



Town of Shelburne
Minutes of the Regular Council Meeting
April 7th, 2025

Council Members Present

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

Staff Present

Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb
By-law Officer, Dana Nash

Call to Order

Mayor Jacklin called the Council meeting to order at 6:00pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for April 7th, 2025, Council Meeting, with the removal of the Delegation/Presentation from the Shelburne County Arena Association, as the presenters were unable to attend.

E. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on March 17th, 2025.

D. Acker - Cruz

MOTION CARRIED

Proclamations and Announcements: None

Delegations/Presentations:

a) Shelburne County Arena Association - POSTPONED

Correspondence

Action:

a) Letter, Sela Graham – Sponsorship request

Council acknowledged what a great program Shad Canada is; however, as it involves a financial request, the matter will be deferred to upcoming budget discussions.

THAT Council defer to budget discussions.

E.Acker - Ringer

MOTION CARRIED

M25-044

MOTION CARRIED

b) Tourism Digital Assistance Program

Councillor Cruz presented the program to Council, expressing her strong interest in leading the initiative, noting it could bring significant benefits to the Town. Council engaged in a discussion about whether it would be appropriate for a Councillor to take on such a role. CAO Mattatall explained that the Town follows a specific governance structure, and this approach may not align with it. She suggested that pursuing the initiative through the Chamber of Commerce could be a more appropriate path.

THAT Council defer this item to budget discussions.

E. Acker – D. Acker

M25-045

MOTION CARRIED

Information:

a) Letter, Department of Municipal Affairs – Minimum Planning Regulations

b) Letter, NS Emergency Management – Update on Municipal Disaster Financial Assistance

c) Letter, Nova Scotia Federation of Municipalities – Pending Legislation

d) Letter, Department of Municipal Affairs – Code of Conduct

e) Letter, Centre for Environmental Justice – Introduction

f) Letters regarding Emergency Department Crisis

The above was provided for informational purposes only. Councillor E. Acker inquired whether the Town had any pending claims. CAO Mattatall responded that there was one related to Hurricane Dorian in 2022 but cautioned Council that the previous claim took 11 years before any financial compensation was received.

Councillor D. Acker asked if there were any financial costs incurred during the wildfires. The CAO replied that she would follow up with the Finance Manager to confirm.

Mayor Jacklin addressed the correspondence concerning the Emergency Department closure.

He informed Council and the public that the Mayors, Wardens, and CAOs from the five municipal units had met with Ms. Karen Oldfield of the Nova Scotia Health Authority. She assured them that there are no plans to close the Emergency Department at Roseway Hospital. Further updates will be shared as they become available.

Council Items:

a) Amendment to the Council Disposal of Surplus Property Policy

CAO Mattatall clarified that this topic was discussed at the March 17th, 2025, meeting; however, the motion did not receive a seconder, and as a result, it could not be carried.

***THAT** Town Council approves the amendment to the Council Disposal of Surplus Property Policy with the insertion in section 3, subsection (h) the sale of a surplus firetruck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association at a reasonable price determined by the CAO and the Fire Chief.*

D. Acker – Ringer

MOTION CARRIED

M25-046

Committee Reports:

a) Heritage Advisory Committee Meeting Minutes – December and February

Above minutes are for information only.

Staff Reports

a) CAO Update

CAO Mattatall presented her report, providing updates to Council and the public on several key topics, including succession planning for the Finance Department, the Landfill Decommissioning Project, the Wastewater Infrastructure Study, Wharf Repairs, and the Deer Population.

b) Land Sale – 1319 Lake Road

CAO Mattatall presented Mr. Kahn's report, explaining to Council that the decommissioning of the old water tower had been included in the budget for the past few years. However, the Town was approached by an adjacent landowner interested in purchasing the property. If the sale proceeds, the buyer would assume responsibility for the water tank, relieving the Town of any liability. As a result, the decommissioning would no longer need to be included in the budget, and the Town would receive \$4,000 for the sale of the land.

***THAT** Council declares 1319 Lake Road PID 80101371 surplus and directs staff to prepare to sell those lands under the Town's Disposal of Surplus Property Policy – Land Sale to abutting owner.*

Ringer – E. Acker

M25-047

MOTION CARRIED

c) Finance Report – Marine Terminal Budget

There was discussion regarding the Marine Terminal Budget, and Council determined that additional information was needed before moving forward.

***THAT** Council defer the passing of the Marine Terminal budget to a later date to gain more information.*

E. Acker – Ringer

M25- 048

MOTION CARRIED

d) Visitor Information Centre

CAO Mattatall addressed Ms. Dyer’s report, explaining that over the past few years, funding for the VIC to hire students has decreased, and we expect a similar situation this year. While staffing with only two students presents logistical challenges, the goal is to avoid closing the building for the summer. As a solution, an inquiry was made to the Farmer’s Market to explore the possibility of using the space on a cost-recovery basis.

***THAT** Council direct the Chief Administrative Officer to enter into a lease agreement with the Shelburne Farmer’s Market for the use of the Visitor Information Centre on a cost-recovery basis.*

Cruz – E. Acker

M25 – 049

MOTION CARRIED

e) Volunteer Recognition

The Executive Coordinator presented her report, outlining how the Volunteer Recognition ceremony was previously conducted and proposing a new approach for this year. She noted that staff will develop a formal Volunteer Recognition policy for implementation next year.

***THAT** Council approve the proposed volunteer recognition program for this year, including the nomination and selection process, and directs staff to organize the event during the April 22nd, 2025, Council Meeting.*

E. Acker – D. Acker

M25 – 050

MOTION CARRIED

f) By-law Officer Report – February

g) Building Inspector Report – March

The above reports are for information only.

h) SVFD Report – Surplus Van

CAO Mattatall addressed the report, noting that while there was interest from one member of the public in purchasing the van, Town management staff determined that it would be more beneficial for the Town to retain and utilize the vehicle.

THAT Council approve the reallocation of the retired 1999 Dodge Van from the Shelburne Fire Department to the Town’s Public Works and Utilities Department for internal use.

D. Acker – Ringer

M25 – 051

MOTION CARRIED

In-Camera: MGA 22 (2) (g) – Legal advice eligible for solicitor client privilege

THAT Council go in-camera at 7:14pm for matters under MGA 22 (2) (g) – legal advice eligible for solicitor client privilege.

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 8:02pm. No motions coming out of in-camera.

New Business:

Deputy Mayor Donnie Acker reported that he attended a Shelburne County Leadership Meeting.

Councillor E. Acker informed Council that she participated in a Region 6 Meeting, noting that waste management costs continue to rise. She also attended a meeting with the Shelburne and Area Community Development Corporation, where she shared that the organization has applied for incorporation and has established its mission statement, values, and by-laws. More information will be brought forward to Council in the coming months. Additionally, she attended a library meeting in Yarmouth, where it was noted that the province has not provided any additional funding for libraries. A core group of libraries is planning to collaborate, and Councils may soon be asked to send letters of support to the province.

Councillor Cruz congratulated the Shelburne Community Garden and Food Share Society on receiving a grant for their ongoing work on the Solar Powered Greenhouse. She also extended her appreciation to Michelle Vacon, the Town’s Accessibility Coordinator, whose last day was March 31, 2025.

Mayor Jacklin also spoke in support of the Shelburne Community Garden and Food Share Society and commended their efforts.

Upcoming Meetings/Events

- a) Autism Awareness Month Flag Raising, April 8, 2025, park at the corner of King and Water Streets, 4pm.
- b) RCMP Town Hall Meeting, April 8, 2025, 6pm, Shelburne Community Centre, Mt. Rm. A, 63 King Street
- c) Town Wide Clean Up, April 17th, 2025, 10am, Town of Shelburne, red bags are available for pick up at the Town Office now.
- d) Town Office CLOSED, Friday, April 18th, 2025, for Good Friday
- e) Town Office CLOSED, Monday, April 21st, 2025, for Easter Monday
- f) Public Hearing, Notice of Sale 28 John Street, April 22, 2025, 6pm, Council Chambers, 63 King Street.
- g) Next Council meeting, Tuesday, April 22, 2025, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of April 7th, 2025, be adjourned at 8:10pm.

D. Acker

**Jill Webb
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO