



AGENDA
Town Council Meeting – Town Council Chambers
December 1st, 2025
6:00 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Regular Town Council meeting held on November 17th, 2025
- 4) Proclamations and Announcements:
 - a) International Day of Persons with Disabilities – December 3rd, 2025
 - b) National Day of Remembrance and Action on Violence Against Women – December 6, 2025
 - c) Human Rights Day – December 10th, 2025
 - d) Holiday Wishes from Council & Staff
- 5) Delegations/Presentation:
 - a) Mickayla Peters- Shelburne Visitor Information Centre Proposal D25-225
 - b) Shelburne Area Chamber of Commerce ad hoc Tourist Bureau Committee D25-226
- 6) Correspondence:

Action:

 - a) Letter- Amnesty International re: Access to safe drinking water and accountability for the dump site D25-227

Information:

 - a) Letter- from Honourable John. A MacDonald D25-228
 - b) Letter- Follow up to Minister MacDonald's Nov.24 Letter D25-229
- 7) Council Items:
 - a) REMO By-law- Second Reading D25-230
 - b) Temporary Borrowing Resolution D25-231
- 8) Committee Reports:
- 9) Staff Reports:
 - a) Ohio Road Land Buy Back D25-232
 - b) 80 Hammond MPS and LUB Amendment – Second Reading D25-233
 - c) Bulk Fill Station D25-234
 - d) Leases & Agreements Update D25-235
 - e) Surplus Fire Truck D25-236
 - f) Rodney Street RFT Update D25-237
 - g) Grants to Organizations D25-238
 - h) CAO Report D25-239
- 10) In Camera Session: NONE
- 11) New Business:

12) Upcoming Meetings/Events:

- a) Christmas Sweater Skating Party, Friday December 5th, 2025, 6-7:30pm, Shelburne County Arena
- b) Reindeer Run, Saturday December 6th, 10am, Islands Park
- c) Miracle on Dock Street, Saturday December 6th, Water & Dock Streets, 6-7:30pm, Fireworks at 7:45pm
- d) Next Council Meeting, Monday January 6th, 2026, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
November 17th, 2025

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

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 November 17th, 2025, Council Meeting, as amended, to move item 9a to item 6.

E. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on November 3rd, 2025.

D. Acker - Cruz

MOTION CARRIED

Proclamations and Announcements:

- a. Canada History Week (November 24-28)

Delegations/Presentations: NONE

Correspondence

Action:

a) Letter- Phil Callan Memorial Basketball Classic re: Financial Assistance

THAT Council approve a \$100 donation in support of the 16th Annual Phil Callan Memorial Basketball Classic, and that the contribution be provided from the Town's Grants to Organizations budget line.

D. Acker – Cruz

M25-127

MOTION CARRIED

Information: NONE

Council Items:

a) Eastern Shelburne County Equity & Anti-Racism Plan 2025-2028

THAT Council of the Town of Shelburne approve the Eastern Shelburne County Equity & Anti-Racism Plan 2025-2028.

D. Acker – Ringer

M25-128

MOTION CARRIED

b) Notice of Motion – Farmers' Market Guild Hall Project

THAT Council direct staff to collaborate with the local Farmers' Market organizers in order to explore and support improvements to the Guild Hall.

E. Acker – Cruz

M25-129

MOTION CARRIED

c) Notice of Motion - REMO By-law

THAT Council rescind the motion granting Second Reading and Final Adoption to the Regional Emergency Management By-law, which established a joint Regional Emergency Management Organization (REMO) for the five municipal units of Shelburne County.

Cruz – E. Acker

M25-130

MOTION CARRIED

Committee Reports:

a) Heritage Advisory Committee - Minutes

The above report is for information only.

Staff Reports

a) Draft Municipal Planning Strategy and Land Use By-law Updates III

THAT Council directs staff to prepare revisions to the draft planning documents based on the attached What We Heard report and schedule a Council workshop for staff to present updated draft planning documents.

E. Acker – Cruz

M25-126

MOTION CARRIED

b) By-Law Officer Report- October

c) Wastewater Report

d) SVFD Report- October

The above report is for information only.

In- Camera Session:

a) MGA 22 (2) (a) acquisition, sale, lease and security of municipal property

b) MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

c) MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

THAT Council go in-camera at 7:02pm for matters under MGA 22 (2) (a) acquisition, sale, lease and security of municipal property, MGA 22 (2) (g) legal advice eligible for solicitor-client privilege, and MGA 22 (2) (g) legal advice eligible for solicitor-client privilege

E. Acker – Cruz

MOTION CARRIED

Council came out of in-camera at 8:18pm. No motion coming out of in-camera.

New Business:

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

Councillor Ringer

Councillor Ringer reminded residents of the importance of checking woodstoves and chimneys now that the colder season has arrived.

Councillor Cruz

Councillor Cruz attended the NSFM Conference along with the CAO, Executive Coordinator, Mayor Jacklin, and Deputy Mayor E. Acker. The conference theme was *Local Focus – Lasting Impact*. It was a highly valuable event with extensive networking opportunities, and the Ministers' Panel was particularly well received.

Councillor D. Acker

Councillor Acker attended a meeting at the Sandy Point Lighthouse and the Shelburne County Arena meeting on November 10th. Councillor Acker commended George and the Barrel Factory on the excellent restoration of the field artillery guns. He also addressed resident complaints regarding the lift at the Town Office, noting concerns that it is not user-friendly.

Deputy Mayor E. Acker

On behalf of Council and Staff, Deputy Mayor E. Acker wished Mayor Jacklin a Happy Birthday!

Mayor Jacklin

Mayor Jacklin attended the unveiling of the No. 2 Construction Battalion monument at the Black Loyalist Heritage Centre. The event featured several excellent speakers and was very well received. The monument is now in place and can be viewed at the Cenotaph.

There was no further new business.

Upcoming Meetings/Events

- a) Christmas Craft Fair, Saturday November 22nd, 2025, 10am-2pm, Shelburne Community Centre
- b) Breakfast with Santa, Sunday November 23rd, 2025, 9-11am, Shelburne Community Centre
- c) Christmas in the Barn, Sunday November 30th, 2025, 10am-2pm, 15 Ann Street
- d) Christmas Sweater Skating Party, Friday December 5th, 2025, 6-7:30pm, Shelburne County Arena
- e) Reindeer Run, Saturday December 6th, 2025, 10am, Islands Park
- f) Miracle of Dock Street, Saturday December 6th, 2025, Water & Dock Streets, 6-7:30pm, Fireworks at 7:45pm
- g) Next Town Council Meeting, Monday December 1st, 2025, 6pm, Council Chambers, 63 King Street **Last Council Meeting for 2025**

Adjournment

THAT the Regular Town Council Meeting of November 17th, 2025, be adjourned at 8:25pm.

D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



**Application
Request for Delegation/Public Presentation to
Council/Committees**

Document #	D25-225
Rec'd by	JP
Date	Nov. 25/25
COPIES TO:	
Council	91 Ext. 8 ✓
Agenda	✓
Committee	Each

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-476-6551 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Mickayla Peters

Address: 80 King Street, Unit 2

Phone: 902-476-6551 Email: mickaylapeters@hotmail.com

- Council/Committee you wish to appear before:
- Town Council
 - Community Participation & Volunteerism Committee
 - Port Committee
 - Asset Management Committee
 - Shelburne County East RCMP Advisory Board
 - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

I would like to propose that the visitor information centre be used as such, as well as a coffee shop and an outlet for community groups (Shelburne Historical Society, local makers and vendors.)

Date of Council/Committee meeting at which you wish to appear: December 1st, 2025

- Are you representing:
- Yourself
 - An Organization/Society/Club (Name): _____
 - A Business (Name): _____
 - Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than then 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

Please return the completed form to:

Jessie Dyer, Executive Coordinator, Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(902) 875-2991 ext. 4, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

Mickayla Peters

For Office Use Only:

Date Request Received: Nov. 25/25

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Dec. 1/25.

Signature of Executive Coordinator/Committee Secretary _____

Document #	D25-225
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

Shelburne's Visitor Information Centre

A proposal for growth and community engagement

Mickayla Peters

December 1, 2025

Currently, the Visitor Information Centre (VIC) is closed. I am proposing that the town open itself to discussing the rental or purchase of the property to be used as a VIC, as well as a coffee shop and gathering place for tourists and community members.



While the town already houses two coffee shops, these locations are not consistently open and experience barriers to remaining open year-round. The winterization of the building will make it possible to provide refreshment year-round.

Shelburne's Visitor Information Centre- A proposal for growth and community engagement

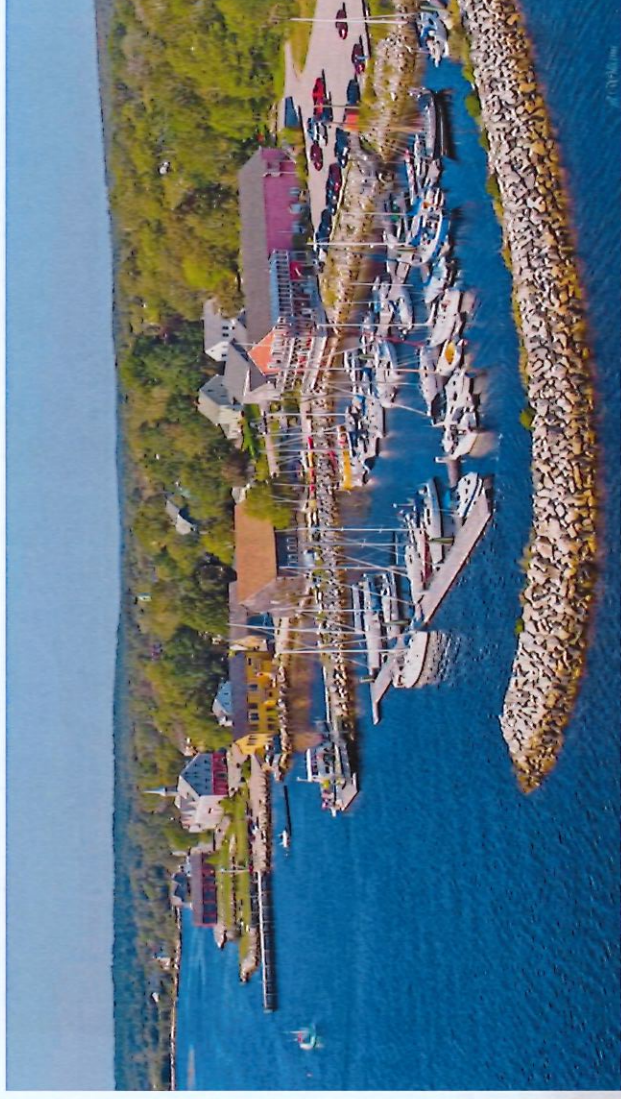
APPROVED	COMMUNITY	COPIES 10:
DATE:	APPROVED BY:	DATE:

The Shelburne Historical Society is dedicated to providing tourists and community members with information on Shelburne's historical significance. The involvement of the Historical Society will be important to ensure the information available to tourists remains informative and relevant to modern interests.



Shelburne's Visitor Information Centre- A proposal for growth and community engagement

The Shelburne Harbour Yacht Club values investments from tourists and transient boaters and kayakers in the summer months to maintain the establishment and grow its member catalogue. Membership options, pricing information, and kayak rentals can be advertised at the VIC.



Shelburne's Visitor Information Centre- A proposal for growth and community engagement

Shelburne's many entrepreneurs will be made a focal point of the VIC. While inside the building, patrons will be surrounded by tasteful displays and items available for purchase from community makers and local businesses alike. While showing Shelburne's diversity, this will also increase foot traffic to these businesses.



Shelburne's Visitor Information Centre- A proposal for growth and community engagement

Seasonal and topical community events will also be hosted in this space. Mommy-and-me groups, independent reading/study hours, peer support groups, and information sessions will provide safe and comfortable spaces for community members to work, live, and play.



Shelburne's Visitor Information Centre- A proposal for growth and community engagement



**Application
Request for Delegation/Public Presentation to
Council/Committees**

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This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: DAVID CHUTE

Address: 43 Minto Street

Phone: 902.670.6294 Email: david@davidchute.ca

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Document #	
D25-226	
Rec'd by JD	
Date Nov. 26/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

To help determine the future and effective operation of the
Tourist Bureau in 2026 going forward, mid May - mid Oct daily - 9AM - 5PM
with competent mature and accountable operating methods; Time is of the
essence
 Date of Council/Committee meeting at which you wish to appear: Dec 1, 2025

Are you representing:

- Yourself
- An Organization/Society/Club (Name): Shelburne Area Chamber of Commerce
ad hoc Tourist Bureau Committee
- A Business (Name): _____
- Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

Please return the completed form to: **JESSIE DYER** Jessie.Dyer@shelburnens.ca
Jill Webb, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jill.webb@shelburnens.ca (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature



For Office Use Only:

Date Request Received: NOV. 26/25

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: Dec. 1/25

Signature of Executive Coordinator/Committee Secretary 



November 26, 2025

Council of Shelburne Town
162 Mowatt Street,
P.O. Box 670,
Shelburne, NS,
BOT 1W0

Mayor Stanley Jacklin
162 Mowatt Street,
P.O. Box 670,
Shelburne, NS,
BOT 1W0

Re: Access to safe drinking water and accountability for the dump site

Dear Mayor Jacklin and Shelburne Town Council,

On behalf of Amnesty International Canada—a global, independent human rights movement dedicated to protecting the rights and dignity of all people—I am writing to express our commitment to supporting the residents of Shelburne as they work to address long-standing environmental and racial injustices. Our mission includes challenging systemic discrimination, advancing racial equity, and supporting communities seeking reparative measures for historical and ongoing harms. We believe that genuine progress depends on open dialogue and strong collaboration with local governments and community partners.

As part of this commitment, our team conducted a listening tour across Nova Scotia from October 26 to 31, 2025, meeting directly with African Nova Scotian Communities to hear their concerns and learn about the barriers they continue to face. Shelburne was one of the key stops on this tour. During our visit, we spent time in historic Black neighborhoods, visited former Black Loyalist landing sites, and met with community members who generously shared their experiences and hopes for the future.

Two urgent issues were raised repeatedly by residents:

1. Access to Safe and Reliable Water

Community members shared ongoing concerns about the lack of dependable water wells in the area and the impact this has on their health, daily life, and long-term well-being. We understand that efforts are underway to explore solutions, and we would welcome the opportunity to learn more about the status of these initiatives. We are eager to discuss how Amnesty International can support the municipality and community in advancing sustainable, rights-based solutions to ensure safe water access for all residents.

Document #	
D25-227	
Rec'd by	
JD	
Date	
Nov, 26/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

2. Cleanup and Accountability for the Former Dump Site

Residents also raised deep concerns about the former dump site—widely recognized as a case of environmental racism—located in the heart of a historic African Nova Scotian community. Community leaders spoke about the serious health impacts associated with the site and the urgent need for a clear path toward cleanup, remediation, and accountability. We are aware that research has been conducted on environmental racism in Shelburne, Africville, and Lincolntonville, and that a report exists. We would value the opportunity to discuss its status and to understand what steps can be taken collectively to move toward remediation and justice.

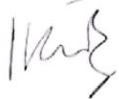
We would greatly appreciate the chance to meet with representatives of the Town of Shelburne to discuss these two issues in more depth and to explore how we can work together to support meaningful progress. Amnesty International believes that sustained engagement and cooperative action are essential to addressing systemic inequities and advancing racial justice in Nova Scotia.

Thank you for your attention to these important matters. We look forward to the possibility of working together in solidarity with the community.

Please let us know a suitable time to connect. A meeting can be arranged through Melak Gebresilassie, Racial Justice Campaigner, at mgebresilassie@amnesty.ca.

Sincerely,

Ketty Nivyabandi,
Secretary General
Amnesty International Canadian Section
(English Speaking)





**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

Document #	D25-228
Rec'd by	JD
Date	Nov. 25/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

November 24, 2025

Dear Mayors, Wardens and Chiefs:

I have enjoyed my visits and discussions to date with municipal councillors and councils and look forward to ultimately getting to visit and know everyone. Your dedication to sustainably provide the services that your constituents expect is obvious. Thank you for your commitment.

No matter where you live in Nova Scotia, you deserve to know how your local government is funded and how the management of that funding translates into reliable and accessible local services.

As we head into heavy budget discussions and as I familiarize myself with your community and its circumstances, I wanted to take a step back and get a 50,000 foot view of the big picture financial situation landscape. This led me to creating the attached spreadsheet. It's comprehensive. I included every community and am sharing it in its entirety to be transparent and fair. I want every local government to see the same data I am seeing.

Please review and fact check the numbers for your community. If there are discrepancies, please advise. If your numbers are skewed by any one-off items or unique situations, that is also important to highlight. We need to make decisions based on the best possible data.

There are no shortage of funding requests, and we will have to make difficult decisions. The Province has already started scaling back program funding across the board and changing hiring processes as we deal with the current financial challenges.

We work very hard to be fair in making decisions. It's never easy. Need and outcomes always drive the process, but this data reminds us that the needs across the province truly are different and there is often a different sense of urgency.

Thank you in advance. If you have any questions, please don't hesitate to reach out to me directly.

Sincerely,

John A. MacDonald
Minister of Municipal Affairs

c: CAOs and Councillors

Total Revenue per Capita
Based on actual reported revenue for the year

Position	Community / Municipality	Reporting Date	Population	Revenue	Revenue Per Capita
	a	b	c	d	e=d/c
2	Annapolis Valley First Nation	31-Mar-25	329	\$ 17,978,068	\$ 54,645
11	Bear River Frist Nation	31-Mar-25	399	\$ 10,286,296	\$ 25,780
46	Cape Breton Regional Municipality	31-Mar-24	107,391	\$ 210,590,341	\$ 1,961
13	Eskasoni First Nation	31-Mar-22	4,711	\$ 98,606,463	\$ 20,931
8	Glooscap First Nation	31-Mar-25	450	\$ 14,242,176	\$ 31,649
40	Halifax Regional Municipality	31-Mar-24	502,753	\$ 1,167,819,000	\$ 2,323
1	Membertou First Nation	31-Mar-25	1,686	\$ 102,851,953	\$ 61,004
10	Millbrook First Nation	31-Mar-25	2,472	\$ 69,126,805	\$ 27,964
62	Municipality of the County of Annapolis	31-Mar-24	20,472	\$ 22,785,623	\$ 1,113
59	Municipality of the County of Antigonish	31-Mar-24	16,142	\$ 21,099,306	\$ 1,307
60	Municipality of the County of Colchester	31-Mar-24	39,054	\$ 50,215,724	\$ 1,286
30	Municipality of the County of Cumberland	31-Mar-24	21,053	\$ 61,561,183	\$ 2,924
31	Municipality of the County of Inverness	31-Mar-24	13,945	\$ 40,083,093	\$ 2,874
48	Municipality of the County of Kings	31-Mar-24	52,114	\$ 93,468,000	\$ 1,794
55	Municipality of the County of Pictou	31-Mar-24	21,853	\$ 31,437,082	\$ 1,439
38	Municipality of the County of Richmond	31-Mar-24	9,422	\$ 23,830,526	\$ 2,529
22	Municipality of the County of Victoria	31-Mar-24	7,009	\$ 28,677,855	\$ 4,092
53	Municipality of the District of Argyle	31-Mar-24	8,247	\$ 13,037,840	\$ 1,581
56	Municipality of the District of Barrington	31-Mar-24	6,890	\$ 9,535,189	\$ 1,384
43	Municipality of the District of Chester	31-Mar-24	11,848	\$ 26,408,837	\$ 2,229
58	Municipality of the District of Clare	31-Mar-24	7,984	\$ 10,473,502	\$ 1,312
57	Municipality of the District of Digby	31-Mar-24	7,636	\$ 10,469,683	\$ 1,371
47	Municipality of the District of East Hants	31-Mar-24	26,370	\$ 50,639,088	\$ 1,920
24	Municipality of the District of Guysborough	31-Mar-24	4,754	\$ 16,828,210	\$ 3,540
61	Municipality of the District of Lunenburg	31-Mar-24	26,805	\$ 30,432,867	\$ 1,135
50	Municipality of the District of Shelburne	31-Mar-24	4,515	\$ 7,963,710	\$ 1,764
49	Municipality of the District of St. Mary's	31-Mar-24	2,286	\$ 4,093,304	\$ 1,791
54	Municipality of the District of Yarmouth	31-Mar-24	10,996	\$ 16,245,961	\$ 1,477
4	Paqtnkek Mi'kmaw Nation	31-Mar-24	614	\$ 31,081,086	\$ 50,621
5	Pictou Landing First Nation	31-Mar-24	694	\$ 28,864,372	\$ 41,591
7	Potlotek First Nation	31-Mar-24	859	\$ 28,601,322	\$ 33,296
34	Region of Queens Municipality	31-Mar-24	10,866	\$ 28,433,216	\$ 2,617
12	Sipekne'katik First Nation	31-Mar-24	3,068	\$ 74,123,072	\$ 24,160
44	Town of Amherst	31-Mar-24	10,033	\$ 22,140,825	\$ 2,207
20	Town of Annapolis Royal	31-Mar-24	619	\$ 3,162,703	\$ 5,109
14	Town of Antigonish	31-Mar-24	4,925	\$ 39,778,332	\$ 8,077
17	Town of Berwick	31-Mar-24	2,658	\$ 19,734,447	\$ 7,425
28	Town of Bridgewater	31-Mar-24	9,851	\$ 30,510,638	\$ 3,097
45	Town of Clark's Harbour	31-Mar-24	766	\$ 1,613,733	\$ 2,107
29	Town of Digby	31-Mar-24	2,046	\$ 6,324,045	\$ 3,091
41	Town of Kentville	31-Mar-24	7,473	\$ 17,166,399	\$ 2,297
27	Town of Lockeport	31-Mar-24	498	\$ 1,636,181	\$ 3,286
15	Town of Lunenburg	31-Mar-24	2,532	\$ 19,923,013	\$ 7,868
16	Town of Mahone Bay	31-Mar-23	1,179	\$ 8,990,374	\$ 7,625
42	Town of Middleton	31-Mar-24	2,097	\$ 4,778,137	\$ 2,279
21	Town of Mulgrave	31-Mar-24	609	\$ 2,954,720	\$ 4,852
32	Town of New Glasgow	31-Mar-24	10,234	\$ 28,848,900	\$ 2,819
35	Town of Oxford	31-Mar-24	1,352	\$ 3,456,624	\$ 2,557
18	Town of Pictou	31-Mar-24	3,198	\$ 16,460,705	\$ 5,147
26	Town of Port Hawkesbury	31-Mar-24	3,356	\$ 11,089,243	\$ 3,304
23	Town of Shelburne	31-Mar-24	1,725	\$ 6,799,339	\$ 3,942
37	Town of Stellarton	31-Mar-24	4,209	\$ 10,693,592	\$ 2,541
19	Town of Stewiacke	31-Mar-24	1,858	\$ 9,509,865	\$ 5,118
39	Town of Trenton	31-Mar-24	2,540	\$ 6,402,289	\$ 2,521
33	Town of Truro	31-Mar-24	14,197	\$ 39,171,909	\$ 2,759
52	Town of Westville	31-Mar-24	3,716	\$ 6,234,033	\$ 1,678
36	Town of Wolfville	31-Mar-24	5,526	\$ 14,061,568	\$ 2,545
25	Town of Yarmouth	31-Mar-24	6,830	\$ 22,789,723	\$ 3,337
6	Wagmatcook First Nation	31-Mar-25	936	\$ 37,471,811	\$ 40,034
9	Wasoqpa'q First Nation	31-Mar-25	2,041	\$ 59,105,602	\$ 28,959
3	We'koqma'q L'nue'kati First Nation	31-Mar-24	1,130	\$ 57,530,809	\$ 50,912
51	West Hants Regional Municipality	31-Mar-24	20,177	\$ 35,245,370	\$ 1,747
		Total	1,083,998	2,995,475,682	
			Average	\$ 2,763	

Document #	
DAS-229	
Rec'd by	JD
Date	Nov 26/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

November 25, 2025

Dear CAOs:

I am following up regarding the recent correspondence from Honourable John A. MacDonald to Mayors, Wardens and Chiefs to provide additional context regarding the municipal financial data shared. Data in the Minister's letter included population, revenue and per capita for all communities.

A summary of the municipal data sources is listed below:

Population Data

- Municipal population: Data source – Statistics Canada, [July 1, 2024 population estimates](#) (as of January 16, 2025), by census subdivision (2021 boundaries), except for the Town of Mahone Bay, which used July 1, 2023 estimates.

Consolidated Revenue Data

- Municipal revenue: Data source – 2023-24 Consolidated Revenue per the Financial Information Return (FIR), except for the Town of Mahone Bay which uses the most recent 2022-23 Consolidated Revenue.

These data sets can also be found in the draft 2023-24 Municipal Profile and Financial Condition Indicator Reports recently sent to your municipalities for review.

Please review the figures for your municipality and advise Bongsun Cho-MacDonald, Manager of Municipal Finance at Bongsun.Cho-MacDonald@novascotia.ca if you identify any discrepancies.

Thank you for your attention to this matter.

Sincerely,



Paul LaFleche
Executive Deputy Minister

- c. Valerie Pottie Bunge, Associate Deputy Minister, Municipal Affairs
Elizabeth Kennedy, Executive Director, Policy, Planning & Strategic Relations
Hardy Stuckless, Executive Director, Municipal Infrastructure and Finance



TOWN OF SHELBURNE
 REGIONAL EMERGENCY
 MANAGEMENT BY-LAW
 (REMO)

BYLAW

Document #	D25-230
Rec'd by	JD
Date	Nov. 27/25
COPIES TO:	
Council, S.N.S.	✓
Agenda	✓
Committee	

The Council of the Town of Shelburne pursuant to section 10(1)(a) *Emergency Management Act*, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

1. This By-law may be cited as the Emergency Management By-Law

INTERPRETATION

2. In this By-law,
 - (a) **Act** means the *Emergency Management Act*, S.N.S. 1990, c.8;
 - (b) **Agreement** means an Agreement entered into pursuant to section 10(1)(c) of the Act, and section 60 of the *Municipal Government Act* on February 18, 2025, among the Municipality of the District of Barrington, Municipality of the District of Shelburne and the Towns of Lockeport, Shelburne and Clarks Harbour to form a REMO;
 - (c) **REMO** means regional Emergency Management Organization formed subsequent to the signing of the agreement;
 - (d) **PMU** means participating municipal units to the agreement;
 - (e) **MA** means municipal administrators which includes Chief Administrative Officers and Clerks or successor legislation as may be enacted from time to time;
 - (f) **CAO** means Chief Administrative Officer of the Town of Shelburne in accordance with the MGA;
 - (g) **Council** means the Council of the Town of Shelburne;
 - (h) **Councillor** means a member of the Town of Shelburne Council;
 - (i) **Emergency** means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
 - (j) **Mayor** means the Mayor of the Town of Shelburne;

- (k) **MGA** means the *Municipal Government Act*, S.N.S., 1998 c.18, as amended;
- (l) **Town of Shelburne** means the Town of Shelburne;
- (m) **Emergency Management Advisory Committee** means the Advisory Committee established pursuant to s. 10(1)(d) of the Act;
- (n) **Emergency Management Coordinator** means the person appointed by Council to coordinate plans and responses related to an Emergency;
- (o) **Emergency Management Organization** means the organization required pursuant to s. 10(1)(b) of the Act;
- (p) **Emergency Management Planning Committee** means a committee comprising public sector staff and not-for-profit personnel with a mandate to assist the Emergency Management Coordinator and the Emergency Management Advisory Committee;
- (q) **Emergency Management Plans** means plans, programs or procedures prepared by the REMO that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence, as set out in clause 2(d) of the Act; and
- (r) **State of Local Emergency** means a state of local emergency declared by the Town of Shelburne pursuant to the Act and enabled regulations, and this By-law.

DECLARING A STATE OF LOCAL EMERGENCY

3. In accordance with the Act, Council may declare a State of Local Emergency when satisfied that an Emergency exists or may exist in all or any area of the Town of Shelburne.
4. If Council is unable to act promptly per section 15 of the Act, the Mayor may declare a State of Local Emergency.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

6. In accordance with s. 10 of the Act and with this By-law, the Town of Shelburne may enter into an Agreement with the [Municipality of Barrington, Municipality of Shelburne, Towns of Lockeport and Clarks Harbour] to form a Regional Emergency Management Organization (REMO). With an Agreement in effect, a Regional Emergency Advisory Committee shall act in the stead of the Town of Shelburne's Emergency Advisory Committee. Similarly, a Regional Emergency Management Planning Committee and a Regional Emergency Management Coordinator will act in place of a Municipal Committee and Coordinator.
7. An Emergency may be declared a State of Local Emergency by the Council or by the Mayor in accordance with the Act regardless of whether the State of Local Emergency is exclusive to the Town of Shelburne.

8. The CAO shall appoint a [municipal] staff member to serve as a [municipal] liaison to the Regional Emergency Management Planning Committee.
9. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two of more of the parties to an Agreement, the Mayor shall authorize REMO to act in his or her stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act. REMO will work in coordination with the PMU's and their respective MA's involved in the emergency such that each PMU retains the authority to make decisions for its respective PMU during an emergency, irrespective of the identity or affiliation of the incident commander. This ensures local autonomy and governance are maintained, allowing each PMU to address specific needs and circumstances unique to their jurisdiction while still cooperating with the broader REMO emergency management framework. As an example, specific needs of PMU's and their respective MA's may include issues such as creating evacuation zones, road closures, resident and elected official communications and any other activities normally conducted in emergency coordination center.
10. When there is an Agreement in effect, and when the declared State of Local Emergency is exclusive to the Town of Shelburne, the Mayor shall authorize REMO to act in his or her stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act. REMO will work in coordination with the PMU's and their respective MA's involved in the emergency such that each PMU retains the authority to make decisions for its respective PMU during an emergency, irrespective of the identity or affiliation of the incident commander. This ensures local autonomy and governance are maintained, allowing each PMU to address specific needs and circumstances unique to their jurisdiction while still cooperating with the broader REMO emergency management framework. As an example, specific needs of PMU's and their respective MA's may include issues such as creating evacuation zones, road closures, resident and elected official communications and any other activities normally conducted in the emergency coordination center.
11. Cost-recovery policy under REMO shall be detailed in the Agreement.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

12. The Council hereby authorizes the establishment of a REMO pursuant to an Agreement per section 10 of the Act.
13. Without limitation, an Agreement shall contain provisions respecting:
 - (a) the composition and role of a Regional Emergency Advisory Committee.
 - (b) the terms of engagement and responsibilities of a Regional Emergency Management Coordinator; and
 - (c) the composition and role of a Regional Emergency Management Planning Committee.

DUTIES DURING AN EMERGENCY

14. Following the activation of any Emergency Plan or a declaration of a State of Local Emergency:

BYLAW

- (a) MA's and/or their designee's shall work in coordination with REMO to respond to the emergency and enact the emergency management plan;
- (b) Every Councilor shall advise the Mayor as to their location and how they may be contacted;
- (c) Every employee and agent of the Town of Shelburne who has a role in such emergencies as assigned in the Emergency Management Plans, shall:
 - i. Advise the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be, of their location and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be.

REPEAL

20. Town of Shelburne, Shelburne's County East Emergency Management Response By-law (SCEEMO) (Emergency Measures) are repealed and replaced by this Bylaw.

Date of First Reading: October 20th, 2025
Date of Advertisement: November 3rd, 2025
Date of Second Reading: November 17th, 2025
Advertisement of Passage:
Mailed to the Minister:

I certify that this REGIONAL EMERGENCY MANAGEMENT BY-LAW was adopted by Council and published as indicated above

CAO, Sarah Mattatall

Date

Name of Unit: TOWN OF SHELBURNE

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

Document #	D25-231
Rec'd by	JD
Date	Nov. 27/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on DECEMBER 1, 2025
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

 TOWN OF SHELBURNE
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 1,614,866 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

 TOWN OF SHELBURNE
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.5%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:
TBR #: _____
Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
TOWN OF SHELBURNE

_____ (Name of Unit)

held on the 1ST day of DECEMBER 2025

GIVEN under the hands of the Mayor/Warden and the Clerk of the
TOWN OF SHELBURNE

_____ (Name of Unit)

this day of 20

Mayor/Warden

Clerk

Schedule "A"

**TOWN OF SHELBURNE
TEMPORARY BORROWING RESOLUTION**

\$1,614,866

File No:

Document # D25-231	
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

Infrastructure Improvements – Roseway Rebuild

\$927,363

Infrastructure Improvements – Ohio Road (North End Development)

\$687,503

TOTAL

\$1,614,866



COUNCIL REPORT - FOR DECISION

Document #	D25-232.
Rec'd by	JD
Date	Nov. 19/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Subject: Ohio Road Land Buy Back
Date: November 19, 2025
Authority: NA
Council Dates: December 1, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

In 2024 the Town sold a parcel of land on Ohio Road, PID 80140361 to Nanak Land Development Inc, which included a buyback agreement, where if development was not completed within the timeframe, by January of 2026, the Town has the option of buying back the parcel. The parcel was previously owned by a private landowner, who was also subject to a buy back agreement, which the Town enacted to buy back the land in 2023.

The land has since been subdivided and the buy back agreement applies to both properties, creating PID 82583345.

The Town has the option to repurchase the land on January 29, 2026. The funds from the sale are in the Town's Capital Reserve; repurchasing the land will have no budget impacts, except the property will not generate property tax until the land is sold.

Land clearing was completed in late 2025, following encouraging meetings with the landowner about a potential 52 room hotel.

Analysis

The Town has been working with the landowner on their development concept. It has made progress, but the buyback is still needed for both properties as development has not commenced.

The current buyback requires construction to be materially complete, which is unlikely in the next few months. However, progress has been made, and staff believe more time should be given to the landowner to complete the project.

Additionally, proposed Municipal Planning Strategy and Land Use Bylaw amendments would make the proposed development is large enough to require a site plan application and be subject to site plan criteria, which includes input on the proposed development from landowners within 30m of the site. These amendments are anticipated to be in force April 2026, subject to Council and Provincial approval.

Staff recommend an 11-month extension to complete the project, which also aligns the timelines of this buyback agreement with other buybacks on other properties the Town owns.

Options

	Pros	Cons
Extend the buyback until December of 2026	<ul style="list-style-type: none">• Allow more time for the landowner to begin work on the proposed development, while maintaining the buy back	<ul style="list-style-type: none">• May create expectations for other landowners subject to buyback agreements
Do not extend the buyback agreement	<ul style="list-style-type: none">• Potentially allows another developer to come forward and develop the site	<ul style="list-style-type: none">• Land would need to be sold again, with delays to any potential development on the site

Recommendation

THAT Council directs staff to extend the buy back agreement with Nanak Land Development Inc and Shelburne Inn Inc for PIDs 80140361 and 82583345 to December of 2026.



COUNCIL REPORT - FOR DECISION

Subject: 80 Hammond St: Proposed Amendments to Land Use Bylaw + Municipal Planning Strategy II

Date: November 26th, 2025

Authority: MGA S. 210 and 212

Council Dates: December 1st, 2025

Notice Date: November 4th, 2025, via website

Prepared by: Mike Kahn, Director Planning and Development
Daniel MacKay, HR & Admin Coordinator

Document #	
D25-233	
Rec'd by	
JD	
Date	
Nov. 26/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

General Overview

The Town has received an application for amendment to the Land Use Bylaw (LUB) for 80 Hammond St (PID 80149032) to rezone, from Residential General (R-1) to Commercial (C-1).

First Reading of the proposed amendment was completed on November 3rd, 2025.

Town staff have prepared an encroachment letter which will formally recognize the retaining wall as an existing encroachment on Town property. The letter will allow the wall to remain in place under defined conditions, including that no new construction, alterations, or structural loading may occur within the encroachment area. These conditions protect the Town's interest in the property, ensure the street is safe for traffic and prevent future claims or expansion of the encroachment.

Background

Site Description

The lot is 73ft by 208 feet, roughly 15,300 square feet or roughly 0.52 acres. The lot contains a Single dwelling home, and Barn. To the North is Thomas Street. To the South there is a small brook, and Hammond St. To the West is Hammond St, and To the Northeast are existing single dwelling homes. All

lots in the surrounding area are zoned Residential General .

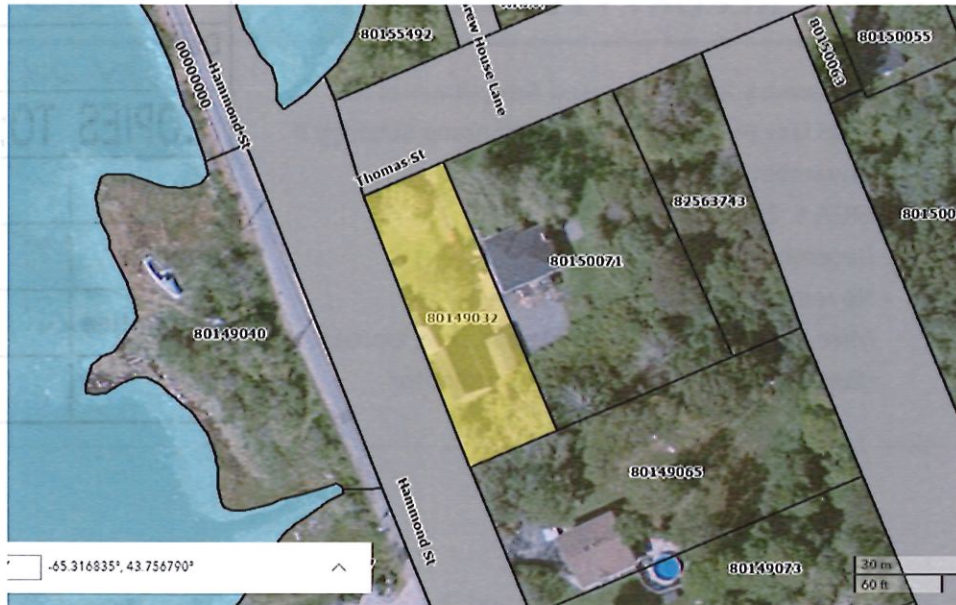


FIGURE 1: SATELLITE IMAGERY OF 80 HAMMOND, WITH BOUNDARIES -PROPERTY ONLINE

Proposal Description

The applicant intends to renovate the barn to house a gift gallery featuring local art, and a small eatery serving coffee, smoothies, bakery and breakfast items. From the applicant: “Our Hours will typically be 8 a.m. to 2 p.m., with an occasional special dinner or event. We do not intend to host large obnoxious events. Our overall atmosphere will be calm, family-oriented shopping and dining.”

See attachments 1 and 2 provided below, by the applicant.

Analysis

The property located at 80 Hammond Street (PID 80149032) is currently zoned Residential General (R-2). Surrounding uses include single unit dwellings to the East, & Northeast. The C-1 Zone permits a wide range of commercial uses, including retail, restaurants, and offices, which are generally appropriate along collector or arterial roads such as King St, and Water St, where adequate frontage and visibility are available.

The house is located partially in the right of way for Hammond St. The existing retaining wall has been worked on and brought up to 2025 standard. The main reasoning for the rejuvenation of the original retaining wall was to would better delineate the street and private property. Otherwise, the proposed development won't further increase the issue of the house or other buildings encroaching on Hammond St.

Although the site is not surrounded by other commercial uses, the proposed amendment introduces a small-scale commercial use that is compatible with Hammond Street's function and character. Its scale and design align with principles of context-sensitive infill, supporting a balanced transition without impacting the stability of the surrounding residential neighbourhood

The property is within the Town's serviced area for both sewer and water utilities and can connect to municipal water and sanitary sewer systems. There is an existing sewer connection.

Public Feedback

At the staff-hosted Public Information Meeting held on October 15, 2025, 0 members of the public attended. No objections were received prior to the meeting closing.

Notice of a public hearing was posted on November 4, 2025. The public hearing is scheduled for 5:30pm December 1, Council Chambers, immediately prior to the regular council meeting where second reading will be considered.

Recommendation

THAT Council give Second Reading to the proposed amendments to:

Map 1 of the Municipal Planning Strategy to designate 80 Hammond (PID 80149032) as Commercial General (C-1) with the following site-specific amendments added to Policy 23:

(3) PID 80149032 allows for any commercial use, except for gas stations, automotive and/or RV repair centers, car and/or RV dealerships, boat storage and sales; or drive throughs

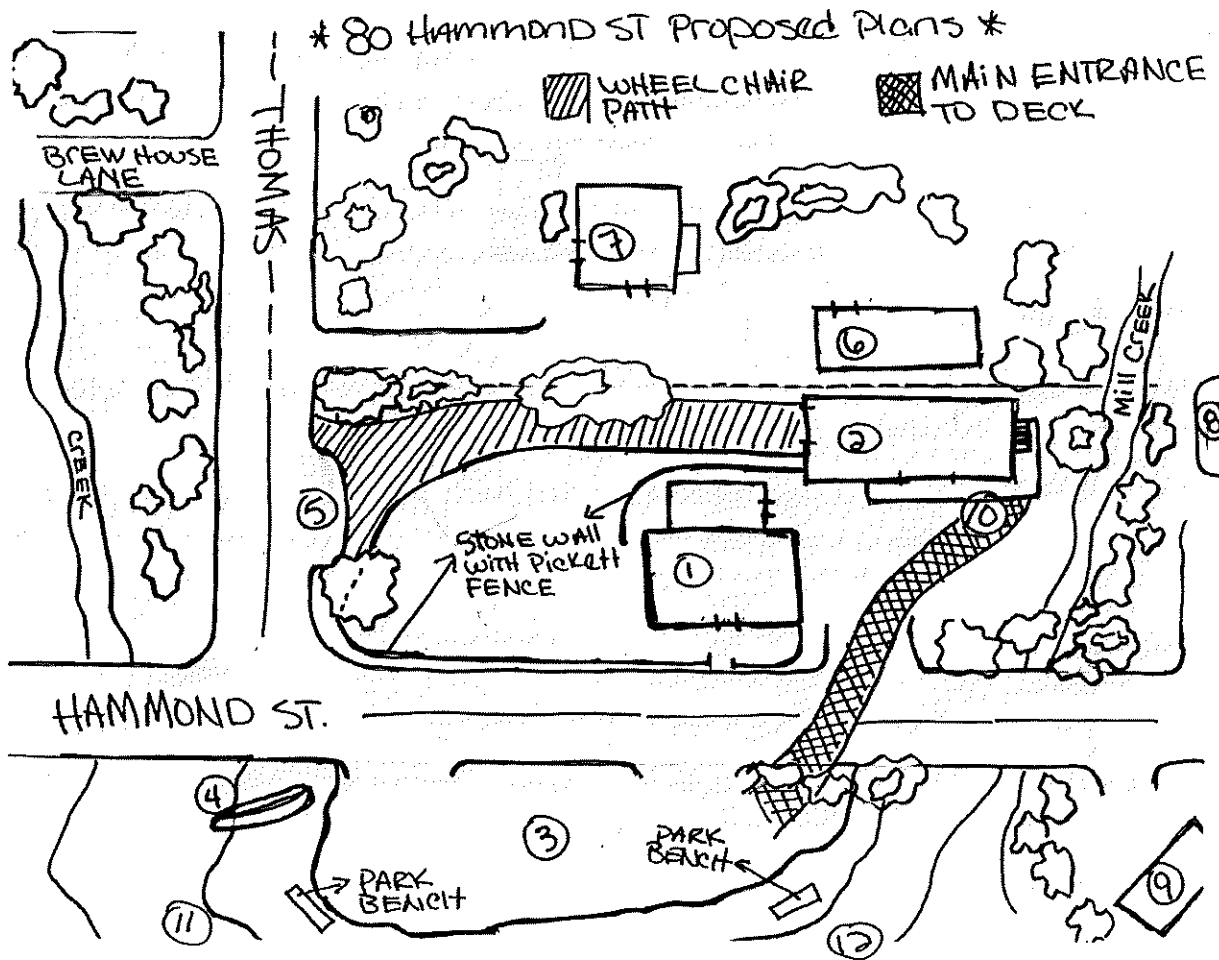
Amend Zoning Map, schedule B in the Land Use Bylaw to rezone 80 Hammond (80149032) as Commercial General (C-1) with the following site-specific amendments:

47A) No development permit shall be issued in a Commercial General (C-1) Zone PID **80149032**, except for one or more of the following uses:

- Any Retail, Office, or service enterprise provided such users are not obnoxious and excludes gas stations, automotive and/or RV repair centers, car and/or RV Dealerships, boat storage and sales; or drive-throughs.
- Any Permitted use of R-1 Zone.

Attachments

1. Site Plan – Owners
2. Legend - Owners Site plan



ATTACHEMNT 1 – Proposed Site Plan (provided by applicant)

Map Legend for 80 Hammond Bylaw Amendment Application

1. Bill and Payne's Residence
2. The Barn: A.K.A. Baked and Brewed Breakfast Outfitter / GiftWorks Art Hub
3. Parking Area: Half acre purchased to accommodate five to eight vehicles
4. Abandoned Boat: To be turned into planter with flagpole
5. Disabled Parking: Off-street parking reserved for those with disabilities
6. Neighbor's Garage: Behind barn
7. Neighbor's Residence: Behind barn
8. Neighbor's Residence: Across Mill Creek
9. Neighbor's Residence: Across causeway beside ocean
10. Barn Deck
11. Sculpture garden with park bench seating nearby
12. Sculpture garden with park bench seating nearby

Note: We placed our main entrance near the center of our property to direct the flow of customers away from the neighboring properties and protect their privacy. After research of historic photos, we discovered that the front of the house originally had a stone retaining wall, with a picket fence around the entire property. We plan to restore these as closely as possible to the historic photos. The purchase of the half acre across the road for designated parking will also accommodate park bench seating, and a sculpture garden. The parking area will be marked as private property except during business hours. It will be open to the public from 8 a.m. to 5 p.m..

ATTACHEMNT 2 – Proposed Site Plan Legend (provided by applicant)



COUNCIL REPORT - FOR INFORMATION

Document #	D25-234
Rec'd by	JD
Date	Dec 1/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Bulk Fill Station
Date: November 24, 2025
Authority: NA
Council Dates: December 1, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

On November 3, 2025, Council directed staff to begin investigating a bulk fill station for the Town, as well as other measures to help prepare for future droughts including water main extensions and a study of Rodney Lake from a capacity perspective, especially in light of climate change.

Updates

Staff continue to work on determining potential locations, with the current preferred location being on the same site as the Community Centre/Fire Hall, but not adjacent to the building, accessing water from the King St watermain and vehicle access from John St. exiting via King St. Work on finalizing the site selection/short list continues.

Provincial Impacts

Many municipalities reported handing out tens of thousands of water vouchers to residents, with some municipalities overwhelmed by demand. There have also been reports of over hundreds of wells going dry province wide, including drilled wells. Some wells have not recovered to a point where the water quality is sufficient for consumption.

Analysis

The Town is looking primarily to the Provincial and Federal government for support on this project. The Town is also looking to engage with the Municipality of the District of Shelburne for their support on this project as well. If the Project is eligible for the Federal Green Municipal Fund (GMF), that fund could pay 70% of the total cost, with the municipalities splitting the remaining 30%; there is also Provincial funding for infrastructure upgrades, such as the Growth and Renewal of Infrastructure Development (GRID) fund.

The Town is proposing the Source water protection committee provide oversight for the investigation into the lake's capacity, with the cost of the report to be primarily funded by Provincial and/or Federal grants, with some funding support from the Town and/or its Water Utility.

Recommendation

THAT Council send the attached letter to the Municipality of the District of Shelburne requesting support in developing a bulk fill water station and study on Rodney Lake's capacity.

Attached

Letter to Warden Smith and Council for the Municipality of the District of Shelburne



Warden Smith and Council of the Municipality of the District of Shelburne,

With the recent drought, the Town of Shelburne believes it would be prudent to investigate the construction of a bulk water filling station connected to the Town's water system. A bulk fill water station can fill a water cube much more quickly and efficiently than a conventional garden hose, and the water can be potable. The Town is in the process of determining a site and what equipment would be needed.

Water would be available for sale at bulk water rates during normal conditions, but could be made available to those impacted by drought at no cost.

The Town is also considering a study on Rodney Lake, the source lake for the Town's water supply. This is proposed to be discussed further at the next Source Water Protection Committee meeting.

We are hoping the Municipality of the District of Shelburne will support the Town in these projects, in particular with potential financial contributions for the construction of a bulk fill water station.

Building a bulk fill water stations, and confirming sufficient supply, will ensure a source of water for all residents in the area for years to come. We look forward to hearing from you.

Mayor and Council for Town of Shelburne



COUNCIL REPORT - FOR INFORMATION

Subject: Leases & Agreements
Date: November 24th, 2025
Council Dates: December 1st, 2025
Prepared by: Daniel MacKay, HR & Admin Coordinator

Document # D25-235	
Rec'd by JD	
Date Nov. 28/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Purpose:

To inform Council of the status of their strategic priority relating to the review of leases and agreements for financial improvement opportunities.

Background:

Council has identified the review and modernization of all municipal leases and agreements as a key strategic priority. This initiative aims to ensure the Town is maximizing financial opportunities, maintaining accurate records, and reducing administrative risk associated with outdated or incomplete documentation.

To advance this priority, staff have been working to:

- digitize a wide range of legacy documents;
- accurately catalogue leases and agreements; and
- reconcile records that have historically been stored across multiple locations.

The initial phase of this work has taken longer than anticipated. Contributing factors include staffing transitions, workload redistribution, and the physical relocation of offices and storage areas, which impacted accessibility and continuity. Despite these challenges, significant progress has been made in assembling, scanning, and organizing the Town's historical agreements.

Analysis:

The initiative strongly aligns with Council's broader strategy to modernize internal systems, improve organizational efficiency, and strengthen the Town's administrative foundation.

Progress to Date

Staff can report the following achievements:

- Recovery and consolidation of a substantial number of historical leases, agreements, and related documents;
- Digital conversion of many legacy files, improving long-term accessibility;

- Enhanced tracking systems to prevent future document fragmentation;
- Identification of inconsistent filing practices that will be corrected through this initiative.

Upcoming Work

As the initial groundwork nears completion, the project is transitioning into its next phase, which will include:

- systematic filing of all digitized and physical records;
- a comprehensive review of each lease and agreement to verify accuracy, status, and enforceability;
- identification of gaps, expired agreements, or opportunities for renegotiation;
- preparation of an updated, reliable inventory to support long-term management and financial planning.

This work will directly support Council's objective of ensuring that all leases and agreements are:

- accessible;
- up-to-date;
- clearly documented; and
- aligned with the Town's financial and strategic goals.

Staff will provide Council with further updates as the project continues to advance.

Financial Implications:

None at this time. Financial implications may be identified in later phases when opportunities for revenue enhancement or cost recovery are evaluated.

Conclusion:

The leases and agreements review is progressing steadily despite earlier delays. Staff remain committed to fulfilling Council's strategic direction, and the completion of the initial digitization and consolidation phase sets the foundation for a more detailed and impactful review in the months ahead.



COUNCIL REPORT - FOR DECISION

Document #	D25-236
Rec'd by	JD
Date	Nov. 28/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Subject: Surplus Fire Truck
Date: November 24th, 2025
Council Dates: December 1st, 2025
Prepared by: Daniel MacKay, HR & Admin Coordinator

Purpose:

The purpose of this report is to inform Council that the competitive bidding process for TOS2025-011 Surplus Fire Truck has concluded and that a successful bidder has been identified.

Background:

On November 12, 2025, the Town issued a tender for the sale of its surplus fire truck. The tender package was circulated to all neighbouring volunteer fire departments per the Town's Disposal of Surplus Property Policy, with a minimum starting bid of \$100,000. The tender remained open until November 24, 2025.

At closing, staff received one submission, in the amount of \$105,000 + HST (total bid: \$119,700.00).

Analysis:

The single submission received:

- meets the minimum bid requirement of \$100,000;
- was properly submitted before the tender closing deadline;
- represents a fair market value based on comparable unit sales; and
- was submitted by a recognized neighbouring volunteer fire department that meets all eligibility criteria.

Given that the bid is compliant and exceeds the minimum price, and considering no competing submissions were received, staff recommend awarding TOS2025-011 Surplus Fire Truck to the Jordan Volunteer Fire Department.

Recommendation:

THAT Council award Tender TOS2025-011, Surplus Fire Truck, to the Jordan Volunteer Fire Department as the sole compliant bidder, for the purchase price of \$105,000 + HST (\$119,700.00).



COUNCIL REPORT - FOR INFORMATION

Document # DAS-237	
Rec'd by JD	
Date Nov 28/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Subject: 194 RODNEY ST, WATERMAIN EXTENSION UPDATE - TOS2025-009
Date: November 26th, 2025
Council Date: December 1st, 2025
Prepared by: Daniel MacKay, HR & Admin Coordinator

Purpose:

To inform Council of the tender results & status of the Rodney St, watermain extension, TOS2025-009.

Background:

The Town has been looking to undertake a water main extension to help service a new 12-unit apartment building, at 194 Rodney Street.

The intent of this project is to provide reliable municipal water service to the new development while conforming to municipal design standards and Nova Scotia Environment requirements.

The work will include all associated excavation, installation of piping and fittings, bedding and backfill, testing, restoration, and any related appurtenances required for a complete and operational system.

The work included the disconnection and reconnection of an existing 2-inch water line along Clements Street.

The tender process ran from October 30th, 2025, to November 13th, 2025. Sealed bids were open by town staff at the town hall on November 12th, 2025 @ 3:30PM.

Staff received responses from 6 independent contractors.

Analysis:

Upon review of the tender submissions for 194 Rodney Street, significant cost escalations have been identified. With a Council-approved budget of \$50,000, the lowest submitted bid was approximately \$180,000, and the remaining bids ranged from \$300,000 to over \$700,000. These results reflect current market pressures and demonstrate that the project cannot be delivered within the financial framework that was established.

In light of these outcomes, staff are recommending that the tender be cancelled and that the project be deferred to the next calendar and/or Fiscal year. This approach will allow the Town

to revisit project objectives, refine cost estimates, and explore alternative delivery options or phasing.

Recommendation:

THAT, Council direct staff to cancel TOS2025-009, and it be deferred to 2026.



COUNCIL REPORT - FOR DECISION

Document #	D25-238
Rec'd by	JD
Date	Nov-28/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
developed	<input type="checkbox"/>
non-binding	<input type="checkbox"/>

Subject: Draft Grants to Organizations Policy
 Council Dates: December 1, 2025
 Prepared by: Sarah Mattatall, CAO

Overview

The purpose of this report is to present Council with a draft Grants to Organizations Policy per Council’s previous direction, and to outline the rationale for using this draft policy as a reference tool during the 2026–2027 budget deliberations.

Background

Council has historically received annual requests for funding from community groups, not-for-profit organizations, and volunteer-driven initiatives. The Town’s previous Grants to Organizations Policy has been in need of modernization to better reflect current expectations around transparency, fairness, accountability, and alignment with community priorities.

In fall 2025, Council directed staff to review the existing policy and develop an updated framework. Staff have now completed a draft policy that consolidates elements of:

- the Town’s original Grants to Organizations Policy;
- best-practice models from neighbouring municipalities; and
- revisions proposed by Council during recent strategic and budget discussions.

At the same time, the Town has issued its annual call for grant applications for the upcoming 2026–27 fiscal year. To avoid disruption for applicants and to ensure predictability in the decision-making process, staff are recommending that the new policy be used as a reference only during this year’s budget cycle.

Analysis

Rationale for Using the Draft Policy During This Budget Cycle

The Town is currently at the start of the 2026–27 budget season, during which Council will review and approve all grant requests. Having the draft policy available now, prior to official adoption, provides several advantages:

A. Improves Consistency in Decision-Making

The draft policy offers a clear structure for evaluating requests, including definitions, funding categories, eligibility criteria, and recommended evaluation factors. Using it as a guide will help ensure that decisions made this year remain consistent, principled, and fair, even though the policy is not yet formally binding.

B. Supports Transparency and Accountability

The draft policy reflects updated legislative expectations under the Municipal Government Act and includes strengthened reporting requirements for funded groups. Applying the draft criteria during deliberations helps reinforce these values early and signals to applicants the Town's direction toward a more transparent and accountable funding process.

C. Allows Council to "Test" the Policy Before Formal Adoption

Using the draft document through a full grant cycle will allow Council to:

- identify gaps, ambiguities, or concerns;
- observe how the evaluation criteria function in practice;
- determine whether the funding categories (Operational, Capital, Special) meet community needs; and
- assess whether the proposed maximums and reporting requirements are reasonable.

This "test phase" gives Council the opportunity to make informed changes based on real experience before the policy becomes binding.

D. Minimizes Disruption to Applicants

Because the annual call for applications has already been issued, introducing a fully binding new policy at this stage could disadvantage some applicants or cause confusion. A non-binding draft avoids these risks while still giving Council a structured framework to work from.

Recommendation

THAT Council receive the draft Grants to Organizations Policy for information; AND THAT Council use the draft policy as a non-binding reference tool during the 2026–27 budget deliberations; AND THAT staff be directed to bring forward a final recommended policy following completion of this year's grant review process.

Attachments

Draft Grants to Organizations Policy

Document #	
DAS-238	
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Policy Committee	

TOWN OF SHELBURNE
GRANTS TO ORGANIZATIONS POLICY (Updated 2025)

1. Purpose

The Town of Shelburne receives a significant number of funding requests from community cultural, recreational, and charitable organizations every year. The purpose of this policy is to:

- ensure fairness, transparency, and consistency in awarding grants;
- support volunteer-driven, community-based initiatives that align with the Town’s strategic priorities;
- provide a clear framework for evaluating funding requests;
- ensure compliance with the Municipal Government Act (MGA), including s. 65 and other applicable sections.

This policy establishes three grant categories:

1. Operational Grants
2. Capital Grants
3. Special Grants

2. Legislative Authority

Under Section 65 of the Municipal Government Act, Council may expend money required for a grant or contribution to eligible societies, charities, cultural, recreational, environmental, and community organizations.

The Town must publish annually, on the Town’s website, a list of all organizations that received grants and the amount of each grant.

3. Definitions

Applicant – the person or organization submitting the application for funding, including an authorized agent for an organization or parent/guardian of a minor.

Council – the Council of the Town of Shelburne.

Capital Costs – One-time expenditures to acquire, repair, or construct long-term assets such as equipment, buildings, or site enhancements.

Operational Costs – Recurring costs required for ongoing delivery of programs, routine activities, insurance, administration, and supplies.

Society / Not-for-Profit – A registered organization operating on a non-profit basis for community benefit.

Special Grant – A grant category for major initiatives not fitting within Operational or Capital Grants, potentially multi-year in nature.

4. General Eligibility Requirements

Eligible organizations must be:

- Active societies or not-for-profits providing direct benefit to residents of the Town.
- In good standing with the Town (no overdue reports or outstanding payments).
- Able to demonstrate community benefit, efficient use of resources, and sound governance practices.

Ineligible requests include:

- Funding related to salaries or honoraria.
- Churches unless applying for recreation or heritage program funding.
- For-profit ventures.
- Requests made through mass mailings or telemarketing campaigns.

5. Types of Grants

A. Operational Grants

Purpose:

To provide modest annual support to assist organizations with day-to-day operational expenses.

Maximum Amount:

\$500 per organization per fiscal year

Requirements:

Applicants must:

- Be an active society or not-for-profit operating in the Town;
- Describe the benefit to Town residents (capacity, access, participation, etc.);
- Explain how funds will be used to support their operations.

Reporting:

None required

Application Deadline:
January 31 annually.

B. Capital Grants

Purpose:

To support organizations undertaking capital improvements aligned with their mandate.

Maximum Amount:

\$2,500 per organization every two years

Requirements:

Applicants must:

- Be an active society or not-for-profit operating in the Town;
- Submit a clear description of the project, scope, and community benefit;
- Provide quotes, cost estimates, or plans for addressing cost overages;
- Show that they have additional funding sources

Reporting:

A completion report with receipts or financial summary is required before future grants will be approved.

Deadline:

January 31 annually.

C. Special Grants

Purpose:

For special projects or multi-year initiatives not covered under Operational or Capital categories.

Maximum Amount:

No maximum, but limited to one application per organization per year.

Eligibility Requirements:

Applicants must:

- Have operated within the Town for at least 12 months;
- Provide recent financial statements;
- Demonstrate that non-Town funding sources have been pursued
- Provide detailed cost estimates, sources, and management plans;
- Outline proposed reporting schedule (annual or project-based).

Reporting:

Mandatory. Failure to report may disqualify future applications.

Deadline:

January 31 annually.

6. Application Process

A. Submission

- Applications must be received by the deadlines noted above.
- Late applications will not be considered
- Applications must:
 - State how funds will be used and how that use aligns with organizational objectives.
 - State the benefit to Town residents, i.e. increase capacity, improved accessibility, greater program offerings, increased efficiency etc.
 - Outline of cost estimates
 - How were costs determined (i.e. quote, previous experience)
 - How will cost overruns be addressed
 - Outline other grants sought/received in the past 12 months
 - Outline of any property or lands from leased or donated by the Town
 - Other related grants that have been applied for (i.e. Provincial or Federal grants)
 - Outline proposed reporting (annual, project based, information to be included).
 - Address the Criteria as stated in this policy

B. Review

- Applications are reviewed by designated staff using the criteria in Section 7.
- Recommendations will be brought forward to Council for approval.

C. Council Decision

- Council may approve, decline, or amend recommended amounts.
- Decisions are final.

D. Disbursement

- Grants are issued after the Town's annual operating budget is approved.
- Council may choose to distribute funds in full or in instalments.

E. Publication

- The list of all grants issued will be published annually on the Town's website.

7. Evaluation Criteria

Organizations should address these criteria in their applications. Staff and Council will consider:

A. Alignment (0-3 points)

- Alignment with the Town's Strategic Priorities or community needs.

B. Public Need & Benefit (0-3 points each)

- Breadth of impact (community-wide vs. narrow interest).
- Public accessibility and inclusion.

C. Organizational Capacity (0-3 points)

- Evidence of good governance, volunteer strength, and ability to complete the project.

D. Financial Need / Leverage (0-3 points)

- Demonstrated need.
- Additional funding sources pursued.

E. Accountability (0-3 points)

- Past reporting compliance.
- Responsible use of prior grants.

Note:

Not all applications must meet all criteria. The scoring system guides decision-making but does not bind Council.

8. General Conditions

- Only one application per fiscal year unless applying for a Special Grant.
- In-kind requests (equipment, staff time) must be documented with monetary value
- Funding for political, discriminatory, or exclusionary activities is prohibited.
- The Town may attach conditions to any grant.

9. Policy Review

This policy will be reviewed every four years or sooner if required.

DRAFT



COUNCIL REPORT - FOR INFORMATION

Subject: Chief Administrative Officer - Update to Council
Date: December 1, 2025
Prepared For: Council
Prepared By: Sarah Mattatall, CAO

Document # DAS-239	
Rec'd by JD	
Date Nov. 28/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

1. Morvan Road Landfill Decommissioning Project - Update

Staff continue to remain focused on the Morvan Road Landfill Decommissioning Project. As advised at a previous Council meeting, Dillon Consulting has completed the groundwater sampling from the onsite monitoring wells. Staff followed up with Dillon to confirm when the Town could expect the results. Dillon noted they have experienced an extremely busy field season which has created delays; however, they anticipate providing a full report in the coming weeks summarizing the work completed to date and the groundwater testing results.

Dillon also advised that, due to the severe drought conditions experienced this year, all residential private well sampling has been postponed until the spring. The Town continues to follow the professional direction and guidance of Dillon Consulting as part of Phase 1 of the decommissioning project. This is the first round of water sampling, and additional rounds will occur. Dillon will continue to test the monitoring wells onsite and will reach out to neighbouring private well owners to schedule sampling when conditions allow.

With respect to Phase 2 – Capping the Landfill, the Town continues to be supported by the Province through the Municipal Capital Growth Program. However, when the tender for Phase 2 was issued, all bids came in significantly over budget, between \$500,000 and \$1,700,000 higher than anticipated. Council directed staff to immediately explore all possible funding avenues to ensure this critical work proceeds. The landfill remains a serious concern for residents, and delaying the capping work is not a viable option for the community.

Given the urgency, staff have contacted the office of MP Jessica Fancy and have successfully arranged an in-person meeting to discuss federal support for this project. Securing additional funding will be essential to ensuring the site can be properly capped and environmental risks minimized.

Staff will continue to provide updates as new information becomes available.



COUNCIL REPORT - FOR INFORMATION

2. Wastewater Infrastructure Upgrades

Staff continue to work closely with CBCL Limited to advance the Town's wastewater infrastructure upgrade projects. Like many engineering firms, CBCL has been managing a significant workload, which has resulted in some scheduling delays. Despite this, progress continues to move forward.

CBCL recently provided an update advising that their team was onsite at the wastewater treatment plant on November 5th with our operators to assess available space for the control panels associated with the new aeration system. They confirmed that some minor equipment relocation will be required within the plant's electrical room; however, they now have the necessary information to finalize the design drawings and prepare the tender documents. Staff anticipate that the aeration system tender will be ready for release in the early new year.

Regarding the lift station components of the project, CBCL has confirmed that two separate tenders will be required:

- one tender for the Hardy's Street and Arthur Street lift station upgrades, and
- a second tender for the Williams Street lift station upgrade.

The drawings for these tenders are nearing completion and will be ready for staff review and approval shortly. Both lift station tenders are expected to be released along a similar timeline as the aeration system tender.

Staff remain hopeful that these critical upgrades will proceed in the 2026–2027 fiscal year and will continue to keep Council updated as work progresses.

3. Deer Population Management

Staff continue to investigate deer population management options at the direction of Council, as the increasing number of deer within Town limits has become a growing concern for both public health and safety. Residents are reporting more frequent deer sightings, increased roadway hazards, and heightened worry regarding tick-borne illnesses. These issues are not unique to Shelburne; municipal units across Nova Scotia are experiencing similar challenges as deer populations rise in both urban and rural communities.



COUNCIL REPORT - FOR INFORMATION

Staff have held discussions with the Department of Natural Resources and Renewables (DNRR) to better understand the regulatory framework and requirements. As previously reported, DNRR advises that municipal units are required to collect a minimum of three years of data before any municipal-level population management measures can be considered. This data collection includes monitoring herd density, tracking collision data, and mapping deer movement patterns. Completing such data collection would require Town staff to conduct the sampling independently or outsource the work, both of which would come with a financial impact and could divert resources from other priority projects.

During Council's recent meeting with the new Minister of Municipal Affairs, Minister John MacDonald, and Deputy Minister Paul Lafleche, Council took the opportunity to raise community concerns around the growing number of deer within Town limits. Council also emphasized the challenges shared by many municipalities province-wide, particularly the cost, capacity limitations, and delays created by the current regulatory requirements.

In response, Deputy Minister LaFleche directed his team to review the existing process to determine whether some of the "red tape" could be reduced or streamlined.

Staff will follow up with the Minister's office to confirm any progress made and will continue to keep Council informed as new information becomes available.

4. Water Infrastructure Review and Waterline Extension Planning

Staff have been dedicating significant time to studying and analyzing the Town's water infrastructure in alignment with Council's strategic priorities, specifically Growing Community (contributing to our neighbourhoods and strengthening our community) and Growing Capacity (investing in infrastructure and supporting the Town's ability to attract and retain residents). As part of this work, staff have also been reviewing drought-related data and identifying areas of the community that have experienced the highest number of reported dry wells.

In preparation for the upcoming budget process, staff are developing waterline extension options for Council's consideration. However, recent tender results underscore the scale of the financial challenge ahead. A recent small-scale waterline extension tender, only 170 metres of pipe, came back with bids ranging from approximately \$183,000 to \$724,000, far exceeding expectations. This is concerning as the Town considers larger, more impactful extensions to address long-term community needs and drought vulnerability.



COUNCIL REPORT - FOR INFORMATION

Despite the cost pressures, improved water infrastructure remains essential. Waterline extensions support multiple strategic outcomes: ensuring reliable access to clean drinking water for residents, enabling much-needed housing and development opportunities, and increasing the Town's resilience to future drought conditions, all of which are becoming increasingly critical community priorities.

Given the magnitude of the required investments, staff will be raising this matter directly with MP Jessica Fancy at the upcoming in-person meeting, seeking federal support for waterline extensions and related infrastructure improvements. These projects are vital for the Town's long-term sustainability, but they cannot be advanced without significant external funding.

Staff will continue to update Council following the meeting with MP Fancy and as further information becomes available.