



AGENDA
Town Council Meeting – Town Council Chambers
April 22nd, 2025
6:00 p.m.

Doc Ref:

1) Call to Order

2) Approval of Agenda

3) Approval of Minutes from the regular Town Council meeting held on April 7th, 2025.

4) Proclamations and Announcements:

a) Volunteer Recognition Presentation:

1. Valerie Cox
2. Matt King
3. Debi Wilson-King
4. Jerry Scott
5. Nancy Thomas

b) Earth Day

c) Lyme Disease Awareness Month

5) Delegations/Presentation:

a) Shelburne County Arena Association

D25-073

6) Correspondence:

Action: NONE

Information:

a) Letter from Dept. of Municipal Affairs to NS Federation of Municipalities

D25-092

7) Council Items:

a) Public Hearing – Sale of land, 28 John Street

D25-093

b) Municipal Heritage Designation – Old Kirk Burying Ground

D25-094

8) Committee Reports:

a) Heritage Advisory Committee Meeting Minutes – March

D25-095

9) Staff Reports:

a) Wastewater Report

D25-096

b) Water Utility Report

D25-097

c) SVFD Report – March

D25-098

10) In Camera Session: MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

11) New Business:

12) Upcoming Meetings/Events:

- a) RCMP Advisory Board Meeting, Thursday, April 24, 2025, 6pm, Council Chambers, 63 King Street.
- b) Water Bills are out and are due May 5th, 2025.
- c) Next Council Meeting, Monday, May 5th, 2025, 6pm, Council Chambers, 63 King Street.
- d) Special Council Meeting for Operating, Capital and Port Budget Discussions, Tuesday, May 6th, 2025, 6pm, Council Chambers, 63 King Street.
- e) Tax Bills will be coming in the mail and will be due May 31st, 2025.

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
April 7th, 2025

Council Members Present

Mayor Stanley Jacklin
Deputy Mayor Donnie Acker
Councillor Elizabeth Acker
Councillor Sheldon Ringer
Councillor Therese Cruz

Staff Present

Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb
By-law Officer, Dana Nash

Call to Order

Mayor Jacklin called the Council meeting to order at 6:00pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for April 7th, 2025, Council Meeting, with the removal of the Delegation/Presentation from the Shelburne County Arena Association, as the presenters were unable to attend.

E. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on March 17th, 2025.

D. Acker - Cruz

MOTION CARRIED

Proclamations and Announcements: None

Delegations/Presentations:

a) Shelburne County Arena Association - POSTPONED

Correspondence

Action:

a) Letter, Sela Graham – Sponsorship request

Council acknowledged what a great program Shad Canada is; however, as it involves a financial request, the matter will be deferred to upcoming budget discussions.

THAT Council defer to budget discussions.

E.Acker - Ringer

MOTION CARRIED

M25-044

MOTION CARRIED

b) Tourism Digital Assistance Program

Councillor Cruz presented the program to Council, expressing her strong interest in leading the initiative, noting it could bring significant benefits to the Town. Council engaged in a discussion about whether it would be appropriate for a Councillor to take on such a role. CAO Mattatall explained that the Town follows a specific governance structure, and this approach may not align with it. She suggested that pursuing the initiative through the Chamber of Commerce could be a more appropriate path.

THAT Council defer this item to budget discussions.

E. Acker – D. Acker

M25-045

MOTION CARRIED

Information:

- a) Letter, Department of Municipal Affairs – Minimum Planning Regulations
- b) Letter, NS Emergency Management – Update on Municipal Disaster Financial Assistance
- c) Letter, Nova Scotia Federation of Municipalities – Pending Legislation
- d) Letter, Department of Municipal Affairs – Code of Conduct
- e) Letter, Centre for Environmental Justice – Introduction
- f) Letters regarding Emergency Department Crisis

The above was provided for informational purposes only. Councillor E. Acker inquired whether the Town had any pending claims. CAO Mattatall responded that there was one related to Hurricane Dorian in 2022 but cautioned Council that the previous claim took 11 years before any financial compensation was received.

Councillor D. Acker asked if there were any financial costs incurred during the wildfires. The CAO replied that she would follow up with the Finance Manager to confirm.

Mayor Jacklin addressed the correspondence concerning the Emergency Department closure. He informed Council and the public that the Mayors, Wardens, and CAOs from the five

municipal units had met with Ms. Karen Oldfield of the Nova Scotia Health Authority. She assured them that there are no plans to close the Emergency Department at Roseway Hospital. Further updates will be shared as they become available.

Council Items:

a) Amendment to the Council Disposal of Surplus Property Policy

CAO Mattatall clarified that this topic was discussed at the March 17th, 2025, meeting; however, the motion did not receive a seconder, and as a result, it could not be carried.

THAT Town Council approves the amendment to the Council Disposal of Surplus Property Policy with the insertion in section 3, subsection (h) the sale of a surplus firetruck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association at a reasonable price determined by the CAO and the Fire Chief.

D. Acker – Ringer

MOTION CARRIED

M25-046

Committee Reports:

a) Heritage Advisory Committee Meeting Minutes – December and February

Above minutes are for information only.

Staff Reports

a) CAO Update

CAO Mattatall presented her report, providing updates to Council and the public on several key topics, including succession planning for the Finance Department, the Landfill Decommissioning Project, the Wastewater Infrastructure Study, Wharf Repairs, and the Deer Population.

b) Land Sale – 1319 Lake Road

CAO Mattatall presented Mr. Kahn's report, explaining to Council that the decommissioning of the old water tower had been included in the budget for the past few years. However, the Town was approached by an adjacent landowner interested in purchasing the property. If the sale proceeds, the buyer would assume responsibility for the water tank, relieving the Town of any liability. As a result, the decommissioning would no longer need to be included in the budget, and the Town would receive \$4,000 for the sale of the land.

THAT Council declares 1319 Lake Road PID 80101371 surplus and directs staff to prepare to sell those lands under the Town's Disposal of Surplus Property Policy – Land Sale to abutting owner.

Ringer – E. Acker

M25-047

MOTION CARRIED

c) Finance Report – Marine Terminal Budget

There was discussion regarding the Marine Terminal Budget, and Council determined that additional information was needed before moving forward.

THAT Council defer the passing of the Marine Terminal budget to a later date to gain more information.

E. Acker – Ringer

M25- 048

MOTION CARRIED

d) Visitor Information Centre

CAO Mattatall addressed Ms. Dyer's report, explaining that over the past few years, funding for the VIC to hire students has decreased, and we expect a similar situation this year. While staffing with only two students presents logistical challenges, the goal is to avoid closing the building for the summer. As a solution, an inquiry was made to the Farmer's Market to explore the possibility of using the space on a cost-recovery basis.

THAT Council direct the Chief Administrative Officer to enter into a lease agreement with the Shelburne Farmer's Market for the use of the Visitor Information Centre on a cost-recovery basis.

Cruz – E. Acker

M25 – 049

MOTION CARRIED

e) Volunteer Recognition

The Executive Coordinator presented her report, outlining how the Volunteer Recognition ceremony was previously conducted and proposing a new approach for this year. She noted that staff will develop a formal Volunteer Recognition policy for implementation next year.

THAT Council approve the proposed volunteer recognition program for this year, including the nomination and selection process, and directs staff to organize the event during the April 22nd, 2025, Council Meeting.

E. Acker – D. Acker

M25 – 050

MOTION CARRIED

f) By-law Officer Report – February

g) Building Inspector Report – March

The above reports are for information only.

h) SVFD Report – Surplus Van

CAO Mattatall addressed the report, noting that while there was interest from one member of the public in purchasing the van, Town management staff determined that it would be more beneficial for the Town to retain and utilize the vehicle.

THAT Council approve the reallocation of the retired 1999 Dodge Van from the Shelburne Fire Department to the Town's Public Works and Utilities Department for internal use.

D. Acker – Ringer

M25 – 051

MOTION CARRIED

In-Camera: MGA 22 (2) (g) – Legal advice eligible for solicitor client privilege

THAT Council go in-camera at 7:14pm for matters under MGA 22 (2) (g) – legal advice eligible for solicitor client privilege.

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 8:02pm. No motions coming out of in-camera.

New Business:

Deputy Mayor Donnie Acker reported that he attended a Shelburne County Leadership Meeting.

Councillor E. Acker informed Council that she participated in a Region 6 Meeting, noting that waste management costs continue to rise. She also attended a meeting with the Shelburne and Area Community Development Corporation, where she shared that the organization has applied for incorporation and has established its mission statement, values, and by-laws. More information will be brought forward to Council in the coming months. Additionally, she attended a library meeting in Yarmouth, where it was noted that the province has not provided any additional funding for libraries. A core group of libraries is planning to collaborate, and Councils may soon be asked to send letters of support to the province.

Councillor Cruz congratulated the Shelburne Community Garden and Food Share Society on receiving a grant for their ongoing work on the Solar Powered Greenhouse. She also extended her appreciation to Michelle Vacon, the Town's Accessibility Coordinator, whose last day was March 31, 2025.

Mayor Jacklin also spoke in support of the Shelburne Community Garden and Food Share Society and commended their efforts.

Upcoming Meetings/Events

- a) Autism Awareness Month Flag Raising, April 8, 2025, park at the corner of King and Water Streets, 4pm.
- b) RCMP Town Hall Meeting, April 8, 2025, 6pm, Shelburne Community Centre, Mt. Rm. A, 63 King Street
- c) Town Wide Clean Up, April 17th, 2025, 10am, Town of Shelburne, red bags are available for pick up at the Town Office now.
- d) Town Office CLOSED, Friday, April 18th, 2025, for Good Friday
- e) Town Office CLOSED, Monday, April 21st, 2025, for Easter Monday
- f) Public Hearing, Notice of Sale 28 John Street, April 22, 2025, 6pm, Council Chambers, 63 King Street.
- g) Next Council meeting, Tuesday, April 22, 2025, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of April 7th, 2025, be adjourned at 8:10pm.

D. Acker

**Jill Webb
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



**Application
Request for Delegation/Public Presentation to
Council/Committees**

Document #	025-073
Rec'd by	gw
Date	Mar 25/25
COPIES TO:	
Council	✓
Agriculture, Planning & Development Committee	✓
Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Valeric Cox

Address: 224 Water Street, Shelburne, NS B0T 1W0

Phone: 902-401-3727 Email: valericcox0977@gmail.com

- Council/Committee you wish to appear before:
- Town Council
 - Community Participation & Volunteerism Committee
 - Port Committee
 - Asset Management Committee
 - Shelburne County East RCMP Advisory Board
 - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

Request for Capital Reserve Funding

Date of Council/Committee meeting at which you wish to appear: _____

- Are you representing:
- Yourself
 - An Organization/Society/Club (Name): Shelburne County Arena Association
 - A Business (Name): _____
 - Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

Please return the completed form to:

Jill Webb, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jill.webb@shelburnens.ca (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

 _____

For Office Use Only:

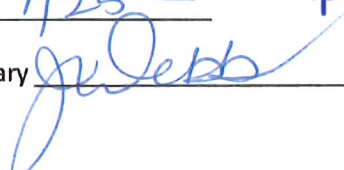
Date Request Received: Mar. 25/25 _____

Approved Refused

Reason for Refusal: _____

Applicant Notified

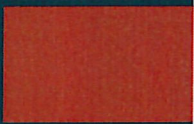
If Approved, Date of Presentation: April 7/25 POSTPONED TO April 22, 2025 

Signature of Executive Coordinator/Committee Secretary  _____

Document #	5-073
Rec'd by	
Date	
COPIES TO:	
Court	
Agency	
Committee	

Shelburne County Arena Association

PRESENTATION TO THE TOWN OF SHELBURNE

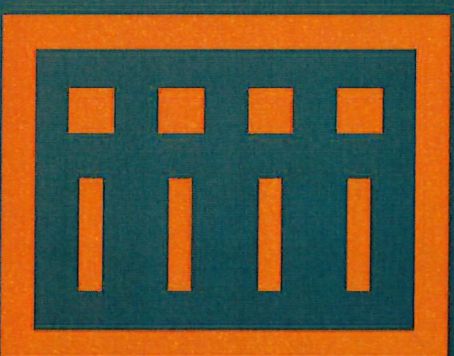


Land Acknowledgement

- ▶ We would like to begin by acknowledging that we are in Mi'kma'ki, the traditional (or ancestral) territory of the Mi'kmaq people.

Agenda

- ▶ 2024-25 Board Members
- ▶ 2024 Highlights
 - ▶ Noteworthy Events
 - ▶ Capital Improvements
 - ▶ Overview of Financials
- ▶ 2025 Goals
- ▶ Our Role in the Community
- ▶ Our Ask – Investing In Our Community's Future



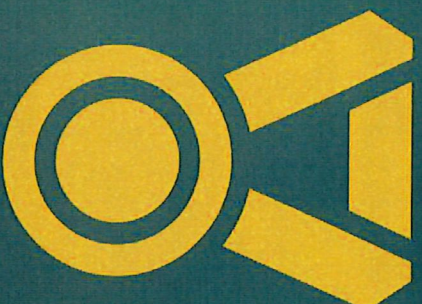
2024-25 Board Members

Name	Role
Danyelle Smith	President
Sara Albert	Vice-President
David Hardy	Secretary
Carla Wamback	Treasurer
Helen Goulden	Canteen Manager
Angela Dexter	Board Member
Paul Goulden	Board Member
Valerie Cox	Board Member
Derek Amalfa	Town of Lockeport
Sheldon Ringer	Town of Shelburne
Donnie Acker	Town of Shelburne
Heidi Wagner	Municipality of Shelburne
Anthony Gosbee	Municipality of Shelburne



Recognizing our Volunteers

Name
Sara Nickerson
Denise Smith
Betty-Lynn Hardy
Danny and Lorraine Oake
Bill and Carrie Atkins
Nancy and Mary Thomas
Paul and Brenda Richardson
Amanda Oake
Angie Shand
David Wamback
Kevin Smith
Barb Goulden
Debi and Wayne King
Sheri Demings
Rhonda O'Callaghan



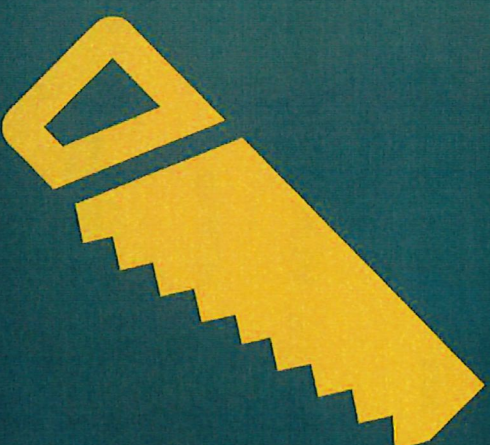
2024 Highlights – Noteworthy Events

- ▶ Hosted Junior C Hockey games
- ▶ Hosted U11AA hockey tournament (Christmas holiday)
- ▶ U15AA Rip Tide girls hockey team (practices and skates)
- ▶ U13AAA Western practices and games
- ▶ Multiple sponsored events (free to the public)
- ▶ Hosted over 50 men's hockey tournament
- ▶ Hosted dance skate parties
- ▶ Hosted Shelburne County Figure Skating Club's year end skating closing
- ▶ Weekly bingo at Shelburne Community Centre
- ▶ Chip bingo during Shelburne County Exhibition
- ▶ Two canteens during Shelburne County Exhibition
 - ▶ Indoor
 - ▶ Outdoor – fish and chips, hamburgers, etc
 - ▶ SCAA shares profits of outdoor canteen with the Shelburne County Exhibition



2024 Highlights – Capital Improvements

- ▶ New roof installation
 - ▶ Replaced all insulation
- ▶ New office equipment for Arena Manager



2024 Highlights – Overview of Financials

	2023	2024	% difference
Ice Rentals	\$30,546.54	\$28,709.42	-6%
Bingo Revenue	\$16,414.67	\$47,390.35	189%
Canteen Revenue	\$26,110.68	\$34,970.70	34%

SCAA Revenue Comparison



2025 Goals

- ▶ Obtain grant through the federal government - *Green and Inclusive Community Buildings Program*
 - ▶ Objective of program - improving the places Canadians live and gather by making them more energy efficient and accessible
 - ▶ Heat pumps in warm room and dressing rooms
 - ▶ Improved accessible seating
- ▶ Obtain grant through the provincial government – Rink Revitalization Fund
 - ▶ Kitchen renovation
- ▶ Explore options on how to utilize arena during off season
 - ▶ Indoor sporting events
 - ▶ Rollerblading, pickleball, indoor soccer
 - ▶ Requires special covering for ice surface

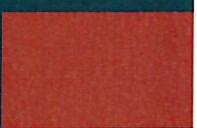


Our Role in the Community

- ▶ The arena serves as a hub for recreation, sports, and community events
- ▶ Played a key role in the local response to the wildfires in 2023
 - ▶ 140 beds for DNR resources and other fire crews
 - ▶ Females slept at Shelburne Curling Centre
 - ▶ Males slept at the Shelburne Arena
 - ▶ ~450 meals per day
 - ▶ Collaborated with Salvation Army to prepare and serve meals
 - ▶ Kitchen of Shelburne Curling Centre was also used to prepare meals
 - ▶ Packed lunches
 - ▶ Showers in locker rooms
 - ▶ Laundry services
 - ▶ Cleaning
- ▶ Arena volunteers collaborate with Our House Youth Wellness Centre
 - ▶ Community meals
 - ▶ Events at arena (Glow Skate)
- ▶ Flexible ice time for centers for education



Our Role in the Community



Cots on the ice surface for fire crews



Our Role in the Community

Volunteers serving meals in the warm room



Snack for the fire crews in the warm room

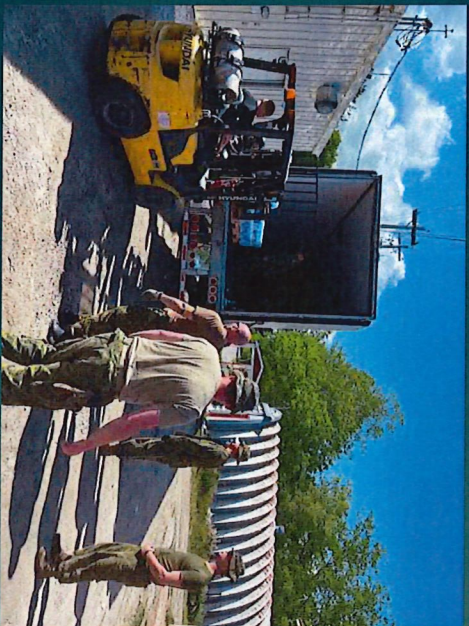
Drinks available for fire crews in the warm room



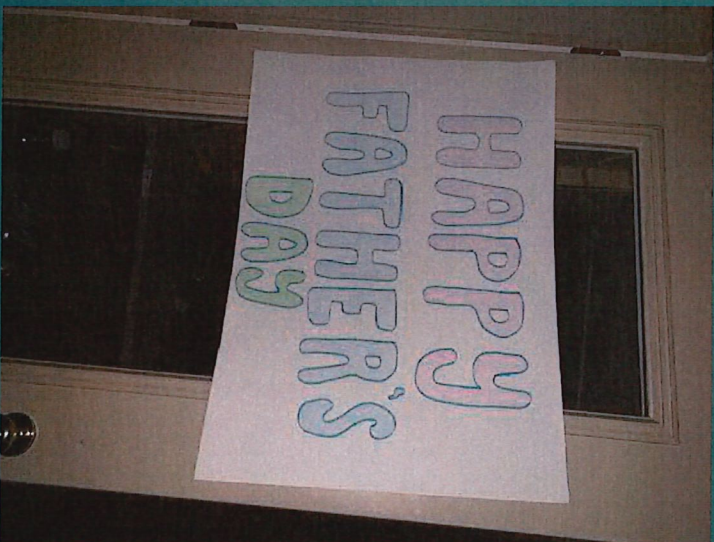
Our Role in the Community



Unloading supplies



Volunteers decorated arena for Father's Day to celebrate the Dads who were away from their families



NS flag signed by fire crews, given to SCAA



Our Ask – Investing In Our Community’s Future

- ▶ **Sustained Funding for Essential Upgrades:** A dedicated annual reserve of \$10-12,000 for capital improvements
- ▶ Proposing that it accumulates year over year and capped at \$50,000

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6+
Town of Shelburne	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Municipality of Shelburne	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Total	\$20,000	\$40,000	\$60,000	\$80,000	\$100,000	\$100,000

Our Ask – Investing In Our Community's Future

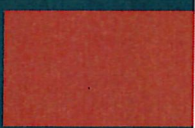
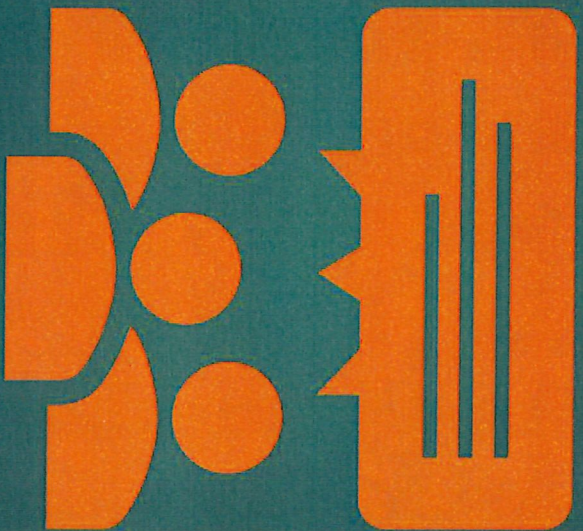
- ▶ Recognizing that you currently provide operational funding as well

	Year 1 (2022-2023)	Year 2 (+2%) (2023-2024)	Year 3 (+2%) (2024-2025)	Year 4 (+2%) (2025-2026)	Year 5 (+2%) (2026-2027)
Municipality of Shelburne (59%)	\$29,500	\$30,090	\$30,692	\$31,306	\$31,932
Town of Shelburne (39%)	\$19,500	\$19,890	\$20,288	\$20,694	\$21,107
Town of Lockport (2%)	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082
Total Contribution	\$50,000	\$51,000	\$52,020	\$53,061	\$54,121

Our Ask – Investing In Our Community’s Future

- ▶ **Protecting a Vital Community Asset:** The arena serves as a hub for recreation, sports, and community events—investment now prevents costly emergency repairs later.
- ▶ **Enhancing Accessibility & Safety:** Planned upgrades will improve accessibility, energy efficiency, and overall user experience for residents of all ages.
- ▶ **Financially Responsible Approach:** By allocating funds annually, we can spread costs over time rather than facing large, unexpected capital expenses.
- ▶ **Stronger Partnerships:** This investment aligns with community priorities and allows the arena association to seek matching grants and additional funding opportunities.

Questions?



Thank You

- ▶ We appreciate the opportunity to present our request and discuss the future of the Shelburne County Arena.
- ▶ Your continued support helps ensure that this vital community facility remains a safe, accessible, and welcoming space for all.
- ▶ We look forward to working together to make long-term capital improvements a reality.
- ▶ Thank you for your time and consideration!





**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

Document #	D25-092
Rec'd by	gw
Date	Apr 15/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

April 14, 2025

Mayor Pam Mood
President, Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8
Via email: mayor.mood@townofyarmouth.ca

Dear President Mood:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2026-2027 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Department of Justice

"H" Division Royal Canadian Mounted Police Annual Multi-Year Financial Plan

The 'H' Division (Nova Scotia) Royal Canadian Mounted Police have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. Based on the 2025-26 MYFP, and provincial approvals, the total financial impact for the new Provincial Police Service Agreement to Municipalities is \$8 million.

Biological Casework Analysis Agreement

Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by DMA.

Department of Intergovernmental Affairs

Procurement Thresholds and Free Trade Agreements

As noted in previous years, under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

FTA	Goods	Services	Construction
CFTA	Province		
	\$33,400	\$133,800	\$133,800
	Municipalities and MASH		
	\$133,800	\$133,800	\$334,400
CETA/TCA	Crowns, Utilities, etc.		
	\$668,800	\$668,800	\$6,685,000
	Province, Municipalities and MASH		
	\$353,300	\$353,300	\$8,800,000
CETA/TCA	Crowns		
	\$627,200	\$627,200	\$8,800,000
	Utilities, etc.		
	\$706,700	\$706,700	\$8,800,000

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs

Copy to: Juanita Spencer

COUNCIL REPORT - FOR DECISION



Subject: Land Sale for Parking – 28 John Street
Date: April 2, 2025
Authority: MGA s. 51– Sale of Property for Public Purpose
Council Dates: April 22, 2025 - Public hearing and motion
Notice Date: April 4, 2025
Prepared by: Mike Kahn, Senior Planner

Document #	D25-093
Rec'd by	gw
Date	Apr. 16/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Background

The Landowner has begun construction on a 5 residential unit apartment building, with affordable units using a co-operative ownership model. The building is a heritage building and the Heritage Advisory Committee recommended the renovations be permitted in January of 2024.

Analysis

The issue of parking was raised in October of 2024. Since then, in discussions with Town staff, the developer and the landowner led to the concept of providing some of the on street parking to the development, see Illustration 1 – Landowner Submission. The sale of the land will enable three parking stalls to be created. The intersection at John and Mowatt will also be partially upgraded to ensure traffic safety.

Under section 51 of the MGA, can sell land under market value, but must meet several conditions:

- Advertise the sale on the Town website for at least 14 days;
- Council must hold a public hearing on the sale; and
- The motion to sell the lands must received two-thirds majority vote from Council.

Under the MGA section 268 (2) f, no subdivision approval is required, as the lands are from a part of a street and are to be consolidated with an adjacent parcel of land. Further under the MGA s. 315 (1A) no public hearing for the road closure is required.

Land to be Sold

The land in question is 4.4m (approx. 14 feet) wide by 22.2m (approx. 73 feet) with a total area of 114m² (approx. 1230 square feet), including a small portion in front the of the building, 1.4m (approx. 5 feet) by 9.8m (approx. 32 feet). No formal land appraisal has been completed, but the lands are estimated to have a market value of \$12,000. The land value to inform the public but also important as the process under the MGA is different for lands valued at more than \$50,000. See Survey plan, attached, for more information.

Mowatt Street and Traffic

Mowatt Street at John Street is within a 60 foot right-of-way, with the paved surface being closer to 45 feet. The travel lanes, where vehicles drive, would not be impacted as the portion of the street under consideration to be sold is currently used as public on-street parking. The street extends to the outer wall of Heritage Hall facing Mowatt, so there is an opportunity to place parking in the right of way without impacting current traffic flow. See Illustration 2 – Street View for more information.

The landowner has stated they will provide additional sidewalk and curbs to the intersection of John and Mowatt on the corner occupied by Heritage Hall to ensure traffic safety. This condition will form part of the Agreement of Purchase and Sale. The landowner has also stated they are looking at an accessible ramp to enter the building.

Heritage Status and Affordability

The current building is a heritage building and the intended development will maintain the heritage look of the building. Five new residential units will be built in the existing building. These units will be part of a co-operative ownership model, which will help ensure the units are and remain affordable over the long term. Rents are related to income, with the lowest rent being \$600 per month.

Local Concerns Regarding Parking

Nearby landowners have expressed concern about the lack of parking related to the redevelopment. These views were brought forward as part of the variance approval process and subsequent appeal. The provision of land for 3 parking stalls may help address these concerns.

Alternatives

If not sold, landowner will need to: provide parking on site; approach a landowner within 300m to arrange for parking; or apply for another variance to further reduce the parking requirement, under the new land use bylaw requirements.

Council Disposal of Surplus Land Policy

The Town has a land disposal policy, the "[Council Disposal of Surplus Land Policy](#)". Under this policy, the Town has received an unsolicited proposal, and section 3 d) – Direct Sale to Abutting Owner and 3 g) Sale to a Not For Profit apply.

The sale of part of the roadway is not an ideal situation and is not an option in many cases. Staff believe the policy needs to be expanded to address current and future request for the lease and/or sale of land.

Amendments to this policy will likely take some time to develop as its is closely related to other projects, including: the registration Town land titles with the Land Registry Office (migration of titles); updates to the Town's Municipal Planning Strategy and Land Use Bylaw; and planning for Town infrastructure, including street and stormwater standards.

Options

Given the project is intended to be affordable housing, is a heritage structure and local resident concerns regarding parking, staff recommend selling the land for nominal sum in this case.

	Pros	Cons
Sell Lands at nominal Sum	<ul style="list-style-type: none"> • Fulfils landowners request • Partially addresses neighbours concerns 	<ul style="list-style-type: none"> • Precedence of providing Town land/roads for parking
Decline to sell the lands	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not address neighbours concerns • Landowner may request another variance to further reduce parking • May threaten the project viability

Recommendation

THAT Council agrees to sell Parcel A as outlined on Plan 24,132 to Compass Nova Scotia for \$1.00 to be used for parking at 28 John Street and subject to the installation of traffic safety measures;

AND THAT Council directs staff to update the Council Disposal of Surplus Land policy, to provide greater clarity on land sale issues.

Appendices

Illustration 1 – Landowner Submission

Illustration 2 – Street View

Survey Plan

Illustration 1 – Landowner Submission

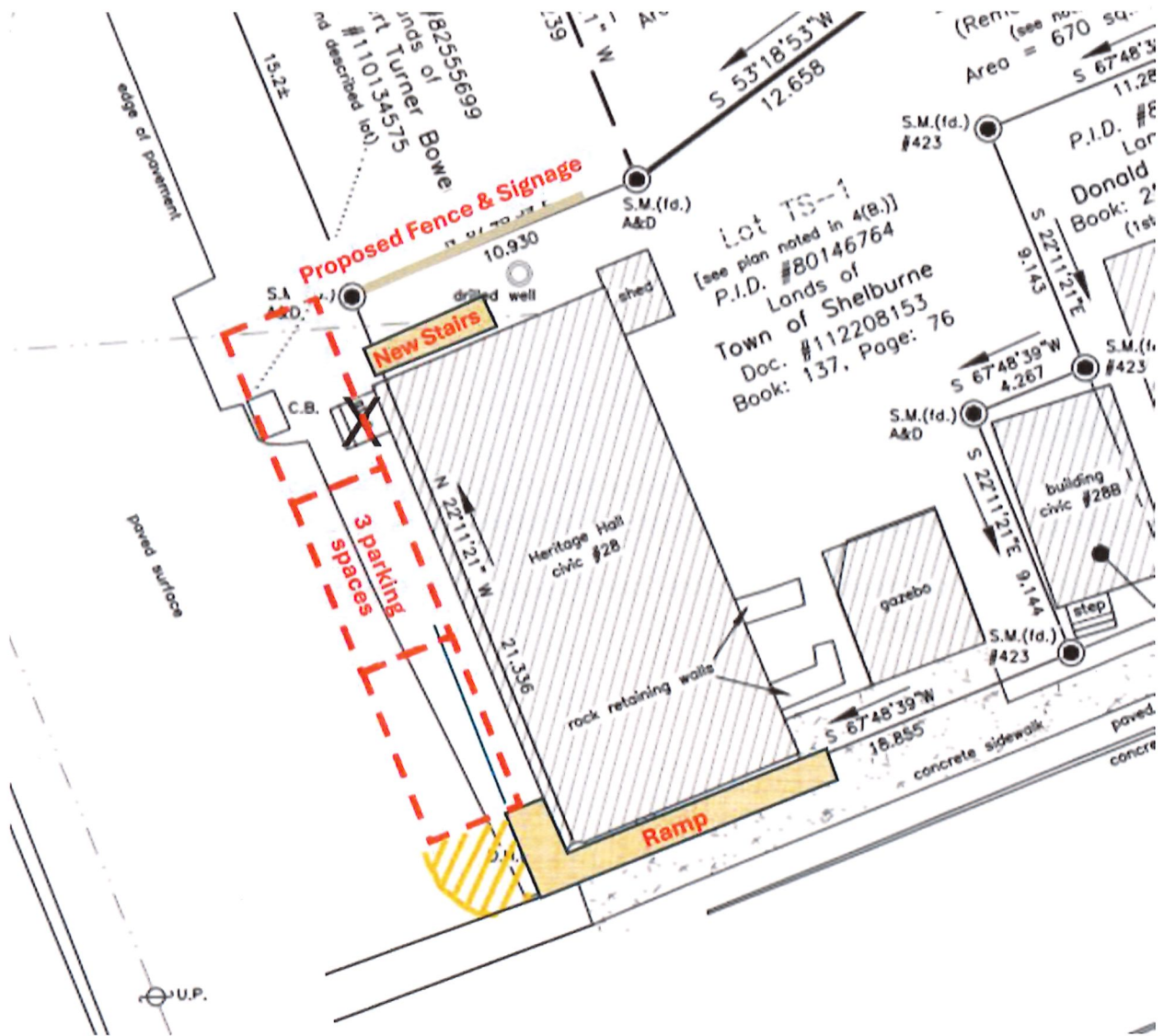
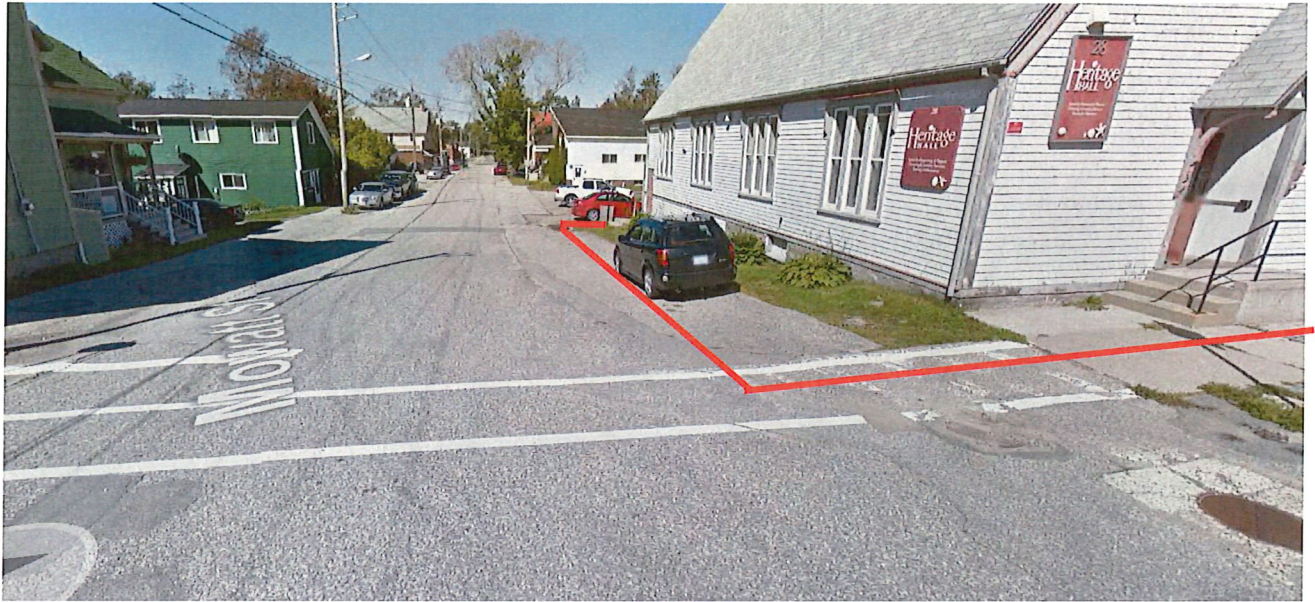


Illustration 2- Street View



For illustrative purposes only. Area to the right of the red line is proposed to be sold for use as 3 parking stalls. Additional curb/sidewalk will be added to promote traffic safety and enable an accessible ramp to be installed for the building.

COUNCIL REPORT - FOR DECISION



Subject: Municipal Heritage Designation – Old Kirk Burying Ground
Date: April 14, 2025
Authority: HPA, s. 14 & 15
Council Dates: April 22, 2025
Notice Date: N/A
Prepared by: Mike Kahn, Senior Planner

Document # D25-094	
Rec'd by <i>[Signature]</i>	
Date April 14/25	
COPIES TO:	
Council	✓
Agenda	✓
Heritage Committee	

Background

The Old Kirk Burying Ground is a cemetery located at the corner of Digby and John Streets and is a roughly 24,000 square feet. The land was designated a Provincial Heritage Property under the Property Act (HPA) in 1990. The property was later designated as a municipal heritage resource under the heritage designation for 36 John Street, in 1994.

In 2025, new owners 36 John Street requested that property be de-registered. The Old Kirk Burying Ground will remain Provincial Heritage Property. The Town may look to an additional municipal designation under the Heritage Property Act (HPA).

Analysis

The rationale for designation is based on:

- **Age** - The cemetery has been in use since 1784
- **Historicity**
 - Association with historical personages of local and regional significance
 - A property associated with groups, organizations or institutions of local historical significance, is eligible for registration.
 - A property associated with major trends or movements in the Town's history
- **Architecture**
 - Landmark fundamentally inseparable from the Public's perception of Shelburne's culture, history or lifestyle.
- Burial Grounds are eligible for registration.

Character-defining elements of the Old Kirk Burying Ground include:

- location on a prominent lot in the centre of Shelburne;
- historic headstones carved by local masons;
- absence of roads or automobile thoroughfare;

- historic fences surrounding some plots;
- granite slabs supporting part of a knoll.

Options

	Pros	Cons
Option 1 - Begin Designation Process	<ul style="list-style-type: none"> • Protects a heritage asset • 	<ul style="list-style-type: none"> • None
Option 2 – Decline the request	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not protect the heritage building

Implementation

The Town must provide the landowner with at least 30 days notice prior to designation HPA 15 (1), and provide the landowner an opportunity to be heard regarding the proposed designation.

The notice to the Town as a landowner is attached as Appendix 1 - Notice of Intent to Designate Heritage Property– Old Kirk Burying Ground.

Recommendation

THAT Council directs staff to prepare to register the Old Kirk Burying Ground (PID 82579095) as a Municipal Heritage Property under the Heritage Property Act, at the June 2, 2025 Council meeting.

Appendices

1. Notice of Intent to Designate Heritage Property – Old Kirk Burying Ground

Appendix 1 - Notice of Intent to Designate Heritage Property– Old Kirk Burying Ground

**NOTICE OF INTENT TO DESIGNATE PROPERTY
UNDER THE HERITAGE PROPERTY ACT**

The Town of Shelburne hereby provides notice under section 14 of Heritage Property Act that the Town is considering designating your property, **the Old Kirk Burying Ground (PID 82579095)** as a Municipally Designated Heritage Property, in addition to the existing Provincial Heritage Designation.

The rationale for this designation is:

- **Age** - The cemetery has been in use since 1784
- **Historicity**
 - Association with historical personages of local and regional significance
 - A property associated with major trends or movements in the Town’s history
- **Architecture**
 - Landmark fundamentally inseparable from the Public’s perception of Shelburne’s culture, history or lifestyle.

Under the Heritage Property Act, no person shall substantially alter the exterior appearance of or demolish the building, public-building interior, streetscape, cultural landscape or area for one hundred and twenty days after this notice is served unless the municipality sooner refuses to register the property.

Once designated, no alterations may be made to external appearance of the property unless permitted under the Heritage Property Act section 17.

The landowner has the right to address Council on the proposed designation. Council will be considering the designation of your property at:

Regular Meeting of Council
June 2, 2025, 6:00pm
Council Chambers, 63 King Street, Shelburne NS

Any questions please contact Mike Kahn, Senior Planner, Town of Shelburne at planning@shelburne.na.ca or 902- 319-0735.

Cc: Land Registry Office



Meeting Minutes
Heritage Advisory Committee
Special Committee Meeting
Thursday March 6th, 2025
3pm – Council Chambers, 63 King St

COMMITTEE MEMBERS IN ATTENDANCE:

Sandra Walsh, Chair, Public Member
 Cady Berardi, Shelburne Historical Society Member
 Therese Cruz, Council Member
 Sheldon Ringer, Council Member
 Chris Sharpe, Shelburne Historical Society Member
 Janet Stritychuk, Public Member

ALSO IN ATTENDANCE:

Mike Khan, Senior Planner
 Jessie Dyer, Recording Secretary

Document #	125-095
Rec'd by	gw
Date	April 9, 25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

1. CALL TO ORDER:

The meeting was called to order at 2:59pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

2. APPROVAL OF AGENDA

a. March 6th, 2025

2(a) MOTION: APPROVAL OF AGENDA – February 6th, 2025

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for March 6th, 2025 be approved.

Therese-Sheldon
CARRIED

3. MOTION: APPROVAL OF MINUTES – February 5th, 2025

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for February 5th, 2025 be approved.

Chris-Sheldon
CARRIED

4. COMMITTEE ITEMS

4(a) 36 John Street (Church)

An email was received from the property owner of 36 John Street to deregister the property. To do this an ad will go in the paper, there will then be a public meeting and then taken to Council for a vote. The plan is to deregister, demolish the current building then the land will be donated to the Town to expand Graham's Park. Ideally, we would like to preserve some of the stained-glass windows as well as the foundations stones to be kept on site and incorporated into the new designs for the space. The only window original to the Church is the Rose Window. There are other windows that have been dedicated to certain people over the year. Some of those family members have requested to have those windows in their possession if possible. At the next HAC meeting we will begin documenting what can be saved from the Church.

Mike Kahn is looking into the designation of the burial grounds. If it is deregistered, we will have to fill out a form to re-register the area municipally. This does not include the provincial designation.

Upgrades to the space after demolition will include an accessible playground and playground equipment, with the possibility of including more upgrades to the park. A Landscape Architect would need to be hired to draft the plans. Mike will take all this information to Council in a Staff Report at the March 17th, 2025, meeting. Further discussions will continue at upcoming HAC meetings as this project continues.

4(b) 13 George Street (George Street Mill)

The Shelburne Historical Society has compiled the information on 13 George Street to complete Form A. This will be sent to the Town of Shelburne for proposed Heritage Property Designation. Once this is approved by Council there is 30 days to register the property. (See attached information that will be included in Form A)

A motion was made **THAT** the Heritage Advisory Committee recommend the designation of 13 George Street as a Municipal Heritage Property and **THAT**, with the amendments noted, Form A be submitted to the Town of Shelburne Council for approval.

Cady-Chris

CARRIED

5. UPCOMING MEETING DATE AND TIME:

The next HAC meeting will be held on Thursday April 3rd, 2025, at Council Chambers (63 King St.) at 3:00 pm.

6. ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:27pm.

Sheldon

TOWN OF SHELBURNE

STAFF REPORT Wastewater Utility

Document #	025-096
Rec'd by	gm
Date	Apr 16/25
COPIES TO	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	



DATE: Apr. 15th, 2025

Dear Council Members,

I am writing to provide an overview of the operations and performance of the Town of Shelburne Wastewater Plant for your review and consideration.

1. Introduction:

The Town of Shelburne Wastewater Plant plays a critical role in safeguarding public health and protecting the environment by treating wastewater before it is discharged back into natural water bodies. Our plant operates 24/7 to ensure that wastewater is treated to meet stringent regulatory standards.

2. Key Performance Indicators:

- **Effluent Quality:** The quality of the treated wastewater continues to meet or exceed all regulatory requirements. The Plant has had 8 straight Passes on our E.Coli testing, all other parameters are within scope
- **Treatment Efficiency:** Although we are experiencing higher flows, the Efficiency of the plant has continued to be good, not great. Wash outs (due to inclement weather) have made treatment a challenge in the winter/spring months.
- **Compliance:** The quality of the treated sewage continued to meet or exceed all regulatory requirements for our E. coli, TSS (total suspended solids), CBOD (Carbonaceous Biochemical Oxygen Demand), and Ammonia levels. We are 100% in compliance as of writing this.



TOWN OF SHELBURNE

- **Maintenance and Infrastructure:**

1. Vent fans on MCC (main treatment and diagnostics building) need replacement. Unsure if they ever worked properly on installation. Ted O'Connor is looking into the units SVFD had installed.
2. Treatment Plant is still running off an onsite drilled well, for water supply. Curb, Hydrant and possible line repair required before operators can waste sludge to the geobags. Operators are in contact with Public Works and are awaiting work to commence.
3. Operators have lowered the Holding tank level, with sights on emptying and cleaning Spring/Summer 2025, this should be done at minimum bi-yearly if not yearly. In conjunction with that, operators will also be taking the new clarifier offline for spring emptying and cleaning, in the coming weeks. This should help with any old sludge that was holding onto, mitigating some smells and odors. Unfortunately, this level of cleaning and sludge removal can lead to potential short periods (i.e 8 Hours/a day) of earthy dank smells but will subside quickly.

3. **Challenges and Mitigation Strategies:**

- **Resource Management:** On site well has provided some relief in the form of Town water. Although this may be offset abit by the cost of running the well pump. With the warm season upon us, operators will be using increased water for washing down and cleaning. Council members should expect Water usage to climb back up once town water is re installed.
- **Emergency Preparedness:** Comprehensive emergency response plans are in place to address potential incidents or disruptions to our operations, ensuring continuity of service and protection of public health. Operators have installed Voyent Alert on their cell phones to keep up with local emergency alerts. Operators have updated Contingency plans, and emergency contacts for 2025
- **Sampling Plan:** Operators have begun to test on a monthly schedule again. This will save the town some expense, as its monthly as opposed to weekly. CBCL had noted very strong wastewater samples that operators had taken throughout town. Operators are working on a town wide sampling plan to further isolate the ongoing issues entering our collections systems

4. **Public Concerns: None as of writing this report.**

Daniel MacKay, O.I.T Wastewater, Town of Shelburne.



TOWN OF SHELBURNE

STAFF REPORT Water Utility

DATE April 16th, 2025,

Dear Council Members,

This report is for the town council on the operations of the Town of Shelburne Water Treatment Plant. The plant continues to work effectively in this reporting period.

Document #	D25-097
Rec'd by	<i>[Signature]</i>
Date	Apr. 16/25
COMES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	



- **Water Quality:** We meet all DOE regulatory requirements by means of continuous monitoring.
- **Treatment Efficiency:** The treatment process is kept to the highest standards and is worked on continually.
- **Maintenance and Upkeep:** All maintenance is being kept up to decrease down time. The wiring on the drying bed pump was being completed on April 16th and should be operational this week. We have started hydrant flushing and maintenance for the season. The new heaters have been installed and are working.
- **Occurrences:** Monday April 14th- While conducting hydrant flushing near SSR a small flood occurred due to standing water/overwhelmed ditches, causing water to enter a building down the hill from the hydrant. Staff assisted with sweeping the water out of the building and have been communicating with the owner to ensure all is well. Staff have adjusted how this hydrant is to be flushed to mitigate future occurrences
- **Compliance:** We are following and are up to date with all tests set forth by DOE. I continue to work with Mark Holden and Trevor Marriot on any issues that come up. There is nothing to report for this period.
- **Resource Management:** We try to make the process as effective as possible to eliminate waste. Weekly water samples are submitted for testing to ensure the protection of our water shed.
- **Technological upgrades:** Awaiting quotes to replace existing steel pipes in the treatment plant with plastic. We are investigating the need for an automatic hydrant flusher for the SRHS area. This will help ensure our chlorine residuals are maintained.



TOWN OF SHELBURNE

- **Workforce Development:** Lead Operator and Assistant will be taking the Water Treatment exam on May 21st in Bridgewater. The assistant is trained and is now on the *On Call* schedule.
- **Public Concerns:** Nothing new to report

Shelburne Water Utility





SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
BOT 1W0

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of March 2025.

Total number of calls for service: 8

Calls for service within the Town: 1

Calls for service in the Municipality of Shelburne protection area: 6

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

Document #	D25-098
Rec'd by	gw
Date	April 10/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		3
MEDICAL	1	
MOTOR VEHICLE ACCIDENT		1(Mutual Aid)
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		3
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
PUBLIC ASSISTANCE		
ASSISTANCE TO POLICE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT