STAFF REPORT

TO: Warden and Members of Shelburne Municipal Council

FROM: Val Kean, Director of Economic & Community Development

APPROVED BY: Warren MacLeod, Chief Administrative Officer

DATE: November 25, 2026

SUBJECT: **Application For Easement and Letter of Authority**

PURPOSE:

For Council to consider applying for easement and Letter of Authority to Department of Natural Resources and Renewables. This application supports the Municipality's strategic priorities relating to economic development, investment attraction, infrastructure readiness and the diversification of the local economy.

Securing appropriate access to Hartz Point will help position these municipally owned lands for future development opportunities while supporting the continued use and connectivity of recreational trails.

RECOMMENDATION:

It is recommended that

The Municipality of the District of Shelburne Council authorize staff to submit an application for an easement and Letter of Authority (LOA) across the former CN railbed, extending from Island's Park Road to the Municipality's Hartz Point properties, identified as PID 82550559 and PID 80094287, to support future economic development, infrastructure installation and continued multi-use trail connectivity.

BACKGROUND:

The Municipality of the District of Shelburne recently acquired approximately 558 acres of land at Hartz Point as a strategic investment to support long-term economic development and economic diversification within our communities.

To fully realize the development potential of these lands, the Municipality must secure appropriate legal access from Island's Park Road across the former CN railbed.

The requested easement and Letter of Authority would establish a framework for future access and infrastructure development while recognizing the importance of maintaining the existing multi-use trail system.

DISCUSSION:

Securing an easement across the former CN railbed is an important step in preparing the Hartz Point properties for future investment and development opportunities.

The easement must provide sufficient rights to allow the Municipality and future developers to construct a paved asphalt road and install, upgrade and maintain necessary infrastructure, including electrical power, telecommunications and other services.

Without these access and servicing rights, the Municipality's ability to attract private-sector investment and support future development opportunities may be significantly limited.

The Municipality also recognizes the importance of protecting the existing multi-use trail network. As part of the easement negotiations, staff would seek flexibility to cross, relocate or realign portions of the former railbed trail, if necessary, to accommodate road construction and infrastructure installation while maintaining a safe, accessible and connected multi-use trail system.

The intent is to ensure that future economic development and recreational trail use can coexist through appropriate planning and collaboration.

Staff are seeking Council's authorization to proceed with the necessary applications for both the easement and Letter of Authority. This would allow the Municipality to advance discussions with the appropriate authorities and determine the conditions and requirements associated with securing long-term access.

BUDGET IMPLICATIONS:

There may be costs associated with the application process, legal review, surveying and preparation of easement documentation. Any significant financial commitments beyond existing approved budgets would be brought forward to Council for consideration.