
**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, September 9, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, September 9, 2026, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

Warden Penny Smith
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
Danyelle Smith, Waste Diversion Officer
Jill Webb, Economic Development Officer
Nicole Blades, Recording Secretary
Members of the Public

REGRETS:

Deputy Warden Heidi Wagner

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. September 9, 2026

2(a) **MOTION: APPROVAL OF AGENDA – September 9, 2026**

Being duly moved and seconded, be it resolved that the Agenda for September 9, 2026, be approved.

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. July 22, 2026

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

4. BUSINESS ARISING:

There was no business arising.

5. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Land Use Bylaw Amendment, Rezoning PID 82573577, First Reading – Chrystal Fuller, Brighter Community Planning & Consulting

5(a) Chrystal Fuller, Municipal Consultant with Brighter Community Planning and Consulting, presented the Land Use Bylaw Amendment, Rezoning PID 82573577, First Reading staff report.

Ms. Fuller advised Council an application had been received from the property owners of PID 82573577 requesting that the property be rezoned from Residential Zone to General Industrial Zone. Under Municipal Planning Strategy Adjacency Policy 7.3.6, the property is eligible to proceed through the rezoning process without provincial approval, however, the rezoning is appealable.

A discussion was held regarding potential noise concerns for existing residential units in the area, clarification on the difference between a Public Information Meeting versus a Public Hearing, guidance related to dangerous and unsightly conditions, and the approval process of permitted development for the property.

CAO MacLeod noted that the Old Boy School property is located across the road and the Municipality is considering moving towards housing development in that area.

A Public Hearing will be held Wednesday, October 14, 2026 at 6:00 pm in the Council Chambers.

MOTION: FIRST READING – REZONE PID 82573577

Being duly moved and seconded, 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.

- **MOTION CARRIED**

6. OPERATIONS:

- a. Waste Diversion Officer Quarterly Update – Danyelle Smith, Waste Diversion Officer
- b. Speed Radar Sign Installation Update – Marcia d'Eon, Director of Operations
- c. Unbudgeted Expenses Update – Marcia d'Eon, Director of Operations
- d. Monthly Building Report – July 2026

6(a) Danyelle Smith, Waste Diversion Officer, presented the Waste Diversion Officer Quarterly Update.

A discussion was held regarding the Talking Trash education sessions offered to the public, updates to Region 6 NS Recycles app, operations update on the new model at the C&D Site, and the installation of shading and a propane stand at the C&D Site.

6(b) Marcia d'Eon, Director of Operations, presented the Speed Radar Sign Installation Update staff report.

Council and residents have expressed ongoing pedestrian safety concerns regarding the crosswalk at the beginning of Woodlawn Drive. Following an assessment completed by NS Department of Public Works (DPW), Council approved the purchase of a speed radar sign subject to staff exploring the total cost of the project.

Ms. d'Eon advised Council that, while exploring installation costs, staff determined that a Works Within Highways Permit was required. The permit application has been proactively submitted. It was also noted that DPW had final authority regarding the location where the speed sign will be installed.

Council expressed its gratitude to staff on moving this project forward.

MOTION: SPEED RADAR SIGN

Being duly moved and seconded, 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.

- **MOTION CARRIED**

6(c) Marcia d'Eon, Director of Operations, presented the Unbudgeted Expenses Update staff report.

Ms. d'Eon advised Council after an inspection was completed on the sewage treatment plant several items were identified as needing immediate repair including replacement of the surge protection module, rewiring of the lighting, and repairs to the lagoon liner. It was noted the plant also experienced a pump and keyboard panel failure.

A discussion was held regarding causes of the sewage treatment plant pump failure, age of the pumping station and warranty coverage.

MOTION: SEWAGE TREATMENT PLANT & PUMPING STATION REPAIRS

Being duly moved and seconded, 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).

- **MOTION CARRIED**

6(d) Warden Smith reviewed the Monthly Building Report for August 2026.

It was noted that a fiscal year comparison building report will be provided to Council in October.

7. ADMINISTRATION:

- a. Naval Base – Demolition-Level Hazardous Materials Survey – Warren MacLeod, CAO

7(a) Warren MacLeod, CAO, presented the Naval Base – Demolition-Level Hazardous Materials Survey staff report.

Mr. MacLeod provided Council with an update on the Dangerous and Unsightly Demolition Order issued for the former Naval Base located at 2882 Sandy Point Road. He advised that the property owner has not taken action to comply with the Order, and that the Municipality now has legal authority to proceed with demolition and take the necessary steps to make the site safe.

Prior to proceeding with demolition, the Municipality must conduct a demolition-level hazardous materials survey to identify the location and extent of hazardous materials on the site such as asbestos, lead paint, and fuel tanks. The survey would also assist in the preparation of a potential future Request for Proposal for demolition of the site.

Mr. MacLeod advised Council that under the Department of Justice's new RCMP billing model for Municipalities, the Municipality is expected to receive significant savings. These savings have to be directed toward a public safety initiative or program. Mr. MacLeod had discussed the former Navy Base situation with the Department of Justice. He advised there is a possibility that the expenditure may qualify, however approval from the Minister is required. Further information will be provided to Council in a future staff report.

A discussion was held regarding demolition costs being added as lien on the property, the Municipality's obligation under the MGA, concerns with human activities on the site, and the owner's responsibility of the onsite landfill.

MOTION: DEMOLITION-LEVEL HAZARDOUS MATERIALS SURVEY – 2882 SANDY POINT RD

Being duly moved and seconded, 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.

- **MOTION CARRIED**

8. OTHER:

- a. Addition of Youth Members to Council Committees – Verbal – Councillor Angie Shand

8(a) After attending the Tri-County Youth Summit, Councillor Shand proposed that youth involvement on committees of Council be considered to give youth a voice in the community.

A discussion was held regarding the importance of youth engagement and involvement in municipal matters. Staff were directed to explore opportunities for youth participation on Council committees.

9. CORRESPONDENCE:

- a. District 33 Winery Re: Concerns with Provincial Changes for Local Wineries, Cideries, Breweries, and Distilleries

- i. Draft Letter to Minister Lohr Re: Secondary Retail Locations for NS Alcohol Producers and Cross-Selling Limits
- b. Draft Letter to NSFM Requesting Advocacy Priority Re: Electrical Transmission Infrastructure in Southwest NS
- c. Abby Peterson, Elite Athlete/Youth Travel Recipient Re: Thank You Letter

9(a) Warden Smith reviewed the correspondence received from District 33 Winery regarding concerns with provincial changes for local wineries, cideries, breweries, and distilleries.

9(a)(i) Warden Smith reviewed the advocacy draft letter to be sent to Minister Lohr as requested by District 33 Winery and consensus was given to send the letter.

9(b) Warden Smith reviewed the draft letter to NSFM requesting advocacy priority regarding electrical transmission infrastructure in Southwest NS.

CAO Warren MacLeod noted that the Municipalities of Digby and Barrington have sent similar letters to NSFM with anticipation of other units following suit as Councils return from summer break.

A discussion was held regarding Southwest CAOs ongoing discussions with the NSFM, AMANS, IESO Nova Scotia, and potential energy companies regarding the state of the infrastructure in the Southwest.

MOTION: REQUEST FOR NSFM ADVOCACY PRIORITY – ELECTRICAL TRANSMISSION INFRASTRUCTURE IN SOUTHWEST NOVA SCOTIA

Being duly moved and seconded, 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 Southwest 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.

- **MOTION CARRIED**

9(c) Warden Smith reviewed the thank you letter from Abby Peterson, recipient of the Elite Athlete/Youth Travel Grant.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

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

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

- Western County Regional Library Board Meeting
- Climate Adaptation Intermunicipal Learning Discussion

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

- Events Committee Meeting
- Roseway Manor Board Meeting

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

- Department of Public Works Meeting Re: Road Concerns in Westhead

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

- July 26 – Lockeport Legion 80th Anniversary Breakfast
- August 5 – Municipality of Barrington RecPlex Grand Opening
- August 13 – Healthcare Professionals Luncheon
- September 4 – Roseway Manor Board Meeting
- September 5 – Sou’West Nova Transit Association BBQ
- September 9 – Seabourn Ovation Cruise Arrival

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:20 pm. The next Regular Council meeting will be held on Wednesday, September 23, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**