



AGENDA
Town Council Meeting – Town Council Chambers
March 17th, 2025
6:00 p.m.

Doc Ref:

1) Call to Order

2) Approval of Agenda

3) Approval of Minutes from the regular Town Council meeting held on March 3rd, 2025.

4) Proclamations and Announcements:

- a) Epilepsy Awareness Day – March 26, 2025
- b) Town of Shelburne Birthday – April 4, 1907
- c) National Volunteer Month – April
- d) Autism Acceptance Month – April

5) Delegations/Presentation:

- a) Shelburne Events Committee D25-064

6) Correspondence:

Action:

- a) Email – Provincial Mixed Curling Event D25-065

Information:

- a) Proposed Reserve Creation, Wasoqopa'q First Nation D25-066

7) Council Items:

- a) Amendment to the Council Disposal of Surplus Property Policy D25-067

8) Committee Reports:

- a) Eastern Shelburne County Accessibility Plan D25-068

9) Staff Reports:

- a) Physical Activity Strategy 2025-2027 D25-069
- b) Vending Permit Request D25-070
- c) Municipal Heritage Designation – 13 George Street D25-071
- d) Donation to Graham Huskison Park D25-072
- e) De-registration of 36 John Street D25-073
- f) SVFD Report – February D25-074

10) New Business:

11) Upcoming Meetings/Events:

- a) Next Council Meeting, Monday, April 7, 2025, 6pm, Council Chambers, 63 King Street.

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
March 3rd, 2025

Council Members Present

Deputy Mayor Donnie Acker
Councillor Elizabeth Acker
Councillor Sheldon Ringer
Councillor Therese Cruz

Staff Present

Ken Smith, Deputy CAO
Jessie Dyer, Human Resources Coordinator

Regrets

Mayor Stanley Jacklin
Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb

Call to Order

Deputy Mayor Donnie Acker called the Council meeting to order at 6:01pm and gave condolences to the Hupman and Greer Families.

Approval of the Agenda

THAT Council approves the agenda for March 3rd, 2025.

E. Acker - Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on March 3rd, 2025.

Cruz - Ringer

MOTION CARRIED

Proclamations and Announcements:

a) International Women's Day, March 8th, 2025

Councillor Cruz read a small paragraph on International's Women's Day.

Delegations/Presentations:

a) Allan Mountford, Shelburne Curling Centre

Mr. Mountford, accompanied by Mr. Bower, began their presentation to the Council about the Curling Centre and its contributions to the community. They proposed hiring a facility manager to oversee events and handle facility maintenance, a responsibility currently managed by volunteers. Before bringing any budget requests forward, it was agreed that a joint meeting would be scheduled with the Municipality of

the District of Shelburne following their Council's presentation on March 12, to discuss what this could potentially look like.

Correspondence

Action:

- a) Letter, Honourable John A. Lohr, Minister of Municipal Affairs
- b) Response Letter to Honourable Lohr, Pam Mood, President, Nova Scotia Federation of Municipalities
- c) Response Letter to Honourable Lohr, Barbara Harris

Councillor Elizabeth Acker explained that the letters are all related to resource development. The council feels that more information is needed and believes it would be best to rely on the Nova Scotia Federation of Municipalities (NSFM) for that information.

THAT Council defer our response until further information from Nova Scotia Federation of Municipalities is available.

E. Acker - Cruz

MOTION CARRIED

M25-032

**Council took a five-minute break at 6:30pm for Cadets to ring the bell.*

Information:

- a) Letter Honourable John A. Lohr, Minister of Municipal Affairs re: Education Session on Municipal Restructuring, along with response letter from Minister Lohr

These correspondences are for informational purposes only. Deputy CAO Ken Smith stated that our Municipal Advisor is handling this matter, and there may be plans for April.

Council Items:

- a) Notice of Amendment to Sale of Surplus Property Policy

Deputy CAO Smith went over our current Sale of Surplus Property and explained there will be amendments coming to the next Council meeting on March 17th, 2025.

THAT Council approves the sale of the 2009 Tanker as surplus equipment.

M25-033

E. Acker - Cruz

MOTION CARRIED

THAT Council address an amendment to the Council Disposal of Surplus Property Policy at the March 17th, 2025, Council Meeting.

M25-034

Ringer - Cruz

MOTION CARRIED

b) Noise Control By-law, second reading

THAT Council approve the second reading of the Noise Control By-law as presented.

M25-035

E. Acker – Cruz

MOTION CARRIED

c) Region 6 Budget Approval 2025-26

Deputy CAO Ken Smith explained that this is Region 6's budget that they have set for the year and that Council had the opportunity to attend a presentation by them.

THAT Council approve the 2025-26 Region 6 Inter-Municipal Committee Budget as circulated.

Ringer – E. Acker

M25-036

MOTION CARRIED

Committee Reports: NONE

Staff Reports

a) SVFD Report – January

b) Waste Diversion Officer Report

c) By-law Officer Report

d) Water Utility Report

The reports above are for information only; however, Councillor E. Acker strongly encourages everyone to read the Waste Diversion Officer's report, as it contains valuable information. She also reminds residents to avoid flushing wipes, grease, and oil down the drain, as these are causing significant sewer blockages.

New Business:

Councillor E. Acker updated Council on the meetings and events she attended for the month of February some of which included the Proclamation at the Black Loyalist Heritage Centre as well as toured the Roseway Manor with representatives from NS Health, who have been offered the building.

Councillor Cruz told Council that the Accessibility Plan will be presented at an upcoming Council meeting as well she wanted to inform Council and the public about the upcoming event to be held at the Black Loyalist Heritage Centre for International Women's Day on March 8, where she is one of the panellists.

Councillor Ringer updated Council on the Shelburne County Arena explaining that the ice will be removed later this month, and he was speaking with Mr. Conrad regarding youth baseball in the area and Mr., Conrad told him that numbers in registration are way up which is encouraging.

Upcoming Meetings/Events

a) Next Council Meeting, Monday, March 17th, 2025, 6:00pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of March 3rd, 2025, be adjourned at 6:50pm.

Ringer

Jill Webb
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

DRAFT



**Application
Request for Delegation/Public Presentation to
Council/Committees**

Document #	D25-064
Rec'd by	[Signature]
Date	Feb. 19/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Council Chambers, Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	each month. Each basis.

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 8 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Shelb. Events Committee

Address: 414 Woodlawn Dr.

Phone: 875-3544 Email: robin-smith@munipalityofshelburne.ca

- Council/Committee you wish to appear before:
- Town Council
 - Community Participation & Volunteerism Committee
 - Port Committee
 - Asset Management Committee
 - Shelburne County East RCMP Advisory Board
 - Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

Discuss the future funding
Support for Shelb. Events Committee

Date of Council/Committee meeting at which you wish to appear: March 17/25

- Are you representing:
- Yourself
 - An Organization/Society/Club (Name): Shelb. Events Committee
 - A Business (Name): _____
 - Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

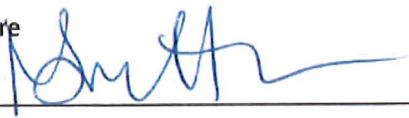
Please return the completed form to:

Jill Webb, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jill.webb@shelburnens.ca (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature



For Office Use Only:

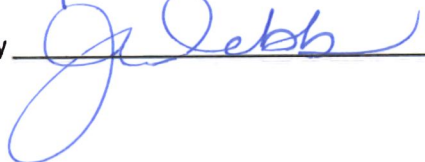
Date Request Received: Feb. 19 / 2025

Approved Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: March 17, 2025

Signature of Executive Coordinator/Committee Secretary 



Kyle Bower

President

Shelburne Curling Centre
73 Unit B John St.
Shelburne, N.S.
902-875-6079

president@shelburnecurlingcentre.ca

Document # D25-065	
Rec'd by JW	
Date Mar. 6/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

March 6th, 2025

Re: Nova Scotia Mixed Curling Provincials

Dear Mayor Jacklyn,

As the President of the Shelburne Curling Centre (SCC), I am writing to inform you of a significant event that our Centre is honored to host for the third and final year of a three-year commitment - the Nova Scotia Mixed Curling Provincial event.

This prestigious tournament, scheduled for March 28th to March 30th, 2025, is not just a sporting event but a celebration of excellence and community spirit. It brings together the finest male and female curlers from across Nova Scotia, who will compete for the privilege of representing our province at the Canadian National Championships and potentially the World Championships.

Event Highlights:

- **Date of Arrival:** Curlers arriving on March 28th
- **Event Dates:** March 28th to March 30th
- **Participants:** The tournament will feature six 4-person teams, including local, national and international curling champions.

The SCC is dedicated to providing a safe and welcoming environment for participants and spectators alike. This event is an opportunity not only to showcase the sport of curling but also to highlight the vibrancy and hospitality of our community.

Request for Government Support: In preparation for this event, we seek the support of the Town of Shelburne in the following areas:

1. Facilitate the dissemination of welcome messages on public platforms and notice boards.
2. Assist in promoting the event through government communication channels to enhance community engagement.
3. Support coordination with local businesses and hospitality sectors for event-related activities.

Although there is no formal opening or closing ceremonies planned, we will hold a brief, informal welcome event on the evening of March 28th. We would be honored to include any messages from your office.

Response and Collaboration: We kindly request your response by Friday March 14th, regarding your office's potential support. Your participation will undoubtedly contribute significantly to the success of this event and the

promotion of sports and community engagement in our region. Please respond to Matthew King, Tournament chair, by phone (1-902-875-6064) or email (matthewking87@gmail.com).

Thank you for considering this request and for your ongoing support of initiatives that enrich our community.

Sincerely,

Kyle Bower



February 19, 2025

Warden Penny Smith
Municipality of Shelburne
414 Woodlawn Drive
PO Box 280
Shelburne, NS B0T 1W0

Document #	
D25-066	
Rec'd by	
MAR. 13/25	
Date	
JW	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Dear Warden Smith:

RE: Proposed Reserve Creation, Wasoqopa'q First Nation

This letter is to inform you that Wasoqopa'q First Nation has, by way of a Band Council Resolution, submitted a request for an addition to reserve to Indigenous Services Canada (ISC). Wasoqopa'q First Nation has requested that land, located in the municipal district of Shelburne, in the Province of New Brunswick, identified as PID 80114044 and PID 80114051, be set apart as Shelburne reserve (see attached).

As you may know, reserves are land that has been set apart for the use and benefit of a First Nation. The Government of Canada has discretion to create reserves and add land to existing reserves in accordance with Canada's Addition to Reserve/Reserve Creation Policy Directive. I would like to request your input on this Addition to Reserve Proposal by May 19, 2025.

As part of the Addition to Reserve Process, the First Nation will negotiate agreements with local governments on issues such as service provisions, by-law harmonization and land-use planning. Local government(s) and the province are encouraged to work with the First Nation using the "good neighbour" approach. This approach involves good will, good faith and reasonableness in discussions between the First Nation and other governments.

We encourage municipal, provincial and First Nation governments to work together on common and shared obligations and goals. By working together, we can advance our collective work in the spirit of reconciliation and a nation-to-nation relationship. Communication among all relevant parties is encouraged when addressing issues of mutual concern.



- 2 -

Should you have any questions or wish to receive further information, please contact Jackie Qaqqasiq, Land Management Advisor, by phone at (902) 397-2365 or by e-mail at jacqueline.qaqqasiq@sac-isc.gc.ca.

Sincerely,

macdonald, krista Digitally signed by macdonald, krista
Date: 2025.02.24 09:32:39 -04'00'

Krista MacDonald, Manager
Land Management and Additions to Reserve
Indigenous Services Canada – Atlantic
PO BOX 160, 40 Havelock Street
AMHERST NS B4H 3Z3

Enclosures

c.c.: Council of Wasoqopa'q
Rachel Stevenson, Director of Lands and Economic Development, Wasoqopa'q
First Nation
Jackie Qaqqasiq, Land Management Advisor – ISC Atlantic

.../3

Figure 1: Location map of PID 80114044 (highlighted in yellow) extracted from Service Nova Scotia Property Online website.

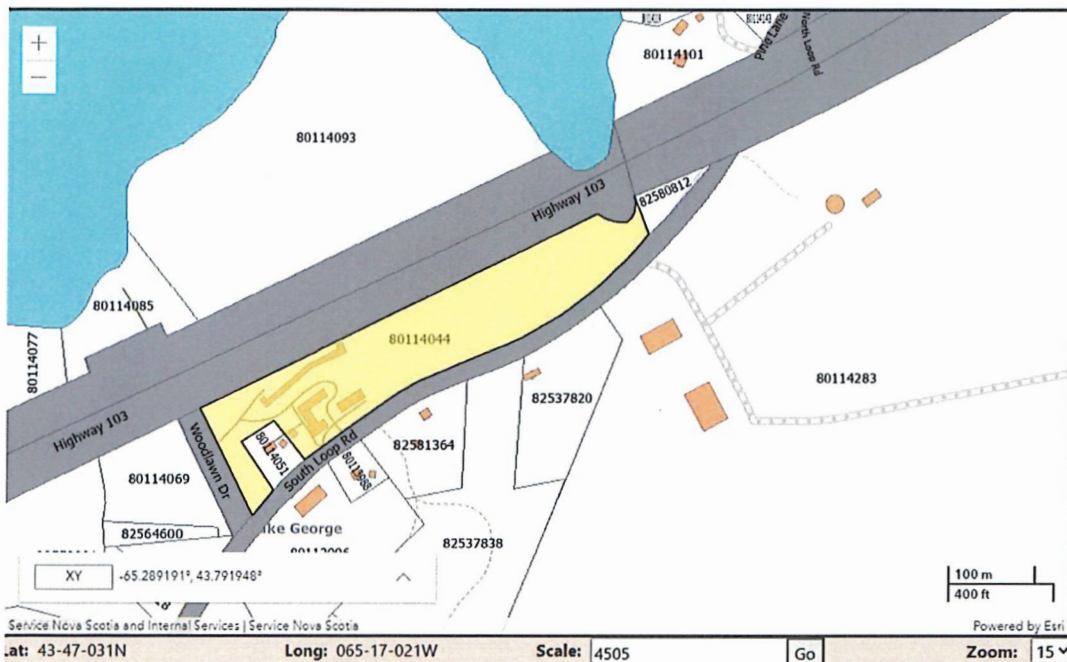
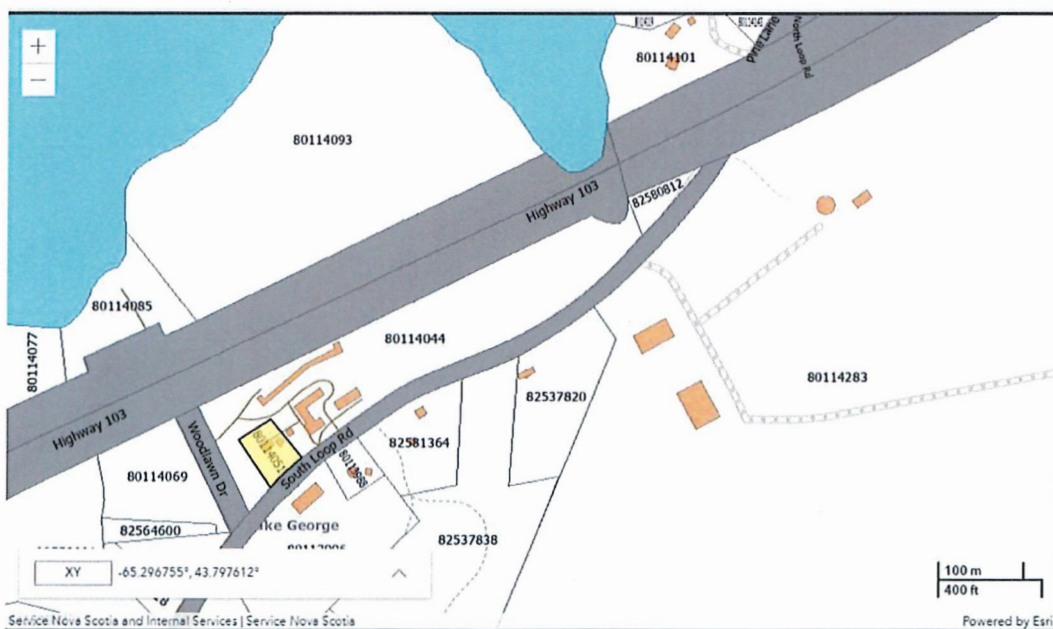


Figure 2: Location map of PID 80114051 (highlighted in yellow) extracted from Service Nova Scotia Property Online website.





Town of Shelburne
Staff Report
 Amendment to
Council Disposal of Surplus Property Policy
 March 17th, 2025

Document #	
D25-067	
Rec'd by	
[Signature]	
Date	
Mar 13/25	
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General Overview:

An amendment to our Disposal of Surplus Property Policy is being proposed for March 17th, 2025.

Background:

A request has been made by a neighbouring fire department to purchase the 2009 Freightline Tanker which will be surplus equipment subsequent to the arrival of the new tanker later this summer. The potential buyer is willing to pay a reasonable price for the used fire truck.

In order to accept this direct offer to purchase the fire truck, the policy requires the Town to advertise the sale to the public. However, the sale of the truck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association would strengthen our county's mutual aid. Furthermore, a reasonable price has been offered by the neighbouring fire department.

Recommendations:

THAT Town Council approves the amendment to the Council Disposal of Surplus Property Policy with the insertion in section 3, subsection (h) **the Sale of a Surplus Firetruck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association at a reasonable price as determined by the CAO and Fire Chief.**

Respectfully Submitted,

Ken Smith
 Deputy CAO, Town of Shelburne



TOWN OF SHELBURNE COUNCIL DISPOSAL OF SURPLUS PROPERTY POLICY

Document #	D25-067
Rec'd by	POLICY
Date	
COPIES TO:	
Council	
Agenda	
Committee	

PURPOSE:

The purpose of the Disposal of Surplus Property Policy is to dispose of surplus property in a fair, legally compliant and impartial manner, which takes into account the highest financial return to the Town of Shelburne balanced with economic and community development opportunities.

OBJECTIVES:

The objectives of the Disposal of Surplus of Property Policy are to:

1. Provide a proactive Asset Management Program for the Town of Shelburne that incorporates an ongoing inventory of Town owned land which are declared surplus and deemed a marketable commodity.
2. Prioritize a list of surplus properties now owned by the Town of Shelburne to be disposed of using methods as determined by Council
3. Ensure surplus properties are disposed of in a fair, legally compliant and impartial manner.

POLICY:

It is a policy of the Council of the Town of Shelburne that property deemed surplus by motion of Council is to be disposed of in accordance with disposal methods included in this policy and as determined by Council.

POLICY STATEMENTS:

1. Assessment and Usefulness of Town Owned Property

The Town may sell property when the property has been deemed surplus to the needs of the Town. The criteria used to determine usefulness of a Town owned property may include one or more of the following:

- a) No long term use has been identified for the property.
- b) It is no longer in the best interest of the Town to retain ownership of the property. (i.e.: cost to maintain the property outweighs the benefit of retaining)
- c) Retaining ownership exposes the Town to liability or risk (i.e.: a vacant building or land would be more vulnerable to vandalism and trespassing)
- d) A non-profit organization has an interest in acquiring the property to provide a service to the community.
- e) The abutting property owner(s) expressed an interest in acquiring the property.

2. Process for Disposal of Property

Council will identify which parcels are to be reviewed for potential disposal. The Town's Asset Management Committee will then be assigned to report their recommendations to Council regarding the disposal of a given property. In addition to consideration of the above listed criteria, the Committee will also report on the type of disposal (a simple 'as is' property versus a more strategic property), the steps required to prepare it for disposal (including an estimated cost and timeline), and the best means of promoting the property for disposal.

3. Powers of the Town to Dispose of Property

The manner by which the Town acquired a property must be considered when choosing the method of disposal. If a property was acquired for a community, charitable or recreational purpose, every effort should be made to ensure the sale of the property will facilitate a continued community, charitable or recreational vision.

There are a number of methods available to facilitate the disposal of surplus Town property.

a) Call for Expressions of Interest

Advertise a Call for Expressions of Interest to solicit sealed submissions for the purchase of the property. Should Council choose to proceed with this option, consideration should be given to the possibility that the highest bid may be from a non-profit organization that is offering less than market value. Should this be the case, see item (g)-Sale to Non-Profit organizations.

b) Public Auction

Advertise and hold a public auction. For sale by public auction, council will set a minimum price.

c) Sale by Listing Agent

List the property for sale by a real estate agent to obtain market value upon the sale of the property. Staff of the Town of Shelburne or the spouse of a staff member of the Town are not permitted to place a bid or purchase property listed for sale by a real estate agent until fifteen (15) days have passed since the property was listed for sale. For the purpose of this policy, "spouse" is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S 1989 s.2(i).

d) Direct Sale to Abutting Property Owner

If the property is deemed "non-usable", negotiate the sale of the property to the abutting land owner. If council decides a negotiated sale to be the best approach then all owners of property immediately abutting the non-usable property shall be offered, in writing, an approximately equal portion of the parcel at the assessed value.

Where only one abutting property owner thereafter expresses in writing continued interest in a portion of the parcel, this owner shall be offered the entire parcel at the predetermined price.

e) Direct Sale on the Open Market

Surplus properties with high market potential may be disposed of by direct sale. Direct sale on the open market shall involve establishing a predetermined price and advertising the property for sale in newspapers appropriate for the sale.

Pricing shall be set at the appraised value as determined by an independent Certified Real Estate appraiser.

Offers to purchase at the specified price shall be received in writing and accepted on a first come first served basis. The term "first come first served" shall mean the first written offer received from an individual, in a situation where more than one person becomes interested in purchasing the same property. All written offers shall be dated and time stamped and initialed by the CAO or his/her designate as received.

Subsequent written offers to purchase the same property shall be processed in the order of the date and time received, when conditions of sale to preceding offerors have not been met.

Staff of the Town of Shelburne or the spouse of a staff member of the Town are not permitted to place a bid or purchase property listed for sale by a real estate agent until fifteen (15) days have passed since the property was listed for sale. For the purpose of this policy, "spouse" is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S 1989 s.2(i).

f) Sale by Land Exchange

Wherever possible, direct land exchange of surplus properties may be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening etc.

g) Sale to Non-Profit Organizations

Section 51 of the Municipal Government Act enable a Town to sell property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the Town. The procedure for this process to occur includes a public hearing respecting the sale of the property if the offer to purchase is more than ten thousand dollars less than market value, and a resolution of Council passed by at least two-thirds majority of the Council present and voting

h) Sale of Surplus Firetruck

Sale of a surplus fire truck to a neighbouring fire department which is a member of the Shelburne County Firefighters Association at a reasonable price as determined by the CAO and Fire Chief.

4. Unsolicited Proposals

When an unsolicited offer to purchase land owned by the Town of Shelburne is received, staff will determine if that property has been deemed surplus by motion of Council. If already deemed surplus by motion of Council, then property will be disposed of in accordance with disposal methods included in this policy.

If the property has not been deemed surplus by motion of Council, the request will be presented to Council. Council will determine if the property is surplus to the needs of the Town. If deemed surplus, staff will proceed to dispose of the property using the most appropriate method.

5. Investment of Proceeds from the Sale of Municipally-Owned Property

The Municipal Govt Act stipulates how funds received from the sale of the property are to be invested, which include:

- a) Proceeds received from the sale of property, other than proceeds of the sale of land transferred to the Town during the subdivision process, shall be invested in the Town's Capital Reserve Fund.
"A withdrawal from the capital reserve fund shall be authorize by Council, by resolution, and may only be used for:
 - i: capital expenditures for which the Town my borrow;
 - ii: repayment of the principal portion of capital debt; and
 - iii. landfill closure and post closure costs.

6. Authority of Elected Officials and Staff of the Municipality to Purchase Surplus Property

Elected officials, the Chief Administrative Officer or the spouse of an elected official or the Chief Administrative Officer are not permitted to purchase municipally owned property that has been deemed surplus to the needs of the Town. For the purpose of this policy, "spouse" is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S 1989 s.2(i).

Approved by Town Council: May 21st, 2019

POLICY

Karen Mattatall, Mayor

Julie Ferguson, Town Clerk



Staff Report

Document #	D25-068
Rec'd by	gw
Date	Feb. 27/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

To: Council
From: Michelle Vacon, Accessibility Coordinator
Date: March 5, 2025
Subject: **Eastern Shelburne County Accessibility Plan 2025-2028**

Origin

The Nova Scotia *Accessibility Act* (2017) recognizes accessibility as a human right and aims to make the province barrier-free for people with disabilities by 2030. It legislates Municipalities to create an accessibility plan. In response, the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport partnered to create their first joint accessibility plan in 2022.

Municipalities are also legislated to update our plan every three years, with our first plan update due to be made available to the public by April 1, 2025. The Accessibility Coordinator has completed the legislated actions for this plan update and drafted the "Eastern Shelburne County Accessibility Plan 2025-2028."

This plan has been reviewed by the Eastern Shelburne County Accessibility Advisory Committee (AAC), the Accessibility Directorate and AMANS' Municipal Accessibility, Equity, and Anti-Racism Department.

The AAC met on this plan and made a motion for Council to approve it.

Recommendation

THAT Council of the Town of Shelburne approve the Eastern Shelburne County Accessibility Plan 2025-2028.

Attachments

Eastern Shelburne County Accessibility Plan 2025-2028

Eastern Shelburne County Accessibility Plan

2025-2028



Eastern Shelburne County Accessibility Plan 2025-2028

April 2025

**The Municipality of Shelburne
Town of Shelburne, and;
Town of Lockeport**

Images: © Accessible Nova Scotia

Prepared by: Michelle Vacon, Regional Accessibility Coordinator, using the framework established in our 2022 Accessibility Plans by Emma MacEachern, CBCL Limited

Table of Contents

Welcome Message	1
Plain Language Summary	2
Introduction	3
About This Plan	3
About Eastern Shelburne County	5
Definitions	6
Why is Accessibility Important?	10
Our Statement of Commitment	11
What We Heard from Our Community	12
Priority Areas	15
Awareness and Capacity Building	15
Buildings, Infrastructure, and Outdoor Spaces	18
Information and Communication	22
Delivery of Goods and Services	25
Transportation	28
Employment	29
Next Steps	31
Implementing This Plan: Monitoring, Evaluation, and Who is Responsible for What	31
Acknowledgments	34
Resources	35
Appendix A: Accessibility Training Options	38
Appendix B: Accessibility Advisory Committee Members	39
Appendix C: Achievements in Detail (2022-2025)	40
Appendix D: Previous Achievements (-2022)	46

Welcome Message

The Eastern Shelburne County Accessibility Advisory Committee (AAC) invites you to read our accessibility plan, which is a response to the Nova Scotia *Accessibility Act* (2017). Community members, Councillor members and staff members from The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport worked together to develop this plan.

This is the second plan our committee has produced. It builds on our first plan, and reestablishes our shared commitment to identify, prevent and remove barriers for people with disabilities in our spaces, policies, and procedures.

Thank you to everyone who helped make this accessibility plan possible, including fellow AAC members, community members, community organizations who work with or represent people with disabilities, and Municipal and Town staff. We look forward to continuing our accessibility work, as we strive to become fully accessible by 2030.

- Chair, Eastern Shelburne County Accessibility Advisory Committee

Plain Language Summary

The Eastern Shelburne County Accessibility Plan is a commitment from the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport to make sure everyone, no matter their abilities, can use our services, spaces, and more. It is a response to the Nova Scotia *Accessibility Act* (2017), that lays out our goals as to how we will improve accessibility for people with disabilities over the next three years in key areas.

Key Areas in Our Plan:

- **Awareness and Capacity Building** – Helping staff develop skills and knowledge about accessibility while increasing awareness of its importance
- **Buildings, Infrastructure, and Outdoor Spaces** – Making our buildings, sidewalks, and outdoor spaces easier to access for everyone
- **Information and Communication** – Sharing our information in ways that work for everyone
- **Delivery of Goods and Services** – Ensuring our services are accessible to everyone
- **Transportation** – Working with partners to improve transportation options for everyone
- **Employment** – Making our workplaces and hiring more accessible for everyone

We created this plan based on feedback from people with disabilities, organizations that support them, our Accessibility Committee, and Municipal and Town staff. They told us what barriers exist for people with disabilities, and we're working to remove them.

We will know what is working well in our plan and what we need to improve based on what we hear from these groups in the future.

Introduction

About This Plan

The *Accessibility Act* (2017) and our response to it:

- The Nova Scotia *Accessibility Act* was passed in 2017, making Nova Scotia the third province in Canada to create accessibility laws.
- The Act recognizes accessibility as a human right and aims to make the province barrier-free for people with disabilities by 2030.
- According to the Act, some public sector organizations, including Municipalities, must improve accessibility in their spaces, policies, and procedures.
- In response, the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport partnered to create their first joint Accessibility Plan in 2022, called the "Eastern Shelburne County Accessibility Plan."
- We are legislated to update our plan every three years.
- This document is the first update to our plan.

How to read our plan:

Our plan includes **six priority areas**:

- Awareness and Capacity Building
- Buildings, Infrastructure, and Outdoor Spaces
- Information and Communication
- Delivery of Goods and Services
- Transportation
- Employment

In each of these areas, we state our accessibility goal for that area, what we have achieved so far on accessibility, challenges we have had in making things accessible and future actions we will take on accessibility.

There is also a section on **implementing our plan** that details:

- How we will monitor and evaluate the plan

- Who is responsible for what

What does it mean when we use “We” in this plan?

When we use “We,” we mean the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport. If we are referring to just one of these areas, we will say so.

What are “Accessibility Standards”?

The Nova Scotia Accessibility Directorate is creating provincial accessibility standards. However, none are in place at the time of writing this plan.

How did we update this plan?

When updating this plan, we took into account:

- Community consultation, as detailed in the “What We Heard from Our Community” section of this plan
- Consultation with the Eastern Shelburne County Accessibility Advisory Committee (AAC)
- Consultation with Municipal and Town staff
- The Nova Scotia Building Code
- CSA, i.e. CSA/ASC B651:23 Accessible design for the built environment
- Rick Hansen Foundation accessibility guidelines
- Other accessibility best practices

What is the purpose of links in this plan?

This plan includes some links for added context. None are necessary to understand the plan for those who don’t have computer or internet access. Links in the main plan are clickable and screenreadable, while the “Resources” section lists full URLs (e.g., <https://access.ca>) for alternative access.

An important note: This plan will be a responsive, flexible document that may change over time to keep up with new laws and the needs of our communities.

About Eastern Shelburne County

What is Eastern Shelburne County?

Eastern Shelburne County includes The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport.

These are rural, coastal communities on Nova Scotia's South Shore.

Our demographics:

According to Statistics Canada, as of 2021, our demographics looked like this:

- The Municipality of Shelburne has 4,336 people. 29% are age 65 and over.
- The Town of Shelburne has 1,644 people. 27% are age 65 and over.
- The Town of Lockeport has 476 people. 44.2% are age 65 and over.
- This equals a combined population of 6,456 people, with a large amount of seniors.

Our services vary by area. Some things we are known for include:

- Local governance (council meetings, elections)
- Recreation (programming, equipment loans, parks, trails)
- Events (Dock St. Days, Miracle on Dock St., Lockeport Sea Derby, Lockeport Beach Bash, etc.)
- Emergency services (fire, Emergency Management Organization)
- Infrastructure maintenance (streets, sidewalks, parks, snow removal)
- Utilities (water, sewer, waste management)
- Community support (grants for local groups)

Definitions

These are definitions for words and terms used in this plan that may be unfamiliar.

Ableism: Discrimination, prejudice or a systemic bias against people with disabilities.

Access: A place that is easily reached, an environment that is easily navigated, or a program or service that can easily be obtained.

Accessibility: When our environments, services, policies, and more are proactively designed and constructed so that people with disabilities can fully and equitably participate without experiencing barriers.

Accessibility Act (2017): The law enacted by the province of Nova Scotia to achieve accessibility by preventing barriers to accessibility, developing and implementing provincial accessibility standards, and defining the role of an Accessibility Directorate. (The Act can be found [here](#).)

Accessibility Directorate: The Government of Nova Scotia's Accessibility Directorate is responsible for administering the Accessibility Act and advancing disability issues within government. (Learn more [here](#).)

Accessibility Lens: A framework for ensuring policies, services, and environments are inclusive and barrier-free for people with disabilities. It involves considering accessibility at every stage of decision-making to promote equitable participation for all.

Accommodation: The personalized adaption of a workplace to overcome the barriers faced by persons with disabilities.

Alt text: Alternative text (alt text) is a brief description of a digital image used to provide context for people who cannot see it, such as those using screenreaders or when an image fails to load.

ASL: American Sign Language.

Barrier: Anything that makes it harder for people with disabilities to fully take part in society, including physical barriers, building design barriers, information or communications barriers, barriers created by attitudes, technology barriers, or barriers in policies and practices.

Capacity Building: The process of developing an organization’s strength and potential. This goes beyond carrying out tasks to changing mindsets and attitudes. Example: Accessibility training for staff.

CART: Communication Access Realtime Translation (CART) is a live transcription service that displays spoken words and sounds on a screen in real time. Unlike closed captioning (CC), which is typically used for pre-recorded videos, CART is specifically for live events.

Closed Captioning: Closed Captioning (CC) is a transcription service that displays spoken words and sounds on a screen, typically for pre-recorded videos. Unlike CART, which is for live events, CC is mainly used for recorded content, though some real-time CC options now exist.

Disability: A condition that affects a person’s body, mind, learning, or senses—whether permanent, temporary or occasional—that, when combined with barriers, makes it harder for them to fully take part in society.

Dismantling Racism and Hate Act (2022): The law enacted by the province of Nova Scotia to address systemic hate, inequity, and racism, and define the role of an Office of Equity and Anti-Racism. (The Act can be found [here](#).)

Diversity: The many things that make each of us different, unique individuals, while also identifying ourselves as belonging to a group or groups.

Eastern Shelburne County: Includes The Town of Shelburne, The Municipality of Shelburne and the Town of Lockeport.

Eastern Shelburne County Accessibility Advisory Committee (AAC): A volunteer committee established by The Municipality of Shelburne, and Towns of Shelburne and Lockeport to advise our Councils about identifying, preventing, and eliminating barriers to people with disabilities in our services, policies, and spaces.

Equity: Fairness and lack of bias. Equity is different from equality. Equality means everyone gets the same thing (like resources). Equity means that each person gets what they need to participate fairly.

First Voice: The knowledge from any individual or group of people whose lived experience gives them expertise in that area.

GoHere Washroom Access Program: Helps users find washrooms across Canada by mapping available washrooms in their area. Run by Crohn's and Colitis Canada.

Human Rights Act (1989): The law enacted by the province of Nova Scotia that prohibits discrimination based on specific protected characteristics (disability, age, race, colour, religion, gender, etc.) and areas (employment, housing, etc.) It is enforced by the Nova Scotia Human Rights Commission. (The Act can be found [here](#).)

Inclusion: Intentionally offering equitable access to opportunities and resources to people who might otherwise be left out.

Infrastructure: Refers to the basic physical and organizational structures needed for a Municipality/Town to function. Includes things like roads, sidewalks, bridges, sewer systems, etc.

Intersectionality: How social categories like race, gender, class, sexuality, and ability interconnect with each other and society. We all have social identities that overlap to give us advantages or disadvantages. For example: A woman of colour with a disability may face barriers to employment due to systemic sexism, racism, and ableism. Her three social identities—woman, person of colour, and person with a disability—intersect to shape her experiences.

Kid's Fair Play Fund: Provides funding to Shelburne County children and youth from families facing financial barriers so they can participate in recreation, sport, and cultural activities. It is a partnership between the five municipal units of the County.

Mobi Mat: A portable, non-slip pathway designed to provide accessible routes over sand, grass, gravel, or other uneven surfaces. It helps people with mobility challenges, including wheelchair users, strollers, and walkers, move more easily in outdoor spaces like beaches, parks, and trails.

Plain Language: Language that is clear and easy for the reader or listener to understand. Plain Language is usually at a 6th grade reading level.

Physical Activity Strategy: A strategy for Eastern Shelburne County that aims is to raise awareness and increase participation in structured and unstructured physical activity at a local level. It is part of a partnership between The Town and Municipality of Shelburne, Town of Lockeport, and the Department of Health and Wellness.

Retrofit: To add features that were not included in the original design.

RHFAC: Rick Hanson Foundation Accessibility Certification. (Learn more [here.](#))

Screenreader: An assistive tool that reads text on a screen out loud for people who have trouble seeing. It helps them navigate websites, apps, and documents by describing text, as well as images and other visual content (using alt text).

Universal Design: Something that can be accessed, understood, and used by anyone.

Wayfinding: Helping people find their way. It includes signs, maps, directions, and landmarks that guide people to where they need to go.

WCAG: Web Content Accessibility Guidelines. (Learn more [here.](#))

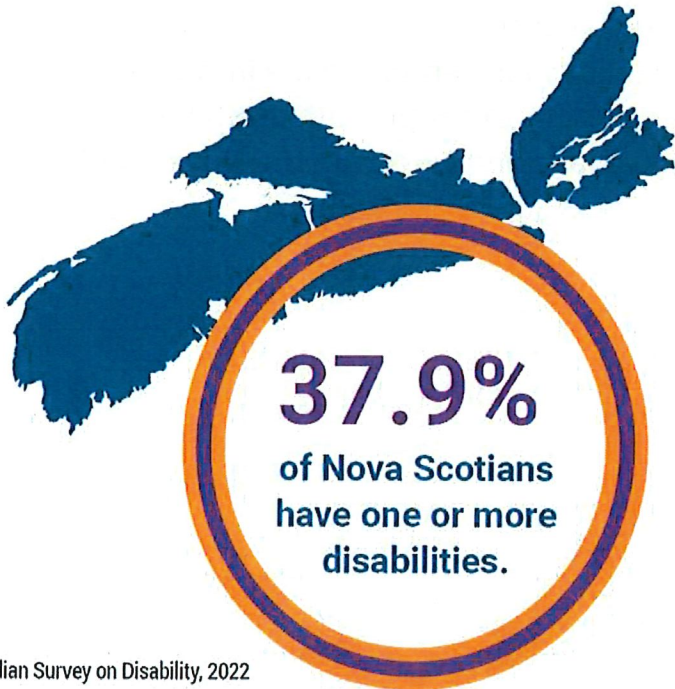
Why is Accessibility Important?

These statistics on disability in Nova Scotia highlight the importance of accessibility:

- Nova Scotia’s disability rate is 37.9%. That means 37.9% of Nova Scotians aged 15 and older report having one or more disabilities.
- Nova Scotia has the highest disability rate in the country. (The rate for Canada overall is 27%.)

(Learn more [here](#) from the 2022 Canadian Survey on Disability Nova Scotia Results.)

Disability Rate in Nova Scotia



Canadian Survey on Disability, 2022

Our Statement of Commitment

The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport recognize that accessibility is a human right. We know many barriers limit full participation of people with disabilities in our communities.

In response, we are committed to the following:

- Providing meaningful access to the services and spaces we provide to everyone, regardless of ability
- Using an accessibility lens in all we do to identify, prevent and remove barriers that make it harder for people with disabilities to access what we provide
- Using universal design criteria in our procurement practices, wherever feasible
- Budgeting annually for accessibility accommodations or other accessibility needs that may arise
- Making sure our Accessibility Plans and work are informed by the valuable first-voice feedback from people with disabilities
- Aligning our Accessibility Plans and work with the Nova Scotia *Accessibility Act (2017)*

What We Heard from Our Community



The Community Consultation Process

Community consultation (asking our community for feedback) is an essential component of the development and ongoing review of our accessibility plan.

In developing this updated Plan, the Accessibility Coordinator engaged in an in-depth community consultation process from August 2024 to February 2025.

The purpose of the consultation was:

- To listen to community members' first-voice perspectives on accessibility
- To identify what about our accessibility plan is working so far
- To identify what barriers remain to equitable access to Municipal and Town spaces, policies and procedures
- To determine what should be the actions we should prioritize now and in the future to address these barriers

The consultation process involved 200+ contacts and included: people with disabilities, representatives of organizations who work with people with disabilities, and the general community.

Consultation methods used were:

- Community Survey, online and in print, full version

- Community Survey, online and in print, shortened version, to go to Community Engagement Sessions
- Public Community Engagement Sessions in Lockeport and Shelburne (4 sessions in total; afternoon and evening sessions at both locations);
- Pop-up information tables at events such as the Lockeport Sea Derby, Shelburne Town Office Grand Opening, and the Guild Hall Farmer's Market in Shelburne
- Requested in-person meetings with groups and individual community members
- A wide range of interviews with community organizations that represent or work with people with disabilities

Community Organizations We Conducted One-on-One Interviews with During Community Consultation:

- Shelburne Association Supporting Inclusion (SASI)
- Sou'West Nova Transit (SWNT)
- Senior Safety Services
- Autism Nova Scotia, SouthWest Chapter
- Shelburne Family Resource Centre
- Shelburne County Mental Health Association
- Shelburne County Learning Network
- Our House Youth Wellness Centre
- Southwest Employment Services
- Little People's Place
- Surf Lodge

Community Consultation Findings

The main barriers to accessibility in Eastern Shelburne County, according to the community, are:

1. Buildings, Infrastructure, and Outdoor Spaces Barriers

- Inaccessible sidewalks in the Town cores, or in some cases, no sidewalks in the Town cores (Inaccessible sidewalks involves

sidewalk condition, maintenance, and lack of or inadequate curb cuts)

Examples:

The most mentioned sidewalk concerns in Shelburne include: no sidewalk connecting the Town to the hospital, lack of and inadequate curb cuts, etc. on Dock St., the lack of a safe shoulder connecting The Town to the mall and new Manor on King St., and Water St. and Mowatt St.

The most mentioned sidewalk concerns in Lockeport include: Trestle Trail-Brighton Rd., in front of the Medical Centre, all areas with rumble strips, especially in front of Surf Lodge, and Spruce St.

- Lack of access to Crescent Beach, Lockeport, next to the Beach Centre, and no Mobi Mat on the beach
- Event accessibility, as related to barriers in the physical spaces events are held in, such as events held on Dock St., Shelburne, and Crescent Beach, Lockeport

2. Information and Communication Barriers

- Our reliance on digital communication is part of a digital divide, limiting awareness of the accessible services we offer, job listings, and more
- We don't consistently advertise that we offer documents in alternate, accessible formats
- We don't use Plain Language enough

3. Transportation Barriers

- Lack of transportation to Municipal and Town events, and beyond

Priority Areas

Awareness and Capacity Building

Our Goal

We will build a culture of accessibility. This includes increasing staff capacity around accessibility, while raising accessibility awareness.

Achievements (2022-2025)

- We had staff and Councillors attend accessibility training.
- We made accessibility training mandatory in some cases.
- We hosted a public information session on an accessibility grant.
- We promoted important days and weeks for accessibility on our social media accounts and websites.
- We raised public awareness of Municipal, Town, (as well as community, provincial and federal) accessibility resources.
- We are looking at our work through an accessibility lens more than we were before.

(Details of Achievements can be found in “Appendix C: Achievements in Detail (2022-2025)”).

Challenges

- Ableism exists in all areas of our society.
- There is limited sharing of information on our accessible services between us and community organizations who work with or represent people with disabilities.
- There is a lack of in-person, regular accessibility training opportunities, and available training is changing.

Ableism: Discrimination, prejudice or a systemic bias against people with disabilities.

- Not all of us require staff to complete accessibility training, leading to lower levels of accessibility awareness.

Actions

Action 1.1 We will continue to provide accessibility training for staff.

- We will include full-time, part-time, contract positions and Councils in any accessibility training, which will build our capacity across multiple priority areas in this plan. (Refer to “Appendix A: Accessibility Training Options.”)
- The Town of Shelburne and Town of Lockeport will consider mandatory accessibility training. (The Municipality of Shelburne has this in place.)

Action 1.2 We will maintain an awareness of Municipal and Town equity work, and aim to align our accessibility goals with equity goals.

(The Nova Scotia *Dismantling Racism and Hate Act* (2022) tells us that Municipalities must create equity and anti-racism plans. In response, the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport are working together to develop an equity and anti-racism plan, like we did for our accessibility plan.)

Equity: Fairness and lack of bias. Equity is different from equality. Equality means everyone gets the same thing (like resources). Equity means that each person gets what they need to participate fairly.

Intersectionality: How social categories like race, gender, class, sexuality, and ability interconnect with each other and society. We all have social identities that overlap to give us advantages or disadvantages.

- We will use an approach grounded in intersectionality in our accessibility work.
- We will make sure that staff responsible for our accessibility and equity work share information.

Action 1.3 We will investigate the creation of a long-term, designated Accessibility Coordinator Position, on its own or including equity work.

(The current Accessibility Coordinator is on a one-year contract.)

Action 1.4 We will create an Accessible Customer Service Policy.

- We will include accessibility awareness training, how we deliver our services, how we share information, and more in this policy, which will build our capacity across multiple priority areas in this plan.
- The Municipality of Shelburne and The Town of Shelburne will create this policy, while The Town of Lockeport will update theirs for current accessibility best practices.

Action 1.5 We will continue public awareness efforts on accessibility.

- We will increase disability representation in all graphics and promotional materials.
- We will explore developing an accessibility-focused episode of our “Community Conversations” video series (The Municipality of Shelburne runs this series; staff from the Town of Shelburne and the Town of Lockeport could also participate since we share accessibility plans.)
- We will promote accessibility grants to Municipal and Town staff, and to the community.
- We will promote accessible equipment options we loan to the public.
- We will publish any accessibility-related news in our newsletters, tax bills, websites and social media forums.
- We will keep 211 Nova Scotia materials in stock in our public offices. (211 is a free information and referral service for community and government programs and services.)
- We will promote Access Awareness Week Nova Scotia (also known as National Accessibility Week), Disability Employment Awareness Month, International Day of Persons with Disabilities, and any associated accessibility and/or inclusion activities or events.

Action 1.6 We will develop more community partnerships, with the goal of offering accessibility workshops or training that are open to and useful for our staff as well as the public.

Buildings, Infrastructure, and Outdoor Spaces

Our Goal

We will make sure that all new builds or upgrades to buildings, infrastructure, and outdoor spaces that the Municipality and Towns own and/or operate will be accessible to people of all abilities.

Achievements (2022-2025)

- We compiled a document of all our assets, including which have been audited, and which are priorities to be audited next.
- We completed accessibility audits on our assets.
- We made our public buildings more accessible.
- We made our outdoor spaces more accessible.
- We improved the acoustics in our public spaces.
- We updated our by-laws, policies and procedures related to our Buildings, Infrastructure, and Outdoor Spaces for accessibility.
- We worked with organizations that lease Municipal/Town-owned buildings to undertake their own legislated accessibility audits.

(Details of Achievements can be found in “Appendix C: Achievements in Detail (2022-2025)”).

Challenges

- Meeting multiple accessibility targets for capital projects can be costly and difficult to prioritize.
- Older buildings often require retrofits to meet accessibility standards.
- Many sidewalks in the Town cores are in poor condition, making them inaccessible for people with mobility challenges.
- Some areas lack sidewalks entirely, forcing mobility device users onto roads or trails.
- Some crosswalks lack curb cuts or have ones that are too high, making access difficult for mobility device users.

- Popular beaches, trails, parks and outdoor spaces are not always accessible.
- Poor lighting in some areas reduces accessibility.
- Some areas lack proper signs and wayfinding.
- Acoustics in some meeting areas could be improved.
- There aren't enough accessible seating or rest areas along main routes and trails.
- Trashcans aren't always available, accessible, or placed where they are easy to use along main routes and trails.
- Some public buildings don't have power-entry doors or have doors that don't open the right way or stay open long enough.
- Not all public buildings have a minimum of one service counter provided at wheelchair-appropriate height.
- Some of our facilities have limited accessible parking.
- Winter maintenance and maintenance in general for accessibility features like curb cuts is not always prioritized.

Actions

Action 2.1 We will complete remaining accessibility audits of our buildings, infrastructure, and outdoor spaces.

- The Municipality and Town of Shelburne will complete this action.
- The Town of Lockeport will review which, if any, accessibility audits need to be updated, as their accessibility audits were initially done several years ago.

Action 2.2 We will develop a workplan of accessibility improvements of our assets to take place over the next three years and beyond.

- We will develop workplans that include the prioritization of accessibility projects, and estimating the costs for these projects in long-term budget planning.
- Workplans will be based on:
 - Priorities as documented in community consultation on accessibility
 - Priorities as documented in accessibility audits
 - Budget

- Organizational requirements
- Accessibility legislation and best practices, such as (when applicable) the Nova Scotia Building Code, the CSA, i.e. the CSA/ASC B651:23 Accessible design for the built environment, Rick Hansen Foundation accessibility guidelines and any legislated accessibility standards
- Workplans will consider, but not be limited to (when applicable):
 - Sidewalks, making sure not to forget about proper curb cuts
 - Access to popular beaches, trails, parks and outdoor spaces
 - Adding accessible seating and trash cans along main routes
 - Acoustics assessments
 - Lighting
 - Signs and wayfinding
 - Service counters at wheelchair-appropriate height
 - Automatic doors for main entrances and washrooms
 - An adequate number of accessible parking spaces

Action 2.3 We will conduct a review of our signs and wayfinding, and take accessibility into account for new signs.

- We will make sure our current signs:
 - Are visible and readable from a distance
 - Have an accessible contrast between the background and foreground
 - Don't use any out-of-date language, such as "handicapped parking"
- If replacing or adding signs, we will make sure that they:
 - Use universal symbols or pictograms
 - Use two-tone colours
 - Follow CSA accessible sign guidelines or any legislated accessibility standards

Action 2.4 We will review any maintenance practices that affect people with disabilities, to ensure accessibility is fully taken into account.

- We may include, but are not limited to, the following in our review:

- Snow or winter maintenance contracts to ensure pedestrian areas are prioritized when clearing snow.
- Priorities for snow or winter maintenance should include accessible building entrances, accessible parking spots, curb cuts, and intersections with pushbuttons and the sidewalks around them.
- Maintenance schedules for accessible infrastructure.
- Priorities for accessible infrastructure should include ramps, washrooms, elevators, painting/re-painting curb cuts and crosswalks.
- Making sure accessible detours are available (and advertised as being available) whenever possible when a sidewalk or shoulder is closed for construction.

Action 2.5 We will work with organizations that lease Municipal or Town owned buildings and consider them in our accessibility planning process when applicable. (This is referring to the library in The Town of Lockeport.)

Action 2.6 We will follow the provincial accessibility standard in The Built Environment when it is implemented.

Information and Communication

Our Goal

We will provide clear and accessible Municipal and Town information to the public, so that people of all abilities can meaningfully access and understand it.

Achievements (2022-2025)

- We created accessibility guidelines related to information and communication for staff to refer to.
- We improved our website accessibility.
- We updated policies related to information and communication for accessibility.
- We used Closed Captioning (CC) for public meetings.

(Details of Achievements can be found in “Appendix C: Achievements in Detail (2022-2025)”).

Challenges

- Not everyone has access to or interest in using computers and the internet.
- There is a lack of Municipal and Town information in print, such as mailouts.
- Information on services for people with disabilities and staff contacts can be hard to find.
- Our websites are not fully compliant with the latest web accessibility standards (WCAG).
- Historical documents such as PDFs of committee meeting minutes were often not produced in accessible formats and it would be difficult to reformat them all.
- We are not consistently making documents and graphics on the websites and social media screen-readable.
- People are not always aware they can request information in accessible formats.

- There are no policies ensuring information is provided in an accessible way.
- Plain language is not consistently used in our communications.

Actions

Action 3.1 We will provide our communications in accessible formats or with support at no cost to users, whenever feasible. (Accessible formats or support include large print, ASL interpreters, CART, print copies of digital forms, etc.)

- We will have staff refer to the internal document, “Meeting/Event Accommodations Resources,” as needed.
- We will more consistently advertise that accessible formats of our information is available.

Action 3.2 We will make sure all our communication materials use Plain Language.

- We will consider staff taking Plain Language training. (Refer to “Appendix A: Accessibility Training Options”)
- We will have staff refer to the SeaChange Co Lab’s “Plain Language Checklist” and “Plain Language Tip Sheet”, as needed.

Action 3.3. We will develop a procedure to ensure that all online meetings and video content include Closed Captions (CC).

- We will complete this action where applicable. (The Town of Shelburne currently already uses a Vimeo Channel to post their Council meetings for the public to view; it includes CC.)

Action 3.4. We will develop a plan to ensure that our digital communications, such as on Facebook and our websites, are screen-readable and include alt-text.

- We will consider having staff take Accessible Digital Communication Training. (Refer to “Appendix A: Accessibility Training Options”)

- We will have staff refer to the internal documents, “Accessibility Guidelines for Municipal Documents, Social Media and Websites” and “Accessibility Guidelines for PowerPoint Presentations,” as needed.

Action 3.5 We will aim to ensure our websites comply with the most current version of Web Content Accessibility Guidelines (WCAG).

- We will complete this action in different ways.
- The Municipality of Shelburne will:
 - Ensure that the remaining non-accessible section of their website (the map section) is updated for accessibility, as suggested by their current website provider, Digital Fusion Inc.
 - Ensure that the website is updated for accessibility on a schedule.
- The Town of Shelburne will:
 - Ensure that their website is updated for accessibility, as suggested by their current website provider, Municipal Website Venture (MWV).
 - Ensure that the website is updated for accessibility on a schedule.
- The Town of Lockeport will:
 - Ensure that their website complies with WCAG, through exploring use of the Municipal Website Venture or other options.
 - Ensure that the website is updated for accessibility on a schedule.

Action 3.6 We will explore creating a physical accessibility information resource.

- We will explore sending out a print resource guide on accessibility to community members through the mail. (This action is completed in digital form on the Municipality of Shelburne’s “Accessibility” webpage.)
- The Town of Lockeport will explore setting up a physical accessibility information resource in the Beach Centre.

Action 3.7 We will follow the provincial accessibility standard in Information and Communication when it is implemented.

Delivery of Goods and Services

Our Goal

We will ensure that people with disabilities have equitable access to services provided by the Municipality and Towns.

Achievements (2022-2025)

- We created a digital accessibility information resource to help make people more aware of the services we offer.
- We created accessibility guidelines related to our services for staff to refer to.
- We updated policies related to our services for accessibility.
- We obtained new accessible equipment for the public to loan.
- We made our events more accessible.
- We improved access to our public washrooms.
- We better advertised our commitment to welcoming service animals into our public spaces.
- We promoted adaptive recreation equipment for public use.
- We created a Vulnerable Person's Registry Pilot Project for the area.

(Details of Achievements can be found in "Appendix C: Achievements in Detail (2022-2025)").

Challenges

- Information on our services available to people with disabilities can be hard to find.
- Many of the physical spaces that house our events and services are not fully accessible.
- There has been little focus on sensory-friendly hours or spaces at events.
- There are limited policies and procedures, outside of recreation policies, surrounding making our services more accessible.

- There are limited resources to support people with disabilities to participate in recreation programs.

Actions

Action 4.1 We will make our events and meetings more accessible.

- We will hold public meetings in barrier-free spaces.
- We will plan public meetings and events by referring to “Guide to Planning Accessible Meetings and Events” and “Guide to Planning Accessible Online Meetings and Events.”
- We will further explore sensory options for events.
- The Shelburne Events Committee, made up of Municipality and Town of Shelburne representatives, will explore ways to make events, like those on the Shelburne waterfront, more accessible for people with mobility challenges. (This includes working with Sou'West Nova Transit to help those who can't access Dock St. during street closures for events.)
- The Town of Lockeport will explore ways to make Town events, like those held on Crescent Beach, on the wharves and in the harbour, more accessible for people with mobility challenges.

Action 4.2 We will improve the accessibility of our emergency response planning.

- We will take accessibility into account in any future emergency plans, policies, or procedures.
- We will be aware of these guides: “Are You Ready? Emergency Preparedness Guide for Persons with Disabilities and Older Adults in NS,” (relevant for the public), and the “Mass Evacuation and People with Disabilities” (relevant for staff planning purposes.)

Action 4.3 We will create a procedure to inform the public when our facilities or services that people with disabilities depend on are temporarily unavailable.

- We will, for example, have a procedure in place for when an elevator, accessible washroom, or sidewalk is out of service.
- Notices of service disruptions should include the reason for the disruption, expected duration, and any alternative measures in place.

Action 4.4 We will explore ways to make the voting process more accessible before our next Municipal election.

- We will review our current voting processes to enhance accessibility, considering:
 - A hybrid voting model with both print and electronic ballots. (The Municipality and Town of Shelburne currently uses electronic voting only, while the Town of Lockeport currently uses print voting only.)
 - Touchscreens and screenreaders can make electronic voting more accessible. A touchscreen is easier to use than a mouse for those with unsteady hands, and a screenreader reads the text aloud for those who can't see or read.

Action 4.5 We will review current recreational opportunities to identify and explore accessible options.

- We will work to include our Physical Activity Strategy (2025-2028) as part of our review.
- We will explore ways to continue to expand the accessible equipment options we loan to the public.
- We will explore options to expand eligibility for the Kid's Fair Play Fund.

Action 4.6 We will review and update our accessible recreation policies.

- The Municipality of Shelburne will review and update their Inclusive Recreation Policy and Affordable Access to Recreation Policy to align with current accessibility best practices. (The Town of Lockeport revised their Affordable Access to Recreation Policy in 2024; the Town of Shelburne doesn't have a Recreation Department.)

Action 4.7 We will improve access to our public washrooms.

- The Town of Lockeport will become a member of the GoHere Washroom Access Program. (This is in place at the Municipality and Town of Shelburne, at their Administration Offices.)

Action 4.8 We will follow the provincial accessibility standard in Goods and Services when it is implemented.

Transportation

Our Goal

We will support local organizations and businesses in our communities that provide transportation, to ensure equitable access to transportation for people with disabilities.

Achievements (2022-2025)

- We continued to provide funding to support transportation services by Sou'West Nova Transit.

(Details of Achievements can be found in “Appendix C: Achievements in Detail (2022-2025)”).

Challenges

- There are no public transportation services or taxi services in our communities.
- Current service provided by Sou'West Nova Transit, while very beneficial to the community, is limited in its coverage and hours of operation.
- There are transportation barriers to some Municipal and Town events.

Actions

Action 5.1 We will continue to work with the Sou'West Nova Transit Association (SWNT).

- We will contribute funding to SWNT.
- We will partner when we can with SWNT to expand current service offerings.

Action 5.2 We will follow the provincial accessibility standard in Transportation when it is implemented.

Employment

Our Goal

We will provide access to Municipal and Town jobs, with equitable employment practices for people with disabilities.

Achievements (2022-2025)

- We have made job listings more accessible.
- We updated policies related to employment for accessibility.

(Details of Achievements can be found in “Appendix C: Achievements in Detail (2022-2025)”).

Challenges

- Ableism exists in workplaces.
- We have some inaccessible job advertising and interview processes, such as not consistently advertising the availability of accommodations.
- We don’t have many accessible hiring and workplace policies in place.
- We don’t have emergency plans that consider the specific needs and the safe evacuation of employees with disabilities.

Actions

Action 6.1 We will make sure all our employment work aligns with the Nova Scotia *Human Rights Act* (1989).

- The Towns of Shelburne and Lockeport will consider accessibility training for hiring managers that covers the *Human Rights Act* (1989). (This is in place in The Municipality of Shelburne. / Refer to “Appendix A: Accessibility Training Options.”)

Action 6.2 We will ensure all job descriptions indicate they are an Equal Opportunity Employer, through use of a consistent Statement of Commitment to accessibility and equity.

- The Town of Lockeport will complete this action. (This is in place at the Municipality and Town of Shelburne.)

Action 6.3 We will develop practices and procedures for job descriptions and interviews with accessibility in mind.

For job descriptions, we will:

- Provide materials in accessible formats.
- Promote the availability of accommodations.
- Focus on essential qualifications to reduce barriers for applicants with disabilities, including clear details about employee tasks, and;
- List pay, any benefits offered, and provide information about flexible work (Example: Schedules are flexible, schedules are not flexible).

For interviews, we will:

- Consider alternate ways to assess applicants, and;
- Provide information to candidates on any accessible features of the interview location/workplace such as accessible parking, and;
- Provide any other information that may be relevant to someone with disabilities, such as an estimate of interview duration, what format the interview will be in (Example: panel format, virtual, in person.)

Action 6.4 We will explore the creation of a Workplace Accommodation Policy.

Action 6.5 We will follow the provincial accessibility standard in Employment when it is implemented.

Next Steps

Implementing This Plan: Monitoring, Evaluation, and Who is Responsible for What

Note: If an Accessibility Coordinator is not in place, the Accessibility Lead for each Municipality and Town will complete the items that would otherwise be the responsibility of the Coordinator.

Monitoring

To monitor our plan and accessibility work:

- We will create an annual accessibility progress report for the Councils of each Municipality or Town.
- The report will be completed by the end of the fiscal year each March.
- The report will be publicly available on our websites.
- It will track progress on our accessibility plan by reporting on the status of these indicators:
 - Actions in our plan (incomplete, complete, or in progress)
 - Any other accessibility achievements

Evaluation

To evaluate what's working well and what needs improvement in our plan and accessibility work:

- The Accessibility Advisory Committee (AAC) will meet regularly to review our plan, with an in-depth evaluation taking place every three years.
- The Accessibility Coordinator will engage in an in-depth community consultation process on accessibility every three years, to gather feedback from the community, including organizations that work with or represent people with disabilities.
- When the Monitoring, Learning and Evaluation Tool is available from the Accessibility Directorate in its final form, training will be available from

the province and supported by AMANS (the Association of Municipal Administrators). We will then seek to implement this evaluation tool into our Municipal and Town departments. This will help with assessing our proposed policies, programs, practices, services, bylaws and enactments for accessibility.

- We invite continuous feedback on accessibility from the community.

Responsibilities

Accessibility Advisory Committee (AAC):

- Meets regularly to review our accessibility plan, with an in-depth evaluation taking place every three years.
- Guides the Accessibility Coordinator in making recommendations to Municipal and Town Councils on identifying, preventing, and eliminating accessibility barriers in our policies, spaces, etc.

Accessibility Coordinator:

- Reviews our accessibility plan on a continuous basis.
- Leads a review, evaluation and update of our plan as legislated (every three years), in consultation with the AAC.
- Drafts accessibility plan updates and accessibility plan progress reports.
- Responsible for community consultation.
- Presents to Councils on behalf of the AAC.
- Acts as a liaison between the AAC and the Accessibility Directorate on our Plans.
- Advises staff and the AAC on provincial guidelines and standards as they emerge.
- Books meetings, prepares and distribute agendas and minutes, and assists AAC Chair as needed.
- Manages recruitment for AAC when necessary.
- Receives and responds to public concerns, complaints, and suggestions on accessibility, the process of which is detailed on the next page of this plan.

Council:

- Municipal and Town councils are responsible for adopting and overseeing the accessibility plan in their respective jurisdictions.
- Municipal and Town Councils should set aside enough resources to achieve the plan's goals and meet the requirements under The NS Accessibility Act.

CAO/Town Clerk:

- The CAOs (Chief Administrative Officers) for the Municipality of Shelburne and Town of Shelburne, and the Town Clerk for the Town of Lockport are responsible for implementing the plan in their respective jurisdictions.

Responding to Questions and Concerns

- Anyone can file a complaint or concern, or ask a question about accessibility in Eastern Shelburne County. (Up-to-date contact information can be found [here](#) on the Municipality of Shelburne’s “Accessibility” webpage.)
- The Accessibility Coordinator will respond to questions and concerns within a reasonable time.
- Before responding, they will consult the relevant staff member and provide reasons for any decisions made.
- If dissatisfied with the response, individuals can appeal to their local Council, which may refer the issue to the Accessibility Advisory Committee (AAC) for further review before issuing a final response to the complainant.
- The Accessibility Coordinator keeps records of all official complaints and concerns and provides regular updates to the AAC, which may influence future changes to our accessibility plans.

Schedule/Timeline

- We will aim to implement all priorities in this plan by 2030.

Acknowledgments

Thank you:

- To those who attended public community engagement events on accessibility and to the organizations and individuals who took part in interviews on accessibility. Your contributions greatly informed our Accessibility Plan update.
- To the Eastern Shelburne County Accessibility Advisory Committee (AAC), for your dedication to accessibility in your community, and for the vital role you play in advising Councils on accessibility.
- To past AAC members for your contributions.
- To those who participated in first-voice accessibility audits with us.
- To staff at the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport, for sharing your knowledge and expertise.
- To the Accessibility Leads at each unit: Adam Dedrick, Director of Recreation & Parks at the Municipality of Shelburne, Frances Scott, Community Coordinator, at the Town of Lockeport, and Jessie Dyer, Administration and Human Resources Coordinator at the Town of Shelburne, for incorporating an accessibility lens into your work.
- Additionally, the AAC would like to extend a thanks to Michelle Vacon, our regional Accessibility Coordinator, for her work on this plan.

Resources

These resources include ones that are referenced in the plan, or that we have found useful in developing this plan.

211 Nova Scotia. *211 Nova Scotia*. <https://ns.211.ca/>

Crohn's and Colitis Canada. *GoHere Washroom Access Program*.
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https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/maceachen-institute/ASC_ESDCReport_EN.pdf

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<https://www.municipalityofshelburne.ca/accessibility/>

Municipality of Shelburne. *Kid's Fair Play Fund*.

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SeaChange CoLab Inc. 2025. *ACE Trainings*.

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SeaChange Co Lab Inc. *Plain Language Checklist*.

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SeaChange Co Lab Inc. *Plain Language Tip Sheet*.

<https://seachangecolab.com/wp-content/uploads/2024/06/Plain-language-Tip-Sheet.pdf>

Web Accessibility Initiative. 2025. *Web Content Accessibility Guidelines*.

<https://www.w3.org/WAI/standards-guidelines/wcag/>

Appendix A: Accessibility Training Options

Current accessibility training options include the following virtual, on-demand options that provide a certificate of completion at the end.

These training options are mainly provided through SeaChange CoLab's ACE (Accessibility Confident Employers) project and can be found [here](#). The exception is "Working with Abilities" training, which is provided through the Nova Scotia Human Rights Commission and can be found [here](#).

Introduction to Accessibility and Disabilities Training, such as:

- "Accessibility Foundations" - Broad, covers the Accessibility Act and Municipal responsibilities under The Act, relevant for all staff and anyone who wants to learn more about accessibility

(This training is also occasionally offered virtually through the Accessibility Directorate.)

Accessible Communication Training, such as:

- "Core Skills of Plain Language" - Relevant for all staff
- "Introduction to Accessible Communications" - Relevant for those responsible for the website and social media
- The more advanced "Core Skills of Digital Accessibility" - Relevant for those responsible for the website and social media

Accessible Employment Training that covers the NS Human Rights Act and what it entails, i.e. the Duty to Accommodate, such as:

- "Working with Abilities Training" - Relevant for hiring managers

Note: Also consider other emerging training options.

Appendix B: Accessibility Advisory Committee Members

Community Members:

- Wanda Buchanan – Municipality of Shelburne
- Catherine Jones – Town of Shelburne
- Eric MacIntosh – Town of Shelburne
- Holly Perry – Town of Shelburne
- Terry Stacey – Town of Lockeport



Council Members:

- Ron Coole – Councillor, Municipality of Shelburne
- Therese Cruz – Councillor, Town of Shelburne
- Craig Hillen – Councillor, Town of Lockeport

Staff Members:

- Adam Dedrick – Director of Recreation & Parks, Municipality of Shelburne
- Jessie Dyer – Administration and Human Resources Coordinator, Town of Shelburne
- Frances Scott – Community Coordinator, Town of Lockeport
- Michelle Vacon – Accessibility Coordinator, Municipality of Shelburne, Town of Shelburne, Town of Lockeport

Appendix C: Achievements in Detail (2022-2025)

Awareness

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We had staff and Councillors attend accessibility training:
 - "Accessibility Foundations" – an introduction to accessibility and disability
 - "Accessibility Communications Workshop" – training on plain language and digital accessibility
- We hosted a public information session on the provincial Business Access-ABILITY Grant.
- We promoted important days and weeks for accessibility on our social media accounts and websites.
- We raised public awareness of our own (as well as community, provincial and federal) accessibility resources:
 - We posted an "Accessibility Friday Spotlight" each Friday on our Facebook accounts for a year, to highlight accessibility resources.
 - We created an "Accessibility" page on the Municipality of Shelburne website that provides consolidated information about accessibility resources. (This page is available for The Municipality and Towns to share.)
- We're looking at our work through an accessibility lens more than we were before.

The Municipality of Shelburne:

- The Municipality of Shelburne made accessibility training mandatory:
 - "Accessibility Foundations" - mandatory for all staff and Councillors
 - "Working with Abilities" - mandatory for those responsible for hiring

Buildings, Infrastructure, and Outdoor Spaces

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We compiled a document of our assets, including which have been audited, and which are priorities to be audited next.

The Municipality of Shelburne:

- The Municipality of Shelburne completed accessibility audits on these assets:
 - An audiologist assessed the acoustics of the Administration Building lobby and hallways.
 - A Rick Hansen certified professional conducted an accessibility audit of the Administration Building and provided a Rick Hansen accessibility rating.
 - The Accessibility Coordinator performed an informal accessibility audit of the Regional Materials Recovery Facility (C & D site).
- The Municipality of Shelburne made these public buildings more accessible:
 - The new Administration Building was built to Rick Hansen accessibility guidelines, and received a Rick Hansen Foundation accessibility rating of Gold, the highest rating.
- The Municipality of Shelburne made outdoor spaces and parks more accessible, with significant accessibility upgrades to Welkum Park, which had a grand opening in summer of 2024.
- The Municipality of Shelburne improved the acoustics in public spaces, through the installation of a hearing loop in Council Chambers/the main meeting room of the Administration Building.

The Town of Shelburne:

- The Town of Shelburne completed accessibility audits on these assets:
 - An architect completed an accessibility audit of the new Town Office.
 - The Accessibility Coordinator carried out informal accessibility audits with first-voice participants of Dock St., Mowatt St., King St., and Water St. She and the Building Inspector also carried out an informal accessibility audit of The Community Centre.
- The Town of Shelburne made these public buildings more accessible:
 - The new Town Office was retrofitted to current accessibility standards.

- An elevator was installed at new Town Office, making the second floor accessible for those who cannot use the stairs.
- Town Council meetings are now held in an accessible location, in the Community Centre.

In Progress

- The Town of Shelburne is preparing to start Phase 1 of a project to restore the Roger Grovestine Recreation Complex, and are exploring accessibility options for the washrooms, parking, and courts.
- The Town of Shelburne is in the process of updating the Land Use By-Law to include a provision for accessible parking for properties zoned R-A with Town water and sewer.

The Town of Lockeport:

- The Town of Lockeport made these outdoor spaces and parks more accessible:
 - Installed an accessible walkway between the pavilion and ramp leading to the accessible washrooms at Seacaps Park.
 - Added an automatic door to the main entrance at Crescent Beach Centre.
 - An old section of boardwalk has had accessibility and safety improvements.
- The Town of Lockeport worked with organizations that lease Town-owned buildings to undertake their own legislated accessibility audits:
 - The Town leases the Lockeport library to Western Counties Regional Library (WCRL). WCRL had a professional audit completed on that building in 2024.

In Progress

- The Town of Lockeport is working on improvements to lighting at Trestle Trail.
- The Town of Lockeport is working on having power-operated doors for the one washroom at Crescent Beach Centre, and one washroom at Seacaps Park.
- The Town of Lockeport is working on retrofitting a ramp at the Medical Centre to be more accessible.
- The Town of Lockeport is working on installing accessible washrooms at the Fire Hall.

Information and Communication

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We created accessibility guidelines related to information and communication for staff to refer to. This involves a Resource Library with guidelines such as “Accessibility Guidelines for Municipal Documents, Social Media and Websites,” and “Accessibility Guidelines for PowerPoint Presentations.”

The Municipality of Shelburne:

- The Municipality of Shelburne improved website accessibility, by completing a website accessibility audit and following that, the creation of a new website with improved accessibility.

The Town of Lockeport:

- The Town of Lockeport passed a policy related to accessible information and communication, an Accessibility Policy.

The Town of Shelburne:

- The Town of Shelburne uses Closed Captioning (CC) for public meetings. Town of Shelburne Council meetings are recorded and made available for the public with CC in place.

Delivery of Goods and Services

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We created a digital accessibility resource to help people learn about the goods and services we offer. This involves an “Accessibility” page on the Municipality of Shelburne website that includes information on our accessibility resources. (This page is available for The Municipality and Towns to share.)
- We created accessibility guidelines related to goods and services for staff to refer to. This involves a Resource Library, which includes “Meeting/Event Accommodations Resources,” and “Tips on Serving Customers with Disabilities.”

- We promoted adaptive recreation equipment for public use, such as the Hippocampe All-Terrain Wheelchair.

In Progress

- We created a Vulnerable Person’s Registry for the area.

The Vulnerable Person’s Registry Project is just beginning. It will start as a pilot project in Lockeport and expand to encompass Shelburne County. It is a collaboration between Senior Safety Services and local municipal units.

The Municipality of Shelburne:

- The Municipality of Shelburne updated a policy related to goods and services for accessibility. The Grants to Organizations Policy now includes a question as to whether the applying organization has considered accessibility in their planning process.
- The Municipality of Shelburne obtained new accessible equipment (a Mobi Beach Chair) for the public to loan, and will be officially launching this chair in 2025 as part of the Municipality’s Equipment Loan Program.
- The Municipality of Shelburne better advertised a commitment to welcoming service animals into public spaces, through placing a “Service Animals Welcome” sign on the front door of the Administration Building.
- The Municipality of Shelburne improved access to public washrooms, through the Administration Office becoming a member of the GoHere Washroom Access Program, and through adding all the public washrooms in Eastern Shelburne County to the “Public Facilities” Section of the map on the Municipal website.

The Town of Lockeport:

- The Town of Lockeport passed a policy related to the accessible delivery of goods and services, an Accessibility Policy.
- The Town of Lockeport obtained new accessible equipment (a parasport wheelchair) for the public to loan.
- The Town of Lockeport made Town events more accessible, by partnering with Autism Nova Scotia to create a sensory hour at the Winter Carnival.

- The Town of Lockeport better advertised a commitment to welcoming service animals into public spaces, through producing an updated, more accessible “Service Animals Welcome” sign on the front door of the Town Office.

The Town of Shelburne:

- The Town of Shelburne improved access to public washrooms, through the Town Office becoming a member of the GoHere Washroom Access Program.

Transportation

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We continued to provide funding to support transportation services by Sou’West Nova Transit.

Employment

The Municipality of Shelburne:

- The Municipality of Shelburne made Municipal job listings more accessible, through use of a consistent Statement of Commitment to accessibility and equity.

The Town of Lockeport:

- The Town of Lockeport passed policies related to accessible employment, A Scent-Free Workplace Policy, and an Accessibility Policy.

Appendix D: Previous Achievements (-2022)

Awareness

No achievements at this date.

Buildings, Infrastructure, and Public Spaces

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We arranged for the Building Inspector (a shared service between the Municipality and the Towns) to take the Rick Hansen Foundation Accessibility Certification training.

The Municipality of Shelburne:

- The Municipality of Shelburne is improving Welkum Park to make it more accessible based on an Accessibility Audit performed in 2018.
- The new Municipality of Shelburne Administration Building is being built to meet Rick Hansen Foundation Accessibility Standards.

The Town of Shelburne:

- The Town of Shelburne makes extensive use of its facilities at the Community Centre to ensure accessibility for many meetings and events, including a chair lift for the stage.
- King Street Centre is undergoing a retrofit which will improve accessibility.
- The new play area at Graham's Park in the Town of Shelburne was built with some accessible features including the splash pad and public washrooms.

The Town of Lockeport:

- The Town of Lockeport carried out an accessibility audit of its facilities in 2020.
- The Town of Lockeport has installed an elevator at the Town Hall.
- Lockeport Town Hall has access ramps installed at both entrances.

- A quiet area and other improvements have been carried out at Seaside Play Park (12 Howe Street, Lockeport) to make it more accessible based on an Accessibility Audit performed in 2018.
- Hall Street, Lockeport will soon become a more accessible pedestrian route.
- The Community Coordinator for the Town of Lockeport took the Rick Hansen Foundation Accessibility Certification training.

Information and Communication

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We post Council meeting minutes on the Municipality and Town websites.

The Municipality of Shelburne:

- The Municipality of Shelburne has begun the process of developing a new website with improved accessibility.

Town of Shelburne:

- The Town of Shelburne has installed large outdoor digital screens listing Town news, services, and initiatives, and providing associated contact information.
- Shelburne Town Council meetings air online through the town Vimeo Channel and on Eastlink once per month.

Town of Lockeport:

- The Town of Lockeport has installed a large outdoor digital screen listing Town news, services, and initiatives, and providing associated contact information.
- The Town of Lockeport has produced recreation programs in large print format.

Delivery of Goods and Services

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We provide online credit card payment options for Municipal/Town taxes and certain Municipal/Town services in addition to in-person, online and telephone banking payment options.

The Municipality of Shelburne:

- The Municipality of Shelburne implemented the Municipal Recreation and Physical Activity Inclusion Policy for Individuals with Disabilities.
- The Municipality of Shelburne provides adaptive equipment (the Hippocampe All-Terrain Wheelchair, hockey sledges, etc.) on loan to members of the community through their Equipment Loan Program.
- The Municipality of Shelburne is actively working to improve accessibility at Welkum Park.

The Town of Shelburne:

- The Town of Shelburne extends grants to organizations working to support people with disabilities.

The Town of Lockeport:

- The new stage and associated improvements at Seacaps Park, Lockeport make community events more accessible.

Transportation

General (The Municipality of Shelburne, Town of Shelburne, and Town of Lockeport):

- We provide funding to support transportation services by Sou'West Nova Transit.

The Town of Shelburne:

- The Town of Shelburne received funding in 2016-17 to complete some of the Town's active transportation network.

The Town of Lockeport:

- The Town of Lockeport received funding to improve the Town's active transportation network.

Employment

The Municipality of Shelburne:

- The new Municipality of Shelburne Administration Building will meet Rick Hansen accessibility standards.

The Town of Shelburne:

- Job posting for the Town of Shelburne includes a statement outlining the Town's commitment to hiring members of the community who may have accessibility needs.

The Town of Lockeport:

- An elevator was installed at Lockeport Town Hall, making the second floor accessible for people who cannot use the stairs.



STAFF REPORT

To: Council
From: Benn Himmelman, Physical Activity & Community School Coordinator
Approved by:
Date: March 17, 2025
Subject: Physical Activity Strategy 2025-2027

Document #	
D25-069	
Rec'd by	
JW	
Date	
Feb. 25/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Origin

The 2025-2027 Physical Activity Strategy has been completed and is ready to be approved by all three municipal units including the Municipality, Town of Shelburne and Town of Lockeport.

Recommendation

THAT, Council of the Town of Shelburne approve the 2025-2027 Physical Activity Strategy.

Background The Municipal Physical Activity Leadership Program (MPAL) is a cost shared program between the Province of Nova Scotia (Dept of Communities, Culture, Tourism & Heritage), Town of Shelburne, Town of Lockeport and the Municipality. The program is administered by the Municipality through an MOU with the province until March 31, 2027. The funding for the position goes toward costs for the MPAL program, which includes the Physical Activity & Community School Coordinator salary, benefits, expenses (mileage), professional development (conferences, training), office supplies, as well as funds for programs and projects. The

Coordinator is responsible for the implementation of the Strategy and SRHS Community Use.

Discussion The Physical Activity Strategy is the guiding document for the MPAL position, and the work completed through

that program. The Physical Activity Strategy was developed following consultation with community members from all three municipal units. In person public engagement sessions were held in Lockeport and the Town of Shelburne in November 2023. A combination of online and phone surveys were administered by the Province of Nova

Scotia and the Coordinator, providing feedback from community members in all three units. This information was used to provide an outline for the implementation of provincial priorities for physical

activity and supports work from all three municipal units to achieve four main Action Plan goals.

Budget Implications Yearly funding for the program consists of \$35,000 from the province, \$10,000 from the Municipality, \$10,000 from the Town of Shelburne and \$1,000 from the Town of Lockeport for a total of \$56,000. Those contribution amounts will meet the needs of the program for the remaining duration of the MOU, which ends March 31, 2027 (fiscal 2026-2027). However, it will require increases in contribution amounts from all partners to renew
 -Physical Activity Strategy 2025-2027

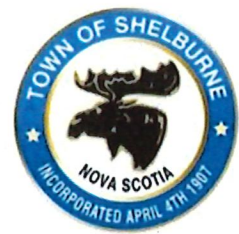
the MOU and continue the program with sufficient funding after 2027.

Attachments

Physical Activity Strategy

2025-2027

Town of Lockeport, Town of Shelburne
Municipality of the District of Shelburne



Acknowledgements

This document was prepared for the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport with the support of the Nova Scotia Department of Communities, Culture, Tourism, and Heritage (CCTH) by the Physical Activity & Community School Coordinator.

Special thanks to:

- Adam Dedrick, Director of Recreation and Parks, Municipality of the District of Shelburne
- Frances Scott, Community Coordinator, Town of Lockeport
- Sarah Mattatall, Chief Administrative Officer, Town of Shelburne
- Jessie Dyer, Administrative and Human Resources Officer, Town of Shelburne
- Mabel Mayo, Therapeutic Program Manager, Surf Lodge
- Students from Lockeport Regional High School
- Department of Communities, Culture, Tourism, and Heritage staff
- Community Members who participated in public meetings and online data collection
- Benn Himmelman, Physical Activity & Community School Coordinator, Municipality & Town of Shelburne & Town of Lockeport

Table of Contents

- Acknowledgements
- Table of Contents
- **Community Profile**
 - Town of Shelburne
 - Municipality of the District of Shelburne
 - Town of Lockeport
- **Physical Activity Strategy**
 - Provincial Priorities
 - Data Collection
 - Key Findings
 - Guiding Principles
 - Action Plan
- **Appendix**
 - Background
 - Municipal Physical Activity Leadership Program
 - Town of Shelburne & The Municipality of the District of Shelburne
 - Town of Lockeport
 - Supporting Documents

Community Profile

The Municipality of the District of Shelburne, the Town of Shelburne, and the Town of Lockeport are in Eastern Shelburne County, on the South Shore of Nova Scotia. They are made up of 55 individual communities and have a total combined population of 6,456 (Statistics Canada, 2021).

Town of Shelburne

The Town of Shelburne covers 9 square kilometers and was incorporated in April 1907. The population of the Town (as of 2021) was 1,644 residents. This is a 5.7% decrease in population size from the previous census in 2016 (Statistics Canada).



Municipality of the District of Shelburne

The Municipality of the District of Shelburne has a population of 4,336 (as of the 2021 census) and covers an area of 1,821.07 square kilometers. The Municipality is divided into 7 districts and smaller communities. Between 2016 and 2021, the Municipality had a 1.1% increase in population (Statistics Canada).



Town of Lockeport

The Town of Lockeport was incorporated in 1907 and covers 2.32 square kilometers of Locke Island and a portion of the mainland along Brighton Road. As of the 2021 census, the population of Lockeport was 476 residents, representing a 10.4% decrease since 2016 (Statistics Canada).

The primary language spoken in all three municipal units is English.



Provincial Priorities

As the Physical Activity Strategy is used to support the MPAL position and the work that is completed as a result, the provincial priorities for the MPAL position also apply to the Strategy.

Guidance from the Province of Nova Scotia is based on feedback from members of the public as well as best practices resulting from evidence-based research. The core priority of the MPAL program is the integration of small bouts of less structured movement throughout the day as a way to increase physical activity and reduce sedentary behaviour. This overall goal is supported by five outcome areas that include:

- Physical environment supports for walking
- Social supports for walking
- Social supports for other less structured physical activity
- Physical environment supports for other less structured physical activity
- Policy to support physical activity

Data Collection

This document was created using data collected through both local and provincially supported research into physical activity trends in the region.

From Fall 2023 to Spring 2024, a series of Citizen Surveys were completed by Nova Insights Inc. 140 residents of the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport completed online surveys and an additional 30 from the Town of Lockeport were surveyed over the phone (as a part of the Communities on the Move Pilot).

A smaller, joint survey was created by members of each Municipal unit and was promoted through social media. The aim of this survey was to gain information on three key target areas of physical activity: walking, wheeling, and gardening (changed to unstructured physical activity in later versions of the survey). These were selected as they represented major target areas for the Make Your Move campaign in Nova Scotia and aligned with the outcomes of the MPAL program. This survey received 58 responses from community members.

Public consultations were held in the Town of Shelburne and the Town of Lockeport in late 2023. The focus of these was to identify the needs of the individual communities represented by the strategy.

Key Findings: Municipality & Town of Shelburne (Citizen Survey)

Key facilitators

Time/priority: If I had more time to participate
Self-motivation: If I had more self-motivation
Options: If I knew more about participation options, like where or when to participate
Resources: If I had more resources to participate, such as transportation, equipment, finances

Among the less active in your community

Top Challenges

Social: Having someone to participate with
Routine: Incorporating activities into the daily routine
Schedule: Programs and services do not work well for my schedule
Roadside spaces/lanes: Not separate enough from cars for bicycling and not well enough maintained for walking
Safety: Do not feel safe riding a bicycle in the community
Access to information: Difficult to find information on simple movement opportunities

AT Motivators

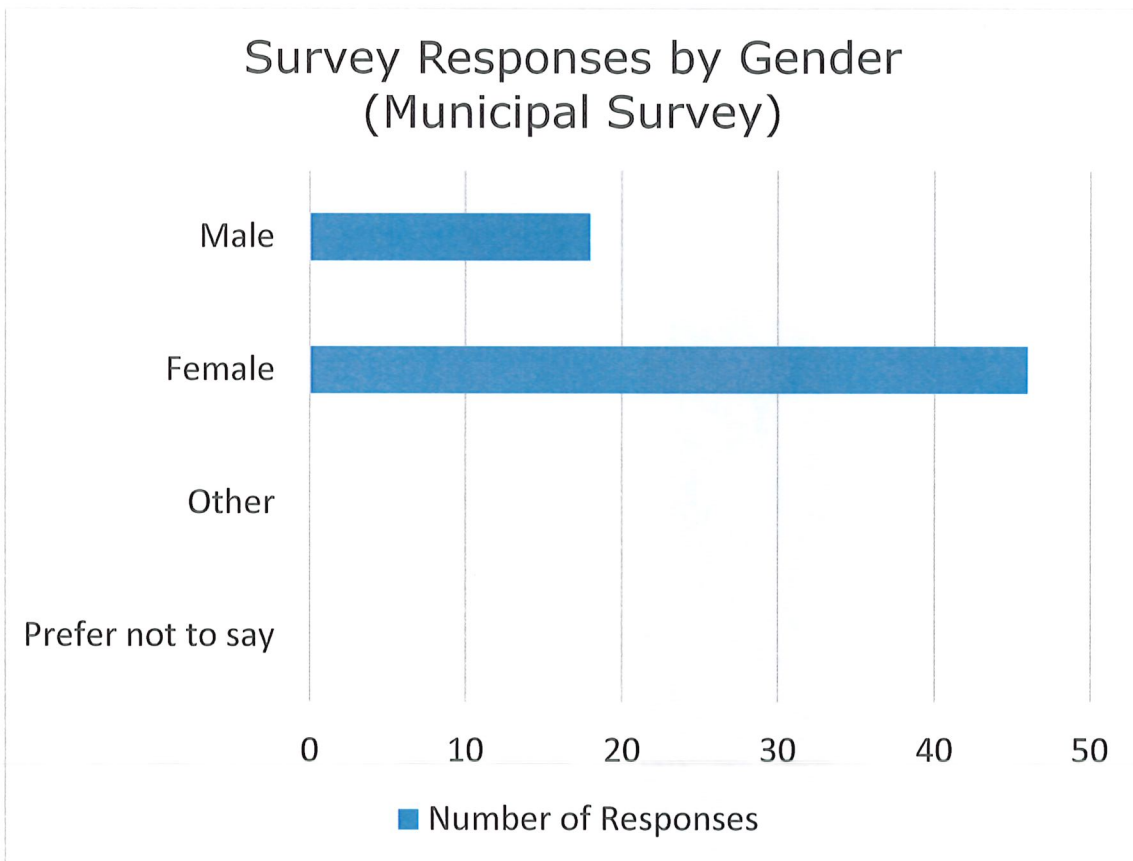
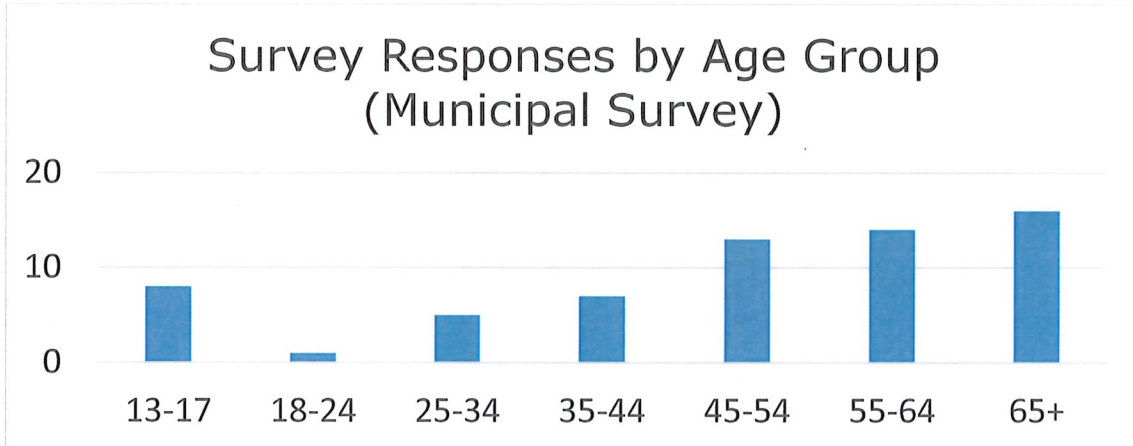
Walking: Motivators include sidewalk maintenance, trails, and access to indoor walking spaces
Bicycling: Motivators include off-road paths, bicycle lanes, better lighting, and better road conditions.

Key Findings: Town of Lockeport (Citizen Survey)

Community Status

Walking: Most commonly in the top 3 current activities
Outdoor chores: Effectively tied walking in the top 3 current activities
Active indoor tasks: A distant third current activity
AT: Two-fifths walk at least weekly.
Top Challenges (overall): Having someone to participate with, having programs of interest that meet scheduling needs, incorporating activities into their daily routine, and finding information on organized activities.
Top Challenges (simple movement): Sidewalks/roadsides not sufficiently maintained, bicycle lanes/sides of road not sufficiently safe from cars, not feeling safe riding a bicycle in the community, and having someone to participate with.
Places: Most likely to be active on sidewalks/roadsides, natural waterways, and trails

Municipal Survey



Survey Responses by District (Municipal Survey)



- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- Town of Shelburne
- Town of Lockeport

Municipal Survey Findings

Walking:

Challenges:

- Lack of sidewalks in rural communities
- Traffic levels
- Inclement weather
- Lack of motivation
- Physically unable, due to injury or other limitations

Suggested Improvements:

- Improved sidewalks
- Improve access to trails and beaches
- Widen road shoulders in rural communities
- Create local walking groups
- More safety features (signage, crosswalk maintenance, etc.)

Wheeling:

The responses included cycling, rollerblading, pushing a stroller, using a wheelchair and use of an E-Bike.

Challenges:

- Lack of interest
- Road conditions
- Physically unable
- Traffic
- Lack of trails

Suggested Improvements:

- Bike lanes or cycling specific space
- Trail maintenance
- Improved access to equipment
- Wider shoulders on rural road

Other Activity:

Responses included yardwork, gardening, hunting, and fishing as participant activities.

Challenges:

- Health concerns
- Too busy
- Inclement weather
- Cost to participate
- Lack of motivation
- Lack of facilities in some communities

Suggested Improvements:

- Community gardens
- Indoor facilities (indoor walking track and/or gym)
- Structured activities
- Organized events and programs
- Age-specific activities

Guiding Principles

The Physical Activity Strategy will be based on the following principles

1. Provide a variety of unstructured and structured physical activity opportunities
2. Initiatives will be based on research evidence, best practices, community needs and local assets
3. Use of a multi-level approach to address factors related to individual needs, social and physical environments and policies
4. Fair and safe play will be an integral part of all programs and activities
5. Cooperate, communicate, and collaborate with community, government and non-government agencies on physical activity initiatives
6. Ensure opportunities for all abilities, ages, genders, and cultures

Acronyms

- MPAL- Municipal Physical Activity Leader
- MYML- Make Your Move Lockeport
- ESCAAC- Eastern Shelburne County Accessibility Advisory Committee
- TCRCE- Tri-County Regional Centre for Education

Action Plan

Goal #1: Increase social supports for physical activity opportunities

Actions	Lead Agency	Timeline
Identify, recruit, and train physical activity leaders for all ages	MPAL, Rec Departments	Ongoing
Identify, recruit, and train youth leaders (age 13-16)	MPAL, Rec Departments	Ongoing
Work with partners to provide unstructured outdoor play leadership	MPAL	Ongoing
Identify and promote leadership training opportunities	MPAL, Rec Departments	Ongoing
Continue to promote the physical activity leadership fund to enhance physical activity and leadership capacity within the community	MPAL	Ongoing
Train leaders in accessibility and inclusion	MPAL, Rec Departments, Autism Nova Scotia, other orgs	Ongoing
Identify and promote female leadership opportunities	MPAL, Rec Departments	Ongoing
Continue Trail Walk Series with a focus on creating a more engaging experience	MPAL	Ongoing
Engage with walk leaders and promote existing walking groups	MPAL, MYML	Year 2
Support development of walking leaders	MPAL, Walk NS, MYML	Year 1
Improve support for community organizations that provide unstructured opportunities	MPAL, Rec Departments	Ongoing

Goal #2: Increase awareness of physical activity opportunities and the benefits of active living

Actions:	Lead Agency	Timeline
Identify and promote existing physical activity opportunities through social media.	MPAL, Rec Departments	Ongoing
Explore new opportunities to support physical activity in the school setting.	MPAL	Ongoing
Create an updated Active Living Guide to promote Physical Activity opportunities and information	MPAL	Year 2
Maintain a presence in newsletters and mail outs in all three units. Promote physical activity and opportunities	MPAL	Ongoing
Promote workplace Physical Activity by leveraging Make Your Move at Work and other campaigns	MPAL, local businesses, Town of Lockeport, MYML	Year 1
Create a master list of groups and organizations in the community that offer Physical Activity opportunities	MPAL	Year 1 (updated annually)
Promote and seek ways to connect people with physical activity and simple movement opportunities	MPAL	Ongoing
Explore multisport programs for different target groups	MPAL, Rec Departments, Sport Organizations	Year 3
Leverage campaigns that support walking (e.g. MYM or NS Walks)	MPAL, MYML	Ongoing
Develop signage and a campaign that support walking	MPAL	Year 2
Promote benefits of Active Transportation	MPAL	Ongoing

Goal #3: Explore and develop policies to increase access to physical activity opportunities

Actions:	Lead Agency	Timeline
Explore policy solutions for inclusion of adults and individuals with disabilities	ESCAAC, MPAL, Rec Departments	Year 2
Investigate potential for an Active Transportation Plan for Municipality and Town of Shelburne.	MPAL, Rec Departments	Year 3
Support the implementation of the Lockeport Active Transportation Plan	MPAL, Town of Lockeport, MYML	Ongoing
Update Inclusion Policy	MPAL, Rec Departments ESCAAC	Year 1
Update Affordable Recreation Policy	Rec Departments	Year 1
Develop an equipment loan policy for the Town of Lockeport	MPAL, MYML	Year 1

Goal #4: Improve access to infrastructure that enables physical activity opportunities

Actions:	Lead Agency	Timeline
Support accessibility improvements at existing recreation facilities (e.g. Grovestine Complex, Seaside Play Park, etc.)	MPAL, Rec Departments	Ongoing
Support accessibility to infrastructure that promotes less-structured physical activity (e.g. Rood's Head, Crescent Beach, etc.)	MPAL, Rec Departments, MYML	Ongoing
Explore solutions to enable improved access to existing recreation facilities	MPAL, Municipal Units	Year 2
Review recreation facilities and sites to identify general accessibility improvements. (All 3 units)	MPAL, Rec Departments, ESCAAC	Year 1
Refresh existing Community Use of Schools Agreement with Shelburne Regional High School	MPAL, Rec Departments, TCRCE	Year 2
Support community use of schools at SRHS and coordinate physical activity programs and rentals	MPAL, SRHS Administration	Ongoing
Identify and promote indoor walking spaces	MPAL, Rec Departments	Year 1
Conduct community walkability assessments, with a view to accessibility	MPAL, Rec Departments	Year 1
Continue to offer Family Night-drop-in program	MPAL	Ongoing

Appendix:

Municipal Physical Activity Leadership Program

The Municipal Physical Activity Leadership (MPAL) program was developed by the Nova Scotia Department of Communities, Culture, and Heritage (now Communities, Culture, Tourism and Heritage or CCTH) in 2006 in response to growing levels of physical inactivity in Nova Scotia. The MPAL program is a cost-shared partnership between the Towns of Shelburne and Lockeport, the Municipality of the District of Shelburne, and the Province of Nova Scotia through CCTH. As a result of this partnership, a staff member is hired through the Municipality of Shelburne to develop, implement, and evaluate a comprehensive Physical Activity Strategy. The focus of this document and the work that results from it is to raise awareness, promote opportunities and increase participation in unstructured physical activity for citizens of the three Municipal units that support the MPAL program.

Town of Shelburne & Municipality of the District of Shelburne

In 2005, the Municipality of the District of Shelburne and Town of Shelburne hired a part-time staff member for the role of Community Use Coordinator. The focus of this position was to organize and oversee the community use programming at the recently constructed Shelburne Regional High School. The Town of Shelburne and Municipality of the District of Shelburne had an opportunity in 2006 to expand the jointly funded Community Use Coordinator position and join the MPAL program. The new MPAL position and existing Community Use Coordinator position were combined into a full-time position, now known as the Physical Activity & Community Use Coordinator. Both Municipal units made

a commitment to support the position for a 5-year term. The Town of Shelburne and the Municipality of the District of Shelburne were the second municipalities in the province to join the MPAL program.

A working group was created in 2006 to advise and assist with the development and implementation of the Physical Activity Strategy. This group consisted of a representative of each municipal unit, CCTH staff, and community partners. The first Physical Activity Strategy was developed in 2007. Over the next 5 years several initiatives were implemented.

In 2012, a provincial committee was formed to create an evaluation process for the MPAL program. The Municipality and Town of Shelburne were represented on this Evaluation Committee by the Director of Recreation and Parks (MDS). The evaluation aimed to gain insight into the impact the MPAL program was having at a local level. Three independent evaluation studies were completed in Annapolis County, the Municipality of Chester, and the Town of Shelburne & the Municipality of the District of Shelburne. The resulting recommendations from the MPAL evaluation were incorporated into future physical activity strategies.

In September 2013, work began on renewing the Physical Activity Strategy. A series of nine public consultations were completed, along with youth focus groups and an online survey. Data from the Provincial MPAL evaluation, provincial & national reports, along with the IPSOS Reid community surveys were also consulted.

In 2019, the process of renewing the Physical Activity Strategy began. Work consisted of two public consultations (one in the Town of Shelburne and one in the Town of Lockeport), four one on one interviews with community stakeholders, six focus groups at Shelburne Regional High School and Lockeport Regional High

School, an online survey, and a phone survey conducted by Nova Insights Inc.

Work on a refreshed Physical Activity Strategy began in 2023. Community consultation consisted of public consultation sessions (one in the Town of Shelburne and one in the Town of Lockeport), an in-person interview with staff at Surf Lodge (a Macleod Group home), an online survey of Lockeport Regional High School Students, one online survey facilitated by the MPAL and one online survey conducted by Nova Insights Inc. Data resulting from a phone and online survey of residents of the Town of Lockeport as a part of the Communities on the Move Pilot Project, also facilitated by Nova Insights Inc., were also consulted.

Town of Lockeport

In April 2013, the Town of Lockeport joined the MPAL partnership with the Town of Shelburne and the Municipality of the District of Shelburne. A Memorandum of Understanding was signed among the municipalities and the Department of Health and Wellness committing to a 5-year renewal of the MPAL program in the community. A community meeting and youth focus groups were conducted in the Town of Lockeport and representatives from the Town joined the MPAL working group.

Membership in the working group has changed over the years, but it still provides guidance for the strategy and any activities or initiatives that result from the Physical Activity Strategy.

Information that was gathered was presented to the working group to guide further development of future Physical Activity Strategies. The renewed strategy aims to build on the work that has been completed through the implementation of previous Physical Activity Strategies.

In 2024, the Town of Lockeport continues to support the MPAL position. The MPAL works in cooperation with the Lockeport

Community Coordinator to provide and promote physical activity opportunities in the Town of Lockeport.

Supporting Documents

The creation of this document was guided by Provincial documents and national guidelines:

Let's Get Moving:

<https://novascotia.ca/letsgetmoving/docs/letsgetmoving-en.pdf>

Make Your Move:

<https://www.healthytomorrow.ca/make-your-move-in-your-community>

24-Hour Movement Guidelines:

<https://csepguidelines.ca/>

Document #	D25-070
Rec'd	<i>[Signature]</i>
Date	03-14/25
	
Committee	

COUNCIL REPORT - FOR INFORMATION

Subject: *Vending By-law*
Date: *March 14th, 2025*
Council Date: *March 17th, 2025*
Prepared by: *Dana Nash*

Overview

Staff recently received a request from a business seeking permission to open its vending establishment before the designated 9:00 AM start time.

Background

The current Vending Permit, under Section 5, Subsection (a), states:

"It shall be an offence for anyone licensed under this by-law to: Provide for sale any goods or services between the hours of 11:00 PM and 9:00 AM, except on Friday and Saturday, when such sales are permitted until 1:00 AM the following day."

Analysis

Staff are in the process of drafting proposed amendments to the Vending By-law for Council's review. During our review of the current by-law, we identified a few additional amendments that we believe would help modernize it. These proposed updates will be brought forward for Council's consideration.

Next Steps

- *April 5, 2025 Council Meeting: First reading of the proposed Vending By-law amendment.*
- *May 5, 2025 Council Meeting: Second reading of the proposed amendments.*

Respectfully submitted,

Dana Nash, By-law Enforcement Officer

Jill Webb

Document #	D25-070
Rec'd by	Feb 21/25
Date	gw
COPIES TO:	
Council	✓
Agenda	✓
Committee	

From: Dana Nash
Sent: February 21, 2025 1:21 PM
To: Jill Webb
Subject: Fw: Food vendor permit

Pls pass along to council

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From: Matt MacInnis <matt@tlcpharmacy.ca>
Sent: Friday, February 21, 2025 11:25:48 AM
To: Dana Nash <Dana.Nash@shelburnens.ca>
Subject: Re: Food vendor permit

Good morning Dana,

I am writing in regards to **section 5. a)** of the **Town of Shelburne Vending By-Law**.

I will be operating a coffee trailer, vending permit in the name of Swell Coffee, with a goal of providing coffee to customers prior to the commencement of the average work day of 9am. My request is to get a comfort letter to go with our vending permit so that we are able to start operations and are permitted to sell goods starting at 8am.

Should you have further questions please do not hesitate to contact me.

Cheers,

On Mon, Jan 27, 2025 at 2:02 PM Dana Nash <Dana.Nash@shelburnens.ca> wrote:

Hey Matt, just a quick reminder that your permit is here, we also need a copy of your id when you pick it up. Also your permit has to be renewed Jan. 1 2026

Dana Nash
By-law Enforcement Officer

Town of Shelburne
162 Mowatt Street
P.O. Box 670
Shelburne, NS, B0T 1W0
© 902-875-6482
www.shelburnens.ca

COUNCIL REPORT - FOR DECISION



Subject: Municipal Heritage Designation – 13 George St
Date: March 10, 2025
Authority: HPA, s. 14 & 15
Council Dates: March 17, 2025
Notice Date: N/A
Prepared by: Mike Kahn, Senior Planner

Document #	
D25-071	
Rec'd by	
[Signature]	
Date	
MAR 12/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Background

13 George Street, the former Shipyard Mill and a Town owned property, is a significant heritage property within the Town, and the Heritage Advisory Committee is recommending the property be municipally designated under the Heritage Property Act (HPA).

Current building

The first documented shipbuilder to work on this site was William Muir who established his shipyard here in 1827. Upon his retirement in 1870, his sons Samuel and Thomas Muir took over the yard. They sold in 1880 to merchant/shipowner John A. McGowan Jr. who employed Winslow McKay as his master builder. It is during McGowan’s ownership, in 1903, that the mill was built. Originally built to use a coal-driven steam engine, the mill was one of the first buildings in town to be electrified, powered on in 1914.

In 1916, the property was acquired by Alfred Deal Bruce, formerly a bookkeeper for shipbuilder Joseph McGill, whose firm was one of the leading Atlantic Canadian shipbuilding firms. Bruce established the new company as Shelburne Shipbuilders Ltd.

When Bruce left the McGill firm, he brought with him the firm’s master shipwright James H. Harding, who designed and supervised 60 vessels between 1916 and his retirement in 1947. During the Second World War, between June 1942 and January 1944, the yard completed five wooden-hulled MMS Class minesweepers for the Royal Navy, and two diving tenders for the Royal Canadian Navy. During the 1950s it added five RCMP patrol vessels to its inventory of completed projects.

After four decades in business as Shelburne Shipbuilders, the yard was sold to Harley S. Cox & Sons Ltd., owned by William (“Bill”) and George Cox. They launched their first vessel at this yard in 1962 and their last commercial vessel in 1982. The yard officially closed in 1985.

The shipyard this mill building stands on was in near-constant operation from the 1820s until 1984, and this is the last building remaining on the site retaining its original appearance. Shelburne was a notable Twentieth Century shipbuilding port. No other surviving building in the town is a better example of this important aspect of Shelburne’s history, culture and heritage.

The mill retains many of the features associated with its functions of sawing and planing, including the numerous windows and hatches that allow raw lumber to enter on the east side and emerge, finished, on the west. The windows on the knee wall of the second storey provided light to work by, as that level was a moulding loft where the vessel frames were laid off. The presence of the moulding loft above may make this mill a unique survivor.

Additional details on the building can be found in Appendix 1 - Additional Heritage Information and Rationale for Designation – 13 George Street.

There has also been interest in designating the property from Mike Hartigan representing the George Street Mill Society, who appeared before Council on February 18, 2025 in support of designating the property. Mr. Hartigan expressed interest in applying for heritage grants to help restore and maintain the buildings character.

Analysis

The rationale for designation is based on:

- **Age** - The building was built in 1903.
- **Historicity**
 - Association with historical personages of local and regional significance
 - Association with groups, organizations or institutions of local significance.
 - A property associated with major trends or movements in the Town’s history
- **Architecture**
 - Landmark fundamentally inseparable from the Public’s perception of Shelburne’s culture, history or lifestyle.

Options

	Pros	Cons
Option 1 - Begin Designation Process	<ul style="list-style-type: none"> • Protects a heritage asset • Allows application for heritage related grants 	<ul style="list-style-type: none"> • None
Option 2 – Decline the request	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Does not protect the heritage building • Prevents applications for grants

Implementation

The Town must provide the landowner with at least 30 days notice prior to designation HPA 15 (1), and provide the landowner an opportunity to be heard regarding the proposed designation. However, the Town is landowner in this instance. The Town will still need to allow 30 days to elapse, meaning the proposed designation is expected to come back to Council for a vote on April 22, 2025.

The notice to the Town as a landowner is attached as Appendix 2 - Notice of Intent to Designate Heritage Property– 13 George Street.

Recommendation

THAT Council directs staff to prepare to register 13 George Street as a Municipal Heritage Property under the Heritage Property Act, including sending notice to the Town as a landowner regarding the potential designation, as attached in Appendix 2 Notice of Intent to Designate Heritage Property;

AND THAT Council receives said notice and welcomes the proposed heritage designation of 13 George Street.

Appendices

1. Additional Heritage Information and Rationale for Designation – 13 George Street
2. Notice of Intent to Designate Heritage Property– 13 George Street

Appendix 1 Additional Heritage Information and Rationale for Designation – 13 George Street

The George Street Shipyard Mill (13 George Street, Shelburne, Nova Scotia)

The reasons for the proposed designation are:

1. Age

The building was built in 1903, just past the cut-off year of 1900.

2. Historicity

- Association with historical personages of local and regional significance
- Association with groups, organizations or institutions of local significance.
- A property associated with major trends or movements in the Town's history

The first documented shipbuilder to work on this site was William Muir who established his shipyard here in 1827. Upon his retirement in 1870, his sons Samuel and Thomas Muir took over the yard. They sold in 1880 to merchant/shipowner John A. McGowan Jr. who employed Winslow McKay as his master builder. It is during McGowan's ownership, in 1903, that the mill was built. Originally built to use a coal-driven steam engine, the mill was one of the first buildings in town to be electrified, powered on in 1914.

In 1916, the property was acquired by Alfred Deal Bruce, formerly a bookkeeper for shipbuilder Joseph McGill, whose firm was one of the leading Atlantic Canadian shipbuilding firms. Bruce established the new company as Shelburne Shipbuilders Ltd.

When Bruce left the McGill firm, he brought with him the firm's master shipwright James H. Harding, who designed and supervised 60 vessels between 1916 and his retirement in 1947. His first ship was the freight steamer and passenger vessel known as the Keith Cann. Others included a square-rigged ship the government of France ordered to serve St. Pierre and Miquelon, two-masted fishing schooners, three-masted tern schooners, yachts, ferries, diesel-powered fishing vessels, and eight motorized rum runners. During the Second World War, between June 1942 and January 1944, the yard completed five wooden-hulled MMS Class minesweepers for the Royal Navy, and two diving tenders for the Royal Canadian Navy. During the 1950s it added five RCMP patrol vessels to its inventory of completed projects.

After four decades in business as Shelburne Shipbuilders, the yard was sold to Harley S. Cox & Sons Ltd., owned by William ("Bill") and George Cox. They launched their first vessel at this yard in 1962 and their last commercial vessel in 1982. The yard officially closed in 1985.

Shelburne was a notable Twentieth Century shipbuilding port. No other surviving building in the town is a better example of this important aspect of Shelburne's history, culture and heritage.

3. Architecture

- Landmark fundamentally inseparable from the Public’s perception of Shelburne’s culture, history or lifestyle.

The shipyard this mill building stands on was in near-constant operation from the 1820s until 1984, and this is the last building remaining on the site retaining its original appearance.

The mill retains many of the features associated with its functions of sawing and planing, including the numerous windows and hatches that allow raw lumber to enter on the east side and emerge, finished, on the west. The windows on the knee wall of the second storey provided light to work by, as that level was a moulding loft where the vessel frames were laid off. The presence of the moulding loft above may make this mill a unique survivor.

4. The Equipment

The character-defining elements of the Mill include the surviving equipment within it. The Mill is probably the last surviving, intact shipbuilding mill in Atlantic Canada. Especially unique is the building’s dual function, with the mill below and moulding loft above.

As noted in the Historicity section, the equipment in the mill was steam-driven until it was electrified in 1914. The principal power source is a 1916-vintage General Electric 40 horsepower motor, which has been tested and is usable. The wiring for the motor was updated in 2017, inspected and passed by Nova Scotia Power. The motor drives the Line Shaft which, in turn, powers all the major equipment in the mill, by means of a flat-belt drive system. The belts, all of which are intact, pass down through holes in the main floor of the building. The Line Shaft, which is of a similar date to the building with renovations in later years, is in working condition.

This is a “Through Mill”, in which the timbers were passed through the structure as they were sawn. The rotary mill saw on the south end of the building may date from the 1880s, and the carriage on which the logs lay as they were sawn is capable of producing timbers 44 feet long. This part of the mill includes a Cut End Saw, used to square up the ends of the sawn timbers.

The principal pieces of equipment on the main floor, and their probable vintage, listed from north to south are:

1. A tractor-fed auto planer. (1930s)
2. An edge joiner (or “buzz planer”), used to square up the sawn and planed planks. (1930s-1940s)
3. A power-fed rip saw – in which the logs were moved past the saw blade on a movable carriage (1920s)
4. A standard table saw (1910-1920)
5. A “matcher”, i.e. a 4-sided planer, now usually referred to as a “moulder”. (1880-1912)
6. A lathe, flat-belt driven, capable of handling timbers up to 25 feet in length (1930-1940)

On the west wall is a mini-line shaft, run by a small electric motor, which powers a grinder and a band saw located on the second floor.

A tilting-blade ship’s band saw, used to saw large-sized timbers, is located outside the basement, on the west side of the building. This saw, which could have been built any time from the 1920s to the 1940s, is

currently being restored. Most such saws had a tilting table to permit the sawing of angles. This one is different, and rare, because the blade assembly can be rotated, almost to 90 degrees, to make angle cuts.

The basement also contains an operable trunnel machine, built by the Lunenburg Foundry in the 1930s, and a small sawmill that was used to cut the trunnel blanks.

The final piece of equipment in the basement is the remains of the air compressor, originally powered by the line shaft, that was used to run the pneumatic tools used until about 1930.



COUNCIL REPORT - FOR DECISION



Subject: Donation to Graham Huskilson Park
Date: March 12, 2025
Authority: MGA s. 50 (1) – Acquisition of Property for Public Purpose
Council Dates: March 17, 2025
Notice Date: N/A
Prepared by: Mike Kahn, Senior Planner

Document #	D25-672
Rec'd by	gw
Date	Mar. 12/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
other park	<input checked="" type="checkbox"/>
Town also	<input checked="" type="checkbox"/>
ds the and	<input type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Background

In 2016, the Huskilson family donated \$260,000 to the Town to provide a splash pad and other park enhancements at Graham Huskilson park, (Graham's Park), located next to King Street. The Town also contributed \$50,000 and the Municipality of District of Shelburne provided \$10,000 towards the and other park enhancements at Graham Park.

The splash pad is a community asset and is well used in summer, as is the park as whole. The park is also centrally located within Town and has good vehicle and pedestrian access.

More recently, the Town has been approached by Christoper and Kim Huskilson regarding a donation to the Town of: 36 John Street, the former United Church, to expand Graham Park; and funds to install an accessible playground and other park enhancements in the park, potential including Grovestine Recreational Complex. See Appendix 1 - Email from Landowner Chris & Kim Huskilson.

Analysis

The donation to Graham's Park represents a remarkable opportunity for the Town to build on the success of Graham's Park and create a park space for all residents and visitors to enjoy.

Revitalizing the Grovestine Recreation Complex is a priority of Council and with a larger land base, has more opportunity for growth.

For more information on 36 John St. and the former church and Heritage building, please see related Council report "De-registration of 36 John Street"

Park Plans

The Town would look to hire a landscape architect, or equivalent professional, to prepare two park plans, one for Graham's Park and one for the Grovestine Recreational Complex. These plans would part of future public engagement, ideally in the early summer. These plans will state the costs of potential upgrades prior to undertaking potentially costly work. The plans will also aid the Town in application for grants.

Graham's Park

The expanded park will include access from Hammond St and roughly half an acre in additional space. Staff would also look into consolidation of lots to create a single Graham's Park lot/PID. This could include redividing the King St Center lot to provide land functionally part of the park is combined with the proposed lot.

The main purpose of the park upgrades is to enable the construction and use of an accessible playground, which would include accessible playground equipment, an accessible surface for the equipment and accessible walkways from parking and park entrances to the equipment.

Assuming the adjacent church is demolished, certain elements, such as the granite foundation stones and a stained glass window could be reused or preserved on site as part of the new park. There is also the opportunity for public art to be included in the new park.

Potentially other amenities that will be considered:

- Basketball Court;
- Pad and electrical hookup for food truck/vendor;
- Benches and garbage receptacles;
- Additional landscaping, trees, signage, lighting, landscaping.

These other amenities would be added based on available space, funding and public interest.

While construction was taking place at the park, the Town would use the opportunity to upgrade an existing waterline to support nearby development. The new water main would roughly align with Digby Street. This water main would support rezoning to a higher density (up to 25 units per acre) in the area. There has been some interest in extending the waterline in the Digby Street area from nearby landowners, and extending the waterline while the park is undergoing upgrades will reduce cost and disruptions to the park.

Grovestine Recreation Complex

Additionally, the Town will look to leverage the donation to access matching funding, potentially allowing for accelerated upgrades to the Grovestine Recreational Complex. For example, if the Town is successful in its grant application and receives a grant covering a portion of the costs of upgrades to Graham's Park, the donated funds would flow to Grovestine for parks improvements, which could also be used to apply for grant programs.

Current improvements with the Grovestine Recreation Complex will continue.

Grants would be applied for following the finalizing of the parks plans.

Implementation

Staff will work with a land surveyor to survey the proposed expansion, subdivide and consolidate the lots containing Grahams Park as needed.

Staff will create a Request for Proposals to hire a landscape architect or similar professional to prepare a parks plan including public engagement and cost estimates. In terms of timing, staff would look to issue the RFP in early March; select and retain a firm/professional in early April, with draft plans for May-June. Ideally final plans would be brought forward in Council for review and approval in late June. Construction could take place this year and into next, allowing time for grant applications and hopefully minimizing disruption to the park by building during the shoulder seasons (fall/spring) when the park is used less.

Recommendation

THAT Council authorizes the CAO enter into an agreement with Chris and Kim Huskilson regarding the generous gift of 36 John Street (PID 82579087), including preservation of heritage elements, naming rights and park upgrades;

AND THAT Council directs staff to retain relevant professionals to provide a park plan for both Graham's Park and the Grovestine Recreation Complex, including public engagement and cost estimates.

Appendices

1. Email from Landowner Chris & Kim Huskilson

Appendix 1 - Email from Landowner Chris & Kim Huskilson

Town Council

Shelburne, NS

Re: Request to de-register Heritage Property

We, Kimberley Huskilson and Christopher Huskilson have completed the purchase of 36 John Street. As the owners we are formally requesting the property be de-registered under the Heritage Property Act of Nova Scotia.

Once this process is complete, we wish to build on the success of Graham's Park by donating the land to the Town of Shelburne and adding a new area to be named "Barb's Place."

We look forward to working with the Town of Shelburne and the residents towards completion of this exciting new project.

Regards

Kim & Chris Huskilson



COUNCIL REPORT - FOR DECISION

Subject: De-registration of 36 John Street
Date: March 12, 2025
Authority: MGA s. 50 (1) – Acquisition of Property for Public Purpose
Council Dates: March 17, 2025
Notice Date: N/A
Prepared by: Mike Kahn, Senior Planner

Document #	D25-073
Rec'd by	<i>JK</i>
Date	MAR. 12/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

Background

The Town has been approached by Christopher and Kim Huskilson regarding a donation to the Town of 36 John Street, the former Trinity United Church, to de-registration of the former church as a heritage building under the Heritage Property Act, intend to demolish the building, saving certain elements and donate the land to the Town for incorporation into Graham’s Park.

For more information on the proposed park expansions, please see related Council report “Donation to Graham’s Park”.

Current building

The current building is a municipally designated heritage property, designated in 1994, under the Heritage Property Act. The building is roughly 8,000 square feet, including 2,500 square feet in the main hall. The building has a ¾ inch waterline and is concerted to Town sewer. There a single on-site parking stall/unloading area off of John St. The property is 0.8 acres, and does not include the cemetery, Old Kirk Burying grounds, which is on an adjacent lot.

The local United Church congregation explored various options for reuse/renovation over 4 years prior to selling the Church in 2021. There were issues with mold, dampness and the condition of steeple at that time. There were also alterations to the exterior in the early 2000’s that may not have been approved by the Heritage Advisory Committee (HAC), in keeping with the Heritage Property Act.

The property has been on the market previously for several months and has been vacant for over a year.

On February 6, and March 6 2025, the HAC discussed the property, noting the issues outlined above. De-registration and demolition of the property was discussed but no formal position adopted.

The Huskilson’s are offering to donation the 36 John St to the Town to be added to Graham’s Park. The former church is intended to be demolished, but some elements are proposed to be saved if possible, including the foundation stones and one of the stained glass windows, to be retained in the new park. The Huskilson’s have also committed to work with those who have a stained glass window dedicated to them, or their families, about removal of those stained glass windows.

Analysis

The Landowner has requested the building be de-registered, see attached email, which starts a process under the Heritage Property Act. To deregister a heritage property on the application of a landowner, the municipality must determine if the continued registration of the property would be inappropriate due to the loss of heritage value which the Heritage Property Act defines as:

“the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations and embodied in character-defining materials, forms, locations, spatial configurations, uses and cultural associations or meanings.

Character-defining elements as “the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to **heritage value** and that must be sustained in order to preserve heritage value.” (emphasis added)

Below are the notes from the recommendation to designate, outlining the Character-defining elements:

Character-defining elements of the Trinity United Church include

- one-and-a-half storey wood structure;
- granite block foundation;
- steeply pitched gable roof;
- wood shingle cladding;
- Gothic Revival-style stained glass windows with pointed labels and plain lug sills;
- pointed steeple set on a rectangular three-storey base with buttressed corners and a string course;
- Palladian window in the west;
- Rose window over the entry;
- location on a prominent lot in the centre of Shelburne.

The building met the criteria in 1994 in part due to the presence of the United Church, which lent “cultural, social or spiritual importance” to the building. However, the building has now remained vacant for years.

The Character-defining elements references several late additions to the building, such as the stained glass windows, many of which were added post 1950, reducing the heritage value. The Gothic Revival style is present, but mixed with contemporary construction, including the addition of a wheelchair access from John Street, which was an alteration made since the designation in 1994.

De-registration of 36 John street would enable the landowner to demolished the existing structure.

The landowner has stated they intend to provide the granite foundation stone and potentially one of the stained-glass windows to be re-used as part of the upgrades to Graham’s Park, should the existing structure be demolished.

Old Kirk Burying Ground

The burying ground adjacent to 36 John Street are both Provincially and Municipally designated. However, the municipal designation is a single designation for both properties, 36 John Street (PID 82579087), former Trinity Untied Church and the Old Kirk Burying ground (PID 82579095). Should Council proceed with de-registration staff will begin the process to re-designated the burying ground. The provincial heritage designation of the burying grounds will remain and will not be impacted, neither will the ownership of the land.

Options

	Pros	Cons
Option 1 - Begin De-registration Process	<ul style="list-style-type: none"> • Process includes public engagement to gain public input • Potentially Expands Grahams Park and provides housing 	<ul style="list-style-type: none"> • Removes a designated heritage building from protections against demolition
Option 2 – Decline the request	<ul style="list-style-type: none"> • Retains designated heritage building 	<ul style="list-style-type: none"> • Contrary to landowners request

Implementation

Should Council wish to pursue de-registration, the first step would be to ask the HAC for its recommendation based on the landowners request. Staff would prepare a report with the HAC recommendations for a regular meeting of Council prior to the public hearing.

Process to Deregister

Where Council is looking to deregister a heritage property, the Council must provide notice of a public hearing at least 30 days in advance of the hearing in a local newspaper.

March 17	Council issues direction
Approx. March 20	Notice placed in newspaper
April 3	Heritage Advisory Committee meets to make recommendation
April 22	Council Report with HAC recommendations at Council meeting
May 5	Public Hearing and Council Vote

Future of Lands

A large portion of the 0.8 acre lot is planned to be added to Grahams Park. Staff are exploring options for affordable housing, market housing or both for the remaining parcel.

Recommendation

THAT Council directs staff and the Heritage Advisory Committee to consider the de-registration of 36 John Street (PID 82579087);

AND THAT Council directs staff to prepare for a public hearing on de-registration of 36 John Street at the May 5, 2025 Council meeting.

Appendices

1. Email from Landowner Chris & Kim Huskilson
2. Heritage Designation on Title for 36 John Street

Appendix 1 - Email from Landowner Chris & Kim Huskilson

Town Council

Shelburne, NS

Re: Request to de-register Heritage Property

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Once this process is complete, we wish to build on the success of Graham's Park by donating the land to the Town of Shelburne and adding a new area to be named "Barb's Place."

We look forward to working with the Town of Shelburne and the residents towards completion of this exciting new project.

Regards

Kim & Chris Huskilson

Appendix 2 - Heritage Designation on Title for 36 John Street

Province of Nova Scotia
County of Shelburne

516

1840

FORM B

I hereby certify that the within instrument was recorded in the Registry of Deeds Office at Shelburne in the County of Shelburne, N. S., at 10:09 o'clock ¹⁴ M., on the 20 day of Oct A.D., 1994 in Book No. 213 at Pages 516 as Document Number 1840.

W. W. [Signature]
Registrar of Deeds for the Registration District of Shelburne County

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: TRINITY UNITED CHURCH,
c/o Nelson Barbrick,
Secretary, Official Board,
P. O. Box 1007,
Shelburne, N. S. BOT 1W0

You are hereby notified that:

1. The land and building located at:

36 John Street, Lots 6, 7 & 8, Unlettered Block,
Shelburne, N. S. South Division, Property Code #505
BOT 1W0 (Trinity United Church)

has been registered in the Town Registry of Heritage Property by resolution adopted at a meeting of Council the fifth day of October, 1994.

2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application is granted with or without conditions. Where an application is not approved, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

DATED this 7th day of October, 1994.

C. W. [Signature]
Town Clerk
516
1994 OCT 7



SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
BOT 1W0

Document #	
D25-674	
Rec'd by	
gw	
Date	
Mar. 7/25	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of February 2025.

Total number of calls for service: 14

Calls for service within the Town: 5

Calls for service in the Municipality of Shelburne protection area: 9

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL	2	4
MOTOR VEHICLE ACCIDENT		1
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		
GRASS, BRUSH, FOREST		1
POWER LINES		2
FLOOD CONDITIONS	1	
BOATS/WATER RESCUE		
PUBLIC ASSISTANCE		
ASSISTANCE TO POLICE	1	

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT