



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**October 20<sup>th</sup>, 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, Mike Kahn  
By-law Enforcement Officer, Dana Nash

**Call to Order**

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

**Approval of the Agenda**

**THAT** Council approves the agenda for October 20<sup>th</sup>, 2025, Council Meeting, with the addition of Item 9 (g) – Janitorial Request for Tender (RFT) TOS2025-007.

**E. Acker - Ringer**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on October 6<sup>th</sup>, 2025.

**Cruz – D. Acker**

**MOTION CARRIED**

**Proclamations and Announcements: NONE**

**Delegations/Presentations: NONE**

## **Correspondence**

**Action: NONE**

### **Information:**

- a) Letter to the Premier of Nova Scotia, Minister of Finance and Treasury Board, Minister of Seniors and Long-Term Care, Minister of Growth and re: Advocacy for Roseway Manor Development Project, Town of Shelburne
- b) Letter from the Minister of Seniors and Long-Term Care re: Advocacy for Roseway Manor Development Project, Town of Shelburne

### **Council Items:**

- a) Notice of Motion- Street Closure- Mowatt Street, October 31<sup>st</sup>, 2025

**THAT** Council approve a temporary street closure of Mowatt Street, between Bulkley Street and Transvaal Street, on October 31<sup>st</sup>, 2025, from 5:30 p.m. to 8:00 p.m., and that all associated costs related to Public Works staffing to man barricades be covered by the Town.

**Cruz - Ringer**

**M25 - 115**

**MOTION CARRIED**

- b) REMO By-law

**THAT** Council give First Reading to the Regional Emergency Management By-law (as attached) as recommended by the Regional Emergency Management Committee (REMAC)

**AND THAT**, as recommended by the REMAC, the Council of the Town of Shelburne approve the Regional Emergency Management Plan as proposed, with the understanding that the REMAC may make minor operational changes throughout the year, and that any major revisions to the plan will be brought forward to participating municipal councils for review and approval on an annual basis.

**E. Acker - Cruz**

**M25-116**

**MOTION CARRIED**

### **Committee Reports:**

- a) RCMP Advisory Committee Minutes - July 17<sup>th</sup>, 2025

The above report is for information only.

### **Staff Reports**

- a) Extend Interest Free Period on Final Tax Billing and 2<sup>nd</sup> Quarter Water Billing

**THAT** Council approves extending the interest free period for the 2025/26 Final Tax Billing and the 2<sup>nd</sup> Quarter Water billing from 30 to 60 days.

**M25-117**

**Ringer – D. Acker**

**MOTION CARRIED**

b) Shelburne Harbour Yacht Club

**THAT** Council directs staff to prepare necessary agreements or amendments to agreements with the Shelburne Harbour Yacht Club (SHYC) to: permit the use of the sailing school for boat storage; permit the use of Town Land, PID 82553371 for boat and dock storage; permit the yacht club to restrict access to the marina during non-peak times; and permit the SHYC to separate the electrical metering from the mill building and sailing school.

**AND THAT** Council directs staff to work with the Shelburne Harbour Yacht Club regarding other repairs, including discussion of costs, to be brought forward as part of the 2026/27 budget deliberations.

**M25-118**

**E. Acker – Ringer**

**MOTION CARRIED**

c) CAO Update

CAO Mattatall provided a verbal update on the following topics:

- Fire Truck Surplus
- Land Clearing- Exit 26- Hotel Project
- Black Loyalist Heritage Society Monument at the Cenotaph
- Roger Grovestine Recreation Complex
- Drought Conditions- Free Water Program Initiative

For a detailed update on these topics please refer to the Town Council Meeting video.

d) Building Inspector's Report- September

e) SVFD Report- September

f) By-law Officer Report- September

The above reports are for information only.

g) Janitorial Request for Tender (RFT) TOS2025-007

**THAT** Council award the Janitorial Services Contract for the Town Hall and Post Office to Inside Out Cleaning for the period of November 1<sup>st</sup>, 2025, to November 1<sup>st</sup>, 2026, with the option to renew annually up to five (5) years at a cost of \$52,079.40 plus HST per year.

**M25-119**

**Cruz – E. Acker**

**MOTION CARRIED**

**In- Camera Session:** MGA 22 (2) (g) legal advice for solicitor-client privilege

**THAT** Council go in-camera at 6:57pm for matters under MGA 22 (2) (g) legal advice for solicitor-client privilege

**E. Acker – D. Acker**

**MOTION CARRIED**

Council came out of In-Camera at 7:29pm. No motion coming out of in-camera.

**New Business:**

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

**Councillor Cruz**

Councillor Cruz acknowledged Small Business Week, taking place from October 19–25, and recognized the valuable contributions that local small businesses make to the community and local economy.

**Councillor Ringer**

Councillor Ringer reminded residents to drive with caution as it is getting darker earlier and to watch for deer on the roads.

**Mayor Jacklin**

Mayor Jacklin congratulated Council on a successful first term of service. He also commended CAO Sarah Mattatall and Executive Coordinator Jessie Dyer for their hard work and meticulous efforts in supporting Council and helping to ensure its effective operation.

There was no further new business.

**Upcoming Meetings/Events**

- a) Trunk or Treat, October 31<sup>st</sup>, 5:30-7pm, Community Centre Parking Lot
- b) Next Town Council Meeting, November 3<sup>rd</sup>, 2025, 6pm, Black Loyalist Heritage Centre, 119 Old Birchtown Road

**Adjournment**

**THAT** the Regular Town Council Meeting of October 20<sup>th</sup>, 2025, be adjourned at 7:32 pm.

**D. Acker**

**Jessie Dyer**  
**Recording Secretary**

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**Stanley Jacklin, Mayor**

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**Sarah Mattatall, CAO**