



AGENDA
Town Council Meeting – Town Council Chambers
July 7th, 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 June 16th, 2025.
- 4) Proclamations and Announcements: NONE
- 5) Delegations/Presentation:
 - a) Chamber of Commerce- Trasie Sands re: VIC Operations D25-136
- 6) Correspondence:

Action:

 - a) Letter- Milne Goulden re: New Parking Restrictions- Northwood Apartments D25-137
 - b) Letter- William “Bill” J. Murphy re: Cenotaph Gun Conditions D25-138
 - c) Letter- Chris Weigelmann re: Grants to Organizations D25-139
 - d) Email- Mark Doane re: Public Safety – Children and Traffic D25-140

Information:

 - a) Letter- Eugene Verdon re: Canadian Postmasters and Assistants Association (CPAA) D25-141
 - b) Letter of Support to Nova Scotia Department of Natural Resources D25-142
 - c) Letter - Correspondence from the Attorney General and Minister of Justice D25-143
- 7) Council Items:
 - a) Eastern Shelburne County Accessibility Advisory Committee Application Form D25-144
- 8) Committee Reports:
 - a) Heritage Advisory Committee – Minutes, April 3rd, 2025 D25-145
- 9) Staff Reports:
 - a) Warehouse Flooding- Seaway Fabrications D25-146
 - b) Water Utility Capital Addition D25-147
 - c) Equity and Anti-Racism Plan- Administrative Report D25-148
 - d) Prince Street Land Buy Back D25-149
- 10) In Camera Session:
 - a) MGA 22 (2) (e) contract negotiations
 - b) MGA 22 (2) (f) legal advice eligible for solicitor-client privilege
- 11) Upcoming Meetings/Events:

- a) Dock Street Days, July 18-20, 2025.
- b) Car Show, Sunday, July 20th, 2025, 10am-2pm, Water Street.
- c) Guild Hall Summer Arts Series has begun. Please check the Town of Shelburne Facebook or Website for more information
- d) Next Council Meeting, July 21st, 2025, 6pm, Council Chambers, 63 King Street

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
June 16th, 2025

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn
Manager of Finance, Jane Crowell
Accountant, Jennifer Perry
By-law Officer, Dana Nash

Call to Order

Mayor Jacklin called the Council meeting to order at 6:02pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for June 16th, 2025, Council Meeting.

Cruz – D. Acker

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on June 2nd, 2025

Ringer – E. Acker

MOTION CARRIED

Proclamations and Announcements:

Shelburne Regional High School Graduation, June 26th, 2025: Councillor Acker read the following:

To the Shelburne Regional High School Class of 2025, congratulations on your upcoming

graduation on June 26th. This moment marks the culmination of year of learning, growth, and perseverance. You've navigated challenges, celebrated successes, and grown into the leaders of tomorrow. As a community, we are incredibly proud of your achievements. Whether you're pursuing further education, entering the workforce, or exploring new paths, know that your hometown is cheering you on every step of the way.

Canadian Multiculturalism Day, June 27th, 2025: Councillor Cruz read the following:

We would like to acknowledge that June 27th is Canadian Multiculturalism Day – a day to recognize and celebrate the diverse cultural communities that help shape our country. It's a time to reflect on Canada's history of multiculturalism, to appreciate the contributions of people from all backgrounds, and to recommit ourselves to the values of equity, inclusion, and mutual respect. We encourage everyone in our community to take a moment to celebrate the diversity that makes Canada- and Shelburne- so vibrant and welcoming.

Canada Day, July 1st, 2025: Councillor Ringer read the following:

Canada Day is coming up on Tuesday, July 1st. It is an important occasion for communities across the country to come together in celebration. Canada Day is a time to reflect on our shared history, celebrate the freedoms we enjoy, and honour the diversity and values that make our country strong. We encourage all residents to join in local festivities, enjoy time with family and friends, and take part in activities that bring our community together- whether its music, food, fireworks, or simply sharing stories. On behalf of Council, we wish everyone a safe, joyful, and meaningful Canada Day. Let's celebrate responsibly, with respect for one another and appreciation for the place we all call home.

Delegations/Presentations:

NONE

Correspondence

Action:

a) Email, Bonnie Mahaney re: Memorial Tree

THAT Council approve the request submitted by the Committee for the 1970/1971 Graduating Class of Shelburne Regional High School to plant a flowering ornamental memorial tree, accompanied by a plaque, in memory of those who attended the school during those years.

AND THAT the memorial tree be planted on the site of the former Shelburne Regional High School, now part of Graham's Park, following the completion of the Town's planned park upgrade and expansion project.

AND FURTHER THAT staff coordinate with the Committee to ensure an appropriate planting location is identified.

E. Acker – D. Acker

M25-076

MOTION CARRIED

- b) Letter, Farmers' Markets of Nova Scotia re: Request for Support: Nourishing Communities Food Coupon Program

Councillor Cruz gave an overview of the program.

THAT Council support the request from Farmers' Markets of Nova Scotia to advocate for continued and enhanced funding for the Nourishing Communities Food Coupon Program.

AND THAT the Mayor, on behalf of Council, write a letter to the Premier of Nova Scotia and relevant Ministers urging the province to reconsider its decision to reduce program funding and to restore or increase the funding to support the food access and local producers across Nova Scotia.

Ringer – D. Acker

M25-077

MOTION CARRIED

Information:

NONE

Council Items:

- a) Notice of Motion – CED Society- Town of Shelburne Board Representative Appointment

THAT Council appoints Councillor E. Acker as the Town of Shelburne's representative to the Community and Economic Development (CED) Society Board.

D. Acker – Cruz

M25-078

MOTION CARRIED

- b) Draft Budgets FY 2025-26

- i. Water Utility Budget

THAT Council approve the 2025/26 Water Utility Budget as presented.

E. Acker – Ringer

M25-079

MOTION CARRIED

Committee Reports:

NONE

Staff Reports

- a) Draft Municipal Planning Strategy & Land Use Bylaw Updates II

THAT Council directs staff to seek feedback on the draft Municipal Planning Strategy and Land Use Bylaw as attached.

Cruz- E. Acker

M25-080

MOTION CARRIED

b) Temporary Street Closures – Dock Street Days

THAT Council approve the cost-sharing arrangement with the Municipality of the District of Shelburne for certified traffic control services required for the temporary street closures during the 2025 Dock Street Days event.

Ringer - D. Acker

M25-081

MOTION CARRIED

c) Building Inspector's Report- May

d) SVFD Report- May

e) By-law Officer Report- May

The above reports are for information only.

New Business:

Mayor Jacklin asked if there was any new business for Council to consider.

Councillor Cruz attended the Equity and Anti Racism Advisory Panel Meeting on June 10th, 2025. The first community engagement public meeting is June 17th, 2025, 6pm at the Community Centre in Meeting Room A. Councillor Cruz provided an update on the plan noting the Draft Plan should be done in September and sent to Council for approval in October.

Councillor Cruz mentioned that Michelle Vacon, former Accessibility Coordinator for the Town of Shelburne, Town of Lockport and Municipality of Shelburne, had sent in an application to sit on the Eastern Shelburne County Accessibility Advisor Committee. The application will be presented at the July 7th, 2025, Council Meeting for approval.

Deputy Mayor D. Acker congratulated the Black Loyalist Heritage Centre on their 10-year anniversary. He commended the work they have and continue to do. Deputy Mayor Acker attended the Pride Parade on Sunday June 8th, 2025, he noted it was a great turnout and a beautiful day. Mr. Acker will also be attending the upcoming Chamber of Commerce Meeting.

Councillor Ringer spoke to the great success of the Town Council BBQ on June 7th, 2025. He

said that through generous donations from the community, \$501.50 was raised for the Shelburne Volunteer Fire Department.

Councillor E. Acker attended a zoom meeting for the Shelburne County Housing Committee, travelled to Yarmouth for the Western Counties Regional Library Audit Meeting and attended Pride Parade alongside Deputy Mayor D. Acker. Councillor E. Acker also attended the Municipal Planning Strategy and Land Use Bylaw along with the other council members, CAO and the Executive Coordinator and commended Mike Kahn on his amazing work and thorough presentation. Councillor Acker met with the Chair of the Roseway Manor Board regarding divesting the Town from the Old Roseway Manor Board. Mrs. Acker noted some upcoming events including a Deer Management Webinar, a Board Meeting in Yarmouth for the Western Counties Regional Library as well as providing information on the upcoming Blood Donor Clinic in Barrington on July 28th, 2025, appointments must be made online.

Mayor Jacklin mentioned as well that the Town Council BBQ was a great success, and they had lots of fun. He also attended the SRHS Graduation Breakfast alongside Councillor Cruz, Staff and Council from MDS. Mayor Jacklin mentioned the SRHS Prom that was held on June 14th, 2025, and also made note that himself and Councillor Cruz will be presenting that Town of Shelburne Bursary at the upcoming Graduation on June 26th, 2025.

There was no further new business.

Upcoming Meetings/Events

- a) Equity & Anti Racism Plan Public Meeting, June 17th, 2025, 6pm, Community Centre, Meeting Room A, 63 King Street
- b) National Indigenous People Day, June 21st, 2025
- c) Shelburne Regional High School Graduation, June 26th, 2025, 7pm, Community Centre, 63 King Street
- d) Next Council Meeting, July 7th, 2025, 6pm, Council Chambers, 63 King Street.

Adjournment

THAT the Regular Town Council Meeting of June 16th, 2025, be adjourned at 6:49pm.

E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



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

Document #	D25-136.
Rec'd by	JD
Date	June 30/25
COPIES TO:	
Council	✓
Agenda	✓
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 902-874-2991 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: Trasie Sands

Address: 142 Water St.

Phone: 902-874-1273 Email: execdir@shelburnechamber.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):

Approval to enact a plan to
reopen the VIC with sponsorships + volunteers

Date of Council/Committee meeting at which you wish to appear: July 7/25

Are you representing:

- Yourself
- An Organization/Society/Club (Name): Chamber of Commerce
- A Business (Name): Shorebound Books
- 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

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to be "Jill Webb".

For Office Use Only:

Date Request Received: _____

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: _____

Signature of Executive Coordinator/Committee Secretary _____

Document #	D25-137
Rec'd by	JD
Date	June 12, 2025
OPES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

Dear Council -

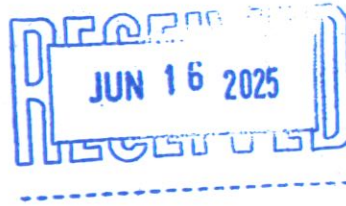
It is with question of the right thing to do in mind that I pose this question. Why was a no parking yellow stripe, in front of Northwood apartments, put on the sidewalk?

Many of the people who live there have family, friends and support workers who need those parking spaces. My mother-in-law is 89 years old and has to walk to the back of the building to visit her son. This will make her trip that much harder if at all. (She already needs assistance from another person to get in there).

If it comes down to distance parking from a fire hydrant, we never seen a fire hose 100 feet wide but maybe there have been enhancements.

Milne Gouldin

234 Hartz Point Road
Hartz Point, NS
BOT 1W0



Document #	
D25-138	
Rec'd by	
JTO	
Date	
June 16/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Via: Hand Delivery

June 13, 2025

Town of Shelburne
PO Box 670
Mowatt Street
Shelburne, NS
BOT 1W0

Attention: Mr. Stanley Jacklin, Mayor

Dear Sir:

Re: Cenotaph Guns Condition

Further to a recent visit to the Town office, I was instructed to forward you my concerns in writing.

I visit the Shelburne cenotaph several times throughout the year to pay respect to the approximately 170 war dead of Shelburne County.

At some point in time the two field artillery guns were dignified artifacts of war and served as respectful reminders of the sacrifice of the men who are commemorated there in stone. Over the years, the condition of these two guns has deteriorated from honourable artifacts, to an embarrassment, to unworthy, to an insult to the memory of our dead to, soon to, be unrepairable garbage.

Gun No. 1 has no wheels and has been sitting on a block of wood for years and possibly rusted beyond repair. While Gun No. 2 has its wheels rotted to the point that they will soon collapse under their own weight.

I consider this lack of upkeep to be negligent and a complete lack of respect for our fallen.

I request that you take action to have these guns removed to long-term storage or to be restored. I expect that three months is more than enough time to allow for their removal. I look forward to hearing from you with the date of removal.

Respectfully,


William "Bill" J. Murphy,



RECEIVED
JUN 23 2025

Document #	DD5-139
Rec'd by	JD
Date	June 23/25
COPIES TO:	
June 18, 2025 Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

To Whom It May Concern: Shelburne Town Counsel
Cc: Manager, Jane Crowell

I am writing to request support for the Shelburne County Chronic Illness Fund. It has come to our attention that the entire grant application package had not been received for this year, which means that Roseway Hospital's 2025 grant request was not assessed. Roseway Hospital has been receiving this grant for the past few years and it is vital for the chronically ill population who reside in Shelburne County. I am therefore asking that you consider this request for \$1000.00.

The fund benefits anyone living with chronic illness in Shelburne County who identifies as having a financial need related to their illness. This includes people living in the municipality of Shelburne. The fund aids those with chronic illnesses of all kinds (cancer, diabetes, kidney disease, etc..) to help with things like travel to medical appointments, medication costs, and purchase or rental of medical equipment. The most requested type of assistance is for travel – it provides gas cards for same.

The stress of dealing with chronic illness can be insurmountable and the financial cost of these illnesses can be equally as taxing. Many people in our rural setting simply cannot afford to travel to treatment and often forgo desperately needed treatments for that reason. This fund makes a difference.

We have appreciated your support in the past, and hope that you will continue to support this need in our community. Thank you for your consideration.

Sincerely,

Chris Weigelmann, BSW, RSW
Social Work

Social Work
Roseway Hospital
PO Box 610, Shelburne, NS B0T1W0
Tel (902) 875-4144 x2286
Chrs.Weigelmann@nshealth.ca

Public Safety- Children and traffic

Document #	
D25-140	
Rec'd by	
JD	
Date	
June 25/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

From: Mark Doane <markandjaneann@gmail.com>

Sent: Friday, June 20, 2025 3:59 PM

To: Stan Jacklin <stan.jacklin@shelburnens.ca>

Subject: Public Safety- Children and traffic

CAUTION: This email originated from an external sender.

A few years ago I highlighted a safety issue with increased number of children crossing John Street along Digby due to the water park. At that time the town added the flags for public to use, these items obviously didn't go over well and like today I witness 2 young boys on bikes chasing each other across John St. The first boy made it across in front of a car, the driver did have to break aggressively and was stopped when the second one followed. The driver was driving slowly unlike most who travel this route. This intersection is not wide open and has blind spots. Is there a chance warning signs "caution/slow down children playing/crossing", or drop the speed limit for those 2 blocks. I know it is just a matter of time before I have to provide First Aid in front of my house.

I would even help pay for a couple signs.

Mark Doane

43 John Street

9028742425

Dear Council Members,

My name is Eugene Verdon, I am honored to serve as the President of the Maritime Branch of the Canadian Postmasters and Assistants Association (CPAA)—the second-largest and oldest union at Canada Post, representing over 8,500 employees in more than 3,000 rural post offices across Canada.

While much public attention is focused on the CUPW union, CPAA has quietly but firmly served as the voice of rural post office employees since 1902. Our members—92% women—are the backbone of small-town Canada, providing vital services and human connection in communities where a few federal services remain.

We do not strike. We serve.

Canada Post's vast network is one of the last threads tying rural Canadians to essential services—from parcel delivery and bill payments to money transfers and government forms. Yet, our workforce and network continue to shrink. From over 10,000 jobs and 5,220 post offices in the 1980s, we are now down to just over 8,500 employees and 3,093 rural post offices—and that number continues to decline.

Although a moratorium on closures has existed since 1994, it has not stopped job cuts, hour reductions, and office closures. With the return of the Kaplan inquiry, the risk of losing more post offices is real.

Our members were declared essential during the pandemic. When others stayed home, we kept rural Canada running—delivering medication, groceries, and vital supplies. In places where banks have pulled out, the post office has become a lifeline.

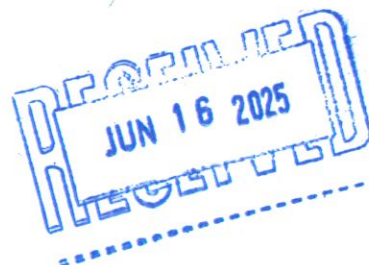
If Canada Post's exclusive privilege to deliver letter mail is removed, rural areas could be left behind in favor of urban markets by private carriers. We must ensure equal access for all Canadians, regardless of geography.

Why This Matters to You? The loss of a rural post office is more than inconvenience—it's the loss of a community hub, a reliable job, and access to vital services. When replaced with dealer outlets or community mailboxes, the identity of the town fades. We've seen it happen.

Your support is critical. If you are contacted by Canada Post about service changes, please reach out to me. I'm here to answer questions and help defend your community's right to accessible postal services.

Let's keep the heart of rural Canada beating.

Sincerely,
Eugene Verdon
President, Maritime Branch
Canadian Postmasters and Assistants Association (CPAA)



CPAA/ACMPA
In the rhythm of life, Find your heartbeat.

CPAA Website



Document #	D25-141
Rec'd by	JVO
Date	June 19 2025
COPIES TO:	
Union at	
Canada	
served as the	✓
Council	
backbone of	
A few federal	✓
Committee	



June 25, 2025

Nova Scotia Department of Natural Resources
PO Box 698
Halifax NS B3J 2T9

Document #	D25-142
REC'D BY	JD
162 Mowatt St, 2 nd Floor	
Shelburne, N.S. B0T 1W0	
Phone: (902) 875-2991	June 26, 2025
Fax: (902) 875-3932	
www.shelburnens.ca	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Re: Letter of Support – Critical Minerals Infrastructure Fund (CMIF) Application

To whom it may concern,

On behalf of the Council for the Town of Shelburne, I am pleased to confirm our support for the Nova Scotia Department of Natural Resources' submission to the Critical Minerals Infrastructure Fund (CMIF), Stream 1 – Preconstruction Projects.

We understand that this application will support energy, road, bridge, and port infrastructure studies intended to enable the advancement of critical minerals projects and promote economic growth opportunities in our region. Specifically, we acknowledge that this initiative includes preconstruction activities to assess and clarify the infrastructure needs related to potential port upgrades in both Yarmouth and Shelburne.

The Town of Shelburne recognizes the importance of preparing for the emerging demands of the critical minerals sector and appreciates the proactive approach being taken to support strategic infrastructure planning. We are aware of the proposed studies and are supportive of participating in this collaborative effort led by the Department of Natural Resources.

Please note that this letter does not represent a financial or resource commitment by the Town of Shelburne. Rather, it affirms our awareness of the project and our willingness to cooperate with the project team as needed.

We thank you for including our community in this important work and look forward to continued collaboration.

Sincerely,

Mayor Stanley Jacklin
Town of Shelburne
stan.jacklin@shelburnens.ca



**Attorney General
Justice**
Office of the Minister

PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 • JustMin@novascotia.ca

Document #	
DA5-143	
Rec'd by	
JD	
Date	
July 21 25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

June 25, 2025

Via email: stan.jacklin@shelburnens.ca

Dear Mayor Stanley Jacklin,

Today marks a pivotal moment for the future of policing in Nova Scotia. Following an extensive and inclusive process that began in September 2023, the Government of Nova Scotia is releasing the outcomes of the Comprehensive Policing Review (the "Review"). I write to you in your role as Mayor of Town of Shelburne to share details of the Review, including the Report from Deloitte and Government's response entitled, Shaping the Future: Policing in Nova Scotia, [here](#).

This Review represents one of the most significant evaluations of our policing system in recent history, and I want to express my deepest gratitude to the more than 6,900 Nova Scotians who participated directly, as well as the hundreds of police officers, municipal leaders, and system partners who generously contributed their time, insights, and lived experiences.

As you know, in Nova Scotia, the responsibility for policing is shared. Municipalities are responsible for funding and maintaining an adequate, efficient and effective police service within their jurisdiction, including staffing, equipment and facilities. The Province is responsible for setting policing standards and oversight.

The result of the Review is clear and compelling: the status quo is not an option. Citizens have a right to feel safe in their communities and they are demanding more. They are right: under-resourcing and inconsistent policing levels across the Province cannot continue.

We are committed to working collaboratively with municipalities to build a stronger system of public safety where every Nova Scotian—regardless of where they live—has access to high-quality, modern policing services.

Deloitte has recommended a path forward that will ensure policing in Nova Scotia is consistent, responsive, community-focused and equipped to meet evolving needs. Based on extensive research and analysis, Deloitte recommends the implementation of foundational changes and the expansion of the provincial police, being the RCMP. Deloitte didn't take this process lightly and their detailed report lays out the reasons for their recommendations. All Nova Scotians

deserve to have safe communities, supported by visible officers who can respond promptly and effectively to the full spectrum of public safety issues.

The province intends to adopt six foundational recommendations that will serve as the cornerstone of a renewed policing model in Nova Scotia. We will be taking immediate actions to address each one and we will increase our investment in provincial systems to support these changes, as well as make the necessary changes to the *Nova Scotia Police Act*.

The foundational changes are:

1. **Unified Records Management System:** A single, province-wide records management system for all police agencies to improve data sharing, coordination, and oversight, and to support evidence-based decision-making.
2. **Enhanced Police Resourcing:** Ensuring that police services across the province are adequately resourced to increase visibility, responsiveness, and meaningful engagement with the communities they serve.
3. **Layered Policing Model:** Introducing deployment of Community Safety Officers and Special Constables allowing for more effective responses to a range of public safety needs, while enabling sworn officers to focus on core policing duties.
4. **Establishment of Community Safety Boards:** Providing civilian oversight and governance across the full spectrum of public safety services, including law enforcement, Community Safety Officers and Special Constables, enhancing transparency, accountability and community trust.
5. **Provincial Policing Standards:** Augmenting existing standards and introducing new ones to ensure consistent, high-quality service delivery across Nova Scotia. New standards will also include training requirements for all officers in cultural competency and the experiences of vulnerable populations.
6. **A New Billing Framework:** We will implement a revised billing framework for municipalities served by the RCMP, promoting financial sustainability, transparency, and enabling reinvestment into local, community-driven safety initiatives for municipalities policed by the RCMP.

Deloitte has also recommended an expansion of the provincial police service. We know that there are many communities in which the RCMP detachment is under-resourced. A plan to appropriately resource detachments will be supported by the establishment of a new billing framework and working collaboratively with 'H' Division and municipalities to assess current need.

This vision of policing in Nova Scotia will require both provincial and municipal action. We are committed to working collaboratively with the RCMP and municipalities to build a stronger system of public safety where every Nova Scotian—regardless of where they live—has access to high-quality, modern policing services.

This summer, I will be meeting with you to discuss your municipality's role in policing and how we can work together to align with the new provincial framework. These conversations will help us chart a path that reflects local needs and realities without compromising public safety. I look

forward to these conversations and to building a stronger, safer Nova Scotia together.

Thank you for your continued leadership and dedication to public safety.

With respect and appreciation,



Becky Druhan
Attorney General and Minister of Justice

cc. Sarah Mattatall, Chief Administrative Officer



Eastern Shelburne County Accessibility Advisory Committee
Application Form

Applicant Name:	Michelle Vacon	
Civic Address:	26 Glasgow St., <i>Shelburne, NS</i>	
Mailing Address:	P.O. Box 833 <i>Box 210</i>	
Telephone:	902-875-6881	Cell: "
Email:	michellevacon@gmail.com	
Occupation (if applicable):	N/A	

Document #	D25-144
Rec'd by	JJD
Date	May/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Describe how your life experiences, community involvement, education, or work might be helpful to this committee.


I was previously the Accessibility Coordinator for Eastern Shelburne County and would like to continue my work in a different way, on the AAC.

Why are you interested in serving on this committee?

See above.

What contribution do you believe you can make to this committee?

I believe I can add valuable information to the committee based on my past work and life experiences.

<p>What past contributions have you made on a similar committee or organization?</p> <p>I have been part of the provincial library's accessibility advisory committee, and am currently a member of the food bank committee.</p>	
<p>What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?</p> <p>See above.</p>	
<p>Are you a person with a disability? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Prefer not to say</p>	
<p>What disability/disabilities do you represent (if applicable)?</p> <p>Various</p>	
<p>Do you represent an organization representing people with disabilities? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>What disability/disabilities does your organization represent (if applicable)?</p> <p>N/A</p>	
Applicant Signature:	
Date:	March 27, 2025

Submit your completed application to:

Michelle Vacon, Accessibility Coordinator

Municipality of Shelburne, Town of Shelburne, & Town of Lockeport

- By Email: Michelle.Vacon@municipalityofshelburne.ca

- By Mail: Attention: Michelle Vacon, Municipality of Shelburne, P.O. Box 280, Shelburne NS, B0T 1W0
- In-person:
 - The Municipality of Shelburne Administration Building at 414 Woodlawn Drive, Shelburne, Monday-Friday between 9am and 4:30pm
 - The Town of Shelburne Office at 162 Mowatt St, Shelburne, Monday-Friday between 9am and 3:00pm
 - The Town of Lockeport Office at 26 North Street, Lockeport, Monday-Friday between 8:30am and 4:00pm

For inquiries, contact:

Michelle Vacon, Accessibility Coordinator

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Email: Michelle.Vacon@municipalityofshelburne.ca



Meeting Minutes

Heritage Advisory Committee

Thursday April 3rd , 2025

3pm – Council Chambers, 63 King St

COMMITTEE MEMBERS IN ATTENDANCE:

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

REGRETS:

Therese Cruz, Council Member

Document #	
D25-145	
Rec'd by	
JD	
Date	
June 26/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

ALSO IN ATTENDANCE:

- Mike Khan, Senior Planner
- Jessie Dyer, Executive Assistant

1. CALL TO ORDER:

The meeting was called to order at 2:55pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

2. APPROVAL OF AGENDA

- a. April 3rd , 2025

2(a) MOTION: APPROVAL OF AGENDA – April 3rd , 2025

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for April 3rd ,2025 be approved.

Chris- Sheldon

CARRIED

3. MOTION: APPROVAL OF MINUTES – March 6th ,2025

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for April 3rd,2025 be approved.

Cady - Janet

CARRIED

4. COMMITTEE ITEMS

4(a) **36 John Street De-registration**

A Public Notice and ad in the Vanguard paper went out on April 3rd, 2025. The committee reviewed the HAC Draft Report in regards to 36 John St., some small changes were made to the report.

The Committee reviewed the 3 options presented in the draft report. The committee decided on an option and a motion was presented.

MOTION: 36 John Street De-registration

THAT the Heritage Advisory Committee provide a statement of support for the De-registration of 36 John Street.

Chris-Sheldon

CARRIED

Please note there was one contrary minded voted by Janet Stritychuk.

It was decided that a statement of support will be drafted for the May 5th, 2025, council meeting. Cady has some documents to contribute to the letter.

It was mentioned that there is a time capsule in the corner stone, we will make note of this if demolition is to happen. It was also mentioned that a plaque should be placed on the property to acknowledge the Church and the history on the property. We will also look into registering one of Caleb Allen's properties in place of this de-registration.

4(b) **Old Kirk Burying Grounds Re-designation**

The committee reviewed the drafted council report- for decision in relation to the Municipal Heritage re-designation of the Old Kirk Burying Ground. The 2 options that were presented in the draft report were discussed and reviewed and a motion was made.

MOTION: Old Kirk Burying Ground Re-designation

THAT the Heritage Advisory Committee begin the designation process of the Old Kirk Burying Ground.

Sheldon-Janet

CARRIED

4(c) **Ross Thomson House – New Roof Discussion**

The province send correspondence with their decision to replace the current roof with the same materials and will be making no changes to the product or design. Therefore, at this time, no input is needed from the Heritage Advisory Committee.

5. **NEW BUSINESS:**

An updated was provided on the designation of the George Street Mill. This will be going to Council in April for approval. Further information will be made communicated as it becomes available.

6. **UPCOMING MEETING DATE AND TIME:**

The next HAC meeting will be held on June 5th, 2025, at Council Chambers (63 King St.) at 3:00 pm.

7. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:26pm.
Sheldon



Town of Shelburne
 July 7, 2025
 Staff Report to Council
 Warehouse Flooding – Seaway Fabrications

Document #	
D25-146	
Rec'd by	
JD	
Date	
June 23/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Water Utility	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

General Overview:

This staff report is intended to gain Council approval to refund costs for Seaway Fabrications Limited warehouse flooding located at 40 Adamant Drive, due to Water Utility hydrant flushing

Background:

The Water Utility accidentally flooded Seaway Fabrications Limited warehouse when flushing the hydrant in the area of 40 Adamant Drive, Sandy Point Industrial Park. The employees of Seaway Fabrication Limited and the Town of Shelburne worked to divert the rest of the water once the flooding was noticed. Inside the warehouse was approximately \$750,000 fish feed, two huge garage doors with springs and motors. Damage was averted to the fish feed, but the two huge garage doors were damaged. The doors can be cleaned but the springs were rusted, and the motors no longer work.

Financial Analysis:

Seaway Fabrications Limited sent two invoices for the damages to the garage doors totalling \$4,155.79. Invoice for spring replacement was for \$1,157.42 and motors for \$2,998.36. The net cost for the Water Utility is \$3,786.14 after GST/HST rebate. Since the deductible for insurance is \$5000, we are requesting Council's approval to issue a cheque back to Seaway Fabrications Limited in the amount of \$4,155.79.

Recommendations:

THAT Council approve the refund of \$4,155.79 to Seaway Fabrications Limited for the damage done due to flooding.

Respectfully Submitted,
 Jane Crowell, Finance Manager



Town of Shelburne
July 7, 2025
Staff Report to Council
Water Utility Capital Addition

Document #	D25-147
Rec'd by	JD
Date	June 26/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
2025/26 Capital Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

General Overview:

This staff report is intended to gain Council approval for an addition to the 2025/26 Capital Budget for the Water Utility.

Background:

It has come to the attention of the Water Utility that the piping that leaves the Water Treatment Plant to distribute water is in poor shape and is leaking. The pipes are approximately 50 years old and need replacing in order prevent a catastrophic break which would leave the Utility unable to distribute water to its customers.

Financial Analysis:

The Water Utility is estimating a cost of \$20,000 to \$30,000 to replace and install new piping.

Recommendations:

THAT Council approve the addition of a 2025/26 Water Capital Project to replace and install new piping at the Water Treatment Plant at a cost up to \$30,000 to come from the Water Depreciation Reserve.

Respectfully Submitted,
Jane Crowell, Finance Manager

COUNCIL REPORT - FOR DECISION



Subject: Equity and Anti-Racism Plan Administrative Support- Request for Extension of Contract
Date: July 7th, 2025
Prepared For: Council
Prepared By: Jessie Dyer, Executive Coordinator

Doc #	D25-148
Rec'd by	JD
Date	July 31, 25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Purpose

The purpose of this report is to inform Council and seek its support to extend Michelle Vacon's current role.

Michelle was rehired by the Municipality of the District of Shelburne (MDS) to support the tri-unit collaboration between the Town of Shelburne, the Town of Lockeport, and the Municipality of Shelburne in advancing the Equity and Anti-Racism Plan. Her role involves critical work that spans all three municipal units and directly supports the implementation of several key deliverables mandated by the Province.

Michelle's continued involvement is essential to the success of this work, and her expertise has proven invaluable in maintaining momentum and ensuring coordinated progress across jurisdictions.

Background

Following the conclusion of her term as Accessibility Coordinator in March 2025, Michelle Vacon was re-hired on a contract basis to provide administrative support for the Equity and Anti-Racism Plan. MDS allocated \$6,609 to support this tri-unit role on behalf of all three municipal partners. Her current contract is set to conclude on July 17, 2025.

Michelle's responsibilities include:

- Coordinating and attending remaining community engagement sessions
- Recruiting members for the Advisory Panel and organizing related meetings
- Scheduling and supporting public meetings
- Assisting in the development of the public survey
- Consolidating all data gathered through engagement and research
- Supporting the drafting of the final Equity and Anti-Racism Plan

The scope and complexity of this work are significant and shared among the three municipal units. Michelle's coordination has been, and remains, essential to ensure effective collaboration and the achievement of project milestones.

COUNCIL REPORT - FOR DECISION



Analysis

Michelle's work has played a pivotal role in keeping the Equity and Anti-Racism Plan process on track. Due to staffing demands and capacity limitations across the partner municipalities, additional time is needed to complete the remaining tasks. Staff propose extending Michelle's contract by an additional two weeks to allow for the completion of the necessary deliverables.

Without this extension, there is a risk of delay in meeting the Province's mandated timelines. Her support ensures the project remains on schedule and that all units are aligned in their approach.

Financial Implications

The Town of Shelburne allocated \$1,000 in the 2025–26 Operating Budget under Accessibility, Equity, Diversity, and Inclusion. While staff intend to contribute \$2,000 to support the extension of Michelle's contract, a formal recommendation to transfer from reserves is not necessary at this time.

As the fiscal year is still in its early stages, it is expected that the additional funds may be accommodated from within the existing operational budget for unused or underutilized budget lines. Should it become necessary to draw further funds, staff will return to Council with a recommendation for a reserve transfer.

Recommended Motion

THAT Council approve the extension of Michelle Vacon's contract for an additional two weeks to support the continued development and completion of the tri-unit Equity and Anti-Racism Plan.



COUNCIL REPORT - FOR DECISION

Subject: Prince Street Land Buy Back
Date: July 2, 2025
Authority: NA
Council Dates: July 7, 2025
Prepared by: Mike Kahn, Director of Planning and Development

Council	<input checked="" type="checkbox"/>
Agenda Services	<input checked="" type="checkbox"/>
Committee	

Background

In 2022 the Town sold land on Prince Street, PID 8014931, to the Shaw Group for \$101,000. The lot is 2.59 acres and is zoned Residential - Mobile Home (R-M) which limits development. A rezoning would be preferable, enabling 6 residential units if rezoned Residential General and up to 72 residential units if the property was connected to Town water.

The Town has the option to repurchase the land on August 31, 2025. The fund from the sale are in the Town's capital reserve; repurchasing the land will have no budget impacts, except the property will not generate property tax until the land is sold.

The Town is currently updating its Land Use Bylaw (LUB) and Municipal Planning Strategy (MPS), those updates may also have an impact on the property on Prince Street.

Analysis

The Shaw Group has expressed interest in extending the buyback to allow for the Town to apply for grants to help with the infrastructure costs of providing Town water, and potential other upgrades if needed to the street. This would also enable the land to be rezoned to either Residential general or Residential Apartment depending on the discussions with Shaw and public engagement through the MPS and LUB update project.

More time would allow the Town and Shaw to look the property as part of the MPS and LUB project, as well as provide to time to look a development options and grant opportunities.

However, it is also important to maintain a timeline with a buyback clause to ensure the lands are developed in a timely fashion.

Options

	Pros	Cons
Extend the buyback until December of 2026	<ul style="list-style-type: none"> Allow more time for the Shaw Group and the Town to work on a housing development 	<ul style="list-style-type: none"> May create expectations for other landowners subject to buyback agreements
Do not extend the buyback	<ul style="list-style-type: none"> Potentially allows another 	<ul style="list-style-type: none">

agreement	developer to come forward and develop the site	
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Recommendation

THAT Council directs staff to extend the buy back agreement with the Shaw Group for PID 8014931 to December of 2026.