



AGENDA
Town Council Meeting – Town Council Chambers
July 20th, 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 July 6th, 2026

4) Proclamations and Announcements:

- a) Emancipation Day, August 1st, 2026
- b) National Peacekeepers Day, August 9th, 2026
- c) National Acadian Day, August 15th, 2026

5) Delegations/Presentation:

- a) William Steinhardt- The Breakfast Outfitter D26-134

6) Correspondence:

Action:

- a) Warren MacLeod re: Coordinated Traffic Calming Measure in School Zone Areas D26-135

Information:

- a) Letter to MLA Nolan Young re: New Roseway Manor Build D26-136

7) Council Items: NONE

8) Committee Reports:

- a) Western Counties Regional Library Minutes- March 19th, 2026 D26-137

9) Staff Reports:

- a) Scrapyard at 62 Harriet Street D26-138
- b) General and SMT (Port) Write Offs D26-139
- c) CAO Update
- d) Wastewater Report D26-140
- e) Water Utility Report D26-141
- f) Building Inspector's Report- June D26-142
- g) SVFD Report- June D26-143

10) In Camera Session:

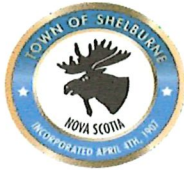
- a) MGA (22) (2) (f) litigation or potential litigation
- b) MGA (22) (2) (g) legal advice eligible for solicitor-client privilege

11) New Business

12) Upcoming Meetings/Events:

- a) Shelburne County Exhibition, August 11th-15th, 2026, Exhibition Grounds
- b) Journey Back to Birchtown, August 16th, 2026, Black Loyalist Heritage Centre
- c) Reminder- No Council Meetings in August
- d) Next Council Meeting, September 8th, 2026, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
July 6th, 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
Bylaw Officer, Dana Nash

Call to Order

Mayor Jacklin called the Council meeting to order at 6:07pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for the July 6th, 2026, Council Meeting.

E. Acker – Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on June 15th, 2026.

D. Acker – E. Acker

MOTION CARRIED

Proclamations and Announcements: NONE

Delegations/Presentations: NONE

Correspondence

Action:

- a) Email- Calvin Butler re: Request for Immediate Investigation and Enforcement- Unauthorized Dump Site Adjacent to Wetland Behind 55 Clements Street

THAT Council directs staff to investigate the concerns raised in Mr. Butler's correspondence and report back.

E. Acker – Cruz

M26-078

MOTION CARRIED

- b) Letter- Karen Mattatall re: In Memorium

THAT Council approves the installation of a memorial plaque on the Guild Hall in memory of the late Mike Hartigan

AND THAT Council authorizes an expenditure of up to \$400 for the construction and installation of the plaque.

D. Acker – Ringer

M26-079

MOTION CARRIED

Information: NONE

Council Items:

- a) Western Counties Regional Library Annual Report

Committee Reports

- a) Shelburne Audit Committee Minutes- March 16th, 2026

Staff Reports

- a) VIC RFP Results & Recommendation to Re-Issue

THAT Council directs staff to re-issue the Visitor Information Centre (VIC) RFP with an extended timeline.

E. Acker - Ringer

M26-080

MOTION CARRIED

- b) Vending Fees Policy Updates

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

Appendix B.

Cruz – D. Acker

M26-081

MOTION CARRIED

In-Camera Session:

- a) MGA 22 (2) (c) personnel matters
- b) MGA 22 (2) (g) legal advice for solicitor-client privilege

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

E. Acker – Cruz

MOTION CARRIED

Council came out of in-camera at 6:58pm. No motion coming out of In-Camera.

New Business:

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

Councillor D. Acker

- Councillor Acker reported attending the Chamber of Commerce meeting and noted it was a positive meeting. He advised that the Chamber expressed interest in submitting a letter of support for the Roseway Manor rebuild.
- Attended the SRHS Graduation Breakfast with Mayor Jacklin and commented that it was an enjoyable event.
- Councillor Acker noted that he has received numerous inquiries from residents regarding the local deer population.

Councillor Ringer

- Councillor Ringer advised that residents of Hammond and George Streets have requested that the guardrail in the area be repainted. He also noted concerns that brush along the ditches on the stretch of road leading to the Roseway Hospital should be cut back, as deer are difficult to see when they enter the roadway.
- Councillor Ringer noted that work is underway at Roseway Hospital to install a six-unit dialysis machine.

Councillor Cruz

- Attended the CBDC Annual General Meeting on June 23 and noted that Shelburne County experienced an increase in business loans, which contributes to new job creation. She emphasized the importance of supporting local businesses.

- Attended the SRHS Graduation on June 29 and presented the Town of Shelburne Bursary to recipient Jacob MacDonald.
- Advised that on August 8 she will serve as moderator for a community-building session at the Centre for Local Prosperity Conference, focused on arts and community. She also noted that the Shelburne Food Share Organization will be participating in the conference.

Deputy Mayor E. Acker

- Attended the Leadership Meeting on June 17, where the primary topic of discussion was dog bylaws.
- Attended the Library Board meeting on June 18. She advised that closures of libraries in the Valley were discussed and noted that the Tri-County Regional Library has sufficient reserves to fund operations this year. She also noted there are 11 libraries in the Western Region.
- Attended the Museum Garden Party on June 20 and commented that it was nice to see Jessica Fancy in attendance.
- Advised that the first Joint Services Steering Committee meeting is scheduled for July 30.
- Shared the June statistics for the Shelburne Museum and Visitor Information Centre, reporting 777 total visitors, including 150 Shelburne County residents and 627 visitors from outside the County. She expressed that the Visitor Information Centre and Museum complement each other well and noted that many newcomers to the area have been visiting to ask questions and obtain local information.

Upcoming Meetings/Events

- a) Guild Hall Summer Series has begun. Please check the Town of Shelburne Facebook page for more information
- b) Dock Street Days, July 17th-19th, 2026
- c) Car Show, Sunday July 19th, 2026, 10am-2pm, Water Street
- d) Next Council Meeting, July 20th, 2026, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of July 6th, 2026, be adjourned at 7:20pm.

E. Acker

**Jessie Dyer
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



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

Document # D210-134	
Rec'd by JD	
Date July 9/26	
COPIES TO:	
Council Council Chambers, Agenda	☒ ☒
Committee each month. Each	☐ ☐

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 4 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: William Steinhardt

Address: 80 Hammond Street, Shelburne, NS B0T 1W0

Phone: 902-319-9257 Email: Thebreakfastoutfitter@gmail.com

Council/Committee you wish to appear before:

- ☒ Town Council
- ☐ Community Participation & Volunteerism Committee
- ☐ Port Committee
- ☐ Asset Management Committee
- ☐ Shelburne County East RCMP Advisory Board
- ☐ Accessibility Committee

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

Request for collaboration on municipal traffic calming and safety solutions at the intersection of

Hammond and Thomas Streets to protect a historic property development and local business investment.

Date of Council/Committee meeting at which you wish to appear: July 20, 2026

Are you representing:

- ☐ Yourself
- ☐ An Organization/Society/Club (Name): _____
- ☒ A Business (Name): The Breakfast Outfitter
- ☐ Other (Please Specify): _____

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

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

Please return the completed form to:

Jessie Dyer, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(902) 875-2991 ext. 4, Fax: 902-875-3932.

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

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

Signature

W. Sternhardt

For Office Use Only:

Date Request Received: July 9/20

☒ Approved

☐ Refused

Reason for Refusal: _____

Applicant Notified ☒

If Approved, Date of Presentation: July 20th, 2020

Signature of Executive Coordinator/Committee Secretary [Signature]

Summary of Presentation (for the Council Agenda)

As the owners of The Breakfast Outfitter, currently restoring a historic 1780s barn and house at 80 Hammond Street, we are entering the final phases of our business launch. Over the past year, we have worked diligently to improve our property, including a voluntary, self-funded excavation that gave up 500 square feet of our yard to vastly improve the sightlines and safety of the Hammond and Thomas Street intersection—an effort widely praised by local residents.

A recent administrative impasse has arisen regarding a newly installed 4-foot custom fence, which was built in reliance on verbal on-site discussions with staff on Earth Day. Planning staff have recently noted in writing that the current Land Use Bylaw's literal street lines 'do not align with the street' and are 'not particularly helpful' for this unique historic property, yet we have been issued a formal modification notice.

Because staff and the RCMP explicitly agree that severe speeding (frequently exceeding 100 kph in this 50 kph zone) is the core safety hazard at this intersection, we believe the solution lies in municipal traffic control rather than the destruction of private business assets. We are requesting a brief audience with Council to present objective sightline measurements and discuss low-cost, cooperative municipal infrastructure solutions—such as speed feedback signs, moving the stop line, or safety mirrors—to protect our patrons, neighbors, and the community.

Specific Action Requested from Council

We are respectfully requesting that Town Council:

1. Direct staff to pause all enforcement and modification timelines regarding the fence at 80 Hammond Street until Council and staff can conduct a formal on-site review of the intersection.
2. Direct staff to expedite the promised installation of the pedestrian crosswalk and safety signage originally committed to during our variance process.
3. Authorize a staff review of budget allocations or grant opportunities for standard traffic-calming infrastructure (e.g., radar speed signs or a flashing caution light) to permanently address the documented speeding issue on Hammond Street.

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Naturally Yours

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

June 30, 2026

Municipality of the District of Shelburne
414 Woodlawn Drive
Shelburne, NS

June 30, 2026

Town of Shelburne Council
168 Water Street
Shelburne, NS

Dear Mayor and Council,

Re: Coordinated Traffic Calming Measures in School Zone Areas

On behalf of the Municipality of the District of Shelburne, I am writing to provide an update regarding ongoing pedestrian safety concerns at the Woodlawn Drive crosswalk and to request the Town of Shelburne's consideration of a coordinated traffic calming approach within our shared school zone areas.

In November 2023, the Municipality submitted correspondence to the Department of Transportation and Infrastructure Renewal (TIR) regarding safety concerns at the Woodlawn Drive crosswalk and requested consideration for the installation of Rectangular Rapid Flash Beacons (RRFBs). Following TIR's review, including traffic count data received in January 2025, it was determined that RRFBs are not warranted at this location under the 2018 Pedestrian Crossing Control Guide published by the Transportation Association of Canada.

While the technical assessment did not support the installation of RRFBs, pedestrian safety concerns remain significant. Residents, municipal staff, and members of Council have continued to observe close calls involving pedestrians, particularly students crossing near Shelburne Regional High School. Concerns regarding driver compliance within the school zone and overall awareness of the crossing continue to be raised.

Following the presentation of a staff report outlining several traffic calming options, Municipality of the District of Shelburne Council approved, at its May 27, 2026 meeting, the purchase and installation of Option 5 – the Evolution 15SL Solar Radar Sign from Absolute Traffic.

The approved radar sign includes:

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D24-135	
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JD	
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- 15-inch high-visibility LED display
- Green display for compliant vehicle speeds
- Amber warning display
- Red display for excessive speeds
- Ability to display multiple customizable safety messages

The cost of each unit is \$4,960.00 plus HST.

Council believes this technology will provide a proactive and highly visible traffic calming measure that encourages motorists to reduce speed and increases driver awareness within the school zone.

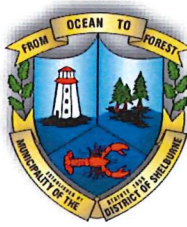
As pedestrian safety in our school zones impacts both municipal jurisdictions, the Municipality respectfully requests that the Town of Shelburne consider installing a corresponding Evolution 15SL Solar Radar Sign on King Street approaching Hillcrest Academy. A coordinated approach would provide consistent messaging to motorists travelling through both school zones and demonstrate a shared commitment to improving pedestrian safety for students, staff, and residents.

The Municipality believes that implementing similar traffic calming measures on both Woodlawn Drive and King Street will enhance driver awareness, encourage compliance with posted speed limits, and contribute to a safer environment around our schools.

Thank you for your consideration of this request. We appreciate the Town's continued partnership on matters that enhance the safety and well-being of our shared community and would welcome the opportunity to discuss this initiative further.



Warren MacLeod
Chief Administrative Officer (CAO)
Municipality of the District of Shelburne
Email: Warren.MacLeod@municipalityofshelburne.ca



June 30, 2026

Honourable Nolan Young, MLA
164 Water Street
Shelburne, NS
BOT 1W0

Email: nolan.young@shelburnemla.ca
Re: New Roseway Manor Build

Document #	
D26-136	
Rec'd by	
JD	
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Dear Minister Young,

On behalf of the Roseway Manor Board, we are writing to request an update on the status of the new Roseway Manor replacement project in Shelburne and to seek clarification regarding the reasons for the continuing delays.

When the Province announced the new 112-room Roseway Manor in November, 2023, the project was welcomed by residents throughout Shelburne County. The announcement provided hope that local seniors would soon have access to a modern, long-term care facility and that the aging existing Roseway Manor would be replaced with a facility better suited to meet the needs of residents, families, and staff.

More than two and a half years have now passed since that announcement. Unfortunately, despite the significance of the project and the expectations that were created, there appears to have been very little visible progress. To date, site preparation has not even commenced, and the community has received limited information regarding the current status of the project or the reasons for the delay.

This lack of progress and communication has led to growing frustration within the community. Residents, families, municipal leaders, and healthcare advocates all recognize the importance of this project and are increasingly concerned that timelines continue to slip without clear explanation.

Our community has a significant senior population, many of whom, along with their families, require access to additional care and residential support. The continued delays to this project, regardless of the reasons, are having a tangible impact on some of the most vulnerable residents in Shelburne County. As timelines

remain uncertain, families are faced with increasingly difficult decisions regarding elder care, often with fewer options available to them.

The perception that support for this long-promised project may be diminishing is deeply concerning to residents throughout the region. Given the importance of this facility to the future of long-term care in our community, we would welcome clarification regarding your position on the project, the Province's current level of commitment, and what support can be expected to move the project forward within a clearly defined timeline.

In addition to its importance as a long-term care facility, the new Roseway Manor was expected to serve as a significant economic driver for Shelburne County. The construction of the facility would create employment opportunities, attract additional healthcare and support workers to the region, and contribute to local economic growth. The project was also expected to support further residential development, helping to address local housing needs and accommodate an expanding workforce. As delays continue, the County is unable to realize these broader economic and community benefits, creating further uncertainty for residents, businesses, and municipal leaders who have been planning for the opportunities this development would bring.

There has been considerable speculation regarding the cause of the delay. One persistent rumour suggests that the Province has been waiting for the MacLeod Group to reduce the overall cost of the facility before proceeding. However, it is our understanding that substantial work has already been undertaken to revise and reduce project costs and that this issue has been addressed. If that understanding is correct, it would indicate that project cost reductions are not the primary reason construction has yet to begin.

Given the importance of Roseway Manor to Shelburne County, we would appreciate your assistance in providing answers to the following questions:

1. What is the current status of the new Roseway Manor project?
2. Has the Province granted final approval for construction to proceed?
3. What specific factors have contributed to the delay since the November, 2023 announcement?
4. What milestones remain before site preparation and construction can begin?
5. What is the Province's current timeline for the start of construction and eventual opening of the facility?
6. What steps are being taken to ensure the project moves forward as quickly as possible?

The residents of Shelburne County understand that large infrastructure projects can face challenges and changing circumstances. However, after more than two and a half years with no visible construction activity, the community deserves a clear and transparent update on where the project stands, what obstacles remain, and when residents can expect to see meaningful progress.

We appreciate your attention to this matter and look forward to your response.

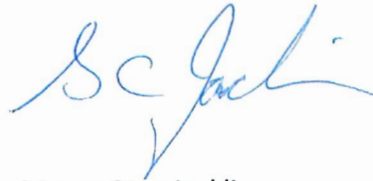
Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Amalfa'.

Mayor Derek Amalfa
Town of Lockeport

A handwritten signature in blue ink, appearing to read 'Penny Smith'.

Warden Penny Smith
Municipality of Shelburne

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

Mayor Stan Jacklin
Town of Shelburne

c: Roseway Manor Board Members

Document #	
D26-137	
Rec'd by	
JD	
Date	
July 15/26	
COPIES TO:	
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Agenda	✓
Committee	

Western Counties Regional Library

Board Meeting Minutes

March 19, 2026

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, March 19, 2026 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia. Some members attended virtually via Zoom.

Present:

Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne.

Councillor George Manzer, Municipality of Digby.

Mayor Clay Kenney, Town of Clark's Harbour.

Deputy Mayor Elizabeth Acker, Town of Shelburne.

Councillor Belle Hatfield, Town of Yarmouth.

Clifford Hood, Yarmouth Public Library & Museum.

Erin Comeau, Secretary – Treasurer.

Present via Zoom:

Councillor Amy MacKinnon, Municipality of Barrington.

Regrets:

Councillor Kathy Bourque, Municipality of Argyle.

Councillor William McCormick, Town of Digby.

Councillor Réanne Evans, Municipality of Clare.

Absent:

Councillor Phil Mooney, Municipality of Yarmouth.

Councillor Candace Malik, Town of Lockeport.

1. Call to Order.

The Chair, Sherry Thorburn Irvine, calls the meeting to order at 1:01 pm. and welcomes everyone present at the meeting and online via Zoom.

2. Adoption of the Agenda.

There being no additions to the agenda, Belle Hatfield moves and George Manzer seconds the adoption of the agenda. Motion carried.

3. Declaration of Conflict of Interest.

None.

4. Minutes of the Previous Meeting.

The minutes of the December 11, 2025 board meeting are circulated. Belle Hatfield moves and Clay Kenney seconds the approval of the December 11, 2025 board meeting minutes. Motion carried.

5. Business arising from the minutes.

4.1 Guidelines for Naming of Buildings.

Erin notes that this item is postponed until the fiscal year 2026-2027 and that it will be added to the 2026-2027 Management Activities.

6. Chair's Report.

Sherry reports that regions are struggling just as we are to maintain library services, with some struggling more than others. She wishes to acknowledge the staff at WCRL for their excellent work. She also appreciates all the board members and the work they do. In 2026-2027, WCRL will receive the same core library funding that it has received for the last seven years. It will not receive the bridge funding that was given previous years to support wage increases. Still, the WCRL Board's priority remains the same: to secure long-term sustainable funding for library services across the region and the province.

7. Director's Report.

Erin reports that she normally presents a written update on Management Activities but was unable to because of unforeseen circumstances that caused her to be absent for a

few weeks prior to the meeting. Activities of note since the December board meeting include:

- Hiring MNP to manage bookkeeping as of April 1, 2026.
- Managing bookkeeping with Shannon Raynard, Deputy Director and preparing year-end reports for White Perkins Associates.
- Managing outstanding project grants and submitting year-end reports.
- Overseeing the design for the new library in Pubnico. The construction started in March.
- Training Breanne Muise, our new Community Outreach Manager, as she takes over some public relations manager duties and settles into her new position.
- Preparing 2026-2027 Operating Budget scenarios.

Discussion on Director's Report:

Belle Hatfield reports that the Nova Scotia Federation of Municipalities is working on advocacy for public libraries in Nova Scotia. There is a discussion on how municipalities are responsible for the library buildings in the region with the exception of the McKay Memorial Library and the Yarmouth Public Library and Museum. The town and municipality in Shelburne contribute financially to the McKay Memorial Library's building and maintenance costs. Erin states that it is important for the Province of Nova Scotia to understand how much the municipalities and towns pay to operate and maintain the library buildings across the province.

8. Approval of the Financial Statement.

The February 28, 2026 Trial Balance report was presented. Elizabeth Acker moves and Belle Hatfield seconds to accept the February 28, 2026 Financial Statement as submitted. Motion carried.

9. Audit, Risk and Finance Committee Chair's Meeting Report

In the absence of the Audit, Risk and Finance Committee Chair, Sherry Thorburn Irvine gives a report on the committee's budget meeting that was held on March 11, 2026.

10. Budget Recommendations.

In reviewing the board generated revenues, Erin recommends that the Adopt-A-Book campaign be postponed for the year. Management is not in a position to manage a large campaign in the absence of a campaign manager (formerly the Public Relations Manager). Erin also points out that funds from the library's reserve accounts will be required to balance the budget. A discussion is held on hiring a third party for large fundraising campaigns. This discussion will resume at a later date. The Audit, Risk and Finance Committee will be reviewing WCRL's fundraising strategy as part of the service review. Some positions remain vacant while they are being reviewed.

At 1:45 pm, Elizabeth Acker moves and Belle Hatfield seconds that the Board go in-camera.

At 1:56 pm, the Board resumes the regular board meeting.

Elizabeth Acker moves and Clifford Hood seconds to accept the 2026-2027 Budget as presented. Motion carried.

11. New Business.

9.1 Communications re: future of WCRL

Erin will prepare draft communications to align with the timeline for stakeholder consultations. She hopes that stakeholder consultations surrounding the future of library services will begin in September 2026. She will email all staff later today to inform them that the budget has been approved and that all employees will remain in their current positions at their current stated hours for the year. She hopes this will relieve some of the stress they feel in response to some of the stories about regions struggling to maintain library services. Board members may want to share this information along with the future plans for stakeholder consultation with their councils.

9.2 Stakeholder consultation and decisions on future of WCRL

Erin recommends that a consultant be hired by June so that consultations may begin after the summer holidays. She recommends that she request a proposal from Davis

Pier Consulting, who has worked on a number of library projects in recent years and would be up-to-date with the current state of the library.

It is moved by Elizabeth Acker and seconded by Clifford Hood that WCRL engage a consulting firm to undertake a comprehensive community consultation and service model analysis to guide the evolution of library service for the region and inform a future strategic plan. Motion carried.

12. In-Camera.

This item was carried out in # 10 above.

13. Other.

No other

14. Around the Table.

Clifford Hood reports that YPL&M has awarded a contract to replace the walkway to the library. YPL&M, with Erin's help, applied for an accessibility grant to cover some of the cost of the project.

Erin thanks both Clifford and Elizabeth for their work on the YPL&M and SLBA boards, respectively.

15. Next Meeting – proposed date.

The next quarterly board meeting date is Thursday, June 18, 2026 at 1:00 pm. This will also include the AGM as well as the AGM of the Charitable Association.

16. Adjournment.

The meeting adjourns at 2:14 pm.



COUNCIL REPORT - FOR INFORMATION

Subject: Scrapyard at 62 Harriet Street
Date: July 14, 2026
Authority: MGA s 244
Council Dates: July 20, 2026
Prepared by: Mike Kahn, Director of Planning and Development

Document # D26-138	
Rec'd by JB	
Date July 15/26	
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	☐

Background

The Town received a complaint June 1, 2026, regarding potential unauthorized dumping on 62 Harriet Street, PIDs 80149966, and 82561028.

After investigation by Town staff, the site was determined to be in use as an active scrapyard. Metal waste is brought into the site, periodically crushed and the crushed material is removed from the site.

The Town recognizes that it has deposited scrap metal on the site. This was done without complete knowledge regarding the status of the site as a transfer station/material recovery being in compliance or not with Town and Provincial regulations.

Industrial and Residential Uses in Shelburne

Since the Town's first modern Land Use Bylaw and Municipal Planning Strategy were approved in 1988, there have been several amendments related to industrial uses in or near residential areas:

1993 – Policy amended to enable rezoning from residential to industrial, while recognizing impacts on nearby residential areas.

Policy 31 – MPS 1988

It is the intention of Council to zone existing industrial uses in areas designated residential to the Industrial General (I-1) Zone. This will enable these uses to expand on their properties or change their use to another industrial type.

It shall be the intention of Council to set up special requirements in the By-law to minimize the detrimental impact industrial uses may have where they abut or lie directly across the street from the lands zoned R-1 or R-M.

1999 - The Municipal Planning Strategy (1988) and Land Use Bylaw (1988) were amended to include to permit industrial activity, including in residential areas where there were existing industrial uses.

Policy 32 – MPS 1988

It is the intention of Council to consider all industrial uses located outside of the Industrial General (I-1) Zone as existing permitted uses. Such uses shall be afforded all of the development rights of any permitted use in the zone in which they are located including the right to expand. It

is also the intention of Council to allow the one existing industrial use located within the Commercial General (C-1) Zone to increase its lot size as Council feels that any expansion will not adversely affect established or adjoining development in that area. (Add RC-Apr 05/00; E-Apr 20/00)

While this text implies land uses can gain permitted status without a permit, that is not possible under the Municipal Government Act (emphasis added; in force as of 1998):

244 (1) **Before any development is commenced**, a development permit shall be obtained if the council has adopted a land-use by-law.

Additionally, those amendments did not amend the Land Use Bylaw, specifically what uses are allowed in the residential zones, complicating Policy 32 of the MPS 1988. Under section 246 of the Municipal Government Act, which does not make reference to an MPS.

Site History

Based on historic aerial photographs, land records and street view imagery, staff believe the site was not in use as a scrapyard prior to 2007.

The lands are currently taxed as a residential property, further indication no development permit was issued. Development permits are sent to the Property Value Assessment Corporation to determine if there is a change in assessment arising from the new building or land use. If a permit for a non-residential use was issued, the lands would be taxed, in whole or part, as a category other than residential.

In November of 2008, the ownership changed from George Guye to Lewis Smith, the current owner.

On February 6, 2014, the Town issued a letter stating scrapyards are not permitted in a residential zone under the Land Use Bylaw (1988), directed to apply for rezoning or cease operations. The Town also issued a letter regrading the site containing garbage trucks full of garbage and issued an enforcement letter under the Dangerous and Unsightly bylaw.

On February 17, 2026, the Dangerous and Unsightly enforcement letter was withdrawn, as the garbage trucks were not found to be used to store garbage.

On February 20, 2014, Lewis Smith made application for amendments to the Municipal Planning Strategy (1988) and Land Use Bylaw (1988) to rezone the lands from Residential Mobile Home to Industrial, permitting the operations of a scrapyard. There was no application package submitted

On March 5, 2014, Town Council reviewed the first reading report prepared by staff with a recommendation to approve first reading.

However, the staff recommendation was not prepared in keeping with the Municipal Planning Strategy (1988), which in Policy 44 states which criteria "Council shall have regard for", including all policies in the MPS. The Council Report of March 5, 2014, does not speak to any of the criteria, or alignment with MPS policies or objectives. Below are the MPS (1988) plan objectives and related policy:

1.4 Plan Objectives

The following are the general objectives of this Municipal Planning Strategy:

1. To ensure that all development is carried out in a safe and orderly manner.
2. To ensure that development decisions are made with due consideration for the best interest of the Town as a whole.
3. To preserve, protect and enhance the special character of the historic waterfront area as a living monument to the Town's Loyalist past.
4. To ensure that adequate land is available for the future growth of residential, commercial, and industrial development.
5. To locate commercial and industrial land uses in such a manner so as to minimize their impact upon residential neighborhoods.
6. To encourage a wide variety of commercial and industrial activity with a view of promoting Shelburne as the industrial and commercial centre of Shelburne County.

MPS Policy 44 regarding criteria regarding land use bylaw amendments:

When considering amendments to the Land Use By-law, Council shall have regard for the following matters:

(a) that the proposed amendment is in conformance with the intent of the policies of this Strategy;

(b) that the proposed development that would result from the amendment is not premature or inappropriate by reason of:

- (i) the financial capability of the town to absorb any costs related to the development,
- (ii) the adequacy of the sewer and water services to support the proposed development,
- (iii) the adequacy and proximity of school, recreation, and other community facilities,
- (iv) the adequacy of the road network in, adjacent to, or leading to the development,
- (v) the potential for damage or destruction of historical buildings and sites, and
- (vi) its bulk and scale in relation to the existing surrounding development. '

While first reading was approved, by not addressing the criteria in the MPS, an appeal to the Courts may have been possible.

Advertisement for the proposed amendments were made on March 11 and 18, 2014 in keeping with Municipal Government Act process.

On April 2, 2014, the Town held a public hearing on the proposed amendments. According to a Coast Guard Article of April 8, 2014, many spoke against the proposed development and a petition against the proposed scrapyard was presented to Council. Council rejected second reading of the proposed amendments.

On April 7, 2014 – The Town issued a notice of Appeal of refusal to the Utilities and Assessment review Board (UARB, now the NSERB). However, given the nature of the amendments, the appeal would be a judicial review to the Courts.

No further enforcement activity is noted by the Town.

On April 2, 2024, Town Council directed staff to begin a review of the MPS and LUB to bring them up to date with the current MGA. This was the third attempt to update the document with previous attempts in 2001 and 2016 engaging with the public but not completing a draft for Council approval.

On March 3, 2026, following nearly two years of research, multiple public engagements and three rounds of revisions, Town Council passed first reading of the new MPS and LUB. For more information on that process see “Updated Planning Document Approval II” March 3, 2026.

The Town held a public hearing and approved second reading on March 18, 2026. Provincial review was completed in late April, and the new documents came into force on May 8, 2026.

Recent Complaint

The Town received a complaint June 1, 2026, regarding a potential unauthorized dump on the site. Staff visit the site on June 11 and again on July 6, 2026. There was significant white metal and other metal on the site, towards the rear of PID 82561028.

Staff reached out to the Landowner in early July and met with Lewis Smith on July 14.

Staff and landowner met to discuss the immediate closure and plan for removal of material from the site. The landowner agreed that by November 1, 2026, the site would be cleaned and should provide enough time to bring in a crusher and remove the material on site in an orderly manner. The landowner also stated he plans to put a chain across the entrance to the property to prevent further deposits of material.

The landowner also stated members of the public drop off material without knowledge of the landowner, occasionally resulting in non-metal being deposited on site.

Province of Nova Scotia and the Environment Act

The operation of material recovery facility requires provincial approvals under the Environment Act.

The Town has engaged with the Department of Environment and Climate Change on this issue.

Analysis:

While the past policy and Council direction on industrial development is complex, the scrapyard does not have Legal Non-Conforming Status (grandfathered), nor is it a permitted use in a residential area as currently zoned.

MPS and LUB Amendments

The landowner could make application for amendments to the MPS (2026). The process is outlined below.

The updated MPS is much less permissive of scrapyards, its one of the few prohibited uses in Town, from page 23 of the MPS (2026):

Scrapyards are not permitted in the Town due to potential for groundwater contamination and challenges with ensuring setbacks for noise, odour and visual impacts in a smaller urban center.

Policy – IND 1 – Industrial Zone M-1 It shall be the intention of Council to establish the M-1 Industrial Zone within the area designated Industrial on Map 1, the Generalized Future Land Use Map and permit any industrial or permitted commercial uses in the General commercial C-1 zone, up to 9,000m² (96,000sq ft), excluding:

- Chemical plants or Refineries
- Scrapyards
- Residential Uses

The MPS also directs applicants who require Provincial approvals to obtain those approvals prior to undertaking MPS and LUB amendments (MPS 2026 - Policy NAT 2 – Watercourses, Wetlands and Provincial Approvals) “It shall be the policy of Council to issue approvals involving alternations to wetlands, watercourses, or other areas of Provincial jurisdiction, following approval by the appropriate Provincial authority.”

While the landowner could prepare amendments to the MPS and LUB to permit a scrapyard, the process will be longer and more complex than 2014 and would include studies and a survey plan (MPS 2026 - Policy ADM 12 – Municipal Planning Strategy and/or Land Use Bylaw Amendment Application).

There are also numerous criteria to consider under (MPS 2026 - Policy ADM 11 – Land Use Bylaw Amendment Criteria), including: “(3) not being premature due to ... The potential odour, noise, visual and/or pollution related impacts on nearby landowners.”

The application fee for an MPS and LUB amendment is \$800, and the process timelines would be at least 10-12 weeks.

MPS Amendment Process

Stage	Notes
Initial Application	Initial application includes high level information, such as number of units/extents of building/development
Complete Application	Upon review, staff determining the application has all necessary information and studies, such as a traffic or ground water impact study.
Public Engagement Notice	Notice of public engagement place on Town website/social media
Public Engagement	An open house style event to both provide information to the public and gather feedback
First Reading and Staff Recommendation	Staff make formal recommendation and outline the process, including summarizing public input. Council votes on first reading and setting up a public hearing.
Public Hearing Notice	Notice placed on the Towns website and social media at least 14 days prior to the hearing
Public Hearing and Second Reading	Council hears directly from the public and votes on approving or rejecting the proposed amendments.
Provincial Review	Review by the Province, usually 30 days, possibly 60.

Next Steps

Staff will continue to work with the landowner on the closure and cleanup of the site.



COUNCIL REPORT - FOR DECISION

Subject: General and SMT(Port) Write-Offs
Date: July 13, 2026
Authority: MGA
Council Dates: July 20, 2026
Prepared by: Jane Crowell, Finance Manager

Document # D26-139	
Rec'd by JD	
Date July 14/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Purpose

The purpose of this report is to provide Council with a list of write-offs recommended for the 2026/27 fiscal year for General Operating and SMT(Port).

Background

In accordance with our standard practice, and the provisions of the Municipal Government Act, a review of outstanding amounts has been conducted and there have been two amounts identified that should be written off.

Analysis

GENERAL OPERATING FUND:

Tri-County Regional Centre for Education (Interest on 2025/26 Sewer Charge \$965.06) Sewer charges paid on June 25, 2026. Interest will not be paid as it is a Provincial Expense.

SMT (Port) OPERATING FUND:

Super Port Marine Services Ltd (\$624.94) – Company is in Bankruptcy. Amount owing for Bankruptcy \$3,374.00. Amount showing on account \$3,998.94. Writing off additional interest and interest is no longer accumulating.

Financials

These write-offs will have the following financial implications for the 2026/27 fiscal year:

General Operating

Total Amount	\$ 965.06 Debit
Debit to Uncollectible	\$ 558.72
Debit to 2026/27 Interest Revenue	\$ 406.34

SMT (Port) Operating –

Total Amount	\$ 624.94 Debit
Debit to Uncollectible	\$ 592.05
Debit to 2026/27 Interest Revenue	\$ 32.89

Recommendation

THAT Council approves the write-offs contained in this staff report.

Attachments:

Excel Spreadsheet showing accounts and outstanding amounts.

MISCELLANEOUS
NAME
GENERAL

ACCOUNT

ITEM

2026/27

2025/26

2024/25

2023/24

2022/23

2021/22 &
PRIOR

INTEREST TO
07/13/2026

TOTAL

UNCOLLECTABLE

2026/27
REVENUE TO
DATE

26/27 ADJ TO HST
COLLECTIONS

TAXES, WSTWATER, SOLID WST
Tri-County Regional Centre for Education

00001001 Sewer Interest

\$ - \$ - \$ - \$ - \$ - \$ - \$ 965.06

965.06

558.72

406.34

\$ 406.34 \$ -

VALUATION ALLOWANCE TAXES
VALUATION ALLOW SET UP - OTH
UNCOLLECTIBLE AMNTS BUDGET

#1,445,1000
#1,445,2000
#1,228,2110

337.31
1,169.00
5,000.00

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NAME	ACCOUNT	ITEM	2026/27	2025/26	2024/25	2023/24	2022/23	2021/22 & PRIOR	INTEREST TO 7/13/2026	TOTAL	UNCOLLECTABLE	REVENUE TO DATE	25/26 ADJ TO HST COLLECTIONS
SMT - PORT Super Port Marine Services Ltd	SUPER001	BERTHAGE	-	-	-	3,335.00	-	-	663.94	3,998.94	592.05	32.89	0.00
		BERTHAGE	-	-	-	-	-	-	-	-	-	-	0.00
		BERTHAGE	-	-	-	-	-	-	-	-	-	-	0.00
		BERTHAGE	-	-	-	-	-	-	-	-	-	-	0.00
		BERTHAGE	-	-	-	-	-	-	-	-	-	-	0.00
			\$ -	\$ -	\$ -	\$ 3,335.00	\$ -	\$ -	\$ 663.94	\$ 3,998.94	\$ 592.05	\$ 32.89	\$ -

VALUATION ALLOWANCE

#6.4.45.1000 12,178.50

UNCOLLECTIBLE AMNTS BUDGET

#6.2.28.2100 4,000.00

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COUNCIL REPORT – FOR INFORMATION

Subject: Wastewater Utility Report

Date: 2026-07-16

Prepared For: Council

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

Document #	
D26-140	
Rec'd by	
JD	
Date	
July 16/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Purpose

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

Treatment System

Seasonal Wastewater Odour Risk and Operational Response

- As the warmer months approach, continued dry conditions and potential drought may increase the risk of odour issues within the wastewater system due to reduced flows, higher temperatures, and longer retention times. Staff continue to monitor plant conditions closely and are using available operational measures to maintain system performance and reduce the potential for odour concerns.

Holding Tank Sludge Pump Replacement – Complete

- On 2026-05-29 the sludge transfer pump for the holding tank gave a ground fault error. Electrical testing confirmed the pump motor windings to be shorted to ground. On 2026-06-03 the pump was removed and replaced.

Collection System

Investigation into Low DO and pH in Wastewater Influent

- The wastewater treatment plant is currently receiving influent with very low dissolved oxygen and low pH levels, which is creating challenges for the treatment process and placing added stress on plant operations. Staff have begun investigation and testing within the collection system to help determine the source of these conditions and identify any contributing factors. Staff are also working with the By-Law Officer as part of this process to support follow-up where required.

Lift Station #8 Pump 1 Motor Contactor Replacement – Complete

- On 2026-06-03 Lift Station #8 (Upper McGill) showed a "Pump 1 Disconnected" error. Electrical testing showed pump to be operational and aging motor control and electrical was the error cause. Motor control was temporarily repaired on 2026-06-09 with new unit installed on 2026-07-16.

Lift Station #9 Pump Control Panel Fault – Monitoring

- On 2026-06-29 a report of Lift Station #9 (Lower McGill) overflowing was received at the Town Office. Staff found the control panel to be in a “System Error 20”. A hard reset was performed, error cleared, station then operated properly. Department of Environment was notified and given a verbal report of the spill. The system error disabled the warning light and occurred during the weekend, which led to the error going unnoticed and overflow conditions not being caught before spillage.

Lift Station #8 Pump 2 Replacement – In Progress

- On 2026-07-04 staff received a report of an active warning light at Lift Station #8 (Upper McGill). Control panel showed a “Pump 2 Ground Fault” error. Electrical testing confirmed pump two motor windings to be failing. Replacement pump has been ordered with a lead time of 12-15 weeks.

Lift Station #8 Pump 1 Electrical Component Replacements – Complete

- On 2026-07-08 during an inspection of Lift Station #8 (Upper McGill) a blown fuse and a faulty start/run relay were discovered. The fuse and relay were replaced on 2026-07-09.

Lift Station #8 Surge and Pump Controller Replacement – Complete

- On 2026-07-10 Lift Station #8 (Upper McGill) was seen with a flickering alarm light. Inspection found a blown surge arrester and the pump control panel inoperable due to a processor fault with the controller. Both items were replaced on 2026-07-16.

Remainder of Collection System

- No line breaks, line blockages, or other issues reported.

Utility Projects

Oxidation Ditch Aeration Upgrades – Progress Update

- Contract price has increased by \$13,903.76 + HST. This is due to currency conversions for the aeration equipment. Revised contract price is now \$800,903.76 + HST.
- Shop drawings submitted to CBCL for review.
- No further progress or timelines to report.

Clarifier #1 Weir Box Repair – In Progress

- Shelburne Diesel will be rebuilding the weir box, with the removal, rebuild, and install quoted at a total of \$16,608.13. Material has been ordered, and the old box was removed on 2026-07-07.



COUNCIL REPORT – FOR INFORMATION

Document # D26-141	
Rec'd by JD	
Date July 16/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Water Utility Report

Date: 2026-07-16

Prepared For: Council

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

Purpose

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

Treatment System

Saturator System Valve Repair – Canceled

- With updates to system software the previously impacted valve is now operating normally.

Distribution System

No breaks, water quality concerns, or other issues to report.

Utility Projects

Watershed Signage Replacement – In Progress

- Nova Scotia Department of Public Works has verbally given approval to perform work; they also noted that moving forward no permits will be required to maintain the signage in the future.

Woodlawn Drive Auto Flusher – In Progress

- Planning is now underway to install an auto water flusher on the dead-end water main on Woodlawn Drive. The auto flush system will help lessen operator involvement in keeping water quality to standards in this low usage area.



Naturally Yours

Inspection Department

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

July 8, 2026

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

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of June, 2026.

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued this Month	2	1
Number of Permits Issued to Date	2	2
Construction Value	\$ 65,000.00	\$ 1,000.00
Total Construction to Date	\$ 65,000.00	\$ 371,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Manager of Inspection Services

/aad

Document #	D26-142
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Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



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

Mayor, Councilor's and CAO

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

Total number of calls for service: 12

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 8

CALLS FOR SERVICE BREAKDOWN

TOWN

MUNICIPALITY

ALARM SOUNDING

1

2

MEDICAL

1

1

MOTOR VEHICLE ACCIDENT

3

STRUCTURE

CHIMNEY/FLUE

VEHICLE FIRE

1

GRASS, BRUSH, FOREST

1

2

POWER LINES

FLOOD CONDITIONS

BOATS/WATER RESCUE

SMOKE CONDITIONS

PROPANE FIRE

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DEREK MACKENZIE, FIRE CHIEF

ALLEN ALLISON, DEPUTY CHIEF

MIKE SHAND, PRESIDENT

shelburnefire@gmail.com