



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**June 2<sup>nd</sup>, 2025**  
**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 May 20<sup>th</sup>, 2025.**

**4) Proclamations and Announcements:**

- a) June - National Indigenous History Month
- b) June - Pride Month
- c) World Oceans Day - June 8<sup>th</sup>, 2025.
- d) National Blood Donor Week - June 9 -15, 2025.

**5) Delegations/Presentation:**

- a) The Shelburne & Area CED Society D25-117
- b) Shelburne Bridging the Gap D25-118

**6) Correspondence:**

**Action:**

- a) Letter from SVFD Ladies Auxiliary D25-119
- b) Email – Invitation to Collaborate on the Future of Regional Economic Dev. D25-120

**Information: NONE**

**7) Council Items:**

- a) Notice of Motion – Salary Administration Policy
- b) Draft Budget FY 2025-26 D25-121
  - i. General Operating Budget

**8) Committee Reports:**

- a) Accessibility Advisory Committee D25-122

**9) Staff Reports:**

- a) Draft Municipal Planning Strategy & Land Use Bylaw Updates D25-123
- b) Temporary Street Closures – Street Activity Policy D25-124
- c) Shelburne County Climate Action Committee D25-125
- d) Wastewater Report D25-126
- e) Water Utility Report D25-127

**10) In Camera: MGA 22(2) (g) – legal advice for solicitor-client privilege**

**11) New Business:**

**12) Upcoming Meetings/Events:**

- a) Town Wide Yard Sale, June 7<sup>th</sup>, 2025, 8am-2pm, All over town
- b) Free Council BBQ, June 7<sup>th</sup>, 2025, Community Centre, 63 King Street
- c) First Farmers' Market of the season, Sunday, June 8<sup>th</sup>, 2025, Guild Hall
- d) Next Council Meeting, June 16<sup>th</sup>, 2025, 6pm, Council Chambers, 63 King Street.

**13) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**May 20<sup>th</sup>, 2025**

**Council Members Present**

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

**Staff Present**

Chief Administrative Officer, Sarah Mattatall  
Executive Coordinator, Jessie Dyer  
Director of Planning & Development Services, Mike Kahn  
By-Law Officer, Dana Nash

**Regrets**

Councillor Sheldon Ringer

**Call to Order**

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

**Approval of the Agenda**

*THAT Council approves the agenda for May 20<sup>th</sup>, 2025, Council Meeting.*

**E. Acker - Cruz**

**MOTION CARRIED**

**Approval of the Minutes**

*THAT Council approves the minutes from the regular Town Council Meeting held on May 5th, 2025, and*

*THAT Council approves the minutes from the Special Council Budget Meeting held on May 6th, 2025.*

**D. Acker – E. Acker**

**MOTION CARRIED**

**Proclamations and Announcements:**

**Access-Ability Week May 25<sup>th</sup> – May 31<sup>st</sup>, 2025**

The Town of Shelburne recognizes National Access-Ability Week, celebrated annually beginning the last Sunday in May. Established in 1988 and inspired by Rick Hansen’s Man In Motion World Tour, this week honors the contributions of Canadians with disabilities and promotes accessibility and inclusion in our communities and workplaces.

We also acknowledge the individuals and organizations working to remove barriers, ensuring equal opportunity and participation for all. Greater inclusion strengthens our society and economy, benefiting everyone.

We encourage all residents to support efforts that advance accessibility and celebrate diversity in our town.

#### Red Shirt Day, May 28<sup>th</sup>, 2025

The Town of Shelburne proudly recognizes Red Shirt Day of Action for Access-Ability and Inclusion, taking place this year on Wednesday, May 28, 2025, during National Access-Ability Week.

Established by Easter Seals in 2019, Red Shirt Day is a national movement where individuals in schools, workplaces, and communities across Canada wear red to demonstrate their support for persons living with disabilities. It is a day to celebrate the valuable contributions and achievements of people with disabilities and to affirm our shared commitment to building a more inclusive and accessible Canada.

This day serves as a visible reminder of the importance of accessibility and inclusion in all areas of society—education, employment, public services, and community life. It also honours the families, advocates, and organizations who work tirelessly to remove barriers and promote equal opportunities for all.

The Town of Shelburne encourages all residents to wear red on May 28 and join in advancing accessibility, inclusion, and respect for people of all abilities.

Together, we can help create a community where everyone can participate fully and equally.

#### Volunteer of the Year Representative for the Town of Shelburne, 2025

Each year, the Town of Shelburne selects a Provincial Volunteer of the Year, and we’re proud to announce Nancy Thomas as this year’s honoree.

Nancy has devoted decades to her community, making a lasting impact through her generosity and leadership. With over 30 years in the Shelburne Volunteer Fire Department Ladies Auxiliary and 25 years with the Shelburne Curling Club, she’s held key roles including President and Secretary. She’s also volunteered with the Roseway Hospital Foundation Auxiliary and NU2U, always eager to help.

Beyond Shelburne, Nancy knits finger puppets for the IWK and hats for the Lions Club, spreading kindness far and wide. Thank you, Nancy, for your incredible dedication.

#### Delegations/Presentations:

- a) Centre for Environmental Justice (CEJ) – Vanessa Hartley, President and Co-Founder of the CEJ gave an overview of the Society, their mission, visions and outcomes towards

Environmental Racism and Justice for the South Shore.

**Correspondence**

**Action:**

- a) Letter, Judith Cleveland – Water Meter

CAO Mattatall provided background information on the letter, and our water meters.

*THAT Council acknowledges receipt of the letter from Judith Cleveland regarding her water meter.*

**E. Acker – D. Acker**

**M25-064**

**CARRIED**

**Information:**

**NONE**

**Council Items:**

- a) Draft Budgets FY 2025-26

- i. General Operating Budget

*THAT Council defer Operating Budget to June 2<sup>nd</sup>, 2025 Council Meeting.*

**D. Acker – E. Acker**

**M25-065**

**MOTION CARRIED**

- ii. Capital (5 Year) Budget

*THAT Council approve the 5 Year Capital Budget as presented.*

**E. Acker – Cruz**

**M25-066**

**CARRIED**

**Committee Reports:**

**NONE**

**Staff Reports**

- a) Dangerous & Unsightly: Notice of Appeal

*THAT Council, having reviewed the Notice of Appeal and the circumstances surrounding the property at 166 Clements Street, hereby amends the Order to Remedy issued on May 5<sup>th</sup>, 2025, by extending the compliance deadline to June 13<sup>th</sup>, 2025, and directs the By-Law Enforcement Officer to notify the property owner of the revised timeline.*

**Cruz – D. Acker**

**M25-067**

**CARRIED**

b) Crosswalks on Water Street

*THAT Council directs Staff to restore the crosswalk at King and Water Street with the removal of the one parking stall located in front of Locke's Sporting Goods Store to allow open all four pedestrian crosswalks to operate, including the installation of appropriate signage and street painting.*

**E. Acker - D. Acker**

**M25-068**

**CARRIED**

c) CAO Update

CAO Mattatall provided an update on many topics including the Landfill Decommissioning Project – Morvan Road, the Roger Grovestine Recreation Complex- Revitalization Project, Phase 1. She also provided updates on the Public Works Department, Staffing changes, as well as an update on the Visitor Information Centre. The full report can be found in the Council Package.

d) Building Inspector's Report – April

e) SVFD Report - April

f) By-Law Officer Report - April

The above reports are for information only.

**New Business:**

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

Deputy Mayor D. Acker noted that he was speaking with someone from the Shelburne County Development Centre re: Walking Tours on Dock Street. They were asking for a donation towards the program. Council will discuss some options moving forward, however there is no room in the budget this fiscal. Grants to Organizations is a great option for this.

Deputy Acker shared that he attended the Chamber of Commerce AGM on May 6<sup>th</sup>, 2025, noting that Tracie Sands has been appointed as Executive Director. Deputy Mayor Acker also attended the Arena Meeting on May 12<sup>th</sup>, 2025, special notes from that meeting were that funding was denied for a redo on the kitchen, and that Wayne King has stepped up to help run the arena for the upcoming season. They are still looking for more staff. Acker also attending the Municipal Restructuring Meeting on May 14<sup>th</sup>, 2025 and enjoyed the presentation and the information provided.

Councillor E. Acker also spoke to the May 12<sup>th</sup> Municipal Restructuring Meeting, noting that there should be a board created for Shared Services. Having this board would provide more

input with a board composed of Elected Officials.

Councillor Cruz spoke on the Nova Scotia Loyal Project- Buy Local Campaign through Farmers' Market Nova Scotia. This initiative will distribute coupons to children in schools to redeem at Farmers' Markets across the province. Councillor Cruz also mentioned that the Shelburne Farmers' Market will begin in June.

Council would like to thank Mr. Stoddard and his Grade 5 class for the wonderful class trip at the Town Office. Council was pleased with the students' engagement and interest in Government. Deputy Mayor Acker thanked Councillor E. Acker for her hard work in preparing some content for the visit. Council would like to thank Mr. Stoddard for his time and dedication to the students at Hillcrest Academy.

There was no further new business.

#### **Upcoming Meetings/Events**

- a) Red Shirt Day of Action for Accessibility & Inclusion, Wednesday May 28<sup>th</sup>, 2025.
- b) Deadline for Grade 12 students to apply for the Town of Shelburne Bursary, May 31<sup>st</sup>, 2025.
- c) Tax Bills due May 30<sup>th</sup>.
- d) Next Council Meeting, June 2<sup>nd</sup>, 2025, 6pm, Council Chambers, 63 King Street.

#### **Adjournment**

**THAT** the Regular Town Council Meeting of May 20<sup>th</sup>, 2025, be adjourned at 7:11pm.

**D. Acker**

**Jessie Dyer**  
**Recording Secretary**

---

**Stanley Jacklin, Mayor**

---

**Sarah Mattatall, CAO**





**Application  
Request for Delegation/Public Presentation to  
Council/Committees**

Document # D25-117	
Rec'd by JD	
Date May 22/25	
<b>COPIES TO:</b>	
Council	✓
Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date, agenda or check the Town of Shelburne website at [www.shelburnens.ca](http://www.shelburnens.ca).

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Peter Frampton

Address: 45 Canada Hill Rd., Lockporte (Allendale)

Phone: 902-656-3354 Email: pafpersonal@gmail.com

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

To present The Shelburne and Area CED Society and the role/s the Municipality can play  
as we work to grow the stock of affordable housing.

Date of Council/Committee meeting at which you wish to appear: June 2nd, 2025

Are you representing:

- Yourself
- An Organization/Society/Club (Name): The Shelburne and Area CED Society
- A Business (Name): \_\_\_\_\_
- Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

**Please return the completed form to:**

Jessie Dyer, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, [jessie.dyer@shelburnens.ca](mailto:jessie.dyer@shelburnens.ca)  
(902) 875-2991 ext. 4, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

  
\_\_\_\_\_

**For Office Use Only:**

Date Request Received: May 20/25 \_\_\_\_\_

Approved       Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

If Approved, Date of Presentation: June 2/25 \_\_\_\_\_

Signature of Executive Coordinator/Committee Secretary   
\_\_\_\_\_

**South Shore Community Development Corporation**  
**Overview of**  
**THE SHELBURNE AND AREA CED SOCIETY**

**Focus:**

All communities within Eastern Shelburne County (Municipality of Shelburne, Town of Lockeport, Town of Shelburne)

**Purpose:**

Economic Development – to make profit that can be reinvested into community capital projects and community owned businesses.

Inclusive of:

- Community development perspective (grow from within - engagement)
- Housing
- Social Enterprise Development (Community owned businesses)

Not Including:

- General community supports such as seniors services, social services etc.

Initial Focus:

- Housing

The CDC will facilitate, develop, and manage mixed housing (Affordable and Market) to meet the growing needs of the south shore businesses and aging population with a deep understanding of the various needs from an intersectional lens of wealth, poverty, race, sex, sexual orientation and history.

The CDC will honour the industrial fishing roots of the communities while recognizing the needs of those excluded historically from those roots.

The CDC will, through how it works, bridge connections between those with generational roots (both included and excluded from prosperous economic activity) with the growing number of people who have chosen to live here, to create a firm foundation and understanding of inclusive growth.

Through housing development, the CDC will grow its equity and capital in order to leverage that wealth for future developments and future needs of the community.

Housing development opportunities will engage community in practical areas of vision, and general design thereby enhancing community pride and building a cohesive vision for a possible future.

Social Enterprise development opportunities will focus on business gaps (e.g. tourism activities) from the perspective of entrepreneurs who are committed to community growth and not focused on personal wealth creation.

## DESIGNING A STRONG BOARD OF DIRECTORS

This diagram illustrates a shared leadership model where the Board of Directors is formed at the intersection of Community Groups, Advisors/Experts, and Interested Parties. Their intersection ensures balanced, inclusive decision-making. The model supports accountability and shared leadership, drawing on diverse perspectives to guide strategic direction and community impact.



## FINDING THE RIGHT OPPORTUNITIES FOR US

This diagram highlights the intersection of three essential elements—Evaluation Methodology, Physical Sites and Available Resources, and Community Needs—as the space where true opportunities emerge. By aligning what the community requires with what assets are available and using a consistent, thoughtful evaluation framework, organizations can identify viable, impactful initiatives. This model ensures that opportunities are not only aspirational but grounded in practical feasibility and real-world relevance.





Application  
Request for Delegation/Public Presentation to  
Council/Committees

RECEIVED  
MAY 27 2025

Document #	DAS-18
Rec'd by	JD
Date	May 27/25
Council	Each
Agenda	Each
Committee	the

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2091 Ext. 8 or check the Town of Shelburne website at [www.shelburnens.ca](http://www.shelburnens.ca).

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first served basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: DAVIE HARTLEY

Address: 144 Roundbay Ferry Rd, Shelburne, NS

Phone: 1-613-790-3053 Email: hartley.davie<sup>43</sup>@gmail.com

- Council/Committee you wish to appear before:
- Town Council
  - Community Participation & Volunteerism Committee
  - Port Committee
  - Asset Management Committee
  - Shelburne County East RCMP Advisory Board
  - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

NO REQUEST FOR FUNDING - provide info and answer questions pertaining to a community initiative

Date of Council/Committee meeting at which you wish to appear: JUNE 2nd / 2025

- Are you representing:
- Yourself
  - An Organization/Society/Club (Name): SHELBURNE BRIDGING THE GAP
  - A Business (Name): \_\_\_\_\_
  - Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

RECEIVED  
MAY 28 2025

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

**Please return the completed form to:**

Jill Webb, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, [jill.webb@shelburnens.ca](mailto:jill.webb@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature



**For Office Use Only:**


Date Request Received: May 27/25

Approved  Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

If Approved, Date of Presentation: June 2/25

Signature of Executive Coordinator/Committee Secretary 

# Information Page

There are Community Health Boards located through out the Province of NS;

There is a Community Health Board in Shelburne called: The Shelburne County Community Health Board;

Health Board engage in the following 1) Advocacy 2) Funding allocation 3) Community Engagements to collect data for planning. Health Boards do not engage in primary health, they are involved in the social determinants of health including areas such as housing security, income security, food security and they may look at how these determinants impact mental wellbeing.

About a year back the Shelburne County Community Health Board met with some community folk to learn about the social determinants impacting their well being. Similar engagements via other Community Boards engaged in similar research. The research findings identified the health priorities for the various communities in the Province. The health priorities for Shelburne County included such things as Mental health, Access to supports, resources and services, Environment and Social inclusion.

At this time the Shelburne County Community Health Board, with the support of an Acadia University Community Development Professor, The Shelburne County Community Health Board, NS Public Health and NS Mental Health and Addictions are establishing an initiative called, Shelburne Bridging the Gap. Shelburne Bridging the Gap will engage folk in Shelburne County through the months of June-July to find out what challenges they have with accessing services, supports and resources.

With this information it will be possible to take the research priority; access to resources, services and supports to another level and work toward improving such access challenges.

This meeting is an information session which provides background information pertaining to Shelburne Bridging the Gap, it will allow for a Q/A opportunity and will help meet the objective for meeting with the Council.

You folks know your constituents and you can help the success of the engagements by helping the engagement initiative connect to your constituents. This data might even be of interest to you folks to help inform your policy work.

Presenter (s) DAVID HARTLEY

Date: JUNE 21 2025

Time: 6-7 PM (15 mins)





**Shelburne Volunteer  
Fire Department  
Ladies Auxiliary**

Document #	D25-119
Rec'd by	JD
Date	May 15/25
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

May 15, 2025

To whom it may concern;

I am writing on behalf of the Shelburne Volunteer Fire Department Ladies Auxiliary to request a donation for our Dutch Auction being held on Jun 6, 2025, from 5:00 pm - 7:00 pm in support of fundraising for the Shelburne Volunteer Fire Department.

The Shelburne Volunteer Fire Department Ladies Auxiliary is made up of a group of devoted women who give our time and efforts to raising funds for firefighting vehicles and rescue equipment for our local fire department. The dedicated women of the auxiliary also answer alarms and make sure fire crews on scene have water, coffee and food.

Shelburne is a small and loving community and at the heart of our community is our Volunteer Fire Department. We appreciate any support you can provide, if you have any questions or need further information, please contact Melanie Thorburn at (902)266-3927.

On behalf of our volunteers and fire fighters, thank you for your consideration.

Sincerely,

Kelley Rennehan  
President, SVFD Ladies Auxiliary

**Jessie Dyer**

**From:** Sarah Mattatall  
**Sent:** May 27, 2025 10:02 AM  
**To:** Jessie Dyer  
**Subject:** FW: Invitation to Collaborate on the Future of Regional Economic Development on the South Shore

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

For Council.

Thanks,  
Sarah

Document #	
D25-120	
Rec'd by	
JD	
Date	
May 27/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

**From:** LQ Business Collective - Rigel Jones <info@lqbusinesscollective.ca>  
**Sent:** May 27, 2025 8:46 AM  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>  
**Subject:** Invitation to Collaborate on the Future of Regional Economic Development on the South Shore

**CAUTION: This email originated from an external sender.**

**Dear Mayors, Deputy Mayors, and Economic Development Staff of the South Shore Region,**

We're reaching out collectively to the municipal leaders and staff who represent the towns and municipalities across our region.

Following our recent attendance at the Regional Enterprise Network (REN) Conference, Rae Bonneville (President, Bridgewater & Area Chamber of Commerce) and I are encouraged by the momentum building across the province for stronger, coordinated regional economic development. We've seen firsthand the impact other RENs are making. From business support and workforce development to infrastructure and housing initiatives, we believe it's time to reignite this conversation for our own region.

As many of you know, the former South Shore REN was dismantled in 2019, and since then, there's been ongoing skepticism about whether a REN could truly work in our area. But the landscape has changed. The appetite for collaboration is growing, and the business community is calling for unified leadership to address our economic challenges and opportunities.

The Lunenburg Queens Business Collective is currently positioned to lead this effort. With representation from across our region's Chambers, Boards of Trade, and Tourism Co-ops, we have the structure, relationships, and shared mission needed to act as a neutral and capable backbone for this initiative.

After attending the conference, we had a meeting with Evan Williams, from the Province's Department of Growth and Development, who encouraged us to bring together municipal leaders and staff to begin a collaborative discussion.

**We are writing to formally invite you to a regional meeting with all Mayors, Deputy Mayors, and Economic Development staff to explore a shared approach to re-establishing a REN in the South Shore.** This is a conversation. Our goal is to listen, align on priorities, and understand the path forward that makes sense for everyone.

**Meeting Objective:**

- Discuss regional economic development needs and gaps
- Share insights from other RENs in the province
- Consider the feasibility of LQBC serving as the backbone organization for a renewed REN (will be renamed to include all of South Shore)
- Determine next steps for collaboration and funding applications

**Tentative Date: June 25th, 2025 | 1:00PM - 3:00PM**

**Tentative Location: Bridgewater, NS**

Please let us know if you or a designated staff member are able to attend and contribute to this important dialogue, by replying to this email.

Thank you for your leadership and commitment to the future region. We look forward to co-creating what's possible together.

Sincerely,

**Rigel Jones**

Executive Director, South Queens Chamber of Commerce  
Board of Director, Lunenburg Queens Business Collective

**Rae Ann Bonneville**

President, Bridgewater and Area Chamber of Commerce  
Chair, Lunenburg Queens Business Collective



---

**Lunenburg Queens Business Collective**

154 Main Street, Liverpool, NS

Town of Shelburne  
WORKING BUDGET

REVENUE

	24-25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>GENERAL OPERATING REVENUES</b>			
<b>TAXES</b>			
<b>ASSESSABLE PROPERTY</b>			
RESIDENTIAL	\$1,951,475	\$1,957,858	\$2,063,349
COMMERCIAL	\$880,914	\$888,569	\$910,666
RESOURCE	\$34,895	\$35,852	\$35,215
FOREST PROP TAX(LESS 50,000AC)	\$23	\$15	\$3
	<b>\$2,867,307</b>	<b>\$2,882,294</b>	<b>\$3,009,233</b>
<b>BUSINESS PROPERTY</b>			
BELL ALIANT	\$9,933	\$10,861	\$10,975
	<b>\$9,933</b>	<b>\$10,861</b>	<b>\$10,975</b>
<b>OTHER TAXES</b>			
DEED TRANSFER TAX	\$100,000	\$140,000	\$130,000
	\$100,000	\$140,000	\$130,000
	<b>\$2,977,240</b>	<b>\$3,033,155</b>	<b>\$3,150,208</b>
<b>GRANTS IN LIEU OF TAXES</b>			
GRANTS IN LIEU - FEDERAL	\$10,161	\$12,022	\$11,720
	<b>\$10,161</b>	<b>\$12,022</b>	<b>\$11,720</b>
<b>PROVINCIAL GOVERNMENT</b>			
GRANTS IN LIEU - PROVINCIAL	\$3,394	\$3,368	\$3,972
FIRE PROTECTION	\$489	\$523	\$523
	<b>\$3,883</b>	<b>\$3,891</b>	<b>\$4,495</b>
	<b>\$14,044</b>	<b>\$15,913</b>	<b>\$16,215</b>
<b>SALE OF SERVICES</b>			
<b>PROTECTIVE SERVICES</b>			
FIRE PROTECTION - MDS	\$105,606	\$105,606	\$121,358
	<b>\$105,606</b>	<b>\$105,606</b>	<b>\$121,358</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
WASTEWATER CHARGE	\$338,510	\$337,567	\$438,080
SOLID WASTE CHARGE	\$363,855	\$363,122	\$350,410
WASTEWATER CONNECTIONS	\$2,000	\$0	\$3,000
	<b>\$704,365</b>	<b>\$700,689</b>	<b>\$791,490</b>
	<b>\$809,971</b>	<b>\$806,295</b>	<b>\$912,848</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>			
<b>LICENSES &amp; PERMITS</b>			
VENDOR PERMITS	\$400	\$1,200	\$1,000
ZONING/COMFORT LETTERS	\$100	\$0	\$100
DEVELOPMENT PERMITS	\$600	\$550	\$1,500
	<b>\$1,100</b>	<b>\$1,750</b>	<b>\$2,600</b>
<b>FINES</b>			
TRAFFIC VIOLATIONS-COURT FINES	\$6,000	\$3,290	\$5,000
TRAFFIC VIOLATION -PARKING	\$500	\$0	\$500
	<b>\$6,500</b>	<b>\$3,290</b>	<b>\$5,500</b>
<b>RENTALS</b>			
PROPERTIES	\$130	\$0	\$200
13 GEORGE ST	\$7,901	\$7,901	\$7,901
GOC BUILDING	\$60,000	\$60,000	\$60,000
KING STREET CENTRE	\$12,600	\$12,595	\$12,595
GUILD HALL	\$0	\$250	\$0
	<b>\$80,631</b>	<b>\$80,746</b>	<b>\$80,696</b>
<b>FIRE STN./COMM CTR. (RENTAL)</b>			
AUDITORIUM	\$1,250	\$300	\$1,000
	<b>\$1,250</b>	<b>\$300</b>	<b>\$1,000</b>
<b>RETURN ON INVESTMENT</b>			
BANK INTEREST ON CURRENT ACCT	\$30,000	\$36,000	\$32,000
	<b>\$30,000</b>	<b>\$36,000</b>	<b>\$32,000</b>
<b>PENALTIES &amp; INTEREST ON TAXES</b>			
INTEREST	\$35,000	\$35,000	\$33,000
	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$33,000</b>

Document #	
D25-121	
Rec'd by	
JD	
Date	
May 8/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

MISCELLANEOUS			
OTHER REVENUE	\$122,570	\$122,900	\$116,370
	\$122,570	\$122,900	\$116,370
	\$277,051	\$279,986	\$271,166
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>UNCONDITIONAL TRANS FRM GOVTS</b>			
<b>PROVINCIAL GOVERNMENT</b>			
CAPACITY GRANT	\$359,645	\$359,645	\$359,645
HST OFFSET	\$9,000	\$8,803	\$9,000
PROV FUEL TAX REFUND	\$1,500	\$1,702	\$2,000
	\$370,145	\$370,150	\$370,645
	\$370,145	\$370,150	\$370,645
<b>COND. TRANS. FR. FED &amp; PROV GT</b>			
<b>FEDERAL GOVERNMENT</b>			
JOB GRANTS	\$2,128	\$1,687	
COVID SAFE RESTART GRANT	\$0	\$0	\$0
	\$2,128	\$1,687	\$0
<b>PROVINCIAL GOVERNMENT</b>			\$0
EMO (CIVIC ADDRESSING)	\$1,000	\$1,000	\$1,000
	\$1,000	\$1,000	\$1,000
<b>COND. TRNSFRS-OTH LOCAL GOVTS</b>			
MDS -FUNDING	\$8,500	\$10,100	\$5,000
TOL - TOURISM & EVENTS	\$8,500	\$10,100	\$5,000
	\$11,628	\$12,787	\$6,000
<b>OTHER TRANSFERS</b>			
TRANS FROM OTHER FUNDS (OWN RES)	\$212,286	\$215,410	\$286,133
	\$212,286	\$215,410	\$286,133
<b>TOTAL REVENUE</b>	<b>\$4,672,365</b>	<b>\$4,733,696</b>	<b>\$5,013,215</b>

<b>EXPENSES</b>	<b>24-25 BUDGET</b>	<b>24-25 PROJECTED</b>	<b>25-26 BUDGET</b>
<b>GENERAL OPERATING EXPENSES</b>			
<b>GENERAL GOVERNMENT SERVICES</b>			
<b>LEGISLATIVE</b>			
<b>MAYOR</b>			
STIPEND	\$23,411	\$23,411	\$23,997
CPP/MEDICAL	\$860	\$500	\$1,220
TRAVEL & EXPENSES	\$2,000	\$2,670	\$2,750
	<u>\$26,271</u>	<u>\$26,581</u>	<u>\$27,967</u>
<b>COUNCIL</b>			
STIPEND	\$58,532	\$58,528	\$59,991
CPP/MEDICAL	\$6,866	\$5,500	\$6,900
TRAVEL & EXPENSES	\$4,000	\$6,600	\$6,750
	<u>\$69,398</u>	<u>\$70,628</u>	<u>\$73,641</u>
<b>COMMITTEE EXPENSE</b>			
COUNCIL INITIATIVE EXPENSE	\$1,000	\$750	\$1,000
OTHER COMMITTEE EXPENSE	\$1,000	\$450	\$750
	<u>\$2,000</u>	<u>\$1,200</u>	<u>\$1,750</u>
<b>OTHER LEGISLATIVE</b>			
ELECTIONS, PLEBISCITES	\$15,500	\$15,027	\$0
NSFM DUES	\$2,427	\$3,374	\$3,400
	<u>\$17,927</u>	<u>\$18,401</u>	<u>\$3,400</u>
<b>LEGISLATIVE TOTAL</b>	<u>\$115,596</u>	<u>\$116,810</u>	<u>\$106,758</u>
<b>ADMINISTRATION &amp; FINANCE</b>			
<b>CAO</b>			
CAO	\$94,850	\$94,870	\$103,000
CAO EXPENSES	\$5,000	\$4,000	\$5,000
DEPUTY CAO	\$35,000	\$50,000	\$0
DEPUTY CAO EXPENSES	\$9,000	\$3,500	\$0
EXECUTIVE CO-ORD	\$40,962	\$47,098	\$49,100
	<u>\$184,812</u>	<u>\$199,468</u>	<u>\$157,100</u>
<b>ADMINISTRATION</b>			
HR MNGR/ADMIN	\$43,501	\$42,340	\$40,205
OFFICE STAFF - CASUAL	\$0	\$0	\$0
CSR/ADMIN	\$37,700	\$33,404	\$39,505
RECORDS MANAGEMENT/AM	\$0	\$0	\$0
	<u>\$81,201</u>	<u>\$75,744</u>	<u>\$79,710</u>
<b>FINANCE</b>			
FINANCE MANAGER	\$70,677	\$70,675	\$80,000
DIRECTOR CORPORATE SERVICES			\$41,600
ACCOUNTANT			\$63,700
FINANCE OFFICER LEVEL TWO	\$49,304	\$50,460	\$0
FINANCE OFFICER LEVEL ONE			\$41,340
	<u>\$119,981</u>	<u>\$121,135</u>	<u>\$226,640</u>
<b>BENEFITS</b>			
EMPLOYER EI, CPP	\$25,735	\$27,459	\$33,560
EMPLOYER TOWN PENSION	\$18,940	\$18,600	\$27,000
EMPLOYER HEALTH PLAN	\$16,070	\$14,620	\$28,550
WORKERS COMPENSATION	\$12,385	\$13,030	\$14,920
SALARY ADMIN REVIEW			\$3,234
SICK LEAVE EXPENSE	\$3,000	\$3,000	\$3,000
VACATION PAY EXPENSE	\$3,000	\$3,000	\$3,000
	<u>\$79,130</u>	<u>\$79,709</u>	<u>\$113,264</u>
<b>TRAINING</b>			
STAFF EXPENSES	\$1,500	\$750	\$1,500

STAFF TRAINING	\$3,000	\$2,100	\$4,000
	<u>\$4,500</u>	<u>\$2,850</u>	<u>\$5,500</u>
<b>TOWN HALL EXPENSE</b>			
162 MOWATT ST - TOWN HALL/CAN POST			\$118,393
TCA - OFF RELOCATION - 162 MOWATT		\$74,257	
168 WATER ST -MAINTENANCE & REPAIRS	\$2,500	\$1,207	\$0
168 WATER ST -LIGHT & FUEL	\$17,600	\$3,668	\$0
168 WATER ST - WATER & INSURANCE	\$5,960	\$5,657	\$0
168 WATER ST -JANITORIAL WAGES	\$7,850	\$3,269	\$0
	<u>\$33,910</u>	<u>\$88,058</u>	<u>\$118,393</u>
<b>GENERAL GOV'T SERVICES</b>			
ASSESSMENT CST RECOVERY	\$26,311	\$26,310	\$27,190
GRANTS TO ORGANIZATIONS	\$71,000	\$68,300	\$83,300
	<u>\$97,311</u>	<u>\$94,610</u>	<u>\$110,490</u>

	24-25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>ADMINISTRATION EXPENSE</b>			
LEGAL SERVICES	\$29,000	\$24,320	\$30,500
AUDIT SERVICES	\$28,618	\$25,060	\$27,000
IT-SOFTWARE LICENSES/SUPPORT/SECURI	\$24,500	\$27,350	\$26,900
OFFICE SUPPLIES	\$11,000	\$11,500	\$11,500
TELEPHONE/INTERNET	\$9,740	\$9,000	\$8,400
ADVERTISING	\$10,000	\$4,370	\$7,500
OFFICE EQUIPMENT	\$20,000	\$11,000	\$15,000
	<u>\$132,858</u>	<u>\$112,600</u>	<u>\$126,800</u>
<b>OTHER ADMINISTRATION EXPENSE</b>			
LIABILITY/CRIME/RNTL/ COMP DATA INSUR.	\$67,850	\$67,615	\$70,000
OTHER GENERAL ADMIN SERVICES	\$13,500	\$13,000	\$13,500
MERCHANDISE	\$1,000	\$0	\$500
ASSET MANAGEMENT INITIATIVES	\$0	\$0	\$2,000
ADEI CO-ORDINATOR	\$0	\$4,000	\$1,000
	<u>\$82,350</u>	<u>\$84,615</u>	<u>\$87,000</u>
<b>ADMIN &amp; FIN TOTAL</b>	<u>\$816,053</u>	<u>\$784,532</u>	<u>\$906,504</u>
<b>DEBT CHARGES</b>			
<b>INTEREST ON LTD</b>			
DEBENTURE INTEREST	\$2,075	\$2,075	\$1,299
TERM LOAN INTEREST(O/D)	\$0	\$0	\$0
OTH DEBT CHRGS-BNK S/C,ETC	\$9,500	\$9,500	\$10,300
<b>DEBT CHARGES TOTAL</b>	<u>\$11,575</u>	<u>\$11,575</u>	<u>\$11,599</u>
<b>TOTAL GENERAL GOVERNMENT SERV</b>	<u>\$943,224</u>	<u>\$897,890</u>	<u>\$1,024,861</u>

<b>PROTECTIVE SERVICES</b>			
<b>PROTECTIVE SERVICES</b>			
<b>POLICE PROTECTION</b>			
DEPT. OF JUSTICE (RCMP SERV.)	\$828,904	\$828,904	\$878,638
	<u>\$828,904</u>	<u>\$828,904</u>	<u>\$878,638</u>
<b>OTHER PROTECTIVE SERVICES</b>			
EMERGENCY MEASURES	\$11,628	\$11,628	\$6,700
	<u>\$11,628</u>	<u>\$11,628</u>	<u>\$6,700</u>
	<u>\$840,532</u>	<u>\$840,532</u>	<u>\$885,338</u>
<b>BY-LAW ENFORCEMENT</b>			
OTHER-BY-LAW ENFORCEMENT OFFIC	\$22,000	\$21,290	\$22,599
EMPLR (EI/CPP)	\$1,610	\$1,691	\$1,700
EMPRL(PENSION)	\$850	\$1,132	\$1,585
EMPLR(MEDICAL)	\$3,000	\$3,550	\$4,055
EMPLR (W/C)	\$750	\$750	\$790
BY LAW OFFICER EXPENSE	\$4,500	\$2,000	\$2,500
OTHER-BY LAW EXP	\$820	\$1,400	\$850
	<u>\$33,530</u>	<u>\$31,813</u>	<u>\$34,079</u>
<b>FIRE PROTECTION</b>			
ADM - WORKER'S COMPENSATION	\$3,500	\$5,100	\$6,700

FIRE (VOL FORCE ALLOWANCE)	\$4,700	\$5,044	\$5,300
OCCUPATIONAL HEALTH & SAFETY	\$0	\$0	\$0
SVFD-BUNKER GEAR, SBCA, ETC	\$25,000	\$25,000	\$25,000
FIRE ALARM SYSTEMS-DISPATCH	\$3,220	\$3,130	\$3,300
WATER SUPPLY AND HYDRANTS	\$83,565	\$83,570	\$83,566
WATER SUPP & HYDTS-FIRE WELLS	\$100	\$0	\$100
TRAINING	\$15,000	\$11,000	\$12,000
OTHER - SUPPLIES, MEALS, ETC	\$150	\$0	\$0
FIRE STATION AND BUILDINGS	\$33,500	\$30,000	\$32,500
FIRE STN- WATER, INS	\$20,200	\$16,000	\$17,950
MAINTENANCE OF EQUIPMENT	\$8,000	\$12,400	\$10,000
MAINTENANCE OF TRUCKS-INC FUEL	\$37,000	\$40,500	\$38,000
MTC/INS OF BOATS-INC FUEL	\$2,000	\$1,450	\$1,500
MTC/INS OF ATV-INC FUEL	\$1,100	\$600	\$600
MTC/INS OF LAFRANCE	\$800	\$500	\$500
COMMUNICATION EQUIP-TRK RADIO	\$3,000	\$5,600	\$4,000
TRUCK & EQUIPMENT INSURANCE	\$16,540	\$15,906	\$16,700
	<u>\$257,375</u>	<u>\$255,800</u>	<u>\$257,716</u>

	24/25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>SHARED SERVICES</b>			
FIRE INSPECTION	\$13,011	\$13,011	\$15,007
BLDG INSP-SHARED SERVICES	\$33,472	\$33,472	\$63,303
	<u>\$46,483</u>	<u>\$46,483</u>	<u>\$78,310</u>

<b>DEBT CHARGES</b>			
OTH DEBT CHRGS-LATE FEES, ETC	\$0		\$0
DEBENTURE INTEREST	\$2,191	\$2,191	\$1,680
	<u>\$2,191</u>	<u>\$2,191</u>	<u>\$1,680</u>
<b>TOTAL PROTECTIVE SERVICES</b>	<u>\$1,180,111</u>	<u>\$1,176,819</u>	<u>\$1,257,123</u>

<b>PUBLIC WORKS OPERATIONS WAGES &amp; BENEFITS</b>			
WORKER'S COMPENSATION	\$10,000	\$9,306	\$10,528
EMPLOYER(EI/CPP)	\$22,416	\$21,128	\$25,500
EMPLOYER(PENSION)	\$9,664	\$9,555	\$14,354
EMPLOYER(MEDICAL)	\$11,688	\$12,903	\$18,911
LABOUR	\$264,039	\$259,500	\$313,053
TRAINING	\$5,500	\$3,850	\$3,000
	<u>\$323,307</u>	<u>\$316,242</u>	<u>\$385,346</u>

<b>OTHER</b>			
MEMBERSHIPS	\$300	\$200	\$400
SURVEYING	\$7,000		
CELL PHONES - PUBLIC WORKS	\$2,200	\$3,030	\$2,300
OTHER-OFF.SUPP,PSTG,ADS,ETC	\$200	\$450	\$300
	<u>\$9,700</u>	<u>\$3,680</u>	<u>\$3,000</u>
<b>TOTAL Operations</b>	<u>\$333,007</u>	<u>\$319,922</u>	<u>\$388,346</u>

<b>GENERAL EQUIPMENT</b>			
FUELS	\$15,000	\$16,000	\$17,000
INSURANCE-TRUCKS, LDR, ETC	\$9,400	\$9,818	\$10,308
COMMERCIAL CARRIER FEE	\$66	\$66	\$66
SUPPLIES, SMALL TOOLS	\$5,000	\$5,000	\$5,000
	<u>\$29,466</u>	<u>\$30,884</u>	<u>\$32,374</u>

<b>EQUIPMENT MTC</b>			
MAINTENANCE OF LOADER	\$3,000	\$6,100	\$3,000
MAINTENANCE OF BACKHOE	\$2,500	\$19,000	\$4,500
MTC- '15 KIOTI TRACTOR	\$500	\$2,000	\$2,000
MTCE 3 TON-2011	\$5,000	\$4,220	\$5,000
'99 5 TON WHITE TRUCK	\$5,000	\$2,000	\$5,000
2011 1/2 TON TRUCK (BLUE)	\$2,000	\$2,200	\$2,000
MTC-1 TN TRK-DODGE'09	\$3,000	\$3,000	\$3,000
MTC 1/2 TN 2018 DODGE RAM	\$1,000	\$1,000	\$1,000

MTC OF '04 SKIDSTEER	\$3,000	\$2,000	\$3,000
MAINTENANCE OF SMALL EQUIP	\$2,000	\$2,200	\$2,200
<b>TCA - 24/25 Sidewalk Plow</b>	<b>\$7,000</b>	<b>\$6,883</b>	<b>\$0</b>
MTCE SNW REMVL EQUIP	\$5,000	\$6,000	\$5,000
	<b>\$39,000</b>	<b>\$56,603</b>	<b>\$35,700</b>
TOTAL Equipment	<b>\$68,466</b>	<b>\$87,487</b>	<b>\$68,074</b>
<b>BUILDINGS</b>			
P/W BUILDING & YARD	\$7,750	\$8,000	\$9,000
P/W BLDG - WATER/INSURANCE	\$2,770	\$2,750	\$2,860
SALT & SAND STORAGE BUILDING	\$2,200	\$3,000	\$2,370
	<b>\$12,720</b>	<b>\$13,750</b>	<b>\$14,230</b>
<b>ROADS AND STREETS</b>			
TREE MTC	\$10,000	\$2,400	\$7,000
SNOW & ICE REMOVAL-inc LABOUR	\$20,000	\$39,500	\$25,000
STORM SEWERS(inc LBR)	\$9,000	\$4,000	\$8,000
STORM WATER MANGMNT(CULVERTS)	\$2,000	\$15	\$1,000
COLD PATCH	\$4,000	\$2,000	\$4,000
SALT/SAND	\$25,000	\$35,000	\$40,000
GRAVEL	\$2,000	\$0	\$2,000
STREET LIGHTING	\$21,200	\$18,545	\$19,425
	<b>\$93,200</b>	<b>\$101,460</b>	<b>\$106,425</b>
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>OTHER ROADS &amp; STREETS</b>			
ROAD ALLOWANCES-PATCHING	\$10,000	\$10,600	\$10,000
GRADING STREETS & RDS	\$1,500	\$0	\$1,500
SIDEWALK REPAIRS	\$1,000	\$0	\$1,000
STREET SIGNS	\$3,000	\$2,000	\$1,500
TRAFFIC LANE MARKING	\$14,750	\$14,700	\$15,500
OTHER - ROADS & STREETS	\$5,000	\$4,100	\$4,000
DOCK STREET FLOWERS	<b>\$6,000</b>	<b>\$2,688</b>	<b>\$3,000</b>
	<b>\$41,250</b>	<b>\$34,088</b>	<b>\$36,500</b>
<b>PARKS &amp; FACILITIES</b>			
RECREATION COMPLEX	\$12,000	\$10,000	\$5,000
COMPLEX LIGHTS	\$250	\$250	\$260
GEORGE/PARR STREET PLAYGROUND	\$500	\$0	\$500
GENERAL PARK EXPENSE	\$8,000	\$3,700	\$4,000
GRAHAM'S SPLASH PARK	<b>\$18,460</b>	\$15,685	<b>\$18,140</b>
TRAILS	\$250	\$5,000	\$500
	<b>\$39,460</b>	<b>\$34,635</b>	<b>\$28,400</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHRGS-LATE FEES	\$0	\$0	\$0
DEBENTURE INTEREST	\$4,185	\$4,185	\$2,765
	<b>\$4,185</b>	<b>\$4,185</b>	<b>\$2,765</b>
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>\$592,288</b>	<b>\$595,527</b>	<b>\$644,740</b>
<b>WASTEWATER &amp; SOLID WASTE</b>			
<b>WASTEWATER</b>			
<b>WAGES &amp; BENEFITS</b>			
ADMINISTRATION (W/C)	\$2,820	\$2,915	\$2,958
WASTEWATER PLANT OPERATORS	\$85,340	\$82,500	\$88,002
ODRC-OVERALL DIRECT RESPONSIBLE CH	\$6,000	\$5,314	\$5,800
WASTEWATER PLNT OPER-EXPENSES	\$2,100	\$680	\$2,000
PROF DEV(COURSES)	\$2,000	\$765	\$2,000
EMPLOYER(EI/CPP)	\$6,400	\$6,500	\$6,595
EMPLOYER(PENSION)	\$5,765	\$5,650	\$5,950
EMPLOYER(MEDICAL)	\$3,362	\$3,900	\$5,300
	<b>\$113,787</b>	<b>\$108,224</b>	<b>\$118,605</b>
<b>OTHER WASTEWATER</b>			
STORMWATER INFILTRATION STUDY	\$0	\$0	\$0
OFF SUPP, PSTG, ETC	\$200	\$0	\$300
	<b>\$200</b>	<b>\$0</b>	<b>\$300</b>
<b>VEHICLE EXPENSE</b>			
TRUCK & TRLR EXPENSE	\$4,900	\$5,800	\$4,900
TRUCK & TRLR INS	\$750	\$745	\$780
	<b>\$5,650</b>	<b>\$6,545</b>	<b>\$5,680</b>
<b>LIFT STATIONS</b>			

WASTEWATER LIFT STNS-POWER	\$36,000	\$29,000	\$30,000
WSTWATER LIFT STNS(MTCE & REPRS)	\$24,650	\$41,637	\$36,315
	<b>\$60,650</b>	<b>\$70,637</b>	<b>\$66,315</b>
<b>TREATMENT PLANT</b>			
WSTWATER TREATMENT & PLANT-MTCE	\$25,000	\$30,600	\$96,000
WSTWATER TREATMENT PLANT-POWER	\$57,000	\$65,000	\$70,000
WSTWATER TRTMNT PLNT-WTR/INS	\$30,000	\$30,700	\$28,700
WATER TESTING	\$5,000	\$6,800	\$7,000
CHEMICALS & ADDITIVES	\$8,700	\$8,000	\$8,700
STORAGE BUILDING- INC POWER	\$3,200	\$4,650	\$1,000
	<b>\$128,900</b>	<b>\$145,750</b>	<b>\$211,400</b>
<b>MTC OF LINES</b>			
MTCE OF LINE -PARTS & CONTRACTORS	\$2,000	\$40,000	\$3,000
MTCE OF LINES - LABOUR	\$10,000	\$16,000	\$10,000
	<b>\$12,000</b>	<b>\$56,000</b>	<b>\$13,000</b>
	<b>\$321,187</b>	<b>\$387,156</b>	<b>\$415,300</b>
<b>WASTE COLLECTION</b>			
<b>SOLID WASTE</b>			
WASTE STATION -BUILDING/SUPPLIES			
TCA - LANDFILL PROJECT (PHS 1)	<b>\$93,380</b>	\$21,724	<b>\$82,958</b>
GARBAGE BINS/DOG WASTE STATIONS	\$525	\$300	\$525
	<b>\$93,905</b>	<b>\$22,024</b>	<b>\$83,483</b>
<b>COMPOST</b>			
COMPOST BINS-GREEN CARTS	\$2,500	\$1,500	\$2,500
	<b>\$2,500</b>	<b>\$1,500</b>	<b>\$2,500</b>
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>SHARED SERVICES</b>			
SHARED SERV-GARBAGE & REG QUEENS	<b>\$363,855</b>	\$362,413	<b>\$350,410</b>
	<b>\$363,855</b>	<b>\$362,413</b>	<b>\$350,410</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHARGES-LATE FEES	\$0	\$0	\$0
DEBENTURE INTEREST	\$24,038	\$24,038	\$22,779
	<b>\$24,038</b>	<b>\$24,038</b>	<b>\$22,779</b>
<b>TOTAL WASTEWATER &amp; SOLID WASTE</b>	<b>\$805,485</b>	<b>\$797,131</b>	<b>\$874,472</b>
<b>COMMUNITY/ECONOMIC DEVELOPMENT</b>			
<b>PUBLIC HEALTH/WELFARE SERVICES</b>			
MDS - MPAL PROGRAM	\$10,000	\$10,000	\$10,000
CEMETERY	\$0	\$0	\$0
	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>PLANNING &amp; INSPECTION</b>			
SENIOR PLANNER	\$60,000	\$64,130	\$74,620
SENIOR PLANNER - BENEFITS			\$17,950
SENIOR PLANNER - EXPENSES			\$4,100
SHARED SERVICES - DEVELOPMENT OFF	\$5,000	\$3,000	\$3,000
OTH PROFESSIONAL SERV(ENG,GIS,ETC)	\$20,000	\$8,600	\$53,100
COSTAL COMMUNITIES PROGRAM	\$0	\$1,750	\$9,450
	<b>\$85,000</b>	<b>\$77,480</b>	<b>\$162,220</b>
<b>ECONOMIC DEVELOPMENT</b>			
PORT PROJECT	\$20,000	\$20,000	\$0
ALTERNATE RESOURCE ENERGY AUTH	\$0	\$0	\$0
	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>
<b>TOURISM &amp; EVENTS</b>			
<b>TOUR. &amp; MARKETING</b>			
MARKETNG & PROMO(MDS)	\$0	\$0	\$0
TOUR & MARKETING- EVENT SIGNS	\$3,050	\$2,130	\$2,500
CHRISTMAS DECORATIONS	\$0	\$0	\$0
EVENTS- SPONSORSHIP	\$0	\$715	\$0
VIC - MAINTENANCE	\$1,500	\$930	\$500
VIC - INSURANCE	\$450	\$450	\$470

VIC - OPERATIONS	\$14,125	\$9,700	\$2,150
GUILD HALL - PROGRAMMING	\$5,000	\$4,950	\$5,000
PUBLIC ART Mtc	\$0	\$0	\$0
SOUTH SHORE TOURISM TEAM	\$1,000	\$830	\$950
	<b>\$25,125</b>	<b>\$19,705</b>	<b>\$11,570</b>
<b>TOTAL COMMUNITY &amp; ECONOMIC DEV</b>	<b>\$140,125</b>	<b>\$107,185</b>	<b>\$183,790</b>
<b>FACILITIES MANAGEMENT</b>			
<b>BLDGS &amp; FACILITIES</b>			
GOC BUILDING	\$79,100	\$102,000	\$0
COMM CTR-OPER,MTC & REPAIR	\$36,000	\$33,369	\$34,700
COMM CTR-JAN,WTR,INS	\$26,756	\$25,456	\$26,406
LITTLE PEOPLES-DAY CARE	\$0	\$0	\$0
KING ST CTR.(OPER,MTC,REPRS)	\$16,000	\$30,000	\$21,150
KING ST CTR.(WTR & INS)	\$6,700	\$8,500	\$8,820
HERITAGE HALL (OPER,MTC,RPR)	\$0	\$120	\$0
HERITAGE HALL (INS)	\$0	\$70	\$0
COX SHIPYARD COMPLEX	\$9,175	\$8,100	\$9,225
13 GEORGE	\$9,500	\$10,900	\$7,100
MACKAY MEM LIBRARY-OPER EXP	\$10,250	\$10,000	\$10,600
LIBRARY JANITORS WAGES	\$9,217	\$9,300	\$9,520
GUILD HALL-MTC & OPERATIONS	\$3,800	\$3,700	\$3,985
DOCK ST- PUBLIC WASHROOMS	\$6,050	\$5,928	\$6,200
TCA-RELOCATION	\$75,000	\$74,260	\$0
	<b>\$287,548</b>	<b>\$321,703</b>	<b>\$137,706</b>
<b>DEBT CHARGES</b>			
DEBENTURE INTEREST (CED)	\$130	\$130	\$89
DEBENTURE INTEREST (REC & CULTURAL)	\$8,431	\$8,431	\$6,860
	<b>\$8,561</b>	<b>\$8,561</b>	<b>\$6,949</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>\$296,109</b>	<b>\$330,264</b>	<b>\$144,655</b>
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>FISCAL SERVICES</b>			
<b>FINANCING/DEBT CHARGES</b>			
DEBENTURE PRINCIPAL	\$162,885	\$162,885	\$273,929
	<b>\$162,885</b>	<b>\$162,885</b>	<b>\$273,929</b>
<b>UNCOLLECTIBLES</b>			
UNCOLLECTABLE TAXES	\$5,000	\$5,000	\$5,000
DEFICIT - PREVIOUS YEARS	\$5,000	\$5,000	\$5,000
	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>RESERVE TRANSFERS</b>			
<b>CAPITAL RESERVE</b>	<b>\$91,847</b>	<b>\$91,847</b>	<b>\$80,000</b>
<b>OPERATING RESERVE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
	<b>\$91,847</b>	<b>\$91,847</b>	<b>\$130,000</b>
<b>APPROPRIATIONS-RED TX REV</b>			
REG SCHOOL BRD	\$341,876	\$341,876	\$377,024
REG LIBRARY	\$14,070	\$14,000	\$13,400
DEPT. OF JUSTICE (PROS. FEES)	\$4,200	\$3,500	\$4,000
	<b>\$360,146</b>	<b>\$359,376</b>	<b>\$394,424</b>
<b>TAXATION EXEMPTIONS</b>			
LOW INCOME TAX EXEMPTION	\$30,000	\$20,400	\$22,000
TAX EXEMPTIONS	\$48,699	\$48,462	\$42,331
CDDIP(COMM DEV DIST IMP PRGRM)	\$16,446	\$16,446	\$15,890
	<b>\$95,145</b>	<b>\$85,308</b>	<b>\$80,221</b>
<b>TOTAL FISCAL SERVICES</b>	<b>\$715,023</b>	<b>\$704,416</b>	<b>\$883,574</b>

TOTAL EXPENSE

\$4,672,365	\$4,644,259	\$5,013,215
-------------	-------------	-------------

\$0

\$89,437

\$0

TOTAL REVENUE

\$4,672,365

\$4,733,696

\$5,013,215

LESS TOTAL EXPENSE

\$4,672,365

\$4,644,259

\$5,013,215

PROFIT/(DEFICIT)

\$0

\$89,437

\$0

## Accessibility Advisory Committee Meeting Minutes

Tuesday March 25<sup>th</sup>, 2025  
Start Time: 3:00 pm  
(In Person Meeting)

**In Attendance:** Adam Dedrick, Jessie Dyer, Ron Coole, Craig Hillen, Catherine Jones, Eric MacIntosh, Therese Cruz, Terry Stacey

**Regrets:** Wanda Buchanan, Holly Perry, Frances Scott

**Call to Order:** The meeting was called to order by Ron at 3:03 pm

**Agenda Approval:** Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Terry and 2<sup>nd</sup> by Eric.

**Minutes of Previous Meeting:** Meeting minutes from February 25<sup>th</sup>, 2025, were reviewed and approved. Moved by Craig and 2<sup>nd</sup> by Eric.

### Business:

- a) **Vice Chair Discussion and Approval:** A call for nominations was put forward for Committee Vice Chair. Craig nominated Therese for the position. This nomination was approved by acclamation.
- b) **Next Steps Discussion:** With Michelle's term as Accessibility Coordinator coming to an end we discussed how to move forward with the new plan. Michelle to give a USB drive to the Accessibility Leads and the CAO's and Town clerk for all three units. This drive has all the information needed moving forward. Progress reports have been created by Michelle for 2024/25, these are to be used annually to track the progress of each unit. There is also an end of term report and a draft implementation plan created by Michelle on the drive. Now that the plan is done each unit needs to start working on their action items. It is very important to do yearly progress reports and involve the Committee as they can help monitor the progress of the

Document #	D25-122
Rec'd by	Max D
Date	May 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

action items. Michelle mentioned she would like to stay on the Committee as a community member. This will prove to be a valuable resource going forward.

**New Business:**

Ron spoke on behalf of the Committee to thank Michelle for her time and efforts during her term as the Accessibility Coordinator. Her hard work and knowledge have been a huge asset to the Committee as well as all three Municipal units. Michelle will be missed on the Committee, but we hope to see her back as a community member in the future.

**Next Meeting Date:** The next meeting is scheduled for May 27<sup>th</sup>, 2025, from 3-4:30 pm in Lockeport.

**Adjournment:** There being no further business, the meeting was adjourned at 3:48pm. Moved by Eric and 2<sup>nd</sup> by Terry.

# COUNCIL REPORT - FOR DECISION

Document #	D25-123
Date	May 29, 2025
Council	✓
Agenda	✓
Committee	

**Subject:** Draft Municipal Planning Strategy and Land Use Bylaw Updates  
**Date:** May 28, 2025  
**Authority:** NA  
**Council Dates:** June 2, 2025  
**Prepared by:** Mike Kahn, Director of Planning and Development Services

## Background

Council directed staff to begin work on updates to the Municipal Planning Strategy (MPS), Land Use Bylaw (LUB) and Subdivision Bylaw (SDB) at the April 2, 2024 Council meeting. The current MPS and LUB have not been comprehensively updated since 1988 and the Province is requiring a review of all LUB's and MPS's by 2029. The MPS outlines land use and policies of Council related to development, the LUB is a working document that speaks to the specifics of development, such as maximum height, and is used to determine if a development applications should be approved.

On July 29, 2024 Council received a presentation from staff on the MPS and LUB providing an update on the project and highlighting some potential new policies.

Council directed staff to bring forward important amendments regarding affordable housing, variance and the commercial improvement district on September 3, 2024. Following public meetings, those amendments were passed by Council on February 5, 2025 and approved by the Province March 28, 2025.

Staff are nearly complete the first draft of the planning documents and are seeking Council input prior to finalizing the drafts for public and stakeholder input later in June. Draft documents, with some exceptions, are planned to be made public in early July as part of a phased release leading into public engagement. The remaining parts of the plan, relating to grandfathering and legal non-conforming uses, will be release to the public in early August, along with the SDB.

## Analysis

The MPS and LUB updates are now entering the Council and public review phase. The Town will be looking to hire an external consultant to lead the public and stakeholder engagement, conduct a survey, and prepare a 'What We Heard' document. Staff will be engaged throughout the consultation process. Staff are also planning for a public engagement event in September to gain feedback.

The next step would be for staff to make revisions based on input received. The final draft would then be brought to Council for approval, including a public hearing.

Date	Planned Work & Milestones	Documents Available
June 2025	Council Review	Summary Table
July 2025	Public Engagement inc.	Draft MPS, LUB except

	survey, stakeholder and specific landowner meetings	Legal Non-conforming and related maps
August 2025	Public Engagement inc. survey, stakeholder meetings	All drafts: MPS, LUB, SDB
September 2025	Public Engagement Event, survey closes	All drafts: MPS, LUB, SDB
October 2025	Revisions	
November 2025	Revisions	
December 2025	Revisions	
January 2026	Council 1 <sup>st</sup> Reading	Revised Final Draft MPS, LUB, SDB
February 2026	Public Hearing and Council 2 <sup>nd</sup> Reading	Revised Final Draft MPS, LUB, SDB
March 2026	Provincial Approval Process	
April 2026	Provincial Approval Process	

### **Council Review Process**

Attached are draft documents for review. Staff will prepare a more detailed briefing for a Council workshop to ensure clarity on the draft documents and answer questions. Staff will collect any input and bring that forward, with any additional Council input, at the June 17 Council meeting. At that meeting Council can direct the document be revised, or be taken forward for public and stakeholder engagement over the summer.

### **Public and Stakeholder Engagement**

The public and stakeholders will be able to review the draft documents and provide input from June 17, assuming Council approval. The engagement will be led by a consultant, but is expected to include:

- A survey running for two months;
- Engagement with specific landowners who are or may be legal non-conforming uses;
- Meetings with stakeholders (individually or as groups);
- A public engagement event in September, coinciding with engagement on the potential parks upgrades; and
- Written input from residents and businesses.

The information gathered will becoming part of a 'What We Heard' document that will guide revision to the draft documents.

Highlights of proposed policies:

- Bylaws use Metric with imperial conversions for info only
- Heritage Protections

- Accessory structure must be shorter than main building and meet architectural requirements like a main building.
- Expanded similar existing building radius from 100 feet to 50m (165 ft)
- Buildings may be wood appearance, not only wood.
- Development Officer may ask HAC for comment on Development Permits in H-W.
- Affordable Housing
  - Define Affordable Housing
  - Density Bonusing: where 10%+ units are affordable for 20+ years, gain 10 units per HA; 4 units per acre.
- Infrastructure
  - Water main extensions – Watermains will only be extended to properties with sewer access. New connections will be subject to connection requirements, including a backflow prevention device. Cost of extensions will be addressed in a Town Water Bylaw (TBD)
  - Wastewater -Wastewater mains will not be extended except in conjunction with a waterline. New connections will be subject to connection requirements, including for properties that may have a significant impact, such as restaurant, has a grease trap .
  - Stormwater policies – including a potential requirement to connect to Town Stormwater system where it exists and has capacity.
  - Minimum Grid and Streets – state the Town is looking to improve some streets and improve pedestrian connections; links with street standards and surplus roads as a concept to drive those initiatives.
- Coastal and Climate Change polices
  - Includes mitigation (reducing emissions) and adaptation (responding to changes in climate)
  - Uses 2100 worst case for Coastal Flooding from Government of Nova Scotia; aligns with MoDS.
    - MPS states “It shall be the policy of Council, through the Land Use By-law, to establish the Coastal Protection and Inland Flood Planning Area Map identifying lands that are subject to additional regulation in the Land Use Bylaw to ensure that people and property are not at risk of coastal and/or inland flooding.
    - Those additional regulations shall include exemptions and/or relaxations as identified in the Land Use Bylaw. ”
    - The land use bylaw will not contain additional regulations; those will developed in a later project that can focus on Coastal issues.
- Neighbourhood Commercial – Creates a new zone that enables commercial use near residential areas that respect the residential neighbours while providing economic opportunity.
- Institutional Zone – Creates new zone for institutional uses ranging from pumping/lift stations to the new Nursing Home to the Wastewater Treatment Plant to the King St Center.

- Apartment Residential could include commercial uses (linked with Neighbourhood Commercial).
- Homes businesses and Short-Term Rentals (STR) – up to 2 STR in Residential General; up to 6 in Neighbourhood Commercial. Home businesses can operate out of accessory structure.
- Parking
  - Reduced minimum parking stall from 20 feet x 10 feet, North American XL to fifteen (15) square meters, measuring not less than 2.6 meters by 5.5 meters (18.5 feet by 8.5 feet) North American large
  - Added Accessible parking requirement of all zones
  - Added bike parking requirement for larger developments (residential 10 or more units; commercial with 1000m2+ (10,700 sq ft+)
  - Removed vehicle parking for Historic Waterfront Zone (only need to provide accessible stall or cash in lieu)
- Height cap of 10.5m (~34ft 4 inches) for all zones

Some work is planned to be completed by late July, to allow for engagement with specific landowners who may current or future legal non-conforming uses. Work to be completed for late July includes:

- Legal Non-Conforming (LNC) – Review current properties that are being used legally but are not in compliance with the LUB ('grandfathered' land uses) to determine what if any action is needed.
  - Includes agricultural and livestock provisions
- Zoning Map – Linked with above, the zoning map is expected to be released mid-summer following engagement with landowners on LNC issues.
- Generalized Future Land Use Map (GFLUM) linked with above, the GFLUM is expected to be released mid-summer following engagement with landowners on LNC issues.

Considered but not included in the drafts:

- Development Agreements – A planning approval type, approvals are by Council not staff. Greater control over development compared to other approvals, locks in built form, but most time consuming and staff resource intensive.
- Open Space Zone – A zone for open space, ranging from parks to woodlots.
- Parkland and Amenity Space - Consider if requiring parkland and amenity space is needed to provide more space for recreation.
- Work that would identify which specific unused streets could be declared surplus.

**Options**

	<b>Pros</b>	<b>Cons</b>
Council receives a Council workshop briefing and provides feedback for the June 17 meeting	<ul style="list-style-type: none"> <li>• Allows in depth briefing on MPS and LUB, with later opportunity for input during a public Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Council postpones engagement until the Fall to allow for greater Council engagement and revisions	• Allows Council greater input	• Delays project by 3 months
---	--------------------------------	------------------------------

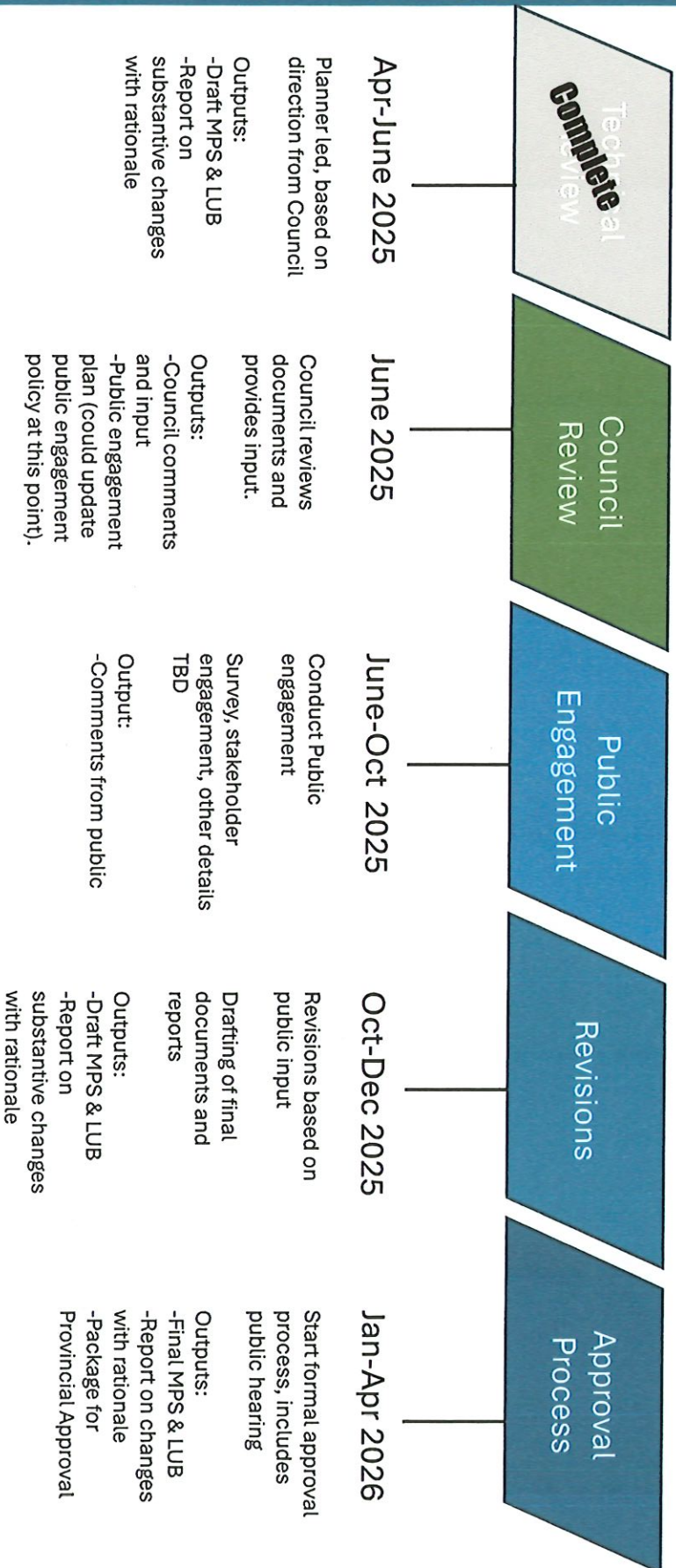
**Recommendation**

THAT Council directs staff to prepare for a Council workshop outlining the draft planning documents; and that staff prepares for public engagement on the planning documents, including hiring of a consultant to assist staff in gathering public input.

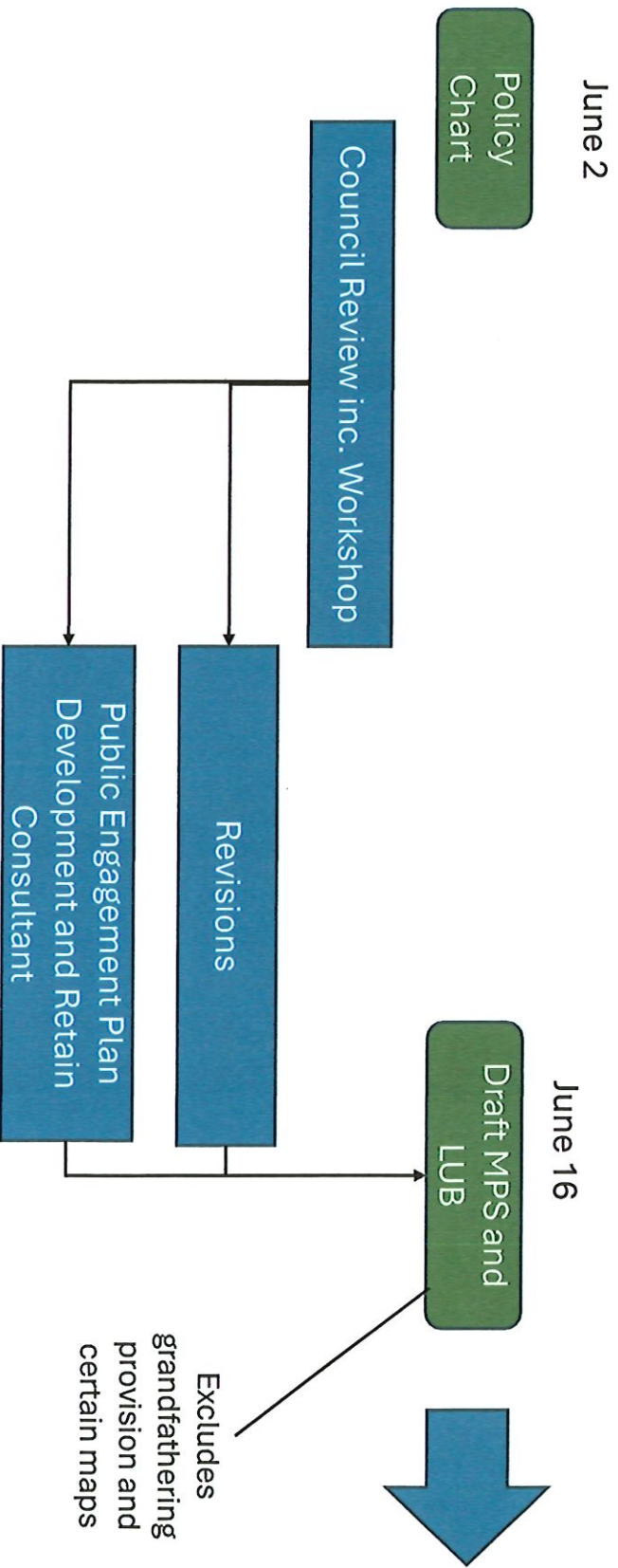
**Attachments**

- 1 - Chart of all MPS policies and key LUB polices
- 2 – Slides outlining next steps and timelines

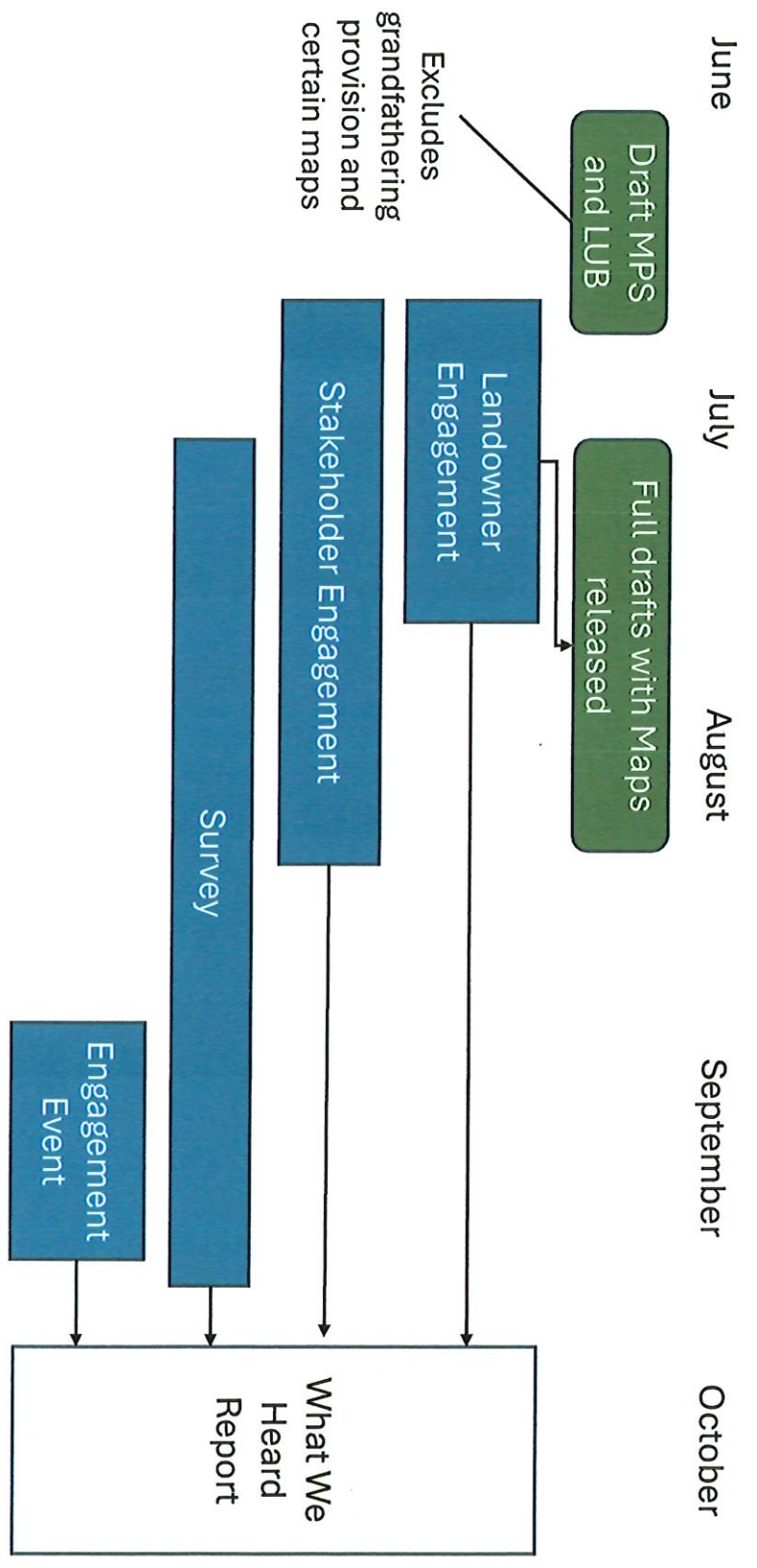
# Project Timeline



# Council Review Timeline



# Public Engagement Timeline – to be confirmed June 16



### Town of Shelburne DRAFT Land Use Bylaw Key Policies Chart

Topic	Name	LUB Proposed	Current LUB	Notes
Admin	Metric	This bylaw uses the metric system of measurement. Numerical measurements in this document may also be presented in other units; however, this is for convenience only. Conversions to other units are approximate and rounding has been applied in a manner that provides a margin of error to ensure compliance with the official metric measurements. If a metric measurement conflicts with its conversion in another unit, the metric measurement shall take priority.	NA	Bylaws will be binding in metric, imperial provided for convenience
	Height Maximum Temporary Development	Height Cap is maintained at 10.5m (~34 ft) - See Lot Standards Table Temporary developments and/or structures related to active construction of an approved development or building are permissible without development permit. Where not construction related temporary developments are permissible without a development permit for up to 60 consecutive days, not exceeding 120 days per year, provided the temporary use complies with this and other Town bylaws. No temporary development is permitted in relation to a visitor accommodation, other than construction.	Nothing in this Bylaw shall prevent the temporary development of a building or structure on its own or incidental to a main construction project provided the development is discontinued and removed within a period of 60 days or, when incidental to a main construction project, within 60 days following completion of the project.	Clarifies that temporary developments are allowed for 60 days, upto 120 days per yr. Current has no cap on recurring temporary development
	Updated Definitions	Clarified Sewer and Water Lines v Mains; New definitions: Visitor Accommodations, Drive Through, Take out, Automotive Service, Structure v Building; Mobile Home linked to Building Code.	NA	-
Home Based Business & Accessory Structure	Home Based Business & Accessory Structure	Home Based businesses are permitted in accessory structures up to 52m <sup>2</sup> (600 sq ft) or limited to 25% of gross floor area of a residence and not exceeding 100 m <sup>2</sup> (1076 square feet) plus other requirements: 1. Be owned and operated by the occupant of the residence; 2. Not have outdoor storage related to the business; 3. Not have signage larger than five (5) square feet and shall not be illuminated, unless permitted under the land use bylaw; 4. Not have more than one (1) additional employee on-site; and 5. Not have more than two vehicles associated with the business parked at the residence overnight.	42. In addition to all other requirements, where a proposed development is for a home occupation, such development shall: (a) be located within a single detached dwelling and/or accessory buildings; (g) have no more than one (1) commercial vehicle associated with the business parked at the dwelling overnight, and (h) notwithstanding Section 36, no off street parking shall be required. (b) occupy no more than 25 percent of the gross floor area of the dwelling and/or accessory buildings; (c) have no outdoor storage of product or material associated with the business, (d) resided; (d) be owned and operated by the occupant of the dwelling, (e) have no more than one (1) additional employee associated with the business, (f) be advertised by a sign no larger than five (5) square feet in area which is non-illuminated.	Allows visitor accommodations (2 units max) as home business. Limited size of home business to 100m <sup>2</sup> (1076 sq ft) inc. up to 52m <sup>2</sup> 600 sq ft in an single accessory structure
Affordable Housing		LUB states formula to define affordable, based on current data: 790/mth 1 bdrm, 890/mth 2 bdrm, 1000/mth 3+ bdrm.	NA	Will be stated Affordable Housing Policy (TBD)
Short Term Rentals (STR)		STRs - In Residential General - 2 units; Neighbourhood commercial 6 units; Historic Waterfront - up to 10 units; Commercial General, no limit; Not permitted in other zones	NA	Balances some STR in residential areas with options for those looking to have an STR business
Parking	Historic Waterfront Parking	Only one accessible stall per development, regardless of size/type of development in the Historic Waterfront	Follows commercial/residential parking requirements	To protect the character of the waterfront, no vehicle parking will be required (other than an accessible parking stall), but it will be permitted.

	Bike Parking	Two bicycle parking stalls will be required for every residential development with 10 or more residential units, and one additional bicycle parking stall for every additional 10 residential units.	NA	The Town is compact and could benefit from additional bike infrastructure, supports climate objectives and reduces traffic.
	Stall Size	Reduced minimum parking stall from 20 feet x 10 feet, North American XL, to fifteen (15) square meters, measuring not less than 2.6 meters by 5.5 meters (8.5 feet by 9.5 feet) North American Large.	PARKING SPACE means an area of not less than two hundred (200) square feet, measuring ten (10) feet by twenty (20) feet, inclusive of driveways or aisles, for the temporary parking or storage of motor vehicles.	Smaller stalls reduces land used for parking, using it more efficiently.
	Accessible Parking	All developments will require accessible parking	NA	Aligns with Provincial policy and supports an aging community.
Heritage	Wood Appearance	Removed H-W must be wood exterior, now wood appearance	No accessory buildings shall be permitted in a H-W Zone which does not have a wood material exterior cladding.	Allows for more options, other than strictly wood.
	Accessory Structure Requirements	Accessory structures treated as main structures for architectural controls; must be shorter than main building	NA	Overall tightening of accessory structure rules in H-W
	Similar Style Radius HAC and Applications	Radius of 'similar style' expanded to 50m (165ft) up from 100ft	NA	
		Development Officer may ask the HAC for input on permits in H-W	NA	

Town of Shelburne DRAFT Municipal Planning Strategy Policies Chart

NAME	ID	OBJECTIVE	REQUIREMENT	MPS PROPOSED	CURRENT MPS	NOTES
Objectives	N/A	N/A	Municipal Government Act (MGA) 214 (1) a: Minimum Planning Regulation (PPR) 4 (a)	<p>It shall be the policy of Council that this MPS and future amendments be guided by the following objectives:</p> <p><b>Economic Prosperity and Growth</b></p> <ul style="list-style-type: none"> <li>a. To encourage growth and economic opportunities for all</li> <li>b. To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation</li> <li>c. To use and expand infrastructure in a safe and efficient manner</li> </ul> <p><b>Social Development and Cultural Enrichment</b></p> <ul style="list-style-type: none"> <li>a. To promote and support the development of a diverse and affordable supply of housing.</li> <li>b. To preserve, protect and enhance the special character of historic areas as a living monument to the Town's past.</li> <li>c. To ensure residents and visitors have access to a variety of recreational, cultural and artistic opportunities.</li> </ul> <p><b>Environmental Preservation and Resilience</b></p> <ul style="list-style-type: none"> <li>a. To build a climate resilience community while reducing climate related emissions</li> <li>b. To protect and enhance natural spaces to preserve ecological systems and natural beauty</li> <li>c. To ensure that development minimizes negative impacts on nearby residents and landowners.</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>a. To ensure that all development is carried out in a safe and orderly manner</li> </ul>	<p><b>Plan Objectives</b></p> <p>The following are the general objectives of this Municipal Planning Strategy:</p> <ol style="list-style-type: none"> <li>1. To ensure that all development is carried out in a safe and orderly manner.</li> <li>2. To ensure that development decisions are made with due consideration for the best interest of the Town as a whole.</li> <li>3. To preserve, protect and enhance the special character of the historic waterfront area as a living monument to the Town's Loyalist past.</li> <li>4. To ensure that adequate land is available for the future growth of residential, commercial, and industrial development.</li> <li>5. To locate commercial and industrial land uses in such a manner so as to minimize their impact upon residential neighborhoods.</li> <li>6. To encourage a wide variety of commercial and industrial activity with a view of promoting Shelburne as the industrial and commercial centre of Shelburne County.</li> </ol>	<p>Boas for other policies, the strategic level guiding principles</p>
Plan Review	ADM 1	To ensure that all development is carried out in a safe and orderly manner	MGA 214 (1) c; MPR 3(1)	<p><b>Plan Review</b></p> <p>It shall be the policy of Council to review this plan where:</p> <ul style="list-style-type: none"> <li>-a. Landowner proposes amendment to the maps or text of the Land Use By-law that is in conflict with this Plan;</li> <li>- Council decides it would be prudent to amend this plan;</li> <li>- ten (10) years following its adoption;</li> <li>- Where the Town's population exceeds 2,500 persons; or</li> <li>- this Municipal Planning Strategy is found to be inconsistent with the Municipal Government Act or the Statements of Provincial Interest.</li> </ul>	<p><b>Policy 40:</b> It shall be the intention of Council to require amendments to the policies and maps of the Municipal Planning Strategy under the following circumstances:</p> <ol style="list-style-type: none"> <li>(a) where any policy intent is to be changed;</li> <li>(b) where the Municipal Planning Strategy is in conflict with any applicable Provincial Land Use Policy or regulation in accordance with Section 47(1) of the Planning Act;</li> <li>(c) where a request to amend the Land Use By-law is in conflict with this planning strategy and there are valid reasons for the amendment; and</li> <li>(d) where a secondary planning strategy is to be incorporated into this Municipal Planning Strategy.</li> </ol> <p><b>Policy 41:</b> In accordance with Section 49 of the Planning Act this Municipal Planning Strategy may be reviewed when either Council considers it necessary or when requested by the Minister of Municipal Affairs but in any case shall be reviewed not later than five years from the date of its coming into force or from the date of its last review.</p>	<p>A population number triggering review is not required</p>
C-1 General Commercial	COH 1	To encourage growth and economic opportunities for all	MPR 4 (b); MPR 4 (c)	<p><b>Commercial General Zone</b></p> <p>It shall be the intention of Council to establish the C-1 General Commercial Zone within the area designated Commercial on Map 1, the Generalized Future Land Use Map and permit any commercial use up to 2,500m<sup>2</sup> (26,000 sq ft), and residential uses permitted in General Residential R-2, including:</p> <ul style="list-style-type: none"> <li>Adult entertainment</li> <li>Drive throughs</li> </ul> <p>The following uses are permitted by site plan approval:</p> <ul style="list-style-type: none"> <li>Any commercial use up to 9,000m<sup>2</sup> (96,000 sq ft), excluding adult entertainment</li> <li>Drive throughs</li> </ul>	<p><b>Policy 23:</b> (1) Permitted uses in the C-1 Zone shall include any retail, office or service enterprise that is not obnoxious;</p> <p>(2) In addition to subsection (1) above, any use permitted in the R-1 Zone shall also be considered a permitted use in the C-1 Zone.</p>	<p>Only zone that permits drive throughs, large scale, almost unlimited commercial uses. Also permits limited residential uses (up to 6 units)</p>

<p><b>C-2 Neighbourhood Commercial</b></p>	<p><b>COM 2</b></p>	<p>To encourage growth and economic opportunities for all</p>	<p><b>MPR 4 (b) : MPR 4 (c)</b></p>	<p><b>Neighbourhood Commercial Zone</b> It shall be the intention of Council to establish the C-2 Neighbourhood Commercial Zone within the areas designated Residential or Commercial on Map 1, the Generalized Future Land Use Map and with the following permitted uses:</p> <ul style="list-style-type: none"> <li>• Office</li> <li>• Artisan workshop and/or gallery</li> <li>• Personnel services</li> <li>• Clinics/medical services</li> <li>• Craft Food and Beverage Production</li> <li>• Retail - up to 100 m<sup>2</sup> (1076 square feet)</li> <li>• Take out food establishments, excluding drive throughs</li> <li>• Visitor Accommodations, up to 6 units</li> <li>• Residential uses permitted in General Residential R-2</li> </ul>	<p><b>NA</b></p>	<p><b>NEW ZONE: Limited commercial zone, meant to co-exist with residential</b></p>
<p><b>Home Based Business</b></p>	<p><b>COM 3</b></p>	<p>To encourage growth and economic opportunities for all</p>	<p><b>Home Based Businesses</b> It shall be the intention of Council to permit home based businesses in the R-1 Single Unit Residential and R-2 General Residential with the following permitted uses, limited to 25% of gross floor area of a residence and not exceeding 100 m<sup>2</sup> (1076 square feet):</p> <ul style="list-style-type: none"> <li>• Office</li> <li>• Artisan workshop and/or gallery</li> <li>• Personnel services</li> <li>• Clinics/medical services</li> <li>• Craft Food and Beverage Production</li> <li>• Visitor Accommodations, up to 2 units</li> </ul> <p>Additionally, Home Based Businesses shall:</p> <ul style="list-style-type: none"> <li>• Not have outdoor storage related to the business</li> <li>• Not have signage larger than five (5) square feet and shall not be illuminated, unless permitted under the land use bylaw</li> <li>• Not have more than one (1) additional employee on-site</li> <li>• Be owned and operated by the occupant of the residence</li> <li>• No more than two vehicles associated with the business may be parked at the residence overnight.</li> </ul>	<p><b>Policy 20-</b> It is the intention of Council to permit home occupations located within single detached dwellings in the R-1 zoned areas provided the following criteria can be met:</p> <ol style="list-style-type: none"> <li>the business does not occupy more than 25 percent of the gross floor area of the single detached dwellings.</li> <li>there is no outdoor storage of any product or material associated with the business.</li> <li>accessory buildings are not used to carry out or conduct the business, although, they may be used for storage.</li> <li>the business is owned and operated by the occupant of the single detached dwelling in which it is located.</li> <li>there is no more than one (1) additional employee associated with the business.</li> <li>the sign advertising the business shall be no larger than five (5) square feet and shall not be illuminated, and</li> <li>no more than one vehicle associated with the business may be parked at the residence overnight.</li> </ol> <p><b>Policy 21-</b> It shall be the intention of Council to permit single detached dwellings located in R-1 zoned areas to be used for rooming or boarding houses or for bed and breakfast establishments provided the following criteria can be met:</p> <ol style="list-style-type: none"> <li>Off street parking is provided at the side or the back of the house at a rate of one space for each room available for rent, and</li> <li>the sign advertising the establishment is no larger than five (5) square feet and is not illuminated.</li> </ol>		
<p><b>I-1 Industrial</b></p>	<p><b>IND 1</b></p>	<p>To encourage growth and economic opportunities for all</p>	<p><b>Industrial Zone</b> It shall be the intention of Council to establish the I-1 Industrial Zone within the area designated Industrial on Map 1, the Generalized Future Land Use Map and permit any industrial or permitted commercial uses in the General commercial C-1 zone, up to 9,000m<sup>2</sup> (96,000sq ft), excluding: Chemical plants or Refineries Scrapyards Residential Uses</p>	<p><b>Policy 23-</b> (1) Permitted uses in the I-1 Industrial General Zone shall be limited to any manufacturing, assembly, processing, wholesaling, warehousing, utility, or salvage operation provided such uses are not obnoxious. (2) Notwithstanding subsection 1, commercial uses which are accessory to the main industrial use and uses permitted in the R-1 Zone shall also be considered permitted uses in the I-1 Zone permitted in the Commercial General (C-1) Zone and residential uses permitted in the Residential General (R-1) Zone shall be included as permitted uses in the I-1 Zone and all non-industrial (commercial and residential) uses within the I-1 Zone shall be subject to the development control provisions of their respective Commercial General (C-1) and Residential General (R-1) Zones. (Ord8Adj-RC Apr 04/01; E-May 3,01)</p>		
<p><b>Active Transportation</b></p>	<p><b>T1</b></p>	<p>To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation</p>	<p><b>Active Transportation</b> It shall be the policy of Council to support Active Transportation and develop a minimum grid for active transportation system.</p>	<p><b>NA</b></p>	<p>Excludes certain industrial uses: scrapyards, chemical plants or refineries</p>	
<p><b>Active Transportation</b></p>	<p><b>T1</b></p>	<p>To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation</p>	<p><b>Active Transportation</b> It shall be the policy of Council to support Active Transportation and develop a minimum grid for active transportation system.</p>	<p><b>NA</b></p>	<p>Active transportation – pedestrian + bikes, strollers, wheelchairs, rollerblades etc. Does not include ATVs/Quads or horses</p>	

Accessibility	T2	To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation	NA	It shall be the policy of Council to require accessible parking stalls, or cash in lieu of parking, for new developments, as stated in the Land Use Bylaw and for the Town to follow the Built Environment Accessibility Standard.	NA	Accessible parking will be required for all new development.
Streets + Standards	T3	To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation	NA	Streets It shall be the policy of Council to develop public street standards and improve streets to support a minimum grid system for vehicles.	NA	Note that the MFS cannot compel the Town to undertake an expense. The minimum grid will be established through the streets standard project and included in a future LUB update
Existing and Connector Streets	T4	To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation	NA	Existing and Connector Streets It shall be the policy of Council to encourage the use of existing streets, including unopened streets, and require applicants for subdivision to reserve space for future streets on: Wrights Road, Ohio Road, Falls Lane, Annapolis Road and Mowen Road.	NA	Discourages new streets, but does not prohibit.
Parking	T5	To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation	NA	Parking Requirement It shall be the intention of Council to require a minimum number vehicle parking stalls, or cash in lieu of vehicle parking, in the Land Use Bylaw.	Policy 25c- (1) It shall be the intention of Council to require customer parking for all business establishments located within the C-3 Zone according to the standards outlined in the Land Use By-law. (2) Nonwithstanding subsection (1), Council shall waive the parking requirements where the developer, owner, or operator of such establishment pays to the Council an amount of money to be determined by a formula described in the Land Use By-law. Such payment shall be made at the time of application for a development permit.	
Water Extensions	W1	To use and expand infrastructure in a safe and efficient manner	NA	Policy W1 - Municipal Water System It shall be the policy of Council to expand the municipal water system only to lots that are currently served by the Town's sanitary sewer and to lands identified in the planning strategy on Map A, subject to engineering and cost feasibility to be defined in the Town Water Bylaw.	It is the intention of Council to improve and expand the municipal water system and in that regard shall continue to negotiate with senior levels of government to insure that such a system can be provided at a fair and reasonable cost.	
Municipal Sanitary Sewer	W2	To use and expand infrastructure in a safe and efficient manner	NA	Policy W2 - Municipal Sanitary Sewer It shall be the policy of Council to: *Require the use of the existing sanitary sewer system for all development located within 30 m (100 feet) of the Municipal Sanitary Sewer System, in keeping with the Town's Public Sewer Bylaw; and *To extend sewer mains in conjunction with water main extensions under Policy W1 and subject to engineering and cost feasibility in keeping with the Town's Public Sewer Bylaw.		
Stormwater	W3	To use and expand infrastructure in a safe and efficient manner	NA	Stormwater It shall be the policy of Council to regulate stormwater in the land use bylaw and examine ways to upgrade the Town's stormwater infrastructure.		Stormwater regulations and guidelines are TBD as part of municipal standards + Stormwater project
Affordable Housing	H1	To promote and support the development of a diverse and affordable supply of housing.	NA	Affordable Housing It shall be the policy of Council to define the terms Affordable Housing in the Land Use Bylaw and to enact policies to promote, encourage and support Affordable Housing.		Land Use Bylaw further defines affordable, but the actual calculated number will be in a policy to ensure the numbers can be easily updated

Single Unit Residential	RES 1	To promote and support the development of a diverse and affordable supply of housing.	MPR 4 (D)	Single Unit Residential R-1 It shall be the policy of Council to establish a Single Unit Residential R-1 zone in areas identified as residential on the Generalized Future Land Use Map with the following permitted uses: •Mobile Home •Single detached dwelling •Home based business •Accessory buildings •Institutional uses •Park and Recreational Uses	Policy 18 (1)- It is the intention of Council that within the R-M Residential Mobile Home Zone, only mobile homes sited on individual lots and single detached dwellings will be permitted. (2)- It is further the intention of Council to consider amendments to the Land Use By-law which would create additional R-M zoned areas provided the following criteria can be satisfied: i) that the area proposed to be zoned is within the Residential or Rural Land use designations as found on the Generalized Future Land Use Map. ii) that the area proposed to be rezoned is serviced by the municipal sanitary sewer system, iii) that the area proposed to be rezoned has sufficient area to contain no less than six (6) standard residential lots. iv) that no part of the area proposed to be rezoned will abut an existing residentially developed R-1 zoned lot, and v) the proposal is consistent with the criteria established in Policy 44.	Former Residential - Mobile Homes, now Single Unit Residential. Removes restrictions zoning, previously could not be next to Residential General, required to be large enough for 6 lots.
Residential General R-2	RES 2	To promote and support the development of a diverse and affordable supply of housing.	MPR 4 (D); MPR 4 (C)	Residential General R-2 It shall be the policy of Council to establish a Residential General R-2 zone in areas identified as residential on the Generalized Future Land Use Map with the following permitted uses: •Single detached dwellings, up to 4 units per lot •Duplex and semi-detached dwellings, up to 4 units per lot •Home Based Businesses •Accessory buildings •Institutional uses •Park and Recreational Uses The following uses are permitted by site plan approval: •Single detached dwellings, up to 6 units per lot •Duplex and semi-detached dwellings, up to 6 units	Policy 15- It is the intention of Council that within the R-1 Residential General Zone a variety of housing types will be permitted (subject to Policies 17, 18, 19, 20 and 21), exclusive of mobile homes. In addition, Council intends to permit institutional uses, recreational uses and park and open space uses to locate in the R-1 Zone.	Former Residential General (R-1), same name but renumbered to R-2. Currently up to 6 units are allowed as of right, this would change to up to 6 units by site plan, up to 4 units as of right.
Residential Apartment R-3	RES 3	To promote and support the development of a diverse and affordable supply of housing.	MPR 4 (D); MPR 4 (C)	Residential Apartment R-3 It shall be the policy of Council to establish a Residential Apartment R-3 zone in areas identified as residential or commercial on the Generalized Future Land Use Map with the following permitted uses: •Single detached dwellings, up to 4 units per lot •Duplex and semi-detached dwellings, up to 4 units per lot •Rowhouse and Apartment buildings, up to 6 units per lot •Boarding or Rooming House, up to 6 rooms •Accessory buildings •Institutional uses •Park and Recreational Uses The following uses are permitted by site plan approval: •Single detached dwellings, up to 6 units per lot •Duplex and semi-detached dwellings, up to 6 units in 3 buildings per lot •Apartments and Rowhouse up to 65 units per Hectare (26 units per acre) •Permitted commercial uses in Neighbourhood Commercial C-2, except for visitor accommodation, and retail space is limited to 100 m <sup>2</sup> (1076 square feet) of the ground floor of an apartment building of 4 or more units.	Policy 18 (1)- It is the intention of Council to permit new apartment buildings up to six (6) units or conversions up to six (6) units to locate anywhere where R-1 Uses are permitted provide that: a) the height of the building does not exceed 35 feet, and b) tenant parking is provided at the side or back of the building at a rate of one (1) space per unit; (2)- Where larger apartment buildings greater than six (6) units are to be developed, Council intends to restrict these buildings to lots where R-1 uses are permitted and which abut Ohio Road, Falls Lane, Water Street, King Street and Sandy Point Road, provided that: a) the height of the building does not exceed 35 feet, and b) tenant parking is provided at the side or rear of the building at a rate of one and one half (1.5) spaces per unit.	R3 now allows mixed use (Residential and Neighbourhood commercial); Also now has Affordable housing bonus, where developer provides 10% for 20 years, gets density bonus of 10 units per Hectare
Residential Apartment R-3 Criteria	RES 4	To promote and support the development of a diverse and affordable supply of housing.	Residential Apartment R-3 Criteria	It shall be the policy of Council when considering rezoning lands to Residential Apartment R-3 that the following criteria be adhered to: •Have access to a Town watermain and sewer with sufficient capacity to support the proposed rezoning, or has entered into an agreement with the Town to extend/expand Town water and sewer.	Policy 19- It shall be the intention of Council to permit row house development only on lots which are served by the municipal sanitary sewer system.	

Rural Unserviced (R-U)	RES 5	To promote and support the development of a diverse and affordable supply of housing.	MPR 4 (b); MPR 4 (c)	Rural Unserviced (R-U) It shall be the policy of Council to establish a Rural Unserviced R-U zone in areas identified as Rural Unserviced on the Generalized Future Land Use Map with the following permitted uses: •Single detached dwellings, up to 4 units per lot •Duplex and semi-detached dwellings, up to 4 units per lot •Accessory buildings •Institutional uses •Park and Recreational Uses •Permitted commercial uses in Neighbourhood Commercial C-2	Policy 37- In addition to the residential uses identified in Policy 36, Council shall consider new industrial development within the Rural Development designation only by amendment to the Land Use By-law. In considering such amendments, Council shall have regard to the following criteria: (i) that the lot to be developed is served by the Municipal Sanitary Sewer System, (ii) that the lot to be developed is not adjacent to an existing residentially or institutionally developed lot, and (iii) that the proposal is consistent with the criteria established in Policy	Encourages Heritage Registration, including those outside the waterfront area
Heritage Registry	HIS 1	To preserve, protect and enhance the special character of historic areas as a living monument to the Town's past.	NA	It shall be the policy of Council to encourage landowners to consider applying to be a Municipally Registered Heritage Property under the Heritage Property Act, and for the Heritage Advisory Committee to recommend to Council if the registration is warranted.	Policy 35- It shall be the intention of Council to encourage the evaluation and where appropriate, designation of historic buildings within the historic waterfront area as a first priority. Historically, significant buildings outside the Historic Waterfront area should be considered for designation on a second priority basis. Policy 33- (1) It shall be the intention of Council to establish within the Historic Waterfront area as shown on the Generalized Future Land Use Map (Map 1), the Historic Waterfront (H-W) zone. (2) Permitted uses within the Historic Waterfront (H-W) Zone shall include all uses permitted in the R-1 and C-1 Zones as well as microbreweries. (RC-MU 04/22, E-7)	Encourages commercial uses to include car oriented (gas station, etc.) but also removes vehicle parking requirements.
Historic Waterfront	HIS 2	To preserve, protect and enhance the special character of historic areas as a living monument to the Town's past.	MPR 4 (b); MPR 4 (c)	Policy/HIS 2 - Historic Waterfront H-W It shall be the policy of Council to establish within the Historic Waterfront area as shown on the Generalized Future Land Use Map with the following permitted uses: •Office •Artisan workshop, museum and/or gallery •Personal services •Clinic/medical services •Cafe/Food and Beverage Production •Retail •Restaurants, bars, take out establishments •Hotels and visitor accommodations up to 10 rooms •Residential uses permitted in R-2	(3) The existing industrial uses in the H-W Zone shall be treated as permitted uses. Such uses shall be afforded all of the development rights of any permitted use within the H-W Zone Policy 34- To ensure the compatibility of new development with the existing character already established within the Historic Waterfront (H-W) Zone, Council shall require certain special provisions in the Land Use By-law with respect to: (a) new construction or vacant lots, (b) conversions, additions or alterations to existing buildings, (c) signs, (d) outdoor storage, (e) accessory buildings, (f) fences, (g) minimum lot size, and (h) setback and side yard requirements.	Excludes appearance rules to accessory structures.
Historic Waterfront Special	HIS 2	To preserve, protect and enhance the special character of historic areas as a living monument to the Town's past.		Policy/HIS 3- Historic Waterfront Regulations It shall be the policy of Council to additional regulations to protect the special character of the H-W Historic Waterfront Zone, including regulations regarding: •architectural style; •building length to width ratio; •height; •roof shape; •appearance of exterior cladding and roof materials; architectural details and trim; •shape and size of porches, doors and windows; window areas to wall area ratio; and •accessory buildings •outdoor storage •fences; and •signs		
The Waterfront Parks and Recreation	REC 1	To ensure residents and visitors have access to a variety of recreational, cultural and artistic opportunities.		The Waterfront, Parks, Recreation and Culture It shall be the policy of Council to: Promote and enhance the Waterfront area as coastal recreational area and event space; Protect and enhance parks and recreational spaces across Town; Work with stakeholders to provide recreational, cultural and artistic opportunities; and Encourage public art installations and spaces as part of new developments.	NA	

Climate Change Adaptation	CLM 1	Objective: To build a climate resilience community while reducing climate related emissions		Climate Change Adaptation It shall be the policy of Council to enact policies and take actions to ensure the Town is resilient to climate change, including: •Encouraging residents and businesses to ensure their stormwater is managed on site, where possible; •Working proactively with stakeholders to ensure the Town is prepared in the case of forest fires; •Providing shaded public spaces where possible; and •Encouraging residents and businesses to connect to the town's water system	NA	How is the Town going to adapt to a changing climate
Climate Change Mitigation	CLM 2	Objective: To build a climate resilience community while reducing climate related emissions		Climate Change Mitigation It shall be the policy of Council to reduce climate related emissions by: •Promoting compact development and use of the existing street network; •Encouraging the development of an active transportation network; •Encouraging the retention of trees and vegetation through the development process; and •Maintaining an inventory of climate related emissions from Town owned sources; and •Exploring ways to reduce climate related emissions from Town owned sources.	NA	What is the Town going to do to reduce climate related emissions
Coastal Protection and Inland Flooding	CLM 3	Objective: To build a climate resilience community while reducing climate related emissions		It shall be the policy of Council, through the Land Use By-law, to establish the Coastal Protection and Inland Flood Planning Area Map identifying lands that are subject to additional regulation in the Land Use By-law to ensure that people and property are not at risk of coastal and/or inland flooding. Those additional regulations shall include exemptions and/or relocations as identified in the Land Use By-law.	NA	Coastal Protection-Act related. MPS and LUB will identify coastal, and possibly inland flooding areas, and state there will be additional restrictions on development in those areas. What those
Natural Systems	NAT1	Objective: To protect and enhance natural spaces to preserve ecological systems and natural beauty		Natural Systems It shall be the policy of Council to •Require the retention of mature trees, natural habitat and ecological systems as identified in the Land Use By-law; and •Use native plants in Town projects and recommend the use of native plants for private landowners.	NA	Lands itself to nature based solutions, part of climate change adaptation. No plans to ID ecological systems in near term. Related to retain/maintain mature trees.
Provincial Approvals	NAT2	Objective: To protect and enhance natural spaces to preserve ecological systems and natural beauty		Watercourses, Wetlands and Provincial Approvals It shall be the policy of Council to issue approvals involving alterations to wetlands, watercourses, or other areas of Provincial Jurisdiction, following approval by the appropriate Provincial authority.	NA	Ensures the Town isn't getting ahead of Provincial Approvals
Institutional	ADM 2	To ensure that all development is carried out in a safe and orderly manner	MPR 4 (B); MPR 4 (C)	It shall be the intention of Council to establish an Institutional Zone, permitted in any part of Town and permitting any use subject to the following criteria: 1. The development must be in relation to a project that benefits the public and is owned or operated by: the Town of Shelburne; Government of Nova Scotia; Government of Canada or a registered non-profit that will provide service to local residents.	NA	A special zone for public uses such as the nursing home, fire hall, WWTP, and others.
Development Officer	ADM 3	To ensure that all development is carried out in a safe and orderly manner	MGA 243	Development Officer It shall be the policy of Council to appoint a Development Officer to administer the Land Use By-law and issue permits in accordance with the Land Use By-law.	Policy 43- (1) It is the intention of Council to adopt a Land Use By-law in conjunction with this Municipal Planning Strategy as required under the Planning Act in order to implement the regulatory aspects of the Strategy. (2) It is further the intention of Council to appoint a Development Officer to administer the Land Use By-law and to issue development permits in accordance with the requirements of the Land Use By-law.	
Application Standards	ADM 4	To ensure that all development is carried out in a safe and orderly manner	MGA 245	Application Standards It shall be the policy of Council to state requirements when applying for development, variance, site plan, land use bylaw amendments in the Land Use By-law, for subdivision applications in the subdivision bylaw, and to require complete applications in keeping with the MGA s. 245.	NA	Important to state what info is needed to evaluate an application. Aids Development Officer and applicant in knowing what is needed to apply.

Intermunicipal Notice	ADM 5	To ensure that all development is carried out in a safe and orderly manner	MGA 224 (3) d	<p><b>Intermunicipal Notice</b></p> <p>It shall be the policy of Council to require the following notification standards when consulting with the Municipality of the District of Shelburne as required by the MGA:</p> <ul style="list-style-type: none"> <li>-Notification shall occur under the following circumstances:</li> <li>-The creation or review of a Municipal Planning Strategy;</li> <li>-The creation or review of a Land Use Bylaw;</li> <li>-The preparation of amendments to a Municipal Planning Strategy, Land Use Bylaw, or draft a Development Agreement, where:</li> <li>-The property is located within 500 metres of the Municipality boundary, or</li> <li>-The proposal is expected to have a direct impact on the infrastructure of the Municipality of the District of Shelburne.</li> <li>-The preparation of amendments to a Municipal Planning Strategy or Land Use Bylaw, where the amendment is associated with the Statements of Provincial Interest.</li> </ul> <p>Notification shall be sent by regular mail or electronic mail to the Clerk of the adjacent municipality prior to any public notice starting the amendment or adoption process. The notice shall provide a general summary of the proposed work and provide an opportunity for the adjoining municipality to submit comments on the proposal.</p> <p>Comments received from the adjoining municipality shall be considered at a Council meeting prior to Council giving first reading.</p> <p>The notification and opportunity to submit comments prior to the date of the first reading shall be deemed as having solicited comments, regardless of whether a written response is received.</p>	NA	MGS has similar if not matching language
Development Standards	ADM 6	To ensure that all development is carried out in a safe and orderly manner		<p><b>Development Standards</b></p> <p>It shall be the policy of Council to establish development standards in the Land Use By-law and Subdivision Bylaw, which shall set out requirements for matters including:</p> <ul style="list-style-type: none"> <li>-lot or site size and dimensions</li> <li>-Yard requirements, including setbacks and frontage</li> <li>-Height of structures</li> <li>-Maximum lot coverage</li> </ul> <p>These standards shall apply to all development but different standards may apply to different types of development.</p>	<p>For the purpose of providing for the orderly development of the Town, it is the intention of Council to establish development standards in the Land Use By-law. The By-law shall set out requirements for such things as lot size, yard requirements, height restrictions and parking. These standards shall apply to all development but different standards may apply to different types of development.</p>	States what minimum frontage, yards and area must be in Land Use Bylaw
Site Plan	ADM 7	To ensure that all development is carried out in a safe and orderly manner		<p><b>Site Plan</b></p> <p>It shall be the policy of Council to require site plans for certain developments as defined in the Land Use Bylaw. The Development Officer to use the following criteria when evaluating site plans:</p> <p>The development must:</p> <ol style="list-style-type: none"> <li>1. Minimize the negative impacts of the proposed development, including buildings and signs, on the surrounding neighbourhood, including noise, lighting, shadows, or other nuisance or inconvenience to occupants of nearby residences, specifically:       <ol style="list-style-type: none"> <li>a. Outdoor lighting is designed to light the structure, driveways and pedestrian infrastructure, but not trespass onto adjacent properties;</li> <li>b. Shadows cast on adjacent properties should be minimized;</li> <li>c. Noise generators, such as building air handlers, drive through queues and industrial facilities shall be located and buffered in a manner to reduce the noise impacts on adjacent properties;</li> </ol> </li> <li>2. Comply with the Heritage Act, where applicable</li> <li>3. Retain existing vegetation where possible to provide mature landscaping and minimize the impacts of development on the surrounding neighbourhood;</li> <li>4. Outline the proposed landscaping, including trees, hedges, shrubs, ground cover, including species selection for non-native plants, fences, walls, other landscaping features and must not plant species identified by the Province of Nova Scotia as invasive species, to reduce impacts on adjacent properties and create green spaces;</li> <li>5. Minimize undue erosion and/or sedimentation, and other negative impacts on neighbouring properties from grading or alteration in elevation or contour of the land;</li> <li>6. Minimize visual and noise impacts on nearby properties, through landscaping, fencing or a combination of both;</li> <li>7. Ensure parking and loading is either behind the building, or appropriately screened from the street with landscaping to minimize the impacts of traffic, noise, lighting, or other</li> </ol>	NA	Criteria the development officer will use to evaluate site plans for approval. If there is an appeal to a site plan being approved/refused, that appeal is to Council, and these are the criteria for Council in determining the appeal

<p><b>Signs and Accessory Building</b></p> <p><b>ADM 8</b></p>	<p>To ensure that all development is carried out in a safe and orderly manner</p>	<p><b>Signs and Accessory Buildings</b> It shall be the policy of Council to regulate signs, accessory buildings and temporary development in the Land Use Bylaw</p>	<p>Policy 11- It shall be the intention of Council to control the number, size, illumination, and placement of all signs within the Town through the provisions of the Land Use By-law. Such measures shall be taken to establish reasonable standards for public safety and civic beauty.</p>
<p><b>Development Agreements</b></p> <p><b>ADM 9</b></p>	<p>To ensure that all development is carried out in a safe and orderly manner</p>	<p><b>Development Agreements</b> It shall be the policy of Council to require an amendments to this plan, the Land Use Bylaw, and entering into a Development Agreement in keeping with section 225A of the MGA for: a. Adult Entertainment; or b. Large scale commercial and/or industrial development with a proposed gross floor area of over 9,000m<sup>2</sup> (96,000 square feet)</p>	<p>NA Development Agreements are complex but strong land use approval, similar to a development permit or site plan. They require Council approval, and often take months to work through with applicants. However, they offer additional controls over the design (ex. maintain a historic facade). Updated based on issues raised throughout MPS. This list guides Council when considering a land use bylaw amendment</p>
<p><b>Land Use Bylaw Amendments</b></p> <p><b>ADM 10</b></p>	<p>To ensure that all development is carried out in a safe and orderly manner</p>	<p><b>Land Use Bylaw Amendments</b> It shall be the policy of Council to follow these criteria when considering an amendment to the Land Use Bylaw that the amendment must: 1. be consistent with the intent of this Municipal Planning Strategy; 2. not knowingly conflict with any Town or Provincial programs, by-laws, or regulations; 3. not be premature or inappropriate due to: a. the ability of the Town to absorb public costs related to the proposal; b. impacts on the Town's sanitary sewer system; c. impacts the Town's stormwater systems, including ditches; d. impacts on the Town's water system e. impacts on streets nearby and leading to the proposed development, including active transportation; f. the adequacy of fire protection services; g. the adequacy and proximity of schools, recreation, parks and other community facilities; h. impacts on the Town's historic areas and/or heritage buildings i. Natural hazards, such as wetlands, steep slopes, areas at risk of erosion and/or prone to flooding, either seaward or coastal; j. Compatibility of the proposed land use with adjacent land uses, including but not limited to the bulk and scale of the proposed development</p>	<p>Policy 44- When considering amendments to the Land Use By-law, Council shall have regard for the following matters: (a) that the proposed amendment is in conformance with the intent of the policies of this Strategy; (b) that the proposed development that would result from the amendment is not premature or inappropriate by reason of: (i) the financial capability of the town to absorb any costs related to the development, (ii) the adequacy of the sewer and water services to support the proposed development, (iii) the adequacy and proximity of school, recreation, and other community facilities, (iv) the adequacy of the road network in, adjacent to, or leading to the development, (v) the potential for damage or destruction of historical buildings and sites, and (vi) its bulk and scale in relation to the existing surrounding development.</p>
<p><b>Land Use Bylaw Amendments</b></p> <p><b>ADM 11</b></p>	<p>To ensure that all development is carried out in a safe and orderly manner</p>	<p><b>Policy ADM 11 - Land Use Bylaw Amendment Application</b> It shall be the policy of Council to require the following from applicants, other than the Town, when considering a Land Use Bylaw Amendment: Scale drawings prepared by a licensed surveyor or Professional Engineer that indicate the: a. Physical characteristics of the proposed site, including lot dimensions, elevations, natural drainage, existing watercourses and shorelines, existing structures and vegetation; b. Registered heritage structures on or adjacent to the site; c. Adjacent streets, rights-of-way and easements; d. Proposed location and use of all buildings, signs and structures to be constructed, including external lighting; e. Proposed solid waste storage f. Proposed stormwater management; g. Proposed Town sewer and water connections; h. Proposed streets, driveways, parking lots, walkways, active transportation routes; and i. Proposed landscaping, fencing and other site features.  Amendments to the Historic Waterfront zone require comment from the Heritage Advisory Committee. Payment of a fee for land use bylaw amendment application as stated in the Town's Municipal User Fees.  At the discretion of the Development Officer, the applicants may be required to provide a: Flood Study - A study prepared by a qualified professional that outlines the potential flood risk, Coastal and/or inland, and proposed mitigation measures; Traffic Impact Study - A study prepared by a qualified professional that outlines the impact of the proposed amendments on the local and major streets in Town, potentially including active transportation; Water, Wastewater and/or Stormwater Study - A study prepared by a qualified professional</p>	<p>NA Note that the Town is exempt from application requirements.</p>

Variances	ADM 12	MGA 236	Variances		
	To ensure that all development is carried out in a safe and orderly manner		<p>It shall be the policy of Council to enable the Development Officer to grant variances subject to criteria in the Land Use Bylaw, regarding:</p> <ul style="list-style-type: none"> <li>-Setbacks and yard sizes;</li> <li>-Frontage;</li> <li>-Parking and loading spaces;</li> <li>-percentage of land that may be built upon; and</li> <li>-Height and area of a sign</li> </ul>	<p>It is the intention of council to grant authority to the development officer to issue a variance, subject to criteria in the land use bylaw. It is also the intention of Council to grant authority the development officer to issue a variance, in the following additional areas:</p> <ul style="list-style-type: none"> <li>-the number of parking spaces and loading space required,</li> <li>-the ground area,</li> <li>-the floor area occupied by a home-based business,</li> <li>-the height and area of a sign</li> </ul>	<p>As the variance process was recently updated, this section is essentially the same. Note that there is no height variance.</p>
	421 Policies	MGA 214 (1) or MPR 4 (b)	Generalized Future Land Use Map (GFLUM)	See Map A	

# COUNCIL REPORT - FOR DECISION

Document #	
D25-124	
Prepared by	JD
Date	May 23/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

**Subject:** Temporary Street Closures – Street Activity Policy

**Date:** June 2, 2025

**Prepared For:** Council

**Prepared By:** Jessie Dyer, Executive Coordinator

## Purpose

The purpose of this report is to outline the Town of Shelburne’s current and proposed requirements for temporary street closures and street-based activities such as parades, festivals, block parties, and other community or private events. This report provides guidance on the application process, insurance and liability requirements, barricading, and public safety protocols to ensure events are managed safely and in accordance with legal and policy standards.

## Background

Historically, organizations requesting a temporary street closure in the Town of Shelburne have been required to complete a Street Closure Application Form. Once submitted, the application is reviewed and approved by the RCMP, acting as the Town’s designated Traffic Authority.

Following approval, Public Works delivers barricades to the event site. The responsibility for setting up, taking down, and managing the barricades has traditionally fallen to the organizing group, along with the preparation of a basic safety plan. There has been no prior requirement for barricades to be actively manned.

Street closures are regularly approved for recurring events hosted by the Shelburne Events Committee, including:

- **Dock Street Days (July)**
- **Miracle on Dock Street (December)**
- **Giant Pumpkin Festival and Regatta (October)**

Additional events requiring closures include:

- **Remembrance Day Ceremony**
- **Street Dance**
- **Halloween on Mowatt Street**
- **Emerald Light Birthday Party**
- **Car Show (Dock Street Days weekend)**
- **Other community-led events**

---

# COUNCIL REPORT - FOR DECISION

---



## Analysis

Following participation in traffic safety training, the Public Works Department identified that the provincial **Motor Vehicle Act** includes provisions related to street closures and the use of barricades. Specifically, it highlights that closures should be actively managed by trained personnel to ensure public safety.

This insight prompted a review of the Town's current practices and potential liability implications. Upon consultation with the Town's insurance provider, it was confirmed that as long as the Town's Street Closure Policy clearly states that **event organizers are responsible for the placement and active manning of barricades**, the Town's liability is mitigated. Therefore, trained Town staff are not required to man closures, provided the responsibility is delegated to and accepted by the event host.

While this clarification supports the continuation of community events without placing additional financial strain on the Town, several considerations remain:

1. **Staffing Costs**

If the Town were to require Public Works or other municipal staff to man barricades, the associated labour costs would increase significantly, especially during evenings and weekends.

2. **Volunteer Availability**

Requiring event organizers to supply volunteers for barricade management may pose a logistical challenge. Many community groups rely on limited volunteer pools, which could affect the viability of their events.

3. **Use of Untrained Volunteers**

Although trained personnel are not legally required, reliance on volunteers who may lack experience in managing traffic control raises concerns about effective implementation of safety protocols.

Ensuring public safety during temporary street closures remains a priority for the Town of Shelburne. The insights gained from recent traffic safety training, combined with insurance guidance, confirm that the Town's liability exposure can be appropriately managed through clear policy direction and event host accountability. This approach supports ongoing community events while balancing public safety, operational feasibility, and financial sustainability.

## Recommendation

**THAT** Council reaffirms the Town of Shelburne's position that event organizers are responsible for the setup, takedown, and active manning of barricades during approved street closures;

---

## COUNCIL REPORT - FOR DECISION

---



**AND THAT** the Street Closure Application Form and associated policy be updated to explicitly reflect this responsibility, including a requirement for event organizers to provide a plan outlining how barricades will be staffed and managed during the closure.

# COUNCIL REPORT - FOR DECISION

Document # DAS-125	
Rec'd by	JD
Date	May 29/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	
draft Terms	

**Subject:** Climate Action Committee – Council Appointment

**Date:** June 2, 2025

**Prepared For:** Council

**Prepared By:** Sarah Mattatall, Chief Administrative Officer

## Purpose

The purpose of this report is to provide Council with an overview of the proposed Shelburne County Climate Action Committee, to recommend adoption of the Terms of Reference, and to request the appointment of one (1) Council member to serve as the Town of Shelburne’s representative on the Committee.

## Background

The Shelburne County Climate Action Committee is being developed in partnership with municipal units participating in the Community Climate Capacity (CCC) Program cohort. The Committee is designed to serve as a regional body supporting the coordination of equitable, community-driven climate action initiatives throughout Shelburne County.

The Municipality of the District of Shelburne is serving as the lead organizing municipality for the Committee and will be the Committee’s reporting body. Council approval is being sought from each participating municipal unit in order to formalize the Committee’s establishment and representation.

The Committee’s draft Terms of Reference were circulated to all participating cohort members for feedback in advance of proposed adoption by the Municipality of Shelburne at their May 14th Council meeting.

## Analysis

The Shelburne County Climate Action Committee will:

- Provide strategic guidance and local expertise to inform county-wide climate mitigation and adaptation initiatives;
- Ensure inclusive community representation, with particular emphasis on equity-deserving groups;
- Promote knowledge-sharing among municipalities;
- Report regularly to Council with recommendations and updates;
- Assist in identifying funding opportunities and supporting grant applications relevant to local and regional climate action.

As outlined in the Terms of Reference (attached), the Committee will consist of appointed municipal representatives, public members, and a staff advisory member. A Chair and

---

# COUNCIL REPORT - FOR DECISION

---



Vice-Chair will be elected annually. The Committee is authorized to form subcommittees and is required to submit quarterly written reports to Council.

Each participating municipal unit in Shelburne County is asked to appoint one (1) Council member to the Committee. Staff support and administrative oversight will be provided by the Municipality of Shelburne.

## **Recommendation**

It is recommended that Council:

1. Approve the Terms of Reference for the Shelburne County Climate Action Committee as presented.
2. Appoint one (1) Council member to represent the Town of Shelburne on the Committee.

**THAT** Council approve the Terms of Reference for the Shelburne County Climate Action Committee as attached to this report.

**AND THAT** Council appoint Councillor [Insert Name] to represent the Town of Shelburne on the Shelburne County Climate Action Committee.

## **Shelburne County Climate Action Committee – Terms of Reference**

### **1. Purpose**

- a. The Shelburne County Climate Action Committee will provide guidance to municipal Councils across the County in developing and prioritizing plans and actions to mitigate greenhouse gas emissions, advance adaptation initiatives and promote an equitable and climate-resilient future for Shelburne County.

### **2. Authority**

- a. Council and Committee gains its responsibility and authority under Section 44 of the Municipal Government Act.

### **3. Mandate**

- a. The duties and responsibilities of the Shelburne County Climate Action Committee are to:
  - i. Participate in the development, implementation and monitoring of a county-wide, equitable climate action plan designed to address climate change while actively considering and mitigating the disproportionate impacts on marginalized communities;
  - ii. Promote education and engagement on environmental issues impacting the County and identify opportunities to sustain community commitment to local climate action;
  - iii. Provide a local perspective and proactive recommendations on climate change mitigation and adaptation solutions as directed by Council;
  - iv. Facilitate knowledge sharing and reporting on climate action initiatives, opportunities and updates to respective municipal Councils;
  - v. Identify and share funding opportunities and sustainability initiatives with respective Councils and bring forward to Council budget requests for identified initiatives relevant to carrying out the Committee's mandate;
  - vi. Take necessary steps to carry out the Committee's mandate as approved by Council.

### **4. Committee Composition**

- a. Membership on the Shelburne County Climate Action Committee shall include 1 staff advisory member, up to 3 members of the public, and 4 members duly appointed by Council annually pursuant to Section 44(1) of the Municipal Government Act. The Committee will hold 2 seats for members of equity-deserving groups. The Committee is dedicated to prioritizing equity, diversity, and inclusion, encouraging residents from all backgrounds to join.
- b. The staff advisory member shall act as the staff resource for the Climate Action Committee.
- c. Member applications shall be vetted by the CAO, and member appointments will be by Council motion.

- d. At the end of each two (2) year term, a Committee member may express their interest in continuing as a member or resign as a member.
- e. Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed.
- f. Where there is a member of the public vacancy, the Committee shall continue to meet and perform its duties, and the municipality shall advertise to recruit a new community member until the position is filled.
- g. Each member will serve without remuneration.
- h. The Climate Action Committee shall elect a Chairperson and Vice Chairperson annually from among its members.
  - i. The Chairperson is accountable to Council for their performance.
  - ii. The Chairperson has no formal authority to direct the Committee, unless specifically authorized by Council by resolution.
  - iii. Primary duties of the Chairperson include:
    - 1. Chairing all meetings of the Committee;
    - 2. Enforcing rules and expectations as they apply to the Committee and its individual members;
    - 3. Ensuring full and timely communication with members of the Committee;
    - 4. Ensuring the effectiveness of the Committee;
  - iv. Unless otherwise indicated, the Chair may be removed by a resolution of the Committee or by resolution of Council for which advance notification has been given to all members, duly moved and seconded, and passed by a majority of members present at a regular or special meeting of the Committee or Council.
  - v. The Vice Chairperson shall act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.
- i. The Climate Action Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.
- j. The committee is authorized by Council to form subcommittees or task forces to deal with a particular issue within the Committee's mandate.
- k. The Climate Action Committee must maintain minutes of its meetings and submit quarterly written reports to Council.
- l. Minutes and subsequent resolutions of meetings shall be recorded and publicly available upon approval by the Committee. Information and reports

of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

**5. Meeting Requirements**

- a. Meetings of the Shelburne County Climate Action Committee shall be held on a monthly basis. Meeting frequency may be adjusted as needed based on projects and initiatives.
- b. No decisions may be made at any Climate Action Committee meeting without a quorum (at least two of the three voting members). All decisions of the Climate Action Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative.
- c. Agendas will be developed to address its terms of reference and responsibilities.

# TOWN OF SHELBURNE

## STAFF REPORT Wastewater Utility

Document #	D25-126
Rec'd by	JD
Date	May 29/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



DATE: May. 29th, 2025

Dear Council Members,

I am writing to provide an overview of the operations and performance of the Town of Shelburne Wastewater Plant for your review and consideration.

### 1. Introduction:

The Town of Shelburne Wastewater Plant plays a critical role in safeguarding public health and protecting the environment by treating wastewater before it is discharged back into natural water bodies. Our plant operates 24/7 to ensure that wastewater is treated to meet stringent regulatory standards.

### 2. Key Performance Indicators:

- **Effluent Quality:** Quality of effluent has been within scope all month.
- **Treatment Efficiency:** Efficiency has remained the same.
- **Compliance:** We are still within scope and compliance on all DOE regulations



# TOWN OF SHELBURNE

- **Maintenance and Infrastructure:**

1. Vent fans on MCC (main treatment and diagnostics building) have been replaced. They are now on a binary switch so we can save power and use it as needed to vent rooms.
2. Treatment Plant is still running off an onsite drilled well, for water supply. Curb, Hydrant and possible line repair required before operators can waste sludge to the geobags. Operators are in contact with Public Works and are awaiting work to commence. Still On-Going
3. Operators have replaced the damaged Aeration blower. The seals were weakened via wearing and had let go. Water infiltration occurred and destroyed the motor. Operators also noted wear and damage to the impeller. The entire aerator was deemed unusable. Operators did note that this occurred after a requested power down by NSP. Operators are in touch with NSP and investigating.

### 3. Challenges and Mitigation Strategies:

- **Resource Management:** -On site well has provided some relief in the form of Town water. Although this may be offset by the cost of running the well pump. With the warm season upon us, operators will be using increased water for washing down and cleaning. Council members should expect Water usage to climb back up once town water is re installed.

-Operators had a site visit with Bio-Pro, our supplier of Waste-Go (bacteria additive). New strategies are being looked at to reduce oxygen consumption and power demand via increased WasteGo.

- **Sampling Plan:** Operators have begun to test on a monthly schedule again. This will save the town some expense, as its monthly as opposed to weekly. Operators have been waiting for test bottles and dryer conditions to continue the town wide sampling. It becomes increasingly harder to isolate problem areas with such high flows. Operators have begun introducing WasteGo bacteria at the far corners of our collection system. The idea is more sludge will be consumed by the bacteria and less needs to be removed off site at the WWTP
- **Public Concerns:** None as of writing this report.

Daniel MacKay, O.I.T Wastewater, Town of Shelburne.



# TOWN OF SHELburne

## STAFF REPORT Water Utility

Document #	D25-127
Rec'd by	JD
Date	May 29/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>



DATE May 29, 2025,

Dear Council Members,

This report is for the town council on the operations of the Town of Shelburne Water Treatment Plant. The plant continues to work effectively in this reporting period.

- **Water Quality:** We meet all DOE regulatory requirements by means of continuous monitoring.
- **Treatment Efficiency:** The treatment process is kept to the highest standards and is worked on continually.
- **Maintenance and Upkeep:** All maintenance is being kept up to decrease down time. Pumps and wiring for the water plant drying bed have been completed. Awaiting for the vegetation to be removed from around the Lagoons. Two new signs have been quoted for placement on the Lake Road.
- **Occurrences:** One of the two pumps that supply water from the plant to the tower is not working. Industrial Electricians have determined that it is not an electrical issue. The Plant operator will open the pump and inspect the impeller.
- **Compliance:** We are following and are up to date with all tests set forth by DOE..There is nothing to report for this period.
- **Resource Management:** We try to make the process as effective as possible to eliminate waste. Weekly water samples are submitted for testing to ensure the protection of our water shed.
- **Technological upgrades:** Nill



# TOWN OF SHELBURNE

- **Workforce Development:** Lead Operator and Assistant took the Water Treatment exam on May 21<sup>st</sup> in Bridgewater and are waiting for results.
- **Public Concerns:** Nothing new to report

---

Mike Rhuland

Water Treatment Operator

902 319 9352

