



Naturally Yours

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

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, March 11, 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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Erin Hartley, Deputy CAO  
Michelle Williams, Director of Finance  
Val Kean, Director of Economic & Community Development  
Nicole Blades, Recording Secretary

**REGRETS:**

Councillor Angie Shand

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. March 11, 2026

**2(a) MOTION: APPROVAL OF AGENDA – March 11, 2026**

Being duly moved and seconded, be it resolved that the Agenda for March 11, 2026, be approved with the following addition:

**8. ADMINISTRATION**

c. Equity and Anti-Racism Advisory Committee – Councillor Appointment

- **MOTION CARRIED**

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Warren MacLeod, CAO

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[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Penny Smith, Warden

[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)

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**3. ACCEPTANCE OF MINUTES:**

- a. February 25, 2026

3(a) The Minutes of February 25, 2026 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATION:**

- a. Shelburne County Community Pastures – Matthew Roy, President of the Yarmouth/Shelburne County Federation of Agriculture  
b. Woodlands Multiuse Trail Association – Sherm Embree, Treasurer

5(a) Warden Smith welcomed Matthew Roy, President of the Yarmouth/Shelburne County Federation of Agriculture.

Mr. Roy presented Council with the possibility of partnering with the Yarmouth/Shelburne County Federation of Agriculture to be part of the Community Pastures project with the vision to provide opportunity for local farms to grow, protect agricultural lands, and increase local food security.

Next steps would include the Municipality identifying properties of 5 acres or larger and allowing a site visit for the members of the Community Pasture project to evaluate the lands. CAO MacLeod noted that the request would be sent to the Economic Growth Committee.

Discussions were held regarding land criteria, participation from other municipal units, benefits of a community pasture, associated costs and availability of provincial funding, potential lease terms, other community pastures in the province, fee scales for livestock and the effects on food insecurity.

Councillors thanked Mr. Roy for presenting.

5(b) Warden Smith welcomed Sherm Embree, Treasurer of the Woodland Multiuse Trail Association.

Mr. Embree presented the progress and future development plans for trails in Shelburne County. Detailed maps and pictures were provided to show specific locations of trail completion, maintenance, and proposed projects.

Discussions were held regarding funding partnerships, proposed honorarium to secure a new treasurer, concerns with the aging volunteer base and shortage of new volunteers becoming involved, grant applications, memberships, maintenance, and provincial involvement in trail responsibilities.

It was noted the funding request received from Woodlands Multiuse Trail Association would be further discussed by Council at budget deliberations.

Councillors thanked Mr. Embree for presenting.

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**6. FINANCE:**

- a. Tax Sale by Tender 2026/2027 – Michelle Williams, Director of Finance

6(a) Michelle Williams, Director of Finance, presented the Tax Sale by Tender 2026/2027 staff report.

On February 9, 2026, the Municipality had their 2025/2026 tax sale by tender. There were seventeen properties available for sale, eleven sold, and six did not sell including two properties that were pulled per solicitor. A detailed list can be found on the Municipal website.

Ms. Williams recommended any unsold properties from the February 9, 2026 Tax Sale by Tender to be advertised in the next Tax Sale by Tender scheduled for February 2027 should the resident qualify for the terms set out in the Tax Sale and Collections Policies.

**MOTION: TAX SALE BY TENDER 2026/2027**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne proceed to the next Tax Sale that is scheduled to take place in February of 2027 using the Tax Sale by Tender process. The February 2027 Tax Sale by Tender will include any qualifying properties left from the February 9, 2026 tax sale, if they still meet the Tax Sale criteria.

- **MOTION CARRIED**

**7. ECONOMIC & COMMUNITY DEVELOPMENT:**

- a. Shelburne & Area Chamber of Commerce Support – Val Kean, Director of Economic & Community Development

7(a) Val Kean, Director of Economic and Community Development, presented the Shelburne and Area Chamber of Commerce (SACC) Support staff report.

Council had implemented conditions for SACC to explore accreditation, a unified county chamber, and confirmation of support from other municipal units prior to releasing funds to them of \$15,000 budgeted in 2025/2026 fiscal.

A discussion was held regarding the update that SACC presented to Council on February 25, 2026. Although the conditions were not fully met, efforts to explore and implement future growth were acknowledged and staff were directed to release the funds.

**8. ADMINISTRATION:**

- a. Appointment of Municipal Engineer – Erin Hartley, Deputy CAO  
b. Reserves Policy #56 – Warren MacLeod, CAO  
c. Equity & Anti-Racism Advisory Committee – Councillor Appointment – Erin Hartley, Deputy CAO

8(a) Erin Hartley, Deputy CAO, presented the Appointment of Municipal Engineer staff report.

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Ms. Hartley advised Council that, as per the Municipal Government Act, an employee of the municipality must be designated as the Municipal Engineer. As the municipality does not have engineering staff, consultation was undertaken with the Province and other rural municipal units.

**MOTION: APPOINTMENT OF MUNICIPAL ENGINEER**

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne appoint the Director of Operations as the Municipal Engineer for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

8(b) Warren MacLeod, CAO, presented the Reserves Policy #56 staff report.

Mr. MacLeod advised Council that auditors and the Province recommend having a Reserves Policy. The proposed policy establishes a disciplined, formula-based framework for determining and maintaining appropriate reserve levels.

Discussions were held regarding the contingency percentage, comparisons with other municipal units, and automatic CPI increases.

**MOTION: RESERVES POLICY**

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne approve the attached Reserves Policy #56 as presented with the removal of section 7(b), and

THAT Council of the Municipality of the District of Shelburne begin to adopt this policy in their 2026/2027 budget.

- **MOTION CARRIED**

8(c) Erin Hartley, Deputy CAO, presented the Equity and Anti-Racism Advisory Committee – Councillor Appointment staff report.

Ms. Hartley advised Council with the creation of the Eastern Shelburne County Equity and Anti-Racism Committee, the Terms of Reference state one Councillor from each municipal unit is to be appointed to the Committee.

A discussion was held, and Councillors expressed their interest in the committee.

**MOTION: EQUITY & ANTI-RACISM ADVISORY COMMITTEE – COUNCILLOR APPOINTMENT**

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne approve Councillor Sherry Thorburn Irvine to be the council member representative on the Eastern Shelburne County Equity and Anti-Racism Committee and and Warden Penny Smith to be the alternate.

- **MOTION CARRIED**

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**9. CORRESPONDENCE:**

- a. Helen Oxford Re: Low Income Tax Rebate

9(a) CAO MacLeod reviewed the letter from Helen Oxford regarding the request to accept her Low Income Tax Rebate application after the deadline.

A discussion was held and consensus was given that no further action would be taken.

**10. 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:

- Regional Library Board Meeting

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

- Opening Remarks at the SRHS Senior Boys Basketball Provincials

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

- February 26 – Municipal Budget Meeting
- March 2 – Shelburne County Community/NSH Stakeholders Group Meeting
- March 2 – Conversation with CKBW regarding a new community portal for news, events and local content
- March 3 – Municipal Budget Meeting
- March 4 – Amalgamation Steering Committee Meeting
- March 5 – Roseway Manor Board Meeting
- March 10 – Economic Growth Committee Meeting

Warden Smith noted the next Municipal Budget Meeting will be held on Thursday, March 26, 2026 at 8:30am.

**11. IN-CAMERA:**

- a. Contract Negotiations as per MGA Section 22(2)(e)  
b. Contract Negotiations as per MGA Section 22(2)(e)  
c. Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22(2)(a)  
d. Personnel Matters as per 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 8:29 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 9:06 pm.

- **MOTION CARRIED**

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

**MOTION: CIBC CONTRACT RENEWAL**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne engage in a three-year contract with CIBC starting March 2026 and authorize the Warden and CAO to execute the Agreement on its behalf, as presented in-camera.

- **MOTION CARRIED**

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

**MOTION: CONTRACT EXTENSION WITH GE ENVIRONMENTAL SERVICES**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the signing of a one-year contract extension for curbside collection services with the current service provider GE Environmental Services at the rate of 3.5% over the current year 5 contract rate, plus 3.5% over the current recycling hauling rate, as presented in-camera.

- **MOTION CARRIED**

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

11(d) Item was discussed in-camera.

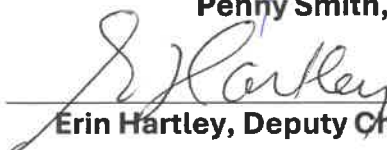
**12. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:08 pm. The next Regular Council meeting will be held on Wednesday, March 25, 2026 at 4:30 pm.

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



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**Penny Smith, Warden**



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**Erin Hartley, Deputy Chief Administrative Officer**

*Mar 26/26*  
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**Date**