



Town of Shelburne
Minutes of the Regular Council Meeting
September 2nd, 2025
APPROVED

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn
Consultant, Ken Smith
Manager of Finance, Jane Crowell
Manager of Finance- In Training, Jennifer Perry

Call to Order

Mayor Jacklin called the Council meeting to order at 6:26pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for September 2nd, 2025, Council Meeting.

D. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on July 21st, 2025, and the Special Town Council Meeting held on August 8th, 2025.

E. Acker - Cruz

MOTION CARRIED

Proclamations and Announcements:

- a) Fetal Alcohol Spectrum Disorder (FASD) Awareness Day/Month: Councillor Acker read a brief description on FASD the importance of this date.

Delegations/Presentations:

a) Shelburne Volunteer Fire Department, Darrell Locke, Chief, presented Council with information regarding a proposed Fire Service Training Ground at 17 Rose Island Lane. **THAT** Council direct staff to review the proposed local fire training facility and report back to Council with a comprehensive assessment of the proposal.

E. Acker – Cruz

M25-100

MOTION CARRIED

Correspondence

Action: NONE

Information:

- a) Email- Municipal Affairs re: Value-for-money audit of the Nova Scotia Firefighters School
- b) Shaping our Future: Policing in Nova Scotia

Council Items:

- a) Notice of Motion- 5 Ton Truck Purchase

THAT Council approves the advancement of the 2026/27 Public Works Capital Project to replace the 1 Ton Truck with Plow with a used 5 Ton Truck to the 2025/26 fiscal year, with the funding source revised to Capital Reserve in place of borrowing through the Municipal Finance Cooperation.

E. Acker - Ringer

M25-101

MOTION CARRIED

- b) Notice of Motion- March 31st, 2025, Financial Statements

THAT Council approve the March 31st, 2025, Financial Statements for the Town of Shelburne as presented by the Town's Auditor Belliveau Veinotte Inc. at the Audit Committee meeting held on September 2nd, 2025, at 5 pm

AND THAT Council approves a transfer of \$146,486.54 from General Operating to General Operating Reserve which represents the surplus for the General Operating year ending March 31, 2025.

Cruz – D. Acker

M25-102

MOTION CARRIED

Committee Reports: NONE

Staff Reports

- a) Street Closure for Parking - 28 John Street

THAT Council approves the attached policy regarding the partial closure of Mowatt Street near John Street for parking in keeping with the previous direction April 22nd, 2025.

E. Acker- Ringer

M25-103

MOTION CARRIED

b) 2025/26 General Operating Budget

THAT Council approve to amend the General Operating Budget from \$5,013,215 to \$5,131,608

AND THAT Council approves an additional transfer from General Operating Reserve in the amount of \$118,393 to balance the 2025/26 General Operating Budget.

E. Acker – D. Acker

M25-104

MOTION CARRIED

c) CAO Report

CAO Mattatall provided Council with a verbal update on activities that took place over the summer and current ongoing projects.

d) Asset Retirement Obligation (ARO)

e) RFP- Fuel Tank Replacement

f) Wastewater Report

g) Water Utility Report

h) Public Works Report

i) Building Inspector's Report- July

j) SVFD Report- July

The above reports are for information only.

In- Camera Session:

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

THAT Council go in-camera at 7:30pm for matters under MGA 22 (2) (e) contract negotiations.

E. Acker – Cruz

MOTION CARRIED

Council came out of in-camera at 7:36pm. Motion coming out of in-camera:

THAT Council direct the CAO to enter into a Collaborative Research Agreement with Nova Scotia Community College in relation to the Well Water Monitoring Project.

Cruz- D. Acker

M25-105

MOTION CARRIED

New Business:

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

Councillor Ringer

- At the September 15, 2025, Council Meeting, a Notice of Motion will be brought forward to explore providing \$2,500–\$4,000 in funding towards an electronic sign for the Shelburne Arena, with a donor contributing, the arena covering any remaining costs, and the Municipality of the District of Shelburne (MDS) partnering on the project.

Deputy Mayor D. Acker:

- Assisted at the Shelburne Exhibition canteen and enjoyed helping
- Interviews for the Assistant position at the Shelburne Arena took place on August 18th; aiming to have the role filled soon.
- Highlighted the upcoming NSFM Conference in November and expressed interest about attending

There was no further new business.

Upcoming Meetings/Events

- a) Guild Hall Summer Arts Series, Final Performance, One Meter Up, September 11th, 2025, 7-9pm, Guild Hall, Free Admission
- b) Fall Town Wide Yard Sale, October 4th, 2025, 8-2pm, Rain or Shine!
- c) Next Town Council Meeting, September 15th, 2025, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of September 2nd, 2025, be adjourned at 7:51 pm.

E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO