



Town of Shelburne
Minutes of the Special Town Council Meeting
March 25th, 2026
APPROVED

Council Members Present

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

Regrets

Councillor Donnie Acker
Executive Coordinator, Jessie Dyer

Staff Present

Chief Administrative Officer, Sarah Mattatall
Director of Planning & Development Services, Mike Kahn
Administration & Human Resources Coordinator, Daniel MacKay
Manager of Finance, Jane Crowell
Manager of Finance in Training, Jennifer Perry

Call to Order

Mayor Jacklin called the Special Council meeting to order at 6:03pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for March 25th, 2026, Special Council Meeting.

Ringer - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Special Town Council Meeting held on March 18th, 2026, with amendments to include the list of regrets.

Cruz - Ringer

MOTION CARRIED

Delegations/Presentations:

a) Molly Boley, on behalf of Clean Foundation, presented an update on the workplan progress of the Joint Climate Action Plan.

Staff Reports:

a) Facilities Cleaning Tender Results- Revised Award Recommendation TOS2026-002

THAT Council rescind the split award approved on March 16th, 2026, for Tender No. TOS2026-002 Janitorial Services; and

THAT Council award Tender No. TOS2026-002 Janitorial Services in full to Salty Swabbers Housekeeping Inc. of Lockeport, NS, in the amount of \$78,300 + HST annually, based on the vendor’s submitted scope of five (5) days per week at the McKay Memorial Library (excluding ACOA, which remains subject to a separate procurement process), effective April 1, 2026; and

THAT staff be directed to engage with the successful vendor post-award to explore a revised Library service schedule of three (3) days per week at the vendor’s submitted hourly rate, with any agreed scope reduction and associated cost savings to be reflected in the final executed contract, and report back to Council; and

THAT staff be directed to research federal reliability clearance requirements applicable to the ACAO building and initiate a separate procurement process for janitorial services at that facility, with all applicable clearance requirements disclosed in the tender documents.

Cruz - Ringer

M26-033

MOTION CARRIED

Adjournment

THAT the Special Town Council Meeting of March 25th, 2026, be adjourned at 6:28pm.

Ringer

**Jessie Dyer
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO