

STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Robin Smith, Community Development Coordinator

APPROVED BY: Val Kean, Director of Economic & Community Development

DATE: March 25, 2026

SUBJECT: **Tax Exemptions for Community Organizations**

PURPOSE

The purpose of this report is to provide Council with an updated Schedule “A” for Policy 10, Tax Exemptions for Community Organizations.

RECOMMENDATION

It is recommended that:

The Municipality of the District of Shelburne approve the attached Schedule “A” of the Tax Exemptions for Community Organizations Policy.

BACKGROUND

In December 2025, the Municipality began examining and confirming all requirements of the organizations to remain in good standing for the exemption. The revised Community Tax Exemption Policy strengthens the Municipality’s process for granting exemptions under the MGA, ensuring they are provided only to registered charitable or non-profit organizations that deliver a clear community benefit.

DISCUSSION

Through internal review, staff identified three organizations that need to be removed or changed on Schedule A.

AAN 01855646 - previously the Northeast Harbour Community Hall—has now been transferred to the Harbour Fire Department.

AAN 01354477 - has been found to have no registered owners; therefore, it is ineligible and must be removed.

AAN 03401669 – name change to add Association on the end of organization name

We also have moved the Jordan Bay Community Club into the District 5 category.

If approved, the revised Schedule “A” will replace the one adopted in February 2026.

BUDGET IMPLICATIONS

The attached Schedule “A” represents the exemption of taxes in the amount of \$30,600.68, which is reflected in the draft 2026-2027 operating budget.

ATTACHMENTS

1. Policy 10 – Tax Exemption for Community Organizations, adopted Feb 2026
2. Schedule A-Revised March 2026



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: February 11, 2026

Effective Date: April 1, 2026

Schedule "A"

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