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**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, January 28, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, January 28, 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  
Councillor Dale Richardson via Microsoft Teams

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO via Microsoft Teams  
Erin Hartley, Deputy CAO  
Marcia d'Eon, Director of Operations  
Val Kean, Director of Economic & Community Development  
Adam Dedrick, Director of Recreation & Parks via Microsoft Teams  
Danyelle Smith, Waste Diversion Officer  
Nicole Blades, Recording Secretary

**1. CALL TO ORDER:**

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

Warden Smith noted the Returning Officer confirmed that Angie Shand has been acclaimed as Councillor for District 4 in the Special Election and will be sworn in at the February 11, 2026 Council Meeting.

**2. APPROVAL OF AGENDA:**

a. January 28, 2026

**2(a) MOTION: APPROVAL OF AGENDA – January 28, 2026**

Being duly moved and seconded, be it resolved that the Agenda for January 28, 2026, be approved with the following deletion:

11. IN-CAMERA

c. Legal Advice Eligible for Solicitor – Client Privilege as per MGA Section 22 (2)(g)

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

a. January 14, 2026

3(a) The Minutes of January 14, 2026 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PROCLAMATION:**

a. African Heritage Month – February 2026

5(a) Warden Smith read the African Heritage Month Proclamation, formally declaring February 2026 African Heritage Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

**6. PRESENTATION:**

a. PVSC Assessment 2026 Update – Paul Beazley, Municipal Account Manager & Rod Tremblay, Director of Appeals & Special Projects

6(a) Warden Smith welcomed Paul Beazley, Municipal Account Manager and Rod Tremblay, Director of Appeals and Special Projects, with Property Valuation Services Corporation (PVSC).

PVSC provides property assessment services under the Nova Scotia Assessment Act and is responsible for administering the Capped Assessment Program (CAP). Mr. Beazley and Mr. Tremblay reviewed the mass appraisal, CAP, and appeal processes.

Discussions were held regarding CAP calculations, market assessment comparable requests, effect of sales data on assessments, CAP eligible family transactions, education initiatives, appeal activity and impact of the Barrington Lake Wildfire.

Councillors thanked Mr. Beazley and Mr. Tremblay for their presentation.

**7. FINANCE:**

- a. Preliminary Assessment Role Update 2026 – Erin Hartley, Deputy CAO
- b. Financial Update – January 2026 – Management Team

7(a) Erin Hartley, Deputy CAO, presented the Preliminary Assessment Role Update 2026 staff report.

Property Valuation Services Corporation (PVSC) released the 2026 preliminary assessment roll to all Municipalities. The Assessment Roll is the primary driver of revenue and directly affects setting the tax rate. Ms. Hartley reviewed the total assessment changes for the Municipality over the prior year.

7(b) Erin Hartley, Deputy CAO, provided a brief summary of the Financial Update and noted that Directors were present to address any question that Councillors may have.

Warden Smith recognized staff for the detail in the report, noted that any residents seeking financial information of the Municipality should view the Financial Update staff report.

Discussions were held regarding deed transfer tax budgeted versus actuals, the importance of offering low-income rebates to residents, funding for the Jordan River Bridge project, and the tax sale properties.

**8. OPERATIONS & PROTECTIVE SERVICES:**

- a. Waste Diversion Officer Quarterly Update – Danyelle Smith, Waste Diversion Officer

8(a) Danyelle Smith, Waste Diversion Officer, presented the Waste Diversion Officer Quarterly Update staff report.

Ms. Smith informed Council that waste calendars were mailed to all residents in December, which had not been included in the written report.

Discussions were held regarding fall metal cleanup, recycling of green carts and the amount of plastic that was diverted, increase in battery recycling, beach clean ups, and a new drop off center in Queens.

**9. CORRESPONDENCE:**

- a. SHYFT Letter of Support

9(a) Warden Smith reviewed and noted the SHYFT Letter of Support that was sent due to time restrictions.

**10. COMMITTEE REPORTS/WARDEN'S UPDATE:**

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

10(a)(i) Councillor Richardson noted he attended and provided updates on the Audit Committee Meeting.

10(a) Councillor Coole noted he attended and provided updates on the following:

- Eastern Shelburne County Accessibility Committee Meeting

It was noted the Accessibility Committee currently has vacancies for community members and anyone interested can contact Adam Detrick at the Municipality.

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

- Western Crown Land Stakeholder Interaction Committee Meeting
- Shelburne Port Authority Committee Meeting

- Economic Growth Strategy Committee Meeting

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

- January 27 – Economic Growth Strategy Committee Meeting

Warden Smith noted there is a Proclamation Event at the Black Loyalist Heritage Centre on February 2 at 11:00 am and the next Amalgamation Steering Committee meeting will be held on February 4 at 6:00 pm.

**11. IN-CAMERA:**

- a. Acquisition, Sale, Lease and Security of Municipal Property as per the MGA Section 22 (2)(a)
- b. Legal Advice Eligible for Solicitor-Client Privilege as per the MGA Section 22 (2)(g)

**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 7:27 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 7:58 pm.

- **MOTION CARRIED**

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

**MOTION: TAX SALE BID**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommendation of the Economic Growth Strategy Committee to use Housing Accelerator Fund 2 (HAF2) funds to prepare a tender bid for a tax sale property, as discussed in camera.

- **MOTION CARRIED**

11(b) Item was discussed in-camera and direction was given to staff.

**12. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:00 pm. The next Regular Council meeting will be held on Wednesday, February 11, 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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