



414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, May 27, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, May 27, 2026, at 6:00 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:

Erin Hartley, Deputy CAO
Val Kean, Director of Economic & Community Development
Marcia d'Eon, Director of Operations
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

- a. May 27, 2026

2(a) **MOTION: APPROVAL OF AGENDA – May 27, 2026**

Being duly moved and seconded, be it resolved that the Agenda for May 27, 2026, be approved with the following amendments:

8. OPERATIONS

- b. Inter-Municipal Shared Service Agreement Six-Month Extension – Marcia d'Eon, Director of Operations – **ADDED**

9. CORRESPONDENCE

- b. Senior Director of Housing, Infrastructure & Communities Re: Response to Request to Expand Eligible Expenditures under the Canada Community-Building Fund Advocacy Letter – **ADDED**

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. May 13, 2026

3(a) The Minutes of May 13, 2026 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATIONS:

- a. First Responders' & Volunteers' Day – May 27, 2026 – Warden Smith
- b. Access Awareness Week – May 31 – June 6, 2026 – Warden Smith

5(a) Warden Smith read the First Responders' and Volunteers' Day Proclamation, formally declaring May 27, 2026 First Responders' and Volunteers' Day in the Municipality of Shelburne. The document was included in the meeting package.

Following the Proclamation, Warden Smith asked Council to hold a moment of silence in memory of Alexandru Uichita, a volunteer firefighter from Bridgetown, who recently passed away while in the line of duty against a wildfire in Annapolis County.

5(b) Warden Smith read the Access Awareness Week Proclamation, formally declaring May 31 to June 6, 2026 Access Awareness Week in the Municipality of Shelburne. The document was included in the meeting package.

6. PUBLIC HEARING:

- a. Municipal Planning Strategy and Land Use By-Law
- b. Public Comments Received

6(a) Warden Smith welcomed everyone to the Public Hearing regarding the amendments of the Municipality of Shelburne's Municipal Planning Strategy and Land Use By-Law and outlined the intent and process for the Hearing.

Chrystal Fuller, Municipal Planner with Brighter Community Planning and Consulting, presented Council and members of the public with a brief overview of the amendments to the Municipal Planning Strategy and Land Use By-Law. The presentation summarized the inclusionary and bonus density zoning.

Warden Smith thanked Ms. Fuller for presenting.

MOTION: ENTER PUBLIC HEARING

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne to enter Public Hearing at 6:15pm.

- **MOTION CARRIED**

6(b) Residents had the opportunity to submit written feedback regarding the Municipal Planning Strategy and Land Use 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 6:16pm.

- **MOTION CARRIED**

7. OPERATIONS & PROTECTIVE SERVICES:

- a. Second and Final Reading of the Municipal Planning Strategy & Land Use By-Law – Val Kean, Director of Economic & Community Development
- b. Speed Radar Signs – Woodlawn Drive – Robin Smith, Community Development Coordinator
- c. Phase One Environmental Assessment & Hazmat Survey – Val Kean, Director of Economic & Community Development

7(a) Val Kean, Director of Economic and Community Development, presented the Second and Final Reading of the Municipal Planning Strategy and Land Use By-Law staff report.

Ms. Kean advised Council that all requirements have been met to hold the second and final reading for the Municipal Planning Strategy and Land Use By-Law amendments in relation to affordable housing bonusing.

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 Second and final reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law to establish affordable housing bonusing within the Suburban Designation.

- **MOTION CARRIED**

7(b) Robin Smith, Community Development Coordinator, presented the Speed Radar Signs – Woodlawn Drive staff report.

Council and residents have expressed ongoing pedestrian safety concerns regarding the crosswalk at the beginning of Woodlawn Drive and proposed the installation of Rectangular Rapid Flash Beacons (RRFBs) to the NS Department of Transportation and Infrastructure Renewal (TIR).

TIR completed an assessment of the crosswalk and determined that the appropriate signage would be two ground-mounted RA-4 pedestrian crossing signs with a zebra-stripped crosswalk. RRFBs are not

considered warranted unless traffic volumes reach approximately 12,000 vehicles per day. The TIR assessment data showed approximately 2,400 vehicles per day.

Given the ongoing concerns, staff recommended that Council consider alternative traffic calming and driver awareness measures by installing solar-powered speed radar signs. Five options were presented.

A discussion was held regarding concerns with the effectiveness of a radar sign, sign installation location, possible relocation of the sidewalk, and promoting an education campaign on crosswalk awareness and school zone speed limits.

Consensus was given by Council for staff to explore option 5 further, along with additional costs for installation.

7(c) Val Kean, Director of Economic and Community Development, presented the Phase One Environmental Assessment and Hazmat Survey staff report.

Council has expressed past concerns with the potential need for future clean-up of the former Boy School property with a Dangerous and Unsightly order motioned at the December 10, 2025 Council meeting. The Municipality was also the successful tender in purchasing the property through the 2025/26 Tax Sale.

The Economic Growth Strategy Committee believes an Environmental Assessment and Hazmat Survey would provide Council and staff with important information including review of past records, site inspections, potential environmental liabilities, and cost implications for future remediation.

A discussion was held and clarification was given on recoverable costs. It was noted regardless of the path taken to address the property, whether through Dangerous and Unsightly enforcement measures or municipal ownership following the six-month redemption period – environmental due diligence and hazardous materials identification would be necessary prior to any significant clean-up, demolition, or redevelopment activities.

MOTION: ENVIRONMENTAL ASSESSMENT AND HAZMAT SURVEY – FORMER BOY SCHOOL PROPERTY

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne authorize staff to proceed with a Phase I Environmental Site Assessment and Hazardous Materials Survey for PID 80101587, the former Boy School property, at a cost of \$13,750 plus applicable taxes, as outlined with funds to come from Canada Community-Building Fund.

- **MOTION CARRIED**

8. OPERATIONS

- a. Waste Diversion Officer Quarterly Report – Marcia d’Eon, Director of Operations
- b. Inter-Municipal Service Agreement Six-Month Extension – Marcia d’Eon, Director of Operations

8(a) Marcia d’Eon, Director of Operations, presented the Waste Diversion Officer Quarterly Report.

A discussion was held regarding metal collection tonnage, new items that are eligible for recycling at select depots, advertising new C&D hours, consideration of digital sign at C&D site, and green cart tracking.

8(b) Marcia d'Eon, Director of Operations, presented the Inter-Municipal Service Agreement Six-Month Extension staff report.

Ms. d'Eon advised Council that the current Inter-Municipal Service Agreement is set to expire on July 8, 2026 and additional time is required to properly review the agreement and evaluate opportunities for amendments that may better support the operational and service delivery needs of all participating parties.

MOTION: INTER-MUNICIPAL SERVICE AGREEMENT EXTENSION

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve a six-month extension of the current Inter-Municipal Service Agreement from July 8, 2026 to January 8, 2027 to allow additional time for participating municipal units to review the agreement and explore potential amendments.

- **MOTION CARRIED**

9. CORRESPONDENCE

- a. Minister of Emergency Management Re: Municipal Fire Service Requirements
- b. Senior Director of Housing, Infrastructure, and Communities Re: Response to Request to Expand Eligible Expenditures under the Canada Community-Building Fund Advocacy Letter

9(a) Warden Smith reviewed the correspondence received from the Minister of Emergency Management regarding municipal fire service requirements.

A discussion was held regarding concerns of limited discussion from the Emergency Management Department on dispatch services.

9(b) Warden Smith reviewed the correspondence received from the Senior Director of Housing, Infrastructure, and Communities regarding Council's request to expand eligible expenditures under the Canada Community-Building Fund.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

10(a) There were no committee reports.

10(b) Warden Smith advised she attended and provided updates on the following:

- May 21 – Health Care Professionals Paint Night
- May 22 – State of the Region Event in Yarmouth
- May 22 – Regional Emergency Management Advisory Committee Meeting
- May 27 – Town of Shelburne & SEED Meeting Re: Potential Water Supply Options

Warden Smith noted the following events being held on Saturday, May 30, 2026:

- Pride Parade at 11 am followed by the Spring Youth Makers Market at Our House Youth Wellness Centre
- Launch of the African Nova Scotia Seafaring Project at 1 pm at the Black Loyalist Heritage Centre
- Welcome Neighbours Community Event at 2 pm at SRHS

11. IN-CAMERA

- a. Personnel Matters as per MGA Section 22 (2)(c)
- b. Acquisition, Sale, Lease and Security of Municipal Property as per MGA Section 22 (2)(a)

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 7:01 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**

11(b) Item was discussed, and direction was given to staff in-camera.

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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, June 10, 2026.

Nicole Blades
Recording Secretary

Date

Penny Smith, Warden

Erin Hartley, Deputy Chief Administrative Officer