



Naturally Yours

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  
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE  
JANUARY 14, 2026 | 6:00 PM  
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
<b>1. <u>CALL TO ORDER</u></b>	6:00 pm	
<b>2. <u>APPROVAL OF AGENDA</u></b>		
a. January 14, 2026		1-2
<b>3. <u>ACCEPTANCE OF MINUTES</u></b>		
a. December 10, 2025		4-11
b. December 18, 2025		12-15
<b>4. <u>BUSINESS ARISING</u></b>		
<b>5. <u>PRESENTATION</u></b>		
a. Remembrance Project – Yolande Donaldson, Royal Canadian Legion	6:00 pm	16-18
<b>6. <u>OPERATIONS &amp; PROTECTIVE SERVICES</u></b>		
a. Area Rate Options for Town of Shelburne Fire Truck 2026/27* – Marcia d’Eon, Director of Operations		19-20
b. EV & Solar Update – 414 Woodlawn Drive – Marcia d’Eon, Director of Operations		21-23
c. Region 6 Solid Waste – Resource Management – Budget 2026/27* – Marcia d’Eon, Director of Operations		24-34
d. Monthly Building Report – December 2025		35
<b>7. <u>CORRESPONDENCE</u></b>		
a. Attorney General & Minister of Justice Response Letter Re: Urgent Concerns around Drug Activity, Community Safety, and the Justice System		36-38
<b>8. <u>COMMITTEE REPORTS/WARDEN UPDATE</u></b>		
a. Committee Reports		
b. Warden’s Update		



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TIME      PAGES

**9. IN-CAMERA**

- a. Acquisition, Sale, Lease and Security of Municipal Property as per the MGA Section 22 (2)(a)
- b. Personnel Matters as per the MGA Section 22 (2)(c)

**10. ADJOURNMENT**

**Municipality of the District of Shelburne**  
**January 14<sup>th</sup>, 2026 - Council Meeting**  
**RECOMMENDED MOTIONS**

**6(a) MOTION: AREA RATE FOR TOWN OF SHELburne FIRE TRUCK 2026/27**

Be it resolved that the Council of the Municipality of the District of Shelburne approve an area rate for the 2025 Dependable Spartan Fire Truck, purchased by the Town of Shelburne, in the amount of \$0.0390/\$100 of taxable assessment (3.90 cents) for a five-year term; and

That the area rate be applied beginning on the 2026-27 tax bills for eligible municipal properties in the Town of Shelburne's Fire District service area; and

That an information letter be sent to residents of the service area detailing the need for the expenditure, the amount of the expenditure, and the area rate and term.

**6(c) MOTION: REGION 6 SOLID WASTE – RESOURCE MANAGEMENT BUDGET 2026/27**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the draft 2026/27 Region 6 Solid Waste-Resource Management Budget, as presented at the December 10, 2025 Council Meeting, in the amount of \$834,248, with Eastern Shelburne County's contribution being \$10,344.16, which represents 6.99% of the municipal billing contribution.



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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 11<sup>th</sup> to December 16<sup>th</sup>, 2025, and be included in the staff report for a Special Council meeting held on December 18<sup>th</sup>, 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 12<sup>th</sup> the Black Loyalist Heritage Centre will be hosting a Christmas Service and Tree Lighting and on December 14<sup>th</sup> 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 24<sup>th</sup> 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**

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**Penny Smith, Warden**

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**Date**

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**Erin Hartley, Deputy Chief Administrative  
Officer**



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**SPECIAL SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, December 18, 2025**

The Special Session of the 53rd Council of the Municipality of the District of Shelburne was held on Thursday, December 18, 2025, at 2:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Warden Penny Smith  
Deputy Warden Heidi Wagner  
Councillor Paula Sutherland via Microsoft Teams  
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  
Val Kean, Director of Economic Development  
Nicole Blades, Recording Secretary  
Members of the Public

**1. CALL TO ORDER:**

The meeting was called to order at 2:00 pm by Warden Smith.

**2. APPROVAL OF AGENDA:**

- a. December 18, 2025

2(a) **MOTION: APPROVAL OF AGENDA – DECEMBER 18, 2025**

Being duly moved and seconded, be it resolved that the Agenda for December 18, 2025, be approved with the following additions:

**4. CORRESPONDENCE**

- a. Shelburne Voice Re: Resident Interest in Question Regarding Amalgamation

5. IN-CAMERA

- a. Legal Advice Eligible for Solicitor-Client Privilege as per MGA 22(2)(g)
- b. Personnel Matters as per MGA 22(2)(c)

- **MOTION CARRIED**

**3. OPERATIONS & PROTECTIVE SERVICES:**

- a. Decision for Future of C&D Site – Marcia d’Eon, Director of Operations & Protective Services
- b. RFP Award – Construction & Demolition Transfer Station – BINS WITH COVERS, TRUCKING AND MAINTENANCE – Marcia d’Eon, Director of Operations & Protective Services

3(a) Warden Smith presented the potential options for the C&D Site operational model, waste sorting model, and schedule to Council.

Discussions were held regarding the importance to keep the C&D Site open for residents, concerns for continued operational losses, trucking expenses for different types of waste sorting, clarification that compliance details for the permit will not be received until after the operations plan is submitted, as well as human resource considerations.

It was noted that unregulated material including brush, traps, and metal would still be separated and accepted, and Saturdays are to be considered when staff decide on days/hours of operation.

**MOTION: C&D SITE – OPERATIONAL MODEL**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the continuation of C&D waste services at the existing Municipal C&D site using a covered bin operating model, utilizing the purchase option;

AND furthermore that Council approves the completion of associated capital site upgrades with funds to come from shared service reserve, capital or operating reserve;

AND THAT staff be directed to:

- submit the required permit application to the Department of Environment and Climate Change and;
- negotiate the services of the successful RFP proponent and;
- obtain site maintenance services pursuant to the Municipality’s procurement policy.

- **MOTION CARRIED**

**MOTION: C&D SITE – WASTE SORTING MODEL**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve the implementation of Option 2 – Mixed Waste plus Treated Wood, with all other formerly sorted materials accepted as mixed C&D.

- **MOTION CARRIED**

**MOTION: C&D SITE - SCHEDULE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve operating the site three days per week throughout the year, beginning April 1, 2026 under the new operating model;

AND THAT the data be considered in 24 months to decide if additional days are required.

- **MOTION DEFEATED**

**MOTION: C&D SITE - SCHEDULE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne approve operating the C&D site two days per week during December – February, and four days per week from March – November beginning April 1, 2026;

AND THAT the data be considered in 24 months to decide if additional days are required.

- **MOTION CARRIED**

**MOTION: C&D SITE – FEES & CHARGES**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne direct staff to undertake a review of C&D site user fees, including options for cost increases to reduce operational deficits, and return with proposed fee amendments at a later date.

- **MOTION CARRIED**

**MOTION: C&D SITE – AGREEMENT AMENDMENT**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne authorize the CAO to update the Intermunicipal Service Agreement based upon the options chosen for the future use of the C&D site and provide to the Town of Shelburne and Town of Lockeport for amendment.

- **MOTION CARRIED**

3(b) Marcia d’Eon, Director of Operations and Protective Services, presented the RFP Award – Construction & Demolition Transfer Station – BINS WITH COVERS, TRUCKING AND MAINTENANCE staff report.

An RFP for the provision of covered bins, service and site maintenance for the C&D Site was advertised in preparation for the discussion of site operations.

Two submissions were received and scored on references, experiences, qualifications, suitability and flexibility, costing, timeline and start date.

It was noted that both submissions did not include a bid for maintenance services such as plowing, salting, and snow removal for the site.

**MOTION: RFP AWARD – C&D SITE – BINS WITH COVERS, TRUCKING, AND MAINTENANCE**

Being duly moved and seconded, be it resolved that the Municipality of the District of Shelburne award the Request for Proposals for Construction & Demolition Transfer Station-BINS WITH

COVERS, TRUCKING AND MAINTENANCE to Harlow's Construction and further that they authorize the CAO to negotiate a contract including services relevant to the new service model of the site.

- **MOTION CARRIED**

**4. CORRESPONDENCE:**

- a. Shelburne Voice Re: Resident Interest in Question Regarding Amalgamation

4(a) Warden Smith reviewed the letter received by all Councillors from Shelburne Voice regarding amalgamation.

A discussion was held and Council agreed for Warden Smith to respond to the letter stating all amalgamation questions can be submitted to the Amalgamation Steering Committee email found on the Municipality website.

**5. IN-CAMERA:**

- a. Legal Advice Eligible for Solicitor-Client Privilege as per MGA 22(2)(g)
- b. Personnel Matters as per MGA 22(2)(c)

**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 2:44 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 4:01 pm.

- **MOTION CARRIED**

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

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

**6. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 4:01 pm. The next Regular Council meeting will be held on Wednesday, January 14, 2026.

**Nicole Blades**  
**Recording Secretary**

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**Penny Smith, Warden**

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**Date**

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**Erin Hartley, Deputy Chief Administrative Officer**

## Legion Project

This project was initiated by one of our Korean Veterans Bob Garron, who wanted to remember the men and women who served in the Canadian Armed Forces died as a result and are buried abroad. He felt that we could place flags on the graves of the Veterans around here but could not honour those that were buried abroad.

\*This is a Remembrance Project and not a fundraiser.

### **The focus of the picture is the Cemetery.**

This picture is of Beny-Sur-Mer Cemetery in France. There are **2049** tombstones in this cemetery. Out of the **2049**, there are **2044** **Canadians** mainly from the **3<sup>rd</sup> Canadian Division during D-Day and the first stages of the Battle of Normandy**. One is a French Resistance soldier and the other three are from the UK. **This Cemetery is one of 23,000 War Memorials and War Cemeteries in more than 150 countries and territories around the world.**

Maple Leaves are added to the picture as a National Symbol as well as a poppy and the words **REMEMBER THEM**.

The Pictures of the men and woman that you see here are all from around Shelburne County and are all buried away.

Take notice that the pictures of the men and woman are circular. That represents the **Dead Man's Penny**. **The Dead Man's Penny** is a **Memorial Plaque** that was given to the families of those who died while serving under British and the British Empire. Empire Forces in WWI.

This picture is powerful and the stories of these men and woman make it even more powerful. It is not a picture that should only be hauled out for Remembrance Day but rather be in view the year round.

\*There is a package of detailed information on every soldier that comes with the project.

Contact person: Yolande Donaldson 902-648-0075

Email: [donaldsonyolande@gmail.com](mailto:donaldsonyolande@gmail.com)

**Our goal** is to have this picture hanging in as many public buildings for public viewing.

**Large picture:** 26in x 36in

1. \$175.00 + tax
2. \$165.00 + tax
  
- 6+ \$150 + tax

**Smaller picture:** 22in X 30in

1. \$125.00 + tax
2. \$115.00 + tax
3. \$100.00 + tax

The picture can be hung using mirror hangers rather than screwing through the picture.

The information on the men and woman on this picture may also be found on the **Wartime Heritage Association** website. Some of them can also be found on **Veterans Affairs Canada**.



**EPHRAIM EUGENE NEWELL**  
Hull's Memorial, N.S. Canada  
Royal 22  
WWI



**WINLOW EARL OKLE**  
Boynes Memorial, Norway  
France  
WWI



**CHARLES GLENWOOD BOWER**  
Monte Rosa Canadian War Cemetery  
Italy  
WWI



**CRAIG HENRY GOULDEN**  
Gandebank Canadian War Cemetery  
Belgium  
WWI



**WILLIAM DANIEL DE MOLTON**  
Dunbar's War Cemetery, Germany  
WWI



**ERNEST LESTER DIXON**  
Bussinesse-les-Mines Cemetery  
France  
WWI



**WILLIAM ST. CLAIR HUSKISSON**  
Bussinesse-les-Mines Cemetery, Germany  
WWI



**LLOYD MITCHELL ACKER**  
Bussinesse-les-Mines Canadian War Cemetery, France  
WWI



**PERCY COLEMAN ATWOOD**  
Sea War Memorial  
Hong Kong  
WWI



**ROGER BYRON SCHULTZ**  
United Nations Cemetery, Bussinesse-les-Mines  
South Korea  
Korean War



Beny-Sur-Mer War Cemetery, France



# REMEMBER THEM



**STAFF REPORT**

**TO:** Members of Shelburne Municipal Council

**FROM:** Marcia d'Eon, Director of Operations & Protective Services Services

**APPROVED BY:** Warren Macleod, Chief Administrative Officer

**DATE:** January 14, 2025

**SUBJECT:** **Area Rate Options for Town of Shelburne Fire Truck 2026-27**

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**ORIGIN**

Council’s decision to pay for the Municipality’s portion of 2025 Dependable Spartan Fire Truck, purchased by the Town of Shelburne, by way of area rate.

**RECOMMENDATION**

That Council of the Municipality of the District of Shelburne approve an area rate for the 2025 Dependable Spartan Fire Truck, purchased by the Town of Shelburne, in the amount of \$0.0390/\$100 of taxable assessment (3.90 cents) for a five-year term; and

That the area rate be applied beginning on the 2026-27 tax bills for eligible municipal properties in the Town of Shelburne’s Fire District service area; and

That an information letter be sent to residents of the service area detailing the need for the expenditure, the amount of the expenditure, and the area rate and term.

**DISCUSSION**

The Municipality’s portion of the fire truck purchase is \$415,285. The current total taxable assessed value for the service area is \$212,889,500.

Area Rate for five years would be \$0.0390 (3.90 cents) per \$100 of taxable assessment. For a \$100,000 taxable assessed property, the area rate charge on the tax bill would be \$39.00.

Area Rate for ten years would be \$0.0195 (1.95 cents) per \$100 of taxable assessment. For a \$100,000 taxable assessed property, the area rate charge on the tax bill would be \$19.50.

It is important to note that the taxable assessed value of any property can change throughout the year and over the term for the service area. For example: due to changes in assessment values, new construction, demolition or assessment appeals. These figures are estimated to the best of staff’s ability but cannot be

guaranteed. If the area rate collected is over the amount owed to the Town, staff would earmark those funds in a dedicated operating reserve for the next capital purchase in that area. If the area rate collected is less than the amount owed to the Town, the Municipality would have to absorb the shortage. The Town of Shelburne has provided a multi-year capital replacement plan that includes purchasing new fire trucks approximately every five years. A fire area rate for each purchase will be added once the costs are known. Staff recommend setting an area rate for the five-year period to avoid the eventual stacking of area rates for multiple capital purchases.

An information letter will be provided to residents affected by the area rate. As per our Fire Services Agreement with the Town of Shelburne a community vote is not permitted, and the vehicle has already been purchased by the Town of Shelburne.



## STAFF REPORT

**TO:** Council

**FROM:** Marcia d'Eon, Director of Operations & Protective Services

**APPROVED BY:** Warren Macleod, CAO

**DATE:** January 14, 2026

**SUBJECT:** **Update on EV and Solar-414 Woodlawn Drive**

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### ORIGIN

This report is provided to Council as an update on the installation and initial operation of the electric vehicle (EV) charging stations and the solar panel system at the Municipal Administration Building, 414 Woodlawn Drive. The update provides usage data from the first six months of operation.

### BACKGROUND

As part of the Municipality's sustainability initiatives, Council previously approved the installation of EV chargers and rooftop solar panels supported by funding from the Sustainable Communities Challenge Fund (SCCF) program. The final components of the project were completed in June 2025 and a kickoff event was held.

### DISCUSSION

#### EV Charger Usage

Since their activation in June, the EV chargers have been available for use by Sou West Nova Transit and to the public. Usage data collected over the first six months indicates:

- Total energy dispensed: 2745~kWh

A printout from the EV charger usage meter has been included as Attachment A.

#### Solar Power Generation

The rooftop solar array has been producing energy since May 2025. Generation data collected over the first six~ months indicates:

- Total energy generated: 65552~kWh since commission.

This generation data demonstrates the system's contribution toward reducing operating costs and emissions, consistent with the Municipality's sustainability goals.

A printout from the solar generation meter has been included as Attachment A.

## **ATTACHMENTS**

- Attachment A: EV and Solar Meter Data

### EV VEHICLE CONSUMPTION REPORT

Time	Name	Consumption (kWh)	Max power (kilowatts)
2025	Totals EV 1-6	2744	1.68

### Solar Plant Generation Report

Time	Installed Capacity(kWp)	Annual Full Load Hours(h)	Annual Yield(kWh)
2025	66.5	985.74	65551.5



### **STAFF REPORT**

**TO:** Council

**FROM:** Marcia d'Eon, Director of Operations & Protective Services

**APPROVED BY:** Erin Hartley, Deputy Chief Administrative Officer

**DATE:** January 14, 2025

**SUBJECT:** **Region 6 Solid Waste - Resource Management – Budget 2026/27**

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### **ORIGIN**

Region 6 Solid Waste – Resource Management has requested approval of the draft 2026/27 operating budget, pursuant to obligations in the Region 6 Inter-Municipal Agreement.

### **RECOMMENDATION**

THAT Council of the Municipality of the District of Shelburne approve the draft 2026/27 Region 6 Solid Waste-Resource Management Budget, as presented at the December 10, 2025 Council Meeting, in the amount of \$834,248, with Eastern Shelburne County's contribution being \$10,344.16, which represents 6.99% of the municipal billing contribution.

### **BACKGROUND**

Municipality of Shelburne is one of thirteen municipal stakeholders of the Region 6 Solid Waste-Resource Management Board and has one Councilor appointed to this Board. As a requirement of the Region 6 Inter-Municipal Agreement, Municipality of Shelburne must approve or refuse this budget by March 14<sup>th</sup>.

### **DISCUSSION**

This budget has been discussed by Region 6 Technical Committee, Region 6 Inter-Municipal Committee and is now being circulated to Councils for final approval.

Christine McClare, Regional Coordinator with Region 6, provided a presentation at the December 10, 2025 Council meeting including budget breakdown, highlighting any areas of discrepancy or importance as well as providing Council with an opportunity for questions related to the budget and services provided by Region 6.

The total 2026/27 budget is estimated at \$834,248. Eastern Shelburne's estimated contribution is \$10,344.16, representing 6.99% of the municipal billing contribution. The Town of Shelburne and Town of Lockeport Councils are also required to review and approve or refuse this budget.

### **ATTACHMENTS**

- Draft 2026/27 Region 6 Solid Waste – Resource Management Budget

# BUDGET REPORT 2026-27



Christine McClare, Regional Coordinator  
Region 6 Solid Waste Management  
November 28 2025  
[Christine.McClare@Region6SWM.ca](mailto:Christine.McClare@Region6SWM.ca)

## MUNICIPAL DETAILS:

Region 6 Solid Waste-Resource Management serves 12 municipalities.

- Town of Clark's Harbour
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- Town of Shelburne
- Town of Lockeport
- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg
- Municipality of the District of Chester
- West Hants Regional Municipality



## Facilities:

Within our jurisdiction, we have:

- 3 second generation municipal solid waste landfills
- 1 compost facility
- 1 material recovery facility (processes blue bags) **Queens Closing Dec 2025**
- 1 Construction and Demolition (Only) landfill
- 2 organics transfer stations
- 2 construction and demolition transfer stations **Shelburne possibly closing Dec 2025**
- 1 waste transfer station

Presented for information only as Region 6 has no responsibility in operations or administration of the facilities.

## ADMINISTRATION:

1. Distribute funds Regionally:
  - a. Diversion Credits
  - b. Dairy Stewardship
  - c. Enforcement
  - d. Hazardous Waste grant
  - e. Municipal Approved Program
2. Datacall – Assist with Municipal data input and output to Nova Scotia Environment/Divert NS
3. R6RECYCLES – Manage and maintain ReCollect waste app
4. @Region6SWM – Manage and maintain social media
5. Voice on provincial initiatives:
  - a. Divert Nova Scotia –
    - i. Municipal Approved Programs
    - ii. Enforcement
    - iii. Municipal Adoption Funding
    - iv. Municipal Efficiency Funding
  - b. Nova Scotia Environment –
    - i. Policy review, Act review, Regulations review
    - ii. Materials markets
    - iii. Stewardship liaison
    - iv. Packaging/Extended Producer Responsibility
    - v. 300 kg/capita goal

## EDUCATION:

1. Deliver the Divert Nova Scotia Contract (this is the funding source for our education programs)
 

Complete required focus area delivery to:

  - a. Institutions – Schools, hospitals and colleges
  - b. Offices
  - c. Food Services – Grocery stores, farm markets, restaurants
  - d. Specific initiatives (such as waste reduction campaign)
    - i. Other: Community Halls, business visits, compliance promotion, public spaces, information booths, council presentations, community group presentations
    - ii. Special Events – Waste Reduction Week, Compost Awareness Week, Environment Week
2. Maintain existing programs:
  - a. Schools – Compliance promotion (are they sorting properly? do they have bins/signs?), curriculum-based presentations, how to sort properly presentations, composting presentations, presentations at staff meetings
  - b. Public spaces – checking for types of containers in public spaces and the signage on the containers, working with municipal/provincial and federal parks,
  - c. Public Relations – Newspaper ads, Education/outreach, webinars, contests, media outreach
  - d. Ongoing support to Municipal outreach –assisting in the delivery of tailored education messages to whomever our stakeholders want

## FINANCES

Region 6 has several goals outlined in the Inter-Municipal Agreement (Sept 2018). Two of these goals:

*"To strive for an optimum balance between maximizing the long-term benefits achievable by diversion from disposal and minimizing Costs, both operating and capital, associated with implementation of the SWRM system;"*

AND

*"To conduct its operations equitably and in a fiscally responsible manner."*

### Revenues

Coordinator Funds	<p><b>ABOUT</b> Each region is provided a stipend in exchange for contract services that support the role of a liaison on behalf of the Region and partners; Nova Scotia Environment, Divert Nova Scotia, Stewards and other regions and municipalities.</p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> An equal amount per year. Currently at \$43,286. This money offsets some of the costs associated with employing a coordinator, the office, travel and overhead expenses.</p> <p><b>WHEN AND HOW OFTEN</b> A one-year extension (2025-26) to the last 3-year contract (2022-2025) has been signed. Quarterly deposits are made to the Region 6 account. New 3 year contract expected in 2026-27</p>
Education Funds	<p><b>ABOUT</b> Each region must deliver a set amount of program deliverable hours to residents, businesses and schools on proper waste management and promoting its environmental benefits. A portion of the contract is reserved for provincial strategic areas and a stipend was assigned. Started in F2022, the stipend was an extra \$20,000.</p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Deliverables to specific target areas, which are revised annually, are required to be completed. An approved work plan includes an allowance for Region specific goals. Total NS funding is \$770,000 distributed as a Stipend of \$25,000 per region and remainder distributed on % of population. Currently, \$79,090.</p> <p><b>WHEN AND HOW OFTEN</b> A plan is submitted in April for approval. The contract is drafted and issued with a 15% advance in May each year. The remainder is released based on meeting contract obligations for deliverables; 50% mid-year and 35% at year end.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Municipal Approved Programs (MAP)</p>	<p><b>ABOUT</b> Solid Waste-Resource Regulations Section 8(1) (b) <i>paying out of the Fund money to provide financial assistance and incentives under an approved program.</i></p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Distributed based on the % of tonnes of solid waste diverted in the province and eligible only towards program costs that keep waste from going to landfill. This money is not permitted to be used to offset any costs associated with the disposal of waste. The estimated revenue issued to member units is approximately \$0.69 per person.</p> <p><b>WHEN AND HOW OFTEN</b> An amount is advanced to Region 6 following the AGM for Divert Nova Scotia and is distributed after the final contribution is made in February/March.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Diversion Credits</p>	<p><b>ABOUT</b> Solid Waste-Resource Regulations Section 8(1) (a) <i>paying a minimum of 50% of the net revenues in the Fund to provide financial support, to be divided between or among municipalities or regions based on the solid waste diverted by the municipality or region;</i></p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Based on the solid waste diverted by the member municipal units. Some areas share services; in these cases, the total is paid to the service area, i.e. Municipal Joint Services and Shelburne Shared Services. Three-year average = \$20.25 per tonne diverted</p> <p><b>WHEN AND HOW OFTEN</b> Diversion payments are made to each area following final confirmation of the datacall numbers to Nova Scotia Environment. Typically, after January.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Dairy</p>	<p><b>ABOUT</b> A voluntary stewardship agreement that was developed in 2001 and has been renegotiated between the Atlantic Dairy Council and the Municipalities (Chairman of Regional Chairs) every year since. Agreement to end with EPR for PPP Dec 1, 2025.</p> <p><b>FROM</b> Atlantic Dairy Council</p> <p><b>HOW IS IT CALCULATED</b> Based on the total tonnes of fluid milk containers<sup>1</sup> sent to market each year. Three-year average = \$755 per tonne</p> <p><b>WHEN AND HOW OFTEN</b> The amount is negotiated each June (based on previous year data) and a cheque issued in August or early September</p>

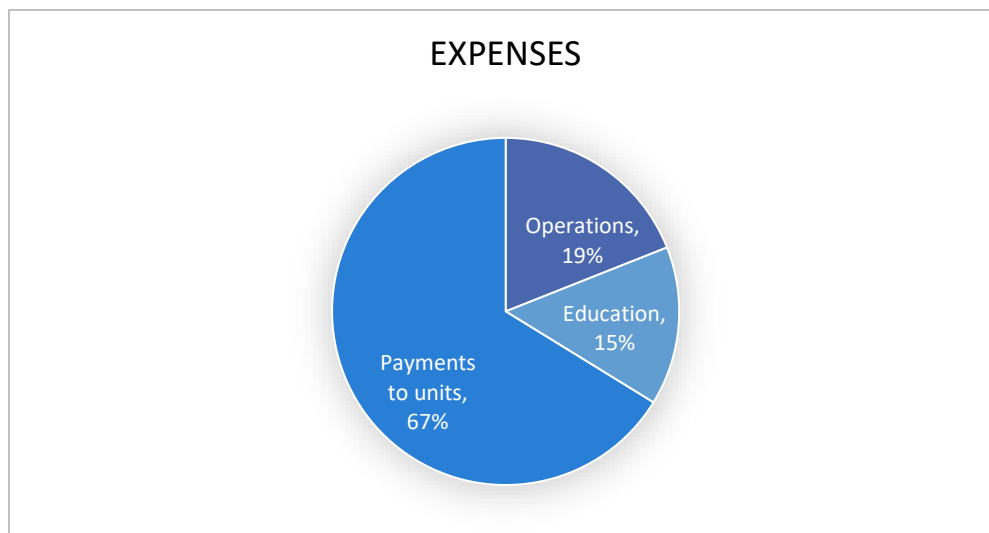
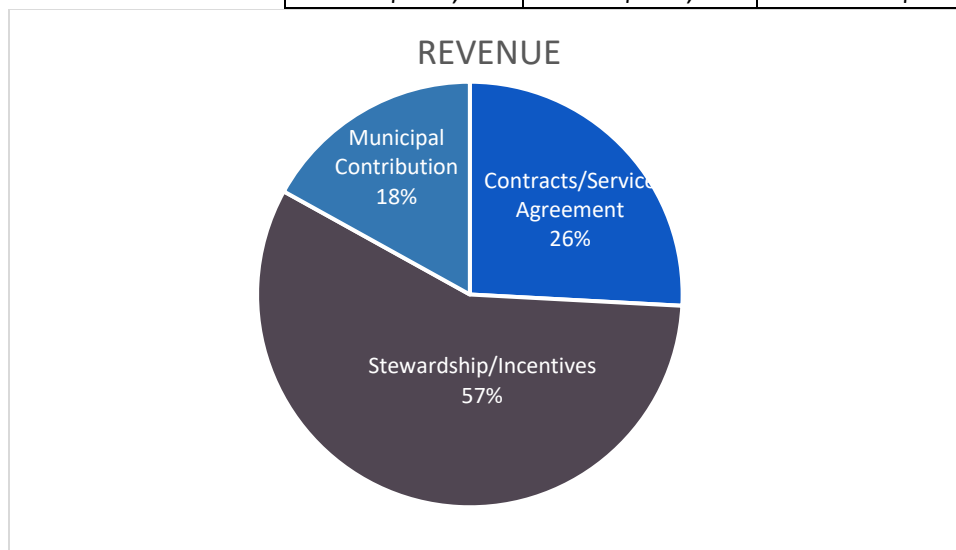
<sup>1</sup> Fluid milk – yogurt, ice cream, butter and other similar containers are not part of the program. Likewise, soy, almond and milk replacement products are also not part of the program.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enforcement Fund</p>	<p><b>ABOUT</b>                  This program began in 2009 in response to the increasing demand for support to help fund compliance outreach as more enforcement was required to supplement the education programs. Several employees within Region 6 are partially paid using this fund.</p> <p><b>FROM</b> Divert Nova Scotia.</p> <p><b>HOW IS IT CALCULATED</b>                  The region receives between \$88-\$89,000 based on a stipend (base funding plus a % for our portion of provincial population plus a percent for our portion of the land area). Within the region, it is distributed based on regional population. Each unit must demonstrate meeting the contract eligibility requirements to release the funds both from Divert Nova Scotia and within the region. Deliverables of how many complaints were followed up on and warnings or tickets issued as well as proof of expenditures for staff and equipment to complete the contract deliverables.</p> <p><b>WHEN AND HOW OFTEN</b>                  A progress report must be submitted mid-year and a final report at year-end after which funds are released to area participants based on eligible expenses.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Inter-Municipal Fund</p>	<p><b>ABOUT</b>                  This account was generated on the inception of Region 6 with \$100,000 grant from the province. That money was used to pay for a study and support the formation of the region. Since that time, a few grants had been earned (based on surplus at the RRFB at the time) and added to the account. This is a reserve fund and can be accessed based on motion of the Inter-Municipal Committee.</p> <p><b>FROM</b> Region 6 - Reserves</p> <p><b>WHEN AND HOW OFTEN</b>                  On an as needed basis and only on motion of the Inter-Municipal Committee. Past uses: Public Bins Program, Compost transport and Processing study, R6RECYCLES waste app</p>

## BUDGET (Summary)

REVENUE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Revenue
Contracts/Service Agreement	\$213,103	\$213,103	\$210,998	26%
Stewardship/Incentives	\$483,000	\$483,000	\$467,000	57%
Municipal Contribution	\$149,942	\$129,858	\$147,885	18%

EXPENSE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Expenses
Operations	\$154,090	\$154,090	\$156,659	19%
Education	\$119,530	\$119,530	\$121,967	15%
Payments to units	\$572,425	\$572,425	\$555,622	67%



<b>REVENUE</b>	<b>2025-26 Projection</b>	<b>2025-26 Budget</b>	<b>2026-27 Proposed Budget</b>
<b>Contracts/Service Agreements</b>			
Education Contract	80,392	80,392	79,090
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	88,622
	\$		\$
Sub-total	213,103	\$ 213,103	210,998
<b>Stewardship/Incentives</b>			
Dairy Stewardship	53,000	53,000	37,000
Diversion <sup>1</sup>	350,000	350,000	350,000
Municipal Approved Programs	80,000	80,000	80,000
Interest	0	0	0
Sub-total	\$ 483,000	\$ 483,000	\$ 467,000
<b>Municipal Contribution</b>			
Municipal Billing <sup>2</sup>	149,942	129,858	147,885
Sub-total	\$149,942	\$129,858	\$147,885
<b>TOTAL</b>	<b>\$ 846,045</b>	<b>\$ 825,961</b>	<b>\$ 825,883</b>

<b>EXPENSES</b>	<b>2025-26 Projection</b>	<b>2025-26 Budget</b>	<b>2026-27 Proposed Budget</b>
<b>OPERATING EXPENSE</b>			
Admin Salaries and Benefits	108,025	108,025	109,969
Administration (host)	9,390	9,390	9,390
Travel	2,500	2,500	2,500
Training and conference	2,000	2,000	2,000
Office Rental	9,500	9,500	9,500
Office supplies/computer	8,300	8,300	8,300
Insurance	4,050	4,050	4,500
Legal & Auditor	10,325	10,325	10,500
Sub-total	\$ 154,090	\$ 154,090	\$ 156,659
<b>EDUCATION</b>			
Education salaries and benefits	87,030	87,030	88,597
Education travel	14,000	14,000	14,000
Program materials <sup>4</sup>	4,000	4,000	3,500
Advertising	1,000	1,000	1,000
R6 Recycles	13,500	13,500	14,870
Inter-Municipal program expenses <sup>3</sup>	0	0	0
Sub-total	\$ 119,530	\$ 119,530	\$ 121,967

**PAYMENTS TO UNITS**

Enforcement Contract	89,425	89,425	88,622
Dairy Agreement	53,000	53,000	37,000
Diversion <sup>1</sup>	350,000	350,000	350,000
Municipal Approved Program	80,000	80,000	80,000
Sub-total	\$ 572,425	\$ 572,425	\$ 555,622
<b>TOTAL</b>	<b>\$ 846,045</b>	<b>\$ 846,045</b>	<b>\$ 834,248</b>

<b>Revenue/Expenditure</b>	\$	-	-\$	20,084	-\$	8,365
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Notes to **BUDGET**:

1. Dairy Credits - Dairy containers marketed is down from 71 tonnes to 49 tonnes. Queens material has been stockpiled.
2. Diversion Credits - Expected decrease provincially from \$6.6 million available last year. Projections not available yet.
3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2024-25 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2026-27</i>
Shelburne Shared Services	6,456	6.99%	\$ 10,344.16
Town of Bridgewater	8,790	9.52%	\$ 14,083.83
Town of Mahone Bay	1,064	1.15%	\$ 1,704.80
Municipality of Lunenburg	25,545	27.68%	\$ 40,929.62
Municipality of Barrington	6,523	7.07%	\$ 10,451.51
Town of Clark's Harbour	725	0.79%	\$ 1,161.64
Municipality of Chester	10,804	11.71%	\$ 17,310.77
Town of Lunenburg	2,396	2.60%	\$ 3,839.00
Region of Queens Municipality	10,486	11.36%	\$ 16,801.25
West Hants Regional Municipality	19,509	21.14%	\$ 31,258.41
<b>Total</b>	<b>92,298</b>	<b>100.00%</b>	<b>\$ 147,885.00</b>



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:** January 6, 2026

**RE:** December Monthly Building Report

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued in December	1	7
Number of Permits Issued to Date	85	101
Construction Values for December	\$ 300,000.00	\$ 2,130,000.00
Total Construction to Date	\$ 7,693,900.00	\$ 8,376,100.00

#### Highlights:

- 1 New Dwelling - \$ 300,000.00

Yours very truly,

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

Andrew Goreham, Manager of Inspection Services

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)



**Attorney General  
Justice**  
Office of the Minister

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PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 • [JustMin@novascotia.ca](mailto:JustMin@novascotia.ca)

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December 18, 2025

Warden Penny Smith  
Municipality of the District of Shelburne  
[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

Dear Warden Smith,

Thank you for your letter of September 3, 2025, and apologies for the delayed reply. I want to begin by acknowledging the fear, frustration, and fatigue many residents in Shelburne are experiencing. These concerns are real, deeply felt, and deserve to be met with action, understanding, and transparency. Ensuring that Nova Scotians feel safe in their homes, on their streets, and in their communities is central to the work of the Department of Justice.

We are grateful for the dedicated service of the Royal Canadian Mounted Police (RCMP) in Shelburne and across the province. H Division RCMP continues to demonstrate a strong commitment to public safety while facing increasingly complex pressures — including mental health crises, addictions, property crime, and organized drug activity. Their efforts are vital; however, we recognize that policing alone cannot resolve the challenges your community is confronting.

This is why the Province undertook the Comprehensive Review of Policing in Nova Scotia — the most extensive examination of policing and public safety in decades. Informed by the voices of municipalities, law enforcement, service providers, and communities like yours, the review marked a pivotal step in modernizing how public safety is delivered and in strengthening coordination across policing, justice, and health systems.

As you are aware, because of this review the Province has committed to six foundational changes and an expansion of the Nova Scotia Provincial Police.

Among other benefits, these reforms will support improvements to the bail system by ensuring police have consistent training and tools to provide clear, evidence-based information to the courts; by enhancing inter-agency collaboration to better assess and manage risks when individuals are released on bail; and by reinforcing accountability and oversight to ensure public safety and victim protection are prioritized in decision-making. Modernizing policing and aligning it more effectively with mental health, addictions, and social supports will create a stronger, more coordinated system

— one that protects communities from repeat and violent offenders while upholding constitutional rights.

In particular, layered policing promotes public safety by combining traditional enforcement with community-based, preventative, and specialized supports. Rather than relying on police alone to respond to every public safety issue, layered policing brings together multiple service providers — including mental health professionals, social workers, bylaw officers, and community outreach teams — to address the root causes of crime and disorder. This approach ensures that individuals receive appropriate interventions, reduces strain on frontline police, and improves response times for serious incidents. By aligning enforcement with prevention, social support, and accountability, layered policing creates a more coordinated, effective system that enhances safety, builds community trust, and helps prevent crime before it occurs.

Your letter speaks to the impacts of repeat offences and the perception of a “catch and release” cycle that erodes confidence in the justice system. We agree that enforcement must be complemented by meaningful consequences for serious and repeat offenders, alongside sustained investments in mental health, addictions treatment, and prevention. The Department of Justice continues to work closely with the judiciary, Public Prosecution Service, and federal partners to strengthen bail processes and improve information sharing when individuals pose ongoing public safety risks.

At the federal level, the Government of Canada has taken steps to respond to concerns about repeat violent offenders and community safety. Recently announced amendments to the *Criminal Code* expand reverse-onus provisions for serious violent offences, particularly those involving firearms, intimate partner violence, and repeat violent offenders. Individuals charged with these offences must now demonstrate why they should be released, rather than the Crown having to prove why they should be detained. In addition, the federal government has committed to working with provinces, territories, police services, and the judiciary to enhance information sharing, enforce bail conditions more effectively, and ensure that public safety — especially the safety of victims and vulnerable populations — is appropriately considered in bail decisions. These reforms are intended to balance the constitutional right to reasonable bail with the urgent need to protect communities. Nova Scotia has been actively engaged in these discussions at a national level and we look forward to continued work together with our colleagues.

In addition to responses by police, the *Safer Communities and Neighbourhoods Act* (SCAN) in Nova Scotia gives residents a formal way to raise concerns about properties they believe are being habitually used for illegal activities (such as drug dealing, illegal alcohol sales, prostitution or gambling) that adversely affect the health, safety or enjoyment of the neighbourhood. To make a complaint, a person calls the provincial toll-free Public Safety Investigation Unit (1-877-357-2337) and provides details of the property and reasons for concern; the complainant’s identity can remain confidential. After receiving a complaint, the Director may investigate, request further information, attempt informal resolution, send a warning to the property owner or occupant, or apply to the court for a “community safety order” if the criteria are met.

You are correct that no single agency or level of government can address these challenges alone. Building safer, more resilient communities requires meaningful partnership — among

municipalities, the Province, the federal government, law enforcement, health and social services, and community organizations. The Department of Justice remains committed to being an active and accountable partner in this shared work.

Thank you once again for your leadership and advocacy on behalf of your residents. Please know that the Department of Justice remains dedicated to protecting the people of Shelburne — through enforcement, compassion, collaboration, and long-term, systemic change.

Sincerely,

A handwritten signature in black ink that reads "Scott Armstrong". The signature is written in a cursive style with a large initial 'S'.

Honourable Scott Armstrong  
Attorney General and Minister of Justice