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**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, February 25, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, February 25, 2026, at 6:00 pm.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Erin Hartley, Deputy CAO via Microsoft Teams  
Marcia d'Eon, Director of Operations  
Robin Smith, Community Development Coordinator  
Jill Webb, Development Officer  
Nicole Blades, Recording Secretary

**REGRETS**

Councillor Dale Richardson

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

- a. February 25, 2026

**MOTION: APPROVAL OF AGENDA – February 25, 2026**

Being duly moved and seconded, be it resolved that the Agenda for February 25, 2026, be approved.

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

**a. February 11, 2026**

The Minutes of February 11, 2026 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATION:**

- a.** Shelburne & Area Chamber of Commerce Funding Request – Charlene Harris, Past President, & Anita Goodfellow, Director
- b.** Subdivision By-Law – Chrystal Fuller & Jennifer Nicholls, Brighter Community Planning & Consulting

5(a) Warden Smith welcomed Charlene Harris, Past President, and Anita Goodfellow Director of the Shelburne & Area Chamber of Commerce.

Ms. Harris & Ms. Goodfellow presented to Council an update on their Board of Directors, application for accreditation, merger with Barrington, and the plans to hire an Executive Director or Administrative Assistant.

Ms. Goodfellow requested Council to consider still contributing \$15, 000.00.

Councillors thanked Ms. Harris and Ms. Goodfellow for their presentation.

5(b) Warden Smith welcomed Jennifer Nicholls from Brighter Community Planning & Consulting.

Ms. Nicholls presented to Council a briefing on the upcoming first reading of the subdivision bylaw, an overview was given on the purpose, legislative framework, key policy areas, standards, a timeline for engagement and drafting of the bylaw.

A discussion was held regarding the open space and environmental integration.

Councillors thanked Ms. Nicholls for her presentation.

**6. ECONOMIC & COMMUNITY DEVELOPMENT:**

- a.** Shelburne Events Committee – Terms of Reference Revision - Robin Smith, Community Development Coordinator

6(a) Robin Smith Community Development Coordinator, presented the Shelburne Events Committee – Terms of Reference Revision staff report.

Ms. Smith advised Council that the Events committee has reviewed the terms of references and identified updates. She highlighted the key changes for Council’s consideration.

**MOTION: SHELBURNE EVENTS COMMITTEE – TERMS OF REFERENCE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approves the updated Terms of Reference for the Shelburne Events Committee.

- **MOTION CARRIED**

## **7. OPERATIONS & PROTECTIVE SERVICES**

- a. Subdivision By-Law, First Reading – Marcia d’Eon, Director of Operations
- b. J Class Roads Cost Sharing Agreement with Province – Marcia d’Eon, Director of Operations
- c. Tipping Fee Review – Marcia d’Eon, Director of Operations

7(a) Marcia d’Eon, Director of Operations, presented the Subdivision By-Law, First Reading staff report.

Ms. d’Eon advised Council that her staff report goes along with the earlier presentation and is recommending going ahead with the first reading of the Subdivision By-Law and schedule the public hearing for March 25, 2026, with the potential second reading to follow.

### **MOTION: SUBDIVISION BY LAW**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give first reading and forward to the public hearing the attached Subdivision Bylaw, as presented.

- **MOTION CARRIED**

7(b) Marcia d’Eon, Director of Operations, presented the J Class Roads Cost Sharing Agreement with Province staff report.

Ms. d’Eon advised Council that the cost sharing agreement with the province is about to expire and advised that the agreement be renewed. Ms. d’Eon also explained that by signing this agreement it doesn’t put the Municipality under contract to do any road maintenance.

Discussion was held regarding the ownership of the J Class Roads once work is completed to the road.

### **MOTION: J CLASS ROADS COST SHARING AGREEMENT**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize the Warden and Chief Administrative Officer to sign Cost Share Agreement No. 2026-019 with NS Department of Public Works for J Class Roads.

- **MOTION CARRIED**

7(c) Marcia d’Eon, Director of Operations, presented the Tipping Fee Review staff report.

Ms. d’Eon advised Council of the of current tipping fees at facilities throughout the province, and indicated that the C&D site’s existing rates are below the provincial average. The C&D site operates as transfer station which means that we are paying to handle the waste, truck the waste and then to dispose of it. She also explained the tipping fees in detail.

A discussion was held regarding the tipping fee increase scenarios presented, what they would look like in terms of value, when the increases should start and the importance of communication with the public.

### **MOTION: TIPPING FEE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve option one moderate increase with flat rate model.

**Material – Resident – Commercial – Non-Resident**

Treated Wood - \$130/MT - \$145/MT - \$160/MT

Mixed C&D - \$121/MT - \$136/MT - \$151/MT

Leaf & Yard Waste - \$67/MT - \$82/MT - \$97/MT

Scrap Metal - Flat \$10 - Flat \$10 - Flat \$10

Rope - \$10 Flat - \$10 Flat - \$10 Flat

Items with Freon - \$20/unit - \$20/unit - \$20/unit

- **MOTION CARRIED**

**8. ADMINISTRATION:**

- a. Write off AAN:00889997 – Warren MacLeod, CAO

8(a) Warren MacLeod, CAO, presented Write off AAN00889997 staff report.

Mr. MacLeod advised Council that the owners of the property was The Clyde River Busy Bee Club and has sense dissolved and was struck off the Registry of Joint Stocks on May 21st, 2021, the parcel of land was subsequently given to the Province of Nova Scotia but was not updated at the Nova Scotia Land Registry. It was advised by the Solicitors to remove property from the tax sale as the province of Nova Scotia was in the process of assuming the property. As a result, the taxes on the property fell into arrears. The property is now listed as exempt from taxes as it is owned by the Province of Nova Scotia; the current arrears and interest need to be written off.

**MOTION: WRITE OFF AAN: 00889997**

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne write off the balance of \$557.76 on AAN 00889997 using GL 00-28211-000.

- **MOTION CARRIED**

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

- a. Committee Reports  
b. Warden's Update

9(a) Councillor Sutherland noted she attended and provided updates on the following:

- Ingomar Fire Department Award Ceremony

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

- Climate Change – Inter Municipal learning session
- Rick Hanson Lunch and Learn
- Council Orientation
- National Climate Caucus

Councillor Coole noted he attended and provided updates on the following:

- Council Orientation

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

- February 17 – Fire Services Modernization virtual meeting
- February 18 – Shelburne County Leadership Meeting

Warden Smith noted the provincial budget cuts to museums and visitor center and suggested to Council that they write a letter to the Premier Tim Huston and copy MLA Nolan Young in conjunction with the other four Municipal units in Shelburne County.

**10. IN-CAMERA:**

- a. 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 7:36 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 7:45 pm.

- **MOTION CARRIED**

10(a) Item was discussed in-camera.

**11. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:46 pm. The next Regular Council meeting will be held on Wednesday, March 11, 2026.

**Nicole Blades  
Recording Secretary**

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**Penny Smith, Warden**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Erin Hartley, Deputy Chief Administrative  
Officer**