



AGENDA
Town Council Meeting – Town Council Chambers
June 15th, 2026
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 June 1st, 2026
 - 4) Proclamations and Announcements:
 - a) Canadian Multiculturalism Day, June 27th, 2026
 - b) Shelburne Regional High School Graduation, June 29th, 2026
 - c) Canada Day, July 1st, 2026
 - 5) Delegations/Presentation: NONE
 - 6) Correspondence:

Action:

 - a) Email- Sarah McClure re: Access to Tennis Courts D26-113
 - b) Email- James Wesley & Lori Scott re: Athlete Sponsorship D26-114

Information:

 - a) Letter- Municipal Affairs re: 12 Month Notice Letter to Municipalities D26-115
 - 7) Council Items:
 - a) Water Utility Budget FY2026-27 D26-116
 - b) Shelburne Marine Terminal Draft Budget FY2026-27 D26-117
 - c) 5 Year Capital Budget- Amendment D26-118
 - d) Graham's Park Project Update
 - 8) Committee Reports:
 - a) Shelburne Port Committee Minutes- January 16th, 2025 D26-119
 - b) Shelburne Port Committee Minutes- May 1st, 2025 D26-120
 - c) Shelburne Port Committee Minutes- January 22nd, 2026 D26-121
 - 9) Staff Reports:
 - a) Proposed Sandy Point Wilderness Area D26-122
 - b) Graham's Park Expansion- Use of Adjacent Vacant Town Land D26-123
 - c) Janitorial RFT- ACOA Building TOS2026-003 D26-124
 - d) Building Inspectors' Report- May 2026 D26-125
 - e) SVFD Report- May 2026 D26-126
 - 10) In Camera Session:
 - a) MGA (22) (2) (e) contract negotiations
 - b) MGA (22) (2) (g) legal advice for solicitor-client privilege

11) New Business:

12) Upcoming Meetings/Events:

- a) Shelburne Regional High School Graduation, June 29th, 2026, SRHS, 415 Woodlawn Drive
- b) Next Council Meeting, July 6th, 2026, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
June 1st, 2026

Council Members Present

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

Staff Present

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

Call to Order

Mayor Jacklin called the Council meeting to order at 6:03pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the amended agenda for June 1st, 2026, removing Item 7(b), Shelburne Marine Terminal Draft Budget FY2026-27, and adding Item 9(h), Bulk Water Fill Station.

E. Acker - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on May 19th, 2026.

D. Acker - Ringer

MOTION CARRIED

Proclamations and Announcements:

a) National Indigenous History Month- June

- b) Pride Month- June
- c) World Oceans Day- June 8th, 2026
- d) National Blood Donor Week- June 7-14, 2026

Delegations/Presentations: NONE

Correspondence

Action:

- a) Letter- Marcia d'Eon re: Extension of Inter-Municipal Service Agreement

THAT Council approve extending the current Inter-Municipal Agreement between the Municipality of the District of Shelburne, the Town of Lockeport, and the Town of Shelburne for an additional six-month period, from July 8, 2026, to January 8, 2027.

E. Acker – Ringer

M26-063

MOTION CARRIED

Information:

- a) Letter to NS Power re: Concerns Regarding Rising Residential Power Rates in NS
- b) Letter- Municipal Affairs re: Update on 12 Month Notice Letter

Council Items:

- a) Preliminary Capital Budget FY2026-27- Approval

THAT Council approve the 5 Year Capital Budget as presented.

M26-064

E. Acker - Cruz

MOTION CARRIED

- b) Council Remuneration Policy Amendments

THAT Council approves the amendments to the Council Remuneration Policy as presented.

E. Acker – D. Acker

M26-065

MOTION CARRIED

Committee Reports: NONE

Staff Reports

a) Visitor Information Centre- Request for Proposals Review

THAT Council directs staff to issue the attached request for proposals to lease the Visitor Information Centre, reporting back, with up to three finalists for Council review at the July 6th, 2026, meeting.

Ringer – D. Acker

M26-066

MOTION CARRIED

b) Sewer Charges Bylaw & Fee Update

THAT Council gives Second Reading to the amendments to the Sewer Charges Bylaw as stated in attachment 1;

AND THAT Council updates section 5.4 Municipal User Fees and Charges Policy be amended as stated in attachment 2.

Cruz – E. Acker

M26-067

MOTION CARRIED

c) Non-Union Compensation Administration Policy

THAT Council approves the Non-Union Compensation Administration Policy as presented.

M26-068

E. Acker – Ringer

MOTION CARRIED

d) Water Utility Report

e) Wastewater Report

f) Bylaw Officer Report- March 2026

g) Bylaw Officer Report- April 2026

The above reports are for information only.

h) Bulk Water Fill Station

THAT Council directs staff to apply for the Sustainable Communities Fund, jointly with the Municipality of the District of Shelburne, to fund construction of a bulk water fill station.

E. Acker – Cruz

M26-069

MOTION CARRIED

In-Camera Session:

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

THAT Council go in-camera at 7:30pm for matters under MGA 22 (2) (g) legal advice for solicitor-client privilege.

Cruz – Ringer

MOTION CARRIED

Council came out of in-camera at 8:08pm. No motion coming out of In-Camera.

New Business:

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

Deputy Mayor E. Acker

Deputy Mayor E. Acker reported that she attended the SEED Community Well meeting with the Municipality of the District of Shelburne (MDS) on May 27, 2026, and remains confident that testing of the community well by the Town's Water Utility Operator will be costed rather than provided as an in-kind service. She also attended the Community Engagement sessions with South End residents on May 28 and 29. On May 30, she participated in the Pride March and presented the Town's Pride Proclamation, attended Susan Elliott's retirement celebration where she presented a certificate recognizing Susan's years of service at Little People's Place and the King Street Centre, and attended the Welcome Neighbours community event.

Councillor D. Acker

Councillor D. Acker reported that he attended the Community Engagement sessions with South End residents and commended Louise Lindsay for the knowledge and information she provided regarding water testing at the former dump site and surrounding areas.

Councillor D. Acker also attended a Chamber of Commerce meeting where concerns were raised regarding the lack of signage directing visitors to the new Visitor Information Centre location at the Shelburne County Museum. Deputy Mayor E. Acker advised that new signage has been ordered by the Museum and will be installed once available. In the interim, CAO Mattatall noted that the Town's sandwich board can be used to help direct visitors if needed.

Discussion also took place regarding the Chamber of Commerce letter received at the May 19, 2026, Council meeting. It was clarified that Council's motion was to acknowledge receipt of the letter.

Councillor Cruz

Councillor Cruz reported that she attended the REMO meeting in Barrington. She noted that it was beneficial to meet in person with representatives from all five municipal units

and that members were introduced to the new REMO Coordinator.

Councillor Ringer

Councillor Ringer acknowledged that the Jordan Fire Department has received the Town of Shelburne's surplus tanker truck. He noted that the vehicle has been newly outfitted and will now be used as part of the department's active fleet.

Mayor Jacklin

Mayor Jacklin reported that he attended the Black Loyalist Heritage Centre's Seafarers Exhibit on May 30, 2026, where he spoke at the event. He noted that it was a great exhibit and was pleased to see a strong turnout from the community.

Upcoming Meetings/Events

- a) Town Wide Yard Sale, Saturday June 6th, 2026, Rain or Shine
- b) First Farmers' Market of the Season, Sunday June 7th, 2026, Guild Hall
- c) Prom Parade, From Boxing Rock to Shelburne Regional High School, June 13th, 2026, 7pm
- d) Next Council Meeting, June 15th, 2026, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of June 1st, 2026, be adjourned at 8:17pm.

E. Acker

**Jessie Dyer
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

June 5, 2026

Shelburne, Nova Scotia

Dear Mayor Stanley Jacklin, Councillors: Donnie Acker, Elizabeth Acker, Therese Sheldon Ringer and CAO Sarah Mattatall:

I am writing to the Town of Shelburne Town Council following up on my written communications by email to each of you on June 1, 2026 and June 3, 2026 with regards to my letters addressing the use of, management of, and access to our public tennis courts located in the Roger Grovestine Complex off Prince Street.

I am requesting today that this matter be brought officially to Council.

Docume.	D26-113
Rec'd by	JD
Date	June 9/26
CC	
Records to	<input checked="" type="checkbox"/>
Agencies	<input checked="" type="checkbox"/>
Committee	

I, Sarah McClure, am NOT in accordance with the recent PRIVATIZATION of the Shelburne Tennis Courts located at the Roger Grovestine Complex.

These courts were historically created BY THE PEOPLE FOR THE PEOPLE and have recently received substantial provincial funding by the Nova Scotia government for re-surfacing, among other improvements.

These courts have always been free and open for ALL people (locals and travellers alike) to access.



So what is happening?

Currently, there are 3 padlocks on the courts and only a handful of folk have a key to access what has ALWAYS been a public space (just as the splash pad in Graham's Park, the MacKay Library, the baseball diamonds, soccer pitches ... are free for all).



No ribbon cutting by the Town of Shelburne and Province of Nova Scotia has been so far conducted; nor was an invitation extended to the people announcing the opening of the newly renovated courts. Where is our sense of tradition, invitation, and honour in this community???

Where is our care for facilitating interest and activity in the game of tennis?

I did hear (after the fact) last autumn that there was a Pickleball Tournament that took place after the renovation of the courts was completed. My knowledge of this weekend event came through seeing photos on Facebook. As a local, regular tennis player in the community, and attendee to a community meeting in 2025, I heard nothing about this event until it was history.

To this day, I meet locals every day who know nothing about our tennis courts in our town. "What, Shelburne has tennis courts????"

"Where????" I am in awe!

Perhaps there could be some door-knocking done around town to share information about this facility and invite people to partake in the games of tennis and pickleball. How about a simple poster at our Post Office??? Most villagers do go there to pick up mail every week.

But at this point, the so-called public courts are locked up with padlocks....and now it seems common for people to refer to the grounds falsely as 'The Pickleball Courts'.

Let it be noted that the newly created game of Pickleball is played on traditional Tennis courts. And it seems the avid players of this game have taken over the courts and made it into a private elite club that now has a membership fee.

Am I right on this? Or am I wrong?

Is this really a 'community space for all' as the sign boasts?

I have been told that one must join a Facebook page; one called 'Shelburne Racquet Sports Association'...

And from there, in order to join, one is immediately directed to a message that states that one must pay a \$25 fee in order to possess a key to gain access to the courts for the year. None of this is done through the Town of Shelburne office. This is done through a private member of the club.

Not only that, when I went to search to see who are the members, to see if in fact there are ANY tennis players, the list is also privatized. Until last week, the SRSA (Shelburne Racquet Sports Association) was also a PRIVATE group on FB, requiring invitation from existing members.

If that is not the ultimate in clique or elitism, I am not sure what is!

Okay...so what about the people who consciously do NOT choose to be on Facebook (believe me, there are many!!)? What about the little girl or little boy who picks up a tennis racquet at Frenchy's for 3\$ and asks his/her Mom or Dad to play tennis? What about the many travellers who visit our town and travel with tennis racquets on board? Already this week, I have seen plenty of recreational vehicles, campers and travellers from out of province and from the US...many of them with bicycles on board...and maybe tennis racquets. What about the Grade 5 teacher at Hillcrest who wants to do a June field trip to the tennis courts and introduce her children to the game? What about the grandmother who was a great player in her day and has her grandchildren come to be with her for the month of July?... Perhaps she would love to share her love of the game with her descendants.

Am I the only one who finds this preposterous that public tennis courts that have received PUBLIC funding are suddenly now declared by a group of Pickleball players to be a PRIVATE club? Thousands or maybe hundreds of thousands of dollars \$\$\$\$\$\$ have been spent on renovation and now the general public is locked out of a community space.

The other evening, I happened upon Andrew Blades, PE teacher at the SRHS on the courts with nearly a dozen youths who followed his invitation to come play tennis after school last Wednesday. Andrew had a key. He invited the students to come out to play tennis. It was a blessing for me to come by and witness the courts fully active and with young energy.

(Aside: all players that evening were International students schooling here on exchange. Andrew shared with me that all kids at SRHS were equally invited). Thankfully, these children were given access FREE, as is right.

In Lockeport, at the Helen Ghent Tennis Courts, they have a system whereby the court is locked up, but by a combination lock. There is a phone number on a sign outside the courts that visitors may call to find out the combination.



Hence, all people are welcome to enter free of charge, as it should be. And, the courts are protected from misuse.

The combination to the lock is kept all season so that returning players can access freely without having to call each time they play. I know this as I was a regular player in Lockeport on the Helen Ghent courts in the past and was welcomed on the courts.

It is a simple system, and I suggest Shelburne could do the same.

I spoke up about this at the meeting I attended in 2025 before the refurbishment of the courts.

In my meeting with Nolan Young, our MLA for Shelburne, who, by the way, was shocked the courts were locked up with padlocks; he suggested another possibility: that the Town Maintenance lock-up in the evening, just as they do when they make the rounds to lock up the toilets at the Splash Park every evening. This, to me, is also a reasonable solution.

I completely agree that there is a valid concern to protect the courts, especially after there has been such an investment in their improvement.

The reality is, the more people who are playing on the courts, the more stewards there are; the more protectors there are. This is a basic natural law.

If the Pickleball Club or the SRSA wishes to create a membership club for their specific activities and gather an annual membership fee to create funding for a tournament, workshops, or extra equipment for those who do not have pickleball racquets and balls: so be it; let it be a VOLUNTARY fee. This also sounds reasonable and fair. As a tennis player, if there

were events planned for tennis tournaments, etc, that interests me; I, too, would be willing to contribute to a voluntary fee. At this time, it appears to me that most of what is being created is for the Pickleball players.

Imagine if a group of parents decided they were now going to charge a \$25 fee per person or family to access the Splash Park for the season...and visitors...well, too bad, so sad outsiders are just not welcome. I imagine the town would be up in arms at this suggestion.

Hopefully, you see my point.

I have been a steward of the Tennis Courts at the Roger Grovestine Recreation Complex since my joyful discovery of their existence, back in 2017 when I moved here. I have played with both locals and visitors and very much appreciate the presence of this facility and the recent improvement.

I am speaking up now for those who are not here to speak.

I am speaking for the visitors and travellers that we very much benefit from their presence. I am speaking up for that little boy or girl who has never before even held a tennis racquet. Maybe this is a game that may change a child or an adult's life.

In this day and age when organized sports have become so specialized, extreme, and costly, many children are sadly not active at all.

Tennis, I know from my own experience, is one of those very special games that one can play with a parent, with your family.

I learned the game on very humble courts in Centralia, Ontario. I played with my siblings on humble courts in Virden, Manitoba, where we spent some summer seasons visiting my Grandmother. I taught my own son, Roan, also on very humble courts in Nova Scotia and Grand Bend, Ontario most of the courts were free and open to all people. We were also the travellers who travelled with racquets on board and played across Canada wherever we could.

Thank you for reading my letter and hearing my concerns.

I know and hope that corrections can be made so that the newly renovated courts can be well-used and people in our community and visitors to our area can enjoy playing and being active ... as I know this was the intention of those who created these courts originally (by the people for the people). I know this was never meant to be a private, exclusive club. Honour needs to be returned. Let it be made right.

Sincerely,

Sarah McClure

Speaking on the tennis courts

Created by the people for the people

Give Honour to the Children, the Travellers, the Players

Shelburne, Nova Scotia

Town Council (Ben Wesley sponsor)

From Scott family scott <scott.fam@live.com>
Date Tue 6/9/2026 12:11 PM
To Jessie Dyer <Jessie.Dyer@shelburnens.ca>

Document #	D26-114
Rec'd by	JD
Date	June 9/26
COPY	
Council	✓
Agenda	✓
Committee	

CAUTION: This email originated from an external sender.

Town Council,

I am writing to ask if the Town of Shelburne would consider sponsoring my son, Ben Wesley and his 15U Nova Scotia provincial baseball team.

Ben is a proud resident of Shelburne and has been involved in local baseball since he first stepped onto the field as a T-ball player. He continued through the 9U and 11U levels in Shelburne, developing his skills and passion for the game. Today, he plays 15U AAA baseball in Yarmouth and has earned a spot on the Nova Scotia Provincial Team.

Playing at this level provides incredible opportunities, but it also comes with significant expenses for travel, tournaments, equipment, and training. Community support helps make these opportunities possible for young athletes and their families.

We hope you would consider helping Ben continue pursuing his baseball dreams. Any sponsorship amount would be sincerely appreciated and would directly assist with the costs associated with his season and provincial team commitments.

Your support would not only help a dedicated young athlete but would also show the importance of community investing in local youth and their goals.

Thank you for taking the time to consider our request. We would be grateful for any support you can provide and would be happy to discuss sponsorship opportunities further.

Sincerely,

James Wesley and Lori Scott
Shelburne, Nova Scotia
902 874-1516
scott.fam@live.com



**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 #	D26-115
Rec'd by	JD
Date	June 10/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

June 9, 2026

Mayors and Wardens
Via Email

Dear Mayors and Wardens:

Under Section 519 (1) of the *Municipal Government Act* (Requirement to notify Union)
The Minister shall notify the Union of Nova Scotia Municipalities (NSFM) at least one year prior to the effective date of any legislation, regulation or administrative action undertaken by or on behalf of the Government of the Province that would have the effect of decreasing the revenue received by municipalities in Nova Scotia or increasing the required expenditures of municipalities in Nova Scotia.

(2) Subsection (1) does not apply with respect to any legislation, regulation or administrative action applying to the Province generally and not mainly to municipalities.

This letter is intended to provide notice of such changes for fiscal year 2027-2028 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Department of Emergency Management

- 1) The Department acknowledges that elements of ongoing work to strengthen fire services in Nova Scotia may have a financial impact on some municipal units.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- o conduct a fire protection service review in order to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- o ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- o participate in a common records management system.

The possible impacts of these new requirements, which will be further detailed through regulations and standards, may vary significantly based on local context, including existing governance and collaboration models, levels of municipal readiness, and voluntary fire service provider capacity.

This legislation is part of an ongoing commitment to strengthening the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates,
- the new Fire Records Management System, and
- a risk-based assessment tool to facilitate council decision-making around fire protection service levels.

Department of Justice

- 1) The Nova Scotia Comprehensive Policing Review was released in June 2025. Since that time, the Department of Justice has met with all municipalities to discuss implementation of the six foundational changes and the expanded role of the provincial police service. These foundational changes are designed to strengthen public safety across the province and support more effective, consistent, and sustainable outcomes. As part of implementation:
 - Municipalities are required to meet established provincial policing standards. Municipalities that are unable to meet these standards independently will be required to contract with the provincial police service for the delivery of those services and, effective April 1, 2027, will be required to purchase those services on a fee basis. While these changes are intended to enhance public safety and ensure greater consistency across jurisdictions, they may result in increased costs for some municipalities. At this time, the specific nature and extent of any financial impacts cannot be determined for any individual municipality.
 - The Province will continue to enhance and modernize its policing standards over time. The creation or expansion of standards may result in additional costs for municipalities.
 - The Province will procure a province-wide records management system (RMS) in fiscal year 2026–27. The Province will fund the acquisition and associated start-up costs. It is anticipated that beginning in 2027–28, as part of implementation, municipalities with their own police agencies will be required to contribute annual licensing fees associated with the RMS. For municipalities policed by the RCMP under the provincial policing model, RMS-related costs will be incorporated into the provincial billing model.
 - The Province will continue to work toward the development of a new municipal billing model for provincial police services during fiscal year 2026–27. Municipalities will continue to be engaged throughout this process. The specific structure of the model and the extent of any financial impacts cannot be determined at this time for any individual municipality; however, changes to the billing model could result in increased costs for some municipalities beginning in 2027–28.

- 2) The National Police Federation is the certified union representing regular members and reservists of the Royal Canadian Mounted Police (RCMP) below the rank of Inspector. The current Collective Agreement expired on March 31, 2025, and labour negotiations between the National Police Federation and Treasury Board Secretariate Canada are ongoing. The cost implications cannot be determined at this time.
- 3) The 'H' Division (Nova Scotia) Royal Canadian Mounted Police (RCMP) have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. The cost implications cannot be determined at this time.

Department of Public Works

- 1) The recoverable cost to municipalities for adjustments to catch basins, manholes, and water valves during construction work will increase June 1, 2027. Manhole and catch basin adjustments will increase from \$600 to \$1200, and water valve adjustments will increase from \$300 to \$600.

Department of Service Nova Scotia

- 1) Nova Scotia's new FOIPOP Act will come into effect on April 1, 2027, and regulations are currently under development to support the new Act. The legislation requires municipalities to adopt new privacy policies and practices, requires mandatory reporting of significant privacy breaches to affected individuals and the Information and Privacy Commissioner, and gives the Information and Privacy Commissioner oversight over municipal privacy programs for the first time. It is anticipated that these changes will require municipal resources in the form of personnel to undertake privacy assessments for any new projects or programs where personal information is being collected, for mandatory privacy breach notifications when there are significant privacy breaches, and for responding to privacy complaints filed with the Office of the Information and Privacy Commissioner (OIPC). The Province will support municipalities through creation of templates, training materials, and education campaigns to help mitigate some of these impacts.

Yours truly,



Honourable John A. MacDonald
Minister of Municipal Affairs

c: CAOs
David Mitchell, President, NSFM
Juanita Spencer, Chief Executive Officer, NSFM

2026/27 WATER UTILITY BUDGET – COUNCIL MEETING JUNE 19, 2026

Document #	
226-116	
Rec'd by	
JD	
Date	
June 12/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

2026/27 Water Utility is budgeting Revenue of \$675,523, Expenses of \$950,992 with a year-end deficit of \$275,469. The Town of Shelburne Water Utility is governed by the Rules and Regulations approved by the Nova Scotia Regulatory and Appeals Board (NSRAB) formerly known as Nova Scotia Utility and Review Board (NSUARB).

REVENUE –

- 2026/27 Revenue is budgeted to remain consistent with 2025/26 with gradual increases in following years with the anticipation of additional customers due to development.

EXPENSES –

- **Pumping** - Budgeted in 2025/26 for 51,194 projected expense \$54,997 due to increase in power used and increase in power rates. Budget for 2026/27 \$58,116 due to additional increase in power rates and small repairs to pump house.
- **Water Treatment** – Budgeted in 2025/26 for 237,297 projected expense \$255,045 due to increase in chemicals and additives, water testing, maintenance of treatment equipment. Budget for 2026/27 \$266,064 due to additional increase in power rates, small repairs to CL2 buildings and removal of sludge.
- **Administration & General** – Budgeted in 2025/26 for 109,734 projected expense \$108,068. Budget for 2026/27 \$127,093 due to addition of Water Rate Study budgeted for 2026/27.
- **Non-Operating Expenditures** – Budgeted in 2025/26 for 88,100 projected expense \$83,862. Budget for 2026/27 \$320,718 due to balloon payment for Water Line Extension Debenture in 2026/27 for \$304,518.

WATER UTILITY DEPRECIATION RESERVE BALANCE UPDATE-

The Water Utility Depreciation fund at the end of March 31, 2026, has a balance of \$599,796.43. This does not include any amounts for year-end adjustments or addition for 2025/26 Depreciation Transfer.

WATER UTILITY DEBENTURE BALANCE UPDATE –

As of March 31, 2026, the Water Utility total principal loan balance is \$304,518.

Water Line Extension Debenture was issued May 30, 2011, with a maturity date of May 30, 2026. Yearly payments consist of \$50,752 plus interest yearly with a final principal payment of \$304,518 plus interest. Total borrowing consists of \$1,015,046 plus \$421,446.40 interest for a total of \$1,436,492.40 for the term of the loan.

2026/27 Principal \$304,518 plus interest of \$6,999.35

The Water Utility is projecting an Accumulated Surplus of \$540,948 at the end of 2025/26 fiscal year. We have budgeted the Balloon payment for the Water Line Extension Debenture to come out of the Water Operating Budget in 2026/27 which would leave a projected deficit of \$275,469 for the fiscal year but an Accumulated Surplus of \$267,461. We are budgeting surpluses for fiscal years 2027/28 and 2028/29 which is projected to increase accumulated surplus to \$351,764 at 2028/29 year end.

MOTION – THAT COUNCIL APPROVE THE 2026/27 WATER UTILITY BUDGET AS PRESENTED

Document #					
Rec'd by	D26-116				
Date					
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EXECUTIVE SUMMARY

SUMMARY OF REVENUE AND EXPENDITURE

	2025/26 Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
Operating Revenue					
11000 Metered Sales	\$459,500	\$472,173	\$472,700	\$474,700	\$476,700
12000 Flat rate sales	\$48,590	\$48,590	\$48,590	\$48,590	\$48,590
13000 Public fire protection	\$133,483	\$133,483	\$133,483	\$133,483	\$133,483
14000 Sprinkler service	\$2,550	\$2,350	\$2,350	\$2,350	\$2,350
15000 Sales to other utilities	\$0	\$0	\$0	\$0	\$0
16000 Forfeited discounts	\$2,100	\$1,348	\$1,400	\$1,500	\$1,500
17000 Other operating revenue	\$0	\$0	\$0	\$0	\$0
	<u>\$646,223</u>	<u>\$657,944</u>	<u>\$658,523</u>	<u>\$660,623</u>	<u>\$662,623</u>

	2025/26 Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
Operating Expenditures					
21000 Source of supply	\$603	\$603	\$603	\$603	\$603
22000 Pumping	\$51,194	\$54,997	\$58,116	\$57,875	\$59,583
23000 Water treatment	\$237,297	\$255,045	\$266,064	\$272,267	\$278,792
24000 Transmission and distribution	\$51,522	\$45,048	\$50,281	\$50,559	\$56,156
25000 Administration and general	\$109,734	\$108,068	\$127,093	\$115,698	\$118,407
26000 Depreciation	\$125,000	\$125,000	\$127,000	\$129,000	\$129,000
27000 Taxes	\$1,122	\$1,094	\$1,117	\$1,125	\$1,125
28000 Other operating expenditures	\$0	\$0	\$0	\$0	\$0
	<u>\$576,472</u>	<u>\$589,855</u>	<u>\$630,274</u>	<u>\$627,127</u>	<u>\$643,666</u>

Operating profit/(deficit)	\$69,751	\$68,089	\$28,249	\$33,496	\$18,957
18000 Non-operating revenue	\$24,000	\$17,756	\$17,000	\$17,200	\$17,200
29000 Non-operating expenditures	\$88,100	\$83,862	\$320,718	\$1,250	\$1,300

	2025/26 Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
Excess of revenue over expenditure	\$5,651	\$1,983	-\$275,469	\$49,446	\$34,857
Surplus (deficit), beginning of year	\$540,948	\$540,948	\$542,930	\$267,461	\$316,907
Surplus (deficit), end of year	\$546,599	\$542,931	\$267,461	\$316,907	\$351,764

DETAILS

	10000 - 17999 OPERATING REVENUE							
	2025/26 Budget	2025/26 Projection	2026/27 Budget	2026/27 Projection	2027/28 Projection	2027/28 Projection	2028/29 Projection	2028/29 Projection
11000 METERED SALES								
11100 Residential	200,000	201,707	204,000	205,000	205,000	206,000	206,000	207,000
11200 Commercial	200,000	206,860	205,000	206,000	206,000	207,000	207,000	207,000
11300 Industrial	55,000	56,880	57,000	57,000	57,000	57,000	57,000	57,000
11400 Vessels and/or Bulk Water	4,500	6,726	6,700	6,700	6,700	6,700	6,700	6,700
	459,500	472,173	472,700	474,700	474,700	476,700	476,700	476,700
12000 FLAT RATE SALES								
12100 Residential	48,590	48,590	48,590	48,590	48,590	48,590	48,590	48,590
12200 Commercial/Institutional	0	0	0	0	0	0	0	0
12300 Industrial	48,590	48,590	48,590	48,590	48,590	48,590	48,590	48,590
	83,565	83,565	83,565	83,565	83,565	83,565	83,565	83,565
13000 FIRE PROTECTION								
13100 Public fire protection	83,565	83,565	83,565	83,565	83,565	83,565	83,565	83,565
13200 Private fire protection (other municipalities)	47,518	47,518	47,518	47,518	47,518	47,518	47,518	47,518
13300 Private fire protection (other)	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
	133,483	133,483	133,483	133,483	133,483	133,483	133,483	133,483

14000	SPRINKLER SERVICE	2,550	2,350	2,350	2,350
15000	SALES TO OTHER UTILITIES				
16000	FORFEITED DISCOUNTS	2,100	1,348	1,400	1,500
17000	OTHER OPERATING REVENUE				
17100	Special services				
17200	Rent				
	TOTAL	646,223	657,944	658,523	660,623
	18000 NON-OPERATING REVENUE				
18000	NON-OPERATING REVENUE				
18100	Jobbing and contract	2,000	2,031	2,000	2,200
18200	Interest	22,000	14,875	15,000	15,000
18300	Grants				
18400	Appropriatio from other funds				
18600	Transfer from depreciation fund	0	0	0	0
18900	Other	0	850	0	0
	TOTAL	24,000	17,756	17,000	17,200

21000 SOURCE OF SUPPLY

OPERATING EXPENSES

	2025/26 Budget	2025/26 Projection	2026/27 Budget	2027/28 Projection	2028/29 Projection
21100 SUPERVISION AND ENGINEERING					
21200 OPERATION LABOUR					
21300 OPERATION SUPPLIES AND EXPENSES					
21400 MAINTENANCE OF PLANT					
21410 Reservoirs					
21420 Intakes	0	0	0	0	0
21430 Wells and Springs					
21440 Other					
21550 WATER PURCHASED					
21600 RENTS	603	603	603	603	603
21900 OTHER					
TOTAL	603	603	603	603	603
22100 SUPERVISION AND ENGINEERING					
22000 PUMPING					
22200 OPERATION LABOUR					
22300 FUEL	350	495	545	572	601

	2025/26 Budget	2025/26 Projection	2026/27 Budget	2027/28 Projection	2028/29 Projection
22400 POWER PURCHASED	47,344	50,021	51,071	52,603	54,182
22500 MAINTENANCE OF PLANT	0	0	0	0	0
22510 Structures and Improvements	500	67	2,500	500	500
22520 Pumping Equipment	3,000	4,414	4,000	4,200	4,300
	3,500	4,481	6,500	4,700	4,800
22600 RENT					
22900 OTHER					
TOTAL	51,194	54,997	58,116	57,875	59,583
<u>23000 WATER TREATMENT</u>					
23100 SUPERVISION AND ENGINEERING	103,587	99,312	103,069	105,557	108,102
23200 OPERATION LABOUR					
23300 OPERATION SUPPLIES AND EXPENSES	112,160	119,955	125,400	129,160	133,040
23310 Chemicals and Additives	900	1,442	1,750	1,750	1,750
23390 Other	113,060	121,397	127,150	130,910	134,790
23400 MAINTENANCE OF PLANT	15,150	28,999	33,845	33,300	35,400
23500 RENT					
23900 OTHER	5,500	5,337	2,000	2,500	500
TOTAL	237,297	255,045	266,064	272,267	278,792

24000 TRANSMISSION AND DISTRIBUTION

	2025/26 <u>Budget</u>	2025/26 <u>Projection</u>	2026/27 <u>Budget</u>	2027/28 <u>Projection</u>	2028/29 <u>Projection</u>
24100 SUPERVISION AND ENGINEERING					
24200 MAPS AND RECORDS					
24300 OPERATION LABOUR					
24310 Mains	18,372	18,372	18,830	19,301	19,785
24320 Meters	18,372	18,372	18,830	19,301	19,785
24400 MAINTENANCE OF PLANT					
24410 Reservoirs	5,950	2,476	6,050	3,650	6,550
24420 Structures and Improvements					
24430 Mains	15,000	13,703	15,000	17,000	19,000
24440 Other	5,500	394	3,500	3,500	3,500
	26,450	16,573	24,550	24,150	29,050
24500 RENT					
24600 STORE EXPENSES					
24700 TRANSPORTATION	6,700	10,103	6,901	7,108	7,321
24800 SHOP EXPENSES					
24900 OTHER					
TOTAL	51,522	45,048	50,281	50,559	56,156

25000 ADMINISTRATION AND GENERAL

2025/26
Budget

2025/26
Projection

2026/27
Budget

2027/28
Projection

2028/29
Projection

25100 CONSUMER ACCOUNTING
AND COLLECTING

- 25110 Supervision
- 25120 Meter reading
- 25130 Billing and accounting
- 25140 Collection
- 25150 Uncollectable accounts
- 25190 Other

4,800
46,784
2,000
53,584

3,157
46,784
244
50,185

3,250
48,137
2,000
53,387

3,350
49,150
2,000
54,500

3,450
50,380
2,000
55,830

25200 SALARIES

- 25210 Officers and executives
- 25220 Allocated
- 25290 Others

25300 GENERAL OFFICE
EXPENSES

- 25310 General Officers
- 25320 General Office Employees
- 25330 General Office
- 25340 Allocated

8,550
8,550
8,550

7,524
7,524
7,524

6,400
6,400
6,400

6,080
6,080
6,080

6,160
6,160
6,160

25400 PROFESSIONAL FEES

- 25410 Auditors
- 25420 Legal
- 25430 Special services

6,040
0
6,040

5,973
0
5,973

6,302
0
6,302

6,629
6,629

6,974
6,974

	<u>2025/26</u> <u>Budget</u>	<u>2025/26</u> <u>Projection</u>	<u>2026/27</u> <u>Budget</u>	<u>2027/28</u> <u>Projection</u>	<u>2028/29</u> <u>Projection</u>
25500 REGULATORY EXPENSES	1,790	1,775	1,840	1,890	1,940
25600 INSURANCE	19,033	22,299	23,414	24,585	25,814
25700 RENTS OF GENERAL PROPERTY					
25800 MAINTENANCE OF GENERAL PROPERTY					
25900 OTHER	20,737	20,312	35,750	22,014	21,689
TOTAL	109,734	108,068	127,093	115,698	118,407
26000 DEPRECIATION	125,000	125,000	127,000	129,000	129,000
27000 TAXES	1,122	1,094	1,117	1,125	1,125
29000 NON-OPERATING EXPENDITURES					
29100 REDEMPTION OF LONG TERM DEBT					
29110 Principal	50,752	50,752	304,518	0	0
29120 Sinking fund Operating Loan					
	50,752	50,752	304,518	0	0
29200 INTEREST ON LONG TERM DEBT					
	15,148	15,147	7,000	0	0
29300 OTHER INTEREST					
29310 Bank charges	1,200	1,134	1,200	1,250	1,300
29320 Short term borrowings					
29330 Interfund	1,200	1,134	1,200	1,250	1,300

	2025/26 <u>Budget</u>	2025/26 <u>Projection</u>	2026/27 <u>Budget</u>	2027/28 <u>Projection</u>	2028/29 <u>Projection</u>
29400 CAPITAL EXPENDITURES	21,000	16,829	8,000	0	0
OUT OF OPERATIONS				0	0
29900 OTHER					
TOTAL	88,100	83,862	320,718	1,250	1,300

SHELBURNE MARINE TERMINAL – 2026/27 BUDGET COMMENTS

2026/27 Shelburne Marine Terminal Budget

The Shelburne Marine Terminal is projecting revenue of **\$400,646**, expenses of **\$397,267**, and an operating surplus of **\$3,379** for the 2026/27 fiscal year.

REVENUE

- Federal Government (Coast Guard and DFO) revenue for 2025/26 exceeded budget expectations due to the availability of space at the wharf. Revenue for 2026/27 and future years is projected to remain consistent with 2025/26 levels unless additional space becomes available at the terminal.
- Cruise and recreational revenue was zero in 2025/26 as no cruise ships were scheduled to visit. The 2026/27 and 2027/28 budgets include revenue projections based on one anticipated cruise ship visit each year.
- Commercial fishing revenue in 2025/26 was lower than budgeted due to reduced space availability resulting from the wharf project. The 2026/27 budget reflects a decrease in traffic, with gradual increases projected in subsequent years.
- Revenue from other sources (water and power connect/disconnect fees and security wage recoveries) exceeded budget expectations in 2025/26. Revenue for 2026/27 and future years is expected to remain consistent with current levels.
- Revenue from other sources (wharf usage fees, surcharge fees, and wharf leases) exceeded budget due to the inclusion of surcharge fee revenue previously recorded under garbage collection revenue. Budget projections for 2026/27 and future years remain consistent, with modest annual increases.
- Return on investments, penalties, and interest revenue exceeded budget in 2025/26 due to higher-than-anticipated operating and reserve account balances. Once reserve funding is utilized for the port project, investment revenue is expected to decrease in 2026/27 and remain lower until reserve balances are replenished through annual transfers.
- Miscellaneous revenue was lower than budgeted in 2025/26 due to the transfer of surcharge fee revenue to Other Revenue. Revenue for 2026/27 and future years is expected to increase as fees are adjusted to reflect rising costs.
- Other transfers in 2025/26 reflect a transfer from reserves to fund the debenture balloon payment. No reserve transfers are currently budgeted for 2026/27 or future years.

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Date	June 11/26
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EXPENSES

- General Administration expenses were lower than anticipated in 2025/26 as office renovations were not completed during the fiscal year. The 2026/27 budget has increased to accommodate office building repairs and renovations, higher security wages and expenses, and modest increases in port management costs.
- Common Services expenses were lower than budgeted in 2025/26. Expenses are projected to increase in 2026/27 and 2027/28 due to anticipated cruise ship-related costs.
- Shelburne Wharf expenses were lower than budgeted in 2025/26 due to reduced maintenance and repair costs for the wharf and associated equipment. The 2026/27 budget and future projections include increased funding to address anticipated maintenance and repair requirements.
- Professional Fees were lower than budgeted in 2025/26 due to the absence of legal, engineering, and consulting costs. The 2026/27 budget and future projections remain consistent with current spending levels, with modest annual increases.
- Other Charges remained generally consistent with budget in 2025/26. The 2026/27 budget is lower due to the elimination of future debenture balloon payments.

SHELBURNE MARINE TERMINAL PRICING

No changes to the Shelburne Marine Terminal fee schedule are proposed for the 2026/27 fiscal year. However, pricing may be reviewed next year following an analysis of financial results to determine whether adjustments are required.

SHELBURNE MARINE TERMINAL RESERVE BALANCE UPDATE

The Port Reserve Fund is projected to have a balance of **\$313,702** as of March 31, 2026. This balance does not include planned transfers of **\$163,057** for the Port Project and **\$30,000** for paving. After these transfers, the reserve balance is expected to be **\$120,644**. The reserve is anticipated to gradually increase through annual transfers in future years.

SHELBURNE MARINE TERMINAL DEBENTURE BALANCE UPDATE

As of March 31, 2026, the Shelburne Marine Terminal's outstanding principal loan balance is projected to be **\$106,864**, compared to the original principal amount borrowed of **\$589,211**. The terminal is expected to be debt-free by **November 2032** with respect to its current debentures.

Debenture payments for 2026/27 consist of **\$15,267** in principal and **\$3,436** in interest, for a total annual payment of **\$18,703**.

The Stem Stabilization Debenture was issued on **November 9, 2017**, with a maturity date of **November 9, 2032**. Annual payments consist of **\$15,267** in principle plus interest, with a final principal payment of **\$15,262** plus interest. Total borrowing for the debenture consists of **\$229,000** in principal and **\$55,494.16** in interest, for a total repayment amount of **\$284,494.16** over the term of the loan.

SHELBURNE MARINE TERMINAL

**BUDGET
2025/26**

**BUDGET
2026/27**

REVENUE

Federal Government

10,000	Berthage	13,000
	Top Wharfage	
	Electrical	
	Other	
600	Water	2,400
<u>10,600</u>		<u>15,400</u>

Cruise/Recreational

-	Berthage/Passenger Fee	9,400
	Electricity	-
		<u>9,400</u>

Commercial Fishing

27,000	Berthage	15,000
-	Top Wharfage	1,500
89,066	Electricity	83,000
4,300	Water	5,600
<u>120,366</u>		<u>105,100</u>

Other

-	Berthage	-
	Water - Other	
	Electricity	
	Call Outs-Water, Power, etc	
10,000	Connect/Disconnects-Water/Power	11,300
	Surcharge Fee	10,000
20,000	Security Fees	25,000
<u>30,000</u>		<u>46,300</u>

160,966 TOTAL FEES/SALES

176,200

Revenue from Other Sources

8,250	Wharf Useage	8,250
187,875	Wharf Lease	189,796
-	Land Lease	-
<u>196,125</u>		<u>198,046</u>

Return on Investment

	Interest on Investment	-
9,500	Bank Interest on C/A	10,000
<u>9,500</u>		<u>10,000</u>

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	<u>Penalties & Interest</u>	
1,000	Interest	1,400
<u>1,000</u>		<u>1,400</u>
	<u>Misc Revenue</u>	
	Other Revenue	
21,000	Dumpsters-Garbage Removal	15,000
<u>21,000</u>		<u>15,000</u>
	<u>Other Transfers</u>	
216,131	From Reserve	
-	Surplus - Prior Years	-
<u>216,131</u>		<u>-</u>
604,722	TOTAL PORT AUTHORITY REVENUE	400,646

SHELBURNE MARINE TERMINAL

**BUDGET
2025/26**

**BUDGET
2026/27**

EXPENSES

	<u>General Administrative</u>	
60,413	Port Management Contract	61,923
250	Port Management Expenses	250
<u>2,197</u>	Port Management Fee (Disc/Conn)	<u>2,252</u>
5,000	Office Bldg/Shed-Mtc & Repair	5,000
1,249	Office Bldg/Shed-Light & Fuel	1,622
435	Office Bldg-Water	435
500	Office Bldg-Janitor & Supplies	500
<u>13,400</u>	Security Wages & Expenses	<u>17,000</u>
<u>83,444</u>		<u>88,982</u>
	<u>Common Services</u>	
750	Stationary & Postage	784
1,999	Telephone/Internet/Website	2,050
500	Printing & Advertising	500
183	Equipment & Insurance	185
6,000	Membership Dues	6,500
400	Travel	400
-	Cruise Expense	3,200
200	Other-Small tools, etc	200
<u>10,032</u>		<u>13,819</u>
	<u>Shelburne Wharf</u>	
10,500	Mtc & Repairs-Wharf	25,000
10,000	Mtc & Repairs-Equipment -Wharf	7,500
1,500	Snow Removal	2,300
7,602	Wharf Insurance	7,600

5,000	Water Supply	7,000
-	Demolition Boats	
-	Wharf-Other	
10,300	Wharf-Garbage	14,500
73,950	Wharf-Power	74,530
5,000	Dock St - Wharf	1,500
<u>123,852</u>		<u>139,930</u>
	<u>Professional Fees</u>	
1,000	Legal Fees	1,000
3,000	Engineering Services	3,000
2,000	Consultant Fees	2,000
360	Collection Fees	750
27,549	Administration Expense	28,240
5,827	Auditors	6,033
<u>39,736</u>		<u>41,023</u>
	<u>Depreciation</u>	
-	Depreciation	-
<u>-</u>		<u>-</u>
	<u>Other Charges</u>	
245,806	Debenture Principal	15,267
7,089	Debenture Interest	3,436
750	Bank Service Charges	810
-	Capital Expense from Revenue	
75,000	Transfer to Reserve	90,000
4,000	Uncollectible Accounts	4,000
<u>332,645</u>		<u>113,513</u>
<u>589,709</u>	TOTAL PORT AUTHORITY EXPENSES	<u>397,267</u>
<u>15,013</u>	SURPLUS/(DEFICIT)	<u>3,379</u>



COUNCIL REPORT - FOR DECISION

Document #	
D26-118	
Rec'd by <u>JP</u>	
Date <u>June 11/26</u>	
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Council	✓
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Committee	—

Subject: 2026/27 5 Year Capital Budget Addition
Date: June 11, 2026
Authority: Council
Council Dates: June 19, 2026
Prepared by: Jane Crowell, Manager of Finance

Purpose

To receive Council's approval for an addition to the 2026/27 5 Year Capital Budget which was previously approved on June 1, 2026.

Background

In recent discussion with the Water Treatment Operator regarding the 2026/27 Water Operating Budget, it came to our attention that the gearbox to the DAF system at the Water Treatment Plant had to be replaced in June 2026. The replacement had to be completed immediately to keep the Water Treatment Plant up and running.

Financials

The replacement cost was \$10,851.76 and will be funded by the Depreciation Account for the Water Utility. As of March 31, 2026, the Water Depreciation Account has a balance of \$599,796.43. With the above addition to the Capital Budget the total coming from Depreciation for the 2026/27 year will be \$100,761 which would leave approximately \$499,035 and does not include any year end transfers or adjustments.

Recommendation

THAT Council approve the addition to the 2026/27 5 Year Capital Budget for the replacement of the gearbox to the DAF system at the Water Treatment Plant in the amount of \$10,852 with funding from the Water Depreciation Account.



Shelburne Port Committee

January 16th, 2025.

3:00 pm Community Centre – 63 King Street

Minutes

Present:

Chair: Mayor Stanley Jacklin
Municipal Councillor (TOS) – Elizabeth Acker
Port Manager: Wayne Langthorne.
Municipal Councillor (MDS): Anthony Gosbee
Municipal Councillor (MDS): Sherry Thorburn-Irvine
Municipal CAO: Warren MacLeod
Public Member: John Garland
Public Member: Karl White
Public Member: Herb Locke
Public Member: Percy Cox
Town CAO: Sarah Mattatall
Town Staff: Jane Crowell
Town Staff / Secretary: Jennifer Perry

Regrets:

Municipal Staff: Val Kean
Town Staff: Ken Smith
Public Member: Pat Melanson

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- 1) **Call to Order** (Mayor Stanley Jacklin)
Meeting was called to order at 3:00pm by the Chair.
- 2) **Approval of January 16th, 2025 Agenda**
Mover: Karl White, Seconder: John Garland
- 3) **Approval of Minutes from Shelburne Port Committee meeting held September 19th, 2024.**
Mover: Elizabeth Acker, Seconder: Herb Locke
- 4) **Appointment of Committee Chair:**
The Committee appointed Stanley Jacklin as Committee Chair
Mover: Elizabeth Acker, Seconder: Karl White
- 5) **Delegation:** None
- 6) **Correspondence:** None



7) Reports:

Port Manager's Report (Port Manager, Wayne Langthorne)

Port operations continue to run smoothly. The water supply has been shut off for the winter, and security cameras have been repaired and updated, restoring mobile access. Strong winds in November and December caused damage to the eastern end of the outer wharf, but repairs were completed before the holidays. The inshore lobster fleet successfully prepared for the season, which is now underway without issues. The wharf remains at full capacity while accommodating the Canadian Coast Guard as needed.

Port Manager's report accepted.

Finance Manager's Staff Report (Finance Manager, Jane Crowell)

The Finance Manager provided the committee with an update on the port's financial status and outstanding accounts as of December 2024. It was noted that letters have been issued to outstanding accounts notifying customers if accounts are not paid within 30 days they will be forwarded to collections.

A discussion was held regarding the Marine Terminal debenture payment due in the 2025/26 fiscal year. The two options are to either pay the debenture balloon payment in full or refinance the remaining balance.

To fully repay the debenture, \$230,539 is required, which would require a \$216,131 transfer from the reserve bank, subject to committee and council approval. This option would reduce the annual principal debenture payment from \$29,675 to \$15,267.

The second option would require the Town of Shelburne to refinance the remaining loan balance.

Finance Manager's report accepted.

The Port Committee recommends Council approve the transfer of \$216,131 from reserves to pay the debenture balloon payment in full in the amount of \$230,593

Mover: Elizabeth Acker, Secoder: Herb Locke

8) New Business: None

9) Next Meeting:

Thursday April 17th, 2025 @ 3:00pm – Community Centre – Meeting Room B (63 King St)

10) Adjournment

Meeting adjourned at 3:41 pm. Mover: Karl White



Shelburne Port Committee

May 1st, 2025.

3:00 pm Community Centre – 63 King Street

Minutes

Present:

Chair: Mayor Stanley Jacklin
 Municipal Councillor (TOS) – Elizabeth Acker
 Port Manager: Wayne Langthorne.
 Public Member: Karl White
 Public Member: Herb Locke
 Town CAO: Sarah Mattatall
 Town Staff: Jane Crowell
 Town Staff / Secretary: Jennifer Perry

Regrets:

Municipal Staff: Val Kean
 Public Member: Pat Melanson
 Municipal Councillor (MDS): Anthony Gosbee
 Municipal Councillor (MDS): Sherry Thorburn-Irvine
 Municipal CAO: Warren MacLeod
 Public Member: John Garland
 Public Member: Percy Cox

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D20-120	
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Agenda	✓
Committee	

- 1) **Call to Order (Mayor Stanley Jacklin)**
*Meeting was called to order at 3:12pm by the Chair.
 A quorum was not present. The Committee was therefore unable to conduct official business or make any decisions.*
- 2) **Approval of May 1st, 2025 Agenda**
There was not a quorum, so the agenda was reviewed but not approved.
- 3) **Approval of Minutes from Shelburne Port Committee meeting held January 16th, 2025.**
The minutes were reviewed, but not approved.
- 4) **Reports:**

Port Manager's Report (Port Manager, Wayne Langthorne)

Martin Crowell Enterprises is expected to complete maintenance on the wharf this month and repairs to the Town wharf on Dock Street. Comeau Seafoods and Clearwater have returned to their regular fishing schedules. The inshore fishing vessels will be preparing to end their lobster season. Water services will be restored for the season by the end of the month.



5) New Business:

2025/26 Draft Port Budget - The Finance Manager provided the committee with a copy of the 2025/26 Draft Operating Budget for review which will be forwarded to Council for approval.

6) Next Meeting:

Thursday September 18th, 2025 @ 3:00pm – Community Centre – Meeting Room B (63 King St)

7) Adjournment

Meeting adjourned at 3:28 pm. Mover: Karl White



Shelburne Port Committee

January 22nd, 2026

3:00 pm Community Centre – 63 King Street

Minutes

Present:

Chair: Deputy Mayor Elizabeth Acker

Port Manager: Wayne Langthorne

Municipal Councillor (MDS): Sherry Thorburn-Irvine

Public Member: Karl White

Public Member: Herb Locke

Town CAO: Sarah Mattatall

Town Staff: Jane Crowell

Town Staff: Jennifer Perry

Town Staff: Ken Smith

Town Staff / Secretary: Heidi Goodick

Regrets:

Mayor Stanley Jacklin

Municipal CAO: Warren MacLeod

Municipal Staff: Val Kean

Public Member: Pat Melanson

Public Member: John Garland

Public Member: Percy Cox

Document # Dae-121	
Rec'd by JD	
Date June 12/26	
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Council	✓
Agenda	✓
Committee	

1) Call to Order (Deputy Mayor Elizabeth Acker)

Meeting was called to order at 3:00pm by the Chair.

A quorum was not present. The Committee was therefore unable to conduct official business or make any decisions.

2) Approval of January 22, 2026 Agenda

There was not a quorum, so the agenda was reviewed but not approved.

3) Approval of Minutes from Shelburne Port Committee meeting held January 16th, 2025, and May 1st, 2025.

The minutes were reviewed but not approved.

4) Reports:

Port Manager's Report (Port Manager, Wayne Langthorne)

Port operations continue to run smoothly. The water supply has been shut off for the winter.

Inshore Lobster vessels are limited to wharf access due to wharf repairs.



Wharf Repair Project

The wharf project is approximately 65% complete, and repairs to the Town Wharf on Dock Street are nearing completion. Due to weather-related delays, the project completion date has been extended to March 31. As the repairs are currently under budget, ACOA has approved additional work to allow for the completion of the full project scope, including the installation of new lighting, updated signage, and new fencing to accommodate cruise vessel operations.

Finance Manager's Staff Report (Finance Manager – in training, Jennifer Perry)

The Finance Manager-in training provided the committee with an update on the port's financial status and outstanding accounts as of January 20th, 2026. A recommendation was made that council approve the write-offs for the following accounts

- Acadia First Nations (ACAD.001) \$14.45 from January 2025
- Ally's Pride Fisheries Ltd. (ALLY0001) \$6.30 interest from 24/25 and 25/26
- Clearwater Fleet Operations (CLEAR002) \$99.26
- Paul Harris (HARRP005) \$94.54 from October 2023
- Kelly Cove Salmon (KELLY004) \$1143.60 interest

Four accounts are being referred to collections. Two have already been submitted, and the remaining two are currently being prepared for submission.

5) New Business:

- a) It has been confirmed that the Bluenose II will visit Shelburne from August 29 to September 1, 2026. The schooner will be open to the public on August 30 and 31, with September 1 designated as a maintenance day. In addition, one cruise ship has been scheduled to arrive in Shelburne on September 9th, 2026 and potentially three vessels in 2027. A cruise ship meeting will be arranged for a future date.
- b) It was requested that letters be drafted to Percy Cox, Pat Melanson, and John Garland to confirm whether they are willing to continue serving on the Port Committee, and that Council be advised accordingly. It was also recommended that a letter be sent to the Municipality of the District of Shelburne requesting the appointment of a replacement for former MDS Councillor Anthony Gosbee. Deputy Mayor, Elizabeth Acker recommended an updated Terms of Reference to be reviewed at the May meeting.

6) Next Meeting:

Thursday May 21st, 2026 @ 3:00pm – Community Center – Meeting Room B (63 King St.)

7) Adjournment:

Meeting Adjourned at 3:28pm. Mover: Elizabeth Acker



COUNCIL REPORT - FOR DECISION

Document #	D26-122
Rec'd by	JD
Date	June 10, 2026
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Subject: Proposed Sandy Point Wilderness Area
Date: June 10, 2026
Authority: NA
Council Dates: June 15, 2026
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

On May 27, 2026, the Province of Nova Scotia opened public consultation on 13 proposed new or expanded wilderness areas and nature reserves under the *Wilderness Areas Protection Act*. One of the 13 candidate sites is the proposed Sandy Point Wilderness Area, located on the coastal headland between Shelburne Harbour and Jordan Bay.

The northern portion of the candidate area overlaps with the Rodney Lake watershed -- the municipal drinking water supply for the Town of Shelburne -- and accounts for approximately one quarter of all lands draining into Rodney Lake.

The province is accepting public submissions through its online consultation portal until July 28, 2026.

Analysis

The proposed designation of the Sandy Point Wilderness Area aligns directly with the Town of Shelburne's interest in the long-term protection of its municipal drinking water supply. Crown land protection over a portion of the Rodney Lake watershed would provide a permanent statutory buffer against incompatible land uses, resource extraction, and environmental degradation in a hydrologically sensitive area.

The province has assessed the proposal and identified no adverse socioeconomic effects anticipated from designation. The terrain is characterized by bogs, barrens, and mixed forest -- land with limited development or extraction value but significant ecological and water resource value to the Town.

Staff note the following considerations in support of a letter of endorsement:

- Rodney Lake is the sole municipal drinking water source for the Town of Shelburne
- The candidate area covers approximately 25% of lands draining into Rodney Lake
- Wilderness designation would prohibit incompatible industrial and resource extraction activities within that portion of the watershed
- Designation is consistent with provincial targets under the *Environmental Goals and Climate Change Reduction Act* to protect 20% of Nova Scotia's land and water by 2030
- No financial obligations are imposed on the Town by the proposed designation

Recommendation

THAT Council direct staff to submit a letter of support to the Nova Scotia Department of Environment and Climate Change endorsing the proposed designation of the Sandy Point Wilderness Area.



TOWN OF
SHELBURNE
NOVA SCOTIA

162 Mowatt St
PO Box 670
Shelburne, NS B0T 1W0
902-875-2991
www.shelburnens.ca

Date:

RE: Proposed Sandy Point Wilderness Area

The Town of Shelburne wishes to express its support for the creation of a wilderness area near Rodney Lake as the northern portion of the proposed wilderness area overlaps with the Rodney Lake watershed. This is the municipal drinking water supply for the Town of Shelburne and accounts for approximately one quarter of all lands draining into Rodney Lake.

This status as a wilderness area will re-enforce the Source Water protection around the lake, a critical source of water for the Town of Shelburne.

Thank you for the opportunity to provide input.

Sincerely,

Mike Kahn
Director of Planning and Development
Town of Shelburne



COUNCIL REPORT - FOR DECISION

Document # <i>D26-123</i>	
Rec'd by <i>JD</i>	
Date <i>June 10/26</i>	
COPIES TO:	
Council	✓
Agenda	✓
Committee	—

Subject: Graham's Park Expansion – Use of Adjacent Vacant Town Land
Council Date: June 15, 2026
Prepared By: Sarah Mattatall, CAO

Purpose

The purpose of this report is to seek Council’s approval to incorporate the vacant piece of land adjacent to Graham’s Park (splash pad area) on King Street into the planned park expansion project.

Background

The Town of Shelburne has been fortunate to receive a generous donation from Mr. Chris Huskison to support the enhancement and expansion of Graham's Park. The project aims to improve recreational opportunities, increase accessibility, and create additional community gathering spaces for residents and visitors.

The park is situated adjacent to a vacant piece of land owned by the Town of Shelburne that has remained undeveloped. As part of the planning and design process, Administration and the project's landscape architect have identified the vacant parcel as a suitable location for part of the park expansion. Utilizing this land would allow the Town to maximize the overall park footprint and create a more cohesive and functional recreational space.

Discussion

The vacant land adjacent to Graham’s Park is town owned and is not currently designated for any other use. Incorporating it into the park expansion is a logical and cost-effective approach that would:

- Increase the total park footprint and usable green space for the community;
- Allow for a cohesive park design that integrates the existing splash pad with new amenities;
- Accommodate any required accessibility improvements, stormwater management features, or landscaping as part of the overall project scope; and
- Provide long-term recreational value to residents of Shelburne.

The park expansion project, supported by Mr. Huskison's donation, is envisioned to include upgrades to existing infrastructure as well as new amenities. The specific scope of improvements are being developed in consultation with the donor and relevant professionals, subject to Council's direction.

Staff note that any development of the expanded park area will need to comply with applicable municipal, provincial, and accessibility requirements, including the Nova Scotia Accessibility Act, and will incorporate appropriate stormwater planning as required.

Recommendation

That Council approve the use of the vacant town owned parcel adjacent to Graham's Park as part of the Graham's Park Expansion Project.



COUNCIL REPORT - FOR DECISION

Document #	
D26-124	
Rec'd by	
JD	
Date	
June 11/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Contract Award — Janitorial Services, ACOA Building (TOS2026-003)
Date: June 10, 2026
Authority: Town of Shelburne Procurement Policy (November 13, 2013); Atlantic Procurement Agreement; NS Procurement Act
Council Dates: June 15th, 2026
Prepared by: D. MacKay, HR & Admin Coordinator

Purpose

To seek Council approval for the award of Contract TOS2026-003 (Janitorial Services — ACOA Building, 13 George Street, Shelburne, NS) following the completion of a competitive tender process conducted in accordance with the Town of Shelburne Procurement Policy, the Atlantic Procurement Agreement, and the Nova Scotia Procurement Act.

Background

The Town of Shelburne issued Request for Tenders TOS2026-003 for Janitorial Services at the ACOA Building, 13 George Street, Shelburne, NS (PID 80150204). The tender was advertised on ProcurementNS (novascotiabids.ca) in accordance with the Town’s Procurement Policy and applicable Atlantic Procurement Agreement obligations.

Due to the federal Crown agency status of the building’s primary occupant (Atlantic Canada Opportunities Agency), this procurement included a security tier classification component. Proponents were evaluated against Tier 1 (active Government of Canada Reliability Status clearances verified at time of closing) and Tier 2 (clearances obtainable within 6–8 weeks) criteria. Per RFT Section 1.5, award is made to the lowest-priced, fully compliant Tier 1 Bidder where one exists.

The tender closed June 8, 2026 at 2:00 PM AT. Six (6) submissions were received. All six passed mandatory compliance screening (Part A). The evaluation proceeded through security tier classification (Part B), price evaluation (Part C), and qualitative assessment (Part D, for record only).

The following submissions were received:

- TAMELOT (Tammy Jacklin), Shelburne, NS — Tier 1 Confirmed — \$280.00/month (\$3,360.00/yr ex. HST) — LOCAL PREFERENCE ELIGIBLE
- IOCS Inc. (Inside-Out), Blockhouse, NS — Tier 1 Provisional — \$389.95/month (\$4,679.40/yr ex. HST)

- Salty Swabbers Housekeeping Inc., Dartmouth, NS — Tier 2 — \$360.00/month (\$4,320.00/yr ex. HST)
- Crystal Clean Maintenance, Shelburne County, NS — Tier 2 — \$985.10/month (\$11,821.20/yr ex. HST)
- Euroworld Cleaning Services, Mississauga, ON — Tier 2 — \$1,200.00/month (\$14,400.00/yr ex. HST)
- Osprey Angels (3306132 NS Ltd.), Halifax, NS — Tier 2 — \$1,635.19/month (\$19,622.28/yr ex. HST)

Analysis

TAMELOT (Tammy Jacklin) is the recommended award on all operative evaluation criteria established in RFT TOS2026-003.

- **Tier Status:** TAMELOT is the sole confirmed Tier 1 Bidder. All assigned personnel hold active Government of Canada Reliability Status clearances, verified with physical documentation on June 9, 2026. Per RFT Section 1.5, the presence of a confirmed Tier 1 Bidder closes evaluation to Tier 2 submissions.
- **Price:** TAMELOT submitted the lowest absolute price in the competition at \$280.00/month (\$3,360.00/yr ex. HST). Year 1 contract value inclusive of HST: \$3,830.40.
- **Local Preference:** TAMELOT's registered business address is within Town of Shelburne limits. The 10% local preference evaluation bonus applies per Town Procurement Policy, reducing the evaluated annual cost to \$3,024.00 (ex. HST) — \$1,295.40 below the next-ranked bidder (IOCS Inc.).
- **Operational Continuity:** TAMELOT is the incumbent cleaner at 13 George Street. Transition risk is nil and security clearances are in place and verified.
- **Additional Services:** All optional service rates (additional cleaning, floor stripping and waxing, deep cleaning, high dusting, window cleaning) are embedded in TAMELOT's baseline pricing. No uplift cost risk.

Note on IOCS Inc.: IOCS Inc. declared Tier 1 Provisional status based on a DFO-sponsored Government of Canada Reliability Status process currently active for its assigned personnel. PSPC confirmation that this clearance is transferable to the ACOA Building / Town of Shelburne contract has not been received. IOCS Inc. remains classified as Tier 1 Provisional. Should TAMELOT decline or fail to execute, and PSPC confirmation is received, IOCS Inc. would be the next-ranked eligible bidder at \$4,679.40/yr (ex. HST).

Staff are satisfied that the procurement process was conducted in a fair, open, and transparent manner consistent with the Town's obligations under its Procurement Policy and applicable trade agreements. No challenges, complaints, or conflicts of interest were declared or received.

Financials

Monthly rate (ex. HST): \$280.00

Estimated annual cost (ex. HST): \$3,360.00

HST (14%): \$470.40

Year 1 contract value (incl. HST): \$3,830.40

This expenditure is anticipated to be within the approved operating budget for the ACOA Building. The contract value falls within the CAO approval threshold under the Town Procurement Policy; Council authorization is sought for purposes of public record and transparent procurement reporting.

Options

	Pros	Cons
Option 1: Award to TAMELOT (Recommended)	Lowest-priced confirmed Tier 1 Bidder. Local preference eligible. Incumbent cleaner — zero transition risk. Security clearances verified. All optional services included in base rate. Fully compliant with Procurement Policy and trade agreements.	None identified. This is the clear, defensible award on all operative criteria.
Option 2: Re-tender	None. A competitive process was completed. Six compliant submissions received. A clear, qualified Tier 1 Bidder exists.	Delays service continuity. Creates operational risk at federal facility. No procurement justification — the process was fair and compliant. Exposes Town to challenge from compliant proponents.

Recommendation

THAT Council approve the award of Contract TOS2026-003 (Janitorial Services — ACOA Building, 13 George Street, Shelburne, NS) to TAMELOT (Tammy Jacklin), Shelburne, NS, at a monthly rate of \$280.00 (ex. HST), for an estimated Year 1 contract value of \$3,830.40 (inclusive of HST at 14%), being the lowest-priced, fully compliant Tier 1 Bidder under RFT TOS2026-003.



Naturally Yours

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

June 3, 2026

Document #	
D26-125	
Rec'd by JD	
Date June 3/26	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Town of Shelburne
 ATTN: Sarah Whiteway Mattatall
 PO Box 670
 Shelburne, NS
 BOT 1W0

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of May, 2026.

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued this Month	0	1
Number of Permits Issued to Date	0	1
Construction Value	\$ 0.00	\$ 370,000.00
Total Construction to Date	\$ 0.00	\$ 370,000.00

Yours very truly,

**Andrew Goreham, CRBO, CFI
 Manager of Inspection Services**

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELburne, NS

Document #	
BOT 1WO	
D26-126	
Rec'd by	JP
Date	June 3/26
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councilor's and CAO

This is the monthly activity report for your Fire Department for the month of May 2026

Total number of calls for service: 9

Calls for service within the Town: 5

Calls for service in the Municipality of Shelburne protection area: 4

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

DEREK MACKENZIE, FIRE CHIEF

ALLEN ALLISON, DEPUTY CHIEF

MIKE SHAND, PRESIDENT

shelburnefire@gmail.com