



AGENDA
Town Council Meeting – Town Council Chambers
February 2nd, 2026
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 January 19th, 2026

4) Proclamations and Announcements:

a) National Flag of Canada Day- February 15th, 2026

5) Delegations/Presentation:

a) Andrea Davis- Black Loyalist Heritage Society Sign Project

D26-009

b) Jody Dyer- Communication Boards in Common Areas

D26-015

6) Correspondence:

Action:

a) 2026-2027 REMO Operating Budget

D26-016

Information: NONE

7) Council Items: NONE

8) Committee Reports:

a) Heritage Advisory Committee Minutes

D26-017

9) Staff Reports:

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

D26-018

b) Summer Arts Series

c) By-law Officer Report- November 2025

D26-019

d) By-law Officer Report- December 2025

D26-020

10) In Camera Session:

a) MGA 22 (2) (e) Contract Negotiations

11) New Business:

12) Upcoming Meetings/Events:

a) Lobster Chowder Chowdown Showdown, February 8th, 2026, Black Loyalist Heritage Centre, 1:00pm

b) Town Office Closed, Monday, February 16th, 2026, for Nova Scotia Heritage Day

c) Save the Date- Shelburne County Burger Bunanza, March 13-22, 2026

d) Next Council Meeting, Monday February 17th, 2026, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
January 19th, 2026

Council Members Present

Councillor Donnie Acker
Councillor Therese Cruz
Councillor Sheldon Ringer

Regrets

Mayor Stanley Jacklin
Deputy Mayor Elizabeth Acker

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn

Call to Order

Councillor D. Acker called the Council meeting to order at 6:02pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for January 19th, 2026, Council Meeting, as amended, with the removal of Item 5(b).

Cruz – Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on January 5th, 2026

Ringer – Cruz

MOTION CARRIED

Proclamations and Announcements:

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

Delegations/Presentations:

- a) Holly Perry and Samantha O’Grady, on behalf of SASI Works, delivered a presentation to Council regarding a request to apply for tax exemptions for non-profit organizations in accordance with the Town’s applicable bylaw.

In- Camera Session:

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

THAT Council go in-camera at 6:16pm for matters under MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

Cruz - Ringer

MOTION CARRIED

Council came out of in-camera at 6:38pm. No motion coming out of in-camera.

Correspondence

Action: NONE

Information: NONE

Council Items:

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

Councillor D. Acker brought forward a recommendation to upgrade the lighting and sound system at the Community Centre, which will be considered during the upcoming budget deliberations.

Committee Reports:

- a) Western Counties Regional Library- Board Meeting Minutes

Staff Reports

- a) Public Participation Program Policy with respect to Planning Documents Update

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

Cruz – Ringer

M26-005

MOTION CARRIED

- b) Coastal Planning Support Program

THAT Council directs staff changes and 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.

Ringer – Cruz

M26-006

MOTION CARRIED

c) Guild Hall Summer Art Series

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

Cruz – Ringer

M26-007

MOTION CARRIED

d) Building Inspector's Report- December 2025

The above report is for information only.

New Business:

Councillor D. Acker asked if there was any new business for Council to consider.

Councillor Ringer

Councillor Ringer expressed appreciation to the Public Works Department for their exceptional work following the recent snowstorm.

Councillor Cruz

Councillor Cruz advised that she attended a REMAC meeting with neighbouring units and was pleased to announce that their grant application was successful for a joint Regional Emergency Management Coordinator. She noted that the job posting is available on the Town's website.

Councillor Cruz also reported that she attended the Amalgamation Steering Committee meeting and advised that the next public meeting will be held on February 4 at 6:00 p.m. at the Municipality of the District of Shelburne building.

In addition, Councillor Cruz expressed appreciation to Darrell Locke for his long-standing service as Fire Chief with the Shelburne Volunteer Fire Department and welcomed Derek MacKenzie as the new Fire Chief.

Councillor D. Acker

Councillor D. Acker reported that he attended the RCMP Advisory Board meeting in Lockeport.

He acknowledged that Staff Sgt. Mark MacPherson will be transitioning to a new detachment and, on behalf of Town Staff and Council, extended best wishes to him in his new posting.

There was no further new business.

Upcoming Meetings/Events

- a) African Heritage Month Proclamation, Monday, February 2nd, 2026, 1pm, Black Loyalist Heritage Centre, Birchtown
- b) Next Town Council Meeting, Monday February 2nd, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of January 19th, 2026, be adjourned at 6:55pm.

E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

Moved to Feb. 2/26.



Application
Request for Delegation/Public Presentation to
Council/Committees

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

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 Birchtown 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.

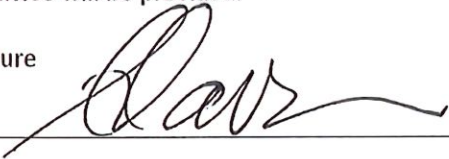
Please return the completed form to:

Jessie Dyer, Executive Coordinator, Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(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 Feb. 2/26

Signature of Executive Coordinator/Committee Secretary 



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

Document #	
D26-15	
Rec'd by	
JD	
Date	
Jan. 28/20	
COPIES TO:	
Council	✓
Agenda	✓
Committee	
	Each

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.

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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: Jody Dyer

Address: 43 Ann Street, Shelburne NS B0T 1W0

Phone: 902-512-0183 Email: jodyannedyer@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): I would like to request that communication boards be present at common areas of our community to promote inclusion and communication.

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

Are you representing:

- Yourself
- An Organization/Society/Club (Name): _____
- 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.

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Signature

Jody Dyer _____

For Office Use Only:

Date Request Received:

Jan. 28/26 _____ Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Feb. 2/26 _____

Signature of Executive Coordinator/Committee Secretary _____

Delegation/Public Presentation Information Form

Purpose

To provide an opportunity for members of the public to make presentations to Council or Town Committees. It is intended to guide the staff when approving or scheduling requests from the public to make a presentation to Council or Town Committees.

It is also not intended to limit Councillors from lobbying other Councillors or Council itself from time-to-time to consider matters of general interest; Councillors are not delegations.

Objective





An ocean of opportunity

2447 Highway 3, P.O. Box 100, Barrington, Nova Scotia B0W 1E0

Document #	D26-016
Rec'd by	JD
Date	Jan 22/26
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

January 13, 2026

Mayor Stanley Jacklin
PO Box 280
Shelburne, Nova Scotia
B0T 1W0

Re: 2026-2027 REMO Operating Budget

Mayor Jacklin,

On behalf of the Shelburne County Regional Emergency Management Organization (SCREMO), I am informing you that the Regional Emergency Management Advisory Committee (REMAC) approved the 2026-2027 REMO budget at its January 8, 2026, meeting.

In accordance with our inter-municipal agreement, please find attached the approved REMO operating budget for the 2026–2027 fiscal year. The Town of Shelburne’s share of the operating costs is \$3,857.91.

Please note that there is no capital budget for the 2026–2027 fiscal year and invoicing for your pro rata share of the operating budget will occur at the beginning and midpoint of the fiscal year.

We appreciate your continued support and commitment to regional emergency management. Your contributions ensure that REMO can maintain a coordinated approach to emergency preparedness, mitigation, response, and recovery for the benefit of all residents of Shelburne County.

Please forward this budget to your Council for consideration and approval. Once approved, please forward a copy of Council’s motion approving the budget to me. Should you have any questions regarding the approved budget or your municipal contribution, please do not hesitate to contact me.

Sincerely,

Chris Frotten
Chief Administrative Officer



Shelburne County REMO
2026-2027 Budget

	25/26 Budget	25/26 Actuals	26/27 Budget
Training/Travel			
Travel	\$ -	\$ -	\$ 1,000.00
01-22510-107 Training/ Development	\$ 3,500.00	\$ 239.00	\$ 2,500.00
Total Training/Travel	\$ 3,500.00	\$ 239.00	\$ 3,500.00
Equipment/ECC			
01-22510-110 Emergency Trailer Stock	\$ 2,500.00	\$ 245.00	\$ 2,500.00
ECC	\$ -	\$ -	\$ 2,000.00
Total Equipment/ECC	\$ 2,500.00	\$ 245.00	\$ 4,500.00
Administration			
01-22510-101 Salaries	\$ 36,400.00	\$ 10,400.00	\$ 62,141.00
Benefits & MERCs	\$ -	\$ -	\$ 9,321.15
Office Expenses	\$ -	\$ -	\$ 2,500.00
Website	\$ -	\$ -	\$ 1,200.00
Telephone	\$ 3,000.00	\$ -	\$ 1,500.00
Internet	\$ 2,700.00	\$ 118.00	\$ 2,700.00
Total Administration	\$ 42,100.00	\$ 10,518.00	\$ 79,362.15
Total REMO Budget	\$ 48,100.00	\$ 11,002.00	\$ 87,362.15

**Shelburne County REMO
2026-2027 Cost Sharing Formula**

Total REMO Budget \$ 87,362.15
Less REMO Capacity Grant \$ 31,112.15

	Cost Sharing	District of Barrington	Town of Clark's Harbour	District of Shelburne	Town of Shelburne	Town of Lockeport
Equal Share	20%	\$ 1,244.49	\$ 1,244.49	\$ 1,244.49	\$ 1,244.49	\$ 1,244.49
Population & UA	80%	\$ 11,449.27	\$ 1,120.04	\$ 8,960.30	\$ 2,613.42	\$ 746.69
		\$ 12,693.76	\$ 2,364.52	\$ 10,204.79	\$ 3,857.91	\$ 1,991.18

Comments

1. Population is based on the 2021 census and UA is based on the 2022-2023 values, both of which come from Schedule C in the IMA.
2. This budget provides for one Regional Emergency Management Coordinator, with costs shared among all participating municipal units.
3. Any assistance provided to the Regional Coordinator by existing municipal employees is considered an in-kind contribution of the respective municipal units and is not included in this budget. No additional staffing costs are assumed unless formally approved by the REMO.
4. Prior discussions have considered a potential future staffing model that would include two Assistant Emergency Management Coordinators to support county-wide operations, this model is not reflected in the current budget, as no decision has been made to proceed with additional positions.
5. Should additional staffing be required in the future, a revised staffing proposal and associated budget impacts will be presented for consideration and approval.



Meeting Minutes

Heritage Advisory Committee

Thursday Nov 6th, 2025

3pm – Council Chambers, 63 King St

COMMITTEE MEMBERS IN ATTENDANCE:

- Sandra Walsh, Chair, Public Member
- Cady Berardi, Shelburne Historical Society Member
- Therese Cruz, Council Member
- Chris Sharpe, Shelburne Historical Society Member

REGRETS:

- Sheldon Ringer, Council Member
- Janet Stritychuk, Public Member

ALSO IN ATTENDANCE:

- Mike Khan, Senior Planner
- Daniel MacKay, Recording Secretary

Document #	
D26-017	
Rec'd by	
JD	
Date	
Jan-15/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

1. CALL TO ORDER:

The meeting was called to order at 3:02pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

2. APPROVAL OF AGENDA

- a. Sept 4th, 2025

2(a) MOTION: APPROVAL OF AGENDA – Sept 4th, 2025

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for June 19th, 2025 be approved.

**Chris/Cady
CARRIED**

3. MOTION: APPROVAL OF MINUTES – June 19th,2025

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for June 19th,2025 be approved.

**Therese/Cady
CARRIED**

4. **COMMITTEE ITEMS**

5. **NEW BUSINESS:**

No new business was presented; the meeting was more so an information and update session.

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

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

7. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:28pm.
Cady



COUNCIL REPORT - FOR DECISION

Document #	Dale-D18
Rec'd by	JD
Date	Jan. 28/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

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

Date: January 22, 2026

Authority: NA

Council Dates: February 2, 2025

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

Background

On January 2, council was briefed on the proposed schedule for approval of the Town’s Planning documents. However, unforeseen delays have pushed the proposed schedule back slightly.

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 an updated proposed outline followed by a schedule:

Council Workshop – February 2

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

Council Meeting and Initiation of Approval Process – February 2

Council provides direction to begin approval process or undertake revisions.

Public Meeting – February 18

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.

First Reading – March 2

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(s) to reduce the amount of time the Town is restricted in issuing approvals.

Public Hearing Notice March 3

Under the Town's Planning Public Engagement Policy, the Town must conduct a public meeting prior to scheduling the public hearing. Typically, Council direction to staff to undertake public hearing and second reading come with first reading. However, to ensure timely passage of the planning documents while providing opportunity or public input, staff will be requesting permission to advertise the public hearing in advance of first reading. Under the MGA, the Town must advertise a public hearing for 14 full days.

Public Hearing and Second Reading – March 17 (TO BE CONFIRMED)

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)).

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 would benefit from a Special Council meeting around March 23.

MPS Implementation Plan – April

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 – Late May

Staff would send in the documentation as soon as possible on March 17 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 early May, roughly 90 days from First reading.

Below is a proposed schedule:

Date	Event
January 5 (Complete)	Report to Council Outlining approach to approval process, internal staff review begins
February 2	Council Workshop to answer questions of clarity; Updated MPS, LUB and SDB available to the public
February 2	Direction to begin approval process, update on timeline
February 3	Public Meeting Notice, Notices to Province and Municipality of The District of Shelburne
February 18	Public meeting on proposed changes
March 2	First Reading MPS, LUB and SDB – No further input/amendments
March 3	Notice of Public Hearing
March 18	Special Council Meeting - Public Hearing + Second Reading MPS, LUB and SDB (TO BE CONFIMRED)
March 23	Special Council Meeting – Budget and Approval of Minutes (TO BE CONFIMRED)
March 24	Submission of Certified minutes
April	Staff presents MPS Implementation Plan
May 24	Provincial Review (up to 60 days)
May 25	Town posts ad on website that MPS, LUB and SDB are now in force

Items in **Bold** are MGA requirements.

Based on the timeline above, Council and the public would have roughly one month to review the planning documents prior to the first public meeting, and roughly 7 weeks or review time until the public hearing.

Recommendation

THAT Council directs staff to being the planning document approval process conducting a public meeting on the draft planning documents February 18th, reporting back to Council at the March 2nd Regular Meeting of Council with a recommendation on first reading of the attached documents.



COUNCIL REPORT - FOR INFORMATION

Document # D26-019	
Rec'd by JD	
Date Jan. 29/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: By-law Enforcement Report - November
Date: January 28th, 2026
Prepared For: Council
Prepared By: Dana Nash, By-law Enforcement Officer

Reporting Period: November 1 – November 30, 2025

Calls for Service

1. File #: 25-069 – Service Request

Location: Parr Street

Issue: Concerns over proper waste sorting

Action Taken: Provided education to multiple addresses on Parr Street

Status: Monitoring

2. File #: 25-070 – Service Request

Location: Elliott Street

Issue: Report of dog being mistreated

Action Taken: Inspected site, found no evidence found of mistreatment

Status: Monitoring

3. File #: 25-071 – Service Request

Location: Rodney Lane

Issue: Fence encroaching on Town of Shelburne property

Action Taken: Matter is under review.

Status: Monitoring

Assignments and Projects

- Continuing review of Town By-laws and Policies.
- Assisting Waste Diversion Officer with 'Black Bag' list.
- Assisting Water Utility
- Assisting Region of Queens with Road Trail information

10.1.1

Additional Duties and Outcomes

- Provided IT support assistance in collaboration with G23 Technologies.
 - Supporting residents with Land Use By-law questions.
-



COUNCIL REPORT - FOR INFORMATION

Subject: By-law Enforcement Report - December
Date: January 28th, 2026
Prepared For: Council
Prepared By: Dana Nash, By-law Enforcement Officer

Document #	
D26-020	
Rec'd by	
JD	
Date	
Jan. 29/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Reporting Period: December 1 – December 31, 2025

Calls for Service

1. File #: 25-072 – Service Request

Location: Parr Street
Issue: Noise Control By-Law complaint
Action Taken: Provided education to address on Parr Street via email
Status: Monitoring

2. File #: 25-073 – Service Request

Location: Mowatt Street
Issue: Trailer blocking street, hole on shoulder of sidewalk impeding snow clearing
Action Taken: Spoke with resident, trailer was moved hole was filled
Status: Resolved

3. File #: 25-074– Service Request

Location: Rodney Lane
Issue: Fence encroaching on Town of Shelburne property
Action Taken: Matter is under review
Status: Monitoring

4. File #: 25-075– Service Request

Location: Rodney Lane
Issue: Dangerous and Unsightly
Action Taken: Matter is under review
Status: Monitoring

5. File #: 25-076– Service Request

Location: King Street
Issue: Solid Waste By-Law complaint
Action Taken: Emailed property owner, advised owner of proper storage of solid waste
Status: Monitoring

6. File #: 25-077– Service Request

Location: Water Street

Issue: Rain Gutters directed into neighbour property

Action Taken: Reviewed Land Use By-Law and Minimum Standards By-law, nothing in By-laws pertaining to this matter. Advised complainant of civil matter

Status: Resolved

7. File #: 25-078– Service Request

Location: George Street

Issue: Dog running loose

Action Taken: Spoke with NS Housing about tenant's dog, ensured tenant will be mindful of dogs

Status: Monitoring

Assignments and Projects

- Continuing review of Town By-Laws and Policies
- Assisting Waste Diversion Officer with 'Black Bag' list
- Assisting Wastewater Department delivering information notices
- Issued 12 parking warning under Parking By-law (winter parking ban)

Additional Duties and Outcomes

- Provided IT support assistance in collaboration with G23 Technologies
-