TOWN OF SHELBURNE

REGULAR MEETING OF COUNCIL

November 2nd, 2026 • 6:00 p.m.

Council Chambers • 63 King Street

1 Call to Order

2 Approval of Agenda

3 Approval of Minutes

a) Regular Town Council Meeting – October 19th, 2026

4 Proclamations and Announcements

a) Domestic Violence Awareness Month- November
b) Veterans' Week- November 5-11, 2026
c) Remembrance Day- November 11, 2026
d) National Child Day- November 20, 2026

5 Delegation/Presentation

NONE

6 Correspondence

Action:

a) SWH Construction re: Formal Request for Land Use Bylaw Amendment- 194 Rodney St D26-191
b) Shelburne County REMO- Travel Budget Allocation D26-192

Information:

a) Letter of Support- Shelburne County Ground Search & Rescue D26-193

7 Council Items

a) Committee Assignments 2026/27 D26-194
b) Cenotaph Restoration

8 Committee Reports

a) Audit Committee Minutes- September 21st, 2026 D26-195

9 Staff Reports

a) Reversal of 2026/27 Solid Waste Fee D26-196
b) STORM Grant Application D26-197

10 In Camera Session

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

11 New Business

12 Upcoming Meetings/Events

a) Remembrance Day Service, November 11th, 10:30 Ceremonial March from Atlantic Park to Community Centre, Service Starts at 11am, Auditorium, 63 King Street
b) Next Council Meeting, November 16th, 2026, 6pm, Council Chambers, 63 King Street

13 Adjournment

TOWN OF SHELBURNE | COUNCIL MINUTES

REGULAR MEETING OF COUNCIL

October 19, 2026 | 6:00pm
Town Council Chambers

DRAFT

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

Sarah Mattatall, CAO
Jessie Dyer, Executive Coordinator
Mike Kahn, Director of Planning & Development

01 / CALL TO ORDER

Mayor Jacklin called the Council meeting to order at 6:01pm and thanked everyone for coming.

Before proceeding with the agenda, Mayor Jacklin acknowledged the victims of the tragedy at CFB Wainwright and expressed condolences and support to their families, loved ones, and the military community.

Mayor Jacklin also congratulated Landon Smith on his tip-to-tip run for autism awareness, noting that he raised over $60,000 for Autism Nova Scotia.

02 / APPROVAL OF THE AGENDA

MOTION · CARRIED

THAT Council approves the agenda for the October 19th, 2026, Council Meeting, as amended to move the in-camera session to immediately follow the Delegation section.

Moved: Ringer | Seconded: E. Acker

03 / APPROVAL OF THE MINUTES

MOTION · CARRIED

THAT Council approves the minutes from the Regular Town Council Meeting held on October 5th, 2026.

Moved: D. Acker | Seconded: E. Acker

04 / PROCLAMATIONS AND ANNOUNCEMENTS

NONE

05 / DELEGATIONS/PRESENTATIONS

NONE

06 / IN-CAMERA SESSION

MGA 22 (2) (e) contract negotiations

MOTION · CARRIED

THAT Council go in-camera at 6:03pm for matters under MGA 22 (2) (e) contract negotiations

Moved: E. Acker | Seconded: Ringer

Council came out of in-camera at 6:31pm. No motion arose from the in-camera session.

07 / CORRESPONDENCE

Action:

a) Osprey Arts Centre re: Remembrance Day Reception

M26-103 • CARRIED

THAT Council approves a $50 donation to the Remembrance Day Reception at the Osprey Arts Centre.

Moved: E. Acker | Seconded: Ringer

b) Black Loyalist Heritage Centre re: Letter of Support

M26-104 • CARRIED

THAT Council directs staff to provide a letter of support for the Black Loyalist Heritage Centre's two grant applications.

Moved: Cruz | Seconded: D. Acker

Information: **NONE**

08 / COUNCIL ITEMS

a) Notice of Motion- Street Closure- Mowatt Street, October 31st, 2026

M26-105 • CARRIED

THAT Council approves a temporary street closure of Mowatt Street, between Bulkley Street and Transvaal Street, on October 31st, 2026, from 5:30pm-7:30pm, and that all associated costs related to Public Works Staffing to man the barricades be covered by the Town.

Moved: E. Acker | Seconded: D. Acker

b) Notice of Motion- SRHS Blue & Gold Booster Club

M26-106 • CARRIED

THAT Council approves a $100 donation to the SRHS Blue and Gold Booster Club in support of student-athletes and their families.

AND THAT Council directs staff to advise the program organizer to apply through the Town's Grants to Organizations program for future contributions.

Moved: E. Acker | Seconded: Cruz

09 / COMMITTEE REPORTS

a) Heritage Advisory Committee Minutes- June 23rd, 2026

b) Heritage Advisory Committee Minutes- September 17th, 2026

10 / STAFF REPORTS

a) Fire Department Training Facility

M26-107 • CARRIED

THAT Council directs staff to work with the Shelburne Volunteer Fire Department on the construction of a concrete pad behind the community centre to support firefighting training.

Moved: E. Acker | Seconded: Ringer

b) Dock Street Parking Lot Purchase

M26-108 • CARRIED

THAT Council directs staff to enter into an agreement of purchase and sale with the Shelburne Historical Society to purchase 14 Dock Street, PID 80150543, at no cost.

Moved: Cruz | Seconded: E. Acker

c) Visitor Information Centre- TOS2026-004- Award

M26-109 • CARRIED

THAT Council directs staff to enter into negotiations with The Happy Bubble for the lease of the Visitor Information Centre, including an option to purchase, in keeping with the information provided as part of the TOS2026-004 bid.

AND THAT staff be directed to prepare a lease agreement, including an option to purchase, for Council's review and approval at a future meeting.

Moved: E. Acker | Seconded: Cruz

DRAFT

d) Morvan Road Landfill Decommissioning Project- Public Engagement and Technical Consulting Fees

M26-110 • CARRIED

THAT Council approves a transfer of $22,269 from the General Operating Reserve to the General Operating Budget for the 2026/27 fiscal year to fund additional professional consulting services provided by Dillon Consulting Limited in support of public engagement and technical communications related to the Morvan Road Landfill Decommissioning Project.

Moved: D. Acker | Seconded: E. Acker

e) Water Utility- Meter Reading Equipment Replacement

M26-111 • CARRIED

THAT Council approves the purchase of one replacement Neptune R900 Belt Clip Transceiver from Flowstar at a cost of $15,255.42, with freight and sundries additional.

Moved: Ringer | Seconded: Cruz

11 / 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 Wellness Symposium at SRHS.

She also investigated drainage concerns at the arena parking lot and observed approximately six inches of standing water in a low-lying area toward the back, which forms part of the trail system. She recommended that the Town undertake remediation work in this area.

Councillor D. Acker

Councillor D. Acker continued the discussion regarding the arena parking lot, noting that the arena paid over $8,000 for snow clearing last year. He expressed his view that the Town should be responsible for clearing the portion that forms part of the trail system.

He also reported attending the RCMP Advisory Committee meeting in Lockeport, where the new Staff Sergeant was in attendance. Plans for the new RCMP building are approximately 60% complete, with groundbreaking anticipated in 2031.

Councillor Ringer

Councillor Ringer reported attending the RCMP Advisory Committee meeting, where the idea of adding two General Investigation Section (GIS) officers was discussed as a potential future option. These officers could assist with duties such as parole compliance checks, allowing

general duty members to focus more on crime prevention and investigations. No timeline or commitment was identified.

Councillor Cruz

Councillor Cruz reported attending the REMO meeting, noting that a risk analysis is underway to identify areas with no cellular reception across the province and explore ways to address these gaps. She also noted that numerous changes to emergency services are anticipated.

Mayor Jacklin

Mayor Jacklin also reported attending a Nova Scotia Health meeting, where recruitment for the area was discussed. Plans are being explored for a public forum with Nova Scotia Health to address questions from the committee and residents. He noted that an MDS staff member would be attending an event in Thunder Bay, Ontario, to recruit and promote the area.

12 / UPCOMING MEETINGS/EVENTS

a) Trunk or Treat, October 31st, 2026, 5:30-7:30pm, Community Centre Parking Lot
b) Next Council Meeting, November 2nd, 2026, 6pm, Council Chambers, 63 King Street

13 / ADJOURNMENT

THAT the Regular Town Council Meeting of October 19th, 2026, be adjourned at 7:27pm.

Moved: D. Acker

Jessie Dyer | Recording Secretary

Stanley Jacklin, Mayor	**Sarah Mattatall, CAO**

DRAFT

Document # D26-191	
Rec'd by JD	
Date Oct. 19/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

From: SWH Construction <swhconstructionltd@gmail.com>
Sent: October 19, 2026 10:33 PM
To: Michael Kahn <planning@shelburnens.ca>
Subject: RE: Formal Request for Land Use By-Law Amendment – 194 Rodney Street, Shelburne, NS (PID 82539990)

CAUTION: This email originated from an external sender.

Dear Mayor and Members of Council,

I am writing to formally request the consideration and approval of an amendment to the Town of Shelburne's Land Use By-Law to permit an increase in the number of authorized residential units at **194 Rodney Street, Shelburne, Nova Scotia (PID 82539990), from six (6) units to twelve (12) units.**

This request is being submitted with the objective of addressing the growing demand for residential rental accommodations within our community while ensuring that the property has the necessary infrastructure to support the proposed increase in occupancy.

As Council is undoubtedly aware, the availability of suitable rental housing remains a significant concern for many individuals and families in Shelburne. The demand for housing at this property has been particularly evident, with all six currently authorized units being filled in a remarkably short period of time. Furthermore, we have already established a waiting list of approximately **20 prospective applicants for the additional six units**, a number that continues to increase daily.

This level of interest clearly demonstrates not only the immediate need for additional rental accommodations but also the positive contribution this development can make toward alleviating the community's housing shortage.

We recognize the importance of ensuring that any increase in residential occupancy is supported by adequate infrastructure. To that end, the property is serviced by a drilled well, and we have obtained supporting documentation regarding its capacity to accommodate the proposed twelve-unit development. For Council's review and consideration, we have enclosed the following:

- The drilled well report;
- A letter from the drilling company confirming the well's capacity to support the proposed occupancy; and

- The water quality testing report.

We believe these documents provide valuable supporting evidence regarding the property's water supply and its suitability for the requested increase in residential units.

Our intention is not simply to increase the occupancy of an existing development, but to make a meaningful and lasting investment in the future of Shelburne. Approval of this amendment would allow six additional households to secure much-needed housing, contribute to the community's residential stability, and support our commitment to pursuing further housing developments within the municipality.

We respectfully ask Council to consider both the demonstrated demand for these additional units and the broader benefit this amendment would provide to the Town of Shelburne and its residents.

We remain committed to working cooperatively with the Town to address any questions, concerns, or additional requirements associated with this application.

Thank you for your time, consideration, and continued commitment to supporting the growth and development of our community. We sincerely hope Council will look favourably upon this request and recognize the opportunity it presents to provide additional housing for those who need it.

We look forward to your response and the opportunity to move this development forward.

Respectfully submitted,

Said Hndawi

SWH Construction Ltd.
194 Rodney Street Development
Shelburne, Nova Scotia

Shelburne County REMO - Travel Budget Allocation

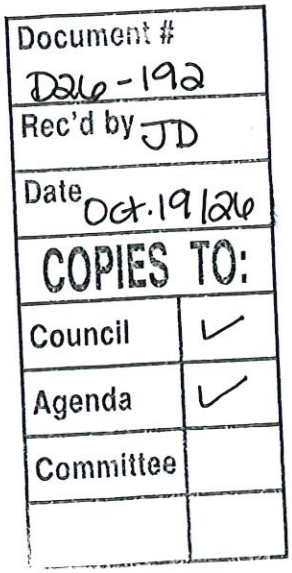
Current-year top-up allocation: $5,000

The approved annual travel budget increased from **$1,000** to **$8,000**. After the $2,000 adjustment for REMO commencing three months after the start of the fiscal year, the required current-year top-up is **$5,000**. Of this amount, **20% ($1,000)** is divided equally among the five municipal units **($200 each)**. The remaining **80% ($4,000)** is allocated using the revised municipal percentages under Schedule "C" of the Intermunicipal Agreement.

Municipal Unit	Equal Share (20% Total)	Schedule "C" Percentage	Share of Remaining $4,000	Total Contribution
Municipality of Barrington	$200.00	46%	$1,840.00	$2,040.00
Town of Shelburne	$200.00	10.5%	$420.00	$620.00
Municipality of the District of Shelburne	$200.00	36%	$1,440.00	$1,640.00
Town of Lockeport	$200.00	3%	$120.00	$320.00
Town of Clark's Harbour	$200.00	4.5%	$180.00	$380.00
TOTAL	$1,000.00	100%	$4,000.00	$5,000.00

Budget Calculation	
Original annual travel budget	$1,000.00
Revised annual travel budget	$8,000.00
Approved increase	$7,000.00
Less: 3-month fiscal-year adjustment	($2,000.00)
Required current-year top-up	**$5,000.00**

Allocation formula: $1,000 equal-share component + $4,000 percentage-based component = $5,000 total current-year top-up.



SHELBURNE COUNTY

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

MINUTES

Committee	Regional Emergency Management Advisory Committee
Meeting date	October 15, 2026
Location / format	Barrington Meeting Room / Virtual
Called to order	1301 hrs
Chair	Therese Cruz
Adjourned	1400hrs
Next meeting	November 19, 2026 at 1300 hrs

DRAFT

1. Attendance

Committee members present	In attendance	Regrets
Penney Smith Clay Kenney June Harding Anna Chetwynd Heidi Wagner Therese Cruz Jennifer Jones Max Kenney Shaun Hatfield Derek Amalfa	Jennifer Bell – Municipality of Shelburne Protective Services Jason LaGreca – Shelburne County REMO Ryan Doherty – DEM Region 6 Operations Manager	Warren MacLeod Sarah Mattatall Chris Frotten George El-Jakl

2. Agenda

2.1 Additions to the Agenda

No additions.

2.2 Approval of Agenda

MOTION: Approval of the October 15, 2026 REMAC agenda as presented.

Moved by: Derek Amalfa Seconded by: Anna Chetwynd Disposition: CARRIED

3. Approval of Previous Minutes

Previous meeting: August 20, 2026.

MOTION: To approve the August 20, 2026 REMAC minutes as presented.

Moved by: Shaun Hatfield Seconded by: Anna Chetwynd Disposition: CARRIED

4. Old Business

4.1 REMO Travel Budget Increase

Follow-up to item 4.2 of the July 16 and August 20, 2026 REMAC meetings. Jason provided a document illustrating the breakdown of each municipality's share of the travel budget increase.

Motion: No motion required. Action required: N/A.

5. New Business

5.1 Shelburne County REMO and Shelburne County GSAR

- Proposed adding Shelburne County Ground Search and Rescue (GSAR) as a line item within the REMO budget.
- Emergency Services Registration for Shelburne County GSAR must be completed for all municipalities within Shelburne County.
- Proposed providing a one-time financial contribution to Shelburne County GSAR from each municipality's RCMP surplus fund.
- All REMAC members were invited to attend the GSAR training exercise on Sunday, October 18, 2026.

Motion: No motion required.

Action required: Jason LaGreca to present the proposed funding model to all councils and investigate potential municipal liabilities associated with adding GSAR as a budget line item. Status: In progress.

5.2 Green Municipal Fund

A funding application will be completed for participating municipal units to access the Federation of Canadian Municipalities' Green Municipal Fund. The funding will be used to complete a county-wide Threat and Hazard Identification and Risk Analysis (THIRA).

Motion: No motion required.

Action required: All municipal units to determine whether they have previously accessed this fund. Due: November 19, 2026. Status: In progress.

6. Committee / REMO Update

Public Education: REMO delivered presentations for CORAH at Shelburne NSCC and at the Seniors Social at the Barrington Recplex.

Training and Development: Attended the DEM Emergency Management Coordinator workshop and the Public Safety and Field Communications Interoperability Forum in Dartmouth.

DRAFT

7. Action Register

No.	Action	Responsible	Due / status
1	Determine each municipal unit's contribution toward increasing the REMO travel budget to $8,000, prorated for the current year based on Jason's July 1, 2026 start date.	Jason LaGreca	Complete
2	Present the proposed GSAR funding model within the REMO budget and determine whether municipal liabilities exist.	Jason LaGreca	In progress
3	Determine whether any municipality has previously accessed the Federation of Canadian Municipalities' Green Municipal Fund.	All municipalities	November 19, 2026; in progress

8. Next Meeting and Adjournment

Next meeting: November 19, 2026 at 1300 hrs.

Meeting adjourned at 1449 hrs. Minutes prepared by: Jason LaGreca.

Approved / adopted on: _____

DRAFT

TOWN OF
SHELBURNE
NOVA SCOTIA

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PO Box 670
Shelburne, NS B0T 1W0

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www.shelburnens.ca

Document #	D26-193
Rec'd by	JP
Date	Oct-28/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

October 28th, 2026

Re: Letter of Support – Shelburne County Ground Search and Rescue Regional Emergency Services Provider Fund Application

To the Grant Review Committee,

I am writing on behalf of the Town of Shelburne to express our support for Shelburne County Ground Search and Rescue's application to the Regional Emergency Services Provider Fund. The funding would assist the organization in purchasing and equipping a trailer that will improve the transportation and storage of essential equipment while also providing a dedicated rehabilitation area for search and rescue personnel.

We are fortunate to have volunteers who are willing to give their time and energy to help others, often under difficult and unpredictable circumstances. Search and rescue operations can involve long hours, challenging terrain, and changing weather conditions. Providing these volunteers with reliable equipment and a suitable space to rest, rehydrate, and recover is an important investment in their safety and ability to carry out their work.

From the Town's perspective, one of the greatest strengths of this project is its potential to benefit communities well beyond the Town of Shelburne. The trailer would be a mobile resource that could support search and rescue activities and emergency management operations throughout Shelburne County and Nova Scotia. Having additional logistical and rehabilitation capabilities available during major incidents would be a welcome improvement to Shelburne County's emergency response resources.

We understand that equipment of this nature requires ongoing upkeep and operational support. The Town of Shelburne may consider opportunities to assist with future operational, maintenance, or financial needs associated with the trailer, subject to available resources, budget considerations, and any required municipal approvals.

Shelburne County Ground Search and Rescue provides an important service to our residents and to communities throughout Nova Scotia. We believe this trailer will be a practical and

worthwhile addition to their operations, and the Town of Shelburne is pleased to support their funding application.

Sincerely,



Stanley Jacklin
Mayor
Town of Shelburne

Document # D26-194	
Rec'd by JD	
Date Oct. 26/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	
Executive	

Proposed Committee Appointments 2026/27: (Updated Nov 2026)

Internal:

Asset Management: 2 Council Members, Finance Manager

Audit Committee: All Council Members, Finance Manager, Executive Coordinator

Port Authority Committee: 2 Council Members, Finance Manager, Finance & Tax Coordinator, CAO

Source Water Protection Committee: 1 Council Member, Water Plant Operator, Executive Coordinator

Heritage Advisory Committee: 2 Council Members, Director of Planning & Development, HR Coordinator

External:

Shelburne Events Committee: 1 Council Member, Executive Coordinator

Arena Commission: 2 Council Members

Region 6 Waste Management Committee: 1 Council Member, 1 Alternate

Library Western Zone Committee: 1 Council Member

RCMP Advisory Committee: 2 Council Members, Executive Coordinator

Roseway Manor Board: 3 Council Members

Accessibility Committee: 1 Council Member, Executive Coordinator

Equity & Anti-Racism Committee: 1 Council Member, Executive Coordinator

Housing Committee: 1 Council Member

Kids Fair Play Fund Committee: 1 Council Member

Roseway Hospital Charitable Foundation: 1 Council Member

REMO – Regional Emergency Management Organization: Mayor, 1 Council Member, CAO

Community Economic Development Committee: 1 Member

Municipal Joint Services Steering Committee: 2 Members

Amalgamation Steering Committee: 2 Members

Proposed Committee Appointments 2026/27: (Updated Nov 2026)

Mayor Jacklin:
Audit
Port
Source Water Protection
Shelburne Events
Region 6 (alternate)
Roseway Manor Board
REMO
Amalgamation Steering Committee

Councillor D. Acker:
Asset Management
Audit
Arena
RCMP
Roseway Manor Board

Councillor E. Acker:
Audit
Port
Region 6
Library
Roseway Manor Board
Housing
Joint Services Steering
CED

Deputy Mayor Cruz:
Asset Management
Audit
Heritage Advisory
Accessibility
Kids Fair Play Fund
Amalgamation
REMO
Equity & Anti Racism

Councillor Ringer:
Audit
Heritage Advisory
Arena
RCMP
Roseway Hospital Charitable Foundation
Joint Services Steering

Document #	
D26-195	
Rec'd by JD	
Date Oct. 26/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Shelburne Audit Committee

September 21, 2026
5:00 – 6:00 p.m.

Minutes

Present:
Chair: Mayor, Stanley Jacklin
Town Council: Elizabeth Acker, Donald Acker, and Sheldon Ringer
Town CAO: Sarah Mattatall
Executive Coordinator: Jessie Dyer
Finance Manager (in-training): Jennifer Perry

Regrets:
Town Council: Therese Cruz
Public Representative: Bruce Bennett
Finance Manager: Jane Crowell

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 September 21, 2026 be approved.
Mover: Elizabeth Acker, Seconder: Sheldon Ringer

3) **Approval of Minutes from June 15, 2026**
THAT the Minutes of the Town of Shelburne Audit Committee be approved.
Mover: Sheldon Ringer, Seconder: Elizabeth Acker

4) **Committee Items:**

a) Presentation of the 2025-26 Financial Statements by Belliveau Veinotte Inc.

Ron Chute from Belliveau Veinotte Inc. reviewed the 2025-26 Financial Statements with the Audit Committee.

THAT Council approve the Financial Statements for the 2025-26 fiscal year ending March 31st.

AND THAT Council approve the transfer of $88,795.89 from General Operating to General Operating Reserve which represents the surplus for the General Operating year ending March 31st, 2026.

Mover: Elizabeth Acker, Seconder: Donald Acker

5) **Next Meeting:**
Next Meeting will be held Monday October 26th, 2026 at 5:00 pm

6) **Adjournment:**
Meeting adjourned at 5:57 p.m.
Mover: Donald Acker

COUNCIL REPORT - FOR DECISION

Document #	D26-196
Rec'd by	JD
Date	Oct.21/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: **Reversal of 2026/27 Solid Waste Fee**
Date: October 21st, 2026
Council Date: November 2nd, 2026
Prepared by: *Jennifer Perry, Manager of Finance*

Purpose

To receive approval to reverse the 2026/27 Solid Waste fee on Assessment # 08435502 - 87 Bulkley Street.

Background

The Town of Shelburne issued final tax bills August 26th, 2026, due October 30th, 2026. The property above has a demolition permit issued October 2025 and due to time constraints of the property owner it has not been demolished but is vacant and unliveable, therefore there should be no Solid Waste fee.

Recommendation

THAT Council approve the 2026/27 Solid Waste fee of $248.10 be reversed on Assessment #08435502 - 87 Bulkley Street.

Document #	D26-197
Rec'd by	JD
Date	Oct. 30/26

COUNCIL REPORT - FOR DECISION

COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: **STORM Grant Application**
Date: October 28, 2026
Council Dates: November 2, 2026
Prepared by: Mike Kahn, Director of Planning and Development Services

Purpose

The Province has announced a new Stormwater Grant, the Stormwater Transformation Optimization and Resilience for Municipalities (STORM) program providing targeted funding to help municipalities advance stormwater management through focused planning, analysis, and program development.

Background

Both the Town of Shelburne and the Town of Lockeport have existing stormwater infrastructure; however, available digital records identifying the location, type, and condition of this infrastructure are outdated (2018/19) and incomplete. As coastal communities along Nova Scotia's South Shore, both towns are experiencing increasingly intense rainfall events, highlighting the importance of effective stormwater management.

In 2014, the Town of Shelburne experienced a significant rainfall event that damaged several culverts. In response, the Town replaced the damaged culverts and increased their capacity to better accommodate future rainfall events and the impacts of climate change. Since then, Public Works staff have continued to make improvements to the stormwater system as repairs are required. However, the Town currently lacks a centralized dataset and comprehensive stormwater infrastructure management plan.

The Town of Lockeport faces similar challenges to the Town of Shelburne, with limited and outdated digital stormwater infrastructure data. Lockeport is currently working with the Clean Foundation on culvert upgrades and repairs.

Recent storm and flooding events in Cape Breton further highlight the importance of maintaining adequate and functional stormwater infrastructure to manage increasingly intense precipitation events.

Grant Application

The grant will provide 50% funding to single municipal applicants and 75% funding to those who partner with other municipalities. Applications are due November 12, and grant funding must be spent by March 31, 2028.

Analysis

Proposed Project

The Towns would look to hire a surveying/engineering firm to undertake a review of both Town's stormwater systems, including the collection of digital GIS data, assessment of condition, short term projects eligible for other grant funds (such as Green Municipal Fund - Climate Adaptation) and to provide or recommend GIS training for staff, to ensure the data is accessible to the Towns.

Description

The Towns will hire a consultant to:

- Conduct field work on existing Town Stormwater infrastructure, including collection of GIS data and condition assessment;
- Provide a list of recommended short term, shovel ready actions to preserve/enhance the system;
- Provide an outline of recommended future work, such as determining capacity and modelling; and
- Provide GIS training or recommend appropriate training opportunities for staff.

If budget allows would include work on capacity, modelling, policy integration and other actions may be included.

GIS training would also have the benefit of potentially enabling Town staff to undertake a greater GIS role and leveraging both new and existing data, while reducing or forgoing the cost of a GIS contractor.

Green Municipal Fund - Climate Feasibility Grant

There is another grant both Towns are eligible for in the spring of 2027, the Green Municipal Fund (GMF-F) – Feasibility grant. That grant and the STORM grant would stack, as one is federal and the other is provincial.

If the Towns were successful in both grants, there would be no project cost to the Towns, and scope of work would increase to include more potential capital project upgrades and modelling of the Town's respective stormwater systems.

Cost to the Town

The Town of Shelburne and the Town of Lockeport are proposing to partner in an application for the STORM grant under the multi-municipal funding stream. If successful, the grant would cover 75% of eligible project costs, with the remaining 25% shared equally between the two municipalities.

Based on a recently completed stormwater study in Berwick, staff estimate the total project cost to be approximately $200,000 ($100,000 per municipal unit). This is a preliminary estimate and is subject to change as the project scope and costs are further defined. Based on this estimate, the combined municipal contribution would be $50,000, resulting in an anticipated contribution of $25,000 from each Town in the 2027/28 fiscal year.

Should both municipalities also be successful in securing funding through the Green Municipal Fund Feasibility Grant, the remaining municipal contributions could be fully covered, resulting in no direct project costs to either Town.

Links to Other Initiatives

The proposed project also relates to downspout and sump pump disconnections and the potential need for the Town's stormwater infrastructure to accommodate increased stormwater flows.

Options

	Pros	Cons
Apply for the STORM grant	• Updates towns Stormwater system data collection and condition evaluation • Helps with eligible for capital project grants • Provides training for staff. • Creates similar datasets for Lockeport and Shelburne	• Anticipated municipal contribution of $25,000, subject to additional grant funding.
Do not apply for the STORM grant	• Saves $25,000 for other priorities of Council.	• Does not provide updated stormwater data • Reduces grant eligibility • GIS will still need to be a contractor

Recommendation

THAT Council directs staff to apply for the STORM grant as outlined in this Council report.