



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**January 5<sup>th</sup>, 2026**  
**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  
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 January 5<sup>th</sup>, 2026, Council Meeting.

**E. Acker - Cruz**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on December 1<sup>st</sup>, 2025.

**D. Acker - Ringer**

**MOTION CARRIED**

**Proclamations and Announcements:**

- a. Alzheimer's Awareness Month- January
- b. Pay it Forward Day- In Memory of Carmen Faith Huskilon
- c. New Year's Greeting
- d. Years of Service Awards

**Delegations/Presentations:**

- a) Yolande Donaldson, Wedgeport Legion Branch 155 delivered a very impactful presentation on the *Remember Them Project*. Council expressed its support for the initiative and will consider the purchase of some of the photographs as part of the upcoming budget process.

**Correspondence**

**Action:**

- a) Region 6 Budget Approval 2026-27

**THAT** Council accepts the Region 6 Budget Approval 2026-27 as presented.

**E. Acker- Cruz**

**M26-001**

**MOTION CARRIED**

**Information:**

- a) Library Report- December 2025

**Council Items:**

- a) Notice of Policy Amendment- Public Participation Program with respect to Planning Documents

**THAT** Council provides notice of proposed policy amendments to the Public Participation Program Policy with respect to Planning Documents to be considered at the January 19<sup>th</sup>, 2026 Regular Meeting of Council.

**E. Acker – Ringer**

**M26-002**

**MOTION CARRIED**

- b) Council Chambers Enhancements and Furnishings- Deputy Mayor E. Acker

Deputy Mayor Acker provided information on the enhancements and furnishings required for Council Chambers. Council agreed to address these needs during the upcoming budget process.

**Committee Reports:**

- a) Amalgamation Steering Committee- Notice of Motion

**THAT** Council of the Town of Shelburne approve the engagement of Kevin Latimer, in a joint retainer with the Town of Lockeport and the Municipality of the District of Shelburne, to deliver an educational workshop to the respective Councils on municipal amalgamation models, governance considerations, and lessons learned from comparable processes;

**AND FURTHER THAT** Council approves the Town’s participation in the cost-sharing arrangement for Mr. Latimer’s services, with the total estimated cost of the workshop and

associated preparation being approximately \$10,000, to be allocated among the three municipal units on a population-based formula;

**AND FURTHER THAT** the CAO be authorized to execute the necessary agreements to give effect to this engagement.

**Cruz- D. Acker**

**M26-003**

**MOTION CARRIED**

**Staff Reports**

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

**THAT** Council directs staff to prepare a workshop on the proposed Municipal Planning Strategy, Land Use By-law and Subdivision By-law for January 13<sup>th</sup>, 2026, and seek public input on the new drafts including a public meeting prior to the February 2<sup>nd</sup>, Regular Council Meeting.

**Ringer-Cruz**

**M26-004**

**MOTION CARRIED**

b) CAO Update

CAO Mattatall provided a verbal update to Council. Key points included the ongoing work to review and update the Town's Leases and Agreements. Staff have been working diligently to organize and ensure all leases and agreements are current and accurate. The CAO also commended the Public Works staff for their exceptional efforts over the holiday break, noting they worked numerous long hours plowing and salting. Their dedication ensured streets were kept clear and safe during winter conditions.

c) SVFD Report- November 2025

d) SVFD Report- December 2025

e) Building Inspector's Report- November 2025

The above reports are for information only.

**In- Camera Session:**

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

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

**THAT** Council go in-camera at 6:53pm for matters under 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 7:42pm. No motion coming out of in-camera.

### **New Business:**

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

#### **Councillor D. Acker**

Councillor D. Acker expressed how impressed he was with the *Miracle on Dock Street* event and commended the organizing committee for their planning and hard work. He also shared that he attended the Chamber of Commerce social gathering at Boxing Rock, noting it was a great opportunity to meet and chat with community members. In addition, Councillor Acker advised he attended a Roseway Manor Board meeting.

#### **Councillor Cruz**

Councillor Cruz advised that she attended a lunch social with the five surrounding municipal units at Captain Kat's in Barrington. She noted it was a nice opportunity to set business aside and enjoy conversation with colleagues.

#### **Deputy Mayor E. Acker**

Deputy Mayor E. Acker reflected on the recent Christmas season and expressed appreciation to the many volunteers, organizations, and businesses who contributed to its success. *Miracle on Dock Street* was highlighted as a major success, with thanks extended to volunteers, participating businesses, and organizers. Appreciation was also expressed to community groups, churches, and organizations who ensured Christmas meals were provided, as well as to the RCMP, Fire Department, EHS, schools, and local businesses for supporting food bank initiatives. Deputy E. Acker further acknowledged the Lions Giving Tree, Osprey Arts Centre holiday programming, TLC senior Christmas packages, Woodworkers Home Hardware for their donation of turkeys, and surrounding volunteer fire departments and community halls for hosting holiday events.

There was no further new business.

### **Upcoming Meetings/Events**

a) Next Town Council Meeting, Monday January 19<sup>th</sup>, 6pm, Council Chambers, 63 King Street

### **Adjournment**

**THAT** the Regular Town Council Meeting of January 5<sup>th</sup>, 2026, be adjourned at 8:25pm.

**E. Acker**

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

---

**Stanley Jacklin, Mayor**

---

**Sarah Mattatall, CAO**