



AGENDA
Town Council Meeting – Town Council Chambers
October 6th, 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 September 15th, 2025
- 4) Proclamations and Announcements:
 - a) World Mental Health Day- October 10th, 2025
 - b) Fire Prevention Week- October 5th-October 11th, 2025
 - c) Pregnancy and Infant Loss Awareness Day- October 15th, 2025
 - d) Women’s History Month- October

5) Delegations/Presentation: NONE

6) Correspondence:
Action: NONE

Information:

- a) Letter- Chamber of Commerce re: Continued Operation of Shelburne Visitor Centre 2026 D25-186

7) Council Items:

- a) Street Activity Policy D25-187
- b) Notice of Motion- Shelburne County Arena Electronic Sign Donation
- c) Notice of Motion- Municipal Joint Services Steering Committee
- d) Notice of Motion- Amalgamation Steering Committee

8) Committee Reports:

- a) Accessibility Advisory Committee Minutes D25-188
- b) Western Counties Regional Library Report – September 2025 D25-189

9) Staff Reports:

- a) Tax Sale Properties 2025/26 D25-190
- b) Commissary Lane Extension D25-191
- c) King Street Centre Drainage Issues D25-192
- d) Osprey Furnace Claim D25-193
- e) CAO Report D25-194

10) In Camera Session:

- a) MGA (22) (2) (e) Contract Negotiations
- b) MGA (22) (2) (g) Legal Advice for Solicitor-Client Privilege

11) New Business:

12) Upcoming Meetings/Events:

- a) Poutine Week- ends, October 10th, 2025, \$1 from every poutine sold will go back into Community Parks in Shelburne County. ** Shelburne Racquet Sports Association is the recipient for the Town of Shelburne **
- b) Giant Pumpkin Festival & Regatta, Dock Street Area, October 11th, 2025
- c) Next Council Meeting, October 20th, 2025, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
September 15th, 2025

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
By-Law Officer, Dana Nash
Director of Planning & Development Services, Mike Kahn

Call to Order

Mayor Jacklin called the Council meeting to order at 6:01pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for September 2nd, 2025, Council Meeting, with the amendment to move Item 7a to Item 6 on the agenda.

E. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

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

D. Acker - Cruz

MOTION CARRIED

Proclamations and Announcements:

- a) Right to Know Week- September 22nd to September 28th, 2025
- b) National Day of Truth & Reconciliation- September 30th, 2025
- c) Mi'kmaq History Month- October
- d) Breast Cancer Awareness Month- October

Delegations/Presentations: NONE

In- Camera Session:

- a) MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

THAT Council go in-camera at 6:19pm for matters under MGA 22 (2) (g) legal advice for solicitor-client privilege

E. Acker – D. Acker

MOTION CARRIED

Council came out of In-Camera at 7:21pm. No motion coming out of in-camera.

Correspondence

Action:

- a) Email- Shelburne Historical Society re: Cox Warehouse

THAT Council, in accordance with the restriction set out in Schedule B of the Quit Claim Deed dated May 6th, 1986, between the Town of Shelburne and the Shelburne Historical Society, hereby grants its consent to the Shelburne Historical Society to sell the property located at 10 Ann Street, Shelburne, known as the Cox Warehouse.

E. Acker – Cruz

M25-106

MOTION CARRIED

Information:

- a) Email- AMANS re: Proposed Changes to the NSFPM By-Law
b) Strong Mayors Powers

Council Items:

- a) Shelburne Arena Electronic Sign

Committee Reports:

- a) Heritage Advisory Committee

Staff Reports

- a) Dry Well and Water System

THAT Council directs staff to: include a letter regarding dry wells and the upcoming engagement event in the tax mailouts; and to review the Water Distribution policy, including exploring potential processes, grants, issues and approaches to the water main extensions.

M25-107

E. Acker - Ringer

MOTION CARRIED

b) Landfill Reclosure Project Update

THAT Council cancel the public tender for Phase 2 (capping) of the Landfill Reclamation Project due to budget limitations.

AND THAT Council direct staff to pursue additional funding opportunities to remedy the shortfall, with the objective of proceeding with capping in 2025/26

M25-108

Cruz - D. Acker

MOTION CARRIED

c) By-Law Officer Report- July

d) By-Law Officer Report- August

e) SVFD Report- August

The above reports are for information only.

New Business:

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

Councillor E. Acker

- Attended Shelburne & Area Community Development Society (CED) meeting on September 8th
 - Spoke on 21 North Street in Lockeport and Cox Building in Shelburne
 - 3 board positions open; anyone in Eastern Shelburne County may apply (contact Councillor Acker)
 - Society will be applying for funding for an Executive Coordinator
- Shelburne County Housing waitlist:
 - 32 families
 - 32 seniors
 - 11 single adults under 58 years old
- Region 6 meeting held September 12th
 - Year-end financials reviewed and approved
 - Majority of discussion focused on EPR and Circular Materials, who have received the provincial contract

- Third week of October is Garbage Reduction Week, with emphasis on textiles

Deputy Mayor D. Acker:

- Resident concerns raised regarding the increased presence of coyotes
- Attended Arena Meeting
 - Significant funds raised at arena canteen during the exhibition
- Concern from a Resident regarding request for a 4-way stop at the intersection of George and Harriett Street

Councillor Cruz

- Attended Echoes of Hope Fundraising Event on September 13th at River Hills Golf & Country Club
 - Fundraising goal was surpassed

There was no further new business.

Upcoming Meetings/Events

- a) Fall Town Wide Yard Sale, October 4th, 2025, 8-2pm, Rain or Shine!
- b) Empty Bowls Fundraiser, October 4th, 2025, 11am-2pm, Shelburne Guild Hall
- c) Next Town Council Meeting, October 6th, 2025, 6pm, Council Chambers, 63 King Street

Adjournment

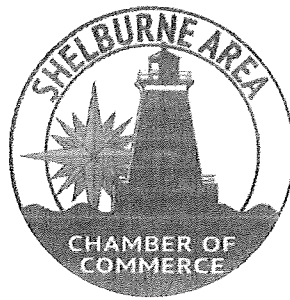
THAT the Regular Town Council Meeting of September 15th, 2025, be adjourned at 8:13 pm.

E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



Document #	
D25-186	
Rec'd by	
JD	
Date	
Sept 25/25	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Shelburne Town Council
 168 Water Street
 Shelburne, Nova Scotia
 B0T 1W0

Subject: Continued Operation of the Shelburne Visitor Centre in 2026

Dear Members of the Shelburne Town Council,

I am writing to express strong support for the continued operation and enhancement of the **Shelburne Visitor Centre** as we approach the 2026 season. As a supporter of our town's economic and cultural future, I believe the Visitor Centre remains a vital asset to both the tourism sector and the broader local economy.

The **Shelburne Area Chamber of Commerce** **urges the Town Council to ensure the Visitor Centre becomes operational in 2026**, recognizing its role in connecting visitors to local businesses, cultural attractions, accommodations, and community events. Just as importantly, the Chamber has **expressed its willingness to work collaboratively with Council** to develop solutions that will ensure the Centre remains open and effective in the coming year.

Shelburne is increasingly becoming a destination for cultural heritage, coastal experiences, and artisan tourism. With renewed interest in small-town travel across Atlantic Canada, the Visitor Centre plays a vital role as a **welcoming point of contact**, ensuring visitors know where to go, what to see, and how to support our local economy. Its staff and resources provide invaluable guidance that benefits both first-time and returning visitors.

Looking ahead to 2026, the Centre should be viewed not as an optional amenity, but as a core asset for growth. I encourage the Council to consider ongoing and potentially increased support for the Centre—whether through funding, extended hours, technological improvements, or collaborative promotions.

This partnership opportunity reflects a shared commitment to promoting Shelburne as a welcoming and thriving destination. With the increasing importance of tourism to rural Nova Scotia, now is the time to strengthen—not scale back—our outreach to visitors. The Visitor Centre provides a central and professional point of contact, guiding guests and promoting everything our town has to offer.

Looking ahead to 2026, I urge Council to treat the Visitor Centre not as an optional service, but as essential infrastructure that supports the success of our town. Every dollar invested in this facility returns to the community in the form of local spending, business support, and long-term regional reputation.



Thank you for your attention to this matter and for your continued leadership. I hope to see the Visitor Centre operating at full strength in 2026, with the support and cooperation of both Council and the Chamber.

Sincerely,

A handwritten signature in blue ink that reads 'Charlene Harris' in a cursive script.

Charlene Harris, Past President
Shelburne Area Chamber of Commerce

CC: Municipality of Shelburne
Tottie's Crafts
Shelburne County Museum



COUNCIL REPORT - FOR DECISION

Subject: Street Activity Policy – Proposed Amendments

Date: October 6, 2025

Prepared For: Council

Prepared By: Jessie Dyer, Executive Coordinator

Purpose

The purpose of this report is to present Council with proposed amendments to the Town of Shelburne's *Street Activity Policy* and to recommend formal adoption of the revised policy document, dated October 6, 2025.

Background

The *Street Activity Policy* was originally adopted to provide a clear framework for organizing events, parades, block parties, and other public activities within the Town's public spaces. As the volume and complexity of community events have grown in recent years, it became necessary to revisit the policy to ensure public safety, clarify organizer responsibilities, and align with current traffic safety standards and municipal liability considerations.

During 2025, Town staff participated in a traffic safety workshop which highlighted the importance of active traffic control during street closures, including compliance with the Nova Scotia Temporary Workplace Traffic Control Manual. This prompted a review of the Town's current procedures and insurance requirements.

In consultation with the Town's insurance provider, it was confirmed that municipal liability coverage for street closures is contingent on proper safety protocols being implemented, specifically that event organizers are responsible for managing barricades and that barricades be manned by accredited Traffic Control Persons (TCPs).

Policy Amendments Summary

Key amendments made to the *Street Activity Policy* include (amendments can be seen in yellow on attached document):

- **Clarification of Roles and Responsibilities:**
Event organizers are now explicitly responsible for the setup, takedown, and active manning of all barricades during events requiring street closures.
- **Barricade Staffing Plan Requirement:**
A detailed plan must be submitted as part of the application, identifying TCP-certified individuals responsible for traffic control.
- **Safety and Liability Provisions:**
Municipal liability coverage is conditional upon compliance with these requirements. This aligns the policy with legal and insurance obligations.

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Council	✓
Agenda	✓
Committee	



COUNCIL REPORT - FOR DECISION

- **Improved Application and Notification Process:**
The policy strengthens communication protocols with affected residents and emergency services and shortens the submission window to a minimum of 14 days before the event.
- **Updated Definitions and Event Categories:**
Event types such as parades, festivals, walkathons, and block parties are now further defined with associated safety expectations.

Next Steps

Should Council approve the amendments, the updated *Street Activity Policy* will be made available on the Town's website and provided to all applicants during the event planning process. Staff will also update the Temporary Street Closure / Street Activity Application Form to align with the new policy.

Recommendation

THAT Council adopts the Town of Shelburne Street Activity Policy, dated October 6, 2025, as presented.



TOWN OF SHELBURNE

Street Activity Policy

Document # 025-187.	
POLICY	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

1. Introduction

The Town of Shelburne values community connection and cultural expression and actively encourages events and festivals that enhance the vibrancy and public life of our town. With a unique and picturesque network of streets, laneways, and public spaces, Shelburne offers an ideal setting for a wide range of activities that bring people together.

For the purposes of this policy, “*Street Activity*” is defined as any organized activity taking place in a public space, including but not limited to parades, fundraisers, demonstrations, community celebrations, and festivals. This *Street Activity Policy* provides a clear and consistent framework for the safe and responsible use of public streets and spaces. It ensures that such activities are planned and carried out in a way that supports community engagement while prioritizing public safety, accessibility, and operational coordination.

2. Purpose

The purpose of this policy is to promote and regulate street activities, such as community events, festivals, and public gatherings, that contribute to the social, cultural, and economic vitality of the Town of Shelburne. These activities are intended to complement existing community, retail, and commercial functions while maintaining a respectful balance between public enjoyment and the needs of local residents and businesses.

By clearly outlining roles, responsibilities, and expectations, this policy aims to support the safe and effective use of public streets and spaces. It is designed to enhance safety, minimize disruption, and enrich the overall experience for participants, spectators, and the broader community.

3. Definitions

“Block Party” – an event organized by individuals in a neighbourhood which involves closing off a section of their street to vehicular traffic for a set amount of time.

“Event” and/or “Festival” – any activity, private or community, organized for a particular location or series of places at a particular time with a considerable number of persons attending.

“Fun Runs and Walkathons” – a run or walk that involves a number of participants walking or running along a prescribed route via public thoroughfares.

“Fundraising Activity” – refers to any activity that aims to collect money for, or on behalf of a Registered Charity Organization.

“Parades, Processions, Demonstrations, and Marches” – usually involve a number of participants walking along a prescribed route via public thoroughfares. These events may involve oversized vehicles, non-registered vehicles, floats, and a large number of participants.

4. Scope

This policy applies to:

- a) All requests for permission to hold a Street Activity within the Town of Shelburne boundaries, including Street Activities that do not require an official Street Closure;
- b) All Town-organized Street Activities occurring within the Town of Shelburne.

5. Responsibilities

- 5.1 This policy will be provided online and at Town Hall to any Street Activity organizers and must be adhered to.
- 5.2 Event organizers must meet with Town Staff to review event details and complete a “Temporary Street Closure / Street Activity Application Form”. The form must include a map identifying the proposed activity area, barricade locations, and route (if applicable).
- 5.3 The completed application must be submitted to the Executive Coordinator and approved by the Public Works Supervisor. Once approved, the Executive Coordinator will distribute the approved application to the local RCMP detachment, EHS, and the Fire Department for information purposes.
- 5.4 Organizers, Town or Individual, will ensure that all participants comply with this policy and any rules or regulations outlined for the Street Activity. Street Activities must also comply with all other applicable municipal, provincial, and federal regulations.
- 5.5 Organizers, Town or Individual, will ensure that the event is advertised to the public at least one (1) week in advance of the Street Activity.
- 5.6 Organizers, Town or Individual, will make arrangements with the Executive Coordinator to have barricades available, when needed, prior to submitting their application for the Street Activity.
 - 5.6.1 For all Street Activities requiring a street closure, the Event Organizer shall be responsible for the setup, takedown, and active manning of all barricades for the duration of the event. The Town may provide barricades upon request and subject to availability; however, Town staff will not be responsible for onsite deployment or staffing unless otherwise approved.
 - 5.6.2 A Barricade Staffing Plan must be submitted as part of the Temporary Street Closure / Street Activity Application. This plan must clearly outline how barricades will be managed and staffed throughout the event, and by whom. All barricades must be staffed by an accredited Traffic Control Person (TCP),

in accordance with the *Nova Scotia Temporary Workplace Traffic Control Manual*.

5.7 Organizers, Town or Individual, should consider operational matters such as but not limited to, safety, traffic, noise, and waste.

5.8 The host/organizer must provide advance notice of any planned street closure or event to neighbouring properties to ensure residents and businesses are informed and to help minimize disruption.

6. Criteria

6.1 Those wishing to obtain permission for a Street Activity, road closure or otherwise, must complete the "Temporary Street Closure / Street Activity Application Form" available online at www.shelburnens.ca and/or in person at the Town Office located at 162 Mowatt St, 2nd Floor, Shelburne, NS.

6.2 Applications must be submitted to the Executive Coordinator at least fourteen (14) days prior to the scheduled event and must include all required documentation.

6.3 Applicants are responsible for the clean-up and removal of all equipment and materials related to the Street Activity. If the Town is required to intervene for cleanup or removal, the applicant will be invoiced for the associated costs.

7. General Standards and Regulations

7.1 The Town of Shelburne assumes no responsibility for claims, damages, or injuries that may arise from the planning, execution, or outcomes of a Street Activity.

7.1.1 The Town's liability coverage related to Street Activities is strictly conditional upon full compliance with all provisions of this policy. This includes, but is not limited to, the requirement for event organizers to manage barricades in accordance with Sections 5.6.1 and 5.6.2, and to ensure appropriate supervision by certified personnel.

7.2 The Town of Shelburne reserves the right to decline any application for a Street Activity if, in the opinion of the Town, the activity presents undue risk, lacks sufficient planning, or does not align with the intent of this policy.

7.3 Eligibility for approval will not be granted to Street Activities that:

- a) Are discriminatory in nature or incite hatred toward any individual or group;
- b) Are unlawful or in contravention of any municipal, provincial, or federal legislation;
- c) Are contrary to the Policies and/or By-Laws of the Town of Shelburne;

- d) Have previously failed to meet policy obligations, including but not limited to cleanup, safety compliance, or notification requirements.

7.4 **Block Party**

- a) All residents of the street area to be blocked off must be informed of the party and in agreement with the closure.
- b) Barricades must be put up to prevent motorized vehicles from entering the activity space.
- c) Alcoholic beverages and other controlled substances are forbidden on any public space during a Street Activity.

7.5 **Event or Festival**

- a) Where the street becomes part of the festival or event grounds, the street must be blocked off to vehicle traffic using barricades.
- b) Due to safety considerations, barricades may also be used to block off areas of Town due to an event with heavy pedestrian traffic.
- c) There must be an unobstructed route for emergency services vehicles.
- d) Alcoholic beverages are forbidden on any public space during a Street Activity unless the Event has the appropriate licenses and insurance.

7.6 **Fun Runs and Walkathons**

- a) If Street Activity requires street closures, barricades must be in place for the duration of the run or walk.
- b) If street closure is unnecessary and participants are using sidewalks or bike lanes, advertisement of event should still take place and participants must follow regular traffic regulations.
- c) Proper use of crossings is a must. If large groups are using a crossing, it is the responsibility of the organizer to arrange for crossing guards to help with visibility for drivers.

7.7 **Fundraising Activity**

- a) If Street Activity requires street closures, barricades must be in place for the duration of the activity.
- b) If Street Activity does not require street closures but will slow down the regular flow of traffic, it is advised that the applicant arrange a police escort and advertise diligently (e.g. big bike).

- c) Any collected money or goods must be delivered hand-to-hand and not thrown into vehicles or the street.

7.8

Parades, Processions, Demonstrations, and Marches

- a) Due to safety considerations, the throwing of any item, including candy or promotional items, from floats is not allowed during a Parade. Individuals may walk alongside the float to distribute these items person-to-person.
- b) Alcoholic beverages and other controlled substances are forbidden on any public space during a parade, procession, demonstration, or march.
- c) Barricades must be in place on any street that intersects the parade route for the duration of the parade.
- d) Children under 10 years of age must be accompanied by an adult at all times.
- e) Due to safety considerations, those who are riding on a float must remain on the float for the duration of the parade, unless there is an emergency situation.
- f) It is recommended that drivers leave a minimum of 2 car-lengths between themselves and the float, or persons, ahead of them for safety.
- g) Failure to abide by these regulations will result in the violator being advised that they will not be permitted to participate in future parades.

Passed by Motion of Council: **October 6th, 2025**

Executive Coordinator, Jessie Dyer

**Accessibility Advisory Committee
Meeting Minutes**

Tuesday May 27, 2025
Start Time: 3:00 pm
(In Person Meeting)

In Attendance: Adam Dedrick, Jessie Dyer, Ron Coole, Craig Hillen, Catherine Jones, Eric MacIntosh, Therese Cruz, Wanda Buchanan

Regrets: Terry Stacey, Holly Perry

Call to Order: The meeting was called to order by Ron at 3:03 pm

Agenda Approval: Meeting Agenda was reviewed.

**Terry-Eric
Carried**

Minutes of Previous Meeting: Meeting minutes from March 25, 2025, were reviewed and approved. Moved by Craig and 2nd by Eric.

**Craig-Eric
Carried**

Implementation Plan Update

Adam spoke about the implementation plans created by Michelle. He explained the document to the Committee. Each unit is to look at the plans before the next meeting report back. Leads for each unit will meet with CAO/Town Clerk to discuss.

Equity & Anti Racism Plan Consultation

Adam gave an overview of the Equity & Anti Racism Plan. This is a new plan that was to be created by April 1, 2025, however Adam spoke to the Directorate, and they have allowed extensions for many units. Engagements have happened with many groups, and they are still ongoing. This plan will be similar to the Accessibility Plan, it will address policies, procedures and operations and making sure things are equitable and barrier free. There are

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Agenda	✓
Committee	

still Community engagement sessions and a public survey to come. The plan is scheduled to be completed in September 2025.

Michelle Vacon has been hired for an 8 week period to help conduct consultations and create the plan.

An Advisory Panel will be created to help advise on the plan and assist where needed. A member of council from each unit will be on the panel, as well as members from the groups we have consulted with. Catherine volunteered to sit on the panel.

THAT Catherine Jones will represent the Accessibility Advisory Committee on the Equity and Anti Racism Advisor Panel.

Eric-Craig

Carried

Meetings Schedule

Meetings will continue to be scheduled quarterly. Additional meetings may be added as needed.

Next Meeting Date: The next meeting is scheduled for September 23rd, 2025, Town of Shelburne Council Chambers, 63 King Street

Adjournment: There being no further business, the meeting was adjourned at 3:52pm.

Eric

Library Report

Document #	225-189
Rec'd by	JJD
Date	Sept 26/25
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Council	✓
Agency	✓
Committee	

Quick arrival of holds a nice surprise

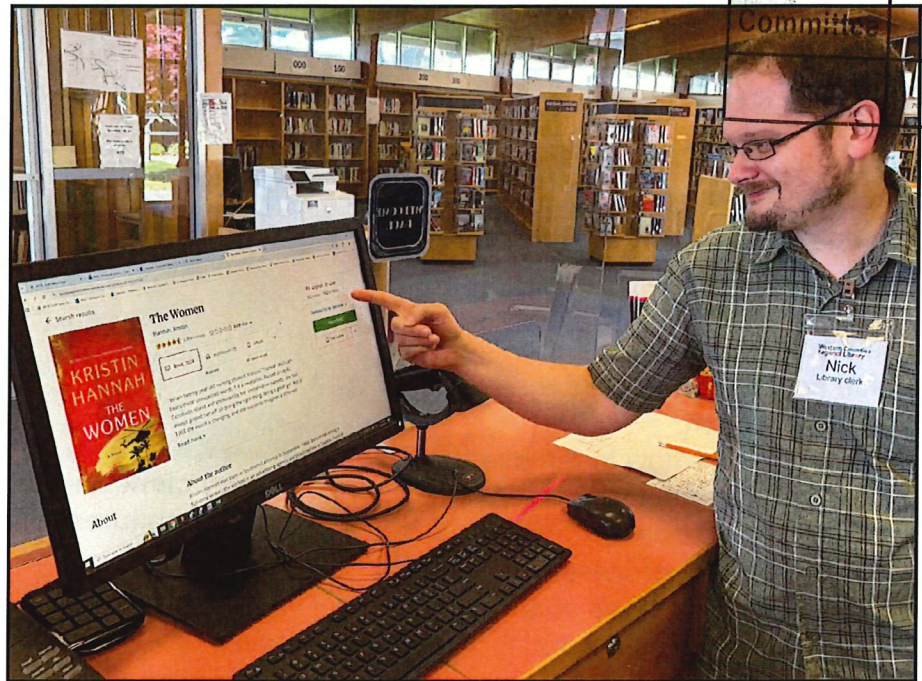
Library users waiting for their book or movie to arrive at their local library branch may be in for a pleasant surprise.

Their holds may arrive faster depending on the book's location, explains Yarmouth library clerk Nick Cook.

"The other day, a patron came up with an interesting question," he says.

She had placed a hold on a book in the library's SamePage online catalogue that had many other people with holds ahead of her.

"She thought it would be years before she got this book," says Cook.



Yarmouth library clerk Nick Cook points to the number of holds on the book **The Women** in the library's SamePage catalogue. A long list of holds may not be as bad as it seems.

'She thought it would be years before she got this book.' — Library clerk Nick Cook.

region will get that book before it is sent to another region.

This is done to make the shared SamePage catalogue fair, efficient and functional.

It also reduces expenses by saving time, and minimizing travel and shipping, Cook says.

Cook admits, seeing the long list of holds may be daunting,

but it may not be the whole story.

"It is a bit difficult to know how long it will be before they receive their hold," he says.

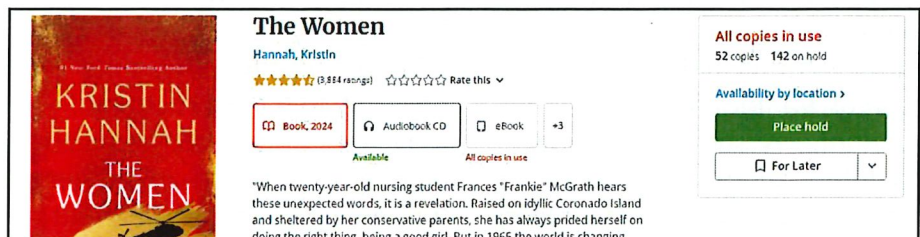
If the book or movie lists one of the 10 branches of Western Counties Regional Library as a location, the wait will probably not be as long.

She was overjoyed to learn her book was in just over a month after placing a hold on it.

When she picked it up, she asked Cook why?

"The priority is to keep the book in the region," Cook says.

This means that if the book is part of a regional library's collection, members from that



The holds list appears very long for **The Women**.

Unexpected tech help pleases visitors

A couple, Gerard and Irma, visiting Lockeport library found unexpected help when they needed it.

"We had a couple come in one morning who were visiting the area on a trip from B.C.," says library clerk Catherine Henneberry. "They each had tablets and were hoping to get some help with a couple of different things."

Henneberry said Gerard kept running into issues. He wasn't able to use several of the apps on his tablet because it hadn't been updated in some time.

He didn't have the storage space needed to update the operating system.

"He wasn't sure how to remove photos and other documents and was worried about losing them in the process," Henneberry says. "I was able to explain how it would work, and show him the steps to transferring items off the tablet and onto his laptop."

She also showed him how to put the items back on the tablet if he wanted, after it had been updated.

Gerard's partner, Irma, was trying to find emails that family members had told her they sent.

Henneberry helped Irma set up her email on her tablet. She then showed Irma how to search her inbox for family emails and view and download photos.

Irma's email folder was filled with unwanted messages. Henneberry showed her how to delete and unsubscribe from various junk mailing lists taking over her inbox.

"It was making it difficult for



Lockeport library clerk Catherine Henneberry, pictured reading a story to school children, was happy to help a couple solve their computer issues.

her to find important emails," says Henneberry. "We also went over how to send her own photos from the trip to her friends and family at home."

The level of service surprised and pleased Gerard and Irma.

At their library in B.C., they have to arrange to meet a dedicated technology support person, Henneberry says.

A few days later, they returned to the library to get help setting up a video call with their son.

"After walking them through the steps and writing it out on a page, they went on their way," Henneberry says.

"I had a visit from Irma the next day to let me know that they were able to do the call the night before. She thanked me for helping them connect with their family while they're away."

"We help people with that type

of stuff fairly often here, so it was nice to hear that the service is appreciated," Henneberry says.

While Henneberry's knowledge proved helpful at the Lockeport library, it is not a service that is offered regularly at the library's 10 branches at this time.

The library does offer specialized programming at its branches on apps and cybersecurity, one-on-one device help, fraud prevention, accessing online health services and more.

These are set programs that are being run this fall and beyond.

Those interested in attending these programs can learn more by visiting the library website's events calendar at westerncounties.ca/events-calendar/.

Letter of appreciation sent to Weymouth staff

Dear Marguerite & Michelle,

What a joy it was to meet you and have our team of six artists at the Jenny Family Residency find so much helpful information and friendly staff at the Weymouth Waterfront Library. Because we had no Internet on the property, you became our source of connection to our regular lives and to the beautiful region around us.

Here is a little something I have written in thanks:

On July 5, six artists from the U.S. arrived at the Jenny Family Team Residency on Riverside Road.

This ongoing residency is offered through the Maine College of Art & Design in Portland, Maine to its alumni upon acceptance of application and quality of work.

The beauty of our time together was that I knew each artist well, but they did not know one another until we met. It was remarkable the way everyone got along like old friends. I had two things in mind when I invited them. One, that they were warm, nice people and that they worked hard on their art. This mix was a gift to me and to the group as we worked and shared ideas and artful thoughts each day.

Our true delight came in finding the Weymouth library where we could connect with our ongoing lives at home and learn about the region. (Library staff) Marguerite and Michelle became friends instantly and were so helpful. They became reliable sources of information and Nova Scotia culture. The library was crucial to us and our experience.

The artists also enjoyed meeting other rug hookers in the area, going Plein Air painting with one of the art guilds, meeting the Blue House art curators, enjoying the Friday night music and hot dogs, going fishing with the locals, eating at the Wheelhouse and Antonio's, and simply taking in the bay each day, recognizing the vast beauty and changing vistas of landscape. We are beyond grateful for such a rich experience and the openness of the Nova Scotia people.

Thank you so much for all you did to make our time in Weymouth warm, culturally insightful and helpful.

Sincerely,
Mary Vaughan
MECA & D MFA Alum - Team Leader of the Jenny Family Residency on Riverside
Santa Rosa, CA & Hastings, NE

AROUND THE BRANCHES

Headquarters



Headquarters volunteer Mark Pitman, seated right, receives a birthday cake and card from library staff on Wednesday, July 9. His birthday is July 11, but he volunteers only on Wednesdays.

Barrington



Food security programs have been on the menu at Barrington library, including the one pictured above, Healthy and Hearty Summer Salads with Kate Giglio from Mind's Eye Baking in August. There have been monthly gardening talks and a series on canning.

AROUND THE BRANCHES

Clare



A good crowd took part in the Sea Glass Jewelry program at the Clare library on Sept. 16. The group learned how to make pendant earrings and necklaces with sea glass.

Clark's Harbour



Children created colourful butterflies with beads at Clark's Harbour library on Aug. 22.

Digby



The Digby library received some new toys for the children's section. The addition of the new toys made it possible for the staff to start a children's play group program this fall.

Shelburne



Camp SuperNOVA science camp at Shelburne library was a hit while educating young participants through a week of fun science-themed activities.

Westport



The Fibre Group at Westport library provides a creative outlet and a chance for locals to socialize regularly at the branch.

Yarmouth



Youngsters enjoyed the chance to use the library's Sphero robots to navigate the mini-golf course set up in the Yarmouth library on Aug. 27.



COUNCIL REPORT – FOR DECISION

Document #	
D25-190	
Rec'd by	
JD	
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Committee	<input type="checkbox"/>
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Subject: 2025/26 Tax Sale Proceedings

Date: October 6, 2025.

Prepared For: Council

Prepared By: Jennifer Perry

Purpose

The purpose of this report is to update Council on the Tax Sale proceedings for the fiscal year 2025/26 to be held March 3rd, 2026.

Background

Pre-Tax Sale Notices were prepared and mailed out June 19, 2025, to all property owners in arrears of taxes for the two preceding taxation years (2023/24 and 2024/25) and prior as per the Town of Shelburne Tax Sale Policy adopted December 3, 2015. Property owners were advised to pay the 2023/24 Taxes and all interest outstanding to halt the Tax Sale process or make payment arrangements. Notices were mailed for forty-six (46) properties. As of October 1st, 2025, no properties have entered into payment arrangements and there are eleven (11) properties remaining on the Tax Sale List.

Analysis

The following properties are marked for Tax Sale:

(Amounts outstanding as of September 9, 2025.)

Arenburg, Douglas & Marion Jeffrey	75 Harriet Street	\$4,301.98
Sands, Tracie	142 Water Street	\$8,387.63
Davis, Andrea	3 Commissary Lane	\$10,124.17
Groves, Evelyn May	122 Digby Street	\$3,865.17
Farmer, Carol Diane	178 Elliot Street	\$4,477.66
Jackson, Celeste	20 Ohio Road	\$6,065.78
Vassallo, Richard	107 Parr Street	\$6,041.38
Isberg, Glenn Richard	142 Mowatt Street	\$9,362.87
Hallett, Sara & Kyle	246 Cornwallis Street	\$12,943.80
Swansburg, Linda	173 Clements Street	\$1,938.71
Davis, Andrea	Commissary Lane	\$189.93

There is an expectation that some of the above properties will be removed from the above list as Tax Sale proceedings progress. Properties can still be brought up to date and removed from Tax Sale as long as any legal fees and/or expenses incurred are also paid prior to Tax Sale.

Recommendation

THAT Council approve the 2025/26 properties marked for tax sale as listed.

2025/26 Tax Sale Properties

#	Account #	Name	Assessment #	PID #	Civic Address	Description	2025/26	2024/25	2023/24	Prior	Interest	Total
1	ARENDD002	ARENBURG, DOUGLAS & MARION	00109088	80149925	75 HARRIET STREET	LAND, DWELLING	\$ 1,503.39	\$ 1,427.81	\$ 1,339.52		\$ 31.26	\$ 4,301.98
2	SANDT001	SANDS, TRASIE	00137383	80150766	142 WATER STREET	LAND, DWELLING, BUILDING	\$ 2,776.99	\$ 2,683.50	\$ 2,196.57		\$ 730.57	\$ 8,387.63
3	DAVIA001	DAVIS, ANDREA	01148214	80145410	3 COMMISSARY LANE	LAND, DWELLING, BUILDING	\$ 3,113.30	\$ 3,013.84	\$ 2,890.47		\$ 1,106.56	\$ 10,124.17
4	GROVED015	GROVES, EVELYN	01450042	80147796	122 DIGBY STREET	LAND, DWELLING, 1978 MMH PREFAB (14X64)	\$ 1,391.95	\$ 1,318.36	\$ 821.39		\$ 333.47	\$ 3,865.17
5	FARMCO01	FARMER, CAROL	01460439	80143142	178 ELLIOT STREET	LAND, DWELLING	\$ 1,417.82	\$ 1,344.23	\$ 1,257.11		\$ 458.50	\$ 4,477.66
6	JACKCO02	JACKSON, CELESTE	02176327	80139884	20 OHIO ROAD	LAND, DWELLING, BUILDING	\$ 1,893.43	\$ 1,813.87	\$ 1,717.40		\$ 641.08	\$ 6,065.78
7	VASSR001	VASSALLO, RICHARD JOHN	03343081	80148323	107 PARR STREET	LAND, DWELLING	\$ 2,683.46	\$ 2,390.97	\$ 654.34		\$ 312.61	\$ 6,041.38
8	ISBEG001	ISBERG, GLENN RICHARD	04288254	80146814	142 MOWATT STREET	LAND, DWELLING, GARAGE	\$ 3,708.31	\$ 3,600.89	\$ 1,300.00		\$ 753.67	\$ 9,362.87
9	HALLS001	HALLETT, SARA & KYLE HEMION	08415838	80142219	246 CORNWALLIS STREET	DWELLING, LOT 13A	\$ 5,258.52	\$ 5,129.21	\$ 1,411.38		\$ 1,144.69	\$ 12,943.80
10	SWANLD001	SWANSBURG, LINDA	08429448	N/A	173 CLEMENTS STREET	1973 LAURENTIAN (12X60) SER# 961016	\$ 579.26	\$ 594.69	\$ 522.75		\$ 242.01	\$ 1,938.71
11	DAVIA001	DAVIS, ANDREA	11002536	82580366	COMMISSARY LANE	LAND	\$ 59.70	\$ 59.70	\$ 60.30		\$ 10.23	\$ 189.93

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COUNCIL REPORT - FOR INFORMATION

Subject: Commissary Lane Extension
Date: September 24, 2025
Authority: NA
Council Dates: October 6, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

Document # DAS-191	
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Date Oct. 1/25	
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Background

The Government of Canada (GoC), through Public Services and Procurement Canada, approached the Town about a former water lot approximately where Victoria Street ends at the Harbour. The site was formerly used as a sawdust pile and is used today as a marina by the Commissary accessibility marina Park Society (CAMPS). See attached survey plan for more information.

CAMPS has approached the GoC about purchasing this land, which first needs to be surveyed to determine the boundaries of the new land lot and need consent of all adjacent landowners to establish the legal boundaries of the new lot.

This led to a staff discussion about a paved surface maintained by the Town, essentially a connection Commissary Lane to Victoria Street. This route is important to Town maintenance and emergency vehicles as Commissary Lane is too narrow for larger vehicles to turn around, meaning if they were unable to drive through to Victoria Street, those vehicles would need to back up on to Water Street, posing a safety concern.

Staff proposed a 30 foot wide laneway be added to proposed lot, to be deeded to the Town to be formally added as an extension of Commissary Lane.

The proposed lot, if sold, would then be subject to assessment and taxation. The lot would also more clearly fall under the Land Use Bylaw and other Town bylaws, which were complicated by the nature of a Federally owned water lot.

On July 21, Council approved a temporary sewer connection for the property. A washroom facility has since been built and is shown on the survey plan.

Analysis

The Town has maintained the paved surface for years, despite not owning the land it was on. As noted, the route is important for Town vehicles to safely access the properties and maintain the lane itself. While there is cost to maintaining lanes, the Town has already absorbed that cost.

The extension of Commissary Lane could also support the laneway being made one-way, with traffic entering from water and exiting via Victoria St. This would be considered only following Council approval to take on the extension of Commissary Lane and engagement with local residents.

Next Steps

Staff will engage with representatives of the Government of Canada and bring forward a formal agreement for Council approval when ready. At that time staff would seek direction from Council to engage with local residents about the lane becoming one way.

Attachments

Survey plan



COUNCIL REPORT - FOR DECISION

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

Subject: King Street Centre Drainage Issues
Date: September 10, 2025
Authority: NA
Council Dates: October 6, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

In May of 2025 staff were approach by the King Street Centre regarding drainage issues on the site, primarily to the southwest where the area is used as a playground and combined with runoff from nearby downspouts has led to the degradation of the grass surface. This has resulted in increased erosion and exposure of tree roots which are a tripping hazard.

There are also drainage issues on the north side of the building facing the park, where during major rain events, stormwater collects near the building.

See Illustration 1 for more information on the Current Site.

Staff engage with connections through the Clean Foundation and Coastal Action to determine the potential of a rain garden as a solution and potential funding options. Following a site visit June 25, it was determined, a rain garden that is not possible given the small area.

Town staff and representatives of the King St Centre met on site on July 9 and August 6 to discuss the issue.

Analysis

Staff toured the site with King Street Centre to discuss options to remedy the issues. There are essentially two related issues:

- **Drainage** – The site has drainage issues, primarily stemming from the downspouts facing the play yard. Stormwater from the roof needs to be managed better, allowing it to infiltrate the ground, or enter the Town’s stormwater system, which is nearby.
- **Play Space** – The site is becoming unsafe due to erosion from the above-mentioned drainage issues and heavy usage. The site needs to be leveled and surface disturbances, such as roots and rocks, need to be removed or buried. The area is roughly 2100 sq. ft, 30 feet by 70 feet and contains several large maple trees.

See Illustration 2 of Drainage and Play space Issue for more information.

With the years of erosion the area has seen a significant shift in soil from near the building to the fence along Hammond St, which is acting as an informal retaining wall. The fence is showing signs of bowing

and stress from the increased weight. The reduction in soil near the building has partially exposed the buildings footings, roughly 6-10 inches depending on location.

The existing center maples tree, with decking surrounding it, is a significant barrier to regrading the site. Not only does the tree complicate bringing machinery, it also require the site to be graded such that the roots are sufficiently buried as to not be a tripping hazard.

Other tree species may be better suited to the high traffic environment of the play space. The tree replace would also be a positive step to ensuring there is shade in the future. Many of the trees on site are of similar mature to post-mature, and could be impacted by storm or disease around the same time.

The Town and the King Street Centre have engage with numerous professionals, who have provided differing opinions on solutions; as such there is no clear cost effective solution to this issue, each solution has shortcomings.

To address the drainage issue, staff considered two broad options:

- Downspouts Connection – Connect the downspouts to a buried perforated pipes which connect to the Town’s stormwater system. Has a higher cost but higher capacity.
- Drip line – Remove the downspouts and eavestrough to allow stormwater to drip into a gravel area below the roofline, allowing water to enter the soil. Low cost, but lower capacity.

Staff recommend the downspouts be connected to the Towns stormwater system. Previous approaches including the dripline have proven ineffective. While the installation of stormwater pipe is higher in cost, other lower cost solutions have been tried without success.

To address the Play Space issue, staff considered two broad options:

- Regrade and remove maple tree – The existing Maple trees would be removed to enable the site to be regraded. Regrading with the tree is not possible as the disturbance to the exposed roots could damage the tree. The regraded surface would be on an angle of approximately 4°, with a rise over run of 1 to 15, meaning for every 15 units of measure horizontally, there is a decrease of 1 unit of measure vertically.
- Raise the existing retaining wall – Raise the retaining wall roughly 24 inches. Would enable the play space to be level, but would be high cost. The maples tree might be able to be retained with this option, but could be damaged through construction as the roots are extensive.

Staff recommend the removal of the maple tree and regrading as the cost of raising the retaining wall would be significant, possibly exceeding \$100,000. The stump could be saved for use in future play space. There is also the risk of damage from the stormwater pipe installation work on the maple tree. Staff will work with the King St Centre to select a new tree(s) to replace the maple tree, in keeping with Council policy. Funding for the new tree was set aside as part of the 2024/25 budget.

The estimated cost of the proposed work is \$15,000 including HST.

The use of the play space is vital to the continued operation of the day care, a community asset and hub for young children.

Options

	Pros	Cons
Postpone to Budget 2025/26	<ul style="list-style-type: none">• May remedy drainage issues• Fulfills request of tenant	<ul style="list-style-type: none">• Lower capacity than drain pipe
Proceed with a new stormwater pipe and connection and regrade the play space, including removal of the central Maple tree	<ul style="list-style-type: none">• Remedies drainage issues• Fulfills request of tenant• Cost effective• Provides level, safe, play space	<ul style="list-style-type: none">• Other Town buildings and tenants may be in need of similar repairs/upgrades

Recommendation

THAT Council defers the decision on improvements to the King Street Center to the 2026/2027 budget.

Attachments

Illustration 1 of Current Site

Illustration 2 of Drainage and Play space Issue

Illustration 3 of Proposed Regrading Plan

Illustration 4 of Proposed Regrading Elevation King St view

Illustration 5 of Proposed Regrading Elevation Hammon St view

Illustration 1 of Current Site

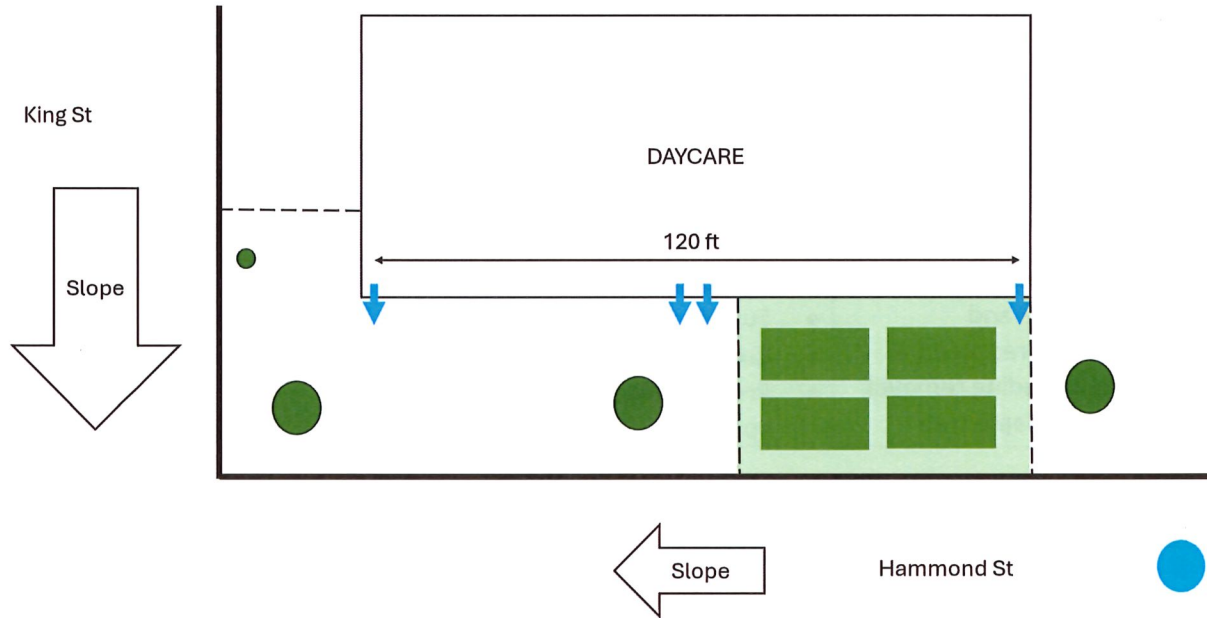


Illustration 2 of Drainage and Play space Issue

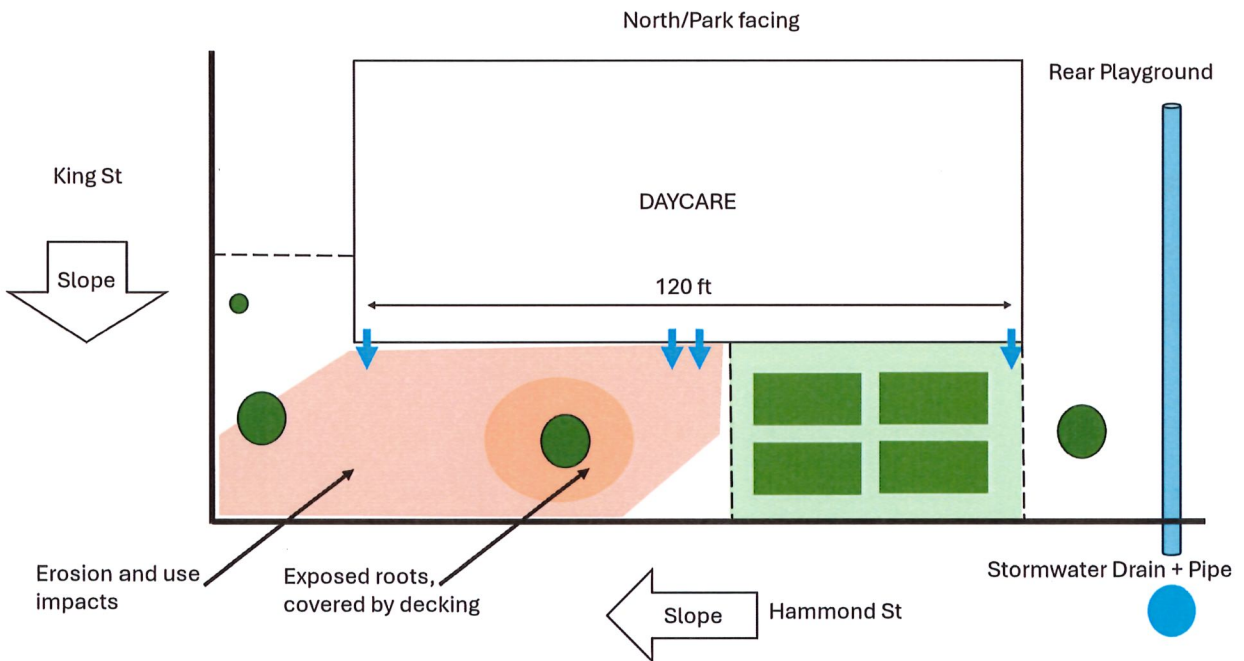


Illustration 3 of Proposed Regrading Plan

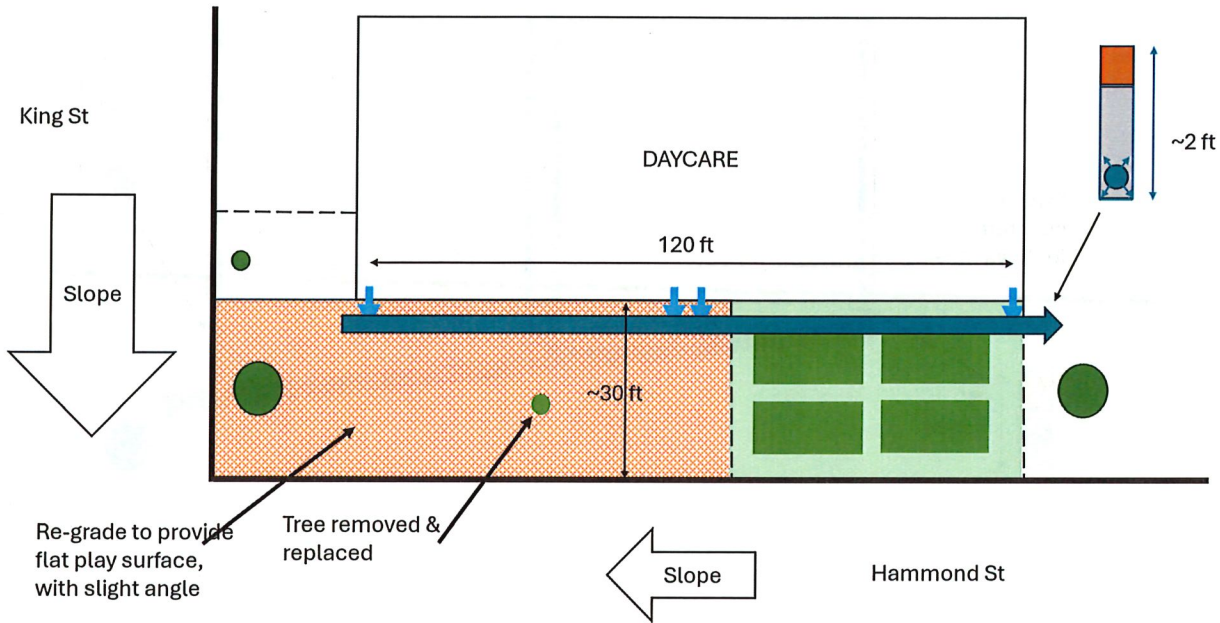


Illustration 4 of Proposed Regrading Elevation King St View

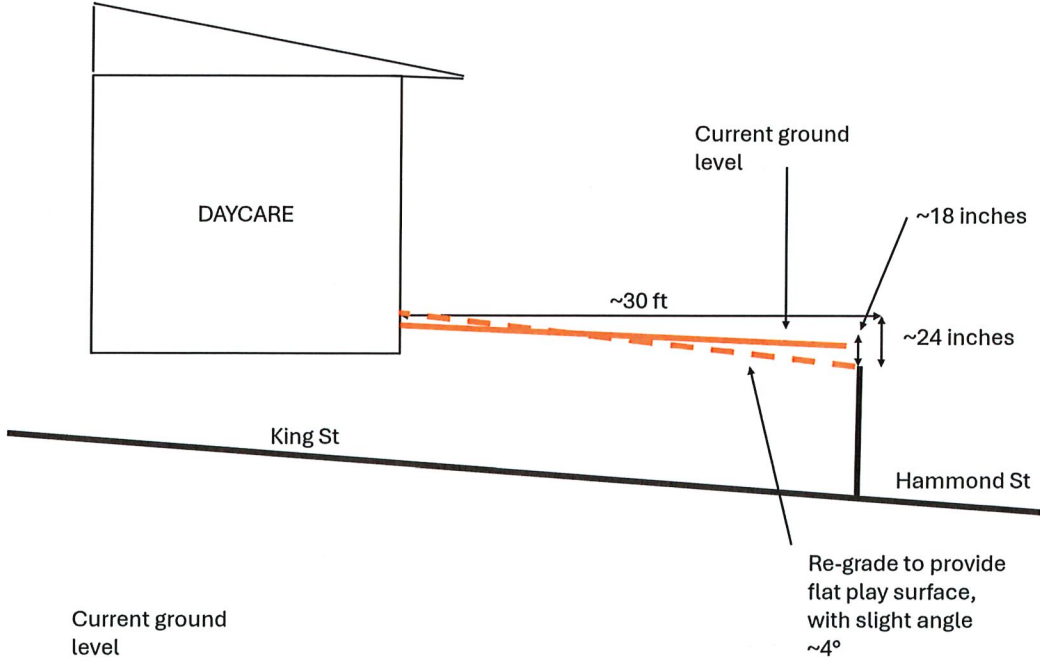
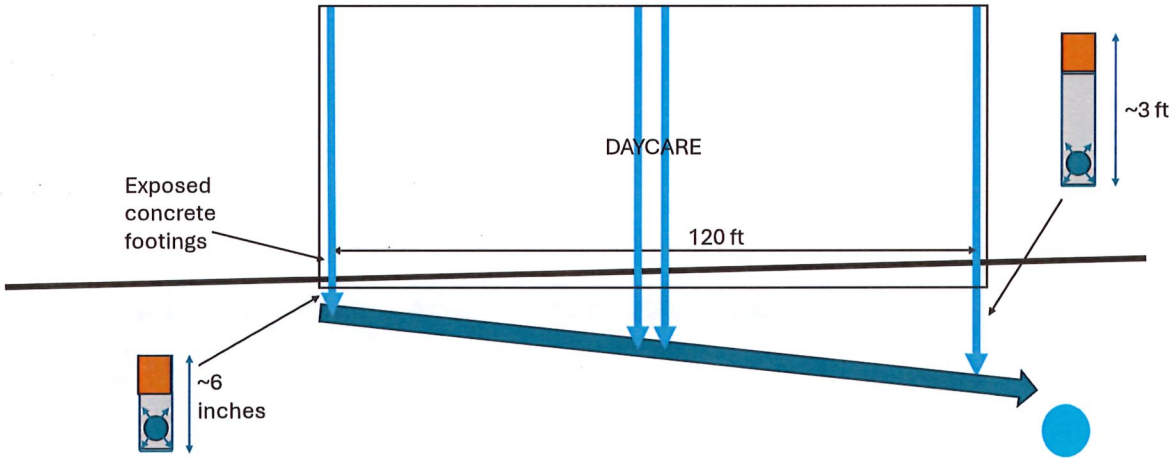


Illustration 5 of Proposed Regrading Elevation Hammon St view





COUNCIL REPORT - FOR DECISION

Document #	DAS-193
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Council	✓
Agenda	✓
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Subject: Osprey Furnace Claim
Date: October 6th, 2025
Prepared For: Council
Prepared By: Jessie Dyer, Executive Coordinator

Purpose

The purpose of this report is to provide Council with information regarding the emergency replacement of the furnace at the Osprey Arts Centre and to recommend reimbursement of the associated costs incurred by the tenant.

Background

On December 28, 2024, the Shelburne Volunteer Fire Department responded to an alarm at the Osprey Arts Centre. Upon entry, the fire department determined that the building's furnace had overheated, triggering the boiler room heat sensor. While smoke was present, there was no lasting damage to the facility.

A qualified oil furnace service company assessed the unit later that morning and deemed the furnace a total loss. Given that the Osprey Arts Centre's largest annual event was scheduled for December 31, the tenant arranged for immediate removal of the destroyed furnace and the expedited installation of a replacement unit. Heat was restored to the building just hours before the event.

The total cost of the furnace replacement, including the expedited heat sensor replacement, was \$10,715.55.

As the landlord, the Town of Shelburne is responsible for building maintenance under the lease agreement. While the Osprey Arts Centre carries tenant insurance, furnace replacement falls under the landlord's obligations.

Analysis

Staff submitted an insurance claim for the furnace replacement under the Town's Equipment Breakdown coverage; however, the claim was denied. At staff's request, Aon Insurance (the Town's broker) investigated whether the claim would qualify under the property policy. The

loss was resubmitted, but the Town's property policy includes a \$10,000 deductible, meaning the claim would fall almost entirely within the deductible and provide little to no benefit.

Given the urgency, the Osprey Arts Centre's actions ensured the facility remained operational and that its New Year's Eve event could proceed, avoiding significant revenue loss and disruption to community programming.

As landlord, the Town remains responsible for furnace replacement costs, \$10,715.55.

Financial

The Osprey Arts Centre currently has a balance owing of \$5,314.72 on their account, representing arrears from 2023, 2024, and current heating/power costs fronted by the Town.

The Finance Department recommends offsetting these arrears against the furnace replacement expense. After deduction, the Town would reimburse the Osprey Arts Centre the balance of \$5,400.83.

Funding for this reimbursement would be drawn from the Operating Reserve.

Recommendation

THAT Council direct staff to reimburse the Osprey Arts Centre \$5,400.83 for the emergency furnace replacement, with funds to be transferred from the Operating Reserve, and that the outstanding balance on the Osprey's account be applied against the total furnace replacement cost of \$10,715.55.



COUNCIL REPORT - FOR INFORMATION

Subject: Chief Administrative Officer - Update to Council

Date: October 6, 2025

Prepared For: Council

Prepared By: Sarah Mattatall, CAO

Document #	
Das-194	
Rec'd by JD	
Date Oct. 3/25	
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Council	✓
Agenda	✓
Committee	

1. Landfill Decommissioning Project – Morvan Road

Dillon Consulting has confirmed plans to complete the fall groundwater monitoring event for the Morvan Road Landfill in October 2025, with fieldwork scheduled to begin on Tuesday, October 7th. This monitoring is part of the multi-year environmental monitoring program outlined in the project scope. A spring monitoring event is also planned for March or April 2026, which will complete the first full year of data collection.

In addition to the groundwater monitoring, Dillon will be conducting private well sampling for properties adjacent to the landfill. As part of this effort, Dillon will be reaching out to neighbouring property owners during October to provide information and request permission to sample private wells. This work supports the Town’s continued commitment to monitoring off-site impacts and ensuring public confidence in the decommissioning process.

Staff will keep Council informed as results become available and as Dillon’s engagement with property owners progresses.

2. Roger Grovestine Recreation Complex – Revitalization Project (Phase 1)

Staff are nearing completion of Phase 1 of the Tennis/Pickleball Court Upgrades at the Roger Grovestine Recreation Complex. The resurfacing of the courts has been successfully completed, and work is now focused on the final elements to enhance the site’s usability and long-term sustainability.

Town staff recently met with representatives from the Racquetball Society to discuss the upgrades, future maintenance, and expectations for shared stewardship of the site. The Society has proven to be an active and enthusiastic partner, already promoting the facility and recruiting new members from Shelburne and surrounding communities. They have expressed interest in hosting tournaments at the site, which would not only increase utilization of the Complex but also bring new visitors and positive economic spinoffs for the community.

Additional infrastructure improvements currently underway or completed include:



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- **Benches:** New benches have been delivered and installed within the court area for player rest and viewing.
- **Picnic Tables:** Tables are being positioned outside the fencing for use by players, families, and spectators.
- **Storage Building:** A new outbuilding is under construction and will be delivered shortly. It will house the portable pickleball nets, equipment, and site maintenance tools.
- **Waste Management:** New garbage receptacles have either been installed or are scheduled to be delivered shortly.
- **Volunteer Support:** The Society has already taken an active role in maintenance, assisting with vegetation clearing and helping to keep the courts clean and debris-free.

Looking ahead, staff are coordinating with local contractors to:

- Install a site entrance gate to secure the facility during the off-season;
- Improve the upper parking area to accommodate increased use;
- Upgrade the stairs, which are currently in poor condition and in need of replacement for safety.

All remaining work is anticipated to be completed prior to winter, ensuring the Complex is fully equipped for expanded recreational use next season.

3. Staffing Update

Staff are pleased to report that the Town has now finalized all outstanding administrative and utility department hiring, resulting in a full staff complement across both areas.

Administration & Finance:

Two new Finance Coordinators have been successfully hired, bringing additional capacity and expertise to the Town's finance department. These individuals will be strong assets to the team and will play a key role in supporting ongoing financial management, reporting, and customer service functions.

With these hires in place, the Town now has a fully staffed administrative team, positioning us well to maintain continuity of operations and improve internal efficiency.



COUNCIL REPORT - FOR INFORMATION

Utilities – Water & Wastewater:

Staffing has also been completed within the Utilities Department, filling long-standing vacancies and reinforcing operational stability. Notably:

- Lewis Chetwynd has been promoted to the role of Lead Wastewater Operator;
- Jeremy Renaud has been promoted to Assistant Treatment Plant Operator.

With these internal advancements, the Town now has a full utility team in place. Staff have been working diligently to ensure that both water and wastewater systems remain in good operating condition, and these promotions reflect a strong commitment to building in-house capacity and retaining skilled personnel.

The successful completion of this recruitment process reflects a key operational milestone and ensures that the Town is well-positioned to maintain high-quality service delivery across departments.

There is one vacancy in our Public Works team due to the promotion of Jeremy Renaud. The hiring committee will be filling this vacancy in the near future.