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**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, November 26, 2025**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, November 26, 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
Marcia d'Eon, Director of Operations & Protective Services via Microsoft Teams
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 26, 2025

2(a) It was noted that item 8(b) was added to the agenda prior to the meeting with the updated agenda being distributed and posted online.

MOTION: APPROVAL OF AGENDA – November 26, 2025

Being duly moved and seconded, be it resolved that the Agenda for November 26, 2025, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. November 12, 2025

3(a) The Minutes of November 12, 2025 were accepted as circulated.

4. BUSINESS ARISING:

- a. Crosswalk Lights – Deputy Warden Heidi Wagner

4(a) Deputy Warden Wagner requested an update from staff regarding the crossing signal lights for the crosswalk at the beginning of Woodlawn Drive/King Street.

CAO MacLeod advised that Public Works had responded and stated the request does not correspond with their protocols and rules.

A discussion was held and direction was given to staff to follow-up with Public Works as there was another near miss incident at the location with a student.

5. PRESENTATION:

- a. Strategic Plan Version 2 – Ilse van Winssen & Grace Buckel, Davis Pier

5(a) Warden Smith welcomed Ilse van Winssen and Grace Buckel with Davis Pier to the meeting.

Ms. van Winssen and Ms. Buckel reviewed key themes from the feedback received from the public and Council on the first draft of the Strategic Plan, and how the project team incorporated the feedback into the second version of the plan. The document was included in the meeting package and available online.

A discussion was held regarding the next steps on implementing the strategic plan, budgetary implications, public participation during the engagement process, and clarification on completion of surveys for the first draft and second draft.

It was noted that there will be a Strategic Planning Meeting held on Tuesday, December 9, 2025 at 8:30am in the Council Chambers for Council to begin outlining possible action items for the plan that will be implemented during the budget discussions. Residents are welcome to attend and observe the meeting.

Council thanked Ms. van Winssen and Ms. Buckel for presenting.

MOTION: STRATEGIC PLAN 2026 - 2030

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Strategic Plan as presented.

- **MOTION CARRIED**

6. OPERATIONS & PROTECTIVE SERVICES:

- a. Exterior Sign Design Choice – Marcia d'Eon, Director of Operations & Protective Services

6(a) Marcia d'Eon, Director of Operations & Protective Services, presented the Exterior Sign Design Choice staff report.

An RFP had been awarded in September 2025 for an exterior sign for the Municipal Administration Building, subject to provision of three designs. Three designs were prepared for Council to review.

A discussion was held regarding the three options. Council did not support any of the proposed choices and provided staff with direction on the elements they would like incorporated into a revised design.

7. ADMINISTRATION:

- a. Heritage Properties By-Law Amendment – Second Reading – Erin Hartley, Deputy CAO
- b. Heritage Advisory Committee Terms of Reference and Council Appointments – Erin Hartley, Deputy CAO

7(a) Erin Hartley, Deputy CAO, presented the Heritage Properties By-Law Amendment – Second Reading staff report.

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

The Bylaw was advertised on Municipal social media, website, and in the newspaper. It was noted that no written submissions were received.

MOTION: HERITAGE PROPERTIES BYLAW

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 Heritage Properties Bylaw as amended.

- **MOTION CARRIED**

7(b) Erin Hartley, Deputy CAO, presented the Heritage Advisory Committee Terms of Reference and Council Appointments staff report.

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.

A discussion was held, and Councillors expressed their interest in the committee.

MOTION: HERITAGE ADVISORY COMMITTEE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Heritage Advisory Committee Terms of Reference, and

That the Council of the Municipality of the District of Shelburne appoint Councillor Ron Coole and Councillor Sherry Thorburn Irvine as municipal representatives, and Warden Penny Smith as the alternate on the Heritage Advisory Committee.

- **MOTION CARRIED**

8. CORRESPONDENCE:

- a. Leigh Thorburn Re: Letter of Support Request for Green Crab Mitigation
- b. Councillor Anthony Gosbee Re: Letter of Resignation

8(a) CAO MacLeod reviewed the correspondence from Leigh Thorburn regarding a letter of support request for harvesting green crab, an invasive species, in the area.

A discussion was held, and direction was given to staff to draft a letter of support.

8(b) Warden Smith reviewed the letter of resignation from Councillor Anthony Gosbee.

Council thanked Councillor Gosbee for his contribution to the Municipality and wished him all the best.

It was noted that details regarding a special election will be presented in a staff report at the December 10, 2025 Council meeting.

MOTION: COUNCILLOR ANTHONY GOSBEE - RESIGNATION

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne accept Councillor Anthony Gosbee's resignation.

- **MOTION CARRIED**

9. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

9(a) Councillor Richardson requested a progress update on Nova Scotia Power removing the Roseway River Dam. CAO MacLeod noted an update has not been received. A discussion was held and staff were directed to draft a letter to Nova Scotia Power on this matter.

Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Lunch and Learn on Climate Change and Air Quality

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

- No. 2 Construction Battalion War Monument Ceremony at the Black Loyalist Heritage Centre
- Blessing of the Fleet in West Green Harbour

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

- November 13 – Economic Growth Committee Meeting
- November 14 – Tree Lighting at the Gunning Cove Wharf

Council Meeting
November 26, 2025

- November 18 – Dalhousie Leadership/Faculty of Medicine Site Visit
- November 24 – Dumping Day
- November 26 – Minister of Municipal Affairs Meet and Greet

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:42 pm. The next Regular Council meeting will be held on Wednesday, December 10, 2025.

Nicole Blades
Recording Secretary

Date

Penny Smith, Warden

**Erin Hartley, Deputy Chief Administrative
Officer**

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