



Town of Shelburne
Minutes of the Regular Council Meeting
July 6th, 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
Bylaw Officer, Dana Nash

Call to Order

Mayor Jacklin called the Council meeting to order at 6:07pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for the July 6th, 2026, Council Meeting.

E. Acker – Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on June 15th, 2026.

D. Acker – E. Acker

MOTION CARRIED

Proclamations and Announcements: NONE

Delegations/Presentations: NONE

Correspondence

Action:

- a) Email- Calvin Butler re: Request for Immediate Investigation and Enforcement- Unauthorized Dump Site Adjacent to Wetland Behind 55 Clements Street

THAT Council directs staff to investigate the concerns raised in Mr. Butler's correspondence and report back.

E. Acker – Cruz

M26-078

MOTION CARRIED

- b) Letter- Karen Mattatall re: In Memorium

THAT Council approves the installation of a memorial plaque on the Guild Hall in memory of the late Mike Hartigan

AND THAT Council authorizes an expenditure of up to \$400 for the construction and installation of the plaque.

D. Acker – Ringer

M26-079

MOTION CARRIED

Information: NONE

Council Items:

- a) Western Counties Regional Library Annual Report

Committee Reports

- a) Shelburne Audit Committee Minutes- March 16th, 2026

Staff Reports

- a) VIC RFP Results & Recommendation to Re-Issue

THAT Council directs staff to re-issue the Visitor Information Centre (VIC) RFP with an extended timeline.

E. Acker - Ringer

M26-080

MOTION CARRIED

- b) Vending Fees Policy Updates

THAT Council amends the Municipal User Fees Policy section 5.10 as attached in Appendix B.

Cruz – D. Acker

M26-081

MOTION CARRIED

In-Camera Session:

- a) MGA 22 (2) (c) personnel matters
- b) MGA 22 (2) (g) legal advice for solicitor-client privilege

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

E. Acker – Cruz

MOTION CARRIED

Council came out of in-camera at 6:58pm. 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 Acker reported attending the Chamber of Commerce meeting and noted it was a positive meeting. He advised that the Chamber expressed interest in submitting a letter of support for the Roseway Manor rebuild.
- Attended the SRHS Graduation Breakfast with Mayor Jacklin and commented that it was an enjoyable event.
- Councillor Acker noted that he has received numerous inquiries from residents regarding the local deer population.

Councillor Ringer

- Councillor Ringer advised that residents of Hammond and George Streets have requested that the guardrail in the area be repainted. He also noted concerns that brush along the ditches on the stretch of road leading to the Roseway Hospital should be cut back, as deer are difficult to see when they enter the roadway.
- Councillor Ringer noted that work is underway at Roseway Hospital to install a six-unit dialysis machine.

Councillor Cruz

- Attended the CBDC Annual General Meeting on June 23 and noted that Shelburne County experienced an increase in business loans, which contributes to new job

creation. She emphasized the importance of supporting local businesses.

- Attended the SRHS Graduation on June 29 and presented the Town of Shelburne Bursary to recipient Jacob MacDonald.
- Advised that on August 8 she will serve as moderator for a community-building session at the Centre for Local Prosperity Conference, focused on arts and community. She also noted that the Shelburne Food Share Organization will be participating in the conference.

Deputy Mayor E. Acker

- Attended the Leadership Meeting on June 17, where the primary topic of discussion was dog bylaws.
- Attended the Library Board meeting on June 18. She advised that closures of libraries in the Valley were discussed and noted that the Tri-County Regional Library has sufficient reserves to fund operations this year. She also noted there are 11 libraries in the Western Region.
- Attended the Museum Garden Party on June 20 and commented that it was nice to see Jessica Fancy in attendance.
- Advised that the first Joint Services Steering Committee meeting is scheduled for July 30.
- Shared the June statistics for the Shelburne Museum and Visitor Information Centre, reporting 777 total visitors, including 150 Shelburne County residents and 627 visitors from outside the County. She expressed that the Visitor Information Centre and Museum complement each other well and noted that many newcomers to the area have been visiting to ask questions and obtain local information.

Upcoming Meetings/Events

- a) Guild Hall Summer Series has begun. Please check the Town of Shelburne Facebook page for more information
- b) Dock Street Days, July 17th-19th, 2026
- c) Car Show, Sunday July 19th, 2026, 10am-2pm, Water Street
- d) Next Council Meeting, July 20th, 2026, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of July 6th, 2026, be adjourned at 7:20pm.

E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO