



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**January 5<sup>th</sup>, 2026**  
**6:00 p.m.**

**Doc Ref:**

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**1) Call to Order**

**2) Approval of Agenda**

**3) Approval of Minutes from the Regular Town Council meeting held on December 1<sup>st</sup>, 2025**

**4) Proclamations and Announcements:**

- a) Alzheimer's Awareness Month- January
- b) Pay it Forward Day- In Memory of Carmen Faith Huskilson
- c) New Year's Greeting
- d) Years of Service Awards

**5) Delegations/Presentation:**

- a) Yolande Donaldson- Remember Them Project D26-001

**6) Correspondence:**

**Action:**

- a) Letter- Region 6 Budget Approval 2026-27 D26-002

**Information:**

- a) Library Report- December 2025 D26-003

**7) Council Items:**

- a) Notice of Policy Amendment- Public Participation Program with respect to Planning Documents
- b) Council Chambers Enhancements and Furnishings- Deputy Mayor E. Acker

**8) Committee Reports:**

- a) Amalgamation Steering Committee- Notice of Motion

**9) Staff Reports:**

- a) Draft Municipal Planning Strategy & Land Use By-law Updates IV D26-004
- b) CAO Update
- c) SVFD Report- November 2025 D26-005
- d) SVFD Report- December 2025 D26-006
- e) Building Inspector's Report- November 2025 D26-007

**10) In Camera Session:**

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

**11) New Business**

**12) Upcoming Meetings/Events:**

- a) Next Council Meeting, Monday January 19<sup>th</sup>, 2026, 6pm, Council Chambers, 63 King Street

**13) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**December 1<sup>st</sup>, 2025**

**Council Members Present**

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

**Staff Present**

- Chief Administrative Officer, Sarah Mattatall
- Executive Coordinator, Jessie Dyer
- Director of Planning & Development, Mike Kahn
- Manager of Finance, Jane Crowell
- Manager of Finance in Training, Jennifer Perry

**Call to Order**

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

**Approval of the Agenda**

**THAT** Council approves the agenda for December 1<sup>st</sup>, 2025, Council Meeting.

**E. Acker - Cruz**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on November 17<sup>th</sup>, 2025.

**D. Acker - Ringer**

**MOTION CARRIED**

**Proclamations and Announcements:**

- a. International Day of Persons with Disabilities- December 3<sup>rd</sup>, 2025
- b. National Day of Remembrance and Action on Violence Against Women- December 6<sup>th</sup>, 2025
- c. Human Rights Day- December 10<sup>th</sup>, 2025

d. Holiday Wishes from Council & Staff

**Delegations/Presentations:**

- a) Mickayla Peters appeared before Council and provided a presentation regarding a proposed future use of the Visitor Information Centre (VIC) building, outlining a concept that would include a coffee shop and an outlet space to support and showcase local community groups.
- b) David Chute, Director at the Chamber of Commerce, addressed Council and delivered a presentation regarding the VIC and options for moving forward with its future operations. As part of his presentation, he proposed the establishment of an ad hoc committee to further explore and guide the next steps.

**Correspondence**

**Action:**

- a) Letter- Amnesty International re: Access to safe drinking water and accountability for the dump site

Mayor Jacklin responded, "We thank Amnesty International for their letter and for the important work they are doing to support communities across Nova Scotia. The Town of Shelburne welcomes the opportunity to collaborate with Amnesty International on the issues identified. These priorities align with ongoing work already underway within the Town, as well as our continued collaboration with community partners and organizations. Town staff will reach out in the new year to coordinate a meeting."

**Information:**

- a) Letter from the Honourable John A. MacDonald
- b) Letter- Follow up to Minster MacDonald's Nov.24 Letter

**Council Items:**

- a) REMO By-law- Second Reading

**THAT** Council approves the Second Reading of the Regional Emergency Management By-law (REMO).

**E. Acker – Cruz**

**M25-131**

**MOTION CARRIED**

- b) Temporary Borrowing Resolutions

**THAT** Council approves the Temporary Borrowing Resolution for Roseway Rebuild and North End Development as presented.

**Cruz- E. Acker**

**M25-132**

**MOTION CARRIED**

**Committee Reports: NONE**

**Staff Reports**

a) Ohio Road Land Buy Back

**THAT** Council directs staff to extend the buy back agreement with Nanak Land Development Inc. and Shelburne Inn Inc. for PIDs 80140361 and 82583345 to December of 2026.

**E. Acker – D, Acker**

**M25-133**

**MOTION CARRIED**

b) 80 Hammond MPS & LUB- Second Reading

**THAT** Council give Second Reading to the proposed amendments to:

Map 1 of the Municipal Planning Strategy to designate 80 Hammond (PID 80149032) as Commercial General (C-1) with the following site-specific amendments added to Policy 23:

(3) PID 80149032 allows for any commercial use, except for gas stations, automotive and/or RV repair centers, car and/or RV dealerships, boat storage and sales; or drive throughs.

Amend Zoning Map, Schedule B in the Land Use By-law to rezone 80 Hammond (PID 80149032) as Commercial General (C-1) with the following site-specific amendments:

**47A)** No development permit shall be issued in a Commercial General (C-1) Zone PID 80149032, except for one or more of the following uses:

- Any retail, Office, or service enterprise provided such users are not obnoxious and excludes gas stations, automotive and/or RV repair centers, car and/or RV Dealerships, boat storage and sales, drive throughs.
- Any Permitted use of the R-1 Zone.

**E. Acker- Ringer**

**M25-134**

**MOTION CARRIED**

c) Bulk Fill Station

**THAT** Council send the attached letter to the Municipality of the District of Shelburne requesting support in the developing of a bulk fill water station and study on Rodney Lake's capacity.

**D. Acker- Ringer**  
**M25-135**  
**MOTION CARRIED**

d) Leases & Agreements

The above report is for information only.

e) Surplus Fire Truck

**THAT** Council award Tender TOS2025-011, Surplus Fire Truck, to the Jordan Volunteer Fire Department as the sole compliant bidder, for the purchase price of \$105,000 + HST (\$119,700.00)

**Cruz- E. Acker**  
**M25-136**  
**MOTION CARRIED**

f) Rodney Street RFT

**THAT** Council directs staff to cancel TOS2025-009, and it be deferred to 2026.

**E. Acker- Ringer**  
**M25-137**  
**MOTION CARRIED**

g) Grants to Organizations

**THAT** Council receive the draft Grants to Organizations Policy for information.

**AND THAT** Council use the draft policy as a non-binding reference tool during the 2026-27 budget deliberations.

**AND THAT** staff be directed to bring forward a final recommended policy following completion of this years' grant review process.

**Ringer- D. Acker**  
**M25-138**  
**MOTION CARRIED**

h) CAO Report

The above report is for information only.

**In- Camera Session: NONE**

**New Business:**

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

Councillor Ringer

Councillor Ringer reminded residents that fundraising is ongoing for the ultrasound machine at Roseway Hospital.

Councillor Cruz

Councillor Cruz reminded residents of the importance of supporting local businesses and encouraged everyone to shop locally during the holiday season.

Deputy Mayor E. Acker

Deputy Mayor E. Acker reported that the recent meeting with Minister John A. MacDonald went very well, noting that the Minister was highly receptive to the matters discussed.

Mayor Jacklin

Mayor Jacklin reported attending the following meetings over the past week: the Climate Change meeting on November 27, the Region 6 meeting on November 28, and the Events Committee meeting on December 1.

There was no further new business.

Upcoming Meetings/Events

- a) Christmas Sweater Skating Party, Friday December 5<sup>th</sup>, 2025, 6-7:30pm, Shelburne County Arena
- b) Reindeer Run, Saturday December 6<sup>th</sup>, 2025, 10am, Islands Park
- c) Miracle of Dock Street, Saturday December 6<sup>th</sup>, 2025, Water & Dock Streets, 6-7:30pm, Fireworks at 7:45pm
- d) Next Town Council Meeting, Monday January 5<sup>th</sup>, 2026, 6pm, Council Chambers, 63 King Street

Adjournment

**THAT** the Regular Town Council Meeting of December 1<sup>st</sup>, 2025, be adjourned at 8:48pm.

E. Acker

Jessie Dyer  
Recording Secretary

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Stanley Jacklin, Mayor

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Sarah Mattatall, CAO



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

Document #	DR20-001
Rec'd by	JD
Date	Dec. 9/25
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Ext. 8	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

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 902-648-2991 or check the Town of Shelburne website at [www.shelburnens.ca](http://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: Yolande Donaldson

Address: 34 Kegeshook Lane, Tusket, NS

Phone: 902-648-0075 Email: donaldsonyolande@gmail.com

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

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

To present the project Remember Them

Date of Council/Committee meeting at which you wish to appear: January 5th, 2026

- Are you representing:
- Yourself
  - An Organization/Society/Club (Name): Wedgeport Legion Branch 155
  - A Business (Name): \_\_\_\_\_
  - Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than then 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:**

Jessie Dyer, Executive Coordinator, Town of Shelburne, 162 Mowatt Street, Shelburne, NS, [jessie.dyer@shelburnens.ca](mailto:jessie.dyer@shelburnens.ca)  
(902) 875-2991 ext. 4, 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

Yolande Donaldson

**For Office Use Only:**

Date Request Received: Dec. 9/25

Approved       Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

If Approved, Date of Presentation: Jan. 5/26

Signature of Executive Coordinator/Committee Secretary 



**WILLIAM DANIEL DE MOLITION**  
1890 - 1918



**ERNEST J. L. ...**  
1890 - 1918



**WILLIAM ET. CLAIR ...**  
1890 - 1918



**EPHRAIM EUGENE ...**  
1890 - 1918



**W. ...**  
1890 - 1918



**...**  
1890 - 1918



**...**  
1890 - 1918



**LYDD MITCHELL ...**  
1890 - 1918



**...**  
1890 - 1918



**...**  
1890 - 1918



Beny-Sur-Mer War Cemetery, France

# REMEMBER THEM

Document #	D26-001
Rec'd by	
Date	
<b>COPIES TO:</b>	
Council	
He felt Agenda	
here but Committee	

**Legion Project**

This project was initiated by one of our Korean Veterans Bob Garrison who wanted to remember the men and women who served in the Canadian Armed Forces died as a result and are buried abroad. that we could place flags on the graves of the Veterans around here but could not honour those that were buried abroad.

\*This is a Remembrance Project and not a fundraiser.

**The focus of the picture is the Cemetery.**

This picture is of Beny-Sur-Mer Cemetery in France. There are **2049** tombstones in this cemetery. Out of the **2049**, there are **2044** **Canadians** mainly from the **3<sup>rd</sup> Canadian Division during D-Day and the first stages of the Battle of Normandy**. One is a French Resistance soldier and the other three are from the UK. **This Cemetery is one of 23,000 War Memorials and War Cemeteries in more than 150 countries and territories around the world.**

Maple Leaves are added to the picture as a National Symbol as well as a poppy and the words **REMEMBER THEM**.

The Pictures of the men and woman that you see here are all from around Shelburne County and are all buried away.

Take notice that the pictures of the men and woman are circular. That represents the **Dead Man's Penny**. **The Dead Man's Penny** is a **Memorial Plaque** that was given to the families of those who died while serving under British and the British Empire. Empire Forces in WWI.

This picture is powerful and the stories of these men and woman make it even more powerful. It is not a picture that should only be hauled out for Remembrance Day but rather be in view the year round.

\*There is a package of detailed information on every soldier that comes with the project.

Contact person: Yolande Donaldson 902-648-0075

Email: [donaldsonyolande@gmail.com](mailto:donaldsonyolande@gmail.com)

**Our goal** is to have this picture hanging in as many public buildings for public viewing.

**Large picture:** 26in x 36in

1. \$175.00 + tax
2. \$165.00 + tax
- 6+ \$150 + tax

**Smaller picture:** 22in X 30in

1. \$125.00 + tax
2. \$115.00 + tax
3. \$100.00 + tax

The picture can be hung using mirror hangers rather than screwing through the picture.

The information on the men and woman on this picture may also be found on the **Wartime Heritage Association** website. Some of them can also be found on **Veterans Affairs Canada**.



PO Box 639 / 45 School St, Suite 304 Mahone Bay, NS B0J 2E0  
Region 6 Solid Waste-Resource Management

Phone: 902-624-3399

E-mail: Christina.McClare@Region6SWM.ca

Document #	D26-002
Rec'd by	JD
Date	Dec. 10/25
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

December 2, 2025

Sara Mattatall  
Town of Shelburne  
PO Box 670  
168 Water St  
Shelburne, NS B0T 1W0

**RE: Budget Approval 2026-27**

Dear Ms. Mattatall,

On Friday, November 28, 2025, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2026 – March 31, 2027.

The following motion was passed:

**MOTION:** to recommend approval of the 2026-27 Region 6 Inter-Municipal Committee Budget to member units, as circulated at \$147,885. *M/C*

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31<sup>st</sup> of each year.
- 35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14<sup>th</sup> of the year to which said budget applies.
- 36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
- 37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
- 38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
- 39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS Boj 2Eo

E-mail: [Christine.McClare@Region6SWM.ca](mailto:Christine.McClare@Region6SWM.ca)

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 13, 2026 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Acting Chair, Scott McLean at 902 790 3100.

If you require my attendance at the council meeting when the budget is up for discussion, please feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare".

Christine H. McClare BA Psych  
Regional Coordinator

*encl. Region 6 2026-27 Budget Report and R6 Coordinator Annual Report for 2025.*

# BUDGET REPORT 2026-27

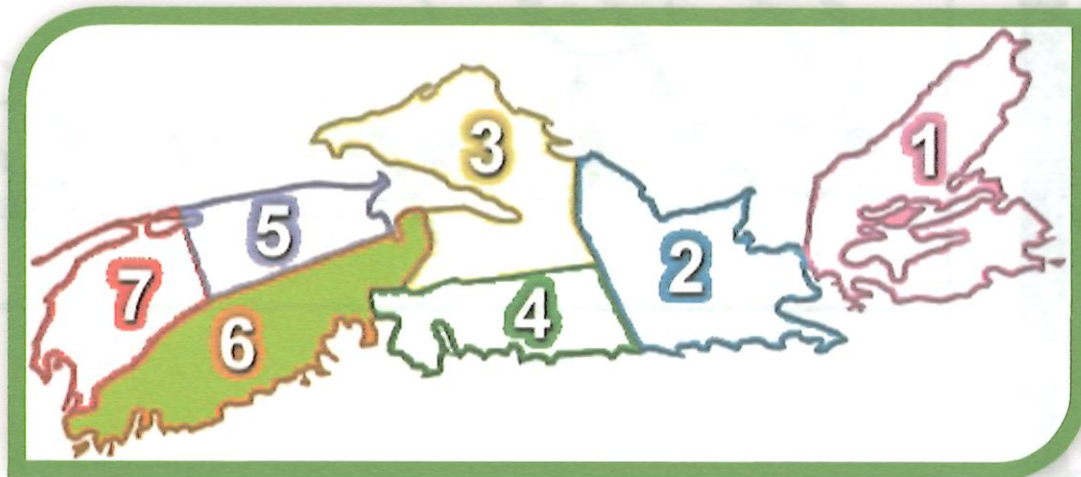


Christine McClare, Regional Coordinator  
Region 6 Solid Waste Management  
November 28 2025  
Christine.McClare@Region6SWM.ca

## MUNICIPAL DETAILS:

Region 6 Solid Waste-Resource Management serves 12 municipalities.

- Town of Clark's Harbour
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- Town of Shelburne
- Town of Lockeport
- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg
- Municipality of the District of Chester
- West Hants Regional Municipality



## Facilities:

Within our jurisdiction, we have:

- 3 second generation municipal solid waste landfills
- 1 compost facility
- 1 material recovery facility (processes blue bags) **Queens Closing Dec 2025**
- 1 Construction and Demolition (Only) landfill
- 2 organics transfer stations
- 2 construction and demolition transfer stations **Shelburne possibly closing Dec 2025**
- 1 waste transfer station

Presented for information only as Region 6 has no responsibility in operations or administration of the facilities.

## ADMINISTRATION:

1. Distribute funds Regionally:
  - a. Diversion Credits
  - b. Dairy Stewardship
  - c. Enforcement
  - d. Hazardous Waste grant
  - e. Municipal Approved Program
2. Datacall – Assist with Municipal data input and output to Nova Scotia Environment/Divert NS
3. R6RECYCLES – Manage and maintain ReCollect waste app
4. @Region6SWM – Manage and maintain social media
5. Voice on provincial initiatives:
  - a. Divert Nova Scotia –
    - i. Municipal Approved Programs
    - ii. Enforcement
    - iii. Municipal Adoption Funding
    - iv. Municipal Efficiency Funding
  - b. Nova Scotia Environment –
    - i. Policy review, Act review, Regulations review
    - ii. Materials markets
    - iii. Stewardship liaison
    - iv. Packaging/Extended Producer Responsibility
    - v. 300 kg/capita goal

## EDUCATION:

1. Deliver the Divert Nova Scotia Contract (this is the funding source for our education programs)
  - Complete required focus area delivery to:
    - a. Institutions – Schools, hospitals and colleges
    - b. Offices
    - c. Food Services – Grocery stores, farm markets, restaurants
    - d. Specific initiatives (such as waste reduction campaign)
      - i. Other: Community Halls, business visits, compliance promotion, public spaces, information booths, council presentations, community group presentations
      - ii. Special Events – Waste Reduction Week, Compost Awareness Week, Environment Week
2. Maintain existing programs:
  - a. Schools – Compliance promotion (are they sorting properly? do they have bins/signs?), curriculum-based presentations, how to sort properly presentations, composting presentations, presentations at staff meetings
  - b. Public spaces – checking for types of containers in public spaces and the signage on the containers, working with municipal/provincial and federal parks,
  - c. Public Relations – Newspaper ads, Education/outreach, webinars, contests, media outreach
  - d. Ongoing support to Municipal outreach –assisting in the delivery of tailored education messages to whomever our stakeholders want

## FINANCES

Region 6 has several goals outlined in the Inter-Municipal Agreement (Sept 2018). Two of these goals:

*"To strive for an optimum balance between maximizing the long-term benefits achievable by diversion from disposal and minimizing Costs, both operating and capital, associated with implementation of the SWRM system;"*

AND

*"To conduct its operations equitably and in a fiscally responsible manner."*

### Revenues

Coordinator Funds	<p><b>ABOUT</b> Each region is provided a stipend in exchange for contract services that support the role of a liaison on behalf of the Region and partners; Nova Scotia Environment, Divert Nova Scotia, Stewards and other regions and municipalities.</p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> An equal amount per year. Currently at \$43,286. This money offsets some of the costs associated with employing a coordinator, the office, travel and overhead expenses.</p> <p><b>WHEN AND HOW OFTEN</b> A one-year extension (2025-26) to the last 3-year contract (2022-2025) has been signed. Quarterly deposits are made to the Region 6 account. New 3 year contract expected in 2026-27</p>
Education Funds	<p><b>ABOUT</b> Each region must deliver a set amount of program deliverable hours to residents, businesses and schools on proper waste management and promoting its environmental benefits. A portion of the contract is reserved for provincial strategic areas and a stipend was assigned. Started in F2022, the stipend was an extra \$20,000.</p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Deliverables to specific target areas, which are revised annually, are required to be completed. An approved work plan includes an allowance for Region specific goals. Total NS funding is \$770,000 distributed as a Stipend of \$25,000 per region and remainder distributed on % of population. Currently, \$79,090.</p> <p><b>WHEN AND HOW OFTEN</b> A plan is submitted in April for approval. The contract is drafted and issued with a 15% advance in May each year. The remainder is released based on meeting contract obligations for deliverables; 50% mid-year and 35% at year end.</p>

Municipal Approved Programs (MAP)	<p><b>ABOUT</b> Solid Waste-Resource Regulations Section 8(1) (b) <i>paying out of the Fund money to provide financial assistance and incentives under an approved program.</i></p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Distributed based on the % of tonnes of solid waste diverted in the province and eligible only towards program costs that keep waste from going to landfill. This money is not permitted to be used to offset any costs associated with the disposal of waste. The estimated revenue issued to member units is approximately \$0.69 per person.</p> <p><b>WHEN AND HOW OFTEN</b> An amount is advanced to Region 6 following the AGM for Divert Nova Scotia and is distributed after the final contribution is made in February/March.</p>
Diversion Credits	<p><b>ABOUT</b> Solid Waste-Resource Regulations Section 8(1) (a) <i>paying a minimum of 50% of the net revenues in the Fund to provide financial support, to be divided between or among municipalities or regions based on the solid waste diverted by the municipality or region;</i></p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Based on the solid waste diverted by the member municipal units. Some areas share services; in these cases, the total is paid to the service area, i.e. Municipal Joint Services and Shelburne Shared Services. Three-year average = \$20.25 per tonne diverted</p> <p><b>WHEN AND HOW OFTEN</b> Diversion payments are made to each area following final confirmation of the datacall numbers to Nova Scotia Environment. Typically, after January.</p>
Dairy	<p><b>ABOUT</b> A voluntary stewardship agreement that was developed in 2001 and has been renegotiated between the Atlantic Dairy Council and the Municipalities (Chairman of Regional Chairs) every year since. Agreement to end with EPR for PPP Dec 1, 2025.</p> <p><b>FROM</b> Atlantic Dairy Council</p> <p><b>HOW IS IT CALCUALTED</b> Based on the total tonnes of fluid milk containers<sup>1</sup> sent to market each year. Three-year average = \$755 per tonne</p> <p><b>WHEN AND HOW OFTEN</b> The amount is negotiated each June (based on previous year data) and a cheque issued in August or early September</p>

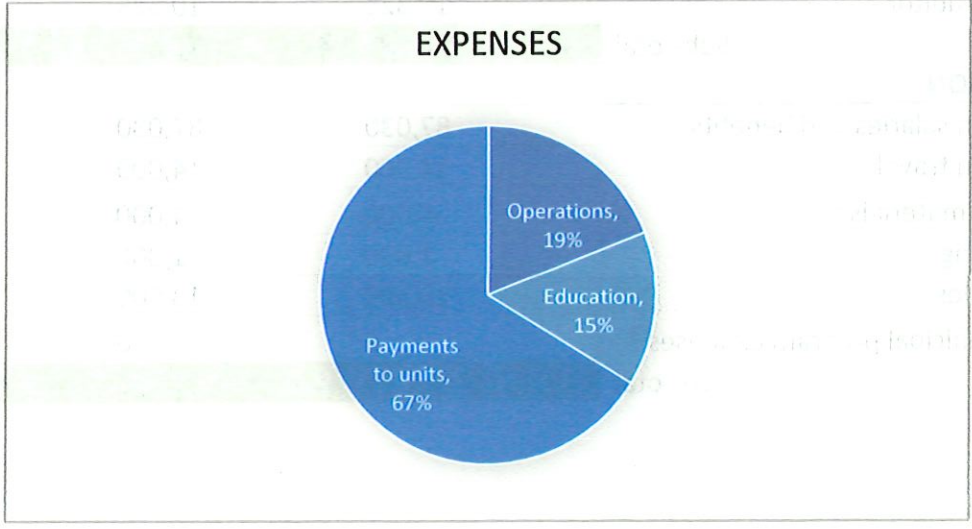
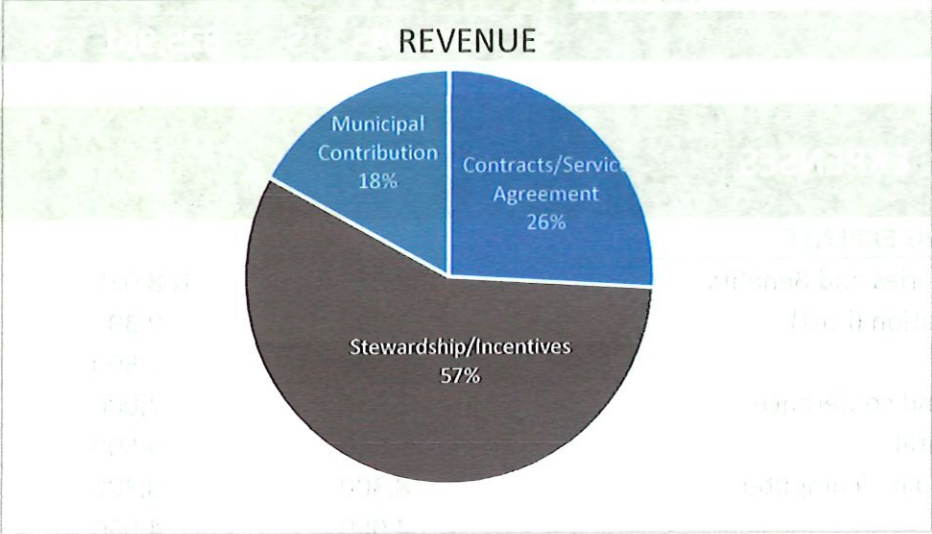
<sup>1</sup> Fluid milk – yogurt, ice cream, butter and other similar containers are not part of the program. Likewise, soy, almond and milk replacement products are also not part of the program.

<b>Enforcement Fund</b>	<p><b>ABOUT</b>                  This program began in 2009 in response to the increasing demand for support to help fund compliance outreach as more enforcement was required to supplement the education programs. Several employees within Region 6 are partially paid using this fund.</p> <p><b>FROM</b> Divert Nova Scotia.</p> <p><b>HOW IS IT CALCULATED</b>                  The region receives between \$88-\$89,000 based on a stipend (base funding plus a % for our portion of provincial population plus a percent for our portion of the land area). Within the region, it is distributed based on regional population. Each unit must demonstrate meeting the contract eligibility requirements to release the funds both from Divert Nova Scotia and within the region. Deliverables of how many complaints were followed up on and warnings or tickets issued as well as proof of expenditures for staff and equipment to complete the contract deliverables.</p> <p><b>WHEN AND HOW OFTEN</b>                  A progress report must be submitted mid-year and a final report at year-end after which funds are released to area participants based on eligible expenses.</p>
<b>Inter-Municipal Fund</b>	<p><b>ABOUT</b>                  This account was generated on the inception of Region 6 with \$100,000 grant from the province. That money was used to pay for a study and support the formation of the region. Since that time, a few grants had been earned (based on surplus at the RRFB at the time) and added to the account. This is a reserve fund and can be accessed based on motion of the Inter-Municipal Committee.</p> <p><b>FROM</b> Region 6 - Reserves</p> <p><b>WHEN AND HOW OFTEN</b>                  On an as needed basis and only on motion of the Inter-Municipal Committee. Past uses: Public Bins Program, Compost transport and Processing study, R6RECYCLES waste app</p>

### BUDGET (Summary)

REVENUE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Revenue
Contracts/Service Agreement	\$213,103	\$213,103	\$210,998	26%
Stewardship/Incentives	\$483,000	\$483,000	\$467,000	57%
Municipal Contribution	\$149,942	\$129,858	\$147,885	18%

EXPENSE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Expenses
Operations	\$154,090	\$154,090	\$156,659	19%
Education	\$119,530	\$119,530	\$121,967	15%
Payments to units	\$572,425	\$572,425	\$555,622	67%



REVENUE	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget
<b>Contracts/Service Agreements</b>			
Education Contract	80,392	80,392	79,090
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	88,622
Sub-total	\$ 213,103	\$ 213,103	\$ 210,998
<b>Stewardship/Incentives</b>			
Dairy Stewardship	53,000	53,000	37,000
Diversion <sup>1</sup>	350,000	350,000	350,000
Municipal Approved Programs	80,000	80,000	80,000
Interest	0	0	0
Sub-total	\$ 483,000	\$ 483,000	\$ 467,000
<b>Municipal Contribution</b>			
Municipal Billing <sup>2</sup>	149,942	129,858	147,885
Sub-total	\$149,942	\$129,858	\$147,885
<b>TOTAL</b>	<b>\$ 846,045</b>	<b>\$ 825,961</b>	<b>\$ 825,883</b>

EXPENSES	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget
<b>OPERATING EXPENSE</b>			
Admin Salaries and Benefits	108,025	108,025	109,969
Administration (host)	9,390	9,390	9,390
Travel	2,500	2,500	2,500
Training and conference	2,000	2,000	2,000
Office Rental	9,500	9,500	9,500
Office supplies/computer	8,300	8,300	8,300
Insurance	4,050	4,050	4,500
Legal & Auditor	10,325	10,325	10,500
Sub-total	\$ 154,090	\$ 154,090	\$ 156,659
<b>EDUCATION</b>			
Education salaries and benefits	87,030	87,030	88,597
Education travel	14,000	14,000	14,000
Program materials <sup>4</sup>	4,000	4,000	3,500
Advertising	1,000	1,000	1,000
R6 Recycles	13,500	13,500	14,870
Inter-Municipal program expenses <sup>3</sup>	0	0	0
Sub-total	\$ 119,530	\$ 119,530	\$ 121,967

**PAYMENTS TO UNITS**

Enforcement Contract	89,425	89,425	88,622
Dairy Agreement	53,000	53,000	37,000
Diversion <sup>1</sup>	350,000	350,000	350,000
Municipal Approved Program	80,000	80,000	80,000
Sub-total	\$ 572,425	\$ 572,425	\$ 555,622
<b>TOTAL</b>	<b>\$ 846,045</b>	<b>\$ 846,045</b>	<b>\$ 834,248</b>

<b>Revenue/Expenditure</b>	\$	-	-\$	20,084	-\$	8,365
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**Notes to BUDGET:**

1. Dairy Credits - Dairy containers marketed is down from 71 tonnes to 49 tonnes. Queens material has been stockpiled.
2. Diversion Credits - Expected decrease provincially from \$6.6 million available last year. Projections not available yet.
3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2024-25 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

<i>Municipal Area Served:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2026-27</i>
Shelburne Shared Services	6,456	6.99%	\$ 10,344.16
Town of Bridgewater	8,790	9.52%	\$ 14,083.83
Town of Mahone Bay	1,064	1.15%	\$ 1,704.80
Municipality of Lunenburg	25,545	27.68%	\$ 40,929.62
Municipality of Barrington	6,523	7.07%	\$ 10,451.51
Town of Clark's Harbour	725	0.79%	\$ 1,161.64
Municipality of Chester	10,804	11.71%	\$ 17,310.77
Town of Lunenburg	2,396	2.60%	\$ 3,839.00
Region of Queens Municipality	10,486	11.36%	\$ 16,801.25
West Hants Regional Municipality	19,509	21.14%	\$ 31,258.41
<b>Total</b>	<b>92,298</b>	<b>100.00%</b>	<b>\$ 147,885.00</b>



## Region 6 Activities Summary 2025-26

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

### Education

- Outreach and presentations for contract work through Divert NS continues in schools, businesses, apartments, community groups and events.
- Collaboration continues with various partners on litter reduction in Parks, at schools, public event spaces, along roads, on beaches and coastlines.
- Use of social media posts and videos (What Goes Where, Let's Be Clear Litter Doesn't Belong Here and many more) aim to reduce litter, improve sorting and educate on proper waste management. New contests and themed weeks are used to continue to engage residents.

### Enforcement

Many By-Laws have been updated to reflect new sorting requirements (2 bag recycling). Other areas touched on are privacy bags, bag limits and preparations for EPR for PPP. We assisted, collaborated and reviewed on amended by-laws for Shelburne Shared Service, Region of Queens and West Hants Regional Municipality.

Facilitated Enforcement Officer training for MJSB and Shelburne Shared Services. This training is an important step to have staff appointed for by-law enforcement.

Private road collection and misuse of the collection locations has presented issues for Queens, Chester and West Hants. Region 6 staff have provided support and recommendations to address the issues. This is an ongoing issue throughout the province.

### Administration

Work continues to implement EPR for PPP with every municipality registering for the program. Most municipalities decided to Opt-In or continue collecting curbside recyclables. Region of Queens (and 3 other municipalities in NS) chose to Opt-Out whereby Circular Materials will take over the recyclables program and assume the associated costs.

Other aspects of the EPR for PPP program include service for apartments, campgrounds, schools and optional small ICI collection. Much collaboration has taken place with Circular Materials and all levels of government to ensure a smooth transition.

The Queens recycling facility has closed as a suitable agreement could not be arranged for the continued operation under the new EPR for PPP program. The Shelburne C&D transfer station (Regional MRF) has also met with challenges to meet changes in site regulations. The required site upgrades seem to be beyond what is a reasonable cost to the residents in the Shelburne Shared Service. The site is expected to close before the end of 2025-26.

Work continues on other EPR programs (batteries, lights, electronics, paint, tires) and litter abatement. The Recollect Waste App provides a valuable method to help residents to seek sorting information, get reminders of collection and service interruptions and get updates of



# Library Report

## Kids learn food prep at the library

A snack time program at the library helps youngsters learn about healthy foods and how to prepare them.

The program has run this fall at four library branches for youngsters aged two to 12.

"Learning food literacy skills at a young age is very important," says Mahala Sears, the library's food literacy coordinator. "It is not widely available in our communities."

Children make their own healthy snacks and learn to clean, chop, peel and prepare food in a safe way.

This program has been popular with children and parents. Many children have attended multiple sessions, Sears says.

"I love it," says a mother who attended all four sessions in Yarmouth with her daughter. "It allows the child and adult to socialize."

She says her children "gets to listen to another adult," and "it is something different."

She says her daughter now has an interest in helping out in the kitchen.

"It is very important to start learning about our food and nutrition, and how to prepare them at a young age to be able to build our skills for the future," Sears says.

"We have had quite a wide age range attending," Sears says. "The little ones seem very



**Food Literacy Coordinator Mahala Sears taught children aged 6 to 12 how to prepare a nutritious snack at Digby library (top photo) on Oct. 29 and children aged 2 to 5 in Yarmouth on Oct. 6.**

empowered and confident while getting the opportunity to make their own snack."

Another mother has watched her daughter come out of her shell.

"Iva loved it," she says of her daughter. "She was not social."

She is now, she says.

Parents are frequently asking when the next program will be.

Digby library clerk Jadyn Samson has watched how parents and children enjoy attending the program.

"The kids have been loving it. Parents have said that it's a nice way for their kids to start making snacks independently," Samson says.

Many of the parents have asked Sears about where to purchase the child-safe tools.

"I have some very budget friendly suggestions for them and have not had many concerns about the cost," she says.

This program was funded by the Province of Nova Scotia's Food Security Initiative Grant.

# Dispute increases PressReader use

There was steady growth in the use of Western Counties Regional Library's digital newspaper and magazine service PressReader once the Canada Post labour dispute started in early October.

"People were unable to receive the newspapers and magazine they subscribe to during the postal disruption," says Collections Manager Lydia Hunsberger.

"PressReader in our eLibrary gives library card holders access to hundreds of newspapers and magazines for free."

When the library started promoting the service on Monday, Oct. 6, articles opened and read via the app hit a 441 per cent increase over the previous month, rising from 44 to 238.

The most popular publication PressReader users read was The Chronicle Herald, Nova Scotia's provincial newspaper.

People read 85 issues in the past month, including 2,486 articles. The Toronto Star was a close second followed by the Halifax edition of The Chronicle Herald.

Local newspaper The Tri-County Vanguard was the eighth most-read publication.

Maclean's is the most popular magazine read on PressReader while the Toronto Star is the second most popular newspaper for articles read.

PressReader.com delivers full issues of premium newspapers and magazines the moment they hit news stands.

With PressReader, library users get instant access to the



**More people used the library's free digital newspaper and magazine service during the postal dispute because they were unable to receive their subscriptions.**

editorial content they know and trust. Easy search tools help them quickly sort through to the pieces they're looking for.

With publications from over

120 countries in more than 60 different languages, people get instant access to content from home, and from around the world with their library card.

## Around the world with reading club

Western Counties Regional Library's 2025 Summer Reading Club took hundreds of children, teens and adults 'Around the World'.

Readers young and old set out on a once-in-a-lifetime adventure to faraway places through reading. The club ran from June 21 to Aug. 23 at the library's 10 branches in Digby, Shelburne and Yarmouth counties.

"Kids, teens, adults were all part of the summer reading club," says Breanne Muise, the library's Community Outreach Manager. "And, there were rewards for the whole family."

The club offered reading reward draw prizes in all three age groups, lots of in-person, world-travel-themed programming.

"Area businesses and organizations continue to step up to support this literacy program by providing the prizes as reading rewards," Muise says.

Programs included golf using ball-shaped robots, discovering music and musical instruments, crafts, story times, learning about Mi'kmaw culture and science camps.

There were 181 children registered for this year's club, 31 teens, and 124 adults.

There were 41 in-person programs with 280 participants and 26 passive activities with 542 participants during the reading club.

# AROUND THE BRANCHES

## Headquarters



Collections Manager Lydia Hunsberger, right, receives her five-year work certificate from Library Director Erin Comeau. Her anniversary date was Oct. 19, 2025.

## Barrington



Barrington library volunteer Selina Hatt, right, works with children from the Community Play Group on a holiday reindeer craft on Thursday, Nov. 13.



RCMP Const. MacAdams goes over ways to prevent fraud and being scammed during the Fraud Prevention program at Barrington Municipal Library on Wednesday, Nov. 19.

## Clare



Community Outreach Manager Breanne Muise guided participants through safely downloading and using apps, and general cybersecurity while using their devices or browsing the web at the Clare library on Thursday, Nov. 20.

## Clark's Harbour



There was a lot of interest in creating fall trees made of sea glass during the Sea Glass Art program at the Clark's Harbour library on Tuesday, Oct. 14.

## Digby



Volunteer Joanna Jarvis, right, tells a story to students from Digby Neck Consolidated School visiting the Digby library on Nov. 20.

# AROUND THE BRANCHES

## Digby



Community Outreach Manager Breanne Muise, second from left, conducted a series of presentations on scrolling smarter to students at Islands Consolidated School on Oct. 20, Lockeport Regional High School on Oct. 27, and Saint Mary's Bay Academy on Oct. 28. The sessions are to help participants discover what misinformation is and methods to identify fake news and find reliable sources of information.

## Lockeport

Congratulations to Laurie Woollard who celebrated 5 years at Western Counties Regional Library as of Sunday, Nov. 9.



A Lockeport pre-primary class paid a visit to the library on Nov. 14. The youngsters were set up to receive their first library cards during the visit.

## Westport

Jacqueline Journey celebrated 10 years at the library on Oct. 16, 2025. Congratulations!

## Shelburne



Library clerk Mahala Sears, right, receives her 5-year work certificate from branch manager Lydia Hunsberger on Oct. 17, 2024. She was presented the certificate a year later because she had been on maternity leave.

## Weymouth



Weymouth library clerk Michelle Doucette guided a group of budding artists in how to paint mandala stones on Tuesday, Nov. 4.

## Yarmouth



Mary Eldridge, left, and Barb Rodney, right, of the Old Ladies Home Society present a cheque for \$9,000 to library Deputy Director Shannon Raynard to help cover some of the cost of the Yarmouth library's new accessible circulation desk.



# COUNCIL REPORT - FOR DECISION

Subject: Draft Municipal Planning Strategy and Land Use Bylaw Updates IV

Date: December 17, 2025

Authority: NA

Council Dates: January 5, 2025

Prepared by: Mike Kahn, Director of Planning and Development Services

Document #	026-004
Rec'd by	JD
	Jan. 2/26
	COUNCIL
Council	✓
Agenda	✓
Committee	

## Background

Council directed staff to begin work on updates to the Municipal Planning Strategy (MPS), Land Use Bylaw (LUB) and Subdivision Bylaw (SDB) at the April 2, 2024, Council meeting. The current MPS and LUB have not been comprehensively updated since 1988 and the province is requiring a review of all LUB's and MPS's by 2029. The MPS outlines land use and policies of Council related to development, the LUB is a working document that speaks to the specifics of development, such as maximum height, and is used to determine if a development application should be approved.

On July 29, 2024, Council received a presentation from staff on the MPS and LUB providing an update on the project and highlighting some potential new policies.

Council directed staff to bring forward important amendments regarding affordable housing, variance and the commercial improvement district on September 3, 2024. Following public meetings, those amendments were passed by Council on February 5, 2025, and approved by the Province March 28, 2025.

Public engagement and stakeholder meetings were held from July to October, with the results of the engagement presented at the November 17, 2025, Council meeting, and Council directed staff to begin updating the draft documents to reflect public input. The What We Heard Report is available as part of that Council Package.

## Analysis

Below is a proposed outline followed by a schedule, in keeping with previous updates and keeps the project on schedule overall from the initial Council approval in July 2024, with second reading expected in late February.

### **Council Workshop – January 13**

For Council to ask questions of staff about the draft MPS, LUB and SDB.

### **Public Meeting – Late January**

The public meeting would be held in Council Chambers in the evening with copies of the proposed documents available as well as staff to answer questions.

### **Council Meeting and Initiation of Approval Process – February 2**

Council will be asked to provide any final input, ask for sections to be separated to allow for debate, or begin the approval process with the documents as presented. From this point on, there is limited opportunity to amend or change the documents, but there are opportunities to stop and restart the process.

### **First Reading – February 17**

The First Reading report will outline the process and rationale for approval of the draft MPS, LUB and SDB. The first reading report stage is an opportunity for Council to ask questions of staff.

The passage of first reading will prevent the Town from issuing approvals or considering other MPS or LUB amendments until: the amendments are approved by the province; the amendments are rejected by the province; or more than 150 days has elapsed since first reading (MGA s.246 (3)). Due to these restrictions, staff are proposing a Special Council meeting to move the amendments along as quickly as possible.

### **Public Hearing and Second Reading – March 5/6**

Following first reading, the Town will post notice of a Public Hearing, as required under section 205 (3) of the MGA. Advertisement of the public hearing must be posted for 14 full days prior to the hearing taking place (MGA s. 206 (1)).

### **MPS Implementation Plan - April/May**

Staff will prepare and present an implementation plan once the province has approved the MPS, LUB and SDB. This plan may be presented prior to formal approval from the province.

### **Province Approval - April/May**

Following approval of second reading, the next step is for the Town to send formal notice, including certified minutes to the province for review. This requires another meeting of Council, which is planned for the March 2, 2026, Council meeting. Staff would send in the documentation as soon as possible on March 3 to begin the formal review process. The province has up to 60 days to review the documents, after which they must either issue direction to amend the documents or the documents are deemed approved.

The final step would be the Town posting a notice on its website that the new MPS, LUB and SDB are in force. This is expected in late April/early May, roughly 90 days from First reading.

Below is a proposed schedule:

Date	Event
January 5	Report to Council Outlining approach to approval process, internal staff review begins
January 13	Council Workshop to answer questions of clarity; Updated MPS, LUB and SDB available to the public
January 19	Public Meeting Notice, Notices to Province and Municipality of The District of Shelburne
January 26 -30	Public meeting on proposed changes
February 2	Last opportunity for input from Council, direction to begin approval process
February 17	<b>First Reading MPS, LUB and SDB</b>
February 18	<b>Notice of Public Hearing</b>
March 5 or 6	<b>Special Council Meeting - Public Hearing + Second Reading MPS, LUB and SDB</b>
March 9	<b>Submission of Certified Minutes (from Mar 5/6 Council meeting)</b>
March-April	Staff presents MPS Implementation Plan
May 9	<b>Provincial Review (up to 60 days)</b>
May 10	<b>Town posts ad on website that MPS, LUB and SDB are now in force</b>

Items in **Bold** are MGA requirements.

**Recommendation**

THAT Council directs staff to prepare a workshop on the proposed Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw for January 13 2026, and seek public input on the new drafts including a public meeting prior to the February 2 Regular Council Meeting.



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

Document #	
D26-005	
Rec'd by JD	
Date Dec. 2/25	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

Mayor, Councillors and CAO

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

Total number of calls for service: 14

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 7

Calls for Mutual Aid to other Municipality of Shelburne Departments: 4

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

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		5
MEDICAL	1	
MOTOR VEHICLE ACCIDENT	1	
STRUCTURE		1 Mutual Aid
CHIMNEY/FLUE		
VEHICLE FIRE	1	
GRASS, BRUSH, FOREST, SOLID WASTE		
POWER LINES	1	
SMOKE CONDITIONS		
BOATS/WATER RESCUE		
DRONE SUPPORT		1 Mutual Aid
OFF ROAD RESCUE		2 + 1 Mutual Aid

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**



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

Document #	
D26-006	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councillors and CAO

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

Total number of calls for service: 16

Calls for service within the Town: 8

Calls for service in the Municipality of Shelburne protection area: 7

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

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

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	2
MEDICAL		1
MOTOR VEHICLE ACCIDENT	2	2
STRUCTURE		1 Mutual Aid
CHIMNEY/FLUE	1	
VEHICLE FIRE		
GRASS, BRUSH, FOREST, SOLID WASTE	1	
POWER LINES	1	2
INVESTIGATION	2	
BOATS/WATER RESCUE		
DRONE SUPPORT		
OFF ROAD RESCUE		

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**



Municipality of  
**Shelburne**

Naturally Yours

Document # D26-007	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

**Inspection Department**

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

December 5, 2025

Town of Shelburne  
ATTN: Sarah Whiteway Mattatall  
PO Box 670  
Shelburne, NS  
BOT 1W0

Dear Ms., Mattatall:

**Re: Monthly Building Report**

The following is the Building Inspection Report for the month of November 2025.

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued this Month	1	1
Number of Permits Issued to Date	8	12
Construction Value	\$ 5,000.00	\$ 800,000.00
Total Construction to Date	\$ 598,100.00	\$ 1,525,500.00

Yours very truly,

**Andrew Goreham, CRBO, CFI**  
**Director of Inspection Services**

/aad

Andrew Goreham, Manager of Inspection Services

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)

Town of Shelburne

20250125	Cindy	Harding	Hastings Lane	Horse Barn	\$5,000	11-18-2025
	PO Boix 384 Shelburne, NS BOT		Shelburne			
	1W0		Town of Shelburne			