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**REGULAR SESSION OF THE 53rd COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
Wednesday, May 13, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, May 13, 2026, at 6:00 pm in the Municipal Council Chambers.

**THOSE IN ATTENDANCE:**

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

**ALSO IN ATTENDANCE:**

Warren MacLeod, CAO  
Marcia d'Eon, Director of Operations  
Adam Dedrick, Director of Recreation & Parks  
Danyelle Smith, Waste Diversion Officer via Microsoft Teams  
Nicole Blades, Recording Secretary

**1. CALL TO ORDER:**

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

**2. APPROVAL OF AGENDA:**

a. May 13, 2026

2(a) **MOTION: APPROVAL OF AGENDA – May 13, 2026**

Being duly moved and seconded, be it resolved that the Agenda for May 13, 2026, be approved.

- **MOTION CARRIED**

**3. ACCEPTANCE OF MINUTES:**

a. April 22, 2026

3(a) The Minutes of April 22, 2026 were accepted as circulated.

**4. BUSINESS ARISING:**

There was no business arising.

**5. PROCLAMATION:**

- a. Lyme Disease Awareness Month – Warden Smith

5(a) Warden Smith read the Lyme Disease Awareness Month Proclamation, formally declaring the month of May 2026, Lyme Disease Awareness Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

**6. PRESENTATION:**

- a. Sustainable Desalination Project Proposal – Oneka Technologies

6(a) Warden Smith welcomed Dragan Tutic, CEO and Founder of Oneka Technologies.

Mr. Tutic provided Council with an overview of Oneka Technologies' innovative and sustainable seawater desalination systems, including the wave-powered and solar-powered modular technologies used to convert seawater into freshwater.

Mr. Tutic also presented a desalination project proposal to Council, reviewing a potential project location, estimated costs and responsibilities, anticipated benefits, potential project impacts, and the proposed project timeline.

A discussion was held regarding anticipated annual costs, projected water sales, project size, timeline, environmental considerations, details of other projects completed by Oneka and warranty information.

Council thanked Mr. Tutic for presenting.

**7. RECREATION & PARKS:**

- a. Community Representatives Appointment – Eastern Shelburne County Equity & Anti-Racism Committee – Adam Dedrick, Director of Recreation & Parks

7(a) Adam Dedrick, Director of Recreation and Parks, presented the Community Representatives Appointment – Eastern Shelburne County Equity and Anti-Racism (EAR) Committee staff report.

Mr. Dedrick advised Council that vacancies for community members were advertised for the EAR Committee. Four expressions of interest were received and Mr. Dedrick provided Council with a brief overview of each.

**MOTION: EASTERN SHELburne COUNTY EQUITY & ANTI-RACISM COMMITTEE - APPOINTMENTS**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the appointment of Louise Delilse, Davie Hartley, Cat Hartley and Cory Lavendar as community

representatives for the Eastern Shelburne County Equity & Anti-Racism Advisory Committee based on the recommendation of the Nominating Committee.

- **MOTION CARRIED**

**8. OPERATIONS:**

- a. RMRF Account Write Off - Marcia d'Eon, Director of Operations
- b. Declaration of Surplus Equipment - Marcia d'Eon, Director of Operations
- c. Green Carts Discussion – Warden Smith
- d. Monthly Building Report – April 2026

8(a) Marcia d'Eon, Director of Operations, presented the RMRF Account Write Off staff report.

Ms. d'Eon advised Council that, despite multiple attempts to notify customer PARTI001 of an outstanding balance, the amount remains unpaid after three years with interest accruing.

A discussion was held and it was noted that staff conduct monthly reviews of outstanding accounts.

**MOTION: ACCOUNT WRITE OFF – PARTI001**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of \$637.12 from RMRF Account PARTI001 using the 2026/2027 shared services bank interest and charges account (GL#00-29540-000).

- **MOTION CARRIED**

8(b) Marcia d'Eon, Director of Operations, presented the Declaration of Surplus Equipment staff report.

Ms. d'Eon advised Council that, following a clean-up at the Public Works Building, several items were identified as no longer serving a useful purpose for municipal operations and may be deemed surplus equipment.

**MOTION: SURPLUS EQUIPMENT**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the declaration of all items shown in addendum A as a surplus property, and

THAT, Council of the Municipality of the District of Shelburne approve sale by tender with minimum bid set by the CAO. All bids plus HST.

- **MOTION CARRIED**

8(c) Warden Smith expressed residents' concerns with the Municipality's current practice requiring residents to purchase replacement green carts when they become damaged and unusable.

Ms. d'Eon provided Council with an overview of the internal procedure for the replacement of green carts. It was noted that both neighbouring units, Towns of Shelburne and Lockeport, charge residents for replacement carts and there is no markup fee to residents.

A discussion was held and staff was directed to explore options and come back to Council with a staff report.

8(d) Warden Smith reviewed the Monthly Building Report for April 2026.

**9. PROTECTIVE SERVICES:**

- a. REMO By-Law – First Reading\* – Jenn Bell, Administrator of Protective Services

9(a) Jenn Bell, Administrator of Protective Services, presented the REMO By-Law – First Reading staff report.

Ms. Bell advised REMO By-Law E300 that was approved by Council on September 10, 2025, has been reviewed by the Province and amendments are required.

**MOTION: REMO BYLAW – FIRST READING**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne as recommended by REMO, approve revised Bylaw E-300.

- **MOTION CARRIED**

**10. ADMINISTRATION:**

- a. Joint Services Board Exploration Committee – Terms of Reference\* – Warren MacLeod, Deputy CAO

10(a) Nicole Blades, Executive Assistant, presented the Joint Services Board Exploration Committee – Terms of Reference staff report.

The five units of Shelburne County including Municipality of Shelburne, Municipality of Barrington, Town of Lockeport, Town of Shelburne, and Town of Clarks Harbour, will be exploring joint services through the Joint Services Board Exploration Committee. A Terms of Reference has been drafted for all respective Councils to review.

**MOTION: JOINT SERVICES BOARD EXPLORATION COMMITTEE – TERMS OF REFERENCE**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Joint Services Board Exploration Committee Terms of Reference.

- **MOTION CARRIED**

**11. CORRESPONDENCE:**

- a. Shelburne & Area Chamber of Commerce Re: Thank You Letter
- b. Minister of Municipal Affairs Re: Notice of Provincial Actions Affecting Municipalities

11(a) Warden Smith reviewed the thank you letter received from Shelburne & Area Chamber of Commerce for the Municipality's continued financial support.

11(b) Warren MacLeod, CAO, reviewed the correspondence received from the Minister of Municipal Affairs regarding the requirement for 12-months' notice of Provincial legislation, regulation, or administrative actions that could result in decreased municipal revenues or increased municipal expenditures.

Mr. MacLeod noted that Directors reviewed the correspondence and at this time no additional information or specific figures have been provided to municipalities.

**12. 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:

- NRCan Climate Change Adaptation Intermunicipal Learning Webinar
- Nova Scotia Federation of Municipalities Conference

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

- Nova Scotia Federation of Municipalities Conference
- Economic Growth Strategy Committee Meeting

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

- Nova Scotia Federation of Municipalities Conference
- Economic Growth Strategy Committee Meeting

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

- Shelburne County Arena Association Meeting
- Nova Scotia Federation of Municipalities Conference

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

- April 24 – Youth Summit at the NSCC, Yarmouth
- April 28 – Smile Cookie Deliveries
- April 28 to May 1 – Nova Scotia Federation of Municipalities Conference
- May 12 – Economic Growth Strategy Committee Meeting

Warden Smith noted the next Economic Growth Strategy Committee Meeting will be held on July 14, 2026.

**13. IN-CAMERA**

- a. Contract Negotiations as per MGA Section 22 (2)(e)

**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 7:24 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 8:36 pm.

- **MOTION CARRIED**

13(a) Item was discussed in-camera.

**14. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:36 pm. The next Regular Council meeting will be held on Wednesday, May 27, 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**