



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**September 15<sup>th</sup>, 2025**  
**6:00 p.m.**

Doc Ref:

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**1) Call to Order**

**2) Approval of Agenda**

**3) Approval of Minutes from the Regular Town Council meeting held on September 2<sup>nd</sup>, 2025.**

**4) Proclamations and Announcements:**

- a) Right to Know Week- September 22<sup>nd</sup> to September 28<sup>th</sup>, 2025
- b) National Day for Truth & Reconciliation- September 30<sup>th</sup>, 2025
- c) Mi'kmaq History Month- October
- d) Breast Cancer Awareness Month- October

**5) Delegations/Presentation: NONE**

**6) In Camera Session: MGA (22) (2) (g)- legal advice eligible for solicitor-client privilege**

**7) Correspondence:**

**Action:**

- a) Email- Shelburne Historical Society re: Cox Warehouse D25-178

**Information:**

- a) Email- AMANS re: Proposed Changes to the NSFM By-Law D25-179
- b) Strong Mayors Powers

**8) Council Items:**

- a) Shelburne County Arena Electronic Sign

**9) Committee Reports:**

- a) Heritage Advisory Committee D25-180

**10) Staff Reports:**

- a) Dry Well and Water System D25-181
- b) Landfill Reclosure Project Update D25-182
- c) By-Law Officer Report- July D25-183
- d) By-Law Officer Report- August D25-184
- e) SVFD Report- August D25-185

**11) New Business:**

**12) Upcoming Meetings/Events:**

- a) Fall Town Wide Yard Sale, October 4<sup>th</sup>, 2025, 8am-2pm, Rain or Shine!
- b) Empty Bowls Fundraiser, October 4<sup>th</sup>, 2025, 11am-2pm, Shelburne Guild Hall
- c) Next Council Meeting, October 6<sup>th</sup>, 2025, 6pm, Council Chambers, 63 King Street

**13) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**September 2<sup>nd</sup>, 2025**

**Council Members Present**

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

**Staff Present**

Chief Administrative Officer, Sarah Mattatall  
Executive Coordinator, Jessie Dyer  
Director of Planning & Development Services, Mike Kahn  
Consultant, Ken Smith  
Manager of Finance, Jane Crowell  
Manager of Finance- In Training, Jennifer Perry

**Call to Order**

Mayor Jacklin called the Council meeting to order at 6:26pm and thanked everyone for coming.

**Approval of the Agenda**

**THAT** Council approves the agenda for September 2<sup>nd</sup>, 2025, Council Meeting.

**D. Acker - Ringer**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on July 21<sup>st</sup>, 2025, and the Special Town Council Meeting held on August 8<sup>th</sup>, 2025.

**E. Acker - Cruz**

**MOTION CARRIED**

**Proclamations and Announcements:**

- a) **Fetal Alcohol Spectrum Disorder (FASD) Awareness Day/Month:** Councillor Acker read a brief description on FASD the importance of this date.

**Delegations/Presentations:**

- a) Shelburne Volunteer Fire Department, Darrell Locke, Chief, presented Council with

information regarding a proposed Fire Service Training Ground at 17 Rose Island Lane.

**THAT** Council direct staff to review the proposed local fire training facility and report back to Council with a comprehensive assessment of the proposal.

E. Acker – Cruz

M25-100

**MOTION CARRIED**

**Correspondence**

**Action: NONE**

**Information:**

- a) Email- Municipal Affairs re: Value-for-money audit of the Nova Scotia Firefighters School
- b) Shaping our Future: Policing in Nova Scotia

**Council Items:**

- a) Notice of Motion- 5 Ton Truck Purchase

**THAT** Council approves the advancement of the 2026/27 Public Works Capital Project to replace the 1 Ton Truck with Plow with a used 5 Ton Truck to the 2025/26 fiscal year, with the funding source revised to Capital Reserve in place of borrowing through the Municipal Finance Cooperation.

E. Acker - Ringer

M25-101

**MOTION CARRIED**

- b) Notice of Motion- March 31<sup>st</sup>, 2025, Financial Statements

**THAT** Council approve the March 31<sup>st</sup>, 2025, Financial Statements for the Town of Shelburne as presented by the Town's Auditor Belliveau Veinotte Inc. at the Audit Committee meeting held on September 2<sup>nd</sup>, 2025, at 5 pm

**AND THAT** Council approves a transfer of \$146,486.54 from General Operating to General Operating Reserve which represents the surplus for the General Operating year ending March 31, 2025.

Cruz – D. Acker

M25-102

**MOTION CARRIED**

**Committee Reports: NONE**

**Staff Reports**

- a) Street Closure for Parking - 28 John Street

**THAT** Council approves the attached policy regarding the partial closure of Mowatt Street near

John Street for parking in keeping with the previous direction April 22<sup>nd</sup>, 2025.

E. Acker- Ringer

M25-103

**MOTION CARRIED**

b) 2025/26 General Operating Budget

**THAT** Council approve to amend the General Operating Budget from \$5,013,215 to \$5,131,608

**AND THAT** Council approves an additional transfer from General Operating Reserve in the amount of \$118,393 to balance the 2025/26 General Operating Budget.

E. Acker – D. Acker

M25-104

**MOTION CARRIED**

c) CAO Report

CAO Mattatall provided Council with a verbal update on activities that took place over the summer and current ongoing projects.

d) Asset Retirement Obligation (ARO)

e) RFP- Fuel Tank Replacement

f) Wastewater Report

g) Water Utility Report

h) Public Works Report

i) Building Inspector's Report- July

j) SVFD Report- July

The above reports are for information only.

**In- Camera Session:**

a) MGA 22 (2) (e) contract negotiations.

**THAT** Council go in-camera at 7:30pm for matters under MGA 22 (2) (e) contract negotiations.

E. Acker – Cruz

**MOTION CARRIED**

Council came out of in-camera at 7:36pm. Motion coming out of in-camera:

**THAT** Council direct the CAO to enter into a Collaborative Research Agreement with Nova Scotia Community College in relation to the Well Water Monitoring Project.

Cruz- D. Acker

M25-105

**MOTION CARRIED**

**New Business:**

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

**Councillor Ringer**

- At the September 15, 2025, Council Meeting, a Notice of Motion will be brought forward to explore providing \$2,500–\$4,000 in funding towards an electronic sign for the Shelburne Arena, with a donor contributing, the arena covering any remaining costs, and the Municipality of the District of Shelburne (MDS) partnering on the project.

**Deputy Mayor D. Acker:**

- Assisted at the Shelburne Exhibition canteen and enjoyed helping
- Interviews for the Assistant position at the Shelburne Arena took place on August 18th; aiming to have the role filled soon.
- Highlighted the upcoming NSFM Conference in November and expressed interest about attending

There was no further new business.

**Upcoming Meetings/Events**

- a) Guild Hall Summer Arts Series, Final Performance, One Meter Up, September 11<sup>th</sup>, 2025, 7-9pm, Guild Hall, Free Admission
- b) Fall Town Wide Yard Sale, October 4<sup>th</sup>, 2025, 8-2pm, Rain or Shine!
- c) Next Town Council Meeting, September 15<sup>th</sup>, 2025, 6pm, Council Chambers, 63 King Street

**Adjournment**

**THAT** the Regular Town Council Meeting of September 2<sup>nd</sup>, 2025, be adjourned at 7:51 pm.

**E. Acker**

**Jessie Dyer**  
**Recording Secretary**

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**Stanley Jacklin, Mayor**

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**Sarah Mattatall, CAO**

|            |                                     |
|------------|-------------------------------------|
| Document # |                                     |
| D25-178    |                                     |
| Rec'd by   |                                     |
| JD         |                                     |
| Date       |                                     |
| Sept. 2/25 |                                     |
| COPIES TO: |                                     |
| Council    | <input checked="" type="checkbox"/> |
| Agenda     | <input checked="" type="checkbox"/> |
| Committee  | <input type="checkbox"/>            |
| Deeds      | <input type="checkbox"/>            |

September 4, 2025

Members of the Shelburne Town Council -

On behalf of the Board of Directors of the Shelburne Historical Society, I am writing to advise that after careful consideration, the Society has made the decision to divest of its largest holding, the Cox Warehouse, located at 10 Ann Street in Shelburne.

Schedule B of a Quit Claim Deed between the Town of Shelburne and the Shelburne Historical Society dated 6 May 1986 in Book 150 at Page 227 at the Registry of Deeds at Shelburne, Nova Scotia and ratified in a release signed by the Town of Shelburne on 17 March 2015, specifies the following restriction:

"3. THE SOCIETY FURTHER AGREES that it shall not lease, sell or agree to sell the lands without the express consent of the Town".

In accordance with this restriction, the Society now seeks approval from the Town to list for sale the property at 10 Ann Street, known as the Cox Warehouse.

Since 1947, the Shelburne Historical Society, a non-profit organization, has been preserving and promoting the rich history and heritage of Shelburne County through the collection, preservation, cataloguing and interpretation of artefacts, documents and photographs relevant to the history, culture, industries and landscape of the County. Today, the Society's responsibilities also include managing Shelburne's Museums by the Sea which include the Ross-Thomson House & Store Museum and the Dory Shop Museum - two Nova Scotia Museum sites - as well as the Shelburne County Museum, which is a year-round community museum. Dock Street is unquestionably the tourist destination in Town, with the museum complex the major and busiest tourist attraction.

Through the years and under the administration of previous Boards, the Society has acquired a number of heritage buildings on Shelburne's waterfront: the Nairn House (Shelburne County Museum), the Coyle House, the Cox Warehouse and the John Tottie Store. And while the Society appreciates that these buildings hold great historic and sentimental value and should be safeguarded for the future, sole fiscal responsibility for the care, maintenance and preservation of so many holdings has long been a source of financial strain for the Society, with all four buildings requiring continuous renovations and repairs to maintain their structural integrity. As costs continue to escalate and financial resources dwindle, the Society has had to divert funding to keep up with costly maintenance projects. As a result, the Society's primary mandate of preserving and promoting the history and heritage of Shelburne County has taken a back seat.

Located at 10 Ann Street, the Cox Store was originally built in 1902 by the George A. Cox family. The building was designated municipal heritage in 1985 and eventually deeded to the Society in 1986, with a number of short-term businesses and enterprises occupying the building over the years. Since 2013, Shelburne Rehabilitation Services Limited has leased the first floor of the building following initial renovations and a

subsequent expansion in 2021, with the Shelburne Historical Society retaining use of the second floor.

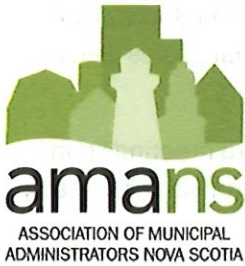
The Cox Warehouse is, by far, the largest holding of the Society and the most expensive to maintain, at an average cost to the Society of \$20,000 per year – an expenditure the Society can no longer afford if it is to remain viable and financially sound. The long-term savings that will be achieved by selling the Cox Warehouse will not only ensure the financial sustainability of the Society going forward, but combined with the funds raised through the sale of the building, the Society will be able to redirect resources to expand, improve and consolidate artefact storage at the Shelburne County Museum, as well as establish an archival document research facility open to the public. This will enable better preservation of, and access to, Shelburne County artefacts and history.

Thank you for your consideration of this matter.

Rachel Yellin

President

Shelburne Historical Society



August 19, 2025

|             |                                     |
|-------------|-------------------------------------|
| Document #  |                                     |
| D25-179     |                                     |
| Rec'd by    |                                     |
| JD          |                                     |
| Date        |                                     |
| Sept. 11/25 |                                     |
| COPIES TO:  |                                     |
| Council     | <input checked="" type="checkbox"/> |
| Agenda      | <input checked="" type="checkbox"/> |
| Committee   | <input type="checkbox"/>            |
|             | <input type="checkbox"/>            |

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 E [info@amans.ca](mailto:info@amans.ca)  
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To: Chief Administrative Officers

**RE: Proposed Changes to the NSFM By-Law**

Dear Colleagues:

Earlier today, a communication went out to the membership of the Nova Scotia Federation of Municipalities (NSFM) with proposed changes to its by-law that would remove the AMANS representative on its Board of Directors. The NSFM Executive Committee notified the AMANS Executive Committee of this decision earlier this spring. The AMANS Board of Directors has also been informed and is aware of the proposed by-law change.

Under Section 5.2 a) xi. in the current version of the NSFM by-law, there is “a representative appointed by the Association of Municipal Administrators” as part of its seventeen-member Board. The AMANS representative is an employee of an NSFM member unit and is typically the Past President of the AMANS Board of Directors. Mike Dolter, CAO, Town of Truro has been serving in this role to date.

There is a reciprocal position for a representative from the NSFM Board of Directors on the AMANS Board. Under Section 6.3 b) of the current version of the AMANS By-Laws, it states “a member of NSFM Board of Directors may be appointed by the AMANS Board on the recommendation of the NSFM Board to serve on the AMANS Board as a full voting member. An alternate may also be appointed to attend meetings in their absence. The NSFM Representative on the Board will be granted Full Member rights for the duration of their term.” Brenda Chisholm-Beaton, Mayor of the Town of Port Hawkesbury and Past President of NSFM is this current representative on the AMANS Board.

It is important to point out that while notification of the proposed by-law change was received by the AMANS Executive Committee, a rationale on how this change would advance the interests of NSFM has not yet been provided. Also, an alternative means of achieving the intended benefits of the current reciprocal arrangement has not been provided by the NSFM Executive Committee.

The AMANS Board of Directors values NSFM representation on its Board and does not support the proposed by-law change that would remove the AMANS representative on the NSFM Board. That said, we will respect the NSFM Board's decision to proceed with the proposed changes as well as the official vote on this matter at the next NSFM AGM.

We strongly believe that the presence of a municipal administrator at NSFM Board meetings can enhance the Federation's decision making, and subsequent representation of municipal interests, by the NSFM Board.

At the same time, AMANS is not proposing a similar change to its by-laws as the Board believes the reciprocal arrangement benefits local governments in Nova Scotia and makes the municipal sector stronger. The seat will still be available for a member of the NSFM Board of Directors should they wish to continue serving on our Board, participate on critical discussions of interest to municipal administration in Nova Scotia, and pose questions to AMANS Board members and staff that may help advance mutual priorities of both organizations.

We believe that increased collaboration can assist us in further leveraging the benefits of the current reciprocal arrangement. In fact, if this arrangement had not previously been established, it would undoubtedly be identified now for consideration as an effective means for both organizations to enhance their collective impact in achieving common interests.

AMANS is committed to working with NSFM in any manner that continues to grow our relationship and make municipal government in Nova Scotia the best it can be. We will keep members updated as this matter evolves.

Sincerely,



Kim Ramsay

President

AMANS

cc. Pam Mood, President, NSFM

Juanita Spencer, CEO, NSFM

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**Meeting Minutes**

**Heritage Advisory Committee**

**Thursday June 19<sup>th</sup> , 2025**

**3pm – Council Chambers, 63 King St**

**COMMITTEE MEMBERS IN ATTENDANCE:**

- Sandra Walsh, Chair, Public Member
- Cady Berardi, Shelburne Historical Society Member
- Therese Cruz, Council Member
- Chris Sharpe, Shelburne Historical Society Member
- Janet Stritychuk, Public Member

**REGRETS:**

Sheldon Ringer, Council Member

**ALSO IN ATTENDANCE:**

- Mike Khan, Senior Planner
- Daniel MacKay, Recording Secretary

**1. CALL TO ORDER:**

The meeting was called to order at 3:00pm by Sandra Walsh, Chair of the Heritage Advisory Committee.

**2. APPROVAL OF AGENDA**

- a. June 19th, 2025

**2(a) MOTION: APPROVAL OF AGENDA – June 19th, 2025**

THAT the Agenda for the Regular Meeting of the Heritage Advisory Committee for June 19<sup>th</sup> ,2025 be approved.

Janet - Therese

**CARRIED**

**3. MOTION: APPROVAL OF MINUTES – April 3<sup>rd</sup>,2025**

THAT the Minutes for the Regular Meeting of the Heritage Advisory Committee for April 3<sup>rd</sup>,2025 be approved.

Cady-Chris

**CARRIED**

|                   |                                     |
|-------------------|-------------------------------------|
| Document #        | D25-180                             |
| Rec'd by          | JO                                  |
| Date              | Sept. 8/25                          |
| <b>COPIES TO:</b> |                                     |
| Council           | <input checked="" type="checkbox"/> |
| Agenda            | <input checked="" type="checkbox"/> |
| Committee         | <input type="checkbox"/>            |
|                   | <input type="checkbox"/>            |

**4. INTRODUCTIONS**

**Daniel MacKay**- New Administration & Human Resources Coordinator and Recording Secretary for HAC

**5. COMMITTEE ITEMS:**

**a. Draft Municipal Planning Strategy & Land Use Bylaw**

i. First Draft of the MPS/LUB was given committee members in advance. There was discussion about the various changes to the MPS and LUB, as well as:

-Proposed General and Grammatical changes to the MPS and LUB

-Lot Standards

-Fence standards in the Town's Historic zone

-Coastal Flooding: problem areas identified in historic waterfront.

- Coastal Shore is coming to inspect the green-scaping area that may need potential repairs on Dock St. (Especially those near Barrel Factory)

b. Committee agreed to take more time to fully go over documentation

**6. NEW BUSINESS:**

There was no new business.

**7. UPCOMING MEETING DATE AND TIME:**

The next HAC meeting will be held on Sept. 4<sup>th</sup>, 2025, at Council Chambers (63 King St.) at 3:00 pm.

**8. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:30pm.



## COUNCIL REPORT - FOR DECISION

|                        |   |
|------------------------|---|
| Document #             |   |
| D25-181                |   |
| Rec'd by <i>JD</i>     |   |
| Date <i>Sept. 9/25</i> |   |
| <b>COPIES TO:</b>      |   |
| Council                | ✓ |
| Agenda                 | ✓ |
| Committee              | — |
|                        |   |

**Subject:** Dry Wells and Water System  
**Date:** September 9, 2025  
**Authority:** NA  
**Council Dates:** September 15, 2025  
**Prepared by:** Mike Kahn, Director of Planning and Development Services

### Background

In 2016 the Town of Shelburne experienced a significant drought, with many residents reporting dry wells.

The Town is also experiencing growth for the first time in many years, adding to the demand for water services to enable growth. The Town has a requirement for residential buildings of 7 or more units to connect to the Town water system, to ensure residents have a safe and stable water supply but also to promote fire protection through the installation of hydrants. The Town has been approached by several potential developers interested in connecting to the Town's water system.

There have also been numerous grant opportunities announced by the Province and Federal governments that would provide funding for water main extensions, including the Green Municipal fund, which provides up to \$1 million with a 30% contribution and is funded for 5 years; the Canadian Housing Infrastructure Fund (CHIF), which has over \$171 million, with 20% of funding set aside for rural and indigenous projects; and numerous provincial programs from GRID to MMCAP.

### Analysis

Data on the location and impact of the drought conditions of residents is not available unless collected by the Town. Staff propose sending out a reminder to report dry wells as part of the upcoming tax bill mailout. The notice will also advertise the upcoming public engagement event on September 27, 2025.

Given the expected growth, inquiries from landowners and availability of potential funding, staff are proposing to review and update the Town's Water Distribution Policy.

Staff are also proposing exploring water main extensions and grants, not to determine specific expansions or grant applications, but to outline a process, explore the issue of water main extensions identifying potential issues, such regulatory approval by the Utility Assessment Review Board (UARB) so they can be considered comprehensively before looking to grant applications. Some smaller scale water main extension projects may be considered for grant application prior to the work described above.

A key part of potential water main extensions is where in Town those new water mains be installed. Part of determining where water mains are extended would be based on grant availability:

- Certain grants, such as CHF, are only available where newly built residential units are enabled by the water main (those units wouldn't be possible otherwise);
- Other grants are focussed on mitigating the impacts of climate change, in other words where there are wells running dry, there may be funding for water main extensions.

It is unlikely the Town will be able to secure the significant broad funding to bring water to all parts of Town.

With approval, staff would prepare more in-depth information on grants, water main extensions and possible processes to help determine how to proceed, which could include public input. Staff would bring back more information with the updated Water Distribution Policy.

The issue of water main extensions could also be considered as a part of Council's next strategic planning session.

**Options**

|   | Pros   | Cons  |
|---|--|---|
| Send out reminder to report dry wells and explore water main extensions in Town | <ul style="list-style-type: none"> <li>• Gathers information on dry wells</li> <li>• Begins work on water main extensions</li> </ul> | <ul style="list-style-type: none"> <li>• Potentially controversial</li> </ul>               |
| Send out reminder to report dry wells   | <ul style="list-style-type: none"> <li>• Gathers information on dry wells</li> </ul>   | <ul style="list-style-type: none"> <li>• Postpones work on water main extensions</li> </ul> |

**Recommendation**

THAT Council directs staff to: include a letter regarding dry wells and the upcoming engagement event in the tax mailouts; and to review the Water Distribution policy, including exploring potential processes, grants, issues and approaches to water main extensions.

**Attachments**

Letter to Residents

**Letter to residents**



Greetings Resident!

**Dry Wells Reporting**

The Town of Shelburne is trying to determine the extend and areas of Town that impacted by drought and need your help. By reporting dry wells, the Town will be better able to respond to future events, potentially including water main extensions. **To report a dry well, please call 902-875-2991 or email [planning@shelburnens.ca](mailto:planning@shelburnens.ca)**

**Engagement Event**

The Town will be holding a public engagement event on **SEPTEMBER 27th 11-6PM** with a presentation at 1:00PM **SHELBURNE COMMUNITY CENTRE** 63 King Street. This event will include:

**Municipal Planning Strategy and Land Use Bylaw**

Now is your chance to help decide how and where Shelburne will grow. Town Council is updating our most important planning documents—the Municipal Planning Strategy and Land Use Bylaw—and we need your ideas. We want every resident’s feedback to create a strong, effective plan that works for everyone. Don’t miss this opportunity to make a real impact on the future of our town. Get involved. Speak up. Help build Shelburne’s tomorrow!

Fill in the survey online: <https://s.mqoresearch.com/S2/35/TownofShelburne/>  
Or pick up a paper copy at Shelburne Town Hall or the Mckay Memorial Library.  
Surveys close October 10th, 2025.



**Graham’s Park and Grovestine Recreation Complex Park Designs**

We’re excited to announce upcoming expansion and improvements to Graham’s Park and future upgrades to the Grovestine’s Recreation Complex. These two important community spaces are at the heart of our Town — and we want your voice in shaping their future. Imagine improved facilities, new features, and welcoming spaces for all ages and abilities. Share your ideas, feedback, and vision for making these parks even better.

Fill in the survey online: <https://forms.cloud.microsoft/r/GaswwMxcXd> Or pick up a paper copy at Shelburne Town Hall or the Mckay Memorial Library. Surveys close October 10th, 2025.





## COUNCIL REPORT - FOR DECISION

|                   |   |
|-------------------|---|
| Document #        |   |
| D25-182           |   |
| Rec'd by          |   |
| JO                |   |
| Date              |   |
| Sept. 11/25       |   |
| <b>COPIES TO:</b> |   |
| Council           | ✓ |
| Agenda            | ✓ |
| Committee         |   |
|                   |   |

**Subject:** Landfill Reclosure Project Update  
**Date:** September 15, 2025  
**Prepared For:** Town Council  
**Prepared By:** Ken Smith

### Purpose

The purpose of this report is to provide Town Council with a historical overview of the Landfill Reclamation Project which was initiated in 2021 and to seek approval from Council to defer the capping (Phase 2) of the project until 2025/2026.

### Background

The Town initiated planning for the re-closure of the landfill at 31 Morvan Road in 2021 with professional assistance from Dillon Consulting Limited (DCL).

The overview of the project is as outlined below;

1. An index has been prepared showing relevant documents from the past four (4) years. Any of the documents can be retrieved for details from staff (see Appendix A);
2. A narrative highlighting the documents showing the work in progress (see Appendix B); and
3. A summary of the expenditures to date noting the type of work, the supplier of the service and the month that the work occurred (See Appendix C).

### Analysis

A public tender for the capping of the site (Phase 2) closed on August 9, 2025. The results are summarized below:

| Contractor                       | Option 1    | Option 2    |
|----------------------------------|-------------|-------------|
| Harlow Construction Limited      | \$985,628   | N/A         |
| Dexter Construction Company Ltd. | \$2,361,370 | \$1,846,130 |
| GFL Environmental Limited        | \$2,198,581 | \$1,854,376 |

The budgeted amount for the capping phase was \$432,000. The lowest bid exceeds the available budget by approximately \$550,000 plus net HST.

This significant over-expenditure presents financial challenges that necessitate consideration of alternative approaches.

### Options

**1. Discontinue the project**

- This option would create major financial and reputational risks for the Town, including the requirement to repay provincial grant funds already received.

**2. Award the tender and borrow the shortfall**

- Borrowing approximately \$550,000 plus net HST through the Municipal Finance Corporation could enable the project to proceed. However, this would constrain the Town's debt capacity and negatively affect its ability to deliver other essential capital projects.

**3. Defer the project to 2025/2026 and seek additional funding**

- Cancel the current tender, defer the capping portion of the project, and pursue other funding opportunities to address the financial shortfall. This option would preserve the Town's financial flexibility while keeping the project viable.

### Recommendations

It is recommended that Town Council:

1. Cancel the public tender for Phase 2 (capping) of the Landfill Reclamation Project due to budget limitations; and
2. Direct staff to pursue additional funding opportunities to remedy the shortfall, with the objective of proceeding with capping in 2025/2026.

### **Attachments:**

- Appendix A – Landfill Project Index
- Appendix B – Overview of Work in Progress
- Appendix C – Summary of Expenditures to Date

## **“Appendix A”**

### **LANDFILL PROJECT INDEX**

1. February 1998 Closure Plan for Town of Shelburne Dump Site
2. March 2022 Cost Estimated for Landfill five (5) Year (2022 to 2027)  
Monitoring Program - Dillon Consulting Limited - (DCL)
3. September 12/22 Test Pit Program & Delineation of Wet Areas - (DCL)
4. September 11/23 Closed Landfill – Revised Test Pit Program - (DCL)
5. November 1/23 Shelburne Landfill Assessment – Update on Work Completed & Not  
Completed - (DCL)
6. March 2024 MCGP Letter of Confirmation – Municipal Affairs – (\$609,030)
7. May 21/24 Wetland Alteration Application Proposal – (DCL)
8. August 15/24 Wetland Alteration Application Report – (DCL)
9. June 12/24 Updated Cost Estimate & Assumptions Proposal – (DCL)
10. June 12/24 Change in Scope Agreement – (DCL)
11. October 15/24 Letter of Understanding – Ducks Unlimited
12. October/24 Letter to Environment Addressing Follow-up Information Requested for  
Wetland Monitoring Plan
13. November/24 Approval from Environment for Construction and Operation – for Wetland  
Alteration
14. January 14/24 Authorization for Additional Work Related to Wetland Alteration - (DCL)
15. January/25 Amended Application for Wetland Alteration Approval
16. January 14/25 Consulting Services for Workplan – (DCL)
17. January/25 Quote of \$21,000 for three (3) pads from Harlow Construction Limited
18. August/25 Tenders for Capping – (TOS & DCL)

## **“Appendix B”**

### **OVERVIEW OF THE WORK IN PROGRESS**

With the professional assistance of Dillon Consulting Limited (DCL) starting in 2021, the Town began conducting the necessary pre-planning to carry out a re-closure of the 31 Morvan Road landfill site.

On March 24, 2022, DCL provided the Town with a planning level cost estimate to complete a five (5) year (2022 to 2027) environmental monitoring program for the closed landfill.

Highlights of the report included engineering considerations (test pitting program, legal and topographical surveys) for \$18,000; biological considerations (wetland delineation survey and reporting) for \$6,000; geophysical survey and monitoring well installation program for \$47,000, domestic well sampling event for \$8,000; and a six (6) year ground water/surface water monitoring program totaling \$266,000.

This background information enabled the previous CAO to obtain a PCAP grant of \$117,217 (e.g., 50% of an estimated \$234,434 project) (see #2 in the Index).

On September 12, 2022, DCL submitted a proposal for an intrusive test pit program and visual assessment of the property for \$16,158 (see #3 in the Index).

On September 1, 2023, DCL submitted a proposal for additional test pits at the site for \$3,759 (see #4 in the Index).

On November 1, 2023, DCL provided an overview of the work completed and not completed (see #5 in the Index). The overview also included recommendations for the next phase (Phase 2) of the re-commissioning of the closure. The budget for the 2<sup>nd</sup> Phase included \$432,000 for construction/maintenance, \$65,000 for engineering, \$82,000 for a contingency for a total budget of \$584,000 for Phase 2.

Based upon this information, the Town was successful in obtaining a \$304,515 grant for a \$609,030 project under the Municipal Capital Growth Program (MCGP) (see #6 in the Index).

Based upon the data obtained from the assessment of the site, the Town was required to obtain approval from Environment for a Wetland Alteration. On May 21, 2024, DCL provided a proposal to undertake a wetland function assessment and make an application in support of monitoring well access pad construction to Environment for \$17,410 (see #7 in the Index).

On August 15, 2024, a Wetland Alteration Application Report was sent to Environment by the Town as prepared by DCL (see #8 in the Index).

On June 17, 2024, the Town received an updated cost estimate from the original approved budgeted amount due to more time allotted by DCL for project management services (i.e., well development and a second field person to assist with the domestic sampling). The additional amount requested was \$26,205 (see #9 in the Index) and a Change of Scope Agreement was agreed to (see #10 in the Index).

As part of the approval process with Environment, the Town was required to obtain a "Letter of Understanding" with a land conservation owner such as Ducks Unlimited committing to restore wetland in lieu of the wetland intruded upon by the project (see #11 in the Index).

In light of the larger footprint required for the drilling pad, additional footage was required to be purchased by the Town from Ducks Unlimited. This was requested by Environment as well as further information (see #12 in the Index).

Effective November 19, 2024, the Town received Approval for Construction and Operation of the Wetland Alteration at 31 Morvan Road (see #13 in the Index).

On December 9, 2024, DCL and the Town agreed to a Change in Scope Agreement for \$16,515 to account for the additional project management and engineering services with respect to the monitoring well being located in the wetlands (see #14 in the Index).

See #15 in the Index for the Amended Application for Wetland Alteration submitted by DCL on the Town's behalf and submitted in January 2025.

On January 14, 2025, DCL submitted a work plan to the Town for consulting services related to the reclosure of the site (e.g. Phase 2) which included the following:

- a) Project Management;
- b) Detailed design and tender package;
- c) Preparation of Application for Approval for submission to Environment;
- d) Tendering Support Services;
- e) Contract administration; and
- f) Finalize "As-Recorded Drawings".

These services would have a budget of \$42,335 plus a weekly fee of \$5,600 for services during construction (see #16 in the Index).

On January 3, 2025, DCL notified the Town that they had obtained a quote of \$21,000 for four pads (see #17 in the Index).

On August 9, 2025, the bids were opened by the Town and are addressed in a report dated September 15, 2025, being considered by Town Council.

## “Appendix C”

### SUMMARY OF EXPENDITURES TO DATE

#### 2021-2022

|                        |                                 |                 |
|------------------------|---------------------------------|-----------------|
| Consulting Services    | Dillon Consulting Limited (DCL) | \$13,098        |
| Communication Services | Im Communication                | \$ 2,487        |
|                        |                                 | <b>\$15,584</b> |

#### 2022-2023

|                                   |                      |                 |
|-----------------------------------|----------------------|-----------------|
| Site Plan                         | Acker & Doucette     | \$ 4,180        |
| Consulting/Project Mgt. Services  | DCL                  | \$ 3,093        |
| Move Electrical Bldg to WTR Plant | Shelburne Stevedores | \$ 365          |
|                                   |                      | <b>\$ 7,638</b> |

#### 2023-2024

|                                  |                        |                 |
|----------------------------------|------------------------|-----------------|
| Consulting/Project Mgt. Services | DCL                    | \$43,097        |
| Excavating/Mulching Site         | Lakeside Land Clearing | \$ 4,574        |
|                                  |                        | <b>\$47,671</b> |

#### 2024-2025

|  |                                   |                 |
|--|-----------------------------------|-----------------|
| Consulting/Project Mgt. Services                   | DCL                               | \$15,148        |
| Wetland Alteration Services                        | DCL                               | \$17,248        |
| Brush Cutting Services                             | Harlow Construction Limited (HCL) | \$11,262        |
| “ “ “  | HCL                               | \$ 4,755        |
| Application Fee- Wetland<br>Alteration Application | N.S. Environmental                | \$ 311          |
|  |                                   | <b>\$48,724</b> |

#### 2025-2026

|                                      |                     |                 |
|--------------------------------------|---------------------|-----------------|
| Construct Drill Pads                 | HCL                 | \$20,553        |
| Install/Construction Monitoring Well | Subcontractor – DCL | \$21,296        |
| Phase 1 – Consulting/Project Mgt.    | DCL                 | \$43,380        |
|                                      |                     | <b>\$85,229</b> |



# COUNCIL REPORT - FOR INFORMATION

|            |                                     |
|------------|-------------------------------------|
| Document # | DAS-183                             |
| Rec'd by   | JD                                  |
| Date       | Sept. 9, 2025                       |
| COPIES TO: |                                     |
| Council    | <input checked="" type="checkbox"/> |
| Agenda     | <input checked="" type="checkbox"/> |
| Committee  | <input type="checkbox"/>            |
|            | <input type="checkbox"/>            |

**Subject:** By-Law Officer Report- July  
**Date:** September 15<sup>th</sup>, 2025  
**Prepared For:** Council  
**Prepared By:** Dana Nash, By-law Officer

## Calls for Service (July 1 – July 31, 2025)

### 1. File #: 25-039 – Service Request

**Issue:** Concerns over pools in historic district not being fenced.

**Action Taken:** Informed the resident that this is a personal insurance matter, and to please address council if they wish to address concern further.

**Status:** Resolved

### 2. File #: 25-040 – Service Request

**Location:** Mowatt Street

**Issue:** Report of vehicles parking on sidewalk, and in front of fire hydrant.

**Action Taken:** Parking warnings issued. Vehicles complied with warnings

**Status:** Resolved

### 3. File #: 25-041 – Service Request

**Location:** Falls Lane

**Issue:** Resident called in had concerns over signage at intersection of Falls Lane and Ohio Road. Stating poor visibility when leaving home.

**Action Taken:** Inspected site with RCMP, in the opinion of RCMP sign does not hinder vision.

**Status:** Resolved

### 4. File #: 25-042 – Service Request

**Location:** Falls Lane

**Issue:** Report of residents littering in a parking lot of a private business after hours on Falls Lane.

**Action Taken:** Advised resident to contact business and RCMP. The matter is the responsibility of business.

**Status:** Resolved

### 5. File #: 25-043 – Service Request

**Location:** Jackson Lane

**Issue:** Report of residents setting off fire works with in town limits, during a fire ban.

**Action Taken:** Investigated report, no signs of fire works. Advised RCMP of issues, will continue to monitor.

**Status:** Monitoring.

**6. File #: 25-044 – Service Request**

**Location:** Annapolis Road

**Issue:** Complaint about event sign blocking sight lines.

**Action Taken:** Inspected area, found sign was infringing on sight lines. Spoke with event organizer, sign location was moved.

**Status:** Resolved

**7. File #: 25-045 – Service Request**

**Location:** George Street

**Issue:** Concerns about property owner leaving grass clippings on sidewalk and road while cutting grass.

**Action Taken:** Asked property owner to clean up clippings off street once grass is cut.

**Status:** Resolved

**8. File #: 25-046 – Service Request**

**Location:** Mowatt Street

**Issue:** Complaint about illegal dumping of construction debris.

**Action Taken:** Inspected area, found illegal dumping was taking place. Spoke with property owners dump site was cleaned up.

**Status:** Resolved

**9. File #: 25-047 – Service Request**

**Location:** Digby Street

**Issue:** Complaint about burning garbage.

**Action Taken:** Inspected area, found resident was burning paper waste. Resident was informed paper waste was not allowed to be burned, yard waste only and only with approved permit. Also advised resident to adhere to the provincial burn ban and to check daily.

**Status:** Resolved

**10. File #: 25-048 – Service Request**

**Location:** Water Street

**Issue:** Vendor parking in restricted area.

**Action Taken:** Asked vendor to move to unrestricted parking area. In conversation with vendor, it was revealed that they did not have a Vending Permit. Vending Permit was purchased.

**Status:** Resolved

**11. File #: 25-049 – Service Request**

**Location:** Hammond Street

**Issue:** Overgrown property.

**Action Taken:** Inspected property, found grass had just been cut, no further action taken.

**Status:** Resolved

**12. File #: 25-050 – Service Request**

**Location:** Pine Grove Cemetery

**Issue:** Report of an Encampment.

**Action Taken:** Inspected site, found a single tent, in formed camper that camping/tenting is not permitted on town property. Encampment was removed. Will continue to monitor

**Status:** Monitoring

**13. File #: 25-051 – Service Request**

**Location:** Transvaal Street

**Issue:** Report of an Encampment

**Action Taken:** Inspected site, found a single tent, in formed camper that camping/tenting is not permitted on town property. Encampment was removed. Will continue to monitor.

**Status:** Monitoring

**14. File #: 25-052 – Service Request**

**Location:** Water Street

**Issue:** Report of garbage and excessive noise in parking lot of business.

**Action Taken:** Spoke with resident who had complaint, infractions take place after business hours. Will forward this complaint to RCMP.

**Status:** Monitoring

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**Assignments and Projects**

- Continuing review of Town By-Laws and Policies.
- Progressing with the Special Constable Appointment process.
- Assisted with the completion of Roger Grovenstiens Complex Tennis Court re-surfacing.
- Assisting Waste Diversion officer with 'Black Bag' list

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**Additional Duties and Outcomes**

- Provided IT support assistance in collaboration with G23 Technologies.
- Attended a meeting at Black Loyalist Heritage Museum concerning signs in town.
- Spoke with representatives from Region of Queens and Town of Pictou concerning our Road Trail By-Law.
- Supporting residents with Land Use By-Law questions

---

Respectfully submitted,  
Dana Nash  
By-Law Enforcement Officer  
Town of Shelburne



## COUNCIL REPORT - FOR INFORMATION

|                       |   |
|-----------------------|---|
| Document #<br>D25-184 |   |
| Rec'd by JD           |   |
| Date Sept. 9/25       |   |
| <b>COPIES TO:</b>     |   |
| Council               | ✓ |
| Agenda                | ✓ |
| Committee             |   |
|                       |   |

**Subject:** By-Law Officer Report- August  
**Date:** September 15<sup>th</sup>, 2025  
**Prepared For:** Council  
**Prepared By:** Dana Nash, By-law Officer

### Calls for Service (August 1 – August 31, 2025)

#### 1. File #: 25-053 – Service Request

**Location:** John Street

**Issue:** Local business called to inform about a car parked illegally on John Street.

**Action Taken:** Investigated complaint, found vehicle was illegally park. Issued warning. Vehicle owner complied with warning.

**Status:** Resolved

#### 2. File #: 25-054 – Service Request

**Location:** Maiden Lane

**Issue:** Report of stone wall being vandalized, stone being left in street.

**Action Taken:** Inspected site, found no signs of vandalism, stone wall had been repaired. No further action need.

**Status:** Resolved

#### 3. File #: 25-055 – Service Request

**Location:** Jackson Lane

**Issue:** Report of residents setting off fire works with in town limits, during a fire ban.

**Action Taken:** Investigated report, no signs of fire works. Advised RCMP of issues. Will continue to monitor.

**Status:** Monitoring.

### Assignments and Projects

- Continuing review of Town By-Laws and Policies.
- Progressing with the Special Constable Appointment process.
- Assisting Waste Diversion Officer with 'Black Bag' list.
- Completed ATVANS small grant paperwork, awaiting on remainder of grant.

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### **Additional Duties and Outcomes**

- Provided IT support assistance in collaboration with G23 Technologies.
- Closed 3 out standing Dangerous and Unsightly Policy infractions.
- Supporting residents with Land Use By-Law questions.
- Assisting local ATV association with mapping and signage for new parking area.
- Assisting residents with questions on our Vending By-Law, and locations to vend.

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Respectfully submitted,  
Dana Nash  
By-Law Enforcement Officer  
Town of Shelburne



**SHELburne VOLUNTEER FIRE DEPARTMENT**

63 KING STREET, PO BOX 880

SHELburne, NS

COPIES TO:  
BOT TWO

|            |                                     |
|------------|-------------------------------------|
| Document # | D25-185                             |
| Rec'd by   | JD                                  |
| Date       | Sept 8/25                           |
| Council    | <input checked="" type="checkbox"/> |
| Agenda     | <input checked="" type="checkbox"/> |
| Committee  | <input type="checkbox"/>            |
|            |                                     |

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of July 2025.

Total number of calls for service: 9

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

| <u>CALLS FOR SERVICE BREAKDOWN</u> | <u>TOWN</u> | <u>MUNICIPALITY</u> |
|------------------------------------|-------------|---------------------|
| ALARM SOUNDING                     |             | 2                   |
| MEDICAL                            | 1           | 1                   |
| MOTOR VEHICLE ACCIDENT             | 1           | 1                   |
| STRUCTURE                          | 2           |                     |
| CHIMNEY/FLUE                       |             |                     |
| VEHICLE FIRE                       |             |                     |
| GRASS, BRUSH, FOREST               |             | 1                   |
| POWER LINES                        |             |                     |
| SMOKE CONDITIONS                   |             |                     |
| BOATS/WATER RESCUE                 |             |                     |
| FLOOD CONDITIONS                   |             |                     |
| ASSISTANCE TO POLICE               |             |                     |

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**