

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: February 11, 2026

SUBJECT: **Housing Design Catalogue – HAF2 Initiative**

PURPOSE:

To inform Council about an opportunity for the Municipality of Shelburne to become a Local Government Partner in the Housing Design Catalogue initiative as part of the Municipality's commitments under the Housing Accelerator Fund Round 2 (HAF2).

RECOMMENDATION:

It is recommended that

The Municipality of the District of Shelburne approve staff to work with Canada Mortgage and Housing Corporation (CMHC) to fulfill the requirements of becoming Local Partner for Housing Design Catalogue, and;

THAT the Municipality of the District of Shelburne approve the waiving of all development and building permit fees associated with as-of-right development projects using any of the seven technical designs provided in the Atlantic region of the Federal Housing Design Catalogue.

BACKGROUND:

The Housing Design Catalogue is a national program led by the Canada Mortgage and Housing Corporation (CMHC). It provides ready-to-use housing designs that municipalities can promote to help increase housing supply. CMHC encourages local governments to support these designs by selecting plans to promote, removing barriers to as-of-right development, promoting the designs locally, and creating faster permit approval processes.

DISCUSSION:

The federal government, through CMHC, has created the Housing Design Catalogue to help communities increase housing supply.

The catalogue provides ready-to-use building designs that municipalities can support locally. By becoming a partner, Shelburne will help reduce barriers for new housing, particularly accessory dwellings and missing middle housing.

The Municipality is already well positioned to take part in this initiative. All seven housing forms included in the Housing Design Catalogue are already permitted as-of-right, for developments up to 8 units, within the Municipality's existing Rural Development (RD), Residential (RES) and Suburban Commercial (SC) zoning designations. This means that these housing types do not require rezoning or major planning amendments, and Shelburne already meets the zoning readiness that CMHC encourages in Step 2 of the partnership process.

Because these housing types are already permitted in our planning documents, becoming a Local Partner would focus on promoting selected designs, streamlining approvals, and encouraging uptake.

To help support new housing development, staff further recommend that the Municipality waive development and building permit fees for projects that use these standardized technical design plans.

NEXT STEPS:

If Council approves this recommendation, staff will:

- Confirm participation with CMHC
- Prepare public information materials, including a dedicated webpage
- Implement fee waiver procedures
- Promote the selected plans as part of Shelburne's housing strategy

BUDGET IMPLICATIONS:

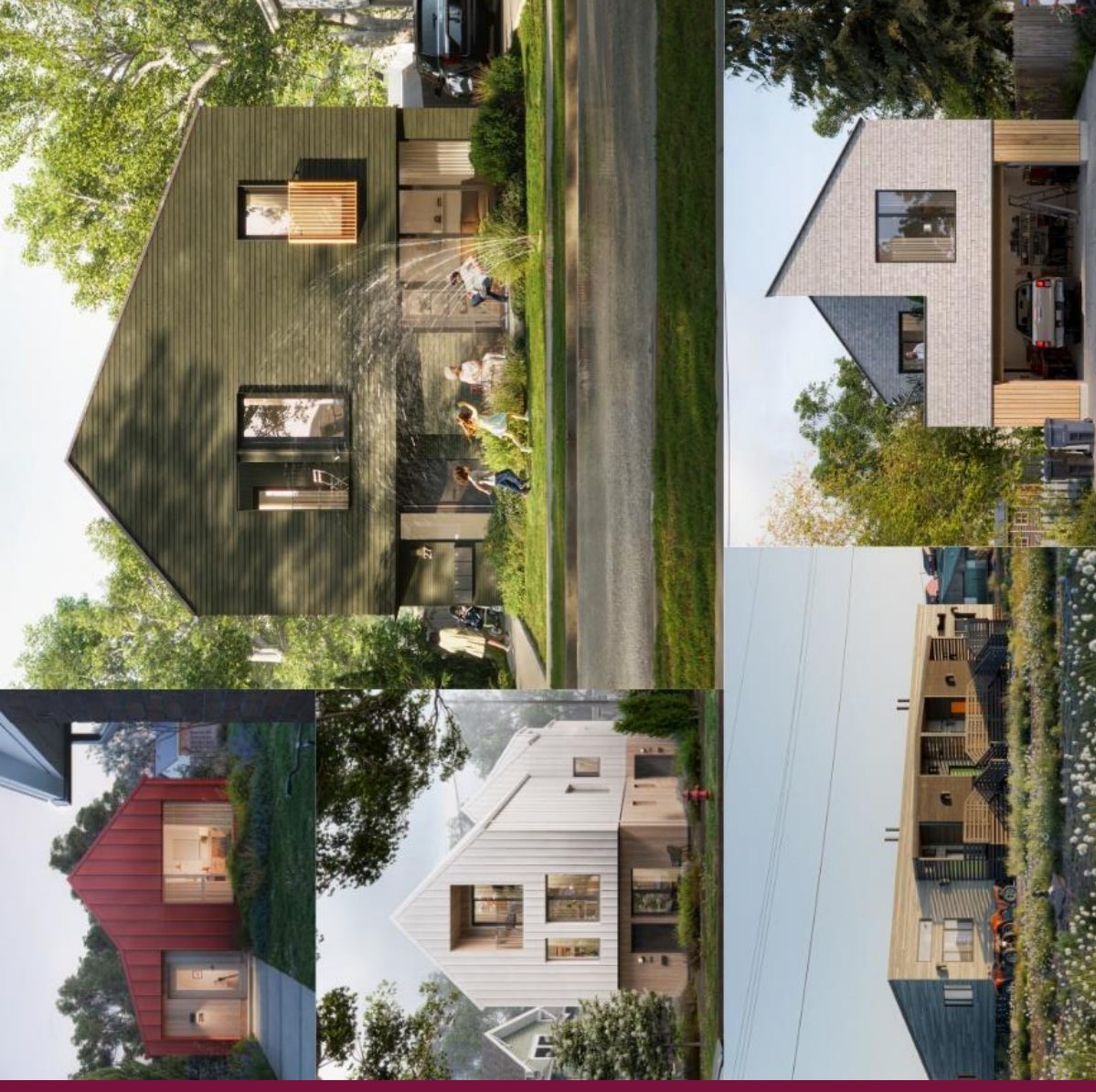
Waiving as-of-right projects using the approved technical designs will result in lost permit revenue. Each development permit is \$50 and the associated building permits, at the current rates, average \$150 per project.

ATTACHMENTS:

1. Become a Local Partner for the Housing Design Catalogue Guide
2. Design Catalogue Atlantic Housing Design Summary
3. Zoning Map

Become a Local Partner for the Housing Design Catalogue

In 4 Steps



Housing, Infrastructure
and Communities Canada

Logement, Infrastructures
et Collectivités Canada

Canada



4 Steps

STEP 1: Select which Catalogue designs to promote (CMHC strongly recommends at least 1 Accessory Dwelling Unit (ADU), 1 rowhouse/ townhouse, and 1 fourplex).



STEP 2: Review zoning and land use regulations to remove barriers to “as-of-right” development of selected Catalogue designs.



STEP 3: Promote selected designs with builders, homeowners and the public.



STEP 4: Create a fast-track process for permit approvals and start tracking building permits using the Catalogue and other standardized designs.



Step 1: Select Designs

- ✓ Review Catalogue designs for your Province/Region.
- ✓ Select which designs to promote and fast-track in your community. CMHC strongly recommends *at least*:
 - 1 Accessory Dwelling Unit
 - 1 Rowhouse or Townhouse
 - 1 Fourplex

Step 2: Zoning and Land Use Review

- ✓ Review zoning and land use regulations: what areas of your community currently allow the housing types included in the Catalogue? Where could permissions be expanded (e.g. three storey building heights, increased density on corner lots)?
- ✓ Ensure zoning regulations enable the development of selected home designs in existing neighbourhoods.
- ✓ Increase flexibility and remove restrictions that limit viability of standardized designs, for example: *housing definitions (definition of a rowhouse or fourplex), lot coverage, frontage requirements, landscape requirements, setbacks, floor area permissions, building heights, etc.*
- ✓ Consider reduced or flexible parking requirements for standardized designs.

Step 3: Promotion

- ✓ Link to the Housing Design Catalogue website from your municipal website.
 - ✓ Communicate to the public and developer community using various channels.
- CMHC will publish a list of catalogue-friendly communities/local partners and link back to municipal websites.**

Step 4: Fast Track Process

- ✓ Expedite, delegate or remove the requirement for development permits, site controls and variance processes (where applicable).
- ✓ Exempt or simplify aesthetic requirements such as form and character/architectural and landscaping requirements.
- ✓ Provide local guidance on site considerations including sample layouts for servicing, parking and access scenarios. *CMHC will publish regional Site Plan Examples to provide a starting point for local guidance.*
- ✓ Provide guidance on the scope of end-user customization allowed under a fast-track process.
 - Create a checklist to help users prepare a complete building permit application.
- ✓ Track uptake of standardized designs and report back to CMHC on a quarterly basis.



Going Further to Support Uptake

Beyond the four steps listed above, local partners can take additional actions to promote Catalogue designs, if desired:

- Develop customized local guidance documents for fully “pre-approved” designs, such as detailed site, landscape and grading plans for common lot conditions, to help streamline the development review process.
- Provide incentives to increase uptake of selected designs, such as:
 - Reducing or waiving development application and building permit fees
 - Reducing or waiving development charges (e.g. for 4th unit in a four-unit building, where first 3 units are currently exempt)
 - Reducing or waiving some or all off-site works and frontage improvements
 - Implementing grant programs to support homes built using standardized designs

Atlantic

Stacked Townhouse 02



Unit Summary

Number of Units*	2
Number of Storeys	3
Unit 1 (U1): 3 Bedrooms, 1.5 Bathrooms	
Unit 2 (U2): 2 Bedrooms, 1 Bathroom	

Building Summary

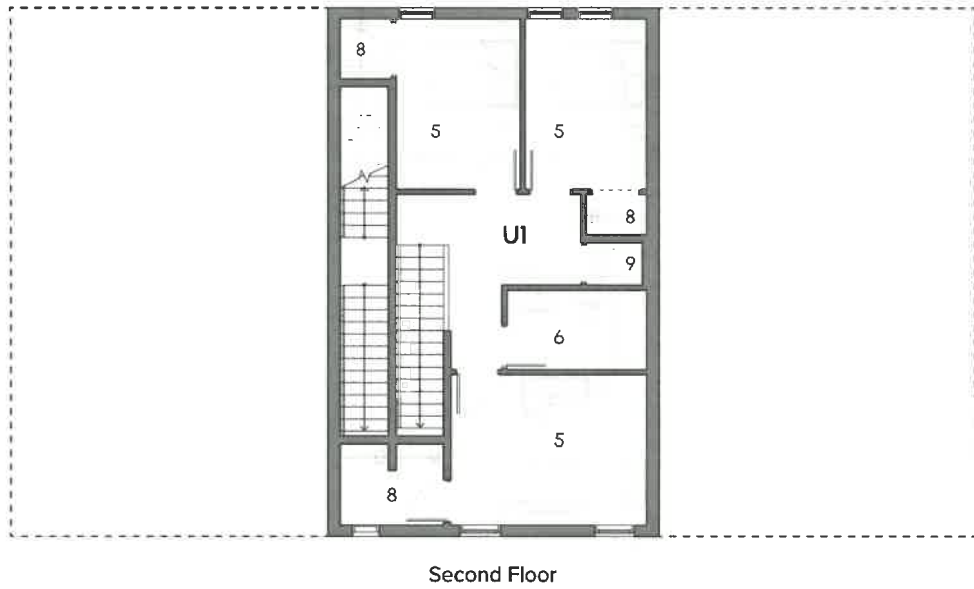
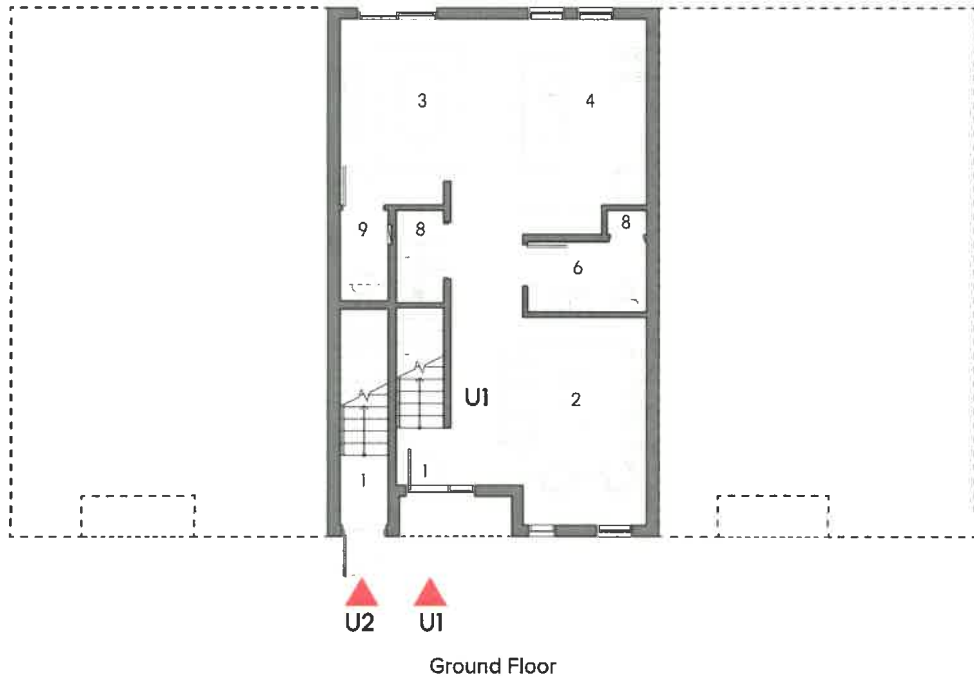
Building Footprint Ground Floor*	87 sq. m [937 sq. ft]
Building Height (Roof Peak)	10.38 m [34 ft. 1 in.]
Building Height (Midpoint of slope Main Roof)	9.49 m [31 ft. 1 ¾ in.]
Building Width*	7.56 m [24 ft. 10 in.]
Building Depth	12.27 m [40 ft. 3 in.]

*Based on single stacked townhouse.

Disclaimer

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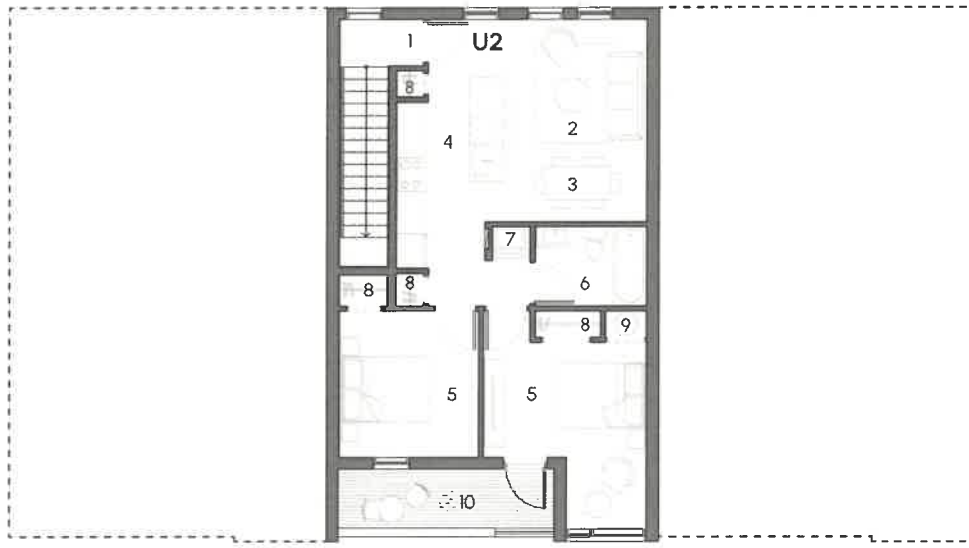




Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	





Third Floor

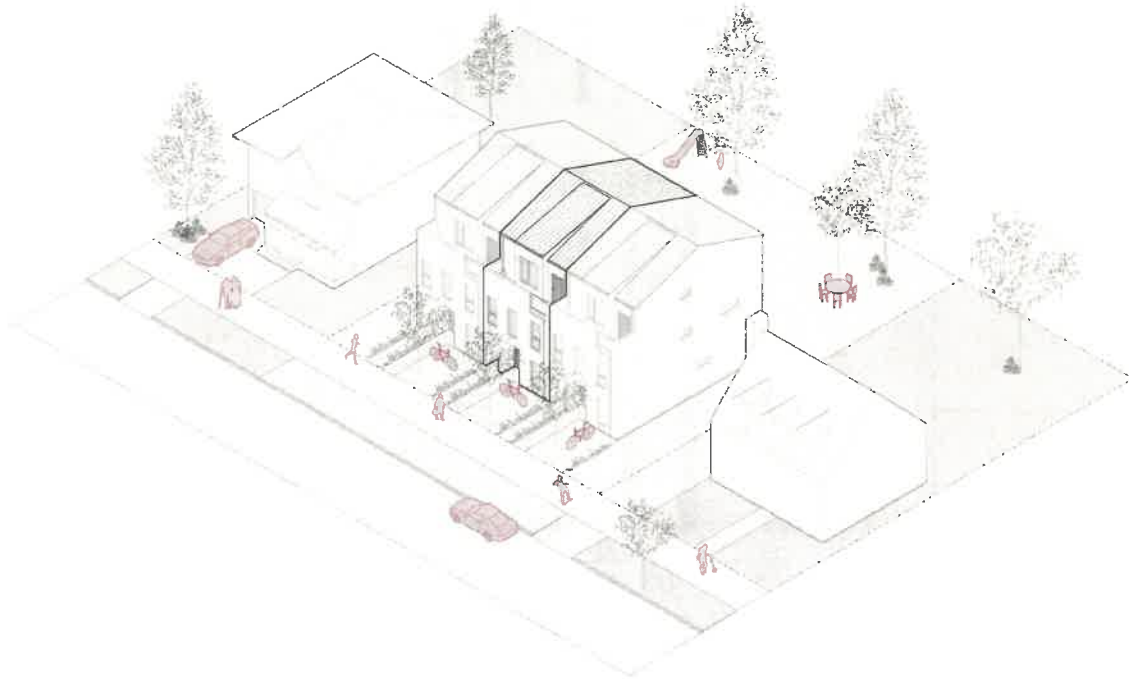
Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	



Atlantic

Stacked Townhouse 01



Unit Summary

Number of Units*	2
Number of Storeys	3
Unit 1 (U1): 1 Bedroom, 1 Bathroom, **	
Unit 1-Alt (U1a): 1 Bedroom, 1 Bathroom, ***	
Unit 2 (U2): 3 Bedrooms, 1.5 Bathrooms	

Building Summary

Building Footprint Ground Floor*	67 sq. m [721 sq. ft]
Building Height (Roof Peak)	10.46 m [34 ft. 4 in.]
Building Height (Midpoint of slope Main Roof)	9.52 m [31 ft. 2 ¾ in.]
Building Width*	5.73 m [18 ft. 9 ⅝ in.]
Building Depth	12.14 m [39 ft. 10 in.]

*Based on single stacked townhouse.

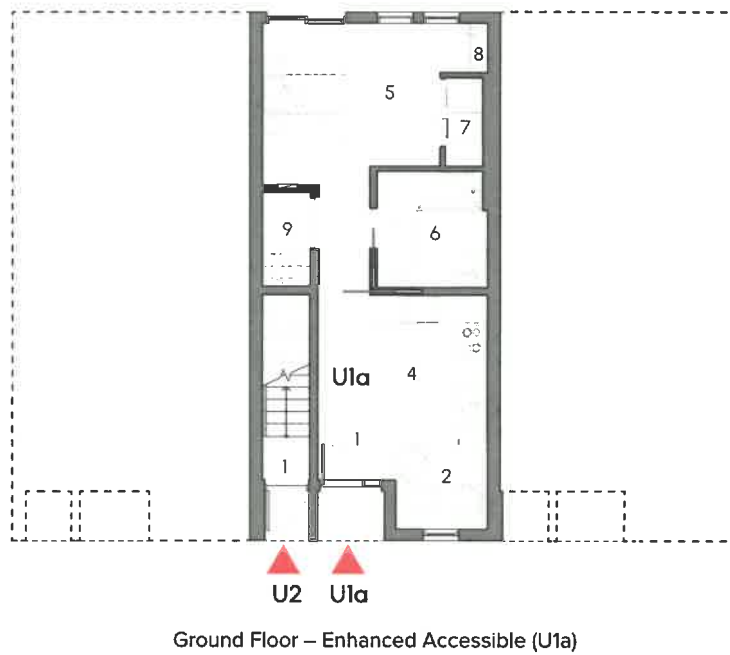
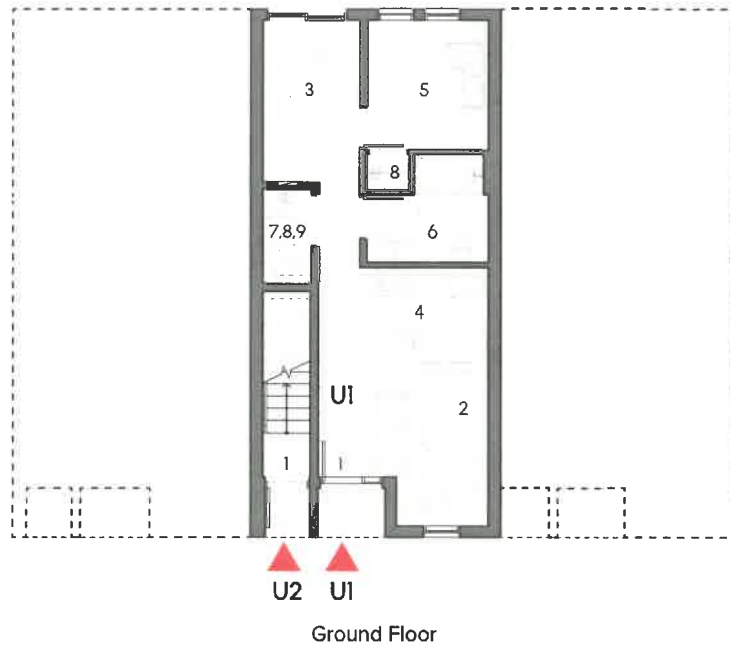
***Accessible-Ready* designs can be converted to an accessible unit aligned with ASC-2.8: Accessible-Ready Housing.

****Enhanced Accessible* architectural layouts follow key accessibility principles aligned with CSA/ASC B652:23 – Accessible Dwellings Standard.

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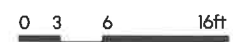
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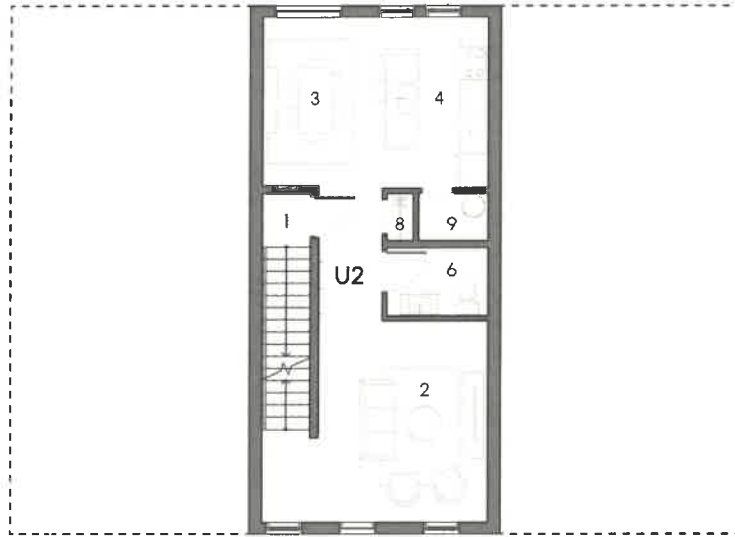




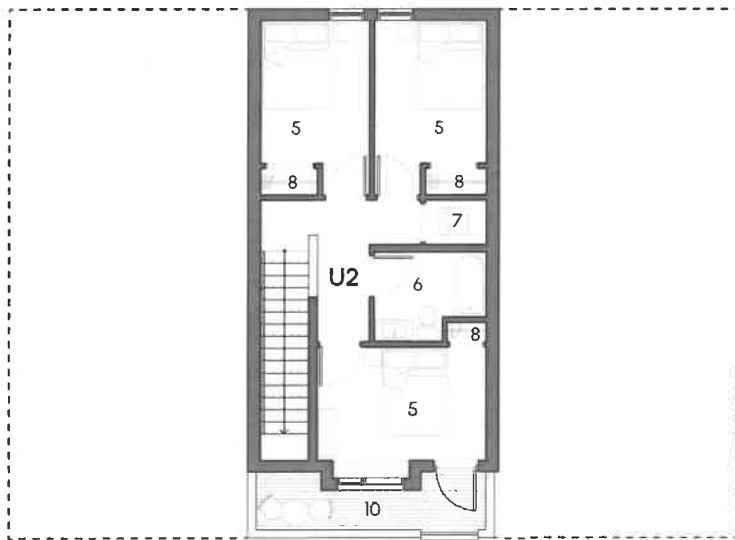
Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	





Second Floor



Third Floor

Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	



Atlantic Sixplex



Unit Summary

Number of Units	6
Number of Storeys	3
Unit 1 (U1): 4 Bedrooms, 2 Bathrooms	
Unit 2 (U2): 1 Bedroom, 1 Bathroom	
Unit 3 (U3): 1 Bedroom, 1 Bathroom, *	
Unit 3 (U3a): 1 Bedroom, 1 Bathroom, **	
Unit 4 (U4): 1 Bedroom, 1 Bathroom	
Unit 5 (U5): 2 Bedrooms, 1 Bathroom	
Unit 6 (U6): 1 Bedroom, 1 Bathroom	

Building Summary

Building Footprint	205 sq. m [2,207 sq. ft]
Building Height (Roof Peak)	10 m [32 ft. 10 ⅜ in.]
Building Height (Midpoint of slope Highest Roof)	8.19 m [26 ft. 10 ¾ in.]
Building Width	11.53 m [37 ft. 10 in.]
Building Depth	19.34 m [63 ft. 5 ⅜ in.]

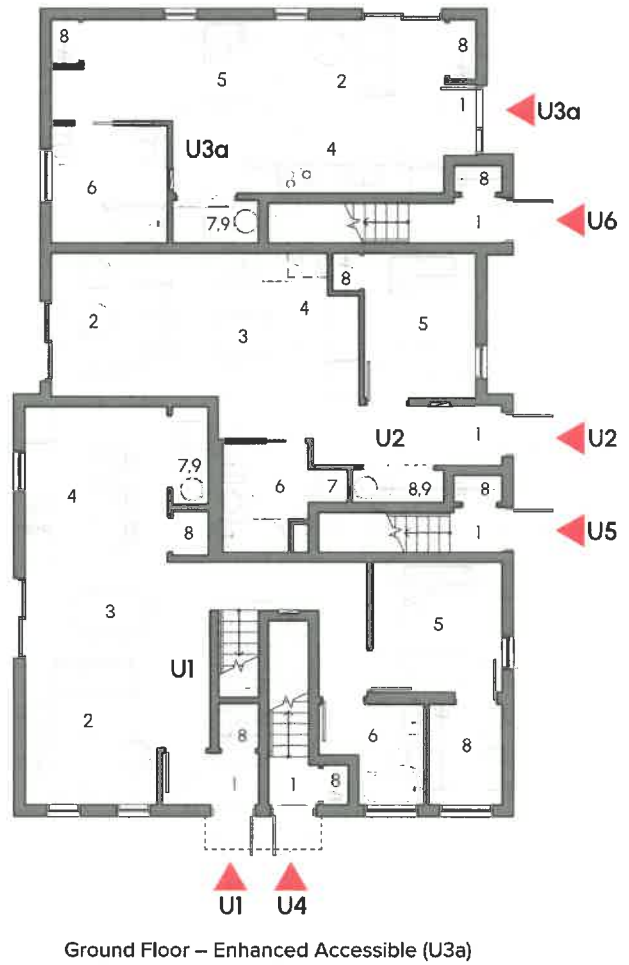
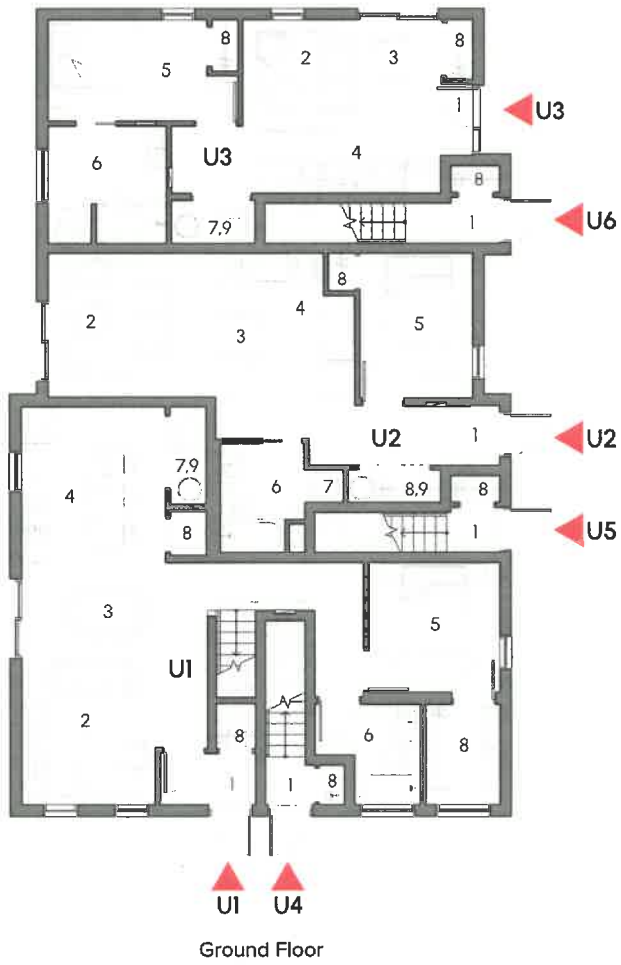
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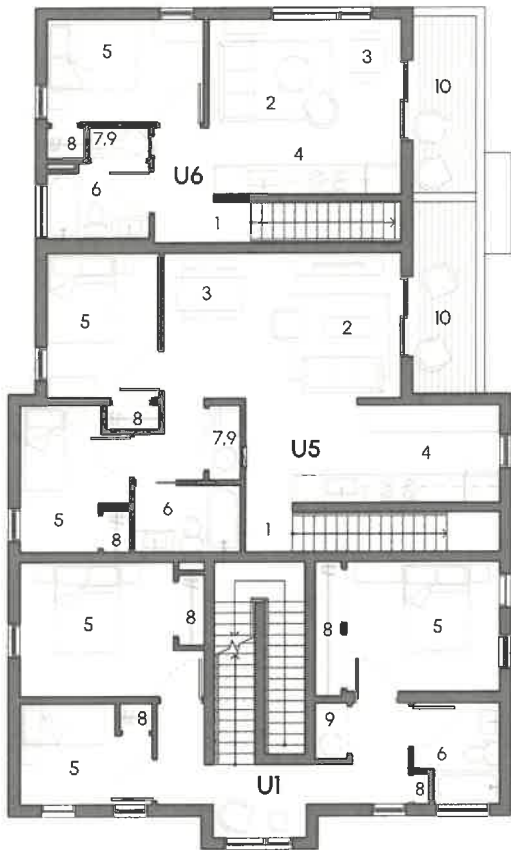




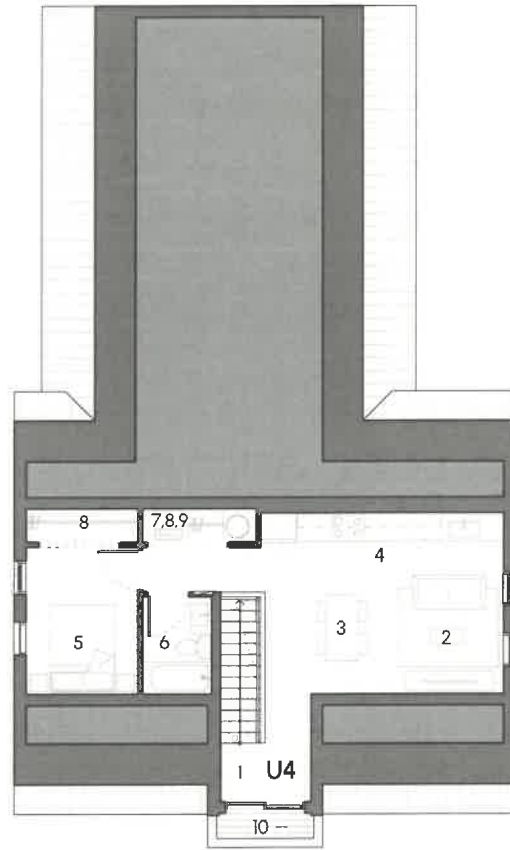
Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	





Second Floor



Third Floor

Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	



Atlantic Fourplex 01



Option 1 - Roof Deck



Option 2 - Rear Balcony

Unit Summary

Number of Units	4
Number of Storeys	3
Unit 1 (U1): 2 Bedrooms, 1 Bathroom	
Unit 2 (U2): 1 Bedroom, 1 Bathroom, *	
Unit 2 (U2a): 1 Bedroom, 1 Bathroom, **	
Unit 3 (U3): 2 Bedrooms, 1 Bathroom	
Unit 4 (U4): 3 Bedrooms, 1 Bathroom	

Building Summary

Building Footprint	154 sq. m [1,658 sq. ft.]
Building Height (Roof Peak)	9.90 m [32 ft. 5 ¾ in.]
Building Height (Midpoint of slope Highest Roof)	7.89 m [25 ft. 10 ⅜ in.]
Building Width	10.12 m [33 ft. 2 ¼ in.]
Building Depth	15.65 m [51 ft. 4 in.]

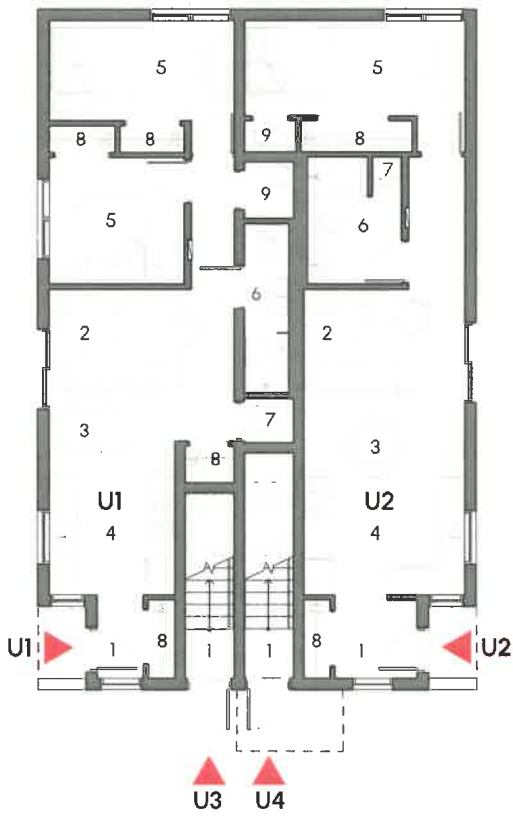
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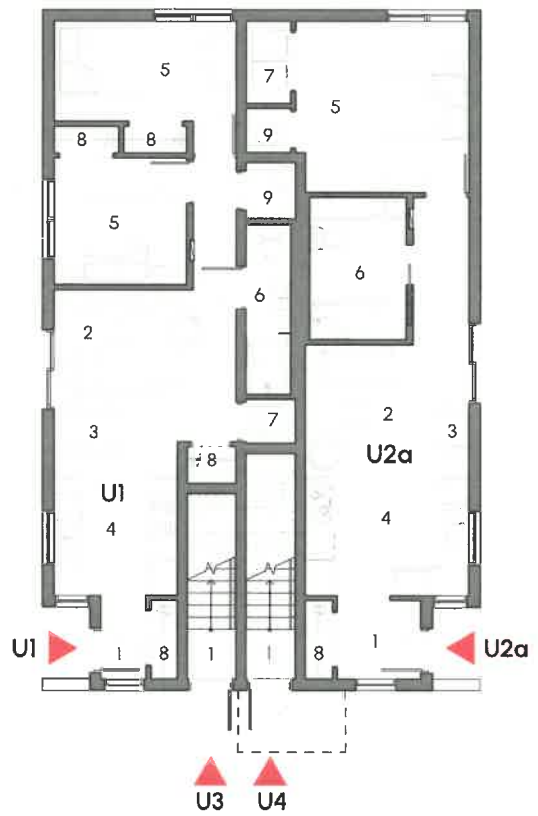
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Ground Floor
(Both Options 1 and 2)



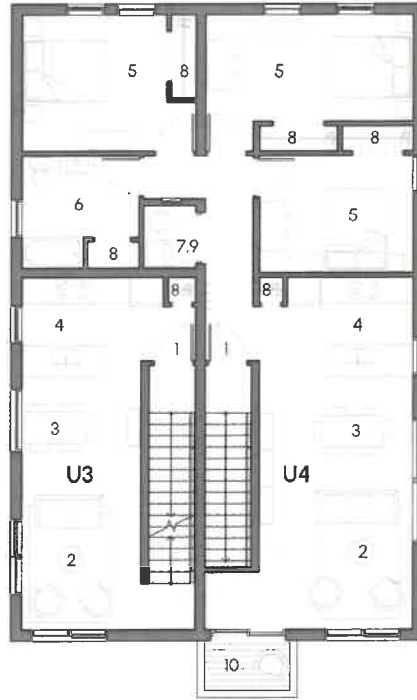
Ground Floor - Enhanced Accessible (U2a)
(Both Options 1 and 2)

Legend:

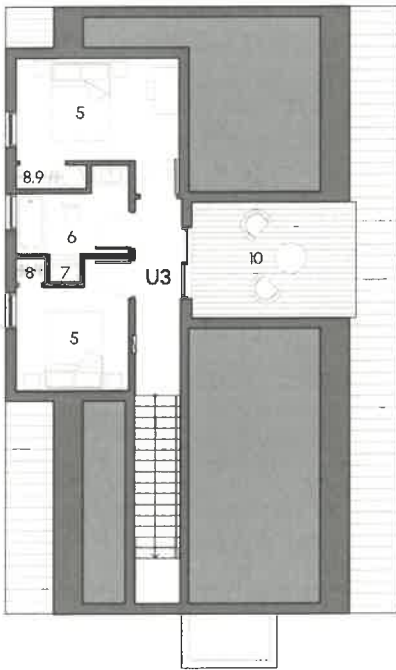
1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	

0 1 2 5m

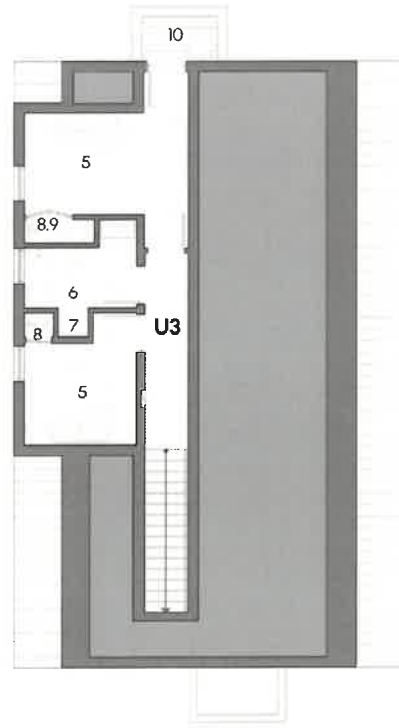
0 3 6 16ft



Second Floor
(Both Options 1 and 2)



Third Floor (Option 1 - Roof Deck)



Third Floor (Option 2 - Rear Balcony)

Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	



Atlantic Fourplex 02



Unit Summary

Number of Units	4
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Number of Storeys	2 Storeys + Mezzanine
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Unit 1 (U1): 3 Bedrooms, 1 Bathroom

Unit 2 (U2): 3 Bedrooms, 1 Bathroom, *

Unit 2 (U2a): 2 Bedrooms, 1 Bathroom, **

Unit 3 (U3): 3 Bedrooms, 1 Bathroom

Unit 4 (U4): 4 Bedrooms, 1 Bathroom

Building Summary

Building Footprint	187 sq. m [2,013 sq. ft]
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Building Height (Roof Peak)	9.73 m [31 ft. 11 in.]
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Building Height (Midpoint of slope Highest Roof)	9.49 m [31 ft. 1 ¾ in.]
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Building Width	12.72 m [41 ft. 9 in.]
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Building Depth	21.07 m [69 ft. 1 ½ in.]
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***Accessible-Ready** designs can be converted to an accessible unit aligned with ASC-2.8: Accessible-Ready Housing.

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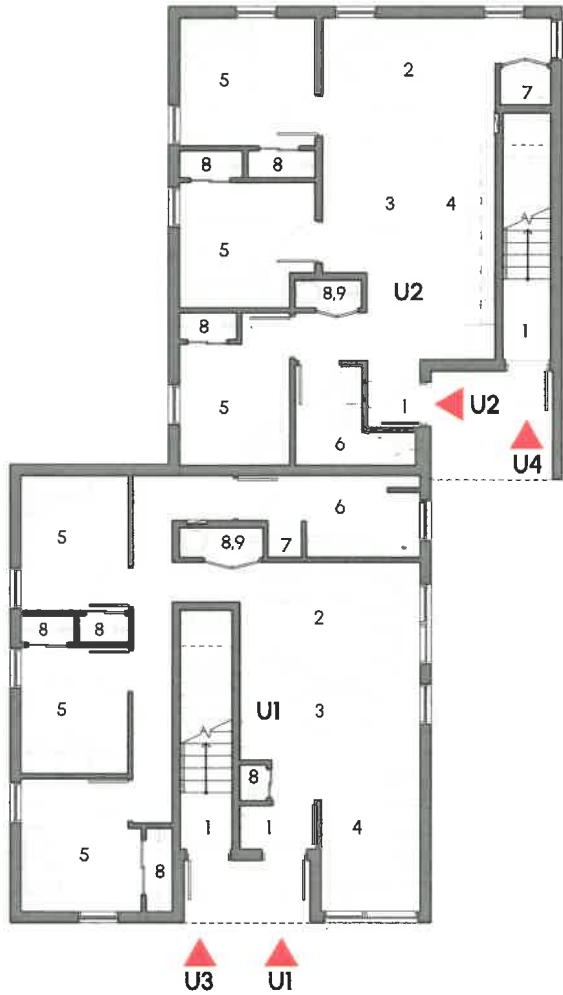


Housing, Infrastructure
and Communities Canada

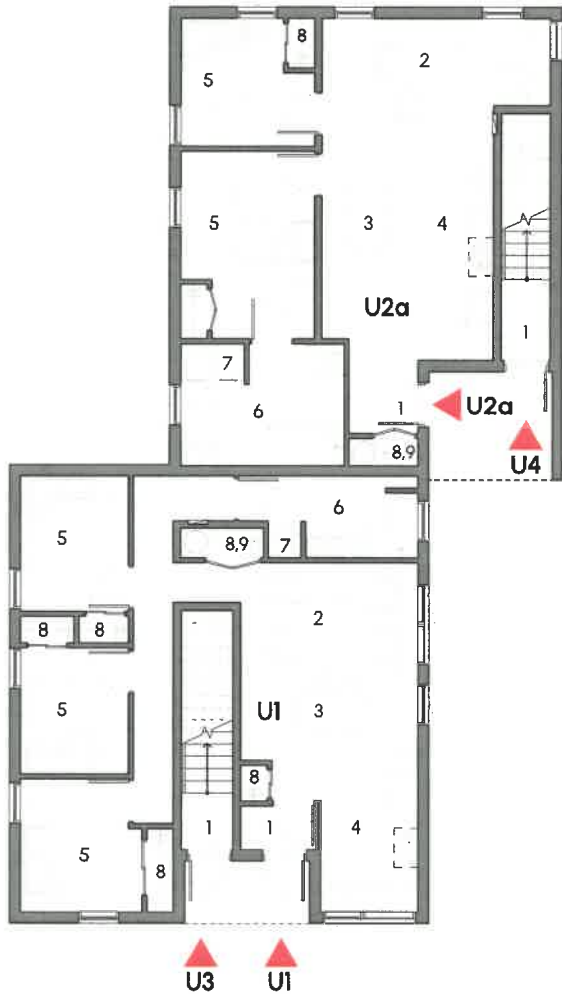
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Canada





Ground Floor



Ground Floor – Enhanced Accessible (U2a)

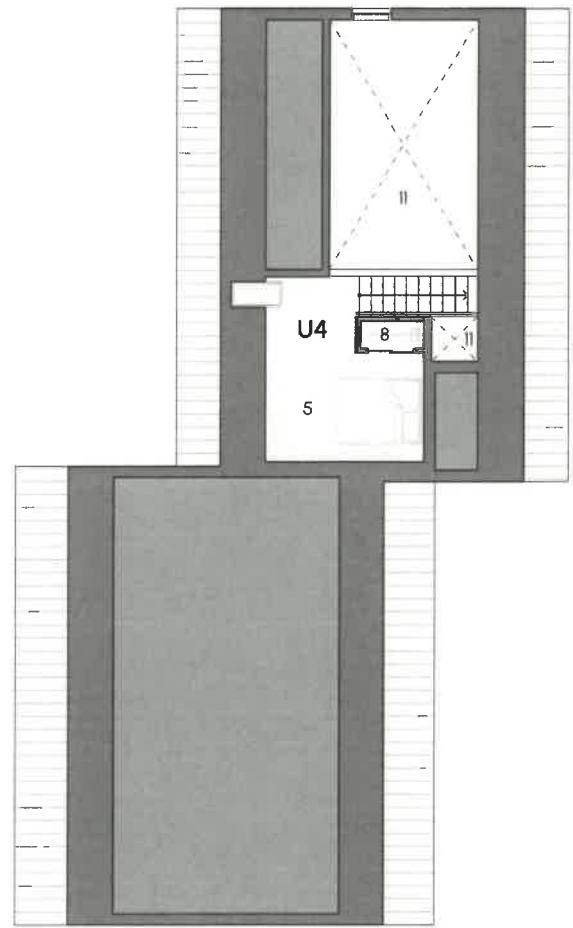
Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. Open to below
3. Dining	6. Washroom	9. Mechanical	





Second Floor



Third Floor

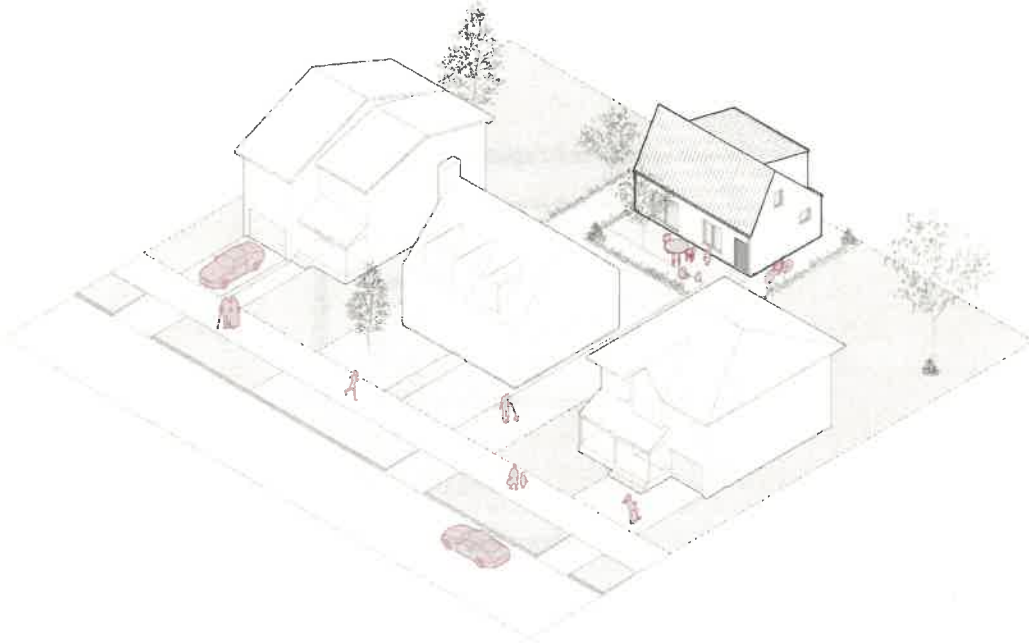
Legend:

1. Entry	4. Kitchen	7. Laundry	10. Terrace/Patio
2. Living	5. Bedroom	8. Storage	11. Open to below
3. Dining	6. Washroom	9. Mechanical	



Atlantic

Accessory Dwelling Unit 02



Unit Summary

Number of Units	1
Number of Storeys	2
Unit 1 (U1): 2 Bedrooms, 1 Bathroom	

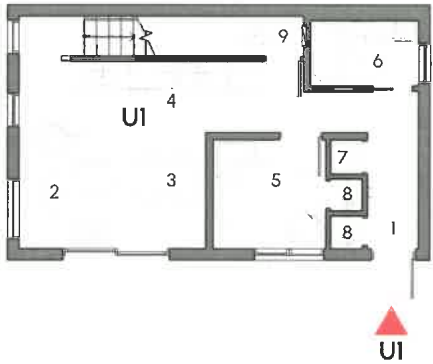
Building Summary

Building Footprint	57 sq. m [614 sq. ft]
Building Height (Roof Peak)	6.54 m [21 ft. 5 5/8 in.]
Building Height (Midpoint of Slope)	4.6 m [15 ft. 3 3/4 in.]
Building Width	9.74 m [31 ft. 11 in.]
Building Depth	5.86 m [19 ft. 3 in.]

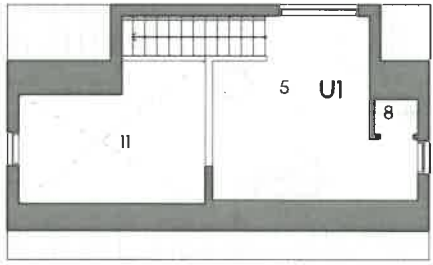
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Ground Floor



Second Floor

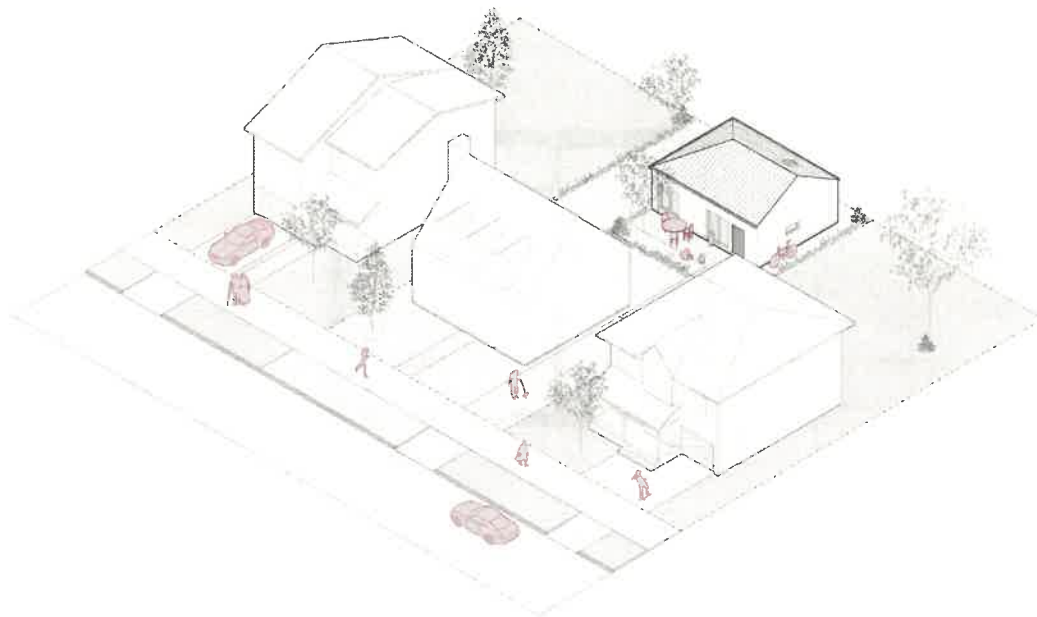
Legend:

1. Entry	4. Kitchen	7. Laundry	10. N/A
2. Living	5. Bedroom	8. Storage	11. Open to below
3. Dining	6. Washroom	9. Mechanical	



Atlantic

Accessory Dwelling Unit 01



Unit Summary

Number of Units	1
Number of Storeys	1
Unit 1 (U1): 1 Bedroom, 1 Bathroom, *	
Unit 1-Alt (U1a): 1 Bedroom, 1 Bathroom, **	

Building Summary

Building Footprint	59.3 sq. m [635 sq. ft]
Building Height (Roof Peak)	4.9 m [16 ft. 1 in.]
Building Height (Midpoint of Slope)	3.83 m [12 ft. 7 in.]
Building Width	8.78 m [28 ft. 9 ¾ in.]
Building Depth	6.74 m [22 ft. 1 ⅝ in.]

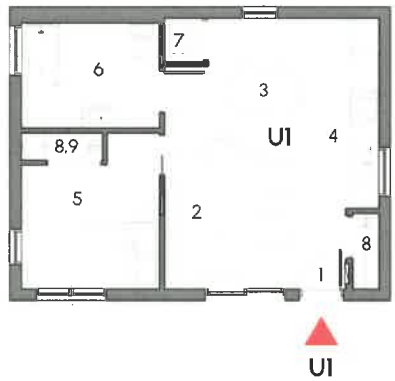
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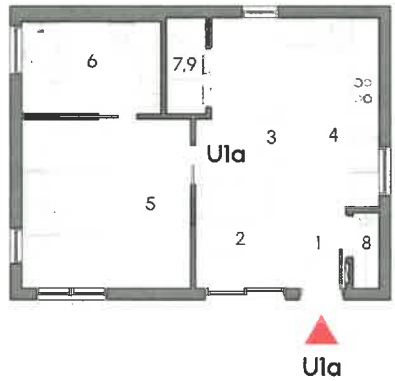
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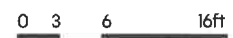
Ground Floor



Ground Floor – Enhanced Accessible

Legend:

1. Entry	4. Kitchen	7. Laundry	10. N/A
2. Living	5. Bedroom	8. Storage	11. N/A
3. Dining	6. Washroom	9. Mechanical	



Appendix A: Zoning Map

