

Economic Growth Strategy Committee

Tuesday, September 23rd, 2025

Meeting Minutes

APPROVED

Present:

Meghan Cox, Community Member
Andrea Davis, Community Member
Andrew Locke, Community Member
Jill Webb, Staff Member

Penny Smith, Council Member
Heidi Wagner, Council Member
Val Kean, Staff Member

Regrets:

Duane MacLellan, Community Member
Warren MacLeod, Staff Member

Sherry Irvine-Thorburne, Alternate Council Member
Dale Richardson, Council Member

Public Community Members Present:

1 members of the public was in attendance online.

1. Call to Order

The Committee Chair, Andrew Locke called the meeting to order at 5:10pm.

2. Approval of the Agenda

It was duly moved and seconded that the agenda for September 23rd, 2025, be approved as presented.
- MOTION CARRIED

3. Approval of the Minutes

It was duly moved and seconded that the minutes from the July 8th, 2025, Economic Growth Strategy Committee be approved with the addition of 7a) Community Member Resignation.
- MOTION CARRIED

4. Business Arising

a) Sewer Services Spa Road Housing – Letter to Town of Shelburne

Ms. Kean provided the committee with an update on communication with the Town of Shelburne, stating that as of today, September 23rd, 2025, we have not yet received a response to the letter that was sent on July 3rd, 2025.

b) Meet and Greet Event – Date

Ms. Kean reminded the committee that at previous meetings different ways of interacting with the public was discussed. A Christmas Social was suggested as an idea, and Ms. Kean and Mrs. Webb will send out some dates to the committee to discuss.

It was also suggested that we include bios and possibly photos of our committee members on our Facebook or website pages “Meet our Committee”.

5. Strategic Planning

a) Committee Input

Ms. Kean explained the Strategic Planning sessions that the Municipality has recently held to hear from the community.

6. Housing

a) Public Information Session – September 25th, 2025.

Ms. Kean informed the committee that she was hosting a Public Information Session on Housing on September 25th, 2025, with representatives from the province. The province will provide information on their affordable housing programs and Ms. Kean will be presenting some information from the Municipality.

b) Affordable Housing Grant Policy

Ms. Kean told the committee that the policy has been approved by Council, we were waiting on wording from CMHC for our press release. Our legal team is working on the contribution agreement, but we will be able to launch soon to the public. Ms. Cox did respond saying that many people are just looking to rent a room. The fact of the matter is no development can happen if we don't have places for people to live, lots of people on waiting list for housing.

7. Committee Terms of Reference

Ms. Kean wanted to take care of a few housekeeping items that were address after the last meeting. The role of the alternate council member, Ms. Kean wanted to confirm that this role is observation only, this position only has voting power if one other council member can't make it. Also, to clarify, staff have no voting power. There was other discussion around the terms of reference and virtual attendance.

a) Community Member Resignation

Ms. Kean told the committee that we received a resignation letter from Duane MacLellan, Mr. Locke read the letter to the committee (see Appendix A).

It was duly moved and seconded that the resignation letter from Mr. Duane MacLellan be accepted.

- MOTION CARRIED

Ms. Kean explained that there are three people on the waiting list and asked the committee if they'd like to put it out to the public as well as add the three people on waiting list or choose from the three, we have

available. It was decided to go back to public as well. Submissions will be vetted at the next Committee meeting.

8. New Business

a) RFP Award Recommendations

i. Market Gap and Investment Readiness Analysis – Highway 103 Properties

Ms. Kean explained that there was a company out of Yarmouth who was awarded the RFP for the 103 properties. This company will be reviewing all of Southwest Nova to find out what the market analysis is, they will also identify developers for us. MS. Davis asked if we would be engaging in archaeological assessments of vacant properties to which Ms. Kean responded that yes, we would be.

ii. Service Extensions – Design and Costing

Ms. Kean updated the committee on the service extension RFP, explaining that it was awarded for the design and costing. There was one submission, and they will be getting us design ready tender documents.

b) Hartz Point Land

Ms. Kean once again provided the committee with an update on the Hartz Point Land, stating that it has been officially purchased, there is a press release on our website. She stated that the Municipality would love some advice on next steps from the committee. Ms. Davis is doing some background work around archaeological reviews on this property already. There was other discussion around the trail on property and road upgrades.

c) Regular Meeting Date Schedule

Ms. Kean asked the committee if the regular scheduled date (second Tuesday of the month) is still a good time to meet or not. Everyone agreed to stick with the regular schedule. The next meeting will be Tuesday, October 14th, 2025.

9. In Camera – NONE

10. Adjournment

It was duly moved and seconded that the meeting of the Economic Growth Strategy Committee be adjourned at 6:22pm.

-MOTION CARRIED

APPENDIX A

From: [Duane Maclellan](#)
To: [Val Kean](#)
Subject: Economic Development Committee
Date: September 19, 2025 9:31:47 AM

CAUTION: This email originated from an external sender.

September 19, 2025

Val Kean

Director of Economic & Community Development

Municipality of the District of Shelburne

414 Woodlawn Drive, PO Box 280

Shelburne, NS B0T 1W0

Dear Ms. Kean,

Please accept this letter as my formal resignation from my position as Vice-Chair of the Economic Development Committee for the Municipality of Shelburne, effective immediately. It has been an honour to serve on this committee, and I am sincerely grateful for the opportunity to work with you and our fellow members in support of our community's economic development.

This was not an easy decision to make; however, the significant demands of the current harvest season, managing my winery, and overseeing ongoing renovations have made it increasingly difficult for me to dedicate the necessary time to the committee's work. As the harvest is now in full swing, I must focus my time and energy on ensuring its success, along with handling the winery's day-to-day operations. Additionally, the ongoing renovations require my constant attention. Given these commitments, I have concluded that I cannot give my role on the committee the time and focus it deserves.

I want to express my sincere appreciation for the opportunity to serve on the Economic Development Committee. It has been a privilege to collaborate with you, the Council, and our dedicated committee members to promote economic growth in our region. I have learned a great deal from this experience and am proud of what we have accomplished together.

Please know that my decision to resign is based solely on my current time constraints and not on any lack of commitment or enthusiasm for the committee's mission. I remain passionate about our community's development and will continue to support the committee's initiatives as a fellow community member. If there is anything I can do to help ensure a smooth transition of my responsibilities, please do not hesitate to ask.

Thank you for your understanding and for your leadership and support throughout my tenure. I wish you and the Economic Development Committee continued success in all your future endeavours.

Sincerely,

Duane MacLellan

