
**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, July 22, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, July 8, 2026, at 5:30 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:

Warren MacLeod, CAO
Marcia d'Eon, Director of Operations
Val Kean, Director of Economic & Community Development via Microsoft Teams
Adam Dedrick, Director of Recreation & Parks via Microsoft Teams
Jenn Bell, Administrator of Protective Services
Jill Webb, Economic Development Officer
Nicole Blades, Recording Secretary
Members of the Public

1. CALL TO ORDER:

The meeting was called to order at 5:30 pm by Warden Smith.

2. APPROVAL OF AGENDA:

a. July 22, 2026

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

Being duly moved and seconded, be it resolved that the Agenda for July 22, 2026, be approved with the following addition:

9. CORRESPONDENCE

c. Rachel Jensen, Bursary Recipient Re: Thank You Letter

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. July 8, 2026

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

4. BUSINESS ARISING:

There was no business arising.

5. OPERATIONS:

- a. Proposed Sandy Point Wilderness Area – Craig Smith, Director, Protected Areas and Ecosystems, Province of NS
- b. Market Gap Analysis on Municipal Highway 103 Properties – Mani Chakrabarty, ASBB Consulting

5(a) Warden Smith welcomed Craig Smith, Director of Protected Areas and Ecosystems with the Province of Nova Scotia.

Mr. Smith provided an overview on why the province is advancing land protection through protected areas, types of protected areas, how the province approaches site selection, and the proposed Sandy Point Wilderness Area.

A discussion was held regarding existing protective areas in the Shelburne area, possible recreation uses within protected areas, peatlands benefit for water supply and carbon absorption, public engagement process, infrastructure restrictions and timeline.

It was noted that public feedback on the proposal will be collected through the provincial Protected Areas Consultation Story Map until July 28, 2026.

Councillors thanked Mr. Smith for presenting.

5(b) Warden Smith welcomed Mani Chakrabarty with ASBB Consulting.

ASBB Consulting was awarded the Request for Proposal to complete a Market Gap and Investment Readiness Analysis for municipally owned properties located between exits 25 and 26 on Highway 103. The purpose of the study is to identify community needs and determine economic development opportunities best suited for the properties.

Ms. Chakrabarty provided Council with an overview of the project, including the public engagement process, feedback received through business and community consultations, identified market gaps and opportunities, jurisdictional comparisons, target industries, and the proposed implementation roadmap for the Highway 103 properties.

A discussion was held regarding the balance between attracting niche businesses and larger retailers, potential incentives the municipality could offer developers, investment opportunities that would complement neighbouring municipalities, the development potential of other municipally owned properties, the importance of services that support the recruitment and retention of healthcare professionals, and regional service gaps that could be addressed within Shelburne County.

ASBB Consulting advised that the feedback provided by Council and staff will be considered in preparing the final report, which is expected to be completed by the end of August and will include recommendations for Council's consideration.

Councillors thanked Ms. Chakrabarty for presenting.

6. ECONOMIC & COMMUNITY DEVELOPMENT:

a. Coastal Planning – Jill Webb, Economic Development Officer

6(a) Jill Webb, Economic Development Officer, presented the Coastal Planning staff report.

Ms. Webb advised Council the Municipality was successful in its application and awarded \$24,000 through the provincial Coastal Planning Support Program. The funding will allow the Municipality to retain WE6 Planning Group to assist in developing practical tools and resources that will make the coastal hazard requirements easier to understand and administer for both staff and residents.

7. PROTECTIVE SERVICES:

a. Community Water Program – Jenn Bell, Administrator of Protective Services

7(a) Jenn Bell, Administrator of Protective Services, presented the Community Water Program staff report.

Ms. Bell advised Council that, to support municipal residents experiencing water shortages due to dry wells, staff are proposing the implementation of a Community Drinking Water Program. The program would operate in the same manner as the previous year, however, with no provincial funding available, it would be funded entirely by the Municipality.

MOTION: COMMUNITY WATER PROGRAM

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne, as recommended by the Administrator of Protective Services, move to approach Sobeys for participation to reinstate the water distribution program in preparation for potential declaration of water shortages.

- **MOTION CARRIED**

8. OPERATIONS:

a. Monthly Building Report – June 2026

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

9. CORRESPONDENCE:

- a. Kaitlyn Brown, Bursary Recipient Re: Thank You Letter
- b. Shelburne Regional High School Re: Bursary Recipient
- c. Rachel Jensen, Bursary Recipient Re: Thank You Letter

9(a) Warden Smith reviewed the thank you letter from Kaitlyn Brown who was the Municipality's Lockport Regional High School bursary recipient for 2026.

9(b) Warden Smith reviewed the thank you letter from Shelburne Regional High School regarding the Municipal Bursary. It was noted Rachel Jensen was the recipient.

9(c) Warden Smith reviewed the thank you letter from Rachel Jensen who was the Municipality's Shelburne Regional High School bursary recipient for 2026.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

10(a) Councillor Shand advised she attended and provided updates on the following:

- Dock Street Days

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

- Dock Street Days

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

- July 16 – State of the Province Event with Premier Houston in Yarmouth
- July 16 – Regional Emergency Management Organization Meeting
- July 17-19 – Dock Street Days
- July 20 – Talking Trash Event hosted by Region 6 Solid Waste Management
- July 22 – Meeting with MP Jessica Landry Fancy regarding the Housing Design Catalogue

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:45 pm. The next Regular Council meeting will be held on Wednesday, September 9, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**