TOWN OF SHELBURNE | COUNCIL AGENDA

REGULAR MEETING OF COUNCIL

November 16, 2026 | 6:00pm

Town Council Chambers | 63 King Street

01 / CALL TO ORDER

02 / APPROVAL OF AGENDA

03 / APPROVAL OF MINUTES

a) Regular Town Council Meeting – November 2nd, 2026

04 / PROCLAMATIONS AND ANNOUNCEMENTS

05 / DELEGATIONS/PRESENTATIONS

06 / CORRESPONDENCE

Action:

a) Shelburne County Senior Safety Services- Christmas Meal Delivery Program D26-198

07 / COUNCIL ITEMS

08 / COMMITTEE REPORTS

09 / STAFF REPORTS

a) Ohio Road Land Buy Back D26-199
b) Planning & Development Services- Lockeport D26-200
c) Bylaw Officer Report- September & October 2026 D26-201
d) Building Inspector's Report- October 2026 D26-202

10 / IN-CAMERA SESSION

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

11 / NEW BUSINESS

12 / UPCOMING MEETINGS/EVENTS

a) Christmas in the Barn, Sunday November 29th, 10am-2pm, 15 Ann Street (Dirt to Dishes)
b) Christmas Sweater Skating Party, Friday December 4th, 6-7:30pm, Shelburne County Arena
c) Reindeer Run, Saturday December 5th, 10am, Starts at Whoville
d) Miracle on Dock Street, Saturday December 5th, 6-8pm, Water/Dock Streets

e) Next Council Meeting – Monday December 7th, 6pm, Council Chambers, 63 King Street. Last Meeting of the Year!!

13 / ADJOURNMENT

TOWN OF SHELBURNE | COUNCIL MINUTES

REGULAR MEETING OF COUNCIL

November 2, 2026 | 6:00pm
Town Council Chambers

DRAFT

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

Sarah Mattatall, CAO
Jessie Dyer, Executive Coordinator
Mike Kahn, Director of Planning & Development
Daniel MacKay, Administration & Human Resource Coordinator
Dana Nash, Bylaw Enforcement Officer

01 / CALL TO ORDER

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

02 / APPROVAL OF THE AGENDA

MOTION · CARRIED

THAT Council approves the agenda for November 2nd, 2026, Council Meeting, as amended to include item 7 (c)- Arena Parking Lot Update and item 7 (d) Deputy Mayor Appointment 2026/27

Moved: E. Acker | Seconded: Ringer

03 / APPROVAL OF THE MINUTES

MOTION · CARRIED

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

Moved: D. Acker | Seconded: Cruz

04 / PROCLAMATIONS AND ANNOUNCEMENTS

a) Domestic Violence Awareness Month- November
b) Veterans' Week- November 5-11, 2026

c) Remembrance Day- November 11, 2026
d) National Child Day- November 20, 2026

05 / DELEGATIONS/PRESENTATIONS

NONE

06 / CORRESPONDENCE

Action:

a) SWH Construction re: Formal Request for Land Use Bylaw Amendment- 194 Rodney Street

b) Shelburne County REMO- Travel Budget Allocation

M26-112 • CARRIED

THAT Council approve the Town of Shelburne's contribution of $620.00 toward the Shelburne County Regional Emergency Management Organization (REMO) travel budget increase for the 2026/27 fiscal year, as outlined in the revised cost-sharing allocation under Schedule "C" of the Intermunicipal Agreement.

Moved: E. Acker | Seconded: Ringer

Information:

a) Letter of Support- Shelburne County Ground Search & Rescue

07 / COUNCIL ITEMS

a) Committee Assignments 2026/27

M26-113 • CARRIED

THAT Council approves that all existing committee appointments remained unchanged for the 2026/27 term.

Moved: E. Acker | Seconded: Cruz

b) Cenotaph Restoration

M26-114 • CARRIED

THAT Council directs staff to investigate the costs to clean the cenotaph monuments before Remembrance Day.

Moved: Ringer | Seconded: E. Acker

c) Arena Parking Lot Update

d) Deputy Mayor Appointment

08 / COMMITTEE REPORTS

a) Audit Committee Minutes- September 21st, 2026

The minutes were presented to Council for information.

09 / STAFF REPORTS

a) Reversal of 2026/27 Solid Waste Fee

M26-115 • CARRIED

THAT Council approve the 2026/27 Solid Waste fee of $248.10 be reversed on Assessment #08435502- 87 Bulkley Street

Moved: E. Acker | Seconded: Cruz

b) STORM Grant Application

M26-116 • CARRIED

THAT Council directs staff to apply for the STORM grant as outlined in this report.

Moved: Ringer | Seconded: D. Acker

10 / IN-CAMERA SESSION

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

MOTION · CARRIED

THAT Council move in-camera at 6:43pm for matters under MGA 22 (2) (g) legal advice for solicitor-client privilege and MGA 22 (2) (g) legal advice for solicitor-client privilege

Moved: E. Acker | Seconded: Cruz

Council returned to open session at 7:13pm. No motion arose from the in-camera session.

11 / NEW BUSINESS

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

Councillor E. Acker

Deputy Mayor E. Acker reported a successful Halloween on Mowatt Street, with over 400 trick-or-treaters. She commented on the children's politeness and great costumes. She also reported attending a Bylaw workshop and a Western Regional Library workshop.

Councillor D. Acker

Councillor D. Acker recognized Mary Ayer, who is retiring after 33 years as Bubbles the Clown. He thanked staff for the improvements to the arena parking lot and raised concerns regarding the temperature in the Community Centre auditorium. He also requested an update on the electrical panel and the relocation of the light switches outside the auditorium.

Councillor Ringer

Councillor Ringer reported attending a Roseway Hospital Charitable Foundation Committee meeting.

Deputy Mayor Cruz

Deputy Mayor Cruz commended the Shelburne and Area Chamber of Commerce and the Barrington Area Chamber of Commerce on the successful Shelburne County Business Awards

Mayor Jacklin

Mayor Jacklin reported attending the Trunk or Treat event, noting it was a fun and well-attended evening. He also shared that residents had approached him requesting additional picnic tables in the Atlantic Park area.

12 / UPCOMING MEETINGS/EVENTS

a) Remembrance Day Service, November 11th, 10:30am Ceremonial March from Atlantic Park to Community Centre, Service starts at 11am, Auditorium, 63 King Street
b) Next Council Meeting, November 16th, 2026, 6pm, Council Chambers, 63 King Street

13 / ADJOURNMENT

THAT the Regular Town Council Meeting of November 2nd, 2026, be adjourned at 7:26pm.

Moved: D. Acker

Jessie Dyer | Recording Secretary

Stanley Jacklin, Mayor	**Sarah Mattatall, CAO**

Document #	
D26-198	
Rec'd by	JD
Date	Nov. 6/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

From: Gina Ryer <gryer@barringtonmunicipality.com>
Sent: November 6, 2026 2:07 PM
To: Chris Frotten <cfrotten@barringtonmunicipality.com>
Cc: Shawna Symonds <ssymonds@barringtonmunicipality.com>
Subject: Shelburne County Christmas meals (delivery)

CAUTION: This email originated from an external sender.

Hello Councillors, Wardens, and Representatives of Shelburne County's Municipalities and Towns,

Shelburne County Senior Safety & Services Society is organizing a free Christmas meal for seniors across the county. This year, approximately 700 meals will be delivered, and we would be pleased to have a council members or municipal representatives join us in their district.

These deliveries are about more than providing a festive meal. They offer a friendly opportunity to connect with seniors, check on their well-being, and help them feel remembered and supported. A brief face-to-face visit can also help us notice when someone may need follow-up or a connection to services. These wellness checks are one practical way we work with community partners to support seniors' safety and well-being throughout Shelburne County.

Your participation would be a meaningful way to connect with constituents and contribute to this county-wide effort.

Please let us know if you or someone from your council or municipality may be available to help on one of the following dates:

- **Wednesday, December 2, 2026:** Wood's Harbour, including up to Courtyard Apartments; and Barrington, including Villagedale, Clyde, and Baccaro
- **Thursday, December 3, 2026:** Cape Sable Island
- **Thursday, December 10, 2026:** Shelburne and Lockeport, including the Town and Municipality

We would also be happy to include a short information package or message from your municipality with the meals. You might share upcoming events, useful municipal information, safety reminders, or a holiday greeting—whatever you feel would be helpful or meaningful for residents. Please send any materials you would like us to include, and we'll coordinate the details with you.

If you're available to help, please reply with the area you can assist with. We'll follow up to coordinate delivery details and any materials you'd like included.

Thank you for your continued support of the Christmas Meal Delivery Program and for helping us strengthen connection, safety, and well-being for seniors in our communities.

Warm regards,
Shawna Symonds & Gina Ryer

Shelburne County Senior Safety and Services Society

2447 Highway 3, Barrington, NS

P.O. Box 100

Phone: 1-902-903-0493

Fax: (902) 637-2075

www.gryer@barringtonmunicipality.com

THE MUNICIPALITY OF BARRINGTON | An ocean of opportunity

COUNCIL REPORT - FOR DECISION

Document #	D26-199
Rec'd by	JD
Date	Nov. 4/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Subject: **Ohio Road Land Buy Back**
Date: November 4, 2026
Authority: NA
Council Dates: November 16, 2026
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

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

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

In December 2025, Council extended the buyback agreement to December 2026, at which point the Town had the option to repurchase the land. The funds from the sale are in the Town's Capital Reserve; repurchasing the land will have no budget impacts, except the property will not generate property tax until the land is sold.

Land clearing was completed in late 2025, following encouraging meetings with the landowner about a potential 52 room hotel. A groundbreaking for the hotel was held on October 21, 2026, and construction has begun.

Analysis

The Town has continued working with the landowner on their development. Significant progress has been made, with the groundbreaking held on October 21, 2026, and construction now underway. However, the hotel will not be finished by the time the current buyback expires in December 2026.

The buyback requires construction to be materially complete. Extending the buyback agreement will enable the completion of the hotel, bringing significant economic activity to the Town and Shelburne area, while the Town retains the protection of the buyback should the project not proceed.

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

Staff recommend extending the buyback agreement to June 1, 2027, to allow construction of the hotel to be completed.

Options

	Pros	**Cons**
Extend the buyback until June 1, 2027	• Allows the landowner to complete the hotel now under construction, bringing significant economic activity to the Town and Shelburne area, while maintaining the buy back	• May create expectations for other landowners subject to buyback agreements
Do not extend the buyback agreement	• None	• Could create significant legal and logistical Issues given the structure is partially complete

Recommendation

THAT Council directs staff to extend the buy back agreement with Nanak Land Development Inc and Shelburne Inn Inc for PIDs 80140361 and 82583345 to June 1, 2027.

Document	D26-200
Rec'd	JD
Date	Nov. 10/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

COUNCIL REPORT - FOR INFORMATION

Subject: **Town of Lockeport Planning and Development Support**
Date: November 10, 2026
Authority: NA
Council Dates: November 16, 2026
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

The Town's of Lockeport and Shelburne have been discussing the possibility of Town of Shelburne staff updating the Town of Lockeport's planning documents, including the Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw, using the Town of Shelburne's Provincially approved planning documents.

Lockeport's planning documents were first approved in 1977 and significantly revised in 1986. The documents have not been comprehensively reviewed and updated since then. The documents contain references to outdated legislation and process. The MPS and LUB are unlikely to be compliant with the current Municipal Government Act (MGA) and related regulations.

The Province had previously stated it intents for all municipalities to regularly review their planning documents, including a mandatory 10-year review (MGA s 213). The legislation requiring a review came into force in 2019, and all municipalities must have reviewed and approved planning documents that comply with the MGA by December of 2029 (Minimum Planning Requirements Regulations s 3 (2)).

The planning documents include:

The **Municipal Planning Strategy (MPS)** outlines land use and policies of Council related to development. It includes looking at demographic projections, outlines why certain aspects are regulated, for example outline the risks to coastal properties and need for regulation, but the actual regulation would be found in the Land Use Bylaw. It includes a Generalized Future Land Use Map. Decisions to amend the MPS are not subject to appeal.

The **Land Use Bylaw (LUB)** implements the MPS and has specifics metrics, compared to the broad higher level MPS policies. For example, the MPS may state that height and parking will be regulated, and why those regulations are important,

the LUB would state the actual height in meters or feet and number of parking spaces required. The LUB is binding on applications and is more technical and to the point than the MPS. It includes a zoning map. Decisions to amend the LUB are subject to appeal.

The **Subdivision Bylaw (SDB)** is a technical bylaw the governs subdivision of land. The MGA and Provincial Subdivision Regulations provide the basis for the bylaw, and those regulations apply if the subdivision bylaw is contrary to the SDB. The SDB is similar to the LUB, but more technical.

Coastal Planning Support Program

Both Towns were successful in their joint application to the Coastal Planning Support Program to hire consultants with relevant expertise in Coastal planning. The land use policies developed through the program would be implemented as part of the planning document update project.

Town of Lockeport Council Resolution

On October 23, 2026, the Town of Lockeport adopted the following resolution:

> It was duly moved and seconded that Council approve acceptance of the proposal submitted by Michael Khan, Planner for the Town of Shelburne, and to budget $19,000.00 per year for 2027/2028 and 2028/2029 to have the Town of Lockeport Municipal Planning Strategy and Land Use by Law updated.

On October 30, 2026, Staff were in further conversation with town of Lockeport staff who asked for development officer services, in addition to drafting new planning documents.

Analysis

The two Towns have a great deal in common, but also some differences in how they have grown, the geography and overall context. For example, Coastal issues are important for ToS but are critical for ToL given its geography; ToS has a grid street system which minimizes the need for new streets, the layout of ToL also reduces the need to consider new streets. Both Towns have active and former industrial sites close to residential areas, historic areas, irregular and non-conforming lots, and some piped infrastructure (sewer and water).

The Town of Shelburne proposal would provide the staff time to update ToL's planning documents over two years, working 5 hrs/week. The work would be significantly based on

the ToS approved planning documents to save on staff time and promote alignment between the two Towns.

The Town of Lockeport will undertake the required public engagement and retain mapping supports. Public engagement is required under the MGA, but the extend of that engagement is at the discretion of the Town. Public input would be used by ToS staff to revise the draft planning documents. More information o the ToS public engagement can be found below. For mapping, at a minimum, two maps are required: a zoning map for the LUB and a Generalized Future Land Use Map (GFLUM). A map of Town streets, and infrastructure (parks, sewer/water/stormwater infrastructure) would be beneficial, but are not required.

Deliverables

- Planning Documents (draft and final draft)
    - Municipal Planning Strategy
    - Land Use Bylaw
    - Subdivision Bylaw
- Policy Table - outlining difference between ToS and ToL documents
- Related Council Reports

Elements not included: Mapping and Public consultation.

Policy Comparison Chart

The preparation for the documents would include a table of polices comparing the ToS and ToL MPS policies and LUB sections (ex. parking, residential zones, setback requirements etc.) The intention is to provide a comparison outlining the differences and rationale for those differences between the documents. Sharing similar definitions and process enable efficient and effect sharing of development services, such as issuing development permits.

Areas for alignment, listed by priority

Definitions – Align how terms such as parking stall or dwelling are defined

Process – Aligning permit application requirements and processes; would enable the Town's to more easily share a development officer

Content – Potential alignment of zones (example C-1 General commercial), parking requirements, height maximums, etc.

Next Steps

Staff will look to engage with Town of Lockeport staff on a potential sale of service, that encompasses planning and development services, including preparation of updated documents; interim development support and consideration of long-term development support services. The agreement is anticipated to be brought to both Councils for approval in the coming months.

COUNCIL REPORT - FOR INFORMATION

Document #	D26-201
Rec'd by	JD
Date	Nov. 9/26

COPIES TO:

Council	✓
Agenda	✓
Committee	

Subject: **Bylaw Officer Report – September–October 2026**
Date: November 9th, 2026
Council Date: November 16th, 2026
Prepared by: *Dana Nash, Bylaw Enforcement Officer*

File #: 26-052 - Service Request

Location:	Rodney Lane
Issue:	Shrub encroachment
Action Taken:	Inspected the reported encroachment and contacted Public Works for an opinion. No encroachment issue was found.
Status:	***Resolved***

File #: 26-053 - Service Request

Location:	Carleton Street
Issue:	Illegal dumping
Action Taken:	Two black bags found in ditch, removed, and sorted/disposed of properly.
Status:	***Resolved***

File #: 26-054 - Service Request

Location:	Hammond Street
Issue:	Resident concern about an overgrown property.
Action Taken:	Investigate land ownership and advise the landowner of the Minimum Standards Bylaw.
Status:	***Monitoring***

File #: 26-055 - Service Request

Location:	Mowatt Street
Issue:	Unsorted garbage
Action Taken:	Provided the property owner with information on proper waste sorting.
Status:	***Resolved***

File #: 26-056 - Service Request

Location:	King Street
Issue:	Noise complaint
Action Taken:	Spoke with the complainant; greater consideration will be given to neighbouring properties when working late.
Status:	***Resolved***

File #: 26-057 - Service Request

Location:	Water Street
Issue:	Feeding ducks
Action Taken:	Mailed an enforcement letter and the Feeding Deer and Waterfowl bylaw to the property owner. Further property inspections are planned.
Status:	***Monitoring***

File #: 26-058 - Service Request

Location:	Water Street
Issue:	Dumpster encroaching on the sidewalk
Action Taken:	Spoke with the property owner; the dumpster was moved away from the sidewalk.
Status:	***Resolved***

File #: 26-059 - Service Request

Location:	Elliot Street
Issue:	Commercial vehicle parking interfering with Public Works operations.
Action Taken:	Issued an enforcement letter; the vehicle was removed.
Status:	***Resolved***

File #: 26-060 - Service Request

Location:	George Street
Issue:	A resident reported a branch from neighbouring trees hanging too close to the house.
Action Taken:	Provided the Tree Policy to the resident and advised that the issue is a civil matter, not a violation of a Town of Shelburne policy or bylaw.
Status:	***Resolved***

File #: 26-061 - Service Request

Location:	Elliot Street
Issue:	Vandalism at the cemetery
Action Taken:	Inspected the cemetery area; no vandalism was found.
Status:	***Resolved***

File #: 26-062 - Service Request

Location:	Rodney Lane
Issue:	Illegal dumping
Action Taken:	Received a report of a resident dumping yard waste at the curb. Spoke with the resident and advised them of the safety concern. The yard waste will be removed.
Status:	***Resolved***

File #: 26-063 - Service Request

Location:	Digby Street
Issue:	Resident concern about a fence encroaching on land and causing damage.
Action Taken:	Investigated the complaint and found no bylaw or policy violation. Advised the resident that this is a civil matter.
Status:	***Resolved***

File #: 26-064 - Service Request

Location:	King Street
Issue:	Abandoned vehicle in a public parking area
Action Taken:	Issued a parking warning; the vehicle was removed.
Status:	***Resolved***

File #: 26-065 - Service Request

Location:	Victoria Street
Issue:	Public sewer violation
Action Taken:	Investigated a complaint about a business dumping grey water into a storm drain. Provided the public sewer bylaw and gave a verbal warning. Monitoring will continue.
Status:	***Monitoring***

File #: 26-066 - Service Request

Location:	Ann Street
Issue:	On-street parking concern involving potential access issues for emergency vehicles.
Action Taken:	Spoke with the property owner, who will speak with the tenants to ensure proper parking and adequate clearance.
Status:	***Resolved***

File #: 26-067 - Service Request

Location:	Elliot Street
Issue:	Vandalism at an abandoned property
Action Taken:	Spoke with the property owner and made them aware of the vandalism. A solution will be sought.
Status:	***Resolved***

File #: 26-068 - Service Request

Location:	Digby Street
Issue:	Dangerous and unsightly property complaint.
Action Taken:	Investigating the complaint.
Status:	***Monitoring***

CALLS FOR SERVICE SUMMARY

Total Calls for Service:	**17**
Resolved:	**13**
Monitoring/Ongoing:	**4**

Municipality of Shelburne | Naturally Yours

Inspection Department

414 Woodlawn Drive, PO Box 280 Shelburne, NS B0T 1W0, Phone: (902) 875-3494 - Fax: (902) 875-1278

Document #	DB6-202
Rec'd by	JD
Date	Nov. 5/26
COPIES TO:	
Council	✓
Agenda	✓
Committee	

November 4, 2026

Town of Shelburne
ATTN: Sarah Whiteway Mattatall
PO Box 670
Shelburne, NS
B0T 1W0

Dear Ms., Mattatall:

Re: Monthly Building Report

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

Fiscal Year	2026/2027	2025/2026
Number of Permits Issued this Month	3	2
Number of Permits Issued to Date	10	7
Construction Value	$ 5,050,000.00	$ 0.00
Total Construction to Date	$ 5,766,000.00	$ 593,100.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Manager of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services
andrew.goreham@municipalityofshelburne.ca