



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**November 3<sup>rd</sup>, 2025**  
**APPROVED**

**Council Members Present**

Mayor Stanley Jacklin  
Deputy Mayor Donnie Acker  
Councillor Elizabeth Acker  
Councillor Therese Cruz (virtually)

**Regrets**

Councillor Sheldon Ringer

**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 6:07pm and thanked everyone for coming, and the Black Loyalist Heritage Centre for hosting.

**Approval of the Agenda**

**THAT** Council approves the agenda for November 3<sup>rd</sup>, 2025, Council Meeting.

**E. Acker – D. Acker**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on October 20<sup>th</sup>, 2025.

**E. Acker - Cruz**

**MOTION CARRIED**

**Proclamations and Announcements:**

- a. Domestic Violence Awareness Month- November
- b. Veterans' Week- November 5<sup>th</sup>-11<sup>th</sup>, 2025

- c. Remembrance Day- November 11<sup>th</sup>, 2025
- d. National Child Day- November 20<sup>th</sup>, 2025

**Delegations/Presentations:**

Simon Mangan- Guild Hall Market- Mr. Mangan gave a presentation to Council requesting permission to carry out landscaping work at the Guild Hall. The proposed changes will increase the accessible area the Guild Hall Farmers' Market have available to use.

**Correspondence**

**Action: NONE**

**Information:**

- a) Letter from PVSC re: Property Assessment and the Municipal Modernization Act (Bill No. 141)
- b) Email from PVSC re: Operating Budget and Municipal Funding Requirement
- c) Letter from Minister John A. MacDonald to Mayors, Wardens & Councillors

**Council Items:**

- a) REMO By-law, Second Reading

**THAT** Council give Second Reading and Final Adoption to the Regional Emergency Management By-law, as presented, which establishes a joint Regional Emergency Management Organization (REMO) representing all five Shelburne County municipal units: the Town of Shelburne, Municipality of the District of Shelburne, Town of Lockeport, Municipality of the District of Barrington, and the Town of Clarks Harbour.

**FURTHER THAT** upon adoption, this By-law replaces any previous Emergency Management By-laws of the Town of Shelburne, ensuring compliance with the current Regional Emergency Management Agreement and the Nova Scotia Emergency Management Act.

**E. Acker - D. Acker**

**M25- 120**

**MOTION CARRIED**

- b) Community Water Access Proposal- Shelburne County Arena

The above report is for information only.

**Committee Reports:**

- a) Committee Assignments

**THAT** Council approve that all existing committee appointments shall remain the same for the 2025/26 term, with the addition of the following new committees:

- Amalgamation Steering Committee

- Joint Services Steering Committee
- Community Economic Development Committee (CED)

**E. Acker - D. Acker**

**M25- 121**

**MOTION CARRIED**

b) Equity, Diversity and Inclusion (EDI) and Accessibility

The above report is for information only.

**Staff Reports**

a) 80 Hammond MPS & LUB Amendments- First Reading

**THAT** Council give First Reading to the proposed amendments to:

Map 1 of the Municipal Planning Strategy to designate 80 Hammond (PID 80149032) as Commercial General (C-1) with the following site-specific amendments added to Policy 23:

- (3) PID 80149032 allows for any commercial use, except for gas stations, automotive and/or RV repair centers, car and/or RV dealerships, boat storage and sales; or drive throughs.

Amend Zoning Map, schedule B in the Land Use Bylaw to rezone 80 Hammond (80149032) as Commercial General (C-1) with the following site- specific amendments:

**47A)** No development permit shall be issued in a Commercial General (C-1) Zone PID 80149032, except for one or more of the following uses:

- Any Retail, Office, or service enterprise provided such users are not obnoxious and excludes gas stations, automotive and/or RV centers, car and/or RV Dealerships, boat storage and sales; or drive-throughs.
- Any Permitted use of R-1 Zone.

**AND THAT** Council directs staff to prepare for a public hearing and second reading for the proposed amendments.

**E. Acker – D. Acker**

**M25-122**

**MOTION CARRIED**

b) Drought Response and Watermain Extensions

**THAT** Council direct staff to expand the Town’s Drought Response by:

Supporting shower facilities to residents at the Shelburne County Arena impacted by the ongoing drought, with the Town funding up to \$2,000 to support the provision of showers to members of the public,

Providing bulk filling for water containers at the Fire Hall to residents impacted by the drought, including the payment of an attendant as needed.

Engaging with the Municipality of the District of Shelburne and the Province on the cost of providing showers, temporary bulk water filling, and the potential of a new bulk fill station; and

Bringing forward a project proposal for a bulk fill station, including costing, for the 2026/27 budget process.

**M25-123**

**D. Acker – E. Acker**

**MOTION CARRIED**

c) Code of Conduct Investigator

**THAT** Council appoint Tanya Tynski, Investigator with MC Advisory Group Inc. (MCA), as the Town of Shelburne's Code of Conduct for Elected Officials Investigator, in accordance with the requirements of the Code of Conduct Regulations.

**M25-124**

**E. Acker – Cruz**

**MOTION CARRIED**

d) Landfill Reclosure Project- Phase 2

**THAT** Council approve the CAO and the Mayor to sign the Service Agreement for Construction Services for the Capping at the closed Landfill subsequent to sourcing additional fund for the project.

**M25-125**

**Cruz – D. Acker**

**MOTION CARRIED**

e) Water Utility Report

The above report is for information only.

**In- Camera Session: NONE**

**New Business:**

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

**Councillor D. Acker**

Councillor Acker attended the Chamber of Commerce meeting, where several members raised concerns about the Visitor Information Centre (VIC) not being open in 2025. The CAO explained that the Town had intended to operate the VIC; however, the Farmers Market lease

fell through at the last minute, and the funding deadline for the Canada Student Summer Jobs program had already passed. The CAO and Council reaffirmed that it remains the Town's intention to reopen the VIC in 2026.

#### Deputy Mayor E. Acker

Deputy Mayor E. Acker commended the many polite children and parents who participated in trick-or-treating on Mowatt Street this Halloween, noting that she had over 350 visitors and that it was a great evening overall. She suggested that next year the temporary street closure end at 7:30 p.m. instead of 8:00 p.m. Deputy Mayor Acker also inquired about the start date for the sidewalk repairs in the Falls Lane area. The CAO responded that the work is planned to commence shortly, with a brief delay caused by recent weather conditions.

#### Mayor Jacklin

Mayor Jacklin reported that the *Trunk or Treat* event was very successful, noting how much he enjoyed seeing all the children dressed up. Although the event had to be moved indoors due to weather, it still turned out to be a great success. He also shared that several residents have raised concerns about ongoing motor vehicle violations in Town, including speeding, rolling stops, and spinning tires, and questioned the level of police patrol presence. Additionally, Mayor Jacklin noted that several members of Council, along with the CAO and Executive Coordinator, will be attending the Nova Scotia Federation of Municipalities (NSFM) Conference in Halifax from November 4–7.

There was no further new business.

#### Upcoming Meetings/Events

- a) Remembrance Day Service, Tuesday, November 11<sup>th</sup>, 2025, ceremonial march from Atlantic Park to Community Centre at 10:40am, Service commences at 11am, Community Centre, 63 King Street
- b) Visit the Osprey website at [www.ospreyartscentre.ca](http://www.ospreyartscentre.ca) for a list of their up-and-coming events
- c) Next Town Council Meeting, November 17<sup>th</sup>, 2025, 6pm, Council Chambers, 63 King Street

#### Adjournment

**THAT** the Regular Town Council Meeting of November 3<sup>rd</sup>, 2025, be adjourned at 7:58 pm.

**D. Acker**

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

**Stanley Jacklin, Mayor**

**Sarah Mattatall, CAO**