



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**January 19<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 January 5<sup>th</sup>, 2026

4) Proclamations and Announcements:

- a) National Non-Smoking Week- January 18-24, 2026
- b) Bell Let's Talk Day- January 21<sup>st</sup>, 2026
- c) African Heritage Month- February

5) Delegations/Presentation:

- a) Sasi Works D26-008
- b) Black Loyalist Heritage Centre- Signage Project D26-009

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

7) Correspondence:

Action: NONE

Information: NONE

8) Council Items:

- a) Community Centre Sound and Lighting Upgrades- Councillor D. Acker

9) Committee Reports:

- a) Western Counties Regional Library- Board Meeting Minutes D26-010

10) Staff Reports:

- a) Public Participation Program Policy with respect to Planning Documents Update D26-011
- b) Coastal Planning Support Program D26-012
- c) Guild Hall Summer Art Series D26-013
- d) Building Inspector's Report- December 2025 D26-014

11) New Business:

12) Upcoming Meetings/Events:

- a) African Heritage Month Proclamation, Monday, February 2<sup>nd</sup>, 2026, 1pm, Black Loyalist Heritage Centre, Birchtown
- b) 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**  
**January 5<sup>th</sup>, 2026**

**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  
By-law Enforcement Officer, Dana Nash

**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 January 5<sup>th</sup>, 2026, Council Meeting.

**E. Acker - Cruz**

**MOTION CARRIED**

**Approval of the Minutes**

*THAT* Council approves the minutes from the regular Town Council Meeting held on December 1<sup>st</sup>, 2025.

**D. Acker - Ringer**

**MOTION CARRIED**

**Proclamations and Announcements:**

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

**Delegations/Presentations:**

- a) Yolande Donaldson, Wedgeport Legion Branch 155 delivered a very impactful presentation on the *Remember Them Project*. Council expressed its support for the initiative and will consider the purchase of some of the photographs as part of the upcoming budget process.

### **Correspondence**

#### **Action:**

- a) Region 6 Budget Approval 2026-27

*THAT* Council accepts the Region 6 Budget Approval 2026-27 as presented.

**E. Acker- Cruz**

**M26-001**

**MOTION CARRIED**

#### **Information:**

- a) Library Report- December 2025

### **Council Items:**

- a) Notice of Policy Amendment- Public Participation Program with respect to Planning Documents

*THAT* Council provides notice of proposed policy amendments to the Public Participation Program Policy with respect to Planning Documents to be considered at the January 19<sup>th</sup>, 2026 Regular Meeting of Council.

**E. Acker – Ringer**

**M26-002**

**MOTION CARRIED**

- b) Council Chambers Enhancements and Furnishings- Deputy Mayor E. Acker

Deputy Mayor Acker provided information on the enhancements and furnishings required for Council Chambers. Council agreed to address these needs during the upcoming budget process.

### **Committee Reports:**

- a) Amalgamation Steering Committee- Notice of Motion

*THAT* Council of the Town of Shelburne approve the engagement of Kevin Latimer, in a joint retainer with the Town of Lockport and the Municipality of the District of Shelburne, to deliver an educational workshop to the respective Councils on municipal amalgamation models, governance considerations, and lessons learned from comparable processes;

**AND FURTHER THAT** Council approves the Town's participation in the cost-sharing arrangement for Mr. Latimer's services, with the total estimated cost of the workshop and associated preparation being approximately \$10,000, to be allocated among the three

municipal units on a population-based formula;

**AND FURTHER THAT** the CAO be authorized to execute the necessary agreements to give effect to this engagement.

**Cruz- D. Acker**

**M26-003**

**MOTION CARRIED**

**Staff Reports**

a) Draft Municipal Planning Strategy and Land Use By-law Updates IV

**THAT** Council directs staff to prepare a workshop on the proposed Municipal Planning Strategy, Land Use By-law and Subdivision By-law for January 13<sup>th</sup>, 2026, and seek public input on the new drafts including a public meeting prior to the February 2<sup>nd</sup>, Regular Council Meeting.

**Ringer-Cruz**

**M26-004**

**MOTION CARRIED**

b) CAO Update

CAO Mattatall provided a verbal update to Council. Key points included the ongoing work to review and update the Town's Leases and Agreements. Staff have been working diligently to organize and ensure all leases and agreements are current and accurate. The CAO also commended the Public Works staff for their exceptional efforts over the holiday break, noting they worked numerous long hours plowing and salting. Their dedication ensured streets were kept clear and safe during winter conditions.

c) SVFD Report- November 2025

d) SVFD Report- December 2025

e) Building Inspector's Report- November 2025

The above reports are for information only.

**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

**THAT** Council go in-camera at 6:53pm for matters under MGA 22 (2) (g) legal advice eligible for solicitor-client privilege, and MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

**E. Acker – Cruz**

**MOTION CARRIED**

Council came out of in-camera at 7:42pm. No motion coming out of in-camera.

**New Business:**

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

**Councillor D. Acker**

Councillor D. Acker expressed how impressed he was with the *Miracle on Dock Street* event and commended the organizing committee for their planning and hard work. He also shared that he attended the Chamber of Commerce social gathering at Boxing Rock, noting it was a great opportunity to meet and chat with community members. In addition, Councillor Acker advised he attended a Roseway Manor Board meeting.

**Councillor Cruz**

Councillor Cruz advised that she attended a lunch social with the five surrounding municipal units at Captain Kat's in Barrington. She noted it was a nice opportunity to set business aside and enjoy conversation with colleagues.

**Deputy Mayor E. Acker**

Deputy Mayor E. Acker reflected on the recent Christmas season and expressed appreciation to the many volunteers, organizations, and businesses who contributed to its success. *Miracle on Dock Street* was highlighted as a major success, with thanks extended to volunteers, participating businesses, and organizers. Appreciation was also expressed to community groups, churches, and organizations who ensured Christmas meals were provided, as well as to the RCMP, Fire Department, EHS, schools, and local businesses for supporting food bank initiatives. Deputy E. Acker further acknowledged the Lions Giving Tree, Osprey Arts Centre holiday programming, TLC senior Christmas packages, Woodworkers Home Hardware for their donation of turkeys, and surrounding volunteer fire departments and community halls for hosting holiday events.

There was no further new business.

**Upcoming Meetings/Events**

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

**Adjournment**

**THAT** the Regular Town Council Meeting of January 5<sup>th</sup>, 2026, be adjourned at 8:25pm.

E. Acker

Jessie Dyer  
Recording Secretary



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

Document #	
D26-008	
Rec'd by JD	
Date Dec. 15/25	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	
	Each
	basis

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at [www.shelburnens.ca](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: SASI WORKS - Holly Perry, Sam O'Grady

Address: 71 King street

Phone: (902) 875-2455 Email: sasi@supportinginclusion.ca

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

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

Request to apply for tax exemptions for non-profit organizations (by law) we would like to present on the government Remedy for persons with disabilities to explain why the exemption is needed.

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

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

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

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

Please return the completed form to:

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

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

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

Signature

Holly Derry

For Office Use Only:

Date Request Received: Dec. 15/25

Approved  Refused

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

Applicant Notified

If Approved, Date of Presentation: \_\_\_\_\_

Signature of Executive Coordinator/Committee Secretary [Signature]



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

Document # D26-009	
Rec'd by JD	
Date Jan. 13/26	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	
Each month. Each basis.	

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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 served 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: Andrea Davis

Address: 119 Burchtown Road

Phone: 902 875-1310 Email: andrea@blackloyalist.com  
X106

- 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):

Signage Project for specific locations  
in the Town of Shelburne, providing direction  
and history

Date of Council/Committee meeting at which you wish to appear: Jan 19, 2026

Are you representing:

- Yourself
- An Organization/Society/Club (Name): The Black Loyalist Heritage Society
- 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.

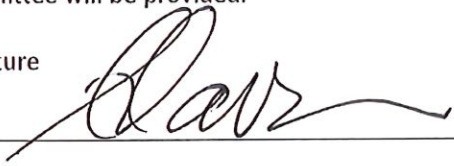
Please return the completed form to:

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



For Office Use Only:

Date Request Received: Jan. 13/26

Approved  Refused

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

Applicant Notified

If Approved, Date of Presentation: Jan. 19/26

Signature of Executive Coordinator/Committee Secretary 

Document # D26-010	
Rec'd by JD	
Date Jan 2/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

# Western Counties Regional Library

## Board Meeting Minutes

**September 25, 2025**

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 25, 2025 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia.

### Present:

- Councillor Kathy Bourque, Municipality of Argyle.
- Councillor George Manzer, Municipality of Digby.
- Councillor Phil Mooney, Municipality of Yarmouth.
- Councillor Elizabeth Acker, Town of Shelburne.
- Councillor Belle Hatfield, Town of Yarmouth.
- Clifford Hood, Yarmouth Public Library & Museum.
- Erin Comeau, Secretary – Treasurer.

### Present via Zoom:

- Councillor Réanne Evans, Municipality of Clare.
- Councillor Candace Malik, Town of Lockeport.

### Regrets:

- Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne.
- Councillor Amy MacKinnon, Municipality of Barrington.
- Mayor Clay Kenney, Town of Clark's Harbour.
- Councillor William McCormick, Town of Digby.

### 1. Call to Order.

The Vice-Chair, Phil Mooney calls the meeting to order at 1:00 pm. and welcomes everyone to the meeting.

## **2. Adoption of the Agenda.**

There being no additions to the agenda, Elizabeth Acker moves and Kathy Bourque seconds the adoption of the agenda. Motion carried.

## **3. Minutes of the Previous Meeting.**

The minutes of the June 19, 2025 board meeting are circulated. Belle Hatfield moves and George Manzer seconds the approval of the June 19, 2025 board meeting minutes. Motion carried.

## **4. Business arising from the minutes.**

### **4.1 Communications Plan RE: Library Funding.**

Erin Comeau indicates that a public relations company was hired to help develop a stakeholder communication roadmap regarding potential service cuts due to insufficient funding. Erin will present the plan to the Board at the December board meeting. Some municipalities sent letters to the Minister to urge the Province of Nova Scotia to review the library funding formula. The plan will thank those municipal units who sent letters of support. The plan will also thank the Province for the bridge funding received for this fiscal year.

## **5. Chair's Report.**

Sherry Thorburn Irvine is unable to attend today's meeting as she is travelling. She sent a message via email that the library remains stable for 2025-2026. She met with CUPE in July and will be meeting again October 17 for a wage re-opener. Bridge funding is in place for 2025-2026.

## **6. Director's Report.**

Erin Comeau circulated the Management Activities. Shannon Raynard and Erin will continue to do bookkeeping until the end of the fiscal year. Ian White will be retiring the end of December and will not be replaced at that time. Breanne Muise was hired as Community Outreach Manager for the next 3 years and will take over some of the PR Manager's duties until further funding is in place.

## **7. Financial Statement.**

The August 31, 2025 Trial Balance report was circulated. Kathy Bourque moves and Réanne Evans seconds to accept the August 31, 2025 Financial Statement as submitted. Motion carried.

## **8. Audit, Risk and Finance Committee Chair's Meeting Report**

### **8.1 Bookkeeping Recommendations.**

White Perkins Associates conducted an evaluation to identify alternatives available to fill the role of bookkeeper. Four alternatives were identified and it is recommended to outsource bookkeeping services to the same firm used by AVRL and CBRL. It is recommended that the firm be hired to start bookkeeping services April 1, 2026. The bookkeeping for the Charitable Association will remain in-house. Kathy Bourque moves and George Manzer seconds that WCRL outsource bookkeeping services to the firm used by AVRL and CBRL. Motion carried.

### **8.2 Review Reserve Accounts.**

Erin Comeau inquired at the bank regarding high interest savings account for the reserve fund currently in the cash account. Clifford Hood moves and Belle Hatfield seconds that the cash that is in the reserve fund in the general account be put in a high interest savings account. Motion carried.

### **8.3 Budget Review and Recommendations.**

After a review of the 2026-27 budget, Kathy Bourque moves and George Manzer seconds that the 2026-27 budget (Actual Proposed) be approved as presented. Motion carried.

### **8.4 External Audit Services Proposal.**

Elizabeth Acker moves and Clifford Hood seconds that the Board accept White Perkins Associates' proposal for auditing services for fiscal years 2025-26, 2026-27 and 2027-28. Motion carried.

## **9. New Business.**

### **9.1 Sponsorship Agreement.**

At the September 2024 board meeting, the Board approved sponsoring the Deputy Director so that she could complete her Masters in Library and Information Studies. Erin Comeau presents the sponsorship agreement for review. Clifford Hood moves and Elizabeth Acker seconds the approval of the Sponsorship and Service Agreement as presented. Motion carried.

#### 9.2 Policy Review.

A package of six public policies to review was circulated. There will be 14 more to review as part of the plain language public policy project. A discussion was held on the Naming of Library Branches and Buildings. It was agreed that Erin Comeau draft guidelines for naming libraries in the future. The draft will be presented to the Audit Risk and Finance Committee later in the year 2026. Belle Hatfield moves and Candace Malik seconds approving the policy packages, except for the Privacy Policy which will be reviewed with Clifford Hood's recommended changes at the December meeting. Motion Carried.

#### 10. Around the Table.

No Around the Table.

#### 11. Next Meeting.

The next quarterly board meeting will be held on Thursday, December 11, 2025 at 1:00 pm in the Community Room of the Izaak Walton Killam Memorial Library.

#### 12. Adjournment.

The meeting adjourns at 2:02 pm.



# COUNCIL REPORT - FOR DECISION

Document #	D26-011
Rec'd by	JD
Date	Jan. 13/26
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**Subject:** Public Participation Program Policy with respect to Planning Documents  
**Date:** January 12, 2025  
**Authority:** MGA 204  
**Council Dates:** January 19, 2026  
**Prepared by:** Mike Kahn, Director of Planning and Development Services

## Background

Council updated its Public Engagement Policy in late 2024. The policy was updated to meet minimum standards under the Municipal Government Act (MGA). Staff are proposing updates to the policy, primarily to outline the process where a public hearing is required to ensure transparency and fairness when the Town holds a public hearing.

## Analysis

The Town is required under the MGA in various circumstances to hold a public hearing. However, it is unclear how those public hearings are conducted, particularly with respect to time limits on speaking, need to pre-register, recording of a hearing, and the purpose of the hearing.

The updated policy aims to address these concerns by providing an outline for how the public hearing should be conducted. Staff propose two categories for two scenarios: Where 5 or fewer people are registered to speak, the hearing will be less formal; where there are 6 or more people registered to speak, the hearing will be more formal, including time limits for speakers.

For the smaller public hearings, questions could be asked of staff or the applicant by speakers, and the aim is to have a more conversational discussion, than a formal presentation by speakers.

For larger public hearings, with six or more persons there would be a time limit of five (5) minutes per person. A Councillor would be able to ask a question of the speaker to enable more time. Speakers would not be able to ask questions of staff or the applicant, but a Councillor can ask staff or the applicant questions. The aim is to ensure everyone who wishes to speak has the opportunity to do so.

Additional updates to the policy are intended to make the document easier to understand. These amendments are in keeping with the best practices of nearby municipalities.

## Recommendation

THAT Council approve the attached policy: Public Participation Program Policy with respect to Planning Documents.

## Attached

Public Participation Program Policy with respect to Planning



# TOWN OF SHELBURNE

## Public Participation Program Policy with respect to Planning Documents

### 1. Title and Purpose

This Policy shall be referred to as the “Public Participation Program Policy with respect to Planning Documents” or “Planning Public Engagement Policy”.

### 2. Intent

This policy applies to any and all preparations made to planning documents, including amendments to existing documents. The Public Participation Program Policy with respect to Planning Documents shall repeal and supersede any and all previous policies held by the Town of Shelburne regarding and/or governing the preparation of planning documents.

The intent of this policy is to meet the requirements for a Public Participation Program, pursuant to the *Municipal Government Act, Part 8, Section 204*, regarding the preparation of planning documents.

### 3. Scope

All revisions of planning documents by Council must be made in accordance with the *Municipal Government Act*. Planning documents include the Town's Municipal Planning Strategy, Land-Use By-Law and Subdivision By-Law.

Amendment of the Town's Land-Use and Subdivision By-Laws in accordance with the intent of the Town's Municipal Planning Strategy will require a public hearing only.

Whereas a Municipal Planning Strategy amendment, including all amendments of Land-Use and/or Subdivision By-Laws where Municipal Planning Strategy amendment is also required, requires both a public meeting/information session and a public hearing.

### 4. Municipal Planning Strategy Amendments

- 1) In preparation of amendments to the Town's Municipal Planning Strategy, Council shall provide for public input into their review by holding one or more public meetings/information sessions, which shall be held prior to Council giving notice of its

intention to adopt a planning document and the scheduling of the required public hearing.

- 2) Notice will be provided for public meetings/information sessions by publishing an advertisement on the Town's website. The notice shall state the time, date, and place of the meeting as well as the hours during which the relevant planning documents are available for review by the public and their link on the Town's website.

#### **5. Land Use Bylaw only Amendments**

- 1) For the amendment of planning documents consistent with the Town's Municipal Planning Strategy, staff will solicit written input from the public on the proposed amendments for a period of one week, to be advertised on the Town's website, which shall be prior to Council giving notice of the required public hearing. Staff will provide the written input or a summary of the written input to Council as part of the First Reading report for Council.

#### **6. Public Meetings**

- 1) The purpose of the public meetings/information sessions is to provide an opportunity for the public to comment, make suggestions, discuss, and receive information with respect to the preparation of planning documents or amendments thereof.
- 2) Public meetings/information sessions will be conducted by Town staff, and staff responsible for the preparation of planning documents will attend the public meeting and include in a written staff report to Council at First Reading a section outlining the views expressed at the public meeting with recommendations speaking directly to the views so expressed. Following this, Council may at their discretion initiate the by-law approval/amendment process including the scheduling of the required Public Hearing preceding Second Reading.

#### **7. Procedure for Public Hearing**

- 1) Persons wishing to speak at the public hearing must sign up before the public hearing is called to order to be added as a speaker at the public hearing.
- 2) Speakers wishing to use information technology, including presentations or remote video links, must make their request no less than 48 hours prior to the public hearing commencing.
- 3) Process Outline
  - a. Call to order by Chair, including outline of matter being considered
  - b. Confirm number of speakers by staff
  - c. The Chair invites the applicant for the proposed changes to speak first
  - d. The Chair then calls speakers from the sign-up list to speak until all speakers have been given the chance to address Council
  - e. The Chair will close the public hearing, which may or may not be followed by second reading during a Council meeting, where Council can debate the issues raised at the public hearing.
- 4) Where five (5) or fewer speakers sign up to speak at the public hearing
  - a. There will be no time limit, unless the chair rules the speaker out of order
  - b. Staff and the applicant may take questions from speakers or Council
  - c. At the discretion of the Chair, the public hearing may be a less formal conversation

with speakers

- d. Notes of the public hearing outlining what was said will be kept by the Clerk or designate.
- 5) Where six (6) or more speakers sign up to speak at the public hearing
- a. Each speaker is limited to five (5) minutes, unless asked a question by a member of Council
  - b. Staff and the applicant will take questions from Council only
  - c. Where a person is called on to speak to Council, the speaker may decline to speak, but may not transfer their time to another person
  - d. The public hearing will be recorded, if possible, alternatively notes will be taken by the Clerk or designate, to outline what was said.

#### **8. Application**

All required advertisements required under the Municipal Government Act related to Planning Documents will be placed on the Town's website.

This policy applies to the Municipal Strategy Plan, Land-Use By-Law and Subdivision By-Law.



# COUNCIL REPORT - FOR DECISION

Document #	
D26-012	
Rec'd by JD	
Date Jan-14/26	
<b>COPIES TO:</b>	
Council	✓
Agenda	✓
Committee	

**Subject:** Coastal Planning Support Program  
**Date:** January 15, 2026  
**Authority:** NA  
**Council Dates:** January 19, 2026  
**Prepared by:** Mike Kahn, Director of Planning and Development Services

## Background

Planning for changes along coast, ranging from erosion related issues to sea level rise to increasingly intense storms, can be difficult and is an emerging field of land use planning. With a significant amount of development near the coastline and inland waterways, increasing intense storms and rising sea level, the Town needs to undertake planning along the coastal areas.

This builds on the draft Municipal Planning Strategy (MPS), which include draft policy on coastal and inland flooding:

It shall be the policy of Council, through the Land Use Bylaw, to establish the Coastal Protection and Inland Flood Planning Area Map identifying lands that are subject to additional regulation in the Land Use Bylaw to ensure that people and property are not at risk of coastal and/or inland flooding.

Those additional regulations shall include exemptions and/or relaxations as identified in the Land Use Bylaw.

The regulations that could be considered may have an impact on coastal and inland landowners. As such, staff recommended as part of the MPS process that coastal and inland flooding issues be addressed separately.

As part of the implantation of the draft MPS and LUB, staff were preparing to undertake the work this year, including public engagement to develop coastal protection policies.

## Analysis

### **Coastal Planning Support Program**

Nova Scotia Federation of Municipalities (NSFM), has a grant program, the Coastal Planning Support Program, which offers up to \$20,000 per municipality to hire consultants to assist municipalities with:

- Navigating and interpreting coastal and climate data to guide safe development and setbacks from the coast
- Facilitating collaboration, information sharing, and resource connections

- Offering decision-making support on risk management
- Supporting public meetings and engagement
- Developing communication materials
- Addressing public concerns and building community support
- Supporting coordinated implementation across municipalities

**Town of Lockeport**

There is an opportunity for the Town to work with the Town of Lockeport on developing coastal development policies that could be included in their MPS and LUB, as well as continue conversations on coastal matters and prepare guidance documents to help landowners looking to address coastal issues on their property. Documents answering frequently asked questions and a guide to coastal development could also be shared between the Towns.

The Municipality of District of Shelburne updated its Land Use Bylaw and Municipal Planning Strategy on June 25, 2025, including coastal protections.

**Project Outline**

Below is draft outline of the proposed work to be completed. It will be refined once a consultant is selected.

- Public engagement – at least one session in each Town
- Policy development, including:
  - Special consideration of policy for heritage buildings in flood areas
  - Consideration of policy alignment potential between Lockeport and Shelburne
  - Develop coastal related amendments to Town of Shelburne’s LUB and MPS
  - Develop future coastal related amendments to Town of Lockeport’s LUB and MPS
- Development of FAQ based on engagement and/or guide to development in coastal areas specific to the Town(s).

The program provides up to \$20,000 per municipality in consultant support, with an additional \$2,000 per municipality where municipalities collaborate, for a total of \$22,000. Other than staff time, there would be no cost to either Town.

**Options**

	<b>Pros</b>	<b>Cons</b>
Apply for grant supports with the Town of Lockeport	<ul style="list-style-type: none"> <li>• Project budget of \$22,000</li> <li>• Allows public engagement on important issue</li> <li>• Follows on implementation of MPS</li> <li>• Intermunicipal approach</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Apply for grant supports without the Town of Lockeport	<ul style="list-style-type: none"> <li>• Project budget of \$20,000</li> <li>• Allows public engagement</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

	on important issue <ul style="list-style-type: none"> <li>• Follows on implementation of MPS</li> </ul>	
Take no action at this time	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Does not address Coastal and flooding risks</li> </ul>

**Recommendation**

THAT Council directs staff to apply for the Coastal Planning Support Program to assist in the preparation of coastal protection policy updates to Town by-laws, including public engagement on the proposed changes, and approach the Town of Lockeport about a joint application.



## COUNCIL REPORT - FOR DECISION

Document #	D26-013
Rec'd by	JF
Date	Jan. 15/26
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

**Subject:** Guild Hall Summer Art Series  
**Date:** January 19, 2026  
**Prepared For:** Town Council  
**Prepared By:** Sarah Mattatall, CAO

### Purpose

To advise Council that the current volunteer administration of the Guild Hall Summer Arts Series will be concluding, and to seek Council’s direction regarding future options for this important community event.

### Background

The Guild Hall Summer Arts Series has been a valued and well-attended summer program in the Town for many years. Historically, the Series was delivered as a Town event through the former tourism and events department. When that department was discontinued in approximately 2019/2020 due to budget and staffing constraints, community volunteers stepped forward to adopt and continue the Series. The Town has supported the volunteer group through the use of the Guild Hall facility and financial administrative assistance provided by the Finance Department.

### Analysis

Staff has been advised that the current volunteer leadership will be stepping away from organizing and delivering the Series.

Given the popularity of the Series and its contribution to the cultural life of the community, staff are bringing this matter forward for Council’s consideration and direction.

Council may wish to consider the following options:

1. Community Organization Transition  
Direct staff to contact local community organizations to explore interest in assuming responsibility for the Series.

2. Public Call for Volunteers

Direct staff to issue a public call for volunteers seeking individuals or a committee to organize and deliver the Series.

3. Hybrid Transition Approach

Direct staff to pursue both community outreach and a public volunteer call, with the Town continuing to offer the use of the Guild Hall facility and financial administrative support to a group willing to assume responsibility, in order to ensure continuity of the Series.

The volunteer leadership has expressed concern for the future of the Series and has indicated a willingness to support a transition to new volunteers.

Staff also wish to acknowledge, on behalf of the Town, the exceptional commitment, leadership, and volunteer hours contributed by the volunteer lead and committee over many years. The Town is extremely grateful for the dedication that has sustained this important community program.

**Recommendations**

Given the Town's limited staffing capacity and the absence of a dedicated events function, it is not feasible for the Town to assume direct operational responsibility for the Guild Hall Summer Arts Series at this time.

It is therefore recommended:

THAT Council direct staff to undertake outreach to local community organizations and issue a public call for volunteers to identify a community group willing to assume responsibility for coordinating the Guild Hall Summer Arts Series, with the Town continuing to support the initiative through the provision of the Guild Hall facility and financial administrative assistance.



Municipality of  
**Shelburne**

Naturally Yours

**Inspection Department**

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

January 7, 2026

Document #	
Dale-014	
Rec'd by	
JD	
Date	
Jan. 7/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

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 December 2025.

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued this Month	1	0
Number of Permits Issued to Date	9	12
Construction Value	\$ 150,000.00	\$ 0.00
Total Construction to Date	\$ 748,100.00	\$ 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

20250127	Alberts Inn Limited	1 Dock Street	renovation	\$150,000	12-4-2025
	PO Box 367 Shelburne, NS B0T 1W0	Shelburne			
		Town of Shelburne			