



AGENDA
Town Council Meeting – Town Council Chambers
June 1st, 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 May 19th, 2026

4) Proclamations and Announcements:

- a) June- National Indigenous History Month
- b) June- Pride Month
- c) World Oceans Day- June 8th, 2026
- d) National Blood Donor Week- June 7-13, 2026

5) Delegations/Presentation: NONE

6) Correspondence:

Action:

- a) Letter- Marcia d'Eon re: Extension of Inter-Municipal Service Agreement D26-100

Information:

- a) Letter to NS Power re: Concerns Regarding Rising Residential Power Rates in NS D26-101
- b) Letter- Municipal Affairs re: Update on 12 Month Notice Letter D26-102

7) Council Items:

- a) Preliminary Capital Budget FY2026-27- Approval D26-103
- b) Shelburne Marine Terminal Draft Budget FY2026-27 D26-104
- c) Council Remuneration Policy Amendments D26-104

8) Committee Reports: NONE

9) Staff Reports:

- a) Visitor Information Centre- Request for Proposals Review D26-105
- b) Sewer Charges Bylaw & Fee Update D26-106
- c) Non-Union Compensation Administration Policy D26-107
- d) Water Utility Report D26-108
- e) Wastewater Report D26-109
- f) Bylaw Officer Report- March 2026 D26-110
- g) Bylaw Officer Report- April 2026 D26-111

10) In Camera Session:

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

11) New Business:

12) Upcoming Meetings/Events:

- a) Town Wide Yard Sale, Saturday June 6th, 2026, Rain or Shine
- b) Council BBQ, Saturday June 6th, 2026, Community Centre, 63 King Street
- c) First Farmers' Market of the Season, Sunday June 7th, 2026, Guild Hall
- d) Prom Parade, From Boxing Rock to Shelburne Regional High School, June 13th, 2025, 7pm
- e) Next Council Meeting, June 15th, 2026, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
May 19th, 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
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 May 19th, 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 May 4th, 2026.

Ringer – D. Acker

MOTION CARRIED

Proclamations and Announcements:

a) AccessAbility Week May 31st- June 6th, 2026

Delegations/Presentations: NONE

Correspondence

Action:

- a) Letter- Shelburne & Area Chamber of Commerce re: Visitor Information Centre- Future Collaboration

THAT Council acknowledge receipt of correspondence from the Shelburne & Area Chamber of Commerce regarding the future collaboration of the Shelburne Visitor Information Centre dated May 4th, 2026

E. Acker – Ringer

M26-052

MOTION CARRIED

Information:

- a) Letter- Municipal Affairs re: 12 Month Notice Letter to NSFM- 2027/28

THAT Council direct staff to send a letter to the Premier of Nova Scotia, Honourable John A. MacDonald, and MLA Nolan Young, expressing concerns about the provincial downloads and the costs that will be associated with it.

AND THAT Council direct staff to send a letter to NSFM President, David Mitchell, asking him to reach out to all municipal units in the province to see if we can come to a cooperative way to deal with all the downloads.

E. Acker – Ringer

M26-053

MOTION CARRIED

- b) Letter to NS Health & Dept. of Health & Wellness re: Dental Health Advocacy

Council Items:

- a) General Operating Budget FY 2026-27- Approval

THAT Council approve the 2026/27 General Operating Budget which includes the following:

Residential/Resource Tax Rate for 2026/27 is \$1.99 per \$100 assessment

Commercial Tax Rate for 2026/27 is \$3.86 per \$100 assessment

Wastewater (Sewer) Charge for 2026/27 is \$395.00/unit

Solid Waste Charge for 2026/27 is \$248.10/unit

Interest rates on all outstanding amounts is 10% annually, calculated and posted daily for General, Water Utility and Shelburne Marine Terminal.

M26-054

E. Acker - Cruz

MOTION CARRIED

b) Preliminary Capital Budget

THAT Council approves the Preliminary 2026/27 5-year Capital Budget as presented.

Cruz – D. Acker

M26-055

MOTION CARRIED

c) Tax Sale Policy Amendment

THAT Council approves the amendments to the Town of Shelburne Tax Sale Policy as presented.

M26-056

E. Acker – Cruz

MOTION CARRIED

d) Advocacy re: Nova Scotia Power Residential Rates

THAT Council direct staff to prepare and send a letter to the Premier of Nova Scotia expressing concerns regarding rising residential power rates in Nova Scotia;

AND THAT copies of the letter be forwarded to the Nova Scotia Energy Board, Utility Review Board (URB), the Nova Scotia Federation of Municipalities, all municipal units in Nova Scotia, and MLA Nolan Young.

M26-057

E. Acker – Ringer

MOTION CARRIED

Committee Reports: NONE

Staff Reports

a) Development Updates & Development Officer Appointment

THAT Council appoints Daniel MacKay and Dana Nash as Development Officers for the Town of Shelburne.

Cruz – D. Acker

M26-058

MOTION CARRIED

b) Municipal Heritage Designation

THAT Council registers the Old Kirk Burial Grounds (PID 82579095) as a Municipal Heritage Property under section 15 of the Heritage Property Act.

E. Acker - Ringer

M26-059

MOTION CARRIED

c) Visitor Information Centre Lease & Potential Land Sale

THAT Council directs staff to develop a request for proposals to lease the Visitor Information Centre, with a right of first refusal to buy the property should Council declare it surplus, reporting back with a draft RFP for Council review at the June 1st Council Meeting.

M26-060

Cruz – Ringer

MOTION CARRIED

d) Sewer Bylaw Charges

THAT Council give first reading to the amendments to the Sewer Charges Bylaw as found in the attachment.

AND THAT Council provides notice of amendments to the Municipal User Fees and Charges Policy at the June 1st, 2026, Council Meeting.

M26-061

Ringer – Cruz

MOTION CARRIED

e) Volunteer Recognition Program

THAT Council approves the implementation of an annual Volunteer Recognition Program, including Council led nominations, recognition during National Volunteer Week, and submission to the Provincial Volunteer Awards.

AND THAT staff be directed to implement the program beginning in 2027.

E. Acker – D. Acker

M26-062

MOTION CARRIED

f) Building Inspector's Report- April 2026

g) SVFD Monthly Report- April 2026

The above reports are for information only.

In-Camera Session:

- a) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property
- b) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property
- c) MGA 22 (2) (g) legal advice for solicitor-client privilege

THAT Council go in-camera at 7:33pm for matters under MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, and MGA 22 (2) (g) legal advice for solicitor-client privilege.

Cruz – D. Acker

MOTION CARRIED

Council came out of in-camera at 8:15pm. No motion coming out of In-Camera.

New Business:

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

Mayor Jacklin

Mayor Jacklin advised Council that he had received correspondence from a citizen regarding outdated signage located on Dock Street, including signs referencing businesses that are no longer operating in the area. It was also noted that additional signage may be required to reflect new businesses currently operating on Dock Street. A work order will be submitted to the Public Works Department to investigate the existing signage inventory and remove any incorrect or outdated signs as appropriate.

Upcoming Meetings/Events

- e) Reminder: Tax Bills due May 29th, 2026
- f) Next Town Council Meeting, Monday June 1st, 6pm, Council Chambers, 63 King Street
- g) Save the Date, Town Wide Yard Sale, Saturday June 6th, 2026, Rain or Shine

Adjournment

THAT the Regular Town Council Meeting of May 19th, 2026, be adjourned at 8:20pm.

D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3544 - Fax: (902) 875-1278

Document #	D26-100
Rec'd by	JD
Date	May 22/26
COMES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

May 22, 2026

Sarah Mattatall, CAO

Town of Shelburne
162 Mowatt Street,
Shelburne, NS
BOT1W0

Dear Sarah:

Re: Extension of Inter-Municipal Service Agreement

As you are aware, the current Inter-Municipal Service Agreement is set to expire on July 8, 2026.

Over the course of recent discussions, it has become apparent that additional time is required to properly review and explore potential amendments to the agreement to ensure it continues to meet the needs and expectations of all participating parties.

Accordingly, the Municipality of Shelburne respectfully requests that your Council consider passing a motion to extend the current agreement for an additional six (6) months, from July 8, 2026 to January 8, 2027. This extension would allow sufficient time for all parties to continue discussions and evaluate possible revisions in greater detail, while ensuring continuity of service and operations under the existing agreement.

We appreciate your continued collaboration and look forward to working together toward a mutually beneficial path forward.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Sincerely,

Marcia d'Eon
Director of Operations
Municipality of Shelburne



TOWN OF
SHELBURNE
NOVA SCOTIA

162 Mowatt St
PO Box 670
Shelburne, NS B0T 1W0

902-875-2991

www.shelburne.ns.ca

Document #	
D26-101	
Rec'd by JD	
Date May 21/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Date: May 21st, 2026

The Honourable Tim Houston
Premier of Nova Scotia
P.O. Box 726
Halifax, NS
B3J 2T3

Re: Concerns Regarding Rising Residential Power Rates in Nova Scotia

Dear Premier Houston,

On behalf of the Town of Shelburne Council, we are writing to express our growing concern regarding rising residential electricity rates in Nova Scotia and the increasing financial pressures these costs are placing on residents, seniors, families, and small businesses within our community.

Council continues to hear from residents who are struggling with the overall cost of living, particularly as utility costs continue to rise alongside housing, food, fuel, and other essential expenses. In smaller rural communities such as Shelburne, affordable and dependable electricity is critical to maintaining quality of life and allowing residents to remain safely and comfortably in their homes.

While the Town recognizes the need for ongoing infrastructure investment and system maintenance, there is significant concern regarding the cumulative impact that continued rate increases are having on households, particularly those living on fixed or limited incomes. Many residents are finding it increasingly difficult to absorb additional costs.

The Town of Shelburne respectfully encourages the Province to continue exploring solutions that address the growing affordability challenges facing Nova Scotians, while ensuring residential customers are treated fairly and transparently within the rate-setting process.

Affordable, reliable, and equitable utility services are essential to the sustainability and resilience of rural communities such as ours. Meaningful action and continued dialogue on these concerns would provide reassurance to residents and help strengthen public confidence moving forward.

Thank you for your attention to this important matter and for considering the concerns being raised by municipalities and residents across Nova Scotia.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stan Jacklin".

Mayor Stan Jacklin
Town of Shelburne

cc:

Nova Scotia Utility and Review Board (UARB)

Nova Scotia Federation of Municipalities (NSFM)

All Municipal Units in Nova Scotia

Hon. Nolan Young, MLA – Shelburne



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • Minister.EmergencyManagement@ns.gov.ns.ca

Document #	
Dale-102	
Rec'd by	
JD	
Date	
May 18/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

May 15, 2026

David Mitchell
President, Nova Scotia Federation of Municipalities (NSFM)
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8
Via email: david.mitchell@bridgewater.ca

Dear David Mitchell and NSFM Members:

Recently, my team had the pleasure of connecting with many of you at the Nova Scotia Federation of Municipalities (NSFM) Spring Conference in Yarmouth (April 29- May 1). We deeply value the diverse perspectives of our municipal partners and have been listening intently to your feedback and questions. This ongoing dialogue will continue to help shape how we will strengthen fire services, together.

On May 4, 2026, my colleague, Minister John A. MacDonald, sent a letter to Mayor David Mitchell, President of the NSFM. This letter provides notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter provides advance notice of these changes for the **fiscal year 2027-2028** and beyond.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- conduct a fire protection service review to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- participate in a common records management system.

These requirements **will not take effect this fiscal year** (2026-2027) and over the next three years, my team will be working closely with our municipal and fire service partners to support the design and completion of fire service reviews beginning in 2027-2028 and to develop regulations and standards.

To establish the groundwork for fire service reviews our first steps – to be completed this year - will be to design and roll-out an online risk-based assessment tool to gather information and facilitate decision-making about fire protection service levels that are aligned with recommended training and assets requirements.



Emergency Management Office of the Minister

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

This tool will be provided free of charge to all municipalities and fire service providers in Nova Scotia. Training and support to use the tool will be provided by DEM.

To clarify, the tool and the fire protection service review are not separate requirements. At this time, the Province does not anticipate any significant expense to be accrued by municipalities as result of using the tool to inform fire service reviews which will be required in the next fiscal year.

In addition to standing up the new Office of the Fire Commissioner, this year's focus builds on the Province's ongoing commitment to strengthen the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates, and
- the new Fire Records Management System.

Meaningful change requires planning and collaboration. That is why your continued input is essential. We look forward to continuing to work with you to create a better model for fire services in Nova Scotia. Please reach out to firemodernization@novascotia.ca if you have any further questions.

Sincerely,

Honourable Kim Masland

Minister of the Department of Emergency Management

- c. Honourable Minister John. A MacDonald, Department of Municipal Affairs
Juanita Spencer, CEO, NSFM
Victoria Brooks, Chair, Association of Municipal Administrators (AMANS)
Jeff Sunderland, Executive Director, AMANS
Doug Boudreau, Coordinator, Association of Nova Scotia Villages

2026/27 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works							
SUBTOTAL		\$0	\$0	\$0			
Other	Decommission Landfill- Phase 1 (CIP-22/23FAC3) Fifth Year	\$265,834	\$148,617	\$117,217	Oper Reserve	Prv NS-PCAP	Cost to date \$209,042 Remainder \$56,791
Document # <i>D26-103</i>	Decommission Landfill- Phase 2 (CIP-24/25FAC5)	\$1,309,000	\$0	\$1,309,000		Prv NS -MCGP & Federal(BSCF-DS)	Cost to date \$43,969.20 SSGF (Contingent on Federal Funding. Prov NS-MCGP available until March 31, 2027
Rec'd by <i>JD</i>	King St Centre - (CIP26/27FAC3) - Play Yard Rehabilitation (Drainage / Tree Removal)	\$18,000	\$18,000	\$0	Capital Reserve		
Date <i>May 28/26</i>	Graham's Park Expansion (CIP-25/26FAC2)	\$750,000	\$0	\$750,000		Donation	Cost to date \$64,059 Remainer \$685,941
COPIES TO:							
Council <input checked="" type="checkbox"/>							
Water <input checked="" type="checkbox"/>							
Agenda <input checked="" type="checkbox"/>							
Committee							
SUBTOTAL		\$2,342,834	\$166,617	\$2,176,217			
	Bulk Fill Station (CIP-27/28WTR1)	\$200,000	\$62,500	\$137,500	Water Depreciation	GRANTS (FED & PROV) \$75,000 MDS \$62,500	
	Relief Valve - Woodlawn Drive (CIP-25/26WTR6)	\$20,000	\$20,000		Water Depreciation		Cost to date \$9,591 Remainder \$10,409
	Chlorine Analyzers-Water Plant (CIP-25/26WTR2)	\$17,000	\$17,000		Water Depreciation		
SUBTOTAL		\$237,000	\$99,500	\$137,500			
Wastewater	Infrastructure Improvements - Roseway Rebuild (CIP-24/25SWR1) Wastewater Plant Upgrades to Aeration, Clarifier & Generator	\$1,854,726	\$927,363	\$927,363	Borrowing MFC	MCGP	Cost to date \$137,656 Remainder \$1,717,070
	Infrastructure Improvements - North End Development (CIP-25/26SWR4) Arthur and Hardy's Lift Stations	\$1,825,006	\$912,503	\$912,503	Borrowing MFC & SSGF	GRID	Cost to date \$148,326 Remainder \$1,676,680
	Heat pump - Wastewater Plant	\$6,000	\$3,300	\$2,700	General Operating	Efficiency One Grant	
	Lift Station Pump Replacement (CIP-26/27SWR2)	\$30,000	\$30,000		Sewer Reserve		
SUBTOTAL		\$3,715,732	\$1,873,166	\$1,842,566			
Port		\$0	\$0	\$0			
SUBTOTAL		\$0	\$0	\$0			

\$6,295,566 \$2,139,283 \$4,156,283

	TOTAL	
FUNDING:		
SEWER	\$	30,000.00
BCSF - CS	\$	-
WATER DEPRECIATION	\$	99,500.00
BORROWING	\$	1,614,866.00
CAPITAL RESERVE	\$	18,000.00
SSGF	\$	225,000.00
GENERAL OPERATING RESERVE	\$	148,617.00
GENERAL OPERATING	\$	3,300.00
	<u>\$</u>	<u>2,139,283.00</u>

2027/28 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works	Zero-turn Mower	\$10,000	\$10,000	\$0	Capital Reserve		
	Road Rehabilitation (CIP-25/26PW2) Water Street	\$750,000	\$375,000	\$375,000	BCSF-CS	Prov NS-Trunks/Routes	
SUBTOTAL		\$760,000	\$385,000	\$375,000			

Other							
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Water	Annapolis Road Water Tower Painting (CIP-24/25WTR2)	\$800,000	\$800,000		Dep 400K/Bor 400K		
SUBTOTAL		\$800,000	\$800,000	\$0			

Wastewater	Lift Station Pump Replacement (CIP-27/28SWR2)	\$30,000	\$30,000		Sewer Reserve		
	Upgrade Electrical for SCADA system (1 LIFT STATION) (CIP-25/26SWR1) Charlotte St (possible parts reuse from Hardy's Lane lift station upgrade)	\$35,000	\$35,000		Sewer Reserve		
SUBTOTAL		\$65,000	\$65,000	\$0			

Port	Port Project - Berlin Wall Upgrades (CIP-27/28Port1)	\$0	\$0	\$0			
SUBTOTAL		\$0	\$0	\$0			

TOTAL \$1,625,000 \$1,250,000 \$375,000

FUNDING:	
GEN SPC CAP RESERVE	\$ 10,000.00
SEWER	\$ 65,000.00
BCSF-CS	\$ 375,000.00
WATER DEPRECIATION	\$ 400,000.00
WATER BORROWING	\$ 400,000.00
	<u><u>\$ 1,250,000.00</u></u>

2028/29 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works	Sidewalk Improvement (CIP-28/29PW1)	\$40,000	\$40,000		BCSF-CS		
	Culvert Rehabilitation (CIP-28/29PW3)	\$10,000	\$10,000		BCSF-CS		
SUBTOTAL		\$50,000	\$50,000	\$0			
Other							
SUBTOTAL		\$0	\$0	\$0			
Water							
SUBTOTAL		\$0	\$0	\$0			
Wastewater	Upgrade Electrical for SCADA system (1 LIFT STATION) Clements Street(CIP-28/29SWR1)	\$56,000	\$56,000		BCSF-CS		
	Lift Station Pump Replacement (CIP-28/29SWR2)	\$30,000	\$30,000		Sewer Reserve		
SUBTOTAL		\$86,000	\$86,000	\$0			
Port							
SUBTOTAL		\$0	\$0	\$0			
TOTAL		\$136,000	\$136,000	\$0			

FUNDING:

GEN SPC CAP RESERVE	\$ -
SEWER	\$ 30,000.00
BCSF-CS	\$ 106,000.00
WATER DEPRECIATION	\$ -
PORT	\$ -
BORROWING	\$ -
	<u>\$ 136,000.00</u>

2029-30 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works							
SUBTOTAL		\$0	\$0	\$0			
Other							
SUBTOTAL		\$0	\$0	\$0			
Water							
SUBTOTAL		\$0	\$0	\$0			
Wastewater	Lift Station Pump Replacement (CIP-29/30SWR2)	\$30,000	\$30,000		BCSF-CS		
	Upgrade Electrical for SCADA system (1 LIFT STATION) (CIP-26/27SWR1) Spa Rd	\$54,000	\$54,000		BCSF-CS		
SUBTOTAL		\$84,000	\$84,000	\$0			
Port							
SUBTOTAL		\$0	\$0	\$0			

TOTAL		\$84,000	\$84,000	\$0	
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FUNDING:

GEN SPC CAP RESERVE	\$	-			
SEWER					
BCSF-CS	\$	84,000.00			
WATER DEPRECIATION	\$	-			
	\$	<u>84,000.00</u>			

2030-31 Capital Projects Listing

Department	Project	Total Estimated Cost	Projected Town Cost	Projected External	Town Source	External Funding Source	UPDATED COST OF PROJECT
Public Works							
SUBTOTAL		\$0	\$0	\$0			
Other							
SUBTOTAL		\$0	\$0	\$0			
Water							
SUBTOTAL		\$0	\$0	\$0			
Wastewater	Lift Station Pump Replacement (CIP-30/31SWR1)	\$30,000	\$30,000		BCSF-CS		
SUBTOTAL		\$30,000	\$30,000	\$0			
Fire							
SUBTOTAL		\$0	\$0	\$0			
TOTAL		\$30,000	\$30,000	\$0			

FUNDING:	
GEN SPC CAP RESERVE	\$ -
SEWER	
BCSF-CS	\$ 30,000.00
WATER DEPRECIATION	\$ -
	<u>\$ 30,000.00</u>



TOWN OF SHELBURNE COUNCIL REMUNERATION POLICY

Document # POLICY D26-104	
Rec'd by	JD
Date	May 15 2016
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committees	<input type="checkbox"/>

Intent

It is the intent of this policy to provide guidelines concerning Council remuneration. This policy takes effect April 1st, 2016

Scope

The Council Remuneration Policy applies to all Town of Shelburne Council members.

Definitions

Remuneration: the amount paid to each Council member for attendance at Town meetings and Town functions and work fulfilling the responsibilities of the position held by each and by virtue of being an elected official.

Council: elected members of Shelburne Town Council, including the Mayor, Deputy Mayor and all Councillors.

General Guidelines

- The Mayor, Deputy Mayor and Councillors will each be remunerated the following, according to their roles and respective duties:

Mayor	\$20,000.00	\$24,500.00
Deputy Mayor	\$14,000.00	\$17,150.00
Councillors	\$12,000.00	\$14,700.00

- Mayor, Deputy Mayor and Councillor remuneration may change annually in accordance with changes in the Nova Scotia Provincial Consumer Price Index.
- ~~One third of annual remuneration will be deemed an allowance for expenses related to discharge of duties as Council in their capacity as elected officials of the Town.~~
- The Council sets a deduction of \$50.00 for each day of meetings missed in excess of five days per calendar year for regular Council meetings, Town Committee meetings and/or meetings where Council attendance is expected, with the exception of the Council member attending another Council approved meeting.

POLICY

5. Members of Council who are appointed as Council representatives to Boards, Commissions, Committees or Agencies, and who are entitled to remuneration for that appointment, shall remit that payment to the Town.

Approved by Council: February 3rd, 2016

Amended by Council: February 3rd, 2025

Amended by Council:

DRAFT



COUNCIL REPORT - FOR DECISION

Document #	
D26-105	
Rec'd by	
JD	
Date	
May 28/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Visitor Information Centre Draft Request for Proposals
Date: May 25th, 2026
Authority: MGA s 50
Council Dates: June 1st, 2026
Prepared by: Mike Kahn, Director of Planning and Development

Background

On May 19, Council adopted the following motion regarding the Visitor Information Cent (VIC):

THAT Council directs staff to develop a request for proposals to lease the Visitor Information Center, with a right of first refusal to buy the property should Council declare it surplus, reporting back with a draft RFP for Council review at the June 1st Council meeting.

The public has shown significant interest the building if it is available. Staff investigated the possibility of subdividing the building onto its own lot, as it is currently part of the King/Dock Street right of way (part of the street itself). This led staff to the fact that there has been infilling of the Harbour for the VIC that may not have been approved by the Federal government as a reduction in the legally defined federal Harbour.

In discussions with surveyors, it is likely to take months or even years to fully resolve these issues and have a land title that could be sold.

Analysis:

The Town intends to issue a request for proposal, calling for proposals to use the VIC as a commercial space. The VIC would be leased, and the renter would be responsible for building upkeep, improvements, utilities, insurance and would have a right of first refusal if the VIC building is separated onto its own lot from the streets, and offered for sale.

The nearby sign feature and seating area, to the south of the VIC building, are not included in the proposed lease. There is also subsurface stormwater infrastructure to the north of the existing building that would be part of the potential new lot, but would be subject to an easement, meaning that area would not be able to be built on. The Land Use Bylaw is currently undergoing an update to add coastal protection policies that could impact future use of the VIC site.

It should also be noted the building is not designed for winter operations and is only partially insulated.

While there has been some interest in using the VIC for residential use, staff believe a commercial use would be more appropriate and will be considering commercial uses only. Staff are also recommending the VIC not be rented or sold below market rates, in part due to the public interest that may enable the Town to turn a profit on the land sale and the complexities of sales below market value under the MGA.

While the Town is resolving the Harbour related issues, there may be an opportunity to look at renovations to the VIC, for example if a renter/potential landowner of the VIC wished to have a deck extending over the water, or a dock for boat rentals, they could be handled along with the overall VIC request.

Details on potential renovations to the VIC would be part of the RFP. Any additions to the building would be the responsibility of the leaseholder, but would require permission from the Town, until the property is sold.

Request for Proposals/Expressions of Interest

The request for proposal process is intended to enable flexibility for responding businesses to put ideas forward to the Town, rather than the Town looking to develop a concept. Under the Town's Surplus Land Policy, this approach is referred to as an Expression of Interest, but given the sale is combined with a lease, a Request for Proposals is more appropriate. Many aspects, such as the type of commercial use, lease amount, sale amount, issues around timing and other details.

Staff have looked to balance of revenue generation with ensuing that the VIC site is a well used site of public value. The RFP will use a scoring system that awards up to 80 points, with the final 20 points awarded by Council based on the presentation to Council.

Draft Scoring System

Proposed Sale price	40 points
Proposed Rent	15 points
Complete, detailed response	15 points
Proposed improvements (additions that add to the area/building)	10 points
Presentation to Council	20 points
Total	100 points

The Town reserves the right to require the sale price meet the value determined an independent appraiser, in part to comply with the MGA regarding sale below market value.

A complete and detailed response would outline the proposal in as much detail as possible, including proposed timelines, conditions related to the sale (timing, requires financing for purchase), seasonal vs. year-round operations (snow removal is not included).

Following sale of the property, the Town does not intent to have a buyback agreement on the property, as the site has a building and is developed, unlike other Town properties that are vacant land and subject to a buyback agreement.

The Town would not be able to enforce any commitments by the landowner to undertake further enhancements following the sale of the property. This is part why there are few points awarded to proposed improvements, also that the feasibility and benefit of some improvements may be difficult to determine. Where public access is proposed, the Town would consider entering into an agreement regrading public access to ensure ongoing access.

Timing

Staff are proposing an accelerated schedule so a potential renter could be open for business in early July. A timeline is below

May 20-May 29	RFP Development COMPLETE
June 1	RFP to Council for review and approval
June 3	RFP posted
June 18	Responses due
June 19	Notice to top 3 respondents
Week of June 20	Potential Special Council meeting to review top 3 responses and award lease
Week of July 1	Signing of lease
July 6	Alternative Council meeting date to review top 3 responses and award lease
Week of July 6	Alternative Signing of lease date

The process for the sale for the VIC would follow the MGA s 50 (5) b and c (sale and lease of municipal property at market value).

Declaring the VIC Surplus

As part of the MGA process, prior to sale, the VIC would need to be declared surplus. That is not being brought forward at this time as the land cannot be declared surplus, as it would include part of the streets. A future motion of Council would be required to declare

the newly surveyed VIC surplus at that time, which would trigger the right of first refusal by the leaseholder, where the leaseholder would have the option to purchase the property at the proposed price or the appraised value, whichever is higher.

Alignment with Town Policy

The Town’s Surplus land policy enables the approach outlined above under section 3a, which allows for the Town to request Expressions of Interest, which would be the RFP in this case.

Options

	Pros	Cons
Option 1 – Direct Staff to issue an RFP to lease the VIC with option to buy, and report back to Council on July 4, 2026	<ul style="list-style-type: none"> • Provides new business space • Provides revenue for the Town • Uses high visibility space • Responses to requests of numerous persons interested in the property 	<ul style="list-style-type: none"> • VIC may no longer be available for Town use
Option 2 – Direct Staff to issue an RFP to lease the VIC with option to buy, and report back to Council at a special Council meeting [DATE TBD]	<ul style="list-style-type: none"> • Provides new business space • Provides revenue for the Town • Uses high visibility space • Responses to requests of numerous persons interested in the property 	<ul style="list-style-type: none"> • VIC may no longer be available for Town use
Option 3 – Postpone decision on VIC	<ul style="list-style-type: none"> • VIC is available for Town use 	<ul style="list-style-type: none"> • Does not provide new business space • Costly to maintain building • Does not address public interest in the site

Recommendation

THAT Council directs staff to issue the attached request for proposals to lease the Visitor Information Center, reporting back with up to three finalists for Council review at the [DATE TBD] meeting.



COUNCIL REPORT - FOR DECISION

Document #	
D26-106	
Rec'd by	
JD	
Date	
May 28/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Sewer Charges Bylaw Updates
Date: May 26th, 2026
Authority: MGA 49 (1)
Council Dates: June 1st 2026
Prepared by: Mike Kahn, Director of Planning and Development

Background

The Town's Sewer charges bylaw needs to be updated, along with other bylaws, to move fees charged by the Town to the fees policy for a single source for all fees charged by the Town.

Analysis:

Staff are proposing amendments to the Sewer Charges Bylaw to instead list the fees in the Fees Policy. The Sewer Charge Bylaw itself is expected to be merged with the Sewer Bylaw in future. Repealing the Sewer Charge Bylaw, amending the Sewer Bylaw and changing the Fee Policy at the same time is more complicated and time consuming, especially where there is some consideration of updates to the Sewer bylaw.

This change is also part of implementing the 2026-27 Operating Budget.

Options

	Pros	Cons
Option 1 – Amend the Sewer Charges bylaw and update the Municipal User Fees Policy	<ul style="list-style-type: none"> • Implements the 2026-27 Operating Budget • Consolidate fees into one policy as per Council direction 	<ul style="list-style-type: none"> • None
Option 2 - Do not amend the Sewer Charges Bylaw	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not implement the 2026-27 Operating Budget

Recommendation

THAT Council give second reading to the amendments to the Sewer Charges Bylaw as stated in attachment 1;

AND THAT Council updates section 5.4 Municipal User Fees and Charges Policy be amended as stated in attachment 2.

ATTACHMENT 1

THIS BY-LAW SHALL REPEAL AND SUPERCEDE ANY AND ALL PREVIOUS REGULATIONS AND/OR BYLAWS HELD BY THE TOWN OF SHELburnE REGARDING THE DETERMINATION OF SEWER CHARGES.

WHEREAS Section 79 of the Municipal Government Act provides that a Municipality may by by-law, prescribe charges for the provision of services for persons who use or benefit from the service, on a basis to be set out in the by-law.

AND WHEREAS the Town of Shelburne has enacted that user charges and connection fees prescribed under the Public Sewer By-Law will be in such amounts as determined from time to time by the Council by By-Law.

THEREFORE, be it enacted by the Council of the Town of Shelburne, as follows:

1. Short Title

This By-Law shall be cited as "Sewer Charges By-Law".

2. Purpose

The purpose of this By-Law is to establish the amounts of user charges and connection fees prescribed under the Public Sewer By-Law.

3. Charge Imposed

As per the provisions of the Public Sewer By-Law every owner of land which is serviced by a public sewer or is fronting on any street or highway within the Town, which street or highway has a sewer line installed as directed by Council pursuant to this By-Law shall pay to the Town an annual charge, known as the Sewer Service Charge, for both the construction and maintenance of such sewage works, and the

operation of any sewer treatment facilities in the amount determined from time to time by the Council
by By-Law.

The Sewer Service Charge is established in the Town's Municipal User Fees Policy.

4. Connection Fee Imposed

As per the provisions of the Public Sewer By-Law any person requesting a permit, after the original sewer line has been installed, for connecting a building service connection with the public sewer shall pay a fee determined in the Town's Municipal User Fees Policy.

Section 5.4 Public Sewer Fees

The following table applies to the Public Sewer as referred to in the Sewer Charges By-Law:

Wastewater Hook-Up (Residential – 6 or less units)	\$500.00
Wastewater Hook-Up (Residential – 7 or more units)	\$1,200.00
Wastewater Hook-Up (Non-residential)	\$1,200.00
Annual Charge	\$395.00/unit

Hookup fees **do not** include installation of sewer lines; the fee covers the inspection of sewer connections.



COUNCIL REPORT - FOR DECISION

Document #	D20-107
Rec'd by	JD
Date	May 15/26
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Subject: Non-Union Compensation Administration Policy
Date: April 13, 2026
Council Dates: June 1st, 2026
Prepared by: Ken Smith, Consultant

Purpose

The attached policy is a follow-up to a staff report dated May 5, 2025, with Council giving the following direction- "Staff to prepare a compensation and benefit administration policy".

Background

Over the past 5-6 years the Town has had staff employees relocate to other municipal units with compensation being a significant factor. This loss of staff has led to significant pressure on the CAO and other remaining staff to deal with staff shortages compounded by a significant distraction from their core duties while training relatively inexperienced new staff.

Council recognized this problem and as part of Council's Strategic Planning session in 2025, addressed the recruitment and retention challenge, ultimately resulting in the attached policy.

Analysis

The draft policy incorporates the points raised in the May 5, 2025, report (See Appendix C, Staff Report- Recruitment and Retention- May 5, 2025), Appendix B- Performance Evaluation Report has been drafted to mesh with the draft policy in a format that is concise and easy to complete on each employee.

Next Steps

1. Review the policy with the non-union staff and commence usage of the Performance Evaluation Report prior to August 31, 2026.
2. Increase the budget for staff training in conjunction with the 2027/28 fiscal budget.
3. Implement any resulting salary adjustments effective June 1, 2027.

Financials

There are only five (5) non-union positions possibly impacted so the financial impact shouldn't be significant unless salaries fall significantly below the benchmark municipalities by next year.

Recommendation

THAT Council approve the Non-Union Compensation Administration Policy.

Attachments

1. Non-Union Compensation Administration Policy
2. Appendix A- Salary Rationale Form
3. Appendix B- Performance Evaluation Report
4. Appendix C- Staff Report- Recruitment and Retention May 5, 2025



TOWN OF SHELBURNE NON-UNION COMPENSATION ADMINISTRATION POLICY

1. Purpose

The Town of Shelburne endeavors to maintain a compensation program that is internally equitable and externally competitive, but affordable for the Town, and promotes the retainment of qualified, motivated and productive employees.

The policy expresses the principles of compensation administration as it applies to non-unionized employees; ensures an objective process to determine fair and equitable compensation for positions and related duties within the Town; identifies the components of the compensation administration program; identifies circumstances under which an employee's salary may be changed; provides guidance for determining the starting salaries of new employees; and recognizes long-term service.

2. Scope

This policy applies to all non-unionized employees of the Town, with the exception of the Chief Administrative Officer (CAO).

The CAO's compensation shall be determined through a contract negotiated with Council. The Collective Agreement shall determine compensation for unionized employees.

3. Definitions

3.1 Employee, for the purposes of this policy, refers to all permanent full-time and part-time employees (all management positions and all non-union/ non-management positions, excluding the CAO employed by the Town).

3.2 Town or Employer refers to the Town of Shelburne.

4. Compensation Administration Components

4.1 Starting Salaries

4.1.1 By default, newly hired employees will start at the minimum rate of pay within the established range for their position, assuming they have met the minimum qualifications and experience for their role.

4.1.2 Notwithstanding 4.1.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is required in order to hire an individual or to acknowledge previous related experience.

Factors to consider are:

- a) Candidate's significant knowledge, skills and/or experience related to the position.
- b) Candidate's previous salary.
- c) Market salary rate for the role; and/or
- d) Salary relationship to subordinates, peers, and supervisors.

4.1.3 In order to have a new employee at a higher rate of pay than the minimum, a form shall be prepared (Appendix A) and form part of the employee's personnel file. The rationale should be reviewed by the management and approved by the CAO before a salary offer is made to the candidate.

4.2 Performance Evaluations

4.2.1 All non-union employees will participate in an annual performance review as documented in Appendix B- Performance Evaluation Report.

4.2.2 New employees who have not been employed for one (1) full year will participate in a performance review prior to the completion of their probationary period. Employees who have completed their probationary period may be eligible for the performance evaluation increase, as well as the CPI increase. Those employees who have not completed their probationary period will only be eligible for the CPI increase.

4.2.3 The annual performance review shall generate an overall performance evaluation rating, ranging from unsatisfactory to outstanding. Each of these ratings will be associated with an increased salary for the year as established in Table 1:

Table 1

Evaluation	Increase Amount
Unacceptable	\$0
Needs Improvement	\$0
Meeting Expectations	\$750
Exceeds Expectations	\$1000
Superior	\$1500

This one-time increase shall be considered a one-time pay out each year but will not be added to the employee's base salary on an ongoing basis.

4.3 Movement within Existing Salary Ranges

4.3.1 Movement within the existing salary range of the non-union employee's salary will be

based upon a combination of three milestones for the employee- 3 years of employment and another at 10 years of employment; and successful completion of a set of courses aimed at motivating an employee to achieve a level of knowledge specific to the core duties of the job as determined by the CAO or designate.

4.3.2 The salary scales for all positions will be adjusted annually as of April 1 based upon the Nova Scotia CPI for all items for the 12-month percentage increase as of January.

4.3.3 If an employee reaches the upper end of their salary range, their pay level would then only increase annually by CPI as provided in section 4.3.2.

4.4 External Salary Reviews

4.4.1 External salary reviews shall be conducted on non-unionized position salary scales every four years to ensure the Municipality remains competitive so as to attract and retain employees. A review may also occur to coincide with the AMANS review of all municipal jobs or if the market indicates a shift in the salaries of a specific occupational group. A comparative analysis of the benefit privileges of other municipal units will also be undertaken based upon data outlined in the AMANS review.

4.4.2 Salary reviews may result in adjustments to one or more existing salary ranges. If a salary range is increased as a result of the salary review, the salary range shall be adjusted upward. In this situation, the affected employee's salary shall be adjusted upward by the percentage change between the previous salary range and the new salary range. If there is a decrease to a salary range, there will be no decrease to the employee's current salary.

4.4.3 All salaries are dependent on annual budgets as approved by Council.

4.5 Job Descriptions

4.5.1 Every non- union position in the Town shall have a complete, accurate, up-to-date job job description that describes the essential functions and job-related qualifications and demands of the job. Information from job descriptions will be utilized in recruitment selection, salary administration, training and development and performance planning.

4.5.2 New job descriptions require CAO approval.

4.5.3 In the event it becomes necessary to introduce significant changes to the duties and responsibilities of the existing position, a revised job description will be proposed. The revised position may be adjusted according to Section 4.4.

5. Responsibilities

5.1 Council will:

5.1.1 ensure the Town has a current and comprehensive Non-Union Compensation Policy.

5.1.2 review, amend and adapt changes to the Non-Union Compensation Policy.

5.1.3 approve overall salaries budget as part of the annual budgeting process.

5.1.4 approve the creation of any new positions.

5.1.5 ensure that the employees' benefit package is competitive

5.2 The CAO will:

5.2.1 administrator and implement this Policy.

5.2.2 identify necessary revisions to this Policy.

5.2.3 approve individual salaries with approved ranges.

5.2.4 provide recommendations to Council on positions.

5.3 Non-Union Employees will:

5.3.1 be familiar with and act in accordance with the Policy.

Approved by Town Council: Date

Chief Administrative Officer
Sarah Mattatall

APPENDIX A
Town of Shelburne
Non-Union Compensation Policy
Salary Rationale Form

Position Title: _____

Position Salary Range: _____

Candidate's Name: _____

Minimum Salary: _____

Proposed Salary: _____

Supporting Rationale:

DRAFT

Approved

Signature

Date

APPENDIX B

**Town of Shelburne
Performance Evaluation Report**

Name:	Years in Position:	Years with Town:
Date of Evaluation:	Period Covered:	
Evaluator:	Supervisor:	

Evaluation by Accountability (Blank – No Evaluation, 1-Unacceptable, 2-Needs Improvement, 3-Meets Expectations, 4-Exceeds Expectations, 5-Outstanding)

Accountability	1	2	3	4	5	Narrative
To conduct the affairs of the Town in a professional and courteous manner at all times.						
To follow and comply with all safety practices as outlined in workplace safety training programs.						
To establish priorities and proceed with objectives in a timely fashion.						
To work independently or as a team player.						

APPENDIX B

To provide assistance in various departments when necessary.						
To develop and maintain efficient records control.						
Provide customer service.						
Specific job duties core to the position.						

Goals for 20__ - 20__

- 1.
- 2.
- 3.
- 4.
- 5.

Evaluator Comments

APPENDIX B

Evaluator Name:	Signature:

Upper Management Comments

Management Name:	Signature:

By signing below, the signatory acknowledges only that they have been presented with the evaluation and may or may not agree with any or all of the contents. Should the employee be unwilling or unable to sign the signature of the witness will attest that the evaluation was presented.

Employee Signature:	Witness Signature:
----------------------------	---------------------------

APPENDIX C



Town of Shelburne Staff Report Recruitment and Retention May 5th, 2025

Purpose:

This report is a follow-up to Council's Strategic Planning session on January 14th, 2025 in relation to Council's #2 priority – address the recruitment and retention challenge.

Background:

Over the past 5 years the Town has had staff employees relocate to other municipal units with compensation being a significant factor. Robin Smith, Nicole Blades and Jill Webb have taken positions with MDS with salary increases and hours of work influencing their decisions. All of them have been good employees and gained valuable training in a municipal setting during their stay with the Town.

The preceding situation has illustrated to both Council and management the importance of a progressive compensation/career development strategy to recruit and retain staff.

Analysis:

Information was compiled in order to rationalize a strategy to minimize turnover. The following sources of information were sourced:

1. The Municipal Affairs website which provided population (2021) and assessment (2022) information for municipal units in Nova Scotia derived from Municipal Statistics Annual Report;
2. The AMANS 2024 Salary Summary for Municipalities which participated in the survey – 4 regional units, 17 rural municipalities, 22 Towns and villages;
3. A compensation review report prepared on March 2, 2023 by a consulting firm for a town which was provided to us on a confidential basis; and
4. A google search for municipal staff training opportunities along with webinars and courses identified by AMANS.

Outlined below are my observations of data and from my experience in salary administration over the years:

1. There is a high correlation between the units based upon their ability to pay (i.e. assessment base) and the size of the unit (i.e. population) (See Appendix A) compared to the level of salaries (See Appendix D for CAO Salaries). For example, the average salary for a CAO in larger towns is \$158,000 compared to \$107,000 for the other towns. The ability to pay is further evident in comparison between larger towns and rural municipalities (\$158,000 versus \$155,000). This reflects the fact that rural municipalities aren't as financially challenged as towns.
2. In reviewing Appendix A, it appears as if Middleton, Digby and Stewiacke are closest comparators to the Town of Shelburne.
3. Appendix A also provides a reference point for analyzing a market survey for the Town.
4. As noted in Appendix C, Shelburne's benefit package is above average for all municipal units, particularly cost sharing split between the employer and the employee in our medical and dental.

APPENDIX C

Further improvement in benefits may allow us to “stand out” in the benefit aspect of compensation and help to improve the retention of employees over the long term.

5. With respect to the loss of staff to MDS, we don't have the financial capacity to match many of their salaries and hours of work. For example, their 32.5 hour work week appears to be at the low end in the province and their salaries appear to be in the range of other smaller rural municipalities. As previously noted, the salaries in rural municipalities are generally higher than their town counterparts.
6. With respect to staff career development, there are a range of opportunities to provide the option for staff to upgrade their skills/knowledge. Appendix E provides examples of programs/courses which management can offer to their staff.
7. Over the years, I have observed a range of approaches used by municipalities to address salaries including;
 - a. Basic approach – base salary plus periodic adjustments and CPI
 - b. Internal equity by establishing the value of the position by measuring a predetermined set of factors (i.e. education, written communication, knowledge, working conditions, responsibility, etc.) Comparing these within jobs throughout the organization and determining a scope for each position.
 - c. Relying on market study to determine the compensation; and
 - d. Relying on a performance based system.

Appendix D provides a limited overview of similar positions in comparable units and a reasonable attempt can be made to determine the “market value” for Admin. Positions.

Recommendations:

1. Give direction to staff to prepare a compensation and benefit administration policy for the June 2, 2025, Council meeting.
Note: This would entail Council to pass a motion out of in-camera.
2. Give direction to staff to adjust for budget purposes the CAO's salary to \$103,000 and the Manager of Finance's salary to \$80,000, both effective April 1, 2025. Both adjustments are based upon the incumbent having at least 10 years of service for the Town, consistent good performance reviews and a review of the market. With the exception of the CAO & Manager of Finance's position, the remaining non-union positions appear to be in line with their market comparisons.
3. Give directions to staff to incorporate the following into the salary administration policy:
 - a. All non-union positions have a 5-step salary scale based upon the following increment criteria:
 1. Recognition of 10 years of service for the Town.
 2. Recognition of 3 years of service for the Town in the same or similar position.
 3. Consistent performance reviews indicating the achievement of 5 mutually agreed annual goals consistent with the Town's strategic plan.

APPENDIX C

4. Achievements of certification providing a body of knowledge specific to the core duties of the job; and
 5. Continued participation in professional development to “keep up” with the changing job requirements
-
- b. All salary scales be reviewed every 3 years and adjustments are made to keep them current in the municipal market. The benchmark units would be comparable in population and assessment.
 - c. Annual performance reviews be conducted for all non-union positions; and
 - d. The salary scales be adjusted by CPI, consistent with the current practice.
-
4. Identify PD Courses/programs beneficial to each position.

Respectfully Submitted,

Ken Smith
Deputy CAO, Town of Shelburne



COUNCIL REPORT – FOR INFORMATION

Document #	
D26-108	
Rec'd by	
JD	
Date	
May 25/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Water Utility Report

Date: May 25th, 2026

Prepared For: Council

Prepared By: *Jeremy Renaud, Water & Wastewater Assistant Operator*

Purpose

This report is to provide insight into the operations of the Town of Shelburne's Water Utility.

Treatment System Reliability

Skimmer System Repair – Complete

- New gear box has been installed; system is back online at full capacity.

Saturator System Repair – In Progress

- The new butterfly valve has arrived, with utility staff planning a date to replace it.

Distribution System Reliability

Commission Street Water Break

- May 8th, 2026, there was a report of a water break on Commission Street, Public Works crews responded around 1545hrs, confirmed the break and then notified the seven affected customers that water would be turned off in approximately one hour. At 1730hrs Water Utility staff turned off a section of the water main to prevent worsening the break. Public Works and Water Utility staff arrived onsite at 0800hrs on 2026-05-09 to start on the repairs with the help of Harlow's Construction to excavate the area. The break was found, patched, water main turned on, and system flushed by 1400hrs. The section of Commission Street that was closed for repairs was reopened at 1800hrs.

Regulatory Compliance

All Nova Scotia Department of Environment regulations continue to be met, even with ongoing repairs, reflecting the utility's ongoing commitment to safe and responsible operations.

Projects

Watershed Signage – In Progress

- Awaiting clearance from the Nova Scotia Department of Public Works to perform the upgrades to the two signs.



COUNCIL REPORT – FOR INFORMATION

Document #	D26-108
Rec'd by	JD
Date	May 25/26
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Subject: Wastewater Utility Report

Date: May 25th, 2026

Prepared For: Council

Prepared By: *Jeremy Renaud, Water & Wastewater Assistant Operator*

Purpose

This report is to provide insight into the operations of the Town of Shelburne’s Wastewater Utility.

Treatment System Reliability

Clarifier #1 Weir Box Repair – Initial Planning

- Staff have met with contractors to discuss the repairs and the scope of the work. Quotes are now starting to arrive.

Collection System Reliability

- No breaks, blockages, or issues to report.

Regulatory Compliance

The last item noted during our Wastewater Systems Effluent Regulation (WSER) inspection, the calibration of flow meters, was completed on May 14th, 2026. This now brings us into compliance with WSER standards. To date, we have not received an official letter noting the violations from Environment and Climate Change Canada.

Projects

Oxidation Ditch Aeration Upgrades – Progress Update

- No significant progress to date. A delivery estimate for the new equipment is for the month of November of this year.



COUNCIL REPORT - FOR DECISION

Subject: Bylaw Officer Report- March 2026
Date: May 25, 2026
Council Dates: June 1, 2026
Prepared by: Dana Nash, Bylaw Enforcement Officer

Document #	D26-110
Rec'd by	JD
Date	May 24 2026
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Calls for Service (March 1 – March 31, 2026)

1. File #: 26-011 – Service Request

Location: Rodgers Lane

Issue: Loose dog complaint

Action Taken: Spoke with the resident and provided a copy of the Dog Bylaw. The resident advised that the dogs will be monitored more closely to ensure they remain on the property.

Status: Resolved

2. File #: 26-012 – Service Request

Location: Harriet Street

Issue: Report of a resident feeding deer

Action Taken: Mailed the property owner a letter along with a copy of the Feeding Deer and Waterfowl Bylaw.

Status: Resolved

3. File #: 26-013 – Service Request

Location: Mowatt Street

Issue: Committee members concerned with the new vending amendments

Action Taken: Spoke with committee members and explained the new amendments.

Status: Resolved

4. File #: 26-014 – Service Request

Location: King Street

Issue: ATV complaint regarding excessive speed and no license plate

Action Taken: Reported the complaint to the RCMP and DNR.

Status: Resolved

5. File #: 26-015 – Service Request

Location: Elliot Street

Issue: Report of an abused/dangerous dog

Action Taken: Contacted the SPCA. A Control Officer will be attending to investigate. Follow-up pending.

Status: Monitoring

6. File #: 26-016 – Service Request

Location: Parr Street

Issue: Garbage not sorted properly

Action Taken: Sent a letter to the Housing Authority and spoke with local representatives of the Housing Authority. The garbage has since been removed.

Status: Resolved



COUNCIL REPORT - FOR DECISION

Subject: Bylaw Officer Report- April 2026
Date: May 29th, 2026
Council Dates: June 1st, 2026
Prepared by: Dana Nash, Bylaw Enforcement Officer

Document # D26-111	
Rec'd by JD	
Date May 29/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Calls for Service (April 1 – April 30, 2026)

File #26-017 – Service Request

Location: Rodgers Lane

Issue: Loose Dog Complaint

Action Taken: Spoke with the resident and provided a copy of the Dog By-Law. The resident advised they will monitor the dogs more closely to ensure they remain on the property.

Status: Resolved

File #26-018 – Service Request

Location: Brew House Lane

Issue: Garbage not sorted properly.

Action Taken: Mailed the property owner a letter with a copy of the Waste By-Law. The property will be inspected at a later date.

Status: Ongoing

File #26-019 – Service Request

Location: Brew House Lane

Issue: Dangerous and Unsightly Policy complaint.

Action Taken: Mailed a letter to the property owner outlining the issues related to the policy. The property will be inspected in accordance with policy requirements.

Status: Monitoring

File #26-020 – Service Request

Location: Morvan Road

Issue: Complaint of garbage not being sorted properly.

Action Taken: Provided education to the resident regarding proper waste sorting requirements.

Status: Resolved

File #26-021 – Service Request

Location: Jackson Lane

Issue: Dangerous and Unsightly Policy complaint.

Action Taken: Mailed a letter to the property owner outlining the issues related to the policy. The property will be inspected in accordance with policy requirements.

Status: Monitoring

File #26-022 – Service Request

Location: Jackson Lane

Issue: Camper being used at an accessory building.

Action Taken: Inspected the property and confirmed a violation. The property occupant was directed to remove the trailer. The renter is appealing the decision.

Status: Monitoring

File #26-023 – Service Request

Location: Clements Street

Issue: Dangerous and Unsightly Policy complaint.

Action Taken: Mailed a letter to the property owner outlining the issues related to the policy. The property will be inspected in accordance with policy requirements.

Status: Monitoring

File #26-024 – Service Request

Location: Bulkley Street

Issue: Dangerous and Unsightly Policy complaint.

Action Taken: Mailed a letter to the property owner outlining the issues related to the policy. The property will be inspected in accordance with policy requirements.

Status: Monitoring

File #26-025 – Service Request

Location: John Street

Issue: Dog off leash on Town-owned property.

Action Taken: Delivered a copy of the Dog By-Law to the dog owner and advised them that dogs must be kept on a leash while on Town-owned property.

Status: Resolved

File #26-026 – Service Request

Location: Mowatt Street

Issue: Report of a log truck parked on the sidewalk.

Action Taken: Investigated the complaint and confirmed the truck was parked on the sidewalk. The owner was asked to move the vehicle and find an alternate parking location. A verbal warning was issued.

Status: Resolved

File #26-027 – Service Request

Location: Digby Street

Issue: Report of garbage being set out for collection too early.

Action Taken: Spoke with the resident and provided a copy of the Solid Waste By-Law. The resident advised they will not place garbage curbside until the evening before collection day.

Status: Resolved



COUNCIL REPORT - FOR DECISION

Subject: Bulk Water Fill Station
Date: May 28th, 2026
Authority: NA
Council Dates: June 1st, 2026
Prepared by: Mike Kahn, Director of Planning and Development

Document #	
D210-112	
Rec'd by	
JD	
Date	
May 29/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Background

In 2025 the Town experienced an unprecedented drought. The Town received reports of over 50 dry wells, in a community of roughly 900 households, with approximately 600 of those dependant on wells for daily water use. The Town ultimately distributed over 3200 L of water in jugs and thousands more litres via the community centre.

On September 15, 2025, Council directed staff to look into water distribution further, which led to a further exploration of a bulk water fill station, similar to the one in Yarmouth.

Analysis:

After research and engaging with fellow water utilities, staff are recommending a bulk fill station be installed to provide water. This will help those experiencing drought and dry wells, which are expected to worsen with climate change. The bulk fill station will add resilience to extreme heat events and drought through the provision of water. The bulk fill station could also be used to fill tankers/water cubes for pools, construction or other economic uses.

This makes the bulk fill water station has the potential to be a very beneficial project given:

Intermunicipal Initiative – The Town is working jointly with the Municipality of the District of Shelburne

Environmental Aspect – The bulk fill station will add resilience to climate change, mostly extreme heat

Social Aspect – Water is critical to wellbeing of residents, not only physically but mentally knowing there is an alternative source of water available should a well run dry.

Economic Aspect – The bulk fill will also provide water to business who in turn will generate modest economic activity

Bulk Fill Water Station

Details on proposed bulk fill station:

- Details on Unit: The station consists of a fully insulated, NEMA-rated enclosure equipped with a 1500W electric heater for winter operations, internal/external lighting, and 304 Stainless Steel piping.
- Connection Requirements: Requires a 2" service connection from the King St water main. The unit includes a 2" Reduced Pressure Backflow Preventer to protect the municipal supply from contamination.
- Payment System: Features an AT-TW-AL-CC Access Terminal with an Allen Bradley PLC, stainless steel keypad, integrated credit card reader, and receipt printer.
- Operations & Maintenance: Includes a 5-year manufacturer's warranty. Routine maintenance is minimal due to the automated Flowpoint Cloud Service, which handles transaction data and system monitoring.
- Municipality Experience: Municipalities like Yarmouth, West Hants, and East Hants have found success by transitioning to 24/7 automated self-service, which eliminates the need for on-site staffing and reduces administrative billing overhead. A key implementation win for these towns has been the protection of municipal infrastructure through integrated backflow prevention and strictly enforced hardware standards for haulers.

Location

The Town is considering locating the bulk fill station near the community centre. There are a limited number of locations that are feasible for the bulk fill station; it must be located near an existing water main and have good street access.

Capital Cost

The total cost of the water station itself is approximately \$87,000, including HST. The civil work to prepare the site, install new power and water connections, paving/repaving and reinstatement of a sidewalk, is estimated at \$90,000. The Town is also proposing to carry a 20% contingency on the civil work, or \$18,000. Lastly, the first two years of operations, specifically a subscription to handle bulk water accounts and allow collection of advanced statistics that could be valuable in a rate stud, will cost an additional \$4,800 (\$2400/yr).

The Town is preparing to make application for two grants.

Item	Amount
Bulk fill station with overhead rack	\$87,000
Civil works (site prep, connections, reinstatement of paving/sidewalks landscape	\$90,000
Contingency on civil work (20%)	\$18,000
First 2 years operations	\$4,800
Total	\$199,800

*To be confirmed

The total estimated cost for the bulk fill station is \$199,800.

Funding

The Town is preparing to make application for a grant to cover a portion of the bulk fill station.

Source	Scenario 1	Scenario 2
Town of Shelburne	\$20,000	\$62,500
Municipality of the District of Shelburne*	\$20,000	\$62,500
Sustainable Communities Fund (Provincial)	\$159,800	-
TBD Grant/Future Surcharge	-	\$74,800
Total	\$199,800	\$199,800

*To be confirmed

The Green Municipal Fund (GMF) opened May 27; however the bulk fill is not eligible due to the charge for water, which is required by Provincial regulations.

Sustainable Communities Fund (SCF) opened May 28.

If the grant application is unsuccessful, staff would seek further direction from Council on the potential for scenario 2.

Operational Costs

Ongoing operational costs would be covered by the bulk water fee, currently \$8.32 per cubic meter, with a minimum \$50 charge.

The Town is planning on a water rate review study, as required periodically by the UARB. Part of this rate study would be to determine the rate for the bulk fill station and likely remove the minimum charge. However, a board ruling is not expected within the next 12 months.

Options

	Pros	Cons
Option 1 – Allocate \$62,500 to the Bulk Fill station and direct staff to make applications for grants	<ul style="list-style-type: none"> • Enables a water source for residents experiencing drought • Allows businesses to under bulk water hauling 	<ul style="list-style-type: none"> • Requires multiple grants
Option 2 – Postpone work a bulk fill station	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not provide a water source for residents experiencing drought

Recommendation

THAT Council directs staff to apply for the Sustainable Communities Fund, jointly with the Municipality of the District of Shelburne, to fund the construction of a bulk water fill station.