

Municipality of the District of Shelburne
November 10th, 2025 - Council Meeting
RECOMMENDED MOTIONS

6(a) MOTION: DANGEROUS AND UNSIGHTLY – 11 LUPIN STREET, 23 LUPIN STREET, 24 LUPIN STREET, 20 ASTER STREET, AND 62 ASTER STREET, SANDY POINT

Be it resolved that the Council of the Municipality of the District of Shelburne hereby issues an order as per Section 507 of the Municipal Government Act; and authorizes the Warden to sign off on this demolition and clean up order for the property located at 11 Lupin Street, 23 Lupin Street, 24 Lupin Street, 20 Aster Street, and 62 Aster Street, Sandy Point.

6(c) MOTION: TRACTOR ATTACHMENT PURCHASE

Be it resolved that the Council of the Municipality of the District of Shelburne of Shelburne approve the purchase of a flail mower attachment at a cost of \$4,446.00 in the fiscal year 2025/2026. Funds to come from capital or operating reserve.

7(a) MOTION: PUBLIC PARTICIPATION POLICY

Be it resolved that the Council of the Municipality of the District of Shelburne repeal the existing Public Participation Policy and approve the new Public Participation Policy as presented in this report.

9(a) MOTION: REAL ESTATE SERVICES – RFP AWARD

Be it resolved that the Council of the Municipality of the District of Shelburne award the Real Estate Services Request for Proposals to The Huskilson Group based on the details outlined in their proposal submission.

9(b) MOTION: PROCUREMENT POLICY AMENDMENT

Be it resolved that the Council of the Municipality of the District of Shelburne approves the Procurement Policy as amended.

9(c) MOTION: SPECIAL ELECTION 2026 – DISTRICT 4

Be it resolved that the Council of the Municipality of the District of Shelburne hold a Special Election for the Councillor vacancy in District 4, with the Special Election date being set as Saturday, February 21, 2026;

That electronic voting methods be used;

That Intelivote be hired as the Municipality of Shelburne's service provider for electronic voting at an estimated amount of \$3,000 plus HST, plus costs of voter cards and mailouts;

That Council set the alternative voting period as February 12, 2026 at 8:00 am to February 21, 2026 at 7:00 pm;

That Wanda Atkinson be appointed as Returning Officer for the Special Election;

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That Erin Hartley and Anita DeMings be appointed as Assistant Returning Officers for Special Election;

That Anita DeMings be appointed as the Registrar of Voters for the Special Election on the recommendation of the Returning Officer;

That Val Kean be appointed as Auditor for the Special Election;

Tariff of Fees - That compensation be set as follows:

- Returning Officer (Wanda Atkinson) \$23/hour - up to \$8,000
- Assistant Returning Officer/Registrar of Voters/Revising Officer (Anita DeMings) Per Collective Agreement
- Assistant Returning Officer (Erin Hartley) Per Non-Union Staff Policies
- Auditor (Val Kean) Per Non-Union Staff Policies

That the Municipality use the permanent register of electors established and maintained for use in a provincial election and if required, enter into an agreement with Elections Nova Scotia's Chief Electoral Officer.

That on the advice of the Returning Officer, that the Revising Officer shall furnish the Returning Officer or Registrar of Voters with the Amended List of Electors on January 13, 2026.

The Municipality approve up to \$15,000 from the 2025/26 budget for the 2026 Special Election using GL 0021910000.

9(d) MOTION: AMALGAMATION WORKSHOP

Be it resolved that the Municipality of Shelburne approve up to \$3,000 for the engagement of Kevin Latimer to provide an amalgamation workshop to the Amalgamation Steering Committee. Funds to come from Legal GL 0021210620. Funding contingent upon funding approval from the Towns of Shelburne and Lockeport.