



Town of Shelburne
Minutes of the Regular Council Meeting
September 8th, 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
Consultant, Ken Smith

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 the September 8th, 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 July 20th, 2026.

D. Acker - Ringer

MOTION CARRIED

Proclamations and Announcements

a) Fetal Alcohol Spectrum Awareness Month

Delegations/Presentations

- a) Guest Speaker- Jenn Bell, Administrator of Protective Services, Municipality of Shelburne
Jenn Bell, Administrator of Protective Services with the Municipality of the District of Shelburne, and Fire Chief Derek MacKenzie spoke to Council regarding future fire service training needs. They discussed changes to fire service requirements, occupational health and safety, and the Department's plans to establish its own OHS Committee while maintaining representation on the Town's committee.

A permanent training facility remains a long-term goal. In the short term, the Department is looking at using existing containers behind the fire hall for training exercises, with no live fire involved. Training plans would be provided to the Town.

Correspondence

Action:

- a) Shelburne Volunteer Fire Department re: Training Facility

THAT Council reaffirms its commitment to ensuring the Shelburne Volunteer Fire Department has access to appropriate fire training.

AND FURTHER THAT Council direct staff to continue working with the SVFD, in consultation with knowledgeable professionals and the Province, to evaluate options for meeting this need including a local facility, a regional facility, or another suitable arrangement, and to report back to Council with a recommendation

Cruz – D. Acker

M26-086

MOTION CARRIED

- b) Deby MacAlpine re: Memorial Plaque

THAT Council approve the request to place a memorial plaque beneath an existing mature tree at Graham's Park as a memorial tribute to former classmates who have passed away.

E. Acker – Ringer

M26-087

MOTION CARRIED

- c) Shelburne Library Building Association re: Snow Removal Assistance

THAT Council direct staff to investigate the costs and requirements for the Town to take on snow removal at the MacKay Memorial Library and report back to Council with their findings.

Cruz – D. Acker

M26-088

MOTION CARRIED

d) Shelburne Longboat Society re: Grants to Organizations

THAT Council decline the funding request from the Shelburne Longboat Society, as there are no funds remaining in the 2067/27 Grants to Organizations budget, and invite the organization to apply for funding through the 2027/28 Grants to Organizations program when applications open.

E. Acker – Ringer

M26-089

MOTION CARRIED

e) Chamber of Commerce re: Shelburne County Business Awards 2026

THAT Council decline the funding request from the Chamber of Commerce, as there are no funds remaining in the 2067/27 Grants to Organizations budget, and invite the organization to apply for funding through the 2027/28 Grants to Organizations program when applications open.

D. Acker – Ringer

M26-090

MOTION CARRIED

f) Michelle Roy re: Sponsorship Opportunity

THAT Council decline the funding request from Truth and Reconciliation Queens County, as there are no funds remaining in the 2067/27 Grants to Organizations budget, and invite the organization to apply for funding through the 2027/28 Grants to Organizations program when applications open.

E. Acker – Ringer

M26-091

MOTION CARRIED

g) Middle & Upper Ohio Fire Department re: Fall Fling

THAT Council decline the funding request from the Middle & Upper Ohio Fire Department, as there are no funds remaining in the 2067/27 Grants to Organizations budget, and invite the organization to apply for funding through the 2027/28 Grants to Organizations program when applications open.

Cruz – D. Acker

M26-092

MOTION CARRIED

Information

a) Minister of Municipal Affairs re: Bulk Fill Station Project

Council Items

- a) Shelburne County Museum/ Visitor Information Centre Statistics- July 2026
- b) Shelburne County Arena re: Front Parking Area Upgrade

Committee Reports

NONE

Staff Reports

- a) 80 Hammond Street- Sightline and Fencing

THAT Council directs staff to rescind the enforcement letter dated July 9th, 2026, regarding the fence at 80 Hammond Street (PID 80149032)

AND THAT Council direct staff to relocate the stop sign and stop line on Thomas Street at its intersection with Hammond Street ahead by approximately 2.5 feet, to ensure adequate sight lines, in accordance with the Traffic Authority's on-site review of July 29th, 2026.

AND FURTHER THAT Council direct staff to consult with the Town's legal counsel to prepare a revised encroachment agreement for the 80 Hammond Street (PID 80149032), addressing the existing fence on Town land.

Cruz – E. Acker

M26-093

MOTION CARRIED

- b) Graham's Park Expansion Project

THAT Council directs staff to proceed with Phase 1 of the Graham's Park Expansion Project, comprising the Digby Street to Harriet Street, road connection and associated parking and drop-off, a fenced basketball court, and covered picnic and gathering areas, in consultation with Kim and Chris Huskilson.

D. Acker - Cruz

M26-094

MOTION CARRIED

- c) Policing Model
- d) CAO Update
- e) Bylaw Officer Report- May-July 2026
- f) Water Utility Report
- g) Wastewater Report
- h) SVFD Report- July 2026

i) Building Inspector's Report- July 2026

The above reports are for information only.

In-Camera Session:

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

THAT Council go in-camera at 7:44pm for matters under MGA 22 (2) (c) personnel and MGA 22 (2) (g) legal advice for solicitor-client privilege

E. Acker – Cruz

MOTION CARRIED

Council came out of in-camera at 8:04pm. 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 reported that he attended a Roseway Manor Board meeting and there were no updates regarding the Manor rebuild project.

Councillor Acker also noted concerns received from several residents regarding the length and volume of sirens during the Street Parade, particularly for children and individuals with hearing aids. Staff will follow up with the Fire Department regarding these concerns.

Councillor Cruz

Councillor Cruz reported that she attended the Chamber of Commerce meeting on behalf of Councillor D. Acker. She noted that several new businesses are opening in the area.

Deputy Mayor E. Acker

Deputy Mayor E. Acker reported that she attended the Roseway Manor Board meeting and noted that inspections are going well under MacLeod Group management. She also noted that the Manor is very pleased with the services provided by TLC Pharmasave.

With the summer season coming to an end, Deputy Mayor Acker thanked everyone involved in the many successful events held throughout the summer. She noted that the move of the Visitor Information Centre to the museum has been very successful, with many tourists using the service.

She expressed disappointment regarding the closure of Frenchy's and hopes another business will fill the location. She also noted receiving an invitation to the grand opening of the new apartments at the former Heritage Hall location.

Mayor Jacklin

Mayor Jacklin noted the upcoming cruise ship visit to Shelburne Harbour on September 9. He also advised that he is hoping to receive an update this week regarding the proposed hotel development on Ohio Road.

Upcoming Meetings/Events

- a) Fall Town Wide Yard Sale, October 3rd, 2026, Rain or Shine!
- b) Next Council Meeting, September 21st, 2026, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of September 8th, 2026, be adjourned at 8:12pm.

D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO