Municipality of Shelburne

Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS B0T 1W0, Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
MUNICIPAL COUNCIL CHAMBERS | 414 WOODLAWN DRIVE
JUNE 11, 2025 | 6:00 PM
AGENDA

	TIME	PAGES
1. CALL TO ORDER	**6:00 pm**	
2. APPROVAL OF AGENDA		
a. June 11, 2025		**1-2**
3. ACCEPTANCE OF MINUTES		
a. May 27, 2025		**4-6**
4. BUSINESS ARISING		
5. PRESENTATIONS		
a. Public Works Road Initiatives Update – Kirk Reed, Maintenance Supervisor & Donald Houston, Operations Supervisor	**6:00 pm**	
b. Shelburne & Area Community Economic Development (CED) Society – Peter Frampton, President/Chair & Connie Lamm, Member	**6:30 pm**	**7-14**
6. OPERATIONS & PROTECTIVE SERVICES		
a. Dangerous & Unsightly Update Re: 2882 Sandy Point Road – Darrell Locke, By-Law Enforcement Officer		
b. Waste Diversion Officer Quarterly Report – Danyelle Smith, Waste Diversion Officer		**15-17**
c. Sewage Treatment Plant Operator Quarterly Report – Dan Vincent, Public Works Facility Operator		**18-19**
d. Monthly Building Report – May 2025		**20**
7. ECONOMIC & COMMUNITY DEVELOPMENT		
a. Disposal of Surplus Property Policy Revision* – Jill Webb, Economic Development Officer		**21-32**
b. Categorization and Declaration of Surplus Property* – Val Kean, Director of Economic & Community Development		**33-35**

	TIME	PAGES
c. Housing Development – Sewer Services on Spa Road* – Val Kean, Director of Economic & Community Development		**36-39**

8. FINANCE

a. Tax Reduction – AAN 01811665* - Michelle Williams, Director of Finance		**40-43**

9. COMMITTEE REPORTS/WARDEN UPDATE

- **a.** Committee Reports
- **b.** Warden's Update

10. IN-CAMERA

- **a.** Contract Negotiations as per MGA 22(2)(e)
- **b.** Contract Negotiations as per MGA 22(2)(e)
- **c.** Contract Negotiations as per MGA 22(2)(e)
- **d.** Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22(2)(a)

11. ADJOURNMENT

Municipality of the District of Shelburne
June 11th, 2025 - Council Meeting
RECOMMENDED MOTIONS

7(a) MOTION: DISPOSAL OF SURPLUS PROPERTY POLICY REVISION

Be it resolved that the Council of the Municipality of the District of Shelburne approve the revised Disposal of Surplus Property Policy, replacing Policy 18, to improve efficiency and better align surplus property decisions with the Municipality's land use, economic, and community development goals.

7(b) MOTION: CATEGORIZATION AND DECLARATION OF SURPLUS PROPERTY

Be it resolved that the Council of the Municipality of the District of Shelburne approve the categorization of surplus property and declare each of the following property surplus, giving staff direction to sell property in accordance with Council's Disposal of Surplus Property Policy:

PID	SIZE	RECOMMENDED CATEGORIZATION	DESCRIPTION
80085012	8611 sq ft	Adjacent Landowner	Small Property, Ingomar Past Black Point Road
80088305	1 acre	Adjacent Landowner	Small Property in Roseway
80096621	2153 sq ft	Adjacent Landowner	Small Property before Goodick Road
80112543	101 acres	Housing	Property Lake Road
82568304	13 acres	Economic Development	Industrial Park, No Water Frontage
82568296	13 acres	Economic Development	Industrial Park, Water Frontage
80099179	43 acres	Regular Sale	Jordan Bay, Old Weather Station
82553496	14.5 acres	Regular Sale	Jordan Bay, Old Weather Station Across Road
80115215	5382 sq ft	Adjacent Landowner	Trailhead in Jordan Branch
80111818	3.6 acres	Housing	Spa Road Beside Municipal Building
80125347	62 acres	Regular Sale	Large Property near West Green Harbour Road
80125495	84.16 acres	Regular Sale	Behind CD Site – Land locked
80124589	2.6 acres	Regular Sale	Surrounds WGH Recreation Hall, Water frontage
80120835	2.37 acres	Regular Sale	West Green Harbour Road, Before Stuart Road

7(c) MOTION: HOUSING DEVELOPMENT – SEWER SERVICES ON SPA ROAD

Be it resolved that the Council of the Municipality of the District of Shelburne send a letter to the Town of Shelburne to initiate discussions regarding the possibility of a sewer connection for the purpose of supporting housing development at PID 80111818, Spa Road.

Municipality of Shelburne

Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3544 - Fax: (902) 875-1278

SPECIAL SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Tuesday, May 27, 2025

The Special Session of the 53rd Council of the Municipality of the District of Shelburne was held on Tuesday, May 27, 2025, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:
Warden Penny Smith
Deputy Warden Heidi Wagner
Councillor Paula Sutherland via Microsoft Teams
Councillor Sherry Thorburn Irvine
Councillor Ron Coole
Councillor Dale Richardson

ALSO IN ATTENDANCE:
Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Val Kean, Director of Economic & Community Development
Jill Webb, Economic Development Officer
Nicole Blades, Recording Secretary
Members of the Public

REGRETS:
Councillor Anthony Gosbee

1. **CALL TO ORDER:**

The meeting was called to order at 6:00 pm by Warden Smith.

2. **APPROVAL OF AGENDA:**
   a. May 27, 2025

2(a) **MOTION: APPROVAL OF AGENDA – MAY 27, 2025**

Being duly moved and seconded, be it resolved that the Agenda for May 27, 2025, be approved with the following amendments:

3. PROCLAMATION
   a. First Responders & Volunteers Day – May 27, 2025 - **ADDED**

4. PRESENTATIONS
   a. Val Kean – 20 Years of Service Award – Warden Penny Smith - **ADDED**

   - **MOTION CARRIED**

3. **PROCLAMATION**
   a. First Responders & Volunteers Day – May 27, 2025

3(a) Warden Smith read the First Responders and Volunteers Day Proclamation, formally declaring May 27, 2025 First Responders and Volunteers Day in the Municipality of Shelburne.

4. **PRESENTATIONS**
   a. Val Kean – 20 Years of Service Award – Warden Penny Smith
   b. Municipal Planning Strategy & Land Use By-Law, Version 4 – Chrystal Fuller, Brighter Community Planning & Consulting

4(a) Warden Smith, Deputy Warden Wagner and CAO MacLeod present a 20 Years of Service Award to Val Kean.

Warden thanked Ms. Kean for her dedication and service to the Municipality and residents of the Municipality of Shelburne over the past 20 years.

4(b) Warden Smith welcomed Chrystal Fuller with Brighter Community Planning and Consulting.

Ms. Fuller presented Council with a brief overview of the changes made to the Municipal Planning Strategy and Land Use By-Law version four based on guidance and direction from Council, staff, the Province, and residents.

Warden Smith noted a Public Hearing will be held on June 25, 2025 at 6:00pm in the Municipal Council Chambers for anyone interested in speaking on this matter. Written submissions will be accepted until June 18, 2025 and presented at the hearing.

Councillors thanked Ms. Fuller.

5. **ECONOMIC & COMMUNITY DEVELOPMENT**
   a. Municipal Planning Strategy and Land Use By-Law, First Reading – Val Kean, Director of Economic & Community Development

5(a) Val Kean, Director of Economic and Community Development presented the Municipal Planning Strategy and Land Use By-Law, First Reading staff report.

A discussion was held regarding the ministerial approval process and different scenarios that could potentially be taken by the province after they review the Municipal Planning Strategy and Land Use By-Law. It was noted the documents were sent to the province in advance for preliminary review and changes were made in response to the comments received.

MOTION: MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW

Being duly moved and seconded, be it resolved that the Council of Municipality of the District of Shelburne give first reading and forward to the public hearing the attached Municipal Planning Strategy, as presented; and

That the Council of the Municipality of the District of Shelburne give first reading and forward to the public hearing the attached Land Use By-Law, as presented.

- **MOTION CARRIED**

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:41 pm. The next Regular Council meeting will be held on Wednesday, May 28, 2025.

Nicole Blades
Recording Secretary

____
Date

____
Penny Smith, Warden

____
Erin Hartley, Deputy Chief Administrative Officer

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

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

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

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

Not Including:
- General community supports such as seniors services, social services etc.

Initial Focus:
- Housing

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

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

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

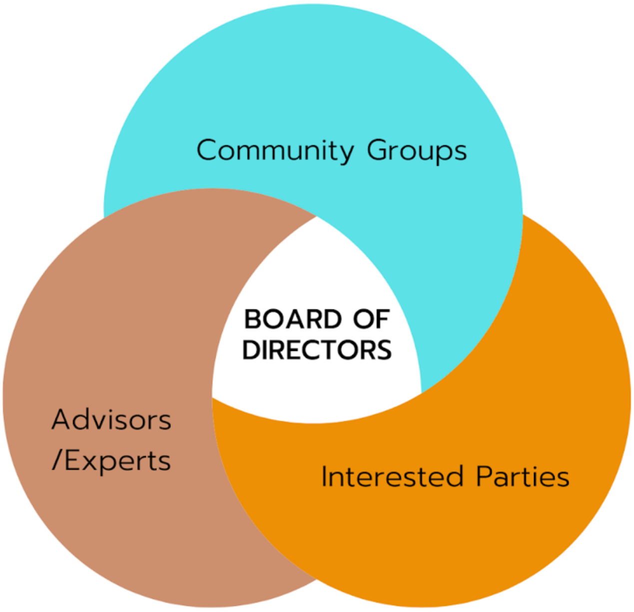
Through housing development, the CDC will grow its equity and capital in order to leverage that wealth for future developments and future needs of the community.

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

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

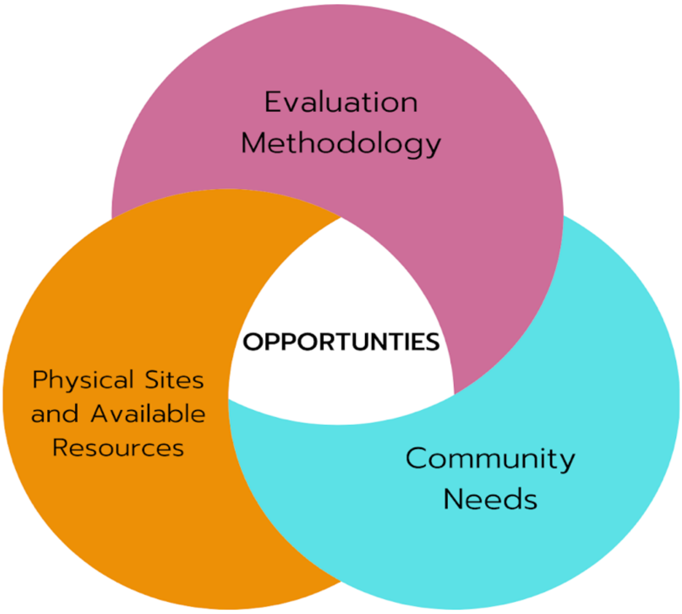
DESIGNING A STRONG BOARD OF DIRECTORS

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



FINDING THE RIGHT OPPORTUNITIES FOR US

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



Shelburne and Area Community Economic Development (CED) Society

Lockeport

Mission & Vision

- **A mission:** To honour the past, and shape a better future

- **A vision:** A place where everyone feels safe, welcome, and at home

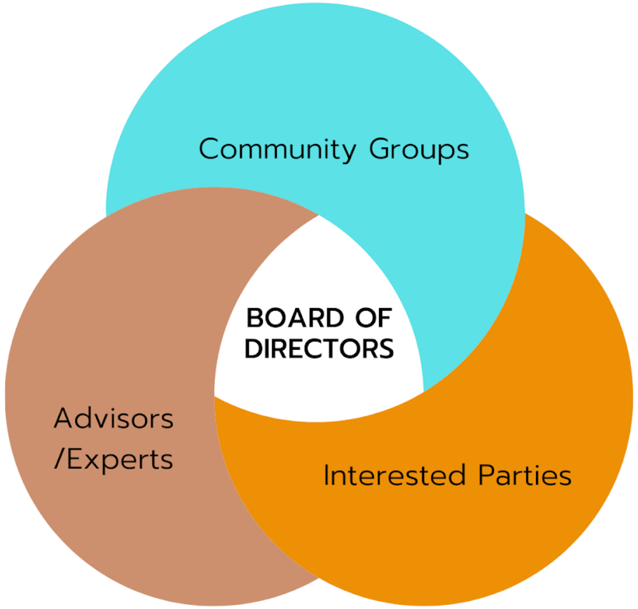
Three Core Goals

- Housing & Community Well-being
- Economic & Social Prosperity
- Inclusivity & Sustainability

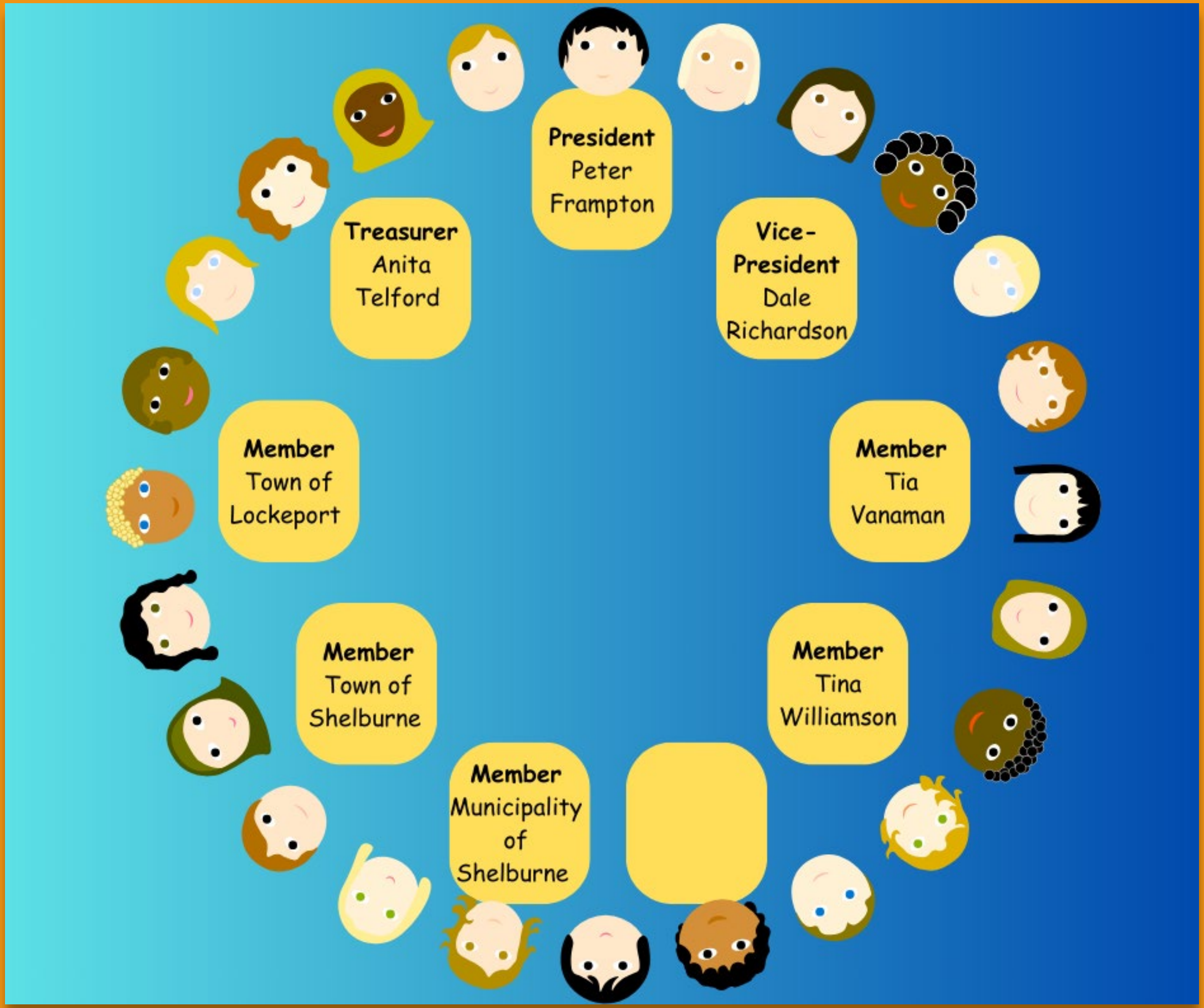
Our Structure

DESIGNING A STRONG BOARD OF DIRECTORS

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



The Board


President
Peter
Frampton
Vice-
President
Dale
Richardson
Treasurer
Anita
Telford
Member
Town of
Lockeport
Member
Tia
Vanaman
Member
Town of
Shelburne
Member
Tina
Williamson
Member
Municipality
of
Shelburne

Next Steps

- Municipality of Shelburne board representative
- Potential properties
- Funding and development

STAFF REPORT

TO: Council

FROM: Danyelle Smith, Waste Diversion Officer

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

DATE: June 11, 2025

As I settle into the position of Waste Diversion Officer, I am navigating a range of new challenges and opportunities for growth. Since beginning my position, I have completed training in the management and packing of Household Hazardous Waste, as well as Transportation of Dangerous Goods. I am actively exploring additional programs and partnerships that can enhance cost recovery, reduce operational expenses, and increase overall efficiency in waste management services.

Curbside Collection

Daily phone calls are being fielded regarding waste separation. There were numerous rejections this quarter due to the use of black bags and unsorted waste. Most residents call me to discuss the issue, and resolutions are made over the phone. Some have resulted in site visits to provide education and to offer solutions. This past month the reports on the use of black bags have decreased significantly. This could be attributed to the increase in our social media posting and regular updates on our website to help clear up common separation concerns. Additionally, we are promoting the use of the "R6 RECYCLES" app for residents to use for clarification on separation, as well as receiving notifications for reminders of their waste collection dates or any disruptions in service.

EPR: We continue to use working groups, as well as information from neighboring communities, to assist us in providing information towards the opt in or opt out decision. The deadline for the decision has been extended to June 20,2025.

Spring Metal Cleanup: We held our annual Spring Metal Clean-up (April 8-18, 2025). No issues reported.

Green carts: It seems there has been an increase in green cart requests. Most requests are due to the residents being new to the area or they have been destroyed or damaged by wear, tear or the tipping process. Currently we have an inventory of over two hundred but will soon need to purchase more.

HHW

In April, I sent my first shipment with GFL. Everything seemed to run smoothly.

Battery recycling: Two shipments of batteries since March 2025. I will be sending larger shipments from the HHW site over the next few months.

Paint program: Product Care Recycling are now accepting more paint items that would typically have been shipped as HHW. This change will help reduce expenses and increase revenue through improved cost recovery. A paint shipment was made in April 2025

Light Program: There will be a shipment of lights made in the next month. I believe more residents have been utilizing this program since the last report.

Regional Material Recovery Facility (RMRF)

We are now using a more efficient reporting system at the RMRF transfer site by using our current computer software reports versus handwritten reports. The transition was smooth and uneventful.

The tension cord safety rail has required several repairs due to lack of customer compliance. Future plans for the site call for the installation of safety rails.

Pressure treated lumber is being sent out regularly. We received several complaints from customers about the size of the bin. Because of this, we have made sure to communicate via posts on our social media pages and have staff at the site relay that it must be in manageable sizes (4 FT) to use the bin. Some customers have had to take their loads elsewhere due to the size of the materials they were bringing to the bin.

There is no longer funding available for the current **rope** disposal program. Considering this, I have been reaching out to various organizations and companies to explore the best options for disposing of the rope pile in a responsible and sustainable manner, rather than resorting to landfilling at considerable cost. I am happy to report that I have identified several organizations with programs focused on repurposing and reusing rope. Some have already conducted site visits, while others have been in touch via email. These conversations are promising, and I will continue collaborating with them to find the most effective solution.

Litter Incentive Program

Our litter incentive program began in April and the request for kms was huge. The 30km allotted went quickly and we created a waiting list for those interested if by chance a group were unable to complete their kms. We had a few organizations unable to complete their kms and this allowed us to offer the km's to the waitlisted organizations. Many community members wished to do a clean-up despite not being allotted funds. It was great to see!

Divert Nova Scotia recently sent out an application for Litter Intervention Projects. I am in the process of completing the application. It opened on June 2 and will remain open until the funds have been committed.

Compost Giveaway
We held our annual compost giveaway on May 3, 2025. The weather was not great on that day; therefore, the participation numbers were lower than in previous years. Because of this, residents were permitted to collect over the following week. A successful event in the end.

6(c)

TO: Council

FROM: Daniel Vincent and Ryan Jamieson, Sewage Treatment Plant Operator and Operator in Training

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

DATE: June 11, 2025

SUBJECT: Sewage Treatment Plant Operators Quarterly Update

Septage panel replacement:

The septage receiving panel was received in April 2025. Upon installing the new septage panel, it was discovered that we were experiencing what was initially thought to be a blockage of the system. When removing the pipes it was evident that no blockage had occurred and that a failure had occurred with the valve and actuator that stops flow from entering the system.

We ordered and received a new valve/actuator which set back the timeline for the panel installation. The 2 pieces of equipment work together, therefore, installing one without the other would have potentially created more issues than it would resolve.

As of late May, we worked with the valve and panel suppliers, together with the electrician to set up and install/troubleshoot the system. We had been experiencing concerns with regards to the closure of the valve, however after troubleshooting we are now resuming focus on the setup and configuration of the panel software. IT is working on a solution to allow the new septage panel to utilize the sewage treatment plants internet connection for the purposes of tracking the flow of septage volumes.

The biggest part of this project turned out to be the unexpected valve/actuator replacement and setup, which has delayed other projects needed to be completed at the sewage plant.

Maintenance:

We ordered replacement bulbs and sleeves for the UV System and we will be installing them in the next few weeks and will be part of the training for the new Public Works Operator Trainee. The manufacturer recommends complete replacement of UV bulbs after 12,000 hours of runtime. (move to next reporting period) There is a broken aerator in the lagoon that needs repair; we will be working on this when time permits.

We purchased new analyzers for PH, Suspended Solids and D.O., this analyzer malfunctioned, we have received a new replacement unit, we will be working on installation and setup of the new probes/analyzers in the next reporting period.

In mid-March, the sewage plant road became unpassable due to the freeze/thaw cycle. It was so bad that the ruts were deeper than 1 foot and the sewage trucks were not able to access the site. The road has now been repaired which included widening, ditching and installation of some gravel.

Other than the valve/actuator and panel, the plant and the Hero Road/Venrez lift stations are working well with no concerns.

Wetlands Project

The RFP for the wetlands/polishing pond has been awarded to CBCL. CBCL is in the initial stages of the preliminary design, and we will be meeting with them in the next few weeks to review the design. The next step will be to post the tender package once the final design has been provided.

Municipality of Shelburne
Naturally Yours

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

MEMORANDUM

TO: Warren MacLeod, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: June 3, 2025

RE: May Monthly Building Report

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued in May	12	7
Number of Permits Issued to Date	25	21
Construction Values for May	$ 529,700.00	$ 174,000.00
Total Construction to Date	$ 1,355,900.00	$ 1,155,500.00

Highlights:

- 1 New Seasonal - $200,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services
/aad

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

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Jill Webb, Economic Development Officer

APPROVED BY: Warren MacLeod, Chief Administrative Officer
Val Kean, Director of Economic & Community Development

SUBJECT: Revised Disposal of Surplus Property Policy – Staff Report

DATE: June 11th, 2025

PURPOSE:
This report outlines an updated policy for the disposal of surplus municipal property. The aim is to simplify and modernize the process while ensuring it remains in line with the Municipal Government Act (MGA).

RECOMMENDATION:
It is recommended to Council:

THAT Council approve the revised Disposal of Surplus Property Policy, replacing Policy 18, to improve efficiency and better align surplus property decisions with the Municipality's land use, economic, and community development goals.

BACKGROUND:
In April of 2025, the Director of Economic & Community Development presented to council regarding the Housing Accelerator Fund, in this report, she explained that under this program we are required to develop a surplus lands strategy. The report stated that the Municipality will develop and implement a Surplus Lands Strategy aimed at increasing the availability of affordable housing. This included creating an updated version of our surplus lands policy.

DISCUSSION
The current Disposal of Surplus Lands Policy (Policy 18), approved in 2017, has worked well but is missing some important elements—clear definitions, a structured way to evaluate surplus property, and a stronger connection to the Municipality's goals. The updated Disposal of Surplus Property Policy addresses these issues by modernizing the process and aligning it more closely with provincial legislation. It also expands the policy's scope to cover not just land and buildings, but moveable municipal assets like vehicles, equipment, and furniture.

Some key improvements include clear definitions for terms like Surplus Property and Market Value. The revised policy also introduces guiding principles that focus on transparency, accountability, community benefit, and making the best use of municipal assets.

One of the biggest changes is how surplus properties are now grouped into five categories: Economic Development, Housing, Adjacent Landowners, Regular Sale and Movable Municipal Assets. These categories help guide how each surplus property is determined and are reviewed with input from the Economic Growth Committee. Disposal options are now better matched to each category, with more flexibility. Instead of using strict pricing rules, the new approach looks at both market value and the benefit to the community.

To help support housing, the updated policy also includes a requirement that development projects proposed for any available surplus property, categorized as housing, must include a minimum 20% of units be affordable and remain affordable for at least 20 years. The policy also spells out who is responsible for what—giving clear roles to the Council, CAO and Economic Growth Committee, creating an inclusive decision-making process. Also included in the revised policy is annual reporting and a full policy review timeline.

Overall, these updates are meant to make the process clearer, more flexible, and more in line with the Municipality's land use and development goals. Staff recommends Council adopt this new policy to replace Policy 18. The draft policy was circulated to Council on June 4, 2025, with a notice of policy change, as per the MGA requirements.

BUDGET IMPLICATIONS
All revenue generated from the disposal of surplus municipal properties shall be directed to the Capital Reserves.

ATTACHEMENTS
1. DRAFT Disposal of Surplus Property Policy
2. Policy 18, Sale of Surplus Lands
3. Change Summary

NEXT STEPS:
Upon approval, staff will:

1. Update the Policy on website.
2. Begin implementation of the new categorization and reporting processes.
3. Communicate the policy changes to staff and community stakeholders.
4. Engage marketing campaign for properties declared surplus, as directed by CAO and Economic Growth Committee based on categorization.
5. Explore of benefits of leasing municipal properties for long-term community benefit for potential future revision to this policy – this was a suggestion from the Canadian Mortgage and Housing Corporation (CMHC).

Municipality of the District of Shelburne
Disposal of Surplus Property Policy

1. Purpose

The purpose of this policy is to establish a transparent, accountable, and consistent process for the disposal of surplus property owned by the Municipality of the District of Shelburne, in accordance with the Municipal Government Act (MGA) and associated regulations. This policy ensures surplus property disposal maximizes value and community benefit for the municipality and its residents while maintaining compliance with legal requirements and fostering public trust.

2. Definitions

- **Surplus Property**: Any municipal property (real or personal) that is no longer required for municipal purposes, is obsolete, or is beyond economical repair.
- **Real Property**: Land and anything permanently affixed to it (e.g., buildings).
- **Movable Municipal Assets**: Movable property such as vehicles, equipment, furniture, and tools.
- **Market Value**: The price a property would be expected to sell for on a given date in a competitive, open market with a willing buyer and a willing seller.

3. Guiding Principles

The Municipality shall adhere to the following principles in the disposal of surplus property:

- **Transparency**: Ensure open and public processes for disposal.
- **Accountability**: Maintain clear records and documentation of all disposals.
- **Compliance**: Adhere to all applicable laws, regulations, and municipal policies.
- **Maximization of Value**: Seek to obtain fair market value for surplus property.
- **Community Benefit**: Consider community needs and interests in the disposal process.

4. Authority

Under the **Municipal Government Act**, the Council has the authority to dispose of municipal property.

5. **General Disposal:**

a) In cases where the Municipality receives an unsolicited offer to buy a piece of municipal property or a request from another government to acquire municipal property, Council may waive the requirements of Section 7 (Applicable Sale Method) of this policy. In certain situations, authorized by law, Council may dispose of property at less than fair market value.

b) In cases where a person or business wishes to acquire a piece of municipal property, or the Municipality requires a specific piece of land, Council may consider a land exchange with the proponent.

c) For real property Council approval is required to declare the property as surplus, after which the CAO or Deputy CAO is authorized to sell the land in accordance with this policy. The policy also empowers the CAO or Deputy CAO, and designates, to market the property to sectors that aligned with the Municipality's strategic development goals.

6. **Declaration of Surplus Property**

1. **Identification**: Department heads shall identify property that is no longer required for municipal purposes.
2. **Assessment**: The Chief Administrative Officer (CAO) or designate shall assess the identified property to determine if it qualifies as surplus.
3. **Categorize:** The Economic Growth Committee (made up of community members, Council and staff) will determine the categories for the surplus properties and make recommendations to Council for approval.
4. **Resolution:** Staff will prepare a staff report for Council with a recommendation to approve, by motion, the declaration of surplus properties.

7. Methods of Disposal:

a) **Economic Development**

Properties categorized under Economic Development are intended to drive initiatives that support local economic activity. This may include attracting new businesses, supporting existing ones, or enabling projects that create jobs and increase the municipality's tax base.

Applicable Sale Method(s):

- Public Tender or Auction – highest market value.
- Direct Sale – to a specific developer.
- Request for Proposal –to attract specific types of development or community benefit, not just the highest price.

b) **Housing**

These properties are designated for residential development, particularly to address housing needs such as affordable housing, mixed-income developments, or other community housing priorities. Land disposal for housing will require a minimum of 20% of total proposed units be maintained at an acceptable affordability level (to be determined by the Municipality), for a minimum of 20 years commitment.

Applicable Sale Method(s):

- Request for Proposal – especially when working with non-profits or developers focused on affordable housing.
- Direct Sale – to a specific housing provider or developer, subject to Council approval.

**Developers and Non-profits must have been incorporated for a minimum of one year and demonstrate both project readiness and financial sustainability. Additional evaluation criteria include the anticipated benefit to the community and the developer's capacity to successfully implement the proposed development. CAO or designate will determine through the Request for Proposal process the required documentation to demonstrate eligibility.*

c) **Adjacent Landowners**

This category includes small or irregularly shaped parcels that are not suitable for independent development but may be useful to neighboring property owners for expansion, access, or consolidation.

Applicable Sale Method(s):

- Sale to Adjacent Landowner – as per Section 51A of the Municipal Government Act. These may be sold below market value, with Council approval.

d) **Regular Sale**

Properties that do not fall into the other categories and are suitable for general sale to the public without specific development or community use requirements.

Applicable Sale Method(s):

- Public Tender or Auction – to ensure a fair and open process.
- Direct Sale – in cases where a specific buyer is identified and Council approves.

e) **Movable Municipal Assets**

Referring to physical, non-permanent items owned by a municipality that are not affixed to land or buildings and can be relocated without causing damage. Examples include:

Office furniture and equipment, vehicles, tools and machinery, technology hardware, fixtures and portable infrastructure.

Applicable Sale Method(s):

- Public Auction or Tender - ensures competitive bidding and transparency.
- Trade-In - Assets, especially vehicles or equipment, can be traded in when purchasing replacements.
- Donation - assets in usable condition but no longer required for municipal purposes may be donated to non-profit organizations, schools, or community groups.
- Recycling or Scrapping - items that are broken, obsolete, or unsafe are disposed of through environmentally appropriate recycling or scrapping processes.
- Sale to the Public (Lower-Value Items) - low-value surplus items can be sold directly to citizens or organizations, at fair market value or through a public sale process.

7. <u>Municipal Conflict of Interest:</u>

All provisions of the Municipal Conflict of Interest Act shall apply to the sale of surplus property of the Municipality.

8. <u>Sale Costs</u>:

With respect to real property, the below costs shall be the sole responsibility of the purchaser:

- Preparation of Deed
- Registering the Deed
- Migration of Property

9. <u>Reporting</u>

With respect to real property the Municipality shall publish annual public reports on their website with the following information:

- Properties declared surplus
- Properties Sold
- Proceeds received

11. <u>Non-Binding Sale of Surplus Property</u>

Nothing in this policy shall bind the Municipality to sell any property should it not wish to sell a particular piece of property for an established price should Council deem it not to be in the current or future interests of the Municipality.

12. <u>Policy Review</u>

This policy shall be reviewed every five (5) years or as required to ensure its effectiveness and compliance with applicable laws and regulations.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Disposal of Surplus Property Policy on the ______ day of ________, 20___.

SIGNED this _________ day of ________, 20_____

___________________________________	_________________________________
WARDEN	CHIEF ADMINISTRATIVE OFFICER

Approved by Council: Effective Date:

Policy 18
DISPOSAL OF SURPLUS LANDS

POLICY PURPOSE

18.1 It shall be the policy of the Municipality of the District of Shelburne to have a process and procedure for the Municipality to determine when land and property it owns are surplus to its needs and to thereafter determine the best and most appropriate method of disposition considering potential financial gain for the Municipality, impact on the local community, fairness and legally compliant.

POLICY DETAILS

Deeming Lands and Buildings Surplus

18.2 As often as required, Chief Administrative Officer shall notify Council of lands or buildings which s/he determines are no longer required for municipal purposes and request that Council deem such property as surplus to the needs of the Municipality and be disposed of according to this policy.

18.3 Before land or buildings are deemed surplus by Council, all department heads shall be notified of such potential surplus property and have at least 14 days thereafter to determine if that department may require the property for other municipal purposes. Should an alternate use and need be identified, Chief Administrative Officer may authorize the re-purposing of the property.

18.4 Should it be determined by Chief Administrative Officer that no alternate use of the land and building are required for municipal purposes, a comprehensive staff report shall be prepared and presented to Council requesting that Council deem the property surplus to municipal requirements and be disposed of according to this policy.

Disposition of Surplus Land and Buildings

18.5 Subsequent to a property being declared surplus, a notice shall be placed in the local newspaper, on the Municipality’s website and in social media, offering the property for sale outlining the general location and description of the property, current use if any, assessment value, and how interested purchasers can bid on the property along with stating their planned usage for the property.

18.6 After the deadline passes for interested purchases, Chief Administrative Officer and appropriate staff shall review any bid proposals received and prepare a report and recommendation for Council’s consideration considering purchase price, best and highest value usage and community impacts.

Sale Price of Surplus Property

18.7 When deeming certain property surplus, Council shall decide whether to offer the property for sale without a minimum bid, or it may choose to establish a minimum bid which shall be provided in the public advertisements.

18.8 When Council establishes a minimum bid, the following criteria shall be used as a guide for all lands outside Shelburne Marine Industrial Park and values shall be cumulative:

a.	vacant undeveloped unserviced land without water frontage	$5,000 per lot
b.	vacant undeveloped unserviced land with water frontage	$10,000 per lot
c.	vacant undeveloped serviced land without water frontage	$10,000 per lot
d.	vacant undeveloped serviced land with water frontage	$15,000 per lot
e.	buildings at current assessment value of the property	
f.	if property abuts a private road	$2,500 per lot
g.	if property abuts a public road	$5,000 per lot

Method of Disposal of Surplus Land and Buildings

18.9 The manner in which disposal shall take place shall take into consideration the fairest method of disposal and most effective cost method for the Municipality. The following ways shall be considered:

a. Expression of Interest – may be used when there may be interest from a local non- profit organization and highest price may not be the deciding factor.

b. Public Auction – may be used when there is a likelihood of multiple bidders and an open auction may lead to a higher sale price.

c. Public Tender – may be used when there may not be a high interest in the property.

d. Sale to Adjacent Landowner – may be used when it is felt that the only possible interest in the subject property will be from an adjacent landowner.

e. Sale by Real Estate Agent – may be used for multiple lots or when buildings are involved which may require a purchaser from outside the local community.

18.10 In cases where the Municipality receives an unsolicited offer to buy a piece of municipal property or a request from another government to acquire municipal property, Council may waive the requirements of Section 18.9 of this policy and rely on Section 18.8 as a guideline for the sale price of the property. In certain situations authorized by law, Council may dispose of property at less than fair market value.

18.11 In cases where a person or business wishes to acquire a piece of municipal property, or the Municipality requires a specific piece of land, Council may consider a land exchange with the proponent.

Municipal Conflict of Interest

18.12 All provisions of the *Municipal Conflict of Interest Act* shall apply to the sale of surplus property of the Municipality.

Sale Costs

18.13 The cost of preparation of a deed, registering the deed, and migration of the property shall be at the sole expense of the purchaser.

Non-Binding Sale of Surplus Property

18.14 Nothing in this policy shall bind the Municipality to sell any property should it not wish to sell a particular piece of property for an established price should Council deem it not to be in the current or future interests of the Municipality.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Disposal of Surplus Lands on the 24th day of April, 2017.

SIGNED this _________ day of ___________________, 2017

____

WARDEN

____

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: April 24, 2017

Effective Date: April 24, 2017

Differences Between Policies

Scope and Definitions

Original primarily covers lands and buildings. Draft expands to include personal property (vehicles, equipment, furniture).

Guiding Principles

Original includes very general guiding principles. Draft introduces clear principles: transparency, accountability, compliance, maximization of value, and community benefit.

Authority

Original allows Council direct declaration. Draft assigns clear roles to CAO, Deputy CAO, and Economic Growth Committee, with final approval from Council.

Categorization and Assessment

Original involves departmental review and CAO's recommendation directly. Draft involves an Economic Growth Committee for categorization.

Methods of Disposal

Original lists generic methods (Expression of Interest, Public Auction, etc.). Draft organizes methods by categories (Economic Development, Housing, Adjacent Landowners, Regular Sales).

Affordable Housing Requirement

Original does not include affordable housing. Draft mandates at least 20% affordable housing units.

Reporting and Accountability

Original has minimal requirements for public accountability. Draft requires annual public reporting on surplus properties declared, sold, and proceeds.

Policy Review Cycle

Original policy lacks specified review intervals. Draft mandates review every five years or as required.

Transparency and Documentation

Original has basic transparency procedures. Draft emphasizes robust transparency and annual documentation of property sales.

7(b)

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic & Community Development

APPROVED BY: Warren MacLeod, Chief Administrative Officer

SUBJECT: Categorization and Declaration of Surplus Property – Real Property

DATE: June 11th, 2025

PURPOSE:
This report provides recommendation to Council to consider approval of categorization and declaration of surplus municipal property, based on recommendation from the Economic Growth Committee.

RECOMMENDATION:
It is recommended to Council by the Economic Growth Committee:

THAT Council approve the categorization of surplus property and declare each of the following property surplus, giving staff direction to sell property in accordance with Council's Disposal of Surplus Property Policy:

PID	SIZE	RECOMMENDED CATEGORIZATION	DESCRIPTION
80085012	8611 sqft	Adjacent Landowner	Small Property, Ingomar Past Black Point Road
80088305	1 acre	Adjacent Landowner	Small Property in Roseway
80096621	2153 sqft	Adjacent Landowner	Small Property before Goodick Road
80112543	101 acres	Housing	Property Lake Road
82568304	13 acres	Economic Development	Industrial Park, No Water Frontage
82568296	13 acres	Economic Development	Industrial Park, Water Frontage
80099179	43 acres	Regular Sale	Jordan Bay, Old Weather Station
82553496	14.5 acres	Regular Sale	Jordan Bay, Old Weather Station Across Road
80115215	5382 sqft	Adjacent Landowner	Trailhead in Jordan Branch
80111818	3.6 acres	Housing	Spa Road Beside Municipal Building
80125347	62 acres	Regular Sale	Large Property near West Green Harbour Road
80125495	84.16 acres	Regular Sale	Behind CD Site – Land locked

80124589	2.6 acres	Regular Sale	Surrounds WGH Recreation Hall, Water frontage
80120835	2.37 acres	Regular Sale	West Green Harbour Road, Before Stuart Road

BACKGROUND:
In January 2025, the Municipality received funding through the Federal Housing Accelerator Fund to advance housing development under five designated housing initiatives. Implementation of these initiatives is being carried out in consultation with the Economic Growth Committee and other key partners, including community organizations and private sector developers. This collaborative approach is designed to maximize the impact of federal funding while promoting sustainable and inclusive growth.

One of the five housing action plan initiatives includes the development of a surplus lands strategy, including a comprehensive surplus lands inventory and declaration of land suitable for housing.

DISCUSSION
At its meeting on June 2, 2025, the Economic Growth Committee reviewed a list of sixteen municipally owned properties identified by staff as potentially surplus. Each property was evaluated based on factors including location, size, access to services, and its potential to contribute to economic and community development—particularly new housing opportunities.

Following a thorough review, the Committee provided categorization recommendations for fourteen of the sixteen properties. It was further recommended that all fourteen be formally declared surplus by Council. The remaining two properties were identified as requiring additional economic analysis before a surplus recommendation could be made.

The Committee also advised that any property sold under the categories of economic or housing development should include a buy-back clause in the future purchase and sale agreements to safeguard the municipality’s long-term interests.

I extend my sincere appreciation to the members of the Economic Growth Committee for their active engagement and commitment to advancing growth and opportunity in our community.

BUDGET IMPLICATIONS
All revenue generated from the disposal of surplus municipal properties shall be directed to the Capital Reserves.

NEXT STEPS:
Upon approval, staff will:

1. Engage marketing campaign for properties declared surplus, as directed by CAO and Economic Growth Committee based on categorization.
2. Work with legal team to develop agreements relating to affordable housing criteria.
3. Create a website dashboard to record and report sale and development activity relating to municipal surplus property.

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic & Community Development

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: June 11, 2025

SUBJECT: **Housing Development – Sewer Services on Spa Road**

PURPOSE
For Council to consider a recommendation from the June 2, 2025, Economic Growth Committee meeting, to initiate discussions with the Town of Shelburne regarding a potential sewer connection across the municipal boundary to support proposed housing development on Spa Road in the Municipality.

RECOMMENDATION
The Economic Growth Committee recommends that:

THAT the Municipality send a letter to the Town of Shelburne to initiate discussions regarding the possibility of a sewer connection for the purpose of supporting housing development at PID 80111818, Spa Road.

BACKGROUND
In January 2025, the Municipality received funding through the Federal Housing Accelerator Fund to advance housing development under five designated housing initiatives. Implementation of these initiatives is being carried out in consultation with the Economic Growth Committee and other key partners, including community organizations and private sector developers. This collaborative approach is designed to maximize the impact of federal funding while promoting sustainable and inclusive growth.

One of the five housing action plan initiatives includes the development of a surplus lands strategy, which was reviewed by the Economic Growth Committee.

DISCUSSION
Over the past two years, the Municipality has committed to investing in projects that support population growth, economic development, and improved access to essential services such as healthcare. The Economic Growth Committee, composed of three Council members and four community representatives, was established to ensure transparency and encourage community-driven decision-making.

At the June 2, 2025, Committee meeting, members discussed surplus municipal properties and their potential to support economic and community development, including new housing opportunities. Staff presented three potential development sites, which were evaluated based on infrastructure availability, location, and growth potential.

All three sites—totaling approximately 130 acres—were deemed suitable for housing development, and staff were directed to explore next steps for each property. This report focuses on one site in particular: PID 80111818, located on Spa Road.

This 3.6-acre parcel, situated to the right of the Municipal Office entrance, offers strong development potential based on the following factors:

Logistics

- Greenfield, undeveloped land
- Significant road frontage
- No need for new road construction

Opportunities

- Close to the Town of Shelburne, schools, sidewalks, and a shopping mall
- Suitable for townhouses or row housing

Challenges

- No municipal services currently available on-site*
- Small parcel size (3.6 acres)

*The Town of Shelburne has existing sewer infrastructure on Spa Road. In 2023, the Municipality contacted the Town to explore shared utility services. However, at the September 5, 2023, Town Council meeting, a motion was ratified to deny sewer service to PID 80111818, and no opportunity for further discussion was offered at that time.

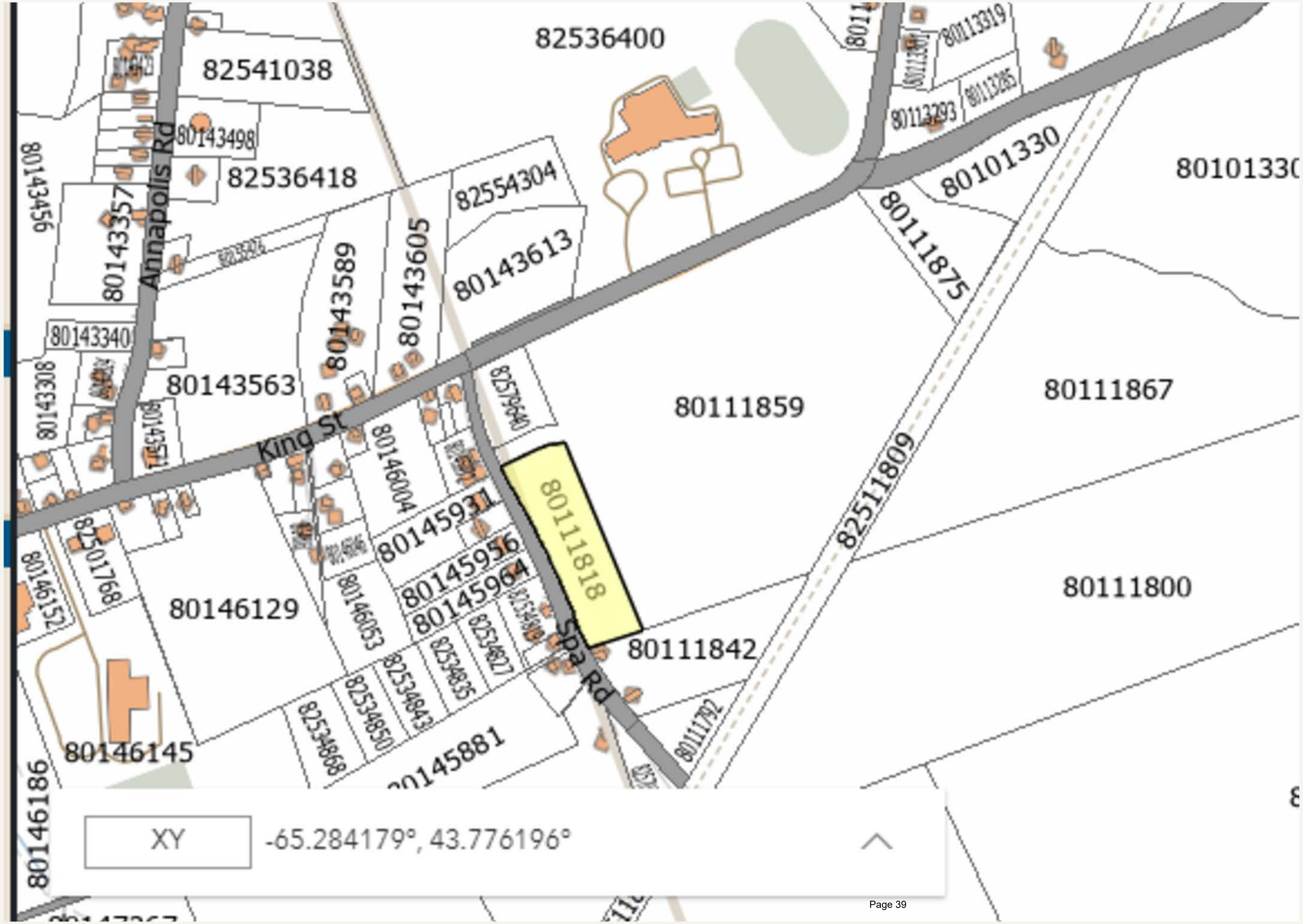
While the absence of sewer infrastructure within this area of the Municipality does not entirely preclude development, it does limit the achievable housing density. The Committee acknowledged and respected the Town's priority to reserve sewer capacity for development within its boundaries. Nonetheless, it was unanimously agreed that a stronger collaborative relationship between the two municipalities—particularly in the areas of housing and economic development—would benefit the wider community.

As such, the Economic Growth Committee passed the following motion on June 2, 2025:

Motion to Council:
THAT the Municipality send a letter to the Town of Shelburne to initiate discussions regarding the possibility of a sewer connection for the purpose of supporting housing development at PID 80111818, Spa Road.

BUDGET IMPLICATIONS
No budget implications have been determined at this time.

ATTACHMENTS
PID 80111818, Spa Road – Lot Location



LOGISTICS

- Green Field, virgin land
- Large road frontage area
- No new road construction required

OPPORTUNITIES

- Close proximity to Town, Schools, sidewalks, shopping mall
- Great property for Town houses or row housing

CHALLENGES

- No services available
- Small lot size – 3.6 acres

STAFF REPORT

To:	Council
From:	Michelle Williams, Director of Finance
Approved by:	Warren MacLeod, Chief Administrative Officer
Date:	June 11, 2025
Subject:	**AAN01811665 Tax Reduction**

ORIGIN

As a result of a fire on April 9, 2025, PVSC provided a reassessed value on the property affected for the Municipality of Shelburne so they may use this value for a potential tax reduction for the resident based on the Municipality's Tax Reduction on Destroyed Property Policy. It is important to note that the revised opinions of values provided herein will not be reflected on the current [2025] year assessment roll. As per the policy, section 50.4(i) "the tax reduction shall not follow into future years as the taxpayer has the option of appealing their assessment if it continues to reflect pre-destruction values."

RECOMMENDATION

THAT the Council of the Municipality of the District of Shelburne approve a tax reduction totaling $4,429.07 using GL 00-21243-300 and allocate the credit to the Assessment Account Number 01811665.

DISCUSSION

The Tax Clerk received a call from the property owner to let the Municipality know that their property had been destroyed by fire April 9, 2025. The Tax Clerk sent an application form for the Tax Reduction on Destroyed Property to the resident. Further, the Tax Clerk received a fire report from the fire chief, the "revised opinion of value" from PVSC on the property, as well as confirmation from the Municipality's Building Inspector that no application to rebuild had been received to date. The Tax Clerk has received the application form back from the resident, with a declaration that they have no intention to do repairs within six months of the application date which is April 30, 2025, per the policy, in order to qualify for the reduction.

BUDGET IMPLICAITONS

The total amount of $4,429.07 will be taken from Allowance for Appeals GL#00-21243-300 which has a budget of $14,000, and is currently over budget at $15,364 as of May 27,2025.

ATTACHMENT

Tax Reduction on Destroyed Property Policy

Policy Number 50

TAX REDUCTION ON DESTROYED PROPERTY

50.1 Authority

This policy has been developed pursuant to s.69A (1) of the Municipal Government Act.

50.2 Purpose

To establish a uniform policy for the reduction or reimbursement of overpaid taxes on properties where buildings are destroyed or partially destroyed by fire, storm or otherwise and the assessment of the property does not reflect that the building has been destroyed or partially destroyed.

50.3 Applicability

This Policy shall apply to property upon which a building has been destroyed or partially destroyed by fire, storm or otherwise that has not been directly caused by actions or willful neglect of the owner of the property or any tenant thereof. For the purpose of this Policy, a building is destroyed or partially destroyed where all or a portion is unfit for any occupation and must be substantially reconstructed.

50.4 Policy Details

a. For the purpose of the Policy "taxes" includes all applicable area rates which are calculated by reference to assessed values.
b. A taxpayer may submit a written request to the Director of Finance asking for a reduction in, or reimbursement of, their taxes, if their property has been destroyed or partially destroyed by fire, storm or otherwise. The request shall have a sworn Declaration confirming the date, cause and extent of the destruction, the location of the property and eligibility pursuant to section 50.4c of this Policy.
c. This reimbursement or reduction shall only apply to owners who have no intention of repairing the structure within 6 months of the application date. Tidying up or securing a fire site to avoid injury, unsightliness or further deterioration of the property shall not be deemed a repair for the purposed of this section.
d. Upon receipt of the request the Director of Finance shall submit a written request to the Provincial Director of Assessment to value the property.
e. The Municipality of Shelburne may ask the Building Inspector to confirm the complete destruction of the building(s) and/or the Fire Chief to confirm the building(s) was destroyed or partially destroyed by fire, confirming the date, extent of destruction, and location of the property.
f. The Director of Finance will then prorate and apply the tax reduction, based on the difference between the valuation and the original assessment, for the remaining portion of the taxation year, between the date of the destruction and March 31 of the same taxation year.
g. The Director of Finance can seek approval from the CAO for a reduction of up to $500 in taxes payable on the destroyed building. Reductions of over $500 require approval by Council.

h. If the destruction is too late to be reflected in the annual assessment cut-off date of December 1 for the following taxation year, then the tax reduction shall be in effect for that following taxation year as well.
i. The tax reduction shall not follow into future years as the taxpayer has the option of appealing their assessment if it continues to reflect pre-destruction values.
j. If the destruction occurred during the 12 months immediately preceding the adoption of this Policy, the application for a tax reduction must be submitted within 6 months of the date this Policy is adopted. In all other cases the application must be submitted within six months of the date the destruction occurred.
k. The Director of Finance may revoke any tax reduction granted pursuant to this Policy if any aspect of the Declaration made pursuant to section 50.4b is found to be inaccurate or is not adhered to, in which case the full amount of the taxes which would otherwise have been payable shall become due and payable forthwith, plus interest.
l. This Policy comes into force upon adoption.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Tax Reduction on Destroyed Property on the 10th day of May, 2021.

SIGNED this 27th day of March, 2025,

P. Smith

Warden

W. Macleod

CAO

Approved by Council: May 10, 2021

Effective Date: May 10, 2021

Amended Date: March 26, 2025

- 50.4(b) refers to 4.0c and should be 50.4c
- 50.4 (k) refers to 4.0b and should be 50.4b
- Update application as follows:
  - Address to PO Box 280, 414 Woodlawn Drive, Shelburne, NS, B0T 1W0.
  - Remove word area rate in the declaration statement.
  - Add wording to the declaration: 'I declare that I have no intention of repairing the structure within 6 months of this application date'.

PROPERTY TAX REDUCTION DAMAGE TO BUILDING
APPLICATION FORM

Please complete and return to the Municipality of the District of Shelburne, PO Box 280, 414 Woodlawn Drive, Shelburne, NS, B0T 1W0. Please attach a copy of the Tax Bill or Assessment Notice.

Assessed Owner ______________________________

Assessment Account Number ______________________________

Property Location (please use civic address) ______________________________

Applicant ______________________________

Mailing Address ______________________________

Contact Information ______________________________

____

Date Damage Occurred (Month/Day/Year) ______________________________

Type of Damage (Fire, wind, etc.) ______________________________

Please attach a brief explanation of the situation that occurred (attach copies of any outside information such as Fire Department, Insurance, etc.)

I hereby request Municipal Council to consider a reduction in taxes on the above noted property based on the information provided. I declare that I have no intention of repairing the structure within 6 months of this application date. I also declare that the information contained in the application is true and correct to the best of my knowledge. Any approved reduction does not cover, tax arrears, or related interest charges.

______________________________ ______________________________

Signature Date

OFFICE USE ONLY

Assessed Value of Building Destroyed ______________ **Related Current Taxes** ______________

Remaining months in taxation year after loss ______________ **Extent of Damage** ______________

Total Dollar Value to credit to the AAN ______________________________

Tax Clerk: ______________________ **Date:** ______________________

Director of Finance: ______________________ **Date:** ______________________

CAO: ______________________ **Date:** ______________________