



Town of Shelburne
Minutes of the Regular Council Meeting
January 19th, 2026
APPROVED

Council Members Present

Councillor Donnie Acker
Councillor Therese Cruz
Councillor Sheldon Ringer

Regrets

Mayor Stanley Jacklin
Deputy Mayor Elizabeth Acker

Staff Present

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

Call to Order

Councillor D. Acker called the Council meeting to order at 6:02pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for January 19th, 2026, Council Meeting, as amended, with the removal of Item 5(b).

Cruz – Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on January 5th, 2026

Ringer – Cruz

MOTION CARRIED

Proclamations and Announcements:

- a. National Non-Smoking Week- January 18-24, 2026
- b. Bell Let's Talk Day- January 21st, 2026

c. African Heritage Month- February

Delegations/Presentations:

- a) Holly Perry and Samantha O’Grady, on behalf of SASI Works, delivered a presentation to Council regarding a request to apply for tax exemptions for non-profit organizations in accordance with the Town’s applicable bylaw.

In- Camera Session:

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

THAT Council go in-camera at 6:16pm for matters under MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

Cruz - Ringer

MOTION CARRIED

Council came out of in-camera at 6:38pm. No motion coming out of in-camera.

Correspondence

Action: NONE

Information: NONE

Council Items:

- a) Community Centre Sound and Lighting Upgrades- Councillor D. Acker

Councillor D. Acker brought forward a recommendation to upgrade the lighting and sound system at the Community Centre, which will be considered during the upcoming budget deliberations.

Committee Reports:

- a) Western Counties Regional Library- Board Meeting Minutes

Staff Reports

- a) Public Participation Program Policy with respect to Planning Documents Update

THAT Council approve the attached policy: Public Participation Program Policy with respect to Planning Documents.

Cruz – Ringer

M26-005

MOTION CARRIED

- b) Coastal Planning Support Program

THAT Council directs staff changes and the Coastal Planning Support Program to assist in the

preparation of coastal protection policy updates to Town by-laws, including public engagement on the proposed changes, and approach the Town of Lockeport about a joint application.

Ringer – Cruz

M26-006

MOTION CARRIED

c) Guild Hall Summer Art Series

THAT Council direct staff to undertake outreach to local community organizations and issue public call for volunteers to identify a community group willing to assume responsibility for coordinating the Guild Hall Summer Art Series, with the Town continuing to support the initiative through the provision of the Guild Hall facility and financial administrative assistance.

Cruz – Ringer

M26-007

MOTION CARRIED

d) Building Inspector's Report- December 2025

The above report is for information only.

New Business:

Councillor D. Acker asked if there was any new business for Council to consider.

Councillor Ringer

Councillor Ringer expressed appreciation to the Public Works Department for their exceptional work following the recent snowstorm.

Councillor Cruz

Councillor Cruz advised that she attended a REMAC meeting with neighbouring units and was pleased to announce that their grant application was successful for a joint Regional Emergency Management Coordinator. She noted that the job posting is available on the Town's website.

Councillor Cruz also reported that she attended the Amalgamation Steering Committee meeting and advised that the next public meeting will be held on February 4 at 6:00 p.m. at the Municipality of the District of Shelburne building.

In addition, Councillor Cruz expressed appreciation to Darrell Locke for his long-standing service as Fire Chief with the Shelburne Volunteer Fire Department and welcomed Derek MacKenzie as the new Fire Chief.

Councillor D. Acker

Councillor D. Acker reported that he attended the RCMP Advisory Board meeting in Lockeport. He acknowledged that Staff Sgt. Mark MacPherson will be transitioning to a new detachment and, on behalf of Town Staff and Council, extended best wishes to him in his new posting.

There was no further new business.

Upcoming Meetings/Events

- a) African Heritage Month Proclamation, Monday, February 2nd, 2026, 1pm, Black Loyalist Heritage Centre, Birchtown
- b) Next Town Council Meeting, Monday February 2nd, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of January 19th, 2026, be adjourned at 6:55pm.

E. Acker

**Jessie Dyer
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO