Municipality of Shelburne

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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, October 28, 2026

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, October 28, 2026, at 6:00 pm in the Municipal Council Chambers.

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

ALSO IN ATTENDANCE:
Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Michelle Williams, Director of Finance
Val Kean, Director of Economic & Community Development
Marcia d'Eon, Director of Operations
Nicole Blades, Recording Secretary
Members of the Public

REGRETS:
Councillor Sherry Thorburn Irvine

1. **CALL TO ORDER:**

The meeting was called to order at 6:00 pm by Acting Chair, Erin Hartley, Deputy CAO.

2. **ELECTION OF OFFICERS:**
   - **a.** Warden
   - **b.** Deputy Warden
   - **c.** Destruction of Ballots

Erin Hartley, Deputy CAO, advised that the two-year terms for Warden and Deputy Warden positions are concluding and that an election must be held to select individuals for the upcoming term.

DRAFT

2(a) Erin Hartley, Deputy CAO, called for nominations for the positions of Warden. Councillor Penny Smith was nominated and accepted the nomination of Warden for the Municipality of the District of Shelburne. There were no other nominations. Councillor Smith was acclaimed as Warden and took her seat as Chairperson of the meeting.

Warden Smith thanked Ms. Hartley for her assistance with the meeting and the Councillors for their continued support.

2(b) Warden Smith called for nominations for the position of Deputy Warden. Councillor Heidi Wagner was nominated and accepted the nomination of Deputy Warden for the Municipality of the District of Shelburne. There were no other nominations. Councillor Wagner was acclaimed as Deputy Warden.

2(c) Both positions were acclaimed; therefore, there was no need for a motion regarding the destruction of ballots.

3. **APPROVAL OF AGENDA:**
   - **a.** October 28, 2026

3(a) **MOTION: APPROVAL OF AGENDA – October 28, 2026**

Being duly moved and seconded, be it resolved that the Agenda for October 28, 2026, be approved.

- **MOTION CARRIED**

4. **ACCEPTANCE OF MINUTES:**
   - **a.** October 14, 2026

4(a) The Minutes of October 14, 2026 were accepted as circulated with amendments as discussed.

5. **BUSINESS ARISING:**

There was no business arising.

6. **PROCLAMATION:**
   - **a.** Municipal Awareness Week

6(a) Warden Smith read the Municipal Awareness Week Proclamation, formally declaring November 1 to November 7, 2026 Municipal Awareness Week in the Municipality of the District of Shelburne. The proclamation was included in the meeting package.

7. **PRESENTATION:**
   - **a.** Nova Scotia Power's Reliability Initiatives
   - **b.** Final Market Gap Analysis on Municipal Highway 103 Properties

7(a) Warden Smith welcomed Aimee Terrio, Emily MacNeil, Mike Amirault, Angie MacLeod, Damian Daniels, and Jeff Gates, representatives from Nova Scotia Power.

The Nova Scotia Power representatives provided an overview on the changing electricity system, the local workforce, their reliability improvement strategy, project process improvement, and initiatives to support municipal growth and development.

Discussions were held regarding types of service calls received from residents, collaboration with the Department of Emergency Management during emergency situations, the impacts of the Emera and ATCO merger, smart meters, grid capacity, the Energy Insights tool, equal billing options, pilot programs offering discounted rates in exchange for reducing electricity consumption during peak periods, and available heat pump programs.

Councillors thanked the Nova Scotia Power representatives for presenting.

7(b)Warden Smith welcomed Mani Chakrabarty with ASBB Consulting.

ASBB Consulting was awarded the Request for Proposal to complete a Market Gap Investment Readiness Analysis for municipally owned properties located between exits 25 and 26 on Highway 103. The purpose of the study is to identify community needs and determine economic development opportunities best suited for the properties.

Ms. Chakrabarty presented Council with the final recommendations, which proposed developing the Highway 103 properties as a phased highway commercial node. The proposed development would include a highway travel stop with EV fast-charging stations in Phase 1, followed by a small-format retail and commercial cluster in Phase 2. A health/medical centre on the Woodlawn Drive lands was identified as a longer-term opportunity in Phase 3, with a micro-hotel considered only if sufficient market demand could be demonstrated.

A discussion followed regarding concerns about duplicating businesses and services already available in the community, the importance of ensuring the development complements the future vision for the Hartz Point property, and the extent of the properties that would be utilized for the proposed development. Council also discussed the importance of creating employment opportunities beyond minimum-wage positions and exploring ways to better capitalize on local tourism opportunities.

Councillors thanked Ms. Chakrabarty for presenting.

8. **FINANCE:**
    - **a.** Tax Sale Policy Amendment
    - **b.** Tax Reduction on Destroyed Property Policy Amendment
    - **c.** Financial Update – October 2026

8(a) Michelle Williams, Director of Finance, presented the Tax Sale Policy Amendment staff report.

Ms. Williams advised Council that the Tax Sale process has been conducted by tender since 2021-2022. Incorporating this process into the policy would eliminate the need for staff to prepare an annual report and seek a Council motion to approve the process each year.

MOTION: TAX SALE POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Tax Sale Policy as amended.

- **MOTION CARRIED**

8(b) Michelle Williams, Director of Finance, presented the Tax Reduction on Destroyed Property Policy Amendment staff report.

Ms. Williams advised Council of updates under section 50.4(h) and 50.4(i) to reflect the applicable review timeline based on the Property Valuation Services Corporation appeal period specifications to align with PVSC's Appeals Portal publication.

MOTION: TAX REDUCTION ON DESTROYED PROPERTY POLICY AMENDMENT

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Tax Reduction on Destroyed Property Policy as amended.

- **MOTION CARRIED**

8(c) Michelle Williams, Director of Finance, provided a brief summary of the Financial Update for October 2026 and noted that Directors were present to address any questions that Councillors may have.

Ms. Williams advised Council due to unexpected fuel increases from GE Trucking contract, to date, there is a $27,574 deficit forecasted for March 2027. Another financial report will be presented in January, at which time Council could consider adjustments to budget items, if necessary.

A discussion was held regarding deed transfer tax revenue received compared to the budgeted amount, the importance of providing updates to the public on large-scale projects through social media and the municipal website, the status of properties on the Tax Sale list, and an update on the operating model for the Construction and Demolition (C&D) facility.

9. ADMINISTRATION:

a. Strategic Plan Update – October 2026

9(a) Warren MacLeod, CAO, presented the Strategic Plan Update for October 2026.

Mr. MacLeod provided Council with an update on changes to the Strategic Plan action items since the previous update in July 2026. Items that had been completed, moved into progress, placed on hold, or delayed were reviewed.

A discussion followed regarding the number of responses received to date for the Hartz Point survey, the public consultation process for the draft Dog By-Law, and the progress of the Jordan River Trail bridge project.

It was noted that quarterly Strategic Plan Update reports are available on the Municipality's website for public reference.

10. ECONOMIC & COMMUNITY DEVELOPMENT:

a. Grants to Organizations

10(a) Val Kean, Director of Economic and Community Development, presented the Grants to Organizations staff report.

Ms. Kean advised Council that the Grants to Organizations applications are reviewed by the Grants Committee for eligibility based on criteria that included financial need, ability to contribute funds, additional funding sources, community need, sound business practices efficient use of resources and inclusion if financial statement/budget.

MOTION: GRANTS TO ORGANIZATIONS

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approves the recommended grant amount attached for the Shelburne County Basketball Association, totaling $725.00, to come from the 2026/27 Grants to Organization, GL# 00-21950-791.

- **MOTION CARRIED**

11. COMMITTEE REPORTS/WARDEN'S UPDATE:

a. Committee Reports
b. Warden's Update

Prior to the Committee Reports, CAO Warren MacLeod advised that he provides the Warden and Deputy Warden with an operational update every Tuesday at 11:00 a.m. He extended an invitation to all Council members to attend these updates if interested.

11(a) Councillor Coole advised he attended and provided updates on the following:

- Western County Regional Library Review Meeting

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

- Western County Regional Library Review Meeting

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

- NSH/Shelburne Co. Community Group Meeting
- Hartz Point Property Public Consultation
- Shelburne County Community Business Excellence Awards

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

- October 15 – Regional Emergency Management Advisory Committee Meeting
- October 19 – NSH/Shelburne Co. Community Group Meeting
- October 20 & 21– Hartz Point Property Public Consultation
- October 21 – Black Loyalist Heritage Centre Meeting
  – Groundbreaking Ceremony for the new Hotel

- October 22 – Shelburne Port Authority Committee Meeting
  – Shelburne County Community Business Excellence Awards
- October 26 – NSFM Consultation on Mandatory Orientation Training for Newly Elected Councillors
- October 28 – Western County Regional Library Review Meeting

Warden Smith noted the regular Council meeting scheduled for November 11, 2026 is cancelled in observance of Remembrance Day and the next regular Council meeting will be held November 25, 2026.

Warden Smith recognized Landon Smith who ran 804 kilometers in 14 days, from The Hawk on Cape Sable Island to Meat Cove in Cape Breton, raising $70,000, and climbing, for Autism Nova Scotia's summer camps.

12. IN-CAMERA

a. Setting a Minimum Price to be Accepted by the Municipality at a Tax Sale as per MGA Section 22 (2)(b)

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 8:38 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 9:46 pm.

- **MOTION CARRIED**

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

MOTION: MINIMUM BID TAX SALE TENDER FEBRUARY 2027

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne set a minimum for AAN 00017477, 01148249, 01736078, 03640205, 04333187,10390435 and write off the difference using the Valuation Allowance GL#00-28211-000 and GL#00-45100-000 Reserve for Uncollectible Taxes Reserve, recognizing if the amount is over $79,902 it will go over budget in 2026/2027.

- **MOTION CARRIED**

12(b) Item was discussed in-camera.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:48 pm. The next regular Council meeting will be held on Wednesday, November 25, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

Erin Hartley, Deputy Chief Administrative Officer