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**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, January 14, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, January 14, 2026, 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 via Microsoft Teams
Councillor Dale Richardson

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations
Val Kean, Director of Economic & Community Development
Jenn Bell, Administrator of Protective Services
Nicole Blades, Recording Secretary

1. CALL TO ORDER:

The meeting was called to order at 6:00 pm by Warden Smith.

A moment of silence was held to honour 13-year-old Drew Tyler Nickerson, a municipal resident, who tragically passed away on January 5, 2026.

2. APPROVAL OF AGENDA:

a. January 14, 2026

2(a) **MOTION: APPROVAL OF AGENDA – January 14, 2026**

Being duly moved and seconded, be it resolved that the Agenda for January 14, 2026, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. December 10, 2025
- b. December 18, 2025

3(a) The Minutes of December 10, 2025 were accepted as circulated.

3(b) The Minutes of December 18, 2025 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

6. OPERATIONS & PROTECTIVE SERVICES:

- a. Area Rate Options for Town of Shelburne Fire Truck 2026/27 – Marcia d’Eon, Director of Operations
- b. EV & Solar Update – 414 Woodlawn Drive – Marcia d’Eon, Director of Operations
- c. Region 6 Solid Waste – Resource Management – Budget 2026/27 – Marcia d’Eon, Director of Operations
- d. Monthly Building Report – December 2025

6(a) Marcia d’Eon, Director of Operations, presented the Area Rate Option for Town of Shelburne Fire Truck 2026/27 staff report.

A new fire truck was purchased by the Town of Shelburne with the Municipality’s contribution paid to service municipal residents in the Town’s service area. As per Council’s decision to pay by way of area rate, Ms. d’Eon provided terms for five-year and ten-year area rate options.

Ms. d’Eon advised Council that the Town of Shelburne currently follows a five-year fire truck replacement schedule, which could result in overlapping area rates for multiple capital purchases if a term longer than five years was to be selected.

It was noted that, as assessment values may change, more or less funds could be collected. Any surplus would be placed in a dedicated operating reserve for the next capital purchase in that area, and any shortfall would be absorbed by the Municipality.

Ms. d’Eon also noted as per the Fire Services Agreement with the Town of Shelburne, a community vote is not required, and an information letter will be provided to residents affected by the area rate.

A discussion was held concerning community input on the purchase of new fire trucks, the need for a fire services review, the total cost of the new fire truck purchased and municipal contributions, the sale of the old truck, and the municipal areas covered by the Shelburne Fire Department.

Marcia d’Eon introduced Jenn Bell, Administrator of Protective Services, to Council, noting that she will be conducting a full fire services review. Ms. Bell provided an overview of her career background and experience, and Council introduced themselves.

MOTION: AREA RATE FOR TOWN OF SHELBURNE FIRE TRUCK 2026/2027

Being duly moved and seconded, 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.

- **MOTION CARRIED**

5. PRESENTATION:

- a. Remembrance Project – Yolande Donaldson, Royal Canadian Legion

5(a) Warden Smith welcomed Yolande Donaldson with the Royal Canadian Legion to the podium.

Ms. Donaldson provided Council with an overview of the "Remember Them" Project that was created to remember and honor those that served in the Canadian Forces and were buried abroad with the focus on World War I, World War II and the Korean War.

A printed mural was created that showcases ten veterans from Shelburne County who were all buried away. The murals are available in two different sizes, and each mural comes with documentation that tells the individual story of the ten veterans.

Ms. Donaldson advised that murals have been placed in all schools in Shelburne County and requested that Council consider purchasing for display in a public facilities. Following discussion, Council noted that staff would be in touch regarding an order request.

6(b) Marcia d'Eon, Director of Operations & Protective Services, presented the EV & Solar Update staff report.

Ms. d'Eon provided Council with an update on usage data from the first six months of operation for the electrical vehicle (EV) charging stations and solar panels system installed at the Municipal Building in June 2025.

A discussion was held and it was clarified that the system is performing as projected, as it is designed to cap output based on the maximum amount of energy the electrical grid is able to accept.

6(c) Marcia d'Eon, Director of Operations & Protective Services, presented the Region 6 Solid Waste – Resource Management – Budget 2026/27 staff report.

Ms. d'Eon advised Council that the budget that was presented to Council on December 10, 2025, has been discussed by the Region 6 Inter-Municipal Committee and is now being circulated to Councils for final approval.

A discussion was held and previous year costing was compared.

MOTION: REGION 6 SOLID WASTE – RESOURCE MANAGEMENT BUDGET 2026/27

Being duly moved and seconded, 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.

- **MOTION CARRIED**

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

A discussion was held and it was noted that for the month of December there were seven projects in the prior year versus one in the current year resulting in a significant difference in construction values.

7. CORRESPONDENCE:

- a. Attorney General & Minister of Justice Response Letter Re: Urgent Concerns around Drug Activity, Community Safety, and the Justice System

7(a) Warden Smith reviewed the response letter from the RCMP regarding an advocacy letter sent addressing urgent concerns around drug activity, community safety, and the justice system.

A discussion was held and the RCMP efforts were recognized by Council and the importance of continuation of sending advocacy letters was also noted.

8. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

8(a) Deputy Warden Wagner noted she attended and provided updates on the following:

- Events Committee Meeting
- Shelburne County Arena Association Meeting

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

- Economic Growth Strategy Committee Meeting

Councillor Richardson noted he attended and provided

- Shelburne County Arena Association Meeting
- Audit Committee Meeting

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

- January 8 – Shelburne County Regional Emergency Management Advisory Committee Meeting
- January 8 – Economic Growth Strategy Committee Meeting
- January 12 – Shelburne and Area Community Economic Development Society Meeting
- January 13 & 14 – Economic Growth Committee Public Consultations

- January 14 – Audit Committee Meeting

Warden Smith noted there is an Economic Development Survey available online or for pickup at the Municipal Office for residents that were unable to attend the public consultations and would like to provide feedback on the special planning area located along Highway 103. The survey closes at 4pm on February 13, 2026.

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)

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 6:56pm.

- **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 7:29pm.

- **MOTION CARRIED**

9(a) Item was discussed in-camera and direction was given to staff.

9(b) Item was discussed in-camera.

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:29 pm. The next Regular Council meeting will be held on Wednesday, January 28, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**