

**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, April 22, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, April 22, 2026, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

Warden Penny Smith  
Deputy Warden Heidi Wagner  
Councillor Sherry Thorburn Irvine  
Councillor Ron Coole  
Councillor Dale Richardson  
Councillor Angie Shand

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO via Microsoft Teams  
Erin Hartley, Deputy CAO  
Val Kean, Director of Economic & Community Development  
Jill Webb, Economic Development Officer  
Adam Dedrick, Director of Recreation & Parks  
Robin Smith, Community Development Coordinator  
Nicole Blades, Recording Secretary

**REGRETS:**

Councillor Paula Sutherland

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. April 22, 2026

2(a) **MOTION: APPROVAL OF AGENDA – April 22, 2026**

Being duly moved and seconded, be it resolved that the Agenda for April 22, 2026, be approved.

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

- a. April 8, 2026
- b. April 15, 2026

3(a) The Minutes of April 8, 2026 were accepted as circulated.

3(b) The Minutes of April 15, 2026 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PROCLAMATIONS:**

- a. National Volunteer Week – Warden Penny Smith

5(a) Warden Smith read the National Volunteer Week Proclamation, formally declaring April 19-25, 2026, National Volunteer Week in the Municipality of the District of Shelburne. The document was included in the meeting package.

**6. ECONOMIC & COMMUNITY DEVELOPMENT:**

- a. Municipal Planning Strategy and Land Use By-law Amendment – First Reading – Brighter Community Planning and Consulting
- b. Grants to Organizations – Robin Smith, Community Development Coordinator

6(a) Jennifer Nicholls, Senior Project Manager with Brighter Community Planning and Consulting, presented the Municipal Planning Strategy and Land Use By-law Amendment – First Reading staff report.

Ms. Nicholls reviewed and advised Council the proposed amendments will establish clearer framework for affordable housing bonusing with Suburban Designation.

A discussion was held regarding the cash-in-lieu timeline and the potential development of a pictorial presentation to provide residents with an example of what a mock subdivision could look like.

It was noted that the amendments were circulated to adjacent municipal units, with no feedback received, and that no participants attended the public engagement webinar held on March 3, 2026.

A Public Hearing will be held on Wednesday, May 27, 2026 at 6:00pm in the Municipal Council Chambers.

**MOTION: MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne give first reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to establish affordable housing bonusing within the Suburban Designation, and direct staff to schedule a Public Hearing.

- **MOTION CARRIED**

6(b) Robin Smith, Community Development Coordinator, presented the Grants to Organizations staff report.

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program. \$67,500 was approved in the Municipality's 2026/2027 Operating Budget for Grants to Organizations. Ms. Smith advised that 35 applications were received, requesting a total of \$97,676.08. A spreadsheet was included in the staff report detailing the applicants, the requests, and the amounts recommended for approval.

It was noted that no funding was offered to the Sandy Point Community Recreation Group through Grants to Organizations as Council approved funding in the capital budget, or for Woods Harbour Days based on location.

**MOTION: GRANTS TO ORGANIZATIONS**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommended grant amounts attached, totaling \$66,019.14, to come from the 2026/27 Grants to Organizations, GL# 00-21950-791

- **MOTION CARRIED**

**7. RECREATION & PARKS:**

- a. Provincial Volunteer Representative 2026 – Adam Dedrick, Director of Recreation & Parks

7(a) Adam Dedrick, Director of Recreation and Parks, presented the Provincial Volunteer Representative 2026 staff report.

The Departments of Economic and Community Development and Recreation and Parks discussed potential candidates for the award. Both departments work closely with community groups and volunteers. After viewing several candidates, Frances Scott was chosen as the recipient of the 2026 Provincial Volunteer Representative award.

Ms. Scott's volunteering spans over decades including coaching youth sports, founding member of Shelburne County Special Olympics, board member of Big Brothers Big Sisters, Chair of Shelburne County Learning Network, and Chair of the Harmony Bazaar.

Ms. Scott's volunteering, kindness, and community involvement has had a lasting impact on many people from many places, but especially in Eastern Shelburne County and she is very deserving of this award.

**MOTION: PROVINCIAL VOLUNTEER REPRESENTATIVE AWARD**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve Frances Scott as the recipient of the 2026 Provincial Volunteer Representative Award.

- **MOTION CARRIED**

**8. OPERATIONS & PROTECTIVE SERVICES:**

- a. Monthly Building Report – March 2026

8(a) Warden Smith reviewed the Monthly Building Report for March 2026.

**9. ADMINISTRATION:**

- a. Fees and Charges Policy Amendment – Erin Hartley, Deputy CAO

9(a) Erin Hartley, Deputy CAO, presented the Fees and Charges Policy Amendment staff report.

Ms. Hartley advised Council of two proposed amendments to the Fees and Charges Policy including an increase in FOIPOP and photocopying fees and updating the RMRF Charges that were approved at the February 25, 2026 Council meeting.

**MOTION: FEES AND CHARGES POLICY**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the Fees and Charges Policy as amended.

- **MOTION CARRIED**

**10. CORRESPONDENCE:**

- a. Danielle Atwood Re: Proposed Amendment for Dangerous Dog By-Law  
b. Draft Advocacy Letter to the Province Re: Freezing NSPI Fees

10(a) Warden Smith reviewed the correspondence received from Danielle Atwood regarding proposed amendment for Dangerous Dog By-Law.

Ms. Atwood was thanked for her submission.

It was noted that the Municipality's current Dog By-Law is undergoing review and community input will be considered.

10(b) Warden Smith reviewed the draft advocacy letter to Premier Houston requesting a five-year freeze on power rates and exploration of public ownership of Nova Scotia Power.

A discussion was held and consensus was given from Council for staff to send the drafted letter.

**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:

- Western County Regional Library Board Meeting
- Equity and Anti-Racism Committee Meeting

Council Meeting

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

- Shelburne County East RCMP Advisory Board Meeting

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

- Mr. Stoddard's Grade 3/4 Lockport Class Visit to the Municipality Administration Building
- 3<sup>rd</sup> Annual Healthcare Career Fair at the Shelburne Community Centre

Councillor Angie Shand noted she attended and provided updates on the following:

- Events Committee Meeting
- Shelburne County Arena Association Meeting
- Connect Session with Clean Foundation Re: Shelburne County Climate Action Committee
- Connect Session with Adam Dedrick Re: Eastern Shelburne County Accessibility Advisory Committee

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

- April 14 – Lunch with Healthcare Professionals
- April 15 – Special Council Meeting Re: Budget Approval
- April 20 – Shelburne County Leadership Meeting
- April 22 – Earth Day Garbage Cleanup
- April 22 – Municipal Volunteer Recognition Ceremony

Warden Smith noted April 22 is Administrative Professionals Day and thanked the Municipal administrative team on behalf of Council.

**12. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 6:41 pm. The next Regular Council meeting will be held on Wednesday, May 13, 2026 at 6:00 pm.

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

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**Penny Smith, Warden**

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**Date**

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**Erin Hartley, Deputy Chief Administrative Officer**