



AGENDA
Town Council Meeting-Council Chambers
December 4th, 2023
6:00 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the regular Town Council meeting held on November 20th, 2023.
- 4) Proclamations and Announcements:
 - a) National Day of Remembrance and Action on Violence Against Women-December 6th, 2023
 - b) Human Rights Day-December 10th, 2023
 - c) Volunteer of the Month for December-Andrea Huskilson
 - d) Holiday Wishes from Council & Staff
- 5) Delegations/Presentation:
- 6) Correspondence:

Action:

 - a) Use of Fence – Robin Walker D23-220

Information:

 - a) Housing Needs Assessment D23-221
 - b) Exit 26 speeding letter response – Letter from Province D23-222
 - c) Offshore Wind Advocacy Letter D23-223
 - d) Redeployment of Digby to Saint John Ferry letter to the Minister D23-224
- 7) Council Items:
 - a) Letter of support – Community Gardens D23-225
 - b) Letter to Curling Club D23-226
 - c) Roseway Manor Announcement D23-227
 - d) EPR Report D23-228
- 8) Committee Reports:
 - a) Port Committee Meeting Minutes – November 16th, 2023. D23-229
- 9) Staff Reports:
 - a) Port Committee Meeting Update
 - b) MCGP update D23-230
- 10) In Camera: MGA 22 (2)c – personnel matters
- 11) New Business:
- 12) Upcoming Meetings/Events:
 - a) Next Council Meeting, Tuesday, January 2nd, 2023.
- 13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
November 20th, 2023

Council Members Present

Mayor Harold Locke
Councillor Sheldon Ringer
Councillor Elizabeth Acker
Councillor Ben Nickerson

Staff Present

Sarah Mattatall, Chief Administration Officer

Call to Order

Mayor Harold Locke called the Council meeting to order at 6pm.

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people.

We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

Approval of the Agenda

THAT Council approves the Agenda for November 20th, 2023.

Nickerson-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the Minutes from the regular Town Council Meeting held on November 6th, 2023.

Acker-Nickerson

CARRIED

Proclamations and Announcements:

Correspondence

Action:

a) Shelburne Volunteer Fire Department – Letter

Councillor Acker had a few questions regarding what and who it will be used for, as well as the size of the facility, if this will be cost shared, etc. CAO Mattatall commented that more information is needed from the Fire Department.

M23-126 **THAT** Council direct staff to research a piece of land for the Fire Department to use as a training facility.

Acker-Nickerson

CARRIED

Information:

- a) Letter from Fire Chief – Darrell Locke**
- b) Office of the Premier Letter**
- c) Municipality of the District of Shelburne, Staff Report – C&D Site Redesign RFP Award**
- d) Fisheries Challenges Impacting Communities**

Councillor Acker wanted to speak towards the letter from Fire Chief, Darrell Locke, Councillor Acker read a

passage from the Fire Chief's letter regarding Mayor Locke. He thanked Mayor Locke for all he did during the wildfires and Councillor Acker wanted to acknowledge this.

Delegations/Presentations:

Council Items

- a) Sale of Town Building

CAO Mattatall gave some information regarding the sale of Town Hall. She explained we have put an advertisement out stating that Town Hall is for sale. She told Council that we have one interested buyer so far and that we are in the process of determining the market value as a municipal unit can't sell an asset for less than market value unless the buyer is a non-profit organization.

- b) Shelburne Harbour Yacht Club Launch Ramp Dock Repairs

M23-127 *THAT* Council direct staff to gather additional information on the lease and all expectations.

Acker-Ringer
CARRIED

- c) Transport Canada Considers Redeploying Digby/Saint John Ferry

M23-128 *THAT* Council authorize the Mayor on Councils behalf to communicate with Transport Canada regarding Digby Ferry.

Ringer-Nickerson
CARRIED

- d) Modernize the Town's Landuse By-Law, Councillor Ringer email.

M23-129 *THAT* Council direct staff to prepare a report on updating the Town's Landuse By-Law.

Ringer-Acker
CARRIED

- e) Street Sign Issue

CAO Mattatall explained that the email we received from Staff Sgt. MacPherson as a result of concerns from residents that our street signage needs some updating, and that she would like to organize a meeting with Staff Sgt. MacPherson regarding this.

M23-130 *THAT* Council authorize staff to meet with the local traffic authority.

Acker-Ringer
CARRIED

- f) Municipal Capital Capacity Fund

CAO Mattatall explained the program and what would apply to us.

M23-131 *THAT* Council direct staff to prepare a report for the December 4th, 2023 Council meeting providing more information on the potential projects which may be eligible for cost sharing under the MCGP in order to rank them.

Committee Reports:

Staff Reports

- a) By-Law Officer Report – October, 2023

CAO Mattatall gave an update regarding by-laws.

- b) Interim CAO Report

CAO Mattatall told Council that we have completed all the hiring in the office. Morgan Wickens has started as of today in the Customer Service role and Nicole Blades is into week two in the HR and Admin position. She told Council that Jill Webb has completed her orientation for council, agendas, motions portion of her job under Ken Smiths direction and she is well on her way.

Sarah also updated Council that we have a developer from Ontario who is interested in developing

the land on Exit 26 and possibly building a hotel. The Town is working closely with him now as he also has several other properties located in the Town which he will begin building in the Spring.

CAO Mattatall also informed Council that the Heritage Hall building is potentially going to be a 5 unit apartment building and the developers of that property are working with the Building inspector in finalizing the Building and Development Permit process. The Town has also been approached by several residents asking about developing several vacant parcels of land near their properties.

- c) Election 2024 Update Report
CAO Mattatall reviewed the report.

M23-132 *THAT* Council appoint Jill Webb as the Assistant Returning Officer and Morgan Wickes as the Revising Officer for the 2024 Municipal Election.

Acker-Nickerson
CARRIED

M23- 133 *THAT* Council approve Alternative Voting (i.e. telephone/electronic) as the method of voting for the 2024 Municipal Election.

Nickerson-Ringer
CARRIED

M23-134 *THAT* Council approve Intellivote as the company to provide the voting system, training and support for the 2024 Municipal Election.

Ringer-Nickerson
CARRIED

- d) SVFD Monthly Reports – June- October
Councillor Acker wanted to mention when she was reading through the reports that in 5 months there were 48 calls and only 18 of those 48 calls were in the Town of Shelburne. It was mentioned many of them were alarm calls.

New Business

Councillor Nickerson mentioned that the Phil Callen Memorial Basketball Tournament will be held this coming weekend, November 23-25, 2023 and he encourages the community to come out and watch some great basketball.

Councillor Acker gave Council an update on the Business of Excellence Awards and mentioned that it was a beautiful evening, the facility and food were excellent, and it was so nice to finally get out and be able to recognize the businesses who have been working so hard.

Upcoming Meetings / Events

- a) Whoville, Saturday, November 25th, 2023, Atlantic House Park, 5:30-7:30pm.
- b) Christmas Craft Sale, November 25th, 2023, Community Centre, 10am-2pm
- c) Breakfast with Santa, November 26th, 2023, Community Centre, 9-11am
- d) Christmas in the Barn, November 26th, 2023, 15 Ann Street, 10am-2pm
- e) Miracle on Dock Street, December 2nd, 2023, Dock and Water Streets, 6-7:30pm
- f) Next Council Meeting – Monday, December 4th, 2023, Council Chambers, 6pm

Adjournment

THAT the Regular Town Council Meeting of November 20th, 2023, be adjourned at _____.

Ringer

Mayor

Executive Coordinator



Town of Shelburne
December 2023
Volunteer of the Month
Andrea Huskilson

Community Participation & Volunteerism
Committee Volunteers of the Month



Andrea Huskilson is being recognized as the Volunteer of the Month for December for her hard work and dedication to our community.

Andrea has volunteered for many years all over Shelburne County, coaching soccer, sitting on school committees, managing hockey teams and more.

She started the Group Me to We Tri-County that saw students from all over Tri-County go to third world countries to help build schools, hospitals, work on water systems, etc.

Over the last few years, Andrea has volunteered during Dock Days in the beer tent, where all proceeds went to the Roseway Hospital Auxiliary and Ohio Ball Field.

Most recently, Andrea has been the visionary for the Town of Shelburne's event Whoville! Andrea, along with many other volunteers, spend a lot of time and effort each year, making Whoville the success it is.

On top of all this, Andrea is a busy mom, a successful businesswoman and works with the NS International Student Program.

For all that Andrea has done and continues to do for this community, the CP&V Committee and Town Council recognize her as the Volunteer of the Month for December. Thank you!



Tri-County Women's Centre

Toll Free: 1-877-742-0085 | Fax: (902) 742-6068

DIGBY OUTREACH

87 Warwick St. (NSCC)
Digby, NS B0V 1A0
(902) 245-6866

YARMOUTH OFFICE

12 Cumberland Street
Yarmouth, NS B5A 3K3
(902) 742-0085

SHELBURNE OUTREACH

25B King Street, Box 1103
Shelburne, NS B0T 1W0
(902) 875-4777

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Wednesday, November 8, 2023

Dear Mayor Locke, and Council Members

Every year Juniper House participates in the 16 Days of Action Against Gender Based Violence movement, also known as Purple Ribbon Campaign and this year The Tri-County Women's Centre is pleased to partner with them. The purpose of the campaign is to commemorate the December 6, 1989 killing of 14 women in Montreal, as well as to raise awareness about the far-reaching effects of violence against women.

The campaign runs from November 25th to December 10th every year, and is part of an international recognition of the 16 Days of Activism against Gender Based Violence.

During this time each year informational displays are set up, and purple ribbons are given out for people to wear in support of women and their children who are victims of violence. As well, we always try to organize public events and/or programs to spread awareness and education in our communities. The statistics are shocking, between 2018 and 2022, 850 women and girls have been victims of femicide in Canada. Now more than ever we need to keep talking about this issue!

This year, Juniper House Shelburne County and Tri-County Women Centre Shelburne County are partnering to join the Clothesline Project (<https://theclotheslineproject.org/>), a powerful display of decorated t-shirts created by people who have been affected by abuse, to honor a survivor's strength to continue, and to provide another avenue for them to courageously break the silence that often surrounds their experience. We plan on asking community members to submit decorated shirts. We will also have a public event during which anyone can stop in and decorate one of our shirts with a message of hope or inspiration.

We are requesting permission to hang/display the shirts in a visible spot in the community. We were hoping to use the fence beside the town office. The fence that is in front of the parking lot on King Street and beside the building that Nolan Young currently uses for his Shelburne office.

Thank you so much for your time and consideration in this matter. If you have any further questions please feel free to contact me. Thanks again and I look forward to hearing from you.

Robin Walker
Outreach/Support Worker
Tri-County Women's Centre
robin@tricitywomenscentre.org
902-874-1805

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Town of Shelburne

Municipal Housing Needs Report

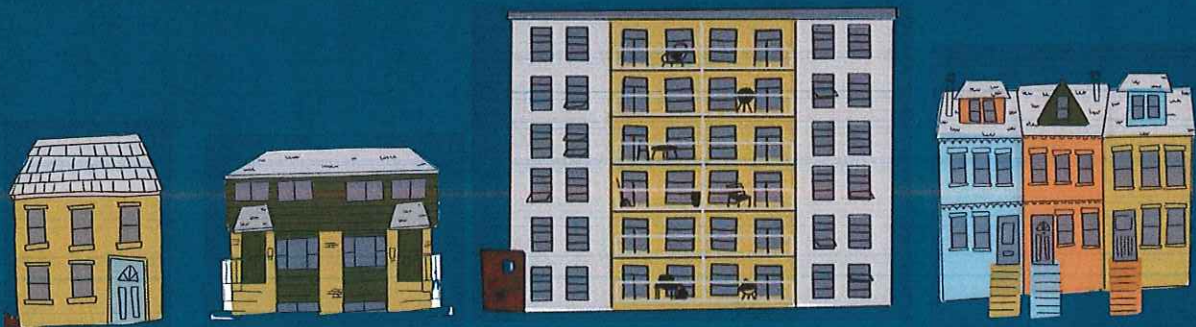


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Embargoed

1 Introduction

The purpose of a housing needs assessment is to understand the current and anticipated housing conditions across a given geography, in the case of this and accompanying reports, the conditions across the province of Nova Scotia and its municipalities. Generally, this work strengthens the ability of local stakeholders and governments to:

- Identify current and future housing needs and
- Identify existing and projected gaps in housing supply

Empowering municipalities and the province to become effective partners in housing provision requires reliable data to identify the stock necessary to meet current and future needs and how to drive related policy and investment. The insights generated by a needs assessment can help to inform ongoing land use and social planning initiatives at the local level, as well as provide hard evidence in support of advocacy to more senior levels of government.

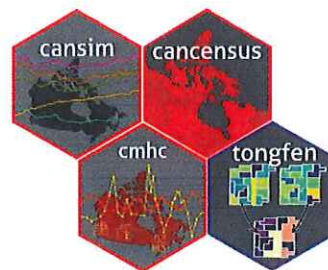
The goal of this municipal report is to share appropriate, available, and accurate data to municipal governments so that they further understand their current housing situation and what they might anticipate. For more details about methodologies, provincial trends, and definitions, please refer to the **Provincial Report**.

Note that all data references the municipality unless noted otherwise.



UPLAND

COLAB



2 Key Findings

Housing shortage

As of the end of 2022, there was no gap between the demand for housing and the available housing supply. Projections suggest that there may be no new demand for housing over the near-term. Furthermore, historical trends demonstrate that there was minimal, if any, construction activity over the same period.

Population

Between 2016 and 2021, the population of Shelburne decreased by 5%, compared to the provincial growth rate of 5%. The municipality experienced growth among 25- to 44- and 65- to 84-year-olds – 3% and 1%, respectively.

"Having enough housing is at the core of our issues in growth and development."

Finance and Treasury Board (FTB) estimates suggest that the 2022 total population was 1,680, with a potential further decrease of 1% between 2022 and 2027. Senior populations should increase during that time.

Contraction from 2027 to 2032 may be of a slightly greater magnitude (-2%) compared to, the half-decade prior.

Households

Between 2016 and 2021, there was an overall 2% decrease in households, with tenures split into 67% owners and 33% renters. Households in Shelburne are also getting smaller with a 4% increase in 1-person households between census periods.

Estimates suggest that total households reached 810 in 2022, with a potential decrease of 1% from 2022 to 2027 (5 total). Household losses should predominantly occur among non-senior led households.

Similar magnitudes of contraction may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should continue to grow.

Non-market housing

As of January 2023, Shelburne had a public-housing inventory of 41 units, of which 21 were for families and 20 for seniors.

Short-term rentals (STRs)

About 2% of the municipality's housing inventory may have been used as a short-term commercial rental in 2021 (the last full year of data). This means that upwards of 19 units might have been removed from the long-term market in 2021, though it is uncertain exactly how many would have been long-term rentals or purchased for permanent occupancy if not used as a STR.

Shelter costs

Average rents reported by the Property Valuation Services Corporation (PVSC) decreased 5% from 2020 to 2021, following a 9% increase between 2019 and 2020. Notwithstanding, PVSC reported a slight decrease in the local vacancy from 7.5% in 2020 to 7.0% in 2021, falling above the healthy vacancy range of 3% to 5%.

23

Survey Respondents from the
Town of Shelburne

Top Housing Challenges:

1. I am not experiencing any challenges with finding affordable housing
2. I am already living in affordable housing
3. Finding housing at a price I can afford
4. Finding housing that is close to my family or my family's educational institution
5. Finding housing that is close to public transportation

If there were no limitation on housing, top choices would be:

1. House (single detached home, duplex, mobile home)
2. I am already in housing that is suitable to my needs
3. Apartment (rental)
4. Condominium
5. Community Housing/Non-profit Housing

30%

of respondents have considered leaving
their community due to housing issues

17%

of respondents have faced discrimination
when trying to access housing

4%

of respondents do not feel safe in their
housing situation

Median municipality home prices increased 38% from 2019 to 2022, compared to 5% between 2016 and 2019. The rapid rise in prices is a combination of increased demand and low interest rates (until recently).

Affordability

About 22% of all couples, 51% of all lone-parent households, and 79% of all single person households earned below the estimated income required to afford the 2022 median sale price of a local dwelling. For rentals, about 4% of **renting** couples, 7% of **renting** lone-parents, and 63% of **renting** single persons earned below the estimated income required to afford the 2021 average local rents.

Housing need

When a household lives in a dwelling that requires more than 30% of its before-tax household income, is overcrowded, and needs major repairs – and no alternative exists – it is in Core Housing Need. In 2021, about 14% of the municipality's households (945 total) lived in Core Housing Need. Need is particularly prevalent among:

- 24% of renter households (60 total);
- 15% of Indigenous households (15 total); and
- 26% of single persons / roommate households (75 total)

Generally, the number of people in and rates of Core Housing Need across segments has decreased since 2016. However, comparing 2021 to 2016 rates (particularly for affordability) is difficult given the influence of the Canada Emergency Response Benefit (CERB) on incomes. Overall, the municipality reported a higher rate of Core Housing Need than that of Nova Scotia overall (10%).

3 Housing Supply

3.1 Market Housing

As of the 2021 Census, there were 917 private dwellings across the Town of Shelburne, 87% of which were occupied by usual residents (those who live in municipality permanently). The rest of the inventory may either be occupied solely by foreign residents and/or by temporarily present persons, and unoccupied dwellings. For those dwellings occupied by usual residents, Table 3-1 summarizes the totals and distribution by structure type for the district. The overwhelming share of current supply is held by the single-detached home (72%).

Table 3-1: Total & Share of Dwellings Occupied by a Usual Resident by Structure Type

Total	Single-detached	Semi-detached	Row house	Duplex apt	Apt (< 5 storeys)	Apt (5+ storeys)	Movable	Other
795	575	30	20	20	85	0	60	10
100%	72%	4%	3%	3%	11%	0%	8%	1%

Source: 2021 Census



Shelburne's public survey responses

"We don't need high end luxury homes. We need 2- and 3-bedroom homes, apartments, or townhouses."

3.1.1 Construction Activity

The pace of construction is represented by the annual total units permitted, units started, and units completed - these are separate but related phases of the same unit construction process.

A permit signifies the anticipated future housing to be built, a start reflects how many permits led to a shovel in the ground, and a completion represents how many units were actually added to the occupiable supply. Construction takes time and its pace

varies depending on the building type. Consequently, the number of units permitted in one year cannot be directly linked to starts or completions in another. The **Provincial Report** offers a detailed explanation of each element.

Table 3-2 shows the number units permitted in the municipality. Note that 2022 data reflects an extrapolated September 2022 total and that negative numbers mean more demolitions occurred than new builds. Starts and completions data is not available.

Table 3-2: Construction Activity by Dwelling Type

Units permitted							
	2010	2017	2018	2019	2020	2021	2022*
Total	4	-1	0	0	-3	5	1
Single	0	-1	0	0	-3	3	0
Semi	0	0	0	0	0	0	0
Row	0	0	0	0	0	0	0
Apartment	4	0	0	0	0	1	1
Other	0	0	0	0	0	1	0

* 2022 units permitted extrapolated from September 2022 YTD to date totals to reflect entire year.

Source: Statistics Canada Custom CSD Tables 34-10-0001, 34-10-0066

"A business [...] needed 8 to 9 people to move into the community to run it. Plus, they needed to hire locals too. But there's no place for the workers to live. So, they've bought land from the town in order to build."

Table 3-3 summarizes the change in unit size and tenure between the 2016 and 2021 Censuses. The distribution of new units shows what sizes are most occupied by renter and owner households. These Census results indicate that the long-term rental supply is shrinking at a slower pace than ownership relative to percent change - owner occupied dwellings decreased 4% and renter occupied dwellings decreased 2%.

Table 3-3: Change in Units by Size & Tenure between Census Periods

	Total	Studio / 1-bedroom	2-bedroom	3+ bedroom
Owned dwellings				
Owned (2016) - 67% of total HHs	550	30	135	395
Owned (2021) - 67% of total HHs	530	40	135	350
Change in units	-20	10	0	-45
Share of change	100%	18%	0%	82%
Rented dwellings				
Rented (2016) - 33% of total HHs	270	95	100	70
Rented (2021) - 33% of total HHs	265	45	105	115
Change in units	-5	-50	5	45
Share of change	100%	50%	5%	45%

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

Note that not all additional units in the table necessarily reflect a new unit, and some may represent conversions from rental to ownership or vice versa. Between 2016 and 2021, total dwellings (not only occupied by a usual resident) increased from 909 to 917 – an 8-unit increase. This suggests that there was a loss of residents living in Shelburne permanently and that there existed a higher share of non-usual property owners in 2021 than in 2016.

Table 3-4: Change in Total Dwellings versus Dwellings Occupied by Usual Residents

Dwellings	2016	2021	% change
Total dwellings (a)	909	917	1%
Dwelling occupied by a usual resident (b)	820	794	-3%
Share (b / a)	90%	87%	

Source: Statistics Canada 2016 & 2021 Census

3.1.2 Housing Accelerator Fund Considerations

The Housing Accelerator Fund (HAF) is a program introduced by the Canada Mortgage & Housing Corporation (CMHC) with the objective to bolster the housing supply at an accelerated pace. Local governments within Canada – including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals – are eligible to apply to the HAF. Interested municipalities can find the HAF’s pre-application reference material [here](#). Note that a Housing Needs Assessment (such as this one) is required as part of a complete application (though not needed immediately for the initial submission).

An applicant is required to provide two projections to CMHC. The applicant must calculate their own projections based on reasonable assumptions and data sources, including Statistics Canada and/or its own administrative data. There is no prescribed formula; however, projections should be based on a three-year period ending September 1, 2026. The two projections are:

- The total permitted housing units projected without program funding.
- The total number of permitted housing units projected with program funding. This second projection is known as the “housing supply growth target.”

For additional guidance, Table 3-5 summarizes the growth by unit type (more closely defined with HAF application requirements) and tenure between 2016 and 2021. The table demonstrates that single-detached dwellings were the most notable form of occupied housing added to the long-term market.

Table 3-5: Unit Change by Estimated HAF Dwelling Type & Tenure, 2016 & 2021 Census

	Total	Single ^a	Missing middle ^b	Multi-unit ^c
Total dwellings				
Total (2016)	820	585	245	0
Total (2021)	795	585	215	0
Change in units	-25	0	-30	0
Share of change	100%	0%	100%	0%
Owned dwellings				
Owned (2016)	550	490	60	0
Owned (2021)	530	475	60	0
Change in units	-20	-15	0	0
Share of change	100%	100%	0%	0%
Rented dwellings				
Rented (2016)	270	95	185	0
Rented (2021)	265	110	155	0
Change in units	-5	15	-30	0
Share of change	100%	33%	67%	0%

^a Single means single-detached homes, which are buildings containing 1 dwelling unit, which is completely separated on all sides from any other dwelling or structure.

^b Missing middle refers to ground-oriented housing types that exist between single-detached and mid-rise apartments. This includes garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, low-rise apartments (less than 4 storeys). Note that this definition for low-rise does not match the Statistics Canada cut off less than 5 storeys.

^c Multi-unit refers to apartments that are 4-or-more storeys. The HAF further defines these by whether they are in close proximity to rapid transit or not, which is not possible to summarize based on the data available.

Source: Statistics Canada Tables 98-400-X2016220 & 98-10-0240

CMHC does not prescribe a formula for projections, leaving this decision up to the municipality who would know best about on the ground construction activity (not only by the numbers but also through discussions with local builders/developers).

A simple example includes using most recent permitting data (the five-year average between 2017 and 2021), applying the historical shares of new construction between 2016 and 2021, and comparing the potential units permitted to the estimated total demand over the three years (based on Housing Shortage data - Section 4). The results, shown in Table 3-6, are for discussion purposes and not a prescribed logic - the municipality can form its own approach based on other data provided and internal resources.

Note that the final column provides the straight-lined shortage anticipated by the end of the HAF. This may not represent the total possible intervention by the HAF, as this depends on the choices made by the municipality. Rather, it highlights the total shortage the HAF can help reduce. Furthermore, values are rounded to the nearest 5.

Table 3-6: Example of Simple HAF Permit Projection

	Historical share of new housing	Possible annual units permitted	Estimated 3-year units permitted ^a
Total	100%	5	15 (A)
Single	0%	0	0
Missing middle	100%	5	15
Multi-unit	0%	0	0

Relationship between units permitted and HAF requirements (rounded up to nearest 5)	
C: Estimated September 2023 housing stock: ^b	925
D: Projected annual units permitted (based on '16-'21 average - see Table 3-2)	5
Required units permitted over 3 years to meet minimum 1.1% average annual growth rate ^c (C x 1.1% x 3 years)	35
Required additional units permitted over 3 years to meet minimum 10% increase ^d over historical average (D x 10% x 3 years)	5

^a Units permitted between September 2023 and September 2026; 3-year unit demand includes 2022 shortage

^b 2021 Census (Statistics Canada) + 2021 permits + 2021 permits x 2/3 (September 2023 estimate)

^c Average annual units permitted (min. 1.1%) = Total number of units permitted with HAF support / 3 years / Total dwelling stock (results rounded up to nearest 5)

^d Increase in units permitted (min. 10%) = (Projected average housing supply growth rate with HAF) / Projected average housing supply growth rate without HAF - 1 (results rounded up to nearest 5)

3.2 Non-Market Housing

3.2.1 Public Housing

Of the 11,200 total inventory of publicly owned dwelling units (as administered by the Nova Scotia Public Housing Authority), 41 are located in Shelburne - 21 of these units are reserved for families, while 20 are for seniors' housing. Many units are 1-bedroom apartments, due to the high volume of senior-specific units - 49% of all units and 100% of these 1-bedroom units were for seniors.

About 26% of Shelburne's public housing tenants have lived in public housing for more than 5-years.

Table 3-7: Public Housing Inventory, January 2023

		Total	Family	Senior
Total unit inventory		41	21	20
Inventory by unit size	Studio	2	2	0
	1-bedroom	20	0	20
	2-bedroom	2	2	0
	3+ bedroom	17	17	0
	Not reported	0	0	0
Inventory by dwelling type	Single family	0	0	0
	Row	0	0	0
	Apartment	37	17	20
	Not reported	4	4	0
Length of tenure in public housing	Less than 1 year	38%	18%	52%
	1 to 5 years	36%	47%	28%
	5 to 10 years	19%	29%	12%
	10+ years	7%	6%	8%
Household income	Median income (mth)	\$1,400	\$1,015	\$1,665
	Median income (ann)	\$16,800	\$12,180	\$19,980

Source: Derived from Ministry of Municipal Affairs & Housing data

3.2.2 Rent Supplements

As of March 2023, 31 households across the Shelburne Census Division (no data is specifically available for the Town of Shelburne) were receiving rent supplement support, equivalent to 49 total people. About 29% were families, 49% were seniors, and 22% were classified as non-elderly single households.

Table 3-8 further details the percentage share of rent supplements that served a specific vulnerable population.

Table 3-8: Rent Supplement Demographics, Shelburne Census Division, March 2023

	Total	Family	Senior	Non-elderly
Total rent supplements	31	9	15	7
People benefiting	49	27	15	7
Average HH size	1.6	3.0	1.0	1.0
Average dependents	0.5	1.9	0.0	0.0
Share of supplements serving a vulnerable group:				
Indigenous person(s)	0%	0%	0%	0%
Person(s) w/ a disability	19%	33%	7%	29%
At risk of homelessness	19%	22%	7%	43%
Homeless	0%	0%	0%	0%
Newcomer(s)	3%	11%	0%	0%
Mental health / addictions	13%	33%	0%	14%
Racialized person(s)	0%	0%	0%	0%
Veteran(s)	0%	0%	0%	0%
Fleeing domestic violence	6%	22%	0%	0%
Young adults	3%	11%	0%	0%

Source: Derived from Ministry of Municipal Affairs & Housing data

3.2.3 Non-Profit & Co-operative Housing and Shelters

Formal datasets related to third-party affordable housing organizations and their unit inventories are limited. The **Provincial Report** offers some discussion about what shelters exist provincially, with some detail by Economic Region.

3.3 Short-Term Rentals (STRs)

Between 2018 and 2022, there has been an increase of 4 dwellings used as short-term rentals. Of those, 94% were entire homes or apartments, of which 9 were potentially¹ "commercial" units - meaning they were available/reserved more than 50% of the year.

¹Noted as "potentially" since 2022 data is only up to September.

If 2021 commercial units are compared to the 2021 dwelling stock (917 - as per the Census), about 2% of the municipality's housing inventory may have been used as a short-term commercial rental.

Table 3-9: Short-Term Rental Activity & Inventory

	Data by year				Percent change		
	2018	2020	2021	2022	'18-'20	'20-'22	18-'22**
Total unique STRs	14	27	26	18	+93%	-33%	+29%
Entire home/apt	12	27	26	17	+125%	-37%	+42%
Hotel room	0	0	0	0	n.a.	n.a.	n.a.
Private room	2	0	0	1	-100%	n.a.	-50%
Shared room	0	0	0	0	n.a.	n.a.	n.a.
Avg annual revenue	\$11,041	\$4,039	\$6,607	\$7,244	-63%	+79%	-34%
Total market ('000s)	\$155	\$109	\$172	\$130	-29%	+20%	-16%
Commercial STRs*	11	19	19	9	+73%	-53%	-18%

* A commercial STR is one that was listed as available and/or has been reserved more than 50% of the days in a calendar year.

** 2022 data reflects as of September 2022. Commercial STRs use 9 months for their calculations versus a full year.

Source: derived from AirDNA data

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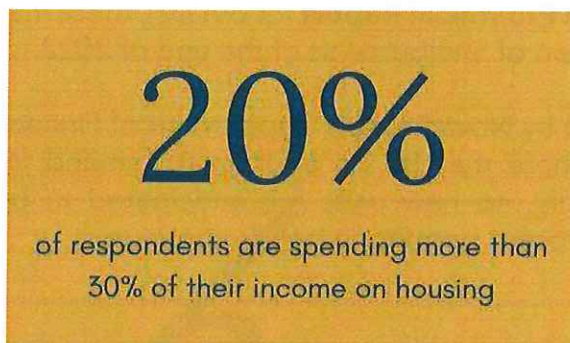
4 Housing Shortage

Based on demographic modeling results (see **Provincial Report** for details), there may not have been a housing shortage on the Town of Shelburne as of the end of 2022.

A base population growth scenario provided by Nova Scotia's Department of Finance and Treasury Board further suggests that there may be no additional demand for housing locally over the near-term. Relatedly, no new units are anticipated to be completed annually over the next decade if recent permitting trends continue.

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5 Housing Affordability



Municipality's public survey responses

5.1 Homeownership

Housing is becoming more expensive. This is not simply a claim of observing the appreciation of property as a commodity but also as an increase relative to other periods, levels of income, and availability.

5.1.1 Market Activity

Median sale prices across Nova Scotia have seen increases since 2016, with significant increases since 2019. Shelburne's median sale price has increased from \$114,680 to \$165,000 between 2016 and 2022. This represents a 44% change in median sale price.

Table 5-1: Median Sale Prices by Dwelling Type & Select Years

	Price				Percent Change		
	2010	2016	2019	2022	'10-'16	'16-'19	'19-'22
Total	\$64,900	\$114,680	\$119,900	\$165,000	+77%	+5%	+38%
Single	\$65,100	\$114,680	\$120,000	\$171,500	+76%	+5%	+43%
Semi	-	\$215,000	-	-	-	-	-

Source: NSAR MLS®

5.1.2 Homeownership Affordability

Table 5-2 details the percentage share of households, separated by household types, that could afford a home based on their respective income levels versus the median sale prices from 2022. The affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**. Note that income bracket distributions are based on Census Division data.²

² Since Census Division data is used, readers will notice estimate similarities between municipalities belonging to the same Census Division.

Lone parents and single persons are least likely to have income levels necessary to afford to own a home. Single-detached homes are the most attainable types of dwellings based on value, but 51% of lone-parent households and 79% of single-person households fall below the income levels necessary to afford the median single-detached local home.

Table 5-2: Estimate of Sales Affordability by Income Level (All Households)

		2022 median sale price:			\$171,500
		% of HHs below income level			Single Detached Dwelling
Income level	Attainable sales price	Couples	Lone parents	Single persons	
\$40,000	\$119,500	11%	22%	59%	no
\$45,000	\$134,500	15%	34%	67%	no
\$50,000	\$149,500	19%	41%	74%	no
\$55,000	\$164,500	22%	51%	79%	no
\$60,000	\$179,500	25%	57%	82%	yes
\$65,000	\$194,500	29%	61%	85%	yes
\$70,000	\$209,500	34%	61%	87%	yes
\$75,000	\$224,000	39%	67%	88%	yes
\$80,000	\$239,000	45%	67%	90%	yes

Homeownership	Total Dwelling	Single Detached Dwelling
Est'd income needed to buy median home	\$55,200	\$57,400
% of total households below income	44%	44%

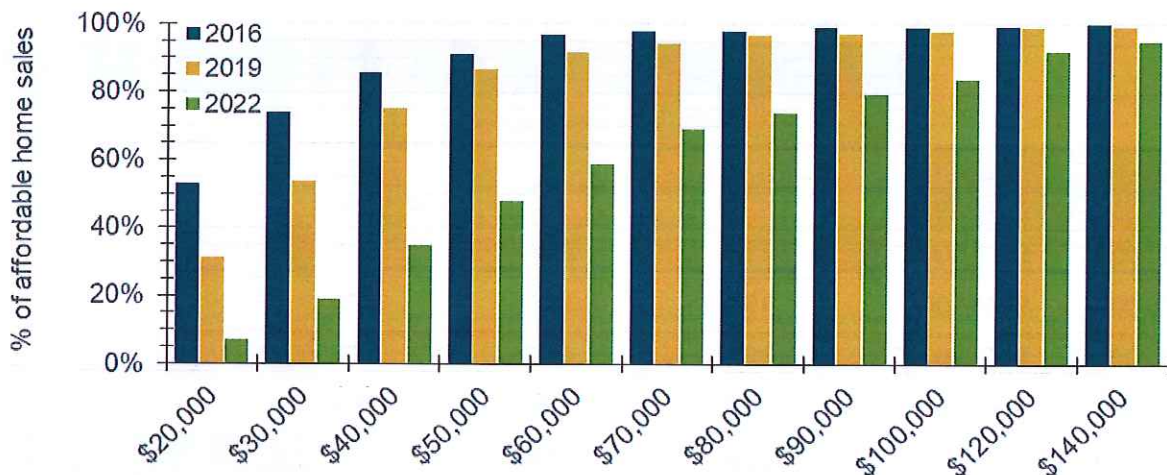
Source: Derived from Statistics Canada tables (see Provincial Report), Bank of Canada, NSAR MLS®

About 44% of all local households earned an income below what would be needed (around \$55,200) to purchase the median home in 2022. This highlights the importance of housing interventions to address the shortage identified above in order to reduce typical housing prices to reasonably affordable levels.

Figure 5.1 presents the levels of affordability for respective household income levels for 2016, 2019, and 2022 for Shelburne Census Division (no data is specifically available for the Town of Shelburne). It illustrates the percentage of home sales in each year that would be affordable (30% of household income) at a given income level.

While there were already signs of decreasing affordability from 2016 to 2019, the municipality suffered a significant shock from 2019 to 2022. For instance, a \$70,000 income could afford 95% of home sales in 2019. In 2022, this fell to 70%.

Figure 5.1: Estimated % of Households that Can / Cannot Afford Typical Sale Prices, Shelburne Census Division



Source: Derived from Statistics Canada Custom Census 2021 Tables, Bank of Canada, NSAR MLS®

5.2 Rental Market

5.2.1 Market Activity

Table 5-3 reports the rental data for Shelburne. The overall average rent in 2021, per PVSC data, was \$567. This is an increase of 10% from 2018. There has been a 7% increase for studio units, a 12% increase for 1-bedroom units, an 11% increase for 2-bedroom units, and an 11% increase for 3+ bedroom units over the same period.

Table 5-3: Average Rents by Unit Size and Select Years

	Price				Percent Change		
	2018	2019	2020	2021	'18-'19	19-'20	20-'21
Total	\$517	\$547	\$597	\$567	+6%	+9%	-5%
Studio	\$449	\$475	\$484	\$479	+6%	+2%	-1%
1-bed	\$524	\$554	\$619	\$585	+6%	+12%	-5%
2-bed	\$574	\$607	\$672	\$639	+6%	+11%	-5%
3+bed	\$624	\$660	\$753	\$692	+6%	+14%	-8%
Vacancy	7.5%	7.5%	7.2%	7.0%			

Source: PVSC Custom Tables

Shelburne’s vacancy rate has decreased from 7.5% to 7.0% between 2018 and 2021 which falls above the healthy vacancy range of 3% to 5%.

5.2.2 Rental Affordability

Table 5-4 details the percentage share of **renter** households, divided by household type and income levels, that can afford 2021 average rent for various unit types. As with ownership, single person households face the highest income barrier to affordability. About 47% of single person households fall below the income level required to afford the average rent for a studio apartment in 2021.

It should be noted that the affordability reported is based on the ability to afford the rent for the entire unit, not split between tenants. Furthermore, the affordability threshold is the same used by Statistics Canada and CMHC - 30% of before-tax household income spent on shelter costs. Shelter cost calculations include the direct and indirect costs related to shelter. More detail is provided in the **Provincial Report**.

Table 5-4: Estimated Rent Affordability by Income Level (Renter Households)

		2021 average rent:			\$479	\$585	\$639	\$692
		% of HHs below income level			Studio	1-bed	2-bed	3+ bed
Income level	Attainable rent	Couples	Lone parents	Single persons				
\$20,000	\$330	0%	0%	24%	no	no	no	no
\$25,000	\$420	0%	0%	47%	no	no	no	no
\$30,000	\$500	0%	7%	56%	yes	no	no	no
\$35,000	\$590	4%	7%	63%	yes	yes	no	no
\$40,000	\$670	4%	7%	69%	yes	yes	yes	no
\$45,000	\$750	10%	20%	80%	yes	yes	yes	yes
\$50,000	\$840	10%	20%	86%	yes	yes	yes	yes
\$55,000	\$920	10%	32%	86%	yes	yes	yes	yes
\$60,000	\$1,000	10%	39%	86%	yes	yes	yes	yes

Renting	Average	Studio	1-bed	2-bed	3+ bed
Est'd income needed to rent average unit	\$33,800	\$28,600	\$34,900	\$38,100	\$41,300
% of renter households below income	31%	24%	31%	36%	42%

Source: Derived from Statistics Canada Custom Census 2021 tables, PVSC

Approximately 31% of local renter households earned an income below what would be needed (about \$33,800) to afford the median rental unit. Readers will notice that

the financial barriers to own appear to be significantly higher than to rent. While this may be the case, it is important to recognize the data source impacts to this discussion.

Sales data for homeownership only considers asking prices, not the existing mortgages held by homeowners at the same time. Rental data includes both asking and occupied rents, meaning that the rents reported underrepresent what households would pay changing units.

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6 Housing Need

Three housing indicators are used to evaluate housing need: adequacy (housing condition), suitability (enough space), and affordability. Core housing need is a specific condition of housing where a household falls under one of the aforementioned indicators and cannot find reasonable housing without spending 30% or more of their before-tax income. Deep unaffordability (also known as "severe" unaffordability) is when a household is spending 50% or more of their before-tax income on housing.

Generally, housing indicators and Core Housing Need data demonstrate the number and share of households particularly impacted by precarious living conditions. These are the households that increased supply or non-market interventions would positively impact most, as many might not have the means or supports to escape these conditions without intervention.

6.1 Housing Need by Tenure & Indigenous Identity

Table 6-1 shows the share of households currently living in conditions that meet the three housing criteria, separated by tenure and Indigenous identity.³ Note that data for suitability is unavailable.

In Shelburne, overall households living in unaffordable dwellings decreased by 38% between 2016 and 2021. Those living in inadequate dwellings decreased by 30%. Notwithstanding a 48% decrease between census periods, 24% of all renters lived in unaffordable dwellings as of 2021.

Table 6-1: Housing Need Criteria by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		775	525	250	100
Households living in inadequate conditions	Total households	80	45	30	15
	<i>Change since 2016</i>	-30%	-36%	-40%	-
	Share of households	10%	9%	12%	15%
Households living in unaffordable conditions	Total households	105	40	60	-
	<i>Change since 2016</i>	-38%	-27%	-48%	-
	Share of households	14%	8%	24%	-

Source: Statistics Canada Custom Census 2016 & 2021 Tables

³ Note that numbers expressed in the housing need tables may differ from those reported by Statistics Canada on individual community Census Profiles. This is because the custom data table applies a different universe than the Census Profile. More information can be found in the Provincial Report.

Table 6-2 shows the municipality's households currently meeting the conditions of Core Housing Need and those in deep unaffordability, as well as the changes in those categories between 2016 and 2021. Since 2016, there has been a 43% decrease in overall Core Housing Need, with decreases across the tenure and Indigenous Identity. Notwithstanding, 14% of all households faced core need in 2021.

Since 2016 there has been an overall decrease of 50% to households living in deep unaffordability, but 8% of all renters remain in these conditions.

Table 6-2: Core Housing Need & Deep Unaffordability by Tenure & Indigenous Identity, 2021

		Total	Owner	Renter	Indigenous
Total Households:		775	525	250	100
Households living in Core Housing Need	Total households	105	50	60	15
	<i>Change since 2016</i>	-43%	-23%	-48%	-25%
	Share of households	14%	10%	24%	15%
Households living in deep unaffordability	Total households	35	20	20	-
	<i>Change since 2016</i>	-50%	-20%	-56%	-
	Share of households	5%	4%	8%	-

Source: Statistics Canada Custom Census 2016 & 2021 Tables

6.2 Housing Need by Household Type

Table 6-3 and Table 6-4 present information related to housing indicators and Core Housing Need, respectively, by household type.

Generally, renter and single person / roommate households experience parallel issues when it comes to housing. About 26% of single person / roommate households faced financial challenges related to shelter in 2021.

Lone parents also faced considerable housing challenges, reporting the highest rate of inadequacy (19%).

Table 6-3: Housing Need Criteria by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		265	115	80	290
Households living in inadequate conditions	Total households	15	15	15	20
	<i>Change since 2016</i>	-57%	0%	-	-64%
	Share of households	6%	13%	19%	7%
Households living in unaffordable conditions	Total households	15	-	-	75
	<i>Change since 2016</i>	-63%	-	-	-25%
	Share of households	6%	-	-	26%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

Since 2016, single persons / roommate households living in Core Housing Need decreased 38%, reaching a 26% share of all related households in 2021. Couples without children reported the next most prevalent core need (8%), despite a 50% decrease between census periods. Further, 10% of single persons lived in deeply unaffordable conditions as of 2021, despite a 33% decrease.

Table 6-4: Core Housing Need & Deep Unaffordability by Household Type, 2021

		Couple w/o child(ren)	Couple w/ child(ren)	Lone parent	Single / roommates
Total Households:		265	115	80	290
Households living in Core Housing Need	Total households	20	-	-	75
	<i>Change since 2016</i>	-50%	-	-	-38%
	Share of households	8%	-	-	26%
Households living in deep unaffordability	Total households	-	-	-	30
	<i>Change since 2016</i>	-	-	-	-33%
	Share of households	-	-	-	10%

Source: Statistics Canada Custom Census 2016 & 2021 Tables

7 Demographic Profile

7.1 Population

7.1.1 Current Population

Between 2016 and 2021, the population of Shelburne decreased by 5%, compared to the provincial growth rate of 5%. Table 7-1 below illustrates the municipality's population change compared to provincial changes. The municipality experienced growth among 25- to 44- and 65- to 84-year-olds - 3% and 1%, respectively.

"The lack of places for people to live is a huge factor in being unable to grow the town."

Table 7-1: Total Population by Age Cohort (2021) & Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Nova Scotia	Total	136,710	106,185	234,180	276,990	192,285	23,035	969,380
	Share	14%	11%	24%	29%	20%	2%	100%
	5yr %Δ	+2%	-1%	+9%	-2%	+19%	+6%	+5%

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Town of Shelburne	Total	255	135	330	485	410	35	1,645
	Share	16%	8%	20%	29%	25%	2%	100%
	5yr %Δ	-2%	-21%	+3%	-11%	+1%	-22%	-5%

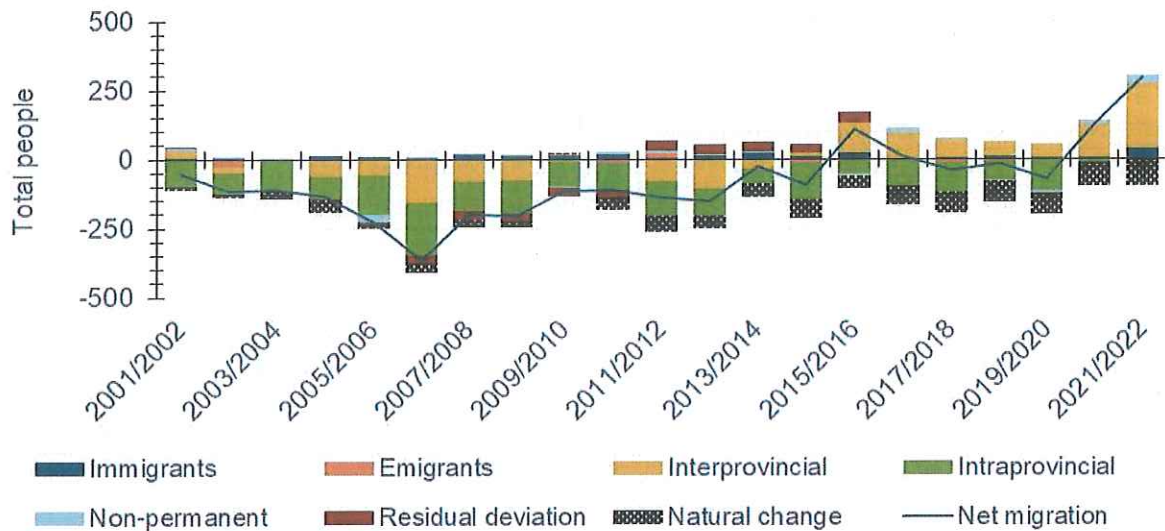
Source: Statistics Canada Census 2016 and 2021

7.1.2 Migration

Shown in Figure 7.1 is the net-migration for the Shelburne Census Division (data is not available at the municipal level - the entire Census Division includes all related urban and rural municipalities) between 2001/02 and 2021/22, inclusive of totals for intra-provincial and international migration, as well as emigration.

Between 2016 and 2021, the Census Division's net-migration steadily increased to a two-decade high in 2021/2022 with a total of 295 newcomers. Not all newcomers will move to one place and could be distributed across the region.

Figure 7.1: Historical Components of Migration, Shelburne Census Division



Source: Statistics Canada Table 17-10-0140

7.1.3 Anticipated Population

The municipality's anticipated population is derived from applying the historical share of local total populations by age cohort to the regional projections by age cohort produced by the Department of Finance & Treasury Board (FTB) in February 2023. In other words, results assume that the municipality will represent the same share of the region's population over the projection horizon.⁴ This does not consider nuanced population changes by community.

Table 7-2: Anticipated Total Population by Age Cohort and Five-Year Percent Change

		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	285	110	330	435	470	40	1,670
	Share	17%	7%	20%	26%	28%	2%	100%
	5yr %Δ	+8%	-19%	-3%	-9%	+11%	+14%	-1%
		0 to 14	15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	280	100	305	415	485	55	1,640
	Share	17%	6%	19%	25%	30%	3%	100%
	5yr %Δ	-2%	-9%	-8%	-5%	+3%	+38%	-2%

Source: derived Department of Finance & Treasury Board February 2023

⁴ Since a municipality represents the same share of its region (i.e., Census Division) over time for projections (population and households), similar rates of growth will exist for each of the municipalities within the region. Therefore, readers reviewing multiple reports may notice a likeness between them.

Estimates suggest that the total 2022 population was 1,680, with a potential further decrease of 1% between 2022 and 2027. Senior populations should increase during that time.

Contraction from 2027 to 2032 may be of a slightly greater magnitude (-2%) compared to the five years prior. Again, senior cohorts should continue to be the main contributor to growth, demonstrating a long-term vision to meet the needs of an expanding senior age group.

7.2 Households

7.2.1 Current Households

Table 7-3 illustrates the various characteristics of households in Shelburne. The tables show tenure splits for maintainer by age cohort, household types, and household sizes respectively, as well as the 5-year percent change in those populations.

Table 7-3: Households by Tenure & Characteristics (2021) & Five-Year Percentage Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
Household Maintainer Age	Total	35	175	295	265	30	790
	Owner	0%	47%	68%	81%	100%	67%
	Renter	100%	53%	32%	19%	0%	33%
	5yr %Δ	+17%	+9%	-2%	-7%	-14%	-2%

		Couple w/o Child	Couple w/ Child	Lone Parent	Non-census*	Other**	Total
Household Type	Total	270	115	80	300	20	790
	Owner	83%	48%	67%	57%	100%	67%
	Renter	17%	52%	33%	43%	0%	33%
	5yr %Δ	+4%	-18%	-6%	+3%	-43%	-2%

		1-person	2-person	3-person	4-person	5+ person	Total
Household Size	Total	270	340	100	35	40	790
	Owner	56%	80%	70%	0%	0%	67%
	Renter	44%	20%	30%	100%	100%	33%
	5yr %Δ	+4%	+1%	-23%	0%	-11%	-2%

* Non-census means single persons or persons living with a roommate

** Other households are one-census-family households with additional persons or multiple-family households

Source: Statistics Canada Custom Census 2016 & 2021 Tables

The primary household maintainer is the person within a household who pays the rent, mortgage, taxes, or other major expenses for the dwelling. For households in which multiple incomes are present, the first name listed on a census questionnaire is taken to be the primary maintainer.

Between 2016 and 2021, there was an overall 2% decrease in households, with tenures split into 67% owners and 33% renters. Couples without children have seen the largest increase, with 4% since 2016. Noteworthy is the 3% increase in non-census families (single persons or roommate households) given their significant cohort size (300 total). Relatedly, households in Shelburne are also getting smaller with a 4% increase in 1-person households between census periods.

7.2.2 Anticipated Households

A similar apportionment as for the anticipated population is performed for anticipated households. Note that anticipated households are a major input to housing demand calculations, but do not equate exactly to demand. Housing demand projections incorporated adjustments to reflect total dwellings (not only those occupied by a usual resident which projections would solely consider).

Estimates suggest that total 2022 households reached 810, with a potential decrease of 1% from 2022 to 2027 (5 total). Household losses should predominantly occur among non-senior led households.

Similar magnitudes of contraction may continue from 2027 to 2032. Senior-led households (particularly those with a maintainer aged 85+) should continue to grow.

From 2022 to 2032, about 50 new senior-led households might choose to live in the municipality, again reinforcing the need for senior appropriate or generally accessible housing over the foreseeable future.

Table 7-4: Anticipated Households by Maintainer Age and Five-Year Percent Change

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2027	Total	25	175	265	305	35	805
	Share	3%	22%	33%	38%	4%	100%
	5yr %Δ	-29%	-3%	-9%	+11%	+17%	-1%

		15 to 24	25 to 44	45 to 64	65 to 84	85+	Total
2032	Total	25	160	250	310	45	790
	Share	3%	20%	32%	39%	6%	100%
	5yr %Δ	+0%	-9%	-6%	+2%	+29%	-2%

Source: derived from Statistics Canada 2016 Census, Department of Finance & Treasury Board February 2023

8 Conclusion

The above information provides context for the Town of Shelburne's housing conditions. Historical and anticipated population and household trends indicate the town may face a continued demographic decline over the medium-term, which suggests that there may be no additional demand for housing locally unless conditions change.

If recent permitting trends continue, no new units are anticipated to be completed annually over the next decade. This projection is based on recent historic trends and may be impacted by changes in local conditions and by choices made by the municipality.

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**Public Works
Office of the Minister**

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

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NOV 22 2023

Penny Smith, Warden
Municipality of the District of Shelburne
PO Box 280
414 Woodlawn Drive
Shelburne, NS B0T 1W0
warden@municipalityofshelburne.ca

Dear Warden Smith:

Thank you for your Advocacy Letter received October 12, 2023, regarding reducing the speed limit at Exit 26 on the Highway 103.

Highway safety is a priority of the Government of Nova Scotia. We continue to evaluate roads for future highway improvements. I have been in contact with the traffic group here at the Department of Public Works and have requested that an investigation on this section of road be undertaken to determine if additional measures can be put in place to improve the safety at this location. The traffic group will conduct a 10-year collision history review to see if there has been an increase/decrease of collisions that are speed related.

I will note that the intersection located at Exit 26 on Highway 103 was redesigned approximately 6 years ago to the current standards as set out by the Transportation Association of Canada "Geometric Design Guide for Canadian Roads".

Thank you once again for bringing your concerns forward. If you have any other comments or concerns, please contact Pamela Mehlman-Shand, Area Manager at pamela.mehlman-shand@novascotia.ca or by phone at 902-742-2416.

Yours sincerely,

Kim D. Masland
Minister

- c: Dan Leopold, A/District Director, Western
- Pamela Mehlman-Shand, Area Manager, Yarmouth, Shelburne & Clare
- Ken Smith, Town of Shelburne
- Sarah Mattatall, CAO Town of Shelburne
- June Harding, Town of Lockeport



Naturally Yours

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November 22, 2023

Attention: Ann Wilkie (co-chair), James Wooder (co-chair), Graham Daborn, Steve Parsons and Lorraine Whitman

Email: carys.burgess@iaac-aeic.gc.ca

Subject: Committee for the Regional Assessment of Offshore Wind Development in Nova Scotia

Dear Committee Members,

On behalf of the Municipality of the District of Shelburne I would like to thank you for hosting an Information Session in Shelburne.

At the outset, let me emphasize our resolute support for responsible renewable energy production as we all try to deal with climate change. We applaud the Provincial Government in their quest to meet its goal of achieving 80 per cent renewable energy for its electricity needs by 2030. However, it is imperative that we exercise the utmost caution, safeguarding our fisheries—the economic backbone of Southwest Nova Scotia. "Responsible Renewable Energy" encapsulates our vision, where there is harmony between our fisheries and offshore wind energy production.

As we delve into these deliberations, we wish to offer a few perspectives that we believe should be considered:

Power Inequity: It is incumbent upon us to shed light on the existing onshore inequities. Currently, windfarm proposals tend to gravitate toward central power-consuming areas, leaving rural municipalities like ours deprived of the royalty benefits attributed to the affected municipality. This power inequity is a pressing concern, denying us the opportunity to be active

414 WOODLAWN DRIVE, PO BOX 280 SHELburne, NS B0T 1W0,

participants in the renewable energy strategy. We urge you to address this disparity in your recommendations, ensuring that all regions partake in the rewards of clean energy initiatives as it may pertain to offshore wind developments.

Municipal Benefit: As we contemplate the impending offshore wind development, we foresee a similar power imbalance looming. Given our dependence on the fishing industry, any disruption caused by offshore windfarms would reverberate through our communities. In light of this, we propose the implementation of a royalty formula, ensuring that all Nova Scotia municipalities and First Nations receive a fair share of the benefits, and not just the Federal and Provincial Governments. By entrusting municipalities as the conduits for distributing these benefits, we can directly uplift the communities most directly impacted by offshore wind development.

Offshore Servicing: It is conceivable that windfarm developers may prioritize cost-efficiency when servicing their installations. We advocate for the creation of offshore zones, akin to lobster license areas, where windfarm developments would be required to utilize harbors adjacent to those zones for servicing. Furthermore, granting local fisheries groups the first right of refusal for service contracts offers a unique opportunity for fishermen to directly benefit from windfarms in their waters. Though identifying the right stakeholders may pose challenges, the overarching principle is to provide opportunity to those most impacted.

Onshore Power Infrastructure: The location where power is brought ashore presents a host of considerations. We must not overlook the potential of onshore hydrogen production, which could be transformative for municipalities. To ensure equity, we recommend adopting a zone-based approach, aligning the location of power landfall with the municipality closest to the respective windfarm. This not only enables hydrogen production but also bolsters onshore wind energy capacity, further decentralizing the benefits across the Province. Importantly, we propose stringent measures to prevent offshore windfarms from connecting directly with U.S. facilities, preserving the benefits for Nova Scotians.

In conclusion, we urge you to embrace the overarching theme of "Equity" as you craft your recommendations. Equity demands that every Nova Scotian has the opportunity to share in the



Naturally Yours

rewards of offshore wind development, especially those communities like ours that rely completely on our fisheries to sustain our economies.

Sincerely,

A handwritten signature in black ink that reads "Penny Smith". The signature is fluid and cursive, with the first name "Penny" and last name "Smith" clearly distinguishable.

Warden Penny Smith



Town of Shelburne
P.O. Box 670
168 Water Street
Shelburne, NS
BOT 1W0
Ph : (902) 875-2991

November 21st, 2023

The Honourable Pablo Rodriguez
Minister of Transport
House of Commons Ottawa, ON
K1A 0A6

Email: pablo.rodriguez@parl.gc.ca

Re: Redeploying Digby-Saint John ferry (MV Fundy Rose) to P.E.I.

Dear Minister Rodriguez,

On behalf of Town Council and its citizens, I write to you with a sense of urgency and deep concern regarding recent reports suggesting the Department of Transport is considering the redeployment of the MV Fundy Rose ferry to P.E.I.

Our region has been alarmed by the potential consequences of such a decision, and we wish to emphasize several critical points that we believe merit your consideration.

- Economic Impact on Southwest Nova Scotia:** The Digby-Saint John ferry serves as a vital link connecting our region to the broader Canadian economy. It plays a crucial role in facilitating the transportation of goods, supporting local businesses, and encouraging investment in our community. For instance, it serves as a key conduit for shipping seafood products from our local fisheries to the USA markets. The proposed relocation would undoubtedly disrupt economic flows, jeopardizing jobs and economic stability in our region.
- Tourism Downturn:** Southwest Nova Scotia is a prime destination for tourists, drawn by our picturesque landscapes, rich cultural heritage, and warm hospitality. The ferry not only provides a convenient means of access but is also a tourist attraction in its own right. Its relocation would discourage tourists from choosing our region as a travel destination, leading to a decline in tourism-related businesses and revenues.
- Emergency Preparedness:** The Digby-Saint John ferry is one of the few major links to mainland Canada, and its availability is crucial, especially during emergencies. The potential closure or flooding of the Trans Canada Highway between Amherst, Nova Scotia and Sackville, New Brunswick, due to intensifying storms and hurricanes, could

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leave our region isolated during critical situations, hindering essential services, and creating significant hardships for our residents.

4. **Broader Regional Implications:** We urge you to consider the broader implications for regional connectivity, trade, and social cohesion that the relocation of the ferry could entail. Maintaining the current ferry route serves the greater good of the entire region.

We believe that collaborative solutions can be explored that align with the Department's goals while safeguarding the social and economic well-being of our region.

Thank you for your time and consideration. We eagerly await your response and the opportunity to engage in a constructive dialogue on this matter.

Regards,



Harold Locke
Mayor, Town of Shelburne



P.O. Box 670
168 Water Street
Shelburne, N.S.
B0T 1W0
Phone: (902) 875-2991
Fax: (902) 875-3932
www.shelburnens.ca

November 28, 2023

Agriculture Canada Funding Program
c/o Agriculture and Agri-Food Canada
1341 Baseline Rd
Ottawa, ON
K1A 0C5

To whom it may concern,

I am writing to express the full support of the Town of Shelburne for the non-profit Community Garden and Food Share Association of Shelburne County's application under the Agriculture Canada Funding Program. We understand that the program aims to provide financial assistance to communities in constructing greenhouses for communal use, and we firmly believe in the importance of such initiatives.

Supporting communities in their efforts to become more self-reliant through sustainable agricultural and environmental practices is a fundamental and progressive approach. The ability to grow one's own food not only fosters a sense of community but also promotes resilience and sustainability. These objectives align closely with the Town of Shelburne's commitment to fostering a healthy and self-sufficient community.

The Community Garden and Food Share Association of Shelburne County has demonstrated commendable dedication to advancing sustainable agriculture and enhancing food security within our community. Their proposed project to build greenhouses aligns seamlessly with the goals of the Agriculture Canada Funding Program and stands as a testament to their commitment to creating a positive impact.

As representatives of the Town of Shelburne, we wholeheartedly endorse the efforts of the Community Garden and Food Share Association of Shelburne County. We believe that supporting projects of this nature is crucial in building resilient and empowered communities.

We are pleased to offer this letter of support for the association's application under the Agriculture Canada Funding Program. We trust that their proposed project will not only contribute to the well-being of our community but also serve as a model for sustainable practices that can be replicated elsewhere.

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Thank you for your time and consideration. We look forward to the positive impact that the Community Garden and Food Share Association of Shelburne County's initiative can bring to our community and beyond.

A handwritten signature in blue ink that reads "Harold Locke". The signature is fluid and cursive.

Sincerely,

Harold Locke

Mayor, Town of Shelburne

902-875-2991

harold.locke@shelburnens.ca



P.O. Box 670
168 Water Street
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BOT 1W0

Phone: (902) 875-2991

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www.shelburnens.ca

November 15, 2023

Shelburne Curling Centre
144 John St
Shelburne, NS
BOT 1W0

To whom it may concern,

On behalf of the Town of Shelburne, I am writing to extend an invitation to the Shelburne Curling Centre to explore our Grants to Organization program. The Town is committed to fostering a strong sense of community and actively supports eligible organizations in providing financial assistance.

Our Grants to Organization program is a cornerstone of this commitment, and we review it annually as part of our budgeting process. We believe that the Shelburne Curling Centre would be a strong candidate for this support. We encourage your organization to consider applying for our Grants to Organization program this winter.

In addition, the Town of Shelburne would like to support the Shelburne Curling Centre when seeking larger grants. Should your organization be in need of such funding, we would be delighted to provide letters of support to enhance your prospects of securing larger funding opportunities.

We understand the importance of the Shelburne Curling Centre in our community and are happy to provide support. Please feel free to reach out to us at 902-875-2991 for any inquiries, guidance, or assistance related to our Grants to Organization program or other funding opportunities.

Sincerely,


Harold Locke

Mayor, Town of Shelburne
902-875-2991

harold.locke@shelburnens.ca

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November 27, 2023

A Message from Ramsay Duff, CEO of MacLeodCares

Information Release: Roseway Manor Rebuild

MacLeodCares is pleased to announce that a conditional agreement has been reached for the purchase of land on which to build the 112 bed replacement nursing home for Roseway Manor. The 9.8 acre site is located in the Town of Shelburne, accessible off King Street, and backs onto Hillcrest Academy and the EHS depot. The site is serviced by Town sewer and water and will now have an environmental assessment completed including an archaeological review. Construction is anticipated to get underway in spring of 2024 for opening in 2027.

The new, larger nursing home will create up to 60 new jobs. As part of the planning to recruit and retain healthcare employees to live in the community, MacLeodCares will also be pursuing a housing development in partnership with the Municipality. Discussions with the Town and Municipality are underway to identify housing needs, programming and service supports that could also be considered as part of the development.



Ramsay Duff, CEO
MacLeodCares
ramsay.duff@macleodgroup.ca

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STAFF REPORT

TO: Municipal Council

FROM: Ryan Jamieson, Waste Diversion Coordinator

APPROVED BY: Marcia d'Eon, Director of Operations & Protective Services

DATE: November 29, 2023

SUBJECT: EPR Program – Information Report

ORIGIN

Extended Producer Responsibility (EPR) was introduced into Provincial legislation under the Environment Act effective August 1, 2023. The purpose of EPR is to ensure that the costs and management of the specific waste/recyclables become the responsibility of the producer who generates this waste.

The option to participate allows us an opportunity to significantly reduce our costs related to collection, transportation, and processing of blue bag materials.

DISCUSSION

In 2019 a proposal for EPR was submitted to NS Environment as it was an area of priority for municipalities, which benefits both the economy and the environment. In Canada, many provinces have already implemented EPR which is said to represent 82% of the Canadian population.

The costs producers will be responsible for include costs for collection, administration, education of recycling as well as processing of the materials produced. There have recently been online information sessions offered to elected officials via NSFM and the Regional Solid Waste Chairs (Sept 20/27th). The sessions were to assist officials in understanding the implications of these regulations within their Municipality.

Commercial waste is not included under this program and the producers will not pay for any collection or processing of their materials; therefore, we will not be reimbursed for any Solid Waste/Recyclables for the businesses that utilize the Municipal Solid Waste pickup.

Circular Materials will act as the Producer Responsibility Organization (PRO), supporting our producers in meeting the regulatory targets and would be the point of contact with regards to any issues or concerns that arise throughout the transition.

Becoming a service provider is a choice, not a requirement. Although it will be a reduction in costs, it does not guarantee that costs are fully covered. PRO may wish to contract out local education, curbside collection etc. These details will be provided for consideration, and we will have the opportunity to withdraw from the program before EPR comes into operation on December 1, 2025.

Timeline for Roll-out of Extended Producers Responsibility legislation:

January 1, 2024: Municipalities will be required to register with the administrator Divert NS (RRFB) and submit household and service level information. The data required includes:

1. Household data (number of households, addresses, maps (define whether on private/non-private road))
2. Collection costs (annual costs and collection contract details)
3. Service Level data (materials collected, frequency of collection, day of week, quantities collected)

October 1, 2024: Producers/PRO will be required to consult with Municipalities and submit a program plan. After a plan is approved, they will establish contracts with service providers. Municipalities interested in continuing services will negotiate contracts.

December 1, 2025: EPR implementation and program underway.

RECOMMENDATION

Be it resolved That the Municipality of the District of Shelburne authorize staff to register for Extended Producers Responsibility on or before January 1, 2024.

BUDGET IMPLICATIONS

Unknown at this time.



Shelburne Port Committee

16 November 2023
3:00 pm Council Chambers

Minutes

Document #	D23-229
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Present:

Chair: Town Mayor Harold Locke
 Port Manager: Wayne Langthorne
 Town Councillor: Rick Davis
 Public Member: Percy Cox
 Public Member: Karl White
 Municipal CAO: Warren MacLeod
 Municipal Staff: Val Kean
 Town CAO/Committee Secretary: Sarah Mattatall
 Town Interim CAO: Ken Smith
 Town Staff: Jane Crowell
 Town Staff: Jennifer Perry

Regrets:

Public Members: John Garland, Herb Locke and Pat Melanson
 Municipal Councillor: Anthony Gosbee

- 1) **Call to Order** (*Chair Harold Locke*)
Meeting was called to order at 3:00pm by the Chair.
- 2) **Approval of 16 November 2023 Agenda**
Agenda approved. Mover: Rick Davis, Seconder: Karl White
- 3) **Approval of Minutes from Shelburne Port Committee meeting held on 16 June 2023.**
Mover: Rick Davis, Seconder: Karl White

4) Reports:

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

The Port Manager spoke to the Port operations and maintenance running smoothly. The port office roof was replaced as well as a new light pole was installed and annual maintenance/painting has been completed. The Town had 6 cruise ships visit this year, 3 cruise ships were cancelled due to various reasons. So far 2 cruise ships have been scheduled for the 2024 year. The Port Manager notified the committee that the Long Island will be leaving the port for salvage as soon as a tugboat is available leaving a portion of the Berlin wall exposed.

Port Manager's Report accepted. Mover: Karl White, Seconder: Rick Davis

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

The Finance Manager submitted a report on year-end financial for 2022/23 and current financials to September 30th, 2023. A list of write-offs were presented for the Committee to review/approve and for recommendation to Council.

The Port Committee recommended Council approve the write-offs as reported by the Finance Manager. Mover: Rick Davis, Seconder: Percy Cox

5) New Business:

Port Repairs

The Port Manager has been notified by Kelly Cove the vessel Long Island will be removed and prepared for salvage once a tugboat becomes available. This will leave the outer face of the Berlin Wall exposed and at risk for additional damage. The Port Manager will investigate options and obtain quotes for repairs to this portion of the wharf. Currently \$40,000 has been budgeted for repairs for the 2023/24 fiscal year. The Committee discussed increasing this amount to \$100,000 for the necessary repairs.

The Port Committee recommend Council spend up to \$100,000 out of reserves and to seek funding for repairs to a portion of the Berlin Wall.

Mover: Rick Davis, Seconder: Warren MacLeod

6) Outcoming Recommendations for Town Council to consider:

The Port Committee recommended the Write-Offs be approved by Council at a future Council meeting.

The Port Committee recommend Council approve spending up to \$100,000 out of reserves and to seek funding for repairs to a portion of the Berlin Wall.

7) Upcoming Meeting:

Anticipated for 14 March 2024 at 3:00 PM

8) Adjournment

Meeting adjourned at 4:14pm. Mover: Rick Davis

Town of Shelburne
Staff Report – Municipal Capital Growth Project Fund Update
December 4th, 2023

Document #	D23-230
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General Overview

This report is intended to follow-up on the staff report dated November 20th, 2023 reviewed at Council. As noted in the report, the fund was just recently announced, but has a very short turn around time for applications with a deadline of December 13th, 2023.

Background

Over the part of two weeks, staff have explored the four potential projects outlined in the November 20, 2023 report. The four projects are as follows:

1. Capital upgrade to our water, sanitary sewer, and storm water systems to prepare for the recently announced 112 bed nursing home plus housing development to accommodate up to 60 new employees to the area.
2. Reclamation of a brownfield site to a “green area” complemented with a wetland area. We are looking at the 2nd phase of this long-term project, capping the old landfill.
3. Transition to the 2nd floor of the Post Office building incorporating best practice accessibility features (i.e. elevator).
4. A cost sharing replacement of water and sanitary sewer lines on school and Commission Streets in a phased approach.

Analysis

- a) Capital upgrades to our water, sanitary sewer, and stormwater system. As of November 29, 2023, Mr. Bob Funke, P.Fng, has begun working with our staff to analyze an order of magnitude in terms of cost to accommodate the 112 bed nursing home on a 10 acre parcel of land bordering the elementary school and if possible, an apartment accommodating up to 60 units. The initial level of cost estimate will be determined by the depth of information which can be gathered from this process.
- b) Reclamation of a brownfield site at our old landfill location. The next phase in our decommissioning of the old landfill site is the capping of the areas of the site which will require further capping as a result of the Phase I examination of the 1996 closure results. The 2nd Phase is estimated to cost \$584,000. After completion of the 2nd Phase and subject to a successful funding application, a 3rd Phase would entail turning the area into a “green area”. Further enhancing our application for funding where the MCGP fund would also include utilizing the wetland for educational purposes. The green area approach would make the project eligible as the property couldn’t be used for housing.

The preceding approach arose in my discussion with our environmental engineering consultant with Dillon Engineering. Furthermore, he suggested contacting the Department of Environment and the Department of Education to explore further grants.

- c) Transition to the second floor of the Post Office building. The potential application would likely involve a smaller project as we would be providing estimates for making this floor more accessible as per the Accessibility Category of the MCGP. We do have preliminary costing for an elevator in the \$35,000-\$50,000 range, but this is subject to a review by a structural engineer. We have a site visitation scheduled for December 6, 2023 with the accessibility Coordinator for Eastern Shelburne County to add more line items.

Recommendation

I would recommend that Council rank the following applications in the following order;

- 1) Capital upgrades to the water, sanitary sewer, and storm water system.
- 2) Reclamation of a brownfield site.
- 3) Accessibility changes for the relocation to the second floor

This ranking be subject to #1 being more costly than #2 when the applications are completed.