Municipality of Shelburne

Naturally Yours

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REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, October 14, 2026

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, October 14, 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 via Microsoft Teams
Erin Hartley, Deputy CAO
Andrew Goreham, Manager of Inspection Services
Darren Stoddart, Junior Building Inspector via Microsoft Teams
Jill Webb, Economic Development Officer
Jenn Bell, Administrator of Protective Services via Microsoft Teams
Carolann Bower, 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. October 14, 2026

2(a) **MOTION: APPROVAL OF AGENDA – October 14, 2026**

Being duly moved and seconded, be it resolved that the Agenda for October 14, 2026, be approved.

- **MOTION CARRIED**

3. **ACCEPTANCE OF MINUTES:**
   a. September 23, 2026

3(a) The Minutes of September 23, 2026 were accepted as circulated.

4. **BUSINESS ARISING:**

There was no business arising.

5. **PROCLAMATION:**
   a. Mi'kmaq History Month

5(a) Warden Smith read the Mi'kmaq History Month Proclamation, formally declaring October 2026 Mi'kmaq History Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. **PUBLIC HEARING:**
   a. Land Use Bylaw Amendment, Rezoning PID 82573577 – Crystal Fuller, Brighter Community Planning & Consulting
   b. Public Comments

MOTION: ENTER PUBLIC HEARING
Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter into Public Hearing at 6:02pm.

6(a) Warden Smith welcomed everyone to the Public Hearing regarding the amendment to the Municipality of Shelburne's Land Use By-Law and outlined the intent and process for the Hearing.

Chrystal Fuller, Municipal Planner with Brighter Community Planning and Consulting, presented Council and members of the public with a brief overview of the amendment to the Municipality of Shelburne's Land Use By-Law. The presentation summarized the request of rezoning PID 82573577, the description of the property, and the planning analysis.

Warden Smith thanked Ms. Fuller for presenting.

6(b) Residents had the opportunity to submit written feedback regarding the Municipality of Shelburne's Land Use Bylaw Amendment, Rezoning PID 82573577, and it was noted that no written submissions were received. Residents also had the opportunity to speak at the Hearing in person or virtually, and there were no requests received.

MOTION: EXIT PUBLIC HEARING
Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit Public Hearing at 6:12pm.

- **MOTION CARRIED**

7. **ECONOMIC & COMMUNITY DEVELOPMENT:**
   a. Land Use Bylaw Amendment, Rezoning PID 82573577, Second Reading – Chrystal Fuller, Brighter Community Planning & Consulting

7(a) Warden Penny Smith noted the Land Use Bylaw Amendment, Rezoning PID 82573577, Second Reading staff report details were included in item 6(a).

MOTION: REZONING PID 82573577, SECOND READING

Be it resolved that the Council of the Municipality of the District of Shelburne give second and final reading to amend the Land Use By-law Zoning Map to rezone PID 82573577, located on Sandy Point Road, Sandy Point, from the Residential (RES) Zone to the General Industrial (GI) Zone.

- **MOTION CARRIED**

8. **OPERATIONS:**
   a. Monthly Building Report – September 2026
   b. Construction Projects and Permits – Andrew Goreham, Manager of Inspection Services

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

8(b) Andrew Goreham, Manager of Inspection Services presented the Construction Projects and Permits staff report.

Mr. Goreham advised Council that building permits decreased overall in 2025 – 2026 compared to previous years, with new dwelling construction remaining comparatively strong with 34 new dwelling permits issued in 2025 – 2026. Mr. Goreham also stated the trends for 2026-2027 show a decrease in permit activity as of the end of September.

A discussion was held regarding construction projects, permits, and the new Land Use Bylaw.

9. **ADMINISTRATION:**
   a. Personnel Matters – Reallocation of Budgeted Funds – Erin Hartley, Deputy CAO

9(a) Erin Hartley, Deputy CAO, presented the Reallocation of Budgeted Funds staff report.

Ms. Hartley advised Council of the in-camera session held in Spring 2026 where it was agreed that the funds be reallocated from succession planning to allow for a Casual Operations support. Ms. Hartley advised that there is no change to the budget; however, a formal motion from Council is required to properly transfer already budgeted funds.

10. **CORRESPONDENCES:**
   a. Minister Lohr Response Letter Re: Secondary Retail Location for NS Alcohol Producers and Cross-Selling Limits
   b. Black Loyalist Heritage Centre Re: Letter of Support Request

10(a) Warden Smith reviewed the correspondence received from Minister Lohr in regard to Secondary Retail Location for NS Alcohol Producers and Cross-Selling Limits.

10(b) Warden Smith reviewed the correspondence received from the Black Loyalist Heritage Centre requesting a letter of support. A discussion was held and consensus was given for staff to proceed with the letter of support.

11. COMMITTEE REPORTS/WARDEN UPDATE:

a. Committee Reports

b. Warden's Update

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

- McKay Library Building Association Meeting

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

- Pumpkin Regatta Event

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

- September 24 – Joint Services Board Exploration Committee Meeting
- September 26 – Empty Bowls Event
- September 28 – Provincial Volunteer Awards Event
- October 10 – Pumpkin Regatta Event
- October 13 – Economic Growth Committee Meeting
- October 14 – Wellness Symposium
- October 14 – Cenotaph Rededication Ceremony

Warden Smith noted the following upcoming events:

- October 20 – Hartz Point Public Consultations at the Black Loyalist
- October 21 – Hartz Point Public Consultations at the Municipal Administration Building

12. IN-CAMERA

a. Contract Negotiations as per MGA Section 22 (2)(e)

b. 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 6:35 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 8:37 pm.

- **MOTION CARRIED**

12(a) Item was discussed in-camera, and direction was provided to staff.

MOTION: FIRE PROTECTION SERVICE AGREEMENTS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne direct the Chief Administrative Officer and Administrator of Protective Services to initiate a formal review and renegotiation of the existing fire protection service agreements with the Town of Shelburne and the Town of Lockeport; and

That the proposed agreements establish clear expectations respecting municipal oversight, community risk assessment participation, training, operational reporting, financial accountability, and long-term service planning; and

That the staff review the termination and renewal provisions of both existing agreements and return to Council with proposed replacement agreements, financial implications, and a transition plan that ensures uninterrupted fire protection services

- **MOTION CARRIED**

12(b) Item was discussed in-camera.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:38 pm. The next Regular Council meeting will be held on Wednesday, October 28, 2026.

Carolann Bower
Recording Secretary

Penny Smith, Warden

Oct 29/26
Date

Erin Hartley, Deputy Chief Administrative Officer