



AGENDA
Town Council Meeting – Town Council Chambers
June 16th, 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 June 2nd, 2025.
- 4) Proclamations and Announcements:
 - a) Shelburne Regional High School Graduation, June 26th, 2025
 - b) Canadian Multiculturalism Day, June 27, 2025
 - c) Canada Day, July 1st, 2025
- 5) Delegations/Presentation: NONE
- 6) Correspondence:

Action:

 - a) Email – Bonnie Mahaney re: Memorial Tree D25-128
 - b) Letter- Farmers’ Markets of Nova Scotia re: Request for Support: Nourishing Communities Food Coupon Program D25-129

Information: NONE
- 7) Council Items:
 - a) Notice of Motion -CED Society-Town of Shelburne Board Representative Appointment
 - b) Draft Budget FY 2025-26 D25-130
 - i. Water Utility Budget
- 8) Committee Reports: NONE
- 9) Staff Reports:
 - a) Draft Municipal Planning Strategy and Land Use Bylaw Updates II D25-131
 - b) Temporary Street Closures – Dock Street Days D25-132
 - c) Building Inspector’s Report – May D25-133
 - d) SVFD Report – May D25-134
 - e) By-law Officer Report – May D25-135
- 10) New Business:
- 11) Upcoming Meetings/Events:
 - a) Prom Parade, From Boxing Rock to Shelburne Regional High School, June 14th, 2025, 7pm
 - b) Equity and Anti-Racism Plan Public Meeting, June 17th, 2025, 6pm, Community Centre Meeting Room A, 63 King Street
 - c) National Indigenous Peoples Day, June 21st, 2025
 - d) Shelburne Regional High School Graduation, June 26th, 2025, Community Centre, 63 King Street
 - e) Next Council Meeting, July 7th, 2025, 6pm, Council Chambers, 63 King Street

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
June 2nd, 2025

Council Members Present

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

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer
Director of Planning & Development Services, Mike Kahn
Manager of Finance, Jane Crowell
Finance Coordinator, Jennifer Perry

Call to Order

Mayor Jacklin called the Council meeting to order at 6:01pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for June 2nd, 2025, Council Meeting.

E. Acker – Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on May 20th, 2025

Cruz – D. Acker

MOTION CARRIED

Proclamations and Announcements:

National Indigenous History Month: Councillor Acker read the following:

June is National Indigenous History Month in Canada—a time to recognize and celebrate the history, heritage, and diversity of First Nations, Inuit, and Métis peoples. It's a chance for all of us to learn more about Indigenous cultures, traditions, and experiences,

and to reflect on the past and how it still affects communities today.

June 21st is National Indigenous Peoples Day, a special day to honour the unique contributions of Indigenous peoples across the country.

We encourage everyone in our community to take part in events, explore educational resources, and join us in celebrating the important role Indigenous peoples play in our shared story.

Pride Month: Councillor Cruz read the following:

June is Pride Month, a time to celebrate the 2SLGBTQI+ community and recognize their contributions, struggles, and achievements. This month serves as a reminder of the importance of diversity, inclusion, and the ongoing fight for equality and human rights.

Across the country, people come together to participate in parades, events, and educational activities, fostering a sense of community and solidarity. As we celebrate Pride Month, let us commit to supporting 2SLGBTQI+ individuals and advocating for a society where everyone can live authentically and without fear of discrimination.

World Ocean Day: Councillor Ringer read the following:

Join us to celebrate World Ocean Day on June 8, 2025—a global event dedicated to honoring, protecting, and conserving the world’s oceans. This day reminds us of the vital role oceans play in our lives—from regulating the climate and providing food, to supporting marine biodiversity and offering spaces for recreation and reflection.

The official theme for World Oceans Day 2025 is *“Wonder: Sustaining What Sustains Us.”*

This theme invites us to appreciate the ocean’s incredible beauty and power, while emphasizing our collective duty to preserve and care for the very source of life that supports us all. Let’s come together to raise awareness and take action to protect our oceans—for today and for future generations.

National Blood Donor Week (June 9-15, 2025): Deputy Mayor D. Acker read the following:

National Blood Donors Week is a special time dedicated to recognizing and appreciating the selfless individuals who donate blood to save lives. This week highlights the importance of regular blood donations to ensure a steady supply for patients in need, such as those undergoing surgeries, cancer treatments, or emergency care. It encourages communities to come together, raise awareness, and inspire more people to become life-saving donors. World Blood Donor Day, celebrated every year on June 14, is an important part of this effort, honoring donors worldwide and promoting the vital role blood donation plays in healthcare.

Delegations/Presentations:

- a) The Shelburne & Area CED Society – Peter Frampton and Connie Lamm gave a presentation on the CED Society. The Society’s mission is ‘Honour the past and shape a better future’. He touched on the three core goals: Housing and Community Well-being, Economic & Social Prosperity, and Inclusivity & Sustainability. The Society consists of a board of members and potential municipal members. Councillor Acker acknowledged the great work this Society is doing and that next appointed to the Society will be on the next Council Agenda.

- b) Shelburne Bridging the Gap: Davie Hartley gave a presentation on the Shelburne County Community Health Board and the great work that is being done. Bridging the Gap acts as a 'middleman' to help find the services they need. Bridging the Gap will work with a Community Development Professor, The Shelburne County Community Health Board, NS Public Health and NS Mental Health and Addictions. Town Council applauded this initiative and have offered meeting space at the Community Centre to hold any community engagement sessions.

Correspondence

Action:

- a) Letter, Shelburne Volunteer Fire Department Ladies Auxiliary

Mayor Jacklin read the letter (found in the Council Package)

THAT Council approves a donation of 2- \$50.00 Sobeys gift cards to support the Shelburne Volunteer Fire Department Ladies Auxiliary Dutch Auction, in recognition of their continued efforts to raise funds in support of the fire department and its contributions to the community.

E. Acker – D. Acker

M25-069

MOTION CARRIED

- b) Email, Invitation to Collaborate on the Future of Economic Development

CAO Mattatall gave an overview of the email.

THAT Council direct the CAO to attend the upcoming regional meeting hosted by the Lunenburg Queens Business Collective on June 25, 2025, in Bridgewater, to explore the feasibility of re-establishing a Regional Enterprise Network (REN) on the South Shore.

AND THAT Councillor Cruz be appointed as the Council representative for the Town of Shelburne to attend the meeting alongside the CAO.

Cruz – E. Acker

M25-070

MOTION CARRIED

Information:

NONE

Council Items:

- a) Notice of Motion – Salary Administration Policy

THAT Council defer the direction provided by the motion: "That Council gives direction to staff to prepare a Compensation and Benefits Administration Policy for the June 2, 2025, Council Meeting", and instead direct that the draft policy be brought to a future Council Meeting at a later date to be determined.

E. Acker – Ringer

M25-071
MOTION CARRIED

b) Draft Budgets FY 2025-26

i. General Operating Budget

THAT Council approve the 2025/26 General Operating Budget (with amended adjustments in Grants to Organizations) which includes the following:

Residential/Resource Tax Rate for 2025/26 is \$1.99 per \$100 assessment.

Commercial Tax Rate for 2025/26 is \$3.86 per \$100 assessment.

Wastewater (Sewer) Charge for 2025/26 is \$337.08/unit

Solid Waste Charge for 2025/26 is \$350.41/unit.

Interest Rate on all outstanding amounts is 10% annual, calculated and posted daily for General, Water Utility and Shelburne Marine Terminal.

AND THAT Council approves the expenditure of \$2,233 for the production of 5,000 maps/pamphlets.

AND THAT the remaining surplus of \$15,083 be transferred to the Operating Reserve.

E. Acker – D. Acker

M25-072
MOTION CARRIED

Committee Reports:

a) Accessibility Advisory Committee Minutes

The above report is for information only.

Staff Reports

a) Draft Municipal Planning Strategy & Land Use Bylaw Updates

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 the hiring of a consultant to assist staff in the gathering of public input.

E. Acker - Ringer

M25-073
MOTION CARRIED

b) Temporary Street Closures – Street Activity Policy

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

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.

E. Acker - D. Acker

M25-074

MOTION CARRIED

c) Shelburne County Climate Action Committee

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

AND THAT Council appoint Mayor Stanley Jacklin to represent the Town of Shelburne on the Shelburne Climate Action Committee.

E. Acker – Ringer

M25-075

MOTION CARRIED

d) Wastewater Report

e) Water Utility Report

The above reports are for information only.

In Camera Session: MGA 22 (2) (g) legal advice for solicitor-client privilege.

THAT Council go in-camera at 7:54pm for matters under MGA 22 (2) (g) legal advice for solicitor-client privilege.

E. Acker – Ringer

MOTION CARRIED

Council came out of in-camera at 8:31pm. No motions coming out of in-camera.

New Business:

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

Deputy Mayor D. Acker attended the Roseway Manor meeting. He also received an email from Sergeant MacPherson regarding the recent traffic initiative and road safety. In the email he stated that 18 tickets and 31 warnings were given. There were 4 check points set up and 3 impaired drivers were stopped.

Councillor Cruz updated everyone on the progress of the Equity & Anti Racism plan. This plan

is a joint plan between the Town of Shelburne, Town of Lockeport and Municipality of Shelburne. At this point an advisory panel is being created to help assist and have input as the plan is created. Councillor Cruz stated that she will be sitting on the committee as the Town of Shelburne representative.

There was no further new business.

Upcoming Meetings/Events

- a) Town Wide Yard Sale, June 7th, 2025, 8am-2pm, All over town
- b) Town Council BBQ, June 7th, 2025, Community Centre, 63 King Street
- c) First Farmer’s Market of the season, Sunday, June 8th, 2025, 12-3pm, Guild Hall
- d) Next Council Meeting, June 16th, 2025, 6pm, Council Chambers, 63 King Street.

Adjournment

THAT the Regular Town Council Meeting of June 16th, 2025, be adjourned at 8:37pm.
E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

Jessie Dyer

From: Bonnie Mahaney <scottbgm28@gmail.com>
Sent: June 6, 2025 2:50 PM
To: Jessie Dyer
Subject: Fwd: Memorial Tree

Document # D25-128	
Rec'd by JD	
Date June 6/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

CAUTION: This email originated from an external sender.

----- Forwarded message -----

From: Bonnie Mahaney <scottbgm28@gmail.com>
Date: Fri, 6 Jun 2025 at 14:47
Subject: Memorial Tree
To: <Jesse.dyer@shelburnens.ca>

I am writing on behalf of the Committee for the 1970,1971 Graduating Class of Shelburne Regional High School to ask for consideration to grant permission to plant a Memorial Tree on the site of the former Shelburne Regional High School, King Street.

This Memorial Tree would be purchased locally and would be a flowering ornamental tree.

The suggested location would be on the east corner of the fenced lot. This area is in a non-traffic area in proximity to an existing tree planted in memory of George Ferretti.

A tasteful plaque would be displayed inscribed "Dedicated to the memory of those who attended Shelburne Regional High 1970,1971."(A recently passed graduate who fondly comes to mind is Bob Sinden.)

Committee Members, Wayne Blinkhorn and Danny Holmes have kindly volunteered to plant the tree. Edwin Allen, a graduate, has kindly offered to bless and dedicate the tree at a brief service on Sunday August 3,2025 at 12:30 p.m.

I will attach a photograph of the suggested site.

If you have any questions please contact Wayne, Danny or one of the Committee Members.

Thank you in advance for your kind consideration of this request to honor past citizens of our wonderful town.

Kind regards,

Bonnie Mahaney, Brenda Downie, Deby MacAlpine, Wayne Blinkhorn, Cathy Holmes, Danny Holmes, Pat Van Buskirk.





Farmers' Markets of Nova Scotia Cooperative Ltd.

9 Chestnut Lane

Dartmouth NS, B2Y 3X1

902-932-7282

fmns@farmersmarketsnovascotia.ca

www.farmersmarketsnovascotia.ca

May 7, 2025

Mayor Stanley Jacklin

Town of Shelburne

CC Sarah Mattatall, CAO

Request for Support: Nourishing Communities Food Coupon Program

Document #	
D25-129	
Rec'd by JD	
Date June 3/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Dear Mayor Jacklin,

I hope this message finds you well.

I'm reaching out on behalf of Farmers' Markets of Nova Scotia (FMNS) to share an important update and request your support for one of our province's most impactful community food programs—the Nourishing Communities Food Coupon Program.

As you may know, this program—now in its seventh year—offers dignified access to fresh, local food for food-insecure Nova Scotians while directly supporting local farmers and rural economies. It's a nationally recognized model of what's possible when community-based solutions are backed by public investment.

Yesterday, I sent a letter to Premier Tim Houston and four key Ministers requesting an increase in provincial funding for the program in 2025 (see attached). Despite demonstrated success and growing demand, we were informed that funding will revert to the baseline amount of \$422,400—37% less than what was provided in 2024. This reduction means over 200 households will lose access to this vital support.

Your municipality is home to the Shelburne Guild Hall Market, which is an active partner in delivering this program. We would be deeply grateful if your office would consider writing a brief letter of support to the Premier and Ministers, urging them to reconsider this funding decision. A draft email template is enclosed for ease.

Together, we can help ensure more Nova Scotians can

access healthy, local food with dignity. If you have any questions or would like to discuss, I'd be more than happy to connect.

With respect and resolve,

A handwritten signature in blue ink, appearing to read 'Justin Cantafio', with a stylized, flowing script.

Justin Cantafio
Executive Director
Farmers' Markets of Nova Scotia

REQUEST TO THE GOVERNMENT OF NOVA SCOTIA TO INCREASE INVESTMENT IN THE NOURISHING COMMUNITIES PROGRAM



We're asking for a budget of \$1 million for our 2025 program and beyond.

Why? We're in a food insecurity crisis. The waitlist keeps growing, and the **only** limit to increasing the impact of our program is access to funding.

Thanks to \$672,400 in funding by the Department of Communities, Culture, Tourism, and Heritage in 2024, FMNS provided over \$450,000 in market bucks to households facing food insecurity in 33 communities across Nova Scotia.

Here are some highlights:

- Nearly 600 households participated this year, representing over 1,800 individuals
- Approximately \$775 per household in assistance provided
- 33 participating farmers' markets and 54 partner organizations

Key impacts from the Nourishing Communities program, an ongoing partnership between FMNS and NS CCTH:

- 100% of market bucks go to Nova Scotia's economy, supporting local farmers and rural communities while contributing to the local economic multiplier effect
- 97% of all market bucks redeemed (the remainder is recycled into next year's program)
- 95% of program participants said they felt a greater sense of community belonging
- 94% reported that their mental health was improved as a result of participating in this program

Nova Scotia's challenges	How Nourishing Communities helps
28.9% of Nova Scotians experienced food insecurity in 2022; the highest in Canada	91% of participants reported eating healthier than usual during the program
Nova Scotia has the among the lowest poverty indicators index score of any province	90% of participants felt that they had more money to meet their other (non-food / grocery) needs
NS lost over 21% of its farms from 2016 to 2021—the largest decline in the number of farms of any province in the country over that period	Since 2019, over \$1.5 million has been spent at local farmers' market businesses, and ~80% has been on food products (nearly 1/3 on fresh produce alone)

REQUEST TO THE GOVERNMENT OF NOVA SCOTIA TO INCREASE INVESTMENT IN THE NOURISHING COMMUNITIES PROGRAM



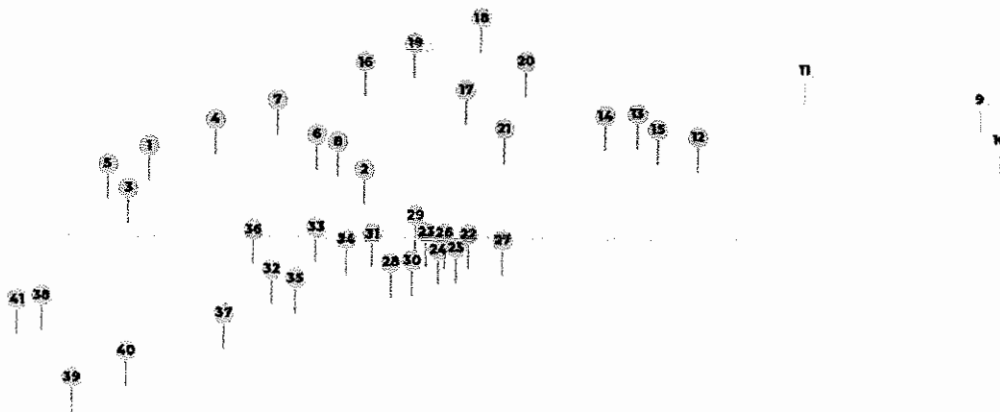
For every additional \$50,000 invested in this program, we can provide:

Roughly 1,167 more weekly allotments of market bucks OR
Add over 45 more households / 140 more people to our program

The now seven-year long partnership between the Province and Farmers' Markets of Nova Scotia's Nourishing Communities Program has maintained three key objectives:

1. To provide financial support to those in need to access healthy food, recognizing that almost 1 in 3 people in Nova Scotia are food insecure;
2. To provide an experience that supports physical, mental, and community health; and
3. To support local producers and farmers in developing a robust and resilient food system in Nova Scotia

With over 40 member farmers' markets across Nova Scotia, the Nourishing Communities Program has full coverage, including numerous rural communities.





Farmers' Markets of Nova
Scotia Cooperative Ltd.

9 Chestnut Lane

Dartmouth NS, B2Y 3X1

902-932-7282

fmns@farmersmarketsnovascotia.ca

www.farmersmarketsnovascotia.ca

May 6, 2025

The Honourable Tim Houston

Premier of Nova Scotia

Office of the Premier

Province of Nova Scotia

Request for Additional Funding for the Nourishing Communities Program

Dear Premier Houston,

First, I want to extend my sincere thanks to your government for its continued support of the **Nourishing Communities Food Coupon Program**, now in its seventh year. This innovative partnership between the Province of Nova Scotia and Farmers' Markets of Nova Scotia (FMNS) has provided thousands of food-insecure Nova Scotians with dignified access to fresh, local food while strengthening rural economies and supporting our farmers. It is a shining example of what's possible when community-rooted solutions are backed by public investment.

In 2024, a generous one-time funding increase of \$250,000 (from \$422,400 to \$672,400) allowed FMNS to distribute over \$450,000 in market bucks to nearly 600 households across 33 communities. This helped over 1,800 individuals put fresh food on their tables and supported 54 partner organizations province-wide. With a 97% redemption rate and 95% of participants reporting a stronger sense of community, the program's impact speaks for itself.

We've learned that our funding for 2025 will stay at \$422,400—and **without a top-up, more than 200 households will lose access to this vital support**. This is the second time the Province has followed a one-time funding boost with a reversion to baseline levels the following year. While we remain deeply grateful for any and all government support, this abrupt reduction will mean reaching significantly fewer households at a time when **Nova Scotia continues to experience the highest rate of food insecurity in Canada**, and 5 more FMNS member markets

seek to join our program for 2025. This would further expand the program's reach, particularly into rural communities.

We understand the Province faces difficult budget decisions. However, this decision lands hardest on the most vulnerable people in our communities—people for whom this program isn't just helpful, but essential. The consequences are real: fewer meals on tables, less stability, and lost opportunity to invest in our local food economy.

I would welcome the opportunity to meet with you directly to discuss options for bridging this gap in 2025 and ensuring the long-term sustainability of the Nourishing Communities program. Our ask remains the same as it has been for several years: **a provincial investment of \$1 million annually**. This amount would allow us to meet growing demand, reduce the length of our waitlist, and build on a proven, community-based model.

Premier Houston, Nova Scotians are struggling—but they haven't given up. Neither have we. At FMNS, we believe—as your Ministers affirmed at our AGM in April—that “food for all is feasible.” Let's work together to make that more than a slogan. I'd be honoured to sit down with you and your Ministers to explore a shared path forward.

With respect and resolve,



Justin Cantafio

Executive Director

Farmers' Markets of Nova Scotia

CC The Honourable Dave Ritcey, Minister of Communities
Culture, Tourism and Heritage

CC The Honourable Scott Armstrong, Minister of
Opportunities and Social Development

CC The Honourable Greg Morrow, Minister of Agriculture

CC The Honourable Colton LeBlanc, Minister of Growth and
Development

Email Letter of Support Template

Subject: Support for Nourishing Communities Program

Dear Premier Houston,

On behalf of **[Municipality Name]**, I am writing to express our strong support for the Nourishing Communities Food Coupon Program delivered through Farmers' Markets of Nova Scotia (FMNS). This initiative plays a vital role in our community, providing food-insecure residents with access to fresh, local food while supporting our regional farmers and producers.

We understand that provincial funding for the 2025 program will revert to the baseline level of \$422,400—a significant decrease from the 2024 amount of \$672,400. This reduction will have a direct impact on our constituents and local food system, as it means more than 200 fewer households across the province will benefit from this critical support.

[Optional: in our municipality, the program is delivered through [insert local market(s) name(s)], which has seen firsthand the positive impact of this initiative on families, farmers, and the broader community.]

We respectfully urge your government to increase its funding commitment to FMNS, restoring and ideally expanding support for the Nourishing Communities program. A sustained annual investment of \$1 million would allow FMNS to meet growing demand, reduce its waitlist, and continue strengthening Nova Scotia's food security and rural economy.

Thank you for your consideration, and for your continued support of solutions that are rooted in community, dignity, and resilience.

Sincerely,

[Name]

[Title]

[Municipality Name]

Please note the following email addresses:

The Honourable Tim Houston, Premier of Nova Scotia	premier@novascotia.ca
CC The Honourable Dave Ritcey, Minister of Communities Culture, Tourism and Heritage	MIN_CCTH@novascotia.ca
CC The Honourable Scott Armstrong, Minister of Opportunities and Social Development	OSDMIN@novascotia.ca
CC The Honourable Greg Morrow, Minister of Agriculture	min_dag@novascotia.ca
CC The Honourable Colton LeBlanc, Minister of Growth and Development	edminister@novascotia.ca

Document #	
D25-130	
Rec'd by JD	
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Council	✓
Agenda	✓
Committee	

2025-26 WATER UTILITY BUDGET – COUNCIL MEETING JUNE 16, 2025

2025/26 Water Utility is budgeting Revenue of \$670,223, Expenses of \$664,572 with a Surplus of \$5,651. The Town of Shelburne Water Utility is governed by the Rules and Regulations approved by the Nova Scotia Regulatory and Appeals Board (NSRAB) formerly known as Nova Scotia Utility and Review Board (NSUARB).

REVENUE –

- **Metered Sales** budgeted to increase by 2.2% compared to 2024/25 actuals due to anticipated Residential development.
- **Flat Rate Sales, Fire Protection, Sprinkler Service, Forfeited Discounts and Other Operating Revenue** – Budgeted to remain consistent.
- **Non-Operating Revenue** – Budgeted to remain consistent with previous year’s actual. 2024/25 Actual 23,811 – 2025/26 Budget 24,000.

EXPENSES –

- **Source of Supply** - Budgeted remains consistent with the previous year’s budget of \$603.
- **Pumping** - Budgeted to increase approximately 13.6 % from last year’s actual 45,079 to 51,194 due to increase in power used and increase in power rates as well as a couple pumps in pump house need to be replaced.
- **Water Treatment** – Budgeted to remain consistent with last years’ budgeted amount, last year budget 237,322 and for 2025/26 budgeted 232,297,
- **Transmission and Distribution** – Budgeted to increase 31 % from last years’ budget of 42,958 to 56,522 budget for 2025/26 due to the ongoing Maintenance of Mains with two main breaks on School and Commission Streets in the Municipality for 2024/25. Also budgeting 5,000 for the grading of the Water Plant Road off the Lake Road, which needs maintenance.
The Water Utility needs to plan to replace the mains on School and Commission Street as they will only get worse in the future.
- **Administration & General** – Budgeted to increase by approximately 7.5 % due to increases for the majority of all expenses under this category.
- **Depreciation** – Budgeting to increase from 122,000 to 125,000.
- **Taxes** – Budgeted to remain consistent with previous year. Property Valuation Services Corporation (PVSC) has reached out to say the Water Tower within the Town of Shelburne may change from Commercial Exempt to Commercial due to recent review of accounts. The Town of Shelburne then would transfer from Commercial to Exempt as we do not pay taxes to ourselves, but in turn would make an impact on our UA.
- **Non-Operating Expenditures** – Budgeted to decrease from \$120,706 to 88,100 due to the Water Main Debenture being paid in full in 2024/25.

WATER UTILITY DEPRECIATION RESERVE BALANCE UPDATE-

The Water Utility Depreciation fund at the end of March 31, 2025, has a balance of \$479,891. This does not include any amounts deducted for Capital Expenditures or addition for 2024/25 Depreciation Transfer.

WATER UTILITY DEBENTURE BALANCE UPDATE –

As of March 31, 2025, the Water Utility total principal loan balance is \$355,270, original principal amount borrowed \$1,454,046. Anticipated to be Debt Free in May 2026 for the current Debentures.

Water Plant Upgrade Debenture was issued June 1, 2009, and was paid in full on June 1, 2024. Yearly payments consisted of \$29,267 plus interest yearly. Total borrowing consists of principal \$439,000 plus \$165,314.64 in interest for a total of \$604,314.64 for the term of the loan.

Water Line Extension Debenture was issued May 30, 2011, with a maturity date of May 30, 2026. Yearly payments consist of \$50,752 plus interest yearly with a final principal payment of \$304,518 plus interest. Total borrowing consists of principal \$1,015,046 plus \$421,446.40 in interest for a total of \$1,436,492.40 for the term of the loan.

Debenture payments for the next three fiscal years are as follows:

2025/26 Principal \$50,752 plus interest of \$15,147.47

2026/27 Principal \$304,518 plus interest of \$6,999.35

2027/28 No Principal or interest payments.

The Water Utility is projecting an Accumulated Surplus of \$553,166 at the end of 2025/26 fiscal year. We have budgeted the Balloon payment for the Water Line Extension Debenture to come out of the Water Operating Budget in 2026/27 which would leave a deficit of \$226,743 for the fiscal year but an Accumulated Surplus of \$326,423 for the fiscal year. This option will be discussed with the Nova Scotia Regulatory and Appeals Board (NSRAB) this year to see if this is within the regulations set out for Water Utilities.

MOTION – THAT COUNCIL APPROVE THE 2024/25 WATER UTILITY BUDGET AS PRESENTED

DRAFT 2023/24 TOWN OF SHELBURNE WATER UTILITY BUDGET

EXECUTIVE SUMMARY
SUMMARY OF REVENUE AND EXPENDITURE

	2024/25 Budget	2024/25 Projection	2025/26 Projection	2026/27 Projection	2027/28 Projection
Operating Revenue					
11000 Metered Sales	\$468,200	\$449,394	\$459,500	\$468,500	\$499,700
12000 Flat rate sales	\$48,590	\$48,535	\$48,590	\$48,590	\$48,590
13000 Public fire protection	\$133,483	\$133,483	\$133,483	\$133,483	\$133,483
14000 Sprinkler service	\$2,550	\$2,550	\$2,550	\$2,550	\$2,550
15000 Sales to other utilities	\$0	\$0	\$0	\$0	\$0
16000 Forfeited discounts	\$2,500	\$2,094	\$2,100	\$2,100	\$2,100
17000 Other operating revenue	\$0	\$0	\$0	\$0	\$0
	\$655,323	\$636,056	\$646,223	\$655,223	\$686,423
Operating Expenditures					
21000 Source of supply	\$603	\$935	\$603	\$603	\$603
22000 Pumping	\$47,113	\$45,079	\$51,194	\$52,632	\$52,163
23000 Water treatment	\$237,322	\$214,488	\$232,297	\$238,821	\$245,412
24000 Transmission and distribution	\$42,958	\$60,159	\$56,522	\$51,731	\$57,858
25000 Administration and general	\$102,041	\$99,076	\$109,734	\$112,286	\$116,132
26000 Depreciation	\$122,000	\$122,000	\$125,000	\$127,000	\$129,000
27000 Taxes	\$1,122	\$1,122	\$1,122	\$1,125	\$1,125
28000 Other operating expenditures	\$0	\$0	\$0	\$0	\$0
	\$553,159	\$542,859	\$576,472	\$584,198	\$602,294
Operating profit/(deficit)	\$102,164	\$93,197	\$69,751	\$71,025	\$84,129
18000 Non-operating revenue	\$25,000	\$23,811	\$24,000	\$23,000	\$22,000
29000 Non-operating expenditures	\$120,706	\$112,851	\$88,100	\$320,768	\$1,300
	2024/25 Budget	2024/25 Projection	2025/26 Projection	2026/27 Projection	2027/28 Projection
Excess of revenue over expenditure	\$6,458	\$4,157	\$5,651	-\$226,743	\$104,829
Surplus (deficit), beginning of year	\$543,358	\$543,358	\$547,515	\$553,166	\$326,423
Surplus (deficit), end of year	\$549,816	\$547,515	\$553,166	\$326,423	\$431,252

DRAFT 2023/24 TOWN OF SHELburnE WATER UTILITY BUDGET

DETAILS

10000 - 17999 OPERATING REVENUE

	2024/25 <u>Budget</u>	2024/25 <u>Projection</u>	2025/26 <u>Budget</u>	2026/27 <u>Projection</u>	2027/28 <u>Projection</u>
11000 METERED SALES					
11100 Residential	196,000	196,002	200,000	204,000	230,000
11200 Commercial	205,000	195,640	200,000	205,000	210,000
11300 Industrial	61,000	53,475	55,000	55,000	55,000
11400 Vessels and/or Bulk Water	6,200	4,277	4,500	4,500	4,700
	<u>468,200</u>	<u>449,394</u>	<u>459,500</u>	<u>468,500</u>	<u>499,700</u>
12000 FLAT RATE SALES					
12100 Residential	48,590	48,535	48,590	48,590	48,590
12200 Commercial/ Institutional					
12300 Industrial	0	0	0	0	0
	<u>48,590</u>	<u>48,535</u>	<u>48,590</u>	<u>48,590</u>	<u>48,590</u>
13000 FIRE PROTECTION					
13100 Public fire protection	83,565	83,565	83,565	83,565	83,565
13200 Private fire protection (other municipalities)	47,518	47,518	47,518	47,518	47,518
13300 Private fire protection (other)	2,400	2,400	2,400	2,400	2,400
	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>	<u>133,483</u>
14000 SPRINKLER SERVICE	2,550	2,550	2,550	2,550	2,550
15000 SALES TO OTHER UTILITIES					
16000 FORFEITED DISCOUNTS	2,500	2,094	2,100	2,100	2,100
17000 OTHER OPERATING REVENUE					
17100 Special services					
17200 Rent					
TOTAL	<u>655,323</u>	<u>636,056</u>	<u>646,223</u>	<u>655,223</u>	<u>686,423</u>

18000 NON-OPERATING REVENUE

	2024/25 <u>Projection</u>	2024/25 <u>Projection</u>	2025/26 <u>Budget</u>	2026/27 <u>Projection</u>	2027/28 <u>Projection</u>
18000 NON-OPERATING REVENUE					
18100 Jobbing and contract	3,000	1,877	2,000	2,000	2,000
18200 Interest	22,000	21,701	22,000	21,000	20,000
18300 Grants					

DRAFT 2023/24 TOWN OF SHELBURNE WATER UTILITY BUDGET

18400	Appropriatio from other funds					
18600	Transfer from depreciation fund	0	0	0	0	0
18900	Other	0	233	0	0	0
	TOTAL	25,000	23,811	24,000	23,000	22,000
OPERATING EXPENSES						
21000 SOURCE OF SUPPLY						
		<u>2024/25 Projection</u>	<u>2024/25 Projection</u>	<u>2025/26 Budget</u>	<u>2026/27 Projection</u>	<u>2027/28 Projection</u>
21100	SUPERVISION AND ENGINEERING					
21200	OPERATION LABOUR					
21300	OPERATION SUPPLIES AND EXPENSES					
21400	MAINTENANCE OF PLANT					
21410	Reservoirs					
21420	Intakes	0	0	0	0	0
21430	Wells and Springs					
21440	Other					
21550	WATER PURCHASED					
21600	RENTS	603	935	603	603	603
21900	OTHER					
	TOTAL	603	935	603	603	603
22000 PUMPING						
		<u>2024/25 Projection</u>	<u>2024/25 Projection</u>	<u>2025/26 Budget</u>	<u>2026/27 Projection</u>	<u>2027/28 Projection</u>
22100	SUPERVISION AND ENGINEERING					
22200	OPERATION LABOUR					
22300	FUEL	1,000	326	350	368	386
22400	POWER PURCHASED	42,613	44,247	47,344	48,765	50,228

DRAFT 2023/24 TOWN OF SHELBURNE WATER UTILITY BUDGET

22500	MAINTENANCE OF PLANT	0	0	0	0	0
22510	Structures and Improvements	500	42	500	2,500	500
22520	Pumping Equipment	3,000	464	3,000	1,000	1,050
		<u>3,500</u>	<u>506</u>	<u>3,500</u>	<u>3,500</u>	<u>1,550</u>
22600	RENT					
22900	OTHER					
	TOTAL	<u>47,113</u>	<u>45,079</u>	<u>51,194</u>	<u>52,632</u>	<u>52,163</u>

23000 WATER TREATMENT

	2024/25 Projection	2024/25 Projection	2025/26 Budget	2026/27 Projection	2027/28 Projection
23100	SUPERVISION AND ENGINEERING				
23200	OPERATION LABOUR	100,422	91,053	103,587	106,176
23300	OPERATION SUPPLIES AND EXPENSES				
23310	Chemicals and Additives	118,500	110,394	112,160	115,525
23390	Other	600	1,156	900	1,000
		<u>119,100</u>	<u>111,550</u>	<u>113,060</u>	<u>116,525</u>
23400	MAINTENANCE OF PLANT	16,000	10,370	13,000	13,390
23500	RENT				
23900	OTHER	1,800	1,515	2,650	2,730
	TOTAL	<u>237,322</u>	<u>214,488</u>	<u>232,297</u>	<u>238,821</u>

24000 TRANSMISSION AND DISTRIBUTION

	2024/25 Projection	2024/25 Projection	2025/26 Budget	2026/27 Projection	2027/28 Projection
24100	SUPERVISION AND ENGINEERING				
24200	MAPS AND RECORDS				
24300	OPERATION LABOUR				
24310	Mains	17,618	17,618	18,372	18,830
24320	Meters				
		<u>17,618</u>	<u>17,618</u>	<u>18,372</u>	<u>18,830</u>

DRAFT 2023/24 TOWN OF SHELBURNE WATER UTILITY BUDGET

24400	MAINTENANCE OF PLANT					
24410	Reservoirs	3,190	2,800	5,950	3,500	6,950
24420	Structures and Improvements					
24430	Mains	9,000	29,580	15,000	17,000	19,000
24440	Other	5,500	4,461	5,500	5,500	5,500
		17,690	36,841	26,450	26,000	31,450
24500	RENT					
24600	STORE EXPENSES					
24700	TRANSPORTATION	7,650	5,700	6,700	6,901	7,108
24800	SHOP EXPENSES					
24900	OTHER			5,000		
	TOTAL	42,958	60,159	56,522	51,731	57,858
25000 ADMINISTRATION AND GENERAL						
		2024/25 Projection	2024/25 Projection	2025/26 Projection	2026/27 Projection	2027/28 Projection
25100	CONSUMER ACCOUNTING AND COLLECTING					
25110	Supervision					
25120	Meter reading	4,800	5,280	4,800	4,950	5,100
25130	Billing and accounting	45,537	45,537	46,784	47,954	49,150
25140	Collection					
25150	Uncollectable accounts	2,000	-1,400	2,000	5,000	5,000
25190	Other					
		52,337	49,417	53,584	57,904	59,250
25200	SALARIES					
25210	Officers and executives					
25220	Allocated					
25290	Others					
25300	GENERAL OFFICE EXPENSES					
25310	General Officers					

DRAFT 2023/24 TOWN OF SHELBURNE WATER UTILITY BUDGET

25320 General Office Employees					
25330 General Office	7,190	6,320	8,550	6,100	6,300
25340 Allocated					
	<u>7,190</u>	<u>6,320</u>	<u>8,550</u>	<u>6,100</u>	<u>6,300</u>
25400 PROFESSIONAL FEES					
25410 Auditors	5,749	5,752	6,040	6,372	6,703
25420 Legal					
25430 Special services	0	0	0		
	<u>5,749</u>	<u>5,752</u>	<u>6,040</u>	<u>6,372</u>	<u>6,703</u>
25500 REGULATORY EXPENSES	1,740	1,740	1,790	1,840	1,890
25600 INSURANCE	17,775	17,956	19,033	20,366	21,791
25700 RENTS OF GENERAL PROPERTY					
25800 MAINTENANCE OF GENERAL PROPERTY					
25900 OTHER	17,250	17,891	20,737	19,705	20,198
TOTAL	<u>102,041</u>	<u>99,076</u>	<u>109,734</u>	<u>112,286</u>	<u>116,132</u>
26000 DEPRECIATION	122,000	122,000	125,000	127,000	129,000
27000 TAXES	1,122	1,122	1,122	1,125	1,125
29000 NON-OPERATING EXPENDITURES					
	2024/25 Projection	2024/25 Projection	2025/26 Projection	2026/27 Projection	2027/28 Projection
29100 REDEMPTION OF LONG TERM DEBT					
29110 Principal	80,014	80,014	50,752	304,518	0
29120 Sinking fund Operating Loan					
	<u>80,014</u>	<u>80,014</u>	<u>50,752</u>	<u>304,518</u>	<u>0</u>
29200 INTEREST ON LONG TERM DEBT	18,252	18,252	15,148	7,000	0
29300 OTHER INTEREST					
29310 Bank charges	1,440	1,105	1,200	1,250	1,300
29320 Short term borrowings					
29330 Interfund					

pvs decision

DRAFT 2023/24 TOWN OF SHELBURNE WATER UTILITY BUDGET

	<u>1,440</u>	<u>1,105</u>	<u>1,200</u>	<u>1,250</u>	<u>1,300</u>
29400 CAPITAL EXPENDITURES OUT OF OPERATIONS	<u>21,000</u>	<u>13,380</u>	<u>21,000</u>	<u>8,000</u>	<u>0</u>
29900 OTHER		<u>100</u>		<u>0</u>	<u>0</u>
TOTAL	<u>120,706</u>	<u>112,851</u>	<u>88,100</u>	<u>320,768</u>	<u>1,300</u>

Document #	D25-131
Date	June 11, 2025
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

COUNCIL REPORT - FOR DECISION

Subject: Draft Municipal Planning Strategy and Land Use Bylaw Updates II
Date: June 10, 2025
Authority: NA
Council Dates: June 16, 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.

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.

Council received a briefing on the proposed amendments on June 13, 2025.

Analysis

The MPS and LUB updates are now ready for public review. 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. survey, stakeholder and	Draft MPS, LUB except Legal Non-conforming and

	specific landowner meetings	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 st Reading	Revised Final Draft MPS, LUB, SDB
February 2026	Public Hearing and Council 2 nd Reading	Revised Final Draft MPS, LUB, SDB
March 2026	Provincial Approval Process	
April 2026	Provincial Approval Process	

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 become 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 Bonus: 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.
 - **Added that applications may be required to be provide a survey plan showing extent of worst case coastal flooding (new from June 2 Report)**
- 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
- **Revised non-residential parking requirements (new from June 2 Report)**
- **Revised bicycle parking to larger developments (new from June 2 Report)**
- 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.
- 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.

Future work that is planned to be completed along side or following the MPS and LUB approval:

- **Water Bylaw** – State connection standards, ex. Backflow prevention, and potential capital cost sharing. Work to be completed alongside MPS and LUB.
- **Capital Grants Research** – Looking a Climate, Affordable Housing, and other grants to help implement the MPS. Work to be complete alongside MPS and LUB.
- **Affordable Housing Policy** – States the definition of affordable housing and what tools the town is offering to assist those working on affordable housing. To be brought forward following the Provincial approval of the MPS and LUB.
- **Update to Fees Policy** relating to planning and development fees – Recommendations to be brought forward following the Provincial approval of the MPS and LUB.
- **Develop Coastal Protection Regulations** – Work to begin following the Provincial approval of the MPS and LUB.
- **Street Standards and Stormwater Management**– 2026, pending grant funding

- Identification and regulation of mature trees and ecological systems – TBD, pending grant funding

Options

	Pros	Cons
Make draft documents public and direct staff to gather public input	<ul style="list-style-type: none"> • Allows the public and stakeholders to review the draft documents 	<ul style="list-style-type: none"> • None
Postpone release of the draft documents to allow for revisions	<ul style="list-style-type: none"> • Allows Council greater input 	<ul style="list-style-type: none"> • Delays project

Recommendation

THAT Council directs staff to seek feedback on the draft Municipal Planning Strategy and Land Use Bylaw as attached.

Attachments

- 1 – DRAFT Municipal Planning Strategy 2025
- 2 – DRAFT Land Use Bylaw 2025

Town of Shelburne
Municipal Planning Strategy
2025

DRAFT 1.0

June 2025

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This Municipal Planning Strategy (MPS) is prepared in accordance with the requirements of the Municipal Government Act (MGA). It contains the policies and intent of Council with respect to land use matters and the overall development of the Town. The policies and intentions of Council are binding on the Town under the MGA, section 217, but does not require the Town to undertake any of the projects outlined below.

Definitions

This plan and related bylaws use metric measurements; imperial conversions are provided for information only.

ACTIVE TRANSPORTATION means any mode of travel that uses human power to get from one place to another, such as walking, biking, or using a wheelchair.

ACCESSORY BUILDING means a subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use, but does not include a building attached in any way to the main building, or a building located completely underground.

ADJACENT means a property that is connects in a contiguous fashion, and includes property directly across a right of way.

APPLICANT means a landowner or their agent who has applied for: MPS or LUB amendment, site plan, development permit or subdivision approval.

AUTOMOTIVE SERVICE include commercial services that are oriented towards automobiles, including gas stations, automotive and/or RV repair centers, car and/or RV dealerships, and includes boat storage and sales.

ARTISAN WORKSHOP means a workspace used to create works of art or items for sale in limited quantities, displaying works or items of art and selling art or items made on site

BUILDING means an enclosed structure.

COMMERCIAL USE means any retail, food establishment, office, automotive service and/or personal service that provides goods and/or services to the general public for monetary gain and any medical service.

COUNCIL means the Council of the Town of Shelburne.

CRAFT FOOD AND BEVERAGE PRODUCTION means the production of small batch food and beverages, for sale on or off site, but does not include industrial production that would unduly impact adjacent landowners.

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

DEVELOPMENT OFFICER means the officer(s) of the Town of Shelburne from time to time charged by the municipality with the duty of administering the provisions of the Land Use Bylaw and issuing permits in keeping with the Land Use Bylaw.

DRIVE THROUGH means a commercial use that operates an access for members of the public to receive goods and/or services without leaving their vehicle.

DWELLING or RESIDENTIAL UNIT means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units and shall not include a hotel, a motel or an apartment hotel.

SINGLE DETACHED DWELLING means a completely detached dwelling containing one dwelling unit but does not include a mobile home.

DUPLEX DWELLING means a building that is divided into two dwelling units each of which has an independent entrance either directly from outside or through a common vestibule.

APARTMENT BUILDING means a building containing three (3) or more dwelling units which may or may not have a common entrance from the street level and the occupants of which have common use of certain areas of the building.

ROW HOUSE means a building divided vertically into three (3) or more dwelling units with each unit having a front and rear exit.

EXISTING means existing as of the effective date of this Bylaw.

FOOD ESTABLISHMENT means a business selling food prepared on site and includes:

TAKE OUT means a business selling food prepared on site for consumption off site, but does not include drive throughs.

RESTAURANT means a business selling food prepared on site for consumption on site.

DRIVE THROUGH RESTAURANT means a commercial use that operates an access for members of the public to buy prepared food without leaving their vehicle.

CRAFT FOOD AND BEVERAGE PRODUCTION means the production of small batch food and beverages, for sale on or off site, but does not include industrial production that would unduly impact adjacent landowner.

GROSS FLOOR AREA means the total of the floor areas of the building above and below grade measured using the outside dimensions of the building.

HEIGHT means the vertical distance of a building between the average building grade and;

- i. The highest point of the roof surface of the parapet, or a flat roof, whichever is the greater;
- ii. The decline of a mansard roof; or

- iii. iii. the mean level between eaves and ridges or a gabled, hip, gambrel or other type of pitched roof;

but shall not include any construction used as ornament or for the mechanical operation of the building, water reservoirs, a mechanical penthouse, chimney, flag poll, solar panels/power collection or steeple.

HOME OCCUPATION means an accessory use of a dwelling for gainful employment involving the provision or sale of goods or services or both goods and services.

HOTEL means traditional tourist accommodation for overnight accommodation for the travelling public and may include facilities open to the general public such as meeting rooms, restaurants or entertainment facilities.

INSTITUTIONAL USE means a building or part of a building used by any governmental body or a not-for profit entity, and shall include government sponsored senior citizen housing facilities, or an organized body or society promoting a particular purpose with no intent of profit, or places of worship.

INDUSTRIAL USE means manufacturing plants, distribution of goods or services, administration of business activities, research and development facilities, warehousing, shipping, stockpiling of raw materials, storage, repair and maintenance of equipment including vehicles and boards and includes open storage of material, including bulk materials such as gravel.

LOT means any parcel of land described in a deed or as shown in a registered plan of subdivision.

CORNER LOT means a lot situated at the intersection of and abutting on two or more streets. The shorter lot line shall be deemed the front lot line of the said lot.

INTERIOR LOT means a lot situated between two lots and having access to one street.

THROUGH LOT means a lot bounded on two opposite sides by streets or highway provided, however, that if any lot qualifies as being both a Corner Lot and Through Lot as hereinbefore defined, such lot shall be deemed to be a Corner Lot for the purpose of this Bylaw.

LOT AREA means the total horizontal area within the lot lines of a lot.

LOT FRONTAGE means the length of a line joining the side lot lines and parallel to the front lot line and faces a public street.

LOT LINE means a boundary line of a lot.

FRONT LOT LINE means the line dividing the lot from the street and for purposes of this definition the term "street" shall include existing private road; in the case of a corner lot the shorter boundary line abutting the street shall be deemed the front lot line and the longer boundary line abutting the street

shall be deemed the side lot line and where such lot lines are of equal length the front lot line shall be either of the lot lines. In the case of a through lot, any boundary dividing the lot from a street shall be deemed to be the front lot line.

REAR LOT LINE means the lot line furthest from or opposite to the front lot line.

SIDE LOT LINE means a lot line other than a front or rear lot line.

FLANKING LOT LINE means a side lot line which abuts the street on a corner lot.

MAIN BUILDING means the building in which is carried on the principal purpose for which the building lot is used.

MAXIMUM LOT COVERAGE means that percentage of the lot area covered by all building above ground level, and shall not include that portion of such lot area which is occupied by a building or portion thereof which is completely below ground level.

MEDICAL SERVICES includes clinics, pharmacies, dentist and optometrists offices, physiotherapy and other medical and para-medical services.

MGA means the Municipal Government Act.

MANUFACTURED HOME means a transportable, single- or multiple-section dwelling unit certified by an accredited certification body as complying with the CSA Z240 MH Series, Manufactured Homes, at the time of manufacture, before it is placed on the installation site.

MODULAR HOME means a finished section or sections of a complete dwelling unit built in a factory for transport to the site for installation and certified to CSA A277, Procedures for the Factory Certification of Buildings, by an accredited certification body at the time of manufacture, before it is placed on the installation site.

NOT FOR PROFIT mean an entity organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit (for example, a club, society, or association) and is considered a not for profit by the Canadian Revenue Agency.

OFFICE means a room or rooms where business may be transacted, a service performed or consultation given but shall not include the manufacturing of any product or the retail selling of goods.

OWNER means a part owner, joint owner, tenant in common or joint tenant of the whole or any part of any land or building and includes a trustee, an executor, a guardian, an agent, a mortgagee in possession, or other person having the care or control of any land or building in the event of the absence or disability of the person having the title thereof.

PARKING SPACE means an area of not less than fifteen (15) square meters, measuring not less than 2.6 meters by 5.5 meters by inclusive of driveways or aisles, for the temporary parking or storage of motor vehicles.

PERSONAL SERVICES means a business use involved with the provision of a service such as a repair shop, dry cleaning establishment, barber shop, or tailor, open to the general public for monetary gain.

PUBLIC SERVICE means any Board, Provincial or Federal Government, the Town of Shelburne, or a registered Not For Profit providing a services to the Town’s residents.

PUBLIC UTILITIES means any building or structure related to the operations of Watermains, Sewermains, Stormwater management, street and traffic control infrastructure, including lift stations, water towers, treatment plans and pumps.

RECREATIONAL VECHILE means a vehicle or trailer built to the CSA Z241 standard and intended for seasonal residential use.

RECREATIONAL USES means the use of land for parks, playgrounds, tennis courts, lawn bowling greens, indoor or outdoor skating rinks, athletic fields, golf courses, picnic areas, swimming pools, day camps, community centres and similar uses to the foregoing, together with necessary and accessory buildings and structures, but not including a track for the racing of animals, or any form of motorized vehicles.

REGIESTERED HERITAGE PROPERTY/STRUCTURE means a property and/or structure that is Municipality and/or Provincially Registered under the Heritage Property Act.

RETAIL ENTERPRISE means a business use involved with the selling of any goods, wares, merchandise, or product to the general public for monetary gain and does not include Automotive Services such as gas stations or car dealerships.

SCRAPYARD means a lot or premises for the storage or handling of scrap material, and without limiting the generality of the foregoing, shall include waste paper, rags, bones, bottles, used bicycles, vehicles, tires, metal or other scrap material or salvage.

STREET OR ROAD means the whole and entire right-of-way of every highway, road, or road allowance vested in the Province of Nova Scotia or the Town of Shelburne.

STREET LINE means the boundary line of the street.

STRUCTURE means anything that is erected, built, or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure. A structure shall include buildings, walls and signs and also fences exceeding six (6) feet in height.

SEWERLINE means a sewer pipe or line intended to services a single building, also known as a ‘lateral’.

SEWERMAIN means a sewer or pipe intended to service multiple buildings.

STORMWATER means water that originates from precipitation, including rain and melted snow, falling on the ground or roof of a building.

TOWN means the Town of Shelburne, Nova Scotia.

YARD means an open, uncovered space on a lot adjunct to a building (except a court) and unoccupied by buildings or structures except as specifically permitted elsewhere in this Bylaw. In determining yard measurements the minimum horizontal distance from the respective lot lines shall be used.

(i) **FRONT YARD** means a yard extending across the full width of a lot between the front lot line and the nearest wall of any building or structure on the lot;

(ii) **REAR YARD** means a yard extending across the full width of a lot between the rear lot line and the nearest wall of any main building or structure on the lot;

(iii) **SIDE YARD** means a yard extending from the front yard to the rear yard of a lot between a side lot line and the nearest wall of any building or structure on the lot;

(iv) **FLANKING YARD** means the side yard of a corner lot which side yard extends from the front yard to the rear yard between the flanking lot line

WATERLINE means a potable water pipe or line intended to support limited development, that cannot support a hydrant and generally less than 150mm in diameter.

WATERMAIN means a large potable water pipe capable of supporting a fire hydrant and generally greater than 150mm in diameter.

VISTOR ACCOMODATIONS mean Bed and breakfasts, hotels, motels and short term-rentals, for overnight accommodation for the travelling public and does not include facilities open to the general public such as meeting rooms, restaurants or entertainment facilities.

Introduction and Background

The Town of Shelburne has a long and rich history. The Town was founded over 200 years ago, with the modern organization being incorporated in 1907. History strongly influences land use planning in Town, as some building and land uses are centuries old. The original street grid represents the majority of the streets in Town. The Town also has a strong connection to the harbour from a history of shipbuilding and fishing to use as an event venue on Dock St. The Town has faced limited growth as well, which has led to the retention of buildings and infrastructure.

The 1988 Municipal Planning Strategy and Land Use Bylaw were the first modern land use controls the Town adopted and have not been materially updated over the following 37 years. Through that time there were some amendments, but the Town's population dropped from 2,312 in the 1986 census to an estimated 1,735 in 2025.

The Town is now looking at growth for the first time in decades, as this plan will outline. There is also a need to address pressing issues such as affordable housing and the impacts of climate change.

It is intended that this Strategy will provide for an orderly land development process within the town - one that promotes and protects the best interests of all those who choose to live and work in the community.

Community Context

Shelburne Harbour has the third-best natural harbour in the world. The Town and area are heavily influenced by the impacts of glaciation, with glacial features throughout the area. The Townsite is relatively level, sloping towards the harbour in a generally south-west direction. The soil contains a significant amount of rock; leftover till from the glaciers. Most rocks are granite or related, sometimes with other sedimentary rock, especially to the east of Town. Granite has been quarried in the region in the past.

The Town consists of Class 7 soil under Canada Lands Inventory, making it poor to unsuitable for commercial agriculture. This is in part due to the presence of undifferentiated rock material in the soil, and the local soils are acidic. The soils in Town are generally a sandy-loam with some areas well drained and others poorly drained.

The Town has a number of wetlands and brooks that all drain into the harbour. The Roseway River is located on the north-western boundary of Town.

The climate in Shelburne is temperate and wet due to the presence of the Atlantic Ocean which moderates temperatures. Winters are characterized by colder temperatures averaging near or slightly below zero Celsius and snowstorms, including Nor'easters. Summers are warm and

sometimes dry with average temperatures near 18C in. Autumn carries risks of severe storms, including Hurricanes.

The Town has intact woodlands, both in fragments across Town and part of the forest that surrounds the Town. Tree species and overall vegetation vary across Town depending on local conditions.

History

The area in and around the Town has been occupied by people for thousands of years. The native Mik'maq traversed the Roseway River and used the surrounding lands for summer encampments long before these shores were visited by Spanish, Portuguese and French fishermen.

The French established Port Rasoir in the 1650's, primarily as a fishing settlement. The settlement was abandoned following raids by the British in the early 1700's.

In the spring of 1783, 5,000 settlers arrived on the shores of Shelburne Harbour from America, including former slaves of African American descent. Assurance of living under the British flag, and promises of free land, tools, and provisions lured many to the British Colonies at that time. Four hundred families associated to form a town at Port Roseway, which Governor Parr renamed Shelburne later that year. In the fall of 1783, the second wave of settlers arrived in Shelburne.

By 1784, the population of this new community is estimated to have been at least 10,000, with 1,500 Black Loyalists. This was the fourth largest European community in North America, much larger than either Halifax or Montreal.

Also in 1784, the Town experienced the Shelburne Riots, where a large group of white men attacked and destroyed 20 homes of Black Loyalists in Shelburne. The violence continued for weeks and led to many Black Loyalists leaving Shelburne for the relative safety of Birchtown, a predominately Black Loyalist community near Shelburne. Order was restored when Governor Parr dispatched a naval frigate and four companies of the 17th Regiment.

From the earliest times, Shelburne has been a centre for the building of ships. The first vessel launched at Shelburne was the 181 ton, Roseway, built for MacLean and Bogle in 1786.

In 1787, the government distribution of provisions was terminated. Within a few years, houses were put up for sale, and settlers left for England, New Brunswick, Upper Canada, and the United States. Many of Shelburne's buildings date back to Loyalist times. However, in the late 1790's government rations (food and building supplies) were halted, and the local economy collapsed, leading to significant out migration, including 1,200 Black Loyalists from the Town and area who resettled in Sierra Leone.

In the 1820s, the population of Shelburne had dwindled to about 300.

The Town of Shelburne was incorporated as a town on April 4, 1907. Through the Second World War the Town served as important naval base and shipyard, which was located immediately south of Town. The naval base, and its infrastructure influenced the Town, both providing employment but also the Town's water supply was first established as part of the base in the 1940's.

The Town's first modern sewer system was installed in the late 1970's, bringing sanitary sewers to almost every house in Town. The Town had its water system, based on the previous naval base water treatment plant, installed in the early 1980's. The Town's first modern land use plan was created in the late 1980's and passed by Council in 1988.

Fishing is still a primary industry today. Some other industries are lumbering, fish processing, and the manufacture of barrels, institutional furniture, granite monuments, and marine supplies. Many of Shelburne's buildings date back to Loyalist times and some descendants of the first-generation immigrant Loyalists still live in the area today.

Demographics and Population Projections

Forecasting population growth in small communities such as the Town of Shelburne is difficult. Previous forecasts have relied on the Town receiving the same proportion of total migration as its population. For example, if the Town represented 1% of the Provinces population, it would received 1% of all migrants expected. However, there is a trend of people moving from rural areas of the Province to urban areas that may not been factored into previous growth forecasts.

Growth Projections

Natural growth, that is births-deaths, is expected to be negative for the forecast period. However migration, in particular intra provincial (within the province) and inter provincial (within Canada) is expect to cause the Town to grow, especially in the coming 5 years. Out-migration, in particular of the younger demographic, is expected to continue.

This will lead to an aging population in Town. This population will likely look for infrastructure and services, such as accessible sidewalks, daytime recreational opportunities, access to medical and retail services.

There are opportunities to change the demographic projections, through increased economic development and greater retention of the younger demographic.

Town's Growth Estimates

Based on the information above and to guide planning decisions, the Town has prepared population estimates and projections.

For the years since the 2021 Census, the Town has used StatsCan and Government of Nova Scotia data to estimate the Town's population from 2021-2024:

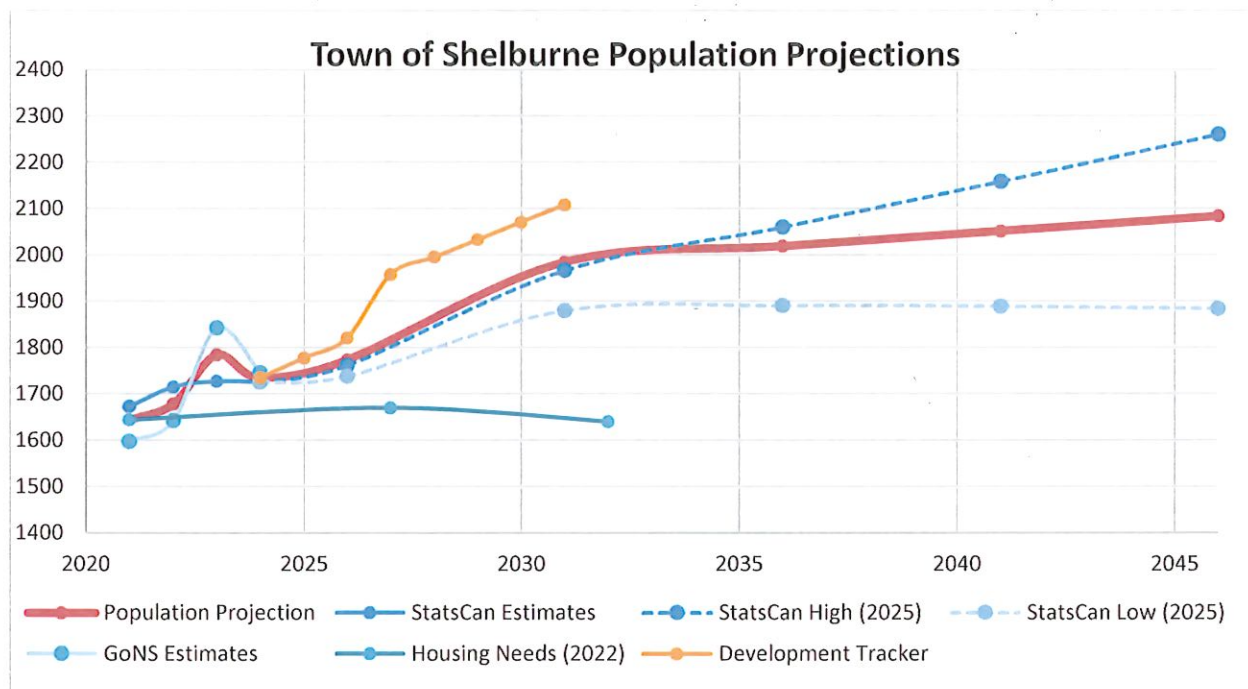
Population Estimates		
Year	Population	Population Increase
2021	1644	-
2022	1679	35
2023	1785	106
2024	1735	-50

Beyond 2024, the Town looked at Statistics Canada data and its own data to create a population projection from 2025-2046, below. The unit count is based on occupancy of 2 persons per unit.

Population Projections			
Year	Population	Population Increase	New Units
2024	1735	-	-
2026	1773	38	19
2031	1985*	212*	56
2036	2020	35	18
2041	2052	32	16
2046	2084	31	16
Total		349	125

*additional 100 new Town residents from Roseway Manor Rebuild, excluded from new units

Below are growth projections for the Town of Shelburne:



Methodology

The Town's past population estimates, 2021-2024 are based on Statistics Canada's Population Estimates (StatsCan Table 17-10-0057-02 - January 2025) and the Government of Nova Scotia's Annual Population Estimates by County and Census Subdivision for July 1.

Projections from 2025-2045 are based on three data sources: Statistics Canada's High Growth Scenario; Statistics Canada Low Growth Scenario (StatsCan Table 17-10-0057-01 - January 2025); and the Town's development tracker. The development tracker is a list of proposed developments, both approved and under construction (2025 and 2026); and those proposed but unapproved (2027-2031). For the purposes of the population projections, unapproved developments are counted at 50%, meaning half of the proposed development won't be built, the other 50% will be built or another project is expected to take its place.

Discussion

The Town is experiencing growth for the first time in years. This is in large part due to an influx of seniors from within Nova Scotia and Canada, a demographic that will see population growth. The working age population is expected to be relatively stable. The younger demographic is expected to see a continued net out-migration, where more youths leave the community than move to the community, a trend that has been present in the community for decades.

There will also be growth in the seniors demographic stemming from the new Roseway Manor will house 112 residents. However, some of those future residents of the manor are current residents of the Town. A net increase of 100 persons is expected directly from the new Manor, which is planned to be open in the coming years.

The projections offer two related scenarios:

A rapid growth scenario, where the Town's population rises rapidly to nearly 2100 persons by 2031, an increase of roughly 365 persons, annualized at 3.4%. An average of 21 new residential units would be expected per year. This scenario predicts little to no growth beyond 2031.

The other scenario foresees the same total growth, but over a much longer timeframe with the Town's population slowly reaching 2100 persons, but not until 2046. Annualized growth rate would be 1.3% and an average of 6.25 new residential units would be expected per year.

Population growth could be impacted by a number of factors, the greatest being new economic development that increases in-migration of working aged residents and reduces the out-migration of the younger demographic.

Housing Needs

The Town will need new housing units to support the expected population growth. With an estimated increase in population of 265 persons, excluding population at the new Roseway Manor, 125 residential units will be needed. This is based on 2 persons per unit, the 2021 Census states that the average persons per unit is 2.1, but has been declining since 2011, where it was 2.4 persons per unit. With an aging population, who tend to be one or two persons per units, the persons per unit is expected to decrease slightly.

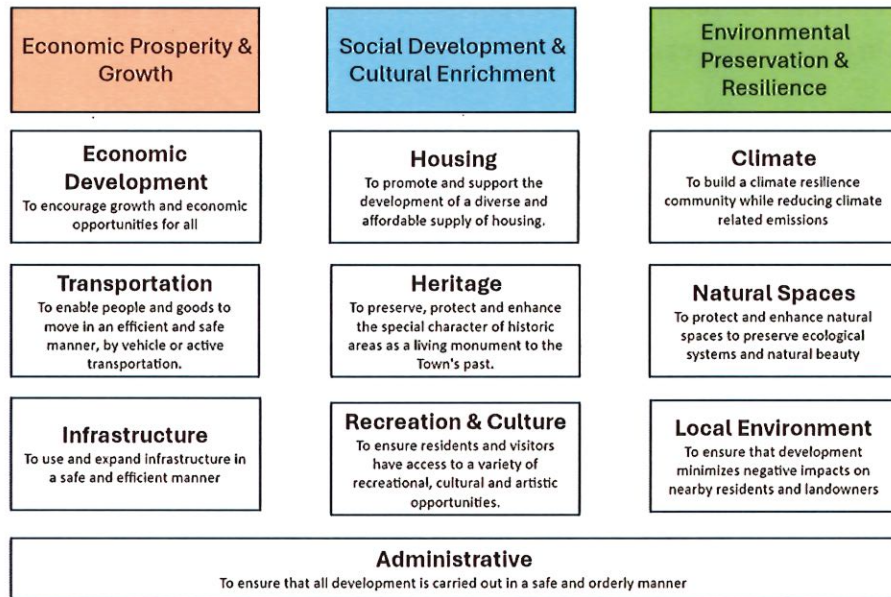
An additional 125 housing units represents an increase of 13.4% over the 2021 census count of 917 units. These units are expected to be a mix of single unit dwellings and apartments. Between 6 and 21 residential units are needed per year, and this assumes there is no current shortfall of units (pent up demand).

Plan Objectives & Approach

Plan Objectives

The Town's MPS Objectives are based on three core areas: The economy; society and the environment. Each of these has three objectives, plus an administrative objective with policies supporting each objective.

DRAFT Town of Shelburne Municipal Planning Strategy Objectives



It shall be the policy of Council that this MPS and future amendments be guided by the following objectives:

Economic Prosperity and Growth

- a. To encourage growth and economic opportunities for all
- b. To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation
- c. To use and expand infrastructure in a safe and efficient manner

Social Development and Cultural Enrichment

- a. To promote and support the development of a diverse and affordable supply of housing.
- b. To preserve, protect and enhance the special character of historic areas as a living monument to the Town's past.
- c. To ensure residents and visitors have access to a variety of recreational, cultural and artistic opportunities.

Environmental Preservation and Resilience

- a. To build a climate resilience community while reducing climate related emissions
- b. To protect and enhance natural spaces to preserve ecological systems and natural beauty
- c. To ensure that development minimizes negative impacts on nearby residents and landowners.

Administrative

- a. To ensure that all development is carried out in a safe and orderly manner

Each of these objectives is expanded on in the relevant section of this plan.

Approach

The approach to the updating of the MPS and related documents is heavily influenced by the history of planning and development in the Town. The Town's previous MPS was created in the late 1980's and adopted in 1988. The plan had not been significantly updated between that time and the 2025 update. There had been amendments to the plan and there was a draft update prepared in 2001, but it was not approved.

The adherence to land use planning and development control in the Town has been mixed, depending significantly on the availability of staff with experience and time to undertake land use planning and development control. Review of previous drafts and amendments show the Town was focused on economic development, and removed regulations seen to be an obstacle to growth.

Based on the above, this plan and related documents are designed to be easy to understand and require few resources to implement and maintain. The plan will also look to minimize infrastructure costs where possible and reduce urban sprawl.

Methodology

Updating the MPS and LUB was assigned to staff in the spring of 2024. Staff undertook a review of:

- Previous amendments, Council and the former Planning Advisory Committee minutes
- Statistical review (see above)
- Engaged with staff and stakeholders, including previous public engagements
- Development activity and processes
- Studies, reports and documents, including but not limited to:
 - Water and Sewer Studies, including
 - 1979 Sanitary Sewer Distribution and Treatment Plant Construction
 - 1985 Water Distribution Plan
 - Pavement Management Report 2001
 - Integrated Community Sustainability Plan (ICSP) 2010
 - Town of Shelburne Climate Change Action Plan 2014
 - Shelburne Infrastructure Study 2015
 - Stormwater Management Project 2016
 - Building Safe and Affordable Housing Shelburne County 2018
 - Coastal Protection Guidance 2020 Government of Nova Scotia

- [CBCL May 2025 Report]

Existing MPS Policies were reviewed against the Statements of Provincial Interest (SPI) and to determine what updates would be needed based on changes since the plan was adopted. From there the objectives were developed to meet the expected policy needs. An initial draft was then created.

The plan was then reviewed by staff and Council prior to undergoing public engagement in the summer of 2025, followed by revisions based on input.

Scope and Purpose

Generally, it is intended that this Strategy will provide for an orderly land development process within the town - one that promotes and protects the best interests of all those who choose to live and work in the community.

Review Period and Conditions for Review

This plan is intended to cover a ten year period from its adoption in 2026 and a population of 1,700-2,300 persons. A review in 2036 is recommended, but this plan does contemplate development until 2046.

The plan may also be amendment where there are amendments to the Land Use Bylaw as requested by a land owner that require concurrent amendments to this plan.

Policy ADM 1 – Plan Review

It shall be the policy of Council to review this plan where:

- a landowner proposes amendment to the maps or text of the Land Use Bylaw that is in conflict with this Plan;
- Council decides it would be prudent to amend this plan;
- Ten (10) years following its adoption;
- Where the Town’s population exceeds 2,300 persons; or
- this Municipal Planning Strategy is found to be inconsistent with the Municipal Government Act or the Statements of Provincial Interest.

Economic Prosperity and Growth

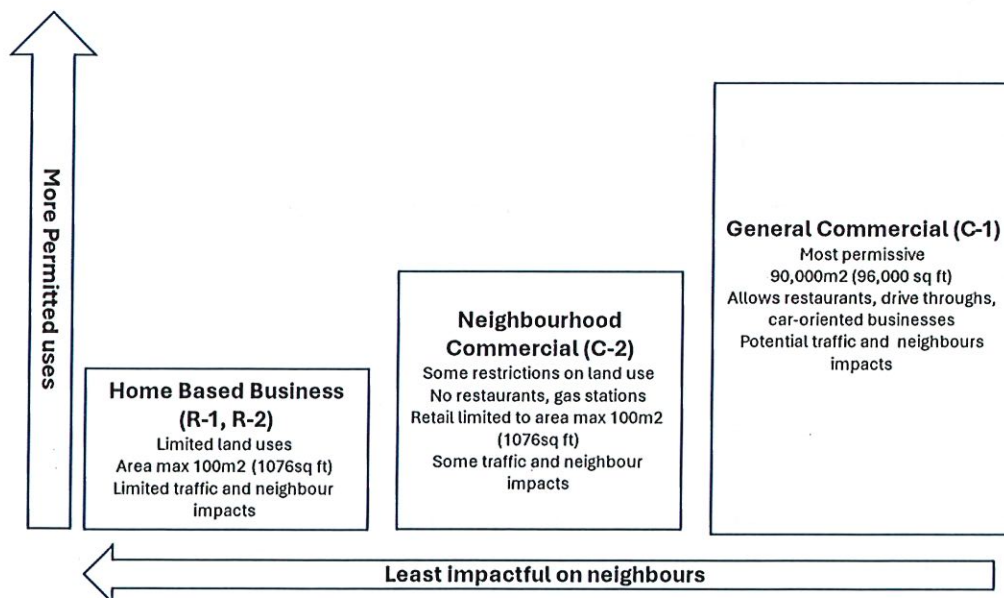
Economic Development

Objective: To encourage growth and economic opportunities for all

Generally speaking, commercial land use has developed around two principal streets – King Street which runs in a roughly east/west direction and Water Street which runs in a north/south direction. This commercial area has a mix of older pedestrian oriented businesses and newer car oriented businesses, as well as some single unit dwellings.

There are two commercial zones, divided primarily based on impact to the surrounding neighbourhood and if the businesses will generate significant traffic. Commercial General is a very permissive, but potentially impactful zone as it permits larger land uses with greater potential to cause nuisance such as noise. Neighbourhood Commercial is more restrictive in uses, but as a result should have less of an impact on neighbouring lands, which could include residential properties.

As businesses grow, they may need to consider a rezoning, or moving to a site better suited to their growing needs, and impacts on neighbouring residents. Below is a chart outlining three types of commercial approvals under this plan:



Commercial General (C-1)

The Commercial General C-1 zone is intended to be the most permissive commercial zone allowing a broad range of land uses. Uses may include gas stations, grocery stores, restaurants and other larger commercial developments. Given the potential impacts of larger commercial development, the C-1 zone will be limited to major streets and existing commercial areas in Town.

Drive throughs can create significant traffic issues and noise impacts to nearby residents. To help mitigate those impacts the Town will require a site plan to ensure there is sufficient space for waiting vehicles and sufficient buffering from nearby residents.

Larger commercial developments, over 2,500 m², can also have significant impacts on nearby residents, are more likely to require utility connection and have the potential to create stormwater management issues. To help resolve these issues, approvals for larger commercial developments will be site plan.

For more information on Adult Entertainment and Commercial developments over 9,000m² see Administration - Development Agreements.

Policy COM 1– Commercial General Zone

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 2,500m² (26,000 sq ft), and residential uses permitted in General Residential R-2, excluding:

- Adult entertainment

- Drive throughs

The following uses are permitted by site plan approval:

- Any commercial use up to 9,000m² (96,000 sq ft), excluding adult entertainment

- Drive throughs

Neighbourhood Commercial (C-2)

Small businesses are an important part of vibrant and prosperous economy. The Neighbourhood Commercial zone is intended to support small businesses while minimizing impacts on neighbouring residents. To minimize impacts, the uses will be limited, and some uses will be limited by size.

Areas of Town that are currently residential and designated residential on the Generalized Future Land Use Map would be eligible to be rezoned neighbourhood commercial. This means that this zone could be found in predominantly residential areas, increasing the need to be sensitive to impacts on nearby residents.

The Neighborhood commercial zone can also be mixed use, with the same residential permissions as Residential General (R-2).

Policy COM 2 – Neighbourhood Commercial Zone

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:

- Office
- Artisan workshop and/or gallery
- Personnel services
- Medical services
- Craft Food and Beverage Production
- Retail - up to 100 m² (1076 square feet)
- Take out food establishments, excluding drive throughs
- Visitor Accommodations, up to 6 units
- Residential uses permitted in General Residential R-2

Home Based Businesses

Home based businesses offer an opportunity for small businesses to start and operate in a residential zone. Given the potential proximity to other residential properties, Home Based Businesses will be subject to limitations on land use, size of uses and other criteria. This will help prevent issues with neighbours including noise and parking.

Policy – COM 3 – Home Based Businesses

It shall be the intention of Council to permit home based businesses in the R-1 Single Unit Residential and R-2 General Residential zones with the following permitted uses, limited to 25% of gross floor area of a residence and not exceeding 100 m² (1076 square feet) :

- Office
- Artisan workshop and/or gallery
- Personnel services
- Clinics/medical services
- Craft Food and Beverage Production
- Visitor Accommodations, up to 2 units

Additionally, Home Based Businesses shall:

- Not have outdoor storage related to the business

- Not have signage larger than five (5) square feet and shall not be illuminated, unless permitted under the land use bylaw
- Not have more than one (1) additional employee on-site
- Be owned and operated by the occupant of the residence
- no more than two vehicles associated with the business may be parked at the residence overnight.

Home businesses that need additional space should consider applying for a rezoning to C-2 Neighbourhood Commercial.

Industrial Zone (M-1)

The Town of Shelburne has a history of industrial development, ranging from ship building on the waterfront to lumber mills to light manufacturing. However, the number of industrial developments and jobs in manufacturing have declined over the past 25 years, and there are an increasing number of former industrial sites that are being used for commercial purposes.

Scrapyards are not permitted in the Town due to potential for groundwater contamination and challenges with ensuring setbacks for noise, odour and visual impacts in a smaller urban center.

Policy – IND 1 – Industrial Zone M-1

It shall be the intention of Council to establish the M-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 9,000m² (96,000sq ft), excluding:

- Chemical plants or Refineries
- Scrapyards
- Residential Uses

Port of Shelburne

The Port of Shelburne is a community asset and vital to the local economy. The Town has a long maritime tradition, and that continues today with the Port of Shelburne. The port supports the local fisheries and has played an increasingly important role in supporting cruise ships that are looking to stop in Town. The past cruise ships have been a major boost to tourism, local businesses and the tourist attractions. The Town is also looking to support industry with the ongoing exploration of rare earth elements nearby Town.

The Port is a unique land use in Town. Expansions to the Port are also under consideration, with significant port improvements potentially impacting nearby landowners.

Transportation

Objective: To enable people and goods to move in an efficient and safe manner, by vehicle or active transportation.

Development within the Town of Shelburne has progressed for more than two centuries on, more or less, the same grid pattern that was originally laid out by British military engineers. This was, in effect, the first town plan for Shelburne. Today, the Town of Shelburne's street network consists primarily of an incomplete grid pattern and other streets that connect to the broader community and the main transportation route, Highway 103.

The Town has approximately 27 km of local streets and 5 km of collector streets, almost entirely paved.

The Town is primarily car-oriented, with 87.1 % of all commuters originating in Town driving, either as a driver or a passenger, to work. This is aligned with Provincial rate of car commuting of 87.4%. 9.4% of commuters in Shelburne walk to work, well above the provincial average of 5.6%. 70% of all commutes in Town originating in Town are under 15 minutes, with 85% under 30 minutes. 3% of commuters originating in the Town commute more than an hour.

The Town has a relatively small walkable layout and with a walk from the north to south town boundary taking roughly an hour covering 5.3km via pedestrian routes.

See Map C – Transportation for more information.

Active Transportation

Active transportation is using a person's own power to get from one place to another. This includes:

- walking
- biking
- skateboarding
- in-line skating/rollerblading
- jogging and running
- non-mechanized wheel chairing
- snowshoeing and cross-country skiing

Active transportation benefits residents health, creates a more efficient transportation system, reduces emissions from vehicles and reduces travel cost to residents.

The Town has a mix of existing active transportation infrastructure, including asphalt and concrete sidewalks, and the rail trail that runs through the Town. The Town also has informal bike lanes on Water and King Streets. There are areas of Town that do not have nearby access to active transportation, and pedestrian traffic shares the sometimes narrow roadway with vehicle traffic.

A minimum grid approach is where a municipality creates a grid of infrastructure that provides access to major designations, such as the waterfront, schools, the mall and extends to within a certain radius of

most residents. With the Town's existing active transportation infrastructure there are only a few gaps: the south end Town, from Prince Street to George Street, except residents near the rail trail; and the northern portion of Town near Elliot and Transvaal Street.

Policy T1 – Active Transportation

It shall be the policy of Council to support Active Transportation and develop a minimum grid for active transportation system.

Accessibility

With an aging population there is increasing need for accessible infrastructure. Accessible infrastructure is also beneficial to others, such as those with children in wheeled strollers a those with limited mobility. The Town has a role to play in regulating parking, including accessible parking and general Town infrastructure, such as parks and Town owned buildings.

The Province has also directed municipalities through the Built Environment Accessibility Standard to ensure minimum accessibility standards will be met.

Policy T2 – Accessibility

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.

Streets

The street sizes and components, such as sidewalks, are not standardized. The Town has streets that are paved to a 18-20 foot standard, the minimum for 2 way traffic, and some that are closer to the 26-28 foot (7-8m) modern standard for a two way road. Sidewalks are a mix of asphalt and concrete. There are also many unopened street right of ways in Town, from a time when the Town was expected to grow and follow a strict grid pattern.

The Town will look to improve the traffic safety and capacity of its streets, in particular as new development occurs and increases traffic.

Policy T3 – Streets

It shall be the policy of Council to develop public street standards and improve streets to support a minimum grid system for vehicles.

All lots must front onto a public street in towns under the Provincial Subdivision Regulations. Given this and the prevalence of public streets and unopened rights of way in Town, new private streets are not permitted.

Outside of the existing grid of streets, Town streets tend to be long with few cross connectors to promote efficient development patterns and a walkable, permeating transportation network. To help ensure that parts of the Town do not become cut off from public streets and enable future development, the Town will require space be reserved for future street connections in certain parts of Town.

Further, given the Town has significant existing road infrastructure and unopened right of ways, existing roads and rights of way should be used before extending or expanding the road network.

Policy T4 – 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 Morven Road.

Parking

Vehicle parking has been a growing concern in parts the community, especially in the urban core of the community, from Dock to Digby Streets and Buckley to George Streets. In other parts of the Town, the narrow streets prevent on street parking. The Town also recognize the Historic Waterfront was not designed for modern vehicles.

With an aging population and to enable access for all persons, the Town will be requiring accessible parking for all developments over a certain size. Details on parking can be found in the land use bylaw.

POLICY T5 – 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.

Infrastructure

Objective: To use and expand infrastructure in a safe and efficient manner

The Town has existing potable water, sanitary sewer and stormwater infrastructure.

Using existing infrastructure increases efficiency and reduces the need for costly expansion to the Town's infrastructure systems. Using existing infrastructure, as opposed to building new infrastructure also aligns with the Statements of Provincial Interest regarding Infrastructure:

1. Planning documents must promote the efficient use of existing infrastructure and reduce the need for new municipal infrastructure. Measures that should be considered include:

- (a) encouraging maximum use of existing infrastructure by enabling infill development on vacant land and higher density development;
- (b) discouraging development from leapfrogging over areas served by municipal infrastructure to unserved areas;
- (c) directing community growth that will require the extension of infrastructure to areas where serving costs will be minimized. The use of practical alternatives to conventional wastewater disposal systems should be considered;

The Town has a significant number of lots that have street and sewer access but are undeveloped but could be used for infill developments. Infill development refers to developing, filling in, lands that are currently vacant, but typically have other developments nearby. The Town aims to promote the use of these lots as they will cost less to service as the infrastructure exists. The also helps ensure the infrastructure systems remain efficient and compact, along with urban development. Compact urban form has a number of advantages, from enabling a walkable community to reducing the climate related emissions to providing more efficient use of land for housing.

This plan is intended to guide and regulate growth of infrastructure, but costs associated with expansions will need to be considered carefully. Additional work on determining a fair method for cost sharing is needed.

Water

Many properties are connected to the Town’s sanitary sewer system, however few are connected to the municipal water system. The Town has sought to increase the number of properties connected to the water system as there are areas of Town where low water usage can cause issues with water standing in pipes longer than recommended.

Expansion of the Town’s water system is expected to service new higher density developments. It has been the policy of Council for many years to expand the water system to more residential and businesses in Town. This has been hampered by a lack of growth.

The Town will also look to implement water connection standards, including requiring backflow prevention devices, in the Land Use Bylaw and town engineering standards.

Aligning the Town’s water system with its sewer system also aligns with several of the Statements of Provincial Interest regarding infrastructure including:

1. Installing municipal water systems without municipal wastewater disposal systems should be discouraged.

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 this planning strategy on Map A, subject to engineering and cost feasibility to be defined in the Town Water Bylaw.

Sanitary Sewer

As with many smaller municipalities the Town has a combined sanitary and stormwater systems in parts of Town. This means that sewage from homes and businesses is combined with stormwater collected during a rain event through storm drains on streets or in some cases from downspouts connected to the Town's sewer system. Combining the sanitary wastewater and stormwater can result in the sewer system becoming overwhelmed and raw sewage discharged into the harbour. This can cause environmental issues, and potentially damaging to municipal infrastructure.

The Town will also be exploring and implementing new sewer connection standards to ensure that waste, such as commercial wastewater from restaurants or other uses that generate significant wastewater, is treated on site and/or the impact on the Town's sewer system is reduce and/or mitigated prior to discharge into the Town's sewer mains.

The Town will continue to require development near sewer mains to connect to protect local water supplies. The Town will also require sewer main extensions where there are water main extensions, which is in keeping with the Statements of Provincial Interest encouraging sewer and water system alignment.

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

The stormwater system is varied; in some parts of Town the stormwater system is a ditch leading to a brook, in other parts its buried pipe leading to the Harbour. The stormwater system has been added onto incrementally and has not previously been regulated through the planning process.

The 2010 report on South End Drainage and 2016 Stormwater Management Project highlighted the increasing strain on the Town's stormwater system and the need to expand the Town's stormwater system. The 2016 report also stated that there was limited concerns at the time regarding private stormwater issues, such as pooling water after precipitation events or erosion from unmanaged stormwater.

With the combined sanitary and stormwater systems in certain parts of Town, and increasingly intense rain events, stormwater management will be an important aspect of infrastructure planning for both the Town and landowners.

Where possible stormwater should be managed on site. This reduces the potential impacts not only on the Town’s stormwater system but also potential impacts on adjacent properties. Properties are close to the Town’s piped stormwater may be required to connect to the stormwater system depending on local conditions and capacity.

The Town will also explore using natural assets, such as existing brooks and wetlands, to help manage stormwater across Town.

Policy W3 – Stormwater

It shall be the policy of Council to :

- 1. Regulate on site stormwater management in the Land Use Bylaw; and
- 2. Examine ways to upgrade the Town’s stormwater infrastructure to address increased precipitation due to climate change.

Social Development and Culture Enrichment

Housing

Objective: To promote and support the development of a diverse and affordable supply of housing.

Housing, especially affordable housing, is an increasing concern for residents. The 2018 Building Safe and Affordable Housing noted that 69% of renters throughout Shelburne County have difficulty finding housing to meet their needs. The situation has worsened as housing prices have increased. As outlined above in the Housing Needs section, there will be a need for 125 new housing units to support expected growth.

Affordable Housing

One important, but complex piece of affordable housing is how to define it. The Canadian Mortgage and Housing Company (CMHC) has defined housing as being affordable where a household spends 30% or less of gross income on housing. Building on that, the Town will use a basket approach using local income levels and thresholds to develop a definition of affordable housing. For example, the Town has a low income tax policy which specifies a household income for homeowners to be eligible for tax relief; Statistics Canada provides income related data such as median income of a single parent household.

By defining affordable housing, the Town can enact policies, programs and track progress on making housing more affordable.

Policy H1 - 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.

Single Unit Residential R-1

The Single Unit Residential zone is intended for smaller buildings, such as mobile homes and tiny homes, individually located on smaller lots, in part to improve affordability. This style of development also can allow for relatively higher densities, creating efficiencies in the provision of municipal infrastructure. It replaces the Residential – Mobile home designation.

Policy RES 1– 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:

- Manufactured Homes
- Single detached dwelling
- Home based business
- Accessory buildings

- Institutional uses
- Park and Recreational Uses

Residential General R-2

The residential general zone makes up the majority of the lands zoned residential. It is intended to be broadly permissive of lower density residential developments.

Accessory dwellings, sometimes called secondary suites, are additional residential unit(s) in addition to a primary unit, usually a single detached home and takes the form of a basement apartment, garden suite or other unit located on the same lot as the primary unit. Accessory dwelling units can greatly improve housing affordability as the accessory unit is usually rented average apartment prices as the units have limitations (underground, smaller size), but the primary unit also benefits from the additional income.

Accessory dwellings are permitted in the R-2 zone, and are treated as a standard residential unit, subject to setback, parking and other requirements under this plan and the Land Use Bylaw.

Policy RES2 –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
- Rowhouse and Apartment buildings, up to 6 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

Residential Apartment R-3

Higher density apartments have been limited to certain areas of Shelburne to promote a vibrant walkable town center and make efficient use of infrastructure. This is also to protect more sensitive areas, such as the Historic Waterfront and established lower density neighbourhoods, from more intensive land uses and ensure the character of these areas is not compromised.

Pocket communities, a type of residential development found in town where there is a cluster of buildings around a common driveway, are permitted by site plan approval in the R-2 General Residential zone (up to 6 units) and up to 75 units per Hectare in the R-3 Residential Apartment zone.

Policy RES 3 –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); or where 10% or more of the units are Affordable Housing as defined in the Land Use Bylaw, for a period of 20 years or more, up to 75 units per Hectare (30 units per acre)
- Permitted commercial uses in Neighbourhood Commercial C-2, except for visitor accommodation, and retail space is limited to 100 m² (1076 square feet) or the ground floor of an apartment building of 4 or more units.

Policy RES 4– 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:

Not be located in the Historic Waterfront as identified on Map A of this Plan;

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.

Rural Unserviced R-U

The rural unserviced zone primarily contains large undeveloped lots in a natural forested state. Some lots are without street access or with poor frontage onto public streets and none have access to the Town's sanitary sewer or water system.

Although there are a number of permitted residential and commercial uses, no significant development is expected on in the rural unserviced without extension of public streets and rezoning. To be rezoned potential infrastructure and street extensions would need to be considered by the Town.

Policy RES 5 –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

Heritage

Objective: To preserve, protect and enhance the special character of historic areas as a living monument to the Town's past.

The Town of Shelburne has a long, rich history, with many historic buildings throughout Town, including along the Waterfront where in addition to the historic buildings, the smaller scale, pedestrian friendly streets add to the special character and charm of the area.

The Town will continue to work on ways to preserve and enhance the Town's heritage, including encouraging landowners throughout Town to consider Municipal Heritage Registration.

Policy HIS 1 – Heritage Building Registration

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.

Historic Waterfront H-W

The historic waterfront area is a community asset and special part of town. Bounded roughly by Water Street to the East, King Street to the North, St. George Street to the South and the Harbour to the West, this is an area of historically significant buildings, small lanes and open access to the water, all of which

contribute to the special character. Because of the special nature of this area, the Town intends to apply a separate designation and control land use in a more detailed way.

An outline of the Historic Waterfront area can be found on Map A.

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
- Personnel services
- Clinics/medical services
- Craft Food and Beverage Production
- Retail
- Restaurants, bars, take out establishments
- Hotels and visitor accommodations up to 10 rooms
- Residential uses permitted in R-2

The Historic Waterfronts special character stems in large part from the built form; the smaller pedestrian scale, limited setbacks, wood exteriors and fences. To protect and enhance the special character of the waterfront, additional regulations on signs, fences, and the exterior appearance of all buildings and structures. This includes ensuring fences, signs and accessory structure do not detract from Historic Waterfront.

The Historic Waterfront also has many open spaces, private and public lands that are largely undeveloped areas of grass and gardens. These spaces contribute to the special character of the area, showcasing houses with intact yards and accessory buildings, but also provide space for informal stormwater management. Except along Dock Street, the Historic Waterfront also has a tree canopy, provided by many mature trees. These large trees provide shade, absorb stormwater and contribute to a more pedestrian friendly environment.

Part of the historic nature of the waterfront area is the lack of car friendly infrastructure, such as wide streets and large parking lots. To protect this aspect of the historic waterfront, the Town will not be requiring vehicle parking, excluding accessible parking, in the Historic Waterfront.

Adaptive reuse of buildings is where a building is reused for a use that was not originally intended. Industrial loft style development, an old schools converted to apartments, and houses converted to commercial spaces are examples of adaptive reuse. The Town encourages adaptive reuse of heritage buildings.

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 area to wall area ratio; and
- accessory buildings
- outdoor storage
- fences; and
- Signs

Recreation and Culture

Objective: To ensure residents and visitors have access to a variety of recreational, cultural and artistic opportunities.

The Town's waterfront is a well used community asset, enjoyed by both residents and visitors. The waterfront is primarily an open passive recreational space, offering seating and walking along the coast. The Town has also begun to use the space to host events, such as Dock Street Days, the Pumpkin Regetta and Miracle on Dock Street.

The Town has several parks ranging from larger parks such as the Roger Grovestine Recreation Complex to Graham Huskison Park, an urban park with splashpad. There are additional parks on Parr St, Acker Ballfield, as well as park space at Hillcrest Academy.

The Town has parkland in most developed areas of the Town, the exception being the northern part of Town in the Ohio Road, Falls Lane, Wrights Road and Minto Street areas.

Given the Town's generally has sufficient land for parks and a significant amount of the in Town has been already been subdivided, the Town will not be requiring parkland dedication as part of the subdivision of land. This will also help improve housing affordability.

Council encourages all applicants to consider the inclusion of Public Art in new developments, in keeping with the Town's Public Art policy.

Policy REC 1 – 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.

Environmental Preservation and Resilience

Climate

Objective: To build a climate resilience community while reducing climate related emissions

Climate change is a result of the earth's temperature rising due to increased carbon dioxide emissions, commonly referred to as greenhouse gases (GHG), produced by human activity. GHG are emitted from a variety of sources including driving, producing electricity, heating and cooling buildings, operating appliances and equipment, manufacturing and transporting goods, and providing services and transportation for communities. The impacts of climate change can range from hotter and drier summers that increase risk of wildfire and drought, to increased extreme weather events such as hurricanes and rainstorms that put communities at risk of flooding and erosion.

Nova Scotia has already begun experiencing the harsh realities of our changing climate. The 2023 wildfires in Shelburne County burned more than 23,500 hectares and damaged or destroyed 60 structures. In the same year, a wildfire in Halifax County burned hundreds of hectares of forest, destroying upwards of 150 homes, and Lunenburg and Annapolis County both experienced severe flooding events that resulted in extensive road wash outs and loss of life. With more severe storms and weather to be expected in coming years, it is important that municipalities recognize that Nova Scotia is not exempt from the extreme impacts of climate change and that we must act to mitigate and adapt to climate change.

The Town is key partner to assist the provincial and federal implement climate policies. Some key ways that municipalities can address climate action is through mitigating greenhouse gas emissions through decisions that impact community energy use such as land use, transportation and green development standards. Municipalities can provide climate accountability and leadership through implementing detailed climate action plans outlining key steps the community can take to address climate change.

Climate Adaptation

The Town is experiencing the effects of climate change. There are increasingly intense precipitation events that are taxing the Town's stormwater and sanitary sewer infrastructure. The Town has begun upgrades to infrastructure in anticipation of climate impacts, including increased sea levels and storm surges.

Additionally, the Town can expect more intense storms with strong winds, heatwaves, droughts and risk of forest fires. The Town will need to continue to find ways to adapt to the changing climate.

With increasing temperature will come an increasing the number, and intensity of heatwaves. The Town will look to provide shaded public spaces in parks and encourages landowners to provide shaded spaces where appropriate.

The massive Barrington Lake wildfire of 2023 in Shelburne County, which temporarily displaced half the County, demonstrated that forest fires are a significant concern for the region. Ensuring properties are well maintained, with minimal flammable debris such as downed trees or dry underbrush, can be an important aspect of reducing fuel for forest fires. The Town will work proactively with stakeholders to ensure the Town is prepared in the case of forest fires.

While the town has a central water system, but it reaches less than half of all residential properties, with many residents in Town reliant on shallow dug wells. These shallow wells have shown vulnerability to increasing long periods without rain, or times when what little rain comes is in short intense rain events that do not allow rainwater to recharge groundwater supplies. Expansion of the water system will reduce the potential impacts of drought.

Policy CLM 1 –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

Climate Change Mitigation

The Town, its residents and businesses have a relatively small impact from a greenhouse gas emissions standpoint, however it is important that everyone work to reduce climate related emissions to reduce the need for sometimes costly climate adaptation projects.

There are a number of ways the Town’s growth and land development can have a climate impact. Promoting Active Transportation and compact development helps reduce transportation related emissions.

The Town has significant stands of mature trees, which help store carbon. Maintaining these trees and vegetation will help keep and increase the carbon captured, reducing emissions.

The Town is currently working to better understand its climate impacts by taking an inventory of climate related emissions. With the inventory, Council and the public will have a better understanding of the Town’s Climate impacts, and how to meaningfully reduce them. This inventory will need to be updated periodically to understand track progress on emission reductions going forward.

Policy CLM 2 –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;
- Maintaining an inventory of climate related emissions from Town owned sources; and
- Exploring ways to reduce climate related emissions from Town owned sources.

Natural spaces, such as woodlands and wetlands, can also absorb and retain carbon, reducing climate change impacts. Retaining natural spaces and encouraging tree protection and planting will help reduce the impacts of climate change.

Coastal Protection and Flooding

The Coastal areas of Town are at risk of rising sea levels, increasing storm surge and related erosion. Coastal protection and flood risk planning are newer and sometimes controversial, as shown with the Province's extensive work on the unproclaimed Coastal Protection Act.

The Town's waterfront also is home to many historic buildings and the waterfront area is a community asset. This makes implementing coastal protections both important and complex. The Town intends to engage with landowners, relevant professionals and the public regarding potential additional regulations that could be implemented for coastal properties.

The Town aims to use the Government of Nova Scotia's coastal flood mapping to help determine the extent of the coastal protection area. The Land Use Bylaw will reference the 2100 worst case scenario prepared by the Government of Nova Scotia as the current coastal protection area.

The Town will also be considering the impacts of over land flooding that originates from high water levels in brooks and rivers. A similar approach to coastal flooding will be taken, recognizing action is needed, but the issue is complex.

Policy CLM 3 –Coastal Protection and Inland Flooding

It shall be the policy of Council, through the Land Use Bylaw, 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.

Natural Spaces

Objective: To protect and enhance natural spaces to preserve ecological systems and natural beauty

The natural environment provides ecological services, from removing water contaminants and floodwater retention in wetlands to carbon capture, wildlife habitat, and potentially harvesting of

timber in wooded areas, there are many examples where preservation of ecological systems holds great benefit.

There are numerous small and medium sized wetlands in the Town. These wetlands provide important ecological functions such as stormwater retention. Wetlands are primarily regulated by Nova Scotia Environment. Where a proposed development is expected to impact wetlands, applicants should contact Nova Scotia Environment.

The Town is home to many brooks (small watercourses) that generally run east to west, following the topography before draining into the harbour. These brooks provide vital stormwater drainage for the Town, but could also be the source of flooding. The brooks are also enjoyed by residents for their aesthetic value. These brooks, and the land they cross, may need to be examined to determine the impacts of increased runoff from climate change and increased development.

There are also aesthetic considerations to retaining mature trees and landscapes. Access to natural spaces and viewing natural spaces have been shown to improve mental health and wellbeing.

Council encourages all applicants to consider the use of native plants in landscaping. Native plants use has a number of benefits, including supporting local biodiversity and native plants are generally more resilient than non-native plants. Use of native plants also eliminates the potential introduction of invasive species.

The Town will look to better understand the ecological systems it relies on, to ensure their protection and enhancement as needed to ensure those systems function.

Policy NAT 1 – 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 Bylaw; and
- Use native plants in Town projects and recommend the use of native plants for private landowner.

For development near water courses (brooks) or wetlands that alter those features, Provincial approval matters, will ensure the protection of the natural environment for all residents.

Policy NAT 2 – Watercourses, Wetlands and Provincial Approvals

It shall be the policy of Council to issue approvals involving alternations to wetlands, watercourses, or other areas of Provincial jurisdiction, following approval by the appropriate Provincial authority.

Local Environment Impacts and Development

Objective: To ensure that development minimizes negative impacts on nearby residents and landowners.

There can be negative impacts from development on adjacent properties, including: noise, odour and visual impacts .

Legal non-conforming refers to a property where the existing use is legal, but does not conform to the land use bylaw. It is essentially a form of grandfathering, however expanding the grandfathered uses is generally not permitted.

[This section will be completed as part of engagement with potentially impacted landowners]

Administration

Objective: To ensure that all development is carried out in a safe and orderly manner

Institutional Zone (I-1)

There are several institutional land uses in Town that do not conform to other land use types, these range from a long-term care facility to schools to the wastewater treatment plant. The Institutional Zone is intended to provide significant flexibility to enable a wide range of public uses.

The Fire Hall and Community Centre, located at 63 King Street, is one example of an institutional use in Town. The Town has a volunteer Fire Department that operates one fire hall and is considering developing a training facility.

Adherence to the site plan process is recommended, but not required.

Policy – ADM 2 – Establishing Institutional Zone

It shall be the intention of Council to establish an Institutional Zone, permitted in any area designated 'Institutional' on the Future Land Use Map (Map A) and permitting any use related to a Public Service subject to the following criteria:

1. The proposed development must be in relation to a project that provides a public service and is owned or operated by: the Town of Shelburne; Government of Nova Scotia; Government of Canada or a Not For Profit that will provide service to local residents.

Development Officer

The development officer(s) are responsible for the issuance of development permits, site plan review and approval of proposed subdivisions. The development officer must follow the Land Use Bylaw and may use the Municipal Planning Strategy to better understand and interpret the Land Use Bylaw.

Policy ADM 3 – Development Officer

It shall be the policy of Council to appoint a Development Officer to administer the Land Use Bylaw and issue permits in accordance with the Land Use Bylaw.

Application Standards

Standardizing application standards helps applicants and the development officer to quickly understand what is needed and evaluate the application against the land use bylaw. These standards shall apply to all development, but different standards may apply to different types of development.

Policy ADM4 – 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 Bylaw; for subdivision applications in the subdivision bylaw; and to require complete applications in keeping with the MGA s. 245.

Intermunicipal Collaboration

The Town is open to collaborative planning with the Municipality of the District of Shelburne (MoDS). The two organizations share a number of services and share many goals. Future collaboration on land use planning may result in new documents or amendments to this plan.

The Town is committed to engaging with the MoDS on planning matters, and will be providing notice of certain applications to the MoDS.

Policy ADM 5 - Intermunicipal Notice

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:

Notification shall occur under the following circumstances:

- The creation or review of a Municipal Planning Strategy.
- The creation or review of a Land Use Bylaw.
- The creation or review of a Subdivision Bylaw.
- The preparation of amendments to a Municipal Planning Strategy, Land Use Bylaw, or draft a Development Agreement, where:
 - the property is located within 500 metres of the Municipality Boundary, or

- the proposal is expected to have a direct impact on the infrastructure of the Municipality of the District of Shelburne.
- The preparation of amendments to a Municipal Planning Strategy or Land Use Bylaw, where the amendment is associated with the Statements of Provincial interest.

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 abutting municipality to submit comments on the proposal.

Comments received from the abutting municipality shall be considered at a Council meeting prior to Council giving first reading.

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.

Development Standards

Development standards help ensure orderly, standardized development that is in keeping with the character of the Town. This character varies throughout Town, and as such development standards will vary. Along Water Street between George and King Streets, buildings are close together creating a street wall, with minimal space on any side of the buildings. This is a contrast to the residential areas of Town that have a somewhat rural character, with large open or wooded spaces with buildings clustered together. This development pattern has been noted in Shelburne since the 1980s. It should be noted that across Town there are lots that do not conform with the Town's development standards, these developments are grandfathered (legal non-conforming) lots.

Yardage, references to the minimum requirements for the front, side and rear yards. This helps promote similar development to that found in Town. Separation of buildings and land uses can help reduce conflicts between landowners. The standards are also intended to allow for recreational opportunities to occur on private land, typically in rear or side yards.

Building coverage is an important aspect when considering stormwater management. It is also one aspect, along with yardage, than helps maintain the nature of the community.

Under the Land Use Bylaw, the Town will have a building height maximum, that excludes mechanical and other elements (see definitions – Height). This height restriction reflects the overall nature of existing development and the character of the community. Buildings along Water Street are near or slightly taller than 35 feet, but the majority of the Town's buildings are below 10.5m in height. As of the time of writing, the Town's tallest fire rescue ladder is 35 feet, re-enforcing the height restriction.

Policy ADM 6– Development Standards

It shall be the policy of Council to establish development standards in the Land Use Bylaw and Subdivision Bylaw, which shall set out requirements for matters including:

- Lot size and dimensions
- Yard requirements, including setbacks and frontage
- Height of structures
- Maximum lot coverage

These standards shall apply to all development but different standards may apply to different types of development.

Site Plans

The site plan process offers the Town greater control over larger, more complex and impactful developments. It also includes an opportunity for public engagement. This is balanced with minimizing the burden on applicants.

Site plans are to scale graphical representation of a site, similar to building 'blue prints', but for the site instead of the building. A site plan will include information on a variety of topics, from stormwater, to infrastructure and street connections.

Policy ADM 7 –Site Plan

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.

The development must:

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:
 - a. Outdoor lighting is designed to light the structure, driveways and pedestrian infrastructure, but not trespass onto adjacent properties;
 - b. Shadows cast on adjacent properties should be minimized;
 - 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;
2. Comply with the Heritage Property Act, where applicable
3. Retain existing vegetation where possible to provide mature landscaping and minimize the impacts of development on the surrounding neighbourhood;
4. Outline the proposed landscaping, including trees, hedges, shrubs, ground cover, including species section 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 greenspaces;

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,
6. Minimize visual and noise impacts on nearby properties, through landscaping, fencing or a combination of both;
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 nuisances;
8. Site accessible parking close to a building entrance without any barriers and in keeping with the Exterior barrier-free path of travel in the Nova Scotia Building Accessibility Checklist;
9. Provide pedestrian access(es) to link public sidewalks, if any, and parking areas to entrances of all primary buildings;
10. Ensure safe traffic flow, including but not limited to the protection of sightlines at intersections and driveways;
11. Meet engineering standards of the Town, including for sewer, water and stormwater connections, which may be required;
12. Ensure proposed stormwater flows do not damage adjacent properties or Town infrastructure;
13. Ensure the storage of solid waste does not create a visual nuisance or excessive odour and is separated or screened from residential development and public areas;
14. For site plans that contain multiple buildings:
 - a. Must ensure access for emergency vehicles;
 - b. Buildings are to be of similar architectural style and appearance, particularly if the existing structure is a heritage building,
 - c. Include pedestrian connections between buildings
 - d. Provide separation between buildings that is at least half the height of the tallest building;
 - e. Signage may be required at the discretion of the Development Officer, to aid the navigation of residents and guests;
15. Mitigate the potential impacts of coastal and/or inland flooding if in a Coastal Flooding or Inland Flooding area as identified in the Land Use Bylaw; and
16. Other criteria as stated in the Land Use Bylaw, including but not limited to signage and accessory building requirements.

Signs, Outdoor Storage, Accessory Buildings and Temporary Development

Smaller developments, such as signs, accessory buildings and temporary developments can negatively impact the surrounding neighbourhood and will be regulated in the Land Use Bylaw.

Policy ADM 8 – Signs and Accessory Buildings

It shall be the policy of Council to regulate signs, outdoor storage, accessory buildings and temporary development in the Land Use Bylaw

These standards shall apply to all development but different standards may apply to different types of development.

Development Agreements

Certain uses are not permitted in any zone, however the Town would consider amendments to this plan, the Land Use Bylaw and a entering a Development Agreement, as outlined in sections 225A and 225B of the MGA, to consider permitting:

- Adult Entertainment; or
- Large scale commercial and/or industrial development with a proposed gross floor area of over 9,000m² (96,000 square feet)

Policy ADM 9 – Development Agreements

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:

- Adult Entertainment; or
- Large scale commercial and/or industrial development with a proposed gross floor area of over 9,000m² (96,000 square feet)

Amendments to Land Use Bylaw

From time to time amendments to the Land Use Bylaw will be required. To guide those applications and considerations, the Town will have application requirements and amendment criteria, outlined below:

Policy ADM 10 – Land Use Bylaw Amendment Criteria

It shall be the policy of Council to follow these criteria when considering an amendment to the Land Use Bylaw. The proposed amendment must:

1. be consistent with the intent of this Municipal Planning Strategy;
2. not knowingly conflict with any Town or Provincial programs, bylaws, 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 overland 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;

Policy ADM 11 – Land Use Bylaw Amendment Application

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 that outlines the impacts on the local Water, Wastewater and/or Stormwater systems in the Town.

Variations

The variance process creates flexibility to vary/change certain aspects of the Land Use Bylaw, including: yards, parking, setback, area and lot coverage requirements.

The variance process will include public engagement similar to a site plan approval, where nearby landowners will be asked for written input and made aware of the right to appeal variances under the MGA.

Variations may also be subject to approval criteria under the Land Use Bylaw. These criteria are intended to guide the Development Officer and offer greater certainty for applicants and members of the public regarding variations.

Policy ADM 12 –Variations

It shall be the policy of Council to enable the Development Officer to grant variations subject to criteria in the Land Use Bylaw, regarding:

- Setbacks and yard sizes;
- Frontage;
- Parking and loading spaces;
- Percentage of land that may be built upon; and
- Height and area of a sign.

Future Studies

Next steps to improve this plan include a review of:

- Cost sharing for new municipal infrastructure
- Development of street and municipal infrastructure standards
- Development of stormwater management guidelines for the Land Use Bylaw
- Development of Coastal and Flooding regulation for the Land Use Bylaw
- Identification and regulation of mature trees and ecological systems

Map A – Generalized Future Land Use Map (GFLUM)

[This section will be completed as part of engagement with potentially impacted landowners]

Map – Water System Map

Map – Sewer System Map

Map - Transportation

Town of Shelburne
Land Use Bylaw
2025

DRAFT 1.0

June 2025

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Definitions

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.

ACTIVE TRANSPORTATION means any mode of travel that uses human power to get from one place to another, such as walking, biking, or using a wheelchair.

ACCESSORY BUILDING means a subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use, but does not include a building attached in any way to the main building, or a building located completely underground.

ADJACENT means a property that is connects in a contiguous fashion, and includes property directly across a right of way.

APPLICANT means a person or entity who has applied for: MPS or LUB amendment, site plan, development permit or subdivision approval.

AUTOMOTIVE SERVICE include commercial services that are oriented towards automobiles, including gas stations, automotive and/or RV repair centers, car and/or RV dealerships, And includes boat storage and sales.

ARTISAN WORKSHOP means a workspace used to create works of art or items for sale in limited quantities, displaying works or items of art and selling art or items made on site

BUILDING means an enclosed structure.

COMMERCIAL USE means any retail, food establishment, office, automotive service and/or personal service that provides goods and/or services to the general public for monetary gain and any medical service.

COUNCIL means the Council of the Town of Shelburne.

CRAFT FOOD AND BEVERAGE PRODUCTION means the production of small batch food and beverages, for sale on or off site, but does not include industrial production that would unduly impact adjacent landowners.

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

DEVELOPMENT OFFICER means the officer(s) of the Town of Shelburne from time to time charged by the municipality with the duty of administering the provisions of the Land Use Bylaw and issuing permits in keeping with the Land Use Bylaw.

DRIVE THROUGH means a commercial use that operates an access for members of the public to receive goods and/or services without leaving their vehicle.

DWELLING or RESIDENTIAL UNIT means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units and shall not include a hotel, a motel or an apartment hotel.

SINGLE DETACHED DWELLING means a completely detached dwelling containing one dwelling unit including a Modular Home but does not include a Manufactured Home.

DUPLEX DWELLING means a building that is divided into two dwelling units each of which has an independent entrance either directly from outside or through a common vestibule.

APARTMENT BUILDING means a building containing three (3) or more dwelling units which may or may not have a common entrance from the street level and the occupants of which have common use of certain areas of the building.

ROW HOUSE means a building divided vertically into three (3) or more dwelling units with each unit having a front and rear exit.

EXISTING means existing as of the effective date of this Bylaw.

FOOD ESTABLISHMENT means a business selling food prepared on site and includes:

TAKE OUT means a business selling food prepared on site for consumption off site, but does not include drive throughs.

RESTAURANT means a business selling food prepared on site for consumption on site.

DRIVE THROUGH RESTAURANT means a commercial use that operates an access for members of the public to buy prepared food without leaving their vehicle.

CRAFT FOOD AND BEVERAGE PRODUCTION means the production of small batch food and beverages, for sale on or off site, but does not include industrial production that would unduly impact adjacent landowner.

GROSS FLOOR AREA means the total of the floor areas of the building above and below grade measured using the outside dimensions of the building.

HEIGHT means the vertical distance of a building between the average building grade and;

- i. The highest point of the roof surface of the parapet, or a flat roof, whichever is the greater;
- ii. The deckline of a mansard roof; or
- iii. the mean level between eaves and ridges or a gabled, hip, gambrel or other type of pitched roof;

but shall not include any construction used as ornament or for the mechanical operation of the building, water reservoirs, a mechanical penthouse, chimney, flag poll, solar panels/power collection or steeple.

HOME OCCUPATION means an accessory use of a dwelling for gainful employment involving the provision or sale of goods or services or both goods and services.

HOTEL means traditional tourist accommodation for overnight accommodation for the travelling public and may include facilities open to the general public such as meeting rooms, restaurants or entertainment facilities.

INDUSTRIAL USE means manufacturing plants, distribution of goods or services, administration of business activities, research and development facilities, warehousing, shipping, stockpiling of raw materials, storage, repair and maintenance of equipment including vehicles and boards and includes open storage of material, including bulk materials such as gravel.

INSTITUTIONAL USE means a building or part of a building used by any governmental body or a not-for profit entity, and shall include government sponsored senior citizen housing facilities, or an organized body or society promoting a particular purpose with no intent of profit, or places of worship.

LOT means any parcel of land described in a deed or as shown in a registered plan of subdivision.

CORNER LOT means a lot situated at the intersection of and abutting on two or more streets. The shorter lot line shall be deemed the front lot line of the said lot.

INTERIOR LOT means a lot situated between two lots and having access to one street.

THROUGH LOT means a lot bounded on two opposite sides by streets or highway provided, however, that if any lot qualifies as being both a Corner Lot and Through Lot as hereinbefore defined, such lot shall be deemed to be a Corner Lot for the purpose of this Bylaw.

LOT AREA means the total horizontal area within the lot lines of a lot.

LOT FRONTAGE means the length of a line joining the side lot lines and parallel to the front lot line and faces a public street.

LOT LINE means a boundary line of a lot.

FRONT LOT LINE means the line dividing the lot from the street and for purposes of this definition the term "street" shall include existing private road; in the case of a corner lot the shorter boundary line abutting the street shall be deemed the front lot line and the longer boundary line abutting the street shall be deemed the side lot line and where such lot lines are of equal length the front lot line shall be either of the lot lines. In the case of a through lot, any boundary dividing the lot from a street shall be deemed to be the front lot line.

REAR LOT LINE means the lot line furthest from or opposite to the front lot line.

SIDE LOT LINE means a lot line other than a front or rear lot line.

FLANKING LOT LINE means a side lot line which abuts the street on a corner lot.

MAIN BUILDING means the building in which is carried on the principal purpose for which the building lot is used.

MAXIMUM LOT COVERAGE means that percentage of the lot area covered by all building above ground level, and shall not include that portion of such lot area which is occupied by a building or portion thereof which is completely below ground level.

MANUFACTURED HOME means a transportable, single- or multiple-section dwelling unit certified by an accredited certification body as complying with the CSA Z240 MH Series, Manufactured Homes, at the time of manufacture, before it is placed on the site. The building may be on a temporary foundation, piers or a permanent foundation.

MODULAR HOME means a finished section or sections of a complete dwelling unit built in a factory for transport to the site for installation and certified to CSA A277, Procedures for the Factory Certification of Buildings, or CSA Z240 MH Series, Manufactured Homes, by an accredited certification body at the time of manufacture, before it is permanently installed on site.

MEDICAL SERVICES includes clinics, pharmacies, dentist and optometrists offices, physiotherapy and other medical and para-medical services.

MGA means the Municipal Government Act.

NOT FOR PROFIT mean an entity organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit (for example, a club, society, or association) and is considered a not for profit by the Canadian Revenue Agency.

OFFICE means a room or rooms where business may be transacted, a service performed or consultation given but shall not include the manufacturing of any product or the retail selling of goods.

OWNER means a part owner, joint owner, tenant in common or joint tenant of the whole or any part of any land or building and includes a trustee, an executor, a guardian, an agent, a mortgagee in possession, or other person having the care or control of any land or building in the event of the absence or disability of the person having the title thereof.

PARKING SPACE means an area of not less than fifteen (15) square metres, measuring not less than 2.6 metres by 5.5 metres, that can be independently accessed by a vehicle for the temporary parking or storage of motor vehicles.

PERSONAL SERVICES means a business use involved with the provision of a service such as a repair shop, dry cleaning establishment, barber shop, or tailor, open to the general public for monetary gain.

PUBLIC SERVICE means any Board, Provincial or Federal Government, the Town of Shelburne, or a registered Not For Profit providing a services to the Town's residents.

PUBLIC UTILITIES means any building or structure related to the operations of Watermains, Sewermains, Stormwater management, street and traffic control infrastructure, including lift stations, water towers, treatment plans and pumps.

RECREATIONAL USES means the use of land for parks, playgrounds, tennis courts, lawn bowling greens, indoor or outdoor skating rinks, athletic fields, golf courses, picnic areas, swimming pools, day camps, community centres and similar uses to the foregoing, together with necessary and accessory buildings and structures, but not including a track for the racing of animals, or any form of motorized vehicles.

REGISTERED HERITAGE PROPERTY/STRUCTURE means a property and/or structure that is Municipality and/or Provincially Registered under the Heritage Property Act.

RECREATIONAL VEHICLE means a vehicle or trailer built to the CSA Z241 standard and intended for seasonal residential use.

RECREATIONAL USES means the use of land for parks, playgrounds, tennis courts, lawn bowling greens, indoor or outdoor skating rinks, athletic fields, golf courses, picnic areas, swimming pools, day camps, community centres and similar uses to the foregoing, together with necessary and accessory buildings and structures, but not including a track for the racing of animals, or any form of motorized vehicles.

RETAIL means a business use involved with the selling of any goods, wares, merchandise, or product to the general public for monetary gain and does not include Automotive Services such as gas stations or car dealerships.

SCRAPYARD means a lot or premises for the storage or handling of scrap material, and without limiting the generality of the foregoing, shall include waste paper, rags, bones, bottles, used bicycles, vehicles, tires, metal or other scrap material or salvage.

STREET OR ROAD means the whole and entire right-of-way of every highway, road, or road allowance vested in the Province of Nova Scotia or the Town of Shelburne.

STREET LINE means the boundary line of the street.

STRUCTURE means anything that is erected, built, or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure. A structure shall include buildings, walls and signs.

SEWERLINE means a sewer pipe or line intended to services a single building, also known as a 'lateral'.

SEWERMAIN means a sewer pipe intended to service multiple buildings.

STORMWATER means water that originates from precipitation, including rain and melted snow, falling on the ground or roof of a building.

TOWN means the Town of Shelburne, Nova Scotia.

YARD means an open, uncovered space on a lot adjunct to a building (except a court) and unoccupied by buildings or structures except as specifically permitted elsewhere in this Bylaw. In determining yard measurements the minimum horizontal distance from the respective lot lines shall be used.

(i) **FRONT YARD** means a yard extending across the full width of a lot between the front lot line and the nearest wall of any building or structure on the lot;

(ii) **REAR YARD** means a yard extending across the full width of a lot between the rear lot line and the nearest wall of any main building or structure on the lot;

(iii) **SIDE YARD** means a yard extending from the front yard to the rear yard of a lot between a side lot line and the nearest wall of any building or structure on the lot;

(iv) **FLANKING YARD** means the side yard of a corner lot which side yard extends from the front yard to the rear yard between the flanking lot line

WATERLINE means a potable water pipe or line intended to support limited development, that cannot support a hydrant and generally less than 150mm in diameter.

WATERMAIN means a large potable water pipe capable of supporting a fire hydrant and generally greater than 150mm in diameter.

VISTOR ACCOMODATIONS mean Bed and breakfasts, hotels, motels and short term-rentals, for overnight accommodation for the travelling public and does not include facilities open to the general public such as meeting rooms, restaurants or entertainment facilities.

Administration

The Town of Shelburne Shall appoint a Development Officer(s) to administer this bylaw.

Developments Not Requiring a Development Permit

With the exception of the Historic Waterfront (H-W) Zone, no development permit shall be required where:

- (a) the development undertaken involves an interior or exterior renovation which will not change the shape of the building, add more units to the building, or involve a change in use of the building;
- (b) a fence is proposed which does not exceed six (6) feet in height;
- (c) a temporary building or structure subject to the restrictions in this bylaw;
- (d) signs of less than five (5) square feet in area are to be erected.

Miscellaneous Minor Structures

No development permit shall be required for miscellaneous structures such as buildings under 20m² (215ft²) in gross floor area, retaining walls, pergolas, children's play structures, tree houses, cold frames and garden trellises, clothes line poles, flag poles and dog houses, monuments and interpretive displays, provided the corner vision triangle requirements of this bylaw are met.

Permit Expiration, Renewal and Revocation

Any Development Permit issued pursuant to this Bylaw shall be in force for a period of one year from the date of issuance. If no development has commenced within that time period, the permit shall expire.

An applicant may apply to have a Development Permit extended beyond one year at the discretion of the Development Officer.

Where a permit has been approved based on inaccurate information provided by the applicant, the permit is revoked and no longer valid.

Temporary Development

Temporary developments and/or structures related to active construction of an approved development or building are permissible without a 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.

Restoration to a Safe Condition

Nothing in this Bylaw shall prevent the strengthening or restoring to a safe condition of any building or structure, provided that in the case of non-conforming use, Sections 85 and 86 of the Planning Act shall prevail, except where a building or structure is destroyed partially or totally by fire, it may be reconstructed or repaired and the non-conforming use may continue to the extent that it had existed prior to the fire.

Buildings to be Moved

No person shall move any building within or into the Town of Shelburne without first obtaining a development permit from the Development Officer.

Applicable to All Zones

Sight Triangle

In the case of a corner lot, a fence, sign, hedge, shrub, or any other structure or vegetation shall not be erected or permitted to grow to a height of greater than 0.5 metres (2 feet) above the grade of the streets that abut the lot for a distance of 6 metres (20 feet) along the street lines at their point of intersection including the triangular area of land formed inside the 6 metre (20 foot) distance.

Vehicle storage and use

No truck, bus or coach bodies, or similar structure of any kind not originally designed for housing purposes, shall be used for human habitation or as an accessory use within the Town of Shelburne.

Vehicles that are not in regularly use, meaning used at least once per month, must not be stored in the front or flanking yard, unless screened from the street.

Lots and Frontage

Existing Buildings with Non-Conforming Yards

Any building erected on or before September 1, 1988 which is not in conformance with the Development Standard requirements as established in this Bylaw, may be enlarged, renovated, reconstructed or repaired provided that such enlargement, renovation, reconstruction or repair does not further reduce or impair the required development standard, and provided that all other applicable provisions of this Bylaw are satisfied.

Frontage on a Street

No development permit shall be issued unless the lot intended to be used or upon which the building or structure is to be erected, abuts and fronts upon a public street or an existing private road, or has access to a public street by an existing right-of-way.

Calculation of Lot Frontage

The following means shall be used for the purposes of determining lot frontage:

(a) in the case of regularly shaped lots, lot frontage shall be measured as a straight line between the points where the two (2) side lot lines meet the front lot line;

(b) in the case of irregularly shaped lots, lot frontage shall be deemed to be the horizontal distance between the side lot lines measured perpendicularly to a line joining the middle of the front lot line with the middle of the rear lot line, at a point equal to the minimum applicable front yard.

Existing Undersized Lots

Any lot in existence on or before September 1, 1988, having less than the required minimum lot frontage or area, may be used for a purpose permitted in the zone in which it is located, and a building may be erected on the lot, provided that all other applicable provisions of this Bylaw are satisfied. In addition, such existing undersized lots may be increased in area and/or frontage as a result of a subdivision and still be considered an undersized lot under this Bylaw.

Water, Sewer, Stormwater

All development that has a connection to the Town water system must provide a backflow prevention device in keeping with Town bylaws to protect the Town's water supply.

All restaurants, breweries, bakeries and other food establishments must provide and maintain a grease catcher on the sanitary sewerline to reduce the impacts on wastewater system.

All water, wastewater and stormwater connects must follow the Town's Engineering Standards.

Active Transportation

No development may block or sever a sidewalk or active transportation route.

Where development is proposed adjacent to a lot with a sidewalk or active transportation route the proposed development shall be configured in a manner to allow future extension of the sidewalk or active transportation route.

Affordable Housing

The Town of Shelburne defines Affordable Housing based on the average gross incomes, multiplied by 30, to determine maximum affordable rental rates. Rental rates may be below those identified and be considered affordable housing.

For a Studio or One bedroom unit, affordable rent shall less than be determined by:

The averaging of the incomes of: a person working Minimum wage at 40 hours per week; the Town's Low Income Property Tax Exemption; and median income for a single person household.

For a Two bedroom unit affordable rent shall be determined by:

The averaging of the incomes of: a person working Minimum wage at 40 hours per week; the Town's Low Income Property Tax Exemption; and median income for a single parent household.

For a Three or more bedroom unit affordable rent shall be determined by:

The averaging of the incomes of: a person working Minimum wage at 40 hours per week; the Town's Low Income Property Tax Exemption; and median household income.

The current calculation can be found in the Town's Affordable Housing Policy.

Coastal Protection and Inland Flooding

For the purposes of this Bylaw, the Coastal Protection and Inland Flooding Area shall be the lands identified on Map 3, the Coastal Protection and Inland Flooding Area Map, attached to this bylaw. The map is based on the Government of Nova Scotia's Worst Case Flooding in 2100.

In addition to other application requirements the Development Officer may require a site plan or survey drawing for applications within the Coastal Protection and Inland Flooding Area Map 3, to be prepared by a qualified professional at the applicant's expense and to indicate:

- (a) the precise distance between proposed buildings and the top of bank, or the ordinary high water mark if the top of bank is not evident; and/or
- (b) the elevation, relative to the Canadian Geodetic Vertical Datum of 2013 (CGVD2013), of proposed building footings; and/or
- (c) the elevation, relative to the Canadian Geodetic Vertical Datum of 2013 (CGVD2013), of the finished floor level of any habitable areas of the building.

Unless otherwise specified, all vertical elevations in this Section are in relation to Canadian Geodetic Vertical Datum of 2013 (CGVD2013).

Signs

No person shall erect a permanent sign, in place for 60 or more days, greater than 0.5 M² (5 square feet) in any zone without first obtaining a development permit from the Development Officer and no permit shall be issued unless all of the sign provisions of this Bylaw are satisfied.

Every sign and all parts thereof shall be erected and maintained in conformance with the building, electrical, and fire prevention codes.

Signs in the Historic Waterfront Zone

In addition to any other requirement any sign erected in a H-W Zone by any person or agency other than a government agency shall be constructed of wood, or have a wood appearance and shall require a development permit.

Signs Prohibited

The following signs shall not be permitted in any zone within the Town of Shelburne:

- Roofsigns;
- Any sign or sign structure which constitutes a hazard to public health or safety, signs which by reason of size, location, content, colouring, or manner of illumination obstruct the vision of drivers on a public roadway or obstruct or detract from the visibility or effectiveness of any traffic sign or control device on a public roadway;
- Any sign which obstructs the free use of any fire exit door, window, or other required exit way, any sign not erected by a public authority which makes use of words such as "stop", "look", "one way", "danger", "yield", or any similar words, phrases, symbols or lights, which may interfere with, confuse, or mislead traffic along a public roadway,
- Any sign which no longer advertises a bona fide business conducted or product sold, signs erected on public property or a public right-of-way unless erected or authorized to be erected by a governmental body, and in no case shall a sign be located on public property or in a public right-of-way bear any commercial advertising, signs painted on, attached to, or supported by a tree, stone, cliff or other natural object, signs not related to any business or use located on the lot or premises.

Facial Wall Signs

No facial wall sign shall:

- cover more than one (1) square metre of area per lineal metre of wall on which the sign is affixed, extend above the top or beyond the sides of the wall upon which it is affixed.

Projecting Wall Signs

No projecting wall sign shall:

- exceed twenty (20) square feet in area,
- project more than 1.5 metres (5 feet) from the wall to which it is attached.
- project above the roof line of the building to which it is attached,
- be erected below a height of 3 metres (10 feet) or above a height of 4.5 metres (15 feet) above grade.

Ground Signs

No ground sign shall:

- exceed 9 M²(100 square feet) in sign area where one side of the sign is used or 18 M² (200 square feet) where both sides of the sign are used;
- exceed a height of 6 metres (20 feet) from grade level to the highest part of the sign;

- extend or project beyond the property lines or over any driveway or parking space on the lot on which it is erected,
- be set back less than 1.5 metres (5 feet) from any street line, common lot boundary, driveway, or parking area,
- have more than one sign on the supporting structure.

Accessory Buildings

Accessory buildings and structures shall be permitted in any zone within the Town of Shelburne but shall not:

Be located within the front yard of a lot;

In the case of a corner lot, be located closer to the flanking street than the main building;

be built closer than two (2) feet from a lot line except that:

(i) common semi-detached garages may be centered on a mutual side lot line, and

(ii) boat houses and boat docks may be built to the lot line when the line corresponds to the water's edge or is in the water;

Exceed 4.5m (15 feet) in height or the height of the main building; and

Exceed 55m² (600 square feet) in area.

Result in a total area for all accessory buildings that is equal or greater to the main building gross floor area.

In the case of a Home Based Business in an accessory structure, only one accessory structure per lot may be used for a Home Based Business.

Notwithstanding anything else in this Bylaw, awnings, clothes poles, flag poles, garden trellises, and retaining walls shall be exempted from any of the requirements of above.

Fences

Development permits are required for opaque fences over 1.8M (6 feet) and open fences over 2.4M (8 feet). Fences may be located adjacent to the property line. The development officer will have regard for the existing character of the neighbourhood and use of fencing in determining if a permit should be issued.

Fences in the Historic Waterfront must be made of wood or a material with wood appearance and be under 1.8M 6 feet.

Parking and Loading Areas

Residential Vehicle and Bicycle Parking Requirements

Parking for residential units in any zone is 1 vehicle parking stall per residential unit.

Two bicycle parking stalls will be required for every development with seven or more residential units, and one additional bicycle parking stall for every additional 10 residential units.

Accessible Parking

Accessibility parking stalls will be required from all developments in keeping with the following chart:

Number of parking spaces	Number of accessible parking stalls required
1 to 10	1
11 to 35	2
36 to 50	3
51 to 99	4
100	5
each additional set of up to 50 spaces that is in excess of 100 spaces	1 additional space

An accessible parking space must meet all of the following requirements:

- (a) it must be designed to include a barrier-free path of travel that extends to the entrance of the parking area and meets all of the following requirements:
 - (i) it must have vertically oriented signage that features a colour contrast at every point on it where a pedestrian crosses traffic,
 - (ii) it must have an average illumination of 50 lux and every part of it must have an illumination of at least 10 lux,
 - (iii) if it requires a curb ramp, the curb ramp must have tactile attention indicators and colour contrasting elements,
 - (iv) if it is on a hardened surface, such as concrete or asphalt, it must have pavement markings;
- (b) it must be at least 2.6 M wide;
- (c) it must be accessible by an access aisle that is at least 2.0 M wide and that is shared by no more than 1 adjacent parking space;
- (d) it must be clearly marked with the International Symbol of Access or the Dynamic Symbol of Access;
- (e) it must be identified by a sign located at least 1500 mm above ground level.

Commercial and Industrial Parking Requirements

Below is a chart stating the minimum required parking based on non-residential land use:

Use	Minimum Vehicle Parking Requirement	Minimum Bicycle Parking Requirement
Visitor Accommodations or Hotel	1 space per room	1 space per 10 rooms

Restaurants, Lounges, Bars	1 space for 20m ² (215sq ft) of gross floor area	1 space per 250m ² (2691 sq ft) of gross floor area
Retail up to 100m ² (1076 square feet), Micro-Breweries, Personnel Services, Take Outs, Craft Food and Beverage	1 space for 30m ² (322 sq ft) of gross floor area	1 space per 250m ² (2691 sq ft) of gross floor area
Auditoriums, Cinemas, Theaters, Places of Worship, Funeral Homes	1 space per 35m ² (377sq ft) of gross floor area	1 space per 500m ² (5382sq ft) of gross floor area
Retail over 100m ² (1076 square feet), Medical Services, Offices, Artisan Workshop, Drive Through Restaurants, Home Occupation	1 space for 40m ² (437 sq ft) of gross floor area	1 space per 500m ² (5382sq ft) of gross floor area
Automotive Services	1 space for 50m ² (539 sq ft) of gross floor area	None
Industrial, all other non-residential uses	1 space per 100m ² (2,153 sq ft) or 1 space per 3 employees	None
Warehouse, laydown yard, storage	1 space per 250m ² (2691 sq ft)	None

Historic Waterfront Parking Requirements

In the Historic Waterfront H-W zone, only one accessible parking stall, or cash-in-lieu, is required per development.

Cash in Lieu of Parking

At the Development Officers discretion, and with the consent of the landowner, the landowner may pay cash-in-lieu of vehicle, bicycle and/or accessible parking instead of provisions of part or all of the vehicle, bicycle and/or accessible parking that would otherwise be required.

Cash in lieu for shall be calculated:

For Vehicle Parking

$$V-CIL = N \times A (L + C)$$

V-CIL - Required Cash-in-lieu of vehicle parking payment

NV - Number of required vehicular parking spaces

A - Area occupied by one parking space in m²

L- Land values per m², based on assessed or sale price of the lot or nearby properties.

C - Cost of construction parking including grading and surfacing per m², as determined by the Town Engineer

For Accessible Parking

$$A-CIL = NA \times (A+AA) \times (L + C)$$

A-CIL = Required Cash-in-lieu of accessible parking payment

NA = Number of required vehicular parking spaces

AA = Accessible stall aisle

A = Area occupied by one parking space in m²

L = Land values per m², based on assessed or sale price of the lot or nearby properties.

C = Cost of construction parking including grading and surfacing per m², as determined by the Town Engineer

For Bicycle Parking

$$B-CIL = NB \times B$$

B-CIL = Required Cash-in-lieu payment

NB - Number of required bicycle parking spaces

B = \$200 flat fee

Parking lot design requirements

All parking lots/stalls shall:

1. Be located within 100m (328 feet) of the location it is intended to serve;
2. Not locate entrance and exit ramps closer than 15m (50 feet) to any corner or street intersection.

For parking lots of 4 or more parking stalls

1. the parking area shall be maintained with a stable surface that is treated to prevent the rising of dust or loose particles.

Loading areas

Any commercial or industrial use with a gross floor area of greater than 500 m² (5380 square feet) shall be required to provide one off street loading space for every 2,500 m² (26,900 square feet) of gross floor area or fraction thereof, to a maximum of five (5) spaces.

Such loading spaces shall be located at the side or rear of the building and where abutting a zone other than an industrial or commercial zone, shall be screened from such uses through the use of a fence or vegetation. This section does not apply to the Historic Waterfront Zone.

Land Use Designations

For the purposes of this Bylaw, the Town of Shelburne is divided into the following zones, the boundaries of which are shown on Map 1 – Land Use Designations. Such zones may be referred to by the appropriate symbols:

Commercial General C-1

Neighbourhood Commercial C-2

Residential Single Unit R-1

Residential General R-2

Residential Apartment R-3

Historic Waterfront H-W

Rural Undeveloped R-U

Industrial General M-1

Institutional I-1

Map 1 - Land Use Designations is a part of this bylaw and may be cited as the "Zoning Map" and is hereby declared to form part of this Bylaw. Map 1 – Land Use Designation may only be amended in keeping with the criteria in the Municipal Planning Strategy.

Interpretation of Zoning Boundaries

The extent and boundaries of all zones are shown on Map 1 – Land Use Designation - hereto attached, and for all such zones the provisions of this Bylaw shall apply.

Boundaries between zones shall be determined as follows:

1. where a zone boundary is indicated as following a street or highway, the boundary shall be the centre line of such street or highway;
2. where a zone boundary is indicated as approximately following lot lines, the boundary shall follow such lot lines;
3. where a street, highway, railroad or railway right-of-way, electrical transmission line right-of-way or water-course is included on a zoning map, it shall, unless otherwise indicated, be included in the zone of the adjoining property on either side thereof;
4. where a railroad or railway right-of-way, electrical transmission line right-of-way or watercourse is included on a zoning map and serves as a boundary between two or more different zones, a line midway on such right-of-way or watercourse shall be considered the boundary between zones unless specifically indicated as otherwise.

Where none of the above apply, and where appropriate, the zone boundary shall be scaled from the Zoning Map, Map 1 , attached.

General Commercial C-1

The following developments are permitted as-of-right by development permit in the General Commercial C-1 Zone, subject the requirements of this bylaw:

Any Commercial Use up to 2,500m² (26,000 sq ft), and Residential uses permitted in General Residential R-2, excluding:

1. Adult entertainment;
2. Drive Throughs or Drive Throughs Restaurants;

The following developments are permitted by site plan approval in the General Commercial C-1 Zone, subject the requirements of this bylaw:

1. Any Commercial Use, including Drive Throughs or Drive Through Restaurants, up to 9,000m² (96,000 sq ft) excluding adult entertainment.

Neighbourhood Commercial C-2

The following developments are permitted as-of-right by development permit in the Neighbourhood Commercial C-2 Zone, subject the requirements of this bylaw:

1. Office
2. Artisan workshop and/or gallery
3. Personnel Services
4. Medical Services
5. Craft Food and Beverage Production
6. Residential uses permitted in General Residential R-2
7. Retail - up to 100 m² (1076 square feet)
8. Take Out food establishment,
9. Visitor Accommodations, up to 6 units

Home Based Businesses

The following developments are permitted as-of-right by development permit in the R-1 Single Unit Residential and R-2 General Residential zone with the following permitted uses, limited to 25% of gross floor area of a residence and not in any case exceeding 100 m² (1076 square feet) per lot:

1. Artisan workshop and/or gallery
2. Personnel services
3. Clinics/medical services
4. Craft Food and Beverage Production
5. Visitor Accommodations, up to 2 units

Additionally, Home Based Businesses shall:

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.

Residential Single Unit R-1

The following developments are permitted as-of-right by development permit in the Residential Single Unit R-1 Zone, subject the requirements of this bylaw:

1. Manufactured Home
2. Single detached dwelling
3. Home based business
4. Accessory buildings
5. Institutional uses
6. Park and Recreational Uses

Residential General R-2

The following developments are permitted as-of-right by development permit in the Residential General R-2 Zone, subject the requirements of this bylaw:

1. Single detached dwellings, up to 4 units per lot
2. Duplex and semi-detached dwellings, up to 4 units per lot
3. Rowhouse and Apartment buildings, up to 6 units per lot
4. Home Based Businesses
5. Accessory buildings
6. Institutional uses
7. Park and Recreational Uses

The following developments are permitted by site plan approval in the Residential General R-2 Zone, subject the requirements of this bylaw:

1. Single detached dwellings, up to 6 units per lot
2. Duplex and semi-detached dwellings, up to 6 units

Residential Apartment R-3

The following developments are permitted as-of-right by development permit in the Residential Apartment R-3 Zone, subject the requirements of this bylaw:

- Single detached dwellings, up to 4 units per lot
- Duplex and semi-detached dwellings, up to 4 units, two buildings, per lot
- Rowhouse and Apartment buildings, up to 6 units in one building, per lot

- Boarding or Rooming House, up to 6 rooms
- Accessory buildings
- Institutional uses
- Park and Recreational Uses

The following developments are permitted by site plan approval in the Residential Apartment R-3 Zone, subject the requirements of this bylaw:

- 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 65 units per Hectare (26 units per acre)
- Permitted commercial uses in Neighbourhood Commercial C-2, except for visitor accommodation; and retail space limited to 100 m² (1076 square feet) or the ground floor of an apartment building of 4 or more units.

No development permit shall be issued for proposed residential developments greater than 65 units per hectare (26 units per acre) or where the Town's water and/or wastewater system does not have capacity to accommodate the development.

Affordable Housing Bonus Density

Where at least 10% of proposed units meet the Town's definition of Affordable housing, and where there is an agreement in place, with the Town, the Federal or Provincial Governments or their agents, including but not limited to Canada Mortgage and Housing Corporation, to ensure affordability for 20 or more years, the maximum density may be increased for that site to 75 units per Hectare (30 units per acre).

Rural Unserved R-U

The following developments are permitted as-of-right by development permit in the Rural Unserved R-U Zone, subject the requirements of this bylaw:

3. Single detached dwellings, up to 4 units per lot
4. Duplex and semi-detached dwellings, up to 4 units per lot
5. Accessory buildings
6. Institutional uses
7. Park and Recreational Uses
8. Permitted commercial uses in Neighbourhood Commercial C-2

Historic Waterfront H-W

The following developments are permitted as-of-right by development permit in the Historic Waterfront H-W Zone, subject the requirements of this bylaw:

1. Craft Food and Beverage Production

2. Retail
3. Restaurants, bars, take out establishments
4. Office
5. Artisan workshop, museum and/or gallery
6. Personnel services
7. Medical Services
8. Hotels and visitor accommodations up to 10 rooms
9. Residential uses permitted in R-2

Where any application is made for development permit in the H-W zone or for a Registered Heritage property, the Development Officer may at their discretion request the Heritage Advisory Committee provide comment.

New Development

In addition to all other requirements, new development, buildings and/or structures are proposed within the H-W Zone, the new development new development, buildings and/or structures shall be visually similar to any substantially intact pre-1900 building located within 50 metres (165 feet) with respect to:

1. architectural style;
2. building length to width ratio;
3. height;
4. roof shape;
5. appearance of exterior cladding and roof materials;
6. architectural details and trim;
7. shape, size and placement of porches, doors and windows; and
8. window area to wall area ratio.

For the purposes of this section, distance to the similar intact pre-1900 buildings will be measured from the extent of the lot boundaries on which the designated building is situated.

Redevelopment and Renovation

In addition to all other requirements, where a renovation is proposed for a building located within the H-W Zone, which has not been designated pursuant to the Heritage Property Act, such renovation shall not change the established character of the building, including:

1. architectural style;
2. building length to width ratio;
3. height;
4. roof shape;
5. appearance of exterior cladding and roof materials;
6. architectural details and trim;

7. shape, size and placement of porches, doors and windows; and
8. window area to wall area ratio.

Accessory Uses and Buildings

In addition to all other requirements, where an accessory building or structure is proposed for a building located within the H-W Zone, that accessory building or structure shall not change the established character of the building, including:

1. architectural style;
2. building length to width ratio;
3. height, which must be less than the main building;
4. roof shape;
5. appearance of exterior cladding and roof materials;
6. architectural details and trim;
7. shape, size and placement of porches, doors and windows; and
8. window area to wall area ratio.

All fences to be erected - in the H-W Zone shall be constructed of wooden appearing material and shall not exceed six (6) feet in height.

Industrial M-1

The following developments are permitted as-of-right by development permit in the Industrial M-1 Zone, subject the requirements of this bylaw:

1. Any industrial or permitted commercial uses in the General commercial C-1 zone, up to 9,000m² (96,000sq ft), excluding:
 - a. Chemical plants or Refineries;
 - b. Scrapyards; and/or
 - c. Residential Uses

Institutional I-1

Any uses related to a Public Service, including Institutional Uses, Medical Services related accessory uses and Public Utilities are permitted in the Institutional zone.

Notwithstanding any other provision in this bylaw, Institutional I-1 properties are not subject to any parking or setback requirements in this bylaw.

Agriculture Uses and Keeping of Animals

Agricultural uses are permitted in the Residential General R-2, Neighbourhood Commercial C-2, Industrial M-1 and Institutional I-1 zones, subject to the following restrictions:

1. For lots less than 1850m² (19,900 sq ft), a maximum of 3 chickens and/or 1 beehive is permitted. The keeping of larger animals found in the chart below, is prohibited on smaller lots.

2. For lots greater than 1850m² (19,900 sq ft), the keeping of larger farm animals shall be limited to one (1) animal unit permitted for every 1850m² (19,900 sq ft) of land in the lot so used.
 - a. For the purpose of this Section, one (1) animal unit means one or more farm animals or combinations of farm animals as specified in the following table:

Type of Animal	One Animal Unit
Cattle	1
Horses	1
Sheep	1
Swine	1
Fowl	6

Non-Conforming Uses

[This section will be completed as part of engagement with potentially impacted landowners]

Severability

If any provision of this Bylaw is held to be invalid by a decision of a court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Bylaw.

Compliance with Other Legislation

Nothing in this Bylaw shall exempt any person from complying with the requirements of any other bylaw in force within the Town, or from obtaining any license, permission, permit, authority, or approval required by any other bylaw of the Town or statute or regulation of the Province of Nova Scotia or the Government of Canada.

Where the provisions in this Bylaw conflict with those of any other bylaw of the Town or statute or regulation of the Province of Nova Scotia or the Government of Canada, the higher or more stringent provision shall prevail.

Enforcement & Penalty

In the event of any violation of the provisions of this Bylaw, the Town may act in accordance with the Municipal Government Act.

Existing Uses

Non-Conforming Uses

Any use of land or a building or structure erected on the land which had begun on or September 1, 1988 and which does not conform to the requirements of this Bylaw and the building or structure is destroyed partially or totally by fire, it may be reconstructed or repaired and the non-conforming use may continue to the extent that it had existed prior to the fire.

Any use of land or a building or structure erected on the land which had begun started on September 1, 1988 which is not in conformance with this bylaw, may be enlarged, renovated, reconstructed or repaired provided that such enlargement, renovation, reconstruction or repair does not further reduce or impair the required development standard, and provided that all other applicable provisions of this Bylaw are satisfied.

Existing Buildings

Any building erected on or before September 1, 1988, may be changed to a use permitted in the zone in which it is located even though the lot frontage, front yard or lot area, or all of these, is less than the Development Standard requirements as established in this Bylaw, provided that all other applicable provisions of this Bylaw are satisfied.

Buildings to be Erected on a Lot

No person shall erect or use any building unless such building is erected upon a single lot.

Variance

In addition to the general variance provisions found in Section 235(1) of the MGA and pursuant to Policy to the MPS, and subject to the criteria of this bylaw, the Development Officer may also grant a variance in the following areas:

1. the number of parking spaces, including accessible, bicycle and vehicular and loading spaces required;
2. the ground area of a structure, including accessory structure;
3. the floor area occupied by a home based business; and/or
4. the height and area of a sign.

Variance Application

Applicants for variance must provide a complete application, including:

1. Identify the property where the variance is proposed and have permission of the landowner;
2. Describe the variance(s) requested;
3. How the requested variance (s) meets applicable criteria under this bylaw;
4. Payment of a fee for variance application as stated in the Town's Municipal User Fees Policy.

Variance Public Notice

At least seven days prior to approval of the variance, the Development Officer shall notify and provide opportunity for written comment to all assessed owners within thirty (30) metres. The notice shall:

1. Identify the property where the variance is proposed;
2. Describe the proposed variance; and
3. Identify how landowners can provide comment.

Alternatively, where the Applicant has provided evidence of providing notice in compliance with the above, with written comments are directed to the Town, the Development Officer may determine the requirement for notice under this section has been met.

Variance Approval Notice

Within seven days of approving a variance, the Development Officer shall give notice in writing of the variance granted to every assessed owner whose property is within thirty (30) metres, in keeping with requirements in the MGA. The second notice shall:

1. Describe the variance approval granted;
2. Identify the property where the variance approval was granted; and
3. Set out the right to appeal the decision of the development officer

Criteria for Variance Approval

A variance will not be granted if the approval of the variance would be premature or inappropriate due to:

1. The potential financial impact on the town;
2. The adequacy of the sewer and water services;
3. The adequacy of the road network in, adjacent to, or leading to the development;
4. The potential for damage or destruction of historical buildings and sites;
5. The bulk and scale in relation to the existing surrounding development;

For variance to parking requirements, the Development Officer shall only consider a variance to parking requirements that would result in at least one of:

1. Improved internal traffic flow;
2. Increased traffic safety;
3. Providing space for stormwater management structures or landscaping;
4. The protection mature tree(s);
5. The protection of Registered Heritage structure(s);
6. Provision of Affordable Housing;
7. Providing tree (s) to shade vehicles and pedestrians; and/or
8. Providing bicycle parking in lieu of 20% of the required parking or one tall, whichever is greater

The development officer shall have regard for the comments of assessed owners within 30 metres.

Site plan

Site Plan Application Requirements

An application for site plan is not complete unless:

1. It contains all the information and requirements of a development permit application;
2. It contains three (3) copies of 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.
3. Payment of a fee for a site plan application as stated in the Town's Municipal User Fees Policy.

All required information will be confirmed by the development officer within 14 days of receiving a signed application, in keeping with the MGA.

Site Plan Public Notice

At least seven days prior to approval, the Development Officer shall notify and provide opportunity for written comment to all assessed owners within thirty (30) metres. The notice shall:

- a) identify the property where the site plan is proposed;
- b) describe or show the proposed site plan; and
- c) identify how landowners can provide written comment

Alternatively, where the Applicant has provided evidence of providing notice in compliance with the above, with comments are directed to the Town, the development officer may determine the requirement for notice under this section has been met.

Site Plan Criteria

The Development Officer shall not approve a site plan unless it meets the criteria below. A site plan must:

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:
 - a. Outdoor lighting is designed to light the structure, driveways and pedestrian infrastructure, but not trespass onto adjacent properties;
 - b. Shadows cast on adjacent properties should be minimized;
 - 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;
2. Comply with the Heritage Property Act, where applicable
3. Retain existing vegetation where possible to provide mature landscaping and minimize the impacts of development on the surrounding neighbourhood;
4. Outline the proposed landscaping, including trees, hedges, shrubs, ground cover, including species section 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 greenspaces;
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,
6. Minimize visual and noise impacts on nearby properties, through landscaping, fencing or a combination of both;
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 nuisances;
8. Site accessible parking close to a building entrance without any barriers and in keeping with the Exterior barrier-free path of travel in the Nova Scotia Building Accessibility Checklist;
9. Provide Active Transportation access(es) to link public sidewalks, if any, and parking areas to entrances of all primary buildings;
10. Ensure safe traffic flow, including but not limited to the protection of sightlines at intersections and driveways;
11. Meet engineering standards of the Town, including for sewer, water and stormwater connections, which may be required;
12. Ensure proposed stormwater flows do not damage adjacent properties or Town infrastructure;
13. Ensure the storage of solid waste does not create a visual nuisance or excessive odour and is separated or screened from residential development and public areas;
14. For site plans that contain multiple buildings:
 - a. Must ensure access for emergency vehicles;
 - b. Buildings are to be of similar architectural style and appearance, particularly if the existing structure is a Registered Heritage structure,
 - c. Include pedestrian connections between buildings

- d. Provide separation between buildings that is at least half the height of the tallest building;
- e. Signage may be required at the discretion of the Development Officer, to aid the navigation of residents and guests;
- 15. Mitigate the potential impacts of coastal and/or inland flooding if in a Coastal Flooding or Inland Flooding area as identified in the Land Use Bylaw; and
- 16. Other criteria as stated in the Land Use Bylaw, including but not limited to signage and accessory building requirements.

Site Plan Appeal Notice

Within seven days of approving a site plan, the Development Officer shall give notice in writing of the site plan granted to every assessed owner whose property is within thirty (30) metres, in keeping with requirements in the MGA. The second notice shall:

- a) identify the property where the site plan approval was granted;
- b) describe or show the site plan approval granted; and
- c) set out the right to appeal the decision of the development officer

Development Permits

Application

All persons seeking a development permit must complete a Development Permit application.

The Development Officer may, at their discretion, not accept an application that is materially similar to an application that was refused in the past 6 months.

The application must at minimum include:

1. The civic address and Property Identification Number (PID);
2. The name and signature of the registered Owner or their duly appointed agent;
3. Outline of the proposed use/development;
4. Payment of a fee for a development permit application as stated in the Town's Municipal User Fees Policy.

Additionally, the Development Officer may require additional detailed information, provided at the Applicants expense, including but not limit to:

1. Site survey and/or site plan prepared and stamped by a Nova Scotia Land Surveyor;
2. Location certificate;
3. Topography and soil conditions of the subject site;
4. Watercourse delineation study;
5. If part or all of the proposed development is in the Coastal Protection and Inland Flooding zone as identified on Map 3, a site plan or survey drawing to be prepared in keeping with this bylaw,
6. Stormwater management plan;
7. Water and/or wastewater capacity study;

8. Floor plans and elevation drawings of any proposed structures;
9. Geotechnical study;
10. Site grading plan;
11. Traffic impact assessment or study; and/or
12. Any other information deemed necessary by the Development Officer.

All required information will be requested by the development officer within 14 days of receiving a signed application, in keeping with the MGA.

Lot Standards

Town Sewer is Available

	Residential Single Unit (R-1)	Residential General (R-2)	Residential Apartment (R-3)	Historic Waterfront (H-W)	Commercial General (C-1)	Neighbourhood Commercial (C-2)	Industrial (M-1)	Institutional (I-1)
Minimum Lot Area	350M ² (3750 sq ft)	700M ² (7500 sq ft)	700M ² (7500 sq ft)	350M ² (3750 sq ft)	700M ² (7500 sq ft)	700M ² (7500 sq ft)	700M ² (7500 sq ft)	-
Minimum Lot Frontage	10 metres (33 feet)	15 metres (50 feet)	15 metres (50 feet)	10 metres (33 feet)	15 metres (50 feet)	15 metres (50 feet)	15 metres (50 feet)	-
Minimum Front yard	3 metres (10 feet)	3 metres (10 feet)	3 metres (10 feet)	equal to or an average of each of the adjacent structures (where there are no adjacent structures – 1.5m (5 feet)	1.5 metres (5 feet)	1.5 metres (5 feet)	3 metres (10 feet)	-
Minimum Rear yard	6 metres (20 feet)	6 metres (20 feet)	6 metres (20 feet)	1.5 metres (5 feet)	3 metres (10 feet)	6 metres (20 feet)	6 metres (20 feet)	-
Side Yards	1.5 metres (5 feet)	3 metres (10 feet)	3 metres (10 feet)	1.5 metres (5 feet)*	1.5 metres (5 feet)*	3 metres (10 feet)	3 metres (10 feet)	-
Maximum Lot Coverage	35%	35%	50%	50%	35%	35%	35%	-
Maximum Building Height	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)

*where Fire Code requirements for fire walls are met, the minimum is reduced to zero metres (0 feet).

Town Sewer is NOT Available

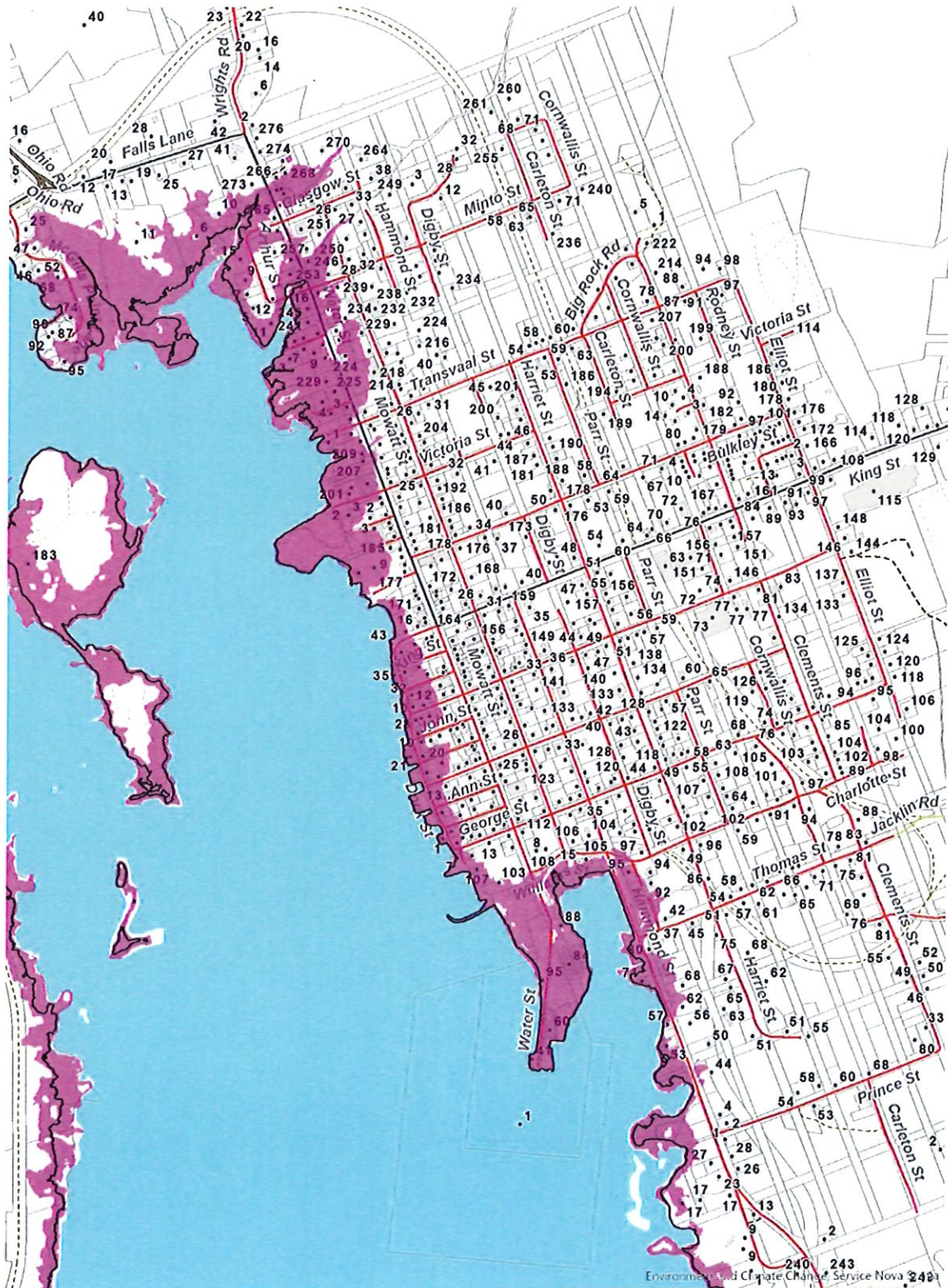
	Residential Single Unit (R-1)	Residential General (R-2)	Commercial General (C-1)	Neighbourhood Commercial (C-2)	Industrial (M-1)	Institutional (I-1)
Minimum Lot Area	2600M ² (28,000 sq ft)	2600M ² (28,000 sq ft)	2600M ² (28,000 sq ft)	2600M ² (28,000 sq ft)	2600M ² (28,000 sq ft)	-
Minimum Lot Frontage	15 metres (50 feet)	25 metres (82 feet)	25 metres (82 feet)	25 metres (82 feet)	25 metres (82 feet)	-
Minimum Front yard	3 metres (10 feet)	3 metres (10 feet)	3 metres (10 feet)	1.5 metres (5 feet)	3 metres (10 feet)	-
Minimum Rear yard	6 metres (20 feet)	6 metres (20 feet)	6 metres (20 feet)	6 metres (20 feet)	6 metres (20 feet)	-
Side Yards	3 metres (10 feet)	3 metres (10 feet)	3 metres (10 feet)	3 metres (10 feet)	3 metres (10 feet)	-
Maximum Lot Coverage	35%	35%	35%	35%	35%	-
Maximum Building Height	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)	10.5 metres (35 ft)

MAP 1 – Land Use Designation (Zones)

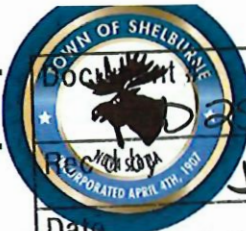
[This section will be completed as part of engagement with potentially impacted landowners]

MAP 2 – Coastal Protection and Inland Flooding Areas

[From: 2100 worst case - GoNS]



COUNCIL REPORT - FOR DECISION



25-132
JD

Date: June 13/25

COPIES TO:

Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Planning for	<input type="checkbox"/>
control	<input type="checkbox"/>

Subject: Temporary Street Closure for Dock Street Days
Date: June 16, 2025
Prepared For: Council
Prepared By: Sarah Mattatall, CAO

Purpose

The purpose of this report is to update Council on the status of street closure planning for Dock Street Days 2025, and to seek approval to cost-share associated traffic control expenses with the Municipality of the District of Shelburne (MDS).

Background

Recent amendments to the *Traffic Safety Act* have introduced new enforcement mechanisms related to street closures. Specifically, the Act now mandates that all individuals responsible for traffic safety at street closures be certified traffic control personnel or signers.

Historically, certified individuals were expected but not legally required to man barricades during temporary street closures. The updated legislation now requires strict compliance to ensure public safety during such events. In response, Town staff are currently reviewing and amending the *Street Activity Policy* to align with these changes as discussed at the June 2nd, 2025 Council meeting.

Analysis

The Shelburne Events Committee through the Municipality of Shelburne, and supported by the Town, is finalizing plans for Dock Street Days, scheduled for:

- **Friday, July 18, 2025** – 4:30 p.m. to 10:30 p.m.
- **Saturday, July 19, 2025** – 10:00 a.m. to 11:00 p.m.

Efforts were made to secure volunteer support from the Shelburne Volunteer Fire Department and Ground Search and Rescue for barricade management. Unfortunately, both groups confirmed they do not currently have certified personnel available for the required dates.

To proceed with the event safely and in compliance with the *Traffic Safety Act*, the Events Committee is requesting financial support from the Town to cost-share the expense of hiring certified traffic control personnel. A similar approach was taken for the 2024 Pumpkin Festival, where the Town and the Municipality of the District of Shelburne (MDS) each contributed \$357.68 toward a total cost of \$715.35.

COUNCIL REPORT - FOR DECISION



Financial Implications

The anticipated cost to the Town of Shelburne for traffic control services over the two-day Dock Street Days event is estimated at \$700-\$800, based on prior year pricing and a continued 50/50 cost-sharing arrangement with MDS.

Recommendation

THAT Council approve a cost-sharing arrangement with the Municipality of the District of Shelburne for certified traffic control services required for the temporary street closures during the 2025 Dock Street Days event.



Municipality of
Shelburne

Naturally Waters

Document #	
D25-133	
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JD	
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June 3/25	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Inspection Department

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

June 3, 2025

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

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of May 2025.

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued this Month	1	6
Number of Permits Issued to Date	1	8
Construction Value	\$ 370,000.00	\$ 267,500.00
Total Construction to Date	\$ 370,000.00	\$ 407,500.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca

Town of Shelburne

20250050	Megan	Cox	Carelton Street	New Dwelling	\$370,000	5-15-2025
	5853 Hwy 3 Jordan Falls, NS B0T		Shelburne			
	1J0		District 5			



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

Document # BOT TWO D25-134	
Rec'd by JD	
Date June 2/25	
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of May 2025

Total number of calls for service: 11

Calls for service within the Town: 3

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

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	3
MEDICAL	1	1
MOTOR VEHICLE ACCIDENT		1 (Mutual Aid)
STRUCTURE		
CHIMNEY/FLUE	1	
VEHICLE FIRE		1
GRASS, BRUSH, FOREST		
POWER LINES		1
SMOKE CONDITIONS		1
BOATS/WATER RESCUE		
PUBLIC ASSISTANCE		
ASSISTANCE TO POLICE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Document #	
D25-135	
Rec'd by	
JD	
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June 10/25	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
RESOLVED Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Calls for Service (May 1 to May 31): 2025

1. **25-024. Service Request:** Responded to a concerned resident about burning garbage on a property on Morvan Road. Investigated complaint, found resident was burning, extinguished fire advised resident of By-law and provincial burn ban restrictions. **RESOLVED**
2. **25-025. Service Request:** Addressed a complaint of an illegal burning of yard waste before the provincial burn regulated time. No sign of burning. Advised resident to always check provincial burn ban times. **RESOLVED**
3. **25-026. Service Request:** Investigated a report of a noise complaint from property on King St. Resident reported dog barking excessively. Spoke with dog owner, informed them of Noise By-law. Owner will ensure barking is controlled. **RESOLVED**
4. **25-027. Service Request:** Responded to a complaint of a dog acting aggressively towards resident and their dog walking on Harriet St. Spoke with aggressive dog owner, they will ensure dog is monitored more closely. **RESOLVED**
5. **25-028. Service Request:** Addressed a complaint of a dog barking excessively on Charlotte Ln. Delivered Noise By-Law to dog owner. **RESOLVED**
6. **25-029. Service Request:** Investigated complaint of garbage blowing around John St. into neighbouring properties. Mailed letter to property owner, informed them of Waste Disposal By-Law, awaiting response. **ONGOING**
7. **25-028. Service Request:** Responded to a complaint about parking on Water St., residents of apartments not adhering to parking time limit. Spoke with apartment owner, informed them of Parking By-Law. Owner will ensure tenants follow posted parking time. **RESOLVED**
8. **25-029. Service Request:** Addressed a call about illegal dumping, investigated site, found waste improperly sorted. Sorted waste and disposed of properly. **RESOLVED**

Assignments:

1. Working on the review of By-laws and Policies
2. Working on Special Constable Appointment
3. Assisted Waste Diversion Officer with green bin procurement for local business

Summary of Additional By-Law Officer Duties and Outcomes:

1. Assisted in small IT tasks with support from G23 Technologies.
2. Provided support to the RCMP by responding to inquiries related to Town-owned surveillance cameras.

Respectfully submitted,

Dana Nash