



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
MARCH 25, 2026 | 4:30 PM
AGENDA**

	<u>TIME</u>	<u>PAGES</u>
1. <u>CALL TO ORDER</u>	4:30 pm	
2. <u>APPROVAL OF AGENDA</u>		
a. March 25, 2026		1-2
3. <u>ACCEPTANCE OF MINUTES</u>		
a. March 11, 2026		4-9
4. <u>BUSINESS ARISING</u>		
5. <u>PROCLAMATION</u>		
a. Purple Day – March 26, 2026 – Warden Smith		10
6. <u>IN-CAMERA</u>	4:35pm	
a. Acquisition, Sale, Lease and Security of Municipal Property as per MGA 22 (2)(a)		
b. Contract Negotiations as per MGA 22 (2)(e)		
c. Personnel Matters as per MGA 22 22 (2)(c)		
7. <u>PUBLIC HEARING</u>		
a. Subdivision By-Law Review – Chrystal Fuller, Brighter Community Planning & Consulting	6:00pm	
b. Public Comments		
8. <u>OPERATIONS & PROTECTIVE SERVICES</u>		
a. Second and Final Reading of the Subdivision By-Law* – Marcia d'Eon, Director of Operations		11-57
b. RMRF Disposal Policy Amendment* – Danyelle Smith, Waste Diversion Officer		58-62



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9. <u>ECONOMIC & COMMUNITY DEVELOPMENT</u>		
a. Shelburne Events Committee – Committee Appointment* – Robin Smith, Community Development Coordinator		63-67
b. Tax Exemptions for Community Organizations Policy Amendment* – Robin Smith, Community Development Coordinator		68-73
10. <u>COMMITTEE REPORTS/WARDEN UPDATE</u>		
a. Committee Reports		
b. Warden’s Update		
11. <u>ADJOURNMENT</u>		

Municipality of the District of Shelburne
March 25th, 2026 - Council Meeting
RECOMMENDED MOTIONS

8(a) MOTION: SUBDIVISION BYLAW – SECOND & FINAL READING

Be it resolved that the Council of the Municipality of the District of Shelburne give Second and Final Reading to the proposed Subdivision Bylaw for the Municipality of the District of Shelburne.

8(b) MOTION: RMRF DISPOSAL POLICY AMENDMENT

Be it resolved that the Council of the Municipality of the District of Shelburne approve the amended RMRF Disposal Policy as presented, effective April 1, 2026.

9(a) MOTION: SHELBURNE EVENTS COMMITTEE – COMMITTEE APPOINTMENT

Be it resolved that the Council of the Municipality of the District of Shelburne appoint Sue Acker and Carolann Bower as community members of the Shelburne Events Committee.

Be it resolved that the Council of the Municipality of the District of Shelburne appoint _____ as a Council representative on the Shelburne Events Committee.

9(b) MOTION: TAX EXEMPTIONS FOR COMMUNITY ORGANIZATIONS POLICY AMENDMENT

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Schedule “A” of the Tax Exemptions for Community Organizations Policy.



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**REGULAR SESSION OF THE 53rd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
Wednesday, March 11, 2026**

The Regular Session of the 53rd Council of the Municipality of the District of Shelburne was held on Wednesday, March 11, 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

ALSO IN ATTENDANCE:

Warren MacLeod, CAO
Erin Hartley, Deputy CAO
Michelle Williams, Director of Finance
Val Kean, Director of Economic & Community Development
Nicole Blades, Recording Secretary

REGRETS:

Councillor Angie Shand

1. CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

a. March 11, 2026

2(a) **MOTION: APPROVAL OF AGENDA – March 11, 2026**

Being duly moved and seconded, be it resolved that the Agenda for March 11, 2026, be approved with the following addition:

8. ADMINISTRATION

c. Equity and Anti-Racism Advisory Committee – Councillor Appointment

- **MOTION CARRIED**

3. ACCEPTANCE OF MINUTES:

- a. February 25, 2026

3(a) The Minutes of February 25, 2026 were accepted as circulated.

4. BUSINESS ARISING:

There was no business arising.

5. PRESENTATION:

- a. Shelburne County Community Pastures – Matthew Roy, President of the Yarmouth/Shelburne County Federation of Agriculture
- b. Woodlands Multiuse Trail Association – Sherm Embree, Treasurer

5(a) Warden Smith welcomed Matthew Roy, President of the Yarmouth/Shelburne County Federation of Agriculture.

Mr. Roy presented Council with the possibility of partnering with the Yarmouth/Shelburne County Federation of Agriculture to be part of the Community Pastures project with the vision to provide opportunity for local farms to grow, protect agricultural lands, and increase local food security.

Next steps would include the Municipality identifying properties of 5 acres or larger and allowing a site visit for the members of the Community Pasture project to evaluate the lands. CAO MacLeod noted that the request would be sent to the Economic Growth Committee.

Discussions were held regarding land criteria, participation from other municipal units, benefits of a community pasture, associated costs and availability of provincial funding, potential lease terms, other community pastures in the province, fee scales for livestock and the effects on food insecurity.

Councillors thanked Mr. Roy for presenting.

5(b) Warden Smith welcomed Sherm Embree, Treasurer of the Woodland Multiuse Trail Association.

Mr. Embree presented the progress and future development plans for trails in Shelburne County. Detailed maps and pictures were provided to show specific locations of trail completion, maintenance, and proposed projects.

Discussions were held regarding funding partnerships, proposed honorarium to secure a new treasurer, concerns with the aging volunteer base and shortage of new volunteers becoming involved, grant applications, memberships, maintenance, and provincial involvement in trail responsibilities.

It was noted the funding request received from Woodlands Multiuse Trail Association would be further discussed by Council at budget deliberations.

Councillors thanked Mr. Embree for presenting.

6. FINANCE:

- a. Tax Sale by Tender 2026/2027 – Michelle Williams, Director of Finance

6(a) Michelle Williams, Director of Finance, presented the Tax Sale by Tender 2026/2027 staff report.

On February 9, 2026, the Municipality had their 2025/2026 tax sale by tender. There were seventeen properties available for sale, eleven sold, and six did not sell including two properties that were pulled per solicitor. A detailed list can be found on the Municipal website.

Ms. Williams recommended any unsold properties from the February 9, 2026 Tax Sale by Tender to be advertised in the next Tax Sale by Tender scheduled for February 2027 should the resident qualify for the terms set out in the Tax Sale and Collections Policies.

MOTION: TAX SALE BY TENDER 2026/2027

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne proceed to the next Tax Sale that is scheduled to take place in February of 2027 using the Tax Sale by Tender process. The February 2027 Tax Sale by Tender will include any qualifying properties left from the February 9, 2026 tax sale, if they still meet the Tax Sale criteria.

- **MOTION CARRIED**

7. ECONOMIC & COMMUNITY DEVELOPMENT:

- a. Shelburne & Area Chamber of Commerce Support – Val Kean, Director of Economic & Community Development

7(a) Val Kean, Director of Economic and Community Development, presented the Shelburne and Area Chamber of Commerce (SACC) Support staff report.

Council had implemented conditions for SACC to explore accreditation, a unified county chamber, and confirmation of support from other municipal units prior to releasing funds to them of \$15,000 budgeted in 2025/2026 fiscal.

A discussion was held regarding the update that SACC presented to Council on February 25, 2026. Although the conditions were not fully met, efforts to explore and implement future growth were acknowledged and staff were directed to release the funds.

8. ADMINISTRATION:

- a. Appointment of Municipal Engineer – Erin Hartley, Deputy CAO
b. Reserves Policy #56 – Warren MacLeod, CAO
c. Equity & Anti-Racism Advisory Committee – Councillor Appointment – Erin Hartley, Deputy CAO

8(a) Erin Hartley, Deputy CAO, presented the Appointment of Municipal Engineer staff report.

Ms. Hartley advised Council that, as per the Municipal Government Act, an employee of the municipality must be designated as the Municipal Engineer. As the municipality does not have engineering staff, consultation was undertaken with the Province and other rural municipal units.

MOTION: APPOINTMENT OF MUNICIPAL ENGINEER

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne appoint the Director of Operations as the Municipal Engineer for the Municipality of the District of Shelburne.

- **MOTION CARRIED**

8(b) Warren MacLeod, CAO, presented the Reserves Policy #56 staff report.

Mr. MacLeod advised Council that auditors and the Province recommend having a Reserves Policy. The proposed policy establishes a disciplined, formula-based framework for determining and maintaining appropriate reserve levels.

Discussions were held regarding the contingency percentage, comparisons with other municipal units, and automatic CPI increases.

MOTION: RESERVES POLICY

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne approve the attached Reserves Policy #56 as presented with the removal of section 7(b), and

THAT Council of the Municipality of the District of Shelburne begin to adopt this policy in their 2026/2027 budget.

- **MOTION CARRIED**

8(c) Erin Hartley, Deputy CAO, presented the Equity and Anti-Racism Advisory Committee – Councillor Appointment staff report.

Ms. Hartley advised Council with the creation of the Eastern Shelburne County Equity and Anti-Racism Committee, the Terms of Reference state one Councillor from each municipal unit is to be appointed to the Committee.

A discussion was held, and Councillors expressed their interest in the committee.

MOTION: EQUITY & ANTI-RACISM ADVISORY COMMITTEE – COUNCILLOR APPOINTMENT

Being duly moved and seconded, be it resolved that that the Municipality of the District of Shelburne approve Councillor Sherry Thorburn Irvine to be the council member representative on the Eastern Shelburne County Equity and Anti-Racism Committee and and Warden Penny Smith to be the alternate.

- **MOTION CARRIED**

9. CORRESPONDENCE:

- a. Helen Oxford Re: Low Income Tax Rebate

9(a) CAO MacLeod reviewed the letter from Helen Oxford regarding the request to accept her Low Income Tax Rebate application after the deadline.

A discussion was held and consensus was given that no further action would be taken.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

- a. Committee Reports
b. Warden's Update

12(a) Councillor Thorburn Irvine noted she attended and provided updates on the following:

- Regional Library Board Meeting

Deputy Warden Wagner noted she attended and provided updates on the following:

- Opening Remarks at the SRHS Senior Boys Basketball Provincials

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

- February 26 – Municipal Budget Meeting
- March 2 – Shelburne County Community/NSH Stakeholders Group Meeting
- March 2 – Conversation with CKBW regarding a new community portal for news, events and local content
- March 3 – Municipal Budget Meeting
- March 4 – Amalgamation Steering Committee Meeting
- March 5 – Roseway Manor Board Meeting
- March 10 – Economic Growth Committee Meeting

Warden Smith noted the next Municipal Budget Meeting will be held on Thursday, March 26, 2026 at 8:30am.

11. IN-CAMERA:

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

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 8:29 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 9:06 pm.

- **MOTION CARRIED**

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

MOTION: CIBC CONTRACT RENEWAL

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne engage in a three-year contract with CIBC starting March 2026 and authorize the Warden and CAO to execute the Agreement on its behalf, as presented in-camera.

- **MOTION CARRIED**

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

MOTION: CONTRACT EXTENSION WITH GE ENVIRONMENTAL SERVICES

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the signing of a one-year contract extension for curbside collection services with the current service provider GE Environmental Services at the rate of 3.5% over the current year 5 contract rate, plus 3.5% over the current recycling hauling rate, as presented in-camera.

- **MOTION CARRIED**

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

11(d) Item was discussed in-camera.

12. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:08 pm. The next Regular Council meeting will be held on Wednesday, March 25, 2026 at 4:30 pm.

Nicole Blades
Recording Secretary

Penny Smith, Warden

Date

**Erin Hartley, Deputy Chief Administrative
Officer**



**PROCLAMATION
Purple Day
March 26, 2026**

WHEREAS: Purple Day is celebrated on March 26th annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community; and

WHEREAS: Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone; and

WHEREAS: On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness; and

WHEREAS: Increasing epilepsy awareness can help the public to recognize common seizure types or to respond with appropriate first aid, and

WHEREAS: Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place.

THEREFORE, be it resolved that I, Penny Smith, Warden for the Municipality of the District of Shelburne, do hereby proclaim March 26, 2026 as Purple Day in the Municipality of the District of Shelburne.

Date

Warden Penny Smith



STAFF REPORT

TO: Warden and Members of Council

FROM: Marcia d'Eon, Director of Operations

APPROVED BY: Warren Macleod, CAO

DATE: March 18, 2026

RE: Second Reading and Public Hearing – Subdivision Bylaw (Compliance with New Land Use Bylaw)

PURPOSE

The purpose of this report is to seek Council's approval to proceed with Second Reading of a new Subdivision Bylaw for the Municipality of the District of Shelburne and a Public Hearing.

The proposed Subdivision Bylaw is required to ensure consistency and compliance with the newly adopted Land Use Bylaw (LUB) and the Municipal Planning Strategy (MPS). The Municipal Government Act (MGA) enables municipalities to adopt a Subdivision Bylaw to regulate the division of land as part of the overall planning framework.

RECOMMENDATION

It is recommended that Council give Second Reading to the proposed Subdivision Bylaw for the Municipality of the District of Shelburne and hold a Public Hearing in accordance with the Municipal Government Act.

Be it resolved that the Council of the Municipality of the District of Shelburne give second reading to the attached Subdivision Bylaw, as presented and hold a public hearing.

BACKGROUND

Council recently adopted a new Land Use Bylaw for the Municipality of the District of Shelburne. The LUB establishes updated zoning, minimum lot area and frontage requirements, permitted uses, overlay zones (including the Coastal Protection Overlay), and general development standards.

As outlined within the Land Use Bylaw, the MGA enables the Municipality to adopt a Subdivision Bylaw to control the division of land, and together with the MPS and LUB, these documents form the planning framework for the Municipality.

The current Subdivision Bylaw predates the new LUB and does not fully reflect:

- Updated zoning categories (RD, RR, RC, MI, GI, RES, SC);
- Revised minimum lot area and frontage requirements;
- Private road provisions;
- Environmental overlay considerations; and
- Updated administrative and procedural requirements under the MGA.

In order to ensure consistency between planning documents and to properly administer development applications, a new Subdivision Bylaw is required.

DISCUSSION

The proposed Subdivision Bylaw has been prepared to:

1. Ensure all newly created lots comply with the minimum lot area, frontage, and servicing requirements of the applicable zone under the Land Use Bylaw;
2. Clarify requirements for lots fronting on private roads in accordance with updated provisions;
3. Address subdivision within or adjacent to overlay areas such as the Coastal Protection Overlay;
4. Update application, approval, and registration procedures in accordance with the MGA; and
5. Provide clear technical standards for streets, access, services, and lot layout.

The Subdivision Bylaw works in conjunction with the LUB by regulating the creation of lots, while the LUB regulates the use and development of those lots. Alignment between the two documents ensures orderly, efficient, and sustainable development consistent with the intent of the planning framework.

Without adoption of a new Subdivision Bylaw, there is potential for:

- Creation of lots that do not meet updated zoning standards;
- Inconsistency between planning documents; and
- Increased administrative challenges in processing applications.

FINANCIAL IMPLICATIONS

There are no significant financial implications associated with Second Reading of the proposed Subdivision Bylaw and Public Hearing.

COMMUNICATIONS

If the Second Reading is approved and the Public Hearing held, the proposed Subdivision Bylaw will proceed to:

- If the Bylaw is adopted at second reading, certified copies will be send to the Provincial Director of Planning for review and approval.
- When notice of approval is received, notice that the Subdivision Bylaw is in effect will be posted.

Attachments

-Subdivision Bylaw



SUBDIVISION BY-LAW

Municipality of District of Shelburne

Final Draft
March 17, 2026

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1.0 Title

1.1 Citation

- 1.1.1** This By-law may be cited as the “Subdivision By-law” of the Municipality of the District of Shelburne and shall apply to the subdivision of all land within the Municipality of the District of Shelburne, hereinafter referred to as the “Municipality.”
- 1.1.2** This Subdivision By-law may also be cited as the “By-law” when used in a self-referential manner within the text.

2.0 Authority

2.1 Enactment Authority

- 2.1.1** This By-law is enacted by the Council of the Municipality of the District of Shelburne under the provisions of Sections 271–274 of the Municipal Government Act (S.N.S. 1998, c. 18) and is intended to implement Policy 6.1.1 of the Municipal Planning Strategy.

3.0 Administration

3.1 Administration and Delegation

- 3.1.1** This By-law shall be administered by the Development Officer of the Municipality appointed under the authority of the Municipal Government Act and in accordance with Policy 7.2.1 of the Municipal Planning Strategy.
- 3.1.2** In the absence or incapacity of the Development Officer, the Acting Development Officer appointed by Council shall act in the Development Officer's stead.

4.0 Interpretation

4.1 Words

- 4.1.1** In this By-law, the word “shall” is mandatory and not permissive.
- 4.1.2** Words used in the present tense shall include the future.
- 4.1.3** Words used in the singular shall include the plural except where otherwise indicated, and words used in the plural number shall include the singular.
- 4.1.4** All other words shall carry their customary meaning except those defined hereinafter.

4.2 Measurement

4.2.1 The metric system of measurement is used throughout this By-law. Imperial measurements are approximate only, for convenience only, and in all cases of conflict between imperial measure and metric measure, the metric measure shall prevail.

4.3 Specifications and Standards

4.3.1 The Specifications and Standards referred to throughout this By-law and the accompanying Specifications may be adjusted by the Municipal Engineer in exceptional circumstances and in accordance with accepted engineering practices.

5.0 Definitions

For the purposes of this By-law, all words shall carry their customary meaning except for those defined as follows:

1. **Act** means the Municipal Government Act, Chapter 18 of the Acts of 1998, and amendments thereto.
2. **Agreement** means a contract between the subdivider and the Municipality which describes the responsibilities of each party with respect to the subdivision and servicing of land.
3. **Area of land** means any existing lot or parcel as described by its boundaries.
4. **Central sanitary sewer system (central sewer)** means a municipally owned wastewater collection system consisting of pipes, conduits, and related appurtenances (including manholes and lift stations), operated by the Municipality of the District of Shelburne, that conveys wastewater to the Municipal lagoon-type wastewater treatment facility serving the Sandy Point / Shipyard service area.
5. **Central water distribution system (central water)** means an assembly of pipes, conduits, and appurtenances designed to carry and distribute potable water for consumption and fire protection, and which is owned and operated by a municipal water utility. In the Municipality of the District of Shelburne, this refers only to water systems owned and operated by the Town of Shelburne or the Town of Lockeport where a service area or servicing agreement exists.
6. **Charge area** means an area in which infrastructure charges are to be levied which has been designated by this by-law.
7. **Council** means the Municipal Council of the Municipality of the District of Shelburne.
8. **Department of Environment** means the Nova Scotia Department of the Environment and Climate Change.
9. **Department of Public Works** means the Nova Scotia Department of Public Works.
10. **Development Officer** means that person appointed by Council pursuant to the Municipal Government Act and having the power and duty to administer this By-law.

11. **Drainage plan** means a detailed plan of storm water runoff and the courses and channels of it, including floodplains, for one or more parts of an area of drainage for all lands tributary to, or carrying drainage from, land that is proposed to be subdivided.
12. **Engineer** means the engineer of the Municipality and includes a person acting under the supervision and direction of the engineer.
13. **Equivalent value** means cash or facilities, services or other value in kind related to parks, playgrounds, and similar public purposes or any combination thereof, determined by the Municipality to be equal to the value of the land required to be transferred to the Municipality for parkland purposes.
14. **Flag lot** means a lot with a configuration that resembles a fully outstretched flag at the top of a flag pole and where the “pole” portion of the lot consists of a narrow strip of land providing access to a public or private street, road, or highway. The access strip shall have a minimum width of **12.2 metres (40 feet)** in accordance with the Shelburne District Municipal Planning Strategy. A lot with a “foot” at the end of the pole that meets the minimum lot frontage requirement shall also be considered a flag lot.
15. **Frontage** means the lot frontage and shall be measured in accordance with the requirements of the Municipality of the District of Shelburne Land Use By-law.
16. **Infrastructure charge** means a charge levied on a subdivider as a condition of subdivision approval within a charge area for the purpose of recovering capital costs associated with new or expanded infrastructure related to central water, wastewater and storm water systems, streets and intersections, traffic signs, signals and bus bays required to service the charge area, along with any costs associated with land acquisition, surveying, studies and legal services.
17. **Land Use By-law** means the Municipality of the District of Shelburne Land Use By-law.
18. **Lot** means any parcel to be created by the filing of a plan of subdivision.
19. **Manual** means the Municipal Services Specifications Manual of the Municipality of the District of Shelburne, or where no such manual has been adopted, the applicable provincial roadbuilding and servicing standards accepted by the Municipality until such time as a Municipal Services Specifications Manual is established.
20. **Municipality** means the Municipality of the District of Shelburne.
21. **Municipal Planning Strategy** means the Municipality of the District of Shelburne Municipal Planning Strategy.
22. **Private road** means any road which:
 - a. is not public;
 - b. is shown on an approved plan of subdivision;
 - c. extends to and has access to a public street; and
 - d. where not entirely located within the land being subdivided, is secured by an assignable and perpetual easement for right-of-way and access, granted by deed and registered in the Land Registration Office.
23. **Professional engineer** means a registered member, in good standing, of the Association of Professional Engineers of Nova Scotia who holds appropriate professional liability insurance.

24. **Proposed lot** means any lot being proposed to be created by a plan, including a remainder lot.
25. **Province** means His Majesty the King in right of the Province of Nova Scotia.
26. **Public street** includes any street or road owned and maintained by the Municipality or the province; and:
- municipal public street means any street or road owned and maintained by the Municipality of the District of Shelburne; and
 - provincial public street means any street or road owned and maintained by the Nova Scotia Department of Public Works, excluding designated controlled access highways pursuant to Section 21 of the Public Highways Act.
27. **Remainder lot** means a lot for which subdivision approval is not requested or granted but which results from the approval of lots shown on a plan of subdivision.
28. **Right-of-way easement** means an easement for right-of-way and access unrestricted in use extending to and having access to a public street, and where not totally located within the area of land proposed to be subdivided, the right-of-way easement shall be assignable and perpetual and clearly granted by deed or easement registered in the Land Registration Office for this Municipality, or declared to exist for the benefit of the land proposed to be subdivided by order of a court of competent jurisdiction, and in either case the easement shall:
- if created or declared to have been created prior to **(effective date of Bylaw)**, have a minimum width of 3 metres (9.84 feet), or
 - if created or declared to have been created on or after **(effective date of Bylaw)**, have a minimum width of 6 metres (19.68 feet).
29. **Sanitary sewer** means a pipe or conduit receiving and carrying liquid and water-carried wastes and to which storm, surface or groundwaters are not intentionally admitted.
30. **Storm water** system means the courses and channels, including floodplains, which receive, carry and regulate flows in response to rain and snow including overland flows, sub-surface flows, groundwater flows and snow melt.
31. **Subdivider** means the owner of the area of land proposed to be subdivided and includes anyone acting with the owner's written consent.
32. **Subdivision** means the division of any area of land into two or more parcels and includes a re-subdivision or a consolidation of two or more parcels.
33. **Surveyor** means a registered member, in good standing, of the Association of Nova Scotia Land Surveyors.

6.0 General Requirements for Applications

6.1 Application form

- 6.1.1** Any application for approval of a concept, tentative or final plan of subdivision shall be made to the Development Officer in the form specified in Schedule A of this Subdivision By-law.
- 6.1.2** The Development Officer shall comply with all notification, circulation, and approval requirements established under this By-law and the Municipal Government Act.
- 6.1.3** All applications shall include both a hard copy and a digital copy of the plan of subdivision and all supporting documents. Digital submissions shall be provided in PDF format, or in another format acceptable to the Municipality.

6.2 Review by Agencies

- 6.2.1** When the Development Officer is satisfied that an application and a concept, tentative, or final plan of subdivision are complete, the Development Officer shall, where applicable, forward a copy of the plan to the following authorities:
- a) in areas not served by a central sewer, the Department of the Environment to determine compliance with the On-site Sewage Disposal Systems Regulations, except where the proposed lot
 - i. is greater than 9000 square metres (96,878.4 square feet), has a width of 76 metres (249.3 feet) or more, and the applicant has certified on the application that the proposed lot is not intended for a purpose requiring an on-site sewage disposal system; or
 - ii. contains an on-site sewage disposal system and is being increased in size, provided all other proposed lots shown on the plan meet the requirements listed in subsection 6.2.1 (a)(i);
 - a) in areas located within the central sewer servicing boundary identified in the Municipal Planning Strategy, including the Sandy Point / Shipyard service area, to the authority having jurisdiction over the municipal central sanitary sewer system.
 - b) any authority having jurisdiction for public streets within 500 metres of the boundaries of the proposed lots; and
 - c) any other agency of the province or the municipality which the Development Officer deems necessary.
- 6.2.2** The Development Officer shall forward a copy of the concept plan and any supplementary information to appropriate agencies to evaluate the concept plan in terms of:
- a) the design's consideration of topography, natural features, coastal conditions, watercourses, and any environmental or physical site constraints or restrictions;

- b) the street layout, private road configuration, pedestrian routes, phasing sequence, and connections with existing and proposed transportation links on a local and regional scale, including consideration of wildfire access requirements where applicable;
- c) the feasibility of servicing the subdivision with applicable services, including on-site water and sewer systems, central sewer service where available, stormwater management, and the potential effect of the development on existing municipal services and on the provision of future municipal services where applicable;
- d) the new or expanded infrastructure which may be required by the subdivision, including roads, drainage, wastewater, or any other municipal or utility infrastructure necessary to support the proposed development;
- e) public open space; and
- f) any proposed community and commercial uses.

6.2.3 Where a plan of subdivision is forwarded to the Department of Environment and Climate Change, the application shall include such information and documentation as may be required by that Department to determine compliance with the On-site Sewage Disposal Systems Regulations.

6.2.4 For a proposed lot that is being divided from an existing area of land that contains an existing on-site sewage disposal system, and is more than 9,000 square metres (96,878.36 square feet) in area with a width of 76 metres (249.34 feet) or more, the lot layout including buildings, driveway, on-site sewage disposal system and well shall be provided.

6.2.5 For a proposed lot 9,000 square metres (96,878.36 square feet) or less in area or with a width of less than 76 metres (249.34 feet) that is being created for a purpose that will not require the construction of an on-site sewage disposal system, the certification section of the application form must be completed.

6.2.6 A plan of subdivision that shows a proposed lot referred to in subsection 6.2.5 shall be forwarded to the Department of Environment for confirmation that the proposed lot does not require an on-site sewage disposal system.

6.3 Report by Agency

6.3.1 Any agency to which the Development Officer forwards the concept or tentative or final plan of Subdivision pursuant to section 6.2 may provide a written report of their assessments and recommendations to the Development Officer.

6.3.2 The Development Officer may not refuse or withhold approval of a plan of subdivision based on the assessment or recommendations made by the Department of Environment, the Department of Public Works or of any other agency of the Province or the Municipality unless the final plan of subdivision is clearly contrary to a law of the Province or regulation made pursuant to a law of the Province,

including any applicable requirements contained in a land use by-law or Subdivision By-law of the Municipality.

6.4 Notification to Subdivider

- 6.4.1** The Development Officer shall notify the Subdivider in writing of the results of the evaluation of the concept or tentative or final plan of Subdivision.
- 6.4.2** The Development Officer shall forward a copy of the approved tentative or final plan of subdivision to the subdivider and the surveyor.
- 6.4.3** The Development Officer shall forward a copy of the approved concept plan to the subdivider.

6.5 Notification of Refusal

- 6.5.1** Where the Development Officer refuses to approve a concept, tentative or final plan of subdivision, the Development Officer shall give notice of the refusal to all agencies which were forwarded a plan pursuant to section 6.2.
- 6.5.2** Where the Development Officer refuses to approve a concept, tentative or final plan of subdivision, the Development Officer shall inform the subdivider of the reasons for the refusal in writing and advise the subdivider of the appeal provisions of Section 284 of the Municipal Government Act.

6.6 Fees

- 6.6.1** The subdivider shall pay:
- a) the fees required by the Municipality for filing an approved final plan of subdivision, certifying copies of the plan, and registering the notice of approval, as established by the Municipality's Fees Policy or applicable fee by-law. Where the Development Officer refuses to approve a final plan of subdivision, these fees shall be returned to the subdivider; and
 - b) any processing fees set by Council.

7.0 Lot Requirements

7.1 Abut Streets

7.1.1 All lots to be approved on a plan of subdivision shall abut:

- a) a public street; or
- b) a private road which was approved by the Engineer prior to the effective date of this By-law; or
- c) a private road that meets the requirements of Section 8.2 (Private Roads) and the accepted engineering practice provisions of this By-law;

7.1.2 This subsection implements Municipal Planning Strategy Policy 6.1.1.1 respecting lot access, and is intended to be read together with Municipal Planning Strategy Policies 4.2.7 through 4.2.10, which govern the creation and approval of public streets and private roads.

7.1.3 For the purposes of access only, a portion of a “K-class” road may be used, with the permission of the Nova Scotia Department of Public Works and subject to that department’s upgrading requirements, in conjunction with a private road to gain access to a public street.

7.2 Land Use By-law

7.2.1 All lots for which approval is requested and the remainder lot, if any, for which no approval is requested, shall meet the applicable requirements contained in the Land Use By-law, consistent with Municipal Planning Strategy Policy 6.1.1.1.

7.2.2 Subsections 7.1.1. (b), (c), Sections 7.3 (Variance 10%), 7.4 (Island lots), 7.6 (Right-of-way), 7.7 (Encroachments), and 7.8 (Main Building) are inoperative and do not apply unless the Land Use By-law permits development on any lot created pursuant to these sections and the Municipal Planning Strategy provides for both the subdivision and development of such lots.

7.3 Variance (10%), Section 279

7.3.1 Notwithstanding the lot area and frontage requirements of subsection 7.2.1 (Land Use By-law) the Development Officer may approve a maximum of two lots, shown on a plan of subdivision, in

accordance with Section 279 of the Act provided all other requirements of this Subdivision By-law are met. This subsection implements Municipal Planning Strategy Policy 6.1.1.2(3).

- 7.3.2** Subsection 7.3.1 does not apply if the area requirements established by the Department of Environment for the construction or installation of an on-site sewage disposal system are not met.

7.4 Island Lots Created

- 7.4.1** For the purposes of this section, “water frontage” means the distance measured as a straight line between the two points where the side lot lines meet a watercourse, and “area of land” means any lot or parcel as described by its boundaries as they existed on **(effective date of Bylaw)**
- 7.4.2** Notwithstanding Section 7.1 (Abut Streets) and the lot frontage requirements of subsection 7.2.1 (Land Use By-law), the Development Officer may approve lots with access solely by water, including island or lakeshore lots, where such lots are intended for seasonal or low-intensity use and where no public road access is reasonably available, where:
- a) the area of land is located on an island;
 - b) each lot to be approved has 6 metres (19.68 feet) or more water frontage on a navigable waterway;
 - c) the proposed lots are capable of supporting the intended use in compliance with applicable provincial requirements, including on-site sewage disposal, where required.

7.5 Boundary Alteration

- 7.5.1** Notwithstanding Section 7.1 (Abut Public Street), and the lot area and frontage requirements of subsection 7.2.1 (Land Use By-law), the Development Officer may approve a subdivision altering the boundaries of two or more areas of land where:
- a) no additional lots are created;
 - b) each resulting lot:
 - I. meets the minimum dimension for lot frontage of the Land Use By-law, or
 - II. has not had its frontage, if any, reduced;
 - c) each resulting lot:
 - i. meets the minimum lot area requirements of the Land Use By-law; or
 - ii. has not had its area reduced; and
- 7.5.2** Where the proposed lot is not surveyed, the final plan of subdivision prepared pursuant to subsection 7.5.1 shall:
- a) be certified and stamped by a Nova Scotia Land Surveyor that the boundaries of the parcel or area of land proposed to be added to the existing area of land have been surveyed and shown as a

- heavy solid line, except the common boundary between the existing areas of land, which is surveyed and certified as being the common boundary and shown as a heavy broken line; and
- b) notwithstanding subsection 16.1.3 (b), other than the new boundaries which have been surveyed pursuant to subsection 7.5.2(a), show the remaining boundaries of the resulting lot for which approval is requested described graphically as a lighter solid line; and
 - c) have the following notation, completed and signed by the surveyor, affixed to the plan adjacent to the certification required by the Land Surveyors Act and its regulations:

"**NOTE:** The only boundaries shown on this plan which have been surveyed are the boundaries of _____. The common boundary between the existing areas of land identified by _____ and _____, which is shown by a heavy broken line, is hereby certified as having been the common boundary.

The remaining boundaries of resulting Lot _____ shown on this plan are a graphic representation only and do not represent the accurate shape or position of the lot boundaries which are subject to a field survey."

7.6 Right-of-Way (Lots on)

- 7.6.1** For purposes of this Section, "area of land" means any lot or parcel as described by its boundaries as they existed on *(effective date of Bylaw)* notwithstanding that the area of land has been subdivided subsequent to *(effective date of Bylaw)*, resulting in the creation of additional lots meeting the requirements of Section 7.1 (Abut Streets) and the lot frontage requirements of Subsection 7.2.1 (Land Use By-law).
- 7.6.2** One lot that does not meet the requirements of Section 7.1 and the lot frontage requirements of Subsection 7.2.1 (Land Use By-law) may be created within an area of land, provided the lot is served by a right-of-way easement as defined in subsection 5(28), and provided no such lot has already been subdivided within the area of land.
- 7.6.3** Notwithstanding the limitation to one lot contained in subsection 7.6.2, two lots may be created, including any remainder lot, where
- a) the area of land does not abut a public street or private road, provided that each lot is served by a right-of-way easement as defined in subsection 5(28); or
 - b) the area of land has less than the frontage required by the Land Use By-law.

7.7 Encroachments

- 7.7.1** Notwithstanding the lot area and frontage requirements of subsection 7.2.1 where a development component of a permanent nature such as a structure, driveway, well, or on-site sewage disposal system is encroaching in or upon an immediately adjacent area of land, the Development Officer may approve a plan of subdivision to the extent necessary and practical to remove the encroachment.
- 7.7.2** Where a lot created pursuant to 7.7.1 is not surveyed, the provisions of subsection 7.5.2 (Boundary Alteration) shall apply.

7.8 Main Buildings on a lot before *(effective date of Bylaw)*

- 7.8.1** For purposes of subsection 7.8.2, “main building” is a building which is not an accessory building to another building on the area of land.
- 7.8.2** Notwithstanding the lot area and frontage requirements of subsection 7.2.1 (Land Use By-law), where an area of land contains more than one main building built or placed on the land prior to *(effective date of Bylaw)*, the Development Officer may approve a final plan of subdivision creating the same number of lots or fewer as there are main buildings provided that each proposed lot is served by a central sanitary sewer or meets the applicable requirements of the Department of Environment.

7.9 Minimum Lot Width and Depth

- 7.9.1** Lots shall not be subdivided to create a width or depth of less than 6 metres (19.68 feet).

7.10 Rear Lot Lines

- 7.10.1** Wherever possible, the rear lot lines of a series of adjoining lots shall be continuous, not stepped or jogged.

7.11 Side Lot Lines

- 7.11.1** Wherever possible, side lot lines shall be substantially at right angles to a public street or private road, or radial to a curved public street or private road.

7.12 Flag Lots

- 7.12.1** Not more than three irregular shaped flag lots which rely on a shallow “foot” abutting the street to meet the lot frontage requirement shall be created within an area of land.

8.0 Municipal Public Streets and Private Roads

The provisions of this Section implement Municipal Planning Strategy Policies 4.2.7 through 4.2.10, respecting the creation, location, design, and approval of municipal public streets and private roads.

For the purposes of design and construction, roads and streets shall be planned and constructed in accordance with accepted engineering practice, which includes the *Standard Specifications for Highway Construction* and related standards published by the Nova Scotia Road Builders' Association, as amended from time to time, to the satisfaction of the Municipal Engineer.

Where the Municipality has adopted municipal engineering specifications, those specifications shall apply in addition to, or in place of, the Nova Scotia Road Builders' Association standards, as determined by the Municipal Engineer.

8.1 General

- 8.1.1** There shall be not more than four public street or private road approaches, or any combination thereof, in an intersection.
- 8.1.2** Where a public street or private road in an adjoining subdivision abuts the boundaries of a plan of subdivision submitted for approval, a public street or private road in the latter shall, if reasonably feasible, be laid out in prolongation of such public streets or private roads, unless it would be in violation of this By-law.
- 8.1.3** Where an area of land being subdivided abuts a vacant parcel, undeveloped remainder parcel or a parcel with a high likelihood of future infill development, redevelopment or intensification, the street layout of the proposed subdivision must provide for adequate future street and pedestrian connections to adjacent undeveloped or underdeveloped lands.

8.2 Private Roads

Private roads shall only be approved where permitted by the Municipal Planning Strategy and Land Use By-law and shall be evaluated in accordance with Municipal Planning Strategy Policies 4.2.8 through 4.2.10.

- 8.2.1** All proposed roads shall be:
- shown on a final plan of subdivision;
 - designed in accordance with Appendix A – Road Design and Construction Standards and accepted engineering practice, to the satisfaction of the Municipal Engineer.
 - Permitted by the Municipal Planning Strategy or Land Use Bylaw

- 8.2.2** Private roads shall be constructed in accordance with the approved design and the minimum specifications included in Appendix A.
- 8.2.3** The intersection of a private road with a public street shall be approved by the authority having jurisdiction for the public street.
- The right-of-way for a new private road shall have a minimum width of:
- 15.24 metres (50 feet), unless a greater width is required by the Municipal Engineer; or
 - a lesser width accepted by the Municipal Engineer.
- 8.2.4** Prior to approval of the final plan of subdivision by the Development Officer, the subdivider shall provide a certificate from a professional engineer which shows compliance with the design and construction requirements of subsection 8.2.1 and 8.2.2.
- 8.2.5** The specifications referred to in subsection 8.2.1 and 8.2.2. may be waived or varied by the Engineer in accordance with accepted engineering practice.
- 8.2.6** A private road may be approved as a separate lot on a plan of subdivision and is deemed to meet minimum lot area and lot frontage requirements of subsection 7.2.1.
- 8.2.7** Where the boundary of a private road shown on a plan of subdivision is not intended to be a lot boundary, it shall be shown as a lighter solid line or a dashed line.
- 8.2.8** No part of a private road shall be included in the calculation of lot area for the purposes of meeting the lot area requirements of subsection 7.2.1.

8.3 Public Streets

- 8.3.1** No proposal for a new municipal public street shall be considered by the Development Officer unless Council has first approved, in principle, the creation and future municipal ownership of the street. All proposed municipal public streets shall be:
- shown on a final plan of subdivision;
 - designed in accordance with the accepted engineering practice;
 - constructed and paved in accordance with the construction standards of the Nova Scotia Road Builders Association prior to approval of the final plan of subdivision by the Development Officer; and
 - approved by the Engineer prior to approval of the final plan of subdivision by the Development Officer.

- 8.3.2** The specifications referred to in subsections 8.3.1 (b) and (c) may be waived or varied by the Engineer in accordance with accepted engineering practice.
- 8.3.3** The minimum right-of-way for a municipal public street is 20 metres unless Council, on Engineer's recommendation, accepts a lesser width.
- 8.3.4** Where a proposed municipal public street intersects a provincial public street, that intersection shall be approved by the Department of Public Works.
- 8.3.5** A proposed lot which abuts a public street shall have adequate stopping sight distance approved by the authority having jurisdiction for the public street which will be accessed.
- 8.3.6** Where a plan of subdivision shows a proposed lot abutting an existing public street, the Department of Public Works, or the Municipality, as the case may be, shall verify that the street is a public street.
- 8.3.7** A right-of-way access to adjacent property must be provided and conveyed to the Municipality. Where practical, these accesses shall be no greater than 400 metres (1,312 feet) apart, except where this requirement would prejudice the proper subdivision of the land proposed to be subdivided or the adjacent land.
- 8.3.8** Prior to approval of the final plan of subdivision by the Development Officer, the subdivider shall provide a certificate from a professional engineer which certifies that the public street has been constructed in compliance with the design and construction requirements of subsections 8.3.1 (b) and (c).
- 8.3.9** The subdivider shall be responsible for the following:
- a) arranging for complete testing of the installation of a street at various stages as required by the Manual; and
 - b) giving reasonable notice to the Engineer of the proposed test date, site, and time; and
 - c) allowing the Engineer to inspect the installation at any stage or to verify or confirm any required test.
- 8.3.10** As an alternative to the complete construction and acceptance of a municipal public street as required by subsections 8.3.1 to 8.3.9 and 12.3, the subdivider may, before approval of the final plan is given, enter into a written agreement with the Municipality in accordance with subsection 12.1, and post a performance surety in accordance with subsection 12.2.

9.0 Water Supply System

9.1 Central Water Supply Systems

9.1.1 Where lots are proposed to be connected to an existing public water system, including systems owned and operated by another municipality or water utility, the subdivider shall, prior to approval of the final plan of subdivision by the Development Officer:

- a) construct a water system including mains and laterals to the boundary of the proposed lots and connect to the public water system, where such connection is permitted by the authority having jurisdiction; and
- b) ensure that all water systems required by subsection 9.1.1 (a) are designed by a Professional Engineer in accordance with accepted engineering practice and applicable provincial standards.

9.2 Accepted Engineering Practice

9.2.1 The specifications referred to in subsections 9.1.1 (b) herein may be waived or varied by the Engineer in accordance with accepted engineering practice.

9.3 Engineer's certificate of compliance

9.3.1 Prior to approval of the final plan of subdivision by the Development Officer, the subdivider shall provide a certificate to the Development Officer from a professional engineer which certifies that the developer has complied with the design and construction requirements of subsections 9.1.1 (b) and section 9.2.1.

9.4 Testing of Services

9.4.1 The Subdivider shall be responsible for the following:

- a) arranging for all required testing of water system components at the stages specified by the Municipal Engineer; and
- b) giving reasonable notice to the Engineer of the proposed test date, site, and time; and
- c) allowing the Engineer to inspect the installation at any stage or to verify or confirm any required test.

9.5 Alternative to complete construction

9.5.1 As an alternative to the complete construction and acceptance requirements for water system, as contained in subsections 9.1, 9.2, 9.3, 9.4 and 12.3, the subdivider may, before endorsement of approval of the final plan is given, enter into a written agreement with the Municipality as provided for in subsection 12.1, and post a performance surety as provided for in subsection 12.2.

10.0 Sewer Systems

10.1 Central Sanitary Sewer Systems

10.1.1 Where a new public street is proposed within an area identified as being within the municipal servicing boundary in the Municipal Planning Strategy Policy 5.3.7, the subdivider shall, prior to approval of the final plan of subdivision by the Development Officer:

- a) construct a sanitary sewer system including collectors and laterals to the boundary of the proposed lots and connect to the existing central sanitary sewer system;
- b) all sanitary sewer systems required by subsections 10.1.1 (a) shall be designed by a Professional Engineer in accordance with accepted engineering practice and all applicable provincial standards.

10.2 Accepted Engineering Practice

10.2.1 The specifications referred to in subsections 10.1.1 (b) herein may be waived or varied by the Engineer in accordance with accepted engineering practice.

10.3 Engineer's certificate of compliance

10.3.1 Prior to approval of the final plan of subdivision by the Development Officer, the subdivider shall provide a certificate to the Development Officer from a professional engineer which certifies that the developer has complied with the design and construction requirements of subsections 10.1.1 (b) and section 10.2.

10.4 Testing of Services

10.4.1 The Subdivider shall be responsible for the following:

- a) arranging all required testing of the sanitary sewer system at the stages specified by the Municipal Engineer; and
- b) giving reasonable notice to the Engineer of the proposed test date, site, and time; and
- c) allowing the Engineer to inspect the installation at any stage or to verify or confirm any required test.

10.5 Alternative to complete construction

10.5.1 As an alternative to the complete construction and acceptance requirements for sewer system, as contained in subsections 10.1.1, 10.2, 10.3, 10.4 and 12.3, the subdivider may, before endorsement of approval of the final plan is given, enter into a written agreement with the Municipality as provided for in subsection 12.1, and post a performance surety as provided for in subsection 12.2.

11.0 Storm Water Drainage System

The stormwater management requirements of this Section implement Municipal Planning Strategy Policies 5.3.5 and 5.3.6 respecting drainage, erosion control, and protection of downstream properties.

11.1 Storm water drainage system design and installation requirements

11.1.1 A stormwater management plan shall be required only where a subdivision involves the construction or extension of a public street or private road, or where the Municipal Engineer determines that stormwater impacts require mitigation.

11.1.2 The subdivider shall install a storm water system in conformance with a drainage plan, properly designed by a professional engineer, to remove any surface drainage that may enter the area being subdivided or be generated within the proposed subdivision, and to adequately dispose of the waters so as not to negatively affect any downstream properties.

11.1.3 The stormwater management plan shall be prepared and stamped by a Professional Engineer. The plan and all associated stormwater works shall comply with accepted engineering practice, applicable provincial and federal requirements, and shall be subject to review by Nova Scotia Environment and Climate Change and by the Municipality.

11.1.4 Where approval is being sought for five (5) or more lots, including four (4) lots and a remainder, the Subdivider shall provide a storm water management plan for the entire area of land to be subdivided.

11.2 Contents of Stormwater Management Plan (As required)

11.2.1 The subdivider shall install a storm water system in conformance with a drainage plan, properly designed by a professional engineer, to remove any surface drainage that may enter the area being subdivided or be generated within the proposed subdivision, and to adequately dispose of the waters so as not to negatively affect any downstream properties.

- a) a drainage plan showing existing and proposed drainage patterns;
- b) a grading plan showing the conveyance of runoff to a stable outlet or established drainage course;
- c) stormwater calculations based on the full development of the site;

- d) proposed measures to prevent increased peak runoff flows to downstream properties;
- e) measures to preserve existing natural watercourses and minimize erosion;
- f) identification of any off-site impacts and required mitigation; and
- g) any other information required by the Engineer.

11.2.2 The storm water management plan shall be prepared and stamped by a Professional Engineer and may be subject to review by Nova Scotia Environment and Climate Change and the Municipality.

11.3 Accepted Engineering Practice

11.3.1 The specifications referred to in subsection 11.1.2 and subsection 11.2.1 herein may be waived or varied by the Engineer in accordance with accepted engineering practice.

11.4 Engineer's certificate of compliance

11.4.1 Prior to approval of the final plan of subdivision by the Development Officer, the subdivider shall provide a certificate to the Development Officer from a professional engineer which certifies that the developer has complied with the design and construction requirements of sections 11.1 and 11.2.

11.5 Testing of Services

11.5.1 The Subdivider shall be responsible for the following:

- a) arranging for all required testing of stormwater drainage components at stages specified by the Municipal Engineer; and
- b) giving reasonable notice to the Engineer of the proposed test date, site, and time; and
- c) allowing the Engineer to inspect the installation at any stage or to verify or confirm any required test.

11.6 Alternative to complete construction

11.6.1 As an alternative to the complete construction and acceptance requirements for storm water drainage systems, as contained in Subsections 11.1, 11.2, 11.3, 11.4 and 12.3, the subdivider may, before endorsement of approval of the final plan is given, enter into a written agreement with the Municipality as provided for in subsection 12.1, and post a performance surety as provided for in subsection 12.2.

12.0 Construction of Services

12.1 Servicing Agreement

12.1.1 Where an agreement is entered into between the subdivider and the Municipality pursuant to subsections 8.3.10, 9.5, 10.5 and 11.6, the agreement shall contain provisions satisfactory to the Municipality with respect to any or all of the following:

- a) the time within which any construction of streets and services shall be commenced and completed;
- b) the phasing of any construction of streets and services;
- c) the acceptance of any streets and services by the Municipality;
- d) the provision and acceptance of easements and rights-of-way; and
- e) any other matter related to the requirements of this By-law and the Municipal Planning Strategy and Land Use By-law relative to the subdivision and servicing of land.

12.2 Performance Surety

12.2.1 Where a subdivider proposes to complete construction of any streets, sewer, or water services after receiving approval of any final plan of subdivision, the following shall be required:

- a) the subdivider shall post a performance surety, satisfactory to the Municipality, in the amount of one hundred twenty five percent (125%) of the estimated cost to complete the streets and services;
- b) the subdivider shall submit to the Development Officer for approval an estimate of costs, prepared by a Professional Engineer to complete the construction of the streets and services and the Development Officer may revise the estimate if it is, in the opinion of the Municipal Engineer, inadequate, and the decision of the Municipal Engineer shall be final. Such estimates shall include all construction related costs including but not limited to professional engineering contract management and site supervision and inspection of all construction and work;
- c) the performance surety shall be posted before approval of any final plan of subdivision is given by the Development Officer;
- d) the performance surety shall be in favour of the Municipality and may be in the form of cash, certified cheque or letter of credit, or bond issued by a bank, surety, or guarantee company licensed by the Province of Nova Scotia and conditional on the execution and completion of the agreement in accordance with terms of the agreement and the requirements of this By-law and shall not be subject to cancellation, termination, or expiration during the period of time for completion of the work;
- e) where the performance surety is paid in cash or by certified cheque, the cheque will be cashed and all monies paid in cash will be held by the Municipality and returned without interest to the subdivider upon completion of the work;

- f) where the Engineer determines that the work is substantially complete, the Municipality may, in its sole discretion, return a portion of the performance surety, less any amount held back for deficiencies, prior to complete construction by the subdivider and acceptance by the Municipality; and
- g) where construction of the proposed streets and services does not commence within twelve (12) months of the date of approval of the final plan of subdivision and according to the approved time schedule, the subdivider shall forfeit the performance surety.

12.3 Acceptance Requirements

12.3.1 Within thirty (30) days following completion of any public streets and services and prior to acceptance by the Municipality of any streets and services, the subdivider shall:

- a) post a maintenance bond or guarantee, satisfactory to the Municipality, in an amount equal to ten percent (10%) of the actual cost of construction of the streets and services, in a form acceptable to the Municipality, as determined by the Municipal Engineer using accepted engineering practice;
- b) provide the reproducible record drawings of engineering design showing all the actual constructed systems including sanitary sewers, water systems, and storm drainage;
- c) provide “as built” reproducible engineering design drawings in paper and digital formats for the street including plan and profile of streets drawn to the required scale and certified by a professional engineer;
- d) provide the results of all test reports, and all operating and procedural manuals for each central water or central sewer system, demonstrating that the required streets and systems have been constructed and are operating according to the standards set out in this By-law and Municipal engineering requirements;
- e) provide four (4) copies of the final plan of subdivision showing the municipal public streets and all drainage rights-of-way outlined in red, road reserves outlined in yellow, and easements outlined in green;
- f) provide deeds, easements, or bills of sale to the Municipality, free of encumbrances, for streets, rights-of-way, easements, and services. All conveyances of real property and easements shall be by warranty deed or warranty easement, conveyances of services shall be by warranty bill of sale, and the subdivider shall provide to the Municipality from his or her legal counsel a solicitor’s certificate of title certifying that all property conveyed is free from all encumbrances. In the event that the conveyance is not free from encumbrances, an unqualified undertaking from the subdivider’s solicitor to release the encumbrances may be accepted by the Municipality;
- g) pay all document registration and other costs associated with the requirements of this section; and
- h) all completed forms required under the Land Registration Act to record documents at the Land Registration Office

13.0 Public Open Space

The public open space dedication requirements of this section implement Municipal Planning Strategy Policy 6.1.1 and the parkland dedication provisions of the Municipal Government Act.

13.1 Dedication Required

13.1.1 Prior to approval of a final plan of subdivision, the subdivider shall provide to the Municipality a cash contribution in lieu of land dedication equal to five percent (5%) of the market value of the lots to be approved, as determined by the Property Valuation Services Corporation or its successor, exclusive of streets, easements, and any remainder lands.

13.1.2 Funds collected pursuant to this Section shall be used by the Municipality for the acquisition, improvement, operation, or maintenance of parks, playgrounds, trails, or other public open-space or recreational purposes.

13.1.3 Council may waive or reduce the cash-in-lieu requirement where it determines that the subdivision does not generate additional recreational demand or where an alternative contribution provides equivalent community benefit.

13.2 No Open Space Fees Required

13.2.1 Section 13.1 regarding the provision of open space shall not apply:

- a) to the consolidation or re-subdivision of land where no additional lots are created; or
- b) to a subdivision that does not create additional development potential, as determined by the Development Officer, including boundary adjustments made solely to resolve encroachments or clarify title; or
- c) to a subdivision that creates a single additional lot containing an existing dwelling, where the subdivision does not increase the overall number of dwelling units permitted on the remainder of the lands under the Land Use By-law.

14.0 Concept Plans of Subdivision

14.1 Concept Plan Requirements

14.1.1 Where an area of land is being subdivided in phases or will contain new public streets, a subdivider shall submit to the Development Officer six (6) copies and one (1) digital copy of a concept plan of the entire area of land, unless additional copies are requested by the Development Officer.

14.1.2 Concept plans shall be at a scale sufficient for clarity of all particulars of the plan and shall show the following:

- a) the words “Concept Plan” located in the title block, along with an estimated lot yield figure, based on the requirements of the Land Use By-law and the Department of the Environment, as applicable;
- b) name of the property owner(s) and names of all abutting land owners;
- c) the unique parcel identifier (PID) for all areas of land being subdivided;
- d) the proposed internal street system with connections to existing streets;
- e) the location of all watercourses and wetlands within and adjacent to the area of land, any prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the provision or layout of central sanitary sewer systems, storm water systems, central water distribution systems, or public streets and private roads;
- f) the proposed location of public open space;
- g) the location of existing development, if any;
- h) the location of any municipal service boundary;
- i) the proposed subdivision phasing sequence;
- j) the north point;
- k) contours at 5 metre (16.40 foot) intervals; and
- l) any other information the Development Officer deems necessary to determine if the subdivision meets with municipal standards and accepted engineering practice as determined by the Engineer.

14.1.3 The concept plan shall be accompanied by a traffic impact study, prepared by a qualified traffic or transportation engineer registered with the Association of Professional Engineers of Nova Scotia in accordance with the Department of Public Works’ Guide for the Preparation of Traffic Impact Studies.

14.1.4 Approval of a concept plan lapses if a complete application for tentative or final subdivision plan approval is not received within two (2) years of the date of approval of the concept plan.

14.1.5 Where a concept plan is required under this By-law:

- a) no tentative or final plan of subdivision shall be approved that is inconsistent with the approved concept plan.

14.2 Concept Plan Procedure

14.2.1 The procedure for processing Concept plans of subdivision is contained in Section 6: General Requirements for Applications.

14.2.2 The following information shall be stamped or written and completed by the Development Officer on any concept plan which is approved:

- a) "This concept plan is approved. Such approval lapses if a tentative or final subdivision plan is not submitted for approval within two years of the date of approval of the concept plan."
- b) the date of the approval of the concept plan; and
- c) "This concept plan shall not be filed in the Land Registration Office as no subdivision takes effect until a final plan of subdivision is approved by the Development Officer and filed in the Land Registration Office"

15.0 Tentative Plans of Subdivision

15.1 Tentative Plan Requirements

15.1.1 A person proposing to subdivide an area of land may submit to the Development Officer six (6) copies and one (1) digital copy of a tentative plan for the proposed subdivision meeting the requirements of subsection 15.1.2, 15.1.3 and 15.1.4 of this By-law.

15.1.2 Tentative plans of subdivision submitted to the Development Officer shall be:

- a) drawn to a scale or scales sufficient for clarity of all particulars on the tentative plan of subdivision;
- b) based on a description of the area of land to be subdivided, preferably but not necessarily as surveyed; and
- c) folded to approximately 20x30 centimeters (8x12 in) with the face of the folded print being the title block which is located in the lower right-hand corner of the tentative plan of subdivision.

15.1.3 Tentative plans of subdivision shall show the following:

- a) the words "Plan of Subdivision" located in the title block;
- b) the words "Tentative Plan" located above the title block;
- c) a clear space for stamping being a minimum of 225 square centimetres (36 square in.) with a minimum width of 8 centimetres (3 in);
- d) the name of the subdivision, if any, and the name of the owner of the area of land;
- e) if applicable, the book and page number of the deed to the area of land as recorded in the name of the owner in the Land Registration Office for this Municipality;
- f) the unique Parcel Identifier (PID) of all areas of land being subdivided;
- g) the civic number of main buildings on the area of land being subdivided;

- h) the names of all owners or the identifiers of all properties abutting the proposed subdivision;
- i) a location map, drawn to a scale not smaller than 1:50,000 (such scale to be shown on the map), preferably with the same orientation as the area of land and, if possible, showing the location of the closest community to the area of land proposed to be subdivided;
- j) the shape, dimensions, and area of the proposed lots;
- k) each proposed lot identified by a number, except in cases where a parcel is being added to or subtracted from an existing area of land, in which case the parcel shall be identified by a letter and the new lot identified by the existing area of land identifier, where applicable, and the letter;
- l) no duplication of lot identifiers;
- m) the boundaries of proposed lots shown by solid lines, and the vanishing boundaries of existing areas of land being resubdivided, consolidated, or both, shown as broken lines;
- n) the location of existing buildings within 10 metres (32.81 ft) of a property boundary;
- o) the location of existing and proposed public streets and private roads;
- p) the name of existing and proposed public streets (and the public street number) and private roads, as issued pursuant to the civic addressing system;
- q) the width and location of railroads and railway rights-of way;
- r) the general location of watercourses, wetlands, or prominent rock formations;
- s) the width, location, and nature of any easements on or affecting the area of land proposed to be subdivided;
- t) where applicable, a notation stating the lots are serviced by a central sewer and/or water system;
- u) the north point;
- v) the scale to which the plan of subdivision is drawn;
- w) the date on which the plan of subdivision was drawn and the date of any revisions; and
- x) any other information which the Development Officer deems necessary to determine whether or not the plan of subdivision conforms to this By-law.

15.1.4 Where the tentative plan of subdivision is forwarded to the Department of Environment, the plan shall meet the requirements of subsections shall meet the requirements of subsections 6.2.3, 6.2.4 and 6.2.5 the proposed on-site sewage disposal system, selected or designed shall be identified.

15.1.5 In addition to meeting the requirements of subsection 15.1.2, 15.1.3 and 15.1.4, where the proposed lots front on a proposed public street or proposed private road, a tentative plan of subdivision shall:

- a) show a boundary survey of the area of land proposed to be subdivided, excluding the remainder lot, certified and stamped by a Nova Scotia Land Surveyor in the manner required by the Land Surveyors Act and its regulations;
- b) be accompanied by six (6) copies and one (1) digital copy of a plan showing:
 - (i) contours at 2 metre (6.56 ft) intervals, and drainage patterns;
 - (ii) the width and location of proposed public streets and private roads, and their intersection with existing public streets; and

- (iii) the location of existing and proposed central sewer and water systems and proposed connections thereto; and
- c) be accompanied by six (6) copies and one (1) digital copy of centerline profiles of proposed public streets or private roads;
- d) be accompanied by six (6) copies and one (1) digital copy of a storm drainage plan applying acceptable engineering practices for the proper removal of surface drainage from the proposed subdivision and in compliance with subsection 11.1;
- e) be accompanied by any other information which the Development Officer deems necessary to determine whether the plans referred to in subsections 15.1.5 (b), (c), and (d) conform to this By-law.
- f) Where plans or drawings or centerline profiles are prepared by or under the supervision of a professional engineer, they shall be signed and sealed by the Professional Engineer in accordance with the Engineering Profession Act.

15.2 Tentative Plan Procedure

15.2.1 The procedure for processing tentative plans of subdivision is contained in Section 6: General Requirements for Applications.

15.2.2 The following information shall be stamped or written and completed by the Development Officer on any tentative plan of subdivision which is approved together with any other information, including conditions, necessary for the tentative plan to proceed to the final plan stage:

- a) “This tentative plan of subdivision is approved for Lots _____. Such approval lapses if the lots are not shown on a final plan of subdivision approved within two years of the date of the approval of the tentative plan.”;
- b) the date of the approval of the tentative plan; and
- c) “This tentative plan of subdivision shall not be filed in the Land Registration Office as no subdivision takes effect until a final plan of subdivision is approved by the Development Officer and filed in the Land Registration Office.”

16.0 Final Plans of Subdivision

16.1 Final Plan Requirements

- 16.1.1** A subdivider proposing to subdivide an area of land shall submit an application in the form specified in Schedule “A” of this By-law together with six (6) copies and one (1) digital copy of the final plan of subdivision meeting the requirements of subsection 16.1.3 and 16.1.4 of this By-law to the Development Officer for approval.
- 16.1.2** A final plan of subdivision submitted for approval shall be accompanied by any security or bonds required to be posted under this By-law.
- 16.1.3** Final plans of subdivision submitted to the Development Officer shall be:
- drawn to a scale or scales sufficient for clarity of all particulars of the final plan of subdivision;
 - certified and stamped by a Nova Scotia Land Surveyor that the lots for which approval is requested and any proposed street and road have been surveyed in the manner required by the Land Surveyors Act and its regulations, except for a final plan of subdivision prepared pursuant to subsection 7.5.2 of this By-law; and
 - folded to approximately 20 x 30 centimetres (8 x 12 in) with the face of the folded print being the title block which is located in the lower right-hand corner of the final plan of subdivision.
- 16.1.4** Final plans of subdivision shall meet the requirements of subsections 15.1.3, 15.1.4 and 15.1.5, except that:
- subsection 15.2.3 (b) does not apply;
 - proposed streets and roads shall be surveyed;
 - the geographical and mathematical location of all buildings within 3 metres (9.8 ft) of a proposed boundary shall be shown; and
 - For a proposed lot that will have access to a provincial public highway, the final plan of subdivision may be accompanied by or show stopping sight distances information in the form specified in Schedule “E” completed by a Nova Scotia Land Surveyor or the authority having jurisdiction.

16.2 Final Plan Procedure

- 16.2.1** The procedure for processing final plans of subdivision is contained in Section 6: General Requirements for Applications.

16.2.2 Before approving a final plan of subdivision that adds or consolidates parcels or areas of land in different ownerships, the Development Officer shall be provided with:

- a) the executed deeds suitable for registering to effect the addition or consolidation;
- b) the fees for registering the deeds;
- c) the affidavit of value including particulars of any exemption, if any, pursuant to Part V of the Act;
- d) where applicable, the deed transfer tax; and
- e) all completed forms required under the Land Registration Act to record documents at the Land Registration Office.

16.2.3 A final plan of subdivision showing lots to be approved under circumstances described in subsection 287(3) of the Act by special note on the plan shall:

- a) identify such lots;
- b) state the names of the grantor and the grantee of such lots; and
- c) state the date, book and page number of the conveyance of such lots as recorded in the Land Registration Office.

16.2.4 The following information shall be stamped or written and completed by the Development Officer on any final plan of subdivision which is approved:

- a) "This final plan of subdivision is approved for Lots _____";
- b) where applicable,
 - i. "_____ (is,are) suitable for the (lot(s) approved and/or remainder) construction or installation of an on-site sewage disposal system for _____ and any conditions (proposed use) which apply are contained in a report dated _____ and available from the Department of the Environment.", or
 - ii. "IMPORTANT NOTICE _____ (has, have) been created for a (lot(s) approved and/or remainder) purpose which does not require an on-site sewage disposal system and will not be eligible for a permit to install a system unless the requirements of the Department of the Environment are met."; or
 - iii. _____ (is,are) served by an existing (lot(s) approved and/or remainder) on-site system and should a replacement system become necessary in future, approval of the replacement system from the Department of the Environment is required".
- (c) where applicable,
 - i. a notation stating that access to the public street as shown has been approved for the lots created by this final plan and any conditions which apply are listed on the plan or

- are contained in a report dated _____, available from the authority having jurisdiction for public streets;
- ii. where a lot which abuts a public street does not have an approved access point along the street, a notation stating that direct access to the street is not permitted; and
- iii. where there are private roads which are not to be owned and maintained by the Department of Public Works or the Municipality, the words “The following private roads are not owned or maintained by the Department of Public Works or the Municipality and are not entitled to any provincial or municipal services including grading, ditching, snow plowing, gravelling, school busing, and garbage collection:

_____”.

16.2.5 Within seven days of approving the plan, the Development Officer shall forward to the Land Registration Office:

- a) five (5) approved copies of the final plan of subdivision and a notice of approval in the form specified in Schedule “B” of this By-law; and
- b) if applicable, the items required by subsection 16.2.2 of this By-law.

17.0 Repeal of a Plan of Subdivision

17.1 Repeal of any or all lots approved application

17.1.1 Where a plan of subdivision has been approved, the approval may be repealed for any or all the lots created by the plan of subdivision.

17.1.2 Any person requesting the appeal of a plan of subdivision shall submit to the Development Officer an application in the form specified in Schedule “C”.

17.2 Notification and Approval

17.2.1 The notification and approval provisions of the Act which apply to the approval of a plan of subdivision shall also apply to a repeal.

17.2.2 Notwithstanding Subsection 17.2.1, the notification and approval provisions of the Act do not apply to a repeal respecting a plan of subdivision to consolidate two or more parcels for which no deed to effect

the consolidation has been registered in the Land Registration Office, provided that the applicant certifies that to the applicant's knowledge no deed to effect the consolidation exists.

17.3 Application to review agencies

17.3.1 When the Development Officer is satisfied that an application for repeal is complete, the Development Officer may forward a copy to any agency who provided an assessment or recommendations on the original plan of subdivision.

17.4 Buildings on subject lands

17.4.1 Where buildings have been erected on the subject lands after the date of the subdivision approval sought to be repealed, no repeal shall be granted which would cause these buildings to be in violation of any building code regulations, land use by-law, or sewage disposal regulations unless the violation can be rectified by the approval of a new plan of subdivision filed at the Land Registration Office on the same day as the repeal is filed.

17.5 Sections do not apply

17.5.1 Sections 6 to 16 inclusive of this By-law do not apply to the repeal of a plan of subdivision.

17.6 Repeal to Land Registration Office, Copy to subdivider and review agencies

17.6.1 The Development Officer shall forward to the Land Registration Office the repeal in the form specified in Schedule "D".

17.6.2 The Development Officer shall forward a copy of the repeal referred to in subsection 17.6.1 to:

- a) the subdivider; and
- b) any agency who provided an assessment or recommendations on the original plan of subdivision.

17.7 Fees

17.7.1 At the time of application for the repeal of a subdivision, the subdivider shall submit to the Development Officer:

- a) the fees contained in the Costs and Fees Act, and its regulations for registering a repeal of a plan of subdivision; and
- b) the processing fee set by the Council.

17.7.2 Where the Development Officer refuses to repeal a subdivision, the Development Officer shall return the fees referred to in subsection 17.7.1 (a) to the subdivider.

17.8 Notice of Refusal to review agencies

17.8.1 Where the Development Officer refuses to repeal a plan of subdivision, the Development Officer shall give notice of the refusal to the subdivider and to all agencies which were forwarded the application for repeal pursuant to subsection 17.2.2.

18.0 Instruments of Subdivision

18.1 General

18.1.1 In accordance with the Municipal Government Act and the Provincial Subdivision Regulations, a subdivider may, in limited circumstances, apply to subdivide land by an Instrument of Subdivision rather than by a Tentative or Final Plan of Subdivision.

18.1.2 An Instrument of Subdivision is intended for occasional, simple rural lot creation and boundary adjustments in the Rural Resource (RR) Zone only, and shall not be used as a substitute for a plan of subdivision where a more detailed review is required.

18.2 Condition of Use

18.2.1 A subdivider may apply for subdivision by instrument only where the following conditions are met:

- a) The land is located within the Rural Resource (RR) Zone and is outside any municipal water or wastewater servicing boundary identified in the Municipal Planning Strategy.
- b) Each lot created by instrument shall:
 - i. have a minimum area of 5 acres (20,234 m²);
 - ii. be capable of containing a 76-metre diameter circle within the boundaries; and
 - iii. meet the minimum width requirements for on-site sewage disposal as determined by the Department of Environment.
- c) Each lot created shall front on an existing public street or an existing private road that meets section 8.2 of this By-law. No new roads may be created or extended through an instrument;
- d) No more than three (3) new lots may be created from any area of land that existed on the effective date of this By-law using the instrument process, whether through a single instrument or multiple instruments.
- e) All lots must be capable of supporting an on-site sewage disposal system unless they are specifically being increased in size and the remainder lot meets all applicable requirements.

- f) The Development Officer may refuse an instrument where the location, topography, wetlands, coastal features, or access conditions require a more detailed engineering review.

18.3 Submission Requirements

18.3.1 An Instrument of Subdivision shall:

- a) be prepared, signed, and sealed by a Nova Scotia Land Surveyor;
- b) include a location map, key dimensions, frontage, access point, and any easements;
- c) identify any existing development within 10 metres of proposed boundaries;
- d) be accompanied by any documentation required by the Department of Environment for on-site sewage approval.

18.3.2 The Development Officer may request additional information where necessary to determine compliance with this By-law.

18.4 Approval and Filing

18.4.1 The Development Officer may approve an Instrument of Subdivision only where the criteria of subsection 18.2.1 and 18.3.1 are satisfied.

18.4.2 Following approval, the instrument shall be filed in the Land Registration Office in accordance with the Municipal Government Act.

19.0 Effective Date

19.1 Effective Date

19.1.1 This Subdivision By-law comes into effect on the date it is approved by Council and advertised in accordance with the Municipal Government Act.

Appendix “A” – Road Design and Construction Standards

GENERAL DESIGN REQUIREMENTS

Requirement	Standard
Professional design	All new roads must be designed by a Professional Engineer.
Purpose	Roads must provide safe access, emergency vehicle passage, adequate drainage, and integrate with existing networks.
Required drawings	Plan & profile, cross-sections, drainage design, culvert sizing, materials, grades, sight distances.
Applicable standards	Accepted engineering practice & provincial standards apply unless varied by the Municipal Engineer.

RIGHT-OF-WAY WIDTHS

Road Type	Minimum Right-of-Way	Notes
Private Road	20 m	A reduced width may be approved under Section 8.2.1.

ROADWAY GEOMETRY

Element	Standard	Notes
Maximum grade	12% (private road)	Shall allow safe passage year-round.
Vertical curves	Must satisfy DPW stopping sight distance	Sight distance must meet Schedule E.

PRIVATE ROADS

Component	Minimum Standard
Travelled way	6.0 m
Shoulders	0.5 m

Component	Minimum Standard
Drainage	Ditches unless engineered alternative
Surface	Gravel or asphalt, must support emergency vehicles

INTERSECTIONS & ACCESS

Requirement	Standard
Maximum roads per intersection	4 roads (public + private combined).
Intersection spacing	≥ 100 m unless Engineer approves a lesser distance.
Provincial highway intersections	Must be approved by NSPW.
Stopping sight distance	Must meet Schedule E.

Schedule "A" – Application for Subdivision Approval

SUBDIVISION AREA: Municipality of District of Shelburne		APPLICATION TYPE: Preliminary <input type="checkbox"/> Concept <input type="checkbox"/> Tentative <input type="checkbox"/> Final <input type="checkbox"/>	
NAME OF SUBDIVISION:		APPROVAL REQUESTED FOR LOT #'s:	
LOCATION:		NO. AND TYPE OF EXISTING BUILDINGS:	
PRESENT USE OF SITE:		PROPOSED USE OF SITE:	
SIZE OF PARCEL TO BE APPROVED:		SIZE OF REMAINING PARCEL:	
PROPERTY OWNER(S):	MAILING ADDRESS:	PHONE:	
APPLICANT:	MAILING ADDRESS:	PHONE:	
CORRESPONDENCE AND PLANS SHOULD BE SENT TO: <input type="checkbox"/> OWNER <input type="checkbox"/> APPLICANT <input type="checkbox"/> OTHER (specify)			
NAME:	MAILING ADDRESS:	TELEPHONE NUMBER:	
WATER SERVICES: Existing Proposed Central System <input type="checkbox"/> <input type="checkbox"/> Drilled Well <input type="checkbox"/> <input type="checkbox"/> Dug Well <input type="checkbox"/> <input type="checkbox"/> Other: _____	SEWER SERVICES: Existing Proposed Central System <input type="checkbox"/> <input type="checkbox"/> On-site <input type="checkbox"/> <input type="checkbox"/> Other: _____	ACCESS: Existing Proposed Public Road <input type="checkbox"/> <input type="checkbox"/> Private Road <input type="checkbox"/> <input type="checkbox"/> Right of Way <input type="checkbox"/> <input type="checkbox"/> Other: _____	
Has the property been tested by a qualified person for the installation of an on-site sewage disposal system? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please specify name of qualified person _____			

MUNICIPALITY OF THE DISTRICT OF SHELBURNE SUBDIVISION BYLAW

CERTIFICATION - ON-SITE NOT REQUIRED (unserviced areas)

I certify that _____ (is, are) being subdivided for a purpose _____ (Specify)
 (Lot(s) being approved and/or remainder lot)
 which will not require the installation of an on-site sewage disposal system.

SIGNATURE: _____

Declaration: I CERTIFY THAT I AM THE OWNER OR AM ACTING WITH THE OWNERS WRITTEN CONSENT.

Signature of Applicant(s): _____ Date: _____

SPACE BELOW FOR OFFICE USE ONLY

Plan Received:		Application Complete:	Plans Approved:
Plans Reviewed By:			Land Registry Use
Sent		Received	S/D Plan#
	Department of Transportation		Voluntary Registration
	Department of Environment		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Public Works Department		Affidavit of Family Gifting attached
	Assessment		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Registration Fee		Previous Subdivision Approval
	5% Open Space Fee		<input type="checkbox"/> Yes <input type="checkbox"/> No
	LIMS		Previous Plan Number:
	GIS Technician		Zone:
	Municipal Finance Department		PID:
	Canada Post		

Schedule "B" – Notice of Approval

NOTICE OF APPROVAL
IN ACCORDANCE WITH SECTION 285(1)(3) OF
THE MUNICIPAL GOVERNMENT ACT

Name of Owner(s): _____

Name of Subdivision: _____

Location: _____

Date of Approval: _____ For: _____

Surveyor: _____ Date of Plan: _____

Dated this _____ day of _____, _____.

Development Officer

Plan of subdivision filed in the Registry of Deeds as Plan # _____

Dated this _____ day of _____, _____.

This plan of subdivision also contains information regarding the lots approved on the plan with respect to one or more of the following:

1. The lot's eligibility for on-site sewage disposal systems.
2. The availability of central sewer and/or central water systems.
3. Information indicating whether or not the lots abut a public street or highway.

Schedule "C" – Application for Repeal of a Subdivision

Plan of Subdivision

File Number: _____

APPLICANT INFORMATION

Name of Land Owner(s): _____ Phone: _____

Address of Land Owner(s): _____ Postal Code: _____

Documents to be returned to: _____

Correspondence to be directed to _____

INFORMATION ON THE SUBDIVISION SOUGHT TO BE REPEALED

Name of applicant for subdivision approval: _____

Location : _____ Municipality: _____

The subdivision was approved on the _____ day of _____,

and is filed in the Registry of Deeds at _____ in the Municipality of

_____ the County of _____ As # _____

Lot(s) # _____ was/were approved and

repeal is sought for approval of Lot(s) # _____

Registration fee submitted.

CERTIFICATION OF FACTS (Reasons For Repeal)
(If more space is required, attach additional sheet)

OWNER'S CERTIFICATE

I certify that the information in this application is true and complete, that I am applying for repeal of this subdivision with full knowledge and consent of all persons with legal interest, including mortgagees, in the lands affected by the repeal and that these persons have co-signed this application.

Signature of owner/agent

Date

Co-Signer

Date

Schedule “D” – Repeal of a Subdivision

Plan of Subdivision

Name of Owner(s): _____

Name of Subdivision: _____

Location: _____

Date of Approval of the Subdivision: _____

Being Registration #: _____ at the Registry of Deeds.

THIS SUBDIVISION IS REPEALED

Entire Plan or Only Lots #: _____

Dated at _____ in the _____, Province of Nova

Scotia, this _____ day of _____, _____.

Development Officer

Please note: Any lots or parcel created by this repeal may not be eligible for development.

Schedule “E” – Stopping Sight Distances

STOPPING SIGHT DISTANCES								
Lot No.	Distance From Lot Corner Left/Right	Speed Zone	Left		Right		Pass Or Fail	Comment
			Grade	Distance	Grade	Distance		



STAFF REPORT

TO: Municipal Council

FROM: Danyelle Smith, Waste Diversion Officer

APPROVED BY: Marcia d'Eon, Director of Operations

DATE: March 25, 2026

SUBJECT: Amendment to RMRF Disposal Policy

Origin

Staff have undertaken a review of the Regional Materials Recovery Facility (RMRF) Disposal Policy to ensure it accurately reflects the operational practices and improves efficiency at the facility. Through this review, staff identified opportunities to streamline the material handling process and update the policy to reflect the operational model being implemented at the site.

The proposed amendments include changes to how construction and demolition materials are received and managed at the facility, as well as revisions to the facility's seasonal hours of operation.

Recommended Motions

THAT Council approve the amended RMRF Disposal Policy as presented, effective April 1, 2026.

Background

The Regional Materials Recovery Facility (RMRF) forms part of the Municipality's waste management system and provides residents, contractors, and local industries with disposal options for several material streams.

Historically, construction and demolition materials delivered to the facility were required to be separated into individual streams such as clean wood, shingles, Gyproc, and mixed construction and demolition material. While this system was intended to support diversion efforts, staff have reviewed current operational practices and identified an opportunity to simplify the disposal process while maintaining responsible waste management practices.

As part of this review, staff also assessed facility usage patterns throughout the year and determined that adjusting seasonal operating hours would better align staffing and operational resources with demand.

Discussion

The proposed amendment updates the RMRF Disposal Policy to reflect a revised operational model for handling construction and demolition materials at the facility.

Under the proposed model, construction and demolition materials will be accepted as **mixed waste** rather than requiring separation into individual material categories. This change will simplify the disposal process for facility users and streamline site operations.

Other materials currently accepted at the facility will continue to require separation, including:

- Pressure-treated wood
- Metal
- Rope
- Leaf and yard waste
- Lobster traps

The amendment also introduces **seasonal operating hours** to better align facility operations with demand. Under the proposed schedule:

- **December 1 – February 28:** Friday and Saturday, 9:30am – 4:00pm
- **March 1 – November 30:** Wednesday through Saturday, 9:30am – 4:30pm

This adjustment reflects lower facility usage during winter months while maintaining accessibility during the busier construction and landscaping seasons.

Overall, the revised model is expected to improve operational efficiency, reduce site management complexity, and provide a clearer and more user-friendly disposal process for residents and contractors.

5. Attachments

1. Draft Amended RMRF Disposal Policy

PURPOSE

~~48-1~~ **49.1** To establish a policy for receiving acceptable materials at the Regional Materials Recovery Facility from residential and commercial customers within the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport and to identify procedures that must be followed.

DEFINITIONS

~~48-2~~ **49.2** In this policy the following words and terms shall have the following meaning:

- a. Customer- the person or company intending to use the facility
- b. Municipality- the Municipality of the District of Shelburne
- c. Operator - the staff person designated by the Municipality to operate the facility
- d. Facility - Regional Materials Recovery Facility
- e. Material - pre-determined categories of acceptable construction and demolition waste, lobster traps/rope, metal, fridges/freezers, brush and yard waste.

LOCATION

~~48-3~~ **49.3** The Regional Materials Recovery Facility is located at 4571 Highway 3, West Green Harbour, Shelburne County, Nova Scotia.

HOURS OF OPERATION

~~48-4~~ **49.4** The Regional Materials Recovery Facility will be open to the public for regular hours from ~~Tuesday~~ **Wednesday** through Saturday 9:30 am - 4:00 pm, **March 1 – Nov 30. Wednesday and Saturday 9:30am – 4:00pm, December 1 – February 28.**

The Municipality may offer extended hours at its discretion.

QUALITY OF DISPOSAL MATERIALS

~~48-5~~ **49.5** The quality of materials must meet the following standards and be disposed of in the proper designated locations within the facility. The Operator **and Municipality** ~~has~~ **have** discretion of the quality of disposal materials:

- a. ~~Construction and Demolition Waste – Wood Items~~ : must be separated from all other debris.

- ~~b. Construction and Demolition Waste – Gyproc/Plaster: must be separated from all other debris.~~
- ~~c. Construction and Demolition Waste – Roofing Shingles: must be separated from all other debris.~~
- a. Construction and Demolition Waste - Mixed: must not contain any debris that ~~could be~~ **is** included in a separated category. **This Mixed waste includes roofing shingles, clean wood, Gyproc/plaster,** vinyl/plastic building materials, carpeting, built up roofing, ceiling tiles, vinyl floor/linoleum, wiring, lighting fixtures and insulation. **Any mixed waste containing household waste that is accepted curbside will be rejected.**
 - i) Fiberglass insulation must be in **clear** bags, so it does not blow around the facility.
 - ii) Styrofoam insulation will be accepted whole **or bundled** but must be bagged in **clear bags** if in smaller pieces.
- b. Brush: must be clean (not mixed with yard waste) and no larger than 6-inches in diameter.
- c. Yard Waste: must be separated from brush. This includes leaves, sediment and rock.
 1. Trees, stumps, logs and brush larger than 6-inches in diameter are not accepted at the site on a regular basis.
 2. Should this service be needed in emergency situations (i.e. hurricane) the Council of the Municipality shall make a motion for a designated period for acceptance of this material.
- d. Fridges/Freezers/Air Conditions: must be separated from all other debris. ~~If~~ **These items contain freon and they will be separated from the scrap metal items until freon is removed by a certified technician.**
- e. Lobster Pots: must be separated from all other debris.
- f. Lobster Rope: must be separated from all other debris.
- ~~g. Scrap Metal: must be separated from all other debris. This includes metal appliances, cold water tanks, hot water heaters, baseboard heaters, empty oil barrels, pots and pans, kitchen sinks, bed frames, bathtubs, BBQs. and freon free fridges/freezers/air conditioners.~~

REMOVAL OF MATERIALS

~~48.6 Scavenging or picking is not permitted at the site.~~

49.6 Scavenging, picking or removal of material from the facility is prohibited, except when authorized and organized by the Municipality.

FEES AND CHARGES

~~48.7~~ **49.7** All fees and charges related to this policy shall be outlined in the Municipality's Fees and Charges Policy.

PAYMENT AND BILLING

~~48.8~~ **49.8** All disposal fees shall be paid at the time of disposal by the Customer to the Operator unless

the Customer has an approved facility account set up with the Municipality.

- a. Account holders will be billed monthly by the Municipality's Finance Department. Payment terms will be as per Finance Department policy.

COMPLIANCE

~~48.9~~ **49.9** The Municipality reserves the right to:

- a. Inspect materials before entering the facility.
- b. Observe the materials being removed from vehicles.
- c. Observe the unloading of materials to ensure proper placement.
- d. Decline accepting materials from any customer.
- e. The Municipality reserves the right to refuse or revoke disposal to customers who do not comply with the policy or whose disposal bills are in arrears.
- f. Any unauthorized disposal or disposal of any unacceptable materials shall be cleaned at cost recovery by the customer.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Regional Materials Recovery Facility Disposal Policy on the _____ day of _____, 2026.

WARDEN, Penny Smith

CHIEF ADMINISTRATIVE OFFICER, Warren MacLeod

Approved by Council: September 28, 2020

Effective Date: September 28, 2020

Amended Date: July 14, 2021

Amended Date: March 25, 2026

Effective Date: April 1, 2026

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: **Appointment of Committee Members**

PURPOSE

To consider approval of 2 new committee members for the Shelburne Events Committee.

RECOMMENDED MOTION

It is recommended to Council,

THAT the Municipality of the District of Shelburne appoint Sue Acker and Carolann Bower as community members of the Shelburne Events Committee.

THAT the Municipality of the District of Shelburne appoint _____ as a Council representative on the Shelburne Events Committee.

BACKGROUND

In February 2026, Council approved an updated Terms of Reference for the Shelburne Events Committee, providing for a minimum of four and a maximum of twelve community members, as well as up to two Council members, if desired, from the Municipality of Shelburne and the Town of Shelburne.

DISCUSSION

In March 2026, a call for new committee members was publicly advertised on the Municipality's website and social media channels. Since that time, two expressions of interest have been received. Recruitment of volunteers will continue until all community member positions are filled.

At its March 11, 2026, meeting, the Shelburne Events Committee reviewed the expressions of interest and passed the following motion:

Being duly moved and seconded, it is recommended that Council of the Municipality of Shelburne appoint Sue Acker and Carolann Bower to the Shelburne Events Committee.

The Committee further recommends that Council appoint a second member of Council to serve on the Committee.

BUDGET IMPLICATIONS

The Shelburne Events Committee plans four signature events with associated budgets set annually in the Municipality's operating budget.

ATTACHMENT

- a) Shelburne Events Committee Terms of Reference

Municipality of the District of Shelburne
EVENTS COMMITTEE
Terms of Reference

Purpose

The purpose of the Shelburne Events Committee is to coordinate, and execute four signature events for Shelburne: spring event (TBD), Dock St. Days, Shelburne Pumpkin Regatta and Miracle on Dock St.

Authority

The Events Committee has been granted its legal authority to assist the Municipality with the development and planning of major events and by virtue is being delegated this responsibility with Council's approval on May 10, 2023, of this Terms of Reference and thereafter appointing members to the Committee.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing, and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, to efficiently and cost-effectively carry out the event plans.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Municipal Staff

The CAO shall designate a staff member(s) to carry out the functions and roles as directed by the Events Committee from time to time and shall act as a staff resource to the Committee. This person shall organize meetings, prepare minutes, agendas and packages, as necessary. The designated staff will ensure accurate recording keeping for all third party agreements vendors and entertainers participating in events.

Membership

Membership on the Committee shall include up to two representatives from the Municipality of the District of Shelburne and Town of Shelburne council and a minimum of 4 members to a maximum of 12 members of public, as needed, duly appointed by Council annually pursuant to Section 27 of the *Municipal Government Act*.

Member applications shall be vetted by the CAO, or designate, and member appointment will be by Council motion.

Where a vacancy occurs on the Committee, the committee shall advertise expressions of interest. The committee will make a recommendation to Council to appoint a person to fill the position as soon as possible.

Reporting Relationship

The Events Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The duration of the role of Chairperson and Vice-Chairperson shall be one year. Annually, in January or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

Frequency of Meetings

Meetings of the Events Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee.

Quorum Requirements

No decisions may be made at any Events Committee meeting unless at least one elected representative and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Events Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. The designated Municipal staff member will endeavor to provide each member of the Committee with the agenda and required supporting documentation at least three days prior to every meeting.

Conflict of Interest

It is expected that all members of the Events Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Events Committee shall have access to the resources of the appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed

basis.

Decision Making Process

All decisions of the Events Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Events Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Events Committee.

Reporting

Annually the Committee will provide to Council with a draft budget for approval. Regular updates will be given to Council at any time throughout the year from the Council representative.

Approved by Council: February 25th, 2026

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