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

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, March 25, 2026, at 4:30 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
Councillor Angie Shand

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations via Microsoft Teams
Val Kean, Director of Economic & Community Development
Robin Smith, Community Development Coordinator
Danyelle Smith, Waste Diversion Officer
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 4:30 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. March 25, 2026

2(a) **MOTION: APPROVAL OF AGENDA – March 25, 2026**

Being duly moved and seconded, be it resolved that the Agenda for March 25, 2026, be approved with the following addition:

10. CORRESPONDENCE

a. Nolan Young, MLA Re: Closure of Ross-Thomson House & Store Museum and

Barrington Woolen Mill Museum.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. March 11, 2026

3(a) The Minutes of March 11, 2026 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION:

- a. Purple Day – March 26, 2026 – Warden Smith

5(a) Warden Smith read the Purple Day Proclamation, formally declaring March 26, 2026 Purple Day in support of Epilepsy Awareness Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. IN-CAMERA

- a. Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22(2)(a)
b. Contract Negotiations as per MGA 22(2)(e)
c. Personnel Matters as per MGA 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 4:32 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 5:51 pm.

- **MOTION CARRIED**

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

6(b) Under the Affordable Housing Grant Policy, developers and non-profit organizations may apply for financial assistance to support the development of affordable housing units within the Municipality. An application was received and discussed in-camera.

MOTION: AFFORDABLE HOUSING GRANT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the grant application from School House Rock for the establishment of eight affordable housing units and to instruct the CAO to negotiate and enter into a contribution agreement, funding the project through the Housing Accelerator Fund 2 (HAF2).

- **MOTION CARRIED**

6(c) Due to time restraints, Council re-entered in-camera prior to adjournment to discuss item 6(c).

Council took a short recess after exiting “in-camera” prior to entering “Public Hearing”.

7. PUBLIC HEARING:

- a. Subdivision By-Law Review – Jennifer Nicholls, Brighter Community Planning & Consulting
- b. Public Comments

MOTION: ENTER PUBLIC HEARING

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter into Public Hearing at 6:00pm.

- **MOTION CARRIED**

Warden Smith welcomed everyone to the Public Hearing regarding the adoption of the Municipality of Shelburne’s Subdivision By-Law and outlined the intent and process for the Hearing.

7(a) Jennifer Nicholls, Senior Project Manager with Brighter Community Planning and Consulting, presented Council and members of the public with a brief overview of the Subdivision By-Law. The presentation summarized the purpose, legislative framework, key policy areas, and standards.

A discussion was held regarding open spaces and standards for expansion on existing roads.

Councillors thanked Ms. Nicholls for presenting.

7(b) Residents had the opportunity to submit written feedback regarding the Subdivision By-Law, and it was noted that no written submissions were received. Residents also had the opportunity to speak at the Hearing in person or virtually, and there were no requests received.

MOTION: EXIT PUBLIC HEARING

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit Public Hearing at 6:21pm.

- **MOTION CARRIED**

8. OPERATIONS & PROTECT SERVICES:

- a. Second and Final Reading of the Subdivision By-Law – Warren MacLeod, CAO
- b. RMRF Disposal Policy Amendment – Danyelle Smith, Waste Diversion Officer

8(a) Warren MacLeod, CAO, presented the Second and Final Reading of the Subdivision By-Law staff report.

Mr. MacLeod advised Council that all requirements have been met to hold the second and final reading for the Subdivision By-Law.

A discussion was held regarding the need for clarification on standards for existing roads, as well as the requirements applicable when such roads are expanded under the Subdivision By-Law. It was noted that additional amendments may be identified as the By-Law is implemented, and it was agreed that amendments will be addressed in the future.

MOTION: SUBDIVISION BY-LAW

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give Second and Final Reading to the proposed Subdivision Bylaw for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

8(b) Danyelle Smith, Waste Diversion Officer, presented the Regional Materials Recovery Facility (RMRF) Disposal Policy Amendment staff report.

With the new operational model being implemented at the RMRF, effective April 1, 2026, the RMRF Disposal Policy required revision including hours of operation, quality of disposal materials, and removal of materials.

It was noted there was an error in the staff report, and the seasonal operating hours should be 9:30 am – 4:00 pm for March 1 – November 30.

A discussion was held regarding notification of the new service model to the community, on site staffing, clarification on scavenging, feedback received from residents, and education on mixed waste definition.

It was noted the site will be closed April 1, to April 15, 2026 to complete site maintenance to prepare for the new operating model.

MOTION: RMRF DISPOSAL POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the amended RMRF Disposal Policy as presented, effective April 1, 2026.

- **MOTION CARRIED**

9. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Shelburne Events Committee – Committee Appointment – Robin Smith, Community Development Coordinator
- b. Tax Exemptions for Community Organizations Policy Amendment – Robin Smith, Community Development Coordinator

9(a) Robin Smith, Community Development Coordinator, presented the Shelburne Events Committee – Committee Appointment staff report.

Ms. Smith advised Council that with the recent changes to the Terms of Reference, four additional community member positions were added to the Committee as well as up to two Council members, if desired.

The vacancies were publicly advertised, and two expressions of interest were received. Recruitment of volunteers will continue until all community member positions are filled.

A Council appointment review for Associations, Boards and Committees will be completed in April 2026 and at that time a second Councillor will be assigned to the Shelburne Events Committee.

It was noted that Councillor Shand currently sits on the committee as a community member and Council unanimously agreed that Councillor Shand could continue as a committee member until the Council appointments are completed.

MOTION: SHELBURNE EVENTS COMMITTEE – COMMITTEE APPOINTMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Sue Acker and Carolann Bower as community members of the Shelburne Events Committee.

- **MOTION CARRIED**

9(b) Robin Smith, Community Development Coordinator, presented the Tax Exemptions for Community Organizations Policy Amendment staff report.

Ms. Smith advised Council changes are required to Schedule “A” of the Tax Exemptions for Community Organizations Policy due to eligibility and district boundary changes since it was last amended.

It was noted that Jordan Bay Community Club was duplicated and would be removed from District 3.

MOTION: TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Schedule “A” of the Tax Exemptions for Community Organizations Policy as amended.

- **MOTION CARRIED**

10. CORRESPONDENCE:

- a. Nolan Young, MLA Re: Closure of Ross-Thomson House & Store Museum and Barrington Woolen Mill Museum

10(a) Warden Smith reviewed the response received from Nolan Young regarding correspondence sent to the Premier of Nova Scotia on the closure of the Ross-Thomson House & Store Museum and the Barrington Woolen Mill Museum. It was noted that Council is still awaiting a response from the Premier.

11. COMMITTEE REPORTS/WARDEN’S UPDATE:

- a. Committee Reports

b. Warden's Update

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

- Regional Library Board Meeting

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

- Region 6 Inter-Municipal Committee Meeting

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

- March 18 – Shelburne County Leadership Meeting

Warden Smith congratulated the Black Loyalist Heritage Centre for recently being added to the United Nations Education, Scientific, and Cultural Organization's Canadian Memory of the World Register.

Warden Smith noted that the Black Loyalist Heritage Centre will be hosting the 20th Year Arson Remembrance Event on March 31, 2026 at 1pm.

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 6:56 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 7:23 pm.

- **MOTION CARRIED**

6(c) Item was discussed in-camera.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:23 pm. The next Regular Council meeting will be held on Wednesday, April 8, 2026 at 6:00 pm.

**Nicole Blades
Recording Secretary**

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**