



Town of Shelburne
Minutes of the Regular Council Meeting
May 19th, 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
Director of Planning & Development, Mike Kahn
Manager of Finance, Jane Crowell
Manager of Finance in Training, Jennifer Perry

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 May 19th, 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 May 4th, 2026.

Ringer – D. Acker

MOTION CARRIED

Proclamations and Announcements:

a) AccessAbility Week May 31st- June 6th, 2026

Delegations/Presentations: NONE

Correspondence

Action:

- a) Letter- Shelburne & Area Chamber of Commerce re: Visitor Information Centre- Future Collaboration

THAT Council acknowledge receipt of correspondence from the Shelburne & Area Chamber of Commerce regarding the future collaboration of the Shelburne Visitor Information Centre dated May 4th, 2026

E. Acker – Ringer

M26-052

MOTION CARRIED

Information:

- a) Letter- Municipal Affairs re: 12 Month Notice Letter to NSFM- 2027/28

THAT Council direct staff to send a letter to the Premier of Nova Scotia, Honourable John A. MacDonald, and MLA Nolan Young, expressing concerns about the provincial downloads and the costs that will be associated with it.

AND THAT Council direct staff to send a letter to NSFM President, David Mitchell, asking him to reach out to all municipal units in the province to see if we can come to a cooperative way to deal with all the downloads.

E. Acker – Ringer

M26-053

MOTION CARRIED

- b) Letter to NS Health & Dept. of Health & Wellness re: Dental Health Advocacy

Council Items:

- a) General Operating Budget FY 2026-27- Approval

THAT Council approve the 2026/27 General Operating Budget which includes the following:

Residential/Resource Tax Rate for 2026/27 is \$1.99 per \$100 assessment

Commercial Tax Rate for 2026/27 is \$3.86 per \$100 assessment

Wastewater (Sewer) Charge for 2026/27 is \$395.00/unit

Solid Waste Charge for 2026/27 is \$248.10/unit

Interest rates on all outstanding amounts is 10% annually, calculated and posted daily for General, Water Utility and Shelburne Marine Terminal.

M26-054

E. Acker - Cruz

MOTION CARRIED

b) Preliminary Capital Budget

THAT Council approves the Preliminary 2026/27 5-year Capital Budget as presented.

Cruz – D. Acker

M26-055

MOTION CARRIED

c) Tax Sale Policy Amendment

THAT Council approves the amendments to the Town of Shelburne Tax Sale Policy as presented.

M26-056

E. Acker – Cruz

MOTION CARRIED

d) Advocacy re: Nova Scotia Power Residential Rates

THAT Council direct staff to prepare and send a letter to the Premier of Nova Scotia expressing concerns regarding rising residential power rates in Nova Scotia;

AND THAT copies of the letter be forwarded to the Nova Scotia Energy Board, Utility Review Board (URB), the Nova Scotia Federation of Municipalities, all municipal units in Nova Scotia, and MLA Nolan Young.

M26-057

E. Acker – Ringer

MOTION CARRIED

Committee Reports: NONE

Staff Reports

a) Development Updates & Development Officer Appointment

THAT Council appoints Daniel MacKay and Dana Nash as Development Officers for the Town of Shelburne.

Cruz – D. Acker

M26-058

MOTION CARRIED

b) Municipal Heritage Designation

THAT Council registers the Old Kirk Burial Grounds (PID 82579095) as a Municipal Heritage Property under section 15 of the Heritage Property Act.

E. Acker - Ringer

M26-059

MOTION CARRIED

c) Visitor Information Centre Lease & Potential Land Sale

THAT Council directs staff to develop a request for proposals to lease the Visitor Information Centre, with a right of first refusal to buy the property should Council declare it surplus, reporting back with a draft RFP for Council review at the June 1st Council Meeting.

M26-060

Cruz – Ringer

MOTION CARRIED

d) Sewer Bylaw Charges

THAT Council give first reading to the amendments to the Sewer Charges Bylaw as found in the attachment.

AND THAT Council provides notice of amendments to the Municipal User Fees and Charges Policy at the June 1st, 2026, Council Meeting.

M26-061

Ringer – Cruz

MOTION CARRIED

e) Volunteer Recognition Program

THAT Council approves the implementation of an annual Volunteer Recognition Program, including Council led nominations, recognition during National Volunteer Week, and submission to the Provincial Volunteer Awards.

AND THAT staff be directed to implement the program beginning in 2027.

E. Acker – D. Acker

M26-062

MOTION CARRIED

f) Building Inspector's Report- April 2026

g) SVFD Monthly Report- April 2026

The above reports are for information only.

In-Camera Session:

- a) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property
- b) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property
- c) MGA 22 (2) (g) legal advice for solicitor-client privilege

THAT Council go in-camera at 7:33pm for matters under MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, and MGA 22 (2) (g) legal advice for solicitor-client privilege.

Cruz – D. Acker

MOTION CARRIED

Council came out of in-camera at 8:15pm. No motion coming out of In-Camera.

New Business:

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

Mayor Jacklin

Mayor Jacklin advised Council that he had received correspondence from a citizen regarding outdated signage located on Dock Street, including signs referencing businesses that are no longer operating in the area. It was also noted that additional signage may be required to reflect new businesses currently operating on Dock Street. A work order will be submitted to the Public Works Department to investigate the existing signage inventory and remove any incorrect or outdated signs as appropriate.

Upcoming Meetings/Events

- e) Reminder: Tax Bills due May 29th, 2026
- f) Next Town Council Meeting, Monday June 1st, 6pm, Council Chambers, 63 King Street
- g) Save the Date, Town Wide Yard Sale, Saturday June 6th, 2026, Rain or Shine

Adjournment

THAT the Regular Town Council Meeting of May 19th, 2026, be adjourned at 8:20pm.

D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO