



Naturally Yours

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**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
Wednesday, April 8, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, April 8, 2026, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Warden Penny Smith  
Councillor Paula Sutherland  
Councillor Sherry Thorburn Irvine via Microsoft Teams  
Councillor Ron Coole  
Councillor Dale Richardson  
Councillor Angie Shand

**ALSO IN ATTENDANCE:**

Erin Hartley, Deputy CAO  
Nicole Blades, Recording Secretary  
Members of the Public

**REGRETS:**

Deputy Warden Heidi Wagner

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. April 8, 2026

**2(a) MOTION: APPROVAL OF AGENDA – April 8, 2026**

Being duly moved and seconded, be it resolved that the Agenda for April 8, 2026, be approved.

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

a. March 25, 2026  
b. March 31, 2026

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Warren MacLeod, CAO

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Penny Smith, Warden

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

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

3(b) The Minutes of March 31, 2026 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PRESENTATIONS:**

- a. Sou'West Nova Transit Association – Kevin Curry, Executive Director

5(a) Warden Smith welcomed Kevin Curry, Executive Director of Sou'West Nova Transit Association.

Mr. Curry presented an overview of the services that Sou'West Nova Transit provide and advised Council of an increase in client base, accomplishments in the past year, future goals for 2026/2027, and requests for funding to the five municipal units.

A discussion was held regarding provincial funding, dispatch services, and the importance of the service offered to the residents of Shelburne County.

Councillors thanked Mr. Curry for presenting.

**6. ADMINISTRATION:**

- a. Associations, Boards, and Committees – Council Member Appointments – Erin Hartley, Deputy CAO

6(a) Erin Hartley, Deputy CAO, presented the Associations, Boards, and Committees – Council Member Appointments staff report.

Following the 2026 Special Election, a review of representatives on the Associations, Boards and Committees (ABCs) was undertaken. Ms. Hartley noted Councillors were provided a list of ABCs and asked to express interest level and experience for each committee.

A discussion was held and it was noted that staff will contact all ABC's to provide an update on Council appointments.

**MOTION: ASSOCIATIONS, BOARDS, & COMMITTEES – COUNCIL MEMBER APPOINTMENTS**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Richardson as the alternate on the on the Amalgamation Steering Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole and Councillor Richardson as the Municipality's Council Representatives and Warden Smith as the alternate on the on the Audit Committee.

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Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Sutherland as the Municipality's Council Representatives on the CAO Performance Evaluation Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Councillor Richardson as the alternate on the on the Climate-Resilient Coastal Communities Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Richardson as the alternate on the on the Municipal Joint Services Board Steering Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole as the Municipality's Council Representative and Councillor Shand as the alternate on the Eastern Shelburne County Accessibility Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Councillor Richardson as the Municipality's Council Representatives and Deputy Warden Wagner as the alternate on the Fire Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Coole as the Municipality's Council Representative and Councillor Richardson as the alternate on the Region 6 Inter-Municipal Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Sutherland as the alternate on the Regional Emergency Management Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Warden Smith as the alternate on the Regional Library Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Coole as the alternate on the Roseway Hospital Charitable Foundation.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Shand as the Municipality's Council Representatives on the Roseway Manor Board.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith, Deputy Warden Wagner and Councillor Richardson as the Municipality's Council Representatives and Councillor Shand as the alternate on the Economic Growth Strategy

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Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Deputy Warden Wagner and Councillor Shand as the Municipality's Council Representatives and Warden Smith as the alternate on the Events Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine and Councillor Coole as the Municipality's Council Representatives and Warden Smith as the alternate on Heritage Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Shand as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Shelburne County Climate Action Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Warden Smith as the alternate on the Eastern Shelburne County Equity and Anti-Racism Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Shand as the alternate on the Shelburne & Area Community Economic Development (CED) Society.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Shand as the Municipality's Council Representative and Councillor Coole as the alternate on the Shelburne County Arena Association.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland and Deputy Warden Wagner as the Municipality's Council Representatives and Councillor Coole as the alternate on the Shelburne County East RCMP Advisory Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Sutherland as the Municipality's Council Representative and Councillor Shand as the alternate on the Eastern Shelburne County Health Care Professional Recruitment & Retention Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representatives and Councillor Shand as the alternate on the Shelburne County Community/NSH Stakeholders Group.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Warden Smith as the Municipality's Council Representative and Councillor Thorburn Irvine as the alternate on the Shelburne Port Authority Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Richardson as the Municipality's Council Representative and Councillor Thorburn

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Irvine as the alternate on the Source Water Protection Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Councillor Thorburn Irvine as the Municipality's Council Representative and Councillor Coole as the alternate on the Western Crown Land Stakeholder Interaction (Deforestation) Committee.

- **MOTION CARRIED**

## **7. CODE OF CONDUCT:**

### **a. Code of Conduct Breach Re: Councillor Ron Coole – Warden Penny Smith**

7(a) Warden Smith presented the Code of Conduct Breach Re: Councillor Ron Coole council report.

Warden Smith advised that two code of conduct complaints were received with respect to alleged breaches of the Code of Conduct for Municipal Elected Officials Regulations. The complaints were investigated and Councillor Coole was given the opportunity to respond to the allegations.

Council determined that Councillor Coole was in breach of Section 6(1) and 7(1) and as part of the sanctions he was directed to write a public letter of apology that Warden Smith read aloud and was included in the Council package.

### **MOTION: CODE OF CONDUCT BREACH – COUNCILLOR RON COOLE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne accept Councillor Coole's letter of apology with respect to breaches made under Section 6(1) and 7(1); specifically, 1) being dishonest with a staff member, and 2) divulging information that was discussed at an "in-camera" meeting.

- **MOTION CARRIED**

## **8. COMMITTEE REPORTS/WARDEN'S UPDATE:**

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

8(a) There were no committee report updates.

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

- March 26 and April 1 – Public Budget Meetings
- March 31 – Black Loyalist Heritage Centre 20<sup>th</sup> Year Arson Remembrance Event
- March 31 – Special Council Meeting regarding the Jordan River Trail Bridge
- April 1 – Amalgamation Steering Committee Meeting
- April 4 – Easter Egg Hunt Event hosted by the Shelburne Events Committee

Warden Smith noted a Special Council Meeting to approve the 2026/2027 Municipal Budget will be held on Wednesday, April 15, 2026 at 6pm in the Council Chambers.

Council Meeting  
April 8, 2026

**9. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:49 pm. The next Regular Council meeting will be held on Wednesday, April 22, 2026 at 6:00 pm.

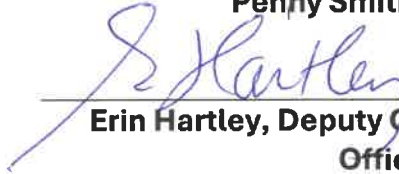
**Nicole Blades**  
**Recording Secretary**



**Penny Smith, Warden**

April 22, 2026

**Date**



**Erin Hartley, Deputy Chief Administrative  
Officer**