

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
SEPTEMBER 9, 2026 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
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3. <u>ACCEPTANCE OF MINUTES</u>		
a. July 22, 2026		4-7
4. <u>BUSINESS ARISING</u>		
5. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Land Use Bylaw Amendment, Rezoning PID 82573577, First Reading* – Chrystal Fuller, Brighter Community Planning & Consulting		8-18
6. <u>OPERATIONS</u>		
a. Waste Diversion Officer Quarterly Update – Danyelle Smith, Waste Diversion Officer		19-21
b. Speed Radar Sign Installation Update* – Marcia d'Eon, Director of Operations		22-23
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7. <u>ADMINISTRATION</u>		
a. Naval Base – Demolition-Level Hazardous Materials Survey* – Warren MacLeod, CAO		27-28
8. <u>OTHER</u>		
a. Addition of Youth Members to Council Committees – Verbal – Councillor Angie Shand		

	<u>TIME</u>	<u>PAGES</u>
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a. District 33 Winery Re: Concerns with Provincial Changes for Local Wineries, Cideries, Breweries, and Distilleries		29-31
i. Draft Letter to Minister Lohr Re: Secondary Retail Locations for NS Alcohol Producers and Cross-Selling Limits		32-33
b. Draft Letter to NSFM Requesting Advocacy Priority Re: Electrical Transmission Infrastructure in Southwest NS*		34-37
c. Abby Peterson, Elite Athlete/Youth Travel Recipient Re: Thank You Letter		38
10. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
11. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
September 9, 2026 - Council Meeting
RECOMMENDED MOTIONS

5(a) MOTION: FIRST READING – REZONE PID 82573577

Be it resolved that the Council of the Municipality of the District of Shelburne give first reading to rezone PID 82573577 from the Residential (RES) Zone to the General Industrial (GI) Zone and that the application proceeds to public hearing in accordance with the Municipal Government Act.

6(b) MOTION: SPEED RADAR SIGN

Be it resolved that the Council of the Municipality of the District of Shelburne approve the purchase and installation of a speed radar sign at an estimated cost of \$5,960 plus HST with funds to come from the operating reserve.

6(c) MOTION: SEWAGE TREATMENT PLANT & PUMPING STATION REPAIRS

Be it resolved that the Council of the Municipality of the District of Shelburne approve funding from the operating reserve for the unbudgeted repairs for the sewage treatment plant through GL#00-24240-425 (\$32,200 + HST) and the repairs for the pumping station through GL#00-24230-425 (\$13,000 + HST).

7(a) MOTION: DEMOLITION-LEVEL HAZARDOUS MATERIALS SURVEY – 2882 SANDY POINT RD

Be it resolved that the Council of the Municipality of the District of Shelburne provide the CAO with the authority to obtain a demolition-level hazardous materials survey report on the old naval base located at 2882 Sandy Point Road. Funds to come from Operating Reserves in the amount of \$20,000.

9(b) MOTION: REQUEST FOR NSFM ADVOCACY PRIORITY – ELECTRICAL TRANSMISSION INFRASTRUCTURE IN SOUTHWEST NOVA SCOTIA

Be it resolved that the Council of the Municipality of the District of Shelburne request the NSFM Board of Directors to consider the inadequacy of the electrical transmission infrastructure in South West Nova Scotia as an advocacy priority for NSFM. Be it further resolved that this Council believes that this issue would be best reviewed by the Infrastructure Advisory Committee or such other committee or ad hoc committee as NSFM may feel is appropriate.

**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 Sobey's 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

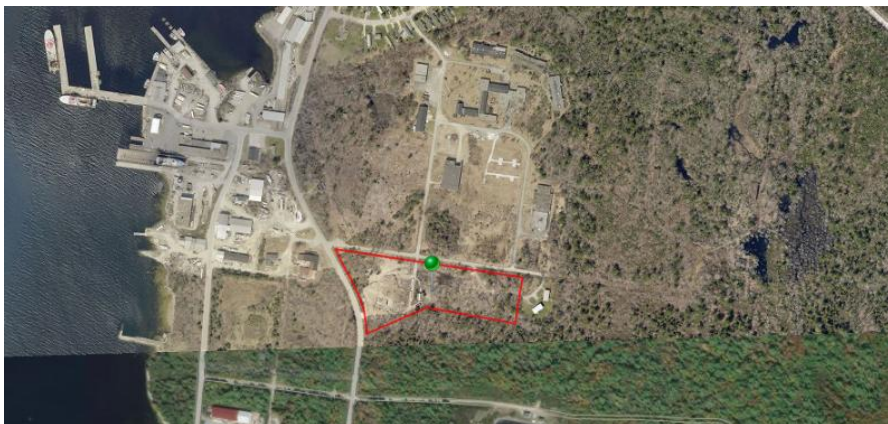
Date

**Erin Hartley, Deputy Chief Administrative
Officer**

Part 1: Background

Report to PAC – LUB Amendment, rezoning PID 82573577 from RES to GI	
Prepared by:	Chrystal Fuller, Development Officer/Planner
Subject:	Application for Land Use By-law amendment to rezone lands on Sandy Point Road (PID 82573577) from Residential (RES) Zone to General Industrial (GI) Zone
Date:	September 9, 2026
Purpose:	Council consideration of planning report and recommendation
Recommendation	To amend the zoning map to change the zoning of PID 82573577 from Residential (RES) Zone to General Industrial (GI) Zone.
Draft Motion	That the Council give First Reading to rezone PID 82573577 from the Residential (RES) Zone to the General Industrial (GI) Zone and that the application proceeds to public hearing in accordance with the Municipal Government Act.

1.1: Project Summary

Property Owner(s)	Tania Smith and Kevin Stringer
Civic Address	Sandy Point Road, Sandy Point
PID	82573577
Designation	Suburban
Zone	Residential (RES)
Proposed Zone	General Industrial (GI)
Area	~50,081.97 m ² (6.46 acres)
Existing Land Use	Vacant/cleared lands
Adjacent Land Uses	General Industrial, Marine Industrial, and Residential uses
Subject Properties (shown in red outline)	

1.2: Location and Site Description

The PID 82573577 ("Subject Property") is located on Sandy Point Road in the community of Sandy Point within the Municipality of the District of Shelburne. The parcel has an approximate area of 6.46 acres and has direct frontage of approximately 155.35m on Sandy Point Road.

The Subject Property is in an area characterized by a mix of industrial and suburban land uses. Lands to the north are designated Suburban and zoned Residential, while lands to the south are designated Industrial and zoned General Industrial (*Figures 1 and 2*). Marine Industrial-zoned lands follow the coastline to the west (*Figure 2*).

A municipal sewer line runs through a corner of the Subject Property. Any future servicing, including sanitary connections, will be subject to review and approval by the Municipality's Public Works Department and all other applicable authorities. The applicant has submitted documentation confirming that access-related approvals from the NS Department of Public Works have been obtained as part of the application. Detailed servicing, waste disposal, and site layout matters will be addressed through the development permit and site plan approval process. The size and configuration of the parcel provide adequate space to accommodate industrial development.

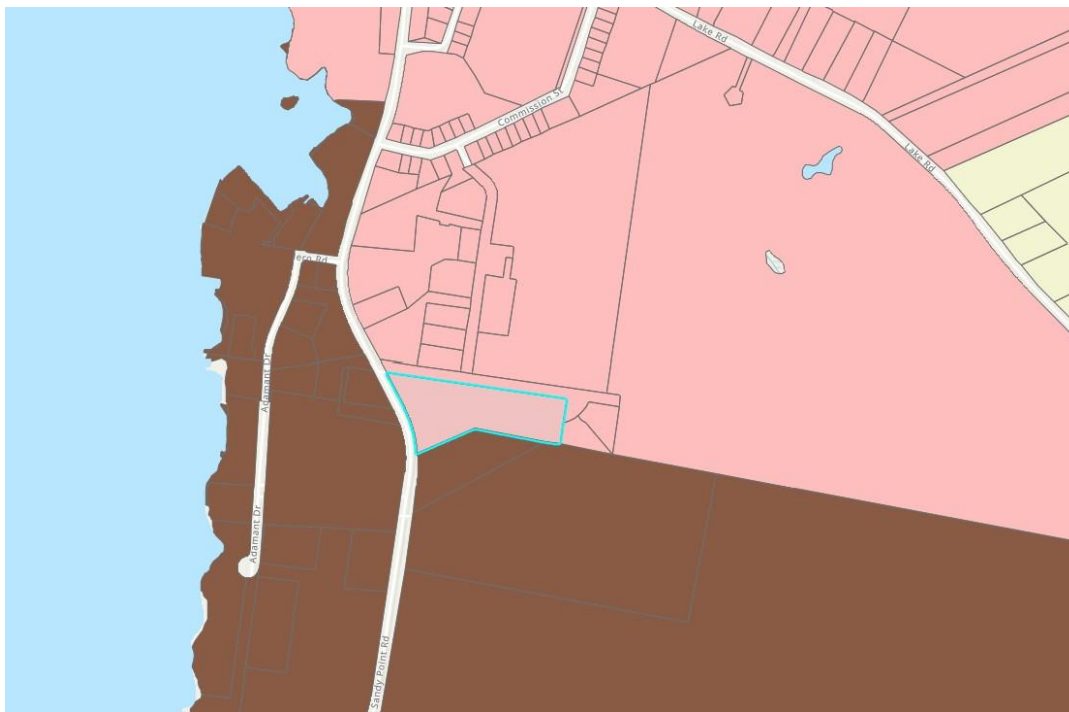


Figure 1 Subject Property Designation - Suburban Designation (Pink) Industrial (Dark Brown)

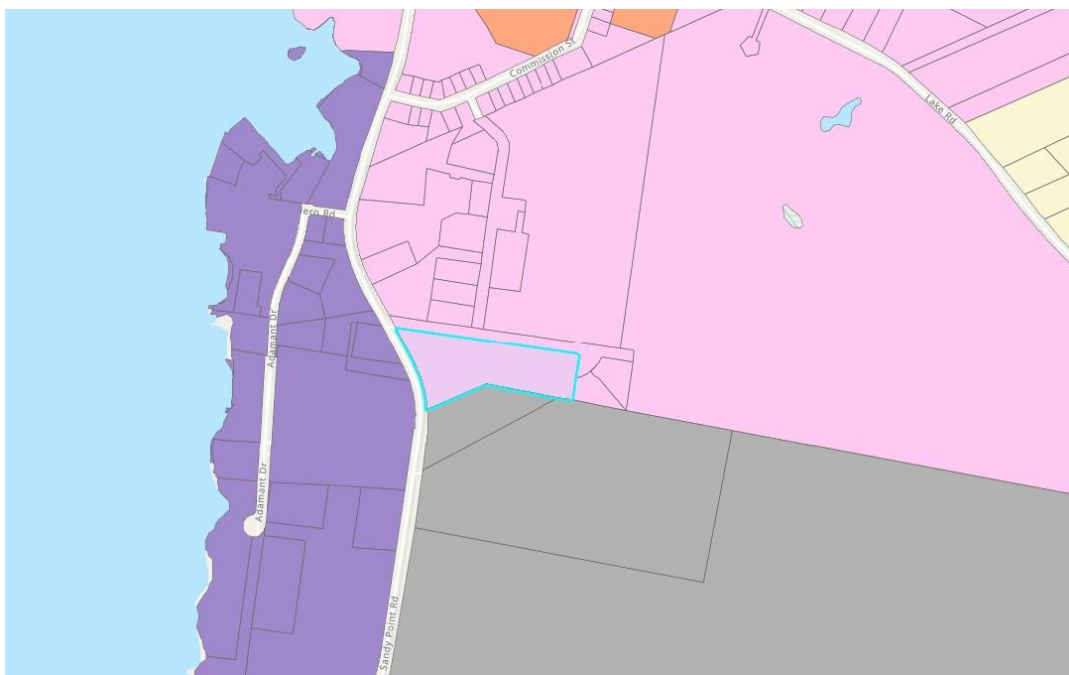


Figure 2 Subject Property Zone - Residential Zone (Pink) Marine Industrial (Purple) General Industrial (Grey)

1.3: Background

The property owners, Kevin Stringer and Tania Smith have applied to amend the Land Use By-law to rezone the Subject Property from the Residential (RES) Zone to the General Industrial (GI) Zone.

The Subject Property is designated Suburban under the Municipal Planning Strategy and is currently zoned Residential (RES). Industrial uses, including equipment repair, welding, and fabrication, are not permitted under the existing zoning.

The applicant intends to establish industrial uses on the property, including heavy equipment repair, welding, and related industrial activities. No development permit or site plan approval is being requested at this stage.

Part 2: Discussion

2.1: Policy Review

The Municipal Planning Strategy identifies the Suburban Designation as an area intended primarily to accommodate residential and suburban-scale commercial development in locations with appropriate access and servicing. The designation generally supports low to moderate intensity development that is compatible with surrounding land uses and community character.

While the Suburban Designation does not explicitly identify General Industrial zoning as a typical implementing zone, Municipal Planning Strategy Policy 7.3.6 provides direction for considering amendments to the Land Use By-law to permit a use that is otherwise not permitted. The policy requires that the intent of the designation be maintained and that the proposed use be compatible with the abutting zone(s).

Policy 7.3.6 (Rezoning Without Amending Designation – Adjacency Policy) enables Council to consider rezonings within an existing designation without amending the Municipal Planning Strategy. Policy 7.3.6 states:

"Council may consider an amendment to the Land Use By-law to permit a use that is not otherwise permitted by the applicable zone, without amending the land use designation, provided the proposed use is compatible with adjacent land uses and the intent of the designation is maintained."

In addition, amendments to the Land Use By-law are evaluated under Policy 7.3.3 (Amending the Land Use By-law), which establishes general criteria for considering zoning amendments, including compatibility, site suitability, access, servicing, and potential impacts on adjacent properties. Not all aspects of these criteria are required to be resolved at the rezoning stage, as detailed matters related to site design and servicing are typically addressed through the development permit process.

Taken together, Policies 7.3.3 and 7.3.6 provide the policy framework for evaluating the proposed rezoning from Residential (RES) to General Industrial (GI) within the Suburban Designation, where the surrounding land use context, site characteristics, and compatibility considerations support such an amendment.

2.2: Planning Analysis

The proposed rezoning of PID 82573577 from the Residential (RES) Zone to the General Industrial (GI) Zone has been evaluated based on site conditions, surrounding land uses, and the suitability of the proposed zoning to accommodate industrial activity in this location.

The General Industrial (GI) Zone is intended to accommodate a broad range of industrial uses, including equipment repair, welding, fabrication, storage, and related activities. These uses require larger parcels, appropriate separation from sensitive land uses, and access to transportation infrastructure capable of supporting industrial traffic. The Subject Property, at approximately 6.46 acres, is of sufficient size and configuration

to support such uses while allowing for internal circulation, outdoor storage, buffering, and servicing infrastructure, where required.

The proposed industrial uses align with the functional intent of the GI Zone and represent a more appropriate zoning fit than the existing Residential (RES) Zone, which does not permit industrial activity and is not well suited to the operational needs of heavy equipment repair and fabrication uses. A comparison of the uses permitted in the Res zone and the General Industrial zone is attached in Appendix B.

With respect to access and transportation, the Subject Property has frontage on Sandy Point Road. In 2023, DPW issued a letter confirming construction was complete regarding a right of way permit. Detailed access design and any future modifications will be subject to applicable municipal and provincial requirements at the development permit stage.

Planning staff received comments from the Town of Shelburne on water servicing and from the Director of Operations regarding sewer servicing. A municipal sewer line crosses a corner of the subject property; however, municipal sewer service is not currently available to the site. Water service is available from the Town of Shelburne. The Town has noted that watermain serving the area is not frequently used, which may result in occasional cloudiness. Water testing has confirmed that the supply is safe and provides adequate pressure, although some nearby residents have elected to use private wells instead.

Any future connection to municipal services, including the potential use of a pumping station, will be subject to detailed review and approval by the Municipality's Public Works Department, in coordination with other applicable authorities. These matters will be addressed through the development permit and site plan approval process and do not preclude consideration of the rezoning request.

From an adjacency perspective, the Subject Property is in an area characterized by General Industrial, Marine Industrial, and Residential uses. The proposed GI zoning reflects the existing industrial pattern along Sandy Point Road and provides an opportunity to consolidate industrial activity in a location where it can be appropriately accommodated. Potential impacts related to noise, traffic, storage, and servicing can be managed through the application of Land Use By-law standards and site plan review, ensuring compatibility with nearby residential properties.

Overall, the proposed rezoning supports the efficient use of land, aligns with the operational requirements of the intended industrial uses, and reflects the surrounding land use context. The rezoning represents an appropriate and defensible application of the GI Zone in this location.

2.3 Public Participation Policy

Public consultation for the proposed rezoning is guided by Section 7.4 of the Municipal Planning Strategy (MPS), including Policy 7.4.2, which establishes the principles of the Municipality's Public Participation Program. These policies outline the expectations for notification and engagement when Council is considering amendments to the Land Use Bylaw.

Policy 7.4.2 "That impacted neighbours of a proposed development agreement or planning document change are notified by mail or personal notice, or as permitted by the MGA, as amended from

time to time;"

In addition, Policy 7.4.3 gives Council discretion to extend public participation where it considers additional engagement applicable or warranted. The proposed rezoning does not change the land use designation and aligns with Policy 7.3.6, which allows Council to consider rezonings without amending the MPS. In this context, the notice and public hearing process required under the Municipal Government Act provides the applicable public consultation framework. The Municipal Planning Strategy does not require a Public Information Meeting for this type of rezoning.

Part 3: Recommendation

After reviewing the applicable Municipal Planning Strategy policies, discussions with the applicant, the Land Use By-law provisions, and the characteristics of the Subject Property and surrounding area, staff recommend amending the Land Use By-law Zoning Map to rezone PID 82573577 from the Residential (RES) Zone to the General Industrial (GI) Zone. A Public Information Meeting is not required by the Municipal Planning Strategy and remains at Council's discretion.

Part 4: Draft Motion

That the Council give first reading to rezone PID 82573577, located on Sandy Point Road, Sandy Point, from Residential (RES) Zone to the General Industrial (GI) Zone and that the application be forwarded to a public hearing.

Appendix A – Relevant MPS Policies

Policies	Comments & Concerns
MPS Policy 7.3.3 – Amending the Land-Use Bylaw	The proposal has been reviewed with respect to compatibility, access, servicing, and potential impacts. Servicing and waste disposal matters will be addressed at the development permit and site plan approval stage.
MPS Policy 7.3.3.1 – Criteria for Amending the Land-Use Bylaw	The proposed amendment was evaluated against the criteria set out in Policy 7.3.3 of the Municipal Planning Strategy, including: municipal servicing capacity; consistency with the Land Use By-law; compatibility with adjacent land uses; transportation access and parking; site suitability and physical constraints; impacts on municipal infrastructure; environmental and coastal considerations; and compliance with applicable municipal and provincial requirements.
MPS Policy 7.3.3.2 – Information Required for Application to Amend the Land-Use Bylaw.	In accordance with Policy 7.3.2 of the Municipal Planning Strategy, the application was supported by information relating to site characteristics and constraints; lot area and location; surrounding land use context; access and transportation; servicing and infrastructure capacity; environmental considerations; setbacks and buffering; and applicable external approvals.
MPS Policy 7.3.6 – Rezoning Without Amending Designation (Adjacency Policy)	In accordance with Policy 7.3.6, the proposed General Industrial zoning is compatible with the surrounding land use context and functions in a manner that is consistent with the intent of the Municipal Planning Strategy, despite not being a typical implementing zone within the Suburban Designation.
MPS Policy 7.4.2 – Public Participation Program	No Public Information Meeting is required for this rezoning, as the Municipal Planning Strategy does not directly prescribe a PIM.
MPS Policy 7.4.3 – Extending the Public Participation Program	Council will determine whether a Public Information Meeting is required for this rezoning.

Appendix B - Residential and General Industrial Permitted Uses

The following table compares the uses identified in Part 6, Section 4 of the Land Use By-law as permitted in the Residential (RES) Zone and the General Industrial (GI) Zone.

Status: P = permitted; S = site plan approval; DA = development agreement; blank = not listed as permitted in the zone table.

Land Use	Residential (RES)	General Industrial (GI)
Residential		
Single-Unit Dwellings	P	
Two-Unit Dwellings	P	
Multi-Unit or Grouped Dwellings	P	
Townhouses (maximum of 5 in a row)	P	
Existing Dwellings	P	
Boarding or Rooming Houses	P	
Residential Care Community	P	
Home Occupations (Section 4.20)	P	
Home Office	P	P
Mixed use commercial/residential	S	
Agricultural		
Agricultural Uses & Related Use		P
Agricultural-related Industries		P
Primary Forestry Use		P
Commercial		
Automotive & Autobody Repair		P
Automotive Sales & Rental		P
Bed & Breakfast Operations	P	
Building Supplies		P
Call & Data Processing Centres		P
Campgrounds & RV Parks	S	
Carwash Facilities		P
Commercial Daycare Centres	P	
Commercial Short-Term Rental	P	
Construction & Landscaping Industry		P
Existing Hotels & Motels	P	

Land Use	Residential (RES)	General Industrial (GI)
Existing Uses	P	P
Fitness Centres	P	
Funeral Homes		P
Kennels & Animal Day Cares	P	
Offices		P
Personal Service Shops	P	
Repair Shops		P
Rented Room	P	P
Restaurants	P	P
Self-Storage Facilities		P
Service Industries		P
Service Station		P
Recycling Depots		P
Taxicab Operation & Dispatch		P
Private Utilities & Services		P
Veterinary Offices & Clinics		P
Wholesale Establishments		P
Workshops (Arts, Craft, & Custom)	P	P
Industrial		
Accessory Commercial Uses	P	P
Abattoirs & Agricultural Processing Facilities		P
Automotive Impound Facilities		P
Breweries & Distilleries	P	P
Boat and Ship Building and Repair		P
Bulk & Cold Storage Facilities		P
Commercial Cannabis Facilities		P
Construction Debris Disposal Sites		DA
Commercial Greenhouses		P
Extractive-Related Facilities		P
Fish Processing		P
Fire Training Facility		P

Land Use	Residential (RES)	General Industrial (GI)
Fuel Depots		P
Heavy Industrial Uses		P
Hydrogen Facilities		DA
Light Industrial Uses		P
Marine Related Uses		P
Scrap & Salvage Yards		P
Secondary Forestry Uses		P
Truck Transport Operations		P
Warehouse, Depots, Storage & Distribution Facilities		P
Waste Disposal Facilities		S
Waste Transfer & Processing Facility		S
Institutional		
Cemeteries	P	
Community Centres	P	
Fire & Emergency Services	P	
Institutional Uses	P	
Library	P	
Museums	P	
Places of Worship	P	
Post Office	P	
Public Utilities & Facilities	P	P
Public Schools, Training & Educational Facilities	P	
Recreational		
Firing Range & Shooting Club		P
Parks & Recreation Uses	P	
Public Recreation Facility	P	
Recreational Vehicle Parking Sites	P	

Notes

1. The table reproduces the RES and GI entries in the permitted land-use table. All definitions, general provisions, zone standards, overlay requirements and other applicable approvals continue to apply.
2. Some listed uses are accessory uses and may only be established in association

with a permitted main use.

3. Section 4.28 separately provides that parks and recreation uses controlled or operated by a public authority are permitted in all zones.

Source: *Municipality of the District of Shelburne Land Use By-law, Part 6, Section 4, pages 36-38 (June 26, 2025).*



STAFF REPORT

TO: Council

FROM: Danyelle Smith, Waste Diversion Officer

APPROVED BY: Marcia d'Eon, Director of Operations

DATE: September 9, 2026

SUBJECT: **Waste Diversion Officer Quarterly Update**

The past few months have continued to be very busy with a mix of day-to-day operations, education, site visits, training, and planning for upcoming events. The workload is constantly changing, and priorities often shift throughout the day as issues come up that need more immediate attention. Some days start with one plan and end up looking completely different. This means adjusting schedules and moving between tasks as needed, while continuing to work through ongoing projects and regular responsibilities.

Training: I attended the SWANA (Solid Waste Association of North America – Atlantic Canada Chapter) Conference in June 2026. It was beneficial to have my supervisor attend as well, as it provided us with an opportunity to network with other waste management professionals, share ideas, and learn how other municipalities and organizations manage their waste operations.

As part of the conference, we visited the Halifax C&D facility. The facility was in operation during our visit, allowing us to observe the processes firsthand and gain a better understanding of their C&D operations.

Curbside Collection: Fielding calls and responding to concerns related to curbside waste collection continues to be a daily part of operations. Several on-site visits have been completed to provide education and assist residents in understanding proper waste sorting and what goes where.

Approximately 50% of the planned waste audits have been completed. There were several contractor breakdowns during the days I had set aside to complete the audits, which caused some delays. I will continue with the remaining audits over the next few months.

For the most part, residents are doing a great job; however, improper waste sorting continues to be a significant concern. Bylaw Enforcement Officers in both municipal units have been made aware of areas where recurring issues have been identified, and we have been working together to educate residents and improve compliance. Summary offense tickets are one option being considered and this will be explored in more detail in the coming months.

There has also been an increase in rejected waste from businesses and campgrounds. As a result, I have made several visits to these locations to provide education and assist with proper waste sorting practices.

Fall Metal Cleanup: The Fall Metal Cleanup is scheduled for October 6–16, 2026. Facebook and website advertisement will begin later this month.

Green Carts: Green carts continue to be distributed to residents as needed. From May through July, 24 green carts were distributed.

An order of green carts has been placed, with delivery anticipated for late September 2026.

Household Hazardous Waste (HHW): The sea can container has arrived and been set up on site. Green carts are now being stored inside the sea can, and a dedicated battery sorting and storage area has also been established.

We are currently awaiting a second quote for a storage unit for propane tanks. Once received, we will be able to determine the next steps for improving propane tank storage at the facility.

Planning is also underway for the Household Hazardous Waste event in Lockeport on October 3, 2026. This event will provide residents in the Lockeport area with a convenient opportunity to safely dispose of household hazardous waste.

Battery safety continues to be an important area of education. Numerous waste management groups have shared information regarding fires caused by batteries being disposed of improperly in the waste stream. Improperly discarded batteries can create a serious fire risk in collection vehicles and waste processing facilities. Several educational posts have been shared through our social media channels regarding proper battery disposal and the associated safety risks. Public education on this issue will continue.

A battery shipment of 16 boxes was sent in July 2026.

Public Education Sessions: A Talking Trash information session was held at the Lockeport Recreation Centre on June 25, 2026. Attendance was low; however, the session provided an opportunity to speak directly with residents about waste sorting, diversion programs, and proper disposal practices.

C&D Transfer Station: The C&D site has been operating smoothly overall as we continue to work through some of the minor challenges associated with the new operating model. The biggest challenge has been managing the bins on busy days when they fill more quickly than

expected and ensuring they are shipped out and returned to the site in a timely manner. This site recently passed its Nova Scotia Environment and Climate Change permitting inspection.

Data Call: I have been working on the 2025/26 Data Call, which is due to Divert NS at the end of September. This is my second year completing the Data Call, and although it is a lot of information to gather and review, I am feeling more comfortable with the process this year. Data Call is an important document that all Municipal units within the province complete annually. This report forms the basis for determining our annual waste funding and provides a measurement of the overall success of our waste programs.

Throughout the year, I have been keeping information organized as it becomes available, which has made the process much more manageable. Reports from the software at the C&D site will also be used to gather some of the information needed for the final report.

The past few months have been busy, with lots of different areas of waste management continuing to require attention. Education and proper waste sorting remain an ongoing focus. The coming months will include completing the remaining waste audits, Fall Metal Cleanup, the Lockeport HHW event, and continuing to work through the new process at the C&D site.



STAFF REPORT

TO: Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: September 9, 2026

SUBJECT: **Update on Speed Radar Sign Installation**

ORIGIN

This report is provided to Council as an update on the Speed Radar Sign Staff Report previously presented to Council.

BACKGROUND

To ensure safety of residents and school children, Council previously approved the purchase of a speed radar sign for Woodlawn Drive subject to follow up from staff on the total cost of the project.

DISCUSSION

The requirements for installation of a speed radar sign have been investigated in further detail. Staff determined that a Work Within Highways Permit is required and this permit has been applied for in anticipation of a fall installation, approval is still pending. Now that the details of the speed sign location have been discussed with Department of Public Works, we were able to investigate installation costs for the speed radar sign. The weight of the anticipated sign and the location designated for its installation requires that a pole be set into a concrete base and the sign be installed approximately 200 feet away from the crosswalk at a designated height. Our staff believes that they can install the radar sign themselves, however, will require some assistance with the hole and concrete work. The total cost of the project is anticipated to be in the range of \$5960+HST.

Sign Purchase	\$4960+HST
Pole, Concrete and Installation	<u>\$1000+HST</u>
Total	\$5960+HST

Recommendation

Be it resolved that the Municipality of the District of Shelburne approve the purchase and installation of a speed radar sign at an estimated cost of \$5,960 plus HST with funds to come from the operating reserve.



STAFF REPORT

TO: Municipal Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: September 9, 2026

SUBJECT: Unbudgeted Expenses-Update

Origin

After an inspection was completed on the sewage treatment plant several items were identified as needing immediate repair. We also experienced a pump failure and keyboard failure, necessitating immediate repairs.

DISCUSSION

An electrical inspection was conducted for the purpose of determining why the facility was experiencing electrical faults and sensor outages. The electrician identified that the surge protection for the building was no longer operational leaving the facility at risk of losing all electrically operated equipment in the event of a large power surge. As well the lights within the facility need to be wired to a different electrical panel to allow for the generator to operate the facility correctly during a power outage.

Staff was working in the vicinity of the lagoon when it was noted that the aeration equipment appeared to have broken through the liner. The liner is an important piece of equipment that keeps the facility environmentally compliant, Quotes were immediately obtained for the replacement and repair of these items. Due to the immediate concerns the CAO authorized staff to repair the issues immediately.

Following a recent power outage the new septage receiving station keyboard panel failed. This unit is under warranty and has been replaced by the manufacturer. The original unit is no longer available; therefore, a new larger unit was provided. This new unit required

modifications to the station and new electrical hook ups. The cost of these additional expenses reflects an unbudgeted expense.

The sewer lift station located near Ven-Rez recently had a pump replacement completed. This station has two pumps and pump #2 was scheduled for replacement this year, however, the new pump, pump #1, failed which required an unbudgeted immediate repair. Staff is exploring the cost of repairing this new pump.

BUDGET CONSIDERATIONS:

The GL 00-24240-425 will be over by an estimated \$34,200 +HST:

- Replacement of the surge protection module-Estimated cost of \$19,500+HST.
- Rewiring the lighting-Estimated cost of \$2,200+HST
- Repair to the lagoon liner-Estimated cost \$7,500+HST.
- Repairs to the septage panel keyboard-Estimated cost \$5,000+HST.

The GL 00-24230-425 will be over by an estimated \$13,000+HST:

- Removal of the pump and troubleshooting-Estimated Cost of \$3,000+HST
- Repair of the pump-Estimated cost of \$10,000+HST.

RECOMMENDATION

Be it resolved that the Council of the Municipality of the District of Shelburne approve funding from the operating reserve for the unbudgeted repairs for the sewage treatment plant through GL#00-24240-425 (\$34,200 + HST) and the repairs for the pumping station through GL#00-24230-425 (\$13,000 + HST).

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3494 - Fax: (902) 875-1278

MEMORANDUM

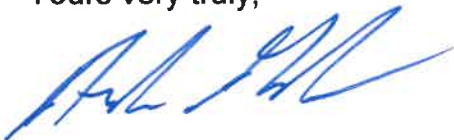
TO: Marcia d'Eon, Director of Operations
FROM: Andrew Goreham
Manager of Inspection Services
DATE: August 5, 2026
RE: July Monthly Building Report

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued in July	6	14
Number of Permits Issued to Date	33	55
Construction Values for July	\$ 209,000.00	\$ 840,000.00
Total Construction to Date	\$ 3,735,000.00	\$ 3,184,900.00

Highlights:

- 3 New Seasonal Dwelling - \$ 190,000.00

Yours very truly,



Andrew Goreham, CRBO, CFI
Manager of Inspection Services
/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Warren MacLeod, Chief Administrative Officer,

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: September 9th, 2026

SUBJECT: **Naval Base – Demolition-Level Hazardous Materials Survey**

PURPOSE

To provide staff with the authority to proceed with a Request for Proposal (RFP) to obtain a demolition-level hazardous materials survey for the old naval base located at 2882 Sandy Point Road.

BACKGROUND

On June 11, 2025 Council unanimously passed a motion that the Council of the Municipality of the District of Shelburne hereby issues an order as per Section 507 of the Municipal Government Act: and authorizes the Warden to sign off on the demolition and clean up order for the properties located at 2882 Sandy Point Road and 40, 44, 52, 62, 83, 84, 85, 87, 88, 129, 132, 135, and an unnumbered former wastewater treatment facility, Government Point Road, Sandy Point.

Since the demolition order was signed by the Warden, the owner of the property has not taken any action to comply with the order to make the property safe. The process has reached the point whereby the Municipality now has the legal authority to demolish the property and make it safe.

Prior to any consideration by Council to demolish the site, the Municipality must first conduct a demolition-level hazardous materials survey on the site to determine the location and extent of hazardous materials such as asbestos, lead paint, fuel tanks etc. Such a survey would be a key consideration to include in any future possible demolition RFP for the naval base.

BUDGET IMPLICATIONS

Staff have made some enquiries and believe that a demolition-level hazardous materials survey can be completed for approximately \$20,000. This is an unbudgeted item that

will be drawn down from the operating reserves into the dangerous and unsightly GL #0024999000.

RECOMMENDATION

Be it resolved that the Council of the Municipality of the District of Shelburne provide the CAO with the authority to obtain a demolition-level hazardous materials survey report on the old naval base located at 2882 Sandy Point Road. Funds to come from Operating Reserves in the amount of \$20,000.

From: Duane Maclellan <[REDACTED]>
Sent: Tuesday, 04 August 2026 16:54:10
To: Warden Penny Smith <Warden@municipalityofshelburne.ca>; Heidi Wagner <Heidi.Wagner@municipalityofshelburne.ca>
Subject: Fwd: Request for Direct Consultation and Information on Secondary Retail Stores

CAUTION: This email originated from an external sender.

Hi Penny and Heidi

I wanted to make you aware of the concerns I have raised with the NSLC regarding the new cross-selling rules and the upcoming consultation on permanent off-site retail stores.

These decisions could have a significant impact on District 33 and future economic development opportunities in Shelburne County. I would appreciate your support in ensuring that smaller and newer producers in our region are directly included in the consultation process.

Thank you,
 Duane

----- Forwarded message -----

From: Duane Maclellan <[REDACTED]>
Date: Tue, Aug 4, 2026 at 4:47 PM
Subject: Request for Direct Consultation and Information on Secondary Retail Stores
To: Permits & Regulatory Carmen <Permits@mynslc.com>

Dear NSLC Permits Team,

Thank you for providing the information regarding the new cross-selling program and the upcoming consultations concerning secondary retail locations.

District 33 Winery is very interested in both opportunities. However, I would like to raise several concerns and request that we be included directly in future communications and consultations.

We understand that organizations such as the Grape Growers Association of Nova Scotia and Wine Growers Nova Scotia have participated in industry discussions. While we respect the work of these organizations, neither organization directly represents District 33 Winery or necessarily reflects our specific interests as a newer winery operating in Shelburne County.

We have made a substantial investment in developing a vineyard and winery in a region of Nova Scotia that is only beginning to establish itself as a grape-growing and wine-producing area. It is important that wineries outside the traditionally represented regions have an opportunity to participate directly in discussions that may significantly affect their businesses.

We are particularly interested in the proposed changes that would allow producers to establish permanent secondary retail stores separate from their production facilities. District 33 owns a commercial building in the Town of Shelburne that we are considering using as an off-site retail location.

Could you please provide information regarding:

- The anticipated consultation process and schedule
- How District 33 can participate directly in the consultations
- The expected timeline for the secondary retail-store regulations
- Proposed application, permitting and location requirements
- Whether cross-selling will also be permitted at approved secondary retail locations
- Any proposed limits on the number, size or location of secondary stores
- Whether municipalities will have an approval or zoning role

We would also like to raise a concern regarding the cross-selling allocation.

The allocation is currently based on 25% of the previous year's direct retail sales in Nova Scotia. This may work reasonably well for established producers, but it creates a significant disadvantage for newer wineries that are only beginning to develop direct retail and direct-to-consumer markets.

District 33 is still in the early stages of building these sales channels. As everyone in the industry understands, developing a customer base, distribution relationships and consumer awareness takes time. Our previous year's sales do not accurately represent our current production capacity, growth or future retail potential.

We would encourage the NSLC to consider an alternative calculation for newer or rapidly growing producers, such as:

- A reasonable minimum annual cross-selling allocation
- An allocation based on annualized current-year sales
- An allocation based on demonstrated production and retail capacity
- A special growth or transition provision for newer producers
- An application process allowing producers to request a higher allocation with supporting business information

Without some form of accommodation, the current formula may unintentionally favour established producers and limit the ability of newer rural wineries to build viable retail operations.

Please add District 33 Winery to any mailing list or stakeholder group concerning secondary retail stores, cross-selling and future manufacturer-permit changes. We would welcome the opportunity to participate directly and provide input based on our experience developing a winery in Shelburne County.

Thank you for your consideration. We look forward to hearing more about the consultation process.

Sincerely,

Duane MacLellan

Owner

District 33 Winery

Jordan Bay, Shelburne County, Nova Scotia

Phone: [REDACTED]

district33winery.ca

2026-09-10

The Honourable John Lohr

Minister of Finance and Treasury Board
Minister Responsible for the Nova Scotia Liquor Corporation
Minister Responsible for the Liquor Control Act
Province of Nova Scotia
1723 Hollis Street, 7th Floor
Halifax, NS B3J 1V9

Re: Secondary Retail Locations for Nova Scotia Alcohol Producers – Cross-Selling Limits

Dear Minister Lohr:

On behalf of the Municipality of the District of Shelburne, I am writing about the Province's work to allow Nova Scotia wineries, breweries, cideries and distilleries to establish permanent secondary retail locations. We welcome this initiative's potential to support rural economic development and strengthen local producers.

We strongly encourage the government **not to impose a 25% limit on the retail space, inventory or sales that secondary locations may devote to other Nova Scotia producers' products.**

This matters greatly to newer producers such as District 33 Winery in Shelburne County, which is considering a secondary retail location in the Town of Shelburne. Offering a broad selection of other Nova Scotia producers' products could be essential to making an off-site location commercially viable – and would let District 33 Winery showcase the province's broader craft beverage industry to new customers, while other producers introduce District 33 Winery's products to theirs. That reciprocal market access is especially valuable in rural Nova Scotia.

We therefore urge the Province to allow eligible Nova Scotia producers to sell other eligible producers' products at secondary locations without a prescribed percentage ceiling. A restrictive cap would disproportionately harm newer producers, who typically have smaller portfolios and less sales history, potentially locking them out of the very opportunity this initiative is meant to create.

If a ceiling is nevertheless deemed necessary, we ask that it be set substantially higher than 25%, with flexibility for new and growing producers, and that eligibility not rely solely on the previous year's retail sales. We also encourage the Department and the NSLC to include individual producers and municipalities directly in the consultation process, alongside industry associations.

Minister, we respectfully ask that the secondary retail framework:

1. **Permit cross-selling of other eligible Nova Scotia producers' products at secondary retail locations;**
2. **Set no percentage ceiling as the preferred approach;**
3. **If a ceiling is needed, set it substantially above 25%, with flexibility for new and growing producers;**
4. **Not rely solely on prior-year sales when determining cross-selling eligibility; and**
5. **Include individual producers and rural municipalities directly in the consultation process.**

Properly structured, this framework can create a network of locally owned retail outlets that showcase Nova Scotia-made beverages, strengthen rural businesses, and encourage further private-sector investment in our communities.

We appreciate the Province's efforts to modernize the alcohol retail framework and welcome the chance to discuss these recommendations further.

Yours sincerely,



Warden Penny Smith

September 10th, 2026

Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8

RE: Request for NSFM Advocacy Priority – Electrical Transmission Infrastructure in
Southwest Nova Scotia

Attention: Juanita Spencer, Chief Executive Officer

Dear President and Members of the Board,

On behalf of the Council of the Municipality of the District of Shelburne, I am writing to respectfully request that the Nova Scotia Federation of Municipalities (NSFM) recognize the inadequacy of the electrical transmission infrastructure serving Southwest Nova Scotia as an advocacy priority and refer this matter to the Infrastructure Advisory Committee, or such other standing or ad hoc committee as the Board considers appropriate.

At its meeting of September 9th, 2026 Council unanimously adopted the following resolution:

"Be it resolved that the Council of the Municipality of the District of Shelburne request the NSFM Board of Directors to consider the inadequacy of the electrical transmission infrastructure in South West Nova Scotia as an advocacy priority for NSFM. Be it further resolved that this Council believes that this issue would be best reviewed by the Infrastructure Advisory Committee or such other committee or ad hoc committee as NSFM may feel is appropriate."

Council adopted this resolution because it believes the current state of the electrical transmission system in Southwest Nova Scotia has created a significant regional inequity that is restricting economic opportunity, discouraging private investment, and preventing our region from contributing fully to Nova Scotia's economic and clean energy future.

The Municipality of the District of Shelburne has consistently demonstrated its commitment to supporting renewable energy development. Following extensive public consultation and planning, Council amended its Land Use Bylaw to permit utility-scale wind energy development as-of-right across approximately 700 square kilometres of suitable land. These amendments were intended to provide certainty for developers while positioning our Municipality to support provincial renewable energy objectives and attract new investment.

414 WOODLAWN DRIVE, PO BOX 280 SHELburne, NS B0T 1W0,

PHONE: (902) 875-3544 - FAX: (902) 875-1278 Page 1 | 4

Despite these efforts, the Municipality has been unable to attract utility-scale wind energy development because the electrical transmission infrastructure serving Southwest Nova Scotia lacks the capacity required to accommodate projects beyond approximately **100 MW**. This limitation is not the result of insufficient wind resources, municipal planning, available land, or developer interest. It is solely the consequence of inadequate transmission infrastructure.

The impact of this limitation extends well beyond the Municipality of the District of Shelburne. It affects the twelve municipalities of Southwest Nova Scotia, together with portions of Queens and Kings Counties, effectively limiting an entire region's ability to participate in utility-scale renewable energy development.

Meanwhile, other regions of Nova Scotia with more robust transmission infrastructure are positioned to pursue gigawatt-scale renewable energy projects and realize the significant economic benefits that accompany those investments, including increased tax assessment, employment, construction activity, community benefit agreements, and long-term municipal revenues. Southwest Nova Scotia is effectively excluded from these opportunities, not because of any local limitation, but because the provincial transmission system has not kept pace with the region's development potential.

This represents a significant infrastructure inequity within Nova Scotia.

For Southwest Nova Scotia, the implications extend beyond renewable energy.

The region's economy has historically been built upon the strength of its fishing industry. While the declining fishery still remains critically important to our communities, municipalities throughout Southwest Nova Scotia recognize that long-term economic resilience depends upon diversifying our economy and creating new opportunities for investment and employment. Economic diversification has become a strategic priority across the region.

Modern, reliable electrical infrastructure is fundamental to achieving that objective.

While transmission upgrades would unlock the potential for utility-scale wind energy development, they are equally important for attracting future industrial, commercial, and manufacturing investment. Increasingly, businesses seeking to locate or expand require access to reliable, high-capacity electrical infrastructure. Without it, Southwest Nova Scotia is placed at a competitive disadvantage in attracting virtually any energy-intensive industry capable of creating long-term employment and economic growth.

In this respect, transmission infrastructure should be viewed not simply as an energy issue, but as essential economic development infrastructure.

This issue also has important implications for Nova Scotia as a whole.

The Province has established ambitious targets to increase renewable electricity generation, reduce greenhouse gas emissions, and transition to a cleaner and more resilient energy system. Achieving those objectives will require Nova Scotia to maximize renewable energy opportunities wherever they exist. Southwest Nova Scotia possesses some of the Province's strongest wind resources and municipalities have demonstrated a willingness to accommodate responsible development. However, without corresponding investments in transmission infrastructure, one of Nova Scotia's most promising renewable energy regions will remain unable to contribute meaningfully to achieving provincial objectives.

The Municipality of the District of Shelburne is not seeking preferential treatment. Rather, Council is advocating for equitable access to the provincial infrastructure necessary to allow Southwest Nova Scotia to compete fairly for investment and to participate fully in the Province's economic and clean energy future.

Accordingly, Council respectfully requests that the Nova Scotia Federation of Municipalities:

1. Recognize the inadequacy of electrical transmission infrastructure in Southwest Nova Scotia as an issue of provincial municipal significance.
2. Designate this matter as an NSFM advocacy priority.
3. Refer the issue to the Infrastructure Advisory Committee, or such other standing or ad hoc committee as the Board considers appropriate, to examine the impacts of regional transmission inequities and develop recommendations for provincial advocacy.
4. Advocate with the Province of Nova Scotia, Nova Scotia Power, and other relevant agencies for strategic investments in transmission infrastructure that will enable Southwest Nova Scotia to participate fully in the Province's economic development opportunities and renewable energy transition.

The Municipality of the District of Shelburne believes every region of Nova Scotia should have an equitable opportunity to contribute to—and benefit from—the Province's economic growth and energy transition. Southwest Nova Scotia has the natural resources, municipal

leadership, available land, and community support necessary to help achieve these goals. The missing piece is the transmission infrastructure required to unlock that potential.

Council respectfully asks for the support of the NSFM in advancing this important issue on behalf of the municipalities and residents of Southwest Nova Scotia. Strategic investment in transmission infrastructure is not simply an investment in one region—it is an investment in Nova Scotia's economic resilience, energy security, and long-term prosperity.

Thank you for your consideration. We would welcome the opportunity to discuss this matter further with the Board or the appropriate committee at your convenience.

Yours truly,

Sincerely,



Warden Penny Smith

Shelburne Municipality,

I really appreciate your support over the last couple of years, it means so much to me and my family.

Thank you!

-Abby