

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
OCTOBER 14, 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. October 14, 2026		1-2
3. <u>ACCEPTANCE OF MINUTES</u>		
a. September 23, 2026		4-9
4. <u>BUSINESS ARISING</u>		
5. <u>PROCLAMATION</u>		
a. Mi'kmaq History Month – October 2026		10
6. <u>PUBLIC HEARING</u>		
a. Land Use Bylaw Amendment, Rezoning PID 82573577 – Crystal Fuller, Brighter Community Planning & Consulting	6:00 pm	
b. Public Comments		
7. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Land Use Bylaw Amendment, Rezoning PID 82573577, Second Reading* – Chrystal Fuller, Brighter Community Planning & Consulting		11-22
8. <u>OPERATIONS</u>		
a. Monthly Building Report – September 2026		23
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9. <u>ADMINISTRATION</u>		
a. Personnel Matters – Reallocation of Budgeted Funds* – Erin Hartley, Deputy CAO		27

	<u>TIME</u>	<u>PAGES</u>
10. <u>CORRESPONDENCE</u>		
a. Minister Lohr Response Letter Re: Secondary Retail Location for NS Alcohol Producers and Cross-Selling Limits		28-30
b. Black Loyalist Heritage Centre Re: Letter of Support Request		31-32
11. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
12. <u>IN-CAMERA</u>		
a. Contract Negotiations as per MGA Section 22 (2)(e)		
b. Personnel Matters as per MGA Section 22 (2)(c)		
13. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
October 14, 2026 - Council Meeting
RECOMMENDED MOTIONS

7(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.

9(a) MOTION: REALLOCATION OF BUDGETED FUNDS

Be it resolved that the Council of the Municipality of the District of Shelburne approves the reallocation of \$30,000 from By-law Enforcement/Public Works Supervisor (Succession Planning) to Casual Operations Support. Funds to come from Operating Reserves and expensed through GL 0024210221.



Naturally Yours

3(a)

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
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, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**



**PROCLAMATION
Mi'kmaq History Month
October 2026**

WHEREAS Mi'kmaq History Month was established in 1993 by the Province of Nova Scotia in partnership with the Mi'kmaq Grand Council, to recognize and celebrate Mi'kmaq culture and heritage; and

WHEREAS October is recognized as Mi'kmaq History Month, providing an opportunity to recognize, celebrate, and learn about the history, culture, traditions, and contributions of the Mi'kmaq people; and

WHEREAS the Municipality of the District of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq People, and acknowledges the importance of honouring this enduring connection; and

WHEREAS recognizing Mi'kmaq history and culture contributes to building stronger relationships, promoting reconciliation, and fostering greater understanding and respect among all people; and

WHEREAS the Municipality of Shelburne recognizes the importance of learning from and celebrating the rich history, culture, and ongoing contributions of the Mi'kmaq people;

THEREFORE be it resolved that I, Penny Smith, Warden for the Municipality of the District of Shelburne, do hereby proclaim October 2026 as Mi'kmaq History Month in the Municipality of the District of Shelburne.

We encourage all residents to take part in opportunities to learn, reflect, celebrate, and recognize the significant contributions of the Mi'kmaq people to our community and region.

Date

Warden Penny Smith



Municipality of the District of Shelburne
Report to Municipal Council
Agenda Item

Subject: Second Reading – Rezoning for PID 82573577 from Residential to General Industrial

From: Brighter Community Planning and Consulting

Date: October 7, 2026

Proposed Motion:

THAT Council gives Second 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.

Background

The purpose of this report is to present for Council's second reading an application 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. The subject property is designated Suburban under the Municipal Planning Strategy, currently zoned Residential, and is vacant. The surrounding area includes a mix of General Industrial, Marine Industrial, and Residential uses.

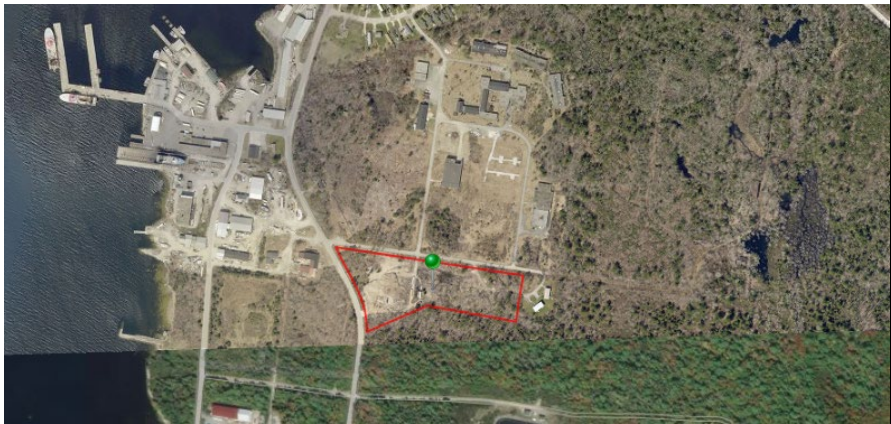
The original staff report and recommendation is attached for Council's reference.

On September 9th, Council received the staff report and recommendation and gave first reading to the proposed amendments. Tonight, Council is holding a public hearing and immediately following will consider the amendment for second Reading

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.

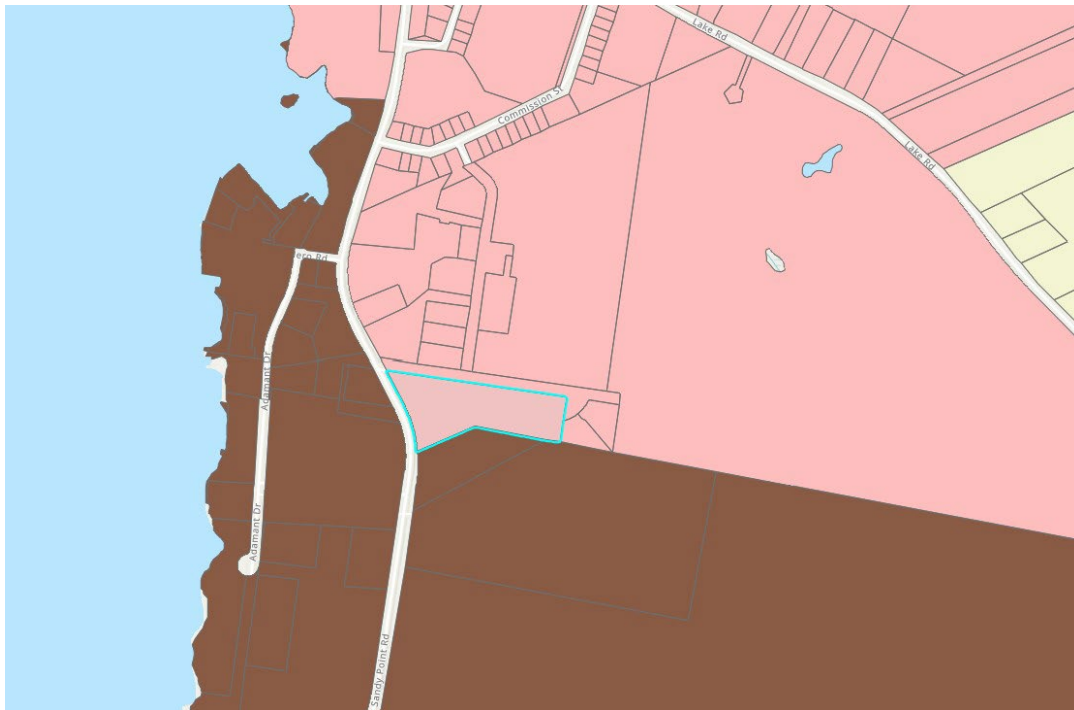


Figure 1 Subject Property Designation - Suburban Designation (Pink) Industrial (Dark Brown)

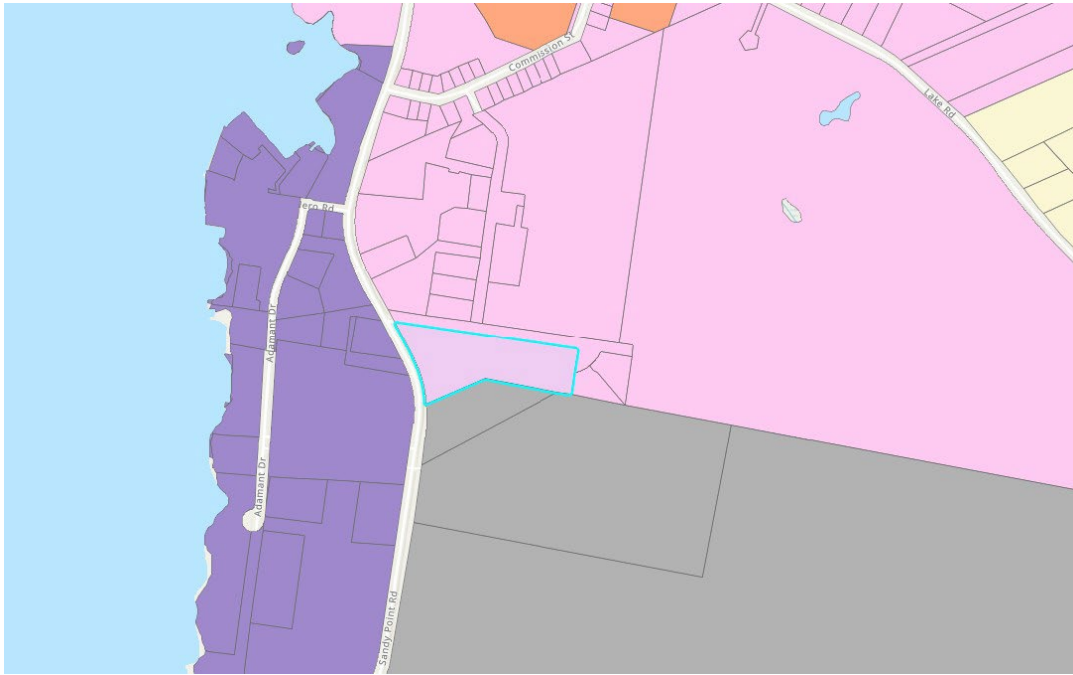


Figure 2 Subject Property Zone - Residential Zone (Pink) Marine Industrial (Purple) General Industrial (Grey)

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).*



8(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: October 6, 2026
RE: September Monthly Building Report

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued in September	12	6
Number of Permits Issued to Date	48	68
Construction Values for September	\$ 875,000.00	\$ 452,000.00
Total Construction to Date	\$ 5,162,000.00	\$ 6,201,900.00

Highlights:

- 1 New Dwelling - \$ 400,000.00

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: Council

FROM: Andrew Goreham, Manager of Inspection Services

APPROVED BY: Marcia d'Eon, Director of Operations

DATE: October 14, 2026

SUBJECT: Construction Projects and Permits

Origin

A request from Council to report on the construction projects and demographics of permits in the Municipality of Shelburne over the past two years.

Recommendation

N/A

Discussion

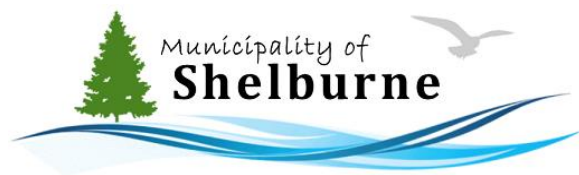
Building permit activity decreased overall in 2025–26 compared with the previous year. Residential permits declined from 117 to 89, while permits for additions, renovations and accessory structures also decreased. New dwelling construction remained comparatively strong, with 34 new dwelling permits issued across the Municipality compared with 39 in 2024–25, representing a decrease of approximately 13%. District 4 continued to experience the highest level of new dwelling activity, with 10 permits issued. Demolition activity remained relatively consistent year over year, increasing slightly from 9 to 10 permits. While overall permit volumes were lower, activity varied considerably between districts, with some districts experiencing increases in specific categories. Trends for 2026–2027 show a decrease in permit activity as of the end of September.

Building Permit Statistics by District: Comparison of 2024–25, 2025–26 and 2026–27 Year to Date

District	Residential			Commercial			Demolition			Additions			Renovations			New Dwellings			New Accessory Buildings		
	24–25	25–26	26–27 YTD	24–25	25–26	26–27 YTD	24–25	25–26	26–27 YTD	24–25	25–26	26–27 YTD	24–25	25–26	26–27 YTD	24–25	25–26	26–27 YTD	24–25	25–26	26–27 YTD
1	31	15	5	2	1	0	2	2	0	5	3	0	2	3	0	5	5	5	16	6	0
2	11	11	2	0	0	0	1	1	0	1	1	0	2	0	0	5	3	0	2	6	2
3	12	10	6	0	0	0	0	1	1	3	4	1	1	0	3	5	3	1	3	2	1
4	22	17	11	0	2	2	0	1	0	2	2	1	1	2	0	11	10	7	8	2	3
5	13	11	4	1	1	0	4	2	0	3	2	1	3	0	1	1	4	3	2	4	1
6	9	11	2	2	0	0	0	3	0	4	0	0	2	0	0	2	3	2	3	5	0
7	19	14	9	4	0	0	2	0	0	4	4	2	0	0	1	10	6	4	7	4	2
Total	117	89	39	9	4	2	9	10	1	22	16	5	11	5	5	39	34	22	41	29	9

Budget Implications

Unknown at this time.



STAFF REPORT

TO: Shelburne Municipal Council

FROM: Erin Hartley, Deputy CAO

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: October 14, 2026

SUBJECT: **Personnel Matters – Reallocation of Budgeted Funds**

ORIGIN

Reallocation of budgeted funds as previously discussed in camera.

BACKGROUND

The Municipality's 2026-27 budget included a project line item for "By-law Enforcement/Public Works Supervisor (Succession Planning)" in the amount of \$30,000.

DISCUSSION

As discussed in camera in Spring 2026, it was agreed that these funds be reallocated to allow for coverage for a Casual Operations Support position required due to the extended leave of a current public works employee and various operations projects.

There is no change to the budget. A formal motion is required from Council in order to properly transfer already budgeted funds related to this change. The By-law Enforcement/Public Works Supervisor (Succession Planning) line item will be moved to budget discussions for 2027-28.

RECOMMENDATION

That the Council of the Municipality of the District of Shelburne approves the reallocation of \$30,000 from By-law Enforcement/Public Works Supervisor (Succession Planning) to Casual Operations Support. Funds to come from Operating Reserves and expensed through GL 0024210221.

ATTACHMENTS

None

PNS#: PNS-75244-H2D0P6

October 8, 2026

Penny Smith
Warden, Municipality of Shelburne
136 Hammond Street
PO Box 280
Shelburne, NS B0T 1W0
Email: warden@municipalityofshelburne.ca

Dear Warden Smith:

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

Thank you for your letter dated September 10, 2026 regarding the Municipality of the District of Shelburne's support for initiatives underway to strengthen local producers.

Your suggestions regarding secondary retail stores and cross-selling limits for Nova Scotia alcohol producers will be considered as we continue to develop the regulatory framework for these initiatives that will expand access to markets while taking into consideration the health and social harms associated with alcohol consumption.

Thank you again for taking the time to share your views.

Yours sincerely,



Honourable John Lohr
Minister of Finance and Treasury Board
Minister Responsible for the *Liquor Control Act*

c. Warren MacLeod, Chief Administrative Officer, Municipality of the District of Shelburne



136 Hammond Street, PO Box 280, Shelburne, NS B0T 1W0 • Phone: (902) 875-3544 • Fax: (902) 875-1278

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,

A handwritten signature in blue ink, appearing to read 'Penny Smith', is positioned above the printed name.

Warden Penny Smith

From: Andrea From Black Loyalist <andrea@blackloyalist.com>
Sent: October 8, 2026 12:29 PM
To: Robin Smith <Robin.Smith@municipalityofshelburne.ca>
Cc: Ufuoma Lawal <Ufuoma@blackloyalist.com>
Subject: Draft Support Letter
Importance: High

CAUTION: This email originated from an external sender.

Good afternoon, Robin, - Updated! Lol

The Black Loyalist Heritage Centre is applying for two grants: MARP (Multicultural Anti Racism Program) and BICF (Building Inclusive Communities Fund). We are looking for your support. Attached is a draft letter for your perusal and consideration of supporting our cause.

We have created a proposed event called *Descendants Day* which we hope will be funded/celebrated in the Community.

Please let me know your thoughts,

Best Regards,

Andrea Davis
Executive Director
Black Loyalist Heritage Centre
902.875.1310
www.blackloyalist.com

LETTER OF SUPPORT

To Whom It May Concern,

The Municipality of the District of Shelburne is pleased to provide its support for the Black Loyalist Heritage Society's proposed Descendants Day, a one-day heritage and cultural festival to be held in Birchtown, Nova Scotia.

Descendants Day will bring together Black Loyalist descendants, African Nova Scotian communities, youth, families, residents, visitors, historians, artists, and community organizations to celebrate the history, culture, and continuing legacy of the Black Loyalists.

The Municipality recognizes the significant historical and cultural importance of Birchtown and its connection to the history of African Nova Scotian communities. We believe this event will provide meaningful opportunities for intergenerational learning, cultural exchange, youth engagement, community connection, and increased awareness of diversity.

In addition, Descendants Day has strong potential to support local tourism by attracting visitors to Birchtown and highlighting our region's unique heritage.

We are pleased to endorse this project and encourage consideration of the Society's funding application.