



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**November 17<sup>th</sup>, 2025**  
**APPROVED**

**Council Members Present**

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

**Staff Present**

Chief Administrative Officer, Sarah Mattatall  
Executive Coordinator, Jessie Dyer  
Director of Planning & Development, Mike Kahn

**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 November 17<sup>th</sup>, 2025, Council Meeting, as amended, to move item 9a to item 6.

**E. Acker - Ringer**

**MOTION CARRIED**

**Approval of the Minutes**

*THAT* Council approves the minutes from the regular Town Council Meeting held on November 3<sup>rd</sup>, 2025.

**D. Acker - Cruz**

**MOTION CARRIED**

**Proclamations and Announcements:**

- a. Canada History Week (November 24-28)

**Delegations/Presentations: NONE**

**Correspondence**

**Action:**

- a) Letter- Phil Callan Memorial Basketball Classic re: Financial Assistance

**THAT** Council approve a \$100 donation in support of the 16<sup>th</sup> Annual Phil Callan Memorial Basketball Classic, and that the contribution be provided from the Town's Grants to Organizations budget line.

**D. Acker – Cruz**

**M25-127**

**MOTION CARRIED**

**Information: NONE**

**Council Items:**

- a) Eastern Shelburne County Equity & Anti-Racism Plan 2025-2028

**THAT** Council of the Town of Shelburne approve the Eastern Shelburne County Equity & Anti-Racism Plan 2025-2028.

**D. Acker – Ringer**

**M25-128**

**MOTION CARRIED**

- b) Notice of Motion – Farmers' Market Guild Hall Project

**THAT** Council direct staff to collaborate with the local Farmers' Market organizers in order to explore and support improvements to the Guild Hall.

**E. Acker – Cruz**

**M25-129**

**MOTION CARRIED**

- c) Notice of Motion - REMO By-law

**THAT** Council rescind the motion granting Second Reading and Final Adoption to the Regional Emergency Management By-law, which established a joint Regional Emergency Management Organization (REMO) for the five municipal units of Shelburne County.

**Cruz – E. Acker**

**M25-130**

**MOTION CARRIED**

**Committee Reports:**

- a) Heritage Advisory Committee - Minutes

The above report is for information only.

## **Staff Reports**

### a) Draft Municipal Planning Strategy and Land Use By-law Updates III

**THAT** Council directs staff to prepare revisions to the draft planning documents based on the attached What We Heard report and schedule a Council workshop for staff to present updated draft planning documents.

**E. Acker – Cruz**

**M25-126**

**MOTION CARRIED**

### b) By-Law Officer Report- October

### c) Wastewater Report

### d) SVFD Report- October

The above report is for information only.

## **In- Camera Session:**

a) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property

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

c) MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

**THAT** Council go in-camera at 7:02pm for matters under MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, MGA 22 (2) (g) legal advice eligible for solicitor-client privilege, and MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

**E. Acker – Cruz**

**MOTION CARRIED**

Council came out of in-camera at 8:18pm. No motion coming out of in-camera.

## **New Business:**

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

### Councillor Ringer

Councillor Ringer reminded residents of the importance of checking woodstoves and chimneys now that the colder season has arrived.

### Councillor Cruz

Councillor Cruz attended the NSFM Conference along with the CAO, Executive Coordinator, Mayor Jacklin, and Deputy Mayor E. Acker. The conference theme was *Local Focus – Lasting Impact*. It was a highly valuable event with extensive networking opportunities, and the Ministers' Panel was particularly well received.

Councillor D. Acker

Councillor Acker attended a meeting at the Sandy Point Lighthouse and the Shelburne County Arena meeting on November 10th. Councillor Acker commended George and the Barrel Factory on the excellent restoration of the field artillery guns. He also addressed resident complaints regarding the lift at the Town Office, noting concerns that it is not user-friendly.

Deputy Mayor E. Acker

On behalf of Council and Staff, Deputy Mayor E. Acker wished Mayor Jacklin a Happy Birthday!

Mayor Jacklin

Mayor Jacklin attended the unveiling of the No. 2 Construction Battalion monument at the Black Loyalist Heritage Centre. The event featured several excellent speakers and was very well received. The monument is now in place and can be viewed at the Cenotaph.

There was no further new business.

**Upcoming Meetings/Events**

- a) Christmas Craft Fair, Saturday November 22<sup>nd</sup>, 2025, 10am-2pm, Shelburne Community Centre
- b) Breakfast with Santa, Sunday November 23<sup>rd</sup>, 2025, 9-11am, Shelburne Community Centre
- c) Christmas in the Barn, Sunday November 30<sup>th</sup>, 2025, 10am-2pm, 15 Ann Street
- d) Christmas Sweater Skating Party, Friday December 5<sup>th</sup>, 2025, 6-7:30pm, Shelburne County Arena
- e) Reindeer Run, Saturday December 6<sup>th</sup>, 2025, 10am, Islands Park
- f) Miracle of Dock Street, Saturday December 6<sup>th</sup>, 2025, Water & Dock Streets, 6-7:30pm, Fireworks at 7:45pm
- g) Next Town Council Meeting, Monday December 1<sup>st</sup>, 2025, 6pm, Council Chambers, 63 King Street **\*\*Last Council Meeting for 2025\*\***

**Adjournment**

**THAT** the Regular Town Council Meeting of November 17<sup>th</sup>, 2025, be adjourned at 8:25pm.

**D. Acker**

**Jessie Dyer  
Recording Secretary**

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**Stanley Jacklin, Mayor**

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**Sarah Mattatall, CAO**