



TOWN OF SHELburne

REGULAR MEETING OF COUNCIL

September 21st, 2026 • 6:00 p.m.
Council Chambers • 63 King Street

1 Call to Order

2 Approval of Agenda

3 Approval of Minutes

- a) Regular Town Council Meeting – September 8th, 2026

4 Proclamations and Announcements

- a) Right to Know Week- September 28th-October 4th, 2026
- b) National Day for Truth & Reconciliation- September 30th, 2026
- c) Mi'kmaq History Month- October
- d) Breast Cancer Awareness Month- October

5 Delegation/Presentation

- a) Guest Speaker- Staff Sgt. Jeff LeBlanc, Shelburne RCMP
- b) Guest Speaker- Shawna Symonds, Senior Safety & Services Coordinator

6 Correspondence

Action: NONE

Information: NONE

7 Council Items

- a) Shelburne County Museum/ Visitor Information Centre Statistics- August 2026 D26-163
- b) Notice of Motion- March 31st, 2026, Financial Statements
- c) Scatter Garden- Pine Grove Cemetery
- d) Arena Parking Lot Upgrades- Local Contractor Donation

8 Committee Reports

- a) Shelburne Port Committee Minutes- January 16th, 2025 D26-164
- b) Shelburne Port Committee Minutes- May 1st, 2025 D26-165
- c) Shelburne Port Committee Minutes- January 22nd, 2026 D26-166

9 Staff Reports

- a) Electrical Transmission Infrastructure in South West Nova Scotia D26-167
- b) Fire Department Training Facility D26-168
- c) McKay Memorial Library- Snow Removal D26-169
- d) SVFD Report- August 2026 D26-170

10 In Camera Session

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

11 New Business

12 Upcoming Meetings/Events

- a) Fall Town Wide Yard Sale, October 3rd, 2026, Rain or Shine!
- b) Empty Bowls Fundraiser, September 26th, 2026, 11am-2pm, Guild Hall
- c) Nova Scotia Giant Pumpkin Festival & Regatta, October 9th-10th, 2026, Dock Street
- d) Next Council Meeting, October 5th, 2026, 6pm, Council Chambers, 63 King Street

13 Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
September 8th, 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
Bylaw Officer, Dana Nash
Consultant, Ken Smith

Call to Order

Mayor Jacklin called the Council meeting to order at 6:00pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for the September 8th, 2026, Council Meeting.

E. Acker - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on July 20th, 2026.

D. Acker - Ringer

MOTION CARRIED

Proclamations and Announcements

a) Fetal Alcohol Spectrum Awareness Month

Delegations/Presentations

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

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

Correspondence

Action:

- a) Shelburne Volunteer Fire Department re: Training Facility

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

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

Cruz – D. Acker

M26-086

MOTION CARRIED

- b) Deby MacAlpine re: Memorial Plaque

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

E. Acker – Ringer

M26-087

MOTION CARRIED

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

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

Cruz – D. Acker

M26-088

MOTION CARRIED

d) Shelburne Longboat Society re: Grants to Organizations

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

E. Acker – Ringer

M26-089

MOTION CARRIED

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

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

D. Acker – Ringer

M26-090

MOTION CARRIED

f) Michelle Roy re: Sponsorship Opportunity

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

E. Acker – Ringer

M26-091

MOTION CARRIED

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

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

Cruz – D. Acker

M26-092

MOTION CARRIED

Information

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

Council Items

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

Committee Reports

NONE

Staff Reports

- a) 80 Hammond Street- Sightline and Fencing

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

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

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

Cruz – E. Acker

M26-093

MOTION CARRIED

- b) Graham's Park Expansion Project

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

D. Acker - Cruz

M26-094

MOTION CARRIED

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

The above reports are for information only.

In-Camera Session:

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

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

E. Acker – Cruz

MOTION CARRIED

Council came out of in-camera at 8:04pm. No motion coming out of In-Camera.

New Business:

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

Councillor D. Acker

Councillor D. Acker reported that he attended a Roseway Manor Board meeting and there were no updates regarding the Manor rebuild project.

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

Councillor Cruz

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

Deputy Mayor E. Acker

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

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

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

Mayor Jacklin

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

Upcoming Meetings/Events

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

Adjournment

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

D. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

STATISTICS – AUGUST 2026
SHELburne COUNTY MUSEUM / VISITOR INFORMATION CENTRE

1,464= total visits
 - 199 = within Shelburne County
 1,265 = outside Shelburne County

Visitor breakdown:

199	Shelburne County
338	Other NS
81	NB/PEI/NF
121	QC
206	ON
105	Western Canada
2	NWT
303	USA
109	International

Demographic breakdown:

535	> 65
676	25 – 64
76	18 - 24
177	< 17

Document # D26-163	
Rec'd by JD	
Date Sept. 4/26	
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1. Our highest number of visitors in August was again from Nova Scotia, with Americans coming in second. Nice to see Nova Scotians exploring their own province!
2. Again, the majority of visitors to the Shelburne County Museum, whether local or not, used the VIC, either on the way in or on the way out.
3. The Chamber had to replenish our supply of the Historic Walking Tour brochure, which has proven to be very popular with the tourists. Many of them have reported back that they found the brochure excellent.
4. Two other brochures that we have found extremely useful: Municipality of Shelburne's Ultimate Road Trip and Municipality of Barrington's An Ocean of Opportunity. We hope the two municipalities will put out these or similar brochures again next year as they are very useful helping tourists navigate and orient themselves around the County.



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

Document #	
D26-1164	
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JD	
Date	
Sept. 10/26	
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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, Seconder: 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

Document #	D26-165
Rec'd by	JD
Date	Sept. 10/20
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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 # <i>Date-166</i>	
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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

Subject: Southwest Nova Scotia Electrical Grid Capacity

Council Date: September 21, 2026

Prepared By: Sarah Mattatall, Chief Administrative Officer

Document #	
Dale-167	
Rec'd by	
JD	
Date	
Sept. 17/26	
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Purpose

The purpose of this report is to update Council on ongoing work by Chief Administrative Officers (CAOs) across Southwest Nova Scotia to address inadequate electrical transmission capacity in the region, including discussions with Nova Scotia Power (NSPI), a meeting with provincial officials and the Nova Scotia Federation of Municipalities (NSFM), and to recommend that Council send a letter to the NSFM Board of Directors requesting that this issue be designated a formal advocacy priority.

Background

Over the past several months, administration has been participating in a regional working group of CAOs from the eleven municipal units of Southwest Nova Scotia. The group has been examining the capacity of the region's electrical transmission infrastructure to support economic development, and in particular utility-scale renewable energy projects, industrial and commercial growth, and new housing.

As part of this work, a detailed technical briefing was received from Nova Scotia Power on the state of the transmission network serving Southwest Nova Scotia, including the Shelburne area specifically. On September 14, 2026, the eleven CAOs met jointly with provincial representatives and an NSFM representative to raise these concerns directly and to agree on a common set of key messages for that discussion.

Nova Scotia Power Technical Briefing — Summary

Nova Scotia Power (NSPI) provided the following technical summary of the transmission system serving the Shelburne region, in response to questions raised about the feasibility of accommodating large scale infrastructure:

- The region's transmission system was not designed for large-scale generation. The 69kV and 138kV lines that serve the South Shore and Shelburne area were built to supply local residential, commercial and small hydro loads, not to export large amounts of power onto the provincial grid.

- The provincial "backbone" — the 230kV and 345kV transmission network — does not run through Shelburne. The nearest high-capacity connection points are Bridgewater (230kV) and Halifax (345kV).
- Shelburne is supplied by the 69kV line L-5027, fed from the 30W-Souriquois transformer station, which is already close to capacity (remaining capacity of roughly 6 MVA above winter peak load).
- The local Ohio Road substation (25W), which serves Shelburne via three 12.5kV feeders, also operates near its limit during winter peak periods (remaining capacity of roughly 4 MVA).
- Near-term residential and small commercial load growth can likely be accommodated, but any new load of 1–1.5 MW or greater — the scale associated with significant industrial, commercial or renewable energy projects — would require a dedicated system impact study, and a project of the scale of a 100 MW wind farm would require a major upgrade to the Bridgewater switch station.
- NS Power indicated it would help connect the municipality with Invest Nova Scotia to discuss economic development implications further.

In short, while the existing network can accommodate modest, incremental growth, it lacks the capacity to support the scale of industrial, commercial or renewable-energy investment the region would like to attract, without significant capital investment in upgraded transmission infrastructure.

September 14 Meeting with Provincial Officials and NSFM

On September 14, 2026, the eleven Southwest Nova Scotia CAOs met with provincial representatives and an NSFM representative to discuss the region's transmission capacity constraints. The following key messages were brought forward by the CAO group:

- Transmission capacity is economic development infrastructure, not simply electricity infrastructure. Limited grid capacity is constraining the region's ability to attract industrial, manufacturing, commercial and other energy-intensive development.
- The current planning approach creates a "catch-22." The system generally responds to demonstrated or forecast load, but prospective developers will not advance projects far enough to generate that demand data if they already know the region lacks available capacity. The absence of demonstrated demand should not be read as an absence of potential demand when the infrastructure constraint itself is suppressing it.
- Transmission planning needs to be proactive rather than reactive. The Province was asked to consider what transmission capacity the region will need over the next 10, 20 and 30 years, rather than waiting for individual projects to materialize before assessing adequacy.

- Southwest Nova Scotia should have equitable access to provincial infrastructure, to allow the region to compete for investment on a reasonably level playing field with other parts of the province.
- Expanding capacity in the region is a provincial opportunity as well as a regional one — supporting the Province's broader energy objectives while generating assessment growth, employment and economic diversification in Southwest Nova Scotia.
- The CAOs asked the Province to clarify the technical, regulatory, financial and planning thresholds that trigger transmission upgrades, who is responsible for initiating that planning, and what role the Province can play in directing or facilitating strategic upgrades.
- The CAOs requested a forward-looking, regional transmission assessment for Southwest Nova Scotia, rather than a project-by-project review process.

The overarching message conveyed to provincial officials was that Southwest Nova Scotia cannot demonstrate demand for electrical capacity if the lack of capacity is what is preventing the very investment that would create that demand, and that the Province needs to help break that cycle by treating transmission capacity as strategic economic infrastructure and planning proactively, ahead of demand, rather than waiting for development the existing system cannot accommodate.

Role of NSFM

The CAO group has asked NSFM to recognize Southwest Nova Scotia's transmission capacity constraints as a formal advocacy priority, and to advocate on the region's behalf with the Province and other relevant agencies for strategic transmission investment. NSFM's participation in the September 14 meeting gave the Federation an opportunity to hear directly from the eleven CAOs that this is a genuinely regional issue affecting multiple municipal units, rather than a concern isolated to any single community.

Administration recommends that each municipal unit send its own letter of support to NSFM. A unified response from all eleven municipalities will reinforce the regional nature of this issue and formally record each unit's support for making it an advocacy priority.

Recommendation

THAT Council send a letter to the NSFM Board of Directors requesting that the Board consider designating the inadequacy of electrical transmission infrastructure in Southwest Nova Scotia as an advocacy priority for NSFM.



COUNCIL REPORT - FOR DECISION

Subject: Fire Department Training Facility
Date: September 18, 2026
Authority: NA
Council Dates: September 21, 2026
Prepared by: Mike Kahn, Director of Planning and Development Services

Document # D26-168	
Rec'd by JD	
Date Sept. 18/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Background

The Town's Fire Department is seeking a space to use for training fire fighters. Previously, the Fire Department was using a site on private land in the Municipality of the District of Shelburne for training exercises. The landowner has since expressed reservations about training on the site.

The Fire Department proposed the use of the Salt Shed, located at 17 Rose Island Lane, adjacent to the Wastewater Treatment Plant, as a training facility. Staff toured the site on July 15 and November 10 to discuss the potential use of the site for fire fighter training. However, after further discussions, issues arose with that site, in particular regarding live burns.

The Fire Department has requested to place their training equipment behind the community centre, build a concrete pad and conduct training on the site. No live burning would be permitted at this site. A sketch of the proposed layout is attached.

The Town would also continue to work with the Municipality of the District of Shelburne on a regional training facility, which might incorporate some of the training props/equipment being used by the Shelburne Fire Department.

Analysis

The Fire Department needs a training facility to ensure that fire fighters have appropriate training. However, the site selection for a fire fighter training facility has posed a challenge. The use of the space behind the community centre is an interim solution until a more permanent, likely regional training facility is completed.

The proposed site will not be fenced, but all materials will be stored in secured shipping containers, similar to the shipping containers currently on site.

The Town's insurance would cover the placement of the containers and related training, provided there was no live fires.

Staff will work with the SVFD and MoDS to ensure training protocols are created and followed. Staff hope to provide more information in a future update.

Under the Town's Land Use Bylaw, no development permit is required for institutional uses in the institutional zone. The community centre is zoned institutional, and the use would be considered a institutional use.

Live burns are an important part of firefighter training. In the interim the Town will work with MoDS, the Province and its mobile fire training unit to ensure volunteers have access to live fire training.

Site Selection

There are specific needs of a fire fighting training, including: sufficient space to practice safely, a space where broken glass/debris can be contained and a fire hydrant. Given the combination of open space and water system access (hydrant) there are few locations in Town available.

Space behind the Community Centre meets most of those criteria. With the potential construction on a concrete pad to allow for glass and debris to be cleaned up, the site could also be used to practice on vehicles and support other training as well.

Costs are being determined and will be part of a future Council report, but the SVFD has indicated its support.

Minimizing and Mitigating Impacts

Fire fighter training, especially work with live fires, can create nuisances, such as smoke, impacting nearby property owners.

Staff will work to ensure communication is proactive and transparent, including engaging with residents early, clearly communicate training schedules, and respond promptly to concerns.

Operations would be structured, scheduled, and supervised. Cleanup would be completed after each training session, and the site would be maintained to ensure safety and respect for surrounding properties.

Options

	Pros	Cons
Allow use behind the community centre for storage and training	• Provides a space for storage and some training • Lower cost given land is Town owned • Flexibility to train locally or consider regional model	• Potential impacts to nearby landowners • Reduces parking at Community center
Continue looking for another training site/await further information on Provincial/Regional options	• None	• Does not provide a space for firefighter training

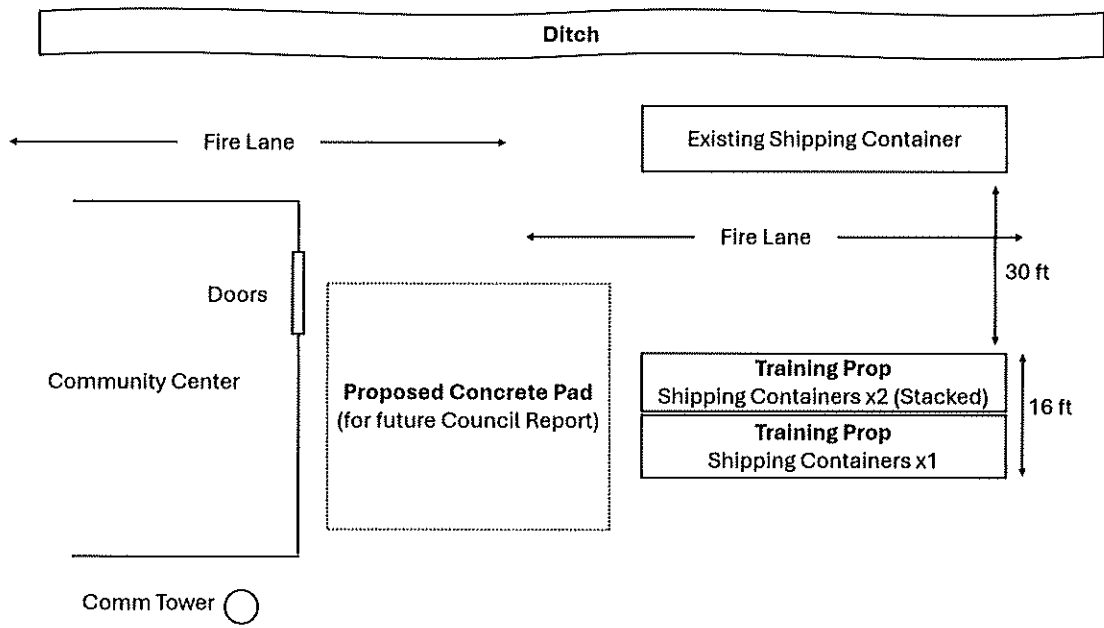
Recommendation

THAT Council rescind the motion dated May 4, 2026, regarding a fire training facility;

AND THAT Council directs the staff to prepare for and move training material to a space behind the Community Center; to investigate the installation of a concrete pad to aid with training; and work towards a regional firefighter training solution, reporting back to Council by the end of October.

Attachment

Site Sketch





COUNCIL REPORT - FOR DECISION

Subject: McKay Memorial Library – Snow Removal
Date: Sept 16th, 2026
Authority: Municipal Government Act; Libraries Act
Council Dates: Sept 21st, 2026
Prepared by: Daniel MacKay, HR & Admin Coordinator

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Purpose:

The purpose of this report is to present Council with potential options for assistance with snow removal at the McKay Memorial Library.

Background:

The Town received correspondence from the Shelburne Library Building Association requesting that the Town consider assuming responsibility for snow clearing services at the McKay Memorial Library.

The request was submitted following the 2025-2026 winter season, during which the Association reported snow removal expenditures of approximately \$9,000.00 due to significant snowfall events and increased contractor costs.

The Association advised that it would continue to provide walkway clearing, salting, and general property upkeep if the Town elected to assume responsibility for parking lot snow removal.

The McKay Memorial Library is operated through the Western Counties Regional Library System and is situated on lands owned by the Shelburne Library Building Association. The Town currently contributes to library operations through various operational supports, including operating supports, costs, and facility related expenditures.

Council requested that staff review the request, assess potential operational and financial implications, and provide options for consideration.

Analysis:

Legislative Considerations

Staff reviewed available municipal and provincial legislation respecting public libraries and municipal responsibilities.

No provision was identified within the MGA, or Libraries Act requiring municipalities to provide snow clearing services for library properties. Municipal participation in library governance and operational funding is contemplated through regional library structures; however, property maintenance responsibilities appear to remain with the property owner unless otherwise agreed by the involved parties.

As such, any decision to provide snow removal services would be considered a discretionary municipal service rather than a legislated obligation.

OPERATIONAL CONSIDERATIONS

Public works staff currently prioritize snow clearing operations using the following general hierarchy:

1. Emergency Access Routes
2. Arterial and collector streets
3. Residential streets
4. Other Municipal Facilities and Assets

Which Include: SVFD – Fire Hall
 ToS - Sewer Plant – Parking area
 ToS - Water Plant Road
 Government Wharf
 ACOA
 Public Parking Lot @ The Shelburne Harbor Yacht Club

Should the Town assume responsibility for library snow clearing, service would be subject to these existing Public works priorities, equipment availability, staffing levels, weather conditions and emergency response requirements.

Staff note several operational risks associated with direct municipal service delivery:

1. Equipment failures during storm events may reduce available resources for the hierarchy listed above.
2. Staffing levels, illness or absences may affect service levels.
3. Major snowfall events may require the majority of snow removal equipment to be available for the hierarchy listed above.

4. With the hierarchy above, the Town could NOT guarantee library access and opening hours remaining the same immediately following snowfall events, regardless of size. Municipal Emergency Access and Arterial Collectors will take priority.

FINANCIAL ANALYSIS

Staff have developed a comparative planning model using three winter severity scenarios. These vary based on accumulation time, amount of snowfall events per year, and cleanup time. Definitions below

Low – 10-15 snow events per year, moderate 1 hour cleaning/salting per event

Medium – 15-20 events per year, medium service, 2 hours on site per event

High – 15 – 20 events per year, high service, Multiple salts/plows per event

Municipal Delivery Estimate

<u>Scenario</u>	<u>Estimated Annual Cost</u>
Low Severity Season	\$669.00 - \$1,000.00+
Medium Severity Season	\$2,674.00 - \$3,000.00+
High Severity Season	\$4,011.00 - \$5,000.00+

(These estimates are from the 2025-2026 snow season breakdowns and have a range due to a few conditions listed below)

1. *Trucking costing for salt alone has increased 35%, year over year, just for delivery. From ~20%, to 60% this year alone.*

2. *Employee wage – There is a disparity between hourly rates for each of our operators, so while capturing this data, staff used a range to represent both sides of the financial coin.*

These estimates include:

1. **Labour** – [PW Operator Level 2]- [PW Foreman] Pay scale, hourly wages differ based on who is operating the plow.

- These estimates will only remain accurate for the 2026-2027 season as the IBEW contract is up for renewal, and a new assessment will need to be conducted, for more accurate financial details.

2. **Equipment utilization** – Static, fuel and salt consumption calculator, from online resources

3. **Fuel and Maintenance** allowances – averaged from previous winter fuel consumption, added a small percentage for on going fuel in securities.

4. **Salt usage** – Staff used online Canadian/Nova Scotian guidelines for proper salt application amounts.

The analysis also assumes existing municipal staff and equipment resources can absorb the additional workload without requiring additional staffing or equipment purchases.

ADDITONAL CONSIDERATIONS

While the modeled municipal cost appears lower than the approximately \$9,000 reported by the Library Build Association for the 2025-2026 winter season, several factors could increase actual municipal costs beyond those reflected in the model, including:

- Liability
- Extraordinary Snowfall Events
- Equipment breakdowns
- Increase salt usage
- After Hours callouts
- Overtime requirements
- Additional seasonal staffing pressures.

PRECEDENT CONSIDERATIONS

Council may wish to consider whether assuming responsibility for snow removal at a non-municipal owned facility could create expectations for similar support requests from other community organizations and facilities. To further this thought, a priority list would have to be created to solve any potential conflicts of snow removal on the buildings the town already plows for, and their timing and priority.

Approval of this request may be viewed as establishing a precedent for future requests involving maintenance services on properties not owned by the Town.

LIABILITY CONSIDERATIONS

Staff consulted the Town's Insurance broker regarding the potential assumption of snow removal services at the McKay memorial Library.

The broker advised that if the Town were to undertake snow removal activities on behalf of the Library, the Town would assume an additional Liability exposure associated with those operations. In the event of an injury claim, such as a slip-and-fall incident, it is likely that both the Town and the Library would be named in any legal action.

The broker further advised that municipal liability coverage would generally respond to claims arising from snow removal activities, subject to policy terms and conditions, and the permission or confirmation from the Town's liability insurer may be required prior to providing such services.

While this exposure is not substantially different from snow clearing activities, currently performed on municipal properties, it does represent an additional operational risk associated with service delivery. Snow removal activities inherently carry extra liability exposure.

Options

Options	Advantage	Consideration
1. Maintain Existing Arrangement	- No additional Municipal Workload -No additional Liability	- Library continues to bear snow removal costs - No Financial Relief provided
2. One Time Financial Assistance	- Addresses immediate financial concerns of Shelburne Library building Association - No Service Obligations	- May generate requests in future for similar assistance
3. Permanent Municipal Service Delivery	- Long term Certainty	- On going operational commitment for the Town

Options	Advantage	Consideration
	-Reduces Library Building Association's, annual operating costs	- Potential Impacts to Public works service levels, during snow events -Establishes precedent for future requests, from non municipal owned properties.

Recommendation

Given the additional financial burden on the Town by accepting this responsibility and creating an expectation to accept similar assistance by other organizations. Staff raise the following recommendation:

THAT council maintain the existing arrangement with the McKay Memorial Library and to not take on snow plowing services as request.



SHELburne VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880

SHELburne NS Document # 026-170	
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Mayor, Councilor's and CAO

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

Total number of calls for service: 13

Calls for service within the Town: 6

Calls for service in the Municipality of Shelburne protection area: 7

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL	1	2
MOTOR VEHICLE ACCIDENT	1	3
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST	2	1
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE	1	
SMOKE CONDITIONS		
PROPANE FIRE		

DEREK MACKENZIE, FIRE CHIEF

ALLEN ALLISON, DEPUTY CHIEF

MIKE SHAND, PRESIDENT

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