



Naturally Yours

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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, November 12, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, November 12, 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
Erin Hartley, Deputy CAO
Adam Dedrick, Director of Recreation & Parks
Marcia d'Eon, Director of Operations & Protective Services
Jill Webb, Economic Development Officer
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. November 12, 2025

2(a) MOTION: APPROVAL OF AGENDA – November 12, 2025

Being duly moved and seconded, be it resolved that the Agenda for November 12, 2025, be approved.

- MOTION CARRIED

3. ACCEPTANCE OF MINUTES:

- a. October 22, 2025
- b. October 29, 2025

3(a) The Minutes of October 22, 2025 were accepted as circulated.

3(b) The Minutes of October 29, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION:

- a. Climate Action Plan Update – Molly Boley, Clean Foundation
- b. Subdivision Bylaw Overview – Jennifer Nicolls & Khyali Patel, Brighter Community Planning & Consulting

5(a) Warden Smith welcomed Molly Boley with Clean Foundation to the meeting.

Clean Foundation is assisting the Municipality of Shelburne, the Town of Shelburne, and the Town of Lockport develop a Joint Climate Action Plan (JCAP) that will provide framework to reduce greenhouse gas emissions, adopt climate adaptation, and resilience measures.

Ms. Boley presented Council with an overview of the five phases to implement a JCAP including establishing a foundation, collection of data, public engagement, preparing of the first draft, and launching the plan.

A discussion was held regarding the frequency of reporting updates. It was agreed that providing quarterly reports would be the best approach to keep Council informed and up to date on the progress of implementing a JCAP.

Council thanked Ms. Boley for presenting.

5(b) Warden Smith welcomed Jennifer Nicolls and Khyali Patel with Brighter Community Planning and Consulting to the meeting.

Ms. Patel presented Council with a briefing on implementing a subdivision bylaw and how it would link to the new Municipal Planning Strategy and Land Use Bylaw. An overview was given on the purpose, legislative framework, key policy areas, standards, a timeline for engagement and drafting of the bylaw.

A discussion was held regarding the importance of feedback from the public, professionals, staff and Council to have the subdivision bylaw tailored to the area. The project timeline and the need to incorporate adequate green space were noted.

Council thanked Ms. Nicolls & Ms. Patel for presenting.

6. RECREATION:

- a. Community Use Rental Write Off – Adam Dedrick, Director of Recreation & Parks
- b. Equity & Anti-Racism Plan – Adam Dedrick, Director of Recreation & Parks

6(a) Adam Dedrick, Director of Recreation and Parks, presented the Community Use Rental Write Off staff report.

Mr. Dedrick advised Council after extensive efforts to collect payment including mailing of invoices, exchange of emails, and telephone conversations, a community use gym rental at Shelburne Regional High School in 2024 has not been paid.

A discussion was held regarding the identification of the organization, deposit requirements for community use rentals, and the procedure for future rentals with the organization.

MOTION: COMMUNITY USE RENTAL WRITE OFF

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne expense the Evolve Volleyball gym rental fee of \$280 plus HST through the Community Use Program Expenses GL 00-27170-300 to pay for the uncollected invoice.

- **MOTION CARRIED**

6(b) Adam Dedrick, Director of Recreation and Parks, presented the Equity and Anti-Racism Plan staff report.

As required by the Dismantling Racism and Hate Act (2022), The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport have partnered to develop the three-year Eastern Shelburne County Equity and Anti-Racism Plan (2025-2028) to address systemic hate, inequity, and racism.

The plan has four priority areas including community engagement, inclusive policies, leadership commitment and accountability, as well as education and training. Mr. Dedrick reviewed the plan and the action items under the priorities with Council.

The five Shelburne County municipal units have agreed to partner to advertise a request for proposal for pricing on consultation to action both the Barrington and Shelburne plans. A future staff report will provide this information and compare expenditures on hiring a consultant or hiring a dedicated employee to implement the plans.

A discussion was held regarding the creation of an Equity and Anti-Racism Advisory Committee, the importance of accountability to the plan, and Council expressed appreciation to staff for their hard work.

MOTION: EASTERN SHELburne COUNTY EQUITY AND ANTI-RACISM PLAN

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Eastern Shelburne County Equity & Anti-Racism Plan 2025-2028.

- **MOTION CARRIED**

7. OPERATIONS & PROTECTIVE SERVICES:

- a. RFP Award – Small Multi-Purpose Tractor – Marcia d'Eon, Director of Operations & Protective Services
- b. Monthly Building Report – October 2025

7(a) Marcia d'Eon, Director of Operations & Protective Services, presented the RFP Award – Small Multi-Purpose Tractor staff report.

Due to operational snow removal challenges at the new administration office, an RFP was advertised for a small multi-purpose tractor to improve efficiency, reduce manual workload, and enhance safety and maintenance outcomes by using various attachments throughout the year.

Eleven submissions were received, and staff recommendation was based on operational requirements, budget, scoring, product demonstrations, and research.

A discussion was held regarding warranty, availability of a municipal truck and trailer that can support transporting the tractor, multiple uses with different attachments, comparison of tractors with and without a cab, and the engine power.

MOTION: RFP AWARD – SMALL MULTI-PURPOSE TRACTOR

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Small Multi Purpose Tractor Request for Proposal to Tri County Tractor – 2025 Kioti CX2510 as per the RFP specifications at a cost of \$40,240.86 including HST and further that they authorize staff to purchase the snow blade and snow blower attachments at a cost of \$3,648 including HST and \$10,400 including HST. (Total \$54,288.86 including HST) Funds to come from capital or operating reserve.

- **MOTION CARRIED**

7(b) Warden Smith reviewed the Monthly Building Report for October 2025.

8. ADMINISTRATION:

- a. Associations, Boards, and Committee – Alternate Council Member Appointments – Erin Hartley, Deputy CAO

8(a) Erin Hartley, Deputy CAO, presented the Associations, Boards, and Committees – Alternate Council Member Appointments staff report.

Ms. Hartley advised Council to ensure appropriate representation on all associations, boards, and committees, alternates should be appointed.

A discussion was held and Council unanimously agreed that the CAO Performance Evaluation Committee and the Roseway Manor Board do not require alternates as three Councillors are appointed to each. It was noted that the Shelburne County Mental Health and Wellness Committee has dissolved.

MOTION: ASSOCIATIONS, BOARDS, & COMMITTEES – ALTERNATE COUNCIL MEMBER APPOINTMENTS

Being duly moved and seconded,

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Deputy Warden Wagner as the Municipality's Council Representative and **Warden Penny Smith** as the alternate on the on the Events Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and **Councillor Dale Richardson** as the alternate on the Climate Resilient Coastal Community Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and **Councillor Dale Richardson** as the alternate on the Shelburne County Climate Action Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Councillor Richardson as the Municipality's Council Representatives and **Deputy Warden Heidi Wagner** as the alternate on the Fire Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and **Councillor Paula Sutherland** as the alternate on the Regional Emergency Management Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Deputy Warden Wagner as the Municipality's Council Representatives and **Councillor Ron Coole** as the alternate on the RCMP Advisory Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and **Warden Penny Smith** as the alternate on the Regional Library Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and **Deputy Warden Heidi Wagner** as the alternate on the Western Crown Land Stakeholder Interaction Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Gosbee as the Municipality's Council Representative and **Councillor Sherry Thorburn Irvine** as the alternate on the Source Water Protection Committee.

- **MOTION CARRIED**

9. CORRESPONDENCE:

- a. Lorin Hesse Silversmithing/Studio 135 Re: Tourism NS Photo Shoot

9(a) Warden Smith reviewed the correspondence from Lorin Hesse regarding the Municipality's involvement in recognizing small businesses and promoting them with initiatives like the Tourism NS Photo Shoot.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

10(a) Council Thorburn Irvine provided updates on the following:

- Climate Resilient Coastal Community Committee Meeting
- Shelburne County Climate Action Committee Meeting
- NSFM Conference

Deputy Warden Wagner provided updates on the following:

- Shelburne County Arena Meeting
- Blessing of the Fleet in Sandy Point
- Remembrance Day Ceremony in Lockeport

10(b) Warden Smith provided updates on the following:

- October 29 – Special Council Meeting - First Draft of the Strategic Plan Presented
- November 4-6 – NSFM Conference
- November 10 – Remembrance Day Ceremony at SRHS
- November 11 – Remembrance Day Ceremony in Shelburne
- November 12 – Leadership Meeting with the Minister of Justice Re: Policing Review

11. IN-CAMERA:

- a. Personnel Matters as per MGA 22(2)(c)
- b. Personnel Matters as per MGA 22(2)(c)
- c. 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 7:14 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 8:00 pm.

- **MOTION CARRIED**

11(a) The Non-Union Staff Salary Administration Policy with amendments was presented and discussed in-camera.

MOTION: NON-UNION STAFF SALARY ADMINISTRATION POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Non-Union Staff Salary Administration Policy as amended.

- **MOTION CARRIED**

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

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

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:01 pm. The next Regular Council meeting will be held on Wednesday, November 26, 2025.

Nicole Blades
Recording Secretary

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**