council thanked Ms. Smith for presenting.

7. OPERATIONS & PROTECTIVE SERVICES:

- a. Second and Final Reading of Regional Emergency Measures Operations (REMO) By-Law & Plan – Marcia d'Eon, Director of Operations & Protective Services
- b. Wetlands Polishing Pond RFP Award – Marcia d'Eon, Director of Operations & Protective Services

7(a) Marcia d'Eon, Director of Operations & Protective Services, presented the Second and Final Reading of Regional Emergency Measures Operations (REMO) By-Law & 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. First reading was passed at the September 10, 2025 Council meeting, the bylaw was advertised with no comments received, and all requirements have been met to hold the second and final reading.

MOTION: REMO BYLAW – E300 – SECOND & FINAL READING

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give second and final reading to the attached REMO Bylaw E-300.

- **MOTION CARRIED**

7(b) Marcia d'Eon, Director of Operations & Protective Services, presented the Wetlands Polishing Pond RFP Award staff report.

The Municipality contracted CBCL to provide the design, scheduling, and construction tender documents for a wetland polishing pond for the sewage treatment plant (STP) and an RFP was advertised on the Municipality's behalf.

Three compliant submissions were received that were reviewed and evaluated by CBCL and staff.

Ms. d'Eon advised Council that there is an opportunity to stack funding that is being explored through the Sustainable Services Growth Fund. It was also noted the project could potentially be above budget due to unforeseen circumstances such as weather and availability of materials in the winter months.

MOTION: RFP AWARD – STP POLISHING WETLAND

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the RFP STP Polishing Wetland to Harlow's Construction as per the RFP specifications at a cost of up to \$451,765+hst to come from Municipal Capital Growth Fund, Sustainable Services Growth Fund as well as Capital and/or Operating Reserves.

- **MOTION CARRIED**

8. FINANCE:

a. Financial Update – October 2025 – Management Team

8(a) Michelle Williams, Director of Finance, provided a brief summary of the Financial Update and noted that Directors were present to address any questions that Councillors may have.

Warden Smith recognized staff for the detail in the report, noted that any residents seeking financial information of the Municipality should view the Financial Update staff report and that residents can contact their District Councillor with any questions.

Discussions were held regarding September deed transfer tax, comparison of accounts receivable for uncollected tax/fees from prior year, tax sale properties, and an update on Miracle on Dock Street budget.

It was noted that the Municipal reimbursement of the wildfire expenses was not set up as account receivable as the funds weren't guaranteed. Staff was directed by Council to send an additional letter requesting an update on the status as there has been no further correspondence from the Province since the advance was received.

A discussion was held regarding grants to organizations strategic partnership funding. Val Kean, Director of Economic and Community Development, noted that this funding is reflected in the Grants to Organization budget. It was noted when the Strategic Plan is completed, a staff report will come to Council regarding future strategic partnerships.

9. RECREATION:

- a. Jordan River Trail Bridge Inspection – Adam Dedrick, Director of Recreation & Parks
- b. RFP Award Owner's Engineer Jordan River Trail Bridge – Adam Dedrick, Director of Recreation & Parks

9(a) Adam Dedrick, Director of Recreation and Parks, presented the Jordan River Trail Bridge Inspection staff report.

The current inspection on the Jordan River Trail Bridge will expire December 2025 with plans to replace the bridge in June 2026. For continued use of the bridge after December 2025, a new inspection is required. If the replacement project were to be delayed until June 2027, an inspection would increase the time for the existing bridge to remain open if deemed safe to do so.

MOTION: JORDAN RIVER TRAIL BRIDGE VISUAL INSPECTION

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Director of Recreation & Parks to obtain competitive quotes for a visual inspection of the Jordan River Trail Bridge with funds to come from the Operating Reserve up to \$10,000.

- **MOTION CARRIED**

9(b) Adam Dedrick, Director of Recreation and Parks, presented the RFP Award Owner's Engineer Jordan River Trail Bridge staff report.

A RFP for owner's engineering services from qualified engineers or engineering firms to support the Municipality to undertake a design-build contract to remove and replace the Jordan River Trail Bridge was advertised.

Two submissions were received and scored based on adherence to RFP submission requirements, ability to complete the scope of work, references, similar projects, experience, timeline and price.

MOTION:

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Request for Proposals Owner's Engineer Jordan River Trail Bridge to Design Point Engineering & Surveying Ltd. for \$92,050 plus HST.

- **MOTION CARRIED**

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

10(a) Deputy Warden Wagner provided updates on the following:

- Upcoming Pumpkin Regatta Event

Councillor Richardson advised he attended and provided updates on the following:

- Region 6 Inter-Municipal Committee Meeting

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

- September 25 – Public Housing Session partnered with the Province
- September 29 – Provincial Volunteer Awards Ceremony

Warden Smith noted September 30 was National Day for Truth and Reconciliation and on October 14 there will be a staff workshop with Jeanette Nickerson on the Seven Sacred Teachings for Mi'kmaw History Month.

11. IN-CAMERA:

- a. Acquisition, sale, lease, and security of municipal property as per MGA 22(2)(a)
- b. Legal advice eligible for solicitor-client privilege as per MGA 22(2)(g)

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 7:19 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 7:55 pm.

- **MOTION CARRIED**

11. The items were discussed, and direction was given to staff in-camera.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:56 pm. The next Regular Council meeting will be held on Wednesday, October 22, 2025.

**Nicole Blades
Recording Secretary**

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**



STAFF REPORT

TO: Municipal Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: October 22, 2025

SUBJECT: **Heritage Properties Bylaw Amendment – First Reading**

ORIGIN

With the elimination of the Municipality's Planning and Development Committee, the Heritage Properties Bylaw requires amendment to update the responsible Committee to a Heritage Advisory Committee.

BACKGROUND

In May, 2025, the Council of the Municipality of the District of Shelburne eliminated the Planning Development Committee as its mandate (other than Heritage Properties) were designated to other areas, specifically through the Economic Development Officer and associated Municipal Planning Strategy and Land-Use Bylaw.

The Municipality is mandated to have a Heritage Properties Bylaw and a Committee responsible for the matters outlined in the Province's Heritage Property Act related to Municipal Heritage Properties.

The amendments to this Bylaw shift the responsible committee from the Planning and Development Committee to a new Heritage Advisory Committee, which will be formed after final reading of this Bylaw.

This committee will consist of Councillors and members of the public. An opportunity for Council to express their involvement in this committee and choose Council representatives will be included in the Second Reading staff report, followed by a public notice for community member applications.

RECOMMENDATION

That the Council of the Municipality of the District of Shelburne approves the Heritage Properties Bylaw as amended.

ATTACHMENTS

Proposed Amended Bylaw



BYLAW 3 MUNICIPAL HERITAGE PROPERTIES

RESPECTING THE REGISTRATION, DEREGISTRATION AND ALTERATION OR DEMOLITION OF A MUNICIPAL HERITAGE PROPERTY

BE IT ENACTED by the Council of the Municipality of the District of Shelburne, under authority of the *Municipal Government Act*, Chapter 18 of the Statutes of Nova Scotia 1998, as follows:

1. SHORT TITLE

This bylaw shall be known as Bylaw #3, and may be cited as the "Municipal Heritage Properties Bylaw".

2. DEFINITIONS

- a. "Council" shall mean the Municipal Council of the District of Shelburne.
- b. "Heritage Advisory Committee" shall mean a Heritage Advisory Committee within the meaning of the Heritage Property Act, having all the power and duties prescribed by the Act or incidental thereto.
~~Municipality of the District of Shelburne's Planning and Development Committee is hereby designated as the Heritage Advisory Committee.~~
- c. "Municipal Clerk" shall mean the Municipal Clerk of the Municipality of the District of Shelburne.
- d. "Municipal Heritage Property" shall mean a Municipal Heritage Property within the meaning of the Heritage Property Act.
- e. "Municipal Registry of Heritage Property" shall mean a Municipal Registry of Heritage Property within the meaning of the Heritage Property Act, having all the powers and duties prescribed by the Act or incidental thereto.

3. MUNICIPAL REGISTRY OF HERITAGE PROPERTY

- a. There shall be a Municipal Registry of Heritage Property wherein all prescribed documents relating to the registration of heritage property pursuant to the provisions of the Heritage Property Act or this Bylaw shall be filed.

- b. The maintenance of the Municipal Registry of Heritage Property shall be the responsibility of the Municipal Clerk.

4. ~~PLANNING AND DEVELOPMENT~~ HERITAGE ADVISORY COMMITTEE

- a. There shall be a ~~Planning and Development~~ Heritage Advisory Committee, which may advise the Municipality respecting:
 - i) The inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the Municipal Registry of Heritage Property;
 - ii) An application for permission to alter substantially or demolish a Municipal Heritage Property;
 - iii) Building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act;
 - iv) Any other matters conducive to the effect of carrying out the intent and purpose of the Heritage Property Act.
- b. The ~~Planning and Development~~ Heritage Advisory Committee shall be composed of no less than two (2) members of Council and no less than three (3) community members, all of whom shall be residents of the Municipality, appointed by Council for a term of three years.

5. REGISTRATION OF MUNICIPAL HERITAGE PROPERTY

- a. The ~~Planning and Development~~ Heritage Advisory Committee may recommend to Council that a building, public-building interior, streetscape, cultural landscape or area be registered as a Municipal Heritage Property in the Municipal Registry of Heritage Property and the prescribed notice of such recommendation shall be served and filed by the Municipal Clerk in accordance with the Act and, in addition to the requirements of the Act, a copy of the notice shall be filed in the Municipal Registry of Heritage Property.
- b. Notice of recommendation by the ~~Planning and Development~~ Heritage Advisory Committee that a building, public- building interior, streetscape, cultural landscape or area be registered shall be in accordance with the Heritage Property Act.
- c. Council may register a building, public-building interior, streetscape, cultural landscape or area as a Municipal Heritage Property in accordance with the Heritage Property Act.

- d. Notice of such registration shall be sent to the registered owner of the Municipal Heritage Property. One copy of the registration shall be filed in the Municipal Registry of Heritage Property.

6. DEREGISTRATION OF MUNICIPAL HERITAGE PROPERTY

- a. Council may deregister a building, public-building interior, streetscape, cultural landscape or area as a Municipal Heritage Property in accordance with the Heritage Property Act, after holding a public hearing to consider the proposed deregistration. Such a public hearing shall be held not less than thirty (30) days after a notice of the hearing is served on the registered owner of the Municipal Heritage Property and published in a newspaper circulating in the area.
- b. Notice of such deregistration shall be sent to the registered owner of the Municipal Heritage Property. One copy of the deregistration shall be filed in the Municipal Registry of Heritage Property.

7. ALTERATION OR DEMOLITION OF MUNICIPAL HERITAGE PROPERTY

- a. Municipal Heritage Property shall not be substantially altered in exterior or public-building interior appearance or demolished without the approval of Council.
- b. Upon receipt of an application to substantially alter or demolish a Municipal Heritage Property, the Council shall refer the application to the ~~Planning and Development~~ **Heritage Advisory** Committee for its recommendation.
- c. Council may approve an application for the substantial alteration or demolition of a Municipal Heritage Property in accordance with the Heritage Property Act., either with or without conditions, or may refuse it.
- d. Where Council does not approve the application, the registered property owner may make the alteration or carry out the demolition at any time after three years but not more than four years from the date of the application.

8. COUNCIL AUTHORITY

- a. Council may from time to time set out or amend the Terms of Reference within which the ~~Planning and Development~~ **Heritage Advisory** Committee shall operate. The Planning and Development Committee shall make recommendations on the document.

THIS IS TO CERTIFY that this Bylaw Respecting Municipal Heritage Properties has been duly approved by the Council of the Municipality of the District of Shelburne on the ~~23rd~~ day of ~~October, 2017~~.

Warden Penny Smith

Warren MacLeod, Chief Administrative Officer

First Reading: September 25, 2017

Notice of Intent: October 4, 2017

Second Reading: October 23, 2017

Filed 3 certified copies of by-law with Minister of Municipal Affairs: November 14, 2017

'Notice of Passing: February 21, 2018

Effective Date of by-law unless otherwise specified in the text of the by-law.

Amended Date: _____



STAFF REPORT

TO: Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: October 22, 2025

SUBJECT: Well Drilling Programs

ORIGIN

Resident inquiries regarding Municipal Residential Well Drilling Loan Programs to assist property owners in financing the cost of drilling or replacing private water wells.

RECOMMENDATION

This is an information report only.

BACKGROUND

Many residents in rural Nova Scotia, including within our municipality, rely on private wells for their household water supply. In recent years, residents have increasingly reported low-yield or dry wells, particularly during late summer and early fall. These conditions are difficult for households and can significantly affect quality of life.

In recent years, several Nova Scotia municipalities — including the Municipality of the District of Lunenburg and Halifax Regional Municipality and the Municipality of Barrington have adopted programs that allow property owners to finance well drilling costs through a Local Improvement Charge (LIC), repaid over time via their property tax bills.

These programs were initially designed in response to severe drought years when dry wells were considered an emergency event. However, in our region, seasonal or recurring dry well conditions have become common and expected, and Emergency Management no longer classifies them as emergency situations. They are now considered part of normal living conditions in areas without municipal water supply.

It has been the message from emergency management officials, that property owners are expected to plan accordingly, ensuring their wells and water systems are suitable for their property's needs, just as they would with any other private infrastructure investment or home upgrade.

DISCUSSION

Under a typical LIC model:

- The municipality would offer loans (up to a capped amount, e.g. \$20,000) to property owners.
- The municipality would pay the contractor or reimburse the homeowner after well completion.
- The homeowner would repay the loan through the property tax system over 10–15 years, with interest.

Areas of consideration:

Resident Benefit Perception

- Improved Access to Financing: Residents who cannot qualify for a traditional bank loan may see a municipal program as a way to secure the funds needed to drill or replace a well.
- Lower Upfront Costs: The ability to finance the work and repay over an extended period reduces the immediate financial burden of well installation.
- Predictable Repayment Schedule: Monthly repayments made to the Municipality provide a simple, predictable structure.
- Support During Water Shortages: For households struggling with low or dry wells, access to a loan could provide relief and peace of mind.

Financial and Program Risks

- High Costs with No Guarantee of Water:
Well drilling costs in Nova Scotia typically range from \$10,000 to \$30,000. Even after drilling, there is no guarantee of hitting a viable or sufficient water source. Residents could still face water shortages and yet remain obligated to repay the loan in full.
- Municipal Capital Requirements:
A program would require a large up-front investment annually (estimated \$200,000–\$300,000 for approximately 10 loans each year), tying up funds for up

to 15 years. This would reduce the municipality's ability to fund other infrastructure or service needs.

- **Default and Tax Sale Risk:**
Loan repayments would be collected by the Municipality. If a homeowner defaults, their property could go to tax sale under the Municipal Government Act. This creates a real risk of financial hardship for residents already struggling with water access, and reputational risk for the municipality.
- **No Credit Screening:**
These programs typically do not include credit checks, which increases the likelihood of defaults or repayment issues.

Equity and Fairness Concerns

- **Limited Access and Benefit:**
The program would only benefit property owners, excluding renters and lower-income residents who may not have the means to cover costs beyond the loan limit.
- **Unintended Subsidy:**
If the municipality were to consider a grant program (no repayment), the cost would be borne by the entire tax base, effectively requiring all residents to subsidize individual home upgrades on private property.

While these types of well-drilling loan programs can provide assistance for some residents, they represent a duplication of service that is best administered by traditional financial institutions. A municipal loan would follow the same principles as a bank loan (repayment over time with comparable interest rates) but without the safeguards and financial vetting processes that banks are designed to perform. Unlike a financial institution, the municipality would not be able to conduct credit checks or assess a resident's true ability to repay. This limitation places residents at greater financial risk, as default on a municipal loan could result in property tax sale proceedings, whereas defaulting on a private bank loan would not carry the same immediate risk of losing a home. For these reasons, staff believe that private lenders are better equipped to provide financing for private property improvements of this nature, ensuring appropriate credit assessment and borrower protection.

It is recognized that drinking water is vital to health and daily life. Lack of water is distressing for families and can create hardship, especially for those without alternative options. **The municipality will continue to explore programs and actions that assist residents' access to safe water through education, partnerships, and emergency support where appropriate.**

However, a municipal loan or grant program only shifts the financial burden of drilling from homeowners to the municipality and, ultimately, to all taxpayers, without guaranteeing successful outcomes. This may be an unnecessary risk to the property owner, the Municipality, and the entire tax base.



Naturally Yours

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

TO: Warren MacLeod, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: October 2, 2025

RE: September Monthly Building Report

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued in September	6	7
Number of Permits Issued to Date	68	76
Construction Values for September	\$ 452,000.00	\$ 226,000.00
Total Construction to Date	\$ 6,201,900.00	\$ 4,940,600.00

Highlights:

- 2 New Dwellings - \$ 350,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services
/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic and Community Development

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: October 22, 2025

SUBJECT: **Economic Growth Committee – Community Member Appointment**

PURPOSE

For Council to consider the appointment of a community representative to fill a vacancy on the Economic Growth Committee.

RECOMMENDATION

It is recommended to Council that:

THAT the Municipality of the District of Shelburne appoint Mr. Drew Jacklin as a community representative to the Economic Growth Committee, effective immediately, for the remainder of the current term.

BACKGROUND

The Economic Growth Committee is a Council-appointed advisory committee established to support and advise Council on matters related to business development, investment attraction, and community economic growth.

Following the resignation of a community member last month, there is now a vacancy on the Committee.

DISCUSSION

The vacancy was publicly advertised, and expressions of interest were invited from community members. Staff received five applications representing a range of professional backgrounds and expertise.

In accordance with the Committee's Terms of Reference, all applications were reviewed by the Chief Administrative Officer and the Committee Chair. Following this review, it is recommended that Mr. Drew Jacklin be appointed as the community representative. Mr. Jacklin's experience and interests align well with the mandate of the Economic Growth Committee, and his appointment will support a balanced and diverse membership that reflects both the business community and the broader interests of residents.

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic and Community Development

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: October 22, 2025

SUBJECT: **Committee of Council – Economic Growth Committee**

PURPOSE

For Council to consider the revised terms of reference for the Economic Growth Committee of Council.

RECOMMENDATION

It is recommended to Council that:

The Municipality of the District of Shelburne approve the revised Terms of Reference for the Economic Growth Strategy Committee of Council

BACKGROUND

Established in November 2016, the Economic Growth Committee was created to support Municipal Council in defining its role in shaping the future of economic development. The Economic Growth Committee serves as an advisory body to Council, providing recommendations and guidance on matters related to business development, investment attraction, and economic vitality within the Municipality of Shelburne.

DISCUSSION

To modernize the Economic Growth Committee's structure and operation, improve clarity regarding member roles, and support Council's goals for transparency, inclusivity, and public engagement, staff were directed to update the Committee's Terms of Reference (TOR) to reflect current practices and Council's priorities for transparency, accessibility, and participation.

The following are proposed revisions to the Committee TOR:

1. Role of the Alternate Council Appointment

Language has been added to clearly define the alternate Council member's role. The alternate can attend regular meetings as a member of the public and will not be

permitted to engage in discussion or have voting power. The alternate appointee will only have full voting privileges when there is an absence of the primary Council appointee. This ensures continuity of Council representation and quorum maintenance.

2. Virtual Attendance

The revised TOR formalizes the option for Committee members to attend meetings virtually, subject to the same quorum, participation, and voting standards as in-person attendees. This amendment aligns with current municipal practices and facilitates engagement by members who may be unable to attend in person due to scheduling or accessibility challenges.

3. Public Accessibility and Transparency

To enhance community engagement and transparency, the Committee recommends that meetings be made accessible to the public through one or more of the following methods, as resources permit:

- Virtual attendance links for public viewing
- Livestreaming of meetings via municipal platforms; and/or
- Publicly posting of meeting recordings

These additions reinforce the Municipality's commitment to open and accountable governance while providing residents greater opportunity to observe and understand the Committee's work.

BUDGET IMPLICATIONS

NONE

ATTACHMENTS

Draft Terms of Reference – Economic Growth Strategy Committee

**Municipality of the District of Shelburne
ECONOMIC GROWTH STRATEGY COMMITTEE**

Terms of Reference

Purpose

The purpose of the Economic Growth Strategy Committee is to assist Municipal Council with determining what role it should play in the future economic development of the community through investments in infrastructure, policy decisions, taxation strategies, community development, legislative frameworks and advocacy, sector growth, acquisition and sale of land, and economic data collection and research to ensure that the financial resources entrusted to the Municipality by its residents are spent wisely in order to provide the best options to maximize economic returns.

Authority

The Economic Growth Strategy Committee has been granted its legal authority to assist the Municipality with economic development strategies by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for economic development through various parts of the *Municipal Government Act* including Sections 57, 66, 71 and 172.

Scope

The scope of the Economic Growth Strategy Committee includes a broad range of activities aimed at fostering economic vitality and sustainable development within the community. Key areas of focus include:

Strategic Planning – Crafting and executing a forward-thinking economic growth strategy that aligns with the municipality's long-term vision.

Economic Diversity & Industry Expansion – Encouraging a balanced and resilient local economy by promoting innovation and expanding opportunities across multiple sectors.

Community Engagement – Ensuring economic development efforts reflect the community's priorities by collaborating with local businesses, educational institutions, and residents.

Infrastructure & Investment Advocacy – Identifying and championing critical infrastructure projects that enhance business opportunities and make the municipality a more attractive place to invest.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective economic development strategies of the Municipality.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of Chief Administrative Officer

Chief Administrative Officer and the Director of Economic Development will work together to carry out the functions and roles as directed by the Economic Growth Strategy Committee from time to time, and shall act as a staff resource to the Committee. This team shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

Membership

Membership on the Economic Growth Strategy Committee shall include three elected representatives and one alternate from the Municipality of the District of Shelburne and four members of the public, duly appointed by Council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong economic, business development, or sector specific backgrounds and be able to comprehend complex financial, government and regulatory processes. **Alternate members present at regular meetings, when all elected members are present, will be considered a member of the public for the purposes of the meeting and not able to participate in discussion or vote.**

Member applications shall be vetted by the CAO and member appointment will be by Council motion.

All appointments shall be for a two-year term, at the end of each term a Committee member may express their interest in continuing as a member or resign as a member.

Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO.

Reporting Relationship

The Economic Growth Strategy Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Economic Growth Strategy Committee shall be from April 1, 2025 to October 31, 2028, and is subject to renewal each two years thereafter according to the discretion of Council.

The duration of the role of Chairperson and Vice-Chairperson shall be one-year. Annually, in January or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

Frequency of Meetings

Meetings of the Economic Growth Strategy Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by

the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Council.

Virtual Attendance

All committee members are permitted to join meeting virtually, if each member and the Municipality have videoconferencing equipment available that will:

- (1) enable the public to see and hear each member participating in the meeting virtually;
- (2) enable each member to see and hear every other member participating in the meeting virtually

Quorum Requirements

No decisions may be made at any Economic Growth Strategy Committee meeting unless at least one elected representative and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Economic Growth Strategy Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Chief Administrative Officer will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least three days prior to every meeting.

The Municipality will make every effort to accommodate virtual attendance of public, when technology is available. In addition to recorded meeting minutes, the Municipality will make every effort to live stream or capture video and audio recordings that will subsequently be made available publicly on our municipal website.

Conflict of Interest

It is expected that all members of the Economic Growth Strategy Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Economic Growth Strategy Committee shall have access to the resources of the Chief Administrative Officer and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Economic Growth Strategy Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting

such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Economic Growth Strategy Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Economic Growth Strategy Committee's work and activities shall come solely from the Chairperson or the Chief Administrative Officer. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Economic Growth Strategy Committee.

Reporting

At least bi-annually, the Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

Responsibilities

Economic Growth Strategy Committee shall be responsible for reviewing the success factors of the community's business climate and the challenges to it by reviewing municipal, provincial and federal policies, requesting and analyzing information brought before it, discussing options and opportunities, and make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Economic Growth Strategy Committee shall endeavour to carry out the following functions:

Economic Growth and Business Sector Assessment

1. Review municipal, provincial and federal policies and regulations related to economic growth.
2. Review the Municipality's land use policies and regulations.
4. Review of potential infrastructure investments versus return on investment.
5. Assessment of opportunities for sector growth and development based on current community profile, innovation and technology upgrades.
7. Development of an economic development strategy for the municipality addressing areas such as but not limited to tourism and the service sector, forestry, agriculture, health, education, industrial and marine development, immigration, culture and arts, as well as innovation and information technology.

Approved by Council: November 3, 2016

Amended by Council: October 22, 2018

Amended by Council: November 23, 2020

Amended by Council: March 26, 2025

DRAFT

MUNICIPALITY OF THE DISTRICT OF SHELBURNE
MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW:
REPEAL AND REPLACE
APPROVED BY COUNCIL OF THE MUNICIPALITY OF THE DISTRICT OF
SHELBURNE: JUNE 25, 2025

The Municipality of the District of Shelburne's Municipal Planning Strategy (MPS) and Land Use By-law (LUB), approved by the Council of the District of Shelburne at a meeting held on June 25, 2025, are approved pursuant to Subsection 208(6) of the *Municipal Government Act*, with the following amendments:

AMENDMENT #1

Insert the following in MPS Section 7.4 Public Consultation under Public Consultation after 7.4.1:

Policy 7.4.2 Public Participation Program

"It is the policy of Council to adopt, by March 31, 2026, a Public Participation Program that adheres to the following principles:"

AMENDMENT #2

In the LUB Part 2 DEFINITIONS, 40(a) DWELLING UNIT, insert:

"A Dwelling Unit includes a small options home." to the definition, after the sentence "...means one or more habitable rooms designed, occupied or intended for use by one or more individuals as an independent and separate housekeeping establishment in which cooking, sleeping and sanitary facilities are provided for the exclusive use of such individual or individuals."

AMENDMENT # 3

Insert the following in LUB Section 17 under Small Options Homes after Section 16. Secondary Suites:

"Small options homes licensed under the Homes for Special Care Act are a permitted use in all residential dwellings."

Dated at Halifax Regional Municipality, Nova Scotia, this 6th day of October, 2025.

Honourable John A. Lohr
Minister of Municipal Affairs