



Naturally Yours

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
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
SEPTEMBER 23, 2026 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. September 23, 2026		1-2
3. <u>ACCEPTANCE OF MINUTES</u>		
a. September 9, 2026		4-9
4. <u>BUSINESS ARISING</u>		
5. <u>PROCLAMATION</u>		
a. Right to Know Week - September 28 to October 4, 2026		10
6. <u>PRESENTATIONS</u>		
a. Public Works Road Initiatives Update – Kirk Reed, Maintenance Supervisor & Pamela Mehlman-Shand, Area Manager	6:00 pm	
7. <u>RECREATION & PARKS</u>		
a. Eastern Shelburne County Accessibility Advisory Committee – Member Appointment* – Adam Dedrick, Director of Recreation & Parks		11
b. Recreation Program Write Off* – Adam Dedrick, Director of Recreation & Parks		12
c. Surplus Properties – Canoes and Trailer* - Director of Recreation & Parks		13-14
d. Roseway River Trail – Off Highway Vehicle Options – Adam, Dedrick Director of Recreation & Parks		15-29
8. <u>ADMINISTRATION</u>		
a. Shelburne Community Well Project Update* – Warren MacLeod, CAO		30-37



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	<u>TIME</u>	<u>PAGES</u>
9. <u>OPERATIONS</u>		
a. Monthly Building Report – August 2026		38
10. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
11. <u>IN-CAMERA</u>		
a. Personnel Matters as per MGA Section 22 (2)(c)		
12. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
September 23, 2026 - Council Meeting
RECOMMENDED MOTIONS

7(a) MOTION: EASTERN SHELburne COUNTY ACCESSIBILITY ADVISORY COMMITTEE – MEMBER APPOINTMENT

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Cathy McNaughton to the Eastern Shelburne County Accessibility Advisory Committee as a member of the public representing the Municipality of Shelburne for a two-year term.

7(b) MOTION: RECREATION PROGRAM REGISTRATION WRITE OFF

Be it resolved that the Council of the Municipality of the District of Shelburne expense the recreation program registration fee of \$100 through the Summer Program Expenses GL 00-27120-902 to pay for uncollected invoice #2025151442.

7(c) MOTION: SURPLUS PROPERTIES – CANOES AND TRAILER

Be it resolved that the Council of the Municipality of the District of Shelburne approve four tandem canoes and ten paddles to be declared as surplus property, AND

THAT, Council of the Municipality of the District of Shelburne approve sale of four tandem canoes and ten paddles by tender at a minimum bid of \$1.00 plus HST, AND

THAT, Council of the Municipality of the District of Shelburne approve the canoe trailer to be declared as a surplus property, AND

THAT, Council of the Municipality of the District of Shelburne approve sale of the canoe trailer by tender at a minimum bid of \$1.00 plus HST.

8(a) MOTION: SHELburne COMMUNITY WELL PROJECT

Be it resolved that the Council of the Municipality of the District of Shelburne approve a contribution of \$25,000 to the Shelburne Community Well Project, to be funded from the Municipality's Operating Reserves and flowed through GL 0021250662.

**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**



**PROCLAMATION
RIGHT TO KNOW WEEK
September 28th to October 4th, 2026**

WHEREAS the Municipality of the District of Shelburne has adopted the principles of openness, transparency and accountability; and

WHEREAS the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Municipality of the District of Shelburne; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS the Municipality of the District of Shelburne joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE, be it resolved that I, Penny Smith, Warden for the Municipality of the District of Shelburne, do hereby proclaim September 28th to October 4th, 2026, to be Right to Know Week in the Municipality of the District of Shelburne.

Date

Warden Penny Smith

STAFF REPORT

To: Council

From: Adam Dedrick, Director of Recreation & Parks

Approved by: Warren MacLeod, Chief Administrative Officer

Date: September 23, 0226

Subject: Member Appointment – Eastern Shelburne County Accessibility Advisory Committee

Origin

The Municipality advertised for members of the public to join the Accessibility Advisory Committee.

Recommendation

THAT, Council of the Municipality of the District of Shelburne appoint Cathy McNaughton to the Eastern Shelburne County Accessibility Advisory Committee as a member of the public representing the Municipality of Shelburne for a two-year term.

Background

Since 2021 the Municipality has tried to maintain two community members as representatives on the Eastern Shelburne County Accessibility Advisory Committee. There is currently a vacancy for one of those spots so it was advertised to the public. The Committee meets quarterly and provides oversight on the implementation of the Eastern Shelburne County Accessibility Plan.

Discussion

Cathy, a resident of Sandy Point, is an architect with over twenty years of experience working with a variety of public projects where accessibility is an integral consideration in the development of design and planning solutions. As a result, she has detailed knowledge of accessibility codes and standards and how buildings and exterior spaces can be developed to provide a fully accessible environment for all. Cathy was vice president of the Sandy Point Community Recreation Group for several years from 2023 to 2025. Her role involved helping to coordinate events, review maintenance requirements and work to establish a long term and short term renovation plan for both the lighthouse and community hall. Cathy expressed that she wants to dedicate some of her time to volunteer in her community and contribute to the improvement of accessibility for all.

Cathy's background and experience in accessibility standards and her desire to volunteer and make a difference in the community makes her an ideal fit for the committee. It is recommended that she be appointed as a public member of the committee, representing the Municipality of Shelburne.

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: September 23, 2026
Subject: Recreation Program Registration Write Off

Origin

After extensive efforts to collect payment, an invoice for a recreation program registration fee of \$100 was not paid.

Recommendation

THAT, Council of the Municipality of the District of Shelburne expense the recreation program registration fee of \$100 through the Summer Program Expenses GL 00-27120-902 to pay for uncollected invoice #2025151442

Background

Invoice #2025151442 was sent to the customer at the beginning of September 2025 and after not receiving payment it was sent monthly until June 2026. In early July 2026 the Tax Clerk spoke to the customer who claimed they did not receive the invoices, so she checked the mailing address with the customer, and it was the same one the invoices were mailed to. The customer was emailed a statement of their account which showed two outstanding invoices, one being the recreation program registration. The other invoice was subsequently paid, but the recreation program invoice was not. Based on this it is assumed there is no intention of paying the invoice.

Discussion

After extensive but unsuccessful efforts to collect payment, it is recommended to expense the recreation program registration fee of \$100 through the Summer Program Expenses GL 00-27120-902 to pay for the uncollected invoice.

Budget Implications

\$100 to be expensed from the Summer Program Expenses GL 00-27120-902

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: September 23, 2026
Subject: Surplus Properties: Canoes and Trailer

Origin

The four tandem canoes, ten paddles and canoe trailer no longer provide any use to the Municipality.

Recommendation

THAT, Council of the Municipality of the District of Shelburne approve four tandem canoes and ten paddles to be declared as surplus property.

AND

THAT, Council of the Municipality of the District of Shelburne approve sale of four tandem canoes and ten paddles by tender at a minimum bid of \$1.00 plus HST.

AND

THAT, Council of the Municipality of the District of Shelburne approve the canoe trailer to be declared as a surplus property.

AND

THAT, Council of the Municipality of the District of Shelburne approve sale of the canoe trailer by tender at a minimum bid of \$1.00 plus HST.

Discussion

The four tandem canoes (numbered 1-4) are well worn but could still be used as they do not have any punctures or holes. Three of the canoes are 17 feet in length (numbers 1,2,4) and one canoe is 15 feet (number 3). The canoe trailer measures 78 inches (6.5 feet) by 70 inches (5.8 feet) and is designed to hold the canoes and two storage bins. The trailer has significant deterioration and has two flat tires. The storage bins which hold the ten paddles measure 23 inches (1.92 feet) by 66 inches (5.5 feet) and have a fair amount of deterioration.

Attachments

-Photos of the canoes, storage bins and trailer.



STAFF REPORT

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: September 23, 2026
Subject: Roseway River Trail Off Highway Vehicle Options

Origin

It was requested by Council to provide options for off highway vehicle use on the Roseway River Trail. Also, correspondence dated June 18, 2026, from the Woodland Multi-Use Trail Association requested the Municipality to change the Letter of Authority from multi-use to authorized shared multi-use.

Recommendation

For information purposes and decision making.

Background

The Municipality has a letter of authority (LOA) with the Department of Natural Resources & Renewal (DNRR) to operate and maintain the Roseway River Trail. The trail is approximately 700m long and is designated for pedestrians and cycling but not off highway vehicles (OHVs). It has two bridges, a bailey bridge (142 feet) and a small trail bridge (26 feet), both located at the eastern end of the trail. The bailey bridge is about 15 years old, the trail bridge is over 100 years old. The trail connects to the Town of Shelburne rail trail at its eastern end and to the undeveloped rail trail at its southern end, at Islands Park Road. The undeveloped trail is managed by the Department of Natural Resources & Renewal (DNRR) and does not have any OHV restrictions and travels through Hartz Point to Birchtown.

There are now numerous road trails in place in the Shelburne area that are intended to connect the trail system from Queen's County to Barrington. The Town of Shelburne road trail enables OHVs to travel through the town on their main roads and connect to trails in the Municipality at both the east and west ends. However, on the west end, the Town road trail connects to the Roseway River Trail, which does not allow OHVs so there is a gap in connectivity. As a result, riders are either travelling on the trail or on sections of roads that are not designated as road trails (McGill Point Lane to Islands Park Road).

Discussion

On August 27th DesignPoint Engineering & Surveying Ltd. completed a condition assessment and structural evaluation (load rating) of the Roseway River Trail Bridge and the Tom Tigney Trail Bridge. The assessment was developed to establish the existing bridges conditions and to evaluate the bridges suitability for public use including pedestrian, bicycle, and off highway vehicle traffic.

A draft report for the Roseway River Trail Bridge was available at the time of this report being prepared and the following is a summary of the findings and recommendations.

The Roseway River Trail Bridge is considered to be in poor overall condition, with significant deterioration affecting the primary steel members and lateral load-resisting system. The condition is to the point that the bracing system cannot be relied upon to provide effective lateral restraint or transfer wind-induced lateral forces through the superstructure.

It may be feasible to restore the bridge to meet the applicable loading requirements through rehabilitation of the existing superstructure but that would require significant expenditure while retaining the existing steel girders, which exhibit extensive deterioration and have an extremely limited remaining service life. Given the overall condition of the superstructure, investment in rehabilitation is not considered an effective solution. Accordingly, replacement of the bridge in its entirety, including both the superstructure and substructure, is recommended as the preferred approach.

As a result of the above, DesignPoint recommends that until required replacement works (or rehabilitation) are completed, the bridge be closed to public use.

The state of the Tom Tigney Trail Bridge is being noted below because there are two bridges that are both at the end of their lifespans requiring rehabilitation or replacement and their importance within the trail system and connectivity must be considered.

The Tom Tigney Trail Bridge is a two-span steel bridge with one pier, 38.4 meters (126 feet) in length and over 100 years old. It is open to pedestrians, cyclists and OHVs. The results of the Tom Tigney Bridge were not available at the time of this report being prepared, however, DesignPoint indicated that their preliminary findings are similar to the Roseway River Trail Bridge, with the bridge requiring significant rehabilitation or replacement., it was indicated by DesignPoint that they are continuing to explore high-level rehabilitation and strengthening options to determine whether a practical interim solution can be identified while funds can be allocated, with closure considered as a last resort. This information should be available in the final report.

The Tom Tigney Trail Bridge is a critical connection point in the trail system. Located in the Sable River Area it is a shared multi-use trail for pedestrians, bicycles and OHVs. Similar to the Jordan River Trail Bridge, there is no alternate route for users so if it were to close it would create another gap in trail connectivity both locally and regionally.

The Roseway River Trail is impacted by all of this in several ways. If the bridge were to be closed to all users (pedestrians and OHVs) until it can be replaced, the options are limited for connectivity between the Town trails (pedestrian trail and road trail) and trails in the Municipality. Both the bailey bridge and the trail bridge are in the same section, and both are required to get over the river. With the main road right beside the trail and bridges, the two bridges can be bypassed. However, this would be more practical for OHVs than for pedestrians.

Unlike the Tom Tigney Bridge, the Roseway River Trail Bridge does have an alternate route. Off highway vehicles could bypass the bridges and the entire trail by going around them on a road trail. A proposed road trail could continue from the Town road trail at McGill Point Lane then across the road bridge onto Island's Park Road to where the Roseway River Trail ends and connects with the DNRR rail bed. This would provide an authorized link to a legal connection for OHVs.

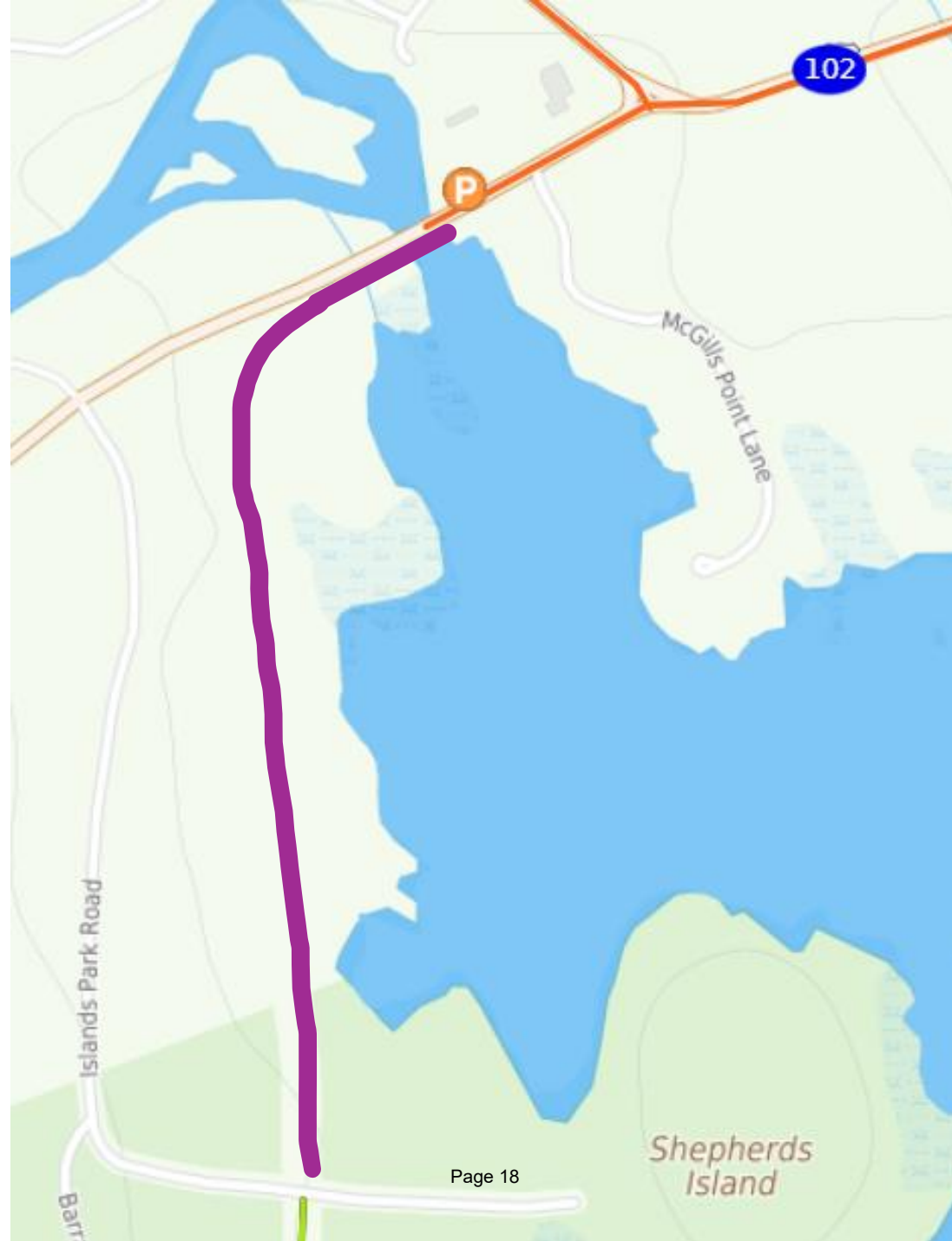
For pedestrians to connect from the Town trail to the Roseway River Trail they would have to leave the Town trail at McGill Point Lane and take the main road across the road bridge then enter the driveway just past the trail bridge and connect to the trail at that point. With no sidewalk or walking lane on the road and bridge it would not be ideal or safe for pedestrians to walk into a high traffic area and then enter an active driveway. With no safe connection point the trail would not be accessible to and from the Town. Any trail user crossing the trail bridge or taking the alternate route on the road would be at their own risk and discretion, it would not be direction provided by the Municipality. Access to the trail would simply start after the bridges and continue to Islands Park Road. It would not be ideal, but it is the only option for the time being that ensures user safety.

Regarding the letter of authority (LOA) for the Roseway River Trail, were the trail bridge closed it would not be useful to pursue changing the LOA to allow OHVs as there would be no legal access to the trail. An alternate route that will provide legal connectivity can be accomplished with a road trail.

The status of the Roseway River Trail bridge raises the question should the Municipality continue to hold the LOA for the trail. The Municipality currently has three trail bridges, which are all part of LOAs, that require replacement at substantial costs. The Jordan River Trail Bridge replacement project is currently underway at over \$3,000,000. As per the last engineering inspection completed in the fall of 2024, the Tom Tigney Bridge rehabilitation is estimated at a cost of \$2,000,000 and the Roseway River Trail Bridge at \$800,000-\$1,200,000. The Municipality is responsible for two other bridges, including the Sable River Footbridge and the Roseway River Trail Bailey Bridge. Neither of those bridges need any immediate or short-term repairs.

The Tom Tigney Trail Bridge is almost identical to the Jordan River Trail Bridge project and is one that is crucial for trail connectivity, especially for OHVs. Unlike the Roseway River Trail Bridge it does not have an alternate route. Hypothetically, if the LOA for Roseway River Trail was terminated the Municipality would no longer be responsible for the two bridges on the trail and the operation and maintenance of the trail section from the Town to Islands Park Road. This responsibility would transfer back to DNRR. Instead of two costly bridge projects, this would allow the Municipality to allocate resources toward the Tom Tigney Bridge due to its location and importance within the trail system.

There will be more forthcoming information related to the conditions of the Roseway River Trail Bridge and the Tom Tigney Trail Bridge once the final reports for the condition review and evaluation assessments are received.



Roseway River Trail

Roseway River Trail Bridge



Roseway River Bailey Bridge



Embankment	Approach
	
West end typical	East

Approach	Barriers
	
West	Typical

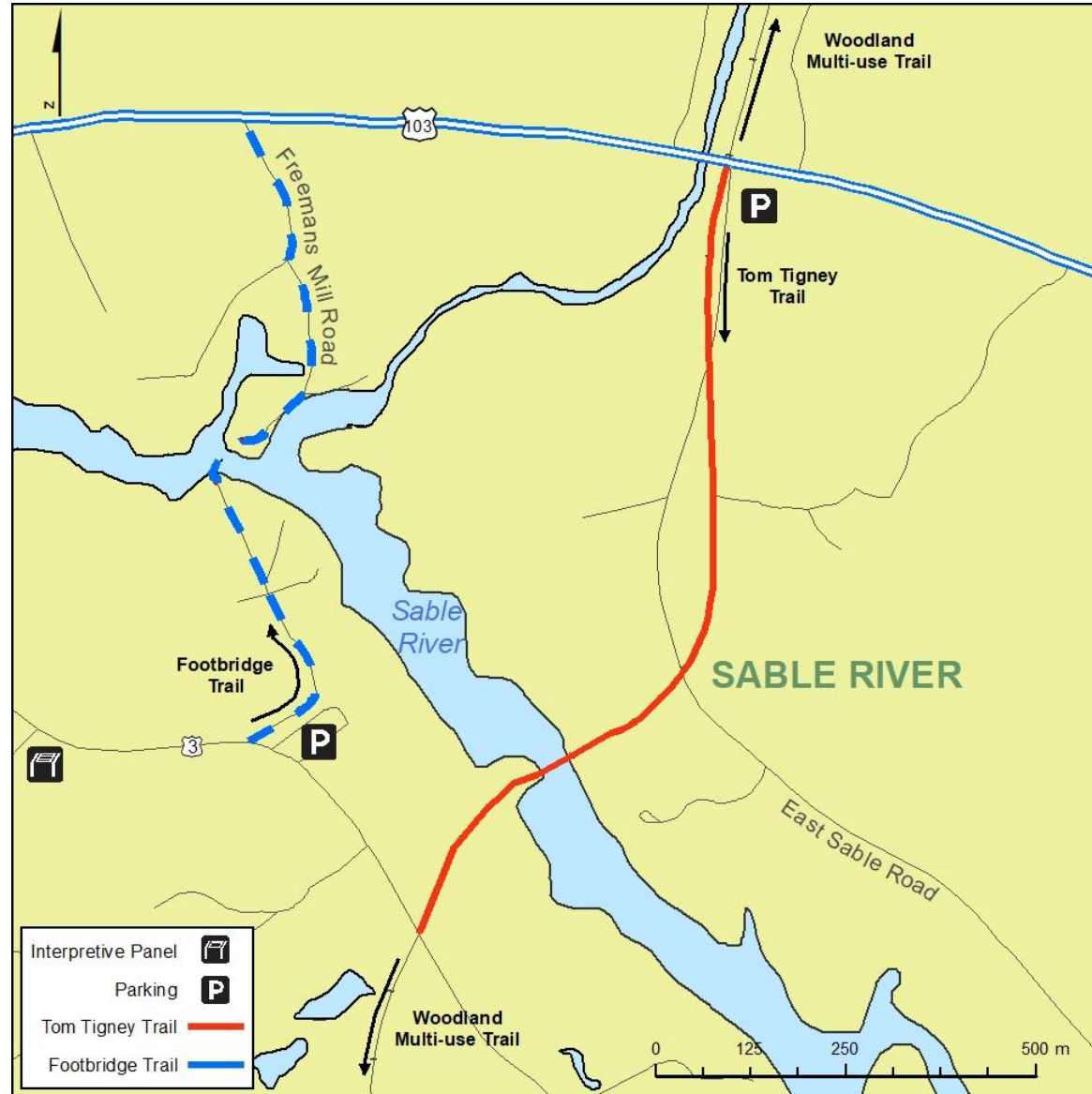
Beams/MLE's	Beams/MLE's
	
Typical flange width	Severe corrosion of flange

Beams/MLE's	Beams/MLE's
	
Web perforations (typical throughout)	Stiffener condition

Bracing	Bracing
	
Gusset plate condition	Typical brace condition

Abutments	Abutments
	
East abutment	West abutment









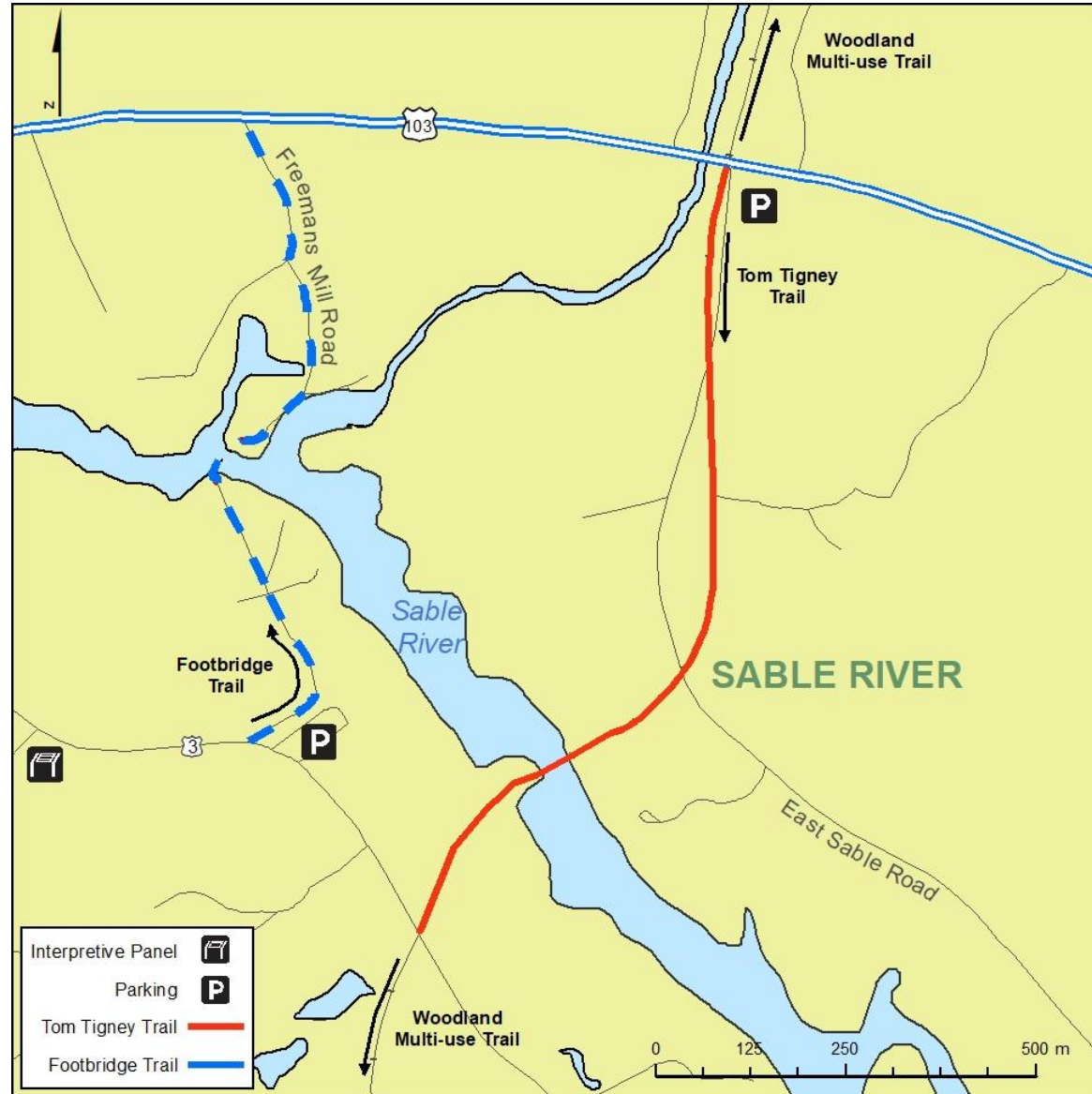
Road Trail



Roseway River Trail

Road Trail





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 23rd, 2026

SUBJECT: **Shelburne Community Well Project – Budget Update and Request for Increased Municipal Contribution**

PURPOSE

To update Council on the status of the Shelburne Community Well Project and to seek Council's approval of a municipal contribution of \$25,000 toward the project, as requested by the South End Environmental Injustice Society (SEED) in correspondence dated September 14, 2026.

BACKGROUND

The Shelburne Community Well Project is a collaborative initiative between SEED, the Nova Scotia Community College (NSCC), the Town of Shelburne, and the Municipality of the District of Shelburne to develop a treated community well and public dispensing station at the NSCC Shelburne Campus, providing free potable water to residents whose private wells are dry or otherwise compromised. Council has previously supported the project, and the Municipality included \$25,000 in its 2026 operating budget for the well.

SEED has advised staff of the following developments since the project was last budgeted:

- The Province determined that NSCC could no longer participate in the project, including as project manager or through its carpentry class, which had originally been expected to build the distribution building. SEED's Board subsequently agreed that SEED would take the lead on the project and retain a consultant to provide project management.
- SEED retained Dillon Consulting Limited (Dillon), on the recommendation of ABL Environmental Consultants, to take over design and project management responsibilities previously assigned to NSCC.
- Nova Scotia Public Works has advised that the land required for the dispensing building and transfer line must be severed from the NSCC property before the project can proceed. Dillon has been retained to complete the required survey and property transfer work, which must ultimately receive Provincial Cabinet approval.
- Nova Scotia Environment and Climate Change has confirmed the well will be classified as a 'transient public water supply,' meaning a certified water quality technician is not required to operate it.
- The Town of Shelburne's Council passed a motion on May 4, 2026 expressing its willingness to continue exploring the project with partners and to participate in ongoing planning, while noting that any financial contribution or operating commitment by the Town remains subject to a future report and Council decision. I have had verbal

discussions with the Town of Shelburne's CAO who indicated that she felt the Town would be willing to provide a water operator to maintain the well's water treatment and sampling obligations in kind, however I qualify by saying that we do not have this in writing from the Town.

BUDGET UPDATE

Because the original project budget was based on 2023 cost estimates and no longer reflects NSCC's withdrawal from the project, the Sustainable Communities Challenge Fund (SCCF) Co-ordinator, Catherine Chase, requested that the work plan and budget be updated. Dillon has since revised the budget in consultation with SEED. The total project cost is now estimated at \$453,836.35, up from the original estimate of \$241,336.35. The principal cost increases are:

- Design (including the property transfer, survey, and revised engineering scope): increased from \$15,000 to \$69,500, reflecting work – such as the land survey and subdivision – that was not part of the original scope, and the expanded engineering scope now required.
- Pumphouse structure: increased from \$30,000 to \$100,000, as this was originally to be built by the NSCC carpentry class and must now be constructed commercially.
- Water treatment equipment: increased from \$45,000 to \$65,000, based on Dillon's experience with similar recently installed systems.
- Contracting services: increased from \$17,000 to \$65,000, reflecting the cost of contractor management previously assumed to be provided in-kind by NSCC.
- Back-up power: increased from \$30,000 to \$50,000, based on recent comparable project costs.

The SCCF grant normally funds 80% of the cost of projects budgeted under \$249,999; with the increased budget, SCCF's standard funding rate would fall to 70%. However, Ms. Chase has indicated that SCCF may continue to fund the project at 80% if SEED and the Municipality both increase their contributions, and has noted that SEED's status as a Black-led organization strengthens the case for continued 80% funding.

In response, SEED's Board met on August 26, 2026 and, by a motion carried unanimously on September 10, 2026, approved increasing SEED's own contribution to the project from \$17,600 to \$40,000.

By letter dated September 14, 2026, SEED's Vice President, Louise Lindsay, formally requested that the Municipality increase its contribution to the project from \$10,920 to \$25,000, noting that Council had already included \$25,000 for the well in this year's operating budget.

BUDGET IMPLICATIONS

The requested increase in the Municipality's contribution, from \$10,920 to \$25,000, represents an additional \$14,080 beyond the amount previously committed. No funds have been paid to SEED as of now. As noted above, Council has already provided for a \$25,000 contribution to this project within the 2026 operating budget; accordingly, staff recommend that the increased contribution be funded from the Municipality's Operating Reserves and flowed through General Ledger account 0021250662. Staff will continue to report to Council on the project's capital cost,

construction schedule, and future operating implications as the design, land transfer, and funding arrangements are finalized.

RECOMMENDATION

Staff recommend that Council:

1. Receive this report for information; and
2. Approve an increased municipal contribution to the Shelburne Community Well Project, as set out in Motion No. 1 below.

Motion

Be it resolved that the Council of the Municipality of the District of Shelburne approve a contribution of \$25,000 to the Shelburne Community Well Project, to be funded from the Municipality's Operating Reserves and flowed through GL 0021250662.

APPENDICES & ATTACHMENTS

Appendix A – Letter from Louise Lindsay, SEED, dated September 14, 2026 & SEED Community Well Update, August 2026 (including Dillon Consulting Limited property transfer proposal and revised project budget)

14 September 2026

P.O. Box 852
Shelburne, Nova Scotia
BoT 1Wo

Warden Penny Smith
Mr. Warren MacLeod, CAO
Municipality of the District of Shelburne
P. O. Box 280
Shelburne, Nova Scotia
BoT 1Wo

**Re: Request to Increase Funding
for
Community Well Project**

Dear Warden Smith & Mr. MacLeod:

As a follow-up to our meeting last Thursday, the 10th of September 2026, please find attached a summary of recent activities on the Community Well Project. Because of decisions by the Province, the organizational structure of the project had to be revised and since the original budget was based on 2023 costs, the Sustainable Communities Challenge Fund (SCCF)'s Co-ordinator, Catherine Chase, asked that the work plan and budget be updated. The attached update discusses these changes.

The updated budget is significantly higher and as a consequence, SEED is increasing our contribution to the project from \$17,600.00 to \$40,000.00. Since the Municipality of the District of Shelburne included \$25,000.00 in this year's operating budget for the well, we would respectfully request that you increase your contribution from \$10,920.00 to \$25,000.00.

If you have any questions, please don't hesitate to call me.

Yours sincerely,



Louise Lindsay
Vice President

Community Well Update August 2026

Community Well Update:

Last year the Province decreed that NSCC could no longer participate in the project. As part of the original grant application, NSCC were going to be the project manager and the lead on the project for the SCCF grant. As well, their carpentry class was going to build the distribution building. This resulted in SEED having an emergency executive meeting on the 22nd of September 2025 where we agreed that SEED would take the lead on the project with respect to the SCCF grant and that we would hire a company to do the project management. Since Gordon Balcome of ABL Environmental had done the design and feasibility study for NSCC, it was agreed Louise would contact him first to see if they would be willing to take on the project. Mr. Balcome said no as his partner had just retired and he was trying to do that too. He suggested we contact Dillon Consulting Limited as they had water supply projects before and were very well respected.

Nova Scotia Public Works also indicated that if the well was to be used the land needed for the dispensing building and the transfer line from the well to that building would need to be segregated from NSCC property. Several meetings of the Community Well Stakeholders Committee (CWSC), which includes representatives from SCCF, the Municipality of Shelburne, the Town of Shelburne and SEED, were held to determine next steps. The following tasks were the result of those meetings:

- ◆ Catherine Chase, the SCCF Co-ordinator, was to determine the requirements for the property transfer from the Province;
- ◆ initially, the Municipality's staff were reluctant to take ownership of the property and operation/maintenance of the distribution system, building & property. Also, the staff raised concerns about having a qualified operator. Their current wastewater operator has both his wastewater and drinking water credentials; however, his replacement won't have drinking water credentials. SEED suggested that since both residents of the Town and the Municipality would be using the Community Well water that this

should be a Joint Services project and the Town which has a drinking water operator could be responsible for the required water testing and operation of the treatment system. Depending on the classification of the water supply under the NS regulations would determine whether a certified drinking water operator was necessary. Louise was tasked with answering that question.

In 2022, when SEED first met with Minster Halman about the possibility of the community well, he had advised we contact the NS Director of Water Resources if we had any questions or needed assistance. Louise contacted the current Director and she provided links to all the applicable regulations and guidelines. Louise reviewed them and spoke with Ms. Candace Weagle, the Environmental Service Coordinator for the Municipality of Queens' water utility. She is responsible for the operations and testing for the Cowie Well which is their community well. Based on Louise's research and discussion with Candace, she decided that our proposed well would be classified as a 'transient water supply' which means to operate it a certified water quality technician is not required. To confirm this she called the Director again. The Director directed Louise to Ms. Angelina Polegato who is the person in the Department responsible for those decisions. Ms. Polegato agreed that the planned operation of the community well met the criteria for a transient water supply.

- ◆ The Town of Shelburne's CAO, Ms. Sarah Mattatall, was invited to a subsequent stakeholders' meeting to discuss the Town's involvement. Mayor Jacklin, since he is also the President of SEED, has been involved since the beginning of the project. It was agreed that they would go back to their council to get approval to participate in the project. At the 4th of May 2026 Town Council Meeting, the following motion was passed:
 - Deputy Mayor E. Acker noted that Council is supportive of continuing to work with partners to explore the Community Well Project. No decisions have been made regarding funding or operations at this time.

Motion Coming out of In-Camera:

THAT Council express its willingness to engage with project partners, including SEED and the Municipality of the District of Shelburne, to further explore the operational considerations of the proposed community well at the NSCC location;

AND THAT Council direct staff to participate in ongoing discussions and the project's planning and information-gathering phases, working collaboratively with partners to explore

opportunities to improve access to potable water for the community through this initiative;

AND FURTHER THAT any future financial contribution, operating agreement, or formal commitment be subject to a subsequent report and decision of Council.

- ◆ At the last CWSC meeting, Catherine Chase pointed out that the costs in our grant application were out of date. As well, she pointed out that since NSCC was no longer involved there was a need to determine project management costs and other costs NSCC had planned on providing as in kind. As a consequence, she requested that budget for the whole project and schedule be updated. As well, costs were needed for the transfer of land from the province to the Municipality. Louise agreed to do that work.

On May 1st, Louise contacted Mr. Kyle MacIntyre of Dillon and asked them to provide a proposal for the property transfer work. According to Catherine Chase, the product of this work would have to go to the Provincial Cabinet for approval before the project could proceed. May 19th Dillon provided a draft proposal. After reviewing it Louise had questions about the survey and other items. She spoke with Adam Steven, Dillon's surveyor, and could not answer his questions regarding NS Public Works expectations; so, she contacted Ms. Chase again to get a contact at NS Public Works who could. A virtual meeting with James Hardy of NS Public Works, Adam Steven and Louise took place on the 23rd of June 2026. The revised proposal was received on the 24th of June (see Attachment I).

Louise also provided Dillon with the original project work plan and budget and asked them to revise it so they would be the project manager instead of NSCC. Dillon and Louise also updated the cost for all tasks. The summary table comparing the old work plan budget to the new one was received 30th of July (see Attachment II). Since the increase in cost between the original budget and the revised one was significantly higher, Louise set up a meeting with Catherine Chase. The original meeting was scheduled for the 10th of August but was delayed because of the bomb threat in down town Halifax. It was rescheduled to the 18th of August.

Summary of Major Budget Changes

- ◆ Dillon's Property Transfer Proposal has a total not to exceed cost of \$69,500.00 before HST. Dillon indicated that they have provided high

cost estimates to ensure there are no surprises. This cost has been added to the updated version of the original budget under 'Design'.

- ◆ the pump house costs have gone from \$30,000.00 to \$100,000.00. In the original budget, the pump house was going to be built by the NSCC carpentry class which accounts for the change. Dillon's estimate is based on 'their experience with costs for similar size pre-fabricated building'.
- ◆ the water treatment equipment costs have gone from \$45,000.00 to \$65,000.00. Dillon's estimate is based on their 'experience with costs for installed systems on other recent projects'.

Meeting with Catherine Chase

A virtual meeting was held with Catherine Chase to review the updated budget, the property transfer proposal and funding sources. The good news is that Catherine was not shocked by the budget increases.

The original project funding sources (see Attachment III) included a grant from NSERC which was through NSCC. That grant is no longer available to the project. Louise explained to Catherine that SEED had more money they could contribute to the project but they would have to have a Board meeting to update them on the project and approve any additional expenditures. Louise explained that she knew the Municipality had put in \$25,000.00 in their 2026 budget for the well and that she would meet with them to see if they would also increase their contribution to the project.

The SCCF grant funds 80% of applications for projects with a total budget of less than \$249,999.00 which our original budget was. With the increased project budget, SCCF rules they would only fund 70%; however, Catherine said if SEED and the Municipality increased their contribution and since SEED was a black based organization, she felt she could convince SCCF to continue to contribute 80%.

SEED Board Meeting

A SEED Board Meeting was held on the 26th of August 2026. After the presentation of the update there was a brief discussion on how much more to contribute. Mary suggested \$40,000.00 and Tanny agreed and would second the motion; however, since there were so few able to attend the meeting, it was agreed that the meeting minutes would be distributed and then Mary would make a motion which Tanny wanted to second by e-mail. That motion was sent out on the 9th of September 2026. By the morning of the 10th of September it was unanimously approved.



9(a)

Naturally Yours

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: September 8, 2026
RE: August Monthly Building Report

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued in August	3	7
Number of Permits Issued to Date	36	62
Construction Values for August	\$ 552,000.00	\$ 2,285,000.00
Total Construction to Date	\$ 4,287,000.00	\$ 5,749,900.00

Highlights:

- 1 New Dwelling - \$ 420,000.00

Yours very truly,

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

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca