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

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, December 10, 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.

Warden Smith noted this would be the last Regular Council Meeting of 2025.

2. APPROVAL OF AGENDA:

- a. December 10, 2025

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

Being duly moved and seconded, be it resolved that the Agenda for December 10, 2025, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. November 26, 2025

3(a) The Minutes of November 26, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION:

- a. Mike Shand – Service Recognition – Warden Penny Smith
- b. Region 6 Solid Waste Management – Budget 2026/27 – Christine McClare, Regional Coordinator

5(a) Warden Smith welcomed Councillors from the Town of Shelburne and the Town of Lockport to join her in recognizing Mike Shand for his dedicated service in emergency management as the Shelburne County East Emergency Management Coordinator.

Warden Smith thanked Mr. Shand for his strong leadership, clear decision-making, and steady commitment to public safety—helping strengthen plans, improve coordination, and build a more resilient community.

Mr. Shand expressed his gratitude towards all three municipal units for the support received over the years.

5(b) Warden Smith welcomed Christine McClare, Regional Coordinator with Region 6 Solid Waste Management.

Ms. McClare presented the 2026/27 Region 6 budget and highlighted key components including an overview of revenues, expenses, expected budget, and funding sources.

A discussion was held and Ms. McClare noted that reduced Dairy Funds have been coming into the region. Dairy funding comes in on fluid milk packaging that is marketed. Credit is not received until it is marketed and there have been stockpiles with the Dairy amounts and they do run a year behind.

Councillors thanked Ms. McClare for presenting.

6. OPERATIONS & PROTECTIVE SERVICES:

- a. Dangerous & Unsightly Update Re: 11 Lupin Street, 23 Lupin Street, 24 Lupin Street, 20 Aster Street, and 62 Aster Street, Sandy Point* – Darrell Locke, By-Law Enforcement Officer
- b. C & D Site Options – Marcia d'Eon, Director of Operations & Protective Services
- c. Tractor Attachment Purchase* – Marcia d'Eon, Director of Operations & Protective Services
- d. Monthly Building Report – November 2025

6(c) Marcia d'Eon, Director of Operations & Protective Services, presented the Tractor Attachment Purchase staff report.

Ms. d'Eon advised Council that an unanticipated rebate was received on the purchase of the tractor resulting in savings that staff would like to utilize by purchasing a flail mower attachment for the tractor.

MOTION: TRACTOR ATTACHMENT PURCHASE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District 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.

- **MOTION CARRIED**

6(d) Warden Smith reviewed the Monthly Building Report for November 2025.

6(a) Darrell Locke, By-Law Enforcement Officer, presented the Dangerous & Unsightly Update Re: 11 Lupin Street, 23 Lupin Street, 24 Lupin Street, 20 Aster Street, and 62 Aster Street, Sandy Point staff report.

Mr. Locke updated Council that the file was opened as a result of complaints received in July 2025 and after inspections were completed, the properties were deemed dangerous and unsightly. It was noted there was major environmental and fire hazard concerns regarding 62 Aster Street.

Warden Smith welcomed the property owner, Mr. Bolt, to the podium to speak on the matter. Mr. Bolt provided Council with details on a current ownership discrepancy. A discussion was held and Mr. Locke stated as part of the process, he is obligated to direct all contact with the registered property owner which at the time of the inspections and to date is Mr. Bolt.

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

Being duly moved and seconded, 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.

- **MOTION CARRIED**

6(b) Marcia d'Eon, Director of Operations & Protective Services, presented the C&D Site Options staff report.

In order to explore options for continued services at the C&D Site, the Municipality issued both an Expression of Interest (EOI) for the provision of a private construction and demolition transfer site as well as a Request for Proposal (RFP) for the provision of covered bins (purchase and/or rental) and the service of the bins at the existing site.

No submissions were received for the EOI and two submissions received for the RFP. The lowest cost RFP proponent was utilized when calculating various service scenarios.

Ms. d'Eon reviewed options for Council to consider, including close as planned, planned drop off days for unregulated products, and to stay open using a covered bin model. Three different models were looked at if the decision was to remain open along with the financial considerations.

It was noted that public feedback would be accepted from December 11th to December 16th, 2025, and be included in the staff report for a Special Council meeting held on December 18th, 2025, for Council to decide on the path forward for the C&D Site.

A discussion was held regarding if the site were to remain open the need for the scale, limitations for large scale contractors, the increase cost of trucking, and estimated operating losses.

Deputy Mayor Elizabeth Acker, Town of Shelburne, addressed Council and raised concerns regarding shared services decisions being made without voting input from the Towns of Shelburne and Lockeport. The need for elected officials from all participating municipalities to be included was emphasized, particularly given the financial implications. Ms. d'Eon noted there is an Inter-municipal agreement, however the C&D Site is operated by the Municipality, and the Municipality sells the service to the Towns. CAO MacLeod stated shared services meetings with the Towns administration have been ongoing throughout the process, and their input was provided and considered when preparing the staff report.

7. ECONOMIC & COMMUNITY DEVELOPMENT

- a. Public Participation Policy Revision – Jill Webb, Economic Development Officer

7(a) Jill Webb, Economic Development Officer, presented the Public Participation Policy Revision staff report.

Ms. Webb advised Council the updated policy ensures clear, transparent and meaningful public input during the preparation and amendment of planning documents and development agreements, in accordance with the Municipal Government Act (MGA).

A discussion was held regarding why the property in Hartz Point was specifically listed under 2.2 of the policy and clarification was given that it is for notification purposes requested by the Town of Shelburne.

MOTION: PUBLIC PARTICIPATION POLICY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne and approve the new Public Participation Policy as presented in this report.

- **MOTION CARRIED**

8. RECREATION & PARKS

- a. Roseway River Trail Options – Adam Dedrick, Director of Recreation & Parks
- b. Jordan River Trail Bridge Visual Inspection Report – Adam Dedrick, Director of Recreation & Parks

8(a) Adam Dedrick, Director of Recreation and Parks, presented the Roseway River Trail Options staff report.

Mr. Dedrick advised Council of possible options that would address challenges to ensure trail connectivity for pedestrians, cyclists, and off-highway vehicle (OHV) use for the Roseway River Trail. Three options were presented including open the trail to OHVs, establish a road trail for OHVs, or terminate the Letter of Authority (LOA).

A discussion was held including the economic benefits of the connectivity, the timeline of maintenance on all bridges, funding in place and future budget implications, and termination of LOAs.

It was noted the report was for information purposes to assist Council moving forward during budgetary discussions.

8(b) Adam Dedrick, Director of Recreation and Parks, presented the Jordan River Trail Bridge Visual Inspection Report staff report.

An inspection was completed on the Jordan River Trail Bridge on November 20, 2025. The report noted in order to support OHV use, the timber ties and south barrier of the bridge would need to be replaced however, the bridge condition is structurally acceptable to handle pedestrian and cyclist loads for the next two years. The bridge has been closed to OHV use.

With bridge rehabilitation plans in place for 2026, it was noted that at this time it would not be worth spending the funds to complete the repairs needed.

9. ADMINISTRATION:

- a. Real Estate Services – RFP Award – Erin Hartley, Deputy CAO
- b. Procurement Policy Amendment – Erin Hartley, Deputy CAO
- c. Special Election 2026 – District 4 – Erin Hartley, Deputy CAO
- d. Amalgamation Steering Committee – Workshop Recommendation - Verbal Update – Warren MacLeod, CAO

9(a) Erin Hartley, Deputy CAO, presented the Real Estate Services – RFP Award staff report.

An RFP to provide real estate services, specifically to aid in the sale of surplus municipal properties was advertised twice.

Four submissions were received and evaluated on the costs of services, experience and qualifications, as well as approach and implementation.

It was noted all local realtors were contacted and notified of the RFP.

MOTION: REAL ESTATE SERVICES – RFP AWARD

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne award the Real Estate Services Request for Proposals to The Huskison Group based on the details outlined in their proposal submission.

- **MOTION CARRIED**

9(b) Erin Hartley, Deputy CAO, presented the Procurement Policy Amendment staff report. Ms. Hartley advised Council the Procurement Policy was last updated in 2014 and four major areas of changes are being proposed including purchasing authority, amended value threshold and related purchasing directives, removal of purchase tools section as well as an alternate procurement process details.

A discussion was held and clarification was given that non-budgeted items still require approval by Council.

MOTION: PROCUREMENT POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approves the Procurement Policy as amended.

- **MOTION CARRIED**

9(c) Erin Hartley, Deputy CAO, presented the Special Election 2026 – District 4 staff report.

Due to the resignation of Councillor Gosbee, a vacancy is required to be filled in District 4 through a Special Election that will be held on February 21, 2026. Ms. Hartley advised Council the same procedures, practices, and framework would be used as the 2024 Municipal Election.

A discussion was held regarding the cost of the special election, and it was noted that although the election is for one district, the process remains the same and the associated costs are relatively similar.

Council agreed for Warden Smith to send a letter of appreciation to Mr. Gosbee, expressing Council's gratitude for his contributions as Councillor.

MOTION: SPECIAL ELECTION 2026 – DISTRICT 4

Being duly moved and seconded, 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;

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.

- **MOTION CARRIED**

9(d) Warren MacLeod, CAO, provided a verbal update on the Amalgamation Steering Committee – Workshop Recommendation.

Mr. MacLeod advised Council the first Amalgamation Steering Committee meeting was held and well attended. The committee would like for all three units to participate in an amalgamation workshop with Kevin Latimer, a lawyer with amalgamation/consolidation expertise.

It was noted the cost would be shared with the Town of Shelburne and Town of Lockeport and that Municipal funds would be allocated from the Contracted Admin budget.

10. CORRESPONDENCE:

- a. RCMP Response Letter Re: Request for an Organized Crime Unit in Southwest NS

10(a) Warden Smith reviewed the response letter from the RCMP regarding an advocacy letter sent requesting an Organized Crime Unit in Southwest NS.

11. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

11(a) Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Shelburne County Climate Action Committee Meeting
- Western County Regional Library HR Governance Meeting
- Chiefs and Chairs Western County Regional Library Board Meeting
- Amalgamation Steering Committee Meeting
- Roseway Manor Board Meeting
- Strategic Planning Meeting

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

- December 1 – Shelburne County/Nova Scotia Health Stakeholder Group Meeting
- December 3 – Amalgamation Steering Committee Meeting
- December 4 – Roseway Manor Board
- December 6 – Miracle on Dock Street Event
- December 8 – Roseway Hospital Charitable Foundation Meeting
- December 9 – Strategic Planning Meeting

Warden Smith noted that on December 12th the Black Loyalist Heritage Centre will be hosting a Christmas Service and Tree Lighting and on December 14th Councillors will be assisting Senior Services with delivering Christmas meals in the area.

Councillor Sutherland noted that Ingomar-Roseway Volunteer Fire Department will be hosting a free Christmas Dinner at 2pm on December 24th that is open to everyone.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:23 pm. The next Regular Council meeting will be held on Wednesday, January 14, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**