



Naturally Yours

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**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, February 11, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, February 11, 2026, at 6:00 pm virtually.

THOSE IN ATTENDANCE:

Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson
Councillor Angie Shand

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations
Val Kean, Director of Economic & Community Development
Adam Dedrick, Director of Recreation & Parks
Nicole Blades, Recording Secretary

1. CALL TO ORDER:

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

2. SWEARING IN OF COUNCILLOR

a. District 4 – Angie Shand

2(a) On January 27, 2026 Angie Shand was acclaimed in a Special Election for District 4.

Councillor Shand was introduced and asked to read and sign the Oath of Office, witnessed by Warden Smith.

3. APPROVAL OF AGENDA:

a. February 11, 2026

3(a) **MOTION: APPROVAL OF AGENDA – February 11, 2026**

Being duly moved and seconded, be it resolved that the Agenda for February 11, 2026, be approved.

- **MOTION CARRIED**

4. ACCEPTANCE OF MINUTES:

a. January 28, 2026

4(a) The Minutes of January 28, 2026 were accepted as circulated.

5. BUSINESS ARISING:

There was no business arising.

6. PRESENTATION:

a. Sandy Point Lighthouse Group – Zelka Lipovac, President & Linda Harris-Rioux, Fundraising Committee Chair

6(a) Warden Smith welcomed Zelka Lipovac, President, and Linda Harris-Rioux, Fundraising Committee Chair, with the Sandy Point Lighthouse Group.

Ms. Lipovac and Ms. Harris-Rioux presented Council with cost estimates for required maintenance to the Sandy Point Lighthouse and requested financial support to assist in covering these costs.

A discussion was held regarding repair timeline, provincial and federal funding opportunities, lifespan of concrete repairs, and challenges with finding contractors and receiving quotes.

It was noted that the financial request will be included in the upcoming Municipality budget deliberations.

Councillors thanked Ms. Lipovac and Ms. Harris-Rioux for their presentation.

7. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Tax Exemption for Community Organizations Policy Revision – Val Kean, Director of Economic & Community Development**
- b. Shelburne Visitor Information Center – 2026 Operation Support – Val Kean, Director of Economic & Community Development**
- c. Housing Accelerator Fund Initiative – Housing Design Catalogue – Val Kean, Director of Economic & Community Development**

7(a) Val Kean, Director of Economic and Community Development, presented the Tax Exemption for Community Organizations Policy Revision staff report.

Ms. Kean advised Council that changes are required to the existing policy to ensure it clearly reflects the requirements of the Municipal Government Act and provides better guidance around eligibility, ownership, and accountability.

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A discussion was held and clarification was given on exemptions for places of worship, the need to be in good standing to qualify, and the difference between charitable and non-profit organizations.

It was noted that Schedule A will be revised to coincide with the current district boundaries.

MOTION: TAX EXEMPTION FOR COMMUNITY ORGANIZATIONS POLICY REVISION

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve and adopt the revised Policy 10 – Tax Exemptions for Community Organizations, effective April 1, 2026, as presented.

- **MOTION CARRIED**

7(b) Val Kean, Director of Economic and Community Development, presented the Shelburne Visitor Information Center – 2026 Operation Support staff report.

Ms. Kean advised Council of a letter received from the Shelburne & Area Chamber of Commerce requesting funding support for the 2026 operation of the Town of Shelburne Visitor Information Centre (VIC).

A discussion was held regarding the importance of tourism and the VIC to the community, increased responsibility placed on local businesses following the VIC's closure last season, clarification on the reasons the VIC did not operate in the prior year, and consideration for ensuring funding contributions to the Towns of Shelburne and Lockport remain balanced.

It was noted that Councillor Shand declared a conflict of interest on the matter.

MOTION: SHELburne VISITOR INFORMATION CENTRE SUPPORT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne send a response letter to the Shelburne & Area Chamber of Commerce encouraging their continued work with the Town of Shelburne to support the successful 2026 operation of the Shelburne VIC, and;

THAT the Municipality of the District of Shelburne encourages the Town of Shelburne to apply for VIC operational support to the Municipality's Grants to Organizations program.

- **MOTION CARRIED**

7(c) Val Kean, Director of Economic and Community Development, presented the Housing Accelerator Fund Initiative – Housing Design Catalogue staff report.

The federal government, through the Canada Mortgage and Housing Corporation (CMHC), has created a Housing Design Catalogue to help communities increase housing supply by providing ready to use building designs.

A discussion was held regarding the designs' square footage, promoting requirements to offer the Housing Design Catalogue, green space implementation, and clarification that the initiative is not linked to municipal surplus lands.

MOTION: HOUSING DESIGN CATALOGUE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve staff to work with Canada Mortgage and Housing Corporation (CMHC) to fulfill the requirements of becoming Local Partner for Housing Design Catalogue, and;

THAT the Municipality of the District of Shelburne approve the waiving of all development and building permit fees associated with as-of-right development projects using any of the seven technical designs provided in the Atlantic region of the Federal Housing Design Catalogue.

- **MOTION CARRIED**

8. RECREATION & PARKS:

- a. Equity & Anti-Racism Advisory Committee – Terms of Reference – Adam Dedrick, Director of Recreation & Parks

8(a) Adam Dedrick, Director of Recreation and Parks, presented the Equity and Anti-Racism Advisory Committee – Terms of Reference staff report.

The Eastern Shelburne County Equity and Anti-Racism Plan is a three-year plan that outlines how the Municipality of Shelburne and Towns of Shelburne and Lockport are going to identify, prevent and remove barriers for people of all backgrounds in our spaces, policies, programs and services.

Under the Community Engagement priority one action item is to establish an Equity and Anti-Racism Advisory Committee, with a Terms of Reference to outline the purpose and role of the committee, terms of membership, and procedures.

A discussion was held regarding the importance of having members with lived experiences on the committee.

MOTION: EQUITY & ANTI-RACISM ADVISORY COMMITTEE – TERMS OF REFERENCE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Eastern Shelburne County Equity & Anti-Racism Advisory Committee Terms of Reference.

- **MOTION CARRIED**

9. OPERATIONS & PROTECTIVE SERVICES:

- a. Monthly Building Report – January 2026

9(a) Warden Smith reviewed the Monthly Building Report for January 2026.

10. ADMINISTRATION:

- a. Amalgamation Steering Committee Cost Allocation Recommendation – Verbal Update – Warren MacLeod, CAO

10(a) Warren MacLeod, CAO, provided a verbal update regarding the Amalgamation Steering Committee Cost Allocation Recommendation.

Mr. MacLeod advised Council the Amalgamation Steering Committee would like to submit an application to the Province for funding support in the amalgamation process. It was noted that a letter was also sent to the MLA requesting financial assistance.

A discussion was held regarding the calculation for each unit, future costs, and the importance of provincial support during the process.

MOTION: AMALGAMATION COST ALLOCATION & FUNDING APPLICATION

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne (MODS), Town of Shelburne (TOS) and Town of Lockport (TOL) split any amalgamation costs such that MODS pay 76.24%, TOS pay 17.43% and TOL pay 6.33% of such costs. And furthermore, MODS, TOS & TOL jointly submit an application for Municipal Innovation Program (MIP) funding for a total amount of \$550,000 such that the MIP program cover \$412,500 (75%) and the three units fund \$137,500 (25%) with MODS covering \$104,830, TOS covering \$23,966 and TOL covering \$8,704. And furthermore, the amalgamation committee agree that should the MIP funding application be successful, the committee will not spend any funds until authorization is received from all three councils.

- **MOTION CARRIED**

11. CORRESPONDENCE:

- a. Minister of Justice & Attorney General of Canada Re: Concerns with the Criminal Justice System
- b. Dr. Talia Alenabi Re: An Open Letter of Solidarity with Iranian Canadian Health Care Professionals – For Information Purposes Only

11(a) Warden Smith reviewed the letter from the Minister of Justice and Attorney General of Canada regarding concerns with the criminal justice system.

11(b) Warden Smith reviewed the letter from Dr. Talia Alenabi regarding an open letter of solidarity with Iranian Canadian Health Care Professionals.

12. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

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

- Proclamation Event at the Black Loyalist Heritage Centre
- Amalgamation Workshop with Kevin Latimer
- Amalgamation Steering Committee Meeting

Deputy Warden Wagner noted she attended and provided updates on the following:

- Shelburne County Arena Association Meeting

- Events Committee Meeting

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

- February 2 - Proclamation Event at the Black Loyalist Heritage Centre
- February 3 - Amalgamation Workshop with Kevin Latimer
- February 4 - Amalgamation Steering Committee Meeting

Warden Smith noted February 15th is National Flag Day in Canada.

Warden Smith offered condolences and noted that the Municipality's flags will be flown at half mass following the tragic event in British Columbia.

Councillor Richardson noted the success of the Chowder Chowdown Showdown held at the Black Loyalist Heritage Centre on February 8th.

13. IN-CAMERA:

- a. Public Security as per MGA Section 22 (2)(h)
- b. Personnel Matters as per MGA Section 22(2)(c)
- c. Personnel Matters as per MGA Section 22(2)(c)
- d. Legal Advice Eligible for Solicitor – Client Privilege as per 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 7:31 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 9:19 pm.

- **MOTION CARRIED**

13(a) Item was discussed in-camera.

13(b) Item was discussed in-camera.

13(c) Item was discussed in-camera and direction was given to staff.

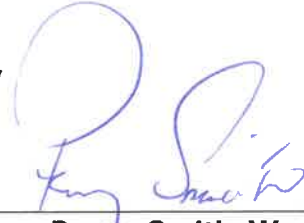
13(d) Item was discussed in-camera and direction was given to staff.

14. ADJOURNMENT:

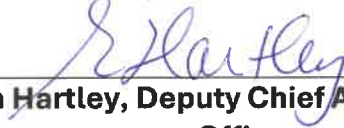
There being no further business, the meeting was adjourned at 9:20 pm. The next Regular Council meeting will be held on Wednesday, February 25, 2026.

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Nicole Blades
Recording Secretary



Penny Smith, Warden



**Erin Hartley, Deputy Chief Administrative
Officer**

Feb 27/26
Date