



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1WO, 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
FEBRUARY 11, 2026 | 6:00 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	6:00 pm	
2. <u>SWEARING IN OF COUNCILLOR</u>		
a. District 4 – Angie Shand		4
3. <u>APPROVAL OF AGENDA</u>		
a. February 11, 2026		1-2
4. <u>ACCEPTANCE OF MINUTES</u>		
a. January 28, 2026		5-9
5. <u>BUSINESS ARISING</u>		
6. <u>PRESENTATION</u>		
a. Sandy Point Lighthouse Group – Zelka Lipovac, President & Linda Harris-Rioux, Fundraising Committee Chair	6:00pm	10-52
7. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Tax Exemption for Community Organizations Policy Revision* - Val Kean, Director of Economic & Community Development		53-63
b. Shelburne Visitor Information Center Support* – Val Kean, Director of Economic & Community Development		64-70
c. Housing Design Catalogue - Housing Accelerator Fund Initiative* – Val Kean, Director of Economic & Community Development		71-96
8. <u>RECREATION & PARKS</u>		
a. Equity & Anti-Racism Advisory Committee – Terms of Reference* - Adam Dedrick, Director of Recreation & Parks		97-99

	<u>TIME</u>	<u>PAGES</u>
9. <u>OPERATIONS & PROTECTIVE SERVICES</u>		
a. Monthly Building Report – January 2026		100
10. <u>ADMINISTRATION</u>		
a. Amalgamation Steering Committee Cost Allocation Recommendation - Verbal Update – Warren MacLeod, CAO		
11. <u>CORRESPONDENCE</u>		
a. Minister of Justice & Attorney General of Canada Re: Concerns with the Criminal Justice System		101-103
b. Dr. Talia Alenabi Re: An Open Letter of Solidarity with Iranian-Canadian Health Care Professionals – For Information Purposes Only		104-105
12. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden's Update		
13. <u>IN-CAMERA</u>		
a. Public Security as per MGA Section 22 (2)(h)		
b. Personnel Matters as per MGA Section 22(2)(c)		
c. Personnel Matters as per MGA Section 22(2)(c)		
d. Legal Advice Eligible for Solicitor – Client Privilege as per MGA Section 22 (2)(g)		
14. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
February 11th, 2026 - Council Meeting
RECOMMENDED MOTIONS

7(a) MOTION: TAX EXEMPTION FOR COMMUNITY ORGANIZATIONS POLICY REVISION

Be it resolved that the Council of the Municipality of the District of Shelburne approve and adopt the revised Policy 10 – Tax Exemptions for Community Organizations, effective April 1, 2026, as presented.

7(b) MOTION: SHELburne VISITOR INFORMATION CENTRE SUPPORT

Be it resolved that the Council of the Municipality of the District of Shelburne send a response letter to the Shelburne & Area Chamber of Commerce encouraging their continued work with the Town of Shelburne to support the successful 2026 operation of the Shelburne VIC, and;

THAT the Municipality of the District of Shelburne encourages the Town of Shelburne to apply for VIC operational support to the Municipality's Grants to Organizations program.

7(c) MOTION: HOUSING DESIGN CATALOGUE – HAF2 INITIATIVE

Be it resolved that the Council of the Municipality of the District of 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.

8(a) MOTION: EQUITY & ANTI-RACISM ADVISORY COMMITTEE – TERMS OF REFERENCE

Be it resolved that the Council of the Municipality of the District of approve the Eastern Shelburne County Equity & Anti-Racism Advisory Committee Terms of Reference.



2(a)

**Municipality of the District of Shelburne
OATH OF OFFICE**

I, **Angela Shand**, swear (or solemnly affirm) that I will be faithful and bear true allegiance to His Majesty King Charles the Third, His heirs and successors according to law;

And that I am duly qualified as required by law for the office of Councillor of the Municipality of the District of Shelburne;

And that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Sworn (or affirmed) at Shelburne
in the County of Shelburne
this 11th day of February 2026,
before me

Angela Shand

Warden Penny Smith
Municipality of Shelburne

**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELburne
Wednesday, January 28, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, January 28, 2026, at 6:00 pm in the Municipal Council Chambers.

THOSE IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO via Microsoft Teams
Erin Hartley, Deputy CAO
Marcia d'Eon, Director of Operations
Val Kean, Director of Economic & Community Development
Adam Dedrick, Director of Recreation & Parks via Microsoft Teams
Danyelle Smith, Waste Diversion Officer
Nicole Blades, Recording Secretary

1. CALL TO ORDER:

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

Warden Smith noted the Returning Officer confirmed that Angie Shand has been acclaimed as Councillor for District 4 in the Special Election and will be sworn in at the February 11, 2026 Council Meeting.

2. APPROVAL OF AGENDA:

a. January 28, 2026

2(a) MOTION: APPROVAL OF AGENDA – January 28, 2026

Being duly moved and seconded, be it resolved that the Agenda for January 28, 2026, be approved with the following deletion:

11. IN-CAMERA

c. Legal Advice Eligible for Solicitor – Client Privilege as per MGA Section 22 (2)(g)

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

a. January 14, 2026

3(a) The Minutes of January 14, 2026 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PROCLAMATION:

a. African Heritage Month – February 2026

5(a) Warden Smith read the African Heritage Month Proclamation, formally declaring February 2026 African Heritage Month in the Municipality of the District of Shelburne. The document was included in the meeting package.

6. PRESENTATION:

a. PVSC Assessment 2026 Update – Paul Beazley, Municipal Account Manager & Rod Tremblay, Director of Appeals & Special Projects

6(a) Warden Smith welcomed Paul Beazley, Municipal Account Manager and Rod Tremblay, Director of Appeals and Special Projects, with Property Valuation Services Corporation (PVSC).

PVSC provides property assessment services under the Nova Scotia Assessment Act and is responsible for administering the Capped Assessment Program (CAP). Mr. Beazley and Mr. Tremblay reviewed the mass appraisal, CAP, and appeal processes.

Discussions were held regarding CAP calculations, market assessment comparable requests, effect of sales data on assessments, CAP eligible family transactions, education initiatives, appeal activity and impact of the Barrington Lake Wildfire.

Councillors thanked Mr. Beazley and Mr. Tremblay for their presentation.

7. FINANCE:

- a. Preliminary Assessment Role Update 2026 – Erin Hartley, Deputy CAO
- b. Financial Update – January 2026 – Management Team

7(a) Erin Hartley, Deputy CAO, presented the Preliminary Assessment Role Update 2026 staff report.

Property Valuation Services Corporation (PVSC) released the 2026 preliminary assessment roll to all Municipalities. The Assessment Roll is the primary driver of revenue and directly affects setting the tax rate. Ms. Hartley reviewed the total assessment changes for the Municipality over the prior year.

7(b) Erin Hartley, Deputy CAO, provided a brief summary of the Financial Update and noted that Directors were present to address any question that Councillors may have.

Warden Smith recognized staff for the detail in the report, noted that any residents seeking financial information of the Municipality should view the Financial Update staff report.

Discussions were held regarding deed transfer tax budgeted versus actuals, the importance of offering low-income rebates to residents, funding for the Jordan River Bridge project, and the tax sale properties.

8. OPERATIONS & PROTECTIVE SERVICES:

- a. Waste Diversion Officer Quarterly Update – Danyelle Smith, Waste Diversion Officer

8(a) Danyelle Smith, Waste Diversion Officer, presented the Waste Diversion Officer Quarterly Update staff report.

Ms. Smith informed Council that waste calendars were mailed to all residents in December, which had not been included in the written report.

Discussions were held regarding fall metal cleanup, recycling of green carts and the amount of plastic that was diverted, increase in battery recycling, beach clean ups, and a new drop off center in Queens.

9. CORRESPONDENCE:

- a. SHYFT Letter of Support

9(a) Warden Smith reviewed and noted the SHYFT Letter of Support that was sent due to time restrictions.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
 - i. Audit Committee
- b. Warden's Update

10(a)(i) Councillor Richardson noted he attended and provided updates on the Audit Committee Meeting.

10(a) Councillor Coole noted he attended and provided updates on the following:

- Eastern Shelburne County Accessibility Committee Meeting

It was noted the Accessibility Committee currently has vacancies for community members and anyone interested can contact Adam Dedrick at the Municipality.

Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Western Crown Land Stakeholder Interaction Committee Meeting
- Shelburne Port Authority Committee Meeting

- Economic Growth Strategy Committee Meeting

10(b) Warden Smith noted she attended and provided updates on the following:

- January 27 – Economic Growth Strategy Committee Meeting

Warden Smith noted there is a Proclamation Event at the Black Loyalist Heritage Centre on February 2 at 11:00 am and the next Amalgamation Steering Committee meeting will be held on February 4 at 6:00 pm.

11. IN-CAMERA:

- a. Acquisition, Sale, Lease and Security of Municipal Property as per the MGA Section 22 (2)(a)
- b. Legal Advice Eligible for Solicitor-Client Privilege as per the MGA Section 22 (2)(g)

MOTION: ENTER “IN-CAMERA”

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter “In-Camera” at 7:27 pm.

- **MOTION CARRIED**

MOTION: EXIT “IN-CAMERA”

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit “In-Camera” at 7:58 pm.

- **MOTION CARRIED**

11(a) Item was discussed in-camera and direction was given to staff.

MOTION: TAX SALE BID

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the recommendation of the Economic Growth Strategy Committee to use Housing Accelerator Fund 2 (HAF2) funds to prepare a tender bid for a tax sale property, as discussed in camera.

- **MOTION CARRIED**

11(b) Item was discussed in-camera and direction was given to staff.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:00 pm. The next Regular Council meeting will be held on Wednesday, February 11, 2026.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**

DRAFT

From: [Sandy Point Recreation Group](#)
To: [Nicole Blades](#)
Subject: February 11th - Council Meeting
Date: February 4, 2026 3:02:12 PM

CAUTION: This email originated from an external sender.

Hi Nicole,

Further to our discussion.

Zelka Lipovac (President) and Linda Harris-Rioux (Fundraising Committee Chair) will attend the council meeting.

This will be an update to the presentation we gave in October 2025 and shouldn't take too long.

Engineers report and Construction Repair Quote will be sent as separate emails.

Thanks so much,
Lana Shupe



Quote

Quote #:2026-006

Date: January 30, 2026

Atlas Contracting

1100 West River Station Road,
Salt Springs, Nova Scotia, B0K1P0
(902) 921-8151
Dallis.Atlas@gmail.com

QUOTED TO:

Client Name: Sandy Point Lighthouse
Address: Sandy Point Road, Shelburne, NS, B0T 1W0
Phone: (289) 241-1625 Email: zlipovak2017@gmail.com

Description	Amount
Fender & Skirt Replacement (Scope of Work in Email)	\$90,120.00

Subtotal: \$90,120.00

HST (14%): 12,616.80

TOTAL: \$102,736.80

Payment Terms:

30% Deposit required to hold a spot on Atlas Contracting's schedule and to source materials.
Remainder is invoiced weekly for the duration of the project.

Payment Methods (only once contract is signed):

Cash or E-Transfer: Dallis.Atlas@gmail.com



Sandy Point Lighthouse

Structural Condition Assessment

1586 Sandy Point Road, Shelburne, NS

Prepared for:

Sandy Point Recreation Group
1586 Sandy Point Road
Shelburne, NS, B0T 1W0

Prepared by:

RJC Engineers
1701 Hollis Street, Suite 800
Halifax, NS, B3J 3M8

December 23, 2025
RJC No. HFX.143644.0001

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Structural Condition

Assessment 1586 Sandy Point Road,
Shelburne, NS

Executive Summary

Sandy Point Lighthouse



As requested, Read Jones Christoffersen Ltd. (RJC) has completed a structural condition assessment of the Sandy Point Lighthouse located near 1586 Sandy Point Road, Shelburne, NS.

To develop this report, a visual review of the existing structure was undertaken on November 4, 2025, to identify visually obvious signs of distress and document their general condition. The review focused on the condition of the concrete foundation, timber fenders around the foundation, wood framing, and structural steel elements.

At the time of the review, the lighthouse exhibited varying degrees of structural deterioration, with the foundation and timber fenders in poor condition. In particular timber protection fenders around the base of the lighthouse pier contained missing, loose and rotten boards, severely corroded steel corner plates, and some evidence of undermining at the base of the concrete walls. Inside the concrete foundation, large vertical cracks, calcification, efflorescence, concrete spalling, and severe corrosion of the steel rails were observed. The lantern room and gallery at the top of the lighthouse also showed deterioration, including corrosion of the steel framing, damaged/cut waterproofing, and likely rotten/decayed wood of the perimeter decking under the waterproofing.

Non-structural elements such as the pier exterior steel ladder, top of pier perimeter railing, and wood cladding were also in poor condition, and they likely do not have sufficient capacity for their intended use. While the tower's interior wood framing appeared to be in generally fair condition, localized water damage such as decay was noted.

RJC recommends that repairs be prioritized beginning with the foundation and pier, followed by remaining structural repairs for the main lighthouse structure and then non-structural elements. A phased approach may be beneficial if funding or logistics limit full repair work to be completed at one time. To support these efforts,

applying for relevant government grants and exploring opportunities with heritage organizations is encouraged. Additional recommendations include establishing an ongoing maintenance program to mitigate future deterioration.

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1.0 INTRODUCTION

Sandy Point Lighthouse



Read Jones Christoffersen Ltd. (RJC) was requested by Sandy Point Recreation Group (SPRG) to undertake a visual structural condition assessment of the existing lighthouse structure located near 1586 Sandy Point Road, Shelburne, NS.

The purpose of this assessment was to determine the existing condition of the building's foundation and its wood and structural steel framing. As part of this review, we performed a cursory visual walkthrough examining the structure to note the existing conditions and to identify visually obvious signs of distress, cracking or corrosion in the structural framing. We also identified deterioration of secondary steel elements that the SPRG may wish to address.

This report is exclusively for the use and benefit of the Sandy Point Recreation Group and is not for the use and benefit of, nor may it be relied upon by, any other person or entity. The contents of this report may not be quoted in whole or in part or distributed to any person or entity other than the SPRG.



Figure 1: View of the lighthouse from the Sandy Point Recreation Center during low tide

2.0 BRIEF DESCRIPTION OF THE STRUCTURE AND BACKGROUND

The Sandy Point Lighthouse is located on a sand bar approximately 400 ft (120 m) offshore from the Sandy Point Recreation Center located at 1586 Sandy Point Road in Shelburne, NS. It is our understanding that the current structure was built and relocated circa 1903 following significant damage to the previous lighthouse, which was built in approximately 1873. We understand renovations reportedly occurred in 1960 and 2008. The

current square-tapered lighthouse tower is approximately 43 ft (13 meters) above sea level and consists of wood construction supporting a steel-framed lantern room at the top.

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The structure sits atop a square pier foundation enclosed by a timber fenders wall consisting of vertical timbers. The concrete foundation walls appear to be founded on a stone foundation with the concrete base just above low tide surrounded by stone rip-rap. The concrete walls appear to be 40" to 44" thick based on an outside width of approximately 26'-8" to 27'-0" with an interior chamber of approximately 17'-8" to 17'-11". This chamber contains horizontal steel rails as bracing elements spanning across the full length of the chamber in three layers near the base, mid-height, and top of the walls.

A timber fender 'protection wall' made up of 8" x 2-½" pressure-treated wooden boards encloses the foundation and is offset from the foundation using horizontal 10" x 10" wooden beams. The boards are likely treated with Chromated Copper Arsenate (CCA). The pier corners have ½" thick L-shaped steel plates 24"

wide x 8'-0" high installed within the tide zone, although only portions of the northeast and southwest corner plates remain. A stone rip-rap with cobbles and small boulders surround the exterior with marine life and plants on the stones and foundation.

The tower is clad with wooden shingles. The tower interior is accessed through a steel door on the eastern side, directly above a ladder extending to the bottom of the pier. An exterior perimeter walkway with a steel railing surrounds the tower above the pier. The tower has 3 interior levels with a rooftop lantern room and exterior roof walkway (the 'gallery'). The steel-framed lantern room consists of a 'steel box' on a wood floor with a checkered steel floor, steel walls with windows and a steel roof. The gallery around the lantern room is approximately 3'-0" wide and has steel railing around the perimeter with a membrane over the wood floor. For this report, the base level is defined as the bottom of the concrete foundation, level 1 as the top of the pier with the entrance door, level 2 and 3 as the interior lighthouse floors and the roof as the level with the steel lantern room and gallery.

2.1 Existing Documents and History of Previous Reviews

It is our understanding that the lighthouse was built to its current location circa 1903 and underwent major renovations in 1960 and 2008. RJC did not have access to structural drawings of the current lighthouse location however Sandy Point Recreation Group had a copy of the previous lighthouse iteration with the wood cribbing. Unfortunately, the drawings are faded with limited information.

Information on the history of the lighthouse is based on information from the Sandy Point informational signs on site, existing drawings, members of the Sandy Point Recreation Group and from the following websites:

- *History*. Sandy Point Lighthouse Community Center. (n.d.).
<https://sandypointlighthouse.weebly.com/history.html>
- *Sandy Point Lighthouse*. LighthouseFriends. (n.d.).
<https://www.lighthousefriends.com/light.asp?ID=1359>
- *Sandy Point Lighthouse*. Nova Scotia Lighthouse Preservation Society. (n.d.).
<https://www.nslps.com/about-ns-lighthouses/lighthouse-lists?c=sandy-point-lighthouse> ^{RJC No.}

HFX.143644.0001 **2**

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3.0 OBSERVATIONS FROM THE SITE VISIT

The field work associated with this structural condition assessment was undertaken by RJC Engineers on November 4, 2025. A visual review of the existing structure was undertaken to identify visually obvious signs of distress and document their general condition. We have provided select site photos in Appendix A and definitions of the visual classification used is in Appendix B. See the sections below for observations of the foundation, tower and lantern room respectively.

3.1 Pier Foundation

The pier foundation includes the concrete foundation below the base of the tower at level 1 to the seafloor. We have divided our observations based on the exterior/seaside region and the interior of the pier. The following observations were noted based on a visual review and limited measurements:

3.1.1 Foundation - Seaside

In general, the timber fender wall built on the seaside of the foundation appeared to be in poor condition, showing severe signs of degradation from the harsh sea environment. The concrete foundation walls were generally concealed behind the fenders but gaps in the fenders provided limited access to the wall. The concrete is in fair to poor condition with local regions of undermining and loss of concrete. The secondary steel elements have areas with a total loss of section and need replacement. See below for detailed comments:

Timber Fenders:

- Several vertical boards were loose, partially detached, or missing as shown in Figure 2. Soft and decaying boards were observed throughout but particularly within the tidal zone, with early signs of decay also noted on many of the boards near the top of the wall.
- Near the high tide elevation, many boards were soft and had lost up to 1" of their thickness. This can likely be attributed to repeated wave impact, as it was primarily noted along the western wall.
- The fenders were fastened to the horizontal timbers behind with steel bolts which were severely corroded and many bolts were loose or the hole in the wood enlarged enough that they provide little restraint of the vertical fender.
- Horizontal gaps up to 2" thick were present between the top of the timber fenders and concrete wall at level 1, indicating possible displacement of the timber fender from its original position.
- Bowing of the south wall was observed suggesting movement may have occurred in the wall.



Figure 2: View of the deteriorating and lost timber fenders with the concrete wall behind.

Concrete Foundation Walls:

- In general, the concrete appeared sound, although with obvious signs of significant wear and loss of area.
- The base of the concrete wall behind the timber fenders could not be determined due to the rocky nature of the base but it appears to be likely at or just below the rocky seafloor. We observed either likely undermining or erosion of the of the concrete base in some areas of up to 6" into the wall. Based on an approximate wall thickness of 40" to 44" this could be 10 to 20% of the wall thickness. The depths of possible undermining varied, with a maximum of 8" along the southern face and 4" to 6" observed elsewhere.
- In the tidal zone behind the fenders, a loss of section in the exterior face of the wall was measured to be up to 4" to 6" into the wall in some areas.

Secondary steel elements:

- Protective L-shaped steel plates were originally installed at each corner of the pier, although only the northeast and southwest corner plates remain. The plates were very severely corroded, with a complete loss of section on the western side of the southwestern plate.
- In the corners without protective plates, the boards were soft and rotten, particularly the northwest corner.



- We understand one or two rows of steel cables had originally enclosed the base of the pier but they no longer are present. We observed some remanence of the existing steel cables on the seafloor.
- Very severe corrosion and delamination were observed on the access ladder leading up to level 1 on the eastern side of the pier, overall in poor condition. Several rungs have lost the majority of their cross section and a plate was installed mid-height of the ladder to prevent access, as the existing rungs are severely corroded and not recommended for use.

3.1.2 Foundation - Interior

In general, the concrete condition on the face of the interior chamber is in poor condition with large cracks and signs of efflorescence and concrete reactivity with the environment. The cracking likely propagates to the exterior surface although this is concealed by the timber fenders. The steel bracing rails are in poor condition and severely corroded and delaminated. See below for detailed comments:

Concrete walls:

- Several $\frac{1}{2}$ " to $\frac{3}{4}$ " wide vertical cracks were noted throughout the concrete foundation walls as shown in Figure 3. There were typically two distinct types of cracks: cracks from the top of the foundation walls extending downward, and cracks spanning vertically between connections of the horizontal steel rails.
- A significant crack is located on the northeast corner, approximately $\frac{3}{4}$ " wide at the top and 6" deep into the wall, which may suggest possible foundation movement of the north wall.
- Signs of diagonal and vertical cracks on most faces and possible poor concrete consolidation during construction.
- Concrete reaction with saltwater is evident as widespread calcification and efflorescence was visually observed throughout the concrete walls. Hard calcium and crystalline deposits with white staining were observed.
- Significant concrete spalling was noted near the base of the walls with spalled portion up to 2" deep. These areas are also exposed to round river or possibly beach rock, which may have contained salt deposits during construction.
- Embedded reinforcing bar was not observed in the wall cracks suggesting the walls may be unreinforced.

Steel rails:

- Very severe corrosion and delamination were present on the steel rails. Layers of steel flake off easily.
- Significant efflorescence was observed on the steel rails near the rail-to-wall connections. Stalactite-like calcification deposits were observed.

Additional conditions:

- The wooden floor assembly overhead appeared to be in relatively fair condition and dry in most areas, although water damage was present near the southern edge.

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- We observed areas where anchor bolts at the top of the wall were missing, which likely provide attachment points for the perimeter timber fenders.
- The base of the foundation consisted of saturated sandy-silty ocean floor with varying elevation. Water was present throughout, up to approximately 18" in the deepest section at the time of our review. We also observed thick black sludge on the lower 4 feet of wall, suggesting high tide infiltration.



Figure 3: View of typical corrosion of steel bracing and large cracks in foundation wall.

3.2 Lighthouse Tower

The lighthouse tower includes the wood structure from level 1 at the top of the concrete pier up to the roof below the lantern room. The following observations were noted based on a visual review and limited measurements:

Overall, the lighthouse tower wood structure appeared to be in generally fair condition and dry at the time of our review, although there are signs of water infiltration in some areas. The secondary elements were

generally in fair condition except for the perimeter railing at the top the pier and the cedar shakes, which are in poor condition.

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Tower Structure:

- The rough sawn timbers appeared generally in fair condition and dry, with the exception of water staining behind the cladding in some areas. These areas include the south side, where the exterior cladding is showing signs of damage, and the infilled windows.
- While the tower structure may visually not appear plumb, all 4 sides of the tower appear to have a consistent vertical angle of approximately 80 degrees measured from the interior structure. The levelness of the gallery was not measured and we recommend a survey is performed on the structure and pier prior to any repairs.
- The concrete walkway around the perimeter of the tower has areas with thick moss where vegetation can accelerate degradation. It also creates slippery walking conditions. Moss on the wood shingles are visible, particularly on the northern sides.
- Repeating cracks 1mm to 3mm in width were visible perpendicular to the concrete walkway and spaced at 18" to 24". Signs of previous grouting or repair attempts throughout and the southern portion walkway appears to have previously re-topped. The concrete walkway is likely the top of the concrete foundation wall, where some top-side cracks have likely propagated down through the wall. In particular, the large crack on the north pier wall visible from the interior appears to be visible on the top side.

Secondary Elements:

- The perimeter walkway railing was unstable with little to no remaining connection to the timber fenders, as it had detached from the foundation in some areas, particularly along the east side. We do not recommend relying on the railing for fall arrest.
- On the south face, many of the wood shingles were loose and rotten. Only the lower shingles were reachable during our review, however the shingles higher up the tower appeared to be in a similar condition.
- Paint peeling from the wood framing members was noted throughout. Based on the age of the structure, an environmental study should be performed to test for potential contaminants such as lead or asbestos prior to repair work.
- Throughout the tower, we observed leftover old electrical equipment and wiring, paint cans, and other equipment.

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Figure 4: Damaged and missing wood shingles.

3.3 Lantern Room

The lantern room at the roof of the tower generally appears to be in poor condition. The following observations were noted based on a visual review and limited measurements:

Gallery:

- The wooden floor below the gallery was wet due to recent rain and cuts in the waterproofing membrane were allowing water to penetrate the wood below. The membrane appears to need replacement.
- A significant, inconsistent slope and soft bounce in the gallery floor was noted. The inconsistency of the slope suggests that this is likely a condition that has possibly occurred due to softening or rotting

wood below the membrane, although inconsistent construction methods could also be a cause.

- While the perimeter railings will appear relatively stiff, the overall structural integrity may have been compromised and we do not recommend people access the walkway until further repairs or investigation is performed.

Steel Lantern Room:

- Very severe corrosion resulting in loss of section was observed on portions of the steel framing, particularly at the roof of the lantern room. See Figure 5. Local areas where water ingress is likely are showing severe corrosion and delamination. Minor corrosion was noted throughout the steel lantern room, such as the wall plates and checkered floor.
- The thick paint on the steel members was heavily cracked and peeling, although most cracked paint still appears well bonded. There are likely several layers of paint. We suggest an environmental study for hazards is performed on the paint prior to repair work.

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- The wood sealing the single-pane windows appeared to be showing early signs of rotting.
- A relatively new battery-powered solar system appeared operational but the lighthouse light was not active at the time of our visit.

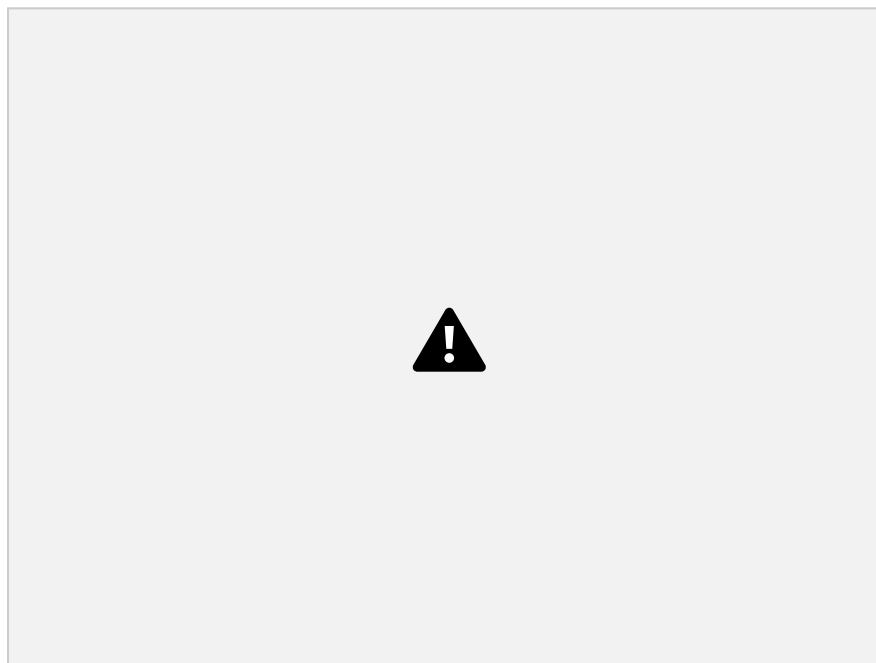


Figure 5: Typical steel corrosion and chipped paint in the lantern room

4.0 DISCUSSION

Based on the information obtained from our site review, several components of the lighthouse are in poor but

currently stable condition, although we recommend repairs are performed as soon as reasonable. In particular, the foundation and lantern roof should be addressed, along with secondary elements such as the tower cladding, railings, and ladder.

If needed to supplement the funding required for repair work, we recommend applying for funding through the government and heritage organizations. One such organization is the Nova Scotia Lighthouse Preservation Society (NSLPS) and perhaps application under the Heritage Lighthouse Protection Act (HLPa), as it does not appear to be currently listed but the application time may have passed. We understand that the last repairs to the lighthouse were completed in 2008, prior to the HLPa. It may be beneficial to phase the work if there are budgetary constraints, however this may increase the cumulative costs versus a single phase to perform all repairs. If this approach is taken, we recommend prioritizing the foundation first, followed by any remaining structural repairs, and then addressing the non-structural elements.

The following sections provide some remediation concepts which can help establish an order of magnitude budget for a contractor or cost consultant, although full detailed design packages would be needed for repair

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work. Please note that all repair work should follow the “Guidelines For Construction At Historic Lighthouse Sites” from the NSLPS. RJC is happy to provide detailed design packages as additional scope.

4.1 Foundation

Both the seaside timber fenders and the concrete foundation wall behind were in poor condition. Loose, missing, damaged, and rotten boards were noted throughout the fender wall, along with very severely corroded steel corner plates and undermining of the concrete walls. Inside the foundation, large cracks, spalling, and calcification were noted throughout the concrete walls, along with very severe corrosion and efflorescence on the steel rails.

We recommend full remediation of the pier foundation is undertaken to stabilize the base from further deterioration. In concept, remediation includes a complete replacement of the seaside timber fenders and to repair the concrete on the interior and exterior while the fenders are being replaced. Due to possible undermining, the base of the concrete foundation should be determined through exploratory digging, which can assess if the foundation depth is suitable for long-term stability or if additional rip-rap stone work is needed at the base. The steel rails on the interior of the pier should be replaced or supplemented with additional corrosion-resistance bracing.

We recommend loose or deteriorating concrete should be chipped and removed to find sound concrete and

replaced with saltwater-resistant concrete. It is unclear if the concrete has reinforcing bars within; if any corroded reinforcing is found, it should be replaced and repaired. Sandy Point Recreation Group could consider adding additional reinforcing to cross existing joints to minimize further crack expansion, although careful detailing and sufficient concrete cover is required to provide longevity to the new rebar.

4.2 Lantern Room

In general, the interior lantern room and the exterior perimeter walkway around the lantern room were in poor condition. The steel roof framing was severely corroded, with minor surface corrosion noted throughout other steel elements in the room. The waterproofing membrane on the gallery has torn, causing possible damage or rot to the wooden floor assembly below.

While the structural integrity of the lantern room is currently stable in our opinion, we recommend repairing the corroded steel framing within the lantern room to extend the life of the structure and to repair the severely corroded or delaminated areas. In concept, we recommend effectively all steel surfaces should be cleaned to bare metal, repairs made to local areas and repainted to preserve the metal. Repairs should also be done to the gallery outside the lantern room, including replacement of the waterproofing membrane and repairing possible damage to the wood structure below. The perimeter railing should be reinforced and the light electrical system should be repaired.

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4.3 Non-Structural Elements

Several non-structural elements of the lighthouse were in poor condition at the time of our review, notably the very severely corroded exterior ladder, the partially disconnected railing around the lower perimeter walkway, and the loose, rotten cladding on the southern face of the tower. While these elements do not impact the structural integrity of the lighthouse, we recommend they should be addressed to maintain access, worker safety and to help preserve the lighthouse:

- The exterior pier ladder is not safe for use due to its extreme level of corrosion.
- The partially disconnected railing along the lower perimeter walkway also poses a safety concern.
- The loose and rotten wood shingles along the southern face of the tower should also be repaired, as water ingress can lead to several issues in the structure. However, we recommend the all wood shingles should be replaced to help preserve the structure.
- We recommend several older canisters labelled “highly flammable” found inside the tower be removed.

5.0 RECOMMENDED COURSE OF ACTION

Based on the results from the previous sections, the following list is RJC's recommended course of action and upgrades for consideration. The timeline noted is the suggested times for when the actions should be completed. These recommendations should be reviewed with a contractor or cost consultant to assess the feasibility and cost impacts. If requested by Sandy Point Recreation Center, RJC is happy to provide detailed sketches or costing packages and we can work with the trades to refine the details to achieve your desired outcomes.

1. Engage a contractor or cost consultant for costing estimates
 - Timeline: within 3-6 months
 - Engage a contractor or cost consultant to provide costing estimates prior to proceeding with the repair work as the budget can vary significantly due to the location and unique skillset required.
2. Apply for additional funding if required
 - Timeline: 6-12 months
 - Apply for government grants and explore potential opportunities with heritage organizations to supplement funding efforts.
3. Engage consultants to perform a detailed repair design
 - Timeline: 12 months
 - Engage a consultant to provide detailed repair design package suitable for tendering for qualified contractors. If requested, RJC is happy to provide detailed design packages.
4. Complete foundation repairs:
 - Timeline: 6-24 months
 - See recommendations above in section 4.1

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5. Complete lantern room repairs:
 - Timeline: 12-36 months
 - See recommendations above in section 4.2
6. Complete non-structural repairs:
 - Timeline: 12-36 months
 - See recommendations above in section 4.3
7. Implement ongoing maintenance program
 - Timeline: 12+ months
 - Ongoing maintenance and painting will help protect against future corrosion and can identify areas that may need further review.
8. Perform a follow-up assessment

- Timeline: 1-2 years after repair work has been completed
- We recommend a follow-up review is completed after the repair work has been completed to review its condition.

6.0 LIMITS OF COMMISSION

Our opinion cannot be extended to portions of the site that were not reviewed or situations reasonably beyond the control of RJC. If unexpected conditions are encountered at the site, RJC must be notified in order that we may determine if modifications to the conclusions presented here are necessary. Any conclusions or recommendations presented in this report were determined from the limited information available.

This report has been prepared in accordance with generally accepted engineering practices. No other warranties, expressed or implied, are made as to the professional services provided under the terms of our contract and included in this report. A detailed review of the structural system was not included in the scope of work.

The Client recognizes that special risks occur whenever engineering or related disciplines are applied to identify hidden elements or portions of a building. Even a comprehensive sampling and testing program, implemented with the appropriate equipment and experienced personnel, under the direction of a trained professional who functions in accordance with a professional standard of practice, may fail to detect certain conditions. This is because these conditions are hidden and therefore cannot be considered in the development recommendation. For similar reasons, actual conditions that the design professional properly inferred to exist between examined conditions may differ significantly from those that actually exist.

The Client realizes that nothing can be done to eliminate these risks altogether. As a result, we cannot guarantee the accuracy of opinions of probable cost and can assume no liability where the probable costs are exceeded.

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The Client recognizes that RJC does not have expertise in the identification of, or health risks associated with, mould, mildew or other fungi and therefore cannot provide an opinion as to the extent to which these substances exist in the building or the associated potential health risks to building occupants.

RJC prepared this report for the use of The Client. The material in it reflects RJC's judgement in light of information available to RJC at the time of preparation. Any use that a third party makes of this report, or any reliance or decisions to be based on it, is the responsibility of such third parties. RJC accepts no

responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

7.0 CLOSING REMARKS

We would be pleased to meet with you, if necessary, to discuss the findings of this report and assist you with the implementation of our recommendations or to discuss further with the team.

We trust that this is the information you require; however, if you have any questions or concerns, please do not hesitate to call.

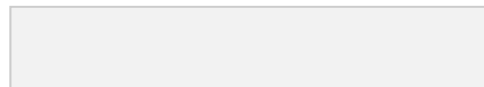
Yours truly,

READ JONES CHRISTOFFERSEN LTD.

Prepared by: Reviewed by:



Parker Rowter, MSc, EIT
Structural Designer



Craig Wadsworth, P.Eng., CCCA, CAHP

Encl.:

Appendix A - Photographs from Site Visit Appendix B –
Visual Classification

Stephen Mercer, MSc, P.Eng. (BC, NB, NS, PEI)
Regional Manager

and

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Appendix A

Photographs from Site Visit

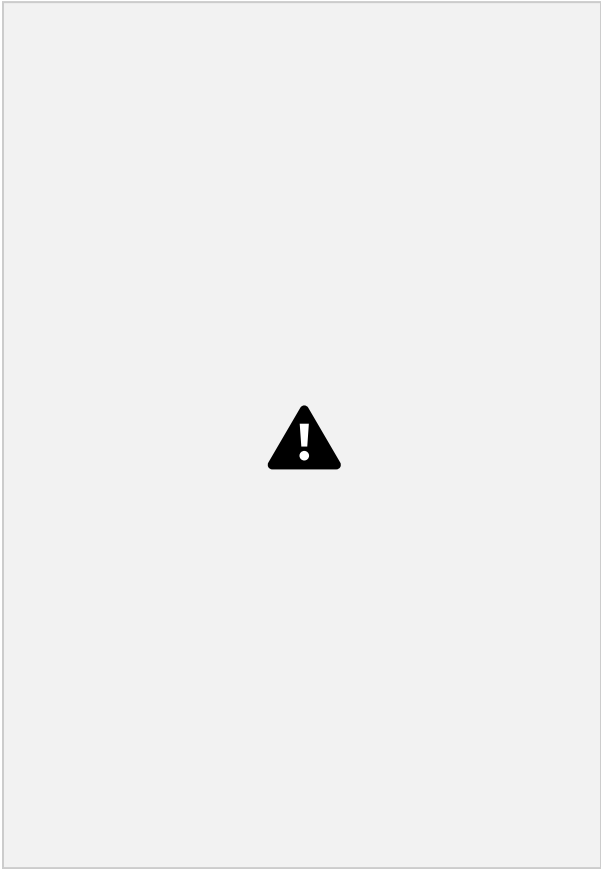
Date of Visit: November 4, 2025

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Description	Photograph
Photo 1: View of the east face of the lighthouse from the Sandy Point Recreation Center during low tide.	A large rectangular area with a light gray background, intended for a photograph. In the center of this area is a black warning icon (exclamation mark inside a triangle).

Photo 2: View of the east and south faces of the lighthouse during low tide.

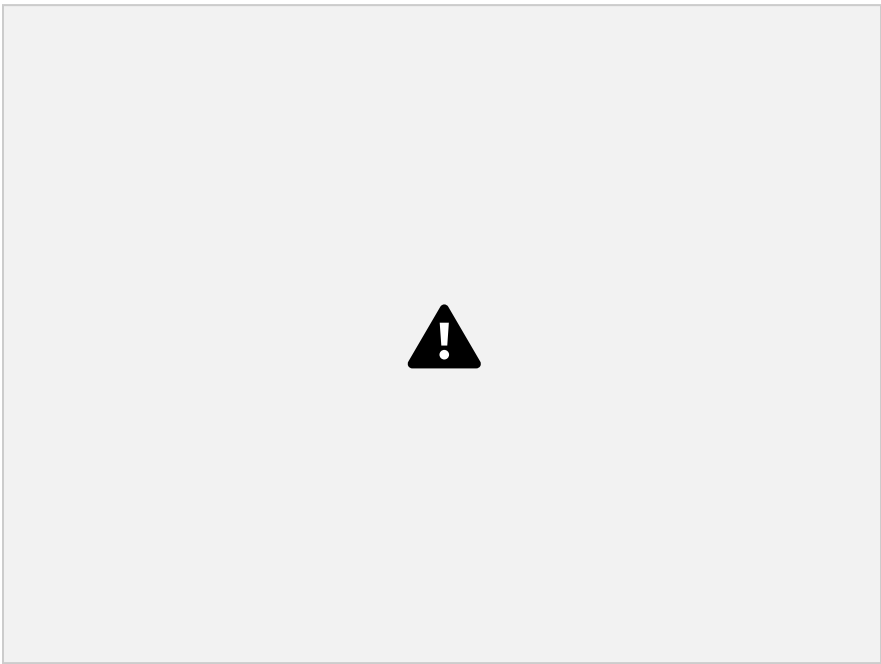


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Description	Photograph
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Photo 3: View of the east side of the lighthouse during low tide.	
Photo 4: View of the east and north sides of the lighthouse during low tide.	

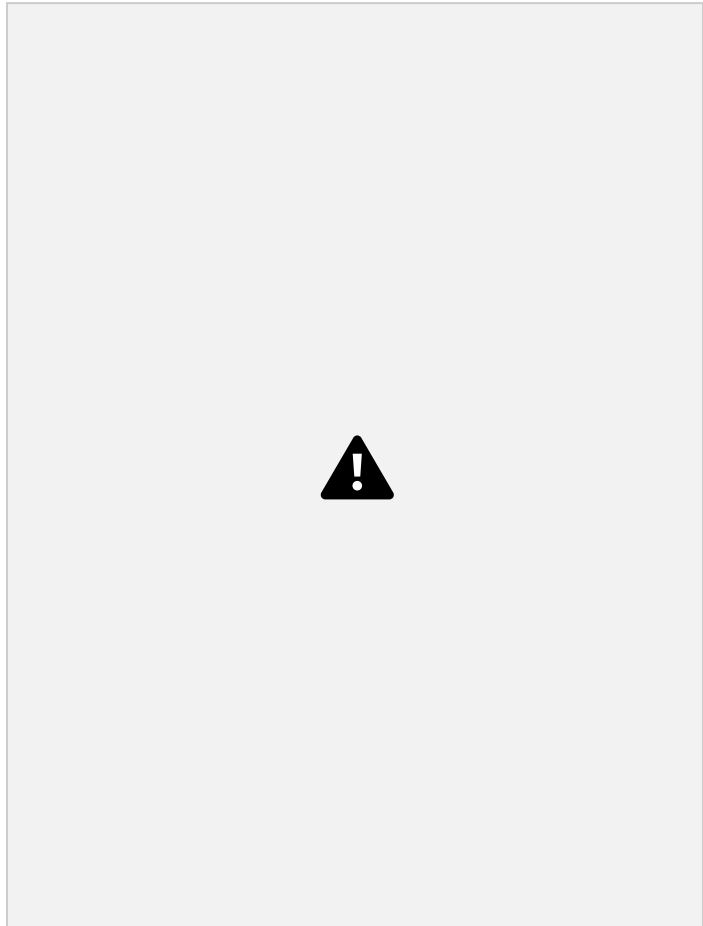


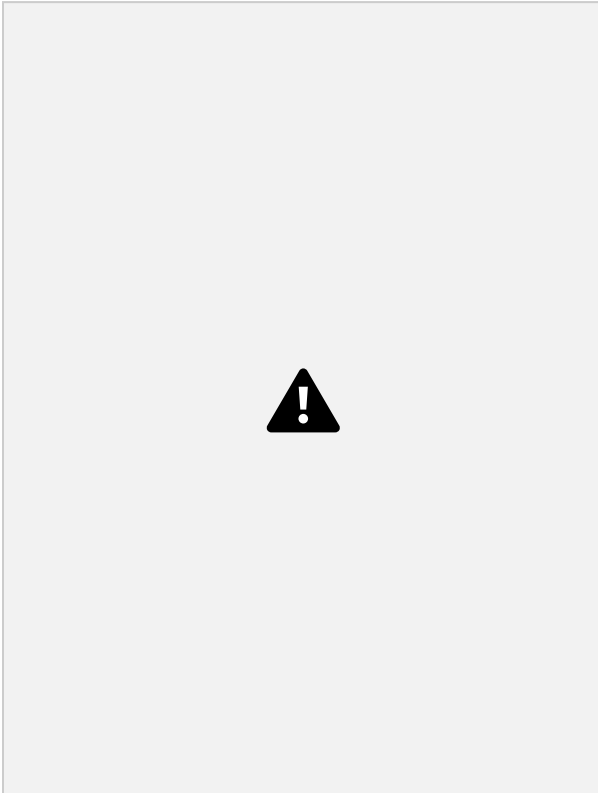
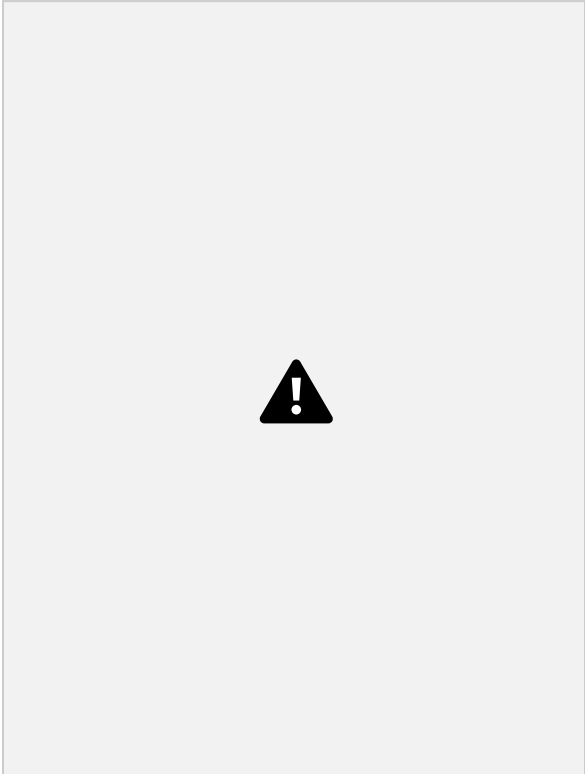
Description	Photograph
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Photo 5: View of the northern timber fenders during low tide.



Photo 6: One of several missing boards of the timber fenders.



Description	Photograph
Photo 7: Very severely corroded steel corner plate, on the west side of the southwest corner, with a complete loss of section.	
Photo 8: Very severely corroded steel corner plate, on the south side of the southwest corner.	

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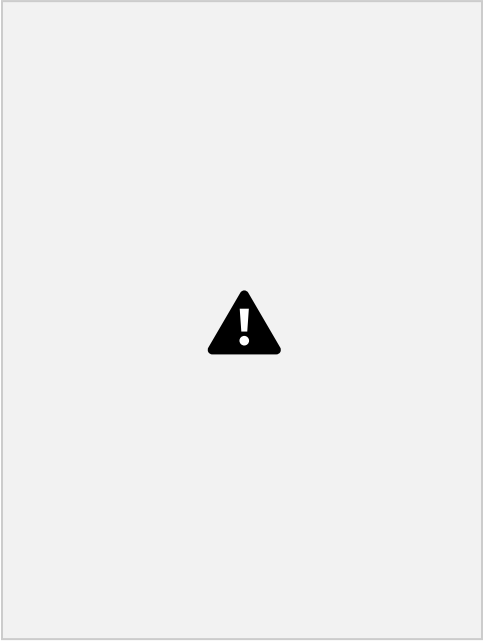
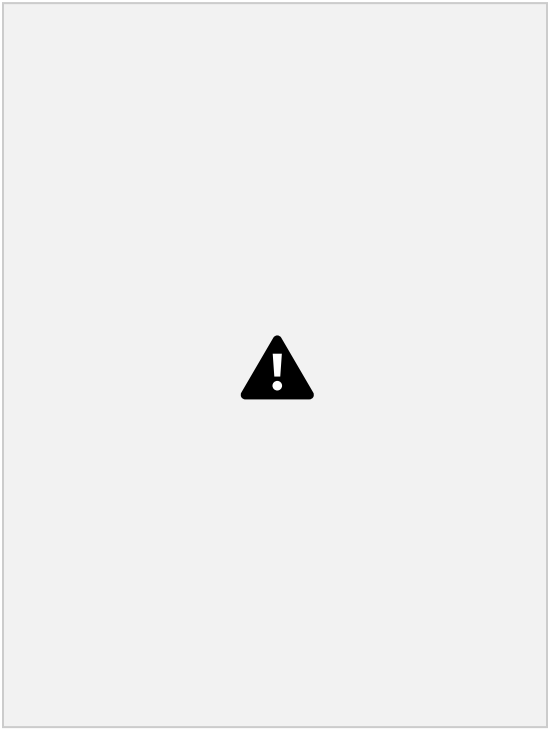


Description	Photograph
Photo 9: Very severely corroded steel plate, on the northeast corner.	A large, light gray rectangular placeholder for a photograph. In the center of the placeholder is a black warning icon (exclamation mark inside a triangle).
Photo 10: Severely corroded and delaminated rungs of the ladder on the east face of the building. We do not recommend use of the existing pier ladder.	A large, light gray rectangular placeholder for a photograph. In the center of the placeholder is a black warning icon (exclamation mark inside a triangle).

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Description	Photograph
Photo 11: Very severely corroded and delaminated ladder on the east face of the building.	
Photo 12: Plate installed on the ladder to prevent access.	

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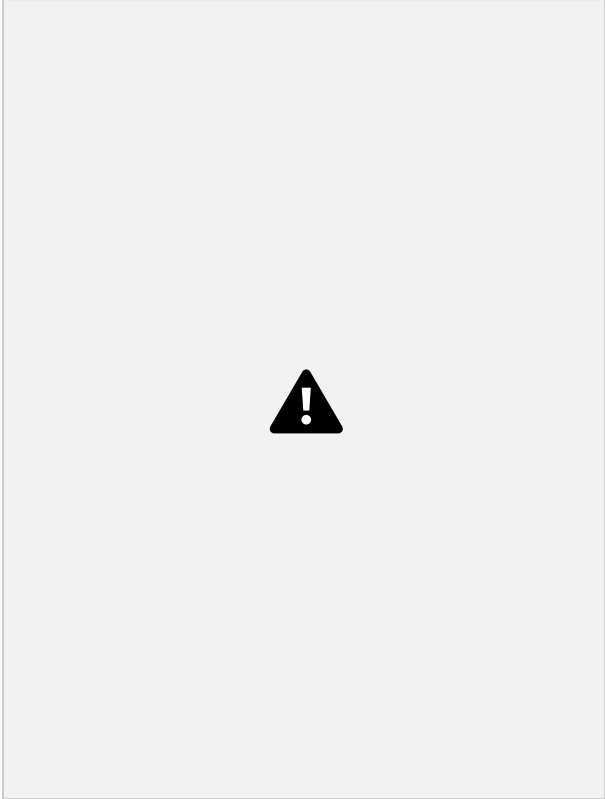
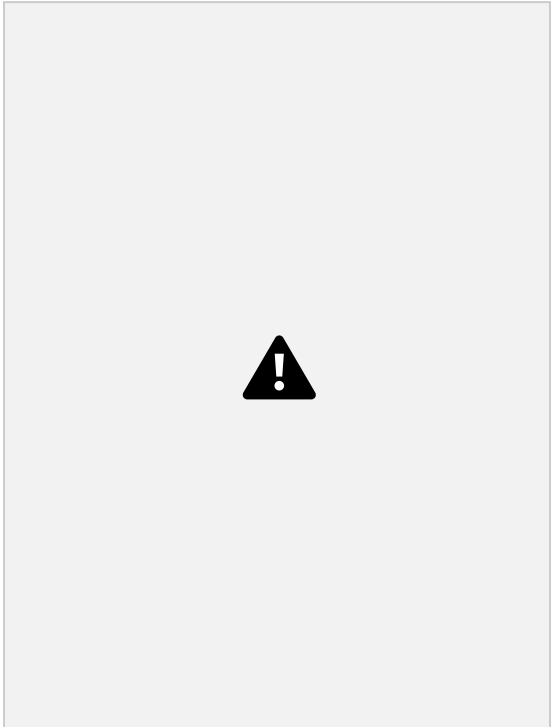
Description	Photograph
Photo 13: Missing boards of the timber fenders.	

Photo 14: Missing boards
of the timber fenders.

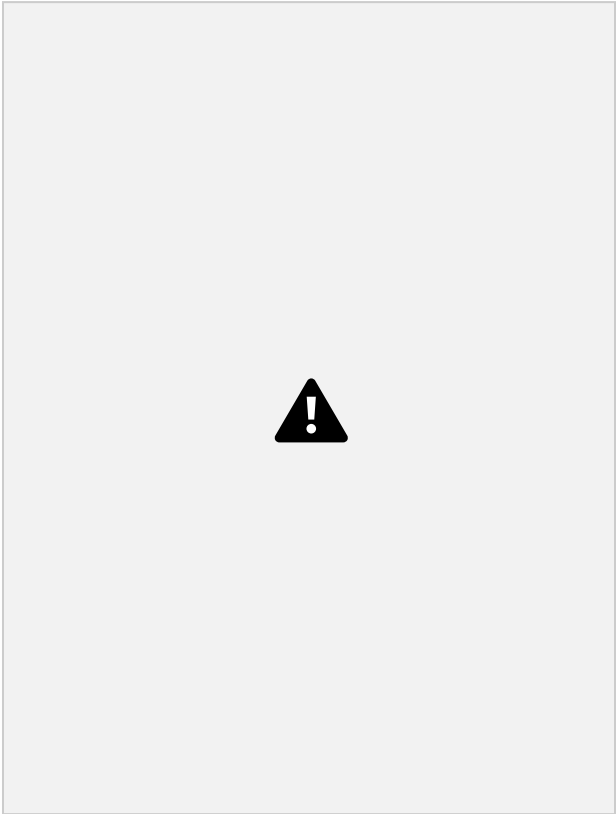
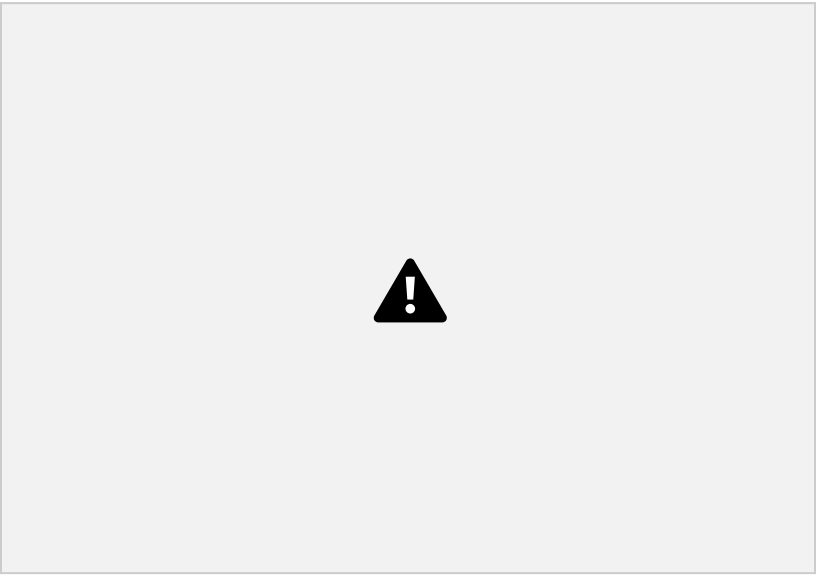


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Description	Photograph
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Photo 15: View of West walkway and siding.	
Photo 16: Loose, missing, and rotten wood shingles on the south face of the tower.	



Description	Photograph
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Photo 17: Loose and rotten wood shingles on the south face of the tower

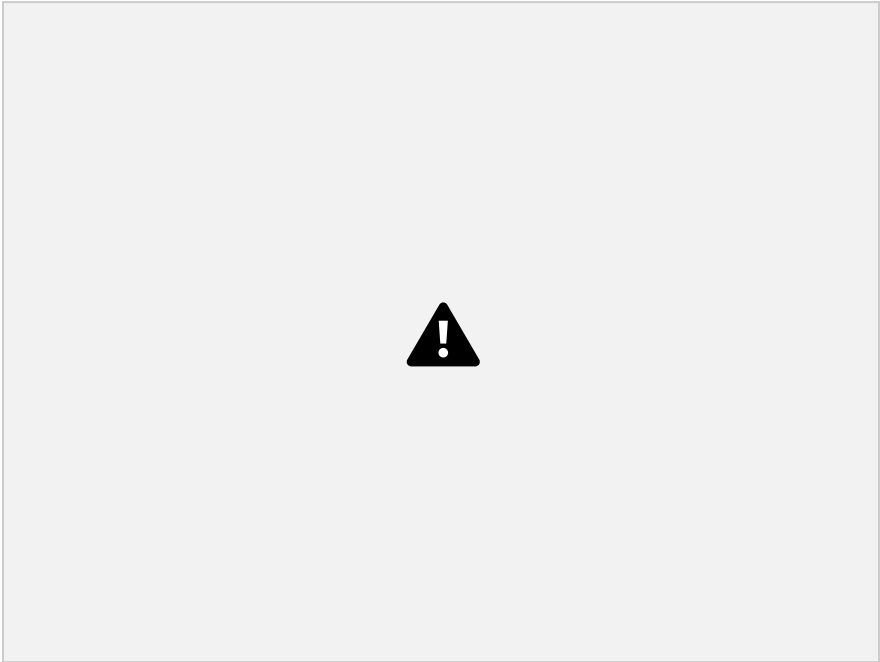
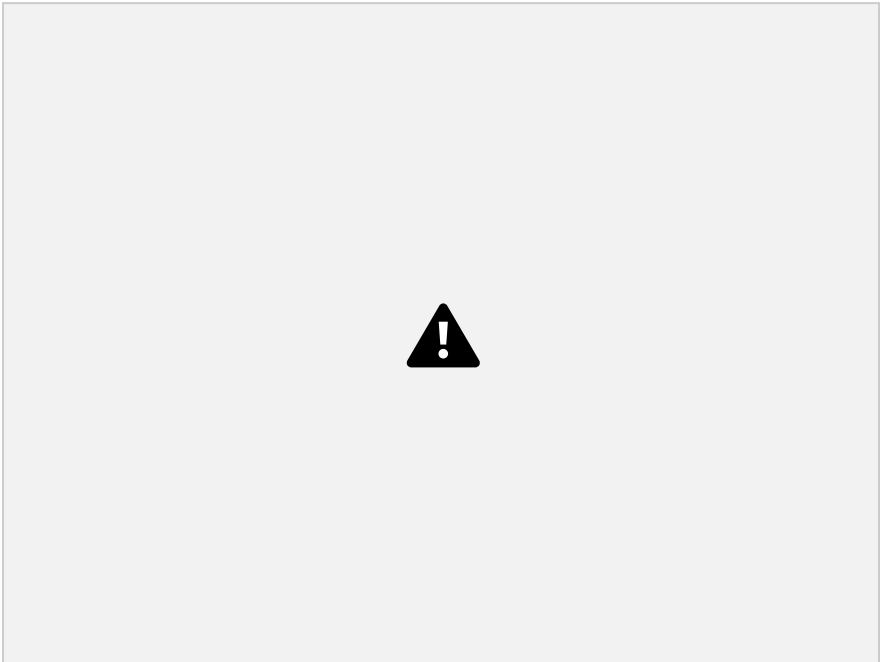


Photo 18: View of the north side of the tower from below



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Description

Photograph

Photo 19: View of the south side of the tower from below

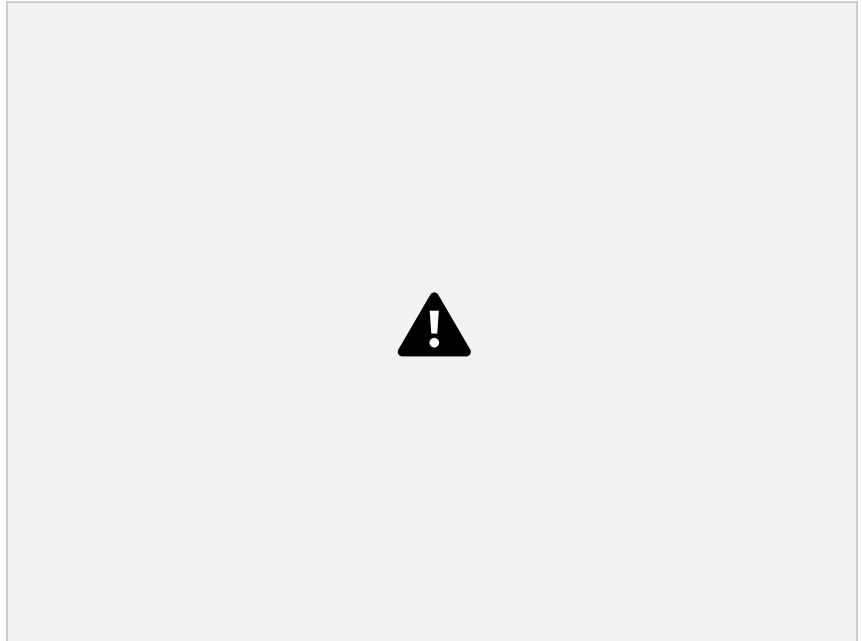
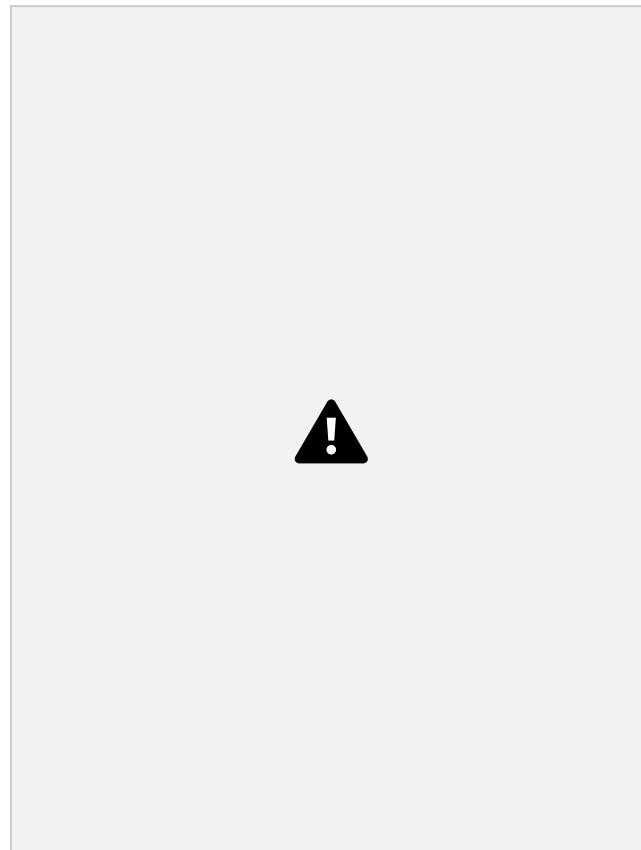


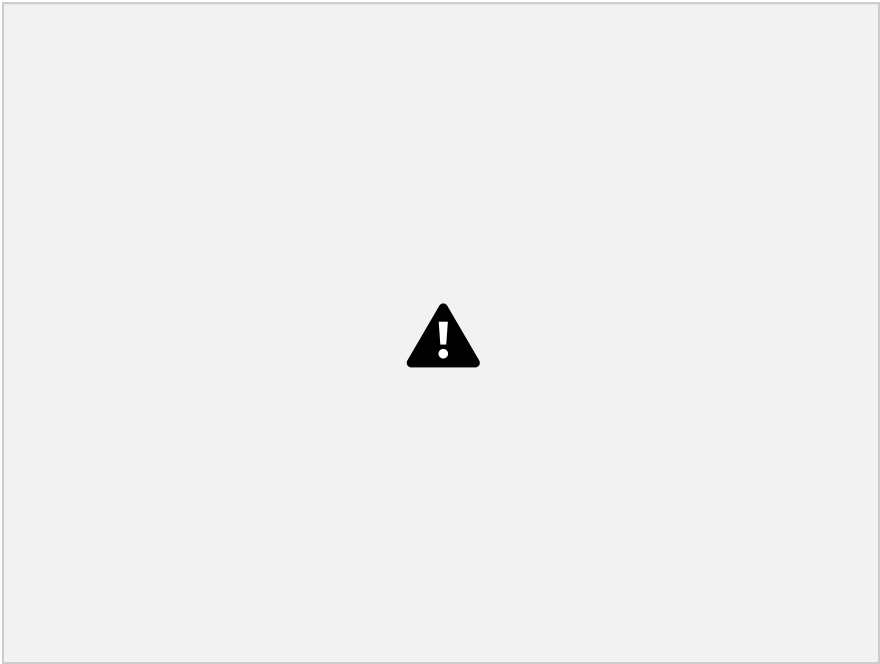
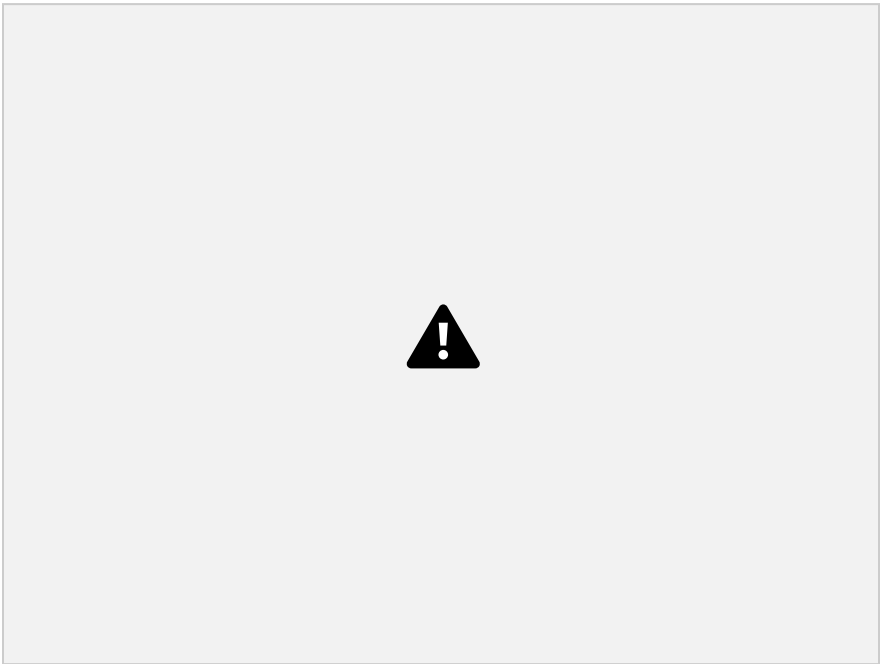
Photo 20: View of the north side of the perimeter walkway that is partially covered by moss.



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Description	Photograph
Photo 21: View of the tower level 1 interior space.	
Photo 22: View of the tower level 1 interior space.	

Description	Photograph
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Photo 23: Interior view of the foundation showing the concrete walls with signs of efflorescence and calcification. The cross steel bracing is severely corroded.

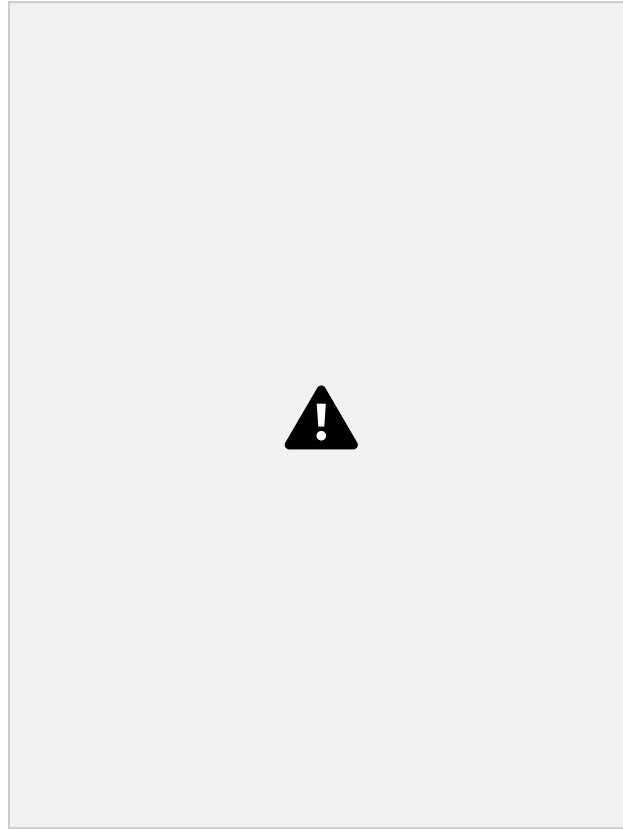
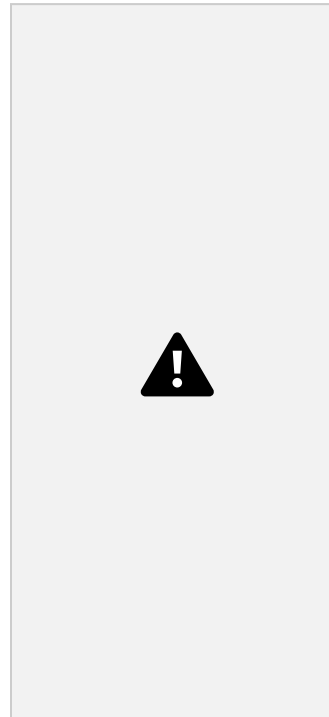
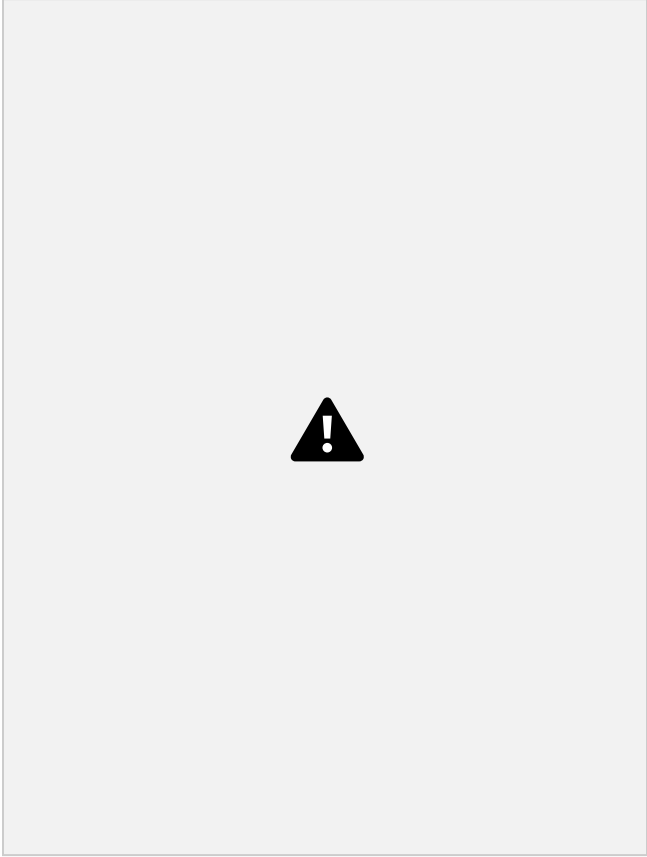
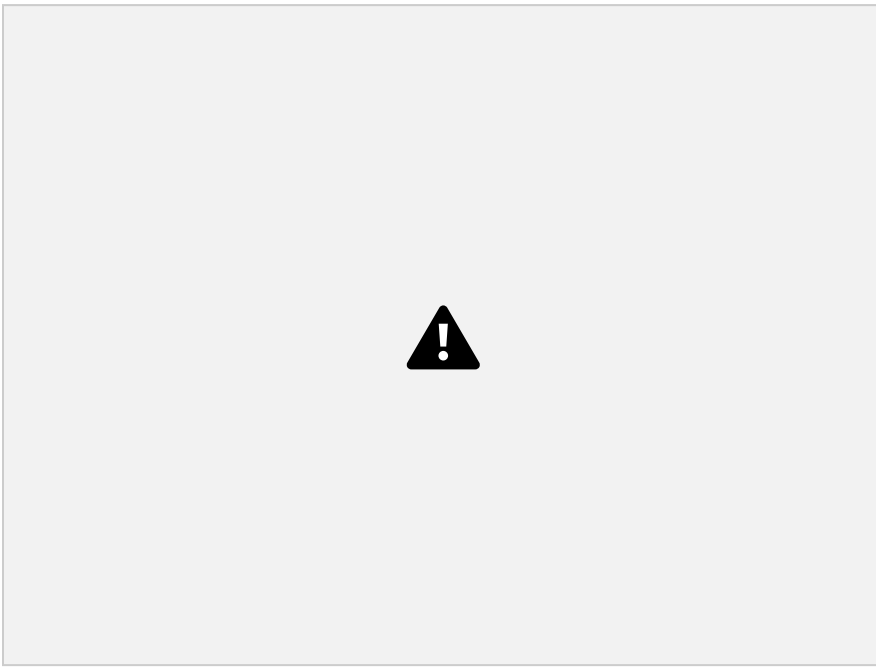
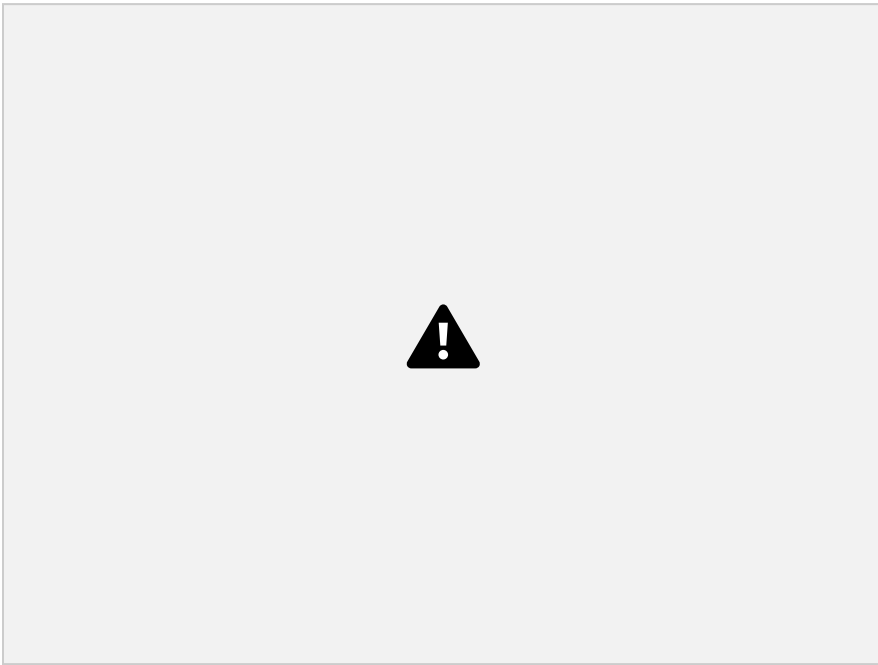
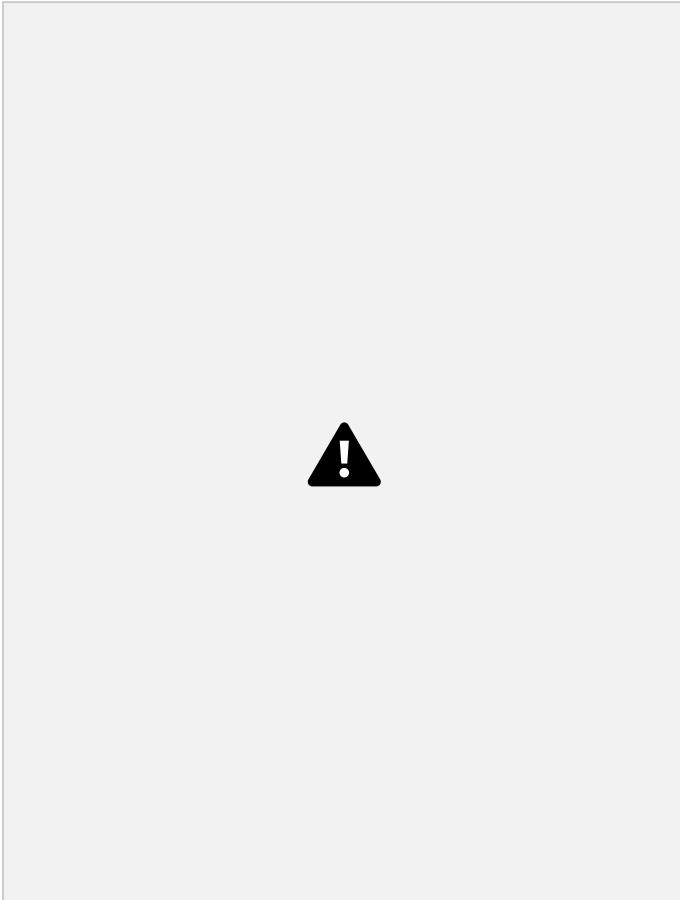


Photo 24: Large cracking in foundation walls typically extending up from the cross rails. Deterioration and loose concrete at the top of the concrete wall.



Description	Photograph
Photo 25: Large cracking in foundation walls near the connection to a very severely corroded steel rail with signs of Alkali-Aggregate Reactivity or corrosion causing expansion in the concrete.	
Photo 26: Large cracking in foundation walls typically extending up from the cross rails.	



Description	Photograph
Photo 27: Large cracking in foundation walls near the connection to a very severely corroded steel rail.	 
Photo 28: Large cracking in foundation walls typically extending up from the cross rails.	 

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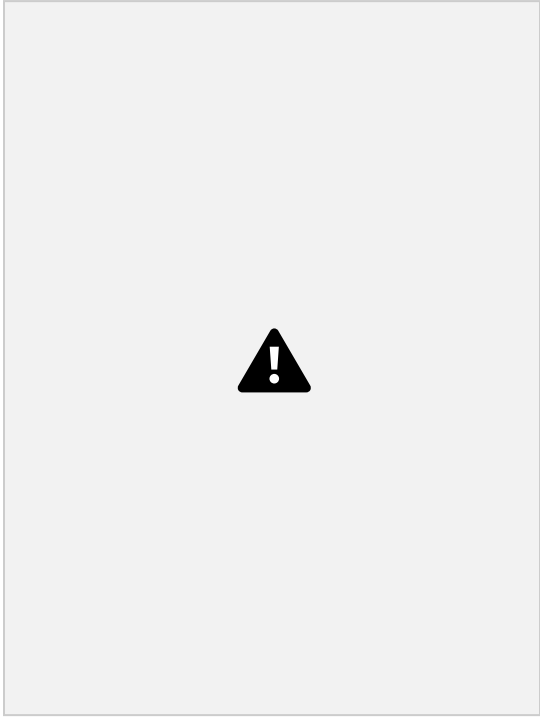
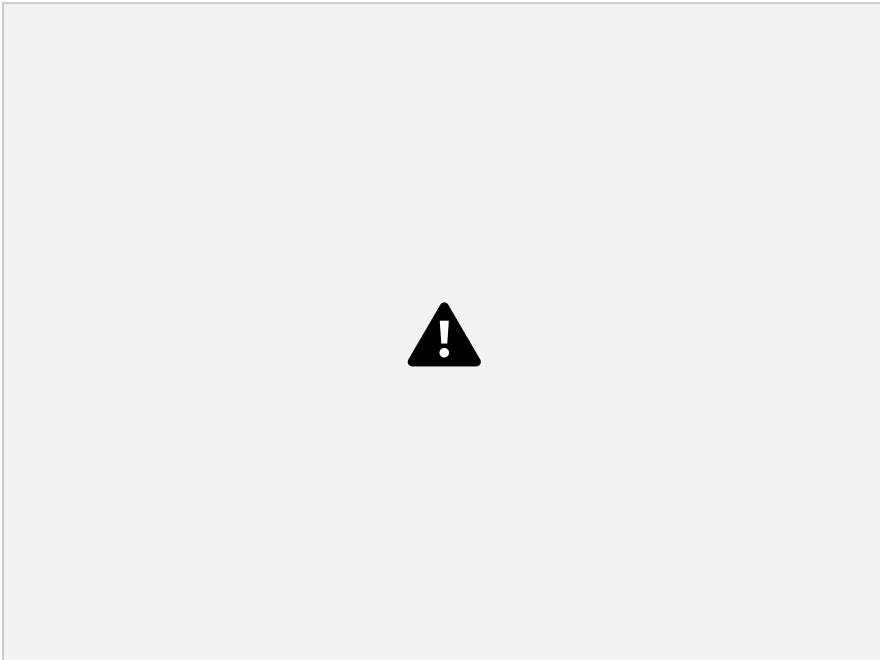
Description	Photograph
Photo 29: View of the base conditions within the foundation area with very severely corroded steel rails.	A large gray rectangular area with a black warning icon (exclamation mark in a triangle) centered in the middle, indicating a missing or redacted photograph.
Photo 30: Spalling of the concrete foundation walls.	A large gray rectangular area with a black warning icon (exclamation mark in a triangle) centered in the middle, indicating a missing or redacted photograph.

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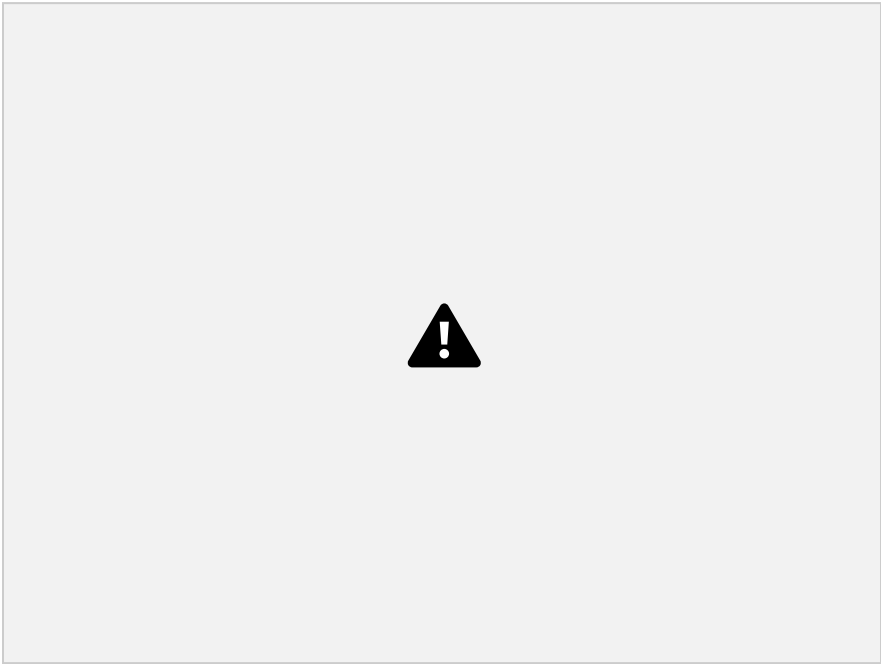
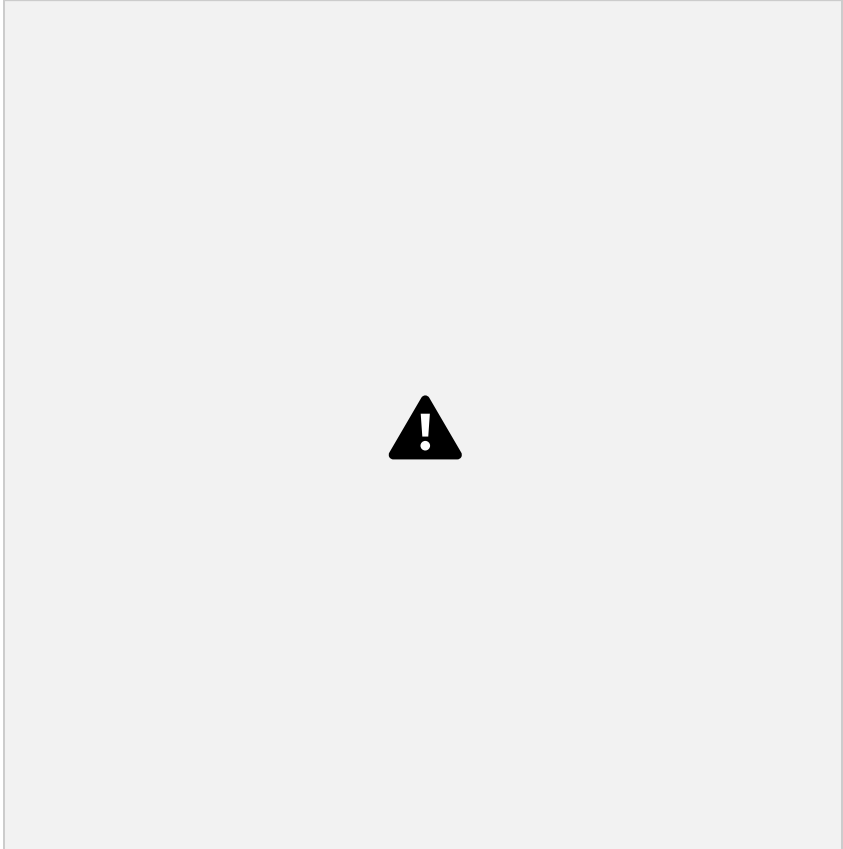


Description	Photograph
Photo 31: View of the lantern room.	
Photo 32: Typical example of severely corroded steel framing in the lantern room. Thick cracked paint likely due to expansion or corrosion.	



Description	Photograph
Photo 33: Typical example of severely corroded steel framing in the lantern room. Thick cracked paint likely due to expansion or corrosion.	
Photo 34: Corrosion of the steel floor in the lantern room.	



Description	Photograph
Photo 35: View of cut membrane on the north-west corner.	
Photo 36: View of top of steel lantern roof with paint peeling, corrosion, pitting, and delamination of roof.	



Appendix B

Visual Classification

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Visual Classification

Sandy Point Lighthouse



For the purpose of our visual review and this report, the condition of the elements is classified below based on the material type. Observation of the structural elements was primarily visual in nature and classification regarding section loss was based on visual estimates. Since the level of deterioration is not uniform throughout the length of an individual member, the worst condition at any section of a member is reported.

Element Condition

- Very Good Condition

Very Good Condition refers to an element (or part of an element) that appears “new” (as constructed), meaning no visible deterioration type defects are present and no remedial action is required. Minor construction defects do not count as visible deterioration type defects. ^[1]

- Good Condition

Good Condition refers to an element (or part of an element) where the first signs of minor defects are visible. This usually occurs after the structure has been in service for a number of years. These types of defects would not normally trigger any remedial action since the overall performance of the element is not affected. ^[1]

- Fair Condition

Fair Condition refers to an element (or part of an element) where medium defects are visible. These types of defects may trigger a “preventative maintenance” type of remedial action where it is practical to do so. ^[1]

- Poor Condition

Poor Condition refers to an element (or part of an element) where defects that have impacted the structural integrity are visible. In concrete, any type of spalling or delamination would be considered “poor” since these defects usually indicate more serious underlying problems in the material. These types of defects would normally trigger rehabilitation or replacement if the extent and location affect the overall performance of that element. ^[1]

Structural Steel Elements

For the purpose of our visual review and this report, corrosion was classified based on the following classification system:

- Light: Loose rust formation and pitting in the paint surface, without noticeable section loss.
- Medium: Loose rust formation with scales or flakes forming. Definite areas of rust are noticeable. Up to 10% section loss.
- Severe: Stratified rust with pitting of the metal surface. Between 10% – 20% section loss.

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- Very Severe: Extensive rusting/corrosion with local perforation or rusting through. In excess of 20% section loss.

Glossary

Alkali-Aggregate Reactivity (AAR): A chemical reaction between alkalis in the cement fraction of concrete mortar and certain types of siliceous aggregates. Resulting in the expansion and cracking of the concrete.

Calcification: Accumulation of calcium-based deposits resulting from water carrying dissolved minerals

Corrosion: Destruction of metal by chemical, electrochemical, and electrolytic reaction within its

environment. ^[3] Damage: Permanent consequence of an action that reduces the serviceability of a structure or one of its components or finishes.

Delamination - Delamination is the separation of concrete usually at the level of the reinforcement in a plane roughly parallel to the upper surface, and is caused by the corrosion of the steel. The term delamination

for steel elements refers to severe to very severe stratified rust causing the steel to expand and split into layers.

Displacement: The distance an element or particle has moved from its original position.

Distress - Physical manifestation of cracking or distortion in a structure as the result of stress, chemical action, or both.^[3]

Efflorescence - A deposit of salts, usually white, crystallizing on a surface, the substance having emerged from below the surface in solution with water.

Weathering - Degradation in colour, texture, strength, chemical composition or other properties of a material caused by exposure to weather.^[3]

Wood Brown Rot - Brown rot is commonly known as dry rot and tends to affect softwoods such as pine and spruce, which is used for most wood construction in North America. The affected wood becomes dry, cracked, and crumbly, often taking on a dark brown or reddish color. Brown rot typically progresses rapidly, leaving the wood weak and brittle.

Wood White Rot - White rot attacks hardwoods such as oak, ash, and maple. As the name suggests, it appears as a whitish or yellowish discoloration on the wood's surface. Unlike brown rot, the affected wood retains its moisture and becomes spongy, stringy, and fibrous. White rot tends to spread slowly and can lead to significant structural damage over time.

References

[1] Professional Engineers Ontario, "Structural Condition Assessments of Existing Buildings and Designated Structures Guideline," Nov. 2016. [Online]. Available: http://peo.on.ca/index.php/ci_id/23427/la_id/1.htm.

[2] American Society for Civil Engineers, "Guideline for Structural Condition Assessment of Existing Buildings," New York, New York, 1991.

[3] International Concrete Repair Institute, "Concrete Repair Terminology" Saint Paul, Minnesota, 2022. ^{RJC}

No. HFX.143644.0001 **B.2**

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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: **Tax Exemption for Community Organizations Policy - Revision**

PURPOSE

The purpose of this report is to provide Council with an overview of the revised Policy 10 – Tax Exemptions for Community Organizations. This policy provides a consistent approach for granting municipal tax exemptions to eligible charitable and non-profit organizations that own property and provide services that benefit the community

RECOMMENDATION

It is recommended that:

The Municipality of the District of Shelburne approve and adopt the revised Policy 10 – Tax Exemptions for Community Organizations, effective April 1, 2026, as presented.

BACKGROUND

The Municipality has historically provided municipal tax exemptions to non-profit community organizations. The existing Tax Exemption Policy was originally adopted in 2015 and has been amended several times, primarily to update Schedule “A” as eligible properties were added or removed.

Through internal review, staff identified that the existing policy required strengthening to ensure it clearly reflects the requirements of the Municipal Government Act (MGA) and provides better guidance around eligibility, ownership, and accountability. In particular, the previous policy did not include detailed provisions related to verification, notification of changes, or recovery of taxes if an organization’s eligibility changes during the year.

As a result, staff have prepared the attached updated version of Policy 10 to improve clarity and strengthen administrative measures. The revised policy will repeal and replace the former 2015 policy upon Council approval.

DISCUSSION

The revised policy strengthens the Municipality's process for granting community tax exemptions. Under the MGA, tax exemptions can only be granted when the property is owned by a registered charitable or non-profit organization and when the organization offers a benefit that might otherwise be the responsibility of the Municipality. This ensures tax exemption is provided only when there is a clear community purpose. The following are details of the substantial changes to the policy:

- Definitions that provide clear meaning for important terms that are used throughout the policy. Including these definitions helps improve clarity and ensures the policy is applied consistently and fairly.
- The property must be owned by the Registered Organization. The MGA is clear that the Council can exempt, by policy, property of a Registered Organization (as defined in this policy).
- Requirements to stay in good standing with the Nova Scotia Registry of Joint Stock Companies and have no outstanding taxes or fees owed to the Municipality.
- Stronger measures to protect the Municipality if an organization's eligibility changes. Organizations are required to notify the Municipality immediately if there are changes such as the sale of the property, loss of non-profit status, or a change in how the property is used.
- Ability for the Municipality to cancel an exemption and invoice the organization for a pro-rated reimbursement of the taxes that would otherwise have been payable. This ensures the Municipality can recover taxes if the exemption no longer applies.
- One property "Camp Jordan Trustees", has been removed from Schedule "A." This change reflects that the property has been sold and is no longer eligible for exemption under the policy, as it is no longer owned by a qualifying non-profit organization.

The revised policy also updates the application process through a new Schedule "B." Organizations will still need to apply each year, but Schedule "B" now includes a requirement for a Councillor to sign the form. This signature confirms that the Councillor supports the organization's request and agrees that the organization provides a service consistent with the purpose of the policy.

BUDGET IMPLICATIONS

If approved, the updated Schedule “A” represents \$31,376, in exempt tax revenue – using current tax rates. As detailed above, the updated policy does include a reimbursement mechanism to reduce any financial risk to the Municipality if eligibility changes during the year.

ATTACHMENTS

1. DRAFT Policy 10 – Tax Exemption for Community Organizations, revised
2. Policy 10 – Tax Exemption for Community Organizations, adopted 2015



TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS

POLICY PURPOSE

It shall be the policy of the Municipality of the District of Shelburne ("Municipality") to provide a standard policy for tax exemptions for properties owned by a named registered Canadian charitable organization or non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations, where Council determines that the organization provides a service that might otherwise be a responsibility of Council.

DEFINITIONS

For the purposes of this Policy:

- a) "Registered Organization" means an organization that is a verifiable named registered Canadian charitable organization or a non-profit organization that is a verifiable legal entity in good standing with the Nova Scotia Registry of Joint Stock Companies.
- b) "Eligible Property" means the property listed in Schedule "A" (by assessment account number) that is owned and used in accordance with this Policy.
- c) "Owner" means the person(s) or entity shown on the property title/deed.
- d) "Reimbursement Amount" is the portion of municipal taxes (including area rates) that would have been payable to the Municipality if not for the Tax Exemption calculated on a daily pro-rated basis from the date the exemption ended to the end of the applicable taxation period (March 31st).
- e) "Tax Exemption" means the exemption from municipal taxation described in this Policy, subject to compliance with all terms and conditions.

TAX EXEMPTION SCOPE

The property of the organizations listed in Schedule "A" that would otherwise be classified as commercial, residential, or resource property shall be totally exempt from taxation, including area rates, in the Municipality, subject to ongoing compliance with this Policy.

ELIGIBILITY REQUIREMENTS (OWNERSHIP, REGISTRATION, USE)

To qualify for, and continue to receive, a Tax Exemption under this Policy the Registered Organization must:

- a) provide a Canadian Charitable registration number or Nova Scotia Registry of Joint Stock Companies registration number and proof of good standing; and

- b) not have any outstanding fees, reports or taxes owed to the Municipality of the District of Shelburne

USE

The Eligible Property must be occupied and used for the purposes described in Schedule “B” and in accordance with this Policy.

DUTY TO NOTIFY CHANGES

The organization must notify the Municipality in writing, without delay, of any change that could affect eligibility, including:

- a) change in legal name;
- b) loss of good standing, dissolution, revocation, or wind-up;
- c) sale, transfer, or other disposition of the Eligible Property;
- d) change in use away from the exempt purpose, as described in Schedule “B”.

Failure to notify may result in cancellation of the Tax Exemption and recovery of taxes as set out in next section. All recovery and adjustments of taxes will be effective the earliest date of which any above noted changes occurred.

RECOVERY OF TAX EXEMPTION/PRO-RATED REIMBURSEMENT

Where a Tax Exemption has been granted for a taxation year and eligibility ends for any reason during that year, the Municipality may:

- a) pro-rate the exemption to the last day the organization remained eligible; and
- b) issue an invoice to the Registered Organization for the Reimbursement Amount.

RESPONSIBILITY FOR PAYMENT

The Reimbursement Amount is payable upon issuance of an invoice and due in accordance with the Municipality’s standard payment terms.

REVIEW

This Policy shall be reviewed annually to examine the tax-exempt status of the properties exempted by this Policy.

APPLICATION DEADLINE

A completed Schedule “B” must be submitted to the Municipality by January 31st annually for each organization seeking exemption under this Policy.

VERIFICATION

The Municipality may request additional documentation at any time to verify eligibility, including proof of:

- a) legal existence and good standing;
- b) ownership; and

c) continued qualifying use.

Failure to provide requested documentation may result in suspension or cancellation of the Tax Exemption for that year.

REPEAL

Tax Exemption Policy adopted by the Council of the Municipality of the District of Shelburne on the 27th day of July, 2015, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Tax Exemptions for Community Organizations on the _____th day of 2026.

SIGNED this _____ day of _____, 2026.

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council:

Effective Date:

Schedule "A"

<u>Assessment District</u>	<u>Organization</u>	<u>Assessment Account No.</u>
1	Ingomar/Roseway Fire Department	01854143
1	Northeast Harbour Community Hall	01855646
1	The Leisure Hour Club	04561929
1	Clyde River Society & Cemetery	00759627
2	Birchtown Community Centre	03401669
2	Black Loyalist Heritage Society	04438442
2	Black Loyalist Heritage Society	10486610
2	Roseway Community Hall	04048342
3	3086659 Nova Scotia Limited	09717846
3	Jordan Bay Community Club	02268841
3	Jordan Bay Community Club	08413983
3	Sandy Point Community Recreation Group	01190466
3	Sandy Point Community Recreation Group	02601761
3	Sandy Point Community Recreation Group	09717803
3	Sandy Point Community Recreation Group	02578549
4	Ohio Recreation Centre	02614693
4	Ohio Recreation Centre	03606945
4	Upper Clyde Social Club	00760331
5	Jordan Lodge IOOF	02270161
6	West Green Harbour Recreation Association	03401774
7	East Sable River Community Centre	01354477
7	Louis Head Historical Society	00758191
7	Sable River Community Hall	01500791
7	Sable River Community Hall	04108698

Schedule "B"

To be submitted by January 31st, annually.

Registered Organization

Municipal District _____

Name _____ Phone: _____

Email: _____

Service Provided to the Community:

Registry of Joint Stocks Number: _____

Canadian Charitable Registration Number: _____

Eligible Property

Legal Ownership Name _____

Phone: _____

Email: _____

Name (Printed)

Name (Signed)

Date

For Internal Use Only:

____ Registration Number and Proof of Good Standing

____ No Outstanding Reports, Fees or Taxes

Councillor

Date



Policy 10

TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS

POLICY PURPOSE

- 10.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard policy for tax exemptions for properties of registered Canadian charitable organizations or non-profit community, charitable, fraternal, educational, recreational, religious, cultural, or sporting organizations, when council determines that the organizations is providing a service that might otherwise be a responsibility of council.

POLICY DETAILS

- 10.2 The property of the organizations listed in Schedule “A” that would otherwise be classified as commercial, residential or resource property shall be totally exempt from taxation, including area rates, in the Municipality of the District of Shelburne.
- 10.3 Where a property or part thereof, listed in Schedule “A” ceases to be occupied by the organization or for the purposes set out in the Schedule, total exemption from taxation shall cease and the owner of the property shall immediately be liable for the real property tax on such property or part thereof for the portion of the year then unexpired.
- 10.4 This bylaw shall be reviewed on an annual basis, to examine the tax-exempt status of the properties exempted by this bylaw.

REPEAL

- 10.5 Tax Exemption Policy adopted by the Council of the Municipality of the District of Shelburne on the 27th day of July, 2015, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Tax Exemptions for Community Organizations on the 27th day of February, 2017.

SIGNED this _____ day of _____, 2022

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council:	February 27, 2017
Effective Date:	April 1, 2017
Amended:	January 28, 2019, change to Schedule "A"
Amended:	April 14, 2020, change to Schedule "A"
Amended:	June 15, 2020, 2020, change to Schedule "A"
Amended:	September 14, 2020, change to Schedule "A"
Amended:	November 23, 2020, change to Schedule "A"
Amended:	March 23, 2022, change to Schedule "A"

Schedule "A"

<u>Assessment District</u>	<u>Organization</u>	<u>Assessment Account No.</u>
1	Ingomar/Roseway Fire Department	01854143
1	Northeast Harbour Community Hall	01855646
1	The Leisure Hour Club	04561929
2	Birchtown Community Centre	03401669
2	Black Loyalist Heritage Museum	04438442
2	Black Loyalist Heritage Museum	10486610
2	Roseway Community Association	04048342
3	3086659 Nova Scotia Limited	09717846
3	Jordan Bay Community Club	02268841
3	Jordan Bay Community Club	08413983
3	Sandy Point Community Recreation Group	01190466
3	Sandy Point Community Recreation Group	02601761
3	Sandy Point Community Recreation Group	09717803
3	Sandy Point Community Recreation Group	02578549
4	Ohio Recreation Centre	02614693
4	Ohio Recreation Centre	03606945
4	Upper Clyde Social Club	00760331
5	Camp Jordan Trustees	00615226
5	Jordan Lodge IOOF	02270161
6	West Green Harbour Recreation Association	03401774
7	East Sable River Community Centre	01354477
7	Sable River Community Hall	01500791
7	Sable River Community Hall	04108698

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: **Shelburne Visitor Information Center Support**

PURPOSE:

To update Council on a letter received from the Shelburne & Area Chamber of Commerce requesting funding support for the 2026 operation of the Town of Shelburne Visitor Information Centre (VIC).

RECOMMENDATION:

It is recommended that

The Municipality of the District of Shelburne send a response letter to the Shelburne & Area Chamber of Commerce encouraging their continued work with the Town of Shelburne to support the successful 2026 operation of the Shelburne VIC, and;

THAT the Municipality of the District of Shelburne encourages the Town of Shelburne to apply for VIC operational support to the Municipality's Grants to Organizations program.

BACKGROUND:

The Municipality of the District of Shelburne has historically provided annual funding support for VIC operations through the Grants to Organizations program. This support has been provided to both the Town of Shelburne and the Town of Lockport in the amount of \$3,500 per year for each community's VIC operations. This approach has ensured equitable municipal support for visitor services across the region.

Tourism remains a significant economic driver within Shelburne County, and the VICs play an important frontline role in welcoming visitors, supporting local businesses, and encouraging longer stays in the region. This matter has been discussed by the Economic Growth Committee and it is clear that the community recognizes the value of consistent and reliable visitor services in both Towns.

DISCUSSION:

The Chamber's letter proposes that they assume responsibility for the day-to-day

operation of the Shelburne VIC, while municipal partners provide financial support to enable the service to operate. The proposal suggests expanded hours of operation and identifies a preliminary seasonal operating cost estimate, which would be refined once operational details are confirmed.

Staff have spoken with Town of Shelburne regarding the proposal. The Town has indicated that an operational model for the 2026 VIC has not yet been formally approved by the Town. However, they confirmed that open and ongoing discussions are taking place between the Town and the Shelburne & Area Chamber of Commerce regarding potential operational arrangements.

Based on discussions with the Chamber and the Economic Growth Committee, staff believe the Chamber's proposal aligns with the Municipality's long-standing commitment to tourism and economic development and is as a positive and practical approach to ensuring the VIC is open and well-supported for the 2026 tourism season.

In response to the Chamber's letter, staff recommend that Council acknowledge and express its continued support for the operation of the VIC. Staff further recommend that Council encourage the Town of Shelburne and the Shelburne & Area Chamber of Commerce to continue working collaboratively to finalize the operational model for the Town of Shelburne VIC and that the Town subsequently forward a funding request to the Municipality through the Grants to Organizations program, consistent with current policy.

It is also important to note that a grant provided by the Municipality to support the Shelburne VIC will have a mirror effect on the support provided to the Town of Lockport VIC. Maintaining parity between the two communities has been an established practice of the Municipality and the Grant Review Committee will consider this in future funding recommendations to Council.

BUDGET IMPLICATIONS:

As in past years, staff have included \$67,500, for Grants to Organizations applications, in the 2026-2027 draft operating budget.

ATTACHMENTS:

1. Letter from Shelburne & Area Chamber of Commerce



Shelburne & Area Chamber of Commerce
PO Box 1150
Shelburne, NS
B0T1W0

January 29, 2026,

Subject: Decision Required: 2026 Visitor Information Centre Operations and Funding Partnership

Dear Mayor and Members of Council,

On behalf of the Shelburne & Area Chamber of Commerce (SACC), we are writing to request Council's support for a practical, cost-effective partnership to ensure the Visitor Information Centre (VIC) is operational for the 2026 tourism season.

From discussions to date, it is clear that both the Town of Shelburne and the Municipality of Shelburne share a strong interest in seeing the Visitor Information Centre open this season. This letter is intended to move those discussions forward in a concrete way and establish an agreed path to implementation.

Tourism remains one of the region's most reliable economic drivers—second only to the fishery—and the VIC is a frontline economic development service that directly supports local businesses, employment, and municipal revenues. The VIC is often the first and most influential point of contact for visitors. When it is unavailable or under-resourced, the result is fewer overnight stays, reduced visitor spending, and missed opportunities for local businesses—particularly small and seasonal operators.

While the Chamber is prepared to step forward and assume operational management of the seasonal VIC, it does not have the fiscal capacity to fund its operation. Visitor services and tourism promotion are core municipal responsibilities, and sustained municipal investment is essential.

Based on preliminary information available to us, our **best current estimate** is that total seasonal operating costs will be approximately **\$30,000**. We propose that a **detailed operating budget** be finalized once:

- The property has been viewed to assess start-up requirements (painting, cleaning, set-up, minor repairs);

- Operating costs are confirmed by the Town (insurance, utilities, internet, janitorial, etc.);
- Staffing approach is agreed upon by the Town and Municipality (experienced/mature staff supported by students and volunteers);
- Final dates of operation are confirmed.

To move forward efficiently, the SACC proposes the following partnership model:

- The **Shelburne & Area Chamber of Commerce** will manage and operate the seasonal VIC, including staffing, volunteer coordination, training, programming, daily operations, and reporting.
- The **Town of Shelburne and the Municipality of Shelburne** will provide the financial support required to operate the VIC, recognizing it as a foundational economic development service.

Preliminary 2026 Operating Estimate: \$30,000 (to be confirmed through detailed budget)

- Town of Shelburne: Facilities, services, maintenance, and wage contributions (value to be confirmed)
- Municipality of Shelburne: Financial contribution toward operations (amount to be confirmed)

When the VIC was last fully operational and collecting visitor data it welcomed approximately **6,500 visitors** during the season. Even modest spending by these visitors—on meals, accommodations, retail purchases, museums, and attractions—represents a substantial economic return for both the Town and the Municipality. Encouraging visitors to stay longer and spend locally multiplies this impact across the business community.

We are operating within a very tight timeline in order to open the centre this season. To that end, we respectfully request:

- A site visit to the VIC as soon as possible;
- Confirmation of Town operating cost figures;
- A first joint meeting within the next **10 days** to finalize scope, budget, and responsibilities.

Simply put, Shelburne and Area — and the Chamber on behalf of its business members — cannot afford to forgo this service. We respectfully request Council's support to proceed with this partnership model so that staffing and preparation can begin immediately.

We welcome the opportunity to meet with both Councils and continue working collaboratively to strengthen Shelburne's tourism economy.

Respectfully submitted,

Shelburne & Area Chamber of Commerce

CC: Warden and Councillors, Municipality of Shelburne

Briefing Note

Visitor Information Centre (VIC) – 2026 Operations and Funding

Purpose

To seek municipal support in principle for reopening the Visitor Information Centre for the 2026 season and to confirm a partnership model and process for finalizing a detailed operating budget.

Background

- Tourism is one of the region's strongest economic sectors and a key pillar of municipal economic development.
- The VIC serves as the primary point of contact for visitors, promoting accommodations, dining, attractions, events, and local businesses.
- When the VIC last operated at full capacity, it served approximately **6,500 visitors** during the season.

Economic Impact

Even conservative visitor spending assumptions (meals, retail purchases, attraction admissions, and overnight stays) demonstrate that encouraging 6,500 visitors to remain and spend locally generates significant economic benefit for the Town and the Municipality. This supports:

- Local employment
- Commercial tax base
- Business sustainability
- Community reputation as a welcoming destination

Issue

- The Shelburne & Area Chamber of Commerce does not have the fiscal capacity to fully fund the VIC.
- Without municipal participation, the VIC will not be able to operate, resulting in lost visitor spending and reputational harm.

Proposed Solution

A collaborative partnership model:

SACC Responsibilities

- Day-to-day management and operation of the seasonal VIC
- Staffing and volunteer coordination
- Training and programming

- Insurance compliance and reporting
- Monthly operational reporting and end-of-season review

Municipal Responsibilities

- Financial support for VIC operations
- Confirmation of operating costs (insurance, utilities, internet, janitorial)
- Participation in staffing model decisions

Operating Season (to be confirmed)

- Target: Late May to mid-October 2026
- 9:00 a.m. – 5:00 p.m., seven days per week

Financial Overview (Preliminary)

- **Estimated Total Cost:** Approximately **\$30,000**
- A detailed operating budget will be prepared once:
 - Site condition is assessed (painting, cleaning, repairs, set-up)
 - Town operating costs are confirmed
 - Staffing model and dates of operation are agreed upon

Next Steps (Time Sensitive)

- Arrange site visit to VIC
- Receive Town cost estimates
- Hold joint meeting within **10 days**
- Establish a small **working committee** with representation from the Town, the Municipality, the Chamber, and the business community to streamline decisions and implementation
- Finalize detailed budget and operational plan

Requested Direction

- Support the partnership model in principle
- Direct staff to meet with SACC to finalize scope, costs, and implementation timeline

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.



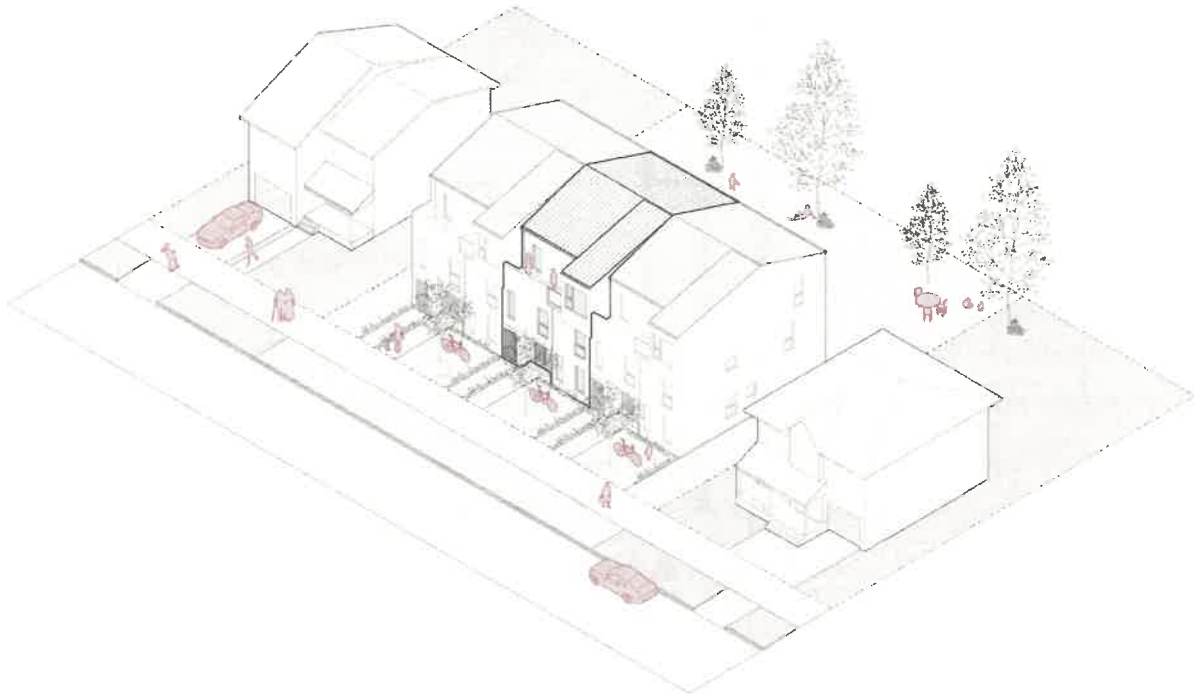
Going Further to Support Uptake

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

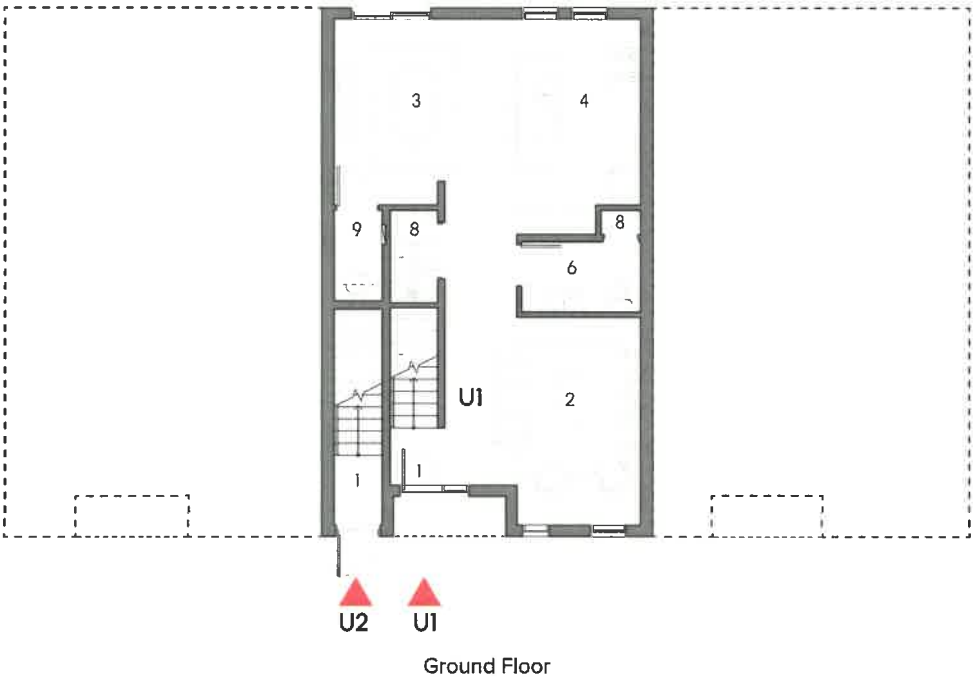
Building Footprint Ground Floor*	87 sq. m [937 sq. ft]
Building Height (Roof Peak)	10.38 m [34 ft. 1 in.]
Building Height (Midpoint of slope Main Roof)	9.49 m [31 ft. 1 ¾ in.]
Building Width*	7.56 m [24 ft. 10 in.]
Building Depth	12.27 m [40 ft. 3 in.]

*Based on single stacked townhouse.

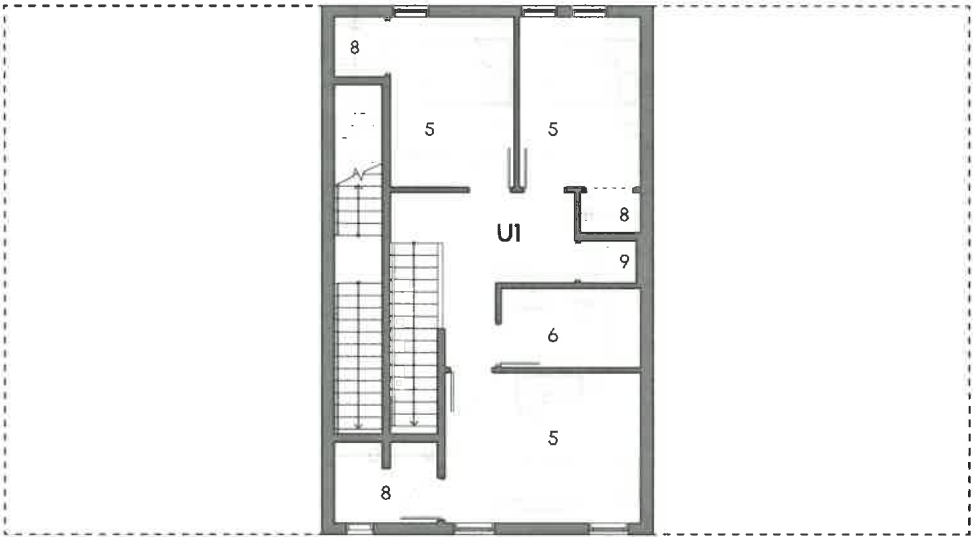
Disclaimer

The designs depicted in this document are for illustrative and general information purposes only and should not be used to obtain a site plan approval or building permit, or for other construction purposes. These designs and this document may be updated by CMHC from time to time. In accessing these designs and this document, CMHC's Website Terms and Conditions shall apply.





Ground Floor

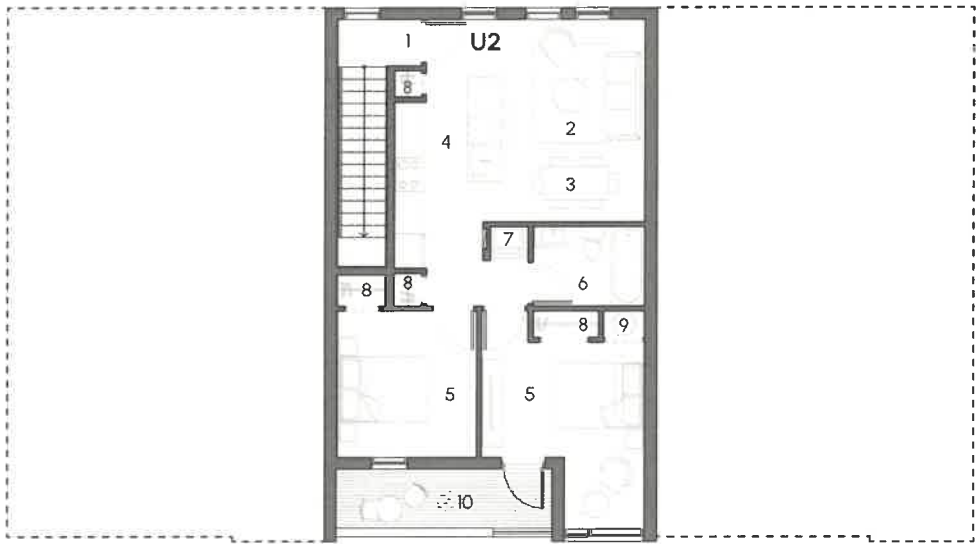


Second Floor

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	





Third Floor

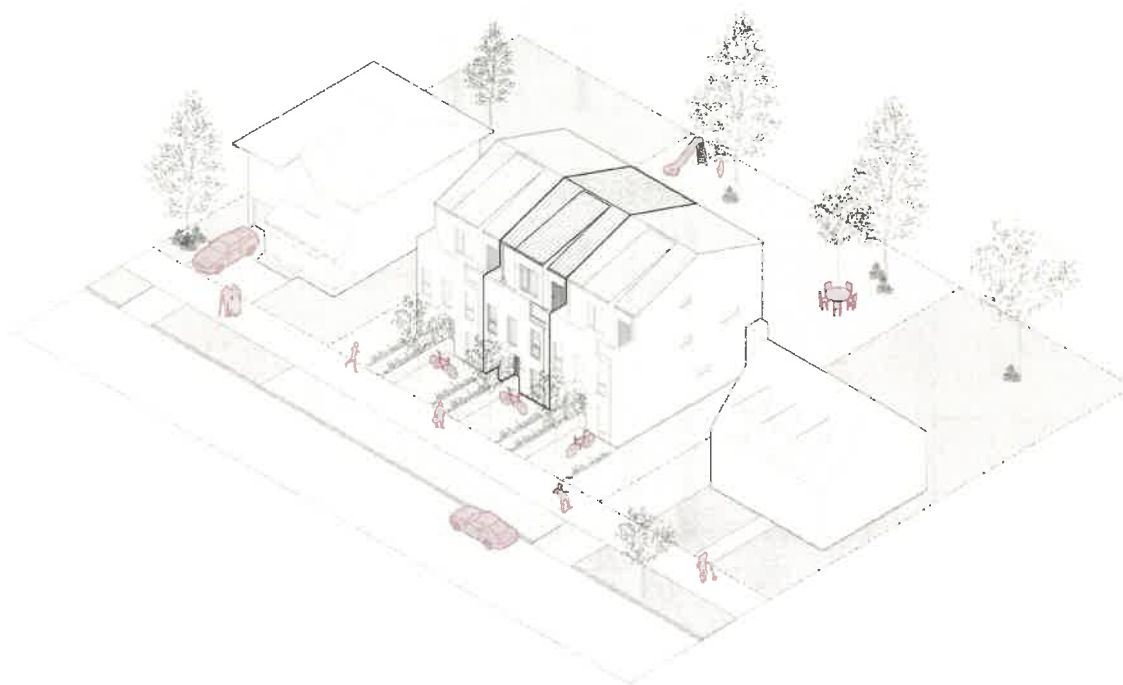
Legend:

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.

Disclaimer

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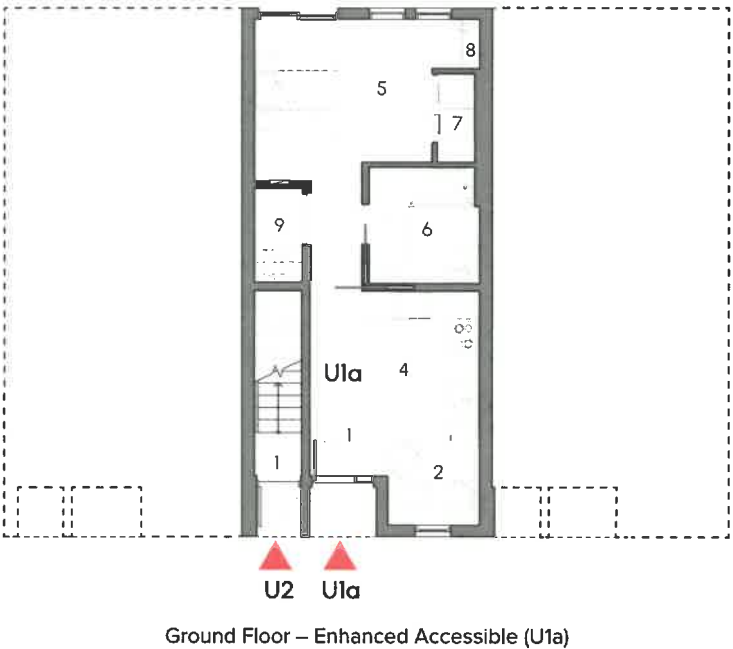
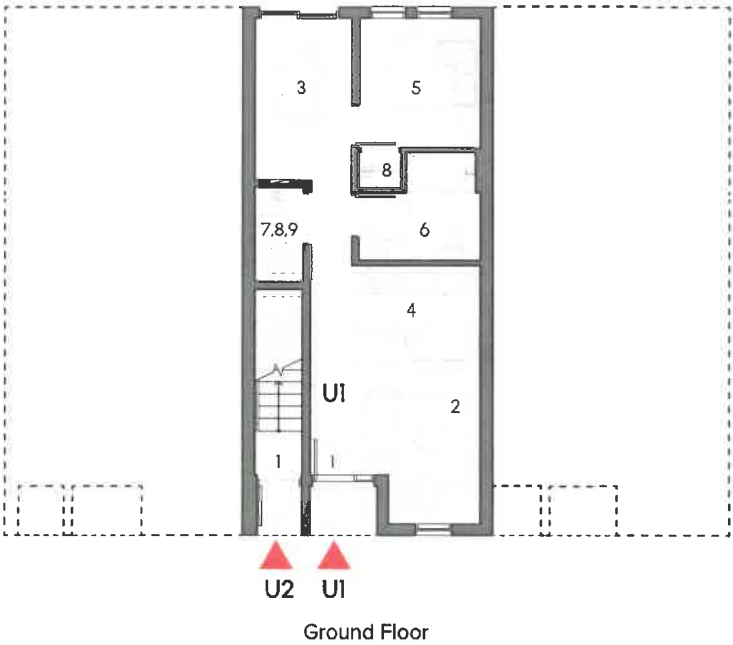


Housing, Infrastructure
and Communities Canada

Logement, Infrastructures
et Collectivités Canada

Canada

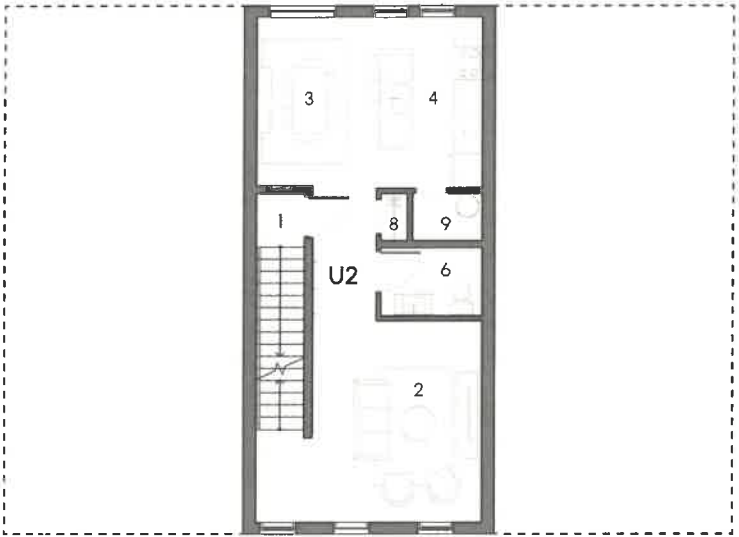




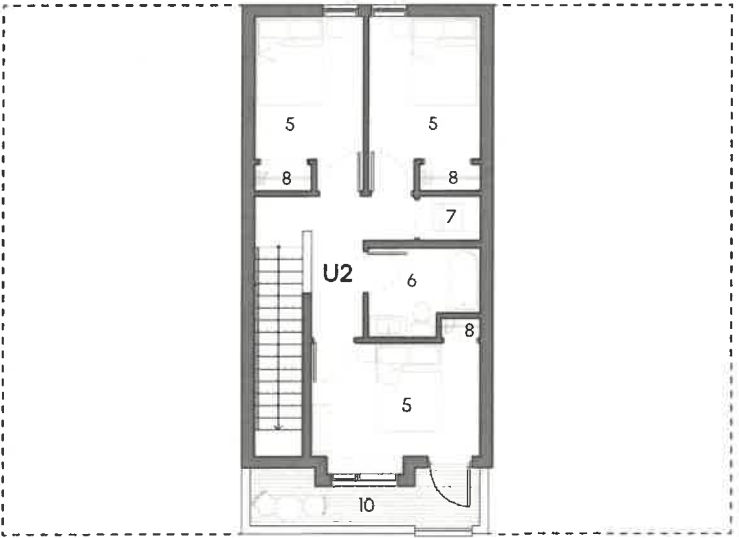
Legend:

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	





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

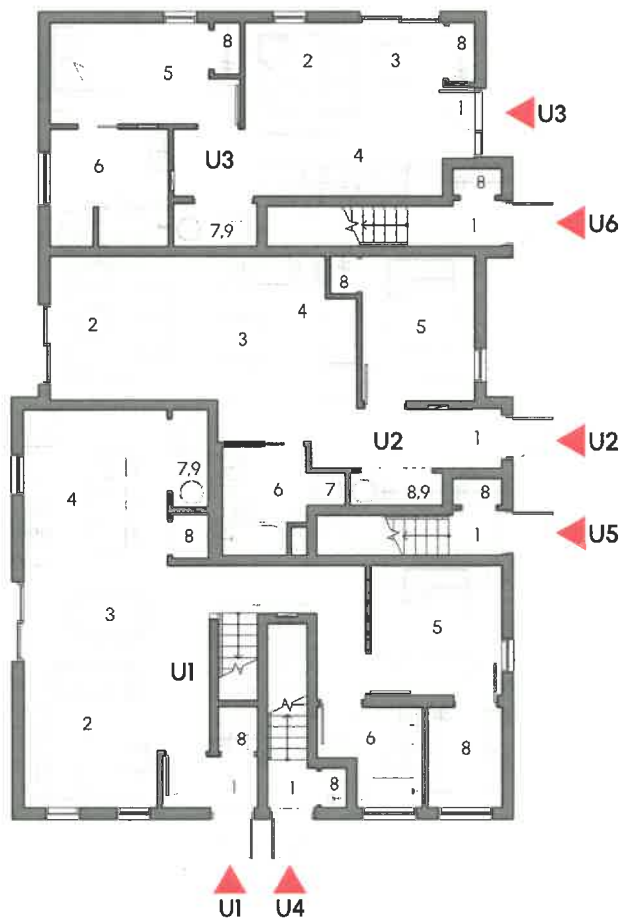
Building Footprint	205 sq. m [2,207 sq. ft]
Building Height (Roof Peak)	10 m [32 ft. 10 ⅜ in.]
Building Height (Midpoint of slope Highest Roof)	8.19 m [26 ft. 10 ¾ in.]
Building Width	11.53 m [37 ft. 10 in.]
Building Depth	19.34 m [63 ft. 5 ⅜ in.]

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

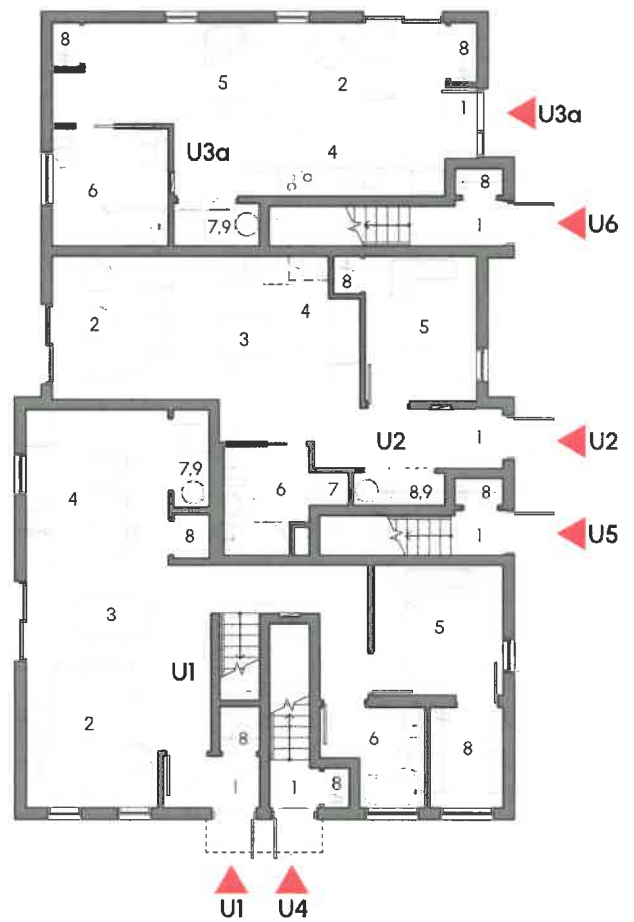
****Enhanced Accessible** architectural layouts follow key accessibility principles aligned with CSA/ASC B652:23 – Accessible Dwellings Standard.

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Ground Floor



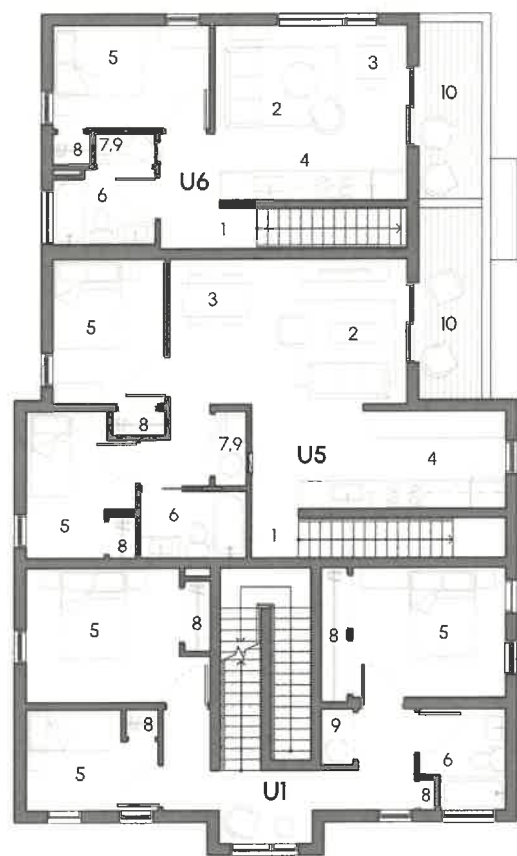
Ground Floor – Enhanced Accessible (U3a)

Legend:

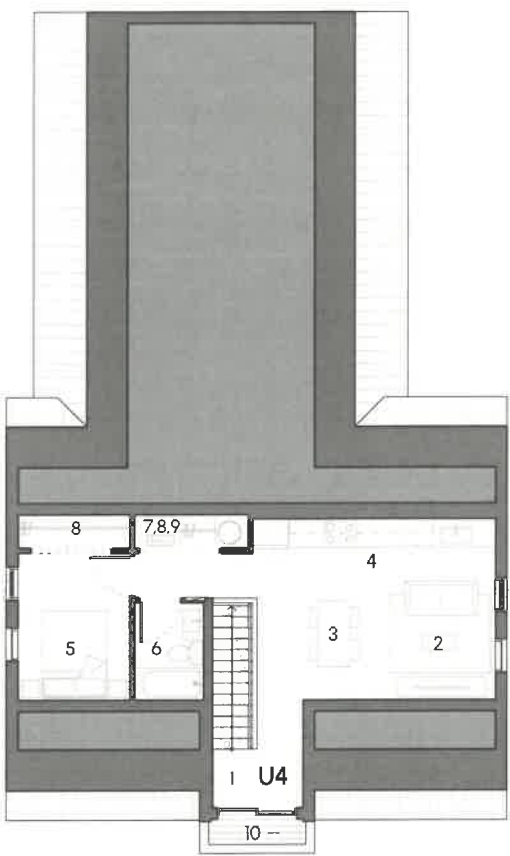
- | | | | |
|-----------|-------------|---------------|-------------------|
| 1. Entry | 4. Kitchen | 7. Laundry | 10. Terrace/Patio |
| 2. Living | 5. Bedroom | 8. Storage | 11. N/A |
| 3. Dining | 6. Washroom | 9. Mechanical | |

0 1 2 5m

0 3 6 10ft



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	





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

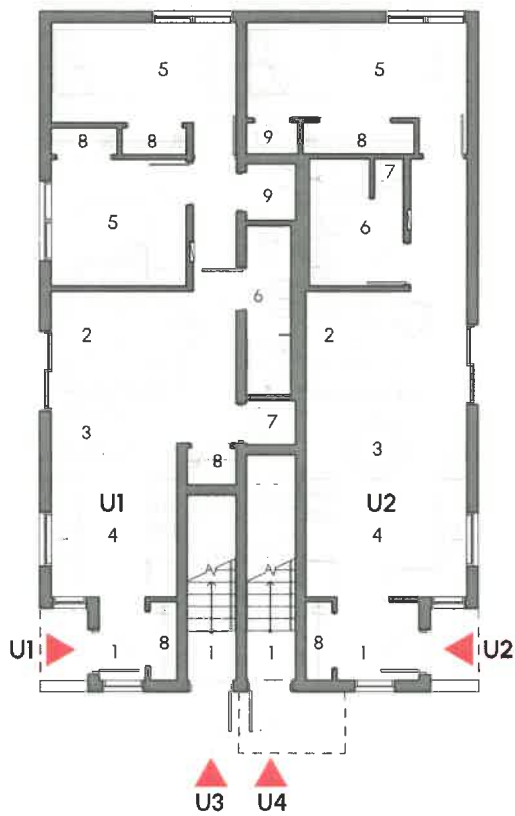
Building Footprint	154 sq. m [1,658 sq. ft.]
Building Height (Roof Peak)	9.90 m [32 ft. 5 ¾ in.]
Building Height (Midpoint of slope Highest Roof)	7.89 m [25 ft. 10 ⅜ in.]
Building Width	10.12 m [33 ft. 2 ¼ in.]
Building Depth	15.65 m [51 ft. 4 in.]

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

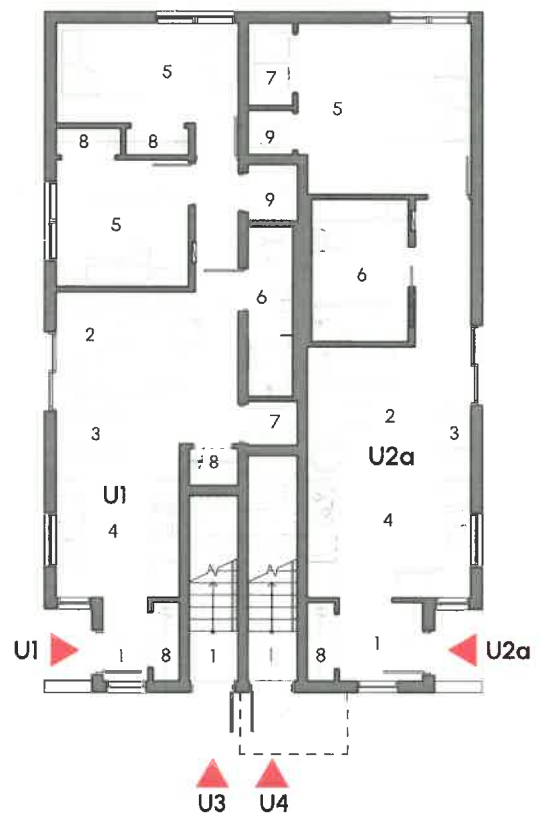
****Enhanced Accessible** architectural layouts follow key accessibility principles aligned with CSA/ASC B652:23 – Accessible Dwellings Standard.

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Ground Floor
(Both Options 1 and 2)



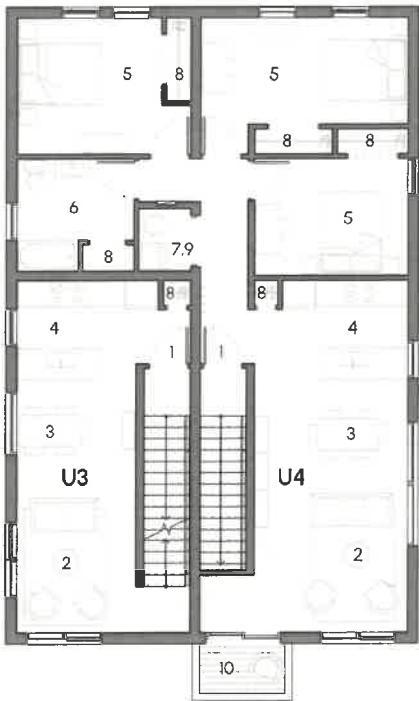
Ground Floor - Enhanced Accessible (U2a)
(Both Options 1 and 2)

Legend:

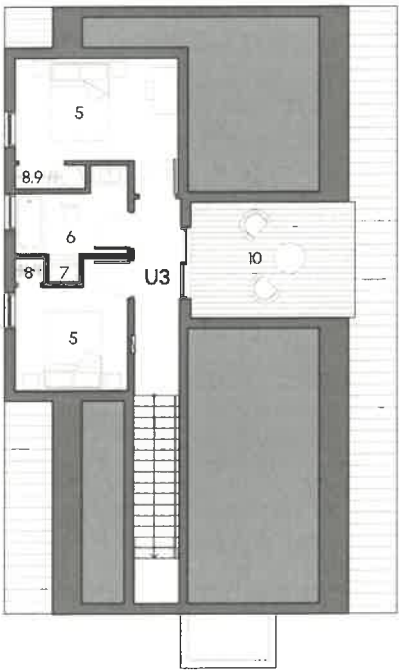
- | | | | |
|-----------|-------------|---------------|-------------------|
| 1. Entry | 4. Kitchen | 7. Laundry | 10. Terrace/Patio |
| 2. Living | 5. Bedroom | 8. Storage | 11. N/A |
| 3. Dining | 6. Washroom | 9. Mechanical | |

0 1 2 5m

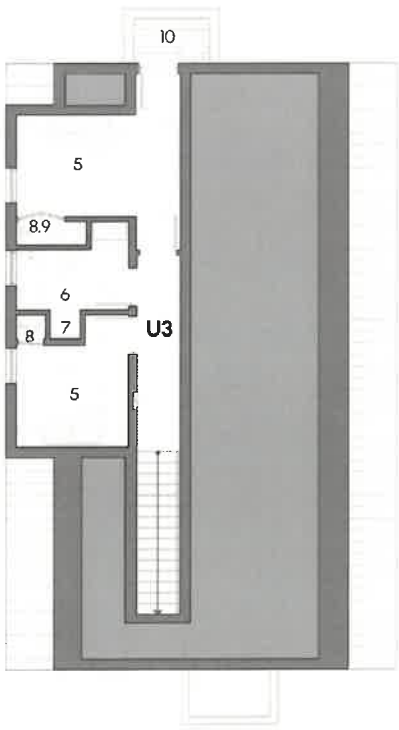
0 3 6 16ft



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
Number of Storeys	2 Storeys + Mezzanine
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]
Building Height (Roof Peak)	9.73 m [31 ft. 11 in.]
Building Height (Midpoint of slope Highest Roof)	9.49 m [31 ft. 1 ¾ in.]
Building Width	12.72 m [41 ft. 9 in.]
Building Depth	21.07 m [69 ft. 1 ½ in.]

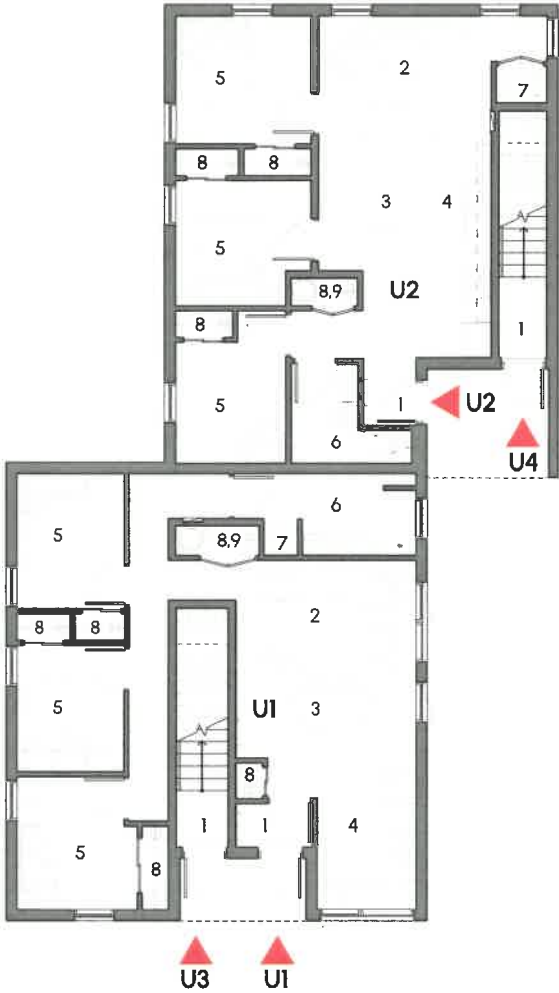
***Accessible-Ready** designs can be converted to an accessible unit aligned with ASC-2.8: Accessible-Ready Housing.

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

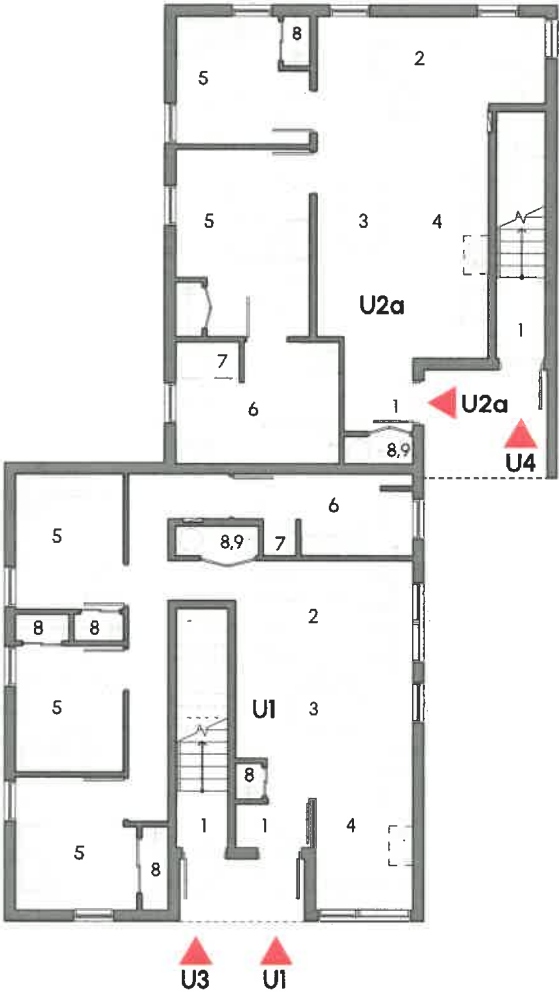
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Ground Floor



Ground Floor – Enhanced Accessible (U2a)

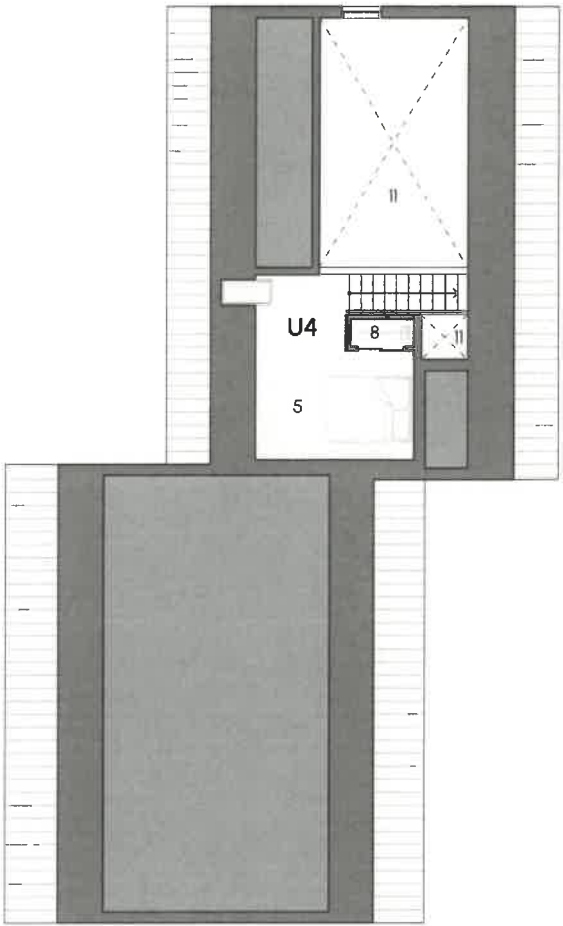
Legend:

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

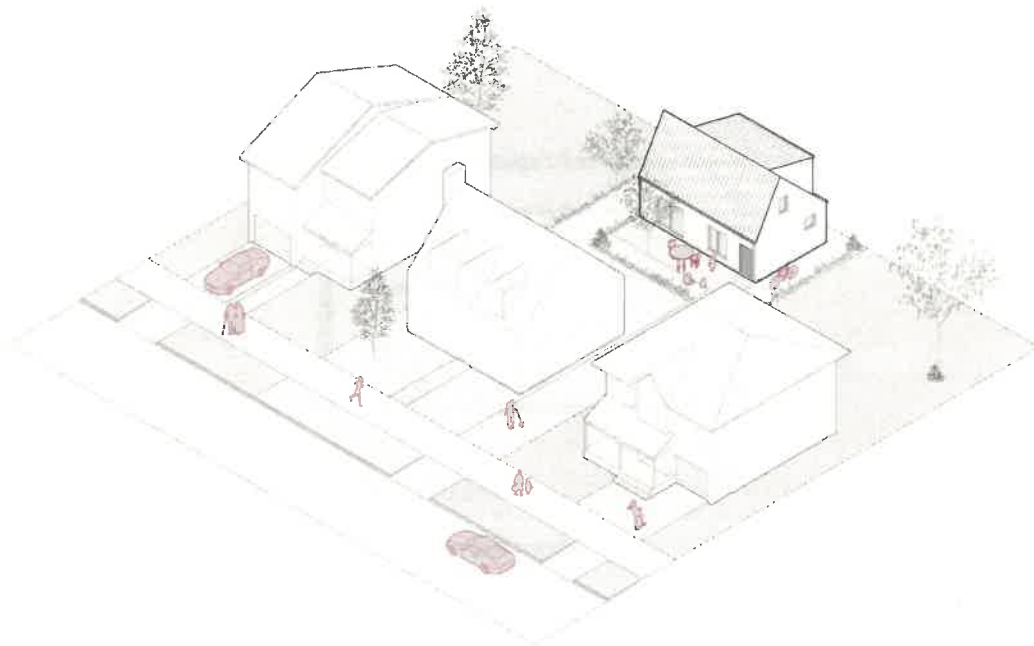
Legend:

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	

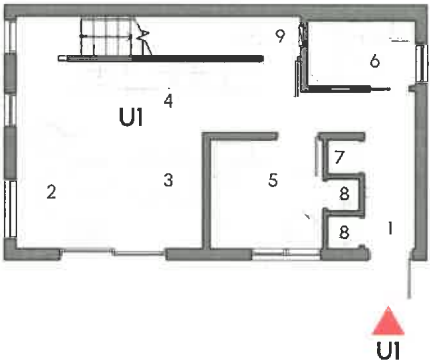
Building Summary

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.]

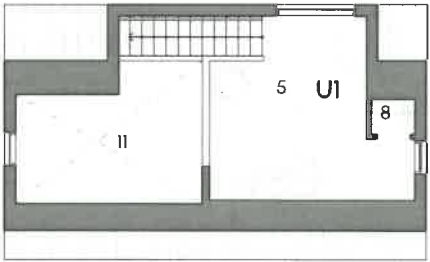
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Ground Floor



Second Floor

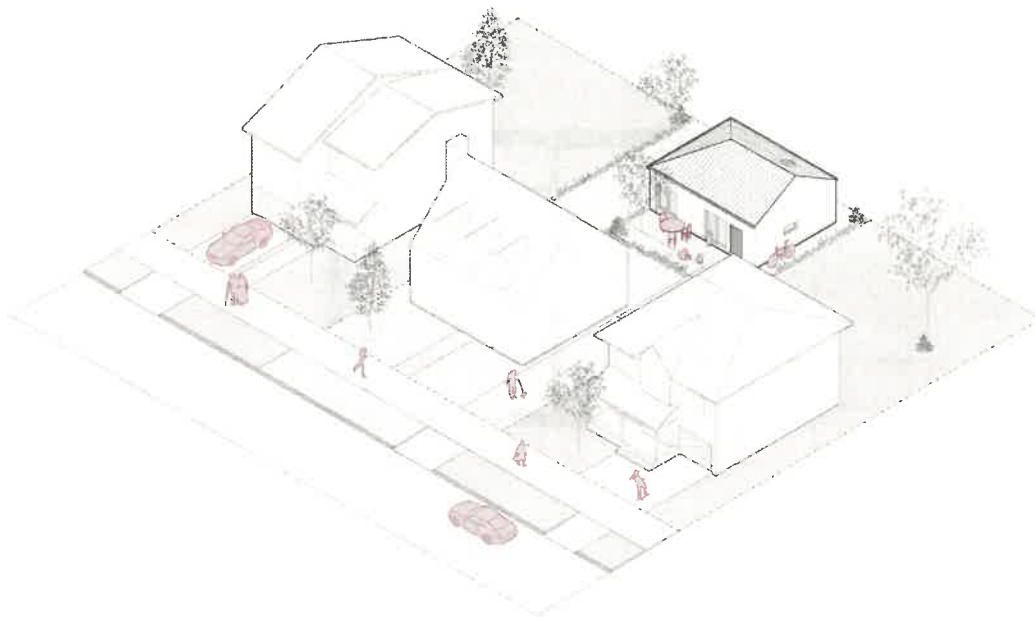
Legend:

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 3/4 in.]
Building Depth	6.74 m [22 ft. 1 5/8 in.]

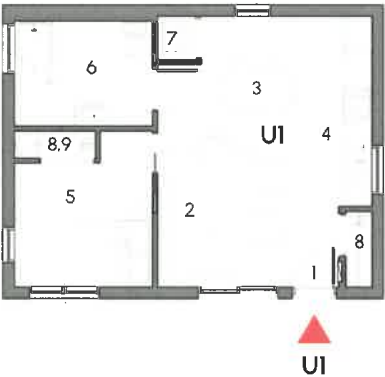
***Accessible-Ready** designs can be converted to an accessible unit aligned with ASC-2.8: Accessible-Ready Housing.

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

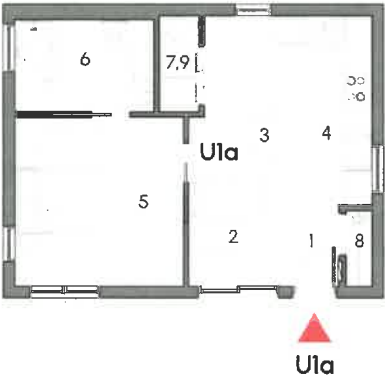
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Ground Floor



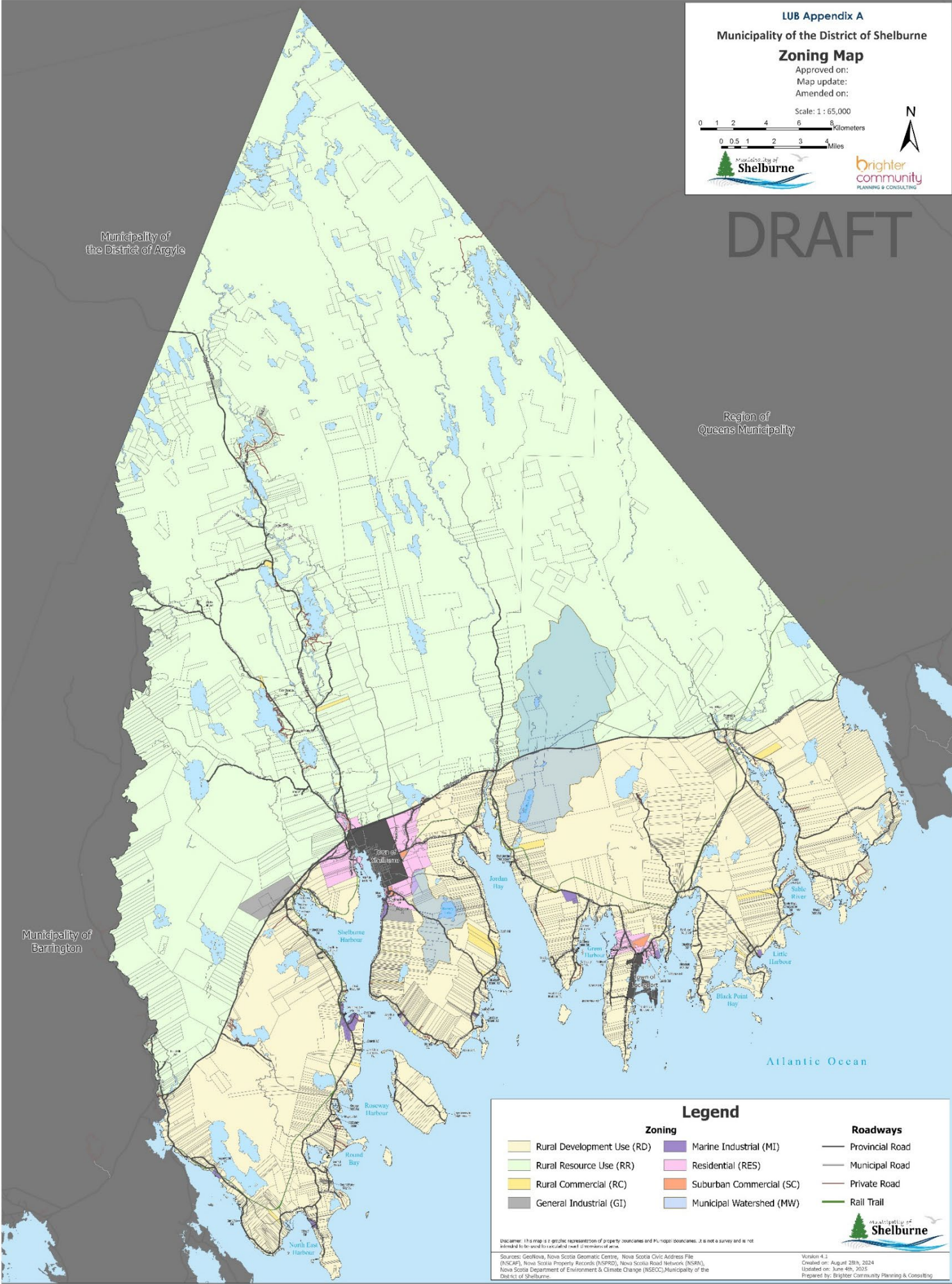
Ground Floor – Enhanced Accessible

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



STAFF REPORT

To: Council

From: Adam Dedrick, Director of Recreation & Parks

Approved by: Warren MacLeod, Chief Administrative Officer

Date: February 11, 2026

Subject: Equity & Anti-Racism Advisory Committee Terms of Reference

**Origin**

The Eastern Shelburne County Equity & Anti-Racism Plan requires the establishment of an advisory committee, and the first step is to develop a terms of reference.

Recommendation

THAT, Council of the Municipality of the District of Shelburne approve the Eastern Shelburne County Equity & Anti-Racism Advisory Committee Terms of Reference.

Background

The Eastern Shelburne County Equity & Anti-Racism Plan is a three year plan (2025-2028) that outlines how the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockport are going to identify, prevent and remove barriers for people of all backgrounds in our spaces, policies, programs and services. It will make sure that every person will be respected and treated fairly, no matter their race, gender, sexual orientation, abilities and more. It is a requirement to update the plan every three years. The plan has four Priority Areas that include Community Engagement, Inclusive Policies, Leadership Commitment and Accountability, and Education and Training. Each has specific action items.

Discussion

Under the Community Engagement priority one action item is to establish an Equity and Anti-Racism Advisory Committee made up of people from equity-deserving groups and organizations. The committee will be a committee of council and will be made up of council representatives from each of the three units and members of the public.

The main purpose of the advisory committee is to advise the three councils on the implementation and effectiveness of the Equity & Anti-Racism Plan and to provide oversight and accountability. The Terms of Reference outlines the purpose and role of the committee, terms of membership, and procedures. As per the terms of reference, the committee will aim to have representation from a diverse array of voices and equity deserving groups. Expressions of Interest for the appointment of community members to the Committee shall be invited by public advertisement with members being appointed by the three councils. Each council will appoint their own council member representative.

Attachments

-Eastern Shelburne County Equity & Anti-Racism Plan Terms of Reference

Eastern Shelburne County Equity & Anti-Racism Advisory Committee

Terms of Reference

1. Purpose

The Eastern Shelburne County Equity & Anti-Racism Advisory Committee (“the Committee”) provides advice to the three Councils (“the Councils”) representing the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport on identifying, preventing, and eliminating discrimination (based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation) in Municipal/Town services. The Committee plays a pivotal role in helping the Municipality/Towns become more inclusive service providers in accordance with Nova Scotia’s Dismantling Racism & Hate Act.

2. Role

- 2.1. Advise the Councils on the implementation and effectiveness of the Equity & Anti-Racism Plan.
- 2.2. Advise and make recommendations about strategies designed to achieve the objectives of the Equity & Anti-Racism Plan.
- 2.3. Advise the Councils on the impact of municipal services, policies, and procedures on the public as it relates to equity and anti-racism.
- 2.4. Assist in monitoring compliance with federal and provincial government directives and regulations.
- 2.5. Provide input and advice to the Councils with respect to updating the Equity & Anti-Racism Plan every three years.

3. Membership

- 3.1. The Committee aims to have the greatest possible representation from a diverse array of voices and equity deserving groups:
 - 3.1.1. Community members with lived experience in discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation
 - 3.1.2. Community members from different geographical areas of the Municipality/Towns
- 3.2. The Committee shall consist of nine (9) voting members who serve without pay, except for associated expenses; six (6) community members and three (3) Council members. Each Council will appoint their own Council member representative. The six (6) community members are to be appointed by all three (3) municipal units. Additional community members may be appointed.
- 3.3. Expressions of Interest for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 3.4. All Expressions of Interest will be sent to the Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the three (3) municipal units or their designate. The Nominating Committee will send a recommendation to all three (3) Councils concerning the appointment of the community members.
- 3.5. Community members of the Committee shall be appointed for a term of two (2) years.
- 3.6. Council member appointments shall be for two (2) year terms.

- 3.7. If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 3.8. If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 3.9. Any member of the Committee is eligible for reappointment.
- 3.10. Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.
- 3.11. The Chair and Vice-Chair will be appointed annually by the Committee.

4. Rules of Engagement

- 4.1. The Committee shall meet at least quarterly, or as needed to fulfill its duties.
- 4.2. Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the Committee shall be open to the public and advertised no less than one week in advance.
- 4.3. A majority of the appointed voting members of the Committee constitutes a quorum.
- 4.4. The Committee may receive presentations from the public upon the approval of the Chair.
- 4.5. The Committee may establish Working Groups to explore specific issues related to the Equity & Anti-Racism Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the Committee shall chair the Working Group.

5. Staff Resources

- 5.1. The Committee will be supported by municipal staff and consulting resources as required.
- 5.2. Staff appointed by the Councils will attend meetings as a resource to the Committee.
- 5.3. The Municipality/Towns will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6. Policy Review

- 6.1. These Terms of Reference will be reviewed by the Municipality/Towns at least every four years from the effective/amended date.



Naturally Yours

Inspection Department

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

MEMORANDUM

TO: Warren MacLeod, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: February 4, 2026

RE: January Monthly Building Report

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued in January	2	6
Number of Permits Issued to Date	87	107
Construction Values for January	\$ 212,000.00	\$ 257,800,000.00
Total Construction to Date	\$ 7,905,900.00	\$ 8,633,100.00

Highlights:

- 1 New Dwelling - \$ 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

From: Ministerial Correspondence Unit - Mailout <Ministerial.CorrespondenceUnit-Mailout@justice.gc.ca>

Sent: Friday, January 30, 2026 5:42 PM

To: Warden Penny Smith <Warden@municipalityofshelburne.ca>

Subject: Correspondence from the Minister of Justice and Attorney General of Canada and Minister responsible for the Atlantic Canada Opportunities Agency

CAUTION: This email originated from an external sender.

Dear Ms. Smith:

Thank you for your correspondence concerning the criminal justice system. Please excuse the delay in responding.

As Minister of Justice and Attorney General of Canada, I am committed to taking action to ensure that Canadians feel safe in their communities.

Our government is committed to acting within its federal area of responsibility to strengthen Canada's bail regime and implement tougher sentencing measures. Following extensive consultations, on October 23, 2025, I introduced Bill C-14, the *Bail and Sentencing Reform Act*, in the House of Commons. The Act contains over 80 targeted changes to the *Criminal Code*, the *Youth Criminal Justice Act*, and the *National Defence Act*.

The Bill would make bail laws stricter by amending the *Criminal Code* in the following ways to address violent and repeat offending and organized crime:

- Establishing reverse onus provisions to make detention the starting point for certain offences. In these cases, the accused must demonstrate why they should be released on bail, making it more onerous to obtain bail if they are charged with offences such as violent auto theft, auto theft linked to organized crime, and home invasion, as well as certain trafficking in persons and human smuggling offences.
- Imposing more stringent requirements for obtaining bail, particularly in cases of repeat or violent offending.
- Directing police and courts not to release an accused when doing so would be against the public interest or when detention is necessary to protect victims, witnesses, or children.
- Requiring courts to consider specific factors—such as random or unprovoked violence, outstanding charges, and the presence of weapons—and to set stricter conditions, including weapons bans, when release is granted.

The Bill would also toughen sentencing laws for serious and violent crimes through the following changes:

- Strengthening sentencing laws for repeat and violent crimes, including auto theft and extortion, to ensure that repeat and violent offenders face stiffer penalties.

- Directing judges to impose consecutive sentences for repeat violent offences, auto theft with violence, auto theft linked to a criminal organization, break and enter, extortion, and arson, meaning offenders serve each sentence one after another, not concurrently.
- Introducing new aggravating factors for crimes against first responders, organized retail theft, and theft or mischief that damages critical infrastructure, such as copper theft.
- Ending house arrest for sexual assault and child sexual offences, reinstating driving prohibitions for offences involving criminal negligence causing bodily harm, death, or manslaughter, and strengthening fine enforcement.

For more information about Bill C-14, you may wish to visit the [Department of Justice Canada website](#).

This proposed legislation is one part of a series of reforms to strengthen community safety and Canada's justice system. On December 9, 2025, I also introduced in the House of Commons Bill C-16, the *Protecting Victims Act*, which proposes further changes to address court delays, strengthen victims' rights, better protect people facing sexual and intimate partner violence, and keep children safe from predators. Further details about Bill C-16 can be found on the [Department's website](#).

Canada's bail system is the joint responsibility of federal, provincial, and territorial governments. While the federal government establishes the criminal law within the bounds set by the *Canadian Charter of Rights and Freedoms*, the provinces and territories are responsible for the administration of justice. This includes responsibility for policing, provincial and territorial Crown attorneys, most bail hearings, the enforcement of bail conditions, and most facilities where people awaiting trial are held. I note that you have also addressed your correspondence to the Honourable Becky Druhan, Minister of Justice and Attorney General of Nova Scotia, who is the appropriate authority in this regard.

All orders of government have an important role to play in ensuring that our bail system operates as intended. Law reform is only one important part of maintaining and enhancing public safety; programs, policies, and investments are also critical to fostering safer communities. This includes provincial and territorial investments to enhance bail enforcement, as well as increased access to housing and to mental health and addictions supports. All levels of government agree that improved data collection is necessary to fully understand how the criminal justice system operates.

The Charter gives accused persons the right not to be denied reasonable bail without just cause, the right to be presumed innocent until proven guilty, and the right not to be deprived of liberty except in accordance with the principles of fundamental justice.

However, the right to bail is not absolute. Under Canada's bail system, a person charged with a criminal offence can be detained while awaiting trial if necessary to protect the public (including victims), ensure the accused's attendance in court, or maintain confidence in the administration of justice. In cases where an accused person is granted bail, they may be subject to conditions limiting their freedom while on release; judges determine such conditions based on the nature of the alleged offence and other factors.

The law is clear that police officers and judges must not release accused persons if they believe that doing so would endanger members of the public. The *Criminal Code* prohibits a police officer from releasing an accused where the officer believes, on reasonable grounds, that detention is needed to ensure the safety and security of any victim of or witness to an offence. Similarly, when accused persons are brought before a judge or justice of the peace for bail, the decision maker must detain the accused where it is necessary for the protection or safety and security of victims and witnesses.

A strong Canada means strong protections for our communities. Please be assured that I remain committed to keeping all Canadians safe and to ensuring that the criminal justice system contributes to a peaceful and prosperous society.

Thank you again for writing.

Yours sincerely,

The Honourable Sean Fraser, P.C., K.C., M.P.
Minister of Justice and Attorney General of Canada
Minister responsible for the Atlantic Canada Opportunities Agency

From: talia alenabi <[REDACTED]>

Sent: February 1, 2026 9:42 PM

To: Mooney, Melanie <Melanie.Mooney@nshealth.ca>; Robin Smith
<Robin.Smith@municipalityofshelburne.ca>; Melissa McHugh (she/her/hers) <mmchugh@cpsns.ns.ca>

Subject: Could you please help me with this letter

CAUTION: This email originated from an external sender.

Dear friends,

Iranian-Canadian health care professionals are experiencing profound sorrow these days. Despite this, they continue to provide the best possible care for their patients.

Please help them to be seen. I have prepared a letter and would appreciate your help in sharing and distributing it. I believe the kind people of Nova Scotia know how to stand with their Iranian-Canadian care providers during difficult times.

Thank you very much,

Talia Alenabi

An Open Letter of Solidarity with Iranian-Canadian Health Care Professionals

Drafted by: Dr. Talia Alenabi

The Iranian-Canadian community did not begin the new year of 2026 with hope or celebration. Instead, our hearts were shattered.

In the first days of January—January 8 and 9—the world witnessed an unspeakable tragedy. Reports describe **more than 36,500 innocent people brutally killed** by an extremist regime in Iran. The majority were **young lives under the age of 30**, unarmed, peacefully protesting, and shot with bullets to the head and chest. **Hundreds of thousands more were wounded**, overwhelming any remaining medical capacity. Some **anecdotal reports suggest the true death toll may exceed 50,000**. The scale of this violence is horrifying beyond words.

For Iranian-Canadian health care professionals, the pain runs even deeper. Physicians and nurses in Iran were **forbidden to treat the wounded**. Many were **arrested simply for providing care**, and some injured patients were **forcibly taken from hospitals while under treatment—only to be executed**. Hospitals, once sanctuaries of healing, were turned into places of terror. Medical ethics, humanity, and life itself were violated.

Here in Canada, particularly in Nova Scotia, Iranian-Canadian physicians, nurses, and allied health professionals are working through profound shock and grief. With broken hearts and sleepless nights, they continue to care for their patients. They wipe away their tears, offer comfort, and smile—because healing others is their calling, even when their own souls are wounded.

This letter is written to be their voice. Silence in the face of such brutality is not an option. No regime should be allowed to justify fear, terror, and massacre. Faith must never be twisted to excuse violence against innocent people.

Please pray for the **young Iranians whose lives were stolen**, for the **physicians and nurses imprisoned for honoring their oath**, and for the **millions of families carrying unimaginable loss**.

May justice one day prevail. May compassion overcome cruelty. And may Iranian-Canadian health care professionals know that their courage, humanity, and quiet resilience do not go unseen.