



AGENDA
Town Council Meeting – Town Council Chambers
July 6th, 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 June 15th, 2026**
- 4) Proclamations and Announcements: NONE**
- 5) Delegations/Presentation: NONE**
- 6) Correspondence:**
 - Action:**
 - a) Email- Calvin Butler re: Request for Immediate Investigation and Enforcement – D26-128
Unauthorized Dump Site Adjacent to Wetland Behind 55 Clements Street
 - b) Letter- Karen Mattatall re: In Memorium D26-129
 - Information: NONE**
- 7) Council Items:**
 - a) Western Counties Regional Library Annual Report D26-130
- 8) Committee Reports:**
 - a) Shelburne Audit Committee Minutes- March 16th, 2026 D26-131
- 9) Staff Reports:**
 - a) VIC RFT Results & Recommendation to Re-Issue D26-132
 - b) Vending Fees Policy Updates D26-133
- 10) In Camera Session:**
 - a) MGA (22) (2) (c) personnel matters
 - b) MGA (22) (2) (g) legal advice for solicitor-client privilege
- 11) New Business:**
- 12) Upcoming Meetings/Events:**
 - a) Guild Hall Summer Arts Series has begun. Please check the Town of Shelburne Facebook for more information
 - b) Dock Street Days, July 17-19, 2026
 - c) Car Show, Sunday July 19th, 2026, 10am-2pm, Water Street
 - d) Next Council Meeting, July 20th, 2026, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
June 15th, 2026

Council Members Present

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

Regrets

Councillor Therese Cruz

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 amended agenda for June 15th, 2026, Council Meeting, with the amendment to add Item 9(f), Bulk Fill Station- Letter to Minister John A. MacDonald, to be considered following Proclamations and Announcements Section of the Agenda.

E. Acker – D. Acker

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on June 1st, 2026.

Ringer – E. Acker

MOTION CARRIED

Proclamations and Announcements

- a) Canadian Multiculturalism Day, June 27th, 2026
- b) Shelburne Regional High School Graduation, June 29th, 2026
- c) Canada Day, July 1st, 2026

Staff Report

- f) Bulk Fill Station- Letter to Minister John A. MacDonald

THAT Council directs staff to send the attached letter urging the Province to provide the Town of Shelburne with \$75,000 for construction of a bulk fill station to commence this season, and that the Town be permitted to apply under the SCCF, despite project costs being incurred prior to grant approval, ensuring water for residents experiencing drought.

D. Acker – Ringer

M26-070

MOTION CARRIED

Delegations/Presentations: NONE

Correspondence

Action:

- a) Email- Sarah McClure re: Access to Tennis Courts

THAT Council direct staff to contact Ms. Sarah McClure to confirm that Roger Grovestine Complex tennis/pickleball courts remain a public amenity, accessible to residents and visitors, and that the current access arrangement is intended solely to protect the Town's investment in the recent court improvements from vandalism and misuse, not to restrict public use.

E. Acker – D. Acker

M26-071

MOTION CARRIED

- b) Email- James Wesley & Lori Scott re: Athlete Sponsorship

Information:

- a) Letter- Municipal Affairs re: 12 Month Notice Letters to Municipalities

Council Items:

- a) Water Utility Budget Fy2026-27

THAT Council approves the Water Utility Budget FY2026-27 as presented.

M26-072

E. Acker – Ringer

MOTION CARRIED

b) Shelburne Marine Terminal Draft Budget FY2026-27

THAT Council approves the Shelburne Marine Terminal Budget FY2026-27 as presented.

E. Acker – Ringer

M26-073

MOTION CARRIED (Councillor D. Acker opposed)

c) 5 Year Capital Budget- Amendment

THAT Council approves the addition to the 2026/27 5 Year Capital Budget for the replacement of the gearbox to the DAF system at the Water Treatment Plant in the amount of \$10,852 with funding from Water Depreciation Account.

E. Acker – D. Acker

M26-074

MOTION CARRIED

d) Graham's Park Project Update

CAO Mattatall provided a verbal update on the Graham's Park Expansion Project.

Committee Reports

a) Shelburne Port Committee Minutes- January 16th, 2025

b) Shelburne Port Committee Minutes- May 1st, 2025

c) Shelburne Port Committee Minutes- January 22nd, 2026

Staff Reports

a) Proposed Sandy Point Wilderness Area

THAT Council directs staff to submit a letter of support to the Nova Scotia Department of Environment and Climate Change endorsing the proposed designation of the Sandy Point Wilderness Area.

D. Acker - Ringer

M26-075

MOTION CARRIED

b) Graham's Park Expansion- Use of Adjacent Vacant Town Land

THAT Council approves the use of the vacant town owned parcel adjacent to Graham's Park as part of the Graham's Park Expansion Project.

E. Acker – D. Acker

M26-076

MOTION CARRIED

c) Janitorial RFT- ACOA Building TOS2026-003

THAT Council approves the award of Contract TOS2026-003 (Janitorial Services- ACOA Building, 13 George Street, Shelburne, NS), to TAMELOT (Tammy Jacklin), Shelburne, NS, at a monthly rate of \$280.00 (ex. HST), for an estimated Year 1 contract value of \$3,830.40 (inclusive of HST at 14%), being the lowest-priced, fully compliant Tier 1 Bidder under RFT TOS2026-003

M26-077

Ringer – E. Acker

MOTION CARRIED

d) Building Inspectors' Report- May 2026

e) SVFD Report- May 2026

The above reports are for information only.

In-Camera Session:

a) MGA 22 (2) (e) contract negotiations

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

THAT Council go in-camera at 7:03pm for matters under MGA 22 (2) (e) contract negotiations and MGA 22 (2) (g) legal advice for solicitor-client privilege

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 7:33pm. No motion coming out of In-Camera.

New Business:

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

Deputy Mayor E. Acker

Deputy Mayor E. Acker reported attending the NSFM Infrastructure Committee meeting via Zoom. Discussion included concerns regarding property assessments on homes rebuilt following natural disasters, such as wildfires, where assessed values have increased significantly after reconstruction. It was noted that the NSFM, the Province, and Property Valuation Services will need to work together to address these assessment challenges.

Deputy Mayor E. Acker also attended a Roseway Manor Board meeting. She expressed her satisfaction that CCA workers have reached an agreement and returned to work. However, she noted her disappointment that there is still no confirmed start date of the Roseway Manor Rebuild Project.

Councillor D. Acker

Councillor D. Acker reported attending the Shelburne County Arena Annual General Meeting. He noted that the Arena had a successful year, particularly with its canteen operations and weekly bingo events. Councillor Acker advised that updates and improvements to the canteen are planned for the upcoming season.

Councillor Acker also attended the fundraiser held at the Lions Hall in support of Dixie and Dave Burbine. He noted that the event was well attended and very successful, demonstrating strong community support.

Mayor Jacklin

Mayor Jacklin reported attending the Chamber of Commerce Annual General Meeting held at the Osprey. He noted that guest speaker Celes Davar delivered an excellent presentation, which he thoroughly enjoyed. Mayor Jacklin also advised that the Chamber of Commerce is currently seeking new members to join its Board of Directors.

Mayor Jacklin also attended the Sea Cadets closing ceremony and noted that the program is welcoming new cadets and encouraging youth to get involved.

Upcoming Meetings/Events

- a) Town of Shelburne, Town Hall, June 24th, 2026, 6-8pm, Community Centre, 63 King Street
- b) Shelburne Regional High School Graduation, June 29th, 2026, SRHS, 415 Woodlawn Drive
- c) Next Council Meeting, July 6th, 2026, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of June 15th, 2026, be adjourned at 7:41pm.

Ringer

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

FW: Request for Immediate Investigation and Enforcement – Unauthorized Dump Site Adjacent to Wetland Behind 55 Clements Street

From Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>

Date Mon 6/29/2026 3:33 PM

To Jessie Dyer <Jessie.Dyer@shelburnens.ca>

6 attachments (17 MB)

IMG_5148.jpeg; IMG_5147.jpeg; IMG_5146.jpeg; IMG_5145.jpeg; IMG_5144.jpeg; IMG_5143.jpeg;

Document #	
D26-128	
Rec'd by	
JD	
Date	
June 29/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

From: Calvin Butler <calvin.butler@glooscapventures.com>

Sent: June 1, 2026 11:07 AM

To: Sherry Doane <Sherry.Doane@shelburnens.ca>; envrweb@novascotia.ca; nicole@wastechek.ca; nolan.young@novascotia.ca; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Dana Nash <Dana.Nash@shelburnens.ca>; Stan Jacklin <stan.jacklin@shelburnens.ca>; Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>; Therese Cruz <therese.cruz@shelburnens.ca>; Donnie Acker <donnie.acker@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>; Jackie Treloar <jktreloar@gmail.com>

Subject: Request for Immediate Investigation and Enforcement – Unauthorized Dump Site Adjacent to Wetland Behind 55 Clements Street

CAUTION: This email originated from an external sender.

Dear Mayor, Town Council, Town Administration, Nova Scotia Environment and Climate Change, Waste Check, and MLA Nolan Young,

I am writing to formally request an immediate investigation into what appears to be a large-scale unauthorized appliance and scrap metal dump site located behind my property at 55 Clements Street, Shelburne.

While cleaning our property from a recent fire we took a quick walk down the old railway tracks (now a public access trail), I observed a substantial accumulation of refrigerators, freezers, washers, dryers, scrap metal, and other debris being stored immediately adjacent to a wetland or watercourse. Photographs are attached.

My understanding is that several years ago Mr. Acker applied for permission to store white metal in this area and that following a public process, the proposal was not approved. Despite that decision, the site (that I believe he applied for) now appears to contain a significant volume of material and has apparently been accessed using the former railway corridor to keep it out of sight.

The scale of the operation suggests this activity has been occurring for an extended period of time.

My concerns include:

- Potential contamination of soil, groundwater, and surface water;
- Potential impacts to the adjacent wetland and surrounding habitat;
- Storage of appliances that may contain refrigerants and other regulated substances;
- Ongoing possible dumping activity despite a previous refusal of approval;

- Public safety concerns associated with the site;
- Negative impacts on neighbouring properties and the community;
- Potential unauthorized use of the former railway corridor for access to the site.

The attached photographs show a substantial accumulation of discarded appliances and metal materials immediately adjacent to standing water. In my opinion, this situation warrants urgent inspection by both municipal officials and provincial environmental authorities.

I respectfully request that the Town advise:

1. Whether any approvals, permits, or permissions currently exist for this activity;
2. Whether the Town is aware of the current use of the property;
3. Whether the Town has previously inspected the site and what they noted at the time of inspection (an inspection should have taken place before or during the public process for approval);
4. Whether the activity complies with municipal bylaws and provincial regulations;
5. What enforcement actions the Town intends to pursue if the activity is unauthorized.

Given the history of a previous application reportedly being declined, I am also requesting clarification regarding what monitoring, compliance, or enforcement actions have been undertaken since that decision and whether the Town was aware that the activity was proceeding regardless.

I respectfully request that Nova Scotia Environment and Climate Change investigate whether the site complies with applicable environmental legislation, particularly with respect to the storage of appliances, potential release of contaminants, impacts to wetlands or watercourses, and any approvals that may be required for such activities.

I further request that Waste Check review the site to determine whether the accumulation and disposal of materials complies with provincial waste management regulations and whether enforcement action is warranted.

As the elected representative for this area, I am also copying MLA Nolan Young and requesting his assistance in ensuring that the appropriate agencies investigate this matter and that any necessary remediation occurs in a timely manner.

Given the apparent scale of the site and its proximity to standing water, I request written confirmation within fourteen (14) days that this complaint has been received and that an inspection has been initiated.

I further request a written update within thirty (30) days outlining the findings of the investigation(s), any enforcement actions being pursued, and the anticipated timeline for remediation and cleanup if violations are identified.

Thank you for your attention to this matter. I look forward to receiving confirmation that an investigation is underway and that appropriate steps are being taken to address the situation.

Sincerely,

Calvin Butler

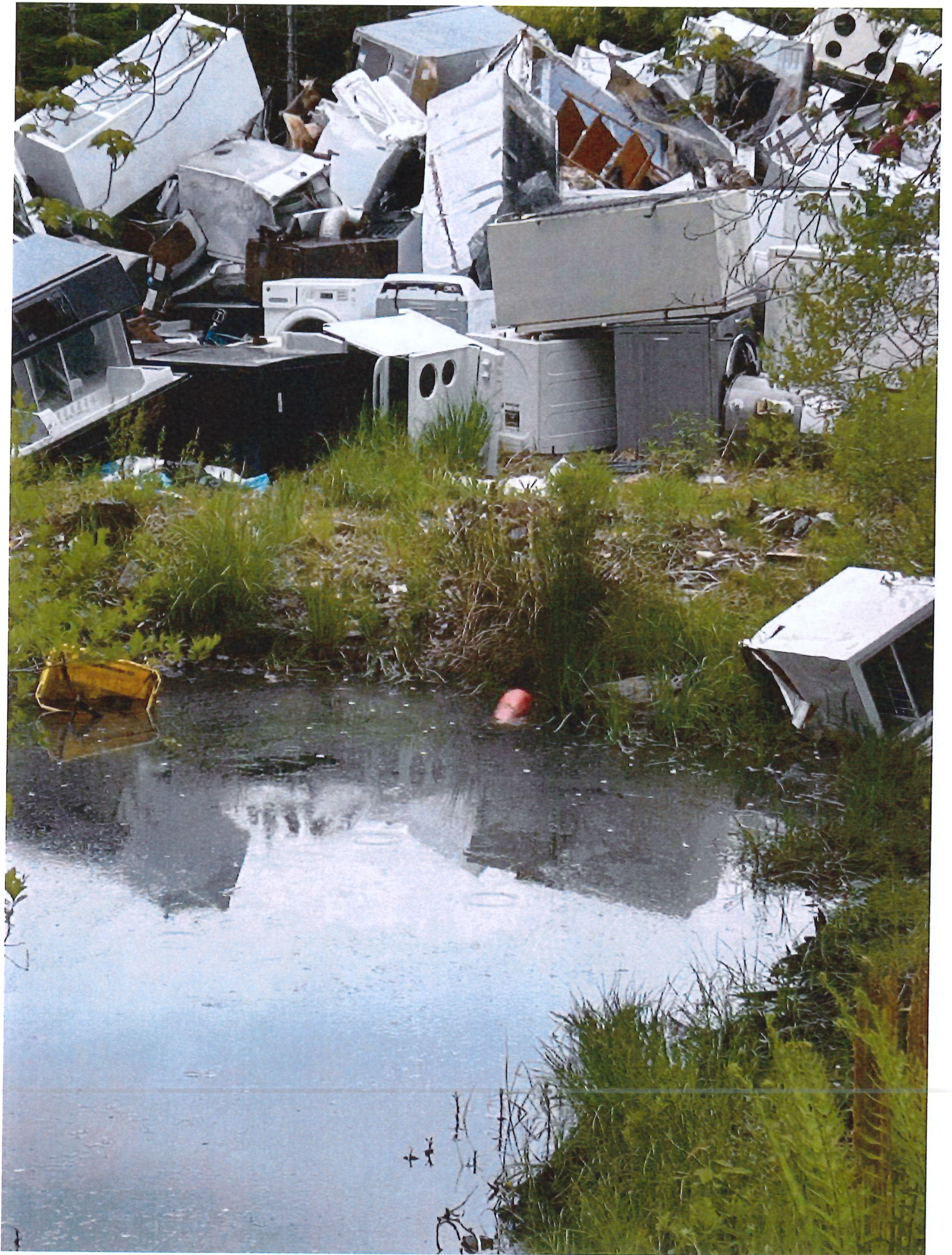
55 Clements Street

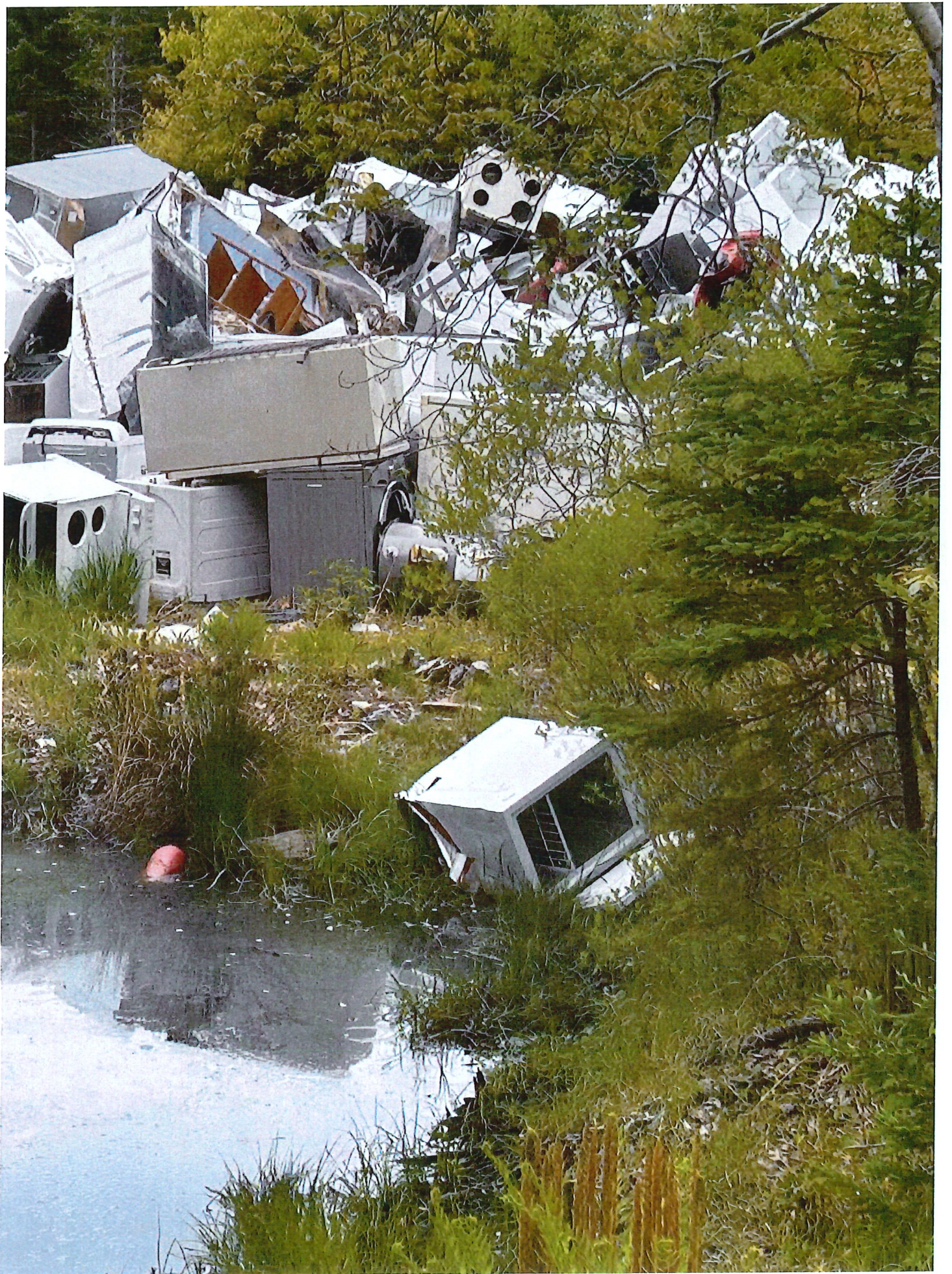
Shelburne, Nova Scotia













Sarah Mattatall

From: Calvin Butler <calvin.butler@glooscapventures.com>
Sent: June 12, 2026 9:36 AM
To: Dana Nash; envrweb@novascotia.ca; nolan.young@novascotia.ca; Sarah Mattatall; Stan Jacklin; Elizabeth Acker; Therese Cruz; Donnie Acker; Sheldon Ringer; Jackie Treloar
Cc: Michael Kahn; Will Butler
Subject: Follow-Up on Unauthorized Scrap-Metal Site in South End of town

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mr. Nash,

Thank you for your response to my emails. I appreciate that the Town will investigate the possible unauthorized scrap-metal collection at the south end

To help me set appropriate reminders and understand what to expect, could you please provide:

1. An estimated timeline for your investigation and any subsequent actions.
2. A brief outline of the steps the Town will take when a property is possibly found to be in violation of the Municipal Planning Strategy and Solid Waste By-Law—particularly for infractions involving scrap-metal or white goods.

Knowing how the enforcement process works will give the community confidence that the issue is being addressed seriously and will allow us to monitor progress appropriately.

I appreciate your attention to this issue and look forward to your detailed response.

Sincerely,

Calvin



Calvin Butler
Vice President - Seafood
Office: (902) 742-2461
Cell: (902) 306-5906
Email:
calvin.butler@glooscapventures.com

From: Dana Nash <Dana.Nash@shelburnens.ca>

Sent: June 11, 2026 4:21 PM

To: Calvin Butler <calvin.butler@glooscapventures.com>; envrweb@novascotia.ca; nolan.young@novascotia.ca; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Stan Jacklin <stan.jacklin@shelburnens.ca>; Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>; Therese Cruz <therese.cruz@shelburnens.ca>; Donnie Acker <donnie.acker@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>; Jackie Treloar <jktreloar@gmail.com>

Cc: Michael Kahn <planning@shelburnens.ca>; Will Butler <Will.Butler@shelburnens.ca>

Subject: Re: Request for Immediate Investigation and Enforcement – Unauthorized Dump Site Adjacent to Wetland Behind 55 Clements Street

Dear Calvin,

Thank you for reaching out to the Town of Shelburne.

Please be assured that we take all resident concerns seriously and are committed to addressing them in a timely manner. We will thoroughly investigate the matter you have raised and follow up with you accordingly.

Should you have any additional questions in the meantime, please do not hesitate to contact us.

Dana Nash

By-law Enforcement Officer

Town of Shelburne
162 Mowatt Street
P.O. Box 670
Shelburne, NS, B0T 1W0
© 902-875-6482
www.shelburnens.ca



From: Calvin Butler <calvin.butler@glooscapventures.com>

Sent: Monday, June 1, 2026 11:06 AM

To: Sherry Doane <Sherry.Doane@shelburnens.ca>; envrweb@novascotia.ca <envrweb@novascotia.ca>; nicole@wastechek.ca <nicole@wastechek.ca>; nolan.young@novascotia.ca <nolan.young@novascotia.ca>; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>; Dana Nash <Dana.Nash@shelburnens.ca>; Stan Jacklin <stan.jacklin@shelburnens.ca>; Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>; Therese Cruz <therese.cruz@shelburnens.ca>; Donnie Acker <donnie.acker@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>; Jackie Treloar <jktreloar@gmail.com>

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Photographs are attached.

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Thank you for your attention to this matter. I look forward to receiving confirmation that an investigation is underway and that appropriate steps are being taken to address the situation.

Sincerely,

Calvin Butler

55 Clements Street

Shelburne, Nova Scotia

From: Karen Mattatall <karenharrismattatall@gmail.com>

Sent: June 28, 2026 11:24 AM

To: Stan Jacklin <stan.jacklin@shelburnens.ca>; Elizabeth Acker <Elizabeth.Acker@shelburnens.ca>; Therese Cruz <therese.cruz@shelburnens.ca>; Donnie Acker <donnie.acker@shelburnens.ca>; Sheldon Ringer <Sheldon.Ringer@shelburnens.ca>; Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>

Subject: Re: In memorium

CAUTION: This email originated from an external sender.

Dear Council members and CAO, I would request that the following letter be added to the next council meeting for consideration, please

Karen

Good afternoon Council and CAO

I am respectfully writing to ask that the Town council consider and approve the addition of a memorial plaque on our Guild Hall in memory of the late Mike Hartigan.

For those who knew Mike or had an opportunity to work or volunteer with Mike, you will remember his dedication to the preservation of our local history most specifically regarding our ship building history.

Mike volunteered for various projects in the Town including the restoration of the Mill Building, helping to ready it for locals and visitors to enjoy.

I served with Mike for a number of years on the Shelburne Historical Society where he continuously shared his knowledge and ensured it was recorded and preserved.

A number of years ago Mike worked with the Town to create the design for the current Guild Hall when the original one, built for the movie A, The Scarlet Letter had reached the end of it's life.

A planner by profession, Mike designed then worked as project manager through the construction of this beautiful building that offers a wonderful space for so many enjoyable activities, centrally located and close to the ocean he loved so much.

Sadly Mike passed away this year, however; as a person who was not only very knowledgeable, but truly dedicated to and advocated for the preservation of local seafaring history, I would like to suggest that a memorial plaque be placed on the Guild Hall as an well-deserved recognition in memory of Mike.

Document #	
D26-129	
Rec'd by JD	
Date	
June 28/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Should Council agree, I would be happy and willing to organize an event to dedicate the plaque.

Respectfully submitted,

Karen Mattatall

Western Counties Regional Library Annual Report

Document #	D26-130
Rec'd by	JD
Date	June 18/26
COPIES TO:	
Council	☒
Agenda	☒
Committee	☐
	☐



2025 - 2026



From Our Board:

As Chair of the Western Counties Regional Library Board, I wish to communicate our annual report in a spirit of partnership and shared responsibility.

Libraries: Cornerstones of Community

Our libraries remain universally accessible, safe, public spaces. They are open to all, without barriers or appointments, contributing vital communal space to the people we serve.

As social infrastructure, libraries are interwoven into the fabric of Digby, Yarmouth, and Shelburne Counties. Our services reflect and respond to community needs, shaped by an ever-changing social and economic landscape.

Libraries: Partnership and Stewardship

The Western Counties Regional Library Board acknowledges the importance of our provincial and municipal funders, and the commitment of our key stakeholders. Together, we work to ensure library services are delivered within a framework of sustainable and stable funding.

We recognize that fiscal pressures create strain on systems and on the people those systems serve. In that context, the Board remains committed to serving the public professionally through programs and services that are responsive to community needs, while working diligently with our provincial and municipal partners toward stable, sustainable funding.

Libraries: Our Core Mandate

Our mandate is clear: our people and our service delivery. The Western Counties Regional Library Board looks forward to continuing to work with the Province of Nova Scotia, our municipalities, and all stakeholders to ensure that libraries continue to meet the needs of rural Nova Scotia today and into the years ahead.

Respectfully submitted,
Sherry Thorburn Irvine
Chair, Western Counties Regional Library Board



From Our Executive Director:



We are pleased to present our Annual Report, highlighting the many services and activities that took place across our library system over the past year.

Our libraries are vibrant gathering spaces, bustling with activity and connection. Together, our dedicated staff, along with our community partners, continue to provide meaningful services to residents throughout Digby, Shelburne, and Yarmouth counties.

This year, we delivered more than 1,000 programs attended by over 10,000 people and loaned more than 251,194 books and other materials, reflecting the continued growth in library use and community engagement. As our communities evolve, so do our services. By combining the expertise of our staff with the knowledge and support of our partners, we continue to adapt and respond to emerging needs.

Public libraries occupy a unique place in our communities. We welcome everyone. From children's science clubs to technology training for seniors, our libraries bring people together to learn, connect, and thrive. We are proud of the positive impact our libraries make every day and remain committed to fostering welcoming spaces where people, ideas, and opportunities come together.

We invite you to join us in celebrating all that libraries represent: the people, the places, and, of course, the books that continue to enrich our communities.

Erin Comeau
Executive Director and Regional Librarian

Library as Space & Place

“Thanks so much for having me share my Lucy with you and your special guests. It was a great way to spend an evening. Now you know where to find me if you ever need crustacean entertainment again! 😊”

– Author Pam Wamback to Barrington branch library on June 5, 2025.



A boy decorates lobster cookies at author Pam Wamback’s return visit to the Barrington Library.



10,087

Active Members



183,437

Items Borrowed



67,757

Digital Items Borrowed



109,566

In Person Visits

78,458

Virtual Visits



Community Outreach Manager, Breanne Muise, guides older adults at the All About Apps and Cybersecurity program at the Weymouth Library.



Grade 7 students from École secondaire de Clare visit their art exhibit at the Clare Library.

Library as Space & Place

1,079

*Children's and adults programs.

Enjoyed by

10,426

people.



*Includes passive programs



Yarmouth MLA, Nick Hilton, tours the library Headquarters.

Let's talk about periods!

This year we used funding from our Period Poverty grant from the Government of Nova Scotia to host the Own Your Flow: Period Product Giveaway! This was a campaign across all 10 of our library branches. People learned about period underwear, reusable pads, menstrual cups, and menstrual discs. They could also enter into a draw to win reusable period products.

Our project coordinator, Mahala Sears, led information sessions where people learned more about these products. Sears held a session at each branch. We also had informational programs presented by nurse practitioner, Maria Ceschiutti. She shared information about periods, perimenopause, and menopause. These were at the Barrington, Shelburne, and Yarmouth branches.

At the end of the campaign we gave away products to a total of 77 people! Winners were from Digby, Yarmouth, and Shelburne counties.

Library as Space & Place

Media Literacy at the Library

Community Outreach Manager, Breanne Muise delivered programs on how to spot misinformation on social media. Programs were presented at our Barrington, Digby, Weymouth, and Yarmouth library branches.

Muise also delivered similar programs to Tri-County Regional Centre for Education students in grades 5 to 9. She presented at Islands Consolidated School, Lockeport Regional High School, and Saint Mary's Bay Academy.



Community Outreach Manager, Breanne Muise plays a game with Islands Consolidated students to analyze if a post is true or misinformation.

1-on-1 Technology Help

The library provides one-on-one technology help for patrons who have difficulties using their devices. Community Outreach Manager, Breanne Muise and Systems Administrator, Ryan McKenzie lead these sessions.

Our winter Technology Trainer, Maisie Hayward, offered many more sessions. When asked about the importance of them, Hayward says, “The world is forever evolving and sometimes it can go way too fast, especially technology... it is unfair on those who didn’t get the chance to evolve with it. There will always be people that need help and this work allows for that.”

Library user, Barbara Comeau says that these sessions are very helpful. Technology does not come easy to her and she often needs help with her tablet or Chromebook. She ended her technology help session by saying, “I was stuck before I came today and now I’m unstuck”.

Branches by the Numbers

Barrington

1,107 Members
2,012 Program Participants
16,704 Visits
24,383 Items Borrowed
624 Computer Bookings
8,338 Wireless Connections

Outreach and Book Deposits:

- Bay Side Home
- Home Away from Home Family Daycare
- Ocean View Christian Academy



Cathy from YREACH reads Say Hello at the Digby branch.

Clark's Harbour

219 Members
418 Program Participants
3,409 Visits
3,767 Items Borrowed
116 Computer Bookings
2,439 Wireless Connections

Outreach and Book Deposits:

- Clark's Harbour Elementary School

Clare

645 Members
307 Program Participants
8,242 Visits
9,792 Items Borrowed
699 Computer Bookings
2,898 Wireless Connections

Outreach and Book Deposits:

- Foyer Celeste



Patrons made beeswax wrap and learned about bees with beekeeper Meghan Pond at the Barrington branch.

Digby

1,424 Members
3,193 Program Participants
15,173 Visits
30,746 Items Borrowed
829 Computer Bookings
3,691 Wireless Connections

Outreach and Book Deposits:

- Digby Preschool Co-Op
- Digby Neck Consolidated School

Branches by the Numbers

Lockeport

279 Members
549 Program Participants
4120 Visits
7,186 Items Borrowed
319 Computer Bookings
2,761 Wireless Connections

Outreach and Book Deposits:

- The Fox and the Hare Daycare
- Lockeport Elementary School
- Surf Lodge Nursing Home



Two patrons choosing seeds to take home from the Lockeport branch seed library.

Pubnico

250 Members
4 Program Participants
2,544 Visits
3,926 Items Borrowed
75 Computer Bookings
1,641 Wireless Connections

Outreach and Book Deposits:

- Nakile Home for Special Care



A group of people socializing at the Westport branch Fibre Group program.

Shelburne

1,182 Members
1,464 Program Participants
10,372 Visits
23,073 Items Borrowed
1,127 Computer Bookings
4,427 Wireless Connections

Outreach and Book Deposits:

- King Street Family Centre
- Mary's Abide Awhile Home Limited
- Roseway Manor Inc.

Westport

131 Members
146 Program Participants
2,371 Visits
2,228 Items Borrowed
22 Computer Bookings
1,291 Wireless Connections

Outreach and Book Deposits:

- Old School Stop and Shop in Freeport
- Islands Consolidated School

Branches by the Numbers

Weymouth

723 Members
458 Program Participants
7,938 Visits
16,512 Items Borrowed
662 Computer Bookings
4,272 Wireless Connections

Outreach and Book Deposits:

- Maison Jerome
- Weymouth Consolidated School



Patrons learned to make healthy and hearty salads at the Weymouth branch. This program was made possible by the Food Security Initiative grant from the Government of Nova Scotia's Department of Communities, Culture, Tourism and Heritage.

Yarmouth

4,040 Members
1,875 Program Participants
38,693 Visits
73,420 Items Borrowed
3,522 Computer Bookings
10,939 Wireless Connections

Outreach and Book Deposits:

- 10 local seniors residences



Systems Administrator, Ryan McKenzie speaking to expo-goers at the 55+ Wellness Day expo held at the NSCC Burrigade Campus in Yarmouth.

Teaching New Skills

Kids learn food prep at the library

A snack time program at the library helped youngsters learn about healthy foods and how to prepare them. Various programs ran in the fall at four library branches for youngsters aged two to 12.

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

Children made their own healthy snacks and learned to clean, chop, peel and prepare food in a safe way. This program was popular with both children and parents. The majority of children attended multiple sessions, Sears says.

"I love it," said a mother who attended all four sessions in Yarmouth with her daughter. "It allows the child and adult to socialize." She said her child "gets to listen to another adult," and "it is something different." The program has increased her daughter's interest in being in the kitchen and helping out.

"It is very important to start learning about food and nutrition, and how to prepare them at a young age to be able to build skills for the future," Sears says. "We have had quite a wide age range attending. The little ones seem very empowered and confident while getting the opportunity to make their own snack."

Another mother who attended the program with her daughter in Yarmouth watched her daughter come out of her shell. "Iva loved it," she says. "She was not social." She is now, she says.

Parents are frequently asking when the next program will be. Digby library clerk Jadyn Samson watched parents and children enjoy attending the program. "The kids have been loving it, and the parents said it's a nice way for their kids to start making snacks independently," Samson says.

Many of the parents asked Sears about where to purchase the child-safe tools. "I have some very budget friendly suggestions for them," she said.

This program was funded by the Food Security Initiative Grant through the Government of Nova Scotia's Department of Communities, Culture, Tourism and Heritage.



Project Coordinator, Mahala Sears taught children aged 6 to 12 how to prepare a nutritious snack at the Digby branch.

Meeting the Needs of the Community

Parent group builds connections at the library

Over the past year a parent group formed and began to meet at the Yarmouth branch to socialize and play. We were able to interview Dede Whitten, who started the group and Kristina d'Entremont, who goes with her son.

Whitten says she and her family recently moved to Yarmouth. She found it hard to get to know and build connections with people in town, so she started a group to meet with other parents of young children.

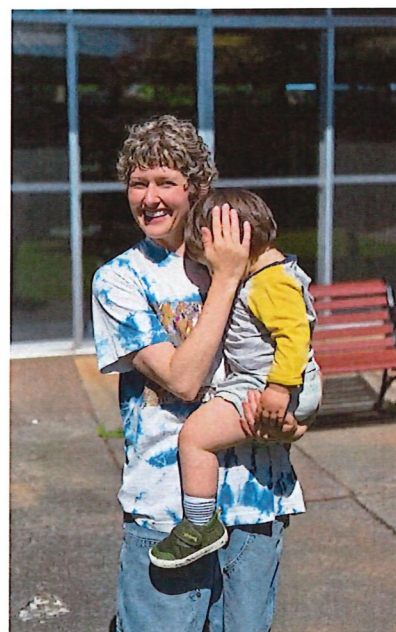
By the end of summer 2025, the group began to meet at the library. They also attend the Yarmouth branch's Storytime program on Thursday mornings.

d'Entremont began attending the Storytimes with her son when he was about 4 months old. She says, "The first year as a mom is a really big year... Post-partum depression is common and knowing there was something going on that I could attend with my baby was really helpful... [The library] is a community space with no barriers for us to access it. There are no fees to attend, it's welcoming and the kids section is nicely tucked away, so we don't feel in people's way. It feels like you can let the kids explore."

Both mothers brought up a lack of programs in the community that are available for babies. Whitten says, "They're things I never thought about until I had a baby. It's really invisible until you're there and you're like oh, this is why everybody says they're lonely."

They identified the library as an important space for themselves and their families. Whitten says, "The library [is] one of the only third spaces in all of downtown Yarmouth. We use it often."

While discussing their move to Yarmouth, d'Entremont added, "The space is open to explore... I wanted to encourage a love for books and reading with my son. It's also nice to see what other people and their children are interested in reading. We want to continue exploring books with our son as he grows up."



Dede Whitten and her son at the Yarmouth branch.

Working with the Community

Volunteer Income Tax Clinics

The library participates in the Canada Revenue Agency's Community Volunteer Income Tax Program (CVITP) as an organization every March and April. Through it, we provide free income tax clinics to people with low incomes. It has been very successful with 685 tax returns filed during the year.

Our volunteer tax filers have seen an increase in the amount of people looking to have their taxes filed. Volunteer Donna Simmons says, "More and more people are taking advantage of the program and needing it. The cost of tax filing is high and people on a fixed income cannot afford it."

Volunteer Julia Gal, adds that besides the cost, barriers to filing happen when people are "unfamiliar with using a computer, do not have access to a computer, or are not comfortable using the CRA UFile software."

The most common types of clients for the program are older adults, immigrants, and people with income assistance. John Lukeman has been a volunteer with CVITP for 20 years. He says, "Sometimes, you'll be doing someone's taxes as a temporary resident and over the years you get to see them become Canadian citizens."

Some clients find it reassuring to see our volunteers every year. Lukeman says, "People are comfortable seeing the same faces. With filing your taxes commercially, you don't always know the person doing your taxes."

Simmons has a similar sentiment, mentioning "I've gotten to know a lot of people. I've heard some people say, 'Oh good, it's you again!' as they came in. It made me feel happy." She adds that for older adults, the social aspect of meeting with a tax filer is valuable.

We have free income tax clinics at our Digby, Shelburne, and Yarmouth branches. At our Shelburne branch we partner with Our Senior Services to host the clinic.



Patrons listen to Selina Power from Canada Revenue Agency's CVITP. She informs them of tax benefits and credits available to older adults. Attendance was both virtual and in person at the Yarmouth branch.

Improving our Services

Library Accessibility

We continue to work to improve accessibility at the library. In March we created a new Accessibility Committee for our library.

The committee plays an important role to help the library become accessible. It gives advice on finding and removing barriers to persons with disabilities. It helps the library fulfill its responsibility to provide accessible services under Nova Scotia's Accessibility Act.

We received a grant from the Nova Scotia Department of Communities Culture and Heritage to help upgrade our service desks, for accessibility. With the Municipality of Digby and Town of Digby's help, we upgraded the desks in Digby and Weymouth. We continue to work with municipalities and towns in the region to upgrade the service desks in the eight remaining branches.

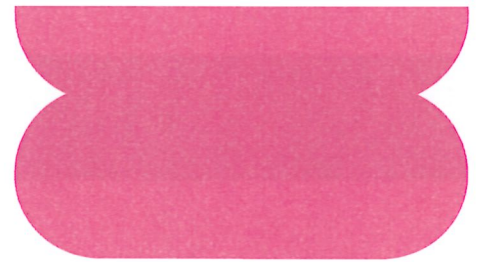


Adrien LeBlanc (sitting) and Barry Faulkner (standing) as they assemble the desk in Weymouth. Both are employees of the Municipality of Digby.



The new seated circulation desk built at the Digby branch.

Library Support



Public libraries in Nova Scotia are required to raise 3% of their annual operating budgets through local fundraising efforts. Western Counties Regional Library relies on the generosity of community members, patrons, and supporters to help meet this requirement.

We would like to thank everyone who donated money to the library this year. Every contribution played a meaningful role in supporting library services and helping to keep our libraries open and accessible to our communities.

We would also like to recognize the dedication and hard work of the volunteers who serve on the Shelburne Library Building Association and the Yarmouth Public Library and Museum Board. Through their ongoing commitment and stewardship, the McKay Memorial Library and the Izaak Walton Killam Memorial Library buildings continue to be maintained and operated for the benefit of residents throughout the region.

A special thanks to our:

Summer Reading Club Prize Sponsors

- Centre sportif, Université Sainte-Anne
- Digby Area Recreation Commission
- Digby Canadian Tire
- Fundy Restaurant & Dockside Suites
- Mariners Centre
- Nova Scotia Museums
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- The Shanty Café
- White Perkins Associates Chartered Professional Accountants Inc.
- Wilson's Home Hardware in Barrington

Grant Funders

- **Community Volunteer Income Tax Program** – Income Tax Clinics in Digby and Yarmouth.
- **@NS** – Virtual Programming
- **Old Ladies Home Society** – Accessibility improvements to the Yarmouth branch service desk
- **Nova Scotia Department of Communities, Culture, Tourism and Heritage** – Serving People Better (Accessibility) grant.

Library Support



Regional Library Finances

Expenditures

	2024-2025	2025-2026
Salaries and Benefits	\$1,532,073	\$1,521,728
Library Materials	\$ 196,278	\$ 150,441
Other Expenses	\$ 332,008	\$ 351,354
Total Expenditures	\$2,060,359	\$2,023,523

Revenues

	2024-2025	2025-2026
*Province of Nova Scotia	\$1,426,500	\$1,492,500
Municipalities	\$ 460,700	\$ 447,800
Other Revenues	\$ 220,958	\$ 240,087
Total Revenues	\$2,108,158	\$2,180,387

*Includes \$132,000 in Bridge Funding from the Department of Communities, Culture, and Heritage.



Mary Eldridge (left) and Barb Rodney (right) from the Old Ladies Home Society give their donation to library Deputy Director, Shannon Raynard.



People purchase baked goods and plants from the Lockeport Friends of the Library Plant and Bake Sale.



Shelburne Audit Committee

March 16, 2026

5:00 – 6:00 p.m.

Document # D26-131	
Rec'd by JD	
Date June 19/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Minutes

Present:

Chair: Mayor, Stanley Jacklin

Town Council: Elizabeth Acker, Donald Acker, Therese Cruz and Sheldon Ringer

Finance Manager: Jane Crowell

Town CAO: Sarah Mattatall

Finance Officer: Jennifer Perry

Public Representative: Bruce Bennett

Regrets:

None

1) Call to Order (Chair Mayor Stanley Jacklin)

The meeting was called to order at 5:02 p.m.

2) Approval of Agenda

THAT the Agenda of the Town of Shelburne Audit Committee for March 16, 2026 be approved.

Mover: Elizabeth Acker, Seconder: Donald Acker

3) Approval of Minutes from January 19, 2026

THAT the Minutes of the Town of Shelburne Audit Committee be approved.

Mover: Donald Acker, Seconder: Sheldon Ringer

4) Committee Items:

a) Council / CAO Expenses and Hospitality Review 2025/26 (3rd Quarter Review)

3rd Quarter Review (October – December 2025)

Mayor Stanley Jacklin	\$1,742.08 NSFM Conference
Councillor Elizabeth Acker	\$1,678.55 NSFM Conference
Deputy Mayor Donald Acker	Nil
Councillor Sheldon Ringer	Nil

Councillor Therese Cruz	\$2,074.40 NSFM Conference & Volunteer Awards Ceremony
CAO Sarah Mattatall	\$2,195.31 (Cell phone, AMANS Training, NSFM Conference & Leadership Meetings)
Hospitality Expense	\$418.46 (CAO, Mayor & Warden Meetings)

THAT the Audit Committee recommended Town Council approve the 3rd Quarter Council & CAO Expenses and Hospitality Expenses as presented.

Mover: Elizabeth Acker, Seconder: Therese Cruz

b) Finance Manager General Update

- c) The Manager of Finance provided an update on revenues and expenses for the 2025/26 year as of March 12, 2026, noting the fiscal year is approximately 99% complete.

Town General

As of March 12, 2026, the Town's General Fund has collected approximately 96% of projected revenues and incurred 94% of projected expenses, with the fiscal year nearly complete. Overall, a year-end surplus is anticipated, pending final adjustments and audit entries.

Revenues:

- Deed Transfer Tax is significantly below budget and expected to finish under projections.
- Sewer connections, development permits, and bank interest are also under budget.
- Majority of grant funding has been received, with some remaining amounts outstanding.

Expenses:

- Several year-end adjustments pending, including sick leave, audit services, and internal allocations.
- Public Works equipment is over budget due to repairs, while some road-related expenses are under budget.

Marine Terminal

As of March 12, 2026, approximately 54% of projected revenues have been received. These amounts do not take into consideration any adjustments or corrections to be completed, especially for Capital expenditures for the Water and Dock Street Wharf Project and transfers to be made from the Port Reserve account. A small surplus is anticipated, pending final adjustments and audit entries.

Water Utility

As of March 12, 2026, approximately 81% of projected revenues have been received and 94% of expenses incurred. A year-end deficit is possible due to increased repair and maintenance costs.

- Fourth Quarter Water Billing (January to March) revenue will not be posted until year end.
- Expenses are over budget in several areas, including pumping and treatment equipment repairs, lagoon sludge management, and insurance.
- Additional year-end adjustments (e.g., labour allocations, depreciation, audit services) are still to be completed.

Capital Projects Update

Multiple capital projects are ongoing, with several nearing completion or progressing through planning stages:

- Landfill Decommissioning (Phase 1): In final stages; completion expected Spring 2026.
- Graham's Park Expansion: In concept phase, total cost to be funded by Donor.
- Grovestine's Complex Improvements: Project has been completed, including court resurfacing and site upgrades. Funding to be one third from Gas Tax and two thirds from the Province of Nova Scotia – Recreation Grant.

Water Projects:

- Relief Valve installation deferred to next fiscal year. Funding from Water Depreciation.

- Infrastructure Improvements (Roseway Rebuild) is in the planning stage with tenders awarded. Funding to be shared by the Province of Nova Scotia – MCGP and Town Borrowing.
- Infrastructure Improvements (North End Development) is in the planning stage with tenders awarded. Funding to be shared by the Province of Nova Scotia – GRID and Town Borrowing.

Port Project:

- Water & Dock Street Wharf upgrades (2nd year) are in final stages of completion. Funding to come from the Federal & Provincial Government, Municipality of the District of Shelburne, Town of Shelburne and Port Operating Reserves.

THAT the Audit Committee accept the Finance Manager's General update for information.

5) Old Business:

Investigation for separation of the Shelburne Marine Terminal from the Town of Shelburne into its separate entity.

The CAO provided an update on the investigation into the potential separation of the Shelburne Marine Terminal from the Town of Shelburne. Initial contact has been made with the Town of Digby, and it was further recommended that the Town of Yarmouth be consulted regarding their process. The CAO will also be engaging with the Town's insurance provider to determine eligibility for liability coverage following recent upgrades to the marine terminal. The CAO will continue to review this matter and provide additional information at a future meeting.

6) New Business:

None

7) Next Meeting Date:

Next Meeting is scheduled for Monday June 15th, 2026 at 5:00 p.m. in Council Chambers

8) Adjournment:

Meeting adjourned at 5:49 p.m.



COUNCIL REPORT - FOR DECISION

Subject: Visitor Information Centre (VIC) – RFP Results and Recommendation to Re-Issue

Date: June 25, 2026

Council Date: July 6th, 2026

Prepared by: Mike Kahn, Director of Planning & Development Services
Daniel MacKay, Administration and Human Resources Coordinator

Docu. D26-132	
Rec'd by JD	
Date June 28/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Purpose:

To report to Council on the results of the competitive solicitation issued under TOS2026-004-VIC (Visitor Information Centre – Lease with Option to Purchase) and to seek Council authorization to re-issue the RFP in accordance with the Town's Procurement Policy, with an extended solicitation timeline to support competitive market participation.

Background:

On May 19, 2026, Council passed Motion M26-060 directing staff to issue a Request for Proposals for the lease, with option to purchase, of the Town-owned Visitor Information Centre (VIC) building. The procurement was issued under file TOS2026-004-VIC in accordance with the Town of Shelburne Procurement Policy and the Atlantic Trade and Procurement Partnership (ATPP).

The RFP was advertised on ProcurementNS (novascotiabids.ca) and sought proposals from qualified proponents for a long-term lease of the VIC property, with an embedded option to purchase at terms to be negotiated. The solicitation closed on June 6, 2026.

Procurement Results:

No proposals were received by the closing deadline. The Town received zero (0) submissions.

Notwithstanding the absence of formal submissions, staff have received verbal expressions of interest from prospective proponents following the close of the solicitation. These conversations indicate that market interest exists, and that the timeline established in the original RFP was insufficient to allow interested parties to undertake the due diligence and financial planning necessary to prepare a responsive proposal.

Analysis:

The absence of submissions is not interpreted as a lack of market interest. Staff recommend re-issuance of the RFP on the following basis:

- Verbal interest has been confirmed from at least one prospective proponent since closing.
- The original solicitation window was compressed, likely limiting the ability of interested parties to secure financing commitments or conduct property assessments.

- The VIC property remains a strategic municipal asset and is subject to the Town's Procurement Policy and the Municipal Government Act, which this approach complies with.
- Re-issuance with an extended timeline preserves the Town's ability to achieve a competitive result and fair market outcome.

Direct negotiation outside a competitive process is not recommended at this stage given the confirmed market interest. Proceeding by direct negotiation would require documented justification under the Town's Procurement Policy exception provisions and would expose the Town to challenge from interested parties.

Proposed Re-Issue Timeline

Staff recommend re-issuing TOS2026-004-VIC under the same terms as the original RFP with an extended timeline. All evaluation criteria, the lease structure, the option to purchase framework, and the scoring methodology remain unchanged. The proposed schedule is:

Milestone	Target Date
RFP Re-Issue / Posted to novascotiabids.ca	Mid-July 2026
Proposal Closing Deadline	Late September 2026
Evaluation & Staff Report to Council	October 2026
Council Award / Lease Negotiation	November 2026
Target Occupancy / Move-In	Early December 2026

Options

	Pros	Cons
Option 1 - Re-Issue RFP with Extended Timeline (Recommended)	• Maintains competitive process. Consistent with Procurement Policy and MGA obligations. • Confirmed market interest exists. Extended timeline gives proponents adequate time for due diligence and financing. • May lead to the lease and sale of the VIC, increasing Town revenue. Provides an opportunity for a new business on the waterfront.	• Delays VIC disposition by approximately 4–5 months. Building remains vacant and a cost centre during the extended window.
Option 2 - Retain VIC / Abandon Disposition	• None identified given confirmed market interest and Council's stated disposition objective.	• Inconsistent with M26-060 direction. Building remains a cost centre with no revenue. Foregoes strategic disposition

		opportunity. Does not use a prime waterfront site productively.
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Recommendation

THAT Council direct staff to re-issue the Visitor Information Centre RFP with an extended timeline.



COUNCIL REPORT - FOR DECISION

Subject: Vending Fees Policy Updates
Date: June 29th, 2026
Authority: MGA s. 173
Council Dates: July 6th, 2026
Prepared by: Mike Kahn, Director of Planning and Development

Document # D26-133	
Rec'd by JD	
Date June 28/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Purpose:

The Events Committee approached the Town seeking amendments to the Special Events Vending Fees, see attached request in Appendix A.

Analysis:

The proposed amendments are minor, changing the basis of the fee from food services to electrical/power services to differentiate between large and small vendors.

Financials Impacts

None to the Town as all fees are provided to the Events Committee.

Options

	Pros	Cons
Option 1 - Amend the policy and fees as proposed	- Aligns vending fees with requested rates - Provides funding to events committee	None
Option 2 - Do not amend the policy and fees	None	- Aligns vending fees with requested rates - Does not provide funding to events committee

Recommendation

THAT Council amends the Municipal User Fees Policy section 5.10 as attached in Appendix B.

Appendix A-

Town of Shelburne Council,

On behalf of the Events Committee, I am writing to request that Council reconsider and amend the current Special Events Vending Fee Policy.

The committee's intent during discussions regarding vendor fees was to recognize the difference between food trucks and traditional vendors operating from tented spaces. We believe the current policy does not adequately reflect the varying space requirements, operational impacts, and service needs of these vendor types.

As such, the Events Committee respectfully requests that the policy be amended to establish separate fee categories as follows:

- **Food trucks and mobile food vendors whether requiring power supplied by the event organizers or operating under their own power and any large vendors requiring the use of power, be charged a fee of \$150.**
- **Traditional vendors operating from a standard 10' x 10' or larger tent space be charged a fee of \$25.**

The rationale for this request is to create a fee structure that is fair and proportional to the type of vendor participating while still generating revenue to support Shelburne Events Committee. The committee's goal has never been to create a financial barrier to participation, particularly for smaller vendors, crafters, and community organizations. Rather, we seek a balanced approach that recognizes the additional footprint and commercial nature of food truck operations while maintaining affordable participation opportunities for other vendors.

The Events Committee respectfully asks that Council consider this amendment at its July 6 meeting.

Thank you for your consideration of this request. We would be pleased to provide any additional information or clarification required.

Robin Smith
Community Development Coordinator/Community Navigator

Appendix B

5.10 Vending

The following table refers to rates set in the Town of Shelburne's Vending By-law.

Description of Vending	Fee Amount
Annual Vending Permit (1 year)	\$300.00
Monthly Vending Permit	\$150.00
Weekly Vending Permit	\$75.00
Special Events –Vendor w Power Hookup* (per event)	\$150.00
Special Events –Vendor (per event)	\$25.00

*The fee includes vendors who provide their own on-site power.