Municipality of Shelburne

Naturally Yours

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REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, September 23, 2026

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, September 23, 2026, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:
Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson
Councillor Angie Shand

ALSO IN ATTENDANCE:
Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Adam Dedrick, Director of Recreation & Parks
Nicole Blades, Recording Secretary
Members of the Public

1. **CALL TO ORDER:**

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

2. **APPROVAL OF AGENDA:**
   a. September 23, 2026

2(a) **MOTION: APPROVAL OF AGENDA – September 23, 2026**

Being duly moved and seconded, be it resolved that the Agenda for September 23, 2026, be approved with the following addition:

8. ADMINISTRATION
b. Glyphosate Spraying

- **MOTION CARRIED**

3. **ACCEPTANCE OF MINUTES:**

a. September 9, 2026

3(a) The Minutes of September 9, 2026 were accepted as circulated with amendments as discussed.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION:

a. Right to Know Week – September 28 to October 4, 2026

5(a) Warden Smith read the Right to Know Week Proclamation, formally declaring September 28 to October 4, 2026 Right to Know Week in the Municipality of the District of Shelburne. The proclamation was included in the meeting package.

6. PRESENTATION:

a. Bulk Public Works Roads Initiatives Update – Kirk Reed, Maintenance Supervisor & Pamela Mehlman-Shand, Area Manager

6(a) Warden Smith welcomed Kirk Reed, Maintenance Supervisor, and Pamela Mehlman-Shand, Area Manager, with Nova Scotia Public Works.

Councillors reviewed resident road concerns in their district regarding gravel road speed limits, signage, brush cutting, plowing, public education, paving, bridges, and culverts. Discussions were held and the concerns were addressed by Mr. Reed and Ms. Mehlman-Shand.

Councillors thanked Mr. Reed and Ms. Mehlman-Shand for presenting.

7. RECREATION & PARKS:

a. Shelburne County Accessibility Advisory Committee – Member Appointment – Adam Dedrick, Director of Recreation & Parks
b. Recreation Program Write Off – Adam Dedrick, Director of Recreation & Parks
c. Surplus Properties – Canoes and Trailer – Adam Dedrick, Director of Recreation & Parks
d. Roseway River Trail – Off Highway Vehicle Options – Adam Dedrick, Director of Recreation & Parks

7(a) Adam Dedrick, Director of Recreation and Parks, presented the Shelburne County Accessibility Advisory Committee – Member Appointment staff report.

Mr. Dedrick advised Council that the Shelburne County Accessibility Advisory Committee has a vacant position for a Municipality of Shelburne community member. The position was advertised and after review of applications, it was determined that Cathy McNaughton would be an excellent candidate.

MOTION: SHELBURNE COUNTY ACCESSIBILITY ADVISORY COMMITTEE – MEMBER APPOINTMENT

Being duly moved and seconded, 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.

- **MOTION CARRIED**

7(b) Adam Dedrick, Director of Recreation and Parks, presented the Recreation Program Write Off staff report.

Mr. Dedrick advised Council of an outstanding $100 invoice from 2025 for a recreation program registration fee. Staff have made multiple attempts to collect the outstanding amount without success and recommend the amount be expensed.

MOTION: RECREATION PROGRAM WRITE OFF

Being duly moved and seconded, 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.

- **MOTION CARRIED**

7(c) Adam Dedrick, Director of Recreation and Parks, presented the Surplus Properties – Canoes and Trailer staff report.

Mr. Dedrick advised Council, there is no further need in the Recreation Department for four tandem canoes, ten paddles, and a canoe trailer and they may be deemed as surplus equipment.

A discussion was held regarding the possibility of donating the items to a local organization. Council agreed to proceed with the tendering process to ensure all organizations have an equal opportunity to acquire the items.

MOTION: SURPLUS PROPERTIES – CANOES AND TRAILER

Being duly moved and seconded, 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.

- **MOTION CARRIED**

7(d) Adam Dedrick, Director of Recreation and Parks, presented the Roseway River Trail – Off Highway Vehicle Options staff report.

Mr. Dedrick advised Council that DesignPoint Engineering & Surveying Ltd. completed assessment and structural evaluation of the Roseway River Trail Bridge and the Tom Tigney Trail Bridge to establish the existing bridge conditions and suitability for public use including pedestrian, bicycle, and off highway vehicle (OHV) traffic. The final reports will be shared once received.

Mr. Dedrick advised Council that both bridges are at the end of their lifespans and will require rehabilitation or replacement and noted their importance within the trail system with connectivity being considered. Unlike the Roseway River Trail Bridge, the Tom Tigney Trail Bridge does not have an alternate route. Council must also consider the potential cost of replacing both bridges, to continue supporting connectivity, especially for OHVs.

Mr. Dedrick also provided the scenario of terminating the Letter of Authority (LOA) with the Department of Natural Resources and Renewal (DNRR) for Council to consider. If the LOA for Roseway River Trail were to be terminated, the Municipality would no longer be responsible for maintaining the bridge, it would transfer back to DNRR. This would allow the Municipality to allocate resources towards the Tom Tigney Bridge due to its location and importance within the trail system.

A discussion was held regarding potential cost estimates of replacing both bridges, liability, funding options, the LOA termination period, and continued collaboration with Woodland Multi-use Trail Association.

MOTION: ROSEWAY RIVER TRAIL - LOA

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne provide the CAO authority to proceed with terminating the Letter of Authority on the Roseway River Trail (LOA 2004-034).

- **MOTION CARRIED**

MOTION: ROSEWAY RIVER TRAIL – ALTERNATE ROUTE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne provide the CAO the authority to engage with the Woodland Multi-use Trail Association, for them to apply for a road trail from McGills Point Lane to Islands Park Road to the Hartz Point Trail.

- **MOTION CARRIED**

8. **ADMINISTRATION:**
   - **a.** Shelburne Community Well Project Update – Warren MacLeod, CAO
   - **b.** Glyphosate Spraying

8(a) Warren MacLeod, CAO, presented the Shelburne Community Well Project Update staff report.

Mr. MacLeod advised Council a letter was received from South End Environmental Injustice Society (SEED) requesting an increase in the funding contribution from the Municipality due to increased costs for the Community Well Project.

It was noted that the additional funding has no budget implications as $25,000 was allotted to this project during the 2026/2027 budget deliberations.

A discussion was held regarding the increase in projects costs, well operating responsibilities, reasoning behind NSCC pulling out of the project, timeline, and the operational funding commitments from Elliot Page.

MOTION: SHELBURNE COMMUNITY WELL PROJECT

Being duly moved and seconded, 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.

- **MOTION CARRIED**

8(b) Warden Smith stated that the Municipality was not contacted or informed about the recent glyphosate spraying in the Ohio area by the Province or the spraying company.

A discussion was held and consensus was given for staff to contact the Province and request a presentation to Council.

9. OPERATIONS:

a. Monthly Building Report - August 2026

9(a) Warden Smith reviewed the Monthly Building Report for August 2026.

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
- Roseway River Bridge – Site Visit

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

- Region 6 Committee Meeting

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

- Shelburne County Arena Association Meeting

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

- Sept 10 – Community Well Project Meeting
- Sept 16 – Shelburne County Leadership Meeting
- Sept 23 – Shelburne and Area Chamber of Commerce Meeting

11. IN-CAMERA

a. Personnel Matters as per MGA Section 22 (2)(c)

MOTION: ENTER "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In-Camera" at 8:09 pm.

- **MOTION CARRIED**

MOTION: EXIT "IN-CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In-Camera" at 8:36 pm.

- **MOTION CARRIED**

11(a) Item was discussed in-camera.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:37 pm. The next Regular Council meeting will be held on Wednesday, October 14, 2026.

Nicole Blades
Recording Secretary

Penny Smith

Penny Smith, Warden

Oct 20/26

Date

E Hartley

Erin Hartley, Deputy Chief Administrative Officer