



TOWN OF SHELburne

REGULAR MEETING OF COUNCIL

October 5th, 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 21st, 2026

4 Proclamations and Announcements

- a) Women's History Month- October
- b) World Mental Health Day- October 10th, 2026
- c) Fire Prevention Week- October 4th- October 10th, 2026
- d) Pregnancy and Infant Loss Awareness Day- October 15th, 2026

5 Presentations (Visitor Information Centre Tender)

- a) Presentation- Thomas Traplin
- b) Presentation- Brandy & Philip Rafuse- "The Happy Bubble"
- c) Presentation- Heidi Hudberg- "S.H.O.A.L"
- d) Presentation- Brendan Pippy

6 In Camera Session

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

7 Correspondence

Action:

- | | |
|--|---------|
| a) Shelburne Historical Society- Cox Parking Lot | D26-171 |
| b) Shelburne County Museum- Letter of Support | D26-172 |

Information: NONE

8 Council Items

- | | |
|---|---------|
| a) Shelburne County Museum/ Visitor Information Centre Statistics- September 2026 | D26-173 |
|---|---------|

9 Committee Reports

- | | |
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| a) Audit Committee Minutes- June 15 th , 2026 | D26-174 |
|--|---------|

10 Staff Reports

a) 2026/27 Tax Sale Proceedings	D26-175
b) Surplus Land Policy	D26-176
c) Visitor Information Centre- TOS2026-004- Summary of Bids	D26-177
d) Council Motion Tracking Report- Quarter 1 (Jan-Mar 2026)	D26-178
e) Bylaw Officer Report- August 2026	D26-179
f) SVFD Report- September 2026	D26-180

11 New Business

12 Upcoming Meetings/Events

- a) Nova Scotia Giant Pumpkin Festival & Regatta, October 9th-10th, 2026, Dock Street
- b) Next Council Meeting, October 19th, 2026, 6pm, Council Chambers, 63 King Street

13 Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
September 21st, 2026

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Manager of Finance In-Training, Jennifer Perry
Administration & Human Resources Coordinator, Daniel MacKay

Regrets

Councillor Therese Cruz

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 agenda for the September 21st, 2026, Council Meeting.

Ringer – D. Acker

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the Regular Town Council Meeting held on September 8th, 2026.

E. Acker - Ringer

MOTION CARRIED

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

Delegations/Presentations

a) Guest Speaker- Staff Sgt. Jeff LeBlanc, Shelburne RCMP

Council welcomed Staff Sgt. Jeff LeBlanc, who introduced himself and discussed his priorities for policing in the community. Staff Sgt. LeBlanc has been in the area for seven weeks and brings 23 years of policing experience, beginning with the military, followed by Halifax Regional Police and the RCMP.

He identified strong public service, communication, and access to information as key priorities, with a focus on building trust within the community. Other priorities include crime reduction, public safety, drug and traffic enforcement, and increasing officer visibility through more regular patrols. He noted that a stronger police presence in the community can help deter and reduce crime.

b) Guest Speaker- Shawna Symonds- Senior Safety & Services Coordinator

Council welcomed Shawna Symonds, Senior Safety & Services Coordinator, who provided an overview of the program and services available to residents. Mrs. Symonds has been with the program for 16 years and works in partnership with the RCMP to help local seniors remain safely and independently in their homes. She is based at the Municipality of Barrington office and works from the Shelburne RCMP Detachment.

Mrs. Symonds noted that approximately 44% of Town residents are over the age of 55. In 2025, the program received 537 referrals, including 96 from the Town of Shelburne. Services included 57 wellness checks with the RCMP, 109 home safety visits, 198 safety supports and referrals, assistance with 306 forms and applications, and support for 158 housing-related needs.

The program also provides educational workshops, free income tax assistance for eligible low-income residents of all ages, senior socials, support for vulnerable residents, and emergency preparedness resources. In 2025, 653 meals were delivered throughout Shelburne County by volunteers, RCMP members and elected officials, providing both meal delivery and an opportunity for wellness checks. Mrs. Symonds also discussed the Vial of Life program, which she plans to update in the coming year.

Correspondence

Action: NONE

Information: NONE

Council Items

a) Shelburne County Museum/ Visitor Information Centre Statistics- August 2026

b) Notice of Motion- March 31st, 2026- Financial Statements

THAT Council approve the Financial Statements for the 2025/26 fiscal year ending March 31st, 2026

AND THAT Council approve the transfer of \$88,795.89 from General Operating to General Operating Reserve which represents the surplus for the General Operating year ending March 31st, 2026

D. Acker – E. Acker

M26-095

MOTION CARRIED

c) Scatter Garden- Pine Grove Cemetery

THAT Council direct staff to look into a Scatter Garden at Pine Grove Cemetery and report back.

D. Acker – E. Acker

M26-096

MOTION CARRIED

d) Arena Parking Lot Upgrades- Local Contractor Donation

Committee Reports

a) Shelburne Port Committee Minutes- January 16th, 2025

b) Shelburne Port Committee Minutes- May 1st, 2025

c) Shelburne Port Committee Minutes- January 22nd, 2026

Staff Reports

a) Electrical Transmission Infrastructure in South West Nova Scotia

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

E. Acker - Ringer

M26-097

MOTION CARRIED

b) Fire Department Training Facility

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

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

Council by the end of October

E. Acker - Ringer

M26-098

MOTION CARRIED

c) McKay Memorial Library- Snow Removal

THAT Council maintain the existing arrangement with the McKay Memorial Library and to not take on the snow plowing services as requested

E. Acker – Ringer

M26-099

MOTION CARRIED

d) SVFD Report- July 2026

The above report is for information only.

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

THAT Council go in-camera at 7:23pm for matters under MGA 22 (2) (g) legal advice for solicitor-client privilege and MGA 22 (2) (g) legal advice for solicitor-client privilege

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 7:55pm. 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

- Attended the Region 6 meeting in Liverpool on September 11, where municipal units discussed concerns regarding solid waste sorting and violations. Circular Materials is constructing a recycling depot in Burnside that is expected to receive recyclables from across Nova Scotia beginning in July 2027. Concerns were also raised regarding sharps being found in household garbage, with residents reminded that free sharps containers are available through pharmacies.

- Attended a Leadership Meeting on September 16, where discussions included proposed electrical transmission lines and their potential impacts on municipalities, as well as the new policing model and how it may affect municipal units. Recent flooding in

Richmond County was also discussed, including damage to more than 100 culverts, highlighting how quickly emergencies can occur. Deputy Mayor Acker noted the availability of the NS Alert app.

- Attended the Western Counties Regional Library Board meeting, which included a session with Davis Pier, the consulting firm conducting a study of library services. Financial pressures were discussed, including the use of \$225,000 from library reserves to balance the previous year's budget. Reserves will not be used for this purpose in 2026/27, and library funding has not increased since 2020. An online survey is available for residents to provide input on priorities for library services. Elected officials and CAOs have also been invited to a private session on October 28 to provide feedback.

Councillor Ringer

- Noted that Roseway Hospital is one of four rural hospitals that has experienced significant closures this year, with the emergency department closed more often than it has been open.

- He advised that the arena is in the process of installing the ice and is expected to open by the end of the month. He thanked the many volunteers who helped complete the new, modernized canteen.

- Councillor Ringer also reminded residents that with cooler weather approaching, fireplaces and woodstoves should be properly cleaned and maintained before use.

Councillor D. Acker

- Discussed the RCMP's new policing model and suggested that consideration be given to using a portion of available funding to purchase speed radar signs.

Mayor Jacklin

- Noted that flooding had occurred at the mall parking lot. Public Works investigated and determined that a beaver dam was restricting water flow. The issue will be addressed to restore proper drainage and water flow.

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, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of September 8th, 2026, be adjourned at 8:08pm.

E. Acker

**Jessie Dyer
Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

[Faint, diagonal watermark text reading "BOROUGH OF ..."]

Shelburne Historical Society

Société historique de Shelburne



14 September 2026

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

Dear Mayor Jacklin and Council,

On behalf of the Board of Directors of the Shelburne Historical Society, I am writing to advise that after careful consideration, the Society has made the decision to divest itself of one of its holdings on Shelburne's waterfront, the Blacksmith Lot at 14 Dock Street, at the corner of Ann Street.

The lot, commonly referred to as the Cox Warehouse parking lot, is used as public parking year-round and food vendor space during Town festivals. We believe it would make more sense for the Town to own it and would therefore like to offer it to the Town at no cost. The Property Identification Number is 80150543, the Assessment Account Number is 02167328 and the lot measures 7,535 square feet.

We are amenable to effecting this property transfer at the Town's earliest convenience. Thank you for your consideration.

Yours sincerely,

Jay Pilzer
President
Shelburne Historical Society

Document #	
D26-171	
Rec'd by JD	
Date Sept. 12/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

P. O. Box 39, 20 Dock Street,

Shelburne, Nova Scotia BOT 1W0

info@shelburnemuseums.com

www.shelburnemuseums.com

FW: Letter of Support

From Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>

Date Thu 10/1/2026 3:48 PM

To Jessie Dyer <Jessie.Dyer@shelburnens.ca>

 1 attachment (15 KB)

Suggested Ltr of Sp - Town.docx;

Document #	
D26-172	
Rec'd by	
JD	
Date	
Oct. 1/26	
COPIES TO:	
Council	☒
Agenda	☒
Committee	☐
	☐

From: Suzanne Mahaney <shelburnemuseums.mgr@gmail.com>

Sent: October 1, 2026 1:07 PM

To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>

Subject: Letter of Support

CAUTION: This email originated from an external sender.

Hi Sarah. As you are no doubt aware, we plan to build an extension on the Shelburne County Museum. It has been suggested by ACOA that the extension would be a good project to receive some funding. To that end, I was wondering if the Town would be willing to provide us with a letter of support to include with our ACOA application. To hopefully make it easier, I have prepared a suggested letter for signature, which will give you the details of the funding stream. Please feel free to make any changes!

Thank you -

Suzanne Mahaney

Manager

Shelburne's Museums by the Sea

902-874-2967

shelburnemuseums.mgr@gmail.com

DRAFT LETTER OF SUPPORT FROM TOWN OF SHELBURNE

The Town of Shelburne offers its enthusiastic support for the Shelburne Historical Society's application to the Atlantic Canada Opportunities Agency for financial assistance under the Local Impact Stream as part of the Build Communities Strong Fund.

As the caretaker of Shelburne County's history and heritage, the Shelburne County Museum is also responsible for the collection and protection of the County's artefacts for future generations. The construction of an extension to the Shelburne County Museum will provide museum-grade storage to house 25,000+ artefacts at one climate-controlled, secure and easily accessible location. Funding through the Local Impact Stream will allow the Shelburne Historical Society to better ensure the preservation and interpretation of Shelburne County's history and culture.

This past year, the Town's Visitor Information Centre (VIC) was successfully relocated to the Shelburne County Museum and operated by museum staff. Consequently, the VIC was able to provide tourism as well as historical information to a high number of visitors five days per week over a five-month period. However, this increase in visitors to the museum resulted in a strain to the one restroom currently at the facility. The proposed extension will add a much-needed second washroom to the museum and will also make both washrooms easily accessible to the VIC.

We heartily endorse the Shelburne Historical Society's application and are pleased to provide this letter of support.

Document #	
D26-172.	
Rec'd by	
Date	
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Committee	

STATISTICS – SEPTEMBER 2026 **SHELBURNE COUNTY MUSEUM / VISITOR INFORMATION CENTRE**

1,207= total visits
 - 123 = within Shelburne County
 1,084 = outside Shelburne County

Visitor breakdown:

123	Shelburne County
184	Other NS
16	NB/PEI/NF
68	QC
177	ON
116	Western Canada
14	NWT
225	USA
114	International
170	Cruise Ship Pax – 9 Sep

Demographic breakdown:

824	> 65
321	25 – 64
28	18 - 24
34	< 17

Document #	
D26-173	
Rec'd by	
JD	
Date	
Sept. 29/26	
COPIES TO:	
Council	☒
Agenda	☒
Committee	☐
	☐

1. Traditionally, numbers have decreased significantly in Sep, so it's surprising to have had so many visitors this time of year. Our highest number of visitors in Sep was from the US, with Nova Scotia coming in second.
2. We have been amazed at the number of visitors to the museum and VIC this year. From 5 May – 26 Sep, we have greeted 5,556 visitors – no wonder we're tired!
3. The Shelburne County Museum and Visitor Information Centre are closed for the season effective 26 Sep, so this will be our last report for 2026.

We would like to thank the Town of Shelburne for trusting us with the Visitor Information Centre. It has been a positive and satisfying experience, not only in being able to give a proper Shelburne welcome to visitors and directing them around the County, but also by bringing additional visitors to the museum complex. Following the budget cuts earlier this year, the increase in visitor numbers to the complex has generated needed operational revenue through museum admissions and gift shop purchases.

We look forward to this continued collaboration with the Town and to welcoming visitors again to the VIC in 2027.



Shelburne Audit Committee

June 15, 2026

5:00 – 6:00 p.m.

Document #	
D26-174	
Rec'd by JD	
Date Sept 24/26	
COPIES TO:	
Council	☒
Agenda	☒
Committee	☐
	☐

Minutes

Present:

Chair: Mayor, Stanley Jacklin

Town Council: Elizabeth Acker, Donald Acker, Therese Cruz and Sheldon Ringer

Town CAO: Sarah Mattatall

Finance Manager: Jane Crowell

Finance Manager (in-training): Jennifer Perry

Public Representative: Bruce Bennett

Regrets:

None

1) Call to Order (Chair Mayor Stanley Jacklin)

The meeting was called to order at 5:02 p.m.

2) Approval of Agenda

THAT the Agenda of the Town of Shelburne Audit Committee for June 15, 2026 be approved.

Mover: Elizabeth Acker, Seconder: Sheldon Ringer

3) Approval of Minutes from March 16, 2026

THAT the Minutes of the Town of Shelburne Audit Committee be approved.

Mover: Donald Acker, Seconder: Sheldon Ringer

4) Committee Items:

a) Council / CAO Expenses and Hospitality Review 2025/26 (4th Quarter Review)

4th Quarter Review (January - March 2026)

Mayor Stanley Jacklin

\$41.02 - Business cards

Deputy Mayor Elizabeth Acker

\$137.27 - Leadership meeting, Western
Counties Library meeting

Councillor Donald Acker	Nil
Councillor Sheldon Ringer	Nil
Councillor Therese Cruz	\$133.22 - Business cards, Eastern Shelburne County official meeting
CAO Sarah Mattatall	\$832.17 - Leadership meeting, cell phone expense, Emergency Management meeting
Hospitality Expense	\$514.39 - Amalgamation meeting, CAO/Mayors/Wardens meeting

THAT the Audit Committee accept the 4th Quarter Council & CAO Expenses and Hospitality Expenses as presented for information.

b) Finance Manager General Update

An initial meeting was held with the Auditor to discuss timelines and procedures for the upcoming audit. Audit preparation will be a priority for staff over the coming week, as progress has been delayed due to other operational priorities. Once audit preparation is complete, the auditors will begin their preliminary off-site work, with on-site fieldwork scheduled for July.

General

The General Operating Fund is projecting a surplus of approximately \$69,948. Following year-end adjustments, corrections, and audit entries, a small operating surplus is anticipated.

Water Utility

The Water Utility Operating Fund is projecting a surplus of approximately \$1,983. Following year-end adjustments, corrections, and audit entries, a small operating surplus is anticipated.

Marine Terminal

The Port Authority Operating Fund is projecting a deficit of approximately \$287,017. This reported deficit is largely attributable to the Reserve Account currently being included within the Port Authority Operating Fund assets.

Following discussions with the Auditor, the Reserve Account will be established as a separate fund for financial reporting purposes. It is believed the current structure was originally implemented to facilitate frequent transfers from the Reserve Account to the Operating Fund to cover operational expenditures.

The Port Authority Trial Balance reflects an accumulated surplus of \$896,047.66 at year-end. After accounting for the projected 2025/26 operating deficit of \$287,016.88, the remaining accumulated surplus is projected to be \$609,030.78.

The Reserve Account balance as of March 31, 2026, is \$313,010.84. Once this balance is removed from the Port Authority Operating Fund and reported separately, the Port Authority's accumulated surplus will be approximately \$296,019.94.

Cemetery

The Cemetery Fund is projecting a deficit of approximately \$1,487. Following the completion of year-end adjustments, corrections, and audit entries, a small operating surplus is anticipated.

THAT the Audit Committee accept the Finance Manager's General update for information.

5) Old Business:

Investigation for separation of the Shelburne Marine Terminal from the Town of Shelburne into its separate entity.

The CAO provided an update regarding the potential separation of the Shelburne Marine Terminal from the Town of Shelburne. The Committee was advised that contact had been made with Greg Shay, Port Manager for the Port of Yarmouth, and that he has been invited to attend a future Port Committee meeting to share information and insights. The purpose of the meeting will be to assist the Committee in gathering information and evaluating the potential benefits, risks, and implications of a separation. The CAO will continue to investigate the matter and provide additional information as it becomes available.

6) New Business:

None

7) Next Meeting Date:

Next Meeting is scheduled for Monday September 21st, 2026 at 5:00 p.m. in Council Chambers

8) Adjournment:

Meeting adjourned at 5:22 p.m.

Mover: Elizabeth Acker



COUNCIL REPORT – FOR DECISION

Document #	
D26-175	
Rec'd by	
JD	
Date	
Oct. 21/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	—

Subject: 2026/27 Tax Sale Proceedings
Date: October 1st, 2026
Council Date: October 5th, 2026
Prepared By: Jennifer Perry, Manager of Finance in Training

Purpose

The purpose of this report is to update Council on the Tax Sale proceedings for the fiscal year 2026/27 to be held Thursday March 25th, 2027.

Background

Pre-Tax Sale Notices were prepared and mailed out August 20th, 2026, to all property owners in arrears of taxes for the two preceding taxation years (2024/25 and 2025/26) and prior as per the Town of Shelburne Tax Sale Policy adopted December 3, 2015. Property owners were advised to pay the 2024/25 Taxes and all interest outstanding to halt the Tax Sale process or make payment arrangements. Notices were mailed for thirty-five (35) properties. As of October 1st, 2026, one property has entered into a payment arrangement and there are sixteen (16) properties remaining on the Tax Sale List.

Analysis

The following properties are marked for Tax Sale:

(Amounts outstanding as of October 1, 2026.)

2545092 Nova Scotia Ltd.	03739961	60 Ann Street	\$4,368.62
Arenburg, Douglas W & Marion Jeffrey	00109088	75 Harriet Street	\$3,387.09
Buchanan, David Samuel	02504197	70 Thomas Street	\$4,511.45
Buchanan, William ET AL	00525898	68 Thomas Street	\$4,267.66
Crowell, Sara A	04857038	2 Hammond Street	\$2,299.92
Enslow, Rhoda & James Wamback	01884743	3 Second Street	\$1,528.66
Farmer, Christina Marie	06396607	4 Prince Street	\$2,770.19
Farmer, Jason James Raymond	01460498	2 Prince Street	\$4,961.68
Godbout, Robert	01885669	Bulkley Street	\$1,129.92
Hallett, Sara & Kyle Hemeon	08415838	246 Cornwallis Street	\$11,048.61
Hinerman, Thomas Charles	01820958	Carleton Street	\$76.24

Jackson, Celeste M.	02176327	20 Ohio Road	\$6,329.21
Levy, Stephany & Jordan Oickle	10323861	2 Harding Blvd.	\$1,461.85
Rose, Beatrice Marie	04045726	6 Harding Blvd.	\$1,432.32
Swansburg, Linda	08429448	173 Clements Street	\$1,423.77
Swim, Anne Amassa	02577941	123 Harriet Street	\$6,763.13

Some of the properties listed above are expected to be removed as the tax sale process progresses. A property may still be brought up to date and removed from the tax sale list if all outstanding taxes, legal fees, and related expenses are paid before the sale.

Attached is a copy of the notice that was mailed to residents advising them of the changes to the Tax Sale Policy, which will take effect on April 1, 2027. The purpose of the notice is to ensure residents are aware of the upcoming policy changes and to provide information that may help mitigate the financial impact of these changes. The notice has also been posted on the Town's website and Facebook page.

Recommendation

THAT Council approve the above properties marked for tax sale.

Updated: October 2, 2026

						\$	57,760.32
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TOWN OF
SHELBURNE
NOVA SCOTIA

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

Important Notice – Tax Sale Policy Changes

On May 19, 2026, the Town of Shelburne amended its Tax Sale Policy. Effective **April 1, 2027**, any property that is in arrears of taxes for one (1) preceding taxation year shall be placed on the tax sale list as soon as possible after June 30th of the following taxation year.

This means that **after June 30, 2027**, any property with unpaid taxes for the **2026/2027 taxation year or any earlier taxation year** will be placed on the **2027/2028 Tax Sale List**.

To help minimize the impact of the Town's amended Tax Sale Policy, the Town of Shelburne is providing advance notice to property owners whose accounts are currently in arrears. This notice provides an opportunity to make payment arrangements or bring accounts up to date before the policy takes effect.

If you have questions about your account or would like to discuss payment options, please contact the Finance Department.

For more information regarding the Town's Tax Sale Policy, please visit the Town's website at <https://shelburnens.ca/policies.html>



COUNCIL REPORT - FOR INFORMATION

Subject: Surplus Land Policy
Date: October 1, 2026
Authority: MGA s 50, 51, 315
Council Dates: October 5, 2026
Prepared by: Mike Kahn, Director of Planning and Development

Document # D26-176	
Rec'd by JD	
Date Oct. 1/26	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Purpose

On April 28, 2026, Council directed staff to create a Surplus Land Policy. This is in response to requests for sale of Town lands, including unopened streets.

Background

Over the past several decades the Town has sold various parcels of land ranging from properties obtained due to taxes being in arrears to historically owned properties such as unopened street right of ways. The process for the Town to sell land varies depending on the type of land and if the land is proposed to be sold at market value.

There has also been great interest in the purchase of unopened right of ways adjacent to existing residents' land. However, there are also multiple instances where a private building is on Town land, such as unopened right of ways. The majority of these instances are the result of surveys being completed after building had been built.

The parcels of land vary in size and value. Some parcels owned by the Town could have value, others, such as portions of unopened street right of ways, could have a value less than the cost of surveying and selling the land. There are also opportunities to leverage some Town owned land to increase the supply of housing, both affordable and market housing.

The Town has previously sold unopened streets; however, this appears to have been competed on a case by case basis over many years, without consideration of future growth or existing infrastructure.

Cross Jurisdictional Research

Staff reviewed the surplus land policies for the Municipality of District of Shelburne, Municipality of District of Barrington, Town of Yarmouth and Town of Bridgewater. The draft policy is largely in keeping with those other municipalities, with the notable exception of unopened streets, where the Town appears to be unique within Nova Scotia in having a significant amount of land set aside for unopened streets.

Future Growth and Infrastructure Needs

Current population projections, from the Town's Municipal Planning Strategy, for the Town show growth, but not significant growth. The current Municipal Planning Strategy and Land Use Bylaw contain

policies to encourage new development near existing infrastructure, reducing the need for unopened streets.

Some unopened streets may be required to support growth, but many more could be sold, especially where the street in question is already fragmented. For example, Cornwallis Street has three segments, and those segments are already separated by private land, complicating extensions to the street and its ability to handle traffic, as smaller segments with more turns can slow traffic. Conversely, Clements Street is nearly complete from Prince Street to Big Rock Road, just beyond Transvaal Street, and there are no privately owned parcels preventing an extension.

Stormwater management, and drainage ditches will be a concern. As land is developed, even at low density (ex. single unit homes) it is likely to increase runoff, plus the impacts of climate change. Further work on determining stormwater needs in the Town is recommended and may be required prior to selling lands that may be needed to expand stormwater infrastructure.

Unopened streets containing sewer and/or watermains will not be available for sale due to the complexities in maintaining subsurface infrastructure on non-Town owned land, however the Town could consider reducing the unopened street width in some cases to still allow access but also make a modest amount of land available. This would be addressed on a case-by-case basis.

Analysis:

As outlined above, there is considerable interest in Town land, but also variation in the sale type (market v. non-market), the cost of land sales (surveying), to the lot size and intended land use.

For lands where an existing building extends onto an open and active street, the Town may consider an encroachment agreement instead of a land sales.

The draft policy (Attachment 2):

- Enables the Town to accept and process unsolicited offers to buy Town land, including unopened streets;
- Allows Council to declare land surplus, select a method of sale and criteria for the sale;
- Outlines the process and priorities for land sales;
- Clarifies costs and pricing;
- Outlines the considerations, such as existing infrastructure and future growth;
- Provides Council with the ability to temporarily limit unsolicited land sales;
- Limits a person or company to being part of one buyback agreement, preventing land from being bought up by a single entity; and
- Provides a transparent and accountable process for determining if land is surplus and selling that land.

Land Sale Process

The process for the Town to sell land is covered by the MGA, sections 50 and 51, street closures are governed by section 315. For non-market sales, and/or street closures, the Town must advertise the sale of land and/or street closure on its website 14 days prior to a mandatory public hearing.

For sale at market rates, the MGA does not require a public hearing.

Both market and non-market sales may require a survey to determine the lot boundaries, adding further complexity and cost. There may also be a need for the Town to hire an appraiser to determine the value of the land. Should the Town retain an appraiser, and the land is being sold for \$10,000 or less under market value, the Town may choose not to hold a public hearing. However, if there is no appraisal, staff recommend proceeding as if the land was below market value to ensure the MGA is adhered to. Lastly, there are legal fees involved with the conveyance of land.

For unsolicited offers, the interested party would fill out a form requesting the land be considered for sale. Staff would determine if the parcel is available, in that it does not contain infrastructure or is needed for future growth. If the land is available the interested party would be required to complete an agreement of purchase and sale, including deposit, prior to the Town retaining surveyors and other professionals who are involved in the land sale.

The Town would then engage relevant professionals to undertake work needed to prepare the land for sale. Staff would start the legislative process(es) to sell the land that could include public notices and public hearings, which are required for closure of unopened streets and non-market land sales. Staff would bundle properties together for approval by Council.

Following approval by Council, staff would work to complete any outstanding approvals, such as subdivision approval, and convey the lands to the purchasing party. This process may take months, and closing dates in the agreement of purchase and sale would reflect that.

Council Initiated Land Sales

Under the proposed policy, Council could declare a parcel of Town land surplus and determine if it is to be sold at market rates or non-market rates, and provide criteria for consideration when looking at a specific land sale.

The use of criteria is intended to help with comparing benefits from the sale that easily quantified, such as the sale price, and those that are less easily quantified, like community benefit. This information could also help potential purchasers determine if their intended use aligns with the Town's.

Market Sales compared to Non-Market Sales

There are broadly two routes for land sales under the MGA; either at market rates or below market rates.

Market Rate

Sale of Town land at Market rates does not require Council approval under the MGA. Market rates are typically determined by an appraiser. However, retaining an appraiser raises the cost to sell the land.

Non-Market Sales

Non-market sales, that is sales below market value, require public notice and Council approval. Staff are recommending sale at either market rates, or non-market rates plus base costs. Base costs refer to the cost of surveying, appraising, preparing legal documents and other costs associated with the sale of land. Lands to be sold for base costs are not expected to generate revenue of the Town from the sale of the land.

	Pricing	Public Hearing	
Existing Structures	Base Costs	Yes	
Affordable Housing	Base Costs	Yes	
Development	Market Rate	No*	
Other	Market Rate	No*	

*Public hearing required for closing of streets.

Potential Town Owned Surplus Lands

Prince Street PID 8014931– The Town bought back lands on Prince Street in July of 2026. This property could be declared surplus and be one of the first to be considered under the draft surplus land policy.

Ohio Road PIDs 80140361 and 82583345 – The proposed hotel buyback expires on January 31, 2027, and the development permit for the hotel lapses February 12, 2027. Both could be extended; a future Council report will be prepared on that property and the potential buy back or extension of the buyback agreement and development permit.

There are additional properties that may be owned by the Town; however, the ownership is unclear. Most of these lots have either been owned by the Town for many decades, or have come to the Town through tax sales, where the previous landowner may not have had clear title to their property. Resolving historical titles is a related but separate project.

Staff and External Resources

There is the potential for significant interest in the purchasing of Town lands, especially unopened right of ways. Staff may bring forward an RFP to retain additional resources to assist in the land sale process, those costs would be included in the price of the lands to be sold.

Financial Impacts

The sale of unopened streets is not expected to generate significant revenue for the Town, either from the sale directly or through future assessment and taxation on currently untaxed lands. This stems from the small size of the lots limits the assessed value, and lower probability the land will be developed given the unopened streets smaller lot sizes. The Town would receive more revenue from the sewer fee, which is charged per lot. Where the former unopened street and an adjacent lot are have the same owner, those lots could be consolidated (combined), reducing the sewer fee.

The sale of other Town lands may be finically beneficial, not only from the sale of the land but also potentially form increased assessment leading

Proposed Implementation Timeline

Given the expected high interest in land sales, staff recommend postponing some land sales until a sales process is well established.

Fall 2026 – Review draft, approve final policy and prepare for lands sales (look at RFP to retain surveyor/appraiser as needed).

Winter-Spring 2027 – Contact persons who had expressed interest in Town land to confirm interest, and take new names as needed

Begin processing land sales where there are existing buildings on Town land and those related to development (if any).

Spring 2027 – Request initial funding from Council as part of Budget 27/28; issue RFP for contractor to oversee land sales for unopened right of ways and other land sales as needed.

Once contractor is retained, the Town would be open to all unsolicited land sales, including those for unopened streets not affiliated with development or an existing private structure.

Summer-Winter 2027/28 – Contractor and staff work to sell lands.

Spring 2028 – Provide report to Council on status of land sales.

Recommendation - Next Steps

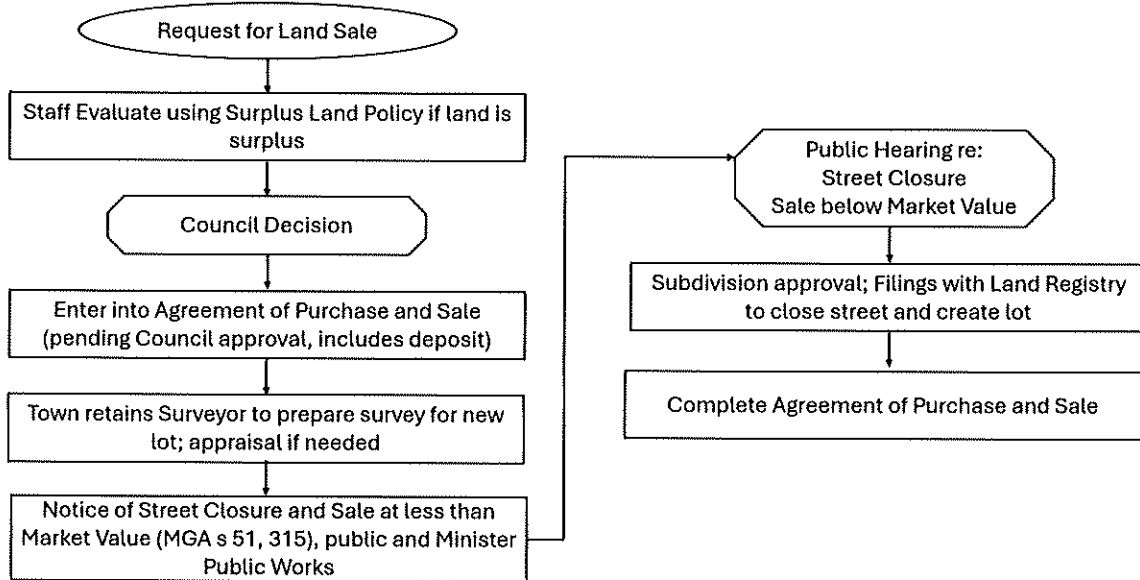
The attached Surplus Land policy is a draft for Council and public comment. Following review and revisions, the next steps would be for Council to formally approve the policy at the next Council meeting.

Attachments

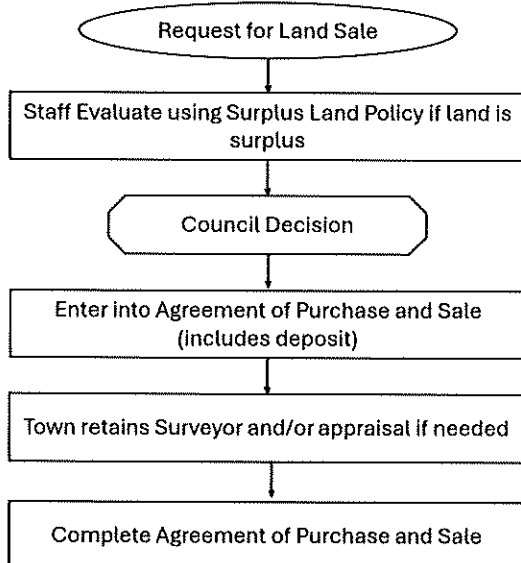
1. Process Flowcharts
2. DRAFT Surplus Lands Policy

Attachment 1

Land Sale Process – Unsolicited, Non-Market Rate & Street Closure



Land Sale Process – Unsolicited, Market Rate



Assumes no subdivision or street closures

Attachment 2

Surplus Lands Policy - DRAFT

Purpose

To establish a fair and transparent process for at market land sales, that maximize value, and less than market sales that maximizing community benefit, including unsolicited land sale requests.

Scope

All Town owned lands and buildings.

Definitions

Base Costs means the cost of transferring lands, including surveying, conveyance, and other legal fees.

Deposit – a deposit held by the Town against a future land purchase.

Development includes any erection, construction, alteration, replacement or relocation of or addition to any building and any change or alteration in the use made of land, buildings or structures.

Council means the Town Council for the Town of Shelburne

Infrastructure means any one or all of: wastewater pipes, pumps, plants; water pipes, pumps, reservoir, plants; stormwater ditches, pipes, ponds, outfalls; streets; traffic controls; signs; sidewalks; and/or trails.

MGA means the Municipal Government Act.

Private Structure means a building, including accessory structures.

Conflict of Interest

Elected officials, the Chief Administrative Officer or the spouse of an elected official or the Chief Administrative Officer are not permitted to purchase municipally owned property that has been deemed surplus to the needs of the Town.

Determining if Surplus

Lands to be declared surplus must not contain Town infrastructure and includes consideration of space and access required to maintain said infrastructure.

Timing

Council may, by motion, direct staff to temporarily hold the processing of unsolicited requests for land sales.

Buyback Agreements

The Town may choose to require lands that are to be sold for development, including affordable housing, be subject to a buyback agreement, where the purchaser agrees to resell the land to the Town if development is not completed by a certain date, at the same or lower price the land purchased from the Town.

No person or company who is part of a buyback agreement with the Town may enter into another buyback agreement for a different property, unless otherwise authorized by Council.

Town Declares Lands to be Surplus

Council may declare lands surplus to the needs of the Town and direct staff to sell the land. Council may also direct staff to consider other factors as part of the land sale, including how to compare market price with community benefit.

A Council initiated process is intended for two different circumstances: where Council feels a lot is surplus but not needing special consideration, and those lots that do need special considerations. Special consideration may refer to the local landscape, views, water access, maintaining heritage elements, providing a public or community service.

As part of a Council initiated declaration of land being surplus, Council may direct staff to have special consideration for certain elements and may direct staff and/or potential buyers to other procedural steps, such as public engagement.

Unsolicited Offers

Existing Private Structures

Where there is a structure that has existed since September 1, 1988, and is sited, in whole or in part, on an unopened street, that landowner may apply to the Town to purchase a portion of that unopened street.

The Town will consider these requests as non-market, plus Base Costs.

Persons interested in purchasing unopen streets with a private structure must provide:

- An outline existing building, including estimated construction date of the existing building, the street to be closed.

For Affordable Housing

Where a person or company wishes to purchase Town land for use as affordable housing, the Town will consider sale as nonmarket, plus Base Costs, potentially subject to a buyback agreement.

Eligible projects are required to:

- Provide details on how they meet the need for affordable housing, including alignment with Town policies on Affordable Housing.
- An outline of the proposed development, including:
 - timelines for construction;
 - any planning and development approvals that would be required;
- Proposed sale price
- Any special conditions of sale, such as a proposed buyback

For Development (general)

Where a person or company wishes to purchase Town land for development, the Town will consider sale for market rates, potentially subject to a buyback agreement.

Those interested in purchasing Town land for development must provide:

- An outline of the proposed development, including:
 - timelines for construction;
 - any planning and development approvals that would be required;
- Proposed sale price
- Any special conditions of sale, such as a proposed buyback

Other Land Purchases

Where a person or company wishes to purchase Town land without a specific purpose, the Town will consider sale at market rates on a non-priority basis.

Where a person wishes to purchase Town land, that person must provide:

- Proposed sale price
- Any special conditions of sale

Process for Council Directed Land Sales

The process for land sales directed by Council may follow a process determined at the time the lands are declared surplus, and direction given to staff and may include:

- Sale by Real Estate Agent – The Town would retain a real estate agent to sell the property

- Request for Proposals – The Town would consider proposal for a property, and may include additional elements, including but not limited to public engagement, presentations to Council, requests for land trades and/or requirements to improve the lands/infrastructure.

In the absence of any direction on process, staff will use the process for unsolicited offers, with the exception of the initial Council review step.

Process for Unsolicited offer to purchase Town land

Staff Review

On submission of an unsolicited offer to purchase land, staff will:

- Review the request against this policy
- Determine if the land contains current Town infrastructure, or may be needed for future growth

Council Review

Where the proposed sale was unsolicited, Council review will be required prior to declaring land surplus and entering into agreements for sale, subject to conditions.

Agreement of Purchase and Sale

If Council approves the proposed sale, staff will enter into an agreement of sale that outlines the process leading to sale of the land that may include subdivision approval, street closure, surveying or other work prior to sale. A deposit will be required

The agreement of purchase and sale would also specify the steps necessary to complete the land sale, such as surveying, appraisals, legal review and/or other work needed to sell the land,

The sale would be conditional on other approvals, such as Council approval to close a street. Where Council does not approve the sale of a property, at a later stage, the applicant to purchase the property would be refunded the Deposit for that property.

Approvals and Other Work

Following the completion of an agreement of purchase and sale, including payment of a Deposit, Town staff would, in keeping with that agreement:

- Prepare for a public hearing, if required, including advertisement requirements under the MGA
- Retain necessary services, such as surveying, appraisal, legal and other work needed to sell the land.

Complete Agreement of Purchase and Sale

Once the conditions in the Agreement of Purchase and Sale have been met, staff would work with the purchaser and/or their legal counsel to arrange payment and convey the lands.



COUNCIL REPORT – FOR INFORMATION

Document #	D26-177
Rec'd by	JD
Date	Oct. 1/26
COPIES TO:	
of Bids Council	✓
Agenda	✓
Committee	

Subject: Visitor Information Center – TOS2026-004 – Summary
Date: Sept 29th, 2026
Authority: MGA; Town of Shelburne Surplus Property Policy;
Town of Shelburne Procurement Policy;
Council Dates: Oct 5th, 2026
Prepared by: Daniel MacKay, HR & Admin Coordinator

Purpose

The purpose of this report is to present Council with an update to the proposals received through the Visitor Information Center (VIC) sale process. Staff were directed to review the submissions received and identify a shortlist of proponents for Council presentations, based on merits of the proposal(s) and their alignment with the objectives of the Request for Proposals.

Background:

Council previously directed staff, through Motion M26-080, to re issue the Visitor Information Center (VIC) Request for Proposals with an extended timeline following the initial procurement process, which did not result in any submissions. Numerous addenda were launched through the course of the tender process. The original closing date of Sept 16th had been adjusted forward 1 week to allow Town staff time to answer the more in-depth questions. As of September 23rd, at 3pm, staff received 4 total proposals.

Analysis:

The Tender process for the Visitor Information Center (VIC) reissue, ran from July 14th, 2026, to September 23rd, 2026. During the tendering process, staff allowed for 3 separate tours of the grounds and building.

Bids: Town staff have received 4 independent Proposals, for the Lease/Sale of The Visitor Information Center.

All 4 proponents have been shortlisted, for presentation in front of council. Briefs of the Proponents proposals can be found below, followed by full proposals in Attachment #1 of this report.

Thomas Traplin

Convert the existing VIC into a year-round shared workspace, meeting facility, and business services hub serving remote workers, entrepreneurs, freelancers, home based businesses, non-profits and visiting professionals.

Intended Use: Commercial coworking facility offering desk space, meetings room rentals, professional mailing addresses, printing/scanning services, business support services, and video conferencing capabilities. A visitor information function would also be maintained.

Operational Info: **Year-Round Service:** Year-round operation is a central component of the proposal and is dependant upon completion of insulation, heating and building upgrades.

Open Weekdays during normal business hours. Members receive extended keyless access during mornings, evening and weekends. Meeting Rooms available 7 days per week.

Opening Date: Targeted to be fully operational approximately 180 days following lease award. Soft Opening anticipated between weeks 19-26 following lease award.

Capital Improvements: **Proposed Phase 1:** \$9,000–\$18,000 self-investment for insulation and air sealing, heat pump, and electrical/network upgrades (including commercial internet and video conferencing equipment). In addition, the proponent would furnish and equip the space at their own cost (workstations, seating, printing, access control). These remain lessee property and are not claimed as a credit

Proposed Phase 2: Pricing TBD

Exterior Restoration: Repairs and refresh to exterior cladding, trim, using wood or wood appearance.

Deck or Patio Extension - Exterior seating and work area extending usable season and public appeal, sited to avoid stormwater easement on the property

Notable Features: Only proposal specifically centered initially on creating a year-round commercial operation. Includes significant private investment in winterizing the building and focuses on supporting remote workers, entrepreneurs, and business development within the community.

<u>Rent:</u>	\$300.00/month , payable year-round, with the proponent responsible for utilities, insurance, maintenance, repairs and snow removal.
<u>Sale Price Proposed:</u>	\$25,000.00, minimum , subject to appraisal provisions outlined in the RFP. The proponent proposes that approved capital improvements be credited against the eventual purchase price.
<u>Lease duration:</u>	No specific terms proposed. Seeks a lease long enough to accommodate subdivision, harbour, and title matters, with renewal rights or automatic extension until the property can be sold.
<u>Purchase Option:</u>	Requests a formal option to purchase mechanism rather than a simple right of first refusal. Purchase would occur once surplus declaration and property matters are resolved.
<u>Staff Note:</u>	This proposal presents the strongest commitment toward year-round activation of the VIC property and includes the most clearly defined capital improvement program. The submission offers a monthly lease payment and \$25,000 minimum purchase price but proposes substantial private investment to improve the building's functionality, extend its usable season, and establish a permanent commercial presence on the waterfront. The proposal also maintains a visitor information function and provides public access through meeting room rentals and community use.

S.H.O.A.L.S

(Shelburne Harbour Outdoor Arts & Learning Society)

Establish the former Visitor Information Center, as a seasonal arts education studio and waterfront learning space, focused on Shelburne Harbour. The proposal combines free community programming with paid arts workshops and visitor experiences.

Intended Use: Community Arts studio, waterfront teaching space, youth arts programming, workshops, portfolio development, pop-up events, and tourism focused art experiences. Programming would center on the harbour, marine environment, and local cultural landscape.

Operational Info: **Primarily, June through October.** Applicant-operated arts organization delivering both free and fee-based programming. Programming would be delivered directly by the proponent, with guest instructors engaged as required. Revenue generated would support operating costs and free community programming.

Projected Gross revenue of approx. \$8,000/year from paid programs, intended to be self supporting, with costs covered personally or through funding.

Additional Spring, Fall and potentially off-season programming may occur where demand and building conditions permit.

Opening Date: Proposed: **June 1st, 2027** – *At the latest, subject to any approvals and lease execution.*

Capital Improvements: No Major Capital improvements proposed during the pilot period. Potential future improvements may include improved waterfront access, a small landing/dock area, a curated retail area, and building upgrades to facilitate seasonal extension of winter use.

Notable Features: Strong community benefit approach, arts education focus, free youth programming, harbour themed programming, cultural tourism component, and minimal initial capital requirements. Proposal emphasizes public and educational value, over direct financial return

Rent: **\$0.00/month**, During and initial 12-month Pilot period. In Lieu of rent, SHOALS proposes providing a minimum of \$1,000.00/month in free community programming during the June- October operating

season, representing at least \$5,000.00/annually in community benefit, while assuming all operating costs.

Sale Price Proposed:

Fair Market Value, subject to independent appraisal, inspection, and due diligence following a successful pilot period. No specific Purchase price offered.

Lease duration:

Initial 12-month Pilot Period. No terms proposed beyond the pilot.

Purchase Option:

Following a positive pilot evaluation, the proponent would be prepared to purchase the property at appraised market value. No deductions for future improvements are proposed at this time.

Staff Note:

This proposal is best characterized as a community arts and cultural programming initiative rather than a traditional commercial venture. It offers significant community programming and educational benefits but provides no monthly rent during the pilot period and no defined purchase price, instead proposing a future purchase at market value following a one-year evaluation period. Revenue generation appears secondary to the community and educational objectives of the organization

The Happy Bubble

Establish a family run seasonal tourism destination, combining an ice cream shop, retail gift shop, and showcase for local Nova Scotian Artisans, and Veteran made products. Long Term plans include a waterfront licensed patio experience, featuring “Sun-Downers” and “Boozy milkshakes”

Intended Use: Ice Cream Shop, Gift shop featuring Heartwood & Clay Creations, consignment sales of Nova Scotian veteran made products, and future licensed food and beverage offerings.

Operational Info: Family operated tourism business focused on Dairy treats, arts, craft, consignment showings, and potentially adult food and beverage. Open 7 days a week from May 1st through the of the Giant Pumpkin Festival & Regatta on Dock Street; Hours of operation will be approximately, 11am to shortly after sunset.

Opening Date: May 1st, 2027.

Capital Improvements: Approximately **\$6,000.00** in interior improvements proposed, including retail fit-up, counter construction, painting, Gyproc repairs, and interior reconfiguration. Long Term plans include a licensed patio area and proposed dinghy dock (subject to approvals)

-Requests for the Town (Prior to Purchase): See Conditions below.

Notable Features: Strong tourism focus, support for veteran owned businesses, seasonal waterfront attraction, family-operated model, proposed waterfront activation through licensed outdoor experiences, and potential marine access component. Future potential Dinghy Dock/Boat launch would not be for public access and requires federal approval.

Rent: **\$650.00/month**, commencing December 1st, 2026.

Sale Price Proposed: **\$80,000.00**, subject to inspection, appraisal, final lot configuration, and easement considerations.

Lease duration: **10-year lease**, with option to renew if the Town does not proceed with a sale. Lease would terminate upon purchase of the property.

Purchase Option: Intends to purchase the property when the Town becomes able to sell. Proposal includes professional appraisals before and prior to

the closing to verify value and condition. A second appraisal before closing would reflect the proponents' improvement's

Staff Note:

This submission provides one of the more complete business and financial proposals received, including a defined monthly lease rate (\$650), purchase price (\$80,000), 10-year lease term, target opening date (May 1, 2027), and identifiable building improvements. The proposal presents a traditional tourism-oriented commercial use that aligns with the property's waterfront location while introducing retail, food service, and future hospitality enhancements

Brendan Pippy

Establish a privately owned, tourism focused, visitor information center, serving as the headquarters for a broader hospitality and tourism promotion business. The Concept is intended to support tourism development, visitor services, business promotion, event support, and local economic growth rather than operate as a traditional stand-alone retail business

Intended Use: Revitalized Visitor Information Center with professional tourism staff, office space for the proponent's hospitality company management, promotion of local businesses, sales of local merchandise, souvenir development, paid marketing opportunities, bike/kayak rentals, vending/concessions, visitor support and cruise ship assistance.

Operational Info: Seasonal only. The proponent explicitly notes that the building is not suited for year-round operation and that the focus should be on maximizing seasonal tourism activity. The proposal states and intention to support visitors 7 days a week during peak season. Off season use as storage to support potential e-commerce.

Opening Date: Not specified. Operations would commence once the proponent determines the operation can be run as a net positive for the community and business.

Capital Improvements: No major alterations proposed. Proponent emphasizes preservation of the building and tourism related character of the site. Mentioned interest in exploring a small dock but provided no detailed plan.

Notable Features: Strong emphasis on tourism development, community promotion, retaining local talent, supporting existing businesses, enhancing visitor experiences, and creating a central tourism focused organization for Shelburne.

Rent: TBD- Proponent did not provide a rent figure. Proponent did indicate that any rent paid should be credited from final sale price.

Sale Price Proposed: **Market Value**, less required repairs. Repairs will be identified via Professional Building inspection

Lease duration: Not Specified

Purchase Option: Supports eventual purchase of property but proposes that final pricing reflect required building repairs and deficiencies, identified in the proposed Building Inspection.

Staff Note:

For Council comparison purposes, this submission is primarily a vision and tourism-development proposal rather than a conventional real estate proposal. While it presents a detailed concept and rationale for the future use of the VIC, it does not provide a specific purchase price, rent amount, lease term, opening date, financial projections, or detailed operating budget.

CONDITIONS:

Staff Note: Several submissions contain proposed conditions respecting future purchase pricing, improvement credits, lease structure, and due diligence matters. These conditions have not been reviewed or accepted by the Town and would be subject to further negotiation and legal review should Council choose to proceed with a particular proponent.



COUNCIL REPORT – FOR INFORMATION

Document #	D26-178
Rec'd by	JD
Date	Oct. 11/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: Council Motion Tracking Report – Quarter 1(Jan–Mar 2026)
Date: September 16th, 2026
Council Dates: October 5th, 2026
Prepared by: Jessie Dyer, Executive Coordinator

Purpose

The purpose of this report is to provide Council with quarterly updates on the status and progress of motions approved by Council. This reporting process will support organized and accountable tracking of Council direction, provide transparency on actions completed or underway, and allow Council and staff to discuss progress, next steps, and any outstanding motions requiring further attention.

Council Date: January 5, 2026

Motion #: M26-001

Assignment: N/A

Motion: THAT Council accepts the Region 6 Budget Approval 2026-27 as presented.

Status: Complete

Motion #: M26-002

Assignment: Director of Planning & Development

Motion: THAT Council provides notice of proposed policy amendments to the Public Participation Program Policy with respect to Planning Documents to be considered at the January 19, 2026, Regular Meeting of Council.

Status: Complete

Motion #: M26-003

Assignment: CAO

Motion: THAT Council of the Town of Shelburne approve the engagement of Kevin Latimer, in a joint retainer with the Town of Lockport and the Municipality of the District of Shelburne, to deliver an educational workshop on municipal amalgamation models, governance considerations, and lessons learned from comparable processes.

AND FURTHER THAT Council approves the Town's participation in the cost-sharing arrangement for Mr. Latimer's services, with the total estimated cost of the workshop and

associated preparation being approximately \$10,000, to be allocated among the three municipal units on a population-based formula.

AND FURTHER THAT the CAO be authorized to execute the necessary agreements to give effect to this engagement.

Status: Complete

Motion #: M26-004

Assignment: Director of Planning & Development

Motion: THAT Council directs staff to prepare a workshop on the proposed Municipal Planning Strategy, Land Use By-law and Subdivision By-law for January 13, 2026, and seek public input on the new drafts including a public meeting prior to February 2, Regular Council Meeting.

Notes: Workshop was held on February 2nd, 2026

Status: Complete

Council Date: January 19, 2026

Motion #: M26-005

Assignment: Director of Planning & Development

Motion: THAT Council approve the attached policy: Public Participation Program Policy with respect to Planning Documents

Status: Complete

Motion #: M26-006

Assignment: Director of Planning & Development

Motion: THAT Council directs staff to apply for the Coastal Planning Support Program to assist in the preparation of coastal protection policy updates to Town by-laws, including public engagement on the proposed changes, and approach the Town of Lockeport about a joint application

Status: Complete

Motion #: M26-007

Assignment: CAO/ Executive Coordinator

Motion: THAT Council direct staff to undertake outreach to local community organizations and issue public call for volunteers to identify a community group willing to assume responsibility for coordinating the Guild Hall Summer Art Series, with the Town

continuing to support the initiative through the provision of the Guild Hall facility and financial administrative assistance

Note: Previous committee continuing with the Summer Arts Series

Status: Complete

Council Date: February 2, 2026

Motion #: M26-008

Assignment: Finance

Motion: THAT Council approves the 2026-2027 REMO Operating Budget as presented

Status: Complete

Motion #: M26-009

Assignment: Director of Planning & Development

Motion: THAT Council directs staff to begin the planning document approval process conducting a public meeting on the draft planning documents on February 18th, reporting back to Council at the March 2nd Regular Meeting of Council with a recommendation on first reading of the attached documents

Status: Complete

Council Date: February 17, 2026

Motion #: M26-010

Assignment: Administration & Human Resource Coordinator

Motion: THAT Council direct staff to contact the Canada Summer Jobs program to seek clarification respecting the acceptability of volunteer supervision support in the event funding is approved, and to report back to Council outlining any applicable requirements, conditions, or compliance considerations

Status: Complete

Motion #: M26-011

Assignment: Executive Coordinator

Motion: THAT Council approve the Eastern Shelburne County Equity & Anti-Racism Advisory Committee Terms of Reference

Status: Complete

Motion #: M26-012

Assignment: Administration & Human Resource Coordinator

Motion: THAT Council awards the Tender for Lift Station Upgrades TOS2025-012 to Mid-Valley Construction for \$898,000 plus HST, as the sole bidder

Status: Complete

Motion #: M26-013

Assignment: CAO

Motion: THAT Council authorize the CAO to execute the Canada Post Lease Extension and Commission Agreement for a five (5) year term, commencing April 1, 2027, and ending March 31, 2032, on behalf of the Town

Note: Motion coming out of in-camera

Status: Complete

Motion #: M26-014

Assignment: CAO

Motion: THAT Council direct staff to invite Marcia d'Eon, Director of Operations, to attend the next Regular Council Meeting to give clarity and understanding of the new service model, and the costs associated with site preparation and safety at the C&D site

Note: Motion coming out of in-camera. Ms. d'Eon attended the April 17th, 2026, Council Meeting

Status: Complete

Council Date: March 2, 2026

Motion #: M26-015

Assignment: Director of Planning & Development / Public Works Supervisor

Motion: THAT Council directs staff to work with the Shelburne Volunteer Fire Department to enable storage of the training equipment at the Salt Shed, and report back to Council by the first meeting in May, on beginning low-impact training activities

Status: Complete

Motion #: M26-016

Assignment: Director of Planning & Development

Motion: THAT Council approve first reading of the updated Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw as attached

AND THAT Council directs staff to prepare for a public hearing and second reading of the

Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw at a Special Meeting of Council on March 18, 2026

AND FURTHER THAT Council directs staff to prepare for approval of minutes of the March 18, 2026, Special Council Meeting at a Special Meeting of Council on March 25, 2026

Status: Complete

Motion #: M26-017

Assignment: Administration & Human Resource Coordinator

Motion: THAT Council awards the RFT for WWTP Aeration Upgrades (TOS2025-001) to Mid-Valley Construction for \$787,000 plus HST

Status: Complete

Motion #: M26-018

Assignment: Director of Planning & Development

Motion: THAT Council direct staff to provide a written response to Mr. Gould following Council's review and discussion of his correspondence

Status: Complete

Motion #: M26-019

Assignment: Executive Coordinator

Motion: THAT Council schedule a Special Meeting of Council on March 18, 2026, to review and update the Municipal User Fee Policy

Status: Complete

Motion #: M26-020

Assignment: Finance

Motion: THAT Council approve the Resolution of Pre-Approval of Debenture Issuance subject to an interest cap of 7% as presented

Status: Complete

Council Date: March 16, 2026

Motion #: M26-021

Assignment: **BUDGET PROCESS**

Motion: THAT Council defer the SVFD Ladies Auxiliary's request for new tables at the Community Centre to Budget Deliberations

Status: Complete

Motion #: M26-022

Assignment: Executive Coordinator

Motion: THAT Council appoints Councillor Therese Cruz to the Equity & Anti-Racism Advisory Committee

Status: Complete

Motion #: M26-023

Assignment: Finance

Motion: THAT Council approves the write-offs contained in this staff report

Status: Complete

Motion #: M26-024

Assignment: Director of Planning & Development

Motion: THAT Council authorizes the sale of the Cox Warehouse, PID 80150881, to Dirk Arnold and Robert Redding, as requested by the Shelburne Historical Society

Status: Complete

Motion #: M26-025

Assignment: CAO

Motion: THAT Council direct staff to enter into discussions with the Shelburne Museum regarding the potential delivery of Visitor Information Centre Services through the museum facility.

AND THAT staff approach the Municipality of the District of Shelburne to confirm whether they would be willing to continue their annual financial contribution toward visitor information services.

AND THAT staff report back to Council with further details and potential next steps.

Status: Complete

Motion #: M26-026

Assignment: Admin & HR Coordinator

Motion: MOTION: THAT Council award Tender No. TOS2026-002 for municipal facilities cleaning services, as outlined in the staff report dated March 16, 2026, as follows:

- * Community Centre: Salty Swabbers in the amount of \$43,200 +HST
- * Guild Hall Washrooms: Salty Swabbers in the amount of \$8,100 +HST
- * Graham's Park Washrooms: Salty Swabbers in the amount of \$8,100 +HST

* Shelburne Public Library: Inside Out Cleaning Services in the amount of \$16,199.40 +HST

For a total annual contract value of \$75,599.40 +HST

Note: Motion rescinded, March 25, 2026, Council Meeting

Status: Complete

Motion #: M26-027

Assignment: Finance

Motion: THAT Council approve advancing the Wastewater Department vehicle replacement from the 2027/28 Capital Budget to the 2026/20267 fiscal year.

AND THAT Council approve the purchase of a replacement vehicle for the Wastewater Department in an amount no to exceed \$40,000, plus applicable taxes, to be funded from the Capital Budget.

AND THAT staff be authorized to dispose of the existing 2010 Chevrolet Silverado and 1999 Dodge Ram

Note: Motion rescinded for the sale of the 1999 Dodge Ram, March 25, 2026, Council Meeting

Status: Complete

Council Date: March 18, 2026- Special Council Meeting

Motion #: M26-028

Assignment: CAO

Motion: THAT Council direct staff to provide the Shelburne & Area Chamber of Commerce with the staff report regarding proposed alternatives for Visitor Information Centre (VIC) operations, as presented at the March 16th, 2026, Council Meeting

Status: Complete

Motion #: M26-029

Assignment: Director of Planning & Development

Motion: THAT Council approve Second Reading of the updated Municipal Planning Strategy, Land Use By-law and Subdivision By-law as attached

Status: Complete

Motion #: M26-030

Assignment: Director of Planning & Development

Motion: THAT Council direct staff to prepare and submit formal correspondence to the Province of Nova Scotia requesting:

1. A confirmed timeline for the Roseway Manor rebuild project;
 2. Consideration of interim financial mitigation measures to address the Town's wastewater infrastructure investment undertaken in support of the project.
- AND THAT Council direct staff to provide a detailed financial impact brief to support these discussions and to engage regional partners and the local MLA in coordinated advocacy efforts

Status: Complete

Motion #: M26-031

Assignment: CAO

Motion: THAT Council direct staff to prepare and submit formal correspondence to the Province of Nova Scotia requesting:

1. A confirmed timeline for the Roseway Manor rebuild project;
 2. Consideration of interim financial mitigation measures to address the Town's wastewater infrastructure investment undertaken in support of the project.
- AND THAT Council direct staff to provide a detailed financial impact brief to support these discussions and to engage regional partners and the local MLA in coordinated advocacy efforts

Status: Done

Motion #: M26-032

Assignment: Director of Planning & Development

Motion: THAT Council approve Second Reading of the updated Municipal Planning Strategy, Land Use By-law and Subdivision By-law as attached

Status: Complete

Council Date: March 25, 2026- Special Council Meeting

Motion #: M26-033

Assignment: Administration & Human Resource Coordinator

Motion: THAT Council rescind the split award approved on March 16, 2026, for Tender No. TOS2026-002 Janitorial Services; and

THAT Council award Tender No. TOS2026-002 Janitorial Services in full too Salty Swabbers Housekeeping Inc of Lockeport, NS, in the amount of \$78,300 + HST annually, based on the vendor's submitted scope of five (5) days per week at the McKay Memorial Library (excluding ACOA, which remains subject to a separate procurement process), effective April 1, 2026; and

THAT staff be directed to engage with the successful vendor post-award to explore a revised Library service schedule of three (3) days per week at the vendor's submitted hourly rate, with any agreed scope reduction and associated cost savings to be reflected in the final executed contract, and report back to Council; and

THAT staff be directed to research federal reliability clearance requirements applicable to the ACOA building and initiate a separate procurement process for janitorial services at that facility, with all applicable clearance requirements disclosed in the tender documents.

Status: Complete



COUNCIL REPORT - FOR INFORMATION

Document # D26-179	
Rec'd by JD	
Date Sept. 29/26	
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Agenda	☒
Committee	☐
	☐

Subject: Bylaw Officer Report – August 2026
Date: September 29th, 2026
Council Date: October 5th, 2026
Prepared by: Dana Nash, Bylaw Enforcement Officer

File #: 26-041 - Service Request

Location: Clements Street
Issue: Potential animal abuse/neglect, feral cats
Action Taken: Inspected the property and found no signs of animal abuse. Contacted the SPCA for assistance and awaiting a return call.
Status: *Monitoring*

File #: 26-042 - Service Request

Location: Morvan Road
Issue: Possible Land Use Bylaw infraction
Action Taken: Spoke with all parties involved and advised them that residing in a camper is not permitted under the Land Use Bylaw. The parties complied with the bylaw.
Status: *Resolved*

File #: 26-043 - Service Request

Location: Bulkley Street
Issue: Concerned landowner, tenant installing pool without proper permits
Action Taken: Spoke with the landowner and explained that this may be a civil matter; however, a permit is not required for an above-ground pool.
Status: *Resolved*

File #: 26-044 - Service Request

Location: Rodney Lane
Issue: Noise complaint
Action Taken: Investigated the complaint and found no violation of the Noise Control Bylaw.
Status: *Resolved*

File #: 26-045 - Service Request

Location: Mowatt Street
Issue: Unsorted solid waste
Action Taken: Removed the unsorted solid waste from the roadside, returned it to the property, contacted the property owner, and provided education.
Status: *Resolved*

File #: 26-046 - Service Request

Location: Hammond Street
Issue: Overgrown property
Action Taken: Investigating the identity of the property owner. Once identified, the owner will be asked to comply with section 4 of the Minimum Standards and Maintenance Bylaw.
Status: *Monitoring*

File #: 26-047 - Service Request

Location: Ann Street
Issue: Dispute on property line and fence
Action Taken: Investigated the matter and found no bylaw infractions. Spoke with the complainant and advised that the property-line and fence dispute is a civil matter.
Status: *Resolved*

File #: 26-048 - Service Request

Location: Rodney Lane
Issue: Organic waste container placed on the incorrect side of the property for collection.
Action Taken: Investigated the matter, spoke with the property owner, and provided education.
Status: *Resolved*

File #: 26-049 - Service Request

Location: Elliott Street
Issue: Resident reported concerns about coyotes being heard near/or within the town boundaries.
Action Taken: Spoke with the Department of Natural Resources, which provided educational information. The Town circulated the information throughout the community.
Status: *Resolved*

File #: 26-050 - Service Request

Location: Water Street
Issue: Resident reported concerns about property owner removing asbestos shingles
Action Taken: Spoke with the building inspector, investigated the report, and reviewed the applicable bylaws. No bylaw infractions were found. Advised the resident to contact the Nova Scotia Department of Environment or the Department of Occupational Health and Safety.
Status: *Resolved*

File #: 26-051 - Service Request

Location: George Street
Issue: A resident inquired about the Town of Shelburne Tree Policy regarding limbs from a neighbouring property encroaching on the resident's property.
Action Taken: Spoke with the resident and advised that the Town's Tree Policy does not address limbs from a neighbouring property that encroach on another resident's property.
Status: *Resolved*

CALLS FOR SERVICE SUMMARY

Total Calls for Service: 11
Resolved: 9
Monitoring/Ongoing: 2



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

Doc # 170	
D26-180	
Rec'd by JD	
Date Oct. 1/26	
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Mayor, Councilor's and CAO

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

Total number of calls for service: 7

Calls for service within the Town: 3

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	1	1
MEDICAL	1	1
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST	1	
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
SMOKE CONDITIONS		
PROPANE FIRE		

DEREK MACKENZIE, FIRE CHIEF

ALLEN ALLISON, DEPUTY CHIEF

MIKE SHAND, PRESIDENT

shelburnefire@gmail.com